

**RESOLUTION NO. 2442**

**A RESOLUTION OF THE CITY OF WILSONVILLE AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN METRO AND WILSONVILLE ACCEPTING A CONSTRUCTION EXCISE TAX GRANT TO FUND THE FROG POND / ADVANCE ROAD PLANNING PROJECT**

WHEREAS, in 2002 the Metro Council added an approximately 181-acre area located immediately east of the City of Wilsonville city limits, known as Frog Pond, into the Urban Growth Boundary with Metro Ordinance No. 02-969B, in anticipation of eventual annexation by the City for residential development; and

WHEREAS, the City's "20-Year Look" process identified the Advance Road area as the top-priority for future residential development in conjunction with the Frog Pond area; and

WHEREAS, the Frog Pond area currently lacks a concept plan to guide infrastructure planning and development but the City of Wilsonville is required to complete a concept plan for that area by the end of 2015; and

WHEREAS, these two urban growth expansion areas, together, comprise an approximately 497-acre area that could be concept planned together, thereby providing economies of scale for both planning and infrastructure development; and

WHEREAS, Metro maintains a Metro Community Planning and Development Grant Program ("Grant Program") to help fund concept and master planning;

WHEREAS, in 2013 the City of Wilsonville approved Resolution No. 2412 supporting an application to the Grant Program to fund concept planning of the Frog Pond and Advance Road areas and master planning of the Frog Pond area, and contributing a local match of staff time and cash resources, as more particularly set forth in that Resolution; and

WHEREAS, Metro Council adopted Resolution No. 13-4450, awarding \$341,000 from the Grant Program to fund Wilsonville's Frog Pond/Advance Road Planning concept and master planning project, subject to Wilsonville providing the above referenced match .

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

1. The City Council authorizes the City Manager to sign the *Intergovernmental Agreement Between Metro and the City of Wilsonville, to Fund the Frog Pond /*

*Advance Road Planning Project with Construction Excise Tax Grant Funds*, in the form attached hereto as **Exhibit A**.

2. This Resolution is effective upon the date of adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 4th day of November, 2013, and filed with the Wilsonville City Recorder this date.

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Tim Knapp, Mayor

ATTEST:

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Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

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

Attachments:

Exhibit A – Intergovernmental Agreement between Metro and the City of Wilsonville to Fund the Frog Pond/Advance Road Planning Project with Construction Excise Tax Grant Funds.

# Community Planning and Development Grant Cover Sheet

Check one:  
 Letter of Intent  
 Full Application

Project Name	Frog Pond / Advance Road Planning	Applicant Organization	City of Wilsonville
Contact Name	Chris Neamtzu	Address	29799 SW Town Cntr. Lp. E, Wilsonville, OR 97070
Phone	503-570-1581	Fax	503-682-1015
Email	neamtzu@ci.wilsonville.or.us	Fed. Tax ID #	93-0580494

Fiscal Agent Organization (if different from applicant) \_\_\_\_\_

Contact Name	_____	Address	_____
Phone	_____	Fax	_____
Email	_____		

**Project Location Description (25 words or less)**

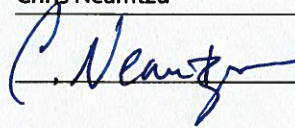
The project will develop a Concept Plan for two adjacent areas of land, Frog Pond and Advance Road, and a Master Plan for Frog Pond. Frog Pond area was added to the UGB in 2002 but is unplanned; Advance Rd is an adjacent Urban Reserve. Both areas are located in Clackamas County, immediately east of Wilsonville.

**Project Summary (50 words or less)**

The project will create one Concept Plan for the Frog Pond and Advance Road areas, and a more detailed Master Plan for the Frog Pond area. The outcome will be Title 11-compliant plans that resolve land use and infrastructure issues and position each area for the next step in urbanization. The Master Plan would detail the land use policies to be applied upon annexation of the property into the city, and include a financing plan for providing needed sewer infrastructure.

Construction Excise Tax Grant funding request	\$ 341,000	If submitting more than one proposal, please rank this proposal in order of priority	Metro Council District of Project
Total project cost	\$ 458,500		

*We, the undersigned, attest that to the best of our knowledge the information in this application is true and that all signatories have authorization to submit this grant application to Metro's Construction Excise Tax Planning Grants Program.*

<b>Applicant</b>	Organization Name	City of Wilsonville
	Printed Name	Chris Neamtzu
	Signature	
		Date 7.16.13
<b>Fiscal Agent</b>	Organization Name	_____
	Printed Name	_____
	Signature	_____
		Date _____

**To ensure complete letter of intent or full application, please see section 2 of the Grants Application Handbook for a complete list of necessary documents for submittal.**





29799 SW Town Center Loop East  
Wilsonville, OR 97070  
Phone 503-682-0411  
Fax 503-682-1015  
TDD 503-682-0843  
Web [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

April 15, 2013

Ms. Martha Bennett, Chief Operating Officer  
Metro  
600 NE Grand Ave.  
Portland, OR 97232

RE: Frog Pond / Advance Road Planning grant application

Dear Ms. Bennett,

Enclosed is a Community Planning and Development Grant application packet for Wilsonville's Frog Pond / Advance Road Planning project.

The Frog Pond / Advance Road Planning project would develop Title 11-compliant plans supportive of the 2040 growth concept for two adjacent areas of land in Clackamas County, immediately east of Wilsonville, setting the stage for further public and private investment and development. The two areas are Frog Pond, which is in the UGB, and Advance Road, which is a designated Urban Reserve.

Since the project area includes areas that fall within each grant eligibility category (within the UGB and in an Urban Reserve), the narrative describes how the project would meet each of the applicable criteria in each category.

The City of Wilsonville City Council adopted Resolution 2412 on April 15 to support this grant application and commit City resources to the project.

Sincerely,

A handwritten signature in blue ink that reads "Chris Neamtzu".

Chris Neamtzu

Planning Director

Cc: Gerry Uba, Metro  
Bryan Cosgrove, City Manager  
Katie Mangle, Long Range Planning Manager

Enclosed:

- Application cover sheet;
- Project narrative, including the project description with expected outcomes, site description, background, evaluation criteria, collaborations, proposed milestones, and project manager;
- Budget documents, including a budget narrative, line item budget, and statement of matching funds
- Resolution 2412, demonstrating City Council support and commitment of resources
- Location and vicinity maps
- Letters of support
- Site photos



## Wilsonville Frog Pond / Advance Road Planning: Project Narrative

### A. PROJECT DESCRIPTION

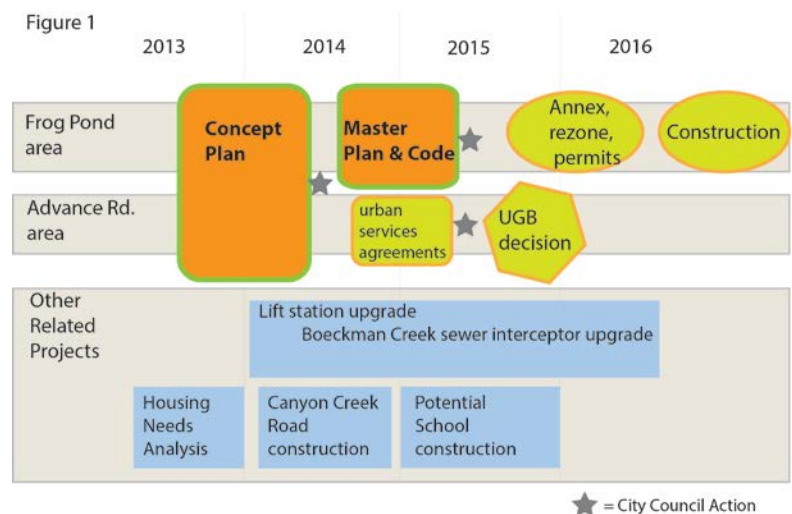
The Frog Pond / Advance Road Planning project would develop Title 11-compliant plans supportive of the 2040 growth concept for two adjacent areas of land in Clackamas County, immediately east of Wilsonville, setting the stage for further public and private investment and development. The two areas are Frog Pond, which is in the UGB, and Advance Road, which is a designated Urban Reserve. The land will be planned for predominantly residential development. The City will lead the project, but engage the development community, property owners, and community members as stakeholders and advisors.

These two areas will likely develop in phases, therefore each could be planned separately. However, they compose a 497-acre area that should be concept planned *together*, thereby providing economies of scale for land use and infrastructure planning. The opportunity to plan in an integrated, holistic manner represents a way to plan for whole community needs rather than one subdivision development at a time. Planning the two areas together is the most promising approach to continuing Wilsonville's success with creating complete communities.

### Goals and Expected Outcomes

The project would create one Concept Plan for the Frog Pond and Advance Road areas, and a Master Plan with implementing ordinances for the Frog Pond area. The two project phases are illustrated in Figure 1, which shows the **grant-funded project in orange**, within the context of other related projects and future implementation.

Preparing a concept plan for both areas will be most cost-effective and most likely to lead to great outcomes. Preparing a master plan for the Frog Pond area immediately following the concept plan is the best way to expedite private investment and on-the-ground construction.



**PHASE ONE: Concept Plan** The Concept Plan will include illustrative maps, figures, and text that address intensity and mix of uses and housing types; location of schools, parks, and natural areas; water quality and ecosystem protection; multimodal transportation; public facilities location and service providers; and a financing plan. The Concept Plan would include a special focus on the biggest hurdle to developing both areas: provision of wastewater service. The outcome will be a framework that furthers the local vision of complete community – sustainability, connectivity, diversity, and strong urban design – in a way that will lead to on-the-ground implementation.

Phase One would result in adoption, by resolution, of illustrative site plans with accompanying narrative that addresses:

- Desired character and identity of the neighborhoods
- Land uses - primarily residential with integration of neighborhood-scale mixed use / commercial
- General location of schools, parks, and gathering places
- Range of housing types, and strategy for creating a neighborhood with diversity of housing type and design
- Well-connected systems of streets, bikeways, pedestrian ways, natural areas, and recreation trails
- General location of new sewer, water, transit, and stormwater systems; connections to existing systems
- Multimodal transportation system conceptual design
- Preliminary cost estimates and feasibility analysis for infrastructure investments
- Known infrastructure and resources: Title 3 and 13 resources; existing utility and transportation infrastructure

**PHASE 2: Master Plan and Implementing Ordinances** The more detailed Master Plan for development of the Frog Pond area would result in adoption of Comprehensive Plan land use designations, adoption of a Master Plan, and

drafting of zoning to be applied at the time of development. The intent of this phase would be to set the stage for annexation, rezoning, and permitting for development in Frog Pond. The Master Plan would build on the Concept Plan, but include a greater level of detail.

Phase Two would result in adoption of the master plan and amendments to the Comprehensive Plan and Transportation System Plan. It may include amendments to the Wilsonville Development Code. The Master Plan will contain illustrative site plans, conceptual details, and street sections, with accompanying narrative.

The project is scale-able, meaning Phase One may be completed independently of Phase Two (though development may not commence until the tasks identified in Phase Two are completed). However, completing a Master Plan for Frog Pond immediately following the completion of the Concept Plan is important for several reasons:

- For an area that has been in the UGB since 2002, running a seamless, collaborative 2-phase process that creates certainty about land use and infrastructure is *the most expeditious way to lead to on-the-ground development* envisioned by the Community Planning Development Grants program.
- Continuity in the project team, who will be able to use information learned and relationships built during the Concept Plan phase without losing momentum or “changing horses mid-stream”. This continuity will result in cost efficiencies and a better product.
- There will be more certainty and trust around process and what will happen with the input participants provide.
- Continuity in the public dialogue, as inevitably some discussions and ideas generated during the Concept Plan phase will need to be “parked” until they can be used in the Master Plan phase. Moving directly into the second phase will more easily allow for meaningful, organic public discussion while allowing the project team to organize information as needed.

**B. PROJECT SITE DESCRIPTION**

**Frog Pond Area**

The Frog Pond area is north of Boeckman Road, between Boeckman Creek and Stafford Road. The land is currently used primarily for small agricultural and rural-residential purposes, with approximately 24 existing residences and one church at the corner of Boeckman Road and Stafford Road. The West Linn/ Wilsonville School District owns and operates an educational farm on Boeckman Road, and an additional lot on Frog Pond Lane. All of the land is zoned as Rural Residential Farm Forest 5-Acre (RRFF5) in Clackamas County. In Wilsonville’s Comprehensive Plan, this area is planned for Residential and identified as Area of Special Concern L. In addition to an abandoned filbert orchard and Christmas tree farm, there are numerous small groves of trees. Boeckman Creek defines the west edge of the site, and 23.3 acres of Significant Resource Overlay Zone protects the riparian buffer around this resource. One public road, Frog Pond Lane, traverses the site. The area contains 44 taxlots under the ownership of 38 separate owners. A Bonneville Power Administration (BPA) easement crosses a portion of the northeast corner of the area.

**Advance Road Area**

The Advance Road area, Urban Reserve 4H, is a mostly flat site that contains a total of 316 acres. The area spans between the current UGB to the west and Newland Creek to the east; Kahle Road to the north and Kruse Road to the south. The land is currently used primarily for agricultural and rural-residential purposes, including approximately 18 existing residences and the Frog Pond Grange Hall. The site is comprised of 36 taxlots that are currently under the ownership of 30 separate property owners. Of those 36 lots, ten are at least five acres. Though there are improvements on some lots, the area remains largely undeveloped and in agricultural use. A BPA easement traverses the site north of Advance Road, covering 44 acres. The Advance Road area was designated as an Urban Reserve in 2011. Most of the land is zoned Exclusive Farm Use (EFU), with a couple of lots facing Stafford Road zoned RRFF5. One public road, 60<sup>th</sup> Avenue, traverses the site. No significant wetlands or floodplains are present in the area, although there is about one mile of stream corridor and 35 acres of surrounding riparian areas, located on the edge of the planning area.

**Together...**

The two areas are adjacent not only to Wilsonville, but also to each other. They share topographic, drainage, and vegetation patterns; and will eventually share schools and a sense of community.

Frog Pond: Within UGB	181 gross ac.
Advance Road: Urban Reserve 4H	316 gross ac.
	<hr/>
	497 gross ac.

### **C. PROJECT BACKGROUND**

Wilsonville serves as a gateway between the Portland metropolitan area to the north and the agricultural lands of the Willamette Valley to the south and west. The city straddles I-5, has excellent freeway access, and is close to the I-205 interchange. Over 60% of Oregon's population lives within 50 miles of the city. All these factors make Wilsonville an attractive employment hub for leading high-tech industries, warehouses, and distribution facilities, including Xerox, Mentor Graphics, Flir Systems, Sysco, and Orepac. Wilsonville has been one of Oregon's most rapidly growing cities over the last 20 years for both population and employment. Throughout the growth, the City of Wilsonville has been planning for future changes by growing in a way that is both smart and sustainable.

In 2002, Metro Council added the 181-acre Frog Pond area to the UGB, and the City is responsible for completing a concept plan for that area by the end of 2015. Private developers (West Hills Development and Renaissance Homes) began concept planning for development of this area in 2006. This process included meetings with property owners and City staff, and a natural resources inventory. Just as some initial alternative development schemes were developed, however, the project was halted when the housing market crashed in 2008.

In 2009, Wilsonville's Planning Commission embarked on the "20-Year Look" at potential future expansion areas for Wilsonville. The City concluded that the priority for future residential development should be given to the Frog Pond and Advance Road areas, given their relationship to existing residential uses and property defined as a future school site.

The City has begun to plan the public amenities and systems to serve these areas in the future:

- **Schools.** In 2011, the West Linn/Wilsonville School District and the City completed a public site planning process for development of a 40-acre District-owned property in the Advance Road area that will include a primary school, a middle school, and a 10-acre City sports complex. The District has applied to Metro to add the 40-acre site to the UGB in 2013 to enable project development and fund raising.
- **Wastewater.** The chief infrastructure upgrade needed for the area is wastewater service. Wilsonville has entered into a multi-phase engineering contract to study and design needed solutions. Analysis of the existing trunk line in Boeckman Creek shows that capacity exists to serve the possible new schools in the Advance Road area, but is insufficient to serve all of the Frog Pond and Advance Road growth areas. Capacity to serve these areas will require an upgrade to a major off-site lift station, up-sizing of a sewer interceptor trunk line, and eventual installation of new connecting lines. The lift station is currently in preliminary design and is programmed for construction in 2014-16. The City is also evaluating the Boeckman Creek Interceptor trunk line and developing the plan and schedule for upgrades.
- **Housing.** The City is conducting a Housing Needs Analysis consistent with Statewide Planning Goal 10 to understand demographic trends and housing needs and capacity. The chief research and analysis tasks will be completed in the fall of 2013, timed to inform this concept planning work. For some years Wilsonville actually had more jobs than residents. In recent years, the number of jobs has leveled while the population has continued to grow (in 2010, there were 16,831 jobs, and 19,509 residents). New housing types have included compact single family, rowhousing, and multifamily – in the Villebois area and on the east side of I-5 (in 2012-13, 350 multifamily units were constructed just north of the Town Center). The community's largest residential growth area, Villebois, is forecasted to build out within the next 5-8 years, leaving approximately of 100 acres of buildable residential land within the city limits.
- **Transportation.** The areas are served by Stafford and Advance Roads in the County, and Boeckman and Wilsonville Roads in the City. City and County Transportation System Plans (TSPs) identify projects to improve these routes to complete streets in coordination with land development. Plans for signalization of this arterial intersection have been designed for future implementation. In 2014 the City will construct a key multimodal connection, Canyon Creek Road, which will link the Frog Pond area more directly with the Town Center. In the Bicycle and Pedestrian Master Plan, a trail system is conceptually planned to connect the neighborhoods and the school sites. The City's 2013 TSP assumes build-out of the Frog Pond area, and includes projects needed to support this development. The TSP analysis verified that the two I-5 interchanges in the vicinity have capacity to accommodate development in Frog Pond.

- Parks and Trails. The City's 2007 Parks and Recreation Master Plan includes several parks and trails facilities in the area: two Frog Pond Neighborhood Parks and the Advance Road School Community Park.
- Transit: The City's SMART transit Route 4 currently connects the area to the Town Center and WES station. The Transit Master Plan includes future service to the area with Routes 204 and 206.

**D. EVALUATION CRITERIA** *Note: the proposed study area includes land in each grant category. Therefore, criteria that apply similarly to both areas of land are addressed first, followed by the unique criteria that apply to each area.*

### **D.1. Criteria that apply to both areas – Frog Pond and Advance Road**

#### ***Jurisdiction/ Service Provider Roles, Responsibilities, and Commitment***

The City will lead and manage the project. The City's commitment to planning for development of the Frog Pond and Advance Road areas is illustrated by the planning and investment it is already making to design and plan for construction of utility infrastructure to serve the area.

Wilsonville is somewhat unique for a medium-sized city in that it provides most urban services to the community – development and maintenance of roads and parks, water, wastewater, stormwater, development permitting, urban renewal, law enforcement (via a contract with Clackamas County), and transit. Clackamas County will provide information and planning support, and participate in planning for the future of Stafford Road. The West Linn/Wilsonville School District will both represent its needs as a property-owning stakeholder and also support the efforts to plan a community around the future school. The City will consult with Tualatin Valley Fire and Rescue on emergency service provisions and street layout and design.

The land will remain in the County until a private developer is ready to request annexation, rezoning, and approval of a development plan. Some urban service agreements may require revision before Advance Road is added to the UGB.

#### ***Best Practices Model***

The project will create a model for planning connected, low impact residential neighborhoods, which are the building blocks for all healthy cities. Growth in Wilsonville has meant quality development in partnership with natural systems, as evidenced in the 500 acre development of Villebois Village. The project will incorporate Wilsonville's existing leading-edge practices such as tree preservation, integration of open space, stormwater management, and walkable village-scale design. Additionally, the concept plan will be developed by allowing for public conversations to include concepts and details throughout the project. Big ideas about what the new places should be will be illustrated through pictures and key design studies, not relying on quantitative metrics to shape the conversation. Design, diversity, and connectivity are key aspects to developing a successful community with an array of housing and building types. Since the project would plan for areas inside and outside of the UGB, it would be a model to be used in either situation.

#### ***Leverage***

The steps included in this project are required before development can commence within the Frog Pond area, and resolving the land use and infrastructure issues will create opportunities for public and private investment in the infrastructure and new neighborhoods. Investing in planning for this area will lead to further public and private investment in housing and infrastructure.

Development in the Frog Pond and Advance Road areas will be positioned to benefit from proximity to existing and planned infrastructure – SMART transit system, WES Commuter Rail, sewer line improvements, school development, and recent improvements to increase the capacity of the two I-5 interchanges in Wilsonville.

The West Linn-Wilsonville School District owns 40 acres of land and plans to build a new elementary and a new middle school on the land it owns in the Advance Road area, and to collaborate with the City to develop of a regional park that includes sports fields. Development of a new school will strengthen the demand for housing in this area. The School District's existing agricultural learning farm could be a great amenity and resource for the neighborhood.

#### ***Matching***

The City is prepared to match the grant with \$80,000 cash to fund consultant work, applying \$40,000 to Phase One, \$40,000 to Phase Two. The City will contribute the following in-kind: staff time for GIS analysis, City Attorney review and



consultation, and administrative support; and approximately \$16,000 of consultant time (through an existing contract) to complete infrastructure analyses.

### *Equity*

As of April 2012, development in Wilsonville has contributed \$436,118 to the CET fund. Though Wilsonville is a partner agency in the Basalt Creek Concept Planning project, the City has not directly received any CET funding.

### *Public Involvement*

The proposed approach to public involvement is to use many tools to reach stakeholders and the broader community, and scale the effort to the specific characteristics of each group. Existing property owners will be a key stakeholder group, and all have been contacted by City staff regarding this grant application.

The Wilsonville Planning Commission will oversee the project. To ensure a diverse range of voices influence key policy choices, people with specific interests and expertise (including residents, businesses, parks advocates, homebuilders, and affordable housing specialists) will be recruited to join the project Sounding Board. This will be a forum to address key issues through a balanced and represented conversation. The City will also engage Wilsonville developers in a meaningful way to understand national trends, the regional and local market, and implementation needs.

## **D.2. Criteria that apply to projects within the UGB – Frog Pond area**

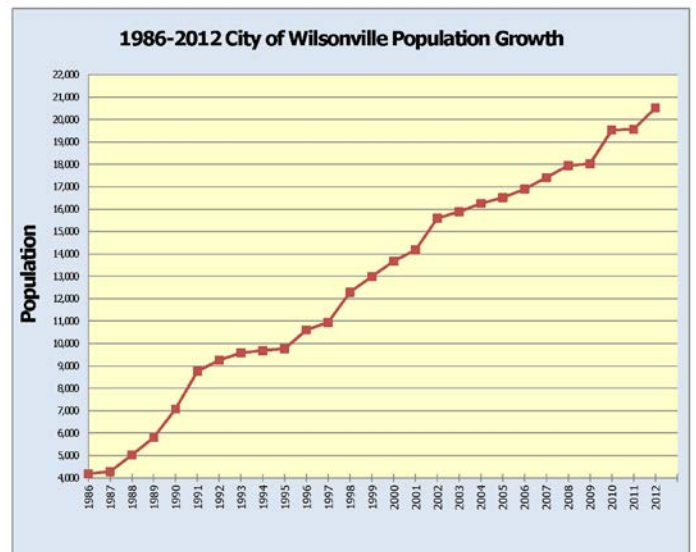
### *Expected Development Outcomes:*

a) Catalyst potential: Within the Frog Pond area, the lots fronting on Boeckman Road and near the intersection with Stafford Road have potential to lead investment due to their proximity to existing infrastructure. At one point, circa 2008, private developers held options on most of the Frog Pond area. One local home builder, Arbor Custom Homes, still owns a significant portion of land on the site. Throughout the past five years, the City has continued to receive inquiries from development partners about their interest in the Frog Pond area. Completing a master plan that resolves land use, and clarifies transportation, and infrastructure issues will remove uncertainty that would otherwise need to be resolved by, and could otherwise impede, private investors.

A 2012 Community Survey reported very high satisfaction with the community, and many indicators speak to the success of the City's long-term development and planning strategy: take advantage of the strategic location between Portland and Salem to host a strong economic and jobs base; protect trees and natural resources, integrating the values of sustainability throughout the community; create a thoroughly multimodal transportation system that includes high-quality suburban transit service, sidewalks, bikeways, and a system of off-street paths; and reinforce strong urban design that instills architectural quality and pedestrian-orientation into all new development.

b-c) Probability of development: Given the feasibility of providing urban services and the demand for housing in Wilsonville, it is likely that construction permits will be issued within two years of Master Plan adoption. It is highly likely that permits will be issued within five years.

The Frog Pond area is very close to Oregon Institute of Technology's main Portland-area campus, Mentor Graphics, Fry's, and other major employers in east Wilsonville. Within 1/2 mile of the Frog Pond area there are currently 4,141 jobs. Via Boeckman Road, residents will have easy access to additional jobs on the west side of I-5. Table 2 below lists the resources available within 1.5 miles of the Frog Pond area.



Wilsonville continues to be a growing community, and Metro forecasts continued jobs and housing growth through 2035. Even during the recession, Wilsonville has continued to experience residential development due to the strong market demand for Wilsonville locations and amenities.

**d) Community Readiness:** For decades, Wilsonville has planned and implemented the vision for balanced development of a complete community built around a strong economy and integration with the environment. The City's leaders and citizens have targeted the Frog Pond site for the next area for residential growth. It is at once on the edge of the city and also connected with jobs, natural resource experiences, surrounding neighborhoods, and schools. The site is accessible in all directions via existing arterial roads. Within a 1.5-mile radius there are thousands of jobs in Wilsonville's industrial sector. Wilsonville's Town Center, which already offers a full array of services and is forecasted to become increasingly dynamic, is located one mile to the southwest.

	2010	2025 Forecast
Jobs	16,831	23,535
Schools	5-plus: Oregon Institute of Technology, Boeckman Elementary, Clackamas Community College, Pioneer Pacific College, Wilsonville High, other technical schools	7-plus: Additional 2 elementary schools, 1 middle school
Parks	4: Memorial Park, Town Center Park, Boeckman Creek Natural Area, Willamette Landing	5-plus: Advance Road playing fields, new neighborhood parks
Urban Amenities and Services	Post Office, City Hall, Community Center, several child care and fitness centers, City Library, 3 grocery stores, retail, Fire District operating center	Potential City Aquatic Center
Transit Lines	5 SMART routes, plus WES Commuter Rail station	TBD

See Section C for the full list of current actions underway to support development in the Frog Pond area.

### ***Regionally Significant:***

Planning for the Frog Pond area will support regional goals by preparing an area that is already within the UGB for on-the-ground development. The project will resolve infrastructure needs and establish a community plan for the land use and transportation future of the area. The "Wilsonville way" of planning for housing, community services, open spaces, and infrastructure is to work with private development partners to create a vibrant community integrated with open spaces, quality design and pedestrian orientation. The new neighborhood will be within easy access to jobs and the resources of the Town Center. The neighborhood will include a neighborhood-scale commercial hub, schools, and parks, resulting in a complete community. SMART's transit service and Wilsonville's bikeable streets and trails will connect the new neighborhood to the rest of the community.

Wilsonville continues to have a jobs-housing imbalance in which a large majority of its workers commute from other locations to jobs in Wilsonville. Providing employees who work in Wilsonville with the option to reside here will help reduce traffic congestion on I-5 and overall vehicle miles traveled to help meet metropolitan greenhouse gas reduction goals. The City anticipates expanding employment areas into the Basalt Creek and Coffee Creek areas northwest of Wilsonville, and has a goal of providing housing opportunities for employees of these areas as well. The Frog Pond area alone is large enough to accommodate approximately 1000 housing units, as well as neighborhood-scale retail, parks, trails and open spaces. The City's adopted plans (Bicycle and Pedestrian Plan, TSP, Transit Master Plan, Parks and Recreation Plan, and Water Master Plan) include services to this area. Implementation of these plans will be most successful if the Frog Pond and Advance Road areas are concept planned together.

Wilsonville is a leader in low impact development and protection of natural areas, and has been working for years toward a vision of sustainable urban development. Sustainability and smart growth principles will be manifested in several ways:

- The project site includes protected riparian areas around Boeckman Creek, and the plan would incorporate protection of this area and the valuable trees that populate the site;
- Site design will foster low-impact development that incorporates stormwater and runoff detention and treatment facilities into neighborhood and building design;
- Planning will encourage housing diversity and compact development through quality of public spaces and diversity of styles;

- Site design will encourage opportunities for multiple economic and social exchanges;
- Regional trails will be provided adjacent to these resources.

### *Location*

The neighborhood will not be isolated – they will become part of Wilsonville’s complete community. Frog Pond has the potential to provide between 1,000-1,300 additional households to support Wilsonville Town Center, located approximately ½ mile to the southwest. The study area is not large enough to host its own separate town center, but it will be well-connected with the existing Town Center by multimodal roads, pathways, and transit service. Wilsonville Town Center is forecasted to grow and diversify, and zoning is in place to allow for intensification of building form and uses, with diverse mixed-use development. Population growth in east Wilsonville will improve demand for such services within the core. The site is close to and connected with employment centers located on each side of I-5, and within the Town Center. It will be convenient to the jobs planned for employment land in the Coffee Creek and Basalt Creek areas.

### **D.3. Criteria for projects located within Urban Reserves – Advance Road Area**

The Advance Road area is designated as an Urban Reserve. Though all Metro reserve lands are involved in the Court of Appeals case, the City is not aware of any specific complaints being raised regarding this specific area.

### *Title 11 Requirements*

As outlined in more detail in the Project Description on page one of this narrative, the project would result in a full concept plan for the Advance Road area that meets Title 11 requirements for urban reserves, including a finance plan. The City’s intent is to prepare a plan to this level of detail for both areas, ensuring that resources and infrastructure are planned holistically, and creating the best chance for creating a complete community. The project includes drafting urban services agreements.

Phase One would result in adoption, by resolution, of an illustrative site plan with accompanying narrative that addresses all Functional Plan requirements and includes strategies for:

- Governance: the City is committed to serving the area;
- Finance: demonstrate it is possible for the development to pay for the infrastructure, or identify public funding sources to fund the gap;
- Affordable housing: confirm City policy and the tools to be considered;
- Infrastructure Strategy: Alternatives analysis and concept design for the Boeckman Creek wastewater interceptor and service connections. Conceptual design of water, stormwater, and wastewater service design;
- Street Design: Conceptual design of the roadway network, completion of adjacent arterials, and key intersections. With involvement of Clackamas County, determine the design of Stafford Road as it transitions; from a rural to multi-modal urban street and becomes the gateway into Wilsonville;
- BPA powerline: describe potential uses of the easement that traverses a portion of the Advance Road area;
- Commercial uses: Planning for successful neighborhood-scale retail / commercial amenities;
- Stormwater management: design based on low impact development principles;
- Urban services: Service providers’ agreements between County, City, and other service providers identifying future urban service provision responsibilities, and establishing the City of Wilsonville as the authority to annex and serve the Advance Road area land, following addition to the UGB.

### *Local Needs and Regional Solutions*

Wilsonville will continue to be a growing city, and more land is needed for housing. The 2025 population forecast is for Wilsonville to grow to a population of approximately 30,000. Of that population increase, we can assume that about 7,000 people will be housed in Villebois and Frog Pond as well as additional residential development inside the existing city boundary, resulting in a need to plan for another 5,500-6,500 people in expansion areas over the next 15+ years. These are rough estimates, currently being refined through the Housing Needs Assessment project.



The City of Wilsonville identified the Advance Road area as a site for urbanization to provide primarily residential land to help balance the jobs to housing ratio for the city and for a new school site. It provides approximately 200 gross acres of land for residential development very close to Wilsonville's employment base. Providing housing options for Wilsonville's employees and business owners has the regional benefit of reducing commuting traffic on I-5 and regional roads.

Metro currently estimates that the Advance Road Urban Reserve will not need to be brought into the UGB until 2020-2025. However, the Wilsonville/West Linn School District's growth forecast shows there is already a need to build a new middle school in east Wilsonville, so it purchased a 40-acre site in this area in 2003. The District has requested an amendment to add this site to the UGB in 2013 to allow for planning for development of a school. It is the City's experience that construction of new school facilities heightens market demand for surrounding residential land, so when there is a regional need to allocate more land for housing, the Advance Road area will be a strong candidate site.

Additionally, development in this area could augment regionally-important jobs growth. It is close to jobs and services, open spaces, and schools. Within a 1.5-mile radius there are thousands of jobs in Wilsonville's industrial sector. Wilsonville's Town Center, which already offers a full array of services and is forecasted to become increasingly dynamic, is located one mile to the southwest. Development of the Frog Pond and Advance Road areas into walkable and bike-able, well-connected neighborhoods will provide housing needed to serve the workforce, and additional population needed to support intensification of the Town Center.

### *Readiness of Land for Development*

The Advance Road area is an Urban Reserve, therefore this criterion is not applicable.

### **E. COLLABORATIONS**

**West Linn/ Wilsonville School District.** The District owns property in both the Frog Pond and Advance Road areas. The School District will participate in the site planning, and coordinate with long-range planning for schools. Contact: Tim Woodley, Director of Operations, 503-673-7995, [Woodleyt@wlwv.k12.or.us](mailto:Woodleyt@wlwv.k12.or.us).

**Clackamas County.** County staff from Planning, Transportation, and the Housing Authority will participate in the project. Specifically, County staff will collaborate on the conceptual design of Stafford and Advance Roads, helping to identify transportation and affordable housing solutions, and developing service provision agreements. Contact: Martha Fritzie, [MFritzie@co.clackamas.or.us](mailto:MFritzie@co.clackamas.or.us), (503) 742-4529.

### **F. PROPOSED MILESTONES AND DELIVERABLES**

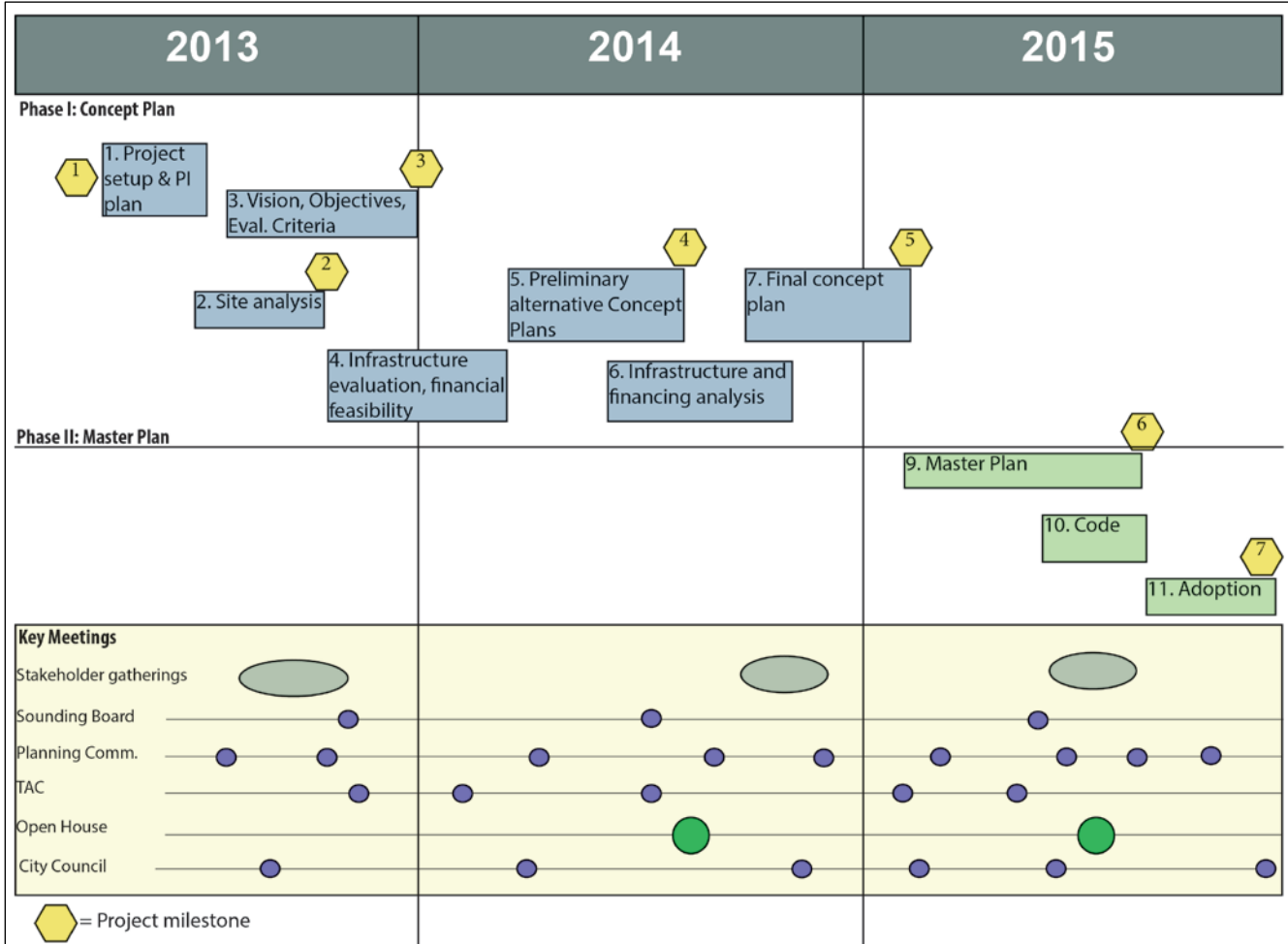
The City proposes seven project milestones that will be tied to deliverables of specific tasks.

1. Grant execution
2. Completion of Task 2: Site analysis
3. Completion of Task 3: Vision, Objectives, Evaluation Criteria
4. Completion of Task 5: Preliminary concept plans
5. Completion of Task 7: Final Concept Plan
6. Completion of Task 9: Draft Master Plan
7. Completion of Task 11: Adoption

**G. PROJECT MANAGEMENT** Katie Mangle, Wilsonville's Long Range Planning Manager, will be the project manager and Metro's main point of contact for the duration of the project. Katie brings 19 years of experience with delivering positive results on complex planning projects around the Metro region. Contact: [mangle@ci.wilsonville.or.us](mailto:mangle@ci.wilsonville.or.us), 503-570-1581.

# Wilsonville Frog Pond / Advance Road Planning: Budget Narrative

The project will consist of two major phases of work. Phase One would be broken down into seven distinct tasks to be completed over approximately 18 months. Phase Two would be comprised of three distinct tasks, to be completed over approximately twelve months (including adoption).



Preliminary budget estimates are provided in the attached table. A description of each project task is provided below.

**PHASE ONE: CONCEPT PLAN FOR FROG POND AND ADVANCE ROAD**

**Task 1. Project setup:** Once the grant is awarded, staff will develop an RFQ for consultant selection. The successful consultant will be paid a stipend to collaborate with staff in preparing the final scope of work. This will allow these experts to help identify creative methods and approaches to achieving the project expectations and outcomes (within the set overall budget), particularly in regards to sustainability and infrastructure planning.

Project initiation will include establishing the Technical Advisory Committee, Sounding Board, and Public Involvement Plan. An early burst of outreach to property owners will include mailings and invitations to discuss the project and their property in small groups or individually. Property owner engagement and public outreach will continue throughout the project.

**Task 2. Site Analysis:** Gather mapping, infrastructure, and property data needed to create a planning-level site map. Complete a tree inventory and natural resources assessment. This task includes a stormwater basin review to allow for integration of stormwater management into the concept plan. Key site information will be communicated diagrammatically.

**Task 3. Develop vision, objectives, and evaluation criteria:** Gather information from stakeholders. Draft vision statement and objectives. Seek Council direction on the development of alternatives. Consider using LEED-ND and/ or Sustainable Transportation Analysis & Rating System (STARS) to structure evaluation criteria. The evaluation criteria shall include, yet not be limited to, the effects and costs of the alternative concepts relating to vision statements, goals and objectives of the Council and the public, natural resources, annexation, infrastructure, transportation, and levels of general government services. Includes 2 PC worksessions, 1 Sounding Board meeting, 1 TAC meeting, and meetings with landowners and other key stakeholders.

**Task 4. Infrastructure evaluation / financial feasibility:** Evaluate the transportation system, including collecting traffic counts from 10-15 intersections, roadway volume, and speed surveys, bicycle and pedestrian counts, and roadway geometrics, and PM peak hour intersection analysis. Early financial analysis and feasibility study will document current utility infrastructure assumptions and questions, and provide a ballpark range of costs. This task completes basin and flow analysis for the sanitary sewer basin, including: the trunk collection system to serve the sites, Boeckman Creek Interceptor, pipe capacity analysis, and review of alternatives relative to improvements to the interceptor.

**Task 5. Preliminary Concept Plans:** Develop three alternatives that examine land use patterns, open spaces, water and sewer infrastructure, and transportation. Include finance strategy and affordable housing strategy. Work with Sounding Board to discuss policy issues and provide input into key questions. Open house the plans will be shared at a community open house. Analyze the alternative concepts by applying the evaluative criteria. Select two alternatives to be analyzed in Task 6. Planning Commission to recommend selection of the final plan, for Council confirmation. Produce a draft concept plan document based on selected alternative. Includes one meeting each for TAC, Sounding Board, Planning Commission, and City Council.

**Task 6. Concept Plan Infrastructure and Financing Analysis:** The purpose of this task is to evaluate the effectiveness of the transportation network among three alternatives, understand the cost of providing urban services, and identify funding sources. The preliminary site plans will be reviewed to assess their ability to adequately serve all modes of transportation, and proposed access locations. Additional issues to be evaluated include internal connectivity and circulation, intersection control, bicycle and pedestrian access and safety, and transit. This element also includes development of preliminary concepts associated with access improvements to and along the sewer line route. Develop a preliminary cost estimate for off-site infrastructure and basic pipe networks and stormwater management within the sites. Identify revenue sources, potential assessed value, and potential tax revenue generated from development.

**Task 7. Final Concept Plan:**

Prepare a draft Concept Plan that complies with the Urban Growth Management Functional Plan Title 11. Prepare a preliminary cost estimate and finance plan. Present the plan and key recommendations at an Open House. Revise and finalize Concept Plan based on input from the Open House, TAC, Planning Commission, and Council. Phase One would result in adoption, by resolution, of an illustrative site plan with accompanying narrative that addresses all Functional Plan requirements and includes strategies for:

- **Finance:** demonstrate it is possible for the development to pay for the infrastructure, or identify public funding sources to fund the gap;
- **Zoning** for the Frog Pond area: determine whether to utilize Wilsonville's Planned Development process, apply all or part of the Villebois Village zone, or develop unique regulations for Frog Pond;
- **Affordable housing:** confirm City policy and the tools to be considered;



- Infrastructure Strategy: Alternatives analysis and concept design for the Boeckman Creek wastewater interceptor and service connections. Conceptual design for water, stormwater, and wastewater services;
- Street Design: Conceptual design of the roadway network, completion of adjacent arterials, and key intersections. With involvement of Clackamas County, determine the design of Stafford Road as it transitions; from a rural to multi-modal urban street and becomes the gateway into Wilsonville;
- BPA powerline: describe potential uses of the easement that traverses the area;
- Commercial uses: Planning for successful neighborhood-scale retail / commercial amenities;
- Stormwater management: design based on low impact development principles;
- Urban services: Draft service providers' agreements, identifying future urban service provision responsibilities and establishing the City of Wilsonville as the authority to annex and serve the Advance Road area land, following addition to the UGB.

## **PHASE TWO: MASTER PLAN FOR FROG POND**

### **Task 9. Master Plan for Frog Pond area**

Using the Concept Plan as the base, develop a plan that includes a higher level of detail for street design, character of the neighborhoods, location and scale of commercial uses, housing density and typology, affordable housing, and parks. Refine the cost estimate for offsite infrastructure, develop detailed financing strategy. Provide future analysis of the study intersections that would be required to demonstrate compliance with the Transportation Planning Rule to provide long-term transportation findings for the key study intersections. Draft master plan, Comprehensive Plan map, which identifies land use designation, including range of allowed density.

The Master Plan will contain an illustrative site plan, conceptual details, and street sections, with accompanying narrative that addresses:

- Provision for annexation to Wilsonville in coordination with land development;
- Capacity for the number and types of housing units;
- Form and density of housing;
- Natural resource protection areas;
- Location of mixed-use or commercial area;
- Urban design plan;
- Provisions for affordable housing in compliance with Title 7;
- Emergency services;
- Transit service expectations;
- Detailed financing strategy for funding supporting infrastructure and services;
- Safe routes to school strategy for access from the Frog Pond area to the future school on the east side of Stafford Road;
- Identification of transportation improvements by providing future 15-year analysis of study intersections, long-term TPR compliance findings.

Hold public open house to share draft plan. Includes 4 PC mtgs, 3 CC mtgs, 1 open house, 1 Sounding Board mtg, stakeholder gatherings, 1 TAC mtg.

### **Task 10. Code for Frog Pond area**

Draft regulating code to implement the zoning strategy determined in Task 7. Work with stakeholders and Planning Commission to review and revise drafts. Identify needed amendments to the Comprehensive Plan and Transportation System Plan, and prepare drafts for public review. Determine whether the draft Code amendments should be adopted by ordinance (or held for future adoption). Prepare amendments for public hearing.

**Task 11. Adoption Process**

Phase Two would result in adoption of amendments to the Comprehensive Plan, and Transportation System Plan, and potentially the Development Code. Prepare draft and final documents, including findings of compliance with Metro and state requirements. Hold public hearings.

**COST ASSUMPTIONS**

A. Focused public involvement will rely heavily on individual and small-group meetings, social media, a representative Sounding Board, and guidance from the Planning Commission, Committee on Citizen Involvement, and City Council. Budget assumes multiple “stakeholder gatherings” to engage property owners at three points in the project, 3 Sounding Board meetings, 4 TAC meetings, 9 Planning Commission meetings, 5 City Council meetings, 3 open houses (virtual and/or real). See the table below for how different engagement tools could be used with different stakeholder groups. City staff will leads public information tasks (website, general citizen communication). Consultant will facilitate Sounding Board and orchestrate property owner small group meetings. Consultant will attend approximately 75% of public meetings.

	Individual/ small group meetings	Public meetings at key steps	Facilitated discussions	Online info., & engagement	Articles in the press	Ongoing project oversight	Vetting concepts at key steps
Property owners	•	•		•	•		
Adjacent neighborhoods		•					
Sounding Board			•				
Wilsonville community				•	•		
Planning Commission					•	•	
City Council							•

- B. The City Council, as the policy leader and decision-making body, will be asked to provide policy direction and vet alternative selection throughout the project. This will nearly eliminate surprises and ensure that decisions are “set” before moving forward to the next step.
- C. The scope includes sufficient analysis and planning to resolve the design and financing strategy for the single largest impediment to development of the study area: wastewater service. Serving the area will require both expansion of existing facilities and making new connections from the trunk line to the development. The City will fund the infrastructure evaluation and modeling work, and the grant would fund the conceptual design and cost estimating, and financing work.
- D. Transportation analysis conducted as part of Wilsonville’s Transportation System Plan (TSP) update assumed build-out of Frog Pond, which provided the City with confidence that the transportation issues will be minimal. Street and intersection design and function for multimodal connectivity and safe and welcoming transition from rural to urban land use will likely be the prime transportation issues; not impacts to I-5 interchanges.

- F. The Frog Pond / Advance Road Concept Plan project will be created through a collaboration of Wilsonville citizens and property owners, electeds, City staff, and consultants. The grant is proposed to fund City of Wilsonville Community Development staff time spent working directly on the project, and also consultant expertise needed to complete the scope of work outlined in the line item budget.
- G. The proposed project includes land in the UGB and land designated as Urban Reserve. The table below contains a rough estimate of how the requested grant funding would be apportioned to the two funding categories. NOTE: this table is not valid for determining the budget of a smaller-scale project. E.g., nearly the same wastewater analysis will be required if the project only includes the Frog Pond area, so the cost of such a study would not be cut in half if the study area is smaller.

	Grant Budget	Portion (based on land area) to be spent on land in UGB	Portion (based on land area) to be spent on land in Urban Reserve	
<b>PHASE ONE: CONCEPT PLAN (Both areas)</b>		36%	64%	
	\$219,000	\$78,840	\$140,160	
<b>PHASE TWO: MASTER PLAN / ORDINANCES (Frog Pond only)</b>		100%		
	\$122,000	\$122,000		
		<b>\$200,840</b>	<b>\$140,160</b>	<b>TOTAL \$341,000</b>

**MATCHING FUNDS**

- City cash contribution: \$80,000 from system development changes; \$40,000 for each phase of the project.
- In-kind contribution of \$16,000 to fund (via an existing contract with Murray Smith Associates) analysis of existing conditions and modeling that will be required to plan for wastewater service to the study area.



- In-kind contributions of the cost of City staff listed in the left-hand column below:

<b>City-funded</b>	<b>Grant-funded</b>
<b>Staff</b>	<b>Staff</b>
City Attorney	Planning
GIS	Natural Resources
Public Communications	Other Community Development
Administrative	Engineering
Finance	
<b>Consultants</b>	<b>Consultants</b>
Murray Smith & Assoc. (existing, budgeted contract to conduct wastewater infrastructure assessment)	Planning Civil and Transportation engineering
	Urban Design
	Stormwater infrastructure planning
	Cost estimating and finance planning
	Transportation planning
	Public involvement
	Project management
<b>Other</b>	
Mailing, printing, video, public meeting expenses	Consultant expenses, including travel; collection traffic data

### APPLICANT PERSONNEL

<b>APPLICANT PERSONNEL</b>					
	<b>Staff Position Title</b>	<b>Salary</b>	<b>Estimated Time on Project</b>	<b>Activities Performed</b>	<b>Funding Source</b>
<i>Katie Mangle</i>	<i>Long Range Planning Manager</i>	<i>\$67</i>	<i>550</i>	<i>Project manager, lead planner, oversight of site planning and development code</i>	<i>Grant</i>
<i>Chris Neamtzu</i>	<i>Planning Director</i>	<i>\$74</i>	<i>234</i>	<i>Liaison to Planning Commission and City Council, policy leader, reviewer, parks planner</i>	<i>Grant</i>
<i>Kristin Retherford</i>	<i>Urban Renewal Manager</i>	<i>\$70</i>	<i>64</i>	<i>Strategy and review related to infrastructure funding</i>	<i>Grant</i>
<i>Kerry Rappold</i>	<i>Natural Resources Manager</i>	<i>\$61</i>	<i>66</i>	<i>Strategy and review related to Title 3 &amp; 13 land.</i>	<i>Grant</i>
<i>Nancy Kraushaar</i>	<i>Community Development Director</i>	<i>\$95</i>	<i>95</i>	<i>City Engineer, oversight of infrastructure planning and financing plan</i>	<i>Grant</i>

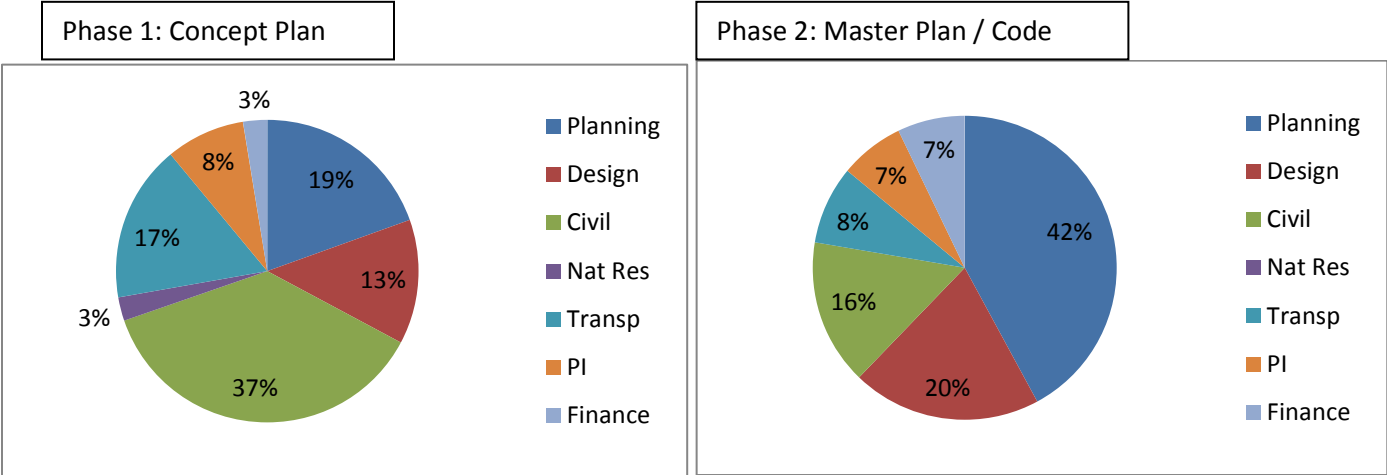
Associate Planner	Associate Planner	\$44	358	Data collection, research, report writing, organizing public meetings	Grant
Deputy City Engineer	Deputy City Engineer	\$79	283	Strategy and review related to infrastructure planning and financing	Grant
Engineering Tech	Engineering Tech	\$49	200	Data collection, research, schematic design,	Grant
Linda Straessle	Administrative Assistant	\$37	152	Meeting and committee support, contract management, documentation	Match
Mike Kohlhoff	City Attorney	\$100	82	Strategy and review related to zoning, development partnerships, and financing plan	Match
Dan Stark	GIS Manager	\$70	84	GIS mapping and analysis	Match

**Staff Salary Methodology:**

Salary = base wage plus benefits (18.03% PERS rate + 7.65% FICA + 3% 401a (for managers) + 1% (for SMART tax, Workers Compensation, etc.) + 19% for health insurance). Does not include related overhead expenses incurred by the City. Result is divided by “billable hours”. Billable hours equal 2,080 less 80 hours vacation per year less 32 hours sick days per year less 80 hours holidays per year = 1,888

**CONSULTANTS AND OTHER PARTNERS:**

- Consultants: The project would engage the expertise of planning, engineering, and design consultants. The charts below reflect the estimated breakdown of disciplines needed to complete each phase of the project.



- School District: District staff will provide data and information related to its long-range planning, facility planning, and demographic projections.
- Clackamas County: County staff will collaborate on urban services agreements, planning and design of Stafford and Advance Roads, and affordable housing strategy.

**Community Planning and Development Grant Program  
F1 - Project Budget Form**

**Project Costs**

- 1) Estimate the hours of work directly related to your project for agency personnel, consultants, and non-profit personnel. You can delete rows that do not apply and/or add more specific descriptors.
- 2) Explain the tasks each is expected to complete in the budget narrative (i.e., design development, construction estimates, public involvement, technical research, code analysis, etc.).

	<b>Financial Match</b>	<b>InKind Match</b>	<b>CET Grant Request</b>	<b>TOTAL</b>
<b>Personnel Costs</b>				
Agency staff		\$21,500	\$116,000	\$ 137,500
Consultants	\$ 80,000	\$16,000	\$ 213,000	\$ 309,000
Other, please list				\$ -
<b>Total for Planning Services</b>	\$ 80,000	\$ 37,500	\$329,000	\$ 446,500

	<b>Financial Match</b>	<b>InKind Match</b>	<b>CET Grant Request</b>	<b>TOTAL</b>
<b>Other Costs</b>				
Overhead/Indirect costs			\$12,000	\$ 12,000
<b>Total for Other Costs</b>		\$0	\$12,000	\$12,000

<b>TOTAL PROJECT COSTS</b>	\$ 80,000	\$ 37,500	\$341,000	\$ 458,500
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	Estimated Total Cost	Funding Source			Grant Request: Staff time, consultants, & expenses
		City Cash Match	City In-kind Match: Staff time	City In-kind Match: Consultant time	
<b>PHASE ONE: CONCEPT PLAN (Both areas)</b>					
Task 1. Project setup	\$20,500		\$1,500		\$19,000
Task 2. Site Analysis	\$23,500		\$500		\$23,000
Task 3. Develop project vision, objectives, and eval. criteria	\$28,000		\$500		\$27,500
Task 4 Infrastructure Evaluation/ Financial Feasibility	\$49,500	\$20,000		\$16,000	\$13,500
Task 5. Preliminary Concept Plans	\$69,000		\$3,000		\$66,000
Task 6. Concept Plan Infrastructure and Financing Analysis	\$53,500	\$20,000	\$500		\$33,000
Task 7. Final Concept Plan	\$39,000		\$2,000		\$37,000
<b>PHASE ONE Total</b>	<b>\$283,000</b>	<b>\$40,000</b>	<b>\$8,000</b>	<b>\$16,000</b>	<b>\$219,000</b>
<b>PHASE TWO: MASTER PLAN / ORDINANCES (Frog Pond only)</b>					
Task 8. Master Plan for Frog Pond area	\$135,000	\$40,000	\$9,000		\$86,000
Task 9. Code for Frog Pond area	\$22,500		\$2,500		\$20,000
Task 10. Adoption Process	\$18,000		\$2,000		\$16,000
<b>PHASE TWO Total</b>	<b>\$175,500</b>	<b>\$40,000</b>	<b>\$13,500</b>	<b>\$0</b>	<b>\$122,000</b>
<b>TOTAL</b>	<b>\$458,500</b>	<b>\$80,000</b>	<b>\$21,500</b>	<b>\$16,000</b>	<b>\$341,000</b>



Community Planning and Development Grants Program  
 F2 - Match Form

**Instructions:** If your “Match Source” is a professional or technical service received as “In Kind,” use the market average or actual salary or bid for that individual or service. Use the “Notes” field to document methodology.

Match Source	Choose One		Choose One		Amount	Notes
	<input checked="" type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input checked="" type="radio"/> Secured		
City SDC Funds	<input checked="" type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input checked="" type="radio"/> Secured	\$ 80,000.00	Each fund includes long range planning line item.
City General Fund	<input checked="" type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input checked="" type="radio"/> Secured	\$ 21,300.00	Administrative, legal, and GIS staff time
City Wastewater Fund	<input checked="" type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input checked="" type="radio"/> Secured	\$ 16,000.00	Consultant services to assess and model sewer basin infrastructure
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	

Total \$ 117,300.00

**RESOLUTION NO. 2412**

**A RESOLUTION OF THE CITY OF WILSONVILLE APPROVING APPLICATION FOR A METRO COMMUNITY PLANNING AND DEVELOPMENT GRANT TO FUND CONCEPT PLANNING FOR THE FROG POND AND ADVANCE ROAD AREAS, AND A MASTER PLAN FOR THE FROG POND AREA**

WHEREAS, the Metro Council brought an approximately 181-acre area located immediately east of the City of Wilsonville city limits, known as Frog Pond, into the Urban Growth Boundary in 2002, in anticipation of eventual annexation by the City for residential development; and

WHEREAS, the City's "20-Year Look" process identified the Advance Road area as the top-priority for future residential development in conjunction with the Frog Pond area; and

WHEREAS, the Frog Pond area currently lacks a concept plan to guide infrastructure planning and development but the City of Wilsonville is required to complete a concept plan for that area by the end of 2015; and

WHEREAS, the Advance Road area, consisting of approximately 316 acres, is located immediately east of the City of Wilsonville city limits and is located adjacent to the Frog Pond area; and

WHEREAS, these two urban growth expansion areas, together, comprise an approximately 497-acre area that could be concept planned together, thereby providing economies of scale for both land-use planning and infrastructure development; and

WHEREAS, Metro maintains a Metro Community Planning and Development Grant Program ("Grant Program") to help fund concept and master planning;

WHEREAS, under the requirements of Metro's Construction Excise Tax, the City of Wilsonville has collected and contributed over \$400,000 from building permits in support of this Grant Program; and

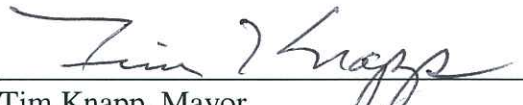
WHEREAS, the City now wishes to make application to the Grant Program for funds in the amount of \$350,000 to help cover the costs of concept planning for the Frog Pond and Advance Road areas and master planning for the Frog Pond area; and

WHEREAS, the application process allows the City to provide a level of match to any grant funds that may be awarded through the Grant Program.

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

1. The City Council supports the City of Wilsonville application for Metro's Community Planning and Development Grant Program to fund concept planning of the Frog Pond and Advance Road areas, and master planning of the Frog Pond area.
2. The Planning Director is authorized to file the application with Metro.
3. The City is authorized to contribute an in-kind match of staff time and resources, estimated to be valued at approximately \$100,000 (\$80,000 in cash and \$20,000 in staff time or other resources), over the course of a two-year project.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 15th day of April, 2013, and filed with the Wilsonville City Recorder this date.

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

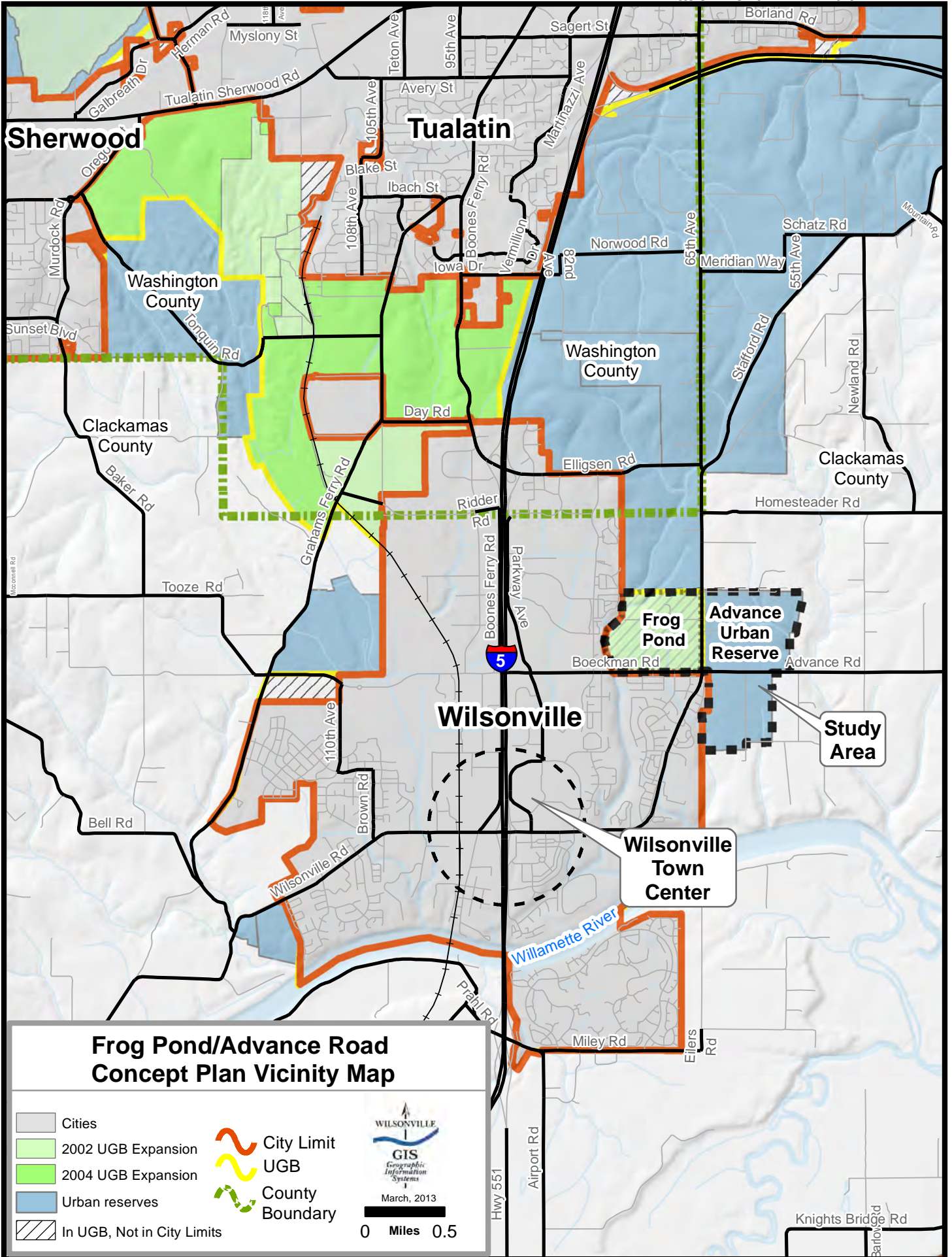
ATTEST:

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

SUMMARY OF VOTES:

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



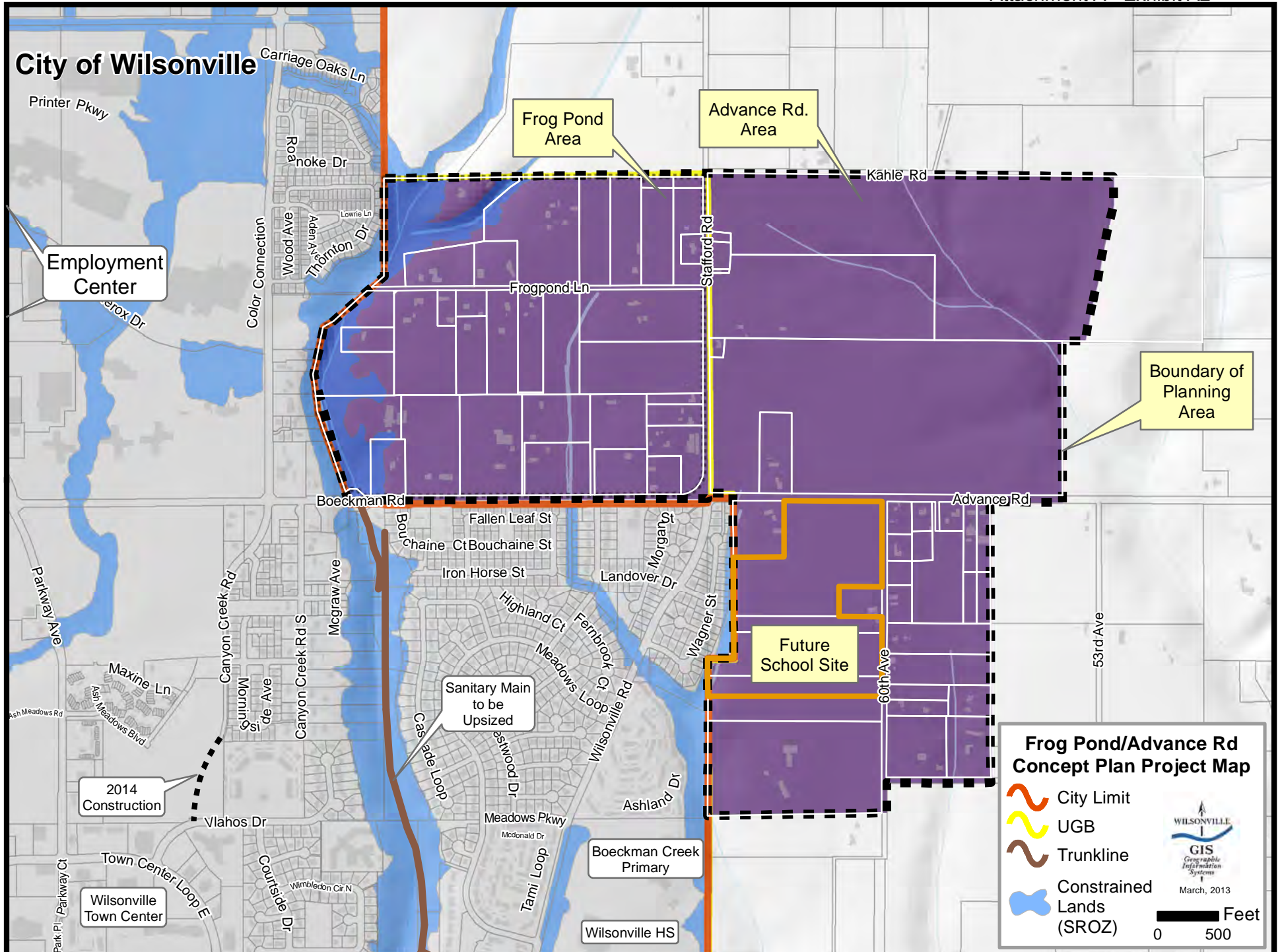


### Frog Pond/Advance Road Concept Plan Vicinity Map

- Cities
- 2002 UGB Expansion
- 2004 UGB Expansion
- Urban reserves
- In UGB, Not in City Limits
- City Limit
- UGB
- County Boundary

  
**WILSONVILLE**  
 GIS  
 Geographic Information Systems  
 March, 2013  
 0 Miles 0.5



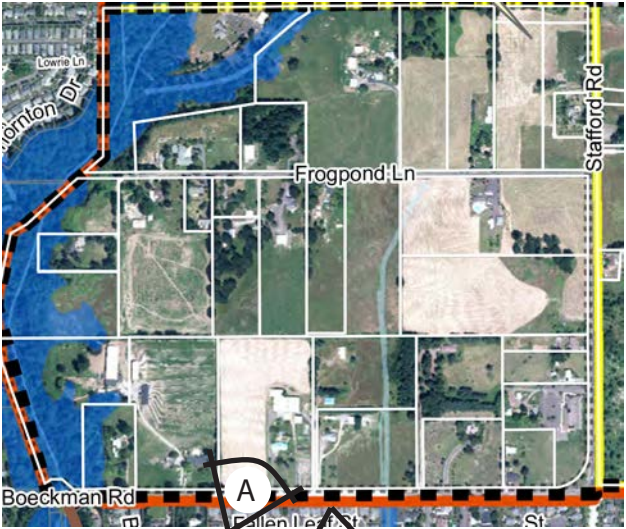








Wilsonville Frog Pond / Advance Road Planning: **Site Photos**



View of Frog Pond area (outlined in orange) and the northwestern portion of the Advance Road area (outlined in yellow).



A



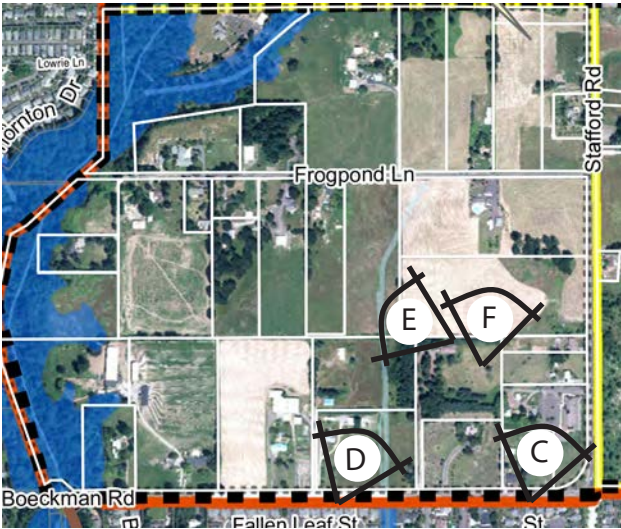
School District learning farm



Connection to existing neighborhood

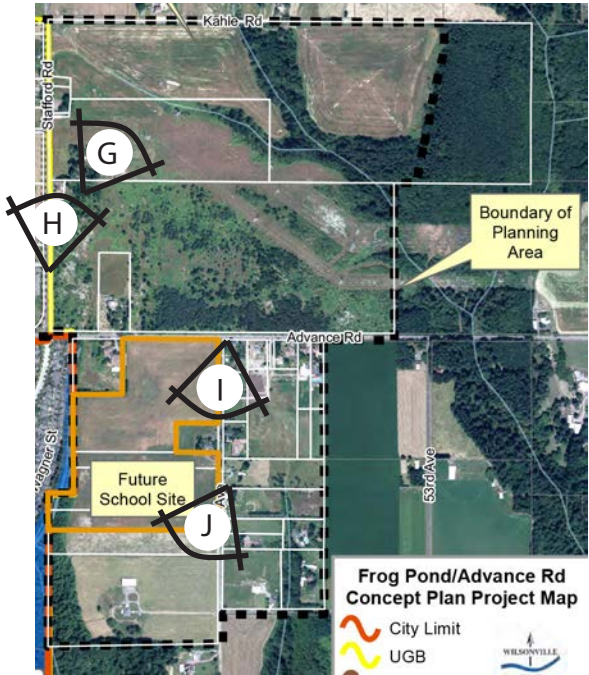


Wilsonville Frog Pond / Advance Road Planning: **Site Photos**





Wilsonville Frog Pond / Advance Road Planning: **Site Photos**

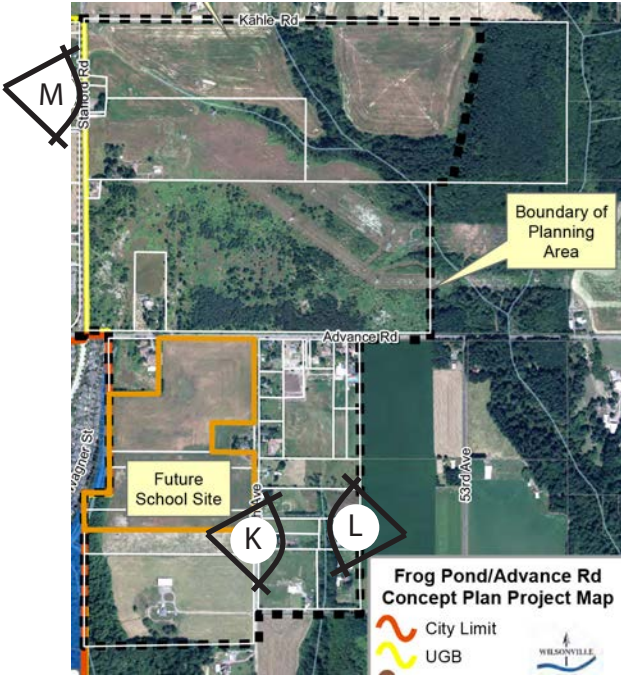


View of the northern portion of the Advance Road area (outlined in yellow). The future school site is immediately south of Advance Road.





Wilsonville Frog Pond / Advance Road Planning: **Site Photos**





March 28, 2013

Ms. Martha Bennett, Chief Operating Officer  
Metro  
600 NE Grand Ave.  
Portland, OR 97232

**RE: The Frog Pond/Advance Road Concept Plan and Potential Grant Funding**

Ms. Bennett,

Clackamas County's Planning & Zoning and Transportation Planning Divisions support the City of Wilsonville's project to prepare a concept plan for the eventual development of the Frog Pond and Advance Road areas.

The Frog Pond/Advance Road Concept Plan project would be supportive of Metro's 2040 growth concept and help set the stage for further public and private investment and development in this area. Planning for both these areas concurrently will provide economies of scale for both planning and infrastructure development, while representing a comprehensive way to plan for whole community needs rather than one subdivision development at a time.

County staff will support this project by sharing data and policy information, coordinating with the city to plan the road network, and coordinating on public communication. We urge you to approve Wilsonville's application for Community Planning & Development grant funds to assist the city in the completion of this important planning project.

Sincerely,

A handwritten signature in blue ink that reads "Mike McCallister".

Michael McCallister,  
Planning Director

Cc: Katie Mangle, Long Range Planning Manager, City of Wilsonville  
Karen Buehrig, Manager, Transportation Planning Division



## West Linn – Wilsonville Schools

March 1, 2013

Ms. Martha Bennett, Chief Operating Officer  
Metro  
600 NE Grand Ave.  
Portland, OR 97232

RE: Support of Wilsonville's Application for Frog Pond and Advance Areas Planning

Dear Ms. Bennett,

The West Linn/ Wilsonville School District supports the City of Wilsonville's project to prepare a concept plan for development of the Frog Pond and Advance Road areas.

The District owns property in both areas, and is developing plans to build a middle school within the Advance Road area to serve existing and future Wilsonville students. Several years ago the District and City worked together to create a master plan for that site. Holistic planning for development of the school site will help the school become an anchor for the surrounding neighborhoods.

The District and the City have a history of close and productive partnership on planning for school facilities and residential development. Wilsonville is a growing community, and both agencies recognize the importance of coordinating housing development with development of new schools to serve the new neighborhoods. The District will support this project by sharing data and planning information, participating as a major property owner, and coordinating on public communication.

Sincerely,

DEPARTMENT OF OPERATIONS

A handwritten signature in blue ink that reads "Tim K. Woodley". The signature is written in a cursive, flowing style.

Tim K. Woodley, Director

Cc: Dr. William B. Rhoades, Superintendent



29799 SW Town Center Loop East  
Wilsonville, OR 97070  
Phone 503-682-0411  
Fax 503-682-1015  
TDD 503-682-0843  
Web [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

February 4, 2013

Ms. Martha Bennett, Chief Operating Officer  
Metro  
600 NE Grand Ave.  
Portland, OR 97232

RE: Frog Pond / Advance Road Concept Planning CET grant application

Dear Ms. Bennett,

The City of Wilsonville City Council supports the project to prepare a concept plan for development of the Frog Pond and Advance Road areas. At its joint worksession with the Planning Commission in November 2012, the Wilsonville City Council discussed planning for these growth areas as a 2013 work plan priority. Additionally, the City Council advocated for adding the Advance Road Urban Reserve into the UGB in 2010.

This project would further several City priorities at once, including:

- Fulfilling the City's Title 11 responsibilities for Frog Pond;
- Setting the stage for the next phase of Wilsonville's residential growth to complement continued job growth;
- Planning for efficient public services delivery.

These two areas will likely develop in phases, therefore each could be planned separately. However, the two areas together compose a 497-acre area that should be concept planned together, thereby providing economies of scale for both planning and infrastructure development. The opportunity to plan in an integrated, holistic manner for both Frog Pond and Advance Road urban reserve areas represents a comprehensive way to plan for whole community needs rather than one subdivision development at a time. Planning the two areas together is the most promising approach to continuing Wilsonville's success with creating complete, communities.

Sincerely,

A handwritten signature in blue ink that reads "Tim Knapp".

Tim Knapp  
Mayor



**From:** Paul Chaney [<mailto:p2cpersonal@gmail.com>]  
**Sent:** Monday, March 11, 2013 7:03 PM  
**To:** Mangle, Katie  
**Subject:** Frog Pond Development Letter Mar 7, 2013

Dear Ms. Mangle,

Thank you for your letter. We had heard that the City of Wilsonville would be seeking a grant to prepare a concept plan for the development of the Frog Pond area from Chris Neamtzu. We support this initiative and would be willing to assist in this effort subject to personal obligations. We have lived in the Wilsonville area since 1972 and seen the dramatic growth. We now currently reside West of the city with a Sherwood address but consider ourselves to be "Wilsonville-ites" (if such a term exists). We would appreciate being kept informed of any activity with this effort.

Sincerely

Paul & Janene Chaney  
27227 SW Xanthus Ct  
Sherwood, OR 97140

Property Address:  
27227 SW Stafford Rd  
Wilsonville, OR 97070

**WEST HILLS**  
DEVELOPMENT

April 15, 2013

Ms. Martha Bennett, Chief Operating Officer  
Metro  
600 NE Grand Ave.  
Portland, OR 97232

RE: Support of Wilsonville's Application for Frog Pond and Advance Areas Planning

Dear Ms. Bennett,

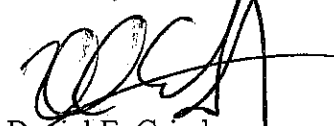
West Hills Development supports the City of Wilsonville's project to prepare a concept plan for development of the Frog Pond and Advance Road areas.

West Hills Development has invested in Wilsonville over many years, and owns property in the Frog Pond area. We are holding it for future development because we believe this will be a successful site for residential development once infrastructure needs are resolved. We support the City's initiative to lead a planning process to create a concept plan, because this plan will set the stage for private development by defining infrastructure needs and establishing the vision for the community.

West Hills Development will support this project by participating as a major property owner, and contributing expertise with regard to development feasibility, market demand and financing.

We look forward to working with the region to deliver quality neighborhoods that we can all be proud of.

Sincerely,



Daniel E. Grimberg  
Director of Land Development  
West Hills Development

**POLYGON  NORTHWEST COMPANY**

April 12, 2013

Ms. Martha Bennett, Chief Operating Officer  
Metro  
600 NE Grand Ave.  
Portland, OR 97232

RE: Support of Wilsonville's Application for Frog Pond and Advance Areas Planning

Dear Ms. Bennett,

Polygon Northwest supports the City of Wilsonville's project to prepare a concept plan for development of the Frog Pond and Advance Road areas.

Polygon has been building in the City of Wilsonville for many years. Our current investments have been in the Villebois neighborhood. We believe that the Frog Pond and Advance Road area hold great promise for the next generation of quality residential development. Similar to the Villebois community, Frog Pond and Advance are supportive of many of Metro's initiatives to create great places.

The City of Wilsonville has established a high quality of life for its citizens that our company recognizes and supports. The provision of quality education in the K-12, and higher education, attractive parks facilities and livable neighborhoods are all things that we seek to support with our investment.

A concept plan will set the stage for private development by defining infrastructure needs and establishing a vision for the community. We believe that a contribution from metro for this effort is warranted.

Wilsonville is a growing community, and the Frog Pond area will be a strong site with excellent access to quality jobs, transportation facilities and future parks. We are excited by this project and will support it by participating actively in the concept planning effort.

If I can be of further assistance on this matter, please do not hesitate to contact me directly at 503-314-0807.

Sincerely,  
POLYGON NORTHWEST

  
Fred Gast  
President

RE: Advance Road area planning  
Marc De Coster [mdsporthorse@msn.com](mailto:mdsporthorse@msn.com)  
Sent: Mon 4/15/2013 9:10 AM  
To: Mangle, Katie <mangle@ci.wilsonville.or.us>

Dear Mrs Mangle,

It was nice meeting you the other day, and we appreciate the time you spend with us.

We support the city's position on creating a concept plan for the future development of the Advance area.

However, since the proposed schools and city park are so close to our property at 5899 SW Kruse Rd we can only support a concept plan if the properties that are currently within the UGB reserve area ( Advance area) are added to the the UGB expansion.

Since the construction of a city park and schools would change the total dynamic of our neighborhood and increase traffic in our streets.

We are looking forward to participate in the effort to create a livable neighborhood.

Sincerely,

Marc and Teri DeCoster

**From:** [Ed Christensen](#)  
**To:** [Mangle, Katie](#)  
**Subject:** Frog Pond  
**Date:** Wednesday, April 03, 2013 9:25:32 AM

---

Katie,

Last week you asked me to comment on why I think the Frog Pond/Advance Rd. Specific Plan in Wilsonville was important to the Metro area. In 2006, Welkin Engineering (WE) had its best Land Use Development services year ever as a primarily single-family residential land design firm. WE did \$1.4 million in fees in 2006. In 2012, WE had our worst ever, but still WE is still in business. However, WE will emerge from the housing recession crunch before others in our industry, because WE is at the front edge of the curve when the housing market changes.

WE is seeing signs of that now. For 3 straight months WE has had the best billing months consecutively in 4 years. WE has had multiple builders come back to us with their old expired plats and ask what they can do to get them reapproved. However, lots are in short supply. WE has had multiple builders tell us they would buy any sized residential single family product WE knows about; if there were any. The fact is, WE knows they would be interested in a Frog Pond, because WE has asked many of the top builders in the area and outside of our Metro market if they would like this to move forward and their response is yes.

WE has clients who would like to build in Frog Pond next year. It can only happen, if you move this forward quickly. Please make this happen.

Best Regards,

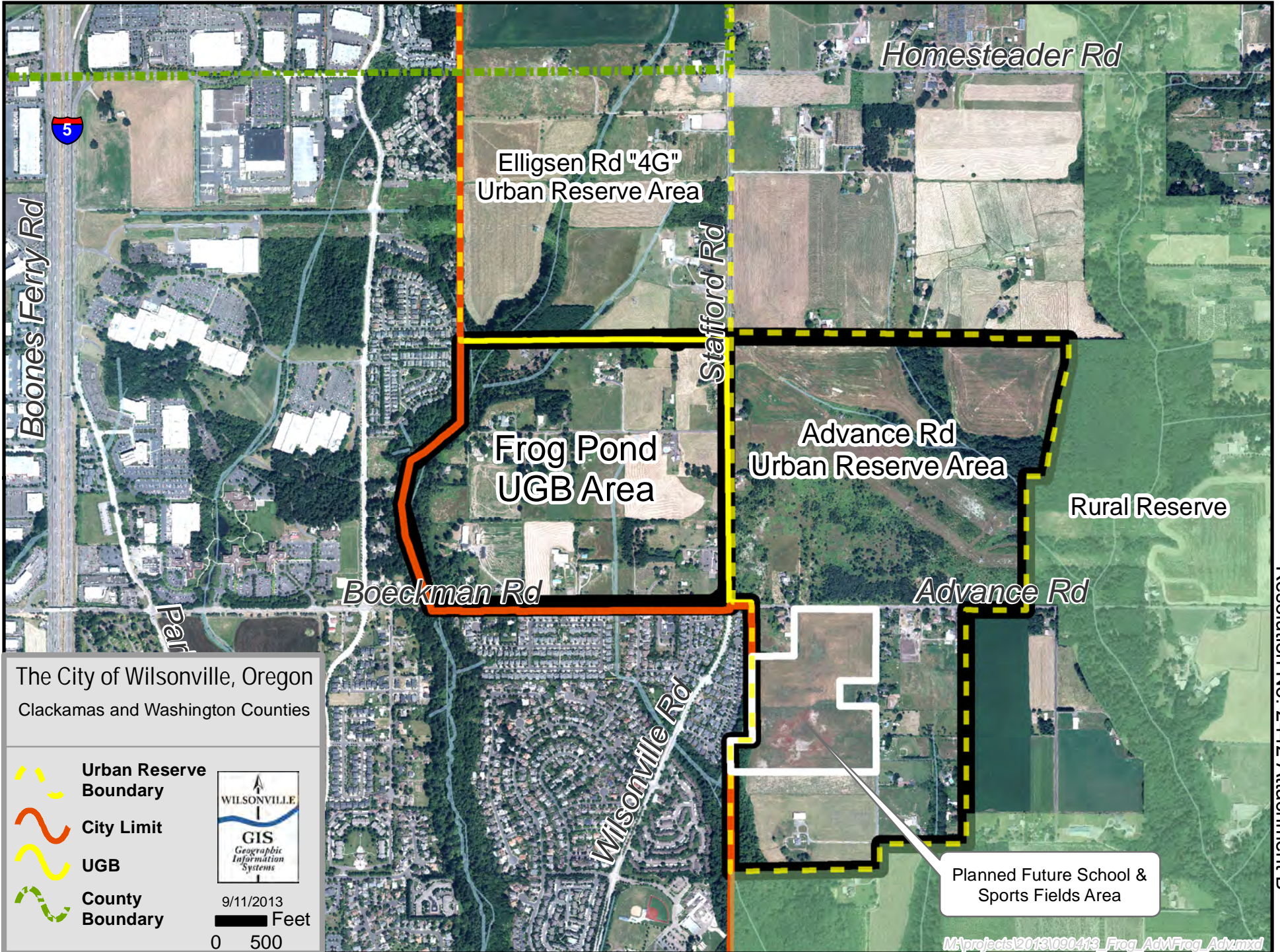
Ed Christensen, PE




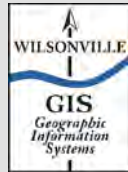



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The City of Wilsonville, Oregon  
 Clackamas and Washington Counties

	Urban Reserve Boundary	 <p>9/11/2013</p> <p>0 500 Feet</p>
	City Limit	
	UGB	
	County Boundary	

Resolution No. 2442 Attachment B

M:\projects\2013\090413\_Frog\_Adv\Frog\_Adv.mxd



September 11, 2013

Greetings,

You are receiving this letter because either you own property within the Frog Pond/ Advance Road Planning study area, or have otherwise identified yourself as being interested in the project.

I'm writing with the good news that on August 15<sup>th</sup>, the Metro Council awarded the City of Wilsonville a \$341,000 grant to plan for future development of the Frog Pond and Advance Road areas (see enclosed map).

Currently, all of this area is located within Clackamas County's jurisdiction. A Concept Plan is needed for both areas to define expectations for the types of buildings, land uses, transportation, parks, and utilities that will be developed over time.

The Frog Pond/ Advance Road Planning Project will involve two phases, each taking about a year:

1. **Create a Concept Plan for the whole area.** This broad plan will define: the mix of land uses; location of schools, parks, and natural areas; water quality and ecosystem protection; multimodal transportation; public facilities location; and the financial feasibility. This step is required to set the stage for more detailed planning of Frog Pond, and is needed before the Advance Road Urban Reserve area may be considered to be added to the regional Urban Growth Boundary. Planning for both areas together will not only allow everyone to think about the "big picture", but plan for the most cost-effective provision of sewer and other services.
2. **Create a Master Plan for just the Frog Pond area.** This detailed planning of Frog Pond will result in the adoption of Comprehensive Plan land use designations, adoption of a Master Plan, and drafting of zoning to be applied at the time of development. The intent of this phase is to set the stage for annexation, rezoning, and permitting for development.

I will be the City's project manager, and over the next few months I will focus on getting the project up and running. Property owners and other stakeholders will have an important role in the process, and I will be in touch as we define how and when this will occur.

In the meantime, if you would like information about the project, please contact me at any time at (503) 570-1581 or email me at [Mangle@ci.wilsonville.or.us](mailto:Mangle@ci.wilsonville.or.us). I would be happy to discuss any ideas, concerns, or questions you might have. I look forward to working with you!

Respectfully,

Katie Mangle  
Long Range Planning Manager  
City of Wilsonville