

Monthly Report

From The Director's Office

Greetings,

Community Development Department staff hope you all had a wonderful holiday filled with joy, good cheer, friends and family. For the 15th consecutive year, Candi "Claus" Garrett of our Engineering Division and her helper elves have done it again! This year, they made two Wilsonville family's holiday one to remember by organizing and coordinating another fantastic "Family Giving" event.

The two families that we helped this year include a single mom with four children ages 3, 6, 10 and 13 and a second family with a mom and dad and a four-year-old. For folks that aren't familiar with our tradition of Family Giving, I'll explain. Staff works with a local school counselor in fall asking for families that we could help for the Holiday. Staff then gather information from the families about toys, clothes, colors, sizes, houseware needs, game ideas and favorite holiday foods.

Gift tags are hung on the wall in the City Hall lobby near the tree with specific items that have been requested by the family. Staff members pick tags and bring unwrapped gifts to City Hall who later gather to wrap all the presents. Later the crew delivers everything to the family with Santa and his elves the week before the Holiday. A SMART bus even doubles as Santa's sleigh! It's a heartwarming tradition that staff loves to participate in year after year. It really does say a lot about Community Development staff that they spend so much effort making two families' holiday one that they won't soon forget.

It is this kind of generosity and kindness that makes Wilsonville a special place!

Sincerely,

Chris Neamtzu, AICP

Community Development Director

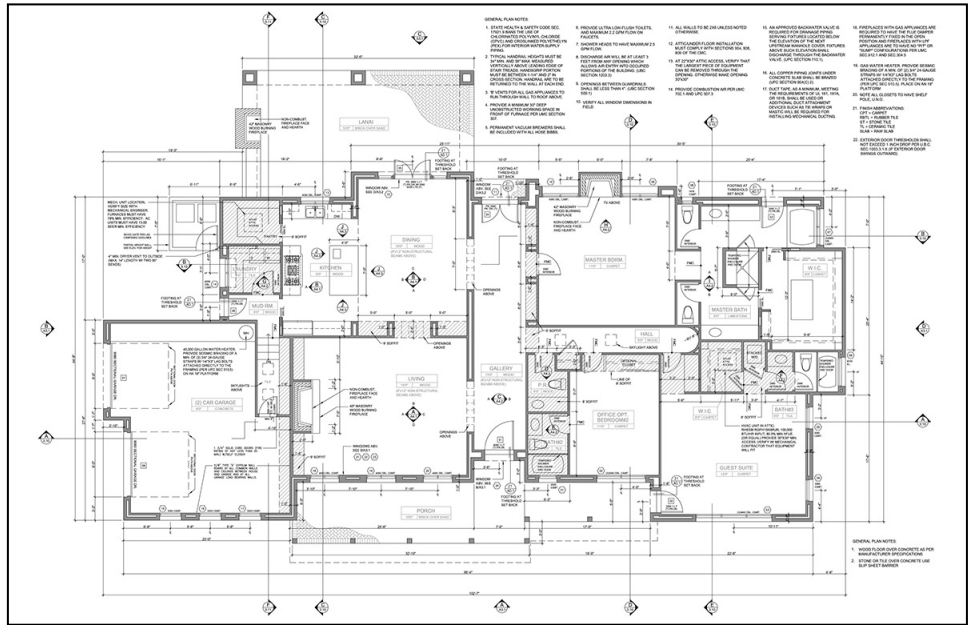


Building Division

Top 10 Tips for Smooth Permitting in Your Construction Project

Welcome to building insights monthly! In this article, Wilsonville's Building Inspectors/Plans Examiners present our top 10 expert tips to navigate the permitting process for a seamless construction experience. Let's dive into the essential strategies that ensure a successful journey from permit application to project completion.

1. **Start Early:** Commence your permit process as soon as possible. Early engagement with the Building Division allows for ample time to address queries and ensure the completeness of your application.
2. **Thorough Applications:** Detail-oriented applications prevent delays. Ensure that all required documents and information are accurately completed before submission.
3. **Open Communication:** Maintain open lines of communication with the Permit Technicians. Regular dialogue helps in clarifying doubts and streamlining the process.
4. **Adherence to Codes:** Strict adherence to building codes and regulations is a must. Align your construction plans to meet safety and zoning standards.
5. **Pre-Application Consultation:** Opt for pre-application consultations to gain insight into project requirements and avoid potential pitfalls in the initial stages.
6. **Plan Review Preparation:** Prepare comprehensive and detailed plans. A well-prepared plan submission expedites the review process.
7. **Compliance Check:** Perform a thorough compliance check before submitting your application. Address any discrepancies to prevent rejections or delays.
8. **Site Inspections Coordination:** Coordinate site inspections efficiently. Timely scheduling and preparedness for inspections aid in keeping the project on track.
9. **Proper Documentation:** Maintain accurate records of correspondence, inspection reports, and approved documents. Organized documentation is key for a smooth journey.
10. **Final Approval Celebration:** Celebrate the final approval with diligence. Ensure that all inspections are successfully completed and the project aligns with approved plans.



The permitting process is a vital stage in any construction project. By following these top 10 tips, you can navigate the process with greater ease, ensuring compliance, safety, and efficiency in your construction endeavors.

Economic Development Division

As one might expect, December (not unlike November) means a slower pace, many celebrations, and a winding down. While that description fits December 2024, it was still a productive month, punctuated with some time out of the office. Economic Development staff continue to collaborate with the Planning Division on the Wilsonville Industrial Land Readiness project, which now concludes Phase I and shifts to Phase II in the new year. Similarly, staff continues to support the new application to the federal RAISE grant program, due in January 2025, seeking construction funding for the I-5 Bike/Ped Bridge.

Meetings and Events

Several events attended by staff were more social and celebratory in nature—yet, still good networking opportunities. Such events included the Greater Portland Inc. (GPI) Investor Mixer where GPI highlighted the year's accomplishments and provided an outlook for the year ahead. The Wilsonville Chamber of Commerce also hosted their annual meeting.

- **Oregon Business Plan Summit**

The highlight of the month was the Oregon Business Plan Annual Summit. The Oregon Business Plan, launched in 2002, is an ongoing collaborative effort between Oregon's business community, its elected leaders, and other key stakeholders to achieve greater economic growth and prosperity across all of Oregon's regions. Governor Kotek spoke, and there were several sessions of interest to Wilsonville.

Daimler CEO, John O'Leary, talked about the challenges and opportunities around the "Clean Tech" economy. He outlined four (4) key areas in which Oregon must improve to compete for jobs and investment in this burgeoning sector:

- 1) Industrial Land, 2) Talent, 3) Energy, and 4) Incentives.

Wilsonville has these ingredients, which may explain why we already have several "clean tech" companies here. We can and will do more to capture more opportunities given our competitive advantages, not least of which is the availability of developable industrial land



Economic Development Division

Local Business Newsletter

The November/December Local Business Newsletter went out on December 13.

This communication has proven effective, even if readership hovers around 40% of the total distribution list of over 1200 subscribers.

We use this tool to let Wilsonville companies know about issues and opportunities that could affect them. Most recently, staff directly contacted Wilsonville manufacturers to let them know about a Clackamas County grant opportunity. As a result of these communications, three (3) Wilsonville businesses applied and were awarded a combined 22% of the total \$600,000 pot of grant funding available.

Wilsonville businesses receiving grants are **Allied Technologies, Zenner's Sausages, and Photo Solutions**. Their proposed projects will create jobs, facilitate capital investment, or bring their products to new markets.

While City Economic Development Staff tend to focus most efforts on policies, programs, partnerships and projects that pertain to the "traded sector," this newsletter is one way the City supports businesses of all shapes and sizes in Wilsonville.

New Mayor and Councilor Orientation

With three new elected leaders taking office in January 2025, the Community Development Department hosted Mayor-elect O'Neill, and Councilors-elect Cunningham and Shevlin to learn about "Who we are, and what we do." Economic Development staff presented alongside staff from Planning, Engineering, and Building Divisions. It was a pleasure to describe the economic development work program, get to know the new elected leadership, and answer their questions.

View this email in your browser

WILSONVILLE
ECONOMIC DEVELOPMENT

November/December 2024

LOCAL BUSINESS NEWSLETTER

As 2024 comes to a close, I want to say thank you for what you and your business bring to the Wilsonville community and economy. If I can be of any assistance in 2025, please reach out. Please think of me as your conduit to city departments, market and workforce data, local real estate, county and state economic development offices, small business resources, grant opportunities, working capital and loans, as well as general business-related technical assistance.

Matt Lorenzen | Economic Development Manager
mlorenzen@ci.wilsonville.or.us / 503.570.1539

\$150k in Funding Available For Manufacturing Businesses

Business Oregon has opened up a new grant program, the Advanced Manufacturing Federal Contract Competitiveness Fund (AMFCCF), to support manufacturing businesses competing for federal contracts.

Grants will be awarded up to 50% of the total project cost with a maximum grant award amount of \$150,000 per company.

Eligible project costs may include but are not limited to general equipment and machinery purchases, technical assistance consulting fees, employee training costs, IT equipment purchases, and more.

Applications for the AMFCCF program will be accepted from now until December 27, 2024.

[MORE INFORMATION HERE](#)

Engineering Division, Capital Projects

2024 Street Maintenance (4014/4118/4725)

Nearing its completion, the 2024 Street Maintenance Project rehabilitated three sections of roadway, Bailey Street east of Boones Ferry Road, Boones Ferry Road between Wilsonville Road and Bailey Street, and Boberg Road between Boeckman Road and Barber Street. Contained within these streets, 15 pedestrian ramps and 10 pedestrian signal push buttons have been upgraded to meet current accessibility standards.

Other than common punchlist items, the only main item that remains is the installation of the pedestrian signal poles at the mid-block crossing between Killer Burger and Sonic.

The City expects that this project will be completed by January 31, 2025.

Fiscal Year (FY) 2025-2028 Street Maintenance (4014)

On December 2, 2024, City Council approved signing a contract with Century West Engineering for the design of road rehabilitations in Fiscal Years 2026-28. Meanwhile, staff is working concurrently to complete necessary crack sealing and slurry sealing in Fiscal Years 2025-28.

In Spring 2025, the Villebois neighborhood will receive crack sealing where needed and these same areas will receive slurry sealing summer of 2025. This inexpensive method will delay the need for more costly measures to the roadway, further extending the funds ability to manage the entire road network.

Boeckman Creek Flow Mitigation (7068)

This project will look at stormwater flows coming off the Siemens site towards Boeckman Creek. Historically, these flows were directed towards the Coffee Creek wetlands, but with development of the Siemens site, flows were altered to head towards Boeckman Creek in the 1980s. These flows are needed to return to their natural waterways with the installation of the new Boeckman bridge. 30% design drawings have been delivered, reviewed and returned for revisions. Council action is anticipated on the January 6 meeting for easements to complete the work.

Boeckman Creek Interceptor (2107)

This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline in order to support the development of the Frog Pond area. A regional trail will be installed as a part of the maintenance path from Boeckman Road to Memorial Park. Field investigations of the original area are finished, however, it was determined additional field investigations are needed to complete the routing study. Capital Improvement Project (CIP) 7054, Gesellschaft Water Well Channel Restoration, will also be brought into this project to minimize City design and construction costs. Investigative work on the west side of the Wilsonville Bridge at Boeckman Creek is completed. Preliminary design iterations are complete, and several workable solutions have been identified to meet all project needs. A public open house was held on September 11 to seek input on the design to refine the layout. Results of the feedback were generally positive. Geotechnical drilling and other field investigations are scheduled for January.



A flow weir structure shown above will need to be modified as a part of the flow mitigation project.

Engineering Division, Capital Projects

Brown Road Improvements Project (1148)

The Brown Road Improvement Project provides upgrades that bring Brown Road in closer alignment with current City standards for urban roads. The section of roadway to be upgraded extends from Wilsonville Road to Evergreen Drive. Anticipated upgrades improve connectivity by adding bike lanes, sidewalks, and provide better and safer access to adjacent neighborhoods. Surveying, geotechnical explorations, transportation studies, and a tree inventory are currently in progress at the project site. The team is gathering input from the community and evaluating alternatives for typical road sections. An alternatives analysis is being produced and expected to be delivered to the City in early 2025. A second Community Open House will be planned for early 2025 to evaluate preliminary designs and concepts with the community and any other interested partners. The City anticipates construction will begin in spring 2026 and will be completed by the end of 2026.

Boeckman Road Corridor Project (4212/4206/4205/2102/7065)

This project involves the design and construction of the Boeckman Dip Bridge, Boeckman Road Improvements (Canyon Creek Road – Stafford Road), Canyon Creek Traffic Signal, and Boeckman Road Sanitary Sewer projects. The Tapani-Sundt Joint Venture is now complete with design. Property acquisitions are advancing, and very nearly complete. This project has been divided into several guaranteed maximum price (GMP) packages.

GMP 1: Temporary Traffic Signal at Stafford Road and 65th Avenue

Complete!

GMP 2: Meridian Creek Culverts, House Demo

Complete!

GMP 3: Bridge, Roundabout, and Road Widening

- Sewer installation is complete, marking another major milestone for this project.
- Base paving and curbs east of the bridge is complete. Sidewalks are currently being installed and are nearly complete.
- Joint utility Trench - This work includes installing conduits underground to move overhead lines underground.
 - ◇ East of the bridge - Most wires have been installed underground. The overhead wires will be removed when the bridge section is complete.
 - ◇ West of the bridge - Utility companies have started moving wires underground. The overhead wires will be removed when the bridge section is complete.
 - ◇ Under the bridge - Conduits are currently being installed under the bridge.
- Work in the roundabout (pictured) at Canyon Creek and Boeckman has started, the first phase of five is completed. Traffic is expected to shift after the new year.



Engineering Division, Capital Projects

Boeckman Road Corridor Project (con't)

- Trail construction from Boeckman under the bridge is nearly complete.
- Bridge Construction
 - ◊ The bridge deck has been poured (pictured).
- Final asphalt surface and striping to be completed summer 2025.



The entire project is expected to be complete in fall 2025.

Charbonneau Lift Station (2106)

This project involves replacing the Charbonneau wastewater lift station and force main to the I-5 bridge. A construction contract with Tapani, Inc. was awarded by City Council in December 2023, with construction anticipated for completion in January 2025.

Completed Major Elements: Sanitary Sewer Force main, submersible pumps.

The project is 95% complete, with final testing/commissioning/troubleshooting expected to be completed in January 2025.

West Side Level B Reservoir and Transmission Main (1149)

This project includes design and construction of a new 3-million-gallon water reservoir just west of City limits, along with approximately 2500 feet of 24-inch transmission main in Tooze Road connecting to the City water system. City Council awarded the construction contract to Tapani, Inc. in June 2024. Construction began in July 2024 and is scheduled for completion in the summer/fall of 2025.

Completed Major Elements: Mass grading of the site, concrete foundation and floor installation.

Construction of the reservoir walls is 50% complete, with final wall completion expected in January 2025. Tank construction is expected to be completed in March. Commissioning of the new reservoir is scheduled for spring of 2025.



Reservoir wall forms prior to pour.

The Tooze Road transmission main installation is 75% complete. Installation is expected to be completed in February, with a 2-day road closure scheduled in mid-January. Another road closure will occur in late February to connect to the existing City water main. Final paving of Tooze Road will occur in the summer of 2025, followed by fencing and landscaping of the reservoir site.

Engineering Division, Capital Projects

Water Treatment Plant (WTP) Expansion to 20 MGD (1144)

This project will expand the water treatment plant capacity to 20 million gallons to support water demands in the City and Sherwood. Construction began in June 2022, with completion expected in the fall of 2025.

Completed Major Elements: Larger Pumps, Electrical equipment and generator, seismic improvements, and replacement of portions of the treatment process. Upcoming work includes conversion of an old generator room and installation of an electrical transformer. All work is expected to be completed in the fall of 2025.

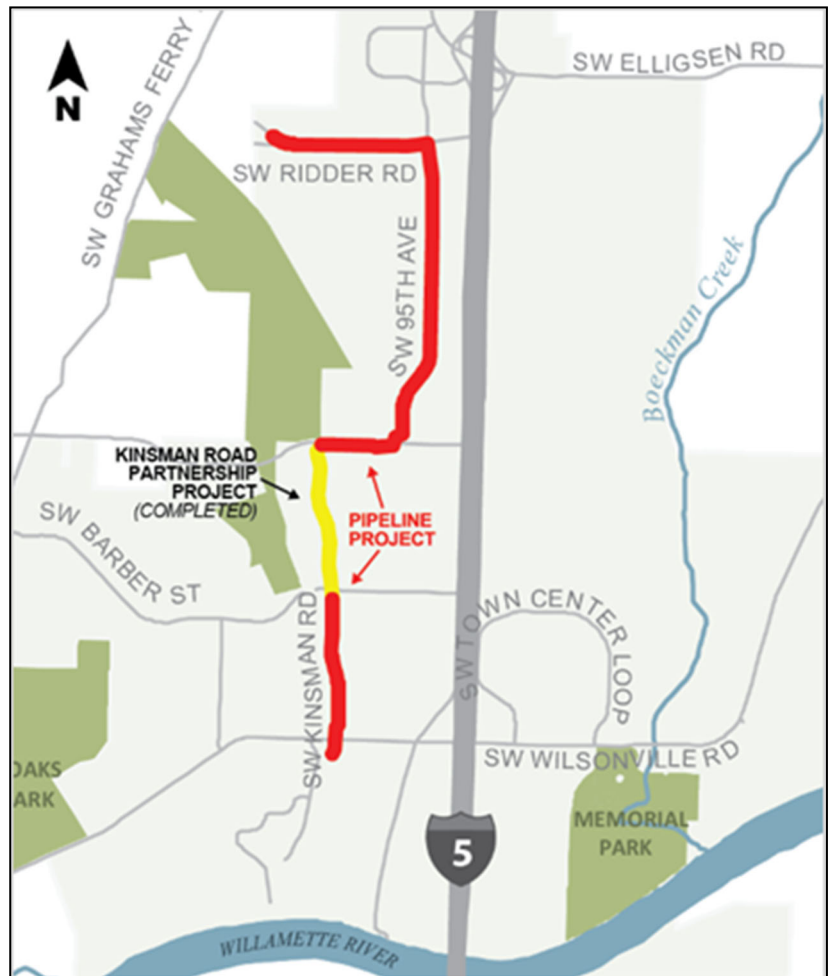


Inspection and testing a new finished water pump at WTP

Willamette Water Supply Program 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's last section of transmission pipeline to be constructed in the City of Wilsonville began in fall 2022, with completion planned for 2025. It will connect the remaining portion of the pipeline through Wilsonville and has an alignment along Kinsman Road, Boeckman Road, 95th Avenue, and Ridder Road (see image). The Engineering Division is currently in the process of reviewing final plans and coordinating construction. The trenchless crossing under Wilsonville Road and under Boeckman Road have been completed. Pipe install on 95th Avenue from Boeckman Road to Ridder Road has been completed and restoration of the sidewalk and curb and gutter on the east side of the road is ongoing. The northbound lane of 95th Avenue from Boeckman Road to Ridder Road has been temporarily paved and is opened to two-way traffic. Permanent concrete road panel restoration of 95th Avenue to follow in summer 2025.



Engineering Division, Private Development

Residential Construction Activities

Canyon Creek South Phase 3

The contractor continues to work on punchlist items for closeout. The City continues to await submittal of construction drawings for the open space improvements.

Frog Pond West

Frog Pond West continues to see significant construction activities. Housing construction in the Frog Pond Ridge, Frog Pond Crossing, Frog Pond Estates, Frog Pond Oaks and Frog Pond Vista subdivisions is ongoing.

- Frog Pond Overlook, a 24-lot subdivision located north of Frog Pond Lane, and west of Frog Pond Vista, paved the new residential street and a portion of Frog Pond Lane. The contractor is working on punchlist items to complete the subdivision improvements.
- Frog Pond Petras, a 21-lot subdivision located on the northern corner of Frog Pond Lane and Stafford Road, has submitted plans for infrastructure construction. Staff is awaiting submittal of revised plans.
- Frog Pond Primary, the new West Linn-Wilsonville School District primary school on Boeckman Road is working primarily onsite. Paving of Sherman Drive was completed in December.
- Frog Pond Terrace, a 19-lot subdivision located north of Morgan Farms, paved in November and is working on punchlist items to complete the subdivision improvements.



Photo taken from Stafford Road looking west over Frog Pond Crossing, Frog Pond Oaks and Frog Pond Vista

Natural Resources Division

Monthly Report – NPDES MS4 Annual Report

An annual report is prepared every fall for the City's National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System (NPDES MS4) stormwater program. The report is submitted to the Oregon Department of Environmental Quality and documents stormwater management practices, land use changes and new development activities, program expenditures, and water quality monitoring.

Highlights from this year's report include:

- Erosion and sediment control (ESC) – All new and redevelopment projects disturbing over 500 square feet shall have an approved ESC plan. During the reporting year (July 1, 2023 to June 30, 2024), certified City inspectors approved ESC plans for 64 projects and conducted 603 ESC inspections.
- New stormwater facilities – Every year sees an increase in the number of private stormwater facilities constructed to treat and control stormwater runoff from development sites. During the reporting year, 33 rain gardens, 24 vegetated swales, 13 planter boxes, and three (3) detention ponds were installed.
- Existing structural controls – During the reporting year, staff inspected 203 public structural controls. All the structural controls were ranked and updated in the City's asset management system (i.e., Cartegraph).
- Public Works monitored 942 linear feet of the stormwater conveyance system during the reporting year.
- And Public Works swept 3,533 miles of City streets during the reporting year, which resulted in the removal of 524 tons of debris.



Vegetated Swale



Planter Box

Planning Division, Current

Administrative Land Use Decisions Issued

- 4 Type A Tree Permits
- 4 Type B Tree Permits
- 3 Class 1 Administrative Reviews
- 1 Class 2 Administrative Review
- 1 Class 1 Sign Permit

Construction Permit Review, Development Inspections, and Project Management

In December, Planning staff worked with developers and contractors to ensure construction of the following projects are consistent with Development Review Board and City Council approvals:

- CIS Office Building at Wilsonville Road and Kinsman Road
- Industrial development on Day Road and Garden Acres Road
- New home on Montgomery Way
- New PGE substation on Parkway Avenue north of Boeckman Road
- Residential subdivisions in Frog Pond West
- Transit-Oriented Development on Barber Street

Development Review Board (DRB)

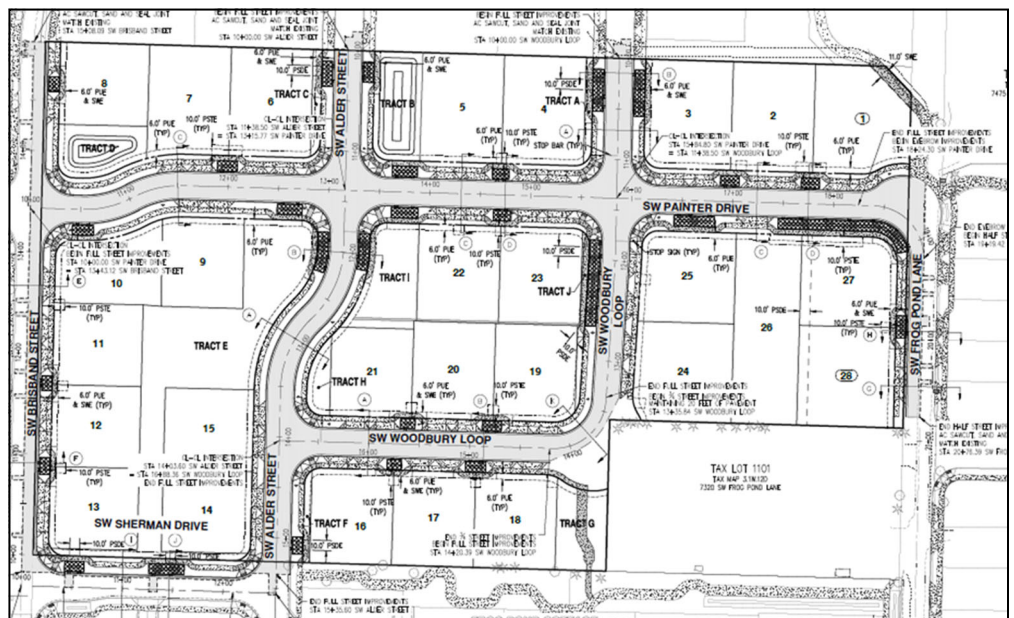
DRB Panel A met on December 9. At a continued public hearing, the DRB approved the Ridgcrest subdivision in Frog Pond West and a temporary use permit for a model home for the Frog Pond Estates subdivision. In addition, the board continued a hearing on a sign waiver to their January 13 meeting.

DRB Panel B did not meet in December.

DRB Projects Under Review

During December, Planning staff actively worked on the following major projects in preparation for potential public hearings before the Development Review Board:

- Frog Pond Ridgcrest-54-home subdivision in Frog Pond West (pictured)
- Residential zone change and partition off Camelot Street
- Sign Waiver for Parkworks campus
- Temporary Use Permit for model home complex in Frog Pond West



Proposed Layout of Ridgcrest Subdivision in Frog Pond West

Planning Division, Long Range

Climate Friendly and Equitable Communities (CFEC) Parking Compliance

In the coming months the City will work on compliance with new State rules regarding the extent and manner in which local governments can regulate parking. In December, the Planning Commission held an introductory work session on the topic and City staff received and reviewed a memo from consultant Studio Davis regarding recommended steps for compliance.

Frog Pond East and South Master Plan

With the Frog Pond East and South Master Plan adopted in December 2022, the City has been focusing on implementation. Two outstanding implementation steps have been in process: (1) Development Code amendments, and (2) an Infrastructure Funding Plan. During December, Council adopted Ordinance No. 892 on second reading. All policy and code is now in place to allow submission of annexation and development applications for Frog Pond East and South which is expected to be timed with availability of necessary infrastructure. During December, the project team also finalized the grant report to Metro, who supported the project with a \$350,000 grant.



FROG POND EAST & SOUTH MASTER PLAN

Housing Our Future

This multi-year project will analyze Wilsonville's housing capacity and need followed by developing strategies to produce housing to meet the identified housing needs. This will build upon previous work, including the 2014 Housing Needs Analysis and 2020 Equitable Housing Strategic Plan. In December, the City Council held a work session to confirm which actions should be evaluated further for consideration in the Housing Production Strategy, based on prior Task Force and Planning Commission recommendations. Based on additional Task Force input, City Council will make final recommendations on actions to include in the Housing Production Strategy in early 2025.

Oregon White Oak Response Coordination and Leadership

In December, Associate Planner Georgia McAlister continued as a key member of the Mediterranean Oak Borer (MOB) task force, continuing to coordinate efforts between various City Divisions and Departments, as well as contract arborists, property owners, and others to diagnose and make a plan to address the declining health of a number of the City's Oregon white oak (OWO) trees. Removals have slowed within Wilsonville allowing for focus to shift to research opportunities and data collection. The Oregon Department of Agriculture, Oregon Department of Forestry, and Oregon State University are continuing their efforts to partner with the City and Wilsonville community on research efforts.

Planning Division, Long Range

Planning Commission

The Planning Commission met on December 11. Prior to the formal Planning Commission meeting, the Commission, in their role as the Committee for Citizen Involvement, helped host a meeting about rent burden in Wilsonville. The discussion invited community members to share challenges they have faced in finding and accessing affordable rental housing, which will inform the Planning Commission as they provide future input on City housing policies. During their regular meeting, the Commission held two work sessions. The first work session reviewed two work products for Phase 1 of the Wilsonville Industrial Land Readiness project, including the Buildable Lands Inventory and Site Suitability Analysis Memo and the Redevelopment Feasibility of Contractor Establishments Memo. For the second work session the Commission was introduced to the Climate-Friendly and Equitable Communities (CFEC) Parking Compliance and Standards Reform project.

Wilsonville Industrial Land Readiness (WILR) Project

The Wilsonville Industrial Land Readiness project combines a focused economic and development potential analysis of the Basalt Creek Concept Plan on the northwest edge of the City with a City-wide Economic Opportunities Analysis and Economic Development Strategy to inform long-range job growth and planning efforts. Work on the first phase of the project, focused on Basalt Creek, continued with an update to the buildable lands inventory (BLI), a site suitability analysis, and an evaluation of the redevelopment potential of contractor establishments. Transportation and natural resource evaluation work has also been completed for the Basalt Creek area and will be shared with the Council in future work sessions. In addition, a kickoff meeting was held to initiate the second, citywide, phase of the project.