



**Wilsonville City Hall
Development Review Boards**

Monday, July 24, 2017 - 6:30 P.M.

I. FORM BASED CODE WORK SESSION

Panel A Roster

Ron Heberlein
Fred Ruby
James Frinell
Jennifer Willard
Joann Linville

Panel B Roster

Shawn O'Neil
Richard Martens
Aaron Woods
Samuel Scull
Samy Nada

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Presentation: Form Based Code

The final phase of the Coffee Creek Industrial Area Form-based Code project seeks to address process questions raised during the last round of Planning Commission and City Council work sessions in July 2015. The purpose of this work session is to provide the Development Review Board with background about the project and gather feedback on process options for implementation of the Code. Staff: Kimberly Rybold and Jordan Vance

Documents:

[CCFBC DRB WS Staff Rpt 7.24.2017.pdf](#)

[Att_A - Coffee Creek Industrial FBC_Preliminary Policy Options Process Diagram-final.pdf](#)

[Att_B - Process Comparison Diagram.pdf](#)

Promptly at 7:30, the Panel B members will move to the dais for their scheduled July 24, 2017 Panel B meeting.

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 WORK SESSION STAFF REPORT

Meeting Date: July 24, 2017		Subject: Coffee Creek Industrial Form-based Code and Pattern Book Staff Members: Jordan Vance, Economic Development Manager; Kimberly Rybold, Associate Planner Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Conduct the work session to provide the Development Review Board panels with background information on the project and present process options for adoption.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input checked="" type="checkbox"/> Council Goals/Priorities Complete form-based code work currently underway	<input checked="" type="checkbox"/> Adopted Master Plan(s) Coffee Creek Industrial Area Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE BOARD:

Staff will provide an update on the Coffee Creek Industrial Area Form-based Code project and present process options for future adoption.

EXECUTIVE SUMMARY:

The final phase of the Coffee Creek Industrial Area Form-based Code project seeks to address process questions raised during the last round of Planning Commission and City Council work sessions in July 2015. The purpose of this work session is to provide the Development Review Board panels with background information on the project and allow for questions and comments on process options for implementation of the Code.

The Coffee Creek Industrial Form-based Code and Pattern Book together establish regulations and guidelines for street design and connectivity, site design and circulation, building form and massing, and building design and architecture. The Form-based Code, as drafted, uses clear and

objective standards that are specific, discrete requirements and numerical standards, which substantially minimize judgment about compliance. Additional flexibility is built into the Form-based Code with adjustment criteria for a limited set of standards that provide additional flexibility to applicants and can be administered by staff. For applications that require waivers to standards of the Form-based Code, a Pattern Book with design guidelines that correlate with the Code's clear and objective standards would be utilized to encourage high-quality site and building design.

The project represents an opportunity to streamline the approval process for new projects in Coffee Creek. The project outcome will support economic development and job creation through regulations that provide the appropriate balance of certainty with a range of flexibility resulting in high-quality design from the public realm to site design and landscaping to the buildings.

Procedural questions identified during the previous review in July 2015 include land-use applications requiring City Council review and approval (annexation, Comprehensive Plan Map amendments, and Zone Map amendments), traffic study analysis for individual development sites, and tree removal review. Feedback on these procedural questions will help staff and the project consultant to determine whether the streamlined development review process currently envisioned in the draft Code and Pattern Book is achievable. Alternatively, the Form-based Code standards would be applied using the City's existing development review process.

Any changes to the Code to address the outstanding process questions will be incorporated into the final draft Code and Pattern Book. Staff appreciates feedback on these process options as the final draft of the Code and Pattern Book is prepared.

EXPECTED RESULTS:

The intent of the project is to create:

1. An attractive and functional industrial and employment district featuring cohesive and high-quality site, landscape and building design through an emphasis on the design of the public realm; and
2. A complete network of existing and new streets, paths, and trails that will support a sense of place and identity; and
3. A multi-modal transportation network that accommodates pedestrians, bicyclists, transit riders, motorists, and freight in the context of a modern light industrial and employment district.

TIMELINE:

The project team has scheduled additional work sessions in July and August with the Planning Commission and the City Council. The Planning Commission public hearing for the Code and Pattern Book is tentatively planned in November, with City Council hearings following the Planning Commission review and recommendation.

CURRENT YEAR BUDGET IMPACTS:

Development of the Form-based Code and Pattern Book was funded by a grant from ODOT's Transportation and Growth Management (TGM) Code Assistance Program. Funding to finalize the draft documents, incorporate feedback on Code implementation, and achieve adoption of the Code and Pattern Book was included in the FY 2016-17 budget. Unspent funds from the FY

2016-17 FY will be requested to be carried over to the 2017-18 FY through the supplemental budget process.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

This work is ongoing. The development of the draft documents was led by an internal Project Management Team (PMT), as well as a Technical Advisory Committee (TAC) made up of a Planning Commissioner, DRB member, Chamber of Commerce representative, industrial developer, broker, and architect. To date, one public open house was conducted, in addition to a number of work sessions with the Planning Commission and City Council. Ample opportunities for additional community involvement exist over the next several months as the Code is finalized for public hearing.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): The project has the benefit of creating clear and objective standards for the industrial development community. Balancing the needs of the community with that of developers will continue to be a focus of the project.

ALTERNATIVES:

There have been numerous alternatives considered throughout the creation of the new Code. The Commission and Council are being asked to provide feedback on process alternatives that will shape the implementation of the Form-based Code.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

A - Process Options Memo – June 30, 2017

B - Development Review Process Diagram

DRAFT July 2015 Coffee Creek Form-based Code available online:

<http://www.ci.wilsonville.or.us/DocumentCenter/View/12011>

DRAFT June 2015 Pattern Book available online:

<http://www.ci.wilsonville.or.us/DocumentCenter/View/12010>

ATTACHMENT A



Date 17_0630 | **Subject** Wilsonville Coffee Creek | **To** Kim Rybold, Jordan Vance, City of Wilsonville | **From** Marcy McInnelly, Urbsworks, Inc. | **Copy** Keith Liden, Bainbridge

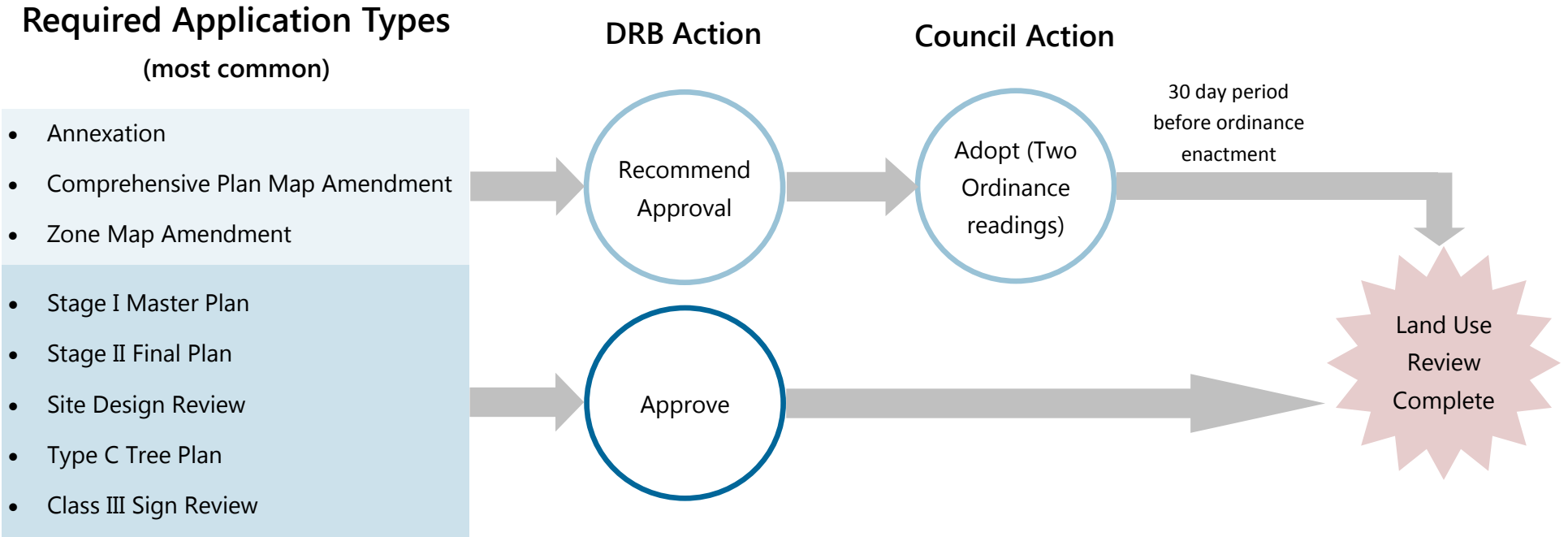
WILSONVILLE COFFEE CREEK FBC ADOPTION PROJECT – PROCESS OPTIONS

The current development review process involves approval of each application by the Development Review Board (DRB), with some applications requiring adoption by City Council. In order to achieve a streamlined administrative review process using the Form-based Code, specific process modifications have been identified by staff and the consultant, as follows:

Process Component	The process today	Streamlined process: Proposed modification options
Review Process Structure - Annexation, Comprehensive Plan and Zone Change	<ul style="list-style-type: none"> While review of these applications is conducted concurrently with others at the DRB, these applications must subsequently go to the City Council for an additional public hearing and two ordinance readings, followed by a 30-day waiting period prior to ordinance enactment. 	<ul style="list-style-type: none"> Permit FBC projects to take advantage of a streamlined, parallel process that initiates the annexation, Comprehensive Plan Map amendment and Zone Map amendment at the onset of development review. Conduct review of other applications administratively as the applications requiring City Council adoption are processed.
Review Process Structure – Other Applications	<ul style="list-style-type: none"> This step currently is conducted by the DRB, and the development standards of the Form-based Code do not apply. 	<ul style="list-style-type: none"> Permit a Class II administrative review for applications that do not require City Council review and adoption. Require development to meet the clear and objective standards in the Form Based Code (for street and path network connectivity, site design, building orientation, prominent address façade design). Applicants unable to meet selected standards within the Form-based Code may apply for waivers, which would be reviewed under the current DRB process. Development applying for waivers would still be expected to meet the intent of the Form-based Code.
Traffic Study	<ul style="list-style-type: none"> A detailed traffic study is required as a part of the site development permit, for every site 	<ul style="list-style-type: none"> City sponsors a district-wide study. Individual development applications would not conduct a separate traffic study provided that

		<p>the number of trips generated remains under an established trip threshold. This would involve a less burdensome comparison to a baseline / sensitivity analysis.</p> <ul style="list-style-type: none"> • Villebois has employed a similar streamlined approval process
<p>Type C Tree Plan</p>	<ul style="list-style-type: none"> • The Type C tree permit process presently requires DRB approval. 	<p>There are several possible approaches to streamlining the review of tree plans. Options include the following:</p> <ul style="list-style-type: none"> • Staff develops a district-wide Tree Master Plan. <ul style="list-style-type: none"> ○ Staff surveys existing conditions and identifies specifically which trees are important to protect. ○ If an application being reviewed administratively did not protect noted trees, it would be subject to the DRB waiver process. ○ Parcels not containing trees that should be protected may be able to be “greenlighted” while other sites would need a more detailed review • The Form-based Code amendments for Coffee Creek could include location-based standards for preservation. <ul style="list-style-type: none"> ○ Trees along the sides and front of a site and in parking areas have the potential for preservation while others in the middle of the building envelope may not be able to be preserved.
<p>Sign Review</p>	<ul style="list-style-type: none"> • DRB reviews all signs for new buildings 	<ul style="list-style-type: none"> • Review signs through Class II administrative review based on City’s existing sign regulations • Add clear and objective signage requirements (size, location, other design attributes) to the Form-based Code.

CURRENT DEVELOPMENT REVIEW PROCESS: DEVELOPMENT REVIEW BOARD AND CITY COUNCIL



PROPOSED DEVELOPMENT REVIEW PROCESS: ADMINISTRATIVE REVIEW AND CITY COUNCIL

