

**WILSONVILLE CITY HALL
DEVELOPMENT REVIEW BOARD PANEL A**

MONDAY, OCTOBER 12, 2015 - 6:30 P.M.

I. **Call To Order:**

II. **Chairman's Remarks:**

III. **Roll Call:**

Mary Fierros Bower Kristin Akervall
Lenka Keith James Frinell
Ronald Heberlein Council Liaison Julie Fitzgerald

IV. **Citizen's Input:**

V. **City Council Liaison's Report:**

VI. **Consent Agenda:**

A. Approval of minutes of September 14, 2015 DRB Panel A meeting

Documents: [Sept 14 2015 minutes.pdf](#)

VII. **Public Hearing:**

Resolution No. 315.

Grande Pointe at Villebois Temporary Use Permit: Pacific Community Design – Representative for Grande Pointe at Villebois LLC and Grande Pointe Homeowners Association – Owners. The applicant is requesting approval of a Five (5) Year Temporary Use Permit for a modular sales office, temporary parking and five (5) model homes in the Grande Pointe at Villebois Subdivision in Villebois. The subject site is located on Tax Lots 3500, 3600, 3700, 3800, 4400, 4500 and 4600 of Section 15CC, T3S, R1W, Clackamas County, Oregon. Staff: Daniel Pauly

Case Files: DB15-0061 Five (5) Year Temporary Use Permit

Documents: [Grande Pointe TUP SR.Exhibits.pdf](#), [Exhibit B4 Landscape Plans.pdf](#)

VIII. **Board Member Communications:**

A. Results of the September 28, 2015 DRB Panel B meeting

Documents: [DRB-B Sept 28 2015 Results.pdf](#)

IX. **Staff Communications**

X. **Adjournment**

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, OCTOBER 12, 2015

6:30 PM

VI. Consent Agenda:

- A.** Approval of minutes from September 14, 2015 DRB
Panel A meeting

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

**Development Review Board – Panel A
Minutes–September 14, 2015 6:30 PM**

I. Call to Order

Chair Mary Fierros Bower 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.

III. Roll Call

Present for roll call were: Mary Fierros Bower, Kristin Akervall, James Frinell, Ronald Heberlein, and City Council Liaison Julie Fitzgerald. Lenka Keith was absent.

Staff present: Blaise Edmonds and Michael Kohlhoff

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. City Council Liaison Report

Councilor Fitzgerald reported that the September 10, 2015 City Council meeting was short and the primary agenda item was a second reading for annexing 40 acres for the school district.

- She noted Council had also been moving forward with appointing members to a new task force, the Tourism Promotion Committee. The Council had a good list of applicants, and the next step was for the Mayor and Councilor Lehan, the liaison for the Committee, to interview each of the applicants and then decide who would be on the Committee. The Committee would be looking at the best ways to implement the Tourism Promotion Plan, but the primary focus would be dedicating the best use of the hotel/ motel tax that came to Wilsonville through the hotels and motels, and a number of other things.
- The Council had also been working with the City of Tualatin on the Basalt Creek Plan to essentially determine a boundary between Cities of Wilsonville and Tualatin. Both cities’ planning staffs have spent a lot of time on that and there was still more work ahead, but basically it was to determine the land uses in those areas going forward.
- The Barber Street Bridge had been completed and a dedication was planned for this Friday at 10:00 am at the Barber Street Bridge. More information was available in the *Boones Ferry Messenger*.

VI. Consent Agenda:

- A. Approval of minutes of July 13, 2015 DRB Panel A meeting

James Frinell moved to approve the July 13, 2015 DRB Panel A meeting minutes as presented. Ronald Heberlein seconded the motion, which passed unanimously.

VII. Public Hearing:

- A. **Resolution No. 312. Republic Services CNG Fueling Station: Mr. Eric Anderson, Republic Services – Applicant.** The applicant is requesting approval of a Stage I Preliminary Plan Revision, Stage II Final Plan, Site Design Review and Type ‘C’ Tree Removal Plan for the Republic Services property located at 10295 SW Ridder Road, to develop a compressed natural gas (CNG) fueling station. 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: Blaise Edmonds

Case Files:	DB15-0051	Revised Stage I Preliminary Plan
	DB15-0052	Revised Stage II Final Plan, Phase 2
	DB15-0053	Site Design Review, Phase 2
	DB15-0057	Type 'C' Tree Plan

Chair Fierros Bower called the public hearing to order at 6:37 p.m. and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site. No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

Blaise Edmonds, Manager of Current Planning, announced that the criteria applicable to the application were stated on page 2 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

Mr. Edmonds entered into the record Exhibit A3, an email sent to the Board members dated September 14, 2015 that noted corrections to the Staff report. He read Exhibit A3, which detailed the corrections and explaining the reasons for the deleted exhibits and references to non-existent conditions. He then presented the Staff report via PowerPoint, briefly reviewing the site's history, location, and surrounding features, including the BPA substation and city limits and urban grown boundary (UGB) lines, with these key additional comments:

- The Applicant owned the property north of the site, and noted Slide 2 was an older photograph of the Republic Services project site and did not reflect what currently existed. He reviewed the previously approved and currently proposed Stage I Master Plans (Slides 5 and 6) as follows:
 - Last year, the Applicant built a maintenance building and had planned for an office addition, but it had not been constructed yet. When the maintenance building was approved, the Development Review Board (DRB) at that time required 12 additional temporary parking spaces to provide parking to the maintenance facility. One particular drive had not been constructed, but that would occur during future development of the site.
 - He indicated parking for tractor-trailer rigs and a storm detention facility that was not built out to its full capacity, so the storm facility would be a larger facility.
 - There was a lot of discussion about how pedestrians and employees circulate around the site, which was a difficult site to cross-connect to offices in the existing building with all the truck traffic, weighing, and garbage trucks. No real direct route existed to get around the site with pedestrian pathways due to the current configuration and circulation of a lot of large trucks and garbage trucks moving around.
 - To the best of their ability, when the Applicant built the maintenance building, they tried to create at least some kind of connectivity to the large, existing main processing building with handicapped parking and immediate pedestrian access in that direction once the office building was built.
 - One of Applicant's drawings (Slide 6) showed the part of the site located outside the city limits that was not for consideration as part of the Master Plan tonight. The Applicant would provide future plans for other facilities that support their operation, but that would require annexation to the city, a zone change, Comprehensive Plan Map change, and modifying the Master Plan.
 - The existing paved area (Slide 5) that was paved last year would be replaced with angled parking for the trucks as well as a truck fueling station (Slide 6). Nozzles would be provided to each of the parked trucks to provide them with compressed natural gas. He understood the Applicant was not converting their entire fleet to compressed natural gas; there would still be some vehicles that use diesel fuel.

- This proposal would make the Applicant's operation and trucks more efficient with cleaner emissions throughout the city. Converting the trucks was a very progressive approach so that dirty, old, smelly, diesel garbage trucks would not be going through residential neighborhoods. There would be very clean, energy-efficient vehicles based on compressed natural gas. Having cleaner air emissions in the city and the metro area was important.
- He reviewed the previously approved and currently proposed Stage II Final Plans (Slides 8 and 9) with these comments:
 - In the revised Stage II Final Plan Phase 2 (Slide 9), the Applicant shifted the CNG further south, of the north property line. The CNG facility housed the compressors, pumps, and all the apparatus that converted the gas line to this facility and directed all the hoses and fuel ports for each of the vehicles. There is a 30-ft minimum setback at the west and north property lines of the CNG facility due to the canopy right on the very edge of the compound that was indicated in blue on Slide 10. That was the only structure in the entire proposal required a 30-ft setback. Structures were not required to have a 30-ft setback, but the CNG compound was too close to the property line, and he believed the Applicant changed their plans with the additional truck bays proposed in the proposed Master Plan. It might happen in the future, but right now, the Applicant wanted to move the facility south and preserve some trees at the very north border.
 - The revised Stage II Final Plan showed that the CNG Fueling Yard would replace the approved container storage area shown in the previously approved Stage II Final Plan (Slide 8) A key question he had was where all the containers, drop boxers, residential bins, etc. would go if the existing container storage area was displaced. The Applicant proposed dispersing the items throughout the site, namely to the east and north, and mentioned other facilities within their corporate structure would store those containers at other locations throughout the area.
 - The future expansion of the proposed offices, highlighted in pink on Slide 9, would become Phase 3 under the revised Master Plan. The Revised Stage II Final Plan (Slide 9) showed the CNG compound, which had been shifted south to meet the setback, an existing paved area with fewer ports for fueling trucks that also served for truck parking, the existing maintenance building that was about 14,000 sq ft. He also indicated the new container storage area at the northeast corner, is currently truck parking.
 - Slide 10 illustrated the trees the Applicant intended to preserve. Although the trees were in Poor condition, the Applicant intended to preserve the trees by shifting the building to avoid the need for a setback waiver.
 - He noted that Garden Acres Rd was a dead-end, county road that would be widened at some future date, but not with this particular project. No additional traffic was generated from the conversion of the truck parking yard to the CNG facility because there were no new net employees.
- Site Design Review. The Board was not considering anything glamorous as far as the architecture like other buildings in Wilsonville. The only architectural review the Board was considering was to ensure the adequate screening of the fueling stations with hoses that drop down to fuel the trucks.
 - All of the exterior lighting for the site was directed down. The Applicant's lighting consultant went through the process to ensure compliance with the City's Dark Sky Ordinance so that light did not project beyond the site's boundary lines.
 - He believed the only color proposed was green on some bollards used to protect the facility from trucks running into it. He yielded to the Applicant to address any questions about the apparatus depicted on Slide 14.
 - Last year, a landscape buffer was planted along the west and south boundary lines as a condition of approval. The only change to the Landscape Plan with this proposal was the addition of a 6-ft high, slatted chain link fence to provide additional screening and security along that landscape buffer.
- Type 'C' Tree Plan. The Applicant requested the removal of three English Hawthorne trees that were about 8-inch DBH. The Applicant indicated the trees were located in the public right-of-way of

Garden Acres Rd. The trees were in Poor condition and the Applicant did not want them so close to the CNG compound. (Slides 17 and 18).

- When driving by the site, he had difficulty identifying where the trees proposed for removal were in relationship to the CNG compound due to the planted and maintained landscape strip. He sought further clarification from the Applicant about what trees were proposed for removal. The new trees planted every 30 feet along that landscape strip per the City requirements could not be removed because they were part of the buffering and screening requirement for the site.
- The site had gone through a metamorphous of change and seemed to be ever changing. Things had been moved around. The Applicant did not want parking, now, they wanted CNG parking. There would be a future office addition in a future phase, as well as a future road and future storm detention expansion. If approved, he was convinced the Applicant would build the CNG, but different expansion plans and designs might be submitted in the future once the Applicant started expanding outside the city limits depending on their needs and how they serve their customers.
- He concluded that Staff recommended approval and he offered to answer questions.

Ronald Heberlein noted the 4-in bollards located 4 ft on center from each other, and asked if anything in the Development Code drove protection devices or safety provisions. Large vehicles would be in close proximity to a compressed natural gas fueling station.

Mr. Edmonds replied that fortunately, the CNG fueling station (Slide 9) was off the edge of the paved area and had its own pad. That portion of the site would not be paved, and would probably just be gravel. Nothing in the Planning Code addressed the size, shape, spacing, construction or detailing of the bollards.

- He had resubmitted the application to the Building Division hoping to get something from the Tualatin Valley Fire & Rescue (TVF&R) for comment, so he had asked twice and they did not seem to be concerned.
- There had been some questions about spillage, but CNG did not spill. The tanks were vented; it was not a gas like a petroleum product that would spill and require clean up through the site. Again, there were experts in attendance tonight to provide a much better explanation, but he was sure they had done this throughout the country and probably had a pretty good recipe for protecting that facility to avoid any potential collisions. Therefore, he would yield to the Applicant for more answers on that.

Chair Fierros Bower asked if the turning radii had been studied given the large trucks moving about.

Mr. Edmonds responded yes, according to the Applicant and deferred to the Applicant to address any technical questions.

Chair Fierros Bower inquired about the previously approved Landscape Plan and the trees referenced in Staff's presentation.

Mr. Edmonds confirmed the approved Landscape Plan. He reiterated his difficulty in determining where the English Hawthorns trees were in relationship to the proposed CNG facility. The berm should be on their property, and he believed the three English Hawthorns were to the west of that berm. He was a bit puzzled that the Applicant was concerned about those three trees conflicting with their CNG facility, but had not mentioned the trees planted as part of the City's screening requirement that would continue to grow in the future date.

- He clarified that the Applicant had shown that the proposed fence along the inside edge of the berm.

Chair Fierros Bower called for the Applicant's presentation.

Ben Altman, Pioneer Design Group, 9020 SW Washington Square Rd, Ste 170, Portland, OR 97223, noted Brian May from Republic Services and Pam Pullen from Clean Energy were also present.

He stated Staff did a good job of summarizing what was happening. He clarified that this was a planned phase conversion to CNG. Republic currently had 58 trucks in its fleet, and this initial phase would convert 30 trucks to CNG. The other 28 trucks would remain diesel for some period of time, and then they would also be phased in. The Applicant would be returning before the Board for the additional fueling stations, likely next year.

- He displayed the Revised Stage II Final Plan – Phase 2 (Slide 9). He indicated where the facility with the first 30 fueling stations would be located for the new trucks and the area where the other diesel trucks would park, noting the existing area would be restriped. Eventually, in a future phase, the line [where the diesel truck park] would be added as a fuel line, and once the Applicant expanded into the north property and had access, another CNG fuel line would probably be added, which would be the final phase.
 - As indicated, the CNG Fueling Yard was originally used for container storage. With the planned expansion of the main operations office, employee parking areas would be added, including the addition of 12 parking spaces along the north edge of the site. Both areas were indicated on Slide 9. Ultimately, when the office was built, employee parking would probably end up on the north lawn, however, the Applicant was still working out site because as Staff indicated, everything kept changing.
- The trees were included because they were in the right-of-way. At the time, he was not exactly sure where the gas line would be coming in off the street, so tree removal was requested just to cover their bases. However, at this point, the trees seemed to be far enough north that when the compound was moved south, the trees would not be impacted. There could be an issue with one of the trees in that existing planter strip, the buffer strip, but with 30 ft between the trees, there should be enough room to trench the line through and not interfere with a tree. However, they might have to transplant a couple trees, but the Applicant would coordinate that with Planning if that was an issue.
- The existing storage area was for a combination of residential roll carts and drop boxes. The roll carts would be stored along the north edge, east of the parking area. And the containers that would fit on site would be stored on the east side where the trucks were currently parked. Anything that did not fit there would be stored offsite at two other Republic Service locations. Ultimately, that storage would be brought back after the expansion to the north, but the Applicant was still working on that.
- As far as the bollards used at the CNG compound, there was no City Code standard; it was more of an industry standard in terms of protecting that equipment, which was actually more from the right-of-way than from the trucks on site, because they were physically separated as far as the paved area. In a future expansion, the paving would be extended out and a few more spaces added, particularly along the south side, but it would still be physically separated from the paving and the compound.
- The truck turning radii were shown in the Truck Turning Profile shown in the lower left corner of Sheet C1.0. The profile depicted the truck circulation pattern and parking, which was angled so the trucks could make the turn.
- The parking spaces for the trucks had a dual purpose. During the day, the drivers would actually park their cars there when they take the trucks out on their routes and then at the end of the day, they would take their car and leave the truck.
 - In the CNG parking spaces, drivers would connect the trucks to the fuel lines. This was a time fuel, so the trucks were actually refueled during the night over time; it was not a fast-fill system. When the drivers come to work in the morning, the trucks would be refueled.
- He offered to answer any questions from the Board.

Mr. Heberlein confirmed the bollards were mainly protection from outside traffic, not from the trucks themselves. He noted that the upper left-hand view of Sheet C1.0 did not show any bollards on the side nearest to the street. It only appeared as if the bollards were on the inside of the property.

Mr. Altman replied he did not have an answer; he believed the bollards were placed all the way around. The only traffic that would be anywhere near the compound would be from the street, which was

currently 11.5 ft west of the facility because of the setback. The right-of-way had already been dedicated in that location for the future road widening. Ultimately, whenever Garden Acres was widened, there would be a curb, planter strip, and sidewalk, which would be up against the planted buffer there.

Mr. Heberlein questioned whether that level of protection would be adequate for this type of installation. He was not an expert, so would defer to the Applicant.

Mr. Altman said he did not know what the issue would be other than that was the way it was designed.

Pam Pullen, Clean Energy Fuels, 4675 MacArthur Ct, Newport Beach, CA, explained the bollards were installed according to industry standards, and were installed, spaced and sized per Building Codes and National Fire Protection Association (NFPA) fire codes. All Clean Energy Fuels facilities were inspected by the Building and Fire Departments. Typically, when a facility is at a property line, there was just a fence, unless there was a reason for the bollards. Typically, bollards were placed on the inside of the property, unless the Fire or Building Department stated otherwise during the plan review.

James Frinell asked how the gas got to the first part of the facility.

Mr. Altman replied there would be a line from the gas line in the street to the CNG compound, and then a line would come from the compound, the compressors, into the center fuel lane, which was not shown on the slides. Again, the Applicant was debating whether the trees needed to come out when bringing that line in, but he did not believe they would. Once the gas reached the compound, the equipment would filter and compresses the gas, and a line would run out and then, he assumed, down the center of the fuel lane, though he did not have an exact route. Ultimately, another line would run south for the second fuel lane and then north for the future fuel lane.

Mr. Frinell confirmed the facility was not staffed by anyone; the drivers would basically park the truck, connect the service hose and then leave.

Mr. Frinell confirmed TVF&R did not have any response to that.

Mr. Edmonds added as Applicant mentioned, those kind of technical things were addressed by TVF&R and the Building Division at plan review, when the application was run through fire and other codes.

Mr. Heberlein asked if there was any indication that they reviewed it, or just that they did not respond.

Mr. Edmonds explained that Don Walters was the City's plans examiner who worked very closely with Jason Arn at TVF&R. Whenever he receives a submittal, he provides Mr. Walters, who was part of the development review team, with a package of plans. The City requests ten sets of plans from applicants to provide the opportunity to give plans to TVF&R and the Building Division, who reported back and did not have any comment.

Mr. Altman added they would look at it at the building permit stage, where he believed they picked up their details.

Mr. Edmonds believed the Applicant should retain the Type 'C' Tree Plan to provide them flexibility should one of the English Hawthorne trees need to be removed and so the Applicant would not have to return before the Board to remove them.

Mr. Altman replied that was why it was included, in case it was needed.

Chair Fierros Bower called for public testimony in favor of, opposed, and neutral to the application.

Irene Flannery stated that she and her husband lived directly across the road from this facility, about 100 ft from where the gas would be, and they were concerned about the safety precautions being taken, as well as whether the trucks were going to be fueled day and night. After all, they lived about 100 ft from there. And at night time, she did not know how much noise there would be. She asked if any of the trucks would be using Garden Acres Rd to get into the fueling station.

Mr. Edmonds replied no, all the Applicant's access points were off SW Ridder Road.

Ms. Flannery said they had lived there more than 50 years and neither of them were in good health, so they were concerned about livability if the facility was installed. If trucks were coming in night and day 100 ft from their house to fill up with gas, it was a concern, as well as the safety issues and lighting. She heard something said about down lighting, but were lights going to be on 24 hours a day, and was it going to be right up next to Garden Acres Rd.

Mr. Edmonds replied according to the Lighting Plan, there probably would be lighting at nighttime for security, but the Applicant could provide additional information. The City Development Code required that lighting did not spill over to surrounding properties, so either cutoff lenses or something had to be used to direct the lighting to the point source of the area and not spill out. Mostly likely, it would be like a street light where one could look up and see a light. The lights were going to be in the yard itself, but again, the Code discouraged having that lighting spill out and flood adjacent properties.

Ms. Flannery asked if the fence would be located between where the gas came into their facility and the service station.

Mr. Edmonds referenced the landscaping on Slide 15, noting the berm right along the west and southwest edges that were planted with landscaping that had not yet grown to full maturity for total screenage. He understood the fence would be on the inside facing Ms. Flannery's yard on the inside of that landscape strip, and that it would be slatted, with plastic slats in the chain link fence.

Ms. Flannery noted an existing fence surrounded the entire property and asked if it was going to be moved west.

Mr. Edmonds replied that he did not realize there was an existing fence, adding the Applicant could provide more clarification. Following the Applicant's rebuttal, the Board could confirm that Ms. Flannery was clear about what was happening.

Chair Fierros Bower called for the Applicant's rebuttal.

Mr. Altman confirmed the fencing was already installed, but he believed it was in the wrong place along the west edge. It was supposed to be behind the landscape strip and then the CNG facility was inside of the fence. The fence and landscape were outside of the developed area in the improvement area. He would need to check, but he believed the part of the fence was actually back here and the section along Garden Acres Rd was supposed to have slats in it but did not. That was something that needed to be fixed with this improvement. If the fence was in the wrong place, it would be moved and the slatting put in.

Mr. Edmonds said he was confused by the highlighting of the fence with the Applicant's diagram which gave him the impression that a new fence was being installed. He did not know why it was highlighted as part of the submittal package.

Mr. Altman explained he submitted the Landscape Plan that was approved and he was just emphasizing what was supposed to be out there, but he was not exactly positive that section was correct.

- With regard to safety, again that would be reviewed by the Fire Marshall, and against the Building Code. These were becoming fairly standard facilities with the conversions from diesel to CNG occurring around the country, and so, they were safe in terms of that operation. It was a fairly simple connection that was made to the truck.
- As far as the timing of the activity was concerned, these were all route trucks that went out early morning and were back in the facility, typically by 3:00 pm, which was when they would park and be connected to the fuel systems. The fueling actually occurred during the night hours.
- The only noise might come from some of the compressors involved, but would meet the DEQ noise standard. The Applicant would be required to measure at the property line, if there was an issue, but again, these were fairly standard operating pumps and equipment.

Ms. Pullen provided a brief history and background about Clean Energy, noting the company was the leading provider of natural gas for fuel transportation in North America, and a global leader in the expansion of the natural gas vehicle market. Clean Energy was founded in 1997 by T. Boone Pickens and provided the latest in convenience, technology, and safety standards. Nationwide, Clean Energy designed, permitted, built, operated, and maintained more than 500 fast-fill stations, like those seen at a regular gas station on the corner, plus time-fill stations and facilities, such as the one being installed by Republic Services.

- Clean Energy had partnered with Republic Service and done close to 100 of their facilities with new CNG, or upgraded older facilities with new equipment and/or added additional CNG parking spaces. In the refuse business, Mack trucks and Autocar were now producing more CNG vehicles than diesel, so most refuse companies were in the process of converting their fleets.
- Traffic coming in and out of the site should remain the same unless routes change for some reason. The routes and trucks leaving in the morning and returning later would be the same as they were now, so that would not change. So, the truck noise at different points of the day should not change from what was being experienced now.
- As far as the gas coming into the property, the utility company would actually bring the natural gas via pipeline into the property where the gas was metered. From there, the gas was taken into the equipment compound where the natural gas was treated to remove moisture and any debris in the gas. From there, it was moved into the compressors, where it was compressed, and then a certain amount of gas was put into a storage vessel within the compound.
 - When the trucks were ready to fuel, the system would start up, and the trucks were fueled by pressure; one was not fueled before another, so they were all fueled at an even rate. Fueling occurred over an eight-hour period and in the morning when the drivers came in, the trucks were fueled and ready to go on their routes. CNG avoided diesel fueling, where trucks have to queue in line to fuel. It was a real convenient way for fleet return-to-base facilities to operate. She had a simple diagram available for anyone who was interested.
- She understood that the fencing came down along the parking area, and there was a chain link fence with slats surrounding the compound with the bollards on the north, south, and east. Unless there was a reason to move the fence out at this point, she suggested leaving it as it was.

Mr. Altman believed moving the fence out would make sense in the phase when the pavement was extended.

- With regard to the lighting, he indicated that one double-headed light pole was located inside in the equipment compound (Slide 14). And then a double-light would be installed at each end of the fuel line in the parking lot. All of the light fixtures had cut off style lumens. The photometric plan was also provided showing that the cut off at the property line was zero, so the lighting would shine into the facility. He believed the light in the compound would be motion activated, providing light when

needed for maintenance or something. The lights on the fuel line would be on during the evening for safety, because the shop operated during the evening hours, and employees were there.

Chair Fierros Bower asked if outdoor lighting operated all night long or just into the evening when drivers were arriving and connecting.

Mr. Altman state the lights at the fuel station could typically be controlled in terms of dimming down at night, too. They were really just there for the drivers' safety.

Chair Fierros Bower asked how noisy the compressor would be and it that was a concern.

Ms. Pullen replied that noise studies were done many Clean Energy projects, though none was required for this project, and the facilities always fell within the noise limits of the municipality's code. The noise of the compressor at property line was typically less than 60 decibels, but she was not sure about Wilsonville's guidelines.

Mr. Heberlein asked if the distance between the property line and facility for those measurements done previously was similar to the subject facility or was it normally a greater distance.

Ms. Pullen replied the distance was very similar.

Michael E. Kohlhoff, City Attorney, asked how many hours of operation would the decibels from the compressor be heard, and secondly, was there any noise connected with any other equipment that could be measured in decibels, such as the dryer or when the trucks were fueling under pressure.

Ms. Pullen replied the main source of the noise was the compressor. There were two compressors. One operated individually and they did not operate at the same time. There was no noise of any significance related to the actual fueling or the dryer. The dryer was taken into consideration when noise studies were done, along with the compressor. All together the compressors would typically operate six to eight hours within a 24-hour period during the evening hours. Six hours was typical.

Mr. Heberlein noted if all the trucks came in at 3:00 pm, the compressor would be running until 9:00 pm or 11:00 pm.

Ms. Pullen replied that would depend when fueling was programmed to start. Republic Services and Clean Energy would coordinate the best time to start fueling the trucks after they were all in and parked, which was typically in the early evening hours. The best time to fuel depended on the price of the gas that came in off the meter. She confirmed fueling would likely occur past 11:00 pm if it started in the evening; essentially the facility would be operating from evening through early morning.

Mr. Edmonds asked if the Applicant could describe how 60 decibels compared to somebody talking or a football game.

Ms. Pullen said she was not sure. She had a little chart that identified different sound levels per source, but she did not have it with her.

Mr. Altman said he could not remember the number. It seemed that 55 to 60 decibels was the normal residential ambient decibel range.

Chair Fierros Bower believed that was correct. She recalled that 55 was sort of the decibel level for an office environment.

Mr. Edmonds asked if the noise would be louder than a residential generator seen in campgrounds, for example.

Ms. Pullen answered no.

Mr. Altman stated generators were more in the 80 decibel range.

Mr. Heberlein noted from a quick internet search an air conditioning unit at 100 ft away was 60 decibels and a passenger car traveling 65 miles an hour 25 ft away was 70 decibels.

Chair Fierros Bower noted Ms. Flannery's residence was 100 ft away so the distance was double and the decibels would be lower, which was good.

Ms. Pullen stated Clean Energy had properties with residential closer than 100 ft, so she was confident the noise within tolerance. She confirmed no concerns or complaints about noise had been received from those sites.

Chair Fierros Bower understood the same number of trucks would be entering and exiting the site as were seen currently.

Ms. Pullen said that was correct. The conversion was replacing diesel trucks one for one, so every diesel truck would be replaced with one CNG truck for the first 30 trucks.

Kristin Akervall understood the parking area currently used for the trucks was on the other side of the building and the proposed parking area was currently the storage area for some of the storage bins.

Mr. Altman confirmed the trucks were currently parked on the east side of the site and would be now be parked on the other side of the building, but, again, all the trucks would return to the site during the early afternoon and leave in the early morning. That schedule would not really change; the changes regarded relocating the parking.

Ms. Akervall replied that Ms. Flannery might be more aware of some of the truck traffic noise because parking would now be on a different side of the building, but no new trucks were being added and there would not be a higher rate of traffic coming in and out of the site.

Ms. Pullen replied that was correct, adding that CNG trucks run a lot quieter than diesel trucks. Ten CNG trucks idling was the same as one diesel truck idling, so there was a huge benefit to the noise reduction of the trucks leaving, coming back to the site, and driving through the community.

Mr. Altman confirmed there was no access off Garden Acres Rd; the access would not change.

Ms. Pullen added there was no Environmental Protection Agency impacts with CNG because it was not classified as a hazardous fuel and it was non-toxic, so it was the best alternative fuel available now.

Ms. Flannery confirmed she was satisfied, at least until the facility went into operation. She was concerned about all the truck starting up at the same time in the morning, probably by 6 am, but she would just have to wait and find out.

Chair Fierros Bower closed the public hearing at 7:44 pm.

James Frinell moved to approve Resolution No. 312 with the terms and conditions noted in the Staff report and including Exhibit A3. Ronald Heberlein seconded the motion, which passed unanimously.

Chair Fierros Bower read the rules of appeal into the record.

VIII. Board Member Communications

- A.** Results of the July 27, 2015 DRB Panel B meeting
- B.** Results of the August 24, 2015 DRB Panel B meeting
- C.** Discussion topic: Paperless staff reports, exhibits and application notebook materials

Blaise Edmonds, Manager of Current Planning, noted Staff had received an email from DRB Panel B Member Shawn O'Neil about going paperless, which had been a question raised over time and City Council was currently adjusting to a paperless system. He distributed a copy of tonight's agenda, created by Planning Administrative Assistant Shelley White. All Staff reports, agendas and documentation plans were on the City's website. He noted the items on the distributed agenda highlighted in blue indicated the direct links to the staff reports, PDF exhibits, etc. that were available online should Board members want to do paperless reviews. It cost the applicant hundreds and hundreds of dollars to print documents, but having a complete set of drawings at scale was helpful. Staff was introducing the idea and Panel B would be discussing the paperless concept as well. He noted any commissioner could request PDF files, Staff would provide the meeting materials however they wanted. He asked how City Council was doing with the new format.

Michael Kohlhoff, City Attorney, said City Council was receiving all their packet material in electronic format and each Councilor was given a small computer tablet, which they bring to City Council meetings to look up all the packet information which was provided electronically. The City would also provide training on using the tablets. The City was considering whether to provide its boards and commissions with the appropriate notebook devices required to do the whole thing completely electronically, which might seem like a significant cost, but over time it made a lot of sense, just from a reproduction and paper flow standpoint. Some had a little harder time reading the tablets with trifocals or were just old fashioned, so options were still available if someone did not feel comfortable going electronically as an individual, but this was certainly where everyone was at these days.

Mr. Edmonds noted the Planning budget did not have a budget to supply tablets for the DRB members unless the City Manager provides some money. Ms. White's point was if Board members wanted to go paperless, they could download the packet materials straight from the City's website to their own tablet. He noted that one time the Villebois plans and notebooks were so big, Staff had to hand deliver them. Staff was not sure where this was heading, but currently, there was an alternative if Board members wanted to go paperless. Eventually, a budget might be provided so that all Planning Commissioners, City Councilors, and DRB members had that option.

The Board and Staff discussed the idea of moving to paperless staff reports, exhibits, materials, etc. with the following key comments:

- Saving paper was always a great thing, so the electronic format was a great idea.
- Presumably it would be a cost savings to the applicant as well, so perhaps the City could levy a separate fee that would be cheaper than the reproduction costs would have been to help fund having the electronic devices and keeping them current over time. Once purchased, the devices would need replaced every X number of years when they became obsolete.
 - The devices were not all that expensive in today's world, depending on how elaborate they were, but the City was looking at a strategy for all the City's electronics. Input from the Board about

what they wanted to see, including ideas like the fee suggestion, would be helpful, whether provided tomorrow or for the next fiscal year.

- Being able to see what large plans would actually look like on the device would be helpful to see how the material how the zoom worked. Perhaps Staff could bring a loaner version to a DRB meeting.
 - Using so much paper did create guilt, but being able to zoom was a must have with a device.
 - There was something good about seeing the whole picture all at once and not just moving around in little small sections at a time. Perhaps, paper maps could still be provided.
- Being able to notate within the electronic version would also be a must because marking things up and making notes was part of digesting the information. Without a way to notate, the PDFs would just be printed off, which would be really expensive and still use paper.
 - Given the fact that everything in the engineering world has been done electronically for such a long time, some fairly inexpensive systems might be available to consider. Again, it was part of a whole strategy for the City, since it all had to be done the Engineering Department. If they could work electronically with all these plans, everyone else should be able to as well.
- It would be interesting to see how City Council was using the format, because they saw some of the same types of documents, maps, etc. and were probably looking for some of the same features.

Chair Fierros Bower described how her workplace used the Punchbox app, which offered features like zooming in and pinning items or areas of interest. Her workplace had iPads that could be checked out of the office that included the app. She noted many people were used to working a certain way, but once they get used to the Punchbox system, it seemed to work and it saved resources.

Staff suggested having Councilor Fitzgerald report at both DRB Panel meetings to offer her feedback on the electronic format and the Boards could also share their comments and suggestions with her as well.

IX Staff Communications

Mr. Kohlhoff noted the information retrieved from the internet tonight would be new information into the record, so it was important to get permission from everyone that it was okay for the Board to do that. This hearing was pretty simplistic, so he did not see a particular problem and there was no one in a technical situation. If it was a complex hearing, the Board could continue it to look at what had been found; that sort of thing. He advised being careful with the procedure because it was adding to the record.

Paula Pinyerd, ABC Transcription Inc., suggested that the website referenced also be cited audibly for the record.

X. Adjournment

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 12, 2015

6:30 PM

VII. Public Hearing:

**A. Resolution No. 315. Grande Pointe at Villebois
Temporary Use Permit: Pacific Community Design –
Representative for Grande Pointe at Villebois LLC and
Grande Pointe Homeowners Association – Owners.**

The applicant is requesting approval of a Five (5) Year Temporary Use Permit for a modular sales office, temporary parking and five (5) model homes in the Grande Pointe at Villebois Subdivision in Villebois. The subject site is located on Tax Lots 3500, 3600, 3700, 3800, 4400, 4500 and 4600 of Section 15CC, T3S, R1W, Clackamas County, Oregon. Staff: Daniel Pauly

Case Files: DB15-0061 Five (5) Year Temporary Use Permit

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 315**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A FIVE-YEAR TEMPORARY USE PERMIT FOR A MODULAR SALES OFFICE, TEMPORARY PARKING AND FIVE MODEL HOMES IN THE GRANDE POINTE AT VILLEBOIS SUBDIVISION IN VILLEBOIS. THE SUBJECT SITE IS LOCATED ON TAX LOTS 3500, 3600, 3700, 3800, 4400, 4500, AND 4600 OF SECTION 15CC, T3S, R1W, CLACKAMAS COUNTY, OREGON. PACIFIC COMMUNITY DESIGN – REPRESENTATIVE FOR GRANDE POINTE AT VILLEBOIS, LLC AND GRANDE POINTE HOMEOWNERS ASSOCIATION– OWNERS.

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 October 5, 2015, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on October 12, 2015, 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 October 5, 2015, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB15-0061 5-year temporary use permit for a sales office and model homes in the Grande Pointe at Villebois subdivision.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 12th day of October, 2015 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)*.

Mary Fierros Bower – Chair, Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant

Exhibit A1
 Staff Report
 Wilsonville Planning Division
 Grande Pointe at Villebois 5-Year Temporary Use Permit for Sales Office and Model
 Homes

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

Hearing Date: October 12, 2015

Date of Report: October 5, 2015

Application Nos.: DB15-0061 5-Year Temporary Use Permit

Request/Summary: The Development Review Board is being asked to review a 5-Year Temporary Use Permit for Sales Office and Model Homes in Grande Pointe at Villebois subdivision.

Location: Lots 35 through 38 and 44 through 46 Grande Pointe at Villebois. The properties are specifically known as Tax Lots 3500, 3600, 3700, 3800, 4400, 4500, and 4600, Section 15CC, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Owner: Grande Pointe at Villebois LLC
 Grande Pointe at Villebois Homeowners Association

Applicant: Fred Gast, Polygon NW Company

Applicant's Rep Stacy Connery
 Pacific Community Design, Inc.

Comprehensive Plan Map Designation: Residential-Village

Zone Map Classification: V (Village)

Staff Reviewer: Daniel Pauly AICP, Associate Planner

Staff Recommendation: Approve with conditions the requested 5-Year Temporary Use Permit

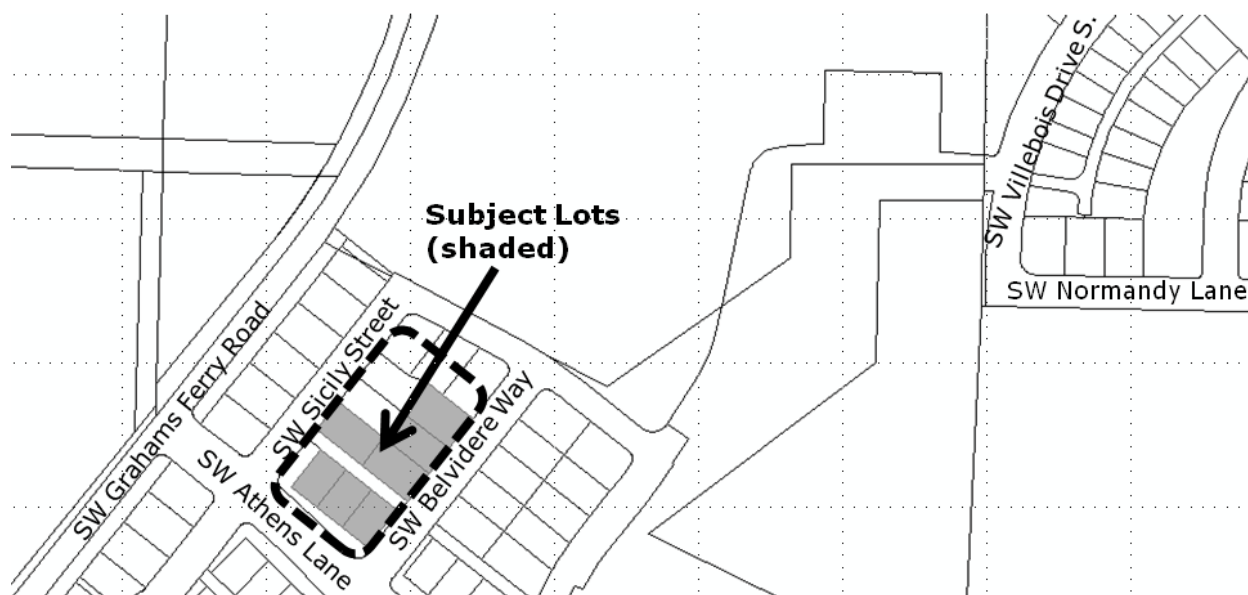
Applicable Review Criteria:

Development Code

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 4.035	Site Development Permit Application
Section 4.113	Residential Development in Any Zone
Section 4.125	V-Village Zone
Section 4.154	Bicycle, Pedestrian, and Transit Facilities
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.156.09	Temporary Signs
Section 4.163	Temporary Uses
Section 4.167	Access, Ingress, and Egress
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Sections 4.400 through 4.440 as applicable	Site Design Review
Other City Planning Documents	
SAP South and PDP 7 South Approval Documents	

Vicinity Map



Background/Summary:

Temporary Use

Polygon seeks a 5-year temporary use permit for a temporary sales trailer and model home complex to sale homes in the 100-lot Grande Pointe at Villebois subdivision. The sales trailer will be a modular building with enhanced architecture similar to the current temporary sales trailer on SW Palermo Street at SW Surrey Street. One home site will be occupied by a

temporary parking lot. 5 home sites will have homes built that will be part of the model home complex. Temporary concrete paths and fencing as well of landscaping will be installed.

Discussion Points:

Temporary Signs

Sheet 2 of Exhibit B3 shows a number of signs. The only sign reviewed as part of the proposed temporary use permit is the canopy sign to be placed on the sales office. All other signs shall be limited to signs allowed under the SAP South Master Sign and Wayfinding Plan and otherwise exempt under the City’s sign regulations or permitted under separate permit.

Public Sidewalks

Typically public sidewalks and street trees are installed at the same time as homes are constructed on lots. In the case of the model homes the pathway configuration and landscaping along the street edge is different than the planned permanent sidewalk and landscaping in the right-of-way. When the temporary use ends sidewalks are required to be constructed and street trees are required to be planted per the DRB approval and Public Works permit for the subdivision.

Conclusion and Conditions of Approval:

Staff has reviewed the applicant’s analysis of compliance with the applicable criteria. This 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 approve the proposed application (DB15-0061) with the following conditions:

Planning Division Conditions:

PD 1.	All 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 alterations may be approved by the Planning Division through the Class I Administrative Review process. See Finding 42.
PD 2.	All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Development Review Board. See Findings 49 through 51.
PD 3.	At least two short-term and two-long term bicycle parking spaces shall be provided meeting the access, spacing, and other standards in Section 4.125. See Finding 6.
PD 4.	The model homes shall be converted to for-sale single-family homes within 5 years of the date of decision, and the parking lot on Lot 38 and sales trailer on Lot 37 shall be removed within 5 years of the date of decision, and landscaping, play structure, and sidewalks will be installed consistent with the approved Final Development Plan, unless an extension of the temporary use permit is approved by the DRB. See Finding 23.

Master Exhibit List:

The following exhibits are hereby entered into the public record by the Development Review Board as confirmation of its consideration of the application as submitted. This is the exhibit list that includes exhibits for Planning Case Files DB15 -0061.

Planning Staff Materials

- A1. Staff report and findings (this document)
- A2. Slides from Staff’s Public Hearing Presentation (*available at Public Hearing*)

Applicant’s Materials

- B1. Application Forms Signed by Property Owners/Applicant
- B2. Supporting Compliance Report submitted by Applicant
- B3. Drawings submitted by Applicant
 - Sheet 1 Sales Office & Model Home Site Plan
- B4. Landscape Plans
 - Sheet L1.01 Sales Office Planting Plan & Legend
 - Sheet L1.02 Sales Office Planting Notes & Details

Findings of Fact:

1. The statutory 120-day time limit applies to this application. The application was received on September 18, 2015. On September 21, 2015 the application was deemed complete. The City must render a final decision for the request, including any appeals, by January 19, 2016
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	V	Vacant single-family residential
East:	V	Vacant single-family residential
South:	V	Vacant single-family residential
West:	V	Vacant single-family residential

3. Prior land use actions include:

Legislative:

- 02PC06 - Villebois Village Concept Plan
- 02PC07A - Villebois Comprehensive Plan Text
- 02PC07C - Villebois Comprehensive Plan Map
- 02PC07B - Villebois Village Master Plan
- 02PC08 - Village Zone Text
- 04PC02 – Adopted Villebois Village Master Plan
- LP-2005-02-00006 – Revised Villebois Village Master Plan

LP-2005-12-00012 – Revised Villebois Village Master Plan (Parks and Recreation)
LP10-0001 – Amendment to Villebois Village Master Plan (School Relocation from SAP North to SAP East)
LP13-0005 – Amendment to Villebois Village Master Plan (Future Study Area)

Quasi Judicial:

DB14-0002 et seq – Grande Pointe at Villebois (SAP South Amendment, PDP 7 South, Zone Map Amendment, Tentative Subdivision Plat, Type C Tree Plan, Final Development Plan, SROZ Map Refinement, SRIR Review, SROZ Boundary Verification)
AR15-0016 – Revision of Type C Tree Plan

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.

Conclusionary 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

Review Criteria: This section lists general application procedures applicable to a number of types of land use applications and also lists unique features of Wilsonville's development review process.

Finding: These criteria are met.

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

Who May Initiate Application Section 4.009

Review Criterion: "Except for a Specific Area Plan (SAP), applications involving specific sites may be filed only by the owner of the subject property, by a unit of government that is in the process of acquiring the property, or by an agent who has been authorized by the owner, in writing, to apply."

Finding: This criterion is satisfied.

Explanation of Finding: The applications have been signed by Fred Gast on behalf of property owner Grande Pointe at Villebois LLC and Sandy Kohl on behalf of property owner Grande Pointe at Villebois Homeowners Association.

Lien Payment Subsection 4.011 (.02) B.

Review Criterion: "City Council Resolution No. 796 precludes the approval of any development application without the prior payment of all applicable City liens for the subject property. Applicants shall be encouraged to contact the City Finance Department to verify that there are no outstanding liens. If the Planning Director is advised of outstanding liens while an application is under consideration, the Director shall advise the applicant that payments must be made current or the existence of liens will necessitate denial of the application."

Finding: This criterion is satisfied.

Explanation of Finding: No applicable liens exist for the subject property. The application can thus move forward.

General Submission Requirements Subsection 4.035 (.04) A.

Review Criteria: "An application for a Site Development Permit shall consist of the materials specified as follows, plus any other materials required by this Code." Listed 1. through 6. j.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant has provided all of the applicable general submission requirements contained in this subsection.

Request: DB15-0061 5-Year Temporary Use Permit

Residential Development in All Zones

Prohibited Uses

Subsection 4.113 (.10) A.

- Review Criteria:** Prohibited Uses: "Uses of structures and land not specifically permitted in the applicable zoning districts."
Finding: These criteria are satisfied.
Explanation of Finding: As a mixed use zone commercial development, such as sales office are a permitted use in the Village Zone, but only in locations master planned for the use. Section 4.163 allows temporary uses to be approved for a use otherwise not allowed, which is the request of the applicant.

Village Zone

Village Zone Permitted Uses

Subsection 4.125 (.02)

- Review Criteria:** This subsection lists the uses typically permitted in the Village Zone, including single-family detached dwellings, row houses, and non-commercial parks, playgrounds, and recreational facilities.
Finding: These criteria are satisfied.
Explanation of Finding: Commercial development, such as sales office, are a permitted use in the Village Zone, but only in locations master planned for the use. Section 4.163 allows temporary uses to be approved for a use otherwise not allowed, which is the request of the applicant.

Village Zone Accessory Uses

Subsection 4.125 (.03)

- Review Criteria:** This subsection lists the permitted accessory uses in the Village Zone among which is "temporary uses per Section 4.163".
Finding: These criteria are satisfied.
Explanation of Finding: The temporary use for sales and display of new homes is accessory to the planned residential subdivision and is being reviewed pursuant to Section 4.163.

Village Zone Development Standards

Subsection 4.125 (.05)

- Review Criteria:** This subsection establishes the development standards in the Village Zone among which are standards for access and fencing.

Finding: These criteria are satisfied.

Explanation of Finding: No access is proposed off a street where an alley also exists. All fencing is required to be in conformance with the SAP South Master Fencing Program. The fencing in the front yards will not exceed 3 feet in height and will not be made of prohibited materials.

Village Zone Commercial Uses

Subsection 4.125 (.06)

5. **Review Criteria:** This subsection establishes standards applying to commercial uses in the Village Zone including location standards and performance standards.

Finding: These criteria are satisfied.

Explanation of Finding: All business activities will be within buildings, and will meet the performance standards of Section 4.135 (.05).

Off-Street Parking

Subsection 4.125 (.07)

6. **Review Criteria:** "Except as required by Subsections (A) through (D), below, the requirements of Section 4.155 shall apply within the Village zone."

Finding: These criteria are satisfied or will be satisfied by Condition of Approval PD 3.

Explanation of Finding: The proposed 780 square foot sales office is considered "All other commercial" in Table V-2 and requires 2 spaces per 1000 square feet. A minimum of 2 spaces is thus required for the sales office. The Village Zone standards and the Section 4.155 don't specify a required parking ratio for model homes. Staff's research shows a variety of approaches used for model homes. Many, but not all, have used the entire square footage of the model homes as commercial space. That would require approximately 25 additional spaces for the proposed model home complex due to the homes having larger square footages than many past model homes in Villebois. Based on experience at other model home complexes, this amount exceeds what is necessary to serve the temporary use. A couple approvals consider model homes the same as single-family homes. Generally, single-family home parking requirements are met by the garages, which are blocked off in a model home complex. With 5 model homes, this method would require 5 additional parking spaces beyond what the sales office requires for a total of 7, which seems like a reasonable amount of parking to require also considering ample on-street parking is available on SW Sicily Street and SW Belvidere Way. 4 parking spaces, including 1 ADA space is provided in the off-street parking area on Lot 38. 3 additional spaces are available on-street immediately in front of the sales office and parking area on SW Sicily Street.

Bicycle Parking Requirement for "All other commercial" in Table V-2 is 1 per 10000 min. 2 for short-term and 1 per 40000 min 2 for long-term.

The applicant has not indicated bicycle parking. Condition of Approval PD 3 ensure the required bicycle parking is provided.

Master Signage and Wayfinding
Subsection 4.125 (.12)

7. **Review Criteria:** This subsection establishes signage and wayfinding standards for the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: Temporary real estate signs must comply with the SAP South Mater Signage and Wayfinding Plan. The SAP South Master Signage and Wayfinding Plan does not address commercial canopy signs like the one proposed on the sales office, but the canopy sign is consistent with canopy signs allowed for commercial uses elsewhere in Villebois, particularly the Village Center. As such it is appropriate for the temporary commercial real estate sales office.

Design Principles
Subsection 4.125 (.13)

8. **Review Criteria:** This subsection establishes design principles in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: The design principles are implemented by the Architectural Pattern Book and Community Elements Book which the proposed development is required to meet.

Design Standards
Subsection 4.125 (.14)

9. **Review Criteria:** This subsection establishes design principles in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: The design standards are implemented by the Architectural Pattern Book and Community Elements Book which the proposed development is required to meet.

On-site Pedestrian Access and Circulation

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

10. **Review Criterion:** “A pedestrian pathway system shall extend throughout the development site and connect to adjacent sidewalks, and to all future phases of the development, as applicable.”

Finding: This criterion.

Explanation of Finding: A pedestrian pathway is provided providing a continuous connection between the parking area, the sales office, and the model homes.

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

11. **Review Criteria:** “Pathways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking

areas, recreational areas/playgrounds, and public rights-of-way and crosswalks based on all of the following criteria:

- a. Pedestrian pathways are designed primarily for pedestrian safety and convenience, meaning they are free from hazards and provide a reasonably smooth and consistent surface.
- b. The pathway is reasonably direct. A pathway is reasonably direct when it follows a route between destinations, which do not involve a significant amount of unnecessary out-of-direction travel.
- c. The pathway connects to all primary building entrances and is consistent with the Americans with Disabilities Act (ADA) requirements.
- d. All parking lots larger than three acres in size shall provide an internal bicycle and pedestrian pathway pursuant to Section 4.155(.03)(B.)(3.)(d.)."

Finding: These criteria are satisfied.

Explanation of Finding: The pathways will be smooth and consistent surface and will be free from hazards, provides direct connections between the parking, sales office, and model homes, will be required to meet ADA, as necessary, through the building permits.

Vehicle/Pathway Separation

Subsection 4.154 (.01) B. 3.

12. **Review Criterion:** "Except as required for crosswalks, per subsection 4, below, where a pathway abuts a driveway or street it shall be vertically or horizontally separated from the vehicular lane. For example, a pathway may be vertically raised six inches above the abutting travel lane, or horizontally separated by a row of bollards."

Finding: This criterion is satisfied.

Explanation of Finding: All pathways are separated from vehicle circulation areas.

Crosswalks

Subsection 4.154 (.01) B. 4.

13. **Review Criterion:** "Where a pathway crosses a parking area or driveway, it shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast)."

Finding: This criterion does not apply.

Explanation of Finding: No new crosswalks are proposed across private parking areas or driveways.

Pathway Width and Surface

Subsection 4.154 (.01) B. 5.

14. **Review Criteria:** "Primary pathways shall be constructed of concrete, asphalt, brick/masonry pavers, or other durable surface, and not less than five (5) feet wide. Secondary pathways and pedestrian trails may have an alternative surface except as otherwise required by the ADA."

Finding: These criteria will be satisfied

Explanation of Finding: The existing public sidewalks are the primary pathways and are

concrete 5' sidewalks. Other pathways are secondary and will be a hard surface and the Building permit review will ensure ADA conformance, where required.

Signs for Pathways

Subsection 4.154 (.01) B. 6.

15. **Review Criteria:** "All pathways shall be clearly marked with appropriate standard signs."
Finding: These criteria do not apply.
Explanation of Finding: No signs are proposed or required in relation to the temporary pathway.

Parking

General Parking Provisions

Subsection 4.155 (.02)

16. **Review Criteria:** This subsection lists a number of general provisions for parking.
Finding: These criteria are satisfied.
Details of Finding: The applicant has provided sufficient information demonstrating compliance with the applicable provisions in this subsection. Staff specifically notes the following:
- In relation to provision A. no waivers to parking standards have been requested
 - In relation to provision B. all proposed parking is accessible by vehicles for parking.
 - In relation to provision C. current parking development standards are only being applied to new parking areas.
 - Provision E. is not relevant because the parking is not shared by multiple property owners.
 - In relation to provisions D. and F. parking is calculated summing the requirements of different uses and considering existing parking.
 - In relation to provision O. all planting areas that vehicles may overhang are 7 feet or greater in depth.

Functional Design

Subsection 4.155 (.03) A.

17. **Review Criteria:** "Parking and loading or delivery areas shall be designed with access and maneuvering area adequate to serve the functional needs of the site and shall:
1. Separate loading and delivery areas and circulation from customer and/or employee parking and pedestrian areas. Circulation patterns shall be clearly marked.
 2. To the greatest extent possible, separate vehicle and pedestrian traffic."

Finding: These criteria are satisfied.
Details of Finding: The proposed parking areas are accessible and have sufficient pavement area around them for maneuvering into the parking stall. No loading/delivery areas are proposed, vehicle and pedestrian parking is separated except as necessary at crosswalks.

Parking Area Landscaping
Subsection 4.155 (.03) B. 1.-3.

18. **Review Criteria:** "Parking and loading or delivery areas shall be landscaped to minimize the visual dominance of the parking or loading area, as follows:" Listed 1. through 3.
Finding: These criteria are satisfied.
Details of Finding: Appropriate landscaping is proposed to screen the temporary off-street parking. See Sheet L1.01 of Exhibit B4.

Safe and Convenient Access
Subsection 4.155 (.03) C.

19. **Review Criterion:** "Be designed for safe and convenient access that meets ADA and ODOT standards. All parking areas which contain ten (10) or more parking spaces, shall for every fifty (50) standard spaces, provide one ADA-accessible parking space that is constructed to building code standards, Wilsonville Code 9.000."
Finding: This criterion is satisfied.
Details of Finding: An ADA space is provided. Sufficient maneuvering area and space size is provided for safe and convenient access.

Connectivity and Efficient On-site Circulation
Subsection 4.155 (.03) D.

20. **Review Criteria:** "Where possible, parking areas shall be designed to connect with parking areas on adjacent sites so as to eliminate the necessity of utilizing the public street for multiple accesses or cross movements. In addition, on-site parking shall be designed for efficient on-site circulation and parking."
Finding: These criteria are satisfied.
Details of Finding: No need exists to connect with parking on adjacent sites as the parking lot site and adjacent properties will be developed as single family homes. The on-site parking is of a typical design on a flat site that will allow efficient on-site circulation.

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

21. **Review Criteria:** "Tables 5, below, shall be used to determine the minimum and maximum parking standards for various land uses. The minimum number of required parking spaces shown on Tables 5 shall be determined by rounding to the nearest whole parking space."
Finding: Not applicable.
Details of Finding: The parking requirements in the Village Zone are governed by Table V-2 in Section 4.125. See Finding 6.

Temporary Structures and Uses

Temporary Use Permits-Generally Subsection 4.163 (.01)

22. **Review Criteria:** “The Development Review Board, after hearing as set forth in Section 4.012, may permit the temporary use of a structure or premises in any zone for a purpose or use that does not conform to the regulations prescribed elsewhere in this Code for the zone in which it is located, provided that such use be of a temporary nature and does not involve the erection of a substantial structure. A permit for such use may be granted in the form of a temporary and revocable permit, up to a five (5) year period, subject to a showing of good cause and such conditions as will safeguard the public health, safety, convenience and general welfare. Such permits may be renewable upon re-application to the Development Review Board, provided that the Board finds that the renewal is not likely to result in a permanent situation.”

Finding: These criteria are satisfied.

Details of Finding: While the proposed use does involve substantial permanent structures. The sales office is a modular trailer which can be moved easily off the site for the allow room for the future construction of the planned home. The parking area can also easily be demolished for construction of a home. The model homes will be sold at the conclusion of the temporary use. These homes would otherwise be permitted on the subject sites per prior DRB approval. All landscaping and sidewalks for the sales office and model home complex are required to be modified or replaced to match the Final Development Plan for Grande Pointe. The applicant is requesting up to 5 years to allow for a flexible time frame as the time frame to sell all the lots and homes the use will be used to market is uncertain. Good cause is sales offices and model homes are a typical accessory use in a single-family subdivision under development and the time frame for them to sale is dependent on market forces. See also Finding 24 below.

Application Requirements Subsection 4.163 (.02)

23. **Review Criteria:** “Applications for Temporary Use Permits shall provide:” Listed A through D”

Finding: These criteria are satisfied or will be satisfied by Condition of Approval PD 4.

Details of Finding: The applicant has submitted the required information including a clear description of the planned use, a statement the duration is up to five years, a site plan (See Exhibit B3). Condition of Approval PD 4 will ensure restoration of the site to pre-TUP conditions or to conditions as a single-family home subject to the approval of the Grande Pointe at Villebois subdivision.

Just Cause for Temporary Use
Subsection 4.163 (.03)

24. **Review Criteria:** Factors and considerations for “good cause” include, but are not limited to:
- A. Availability of appropriately zoned land for the proposed use in the city.
 - B. Availability of and need for the subject property for allowed uses.
 - C. Market conditions, construction costs and other obstructions to the location of the use on appropriately zoned land.
 - D. Due diligence of the applicant to site the use on appropriately zoned land,
 - E. Circumstances of the applicant bearing on the need for the temporary use permit.

Finding: These criteria are satisfied.

Details of Finding:

Availability of Appropriate Zoned Land: While sufficient commercial land and tenant spaces exist in the City for real estate sales offices, it is typical to have an on-site sales office as part of a model home complex in a new large subdivision. Such uses have existed throughout Villebois during development as well as elsewhere in residential subdivisions.

Availability of and need of property for allowed used: All lots included in the temporary use will eventually be converted to single-family homes for sale, which is the allowed use.

Market Conditions, etc.: No market conditions are in play in terms of their being a lack of appropriately zoned land, the use is simply complementary to the allowed use during the period that lots and homes are being sold in the adjacent subdivisions.

Due diligence to relocate use: Not applicable. The use is only necessary while homes are being sold in the adjacent subdivisions.

Circumstances of applicant: The applicant owns the adjacent land which they are developing as single-family homes. They wish to increase their effectiveness of marketing and provide greater convenience for customers by providing an on-site sales office along with a model home complex.

Other: The proposed temporary use is a typical limited duration accessory use for new residential subdivisions.

Landscape Standards

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

25. **Review Criterion:** “All landscaping and screening required by this Code must comply with all of the provisions of this Section, unless specifically waived or granted a Variance as otherwise provided in the Code. The landscaping standards are minimum requirements; higher standards can be substituted as long as fence and vegetation-height limitations are met. Where the standards set a minimum based on square footage or linear footage, they shall be interpreted as applying to each complete or partial increment of area or length”

Finding: This criterion is satisfied.

Explanation of Finding: No waivers or variances to landscape standards have been requested. Thus all landscaping and screening must comply with standards of this section.

Landscape Area and Locations Subsection 4.176 (.03)

26. **Review Criteria:** “Not less than fifteen percent (15%) of the total lot area, shall be landscaped with vegetative plant materials. The ten percent (10%) parking area landscaping required by section 4.155.03(B)(1) is included in the fifteen percent (15%) total lot landscaping requirement. Landscaping shall be located in at least three separate and distinct areas of the lot, one of which must be in the contiguous frontage area. Planting areas shall be encouraged adjacent to structures. Landscaping shall be used to define, soften or screen the appearance of buildings and off-street parking areas. Materials to be installed shall achieve a balance between various plant forms, textures, and heights. The installation of native plant materials shall be used whenever practicable.”

Finding: These criteria are satisfied.

Explanation of Finding: The required landscaping amount will be consistent with the approvals for Grande at Villebois.

Buffering and Screening Subsection 4.176 (.04)

27. **Review Criteria:** “Additional to the standards of this subsection, the requirements of the Section 4.137.5 (Screening and Buffering Overlay Zone) shall also be applied, where applicable.

C. All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties.

D. All outdoor storage areas shall be screened from public view, unless visible storage has been approved for the site by the Development Review Board or Planning Director acting on a development permit.

E. In all cases other than for industrial uses in industrial zones, landscaping shall be designed to screen loading areas and docks, and truck parking.

F. In any zone any fence over six (6) feet high measured from soil surface at the outside of fenceline shall require Development Review Board approval.”

Finding: These criteria are satisfied.

Explanation of Finding: No conditions requiring buffering and screening are within the area covered by the subject request.

Shrubs and Groundcover Materials Subsection 4.176 (.06) A.

28. **Review Criteria:** This subsection establishes plant material and planting requirements for shrubs and ground cover.

Finding: These criteria are satisfied.

Explanation of Finding: Applicant’s Sheet L1.01 in their plan set, Exhibit B4, indicates the requirements established by this subsection will be met or exceeded by the proposed plantings.

Trees Materials

Subsection 4.176 (.06) B.

29. **Review Criteria:** This subsection establishes plant material requirements for trees.

Finding: These criteria are satisfied.

Explanation of Finding: Applicant’s Sheet L1.01 in their plan set, Exhibit B4, indicates the requirements established by this subsection will be met or exceeded by the proposed plantings.

Street Trees Materials

Subsection 4.176 (.06) D.

30. **Review Criteria:** This subsection establishes plant material requirements for street trees.

Finding: These criteria are satisfied.

Explanation of Finding: No additional street trees are proposed. Street trees will be installed consistent with the approvals for Grande Pointe at Villebois.

Types of Plant Species

Subsection 4.176 (.06) E.

31. **Review Criteria:** This subsection discusses use of existing landscaping or native vegetation, selection of plant materials, and prohibited plant materials.

Finding: These criteria are satisfied.

Explanation of Finding: The allowed plant materials are governed by the Community Elements Book. All proposed plant materials will be consistent with the SAP South Community Elements Book.

Tree Credit

Subsection 4.176 (.06) F.

32. **Review Criteria:** “Existing trees that are in good health as certified by an arborist and are not disturbed during construction may count for landscaping tree credit as follows:

Existing trunk diameter	Number of Tree Credits
18 to 24 inches in diameter	3 tree credits
25 to 31 inches in diameter	4 tree credits
32 inches or greater	5 tree credits:”

Maintenance requirements listed 1. through 2.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant is not requesting any of the preserved trees be counted as tree credits pursuant to this subsection.

Exceeding Plant Standards
Subsection 4.176 (.06) G.

33. **Review Criterion:** "Landscape materials that exceed the minimum standards of this Section are encouraged, provided that height and vision clearance requirements are met."
Finding: This criterion is satisfied.
Explanation of Finding: The selected landscape materials do not violate any height or vision clearance requirements.

Landscape Installation and Maintenance
Subsection 4.176 (.07)

34. **Review Criteria:** This subsection establishes installation and maintenance standards for landscaping.
Finding: These criteria are satisfied.
Explanation of Finding: The installation and maintenance standards are or will be met 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.
 - A note on the applicant's Sheet L1.02 in their plan set, Exhibit B4, indicates "coordinate landscape installation with installation of underground sprinkler and drainage systems."

Landscape Plans
Subsection 4.176 (.09)

35. **Review Criterion:** "Landscape plans shall be submitted showing all existing and proposed landscape areas. Plans must be drawn to scale and show the type, installation size, number and placement of materials. Plans shall include a plant material list. Plants are to be identified by both their scientific and common names. The condition of any existing plants and the proposed method of irrigation are also to be indicated."
Finding: This criterion is satisfied.
Explanation of Finding: Landscape plans have been submitted with the required information. See Sheets L1.01 and L1.02 of Exhibit B4.

Completion of Landscaping
Subsection 4.176 (.10)

36. **Review Criterion:** "The installation of plant materials may be deferred for a period of time specified by the Board or Planning Director acting on an application, in order to avoid hot summer or cold winter periods, or in response to water shortages. In these cases, a temporary permit shall be issued, following the same procedures specified in subsection (.07)(C)(3), above, regarding temporary irrigation systems. No final Certificate of Occupancy shall be granted until an adequate bond or other security is posted for the completion of the landscaping, and the City is given written authorization to enter the

property and install the required landscaping, in the event that the required landscaping has not been installed. The form of such written authorization shall be submitted to the City Attorney for review.”

Finding: This criterion is satisfied.

Explanation of Finding: Landscaping is required to be installed at time of development of the other improvements associated with the temporary use.

Mixed Solid Waste and Recyclables Storage

Section 4.179

37. **Review Criteria:** This section establishes standards for mixed solid waste and recyclables storage in new multi-family residential and non-residential buildings.

Finding: These criteria are satisfied.

Details of Finding: Any trash collection will be done will residential containers and pick-up will be typical of single-family residential neighborhoods.

Outdoor Lighting

Sections 4.199.20

38. **Review Criterion:** This section states that the outdoor lighting ordinance is applicable to “Installation of new exterior lighting systems in public facility, commercial, industrial and multi-family housing projects with common areas” and “Major additions or modifications (as defined in this Section) to existing exterior lighting systems in public facility, commercial, industrial and multi-family housing projects with common areas.” In addition the exempt luminaires and lighting systems are listed.

Finding: These criteria are satisfied.

Details of Finding: No additional outdoor lighting has been proposed. Certain pathway lighting and entry way lighting is exempt. If the applicant wishes to add anything but exempt lighting additional review by the City will be necessary.

Underground Utility Installation

Sections 4.300-4.320

39. **Review Criteria:** These sections list requirements regarding the underground installation of utilities.

Finding: These criteria are satisfied.

Details of Finding: All new utilities associated with the temporary use must be installed underground. No indication of overhead utilities is shown in the submitted materials.

Site Design Review

Excessive Uniformity, Inappropriate Design

Subsection 4.400 (.01)

40. **Review Criteria:** “Excessive uniformity, inappropriateness or poor design of the exterior appearance of structures and signs and the lack of proper attention to site development and landscaping in the business, commercial, industrial and certain residential areas of

the City hinders the harmonious development of the City, impairs the desirability of residence, investment or occupation in the City, limits the opportunity to attain the optimum use in value and improvements, adversely affects the stability and value of property, produces degeneration of property in such areas and with attendant deterioration of conditions affecting the peace, health and welfare, and destroys a proper relationship between the taxable value of property and the cost of municipal services therefor.”

Finding: These criteria are satisfied.

Explanation of Finding:

Excessive Uniformity: The model homes will follow home design approved by the City’s consultant architect and found to be consistent with the SAP South Architectural Pattern Book. The home designs will follow the rules of adjacency from the architectural pattern book ensuring there is not excessive uniformity. The sales office will be a modular building enhanced so as to reflect the variety of architecture in Villebois.

Inappropriate or Poor Design of the Exterior Appearance of Structures: Conformance with the SAP South Architectural Pattern Book ensures good design of the exterior of the buildings. The design of the sales office will be the same as others previously approved for Polygon in Villebois and found to be an appropriate design.

Inappropriate or Poor Design of Signs: All signs are required to be consistent with the SAP South Master Sign and Wayfinding Plan and the City’s sign regulations which ensure appropriate sign design.

Lack of Proper Attention to Site Development: The appropriate professional services have been used to design the buildings and landscaping, demonstrating appropriate attention being given to site development.

Lack of Proper Attention to Landscaping: Landscaping has been professionally designed by a landscape architect, and includes a variety of plant materials, demonstrating appropriate attention being given to landscaping.

Purposes and Objectives

Subsection 4.400 (.02) and Subsection 4.421 (.03)

41. **Review Criterion:** “The City Council declares that the purposes and objectives of site development requirements and the site design review procedure are to:” Listed A through J. “The Board shall also be guided by the purpose of Section 4.400, and such objectives shall serve as additional criteria and standards.”

Finding: These criteria are satisfied.

Explanation of Finding: It is staff’s professional opinion that the applicant has provided sufficient information demonstrating compliance with the purposes and objectives of site design review. The site structures and features are consistent with the Architectural Pattern Book and Community Element Book, which has previously been reviewed to ensure consistency with the Villebois Village Master Plan which has similar purposes and objectives as site design review.

DRB Jurisdiction and Power

Section 4.420

42. **Review Criteria:** The section states the jurisdiction and power of the Development Review Board in relation to site design review including the application of the section, that development is required in accord with plans, and variance information.
Finding: These criteria will be satisfied by Condition of Approval PD 1.
Explanation of Finding: A condition of approval has been included to ensure construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents.

Design Standards
Subsection 4.421 (.01)

43. **Review Criteria:** "The following standards shall be utilized by the Board in reviewing the plans, drawings, sketches and other documents required for Site Design Review. These standards are intended to provide a frame of reference for the applicant in the development of site and building plans as well as a method of review for the Board. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention and innovation. The specifications of one or more particular architectural styles is not included in these standards." Listed A through G.
Finding: These criteria are satisfied.
Explanation of Finding:
Preservation of Landscaping: The proposed temporary use is on previously graded lots with no natural vegetation or grades remaining.
Relation to Proposed Buildings to Environment: The buildings are consistent with the approval of home locations in the Grande Pointe at Villebois subdivision where the relationship with the environment was reviewed.
Drives, Parking, and Circulation: The off-street parking is of a typical design with a single access and typical on-site circulation. Walkways are separated from vehicle traffic. The parking area is located and landscaped in a way to not detract from the neighboring development during its temporary use.
Surface Water Drainage: The temporary use is consistent with the stormwater management plans developed for the Grande Pointe at Villebois subdivision.
Utility Service: No above ground utility installations are proposed with the temporary use, and sanitary and storm sewage disposal will be provided consistent with the Grande Pointe at Villebois subdivision approval.
Advertising Features: Advertising will be consistent with the allowances in the SAP South Master Sign and Wayfinding Plan and the City's sign regulations which have intend to not detract from the design of proposed buildings and structures and the surrounding properties.
Special Features: No special features listed are proposed.

Applicability of Design Standards
Subsection 4.421 (.02)

44. **Review Criteria:** “The standards of review outlined in Sections (a) through (g) above shall also apply to all accessory buildings, structures, exterior signs and other site features, however related to the major buildings or structures.”
Finding: These criteria are satisfied.
Explanation of Finding: Design standards have been applied to all applicable site features and structures.

Conditions of Approval
Subsection 4.421 (.05)

45. **Review Criterion:** “The Board may attach certain development or use conditions in granting an approval that are determined necessary to insure the proper and efficient functioning of the development, consistent with the intent of the Comprehensive Plan, allowed densities and the requirements of this Code.”
Finding: This criterion is satisfied.
Explanation of Finding: No additional conditions of approval are recommended.

Color or Materials Requirements
Subsection 4.421 (.06)

46. **Review Criterion:** “The Board or Planning Director may require that certain paints or colors of materials be used in approving applications. Such requirements shall only be applied when site development or other land use applications are being reviewed by the City.”
Finding: This criterion is satisfied.
Explanation of Finding: No paints, colors, or materials, are specifically being required pursuant to this subsection.

Procedures
Section 4.440

47. **Review Criteria:** “A prospective applicant for a building or other permit who is subject to site design review shall submit to the Planning Department, in addition to the requirements of Section 4.035, the following:” Listed A through F.
Finding: These criteria are satisfied.
Explanation of Finding: The applicant has submitted the required additional materials, as applicable.

Landscape Installation or Bonding
Subsection 4.450 (.01)

48. **Review Criterion:** “All landscaping required by this section and approved by the Board shall be installed prior to issuance of occupancy permits, 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."

Finding: This criterion is satisfied.

Explanation of Finding: Landscaping is required to be installed with development of the sales office, model homes, and parking lot.

Approved Landscape Plan Binding

Subsection 4.450 (.02)

49. **Review Criterion:** "Action by the City approving a proposed landscape plan shall be binding upon the applicant. 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, as specified in this Code."

Finding: This criterion will be satisfied by Condition of Approval PD 2.

Explanation of Finding: The condition of approval shall provide ongoing assurance this criterion is met.

Landscape Maintenance and Watering

Subsection 4.450 (.03)

50. **Review Criterion:** "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 with Board approval."

Finding: This criterion will be satisfied by Condition of Approval PD 2.

Explanation of Finding: The condition of approval will ensure landscaping is continually maintained in accordance with this subsection.

Modifications of Landscaping

Subsection 4.450 (.04)

51. **Review Criterion:** "If a property owner wishes to add landscaping for an existing development, in an effort to beautify the property, the Landscape Standards set forth in Section 4.176 shall not apply and no Plan approval or permit shall be required. If the owner wishes to modify or remove landscaping that has been accepted or approved through the City's development review process, that removal or modification must first be approved through the procedures of Section 4.010."

Finding: This criterion will be satisfied by Condition of Approval PD 2.

Explanation of Finding: The condition of approval shall provide ongoing assurance that this criterion is met by preventing modification or removal without the appropriate City review.

CITY OF WILSONVILLE

29799 SW Town Center Loop East
Wilsonville, OR 97070
Phone: 503.682.4960
Fax: 503.682.7025

Web: www.ci.wilsonville.or.us

Pre-Application meeting date:

Planning Division 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

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

TO BE COMPLETED BY APPLICANT:

Please PRINT legibly

Applicant:

Polygon WLH, LLC

Address: 109 E 13th St Vancouver, WA 98660

Phone: 360-695-7700

Fax: _____

E-mail: chris.walther@polygonhomes.com

Property Owner:

Polygon WLH, LLC

Address: 109 E 13th St Vancouver, WA 986605

Phone: 360-695-7700

Fax: _____

E-mail: _____

Authorized Representative:

Pacific Community Design

Address: 12564 SW Main St Tigard, OR 97223

Phone: (503) 941-9484

Fax: _____

E-mail: stacy@pacific-community.com

Property Owner's Signature:

Printed Name: _____ Date: _____

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

Printed Name: _____ Date: _____

Site Location and Description:

Project Address if Available: No site address Suite/Unit _____

Project Location: Grande Pointe

Tax Map #(s): 3S1W15CC Tax Lot #(s): 3500, 3600, 2700 4400 4500
4600, 6800, 6900 County: Washington Clackamas

Request: Temporary Use Permit for 5 model homes and a sales trailer

Project Type: Class I Class II Class III

Residential Commercial Industrial Other (describe below)

Application Type:

- | | | | |
|------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Major Partition | <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Parks Plan Review |
| <input type="checkbox"/> Plan Amendment | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Request to Modify Conditions |
| <input type="checkbox"/> Request for Special Meeting | <input type="checkbox"/> Request for Time Extension | <input type="checkbox"/> Signs | <input type="checkbox"/> Site Design Review |
| <input type="checkbox"/> SROZ/SRIR Review | <input type="checkbox"/> Staff Interpretation | <input type="checkbox"/> Stage I Master Plan | <input type="checkbox"/> Stage II Final Plan |
| <input type="checkbox"/> Type C Tree Removal Plan | <input type="checkbox"/> Tree Removal Permit (B or C) | <input checked="" type="checkbox"/> Temporary Use | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Villebois SAP | <input type="checkbox"/> Villebois PDP | <input type="checkbox"/> Villebois PDP | <input type="checkbox"/> Waiver |
| <input type="checkbox"/> Zone Map Amendment | <input type="checkbox"/> Other | | |



City of Wilsonville

EXHIBIT B1 DB15-0061

CITY OF WILSONVILLE

29799 SW Town Center Loop East
Wilsonville, OR 97070
Phone: 503.682.4960
Fax: 503.682.7025

Web: www.ci.wilsonville.or.us

Pre-Application meeting date:

**Planning Division
Development Permit Application**

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TO BE COMPLETED BY APPLICANT:

Please PRINT legibly

Applicant:

Polygon WLH, LLC

Address: 109 E 13th St Vancouver, WA 98660

Phone: 360-695-7700

Fax: _____

E-mail: chris.walther@polygonhomes.com

Authorized Representative:

Pacific Community Design

Address: 12564 SW Main St Tigard, OR 97223

Phone: (503) 941-9484

Fax: _____

E-mail: stacy@pacific-community.com

Property Owner:

Polygon WLH, LLC

Address: 109 E 13th St Vancouver, WA 986605

Phone: 360-695-7700

Fax: _____

E-mail: _____

Property Owner's Signature:

Sandra Kohl H.O.A President

Printed Name: Sandra Kohl Date: 10/2/2015

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

Printed Name: _____ Date: _____

Site Location and Description:

Project Address if Available: No site address Suite/Unit _____

Project Location: Grande Pointe

Tax Map #(s): 3S1W15 Tax Lot #(s): 2800,2809 County: Washington Clackamas

Request: Temporary Use Permit for X model homes, sales office, and temporary parking lot.

Project Type: Class I Class II Class III

Residential Commercial Industrial Other (describe below)

Application Type:

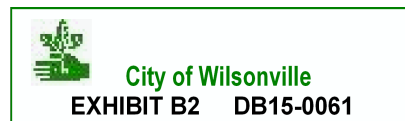
- | | | | |
|------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Conditional Use |
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| <input type="checkbox"/> Villebois SAP | <input type="checkbox"/> Villebois PDP | <input type="checkbox"/> Villebois PDP | <input type="checkbox"/> Waiver |
| <input type="checkbox"/> Zone Map Amendment | <input type="checkbox"/> Other | | |

SUPPORTING COMPLIANCE REPORT

TEMPORARY USE PERMIT FOR POLYGON WLH, LLC MODEL HOMES AND SALES TRAILER IN “GRANDE POINTE”

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I. COMPLIANCE WITH CITY OF WILSONVILLE DEVELOPMENT CODE

SECTION 4.163 GENERAL REGULATIONS - TEMPORARY STRUCTURES & USES

- (.01) The Development Review Board, after hearing as set forth in Section 4.012, may permit the temporary use of a structure or premises in any zone for a purpose or use that does not conform to the regulations prescribed elsewhere in this Code for the zone in which it is located, provided that such use be of a temporary nature and does not involve the erection of a substantial structure. A permit for such use may be granted in the form of a temporary and revocable permit, up to a five (5) year period, subject to a showing of good cause and such conditions as will safeguard the public health, safety, convenience and general welfare. Such permits may be renewable upon reapplication to the Development Review Board, provided that the Board finds that the renewal is not likely to result in a permanent situation.

Response: As provided in Section 4.163, the Development Review Board may grant the temporary use of a structure for a purpose that does not conform to the regulations prescribed elsewhere in the Code when the use does not involve the erection of a substantial structure. The Applicant proposes five (5) model homes and one (1) sales trailer. The model homes will be converted to homes for sale within the subdivision when their use as a model home is no longer needed. Additionally, the model homes are not “substantial” as the residences within which they are located may easily convert to residential uses once the sales use of the model home is no longer needed. Permanent public, fire, health, and safety improvements necessary for operation of the proposed temporary uses will be in place to serve the site.

The model homes are necessary to provide examples of the homes that are for sale by the Applicant. The sales trailer is essential for potential buyers to ask questions, receive information, and purchase homes. A request to renew this temporary use permit may be made if the model homes and sales trailer are still needed in this location in 5 years.

- (.02) Applications for Temporary Use Permits shall provide:
- a) A clear description of the proposed temporary structure/use and the reasons why a temporary structure/use is necessary at this location for the requested time period.

Response: As described above, the Applicant is requesting approval of a 5 year Temporary Use Permit for their model homes and sales trailer. Model homes are proposed within the homes to be built on Lots 35, 36, 44, 45, and 46. The sales trailer is proposed to be built on Lot 37. The proposed locations are shown on the attached plans. The model homes are necessary to provide examples of the homes that are for sale by the Applicant. Polygon desires to use the proposed model homes until all their homes are sold or 5 years; whichever comes first. If a longer timeframe is needed, a request for renewal of the permit will be submitted.

- b) A statement of the expected duration of the temporary use/structure, together with documentation supporting the proposed date for termination of the temporary use/structure.

Response: As described above, the Applicant desires to use the model homes and sales trailer until all their homes are sold or 5 years; whichever comes first. If a longer timeframe is needed, a request for renewal of the permit will be submitted.

- c) A site plan showing the location of the proposed use/structure, access, associated parking, pedestrian connections to the greater site if appropriate, lighting, signage and landscaping.

Response: A Site Plan is attached to this report to illustrate the location of the proposed uses, access, associated parking, pedestrian connections, signage and landscaping.

- d) A plan for removal of the temporary use/structure and restoration of the site to pre-TUP conditions or development of the site for approved permanent structures/uses.

Response: The model homes will easily convert to residential uses as no substantial alterations of the dwellings will occur to support their use as model homes. Associated landscaping, parking, pedestrian connections, and fencing are also easily removable. As described above, the Applicant desires to use the sales trailer and model homes until they determine this location is no longer needed or 5 years; whichever comes first.

(.03) Factors and considerations for “good cause” include, but are not limited to:

- a) Availability of appropriately zoned land for the proposed use in the city.
- b) Availability of and need for the subject property for allowed uses.
- c) Market conditions, construction costs and other obstructions to the location of the use on appropriately zoned land.
- D Due diligence of the applicant to site the use on appropriately zoned land,
- e) Circumstances of the applicant bearing on the need for the temporary use permit.

Response: As described above, the model homes and sales trailer need to be located as proposed in order to be near the homes that are offered for sale. The model homes and trailer are viewed as a temporary situation that will facilitate the sale of Polygon’s homes in Grande Pointe. The model homes will be used as residences once each home is sold and the sales office will be removed once all the homes have been sold. This may occur before the conclusion of the 5 year approval period; however, in the event that these uses are needed beyond 5 years, a request for renewal will be submitted.

SECTIONS 4.013-4.031, 4.113, 4.118, 4.124 REVIEW PROCEDURES AND SUBMITTAL REQUIREMENTS

Response: This application for a Class III Temporary Use Permit is submitted in compliance with the applicable requirements and will be reviewed by the City under the applicable procedures for a Class III application. The City will prepare and send required public notices in compliance with all proper notification procedures.

SECTIONS 4.400-4.450 SITE DESIGN REVIEW

4.421 CRITERIA AND APPLICATION OF DESIGN STANDARDS

(.01) The following standards shall be utilized by the Board in reviewing the plans, drawings, sketches and other documents required for Site Design Review. These standards are intended to provide a frame of reference for the applicant in the development of site and building plans as well as a method of review for the Board. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention and innovation. The specifications of one or more particular architectural styles is not included in these standards.

A. **Preservation of Landscape.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soils removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

Response: The location of the model home complex and sales trailer will not impact the project's ability to preserve existing trees that are identified for retention. This request does not result in any additional tree removal.

B. **Relation of Proposed Buildings to Environment.** Proposed structures shall be located and designed to assure harmony with the natural environment, including protection of steep slopes, vegetation and other naturally sensitive areas for wildlife habitat and shall provide proper buffering from less intensive uses in accordance with Sections 4.171 and 4.139 and 4.139.5. The achievement of such relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, street access or relationships to natural features such as vegetation or topography.

Response: The relationship of the proposed model homes to the environment is illustrated on the attached plans. The proposed structures are located and designed to assure harmony with the natural environment. There are no steep slopes or naturally sensitive areas for wildlife habitat on the site. The proposed structures are sited in consideration of trees identified for retention. No additional tree removal is needed to establish the proposed temporary uses. Fencing and landscaping will be provided as shown on the attached plans to assure that the proposed temporary uses are well integrated into this residential area and the surrounding natural environment.

C. **Drives, Parking and Circulation.** With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not detract from the design of proposed buildings and structures and the neighboring properties.

Response: The attached plans demonstrate the provision of parking, vehicular drives and pedestrian circulation related to the proposed temporary uses. These will be

established in a safe and convenient manner and will be sited and designed to not detract from the proposed residences and neighboring properties.

- D. Surface Water Drainage.** Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties of the public storm drainage system.

Response: PDP 7 South addresses proper site surface drainage; the proposed temporary uses are consistent with the PDP. The site has been designed to assure that proper site surface drainage for the proposed temporary uses will occur so that removal of surface waters will not adversely affect neighboring properties of the public storm drainage system, as shown on the attached plans.

- E. Utility Service.** Any utility installations above ground shall be located so as to have a harmonious relation to neighboring properties and site. The proposed method of sanitary and storm sewage disposal from all building shall be indicated.

Response: Utility installations were designed, reviewed and installed through the PDP application and subsequent construction drawings. This review process will assure that any above ground utility installations are located in a manner that achieves a harmonious relation to the site and neighboring properties. The PDP addresses the method of sanitary and storm sewage disposal from the subject homes; the sales trailer will utilize the same methods.

- F. Advertising Features.** In addition to the requirements of the City's sign regulations, the following criteria should be included: the size, location, design, color, texture, lighting and materials of all exterior signs and outdoor advertising structures or features shall not detract from the design of proposed buildings and structures and surrounding properties.

Response: Proposed signage is reviewed in detail in the following sections of this report. Proposed signage will meet the standards of the Master Signage and Wayfinding Plan for SAP South, which will assure that the signage will not detract from the design of the proposed residences and surrounding properties.

- G. Special Features.** Exposed storage areas, exposed machinery installations, surface areas, truck loading areas, utility buildings and structures and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall be required to prevent their being incongruous with the existing or contemplated environment and its surrounding properties. Standards for screening and buffering are contained in Section 4.176.

Response: This proposal does not include any exposed storage areas, exposed machinery installations, surface areas, truck loading areas, utility buildings/structures or similar accessory areas and structures.

4.440 PROCEDURE

(.01) **Submission of Documents.** A prospective applicant for a building or other permit who is subject to site design review shall submit to the Planning Department, in addition to the requirements of Section 4.035, the following:

- A. A site plan, drawn to scale, showing the proposed layout of all structures and other improvements including, where appropriate, driveways, pedestrian walks, landscaped areas, fences, walls, off-street parking and loading areas, and railroad tracks. The site plan shall indicate the location of entrances and exits and direction of traffic flow into and out of off-street parking and loading areas, the location of each parking space and each loading berth and areas of turning and maneuvering vehicles. The site plan shall indicate how utility service and drainage are to be provided.

Response: The attached plans include a site plan drawn to scale, which shows the layout of the proposed temporary uses. The attached site plan illustrates proposed driveway entrances and exits, pedestrian walks, landscaped areas, fences, parking areas, and how utility service and drainage are to be provided.

- B. A Landscape Plan, drawn to scale, showing the location and design of landscaped areas, the variety and sizes of trees and plant materials to be planted on the site, location and design of landscaped areas, the varieties, by scientific and common name, and sizes of trees and plant materials to be retained or planted on the site other pertinent landscape features, and irrigation systems required to maintain trees and plant materials. An inventory, drawn at the same scale as the Site Plan, of existing trees of 4" caliper or more is required. However, when large areas of trees are proposed to be retained undisturbed, only a survey identifying the location and size of all perimeter trees in the mass is necessary.

Response: The attached plans include a landscape plan and tree inventory. The landscape plan is drawn to scale and shows the location and design of proposed landscape areas. The plan includes the variety and sizes of trees and plant materials to be planted and retained on the site.

- C. Architectural drawings or sketches, drawn to scale, including floor plans, in sufficient detail to permit computation of yard requirements and showing all elevations of the proposed structures and other improvements as they will appear on completion of construction. Floor plans shall also be provided in sufficient detail to permit computation of yard requirements based on the relationship of indoor versus outdoor living area, and to evaluate the floor plan's effect on the exterior design of the building through the placement and configuration of windows and doors.

Response: Photographs that illustrate the exterior elevations of the proposed model homes, and the sales trailer, are included in the attached plans. The attached site plan also includes the footprint of the proposed model homes and the sales trailer.

- D. A Color Board displaying specifications as to type, color and texture of exterior surfaces of proposed structures. Also, a phased development schedule if the development is constructed in stages.

Response: A color board for the proposed model homes can be provided upon request. The proposed temporary uses will be installed at the same time; therefore, a phased development schedule is not necessary.

- E. A Sign Plan, drawn to scale, showing the location, size, design, material, color and methods of illumination of all exterior signs.

Response: The attached site plan includes the proposed locations of signage. The attached plans also include photographs showing the size, design, material and colors of the proposed signage. None of the subject signs are proposed to be illuminated.

- F. The required application fee.

Response: The required fee for a Temporary Use Permit has been provided.

SECTION 4.125 V - VILLAGE ZONE

(.05) Development Standards Applying to All Developments in the Village Zone. In addition to other applicable provisions of the Wilsonville Planning and Land Development Ordinance, all development in the Village zone shall be subject to Tables V-1 through V-4, and to the following. If there is a conflict between the provisions of the Village zone and other portions of the Code, then the provisions of this section shall apply.

Response: *Table V-1: Development Standards* sets standards for lot sizes and dimensions, as well as placement and massing of buildings on lots. Compliance of the subject lots with the lot size and lot dimensional standards is established with the Tentative Plat application. The attached site plan illustrates that the proposed model homes will meet the applicable lot coverage, frontage width, and setback standards of *Table V-1*. The proposed model homes will also meet the maximum building height specified in *Table V-1*.

Single-family dwellings outside the Village Center are subject to the following standards as listed in *Table V-1*.

- Maximum Lot Coverage: 75% on Small lots & 65% on Medium lots
- Minimum Frontage Width: 60%
- Maximum Building Height: 35'
- Minimum Front Building Setback: 12'
- Maximum Front Building Setback: 20'
- Front Porch Setback: 8'
- Side Yard Setback: 5'
- Alley Setback to Garage: 3' to 5' or 16'
- Rear Setback to Building: 5'

The model homes and sales trailer will be sited to conform to the standards of the Village Zone. Compliance with the above-listed standards will be confirmed with review of building permits for the proposed uses.

Since Table V-2 does not include an off-street parking standard that is directly comparable to residential sales office complex, two (2) parking scenarios are evaluated as follows.

Scenario 1

The closest category in Table V-2 to the sales office is “all other commercial uses,” which specifies that two (2) off-street parking spaces per 1,000 square feet of use are required. The proposed sales office is 780 square feet in size. Based on the size of the sales office, two (2) off-street parking spaces would be required.

Scenario 2

Detached Single Family Homes have a standard off-street parking requirement of one (1) off-street space per dwelling unit. If required, parking were based off the residential standard, then five (5) off-street parking spaces would be required for the five (5) model homes.

After evaluating the scenarios above, the range of off-street parking spaces that could be required is two (2) to five (5) off-street parking spaces. The site plan demonstrates that 4 (four) off-street parking spaces will be provided (including 1 ADA), which is consistent with the range of requirements. In addition, a total of 17 on-street parking spaces are provided along adjacent street frontages (SW Belvidere Way - 9 spaces, SW Sicily Street - 8 spaces). This does not include the on-street spaces available on adjacent blocks. Therefore, sufficient parking will be available for the proposed sales complex.

According to Section 4.125(.07)B.3. “except for detached single-family dwellings and duplexes, on-street parking spaces, directly adjoining and on the same side of the street as the subject property, may be counted towards meeting the minimum off-street parking requirements”. As the model homes will temporarily used during home sales and later converted to residential use, this provision can be applied to the model homes.

Tables V-3 and V-4: Permitted Materials and Configurations specify allowable materials on different building types and use/placement of these materials. *Table V-4* is not applicable to the proposed use as it only applies to uses in the Village Center, schools or religious institutions. The proposed model homes will use materials and configurations as specified in *Table V-3*. Compliance with the materials and configurations specified by *Table V-3* will be confirmed with review of building permits for the model homes.

- B. Access:** All lots with access to a public street, and an alley, shall take vehicular access from the alley to a garage or parking area, except as determined by the City Engineer.

Response: As illustrated on the attached site plan, lots 44-46 have access to public streets (SW Belvidere Way). These lots will take access from the street. Lots 35-37 have access to an alley and will take vehicular access from the alley.

(.07) General Regulations - Off-Street Parking, Loading & Bicycle Parking. Except as required by Subsections (A) through (D), below, the requirements of Section 4.155 shall apply within the Village zone.

B. Minimum and Maximum Off-Street Parking Requirements:

1. Table V-2, Off-Street Parking Requirements, below, shall be used to determine the minimum and maximum parking standards for noted land uses.
3. Except for detached single-family dwellings and duplexes, on-street parking spaces, directly adjoining and on the same side of the street as the subject property, may be counted towards meeting the minimum off-street parking requirements.

Response: The off-street parking requirements of Table V-2 are addressed in detail in the above response to Code Section 4.125(.05) of this report.

(.12) Master Signage and Wayfinding

- A. All signage and wayfinding elements within the Village Zone shall be in compliance with the adopted Signage and Wayfinding Master Plan for the appropriate SAP.
- B. Provisions of Section 4.156 shall apply in the Village Zone except subsections (.06), (.07), (.08), and the provisions of (.09) other than that of (.09) (C.)(2.). Section 4.156(.09) may be used for comparison purposes to assess conceptually whether signage is allowed in an equitable manner throughout the City. Section 4.156 is not to be used for direct comparison of sign standards.
- C. The Master Signage and Wayfinding Plan is the Master Sign Plan for the applicable SAP.
- D. In the event of conflict between the applicable standards of Section 4.156 and this subsection or the applicable Master Signage and Wayfinding Plan, this subsection and the Master Signage and Wayfinding Plan shall take precedence.
- E. The following signs may be permitted in the Village Zone, subject to conditions in this Section.
 1. Site Signs
 - a. Signs that capture attention establishing a sense of arrival to Villebois and to areas within Villebois.
 2. Site Directional
 - a. Permanent mounted signs informing and directing the public to major destinations within Villebois.
 3. Retail Signs
 - a. Signs which identify the retail uses, including bulkhead signs, blade signs, temporary window signs and permanent window signs designed to identify storefronts and provide information regarding the retail uses.

4. Informational Signs

- a. Permanent mounted signs located along and adjacent to travel ways providing information to residents and visitors traveling within Villebois.

5. Flags and Banners

- a. Permanent and temporary pole mounted signage intended to identify the graphic identity of Villebois and to identify seasonal events taking place within the Villebois Community.

F. Dimensions and square footage of signs are defined in the Master Signage and Wayfinding Plan for the appropriate SAP.

G. Signage locations are specified in the Master Signage and Wayfinding Plan for the appropriate SAP.

H. The number of signs permitted is specified in the Master Signage and Wayfinding Plan for the appropriate SAP.

Response: The above code section allows for establishment of site signs, site directional signs, retail signs, and banners within the subject area as specified in the SAP South.

Signage & Wayfinding Plan. Per the Master Signage & Wayfinding Plan for SAP South, temporary signage plans must be approved by Staff. The temporary signage associated with the model homes is needed for marketing purposes to attract the attention of interested home buyers and direct them into the model homes.

The temporary signage associated with the model homes includes the following types of signs allowed by the Master Signage & Wayfinding Plan for SAP South.

- *Temporary Site Signs (Page G1.4 of Signage & Wayfinding Plan):*
 - *One (1) larger sign designating the site and the sales office location.*
 - *Two (2) smaller signs designating customer parking/no construction parking along SW Belfast Lane adjacent to the sales office and model homes.*
 - *One (1) A-Board sign at the sidewalk/pathway to the sales office entrance.*
- *Retail Canopy Sign (Page G3.1 of Signage & Wayfinding Plan):*
 - *An awning sign above the entrance to the sales office.*

The attached plans include a Site Plan that shows the locations of proposed signage. The attached plans also include photographs and images of signage that Polygon has used at other sales offices in the area; the same type of signage is proposed to be used at this sales office. The photographs and images of the proposed types of signage are dimensioned to illustrate the size and height of the subject signage. The color schemes to be used and the typology will be consistent with that allowable within SAP South, as shown on Page GO.3 of the Master Signage & Wayfinding Plan. The information provided demonstrates that the proposed signage meets the dimensional requirements specified in the Master Signage & Wayfinding Plan for SAP South. The information provided demonstrates that the signage complies with the locational

requirements for signs as specified in the Master Signage & Wayfinding Plan for SAP South. Additionally, the subject signage complies with the maximum number of temporary signs allowable (which is 8) per the Master Signage & Wayfinding Plan for SAP South. Therefore, the subject temporary signage complies with applicable standards and is shown to be appropriate, attractive and functional.

SECTION 4.156 SIGN REGULATIONS

Response: Compliance with the applicable provisions of Section 4.156 is demonstrated in the above Response to Section 4.125(.12).

SECTION 4.176 LANDSCAPING, SCREENING & BUFFERING

(.03) Landscape Area. Not less than fifteen percent (15%) of the total lot area, shall be landscaped with vegetative plant materials. The ten percent (10%) parking area landscaping required by section 4.155.03(B)(1) is included in the fifteen percent (15%) total lot landscaping requirement. Landscaping shall be located in at least three separate and distinct areas of the lot, one of which must be in the contiguous frontage area. Planting areas shall be encouraged adjacent to structures. Landscaping shall be used to define, soften or screen the appearance of buildings and off-street parking areas. Materials to be installed shall achieve a balance between various plant forms, textures, and heights. The installation of native plant materials shall be used whenever practicable.

Response: The Applicant will install landscaping around the model homes of not less than 15% of the total area covered per Section 4.176(.03). Proposed landscaping is consistent with the Plant List component of the previously approved Community Elements Book for SAP - South.

(.04) Buffering and Screening. Additional to the standards of this subsection, the requirements of the Section 4.137.5 (Screening and Buffering Overlay Zone) shall also be applied, where applicable.

C. All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties.

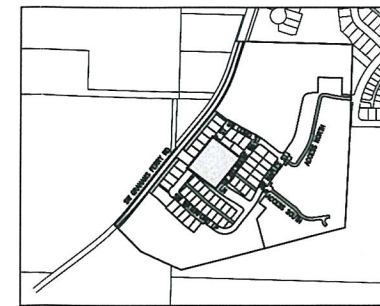
Response: Any exterior, roof and/or ground mounted, mechanical and/or utility equipment that may be viewed from ground level off-site, adjacent streets or properties will be screened as appropriate.

SECTION 4.262 IMPROVEMENTS - REQUIREMENTS

Response: The PDP application, and the subsequent construction drawings, provide for the utilities and improvements necessary to serve the development. The proposed temporary uses will be installed while construction of Grande Pointe takes place, as soon as the necessary utilities and improvements are in place to serve the proposed temporary uses.

III. CONCLUSION

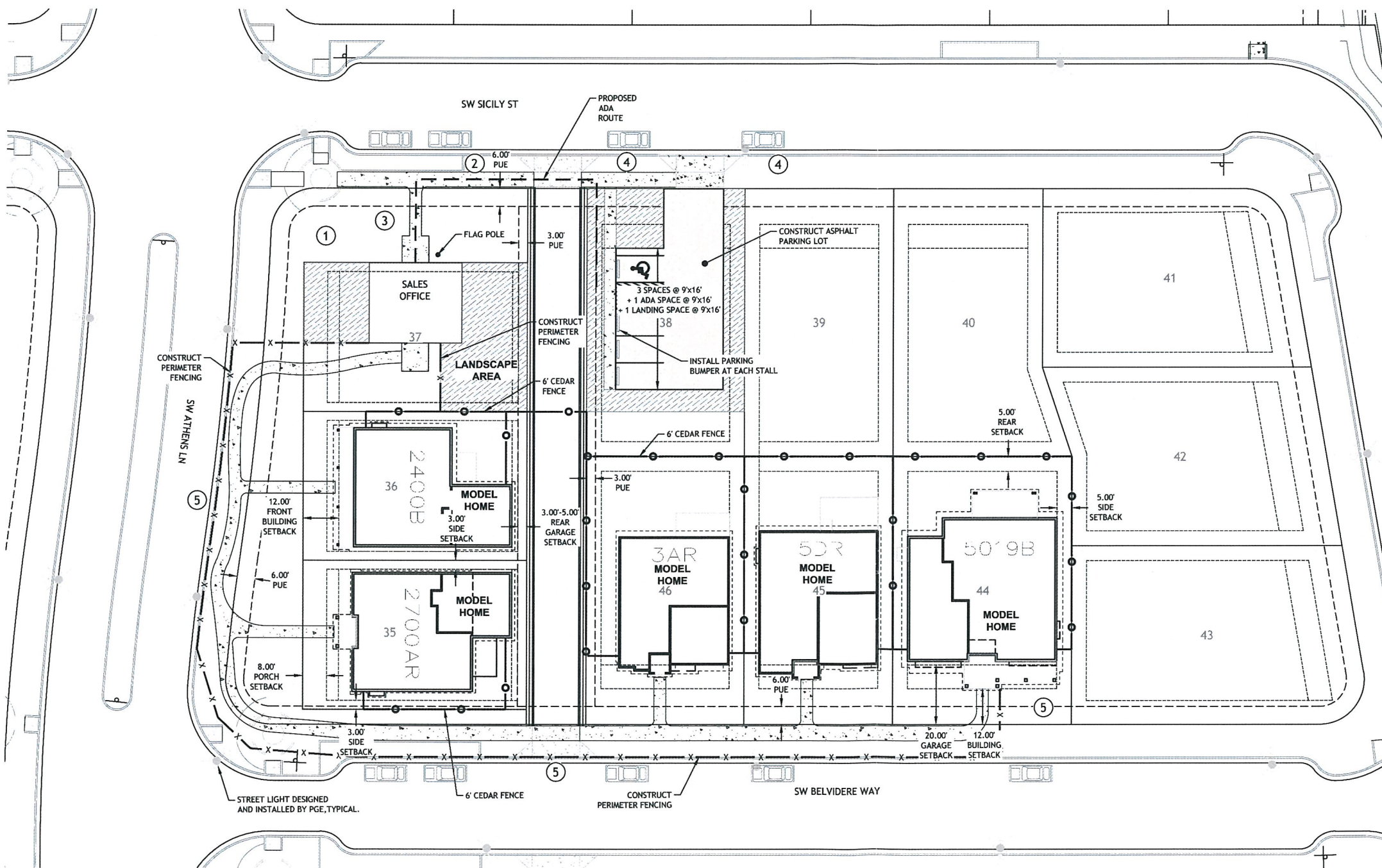
This report and the attached exhibits demonstrate compliance with the applicable provisions of the City of Wilsonville Development Code for a Temporary Use Permit. Therefore, the applicant respectfully requests approval of the requested Temporary Use Permit for 5 years.



KEY MAP

SIGN LOCATION KEY:

- ① 3' 4" x 8' SITE SIGN.
- ② 2' x 2' 4" A-BOARD.
- ③ 8' x 10' RETAIL CANOPY SIGN
- ④ 1' 6" x 4' CUSTOMER PARKING / NO CONSTRUCTION PARKING SIGNS (2 SIGNS)
- ⑤ PERIMETER FENCING



Villebois



POLYGON NW COMPANY



GEODESIGN, INC

REVISIONS
DATE DESCRIPTION



City of Wilsonville
EXHIBIT B3 DB15-0061

Grande Pointe
at Villebois

Villebois 75
Phase 1
Construction Documents

SALES OFFICE &
MODEL HOME
SITE PLAN
TAX MAP 3S1W15

DATE 9/17/2015

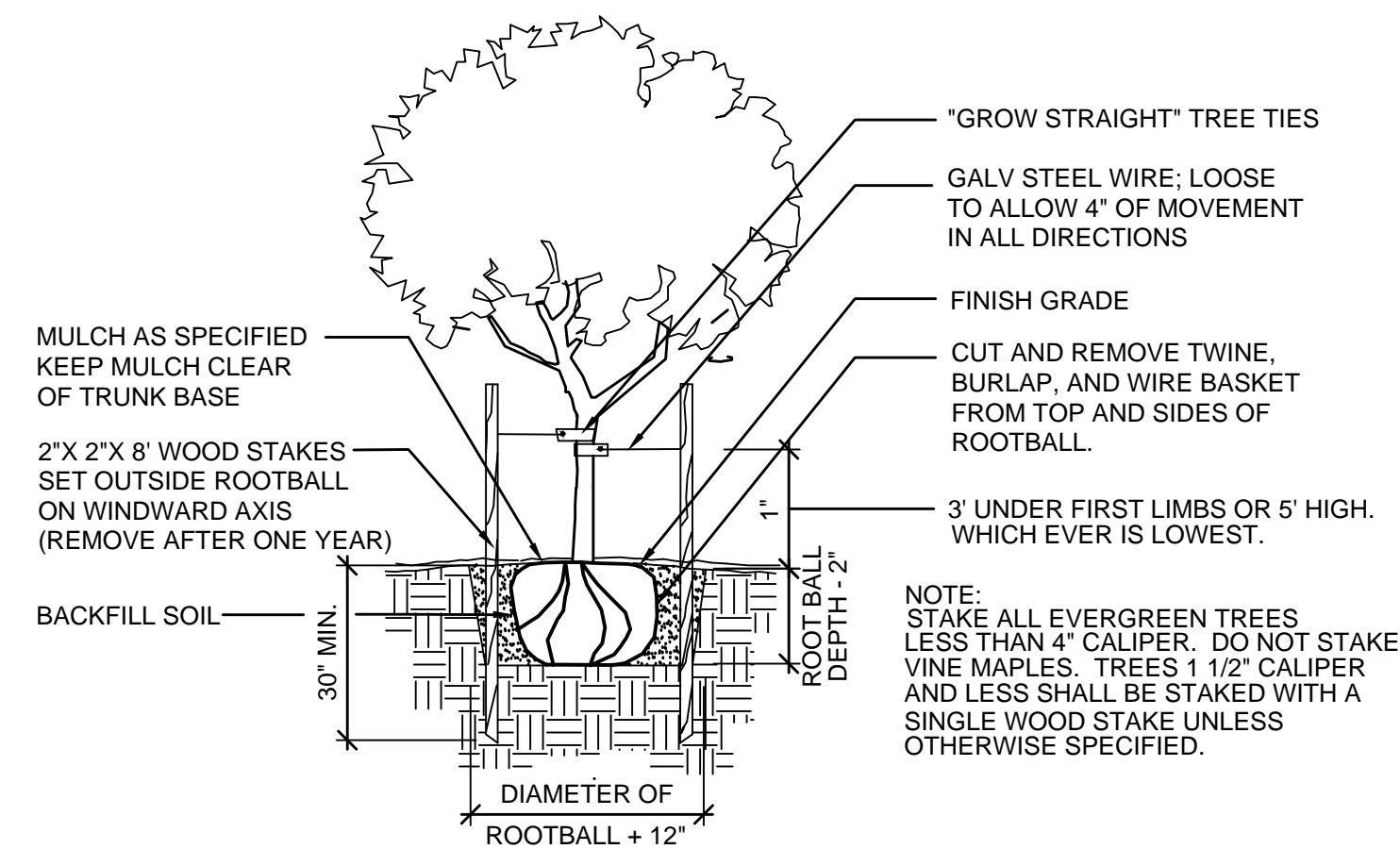
1

N:\proj\395-021\07 Drawings\04 Civil\Sheets - Model Homes\395021_11\SITE.dwg - SHEET SITE - Sep. 17, 15 - 5:20 PM. pie

ELEVATION DATUM: NAVD 88

GENERAL NOTES: LANDSCAPE PLAN

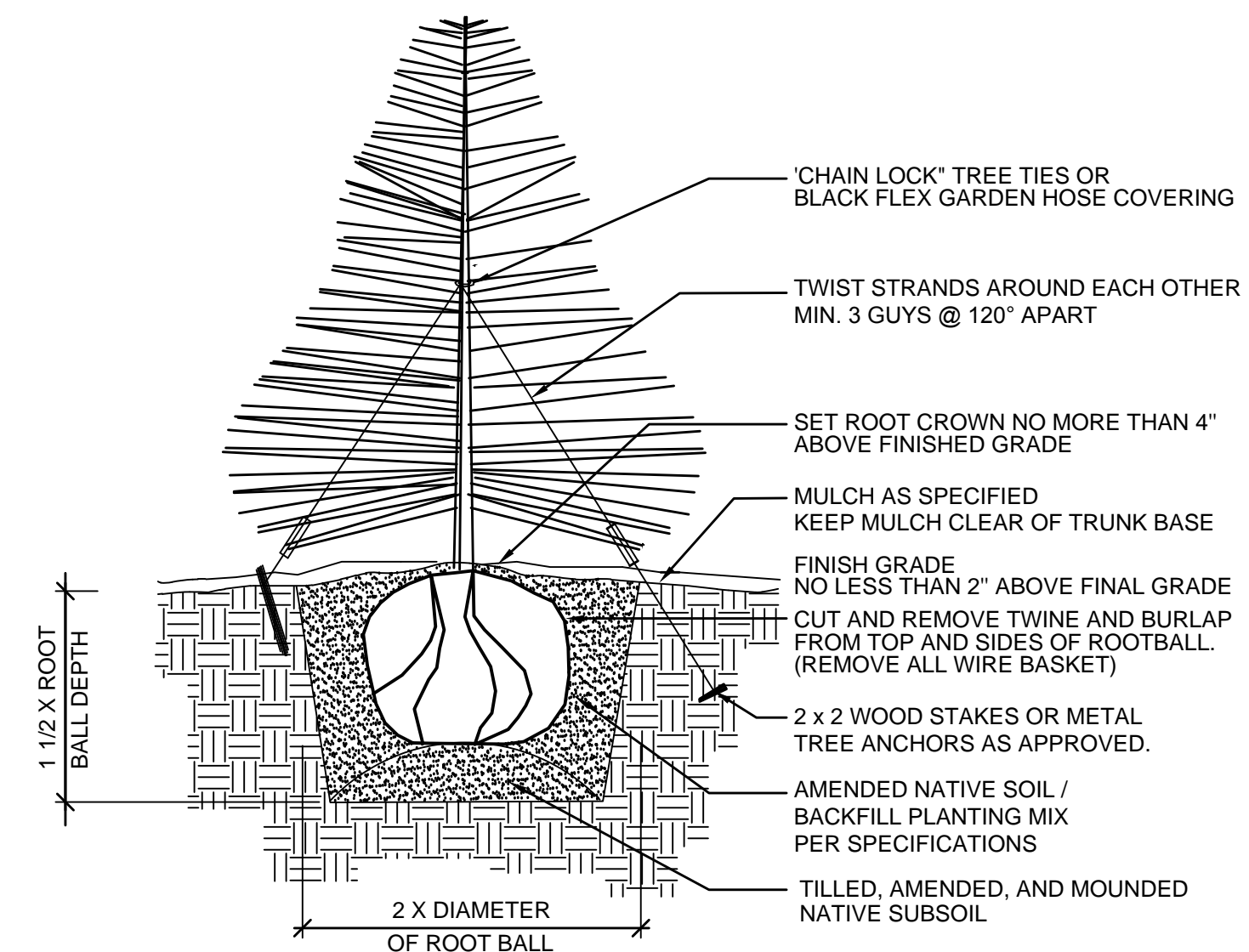
1. THE CONTRACTOR SHALL VERIFY WITH OWNER AND UTILITY COMPANIES THE LOCATIONS OF ALL UTILITIES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL DETERMINE IN THE FIELD THE ACTUAL LOCATIONS AND ELEVATIONS OF ALL EXISTING UTILITIES WHETHER SHOWN ON THE PLANS OR NOT. THE CONTRACTOR SHALL CALL UTILITY PROTECTION SERVICE 72 HOURS PRIOR TO CONSTRUCTION.
2. THE CONTRACTOR SHALL EXAMINE FINISH SURFACE, GRADES, TOPSOIL QUALITY AND DEPTH. DO NOT START ANY WORK UNTIL UNSATISFACTORY CONDITIONS HAVE BEEN CORRECTED. VERIFY LIMITS OF WORK BEFORE STARTING.
3. CONTRACTOR TO REPORT ALL DAMAGES TO EXISTING CONDITIONS AND INCONSISTENCIES WITH PLANS TO ODR.
4. ALL PLANT MASSES TO BE CONTAINED WITHIN A BARK MULCH BED, UNLESS NOTED OTHERWISE.
5. BED EDGE TO BE NO LESS THAN 12" AND NO MORE THAN 18" FROM OUTER EDGE OF PLANT MATERIAL BRANCHING. WHERE GROUND-COVER OCCURS, PLANT TO LIMITS OF AREA AS SHOWN.
6. CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE IN ALL LANDSCAPE BEDS AND ALL LAWN AREAS.
7. CONTRACTOR TO FINE GRADE AND ROCK-HOUND ALL TURF AREAS PRIOR TO SEEDING, TO PROVIDE A SMOOTH AND CONTINUAL SURFACE, FREE OF IRREGULARITIES (BUMPS OR DEPRESSIONS) & EXTRANEIOUS MATERIAL OR DEBRIS.
8. QUANTITIES SHOWN ARE INTENDED TO ASSIST CONTRACTOR IN EVALUATING THEIR OWN TAKE-OFFS AND ARE NOT GUARANTEED AS ACCURATE REPRESENTATIONS OF REQUIRED MATERIALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR HIS BID QUANTITIES AS REQUIRED BY THE PLANS AND SPECIFICATIONS. IF THERE IS A DISCREPANCY BETWEEN THE NUMBER LABELED ON THE PLANT TAG AND THE QUANTITY OF GRAPHIC SYMBOLS SHOWN, THE GRAPHIC SYMBOL QUANTITY SHALL GOVERN
9. COORDINATE LANDSCAPE INSTALLATION WITH INSTALLATION OF UNDERGROUND SPRINKLER AND DRAINAGE SYSTEMS.
10. WITH THE EXCEPTION OF THOSE TREES INDICATED ON THE TREE REMOVAL PLAN, CONTRACTOR SHALL NOT REMOVE ANY TREES DURING CONSTRUCTION WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ODR. EXISTING VEGETATION TO REMAIN SHALL BE PROTECTED AS DIRECTED BY THE ODR.
11. WHERE PROPOSED TREE LOCATIONS OCCUR UNDER EXISTING OVERHEAD UTILITIES OR CROWD EXISTING TREES, NOTIFY ODR TO ADJUST TREE LOCATIONS.
12. LANDSCAPE MAINTENANCE PERIOD BEGINS IMMEDIATELY AFTER THE COMPLETION OF ALL PLANTING OPERATIONS AND WRITTEN NOTIFICATION TO THE ODR. MAINTAIN TREES, SHRUBS, LAWNS AND OTHER PLANTS UNTIL FINAL ACCEPTANCE OR 90 DAYS AFTER NOTIFICATION AND ACCEPTANCE, WHICHEVER IS LONGER.
13. REMOVE EXISTING WEEDS FROM PROJECT SITE PRIOR TO THE ADDITION OF ORGANIC AMENDMENTS AND FERTILIZER. APPLY AMENDMENTS AND FERTILIZER PER THE RECOMMENDATIONS OF THE SOIL ANALYSIS FROM THE SITE.
14. BACK FILL MATERIAL FOR TREE AND SHRUB PLANTING SHALL CONTAIN: ONE PART FINE GRADE COMPOST TO ONE PART TOPSOIL BY VOLUME, BONE MEAL PER MANUFACTURE'S RECOMMENDATION, AND SLOW RELEASE FERTILIZER PER MANUFACTURER'S RECOMMENDATION.
15. GROUND COVERS AND PERENNIALS SHALL BE PLANTED WITH A MAXIMUM 2 INCH COVER OF BARK MULCH WITH NO FOLIAGE COVERED.
16. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ALL PLANT MATERIAL SUBSTITUTIONS FROM THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. PLANT SUBSTITUTIONS WITHOUT PRIOR WRITTEN APPROVAL THAT DO NOT COMPLY WITH THE DRAWINGS AND SPECIFICATIONS MAY BE REJECTED BY THE LANDSCAPE ARCHITECT AT NO COST TO THE OWNER. THESE ITEMS MAY BE REQUIRED TO BE REPLACED WITH PLANT MATERIALS THAT ARE IN COMPLIANCE WITH THE DRAWINGS.
17. ALL PLANT MATERIALS SHALL BE NURSERY GROWN WITH HEALTHY ROOT SYSTEMS AND FULL BRANCHING, DISEASE AND INSECT FREE AND WITHOUT DEFECTS SUCH AS SUN SCALD, ABRASIONS, INJURIES AND DISFIGUREMENT.
18. ALL PLANT MATERIAL SHALL BE INSTALLED AT THE SIZE AND QUANTITY SPECIFIED. THE LANDSCAPE ARCHITECT IS NOT RESPONSIBLE FOR SUB-STANDARD RESULTS CAUSED BY REDUCTION IN SIZE AND/OR QUANTITY OF PLANT MATERIALS.



TREE STAKING DETAIL

SCALE: N.T.S.

1
L1.02

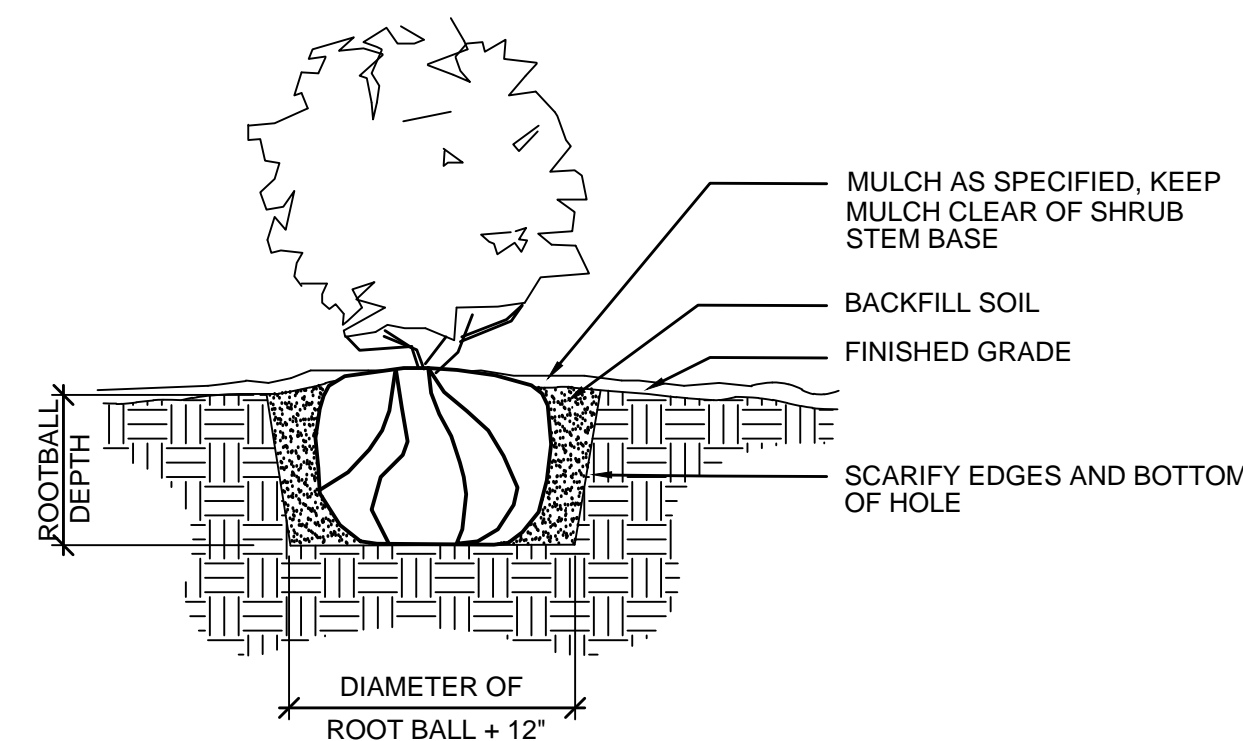


NOTE:
 1. TIE BRIGHTLY COLORED P.V.C. RIBBON ON WIRE GUYS. (MIN. 1 PER GUY.)
 2. IN LAWN AREAS CUT TREE CIRCLE AT 12" RADIUS FROM TRUNK.

CONFIER TREE GUYING DETAIL

SCALE: N.T.S.

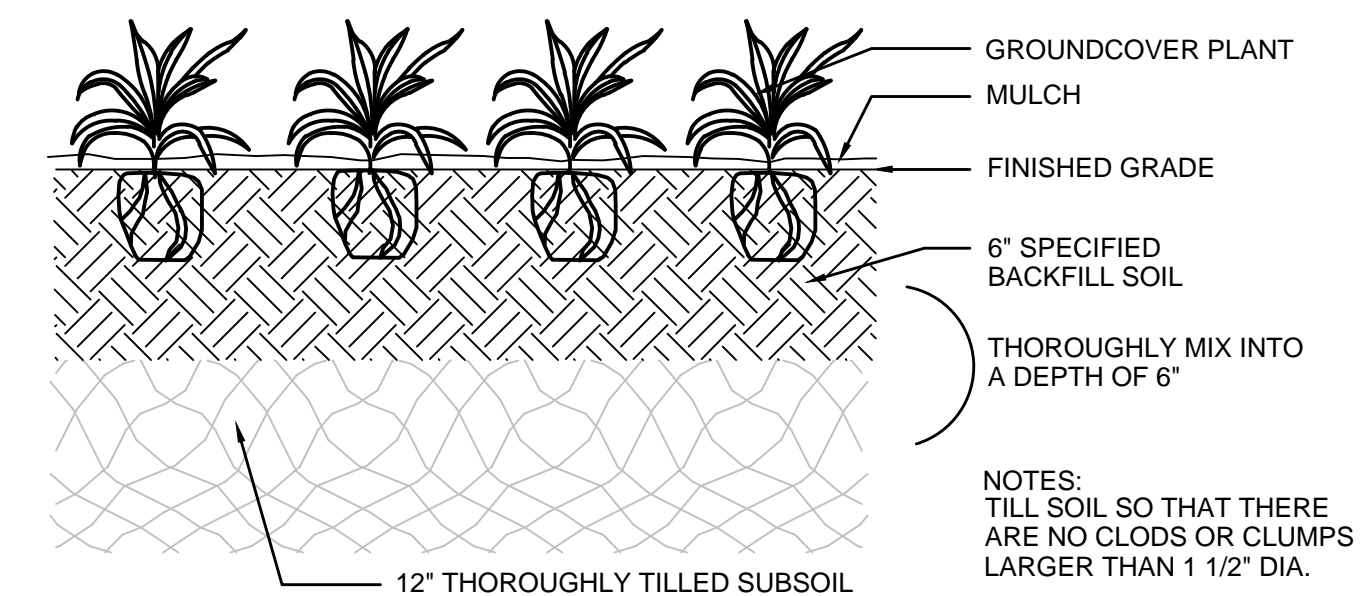
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L1.02



SHRUB PLANTING DETAIL

SCALE: N.T.S.

3
L1.02



GROUNDCOVER PLANTING DETAIL

SCALE: N.T.S.

4
L1.02



POLYGON NW COMPANY



GEODESIGN, INC

REVISIONS	
DATE	DESCRIPTION



Grande Pointe at Villebois

Villebois 7S
 Model Homes

**MODEL HOMES
 PLANTING
 NOTES &
 DETAILS**

4TH SUBMITTAL DATE 2/27/2015

L1.02

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 12, 2015

6:30 PM

VIII. Board Member Communications:

**A. Agenda Results from the September 28, 2015 DRB
Panel B meeting**

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE:	SEPTEMBER 28, 2015	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:30 P.M.	TIME END: 9:02 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Aaron Woods	Barbara Jacobson
Cheryl Dorman	Blaise Edmonds
Richard Martens	Steve Adams
Shawn O’Neil	Michael Wheeler
	Daniel Pauly
City Council Liaison: Julie Fitzgerald	Jennifer Scola

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS’ INPUT	None.
CONSENT AGENDA	
A. Approval of August 24, 2014 Minutes	A. Unanimously approved as presented
PUBLIC HEARING	
<p>A. Resolution No. 313. Clackamas Community College Pole Yard Expansion: Clackamas Community College – Owner/Applicant. The applicant is requesting approval of a Stage I Preliminary Plan Revision, Revised Stage II Final Plan, Site Design Review and Type ‘C’ Tree Removal Plan for expansion of the existing electrical lineman training facility at the Wilsonville Campus of Clackamas Community College. The site is located on Tax Lot 1300 Section 13CB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly.</p> <p>Case Files: DB15-0041 – Stage I Preliminary Plan Revision DB15-0042 – Revised Stage II Final Plan DB15-0043 – Site Design Review DB15-0044 – Type C Tree Removal Plan</p>	<p>A. Resolution No. 313 unanimously approved as presented.</p>
<p>B. Resolution No. 314. A Storage Place DBA Wilsonville Storage: David K. Shefrin, Trustee – Owner. The applicant is requesting approval of a Stage I Preliminary Plan Modification, Stage II Final Plan, Site Design Review and Sign Review for construction of a three-story commercial self-storage facility and associated improvements. The site is located at 29200 SW Town Center Loop East on Tax Lot 501 Section 13CB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Michael Wheeler</p>	<p>B. Resolution No. 314 approved 3 to 1 as presented with added Condition PDC 17 and additional exhibits, with Shawn O’Neil opposed. Condition PDC13 was deleted.</p>

<p>Case Files: DB15-0037 – Stage I Preliminary Plan Modification DB15-0038 – Stage II Final Plan DB15-0039 – Site Design Review DB15-0040 – Sign Review</p>	
<p>BOARD MEMBER COMUNICATIONS</p>	
<p>A. Results of the September 14, 2015 DRB Panel A meeting B. Discussion topic: Paperless staff reports, exhibits and application notebook materials</p>	<p>A. No discussion. B. Following discussion, the Board consented to utilize paperless materials.</p>
<p>STAFF COMMUNICATIONS</p>	
	<p>None.</p>