



City Council Meeting November 2, 2020

Executive Session 5:00pm

Work Session 5:20pm

Council Meeting 7:00pm

(All held in Council Chambers)

This meeting is taking place with social distancing precautions in place:

- Councilors are participating virtually, via Zoom videoconferencing.

To Provide Public Comment:

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070).
- Digital comments (email) may be submitted to cityrecorder@ci.wilsonville.or.us.
- Individuals may participate online through the Zoom videoconferencing platform.
- Contact City Recorder at (503) 570-1506 cityrecorder@ci.wilsonville.or.us to register.

You can watch the City Council Meeting here:

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

Zoom: <https://us02web.zoom.us/j/81536056468>

City of Wilsonville

City Council Meeting

November 2, 2020



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
NOVEMBER 2, 2020
7:00 P.M.**

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

Mayor Tim Knapp

Council President Kristin Akervall
Councilor Charlotte Lehan

Councilor Joann Linville
Councilor Ben West

CITY COUNCIL MISSION STATEMENT

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

**Executive Session, Work Session and City Council meetings
will be held in the Council Chambers, City Hall, 1st Floor**

- 5:00 P.M. EXECUTIVE SESSION** [20 min.]
A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Legal Counsel / Litigation
- 5:20 P.M. REVIEW OF AGENDA AND ITEMS ON CONSENT** [5 min.]
- 5:25 P.M. COUNCILORS' CONCERNS** [5 min.]
- 5:30 P.M. PRE-COUNCIL WORK SESSION**
- A. Town Center Transportation System Plan Amendments (Le/Rybold) [20 min.]
B. COVID-19 Economic Recovery Strategy Ideas (Vance) [10 min.]
C. Employment Site Readiness Report for the Coffee Creek Industrial Area (Vance) [30 min.]
- 6:30 P.M. ADJOURN**
-

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, November 2, 2020 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on October 20, 2020. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered there with except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

7:05 P.M. MAYOR'S BUSINESS

- A. Veterans Day Proclamation
- B. Upcoming Meetings

7:15 P.M. COMMUNICATIONS

- A. Marion County (Jacobson)
- B. Republic Services' City of Wilsonville 2019 Annual Report (Ottenad)

8:00 P.M. CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

8:05 P.M. COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

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

8:15 P.M. CONSENT AGENDA

- A. Minutes of the April 6, 2020; October 5, 2020 and October 19, 2020 City Council Meetings. (Veliz)

8:20 P.M. NEW BUSINESS

- A. City Council Review of Development Review Board Resolution No. 382. (Luxhoj)

9:20 P.M. CONTINUING BUSINESS

- A. None.

9:20 P.M. PUBLIC HEARING

- A. **Resolution No. 2859** (*Legislative Hearing*)
A Resolution Of The Wilsonville City Council Authorizing The Discontinuation Of South Metro Area Regional Transit's (SMART) Charbonneau Shuttle Route. (Brashear/Loomis)
- B. **Ordinance No. 846** – 1st Reading (*Legislative Hearing*)
An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan. (Le/Rybold)

9:50 P.M. CITY MANAGER'S BUSINESS

9:55 P.M. LEGAL BUSINESS

10:00 P.M. ADJOURN

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

WILSONVILLE TRANSPORTATION SYSTEM PLAN (TSP) AMENDMENT

COUNCIL WORK SESSION

NOVEMBER 2, 2020

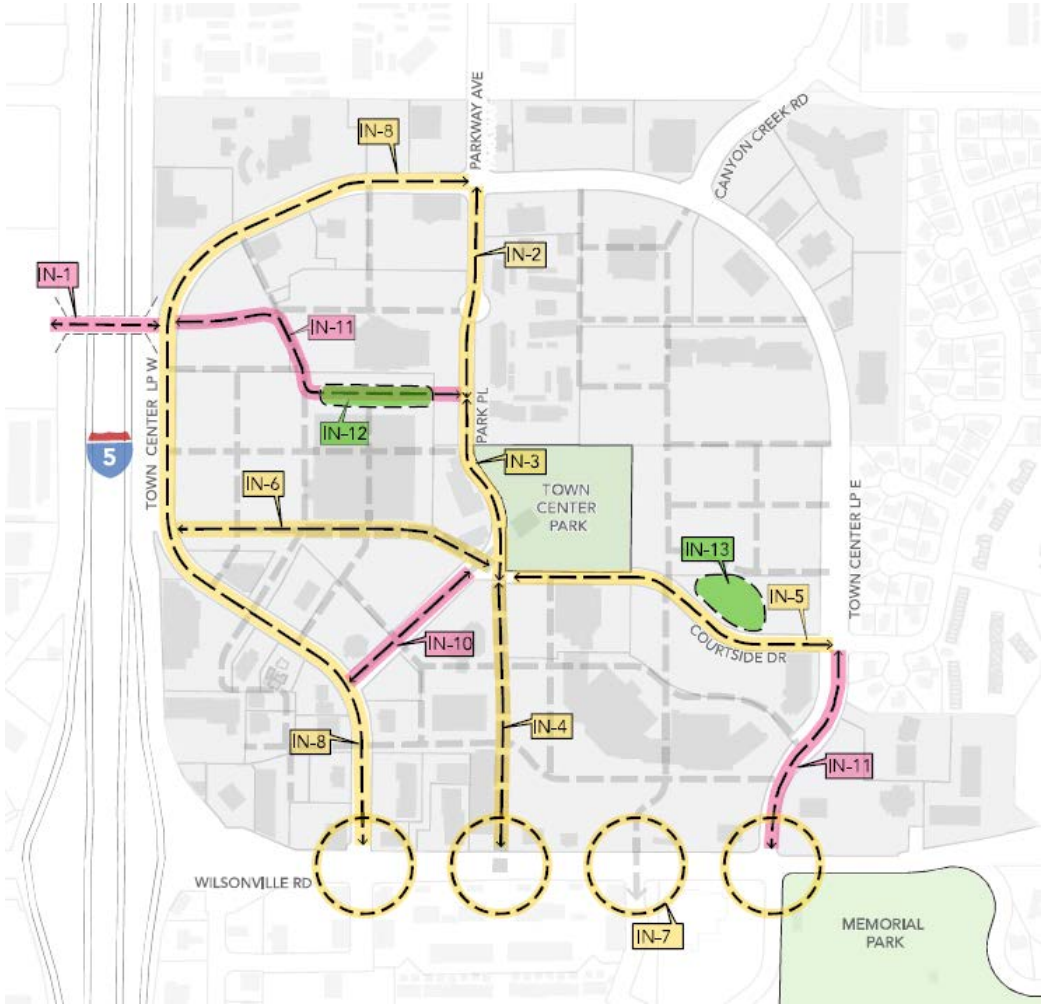
SHAPING A SMARTER
TRANSPORTATION EXPERIENCE™
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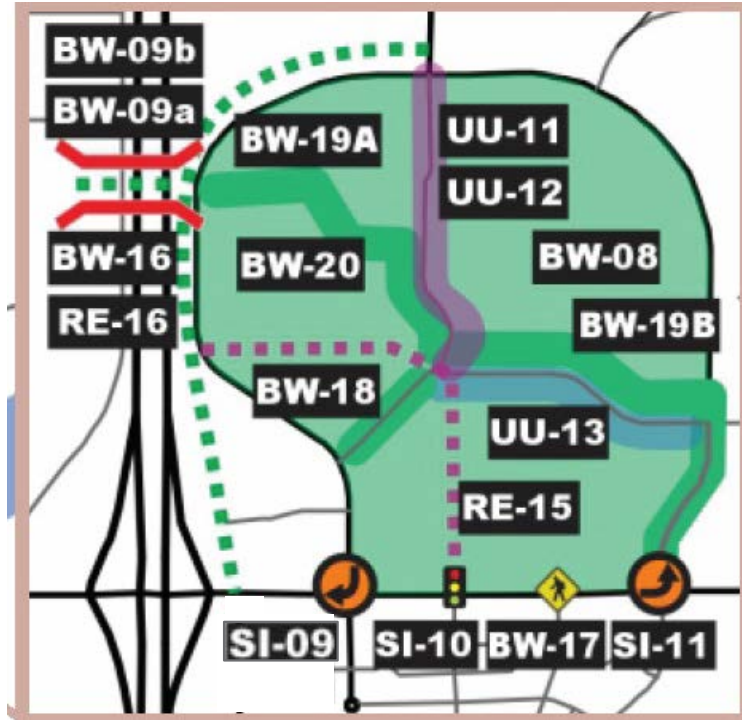
TOWN CENTER PLAN – PROJECTS

- IN-# Proposed Road Project
- IN-# Proposed Bike/Pedestrian Project
- IN-# Proposed Park Project



TSP AMENDMENTS

Revised Figure 5-2: Higher Priority Projects



- 15 Projects Added To The Higher Priority Project List
 - City Received ODOT Support Of Wilsonville Road Projects
- New Town Center Cross Section Standards
- Updated Bicycle Route Figure
- Update Freight Route Figure

QUESTIONS?

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CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 2, 2020	Subject: Covid-19 Economic Recovery Strategy Ideas Staff Member: Jordan Vance, Economic Development Manager Department: Community Development	
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: N/A		
Recommended Language for Motion: N/A		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Update on Covid-19 economic recovery strategy ideas to support Wilsonville local small businesses.

EXECUTIVE SUMMARY:

Economic Recovery Strategy Ideas

1. Wilsonville Business Recovery Center (BRC)

Projected budget: \$10,000

Potential funding sources: Clackamas County will fund the first month (November) up front so that the Wilsonville BRC may begin operations immediately. Funding to sustain the center in 2021 could be provided by future CARES Act dollars, as well as support from State, County and City resources.

Duration: Nov-Dec 2020

- Replicate Business Recovery Center (BRC) model from Washington County and establish a new BRC in Clackamas County to serve Wilsonville area businesses.
- The Wilsonville Business Recovery Center will provide a “one-stop” access to resources for local businesses in Clackamas County seeking to re-establish and/or stabilize operations in response to COVID-19. We will provide complimentary services to all Wilsonville area businesses in Clackamas County and partner with the other Business Recovery Center partners in the region: Canby, Oregon City, Sandy, Wilsonville, Mt. Hood, as well as any other BRC’s established in Clackamas County. As a collaborative, we will ensure a coordinated and professional approach and response. Every business seeking support will be treated individually and will be provided with a tailored plan for their specific needs and assistance. The Centers will act as triage intake operation assessing support and assistance requirements and utilizing the expertise of partner organizations or contracted industry professionals when needed.
- Clackamas County BRC’s provide access to resources for all businesses in Clackamas County seeking assistance. Services are offered in multiple languages and, depending on the unique needs of each client, may include:
 - Initial intake/evaluation/viability assessment and provide solutions to challenging issues regarding re-opening, stabilizing, PPE requirements, etc.
 - The Center is designed to act as a “One-Stop Center” for business recovery.
 - Case management and regular follow-up procedures.
 - Individualized answers to business questions.
 - Assistance with connecting to available financial resources at the local, state and Federal levels. This includes one-on-one assistance in completing business grant applications offered by local jurisdictions, new Federal business funding opportunities, not-for-profit and private grant opportunities.
 - Assistance with navigating technical resources offered through the BRC website, partner organizations, State of Oregon COVID-19 website, SBA, CDC as well as others.
 - Providing educational resources, where applicable, either virtual or in-person for specific industry sectors
 - Referrals to partners with relevant resources and expertise.
 - Access to interpreters and translation services – which the County will provide.

- Make available required signage in a variety of languages.
- Assistance in connecting to the County to procure required Personal Protective Equipment.

2. Outdoor Dining Programs

Projected budget: \$30-40K (provides up 8-12 grants ranging from \$3-5K per restaurant)

Potential funding sources: Washington County CARES Act Fund (\$500K available for WA County projects), City general fund reimbursable by State CARES Act dollars

- Extension of Wilsonville’s Dine Out program through rainy season designed to waive fees and expedite City staff review for expanded outdoor seating requests from restaurants.
- Dine Out, Wilsonville Grants Program to fund efforts by local restaurants to expand the outdoor dining season into winter. See Attachment B for an example of a similar effort made by the City of Hillsboro. City could structure program like a store front grant improvement program and grant funds could help finance the following costs:
 - Design and construction of dining parklets
 - Outdoor covered pavilion and foot cart complex
 - Heat lamps, lighting, umbrellas, tents and planter boxes

3. Shop Small and Small Business Saturday promotions through holiday season

- City of Wilsonville participate in Small Business Saturday campaign to help recognize and promote the efforts of local Wilsonville businesses that help create jobs, boost the economy and keep our community thriving. City participation efforts may include:
 - City Council proclamation recognizing the contributions of small businesses to the local economy and the day of November, 28, 2020 as Small Business Saturday.
 - Registration as a Small Business Saturday Neighborhood Champion to receive event materials, tote bags and posters to promote safe shopping at local businesses this holiday season.
- Coordination with Chamber of Commerce on local small business promotional campaigns, including the Chamber’s “Where’s Wilson C. Bear Contest” offering weekly \$25 gift cards to local businesses.

4. Ongoing Business Recovery Content and Webinar Series

- The cities of Wilsonville, Tigard, Sherwood and Forest Grove have partnered to host a 6-month business recovery webinar series focused on topics like small business financing, prepping restaurants for winter outdoor seating, and sales and marketing strategies during COVID-19.
- City of Wilsonville bi-weekly “Business Recovery” newsletter to over 600 local subscribers that updates Wilsonville businesses on local, County, state and federal recovery programs related to training, financing and public health policy.

EXPECTED RESULTS:

Retention of local small businesses, including food and beverage businesses that are being negatively impacted by the COVID-19 pandemic.

TIMELINE:

3-6 month implementation.

CURRENT YEAR BUDGET IMPACTS:

\$40,000 for proposed Dine Out, Wilsonville Grant Program

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 10/27/2020

An approved supplemental budget adjustment will be required before the funds are available.

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

Ongoing collaboration with Chamber of Commerce on business recovery strategies.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Retention of local small businesses that employ Wilsonville residents and provide important services to the community.

ALTERNATIVES:

City does not sponsor economic recovery initiatives including the Business Recovery Center and Dine Out, Wilsonville Grants Program.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A. Wilsonville Business Recovery Center Proposal
- B. Hillsboro Parklets and Carts on Main Description
- C. Washington County Notice of Funding Availability: Small Business Assistance Projects & Programs

Wilsonville Business Recovery Center

8565 SW Salish Lane Suite 150

Wilsonville, OR 97070

PROGRAM OF WORK

OVERVIEW:

The Wilsonville Business Recovery Center will provide a “one-stop” access to resources for local businesses in Clackamas County seeking to re-establish and/or stabilize operations in response to COVID-19. We will provide complimentary services to all Wilsonville area businesses in Clackamas County and partner with the other Business Recovery Center partners in the region: Canby, Oregon City, Sandy, Wilsonville, Mt. Hood, as well as any other BRC’s established in Clackamas County. As a collaborative, we will ensure a coordinated and professional approach and response. Every business seeking support will be treated individually and will be provided with a tailored plan for their specific needs and assistance. The Centers will act as triage intake operation assessing support and assistance requirements and utilizing the expertise of partner organizations or contracted industry professionals when needed.

Wilsonville Service Area:

The BRCs have been designed to serve all businesses in Clackamas County. They have the flexibility to allow the business owner to self-select the BRC location that is most convenient for them. The Wilsonville BRC is committed to providing intentional outreach to any business in Clackamas County. Our focus will be in the Wilsonville area but in collaboration with the other BRC’s we will ensure that no business is turned away.

STAFFING:

The Wilsonville BRC will utilize C.A.R.E.S. Act funding and resources to hire one individual to assist with recovery outreach. This BRC Outreach Field Representative (full-time position) and will work with the Wilsonville Chamber’s staff. Our goal will be to have bilingual resources in both Spanish and English and with the County’s assistance, access to culturally appropriate translation services. The Wilsonville BRC will work with a team of contracted industry professionals with specific areas of expertise to further assist small businesses. (i.e. Consultant Contract Services) Specific services will be employed based on client needs as well as the intake evaluation.

PARTNERS:

We will collaborate with other partner organizations within our community to provide additional support to small businesses. A partial list includes:

- Active Media
- Buel’s Impressions Printing
- Canby, Oregon City, Sandy, Mt. Hood & North Clackamas County Chambers of Commerce
- Other Chambers in Clackamas County as identified by the County.
 - City of Wilsonville
 - Community Action Organizations
 - Lewis & Clark Small Business Legal Clinic (SBLC)
 - MESO
 - CCC and Lane County Small Business Development Center’s
 - And other partners as they are identified for their expertise in delivering services

MARKETING:

The Wilsonville Area Chamber of Commerce (WACC) will leverage all our communication channels to educate and promote to businesses the valuable assistance available through the Clackamas County BRC. For example, WACC has a highly engaged Facebook presence. WACC conducts weekly LiveStreams. WACC is a partner in Wilsonville Living a monthly magazine delivered by USPS to very mailbox in the City of Wilsonville.

OUTREACH:

The BRC Field Representative will provide intentional outreach to each of the communities within its informal service area. Any business in Clackamas County has access to any one of the above mentioned BRCs; however, it will be imperative that each BRC provides thoughtful connection to each designated community. We intend to provide weekly “office hours” in each location (depending upon the state of COVID-19 restrictions) either in-person or virtually.

The BRC Center Consultant (shared with Canby) will reach out to the Wilsonville’s economic development staff and/or city managers to create awareness and understanding of the services provided by the BRC. The BRC Center Consultant, as well as the BRC Field Representative will attempt to meet with as many local business owners as possible to better understand specific local needs and opportunities to assist. The outreach will be ongoing and will continually adjust to reflect changes in COVID-19 Phasing, ensuring businesses have the resources they need to rebuild their operations.

SERVICES:

The Clackamas County Business Recovery Centers (BRC) exist to connect business owners in Clackamas County, Oregon, to the resources needed to recover. Clackamas County fully funds the Centers providing community businesses with access to complimentary, individualized business consulting services.

Clackamas County BRC’s provide access to resources for all businesses in Clackamas County seeking assistance. Services are offered in multiple languages and, depending on the unique needs of each client, may include:

- Initial intake/evaluation/viability assessment and provide solutions to challenging issues regarding re-opening, stabilizing, PPE requirements, etc.
- The Center is designed to act as a “One-Stop Center” for business recovery.
- Case management and regular follow-up procedures.
- Individualized answers to business questions.
- Assistance with connecting to available financial resources at the local, state and Federal levels. This includes one-on-one assistance in completing business grant applications offered by local jurisdictions, new Federal business funding opportunities, not-for-profit and private grant opportunities.
- Assistance with navigating technical resources offered through the BRC website, partner organizations, State of Oregon COVID-19 website, SBA, CDC as well as others.
- Providing educational resources, where applicable, either virtual or in-person for specific industry sectors
- Referrals to partners with relevant resources and expertise.
- Access to interpreters and translation services – which the County will provide.
- Make available required signage in a variety of languages.
- Assistance in connecting to the County to procure required Personal Protective Equipment.

EDUCATION:

The BRC Consultant will determine, through outreach, what type of business education would be most appropriate and will create programs reflecting those needs. Programs could include, but are not limited to, virtual webinars with local health experts, topical business expert workshops, in-person round table discussions, specific industry support. The BRC Consultant will leverage partner organizations' expertise and will procure any relevant programs or educational opportunities.

BUDGET:

Clackamas County will fund the first month (November) up front so that the Wilsonville BRC may begin operations immediately. Then, when appropriate reporting is completed as determined below, the County agrees to fund the Wilsonville BRC prior to December 1, 2020 for the second month (December) in order to meet its goals of outreach to its informal service area.

REPORTING:

The BRC Field Representative and Chamber staff will maintain up-to-date intake forms and case management files. The BRC Field Representative and Chamber staff will provide Clackamas County's Economic Development Manager a report of funds expended by November 15, 2020. The report will include expenses incurred up to the report date with documentation to support the expenses. Once received it is agreed by the County to fund fully, the Wilsonville BRC for the month of December to ensure continued delivery of services. The second round of funding would be sent to the Wilsonville BRC no later than November 30, 2020.

At program end, and when the C.A.R.E.S. Act funding reaches its deadline on December 30, 2020, the final project report will include expenses for the remainder of November and the full month of December, the number of businesses served, services provided, partners engaged, procedures used to comply with C.A.R.E.S. Act, and any other information reflecting the BRC's and Chamber's work. A final project report will be submitted to Clackamas County's Economic Development Manager no later than January 15, 2021.

In addition to any final reporting, the Wilsonville BRC agrees to refund to the County any unused C.A.R.E.S. Act proceeds advanced by the County.

Attachment B

Hillsboro Proposal - Downtown Parklets

Dining parklets are created by transforming a space typically used for vehicles and turning them into a space for outdoor dining. In most situations, these spots utilize one or two on-street parking spaces that are adjacent to the business that will be using the parklet. Parklets are a way that restaurants can increase their seating capacity outdoors where people feel much more comfortable dining during this pandemic. The Hillsboro Downtown Partnership, with funding from the City of Hillsboro's Downtown Cultural Arts District and Economic Development, has built two parklets so far as a pilot program.

In the chart below, we have included all the restaurants in the core of Downtown that have expressed interest and/or directly requested support.

PROJECT FUNDING					
		Labor	Materials		Total
Amelia's Parklet	Planters, fencing, tables, chairs, tent	\$1,700	\$3,200		\$4,900
Chaat Café Parklet	Planters, fencing, tables, chairs, tent	\$1,700	\$3,200		\$4,900
Super Tacos Ochoas (off street)	Planters, tables, chairs, canopies	\$1,700	\$3,200		\$4,900
Thai House Parklet	Planters, fencing, tables, chairs, tent	\$1,700	\$3,200		\$4,900
Clark's Bistro Parklet	Planters, fencing, tables, chairs, tent	\$1,700	\$3,200		\$4,900
Virundu Parklet	Planters, fencing, tent	\$1,700	\$2,100		\$3,800
Abu Rasheed Parklet	Planters, fencing, tent	\$1,700	\$2,100		\$3,800
Wilson's Parklet	Planters, fencing, tent	\$1,700	\$2,100		\$3,800
Hillsboro Bar & Grill Parklet	Planters, fencing, tent	\$1,700	\$2,100		\$3,800
Totals		\$15,300	\$24,400		\$39,700

Materials provided will include a combination of the following, depending on the location and the businesses needs: tables and chairs, canopy/umbrellas, planters, fence/structure building materials, lighting, and radiant heaters. We have found a commercial contractor to build the parklets for \$1,700/parklet.

- We ended up needing to build a platform at Syun because of the existing road conditions. This cost \$5,000 and still requires a coat of non-slip paint (\$600).
- The tables and chairs that Pizzario have are on loan and will need to be returned and replaced in November.
- A few business owners own enough tables, chairs, and umbrellas to fill the spaces, while some do not.
- We are having trouble sourcing some of the original building materials we had planned to use because of national shortages, and are working to identify appropriate substitute materials that

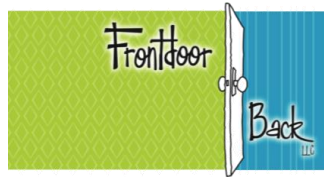
will meet the same intention of the original – safe, reusable, storable, and durable. This has given us the opportunity to consider the use of materials that directly reflect each restaurant’s regional cuisine and branding, while still being high quality and cohesive with the existing Downtown atmosphere.

City and HDP staff continue to research what other cities are doing in regards to assisting restaurants during the pandemic and adopting permanent parklet programs. Here are a couple things we have found.

- Reports and estimates for constructing and installing parklets range from \$2,000 to \$20,000, depending on design, quality, and regulations.
- The “parklet season” in established programs are from May to September, from March to November, or year-round. Many municipalities are extending their temporary programs indefinitely.
- Parklet programs encompass a variety of uses include dining, retail space, fitness and leisure activities, and public commons.
- Most programs require insurance coverage from the requesting business as well as a realistic level of tidiness and maintenance, as we are.
- Permitting fees and funding support vary, but many pandemic-related programs are working to source funding for restaurants.

We have been actively soliciting feedback from businesses and the community. Many comments received convey a sense of “It’s about time!” and “We love it!” and we have yet to receive any criticism – which is rare! One specific comment that we received was that they would like to see more, because it allows for more space on the sidewalk for pedestrians to pass while social distancing from diners that have removed their masks to eat.

SEANETTE CORKILL of FRONTDOOR BACK



CELL: 360.281.3853

EMAIL: SEANETTE@FRONTDOORBACK.COM

WEB: FRONTDOORBACK.COM

DATE: September 25, 2020

CLIENTS: Larry Rivera / Karla Antonini / City of Hillsboro

PROJECT: Carts on Main

OBJECTIVE: Finalizing Layout and elevations

FOOD POD: Legend



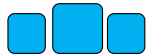
Happy Little Tables (30" wide x 54" long)



Stand-up dining barrels: no chairs provided but may affix slightly large dining surface to top (min. 19" diameter up to 24" dia dining surface)



Planter Boxes (15" deep x 48" wide x 30" tall)



Port-a-Potties (1 Mens, 1 Womens, 1 ADA)



Hand Sanitizer or handwashing station, **Garbage**, **Recycling**, **Compost**



Self supporting screens to obscure restrooms and dumpster areas

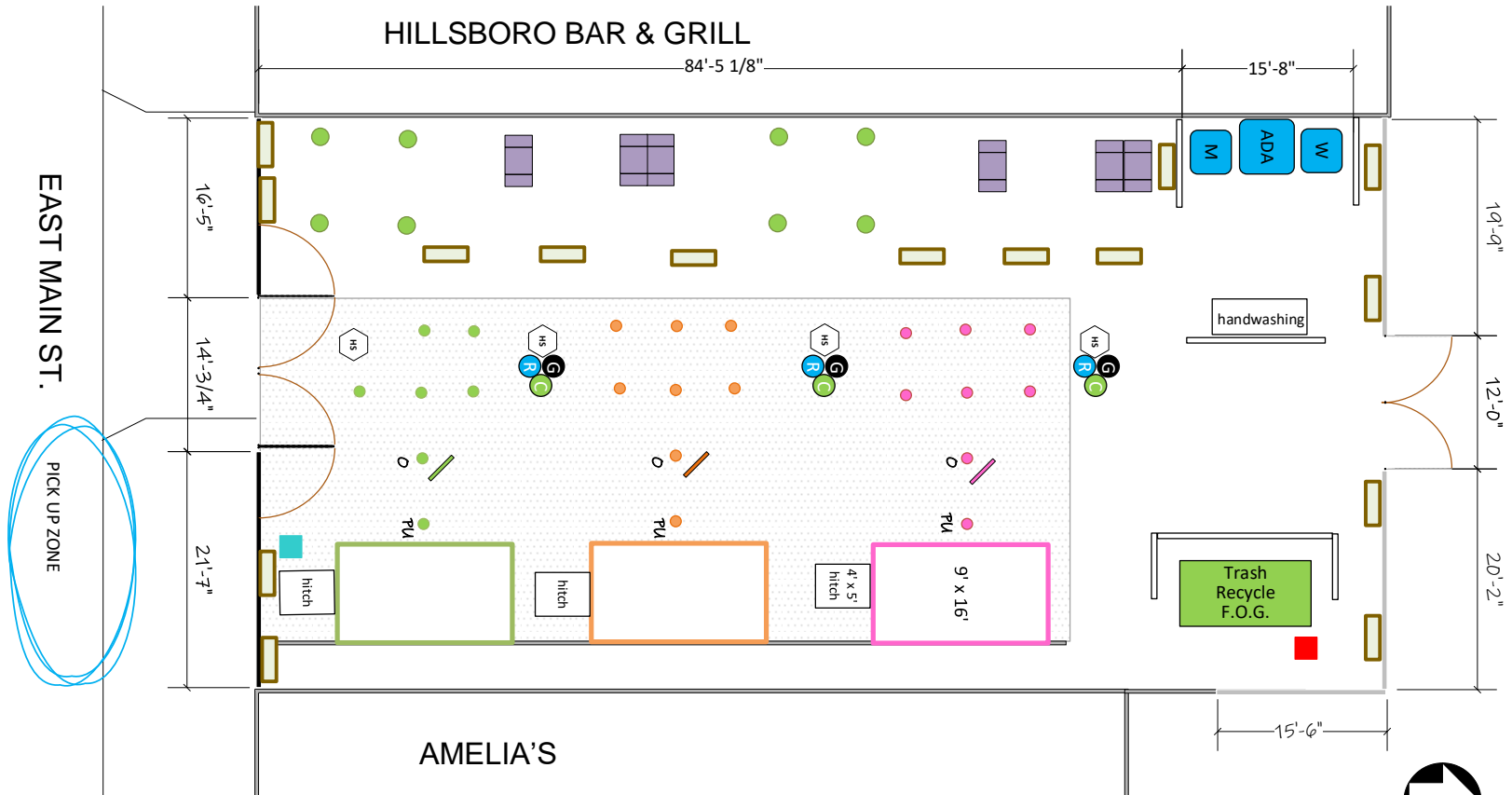


Sandwich board, menu, misc info. for how to order and pick-up

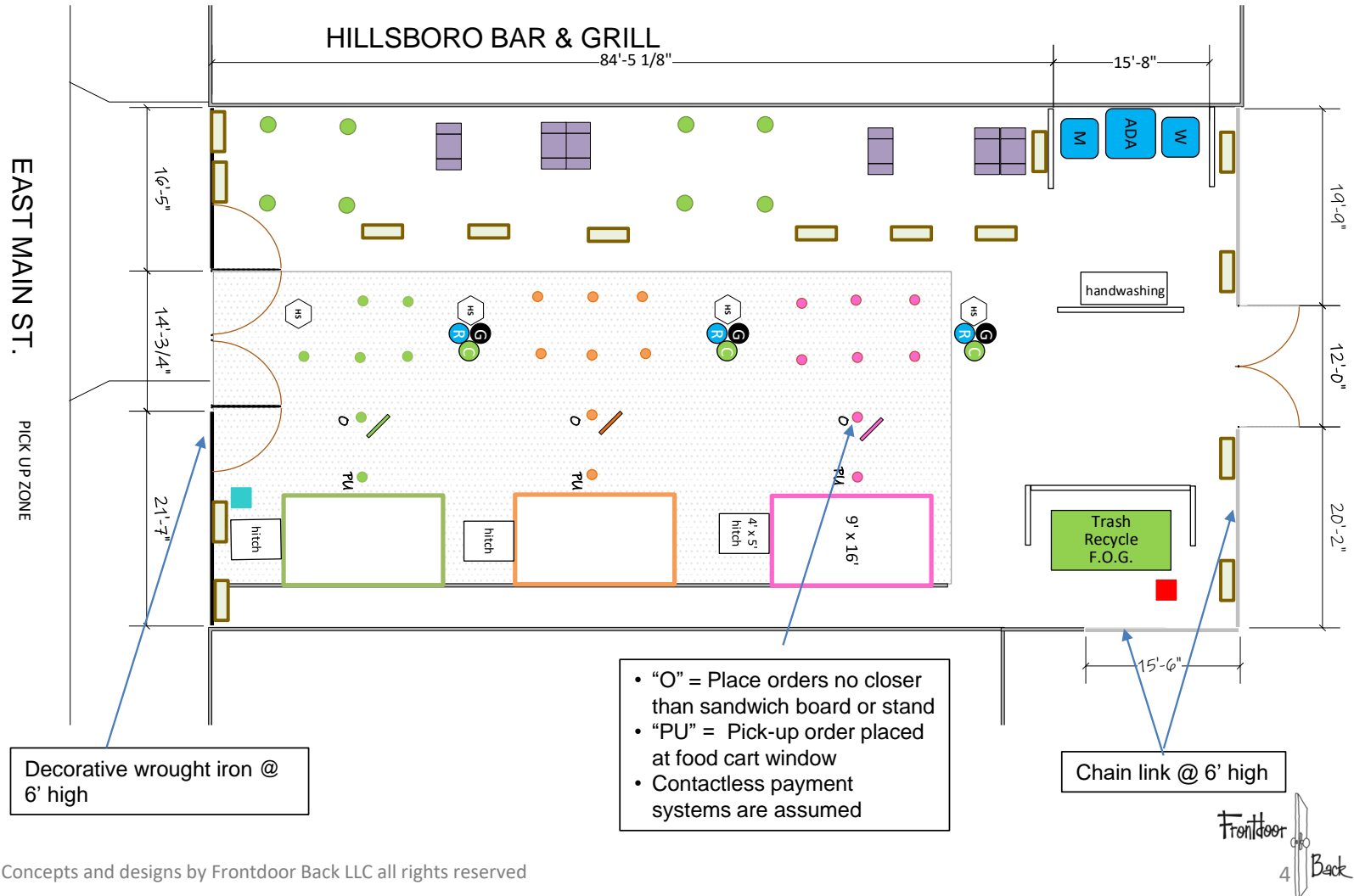


Ground graphics for self guided staging and social distancing

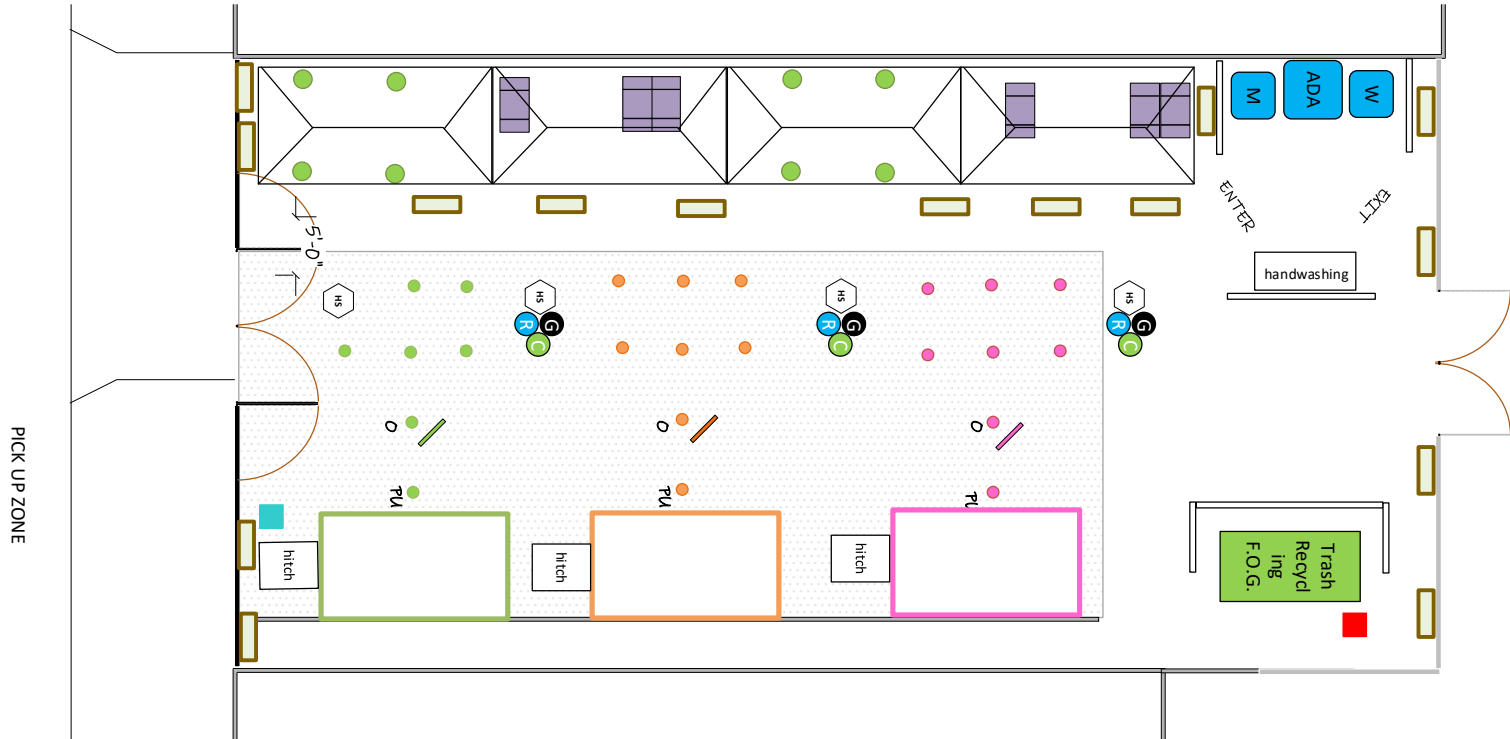
CARTS ON MAIN: Proposed site plan



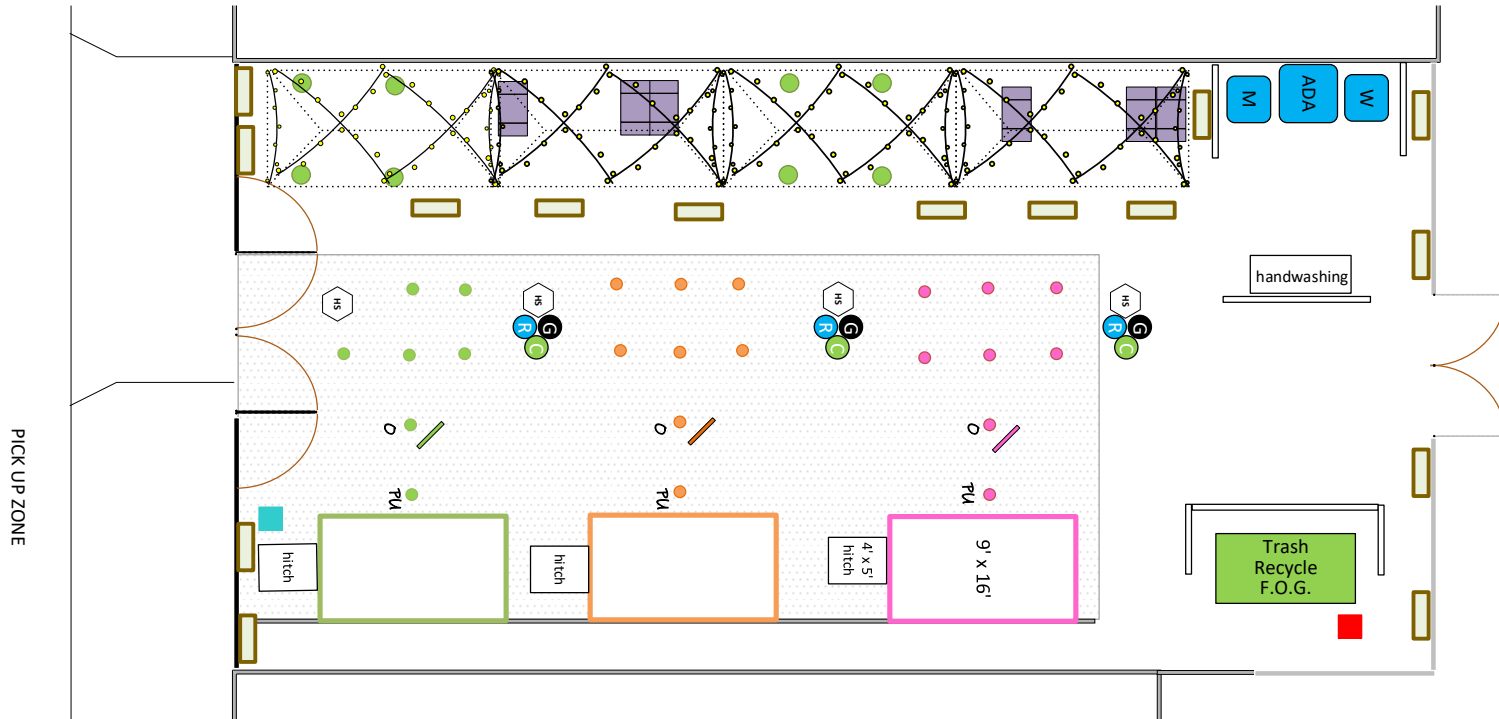
CARTS ON MAIN: Proposed site plan



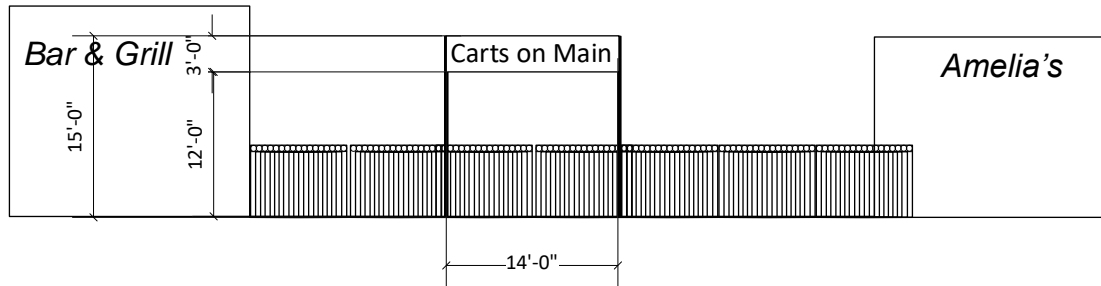
CARTS ON MAIN: Proposed site plan with 10 x 20 tents



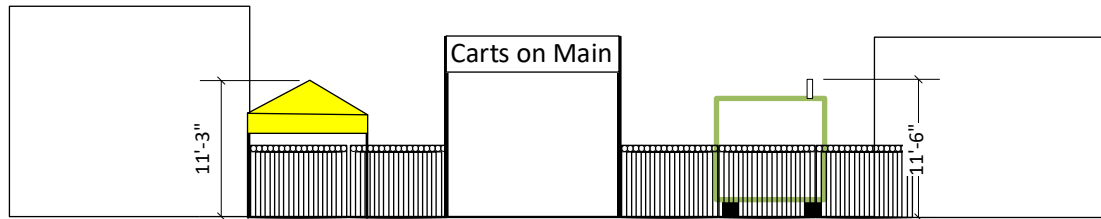
CARTS ON MAIN: Proposed site plan + tents + string lights



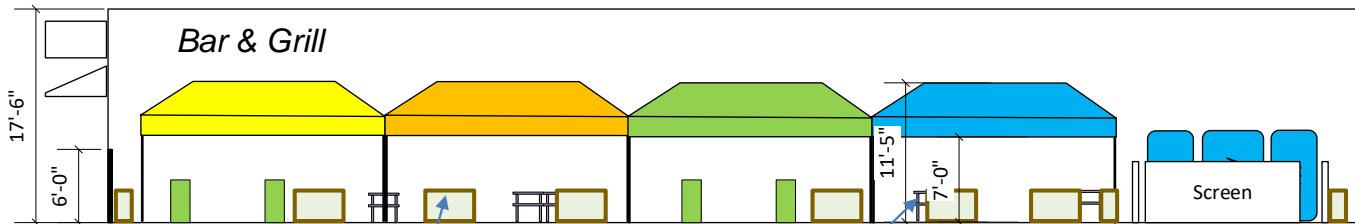
CARTS ON MAIN: Elevations



Front
(looking north)



Front
(looking north)
Gates are open

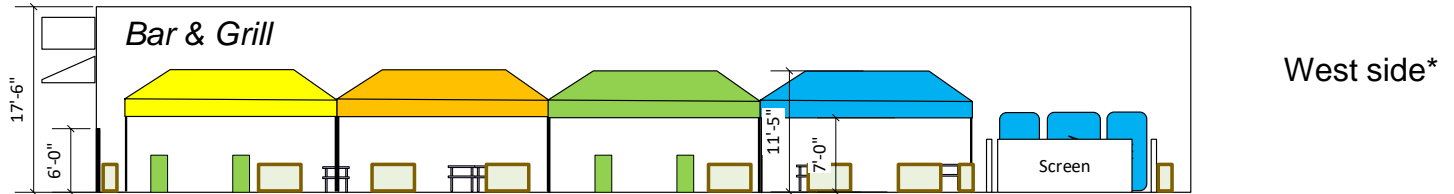
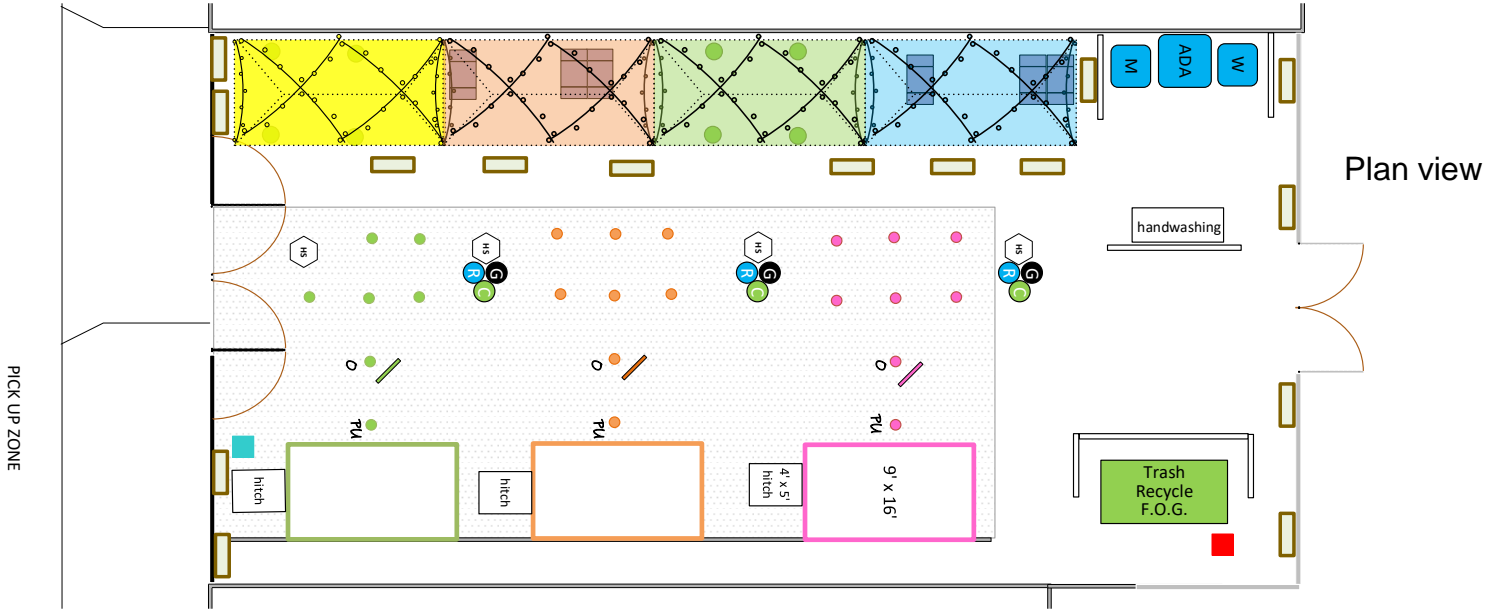


West side*

*Planters in foreground partially covering tables in the background



CARTS ON MAIN:



CARTS ON MAIN: Renderings

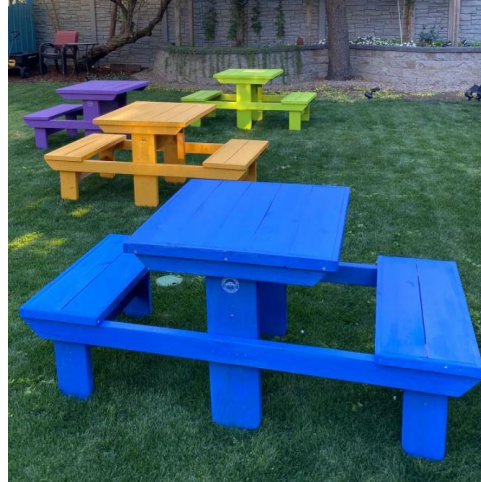


- Elevation layered over site photo
- Arch signage style TBD but leaving this generic one as place holder (size shown about 3' x 14'-4")

CARTS ON MAIN: Tents



CARTS ON MAIN: PicNc Tables

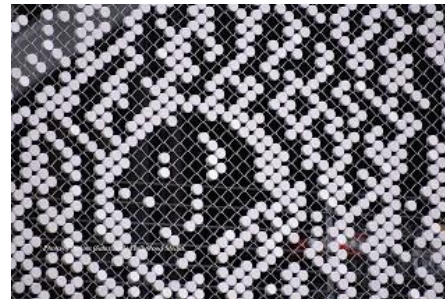
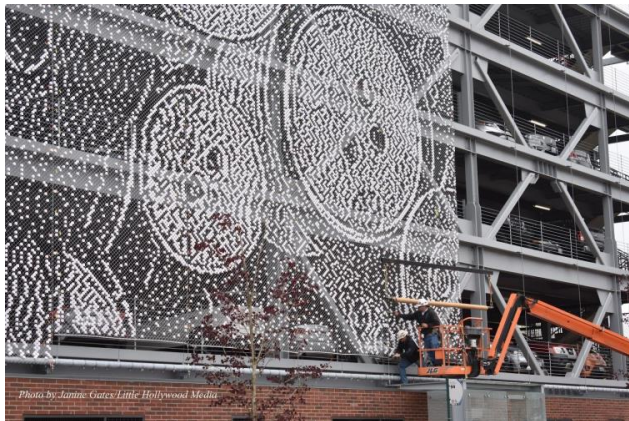


CARTS ON MAIN: Approaches to stand-up dining



Concepts and designs by Frontdoor Back LLC all rights reserved

CARTS ON MAIN: Chain link fence (in back) embellishments



<http://janineslittlehollywood.blogspot.com/2018/05/public-art-installed-on-wsecu-parking.html>

I've seen this one in person... it's just pucks snapped onto the fence - very impressive from a distance



CARTS ON MAIN: Recycling Garbage (work in progress)



Rubbermaid® Brute® Trash Cc



CARTS ON MAIN: Hand Sanitizing stations



Images taken at Vancouver Farmer's Market

Concepts and designs by Frontdoor Back LLC all rights reserved

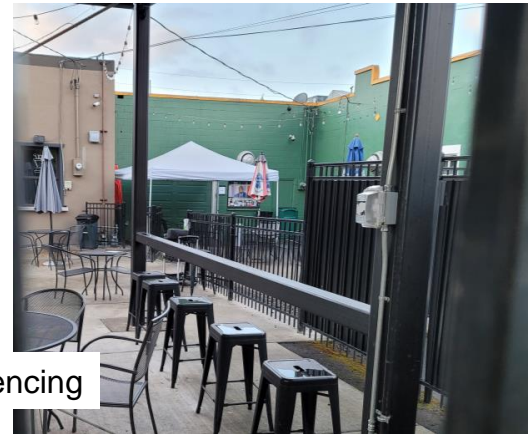
CARTS ON MAIN:



Approach to 6ft tall fencing around outdoor dining



AT 6ft tall fencing around outdoor dining



Interior 4ft next to 6ft fencing

Attachment C

Notice of Funding Availability: Small Business Assistance Projects & Programs**October, 2020**

Businesses in Washington County have been hard hit by the COVID-19 pandemic. Since March 2020, many businesses had to either close or significantly curtail operations. Restaurants, caterers, event centers, sports venues, and entertainment facilities have been particularly impacted by the ongoing regulations to curb COVID-19. Similarly, COVID-19 disproportionately impacts businesses owned and patronized by traditionally underrepresented communities in Washington County.

In response to this crisis, the County allocated \$15M of its federal "CARES Act" allocation for small business assistance. The County has provided more than \$11M in small business grants and loans, much of it through partnerships with cities throughout the County. The County will soon be issuing another round of small business grant funding. The County has partnered with several providers to provide nearly \$1.5M in workforce programs. The County cooperated with several Chambers of Commerce as well as Adelante Mujeres to fund *Business Recovery Centers*, which provide a suite of free services to small businesses including access to capital, PPE, technical assistance, legal advice, and individual business coaching.

The County has approximately \$500,000 remaining in its small business CARES Act fund. The County is obligated to spend these funds by December 30, 2020. Consequently, the County seeks proposals for use of a portion of these funds. Because of the CARES Act deadline, the County will prioritize funding for projects and programs which can be quickly set up (or are already established), which will be targeted to business sectors that have been particularly hard hit by the pandemic, which will primarily benefit less privileged communities, and which will comply with requirements of the CARES Act (e.g., funds must be completely expended by December 30, 2020, businesses that benefit from these programs must certify that they suffered at least a 10% loss in revenue due to the pandemic, and beneficiaries of the funds may not use them to offset costs that have already been paid for by other public dollars).

The County will accept proposals for use of this funding from cities, community-based organizations that focus on small business, and Chambers of Commerce. Funding requests may be made at any time as long as funds remain available, but the County will perform an initial assessment of proposals received by Oct. 30, 2020. Funding proposals should be brief (maximum of two pages, plus an attached budget spread sheet as appropriate). Proposals should address the following information:

- Sponsoring Entity
- Contact Person: name, title, email address, phone number
- Description of proposal
 - Project/program name
 - Project/program description
 - funding amount requested
 - Is the funding for a new or existing project/program?
 - how soon the funds can be deployed to carry out the project/program?

- confirmation that the CARES-Act funded portion of the project/program will be spent down by 12-30-20
- how the project/program benefits businesses that have been significantly impacted by the COVID-19 pandemic (NOTE: Funds cannot be used to assist a single business; they must be made more broadly available)
- Equity/Inclusion: How the program significantly benefits businesses owned by those who are from traditionally under-represented communities

The County favors projects that leverage matching funds from other sources. Awardees agree that in early December the County will want to ascertain the trajectory of spending – if in the judgment of the County it appears unlikely that the CARES Act dollars will be spent by 12-30, the County reserves the right to require return of un-spent funds (after any close-out costs) at the earliest possible date, to allow the funds to be redeployed before the end of the year.

The County anticipates making \$200,000 available for *qualified* responses to the NOFA. However, the County has other potential uses for available funds, and reserves the right to ultimately deploy less – or more – than \$200,000 for proposals.

Proposals should be submitted to John Southgate, john@johnsouthgateconsulting.com, (503) 956-5853.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 2, 2020	Subject: Employment Site Readiness Report for the Coffee Creek Industrial Area Staff Member: Jordan Vance, Economic Development Manager Department: Community Development	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council accept the findings of the report by resolution at next City Council meeting.		
Recommended Language for Motion: N/A		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Update on Employment Site Readiness Report for Coffee Creek Industrial Area Site.

EXECUTIVE SUMMARY:

Several site readiness challenges have long hindered the development of key employment lands in the Portland metro region. Meanwhile, employment space and site needs have increased over the last decade as the region's economy has expanded and the population has increased. Solving these difficult issues is a key priority of leadership at the local, regional, and state level.

The Employment Land Site Readiness Toolkit project was designed to help find tools to move challenged industrial and commercial employment sites within the Metro urban growth boundary to development-readiness to accommodate projected population growth. The project is a follow-up from the Regional Industrial Site Readiness Lands inventories completed in 2011, 2014 and 2017 that tiered industrial sites based on time to market and highlighted seven key site readiness challenges limiting market development of these sites.

A Metro 2040 Planning and Development Grant funded the project with matching funds from 19 regional partners (2 counties, 13 cities, including Wilsonville, and 4 regional entities). The Port of Portland, Greater Portland Inc., and Metro managed the project, working with a consultant team lead by Cascadia Partners.

This Employment Land Site Readiness Toolkit contains four separate executive summary reports in Attachment A that provide new ideas and important refinements to existing tools that, if implemented and funded, can give local leaders greater ability to ready employment lands for the development and job growth needed to support the economy of the Portland region. This set of reports also provides some preliminary considerations for how to incorporate issues of equity into both the approach and tools deployed to address employment land readiness. Equity has not traditionally been considered within the context of employment land policy and this report is intended to serve as an initial guide for how to meaningfully consider equity in such projects.

All contained within Attachment A which is linked [here](#), the Task 1 Report identifies national best practices and innovative tools for addressing key employment land readiness challenges and equitable development. The Task 2 Report details two new real estate and finance tools that could make a significant impact on site readiness. The Task 3 Report summarizes recommended modifications to existing economic development tools in Oregon. The Task 4 Report outlines site readiness roadmaps for three sites in the region and tests several of these tools to help demonstrate the impact of individual tools and the layering of tools needed to achieve financial feasibility for each of these sites. This set of Reports should serve as a resource for local practitioners as well as a source of potential legislative ideas for local and state leaders focused on improving employment site readiness.

Wilsonville's Coffee Creek Industrial Area was selected for development of a detailed site readiness study with a set of customized development strategies. Opening up the 225-acre Coffee Creek Industrial Area for development is a critical part of the City's economic development strategy. The district is currently encumbered by numerous challenges, including infrastructure and site aggregation, which this grant seeks to address by finding tangible tools to move challenged sites to market-readiness. The detailed site readiness roadmap recommends the following strategies for Wilsonville:

Specific Recommendations:

- Expand the responsible use of Tax Increment Financing (TIF) to employment land readiness in the Coffee Creek Industrial Area in the following ways. Refer to page 13 of Attachment E linked [here](#) for more in-depth information.
 - URA Option 1: Site Readiness Cost Reimbursement
 - A fairly conservative use of URA is to simply refund a private developer a portion of their tax increment as repayment for on- and/or off-site investments made by that private developer. This is a form of private financing and TIF is a vehicle to recycle new tax dollars on-site in the form of a tax abatement. This method is fairly modest in scale and impact.
 - URA Option 2: Vertical Improvement Property Tax Abatement
 - A more robust and impactful incentive is to structure a 10-year property tax abatement on all vertical improvements. Vertical improvement costs on these sites are significantly larger than site readiness costs, so the level of tax abatement is larger than Option 1. For this analysis, no cap on tax abatement amounts was assumed.
- Explore tools like Major Streets Transportation Improvement Program (MSTIP) to offset large off-site transportation costs compared to other sites. MSTIP is a public financing tool for transportation infrastructure and requires voter approval to fund specific transportation projects. Only Washington County currently has such a program. The tool carries political risk and there is no guarantee that the specific transportation improvements needed by any of these three sites would be on the list. Refer to page 53 of Attachment C linked [here](#) for more in-depth information.
- Land banks and land waivers have larger financial impact due to large site size. Land Bank Authorities (LBA) are effective land assembly entities since they are tax exempt and can buy and hold land with low carrying costs over a long period of time. For this analysis, it was assumed that a LBA was able to assemble the land in question and either lease or write down the entire cost of the land. Refer to page 5 of Attachment E linked [here](#) for more in-depth information.

General Recommendations:

- Consider near term implementation of available tools identified by this project.
- Consider using Horizontal Development Agreement (HDA) which is a way to negotiate a multi-party coordinated development process, and define specific tools or incentives that parties to the agreement can utilize under specific conditions, such as in exchange for community benefits or specific uses or end users. Refer to page 3 of Attachment D linked [here](#) for more in-depth information.
- Implement market-feasible System Development Charge (SDC) financing program in partnership with the state's economic development agency Business Oregon, financed by an existing State special works fund. SDC financing is a widely available tool but it is seldom used because most if not all of the local terms of the financing make it impossible to be used by conventional developers. SDC financing is nearly universally required to be a first position loan, which would make securing conventional debt impossible. In addition, the payback periods (amortization period) are too short and interest rates are too high to make the tool appealing. For this analysis, a second position loan with favorable lending

term (1% over 10 years) has been modeled. Refer to page 25 of Attachment E linked [here](#) for more in-depth information.

- Assist landowners in forming and administering Local Improvement Districts (LIDs). LIDs are a means of financing local capital improvements through the formation of special assessment districts that include the benefiting properties. The governing body of local governments (cities and counties) in Oregon have the statutory authority under ORS 223.309 to establish LIDs. LID assessments are a lien on properties, which may be paid in one lump sum (upfront) or payable in annual installments for a minimum of 10 and a maximum 30 years. Refer to page 19 of Attachment E linked [here](#) for more in-depth information.
- Advocate for state and regional action on new tools and funding that would improve the city's ability to help overcome site readiness challenges. Refer to Attachment E linked [here](#) for more in-depth information.

For in-depth supplemental reading on site readiness tools, case studies and best practices research examined in this study. Please refer to Attachments C-F linked [here](#).

EXPECTED RESULTS:

Consider local action steps recommended in the report that will move Coffee Creek Industrial Area to market-readiness.

TIMELINE:

This is the last phase of the project, review, and acceptance.

CURRENT YEAR BUDGET IMPACTS:

In-Kind Contribution: 19 hours of staff time effort = \$1,710

City Contribution of Matching Funds: \$1,000

FINANCIAL REVIEW / COMMENTS:

Reviewed by: CAR Date: 10/22/2020

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Development of Coffee Creek Industrial Area, which would host up to 1,500 family-wage industrial jobs with an annual payroll of over \$98 million.

ALTERNATIVES:

Do not accept the report or any of the roadmap recommendations.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

Attachments can be found at the following links:

- A. [Site Readiness Executive Summary Reports](#)
- B. [Wilsonville Customized Study](#)
- C. [National Best Practices for Site Development](#)
- D. [New Site Development Real Estate and Finance Tools](#)
- E. [Modifications to Existing Development Tools](#)
- F. [Development Roadmaps](#)
- G. [Wilsonville Metro Agreement](#)
- H. Presentation

Employment Lands Site Readiness Toolkit Roadmap



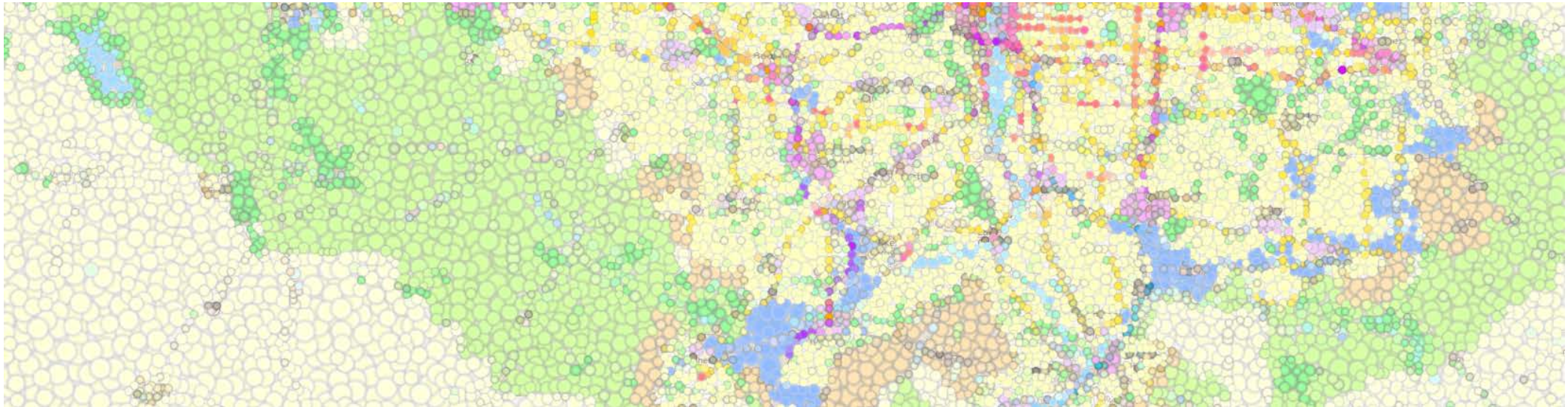
Wilsonville City Council Presentation
November 2, 2020



Project Purpose

The **Employment Land Readiness Toolkit project** is designed to help find tools to move challenged industrial and commercial employment sites within the Metro urban growth boundary to development-readiness to accommodate projected population growth.

The project is funded by a Metro Community Development and Planning Grant with matching funds from 18 regional partners.



Project Advisory Team

Project Managers

Lise Glancy and Ken Anderton, Port of Portland

Jeffrey Raker, Metro

Brittany Bagent and Matt Miller, Greater Portland Inc.



Regional Partners

Michael Williams, *City of Beaverton*

Jon Legarza, *Clackamas County*

Ryan Wells, *City of Cornelius*

Sarah Selden, *City of Fairview*

Jeff King, *City of Forest Grove*

Erika Fitzgerald, *City of Gresham*

Joseph Briglio, *City of Happy Valley*

Dan Dias, *City of Hillsboro*

Kelly Ross, *NAIOP Oregon chapter of National Association of Industrial and Office Parks)*

Erin Maxey, *City of Milwaukie*

Alma Flores and Lori Bell, *City of Oregon City*

Isaac Barrow and Melissa Rogers, *Portland General Electric*

Joana Filgueiras, *Prosper Portland*

Julia Hadjuk, *City of Sherwood*

Jonathan Taylor, *City of Tualatin*

Christina Deffebach, *Washington County*

Jordan Vance, *City of Wilsonville*

Consultant Team

Consultant Team

Alex Joyce, Cascadia Partners



In partnership with:

MACKENZIE.



Caudaloso

Toolkit Project



Task 1

Best Practices Research

National research of the best practice tools, strategies, and policies that expedite development-ready employment lands

Task 2

New Tools

New tools that could help jurisdictions overcome land assembly and infrastructure development challenges

Task 3

Modifications to Existing Tools

Modifications to tools that already exist to make them more adept and powerful at creating development-ready employment lands

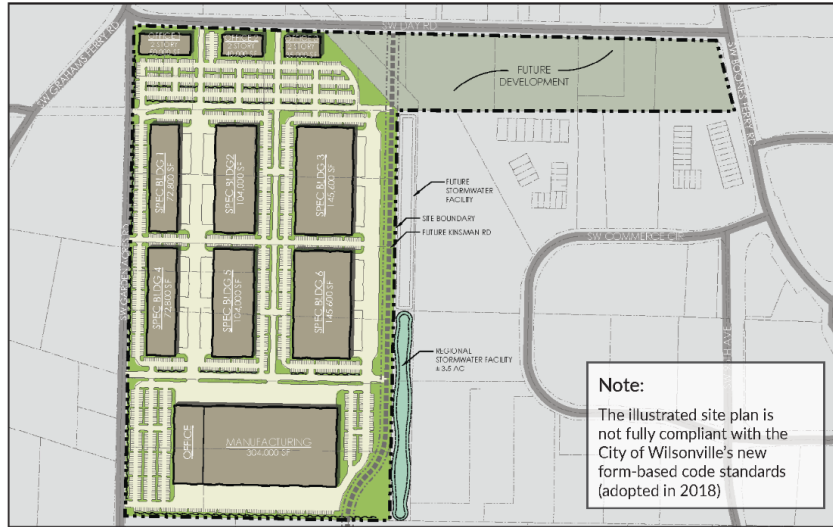
Task 4

Site Readiness and Development Roadmaps and Tool Testing

Site readiness and development roadmaps with an equity lens for three sites and modeling of the impact of tools on market feasibility

COFFEE CREEK SITE (WILSONVILLE) - BASE DEVELOPMENT SCENARIO

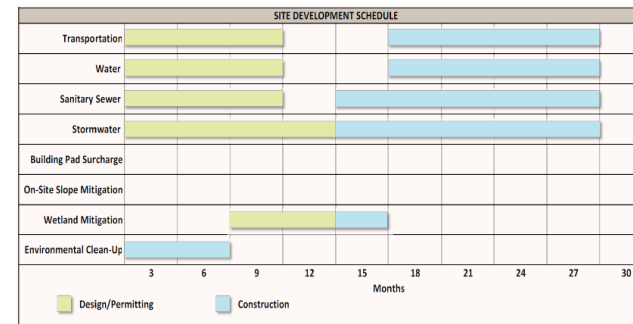
Development Concept



Combination business park and single user site; northern portion of site for 2-story office buildings; middle portion of site for multi or single tenant manufacturing/distribution uses; southern portion of site for single manufacturing user.

Buildings	Size (sq ft)	Use	Site Use	Size (sq ft)	%
Office 1	50,000	Office	Building Footprint	1,010,592	30%
Office 2	40,000	Office	Parking and Circulation	1,881,792	57%
Office 3	35,000	Office	Landscaping / Open Space	431,244	13%
Spec Building 1	72,800	General Manufacturing/Flex	Building Footprint, 30%		
Spec Building 2	104,000	General Manufacturing/Flex			
Spec Building 3	145,600	General Manufacturing/Flex			
Spec Building 4	72,800	General Manufacturing/Flex			
Spec Building 5	104,000	General Manufacturing/Flex			
Spec Building 6	145,600	General Manufacturing/Flex			
Manufacturing	304,000	General Manufacturing/Flex	Landscaping / Open Space, 13%		
Total	1,073,800				

Development Timeline



Total Development Timeline: 27 months

Site Readiness Challenges

- | On-site Issues | Off-site Issues | Land Use Issues |
|----------------------|------------------|-----------------|
| ● Brownfield Cleanup | ● Water | ● Aggregation |
| ● Wetland Fill | ● Sewer | ● Annexation |
| ● Floodplain Fill | ● Storm | |
| ● Slope Mitigation | ● Transportation | |

Development Programs Details

DEVELOPMENT PROGRAM		
	Size (ac)	Size (sq ft)
Lot Area	76.3	3,323,628
Net Development Area	76.3	3,323,628
Office	2.3	99,996
General Industrial	17.4	759,007

Rent Assumptions	Office: \$28 / Sq Ft Industrial: \$12.50 / Sq Ft
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COFFEE CREEK SITE (WILSONVILLE) - BASE DEVELOPMENT SCENARIO (COSTS)

Development Costs

PRE-DEVELOPMENT COSTS

	2020 Dollars	\$ / sq ft
Land Acquisition	\$19,941,768	\$6.00
Land Carry	\$1,666,909	-
Other Fees	\$398,835	-

SITE READINESS COSTS

Site readiness costs represent all the costs prior to vertical construction of buildings

	2020 Dollars	\$ / sq ft	
Off-Site	Sanitary Sewer	\$2,596,250	\$0.78
	Water	\$687,500	\$0.21
	Storm Water	\$2,045,750	\$0.62
	Transportation*	\$5,030,000	\$1.51
On-Site	Wetland Mitigation	\$70,600	-
	Slope Mitigation	\$0	-
	Building Pad Surcharge	\$0	-
	Floodplain	\$0	-
	Environmental Cleanup	\$153,450	\$0.05
Total On-site and Off-site Costs	\$10,583,550	\$3.18	
Time Costs	\$1,666,909	\$0.50	
Soft Costs (includes SDCs)	\$2,116,710	\$0.64	
Threshold Return	\$5,456,202	\$1.64	

Total Site Readiness Costs: \$41,830,884 \$12.59

VERTICAL CONSTRUCTION COSTS

Vertical construction costs represent costs associated with the construction of buildings

	2020 Dollars	\$ / sq ft
Parking and Pavement Construction	\$10,105,919	\$3.04
Office Construction Costs	\$24,704,823	\$210.00
Industrial Construction Costs	\$110,752,896	\$124.03
Soft Costs (includes SDCs)	\$26,668,202	\$26.39
Total All-In Costs:	\$246,172,132	\$243.59

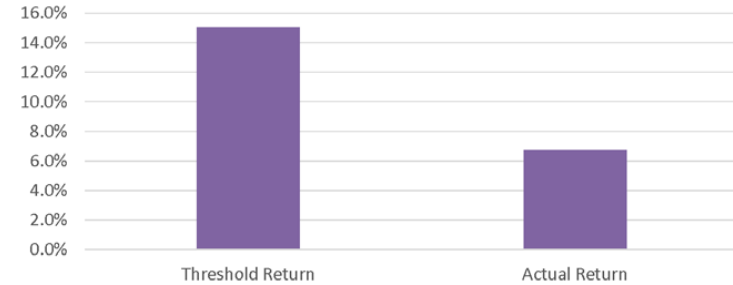
Land Readiness Viability Gap / Surplus

	2020 Dollars	\$ / sq ft
Finished Lot Sale Price	\$50,891,148	\$17.50
Site Readiness Costs	\$41,830,884	\$12.59
Viability Gap	\$9,060,264 (Surplus)	



Vertical Construction Viability Gap / Surplus

	Percentage
Threshold Return	15.0%
Actual Return	6.7%
Financial Gap	\$62,290,842
% of Project Costs	29.1%



* Off-site transportation costs have changed since this analysis

COFFEE CREEK SITE (WILSONVILLE) - BASE DEVELOPMENT SCENARIO (ECONOMIC IMPACTS)

Annual Employment Impact

JOB AND INCOME CREATION

Estimated job and income creation at full buildout

	Jobs	Jobs / Acre	Labor Income	Output
Direct:				
Office	319	4.2	\$36,185,305	\$264,112,962
General Industrial	1,414	18.5	\$160,218,881	\$1,169,421,765
Indirect / Induced:				
Office	444	4.2	\$50,277,391	\$148,972,598
General Industrial	1,964	18.5	\$222,614,879	\$659,610,936
Total	4,141			

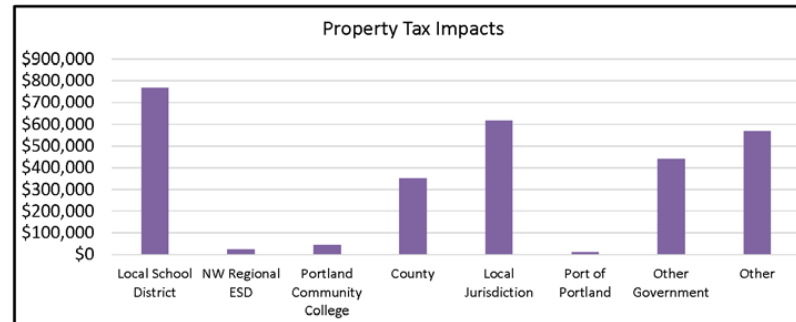
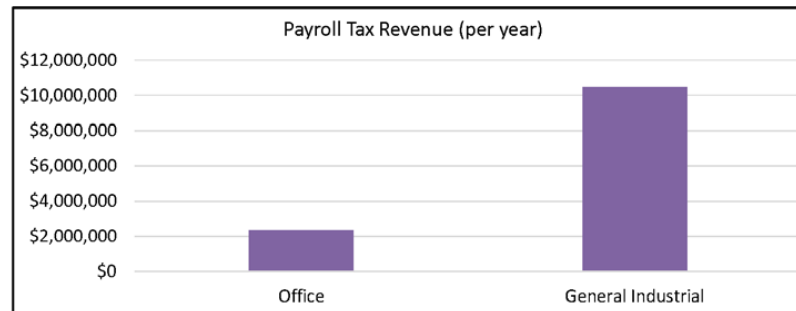
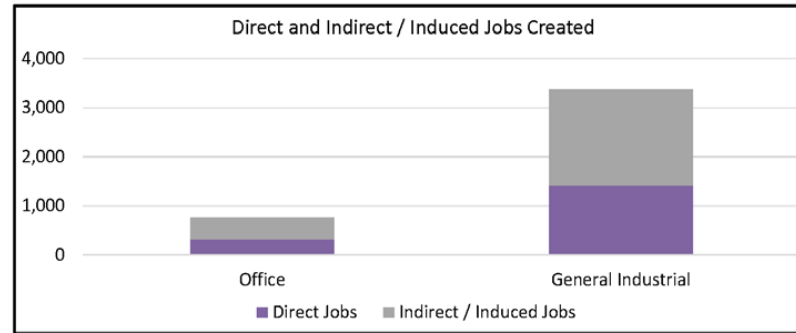
ANNUAL PAYROLL TAX REVENUE

Estimated annual payroll tax revenues based on direct jobs

Employment Type	Payroll Tax Revenue (per year)
Office	\$2,369,233
General Industrial	\$10,490,331
Total	\$12,859,564

Property Tax Impacts

Project Value	Annual Property Tax Revenue
\$204,230,977	\$2,820,235



COFFEE CREEK SITE (WILSONVILLE) - TOOL IMPACT

TOOL DESCRIPTION

Base Scenario: the development scenario as proposed with no additional tools tested

Increase Industrial Density: assume a 20% increase in gross building area through modest reductions in landscaping and parking to accommodate for greater building area

URA Site Readiness Cost Reimbursement: reimburse costs associated with site readiness preparation; structured as property tax abatements scaled to site readiness cost figure reimbursed over ten years

SDC Financing: a public loan to cover system development costs associated with the project

Reimbursement District: public reimbursement in off-site infrastructure costs over 10 years

Industrial Land Bank (Land Waiver): a complete land cost waiver

Industrial Land Bank (Land Lease): a land lease with more favorable terms compared to a private loan to offset land acquisition costs

URA Tax Abatement for Vertical Improvements: a 10-year tax abatement for the vertical improvements (building investments) associated with the project

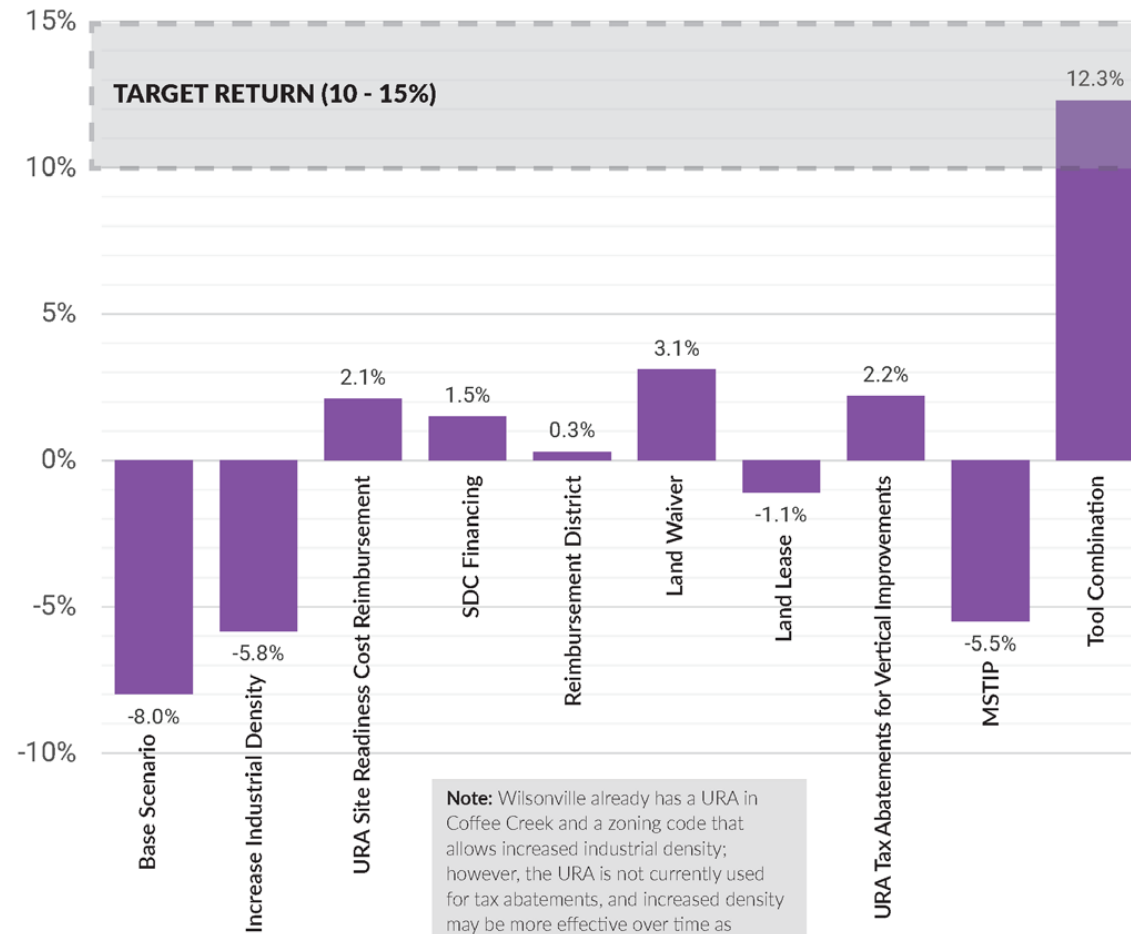
Major Streets Transportation Improvement Program (MSTIP): county funding to cover off-site transportation costs

Tool Combination: modeling the cumulative impacts of SDC Financing, URA Tax Abatements for Vertical Improvements, MSTIP, and Increased Industrial Density

A **Horizontal Development Agreement (HDA)** could be used to package or combine several tools in exchange for specific community benefits (see page 8).

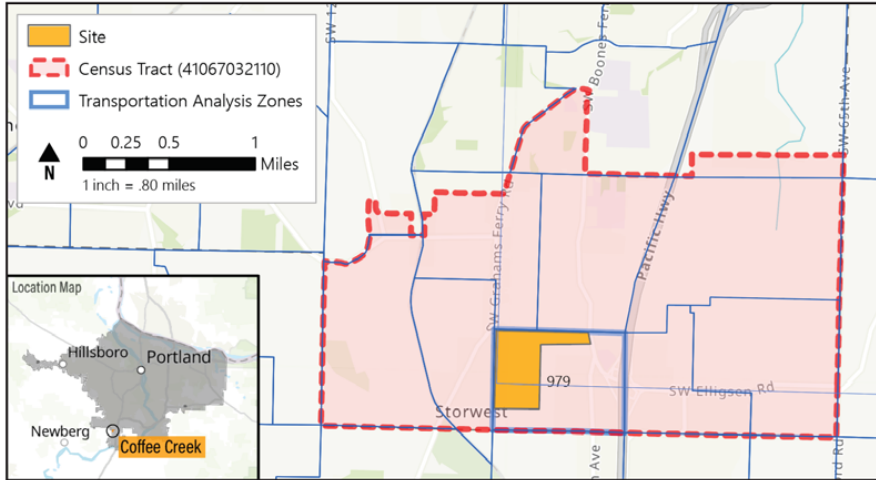
Individual testing of tools is found in Task 4 Appendix B

Coffee Creek - Leveraged IRR



COFFEE CREEK SITE (WILSONVILLE) - DEMOGRAPHIC SNAPSHOT

Site & Surrounding Area Map



Metro coordinates its regional forecasts with local governments to distribute, or allocate, the regional forecasts to smaller geographic areas known as TAZ, or Transportation Analysis Zones. TAZs are generally smaller than Census tracts and more closely align with site boundaries.

Key Takeaways

The census tract has a similar racial and ethnic composition as Wilsonville, both with a population that is over 70% white.

The census tract has a significantly higher ratio of women.

The census tract has a higher median income than Wilsonville.

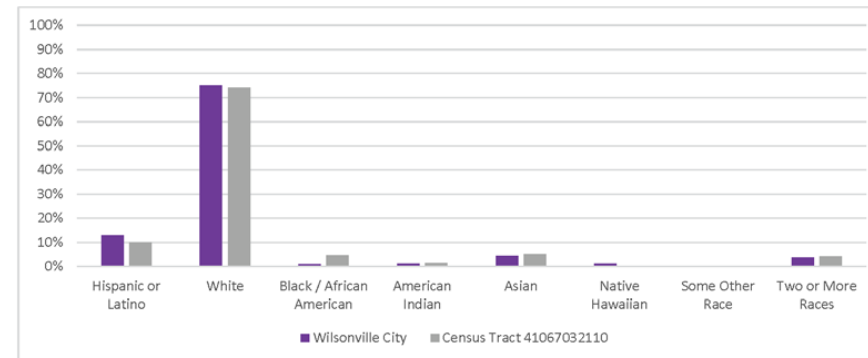
The census tract median income is at 125% of the city's median income.

Demographic Indicators

TOTAL POPULATION; AGE; GENDER			
	Total Population	Median Age	Sex
CITY	22,789	37.7 years	47% male, 53% female
CENSUS TRACT 41067032110	4,096	35.9 years	39% male*, 61% female

* Reflects a 10% margin of error or greater

RACE AND ETHNICITY



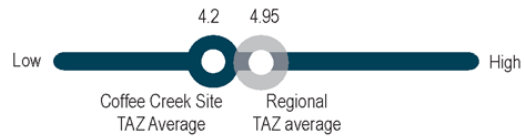
MEDIAN INCOME	
CITY	\$67,690
CENSUS TRACT 41067032110	\$84,490*

* Reflects a 10% margin of error or greater

PERCENT HIGH SCHOOL GRADUATE OR HIGHER	
CITY	95.6%
CENSUS TRACT 41067032110	91.8%

COFFEE CREEK SITE (WILSONVILLE) - EQUITY AND ECONOMIC SNAPSHOT

Community Change



CHANGE IN MEDIAN HOUSEHOLD INCOME

REGIONAL TAZ AVERAGE	+\$5,700
COFFEE CREEK SITE (TAZ AVERAGE)	+\$9,100

CHANGE IN HOME SALES PRICE

REGIONAL TAZ AVERAGE	+\$2,000
COFFEE CREEK SITE (TAZ AVERAGE)	-\$53,600

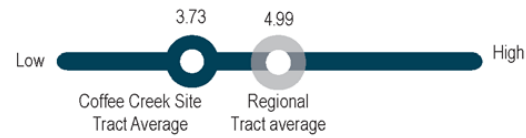
CHANGE IN PERCENT RENTERS

REGIONAL TAZ AVERAGE	1.40%
COFFEE CREEK SITE (TAZ AVERAGE)	1.09%

CHANGE IN PERCENT PERSONS OF COLOR

REGIONAL TAZ AVERAGE	1.70%
COFFEE CREEK SITE (TAZ AVERAGE)	2.50%

Walkability and Transit Access



WALKABILITY

REGIONAL CENSUS TRACT AVERAGE	4.67
COFFEE CREEK SITE (CENSUS TRACT AVERAGE)	2.05

TRANSIT TRAVEL TIMES

REGIONAL TAZ AVERAGE	54 minutes
COFFEE CREEK SITE (CENSUS TRACT AVERAGE)	49 minutes

Site-Specific Key Takeaways

The site TAZ is experiencing less community change relative to the region.

The site TAZ experienced a significant drop in average home sale prices (\$51,600 lower) and saw a slight average increase in median household incomes.

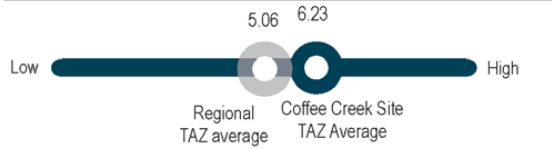
Walkability and transit access scores for the site TAZ are just below regional averages.

Although the walkability index is low, transit travel times take 5 minutes less than the regional average, resulting in an overall walkability and transit access score just below the regional score.

The Economic Value Atlas and Equitable Development Index Tool are offered as a public service, integrating various government records into a region-wide mapping system. Metro assumes no legal responsibility for the compilation of multi-source government information displayed herein. Users of this information are cautioned to verify all information with Metro staff.

COFFEE CREEK SITE (WILSONVILLE) - EQUITY AND ECONOMIC SNAPSHOT

Access to Opportunity



PERCENT IN POVERTY

REGIONAL TAZ AVERAGE	13.1%
COFFEE CREEK SITE (TAZ AVERAGE)	9.30%

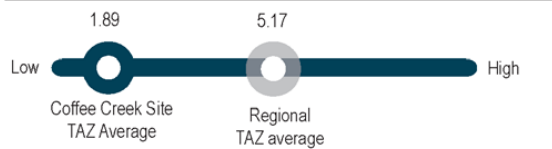
MEDIAN HOUSEHOLD INCOME

REGIONAL TAZ AVERAGE	\$68,084
COFFEE CREEK SITE (TAZ AVERAGE)	\$82,414

HIGH SCHOOL GRADUATION %

REGIONAL TAZ AVERAGE	85.0%
COFFEE CREEK SITE (TAZ AVERAGE)	97.4%

Affordable Housing



HOME OWNERSHIP %

REGIONAL TAZ AVERAGE	61.7%
COFFEE CREEK SITE (TAZ AVERAGE)	52.9%

MEDIAN GROSS RENT PER MONTH

REGIONAL TAZ AVERAGE	\$1,141
COFFEE CREEK SITE (TAZ AVERAGE)	\$1,349

MEDIAN SALES PRICE

REGIONAL TAZ AVERAGE	\$318,300
COFFEE CREEK SITE (TAZ AVERAGE)	\$533,900

Site-Specific Key Takeaways

Residents in the site TAZ have better access to opportunities than the average resident living in the region.

With a lower poverty rate (4% lower than the regional average), higher median household incomes (\$14,000 higher), and a significantly higher than average high-school graduation rate (12% higher), people residing within the site TAZ have more access to opportunities than they would in the region on average.

The site TAZ has a significantly low affordable housing score.

Housing within the site TAZ is much less affordable, especially for home buyers. The median home sales price is \$215,600 higher than the regional median. Median gross rents are also above average. Additionally, there is an even mix of homeowners and renters residing within the site TAZ.

The Economic Value Atlas and Equitable Development Index Tool are offered as a public service, integrating various government records into a region-wide mapping system. Metro assumes no legal responsibility for the compilation of multi-source government information displayed herein. Users of this information are cautioned to verify all information with Metro staff.

COFFEE CREEK SITE (WILSONVILLE) - SPECIFIC EQUITABLE DEVELOPMENT

COMMUNITY ASSETS & NEEDS

Site Considerations

- Site proximity to a correctional facility offers the potential to create an employment placement program.
- Coffee Creek has a new form-based code limiting overall building sizes that could allow smaller MWESB an opportunity to establish businesses.
- Coffee Creek could benefit from additional strategies that apply to more than just housing and create a larger equity framework.

Economic Development

- Clackamas Community College provides customized training and staffing programs to help local employers with the tools and resources they need to grow and succeed. Training topics include leadership development, small business management, expansion/downsizing/recovery, and technical on-the-job training.

Local Organizations

- The city offers free local SMART transit service in town that connects to Salem/Portland bus and commuter rail. Transit rides typically are only 10 minutes to anywhere in town.

Affordable Housing Initiatives

- The City Council approved an Equitable Housing Strategic Plan in June 2020, promoting below policy objectives to achieve more affordable housing in the region with:
 - Greater availability of a diversity of housing types for a full range of price points to serve the community.
 - Increased partnerships with nonprofit and for-profit housing developers.
 - New and expanded homeownership options, especially for first-time buyers.
 - Reduced risk of housing displacement.
 - Targeted housing opportunities in areas with access to services and public transit.
 - Maintenance and expansion of quality subsidized affordable housing stock.
 - Implementation of all housing policies through a lens of social equity and inclusion.
- The city established an 84 residential units of low-income senior housing at Creekside Woods in Wilsonville.
- Villebois, a planned residential community, integrates 73 units of mental health housing into the community.
- The City Council passed the Mobile Home Closure Ordinance to preserve affordable housing and lessen the resulting losses for homeowners when a mobile home park is closed. The ordinance requires any owner of a manufactured home park to provide 180 days notice of a park closure, a plan for where the park tenants could move their homes and a payment towards moving expenses.

KEY EQUITY CONSIDERATIONS

- Consider expanding the city's equity framework beyond housing by including access to jobs, opportunities for business entrepreneurship, workforce development and training.
- City Council has directed staff to look at best practices in establishing a committee on Equity and Inclusion to help inform city policy on a number of things, including master planning efforts, outreach/ community engagement, and leadership accountability.
- Walkability and transit access scores for the site area are well below the regional average.
- The area around the site is experiencing significantly higher housing prices; extra considerations are needed to provide affordable housing for future workers.

POTENTIAL EQUITY ACTIONS

Engagement + Empowerment (ability for diverse community groups to exercise power and benefit from development outcomes)

- Consult the "Equity in the Context of Employment / Industrial Lands" of Task 4 for a general approach to community involvement and empowerment.
- Start engagement with landowners to gauge willingness to sell property and / or to provide input for a potential Horizontal Development Agreement.
- Identify community organizations that can help provide input for a Community Benefit Agreement; identify potential programming or end users of the site that community organizations can help champion.

Workforce and Business Stability (access to finances, resources, and programming that help establish new employment uses)

- Explore partnerships with Craft3 to help provide local entrepreneurs with opportunities to utilize future development project space.
- Explore partnerships with Clackamas Community College, Oregon Tech, and the nearby correctional facility to allow for workforce and leadership training at the future development project.

Access (geographic access and increased mobility options)

- Consider opportunities to expand free transit to routes with large employment uses.

Consultant Recommendations to City

Specific Recommendations

- Consider structuring the existing URA to allow for the reimbursement of site readiness costs and property tax abatements for vertical improvements
- Large off-site transportation costs compared to other sites – explore tools to offset costs (e.g., MSTIP)
- Land banks and land waivers have larger financial impact due to large site size

General Recommendations

- Consider near term implementation of available tools identified by this project
- Consider using Horizontal Development Agreement (HDA)
- Implement market-feasible System Development Charge (SDC) financing program, possibly as a Business Oregon pilot
- Expand the responsible use of Tax Increment Financing (TIF) to employment land readiness
- Assist landowners in forming and administering Local Improvement Districts (LIDs)
- Advocate for state and regional action on new tools and funding that would improve your city's ability to help overcome site readiness challenges

City Staff Action

- Cross-department team to identify next steps

Council Action



- City Council acceptance of roadmap at November 16
City Council meeting

Questions?



**PROCLAMATION
Veterans Day
November 11, 2020**

WHEREAS, this year's Veterans Day, November 11, 2020 commemorates the 102nd anniversary of the end of World War I; and

WHEREAS, the date is recognized as a federal legal holiday to honor those men and women who – for several generations - have fought to sustain our democracy; and

WHEREAS, the courage, honor, sacrifice, and dedication that our veterans have shown in the name of freedom and democracy are worthy of recognition; and

WHEREAS, Americans owe a great debt to the people who have bravely served in defense of this nation; and

WHEREAS, military service ended in permanent injury or death for many veterans, whose spirit remains in the continued preservation of our freedoms; and

WHEREAS, we affirm our sacred duty as citizens to express our gratitude, both in words and in actions, for the service of our veterans; and

WHEREAS, our solemn public observance to honor of all Americans who have served their country in times of war and conflict cannot take place because of public health concerns;

NOW, THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville, do hereby encourage residents to take a moment this Veterans Day, November 11, 2020 to honor the valor and sacrifice of our veterans with your thoughts, prayers, solemn contemplation, the display of the United States flag or another appropriate expression.

Dated this 2nd day of November, 2020

Tim Knapp, Mayor



CITY COUNCIL ROLLING SCHEDULE Board and Commission Meetings 2020

Items known as of 10/29/20

November

DATE	DAY	TIME	EVENT	LOCATION
11/9	Monday	6:30 p.m.	DRB Panel A - Cancelled	Council Chambers
11/12	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
11/16	Monday	7:00 p.m.	City Council Meeting	Council Chambers
11/23	Monday	6:30 p.m.	DRB Panel B	Council Chambers
11/25	Wednesday	6:30 p.m.	Library Board	Library

December

DATE	DAY	TIME	EVENT	LOCATION
12/2	Wednesday	6:30 p.m.	Library Board	Library
12/7	Monday	7:00 p.m.	City Council Meeting	Council Chambers
12/9	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
12/14	Monday	6:30 p.m.	DRB Panel A	Council Chambers
12/21	Monday	7:00 p.m.	City Council Meeting	Council Chambers
12/28	Monday	6:30 p.m.	DRB Panel B	Council Chambers

Community Events:

- 11/2 – 12/11** Fill a Stocking for a Wilsonville Senior! Filled stockings can be donated to the Parks and Recreation. Administrative Building from 8:00 a.m. to 5 p.m., Monday thru Friday.
- 11/7** Learn to Build a Pollinator Garden; 10:00 a.m. to 12:00 p.m. at Stein-Boozier Barn, located in Murase Plaza, at Memorial Park. Registration is required to attend the event
- 11/11** City Offices Closed in Observance of Veteran's Day.
- 11/14** Leaf Drop Off Day; 9 a.m. to 2 p.m. at City Hall.
- 11/18** Community Enhancement Information Session; 12:00 p.m. to 1:00 p.m. and 6:00 p.m. to 7:00 p.m. online at: <https://us02web.zoom.us/j/88014890847>
- 11/26 – 11/27** City Offices Closed in Observance of Thanksgiving Holiday.
- 12/8** Diversity, Equity, and Inclusion (DEI) Community Listening Session; 6:00pm to 8:00 p.m. via Zoom.
- 12/24** Library Closes at 2 p.m. Offices in for of Christmas Eve.
- 12/25** City Offices Closed in Observance of Christmas Day.

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

Republic Services of Clackamas and Washington Counties

City of Wilsonville

Annual Report

January-December 2019



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Financials

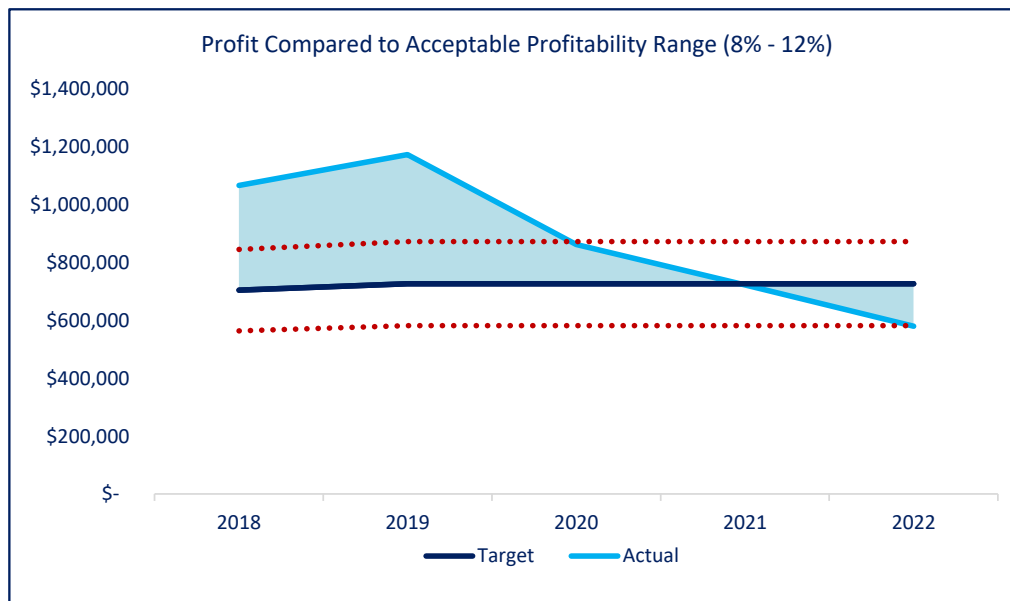


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Statement of Income

For Years Ended December 31, 2017 - 2022

6Y Financial (3Y Actuals / 3Y Forecasted)	2018	2019	% Δ	2020 *	% Δ	2021	% Δ	2022	% Δ
Revenue	7,049,692	7,270,002	3.1%	7,270,002	0.0%	7,270,002	0.0%	7,270,002	0.0%
Cost of Operations	5,321,344	5,426,674	2.0%	5,719,009	5.4%	5,844,741	2.2%	5,973,740	2.2%
Gross Profit	1,728,348	1,843,328	6.7%	1,550,993	-15.9%	1,425,261	-8.1%	1,296,262	-9.1%
Sales, General and Administrative	661,650	670,541	1.3%	688,485	2.7%	702,286	2.0%	716,382	2.0%
Operating Income	1,066,698	1,172,787	9.9%	862,508	-26.5%	722,975	-16.2%	579,880	-19.8%
<i>OP Income as a % of Revenue</i>	<i>15.1%</i>	<i>16.1%</i>		<i>11.9%</i>		<i>9.9%</i>		<i>8.0%</i>	
Income Taxes	305,076	335,417	9.9%	251,593	-25.0%	218,122	-13.3%	175,124	-19.7%
Net Income	761,622	837,370	9.9%	610,914	-27.0%	504,853	-17.4%	404,756	-19.8%
<i>Net Income as a % of Revenue</i>	<i>10.8%</i>	<i>11.5%</i>		<i>8.4%</i>		<i>6.9%</i>		<i>5.6%</i>	



** 2020 does not include the estimated impacts of COVID-19 related costs. We are still in the process of estimating these impacts.*

Overview

The light blue shaded area above represents the lost opportunity cost of not earning a 10% margin (10% is widely considered the mid-point of acceptable margins of 8% to 12%). The chart specifically shows profit for the three years prior and for the next two years projected assuming a price increase is not implemented.



Schedule of Expenses For Years Ended December 31, 2018-2022

6 Year Financial (3Y Actuals / 3Y Forecasted)	2018	2019	% Δ	2020	% Δ	2021	% Δ	2022	% Δ
Cost of Operations									
SW and Yard Debris Disposal	2,763,746	2,587,437	-6.4%	2,716,809	5.0%	2,784,729	2.5%	2,854,347	2.5%
Recycling Processing	355,826	378,504	6.4%	393,644	4.0%	405,453	3.0%	417,617	3.0%
Labor, Health Ins, & Taxes	1,014,559	1,186,301	16.9%	1,221,890	3.0%	1,258,547	3.0%	1,296,303	3.0%
Truck, Fuel, and Repairs	712,789	694,355	-2.6%	701,299	1.0%	708,312	1.0%	715,395	1.0%
Equipment and Containers	99,597	116,437	16.9%	119,930	3.0%	122,329	2.0%	124,775	2.0%
Franchise Fees	203,643	254,494	25.0%	356,292	40.0%	356,292	0.0%	356,292	0.0%
Other Expense / Food Waste	183,532	211,362	15.2%	211,362	0.0%	211,362	0.0%	211,362	0.0%
Less: Unallowable Costs	(12,348)	(2,216)	-82.1%	(2,216)	0.0%	(2,282)	3.0%	(2,351)	3.0%
Cost of Operations	5,321,344	5,426,674	2.0%	5,719,009	5.4%	5,844,741	2.2%	5,973,740	2.2%
Sales, General, and Administrative	661,650	670,541	1.3%	688,485	2.7%	702,286	2.0%	716,382	2.0%

NOTE: This expense schedule is based on NO rate adjustment taking effect for 2020 - 2022. The only two line items that we would expect to see changed with a rate adjustment are Franchise Fees and Bad Debt.

* 2020 does not include the estimated impacts of COVID-19 related costs. We are still in the process of estimating these impacts.



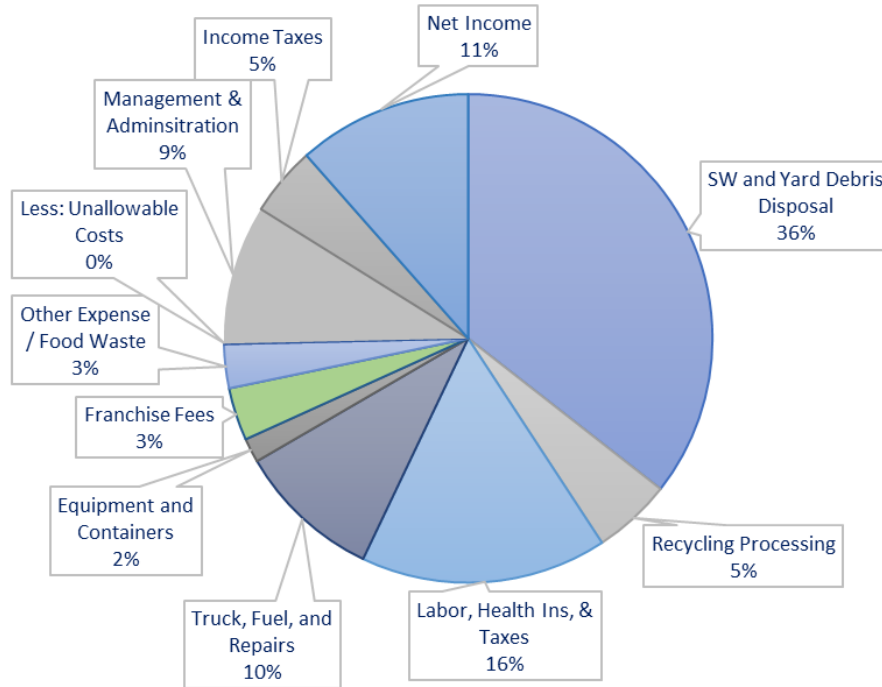
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REPUBLIC 5
SERVICES

What does my monthly payment go towards?

(Based on 2019 figures for a 35 gallon customer)



Category	Amounts
SW and Yard Debris Disposal	\$ 10.69
Labor, Health Ins, & Taxes	\$ 4.90
Net Income	\$ 3.46
Truck, Fuel, and Repairs	\$ 2.87
Management & Administration	\$ 2.77
Recycling Processing	\$ 1.56
Income Taxes	\$ 1.39
Franchise Fees	\$ 1.05
Other Expense / Food Waste	\$ 0.87
Equipment and Containers	\$ 0.48
Less: Unallowable Costs	\$ (0.01)
	\$ 30.05



Service

Services Available in Wilsonville

Residential Collection Service

- Weekly and On-Call curbside garbage cart service
- Curbside recycling cart services
- Multi-family trash and recycling service
- Organics and yard debris cart collection service
- Oregon E-Cycles electronics waste collection center
- Pilot Project: Number 6 polystyrene collection at our Wilsonville depot

Commercial/Industrial Collection Services:

- Regular or as-needed waste collection
- Drop boxes for demolition and other extra-large projects
- Recycling services tailored to specific business needs
- Food Scraps/Organic waste composting service
- Yard Debris collections service

Other Services available for all customers:

- Temporary container and drop box service
- Holiday collection, all holidays, except Thanksgiving, Christmas and New Year's Day
- Seasonal service stops for customers gone more than four weeks
- Convenient payment via *My Republic*
- *Customers can start and request extra services through the app.*
- Christmas tree collection
- Recycling center
- Annual Fall and Spring Bulky waste days and other community events

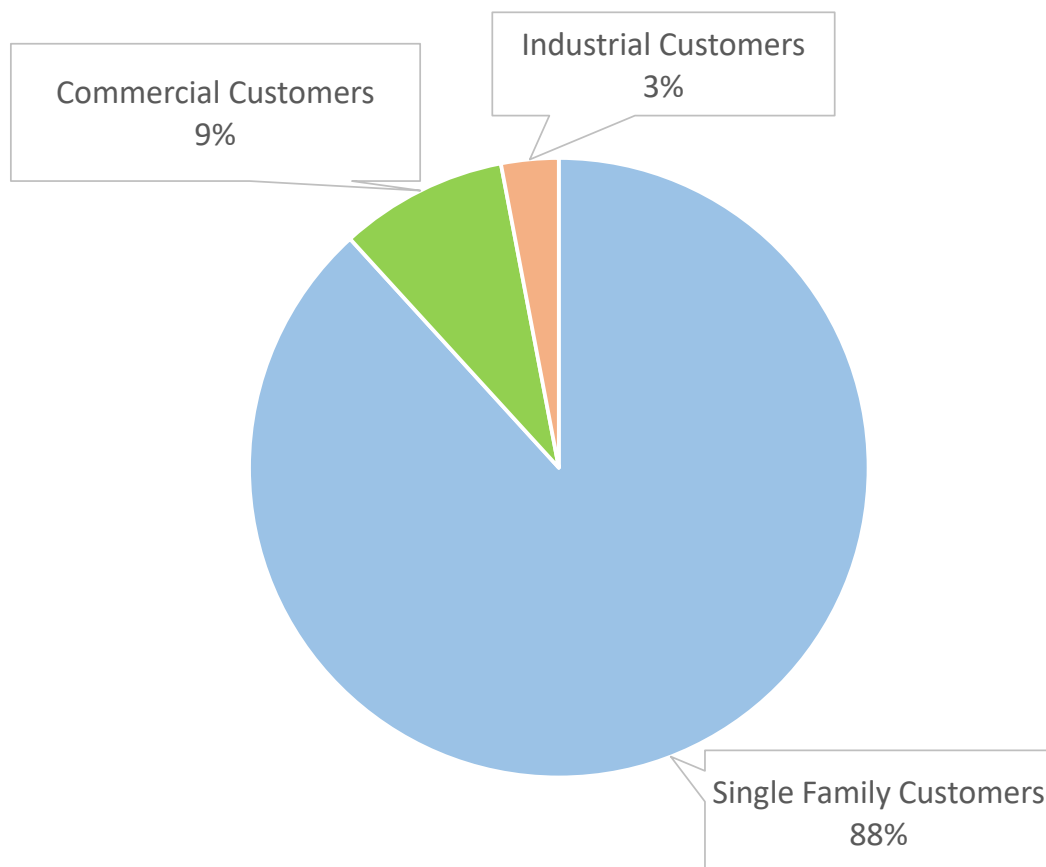


2019 Wilsonville Service Facts

- We have 14 drivers servicing the City of Wilsonville
- Drivers are at the curbs of 5,210 Wilsonville homes 5 days/week
- There are roughly 812,760 residential containers picked up every year
- We have 14 collection vehicles serving customers 7 days/week
- 14 CNG trucks service the City of Wilsonville



Customer Counts	
Single Family Customers	5,210
Multi Family Customers	39
Commercial Customers	479
Industrial Customers	177
*only 75 of Wilsonville's industrial customers are permanent customers	



Tons Collected in 2019

Material	Residential	Commercial	Industrial
Appliances	-	6.30	12.83
Asbestos	-	-	336.00
Cardboard	-	1,773.89	713.29
Commingle	1,384.01	659.07	55.84
Dirt and Stone	15.86	-	2,028.75
Dry Waste	61.57	22.70	6,967.33
Glass	213.50	99.32	1,855.58
Manure	-	-	177.96
Metal	-	2.42	27.22
Sheetrock	-	-	115.43
Sod	-	-	24.00
Special Waste	-	-	628.87
Stumps	141.59	-	-
Tires	0.47	9.24	22.48
Garbage/Wet Waste/ MSW	4,156.22	7,085.55	4,043.72
Wood	-	-	661.69
Yard Debris	1,427.67	-	152.96

Chart Note: Residential and Commercial weight allocations are based upon customer percentage for Division 455



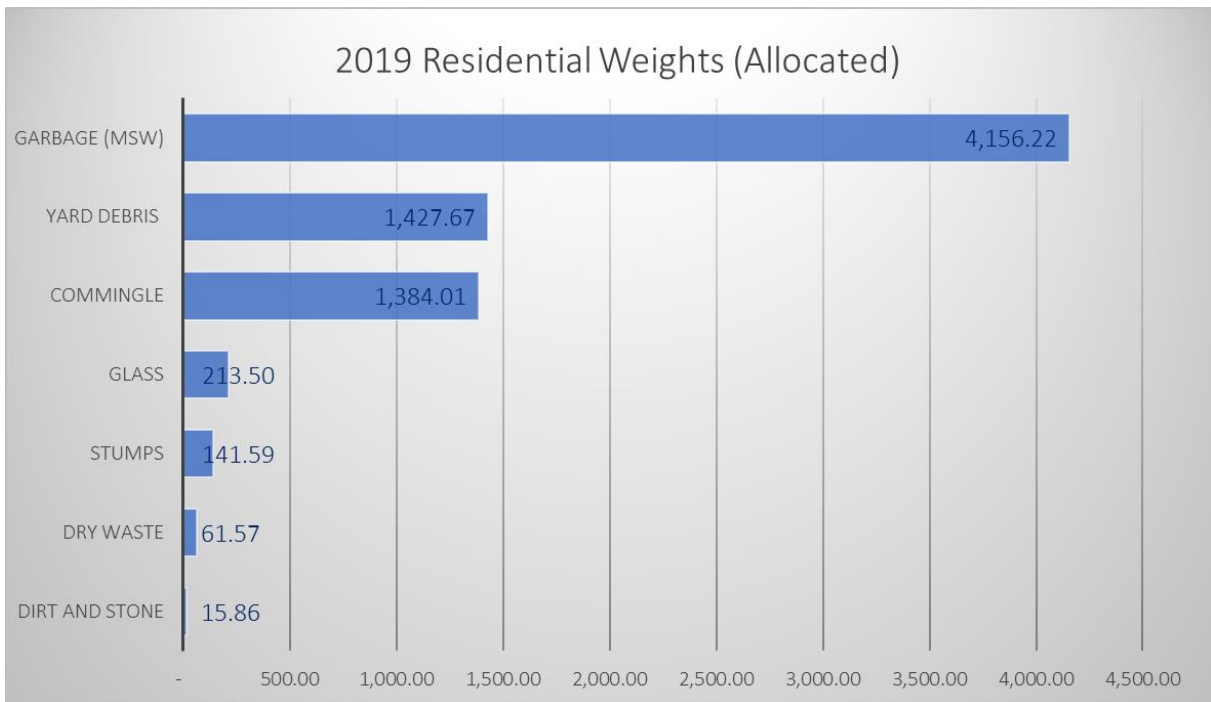


Chart Note: Residential and Commercial weight allocations are based upon customer percentage for Division 455

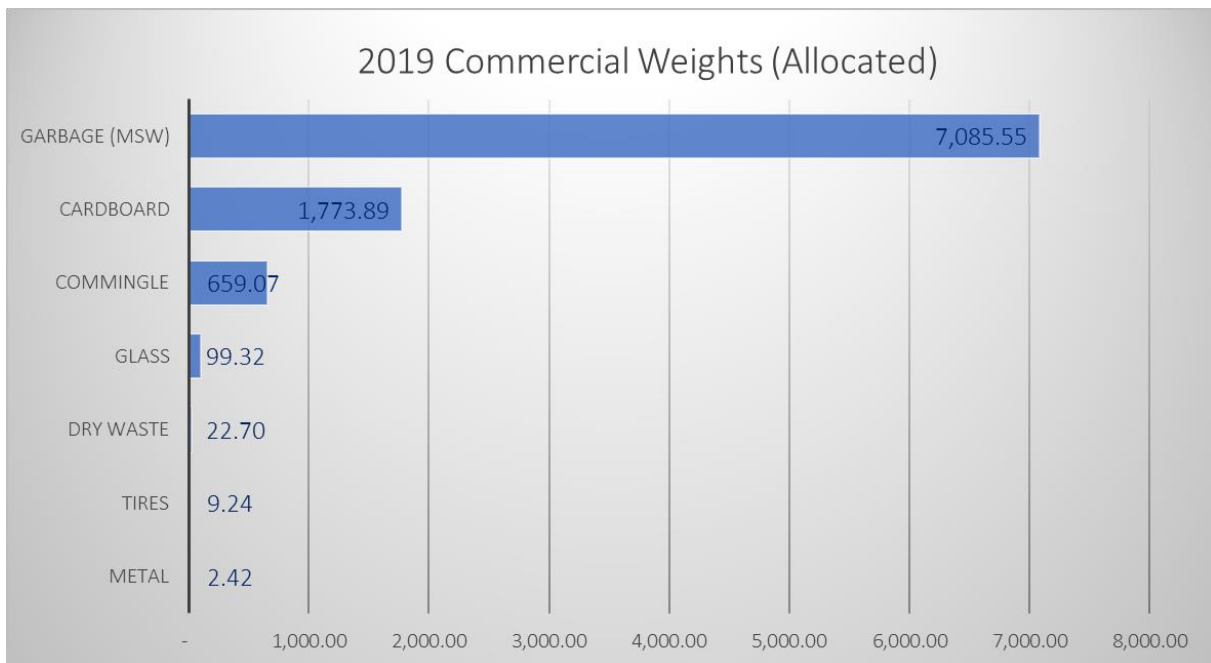
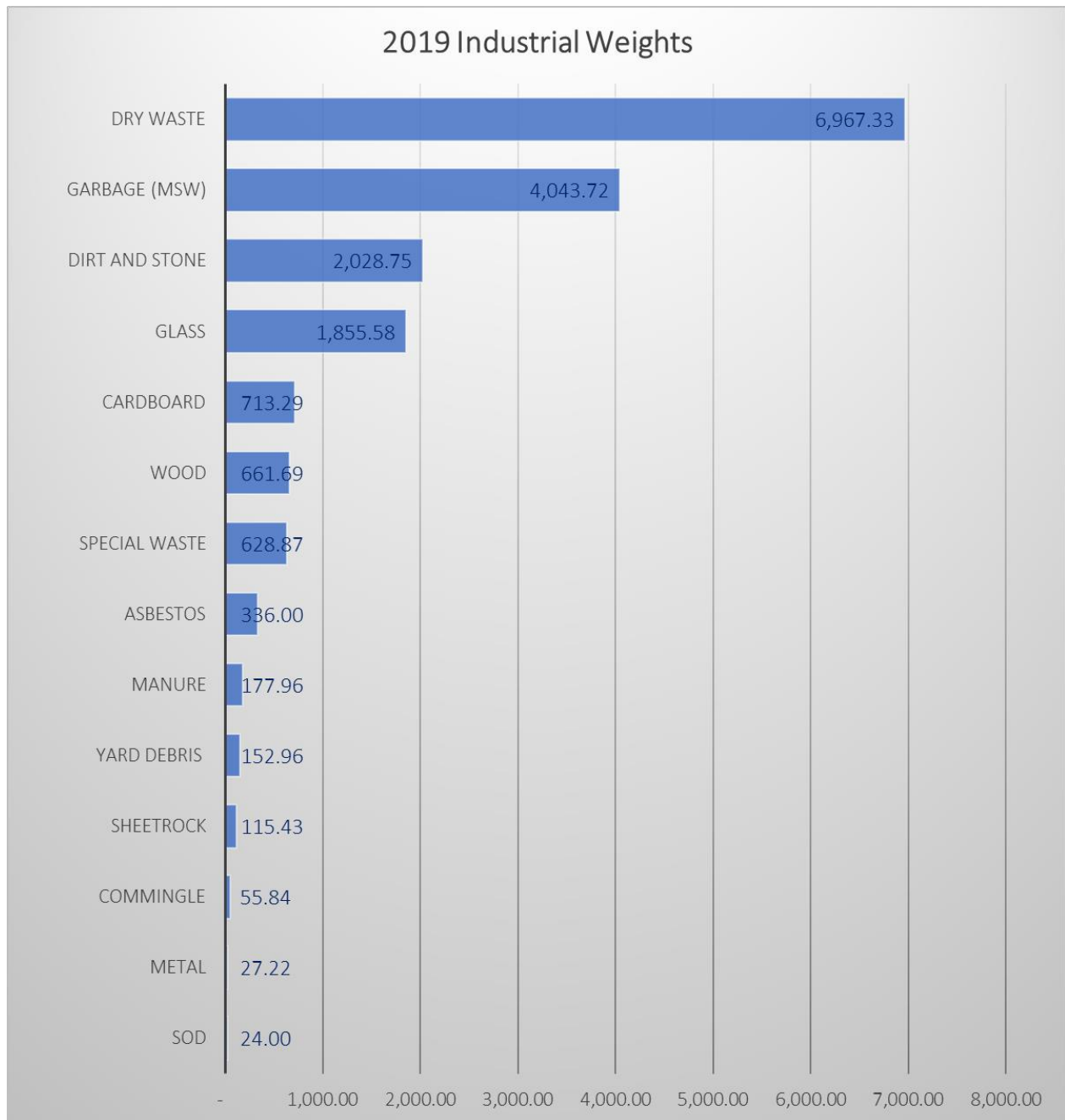


Chart Note: Residential and Commercial weight allocations are based upon customer percentage for Division 455





Where Wilsonville's Material Went

Location	Address	Tonnage
American Gypsum Recycling	12451 Duckflat Road SE, Turner, Oregon 97392	55.53
Coffin Butte	28972 Coffin Butte Road, Corvallis, Oregon 97330	407.19
Hillsboro (Rose City)	3205 SE Minter Bridge Rd, Hillsboro, OR 97123	239.21
Greenway	4135 NW St Helens Rd, Portland, OR 97210	30.48
Grimm's Fuel Company	18850 SW Cipole Rd, Tualatin, OR 97062	1,260.04
Marion County Burner, Covanta	4850 Brooklake Road NE, Salem, Oregon 97305	18.76
Metro Metal Northwest Inc.	5611 NE Columbia Blvd, Portland, Oregon 97218	10.36
Metro Metro South	2001 Washington St, Oregon City, OR 97045	3,472.66
Potter's Industries	350 N Baker Dr, Canby, OR 97013	740.20
Pioneer Recycling Services	16810 SE 120th Avenue, Clackamas, Oregon 97015	1,080.07
Pride Disposal	13980 SW Tualatin-Sherwood Road #9726, Sherwood, Oregon 97140	2,853.41
S&H Recycling	20200 Southwest Stafford Road, Tualatin, Oregon 97062	3,561.66
Willamette Resources Inc. (WRI)	10295 Southwest Ridder Road #2, Wilsonville, Oregon 97070	16,492.94

* WRI compactor had to be replaced in 2019 and this caused a larger than average tonnage to Pride.



Customer Service Complaints

	Number of Customer	Number of Reported Complaints	%
Residential	5,902	47	.8%
Commercial	518	12	2.32%
Industrial	177*	2	1.13%

*only 75 of Wilsonville's Industrial customers are permanent customers

Synopsis

2020 has been an unprecedented year for our country and our local communities. Republic Services has moved swiftly in the first quarter of 2020 to transition all of our non-essential staff working from home. As you can see in our first Bi-Annual report on 2020, we have been able to make this transition without any disruption to our quality of service. We strive to deliver the best customer service experience and are thankful that taking action early has allowed us to maintain this drive.

A large part of this effort has been to develop an educated, local, customer service team. In 2019, Republic had five agents at the Woodburn Call Center and three at the Corvallis Center, but as of July 2020 we have added six new customer service representatives.

The majority of 2019 complaints were resolved on the same day. Republic staff tackle each complaint as soon as it comes in and are proud to report the low level of complaints for all of our customer groups (listed above). Our whole team works to resolve each complaint to the best of their ability and to the satisfaction of our customers.



Communication, Marketing, & Educational Outreach

Republic Services enjoys interacting with the community by tabling at and sponsoring events. We educate and communicate with customers through local events, newsletters, local newspapers, bi-lingual recycling brochures, service calendars, and our website.

Added Services: Republic Services and Agilyx began talks of marketing and educational outreach efforts for the 2020 roll-out of the polystyrene drop off location at WRI. Both companies will be promoting the program through their social media outreach, local business contacts, and other local print options.

Polystyrene (#6 Plastics) Recycling



All material **must** be bagged.

All Polystyrene (#6 Plastics) will be taken to **agilyx**




Annual Community Engagement, Education and Giving Back Events within the City of Wilsonville

Leaf Drop-Off Day	November 9 th , 2019
Bulky Waste Days	October 26 th , 2019
Fun in the Park	August 3 rd , 2019
Wilsonville Rotary Summer Concerts	July 18 th , July 25 th , August 1 st , and August 8 th , 2019
Wilsonville Brewfest	August 10 th , 2019
Wilsonville Relay for Life	August 16 th , 2019





We'll handle it from here.®

Moving Forward 2020

In 2020, Republic Services of Clackamas and Washington Counties will strive to maintain the level of service delivery that Wilsonville has relied on. We do not know the full impacts of COVID-19 related costs or for how long this situation will last. In facing this challenge, Republic Services has taken many steps to maintain the health and productivity of its workforce, and to continue to provide steady, reliable service to the City of Wilsonville. This is an unprecedented time and we will all get through this together.

During the COVID19 pandemic, we have:

- Sent any employees that are not essential to the frontline home with the equipment they need to do their jobs effectively. This includes our customer service representatives.
- Staggered starts for our frontline employees and siting tailgates outside to maintain social distancing.
- Created a systematic disinfecting of all office areas and vehicles.
- Instituted a policy to provide an extra ten days paid time off for any employee who is diagnosed with COVID19, or has to care for a family member who has fallen ill.
- Implemented eight weeks paid family leave for new parents – two weeks for secondary providers.
- Provided reimbursement for co-pays for any COVID19-related healthcare costs.
- Temporarily suspended bulky waste pickup and asked customers to bag any extra waste to improve route efficiency.

To support our communities and customers, we have:

- Communicated with customers through electronic media.
- Purchased meals for our frontline workers from locally-owned restaurants twice a week – one breakfast/lunch, one meal for the family which workers take home.
- Committed to Serve: frontline employees will receive \$100/every other week for the next two months in gift cards to spend at a locally-owned business in communities we serve.

Allocated Weights	Allocated weights refers to the proportional amount of material based upon a city's percentage of the total division's hauls.
Bin	Bin means container provided by Franchisee, used by customers for the containment and disposal of recyclable material.
Can	Can means container owned by a customer, used for the containment and disposal of solid waste. The customer's use of a can requires manual collection.
Cart	Cart means container provided by Franchisee, used by a customer for the containment and disposal of solid waste or recyclable material. The customer's use of a cart requires automated collection service.
Contract Group	Contract group is a reference to a specific franchise.
Commingle & Recycling	Mixed Commingle and Mixed Recycling means the process where two or more types of recyclable materials are collected together (i.e., not separated) in a combination allowed by the City Administrator, and as approved by the Oregon Department of Environmental Quality.
Compact & Compaction	Compact and Compaction means the process of, or to engage in the shredding of material, or the manual or mechanical compression of material.
Container	Container means can, cart, bin, drop box, receptacle, or other vessel used for the disposal of solid waste, recyclable material or yard waste that has been approved by the City Administrator and into which solid waste, recyclable material or yard debris may be placed for collection.
Dispose or Disposal	Dispose or Disposal means the accumulation, storage, discarding, collection, removal, transportation, recycling or resource recovery of solid waste.
Division	Division refers to Republic Services of Marion County as a whole hauling company.
Drop Box	Drop Box means a single container designed for storage and collection of large volumes of solid waste or wastes or recyclable materials, which is usually ten cubic yards or larger in size, and provides for transportation of large volumes of solid waste or recyclable materials and is transported to a disposal or processing site for transfer, landfilling, recycling, materials recovery or utilization and then emptied and returned to either its original location or to some other location.



Hazardous Waste **Hazardous Waste** means, but is not limited to, any amount of waste listed or characterized as hazardous by the United States Environmental Protection Agency or any state agency pursuant to the Resource Conservation and Recovery Act, and including future amendments thereto, and any other Applicable Law including, but not limited to, any hazardous wastes as defined by ORS 466.005

Household Hazardous Waste **Household Hazardous Waste** means any discarded or unwanted chemical, material, substance or product that is or may be hazardous or toxic to the public or the environment, is commonly used around households and is generated by the household.

Infectious Waste **Infectious Waste** means biological waste, cultures and stocks, pathological waste, and sharps, or as infectious waste is defined in ORS 459.386.

Pilot Program **Pilot Program** means a program which allows Franchisee to offer services on a trial basis for six months or less and to determine rates for such services outside the approved rate structure. City Council approval is required prior to implementation of a pilot program.

Putrescible Material **Putrescible Material** means organic materials that can decompose, which may create foul-smelling, offensive odors or products.

Recyclable Material **Recyclable Material** means any material or group of materials that can be collected and sold for recycling at a net cost equal to or less than the cost of collection and disposal of the same material and excludes excluded waste.

Recycling **Recycling** means any process by which solid waste is transformed into new or different products in such a manner that the original products may lose their original identity. As used in this Ordinance, recycling includes the collection, transportation and storage of solid waste, done in order to place the solid waste in the stream of commerce for recycling; or for resource recovery.

Resource Recovery **Resource Recovery** means the process of obtaining useful material or energy resources from solid waste, including reuse, recycling, and other material recovery or energy recovery of or from solid wastes.



Solid Waste **Solid waste** means all useless or discarded putrescible and non-putrescible materials, including but not limited to garbage, rubbish, refuse, ashes, paper, cardboard, sewage sludge, septic tank and cesspool pumpings, or other sludge, useless or discarded commercial, industrial, demolition, and construction materials, discarded or abandoned vehicles or parts thereof, discarded home and industrial appliances, manure, vegetable or animal solid and semi-solid wastes, and dead animals as defined in ORS 459.386. Solid waste does not include excluded waste.

Source Separation **Source Separation** means the separation of waste materials by the generator in preparation for recovery by recycling or reuse.

Special Service **Special Service** means collection of bulky waste, including furniture, appliances and large quantities of waste.

Total Source Separation **Total Source Separation** means the complete separation by the source generator or producer of the waste by type or kind of waste from all other types or kinds of waste.

Waste **Waste** means any material that is no longer wanted by or is no longer usable by the generator, producer or source of the material, which material is to be disposed of or to be resource-recovered by another person. Even though materials which would otherwise come within the definition of "waste" may from time to time have value and thus be resource-recovered does not remove them from this definition. Source-separated wastes are "wastes" within this definition.

Yard Debris **Yard Debris** means grass clippings, leaves, tree and shrub prunings of no greater than four inches in diameter, or similar yard and garden vegetation. Yard Debris does not include dirt, sod, stumps, logs or tree/shrub prunings larger than four inches in diameter.



Republic Services of Clackamas and Washington Counties

10295 SW Ridder Road
Wilsonville, OR 97070

503.981.1278 • republicservices.com



Developed by Travis Comfort, Municipal Contract Administrator



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CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, April 6, 2020. Mayor Knapp called the meeting to order at 7:13 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present virtually:

- Mayor Knapp
- Council President Akervall
- Councilor Lehan
- Councilor West
- Councilor Linville

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Mark Ottenad, Public/Government Affairs Director
- Beth Wolf, Senior Systems Analyst
- Andy Stone, IT Director
- Jordan Vance, Economic Development Manager
- Dominique Huffman, Civil Engineer
- Ben Toops, Police Officer
- Martin Montalvo, Public Works Operations Manager

Motion to approve the order of the agenda.

Motion: Councilor Lehan moved to amend the order of the agenda to add a City Manager Update following the Call to Order. Councilor Linville seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

CITY MANAGER UPDATE

This item was added to the agenda.

Bryan Cosgrove, City Manager, provided an overview on the measures taken by City Staff in response to the COVID-19 crisis over the last four weeks, noting City Council had been receiving daily email updates. The objectives early on were to make decisions to protect the

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health and safety of residents and employees, especially those most vulnerable to COVID. The City's Emergency Operations Center (EOC) was activated the first week of March with meetings held daily to discuss facilities, operations, programs, and services. Wilsonville was one of the first cities in Washington County to close its senior center, followed closely by the closure of the library. City employees were considered essential workers by both the state and federal government; so much of the early response time was spent keeping employees safe in order to continue providing essential services to residents and businesses. Every City department had modified its operations in order to keep customers and citizens safe while continuing to provide many varied services. On the business side, Jordan Vance was tasked early on to work with the Chamber of Commerce and to look for ideas from other cities that might be applicable for Wilsonville. He appreciated Council's trust in Staff and for allowing him the space and flexibility to deal with the most pressing issues first.

Councilor Linville asked if the issues with meals from the senior center had been resolved and if a contract for meal service had been acquired.

Mr. Cosgrove responded that there had been an issue with drivers needing background checks, which was, resolved when the County Commission adjusted the policy to allow SMART drivers to deliver meals to seniors.

- He confirmed there had been some concerns about capacity and whether the facilities were big enough to accommodate the demand. If more than 90 meals per day were requested, additional space or different methods might need to be considered. Currently, about 85 meals were delivered each day, which was up from about 32 meals before the start of the pandemic.

Mayor Knapp asked if an increased demand had carried over to Community Sharing.

Mr. Cosgrove replied that a staff member was assigned to reach out to Wilsonville Community Sharing several times a week to check on what the needs were and the status of the food bank. Resolution No. 2805 on tonight's agenda pertained to increasing the amount of money the City gave Community Sharing to help people with paying City utilities. He encouraged donating to Community Sharing, which needed funding to help with rent assistance and PGE and NW Natural Gas bills.

Councilor Lehan noted Community Sharing did not help with phone or Wi-Fi bills, which was an equity issue in the community if some kids could not access Wi-Fi for distance learning. She asked if people could ask for assistance with Wi-Fi or phone, adding places where people normally went to access Wi-Fi and do school work, like the library and even Starbucks, were closed.

Mr. Cosgrove said he was not sure Community Sharing did not help with those services, noting the City had been told non-city utilities, which could include phone service. SMART would be putting Wi-Fi in its buses, and the City had reached out to the school district to help provide mobile hot spots. He believed the district was required by law to ensure every child had the same access.

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Councilor West noted that Community Sharing also helped with medical and prescription costs for the city's most vulnerable. Councilor Lehan's idea about making sure people had the ability to call and stay connected was important as being isolated affected mental health as well. He encouraged viewers to visit <http://wilsonvillecommunitysharing.org> and donate to support Community Sharing.

COMMUNICATIONS

A. Update on the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act

- Ree Armitage, Field Representative, Office of U.S. Senator Ron Wyden

Ree Armitage shared Senator Wyden's website page and reviewed the COVID-19 resources and programs found in the link provided on the front page of the Senator's website. <https://www.wyden.senate.gov/covid-19-economic-resources> Governments with populations of 500,000 or more would be receiving federal relief funding directly, while the rest would be distributed through the governor's office. Clackamas County's population was just below the limit, but the State was watching to see how that funding might be distributed to the County. The employment department was hiring people as fast as possible to get unemployment claims processed faster.

- He noted some money was included for K-12 that would be released. Senators Wyden and Merkley were hard at work to include internet expansion in the next package to help those without access. The USDA ReConnect Program had provided some assistance in getting more internet access; though some urban districts might have trouble accessing funds through that program.

- Dan Mahr, Field Representative, Office of U.S. Senator Jeff Merkley

Dan Mahr clarified agricultural businesses were often ineligible for the Paycheck Protection Program (PPP) program due to funding available through the USDA, but they could get assistance through the Emergency Injury Disaster Grants and Loans. He shared Senator Merkley's website page (<https://www.merkley.senate.gov/coronavirus>) and highlighted the materials available related to COVID-19 relief programs.

Mr. Armitage and Mr. Mahr addressed questions from City Council with these comments:

- Individual stimulus check payments would begin within three weeks of the bill's passage for people with a tax ID and direct deposit capabilities or who receive direct Social Security payments, though there was a concern about those who did not have access to direct deposit. Those with less direct e-file mechanisms would experience a bit of a delay. Those without direct deposit were being connected with the office of Social Security directly if they had concerns about getting the check.
- As far as expediting the process for receiving PPP loans, the Treasury was working directly with individual banks that work through the Small Business Administration (SBA). However, big banks and banks that had not yet worked with the SBA were having more issues with the application process, as were customers who had not engaged with the SBA.

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- The delay of funds was unacceptable. The entire Oregon Congressional Delegation had been working to pressure the Administration to get the money out sooner, but this was the vehicle chosen for distribution.
- Lessons learned from the third COVID-19 relief package, which became the CARES Act, would be applied to the next relief package about how to disperse the funds more effectively and to address some of the glitches and concerns about many small businesses not receiving help, particularly if the roll out of the funds continued to be problematic with the style and structure of the program for SBA.
- The SBA's goal was to get the funding dispersed, recognizing that some requests would be fraudulent and the SBA would have to find those people later. Wells Fargo had backed out of the whole SBA program and Bank of America had limited help only to its existing customers. The Senators' offices would work to address concerns about getting funds to smaller business and press the SBA to deal with larger banks, which had the work force, but chose to be narrow and not help due to concerns about fraud and being held accountable.
- Concerns were expressed about, which had a much smaller allocation than PPP.
- The need was so great that funding could be exhausted within a short time frame and many of the big programs might need to be recapitalized to increase allocations in other programs, like the Economic Injury Program.
- Business associations and chambers of commerce were offering technical assistance and making their staffs available to help people with the SBA loan application process. Small Business Development Centers (SBDC) were also offering assistance. Accounting or CPA associations would be contacted to see if they were offering assistance. As small businesses owners, they might have valuable experience regarding the process.

B. Update on State of Oregon COVID-19 Emergency Response

- Representative Courtney Neron, HD-26/Wilsonville

Representative Neron updated on the State's coronavirus response via PowerPoint, reviewing recent COVID-19 statistics, current needs, and the Governor's executive orders and providing contact information for helpful resources, including websites and hotlines for individuals, families, and businesses. She congratulated the City on its efforts, especially the early declaration of the state of the emergency, and acknowledged efforts within the community to help people and businesses feel more connected, including SMART delivering groceries, meals, and the Lowrie schoolteachers' parade for their elementary students. She announced she would be hosting a telephone town hall on April 11, 2020, 10:30 a.m. to 12:00 p.m. with a Business Oregon Ombudsman and Labor Commissioner Val Hoyle to answer questions.

Councilor West recognized Representative Neron's efforts and engagement with Council, various stakeholders and community members and how she was handling this crisis.

Councilor Linville asked about the flow of relief money from the State to the County, and what guidelines were available regarding how the City would be able to affect getting those resources locally in Wilsonville.

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Representative Neron responded she was uncertain about the flow of the funding. Currently, the counties were at the forefront of delivering many of the critically needed services and organizing resources, from hospital beds to services for domestic violence. She thanked Council and City Staff for their team efforts through the pandemic.

C. Update on Clackamas County COVID-19 Emergency

- Commissioner Ken Humberston

Commissioner Humberston reviewed the actions taken by Clackamas County during the COVID-19 pandemic thus far; noting Clackamas County was the first county in Oregon to declare a state of emergency, which had paid off by keeping the number of COVID cases low. He explained that urban renewal funds could not be used to help businesses, as the County no longer had the ability to establish urban renewal districts. The County was waiting on the distribution of funds from the federal government to expand and improve on its services. He encouraged those who were able to reach out to food banks and other social services and offer help or donations.

- None of the deputies in the Clackamas County Sheriff's Office had contracted COVID-19. Some strict protocols in the jail had been implemented for intake and for entering; the jail to protect both the correctional and civilian staff working there, and this was the model for most sheriffs' departments in Oregon.
- The bulk of the social services would be provided at that County level and the relief funding was expected to be cycled through the state and then down to the county level. He deferred any further questions about the funding process to Emergency Operations Center Commander Nancy Bush, Director of Health, Housing, and Human Services, Richard Swift, and General Manager Gary Schmidt.

D. City of Wilsonville Economic Development Update

- Jordan Vance, Economic Development Manager

Jordan Vance presented via PowerPoint the Proposed Business Relief and Recovery Programs for the City related to COVID-19, noting Oregon economists projected up to a 25 percent to 30 percent unemployment rate in the state, which had been approximately 11 percent in the 2008 recession. The City continued to work with the Chamber, state, federal, and regional partners to identify and communicate solutions to local businesses affected by loss of revenue, layoffs, supply chain disruptions, etc.

- He highlighted the programs and assistance currently available, noting his role had changed to become a "one-stop-shop" resource center to facilitate communication and deployment of federal, state, and regional resources, to be a subject matter expert on the Small Business Administration (SBA) Disaster Loan Program and federal stimulus programs, and to provide weekly webinars, etc. Providing application assistance was being explored, potentially with local mentors and bankers volunteering their aid. He also described potential programs for City Council to consider deploying, including Speed Coaching, a Small Business Alliance

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Program, a Shop Wilsonville Campaign, and curating flexible multi-tenant commercial space, potentially paired with a business incubator, similar to Prosper Portland's Alberta Commons Project, to offer affordable and flexible lease terms to small businesses.

- While the current strategy focused on facilitating immediate business stability needs, Council would have to address policy questions regarding how to prioritize the City's limited dollars for a grant for the potential programs proposed, as well as a holistic, long-term budget strategy to address short- and long term needs as the pandemic crisis continued. The economic recovery needs would be better understood in 3 to 6 months, so earmarking some City funding now would enable the City to prioritize its resources at that time and maximize both the short- and long-term impacts.
- In response to Councilor Linville's request, he also presented a breakdown of the small businesses in Wilsonville, including the number of their employees. As a small business city, Wilsonville had a critical need for the assistance programs presented.

Councilor West expressed concerns that the proposed ideas would not help businesses with the fixed costs needed to stay open and viable. The restaurant gift card idea could hurt small businesses whose financial reserves had been exhausted in the shutdown. The gift card money from the City would be absorbed to get through the initial part of the crisis and if the gift cards were redeemed later down the road, the business might not be able to cover them because the money went to rent, for example. If the gift cards were given to vulnerable populations and used right away, the problem might be averted.

Mr. Vance agreed the gift card campaign details needed to be worked out, but because food scarcity was a serious concern, people would be encouraged to use the gift cards in the short-term during the COVID-19 quarantine for businesses still doing takeout.

Councilor West suggested using funds and resources to lower rents up to 25 or 50 percent for small businesses or restaurants would be more impactful than gift cards. Asking commercial landowners to stop all increases on leases for at least the next 12 months might be another solution, as well as working with property owners who were willing to reduce rents up to 25 percent. He also proposed a "Stop Cooking from Home for a Week" promotion to encourage more takeout and delivery while offering an optional COVID 19 percent discount to those in need. Such promotions would help people right away without putting businesses in a bind and help cover immediate fixed business costs.

Mr. Vance said he liked those ideas, adding he had worked with some commercial property owners in town, including one that had contemplated rent deferral altogether for April and May. Retaining and supporting existing small business tenants was of paramount importance to both the City and property owners. Once past the pandemic, these types of supportive measures could be an impetus to launch a Town Center/Main Street small business alliance to get people back into small, local businesses. He asked if the suggested 19 percent discount would be subsidized by the City.

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Councilor West responded the subsidy would be more community-based or in partnership with the community. He noted not everyone would need to take the discount, but it would be available for those who did. Fun promotions could be created to highlight participating businesses and encourage citizens to partake in supporting them while offering the discount to those in need and helping cover basic fixed costs for businesses.

Mr. Cosgrove explained the idea was to get the gift cards to people who needed help immediately and would use them right away, such as the homeless, who would not benefit from a discount, people utilizing food banks, and families in the free and reduced school lunch programs. After a week or two, Staff would check in with the businesses to find out how many of the City's gift cards were being redeemed and at which businesses so adjustments could be made as needed. The gift card campaign was a quick way to achieve multiple policy objectives to help those who were food deprived, as well as local businesses. The pilot program would not require a large investment initially and Staff would report to Council on its progress.

Councilor West inquired if funds coming in for the Willamette Water Supply pipeline project could be reprioritized and redirected initially to support small businesses.

Mr. Cosgrove agreed using revenue from the pipeline project as possible funding source was a great idea. The annual amount received was approximately \$176,000 with a larger balloon payment pending for 2026, but some revenue was already stockpiled and available for deployment. Staff could return with exact figures so Council could discuss how the funds might be used.

Councilor Linville noted two critical phases were involved. First, the city's business community was in crisis now, which necessitated short-term assistance, rather than expending a lot of time and energy on future, long-term business development in the midst of a crisis. Second, while nobody could know what recovery would look like, the City should start planning now for strategies the City could put in place to help businesses gear up and be ready for recovery, which would be good to consider when working with the Chamber.

Councilor Lehan believed the gift card concept was a good pilot project, noting that even if the cards were not redeemed immediately, the businesses would still receive money. It was a fast way for the City to get money to businesses that were in trouble, but the impacts would be uneven because not all businesses did takeout. She was particularly concerned about bars, the brewery, and restaurants that depend on alcohol sales, which could account for as much as 50 percent of the bill at some restaurants. Those sales had shifted to liquor and grocery stores since patrons no longer went where they used to, and since takeout was not an option for alcohol, the gift card campaign would not help them. Video poker and video lottery games also provided a significant income stream that could not be replaced by takeout. Some restaurants could not stay open with takeout alone, while others, like pizza places, were doing better than ever because they had always done takeout. Using the pipeline project money was a good idea, but perhaps the funds could be used to forgive businesses' water bills for a month or two.

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Councilor Akervall stated the need for solutions was multilayered, requiring different ideas for multiple situations. Solutions that might work for one business, individual, or family might not work for others. She believed people would want to use the gift cards immediately but asked if it was possible to put a "redeem by" date on the gift cards. She liked Councilor West's ideas for rallying the community and suggested promoting the gift cards for Easter. While she liked a campaign to encourage getting takeout more frequently, getting takeout was unrealistic for some families in the community, even with bill reduction. The gift card campaign could help foster a sense of community for those families. She agreed with Mr. Cosgrove on reevaluating the impact of the gift card campaign in a week or two.

Councilor Lehan added restaurants that did not stay open for takeout would require a big infusion of fresh stock to reopen and they could not just gradually reopen. In addition to restaurants, personal services, such as hair and nail salons, as well as services without storefronts, like housecleaning, were all devastated. Employees of those establishments were paid per client or by production, and those workers and shops were vulnerable and needed money now. The gift card campaign could be used for those businesses as well, but they would not be redeemable until those personal services resumed, and that timeline was unknown. The impacts of the crisis were vast and far-reaching. The lodging or hospitality industries had larger financial reserves than smaller businesses, but they were also impacted, so fair solutions were needed for a variety of situations, from housekeepers to Holiday Inns.

Mayor Knapp noted Wilsonville had 1,066 licensed businesses. If \$200,000 were allocated to help businesses with five or fewer employees, each business would receive only \$299.75. If only businesses with two or fewer employees were given funding, they would only receive \$408. That \$200,000 could be distributed to 200 businesses, providing one out of five Wilsonville businesses with \$1,000, but would that even make a difference? He questioned how to make decisions about who received monetary support and how much in any meaningful way when no major programs existed to perform significant evaluations on businesses, and whether it was appropriate for government to decide who did or did not get help to succeed. Wilsonville was three weeks into emergencies on an event that was likely to last at least three months. People and businesses had needs right now, but what would those needs look like in one or two months? If the bulk of assistance and assets available now were disseminated within the first three or four weeks, what would happen in the weeks after, and what were the consequences? A month or two down the road, how critical were the needs of the individual citizens and families, not just businesses, who possibly needed financial assistance to put food on the table? Other locations in the country where the progression of the virus was worse than Wilsonville had food banks that had seen 200 percent to 500 percent increases in demand for food. The Council needed to consider a course of action for subsequent needs within the framework of all these factors.

Councilor West agreed \$200,000 was a drop in the bucket and would necessitate a first-come, first-served basis for businesses proactively seeking available funds. Other municipalities had dipped into Transient Lodging Tax (TLT) dollars, and the Tourism Committee recently voted unanimously to use those dollars to support hospitality businesses, as well as restaurants and entertainment facilities, potentially. A significant amount of funds was available with TLT dollars for the promotion of tourism. While there were statutory, legal requirements for accessing

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those dollars, utilizing the funds to save small businesses and tourism would help promote small businesses and tourism. He discussed the need to get creative with finding and getting money wherever possible, as well as exploring austerity measures. Small businesses were generous to the City. For example, South Metro Area Regional Transport (SMART) was free because small businesses paid payroll tax to enable the hallmark transit system for Wilsonville. Small businesses now needed the City to help them. Funds needed to be reprioritized to go back to the citizens, and every rock needed to be unturned to make that happen. He clarified he was not suggesting shutting SMART down or using SMART funds, nor did he want to target one specific area as a solution. Losing a significant amount of businesses affected SMART, and therefore, creatively redirecting funds from many sources back to small businesses was paramount. Those sources could include the TLT, the water pipeline, and the sequestered \$225,000 Mr. Cosgrove had presented, for example.

Councilor Linville said she was disappointed the payroll money from the federal government was delayed. On Friday, April 3, 2020, she had asked Mr. Vance to e-mail all small businesses about Congressman Schrader's webinar scheduled for Monday, April 6, 2020 at 9:00 a.m., so they could register and get information as quickly as possible. She also requested he follow up with a link later containing more information from the webinar, since there were limited registrations and not everybody got in or could participate at 9:00 a.m. She thanked Mr. Vance and Mark Ottenad, Public/Government Affairs Director, for communicating the webinar information to small businesses within hours of her request. It was important to do anything to help businesses access resources that were available outside of what the City could provide, particularly when distribution issues led to delays in accessing those resources

Mr. Vance said another webinar was scheduled for Thursday, April 9, 2020 with Senator Wyden and that he would promote the webinar among the business community. He received a positive response from some of the participating businesses who wanted to stay updated on future webinars. He noted the City was recruiting people with technical expertise interested in being mentors to assist businesses with applications, if any Council member had such contacts.

Mayor Knapp confirmed that parties interested in being mentors should contact Mr. Vance through City Hall.

E. Update from Wilsonville Area Chamber of Commerce

- Kevin Ferrasci O'Malley, CEO

Mr. O'Malley said the Governor's stay-at-home executive order, while necessary to save lives, had effectively put hundreds of Wilsonville businesses out of business. A recently completed survey looking at the impact of COVID-19 on Wilsonville businesses showed 73.6 percent of businesses had now and within the next 90 days expected to have a loss of revenue of greater than 50 percent. In response to the economic disaster impacts of COVID-19, the Chamber requested City Council to immediately create a COVID-19 Small Business Support and Recovery Grant Program.

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- The administration page of the City's website, states that the mission of the City is to protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, and economically vital community while preserving our natural environment and heritage. Making grants to small business now was not only consistent with this mission, but was a smart, proactive strategy. Providing grants helped mitigate catastrophic economic losses today to keep businesses viable and to keep valuable jobs in Wilsonville.
- The Chamber knew the City wanted to be thoughtful in how it responded to this crisis. The Chamber respectfully submitted that this urgent economic need required swift and appropriate action now. He recalled when near pedestrian misses occurred at Boeckman Dip and near Graham Oaks Nature Park, the City immediately acted and called for major sidewalks, guardrails, and crosswalks to be built, and finding money to deal with the emergency crisis because there was no planned budget expense line item.
- No one knows how long the COVID-19 pandemic would last. Medical experts advised that the curve on the pandemic needed to be flattened now, so as not to overwhelm the medical system. He called for Mayor Knapp and the City Council to flatten the curve for small businesses in Wilsonville immediately to help them pay rent, utilities, or payroll by creating a COVID-19 Small Business Support and Recovery Grant Program for \$500,000. The program would consist of two funds.
 - One fund would cover hospitality businesses and would be funded with \$250,000 of previously received TLT funds that were not spent and were in the General Fund. The Tourism Promotion Committee Chair had e-mailed Council about this option.
 - The second fund, also for \$250,000, would be used for grants to non-hospitality small businesses. City Staff had already potentially identified the funding for this grant portion.
- Rules and guidelines would be established for the grant program, including who was eligible for these grants.
- The Wilsonville Chamber of Commerce was a first responder for business needs and had been working overtime seven days a week to provide essential support to Wilsonville businesses. The Chamber was ready to work closely with City Staff and leaders to collaborate and create not only a recovery grant short-term program, but also an evolving Wilsonville business survival and continuity plan.
- The Chamber created an open cloud COVID-19 site bit.ly/waccCOVID19 that contained the most current information in one convenient place, including Senator Wyden's and Senator Merkley's summaries, SBA summaries, and information on business recovery. Grants and Economic Injury Disaster Loans (EIDL) required proper substantiation and documentation, and guides were available on the site for assistance with the application process. Clackamas Small Business Development Center (SBDC) was also great resource.
- In working to determine, which businesses received help or not, there were two parts to consider. First, there had to be fair guidelines, such as whether the business had a city business license and the like. Second, he had compiled a list and created a grid of what other cities had done. While solving the entire Wilsonville business assistance problem was unlikely, \$200,000 going to businesses who met the guideline criteria to immediately help them survive a crisis was a warranted public policy objective.
 - He suggested getting a broad-based group around the table to discuss how to make decisions, like whether to prioritize smaller versus larger businesses. Establishing the criteria would depend on the City's goals and objectives, and he was confident Council

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and City Staff could develop reasonable guidelines. Neighboring cities probably faced the same dilemma of having no perfect solution, but picked some guidelines to help at least some of the businesses in the interim. Then, a decision could be made down the road about what else needed to happen.

Councilor West asked which municipalities and governments had already dipped into TLT funds and what pathway was available for Wilsonville to use that money specifically for restaurants and hotels.

Mr. O'Malley said the Washington County Visitor Association had created a reasonable formula that was fair and had utilized that ruler to determine business eligibility and issued checks to those businesses. Travel Oregon had similar upcoming plans. Wilsonville was unique because TLT dollars had been collected for years and rightfully put aside for legitimate future projects. He believed requesting TLT dollars earned by TLT to go back into saving an industry was a reasonable request. While there were legal issues to consider, he did not believe there would be any pushback. TLT money was a valid way to explore getting immediate help for the lodging and restaurant industries.

Councilor Linville said she had also made a grid of what other cities had done. She agreed it would be good to sit down and come up with priorities. Some of the other cities the size of Wilsonville had already closed their applications for business assistance, yet Gresham and Hillsboro were on a second round of applications. She had seen a variety of business requirements across the board, and it was hard to determine where the most good could happen in the community. While not everybody could be helped, she agreed something should be done. Some cities were looking into dealing with mortgage or rent only, while others focused on business continuity issues, such as payroll or insurance. Some employers were trying to keep employees by not paying salaries but trying to keep health insurance. She expressed concern for businesses that had never had an SBA loan. She asked what the best strategy was to provide them with resources so they could access funds in an immediate way to bridge that gap, and how long such resources should be provided.

Mr. O'Malley noted that independent contractors or sole proprietors could not apply for the Paycheck Protection Program (PPP) until April 10, 2020, so they were weeks behind everybody else and that could be an important factor for the City to consider. The faster a dialogue about such issues could begin, the faster a decision could be made to meet the needs of the business community. He agreed those decisions needed to happen quickly.

Councilor Linville noted she had talked with some businesses who were not interested in the loans because they were afraid they would not be able to pay them back.

Mr. O'Malley stated the goal of providing the resources was educating businesses so they could make informed decisions. A one percent loan was still a loan, and business owners needed to understand all of their options. Human resource workshops were also available on the cloud site about what do to with employees and how to lay them off properly. He would continue to keep the site updated with the latest available information to assist the business community's needs.

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- He clarified that attractions, like World of Speed were a part of the hospitality industry. Travel Oregon had documentation about the economic impact of hospitality broken into segments. If the Tourism Promotion Committee formally wanted to make a request, they would sift through that documentation to determine which businesses should be part of the hospitality industry. The Chamber considered the hospitality industry to include not just hotel and lodging properties, but also restaurants and attractions affiliated with hospitality.

Councilor Lehan said they were paying more to the County than the City in Transient Room Tax (TRT) and asked if the Chamber had any conversations with the County about the TRT and whether any of that was earmarked for the hospitality industry.

Mr. O'Malley said an official conversation had not taken place, but Wilsonville was in a unique situation because of the four years money was collected. Destination Marketing Organizations (DMOs) elsewhere were going to ground zero and having to rebuild their entire organizations because they anticipated a shifted model. Although he was not speaking for them, he believed it was unlikely that DMOs would have the resources to provide help, but once past the initial crisis, they would focus on getting people from nearby regions to visit.

Councilor Lehan noted the money was currently restricted to being spent on bringing in people who were more than 50 miles away.

Mr. O'Malley believed there would be some flexibility. He had spoken with the marketing team to ask about shifting their approach right away. They said they would follow the direction of the Tourism Promotion Committee and do whatever was necessary to generate tourism dollars. Regarding gift cards, he said Hank Jarboe, owner of Boston's Pub and Grill, offered a 20 percent increase in purchasing credit with each gift card sale, like a "gift card bond." He also had seen other areas of the country using a similar strategy for those patrons who agreed to purchase and then hold onto their gift cards for 90 days.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Garet Prior spoke on the Equitable Housing Strategic Plan, stating it was at a crucial point, as it was getting ready to go to the public hearing phase. He believed calling out and defining what equity is was crucial in making sure the target audiences were reached. He agreed tough choices needed to be made for public health in regards to business support. While not all of the needs of the community would be met, there was a symbolic point in providing immediate help and showing the relational piece that the City was there to provide a helping hand, even though it had tough rules against businesses. Even if \$5,000 to \$10,000 were given to 20 businesses, it was something the City should do as other county, state, and federal programs come in over the next two to four weeks.

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Eric Postma stated that some Wilsonville small businesses had already had to take severe action, so he was concerned about the timeliness of any action to be taken. Federal help might not be enough, and acting fast was critical to sustain small businesses and the character they provide the community. He supported the relief packages discussed, including the use of TLT funds. He agreed with Representative Neron that team effort was important and encouraged the City to lean on the Chamber of Commerce. He commended Mr. Vance for his fantastic efforts as well as Mr. O'Malley for his tireless hard work and role as a significant resource for Wilsonville's businesses.

Mayor Knapp called for a brief recess and reconvened the meeting at 9:55 p.m.

Motion: Councilor Akervall made a motion to extend the meeting to 11:00 p.m. and moved to approve the order of the agenda. Councilor West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

Mayor Knapp stated Council needed to provide some sort of guidance to Staff about some kind of relief program for Wilsonville, which should consider both individuals and businesses. The tourism money in reserve could be directed toward a certain segment, and some immediate projects should be implemented rather than some planned, long-term projects. Funds from the big pipe project could also be diverted to relief efforts, as well as the programmed income from urban renewal, not the actual urban renewal dollars, such as the interest earned on urban renewal assets, the most significant being the rental income received from the school district on the alternative high school. Staff would need to provide more specific guidance, but it was not inconceivable that the City could achieve the magnitude of funds that Mr. O'Malley was requesting. However, caution should be taken with this first round of relief efforts as issues in the future might require more assistance. He agreed having a group discuss and develop the criteria for distributing the funds would be a good place to start.

Councilor Linville recommended forming a group to hash out the possibilities, which should be done quickly, and then Council could hold a special meeting to make the final decisions. If a Council representative was needed for the special group, she was happy to assist. She highlighted the grant ranges offered in other cities, noting Gresham's grant was based on a per employee basis, and only two jurisdictions that did loans. There were a variety of eligibility and size of organization requirements. One jurisdiction had a two-tiered system where sole proprietors got one level and then organizations with more people got a different level of support. She did not believe a relief program would solve the problem, but she supported moving forward. She agreed

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an application process would work better as opposed to stating everyone in a certain category would qualify, otherwise, the amount of money would be so small it would not be worthwhile to do anything.

Councilor West believed a first-come; first-serve approach would affect the relief program, as business owners would be more proactive and know their needs. A simple application process with a multiple tiered approach, similar to what the Fire Relief Board used for the Fire Relief Fund would enable people to receive funds quickly in useful amounts and would allow the City discretion in the distribution. Around Christmas time, the Board reassessed the families' situation and issued more checks using the funds that were leftover. The Fire Relief Fund worked well in getting people the amount of money they actually needed, not just how much they wanted.

Councilor Linville suggested establishing the criteria, such as overhead, payroll, supply chain, etc. and then using a reimbursement approach. The businesses likely already spent that money and could be reimbursed after submitting the documentation of those paid expenses, which was done in other cities.

Mr. Cosgrove noted the Metro Enhancement Committee had a similar grant reimbursement program.

Mayor Knapp noted a reimbursement approach would be difficult for applicants struggling to find the money to do anything.

Councilor Linville explained the timeframe for eligible, reimbursable expenses could be over a certain period, like to the middle of February. The criteria for those expenses varied in different jurisdictions.

Councilor Akervall suggested providing funding to businesses that had not been able to apply for other funding programs or that had to delay their applications. Not being able to even apply for funding relief would further heighten anxiety. One purpose of the relief program was to give the business community some reassurance that the City cared and supported them.

Councilor Linville suggested one simple question to quickly determine eligibility would be to ask if the business had ever been approved for an SBA loan. The City did not have the time or resources to dig into each the history of each business.

Mr. Cosgrove stated the process needed to be simple and the resources deployed as quickly as possible, recognizing, and accepting that it would not be perfect. Jordan Vance and Kevin O'Malley could make some criteria recommendations quickly based on what other cities had done, such as having a City business license, and the criteria could be discussed at a special Council meeting. In the meantime, IT staff could work on creating a website where people could apply directly for the relief funds as soon as Council finalized the program's parameters.

Mayor Knapp confirmed Council wanted to the TLT funds allocated specifically towards hospitality businesses and separate from relief to other business sectors.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Councilor Lehan said it was difficult to decide without knowing the total funds available. Perhaps, the funds could be split into thirds amongst the hospitality industry, non-hospitality businesses and to individuals. Tourism funds could be used for the hospitality industry's portion, but maybe the entire \$250,000 did not need to be used. She agreed with gift card program moving forward and the City buying \$20,000 in gift cards from various businesses, not just restaurants. She reiterated her concerns about personal services businesses, noting the program should be reevaluated in a week to see if they were all pushed out. People were not expected to use the gift cards right away, the goal was to buy them from businesses and give them to people in need. Places like Wilsonville Community Sharing and the Sheriff's Department could use their judgment in liberally distributing them to those in need. Money from the big pipe project could go to Wilsonville Community Sharing to help people pay their utility bills. There should be some focus on individuals as many employees that were laid off worked in other cities but were Wilsonville citizens.

Mayor Knapp noted that dividing the funds in thirds would result in smaller amounts than what some had requested.

Mr. Cosgrove suggested the City's utility assistance program with Wilsonville Community Sharing could be expanded to include rental assistance and non-city utilities, such as phone and internet. Currently, the program was limited to only city utilities.

Councilor Linville noted other criteria to consider. For example, other cities required a business license and that the business has a physical storefront within the city limits; it could not be a part of a franchise or a rental store.

Mr. Cosgrove suggested having Mr. Vance and Mr. O'Malley make the first attempt on the City's criteria based on other programs in other jurisdictions and he would work on amending the City's agreement with Wilsonville Community Sharing. Council would then hold a special meeting in the next couple of days to discuss the details further. This would allow Council to continue with tonight's agenda in a timely manner.

MAYOR'S BUSINESS

- A. City Manager Memos: City Business Friendly Practices and Policies; Proposed City Business Grant Programs

Mayor Knapp waived this agenda item given the late hour.

- B. Volunteer Appreciation Month Proclamation
- C. 22nd Consecutive Tree City USA Designation and Arbor Day Proclamation

Mayor Knapp stated he would sign, but not read aloud, the Volunteer Appreciation Month and Arbor Day proclamations submitted by Staff. There were no objections by Council.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

D. Upcoming Meetings

No announcements made.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

There were none.

COUNCILOR COMMENTS

A. Council President Akervall

Encouraged people to look into resources available regarding mental health. People could sign up at ci.wilsonville.or.us/subscribe to receive news releases via email and receive information quickly, and on the Oregon Health Authority's website to sign up for automatic emails or text messages about current conditions in the state.

Mr. Cosgrove added that counseling services were also offered in the Heart of the City building where Wilsonville Community Sharing was located. He noted Bill Evans would push out on social media about how to sign up for the news releases. Additional information would be posted on the COVID response page on the City's website.

B. Councilor Lehan

Noted the slideshow on the home page of the City's website slideshow changed too fast.

Mr. Cosgrove noted the City's IT Staff in the audience indicated they understood and would address the problem.

C. Councilor West

No comments.

D. Councilor Linville

No comments.

CONSENT AGENDA

Ms. Jacobson read the title of the Consent Agenda item into the record.

A. **Resolution No. 2805**

A Resolution Of The City Of Wilsonville Authorizing A First Amendment To Grant Agreement With Wilsonville Community Sharing.

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Mr. Cosgrove highlighted the Staff report, noting that up to \$10,000 would be added for residents to use for City utility bills.

Motion: Councilor West moved to approve the consent agenda as read. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

NEW BUSINESS

A. Resolution No. 2807

A Resolution And Order Amending Resolution No. 2803 To Extend The Local State Of Emergency And Emergency Measures, As Authorized by Resolution No. 2803.

Ms. Jacobson read the title of Resolution No. 2807 into the record.

Ms. Jacobson explained the current emergency resolution would be extended to the end of May rather than ending on May 6, 2020, adding Council could always cancel the State of Emergency should conditions improve sooner than expected.

Motion: Councilor Lehan moved to approve Resolution No. 2807. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

B. Resolution No. 2808

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

Ms. Jacobson read the title of Resolution No. 2808 into the record.

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Ms. Jacobson overviewed the Staff report, explaining that this resolution would relax Sign Code enforcement for properly placed temporary signs during the emergency period due to conditions related to the upcoming election, the governor's stay in place order, and the changing signing needs of businesses. This would keep the Code enforcement officer from having to go out, remove temporary signs, and disobey the stay in place order.

She noted a third resolution regarded a second sign ordinance was suggested by the Mayor to allow signs to be placed in the median provided they did not create a health or safety issue or damage landscaping. That resolution was not in the packet.

Motion: Councilor Lehan moved to approve Resolution No. 2808. Councilor West seconded the motion.

Mayor Knapp believed Council would regret passing the resolution long before the state of emergency ended because it would result in a big jumble of every conceivable sign imaginable. He clarified he was proposing an alternative to Resolution No. 2808, not a third resolution, that would allow A-boards to be placed in the right-of-way where they were not normally allowed to provide restaurants room for more advertising. He did not intend to allow for the A-board signs while also stopping enforcement of the Code for temporary signs. He expected many Sign Code violations, which would require the Code enforcement officer to be out anyway.

Councilor West said the City did not have the resources to police signs and people were trying to shelter and stay home. He had good faith that the citizens would not abuse a temporarily relaxed Sign Code. He confirmed the Mayor's alternative would not place signs in the median, but in right-of-way areas, such as in front of restaurants. He did not believe the Sign Code was a huge priority right now and agreed the ordinance was a good idea and would help promote sheltering in place.

Mayor Knapp noted one group had already violated the Sign Code today by not picking up their signs and pushing the envelope, so he was a bit skeptical about people being good citizens.

Councilor Lehan agreed sheltering in place was more important than running around picking up signs. She doubted it would result in a big mess because signs were very expensive. The state of emergency and the election would end, and the City did not need Staff fiddling with Sign Code enforcement unless there was a public safety issue, and people should not be more exposed than they needed to be.

Mayor Knapp confirmed with Staff that the wording "legally placed signs would not be picked up" implied that illegal signs would still be picked up.

Ms. Jacobson clarified signs that were not picked up would technically be illegal, but that was what the City was going to forego.

Vote: Motion carried 4-1.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

Mayor Knapp	No
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

CONTINUING BUSINESS

A. None.

PUBLIC HEARING

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

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

Ms. Jacobson read the title of Resolution No. 2804 into the record.

Mayor Knapp read the conduct of public hearing format and opened the public hearing at 10:43 p.m.

No Councilor declared a conflict of interest, bias, or conclusion from information gained outside the hearing. No member of the audience challenged any of the Councilor’s participation.

Dominique Huffman, Civil Engineer, presented the Staff report via PowerPoint, noting the resolution would add two, short-term projects to the project list to make them eligible for system development charge (SDC) funding. The first project would upsize pipeline segments to serve the Coffee Creek Industrial Area build out. The Stormwater Study project was needed for the Boeckman Dip project to help Staff better understand the impacts of the project’s alternatives as well as any proposed modifications on the entire corridor.

Mayor Knapp confirmed there were no questions of Staff and that no one was present in Council Chambers or via Zoom to provide public testimony. Seeing none, he closed the public hearing at 10:47 p.m.

Motion: Councilor West moved to approve Resolution No. 2804. Councilor Linville seconded the motion.

Vote: Motion carried 5-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

CITY MANAGER’S BUSINESS

Mr. Cosgrove recapped the feedback received earlier in the meeting regarding the City’s relief program. He noted Kimberly Veliz would check with the Councilors on their availability for a special meeting, likely on either Wednesday or Thursday of this week. He suggested that Council e-mail any specific criteria, ideas, or concerns to him so it share them with Mr. Jordan to discuss with Mr. O’Malley. He noted that any relief actions taken by Council would likely require some supplemental budgets in order to allocate funds appropriately. He would communicate any scheduling requirements needed to comply with public hearing notice laws. He confirmed Wilsonville and other cities have requested some relaxing on the noticing laws to allow cities to be more nimble, but had received no response from the State. He confirmed Representative Neron made inquiries on the City’s behalf.

LEGAL BUSINESS

No report.

ADJOURN

Mayor Knapp adjourned the meeting at 10:52 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, October 5, 2020. Mayor Knapp called the meeting to order at 7:02 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Akervall
- Councilor Lehan
- Councilor West
- Councilor Linville

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Chris Neamtzu, Community Development Director
- Dan Pauly, Planning Manager
- Kimberly Rybold, Senior Planner
- Beth Wolf, Senior Systems Analyst
- Zach Weigel, Capital Projects Engineering Manager

Motion to approve the order of the agenda.

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

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

MAYOR'S BUSINESS

A. Upcoming Meetings

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

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Tourism Promotion Committee Appointment

Appointment of Brian Everest to the Tourism Promotion Committee, Position 6 for a term beginning 10/5/2020 to 6/30/2021.

Motion: Councilor Lehan moved to ratify the appointment of Brian Everest to the Tourism Promotion Committee, Position 6 for a term beginning 10/5/2020 to 6/30/2021. Councilor West seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

COMMUNICATIONS

A. None.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Attorney Michael Robinson spoke in support of Resolution No. 2842. The resolution revises the template for development and annexation agreement for the Frog Pond West Development.

COUNCILOR COMMENTS

A. Council President Akervall

Council President Akervall listed the following upcoming community events:

- Harvest Festival
- Find the Pumpkin Activity
- Chalk the Park
- Virtual Costume Contest
- Kinder Carnival
- Friends of the Library collecting book donations

Ms. Akervall reported she would be attending the League of Oregon Cities annual conference.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Councilor Lehan

Announced a KGW news segment was played this evening for which she was interviewed about Pleasant View Cemetery. The news station highlighted various cemeteries, as October is historic cemetery appreciation month. Ms. Lehan encouraged the audience to visit local cemeteries.

C. Councilor West

Councilor West reported on his participation with Wilsonville Wednesdays, which highlights local small businesses, nonprofits, and organizations. He noted there are now 20-plus episodes, which can be viewed on YouTube.

Mr. West mentioned he has had conversations with the community about the Centers for Disease Control and Prevention guidelines for holiday celebrations. Furthermore, encouraged others to view the guidelines on cdc.gov and find creative and innovative ways to celebrate the holidays.

He then announced the following activities:

- Bulky Waste Day returns on Saturday, October 10, 2020 9:00 a.m. to 1:00 p.m. on Ridder Road in Wilsonville.
- Deadline to apply for the Wilsonville Citizens Academy is Saturday, October 31, 2020.

D. Councilor Linville

Councilor Linville reported she worked with the Wilsonville Community Sharing to help them gear up to use the Centers for Disease Control and Prevention process for moratoriums. Furthermore, the governor extended the renters moratorium in Oregon until the end of December. Ms. Linville shared there will be futures issues because those that have been involved in a moratorium are still accruing debt.

Informed the City is accepting public comment on the draft Arts, Culture and Heritage Strategy through October 20, 2020. Moreover, the draft Arts, Culture and Heritage Strategy is scheduled for Work Session on October 19, 2020. Council is scheduled to vote on adoption of the strategy on November 16, 2020.

Recalled the Friends of the Library are collecting donations on Wednesday, October 7, 2020.

Charbonneau's Farmers Market is happening on Fridays from 3:00 p.m. to 7:00 p.m. until October 16, 2020 and the event is undercover.

Briefed the Willamette Falls Locks Commission is not optimistic there is going to be money forthcoming through the legislature any time soon for the project. The commission plans to monitor the situation in hopes of moving forward. However, the staff that was being hired by the funding is gone.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

CONSENT AGENDA

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

A. Resolution No. 2852

A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase One CNG Fueled Trolley From Creative Bus Sales.

B. Minutes of the September 16, 2019; October 21, 2019; December 16, 2019 and September 10, 2020 City Council Meetings.

Motion: Councilor Akervall moved to approve the Consent Agenda. Councilor Linville seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

NEW BUSINESS

Ms. Jacobson read the title of the Resolution No. 2842 into the record.

A. Resolution No. 2842

A Resolution Of The City Of Wilsonville Revising The Template For A Development And Annexation Agreement For Frog Pond West Development And Amending Resolution No. 2649.

Chris Neamtzu, Community Development Director provided the staff report and the PowerPoint. The PowerPoint has been made a part of the record.

Council questions and comments followed.

Motion: Councilor Akervall moved to approve Resolution No. 2842. Councilor Linville seconded the motion.

Vote: Motion carried 5-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

Ms. Jacobson read the title of the Resolution No. 2853 into the record.

B. Resolution No. 2853

A Resolution Of The City Of Wilsonville To Select The Preferred Bridge Alternative For The I-5 Pedestrian Bridge Project (CIP #4202).

City staff Zach Weigel, Capital Projects Engineering Manager, and Kim Rybold, Senior Planner provided the PowerPoint, which has been made a part of the record. Consultants Bob Goodrich of DOWL and MIG staff Alex Dupey, Casey Howard, and Melissa Erikson joined the duo.

Staffed shared the following three bridge options:

- Cable-Stayed
- Tied-Arch
- Modern Artistic

Staff explained the Planning Commission identified the tied-arch bridge design alternative as best meeting the Project’s themes and priorities.

Council discussion about their bridge preferences and design elements ensued.

Motion: Councilor Lehan moved to affirm the recommendation of the Planning Commission submission of all three elements of their recommendation and approval Resolution No. 2853. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

CONTINUING BUSINESS

Ms. Jacobson read the title of the Ordinance No. 842 into the record on second reading.

Ms. Jacobson reported that planning staff advised that there has been no additional comment or information on Ordinance No. 842.

A. Ordinance No. 842

An Ordinance Of The City Of Wilsonville Annexing Approximately 17.57 Acres Of Property Located On The West Side Of SW Stafford Road South Of SW Frog Pond Lane Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 1500 And 1700, A Portion Of SW Frog Pond Lane Right-Of-Way, And A Portion Of SW Stafford Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Walter Remmers, William Ray Morgan, And Janice Ellen Morgan, Petitioners.

Motion: Councilor West moved to adopt Ordinance No. 842 on seconding reading. Councilor Linville seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

Ms. Jacobson read the title of the Ordinance No. 843 into the record on second reading.

Ms. Jacobson reported that planning staff advised that there has been no additional comment or information on Ordinance No. 843.

B. Ordinance No. 843

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 15.93 Acres On The West Side Of SW Stafford Road South Of SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 1500 And 1700, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.

Motion: Councilor West moved to adopt Ordinance No. 843 on second reading. Councilor Linville seconded the motion.

Vote: Motion carried 5-0.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

PUBLIC HEARING

A. None.

CITY MANAGER'S BUSINESS

Mr. Cosgrove cleared up misinformation about the delayed opening of the dog park. He informed the dog park had been behind schedule due to the wildfires and supply chain interruptions due to COVID-19. Furthermore, he shared there is no truth to the rumor that the City is turning the new dog park into a BMX track. He then announced the new dog park would open to the public Friday, October 16, 2020. Council was invited to a soft opening of the dog park on Wednesday, October 14, 2020 at 11:00 a.m.

Mr. Cosgrove addressed another rumor on social media that the City's gives the Friends of French Prairie \$60,000 a year. Mr. Cosgrove shared this is untrue and the only relationship the City has with the organization is that a City Councilor regularly attends those meetings along with a group of local elected officials from Marion and Clackamas counties and cities.

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 8:48 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, October 19, 2020. Mayor Knapp called the meeting to order at 7:09 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

- Mayor Knapp
- Council President Akervall
- Councilor Lehan
- Councilor West
- Councilor Linville

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Jordan Vance, Economic Develop. Manager
- Beth Wolf, Systems Analyst
- Andy Stone, IT Director

Motion to approve the order of the agenda.

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

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

MAYOR'S BUSINESS

A. Upcoming Meetings

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

COMMUNICATIONS

A. None.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Kevin Ferrasci O'Malley, CEO of Wilsonville Area Chamber of Commerce spoke in support of Resolution No. 2856, which establishes the Wilsonville Investment Now (WIN) Program Administrative Rules.

COUNCILOR COMMENTS

A. Council President Akervall

Reported she attended the virtual League of Oregon Cities annual conference. In addition, Ms. Akervall announced her plans to attend the following future meetings:

- Home Builders Association presentation on the book *Color of Law*.
- Willamette Intake Facilities meeting.

B. Councilor Lehan

Ms. Lehan reminded the audience to vote in the upcoming election.

C. Councilor West

Announced the new dog park at Memorial Park opened on October 16, 2020. Mr. West also mentioned construction is underway for a dog park in Villebois.

Mr. West encouraged the audience to enroll in the Citizens Academy. Deadline for applications is October 31, 2020.

Also, reminded everyone to vote and shared there is a ballot drop box at City Hall.

D. Councilor Linville

Ms. Linville shared she attended the virtual League of Oregon Cities annual conference and plans to attend the French Prairie Forum.

Ms. Linville mentioned the below highlights from City Manager reports:

- Opening of the new dog park.
- Reported that Building Inspection staff performed remote inspections via FaceTime when City Hall was closed due to the wildfires and poor air quality.
- Parks playgrounds opened up this month.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

- SMART staff provided outreach in English and Spanish for residents at Autumn Park apartments.

In closing, Councilor Linville wondered if the City could collaborate with restaurants that are going to lose the extra outdoor capacity due to the change in seasons.

Staff updated the City of Wilsonville has partnered with neighboring cities to offer a webinar series over the next six months and the first topic of discussion is how to prepare businesses for winter sales, specifically restaurants. During the webinar, an architecture firm is going to talk about site plans, signage, and outdoor dining environments and how to extend outdoor dining into the rainy season. Moreover, these webinars have been promoted to all of the restaurants in Wilsonville. In addition, the City is extending the Dine Out Wilsonville program, which expedites requests for outdoor dining and waives any associated fees with those requests.

Staff plans to bring back to Council other ideas to initiate, including possible grant programs. In addition, staff will work with the Wilsonville Chamber of Commerce on the plans. Moving forward staff will meet with local restaurants and dining establishments to figure out their specific needs. Staff reminded a first step for these plans is for Council to approve Resolution No. 2858, which as removes much of the bureaucracy possible by waiving fees and allowing planning staff to turn site plans around as quickly as possible.

Council provided staff with additional ideas to assist businesses affected by the COVID-19 pandemic.

CONSENT AGENDA

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

A. Resolution No. 2841

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Murraysmith To Provide Engineering Consulting Services For The Corral Creek And Rivergreen Lift Stations Rehabilitation Project (Capital Improvement Project #2105).

B. Resolution No. 2854

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Schneider Equipment, Inc. Dba Schneider Water Services For Construction Of The Elligsen Well Upgrades And Maintenance Project (Capital Improvement Project 1128).

C. Resolution No. 2855

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract With Otak, Inc. For Construction Engineering Services For The 5th Street / Kinsman Road Extension Project (Capital Improvement Project #1139, 2099, 4196).

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

D. Minutes of the April 15, 2019; September 21, 2020; and October 12, 2020 City Council Meetings.

Motion: Councilor Lehan moved to approve the Consent Agenda as read. Councilor Akervall seconded the motion.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

NEW BUSINESS

A. **Resolution No. 2856**
A Resolution Of The Wilsonville City Council Establishing The Wilsonville Investment Now (WIN) Program Administrative Rules.

Ms. Jacobson read the title of Resolution No. 2856 into the record.

Jordan Vance, Economic Development Manager along with Nick Popenuk of Tiberius Solutions presented the staff report and PowerPoint. Both of which has been entered into the record.

Council discussion ensued.

Motion: Councilor Akervall moved to approve Resolution No. 2856. Councilor Lehan seconded the motion.

Additional Council comments were made.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

B. Resolution No. 2858

A Resolution And Order Amending Resolution No. 2844 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.

Ms. Jacobson read the title of Resolution No. 2858 into the record.

Ms. Jacobson then explained the City of Wilsonville has been following along with the governor’s orders and extending the City’s order when the governor extends the order for the state. Doing so allows the City the opportunity to tap into funding and provides flexibility with the Wilsonville Code. This resolution extends the emergency declaration to December 31, 2020.

Furthermore, this amended order is unique because it allows the City under the emergency declaration to give the Planning Director authority to authorize some temporary use permits longer than would normally be allowed. It also provides the ability to waive fees in order to help businesses in commercial and industrial areas that are in need of a temporary structure. For example, perhaps a covered area is needed at vet clinics so people can drop off their pets or a covered area to allow for additional outdoor seating or other amenities to accommodate for more dining outside.

Motion: Councilor Lehan moved to approve Resolution No. 2858. Councilor Linville seconded the motion.

Council comments followed.

Vote: Motion carried 5-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

CONTINUING BUSINESS

A. None.

PUBLIC HEARING

A. None.

CITY MANAGER’S BUSINESS

Mr. Cosgrove mentioned the soft grand opening of the new dog park and listed its amenities. Furthermore, Mr. Cosgrove appreciated and acknowledged the staff members who completed the project.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

Mr. Cosgrove announced the City is hosting a virtual listening session on December 8, 2020 from 6:00 p.m. to 8:00 p.m., to hear community perspectives on issues related to diversity, equity, and inclusion (DEI). He then informed Council of next steps in the process of forming a DEI taskforce. The taskforces would meet January through September 2021 and then return the fall of 2021 with a recommendation to Council on the formation of a DEI committee.

In addition, staff has been working with a small group of individuals, and the Clackamas County Sheriff's office regarding policing concerns. Question and answer sessions are being planned with experts and the Clackamas County Sheriff's office to provide education on topics and to set a good foundation with the community. From the dialogue received in these sessions staff will figure out the process needed going forward.

LEGAL BUSINESS

Reminded Council she had sent them a proposed ordinance that the Marion County Board of Commissioners is planning to adopt on the application of TLM Holding, LLC. It was further shared that a representative from Marion County would like to speak to Council directly before deciding to appeal.

Council agreed to place Marion County on the November 2, 2020 agenda under the communications portions of the meeting.

ADJOURN

Mayor Knapp adjourned the meeting at 8:19 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: November 2, 2020</p>	<p>Subject: City Council Review of Development Review Board Resolution No. 382 Review of the Record for the SW Magnolia Townhomes Project in Wilsonville’s Old Town Neighborhood</p> <p>Staff Member: Cindy Luxhoj AICP, Associate Planner</p> <p>Department: Community Development</p>	
<p>Action Required</p>	<p>Advisory Board/Commission Recommendation</p>	
<p><input checked="" type="checkbox"/> Motion</p> <p><input type="checkbox"/> Public Hearing Date:</p> <p><input type="checkbox"/> Ordinance 1st Reading Date:</p> <p><input type="checkbox"/> Ordinance 2nd Reading Date:</p> <p><input type="checkbox"/> Resolution</p> <p><input type="checkbox"/> Information or Direction</p> <p><input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Council Direction</p> <p><input type="checkbox"/> Consent Agenda</p>	<p><input checked="" type="checkbox"/> Approval</p> <p><input type="checkbox"/> Denial</p> <p><input type="checkbox"/> None Forwarded</p> <p><input type="checkbox"/> Not Applicable</p> <p>Comments: At the September 28, 2020 meeting, the Development Review Board Panel B adopted Resolution 382 with a 3-1 vote, approving with conditions a Stage II Final Plan, Site Design Review, and Type C Tree Removal Plan for a 6-unit townhome development at 30535 SW Magnolia Avenue.</p>	
<p>Staff Recommendation: Staff recommends that the City Council affirm DRB Resolution 382 approving the proposed development.</p>		
<p>Recommended Language for Motion: I move to affirm DRB Resolution 382.</p>		
<p>Project / Issue Relates To:</p>		
<p><input type="checkbox"/> Council Goals/Priorities:</p>	<p><input type="checkbox"/> Adopted Master Plan(s):</p>	<p><input checked="" type="checkbox"/> Not Applicable</p>

ISSUE BEFORE COUNCIL:

Review of the record for the approval of a Stage II Final Plan, Site Design Review, and Type C Tree Removal Plan for the SW Magnolia Townhomes Project.

EXECUTIVE SUMMARY:

On December 23, 2019, the City received an application for Stage II Final Plan, Site Design Review, and Type C Tree Removal Plan review for the SW Magnolia Avenue Townhomes, a 6-unit proposed development at 30535 SW Magnolia Avenue (see location map on page 5 of 61 of the Staff Report in Exhibit D). The project site is the last vacant, undeveloped lot in the Wilsonville Square 76 Master Plan and located at the north end of SW Magnolia Avenue in Wilsonville's Old Town Neighborhood.

Prior to the application submittal, the City held a Pre-Application meeting with the applicant on August 29, 2019, at which time staff suggested the applicant hold a neighborhood meeting, even though it is not required by the Development Code, to give Old Town residents an opportunity to discuss the proposed project with the developer. The Applicant held a Neighborhood Meeting on October 29, 2019. The Applicant noted that three key issues were identified at the meeting: off-street parking and density, building height and privacy, and architecture. The Applicant's materials state that certain design changes were made to respond to these key issues prior to submittal of their final design on December 23, 2019. After two incompleteness reviews, staff deemed the application complete on June 25, 2020, and scheduled a public hearing on the matter for August 24, 2020.

On August 4, 2020, staff sent the required public notices, and all proper notification procedures were satisfied. Development Review Board (DRB) Panel B considered the matter at a public hearing on August 24, 2020, and due to substantial public testimony received, continued the hearing to a date certain of September 28, 2020 (see Exhibit F for transcript). The purpose of the continuation, as captured in the approved motion, was to encourage the Applicant to reach out to neighbors to address issues voiced by the neighbors regarding height, design, parking, and traffic. The motion to continue held the record open for Resolution No. 382.

A response from the Applicant and the Applicant's attorney was submitted to the DRB between the August 24 and September 28 public hearings (see Exhibit E). The Applicant noted the key areas of concern raised during the public testimony at the August 24, 2020 DRB Hearing were the same as those presented during the Neighborhood Meeting they previously held on October 29, 2019, and therefore, chose not to hold a neighborhood meeting between the two hearings. The Applicant provided a summary of how the design submitted in the final application was previously modified to respond to neighborhood concerns regarding those issues of height, design, parking, and density/traffic, while still meeting the requirements of the Wilsonville Development Code (see Exhibit E for full response). In summary, the applicant's response states:

- They integrated a gable roof at a height that is within the allowed height by the Development Code for a single-family residence, and prior to the September 28 hearing agreed to reduce the height by another 1.5 feet;
- They proposed a traditional main street orientation of townhomes rather than a single apartment building / block massing, broken up among two buildings and vertically by unit, to provide traditional architectural forms and better integrated outdoor common space, making the project more pedestrian-oriented;

- The design doubled the on-site parking to 12 spaces from the initial design (and Development Code requirement) of 6; and
- They could not reduce the density of the project, by even 1 unit, because it would result in non-compliance with the minimum density shown on the Comprehensive Plan Map.

The Applicant's supplemental materials also note that the applications must be reviewed based on the applicable standards and criteria set forth in the Wilsonville Development Code, and that none of the opponents at the public hearing challenged the applicant's compliance with these clear and objective standards. The Applicant's team further highlighted that while they are not required to, they also integrated design elements that would be complimentary/consistent with the Wilsonville Old Town Single-Family Design Standards: "The team landed on a blended aesthetic styling of Western Farmhouse and Ranch architectural elements as described within those standards. Elements such as gabled roofs and their associated slopes, the expressing of that gabled profile, covered entries, large forward-facing picture windows, shingle siding, minimal eaves, and attached garages are all elements of these styles denoted in those standards and present in the proposed design."

In an attempt to assist the DRB in both preparing for the September 28 public hearing and also in determining whether the application met the various requirements of the Wilsonville Development Code as it related to concerns raised by neighbors, staff published a revised staff report on September 21 (Exhibit D). Staff summarized public comment by key concern area and listed the relevant code sections for clarity (see page 63-65 of 66, Exhibit D). Staff re-formatted the findings for the Old Town Overlay Zone requirements to clarify how the various standards were met by the application (see page 51-53 of 66, Exhibit D). Staff also corrected Finding A29 to respond to an inaccuracy articulated through citizen comment.

Findings for all review criteria applicable to the applications were presented in the staff report. Findings relevant to the key areas of concern raised by citizens can be found on the following pages of the Staff Report in Exhibit D:

- Findings related to height guidelines are provided on page 28 of 66. The standard is met.
- A summary related to site design is presented on pages 7-10 of 66. Findings related to site design review begin on page 45 of 66, with Findings B34 through B54 related to the Old Town Overlay Zone provided on pages 50-53 of 66. Subjective design criteria cannot be grounds for denial of a housing project. All standards are met.
- Finding A28 related to allowed uses and density is presented on page 29 of 66. The standard is met.
- Findings related to parking are provided on pages 33-36 of 66 and discussion provided on page 9 of 66. All standards are met.
- Findings related to traffic are provided on pages 26-27 and 30-31 of 66 and discussion provided on page 6 of 66. All standards are met.

The staff report also included a recommendation to the DRB to approve with conditions the requested Stage II Final Plan Revision, Site Design Review, and Type C Tree Removal Plan (DB19-0047 through DB19-0049).

At the continued hearing, the DRB took additional testimony from the public and the applicant (see Exhibit C for transcript). After closing the public hearing, the DRB moved to approve the applications. Discussion highlighted their understanding of citizen concerns and also the need to rule based on the Development Code. DRB members determined the applications met existing City Code. Following their deliberation, the DRB approved with conditions the development application in DRB Resolution 382.

During the appeal period, the City Council held a special meeting on October 12, 2020, to discuss DRB Resolution 382 as members of the public had reached out to members of the City Council. The Council unanimously voted to call-up DRB Resolution 382 for review on the record only by the full Council in order to gain an understanding of the case file and decision. The approval granted by DRB Resolution 382 is suspended until the City Council acts on the call-up. The full record associated with DRB Resolution 382 is attached to this staff report.

Staff will also be available at the City Council meeting to answer any clarifying questions the Council may have regarding the information in the record.

EXPECTED RESULTS:

Reviewing the record and affirming DRB Resolution 382, which in effect will allow the proposed development to move forward.

TIMELINE:

The City Council's decision will become effective immediately.

CURRENT YEAR BUDGET IMPACTS:

No impacts on the current year budget have been identified.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 10/22/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/23/2020

COMMUNITY INVOLVEMENT PROCESS: The applicant voluntarily held a neighborhood meeting on October 29, 2019, to provide opportunity for Old Town Neighborhood residents to comment on the proposed project. Following receipt of the development application and deeming it complete, staff scheduled the date for DRB review and sent the required public hearing notices. Substantial public testimony was received in writing in advance of and at the DRB public hearing on August 24, 2020, as well as at the continued public hearing on September 28, 2020. All public testimony was considered and entered into the record as required.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Development of the subject land will provide additional housing choices.

ALTERNATIVES:

The alternatives are to affirm, reverse, modify in whole or part, or remand with or without instruction DRB Resolution 382. Reversing or modifying the decision could result in appeal by the Applicant to the Oregon Land Use Board of Appeals. Remanding the DRB's decision will delay the development as proposed and could result in additional conditions of the project that may or may not be amenable to the Applicant. The Applicant has extended the 120-day decision timeline until November 30, 2020, and a remand could be accommodated at the DRB Panel B meeting on November 23, 2020.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Full Record for DRB Resolution 382 can be found at the following links:
 - A. [Applicant's Waiver of 120-day Rule](#)
 - B. [Notice of Decision including Amended & Adopted DRB Staff Report and Applicant's Acknowledgement Accepting Conditions of Approval](#)
 - C. [Full Transcript of September 28, 2020 DRB Hearing](#)
 - D. [DRB Packet, September 28, 2020 Hearing, including Staff Report and Exhibits \(A3, D7\)](#)
 - E. [New Exhibits Presented, September 28, 2020 Hearing, \(Exhibits B4-B5 and D8-D10\)](#)
 - F. [Full Transcript, August 24, 2020 Hearing](#)
 - G. [DRB Packet, August 24, 2020 Hearing, including Staff Report and Exhibits \(C1, D1-D6\)](#)
 - H. [Exhibit A2, DRB Staff Report, August 24, 2020 Hearing, Staff's Presentation Slides](#)
 - I. [Exhibit B1, DRB Staff Report, August 24, 2020 Hearing, Applicant Submittal Materials](#)
 - J. [Exhibit B2, DRB Staff Report, August 24, 2020 Hearing, Applicant Submittal Materials](#)
 - K. [Exhibit B3, DRB Staff Report, August 24, 2020 Hearing, Applicant Submittal Materials](#)
 - L. [Public Hearing Notice](#)



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 2, 2020	Subject: Resolution No. 2859 Discontinuation of South Metro Area Regional Transit's (SMART) Charbonneau Shuttle Staff Member: Dwight Brashear, Transit Director Eric Loomis, Operations Manager Department: Transit	
Action Required	Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: November 2, 2020 <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council adopt Resolution No. 2859.		
Recommended Language for Motion: I move to approve Resolution No. 2859		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

South Metro Area Regional Transit (SMART) has been monitoring the Charbonneau Shuttle Pilot program since its inception in June 2018. The route has not performed to staffs expectations and therefore should be replaced with comparable Dial-a-Ride service to the Charbonneau Neighborhood.

EXECUTIVE SUMMARY:

South Metro Area Regional Transit (SMART) completed a Transit Master Plan (TMP) in June 2017. The TMP gave a strong response for a shuttle to serve the Charbonneau Neighborhood. SMART began the Charbonneau Shuttle as a pilot service in June 2018 as a deviated fixed route.

Since the route's inception SMART has been monitoring ridership and performance as compared to similar shuttle services. Staff attempted to find ways to make the Charbonneau Shuttle more efficient to increase performance. After operating as a two-year pilot program, staff has determined the route to be ineffective and recommends discontinuing the pilot program.

EXPECTED RESULTS:

If Resolution No. 2859 is passed, the Charbonneau Shuttle will permanently discontinue service. SMART will continue to serve the Charbonneau Neighborhood through Dial-a-Ride and other transportation options. Staff will ensure that residents encounter the same level of high quality service that the rest of the city receives in terms of convenience, reliability, and safe travels.

TIMELINE:

If Resolution No. 2859 is passed, SMART staff will issue a public notice giving residents 30 days' notice of the route being officially ended. The route will officially end on December 3, 2020.

CURRENT YEAR BUDGET IMPACTS:

SMART will see some savings from ending the Charbonneau Shuttle. Providing the same level of service through Dial-a-Ride programs, SMART will see an estimated savings of about \$30,000 in the current budget year.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 10/27/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/29/2020

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

N/A

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 2859
 - A. Charbonneau Shuttle Discontinuation Plan

RESOLUTION NO. 2859

**A RESOLUTION OF THE WILSONVILLE CITY COUNCIL AUTHORIZING
THE DISCONTINUATION OF SOUTH METRO AREA REGIONAL TRANSIT'S
(SMART) CHARBONNEAU SHUTTLE ROUTE.**

WHEREAS, South Metro Area Regional Transit's (SMART) Charbonneau Shuttle was a pilot project that was requested through the Transit Master Plan; and

WHEREAS, SMART staff worked with residents and living facilities to optimize routing and grow ridership; and

WHEREAS, staff monitored the efficiency of the route for a duration of two years; and

WHEREAS, ridership continued to underperform during the two years of operation; and

WHEREAS, SMART's Dial-a-Ride can perform the same level of service at a lower cost.

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

Section 1. Based on the above Recitals, which are incorporated herein, the City Council does hereby approve and authorize SMART to discontinue the Charbonneau Shuttle while continuing to serve the Charbonneau Neighborhood through other transportation programs.

Section 2. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 2nd day of November 2020, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, MAYOR

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBIT:

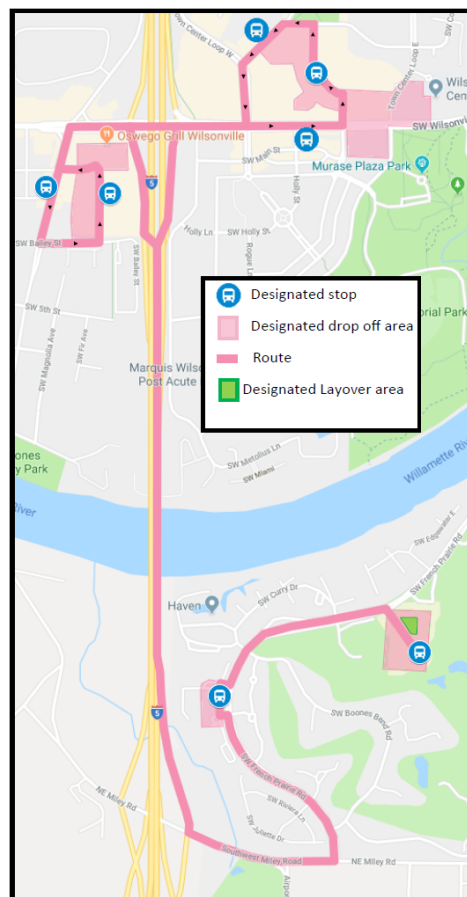
A. Charbonneau Shuttle Discontinuation Plan

Charbonneau Shuttle Discontinuation Plan

Introduction

South Metro Area Regional Transit (SMART) completed a Transit Master Plan (TMP) in June 2017. The TMP gave a strong response for a shuttle to serve the Charbonneau Neighborhood. SMART staff conducted numerous outreach events to determine what the desired route and schedule would be for residents and to understand the nature for resident trips.

SMART began the Charbonneau Shuttle as a pilot service in June 2018 as a deviated fixed route. A deviated fixed route means the bus will deviate from timed stops for pick-ups and drop-offs, making it more convenient for passengers. The route took neighborhood residents to shopping centers in Wilsonville.



Map 1: Original Map of Charbonneau Shuttle beginning June 2018

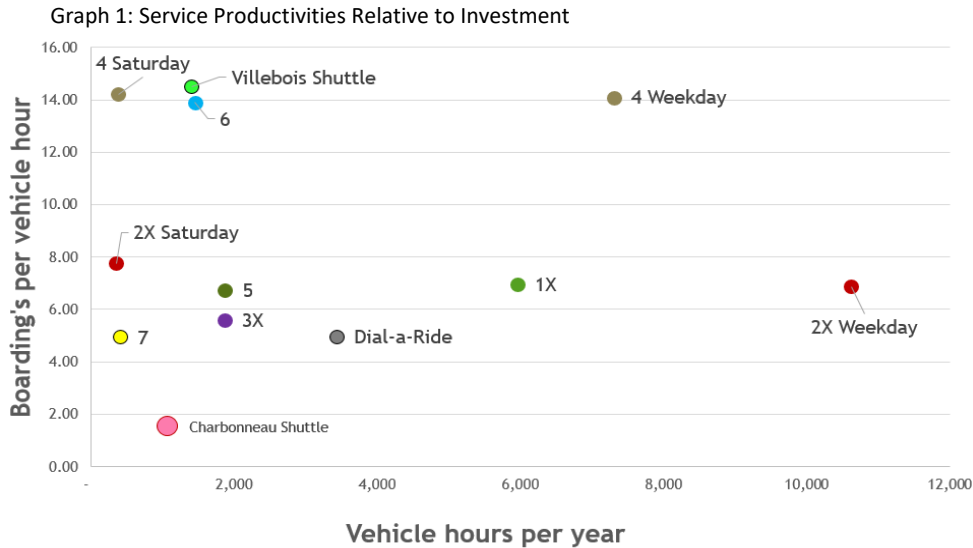
Performance

SMART staff monitored the performance of the shuttle for the duration of the two-year pilot program. Early on, ridership numbers were low, as may be the case for any new route. Staff attended events within the neighborhood to market the shuttle, set up training classes at living facilities, and performed travel training to teach residents how to utilize the shuttle.

Staff expanded the designated pick-up and drop-off areas to include the whole Charbonneau neighborhood, Town Center Shopping Center, Lowries Marketplace, and Old Town Square. Staff

also place any Dial-a-Ride customers within these zones onto the Charbonneau Shuttle to increase ridership and efficiency for both systems.

With all of the changes, ridership only improved modestly and as graph 1 shows below, the Charbonneau continued to underperform throughout the pilot.



Consistent with low boarding's per vehicle hour, Table 1 expresses the cost per passenger trip for the Charbonneau Shuttle as compared to Dial-a-Ride programs. Fixed shuttles operate for a planned set of hours where the cost remains relatively fixed whereas Dial-a-Ride acts a more on-demand service and will not travel a route unless a customer request is made. Therefore, the higher ridership is on a fixed route, the cost per passenger will lower, where the cost per passenger for Dial-a-Ride will only lower by "bunching" rides, which is much more complex (however it can be optimized with scheduling/dispatching software).

Table 1: Cost per passenger (FY19-20)

Route	Cost/Passenger
Dial-a-Ride	\$ 24.02
Charbonneau Shuttle	\$ 52.50

Conclusion

SMART staff has attempted to find ways to make the Charbonneau Shuttle more efficient to increase performance. After operating as a two-year pilot program, staff has determined the route to be ineffective and recommend discontinuing the pilot. SMART will continue to serve the Charbonneau Neighborhood through Dial-a-Ride and other transportation options. Staff will ensure that residents encounter the same level of high quality service that the rest of the city receives in terms of convenience, reliability, and safe travels.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 2, 2020		Subject: Ordinance No. 846 – 1st Reading Town Center TSP Amendments	
		Staff Member: Khoi Le, PE, Development Engineering Manager; Kimberly Rybold, AICP, Senior Planner	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: November 2,2020 <input checked="" type="checkbox"/> Ordinance 1 st Reading Date: November 2,2020 <input checked="" type="checkbox"/> Ordinance 2 nd Reading Date: November 16,2020 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		Comments: At their October 14, 2020 meeting, the Planning Commission unanimously approved a recommendation to City Council to adopt the proposed amendments.	
Staff Recommendation: Staff recommends that Council adopt Ordinance No. 846 on first reading.			
Recommended Language for Motion: I move to approve Ordinance No. 846 on first reading.			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities: Town Center	<input checked="" type="checkbox"/> Adopted Master Plan(s): Transportation System Plan (TSP), Town Center Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Hold a public hearing and consider adoption of the proposed amendments to the Wilsonville Transportation System Plan (TSP) to incorporate transportation-related infrastructure investments adopted in the Town Center Plan.

EXECUTIVE SUMMARY:

In 2019, the Wilsonville City Council adopted the Wilsonville Town Center Plan, establishing a vision for a vibrant, walkable community hub that inspires people to come together and socialize, shop, live, and work. The Plan envisions a mixed-use development pattern to create a walkable and vibrant Town Center, home to active parks, civic spaces, and amenities that provide year-round, compelling experiences.

The Town Center Plan contains several goals and implementation strategies to guide future development. Goal 4 of the Town Center Plan is Safe Access and Connectivity, which aims to provide transportation infrastructure designed to create a safe, accessible environment for all modes of travel in Town Center, creating enhanced connectivity throughout Town Center and to surrounding areas. In order to achieve this goal and the broader vision for Town Center, the implementation chapter of the plan calls for updating the City's TSP to incorporate the Plan's transportation-related infrastructure improvement projects into the Higher Priority Projects list.

The proposed TSP Amendments (Attachment 1, Exhibit A) include the addition of the following infrastructure investment projects from the Town Center Plan to the Higher Priority Projects list:

- IN.1 - I-5 Pedestrian/Bicycle Bridge Gateway
- IN.2 - Park Place Redesign from Town Center Loop to the Northern Edge of Town Center Park
- IN.3 - Park Place Redesign from Town Center Park to Courtside Drive
- IN.4 - Park Place Extension from Courtside Drive to Wilsonville Road
- IN.5 - Courtside Drive Street Improvements from Park Place to Town Center Loop East
- IN.6 - Courtside Drive Extension from Park Place to Town Center Loop West
- IN.7 - Wilsonville Road Intersection Modifications
- IN.8 - Town Center Loop West Modifications
- IN.10 - Park Place Promenade from Town Center Loop West to Courtside Drive
- IN.11 - Cycle Tracks within Town Center
- IN.12 - West Promenade

Cost estimates, as noted in the Town Center Plan, are included with these projects, along with associated changes to maps within the TSP. Cross sections developed and adopted as part of the Town Center Plan are included in the TSP update.

As part of the TSP update process, the project team completed additional analysis requested by Oregon Department of Transportation (ODOT) to ensure that the proposed TSP amendments would not result in vehicle queuing issues at the Interstate 5 interchange ramps. The analysis confirmed that vehicle queuing on Wilsonville Road is not expected to impact the interchange ramp terminals (Attachment 1, Exhibit B). Staff determined that the Town Center infrastructure projects are consistent with the Wilsonville Interchange Area Management Plan (IAMP) and no amendments are needed. The project team made minor modifications to two of the Wilsonville Road TSP projects to include an additional lane at the Wilsonville Road/Town Center Loop West intersection, signal coordination, or other alternative measures as needed to address any potential queuing that may occur in the future. A letter of support from ODOT was provided and is included within the project record (Attachment 1, Exhibit B).

On October 14, 2020, the Planning Commission held a public hearing and following the hearing unanimously recommended adoption of the proposed amendments to City Council.

EXPECTED RESULTS:

Adoption of the Town Center TSP Updates will integrate the transportation-related infrastructure investments from the Town Center Plan into the TSP's Higher Priority Projects list, setting the stage for the City to pursue financing strategies to construct these improvements.

TIMELINE:

The public hearing and first reading is scheduled for November 2, 2020, with a second reading of the Ordinance on November 16, 2020.

CURRENT YEAR BUDGET IMPACTS:

The adopted budget for FY2020-21 includes \$185,000 for Town Center Implementation Activities in CIP project #3004. The TSP updates, including additional analysis needed per ODOT to determine impacts to the Interstate 5 interchange are estimated to cost \$34,000. Approximately \$18,000 of these funds will be spent in the FY2020-21 budget year.

FINANCIAL REVIEW / COMMENT:

Reviewed by: CAR Date: 10/20/2020

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/29/2020

COMMUNITY INVOLVEMENT PROCESS:

The Town Center Plan included a robust and inclusive public outreach process where the multimodal transportation investments to be included in the TSP update were identified as transformational elements for becoming a more walkable and accessible district. Staff sent notice of the amendments to the property owners and affected agencies via U.S. postal mail.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

As a result of undertaking the Town Center Plan's implementation activities, including the TSP update, the City will begin to realize the community's vision for a more commercially vibrant, walkable, mixed-use Town Center.

ALTERNATIVES:

The City Council may provide recommendations and modifications to the TSP Amendments.

CITY MANAGER COMMENT:

N/A

ATTACHMENT:

1. Ordinance No. 846
Ordinance No. 846 attachments can be found at the following links:
 - A. [Transportation System Plan Amendments](#)
 - B. [Planning Commission Record](#)
2. TSP Amendment Summary Memo
3. Presentation

ORDINANCE NO. 846

AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING TRANSPORTATION SYSTEM PLAN AMENDMENTS RELATED TO THE TOWN CENTER PLAN.

WHEREAS, the 2040 Growth Concept Map of Metro's Regional Framework Plan shows the Wilsonville Town Center as a town center and defines a town center as a focal area for growth that provides services to tens of thousands within a two- to three-mile radius and typically includes one- to three-story buildings for employment and housing; and

WHEREAS, the City Council established starting the Town Center Plan as a 2015-2017 Council Priority Goal; and

WHEREAS, extensive community involvement shaped the Town Center Plan and over the course of the project, public input was gathered at over one-hundred public meetings and events; and

WHEREAS, in 2019 the City of Wilsonville approved Ordinance No. 835 adopting the Town Center Plan; and

WHEREAS, the Town Center Plan contains a list of transportation-related infrastructure investments, cost estimates, and cross sections intended to support future development in Town Center; and

WHEREAS, on July 8, 2020 the Wilsonville Planning Commission held a work session to discuss and take public testimony on the proposed Town Center Transportation System Plan amendments; and

WHEREAS, following the timely mailing and publication of the required notice, the Planning Commission conducted a public hearing on October 14, 2020, wherein the Commission received written public testimony, staff reports and input, and Attachments and Exhibits, and thereafter deliberated and voted unanimously to approve Planning Commission Resolution No. LP20-0003 recommending approval of the Transportation System Plan amendment, attached as **Exhibit A** to the City Council; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation ("Record") is marked **Exhibit B**, attached and incorporated herein; and

WHEREAS, following the Planning Commission public hearing, the Wilsonville Planning Director forwarded the recommended Transportation System Plan amendments to the City Council, along with a staff report and attachments, in accordance with the public hearing and notice procedures that are set forth in Sections 4.008, 4.011, 4.012, and 4.198 of the Wilsonville Code; and

WHEREAS, on November 2, 2020 the Wilsonville City Council held a work session to discuss the Town Center Transportation System Plan amendments; and

WHEREAS, the City Council, after Public Hearing Notices were provided to a list of interested parties, property owners, and affected agencies, and posted in three locations throughout the City and on the City website, held a public hearing on November 2, 2020 to review the proposed Town Center Transportation System Plan amendments, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceeding; and

WHEREAS, the City Council has duly considered the subject, including the Planning Commission recommendations and all the exhibits and testimony introduced and offered by all interested parties.

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

1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP20-0003, which includes the staff report and attachments (**Exhibit B**). The City Council further finds and concludes that the adoption of the proposed Town Center Transportation System Plan amendments are necessary to help protect the public health, safety, and welfare of the municipality by planning that will support the development of a vibrant town center within the City limits.

2. DETERMINATION.

Based on such findings, the City Council hereby adopts Transportation System Plan amendments, attached hereto and marked as **Exhibit A**, and incorporated by reference as if fully set forth herein.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 2nd day of November, 2020, and scheduled for a second reading at a regular meeting of the Council on the 16th day of November, 2020, commencing at the hour of 7:00 P.M. at the Wilsonville City Hall.

Kimberly Veliz, City Recorder

ENACTED by the City Council on the 16th day of November, 2020 by the following votes:

Yes:___ No: ___

Kimberly Veliz, City Recorder

DATED and signed by the Mayor this 16th day of November, 2020.

TIM KNAPP, Mayor

SUMMARY OF VOTES:

Mayor Knapp

Council President Akervall

Councilor Lehan

Councilor West

Councilor Linville

EXHIBITS:

- A. [Transportation System Plan Amendments](#)
- B. [Planning Commission Record](#)

Ord. No. 846 Attachment 2



117 COMMERCIAL STREET NE, SUITE 310, SALEM, OR 97301 • 503.391.8773 • DKSASSOCIATES.COM

MEMORANDUM

DATE: October 6, 2020

TO: Khoi Le, P.E. | City of Wilsonville

FROM: Scott Mansur, P.E., PTOE | DKS Associates
Jenna Bogert, E.I.T. | DKS Associates

SUBJECT: Wilsonville Transportation System Plan (TSP) Amendment Summary P18197-007

INTRODUCTION

The Town Center Plan was formally adopted by the City of Wilsonville on May 6, 2019. An excerpt from the Town Center Plan listing the transportation infrastructure projects is attached to this memorandum for reference. This memorandum discusses necessary amendments to the City of Wilsonville's Transportation System Plan (TSP) based on transportation requirements and projects identified in the Town Center Plan. The TSP changes include the addition of the following projects to the Higher Priority project list:

- Infrastructure Project #1 - Show I-5 Pedestrian/Bicycle Bridge Gateway Improvements project which will include landscaping and wayfinding signage and provides an established gateway to the Town Center.
- Infrastructure Project #2 - Show the addition of buffered bike lanes and wider sidewalks on Park Place from Town Center Loop to the north edge of Town Center Park.
- Infrastructure Project #3 - Show the Park Place Redesign from Town Center Park to Courtside Drive. This project includes construction this segment of roadway as a festival street. The cross section includes two travel lanes, on-street parking, and a protected two-way cycle track.
- Infrastructure Project #4 - Show the Park Place Extension (Courtside Drive to Wilsonville Road).
- Infrastructure Project #5 - Show the Courtside Drive street improvements (Park Place to Town Center Loop E). The improvements include a two-way cycle track and the addition of on-street parking on the south side.

- Infrastructure Project #6 - Show the roadway extension of Courtside Drive (Park Place East to Town Center Loop West).
- Infrastructure Project #7 – Wilsonville Road Intersection Modifications
 - Show the elimination of eastbound and westbound left turns on Wilsonville Road at the Town Center Loop West intersection. Additionally, a landscaped median and crosswalk will be added to the west leg to improve pedestrian and bicycle safety. This traffic signal will require modification.
 - Show the new signalized intersection on Wilsonville Road where the extension of Park Place would create a new four-leg intersection at Wilsonville Road, which includes eastbound and westbound left turns and the removal of existing median landscaping.
 - Show the replacement of the existing traffic signal at Rebekah Street with an enhanced pedestrian crossing (pedestrian activated flashing beacon) with medians. Minor street access at this intersection will be restricted to right-in/right-out only movements.
 - Show the addition of dual eastbound left turns with dual northbound receiving lanes at the Wilsonville Road/Town Center Loop East intersection. This traffic signal will require modification.
- Infrastructure Project #8 - Show the Town Center Loop West modifications, which include reducing the travel lanes from 5 lanes to 3 lanes and restriping the outside lanes as buffered bike lanes.
- Infrastructure Project #10 - Show the conversion of Park Place (Town Center Loop West to Courtside Drive) to a promenade for bicycle and pedestrian activity.
- Infrastructure Project #11 – Show the location of multiple proposed cycle tracks within the Town Center.
- Infrastructure Project #12 – Show the proposed West Promenade located just north of the existing Fry’s Electronics store.

PROPOSED AMENDMENTS FOR TSP COMPLIANCE

The discussion of recommended revisions is generally organized by reference to the applicable chapter(s) of the TSP. In all chapters, revisions to existing TSP language are presented with deletions shown in ~~strikethrough~~ and additions shown as underlined. The revised TSP figures and text are attached to this memorandum. The revisions identified in this memorandum will also be addressed in a final amended TSP document once the revisions are approved by the Planning Commission and City Council.

EXECUTIVE SUMMARY

The following changes are recommended to the Executive Summary of the City of Wilsonville's TSP.

HIGHER PRIORITY PROJECTS FIGURE (PAGE IV)

See the recommended changes to this figure in Figure 5-2: Higher Priority Projects.

HIGHER PRIORITY PROJECTS TABLE (PAGE V)

Add or Remove the following projects to this table:

- RE – 15: Park Place Extension
- RE - 16: Courtside Drive Extension
- UU – 11: Park Place Redesign
- UU – 12: Park Place at Town Center Park Redesign
- UU – 13: Courtside Drive Upgrades
- ~~SI – 04: Wilsonville Rd/Town Center Loop West Intersection Improvements~~
- SI – 09: Wilsonville Road/Town Center Loop West Turn Lane Removal
- SI – 10: Wilsonville Road/Park Place New Traffic Signal
- SI – 11: Wilsonville Road/Town Center Loop East Dual Left Turn Lanes
- BW - 09a: I-5 Bike/Pedestrian Bridge
- BW – 09b: I-5 Bike/Pedestrian Bridge Gateway Treatments
- BW - 16: Town Center Loop West Bicycle Lanes
- BW – 17: Wilsonville Road/Rebekah Street Enhanced Pedestrian Crossing
- BW – 18: Park Place Promenade
- BW – 19a: Cycle Track: I-5 Ped/Bike Bridge to Town Center Park
- BW – 19b: Cycle Track: Town Center Loop E
- BW – 20: West Promenade

CHAPTER 3: THE STANDARDS

The following changes are recommended to Chapter 3 of the City of Wilsonville's TSP.

FIGURE 3-4: FREIGHT ROUTES (PAGE 3-9)

Summary of changes:

- Show Wilsonville Road (from Town Center Loop West to Town Center Loop East) as a future truck route.
- Show Town Center Loop East (from Wilsonville Road to Parkway Avenue) as a future truck route.

FIGURE 3-5: BICYCLE ROUTES (PAGE 3-11)

Summary of changes:

- Relocate the I-5 Pedestrian/Bicycle Bridge north of Town Center Loop to the south so it aligns with the proposed location in the Town Center Plan.
- Add blue highlight to Town Center Loop West from Wilsonville Road to Parkway Avenue to indicate a future bike lane (BW-16).
- Add a dashed blue line to indicate future bike lanes on the Courtside Drive extension (RE-16).
- Add a red dashed line to indicate future cycle tracks along the segments listed in projects BW-19a, BW-19b, UU-12 and UU – 13.
- Add a red dashed line to the legend that represents future cycle tracks.
- Remove blue highlight, add solid blue line to Town Center Loop East from Parkway Avenue to Wilsonville Road.
- Remove blue highlight, add solid blue line to Boeckman Road from Parkway Avenue to Canyon Creek Road.
- Remove blue highlight, add solid blue line to Canyon Creek Road between Town Center Loop and Boeckman Road.

PAGE 3-12: FACILITY TYPES TEXTBOX

Town Center Area

FIGURE 3-11: SHARED USE PATHS AND TRAIL CROSS SECTIONS

Add in one new cross section from the Town Center Plan:

- Promenade

**PAGE 3-13: TOWN CENTER AREA CROSS SECTIONS
(INSERT NEW PAGES AFTER PAGE 3-19)**

The Town Center Plan includes some unique cross section standards for some of the new roadway extensions and upgrades to existing roadways. These cross sections include wider sidewalks and bicycle facilities to accommodate safer and increased multimodal access and connectivity within the Town Center. For any development in the Town Center Area, please reference the Town Center Plan (2019) for additional cross sections.

- Park Place Extension Cross Section¹ (RE – 15)
- Courtside Drive Extension Cross Section (RE - 16)
- Park Place Redesign Cross Section (UU - 11)
- Park Place Redesign at Town Center Park Cross Section (UU – 12)
- Courtside Drive Upgrade Cross Section (UU - 13)

1. Install a 12-foot wide left turn pocket at major intersections (e.g. Wilsonville Road)

CHAPTER 5: THE PROJECTS

The following changes are recommended to Chapter 5 of the City of Wilsonville’s TSP.

FIGURE 5-2: HIGHER PRIORITY PROJECTS (PAGE 5-5)

Added the following projects to the figure:

- Add the Park Place Extension project (RE – 15) as a main street roadway extension between Courtside Drive and Wilsonville Road.
Add main street roadway extension to the legend as a purple line.
- Add the Courtside Drive Extension project (RE-16) as a main street roadway extension between Park Place and Town Center Loop East.
- Add the Park Place Redesign project (UU – 11) as a main street urban upgrade between Town Center Loop to just north of the Town Center Park.
Add main street urban upgrade to the legend as a purple highlight.
- Add the Park Place at Town Center Park Redesign project (UU – 12) as a main street urban upgrade between just north of Town Center Park to Courtside Drive.
- Add the Courtside Drive Upgrades project (UU – 13) as a Collector street urban upgrade from Park Place to Town Center Loop East.
- Add the Wilsonville Road/Town Center Loop West Turn Lane Removal project (SI - 09) to the figure.
- Add the Wilsonville Road/Park Place New Traffic Signal project (SI – 10) to the figure.

- Add the Wilsonville Road/Town Center Loop East Dual Turn Lanes (SI-11) to the figure.
- Renumber the I-5 Pedestrian/Bicycle Bridge project, BW-09, to BW-09a.
- Add the I-5 Pedestrian/Bicycle Bridge Gateway Improvements project (BW-09b) to the pedestrian bridge near Town Center Loop West.
- Add the Town Center Loop West Bicycle Lanes project (BW-16) from Parkway Avenue to Wilsonville Road to the figure.
- Add the Wilsonville Road/Rebekah Street Enhanced Pedestrian Crossing (BW-17) project to the figure.
- Add the Park Place Promenade project (BW-18) as a bikeway/walkway on Park Place between Courtside Drive and Town Center Loop West.
- Add the Cycle Track: From the I-5 Ped/Bike Bridge to Town Center Park project (BW-19a) as a bikeway to the figure.
- Add the Cycle Track: Town Center Loop E project (BW-19a) as a bikeway to the figure from Courtside Drive to Wilsonville Road.
- Add the West Promenade (BW-20) along the proposed cycle track that connects the I-5 Pedestrian/Bicycle Bridge to Park Place.
- Remove the Wilsonville Rd/Town Center Loop West Intersection Improvements (SI - 04) project from the map.

TABLE 5-5: HIGHER PRIORITY PROJECTS (SOUTHEAST QUADRANT) (PAGE 5-12 AND INSERT NEW PAGE AFTER 5-12)

Add the following text to the table:

PROJECT	DESCRIPTION	COST
<u>RE - 15: Park Place Extension</u>	<u>Construct an extension of Park Place from Courtside Drive to Wilsonville Road as a new main street with two travel lanes, parking, and sidewalks on both sides. This extension will create a new signalized intersection at Wilsonville Road (see SI-10).</u>	<u>\$6,300,000</u>
<u>RE - 16: Courtside Drive Extension</u>	<u>Construct an extension of Courtside Drive from Park Place to Town Center Loop West as a new main street with two travel lanes, buffered bike lanes, and sidewalks.</u>	<u>\$6,600,000</u>

PROJECT	DESCRIPTION	COST
<u>UU – 11: Park Place Redesign</u>	<u>Upgrade Park Place between Town Center Loop and northern edge of Town Center Park to meet the cross-section standard shown in Figure 3-13, which includes two-travel lanes with buffered bike lanes and sidewalks.</u>	\$4,400,000
<u>UU – 12: Park Place at Town Center Park Redesign</u>	<u>Upgrade Park Place between the northern edge of Town Center Park to Courtside Drive to meet the cross-section standard shown in Figure 3-13, which includes the installation of a two-lane, curbless street with on street parking, a buffered two-way cycle track, and sidewalks.</u>	\$3,700,000
<u>UU – 13: Courtside Drive Upgrades</u>	<u>Upgrade Courtside Drive between Town Center Loop East and Park Place to meet the cross-section standard shown in Figure 3-13, which includes the addition of a buffered two-way cycle track and parking on the south side of Courtside Drive.</u>	\$7,900,00
<u>SI – 04: Wilsonville Rd/Town Center Loop West Intersection Improvements</u>	<u>Widen the north leg of the intersection and install a second southbound right turn lane (dual lanes)</u>	\$500,000
<u>SI – 09: Wilsonville Road/Town Center Loop West Turn Lane Removal</u>	<u>Modify the existing signal to eliminate eastbound and westbound left turns, add a landscaped median to the west leg, and add a crosswalk to the west side of the intersection with a median refuge island. This project should include a “trap lane” to mitigate queuing into the ramp terminal intersection unless at the time of construction a 20-year analysis demonstrates that it is not needed or if alternative mitigation is identified that that has similar or better results.</u>	\$750,000
<u>SI – 10: Wilsonville Road/Park Place New Traffic Signal</u>	<u>Modify the intersection to add left turn lanes on Wilsonville Road and install a traffic signal that allows all turning movements. To be installed in conjunction with SI-09 and RE-15. The project should include signal coordination with dump loop sensors unless at the time of construction a 20-year analysis demonstrates that the sensors and signal coordination in the corridor is not needed</u>	\$1,500,000

PROJECT	DESCRIPTION	COST
	<u>or if alternative mitigation is identified that that has similar or better results. Both projects SI-09 and SI-10 should be implemented simultaneously.</u>	
<u>SI – 11: Wilsonville Road/Town Center Loop East Dual Left Turn Lanes</u>	<u>Modify the existing traffic signal to include dual eastbound left turn lanes and modify the north leg to have dual receiving lanes. Remove eastbound and southbound dedicated right turn lanes to accommodate added lanes.</u>	<u>\$1,500,000</u>
<u>BW -09a: I-5 Pedestrian/Bicycle Bridge</u>	No change	No change
<u>BW – 09b: I-5 Pedestrian/Bicycle Bridge Gateway Treatments</u>	<u>Install architectural elements, seating, landscaping, and wayfinding/directional signage at the gateway of the I-5 Pedestrian/Bicycle Bridge.</u>	<u>\$1,500,000</u>
<u>BW - 16: Town Center Loop Bike Lanes</u>	<u>Reduce the number of travel lanes on Town Center Loop West between Parkway Avenue and Wilsonville Road to three lanes and restripe the outside lanes for bicycle lanes.</u>	<u>\$207,000</u>
<u>BW – 17: Wilsonville Road/Rebekah Street Enhanced Pedestrian Crossing</u>	<u>Modify the intersection by removing the existing traffic signal, extending the landscaped median, and restricting minor street turning movements to right-in, right-out only. Install activated flashers for pedestrian and bicycle crossings of Wilsonville Road.</u>	<u>\$500,000</u>
<u>BW – 18: Park Place Promenade</u>	<u>Convert the existing segment of Park Place between Courthouse Drive and Town Center Loop West from a motor vehicle route to pedestrian/bicycle facilities only. Construct a promenade that includes a cycle track and wide walkway for pedestrians.</u>	<u>\$2,400,000</u>
<u>BW – 19a: Cycle Track: I-5 Ped/Bike Bridge to Town Center Park</u>	<u>Install a two-way cycle track connecting the I-5 ped/bike bridgehead to Park Place near Town Center Park. This segment would likely require purchasing right-of-way or could be combined with future redevelopment of the Fry’s site.</u>	<u>\$75,000</u>

PROJECT	DESCRIPTION	COST
<u>BW - 19b: Cycle Track: Town Center Loop E</u>	<u>Install a two-way cycle track on the east side of Town Center Loop East from Courtside Drive to Wilsonville Road. This project would not likely be implemented until after SI-11 has been completed.</u>	<u>\$51,000</u>
<u>BW - 20: West Promenade</u>	<u>Install a promenade along the proposed cycle track that connects the I-5 Pedestrian/Bicycle Bridge to Park Place.</u>	<u>\$1,800,000</u>

FIGURE 5-6: HIGHER PRIORITY PROJECTS (SOUTHEAST QUADRANT) (PAGE 5-13)

Summary of changes:

Same changes as Figure 5-2: Higher Priority Projects (page 5-5)

Please contact Scott Mansur if you have any questions. Thank you!

ATTACHMENTS

- **TRANSPORTATION INFRASTRUCTURE PROJECTS EXCERPT FROM TOWN CENTER PLAN (MAY 6TH, 2019)**
- **REVISED TSP FIGURES AND TEXT**

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Implementing the Town Center Plan

update the Parks and Recreation Master Plan to incorporate parks and trails recommendations. The City's capital improvement plan should be amended to incorporate the Plan's infrastructure investment projects. This update is assumed to occur when those plans are updated, if not sooner, following adoption of the Plan.

Estimated Costs (Items RA.1-RA.3):

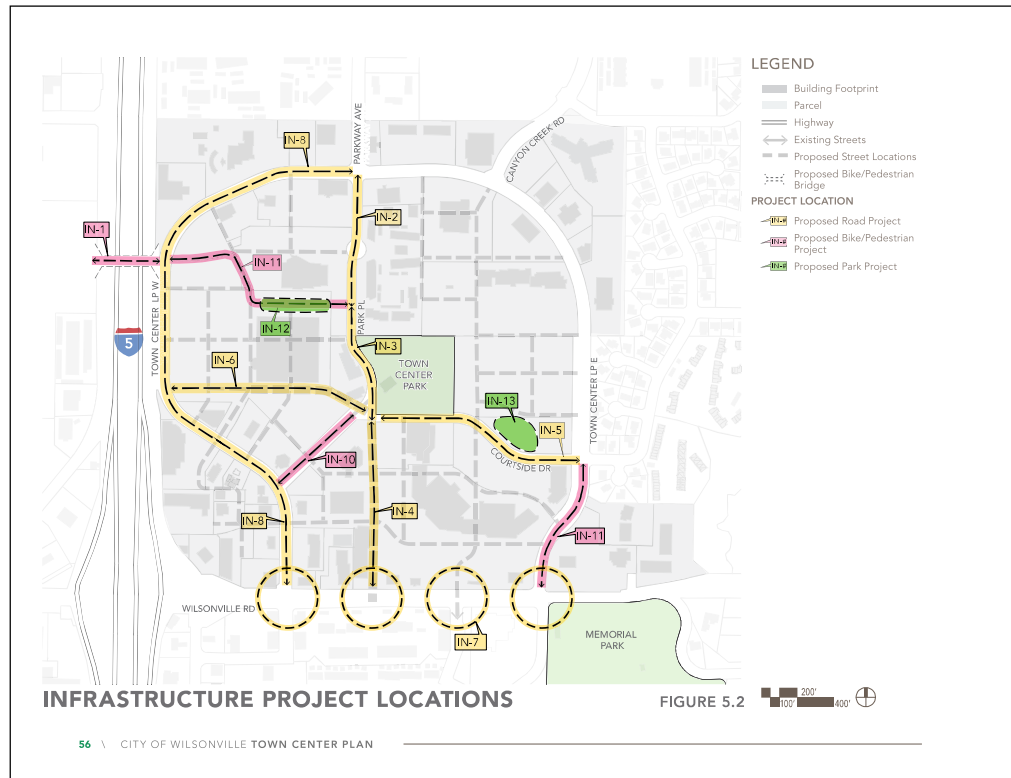
Item RA.1-RA.3 will be completed as part of the Town Center Plan adoption process. Costs associated with RA.4 will require temporary allocations of staff time at a fraction of FTE. Costs associated with implementing RA.5 are expected to be approximately \$15,000 to update the Transportation System Plan. Other plan updates will require temporary allocations of staff time at a fraction of FTE and completed during regular plan amendment processes.

INFRASTRUCTURE INVESTMENTS

Public infrastructure, including roads, sewer, water, stormwater, fiber/conduit infrastructure, and parks, provide the foundation for a complete community. Infrastructure provides essential services and in Town Center provides the transformational

elements for becoming a more walkable and accessible district. While some infrastructure projects will likely be completed as part of private development, there are several projects that could be partially or wholly publicly funded to catalyze development. "Framework projects" are projects that establish a foundational element of the Plan. Framework projects are projects that were identified by the project Task Force, Planning Commission and City Council as being the most important projects to complete (pending funding) to implement the Plan's vision. These are high priority projects that will receive public funding to cover a portion of the costs. Local businesses and landowners will be integral parts of the design and construction process to identify ways to minimize impacts when construction does occur in the future.

"Estimated costs" are total project costs and provided for the infrastructure investments that are likely to have a public funding component. Streetscape projects do not include sewer, water, or stormwater costs, which are broken out separately (see IN.14), but assumed to be built concurrently. Depending on the timing of adjacent development, the City or a private developer may construct the improvements. Table 5.1 on page 99 identifies the proposed phasing for each major infrastructure project, and the Plan recommends the creation of an Infrastructure Finance Study to



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Implementing the Town Center Plan

outline more specific timing and a funding strategy for these infrastructure investments (see ED.9 on page 91). Phasing for major projects considers the interdependence of specific elements of each project. For example, modifications to Wilsonville Road would not occur until the Park Place extension is constructed. The Park Place extension project would require implementing the signal changes/timing at the other Wilsonville Road intersections, triggering the Wilsonville Road modifications.

Infrastructure projects, unless otherwise stated, assume full construction or reconstruction of a particular segment. Some projects would only modify existing facilities, which may reduce total project costs. Some street projects would also include sewer, water and stormwater infrastructure, which are provided as separate cost estimates (see IN.14) to reflect the relocation of these facilities to the public right-of-way. All road construction projects assume that the facility will include stormwater management and green street amenities, such as stormwater swales and landscaping treatments (as described in Chapter 4) to reduce environmental impacts of construction and use of the facility. Infrastructure projects should also include fiber/conduit facilities to the extent possible. Locations of infrastructure projects are identified on Figure 5.2.

IN.1 I-5 Bike/Pedestrian Bridge Gateway (Framework Project)

The City is in the process of designing a bike/pedestrian bridge over I-5 that will connect the northwest corner of Town Center to the existing transit center and development on the west side of I-5. While the exact location of the bridgehead is still to be determined, the eastside bridgehead in Town Center will provide an opportunity to establish a highly visible gateway to Town Center. A well-designed bridge and bridge landing can include architectural elements that reflect Town Center as well as seating, landscaping and wayfinding/directional signage, providing direct connections for people to destinations in Town Center, such as Town Center Park using a two-way cycle track, and to the local and regional bicycle and pedestrian network.

Estimated Cost: \$10.8 million (bridge), \$1.5 million (bridge landing/gateway)

IN.2 Park Place Redesign (Town Center Loop to Northern Edge of Town Center Park)

This section of existing roadway, currently known as Parkway, is one of the original connections from Town Center Loop

adjacent to the theater and apartments. The recommended future design for this section of Park Place includes two travel lanes, buffered bike lanes, and wide sidewalks (see Appendix D for the recommended cross section). Buffered one-way bike lanes are recommended in this section of roadway to provide connections to existing bicycle lanes north of Town Center Loop.

Estimated Cost: \$4.4 million

IN.3 Park Place Redesign (Town Center Park to Courthouse Drive, Framework Project)

This section of Park Place becomes an extension of Town Center Park. Constructed as a curbside street (see Figure 5.3 for the recommended cross section) that can be closed during events in Town Center Park, a farmers market, or other civic use. This section of roadway is a critical transition between the northern and southern portions of the main street and a core component of the Town Center vision. This section of Park Place includes

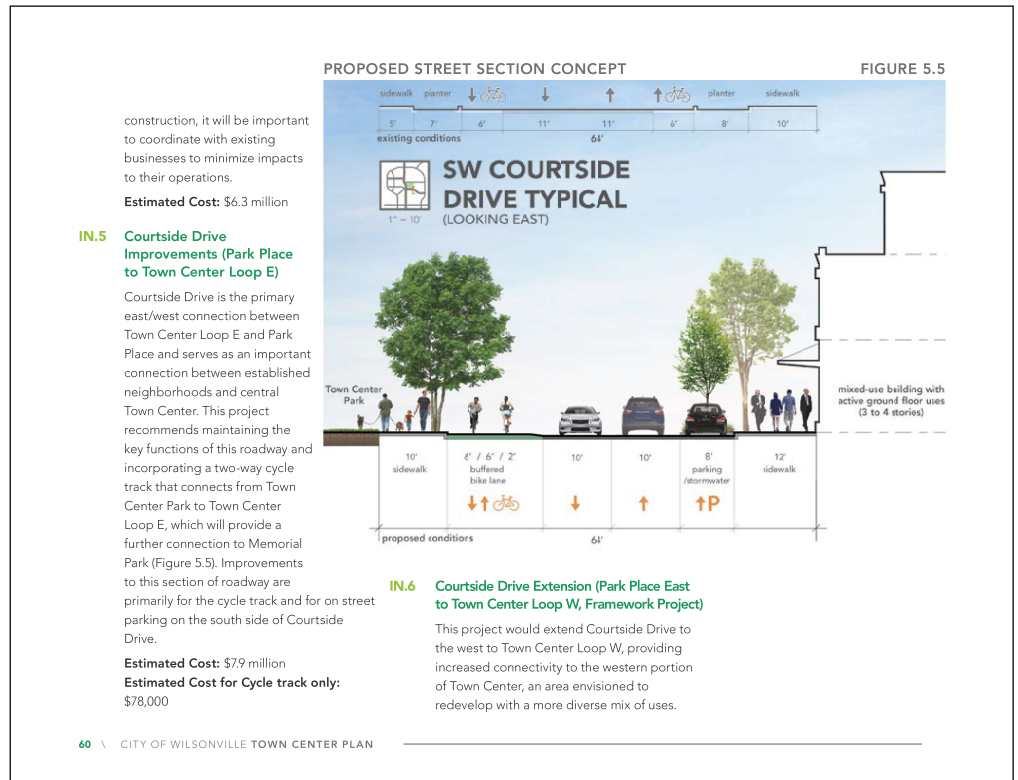
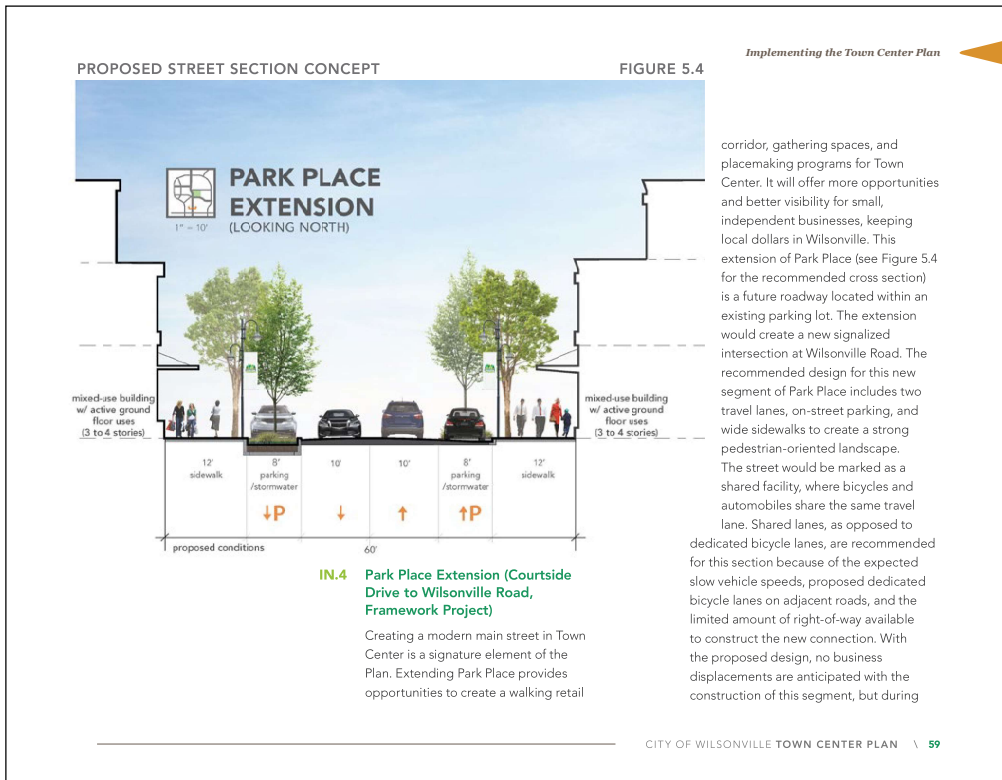
PROPOSED STREET SECTION CONCEPT FIGURE 5.3



two travel lanes, on street parking, and a protected two-way cycle track, providing an important multimodal connection between the I-5 bike/pedestrian bridge, Promenade, and the two-way cycle track proposed on the north side of Courthouse Drive to Memorial Park (see IN.5 for a project description).

Estimated Cost: \$3.7 million

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FIGURE 5.6

The recommended roadway design includes two travel lanes, on street parking, bicycle lanes and wide sidewalks (see Appendix D, Local Street, Option 2) to create a strong pedestrian-oriented landscape.

Estimated Cost: \$6.6 million

IN.7 Wilsonville Road Intersection Modifications

Wilsonville Road is the most important arterial connection to Town Center and also provides access to one of two I-5 interchanges in Wilsonville. Wilsonville Road experiences congestion at peak hours due to existing capacity issues on I-5 at Boone Bridge, affecting the Wilsonville Road/

Town Center Loop W intersection where traffic can back up on both roadways. Recommended improvements along Wilsonville Road are designed to improve traffic distribution through Town Center and better accommodate anticipated traffic growth (Figure 5.6). The Wilsonville Road improvements allow for and implementation of the desired multimodal form as recommended in this plan (see intersection plan views in Appendix B). Specific changes to Wilsonville Road include:

- **Wilsonville Road/Town Center Loop W**
Modify the existing traffic signal to eliminate eastbound and westbound left turns, add a landscaped median to

the west leg, and improve pedestrian and bicycle safety by adding a crosswalk to the west side of the intersection and a median refuge to cross Wilsonville Road. Providing protected pedestrian refuges and signalization for bicycle and pedestrian crossings is essential for improving safety and increasing walking in the area.

- **Wilsonville Road/Park Place**
Construct a new intersection that connects the extension of Parkway Avenue to Wilsonville Road. At this intersection, install a traffic signal that allows all turning movements and moves eastbound left turn traffic further from the I-5 interchange.
- **Wilsonville Road/Rebekah Street**
Remove the existing traffic signal and restrict the minor street turning movements to be right-in, right-out only by continuing the landscaped median or using space for a pedestrian and bicycle median. Include bicycle and pedestrian activated flashers for crossings.
- **Wilsonville Road/Town Center Loop E**
Modify the existing traffic signal to include dual eastbound lefts and modify the north leg to have dual northbound

receiving lanes. Remove eastbound and southbound dedicated right-turn lanes to accommodate added lanes.

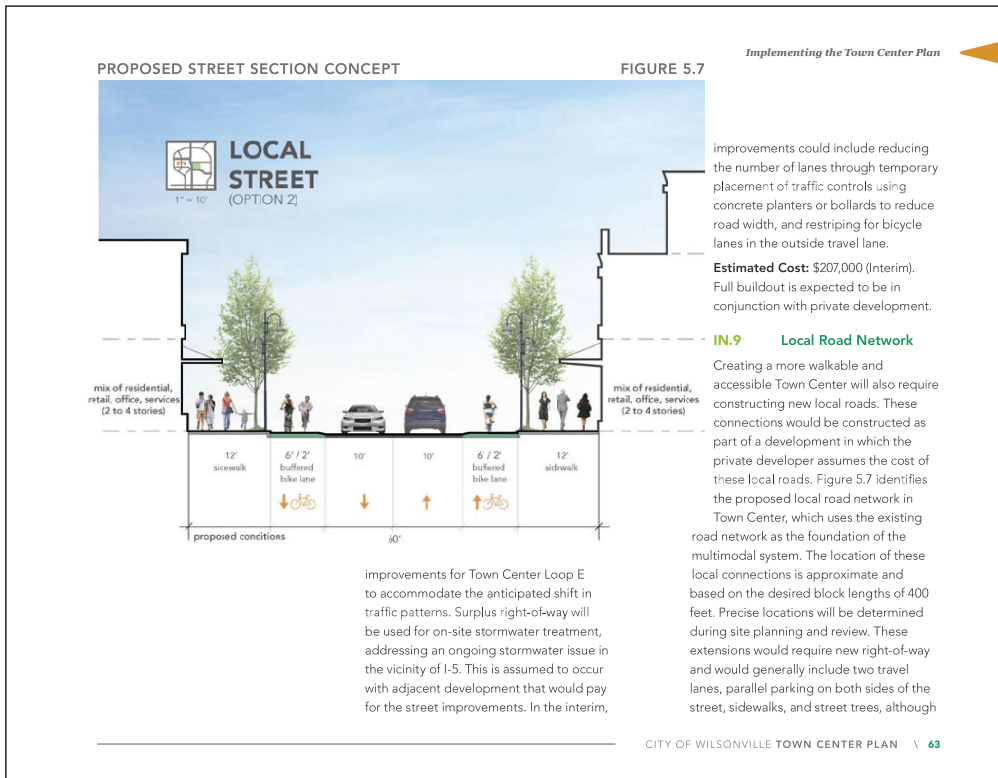
Estimated Cost: \$1.8 million

IN.8 Town Center Loop W Modifications

Town Center Loop W is a wide street with five lanes in many locations and without bicycle lanes or complete sidewalks. The focus of this project is to make Town Center Loop W more pedestrian and bicycle friendly, help redistribute through traffic, and reduce congestion at the Wilsonville Road/Town Center Loop W intersection.

As development occurs adjacent to Town Center Loop W, the roadway could transition to a local road (see Appendix D for potential cross sections) that provides access to businesses as well as multimodal access from the bike/pedestrian bridge and western portions of Town Center. In the event a parallel road is constructed and can accommodate the traffic, Town Center Loop W could also be vacated and the right-of-way used for development. If it remains in place, Town Center Loop W would be reduced from five to three lanes (two travel lanes with left turn pockets) in conjunction with intersection

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some connections may use a "woonerf" style design, or pedestrian-only connections (Appendix D). Some streets would also include fiber conduit, new sewer and water infrastructure while all streets would have stormwater pipes (see Figures 4.1, 4.2, and 4.3 for general location of facilities) that are assumed to be constructed by private development.

Estimated Cost: Not applicable. Local roads and associated communications, sewer, water and stormwater infrastructure identified as part of the Plan are assumed to be constructed by private development.

IN.10 Park Place Promenade Redesign

The Park Place Promenade redesigns Park Place between Town Center Loop W and Courtside Drive to eliminate it as a vehicular route and create a linear park feature that provides bicycle and pedestrian access and a location for future temporary events such as festivals or a farmers market. The final design of this area will be determined as part of the design of future adjacent development expected to front the promenade. Essential components should include provisions for temporary events, public gathering spaces with shade and/or weather covering, bicycle

and pedestrian connectivity and transit vehicle access. Design would be similar to the woonerf-style local street cross section (Appendix D) that is designed to be closable to through traffic. Depending on the final design, vehicle charging, car share and bus stops could also be incorporated into the design.

Estimated Cost: \$2.4 million

IN.11 Cycle Tracks

There are several sections of two-way cycle tracks identified in the Plan. These provide essential connectivity elements both within Town Center and to the surrounding bicycle and trail network. There are four primary cycle tracks proposed in Town Center that together create a continuous cycle track between the I-5 bike/pedestrian bridge and Memorial Park. The type of bicycle facility to be located within the Park Place Promenade will be determined as part of the Park Place Promenade design process (see Project IN.10). Prior to development of the project, or as portions are constructed, the City could place placards, signage or other information to describe the entire project and how it will function when completed.

- Segment 1: Bike/Pedestrian Bridge to Town Center Park. This segment would

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be constructed from the future bike/ pedestrian bridge to approximately the north side of Town Center Park. While the final bridgehead location is still to be determined, the proposed connection would be located generally at the northern end of the Fry's parking lot and connecting to Park Place along/as part of the Promenade (see Project IN.12), where it would cross Park Place and then run on the east side of the roadway adjacent to Town Center Park. This segment would likely require purchasing right-of-way, or could be combined with future redevelopment of the Fry's site.

- **Segment 2: Town Center Park to Courtside Drive.** This segment would be constructed as part of the Park Place Redesign (Project IN.3) because it will require reconfiguring the corner of Town Center Park and potentially the western parking area for Town Center Park to accommodate the future main street extension south to Wilsonville Road. A quick win project could be to restripe the existing roadway as a two-way buffered bike lane, similar to what was completed during the Town Center Main Street Popup event at the 2018 Wilsonville Community Block Party (see page 25)



CYCLE TRACK VERSUS BUFFERED BICYCLE LANES

A **CYCLE TRACK** is an exclusive bike facility that is separated from motor vehicle traffic, parking lanes and sidewalks through the use of bollards, medians, or raised curbs. Cycle tracks can be designed in a variety of ways, but all are intended to be primarily used for bicycles, and are separated from motor vehicle travel lanes, parking lanes, and sidewalks. In situations where on-street parking is allowed, cycle tracks are located to the curb-side of the parking (in contrast to bike lanes).

BUFFERED BIKE LANES are conventional bicycle lanes paired with a designated buffer space (usually painted) separating the bicycle lane from the adjacent motor vehicle travel lane and/or parking lane. Buffered bike lanes can be used anywhere a traditional bike lane is proposed and provides more space for bikes without making the bike lane appear so wide that it might be mistaken for a travel or parking lane.

PROPOSED STREET SECTION CONCEPT

FIGURE 5.8



during the planning process for the Plan. The two-way buffered bike lane would then be replaced with a permanent two-way cycle track.

- **Segment 3: Town Center Park to Town Center Loop E (Courtside Drive Segment).** This segment is implemented primarily through restriping the existing roadway on the north side of Courtside Drive between Park Place and Town Center Loop E and could be implemented at the same time as the quick win described for Segment 2. Access to the Town Center Park parking area along Courtside Drive may need to be modified to accommodate this project. No additional right-of-way is assumed to be required because the existing right-of-way is available to accommodate the proposed improvements.
- **Segment 4: Town Center Loop E to Wilsonville Road.** This segment would be located on the east side of Town Center Loop E. This section of cycle track would connect the central

portion of Town Center to Memorial Park south of Wilsonville Road. This project would not likely be implemented until the modifications to the Wilsonville Road/Town Center Loop E intersection are completed as there are already buffered bicycle lanes on Town Center

Ord. No. 846 Attachment 2

Implementing the Town Center Plan

Loop E The cycle track improvements would increase safety by crossing to the east side on Town Center Loop E at Courtside Avenue, not at Wilsonville Road, to remove the potential conflicts with the additional left turn movements from Wilsonville Road to Town Center Loop E. The two-way cycle track and vehicular lanes, as proposed, will fit within existing right-of-way.

Estimated Cost: Segment 1: \$75,000; Segment 2: N/A, expected to be completed as part of the Park Place redesign (project costs are included within that project); Segment 3: \$78,000; Segment 4: \$51,000.

IN.12 Promenade (Framework Project)

The Promenade is a linear park located north of the existing Fry's building. This project provides an important multimodal connection between the I-5 bike/pedestrian bridge landing and the two-way cycle track on Park Place (Figure 5.8). The bike/pedestrian landing is expected to connect to the Promenade, either directly or through another connection, depending on the final bridge location. This project would likely be constructed if redevelopment on all or a portion of the Fry's and/or Regal

Theater parcel occurred. The Promenade provides plaza and open space for area residents and employees and helps create a very active area near the I-5 bike/pedestrian bridge landing that draws users from the bridge into Town Center. The promenade also envisions an integrated stormwater feature, wide sidewalks and seating areas in addition to a portion of Segment 1 of the proposed cycle track (see Project IN.11).

Estimated Cost: \$1.8 million

The Promenade is assumed to be constructed, in whole or in part, by private development. The City may pursue funding for this project in advance of adjacent development as part of the bike/pedestrian bridge landing or following the bridge project to ensure the cycle track and emerald chain connections are constructed in a timely fashion.

IN.13 Town Center Skatepark

The Plan incorporates the proposed skatepark to be located east of Town Center Park, described in Project 1.7.a of the 2018 Wilsonville Parks and Recreation Comprehensive Master Plan. This location is along the cycle-track and within the chain of green spaces between Town Center Park and Memorial Park.

Estimated Cost: \$800,000 per the City's most recent cost estimate included in the 2018 Parks and Recreation Comprehensive Master Plan.

IN.14 Water, Sewer and Stormwater System Upgrades

As new development occurs, additional infrastructure facilities will be required. As new roads are constructed, water, sewer, and stormwater system upgrades will be constructed as part of the road project to minimize costs (see Figures 4.1, 4.2 and 4.3 for complete system locations). For systems within local roads, those facilities would be paid for and constructed by private development. Depending on the timing of adjacent development, the City or a private developer may construct the improvements. Adjacent development would be responsible for connecting to the system.

Estimated Cost: Water: \$11.2 million, sewer: \$10 million, stormwater: \$26.2 million (NOTE: these costs do not include any infrastructure within local roads, which would be constructed by private development).

PARKING STRATEGIES

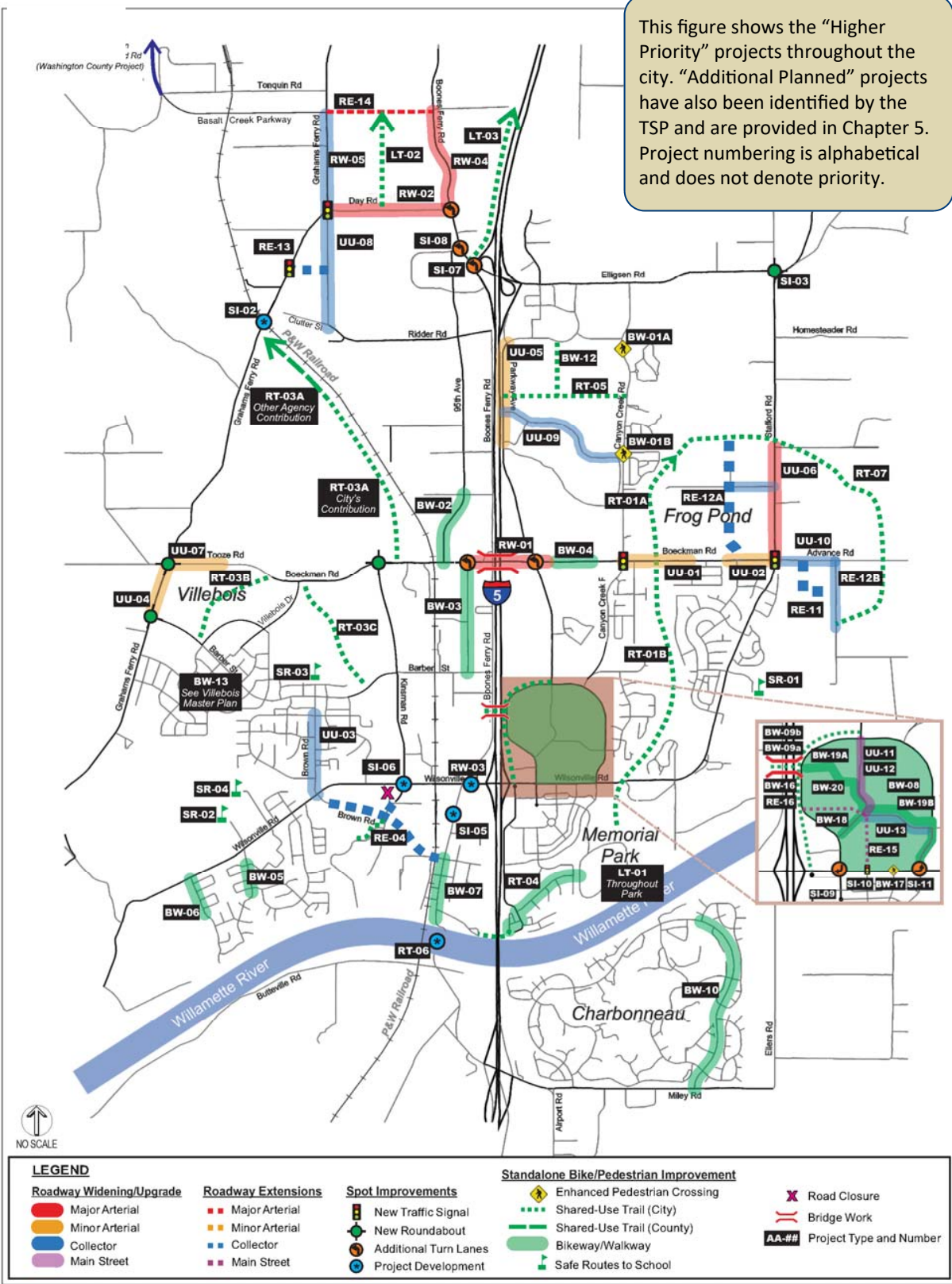
There are many ways to encourage pedestrian-oriented development within Town Center while still providing parking options for those accessing Town Center by car. Parking is a part of Town Center and should be placed in convenient, accessible locations but screened from view by either buildings or landscaping. Pedestrians should not have to walk through parking lots to access adjacent businesses or residences.

The parking analysis (see Appendix E) completed for the Plan showed that parking usage varies considerably by location, time of day, weekdays and weekends in Town Center. Future development will require parking, likely a combination of surface and structured facilities. As Town Center develops over time, a variety of parking management techniques and incentives could be implemented to achieve the goals for parking in the Town Center.

PA.1 Develop a Town Center Parking Management Plan

The purpose of the parking management plan is to ensure that off-street parking is not the driving factor in how land is used within Town Center. Prior to developing a parking management plan, the City should conduct a parking inventory and

HIGHER PRIORITY PROJECTS



Ord. No. 846 Attachment 2

HIGHER PRIORITY PROJECTS (LISTED ALPHABETICALLY BY IMPROVEMENT)

No.	Higher Priority Project
Roadway Extensions (Multimodal Connectivity)	
RE-04A	Corridor Study for Brown Road Extension
RE-04B	Brown Road Extension (5th Street Connection)
RE-13	Java Road Connection and Signal
RE-11	Meridian Creek Middle School Site Improvements
RE-12A	Frog Pond West Neighborhood Collector Roads
RE-12B	Frog Pond South Neighborhood Collector Roads
RE-14	Basalt Creek Parkway Connection
RE-15	Park Place Extension
RE-16	Courtside Drive Extension
Roadway Widening (Capacity)	
RW-01	Boeckman Road Bridge and Corridor Improvements
RW-02	Day Road Widening
RW-03	Widen Wilsonville Road East of Boones Ferry Road
RW-04	Boones Ferry Road Widening
RW-05	Grahams Ferry Road Widening
Urban Upgrades (Multimodal Connectivity and Safety)	
UU-01	Boeckman Road Dip Improvements
UU-02	Boeckman Road Urban Upgrade
UU-03	Brown Road Upgrades
UU-04	Grahams Ferry Urban Upgrade
UU-05	Parkway Avenue Urban Upgrade
UU-06	Stafford Road Urban Upgrade
UU-07	Tooze Road Urban Upgrade
UU-08	Garden Acres Road Urban Upgrade
UU-09	Printer Parkway Urban Upgrade
UU-10	Advance Road Urban Upgrade
UU-11	Park Place Redesign
UU-12	Park Place at Town Center Redesign
UU-13	Courtside Drive Upgrades
Spot Improvements (Transportation System Management/Operations)	
SI-02	Grahams Ferry Railroad Undercrossing Project Development
SI-03	Stafford Road/65th Avenue Intersection Improvements
SI-05	Curb Extension Removal on Boones Ferry Road
SI-06	Truck Turning Improvements SW Kinsman Road
SI-07	Dual Southbound Right Turn Lanes on I-5 Off-Ramp at Boones Ferry Road
SI-08	Boones Ferry Road/95th Avenue Access Management
SI-09	Wilsonville Road/Town Center Loop West Turn Lane Removal
SI-10	Wilsonville Road/Park Place Traffic Signal
SI-11	Wilsonville Road/Town Center Loop East Dual Turn Lanes
Bikeways and Walkways (Standalone Pedestrian and Bicycle Improvements)	
BW-01 A/B	Canyon Creek Road Enhanced Pedestrian Crossings
BW-02	95th Avenue Sidewalk Infill

No.	Higher Priority Project
Bikeways and Walkways (Standalone Pedestrian and Bicycle Improvements) . . . Continued	
BW-03	Boberg Road Sidewalk Infill
BW-04	Boeckman Road Bike Lanes and Sidewalk Infill
BW-05	Willamette Way East Sidewalk Infill
BW-06	Willamette Way West Sidewalk Infill
BW-07	Boones Ferry Road Sharrows
BW-08	Town Center Loop Pedestrian, Bicycle, and Transit Improvements
BW-09a	I-5 Bike/Pedestrian Bridge
BW-09b	I-5 Bike/Pedestrian Bridge Gateway Treatments
BW-10	French Prairie Drive Pathway
BW-12	Parkway Center Trail Connector
BW-13	Villebois Loop Trail
BW-14	Wayfinding Signage
BW-15	Property Acquisitions for Bike/Ped Connectivity
BW-16	Town Center Loop West Bicycle Lanes
BW-17	Wilsonville Road/Rebekah Street Enhanced Pedestrian Crossing
BW-18	Park Place Promenade
BW-19a	Cycle Track: Ped/Bike Bridge to Town Center Park
BW-19b	Cycle Track: Town Center Loop East
BW-20	West Promenade
Safe Routes to School (Standalone Pedestrian and Bicycle Improvements)	
SR-01	Boeckman Creek Primary Safe Routes to School Improvements
SR-02	Boones Ferry Primary Safe Routes to School Improvements
SR-03	Lowrie Primary Safe Routes to School Improvements
SR-04	Wood Middle School Safe Routes to School Improvements
Local Trails (Standalone Pedestrian and Bicycle Improvements)	
LT-01	Memorial Park Trail Improvements
LT-02	Basalt Creek Canyon Ridge Trail
LT-03	I-5 Easement Trail
Regional Trails (Standalone Pedestrian and Bicycle Improvements/Safety)	
RT-01A	Boeckman Creek Trail (North)
RT-01B	Boeckman Creek Trail (South)
RT-03A	Tonquin Trail (North)
RT-03B/C	Tonquin Trail (Villebois)
RT-04	Waterfront Trail Improvements
RT-05	Wiedemann Road Trail
RT-06	Willamette River Bike/Pedestrian/Emergency Bridge Project Dev.
RT-07	Revised Frog Pond Regional Trail
Transit Improvements	
TI-01	Pedestrian Access to Transit
TI-02	Transit Street Improvements

FIGURE 3-4. FREIGHT ROUTES

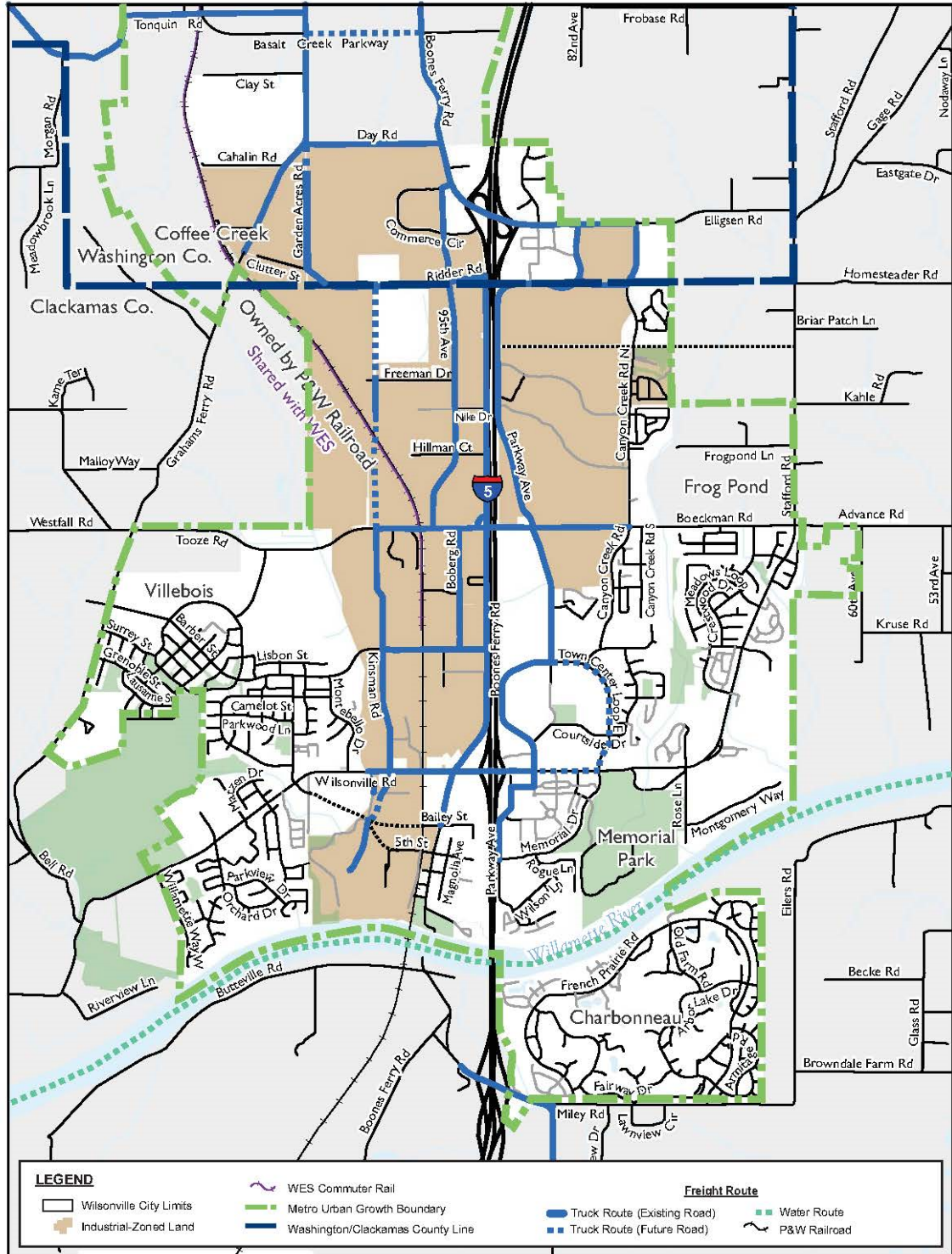
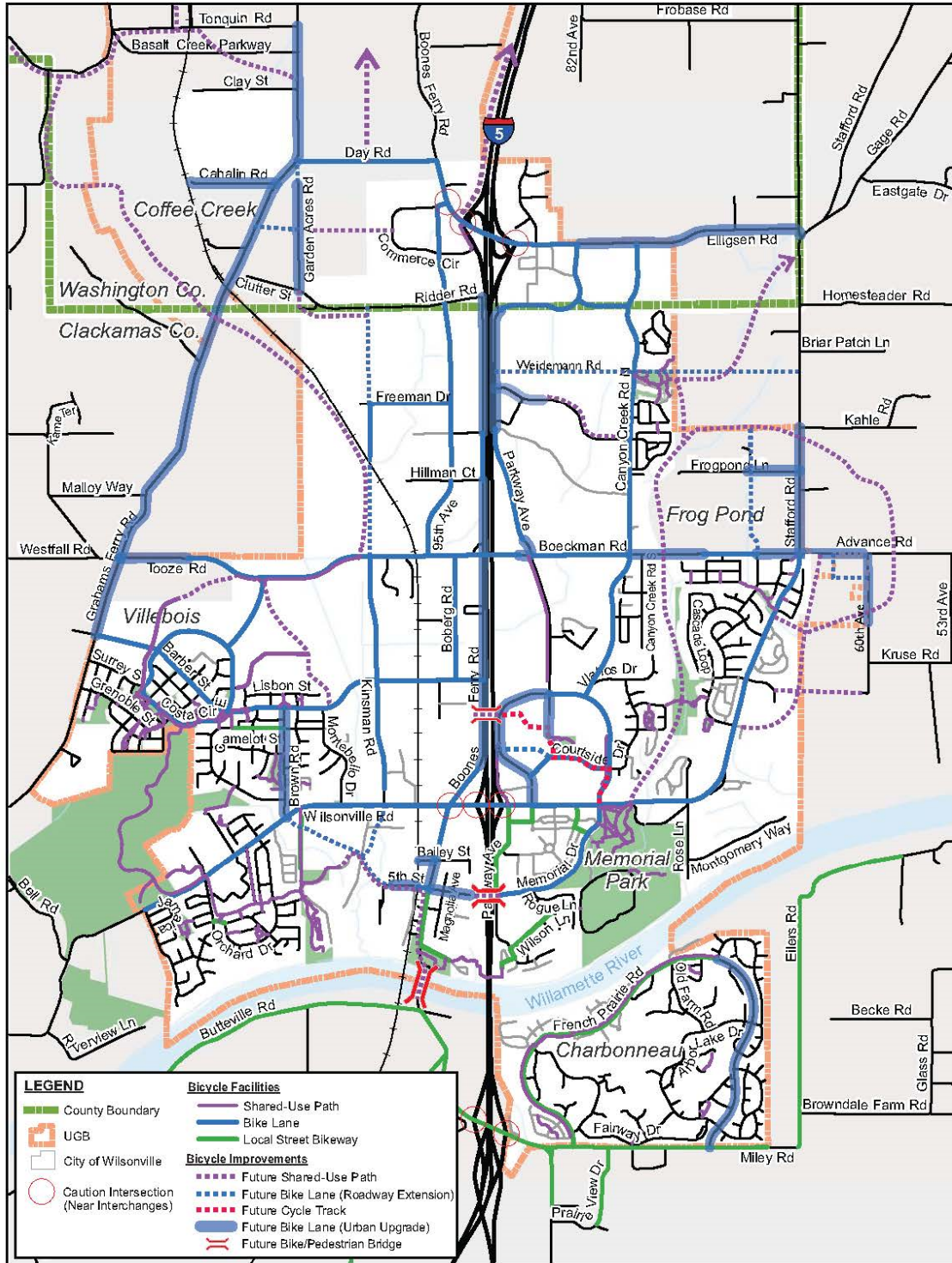


FIGURE 3-5. BICYCLE ROUTES



STREET CROSS-SECTION DESIGN

Since different streets serve different purposes, a functional classification system—which is a hierarchy of street designations—provides a framework for identifying the size and type of various street elements to consider including in a street's design. Not all elements are included on all streets and so they must be carefully selected based on multimodal needs.

While a street's functional classification does not dictate which street elements to include, it does facilitate the selection of multimodal facilities and widths that will help ensure the roadway can meet its intended multimodal function. Adjacent land uses and available right-of-way width also influence which elements are included in a specific segment.

Roadway cross-section design elements include travel lanes, curbs, planter strips, sidewalks on both sides of the road, and bicycle facilities consistent with designated bikeways, walkways, and shared-use trails. Low impact development (LID) standards may also be used throughout the City at the City's discretion.

FACILITY TYPES

Cross-section standards are provided for the following facilities:

- Major Arterials
- Minor Arterials
- Collectors
- Local Streets
- Low Impact Development (LID) Local Streets (similar modifications may be made to other streets regardless of classification)
- Shared-Use Paths and Trails
- Bicycle Facility Design Options
- Town Center Area



Example of a Major Arterial - Boeckman Road looking west towards Boberg Road and 95th Avenue



Example of a Collector - Barber Street looking east near SMART Central at Wilsonville Station transit center



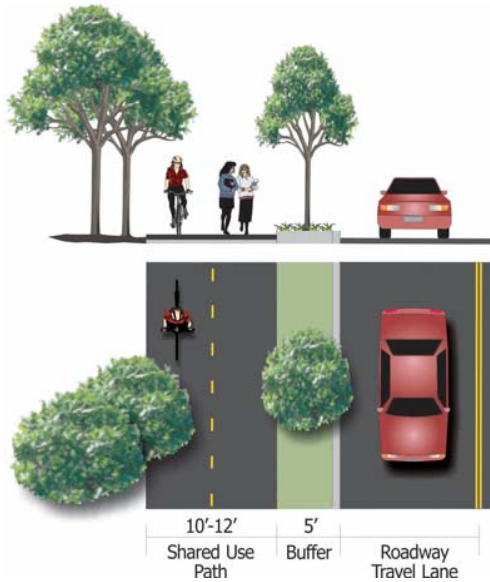
Example of a Local Street - Rogue Lane looking east near Memorial Park

FIGURE 3-11. SHARED-USE PATH AND TRAIL CROSS-SECTIONS

SHARED-USE PATH



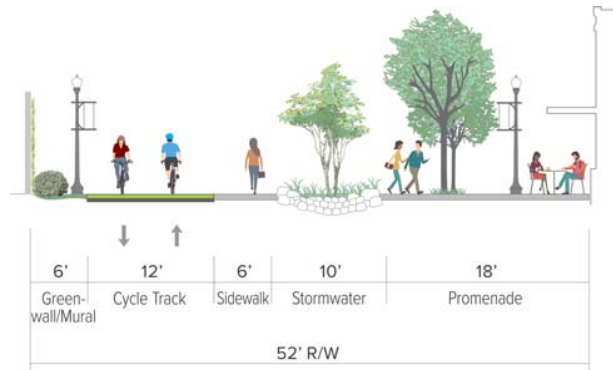
**SHARED-USE PATH
ADJACENT TO ROADWAY**



NATURE TRAIL



PROMENADE



Notes:

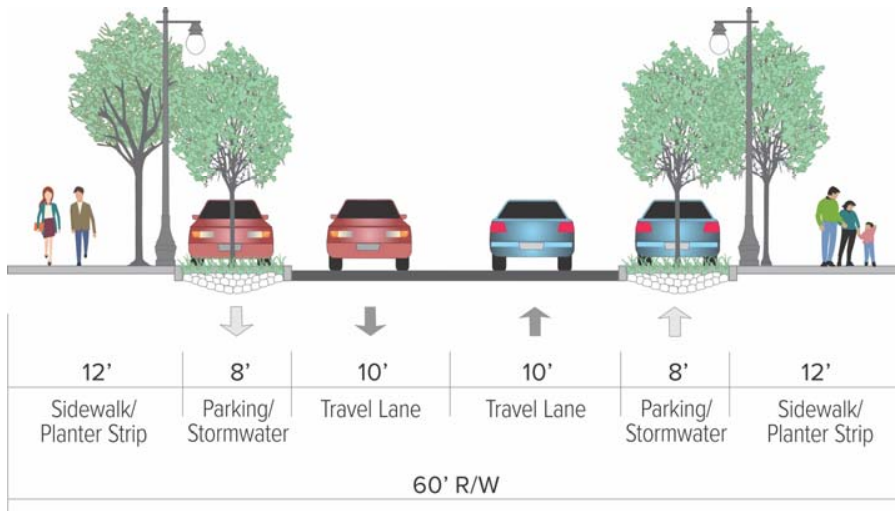
1. Trail types and widths as approved by Community Development Director.
2. Typical cross section of shared-use path is 12 feet wide with 2-foot-wide compacted crushed stone shoulders.
3. Vertical separation between shared-use path and roadway may be used instead of 5' buffer as approved by Community Development Director.
4. Cross-section standards identified in the Ice Age Tonquin Trail Master Plan are required along the Ice Age Tonquin Trail.
5. Additional design standards are available in the Bicycle and Pedestrian Master Plan.

FIGURE 3-13. TOWN CENTER PLAN CROSS-SECTIONS

TOWN CENTER PLAN

The Town Center Plan includes some unique cross section standards for some of the new roadway extensions and upgrades to existing roadways. These cross sections include wider sidewalks and bicycle facilities to accommodate safer and increased multimodal access and connectivity within the Town Center. For any development in the Town Center Area, please reference the Town Center Plan (2019) for additional cross sections.

PARK PLACE EXTENSION (RE-15)



Notes:

1. Install a 12-foot wide left turn pocket at major intersections (e.g. Wilsonville Road)

COURTSIDE DRIVE EXTENSION (RE-16)

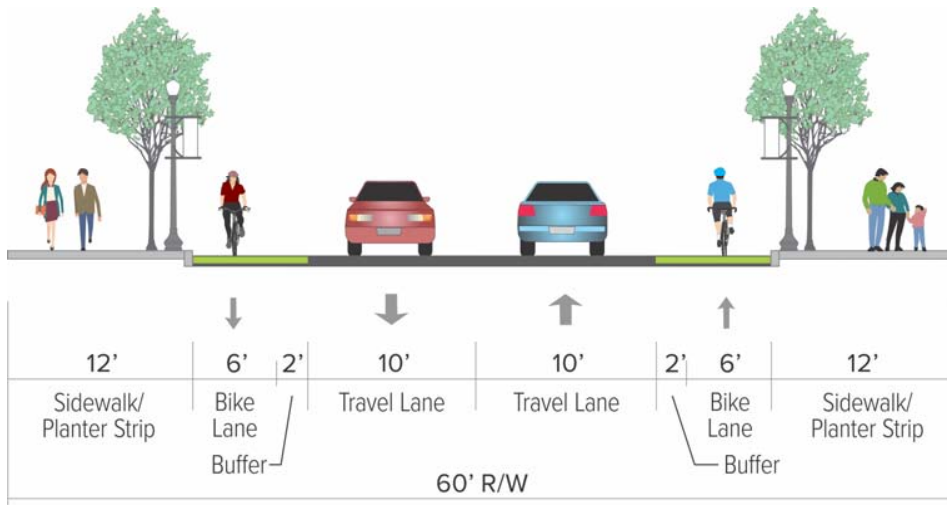
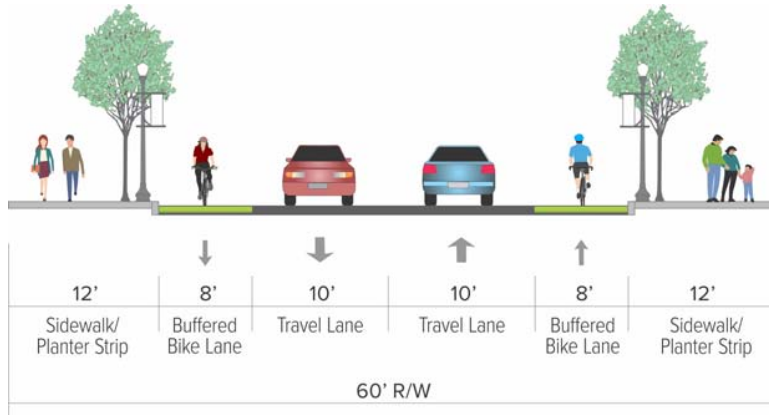
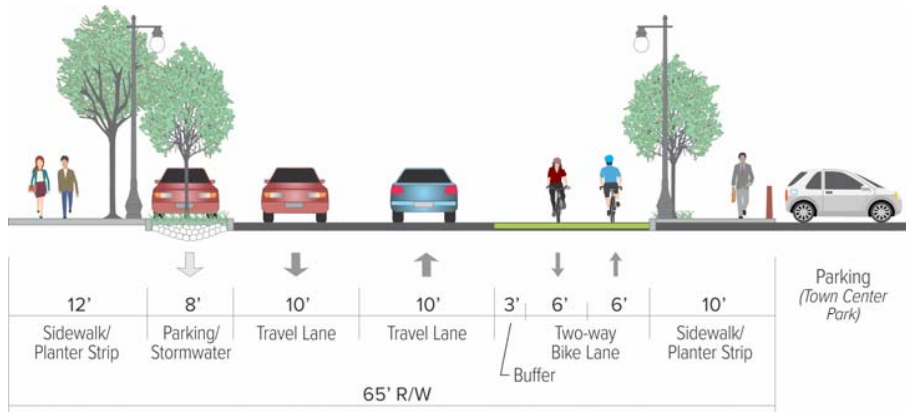


FIGURE 3-13. TOWN CENTER PLAN CROSS-SECTIONS (CONT.)

PARK PLACE REDESIGN (UU-11)



PARK PLACE AT TOWN CENTER REDESIGN (UU-12)



COURTSIDE DRIVE UPGRADE (UU-13)

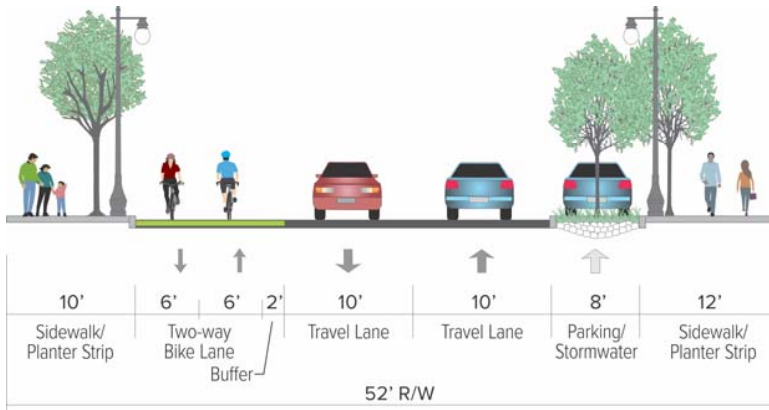


FIGURE 5-2. HIGHER PRIORITY PROJECTS

This figure provides an overall perspective of the Higher Priority projects throughout the city. Additional details are provided on the pages that follow for each of the City's four quadrants (Northwest, Northeast, Southwest, Southeast), which use I-5 and Boeckman Road as dividing lines.

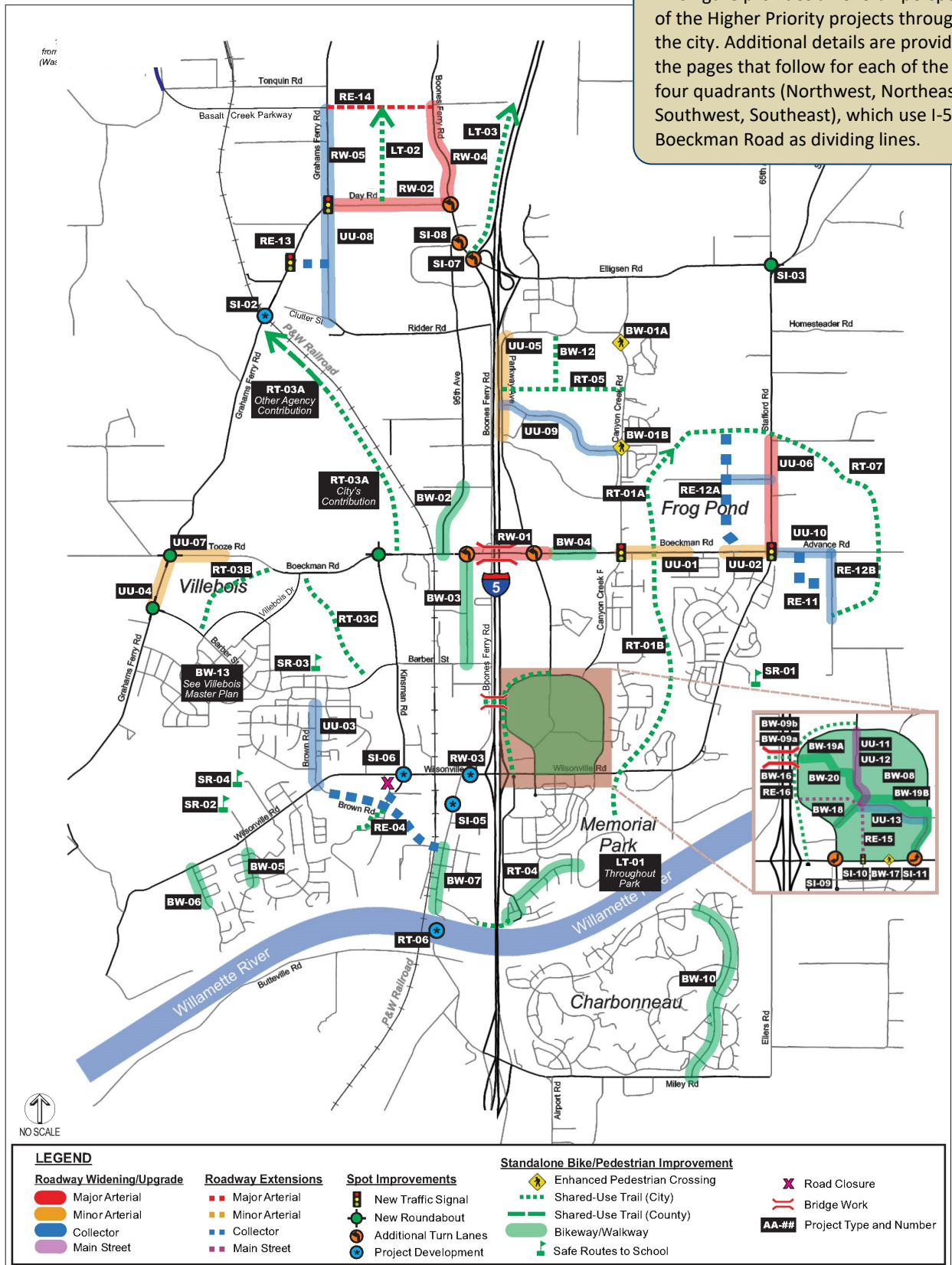


Table 5-5. Higher Priority Projects (Southeast Quadrant)

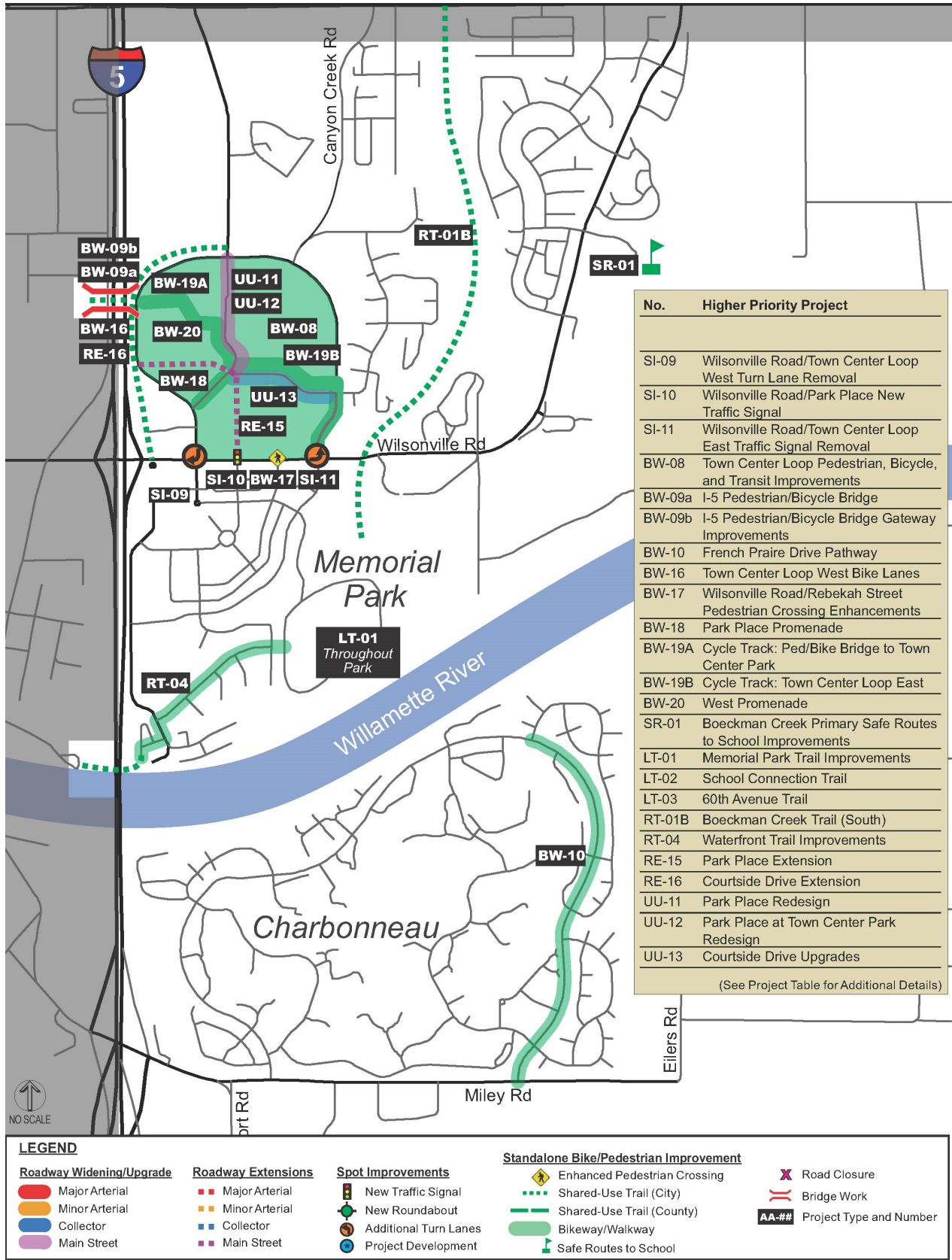
Project	Description	Cost
Roadway Extensions		
RE-15 Park Place Extension	Construct an extension of Park Place from Courthouse Drive to Wilsonville Road as a new main street with two travel lanes, parking, and sidewalks on both sides (see Figure 3-13). This extension will create a new signalized intersection at Wilsonville Road (SI-10)	\$6,300,000
RE-16 Courthouse Drive Extension	Construct an extension of Courthouse Drive from Park Place to Town Center Loop West as a new main street with two travel lanes, buffered bike lanes, and sidewalks (see Figure 3-13).	\$6,600,000
Urban Upgrades		
UU-11 Park Place Redesign	Upgrade Park Place between Town Center Loop and northern edge of Town Center Park to meet the cross-section standard in Figure 3-13, which includes two-travel lanes with buffered bike lanes and sidewalks	\$4,400,000
UU-12 Park Place at Town Center Park Redesign	Upgrade Park Place between the northern edge of Town Center Park to Courthouse Drive to meet the cross-section standard in Figure 3-13, which includes the installation of two-lane curb-less street with on street parking, a two-way buffered cycle track, and sidewalks.	\$3,700,000
UU-13 Courthouse Drive Upgrades	Upgrade Courthouse Drive between Town Center Loop East and Park Place to meet the cross-section standard in Figure 3-13, which includes the addition of a buffered two-way cycle track and parking on the south side of Courthouse Drive.	\$7,900,000
Spot Improvements		
SI-09 Wilsonville Road/Town Center Loop West Turn Lane Removal	Modify the existing signal to eliminate eastbound and westbound left turns, add a landscaped median to the west leg, and add a crosswalk to the west side of the intersection with a median refuge island. This project should include a "trap lane" to mitigate queuing into the ramp terminal intersection unless at the time of construction a 20-year analysis demonstrates that it is not needed or if alternative mitigation is identified that that has similar or better results.	\$750,000
SI-10 Wilsonville Road/Park Place New Traffic Signal	Modify the intersection to add left turn lanes on Wilsonville Road and install a traffic signal that allows all turning movements. To be installed in conjunction with SI-09 and RE-15. The project should include signal coordination with dump loop sensors unless at the time of construction a 20-year analysis demonstrates that the sensors and signal coordination in the corridor is not needed or if alternative mitigation is identified that that has similar or better results. Both projects SI-09 and SI-10 should be implemented simultaneously.	\$1,500,000
SI-11 Wilsonville Road/Town Center Loop East Dual Left Turn Lanes	Modify the existing traffic signal to include dual eastbound left turn lanes and modify the north leg to have dual receiving lanes. Removed eastbound and southbound dedicated right turn lanes to accommodate added lanes	\$1,500,000
Standalone Pedestrian and Bicycle Improvements (Bikeways and Walkways)		
BW-08 Town Center Loop Pedestrian, Bicycle, and Transit Improvements	Create more direct connections between destinations within Town Center area, improve accessibility to civic uses and transit stops, retrofit sidewalks with curb ramps, highlight crosswalks with colored pavement, and construct other similar treatments that support pedestrian, bicycle, and transit access and circulation; also construct shared-use path along Town Center Loop West from Wilsonville Road to Parkway Avenue.	\$500,000

Ord. No. 846 Attachment 2

Table 5-5. Higher Priority Projects (Southeast Quadrant) - Cont.

Project		Description	Cost
BW-09a	I-5 Bike/Pedestrian Bridge	Construct Bike/Pedestrian Bridge over I-5 approximately aligned with Barber Street to improve connectivity of Town Center area with businesses and neighborhoods on west side of I-5; include aesthetic design treatments.	\$4,000,000
BW-09b	I-5 Bike/Pedestrian Bridge Gateway Treatments	Install architectural elements, seating, landscaping, and wayfinding/directional signage at the gateway of the I-5 Pedestrian/Bicycle bridge.	\$1,500,000
BW-10	French Prairie Drive Pathway	Construct 10-foot wide shared-use path along French Prairie Drive from Country View Lane to Miley Road or reconfigure existing roadway to remove a travel lane in each direction and add bicycle and pedestrian facilities.	\$1,140,000
BW-16	Town Center Loop Bike Lanes	Reduce the number of travel lanes on Town Center Loop West between Parkway Avenue and Wilsonville Road to three lanes and restripe the outside lanes for bicycle lanes.	\$207,000
BW-17	Wilsonville/Rebekah Enhanced Pedestrian Crossing	Remove the existing traffic signal and restrict minor street turning movements to right-in, right-out only. Install activated flashers for pedestrian and bicycle crossings of Wilsonville Road.	\$500,000
BW-18	Park Place Promenade	Convert the existing segment of Park Place between Courtside Drive and Town Center Loop West from a motor vehicle route to pedestrian/bicycle facilities only. Construct a promenade that includes a cycle track and wide walkway for pedestrians.	\$2,400,000
BW-19a	Cycle Track: Ped/Bike bridge to Town Center Park	Install a two-way cycle track connecting the I-5 ped/bike bridgehead to Park Place near Town Center Park. This segment would likely require purchasing right-of-way or could be combined with future redevelopment of the Fry's site.	\$75,000
BW-19b	Cycle Track: Town Center Loop East	Install a two-way cycle track on the east side of Town Center Loop East from Courtside Drive to Wilsonville Road. This project would not likely be implemented until after SI-11 has been completed.	\$51,000
BW-20	Promenade Framework Improvements	Install a promenade along the proposed cycle track that connects the I-5 Pedestrian/Bicycle Bridge to Park Place.	\$1,800,000
Standalone Pedestrian and Bicycle Improvements (Safe Routes to School)			
SR-01	Boeckman Creek Primary Safe Routes to School Improvements	Construct a bicycle parking shelter near the school and a new 10 to 12-foot bike path on the south side of the existing sidewalk that meanders south of the tree line and connects to the existing marked crosswalk near the school parking lot	\$65,000
Standalone Pedestrian and Bicycle Improvements (Local Trails)			
LT-01	Memorial Park Trail Improvements	Construct trails throughout Memorial Park, including the Memorial Park Center Loop Trail, the River Trail, Kolbe Homestead Trail, and Klein Homestead Trail	\$595,000
Standalone Pedestrian and Bicycle Improvements (Regional Trails)			
RT-01B	Boeckman Creek Trail (South)	Construct north-south trail through east Wilsonville following Boeckman Creek, with connections to neighborhoods, parks, and intersecting roads (may need a boardwalk for various sections and would require a comprehensive public process)	\$1,150,000 (Partial Regional funding)
RT-04	Waterfront Trail Improvements	Improve the condition of the shared-use path as it passes underneath the I-5 Boone Bridge by removing the Jersey barriers, installing bollards, widening the trail, adding appropriate pedestrian features such as benches and lighting, and altering the grade of the path underneath the underpass to make it more easily accessible	\$125,000

FIGURE 5-6. HIGHER PRIORITY PROJECTS (SOUTHEAST QUADRANT)



WILSONVILLE TRANSPORTATION SYSTEM PLAN (TSP) AMENDMENT

COUNCIL HEARING

NOVEMBER 2, 2020

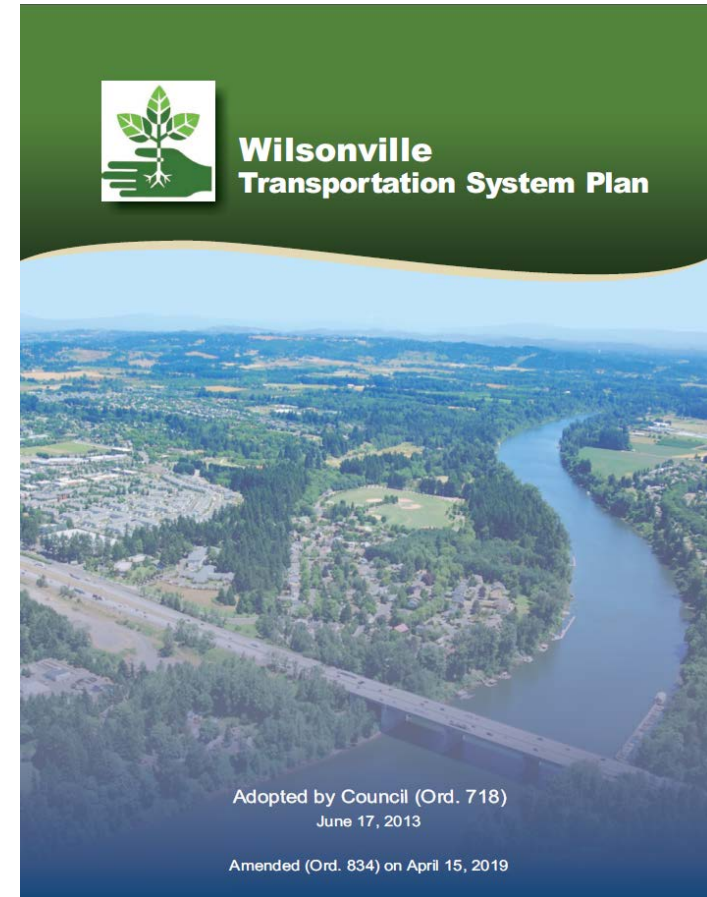
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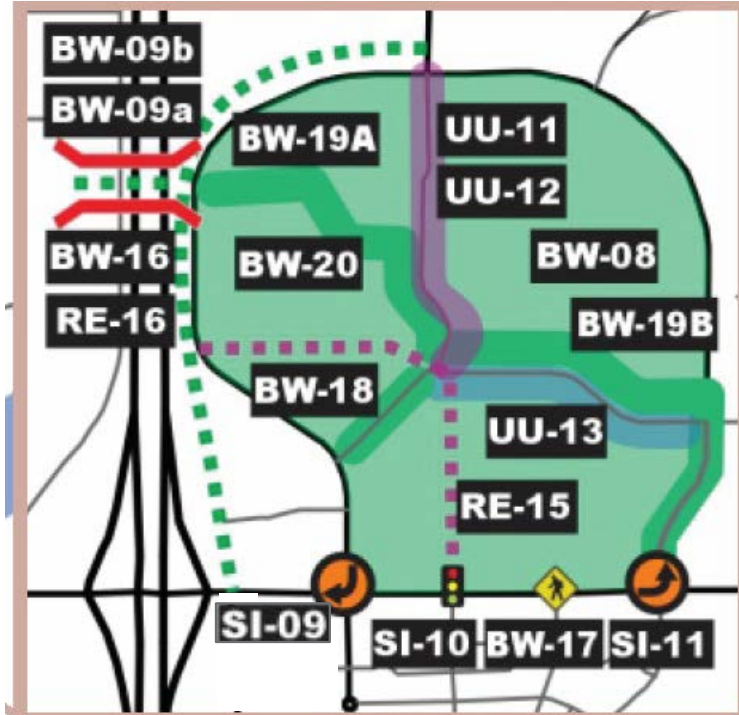
WHAT IS A TSP AND WHY DOES IT NEED AN AMENDMENT?

- The Transportation System Plan (TSP) is the City's long-term policy and planning document for transportation improvements
- Having a TSP in place is essential for the City to compete for federal, state, and regional funding for transportation projects
- Need to keep current with changes in state and regional transportation policy as well as to address rapidly changing local conditions
- This TSP amendment is required as part of the Town Center Plan.



TOWN CENTER PLAN – PROJECTS

Revised Figure 5-2: Higher Priority Projects



RE-15: Park Place Extension

RE-16: Courtside Drive Extension

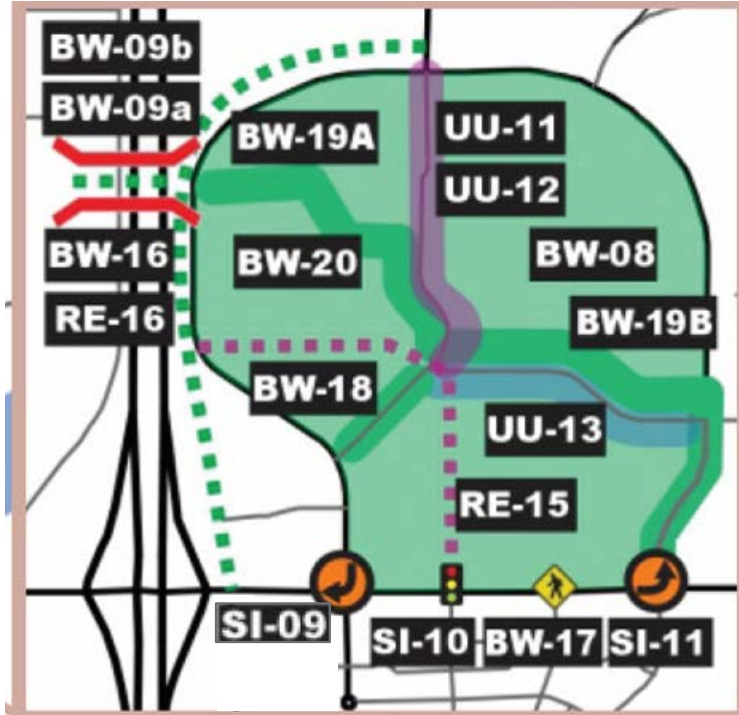
UU-11: Park Place Redesign

UU-12: Park Place at Town Center Park Redesign

UU-13: Courtside Drive Upgrades

TOWN CENTER PLAN – PROJECTS

Revised Figure 5-2: Higher Priority Projects



BW-09a: I-5 Ped/Bike Bridge (*RENUMBERED ONLY*)

BW-09b: I-5 Ped/Bike Bridge Gateway Treatments

BW-16: Town Center Loop West Bike Lanes

BW-17: Wilsonville Rd/Rebekah St Enhanced Ped Crossing

BW-18: Park Place Promenade

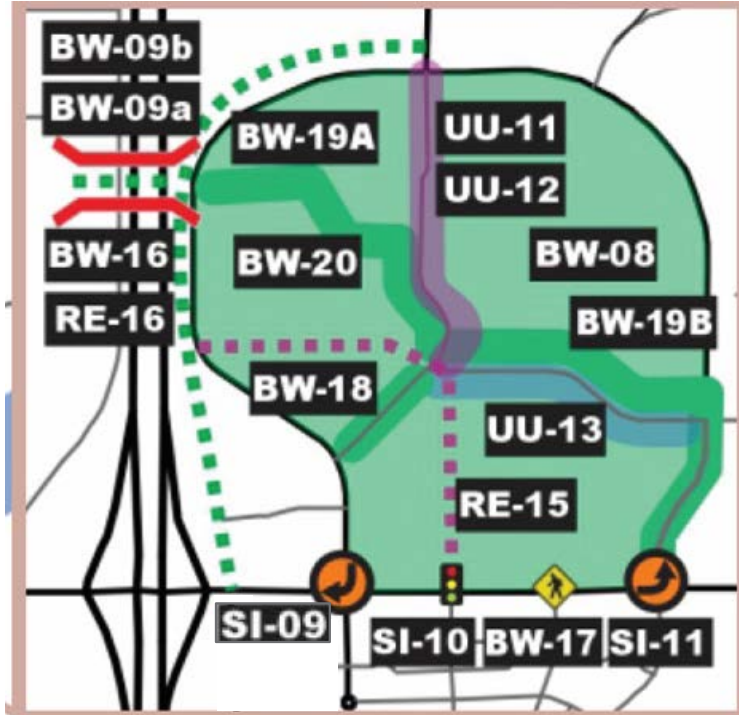
BW-19a: Cycle Track Ped/Bike Bridge to Town Center Park

BW-19b: Cycle Track Town Center Loop East

BW-20: West Promenade

TOWN CENTER PLAN – PROJECTS

Revised Figure 5-2: Higher Priority Projects



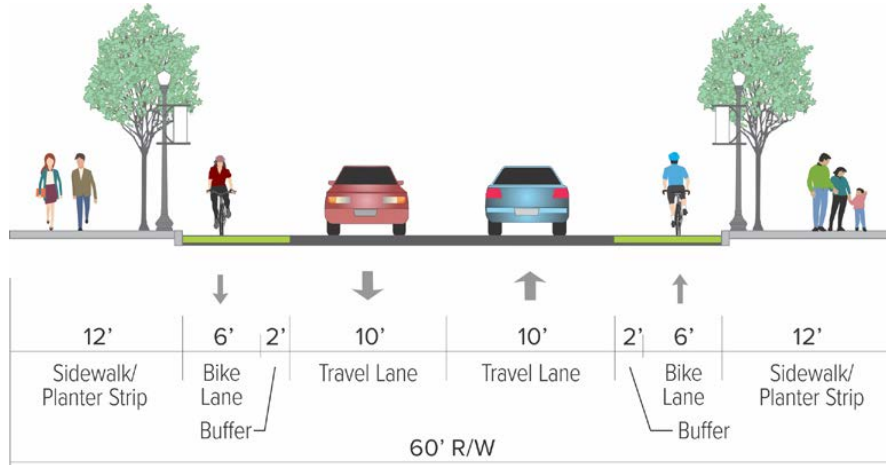
SI-09: Wilsonville Rd/Town Center Loop W Turn Lane Removal

SI-10: Wilsonville Rd/Park Place New Traffic Signal

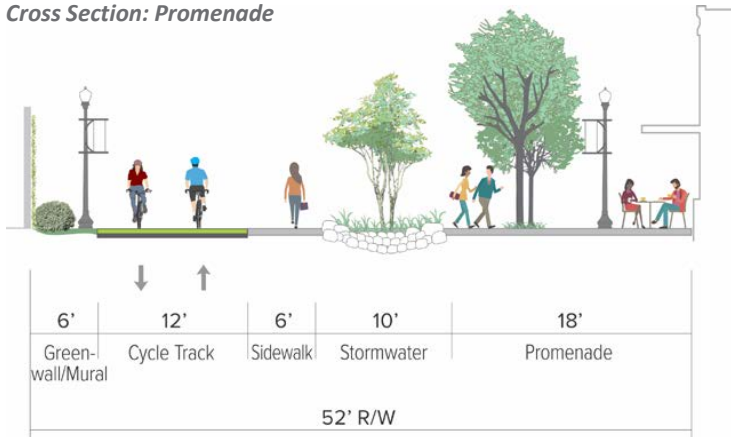
SI-11: Wilsonville Rd/Town Center Loop E Dual Left Turn Lanes

TOWN CENTER PLAN – CROSS SECTIONS

Cross Section: Courthouse Drive Extension



Cross Section: Promenade



- Park Place Extension Cross Section (RE – 15)
- Courthouse Drive Extension Cross Section (RE - 16)
- Park Place Redesign Cross Section (UU - 11)
- Park Place Redesign at Town Center Park Cross Section (UU – 12)
- Courthouse Drive Upgrade Cross Section (UU - 13)
- Promenade

MILESTONES



RECOMMENDATION

The City Staff recommends that the City Council vote to adopt the TSP amendments as presented in the packet

QUESTIONS?

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