



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

Monday, May 14, 2018 - 6:30 P.M.

I. Call to order:

II. Chairman's Remarks:

III. Roll Call:

Fred Ruby

Joann Linville

James Frinell

Jennifer Willard

Shanti Villarreal

IV. Citizens' Input:

V. Consent Agenda:

A. Approval of minutes of April 9, 2018 DRB Panel A meeting

VI. Public Hearing:

A. **Resolution No. 351. Stafford Meadows Subdivision: Li Alligood, AICP, OTAK – Representative for West Hills Land Development LLC – Applicant.** The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRF-5) to Residential Neighborhood (RN) for approximately 16 acres of property located on the north side of Boeckman Road just west of Stafford Road, along with approval for a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Plan and Abbreviated SRIR Review for a 44 to 46-lot single-family subdivision. The subject site is located on Tax Lots 2001, 2100, 2201, and 2202 of, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly.

Case Files: DB18-0008 Annexation
DB18-0009 Zone Map Amendment
DB18-0010 Stage I Preliminary Plan
DB18-0011 Stage II Final Plan
DB18-0012 Site Design Review of Parks and Open Space
DB18-0013 Tentative Subdivision Plat

DB18-0014 Type C Tree Plan
SI18-0001 Abbreviated SRIR Review

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

VII. Board Member Communications:
A. 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

MONDAY, MAY 14, 2018

6:30 PM

- V. Consent Agenda:
 - A. Approval of minutes of April 9, 2018 DRB Panel
A meeting

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

**Development Review Board – Panel A
Minutes–April 9, 2018 6:30 PM**

I. Call to Order

Chair Fred Ruby called the meeting to order at 6:30 p.m.

II. Chair’s Remarks

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

III. Roll Call

Present for roll call were: Fred Ruby, Joann Linville, James Frinnell, Jennifer Willard and Shanti Villarreal.

Staff present: Daniel Pauly, Charles Tso, and Barbara Jacobson

IV. Citizens’ Input This is an opportunity for visitors to address the Development Review Board on items not on the agenda. There were no comments.

V. Consent Agenda:

A. Approval of minutes of February 12, 2018 DRB Panel A meeting

Joann Linville moved to approve the February 12, 2018 DRB Panel A meeting minutes as presented. Jennifer Willard seconded the motion, which passed 4-0-1 with Shanti Villarreal abstaining.

VI. Public Hearing:

A. Resolution No. 350. Republic Services Temporary Use Permit Extension: Ben Altman, Pioneer Design Group, LLC – Representative for Jason Jordan, Republic Services – Applicant. The applicant is requesting approval of a Class 3 Temporary Use Permit Extension for up to 2 years to allow Republic Services to continue use of a modular office building adjacent to the maintenance facility at the center of the property along SW Ridder Road. The site is located on Tax Lot 1400, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon. Staff: Charles Tso

Case File: DB18-0022 Class 3 Temporary Use Permit

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

Daniel Pauly, Senior Planner, introduced assistant planner Charles Tso to the board as it was his first time presenting in front of Panel A.

Charles Tso, Assistant Planner, announced that the criteria applicable to the application were stated on page 1 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

Mr. Tso presented the staff report on the Republic Services Temporary Use Permit Extension application via PowerPoint, briefly noting location and background information with these key comments:

- The proposed temporary use permit extension was located at 10295 SW Ridder Road, where the current Republic Services facility was located.
- The temporary office building, which the temporary use permit was for, was located just west of the maintenance shop on the site.
- The location provided better orientation and more efficient coordination of the operations of drivers and maintenance workers at the facility.
- He gave a little bit of background on the facility:
 - In 2014, Republic Services received Stage I approval for a permanent office building on site, at about the same location where the temporary office was currently located.
 - Later that year, a two-year temporary use permit was approved by the Development Review Board for two temporary office trailers to provide office space until the permanent office could be constructed.
 - In May 2016, a two-year temporary use permit extension was approved by the Development Review Board for the same two temporary office trailers.
 - In evaluating the short-term and long-term needs, Republic Services decided that one permanent office would better suit their needs. As a result, the 2016 DRB approval was amended by a Class I administrative review to allow one temporary modular office structure to be located at the west side of the existing maintenance shop and to remove the previous two existing temporary office trailers. That permit was due to expire on May 28, 2018.
- The request in front of the Board was for a Class 3 Temporary Use Permit two-year extension for the 60 by 60 foot modular office building that currently existed on the site.
- As the applicant noted in the application, it had always been Republic Services intent to construct a permanent office building. However, in 2017, Republic Services experienced unanticipated costs related to various weather and natural disaster events, which forced their improvements and construction schedules for facilities to change, including the site

in Wilsonville. The need for additional office space had not changed, thus the request for the extension.

Joann Linville asked where the permanent building was to be on the site.

Mr. Tso answered that the permanent building would be roughly located at the same location as the temporary office building, just to the west of the maintenance shop facility in the middle of the property.

Mr. Pauly affirmed that it would be in the same location. The exact location could be refined when the applicant came in for Stage II approval.

Chair Ruby asked if there was a rule of thumb or City practice about how many extensions would be supported by the City for this kind of temporary facility.

Mr. Pauly answered that there was no limit as long as the applicant showed good cause by actively pursuing a permanent solution.

There were no further questions.

Chair Ruby called for the Applicant's testimony.

Ben Altman, Pioneer Design Group, 9020 SW Washington Square Road, Portland, OR 97223, introduced himself as representative for the applicant. He said that Mr. Tso had given a good summary. As for the location of the permanent building, the original plan was for the office attached to the **maintenance facility** in the same general location. However, it was more than likely that the building would be moved to the north side of the site and actually would be on the adjacent property, which was annexed to the City two years earlier. It would include additional parking for the permanent facility and a storage area for drop boxes. By moving the building location, space on site would be freed up for additional fueling lanes for the fleet trucks. It would also allow the **temporary facility** to remain functional until the new building was in place.

A key issue in terms of timing had to do with getting corporate approval for the budget to build the facility. The approval was delayed due to significant costs that Republic incurred nationwide over the last year and a half for disaster relief projects and the like. At this time, it was unknown when the budget would be approved, but staff continually requested approval from corporate for that purpose.

Chair Ruby asked if there were questions for the applicant. There were none. He noted that no member of the audience wished to give testimony and that there were no further questions for staff and closed the public hearing at 6:48 pm.

James Frinell moved to approve Resolution No. 350. Jennifer Willard seconded the motion.

Ms. Linville asked if the permit was for two years and the funding and design would not happen until 2018/2019, what was reasonable for actual construction and removal of the this facility. Would it require another two-year extension?

Mr. Pauly answered that it was possible.

Seeing no further questions or comments, **Chair Ruby** called for a vote.

The motion passed unanimously.

Chair Ruby read the rules of appeal into the record.

VII. Board Member Communications

- A. Results of the February 26, 2018 DRB Panel B meeting
- B. Recent City Council Action Minutes

VIII. Staff Communications

Mr. Pauly informed the board that they would likely see the first Frog Pond application at public hearing next month. He encouraged Board members to look at the Frog Pond Master Plan and the residential neighborhood zone.

He also took a moment to welcome Shanti Villarreal to the Development Review Board and asked if she wanted to say a brief word of introduction to the other Board members.

Shanti Villarreal said that she was glad to be part of the Board.

IX. Adjournment

The meeting adjourned at 6:54 pm.

Respectfully submitted,

Shelley White, Planning Administrative Assistant

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 14, 2018

6:30 PM

VI. Public Hearing:

A. Resolution No. 351. Stafford Meadows Subdivision: Li Alligood, AICP, OTAK – Representative for West Hills Land Development LLC – Applicant. The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRF-5) to Residential Neighborhood (RN) for approximately 16 acres of property located on the north side of Boeckman Road just west of Stafford Road, along with approval for a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Plan and Abbreviated SRIR Review for a 44 to 46-lot single-family subdivision. The subject site is located on Tax Lots 2001, 2100, 2201, and 2202 of, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly.

Case Files: DB18-0008 Annexation
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DB18-0013 Tentative Subdivision Plat
DB18-0014 Type C Tree Plan
SI18-0001 Abbreviated SRIR Review

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

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 351**

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF AN ANNEXATION AND ZONE MAP AMENDMENT FROM RURAL RESIDENTIAL FARM FOREST 5-ACRE (RRFF-5) TO RESIDENTIAL NEIGHBORHOOD (RN) FOR APPROXIMATELY 16 ACRES OF PROPERTY LOCATED ON THE NORTH SIDE OF BOECKMAN ROAD JUST WEST OF STAFFORD ROAD, AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I PRELIMINARY PLAN, STAGE II FINAL PLAN, SITE DESIGN REVIEW OF PARKS AND OPEN SPACE, TENTATIVE SUBDIVISION PLAT, TYPE C TREE PLAN, AND ABBREVIATED SRIR REVIEW FOR A 44 TO 46-LOT SINGLE-FAMILY SUBDIVISION. THE SUBJECT SITE IS LOCATED ON TAX LOTS 2001, 2100, 2201, AND 2202 OF SECTION 12D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. LI ALLIGOOD, AICP, OTAK – REPRESENTATIVE FOR WEST HILLS LAND DEVELOPMENT LLC - 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 May 7, 2018, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on May 14, 2018, 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 May 7, 2018, 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 City Council approval of the Annexation and Zone Map Amendment Requests (DB18-0008 and DB18-0009) for:

DB18-0010 through DB18-0014, and SI18-0001; Stage I Master Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Removal Plan, and Abbreviated SRIR Review for a 44-46 lot single-family subdivision and associated improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 14th day of May, 2018 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)*.

Fred Ruby Chair, Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Stafford Meadows 44-46 Lot Single-Family Subdivision

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

Hearing Date: May 14, 2018

Date of Report: May 7, 2018

Application Nos.: DB18-0008 Annexation
DB18-0009 Zone Map Amendment
DB18-0010 Stage I Preliminary Plan
DB18-0011 Stage II Final Plan
DB18-0012 Site Design Review of Parks and Open Space
DB18-0013 Tentative Subdivision Plat
DB18-0014 Type C Tree Removal Plan
SI18-0001 Abbreviated SRIR Review

Requests: The requests before the Development Review Board include Annexation, Zone Map Amendment, Class 3 Stage I Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Removal Plan, and Abbreviated SRIR Review.

Location: North side of Boeckman Road, just west of Stafford Road. The property is specifically known as Tax Lots 2001, 2100, 2201, 2202 Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon

Owner/Applicant: Dan Grimberg, West Hills Development

Applicant's Rep.: Li Alligood AICP, OTAK

Comprehensive Plan Designation: Residential Neighborhood

Zone Map Classification (Current): RRRF 5 (Rural Residential Farm Forest 5-Acre)

Zone Map Classification (Proposed): RN (Residential Neighborhood)

Staff Reviewers: Daniel Pauly AICP, Senior Planner
Steve Adams PE, Development Engineering Manager
Kerry Rappold, Natural Resources Program Manager

Staff Recommendation: Recommend approval to the City Council of the Annexation and Zone Map Amendment, approve with conditions the Stage I Master Plan, Stage II Final Plan, Site Design Review request, tentative subdivision plat, Type C Tree Plan, and abbreviated SRIR contingent on City Council approval of the Annexation and 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 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 4.127	Residential Neighborhood (RN) Zone
Sections 4.139.00 through 4.139.11	Significant Resource Overlay Zone (SROZ) Regulations
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Sections 4.156.01 through 4.156.11	Signs
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 4.197	Zone Changes
Sections 4.200 through 4.290	Land Divisions
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600-4.640.20	Tree Preservation and Protection
Section 4.700	Annexation
<u>Comprehensive Plan and Sub-elements:</u>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	

Area of Special Concern L	
Transportation Systems Plan	
Frog Pond West Master Plan	
<u>Regional and State Law and Planning Documents</u>	
Metro Code Chapter 3.09	Local Government Boundary Changes
ORS 222.111	Authority and Procedures for Annexation
ORS 222.125	Annexation by Consent of All Land Owners and Majority of Electors
ORS 222.170	Annexation by consent before public hearing or order for election
Statewide Planning Goals	

Vicinity Map



Background:

The subject area has long been rural/semi-rural adjacent to the growing City of Wilsonville. Metro added the 181-acre area now known as Frog Pond West to the Urban Growth Boundary (UGB) in 2002 to accommodate future residential growth. To guide development of the area and the urban reserve areas to the east and southeast, the City of Wilsonville adopted the Frog Pond Area Plan in November 2015. The Frog Pond Area Plan envisions that "The Frog Pond Area in 2035 is an integral part of the Wilsonville community, with attractive and connected neighborhoods. The community's hallmarks are the variety of quality homes; open spaces for gathering; nearby services, shops and restaurants; excellent schools; and vibrant parks and trails. The Frog Pond Area is a convenient bike, walk, drive, or bus trip to all parts of Wilsonville."

As a follow up to the area plan and in anticipation of forthcoming development, in July 2017 the City of Wilsonville adopted the Frog Pond West Master Plan for the area within the UGB. To guide development and implement the vision of the area plan, the Master Plan includes details on land use (including residential types and unit count ranges), residential and community design, transportation, parks and open space, and community elements such as lighting, street trees, gateways, and signs. The Master Plan also lays out the infrastructure financing plan.

The proposed 16-acre subdivision is the first development proposal under review for annexation and development consistent with the Frog Pond West Master Plan. The subdivision will be the first of many envisioned to blend together as one cohesive neighborhood.

Summary:

Annexation (DB18-0008)

The approximately 16 acres proposed for annexation are contiguous to land currently in the City, are within the Urban Growth Boundary, and are master planned for residential development. All property owners and a majority of registered voters in the annexation area have consented in writing to the annexation. Boeckman Road to the south is a City of Wilsonville street.

Zone Map Amendment (DB18-0009)

Concurrent with the adoption of the Frog Pond West Master Plan the City added a new zoning district, Residential Neighborhood (RN), intended for application to the Master Plan area. The applicant proposes applying the Residential Neighborhood (RN) Zone to the entire subject property consistent with this intention.

Stage I Master Plan (DB18-0010)

The proposed single-family use, number of units, preservation of open space, and general block and street layout are consistent with the Frog Pond West Master Plan. Specifically in regards to residential land use unit count, the proposed Stage I area includes the entirety of large lot Sub-district 3 and a majority of medium lot Sub-district 2. The Frog Pond West Master Plan establishes a range of 20 to 25 units for Sub-district 2 and 26 to 32 residential units in Sub-district 3 and.

the project only includes 74% of the gross area of Sub-district 2, most of the portion of the sub-district not within the project area is master planned for right-of-way and open space, so all residential units would be within the project. For Sub-district 2, the applicant proposes 18 units. An additional 6 units are anticipated combining Tract L and an additional 43 feet on the adjoining property to the west, for a total of 24 units, which is within the allowed range. The project includes 100% of Sub-district 3. For Sub-district 3, the applicant proposes 26 to 28 lots, which is within the allowed range.

Stage II Final Plan (DB18-0011)

The applicant proposes installing necessary facilities and services concurrent with the development of the residential neighborhood.

Proposed lot layout and size as well as blocks size and access demonstrate consistency with development standards established for the Residential Neighborhood (RN) Zone and in the Frog Pond West Master Plan.

In regards to protection of natural features and other resources, the design of the project avoids disturbance of the significant natural features on the site, particularly the riparian area west of Willow Creek Drive. Although the site generally appears to be flat, the elevation drops by 15 feet from east to west, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a significant amount of earth-moving (grading) to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes.

Site Design Review (DB18-0012)

The scope of the Site Design Review request includes design of common tracts and the streetscape. Overall, the design of these spaces is consistent with the Site Design Review standards and the Frog Pond West Master Plan. In particular, the proposed design conforms to the street tree and street lighting elements of the Frog Pond West Master Plan providing for the envisioned streetscape. The design also includes substantial plantings and enhancement in the riparian area west of Willow Creek Drive. Among the additional specific elements reviewed is the wall and landscaping required by the Master Plan along the Boeckman Road frontage and the gateway elements at Willow Creek Drive and Boeckman Road.

Tentative Subdivision Plat (DB18-0013)

The proposed tentative plat meets technical platting requirements, demonstrates consistency with the Stage II Final Plan, and thus the Frog Pond West Master Plan, and does not create barriers to the future development of adjacent neighborhoods and sites.

Type C Tree Removal Plan (DB18-0014)

Although the site generally appears to be flat, the elevation drops by 15 ft. from east to west, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a

significant amount of earth-moving (grading) to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site, many of which are scotch pine planted by the property owner for agricultural purposes. The total number of trees proposed for removal is 565. The applicant proposes to preserve 11 trees. Four of those trees are located adjacent to the existing Wehler home on Lots 22 and 25. A Douglas Fir located northwest of the Willow Creek Drive and Boeckman Road intersection is also preserved. Six Douglas Firs are proposed for protection along the western boundary of Tract L. However, removal of these six trees is likely as part of future subdivision proposals.

The proposed planting of 264 landscaping and street trees (see Sheets L2.0 through L2.3 of Exhibit B3) will partially mitigate for the removal. Additional mitigation will be satisfied by paying into the City's tree fund and potential future off-site plantings in subsequent adjacent phases of development.

Abbreviated SRIR Review (SI18-0001)

The applicant requests approval of an abbreviated Significant Resource Impact Report (SRIR) for exempt development that is located within the Significant Resource Overlay Zone and its associated 25-foot Impact Area. The impacts to the SROZ are necessary for the construction of the road network and stormwater infrastructure.

Proposed exempt development in the SROZ and its associated 25-foot Impact Area include the following:

- 1) Street A – minor grading for the construction of curbs and sidewalks.
- 2) Street C- a proposed crossing incorporating a concrete box culvert and retaining wall on the downstream side.
- 3) Boeckman Road – frontage improvements.
- 4) Stormwater Outfalls – installation of pipe and outfall structures.

Traffic Impacts:

The Traffic Impact Analysis (see Appendix C of Exhibit B2) performed by the City's consultant, DKS Associates, identifies the most probable used intersections for evaluation as:

- Boeckman Road/SW Parkway Avenue
- Boeckman Road/Canyon Creek Road
- Boeckman Road/Advance Road/Stafford Road/Wilsonville Road
- Boeckman Road/Willow Creek Drive

The study intersections will continue to perform at Level of Service D or better and thus meet City standards with the exception of the intersection of Boeckman Road and Canyon Creek Road, which will fall to a Level of Service E without any improvements made. The City has identified fully signaling this intersection as part of project UU-01 in the Transportation System Plan, which would allow the intersection to function at Level of Service A. The City has identified

funding for design and construction as CIP 4206 in the proposed budgets for Fiscal Year 18/19 and Fiscal Year 19/20. Subsection 4.140 (.09) J. 2. allows measuring Level of Service based on existing and immediately planned streets. This subsection defines immediately planned as being part of the Capital Improvement Program, and being funded for completion within two years. Based on the budget proposal described above, the future signalized intersection can be used for the purpose of determining Level of Service for this project.

Discussion Points:

Gateway Signage and Monuments

The neighborhood gateway at Willow Creek Drive and Boeckman Road is one of only two neighborhood gateways, the other being Frog Pond Lane at Stafford Road. The proposed gateway will serve as the gateway to many subdivisions within the Frog Pond neighborhood, not just the subject subdivision. As such, subdivision specific signage is not appropriate. Condition of Approval PDE 11 requires the gateway to emphasize the broader unifying Frog Pond neighborhood identity. In addition to the wall sign shown in the applicant's plans, Figures in the Frog Pond West Master Plan (including Figures 44 and 47) show brick monuments in the planter strips as part of the gateway treatment. Condition of Approval PDE 10 requires the addition of these monuments using materials consistent with the nearby brick and concrete walls.

Balancing Uses in Planter Strips

Many design elements compete for space within the planter strips between sidewalks and streets. The elements include driveways, street trees, stormwater facilities, and streetlights while accommodating appropriate spacing from underground utilities and cross access by pedestrians. For various reasons, it is not practical to place street trees and streetlights in stormwater swales. As directed by the City, the applicant's plans show a priority to laying out street trees and street lighting keeping appropriate spacing from utility laterals and water meters, and then placing stormwater facilities where space remains available and placement is desirable.

Preserving Access Options for Future Lots Incorporating Tract L

Consistent with the Frog Pond West Master Plan, the City anticipates Tract L and adjacent land to the west to develop as medium sized lots fronting Willow Creek Drive, a collector. Subsection 4.127(.08) D. 2. requires these future lots to not take access from Willow Creek Drive unless no practical alternative exists for access. With the expected future fill of Tract L and the adjacent land to the west to raise the grade a mid-block alley may be a practical alternative to access from Willow Creek Drive for these future lots. Condition of Approval PDF 3 requires the rear most 10 feet of Lots 39-44 be in a "potential future alley" easement to preserve the future possibility of a mid-block alley.

Options for Tract M

The proposed development will include 44-46 lots, depending on the disposition of Tract M. As shown on Sheets P2.00 and P3.00 of Exhibit B3, there are two proposed options for the development of Tract M:

- Option A would divide this tract into Lots 45 and 46, and extend Street B to the eastern property line. Tract K would be developed as a pedestrian pathway. This would result in a 46-lot development.
- Option B reflects the potential transfer of Tract M to another ownership. In this scenario, the tract would be separated from the project site boundaries and Street B would terminate at its western boundary. This would result in a 44-lot development.

Boeckman Road Improvements

The City is responsible for the reconstruction/improvements to Boeckman Road per the Frog Pond West Master Plan. The City will undertake this construction following the issuance of an appropriate number of home building permits and depositing of sufficient funding into the infrastructure supplemental fee account. As part of this project, the applicant will dedicate right-of-way and construct a decorative wall and 10-foot planting area consistent with the Master Plan along the frontage outside of the right-of-way. As the applicant will build the subdivision prior to improvements of Boeckman Road, the City requires the applicant to construct a number of interim improvements including: extending Willow Creek Drive and all pedestrian paths to the existing pavement, constructing a temporary, minimum 5-ft. wide, hard surface pathway from the south end of Tract K to the northwest corner of the intersection of Stafford/Boeckman/Advance/Wilsonville Road (see Conditions of Approval PFD 3, 6, and 7).

Lighting for Pedestrian Paths

The applicant's plans show no lighting along pedestrian paths. Condition of Approval PDE 9 requires the applicant to provide pedestrian-scale Philips Hadco Westbrooke lights mounted at 10 feet to provide uniform illumination along the paths, including those in Tracts D, H, J, and K. Final design and placement shall be approved by the City Engineer prior to installation.

Mitigation for Tree Removal

The applicant must mitigate for the 565 trees proposed for removal on a 1 to 1 basis. The City's standards for tree mitigation looks first at replacing trees on-site. As such, the applicant proposes counting the planned street trees and other landscaping trees, totaling 264 trees as mitigation, leaving a remaining mitigation requirement of 301 trees.

If completion of tree mitigation cannot be or is not desirable on site, the City standards next look at potential off-site mitigation locations. The City does not currently have another site identified as desirable to plant the additional mitigation trees. However, the applicant is in the process of acquiring immediately adjacent property for development. Due to differing land acquisition schedules, the applicant did not include these adjacent properties with this application; however,

in the long-run these adjacent properties will likely be an extension of the proposed development. In light of the interrelatedness of this project and expected adjacent development by the same applicant, staff recommends counting any trees proposed for planting on adjoining properties above and beyond mitigation requirements for the Type C Removal Plan for adjoining properties, as mitigation for tree removal for this project. Since the number of qualifying mitigation trees on the adjacent properties is unknown, the applicant will initially pay into the City's tree fund, described below, as if no off-site mitigation is occurring. They will subsequently receive a refund per qualifying tree within their adjacent development.

If completion of tree mitigation cannot be on-site or another location approved by the City, the applicant can then pay into the City's tree fund an amount per tree established by the City. The applicant proposes, based on current bid prices, a cost of \$300 per tree for a 2" caliper deciduous or 6' conifer installed, which the City finds reasonable. The number of trees required initially for mitigation by payment into the City's Tree Fund is 301. The total initial payment amount into the City tree fund is thus \$90,300 (301 trees x \$300).

With the large number of trees proposed for removal and planting the final tree count may differ slightly from the current proposal. Condition of Approval PDG 4 requires, prior to approval of occupancy of the final home in the subdivision, the applicant to provide a full accounting of the number of trees actually planted. Based on this accounting, the applicant will receive a refund of \$300 for each tree over 264 planted, or will pay an additional \$300 for each tree less than 264 planted.

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 or approve, as relevant, the proposed application (DB18-0008 through DB18-0014, SI18-0001) with the following conditions:

Planning Division Conditions:

Request A: DB18-0008 Annexation

This action recommends to the City Council approval of Annexation for the subject properties. The Zone Map Amendment (DB18-0009) and all approvals contingent on it are contingent on annexation.

PDA 1. The developer shall be subject to a Development and Annexation Agreement with the City of Wilsonville as required by the Frog Pond West Master Plan. The developer shall enter in the Development and Annexation Agreement prior to issuance of any public works permits by the City within the annexation area.

Request B: DB18-0009 Zone Map Amendment.

This action recommends adoption of the Zone Map Amendment to the City Council for the subject properties. This action is contingent upon annexation of the subject properties to the City of Wilsonville (DB18-0008). Case files DB18-0010, DB18-0011, DB18-0012, DB18-0013, DB18-0014, and SI18-0001 are contingent upon City Council's action on the Zone Map Amendment request.

Request C: DB18-0010 Stage I Master Plan

Approval of DB18-0010 (Stage I Master Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0009).

No conditions for this request

Request D: DB18-0011 Stage II Final Plan

Approval of DB18-0011 (Stage II Final Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0009).

PDD 1. 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 D7.

PDD 2. All crosswalks shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-colored concrete inlay between asphalt, or similar contrast). See Finding D24.

PDD 3.	Any area, whether in a garage or in a driveway, counted as a required parking space shall have the minimum dimensions of 9 feet by 18 feet. See Finding D27.
PDD 4.	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 plat. See Finding D41.
PDD 5.	The design of the private access drives in Tracts B and C shall provide for a useful lifespan and structural maintenance schedule comparable to a public local residential street. See Finding D50.
PDD 6.	All travel lanes shall be constructed to be capable of carrying a twenty-three (23) ton load. See Finding D52.

Request E: DB18-0012 Site Design Review

Approval of DB18-0012 (Site Design Review) is contingent on City Council approval of the Zone Map Amendment request (DB18-0009).	
PDE 1.	Construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding E3.
PDE 2.	All landscaping required and approved by the Board for common tracts shall be installed prior to issuance of a building permit for the 24th lot, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of issuance of the permit. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City will be returned to the applicant. See Finding E12.
PDE 3.	All street trees and other right-of-way landscaping shall be installed in right-of-way fronting a lot prior to issuance of an occupancy permit for a home on the lot. See Finding E12.
PDE 4.	The approved landscape plan is binding upon the applicant/owner. Substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan shall not be made without official action of the Planning Director or Development Review Board, pursuant to the applicable sections of Wilsonville's Development Code. See Finding E13.
PDE 5.	All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally

	approved by the Board, unless altered as allowed by Wilsonville’s Development Code. See Findings E14 and E15.
PDE 6.	<p>The following requirements for planting of shrubs and ground cover shall be met:</p> <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. • 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. • Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding E19.
PDE 7.	All trees shall be balled and burlapped and conform in size and grade to “American Standards for Nursery Stock” current edition. See Finding E20.
PDE 8.	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.
PDE 9.	Philips Hadco Westbrooke lights mounted at 10 feet shall be installed along paths, including those in Tracts D, H, J, and K, to provide uniform illumination along the paths. Final design and placement shall be approved by the City Engineer prior to installation. See Finding E25.
PDE 10.	Brick monuments consistent with Figures 44 and 47 of the Frog Pond West Master Plan and using the same brick and concrete material and coloring as the Boeckman Creek frontage wall shall be installed in the landscape strip on both sides of Willow Creek Drive at Boeckman Road. See Finding E29.
PDE 11.	Signage as part of the gateway signage at the intersection of Willow Creek Drive and Boeckman Road shall emphasize the broader unifying Frog Pond neighborhood identify and no individual subdivision signs shall be installed (except temporary real estate signage). See Finding E30.

PDE 12. West Hills Development shall work with the developer for the other Frog Pond subdivision under review by the City (currently Pahlisch Homes) to develop a design for a unifying sign cap for use on street name signs throughout the entirety of the Frog Pond West Master Plan area. Such design shall be given to the City for production and developers will buy the signs from the City. The applicant shall submit the final design to the Planning Division and receive final approval from the Planning Division and City Engineer prior to issuance of any public works permits for the proposed development. See Finding E31.

Request F: DB18-0013 Tentative Subdivision Plat

Approval of DB18-0013 (Tentative Subdivision Plat) is contingent on City Council approval of the Zone Map Amendment request (DB18-0009).	
PDF 1.	Any necessary easements or dedications shall be identified on the Final Subdivision Plat.
PDF 2.	The Final Subdivision Plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or type, and any other information that may be required as a result of the hearing process for the Stage II Final Plan or the Tentative Plat.
PDF 3.	The Final Subdivision Plat shall establish a “reserved for future alley” easement on the rearmost 10 feet of Lots 39-44. Such easement shall allow for construction of an alley allowing public access associated with the development of Tract L. An easement agreement between the applicant and the City detailing the easement shall be recorded concurrently with the plat. If Tract L and land to West adjacent to the future extension of Willow Creek Drive is designed and approved by the City for homes not involving construction of an alley using the easement, the City shall vacate the easement. The rear setback for Lots 39-44 shall be from the easement area, unless the easement is vacated. See Finding F10.
PDF 4.	Where any street will be extended signs stating “street to be extended in the future” or similar language approved by the City Engineer shall be installed. See Finding F14.

Request G: DB18-0014 Type C Tree Plan

PDG 1.	Approval of DB18-0014 (Type C Tree Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0009).
PDG 2.	This approval for removal applies only to the 565 trees identified in the Applicant’s submitted materials. All other trees on the property shall be maintained unless removal is approved through separate application.
PDG 3.	The Applicant shall submit an application for a Type ‘C’ Tree Removal Permit on the Planning Division’s Development Permit Application form, together with the applicable fee. In addition to the application form and fee, the Applicant shall provide the City’s Planning Division an accounting of trees to be removed within the project site, corresponding to the approval of the Development Review Board. The applicant shall not remove any trees from the project site until the tree removal

	permit, including the final tree removal plan, have been approved by the Planning Division staff.
PDG 4.	Prior to issuance of the Type 'C' Tree Removal Permit required in Condition of Approval PDG 2, the applicant shall pay an amount of \$90,300 into the City's tree fund. Adjustments to the amount paid shall be made as described in Condition of Approval PDG 4. In addition, any trees approved by the City for planting on adjoining property controlled by the applicant as part of a subdivision design may be counted as mitigation for this Tree Removal Plan if not necessary for mitigation for the proposed tree removal on said adjoining properties. In order to claim tree plantings on adjoining properties as mitigation as described herein, the applicant shall prior to the next June 15 th following issuance of the tree permit payment of the tree mitigation amount (anticipated to be June 15, 2019), submit in writing to the Planning Division a count of the planned new trees on the adjoining properties in excess of the required mitigation for tree removal on said properties. Following verification that the trees proposed for mitigation will meet City standards, the City shall refund the applicant an amount of \$300 per tree on adjoining property claimed as mitigation for this Tree Removal Plan. See Finding G24.
PDG 5.	Prior to approval of occupancy of the final home in the subdivision the applicant shall provide a full accounting of the number of trees actually planted. Based on this accounting, the applicant will receive a refund of \$300 for each tree over 264 planted, or will pay an additional \$300 for each tree less than 264 planted prior to approval of occupancy. In See Finding G24.
PDG 6.	The permit grantee or the grantee's successors-in-interest shall cause the replacement trees to be staked, fertilized and mulched, and shall guarantee the trees for two (2) years after the planting date. A "guaranteed" tree that dies or becomes diseased during the two (2) years after planting shall be replaced.
PDG 7.	Prior to site grading or other site work that could damage trees, the Applicant/Owner shall install six-foot-tall chain-link fencing around the drip line of preserved trees. The fencing shall comply with Wilsonville Public Works Standards Detail Drawing RD-1230. See Finding G26.

Request H: SI18-0001 Abbreviated SRIR Review

Approval of SI18-0001 (Abbreviated SRIR Review) is contingent on City Council approval of the Zone Map Amendment request (DB18-0009).
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:

Request D: DB18-0011 Stage II Final Plan

PFD 1.	Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1 and to specifics as found in the Frog Pond West Master Plan (July 17, 2017).
PFD 2.	Streets shall be constructed per the street type and cross section as shown in the Frog Pond West Master Plan.
PFD 3.	Street A shall be constructed completely up to the current edge of the paved section of Boeckman Road. Sidewalk at the south end of Street A shall be constructed as shown on Sheet P4.00 of the preliminary plan set dated 3/26/2018. Curb and gutter shall be constructed completely up to the current edge of the Boeckman right-of-way as shown on Sheet P4.00 of the preliminary plan set dated 3/26/2018; this allows for complete construction of the ADA ramps.
PFD 4.	Development of the land east of Street E is unknown at this time (Sheet P4.00 of the preliminary plan set dated 3/26/2018). Therefore, this segment of Street E will be allowed to be designed for a 5” section of asphalt and paved with a single 3” base lift with the proposed development; 2” top lift to be completed by adjacent development when it occurs. Alternately, the adjacent development would be required to complete a 2” grind and overlay of Street E after utility services are installed.
PFD 5.	Applicant shall install LED street lighting in compliance with the Public Works Standards and Frog Pond West Master Plan. The street lighting shall be Westbrook style streetlights. The applicant shall provide a ‘stamped’ engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets.

PFD 6.	All pedestrian connections from Street G, Tract H, Tract J and Tract K shall be constructed to the proposed new right-of-way at Boeckman Road.
PFD 7.	Applicant shall construct a temporary, minimum 5-ft. wide hard surface pathway from the south end of Tract K to the northwest corner of the intersection of Stafford/Boeckman/Advance/Wilsonville Road. Pathway shall be located north of the proposed new right-of-way at Boeckman Road. Applicant shall be required to obtain a public sidewalk and public access easement from the owner of tax lot 31W12D 02000.
PFD 8.	Streets F and E(as shown on the Preliminary Plat dated 3/26/2018) are partial streets and shall be constructed with a minimum paved width of 20 feet to meet TVF&R requirements.
PFD 9.	With Lots 45 and 46 (as shown on the Preliminary Plat dated 3/26/2018) the City understands the applicant has an Option B of eliminating these lots and creating Tract M. Should this occur the applicant shall work with City staff in adjusting the termination points of the roadway, sidewalks, and City public utilities in Street B.
PFD 10.	Rainwater management components will be allowed to be located in the public right-of-way, however the applicant shall work with City staff for location and extent of these facilities, location of streetlights when adjacent to a stormwater facility, and location of street trees adjacent to a stormwater facility.
PFD 11.	For the stormwater facilities on Tract "G" access to the inlet and outlet structures shall be provided per the Public Works Standards (per Sec. 301.4.10 of the Public Works Standards).
PFD 12.	For the stormwater facilities on Tract "F" the outlet structures shall be located adjacent to the proposed Boeckman right-of-way to allow better future maintenance access.
PFD 13.	For the water system, two connection points to the existing water main in Boeckman Road shall be required to provide redundancy.
PFD 14.	Sanitary sewer within the project shall be constructed with minimum slopes to maintain maximum depths to allow greater service to undeveloped land north and east of the proposed project.
PFD 15.	For the sanitary sewer system, a temporary connection will be allowed to the existing public sanitary manhole located on the north side of Boeckman Road, opposite of Willow Creek Drive.
PFD 16.	To allow connection to the future sanitary sewer main that will be installed in Boeckman Road applicant shall construct a sanitary sewer manhole at the south edge of Street A at the current Boeckman Road right-of-way.
PFD 17.	Sanitary, storm and water public utility systems shall be extended to the northerly and easterly limits of the site.

PFD 18.	Applicant shall provide sufficient mail box units for this proposed development; applicant shall construct mail kiosk at a location(s) coordinated with City staff and the Wilsonville U.S. Postmaster.
PFD 19.	At the time of plan submittal for a Public Works Permit, the applicant shall provide to the City a copy of correspondence showing that the plans have also been distributed to the franchise utilities. Prior to issuance of a Public Works Permit, the applicant shall have coordinated the proposed locations and associated infrastructure design for the franchise utilities. Should permanent/construction easements or right-of-way be required to construct the public improvements or to relocate a franchised utility, the applicant shall provide a copy of the recorded documents. Should the construction of public improvements impact existing utilities within the general area, the applicant shall obtain written approval from the appropriate utility prior to commencing any construction.
PFD 20.	Structural retaining wall calculations shall be submitted to engineering for review and approval.

Request F: DB18-0013 Tentative Subdivision Plat

PFF 1.	In the Frog Pond West Master Plan Boeckman Road is shown with an 81-foot right-of-way. Presently the Boeckman Road right-of-way is insufficient to accommodate full build-out of the roadway as depicted in the Frog Pond West Master Plan. Applicant shall be required to dedicate sufficient right-of-way along Boeckman Road frontage to provide for a total 81-foot right-of-way width. This may be more than the current 10-foot dedication as shown on the Preliminary Plat dated 3/26/2018.
PFF 2.	Street A shall be named Willow Creek Drive. Streets C and G (as shown on the Preliminary Plat dated 3/26/2018) shall have the same name. City policy is not to change street names at an intersection.
PFF 3.	Lots 12, 23, and 24 (as shown on the Preliminary Plat dated 3/26/2018) shall not be allowed to take vehicle access from Street A.
PFF 4.	Lots 3, 4, 11, 12, 13, 14, 15, 16, 17 and 46 (as shown on the Preliminary Plat dated 3/26/2018) shall not be allowed to take vehicle access from Boeckman Road.
PFF 5.	Tract C (as shown on the Preliminary Plat dated 3/26/2018) shall have public access over its entirety.
PFF 6.	Tract A (as shown on the Preliminary Plat dated 3/26/2018) shall have public access over its entirety. Applicant shall allow the City to construct a public sidewalk across Tract A to allow access into the proposed park north of Tract A.

Natural Resources Division Conditions:

All Requests

NR 1.	Natural Resource Division Requirements and Advisories listed in Exhibit C3 apply to the proposed development.
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Building Division Conditions:

All Requests

- | |
|---|
| <p>BD1. Prior to construction of the subdivisions' residential homes, designated through approved planning procedures, the following conditions must be met and approved through the Building Official:</p> <ol style="list-style-type: none">a. Street signs shall be installed at each street intersection and approved per the public work design specifications and their required approvals.b. All public access roads and alleys shall be complete to "Base Lift" for access to the residential home sites.c. All public and service utilities to the private building lots must be installed, tested and approved by the City of Wilsonville's Engineering/ Public Works department or other service utility designee.d. All required fire hydrants and the supporting piping system shall be installed tested and approved by the Fire Code Official prior to model home construction. (OFC 507.5). |
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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 File DB18-0008 through DB18-0014, SI18-0001. 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.** Land Use Application Forms
- B2.** Applicant's Narrative and Appendices
 - Narrative
 - Appendix A Annexation Petitions
 - Appendix B Preliminary Stormwater Report
 - Appendix C Traffic Impact Analysis
 - Appendix D Wetland Delineation Report
 - Appendix E SRIR Report
 - Appendix F Tree Plan
 - Appendix G Geotechnical Reports
 - Appendix H Draft CC&R's
 - Appendix I Example Building Elevations
- B3.** Drawings and Plans
 - P0.00 Cover Sheet
 - L1.0 Tree Removal and Protection Plan
 - P1.00 Existing Conditions-Aerial
 - P1.10 Existing Conditions-Survey Mapping
 - P2.00 Preliminary Site Plan
 - P2.10 Preliminary Street Cross Sections
 - P3.00 Preliminary Plat
 - P4.00 Preliminary Utility Plan
 - P4.10-2.0 Utility Details
 - P5.00 Preliminary Grading Plan
 - P5.10 Retaining Wall Profiles
 - P6.00 Annexation Plan
 - P7.00 Zoning Map

- L1.1-3 Tree Tables
- L2.0 Landscape Site Plan
- L2.1 Landscape Detail Plan
- L2.2 SROZ and Pond Planting Plan
- L2.3 SROZ Riparian Mitigation Planting Plan
- L2.4 LIDA Facility Planting Plan
- L3.0-1 Landscape Details and Notes

- B3.** Response to Incompleteness Memo Dates March 23, 2018
- B4.** Response to Incompleteness Memo Dates April 18, 2018

Development Review Team Correspondence

- C1.** Email from Steve Adams
- C2.** PW Comments
- C3.** Natural Resource Requirements

Other Correspondence

None Received

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application on February 12, 2018. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on March 8, 2018. The applicant submitted additional material on March 26, 2018 and again on April 18, 2018. Planning Staff deemed the application complete on May 7, 2018. The City must render a final decision for the request, including any appeals, by September 4, 2018.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	RRFF-5	Rural Residential/Agriculture
East:	RRFF-5	Church/Rural Residential
South:	PDR-3. RA-H, PDR-4	Boeckman Road, Single-family residential, Church
West:	RRFF-5	Rural Residential/Agriculture

3. Previous City Planning Approvals: None
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 City's processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

The owners of all property included in the application signed the application forms. West Hills Development initiated the application with their approval.

Pre-Application Conference Subsection 4.010 (.02)

Following a request from the applicant, the City held a pre-application conference for the proposal on September 28, 2017 (PA17-0017) 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: DB18-0008 Annexation

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Comprehensive Plan-Annexation and Boundary Changes

Consistent with Future Planned Public Services

Implementation Measure 2.2.1.a.

- A1.** The Frog Pond West Master Plan establishes the future planned public services and funding plan for the subject property. The development of public services and funding will be consistent with the Frog Pond West Master Plan thus allowing the annexation to proceed. West Hills and the City will enter into an annexation agreement detailing provision and development of public services as required by Condition of Approval PDA 1.

Demonstrated Need for Immediate Urban Growth

Implementation Measure 2.2.1.a.

- A2.** Metro brought the subject area into the Urban Growth Boundary in 2002 to meet demonstrated regional housing needs. With adoption for the Frog Pond West Master Plan the subject area is now primed for development to help meet regional housing needs.

Adherence to State and Metro Annexation Laws and Standards

Implementation Measures 2.2.1.e., 2.2.1.e. 3., 2.2.1.e. 4.

- A3.** This review applies all applicable Metro and Stage rules, regulations, and statutes as seen in findings below.

Orderly, Economic Provision of Public Facilities and Services

Implementation Measure 2.2.1.e. 1.

- A4.** The Frog Pond Area Plan includes implementation measures to ensure the orderly and economic provision of public facilities and services for the Frog Pond Area, including Frog Pond West. The applicant proposed site development with concurrent applications for Stage I and Stage II Planned Unit Development and Land Division, which proposes the extension of public facilities and services to the Stafford Meadows site. These proposed services are generally consistent with the Frog Pond Area Plan and Frog Pond West Master Plan, and the City's Finance Plan and Capital Improvements Plan.

Availability of Sufficient Land for Uses to Insure Choices over 3-5 Years

Implementation Measure 2.2.1.e. 2.

- A5.** The inclusion of the Frog Pond area within the UGB and the adoption of the Frog Pond Area Plan demonstrate the need for residential development in the Frog Pond Area. Annexation of the subject site will allow development of the uses envisioned by the adopted Frog Pond West Master Plan. .

Wilsonville Development Code-Annexation

Authority to Review Quasi-Judicial Annexation Requests

Subsections 4.030 (.01) A, 11, 4.031 (.01) K, 4.033 (.01) F., and 4.700 (.02)

- A6.** The review of the quasi-judicial annexation request by DRB and City Council is consistent with the authority established in the Development Code.

Procedure for Review, Etc.

Subsections 4.700 (.01). and (.04)

- A7.** The submission materials from the applicant include an annexation petition signed by the necessary parties, a legal description and map of the land to be annexed, a narrative describing conformance with applicable criteria, and the City Council, upon recommendation from the Development Review Board, will declare the subject property annexed.

Adoption of Development Agreement with Annexation

Subsection 4.700 (.05)

- A8.** Subject to requirements in this subsection and the Frog Pond West Master Plan Condition of Approval PDA 1 requires the necessary parties enter into an annexation development agreement with the City covering the annexed land.

Metro Code

Local Government Boundary Changes

Chapter 3.09

- A9.** The request is within the UGB, meets the definition of a minor boundary change, satisfies the requirements for boundary change petitions, is consistent with the Comprehensive Plan, and Frog Pond West Master Plan.

Oregon Revised Statutes (ORS)

Authority and Procedure for Annexation

ORS 222.111

- A10.** The request meets the applicable requirements in state statute including the facts that subject property is within the UGB, is contiguous to the City, the request has been initiated by the property owners of the land being annexed, and all property owners and a majority of electors within the annexed area consent in writing to the annexation.

Procedure Without Election by City Electors

ORS 222.120

- A11.** The City charter does not require elections for annexation, the City is following a public hearing process defined in the Development Code, and request meets the applicable requirements in state statute including the facts that all property owners and a majority of

electors within the annexed area consent in writing to the annexation. Annexation of the subject property thus does not require an election.

Annexation by Consent of All Owners and Majority of Electors
ORS 222.125

A12. All property owners and a majority of electors within the annexed area have provided their consent in writing. However, the City is following a public hearing process as prescribed in the City's Development Code concurrent with a Zone Map Amendment request and other quasi-judicial land use applications.

Oregon Statewide Planning Goals

Statewide Planning Goals
Goals 1, 2, 5, 6, 8, 9, 10, 11, 12, 13

A13. The area proposed for annexation will be developed consistent with the City's Comprehensive Plan and the Frog Pond West Master Plan, both which have been found to meet the statewide planning goals.

Request B: DB18-0009 Zone Map Amendment

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Comprehensive Plan

"Residential Neighborhood" on the Comprehensive Plan Map
Implementation Measure 4.1.7.a.

B1. The subject area has a Comprehensive Plan Map Designation of "Residential Neighborhood" enabling implementation of the Frog Pond West Master Plan adopted for the subject area.

"Residential Neighborhood" Zone Applied Consistent with Comprehensive Plan
Implementation Measure 4.1.7.c.

B2. The applicant requests the subject area receive the zoning designation of Residential Neighborhood (RN) as required for areas with the Comprehensive Plan Map Designation of "Residential Neighborhood".

Safe, Convenient, Healthful, and Attractive Places to Live
Implementation Measure 4.1.4.c.

B3. The proposed Residential-Neighborhood zoning allows the use of planned developments consistent with a legislative Master Plan enabling development of safe, convenient, healthful, and attractive places to live.

Residential Density

Implementation Measure 4.1.4.u.

- B4.** The subject area will be zoned Residential-Neighborhood allowing the application of the adopted residential densities of the Frog Pond West Master Plan to the subject area. The sub-districts established in the Frog Pond West Master Plan govern the allowed residential densities for the subject area. See also Request C, Stage I Preliminary Plan.

Purpose of Residential Neighborhood Designation

Implementation Measure 4.1.7.a.

- B5.** The subject area will be zoned Residential-Neighborhood consistent with the “Residential Neighborhood” designation on the Comprehensive Plan Map. The designation enables development of the site consistent with the legislatively adopted Frog Pond West Master Plan, including creating an attractive and connected residential neighborhood, cohesive neighborhoods, high quality architecture and community design, provide transportation choices, and preserve and enhance natural resources.

Development Code

Zoning Consistent with Comprehensive Plan

Section 4.029

- B6.** 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 Residential Neighborhood is consistent with the Comprehensive Plan Residential Neighborhood designation. See also Finding B2 above.

Base Zones

Subsection 4.110 (.01)

- B7.** The requested zoning designation of Residential Neighborhood (RN) is among the base zones identified in this subsection.

Residential Neighborhood (RN) Zone

Purpose of the Residential Neighborhood (RN) Zone

Subsection 4.127 (.01)

- B8.** The request to apply the Residential Neighborhood Zone on lands with the Residential Neighborhood Comprehensive Plan Map designations enables a planned development process implementing the Residential Neighborhood policies and implementation measures of the Comprehensive Plan and the Frog Pond West Master Plan.

Permitted Uses in the Residential Neighborhood (RN) Zone
Subsection 4.127 (.02)

- B9.** Concurrent with the zone map amendment request the applicant requests approval of a single-family subdivision. Single-family dwelling units are among the permitted uses in the RN zone. In one alternative identified by the applicant, they may deed Tract M to the neighboring church for development as part of the church campus, such as parking. Churches are among the uses allowed through a Conditional Use Permit in the RN zone.

Residential Neighborhood Zone Sub-districts and Residential Density
Subsection 4.127 (.05) and (.06)

- B10.** Concurrent with the zone map amendment request the applicant requests approval of a single-family subdivision. Single-family dwelling units are among the permitted uses in the RN zone. In one scenario identified by the applicant, they may deed Tract M to the neighboring church for development as part of the church campus, such as parking. Churches are among the uses allowed through a Conditional Use Permit in the RN zone. Alternatively, the Church could request to rezone the Tract M to the Public Facility Zone at a future date.

Request C: DB18-0010 Stage I Preliminary Plan

As described in the Findings below, the request meets the applicable criteria or will 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., Policy 2.2.1

- C1.** The City's Comprehensive Plan, the Frog Pond Area Plan, the Frog Pond West Master Plan designate the subject property for residential use. The Frog Pond West Master Plan specifically identifies procedures for development of the subject and surrounding land, thus supportive of the development of the subject land for residential dwellings as long as proposed development meets applicable policies and standards.

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.

- C2.** 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.

Encouraging Master Planning of Large Areas
Implementation Measure 2.1.1.b.2.

- C3. The proposed development is part of a larger area covered by the Frog Pond West Master Plan consistent with the City's policies and encouragement related to master planning.

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

- C4. 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.

- C5. As can be found in the findings for the Stage II Final plan, the proposed development provides all necessary facilities and services consistent with the Frog Pond West Master Plan.

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

- C6. No usable open space planned in the Frog Pond West Master Plan is within the subject area. A future application may incorporate Tract A into a potential future City park immediately to its North.

Consistency with Street Demonstration Plans May Be Required
Implementation Measure 3.2.2

- C7. Section 4.127 requires the area subject to the Stage I Master Plan be consistent with the street demonstration plan in Figure 18 of the Frog Pond West Master Plan. The proposed street layout is generally consistent with the street demonstration plan.

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.

- C8. The Frog Pond Area Plan and the Frog Pond West Master Plan identified a variety of single-family homes as the appropriate housing type for the subject area as part of the broader mix of housing in Wilsonville.

Safe, Convenient, Healthful, and Attractive Places to Live
Implementation Measure 4.1.4.c.

- C9. The proposed planned development complies with relevant standards within the legislatively adopted Frog Pond West Master Plan enabling development of safe, convenient, healthful, and attractive places to live.

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

C10. The applicant intends on providing a housing product attractive to existing residents of the City as a whole including current homeowners and current renters looking to purchase in a medium to high price range, similar to other nearby homes. The number of units and location context consistent with the Frog Pond West Master Plan do not lend themselves to creation of housing units at a lower price point to accommodate existing residents looking at the low to medium low price range.

Residential Density
Implementation Measure 4.1.4.u.

C11. The proposed Stage I Master plan establishes residential densities consistent with the Frog Pond West Master Plan for the subject area. Findings related to Section 4.127 of the Development Code offer additional details related to conformance with residential density requirements.

Planned Development Regulations

Planned Development Lot Qualifications
Subsection 4.140 (.02)

C12. The planned 44 to 46-lot subdivision will accommodate detached single-family homes, provide functional public streets, and be surrounded by open space and recreational opportunities consistent with the purpose of Section 4.140. The subject property is 16.15 acres and is suitable for planning and development. The property is not currently nor is proposed to be zoned “PD”. Concurrently with the request for a Stage I Master Plan, the applicant proposes to rezone the property to RN (Residential Neighborhood). Pursuant to the Frog Pond West Master Plan development in the RN zone follows the same planned development procedure as PDR zones.

Ownership Requirements
Subsection 4.140 (.03)

C13. Owners of each of the subject properties have signed an application form included with the application.

Professional Design Team
Subsection 4.140 (.04)

C14. Li Alligood of OTAK is the professional coordinator of a professional design team including all the necessary disciplines including engineers, a landscape architect, and a planner among other professionals.

Planned Development Application Requirements
Subsection 4.140 (.07)

- C15.** The City has scheduled the proposed Stage I Master Plan 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 owners.
 - 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 C13.
 - The applicant 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.

Standards for Residential Development in Any Zone

Outdoor Recreational Area and Open Space Land Area Requirements
Subsections 4.113 (.01) and (.02)

- C16.** The Frog Pond West Master Plan controls outdoor recreational area and open spaces for the subject area as well as surrounding areas. The proposed amount of open space in the proposed development is consistent with the Frog Pond West Master Plan.

Residential Neighborhood Zone

Permitted Uses
Subsection 4.127 (.02)

- C17.** The applicant proposes detached single-family homes and open spaces, allowed uses in the RN zones.

Residential Neighborhood Sub-districts
Subsection 4.127 (.05)

- C18.** The proposed Stage I Master Plan area includes the entirety of Sub-district 3 and the majority of Sub-district 2 shown in Figure 6 of the Frog Pond West Master Plan.

Minimum and Maximum Residential Units
Subsection 4.127 (.05)

- C19.** The Frog Pond West Master Plan establishes a range of 20 to 25 units for Sub-district 2 and 26 to 32 residential units in Sub-district 3. While the project only includes 74% of the gross

area of Sub-district 2, most the portion of the sub-district not within the project area is master planned for right-of-way and open space, so all residential units would be within the project. For Sub-district 2, the applicant proposes 18 units. An additional 6 units are anticipated combining Tract L and additional 43 feet on the adjoining property to the west, for a total of 24 units, which is within the allowed range. The project includes 100% of Sub-district 3. For Sub-district 3, the applicant proposes 26 to 28 lots, which is within the allowed range.

Parks and Open Space Beyond Master Planned Parks, R-10 and R-7 Exempt
Subsection 4.127 (.09) B.

C20. The proposed Stage I Master Plan area includes only residential land designated R-10 or R-7 in the Frog Pond West Master Plan, thus the code requires no additional parks and open space beyond the SROZ open space proposed as shown in the Frog Pond West Master Plan.

Request D: DB18-0011 Stage II Final Plan

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Planned Development Regulations

Planned Development Lot Qualifications
Subsection 4.140 (.02)

D1. The planned 44 to 46-lot subdivision will accommodate detached single-family homes, provide functional public streets, and be surrounded by open space and recreational opportunities consistent with the purpose of Section 4.140. The subject property is 16.15 acres and is suitable for planning and development. The property is not currently nor is proposed to be zoned "PD". Concurrently with the request for a Stage I Master Plan, the applicant proposes to rezone the property to RN (Residential Neighborhood). Pursuant to the Frog Pond West Master Plan development in the RN zone follows the same planned development procedure as PDR zones.

Ownership Requirements
Subsection 4.140 (.03)

D2. Owners of each of the subject properties have signed an application form included with the application.

Professional Design Team
Subsection 4.140 (.04)

D3. Li Alligood of OTAK is the professional coordinator of a professional design team including all the necessary disciplines including engineers, a landscape architect, 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.

- D4.** As demonstrated in Findings C1 through C10 under the Stage I Master Plan the project is consistent with the Comprehensive Plan. This review includes review for consistency with the Frog Pond West Master Plan.

Traffic Concurrency

Subsection 4.140 (.09) J. 2.

- D5.** The Traffic Impact Analysis (see Appendix C of Exhibit B2) performed by the City's consultant, DKS Associates, identifies the most probable used intersections for evaluation as:

- Boeckman Road/SW Parkway Avenue
- Boeckman Road/Canyon Creek Road
- Boeckman Road/Advance Road/Stafford Road/Wilsonville Road
- Boeckman Road/Willow Creek Drive

The study intersections will continue to perform at Level of Service (LOS) D or better and thus meet City standards with the exception of the intersection of Boeckman Road and Canyon Creek Road, which will fall to a LOS E without any changes made. The City has identified fully signalizing this intersection as part of project UU-01 in the Transportation System Plan, which would allow the intersection to function at LOS A. The City has identified funding for design and construction as CIP 4206 in the proposed budgets for FY 18/19 and FY 19/20. Subsection 4.140 (.09) J. 2. allows measuring based on existing and immediately planned streets. This subsection defines immediately planned as being part of the Capital Improvement Program, and being funded for completion within two years. Based on the budget proposal described above, the future signalized intersection can be used for the purpose of determining traffic concurrency for this project.

Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

- D6.** The applicant proposes sufficient facilities and services, including utilities, concurrent with development of the residential subdivision.

Adherence to Approved Plans

Subsection 4.140 (.09) L.

- D7.** Condition of Approval PDD 1 ensures adherence to approved plans except for minor revisions approved by the Planning Director.

General Residential Development Standards

Effects of Compliance Requirements and Conditions on Cost of Needed Housing Subsection 4.113 (.14)

D8. 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

D9. The applicant proposes installation of all new utilities underground. Besides high voltage power lines unable to be undergrounded, the applicant or City will underground all existing utility lines fronting the subject properties.

Habitat Friendly Development Practices to be Used to the Extent Practicable

Subsection 4.118 (.09)

D10. Consistent with City and other standards, the applicant proposes protection and enhancement of the riparian area and buffer around the headwaters of a stream within the Significant Resource Overlay Zone (SROZ). Outside the SROZ, the developer will minimize grading to only what is required to install site improvements and build homes. The applicant has designed, and will construct, water, sewer, and storm water infrastructure in accordance with the applicable City requirements in order to minimize adverse impacts on the site, adjacent properties, and surrounding resources.

Residential Neighborhood (RN) Zone

General Lot Development Standards

Subsections 4.127 (.08) Table 2.

D11. The applicant proposes lots reviewed for consistency with applicable development code standards and the Frog Pond West Master Plan. The proposed lots meet or exceed the standards of Table 2, or the applicant can meet or exceed the standards with final design, as follows:

Name of Standard	Details of Standard	Met or Exceeded	Compliance Notes
Min. Lot Size	R-10 8,000 sf R-7 6,000 sf	Yes	In Sub-district 3 (R-10), the smallest lot size is 8,032 sf. In Sub-district 3 (R-7), the smallest lot size is 6,017 sf.
Min. Lot Depth	60 feet	Yes	The smallest lot depth is 83.4 feet.
Max. Lot Coverage	R-10 40% R-7 45%	Can be met	The example floor plans submitted by the applicant have footprints ranging from approx.. 1700 to 3300

			square feet. The applicant could place one or more example floor plan on each proposed lot and not exceed max. lot coverage.
Min. Lot Width	R-10 40 feet R-7 35 feet	Yes	In Sub-district 3 (R-10), the smallest lot width is 67 feet. In Sub-district 3 (R-7), the smallest lot width is 60 feet.
Max. Bldg Height	35 feet	Can be met	The example house plans are less than 35 feet in height.
Min. Front Setback	R-10 20 feet R-7 15 feet	Can be met	By exceeding the min. lot depth, sufficient space exists to allow meeting of front setbacks.
Min. Rear Setback	R-10 20 feet R-7 15 feet	Can be met	By exceeding the min. lot depth, sufficient space exists to allow meeting of front setbacks.
Min. Side Setback	10,000 sf+, 20 feet combined. Others: 5 feet, 10 feet on corners	Can be met	By exceeding the min. lot width, sufficient space exists to allow meeting of side setbacks.
Min. Garage Setback from Street	20 feet	Can be met.	By exceeding the min. lot depth, sufficient space exists to allow meeting of front setbacks.

Wall and Landscaping for Lots Adjacent to Boeckman Road

Subsection 4.127 (.08) D 1. a., Figures 10-11 of the Frog Pond West Master Plan

D12. Submitted plans show Lots 3, 4, 11, 12-17, and optional Lot 46 adjacent to Boeckman Road. Sheets L2.0 and L2.1 show fencing a brick fence along the Boeckman Road frontage of these lots. The design and materials for the wall shown on Sheet L3.1 are consistent with Figure 10. Sheet L2.1 shows low shrubs and ornamental plants at the base of the wall and in the planted buffer area consistent with Figure 10.

Access Limits for Willow Creek Drive and Frog Pond Lane for Medium and Small Lots
Subsection 4.127 (.08) D. 2.

D13. Lots fronting Willow Creek Drive south of Street C are within a large lot sub-district, thus not subject to access restrictions under this subsection. Consistent with Subsection 4.236 (.02) C. Condition of Approval PDF 2 requires the rear most 10 feet of Lots 39-44 be in an easement for a potential future mid-block alley. This would enable rear access to future lots incorporating Tract L and adjacent land to the west, avoiding these medium lots from needing to take access from Willow Creek Drive. With the expected future fill of Tract L and the adjacent land to the west to raise the grade a mid-block alley may be a practical alternative to access from Willow Creek Drive for these future lots.

Open Space Requirements

Subsection 4.127 (.09)

D14. As stated in Subsection 4.127 (.09) B. 1., the R-10 and R-7 sub-districts involved in the proposal are exempt from open space requirements.

Block, Access, and Connectivity Consistent with Frog Pond West Neighborhood Plan.
Subsection 4.127 (.10) and Figures 18 and 30 Frog Pond West Master Plan

D15. The block size and shape, access, and connectivity of the proposed subdivision complies with Figure 18 of the Frog Pond West Master Plan or is an allowed variation as follows:

- Willow Creek Drive: Alignment consistent with Figure 18
- Streets B, C, D, E, and F: Alignments consistent with Figure 18
- Pedestrian Connections between Street B and Boeckman Road: Alignments consistent with Figure 18.
- Street G: The alignment varies from Figure 18. Street G provides the sole vehicle access to an area of the subdivision locked in by a future primary school site to the west, a land banked parcel owned by the school district to the north, the natural area to the east, and Boeckman Road to the south. The proposed alignment of Street G provides for efficient use of land surrounded by barriers to future street expansion. Figure 18 shows no through vehicle access in this area of the subdivision, thus a different street alignment that also does not provide through access provides substantially equivalent connectivity to the public, as required for a variation. The efficient use of land while providing substantially equivalent connectivity justify the variation consistent with the language of this subsection.
- Pedestrian Connections to Boeckman Road from Street G Area: Alignment consistent with Figure 18. Public connections provided from Street G via easements over private tracts.

Main Entrance, Garage, and Residential Design Standards

Subsections 4.127 (.14-.17)

D16. The proposed subdivision provides lots of sufficient size and of a typical orientation to enable the meeting of the entrance, garage, residential design, and fence standards. The City will verify compliance with the review of building permits for individual homes.

Garage Orientation Towards Alley or Shared Driveway

Subsection 4.127(.15) B. a.

D17. The applicant proposes no alleys or shared driveways. However, future development may include an alley at the rear of Lots 39-44. As the applicant does not propose an alley at this time and uncertainty exists whether a future alley will exist, the garages cannot be required to face a future unknown alley. Staff finds the “future alley” easement required by Condition of Approval PDF 4 to not be an alley for purposes of determining garage

placement for Lots 39-44. If, at a future date, a developer or property owner elects to build a garage oriented towards a future alley, the setbacks for alley-oriented garages will apply.

Fences

Subsection 4.127 (.17)

D18. Where practicable columns for the Boeckman Road brick wall are at property corners. However, the design gives placement priority to equal and consistent spacing between columns to maintain a consistent look along this and other developments along Boeckman Road. The City will review other fences at the time of building permit review for individual homes to ensure height near the brick wall meets the standards of this subsection and height transitions occur at fence posts.

Homes Adjacent to Schools, Parks and Open Space

Subsection 4.127 (.18)

D19. Lots 1, 2, 3, 6, and 7 are subject to this subsection. The side of Lots 1, 2, and 3 face a future primary school to the west. The front of Lots 1 and 6 face a future park to the north. The City will review the building permits for homes on Lots 1, 2, 3, and 6 to ensure compliance with the standards of this subsection. No rear lot lines face schools or parks.

SROZ Regulations

Uses and Activities Exempt from These Regulations

Section 4.139.04

D20. The proposed improvements related to Street G are exempt from SROZ regulations of the SROZ Ordinance as they provide access to or across a sensitive area at the location shown in the Frog Pond West Master Plan, a sub-component of Wilsonville's Comprehensive Plan. Encroachments into the SROZ from the proposed stormwater piping and outfalls are also an exempt as service connection laterals and service utility extensions. See also Request H.

On-site Pedestrian Access and Circulation

Continuous Pathway System

Section 4.154 (.01) B. 1.

D21. The submitted plans show sidewalks along the frontages of all lots providing a continuous pathway system throughout the proposed subdivision. The proposal provides additional connections consistent with Figure 18 of the Frog Pond West Master Plan. The proposal enables connections to future adjacent development. The applicant proposes a temporary sidewalk connecting the path in Tract K to nearby existing sidewalks and Meridian Creek Middle School and the broader pedestrian network in the City. The City will construct additional sidewalks and bike paths along Boeckman Road with planned City led improvements.

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

D22. The submitted plans show sidewalk and pathways providing safe, direct, and convenient access consistent with Figure 18 of the Frog Pond West Master Plan.

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

D23. The proposed design vertically and or horizontally separates all sidewalks and pathways from vehicle travel lanes except for driveways and crosswalks.

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

D24. Condition of Approval PDD 2 requires all crosswalks shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-colored concrete inlay between asphalt, or similar contrast).

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

D25. The applicant proposes all pathways to be concrete or asphalt, meeting or exceeding the 5 foot required width.

Parking Area Design Standards

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

D26. Each dwelling unit requires 1 parking space. Between garages, driveways, each home will have at least 2 parking spaces.

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

D27. The applicable standards are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. All spaces accessible and usable for Parking	☒	Though final design of garages and driveways is not part of the current review they are anticipated to meet the minimum dimensional standards to be considered a parking space as well as fully accessible. Condition of Approval PDD 3 requires the dimensional standards to be met.

I. Surfaced with asphalt, concrete or other approved material.	<input checked="" type="checkbox"/>	Garages and driveways will be surfaced with concrete.
Drainage meeting City standards	<input checked="" type="checkbox"/>	Drainage is professionally designed and being reviewed to meet City standards
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate.	<input checked="" type="checkbox"/>	The parking areas will be typical single-family design adequate to maneuver vehicles and serve the needs of the homes.
A.2. To the greatest extent possible, vehicle and pedestrian traffic separated.	<input checked="" type="checkbox"/>	Pursuant to Section 4.154 pedestrian circulation is separate from vehicle circulation by vertical separation except at driveways and crosswalks.

Other General Regulations

Access, Ingress and Egress

Subsection 4.167 (.01)

D28. Planned access points are typical of local residential streets. The City will approve final access points for individual driveways at the time of issuance of building permits.

Double Frontage Lots

Subsection 4.169 (.01)

D29. The applicant proposes one double-frontage lot, Lot 24. The lot size is adequate to meet the front yard setback on both Street B and Street C.

Protection of Natural Features and Other Resources

General Terrain Preparation

Section 4.171 (.02)

D30. The design of the site avoids disturbance of the significant natural features on the site, particularly the riparian area west of Willow Creek Drive. Contractors will perform grading, filling, and excavating in accordance with the Uniform Building code. Contractors will also use erosion control measures, and stake and protect SROZ and preserved trees prior to commencement of site. Although the site generally appears to be flat, the elevation drops by 15 ft. from east to west, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a significant amount of earth-moving (grading) to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site, many of which property owners planted for agricultural purposes.

Trees and Wooded Areas

Section 4.171 (.04)

D31. Property owners planted many of the trees on the site for agricultural purposes. The necessary grading, described in Finding D30 above, necessitates removal of most of the trees. However, the trees proposed for removal are primarily not native tree stands having stabilizing hillsides or preserving a natural scenic character. The applicant proposes extensive native tree planting within the natural area west of Willow Creek Drive to enhance the habitat and aesthetic value of the drainage area. The applicant provides details in Exhibit B5 on why a number of significant trees are not feasible to retain.

Earth Movement Hazard Area

Subsection 4.171 (.07)

D32. The applicant states they performed geotechnical investigations on all of the subject properties and the investigation found no earth movement hazards.

Historic Resources

Subsection 4.171 (.09)

D33. The applicant nor the City have identified any historic, cultural, or archaeological items on the sites, 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

D34. The design of the Stafford Meadows development deters crime and insures public safety. The lighting of streets and pedestrian connections allow for visibility and safety. The orientation of homes toward streets provide “eyes on the street.” All dwellings will be addressed per Building and Fire Department requirements to allow identification for emergency response personnel. Dwellings will also have exterior porch lighting, which will support the streetlights to provide safety and visibility.

Landscaping Standards

Intent and Required Materials

Subsections 4.176 (.02) C. through I.

D35. The planting areas along the street and the open spaces within the subdivision are generally open and are not required to provide any specific screening, thus the design of the landscaping follows the general landscaping standards. The plantings include a mixture of ground cover, shrubs, trees, and stormwater swale plantings. The applicant proposes street trees consistent with the Frog Pond West Master Plan. Ground cover and shrubs cover the non-tree landscape areas.

Types of Plant Material, Variety and Balance, Use of Natives When Practicable
Subsection 4.176 (.03)

D36. The applicant proposes a professionally designed landscape using a variety of plant material. The design includes a number of native plants, particularly in the SROZ area.

Street Improvement Standards-Generally

Conformance with Standards and Plan
Subsection 4.177 (.01), Figures 19-27 Frog Pond West Master Plan

D37. The proposed streets appear to meet the City's public works standards and transportation systems plan. Further review of compliance with public works standards and transportation plan will occur with review and issuance of the Public Works construction permit. The required street improvements are consistent with the cross sections shown in the Frog Pond West Master Plan.

Street Design Standards-Future Connections and Adjoining Properties
Subsection 4.177 (.02) A.

D38. The proposed design provides for continuation of streets, including Willow Creek Drive and Street F, consistent with the Frog Pond West Master Plan.

City Engineer Determination of Street Design and Width
Subsection 4.177 (.02) B.

D39. The City Engineering Division has preliminarily found the street designs and widths as consistent with the cross sections shown in the Frog Pond West Master Plan. The Engineering Division will check final conformance with the cross sections shown in the Frog Pond West Master Plan during review of the Public Works Permit.

Right-of-Way Dedication
Subsection 4.177 (.02) C. 1.

D40. The applicant proposes right-of-way dedication as part of the Tentative Subdivision Plat. See Request F.

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

D41. Condition of Approval PDD 4 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.

Dead-end Streets Limitations
Subsection 4.177 (.02) D.

D42. The applicant proposes a dead end street exceeding 200 feet, Street G. The land adjoining the homes served by Street G contain barriers preventing future street extensions, including

the riparian area west of Willow Creek Drive, a future school, a future park, and an arterial on which spacing standards would not allow additional access. 11 homes take access from Street G and private tracts with sole vehicle access via Street G, which is less than the allowed 25 homes the code allows access for via a dead end street.

Street Improvement Standards-Clearance

Corner Vision Clearance
Subsection 4.177 (.02) E.

D43. Street locations and subdivision design allow the meeting of vision clearance standards.

Vertical Clearance
Subsection 4.177 (.02) F.

D44. Nothing in the proposed subdivision design would prevent the meeting of vertical clearance standards.

Street Improvement Standards- Interim Improvements

Interim Improvement Standards
Subsection 4.177 (.02) G.

D45. The City Engineer has or will review all interim improvements to meet applicable City standards.

Street Improvement Standards-Sidewalks

Sidewalks Requirements
Subsection 4.177 (.03)

D46. The applicant proposes sidewalks along all street frontages abutting proposed lots, except along Boeckman Road, where the City will develop the sidewalks with planned street improvements. All proposed sidewalks are 5 feet wide. Condition of Approval PFD 7 requires the applicant, as an interim improvement to ensure public safety, to construct a temporary, minimum 5-ft. wide hard surface pathway from the south end of Tract K to the northwest corner of the intersection of Stafford/Boeckman/Advance/Wilsonville Road.

Street Improvement Standards-Bicycle Facilities

Bicycle Facility Requirements
Subsection 4.177 (.04)

D47. The applicant proposes 8 foot buffered bike lanes, 6-foot lane with 2-foot buffer, along Willow Creek Drive consistent with the Frog Pond West Master Plan. The City requires no specific bike facilities on local streets. A number of pathways also provide bicycle connection thru to future bike improvements on Boeckman Road.

Street Improvement Standards-Transit Improvements

Transit Improvements Requirements

Subsection 4.177 (.06)

D48. The applicant does not propose any transit improvements within the proposed subdivision or the Boeckman Road frontage. The 46 p.m. peak vehicles trips are less than 49 trips, the trigger for additional transit improvements.

Residential Private Access Drives

Access to No More Than 4 Dwelling Units

Subsection 4.177 (.07) A.

D49. The two proposed private access drives provide access to 2 homes and 4 homes not exceed the 4 home limit set by this subsection.

Lifespan and Structure Similar to Public Local Street for Private Access Drives

Subsection 4.177 (.07) B.

D50. Condition of Approval PDD 5 ensures the design of the private access drives provide for a useful lifespan and structural maintenance schedule comparable to a public local residential street.

Addresses for Private Access Drives

Subsection 4.177 (.07) B.

D51. The orientation of the homes fronting the private access drives and the short length of the drives enables addressing the homes off the nearby public street.

Access Drive Development Standards

Subsection 4.177 (.07) D. and 4.177 (.08)

D52. Condition of Approval PDD 6 ensures the responsible parties keep the access drives clear and the access drives are capable of carrying a 23-ton load.

Street Improvement Standards- Intersection Spacing

Offset Intersections Not Allowed

Subsection 4.177 (.09) A.

D53. The applicant does not propose any offset intersections.

Transportation System Plan Table 3-2

Subsection 4.177 (.09) B.

D54. The spacing of Willow Creek Drive from Stafford/Wilsonville Road aligns with the existing access to the south, is consistent with the Frog Pond West Master Plan, and approved by the City Engineer. Street spacing on Willow Creek Drive is also consistent with the Frog

Pond West Master Plan. The applicant proposes no lot access directly from Willow Creek Drive.

Request E: DB18-0013 Site Design Review for Parks and Open Space

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Objectives of Site Design Review

Proper Functioning of the Site, High Quality Visual Environment Meets Objectives
Subsections 4.400 (.02) A., 4.400 (.02) C.-J., and Subsection 4.421 (.03)

E1. The proposed professionally designed landscaping provides stormwater, air quality, and other site functions while not interfering with utilities, sidewalks, or other site features while demonstrating consistency with the Frog Pond West Master Plan. The landscaping also adds to the high quality visual environment. By functioning properly and contributing to a high quality visual environment, the proposed design fulfills the objectives of site design review.

Encourage Originality, Flexibility, and Innovation
Subsection 4.400 (.02) B. and Subsection 4.421 (.03)

E2. The City code affords the applicant's design team flexibility to create an original design appropriate for the site while ensuring consistency with the Frog Pond West Master Plan, particularly for street trees and the plantings along Boeckman Road.

Jurisdiction and Power of the DRB for Site Design Review

Development Review Board Jurisdiction
Section 4.420

E3. Condition of Approval PDE 1 ensures landscaping is carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. The City will issue no building permits prior to approval by the Development Review Board. The applicant has requested no variances from site development requirements.

Design Standards

Preservation of Landscaping
Subsection 4.421 (.01) A. and Section 4.171

E4. The design of the site avoids disturbance of the significant natural features on the site, particularly the riparian area west of Willow Creek Drive. Although the site generally appears to be flat, the elevation drops by 15 ft. from east to west, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a significant amount of earth-moving (grading) to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the

necessary grading requires removal of the majority of trees on the site, many of which property owners planted for agricultural purposes.

Surface Water Drainage

Subsection 4.421 (.01) D.

E5. A professionally designed drainage system demonstrates proper attention.

Above Ground Utility Installations

Subsection 4.421 (.01) E.

E6. The applicant proposes no above ground utility installations. Existing overhead lines will be undergrounded except for high voltage power lines not technically feasible to underground along Boeckman Road.

Screening and Buffering of Special Features

Subsection 4.421 (.01) G.

E7. No exposed storage areas, exposed machinery installations, surface areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures exist requiring screening.

Applicability of Design Standards

Subsection 4.421 (.02)

E8. This review applies the design standards to the proposed streetscape and open space areas, which are the portions of the proposed development subject to site design review.

Conditions of Approval Ensuring Proper and Efficient Functioning of Development

Subsection 4.421 (.05)

E9. Staff recommends no additional conditions of approval to ensure the proper and efficient functioning of the development.

Site Design Review Submission Requirements

Submission Requirements

Section 4.440

E10. The applicant has provided a sufficiently detailed landscape plan and street tree plan to review the streetscape and open space areas subject to site design review. The applicant's design team has coordinated the design of the landscaping along the Boeckman Road frontage with the proposed Morgan Farm development fronting Boeckman Road to the west.

Time Limit on Site Design Review Approvals

Void after 2 Years

Section 4.442

- E11.** The applicant has indicated that they will pursue development within 2 years. The approval will expire after 2 years if not vested, or an extension is not requested and granted, consistent with City Code.

Installation of Landscaping

Landscape Installation or Bonding

Subsection 4.450 (.01)

- E12.** Condition of Approval PDE 2 ensures all landscaping in common tracts shall be installed prior to issuance of a building permit for the 24th lot, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City shall be returned to the applicant. Condition of Approval PDE 3 further requires all street trees and other right-of-way landscaping be installed in right-of-way fronting a lot prior to issuance of an occupancy permit for a home on the lot.

Approved Landscape Plan

Subsection 4.450 (.02)

- E13.** Condition of Approval PDE 4 ensures the approved landscape plan is binding upon the applicant. It prevents substitution of plant materials, irrigation systems, or other aspects of an approved landscape without official action of the Planning Director or Development Review Board, as specified in this Code.

Landscape Maintenance and Watering

Subsection 4.450 (.03)

- E14.** Condition of Approval PDE 5 ensures continual maintenance of the landscape, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Board, unless altered with appropriate City approval.

Modifications of Landscaping
Subsection 4.450 (.04)

E15. Condition of Approval PDE 5 provides ongoing assurance by preventing modification or removal without the appropriate City review.

Natural Features and Other Resources

Protection
Section 4.171

E16. The proposed design of the site provides for protection of natural features and other resources consistent with the proposed Stage II Final Plan for the site as well as the purpose and objectives of site design review. See Findings D30 and D33 under Request D.

Landscaping

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

E17. The applicant requests no waivers or variances to landscape standards. Thus all landscaping and screening must comply with standards of this section.

Intent and Required Materials
Subsections 4.176 (.02) C. through I.

E18. The general landscape standard applies throughout different landscape areas of the site and the applicant proposes landscape materials to meet each standard in the different areas. Site Design Review is being reviewed concurrently with the Stage II Final Plan which includes an analysis of the functional application of the landscaping standards. See Finding D35 under Request D.

Quality and Size of Plant Material
Subsection 4.176 (.06)

E19. A note on the landscape plans ensures the quality of the plant materials will meet American Association of Nurserymen (AAN) standards. Trees are specified at 2" caliper or greater than 6 foot for evergreen trees. Shrubs are all specified 2 gallon or greater in size. Ground cover is all specified as greater than 4". Turf or lawn is used for minimal amount of the proposed public landscape area. Condition of Approval PDE 6 ensures other requirements of this subsection are met including use of native topsoil, mulch, and non-use of plastic sheeting,

Landscape Installation and Maintenance
Subsection 4.176 (.07)

E20. The installation and maintenance standards are or will be met by Condition of Approval PDE 7 as follows:

- Plant materials are required to be installed to current industry standards and be properly staked to ensure survival.
- Plants that die are required to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City.
- Irrigation Notes on the applicant's Sheet L2.1 of Exhibit B3 provides for irrigation.

Landscape Plans
Subsection 4.176 (.09)

E21. The applicant's submitted landscape plans in Exhibit B3 provide the required information.

Completion of Landscaping
Subsection 4.176 (.10)

E22. The applicant has not requested to defer installation of plant materials.

Public Lighting Plan

Lighting of Key Intersections
Key Intersections, page 77 and Figure 42 of Frog Pond West Master Plan

E23. Figure 42 of the Frog Pond West Master Plan identifies the intersection of Willow Creek Drive and Boeckman Road as a key intersection for the purposes of public lighting. The applicant proposes Westbrooke fixtures identified for local streets in the Frog Pond West Master Plan. Using Westbrooke fixture at this key intersection and along Willow Creek Drive helps achieve the goals within this transition zone, including minimizing visual conflicts between the different styles of lighting equipment. Because the street lighting has been designed to meet the guidelines established in the American National Standard Practice for Roadway Lighting (RP-8-00) per the City's 2015 Public Works Standards, the intersection with Boeckman Road will be more brightly-lit than Willow Creek Drive, therefore acting as a wayfinding 'beacon' for all travelers. Lastly, the placement of light poles at the intersection and along Willow Creek Drive has been coordinated with the landscape gateway features. The pole placement will not interfere the proposed gateway landscaping shown in Sheet L2.1.

Lighting of Local Streets
Key Intersections, page 78 and Figure 42 of Frog Pond West Master Plan

E24. Local streets use the dark sky friendly Phillips Hadco Westbrooke with a professionally designed layout to minimize negative effects on future homes, provide for safety, and use a consistent design established by the Frog Pond West Master Plan.

Lighting of Pathways
Pedestrian Connections, Trailheads and Paths, page 80 and Figure 42 of Frog Pond West Master Plan

E25. The applicant's plans show no lighting along pedestrian paths. Condition of Approval PDE 9 requires the applicant to provide pedestrian-scale Philips Hadco Westbrooke lights

mounted at 10 feet to provide uniform illumination along the paths, including those in Tracts D, H, J, and K. Final design and placement shall be approved by the City Engineer prior to installation.

Street Tree Plan

Primary Streets Street Trees

Primary Streets, page 81 and Figure 43 of Frog Pond West Master Plan

E26. Figure 43 of the Frog Pond West Master Plan identifies Willow Creek Drive and Street F as Primary Streets for the purpose of the street tree plan. The applicant proposes Northern Red Oak along the entire length of Willow Creek Drive and American Linden along the entire length of Street F, both trees listed for primary streets on page 81 of the Frog Pond West Master Plan.

Neighborhood Streets Street Trees

Neighborhood Streets, page 82 and Figure 43 of Frog Pond West Master Plan

E27. Figure 43 of the Frog Pond West Master Plan identifies all other streets besides Willow Creek Drive and Street F as Neighborhood Streets for the purpose of the street tree plan. All the proposed street trees are on the list on page 82 of the Frog Pond West Master Plan and otherwise meet the Frog Pond Master Plan as follows:

- East-West Street B has Red Sunset Maple along its entire length
- East-West portion of Street G has Katsura along its entire length
- North-South portion of Street G has Chinese Pistache along its entire length
- North South Street D has Skycole Honeylocust along its entire length
- North-South Street E has Yellowwood along its entire length

Pedestrian Connections Street Trees

Neighborhood Streets, page 83 and Figure 43 of Frog Pond West Master Plan

E28. The applicant proposes Bowhall Red Maple along pedestrian pathways consistent with the list on page 83 of the Frog Pond West Master Plan.

Gateways, Monuments and Signage

Neighborhood Gateways

Table 3 and Figures 44, 45, 47 of Frog Pond West Master Plan

E29. The Frog Pond West Master Plan identifies the Willow Creek Drive/Boeckman Road intersection as a neighborhood gateway. As required by the Master Plan the applicant proposes a simple brick sign blending with the Boeckman Creek frontage wall. Proposed lettering is at a scale appropriately proportionate to the brick feature and high enough to avoid conflicts with low lying landscaping in front of the sign. Condition of Approval PDE 10 requires brick monuments be added to the landscape strip on both sides of Willow Creek Drive consistent with Figures 44 and 47 of the Frog Pond West Master Plan. The

monuments will use the same brick and concrete material and coloring as the Boeckman Road frontage wall.

Unifying Frog Pond Name, Gateway Signs, Prohibition on Individual Subdivision Signs
Page 92 of the Frog Pond West Master Plan

E30. The neighborhood gateway at Willow Creek Drive and Boeckman Road is one of only two neighborhood gateways, the other being Frog Pond Lane at Stafford Road. The proposed gateway will serve as the gateway to many subdivisions within the Frog Pond neighborhood, not just the subject subdivision. As such, subdivision specific signage is not appropriate. As required by Condition of Approval PDE 11 the gateway shall emphasize the broader unifying Frog Pond neighborhood identity and no individual subdivision signs shall be installed (except temporary real estate signage).

Unifying Frog Pond Name, Sign Caps on Street Signs
Page 92 of the Frog Pond West Master Plan

E31. As proposed by the applicant and required by Condition of Approval PDE 12, the developer of Stafford Meadows shall work with the developer of the proposed Morgan Farm subdivision to develop a design of a unifying sign cap for use throughout the entirety of the Frog Pond West Master Plan. Such design will be given to the City for production and developers will buy the signs from the City to ensure uniformity throughout the Frog Pond West neighborhood. The applicant shall submit the final design to the Planning Division and receive final approval from the Planning Division and City Engineer prior to issuance of any public works permits.

Request F: DB18-0013 Tentative Subdivision Plan

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Land Division Authorization

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

F1. The Development Review Board is reviewing the tentative subdivision according to this subsection. The Planning Division will review the final plat under the authority of the Planning Director to ensure compliance with the DRB review of the tentative subdivision plat.

Undersized Lots Prohibited
Subsection 4.202 (.04) B.

F2. The proposed land division does not divide lots into smaller sizes than allowed by the RN zone for the respective sub-districts of the Frog Pond West Master Plan. See Finding D11 under Request D.

Plat Application Procedure

Pre-Application Conference

Subsection 4.210 (.01)

- F3.** The applicant requested and attended a pre-application conference in accordance with this subsection.

Tentative Plat Preparation

Subsection 4.210 (.01) A.

- F4.** Following gathering information from Planning Staff, the appropriate professionals from the applicant's design firm, OTAK, prepared the tentative plat.

Tentative Plat Submission

Subsection 4.210 (.01) B.

- F5.** The applicant has submitted a tentative plat with all the required information.

Phases to Be Shown

Subsection 4.210 (.01) D.

- F6.** The applicant proposes development in a single phase with subsequent home development pursuant to the market and other factors.

Remainder Tracts

Subsection 4.210 (.01) E.

- F7.** The tentative 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)

- F8.** As found in other findings in this report, the land division is in harmony with the Transportation Systems Plan, Frog Pond West Master Plan, and other applicable plans.

Adjoining Streets Relationship

Subsection 4.236 (.02) A.

- F9.** The proposed plat enables the extension of streets consistent with the Frog Pond West Master Plan.

Planning for Further Land Divisions

Subsection 4.236 (.02) C.

- F10.** Condition of Approval PDF 3 requires the rear most 10 feet of Lots 39-44 be in an easement for a potential future mid-block alley, enabling rear access to future lots incorporating Tract

L and adjacent land to the west to avoid these medium lots from needing to take access from Willow Creek Drive, a collector. Subsection 4.127(.08) D. 2. requires these future lots not take access from Willow Creek Drive unless no practical alternative exists for access. With the expected future fill of Tract L and the adjacent land to the west to raise the grade a mid-block alley may be a practical alternative to access from Willow Creek Drive for these future lots. See also Findings D13 and D17 under Request D.

Streets Standards Conformance

Subsection 4.236 (.03)

F11. As part of the Stage II Final Plan approval, see Request D, the streets conform with Section 4.177 and block sizes established in the Frog Pond West Master Plan.

Topography

Subsection 4.236 (.05)

F12. No street alignment adjustments from the Frog Pond West Master Plan are necessary due to topographic conditions.

Reserve Strips

Subsection 4.236 (.06)

F13. The City is not requiring any reserve strips for the reasons stated in this subsection.

Future Street Expansion

Subsection 4.236 (.07)

F14. Where the Frog Pond West Master Plan shows street extensions the tentative plat extends the right-of-way to the edge of the plat. Condition of Approval PDF 4 requires signs stating “street to be extended in the future” or similar language approved by the City Engineer.

Additional Right-of-Way

Subsection 4.236 (.08)

F15. Condition of Approval PFF 1 ensures dedication of sufficient right-of-way for planned improvements along Boeckman Road.

Street Names

Subsection 4.236 (.09)

F16. The only known street name for the subdivision is Willow Creek Drive for Street A as it aligns with Willow Creek Drive to the south of Boeckman Road. The City Engineer will check all other street names to not be duplicative of existing street names and otherwise conform to the City’s street name policy at the time of the Final Plat review.

General Land Division Requirements-Blocks

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

F17. The proposed blocks substantially conform to Figure 18 of the Frog Pond West Master Plan. See Finding D15 under Request D. The proposed blocks allow for lots meeting the minimum size and other dimensions standards for the relevant sub-districts of the Frog Pond West Master Plan. See Finding D11 under Request D.

General Land Division Requirements- Easements

Utility Line Easements
Subsection 4.237 (.02) A.

F18. As will be further verified during the Public Works Permit review and Final 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.

F19. The applicant proposes dedicated tracts for the drainage way and associated riparian area west of Willow Creek Drive.

General Land Division Requirements- Pedestrian and Bicycle Pathways

Mid-block Pathways Requirement
Subsection 4.237 (.03)

F20. The applicant proposes 10 foot pedestrian paths where required for consistency with the Frog Pond West Master Plan.

General Land Division Requirements- Tree Planting

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

F21. The City is reviewing the tree planting plan concurrently with the final plat, see Requests D and E. The proposal does not require any street tree easements as the applicant proposes all street trees within the public right-of-way.

General Land Division Requirements- Lot Size and Shape

Lot Size and Shape Appropriate
Subsection 4.237 (.05)

F22. The size, width, shape, and orientation of lots comply with the identified sub-districts in the Frog Pond West Master Plan. See Finding D11 in Request D.

General Land Division Requirements- Access

Minimum Street Frontage Subsection 4.237 (.06)

F23. 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 Finding D11 in Request D.

General Land Division Requirements- Other

Through Lots Subsection 4.237 (.07)

F24. The proposed subdivision minimizes through lots, with only Lot 22 being a through lot. The through lot is not avoidable due to the block configuration established by Figure 18 of the Frog Pond West Master Plan and the desired size of the subject lot, which is permissible under the RN zone as long as the proposal meets the minimum lot count for the sub-district, which it does.

Lot Side Lines Subsection 4.237 (.08)

F25. Almost all side lot lines run at a 90-degree angle to the front line. Angles and curves of streets necessitate the exceptions, including Lots 19, 20, 22, 23, 24, and 26.

Large Lot Land Divisions Subsection 4.237 (.09)

F26. Lot 22 is of sufficient size for future division while meeting minimum lot size standards. An additional lot resulting from a future division of Lot 22 would still result in the number of units in Sub-district 10 being within the range allowed in Table 1 of the Frog Pond West Master Plan.

Corner Lots Subsection 4.237 (.13)

F27. All corner lots have radii exceeding the 10-foot minimum.

Lots of Record

Lots of Record Section 4.250

F28. The applicant provided documentation all subject lots are lots of record.

Request G: DB18-0014 Type C Tree Removal Plan

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Type C Tree Removal

Review Authority When Site Plan Review Involved

Subsection 4.610.00 (.03) B.

- G1.** The requested tree removal is connected to site plan review by the Development Review Board. Review is thus under the authority of the DRB.

Reasonable Timeframe for Removal

Subsection 4.610.00 (.06) B.

- G2.** It is understood the tree removal will be completed by the time the applicant completes construction of all homes and other improvements in the subdivision, which is a reasonable time frame for tree removal.

Security to Ensure Compliance

Subsection 4.610.00 (.06) C.

- G3.** As allowed by Subsection 1 the City is waiving the bonding requirement as the application is required to comply with WC 4.264(1).

General Standards for Tree Removal, Relocation or Replacement

Preservation and Conservation

Subsection 4.610.10 (.01) B.

- G4.** The design of the site avoids disturbance of the significant natural features on the site, particularly the riparian area west of Willow Creek Drive. Although the site generally appears to be flat, the elevation drops by 15 ft. from east to west, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a significant amount of earth-moving (grading) to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site, many of which property owners planted for agricultural purposes. The applicant proposes to preserve 11 trees. Four of those trees (2 Ponderosa Pine and 2 Kwanzan Cherry) are located adjacent to the existing Wehler home on Lots 22 and 25. A Douglas Fir located northwest of the Willow Creek Drive and Boeckman Road intersection Six Douglas Firs are proposed for protection along the western boundary of Tract L. However, these six trees are likely to be removed as part of future subdivision proposals.

Development Alternatives to Retain Trees

Subsection 4.610.10 (.01) C.

G5. The Frog Pond West Master Plan provides clear direction for street connections, residential densities, and preservation of the SROZ. Preservation and conservation of the tree plantation on site, while addressing the requirements of the Frog Pond West Master Plan, is not feasible. The future dwelling on Lot 22 will be sited to avoid impacts to the Ponderosa Pine and Kwanzan Cherry trees on site, and the stormwater facility within Tract G has been sited to allow retention of a Douglas Fir tree.

Land Clearing Limited to Right-of-Way and Areas Necessary for Construction

Subsection 4.610.10 (.01) D.

G6. Proposed clearing is necessary for streets, alleys, homes, and related improvements.

Residential Development to Blend into Natural Setting

Subsection 4.610.10 (.01) E.

G7. Preservation and enhancement of the SROZ area allows the development to blend with the significant natural elements of the property. The project area is otherwise relatively flat land without significant natural features with which to blend.

Compliance with All Applicable Statutes and Ordinances

Subsection 4.610.10 (.01) F.

G8. This standard is broad and duplicative. As found elsewhere in this report, the City is applying the applicable standards.

Tree Relocation and Replacement, Protection of Preserved Trees

Subsection 4.610.10 (.01) G.

G9. Reviews of tree removal, replacements, and protection is in accordance with the relevant sections related to replacement and protection.

Tree Removal Limitations

Subsection 4.610.10 (.01) H.

G10. The proposed tree removal is due to health or necessary for construction.

Additional Standards for Type C Permits

Tree Survey and Tree Maintenance and Protection Plan to be Submitted

Subsection 4.610.10 (.01) I. 1.-2.

G11. The applicant submitted the required Tree Survey Maintenance and Protection Plan.

Utilities Locations to Avoid Adverse Environmental Consequences
Subsection 4.610.10 (.01) I. 3.

G12. The Composite Utility Plan shows a design to minimize the impact upon the environment to the extent feasible given existing conditions, particular the natural drainage area. The City will further review utility placement in relation to the drainage area and preserved trees during review of construction drawings and utility easement placement on the final plat.

Type C Tree Plan Review

Tree Removal Related to Site Development at Type C Permit
Subsection 4.610.40 (.01)

G13. The review of the proposed Type C Tree Plan is concurrent with other site development applications.

Standards and Criteria of Chapter 4 Applicable
Subsection 4.610.40 (.01)

G14. This standard is broad and duplicative. As found elsewhere in this report, this review applies applicable standards.

Application of Tree Removal Standards Can't Result in Loss of Development Density
Subsection 4.610.40 (.01)

G15. Review of the proposal allows residential unit counts consistent with the Frog Pond West Master Plan.

Development Landscape Plan and Type C Tree Plan to be Submitted Together
Subsection 4.610.40 (.01)

G16. The applicant submitted the Type C Tree Plan concurrently with the landscape plan for the proposed development.

Type C Tree Plan Review with Stage II Final Plan
Subsection 4.610.40 (.01)

G17. Review of the proposed Type C Tree Plan is concurrent with the Stage II Final Plan. See Request D.

Required Mitigation May Be Used to Meet Landscaping Requirements
Subsection 4.610.40 (.01)

G18. The applicant proposes counting the proposed street trees and other landscaping trees as a portion of the mitigation for removal.

No Tree Removal Before Decision Final
Subsection 4.610.40 (.01)

G19. Review of The proposed Type C Tree Plan is concurrent with other necessary land use approvals. The City will not issue any tree removal permit prior to final approval of concurrent land use requests and annexation into the City. While the land is currently under jurisdiction of Clackamas County, Condition of Approval PDG 2 binds the applicant to no tree removal on the properties, except for hazardous situations unrelated to development, prior to issuance of the post-annexation tree removal permit by the City.

Tree Maintenance and Protection Plan Submission Requirements
Section 4.610.40 (.02)

G20. The applicant submitted the necessary copies of a Tree Maintenance and Protection Plan.

Tree Relocation, Mitigation, or Replacement

Tree Replacement Required
Subsection 4.620.00 (.01)

G21. Consistent with the tree replacement requirements for Type C Tree Removal Permits established by this subsection, the applicant proposes to either plant mitigation trees or pay into the City's tree fund consistent with Subsection 4.620.00 (.06).

Replacement Requirement: 1 for 1, 2" Caliper
Subsection 4.620.00 (.02)

G22. The applicant proposes mitigation of removed trees on the basis of 1 tree for each tree removed. Staff does not recommend any inch per inch mitigation. The applicant's plans, see Sheets L2.0 and L2.2 of Exhibit B3, show all trees proposed for planting as mitigation as 2" caliper, or the equivalent 6-8' for conifer trees. The proposed Oregon White Oak, are smaller than 2" caliper, however as allowed by this subsection, the unique value of Oregon White Oak and the general lack of nursery stock of 2" plus caliper Oregon White Oak, allows the proposed 1 ¾" caliper Oregon White Oak to count as mitigation.

Replacement Plan and Tree Stock Requirements
Subsections 4.620.00 (.03) and (.04)

G23. Review of the tree replacement and mitigation plan is prior to planting and in accordance with the Tree Ordinance, as established by other findings in this request. The applicant's landscape plans show tree stock meeting the tree stock requirements.

Replacement Trees, City Tree Fund
Subsection 4.620.00 (.05)

G24. The applicant proposes removal of 565 trees 6 inches or greater dbh, many of which are plantation grown. The applicant proposes 264 street trees and other site trees, which

partially meet the replacement/mitigation requirement. Insufficient space exists on site to replant the remainder trees in a desirable manner.

The City does not currently have another site identified as desirable to plant the additional mitigation trees. However, the applicant is in the process of acquiring immediately adjacent property for development. In the long-run these adjacent properties will be an extension of the proposed development. The primary reason they are different proposals is land acquisition schedules. In light of the interrelatedness of this project and expected adjacent development by the same applicant staff recommends any trees proposed for planting on these adjoining properties above and beyond mitigation requirements for the Type C Removal Plan for those properties, can be counted as mitigation for tree removal for this project. The adjacent property is considered a "location approved by the City" as referenced in Subsection (.05) B. However, it is not practical for the City to hold the mitigation money long-term. Thus the ability to count proposed tree plantings on adjacent properties as mitigation for this project expires the June 30th following payment of the tree mitigation fee described below (anticipated to be June 30, 2019) to correspond with the end of the City's fiscal year.

The applicant requests a tree credit of 19 trees for preserved trees. Subsection 4.176 (.06) F. allows a landscape tree credit for preserved trees. However, no code language establishes an allowance for tree credits to count as mitigation for tree removal. The typical application for this code is in parking areas where a certain number of trees are required based on the number of parking spaces. If proposals preserve a large tree in these cases, fewer new trees need to be planted. However, if an applicant has a grove of 6 mature trees, and removes 5, the code does not establish the ability to avoid mitigating for the 5 removed trees by applying a tree credit from the one preserved tree. Staff is not aware of any circumstances where preserved tree credits were used as mitigation for tree removal. The applicant proposes paying into the City's tree fund as mitigation for the remaining 282 trees (565 trees removed-264 planted trees-19 tree credits=282). However, adding back the 19 tree credits, the number of trees to base the payment on is 301 (282+19). The applicant proposes, based on current bid prices, a cost of \$300 per tree for a 2" caliper deciduous or 6' conifer installed. The total payment amount into the City tree fund is \$90,300. This amount will be paid prior to issuance of the Type C Tree Permit by Planning staff.

With the large number of trees proposed for removal and planting the final tree count may differ slightly from the current proposal. Condition of Approval PDG 4 requires, prior to approval of occupancy of the final home in the subdivision the applicant shall provide a full accounting of the number of trees actually planted. Based on this accounting, the applicant will receive a refund of \$300 for each tree over 264 planted, or will pay an additional \$300 for each tree less than 264 planted prior to approval of occupancy.

Tree Protection During Construction

Tree Protection During Construction
Section 4.620.10

G25. Condition of Approval PDG 6 ensures tree protection measures, including fencing are in place consistent with Public Works Standards Detail Drawing RD-1240.

Request H: SI 18-0001 Abbreviated SRIR Review

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Findings of Fact:

1. Pursuant to Section 4.139.10.01(D) (Significant Resource Overlay Zone Map Refinement), the applicant may propose to amend the Significant Resource Overlay Zone (SROZ) boundary through a Development Review Board quasi-judicial zone change where more detailed information is provided. The Frog Pond West Master Plan identified a conceptual SROZ boundary, which the applicant is proposing to refine as part of their land use application.
2. The stream and riparian corridor west of Willow Creek Drive comprises the upper reach of the West fork of Meridian Creek (Site ID Number 2.15S). The delineated wetlands (i.e., wetland A and wetland B) were not included in the City's Natural Resources Inventory and do not qualify as locally significant due to their size (i.e., less than 0.5 acre). However, these wetlands may be considered jurisdictional and subject to regulation by the Oregon Department of State Lands and the Army Corps of Engineers.
3. The stream and riparian corridor, inclusive of the wetland A, is 0.15 acres. The stream is an intermittent stream, with an average width of 4 to 6 feet, which flows from north to south. The stream originates offsite to the north and receives surface water from the surrounding pastures and agricultural fields. Typical vegetation includes herbaceous plants, such as plantain, foxtail, parsley, mannagrass, sedge, and a few scattered wild rose shrubs.
4. The Significant Resource Overlay Zone ordinance prescribes regulations for development within the SROZ and its associated 25-foot Impact Area. Setbacks from significant natural resources implement the requirements of Metro Title 3 Water Quality Resource Areas, Metro Title 13 Nature in Neighborhoods, and Statewide Planning Goal 5. Secondary Protected Water Features, with drainage areas between 50 and 100 acres and adjacent slopes of less than 25% are assigned a vegetated corridor width of 15 feet. All significant natural resources have a 25-foot Impact Area. Development or other alteration activities may be permitted within the SROZ and its associated 25 foot Impact Area through the review of a Significant Resource Impact Report (SRIR).
5. Pursuant to the city's SROZ ordinance, development is only allowed within the Area of Limited Conflicting Use (ALCU). The ALCU is located between the riparian corridor

boundary, riparian impact area or the Metro Title 3 Water Quality Resource Area boundary, whichever is furthest from the wetland or stream, and the outside edge of the SROZ, or an isolated significant wildlife habitat (upland forest) resource site.

6. The applicant's Significant Resource Impact Report delineated specific resource boundaries and analyzed the impacts of development within the SROZ. The applicant's SRIR contained the required information, including an analysis and development recommendations for mitigating impacts.

Exempt Uses in SROZ

Use and Activities Exempt from These Regulations

Section 4.139.04

- H1.** Proposed exempt development in the SROZ and its associated 25-foot Impact Area comply with the following exemptions:

- (.18) Private or public service connection laterals and service utility extensions.
 1. The stormwater pipes and outfalls are necessary for conveying treated and controlled runoff to stream west of Willow Creek Drive.
- (.20) The installation of public streets and utilities specifically mapped within a municipal utility master plan, the Transportation Systems Plan or a capital improvement plan.
 1. The streets are necessary to establish and improve the internal and external road network. The streets are consistent with the intent of the City's planning documents.

Section 4.139.06 (.03) SRIR Review Criteria:

In addition to the normal Site Development Permit Application requirements as stated in the Planning and Land Development Ordinance, the following standards shall apply to the issuance of permits requiring an SRIR. The SRIR must demonstrate how these standards are met in a manner that meets the purposes of this Section.

Development permitted only within the Area of Limited Conflicting Use

Subsection 4.139.06 (.03) A.

- H2.** The proposed exempt development is located within the SROZ, but not a designated Area of Limited Conflicting Use. Only exempt development is allowed within a stream (riparian) corridor or locally significant wetlands.

Development not permitted within Metro's Urban Growth Management Functional Plan Title 3 Water Quality Resource Areas boundary
Subsection 4.139.06 (.03) B.

H3. The proposed exempt development is allowed within Metro's Title 3 Water Quality Resource Areas boundary.

No more than five (5) percent of the Area of Limited Conflicting Use may be impacted by a development proposal.
Subsection 4.139.06 (.03) C.

H4. The proposed SROZ boundary does not include an Area of Limited Conflicting Use.

Mitigation of the area to be impacted shall be consistent with SROZ Regulations

Subsection 4.139.06 (.03) D.

H5. The proposed mitigation is consistent with the development code provisions. The mitigation will provide an enhancement to the stream riparian corridor through the planting of native trees and shrubs.

The impact on the Significant Resource is minimized by limiting the degree or magnitude of the action, by using appropriate technology or by taking affirmative steps to avoid, reduce or mitigate impacts;
Subsection 4.139.06 (.03) E.

H6. The impacts to the SROZ have been minimized by reducing the width of the proposed Street C from 52 to 31 feet in width. In addition, the proposed box culvert will reduce the amount of excavation and fill material needed for culvert installation.

The stormwater pipe and outfall impacts will primarily be temporary impacts, with only minor impacts associated with the riprap pads.

On-Site Mitigation
Subsection 4.139.06 (.03) F.

H7. Impacts to the SROZ will be mitigated for on-site.

Material for non-structural fill
Subsection 4.139.06 (.03) G.

H8. Non-structural fill will consist of natural materials similar to the soil types found on the site.

Minimum Fill
Subsection 4.139.06 (.03) H.

H9. The amount of fill has been minimized to the extent practicable.

Minimize turbidity during construction, stream turbidity not be significantly increased by development

Subsection 4.139.06 (.03) I.

H10. All proposed grading activities on-site will be managed pursuant to guidelines established and identified in the applicant's approved erosion control plan and a 1200-C Erosion Control Permit issued by the Oregon Department of Environmental Quality. Stream turbidity is regulated under the City's Grading and Erosion Control Permit and the DEQ's 1200-C Erosion Control Permit.

Obtaining appropriate federal and state permits

Subsection 4.139.06 (.03) J.

H11. The applicant intends to submit a joint permit application for the filling of wetlands A and B and the crossing of drainage west of Willow Creek Drive, which will require permit approval from the Oregon Department of State Lands and the Army Corps of Engineers.



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 Development Permit Application**

Final action on development application or zone change is required within 120 days in accordance with provisions of ORS 227.175

A pre application conference is normally required prior to submittal of an application. Please visit the City's website for submittal requirements.

Pre-Application Meeting Date: 9/28/2017

Incomplete applications will not be scheduled for public hearing until all of the required materials are submitted.

Applicant:

Name: Dan Grimberg
 Company: West Hills Land Development LLC
 Mailing Address: 3330 NW Yeon Ave, Ste 200
 City, State, Zip: Portland, OR 97210
 Phone: 503.726.7033 Fax: _____
 E-mail: dan@westhillsdevelopment.com

Authorized Representative:

Name: Li Alligood, AICP
 Company: Otak, Inc.
 Mailing Address: 808 SW Third Ave, Ste 300
 City, State, Zip: Portland, OR 97204
 Phone: 503.415.2384 Fax: _____
 E-mail: li.alligood@otak.com

Property Owner:

Name: Thelma J. Roethe
 Company: The Killinger Trust
 Mailing Address: 2516 Tice Creek Dr #2
 City, State, Zip: Walnut Creek, CA 94595
 Phone: _____ Fax: _____
 E-mail: _____

Property Owner's Signature:

Thelma J. Roethe, Trustee
 Printed Name: Thelma J. Roethe Date: 1/9/2018

Applicant's Signature: (if different from Property Owner)

[Signature]
 Printed Name: Dan Grimberg Date: 1/9/18

Site Location and Description:

Project Address if Available: _____ Suite/Unit _____
 Project Location: _____
 Tax Map #(s): 31W12D Tax Lot #(s): 2001 County: Washington Clackamas

Request:

50-lot residential Planned Development on a site containing 4 properties

Project Type: Class I **Class II** **Class III**

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review |
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| <input type="checkbox"/> Villebois SAP | <input type="checkbox"/> Villebois PDP | <input type="checkbox"/> Villebois FDP | |
| <input checked="" type="checkbox"/> Zone Map Amendment | <input type="checkbox"/> Waiver(s) | <input type="checkbox"/> Conditional Use | |



CERTIFICATION OF TRUST

THE KILLINGER TRUST

I, ELVA C. KILLINGER and THELMA JEAN ROETHE, co-trustees of KILLINGER TRUST dated October 16, 1995, amended on November 21, 2005; March 9, 2006; and December 29, 2006; restated and amended June 20, 2008; and further amended on September 17, 2008, make this certification pursuant to the Oregon Uniform Trust Code.

1. Trust. The KILLINGER TRUST is presently in existence. It was executed on October 16, 1995. It was amended on November 21, 2005; March 9, 2006; and December 29, 2006; amended and restated June 20, 2008; and further amended on September 17, 2008.

2. Settlor. I am the sole settlor.

3. Beneficiary. During my lifetime I am the beneficiary under the terms of the Trust Agreement.

4. Trustees' Identity and Address. The currently acting co-trustees are:

ELVA C. KILLINGER
23000 Horizon Dr., #145
West Linn, OR 97068

THELMA JEAN ROETHE
2516 Tice Creek Dr., #2
Walnut Creek, CA 94595

5. Trust Powers. Under the terms of the trust agreement, the co-trustees are given powers granted in Article 6 of the Trust, a copy of which is attached to this certification as Attachment A.

6. Trust is Revocable. The trust is revocable only by the settlor or by the settlor's agent if given the authority to revoke the Trust in a Power of Attorney for Finances.

7. Modification of Trust. The trust may be modified or amended only by the settlor or by the settlor's agent if given the authority to modify or amend the Trust in a Power of Attorney for Finances.

8. Tax Identification Number. For tax purposes, all income, gain, and loss in respect of trust assets are reported on my personal income tax return under my Social Security Number: 539-10-6206.

9. Title to Trust Property. Trust property is to be titled as follows:

“ELVA C. KILLINGER and THELMA JEAN ROETHE, Co-Trustees, or the successor(s) in trust, of the KILLINGER TRUST, dated October 16, 1995, as restated and amended on June 20, 2008 and any amendments thereto.”

10. Reliance by Third Parties. Any third party shall rely on this Certification of Trust ("Certification") or a copy thereof, and shall assume that the information provided herein is true and correct, and has not been modified unless such third party has been otherwise advised in writing.

11. Successor Trustee. In the event of the death or disability of the trustee, the following people are named as my successor trustees as provided in the Trust as follows:

“1.8 SUCCESSOR TRUSTEE. If I die, resign, or become financially incapable, THELMA JEAN ROETHE may act alone as trustee. If THELMA JEAN ROETHE is unable or unwilling to serve or ceases to act as my trustee, I name KEY BANK NATIONAL ASSOCIATION as successor trustee.”

Any co-trustee or successor trustee specifically named herein shall have the power to act alone, without the signature or approval of the other co-trustee.

11. Applicable Law. This trust was established under the laws of the state of Oregon.

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12. No Change in Trust. The trust has not been revoked, modified or amended in any manner that would cause the representations contained in this certification to be incorrect.

DATED: April 8th, 2009.

CO-TRUSTEE:

Elva C Killinger
ELVA C. KILLINGER

STATE OF OREGON
County of Clackamas

Personally appeared before me the above named settlor and co-trustee, ELVA C. KILLINGER, and acknowledged the foregoing instrument to be her voluntary act and deed.



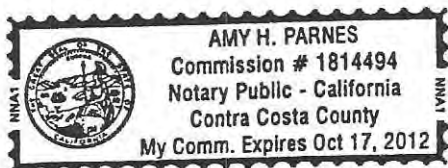
Michael J. Edgel
Notary Public for Oregon

CO-TRUSTEE:

Thelma Jean Roethe
THELMA JEAN ROETHE

STATE OF CALIFORNIA
County of Contra Costa

Personally appeared before me the above named co-trustee, THELMA JEAN ROETHE, and acknowledged the foregoing instrument to be her voluntary act and deed.



Amy H. Parnes
Notary Public for California

PAGE 3 - CERTIFICATION OF TRUST AGREEMENT

ATTACHMENT A

ARTICLE 6

6. TRUSTEE POWERS

Except as may be otherwise provided in this instrument, as to each trust created herein, my trustee shall have all powers that are conferred on a trustee by Oregon law as now existing or later amended. In addition, my trustee shall have the power:

6.1 MANAGE AND DISPOSE OF ASSETS. To manage, maintain, improve, lease, grant options on, encumber, sell, exchange, or otherwise dispose of part or all of the trust estate in any manner and on any terms my trustee considers beneficial to the trust estate.

6.2 RETAIN ASSETS. To retain any property for so long as my trustee considers retention of probable benefit to the trust estate and the trust beneficiaries.

6.3 MAKE INVESTMENTS. To invest and reinvest the trust estate in common or preferred stocks, bonds, mutual funds, common trust funds, secured and unsecured obligations, mortgages, and other property, real or personal, which my trustee considers advisable and in the best interest of the trust estate, whether or not authorized by law for the investment of trust funds.

6.4 RECEIVE COMPENSATION. To receive reasonable compensation for my trustee's own services and reimbursement for expenses incurred in administering the trust estate.

6.5 ADVANCE FUNDS OR BORROW. To advance my trustee's own funds to the Trust for any trust purposes at prevailing rates of interest (with any advance to be a lien on the trust estate) and to borrow money for those purposes and upon those terms and conditions which my trustee considers to be in the best interest of the trust estate.

6.6 PURCHASE ASSETS AND MAKE LOANS. To purchase assets at their fair market value (as determined by my trustee) from my probate estate, and to make secured or unsecured loans to my probate estate, for any reason my trustee believes will benefit my probate estate.

6.7 COMBINE MANAGEMENT OF SEPARATE TRUSTS. To hold the trust estate as an undivided whole without separation into any separate trusts for as long as my

trustee considers suitable and to allot undivided interests in any asset to any separate trusts, but no undivided holding shall defer vesting or distribution under the trusts.

6.8 CHOOSE MANNER OF MAKING DISTRIBUTION. Except as otherwise provided in this instrument, to make any distribution in any of the following ways to a beneficiary who is a minor, incompetent, under legal disability, or considered by my trustee to be unable to handle property if paid to him directly, without liability to my trustee: (a) directly to the beneficiary; (b) to the beneficiary's guardian or conservator, to a custodian under the Oregon Uniform Transfers to Minors Act, or to any other fiduciary; and/or (c) to any person or organization furnishing health care, education, support, or maintenance.

6.9 DEAL WITH ENVIRONMENTAL MATTERS. Inspect and monitor property to determine compliance with environmental laws, take action to prevent or remedy violations, settle environmental claims, decline to accept property which could result in liability under environmental laws or impair the value of the trust estate, and disclaim any power which could cause my trustee to incur personal liability for violation of environmental laws. My trustee shall not be liable to any trust beneficiary for any decrease in the value of the trust estate as a result of these actions.

6.10 POWER TO APPOINT AGENT. A trustee shall have the power to appoint a general or special agent to act on trustee's behalf. Any power of attorney trustee creates pursuant to this power shall cease when the appointing trustee ceases to act as trustee.

6.11 DO OTHER ACTS. Except as otherwise provided in this instrument, to do all acts that might legally be done by an individual in absolute ownership and control of property and which in my trustee's judgment are necessary or desirable for the proper and advantageous management of the trust estate.



Planning Division
Development Permit Application

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Pre-Application Meeting Date: 9/28/2017

Incomplete applications will not be scheduled for public hearing until all of the required materials are submitted.

29799 SW Town Center Loop E, Wilsonville, OR 97070
Phone: 503.682.4960 Fax: 503.682.7025
Web: www.ci.wilsonville.or.us

Applicant:

Name: Dan Grimberg
Company: West Hills Land Development LLC
Mailing Address: 3330 NW Yeon Ave, Ste 200
City, State, Zip: Portland, OR 97210
Phone: 503.726.7033 Fax: _____
E-mail: dan@westhillsdevelopment.com

Authorized Representative:

Name: Li Alligood, AICP
Company: Otak, Inc.
Mailing Address: 808 SW Third Ave, Ste 300
City, State, Zip: Portland, OR 97204
Phone: 503.415.2384 Fax: _____
E-mail: li.alligood@otak.com

Property Owner:

Name: Dale Krielkamp and Verla Krielkamp
Company: _____
Mailing Address: 6875 SW Boeckman Rd
City, State, Zip: Wilsonville, OR 97070
Phone: _____ Fax: _____
E-mail: _____

Property Owner's Signature:

[Signatures of Dale Krielkamp and Verla Krielkamp]
Printed Name: Dale Krielkamp/Verla Krielkamp Date: _____

Applicant's Signature: (if different from Property Owner)

[Signature of Dan Grimberg]
Printed Name: Dan Grimberg Date: 12/29/17

Site Location and Description:

Project Address if Available: 6875 SW Boeckman Rd Suite/Unit _____
Project Location: _____
Tax Map #(s): 31W12D Tax Lot #(s): 2201 County: Washington Clackamas

Request:

50-lot residential Planned Development on a site containing 4 properties

Project Type: Class I Class II Class III Other: _____

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Major Partition | <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Request to Modify Conditions |
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| <input type="checkbox"/> Villebois SAP | <input type="checkbox"/> Villebois PDP | <input type="checkbox"/> Villebois FDP | |
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Mailing Address: 3330 NW Yeon Ave, Ste 200
City, State, Zip: Portland, OR 97210
Phone: 503.726.7033 Fax: _____
E-mail: dan@westhillsdevelopment.com

Authorized Representative:

Name: Li Alligood, AICP
Company: Otak, Inc.
Mailing Address: 808 SW Third Ave, Ste 300
City, State, Zip: Portland, OR 97204
Phone: 503.415.2384 Fax: _____
E-mail: li.alligood@otak.com

Property Owner:

Name: Louie Pike and Gayla Cushman-Pike
Company: _____
Mailing Address: 7025 SW Boeckman Rd
City, State, Zip: Wilsonville, OR 97070
Phone: _____ Fax: _____
E-mail: _____

Property Owner's Signature:

[Handwritten Signature]
Printed Name: Louie Pike/Gayla Cushman-Pike Date: 1-5-18

Applicant's Signature: (if different from Property Owner)

[Handwritten Signature]
Printed Name: Dan Grimberg Date: 12/29/17

Site Location and Description:

Project Address if Available: 7025 SW Boeckman Rd Suite/Unit _____
Project Location: _____
Tax Map #(s): 31W12D Tax Lot #(s): 2202 County: Washington Clackamas

Request:

50-lot residential Planned Development on a site containing 4 properties

Project Type: Class I Class II Class III Other: _____

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Major Partition | <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Request to Modify Conditions |
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Name: Li Alligood, AICP
 Company: Otak, Inc.
 Mailing Address: 808 SW Third Ave, Ste 300
 City, State, Zip: Portland, OR 97204
 Phone: 503.415.2384 Fax: _____
 E-mail: li.alligood@otak.com

Property Owner:

Name: Doris A. Wehler
 Company: Wehler Family Survivor's Trust & Wehler Family Decedent's Trust
 Mailing Address: 6855 SW Boeckman Rd
 City, State, Zip: Wilsonville, OR 97070
 Phone: _____ Fax: _____
 E-mail: _____

Property Owner's Signature:

Printed Name: Doris A. Wehler Date: _____

Applicant's Signature: (If different from Property Owner)

Printed Name: Dan Grimberg Date: 12/29/17

Site Location and Description:

Project Address if Available: 6855 SW Boeckman Rd Suite/Unit _____
 Project Location: _____
 Tax Map #(s): 31W12D Tax Lot #(s): 2100 County: Washington Clackamas

Request:

50-lot residential Planned Development on a site containing 4 properties, 16

Project Type: **Class I** **Class II** **Class III**

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review |
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Memorandum

To: Dan Pauly, City of Wilsonville
From: Li Alligood
Copies: West Hills Land Development
Date: March 23, 2018
Subject: Response to Stafford Meadows Incompleteness Items
Project No.: 17868

This memorandum addresses the items identified in the determination of incompleteness issued by the City of Wilsonville on March 8, 2018. City comments are included and followed by applicant responses.

General

1. Property owner signing authority confirmation for trusts. See Subsection 4.035 (.04) WC.

Response: See the Trust Authorization included with this submittal.

2. City detail drawings for selected stormwater facilities designs. See Subsections 4.035 (.04) WC.

Response: City detail drawings for selected stormwater facilities designs are included on Sheet P4.10.

3. Explanation and purpose of all easements. A number of easements shown on the tentative plat do not have a stated purpose. Among the various easements, include public access easements over tracts with bicycle and pedestrian facilities. See Subsection 4.210 (.01) B.16. WC.

Response: See the revised Sheet P3.00 Preliminary Plat. Blanket easements for public access have been noted for Tracts B, C, D, E, H, I, J, and K on sheet P3.00.

4. Information on design and materials of all retaining walls, Willow Creek entry Monument, and Boeckman Road wall. See Figures 11 and 44 and Table 3 of the Frog Pond West Master Plan and Subsection 4.440 (.01) WC.

Response: See Sheet L3.1 for details of the design and materials for the Willow Creek entry monument and Boeckman Road wall. See Sheet 5.10 Retaining Wall Profiles for details of the design and materials for all retaining walls.

5. Missing information in legends clarifying meaning of markings and symbols on plans including:
 - Crosshatch on either side of Street G on Sheet P2.00
 - Symbols for smaller plant materials shown on Sheet L2.1, particularly along pedestrian paths.

Response: Crosshatch on either side of Street G has been removed from Sheet P2.00. Symbols for smaller plant materials along pedestrian paths and Boeckman Road have been added to Sheet L2.2.

6. For Lot 6, facing the future park, information addressing the requirements of Subsection 4.127 (.018) C. WC. The narrative provides information regarding compliance with this subsection for Lots 1, 2, 3, and 7, but not Lot 6.

Response: The narrative has been updated to address Lot 6, which are subject to the standards of Subsection 4.127 (.018) C.

Future Development Tract J

7. Explanation of the different alternatives for Tract J based on future ownership. See Subsection 4.035 (.04) and Subsection 4.440 (.01) WC.

Response: Tract J has been renumbered Tract M – see Sheet P3.00. If the applicant retains ownership of Tract M, as shown in Option A on Sheet P3.00, it will be developed with two single-family homes on the proposed Lots 45 and 46. If Tract M is transferred to another ownership, it will be removed from the Stafford Meadows site area and will be developed separately. This information has been added to the narrative; see page 65.

8. Explanation of plan for future full build-out, within Tract J of the second half of the pedestrian path shown in Tract I, including grading, under different development scenarios. See Subsection 4.035 (.04) WC and Figures 18 and 25 of the Frog Pond West Master Plan.

Response: Tract I and Tract J have been renumbered Tract K and Tract M respectively – see Sheet P3.00. If Option B is pursued the full buildout of the pedestrian pathway will occur with the development of Tract M. Tract K will construct half of the pedestrian pathway improvements and grade out Tract M for the future buildout of the entire width of the pedestrian path.

9. Explanation of unit count impact if Tract J develops as single-family lots. See Subsection 4.035 (.04) WC and Table 1 and Figure 6 of the Frog Pond West Master Plan.

Response: Tract J has been renumbered Tract M – see Sheet P3.00. Tract M could develop with two single-family lots (Lots 45 and 46), which would result in a unit count of 46. If Tract M is transferred to another ownership, it will be removed from the Stafford Meadows site area and will be developed separately. This would reduce the Stafford Meadows unit count by 2, to 44. This explanation has been included in the narrative; see page 1 and Tables 1 and 2.

Tree Preservation, Removal, and Mitigation

10. Location of each tree 6” or greater likely to be impacted, including those proposed for removal. Attached the list of proposed tree removals with individual trees particularly important to call out as individuals highlighted. These trees must have legible ID tags attached in the field to enable identification during site inspections. Otherwise, large stands of trees can be called out in groups (i.e. a bubble outline labeled 50214 through 50258). See Subsections 4.610.40 (.02) and 4.035 (.04) WC.

Response: Sheet L1.0 has been updated to include the trees listed and provided by the City. All protected trees have been tagged with metal tags that must remain in place throughout the development. The tag numbers are keyed to the tree survey map and the Tree Table included in Appendix F Tree Plan.

11. Sufficient information regarding efforts to preserve trees were feasible and reasonable, particularly for the trees listed in the list of trees referenced in Item 10 above. If the reason for removal is not evident from labeling the tree on relevant plan sheets, additional narrative explanation may be necessary. The code standard for removal is “preservation and conservation of wooded areas and trees shall be given careful consideration when there are feasible and reasonable alternatives and design options on-site for proposed buildings, structures or other site improvements.” See Subsections 4.171 (.02) and 4.610.10 (.01) B. WC.

Response: An explanation of these efforts has been added to the narrative. See page 75.

12. Proposed dollar amount, per tree, for payment into the City's Tree Fund as mitigation, based on cost of mitigation trees installed. The final number of trees mitigated by paying into the tree fund will be refined during finalization of the planting plans for the subdivision. See Subsection 4.610.30 (.02) F. WC.

Response: The proposed development requires a Type C tree permit and is subject to 4.61.020. A proposed replacement tree cost amount of \$84,600 to be paid to the City Tree Fund has been added to the narrative response to the standards of 4.620.00 (.06). See pages 80-81.

13. Information regarding long-term preservation and maintenance of trees for which tree credits are proposed. In particular, trees proposed for preservation along the northwest property line should not be used for tree credits as it is apparent they will most likely be removed for future street and lot development. See Subsection 4.176 (.06) F. WC.

Response: The tree credit calculations have been revised to remove the 6 trees proposed for preservation along the northwest property line.

Frog Pond Master Plan Compliance

14. Information on street lights, their design and locations, and pathway lighting consistent with the Frog Pond West Master Plan. See Public Lighting Plan beginning on page 77, and Figure 42 of the Frog Pond West Master Plan and Subsection 4.034 (.05) WC. Address all of the following

- Key Intersection lighting at Willow Creek Drive and Boeckman Road
- Local Streets
- Pedestrian Paths

Response: A street light plan has been added to Sheet P4.00 Preliminary Utility Plan. Street light design details have been added to new Sheet P4.20.

15. Information showing conformance with the street tree rules in the Frog Pond West Master Plan. In particular, Willow Creek Drive and Street F must demonstrate conformance with the Primary Street street tree requirements and other streets the neighborhood streets requirements. Pathways need to meet Pedestrian Connections street tree requirements. See Figure 43, Table 2, and pages 81-85 of the Frog Pond West Master Plan, Subsections 4.034 (.05) and 4.440 (.01) WC as well as attached City document "Design Guidelines for Planting Strips in Subdivisions."

Response: Sheet L2.0 Landscape Site Plan has been updated to reflect the City's document and the Frog Pond West Master Plan. Specifically: American Linden has been selected for the length of Street F in coordination with Pioneer Design Group; Pedestrian Pathway street trees have been updated; and the street tree planting plan has been revised to include the same tree variety on both sides of each street.

16. For the Boeckman Road frontage, information demonstrating compliance with the Frog Pond Master Plan regarding low shrubs and ornamental plants at the foot of the wall and landscape buffer tract landscaping. See page 38 under Foundation Landscaping and page 39 under Landscape buffer tract landscaping in the Frog Pond West Master Plan.

Response: Sheet L2.1 has been updated to reflect the Frog Pond West Master Plan landscaping concept; Sheet L2.2 has been updated to include the smaller plants in the planting legend. The foundation plants are low shrubs and ornamental plants, and the remainder of the ground is planted with Kinnikinnick, a hardy groundcover.

17. Information demonstrating coordination of the Frog Master Plan design elements for the Boeckman Road frontage, street sign cap, and street trees along Street F with Pahlisch homes who has proposed a subdivision along Boeckman Road past the school district property. See page 27 under Coordinated and

Cohesive development, page 28 under Master Plan Intent, page 82 under Primary Street Street Trees, and page 92 under Monuments and Signs in the Frog Pond West Master Plan.

Response: The Otak team met with the Pioneer Design Group team on March 14 to discuss the Boeckman Road frontage design elements, street sign cap, and street trees along Street F (Street P5 in the Frog Pond West Master Plan). The project teams agreed to the following, which has been reflected in the submittal materials:

- Boeckman Road frontage:
 - Priority to be given to rhythm of pillars rather than aiming to have pillars at property corners – properties in different zones will have different widths and school property will be one lot. Visually consistency will be improved with regular rhythm.
 - Otak team will refine brick the wall design along Boeckman Road and send to PDG team, and the PDG team will follow the design/materials selection along their frontage.
 - Otak team will prepare a palette of plantings for the Boeckman Road foundation plantings and PDG will select a complementary palette.
- Street trees:
 - Both Otak and PDG will plant Street P5 (Stafford Meadows Street F) with American Linden, which is listed on the Primary Street Street Trees List.
 - Otak and PDG coordinated tree selections for the north-south Primary Streets (Willow Creek Road and Street P1) to ensure that each development has a unique character.
- Sign toppers:
 - Otak will prepare a concept design for review by PDG, which will then be submitted to the City for review.

Additional Items

In addition to the incomplete items 1-17 listed above, the following questions and comments regarding compliance came to City staff's attention while reviewing the materials for completeness. Please respond to and/or incorporate the following items into updated submission materials as appropriate.

- A. The narrative refers to "46 lots" a number of times. Please update the narrative with a consistent number of proposed lots.

Response: The narrative has been revised to reflect the fact that Tract M may be developed with 2 lots, which would result in a lot count of 46. If the ownership of Tract M is transferred, the total lot count will be 44.

- B. Sheet P2.00 shows the end of Street G nearest Boeckman Road planned as a private driveway and pedestrian facilities. However, sheet P3.00 shows the area as public right-of-way. Place the non-street portion of Street G adjacent to Lot 11 in a private tract rather than the right-of-way.

Response: This portion of the street has been placed into private Tract D. See Sheet 2.00.

- C. Tracts A and B show dead end private drives. Figure 18 of the Frog Pond West Master Plan shows a north-south bicycle and pedestrian connection immediately to the west of these tracts on the adjacent property. Bike and pedestrian facilities need to extend to the end of Tracts A and B to provide a future connection to the north-south path.

Response: Tracts A and B have been relabeled Tracts B and C. Sheet P3.00 has been updated to reflect a public access easement across the entirety of Tracts B and C, and a bicycle and pedestrian connection to the west.

- D. Work with City Engineering staff to coordinate appropriate curb cuts on the north end and appropriate connections to Boeckman Road to the south for bicycles on the planned pathways.

Stafford Meadows Incompleteness Response

Response: Curb cuts have been provided to the property line at the north ends and appropriate connections to Boeckman Road to the south as well.

E. At Tract J, need to a leave gap in fence for planned full width pedestrian paths.

Response: Sheet P2.00 has been revised to leave gaps in the Boeckman Road wall at the southern end of Tracts D, H, J, and K.

F. Build Street A (Willow Creek Drive) to the north edge of property through curb return. The retaining wall in this area needs modification to facilitate. Street B needs to be constructed to the edge of Tract J.

Response: Sheet P2.00 has been revised to show Street A terminating at the northern property line and to show two options for Street B: construction to the edge of Tract M (former Tract J) or construction to the eastern property line. The final termination point will be determined by the ownership of Tract M.

G. Build intersection of Street E and F through curb return to property line.

Response: Sheet P2.00 has been revised to show the intersection of Street E and F to be constructed through the curb return to the property line.

H. On tentative plan add full extent of private drive to Tract A (remove from the public right-of-way), remove remnant tract north of Street G from public right-of-way.

Response: Sheet P2.00 has been revised to add the full extent of the private drive to Tract A. The remnant tract north of Street G has been incorporated into Tract A.

I. Confirm whether a need exists for hand rails on either side of Street G at SROZ crossing.

Response: There will be hand rails provided at the SROZ crossing on Street G. Please see sheet P2.10 for more information.

J. How does the future lot line adjustment between Lots 21 and 25 relate to the proposed grading? Will the grading be adjusted in the future?

Response: The proposed grading for Lots 21 and 25 aims to protect the existing house on Lot 25 while providing the future pad for Lot 21. With the future lot line adjustment, additional grading will occur once the house on Lot 25 has been removed.

K. Update the tree protection fencing detail on Sheet L1.0 to match City of Wilsonville Standard Detail RD-1230, which includes a 6-foot chain link fence set at the drip line.

Response: The tree protection fencing detail on Sheet L1.0 has been revised to match the City of Wilsonville Standard Detail RD-1230.

L. On Sheet L2.2 why does the landscape plan propose arborvitae between Willow Creek Drive and the natural area. The planting doesn't appear to coordinate well with the adjacent native planting.

Response: Sheet L2.2 has been revised to replace the arborvitae with Douglas Fir and Red Cedar.

M. Sheet L2.2 appears to show trees and plantings in conflict with stormwater outfall facilities.

Response: Sheet L2.2 has been revised to address conflicts with stormwater outfalls.

N. Revise findings for Site Design Review to address project elements subject to Site Design Review, rather than entire development. Specific project elements subject to Site Design Review include:

- Tracts and their landscaping
- Landscaping in the public right-of-way
- Boeckman Road wall

Response: The findings have been revised to address only the items listed above. See Section VIII of the narrative.

Memorandum

To: Dan Pauly, City of Wilsonville
From: Li Alligood, Senior Planner
Copies: West Hills Land Development
Date: April 18, 2018
Subject: Response to Stafford Meadows Incompleteness Items – 2nd Review
Project No.: 17868

This memorandum addresses the items identified in the e-mail from Dan Pauly, City of Wilsonville on April 6, 2018. City comments are included and followed by applicant responses. Item numbers reference the initial completeness determination letter.

Tree Preservation, Removal, and Mitigation

10. *Location of each tree 6" or greater likely to be impacted, including those proposed for removal. Attached is the list of proposed tree removals with individual trees particularly important to call out as individuals highlighted. These trees must have legible ID tags attached in the field to enable identification during site inspections. Otherwise, large stands of trees can be called out in groups (i.e. a bubble outline labeled 50214 through 50258). See Subsections 4.610.40 (.02) and 4.035 (.04) WC.*

Response: Per comments received during the first completeness review, Sheet L1.0 was updated to include the trees listed and provided by the City. All protected trees have been tagged with metal tags that must remain in place throughout the development. The tag numbers are keyed to the tree survey map and the Tree Table included in Appendix F Tree Plan.

Sheet L1.0 has been updated in response to the second completeness review to include finished grade and demonstrate grading impacts to trees proposed for removal. The project team evaluated the possibility of retaining the trees identified by staff in the April 6, 2018, e-mail and determined that it was not feasible to retain the trees. See the response to #11 below for details.

11. *Sufficient information regarding efforts to preserve trees were feasible and reasonable, particularly for the trees listed in the list of trees referenced in Item 10 above. If the reason for removal is not evident from labeling the tree on relevant plan sheets, additional narrative explanation may be necessary. The code standard for removal is "preservation and conservation of wooded areas and trees shall be given careful consideration when there are feasible and reasonable alternatives and design options on-site for proposed buildings, structures or other site improvements." See Subsections 4.171 (.02) and 4.610.10 (.01) B. WC.*

4/6/18 e-mail: Reviewing the site plan and tree plan, the following trees appear potentials for retention. Please provide either information on how the plans will be modified to retain the trees or why or tree specific information on how there is no feasible alternative to preserve the trees. See attached plan sheet with trees called out.

Response: In response to staff request, the project team reviewed the list of trees provided for potential for retention. The trees identified for removal cannot be retained for reasons detailed in Table 1 below.

Although the site generally appears to be flat, the elevation drops by 15 ft. from east to west, with a low point created by the Willow Creek drainage. This slope necessitates a significant amount of earth-moving (grading) to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes.

Infrastructure requirements include:

- Minimum slopes for pipes to allow for gravity flow of stormwater from lots to stormwater detention and treatment facilities located within the landscaping strips of the public right-of-way
- Minimum slopes of roadways to allow streets to shed stormwater back to stormwater detention and treatment facilities located in the landscaping strip
- Connecting to existing grade along Boeckman Rd in compliance with the Frog Pond Master Plan
- Connection to west portion of site across Willow Creek Drainage to provide utility connections to collector road.
- Minimum depth of public utilities (sanitary sewer, water) to avoid conflicts with other utility main lines and lot laterals.
- Maximum slope adjacent to roadways and requirements that adjacent lots be graded to meet the roadway elevation
- Roadway vertical design considers future extension of roadways to adjacent properties.

Development requirements include:

- Minimum area needed for excavation and construction of building foundations, driveways, and utility laterals
- Minimum excavation area for pedestrian pathways, street lights, and stormwater facilities
- Lot grading to provide proper drainage to stormwater laterals/LIDA facilities and prevent drainage issues onto adjacent properties.

In many cases, these competing requirements necessitate compromises between the required site grading and retention of existing vegetation. Sheets P5.00 and PL.1 show the existing and proposed grade elevations, which demonstrates how the site work will occur and impacts on existing trees.

A description of each tree identified by staff and reasons for removal is provided below.

Table 1. Description of Proposed Tree Removal

Tree ID# / size/ species	Location	Comments
20590, 25" Ponderosa Pine	West of Lot 39, North of Street C (Tract L)	<p>This tree is located adjacent to the SW corner of Lot 39 and north of Street C. The location of Street C was determined by the Frog Pond Master Plan, property line locations, block perimeter requirements, connectivity requirements, and site grade. Shifting the street cross-section to the south would require removal of additional trees (including 50169, which is proposed to be retained) and shifting the cross-section to the north would prohibit the applicant from constructing the required ¾ width cross-section.</p> <p>The grading required for the improvements to Street C will extend beyond the final development footprint and will impact the tree roots, and the required PUE will be located within the drip line. Franchise utilities (electric, gas, cable) will be installed within this PUD and will require excavation adjacent to the tree roots. This work will cause extensive damage to major roots near the trunk of the tree. This will adversely affect the stability of the tree, even in the short term. Too large a portion of the root zone/canopy will be affected by grading and construction to assure long-term survival.</p> <p>In addition, grading will result in a tree well of 2 ft. The Ponderosa Pine has a shallow root system and does not tolerate disturbance.</p>

20602, 23" Douglas Fir	West of Lot 39 (Tract L)	As shown on Sheet L1.0, the site slopes from an elevation of 235 ft. at the eastern edge to 220 ft. at the western edge. In order to develop the lots, either fill to reduce the slope or excavation to allow construction of a daylight basement house plan would be required. In either case, significant grading is required in order to create a buildable lot and to tie in to the final Street D elevation of 226 ft.
20608, 25" Douglas Fir	West of Lot 40 (Tract L)	
51179, 30" Douglas Fir	Rear of Lot 41 (Tract L)	Excavation is not feasible because stormwater must be detained and treated on site. The site must be graded to provide an adequate slope to allow stormwater to drain from the rear of the site to the public right-of-way. Excavation of the site would also require disturbance of the root systems, and would require stormwater drainage to the rear toward property under separate ownership. This approach does not meet stormwater management and detention requirements.
51180 21" Ponderosa Pine	Rear of Lot 41 (Tract L)	
51181 28" Ponderosa Pine	Rear of Lot 42 (Tract L)	Either grading or excavation will cause extensive damage to major roots near the trunk of the tree. This will adversely affect the stability of the tree, even in the short term. Too large a portion of the root zone/canopy will be affected by grading and construction to assure long-term survival.
51188, 21" Douglas Fir	Rear of Lot 42 (Tract L)	
50095, 25" Ponderosa Pine	Within Tract G	<p>In addition, grading will result in tree wells of 2 to 5 ft. from finished grade. Douglas Fir and Ponderosa Pine root systems are shallow and do not tolerate cover of this depth.</p> <p>The root zone and a portion of the trunk of 50095 are located within the sidewalk alignment. The street alignment is located in the proposed location in order to meet Boeckman Road at a 90 degree angle with Willow Creek Drive to the south per the Street Demonstration Plan shown in Figure 30 of the Frog Pond West Master Plan. The street cross-section for this section of Willow Creek Drive requires 76 ft. of ROW, including a 6 ft. sidewalk and 8 ft. public utility easement (PUE).</p> <p>Revising the roadway grades to save these trees would result in the elimination of the stormwater quality and detention pond, which is needed to accommodate stormwater runoff from the public streets and adjacent lots.</p> <p>Construction of the walkway, including excavating for subgrade, will cause extensive damage to major roots near the trunk of the tree. This will adversely affect the stability of the tree, even in the short term. Too large a portion of the root zone/canopy will be affected by grading and construction to assure long-term survival. In addition, the grading required to construct the street improvements will result in fill of 4 ft. above existing ground. Ponderosa Pines have shallow root systems and do not tolerate this depth of cover.</p>

50096, 28" Ponderosa Pine	Within Tract G	<p>50096 is located 5 ft. from the back of the future Willow Creek Drive sidewalk, within the PUE and adjacent to the storm drain that directs stormwater from Street B to the stormwater facility located in Street G. Franchise utilities will be installed within the PUE. This includes electrical, gas, cable, and fiber optics.</p> <p>Revising the roadway grades to save these trees would result in the elimination of the stormwater quality and detention pond, which is needed to accommodate stormwater runoff from the public streets and adjacent lots.</p> <p>Construction of the walkway, including excavating for subgrade, will cause extensive damage to major roots near the trunk of the tree. This will adversely affect the stability of the tree, even in the short term. Too large a portion of the root zone/canopy will be affected by grading and construction to assure long-term survival. In addition, the grading required to construct the street improvements will result in fill of 4 ft. above existing ground. Ponderosa Pines have shallow root systems and do not tolerate this depth of cover.</p>
50149, 31" Giant Sequoia	SW corner of Lot 12	<p>Site grading is required in this area to meet the grade requirements of Willow Creek Drive, Boeckman Road, and the required 10-ft. landscaping tract and wall Behind Boeckman Road.</p> <p>The alignment of Boeckman Road and Willow Creek Drive are set, and revising the alignment is not feasible from an engineering perspective. Revising the grading to retain the tree would significantly limit the developable area of the lot, rendering it unbuildable.</p> <p>This work will cause extensive damage to major roots near the trunk of the tree. This will adversely affect the stability of the tree, even in the short term. Too large a portion of the root zone/canopy will be affected by grading and construction to assure long-term survival. In addition, grading will result in a tree well of 5 ft. above existing ground. Similar to Ponderosa Pine and Douglas Fir, the giant sequoia has a very shallow root system. It is also very sensitive to disturbance.</p>
51052, 28" Pin Oak	Center of Lot 25	<p>Once the proposed preliminary plat is finalized the tree will be within the buildable zone. As described above, the site will need to be graded to slope toward the street for stormwater drainage.</p> <p>Future grading required for stormwater drainage and to create a buildable lot will result in a cut of 2 ft. below existing ground, leaving the tree roots exposed.</p>
51268, 24" Ponderosa Pine	Front of Lot 30	<p>The tree is located within the grading impact area of Street E and the PUE. This work will cause extensive damage to major roots near the trunk of the tree. This will adversely affect the stability of the tree, even in the short term. Too large a portion of the root zone/canopy will be affected by grading and construction to assure long-term survival. In addition, grading will result in a tree well of 2 ft. above existing ground.</p>

52615, 24" Ponderosa Pine	Within Tract K	<p>Tract K provides pedestrian connection between Street B and Boeckman Road, as required by the Frog Pond West Master Plan and the City's block length standards.</p> <p>Construction of the walkway, including excavating for subgrade, will cause extensive damage to major roots near the trunk of the tree. This will adversely affect the stability of the tree, even in the short term. Too large a portion of the root zone/canopy will be affected by grading and construction to assure long-term survival.</p>
52650, 8x4"-8" Pacific Yew	Within Tract K	<p>Construction of the walkway, including excavating for subgrade, will cause extensive damage to major roots near the trunk of the tree. This will adversely affect the stability of the tree, even in the short term. Too large a portion of the root zone/canopy will be affected by grading and construction to assure long-term survival.</p>

12. Proposed dollar amount, per tree, for payment into the City's Tree Fund as mitigation, based on cost of mitigation trees installed. The final number of trees mitigated by paying into the tree fund will be refined during finalization of the planting plans for the subdivision. See Subsection 4.610.30 (.02) F. WC.

4/6/18 e-mail: Please provide more details on how the amount of \$300 per tree was arrived at.

Response: The proposed development requires a Type C tree permit and is subject to 4.61.020. A proposed replacement tree cost amount of \$84,600 to be paid to the City Tree Fund has been added to the narrative response to the standards of 4.620.00 (.06). See pages 80-81.

The estimate is based on the number of trees removed and a replacement ratio of 1:1. The landscape architect assumed a 2" cal. deciduous / 6 ft ht. conifer replacement tree with an average install cost of \$300 based on current bid prices, which include contractor markup. The tree size was selected for generally above-average survival rates. This information has been added to the narrative. See page 87.

Frog Pond Master Plan Compliance

14. Information on street lights, their design and locations, and pathway lighting consistent with the Frog Pond West Master Plan. See Public Lighting Plan beginning on page 77, and Figure 42 of the Frog Pond West Master Plan and Subsection 4.034 (.05) WC. Address all of the following

- Key Intersection lighting at Willow Creek Drive and Boeckman Road
- Local Streets
- Pedestrian Paths

4/6/18 e-mail:

- Please provide more information on key intersection lighting treatment
- Please review street tree conflicts with lighting, please include lighting layer along with all other utility layers on street tree plan.

Response: A narrative response to the key intersection lighting treatment policies has been added to page 77 of the narrative.

The lighting layer has been added to the street tree plan shown on Sheet L2.0.

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 - 2015.
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

Coverage (<i>Aggregate, accept 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 PW 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 of Wilsonville Ordinance No. 482.
 - 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 i.e.'s at all utility crossings; include laterals in profile view or provide table with i.e.'s 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 detention facility (both plan and profile views), including water quality orifice diameter and manhole rim elevations. Provide detail of inlet structure and energy dissipation device. Provide details of drain inlets, structures, and piping for outfall structure. Note that although stormwater detention facilities are

- typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.
- n. Detailed plan for water quality facility (both plan and profile views). Note that although stormwater quality facilities are typically privately maintained they will be inspected by Natural Resources, and the plans must be part of the Public Works Permit set.
 - o. Composite franchise utility plan.
 - p. City of Wilsonville detail drawings.
 - q. Illumination plan.
 - r. Striping and signage plan.
 - s. 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 the standards adopted by the City of Wilsonville Ordinance No. 482 during the construction of any public/private utility and building improvements until such time as approved permanent vegetative materials have been installed.
 9. Applicant shall work with City Engineering 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 and flow control requirements for the proposed development per the Public Works Standards.
 11. A stormwater analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
 12. The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, 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 quality facilities shall have approved landscape planted and/or some other erosion control method installed and approved by the City of Wilsonville prior to streets and/or alleys being paved.
 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. Streetlights shall be in compliance with City dark sky, LED, and PGE Option C requirements.
17. Sidewalks, crosswalks and pedestrian linkages in the public right-of-way shall be in compliance with the requirements of the U.S. Access Board.
18. No surcharging of sanitary or stormwater manholes is allowed.
19. 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.
20. A City approved energy dissipation device shall be installed at all proposed storm system outfalls. Storm outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
21. The applicant shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets and pedestrian alleyways.
22. All required pavement markings, in conformance with the Transportation Systems Plan and the Bike and Pedestrian Master Plan, shall be completed in conjunction with any conditioned street improvements.
23. Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.
24. 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.
25. 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).

26. 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.
27. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Allied Waste Management (United Disposal) for access and use of their vehicles.
28. The applicant shall provide the City with a Stormwater Maintenance and Access Easement (on City approved forms) for City inspection of those portions of the storm system to be privately maintained. Stormwater or rainwater LID facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all LID stormwater components and private conventional stormwater facilities; maintenance shall transfer to the respective homeowners association when it is formed.
29. The applicant shall "loop" proposed waterlines by connecting to the existing City waterlines where applicable.
30. Applicant shall provide a minimum 6-foot Public Utility Easement on lot frontages to all public right-of-ways. An 8-foot PUE shall be provided along Collectors. A 10-ft PUE shall be provided along Minor and Major Arterials.
31. For any new public easements created with the project the Applicant shall be required to produce the specific survey exhibits establishing the easement and shall provide the City with the appropriate Easement document (on City approved forms).
32. 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.

Public Works Plan Review Comment Form

Plans for Review: **Stafford Meadows – Frog Pond UGB - DRT**

Return All Comments To: **Dan Pauly**

Due Date: **May 1, 2018**

Name	Page	Comments	Engineering's Response
Delora Kerber	P4.00	10 Street Light poles are located in swale areas. Need to relocate to planter area or behind sidewalk where possible. If not, then pole may be placed in the swale and shall be located immediately next to the sidewalk. The associated junction box shall be located on behind the sidewalk towards the house.	
	P4.00	Need a stormwater agreement with the developer/HOA outlining their responsibility to maintain the "public LIDA w/ curb opening" areas and structures. Question: Will the property owner or HOA maintain the private LIDA swales?	
	P4.20	Street Lights- junction box for street lights shall be located behind (in the grass area on the house side) the sidewalk within the PUE area.	
	L2.0	Need to confirm street trees or trees in swales do not conflict with street lights or other utilities	
Jason LaBrie	P4.00	<ol style="list-style-type: none"> 1. Add a fire hydrant on street E, probably north of street C. If there is one there, I can't see it. 2. Extend water stub outs and blow offs for future extensions to the edge of finished paved surfaces to avoid destroying the street at future tie ins. 3. Move storm manholes south of the proposed fence at the south edge of tract G and tract D, within 10' of Boeckman Rd, to ensure appropriate access for maintenance. 4. Remove storm MH currently proposed very close to the fence SE of tract G. It appears to be unnecessary. 5. Angle outfall lines from tract D and tract G to the south toward Boeckman for the same reason; place proposed outfalls in tract F as close to Boeckman Rd as possible. 6. Relocate water meters serving homes in tracts B and C to street G and eliminate dead end water mains. Install three banks of two meters each on the corners of the tracts as they meet street G: lots 1&6, lots 2&5, lots 3&4. 7. Add a regulatory sample station in planter strip (per WT 3070) at lot 33. Use lot 32 as an alternate if needed. 8. Suggestion to discuss with Natural Resources: Move private LIDA facilities from lots 13-16 to adjacent tracts H, J in a south to north orientation. 	

		<p>There should be a change in the location of the swale/rain gardens. I looked at all the cross sections and noticed if you were to center the road in the middle of the future ROW it would provide at least 16' from back of curb to ROW. Then you would be able to go with a 5' Planter, 5' walk, 5.5' Rain garden with a Standard 16" curb on the back of the rain garden to be a divider between the homeowners yard and the rain garden. I attached a version of the rain garden that I would like to use if possible (option B) depending on the final positioning of the Rain garden we might make a minor change to some of the finish elevations in the drawing.</p>	
		<p>If we use this layout I would recommend installing a small G-2 catch basin in the road with the 18" sump which will help provide more water detention and keep the rain gardens cleaner. Then plumb a pipe back to the rain garden. Also, place a small culvert at each drive so that we could provide the most area possible to catch rainwater and filter it back into the ground while also providing a nice decorative creek-look for the future homeowners.</p>	
		<p>The swale inlet should be revised to use PB's which I have attached a drawing. We should also delete the splash pad and use a larger aggregate such as 2.5"-3.5".</p>	
		<p>The proposed culvert that goes under street G - should be put in two culverts or oversize it, knowing that we will have future subdivisions that will feed the upstream flow.</p>	

Exhibit C3
Natural Resources Requirements

Stormwater Management Requirements

1. The preliminary drainage report specifies stormwater runoff from 0.19 acres of impervious area will not be managed onsite. The applicant shall provide an offset for this impervious area through the oversizing of a proposed stormwater facility or an alternative approach.
2. Provide profiles, plan views, landscape information, and specifications for the proposed stormwater facilities consistent with the requirements of the 2015 Public Works Standards.
3. Pursuant to the 2015 Public Works Standards, the applicant shall submit a maintenance plan (including the City's stormwater maintenance and access easement) for the proposed stormwater facilities prior to approval for occupancy of the associated development.
4. Pursuant to the 2015 Public Works Standards, access shall be provided to all areas of the proposed stormwater facilities. At a minimum, at least one access shall be provided for maintenance and inspection.

Significant Resource Overlay Zone

5. The SROZ and the 25-foot Impact Area shall be depicted on the site plans.
6. The applicant shall submit the SROZ mapping as ARCGIS shape files or a compatible format.
7. All landscaping, including herbicides used to eradicate invasive plant species and existing vegetation, in the SROZ shall be reviewed and approved by the Natural Resources Program Manager. Native plants are required for landscaping in the SROZ.
8. Prior to any site grading or ground disturbance, the applicant is required to delineate the boundary of the SROZ. Six-foot (6') tall cyclone fences with metal posts pounded into the ground at 6'-8' centers shall be used to protect the significant natural resource area where development encroaches into the 25-foot Impact Area.
9. The Significant Resource Overlay Zone (SROZ) shall be identified in a conservation easement. The applicant shall record the conservation easement with Clackamas Court Clerk's office. The conservation easement shall include language prohibiting any disturbance of natural vegetation without first obtaining approval from the City Planning Division and the Natural Resources Program Manager. The conservation easement shall be reviewed by the City Attorney prior to recording.

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 14, 2018

6:30 PM

VII. Board Member Communications:

A. Recent City Council Action Minutes

City Council Meeting Action Minutes
April 2, 2018

City Council members present included:

Mayor Knapp
Councilor Starr - *Excused from Council meeting*
Councilor Stevens
Councilor Lehan
Councilor Akervall

Jeanna Troha, Assistant City Manager
Susan Cole, Finance Director
Andy Stone, IT Manager
Angela Handran, Assistant to the City Manager
Beth Wolf, Information Systems Analyst
Mark Ottenad, Public/Government Affairs Director
Mike Ward, Civil Engineer
Miranda Bateschell, Planning Manager
Bill Evans, Communications & Marketing Manager
Jennifer Scola, Associate Planner

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Website Update	Council received an update on the City's websites redesign plan.
B. TVF&R Fill The Boot Event	Muscular Dystrophy Association (MDA) staff along with members of TVF&R informed Council of the Fill the Boot Incident Action Plan. The event which is a fundraiser for MDA, is scheduled to occur in Wilsonville on May 22, 2018.
C. CIP #2095 WWTP Outfall Contract Award	Council was briefed on Resolution No. 2682, authorizing the City Manager to execute a Construction Contract with Northbank Civil and Marine, Inc. in the amount of \$1,123,560 for completion of the WWTP Outfall project.
D. CIP #4199 Change Order - Old Town Square Intersection Improvements	Council was informed of Resolution No. 2683, authorizing a change order with Brown Contracting in the amount of \$31,249.89 for the Old Town Square – Fred Meyer signaled intersection modifications (CIP #4199).
<u>Mayor's Business</u>	
A. State of the City Address	Mayor Knapp presented the 2018 State of the City Address.
B. Arbor Day Proclamation	The Mayor read the Arbor Day Proclamation for the record and then on behalf of the City received the National Arbor Day Foundation Growth Award.
<u>Communications</u>	
A. Metro Regional Government Update	Metro Councilor Craig Dirksen provided a quarterly update on the projects and activities Metro is involved in.

<p>B. Potential Metro Housing Bond Measure</p>	<p>Metro Government Affairs Specialist Jes Larson presented on a possible Metro housing bond measure.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2682</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Northbank Civil And Marine, Inc. For The Wastewater Treatment Plant Outfall Replacement Project (CIP #2095).</p> <p>B. <u>Resolution No. 2683</u> A Resolution Of The City Of Wilsonville Authorizing A Change Order With Brown Contracting For The Old Town Square – Fred Meyer Signalized Intersection Modifications (CIP #4199).</p> <p>C. Minutes of the March 19, 2018 Council Meeting.</p>	<p>The Consent Agenda was adopted 4-0.</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>8:51 p.m.</p>

City Council Meeting Action Minutes
April 16, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Nicole Hendrix, Transit Management Analyst
Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Erica Behler, Recreation Coordinator
Tod Blankenship, Parks Supervisor
Amanda Guile-Hinman, Assistant City Attorney
Angela Handran, Assistant to the City Manager
Mark Ottenad, Public/Government Affairs Director
Mike McCarty, Parks and Recreation Director
Brian Stevenson, Parks & Rec. Program Manager
Bill Evans, Communications & Marketing Manager
Rob Wurpes, Chief of Police
Ellie Work, Grants & Program Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. 2017 Water Treatment Plant Master Plan Update	Council was briefed on the 2017 Water Treatment Plant Master Plan Update.
B. GreenPlay Parks Master Plan Draft	Council heard a portion of the draft Parks and Recreation Comprehensive Master Plan presentation. Staff will return to a future Work Session to complete the presentation.
C. Solid Waste Franchise Agreement	Staff presented on the draft Solid Waste Management and Collection Franchise Agreement. Staff will return to the May 7, Work Session to hear Council feedback and discussion.
REGULAR MEETING	
<u>Communications</u>	
A. Police Department 2017 Annual Report	The Police Department 2017 Annual Report was presented by Chief Wurpes.
<u>Mayor's Business</u>	
A. Appointment	Appointment of Councilor Akervall to the Wilsonville Metro Community Enhancement Committee.
B. Proclamation	The Mayor read a proclamation declaring the month of May as Bike Month and presented a proclamation to SMART staff.
C. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 815</u> An Ordinance Of The City Of Wilsonville Adopting The 2017 Water Treatment Plant Master Plan Update As A Sub-Element Of The City's Comprehensive Plan And The Capital Improvement Project List For The Water Treatment Plant.</p>	<p>After a public hearing was conducted, Ordinance No. 815 was adopted on first reading by a vote of 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2679</u> A Resolution Of The City Of Wilsonville Addressing Allowed Activities At The Memorial Park Boat Dock And Continuing The Prohibition On Other Activities.</p> <p>B. <u>Resolution No. 2684</u> A Resolution Adopting Budget Transfers For Fiscal Year 2017-18.</p>	<p>Resolution No. 2679 Option B, to allow fishing year-round, was adopted 5-0.</p> <p>Resolution No. 2684 was adopted 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>An update was provided on the second Kinder Morgan meeting.</p>
<p>ADJOURN</p>	<p>9:02 p.m.</p>