



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

Monday, February 11, 2019 - 6:30 P.M.

- I. Call to order:
- II. Chairman's Remarks:
- III. Roll Call:

Fred Ruby	Daniel McKay
Jennifer Willard	Angela Niggli
Joann Linville	
- IV. Citizens' Input:
- V. Election of 2019 Chair and Vice-Chair:
 - A. Chair
 - B. Vice-Chair
- VI. Consent Agenda:
 - A. Approval of minutes of August 13, 2018 DRB Panel A meeting
- VII. Public Hearing:
 - A. **Resolution No. 360. Frog Pond Meadows: Li Alligood, AICP, Otak – Representative for West Hills Land Development – Applicant.** The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) and Public Facility (PF) for approximately 23.9 acres of property located on the west side of Stafford Road just north of Boeckman Road, and adopting findings and conditions approving a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Tentative Partition Plat (Church property), Tentative Partition Plat (School property), Type C Tree Plan, Waiver to Minimum Lot Size, Waiver to Minimum Front Setback, and Abbreviated SRIR Review for a 74-lot single-family subdivision. The subject site is located on Tax Lots 1800, 1902, 1903, 2000 and 2200 and portion of Stafford Road right-of-way of Section

12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files: DB18-0060 Annexation
DB18-0061 Zone Map Amendment
DB18-0062 Stage I Preliminary Plan
DB18-0063 Stage II Final Plan
DB18-0064 Site Design Review of Parks and Open Space
DB18-0065 Tentative Subdivision Plat
DB18-0066 Tentative Partition Plat (Church Property)
DB18-0067 Tentative Partition Plat (School Property)
DB18-0068 Type C Tree Plan
DB19-0002 Waiver – Minimum Lot Size
DB19-0003 Waiver – Front Setback
SI18-0006 Abbreviated SRIR Review

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

- VIII. Board Member Communications:
- A. Results of the August 27, 2018 DRB Panel B meeting
 - B. Results of the October 22, 2018 DRB Panel B meeting
 - C. Results of the November 26, 2018 DRB Panel B meeting
 - D. Recent City Council Action Minutes
- IX. Staff Communications:
- A. Welcome Daniel McKay and Angela Niggli!
- X. Adjournment

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting.

- Qualified sign language interpreters for persons with speech or hearing impairments.
- Qualified bilingual interpreters.
- To obtain such services, please call the Planning Assistant at 503 682-4960

DEVELOPMENT REVIEW BOARD MEETING
FEBRUARY 11, 2019
6:30 PM

- VI. Consent Agenda:
 - A. Approval of minutes of August 13, 2018 DRB
Panel A meeting

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

**Development Review Board – Panel A
Minutes– August 13, 2018 6:30 PM**

I. Call to Order

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

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: Fred Ruby, James Frinell, Joann Linville, Jennifer Willard, and Shanti Villarreal

Staff present: Daniel Pauly, Barbara Jacobson, Zach Weigel, and Dominique Huffman

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

V. Consent Agenda:

A. Approval of minutes of May 14, 2018 DRB Panel A meeting

Joann Linville moved to approve the May 14, 2018 DRB Panel A meeting minutes as presented. Jennifer Willard seconded the motion, which passed unanimously.

B. Approval of minutes of June 11, 2018 DRB Panel A meeting

Note: Due to a lack of quorum to approve minutes from the June 11, 2018 minutes in the normal fashion, staff has attained signatures of approval from all attendees. The Board was asked to recognize those signatures as valid and therefore, adopt those minutes as approved.

James Frinell moved to recognize the attained signatures and adopt the June 11, 2018 DRB Panel A meeting minutes as approved. Jennifer Willard seconded the motion, which passed 4 to 0 to 1 with Joann Linville abstaining.

VI. Public Hearing:

A. **Resolution No. 356. Family Fun Center Expansion and Renovation: Darren Harmon, General Manager – Applicant for Wilsonville Land Partnership – Owner.**

The applicant is requesting approval of a Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, Type C Tree Plan and Class 3 Sign Permit for expansion and remodel of the Family Fun Center. The site is located at 29111 SW Town Center Loop West on Tax Lot 100 of Section 14D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Jennifer Scola. Presented by Daniel Pauly

Case Files: DB18-0034 Stage I Master Plan Modification
DB18-0035 Stage II Final Plan Modification

DB18-0036 Site Design Review
DB18-0037 Type C Tree Plan
DB18-0038 Class 3 Sign Permit

Chair Ruby called the public hearing to order at 6:35 p.m. and read the conduct of hearing format into the record. Fred Ruby, Joann Linville, Jennifer Willard, and Shanti Villarreal 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.

Daniel Pauly, Senior Planner, 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. Pauly presented the Staff report via PowerPoint, briefly reviewing the site's history, location and surrounding features, and highlighting the proposed applications and key issues with these additional comments:

- The Fun Center first opened in Wilsonville in 1994, when many of the amenities present today, including Autotopia, mini golf, and the bumper boats, were built. The Applicant had returned to the DRB several times with proposed changes, as amenities were changed or added over the years in order to adapt and offer new things as needed in the industry. The last approval, in 2012 for the Screaming Eagle Zip Line, included discussion about the Applicant's future plans to add the building expansion with a 16-lane bowling alley as currently proposed. The proposed expansion would look significantly different in design and less like the 1990s.
- The City had utilized mail, various newspaper postings, a sign on the site, and the City's website to send the standard required land use notices.
- The Stage I Master Plan, which detailed the location of certain uses, needed to be modified because the Fun Center was in the Planned Development Commercial Zone.
 - The Applicant had proposed replacing the existing batting cages with parking and stormwater facilities. The building addition would extend on the east side into what was currently parking.
- Stage II Final Plan Modification delved more into the functional details of the site, including traffic, parking, utilities, and the overall design. He described the proposed changes to the site, noting additional parking and rain garden in the former batting cage area, pedestrian sidewalks surrounding the building, and a new, broader pedestrian area at the main entrance. (Slide 11)
 - Parking lot circulation would continue to meet City standards and allow for appropriate circulation, including fire access.
 - Traffic. According to the ITE Manual, batting cages generate quite a bit of traffic, but the removal of the eight batting cages and the addition of the bowling alley would only net three additional trips, which represented a minimal change. The Traffic Report did not anticipate that the added building would contribute to congestion or violate any levels of service (LOS) at any intersections throughout the city.
 - Parking. There were many unique uses on the site, not all of which were defined in Table 5, Section 4.155. Per the Code, if a use was not defined, the DRB could define the parking ratio, which had occurred a number of times over the years. For items identified in Table 5 of the Parking Code, that standard that was used. For situations not identified in the table, the analysis relied on previous approvals.

- The Applicant proposed four parking spaces per bowling alley lane, which was reflective of the bowling league era where all four people were anticipated to drive separate vehicles. A total of 64 spaces were proposed, which was more than the minimum, and Staff recommended that there would be adequate parking with the proposed new layout and uses.

Joann Linville observed that individuals would come and go to use the batting cages, but with a bowling league, traffic would increase at certain times. She asked if the Traffic Study gave any consideration to traffic patterns during bowling league games versus the traffic patterns of random people coming and going to the batting cages.

Mr. Pauly replied that because of the number of activities available at the entertainment campus, it was anticipated that the typical user would be someone who would bowl and then enjoy other activities, as opposed to an all night league event typical of a traditional bowling alley.

Dominique Huffman, Civil Engineer, Engineering Group, explained the intent for the proposed bowling alley was not necessarily for league play but as a facility for families and other activities. However, the Traffic Study did account for typical traffic for a standard bowling alley and those types of trips were added to the site. The typical trips generated by batting cage use, as outlined in the ITE Manual, were removed, which resulted in a net increase of three trips. The intent of the proposed additional facility was to spread out use of the site year-round rather than most of the trips being generated in the summer. She believed August being peak use for the site. She also noted most traffic would not occur during the Peak Hour, but during weekends.

Shanti Villarreal asked if parking for school buses had been taken into consideration.

Mr. Pauly responded it had been brought up in discussions with the Applicant, but he was unaware if anything in the Traffic Report specifically addressed that issue.

Ms. Huffman clarified nothing in the Traffic Report specifically addressed school bus parking but she noted that the drive aisle provided sufficient access for buses and to her knowledge no specific bus parking was identified.

Mr. Pauly stated most of the parking lot would stay the same. As designed, the tree requirements would aggregate the trees along the edges, rather than having planting islands every few spaces, which would leave the middle of the lot pretty open and allow a bus to pull in and use a number of spaces. School buses would typically use the lot during school hours, not during peak times for other users. He noted the City had never received any complaints from Fun Center guests of the stating they could not park due to buses taking up the spaces.

Mr. Pauly continued with the Staff report presentation as follows:

- Site Design Review addressed architectural details. The building brought in many natural elements and natural colors using a variety of materials with the intention of creating visual interest and also tying in with materials used elsewhere in the Town Center. He described the materials and architectural features of the proposed building addition, as well as that added to the existing building to break up the façade, and add interest. Key elements included retaining the large glass wall, a flowing water themed corner element, a new gateway entrance with a concrete-look metal panel and concrete inlays, as well as a large area of stone veneer with glass and red metal panels topped with a kinetic wall. (Slide 14) He circulated the color materials board.

- The kinetic wall was a very interesting feature with connected panels that would move in the wind.
- As far as architectural context, the movie theater across the street was a concrete block style building with a lot of glass and interesting architectural elements. The Eye Health building, which would start construction soon, would also feature glass, natural elements, and interesting lines. Red brick was used often in the Town Center, despite polling unfavorably in surveys. There was also a lot of glass and different accents with corporate colors.
- Looking at the variety of natural elements, Staff believed the proposed design represented the use in a tasteful way that also blended with the surrounding materials and architecture used in the immediate area as well as Town Center. As presented, Staff recommended approval because the proposal met the City standards with regard to compatibility with the surrounding area, quality materials, and professional design.
- The proposed landscaping was used to incorporate nature, especially with the rainwater features within the racetrack, as well as in the former batting cage area, around the buildings, and in the parking lot.
- Type C Tree Plan. Several parking lot and landscape trees planted with the original building in the 1990s were being removed. No native or pre-development trees would be affected. All tree removal seemed reasonable and necessary to facilitate the proposed changes work and was being mitigated onsite.
- Class 3 Sign Permit. The Applicant had not figured out the exact copy, but had identified an area close to the entrance and had decided on the style and type of sign that worked with the architecture and met the area allowance for the building. Staff recommended approval, as the proposal met all of the standards.
 - The application did not involve the freeway sign. If the Applicant wanted to change that sign in the future, it would be under a separate application.
- The Applicant had worked with Staff, listened to feedback and sought to understand and comply with the Code while meeting their needs for continuing to provide an interesting product for the community. Staff recommended approval of the application with conditions.

Ms. Villarreal asked if any impact was anticipated on other businesses in the area, such as the bowling alley.

Mr. Pauly replied he anticipated that it would, but regardless of any personal feelings, that was something that could not be controlled by the City. The Applicant had done their research on the marketplace and felt it would be profitable. Wilsonville Lanes had contacted him about their concerns, but he confirmed no applicable criteria ~~that~~ could be applied.

Jennifer Willard noted Ms. Scola stated in her staff report that significant long-term changes to the area where the site was located were envisioned as a part of the Town Center Plan. She asked if the proposed application was grossly in conflict with the envisioned Town Center Plan even though it was not adopted yet.

Mr. Pauly responded there was a vision of density potentially towards the freeway and some higher buildings. However, during the planning process, it had been acknowledged that the area was to be an entertainment cluster for some time. However, from a legal standpoint, nothing had been adopted and although there were significant, ongoing planning efforts for the area that would become a part of the Town Center Master Plan towards the end of 2018, Staff and the DRB had to apply the standards on the books at the time of application.

Ms. Linville asked what the timeline was for construction and if any future changes to the Town Center Master Plan would impact the project if the DRB already approved it.

Mr. Pauly replied that once approval was granted, it was good for two years. If the original approval was to expire, and there were new standards on the books, the Applicant would need to make changes to meet the new standards. The Applicant had already submitted the preliminary building plans, which were under review. He understood the Applicant wanted to pursue construction as soon as possible.

Ms. Linville noted Condition PDC 9 on Page 9 of the Staff report stated the lighting was to be reduced one hour after close, but in no case later than 10:00 pm, to 50 percent of the requirements; however, the application stated the Fun Center would be open until 11:00 pm on Fridays and Saturdays, and that lighting intensity would be reduced one hour after close or the curfew time, which meant full lighting until midnight. She asked how that would be resolved, if it had been already within the conditions of approval.

Mr. Pauly replied he might need to reread the Code and the finding, and if necessary, that condition could be revised. There could be further discussion because the Fun Center was next to a residential area. That said, any lighting requirements would only apply to new lighting, not any lighting that exists under the current Code. The Outdoor Lighting Ordinance specifically stated that more than 50 percent of the luminaires on a site had to be replaced before it was considered a major modification that would require the whole site to be upgraded to meet current Outdoor Lighting Standards. He did not believe that was the case with this application; it would only be the lights on the new portion of the building. Any lights on the zip line, golf course, bumper boats, or Autotopia fell under the old standards. He agreed there appeared to be a conflict and offered to look over the Code during the Applicant's presentation.

Chair Ruby called for the Applicant's presentation.

Ben Altman, Pioneer Design Group, 9020 SW Washington Square Rd, Suite 170, Portland, OR, 97223 introduced the members of the ownership group and presented the Applicant's proposal, noting Staff had given a very good summary of the Staff report and the Code compliance. His comments were as follows:

- The Applicant's focus on the design had been one representing the form and function of the facility as a family-oriented entertainment center, which was distinctly different from other activities within Town Center; the closest function being the movie theater. The focus on the design element had to do with the distinction of the site being a fun center, and it was intentionally designed to represent that function and not conflict, but not blend in, with the typical Class A office buildings in the area.
- With regard to the questions asked, he noted that batting cages were utilized by individuals, as well as teams, for batting practice.
 - In contrast with other bowling alleys, the Fun Center was not a league-oriented facility like Wilsonville Bowl that had organized leagues that played on a regular basis. It was more family-oriented, and it was anticipated that families going there for the other activities would simply add bowling to the activities that they do while at the facility.
- With regard to lighting, he reiterated that compliance with the new Code was not triggered unless over 50 percent of the lighting was replaced, and the proposed new lighting was less than 50 percent, so the effect of the entire Code would not be applicable in this case. Over time, because the Code had a cumulative effect, future changes that crossed the 50 percent threshold would trigger full compliance with any updated Code standards. He agreed the condition needed to be clarified.

Shawn Butler, Brunswick Bowling, stated he had 30 years of experience with Brunswick Bowling and was in charge of design construction. He was helping the owners' group design and construct the center. He builds approximately ten centers every year in the United States and internationally.

- He noted current trends in bowling showed league bowling on the decline with traditional bowling alleys going out of business at a rapid rate. In the last couple of years, what was known as open play recreational bowling had exceeded league bowling.
- Many cities had four to eight parking spaces dictated per bowling lane, however, that was league-based with four to six people on a team coming in with their own cars. Recreational bowling required fewer parking spaces, approximately two cars per lane. Brunswick was building approximately 50 new centers per year in the United States, and the trend was toward so-called bowling entertainment facilities, such as the Family Fun Center, that included other amenities like food and beverage, arcades, mini golf, etc. As such, the Applicant based their parking space calculation on the whole center, which was one space per every 150 sq ft to 200 sq ft of entertainment facility.
- These entertainment centers featured activities for all ages, from 4 to 84 years old, which facilitated the rise in popularity of recreational bowling. Conversely, traditional centers and league bowling were declining due to people not wanting to make a set, weekly commitment for up to 36 weeks out of the year.

Mr. Altman noted that with regard to bus access, buses in this type of facility usually pull up and park in the drive aisle to offload at the front door. If no parking was available onsite, the bus would pull offsite and wait elsewhere until passengers were ready to reload and leave, so there was plenty of room for that type of activity.

- The Applicant had reviewed the Staff report and concurred with all conditions of approval other than clarifying the lighting, which was one element to touch base on.

Mr. Pauly reported that, having looked at the application again, the Family Fun Center was in Lighting Zone 3, not Lighting Zone 2, which was a typical condition throughout the city, thus changing the curfew time from 10:00 pm to midnight, which was typically an hour after close in this condition.

- He recommended changing the language in PDC 9 to "but in no case later than ~~10 pm~~ **midnight**." PDC 10 would still apply, and the Applicant would still need special permission, as they currently did for noise, for an all-night activity because the all-night-activity permission dated back to a previous approval in 2012 for the zip line.

Ms. Linville understood the goal of expansion was to increase the use of the facility with the hope that it would be busier than it was currently.

Mr. Altman agreed, but added that the Family Fun Center was adding indoor activities in an effort to spread usage throughout the year as opposed to having a peak summer usage season.

Ms. Linville stated that the exterior and the plan were great and a really nice addition to the community, but she was concerned that there was no way to quantify the number of parking spaces that would be necessary for this kind of facility. She believed Big Al's was the only place that was comparable and similar in magnitude. The worst thing for the Applicant would be if guests could not find a parking space and then leave. She wondered if guests might park at the movie theater if they could not find parking at the Fun Center.

Mr. Altman replied there were a few cases where guests parked across the street or at Les Schwab when Les Schwab was not open, as there were informal agreements about that occurring. Most of the businesses across the street, except the movie theater, closed after 5:00 pm, so there was plenty of parking in the immediate area. Since 1994, there had never been an instance of a parking problem.

Ms. Villarreal noted another analysis would be triggered on traffic, if it reached a certain point, and asked if there was a similar process for parking because as Wilsonville continued to grow, it could become a problem.

Mr. Altman believed it would be self correcting because if the Fun Center began to run out of parking, they would look for options to fix that as maintaining access for the customer was obviously an operating issue.

Chair Ruby called for public testimony in favor of, opposed and neutral to the application. Seeing none, he noted no rebuttal was necessary.

Ms. Linville noted a potential typo regarding the estimated water use on the landscape design document, Page LC-1. It appeared that the estimated water use in gallons per year for Zone 7 and Zone 5 would be added together, which would still under the maximum water allowance, however, the actual number appeared incorrect.

Mr. Pauly responded that he was not an expert on irrigation, but typically, Planning Staff did not look at it that carefully. Certainly, people wanted to minimize use, and during the building plan review, any necessary plumbing permits would ensure that anything required by Code was calculated correctly.

Ms. Linville said it appeared that Hydra Zone 7 estimated 59,159 gallons and Hydra Zone 5 estimated 55,024.43, but those two numbers added together would not total 59,159 gallons. It was well within the maximum, but the numbers looked strange.

Mr. Pauly replied it was a good question, adding that as the Applicant came in with the final design plans for construction, he would tag that and see if the number changed when it was reviewed more carefully in the design.

Chair Ruby closed the public hearing at 7:24 pm.

James Frinell moved to approve Resolution No. 356 amending the language in Condition PDC 9 so that lighting shall be reduced one hour after close but no later than midnight. Jennifer Willard seconded the motion, which passed unanimously.

Chair Ruby read the rules of appeal into the record.

VII. Board Member Communications

A. Results of the June 25, 2018 DRB Panel B meeting

Daniel Pauly, Senior Planner, noted that the two-acre lots on Canyon Creek Rd South had gradually subdivided over time primarily into about 14 or 15 more subdivided lots, most of which were Renaissance at Canyon Creek. Panel B worked on another subdivision last month that was only five additional lots, but it went through the whole process and City Council had since

adopted that zone change. It was an interesting place for infill because it was close to Town Center and employment.

B. Recent City Council Action Minutes

Barbara Jacobson, City Attorney, noted City Council had adopted the Basalt Creek Concept Plan, a big land-use deal that had been ongoing for several years, so it was a milestone. Basalt Creek was an unincorporated area in Washington County located between Wilsonville and Tualatin. The two cities were supposed to plan it out together and but the decision regarding where the boundary line would be between both cities went back and forth several times. After coming to what everyone believed was an agreement, Tualatin decided to switch a piece of land that Wilsonville felt was critical from industrial development to residential use. Both cities went through a protracted negotiations period with no result, and finally both sides agreed to let Metro arbitrate the dispute. Both sides briefed it, presented it, and Metro came down on Wilsonville's side. Tualatin was not happy, but they had agreed to the process so both sides passed the Concept Plan. Two landowners in the Central Sub Area have appealed it to LUBA, so everyone would have to wait to see what would happen.

VIII. Staff Communications

Dominique Hoffman, Civil Engineer, introduced herself to the Board, noting she had begun working for the City in May and this was her first DRB meeting. She had worked for the City of Tualatin for three years and prior to that was with Washington State DOT working on projects from Vancouver to Centralia. She currently lived in Tualatin and thus far, Wilsonville had been a great place to work and a great community to work for.

IX. Adjournment

The meeting adjourned at 7:30 pm.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING
FEBRUARY 11, 2019
6:30 PM**

VII. Public Hearing:

A. Resolution No. 360. Frog Pond Meadows: Li Alligood, AICP, Otak – Representative for West Hills Land Development – Applicant. The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) and Public Facility (PF) for approximately 23.9 acres of property located on the west side of Stafford Road just north of Boeckman Road, and adopting findings and conditions approving a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Tentative Partition Plat (Church property), Tentative Partition Plat (School property), Type C Tree Plan, Waiver to Minimum Lot Size, Waiver to Minimum Front Setback, and Abbreviated SRIR Review for a 74-lot single-family subdivision. The subject site is located on Tax Lots 1800, 1902, 1903, 2000 and 2200 and portion of Stafford Road right-of-way of Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files:	DB18-0060	Annexation
	DB18-0061	Zone Map Amendment
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	DB18-0067	Tentative Partition Plat (School Property)
	DB18-0068	Type C Tree Plan
	DB19-0002	Waiver – Minimum Lot Size
	DB19-0003	Waiver – Front Setback
	SI18-0006	Abbreviated SRIR Review

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

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 360**

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF AN ANNEXATION AND ZONE MAP AMENDMENT FROM RURAL RESIDENTIAL FARM FOREST 5-ACRE (RRFF-5) TO RESIDENTIAL NEIGHBORHOOD (RN) AND PUBLIC FACILITY (PF) FOR APPROXIMATELY 23.9 ACRES OF PROPERTY LOCATED ON THE WEST SIDE OF STAFFORD ROAD JUST NORTH OF BOECKMAN ROAD, AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I PRELIMINARY PLAN, STAGE II FINAL PLAN, SITE DESIGN REVIEW OF PARKS AND OPEN SPACE, TENTATIVE SUBDIVISION PLAT, TENTATIVE PARTITION PLAT (CHURCH PROPERTY), TENTATIVE PARTITION PLAT (SCHOOL PROPERTY), TYPE C TREE PLAN, WAIVER TO MINIMUM LOT SIZE, WAIVER TO MINIMUM FRONT SETBACK, AND ABBREVIATED SRIR REVIEW FOR A 74-LOT SINGLE-FAMILY SUBDIVISION. THE SUBJECT SITE IS LOCATED ON TAX LOTS 1800, 1902, 1903, 2000 AND 2200 AND A PORTION OF STAFFORD ROAD RIGHT-OF-WAY OF SECTION 12D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON. LI ALLIGOOD, AICP, OTAK – REPRESENTATIVE FOR WEST HILLS LAND DEVELOPMENT LLC - APPLICANT.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated February 4, 2019, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on February 11, 2019, 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 February 4, 2019, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations, subject to City Council approval of the Annexation and Zone Map Amendment Requests (DB18-0060 and DB18-0061) for:

DB18-0062 through DB18-0068, DB19-0002, DB19-0003, SI18-0006; Stage I Master Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Removal Plan, Waiver to Minimum Lot Size, Waiver to Minimum Front Setback, and Abbreviated SRIR Review for an 74 lot single-family subdivision and associated improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 11th day of February, 2019 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Fred Ruby – Acting Chair, Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Frog Pond Meadows 74-Lot Single-Family Subdivision

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

Hearing Date:	February 11, 2019
Date of Report:	February 4, 2019

Application Nos.:	DB18-0060 Annexation DB18-0061 Zone Map Amendment DB18-0062 Stage I Preliminary Plan DB18-0063 Stage II Final Plan DB18-0064 Site Design Review of Parks and Open Space DB18-0065 Tentative Subdivision Plat DB18-0066 Tentative Partition Plat (Church Property) DB18-0067 Tentative Partition Plat (School Property) DB18-0068 Type C Tree Removal Plan DB19-0002 Waiver – Minimum Lot Size DB19-0003 Waiver – Front Setback SI18-0006 Abbreviated SRIR Review
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Request/Summary: The requests before the Development Review Board include Annexation, Zone Map Amendment, Class 3 Stage I Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Two Tentative Partition Plats, Type C Tree Removal Plan, Minimum Lot Size Waiver, Minimum Front Setback Waiver, and Abbreviated SRIR Review

Location: West side of Stafford Road, north of Boeckman Road. The property is specifically known as Tax Lots 1800, 1902, 1903, 2000, and 2200, and a portion of Stafford Road right-of-way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon

Owners: Community of Hope ELCA (27817 SW Stafford Rd.)
Joint Revocable Trust of Theodore and Lynette Eaton (27767 SW Stafford Rd.)
27687 Stafford Road LLC (27687 SW Stafford Rd.)
West Linn-Wilsonville School District (7035 SW Boeckman Rd. and 27657 SW Stafford Rd.)

Applicant: Dan Grimberg, West Hills Development

Applicant's Rep.: Li Alligood, AICP, OTAK, Inc.

Comprehensive Plan Designation: Residential Neighborhood

Zone Map Classification (Current): RRFF 5 (Clackamas County designation – Rural Residential Farm Forest 5-Acre)

Zone Map Classification (Proposed): RN (Residential Neighborhood), PF (Public Facility)

Staff Reviewers: Kimberly Rybold, AICP, Associate Planner
Steve Adams PE, Development Engineering Manager
Kerry Rappold, Natural Resources Program Manager

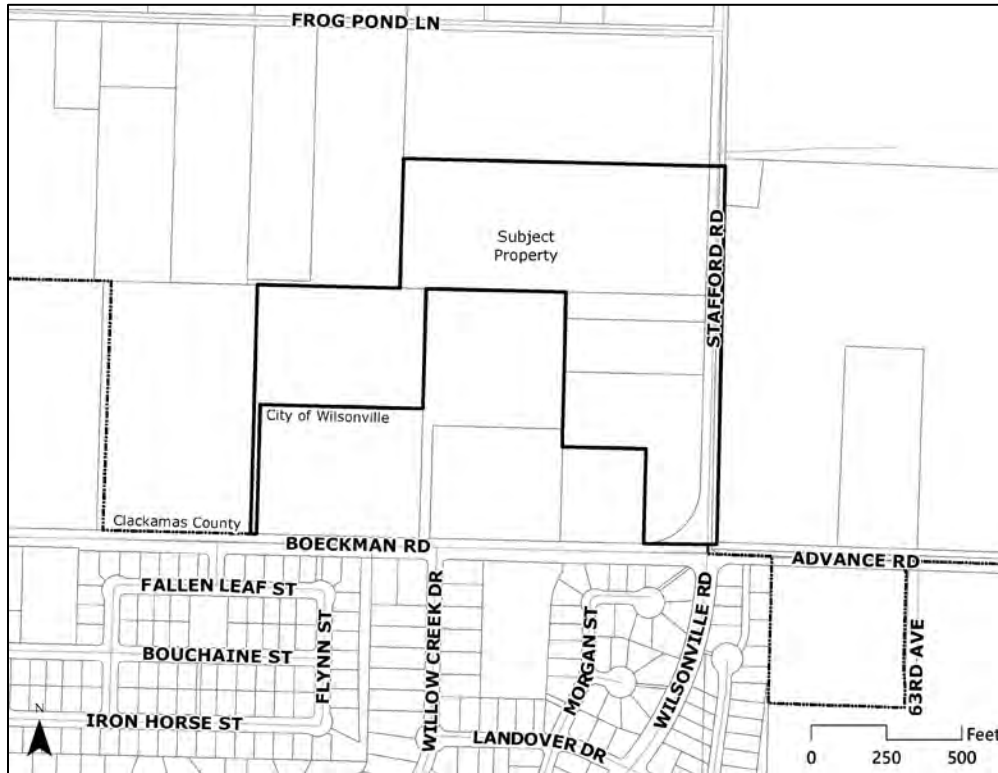
Staff Recommendation: Recommend approval to the City Council of the Annexation and Zone Map Amendment, approve with conditions the Stage I Master Plan, State II Final Plan, Site Design Review request, Tentative Subdivision Plat, Tentative Partition Plats, Type C Tree Plan, Minimum Lot Size Waiver, Minimum Front Setback Waiver, and Abbreviated SRIR Review, contingent on City Council approval of the Annexation and Zone Map Amendment.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.033	Authority of City Council
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.113	Standards Applying to Residential Development in All Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.127	Residential Neighborhood (RN) Zone
Section 4.136	Public Facility (PF) Zone
Sections 4.139.00 through 4.139.11	Significant Resource Overlay Zone (SROZ) Regulations
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Sections 4.156.01 through 4.156.11	Signs
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources

Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.197	Zone Changes
Sections 4.200 through 4.290	Land Divisions
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600-4.640.20	Tree Preservation and Protection
Section 4.700	Annexation
<u>Comprehensive Plan and Sub-elements:</u>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Area of Special Concern L	
Transportation Systems Plan	
Frog Pond West Master Plan	
<u>Regional and State Law and Planning Documents</u>	
Metro Code Chapter 3.09	Local Government Boundary Changes
ORS 222.111	Authority and Procedures for Annexation
ORS 222.125	Annexation by Consent of All Land Owners and Majority of Electors
ORS 222.170	Annexation by consent before public hearing or order for election
Statewide Planning Goals	

Vicinity Map



Background:

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

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

The proposed 15.64-acre subdivision is the third development proposal, following the 44-lot Stafford Meadows subdivision to the south and the 78-lot Morgan Farm subdivision to the west. The subdivision will connect to Stafford Meadows, blending together as one cohesive neighborhood.

This application also includes the Community of Hope Church and property owned by the West Linn-Wilsonville School District. The existing church will remain, with the westernmost 0.69 acres partitioned and included within the Frog Pond Meadows subdivision. In return, the applicant will transfer Tract M of the previously approved Stafford Meadows subdivision to the church. The application also proposes partitioning the easternmost 1.5 acres of the West Linn-Wilsonville School District property on Boeckman Road to be included within Frog Pond Meadows, with the remaining portion planned for a future park and school. Combined with adjacent Stafford Road right-of-way, the applicant proposes the annexation of approximately 23.9 acres into the City of Wilsonville.

Summary:

Annexation (DB18-0060)

The approximately 23.9 acres proposed for annexation are contiguous to land currently in the City, are within the Urban Growth Boundary, and are master planned for residential development. All property owners and a majority of registered voters in the annexation area have consented in writing to the annexation.

Zone Map Amendment (DB18-0061)

Concurrent with the adoption of the Frog Pond West Master Plan the City added a new zoning district, Residential Neighborhood (RN), intended for application to the Master Plan area. The applicant proposes applying the Residential Neighborhood (RN) Zone to the residential portion of the subject property consistent with this intention. The applicant proposes applying the Public Facility (PF) Zone to the remaining church property, which will continue its present use as a church, as well as to the portion of the subject property west of Willow Creek, which is planned as a future park and school.

Stage I Master Plan (DB18-0062)

Note: Only the 15.64-acre area shown on the Tentative Subdivision Plat in Exhibit B3 is subject to this Stage I Master Plan application.

The proposed single-family use, number of units, preservation of open space, and general block and street layout are consistent with the Frog Pond West Master Plan. Specifically in regards to residential land use unit count, the proposed Stage I area includes portions of medium lot Sub-districts 2 and 5 and small lot Sub-district 6, as well as a portion of Civic Sub-district 12. The Frog Pond West Master Plan establishes a range of 20 to 25 units for Sub-district 2. The previously approved Stafford Meadows subdivision includes 18 units within this sub-district. This

application proposes six additional units, for a total of 24 within the sub-district. Approximately 69 percent of Sub-district 5 is within the project area. For Sub-district 5, the applicant proposes 22 lots. As the Master Plan establishes a range of 27 to 33 units for the entire sub-district, the proposed number of units, representing approximately 81 percent of the range minimum and 67 percent of the range maximum, will allow for buildout of the sub-district consistent with the Master Plan recommendations.

Approximately 50 percent of Sub-district 6 is within the project area. Development within small lot sub-districts greater than 10 acres must provide a minimum of 10 percent of units as duplexes or attached two-unit homes. For Sub-district 6, the applicant proposes 42 lots, four of which are attached two-unit single-family homes. This portion of the sub-district is less than 10 acres, so the 10 percent minimum does not apply. As the Master Plan establishes a range of 74 to 93 units for the entire sub-district, the proposed number of units, representing approximately 56 percent of the range minimum and 45 percent of the range maximum, will allow for buildout of the sub-district consistent with the Master Plan recommendations.

A small portion of the project area is within Civic Sub-district 12. This sub-district allows for a maximum of seven dwelling units. Housing in the Civic sub-district is subject to the regulations of the medium lot single-family designation consistent with Table 1 of the Frog Pond West Master Plan. The applicant proposes four lots meeting the medium lot sub-district standards in this area.

Stage II Final Plan (DB18-0063)

Note: Only the 15.64-acre area shown on the Tentative Subdivision Plat in Exhibit B3 is subject to this Stage II Final Plan application.

The applicant proposes installing necessary facilities and services concurrent with the development of the proposed subdivision.

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

Regarding the protection of natural features and other resources, the design of the project avoids disturbance of the significant natural features on the site, including the riparian area west of Willow Creek Drive, wetlands along Stafford Road, and a tree grove along the northern edge of the project area. Although the site generally appears to be flat, the elevation varies by 20 feet from north to southwest, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes.

Site Design Review (DB18-0064)

Note: Only the 15.64-acre area shown on the Tentative Subdivision Plat in Exhibit B3 is subject to this Site Design Review application.

The scope of the Site Design Review request includes design of common tracts and the streetscape. Overall, the design of these spaces is consistent with the Site Design Review standard and the Frog Pond West Master Plan. In particular, the proposed design conforms to the street tree and street lighting elements of the Frog Pond West Master Plan providing for the envisioned streetscape. The design also includes the required open space tracts consistent with the Master Plan. Among the additional specific elements reviewed is the wall and landscaping required by the Master Plan along the Stafford Road frontage and the landscaping and site furnishings in open space tracts.

Tentative Subdivision Plat (DB18-0065)

Note: Only the 15.64-acre area shown on the Tentative Subdivision Plat in Exhibit B3 is subject to this Tentative Subdivision Plat application.

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

Tentative Partition Plats (DB18-0066 and DB18-0067)

The proposed tentative plats meet technical platting requirements, demonstrate consistency with the Stage II Final Plan, and thus the Frog Pond West Master Plan, and do not create barriers to the future development of adjacent neighborhoods and sites. The purpose of the partitions is to divide the property currently owned by the school district and church into two parts, allowing portions of these properties to be conveyed to the developer from the school district and church. The portion of the school property east of the Willow Creek drainage area would be incorporated into the larger Frog Pond Meadows subdivision. The school district would retain western portion for future development as a school and park, as shown in the Frog Pond West Master Plan. The western portion of the church property would be incorporated into the larger Frog Pond Meadows subdivision, with the remaining land maintaining in its current use as a church.

Type C Tree Removal Plan (DB18-0068)

Although the site generally appears to be flat, the elevation varies by 20 feet from north to southwest, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site. The majority of these trees are in overgrown groves in the southwest portion of the site, located mostly on land

currently owned by the school district where Willow Creek Drive will be extended. The total number of trees proposed for removal subject to mitigation is 235.

The applicant proposes to preserve 23 trees onsite, with seven additional trees protected on adjacent property. The applicant proposes preservation of nine Oregon white oak trees in the northeastern portion of the subject property. These trees are part of a larger grove that extends to the north of the site, which will be preserved as open space with future development. Nine trees will be preserved along and within the drainage area west of Willow Creek Drive, including a white willow, three Douglas-fir, an Oregon white oak, a Scouler's willow, a river birch, a Scots pine, and a Norway Spruce. Three trees in the Stafford Road right-of-way, two Oregon white oak trees and a Scots pine, are proposed for preservation. A 34-inch Oregon white oak in excellent condition will be preserved within a planned median in Willow Creek Drive in the northwest portion of the site.

The proposed planting of 160 landscaping and street trees (see Sheets L2.000 through L2.04 of Exhibit B3) will partially mitigate for the removal. Additional mitigation will be satisfied by paying into the City's tree fund.

Minimum Lot Size and Front Setback Waivers (DB19-0002 and DB19-0003)

To accommodate preservation of the 34-inch Oregon White Oak within a median in Willow Creek Drive, the applicant proposes waivers to minimum lot size for Lots 70 and 71 and the minimum front yard setback for Lots 69-72. Due to increased right-of-way needs along the frontage of these lots, the minimum lot size would be reduced from 6,000 square feet to 5,672 and 5,612 for Lots 70 and 71, respectively. The minimum front setback would be reduced from 15 feet to 12 feet.

Abbreviated SRIR Review (SI18-0006)

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

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

- 1) Willow Creek Drive and Brisband Street – minor grading for the construction of curbs and sidewalks.
- 2) Stormwater outfalls – installation of pipe and outfall structures.

Traffic Impacts:

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

- Boeckman Road/ Parkway Avenue

- Boeckman Road/Canyon Creek Road
- Boeckman Road/Advance Road/ Stafford Road/Wilsonville Road
- Wilsonville Road/Town Center Loop West
- Wilsonville Road/Town Center Loop East-Memorial Drive

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

Public Comments and Responses:

None Received

Discussion Points:

Balancing Uses in Planter Strips

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

Stafford Road Improvements

The City is responsible for the reconstruction/improvements to Stafford Road per the Frog Pond West Master Plan. The City will undertake this construction following the issuance of an appropriate number of home building permits and depositing of sufficient funding into the infrastructure supplemental fee account. As part of this project, the applicant will dedicate right-of-way and construct a decorative wall and 12-foot planting area consistent with the Master Plan along the frontage outside of the right-of-way.

Street Demonstration Plan Compliance

The Street Demonstration Plan (Figure 18 of the Frog Pond West Master Plan), is an illustrative layout of the desired level of connectivity in the Frog Pond West neighborhood. The Street Demonstration Plan is intended to be guiding, not binding, allowing for flexibility providing that the overall connectivity goals are met.

In order to achieve minimum density requirements while providing access throughout the subdivision, the applicant proposes some limited variations from the Street Demonstration Plan. The applicant proposes elimination of the east-west pedestrian connections shown on Figure 18 Master Plan between Marigold Terrace and Willow Creek Drive, as provision of these connections would require the elimination of four lots, causing the proposed lot total in Sub-district 5 to be below minimum density. Additionally, in lieu of the east-west pedestrian connection shown between Stafford Road and Marigold Terrace, Alder Lane and a future pedestrian connection through Tracts G and H in subsequent development to the north provide east-west connections across this portion of Frog Pond. A new pedestrian connection to Stafford Road is provided from J Street. The proposed variations provide substantially equivalent connectivity to the public, as required for a variation.

Street Length and Connectivity

The applicant intends for future development to occur on the property to the north of the subject site as an extension of the Frog Pond Meadows subdivision, with a future street connection planned to the immediate north of the subject property boundary. To provide interim connectivity and allow for emergency vehicle and solid waste hauler circulation, the tentative subdivision plat provides temporary vehicular connections between Willow Creek Drive and Private Alley M, as well as between Larkspur Terrace and Marigold Terrace.

Willow Creek Drive – Cross Section Modifications

The applicant proposes two modifications to the cross section for Willow Creek Drive, both of which have been reviewed and approved by the City Engineer as noted in Exhibits C4 and C5. The first modification is for the cross section between Wehler Way and Brisband Street, which is classified as a Collector – Gateway in Frog Pond West Master Plan. The proposed modification would allow for on-street parking along the east edge of the roadway in front of the homes, which do not have direct vehicular access to Willow Creek Drive.

The second proposed modification allows for preservation of a 34-inch Oregon White Oak in the right-of-way for Willow Creek Drive. Preservation of this tree requires a 22-foot root protection zone, necessitating construction of a sizable median around the tree. The proposed cross section modification between Brisband Street and northern property boundary extends the Collector – Gateway cross section with a wide median to accommodate tree preservation.

Waivers

To accommodate preservation of the 34-inch Oregon White Oak in the right-of-way for Willow Creek Drive and the associated cross-section modifications, the applicant proposes waivers to minimum lot area and minimum front yard setback requirements to lots adjacent to the tree. The waiver to minimum lot size for Lots 70 and 71 would reduce these lots from a minimum of 6,000 square feet to 5,671 square feet and 5,612 square feet, respectively. The applicant proposes a reduction in the minimum front setback from 15 feet to 12 feet for Lots 69-72 to account for the resulting reduction in lot depth.

Mitigation for Tree Removal

The applicant must mitigate for 235 trees proposed for removal on a 1 to 1 basis. The City's standards for tree mitigation look first at replacing trees on-site. As such, the applicant proposes counting the planned street trees and other landscaping trees, totaling 160 trees as mitigation, leaving a remaining mitigation requirement of 75 trees. If completion of tree mitigation cannot be or is not desirable on site, the City standards next look at potential off-site mitigation locations. The City does not currently have another site identified as desirable to plant the additional mitigation trees.

To account for the remaining mitigation requirement, the applicant proposes a payment into the City's tree fund. Based on current bid prices, the applicant proposes, a cost of \$300 per tree for a 2" caliper deciduous or 6' conifer installed, which the City finds reasonable. The number of trees required initially for mitigation by payment into the City's tree fund is 75. The total initial payment amount into the City tree fund is thus \$22,500 (75 trees x \$300). If at the time of this initial payment the applicant can demonstrate that additional trees will be incorporated within stormwater facilities or the SROZ mitigation area, this amount may be reduced by \$300 per approved tree as noted in Condition of Approval PDI 4.

These modifications notwithstanding, with the large number of trees proposed for removal and planting the final tree count may differ slightly from the current or updated proposal. Condition of Approval PDI 5 requires, prior to approval of occupancy of the final home in the subdivision, the applicant to provide a full accounting of the number of trees actually planted. Based on this accounting, the applicant will receive a refund of \$300 for each tree over 160 (or any amount adjusted per Condition of Approval PDI 4) planted, or will pay an additional \$300 for each tree less than 160 or the adjusted amount planted.

Conclusion and Conditions of Approval:

Staff has reviewed the applicant's analysis of compliance with the applicable criteria. The Staff Report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board

recommend approval or approve, as relevant, the proposed application (DB18-0060 through DB18-0068, DB19-0002, DB19-0003, SI18-0006) with the following conditions:

Planning Division Conditions:

Request A: DB18-0060 Annexation

This action recommends to the City Council approval of Annexation for the subject properties. The Zone Map Amendment (DB18-0061) and all approvals contingent on it are contingent on annexation.
PDA 1. The developer shall be subject to a Development and Annexation Agreement with the City of Wilsonville as required by the Frog Pond West Master Plan. The developer shall enter in the Development and Annexation Agreement prior to issuance of any public works permits by the City within the annexation area.

Request B: DB18-0061 Zone Map Amendment

This action recommends adoption of the Zone Map Amendment to the City Council for the subject properties. This action is contingent upon annexation of the subject properties to the City of Wilsonville (DB18-0060). Case files DB18-0062, DB18-0063, DB18-0064, DB18-0065, DB18-0066, DB18-0067, DB18-0068, DB19-0002, DB19-0003, and SI18-0006 are contingent upon City Council’s action on the Zone Map Amendment request.
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Request C: DB18-0062 Stage I Master Plan

Approval of DB18-0062 (Stage I Master Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).
No conditions for this request

Request D: DB18-0063 Stage II Final Plan

Approval of DB18-0063 (Stage II Final Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).
PDD 1. The approved Stage II Final Plan (Final Plan) shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. The Planning Director through the Class I Administrative Review Process may approve minor changes to the Final Plan if such changes are consistent with the purposes and general character of the Final Plan. All other modifications shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. See Finding D7.
PDD 2. On the Final Subdivision Plat, public pedestrian and bicycle access easements, including egress and ingress, shall be established across the entirety of all pathways located in private tracts. See Finding D22.
PDD 3. All crosswalks shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-colored concrete inlay between asphalt, or similar contrast). See Finding D25.
PDD 4. Any area, whether in a garage or in a driveway, counted as a required parking space shall have the minimum dimensions of 9 feet by 18 feet. See Finding D28.

PDD 5.	A waiver of remonstrance against formation of a local improvement district shall be recorded in the County Recorder's Office as well as the City's Lien Docket as part of the recordation of the final plat. See Finding D41.
PDD 6.	The design of the private access drives in Tracts H and M shall provide for a useful lifespan and structural maintenance schedule comparable to a public local residential street. See Finding D50.
PDD 7.	All travel lanes shall be constructed to be capable of carrying a twenty-three (23) ton load. See Finding D52.
PDD 8.	Lots 63, 64, 65, 66, 67, and 68 shall have garages oriented to Private Alley M. Any resulting modifications to the street trees shall be coordinated with the placement of utilities and may be approved by the Planning Director through the Class I Administrative Review Process. See Finding D17.

Request E: DB18-0064 Site Design Review

Approval of DB18-0064 (Site Design Review) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).	
PDE 1.	Construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding E3.
PDE 2.	All landscaping and site furnishings required and approved by the Board for common tracts shall be installed prior to issuance of a building permit for the 38 th lot, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of issuance of the permit. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City will be returned to the applicant/owner. See Finding E12.
PDE 3.	All street trees and other right-of-way landscaping shall be installed in right-of-way fronting a lot prior to issuance of an occupancy permit for a home on the lot. See Finding E12.
PDE 4.	The approved landscape plan is binding upon the applicant/owner. Substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan shall not be made without official action of the Planning Director or Development

	Review Board, pursuant to the applicable sections of Wilsonville’s Development Code. See Finding E13.
PDE 5.	All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Board, unless altered as allowed by Wilsonville’s Development Code. See Findings E14 and E15.
PDE 6.	The following requirements for planting of shrubs and ground cover shall be met: <ul style="list-style-type: none"> • Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch. • Native topsoil shall be preserved and reused to the extent feasible. • Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings. • All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10” to 12” spread. • Shrubs shall reach their designed size for screening within three (3) years of planting. • Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4” pot spaced 2 feet on center minimum, 2-1/4” pots spaced at 18 inch on center minimum. • No bare root planting shall be permitted. • Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. • Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations. • Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding E19.
PDE 7.	All trees shall be balled and burlapped and conform in size and grade to “American Standards for Nursery Stock” current edition.
PDE 8.	Plant materials shall be installed to current industry standards and be properly staked to ensure survival. Plants that die shall be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. See Finding E20.
PDE 9.	The applicant shall study if adequate pedestrian-scale lighting is provided for Tracts B and C and shall provide any additional lighting as warranted in compliance with the Public Works Standards and the Frog Pond West Master Plan Public Lighting Plan. See Finding E24.
PDE 10.	All street signs shall utilize the City-approved sign cap on street name signs throughout the entirety of the subdivision, matching the design used in the Stafford Meadows and Morgan Farm subdivisions. The developers will buy the signs from the City. See Finding E29.

Request F: DB18-0065 Tentative Subdivision Plat

Approval of DB18-0065 (Tentative Subdivision Plat) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).	
PDF 1.	Any necessary easements or dedications shall be identified on the Final Subdivision Plat.
PDF 2.	The Final Subdivision Plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or type, and any other information that may be required as a result of the hearing process for the Stage II Final Plan or the Tentative Plat.
PDF 3.	Where any street will be extended signs stating “street to be extended in the future” or similar language approved by the City Engineer shall be installed. See Finding F14.
PDF 4.	Prior to the recording of the final plat of the subdivision, the applicant/owner shall submit for review and approval by the City Attorney CC&R’s, bylaws, etc. related to the maintenance of the open space tracts. Such documents shall assure the long-term protection and maintenance of the open space tracts.
PDF 5.	For all public pipeline easements, public access easements, and other easements, as required by the city, shown on the Final Subdivision Plat, the applicant/owner and the City shall enter into easement agreements on templates established by the City specifying details of the rights and responsibilities associated with said easements and such agreements will be recorded in the real property records of Clackamas County.

Request G: DB18-0066 Tentative Partition Plat

Approval of DB18-0066 (Tentative Partition Plat) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).	
PDG 1.	Any necessary easements or dedications shall be identified on the final partition plat.
PDG 2.	The final partition plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or type, and any other information that may be required as a result of the hearing process for the Stage II Final Plan or the Tentative Plat.
PDG 3.	The final partition plat shall be recorded prior to the recording of the Final Subdivision Plat for Frog Pond Meadows.

Request H: DB18-0067 Tentative Partition Plat

Approval of DB18-0067 (Tentative Partition Plat) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).	
PDH 1.	Any necessary easements or dedications shall be identified on the final partition plat.
PDH 2.	The final partition plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or

	type, and any other information that may be required as a result of the hearing process for the Stage II Final Plan or the Tentative Plat.
PDH 3.	The final partition plat shall be recorded prior to the recording of the Final Subdivision Plat for Frog Pond Meadows.

Request I: DB18-0068 Type C Tree Plan

	Approval of DB18-0068 (Type C Tree Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).
PDI 1.	This approval for removal applies only to the 235 trees identified in the applicant’s submitted Tree Maintenance and Protection Plan, see Exhibit B2. All other trees on the property shall be maintained unless removal is approved through separate application.
PDI 2.	The applicant/owner shall submit an application for a Type ‘C’ Tree Removal Permit on the Planning Division’s Development Permit Application form, together with the applicable fee. In addition to the application form and fee, the applicant/owner shall provide the City’s Planning Division an accounting of trees to be removed within the project site, corresponding to the approval of the Development Review Board. The applicant/owner shall not remove any trees from the project site until the tree removal permit, including the final tree removal plan, have been approved by the Planning Division staff. See Finding I19.
PDI 3.	The applicant/owner shall install the required 160 mitigation trees, as shown in the applicant’s sheets L2.00, L2.01, L2.02, L2.03, and L2.04 per Section 4.620 WC.
PDI 4.	Prior to issuance of the Type ‘C’ Tree Removal Permit required in Condition of Approval PDI 2, the applicant shall pay an amount of \$22,500 into the City’s tree fund. If at the time of this initial payment the applicant can demonstrate that additional trees will be incorporated within stormwater facilities or the SROZ mitigation area, this amount may be reduced by \$300 per approved tree. Additional adjustments to the amount paid shall be made as described in Condition of Approval PDI 5. See Finding I24.
PDI 5.	Prior to approval of occupancy of the final home in the subdivision the applicant shall provide a full accounting of the number of trees actually planted. Based on this accounting, the applicant will receive a refund of \$300 for each tree over 160 (or any amount adjusted per Condition of Approval PDI 4) planted, or will pay an additional \$300 for each tree less than 160 or the adjusted amount planted prior to approval of occupancy. See Finding I24.
PDI 6.	The permit grantee or the grantee’s successors-in-interest shall cause the replacement trees to be staked, fertilized and mulched, and shall guarantee the trees for two (2) years after the planting date. A “guaranteed” tree that dies or becomes diseased during the two (2) years after planting shall be replaced.
PDI 7.	Prior to site grading or other site work that could damage trees, the applicant/owner shall install six-foot-tall chain-link fencing around the drip line of

	preserved trees. The fencing shall comply with Wilsonville Public Works Standards Detail Drawing RD-1230. See Finding I25.
PDI 8.	Tree #56916, the 34-inch Oregon White Oak to be preserved in the Willow Creek Drive right-of-way, has a 22-foot root protection zone (RPZ) measured from the center of the trunk. Tree protection fencing shall be installed at a 22-foot radius from the center of the trunk before construction begins in this area. Any work within the RPZ shall be supervised by the project arborist, and this area shall remain free of personnel, equipment, tools, stockpiled materials, and debris. Tree protection fencing shall not be removed without the arborist present onsite and prior notice given to the Planning Division.

Request J: DB19-0002 Waiver – Minimum Lot Size

Approval of DB19-0002 (Waiver – Minimum Lot Size) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).
No conditions for this request.

Request K: DB19-0002 Waiver – Minimum Front Yard Setback

Approval of DB19-0003 (Waiver – Minimum Front Yard Setback) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).
No conditions for this request.

Request L: SI18-0006 Abbreviated SRIR Review

Approval of SI18-0006 (Abbreviated SRIR Review) is contingent on City Council approval of the Zone Map Amendment request (DB18-0061).
No conditions for this request.

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

Engineering Division Conditions:

Request D: DB18-0063 Stage II Final Plan

PFD 1.	Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1 and to specifics as found in the Frog Pond West Master Plan (July 17, 2017).
PFD 2.	Brisband Street shall be constructed completely up to the current edge of the paved section of Stafford Road, including the asphalt transitions north and south as shown on Sheet P4.00 of the preliminary plan set dated 1/09/2019. The sidewalk at the east end of Brisband Street shall be constructed as shown on Sheet P4.00 of the preliminary plan set dated 1/09/2019. Curb and gutter shall be constructed completely up to the current edge of the Stafford Road right-of-way as shown on Sheet P4.00 of the preliminary plan set dated 1/09/2019; this allows for complete construction of the ADA ramps.
PFD 3.	The intersection of Brisband Street and Willow Creek Drive shall be constructed as a concrete, raised platform intersection with 4-way stop.
PFD 4.	With the proposed temporary, partial construction of Willow Creek Drive north of Brisband Street, the project engineer shall design the intersection to allow for the required transition length for southbound traffic. Some additional widening of the north leg of the intersection may be required to allow for a safe transition.
PFD 5.	City Public Works Standards require that streets and utilities be extended to the edge of the developed property. At the west end of Brisband Street the applicant has indicated there is a wetland that would require permits and result in delay of the project. To avoid delay, the applicant has requested stopping improvements approximately 30 feet short of the property boundary and providing payment-in-lieu to delay construction of this roadway to a future development. The City will allow this request provided the applicant deposit with the City a fee-in-lieu in the amount of 195% of the approved engineers estimate for this work (100% of the estimate, plus 50% contingency, plus 30% for engineering design, management, permitting and testing).
PFD 6.	With the Stafford Meadows development, for Street E (now named Marigold Terrace) Condition of Approval PFD 4 provided options for paving this street anticipating development of the land to the east (not yet then known). With the Stafford Meadows project choosing to install both the base lift and top lift of asphalt on this street, the applicant is required to complete a 2” grind and overlay of Street E after utility services are installed for that section of the street from Lot 10 (where the street cut for the storm and sanitary lateral will need to occur) north to Brisband Street.
PFD 7.	The applicant shall install LED street lighting in compliance with the Public Works Standards and Frog Pond West Master Plan, matching the lighting installed with the Stafford Meadows project.

	The applicant shall provide a ‘stamped’ engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets.
PFD 8.	Pedestrian connections from the east end of Tract M / Tract C shall be constructed to the proposed new right-of-way at Stafford Road.
PFD 9.	Lots 1, 2, 3, 4, 5, 6, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, and 74 (as shown on the Preliminary Plat dated 1/09/2019) shall also have street addresses posted on the alley side of the buildings.
PFD 10.	Rainwater management components will be allowed to be located in the public right-of-way, however the applicant shall work with City staff for location and extent of these facilities, location of streetlights when adjacent to a stormwater facility, and location of street trees adjacent to a stormwater facility.
PFD 11.	For the stormwater facilities on Tract “C” and “G” access to the inlet and outlet structures shall be provided per the Public Works Standards (per Sec. 301.4.10 of the Public Works Standards).
PFD 12.	For the stormwater facilities on Tracts “C” and “G”, the outlet structures shall be located adjacent to the proposed Stafford Road right-of-way to allow better future maintenance access.
PFD 13.	For the water system, a looped system shall be provided at the south end of Alder Lane connecting to Marigold Terrace, and a temporary loop provided from the north end of Willow Creek Drive to Marigold Terrace.
PFD 14.	The sanitary sewer within Willow Creek Drive shall be constructed as a 10” line per the Frog Pond Master Plan and with minimum slopes to maintain maximum depths to allow greater service to undeveloped land north of the proposed project.
PFD 15.	Sanitary, storm and water public utility systems shall be extended to the northerly limits of the site at Willow Creek Drive, Larkspur Terrace and Marigold Terrace.
PFD 16.	The applicant shall provide sufficient mail box units for this proposed development; applicant shall construct mail kiosk at a location(s) coordinated with City staff and the Wilsonville U.S. Postmaster.
PFD 17.	At the time of plan submittal for a Public Works Permit, the applicant/owner shall provide to the City a copy of correspondence showing that the plans have also been distributed to the franchise utilities. Prior to issuance of a Public Works Permit, the applicant/owner shall have coordinated the proposed locations and associated infrastructure design for the franchise utilities. Should permanent construction easements or right-of-way be required to construct the public improvements or to relocate a franchised utility, the applicant/owner shall provide a copy of the recorded documents. Should the construction of public improvements impact existing utilities within the general area, the applicant/owner shall obtain written approval from the appropriate utility prior to commencing any construction.
PFD 18.	Structural retaining wall calculations shall be submitted to engineering for review and approval.

PFD 19. The applicant shall continue to install a 4" conduit along the west side of Willow Creek Drive for use by the City, from the northerly vault installed with the Stafford Meadows project and terminating in a 2x3 vault at Brisband Street. In Tracts D and E, within the ten-foot public utility easement, the applicant shall install a 4" conduit for use by the City, terminating in a 2x3 vault at the north and south extent of the tracts. In Tracts D and E, within the ten-foot public utility easement, the applicant shall coordinate with private utilities and install all conduit and vaults needed with the future reconstruction of Stafford Road. The costs of these conduits and vaults will be subject to reimbursement from the City as will be outlined in the Development Agreement, similar to what was agreed to with the Stafford Meadows development.

Request F: DB18-0065 Tentative Subdivision Plan

PFF 1.	In the Frog Pond West Master Plan, Stafford Road is shown with an 84-foot right-of-way. Presently the Stafford Road right-of-way is insufficient to accommodate full build-out of the roadway as depicted in the Frog Pond West Master Plan. The applicant shall be required to dedicate 12 feet of additional right-of-way along Stafford Road frontage to provide for a total 84-foot right-of-way width.
PFF 2.	Streets shall be primarily constructed per the street type and cross section as shown in the Frog Pond West Master Plan. The cross-section for Stafford Road is incorrectly shown in the Frog Pond West Master Plan. The City's intent and preference is to have the 10-foot Public Utility Easement located adjacent to the street right-of-way and within the 12-foot landscape buffer.
PFF 3.	Lots 1, 2, 3, 4, 5, 6, 69, 70, 71, 72, 73, and 74 (as shown on the Preliminary Plat dated 1/09/2019) shall not be allowed to take vehicle access from Willow Creek Drive.
PFF 4.	Lots 63, 64, 65, 66, 67, and 68 (as shown on the Preliminary Plat dated 1/09/2019) shall not be allowed to take vehicle access from Larkspur Terrace.
PFF 5.	Lots 26 and 27 (as shown on the Preliminary Plat dated 1/09/2019) shall not be allowed to take vehicle access from Stafford Road.
PFF 6.	Tract B (as shown on the Preliminary Plat dated 1/09/2019) shall have public access over its entirety.
PFF 7.	Tract M (as shown on the Preliminary Plat dated 1/09/2019) shall have public access over its entirety.

Natural Resources Division Conditions:

All Requests

NR 1. Natural Resource Division Requirements and Advisories listed in Exhibit C2 apply to the proposed development.

Building Division Conditions:

All Requests

<p>BD1. Prior to construction of the subdivisions' residential homes, designated through approved planning procedures, the following conditions must be met and approved through the Building Official:</p> <ul style="list-style-type: none">a. Street signs shall be installed at each street intersection and approved per the public works design specifications and their required approvals.b. All public access roads and alleys shall be complete to "Base Lift" for access to the residential home sites.c. All public and service utilities to the private building lots must be installed, tested and approved by the City of Wilsonville's Engineering/Public Works Department or other service utility designee.d. All required fire hydrants and the supporting piping system shall be installed, tested, and approved by the Fire Code Official prior to model home construction. (OFC 507.5).

Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB18-0060 through DB18-0068, DB19-0002, DB19-0003, and SI18-0006. The exhibit list below reflects the electronic record posted on the City's website and retained as part of the City's permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City's website and retained as part of the City's permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

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

Materials from Applicant

B1. Land Use Application Forms

B2. Applicant's Narrative and Materials

Narrative

Appendix A Annexation Petitions and Certifications

Appendix B Preliminary Stormwater Report

Appendix C Traffic Impact Study

Appendix D Wetland Delineation Report

Appendix E SRIR Report

Appendix F Tree Plan

Appendix G Geotechnical Reports

Appendix H Draft CC&R's

Appendix I Example Building Elevations

Appendix J Republic Services Letter

B3. Drawings and Plans

P0.00 Cover Sheet

P1.00 Existing Conditions – Aerial Photo

P1.10 Existing Conditions – Survey Mapping

P2.00 Preliminary Site Plan

P2.01 Preliminary Phasing Plan

P2.10 Preliminary Street Cross Sections

P2.11 Preliminary Street Cross Sections

P3.00 Preliminary Plat – Partitions

P3.01 Preliminary Plat – Subdivision

P4.00 Preliminary Utility Plan

P4.10 Stormwater (LIDA) Details

P4.20 Street Lighting Details

- P5.00 Preliminary Grading Plan
- P5.10 Retaining Wall Profiles
- P6.00 Annexation Plan
- P7.00 Zoning Map
- P8.00 Open Space in Sub District 6
- P9.00 Proposed Circulation and Connectivity
- L1.00 Tree Removal and Protection Plan
- L1.01 Existing Tree Data
- L1.02 Existing Tree Data
- L1.03 Existing Tree Data
- L2.00 Planting Plan
- L2.01 Buffer Planting and Notes
- L2.02 Open Space Tract Plans
- L2.03 LIDA and Rain Garden Plans
- L2.04 SROZ Area Planting Plan
- L3.00 Planting Details
- L3.01 Landscape Wall Detail

B4. Stafford Meadows Street Tree Memo

B5. Response to Frog Pond Meadows Incompleteness Items Memo dated December 11, 2018

Development Review Team Correspondence

- C1. Engineering Requirements
- C2. Natural Resource Requirements
- C3. Correspondence between City staff and ODOT
- C4. Willow Creek Drive Cross Section Memo dated November 2, 2018
- C5. Willow Creek Drive Cross Section Memo dated February 1, 2019

Other Correspondence

None Received

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application on October 25, 2018. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on November 21, 2018. The applicant submitted additional material on December 12, 2018 and again on January 9, 2019. Planning Staff deemed the application complete on January 10, 2019. The City must render a final decision for the request, including any appeals, by May 10, 2019.

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	RRFF-5	Rural Residential/Agriculture
East:	EFU	Stafford Road, Rural Residential /Agriculture
South:	RN	Single-family residential (under construction)
West:	RRFF-5	School/Agriculture

3. Previous City Planning Approvals: None
4. The applicant has complied with Sections 4.013-4.031 of the Wilsonville Code, said sections pertaining to review procedures and submittal requirements. The required public notices have been sent and all proper notification procedures have been satisfied.

Findings:

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

General Information

Application Procedures-In General Section 4.008

The City's processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

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

Pre-Application Conference Subsection 4.010 (.02)

Following a request from the applicant, the City a pre-application conference for the proposal on May 31, 2018 (PA17-0006) in accordance with this subsection.

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

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

General Submission Requirements Subsection 4.035 (.04) A.

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

Zoning-Generally Section 4.110

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

Request A: DB18-0060 Annexation

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

Comprehensive Plan-Annexation and Boundary Changes

Consistent with Future Planned Public Services
Implementation Measure 2.2.1.a.

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

Demonstrated Need for Immediate Urban Growth
Implementation Measure 2.2.1.a.

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

Adherence to State and Metro Annexation Laws and Standards
Implementation Measure 2.2.1.e.

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

Orderly, Economic Provision of Public Facilities and Services
Implementation Measure 2.2.1.e. 1.

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

Availability of Sufficient Land for Uses to Insure Choices over 3-5 Years
Implementation Measure 2.2.1.e. 2.

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

Wilsonville Development Code-Annexation

Authority to Review Quasi-Judicial Annexation Requests

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

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

Procedure for Review, Etc.

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

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

Adoption of Development Agreement with Annexation

Subsection 4.700 (.05)

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

Metro Code

Local Government Boundary Changes

Chapter 3.09

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

Oregon Revised Statutes (ORS)

Authority and Procedure for Annexation

ORS 222.111

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

Procedure Without Election by City Electors

ORS 222.120

- A11.** The City charter does not require elections for annexation, the City is following a public hearing process defined in the Development Code, and request meets the applicable

requirements in state statute including the facts that all property owners and a majority of electors within the annexed area consent in writing to the annexation. Annexation of the subject property thus does not require an election.

Annexation by Consent of All Owners and Majority of Electors

ORS 222.125

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

Oregon Statewide Planning Goals

Statewide Planning Goals

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

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

Request B: DB18-0061 Zone Map Amendment

As described in the Findings below, the request meets the applicable criteria.

Comprehensive Plan

"Residential Neighborhood" on the Comprehensive Plan Map

Implementation Measure 4.1.7.a.

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

"Residential Neighborhood" Zone Applied Consistent with Comprehensive Plan

Implementation Measure 4.1.7.c.

B2. The applicant requests the majority of the subject area receive the zoning designation of Residential Neighborhood (RN) as required for areas with the Comprehensive Plan Map Designation of "Residential Neighborhood." The western portion of Taxlot 2200 (future primary school site) and the eastern portion of Taxlot 2000 (Community of Hope Church property) would be zoned Public Facility (PF). While the Comprehensive Plan Map designates Taxlot 2000 as "Residential Neighborhood," the Frog Pond West Master Plan acknowledges the church is planned to remain as a civic use. Application of the PF zone is consistent with this Master Plan recommendation.

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

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

Residential Density
Implementation Measure 4.1.4.u.

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

Purpose of Residential Neighborhood Designation
Policy 4.1.7.a.

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

Development Code

Zoning Consistent with Comprehensive Plan
Section 4.029

- B6.** The applicant requests a zone change concurrently with a Stage I Master Plan, Stage II Final Plan, and other related development approvals. The proposed zoning designations of Residential Neighborhood and Public Facility are consistent with the Comprehensive Plan Residential Neighborhood and Public designations. See also Finding B2 above.

Base Zones
Subsection 4.110 (.01)

- B7.** The requested zoning designations of Residential Neighborhood (RN) and Public Facility (PF) are among the base zones identified in this subsection.

Residential Neighborhood (RN) Zone

Purpose of the Residential Neighborhood (RN) Zone
Subsection 4.127 (.01)

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

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

- B9.** Concurrent with the zone map amendment request the applicant requests approval of a single-family subdivision. Single-family dwelling units, attached single-family dwelling units (maximum two attached), open space, and public and private parks are among the permitted uses in the RN zone.

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

- B10.** The subject property includes portions of medium lot Sub-districts 2 and 5 and small lot Sub-district 6, as well as a portion of Civic Sub-district 12. The Frog Pond West Master Plan establishes a range of 20 to 25 units for Sub-district 2. The previously-approved Stafford Meadows subdivision includes 18 units within this sub-district. This application proposes six additional units, for a total of 24 within the sub-district. Approximately 69 percent of Sub-district 5 is within the project area. For Sub-district 5, the applicant proposes 22 lots. As the Master Plan establishes a range of 27 to 33 units for the entire sub-district, the proposed number of units, representing approximately proximately 81 percent of the range minimum and 67 percent of the range maximum, will allow for buildout of the sub-district consistent with the Master Plan recommendations.

Approximately 50 percent of Sub-district 6 is within the project area. Within small lot sub-districts, a minimum of 10 percent of units must be duplexes or attached two-unit homes. For Sub-district 6, the applicant proposes 42 lots, four of which are attached two-unit single-family homes. As the Master Plan establishes a range of 74 to 93 units for the entire sub-district, the proposed number of units, representing approximately 56 percent of the range minimum and 45 percent of the range maximum, will allow for buildout of the sub-district consistent with the Master Plan recommendations.

Public Facility (PF) Zone

Purpose of the Public Facility (PF) Zone
Subsection 4.127 (.01)

B11. The request to apply the Public Facility Zone on the church property and school/future park property is consistent with the purpose of this zone, as the existing and future uses are public and quasi-public uses that serve and benefit the community.

Permitted Uses in the Public Facility (PF) Zone
Subsection 4.127 (.02)

B12. Churches, parks, and public schools are among the permitted uses in the RN zone.

Dimensional Standards
Subsection 4.127 (.04)

B13. All dimensional standards of the PF zone will be met, with the exception of the minimum street frontage for taxlot 2200, which is a pipestem lot with approximately 20 feet of street frontage. This parcel is planned as a future park and school, and will ultimately be developed in conjunction with the taxlot to the west which will be zoned PF upon annexation to the City. The combined frontage of these taxlots will exceed the minimum requirement of 75 feet.

Request C: DB18-0062 Stage I Preliminary Plan

As described in the Findings below, the request meets the applicable criteria.

Comprehensive Plan

City Support Development of Land Within City Consistent with Land Use Designation
Goal 2.1, Policy 2.1.1., Implementation Measure 2.1.1.a., Policy 2.2.1

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

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

C2. The proposal provides for urbanization of an area planned for residential use to provide additional housing within the City available to workers employed within the City. However, no special provisions or programs target the units to workers employed within the City.

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

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

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

- C4. The property is within the urban growth boundary and available for use consistent with its residential designation. Allowing development of the property for additional residential units supports the further urbanization and increased capacity of residential land within the Urban Growth Boundary.

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

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

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

- C6. The proposal provides usable open space throughout the subdivision as required by the Frog Pond Master Plan for small lot single-family sub-districts. Findings related to Section 4.127 of the Development Code offer additional details related to provision of usable open space.

Consistency with Street Demonstration Plans May Be Required
Implementation Measure 3.2.2

- C7. Section 4.127 requires the area subject to the Stage I Master Plan be consistent with the street demonstration plan in Figure 18 of the Frog Pond West Master Plan. The proposed street layout is generally consistent with the street demonstration plan with variations as noted in Finding D15.

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

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

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

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

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

- C10. The applicant intends on providing a housing product attractive to existing residents of the City as a whole including current homeowners and current renters looking to purchase in a medium to high price range, similar to other nearby homes. The attached single-family homes proposed within the subdivision provide an opportunity for existing City residents to purchase a home in a more moderate price range than the detached homes.

Residential Density
Implementation Measure 4.1.4.u.

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

Planned Development Regulations

Planned Development Lot Qualifications
Subsection 4.140 (.02)

- C12. The planned 74-lot subdivision will accommodate attached and detached single-family homes, provide functional public streets, and be surrounded by open space and recreational opportunities consistent with the purpose of Section 4.140. The proposed subdivision is 15.64 acres and is suitable for planning and development. The property is not currently nor is proposed to be zoned "PD". Concurrently with the request for a Stage I Master Plan, the applicant proposes to rezone the property to RN (Residential Neighborhood). Pursuant to the Frog Pond West Master Plan development in the RN zone follows the same planned development procedure as PDR zones.

Ownership Requirements
Subsection 4.140 (.03)

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

Professional Design Team
Subsection 4.140 (.04)

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

Planned Development Application Requirements
Subsection 4.140 (.07)

C15. Review of the proposed Stage I Master Plan has been scheduled for a public hearing before the Development Review Board in accordance with this subsection and the applicant has met all the applicable submission requirements as follows:

- The property affected by the Stage I Master Plan is under an application by the property owners.
- The applicant submitted a Stage I Master Plan request on a form prescribed by the City.
- The applicant identified a professional design team and coordinator. See Finding C14.
- The applicant has stated the uses involved in the Master Plan and their locations.
- The applicant provided the boundary information.
- The applicant has submitted sufficient topographic information.
- The applicant provided a tabulation of the land area to be devoted to various uses.
- The applicant proposes a single phase of development.
- Any necessary performance bonds will be required.

Standards for Residential Development in Any Zone

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

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

Residential Neighborhood Zone

Permitted Uses
Subsection 4.127 (.02)

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

Residential Neighborhood Sub-districts
Subsection 4.127 (.05)

C18. The proposed Stage I Master Plan area includes portions of medium lot Sub-districts 2 and 5 and small lot Sub-district 6, as well as a portion of Civic Sub-district 12.

Minimum and Maximum Residential Units
Subsection 4.127 (.06)

C19. The subject property includes portions of medium lot Sub-districts 2 and 5 and small lot Sub-district 6, as well as a portion of Civic Sub-district 12. The Frog Pond West Master Plan establishes a range of 20 to 25 units for Sub-district 2. The previously-approved Stafford Meadows subdivision includes 18 units within this sub-district. This application proposes six additional units, for a total of 24 within the sub-district. Approximately 69 percent of Sub-district 5 is within the project area. For Sub-district 5, the applicant proposes 22 lots. As the Master Plan establishes a range of 27 to 33 units for the entire sub-district, the proposed number of units, representing approximately 81 percent of the range minimum and 67 percent of the range maximum, will allow for buildout of the sub-district consistent with the Master Plan recommendations.

Approximately 50 percent of Sub-district 6 is within the project area. Within small lot sub-districts, a minimum of 10 percent of units must be duplexes or attached two-unit homes. For Sub-district 6, the applicant proposes 42 lots, four of which are attached two-unit single-family homes. As the Master Plan establishes a range of 74 to 93 units for the entire sub-district, the proposed number of units, representing approximately 56 percent of the range minimum and 45 percent of the range maximum, will allow for buildout of the sub-district consistent with the Master Plan recommendations.

Parks and Open Space Beyond Master Planned Parks
Subsection 4.127 (.09) B.

C20. The proposed Stage I Master Plan area includes residential land designated R-5 in the Frog Pond West Master Plan, thus the code requires 10 percent of the net developable area within this sub-district to be in open space. Net developable area does not include land for nonresidential uses, SROZ-regulated lands, streets and private drives, alleys and pedestrian connections. Of this open space, 50 percent is to be usable open space. Open space is provided in accordance with this criterion, as noted in Finding D14.

Request D: DB18-0063 Stage II Final Plan

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

Planned Development Regulations

Planned Developments Lot Qualifications

Subsection 4.140 (.02)

D1. The planned 74-lot subdivision will accommodate attached and detached single-family homes, provide functional public streets, and be surrounded by open space and recreational opportunities consistent with the purpose of Section 4.140. The subject property is 15.64 acres and is suitable for planning and development. The property is not currently nor is proposed to be zoned "PD". Concurrently with the request for a Stage I Master Plan, the applicant proposes to rezone the property to RN (Residential Neighborhood). Pursuant to the Frog Pond West Master Plan development in the RN zone follows the same planned development procedure as PDR zones.

Ownership Requirements

Subsection 4.140 (.03)

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

Professional Design Team

Subsection 4.140 (.04)

D3. Li Allgood of OTAK, Inc. is the coordinator of a professional design team with all the necessary disciplines including engineers, a landscape architect, and a planner among other professionals.

Stage II Final Plan Submission Requirements and Process

Consistency with Comprehensive Plan and Other Plans

Subsection 4.140 (.09) J. 1.

D4. As demonstrated in Findings C1 through C11 under the Stage I Master Plan the project is consistent with the Comprehensive Plan. This review includes review for consistency with the Frog Pond West Master Plan.

Traffic Concurrency

Subsection 4.140 (.09) J. 2.

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

- Boeckman Road/Parkway Avenue
- Boeckman Road/Canyon Creek Road

- Boeckman Road/Advance Road/Stafford Road/Wilsonville Road
- Wilsonville Road/Town Center Loop West
- Wilsonville Road/Town Center Loop East-Memorial Drive

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

Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

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

Adherence to Approved Plans

Subsection 4.140 (.09) L.

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

General Residential Development Standards

Effects of Compliance Requirements and Conditions on Cost of Needed Housing

Subsection 4.113 (.14)

- D8.** No parties have presented evidence nor has staff discovered evidence that provisions of this section are in such a manner that additional conditions, either singularly or cumulatively, have the effect of unnecessarily increasing the cost of housing or effectively excluding a needed housing type.

Underground Utilities Required

Subsection 4.118 (.02) and Sections 4.300 to 4.320

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

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

D10. Consistent with City and other standards, the applicant proposes protection and enhancement of the riparian area and buffer around the headwaters of a stream within the Significant Resource Overlay Zone (SROZ). Outside the SROZ, the developer will minimize grading to only what is required to install site improvements and build homes. The applicant proposes to fill six small, non-significant wetlands on the east side of the property, and has submitted the required Joint Permit Application to fill these wetlands, totaling less than one acre in size. The applicant has designed, and will construct, water, sewer, and storm water infrastructure in accordance with the applicable City requirements in order to minimize adverse impacts on the site, adjacent properties, and surrounding resources.

Residential Neighborhood (RN) Zone

General Lot Development Standards
 Subsections 4.127 (.08) Table 2.

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

Name of Standard	Details of Standard	Met or Exceeded	Compliance Notes
Min. Lot Size	R-7: 6,000 sf R-5: 4,000 sf 6,000 sf for duplex units*	Yes, waiver required for Lots 70 and 71	In the small lot sub-district, the smallest lot size for a detached single-family home is 4,000 sf. The smallest combined lot size for attached single-family units is 8,158 sf. In the medium lot sub-districts, the smallest lot sizes are 5,672 sf and 5,612 sf on Lots 70 and 71, requiring a waiver. All other lots meet or exceed the minimum 6,000 sf lot size.
Min. Lot Depth	60 feet	Yes	The smallest lot depth is 87 feet.
Max. Lot Coverage	R-7: 45% R-5: 60%	Can be met	The example floor plans submitted by the applicant have footprints ranging from approximately 1,400 to 3,400 square feet. The applicant could place one or more example floor plan on

			each proposed lot and not exceed max. lot coverage.
Min. Lot Width	35 feet	Yes	The smallest lot width for a detached single-family home is 40 feet. The smallest combined lot width for attached single-family units is 93 feet.
Max. Bldg Height	35 feet	Can be met	The example house plans are less than 35 feet in height.
Min. Front Setback	R-7: 15 feet R-5: 12 feet	Can be met, waiver required for Lots 69-72	By exceeding the min. lot depth, sufficient space exists to allow meeting of front setbacks. The applicant requests a waiver to reduce the front setback from 15 feet to 12 feet for medium lot sub-district Lots 69-72.
Min. Rear Setback	15 feet	Can be met	By exceeding the min. lot depth, sufficient space exists to allow meeting of rear setbacks.
Min. Side Setback	5 feet (10 feet for corner lots)	Can be met	By exceeding the min. lot width, sufficient space exists to allow meeting of side setbacks.
Min. Garage Setback from Alley	18 feet	Can be met	By exceeding the min. lot depth, sufficient space exists to allow meeting of alley setbacks.
Min. Garage Setback from Street	20 feet	Can be met	By exceeding the min. lot depth, sufficient space exists to allow meeting of garage setbacks.

*The review considers lots proposed as attached single-family units equivalently to duplexes in meeting the RN zone development standards. The review considers lot size and minimum lot width in combination when determining compliance with RN zone criteria.

Wall and Landscaping for Lots Adjacent to Stafford Road

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

D12. Submitted plans show Lots 26-27 and Tracts C and G adjacent to Stafford Road. Sheets L2.00 and L2.01 show a brick and aluminum fence along the Stafford Road frontage of Lots 26-27 and Tract C, with a cedar split rail fence along the Tract G open space. The design and materials for the wall shown on Sheet L3.01 are consistent with Figure 10. Sheet L2.01 shows low shrubs and ornamental plants at the base of the wall and in the planted buffer area consistent with Figure 10.

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

D13. No driveways are proposed to access this portion of Willow Creek Drive. Access to the affected lots is provided via from Private Alley L.

Open Space Requirements
Subsection 4.127 (.09)

D14. As stated in Subsection 4.127 (.09) B. 2., R-5 sub-districts require 10 percent of the net developable area to be in open space. Net developable area does not include land for nonresidential uses, SROZ-regulated lands, streets and private drives, alleys and pedestrian connections. Of this open space, 50 percent is to be usable open space. The net developable area within the R-5 sub-district is approximately 219,518 square feet. Therefore, the design must provide a minimum of 21,952 square feet of open space, including 10,796 square feet of usable open space. The proposed preliminary plat provides a total of 25,239 square feet of general open space, equaling 11.5 percent of the net developable area. The proposed usable open space totals 14,172 square feet, equaling 56 percent of the general open space provided.

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

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

- Willow Creek Drive: Alignment generally consistent with Figure 18.
- Larkspur Terrace: Alignment generally consistent with Figure 18.
- Marigold Terrace: Alignment varies from Figure 18, replacing a pedestrian connection.
- Alder Lane: Alignment generally consistent with Figure 18. East-west portion varies from Figure 18, replacing a pedestrian connection shown on Figure 18.
- Brisband Street: Alignment generally consistent with Figure 18.
- Private Drive J: New street not shown on Figure 18. Alignment provides for a new sidewalk connection to Stafford Road.
- Tract G Pedestrian Connection: Alignment generally consistent with Figure 18.
- Pedestrian Connections to Stafford Road: The street layout provide a new sidewalk connection to Stafford Road from J Street, but removes a pedestrian connection shown on Figure 18 to the north of Brisband Drive. Sheet P9.00 illustrates how this pedestrian connection would be shifted to the north in a future phase of development through the existing tree grove.

In order to achieve minimum density for Sub-district 5 while providing access throughout the subdivision, the applicant proposes the above variations from the Street Demonstration Plan (Frog Pond West Master Plan Figure 18). In lieu of the east-west pedestrian connection shown between Stafford Road and Marigold Terrace, Alder Lane

and a future pedestrian connection through Tracts G and H in subsequent development to the north provide east-west connections across this portion of Frog Pond (shown on Sheet P9.00). The future connection would link to the north-south pedestrian connection extending north from Tract G to Frog Pond Lane through the existing tree grove on the site.

The applicant proposes elimination of the east-west pedestrian connections shown on Figure 18 Master Plan between Marigold Terrace and Willow Creek Drive, as provision of these connections would require the elimination of four lots. This reduction would cause the proposed lot total in Sub-district 5 to be below minimum density.

The proposed modified grid pattern provides an efficient street connection to Stafford Road with interior streets providing efficient pedestrian connections through the attached sidewalks. The grid pattern with attached sidewalks provides for a substantially equivalent level of pedestrian connectivity and does not require out-of-direction pedestrian travel nor does it result in greater distances for pedestrian access to the proposed subdivision from Stafford Road than would otherwise be the case if the Street Demonstration Plan were adhered to.

Main Entrance, Garage, and Residential Design Standards Subsections 4.127 (.14-.17)

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

Garage Orientation Towards Alley or Shared Driveway Subsection 4.127(.15) B. a.

- D17.** The applicant proposes three alleys throughout the subdivision. The first of these, Tract F, provides access to the rear of attached single-family lots 27-30. The applicant proposes garages oriented to this alley and a rear garage setback of 18 feet will apply. The other two alleys are Private Alleys L and M, which are proposed as easements across the rear of lots 1-6 and 69-74. The applicant's plans show that lots fronting Willow Creek Drive will have garage access along this alley; however, Lots 63-68 are shown with garage access from Larkspur Terrace. Condition of Approval PDD 8 ensures that garages for Lots 63-68 are oriented to Private Alley M. The City will verify compliance with the review of building permits for individual homes.

House Plan Variety – Small Lot Sub-districts Subsection 4.127 (.16) F

- D18.** The applicant proposes four attached single-family homes on Lots 27-30. These lots, located on street corners, comprise 9.5 percent of the homes proposed in the small lot sub-

district portion of the subdivision. As this portion of the sub-district is only 7.39 acres in size, the 10 percent minimum requirement of this subsection does not apply.

Fences

Subsection 4.127 (.17)

D19. Where practicable, columns for the Stafford Road brick wall are located at property corners. However, the design gives placement priority to equal and consistent spacing between columns to maintain a consistent look along this and other developments on Stafford Road. The City will review other fences at the time of building permit review for individual homes to ensure height near the brick wall meets the standards of this subsection and height transitions occur at fence posts.

Homes Adjacent to Schools, Parks and Open Space

Subsection 4.127 (.18) and Boeckman Creek Frontages, pages 41-42 of Frog Pond West Master Plan

D20. Lots 1-6 are subject to this Development Code subsection. The front of these lots face a future park to the west. The City will review the building permits for homes on these lots to ensure compliance with the standards of this subsection. No rear lot lines face schools or parks.

SROZ Regulations

Uses and Activities Exempt from These Regulations

Section 4.139.04

D21. The proposed improvements related to Willow Creek Drive and Brisband Street are exempt from SROZ regulations of the SROZ Ordinance as they provide access to or across a sensitive area at the location shown in the Frog Pond West Master Plan, a sub-component of Wilsonville's Comprehensive Plan. Encroachments into the SROZ from the proposed stormwater piping and outfalls are also an exempt as service connection laterals and service utility extensions. See also Request J.

On-site Pedestrian Access and Circulation

Continuous Pathway System

Section 4.154 (.01) B. 1.

D22. The submitted plans show sidewalks along the frontages of all lots providing a continuous pathway system throughout the proposed subdivision. The proposal provides additional connections consistent with Figure 18 of the Frog Pond West Master Plan. The proposal enables connections to future adjacent development. To ensure full access and function of the planned pathway system for the public, Condition of Approval PDD 7 requires public access easements across all pathways within private tracts.

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

D23. The submitted plans show sidewalk and pathways providing safe, direct, and convenient consistent with Figure 18 of the Frog Pond West Master Plan. Conditions of Approval ensure public access to the pathways for safe, direct, and convenient access for the public.

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

D24. The proposed design vertically and or horizontally separates all sidewalks and pathways from vehicle travel lanes except for driveways and crosswalks.

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

D25. Condition of Approval PDD 3 requires all crosswalks shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-colored concrete inlay between asphalt, or similar contrast).

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

D26. The applicant proposes all pathways to be concrete or asphalt, meeting or exceeding the 5-foot required width.

Parking Area Design Standards

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

D27. Each dwelling unit requires one parking space. Between garages and driveways, each home will have at least two parking spaces.

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

D28. The applicable standards are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. All spaces accessible and usable for Parking	☒	Though final design of garages and driveways is not part of the current review they are anticipated to meet the minimum dimensional standards to be considered a parking space as well as fully accessible. Condition of Approval PDD 4 requires the dimensional standards to be met.

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

Other General Regulations

Access, Ingress and Egress Subsection 4.167 (.01)

D29. Planned access points are typical of local residential streets. The City will approve final access points for individual driveways at the time of issuance of building permits.

Protection of Natural Features and Other Resources

General Terrain Preparation Section 4.171 (.02)

D30. The design of the site avoids disturbance of the significant natural features on the site, particularly the riparian area west of Willow Creek Drive. Contractors will perform grading, filling, and excavating in accordance with the Uniform Building code. Contractors will also use erosion control measures, and stake and protect SROZ and preserved trees prior to commencement of site. The elevation of the site varies by 20 feet from north to southwest, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site.

Trees and Wooded Areas Section 4.171 (.04)

D31. The necessary grading, described in Finding D30 above, necessitates removal of most of the trees. The majority of these trees are in overgrown groves in the southwest portion of the site, located mostly on land currently owned by the school district where Willow Creek Drive will be extended. The applicant proposes extensive native tree planting within the natural area west of Willow Creek Drive to enhance the habitat and aesthetic

value of the drainage area. The applicant provides details in Exhibit B2 on why a number of trees are not feasible to retain.

Earth Movement Hazard Area Subsection 4.171 (.07)

D32. The applicant states they performed geotechnical investigations on all of the subject properties and the investigation found no earth movement hazards. A geotechnical report is provided in Exhibit B2.

Historic Resources Subsection 4.171 (.09)

D33. The applicant nor the City have identified any historic, cultural, or archaeological items on the sites, nor does any available information on the history of the site compel further investigation.

Public Safety and Crime Prevention

Design for Public Safety, Addressing, Lighting to Discourage Crime Section 4.175

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

Landscaping Standards

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

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

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

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

Street Improvement Standards-Generally

Conformance with Standards and Plan

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

- D37.** The proposed streets appear to meet the City's public works standards and transportation systems plan. Further review of compliance with public works standards and transportation plan will occur with review and issuance of the Public Works construction permit. The required street improvements are consistent with the cross sections shown in the Frog Pond West Master Plan, with a modification to add on street parking along the east side of Willow Creek Drive between Wehler Way and Brisband Street as noted in Exhibit C4, and a modification to allow for preservation of a 34-inch Oregon White Oak tree as shown in Exhibit C5. Both modifications are approved by the City Engineer.

Street Design Standards-Future Connections and Adjoining Properties

Subsection 4.177 (.02) A.

- D38.** The proposed design provides for continuation of streets, including Willow Creek Drive, Larkspur Terrace, Marigold Terrace, and Brisband Street, consistent with the Frog Pond West Master Plan.

City Engineer Determination of Street Design and Width

Subsection 4.177 (.02) B.

- D39.** The City Engineering Division has preliminarily found the street designs and widths as consistent with the cross sections shown in the Frog Pond West Master Plan with the modifications as noted in Exhibits C4 and C5. The Engineering Division will check final conformance with the cross sections shown in the Frog Pond West Master Plan during review of the Public Works Permit.

Right-of-Way Dedication

Subsection 4.177 (.02) C. 1.

- D40.** The tentative subdivision plat shows right-of-way dedication. See Request F.

Waiver of Remonstrance Required

Subsection 4.177 (.02) C. 2.

- D41.** Condition of Approval PDD 5 requires a waiver of remonstrance against formation of a local improvement district be recorded in the County Recorder's Office as well as the City's Lien Docket as a part of the recordation of a final plat.

Dead-end Streets Limitations

Subsection 4.177 (.02) D.

- D42.** The applicant proposes only one permanent dead-end street, Alder Lane. The street is 230 feet long past its intersection with Brisband Street, serving the existing church to the south

and eight homes, including three accessed via a private driveway. While the length of this segment of Alder Lane exceeds the length limitation by 30 feet, the presence of the existing church, which is planned to remain, is a barrier preventing further extension of this street to the south. The number of homes accessed by this street is less than the maximum allowed for a dead-end street.

Additionally, the applicant proposes Willow Creek Drive, Larkspur Terrace, and Marigold Terrace as temporary dead-end streets pending extension to the north with future development. Each street is approximately 440 feet in length and serves five to six lots. The applicant proposes temporary connections between Willow Creek Drive and Private Alley M and between Larkspur Terrace and Marigold Terrace to mitigate the impacts of the temporary dead-end streets. Notification of extension will be posted on the ends of the streets as required by Condition of Approval PDF 3.

Street Improvement Standards-Clearance

Corner Vision Clearance
Subsection 4.177 (.02) E.

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

Vertical Clearance
Subsection 4.177 (.02) F.

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

Street Improvement Standards-Interim Improvements

Interim Improvement Standards
Subsection 4.177 (.02) G.

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

Street Improvement Standards-Sidewalks

Sidewalks Requirements
Subsection 4.177 (.03)

D46. The applicant proposes sidewalks along all public street frontages abutting proposed lots, except along Stafford Road, where the City will develop the sidewalks with planned street improvements.

Street Improvement Standards-Bicycle Facilities

Bicycle Facility Requirements

Subsection 4.177 (.04)

D47. The applicant proposes eight-foot buffered bike lanes, a six-foot lane with a two-foot buffer, along Willow Creek Drive between Wehler Way and Brisband Street consistent with the Frog Pond West Master Plan. To the north, this will transition to a travel lane marked with a sharrow. The design of other local streets accommodates in-street bike travel, and will connect to the buffered bike lanes on Willow Creek Drive and to those that will be constructed with roadway improvements along Stafford Road.

Street Improvement Standards-Transit Improvements

Transit Improvements Requirements

Subsection 4.177 (.06)

D48. The applicant does not propose any transit improvements within the proposed subdivision or the Stafford Road frontage. There is not currently transit service along Stafford Road; however, as the Frog Pond area develops, additional transit service may be added. Any transit improvements would be addressed at the time the need for additional transit service is identified.

Residential Private Access Drives

Access to No More Than 4 Dwelling Units

Subsection 4.177 (.07) A.

D49. The applicant proposes two residential private access drives, Tract H and Tract M. The proposed private access drives provide access to two and three homes, respectively, less than the four home limit set by this subsection.

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

Subsection 4.177 (.07) B.

D50. Condition of Approval PDD 6 ensures the design of the private access drives provides for a useful lifespan and structural maintenance schedule comparable to a public local residential street.

Addresses for Private Access Drives

Subsection 4.177 (.07) C.

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

Access Drive Development Standards
Subsection 4.177 (.07) D. and 4.177 (.08)

- D52.** Condition of Approval PDD 7 ensures the responsible parties keep the access drives clear and the access drives are capable of carrying a 23-ton load.

Street Improvement Standards-Intersection Spacing

Offset Intersections Not Allowed
Subsection 4.177 (.09) A.

- D53.** The applicant does not propose any offset intersections.

Transportation System Plan Table 3-2
Subsection 4.177 (.09) B.

- D54.** The spacing of Brisband Street from Boeckman/Advance Road is consistent with the Frog Pond West Master Plan and approved by the City Engineer. Street spacing on Willow Creek Drive is consistent with the Frog Pond West Master Plan. The applicant proposes no lot access directly from Willow Creek Drive, which is designated as a collector. Other streets within the subdivision are local streets, which are not subject to minimum spacing standards.

Request E: DB18-0064 Site Design Review for Parks and Open Space

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

Objectives of Site Design Review

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

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

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

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

Jurisdiction and Power of the DRB for Site Design Review

Development Review Board Jurisdiction Section 4.420

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

Design Standards

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

- E4.** The design of the site avoids disturbance of the significant natural features on the site, particularly the riparian area west of Willow Creek Drive. The elevation of the site varies by 20 feet from north to southwest, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site.

Surface Water Drainage Subsection 4.421 (.01) D.

- E5.** A professionally designed drainage system demonstrates proper attention.

Above Ground Utility Installations Subsection 4.421 (.01) E.

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

Screening and Buffering of Special Features Subsection 4.421 (.01) G.

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

Applicability of Design Standards Subsection 4.421 (.02)

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

Conditions of Approval Ensuring Proper and Efficient Functioning of Development
Subsection 4.421 (.05)

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

Site Design Review Submission Requirements

Submission Requirements

Section 4.440

- E10. The applicant has provided a sufficiently detailed landscape plan and street tree plan to review the streetscape and open space areas subject to site design review. The applicant's design team has coordinated the design of the landscaping wall along the Stafford Road frontage with the previously approved Stafford Meadows development fronting Boeckman Road to the south.

Time Limit on Site Design Review Approvals

Void after 2 Years

Section 4.442

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

Installation of Landscaping

Landscape Installation or Bonding

Subsection 4.450 (.01)

- E12. Condition of Approval PDE 2 ensures all landscaping in common tracts shall be installed prior to issuance of a building permit for the 38th lot, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City shall be returned to the applicant. Condition of Approval PDE 3 further requires all street trees and other right-of-way landscaping be installed in right-of-way fronting a lot prior to issuance of an occupancy permit for a home on the lot.

Approved Landscape Plan
Subsection 4.450 (.02)

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

Landscape Maintenance and Watering
Subsection 4.450 (.03)

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

Modifications of Landscaping
Subsection 4.450 (.04)

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

Natural Features and Other Resources

Protection
Section 4.171

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

Landscaping

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

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

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

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

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

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

Landscape Installation and Maintenance
Subsection 4.176 (.07)

E20. The installation and maintenance standards are or will be met by Condition of Approval PDE 8 as follows:

- Plant materials are required to be installed to current industry standards and be properly staked to ensure survival.
- Plants that die are required to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City.
- Irrigation Notes on the applicant's sheet L2.00 provides for irrigation during the establishment period.

Landscape Plans
Subsection 4.176 (.09)

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

Completion of Landscaping
Subsection 4.176 (.10)

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

Public Lighting Plan

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

E23. Local streets use the dark sky friendly Phillips Hadco Westbrooke with a professionally designed layout to minimize negative effects on future homes, provide for safety, and use a consistent design established by the Frog Pond West Master Plan.

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

E24. The applicant's plans show lighting along the pedestrian path in Tract G. Condition of Approval PDE 9 requires the applicant to study if additional pedestrian-scale lighting

consistent with the City's Public Works Standards and the Frog Pond West Master Plan is warranted along sidewalk connections in Tracts B and C and install any warranted lighting.

Street Tree Plan

Primary Streets Street Trees

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

E25. Figure 43 of the Frog Pond West Master Plan identifies Willow Creek Drive and Brisband Street as Primary Streets for the purpose of the street tree plan. The applicant proposes Red Oak along the entire length of Willow Creek Drive and American Linden along the entire length of Brisband Street, both trees listed for primary streets on page 81 of the Frog Pond West Master Plan. The applicant coordinated these tree selections with previously-approved street tree plans in the Stafford Meadows and Morgan Farm subdivisions.

Neighborhood Streets Street Trees

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

E26. Figure 43 of the Frog Pond West Master Plan identifies all other streets Willow Creek Drive and Brisband Street as Neighborhood Streets for the purpose of the street tree plan. All the proposed street trees are on the list on page 82 of the Frog Pond West Master Plan and otherwise meet the Frog Pond Master Plan as follows:

- North-South Larkspur Terrace has Skycole Honeylocust along its entire length, consistent with the Stafford Meadows subdivision to the south
- North-South Marigold Terrace has American Yellow Wood along its entire length, consistent with the Stafford Meadows subdivision to the south
- North-South Alder Lane has Halka Honeylocust along the length from Tract H to Tract J
- East-West Alder Lane has Glenleven Little Leaf Linden along the length from Marigold Terrace to Tract H
- East-West Private Drive J has Glenleven Little Leaf Linden along its entire length

Pedestrian Connections Street Trees

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

E27. The applicant does not propose any additional trees along the pedestrian connection in Tract G, as this connection passes through a grove of mature Oregon White Oak trees. Additional street trees are not recommended here due to potential conflicts with existing preserved trees.

Gateways, Monuments and Signage

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

E28. There are no neighborhood gateways planned within the area of Frog Pond Meadows; therefore, no monument signs or other permanent subdivision identification signs are permitted.

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

E29. As required by Condition of Approval PDE 10, all street signs shall utilize the City-approved sign cap on street name signs throughout the entirety of the subdivision, matching the design used in the Stafford Meadows and Morgan Farm subdivisions. The developers will buy the signs from the City to ensure uniformity throughout the Frog Pond West neighborhood.

Request F: DB18-0065 Tentative Subdivision Plan

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

Land Division Authorization

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

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

Undersized Lots Prohibited
Subsection 4.202 (.04) B.

F2. The proposed land division does not divide lots into smaller sizes than allowed by the RN zone for the respective sub-districts of the Frog Pond West Master Plan with the requested waiver to minimum lot size for Lots 70 and 71. See Finding D11 under Request D and Request J.

Plat Application Procedure

Pre-Application Conference
Subsection 4.210 (.01)

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

Tentative Plat Preparation
Subsection 4.210 (.01) A.

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

Tentative Plat Submission
Subsection 4.210 (.01) B.

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

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

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

Remainder Tracts
Subsection 4.210 (.01) E.

- F7. The tentative plat accounts for all land within the plat area as lots, tracts, or right-of-way.

Street Requirements for Land Divisions

Master Plan or Map Conformance
Subsection 4.236 (.01)

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

Adjoining Streets Relationship
Subsection 4.236 (.02) A.

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

Planning for Further Land Divisions
Subsection 4.236 (.02) C.

- F10. Tracts J and L are reserved for future development in conjunction with the property to the north of the subject site. The dimensions of these tracts are such that, when combined with additional land to the north, future subdivision of these tracts is expected.

Streets Standards Conformance
Subsection 4.236 (.03)

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

Topography
Subsection 4.236 (.05)

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

Reserve Strips
Subsection 4.236 (.06)

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

Future Street Expansion
Subsection 4.236 (.07)

F14. Where the Frog Pond West Master Plan shows street extensions the tentative plat extends the right-of-way to the edge of the plat. Condition of Approval PDF 3 requires signs stating “street to be extended in the future” or similar language approved by the City Engineer.

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

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

Street Names
Subsection 4.236 (.09)

F16. With the exception of Alder Lane, all proposed street names are extensions of or future connections to adjacent development in Frog Pond. The City Engineer will check all street names to not be duplicative of existing street names and otherwise conform to the City’s street name system at the time of the Final Plat review.

General Land Division Requirements-Blocks

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

F17. The proposed blocks substantially conform to Figure 18 of the Frog Pond West Master Plan. See Finding D14 under Request D. The proposed blocks allow for lots meeting the minimum size with the requested waiver and other dimensional standards for the relevant sub-districts of the Frog Pond West Master Plan. See Finding D11 under Request D.

General Land Division Requirements-Easements

Utility Line Easements
Subsection 4.237 (.02) A.

F18. As will be further verified during the Public Works Permit review and Final Plat review, the applicant will install all utility lines in right-of-way or dedicated easements. Franchise

utility providers will install their lines within public utility easements established on the plat.

Water Courses

Subsection 4.237 (.02) B.

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

General Land Division Requirements-Pedestrian and Bicycle Pathways

Mid-block Pathways Requirement

Subsection 4.237 (.03)

F20. The applicant proposes pedestrian paths of ten feet or greater where required for consistency with the Frog Pond West Master Plan. Condition of Approval PDD 7 ensures public access to these paths. See Finding D22.

General Land Division Requirements-Tree Planting

Tree Planting Plan Review and Street Tree Easements

Subsection 4.237 (.03)

F21. The City is reviewing the tree planting plan concurrently with the tentative plat, see Requests D and E.

General Land Division Requirements-Lot Size and Shape

Lot Size and Shape Appropriate

Subsection 4.237 (.05)

F22. The size, width, shape, and orientation of lots comply with the identified sub-districts in the Frog Pond West Master Plan, with a minimum lot size waiver requested for Lots 70 and 71. See Finding D11 in Request D and Request J.

General Land Division Requirements-Access

Minimum Street Frontage

Subsection 4.237 (.06)

F23. The full width of the front lot line of each lot fronts a public street or private drive. Each lot meets or exceeds the minimum lot width at the front lot line. See Finding D11 in Request D.

General Land Division Requirements-Other

Lot Side Lines

Subsection 4.237 (.08)

F24. Almost all side lot lines run at a 90-degree angle to the front line. Curves of streets necessitate the only exceptions, Lots 7 and 37.

Corner Lots

Subsection 4.237 (.13)

F25. All corner lots have radii exceeding the 10-foot minimum.

Lots of Record

Lots of Record

Section 4.250

F26. The applicant provided documentation all subject lots are lots of record.

Request G: DB18-0066 Tentative Partition Plat (Church Property)

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

Land Division Authorization

Plat Review Authority

Subsection 4.202 (.01) through (.03)

G1. The Development Review Board is reviewing the tentative partition plat according to this subsection. The Planning Division will review the final partition plat under the authority of the Planning Director to ensure compliance with the DRB review of the tentative partition plat.

Undersized Lots Prohibited

Subsection 4.202 (.04) B.

G2. The proposed land division does not divide lots into smaller sizes than allowed by the PF and RN zones.

Plat Application Procedure

Pre-Application Conference

Subsection 4.210 (.01)

G3. The applicant requested and attended a pre-application conference in accordance with this subsection.

Tentative Plat Preparation
Subsection 4.210 (.01) A.

G4. Following gathering information from Planning staff, the appropriate professionals from the applicant's design firm, OTAK, Inc., prepared the tentative partition plat.

Tentative Plat Submission
Subsection 4.210 (.01) B.

G5. The applicant has submitted a tentative partition plat with all the required information.

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

G6. The purpose of the partition is to separate the existing church property, which will remain in its current use as a church, from the remaining land that will be subdivided under as part of the Frog Pond Meadows subdivision under Request E. Exhibit B3 illustrates the proposed future subdivision of Parcel 2 within the tentative subdivision plat.

Remainder Tracts
Subsection 4.210 (.01) E.

G7. The tentative partition plat accounts for all land within the plat area as lots, tracts, or right-of-way.

Street Requirements for Land Divisions

Master Plan or Map Conformance
Subsection 4.236 (.01)

G8. As found in other findings in this report, the land division is in harmony with the Transportation Systems Plan, and other applicable plans.

Adjoining Streets Relationship
Subsection 4.236 (.02) A.

G9. No streets are required or proposed related to the subject partition.

General Land Division Requirements-Easements

Utility Line Easements
Subsection 4.237 (.02) A.

G10. As will be further verified during the Public Works Permit review and final partition plat review, the applicant will install all utility lines in right-of-way or dedicated easements. Franchise utility providers will install their lines within public utility easements established on the plat.

Water Courses

Subsection 4.237 (.02) B.

G11. No water course easements have been identified to be recorded with the requested partition.

General Land Division Requirements-Lot Size and Shape

Lot Size and Shape Appropriate

Subsection 4.237 (.05) C

G12. The size, width, shape, and orientation of lots comply with the standards for the PF and RN zones. See Findings B13 and D11. No waivers are proposed with the land division.

General Land Division Requirements-Access

Minimum Street Frontage

Subsection 4.237 (.06)

G13. The full width of the front lot line of each lot fronts a public street or private drive. Each lot meets or exceeds the minimum lot width at the front lot line. See Findings B13 and D11.

General Land Division Requirements-Other

Lot Side Lines

Subsection 4.237 (.08)

G14. The side lines for the parcels generally run at a right angle to the street and the front lot lines.

Large Lot Divisions

Subsection 4.237 (.09)

G15. The proposed partition enables the future subdivision of Parcel 2 as demonstrated in Request F.

Corner Lots

Subsection 4.237 (.13)

G16. No new corner lots are proposed. Parcel 1 is a corner lot and has a corner radius exceeding 10 feet.

Lots of Record

Defining Lots of Record

Section 4.250

G17. The applicant provided documentation that the subject lot is a lot of record.

Request H: DB18-0067 Tentative Partition Plat (School Property)

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

Land Division Authorization

Plat Review Authority

Subsection 4.202 (.01) through (.03)

H1. The Development Review Board is reviewing the tentative partition plat according to this subsection. The Planning Division will review the final partition plat under the authority of the Planning Director to ensure compliance with the DRB review of the tentative partition plat.

Undersized Lots Prohibited

Subsection 4.202 (.04) B.

H2. The proposed land division does not divide lots into smaller sizes than allowed by the PF and RN zones.

Plat Application Procedure

Pre-Application Conference

Subsection 4.210 (.01)

H3. The applicant requested and attended a pre-application conference in accordance with this subsection.

Tentative Plat Preparation

Subsection 4.210 (.01) A.

H4. Following gathering information from Planning staff, the appropriate professionals from the applicant's design firm, OTAK, Inc., prepared the tentative partition plat.

Tentative Plat Submission

Subsection 4.210 (.01) B.

H5. The applicant has submitted a tentative partition plat with all the required information.

Phases to Be Shown

Subsection 4.210 (.01) D.

H6. The purpose of the partition is to divide the property currently owned by the school district into two parts. Parcel 2, east of the natural drainage area, would be incorporated into the larger Frog Pond Meadows subdivision under Request E. The school district would retain Parcel 1 for future development as a school and park, as shown in the Frog Pond West

Master Plan. Exhibit B3 illustrates the proposed future subdivision of Parcel 2 within the tentative subdivision plat.

Remainder Tracts

Subsection 4.210 (.01) E.

H7. The tentative partition plat accounts for all land within the plat area as lots, tracts, or right-of-way.

Street Requirements for Land Divisions

Master Plan or Map Conformance

Subsection 4.236 (.01)

H8. As found in other findings in this report, the land division is in harmony with the Transportation Systems Plan, and other applicable plans.

Adjoining Streets Relationship

Subsection 4.236 (.02) A.

H9. No streets are required or proposed related to the subject partition.

General Land Division Requirements-Easements

Utility Line Easements

Subsection 4.237 (.02) A.

H10. As will be further verified during the Public Works Permit review and final partition plat review, the applicant will install all utility lines in right-of-way or dedicated easements. Franchise utility providers will install their lines within public utility easements established on the plat.

Water Courses

Subsection 4.237 (.02) B.

H11. No water course easements have been identified to be recorded with the requested partition.

General Land Division Requirements-Lot Size and Shape

Lot Size and Shape Appropriate

Subsection 4.237 (.05) C

H12. The size, width, shape, and orientation of lots comply with the standards for the PF and RN zones. See Findings B13 and D11. No waivers are proposed with the land division.

General Land Division Requirements-Access

Minimum Street Frontage Subsection 4.237 (.06)

H13. The full width of the front lot line of each lot fronts a public street or private drive. Parcel 2 meets or exceeds the minimum lot width at the front lot line. Parcel 1 does not meet the minimum street frontage of 75, as it is a pipestem lot with approximately 20 feet of street frontage. This parcel is planned as a future park and school, and will ultimately be developed in conjunction with the taxlot to the west which will be zoned PF upon annexation to the City. The combined frontage of these taxlots will exceed the minimum requirement of 75 feet. See Findings B13 and D11.

General Land Division Requirements-Other

Through Lots Subsection 4.237 (.07)

H14. No parcels are proposed as described in this subsection.

Lot Side Lines Subsection 4.237 (.08)

H15. The side lines for the parcels generally run at a right angle to the street and the front lot lines.

Large Lot Divisions Subsection 4.237 (.09)

H16. The proposed partition enables the future subdivision of Parcel 2 as demonstrated in Request E.

Corner Lots Subsection 4.237 (.13)

H17. No corner lots are proposed.

Lots of Record

Defining Lots of Record Section 4.250

H18. The applicant provided documentation that the subject lot is a lot of record.

Request I: DB18-0068 Type C Tree Removal Plan

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

Type C Tree Removal

Review Authority When Site Plan Review Involved

Subsection 4.610.00 (.03) B.

- I1. The requested tree removal is connected to site plan review by the Development Review Board. Review is thus under the authority of the DRB.

Reasonable Timeframe for Removal

Subsection 4.610.00 (.06) B.

- I2. It is understood the tree removal will be completed by the time the applicant completes construction of all homes and other improvements in the subdivision, which is a reasonable time frame for tree removal.

Security for Permit Compliance

Subsection 4.610.00 (.06) C.

- I3. As allowed by Subsection 1 the City is waiving the bonding requirement as the application is required to comply with WC 4.264(1).

General Standards for Tree Removal, Relocation or Replacement

Preservation and Conservation

Subsection 4.610.10 (.01)

- I4. The design of the site avoids disturbance of the significant natural features on the site, particularly the riparian area west of Willow Creek Drive. The elevation of the site varies by 20 feet from north to southwest, with a low point created by the drainage west of Willow Creek Drive. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site. The majority of these trees are in overgrown groves in the southwest portion of the site, located mostly on land currently owned by the school district where Willow Creek Drive will be extended. The applicant proposes to preserve and protect 30 trees onsite and on adjacent property. The applicant proposes preservation of nine Oregon white oak trees in the northeastern portion of the subject property. These trees are part of a larger grove that extends to the north of the site, which will be preserved as open space with future development. Nine trees will be preserved along and within the drainage area west of Willow Creek Drive, including a white willow, three Douglas-fir, an Oregon white oak, a Scouler's willow, a river birch, a Scots pine, and a Norway Spruce. Three trees in the Stafford Road right-of-way, two Oregon white oak trees and a Scots pine,

are proposed for preservation. A 34-inch Oregon white oak in excellent condition will be preserved in a median within Willow Creek Drive in the northwest portion of the site.

Development Alternatives

Subsection 4.610.10 (.01) C.

- I5.** The Frog Pond West Master Plan provides clear direction for street connections, residential densities, and preservation of the SROZ. Preservation and conservation of the majority of trees onsite, while addressing the requirements of the Frog Pond West Master Plan, is not feasible. To preserve a 34-inch Oregon white oak in excellent condition, the applicant proposes modifications to the Willow Creek Drive cross section north of Brisband Street, along with a waiver to minimum lot size for Lots 70 and 71 and a waiver to minimum front yard setbacks for Lots 69-72. Special care is required for preservation of this tree during construction, as noted in the supplemental arborist report in Exhibit B2. Condition of Approval PDI 8 ensures this criterion is met.

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

Subsection 4.610.10 (.01) D.

- I6.** The proposed clearing is necessary for streets, alleys, homes, and related improvements.

Residential Development to Blend into Natural Setting

Subsection 4.610.10 (.01) E.

- I7.** Preservation and enhancement of the SROZ area allows the development to blend with the significant natural elements of the property. The project area is otherwise relatively flat land without significant natural features with which to blend.

Compliance with All Applicable Statutes and Ordinances

Subsection 4.610.10 (.01) F.

- I8.** This standard is broad and duplicative. As found elsewhere in this report, the City is applying the applicable standards.

Tree Relocation and Replacement, Protection of Preserved Trees

Subsection 4.610.10 (.01) G.

- I9.** Reviews of tree removal, replacements, and protection is in accordance with the relevant sections related to replacement and protection.

Tree Removal Limitations

Subsection 4.610.10 (.01) H.

- I10.** The proposed tree removal is due to health or necessary for construction.

Additional Standards for Type C Permits

Tree Survey and Tree Maintenance and Protection Plan to be Submitted
Subsection 4.610.10 (.01) I. 1.-2.

I11. The applicant submitted the required Tree Survey, Maintenance and Protection Plan.

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

I12. The Utility Plan shows a design to minimize the impact upon the environment to the extent feasible given existing conditions, particularly the natural drainage area. The City will further review utility placement in relation to the drainage area and preserved trees during review of construction drawings and utility easement placement on the final plat.

Type C Tree Plan Review

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

I13. The review of the proposed Type C Tree Plan is concurrent with other site development applications.

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

I14. This standard is broad and duplicative. As found elsewhere in this report, this review applies applicable standards.

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

I15. Review of the proposal allows residential unit counts consistent with the Frog Pond West Master Plan.

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

I16. The applicant submitted the Type C Tree Plan concurrently with the landscape plan for the proposed development.

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

I17. Review of the proposed Type C Tree Plan is concurrent with the Stage II Final Plan. See Request D.

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

I18. The applicant proposes counting the proposed street trees and other landscaping trees as a portion of the mitigation for removal.

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

I19. Review of The proposed Type C Tree Plan is concurrent with other necessary land use approvals. The City will not issue any tree removal permit prior to final approval of concurrent land use requests and annexation into the City. While the land is currently under jurisdiction of Clackamas County, Condition of Approval PDI 2 binds the applicant to no tree removal on the properties, except for hazardous situations unrelated to development, prior to issuance of the post-annexation tree removal permit by the City.

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

I20. The applicant submitted the necessary copies of a Tree Maintenance and Protection Plan.

Tree Relocation, Mitigation, or Replacement

Tree Replacement Required
Subsection 4.620.00 (.01)

I21. Consistent with the tree replacement requirements for Type C Tree Removal Permits established by this subsection, the applicant proposes to either plant mitigation trees or pay into the City's tree fund consistent with Subsection 4.620.00 (.06).

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

I22. The applicant proposes tree mitigating removed trees on the basis of one tree for each tree removed. Staff does not recommend any inch per inch mitigation. Sheets L2.00 through L2.04 of Exhibit B3 show all trees proposed for planting as mitigation as 2" caliper, or the equivalent 6-8' for conifer trees.

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

I23. Review of the tree replacement and mitigation plan is prior to planting and in accordance with the Tree Ordinance, as established by other findings in this request. The applicant's landscape plans show tree stock meeting the tree stock requirements.

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

I24. The applicant proposes removal of 263 trees 6 inches or greater dbh. However, per the arborist report, 28 of these trees are listed as “dead” or “gone”. As such, only 235 trees are subject to replacement or mitigation. The applicant proposes 160 street trees and other site trees, which partially meet the replacement/mitigation requirement. Insufficient space exists on site to replant the remainder trees in a desirable manner. The City does not currently have another site identified as desirable to plant the additional mitigation trees.

Frog Pond Meadows is proposed as an extension of the previously approved Stafford Meadows subdivision, which was processed as a separate application due to varying land acquisition schedules. In light of this interrelatedness, as a part of the Stafford Meadows subdivision approval any trees proposed for planting on adjoining properties developed by the applicant above and beyond mitigation requirements for the Type C Removal Plan for these adjoining properties would count as mitigation for tree removal for Stafford Meadows. The subject site was considered a “location approved by the City” as referenced in Subsection (.05) B. However, it is not practical for the City to hold the mitigation money long-term. Thus the ability to count proposed tree plantings on adjacent properties as mitigation for Stafford Meadows project expires on June 30, 2019. Given that more trees are proposed for removal than mitigation on this site allows, a refund for Stafford Meadows tree fund payment will not occur.

The applicant requests a tree credit of 58 trees for preserved trees. Subsection 4.176 (.06) F. allows a landscape tree credit for preserved trees. However, no code language establishes an allowance for tree credits to count as mitigation for tree removal. The typical application for this code is in parking areas where a certain number of trees are required based on the number of parking spaces. If proposals preserve a large tree in these cases, fewer new trees need to be planted. However, if an applicant has a grove of six mature trees, and removes five, the code does not establish the ability to avoid mitigating for the five removed trees by applying a tree credit from the one preserved tree. Staff is not aware of any circumstances where preserved tree credits were used as mitigation for tree removal. As such, the calculation of payment into the City’s tree fund is based upon the remaining 75 trees (235 trees removed – 160 planted trees = 75). The applicant proposes, based on current bid prices, a cost of \$300 per tree for a 2” caliper deciduous or 6’ conifer installed. The total payment amount into the City tree fund is \$22,500. This amount will be paid prior to issuance of the Type C Tree Permit by Planning staff. If at the time of this initial payment the applicant can demonstrate that additional trees will be incorporated within stormwater facilities or the SROZ mitigation area, this amount may be reduced by \$300 per approved tree as noted in Condition of Approval PDI 4.

These modifications notwithstanding, with the large number of trees proposed for removal and planting the final tree count may differ slightly from the current or updated proposal. Condition of Approval PDI 5 requires, prior to approval of occupancy of the final home in the subdivision, the applicant to provide a full accounting of the number of trees actually planted. Based on this

accounting, the applicant will receive a refund of \$300 for each tree over 160 (or any amount adjusted per Condition of Approval PDI 4) planted, or will pay an additional \$300 for each tree less than 160 or the adjusted amount planted prior to approval of occupancy.

Protection of Preserved Trees

Tree Protection During Construction

Section 4.620.10

I25. Condition of Approval PDI 7 ensures tree protection measures, including fencing are in place consistent with Public Works Standards Detail Drawing RD-1240.

Request J: DB19-0002 Minimum Lot Size Waiver

As described in the Findings below, the request meets the applicable criteria.

Waivers: Waive Minimum Lot Size

Waiver of Typical Development Standards

Subsection 4.118 (.03) A.

J1. The applicant requests to waive the required minimum lot size of 6,000 square feet for Lots 70 and 71. The waiver to minimum lot size for Lots 70 and 71 would reduce these lots from a minimum of 6,000 square feet to 5,671 square feet and 5,612 square feet, respectively. The typical development standards able to be waived pursuant to this subsection include minimum lot size.

Purpose and Objectives of Planned Development Regulations

Subsection 4.140 (.01) B.

J2. Pursuant to Subsection 4.118 (.03) A. waivers must implement or better implement the purpose and objectives listed in this subsection. The applicant specifically requests the minimum lot size waiver to accommodate preservation of a 34-inch Oregon White Oak tree in the Willow Creek Drive right-of-way. It is possible to re-align Willow Creek Drive and the related public utilities to allow a 22-foot protection zone around the tree's roots. However, in order to do so, it is necessary to reduce the size of the adjacent lots to provide the required space for the street improvements. The waiver would meet the purpose of the Planned Development Zones by providing flexibility and allowing a site design that is able to respond to site characteristics.

Request K: DB19-0003 Minimum Front Setback Waiver

As described in the Findings below, the request meets the applicable criteria.

Waivers: Waive Minimum Front Yard Setback

Waiver of Typical Development Standards

Subsection 4.118 (.03) A.

- K1.** The applicant requests a waiver to reduce the required minimum front setback from 15 feet to 12 feet for Lots 69-72. The typical development standards able to be waived pursuant to this subsection include setbacks.

Purpose and Objectives of Planned Development Regulations

Subsection 4.140 (.01) B.

- K2.** Pursuant to Subsection 4.118 (.03) A. waivers must implement or better implement the purpose and objectives listed in this subsection. The applicant specifically requests the minimum front yard setback waiver to accommodate preservation of a 34-inch Oregon White Oak tree in the Willow Creek Drive right-of-way. It is possible to re-align Willow Creek Drive and the related public utilities to allow a 22-foot protection zone around the tree's roots. However, in order to do so, it is necessary to reduce the size of the adjacent lots to provide the required space for the street improvements and to allow for development of these lots with adequate space for single-family homes. The waiver would meet the purpose of the Planned Development Zones by providing flexibility and allowing a site design that is able to respond to site characteristics.

Request L: SI 18-0006 SRIR Review

As described in the Findings below, the request meets the applicable criteria.

Findings of Fact:

1. Pursuant to Section 4.139.10.01(D) (Significant Resource Overlay Zone Map Refinement), the applicant may propose to amend the Significant Resource Overlay Zone (SROZ) boundary through a Development Review quasi-judicial zone change where more detailed information is provided. The Frog Pond West Master Plan identified a conceptual SROZ boundary, which the applicant is proposing to refine as part of their land use application.
2. The stream, known as Willow Creek, and riparian corridor comprises the upper reach of the West fork of Meridian Creek (Site ID Number 2.15S). The delineated wetlands (i.e., wetlands A-F) were not included in the City's Natural Resources Inventory. Wetlands A-D and F do not qualify as locally significant due to their size (i.e., less than 0.5 acre). Wetland E is greater than 0.5 acre in size but does not satisfy all of the criteria (i.e., evidence of flooding during the growing season) to be designated locally significant. However, these wetlands may be

considered jurisdictional and subject to regulation by the Oregon Department of State Lands and the Army Corps of Engineers.

3. Willow Creek is an intermittent stream, with an average width of 4 to 6 feet, which flows from north to south. The stream originates offsite to the north and receives surface water from the surrounding pastures and agricultural fields. Typical vegetation includes herbaceous plants, such as plantain, foxtail, parsley, mannagrass, sedge, and a few scattered wild rose shrubs.
4. The Significant Resource Overlay Zone ordinance prescribes regulations for development within the SROZ and its associated 25-foot Impact Area. Setbacks from significant natural resources implement the requirements of Metro Title 3 Water Quality Resource Areas, Metro Title 13 Nature in Neighborhoods, and Statewide Planning Goal 5. Secondary Protected Water Features, with drainage areas between 50 and 100 acres and adjacent slopes of less than 25% are assigned a vegetated corridor width of 15 feet. All significant natural resources have a 25-foot Impact Area. Development or other alteration activities may be permitted within the SROZ and its associated 25 foot Impact Area through the review of a Significant Resource Impact Report (SRIR).
5. Pursuant to the city's SROZ ordinance, development is only allowed within the Area of Limited Conflicting Use (ALCU). The ALCU is located between the riparian corridor boundary, riparian impact area or the Metro Title 3 Water Quality Resource Area boundary, whichever is furthest from the wetland or stream, and the outside edge of the SROZ, or an isolated significant wildlife habitat (upland forest) resource site.
6. The applicant's Significant Resource Impact Report delineated specific resource boundaries and analyzed the impacts of development within the SROZ. The applicant's SRIR contained the required information, including an analysis and development recommendations for mitigating impacts.

Exempt Uses in SROZ

Use and Activities Exempt from These Regulations

Section 4.139.04

- L1.** Proposed exempt development in the SROZ and its associated 25-foot Impact Area comply with the following exemptions:

(.18) "Private or public service connection laterals and service utility extensions."

The stormwater pipes and outfalls are necessary for conveying treated and controlled runoff to Willow Creek.

- (.20) “The installation of public streets and utilities specifically mapped within a municipal utility master plan, the Transportation Systems Plan or a capital improvement plan.”

The streets are necessary to establish and improve the internal road network. The streets are consistent with the intent of the City’s planning documents.

Section 4.139.06 (.03) SRIR Review Criteria:

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

Development permitted only within the Area of Limited Conflicting Use
Subsection 4.139.06 (.03) A.

- L2.** The proposed exempt development is located within the SROZ but not a designated Area of Limited Conflicting Use. Only exempt development is allowed within a stream (riparian) corridor or locally significant wetlands.

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

- L3.** The proposed exempt development is permitted within Metro’s Title 3 Water Quality Resource Areas boundary.

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

- L4.** The proposed SROZ boundary does not include an Area of Limited Conflicting Use.

Mitigation of the area to be impacted shall be consistent with SROZ Regulations
Subsection 4.139.06 (.03) D.

- L5.** The proposed mitigation is consistent with the Development Code provisions. The mitigation will provide an enhancement to the to the stream riparian corridor through the planting of native trees and shrubs.

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

- L6.** The impacts to the SROZ have been minimized by reducing the width of the proposed Street F from 52 to 31 feet in width. The stormwater pipe and outfall impacts will

primarily be temporary impacts, with only minor impacts associated with the outfalls and riprap pads.

On-Site Mitigation

Subsection 4.139.06 (.03) F.

L7. Impacts to the SROZ will be mitigated for onsite.

Material for non-structural fill

Subsection 4.139.06 (.03) G.

L8. Non-structural fill will consist of native soil.

Minimum Fill

Subsection 4.139.06 (.03) H.

L9. The amount of fill has been minimized to the extent practicable.

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

Subsection 4.139.06 (.03) I.

L10. All proposed grading activities onsite will be managed pursuant to guidelines established and identified in the applicant's approved erosion control plan and a 1200-C Erosion Control Permit issued by the Oregon Department of Environmental Quality. Stream turbidity is regulated under the City's Grading and Erosion Control Permit and the DEQ's 1200-C Erosion Control Permit.

Obtaining appropriate federal and state permits

Subsection 4.139.06 (.03) J.

L11. The applicant may need to submit a joint permit application for the filling of Wetland C, which will require permit approval from the Oregon Department of State Lands and the U.S. Army Corps of Engineers.



Planning Division
Development Permit Application

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

Pre-Application Meeting Date: 5/31/2018

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

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

Applicant:

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

Authorized Representative:

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

Property Owner:

Name: _____
Company: Community of Hope ELCA (COH)
Mailing Address: 27817 SW Stafford Rd
City, State, Zip: Wilsonville, OR 97070
Phone: 503-685-8855 Fax: _____
E-mail: office@commhope.org

Property Owner's Signature:

Brenda Melum, President, COH
Printed Name: Brenda Melum Date: 10/2/2018

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

[Signature]
Printed Name: Daniel E. Grimberg Date: 10/9/18
West Hills Land Development

Site Location and Description:

Project Address if Available: 27817 SW Stafford Rd Suite/Unit _____
Project Location: _____
Tax Map #(s): 31W12D Tax Lot #(s): 02000 County: Washington Clackamas

Request:

Residential Planned Unit Development approval

Project Type: Class I Class II Class III

Residential Commercial Industrial Other: _____

Application Type(s):

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





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 Mailing Address: 3330 NW Yeon Ave, Ste 200
 City, State, Zip: Portland, OR 97210
 Phone: 503.726.7033 Fax: _____
 E-mail: dan@westhillsdevelopment.com

Authorized Representative:

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

Property Owner:

Name: _____
 Company: Joint Revocable Trust of Theodore and Lynette Eaton
 Mailing Address: 27767 SW Stafford Rd
 City, State, Zip: Wilsonville, OR 97070
 Phone: _____ Fax: _____
 E-mail: _____

Property Owner's Signature:

Lynette Eaton
 Printed Name: Lynette E. Eaton Date: 5/25/18
Theodore W. Eaton

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

Daniel E. Grimberg
 Printed Name: Daniel E. Grimberg Date: 5/25/18
West Hills Land Development

Site Location and Description:

Project Address if Available: 27767 SW Stafford Rd Suite/Unit _____
 Project Location: _____
 Tax Map #(s): 31W12D Tax Lot #(s): 01903 County: Washington Clackamas

Request:

Residential Planned Unit Development approval

Project Type: Class I Class II Class III

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Major Partition | <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Request to Modify Conditions |
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| <input checked="" type="checkbox"/> Type C Tree Removal Plan | <input checked="" type="checkbox"/> Tree Permit (B or C) | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Other (describe) |
| <input type="checkbox"/> Villebois SAP | <input type="checkbox"/> Villebois PDP | <input type="checkbox"/> Villebois FDP | |
| <input checked="" type="checkbox"/> Zone Map Amendment | <input type="checkbox"/> Waiver(s) | <input type="checkbox"/> Conditional Use | |



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 E-mail: dan@westhillsdevelopment.com

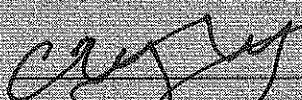
Authorized Representative:

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


Property Owner:

Name: _____
 Company: 27687 Stafford Road LLC
 Mailing Address: 27687 SW Stafford Rd
 City, State, Zip: Wilsonville, OR 97070
 Phone: _____ Fax: _____
 E-mail: _____

Property Owner's Signature:


 Printed Name: 27687 Stafford Rd LLC Date: 9-21-18

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


 Printed Name: Daniel E. Grimberg Date: 9/27/18
West Hills Land Development

Site Location and Description:

Project Address if Available: 27687 SW Stafford Rd Suite/Unit _____
 Project Location: _____
 Tax Map #(s): 31W12D Tax Lot #(s): 01902 County: Washington Clackamas

Request:

Residential Planned Unit Development approval

Project Type: Class I Class II Class III

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Major Partition | <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Request to Modify Conditions |
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| <input checked="" type="checkbox"/> Type C Tree Removal Plan | <input checked="" type="checkbox"/> Tree Permit (B or C) | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Other (describe) |
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 Mailing Address: 808 SW Third Ave, Ste 300
 City, State, Zip: Portland, OR 97204
 Phone: 503.415.2384 Fax: _____
 E-mail: li.alligood@otak.com

Property Owner:

Name: Kathleen E Ludwig, Supt
 Company: West Linn Wilsonville School District
 Mailing Address: 22210 SW Stafford Rd
 City, State, Zip: Tualatin, OR 97062
 Phone: 503.673.7034 Fax: _____
 E-mail: _____

Property Owner's Signature:

X Kathleen E Ludwig
 Printed Name: Kathleen E Ludwig Date: 9.21.18

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

[Signature]
 Printed Name: Daniel E. Grimberg 9/27/18

Site Location and Description:

Project Address if Available: 27657 SW Stafford Rd Suite/Unit _____
 Project Location: _____
 Tax Map #(s): 31W12D Tax Lot #(s): 01800 County: Washington Clackamas

Request:

Residential Planned Unit Development approval

Project Type: Class I Class II Class III

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Major Partition | <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Request to Modify Conditions |
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| <input checked="" type="checkbox"/> Zone Map Amendment | <input type="checkbox"/> Waiver(s) | <input type="checkbox"/> Conditional Use | |



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 E-mail: dan@westhillsdevelopment.com

Authorized Representative:

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

Property Owner:

Name: Kathleen E. Ludwig, Supt.
 Company: West Linn-Wilsonville School District
 Mailing Address: 22210 SW Stafford Rd
 City, State, Zip: Tualatin, OR 97062
 Phone: 503-673-7034 Fax: _____
 E-mail: _____

Property Owner's Signature:

Kathleen E. Ludwig
 Printed Name: Kathleen E. Ludwig Date: 7/21/18

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

Dan Grimberg
 Printed Name: Dan E. Grimberg Date: 9/21/18

Site Location and Description:

Project Address if Available: 7035 SW Boeckman Rd Suite/Unit _____
 Project Location: _____
 Tax Map #(s): 31W12D Tax Lot #(s): 02200 County: Washington Clackamas

Request:

Residential Planned Unit Development approval

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

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Major Partition | <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Request to Modify Conditions |
| <input type="checkbox"/> Plan Amendment | <input checked="" type="checkbox"/> Planned Development | <input checked="" type="checkbox"/> Preliminary Plat | <input checked="" type="checkbox"/> Site Design Review |
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| <input checked="" type="checkbox"/> Type C Tree Removal Plan | <input checked="" type="checkbox"/> Tree Permit (B or C) | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Other (describe) |
| <input type="checkbox"/> Villebois SAP | <input type="checkbox"/> Villebois PDP | <input type="checkbox"/> Villebois FDP | |
| <input checked="" type="checkbox"/> Zone Map Amendment | <input type="checkbox"/> Waiver(s) | <input type="checkbox"/> Conditional Use | |



Memorandum

To: Kim Rybold, City of Wilsonville
 From: Li Alligood, Senior Planner
 Copies: West Hills Land Development
 File
 Date: December 11, 2018
 Subject: Response to Frog Pond Meadows Incompleteness Items
 Application #s DB18-0060 through DB18-0068, S118-006
 Project No.: 19868

This memorandum addresses the items identified in the determination of incompleteness issued by the City of Wilsonville on November 21, 2018. The applicant is providing all of the missing information requested in the November 21, 2018 incompleteness letter pursuant to ORS 227.178(2)(a), and has complied with ORS 227.178(4)(a) by making your application complete within 180 days from the submittal date.

City comments are included and followed by applicant responses.

General

1. *Incomplete information on what is planned for Tract G. The plan set shows a portion of this tract as open space but the rest of the tract does not show additional development. The narrative references a stormwater detention facility but the plan set does not illustrate the location or extent of this. See Subsections 4.035 (.04) and 4.210 (.01) B. WC.*

Response: The stormwater detention facility mentioned above is a future facility serving the northern property after development. The layout of the future facility is shown on Sheet P4.00. A layout and grading for the future facility is shown on Sheet P5.00.

2. *Signed annexation petition for the inclusion of Stafford Road right-of-way owned by Clackamas County. See Section 4.700 WC.*

Response: Per an e-mail from the City dated November 20, 2018, City staff indicated that Clackamas County did not need to sign the petition.

3. *General location and type/purpose of anticipated easements to be shown on Preliminary Plat. Among the various easements, include public access easements over tracts with bicycle and pedestrian facilities. See Subsection 4.210 (.01) B. 16. WC.*

Response: Sheet P3.01 has been updated with this information.

4. *A letter from Republic Services approving solid waste and recycling collection. See Subsection 4.179 (.07).*

Response: The applicant requested review of the site plan by Republic Services on December 5, 2018. A response has not yet been received.

5. *The tree plan includes several trees that are not located on the subject property and notes these trees are to be removed. Update the inventory to account for only the trees being removed or preserved onsite and any*



nearby affected trees requiring protection. Clearly identify any protected trees that are located offsite. As applicable, provide written consent for the removal any trees on the edge of the subject property where ownership is split.

Response: The tree plan and Arborist Report have been updated to address inconsistencies. See Sheets L1.00-L1.03 and revised Appendix F.

Landscape Plans

6. *Show the location of street lights on Sheet L2.00, along with a utility key and scale. See Subsections 4.199.50 (.01) E. and 4.440 (.01) B. WC.*

Response: Sheet L2.00 has been updated to include this information.

7. *Identification of the Significant Resource Overlay Zone (SROZ) boundary on the landscape plans for Tract A. See Subsection 4.139.03*

Response: The landscape plans have been updated to include this information.

8. *The landscape plan for Tract A does not include trees proposed for preservation as shown on Sheet L1.00. Please revise the landscape plan to account for these trees.*

Response: The landscape plans have been updated to include this information.

9. *Clarify why no street trees are shown in front of Lots 20-22 on Sheet L2.00.*

Response: As shown in Sheet P2.00, Lots 20-21 are accessed by Private Drive J. Due to constraints to the south, the proposed sidewalk is curb-tight. Street trees will be provided on-site as shown in Sheet L2.00.

Site Design Review

10. *Information on design and materials of any retaining walls, ornamental fences, or wooden fences. Clarify if any additional fencing is proposed adjacent Tract G along Stafford Road. See Figure 11 of Frog Pond West Master Plan and Subsection 4.440 (.01) WC.*

Response: A split-rail fence and brick wall are proposed along Stafford Road. The location of each is shown on Sheet L2.01 and details are shown on Sheet L3.01. The location and details of a private wall along lots 31-36 are shown on Sheet P5.10.

11. *Information on design and materials for play structures, shelters, benches, and other structures located on open space tracts. See Subsection 4.440 (.01) WC.*

Response: Sheet L2.02 has been updated to show the design and materials for the play structures, shelters, benches, and other structures located on open space tracts.

Frog Pond Master Plan Compliance

12. *Insufficient findings to explain deviations from the Street Demonstration Plan, particularly relating to missing Pedestrian Connections in the northern portion of the site. See Figure 18 of the Frog Pond West Master Plan and Subsection 4.127 (.10) WC.*

Response: Page 16 of the narrative has been updated to provide additional findings. A new Sheet, P9.00, demonstrates the proposed street connectivity.

13. Information on proposed pathway lighting for the Pedestrian Connection in Tract G consistent with the Frog Pond West Master Plan. See Public Lighting Plan beginning on page 77, and Figure 42 of the Frog Pond West Master Plan and Subsection 4.034 (.05) WC.

Response: Pathway lighting has been added to Sheet P4.00 and details are provided on Sheet P4.20.

Additional Items

In addition to the incomplete items 1-13 listed above, the following questions and comments regarding compliance came to City staff's attention while reviewing the materials for completeness. Please respond to and/or incorporate the following items into updated submission materials as appropriate.

A. The spacing between some street trees and utilities shown on sheet L2.00, including catch basins and laterals, is too close. Please verify the spacing of street trees and utilities, including street lights, meets the requirements of the 2015 Public Works Construction Standards Detail Drawings.

Response: Sheet L2.00 has been revised to address the noted spacing issues.

B. Sheet P8.00 incorrectly includes portions of Tract F and Lots 31 and 32 in the open space calculation. Remove these areas from the calculation and provide an updated total percentage of the small lot sub-district in open space.

Response: Table 4 of the narrative and Sheet P8.00 have been revised to reflect updated open space numbers.

C. The City's Engineering Division previously discussed with you a platform intersection to provide traffic calming at Brisband Street and Willow Creek Drive. Please indicate this intersection within the cross sections shown in the plan set.

Response: Sheet P2.00 has been revised to show a raised intersection.

D. The plans show Willow Creek Drive north of Brisband Street as a half-street improvement. A full-street improvement in this area would prevent future residents from experiencing disruption upon construction of the remaining road when the parcel to the west is developed. If this is pursued, annexation of the remaining right-of-way would need to occur with this application.

Response: The applicant has evaluated this option. Due to the fact that wetland delineation has not yet occurred on the property to the west, and the extent of potential impacts of the street development on potential site wetlands, the applicant plans to widen the street with future applications.

E. The tree plan proposes removal of a 34-inch Oregon White Oak in excellent condition located in the middle of the Willow Creek Drive right-of-way. Given its size and rating as one of two trees in excellent condition on the subject property, creative solutions for tree preservation, such as modifying the cross section to include a median or island, should be pursued.

Response: The design team is working with the project arborist to determine whether it is possible to modify the cross-section to preserve and protect the tree.

F. The plans show Willow Creek Drive and Larkspur Terrace as temporary dead-end streets exceeding 400 feet in length without any mid-block bicycle or pedestrian crossing. These streets do not have a turnaround to accommodate fire or trash trucks in the interim before the property to the north is developed. These streets should be connected or adequate temporary turnaround areas must be provided at the end of each street.

Response: Sheet P2.01 has been updated to reflect temporary turnarounds at the ends of Willow Creek Drive and Larkspur Terrace.

G. Tract B only has access from the intersection of Street J, a dead-end street, and Street G, reducing the level of accessibility to this open space from the subdivision. Swapping the location of this tract with Lot 11 would allow for better access from the rest of Frog Pond Meadows and the adjacent Stafford Meadows subdivision, providing better visibility for this open space. There is also an opportunity to provide better pedestrian access between Marigold Terrace and Streets G and J via a sidewalk traversing Tract B and a portion of the area of Lot 11.

Response: Tract B has been swapped with Lot 11 and a 5' sidewalk connecting the end of Private Drive J with Marigold Terrace is proposed. See Sheet P2.01.

H. Sheet L3.01 depicts a section for a brick sign wall column. As a point of clarification, per the Frog Pond West Master Plan, no monument signs are allowed within this portion of Frog Pond West.

Response: Sheet L3.01 has been revised to remove this detail.

I. The landscaping strip depicted on Sheet L2.01 shows Bowhall Maple trees to be planted in front of the Stafford Road landscape wall. Like Boeckman Road, there are high-voltage powerlines located above these proposed trees that cannot be undergrounded with future Stafford Road improvements. As such, trees of this nature are not appropriate within this landscaping strip.

Response: Sheet L2.01 has been revised to remove the Bowhall Maple.

Exhibit C1
Public Works Plan Submittal Requirements
and Other Engineering Requirements

1. All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards - 2015.
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

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

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

- d. All elevations on design plans and record drawings shall be based on NAVD 88 Datum.
 - e. All proposed on and off-site public/private utility improvements shall comply with the State of Oregon and the City of Wilsonville requirements and any other applicable codes.
 - f. Design plans shall identify locations for street lighting, gas service, power lines, telephone poles, cable television, mailboxes and any other public or private utility within the general construction area.
 - g. As per City of Wilsonville Ordinance No. 615, all new gas, telephone, cable, fiber-optic and electric improvements etc. shall be installed underground. Existing overhead utilities shall be undergrounded wherever reasonably possible.
 - h. Any final site landscaping and signing shall not impede any proposed or existing driveway or interior maneuvering sight distance.
 - i. Erosion Control Plan that conforms to City of Wilsonville Ordinance No. 482.
 - j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
 - k. All engineering plans shall be printed to PDF, combined to a single file, stamped and digitally signed by a Professional Engineer registered in the State of Oregon.
 - l. All plans submitted for review shall be in sets of a digitally signed PDF and three printed sets.
6. Submit plans in the following general format and order for all public works construction to be maintained by the City:
- a. Cover sheet
 - b. City of Wilsonville construction note sheet
 - c. General construction note sheet
 - d. Existing conditions plan.
 - e. Erosion control and tree protection plan.
 - f. Site plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
 - g. Grading plan, with 1-foot contours.
 - h. Composite utility plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
 - i. Detailed plans; show plan view and either profile view or provide i.e.'s at all utility crossings; include laterals in profile view or provide table with i.e.'s at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
 - j. Street plans.
 - k. Storm sewer/drainage plans; number all lines, manholes, catch basins, and cleanouts for easier reference
 - l. Water and sanitary sewer plans; plan; number all lines, manholes, and cleanouts for easier reference.
 - m. Detailed plan for stormwater detention facility (both plan and profile views), including water quality orifice diameter and manhole rim elevations. Provide detail of inlet structure and energy dissipation device. Provide details of drain inlets, structures, and piping for outfall structure. Note that although stormwater detention facilities are

- typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.
- n. Detailed plan for water quality facility (both plan and profile views). Note that although stormwater quality facilities are typically privately maintained they will be inspected by Natural Resources, and the plans must be part of the Public Works Permit set.
 - o. Composite franchise utility plan.
 - p. City of Wilsonville detail drawings.
 - q. Illumination plan.
 - r. Striping and signage plan.
 - s. Landscape plan.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
 8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with the standards adopted by the City of Wilsonville Ordinance No. 482 during the construction of any public/private utility and building improvements until such time as approved permanent vegetative materials have been installed.
 9. Applicant shall work with City Engineering before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
 10. The applicant shall be in conformance with all stormwater and flow control requirements for the proposed development per the Public Works Standards.
 11. A stormwater analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
 12. The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.
 13. Stormwater quality facilities shall have approved landscape planted and/or some other erosion control method installed and approved by the City of Wilsonville prior to streets and/or alleys being paved.
 14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems.

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

15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Streetlights shall be in compliance with City dark sky, LED, and PGE Option C requirements.
17. Sidewalks, crosswalks and pedestrian linkages in the public right-of-way shall be in compliance with the requirements of the U.S. Access Board.
18. No surcharging of sanitary or stormwater manholes is allowed.
19. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
20. A City approved energy dissipation device shall be installed at all proposed storm system outfalls. Storm outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
21. The applicant shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets and pedestrian alleyways.
22. All required pavement markings, in conformance with the Transportation Systems Plan and the Bike and Pedestrian Master Plan, shall be completed in conjunction with any conditioned street improvements.
23. Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.
24. The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
25. The applicant shall provide adequate sight distance at all project street intersections, alley intersections and commercial driveways by properly designing intersection alignments, establishing set-backs, driveway placement and/or vegetation control. Coordinate and align

proposed streets, alleys and commercial driveways with existing streets, alleys and commercial driveways located on the opposite side of the proposed project site existing roadways. Specific designs shall be approved by a Professional Engineer registered in the State of Oregon. As part of project acceptance by the City the Applicant shall have the sight distance at all project intersections, alley intersections and commercial driveways verified and approved by a Professional Engineer registered in the State of Oregon, with the approval(s) submitted to the City (on City approved forms).

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

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

Exhibit C2
Natural Resources Findings & Requirements

Stormwater Management Requirements

1. Provide profiles, plan views, landscape information, and specifications for the proposed stormwater facilities consistent with the requirements of the 2015 Public Works Standards.
2. Pursuant to the 2015 Public Works Standards, the applicant shall submit a maintenance plan (including the City's stormwater maintenance and access easement) for the proposed stormwater facilities prior to approval for occupancy of the associated development.
3. Pursuant to the 2015 Public Works Standards, access shall be provided to all areas of the proposed stormwater facilities. At a minimum, at least one access shall be provided for maintenance and inspection.

Significant Resource Overlay Zone

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



Oregon

Kate Brown, Governor

Department of Transportation

Region 1 Headquarters
123 NW Flanders Street
Portland, Oregon 97209
(503) 731.8200
FAX (503) 731.8259

January 25th, 2018

ODOT #8827

ODOT Response

Project Name: Frog Pond Meadows	Jurisdiction Case #: DB18-0060, DB18-0061
Jurisdiction: City of Wilsonville	State Highway: I 5
Site Address: 7035 SW Boeckman Rd; 27657-27817 SW Stafford Rd;, Wilsonville, OR	

The site of this proposed land use action is in the vicinity of I-5 interchanges at Wilsonville Rd and Elligsen Rd. ODOT has permitting authority for these facilities and an interest in ensuring that this proposed land use is compatible with its safe and efficient operation.

COMMENTS/FINDINGS

ODOT has reviewed the traffic impact analysis (TIA) for this annexation, zone change and development which includes all phases of development. The TIA does not include the I-5 interchanges at Wilsonville Rd or Elligsen Rd. The analysis includes the intersection of Wilsonville Rd and Town Center Loop W which is just east of the Wilsonville Rd interchange. Based on our review of the TIA, we recommend that the I-5/Wilsonville Rd interchange ramp intersections be analyzed and that the trip distribution analysis show the trips going to the I-5/Elligsen Rd intersection.

Please contact Avi Tayar PE, ODOT Development Review Engineer Lead at 503-731-8258 or Abraham.tayar@odot.state.or.us for scoping the analysis.

Please send a copy of the Notice of Decision including conditions of approval to:

ODOT Region 1 Planning
Development Review
123 NW Flanders St
Portland, OR 97209

Region1_DEVREV_Applications@odot.state.or.us

Development Review Planner: Marah Danielson	503.731.8258, marah.b.danielson@odot.state.or.us
Traffic Contact: Avi Tayar, P.E.	503.731.8221



City of Wilsonville
Exhibit C3 DB18-0060 et al

From: Rybold, Kim
To: ["Marah.B.Danielson@odot.state.or.us"](mailto:Marah.B.Danielson@odot.state.or.us); abraham.tayar@odot.state.or.us; [White, Shelley](mailto:White.Shelley@odot.state.or.us)
Cc: [Adams, Steve](mailto:Adams.Steve@odot.state.or.us)
Subject: RE: ODOT Case # 8827 Frog Pond Meadows
Date: Friday, January 25, 2019 3:10:55 PM
Attachments: [image001.png](#)

Marah,

Thank you for your comments. Please refer to page 18 of the TIA for a discussion of the trip distribution assumptions through the I-5 interchange areas. If you have any additional questions or concerns regarding this analysis, please let us know.

Kimberly Rybold, AICP

Associate Planner
City of Wilsonville

503.570.1583

rybold@ci.wilsonville.or.us

www.ci.wilsonville.or.us



29799 SW Town Center Loop East, Wilsonville, OR 97070

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: Marah.B.Danielson@odot.state.or.us <Marah.B.Danielson@odot.state.or.us>

Sent: Friday, January 25, 2019 2:25 PM

To: marah.b.danielson@odot.state.or.us; abraham.tayar@odot.state.or.us; White, Shelley <swhite@ci.wilsonville.or.us>; Rybold, Kim <rybold@ci.wilsonville.or.us>

Subject: ODOT Case # 8827 Frog Pond Meadows

Hi Kimberly,

Thanks for sending the traffic impact analysis for ODOT review. Please see the attached comments on the analysis. If you have any questions, please let me know.

Marah Danielson, Senior Planner
ODOT Development Review Program
503-7312-8258
marah.b.danielson@odot.state.or.us



DATE: November 2, 2018

Re: Frog Pond Meadows
Willow Creek Drive – Requested Change to Cross-Section
Project No. DB18-0060 through DB18-0068

I have reviewed and approve the Applicant's requested changes to the cross-section of the proposed Willow Creek Drive between Wehler Way and Brisband Street, as shown in the attached sheets P2.00 and P2.10, to allow some on-street parking along the east edge of the roadway.

Should you have further questions regarding this matter, please contact me at (503) 682-4960.

Very truly yours,

A handwritten signature in blue ink that reads "Nancy Kraushaar".

Nancy Kraushaar, P.E.
Community Development Director

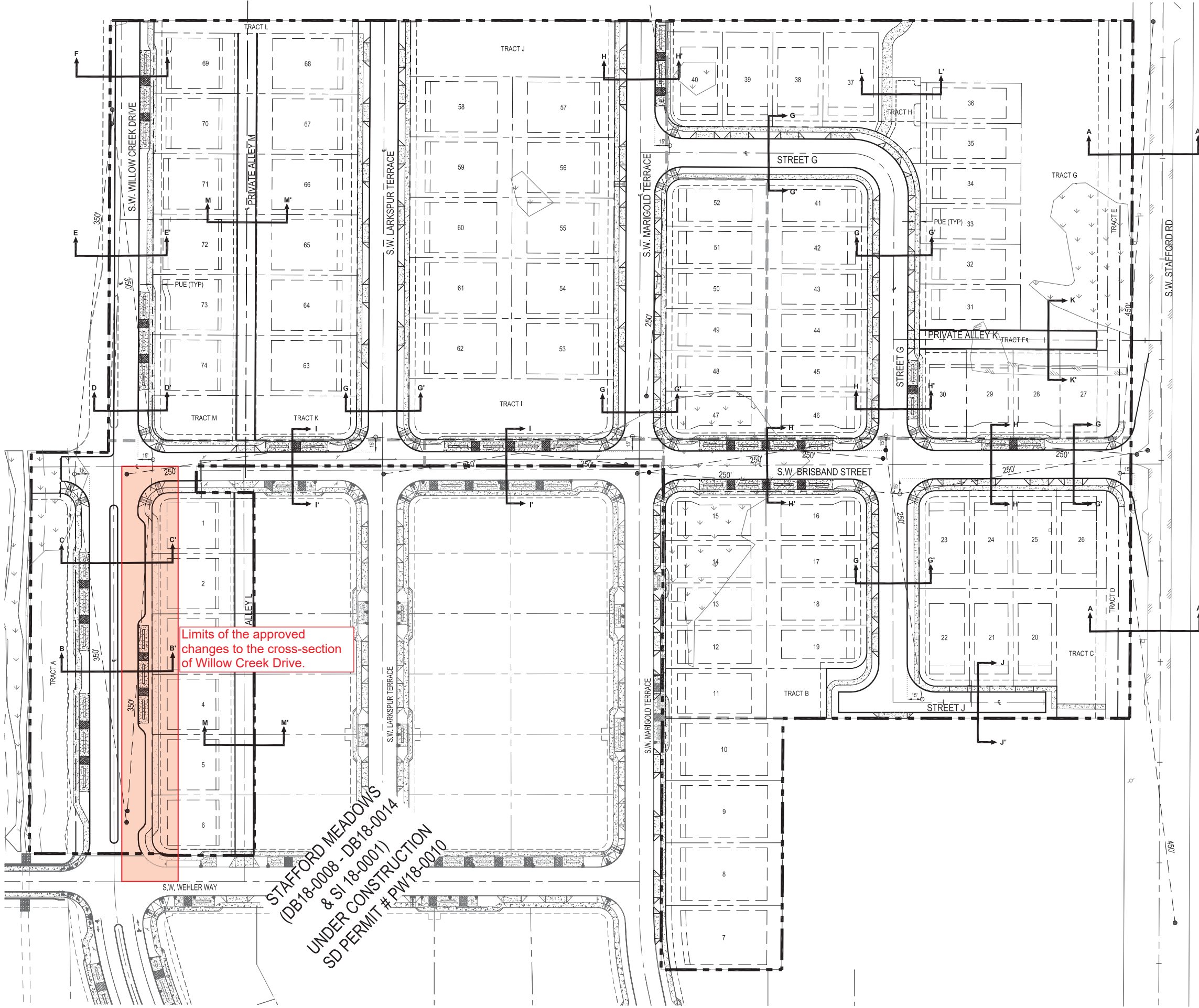


City of Wilsonville
Exhibit C4 DB18-0060 et al

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 S17866X190
 C18806X230
 P18966X240
 P18966X230

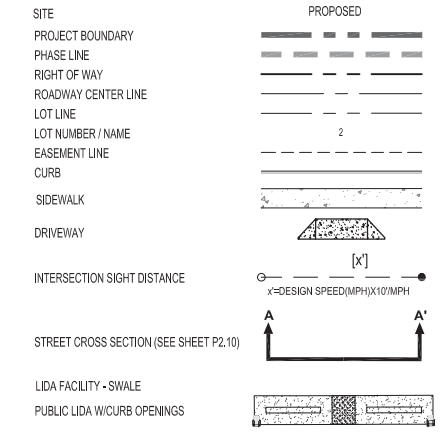


Otak, Inc.
 808 SW Third Avenue, Ste. 300
 Portland, OR 97204
 503.287.8825
 www.otak.com



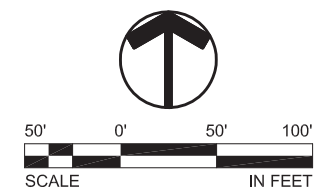
TRACT	TYPE
A	OS - NATURAL RESOURCE
B	OS - LANDSCAPE BUFFER
C	OS - STORMWATER FACILITY
D	OS - LANDSCAPE BUFFER
E	OS - LANDSCAPE BUFFER
F	PRIVATE ACCESS
G	OS - LANDSCAPE BUFFER
H	PEDESTRIAN AND PRIVATE ACCESS
I	OS - STORMWATER FACILITY
J	FUTURE DEVELOPMENT
K	OS - STORMWATER FACILITY
L	FUTURE DEVELOPMENT

LEGEND



Limits of the approved changes to the cross-section of Willow Creek Drive.

STAFFORD MEADOWS
 (DB18-0008 - DB18-0014
 & SJ 18-0001)
 UNDER CONSTRUCTION
 SD PERMIT # PW18-0010



LAND USE SUBMITTAL - OCTOBER 25, 2018 (NOT FOR CONSTRUCTION)

FROG POND MEADOWS

LAND USE APPLICATION
 WILSONVILLE, OREGON

PRELIMINARY SITE PLAN

TITLE	#	DATE	DESCRIPTION

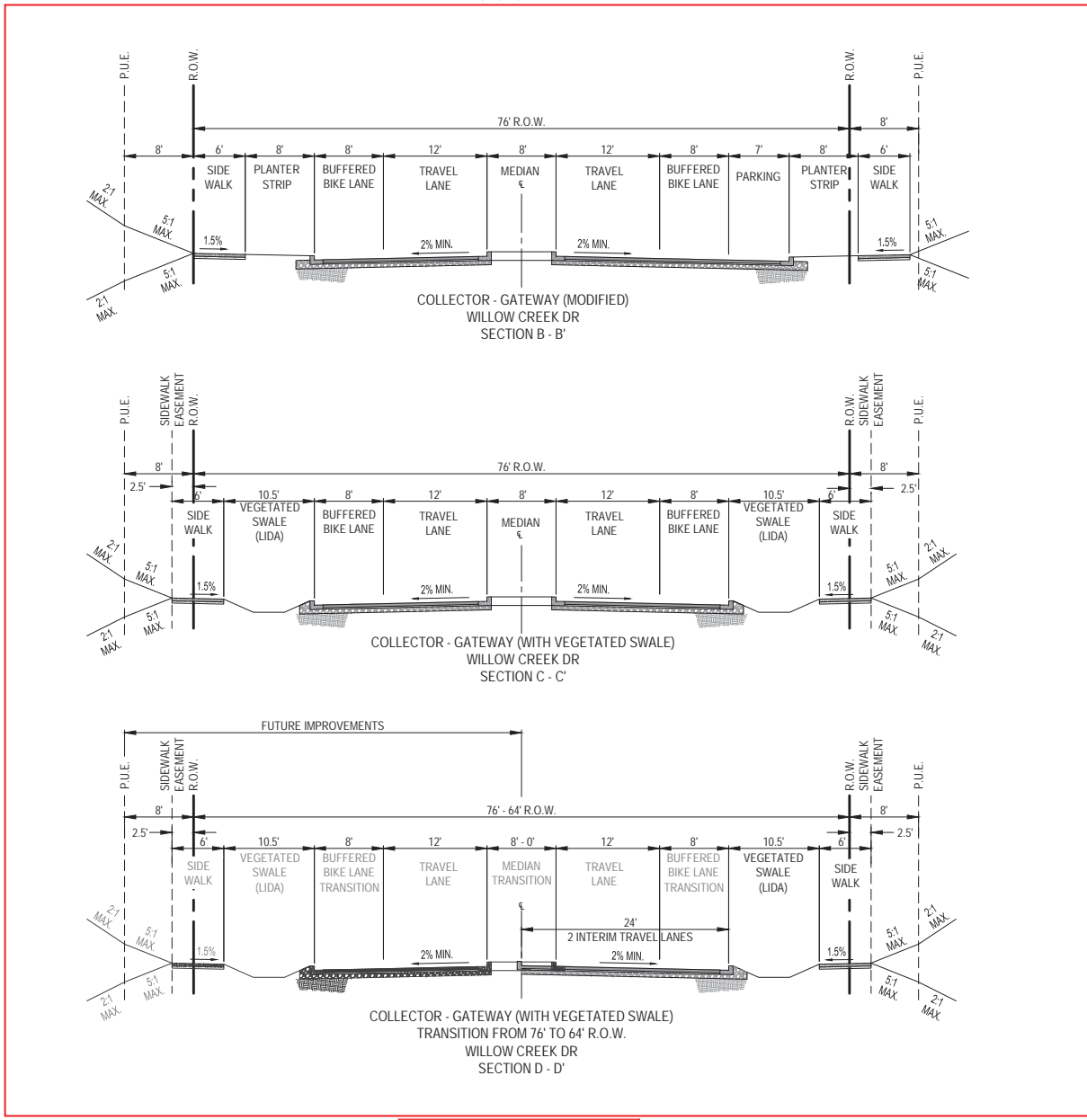
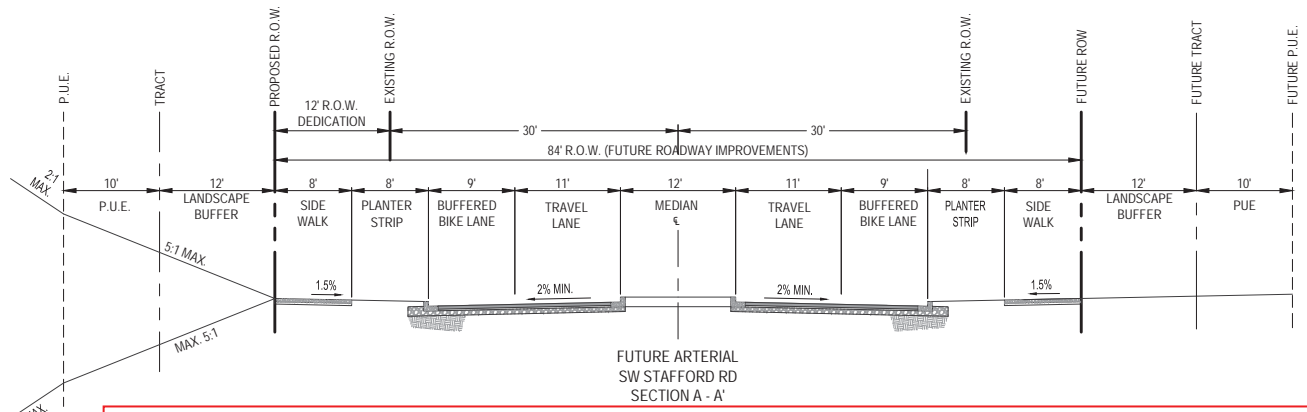
REVISIONS

OB	MRK
DRAWN BY	CHECKED BY
LAND USE SUBMITTAL	STATUS
OCTOBER 25, 2018	DATE
18966	PROJECT NUMBER

P2.00

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 If this drawing is not 22" x 34", it has been reduced/enlarged. Scale accordingly.

Plotfile: Oct 24, 2018 - 10:17am L:\Project\18966\CADD\CAD\Draw\18966P200.dwg Layout Name: P2.00



PROPOSED CHANGES

Plotfile: Oct 23, 2018 - 5:10pm L:\Project\18966\18966\CADD\CAD\Drawings\PI\18966\P210.dwg Layout Name: P2.10

LAND USE SUBMITTAL - OCTOBER 25, 2018 (NOT FOR CONSTRUCTION)

FROG POND MEADOWS

LAND USE APPLICATION
WILSONVILLE, OREGON

PRELIMINARY STREET CROSS SECTIONS

#	DATE	DESCRIPTION

OB	MRK
DRAWN BY	CHECKED BY
LAND USE SUBMITTAL	STATUS
OCTOBER 25, 2018	DATE
18966	PROJECT NUMBER

P2.10

© 2018 OTAK, INC.
If this drawing is not 22" x 34", it has been reduced/enlarged. Scale accordingly.



DATE: February 1, 2019

**Re: Frog Pond Meadows
Willow Creek Drive – Requested Change to Cross-Section
Project No. DB18-0060 through DB18-0068**

I have reviewed and approve the Applicant's requested changes to the cross-section of the proposed Willow Creek Drive north of Brisband Street, as shown in the attached sheets P2.00, P2.10 and P4.00, by adding up to a 45-foot wide (ultimate build-out) landscape median to allow retention of the existing 34" white oak tree, and a temporary, partial construction of the eastern section of the street. The developer of tax lot 31W12D 01500 will be required to build the west portion of the roadway, and remove approximately 4 feet of the temporary roadway to construct a landscape median.

Should you have further questions regarding this matter, please contact me at (503) 682-4960.

Respectfully,

M. Patty Nelson, P.E.
City Engineer

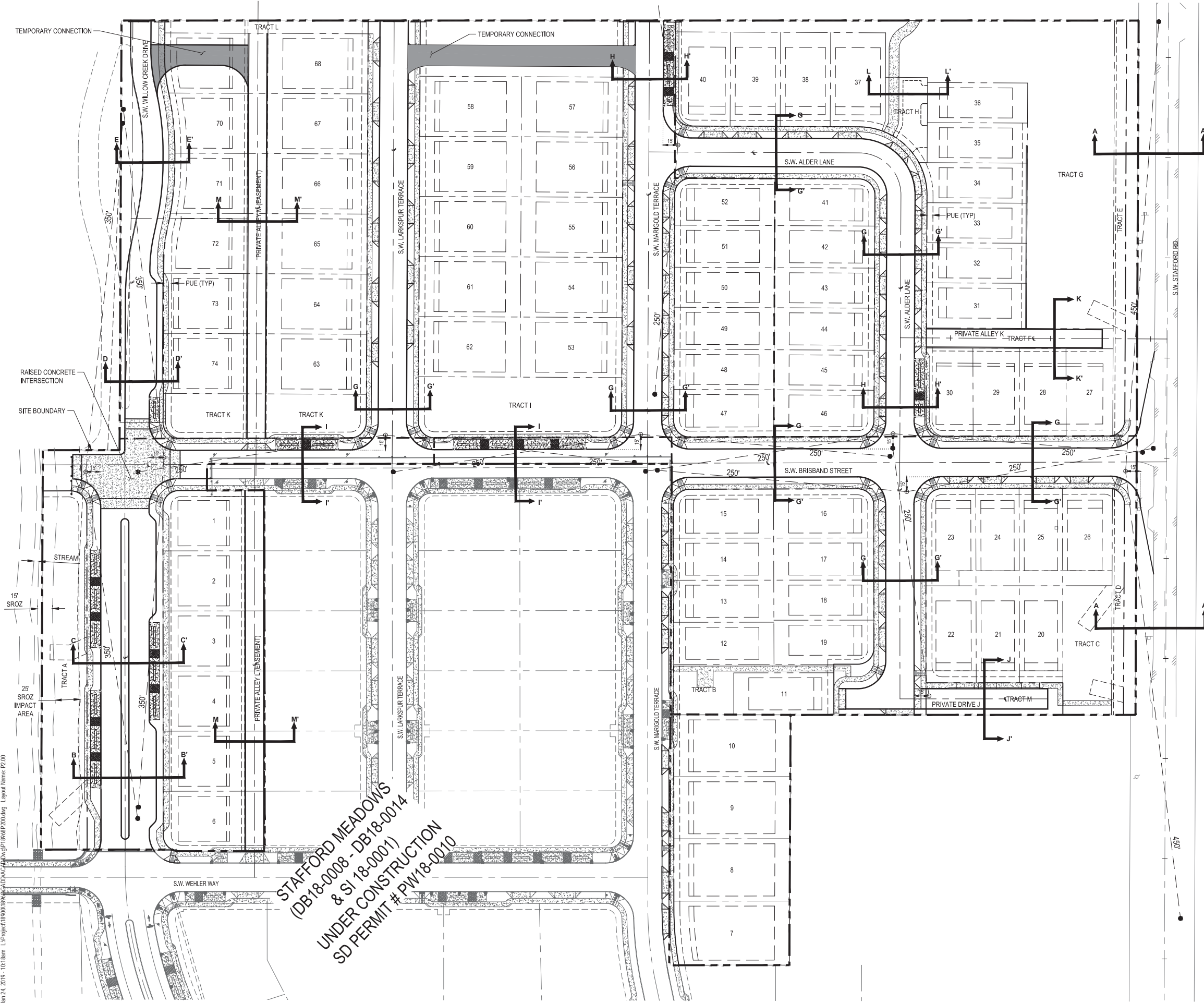


City of Wilsonville
Exhibit C5 DB18-0060 et al

XREF LIST
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 S17868K190
 C18800K230
 P18968K240
 P18968K230



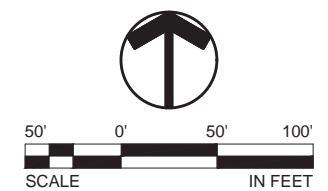
Otak, Inc.
 808 SW Third Avenue, Ste. 300
 Portland, OR 97204
 503.287.6825
 www.otak.com



TRACT	TYPE
A	OS - NATURAL RESOURCE
B	OS - LANDSCAPE BUFFER
C	OS - STORMWATER FACILITY
D	OS - LANDSCAPE BUFFER
E	OS - LANDSCAPE BUFFER
F	PRIVATE ACCESS
G	OS - LANDSCAPE BUFFER
H	PEDESTRIAN AND PRIVATE ACCESS
I	OS - STORMWATER FACILITY
J	FUTURE DEVELOPMENT
K	OS - STORMWATER FACILITY
L	FUTURE DEVELOPMENT
M	PRIVATE ACCESS

LEGEND

SITE	PROPOSED
PROJECT LIMITS	---
PHASE LINE	---
RIGHT OF WAY	---
ROADWAY CENTER LINE	---
LOT LINE	---
LOT NUMBER / NAME	2
EASEMENT LINE	---
CURB	---
SIDEWALK	---
DRIVEWAY	---
INTERSECTION SIGHT DISTANCE	[x] x=DESIGN SPEED(MPH)x10/MPH
STREET CROSS SECTION (SEE SHEET P2.10)	A A'
PUBLIC VEGETATED SWALE - FILTRATION WITH CURB OPENINGS	---
RAISED CONCRETE INTERSECTION	---
TEMPORARY VEHICLE CONNECTION	---



STAFFORD MEADOWS
 (DB18-0008 - DB18-0014
 & SJ 18-0001)
 UNDER CONSTRUCTION
 SD PERMIT # PW18-0010

COMPLETENESS SUBMITTAL - JANUARY 28, 2019 (NOT FOR CONSTRUCTION)

FROG POND MEADOWS

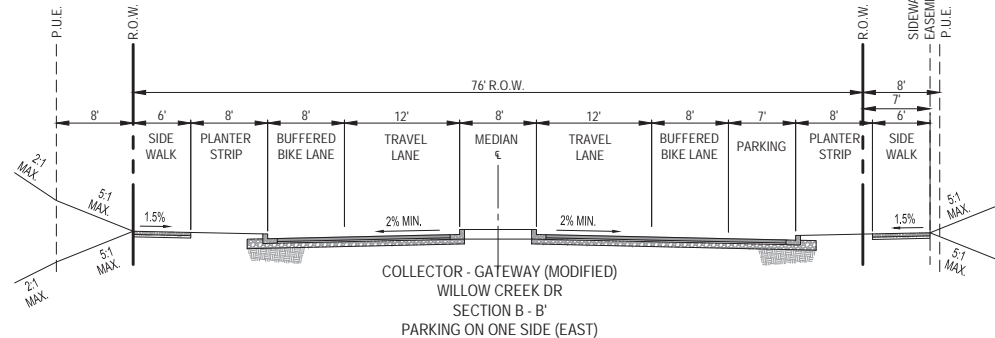
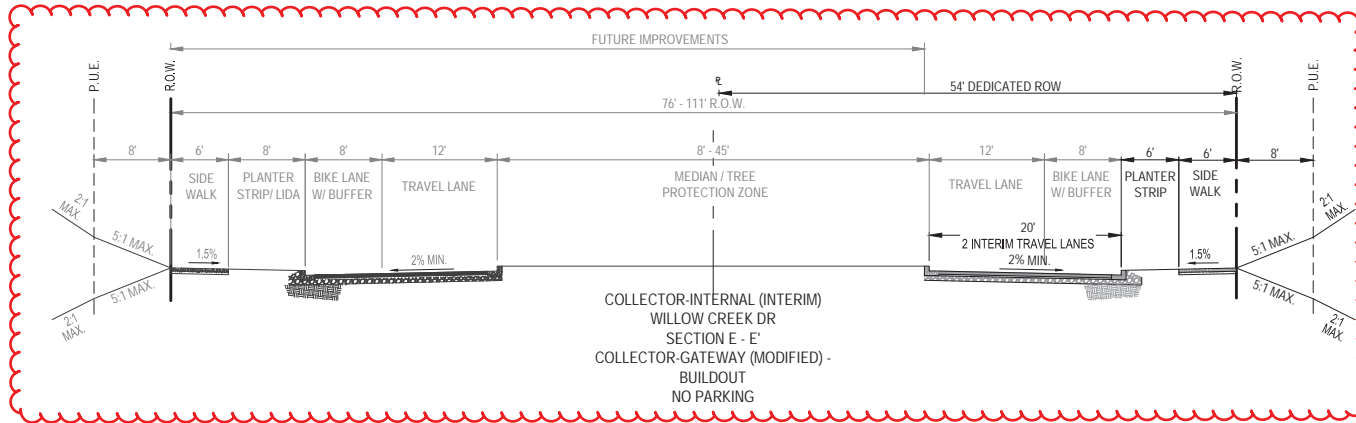
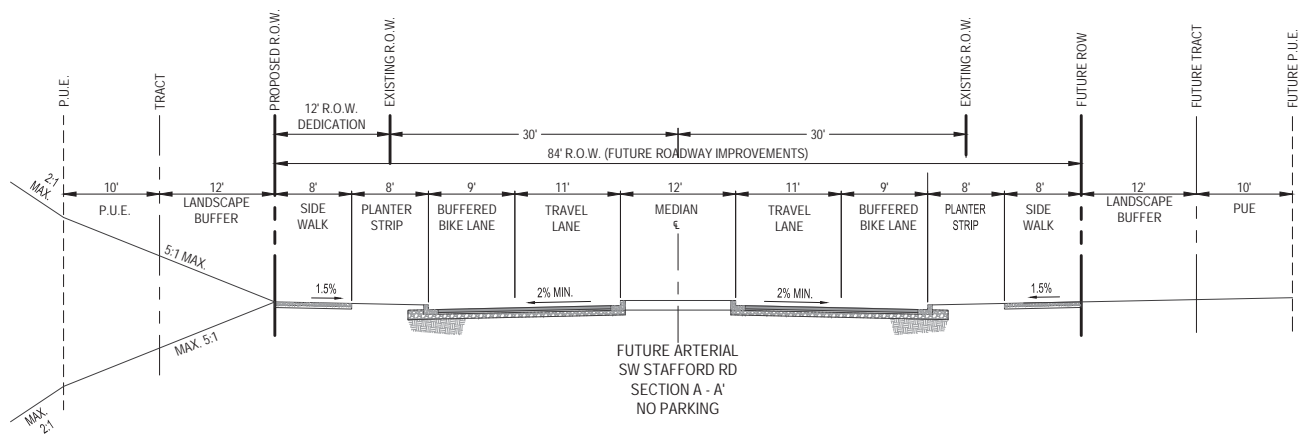
LAND USE APPLICATION
 WILSONVILLE, OREGON

PRELIMINARY SITE PLAN

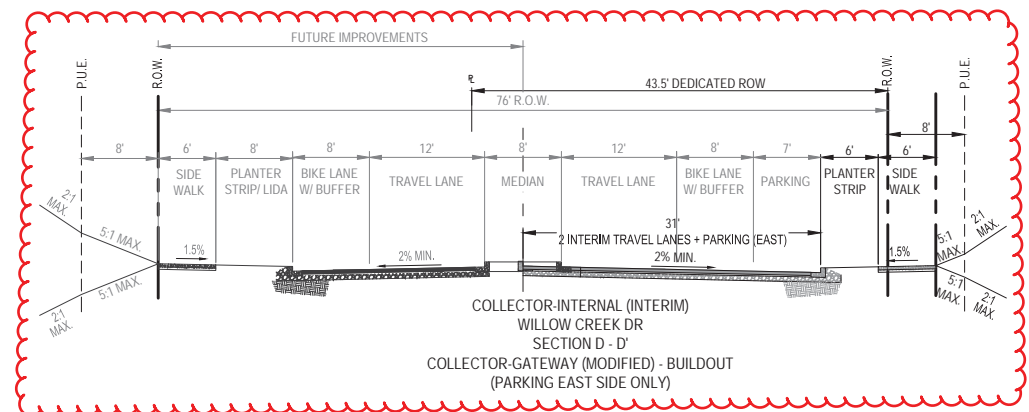
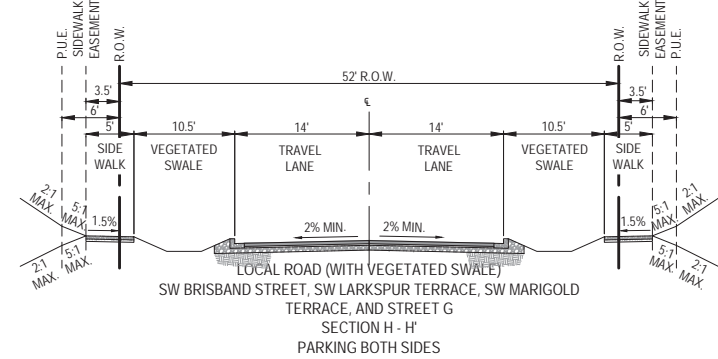
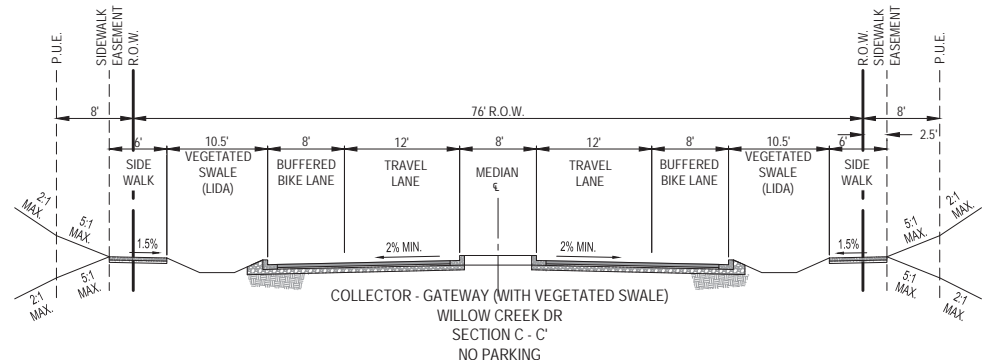
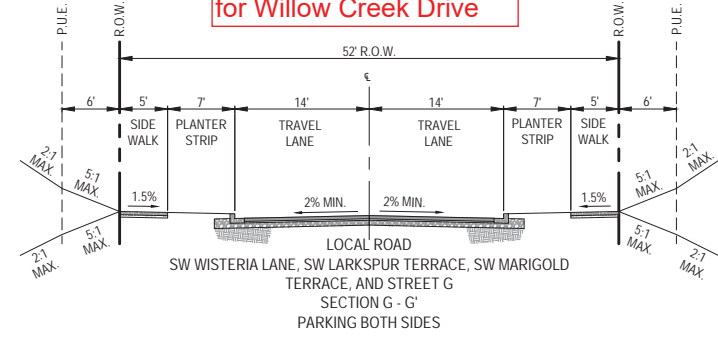
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REVISIONS			
OB			MRK
DRAWN BY			CHECKED BY
COMPLETENESS SUBMITTAL			STATUS
JANUARY 28, 2019			DATE
18968			PROJECT NUMBER

P2.00

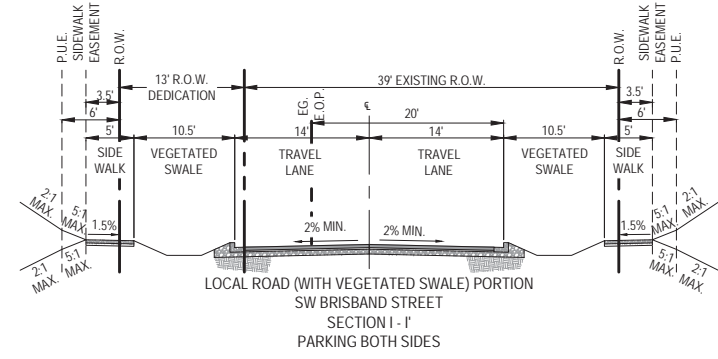
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Proposed revised section for Willow Creek Drive



Proposed revised section for Willow Creek Drive



COMPLETENESS SUBMITTAL - JANUARY 28, 2019 (NOT FOR CONSTRUCTION)

FROG POND MEADOWS

LAND USE APPLICATION
WILSONVILLE, OREGON

PRELIMINARY STREET CROSS SECTIONS

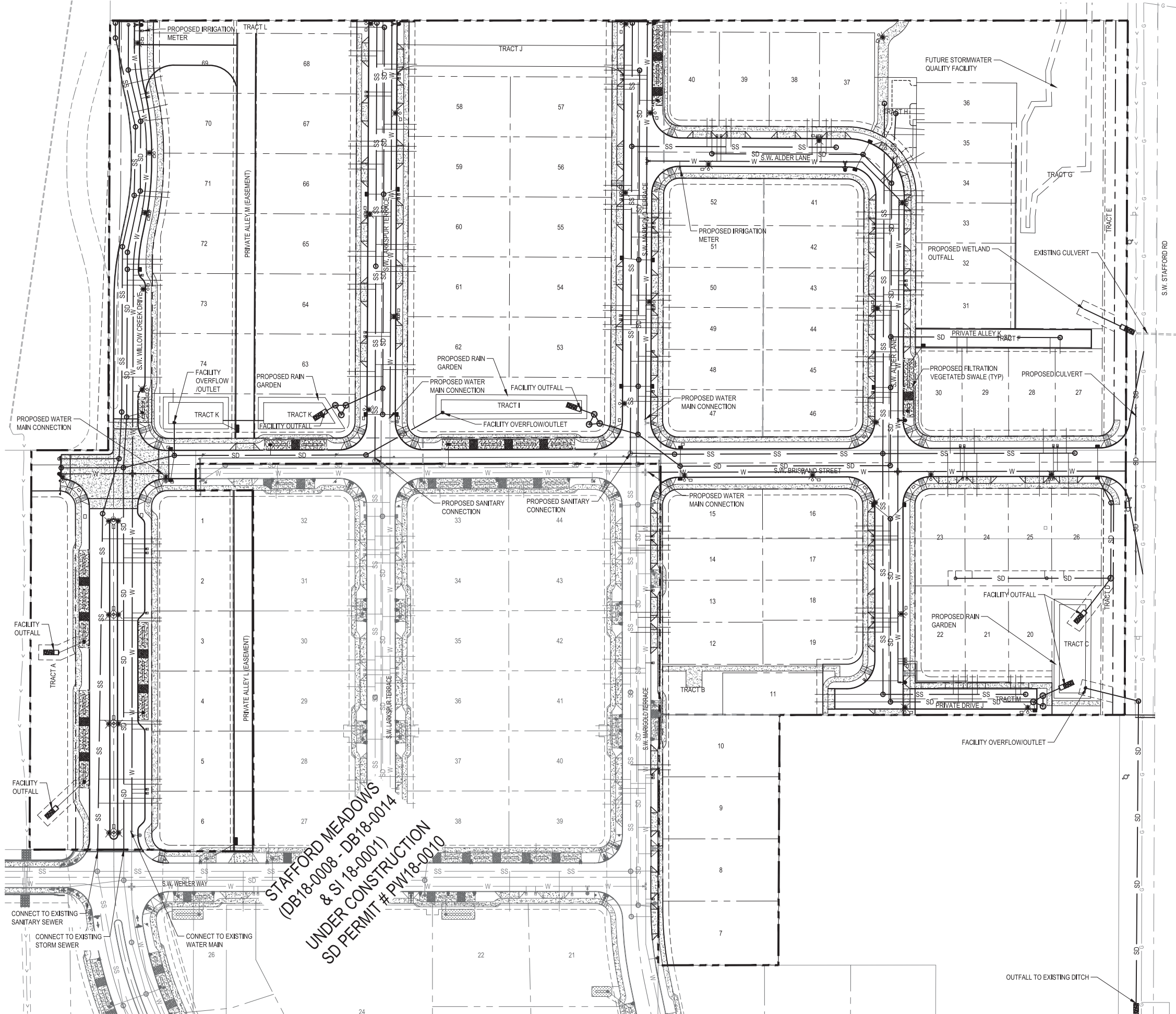
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REVISIONS

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DRAWN BY	CHECKED BY
COMPLETENESS SUBMITTAL	STATUS
JANUARY 28, 2019	DATE
18968	PROJECT NUMBER

P2.10

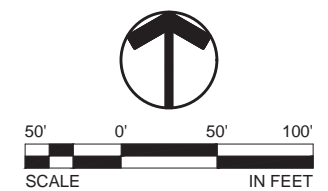
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**STAFFORD MEADOWS
 (DB18-0008 - DB18-0014
 & SJ 18-0001)
 UNDER CONSTRUCTION
 SD PERMIT # PW18-0010**

LEGEND

- SITE
- PROJECT BOUNDARY
- STORM DRAIN MANHOLE
- STORM DRAIN CLEAN OUT
- LIDA FLOW CONTROL STRUCTURE (BEEHIVE)
- CATCH BASIN
- STORM DRAIN MAIN
- STORM DRAIN LATERAL
- SANITARY SEWER MANHOLE
- SANITARY SEWER CLEAN OUT
- SANITARY SEWER MAIN
- SANITARY SEWER LATERAL
- WATER VALVE
- WATER BLOW-OFF
- WATER METER
- WATER FIRE HYDRANT
- WATER MAIN
- WATER LATERAL
- PUBLIC LIDA W/CURB OPENINGS
- STREET LIGHT



COMPLETENESS SUBMITTAL - JANUARY 28, 2019 (NOT FOR CONSTRUCTION)

FROG POND MEADOWS

LAND USE APPLICATION
 WILSONVILLE, OREGON

PRELIMINARY UTILITY PLAN

TITLE		
#	DATE	DESCRIPTION
REVISIONS		
OB	MRK	
DRAWN BY	CHECKED BY	
COMPLETENESS SUBMITTAL STATUS		
JANUARY 28, 2019		
DATE		
18968		
PROJECT NUMBER		

P4.00

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DEVELOPMENT REVIEW BOARD MEETING
FEBRUARY 11, 2019
6:30 PM

- VIII. Board Member Communications:
A. Results of the August 27, 2018 DRB Panel B
meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE:	AUGUST 27, 2018	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:30 P.M.	TIME END: 7:55 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Richard Martens	Daniel Pauly
Samy Nada	Barbara Jacobson
Aaron Woods	Steve Adams
Shawn O’Neil	
Tracy Meyer	

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS’ INPUT	None.
CONSENT AGENDA	
<ul style="list-style-type: none"> A. Approval of minutes of the May 31, 2018 meeting B. Approval of minutes of the June 25, 2018 meeting 	<ul style="list-style-type: none"> A. Approved as presented with Aaron Woods abstaining. B. Approved by signatures of attending DRB B members.
PUBLIC HEARING	
<ul style="list-style-type: none"> A. Resolution No. 357. Yorkshire – Three (3) Row House Development: Pacific Community Design, Inc. – Representative for RCS–Villebois LLC –Applicant / Owner. The applicant is requesting approval of a SAP Central PDP 1 Preliminary Development Plan Modification, Final Development Plan and Tentative Subdivision Plat for development of three (3) detached row houses in the Villebois Village Center. The subject property is located on Tax Lot 8600, Section 15DB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly <p style="margin-left: 40px;">Case Files: DB18-0040 SAP-Central PDP 1, Preliminary Development Plan Modification DB18-0041 Final Development Plan DB18-0042 Tentative Subdivision Plat</p>	<ul style="list-style-type: none"> A. Unanimously approved as presented with additional exhibits and corrections to the Staff report.
BOARD MEMBER COMMUNICATIONS	
<ul style="list-style-type: none"> A. Results of the August 13, 2018 DRB Panel A meeting B. Recent City Council Action Minutes 	<ul style="list-style-type: none"> A. New bowling alley approved for Town Center B. Brief discussion on Basalt Creek Concept Plan & Frog Pond
STAFF COMMUNICATIONS	Sysco demolition permit for Elligsen property.

DEVELOPMENT REVIEW BOARD MEETING
FEBRUARY 11, 2019
6:30 PM

- VIII. Board Member Communications:
B. Results of the October 22, 2018 DRB Panel B
meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE:	OCTOBER 22, 2018	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:30 P.M.	TIME END: 7:52 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Richard Martens	Daniel Pauly
Samy Nada	Barbara Jacobson
Tracy Meyer	Charles Tso
Shawn O'Neil	Steve Adams

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the August 27, 2018 meeting	A. Unanimously approved as presented
PUBLIC HEARING	
A. Resolution No. 358. Grace Chapel Remodel and Addition: CIDA Architects – Applicant for Grace Chapel – Owner. The applicant is requesting approval of a Stage I Preliminary Plan Modification, a Stage II Final Plan Modification, Site Design Review, Type C Tree Removal Plan and Class 3 Sign Permit for the remodel and addition to an existing building for Grace Chapel. The site is located at 27501 SW Parkway Avenue on Tax Lot 301 of Section 11, T3S-R1W, Clackamas County, Oregon. Staff: Daniel Pauly and Charles Tso Case Files: DB18-0055 Stage I Preliminary Plan Modification DB18-0056 Stage II Final Plan Modification DB18-0057 Site Design Review DB18-0058 Type C Tree Removal Plan DB18-0059 Class 3 Sign Permit	A. Unanimously approved Resolution No. 358
BOARD MEMBER COMMUNICATIONS	None
A. Recent City Council Action Minutes	A. No comments
STAFF COMMUNICATIONS	None

DEVELOPMENT REVIEW BOARD MEETING
FEBRUARY 11, 2019
6:30 PM

VIII. Board Member Communications:

C. Results of the November 26, 2018 DRB Panel B
meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE: NOVEMBER 26, 2018		TIME END: 9:03 P.M.
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR		
TIME START: 6:30 P.M.		

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Richard Martens	Daniel Pauly
Samy Nada	Barbara Jacobson
Aaron Woods	Steve Adams
Shawn O’Neil	Mike McCarty
Tracy Meyer	Tod Blankenship

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS’ INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the October 22, 2018 meeting	A. Approved as presented
PUBLIC HEARING	
<p>A. Resolution No. 359. Villebois Phase 5 North “Clermont”: Stacy Connery, AICP, Pacific Community Design – Representative for Polygon WLH LLC – Applicant for Victor Chang, Allen Chang, City of Wilsonville, Polygon at Villebois LLC and Sparrow Creek LLC – Owners. The applicant is requesting approval of a Zone Map Amendment from Exclusive Farm Use (EFU) Zone to Village (V) Zone, a Specific Area Plan – North Amendment, Preliminary Development Plan, Final Development Plan for parks and open space, Tentative Subdivision Plat, Type C Tree Plan and abbreviated SRIR Review for development of an 89-lot single-family subdivision and Villebois Regional Park Component 6 and a modification of the western portion of Regional Park Component 5 “Trocadero Park” and associated improvements in Villebois SAP North Phase 5. The subject property is located on Tax Lots 0543, 7700, 7200, 7290, 7300, 7400, 7500, 7600, 8130 and City of Wilsonville right-of-way between Tax Lots 0543 and 8130 of Section 15AB, City of Wilsonville right-of-way (SW 110th Avenue) between Section AB and Section AA, Tax Lot 16400 of Section AA, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly</p> <p>Case Files: DB18-0049 Zone Map Amendment DB18-0050 SAP-North Amendment DB18-0051 SAP-North PDP 5, Preliminary Development Plan DB18-0052 Final Development Plan for Parks and Open Space DB18-0053 Tentative Subdivision Plat</p>	<p>A. Unanimously approved with Staff report corrections and the addition of Exhibits D11 and D12.</p>

<p>DB18-0054 Type C Tree Plan SI18-0005 Abbreviated SRIR Review</p> <p><i>The DRB action on the Zone Map Amendment is a recommendation to the City Council.</i></p>	
<p>BOARD MEMBER COMMUNICATIONS</p>	
<p>A. Recent City Council Action Minutes</p>	<p>A. Council meeting Nov 27th regarding Aurora Airport</p>
<p>STAFF COMMUNICATIONS</p>	<p>No December DRB-B meeting Recognition of Aaron Woods' 5 years of service on the Board</p>

DEVELOPMENT REVIEW BOARD MEETING
FEBRUARY 11, 2019
6:30 PM

- VIII. Board Member Communications:
D. Recent City Council Action Minutes

City Council Meeting Action Minutes
August 6, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens - Excused
Councilor Lehan
Councilor Akervall

Daniel Pauly, Senior Planner, Planning
Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Mark Ottenad, Public/Government Affairs Director
Andy Stone, IT Manager
Dwight Brashear, SMART Director
Kimberly Rybold, Associate Planner
Chris Neamtzu, Planning Director
Miranda Bateschell, Planning Manager
Nicole Hendrix, Transit Management Analyst
Eric Loomis, Transit Field Supervisor

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. TMP Amendment Update & Programs Enhancement Strategy	Council provided feedback on the draft Programs Enhancement Strategy.
B. Basalt Creek Concept Plan	Council was briefed on Resolution No. 2697, adopting a concept plan for the Basalt Creek Planning Area.
C. PSA with Carollo Engineers, Inc. -Water Treatment Surge Tank Project (CIP #1111)	Council was informed of Resolution No. 2704, authorizing the City Manager to execute the first amendment to the professional services agreement with Carollo Engineers, Inc. for bid support and construction engineering services for the Water Treatment Surge Tank Project.
REGULAR MEETING	
<u>Communications</u>	
A. Clackamas County Public Health Division, Tobacco Retail Licensing	Dr. Dawn Emerick presented on the proposed framework for a county-wide Tobacco Retail Licensing (TRL) to prevent youth access to tobacco and nicotine products.
<u>Mayor's Business</u>	
A. Relay for Life Proclamation	The Mayor read a proclamation declaring the 16 th day of August, 2018 as "Wilsonville Relay for Life Day" and presented a proclamation to the Relay for Life Committee.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

<p><u>Consent Agenda</u></p> <p>A. Resolution No. 2704 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute The First Amendment To The Professional Services Agreement With Carollo Engineers, Inc. For Bid Support And Construction Engineering Services For The Water Treatment Plant Surge Tank Project (Capital Improvement Project #1111).</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. Resolution No. 2697 A Resolution Of The City Of Wilsonville Adopting A Concept Plan For The Basalt Creek Planning Area.</p> <p>B. Ordinance No. 818 An Ordinance Of The City Of Wilsonville Repealing And Replacing Chapter 8 – Environment Of The Wilsonville Code And To Repeal Ordinance No. 482.</p> <p>C. Ordinance No. 825 Accessory Dwelling Unit Development Code Amendments.</p>	<p>After a public hearing was conducted, Resolution No. 2697 was adopted on first reading by a vote of 4-0.</p> <p>Council moved to continue the public hearing for Ordinance No. 818 to August 20, 2018. 4-0</p> <p>Council moved to continue the public hearing for Ordinance No. 825 to October 1, 2018. 4-0</p>
<p><u>New Business</u></p> <p>A. Resolution No. 2701 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Proceed With Upgrading The City’s Core Financial And Permitting Software To Products Within Tyler Technologies.</p> <p>B. Resolution No. 2698 A Resolution Of The City Of Wilsonville Authorizing Removal Of A Non-Vehicular Access Reserve Strip Recorded On The 2017 Aspen Meadows Subdivision Plat.</p>	<p>Resolution No. 2701 was adopted 4-0.</p> <p>Resolution No. 2698 was adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. Ordinance No. 823 An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From Residential 0-1 Dwelling Units Per Acre To Residential 4-5 Dwelling Units Per Acre On Approximately 2.22 Acres Located At 28600 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For David Kersten – Owner.</p>	<p>Ordinance No. 823 was adopted on second reading by a vote of 3-0-1.</p>

<p>B. Ordinance No. 824 An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agriculture-Holding (RA-H) Zone To The Planned Development Residential-3 (PDR-3) Zone On Approximately 2.22 Acres Located At 28600 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For David Kersten – Owner.</p>	<p>Ordinance No. 824 was adopted on second reading by a vote of 3-0-1.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u> A. Oregon Department of Aviation letter to Senator Courtney and Representative Kotek dated July 27, 2018.</p>	<p>Council approved a motion for the Mayor Knapp to communicate Council's concerns over the proposed Aurora Airport expansion. 4-0</p>
<p>ADJOURN</p>	<p>9:18 p.m.</p>

City Council Meeting Action Minutes
August 20, 2018

City Council members present included:

Mayor Knapp
Councilor Starr - Excused
Councilor Stevens
Councilor Lehan
Councilor Akervall

Kerry Rappold, Natural Resources Manager
Nancy Kraushaar, Community Develop. Director
Delora Kerber, Public Works Director
Mark Ottenad, Public/Government Affairs Director
Amanda Guile-Hinman, Assistant City Attorney
Mike McCarty, Parks and Recreation Director
Chris Neamtzu, Planning Director
Miranda Bateschell, Planning Manager
Bill Evans, Communications & Marketing Manager
Erica Behler, Recreation Coordinator
Zach Weigel, Capital Projects Engineering Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Dominique Huffman, Civil Engineer

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Wilsonville Town Center Plan	Council received an update on the Wilsonville Town Center Plan and provided staff with feedback.
B. Chapter 8 Updates	Council was briefed and provided input on Ordinance No. 818, repealing and replacing Chapter 8 – Environment of the Wilsonville code and to repeal Ordinance No. 482.
C. Street Maintenance Professional Services Agreement	Council was informed of Resolution No. 2705, authorizing the City Manager to execute a professional services agreement with Kittelson & Associates, Inc. for design and construction engineering services for the 2018 street maintenance of Wilsonville Road and Boones Ferry Road.
D. Affordable Housing Bond	Resolution No. 2706, supporting the Metro regional affordable housing ballot measure and Oregon state constitutional amendment ballot measure at the November 2018 general election, was discussed as an addition to the Council meeting under new business.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Reaffirmation of Sister-City Relationship	The reaffirmation of sister-city friendship was signed by the Mayors of Wilsonville and Kitakata. Followed by the planting of the ceremonial tree and gift exchange.

<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2705</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Kittelson & Associates, Inc. For Design And Construction Engineering Services For The 2018 Street Maintenance Of Wilsonville Road And Boones Ferry Road (Capital Improvement Project #4104 And #4118).</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2706</u> A Resolution Of The City Of Wilsonville Supporting The Metro Regional Affordable Housing Ballot Measure And Oregon State Constitutional Amendment Ballot Measure At The November 2018 General Election.</p>	<p>Resolution No. 2706 was adopted by a vote of 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2702</u> Boones Ferry Park Master Plan</p> <p>B. <u>Ordinance No. 818</u> An Ordinance Of The City Of Wilsonville Repealing And Replacing Chapter 8 – Environment Of The Wilsonville Code And To Repeal Ordinance No. 482.</p>	<p>Council moved to continue the public hearing for Resolution No. 2702 to November 5, 2018. 4-0</p> <p>Council moved to continue the public hearing for Ordinance No. 818 to September 6, 2018. 4-0</p>
<p><u>City Manager’s Business</u></p>	<p>Reminded Council of the Anniversary dinner celebration with the Kitakata delegation at McMenamins Church on Tuesday, August 21, 2018.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:45 p.m.</p>

City Council Meeting Action Minutes
September 6, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall - Excused

Kerry Rappold, Natural Resources Manager
Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Mark Ottenad, Public/Government Affairs Director
Cathy Rodocker, Assistant Finance Director
Dwight Brashear, SMART Director
Amanda Guile-Hinman, Assistant City Attorney
Mike McCarty, Parks and Recreation Director
Chris Neamtzu, Planning Director
Brian Stevenson, Parks and Rec. Program Manager
Tod Blankenship, Parks Supervisor
Zach Weigel, Civil Engineer

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. SMART Transit Rider Rules	Council provided feedback on the draft Transit Rider Rules.
B. Update to Water and Sewer System Development Charges	Consultant provided Council with the draft updates under consideration for Water and Sewer System Development Charges
C. Park and Recreation Master Plan	Council heard an update and provided feedback on the Parks and Recreation Master Plan.
D. Community Garden Parking Lot Contract Bid Award	Staff answered Council questions regarding Resolution No. 2687, authorizing the City Manager to execute a construction contract with Paul Brothers, Inc. for the Memorial Park Dog Park and Community Garden Parking Lot Project.
REGULAR MEETING	
<u>Consent Agenda</u>	Consent Agenda approved 4-0.
<p>A. <u>Resolution No. 2687</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Paul Brothers, Inc. For The Memorial Park Dog Park And Community Garden Parking Lot Project (Capital Improvement Project #9132).</p>	
B. Minutes of the, July 16, 2018; August 6, 2018 and August 20, 2018 Council Meetings.	

<p><u>Mayor's Business</u> A. Upcoming Meetings</p>	<p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Public Hearing</u> A. <u>Ordinance No. 818</u> An Ordinance Of The City Of Wilsonville Repealing And Replacing Chapter 8 – Environment Of The Wilsonville Code And To Repeal Ordinance No. 482. B. <u>Ordinance No. 826</u> An Ordinance Of The City Of Wilsonville Adopting The 2018 Parks And Recreation Comprehensive Master Plan As A Sub-Element Of The City Of Wilsonville Comprehensive Plan, Replacing All Prior Parks And Recreation Master Plans, And Repealing Ordinance No. 625.</p>	<p>After a public hearing was conducted, Ordinance No. 818 was adopted on first reading by a vote of 4-0. After a public hearing was conducted, Ordinance No. 826 was adopted on first reading with edits, by a vote of 4-0.</p>
<p><u>City Manager's Business</u> A. Municipal Court Letter B. Community Survey</p>	<p>City Manager Cosgrove shared a letter submitted to the Municipal Court from a driver that participated in the diversion program. It was noted that the Community Survey results are complete and will be presented to Council in October.</p>
<p><u>Legal Business</u> A. Martin v. City of Boise</p>	<p>City Attorney and Council discussed the recent ruling from the Ninth Circuit Court of Appeals ruling Martin v. City of Boise decided on September 4, 2018.</p>
<p>ADJOURN</p>	<p>8:41 p.m.</p>

City Council Meeting Action Minutes
September 17, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Daniel Pauly, Senior Planner, Planning
Nancy Kraushaar, Community Develop. Director
Delora Kerber, Public Works Director
Mark Ottenad, Public/Government Affairs Director
Cathy Rodocker, Finance Director
Dwight Brashear, SMART Director
Amanda Guile-Hinman, Assistant City Attorney
Chris Neamtzu, Planning Director
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Eric Loomis, Transit Field Supervisor

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. ADU Code Amendments	Council heard and provided comments on the amendments to the Accessory Dwelling Unit (ADU) code.
B. WWSP Project Coordination	Council heard an update on the Willamette Water Supply (WWSP) construction projects.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u>	
A. Minutes of the September 6, 2018 Council Meeting.	The Consent Agenda passed 3-0.
<u>Public Hearing</u>	
A. <u>Ordinance No. 827</u> An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 10 By Adding 10.600 Through 10.680 And Deleting 10.305.	After a public hearing was conducted, Ordinance No. 827 was adopted on first reading with the direction on the one change discussed, by a vote of 3-0.
<u>Continuing Business</u>	
A. <u>Ordinance No. 818</u> An Ordinance Of The City Of Wilsonville Repealing And Replacing Chapter 8 – Environment Of The Wilsonville Code And To Repeal Ordinance No. 482.	Ordinance No. 818 was adopted on second reading by a vote of 3-0.

<u>City Manager's Business</u>	Informed Council of an upcoming internal meeting to discuss traffic on Boones Ferry Road. Reminded that the League of Oregon Cities conference is next week in Eugene.
<u>Legal Business</u>	No report.
ADJOURN	7:53 p.m.

City Council Meeting Action Minutes
October 1, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Nancy Kraushaar, Community Develop. Director
Delora Kerber, Public Works Director
Mark Ottenad, Public/Government Affairs Director
Dwight Brashear, SMART Director
Shasta Barnes, Library Operations Manager
Amanda Guile-Hinman, Assistant City Attorney
Mike McCarty, Parks and Recreation Director
Chris Neamtzu, Planning Director
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Eric Loomis, Transit Operations Manager
Tod Blankenship, Parks Supervisor
Nicole Hendrix, Transit Management Analyst

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Scott Simonton, Fleet Manager
Kerry Rappold, Natural Resources Manager
Daniel Pauly, Senior Planner, Planning

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Cooperative IGA Between the Library Dist. of Clackamas Co. and Library Cities Amendment No. 3	Staff briefed Council on Resolution No. 2703, authorizing the City Manager to approve amendment to the cooperative intergovernmental agreement between the City of Wilsonville and the library district of Clackamas County.
B. Award Contract for Cutaway Bus Purchase	Council was informed of Resolution No. 2708, authorizing SMART to purchase three CNG fueled, 21 passenger buses from Schetky NW Sales.
C. Integrated Pest Management Plan	Council provided feedback on the Integrated Pest Management (IPM) Plan.
D. Water Treatment Plant River Access	Council heard an update on the plans for the Water Treatment Plant River Access.
E. Emergency Board Meeting Regarding the Aurora Airport Expansion	Council was briefed that staff planned on discussing the topic of the Aurora Airport Expansion process during the Council meeting.
REGULAR MEETING	
<u>Communications</u>	
A. 2018 Community Survey Results	Staff presented on the 2018 National Citizen Survey (NCS), performed by the National Research Center.

<p><u>Mayor's Business</u></p> <p>A. Upcoming Meetings</p>	<p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2703</u> A Resolution of the City of Wilsonville Authorizing the City Manager to Approve Amendment to the Cooperative Intergovernmental Agreement Between the City of Wilsonville and the Library District of Clackamas County.</p> <p>B. <u>Resolution No. 2708</u> A Resolution of the City of Wilsonville Authorizing South Metro Area Regional Transit (SMART) to Purchase Three CNG Fueled, 21 Passenger Buses from Schetky NW Sales.</p>	<p>The Consent Agenda was adopted 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 825 – 1st Reading</u> An Ordinance of the City of Wilsonville Adopting Certain Amendments to the Wilsonville Development Code and Comprehensive Plan Regarding Accessory Dwelling Units, as Well as Other Development Code Amendments, to Provide Clarity and Functionality to the Code Related to Accessory Dwelling Units and Other Housing.</p> <p>B. <u>Ordinance No. 828 - 1st Reading</u> An Ordinance of the City of Wilsonville Amending The 2017 Transit Master Plan for Inclusion of the Programs Enhancement Strategy.</p>	<p>After a public hearing was conducted, Ordinance No. 825 was adopted on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 828 was adopted on first reading by a vote of 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 827 – 2nd Reading</u> An Ordinance of the City of Wilsonville Amending Wilsonville Code Chapter 10 By Adding 10.600 Through 10.680 And Deleting 10.305.</p>	<p>Ordinance No. 827 was adopted on second reading by a vote of 5-0.</p>
<p><u>City Manager's Business & Legal Business</u></p> <p>A. Emergency Board Meeting Regarding the Aurora State Airport Runway Expansion</p>	<p>Council made a motion to authorize the City Manager and City Attorney to draft a response letter, subject to review and comment from City Council, and allowing the Mayor to sign after review. Motion passed 5-0.</p>
<p>ADJOURN</p>	<p>9:19 p.m.</p>

City Council Meeting Action Minutes
October 15, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Dan Carlson, Building Official
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Dwight Brashear, SMART Director
Amanda Guile-Hinman, Assistant City Attorney
Mike McCarty, Parks and Recreation Director
Chris Neamtzu, Planning Director
Brian Stevenson, Parks and Rec. Program Manager
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Jordan Vance, Economic Development Manager
Robert Wurpes, Chief of Police
Nicole Hendrix, Transit Management Analyst

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Matt Palmer, Civil Engineer
Nancy Kraushaar, Community Develop. Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Year 2000 Urban Renewal Amendment 12	Staff provided information on URA Resolution No. 280, approving the Year 2000 Urban Renewal Plan 12th Amendment to add property, delete property and identify property to be acquired for the 5th Street/Kinsman Road Extension Project.
B. 5th to Kinsman Eminent Domain Resolution	Staff updated Council on the following: Resolution No. 2676 to be voted on during the Council meeting and URA Resolution No. 281 scheduled for the Urban Renewal Agency meeting.
C. Kinsman Road Extension IGA Amendment	Council was informed of Resolution No. 2709, which was scheduled to be voted on the Consent Agenda.
D. Code Cleanup	Council heard the proposed amendments to Wilsonville Code 7.418, 9.200, and 9.400.
E. Award of the PSA for Design and Construction Services for Charbonneau Utility Repairs	Council was briefed on Resolution No. 2707, authorizing the City Manager to execute a PSA with Wallis Engineering for design and construction engineering services for the Charbonneau Utility Repair.

<p>F. SMART's 2018 Rider Survey Results</p>	<p>Staff presented the 2018 SMART Annual Rider Survey Results.</p>
<p>REGULAR MEETING</p>	
<p><u>Communications</u></p> <p>A. Metro Update</p> <p>B. Memorial Park Safety Briefing</p>	<p>Councilor Dirksen presented an update on Metro.</p> <p>Staff informed Council of safety concerns at Memorial Park and shared their plans to alleviate some of those concerns.</p>
<p><u>Mayor's Business</u></p> <p>A. Upcoming Meetings</p>	<p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2707</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Wallis Engineering For Design And Construction Engineering Services For The Charbonneau Utility Repair: French Prairie Drive Phase II And Old Farm Road Phase I Project (CIP #1500, #2500, #4500, And #7500).</p> <p>B. <u>Resolution No. 2709</u> A Resolution Of The City Of Wilsonville (City) Authorizing Amendment #01 Of Local Agency Agreement No. 31056 With The State Of Oregon, Acting By And Through Its Department Of Transportation (ODOT) Revising The Total Amount Of Federal Funds Available To Construct The Kinsman Road Extension Project (CIP #4004).</p>	<p>The Consent Agenda passed 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2710</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.</p> <p>B. <u>Ordinance No. 829</u> An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Sections 7.418, 9.200, And 9.400.</p>	<p>After conducting the public hearing, Council adopted Resolution No. 2710 by a vote of 5-0.</p> <p>After conducting the public hearing, Council approved Ordinance No. 829 on first reading, 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2676</u> A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The 5th Street/Kinsman Road Extension Project.</p>	<p>Mayor Knapp recused himself from voting on Resolution No. 2676. Adopted by a vote of 4-0.</p>

<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 825</u> An Ordinance Of The City Of Wilsonville Adopting Certain Amendments To The Wilsonville Development Code And Comprehensive Plan Regarding Accessory Dwelling Units, As Well As Other Development Code Amendments, To Provide Clarity And Functionality To The Code Related To Accessory Dwelling Units And Other Housing.</p> <p>B. <u>Ordinance No. 826</u> An Ordinance Of The City Of Wilsonville Adopting The 2018 Parks And Recreation Comprehensive Master Plan As A Sub-Element Of The City Of Wilsonville Comprehensive Plan, Replacing All Prior Parks And Recreation Master Plans, And Repealing Ordinance No. 625.</p> <p>C. <u>Ordinance No. 828</u> An Ordinance Of The City Of Wilsonville Amending The 2017 Transit Master Plan For Inclusion Of The Programs Enhancement Strategy.</p>	<p>Ordinance No. 825 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 826 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 828 was adopted on second reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Reminded Council of the Urban Renewal meeting following the Council meeting.</p>
<p><u>Legal Business</u></p>	<p>Updated Council on Kinder Morgan. Furthermore, mentioned that at the next Work Session there will be an agenda item on the regulations for 5G wireless small cell devices.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Public Hearing</u></p> <p>A. <u>URA Resolution No. 289</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.</p>	<p>After conducting the public hearing, Council adopted URA Resolution No. 289 by a vote of 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>URA Resolution No. 280</u> A Resolution Approving The Year 2000 Urban Renewal Plan 12th Amendment To Add Property, Delete Property And Identify Property To Be Acquired For The 5th Street/Kinsman Road Extension Project.</p> <p>B. <u>URA Resolution No. 281</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The 5th Street/Kinsman Road Extension Project.</p>	<p>Mayor Knapp recused himself from voting on URA Resolution No. 280. Adopted by a vote of 4-0.</p> <p>Mayor Knapp recused himself from voting on URA Resolution No. 281. Adopted by a vote of 4-0.</p>

<p>C. <u>URA Resolution No. 286</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Amending The Termination Date For 26755 SW 95th Avenue Tax Increment Finance (TIF) Zone.</p> <p>D. <u>URA Resolution No. 287</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Amending The Termination Date For 27255 SW 95th Avenue Tax Increment Finance (TIF) Zone.</p> <p>E. <u>URA Resolution No. 288</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Amending The Termination Date For Building 83- 26440 SW Parkway Avenue Tax Increment Finance (TIF) Zone.</p>	<p>URA Resolution No. 286 passed 5-0.</p> <p>URA Resolution No. 287 passed 5-0.</p> <p>URA Resolution No. 288 passed 5-0.</p>
<p>ADJOURN</p>	<p>9:25 p.m.</p>

City Council Meeting Action Minutes
November 5, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Delora Kerber, Public Works Director
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Andy Stone, IT Manager
Amanda Guile-Hinman, Assistant City Attorney
Steve Adams, Engineering Manager
Chris Neamtzu, Planning Director
Miranda Bateschell, Planning Manager
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Patty Nelson, City Engineer
Jordan Vance, Economic Development Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Nancy Kraushaar, Community Develop. Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. 5-G Technology	Council heard a presentation entitled <i>FCC Order on Small Cell Antennas and Cell Tower Shot Clocks, Gov't Fees</i> .
B. Citywide Signage and Wayfinding Plan	Council received an update on the Citywide Signage and Wayfinding Plan.
C. Wilsonville Town Center Plan	Presentation was given on the Town Center Plan. Council was asked to submit any questions and/or feedback to staff.
D. Update to Water and Sewer System Development Charges	Consultant delivered a utility rate and system development charges update.
E. Garden Acres Road – Funding Strategy	Council was informed of funding options for Garden Acres Road. Staff will proceed with application to the State of Oregon Infrastructure Finance Authority.
F. 5th Street / Kinsman Road Otak, Inc. PSA Change Order	Staff briefed Council on URA Resolution No. 290, authorizing the City Manager to execute amendment #1 to the PSA with Otak, Inc. for the 5th Street/Kinsman Road extension project.
REGULAR MEETING	
<u>Communications</u>	
A. TVF&R State of the District Presentation	Fire Chief Deric Weiss presented on the state of Tualatin Valley Fire & Rescue District.

<p><u>Mayor's Business</u></p> <p>A. Letter from Mayor of Kitakata, Japan</p> <p>B. Upcoming Meetings</p> <p>C. Aurora State Airport Expansion</p>	<p>The Mayor read a letter sent from the Mayor of Kitakata, Japan.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p> <p>Council moved to direct staff to put together and organize a public hearing regarding the Aurora State Airport Expansion on Tuesday, November 27, 2018. Motion passed 5-0.</p>
<p><u>Consent Agenda</u></p> <p>A. Minutes of the September 17, 2018 Council Meeting.</p>	<p>The Consent Agenda passed 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2702</u> Boones Ferry Park Master Plan.</p>	<p>Council moved to continue the public hearing for Resolution No. 2702 to December 17, 2018. 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 829</u> An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Sections 7.418, 9.200, And 9.400.</p>	<p>Ordinance No. 829 was adopted on second reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p> <p>A. Memorial Park</p>	<p>City Manager delivered an update on the Memorial Park neighborhood meeting regarding safety concerns at the park.</p>
<p><u>Legal Business</u></p> <p>A. Basalt Creek LUBA Appeal</p>	<p>Council was informed that oral argument for the Land Use Board of Appeals hearing on the Basalt Creek Metro determination took place on Thursday, November 1, 2018 and a decision is due by November 26, 2018.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Consent Agenda</u></p> <p>A. <u>URA Resolution No. 290</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute Amendment #1 To The Professional Services Agreement With Otak, Inc. For The 5th Street / Kinsman Road Extension Project (Boones Ferry Road To Brown Road Connector Corridor Plan Phase 1 Construction) – CIP #4196.</p> <p>B. Minutes of the June 18, 2018 and October 15, 2018 URA Meetings.</p>	<p>Mayor Knapp recused himself from the URA meeting. The Consent Agenda passed 4-0.</p>
<p>ADJOURN</p>	<p>8:56 p.m.</p>

City Council Meeting Action Minutes
November 19, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan– Arrived at 5:14 p.m.
Councilor Akervall

Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Dwight Brashear, SMART Director
Mike McCarty, Parks and Recreation Director
Chris Neamtzu, Planning Director
Miranda Bateschell, Planning Manager
Brian Stevenson, Parks and Rec. Program Manager
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Patty Nelson, City Engineer
Tod Blankenship, Parks Supervisor
Erica Behler, Recreation Coordinator
Rob Wurpes, Chief of Police
Matt Baker, Facilities Supervisor

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Scott Simonton, Fleet Manager
Nancy Kraushaar, Community Develop. Director
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Janitorial Services	Staff and Council discussed a proposal to bring the City’s janitorial service in-house.
B. Traffic Concerns Team (TCT) CRM System	Staff shared plans to introduce an online system that allows motorists, cyclists and pedestrians to report traffic safety concerns.
C. Contract Award WTP Surge Tank Construction	Council was informed of Resolution No. 2712, authorizing the City Manager to execute a construction contract with R.L. Reimers Co. for the Willamette River Water Treatment Plant Surge Tank Project.
D. Regional Park 7&8 Funding	Staff sought direction from Council on identifying a funding source for Regional Parks 7 and 8 located in Villebois.
E. Boones Ferry Park Master Plan	Staff presented the draft Boones Ferry Park Master Plan and requested any further feedback before the item returns to Council as a resolution.
F. Proterra - Purchase of Battery Electric Buses	Staff briefed Council on Resolution No. 2714, authorizing SMART to purchase two 35’ battery electric buses and charging equipment from Proterra, Inc.

REGULAR MEETING	
<u>Communications</u> A. Korean War Veterans Association, Oregon Trail Chapter	Korean War Veterans Association (KWVA), Oregon Trail Chapter, presented a plaque of appreciation to Brian Stevenson and the Parks & Recreation Team along with a \$1,000 check to support the maintenance of the Oregon Korean War Memorial.
<u>Mayor's Business</u> A. Small Business Saturday Proclamation B. Upcoming Meetings	The Mayor read a proclamation declaring the 24 th day of November as Small Business Saturday. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u> A. <u>Resolution No. 2712</u> A Resolution of the City of Wilsonville Authorizing the City Manager to Execute a Construction Contract with R.L. Reimers Company for The Willamette River Water Treatment Plant Surge Tank Project (Capital Improvement Project #9132).	The Consent Agenda passed 5-0.
<u>Public Hearing</u> A. <u>Resolution No. 2715</u> Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.	After a public hearing was conducted, Resolution No. 2715 was approved by a vote of 5-0.
<u>New Business</u> A. <u>Resolution No. 2714</u> A Resolution of the City of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase Two 35' Battery Electric Buses and Charging Equipment from Proterra, Inc. B. <u>Resolution No. 2716</u> A Resolution of the City of Wilsonville Authorizing Acquisition of Real Property.	Resolution No. 2714 was adopted 5-0. Resolution No. 2716 was adopted 4-1.
<u>City Manager's Business</u>	The City Manager recognized Community Development Director Kraushaar and Council President Starr for their contributions to the City's operations. Kraushaar is retiring at the end of November; Starr's tenure on the Council concludes in December.
<u>Legal Business</u>	No report.

URBAN RENEWAL AGENCY	
<u>New Business</u> A. <u>URA Resolution No. 291</u> A Resolution of the City of Wilsonville Urban Renewal Agency Authorizing Acquisition of Real Property.	URA Resolution No. 291 was adopted 4-1.
ADJOURN	8:55 p.m.

City Council Meeting Action Minutes
December 3, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Daniel Pauly, Senior Planner, Planning
Chris Neamtzu, Community Develop. Director
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Amanda Guile-Hinman, Assistant City Attorney
Miranda Bateschell, Planning Manager
Zach Weigel, Capital Projects Engineering Manager
Patty Nelson, City Engineer
Matt Palmer, Civil Engineer
Dominique Huffman, Civil Engineer
Steve Adams, Development Engineering Manager
Zoe Monahan, Assistant to the City Manger

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Town Center Plan Update	Staff provided an update on the Town Center Plan. Additionally, it was requested that after the meeting Council submit any feedback to staff.
B. Water SDC	Staff and Council discussed amending water system development charges (SDC) to accommodate future infrastructure.
C. Recycling Surcharge Review	Staff briefed Council on the recycling surcharge resolution that will be on the agenda at the next City Council meeting.
D. Street Maintenance Program Update	Council was provided an update on the Street Maintenance program.
E. Draft Community Strategy for Arts, Heritage & Culture by Clackamas County Arts Alliance and Taylor Consulting	Taylor Consulting presented a draft of the City's community investment strategy in Arts, Heritage and Culture to Council for initial consideration and input.
F. Coffee Creek Industrial Area Stormwater Study PSA	Staff quickly briefed Council on Resolution No. 2713, authorizing the City Manager to execute a professional services agreement (PSA) with AKS Engineering & Forestry for phase 1 alternatives analysis and preliminary design services for the Coffee Creek industrial area regional stormwater facility project.

REGULAR MEETING	
<u>Communications</u> A. Clackamas County Drive to Zero	Council heard a presentation on current trends in fatal crashes including key causes and modes. Also, mentioned was policies and projects to address safety.
<u>Mayor's Business</u> A. Business Oregon General Application B. Upcoming Meetings	Council made a motion to approve the Mayor to sign an application with Business Oregon for a \$3.6 million industrial site loan to provide the funding for improvements on Garden Acres Road. Motion passed 5-0. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u> A. <u>Resolution No. 2713</u> A Resolution of the City of Wilsonville Authorizing the City Manager to Execute a Professional Services Agreement with AKS Engineering & Forestry for Phase 1 Alternatives Analysis and Preliminary Design Services for The Coffee Creek Industrial Area Regional Stormwater Facility Project (#7060). B. <u>Resolution No. 2717</u> A Resolution Adopting the Canvass of Votes of the November 6, 2018 General Election. C. Minutes of the October 1, 2018 Council Meeting.	The Consent Agenda passed, 5-0.
<u>City Manager's Business</u>	No report.
<u>Legal Business</u> A. Subaru Lawsuit B. Land Use Board of Appeals (LUBA)	The City Attorney advised the Council that the City had prevailed in the case filed against the City by Subaru contesting its SDC charges. The City Attorney informed Council that LUBA dismissed the appeal of the Metro arbitration concerning the Central Subarea in Basalt Creek.
URBAN RENEWAL AGENCY	
<u>Consent Agenda</u> A. Minutes of the November 5, 2018 and November 19, 2018 URA Meetings.	The URA Consent Agenda passed, 5-0.
<u>Public Hearing</u> A. <u>URA Resolution No. 292</u> A Resolution Authorizing A Supplemental Budget Adjustment For A Fiscal Year 2018-19.	URA Resolution No. 292 was approved, 4-1.
ADJOURN	9:36 p.m.

City Council Meeting Action Minutes
December 17, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens - Excused
Councilor Lehan
Councilor Akervall

Mark Ottenad, Public/Government Affairs Director
Keith Katko, Assistant Finance Director
Amanda Guile-Hinman, Assistant City Attorney
Mike McCarty, Parks and Recreation Director
Brian Stevenson, Parks and Rec. Program Manager
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Elli Work, Grants and Programs Manager
Tod Blankenship, Parks Supervisor
Erica Behler, Recreation Coordinator
Andrew Sheehan, Asset Management Coordinator
Andy Stone, IT Director
Taly Cohen, Law Clerk
Scott Simonton, Fleet Services Manager
Michelle Marston, Transit Outreach Program Coordinator

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Daniel Pauly, Senior Planner, Planning
Chris Neamtzu, Community Develop. Director
Delora Kerber, Public Works Director
Cathy Rodocker, Finance Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. "Electric Bus Art" – Presentation by SMART, Wilsonville High School and Arts & Technology School	Wilsonville students presented to Council the art they created to be wrapped around the SMART Buses.
B. Street Tree Replacement /In-fill Program	Staff and Council reviewed information related to the Street Tree Replacement/In-fill Program and discussed next steps.
C. Design Standards and Fees for Small Wireless Facilities	Staff presented and heard feedback from Council on the design standards and fees for the small wireless facilities. This item will be brought back to the January 7, 2019 Council meeting.
REGULAR MEETING	
<u>Communications</u>	
A. Comprehensive Annual Financial Report	Auditor Tonya Moffitt, CPA of Merina & Company, LLP updated Council on the annual audit of the City's 2017-18 Comprehensive Annual Financial Report.
<u>Mayor's Business</u>	
A. Outgoing City Councilor Presentation	Scott Starr was appreciated for his years of service as a City Councilor.

<p>B. Upcoming Meetings</p>	<p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u> A. Minutes of the November 27, 2018 Special Council Meeting.</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>Public Hearing</u> A. <u>Resolution No. 2702</u> A Resolution of the City of Wilsonville Adopting the 2018 Boones Ferry Park Master Plan. B. <u>Resolution No. 2718</u> A Resolution of the City of Wilsonville Approving the Continuation and Modification of the Recycling Surcharge Rates for Keller Drop Box, Inc. (D/B/A Republic Services of Clackamas and Washington Counties). C. <u>Ordinance No. 830</u> An Ordinance of the City of Wilsonville Approving a Zone Map Amendment from the Clackamas County Exclusive Farm Use (EFU) Zone to the Village (V) Zone on Approximately 25.69 Acres in the North Central Portion of Villebois from 110th Avenue to Calais East Subdivision, South of Tooze Road to Berlin Avenue; the Land is More Particularly Described as Tax Lots 7200, 7290, 7300, 7400, 7500, And 7600, Section 15AB, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Polygon WLH LLC, Applicant.</p>	<p>After a public hearing was conducted, Resolution No. 2702 was adopted 4-0. After a public hearing was conducted, Resolution No. 2718 was adopted 4-0. After a public hearing was conducted, Ordinance No. 830 was approved on first reading by a vote of 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>Wished Council, staff and the community happy holidays.</p>
<p><u>Legal Business</u></p>	<p>Wished happy holidays to all.</p>
<p>ADJOURN</p>	<p>9:20 p.m.</p>

City Council Meeting Action Minutes
January 7, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Stevens - Stevens
Councilor Lehan
Councilor West

Daniel Pauly, Senior Planner, Planning
Mark Ottenad, Public/Government Affairs Director
Amanda Guile-Hinman, Assistant City Attorney
Chris Neamtzu, Community Develop. Director
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Zoe Monahan, Assistant to the City Manager
Pamela Munsterman, Municipal Court Clerk
Fred Weinhouse, Municipal Court Judge
Dominique Huffman, Civil Engineer
Patty Nelson, City Engineer

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Extreme Emergency Declaration – Storm Drainage Pipe	Staff provided Council with details on the emergency repairs necessary to address a failing storm drainage pipe in Charbonneau leading to the Willamette River.
B. French Prairie Bicycle-Pedestrian-Emergency Access Bridge Type Review	Council agreed with the French Prairie Task Force recommendation to consider two-bridge types for the proposed pedestrian/cycling/emergency vehicle crossing over the Willamette River.
C. Small Wireless Facility Design Standards & Code Amendments	Council was updated on the small wireless facility design standards and code amendments to be voted on during the Council meeting as Resolution No. 2720 and Ordinance No. 831.
D. State Legislative Agenda	Council approved the 2019-20 State Legislative Agenda, affirming the City’s policy priorities and guiding Council response to specific legislative proposals that may arise before the Oregon Legislative Assembly over the next two years.
E. Council Appointments to Intergovernmental Bodies	Council determined which members would represent the City on various regional and state boards.
F. Letter of Support for Implementation of Proposed Vehicle Registration Fee by Ordinance	Staff informed that Clackamas County Board of County Commissioners has requested that

<p>G. Memorial Park Pump Station PSA Amendment</p>	<p>Council support a \$30 annual per-vehicle registration fee. The fee would provide a local funding source for maintenance and improvements to City and County roads.</p> <p>Council was briefed on Resolution No. 2719, authorizing the City Manager to amend a PSA with Murraysmith, Inc. for design and construction engineering services for the Memorial Park Pump Station Project.</p>
<p>REGULAR MEETING</p>	
<p><u>Swear In Newly Elected Councilors</u></p>	<p>Judge Weinhouse administered the Oath of Office to Councilors-elect Lehan and West.</p>
<p><u>Mayor's Business</u></p> <p>A. Elect City Council President</p> <p>B. Board/Committee Reappointments and Appointments</p>	<p>Councilor Akervall was elected Council President.</p> <p>The following reappointments and appointments were made:</p> <p>Budget Committee Reappointment of Andrew Karr and Paul Bunn to Budget Committee for a term beginning 1/1/19 to 12/31/21.</p> <p>Development Review Board Reappointment of Jennifer Willard and Joann Linville to Development Review Board Panel A for a term beginning 1/1/19 to 12/31/20.</p> <p>Appointment of Angela Niggli and Daniel McKay to Development Review Board Panel A for a term beginning 1/1/19 to 12/31/20.</p> <p>Reappointment of Richard Martens and Shawn O'Neil to Development Review Board Panel B for a term beginning 1/1/19 to 12/31/20.</p> <p>Appointment of Eleanor Schroeder to Development Review Board Panel B for a term beginning 1/1/19 to 12/31/20.</p> <p>Parks and Recreation Advisory Board Appointment of Amanda Aird and Dahe Chen to Parks and Recreation Advisory Board for a term beginning 1/1/19 to 12/31/22.</p>

<p>C. Upcoming Meetings</p> <p>D. Letter of Support</p>	<p>Planning Commission Reappointment of Simon Springall to Planning Commission for a term beginning 1/1/19 to 12/31/22.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p> <p>Council made a motion to draft a letter of support for a proposed countywide vehicle registration fee. Motion passed 4-0.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2719</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Amend A Professional Services Agreement With Murraysmith, Inc. For Design And Construction Engineering Services For The Memorial Park Pump Station Project (Capital Improvement Project #2065).</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 831</u> An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 4, Sections 800 Through 814 To Address The New Rules Promulgated By The Federal Communications Commission; And Declaring An Emergency.</p>	<p>After a public hearing was conducted, Ordinance No. 831 was approved on first reading by a vote of 4-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2720</u> A Resolution Of The City Of Wilsonville Approving The City’s Small Wireless Facilities Planning Application Review Fee, Technical Design Review Fee, And Right-Of-Way Access Fee, And Adopting Design Standards.</p>	<p>Resolution No. 2720 was adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 830</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Exclusive Farm Use (EFU) Zone To The Village (V) Zone On Approximately 25.69 Acres In The North Central Portion Of Villebois From 110th Avenue To Calais East Subdivision, South Of Tooze Road To Berlin Avenue; The Land Is More Particularly Described As Tax Lots 7200, 7290, 7300, 7400, 7500, And 7600, Section 15AB, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Polygon WLH LLC, Applicant.</p>	<p>Ordinance No. 830 was adopted on second reading by a vote of 3-0-1.</p>

<u>City Manager Business</u>	Wished Council a happy New Year.
<u>Legal Business</u>	Thanked Council for their thoughtful input and support of staff's work on the 5G items.
ADJOURN	10:03 p.m.

City Council Meeting Action Minutes
January 24, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan - *Present at Work Session.*
Excused for the City Council & URA meetings.
Councilor West

Jeanna Troha, Assistant City Manager
Chris Neamtzu, Community Develop. Director
Delora Kerber, Public Works Director
Cathy Rodocker, Finance Director
Dwight Brashear, SMART Director
Pat Duke, Library Director
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Eric Loomis, Transit Operations Manager
Patty Nelson, City Engineer
Jordan Vance, Economic Development Manager
Nicole Hendrix, Transit Management Analyst

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Electric Vehicle Charging Hub	Staff briefed Council on Resolution No. 2721 approving a charging station license agreement with PGE for installation of electric vehicle charging stations.
B. Dial-A-Ride Steering Committee	Staff along with Dial-a-Ride committee members updated Council on services provided.
C. Annual Urban Renewal Report, FY2017-18	Council was presented with the Urban Renewal Annual Report.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Public Hearing</u>	
A. <u>Resolution No. 2722</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.	After a public hearing was conducted, Resolution No. 2722 was approved by a vote of 4-0.
<u>New Business</u>	
A. <u>Resolution No. 2723</u> A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The West Side Plan District.	Resolution No. 2723 was adopted 3-0-1.

<p>B. <u>Resolution No. 2721</u> A Resolution Of The City Of Wilsonville Approving A Charging Station License Agreement With Portland General Electric For Installation Of Electric Vehicle Charging Stations.</p>	Resolution No. 2721 was adopted 4-0.
<p><u>Continuing Business</u> A. <u>Ordinance No. 831</u> – 2nd Reading An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 4, Sections 800 Through 814 To Address The New Rules Promulgated By The Federal Communications Commission; And Declaring An Emergency.</p>	Ordinance No. 831 was adopted on second reading by a vote of 3-0-1.
<p><u>City Manager’s Business</u></p>	Informed Council that the Work Plan included two updates.
<p><u>Legal Business</u></p>	No report.
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Consent Agenda</u> A. Minutes of the December 3, 2018 URA Meeting.</p>	The Consent Agenda passed 4-0.
<p><u>Public Hearing</u> A. <u>URA Resolution No. 293</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.</p>	After a public hearing was conducted, URA Resolution No. 293 was approved by a vote of 3-0-1.
<p><u>New Business</u> A. <u>URA Resolution No. 294</u> A Resolution Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The West Side Plan District For The Purpose Of Funding The Construction Of Capital Improvement Projects By The Agency.</p>	URA Resolution No. 294 was adopted 4-0.
<p>ADJOURN</p>	8:19 p.m.