2020 Transportation Growth Management Grant Application

Instructions

Be sure to download and review the 2020 application packet before filling out this grant application.

The application packet, additional resources, and examples of successful applications can be found on the TGM planning grants page.

You can save your progress and revisit this form at any time by clicking the "Save" button at the bottom of each page.

Applications must be received by July 31, 2020 at 11:59 p.m. (PDT)

Applicant information

Instructions: Complete this information for the applicant. Provide both a designated contact and an authorized representative (if different than the designated contact) for your entity. The authorized representative is someone who is authorized to make decisions and sign a funding agreement with ODOT should your project be chosen for funding.

Primary applicant jurisdiction
City of Wilsonville

Mailing address
29799 SW Town Center Loop East, Wilsonville, Oregon 97070

Website

Contact person name
Kimberly Rybold

Contact person title
Senior Planner

Contact phone
(503) 570-1583

Contact email
rybold@ci.wilsonville.or.us

Would you like to receive TGM news and updates?
I am already subscribed

Authorized representative name, if different from the applicant contact
**Authorized representative title**

**Phone**

**Email**

---

**List other participating local jurisdictions (if any)**

<table>
<thead>
<tr>
<th>Participating local jurisdiction</th>
<th>Providing match?</th>
</tr>
</thead>
</table>

---

**Project name and location**

**Project title**
Basalt Creek Development Code Implementation Project

**Project area:** Using either of the two fields below, attach a map of the project area or describe the area your project is located in.

**Option 1: Project area map**
Basalt Creek Planning Area.pdf

**Option 2: Project area description**

**ODOT region (1-5)**
Region 1

**Type of grant**
Category 2: Integrated Land Use & Transportation Planning

**Summary description of project**
The primary goal of the Basalt Creek Development Code Implementation Project is to develop regulations that enable future industrial development of Wilsonville’s Basalt Creek Planning Area consistent with recommendations in the 2018 Basalt Creek Concept Plan. Implementation of these regulations is needed to guide development as significant transportation and utility infrastructure investments occur in the surrounding area. These investments, including construction of SW 124th Avenue/Basalt Creek Parkway and improvements to SW Garden Acres and Grahams Ferry Roads, are intended to support development of Basalt Creek and the adjacent Coffee Creek Industrial Area, which are critical to the Portland region’s future employment growth. The proposed project seeks to develop and implement a form-based code focused on multimodal connectivity and the public realm to create a robust business district and local street network, supporting the area’s current and future transportation investments.
**Project cost table**

<table>
<thead>
<tr>
<th>TGM funds requested</th>
<th>Consultant</th>
<th>Local reimbursement</th>
<th>Total TGM funds requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$75,000.00</td>
<td>$50,000.00</td>
<td>$125,000.00</td>
</tr>
</tbody>
</table>

**Local match**

12% minimum (calculated) $17,045.45

**Match to be provided**

| Labor, supplies and services during project | $17,045.00 |
| Payment when Intergovernmental Agreement is signed |          |

**Certifications**

Certifications
This application was prepared by staff of the primary applicant or staff of one of the involved jurisdictions

Certifications checkbox
By checking this box, I certify that my organization listed above supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for Transportation and Growth Management funds. I further certify that matching funds are available or will be available for the proposed project.

**Eligibility requirements**

Applications are reviewed on a pass/fail basis on each of the following three requirements.

Applications found to not meet each of these requirements will not be scored against the award criteria and will not be awarded a grant.

1. Clear transportation relationship

A proposed project must have a clear transportation relationship and produce transportation benefits. A project must entail analysis, evaluation and selection of alternatives, development of implementation actions, and public involvement that results in a long range transportation plan, land use plan, or other product that addresses a transportation problem, need, opportunity, or issue of local or regional
Certification: Clear transportation relationship
By checking this box, I certify that the project meets this eligibility criterion.

2. Adoption of products to meet project objectives

A proposed project must include preparation of an adoption-ready product or products that lead to a local policy decision and that directly address the project objectives, such as a transportation system plan, comprehensive plan amendment, land use plan, code amendment, implementation program, or intergovernmental agreement. Projects are expected to include adoption hearings (or equivalent) by the governing body or to prepare products which will be adopted as part of a larger project.

Certification: Adoption of products to meet project objectives
By checking this box, I certify that the project meets this eligibility criterion.

3. Support of local officials

A proposed project must clearly demonstrate that local officials, both the primary applicant and any co-applicants, understand the purpose of the grant application and support the project objectives. A resolution of support, meeting minutes, or authorized letter from the governing body of all applicants (e.g. City Council, Board of Commissioners, or Transit Board) must be submitted with the application to meet this requirement.

Upload your resolution, minutes or authorized letter from governing body of applying jurisdiction(s) here:
Resolution No. 02832.pdf

Award criteria

Criterion 1: Proposed project addresses a need and supports TGM objectives (up to 40 points)

The project clearly and effectively addresses a local or regional transportation or transportation-related land use issue, problem, need, or opportunity and will achieve one or more of the TGM objectives.

Application instructions and example responses can be found here.

Explain how your proposed project addresses a need and supports TGM objectives
The City’s vision for Basalt Creek as an industrial employment center was set in 2004 when Metro annexed the area into the region’s Urban Growth Boundary (UGB). Metro identified the area as an ideal candidate for industrial development since it is near Interstate 5 (I-5), adjacent to existing industrial areas in Wilsonville, and contains large, flat sites suitable for industrial users. Since then, a variety of planning efforts have occurred (see Criterion 2) to further define land uses and infrastructure needs to support this vision. Key among these efforts was adoption of the 2018 Basalt Creek Concept Plan, which established
future land uses and included six action items to set the stage for future development. The Basalt Creek Development Code Implementation Project specifically seeks to implement Action Item 3 in the Concept Plan, “Assure Zoning is Compatible with Future Land Use.” This action item directed the City to consider application of an industrial form-based code for the area. Similar to the City’s Coffee Creek Industrial Form-based Code, the proposed project would create development regulations to foster a well-designed employment district promoting multimodal connectivity, and seek to define two locally unique industrial land use categories, Craft Industrial and High-Tech Employment. The proposed project also directly responds to the City Council’s 2019-21 goal to prioritize development readiness in Basalt Creek (see Criterion 2).

Adoption of a form-based code in Basalt Creek will Provide Transportation Choices to businesses and employees as the Basalt Creek area develops. Recent significant investments in the surrounding arterial roadway network, including the SW 124th Avenue/Basalt Creek Parkway project and SW Garden Acres and Grahams Ferry Roads, will provide enhanced connectivity throughout the area. These improvements are necessary to handle projected traffic flows as Basalt Creek develops and include enhanced bike, pedestrian, and transit facilities. The proposed project will help maximize these transportation investments for all roadway users while promoting a development pattern that minimizes the burden on the surrounding roadway network. Form-based codes are unique in that development standards are organized, not around allowable uses, but around a regulating plan that sets a hierarchy of connection types, including cross sections to regulate the design for each type. This enables internal connectivity across development projects and ensures that bicycle, pedestrian, and transit access is prioritized as well as motorist and freight access. This is critical in developing a local roadway network throughout Basalt Creek that supports a wide variety of users beyond single-occupancy vehicles. This also provides a more fine-grained transportation network that enables transit to connect people to their place of employment, particularly those who may be transit-reliant.

The proposed project will Support Economic Vitality and Growth by adopting a regulatory framework to shape development of this long-planned industrial and employment center in Wilsonville. It would further define two new land use categories, High-Tech Employment and Craft Industrial, intended to support jobs in a range of employment uses. The proposed form-based code approach will establish the expectation of a connected employment center that is accessible to other parts of Wilsonville and the surrounding region via a variety of transportation modes. Basalt Creek will be a natural extension of the Coffee Creek Industrial Area currently under development to the south and will link with other nearby planned employment centers in Sherwood and Tualatin, resulting in an interconnected employment area in the south Portland metro with access to key freight routes, including I-5. This area needs adoption of development regulations to support envisioned growth as significant transportation and utility infrastructure investments are made.

The project will also Promote Environmental Stewardship by carrying forward the recommendations of the Basalt Creek Concept Plan, which seeks to efficiently locate development on the best-suited land while preserving and capitalizing on natural and cultural resources. Similar to the City’s Coffee Creek Industrial Form-based Code and Pattern Book, the project seeks to maximize preservation of trees and natural features while promoting landscaping and site elements that complement the area’s natural landscape. Development will use low impact techniques for stormwater management and minimize site grading to promote natural storm drainage patterns. By providing an interconnected local street network supportive of a variety of travel modes, single-occupancy vehicle travel can be reduced, resulting in improved air quality and reduced fuel consumption.

**Criterion 2: Proposed project is timely and urgent (up to 25 points)**

The application demonstrates timeliness and urgency. The project is needed now to:

- address pressing local transportation and land use issues
- make amendments to local plans or regulations necessitated by changes in federal regulations, state requirements or regional plans
- make amendments to local plans or regulations necessitated by changes that were not anticipated in previous plans, including growth or lack of growth, changes in land-use patterns or changes in available funding
- build on, complement or take a necessary step toward completing or implementing other high priority community initiatives, including Governor’s Regional Solutions Team priority
- resolve transportation or land use-related issues affecting the project readiness of local, regional or state transportation projects for which funding is expected to be obligated within the near future

Application instructions and example responses can be found here.

Explain how your proposed project is timely and urgent

Several key local actions and planning processes have prioritized development of Basalt Creek over the past 16 years, making the Basalt Creek Development Code Implementation Project timely and an urgent local priority. In 2004, Metro expanded the region’s UGB to include Basalt Creek for future employment uses. In support of this, the Cities of Wilsonville and Tualatin jointly developed the Basalt Creek Concept Plan to guide future land use and transportation infrastructure in the area. The Concept Plan incorporates the recommendations of the 2013 Transportation Refinement Plan, which laid out the major new roads and improvements needed to support industrial development. In 2019 after adoption of the Concept Plan, Wilsonville amended its Comprehensive Plan to incorporate the Light Industrial, High-Tech Employment, and Craft Industrial districts planned for the City’s portion of Basalt Creek. At the same time, the City amended its Transportation System Plan (TSP) to incorporate improvements identified in the Concept Plan, and the City and Washington County amended their Urban Planning Area Agreement to acknowledge the future jurisdictional boundary and transfer planning authority of Basalt Creek to the City. These actions were the first steps in furthering Metro’s regional employment goals for the Basalt Creek area, setting the stage for the proposed project to begin implementing these plans.

Given the vision to expand employment uses in Wilsonville and Tualatin, along with the nearby planned Tonquin Employment Area in Sherwood, Washington County has made significant investments in transportation infrastructure in recent years. The SW 124th Avenue/Basalt Creek Parkway project, completed in late 2018, created a roadway connection between Tualatin, Sherwood, and Wilsonville in support of future planned employment uses. Metro’s 2018 Regional Transportation Plan identifies extension of this roadway to SW Boones Ferry Road as Major Project Development. Design for this extension is currently underway, with construction expected in the next few years. While these projects will improve connectivity throughout the area and support increased transportation and freight movement, they will also spur development interest, particularly as utility connections are extended.

In light of these factors, Wilsonville’s City Council prioritized development readiness of Basalt Creek as a 2019-21 goal. Consistent with Action Item 3 of the Basalt Creek Concept Plan (Assure Zoning is Compatible with Future Land Use), this goal identifies exploration of a form-based code to provide a strong focus on multimodal connectivity as development occurs in Basalt Creek. The proposed project is critical to understanding any limitations of Wilsonville’s Development Code in achieving the Basalt Creek Concept Plan’s goals, and will develop the legal framework to enable well-planned employment uses with strong multimodal access.

A separate but concurrent implementation action for Basalt Creek is development of an infrastructure finance plan. Work on this plan is anticipated to occur in 2021-22, aiding the City in determining how public infrastructure projects will be funded. Upon completion, these projects will position Basalt Creek to support well-planned employment uses that support the numerous transportation investments in the area.
Criterion 3: Proposed project approach is reasonable (up to 20 points)

The application demonstrates a clear approach to achieving the expected outcome and includes consideration for adoption. Where substantial coordination with other local, regional, and state planning efforts will need to occur, the mechanisms and responsibilities for the coordination are clear.

Application instructions and example responses can be found here.

Explain how your proposed project approach is reasonable
The project approach is reasonable as it thoughtfully gathers relevant information and feedback to create development regulations for Basalt Creek in a timely manner. First, existing conditions will be analyzed to provide critical background information necessary to develop implementing regulations for Basalt Creek. The second step focuses on creation of the regulations. The project will result in adoption of amendments to the City’s Development Code. Stakeholder engagement is anticipated throughout the project, including conversations with applicants familiar with the City’s Coffee Creek Form-based Code, dialogue with property owners in the Basalt Creek Planning Area, public outreach via the City’s Let’s Talk, Wilsonville! website, and meetings with a stakeholder advisory group, Planning Commission, and City Council. City staff and consultant involvement will occur throughout the project as noted in each task below.

Task 1, PDI Code Assessment, will determine if the vision of the Basalt Creek Concept Plan, specifically High-Tech Employment and Craft Industrial designations, can be met using the City’s existing Planned Development Industrial (PDI) zoning district. The key deliverable for this task will be a memo determining whether PDI is a suitable base zoning district based on the alignment of these designations with PDI standards such as permitted uses, and performance and dimensional standards. If not, the project team will identify needed modifications. This will guide whether the code update for Basalt Creek will be an overlay or a separate zoning designation.

Estimated Cost: $6,000; includes staff time (provide consultants with relevant background information and review consultant memo) and consultant time (assess PDI Code and Concept Plan designations to confirm if permitted uses are aligned, performance standards are appropriate, and whether there are general inconsistencies)

Task 2, Coffee Creek Form-based Code Assessment, will determine the suitability of using this adopted Code and Pattern Book as a baseline for Basalt Creek. The project team will document known deficiencies in this Code and identify possible solutions and Code modifications. The key deliverable for this task will be a list of potential edits to the Coffee Creek Form-based Code and Pattern Book to serve as a baseline for the Basalt Creek Form-based Code development.

Estimated Cost: $12,000; includes staff time (review prior Coffee Creek applications using metrics developed during Coffee Creek Form-based Code adoption, organize stakeholder discussions) and consultant time (assess findings from staff review, prepare preliminary list of possible Code edits)

Task 3, Determine Policy Direction, will review information from Tasks 1 and 2 with the key deliverable of a final approach for writing Basalt Creek’s Code.

Estimated Cost: $22,000; includes staff time (staff report preparation and coordination for Planning Commission and City Council work sessions to get project direction) and consultant time (memo with recommended Code development approach based on existing conditions assessment, lead Planning Commission and City Council work sessions)

Task 4, Code Development, will include stakeholder engagement to develop draft Code, including a Form-based Code and Pattern Book, to apply to the Basalt Creek Planning Area. This will involve assembly of a
stakeholder group, including technical experts, property owners, and industrial land developers, to provide input and recommendations on Code development. The key deliverable will be draft Code edits to apply to Basalt Creek and a Pattern Book to support the Code.

Estimated Cost: $60,000; includes staff time (stakeholder outreach coordination, staff report preparation and coordination for work sessions) and consultant time (conduct stakeholder outreach meetings, draft document preparation – 2 drafts of Code and Pattern Book, Planning Commission and City Council work sessions)

Task 5, Code Adoption, will make Basalt Creek development ready by adopting Code standards consistent with the land use recommendations of the Basalt Creek Concept Plan. The key deliverable will be adopted Code amendments and a Pattern Book for Basalt Creek.

Estimated Cost: $25,000; includes staff time (document review, staff report preparation and coordination) and consultant time (final document preparation, public hearings)

**Criterion 4: Proposed project has community support (up to 5 points)**

The application demonstrates that there is local support for project objectives, a commitment to participate, and a desire to implement the expected outcome.

*Application instructions and example responses can be found here.*

*Upload letters of support from stakeholders here*
- COW Ec Dev LOS.pdf
- Metro LOS.pdf
- Stu Peterson LOS.pdf
- Washington County LOS.pdf
- Westside Economic Alliance LOS.pdf

**Criterion 5: Proposed project sponsor readiness and capacity (up to 10 points)**

The application demonstrates that the local government is ready and able to begin the project within the TGM timetable and that there is local commitment and capability to manage and complete the project. The application demonstrates, if applicable, successful performance on previous TGM projects.

*Application instructions and example responses can be found here.*

**Explain how proposed project sponsor is ready and capable**

City staff is prepared to start work immediately on the proposed Basalt Creek Code Implementation Project if awarded TGM funding. The City’s adopted FY2020-21 Budget allocates $35,000 to conduct initial evaluation of existing industrial zoning and form-based code to determine appropriate zoning for the Basalt Creek Concept Plan area in the City. This funding will allow for the City’s 12% matching funds to be met through staff time and project management.

Kimberly Rybold AICP, Senior Planner, will manage this project for the City. She led the final adoption effort for the Coffee Creek Form-based Code and managed the development and adoption of the Basalt Creek Comprehensive Plan and TSP amendments. In her 15 years of planning experience she has managed a wide range of planning projects including those involving significant consultant support. Other
Planning staff, including Cindy Luxhoj AICP, Associate Planner, who has over 25 years of planning experience that includes work on the Basalt Creek Concept Plan, will assist in the City-led aspects of the project, with staff in other City departments providing support as needed.

Wilsonville has successfully managed two TGM projects in the past 10 years. The Wilsonville Code Assistance Project (C1C1-13) updated the City’s Code to include a Form-based Code and Pattern Book for the Coffee Creek Industrial Area to guide street design and connectivity, site design and circulation, building form, and building architecture and landscape for future development. The Wilsonville Transportation System Plan Update (IF-10) laid the groundwork for a comprehensive update to the City’s TSP, which was adopted in 2013. Both projects resulted in implemented products that continue to guide Wilsonville’s transportation and land use planning efforts. As demonstrated with these projects, Wilsonville is familiar with the TGM program processes and requirements. The City is confident this project can be completed on time and within budget.

---

**Required forms**

- **Title VI: Racial & Ethnic Impact Statement form** [Download the Racial & Ethnic Impact Statement form here](#)

---

**Today's date**

7/30/2020

**If you encounter any issues with the submittal process, please contact:**

Abigail Erickson  
Planning Section Web Coordinator  
[Abigail.ERICKSON@odot.state.or.us](mailto:Abigail.ERICKSON@odot.state.or.us)
RESOLUTION NO. 2832

A RESOLUTION OF THE CITY OF WILSONVILLE SUPPORTING THE 2020 TRANSPORTATION AND GROWTH MANAGEMENT PLANNING GRANT APPLICATION TO OREGON’S TRANSPORTATION AND GROWTH MANAGEMENT PROGRAM FOR THE BASALT CREEK DEVELOPMENT CODE IMPLEMENTATION PROJECT.

WHEREAS, in 2018, the City of Wilsonville (“City”) adopted the Basalt Creek Concept Plan, which sets forth a framework for future industrial development in Wilsonville’s Basalt Creek Planning Area; and

WHEREAS, in 2019, the City adopted amendments to its Comprehensive Plan to integrate the Concept Plan’s recommendations for the Light Industrial, Craft Industrial, and High Tech Employment District land use designations along with Transportation System Plan amendments to integrate planned transportation improvements to support future development in the Basalt Creek Planning Area; and

WHEREAS, as part of the adoption of these amendments City Council expressed interest in applying form-based code, similar to standards approved in the Coffee Creek Industrial Area, with a focus on building and site design to foster multimodal connectivity for employees throughout the Basalt Creek Planning Area; and

WHEREAS, the City Council identified adoption of a form-based code for the Basalt Creek Planning Area as a component of a City Council goal for FY 2019-21 to ensure the area develops in the manner envisioned in the Basalt Creek Concept Plan; and

WHEREAS, City staff determined it prudent to seek state funds to support pursuit of this City Council goal through available grant programs; and

WHEREAS, Oregon’s Transportation and Growth Management Integrated Land Use and Transportation Planning Grants support implementing measures, such as code amendments, that promote accessible communities focused on development supportive of walking, biking, and transit; and

WHEREAS, City staff intends to submit an application for a Planning Grant from Oregon’s Transportation and Growth Management Program by the deadline of July 31, 2020; and

WHEREAS, the City’s grant request is for $125,000 to fund staff time and technical services to support the Basalt Creek Development Code Implementation Project; and
WHEREAS, the grant application includes $15,000 in matching City funds, a which is included in the current FY 2020-2021 budget; and

WHEREAS, a requirement of the grant is to have “Support of Local Officials” of the grant application and this resolution serves that purpose for the City’s grant application.

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

1. Support for the Planning Grant application to Oregon’s Transportation and Growth Management Program for the Basalt Creek Development Code Implementation Project.

2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 20th day of July 2020, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:
Kimberly Veliz, City Recorder

SUMMARY OF VOTES:
Mayor Knapp YES
Council President Akervall YES
Councilor Lehan YES
Councilor West YES
Councilor Lehan YES

EXHIBIT:
A. Transportation and Growth Management Program 2020 Application Packet (excerpt)
Transportation & Growth Management Program
2020 Application Packet

Application Deadline: 11:59 p.m. PDT on Friday, July 31, 2020
Apply at
https://www.cognitoforms.com/ODOT2/_2020TransportationGrowthManagementGrantApplication

Contents
Introduction ..................................................................................................................................... 2
TGM Objectives .......................................................................................................................... 2
Eligible Applicants ...................................................................................................................... 3
Eligible Projects .......................................................................................................................... 3
Category 1- Transportation System Planning ......................................................................... 4
Category 2- Integrated Land Use and Transportation Planning ............................................. 4
Grant Basics .................................................................................................................................... 5
Grant Selection Overview ........................................................................................................... 5
Grant Project Overview .............................................................................................................. 6
Use of Consultants .................................................................................................................. 6
Grantee Obligations ................................................................................................................ 6
Grant Timeline ............................................................................................................................ 8
More Information ........................................................................................................................ 8
Application Instructions .................................................................................................................. 9
Grant Eligibility Requirements ................................................................................................... 9
Grant Award Criteria ................................................................................................................ 10
Region Contacts ............................................................................................................................ 13

TGM MISSION
Oregon’s Transportation and Growth Management Program supports community efforts to expand
transportation choices. By linking land use and transportation planning, TGM works in partnership with
local governments to create vibrant, livable places in which people can walk, bike, take transit, or drive
where they want to go. https://www.oregon.gov/lcd/TGM
Introduction

The Transportation and Growth Management Program (TGM) invites you to apply for funding in the 2020 grant cycle. The TGM Program provides long range planning resources to help Oregon communities address pressing transportation, land use, and growth management issues.

TGM is a joint effort of two state agencies: the Oregon Department of Transportation (ODOT) and the Oregon Department of Land Conservation and Development (DLCD). TGM is primarily funded by the federal transportation legislation, Fixing America’s Surface Transportation (FAST) Act, under an agreement with the Federal Highway Administration, with additional staff support and funding provided by the State of Oregon. Awarded projects are administered by TGM on behalf of a local jurisdiction according to state and federal requirements.

The mission of TGM is to support community efforts to expand transportation choices. By linking land use and transportation planning, TGM works with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

TGM Objectives

The TGM Program works in partnership with local governments and other stakeholders to accomplish the following interrelated goals and objectives:

1 **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
   1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
   1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
   1.3 Mobility choices for underserved communities and those with limited options.
   1.4 Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.

2 **Create communities** composed of vibrant neighborhoods and lively centers linked by accessible transportation.
   2.1 Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages, incomes and abilities.
   2.2 Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
   2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.
3 **Support economic vitality and growth** by planning for land uses and the movement of people and goods.

3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.

3.2 Well-located and accessible industrial and employment centers.

3.3 Housing with access to education, jobs, and services.

4 **Save public and private costs** with compact land uses and well-connected transportation patterns.

4.1 Urban growth accommodated within existing communities, thus minimizing, delaying, or providing an alternative to an urban growth boundary expansion.

4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.

5 **Promote environmental stewardship** through sustainable land use and transportation planning.

5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

**Eligible Applicants**

Eligible applicants include cities, counties, councils of government on behalf of a city or county, and tribal governments. Certain special districts are eligible, such as transportation districts, metropolitan planning organizations, ports, mass transit districts, parks and recreation districts, and metropolitan service districts. School districts, and public colleges and universities, may be eligible as part of a joint application with a local government for an otherwise eligible project. Eligible applicants may join together to propose a project, such as a multi-county TSP or multi-city or city-county corridor plan.

**Eligible Projects**

TGM grants are for planning work leading to local policy decisions. Projects should result in the development of an adoption-ready plan or land use regulation or amendments to an existing plan or land use regulation. Projects that primarily do research or outreach, study an issue, compile data, or inventory information are generally not eligible for grant funding. TGM grants also cannot fund preliminary engineering, engineering, or construction work. If in doubt, discuss with your [Region TGM planner](#) about whether your proposed work is eligible.

There are two categories of grants: Transportation System Planning and Integrated Land Use and Transportation Planning.
Category 1- Transportation System Planning

**Purpose**
To help local governments develop and update transportation system plans (TSPs) and implementing measures that implement the Transportation Planning Rules (OAR 660-012-0045); implement the Oregon Transportation Plan and other statewide modal and topic plans; increase opportunities for walking, biking, and transit; or reduce reliance on the state highway for local travel needs.

**Eligible Uses**
Projects in this category will result in a transportation decision. Projects will plan for transportation facilities inside Urban Growth Boundaries (UGB’s), in urban unincorporated communities, and along rural highway corridors. Projects proposed for areas being considered in a UGB amendment process may be eligible, but must demonstrate they are timely and reasonably achievable. Category 1 projects typically include preparation and adoption of:

- TSPs, including analysis to determine transportation needs, and planning for such elements as local street networks, bicyclists and pedestrians, safety including safe routes to school, transit, and freight.
- TSP updates, in whole or part, to address new needs, comply with new state or federal regulations, maintain consistency with a regional transportation plan, plan for areas newly brought into the UGB, reduce greenhouse gas emissions, or make the transportation system more resilient to the impacts of natural hazards.
- TSP implementation, such as streetscape plans, cost estimate refinement, capital improvement and other funding plans, and land use regulations required by the Transportation Planning Rule.
- TSP refinement, such as corridor plans, multimodal safety plans, interchange area management plans, or other planning to implement Oregon statewide modal and topic plans.
- Transit Development Plans that provide long term vision and policy for existing and future transit service.
- Other innovative transportation-related planning projects that are consistent with TGM Objectives.

Category 2- Integrated Land Use and Transportation Planning

**Purpose**
To help local governments develop integrated land use and transportation plans and implementing measures that encourage livable, affordable, and accessible communities for all ages and incomes; promote compact, mixed-use, walkable development to increase walking, biking, and transit; or support physical, social, and economic needs.
Eligible Uses
Projects in this category will result in a land use decision. Projects will combine land use planning with supportive transportation facility planning inside UGBs, urban unincorporated communities, and urban reserve areas. Category 2 projects typically include preparation and adoption of:

- Specific area plans for land uses in a downtown, main street, commercial or employment area, neighborhood, corridor, or interchange.
- Land use and transportation concept plans for areas brought into a UGB.
- Transportation-efficient land use plans for an entire urban area, such as location efficiency of housing and employment or reducing greenhouse gas emissions from transportation.
- Implementing measures, such as code amendments, infill and redevelopment strategies, and intergovernmental agreements.
- Other innovative land use and transportation-related planning projects that are consistent with TGM Objectives.

If you are not sure if your project is eligible for a TGM grant, you can search the lists of TGM grants - [https://www.oregon.gov/lcd/TGM/Documents/TGM-Complete-Active-Projects.pdf](https://www.oregon.gov/lcd/TGM/Documents/TGM-Complete-Active-Projects.pdf) - and TGM final grant products - [https://www.oregon.gov/lcd/TGM/Pages/Final-Grant-Products](https://www.oregon.gov/lcd/TGM/Pages/Final-Grant-Products).

If your project is not eligible for a TGM grant, one of TGM’s Community Assistance programs – Quick Response, Code Assistance, Education and Outreach, or TSP Assessment – may be able to help. See: [https://www.oregon.gov/lcd/TGM](https://www.oregon.gov/lcd/TGM).

Grant Basics

Grant Selection Overview
The TGM Program awards grants on an annual basis. TGM typically awards between $2 and $2.5 million per cycle. Projects are selected on a competitive basis within each of the five ODOT regions. The regional allocation – funds available for projects - is based on a formula that considers the number of cities and the population within a region. Award amounts generally range between $100,000 and $250,000.

Projects are selected primarily on the points scored under the grant award criteria; also considered are the grant amounts requested, the estimated amounts TGM believes may be required to complete a project, the amount of grant dollars available for award within a geographic region, and the balance of grant dollars between Category 1 and Category 2 projects. TGM consults with other state agencies to gain further insights about proposed projects. A consideration in scoring is ensuring a fair distribution of grant funds to smaller or economically distressed communities.
Grant Project Overview
In September 2020, successful applicants will receive a grant award letter. The grantee and a TGM grant manager will work together to prepare a project statement of work, select a consultant (as appropriate), and complete an intergovernmental agreement (IGA).

Initial project statement of work negotiations must be completed within TGM’s timeline or the grant award may be withdrawn. The grant award is not final until the IGA between ODOT and local grantee is signed by all parties.

Grants generally have two years after award to be negotiated, conducted, and completed; projects that will take longer than three years from award to completion are not suitable for TGM grant funds. Project extension is subject to available funding and continued project eligibility.

Use of Consultants
For projects using consultants, ODOT, rather than local grantees, will contract with consultants. Using ODOT policies and procedures that meet state and federal requirements, TGM staff will work with jurisdictions to select the project consultant that best fits the specific planning services needed.

Grantee Obligations

Match
TGM requires a local grant match of 12% of the total project cost. Grantees typically provide match in the form of cash or direct project costs, such as time and materials which are directly related to the project. Time that may be counted as project match includes that from grantee staff, grantee contract planners and engineers, or certain volunteers, such as project committee members. Communities defined as “distressed” by the Oregon Business Development Department may request a partial match waiver. The list of distressed communities is available online at: http://www.oregon4biz.com/Publications/Distressed-List/.

The ways to fulfill match requirements vary:

- Grantees not using consultants will bill TGM for eligible project costs, such as in-house staff labor or other eligible expenditures. TGM will reimburse the grantee for those costs, less the required match amount.
- Grantees using consultants and not being partially reimbursed for their own work will submit match reports that document eligible local project costs to meet the match requirement.
- Grantees using consultants and being partially reimbursed for their own work will bill all of their work and be reimbursed for those costs less the required match. Consultants will bill and be paid at 100%.
- Grantees have the option to send cash directly to TGM at IGA signing for the full match amount.
**Note:** As an award condition, grantees with unmet match obligations from previous TGM projects must document that the match was provided or pay the balance of unmet match within three weeks of notice of new grant award, or the award will be withdrawn.

**Eligible Costs**

TGM grants and required match can be spent only on direct project-related costs. Eligible costs include salary of local government employees assigned to the project, postage, travel, supplies, and printing.

Equipment purchases and indirect costs, including general administrative overhead, are not eligible costs unless you have a federally approved indirect cost plan. Local expenses for persons or firms who contract with a local government to provide planning or other services are **not** eligible for reimbursement, but may be counted as match.

Costs incurred prior to signing an intergovernmental agreement are not eligible project costs. This includes costs of preparing the grant application, preparing a statement of work, and selecting a consultant.

**Project Management**

Local commitment is key to a successful project. As a condition of award, grantees will be asked to provide written commitment that they will meet all grantee obligations in a timely manner. Grantees must provide a project manager who has the time and the capability to oversee project work and will:

- serve as principal contact person for the project;
- help to develop a statement of work;
- monitor and coordinate work, including consultant work, to ensure completion of all work on time and within budget;
- review consultant work products and payment requests;
- make logistical arrangements and provide public notification for local meetings and public events;
- provide legal notice, including post-acknowledgement plan amendments notice;
- prepare progress reports, match reports, reimbursement requests, and the closeout report; and;
- keep local decision-makers informed about the project.

**Note:** As an award condition, grantees with unmet project management obligations from previously completed TGM projects must fulfill their obligations within three weeks of notice of new grant award, or the award will be withdrawn.

**Title VI/Environmental Justice/Americans with Disabilities**

Awarded projects are expected to abide by Title VI and related authorities including [Executive Order 12898](https://www.whitehouse.gov/ostp/execorder-12898) (Environmental justice) which prohibit discrimination on the basis of race, color,
national origin, or income, and other demographic characteristics. They are intended to make planning and decision-making more inclusive and to more equitably share the impacts and benefits of projects that receive federal funding. The public involvement program must include specific steps to provide opportunities for participation by federal Title VI communities. In addition, grants that include planning for pedestrians must consider Americans with Disabilities Act requirements.

**Grant Timeline**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31, 2020</td>
<td>Grant Applications due by 11:59 p.m.</td>
</tr>
<tr>
<td>August – September 2020</td>
<td>Application scoring and ranking</td>
</tr>
<tr>
<td>September 2020</td>
<td>Project award announcements</td>
</tr>
<tr>
<td>January – March 2021</td>
<td>Grantees must have agreed on a detailed statement of work sufficient to select a Consultant, or to prepare an IGA if no consultant will be used</td>
</tr>
<tr>
<td>June – July 2021</td>
<td>IGA and personal services contracts must be signed and projects underway</td>
</tr>
<tr>
<td>September 2022</td>
<td>Most 2020 TGM projects completed</td>
</tr>
<tr>
<td>January 2024</td>
<td>All 2020 TGM Projects must be completed</td>
</tr>
</tbody>
</table>

**More Information**

Download the required Racial and Ethnic Impact Statement at [https://www.oregon.gov/LCD/TGM/Pages/Planning-Grants](https://www.oregon.gov/LCD/TGM/Pages/Planning-Grants). Assistance documents and successful 2019 TGM application responses are also available.

For general questions about the application process, contact Elizabeth Ledet at 503-986-3205 or elizabeth.l.ledet@odot.state.or.us or Bill Holmstrom at 503-934-0040 or bill.holmstrom@state.or.us.

Contact Abigail Erickson at 503-986-4155 or Abigail.ERICKSON@odot.state.or.us for assistance with filling out the online form.

Applicants are encouraged to familiarize themselves with the online platform well in advance of the deadline.

You can begin your application and save your progress by clicking the "Save" button at the bottom of the form; you will receive a link to return to your form to complete your submission.
July 27, 2020

Glen Bolen
Region 1 TGM Lead Planner
Transportation and Growth Management Program
Oregon Department of Transportation
555 13th Street NE, Suite 2
Salem, OR 97301

RE: Letter of Support for TGM Grant Application for “Basalt Creek Development Code Implementation Project” by City of Wilsonville

Dear Mr. Bolen:

On behalf of the City of Wilsonville Economic Development Department, I am pleased to submit this letter of support for the City’s application for TGM funding for the Basalt Creek Development Code Implementation Project.

Development of land use regulations for the Basalt Creek Planning Area is critical to enable future development consistent with the recommendations in the Basalt Creek Concept Plan. Implementation of the regulations will support new business investment in the emerging South Washington County Industrial Area—the largest undeveloped industrial area in the entire Portland region. Development of this area into a thriving industrial and commercial center has just begun, representing the culmination of decades of collaborative planning, and the commitment of nearly $100 million in infrastructure investment by Washington County and other regional stakeholders.

Once the vision for the Basalt Creek Planning Area is achieved, it will become home to more than 4,500 jobs (predominantly well-paying jobs in manufacturing sectors) and provide economic opportunities for individuals from across our region. As the nation emerges from the effects of the Coronavirus, the need for these jobs is greater than ever.

The City of Wilsonville Economic Development Department fully supports the Basalt Creek Development Code Implementation Project and I encourage your full and fair consideration of this important grant application.

Sincerely,

Jordan Vance
Economic Development Manager
City of Wilsonville

Direct: 503-570-1539
Cell: 503-826-7500
vance@ci.wilsonville.or.us
July 8, 2020

Glen Bolen  
Region 1 TGM Lead Planner  
Transportation and Growth Management Program  
Oregon Department of Transportation  
555 13th Street NE, Suite 2  
Salem, OR 97301

Dear Mr. Bolen:

I want to offer Metro’s support for the City of Wilsonville’s Transportation Growth Management grant application for the Basalt Creek Development Code Implementation Project. This project would develop land use regulations that enable future development of the City’s Basalt Creek Planning Area (BCPA) consistent with the recommendations in the Basalt Creek Concept Plan and would provide an integrated and coordinated effort to plan for transportation and land use in this area.

In 2004, Metro added the 847 acres of the BCPA to the UGB to help meet the need for industrial and residential land in the region for the next 20 years. Funding this grant will assist the city and this region in planning for future urban development by establishing the regulations needed to support development as significant transportation and utility infrastructure investments are made in the surrounding area.

The Basalt Creek Development Code Implementation Project will significantly advance the city’s progress in meeting local, regional and state transportation and land use goals and help implement the region’s transportation and land use policies. We look forward to working with the City of Wilsonville and the State of Oregon on this project.

Sincerely,

Rebecca Small  
Regional Planner
Dear Mr. Bolen:

I have been in the commercial real estate business for 39 years. I am a partner at Macadam Forbes, the largest locally owned brokerage in the metro area. I have brought many developers and industrial and office users into the City of Wilsonville. These include Microsoft, DW Fritz Automation, Sig Sauer, Pro Logis, Martin Development, Harsch Investment, Specht Development and Tyco. Wilsonville is a unique city in the SW I-5 corridor in that its commercial, retail and residential traffic do not intermingle with industrial traffic. This is one of the things that drive it to be the most valuable industrial land in the SW metro area.

The land at Basalt Creek is ideally situated for industrial development. Industrial development is the cornerstone of a community. It supplies living wage jobs, a strong property tax base and puts very little strain on city services. The Basalt Creek area is a fabulous area that needs to be unlocked by transportation improvements and services. Developers I work with are constantly touring the area with me and are anxious to build buildings and bring business and tax base into the area.

The zoning ordinances and design standards need to be addressed to fit Industrial development. Without these the area, even if served by utilities could lie fallow. As an example, observe Day Rd. It should be developed as industrial property but for years has lied fallow, due to constrictive design standards. Making land attractive to developers accelerates the process of bringing life to an industrial area. For evidence of this statement, look at 95th Street and the Canyon Creek area. A large plurality of the buildings there were built by developers, and they remain attractive vibrant workplaces decades later.

So in conclusion the Basalt Creek area is a vital component of the Metro Area’s industrial region and anything that brings it to a condition that it can be developed is a tremendous enhancement to the City of Wilsonville and the SW I-5 corridor.

Stu Peterson
Macadam Forbes
stu@macadamforbes.com
503 730 2875
July 15, 2020

Glen Bolen
Region 1 TGM Lead Planner
Transportation and Growth Management Program
Oregon Department of Transportation
55 13th Street NE, Suite 2
Salem, OR 97301

RE: City of Wilsonville Basalt Creek Development Code Implementation Project

Dear Mr. Bolen:

Washington County staff support the City of Wilsonville’s application for a Transportation and Growth Management (TGM) grant for the Basalt Creek Development Code Implementation Project. The Basalt Creek area is a part of the larger South County Industrial Area, which is the largest undeveloped industrial area in our region. The grant will help make employment land ready for development in this area while supporting transportation demand management.

Washington County has a long history of partnering with Wilsonville to support development in the Basalt Creek area. Metro brought the area into the Urban Growth Boundary in 2002 and 2004. The City, the County and other partners have worked together since then to plan for the land use and transportation needs for the area. Partners completed the Basalt Creek Transportation Refinement Plan (2012) and the South County Industrial Area Study (2017) to prioritize and identify funding for necessary transportation infrastructure for the area. Washington County and Wilsonville have updated our Urban Planning Area Agreement to define future city boundaries and confer planning authority for new urban areas to Wilsonville. The County has also endorsed the city’s comprehensive plan for the area.

Funding for Wilsonville’s TGM grant proposal to develop land use regulations in the Basalt Creek area will support our long-term goals for development and for transportation and utility infrastructure investments in this critical industrial area.

The County appreciates our partnership with the City of Wilsonville and looks forward to continuing to work with the City to support development in the Basalt Creek Area. Thank you for your consideration of their request.

Sincerely,

Stephen Roberts, AICP
Director of Land Use & Transportation
July 9, 2020

ATTN: ODOT TGM Grant Review Committee

RE: CITY OF WILSONVILLE BASALT CREEK DEVELOPMENT CODE
TGM GRANT APPLICATION LETTER OF SUPPORT

On behalf of the Westside Economic Alliance, I am writing to express our support of the Basalt Creek Development Code project. As an organization that supports regional economic development, we believe this project is in the best interest of the community and the entire region.

The mission of Westside Economic Alliance is to advocate for a healthy economic environment. We provide our members with a common voice on local, regional, and state issues. We actively monitor land use regulations, urban growth boundary expansions, transportation funding, and other infrastructure that support economic development. It is with this mindset we have been following the Basalt Creek progress for many years.

The City of Tualatin and City of Wilsonville adopted the Basalt Creek Concept Plan in August 2018 to provide the overall framework for developing the area. The area is unique as it includes two different industrial land use categories that are not found elsewhere in Wilsonville – Craft Industrial and High-Tech Employment. The next step is to implement the regulations needed to support development as significant transportation and utility infrastructure investments must be made in the surrounding area. This grant would provide the funding to accomplish this. Without this funding, the project could face significant delays during this critical time when economic growth must be encouraged.

Westside Economic Alliance supports the City of Wilsonville’s efforts and highly recommend ODOT’s approval of this TGM grant.

Sincerely,

Mimi Doukas, Chair
Land Use and Housing Committee
Racial and Ethnic Impact Statement

This form is used for informational purposes only and must be included with the grant application.

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. ☐ The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:
   Indicate all that apply:
   - Women
   - Persons with Disabilities
   - African-Americans
   - Hispanics
   - Asians or Pacific Islanders
   - American Indians
   - Alaskan Natives

2. ☐ The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:
   Indicate all that apply:
   - Women
   - Persons with Disabilities
   - African-Americans
   - Hispanics
   - Asians or Pacific Islanders
   - American Indians
   - Alaskan Natives

3. ☑ The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, please provide below the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

☐ By checking this box, I hereby certify the information contained on this form is true, complete, and accurate to the best of my knowledge. Dated: July 20, 2020

Printed Name: Kimberly Rybold AICP
Title: Senior Planner
Agency Name: City of Wilsonville

1 “Minority person” are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African Americans, Hispanics, Asians, or Pacific Islanders, American Indians and Alaskan Natives.