



**Development Review Board
Panel A Meeting
November 8, 2021
6:30 pm**

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

- Board members are participating virtually, via Zoom videoconferencing
- Anyone experiencing fever or flu-like symptoms should not attend
- Council Chambers capacity is limited to 25 people and social distancing guidelines will be enforced

To Provide Public Comment

- 1) E-mail Shelley White at swhite@ci.wilsonville.or.us for Zoom login information
- 2) E-mail testimony regarding Resolution No. 396 (Meridian UCC – Frog Pond Church) to Cindy Luxhoj AICP, Associate Planner at luxhoj@ci.wilsonville.or.us by 2 pm on November 8, 2021.
- 3) In-person testimony is discouraged, but can be accommodated. Please contact Kim Rybold at rybold@ci.wilsonville.or.us or by phone at 503-682-4960 for information on current safety protocols.



**Wilsonville City Hall
Development Review Board Panel A**

Monday, November 8, 2021 - 6:30 P.M.

- I. Call to order:
 - II. Chairman's Remarks:
 - III. Roll Call:
 - Daniel McKay Jean Svadlenka
 - Kathryn Neil Ben Yacob
 - Rachelle Barrett
 - IV. Citizens' Input:
 - V. Consent Agenda:
 - A. Approval of minutes of the October 11, 2021 DRB Panel A meeting
 - VI. Public Hearings:
 - A. **Resolution No. 396. Meridian United Church of Christ (Frog Pond Church): Ben Altman, Pacific Community Design Inc. – Representative for Meridian United Church of Christ – Owner/Applicant.** The applicant is requesting approval of a Zone Map Amendment from Residential Agricultural-Holding (RA-H) to Planned Development Residential – 4 (PDR-4), and adopting findings and conditions approving a Stage I Master Plan, Stage II Final Plan, Tentative Partition Plat, and Setback Waiver for Meridian United Church of Christ (Frog Pond Church). The subject site is located at 6750 SW Boeckman Road on Tax Lot 5500, Section 13AA, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Cindy Luxhoj
-
- | | | |
|-------------|-----------|--------------------------------|
| Case Files: | DB21-0029 | Zone Map Amendment |
| | DB21-0030 | Stage I Master Plan |
| | DB21-0031 | Stage II Final Plan |
| | DB21-0032 | Tentative Partition Plat |
| | DB21-0033 | Waiver – Setback/Zero Lot Line |

The DRB action on the Zone Map Amendment is a recommendation to the City Council.

VII. Board Member Communications:

- A. Results of the October 25, 2021 DRB Panel B meeting
- B. Recent City Council Action Minutes

VIII. Staff Communications:

IX. Adjournment

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this 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 such services, please call the Planning Assistant at 503 682-4960

DEVELOPMENT REVIEW BOARD MEETING
NOVEMBER 8, 2021
6:30 PM

- V. Consent Agenda:
 - A. Approval of minutes of October 11, 2021 DRB
Panel A meeting

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

**Development Review Board – Panel A
Minutes– October 11, 2021 6:30 PM**

I. Call to order:

Chair Daniel McKay called the meeting to order at 6:30 p.m. –Palatino linotype

II. Chairman’s Remarks:

The Conduct of Hearing and Statement of Public Notice were read into the record.

III. Roll Call:

Present for roll call were: Daniel McKay, Jean Svadlenka, Kathryn Neil, Rachelle Barrett, Ben Yacob

Staff present: Daniel Pauly, Barbara Jacobson, Philip Bradford, Kimberly Rybold, and Shelley White

IV. Citizens’ Input: None

V. Consent Agenda:

A. Approval of minutes of the May 10, 2021 DRB Panel A meeting

Kathryn Neil moved to approve the May 10, 2021 DRB Panel B meeting minutes as presented. Ben Yacob seconded the motion, which passed unanimously.

VI. Public Hearings:

A. **Resolution No. 394. City of Wilsonville Public Works Facility: Brandon Dole, Scott Edwards Architecture – Representative for Delora Kerber, City of Wilsonville – Applicant/Owner.** The applicant is requesting approval of a Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Removal Plan, Class 3 Sign Permit and Lot Line Adjustment for construction of a new public works facility for the City of Wilsonville. The subject site is located on Tax Lots 1800 and 1900 of Section 14A, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Philip Bradford

Case Files:	DB21-0017	Stage I Master Plan
	DB21-0018	Stage II Final Plan
	DB21-0019	Site Design Review
	DB21-0020	Type C Tree Plan
	DB21-0021	Class 3 Sign Permit
	AR21-0010	Lot Line Adjustment

Chair McKay called the public hearing to order at 6:35 p.m. and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site. No Board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No Board member participation was challenged by any member of the audience.

Philip Bradford, Associate Planner, announced that the criteria applicable to the application were stated starting on page 2 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room and on the City's website.

Mr. Bradford presented the Staff report (Exhibit A1) reviewing the background, summary of applications, and staff recommendation for the City of Wilsonville's proposed Public Works Complex via PowerPoint with these key comments:

- The subject property consisted of two tax lots located on SW Boberg Rd, east of the WES tracks and north of the SMART transit offices. Surrounding uses were mostly industrial and zoned PDI except for the Walnut Mobile Home to the east, which was Residential/Agricultural Holding-Industrial (RAH-I). The subject property was zoned PDI and had an Industrial Comprehensive Plan Designation.
- Proper noticing was followed, including clarifying background information about the project and outlined adaptations for the hearing process in providing testimony that were adopted by the City in response to Covid-19. The Public Hearing Notice was mailed on September 21, 2021 and an onsite notice was posted the same day. Notice was sent to each resident of the adjacent mobile home park rather than just the owner of the park to ensure residents were aware of the proposal. No public comments were received by Staff.
- While the application for the Lot Line Adjustment, AR21-0010, was applied for separately, it was included for review this evening because applications were normally reviewed as a complete package before the DRB.
- Stage I Master Plan. The subject property was not subject to any master planning area, so the applicable requirements all came from the Development Code. The proposed industrial uses included office space and warehousing, both permitted uses outright in the PDI Zone. As a whole, the site was a public facility, intended to serve the City of Wilsonville and its residents, which was also a permitted use within the PDI Zone.
- The Stage II Final Plan focused on the overall layout and function of the development. The Applicant proposed all the necessary facilities, such as stormwater, lighting, and access as part of the proposed development. The proposed layout of the public works facility met all the technical and functional requirements applicable to the Stage II Final Plan Review.
- The scope of the Site Design Review focused on architecture, materials, landscaping, and the overall appearance of the development. Overall, the redevelopment was attractively designed and complemented the look of adjacent industrial developments with extensive screening to soften the appearance of the service yard. Staff found that the development was professionally designed and met the intent and objectives of Site Design Review, which was primarily to avoid monotonous development and encourage a higher level of design. 15:00
 - The main office building utilized three different building materials that included gray natural concrete, black metal panels, and wood siding. These three materials avoided monotony and provided visual interest on a concrete tilt-up building. The selected

materials were durable and appropriate for an industrial zone. The other service yard structures primarily utilized the same metal panel in a grey color, which was cost-effective and low-maintenance.

- The landscaping utilized the General Landscaping Standard along the front and the High Screen Standard utilizing an opaque fence around the service yard. The Applicant had incorporated a large amount of new trees to soften the appearance of the development from SW Boberg Rd. Additional plantings within the Significant Resource Overlay Zone (SROZ) would enhance the riparian corridor. The site had stormwater facilities throughout, including a planter in the plaza between the office and warehouse buildings, another facility at the northeast corner of the service yard, and a large facility at the rear of the development. The proposed plaza was attractively designed and landscaped. It provided an area for Staff to utilize during breaks, as well as a pleasing pass-through area from the office to the more industrial uses at the western portion of the site.
- Type C Tree Permit. The Applicant's proposed removal of 89 trees was necessary for construction, and no practicable alternatives existed that would result in additional tree preservation on the subject property. The majority of the trees species proposed for removal were cottonwood trees. Within the SROZ, several trees were proposed for removal due to utility work. Others were in poor condition or noted as dead within the arborist's report. Several trees were proposed to the north of the site, north of the private access road. Overall, the Applicant had proposed 117 new trees be planted as part of site's development, which exceeded the one-to-one mitigation ratio.
- Class 3 Sign Permit. One monument sign was proposed near the entrance along SW Boberg Rd. The proposed sign measured 28 sq ft, which was below the allowable sign area for a single-tenant structure occupying more than 26,000 sq ft of building area. A condition of approval was included to ensure that the final placement met all applicable location and setback requirements that required the sign to be no farther than 15 ft from the property line and no closer than 2 ft to a public sidewalk.
- Lot Line Adjustment. During the initial review of the proposed development, the Building Department noted that the proposed office building crossed the parcel line as shown in the left image on Slide 13. A consolidation was required because a building could not cross property lines. Accordingly, the Applicant included a Lot Line Adjustment with their development to remove the line and create a new 7.64 acre parcel. The new lot met all standards for the PDI Zone, which did not contain a minimum lot size, lot coverage, or any area requirements. All setbacks were met by the proposed development.
- The Traffic Impact Study found that the proposed development would continue to meet or exceed all Level of Service (LOS) standards for each intersection studied as part of the analysis. Overall, the development would create 251 daily trips and add an additional 50 new PM Peak Hour trips, 11 inbound and 39 outbound.
- Parking. The roughly 17,200 sq ft office building required a minimum of 2.7 spaces per 1,000 sq ft of floor area, and a maximum of 4.1 spaces per 1,000 sq ft. The 17,900 sq ft warehouse portion required .3 spaces per 1,000 sq ft as the parking minimum, and .5 spaces per 1,000 sq ft as the maximum. The Applicant proposed 61 standard or compact spaces, which fell within the allowable total of 51 minimum and 80 maximum spaces. There were additional nonstandard spaces for oversized City vehicles, which were not included in the calculations for minimum and maximum street parking.

- Based on the findings of fact, information included in the Staff report, and information received from a duly-advised public hearing, Staff recommended that DRB Panel A approve with conditions all applications for the City of Wilsonville Public Works Facility.

Jean Svadlenka noted the office space was listed as 15,800 sq ft for traffic and parking calculations and 25,000 sq ft on Page 4 of Exhibit A. She asked which one was correct.

Mr. Bradford replied that overall, the building was 25,000 sq ft, but that included an underground parking deck that did not count towards that square footage, hence the smaller number. Because it was only for vehicle parking, it did not count as part of the usable floor area for parking calculations. There were 11 parking spaces in the below-grade deck of the building.

- He clarified that the below-deck parking spaces were for staff and did count toward the total available on the site. Bicycle parking would also be located underneath in the covered area, as well as three motorcycle spaces.

Rachelle Barrett asked for clarification on the total number of parking spots. From the presentation, she had noted 17 visitor, 33 staff, and 11 below deck parking spaces for a total of 61 spaces.

Mr. Bradford clarified there were also three additional Public Works spaces in the yard near the westernmost gate that counted towards the total, as well as five standard-sized spaces directly south of the stormwater facility. Those spaces, along with the 17 visitor, 33 staff, and the 11 parking spaces below deck comprised the total of 61 spaces.

Chair McKay asked for further clarification, noting Page 5 of the Staff report stated, “The Applicant proposes 50 parking spaces for visitors and staff and another 37 parking spaces located in the service yard” which was a total of 87 parking spaces.

Daniel Pauly, Planning Manager, replied that some of those spaces were storage for fleet vehicles.

Mr. Bradford confirmed the 37 spaces located in the service yard were inclusive of the nonstandard vehicle spaces. He had not separated those out in the traffic and parking section, but had in the Findings on page 32 of the Staff report.

Mr. Pauly explained some of the service yard spaces could accommodate standard vehicles. Staff could park their personal vehicle there and then take a work truck, and some were striped spaces for storage of City equipment.

Chair McKay asked if those spaces counted towards the minimum/maximum number of spaces. He noted the maximum number of allowed spaces was 80, but it appeared that 87 spaces were proposed. He asked if the Applicant needed to apply for a waiver.

Mr. Bradford replied that he did not interpret those as needing to be counted because per the Code definition, the parking space standard was 9 ft x 18 ft, which was the basis for his

calculations. Those other spaces were significantly different in size, so he did not interpret them as either a standard or compact parking space, both of which had prescriptive sizes in the Code.

Mr. Pauly added that more importantly, those spaces could be considered storage under the Code because they were intended for equipment storage. Even car dealerships had that differential, where some spaces were counted as parking spaces to meet the minimum for staff and customers, while others were counted as storage for vehicle inventory, although both looked the same on the ground. Trucking and warehousing developments typically had a lot of striped truck parking spaces that did not count toward the maximum because that was where truck and trailers were stored. This was the same idea.

Mr. Bradford confirmed there was a discrepancy in the numbers, but the total numbers contained in the Finding B33 on Pages 31 to 33 of the Staff report were accurately measured from the Applicant's plans.

Ben Yacob expressed concern about traffic as every industrial facility in the area hit the same rush hour between 3 p.m. and 5 p.m. He asked about the additional traffic being added by the facility to Boberg Rd, which was already inundated with traffic now. He understood it was a needed facility, and asked if the City or Planning Department had thought about offsetting some of the traffic with any mitigation. Did the paved easement go all the way through?

Mr. Bradford confirmed that both the subject site and an existing industrial user to the west took access through the private easement road on the north end of the property. However, there were no conditions or recommendations in the DKS Traffic Impact Study, as all of the intersections studied maintained their LOS D or higher.

Mr. Pauly reminded that the Traffic Study included all existing and planned developments, including any approved, unfinished project. All intersections continued to perform without additional mitigation required. He clarified that KSF in the Traffic Study meant 1,000 sq ft.

Chair McKay stated that directly to the east of the subject site was the mobile home park. He understood that during the Nicoli development, there was concern about noise and construction vehicles. He asked what sort of vehicles would be stored on site and whether any before or after hours noise would be generated from the development.

Mr. Bradford replied that based on information provided by the Applicant, there would only be after-hours activity on the site if there was an emergency. Otherwise, the typical use would be during normal City business hours. He believed the DP Nicoli development had both Comprehensive Plan and Zone Map Amendments along with conditions for vehicle traffic, whereas the subject property was already zoned Industrial, so it was a slightly different context.
[34:05]

Mr. Pauly added that the main prohibition was within 100 ft. Once the right-of-way and office building were added to the subject property, any after-hours operations would be well beyond that distance.

Ms. Svadlenka noted in Table 5 "Future Intersection Operations" on Page 6 of the Staff report, the last column on the right, "Existing + Stage II + Project" showed that the Boeckman Rd/Boberg Rd intersection would potentially generate a LOS D. She asked if that would trigger a traffic amendment to that intersection.

Mr. Pauly answered no, stating that LOS D met City standards, so it was not a failing intersection, which would be LOS F. He understood the LOS could be confusing. LOS D could be good because it meant an intersection was not overbuilt, but was efficiently operating at capacity. LOS D was not like a school grading scale. If everything operated at LOS A, it would mean the City had overbuilt and spent too much money on roads.

Ms. Svadlenka asked what the unit of measurement was for the delay column in Table 5.

Mr. Pauly replied it was seconds. Additionally, Matt Huxley from Tetra Tech, who had worked with the Engineering Team on the review of the Traffic Study, was present and could correct anything as necessary. He confirmed the Boeckman Rd/Boberg Rd intersection was a four-way stop, not a traffic light.

Ms. Svadlenka asked for a description of the dewater/decant facility.

Mr. Bradford deferred to the Applicant, noting the Public Works Staff would be best suited to describe the different facilities in the storage yard.

Mr. Pauly suggested entertaining any other questions for Planning Staff, and allow the Applicant could address that during their presentation. Essentially, the facility was used to clean off items from sewer operations and such.

Chair McKay stated it sounded like some fairly nasty chemicals would be stored at the facility and asked if anything in the Code addressed distance requirements from residential areas for things like chemical spills, cleanup, mitigation, etc.

Mr. Pauly advised tabling that question for the Applicant as well.

Ms. Barrett noted that Pages 12 and 13 of Exhibit A1 included quite a few Engineering Division conditions that had to be met by the Applicant. She asked how it was feasible to meet them all as the plans did not appear to have met them, specifically those conditions regarding stormwater areas and fire hydrants.

Mr. Pauly replied that if a condition substantially changed the layout of a site, Staff did their best to resolve it prior to land use because it interrelated with the overall design and layout of the site. If it was something underground, or the location of a single item, such as a fire hydrant, there was more flexibility and it made more sense to work it out during construction drawings when they got to a higher level of design. Staff had not identified anything in the Public Works requirements or conditions of approval that would substantially alter the Site Plan.

Ms. Svadlenka noted Condition PFA 8 suggested eliminating the water quality facility and asked how to identify it on the design.

Matt Huxley, Tetra Tech, replied it was a small island facility in the northeast corner of the site. His one concern was having maintenance stuck up in the corner. Additionally, the Utility Plan showed that it connected to the stormwater facility to the southwest, so there was no need to provide treatment twice. Therefore, it could be eliminated to provide additional space for parking or other uses. It was a minor comment.

Ms. Svadlenka asked if the City had decided to eliminate it or leave it there.

Mr. Pauly deferred to the Applicant, noting that typically, it would be left as landscaping. He agreed it was fairly minor because under the Code, it was considered substantially compliant. He invited the Applicant to clarify if they had come to a resolution about the facility. Oftentimes such an issue was resolved during the final stormwater design when the capacity numbers were confirmed as the exact design was dialed in.

Mr. Yacob asked if the only purpose of stormwater facilities was to retain water during rain.

Mr. Pauly responded different facilities had different purposes. Some facilities were used for water retention during a storm event while others had special soils to percolate and clean or treat the water.

Ms. Svadlenka noted the Landscaping Plan shown on Slide 10 of the PowerPoint and on Page 7 of the Staff report listed Boberg Rd as Borberg Rd. On Page 25, Finding B11 under Traffic Concurrency discussed the Traffic Impact Analysis in Exhibit B7, but she had not received that exhibit and asked if it was notated incorrectly.

Mr. Bradford clarified it should read "Exhibit ~~B7~~ B1".

Chair McKay confirmed there were no further questions of Staff and called for the Applicant's testimony.

Delora Kerber, Public Works Director, City of Wilsonville, provided background on the proposed project, stating that in 2015, the City had drawn up a Facility Master Plan with two top goals to accomplish, to give both the police department and Public Works better facilities than what they had. Currently, both occupied the old City Hall building across the street. The Public Works administrative offices occupied the top floor of the old City Hall, but the yards were located all over the city, including the Three Bay at Memorial Park, which was allowed under a Temporary Use Permit that was due for renewal, if needed, in 2024.

- To meet these needs, the City had purchased the subject site in 2016 and began the conceptual design plan process, which concluded with the Final Design Plan being presented tonight. In working through the development of the facility, function drove form. Public Works had to maintain the facility, so they had pondered at length what would be best to maintain and

created a long-term plan to sustain the Public Works Department at least 30 years. Because Public Works employees were first responders, they wanted to ensure the facility would be able to withstand any major disaster, so seismic resiliency was a key component.

- Sustainability was addressed through the Department's own hybrid of LEED, as well as Green building. Energy efficiency was achieved through solar panels on the warehouse. The proposed facility would be cost-effective, modest, durable, and most important for Public Works, it was maintainable.

Brandon Dole, Project Designer, thanked Ms. Kerber, City Staff, members of the Board, and Mr. Bradford for his summary earlier. He stated the project team was excited to talk about the project and answer any questions Board members had. It was an exciting moment for Public Works and the City of Wilsonville. He presented details about the proposed project via PowerPoint with these comments:

- As mentioned, the subject site contained a SROZ that included a cluster of trees and a drainage way to the south of the site. It was a critical feature the Applicant had tried to limit impact to and had ensured to remain clear of any buffers required for that feature.
- The office building would house all of the operations staff, admin, and some storage areas for emergency operations. A large warehouse building would occupy the center of the site. It was a pre-engineered metal building that would store vehicles. Some of the vehicles in the fleet had chemicals and fluids in them that needed to be tempered and stored and prevented from any freezing. Additionally, open-air, covered storage would allow for future expansion or could be enclosed at some point, if needed.
 - To the north of the covered storage area was a carwash station to give Staff and the Department the ability to maintain and clean their vehicles. It was very similar to a carwash facility.
- The dewatering facility was key to any public works operations crew. Essentially, crews collect materials out of sewers and the ground that is wet, and that moisture and water needed to be disposed of as water added to the weight and cost. That material was discharged out of the equipment at the dewatering facility, where all the water is removed, lightening the load and providing cost savings.
- Due to a lot of bulk materials stored on site, a bin storage facility was provided, as well as recyclable storage for the large amount of materials the operations crews pick up. There was also a fairly significant trash enclosure.
- In the proposed two-story, administrative building, the ground-floor would contain open-air parking, a locker room, an emergency supply area, and janitorial spaces. The second floor included Staff offices, conference rooms, and an Incident Operations Center. Although not a true emergency operations facility, it could function as such, if there was an emergency deployment. Additionally, there were crew rooms for each Public Works division, a large break room, and a public lobby and reception area.
- The vehicle storage building would have staging for loading and unloading, shop spaces, storage for each individual crew, as well as vehicle storage. Pallet racks separated each bay for loading and unloading vehicles.
- Although the facility was a standard concrete tilt building, a lot of emphasis and value had been incorporated in terms of materiality to ensure durability and pleasing aesthetics. To that end, there were multiple metal panel profiles and nice wood cladding in addition to the

concrete. The wood siding and metal panels were concentrated in areas to get the best public exposure and user experience, such as around the main entry.

- The administrative building embraced the topography and was purposely sited to limit any cut and fill. As such, from Boberg Rd, it would appear as a one-story building.

Ms. Svadlenka confirmed with Mr. Dole that the dotted line shown to the north of the office building on Slide 2 represented space reserved for possible future expansion of the building, and that the Oregon white oak trees being planted would be removed, if the building was expanded.

Martin Montalvo, Public Works Operations Manager, clarified the trees in the future expansion area were not white oaks. The only existing white oak was on the north side of the paved easement.

Ms. Svadlenka noted the planting schedule showed 14 Oregon white oaks would be planted.

Mr. Montalvo replied that would need to be clarified as they would not plant Oregon white oak in any future expansion area.

Mr. Yacob understood the City planned to build a pedestrian bridge over I-5 to connect to the WES Station and asked if that was considered in the design. He noticed the sidewalk shown in Slide 10 looked normal.

Ms. Kerber responded that the I-5 pedestrian bridge overpass was not part of this development.

Mr. Montalvo clarified the access road was not a public road, but an access easement granted to Old Castle, the industrial property just west of the subject site. The access road was limited to Old Castle's and the City's use as the City was the grantee. The road was not public and did not connect to any other roads. It only provided access to the Old Castle property.

Mr. Yacob clarified he was referring to the Boberg Rd sidewalks, which looked like normal sidewalks with a bike lane. He asked if any consideration had been made for additional potential vehicle, pedestrian, or bicycle traffic from the west.

Mr. Dole replied that nothing beyond a standard sidewalk and bike lane had been considered.

Chair McKay asked if the City planned to look at that to assess if a revision would be beneficial.

Kim Rybold, Senior Planner, stated she was a part of the Staff working on the pedestrian bridge project. The scope of that project was to bring the bike/ped bridge across and along the Boones Ferry Rd frontage. The bridge would come down to grade at the Barber St/Boones Ferry Rd intersection, at which point it would be a shared-use path that would transition bicyclists onto the on-street bike lanes on Barber St. No changes were proposed as a part of that project that extended beyond that intersection. The existing bike lanes on both Barber St and Boberg Rd would be able to accommodate any bicycle traffic from that project and pedestrians could connect to the existing pedestrian network.

Ms. Svadlenka asked if the existing chain-link fence on the southern boundary adjacent to the SMART transit building would be removed or was it intended to provide security for the Public Works building.

Mr. Dole clarified the chain-link fence would be maintained. The security fencing for the Public Works building would be added and run along the red dash line. (Slide 2) The two fences would not impact each other.

Mr. Pauly confirmed that 14, 3-in caliber Oregon white oaks were shown in the Planting Plan. He encouraged the Applicant to state what they intended to plant in those locations, if not Oregon white oak because changing that out could be considered a substantial change.

Ms. Kerber replied they would resubmit to show the current Planting Plan.

Ms. Svadlenka noted the Staff report/application incorrectly stated black cottonwoods were not native, which could be confirmed via the Oregon Forest Resource Institute or the native tree list at www.portland.gov. Per the Planting Plan, the percentage of native plants for trees, shrubs, grasses, and ground cover looked great. If the Oregon white oaks were planted, 51.5 percent of the planted trees and 67.5 percent of shrubs were native; however, for total plantings, only 38.6 percent of the grasses being planted were native. She asked if adding more native species could be considered as some were very similar to and could replace the non-native species listed. This would add interest and be something Public Works could be proud of.

Mr. Dole responded the Applicant could definitely go back to the landscape architect to get a higher percentage of native species.

Ms. Svadlenka asked if the proposed monument sign would only say Wilsonville as shown in the Staff presentation. (Slide 12)

Mr. Dole clarified “Public Works Department” would also be incorporated into the sign.

Chair McKay asked Staff if a condition of approval should be added about the Applicant resubmitting an updated Planting Plan.

Mr. Pauly responded if the Board had specific direction for that revision, it could be added as a condition of approval.

Chair McKay asked the Applicant to clarify that the proposal did not include potential future demolition of the Oregon white oaks.

Mr. Dole confirmed that was correct. The Applicant would confirm the plant species called for those two trees to verify and confirm no white oaks would be impacted by any future expansion of the facility.

Chair McKay asked if there was any potential danger to nearby residents if a chemical spill or leak occurred at the site.

Mr. Dole replied that they saw no potential danger to the public. The site was fully contained internal to the operations yard with multiple layers of protection.

Chair McKay confirmed with Staff that there was no public testimony and called for any additional questions or comments Board members had for Staff or the Applicant.

Ms. Barrett noted the Staff report listed the office building as being 15,800 sq ft on Page 8 and 17,200 sq ft on Page 31. The square footage was also different on Page 37 in the solid waste calculation, but perhaps that was not important because it still fell within the guidelines. She asked if that should be fixed.

Mr. Pauly replied the square footage should be consistent.

Mr. Bradford deferred to the Applicant for the correct square footage of the building, noting there were numerous discrepancies in square footage throughout the materials. Having a final square footage that was accurately measured would be good.

Ms. Kerber asked if the DRB wanted the square footage of the administrative building itself or the occupiable space. She reiterated that half of the lower floor was parking, which did not count toward the occupiable space and was not used in the calculation.

Mr. Pauly confirmed the parking space would not count, only the climate-controlled tempered space.

Andrew Kraus, Scott Edwards Architects, clarified the total building area for the administrative building included both levels.

Mr. Pauly stated it was typical to be off by a couple thousand square feet as the plans would be refined during final construction drawings. The range was 15,000 sq ft to 17,000 sq ft. He believed it was acceptable to confirm the final square footage, and make those corrections in the report.

Chair McKay noted the Applicant and Staff would update the Staff report and applicable application documents to provide a consistent measure on the office building's square footage.

Mr. Pauly confirmed that Staff had erred towards a larger square footage number when making their calculations. The proposed parking was not close to the maximum, so that was not a concern.

- He informed the Board that typically with public projects like this, once financing was secured, last-minute changes would occur due to value engineering or affordability. The Applicant would be able reassess what they could afford.
- The language in the Code stated, "substantially compliant," which involved three levels of review. If it was substantially the same and would not change any land use findings in the Staff report, it was reviewed administratively as a Class I. Something more substantial but

that did not increase or decrease the building size more than 1,250 sq ft, add or remove ten parking spaces, or substantially change the architecture was done through a Class II and the Board would receive Notice. Anything more substantial than that would have to come back before the Board. Because the Finance Plan was still unknown for this application, there would likely be refinements.

Mr. Kraus stated he agreed entirely with Mr. Pauly's comments. He confirmed that the administrative building was roughly 23,900 sq ft divided on two floors, and the warehouse building was approximately 19,900 sq ft. Those numbers were updated as of tonight. He also agreed the final square footage could vary slightly, but the difference would be within hundreds, not thousands, of square feet. He confirmed the 23,900 sq ft included the non-climatized area; it was the gross building area and included the parking.

Mr. Dole stated the first floor parking area was approximately 6,000 sq ft, so the 18,000 sq ft number in the report was the accurate number.

Chair McKay confirmed there were no further questions or points of discussion. He proposed two conditions of approval for discussion:

- A condition that the Applicant resubmit a Planting Plan that did not include future demolition of Oregon white oaks.
- A condition that the Applicant and Staff update the Staff report and any application materials to provide a uniform number on square footage for each of the buildings.

Ms. Svadlenka asked that a condition be added stating that the Applicant would add more native species to the Planting Plan.

Mr. Kraus stated that while he appreciated the desire for more native species, he did not understand why the Board would want to require that as a condition. The landscape architect was responsible for not only choosing the best species, but also for considering survivability and maintenance. Their selections were intended to cover all of those grounds. They were happy to discuss that but questioned making it a condition of approval.

Mr. Pauly suggested using language like "encouraged" rather than creating a new standard that required a new percentage.

Chair McKay agreed "encouraged" would work, and would not include a requirement for any change. The Board's request would be on the record that the Applicant readdress the plant selection.

Ms. Svadlenka stated she agreed.

Chair McKay closed the public hearing at 7:49 pm.

Daniel McKay moved to adopt Resolution No. 394 with corrections to the square footages listed in the Staff report and two new conditions of approval:

- **Condition that the Applicant resubmit a planting plan that does not include future demolition of Oregon White Oak**
- **Condition to encourage a plant selection plan for including additional native plants to the maximum extent possible.**

Jean Svadlenka seconded the motion, which passed unanimously.

Chair McKay read rules of appeal into record.

VII. Board Member Communications:

- A. Results of the May 24, 2021 DRB Panel B meeting
- B. Results of the September 27, 2021 DRB Panel B meeting
- C. Recent City Council Action Minutes

Chair McKay asked for a brief update about the last DRB Panel B meeting involving the Villebois Village Center project.

Mr. Pauly explained it involved development adjacent to existing residential units and concern about traffic and parking from neighbors had been expressed, particularly about the proposed surface parking lot, which was allowed. Typically, properties were rezoned concurrent with development applications. For the Village Center project, about half of the project had previously been rezoned, leaving two parcels that had not. DRB Panel B continued the meeting to address additional questions and to give the Applicant time to gather more information, particularly from neighbors. They did forward to City Council the recommendation to rezone that last piece to Village, consistent with the rest of Villebois, and City Council did adopt it on first reading on October 4. The remaining development applications would be heard by Panel B on October 25, 2021. The amount of public testimony resulted in a late meeting, which concluded before 11:00 p.m.

Mr. Yacob asked what the instigator was for the people in Villebois and if there were as many neighbors present as at Panel A's meeting with the Canyon Creek scenario.

Mr. Pauly replied the Villebois Village scenario was a bit different. The project had been discussed since the beginning of Villebois, and some residents had purchased homes in anticipation of the completion of the Village Center. Although the majority of public speakers were opposed to the surface parking lot portion of the project, there was a lot of support in the written record for the project overall. Additionally, what was allowed was clearer for the Village Center project because it was part of the Villebois Master Plan, so there was not as much discretion regarding the rezone like there was with the Canyon Creek project. He believed fewer people attended the Village Center hearing than Canyon Creek, but there were similar comments. He noted fewer people lived near the Village Center project.

Mr. Yacob added it was important to ensure future meetings, so development was not halted by 10 to 15 people that did not want development.

Kathryn Neil asked why the retail spaces in the Villebois Village Center were not filled.

Mr. Pauly replied he did not know all of the reasons why. That said, it was very expensive to convert retail space to restaurant space, there could be leasing issues, etc. He understood there was more to it than a lack of demand, although he did not know what that entailed other than financial or structural issues.

Ms. Svadlenka asked why there was a vote if the public hearing was continued.

Mr. Pauly replied there had been a motion to approve that was voted down in order to do something else. Because there was no question about the zone change, Panel A approved that portion and continued the remaining items, which could be done with component applications, although it was rare.

Ms. Barrett asked when future meetings would be in person and not online.

Mr. Pauly stated one Planning Commission meeting and a number of City Council meetings had been conducted in person in July and August. As soon as conditions allowed, in-person meetings would resume. He noted the State legislature had passed a bill that required all meetings to be both online and in person, so the public could continue to participate remotely though the Board would meet in person when health protocols allowed.

Barbara Jacobson, City Attorney, confirmed there would always be an option for citizens to attend remotely.

Mr. Pauly noted that for Board members, meetings would be either all in person or entirely virtual, though the public would have the option. Board members would be given as much advance notice as possible when meetings resume in person. A November meeting was anticipated for Panel B, and it would be virtual.

VIII. Staff Communications:

Regarding Canyon Creek subdivision

Daniel Pauly, Planning Manager, updated on conditions related to the Board's April/May meetings, noting the Board could expect written correspondence about the information as well. One added condition stated, "City Staff will assess the Applicant's proposal of designing and installing a new outfall on Boeckman Creek in an effort to reduce site and slope disturbance and tree removal; however, the preferred approach is to minimize the number of new outfalls to reduce impact to Boeckman Creek. City Staff shall ensure any changes that revise lot layout or stormwater utilities for the process of division meet all adopted standards and Code criteria."

- He explained the issue concerned an existing easement in a neighbor's backyard where a storm manhole was located and to explore alternatives in an attempt to avoid disturbing their backyard.
- After further inspection and exploration, City Staff and the City's engineering consultants determined the best alternative was to connect to that existing manhole, which was the plan the City was moving forward with. He assured that due diligence was done on all possible alternatives, which were also discussed with the affected property owner.

- He clarified there would not be a new outfall going into the Boeckman Creek Corridor. The storm drain would connect to the existing manhole and go through the existing outfall.

Chair McKay reminded that if Board members wanted to continue on the DRB, they needed to submit their volunteer interest form.

Mr. Pauly noted that only certain members' terms were due to expire and they were eligible for reappointment. He had already spoken to them, confirmed their interest, and had forwarded that on. An email had recently gone out for Board members to RSVP if they wished to continue.

- He reminded that a retreat was planned for February and asked Board members to mark their calendars if they could attend.

Chair McKay said he had received an email regarding reappointment, which might have been a mistake.

Mr. Pauly replied it might have been, adding he had conversations with all members whose terms were expiring, but were eligible for reappointment.

Mr. Yacob stated he had received the RSVP email for the February retreat; however, he understood his appointment was only for one year.

Mr. Pauly said he believed Mr. Yacob's term was for two years, but he would confirm that.

IX. Adjournment

Chair McKay adjourned the meeting at 8:11 pm.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, LLC. for
Shelley White, Planning Administrative Assistant

**DEVELOPMENT REVIEW BOARD MEETING
NOVEMBER 8, 2021
6:30 PM**

VI. Public Hearing:

A. Resolution No. 396. Meridian United Church of Christ (Frog Pond Church): Ben Altman, Pacific Community Design Inc. – Representative for Meridian United Church of Christ – Owner/Applicant. The applicant is requesting approval of a Zone Map Amendment from Residential Agricultural-Holding (RA-H) to Planned Development Residential – 4 (PDR-4), and adopting findings and conditions approving a Stage I Master Plan, Stage II Final Plan, Tentative Partition Plat, and Setback Waiver for Meridian United Church of Christ (Frog Pond Church). The subject site is located at 6750 SW Boeckman Road on Tax Lot 5500, Section 13AA, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files:	DB21-0029	Zone Map Amendment
	DB21-0030	Stage I Master Plan
	DB21-0031	Stage II Final Plan
	DB21-0032	Tentative Partition Plat
	DB21-0033	Waiver – Setback/Zero Lot Line

The DRB action on the Zone Map Amendment is a recommendation to the City Council.

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 396**

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF A ZONE MAP AMENDMENT FROM RESIDENTIAL AGRICULTURAL-HOLDING (RA-H) TO PLANNED DEVELOPMENT RESIDENTIAL-4 (PDR-4) AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I MASTER PLAN, STAGE II FINAL PLAN, TENTATIVE PARTITION PLAT, AND SETBACK WAIVER FOR MERIDIAN UNITED CHURCH OF CHRIST (FROG POND CHURCH). THE SUBJECT SITE IS LOCATED AT 6750 SW BOECKMAN ROAD ON TAX LOT 5500, SECTION 13AA, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. BEN ALTMAN, PIONEER DESIGN GROUP INC. – REPRESENTATIVE FOR MERIDIAN UNITED CHURCH OF CHRIST – OWNER/APPLICANT.

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated November 1, 2021, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on November 8, 2021, at which time exhibits, together with findings and public testimony were entered into the public record, and

WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated November 1, 2021, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations, subject to approval of the Zone Map Amendment Request (DB21-0029) on properties proposed for rezoning, for:

DB21-0030 through DB21-0033, Stage I Master Plan, Stage II Final Plan, Tentative Partition Plat, and Setback Waiver a three-parcel partition and associated site improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 8th day of November 2021 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Daniel McKay, Chair, Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report Wilsonville Planning Division

Meridian United Church of Christ (Frog Pond Church)
Three-parcel Partition and Zone Map Amendment

Development Review Board Panel 'A'
Quasi-Judicial Public Hearing

Hearing Date:	November 8, 2021
Date of Report:	November 1, 2021

Application Nos.: DB21-0029 – Zone Map Amendment
DB21-0030 – Stage I Master Plan
DB21-0031 – Stage II Final Plan
DB21-0032 – Tentative Partition Plat
DB21-0033 – Setback Waiver

Request/Summary: The requests before the Development Review Board include a Zone Map Amendment, Stage I Master Plan, Stage II Final Plan, Tentative Partition Plat, and Setback Waiver.

Location: 6750 SW Boeckman Road. The property is specifically known as Tax Lot 5500, Section 13AA, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

Owner/Applicant: Meridian United Church of Christ (Contact: Marsia Gunter)

Applicant's Rep.: Pioneer Design Group (Contact: Ben Altman)

Comprehensive Plan Designation: Residential 6-7 dwelling units per acre (du/ac)

Zone Map Classification (Current): RA-H (Residential Agricultural-Holding)

Zone Map Classification (Proposed): PDR-4 (Planned Development Residential-4)

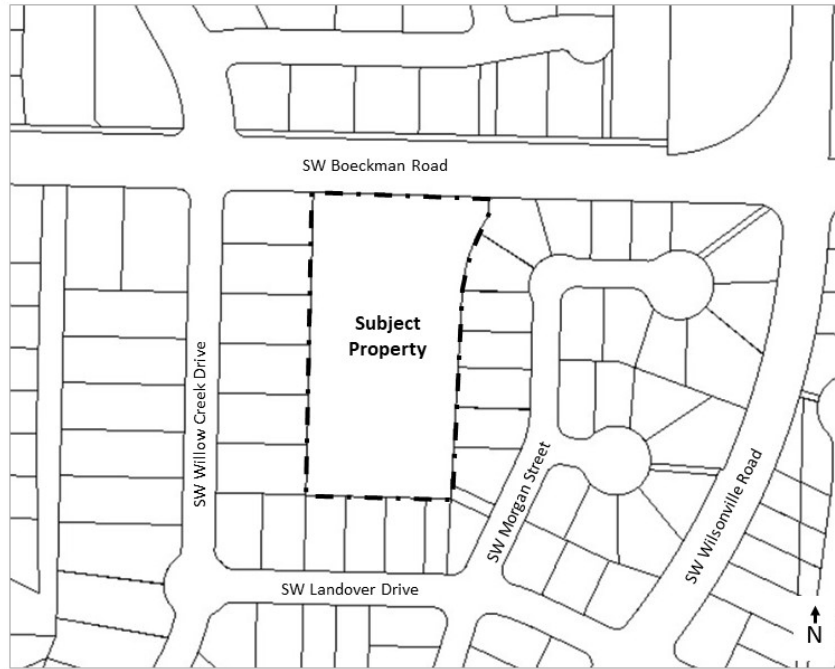
Staff Reviewers: Cindy Luxhoj AICP, Associate Planner
Matt Palmer, PE, Associate Engineer
Kerry Rappold, Natural Resources Program Manager

Staff Recommendation: Based on relevant review criteria, recommend approval to the City Council of the Zone Map Amendment; and approve with conditions the Stage I Master Plan, Stage II Final Plan, Tentative Partition Plat, and Setback Waiver contingent on City Council approval of the Zone Map Amendment.

Applicable Review Criteria:

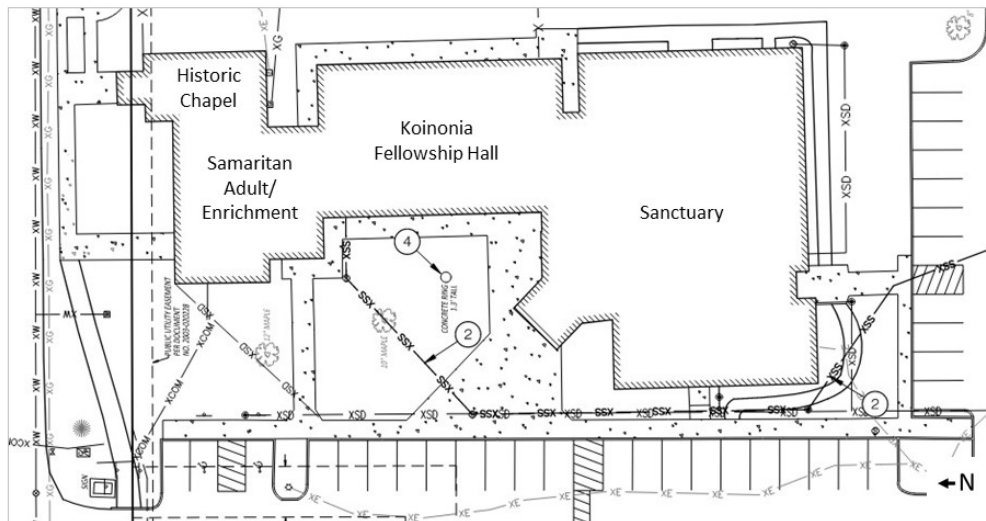
<u>Development Code:</u>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.033	Authority of the City Council
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.113	Standards Applying to Residential Development in All Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.120	RA-H Residential Agricultural – Holding Zone
Section 4.124	Standards Applying to All Planned Development Residential Zones
Section 4.124.4	PDR-4 Zone
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.184	Conditional Use Permits - Authorization
Section 4.197	Zone Changes
Sections 4.200 through 4.290	Land Divisions
Sections 4.300 through 4.320	Underground Utilities
<u>Other City Planning Documents:</u>	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

Vicinity Map



Background:

The subject property is owned by the Meridian United Church of Christ, originally founded in 1878. The church is anchored by the historic chapel, commonly known as the Frog Pond Church, which is the northernmost building on the site. As shown in the illustration below and described in the applicant's narrative, over the years there have been additions to the historic structure including: Samaritan House (Class Rooms, Library and Narthex); Koinonia Addition (kitchen, restrooms and two meeting rooms) and the new sanctuary.



As described by the applicant, they propose to partition the property in order to sell the unused southern part of the site for residential development and to potentially sell the larger sanctuary in the future. The partitioning is proposed in two phases, as described in more detail later in this Staff Report (see Requests C and D).

Summary:

Zone Map Amendment (DB21-0029)

The proposed Zone Map Amendment is to rezone the subject 2.39-acre property from Residential Agricultural-Holding (RA-H) to Planned Development Residential-4 (PDR-4). The rezone is required to allow partition of the church property as proposed by the applicant.

Stage I Master Plan (DB21-0030)

The Stage I Master Plan generally establishes the location of the proposed parcels and tracts on the site, which are reviewed in more detail with the Stage II Final Plan. The applicant proposes to partition the 2.39-acre property maintaining the existing church or community uses at the front (north side) and enabling future residential use at the back (south side) of the site.

Stage II Final Plan (DB21-0031)

The Stage II Final Plan addresses the general development pattern within the subject property and whether it demonstrates consistency with development standards of the proposed PDR-4 zone. Other aspects of site development, including parking, transportation, pedestrian access and circulation, utilities, and land division phasing, are described in more detail in the Discussion Points and Findings later in this Staff Report.

Tentative Partition Plat (DB21-0032)

The applicant proposes to partition the subject property into three parcels and one tract in two phases. Phase 1 would include Parcel 1 (1.44 acres), Parcel 2 (0.66 acre), and Tract A (0.29 acre). Phase 2 would further divide Parcel 1 into Parcel 1 (0.44 acre) and Parcel 3 (1.00 acre), with no change to the configuration of Parcel 2 and Tract A. The tentative partition plat demonstrates consistency with the Stage II Final Plan for dividing the property in a manner to allow continued operation of the existing church use and future development of Parcel 2 for residential use.

Staff notes that boundaries and acreages of the partition parcels as shown on the tentative partition plat (see Request D) are based on a revision of the plans submitted by the applicant on October 20, 2021.

Setback Waiver (DB21-0033)

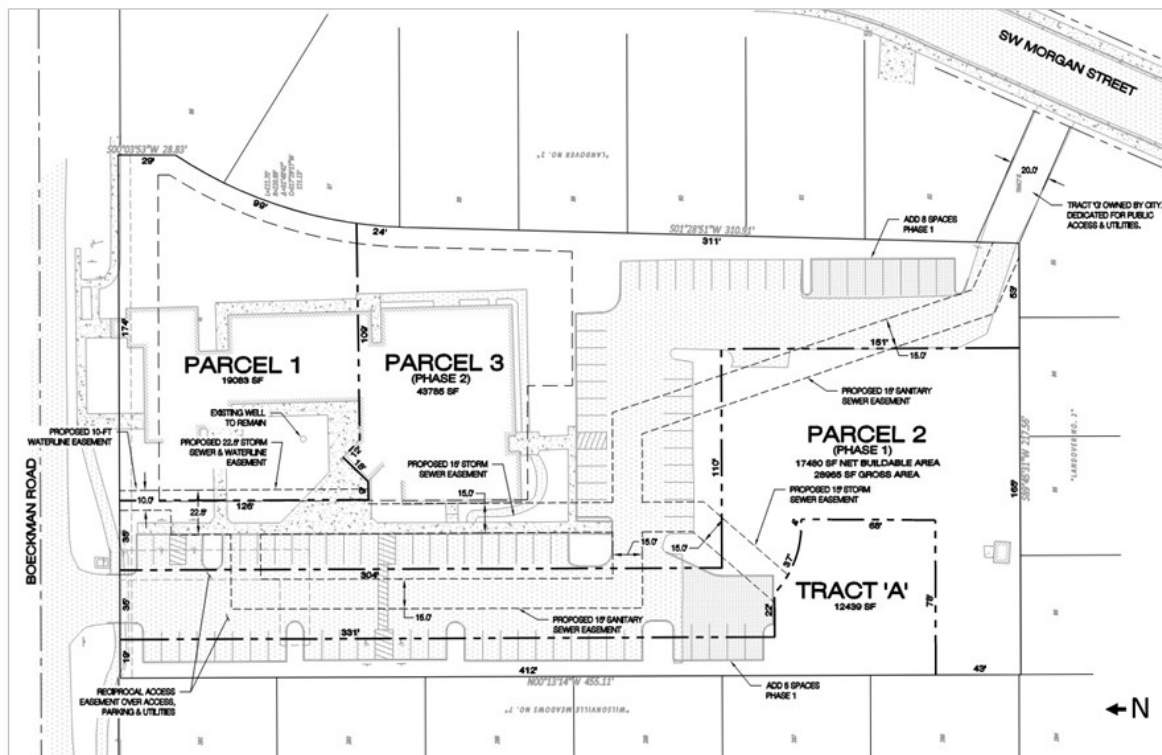
Phase 2 of the partition proposes to divide Parcel 1, containing the church building and grounds, into two, Parcels 1 and 3, separating the newer sanctuary from the remainder of the building. The

applicant is requesting a setback waiver to allow a zero lot line between the resulting buildings on Parcels 1 and 3. See Request E.

Discussion Points:

Tentative Partition Plat Revisions

Since submittal of their materials for review, the applicant has continued to revise the configuration of the proposed partition. The most recent version of their proposal is shown below and included in the applicant's materials as Exhibit B3.



Partition Phasing Plan

The applicant proposes to implement the proposed partition in two Phases as follows:

- Proposed Phase 1, anticipated to occur within two years of Development Review Board decision on the project:
 - Create Parcel 1, including 62,868 square feet (1.44 acres), containing the entire church building, landscaping, parking, and other site improvements
 - Create Parcel 2, including 17,480 square feet (0.40 acre) of developable area, on the south side of the property with a 35-foot-wide extension north along the existing drive aisle, containing 11,485 square feet (0.26 acre), to provide

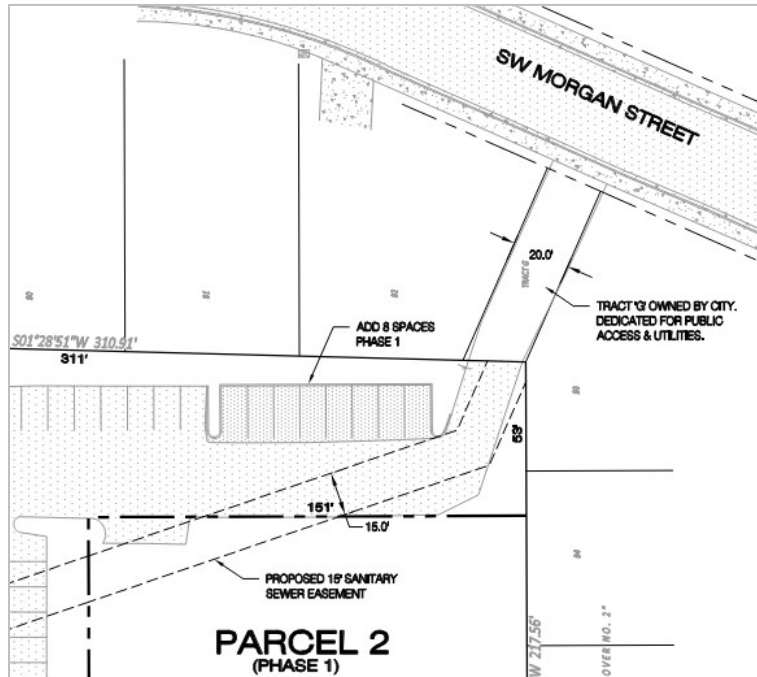
access from SW Boeckman Road as well as required street frontage for the parcel

- Create Tract A, including 12,439 square feet (0.29 acre), containing the existing stormwater facility, landscaping and parking along the west property boundary
 - Provide reciprocal access, parking, and utility easements for the benefit of the church for continued use of the existing drive aisle (in Parcel 2), parking and stormwater facility (in Tract A), and utilities throughout the site
 - Create 13 new parking spaces for the church
- Proposed Phase 2, with uncertain timing according to the applicant:
 - Reduce Parcel 1 by 43,785 square feet (1.00 acre) to create Parcel 3
 - Create Parcel 3, including 43,785 square feet (1.00 acre), containing the sanctuary building at the south end of the church building, as well as parking and landscaping, with a 35-foot-wide extension north on the east side of the drive aisle to provide required street frontage for the parcel on SW Boeckman Road
 - Build an ownership partition party wall to separate the sanctuary from the remainder of the church building; this requires a Setback Waiver to allow a zero lot line between the sanctuary and rest of the church building

In their application material the applicant does not indicate a timeline for Phase 2 of the partition to divide the existing building on two parcels. Staff recommends a Condition of Approval imposing a two-year timeline, as this is the typical valid timeline for land division and other land use approvals. The applicant has not provided any specific rationale or request to extend the timeline more than is typical.

Tract G

As illustrated below, Tract G is an existing 20-foot-wide public access and utilities easement that provides a connection between the southeast corner of the subject property and SW Morgan Street in the Landover subdivision. Per the recorded Landover No. 2 plat, Tract G was dedicated to the City of Wilsonville for public access and utilities (Note 4). There is an existing private sanitary sewer line located in Tract G that serves the church. Per the applicant's narrative, Tract G is to remain as is with continued use for the dedicated purposes of public access and utilities.



Modification of Conditional Use

As described in the applicant’s code response, the church is an approved Conditional Use as modified (98DB35) under the RA-H zoning, and will continue as a Conditional Use under the PDR-4 zoning. If Phase 2 of the proposed partition occurs as proposed, it is anticipated that a second church, or other similar semi-public use, will acquire Parcel 3. As described by the applicant, continuation of church use will maintain existing conditions relative to the character of the site and surrounding neighborhood and the applicant anticipates that future residential use will be compatible with the surrounding residential neighborhood, consistent with the PDR-4 zoning.

Comments Received and Responses:

Comments were received from the following individuals during the public comment period and are included in Exhibits D1 through D3 of this Staff Report:

- Exhibit D1. D. B. Lamm Comment, dated October 26, 2021
- Exhibit D2. M. Hubel Comment, dated October 29, 2021
- Exhibit D3. C. Brau Comment, dated October 29, 2021

Comments expressed concern about placement, height, location and other characteristics of homes that may be developed on Parcel 2; maintenance of the shared drive aisle; possible change in ownership of the existing building; overall maintenance of the existing site; and long-term impacts on the subject and surrounding properties. Another concern is that proposed Tract A remain a stormwater facility and landscaped parking area under church ownership and, as such, undevelopable for home sites, thus providing a buffer to surrounding properties. Other

comments include concern about the premature/changing boundaries of the proposed parcels and questions about what is being proposed, configuration of Parcel 2, changing State guidelines related to middle housing and their effect on possible residential development on the site, and sufficient parking for the church.

Conclusion and Conditions of Approval:

Staff has reviewed the applicant’s analysis of compliance with the applicable criteria. The Staff Report adopts the applicant’s responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board recommend approval to City Council or approve, as relevant, the proposed applications (DB21-0029 through DB21-0033) with the following conditions:

Planning Division Conditions:

Request A: DB21-0029 Zone Map Amendment

This action recommends adoption of the Zone Map Amendment to the City Council for the subject property. Case files DB21-0030, DB21-0031, DB21-0032, and DB21-0033 are contingent upon City Council’s action on the Zone Map Amendment request.
No conditions for this request.

Request B: DB21-0030 Stage I Master Plan

Approval of DB21-0030 (Stage I Master Plan) is contingent on City Council approval of the Zone Map Amendment request (DB21-0029).
No conditions for this request.

Request C: DB21-0031 Stage II Final Plan

Approval of DB21-0031 (Stage II Final Plan) is contingent on City Council approval of the Zone Map Amendment request (DB21-0029).
PDC 1. <u>General:</u> The approved Stage II Final Plan (Final Plan) shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. The Planning Director through the Class I Administrative Review Process may approve minor changes to the Final Plan if such changes are consistent with the purposes and general character of the Final Plan. All other modifications shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. See Finding C7.
PDC 2. <u>General:</u> The following requirements for planting of shrubs and ground cover shall be met: <ul style="list-style-type: none"> • Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch. • Native topsoil shall be preserved and reused to the extent feasible. • Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings.

<ul style="list-style-type: none"> • All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10" to 12" spread. • Shrubs shall reach their designed size for screening within three (3) years of planting. • Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4" pot spaced 2 feet on center minimum, 2-1/4" pots spaced at 18 inch on center minimum. • No bare root planting shall be permitted. • Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. • Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations. <p>Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding C39.</p>
<p>PDC 3. <u>General:</u> All trees shall be balled and burlapped and conform in size and grade to "American Standards for Nursery Stock" current edition. See Finding C39.</p>
<p>PDC 4. <u>General:</u> Plant materials shall be installed to current industry standards and be properly staked to ensure survival. Plants that die shall be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. The applicant shall provide specific details on the proposed irrigation method prior to installation of street trees. See Finding C39.</p>
<p>PDC 5. <u>General:</u> Responsible parties shall keep the access/circulation drives clear and unobstructed. While the applicant is not required to make any changes to the existing access drive, any expansion of the drive area or any future redevelopment of the drive area shall require verification by responsible parties of its capacity to carry a 23-ton load. See Finding C44.</p>

Request D: DB21-0032 Tentative Partition Plat

<p>Approval of DB21-0032 (Tentative Partition Plat) is contingent on City Council approval of the Zone Map Amendment request (DB21-0029).</p>
<p>PDD 1. <u>Prior to Final Plat Approval:</u> Any necessary easements or dedications shall be identified on the final partition plat.</p>
<p>PDD 2. <u>Prior to Final Plat Approval:</u> The final partition plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, and any other information that may be required as a result of the hearing process for the Stage II Final Plan or the Tentative Partition Plat.</p>
<p>PDD 3. <u>Prior to Final Plat Approval:</u> To ensure safe, convenient, direct pedestrian access to Parcel 2, a pedestrian easement shall be provided on the existing church sidewalk.</p>

PDD 4.	General: A waiver of remonstrance against formation of a local improvement district shall be recorded in the County Recorder’s Office as well as the City’s Lien Docket as part of the recordation of the final partition plat.
PDD 5.	Prior to Final Plat Approval: Prior to the recording of the final partition plat, the applicant/owner shall submit for review and approval by the City Attorney CC&R’s, bylaws, etc. related to the maintenance of tracts. Such documents shall assure the long-term protection and maintenance of the tracts.
PDD 6.	Prior to Final Plat Approval: For all public pipeline easements, public access easements, and other easements, as required by the City, shown on the final partition plat, the applicant/owner and the City shall enter into easement agreements on templates established by the City specifying details of the rights and responsibilities associated with said easements and such agreements will be recorded in the real property records of Clackamas County.
PDD 7.	General: The applicant shall record the Final Plats for both Phase 1 and Phase 2 of the Tentative Partition Plat within two (2) years or the tentative plat approval, as it applies to any unrecorded phases, will expire.

Request E: DB21-0033 Setback Waiver

Approval of DB21-0033 (Setback Waiver) is contingent on City Council approval of the Zone Map Amendment request (DB21-0029).
No conditions for this request.

The following Conditions of Approval are provided by the Engineering, Natural Resources, or Building Divisions of the City’s Community Development Department or Tualatin Valley Fire and Rescue, all of which have authority over development approval. A number of these Conditions of Approval are not related to land use regulations under the authority of the Development Review Board or Planning Director. Only those Conditions of Approval related to criteria in Chapter 4 of Wilsonville Code and the Comprehensive Plan, including but not limited to those related to traffic level of service, site vision clearance, recording of plats, and concurrency, are subject to the Land Use review and appeal process defined in Wilsonville Code and Oregon Revised Statutes and Administrative Rules. Other Conditions of Approval are based on City Code chapters other than Chapter 4, state law, federal law, or other agency rules and regulations. Questions or requests about the applicability, appeal, exemption or non-compliance related to these other Conditions of Approval should be directed to the City Department, Division, or non-City agency with authority over the relevant portion of the development approval.

Engineering Division Conditions:

All Requests

PFA 1.	Prior to Issuance of Public Works Permit, Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1.
PFA 2.	Prior to Phase 1 Final Plat Approval, applicant shall construct public sanitary sewer manholes and mainline within SW Morgan Street, Tract G, Parcel 1, and Parcel 2 as

	necessary to serve both Parcel 1 and 2. Record minimum 15-foot wide sanitary sewer pipeline easement as part of Final Plat recordation.
PFA 3.	Prior to Phase 1 Final Plat Approval, applicant shall connect existing Parcel 1 building to City water system.
PFA 4.	Prior to Phase 1 Final Plat Approval, applicant shall disconnect all existing domestic well water lines from Parcel 1 building.
PFA 5.	Prior to Phase 1 Final Plat Approval, applicant shall install water service on SW Morgan Street to serve Parcel 2. Water meter shall be placed along SW Morgan Street near the entrance to Tract G.
PFA 6.	Applicant shall confirm as part of Phase 1 work the size of Tract A is adequate for a water quality facility that accommodates the increase in impervious area from the proposed additional parking spaces.
PFA 7.	Prior to Phase 2 Final Plat Approval, applicant shall extend the public sanitary sewer mainline to the west and north within the parking lot drive aisle to serve the newly partitioned Parcel 1. Record minimum 15-foot wide sanitary sewer pipeline easement as part of Final Plat recordation.
PFA 8.	Prior to Phase 2 Final Plat Approval, applicant shall connect Parcel 3 building to City water system.
PFA 9.	All public sanitary sewer constructed shall be a minimum of 100 feet offset from the existing well.
PFA 10.	Record a minimum 15-foot wide easement for existing public water pipelines on private property as part of Phase 1 and 2 Final Plat recordations.
PFA 11.	Prior to Issuance of Final Building Certificate of Occupancy for Parcel 2, applicant must execute a Stormwater Access Easement with the City and record said easement at the County.

Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB21-0029 through DB21-0033. The exhibit list below reflects the electronic record posted on the City's website and retained as part of the City's permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City's website and retained as part of the City's permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

- A1. Staff report and findings (this document)
- A2. Staff's Presentation Slides for Public Hearing (to be presented at Public Hearing)

Materials from Applicant

B1. Applicant's Narrative and Materials

- Response to Notice of Incomplete Application
- City Response to Applicant's Questions Concerning Lot Frontage
- Notice of Incomplete Application
- Application Form
- Request for Traffic Impact Study
- Lien's and Assessments Verification
- Fact Sheet
- Project Summary
- Code Response Narrative
- Pre-Application Meeting Follow-up Email
- Pre-Application Meeting Summary Materials
- Prior Land Use Approval 98DB35 Documents
- Architect's Statement and Drawings Regarding Partition of Church Building
- TVF&R Permit
- Title Report and Ownership Information
- Zone Map Amendment Exhibit and Legal Description

B2. Applicant's Drawings and Plans

- P1.0 Preliminary Plat, Stage I Master Plan
- P2.0 Existing Conditions and Demolition Plan
- P3.0 Zone Change Exhibit
- P3.1 Phase I Preliminary Plat, Stage II Development Plan
- P3.2 Phase II Preliminary Plat, Stage II Development Plan
- P4.0 Utilities Master Plan
- P4.1 Phase I Utility Plan

P5.0 TVF&R FS1 Plan
P6.0 Aerial Circulation Plan
L1.0 Existing and Proposed Landscape Plan

B3. Applicant's Memorandum and Revised Partition Plan, Dated October 20, 2021

Development Review Team Correspondence

C1. Engineering Requirements

Other Correspondence

D1. D. B. Lamm Comment, Dated October 26, 2021

D2. M. Hubel Comment, Dated October 29, 2021

D3. C. Brau Comment, Dated October 29, 2021

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application on May 20, 2021. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on June 18, 2021. The applicant submitted additional material on July 29 and August 10, 2021. Planning Staff conducted a second completeness review within the statutorily allowed 30-day review period and deemed the application complete on September 9, 2021. The City must render a final decision for the request, including any appeals, by January 7, 2022.

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	RN	Residential
East:	PDR-3	Residential
South:	PDR-3 and PDR-4	Residential
West:	PDR-4	Residential

3. Previous City Planning Approvals:

- 85DR09 – Frog Pond Church – Final Architectural and Site Plan
- 85PC14 – Frog Pond Church – Conditional Use Permit
- 95PC05 – Landover Subdivision Zone Change, Stage I and II, Preliminary Plat
- 95DR14 – Landover Subdivision Landscape and Signage
- 98DB35 – Meridian United Church of Christ (UCC) – Conditional Use Permit
- 00DB05 – Meridian UCC – Modify Condition of Approval #15 from Case File 98DB35
- 01AR13 – Meridian UCC – Modify Approved Site Design Review

4. The applicant has complied with Sections 4.013-4.031 of the Wilsonville Code, said sections pertaining to review procedures and submittal requirements. The required public notices have been sent and all proper notification procedures have been satisfied.

Findings:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

General Information

Application Procedures-In General Section 4.008

The application is being processed in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

The application has been submitted on behalf of the property owner, Meridian United Church of Christ, and is signed by an authorized representative, Marsia Gunter.

Pre-Application Conference Subsection 4.010 (.02)

Following a request from the applicant, the City held a pre-application conference for the proposal on January 28, 2021 (PA20-0017) in accordance with this subsection.

Lien Payment before Approval Subsection 4.011 (.02) B.

No applicable liens exist for the subject property. The application can thus move forward.

General Submission Requirements Subsection 4.035 (.04) A.

The applicant has provided all of the applicable general submission requirements contained in this Subsection.

Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district and general development regulations listed in Sections 4.150 through 4.199, applied in accordance with this Section.

Request A: DB21-0029 Zone Map Amendment

As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

Comprehensive Plan

Diversity of Housing Types

Implementation Measure 4.1.4.b. and d.

- A1.** Based on data used for the City of Wilsonville 2020 Annual Housing Report, the City has 11,275 housing units in the following mix:
- 45.2% Apartments
 - 40.7% Single-Unit Dwellings
 - 7.8% Middle Housing (including duplexes, attached single-family homes, ADUs and cottage-style homes)
 - 4.6% Condominiums
 - 1.3% Mobile Homes

The City has approved hundreds of new residential lots, mainly in Villebois and Frog Pond West, for development over the next few years. The proposal will provide additional residential development options outside of Villebois and Frog Pond West within the existing City limits.

Safe, Convenient, Healthful, and Attractive Places to Live

Implementation Measure 4.1.4.c.

- A2.** The proposed Planned Development Residential-4 (PDR-4) zoning allows the use of planned development to enable development of safe, convenient, healthful, and attractive places to live.

Residential Density

Implementation Measure 4.1.4.u.

- A3.** The subject property is proposed to be zoned PDR-4, consistent with the existing Comprehensive Plan designation of Residential 6-7 du/ac.

Development Code

Zoning Consistent with Comprehensive Plan

Section 4.029

- A4.** The applicant requests a zone change concurrently with a Stage I Master Plan, Stage II Final Plan, and other related development approvals. The proposed zoning designation of PDR-4 is consistent with the existing Comprehensive Plan designation of Residential 6-7 du/ac. The Zone Map Amendment is contingent on City Council approval.

List of Base Zones
Subsection 4.110 (.01)

A5. The requested zoning designation of PDR-4 is among the base zones identified in this Subsection.

Standards for All Planned Development Residential Zones

Typically Permitted Uses
Subsection 4.124 (.01)

A6. The list of typically permitted uses includes residential building lots for development of allowed residential uses, open space, and churches (subject to a Conditional Use Permit), covering all existing and proposed uses on the subject property.

Appropriate PDR Zone
Subsection 4.124 (.05)

A7. PDR-4 is the appropriate PDR designation based on the Comprehensive Plan designation of Residential 6-7 du/ac.

Zone Change Procedures
Subsection 4.197 (.02) A.

A8. The applicant submitted the request for a Zone Map Amendment as set forth in the applicable code sections.

Conformance with Comprehensive Plan Map, etc.
Subsection 4.197 (.02) B.

A9. The proposed Zone Map Amendment is consistent with the Comprehensive Plan designation of Residential 6-7 du/ac. As shown in Findings A1 through A3, the request complies with applicable Comprehensive Plan text.

Specific Comprehensive Plan Findings for Residential Designated Lands
Subsection 4.197 (.02) C.

A10. Findings A1 through A3 under this request provide the required specific findings for Implementation Measures 4.1.4.b, d, e, q, and x.

Public Facility Concurrency
Subsection 4.197 (.02) D.

A11. The applicant's materials and plan set demonstrate the existing primary public facilities are available or can be provided in conjunction with the project.

Impact on SROZ Areas
Subsection 4.197 (.02) E.

A12. There is no SROZ area on the property; therefore, this standard does not apply.

Development within 2 Years
Subsection 4.197 (.02) F.

A13. Related land use approvals will expire after 2 years, therefore, requesting the land use approvals assumes development would commence within two (2) years. However, in the scenario where the applicant or their successors do not commence development within two (2) years, thus allowing related land use approvals to expire, the zone change shall remain in effect.

Development Standards and Conditions of Approval
Subsection 4.197 (.02) G.

A14. As can be found in the Findings for the accompanying requests, the proposal meets the applicable development standards either as proposed or through a condition of approval.

Request B: DB21-0030 Stage I Master Plan

As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

Comprehensive Plan

City Support Development of Land Within City Consistent with Land Use Designation
Goal 2.1, Policy 2.1.1., Implementation Measure 2.1.1.a.

B1. The City's Comprehensive Plan designates the subject property for residential use.

Urbanization for Adequate Housing for Workers Employed in Wilsonville, Jobs and Housing Balance
Implementation Measures 2.1.1.b., 4.1.4.l., 4.1.4.p.

B2. The proposal provides for urbanization of an area planned for residential use to provide additional housing within the City available to workers employed within the City. However, no special provisions or programs target the units to workers employed within the City.

City Obligated to do its Fair Share to Increase Development Capacity within UGB
Implementation Measure 2.2.1.b.

B3. The property is within the urban growth boundary and available for use consistent with its residential designation. Allowing development of the property for additional residential

units supports the further urbanization and increased capacity of residential land within the Urban Growth Boundary.

Urban Development Only Where Necessary Facilities can be Provided Implementation Measure 3.1.2.a.

- B4.** As can be found in the findings for the Stage II Final plan, the proposed development either provides, proposes, or is required to extend all necessary facilities and services.

Provision of Usable Open Space Implementation Measures 3.1.11.p, 4.1.5.kk

- B5.** Findings related to Section 4.113 of the Development Code offer additional details related to provision of usable open space.

Wide Range of Housing Choices, Planning for a Variety of Housing Policy 4.1.4., Implementation Measures 4.1.4.b., 4.1.4.c., 4.1.4.d., 4.1.4.j., 4.1.4.o.

- B6.** As discussed under Request A, above, based on data used for the City of Wilsonville 2020 Annual Housing Report, the City has 11,275 housing units in the following mix:
- 45.2% Apartments
 - 40.7% Single-Unit Dwellings
 - 7.8% Middle Housing (including duplexes, attached single-family homes, ADUs and cottage-style homes)
 - 4.6% Condominiums
 - 1.3% Mobile Homes

The City has approved hundreds of new residential lots, mainly in Villebois and Frog Pond West, for development over the next few years. The proposal will provide additional residential development options outside of Villebois and Frog Pond West within the existing City limits.

Accommodating Housing Needs of Existing Residents Implementation Measure 4.1.4.f.

- B7.** Once partitioned, the applicant intends to sell Parcel 2 to a developer for residential use. It is anticipated, but not guarantee, that the purchaser would provide a housing product attractive to existing residents of the City as a whole including current homeowners and current renters looking to purchase in a price range similar to other nearby homes. There is no additional action the City can take under applicable standards to control the type of housing and price point developed.

Planned Development Regulations

Planned Development Lot Qualifications

Subsection 4.140 (.02)

- B8.** The planned partition will accommodate residential development on Parcel 2 with frontage on a public street consistent with the purpose of Section 4.140.

Ownership Requirements

Subsection 4.140 (.03)

- B9.** The application has been submitted on behalf of the property owner, Meridian United Church of Christ, and is signed by an authorized representative, Marsia Gunter.

Professional Design Team

Subsection 4.140 (.04)

- B10.** Ben Altman with Pioneer Design Group, Inc., is the coordinator of a professional design team with all the necessary disciplines including an engineer, a surveyor, and a planner among other professionals.

Planned Development Permit Process

Subsection 4.140 (.05)

- B11.** The subject property is greater than 2 acres, is designated for residential development in the Comprehensive Plan, and is proposed to be zoned PDR-4. The property is being planned and developed as a planned development.

Comprehensive Plan Consistency

Subsection 4.140 (.06)

- B12.** The proposed partition, as found elsewhere in this Staff Report, complies with the proposed PDR-4 zoning designation, which implements the existing Comprehensive Plan designation of Residential 6-7 du/ac.

Planned Development Application Requirements

Subsection 4.140 (.07)

- B13.** Review of the proposed Stage I Master Plan has been scheduled for a public hearing before the Development Review Board in accordance with this subsection and the applicant has met all the applicable submission requirements as follows:
- The property affected by the Stage I Master Plan is under an application by the property owner.
 - The applicant submitted a Stage I Master Plan request on a form prescribed by the City.
 - The applicant identified a professional design team and coordinator. See Finding B10.

- The applicant has stated the uses involved in the Master Plan and their locations.
- The applicant provided the boundary information.
- The applicant has submitted sufficient topographic information.
- The applicant provided a tabulation of the land area to be devoted to various uses.
- The applicant proposes a single phase of development.
- Any necessary performance bonds will be required.

Request C: DB21-0031 Stage II Final Plan

As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

Planned Development Regulations

Planned Developments Lot Qualifications
Subsection 4.140 (.02)

- C1.** The subject property is 2.39 acres in size and is suitable for a planned unit development. The planned partition will accommodate residential development on Parcel 2 with frontage on a public street consistent with the purpose of Section 4.140. Concurrent with the request for a Stage II Final Plan, the applicant proposes to rezone the property to PDR-4.

Ownership Requirements
Subsection 4.140 (.03)

- C2.** The owner of the subject property signed an application form included with the application.

Professional Design Team
Subsection 4.140 (.04)

- C3.** Ben Altman with Pioneer Design Group, Inc., is the coordinator of a professional design team with all the necessary disciplines including an engineer, a surveyor, and a planner among other professionals.

Stage II Final Plan Submission Requirements and Process

Consistency with Comprehensive Plan and Other Plans
Subsection 4.140 (.09) J. 1.

- C4.** The project is consistent with the Comprehensive Plan and other applicable plans of which staff is aware.

Traffic Concurrency
Subsection 4.140 (.09) J. 2.

- C5.** Per the applicant's code response, Phase 1, which would create Parcels 1 and 2, will not significantly alter existing trip generation from the historic operation of the church, as

addressed in the previous land use approval 98DB35. No change to existing impacts are anticipated until Parcel 2 is developed. A separate traffic study may be required at the time of application for development of Parcel 2 based on the number of trips likely to be generated. Therefore, the applicant requested and was granted a Waiver of the traffic report requirement (see Exhibit B2).

Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

- C6. The applicant's materials and plan set demonstrate the existing primary public facilities are available to serve the church. Future impacts of development of Parcel 2 will be evaluated at the time of proposed development.

Adherence to Approved Plans

Subsection 4.140 (.09) L.

- C7. A Condition of Approval ensures adherence to approved plans except for minor revisions approved by the Planning Director.

General Residential Development Standards

Outdoor Recreational Area and Open Space Land Area Requirements

Subsections 4.113 (.01)

- C8. Per the applicant's narrative, the Phase 1 tentative partition plat provides approximately 17,480 square feet (0.40 acre) of developable land in proposed Parcel 2, not including land in the extension along the drive aisle to SW Boeckman Road. Based on the developable area of Parcel 2, it could accommodate housing units within the limits allowed by the City and any required open space (25%). Open space requirements for Parcel 2 will be reviewed when a development application is received.

Building Setbacks – Lots Over 10,000 Square Feet

Subsection 4.113 (.02) A.

- C9. The proposed partition parcels exceed 10,000 square feet in size. Required setbacks include front yard setback of 20 feet, garage door setback of 20 feet, side yard setback of 10 feet, and rear yard setback of 20 feet. Special setbacks for certain housing types such as townhouses or cottage clusters adopted with Ordinance No. 851 and going into effect on November 18, 2021 may apply. The applicant has requested a waiver to reduce the setback to zero (0) feet at the east/west property boundary between Parcels 1 and 3 in Phase 2; see Request E (DB21-0033). This is because the partition line in this location would divide the existing church building into two and it would not be possible to comply with the setback requirement. All other setbacks will meet existing standards.

Building Setbacks – Lots Not Exceeding 10,000 Square Feet
Subsection 4.113 (.02) B.

C10. All proposed parcels exceed 10,000 square feet in size; therefore, this subsection is not applicable.

Effects of Compliance Requirements and Conditions on Cost of Needed Housing
Subsection 4.113 (.13)

C11. No parties have presented evidence nor has staff discovered evidence that provisions of this section are in such a manner that additional conditions, either singularly or cumulatively, have the effect of unnecessarily increasing the cost of housing or effectively excluding a needed housing type.

Underground Utilities Required
Subsection 4.118 (.02) and Sections 4.300 to 4.320

C12. The developer of Parcel 2, when development occurs, will be required to install all utilities underground as required by the Code.

Habitat Friendly Development Practices to be Used to the Extent Practicable
Subsection 4.118 (.09)

C13. The subject property does not contain any wildlife corridors or fish passages or SROZ. Any grading that may occur on proposed Parcels 1 and 3 to construct additional parking or make utility improvements will minimize grading to only what is required to install site improvements. Proposed practices of future development on Parcel 2 will be evaluated when an application is received.

Permitted Uses
Subsections 4.124 (.01) and (.02)

C14. The applicant proposes to continue the church use, with associated improvements, on Parcels 1, Parcel 3, and Tract A, which is a conditional use in the PDR-4 zone. Residential development of Parcel 2 is an allowed use in the PDR-4 zone. While no allowed accessory uses are specifically mentioned in the applicant's materials, they will continue to be allowed.

Block and Access Standards in PDR Zones

Maximum Block Perimeter: 1800 Feet
Subsection 4.124 (.09) 1.

C15. No new blocks will be created as part of the proposed partition, and the existing block lengths in the neighborhood will not be compromised with the proposed development.

Maximum Spacing Between Streets for Local Access: 530 Feet
Subsection 4.124 (.09) 2.

C16. No new streets are proposed as part of the current application and street spacing standards will continue to be met.

Maximum Block Length Without Bicycle or Pedestrian Crossing: 330 Feet
Subsection 4.124 (.09) 3.

C17. No changes to existing access to the subject property are proposed and no new blocks will be created; therefore, the standard will continue to be met.

PDR-4 Zone Standards

Minimum (4,500 sf) Lot Size
Subsections 4.124 (.07)

C18. The Tentative Partition Plan shows all proposed parcels exceeding the minimum lot size of 3,000 square feet for the PDR-4 zone.

Minimum Density and Maximum Density
Subsection 4.124 (.05)

C19. Minimum density is 6 du/ac and maximum density is 7.5 du/ac in the PDR-4 zone with a Comprehensive Plan Map designation of Residential 6-7 du/ac. The Comprehensive Plan density range is understood to be the controlling standard for density as historically applied elsewhere with Planned Development Residential zoning. Parcel 2 as proposed includes 17,480 square feet (0.40 acre) of developable land and 11,485 square feet (0.26 acre) of drive aisle, which is not developable in residential use as it serves as access for all existing and proposed structures on the subject site. Multiplying the 0.40 acre in proposed Parcel 2 by the minimum density of 6 du/ac and maximum density of 7.5 du/ac for the PDR-4 zone, results in a range of 2.4 to 3 dwelling units subject to density maximums. Staff notes the site would be subject to the allowance of ADUs or middle housing not subject to density maximums in the zone under Ordinance No. 851 going into effect November 18, 2021.

Minimum Lot Width: 35 Feet
Subsection 4.124(.07)

C20. The Tentative Partition Plan shows all proposed parcels with more than a 35-foot width.

Minimum Street Frontage: 35 Feet, 24 Feet on Cul-de-sac
Subsection 4.124(.07)

C21. The Tentative Partition Plat shows all proposed parcels with frontage of at least 35 feet.

Minimum Lot Depth: 60 Feet
Subsection 4.124 (.07)

C22. The Tentative Partition Plat shows the minimum lot depth for all lots exceeds 60 feet.

Maximum Height: 35 Feet
Subsection 4.124 (.07)

C23. Existing structures on the site are in compliance with the height standard. The height of homes that may be developed on Parcel 2 will be evaluated at time of development and will not be approved for construction with a height greater than 35 feet.

Maximum Lot Coverage
Subsection 4.124 (.07)

C24. Future residential development on Parcel 2 will be required to meet lot coverage requirements.

SROZ Regulations

Prohibited Activities
Section 4.139.04

C25. There is no SROZ area on the property; therefore, this standard does not apply.

On-site Pedestrian Access and Circulation

Continuous Pathway System
Section 4.154 (.01) B. 1.

C26. The subject property fronts on SW Boeckman Road. According to the applicant's narrative, there currently is not a full standard sidewalk along the frontage. There is a standard 5-foot sidewalk up to the east property line, then an offset 3-foot sidewalk up to the front door of the church. A sidewalk easement was granted to the West Linn/Wilsonville School District to allow a sidewalk to be extended across the front of the site. There is an internal pathway system of concrete walkways and painted crosswalks providing access to the church and parking area, but not Parcel 2. No changes are proposed to the pathway system with the current application; therefore, a Condition of Approval has been added to require a pedestrian easement on the existing church sidewalk to ensure pedestrian access to Parcel 2. The design of a pathway system within Parcel 2 will be reviewed when development of that site occurs.

The applicant notes that, as part of the approvals for the new sanctuary (98DB35), the Church executed an agreement with the City to pay their proportional share of future street improvements for SW Boeckman Road. This agreement has been fully executed and paid in full.

Safe, Direct, and Convenient
Section 4.154 (.01) B. 2.

C27. The submitted plans show sidewalk and pathways providing safe, direct, and convenient access to existing buildings on the site. As discussed under Finding C26, above, a Condition of Approval ensures similar access to Parcel 2.

Vehicle/Pathway Separation
Section 4.154 (.01) B. 3.

C28. The existing pathway vertically and or horizontally separate sidewalks and pathways from vehicle travel lanes except for the driveway and parking area crosswalks. The design of a pathway system within Parcel 2 will be reviewed when development of that site occurs.

Crosswalks Delineation
Section 4.154 (.01) B. 4.

C29. All existing pathways are clearly marked with contrasting paint or constructed of contrasting materials. The design of pathways within Parcel 2 will be reviewed when development of that site occurs.

Pathway Width and Surface
Section 4.154 (.01) B. 5.

C30. All existing pathways, except through the parking area, are concrete or asphalt and meet or exceed the 5-foot required width.

Parking Area Design Standards

Minimum and Maximum Parking
Subsection 4.155 (.03) G.

C31. According to the applicant's narrative and plans, the existing parking provides 78 paved spaces, with additional graveled area for auxiliary parking for about 30 cars. Under conditions of approval of previous land use approval 98DB35, a minimum of 91 parking spaces is required for church operations. Since the unimproved, auxiliary parking area will be eliminated with development of Parcel 2, an additional 13 spaces are needed to meet the required 91-space minimum. The applicant proposes to construct these 13 spaces in two southern part of the paved parking area to maintain compliance with the previous approval. Anticipated future residential development on Parcel 2 will be addressed under a separate application, and will be required to provide parking consistent with Code standards.

Other Parking Area Design Standards
Subsections 4.155 (.02) and (.03)

C32. The applicable standards for Parcels 1 and 3 are met as shown in the following table. Parking standards for Parcel 2 will be addressed under separate application when a development application is received.

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. All spaces accessible and usable for parking	<input checked="" type="checkbox"/>	All existing and proposed additional parking serving the church is accessible and usable for parking.
I. Surfaced with asphalt, concrete or other approved material.	<input checked="" type="checkbox"/>	The parking area is surfaced with asphalt or other approved materials.
Drainage meeting City standards	<input checked="" type="checkbox"/>	No changes are proposed to the existing stormwater facility with the current application; however, it will be reassessed for potential shared use with development on Parcel 2 in the future and may be upgraded to City standards at that time.
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate.	<input checked="" type="checkbox"/>	No changes are proposed to the parking area serving the church and access and maneuvering will continue to be adequate.
A.2. To the greatest extent possible, vehicle and pedestrian traffic separated.	<input checked="" type="checkbox"/>	Pursuant to Section 4.154 pedestrian circulation in the parking area is separate from vehicle circulation by vertical separation except at driveways and crosswalks.

Other General Regulations

Access, Ingress and Egress
Subsection 4.167 (.01)

C33. Access for Parcels 1 and 3, via the driveway on SW Boeckman Road, will not change as a result of the proposed partition. Proposed access for Parcel 2 is through the drive aisle of the existing church parking area. The driveway is previously approved and meets City requirements.

Protection of Natural Features and Other Resources

General Terrain Preparation

Section 4.171 (.02)

C34. There are no natural features or SROZ on the subject property. Any grading of the site for the limited proposed improvements in the parking area or for utilities will require a grading permit issued by the City's Building Division ensuring planned grading conforms with the Uniform Building Code.

Trees and Wooded Areas

Section 4.171 (.04)

C35. The applicant proposes to replace trees in the parking area damaged by the 2021 winter ice storm. All other trees on the subject site will not be affected by the current application. Tree removal and preservation for Parcel 2 will be addressed in the future when development is proposed on the site.

Earth Movement and Soil Hazard Areas

Subsections 4.171 (.07) and (.08)

C36. The applicant states the subject property does not contain any earth movement or soil hazard areas.

Historic Resources

Subsection 4.171 (.09)

C37. Part of the existing church building is a historic chapel (Frog Pond Church). The Bob Weidemann Japanese Maple is located in front of the chapel on the south side of SW Boeckman Road. Neither of these will be affected by the proposed partition or site improvements. Neither the applicant nor the City have identified any other historic, cultural, or archaeological items on the site, nor does any available information on the history of the site compel further investigation.

Public Safety and Crime Prevention

Design for Public Safety, Addressing, Lighting to Discourage Crime

Section 4.175

C38. The development will be designed with typical lighting and other design elements and there is no indication that any design element would encourage crime.

Landscaping Standards

Landscape Standards Code Compliance
Subsection 4.176 (.02) B.

C39. As shown in the submitted landscape plan, the applicant proposes to replace trees in the parking area damaged by the 2021 winter ice storm, and to replace perimeter landscaping along the west side and in some of the landscape islands in the parking area consistent with the prior land use approval (98DB35). All other trees and landscaping on the subject site will not be affected by the current application. Conditions of Approval ensure that replacement and/or new landscaping will meet the applicable landscaping standards and be installed to using current industry practices.

Street Improvement Standards

Street Improvement Standards
Subsection 4.177

C40. No street improvements are required or proposed. Thus there is not a change in the projects conformance with applicable street improvement standards.

Waiver of Remonstrance Required
Subsection 4.177 (.02) C. 2.

C41. A Condition of Approval requires a waiver of remonstrance against formation of a local improvement district be recorded in the County Recorder's Office as well as the City's Lien Docket as a part of the recordation of a final plat.

Private Access/Circulation Drives

Definition
Subsection 4.001 (230.)

C42. The applicant proposes to provide access to Parcel 2 through the existing drive aisle, which will be included as a 35-foot-wide extension of the parcel north to SW Boeckman Road. This drive area is considered a "Private Access/Circulation Drive" similar to commercial driveway/parking areas in a retail shopping center, industrial development, or apartment complex. It meets this definition as it provides access to a mix of uses.

Residential Private Access Drives
Subsection 4.177 (.07)

C43. As explained in Finding C42 above the access driveway on the proposed Parcel 2 is considered a Private Access/Circulation Drive rather than a Residential Private Access Drive. Therefore the standards of this subsection do not apply.

Access Drive Development Standards
Subsection 4.177 (.08)

C44. A Condition of Approval ensures the responsible parties keep the access drives clear. The applicant has not submitted information on the load capacity of the legally existing drive area. To staff's knowledge the drive area is of typical commercial construction which is typically capable of carrying a 23-ton load. While the applicant is not required to make any changes to the existing access drive, a Condition of Approval requires any expansion of the drive area or any future redevelopment of the drive area to verify its capacity to carry a 23-ton load.

Request D: DB21-0032 Tentative Partition Plat

As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

Land Division Authorization

Plat Review Authority
Subsection 4.202 (.01) through (.03)

D1. The Development Review Board is reviewing the tentative partition according to this subsection. The Planning Division will review the final partition plat under the authority of the Planning Director to ensure compliance with the DRB review of the tentative partition plat.

Undersized Lots Prohibited
Subsection 4.202 (.04) B.

D2. The proposed land division does not divide lots into smaller sizes than allowed by the PDR-4 zone. See Request C.

Plat Application Procedure

Pre-Application Conference
Subsection 4.210 (.01)

D3. The applicant requested and attended a pre-application conference in accordance with this subsection.

Tentative Plat Preparation
Subsection 4.210 (.01) A.

D4. Following gathering information from Planning staff, the appropriate professionals from the applicant's design firm prepared the tentative partition plat.

Tentative Plat Submission
 Subsection 4.210 (.01) B.

D5. The applicant has submitted a tentative partition plat with all the required information.

Phases to Be Shown
 Subsection 4.210 (.01) D.

D6. As shown in the tentative partition plat and summarized in the table below, Phase 1 of the partition would result in Parcel 1 (1.44 acres), Parcel 2 (0.66 acre), and Tract A (0.29 acre). Phase 2 would further divide Parcel 1 into Parcel 1 (0.44 acre) and Parcel 3 (1.00 acre), with no change to the configuration of Parcel 2 and Tract A. Staff notes that boundaries and acreages of the partition parcels as shown on the tentative partition plat and in the table are based on a revision of the plans submitted by the applicant on October 20, 2021.

Proposed Partition Parcels and Phases				
	Phase 1		Phase 2	
Parcel 1	62,868 sf	1.44 ac	19,083 sf	0.44 ac
Parcel 2	28,965 sf	0.66 ac	28,965 sf	0.66 ac
- <i>Developable Portion</i>	<i>17,480 sf</i>	<i>0.40 ac</i>	<i>17,480 sf</i>	<i>0.40 ac</i>
- <i>Drive Aisle</i>	<i>11,485 sf</i>	<i>0.26 ac</i>	<i>11,485 sf</i>	<i>0.26 ac</i>
Parcel 3	--	--	43,785 sf	1.00 ac
Tract A	12,439 sf	0.29 ac	12,439 sf	0.29 ac
Total	104,272 sf	2.39 ac	104,272 sf	2.39 ac

The applicant proposes to implement the proposed partition in two Phases as follows:

- Proposed Phase 1, anticipated by the applicant to occur within two years of Development Review Board decision on the project:
 - Create Parcel 1, including 62,868 square feet (1.44 acres), containing the entire church building, landscaping, parking, and other site improvements
 - Create Parcel 2, including 17,480 square feet (0.40 acre) of developable area, on the south side of the property with a 35-foot-wide extension north along the existing drive aisle, containing 11,485 square feet (0.26 acre), to provide access from SW Boeckman Road as well as required street frontage for the parcel
 - Create Tract A, including 12,439 square feet (0.29 acre), containing the existing stormwater facility, landscaping and parking along the west property boundary
 - Provide reciprocal access, parking, and utility easements for the benefit of the church for continued use of the existing drive aisle (in Parcel 2), parking and stormwater facility (in Tract A), and utilities throughout the site
 - Create 13 new parking spaces for the church

- Proposed Phase 2, with uncertain timing according to the applicant and only expected to occur if the church decides to sell a portion of the existing building:
 - Reduce Parcel 1 by 43,785 square feet (1.00 acre) to create Parcel 3
 - Create Parcel 3, including 43,785 square feet (1.00 acre), containing the sanctuary building at the south end of the church building, as well as parking and landscaping, with a 35-foot-wide extension north on the east side of the drive aisle to provide required street frontage for the parcel on SW Boeckman Road
 - Build an ownership partition party wall to separate the sanctuary from the remainder of the church building; this requires a Setback Waiver to allow a zero lot line between the sanctuary and rest of the church building

In their application material the applicant does not indicate a timeline for Phase 2 of the partition to divide the existing building on two parcels. Staff recommends a Condition of Approval imposing a two-year timeline, as this is the typical valid timeline for land division and other land use approvals. The applicant has not provided any specific rational or request to extend the timeline more than is typical.

Remainder Tracts

Subsection 4.210 (.01) E.

D7. The tentative partition plat accounts for all land within the plat area as lots, tracts, or right-of-way.

Street Requirements for Land Divisions

Master Plan or Map Conformance

Subsection 4.236 (.01)

D8. As found in other findings in this report, the land division is in harmony with the Transportation Systems Plan and other applicable plans.

Adjoining Streets Relationship

Subsection 4.236 (.02) A.

D9. The new public streets are proposed as part of the proposed partition, therefore, relationship to adjoining streets will continue unchanged.

Planning for Further Land Divisions in Relation to Street System

Subsection 4.236 (.02) C.

D10. The resulting parcels are of a size that could allow further division. However, there are not existing street plans or requirements identified that would trigger specific requirements for future divisions related to layout or streets.

Streets Standards Conformance
Subsection 4.236 (.03)

D11. As discussed in the Request C, Stage II Final Plan, Findings, no new streets are proposed with the current application and existing streets and block sizes conform with the standards.

Topography
Subsection 4.236 (.05)

D12. No significant topography exists affecting street layout decisions.

Reserve Strips
Subsection 4.236 (.06)

D13. No reserve strips are proposed as part of this partition, therefore, this criteria is not applicable.

Future Street Expansion
Subsection 4.236 (.07)

D14. The future street expansion is proposed as part of this partition, therefore, this criteria does not apply.

Additional Right-of-Way
Subsection 4.236 (.08)

D15. No additional right-of-way is required for the proposed partition plat.

Street Names
Subsection 4.236 (.09)

D16. No street names are proposed with this application.

General Land Division Requirements-Blocks

Blocks for Adequate Building Sites in Conformance with Zoning
Subsection 4.237 (.01)

D17. Streets and block size for Planned Development Residential zones are addressed in the Stage II Final Plan. See Request C. The tentative partition plat provides adequate residential building sites, and safe and convenient access and circulation are already provided by the project for vehicles, pedestrians, and bicycles in compliance with applicable requirements in the Wilsonville Development Code and Transportation System Plan.

General Land Division Requirements-Easements

Utility Line Easements Subsection 4.237 (.02) A.

D18. As will be further verified during the Public Works Permit review and final partition plat review, the applicant will install all utility lines in right-of-way or dedicated easements. Franchise utility providers will install their lines within public utility easements established on the plat.

Water Courses Subsection 4.237 (.02) B.

D19. This standard does not apply as there are no water courses or SROZ on the subject site.

General Land Division Requirements-Pedestrian and Bicycle Pathways

Mid-block Pathways Requirement Subsection 4.237 (.03)

D20. No mid-block pathways are proposed or required.

General Land Division Requirements-Tree Planting

Tree Planting Plan Review and Street Tree Easements Subsection 4.237 (.03)

D21. No new public streets and no street trees are required or proposed with this application, therefore, this standard does not apply.

General Land Division Requirements-Lot Size and Shape

Lot Size and Shape Appropriate Subsection 4.237 (.05)

D22. The proposed lot sizes, widths, shapes and orientations are appropriate for the proposed uses on the site and meet standards for the PDR-4 zone.

General Land Division Requirements-Access

Minimum Street Frontage Subsection 4.237 (.06)

D23. The full width of the front lot line of each lot fronts a public street or private drive. Each lot meets or exceeds the minimum lot width at the front lot line. See Request C.

General Land Division Requirements-Other

Lot Side Lines

Subsection 4.237 (.08)

D24. Side lot lines run at or near a 90-degree angle to the front line to the extent feasible.

Corner Lots

Subsection 4.237 (.13)

D25. No corner lots are proposed with this application.

Lots of Record

Lots of Record

Section 4.250

D26. The applicant provided documentation all subject lots are lots of record.

Request E: DB21-0033 Setback Waiver

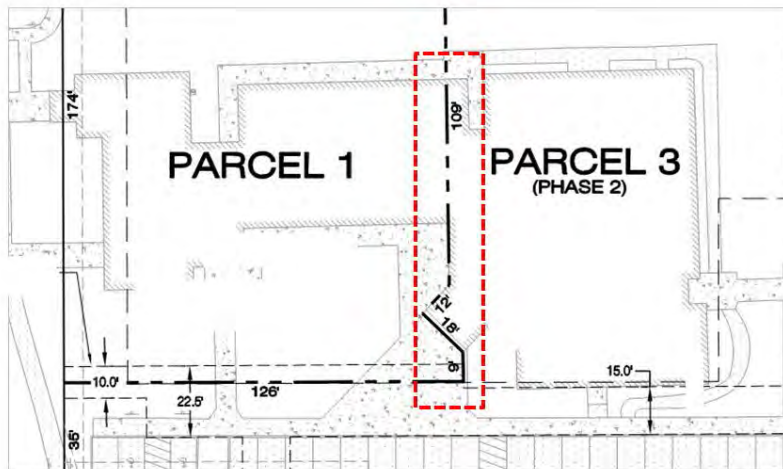
As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

Waivers: Waive Minimum Side Yard Setback

Waiver of Typical Development Standards

Subsection 4.118 (.03) A.

E1. Phase 2 of the partition proposes to divide Parcel 1, containing the church building and grounds, into two, Parcels 1 and 3, separating the newer sanctuary from the remainder of the building. The current application requests rezoning of the property from RA-H to PDR-4. Required minimum setbacks in the PDR-4 zone for lots exceeding 10,000 square feet in size are: 15 feet front; 5 feet side for one story and 7 feet side for two or more stories; and 15 feet rear for one story and 20 feet rear for two or more stories. The applicant is requesting a setback waiver to allow a zero lot line between the resulting buildings on Parcels 1 and 3, as highlighted in the illustration below, as it is not possible to meet the required setbacks.



Purpose and Objectives of Planned Development Regulations
 Subsection 4.140 (.01) B.

- E2.** Pursuant to Subsection 4.118 (.03) A. waivers must implement or better implement the purpose and objectives listed in this Subsection, including, but not limited to, to take advantage of functional land use design, to produce development equal to or better than that resulting from traditional lot land use development, and to permit flexibility of design.

Per the 2019 Oregon Structural Specialty Code Section 706.1.1 and Section 706.8, any wall located on a lot line between adjacent buildings, which is used, or adapted for joint service between two buildings, must be constructed as a fire wall. Further, party walls must create separate buildings. Therefore, as stated in the applicant’s narrative, they specifically requested the setback waiver to allow construction of a partition wall to physically separate the two sections of the existing church building by creating a fire rated common wall between proposed Parcels 1 and 3.

Other than responding to this compliance requirement, which is necessary to accomplish the partition of the existing building on two parcels, the applicant’s narrative and code response has not provided any evidence that the setback waiver better implements the purposes and objectives of this Subsection.

Exhibit C1
Public Works Plan Submittal Requirements
and Other Engineering Requirements

1. All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards - 2017
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

Coverage (<i>Aggregate, except where noted</i>)	Limit
<u>Commercial General Liability:</u>	
▪ General Aggregate (per project)	\$3,000,000
▪ General Aggregate (per occurrence)	\$2,000,000
▪ Fire Damage (any one fire)	\$50,000
▪ Medical Expense (any one person)	\$10,000
<u>Business Automobile Liability Insurance:</u>	
▪ Each Occurrence	\$1,000,000
▪ Aggregate	\$2,000,000
<u>Workers Compensation Insurance</u>	\$500,000

3. No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, right-of-way and easements have been obtained and Staff is notified a minimum of 24 hours in advance.
4. All public utility/improvement plans submitted for review shall be based upon a 22" x 34" format and shall be prepared in accordance with the City of Wilsonville Public Work's Standards.
5. Plans submitted for review shall meet the following general criteria:
 - a. Utility improvements that shall be maintained by the public and are not contained within a public right-of-way shall be provided a maintenance access acceptable to the City. The public utility improvements shall be centered in a minimum 15-ft-wide public easement for single utilities and a minimum 20-ft-wide public easement for two parallel utilities and shall be conveyed to the City on its dedication forms.
 - b. Design of any public utility improvements shall be approved at the time of the issuance of a Public Works Permit. Private utility improvements are subject to review and approval by the City Building Department.
 - c. In the plan set for the Public Works Permit, existing utilities and features, and proposed new private utilities shall be shown in a lighter, grey print. Proposed public improvements shall be shown in bolder, black print.



- d. All elevations on design plans and record drawings shall be based on NAVD 88 Datum.
 - e. All proposed on- and off-site public/private utility improvements shall comply with the State of Oregon and the City of Wilsonville requirements and any other applicable codes.
 - f. Design plans shall identify locations for street lighting, gas service, power lines, telephone poles, cable television, mailboxes and any other public or private utility within the general construction area.
 - g. As per City of Wilsonville Ordinance No. 615, all new gas, telephone, cable, fiber-optic and electric improvements, etc. shall be installed underground. Existing overhead utilities shall be undergrounded wherever reasonably possible.
 - h. Any final site landscaping and signing shall not impede any proposed or existing driveway or interior maneuvering sight distance.
 - i. Erosion Control Plan that conforms to City Code and the Public Works Standards.
 - j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
 - k. All engineering plans shall be printed to PDF, combined to a single file, stamped and digitally signed by a Professional Engineer registered in the State of Oregon.
 - l. All plans submitted for review shall be in sets of a digitally-signed PDF and three printed sets.
6. Submit plans in the following general format and order for all public works construction to be maintained by the City:
- a. Cover sheet
 - b. City of Wilsonville construction note sheet
 - c. General construction note sheet
 - d. Existing Conditions plan.
 - e. Erosion Control and Tree Protection Plan.
 - f. Site Plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
 - g. Grading Plan, with 1-foot contours.
 - h. Composite Utility Plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
 - i. Detailed Plans; show plan view and either profile view or provide invert elevations at all utility crossings; include laterals in profile view or provide table with invert elevations at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
 - j. Street Plans.
 - k. Storm Sewer/drainage Plans; number all lines, manholes, catch basins, and cleanouts for easier reference
 - l. Water and Sanitary Sewer Plans; plan; number all lines, manholes, and cleanouts for easier reference.
 - m. Detailed Plan for stormwater management facilities (both plan and profile views), including water quality orifice diameter, manhole and beehive rim elevations, growing medium, and a summary table with planting area, types and quantities. Provide details of inlet structure, energy dissipation device, drain inlets, structures, and piping for outfall

structure. Note that although stormwater facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.

- n. Composite Franchise Utility Plan.
 - o. City of Wilsonville detail drawings.
 - p. Illumination Plan.
 - q. Striping and Signage Plan.
 - r. Landscape Plan.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
 8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with City Code and the Public Works Standards during construction and until such time as approved permanent vegetative materials have been installed.
 9. Applicant shall notify City before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
 10. The applicant shall be in conformance with all stormwater treatment and flow control requirements for the proposed development per the Public Works Standards. Unless the City approves the use of an Engineered Method, the City's BMP Sizing Tool shall be used to design and size stormwater facilities.
 11. A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
 12. Proprietary stormwater management facilities are only allowed where conditions limit the use of infiltration (e.g., steep slopes, high groundwater table, well-head protection areas, or contaminated soils). If a proprietary stormwater management facility is approved by the City, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.
 13. Stormwater management facilities shall have approved landscape planted and approved by the City of Wilsonville prior to paving.
 14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems.

Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.

15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Sidewalks, crosswalks and pedestrian linkages shall be in compliance with the requirements of the U.S. Access Board.
17. No surcharging of sanitary or storm water manholes is allowed.
18. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
19. The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
20. The applicant shall provide adequate sight distance at all project street intersections, alley intersections and commercial driveways by properly designing intersection alignments, establishing set-backs, driveway placement and/or vegetation control. Coordinate and align proposed streets, alleys and commercial driveways with existing streets, alleys and commercial driveways located on the opposite side of the proposed project site existing roadways. Specific designs shall be approved by a Professional Engineer registered in the State of Oregon. As part of project acceptance by the City the Applicant shall have the sight distance at all project intersections, alley intersections and commercial driveways verified and approved by a Professional Engineer registered in the State of Oregon, with the approval(s) submitted to the City (on City-approved forms).
21. Access requirements, including sight distance, shall conform to the City's Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
22. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Republic Services for access and use of their vehicles.

23. The applicant shall provide the City with a Stormwater Maintenance Easement Agreement (on City-approved forms) for City inspection of those portions of the storm system to be privately maintained.
24. Stormwater management facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all stormwater management facilities.
25. The applicant shall “loop” proposed waterlines by connecting to the existing City waterlines where applicable.
26. Mylar Record Drawings:

At the completion of the installation of any required public improvements, and before a 'punch list' inspection is scheduled, the Engineer shall perform a record survey. Said survey shall be the basis for the preparation of 'record drawings' which will serve as the physical record of those changes made to the plans and/or specifications, originally approved by Staff, that occurred during construction. Using the record survey as a guide, the appropriate changes will be made to the construction plans and/or specifications and a complete revised 'set' shall be submitted. The 'set' shall consist of drawings on 3 mil. mylar and an electronic copy in AutoCAD, current version, and a digitally signed PDF.

From: [Dean Lamm](#)
To: [Luxhoj, Cindy](#)
Subject: Meridian United Church
Date: Tuesday, October 26, 2021 4:45:24 PM

[This email originated outside of the City of Wilsonville]

The application to rezone and partition the Meridian Church, leaves a lot of questions unanswered. How tall will the houses be and how many are going to be built? How close are they going to be to present homes? The new owners of the houses that will be built, might not think much of taking care of a driveway that's a couple of 100 feet long. Who is going to acquire ownership of the present buildings? All this affects the home owners that surround these lots. With the present information, we are opposed to this site being partitioned into smaller lots.

It would be more of an asset to the community for it to be left in its present development, and maintained in better condition than it is now. When the time comes for the city council to make their decisions on the property, I hope they will think of the long term effects it will have on that property and the homeowners that surround it.

We oppose any changes to this property.

Dean and Beverly Lamm
28094 SW Willow Creek Dr.



Good Morning Cindy,

Please accept my revised version of my opinions and understanding of the project.

Sincerely,

Marcia Hubel

Marcia Hubel

RECEIVED
OCT 29 2021

BY: _____



Three Parcel Partition & Zone Map Amendment
Meridian United Church of Christ (Frog Pond)

Attention: Cindy Luxhoj

Dear Cindy

I appreciate the time and in-depth conversation on we had on Wednesday October 27th regarding the Meridian United Church of Christ Proposed land development. As I explained during our conversation my family and I has lived at 28184 SW Willow creek since 1999. My property backs up the the church property at the areas of Tract 'A' and Parcel #2.

It is my understanding that the parcel labeled, Tract 'A' is considered a LID, Low Impact Drain, designed to accommodate storm water run off within this property. This particular LID may not meet the current standards for LID storm water management at this time. It is possible that this parcel will need to be studied and updated for a more robust storm drain system. The changes to the storm drain system should not alter the current plan for this parcel of land which is slated to remain an undeveloped piece of parcel associated with the Meridian United Church of Christ land development proposal. In the case that the church does not remain a viable entity, during this proposed division of land or in future years to come; a statute should be proposed to ensure this land, Tract 'A', will remain a permanent LID site and not a viable parcel to be developed or considered for future homes sites. This statute would protect the current values the neighborhood homes and serve as a buffer to keep the integrity of the homes that line the Willow Creek Drive neighborhood.

Next I would like to address the development of Parcel #2. The proposed plan for this parcel, as I understand, is a maximum of three homes, most likely a grouping of row houses located at the East most portion of this Parcel.

In Phase 3 a setback/zero lot line will enable the church to separate and preserve the historic portion of the Meridian United Church of Christ built in 1878 from the new section of the building. This separation allows for two groups to benefit from the use of the building structure. In this land development proposal, Parcel #3 is the only parcel to use the "setback /zero lot line" .

As I understand, the first phase of this project pertains to applications process for partition of the Meridian United Church of Christ Land Development.

The second phase will be the review of the project, submission of the final plat, assessment by the city engineering department and the county, followed by the process of recording the actions decided upon by the City of Wilsonville.

It is important that the City of Wilsonville take great care to keep in mind the objectives for project;

The church wishes to remain a vital place of worship for its members, especially with its historic value to the community. The church and the neighbors will continue to share a common property line that is in the best interest of both parties. Finally, the parcels of land are small which provides the potential to create a difficult situation going forward unless a reasonable plan for the property considered for development.

I appreciate your consideration of my thoughts.

Marcia Hubel

From: [Charles Brau](#)
To: [Luxhoj, Cindy](#)
Subject: Public Hearing Notice
Date: Friday, October 29, 2021 7:04:12 AM

[This email originated outside of the City of Wilsonville]

Subject: Public Hearing Notice

Dear Cindy,

Thank you again for speaking with me Tuesday regarding the zone map amendment proposed by the Meridian United Church of Christ. My wife and I live on Willow Creek Drive and our home backs up to Tract 'A' as well as 'Parcel 2'. We understand the Church's desire to divide the current lot into three parcels. However, we are quite concerned about the proposal in its current form.

Below are some of our main concerns:

- we only received the public notice Monday (October 25th) which gives us very little time to prepare for the Monday (November 8th) meeting.
- the proposal is not complete. It seems premature to decide on this before the boundaries of the parcels are still being adjusted. We would like to see a final proposal to review prior to the Review Board's recommendation.
- the configuration of 'Parcel 2' seems odd. It appears to be a flag lot with a long driveway. The main body surrounds three sides of Tract 'A'. We are concerned that the quality of the homes surrounding the parcels would be maintained with any future development. This odd configuration therefore concerns us.
- we understand that Tract 'A' will remain where it is. We agree with this.
- we understand that overall state zoning guidelines could change in the next month or so. Does it make sense to delay a decision on this proposal until future guidelines are better known?
- the proposal cuts out a significant amount of parking spaces. Pre-pandemic parking spaces were frequently filled and should the church resume in person services it is quite possible that parking could encroach on the surrounding neighborhoods including 'Parcels 2 and 3'.

Again, we certainly understand the Church's desire to split the current lot but feel that this proposal has too many unknowns that need to be resolved before a final decision is made.



Thanks for your consideration,

Charlie Brau
28128 SW Willow Creek Drive
Wilsonville, OR. 97070

DEVELOPMENT REVIEW BOARD MEETING
NOVEMBER 8, 2021
6:30 PM

- VII. Board Member Communications:
 - A. Results of the October 25, 2021 DRB Panel B meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE: OCTOBER 25, 2021	
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START: 6:30 P.M.	TIME END: 9:41 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Samy Nada	Daniel Pauly
Nichole Hendrix	Barbara Jacobson
Jason Abernathy	Miranda Bateschell
Katie Dunwell	Cindy Luxhoj
Michael Horn	Shelley White
	Kim Rybold

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the September 27, 2021 DRB Panel B meeting	A. Unanimously approved as presented.
PUBLIC HEARING	
<p>A. Resolution No. 393-B. Villebois Village Center Mixed Use Development: Pacific Community Design – Representative for Costa Pacific Communities – Applicant and RCS Villebois Development LLC – Owner. The applicant is requesting approval of a SAP Central Amendment, Preliminary Development Plan (1) and Plan Modifications (2), Final Development Plans (3), and Type C Tree Plans (3) for a mixed-use development located in the Villebois Village Center. The subject sites are located on Tax Lots 2100 and 2800 of Section 15AC and Tax Lot 8600 of Section 15DB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj</p> <p>Case Files: DB21-0010 SAP Central Amendment (PDP 12 C Lot 76, Bldgs A, B) DB21-0011 Preliminary Development Plan (PDP 12 C Lot 76, Bldg A, B) DB21-0012 Final Development Plan (PDP 12 C Lot 76, Bldgs A, B) DB21-0013 Type C Tree Removal Plan (PDP 12 C Lot 76, Bldgs A, B) DB21-0014 Preliminary Development Plan (PDP 2 C Lot 73, Bldg C) DB21-0015 Final Development Plan (PDP 2 C Lot 73, Bldg C) DB21-0016 Type C Tree Removal Plan (PDP 2 C Lot 73, Bldg C) DB21-0022 Preliminary Development Plan (PDP 1 C Lot 12, Parking) DB21-0023 Final Development Plan (PDP 1 C Lot 12, Parking)</p>	<p>A. Resolution No. 393-B was unanimously approved with the addition of new Conditions of Approval DRB 1 and DRB 2, and Exhibits A4, B6, B7, D28, and D29.</p>

<p>DB21-0024 Type C Tree Removal Plan (PDP 1 C Lot 12, Parking</p> <p>B. Resolution No. 395. Oregon Department of Administrative Services North Valley Complex: SERA Architects – Applicant for Oregon Department of Administrative Services – Owner. The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review, Type C Tree Plan, Class 3 Sign Permit & Waiver, Parking Waiver, and Abbreviated SROZ Map Verification for renovation and upgrade of the existing building and site for the Oregon Department of Administrative Services North Valley Complex. The subject site is located at 26755 SW 95th Avenue on Tax Lot 1903 of Section 11, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Cindy Luxhoj.</p> <p>Case Files:</p> <table border="0"> <tr> <td>DB21-0025</td> <td>Stage II Final Plan Modification</td> </tr> <tr> <td>DB21-0026</td> <td>Site Design Review</td> </tr> <tr> <td>DB21-0027</td> <td>Type C Tree Plan</td> </tr> <tr> <td>DB21-0028</td> <td>Class III Sign Permit & Waiver</td> </tr> <tr> <td>SI21-0001</td> <td>Abbreviated SROZ Map Verification</td> </tr> <tr> <td>DB21-0056</td> <td>Parking Waiver</td> </tr> </table>	DB21-0025	Stage II Final Plan Modification	DB21-0026	Site Design Review	DB21-0027	Type C Tree Plan	DB21-0028	Class III Sign Permit & Waiver	SI21-0001	Abbreviated SROZ Map Verification	DB21-0056	Parking Waiver	<p>B. Resolution No. 395 was unanimously approved with the addition of Exhibit A3 and new Conditions of Approval PDF 1 and PF 14.</p>
DB21-0025	Stage II Final Plan Modification												
DB21-0026	Site Design Review												
DB21-0027	Type C Tree Plan												
DB21-0028	Class III Sign Permit & Waiver												
SI21-0001	Abbreviated SROZ Map Verification												
DB21-0056	Parking Waiver												
<p>BOARD MEMBER COMMUNICATIONS</p>													
<p>A. Results of the October 11, 2021 DRB Panel A meeting</p> <p>B. Recent City Council Action Minutes</p>	<p>A. No comments.</p> <p>B. No comments.</p>												
<p>STAFF COMMUNICATIONS</p>													
<p>None.</p>													

DEVELOPMENT REVIEW BOARD MEETING
NOVEMBER 8, 2021
6:30 PM

- VII. Board Member Communications:
 - B. Recent City Council Action Minutes

City Council Meeting Action Minutes
October 4, 2021

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Andy Stone, IT Director
Zoe Mombert, Assistant to the City Manager
Cindy Luxhoj, Associate Planner
Delora Kerber, Public Works Director
Martin Montalvo, Public Works Ops. Manager
Dan Pauly, Planning Manager
Philip Bradford, Associate Planner
Carl Nodzinski, GIS Intern
Ricardo Huerta, GIS Intern
Mark Ottenad, Public/Government Affairs Director
Kimberly Rybold, Senior Planner

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Keith Katko, Assistant Finance Director

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:06 p.m.
A. The Leo Company PSA Renewal	Council was briefed on Resolution No. 2914, which authorizes the City Manager to execute a PSA with the Leo Company, for government relations and emergency preparedness training consulting services.
B. Street Tree Inventory	GIS interns presented on the 2021 Street Tree Inventory completed during their internship with the City of Wilsonville, Public Works Department.
C. Municipal Parking Lot Slurry Seal Project	Staff informed City Council of Resolution No. 2925 that authorizes the City Manager to execute a construction contract with R.C. Contracting to construct the Municipal Parking Lots Slurry Seal Project.
D. LED Street Light Conversion Update	Staff presented on Phase 2 of the LED street light conversion update.
E. ARPA Funding Conversation	Staff sought Council's direction to identify and prioritize programs that may be funded with allocations from the federal American Rescue Plan Act (ARPA).
F. Wilsonville Town Center Streetscape Plan	Council was given a preview of Ordinance No. 850, which was scheduled for a public hearing at the regular meeting to follow.

<u>Executive Session</u>	Immediately following the end of the Work Session, Council meet in Executive Session.
REGULAR MEETING	
<u>Mayor's Business</u> A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u> A. None.	
<u>Consent Agenda</u> A. <u>Resolution No. 2914</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With The Leo Company, LLC, For Government Relations And Emergency Preparedness Training Consulting Services. B. <u>Resolution No. 2925</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With R.C. Contracting, LLC To Construct The Municipal Parking Lots Slurry Seal Project. C. Minutes of the September 20, 2021 City Council meeting.	The Consent Agenda was approved 5-0.
<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <u>Ordinance No. 850</u> An Ordinance Of The City Of Wilsonville Adopting The Wilsonville Town Center Streetscape Plan As An Appendix To The Wilsonville Town Center Plan, A Sub-Element Of The Comprehensive Plan. B. <u>Ordinance No. 851</u> An Ordinance Of The City Of Wilsonville Amending The Text Of The Wilsonville Comprehensive Plan, Text Of The Development Code, The Frog Pond West Master Plan, And The Villebois Village Master Plan; Adopting A Legislative Zone Map Amendment To Rezone Residential Properties In The Old Town	<p>After a public hearing was conducted, Ordinance No. 850 was approved on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 851 was adopted on first reading with the recommendations that had been read into the record by staff. Passes 5-0.</p>

<p>Neighborhood To The Newly Established Old Town Residential Zone; And Declaring Development In Planned Development Residential Zones As Legal Non-Conforming To Increase The Allowance Of Middle Housing In Wilsonville.</p> <p>C. <u>Ordinance No. 852</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From Public Facility (PF) Zone To The Village (V) Zone On Approximately 1.40 Acres In The Villebois Village Center, Adjacent To The Piazza At Villebois To The Northeast And Northwest; The Land Is More Particularly Described As Tax Lot 2800 And Adjacent Right-Of-Way, Section 15AC, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Costa Pacific Communities, Applicant.</p>	<p>After a public hearing was conducted, Ordinance No. 852 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>9:43 p.m.</p>

City Council Meeting Action Minutes
October 18, 2021

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West – Arrived 5:05 p.m.
Councilor Linville – Excused

Beth Wolf, Senior Systems Analyst
Keith Katko, Assistant Finance Director
Andy Stone, IT Director
Zoe Mombert, Assistant to the City Manager
Dan Pauly, Planning Manager
Mark Ottenad, Public/Government Affairs Director
Chris Neamtzu, Community Development Director
Mike Nacrelli, Civil Engineer
Shasta Sasser, Operations Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:03 p.m.
A. Frog Pond East and South Master Plan	City Council received a briefing on and gave feedback on the work to date on the Frog Pond East and South Master Plan project.
B. 2021 Solid Waste Collection Rate Report Review	Staff reviewed with City Council the findings and recommendations of the 2021 Solid Waste Collection Rate Report.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. Kitakata Sister City Advisory Board Work Plan	The Kitakata Sister City Advisory Board Chair and staff shared the board's vision and identified goals.
<u>Consent Agenda</u>	The Consent Agenda was approved 4-0.
A. <u>Resolution No. 2934</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Amend The Professional Services Agreement With JayRay Ads & PR, Inc, For 'Explore Wilsonville' Tourism Promotion And Development And Destination Marketing Program.	

<p>B. <u>Resolution No. 2936</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Construction Manager/General Contractor (CM/GC) Contract With Kiewit Infrastructure West Co. To Procure A New Ozone Generation System For The Willamette River Water Treatment Plant Expansion Project (Capital Improvement Project #1144).</p> <p>C. Minutes of the October 4, 2021 City Council meeting.</p>	
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2928</u> A Resolution Of The City Of Wilsonville Approving An Amendment To The Planning Division Fee Schedule Adding Fees For Middle Housing Land Divisions And Further Refining The Fee Schedule For Wireless Communication Facilities.</p> <p>B. <u>Resolution No. 2929</u> A Resolution Of The City Of Wilsonville Amending The Old Town Neighborhood Plan And Continuing To Accept The Old Town Neighborhood Plan As A Non-Regulatory Planning Tool.</p> <p>C. <u>Resolution No. 2930</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Interim Development Agreement With Taylor Morrison Northwest, LLC Regarding Design, Funding And Construction Of Regional Parks 5 And 6 In The Clermont Subdivision, Villebois.</p>	<p>Resolution No. 2928 was adopted 4-0.</p> <p>Resolution No. 2929 was adopted 4-0.</p> <p>Resolution No. 2930 was adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 850</u> An Ordinance Of The City Of Wilsonville Adopting The Wilsonville Town Center Streetscape Plan As An Appendix To The Wilsonville Town Center Plan, A Sub-Element Of The Comprehensive Plan.</p> <p>B. <u>Ordinance No. 851</u> An Ordinance Of The City Of Wilsonville Amending The Text Of The Wilsonville Comprehensive Plan, Text Of The Development Code, The Frog Pond West Master Plan, And The Villebois Village Master Plan; Adopting A Legislative Zone Map Amendment To Rezone Residential Properties In The Old Town Neighborhood To The Newly Established Old Town Residential Zone; And Declaring Development In Planned Development Residential Zones As Legal Non-Conforming To Increase The Allowance Of Middle Housing In Wilsonville.</p>	<p>Ordinance No. 850 was adopted on second reading by a vote of 4-0.</p> <p>Ordinance No. 851 was adopted on second reading by a vote of 4-0.</p>

<p>C. <u>Ordinance No. 852</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From Public Facility (PF) Zone To The Village (V) Zone On Approximately 1.40 Acres In The Villebois Village Center, Adjacent To The Piazza At Villebois To The Northeast And Northwest; The Land Is More Particularly Described As Tax Lot 2800 And Adjacent Right-Of-Way, Section 15AC, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Costa Pacific Communities, Applicant.</p>	<p>Ordinance No. 852 was adopted on second reading by a vote of 4-0.</p>
<p><u>Public Hearing</u> A. <u>Resolution No. 2932</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2021-22.</p>	<p>After a public hearing was conducted, Resolution No. 2932 was approved 4-0.</p>
<p><u>City Manager’s Business</u></p>	<p>Briefed Council on the uptick of theft in the City, especially in Charbonneau.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>URA Consent Agenda</u> A. Minutes of the July 19, 2021 URA meeting.</p>	<p>The URA Consent Agenda was approved 4-0.</p>
<p><u>New Business</u> A. None.</p>	
<p><u>URA Public Hearing</u> A. <u>URA Resolution No. 321</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2021-22.</p>	<p>After a public hearing was conducted, URA Resolution No. 321 was approved 4-0.</p>
<p>ADJOURN</p>	<p>8:59 p.m.</p>