



**Development Review Board
Panel A Meeting
August 10, 2020
6:30 pm**

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

- Board members are participating virtually, via Zoom videoconferencing
- Anyone experiencing fever or flu-like symptoms should not attend
- Council Chambers capacity is limited to 10 people

To Provide Public Comment

- 1) E-mail Kimberly Rybold at rybold@ci.wilsonville.or.us for Zoom login information
- 2) E-mail testimony regarding Resolution No. 380 (Frog Pond Ridge) to Cindy Luxhoj at luxhoj@ci.wilsonville.or.us by 3 pm on August 10, 2020.
- 3) E-mail testimony regarding Resolution No. 381 (I & E Construction) to Philip Bradford at pbradford@ci.wilsonville.or.us by 3 pm on August 10, 2020.
- 4) In-person testimony is discouraged, but can be accommodated. Please contact Kimberly Rybold at rybold@ci.wilsonville.or.us by phone at 503-682-4960 for information on current safety protocols.



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

Monday, August 10, 2020 - 6:30 P.M.

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

Daniel McKay	Jean Svadlenka
Angela Niggli	Ken Pitta
Katie Hamm	
- IV. Citizens' Input:
- V. Consent Agenda:
 - A. Approval of minutes of the May 11, 2020 DRB Panel A meeting
- VI. Public Hearings:
 - A. **Resolution No. 380. Frog Pond Ridge Subdivision: Li Alligood, AICP, Otak – Representative for West Hills Land Development, LLC – Applicant.** The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) for approximately 15.93 acres of property located on the west side of Stafford Road south of SW Frog Pond Lane, and adopting findings and conditions approving a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Plan, Waiver to Minimum Front Setback, and Abbreviated SRIR Review on 16.25 acres for a 71-lot single-family subdivision. The subject site is located on Tax Lots 1500 and 1700, a portion of 1800, and a portion of Stafford Road right-of-way, Section 12D, and a portion of Tax Lot 400, Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files: DB20-0007 Annexation
DB20-0008 Zone Map Amendment

- DB20-0009 Stage I Preliminary Plan
- DB20-0010 Stage II Final Plan
- DB20-0011 Site Design Review of Parks and Open Space
- DB20-0012 Tentative Subdivision Plat
- DB20-0013 Type C Tree Plan
- DB20-0014 Waiver – Front Setback
- SI20-0001 Abbreviated SRIR Review

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

- B. Resolution No. 381. I & E Construction: David Hardister, Woodblock Architecture – Representative for I & E Construction – Owner/ Applicant.** The applicant is requesting approval of a Site Design Review for exterior changes and a Class 3 Sign Permit and Waiver for I & E Construction. The site is located at 27375 SW Parkway Avenue on Tax Lot 303 of Section 11, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford

Case Files: DB20-0033 Site Design Review
 DB20-0034 Class 3 Sign Permit and Waiver

- VII. Board Member Communications:
- A. Results of the July 27, 2020 DRB Panel B meeting
 - B. Recent City Council Action Minutes

VIII. Staff Communications:

IX. Adjournment

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

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

DEVELOPMENT REVIEW BOARD MEETING
AUGUST 10, 2020
6:30 PM

V. Consent Agenda:

- A. Approval of minutes of May 11, 2020 DRB Panel A meeting

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

**Development Review Board – Panel A
Minutes– May 11, 2020 6:30 PM**

I. Call to Order

Chair Daniel McKay called the meeting to order at 6:31 p.m.

II. Chair's Remarks

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

III. Roll Call

Present for roll call were: Daniel McKay, Angela Niggli, Jean Svadlenka, and Katie Hamm.
Ken Pitta was absent.

Staff present: Daniel Pauly, Barbara Jacobson, Kimberly Rybold, Georgia McAlister, and Philip Bradford

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

V. Consent Agenda:

A. Approval of minutes of February 10, 2020 DRB Panel A meeting

Jean Svadlenka moved to approve the Consent Agenda. Angela Niggli seconded the motion, which passed unanimously.

VI. Public Hearing

A. **Resolution No. 377. Villebois Piazza Temporary Use Permit Renewal: RCS Villebois Development and Villebois Village Center Master Association – Owners.** The applicant is requesting approval of a Class 3 Temporary Use Permit Request for a Two (2) Year Extension of the temporary use of temporary mailboxes and one coffee cart. The site is located at the Villebois Piazza on Tax Lot 101, 102, and 2800 of Section 15AC, T3S-R1W, Clackamas County; Wilsonville, Oregon. Staff: Georgia McAlister

Case Files: DB20-0025 Two-Year Temporary Use Permit Extension

Chair McKay called the public hearing to order at 6:36 p.m. and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site. No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

Kimberly Rybold, Senior Planner, introduced Assistant Planner Georgia McAlister, who had joined City Staff a little over six months ago, but tonight was her first presentation before the Development Review Board (DRB).

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

Ms. McAlister presented the Staff report regarding the requested Temporary Use Permit for the temporary mailboxes and coffee cart located in the Villebois Piazza via PowerPoint with these comments:

- The 2006 approval for the Piazza in Villebois included a condition stating that upon construction of Building 1-F, mailboxes would be placed for the citizens living in central Villebois because at the time, that building had not been constructed yet. In 2008, a modification was made to allow for a 60-month Temporary Use Permit for the mailboxes in the area due to the fact that construction had not yet occurred and no solidified plans existed for the building. That modification expired in 2014.
 - In 2017, the Applicant realized the Temporary Use Permit had lapsed, but also wanted to add a coffee cart and potentially more food carts in the Piazza to the Temporary Use Permit, which was approved for 24 months for only the coffee cart and mailboxes.
 - In September 2019, the Temporary Use Permit for the coffee cart and mailboxes lapsed. Staff began working with the Applicant to resubmit an application to renew the Temporary Use Permit. The new Permit would be for 24 months and would be applied retroactively to the expiration date of the last Temporary Use Permit, so the 24 months would start on September 13, 2019.
- She displayed a map of the Piazza and indicated the locations of the coffee cart and the mailboxes. Also displayed was a photograph of the coffee cart, which normally had seating out in front, but the seating had been packed away due to COVID-19 restrictions. The coffee cart did not take up much space and had been a great addition to the Village Center.

Chair McKay asked how many mailboxes were in the temporary location and if the number was sufficient for current and planned residences.

Ms. McAlister deferred to the Applicant.

Rudy Kadlub, Developer, Villebois, 14350 SE Industrial Way, Clackamas, OR, stated there were about 600 to 700 mailboxes, noting mailboxes were added for new plats that were created over the last year. He confirmed there were an adequate number of mailboxes for all the built residences and room to add more mailboxes for the plat under construction by Polygon.

Angela Niggli inquired if the Temporary Use Permit allowed only the coffee cart or if the permit also covered other food carts.

Ms. McAlister responded the Temporary Use Permit was only for the coffee cart. She noted that in 2017, it was the DRB's opinion that the City should review allowing other carts on an individual basis, rather than just allowing six or so.

Chair McKay noted it had been nearing 10 years since the original Temporary Use Permit was first approved. He asked how confident Mr. Kadlub was that construction would begin by the expiration of the Temporary Use Permit.

Mr. Kadlub responded that last year, the Applicant had a developer with an application who had designed three buildings with the intent of building a four-story, three-over-one product with a retail ground floor and residential above on the three remaining sites surrounding the Piazza. They were still trying to work out the details. The developer did not have as much retail space as the Planning Department would like to see, but the buildings were quite attractive. The Applicant was hoping to get through an application and resolve the product differences. This occurred around the time of the fire in Villebois, literally across from the subject site. The people living near the Piazza were upset about having any more four-story buildings in the area. This uproar by the public put pressure on the City to relook at an application. The developer then pulled their application and backed out of the sale at that time with the idea that perhaps they would circle back once the Applicant felt it was politically viable to move forward. The Applicant was about to submit another application to begin the process back in early March, but COVID-19 restrictions halted the process. He was unsure how confident he was about construction beginning by the end of the permit. A mixed-use product was difficult and cost more money to build than solely residential or solely commercial as the cost of construction increased dramatically when two uses were combined. The Applicant has had a difficult time over the years finding the right developer and the right product mix for the area, and was looking at other tools that might work, including a vertical housing tax credit that was recommended by the Equitable Housing Task Force for the City to adopt. Having the tax credit available for use would help the feasibility of this type of product. Though he was unsure about the construction window, he ensured that the Applicant was trying 100 percent.

Ms. McAlister clarified that there was sufficient evidence that the Temporary Use Permit was intended to remain temporary and that a building would be constructed with the specified uses. Staff recommended approval of the request with conditions.

Chair McKay called for the Applicant's presentation.

Mr. Kadlub commented that the Applicant was in agreement with the Staff report and recommendation. He noted that for the last Temporary Use Permit, the Applicant applied for up to six food carts. At a public hearing, it was determined that the coffee cart would only be approved, but another cart could be approved on a separate application, and the Applicant was still in agreement on that. The current coffee cart tenant had developed strong relationships with the neighborhood, and would hopefully be able to bounce back once things started opening up again. The Applicant was looking forward to the coffee cart tenant moving into a brick and mortar location in the Piazza in the future.

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

Ms. Rybold stated that Erik Glaeser, the coffee cart tenant, had wished to provide testimony, but was having audio issues. She added that Staff had attempted to call Mr. Glaeser, but was unable to reach him.

Mr. Kadlub noted Mr. Glaeser had just emailed him, thanking Mr. Kadlub for his presentation, but he did not know if Mr. Glaeser had any further input.

Chair McKay confirmed there was no further questions or discussion and closed the public hearing at 6:58 p.m.

Angela Niggli moved to approve Resolution No. 377. Jean Svadlenka seconded the motion, which passed unanimously.

Chair McKay read the rules of appeal into the record.

- B. **Resolution No. 378. Republic Services Stage I Master Plan Revision and Temporary Use Permit Extension: Ben Altman, Pioneer Design Group, LLC – Representative for Jason Jordan, Republic Services – Applicant.** The applicant is requesting approval of a Stage I Master Plan Revision and Five (5) Year Temporary Use Permit Extension at the northeast corner of SW Garden Acres Road and SW Ridder Road. The site is located on Tax Lots 600, 601, and 1400, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon. Staff: Philip Bradford

Case Files: DB20-0026 Stage I Master Plan Revision
 DB20-0027 Five-Year Temporary Use Permit Extension

Chair McKay called the public hearing to order at 7:01 p.m. and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site. No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

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

Mr. Bradford presented the Staff report via PowerPoint, briefly reviewing the subject site's location, features, and the overall boundary of the Stage I Master Plan area (Slide 2), with these additional comments:

- The original Temporary Use Permit was requested in 2014 to fulfill Republic Services' need for additional office space and that Permit was extended and revised with a further

administrative review application in 2016 to increase the size from two office trailers to one larger modular office building. The Temporary Use Permit was extended again in 2018.

- As part of the noticing requirements, Staff followed the standard procedure of 250 ft, mailings in the newspaper, and additional posting on-site and on the City's website.
- The Stage I Master Plan Revision would remove the previously approved SORT BioEnergy Facility that did not move forward and provided a revised phasing plan for the full development of the Republic Services site. The temporary office building was located towards the center of the site. (Slide 6)
- The Temporary Use Permit Extension was a five-year extension of the existing 60 ft x 60 ft temporary office structure. Elevations of the modular office building were shown on Slide 7.
- Staff recommended approval of the Stage I Master Plan Revision and the Five-Year Temporary Use Permit Extension.

Ms. Rybold clarified that there were no conditions of approval for the Stage I Master Plan Revision. Conditions for the Five-Year Temporary Use Permit were stated on Page 3 of the Staff report.

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

Ben Altman, Pioneer Design Group, 9020 SW Washington Square Dr, Suite 170, Portland, OR stated he was representing Republic Services. He emphasized that the local Republic Services operation continued to seek financial approval from its corporate offices to authorize the construction of the permanent office space as reflected on the Master Plan at the north edge of the current paved area, north of where the temporary building was located. This Republic Services was a smaller operation in terms of the entire Republic Services Corporation, so it received smaller funding amounts. The Applicant continued to adjust as they modified the Master Plan to focus on the operational priorities to make the site work better and serve Republic Services' operational functions.

- As noted in the summary, the priority was to add additional fueling stations for Republic Service's truck fleet along the southside of the current fuel islands. Republic Services also wanted to build a permanent building once funding was made available. That project would also include the parking lot to the north and some storage area for containers, which added to the overall cost. Meanwhile, Republic Services had cooperated with the City on the improvements to Garden Acres Rd and Ridder Rd, providing a dedicated right-of-way, etc. to support that function. That operation was underway with the City's construction project to realign the Clutter/Garden Acres Rd intersection. The access to the new north parking lot would come off Garden Acres Rd as opposed to the current access off Ridder Rd. The Applicant continued to pursue the long-term plan as laid out in the Master Plan.

Chair McKay confirmed there were no questions of the Applicant and no public testimony in favor of, opposed and neutral to the application, either in person or remotely. He closed the public hearing at 7:15 pm.

Angela Niggli moved to approve Resolution No. 378. The motion was seconded by Katie Hamm and passed unanimously.

Chair McKay read the rules of appeal into the record.

VII. Board Member Communications

- A. Results of the February 24, 2020 DRB Panel B meeting
- B. Results of the April 27, 2020 DRB Panel B meeting
- C. Recent City Council Action Minutes

Ms. Rybold noted DRB Panel B had a new Board member and briefly highlighted the results of the February and April Panel B meetings. She noted that City Council approved modifications to the Development Code pertaining to Planned Development Residential (PDR) standards, particularly relating to lot size and open space requirements for subdivisions, which meant there would be new standards that applied to future applications for residential development. She concluded stating that Planning Staff had been busy with longer range projects that had been taken to City Council.

Chair McKay noted a couple of awkward phrases within Paragraphs 12 and 13 of the Chair's scripts that seemed to be misplaced. In the Instructions for Public Testimony, Paragraph 13 stated, "After Staff and Applicant have given their presentation, all members of the public will call..." However, at that point, Staff and the Applicant's presentations had already passed. The statement seemed misplaced and more like a preamble instead of instructions.

Ms. Rybold noted the text was indented differently, so it might have been misplaced when the document was prepared. She said Staff would review it and make refinements before the next meeting.

Chair McKay thanked the Staff for their help as this was his first meeting ~~acting~~ as Chair. He asked Ms. Jacobson and Mr. Pauly to talk with him about details to make the next meeting more polished.

Barbara Jacobson, City Attorney, agreed the section needed to be fixed and invited Chair McKay to call her to walk through any questions or comments he might have.

VIII. Staff Communications

Kimberly Rybold, Senior Planner, stated that even though Planning Staff had shifted to a different work setup, applications were still being accepted and reviewed, and a couple of projects were in various stages of review. She did not know when the next hearings pertaining to those projects would be held, but the Staff was looking forward to those hearings in the next few months.

IX. Adjournment

The meeting adjourned at 7:24 p.m.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING
AUGUST 10, 2020
6:30 PM**

VI. Public Hearing:

- A. Resolution No. 380. Frog Pond Ridge Subdivision: Li Alligood, AICP, Otak – Representative for West Hills Land Development, LLC – Applicant.** The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) for approximately 15.93 acres of property located on the west side of Stafford Road south of SW Frog Pond Lane, and adopting findings and conditions approving a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Plan, Waiver to Minimum Front Setback, and Abbreviated SRIR Review on 16.25 acres for a 71-lot single-family subdivision. The subject site is located on Tax Lots 1500 and 1700, a portion of 1800, and a portion of Stafford Road right-of-way, Section 12D, and a portion of Tax Lot 400, Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files:	DB20-0007	Annexation
	DB20-0008	Zone Map Amendment
	DB20-0009	Stage I Preliminary Plan
	DB20-0010	Stage II Final Plan
	DB20-0011	Site Design Review of Parks and Open Space
	DB20-0012	Tentative Subdivision Plat
	DB20-0013	Type C Tree Plan
	DB20-0014	Waiver – Front Setback
	SI20-0001	Abbreviated SRIR Review

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

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 380**

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF AN ANNEXATION AND ZONE MAP AMENDMENT FROM RURAL RESIDENTIAL FARM FOREST 5-ACRE (RRFF-5) TO RESIDENTIAL NEIGHBORHOOD (RN) FOR APPROXIMATELY 15.93 ACRES OF PROPERTY LOCATED ON THE WEST SIDE OF STAFFORD ROAD SOUTH OF SW FROG POND LANE, AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I PRELIMINARY PLAN, STAGE II FINAL PLAN, SITE DESIGN REVIEW OF PARKS AND OPEN SPACE, TENTATIVE SUBDIVISION PLAT, TYPE C TREE PLAN, WAIVER TO MINIMUM FRONT SETBACK, AND ABBREVIATED SRIR REVIEW ON 16.25 ACRES FOR A 71-LOT SINGLE-FAMILY SUBDIVISION. THE SUBJECT SITE IS LOCATED ON TAX LOTS 1500 AND 1700, A PORTION OF 1800, AND A PORTION OF SW STAFFORD ROAD RIGHT-OF-WAY, SECTION 12D, AND A PORTION OF TAX LOT 400, SECTION 12DD, 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 the staff report on the above-captioned subject dated August 3, 2020, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on August 10, 2020, 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 August 10, 2020, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB20-0007 through DB20-0014, and SI20-0001; Annexation, Zone Map Amendment, Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Removal Plan, Waiver – Front Setback, and Abbreviated SRIR Review.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 10th day of August, 2020, and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Daniel McKay, Chair - Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Frog Pond Ridge 71-Lot Single-Family Subdivision
Development Review Board Panel 'A'
Quasi-Judicial Public Hearing

Hearing Date: August 10, 2020

Date of Report: August 3, 2020

Application Nos.: DB20-0007 Annexation
DB20-0008 Zone Map Amendment
DB20-0009 Stage I Preliminary Plan
DB20-0010 Stage II Final Plan
DB20-0011 Site Design Review of Parks and Open Space
DB20-0012 Tentative Subdivision Plat
DB20-0013 Type C Tree Removal Plan
DB20-0014 Waiver - Front Setback
SI20-0001 Abbreviated SRIR Review

Request/Summary: The requests before the Development Review Board include Annexation, Zone Map Amendment, Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Removal Plan, Waiver - Front Setback, and Abbreviated SRIR Review.

Location: West side of SW Stafford Road, south of SW Frog Pond Lane. The property is specifically known as TLID 1500, 1700, a portion of TLID 1800, and a portion of SW Stafford Road right-of-way, Section 12D, and a portion of TLID 400, Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon

Owners: West Hills Land Development LLC (TLID 1500 and a portion of TLID 1800)
William Ray Morgan and Janice Ellen Morgan Revocable Living Trust (TLID 1700)
West Linn-Wilsonville School District (a portion of TLID 400)

Applicant: West Hills Land Development LLC (Contact: Dan Grimberg)

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

Comprehensive Plan Designation: Residential Neighborhood (RN)

Zone Map Classification (Current): TLID 1500 and 1700 – RRFF-5 (Clackamas County designation – Rural Residential Farm Forest 5-Acre)
 Portion of TLID 1800 – Residential Neighborhood (RN)
 Portion of TLID 400 – Public Facility (PF)

Zone Map Classification (Proposed): RN (TLID 1500 and 1700)

Staff Reviewers: Cindy Luxhoj AICP, Associate Planner
 Khoi Le PE, Development Engineering Manager
 Kerry Rappold, Natural Resources Program Manager

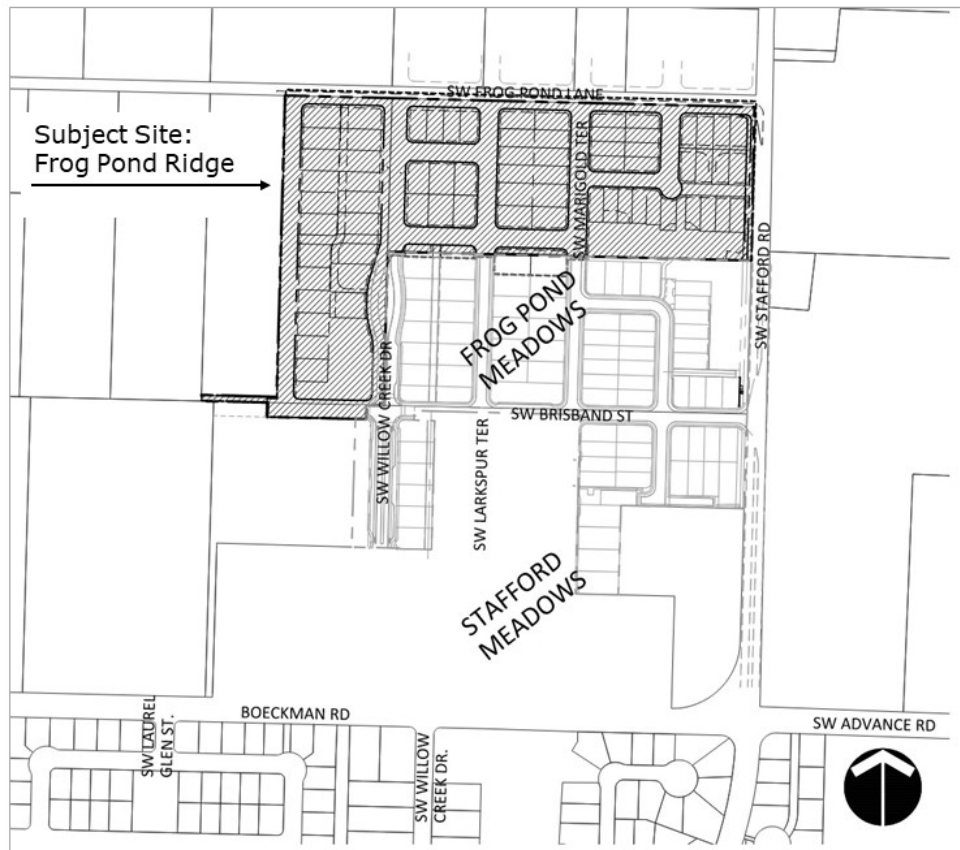
Staff Recommendation: Recommend approval to the City Council of the Annexation and Zone Map Amendment, approve with conditions the Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Plan, Waiver - Front Setback, and Abbreviated 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 subdivision is the fourth development proposal in Frog Pond West, following the 44-lot Stafford Meadows and 74-lot Frog Pond Meadows subdivisions to the south and the 79-lot Morgan Farm subdivision to the west. The subdivision will connect to the previously approved Frog Pond Meadows and Stafford Meadows subdivisions, blending together as one cohesive neighborhood consistent with the Frog Pond West Master Plan.

The proposed development will include 71 single-family residential lots, including 63 detached single-family residential dwellings and 8 attached single-family residential dwellings. The 16.25-acre site consists of 15.93 acres in two entire properties (TLID 1500 and 1700) and 0.32-acre in Tracts J and L of the Frog Pond Meadows subdivision, and a portion of one other property (TLID 1800) that is part of the Frog Pond Meadows subdivision. The current application includes replatting Tracts J and L as part of the Frog Pond Ridge subdivision. The site also includes 0.23 acre of right-of-way (ROW) dedication from the West Linn-Wilsonville School District (a portion of TLID 400) to allow continuation of SW Brisband Street across the northern boundary of its property.

TLID 1500 and 1700 are in unincorporated Clackamas County and zoned Rural Residential Farm Forest 5-Acre (RRFF-5). TLID 1800 and 400 are in the City of Wilsonville and zoned Residential Neighborhood (RN) and Public Facility (PF), respectively. All the properties are within the City's Urban Growth Boundary (UGB) and the Frog Pond West subarea. This application will annex the 15.93 acres in TLID 1500 and 1700 to the City and apply the RN Zone.

Summary:

Annexation (DB20-0007)

Note: Only the 15.93 acres in TLID 1500 and 1700 are subject to this Annexation application.

The approximately 15.93 acres (TLID 1500 and 1700) proposed for annexation are contiguous to land currently in the City, are within the UGB, 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 (DB20-0008)

Note: Only the 15.93 acres in TLID 1500 and 1700 are subject to this Zone Map Amendment application.

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 RN Zone to the 15.93 acres to be annexed consistent with this intention. Tracts J and L of Frog Pond Meadows, which will be replatted, will continue as RN Zone, and the ROW dedication from the School District will continue as PF Zone.

Stage I Preliminary Plan (DB20-0009)

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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 Preliminary Plan area includes portions of medium lot Sub-districts 4 and 5 and small lot Sub-district 6. The following table and discussion summarizes how the proposed residential units in each Sub-district are consistent with the Master Plan recommendations.

The Frog Pond West Master Plan establishes a range of 86 to 107 units for Sub-district 4. Approximately 19.67% of Sub-district 4 is within the project area. To date, no applications have been approved for units within this sub-district, and the current application proposes 21 lots, which is the maximum number allowed based on the percentage of the sub-district within the project area. The configuration of lots as proposed will allow for buildout of this part of the sub-district consistent with the Master Plan recommendations.

The established range for Sub-district 5 is 27 to 33 units. Approximately 39.72% of Sub-district 5 is within the project area and the applicant proposes 12 lots. The previously approved Frog Pond Meadows includes 22 lots within Sub-district 5. The combined total between the two projects is 34 lots, which is one more than the established range maximum. However, configuration of lots between SW Willow Creek Drive and SW Larkspur Terrace to accommodate Street M results in Lots 25-27 being split between Sub-districts 5 and 6. Since fewer than the maximum number of lots is proposed in Sub-district 6 and the combined total of proposed lots in Sub-districts 5 and 6 also is below the maximum, exceeding the established dwelling unit range in Sub-district 5 is acceptable and the proposed configuration of lots will allow for buildout of the sub-district consistent with the Master Plan.

The Frog Pond West Master Plan establishes a range of 74 to 93 units for Sub-district 6. Approximately 48.31% 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% of units as duplexes or attached two-unit homes. For Sub-district 6, the applicant proposes 38 lots, 8 of which are attached two-unit single-family homes. This portion of the sub-district is less than 10 acres, so the 10% minimum does not apply. The previously approved Frog Pond Meadows includes 42 lots within Sub-district 6. The combined total between the two projects is 80 lots, which is within the established range for the sub-district. The configuration of lots will allow for buildout of the sub-district consistent with the Master Plan recommendations.

Stage II Final Plan (DB20-0010)

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

The applicant proposes installing necessary facilities and services concurrent with 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 project design avoids disturbance of these features and resources, including a tree grove of Oregon White Oak and Ponderosa pine along SW Stafford Road in the southeast corner of the project area. The site is generally flat, varying by approximately 6 feet from northwest (238 ft. elevation) to southeast (244 ft. elevation), with a low point created by the Willow Creek drainage west of SW Willow Creek Drive (230 ft. elevation).

Site Design Review (DB20-0011)

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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 streetscape design conforms or will with Conditions of Approval to the street tree and street lighting elements of the Frog Pond West Master Plan. 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 SW Stafford Road frontage and the landscaping and site furnishings in open space tracts.

Tentative Subdivision Plat (DB20-0012)

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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 future development of adjacent neighborhoods and sites.

Type C Tree Removal Plan (DB20-0013)

There are 50 trees on the subject site, which are concentrated in four areas: the School District ROW dedication area at the southwest corner of the project area; on the south side of the SW Frog Pond Lane ROW in the north part of the site; south of the existing house and outbuildings in the center of the site; and in a grove of Oregon white oaks at the southeast corner of the site along SW Stafford Road (Tract E).

Of the 50 trees on site, 21 will be retained and protected. Twenty (20) of the trees are part of the oak grove located within Tract E. The other protected tree is an Oregon white oak located within the SW Willow Creek Drive median. Eleven (11) additional trees located on adjacent property will require protection to ensure off-site tree health. Twenty-nine (29) of the trees on site will be removed.

Proposed planting of 107 street trees and 104 trees in landscape Tracts A - E (Sheets 2.00-2.40, Exhibit B3) substantially mitigates for the proposed tree removal.

Waiver - Front Setback (DB20-0014)

Increased ROW is needed to accommodate preservation of the Oregon white oak within the median in SW Willow Creek Drive. In response, the applicant proposes waivers to the minimum front yard setback for Lots 19-21, reducing the setback from 15 feet to 12 feet.

Abbreviated SRIR Review (SI20-0001)

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

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

- 1) SW Brisband Street Crossing with an 18-inch culvert.

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:

- SW Boeckman Road/ SW Parkway Avenue
- SW Boeckman Road/ SW Canyon Creek Road
- SW Boeckman Road/ SW Advance Road/ SW Stafford Road/ SW Wilsonville Road
- SW Wilsonville Road/ SW Town Center Loop West
- SW Wilsonville Road/ SW 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 SW Boeckman Road and SW 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 adopted Fiscal Year 2020-21 budget, with an estimated date of completion in FY 2021-22. 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 of occupancy of the development. 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:

No public comments were received during the comment period.

Discussion Points:

Consistency with Statewide Planning Goals

The Statewide Planning Goals provide direction to local jurisdictions regarding the State’s policies on land use. It is assumed the City’s adopted Comprehensive Plan, which includes the adopted Frog Pond Area Plan and Frog Pond West Master Plan, is in compliance with the Statewide Planning Goals (specifically Goal 2, Land Use Planning), and that compliance with the Comprehensive Plan also demonstrates compliance with the Statewide Planning Goals. At the time of its adoption, the Frog Pond West Master Plan was found to be in compliance with all applicable Statewide Planning Goals, including Goals 1, 2, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14. Statewide Planning Goals particularly relevant to the Frog Pond Ridge application include Goals 10, 12, and 14.

Goal 10, Housing, identifies a need for “needed housing”, which is defined for cities having populations larger than 2,500, as attached and detached single-family housing, multiple-family housing, and manufactured homes. Annexation of the subject site into the Wilsonville City limits will provide attached and detached single-family housing, which is defined as “needed housing” in the City’s 2014 Residential Land Study.

Goal 12, Transportation, identifies the importance of a safe, convenient, and economic transportation system, and requires local jurisdictions to adopt a TSP. The proposed annexation area will comply with Wilsonville’s TSP, which has been updated to include the Frog Pond West area. Annexation of the subject site will allow for its development, including new street connections included in the TSP.

Goal 14, Urbanization, identifies the need for orderly and efficient growth, the need to accommodate housing and employment within the UGB, and the importance of livable communities. The Frog Pond West Master Plan area was added to the UGB to accommodate residential growth. The Master Plan complied with Goal 14 and Metro Title 11, Planning for New Urban Areas, and guides the orderly annexation of the subject site, which is located in the Frog Pond West Master Plan area, development of a livable community, and provision of additional housing within the UGB.

As demonstrated above, the proposed projects are consistent with the Comprehensive Plan and Frog Pond West Master Plan, which have been found to be consistent with Statewide Planning Goals.

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 prioritize street tree and street lighting placement with appropriate spacing from utility laterals and water meters, then places stormwater facilities where space remains available and placement is desirable.

SW Stafford Road Improvements

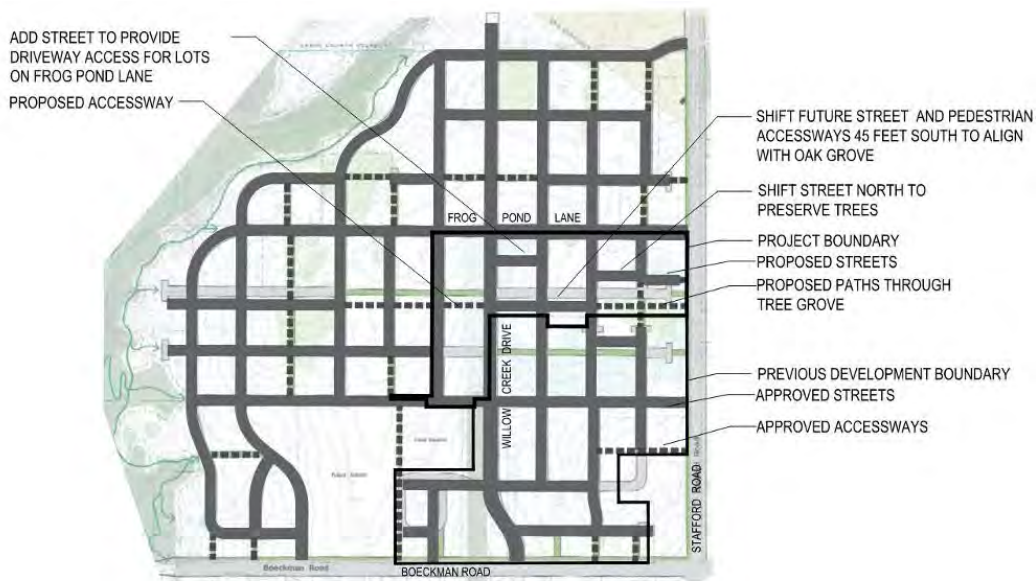
The City is responsible for reconstruction/improvements to SW Stafford Road per the Frog Pond West Master Plan. The City will undertake this construction following issuance of an appropriate number of home building permits and deposit of sufficient funding into the Infrastructure Supplemental Fee account.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

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 provided 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 that results in a modified grid configuration of streets. As shown in the illustration below, the applicant proposes to eliminate an east-west street and shift the east-west pedestrian connection slightly to the south between Street I and SW Willow Creek Drive, creating one longer block between SW Brisband Street and SW Frog Pond Lane. Between SW Willowcreek Drive and SW

Larkspur Terrace, Street M is added to provide driveway access for Lots 28-31 backing to SW Frog Pond Lane, and Street K is shifted 45 feet south to align with the tree grove and provide a continuous east-west pedestrian connection between SW Stafford Road and Street I. Street L, between SW Marigold Terrace and Street H, as well as Tract G, an access easement between SW Marigold Terrace and SW Stafford Road, are shifted north to preserve trees in the grove while providing adequate development area to meet required depth dimensions for Lots 60-69. The proposed variations provide substantially equivalent connectivity to the public, as required for a variation.



PROPOSED CIRCULATION AND CONNECTIVITY PLAN

Street Length and Connectivity

The proposed modified grid pattern, as described above, provides an efficient street connection to SW Stafford Road with interior streets providing 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 SW Stafford Road than would otherwise be the case if the Street Demonstration Plan were adhered to.

SW Willow Creek Drive, Streets K and L, and SW Brisband Street – Cross Section Modifications

The required street improvements are consistent with the cross sections shown in the Frog Pond West Master Plan with the following exceptions that have been reviewed and approved by the City Engineer (see Exhibits C1 and C2):

- SW Willow Creek Drive between SW Brisband Street and Street K: The City Engineer approved a revised cross-section for SW Willow Creek Drive as part of the Frog Pond Meadows application that will be mirrored on the western side of the street in the Frog Pond Ridge subdivision. This allows for the preservation of a 34-inch Oregon White Oak tree while minimizing impacts to its 22-foot root protection zone.
- Street K between SW Willow Creek Drive and SW Larkspur Terrace: The applicant proposes a slight narrowing of Street K to allow the stormwater facility in Tract C to expand slightly. In addition, it allows the southern sidewalk to better align with the multiuse path within Tract A to the west (see Sheets P2.00 and P2.10 for details).
- Street L between SW Marigold Terrace and Street H: The applicant proposes a modified cross-section for Street L to preserve trees in Tract E while providing adequate development area within lots backing to the open space.

The applicant also proposes a revision of the SW Brisband Street right-of-way improvements to minimize impacts to the SROZ. This revision proposes reducing the right-of-way width by utilizing curb tight sidewalk (eliminating planter strips) and incorporating retaining walls at the SW Brisband Street crossing. (See Sheets P2.00 and P5.00 and Request I.)

Local Improvement District Waiver of Remonstrance

Subsection 4.177 (.02) C. 2. of the Development Code requires that a waiver of remonstrance against formation of a local improvement district (LID) be recorded in the County Recorder's Office as well as the City's Lien Docket as a part of recordation of a final plat (see Request D, Finding D42, and Condition of Approval PDD 8). The applicant requested that the template of the Development and Annexation Agreement be revised to provide for release of the restrictive covenant waiving right of remonstrance in light of the developer's obligation to pay an Infrastructure Supplemental Fee and Boeckman Bridge Fee in accordance with the agreement. The revised language will condition release of the LID Waiver for a specific parcel within the Frog Pond Ridge development upon official recording of the release of the waiver only after payment of these fees, and will require the developer to pay all costs and fees associated with the City's release of the waiver. The City Council will consider this revision of the template at their September 10, 2020 meeting, prior to the public hearing considering the Frog Pond Ridge annexation and zone map amendment (Requests A and B of the current application before the DRB).

Waiver - Front Setback on Lots 19-21

To accommodate preservation of the 34-inch Oregon White Oak in the ROW for SW Willow Creek Drive and the associated cross-section modification, the applicant proposes a waiver to the minimum front yard setback requirements of Lots 19-21 adjacent to the tree on the west side of the street. The waiver to reduce the front yard setback from 15 feet to 12 feet for these lots is to account for the reduction in lot depth needed to accommodate the sizable median around the tree.

Tree Removal and Preservation

There are 29 trees on the project site proposed to be removed in three areas: the School District ROW dedication area at the southwest corner of the project area; on the south side of the SW Frog Pond Lane right-of-way in the north part of the site; and south of the existing house and outbuildings in the center of the site. A grove of 20 mature trees, including Oregon White Oak, Ponderosa pine, and Douglas fir, at the southeast corner of the site along SW Stafford Road will be protected and preserved. In addition, one Oregon White Oak will be preserved in the median of SW Willow Creek Drive, and 11 trees will be protected on adjacent property that is an extension of the grove. The proposed planting of 107 street trees and 104 trees in landscape Tracts A - E (Sheets 2.00-2.40, Exhibit B3) substantially mitigates for the proposed tree removal. Replacement trees will serve to soften the urban environment, contribute to stormwater management, and provide shade and protection for pedestrians.

Conclusion and Conditions of Approval:

Staff has reviewed the applicant's analysis of compliance with the applicable criteria. The Staff Report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, staff recommends that the Development Review Board recommend approval to City Council or approve, as relevant, the proposed application (DB20-0007 through DB20-0014, SI20-0001) with the following conditions:

Planning Division Conditions:

Request A: DB20-0007 Annexation

This action recommends to the City Council approval of Annexation for the subject properties. The Zone Map Amendment (DB20-0008) and all approvals contingent on it are contingent on annexation.

PDA 1. Prior to issuance of any Public Works permits by the City within the annexation area: 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 into the Development and Annexation Agreement prior to issuance of any public works permits by the City within the annexation area.

Request B: DB20-0008 Zone Map Amendment

This action recommends to the City Council adoption of the Zone Map Amendment for the subject properties. This action is contingent upon annexation of the subject properties to the City of Wilsonville (DB20-0007). Case files DB20-0009, DB20-0010, DB20-0011, DB20-0012, DB20-0013, DB20-0014, and SI20-0001 are contingent on City Council action on the Zone Map Amendment request.

No conditions for this request.

Request C: DB20-0009 Stage I Preliminary Plan

Approval of DB20-0009 (Stage I Preliminary Plan) is contingent on City Council approval of the Zone Map Amendment request (DB20-0008).
No conditions for this request

Request D: DB20-0010 Stage II Final Plan

Approval of DB20-0010 (Stage II Final Plan) is contingent on City Council approval of the Zone Map Amendment request (DB20-0008).
PDD 1. <u>General:</u> The approved Stage II Final Plan (Final Plan) shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. The Planning Director through the Class I Administrative Review Process may approve minor changes to the Final Plan if such changes are consistent with the purposes and general character of the Final Plan. All other modifications shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. See Finding D7.
PDD 2. <u>Prior to Final Plat Approval:</u> The applicant shall provide a two-foot landscape and non-vehicular access easement between Private Alley Q and the rear of Lots 5-12, to be maintained by the homeowners association. See Finding D17.
PDD 3. <u>Prior to Final Plat Approval:</u> 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 4. <u>General:</u> 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 5. <u>General:</u> 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 6. <u>Prior to Building Permit issuance:</u> Buildings proposed on Lots 28-31, which have frontage on both SW Frog Pond Lane and Street M, will meet the required front yard setback on both street frontages. See Finding D30.
PDD 7. <u>Prior to Final Plat Approval:</u> A tree protection easement will be provided at the back on Lots 63, 64, and 67-69 to protect the root zone of trees in Tract G. In addition, branch and root pruning that may be needed of Trees 55832 and 55850, which have long errant branches and limbs that extend into lots and building footprints of Lots 63, 67, and 68 that abut the RPZs of these trees, shall be supervised and conducted by an ISA Certified Arborist. See Finding D32.
PDD 8. <u>Prior to Final Plat Approval:</u> 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. In light of the developer's obligation to pay an Infrastructure Supplemental Fee and Boeckman Bridge Fee in accordance with the Development and Annexation Agreement, and contingent upon City Council approval of a revision to the template of the

<p>agreement to such effect to be considered at their meeting on September 10, 2020, the LID Waiver for a specific parcel within the Frog Pond Ridge development shall be released upon official recording of the release of the waiver only after payment of the Infrastructure Supplemental Fee and Boeckman Bridge Fee. Further, the developer shall pay all costs and fees associated with the City's release of the LID Waiver. See Finding D42.</p>
<p>PDD 9. <u>General:</u> The design of the private access drive in Tract G shall provide for a useful lifespan and structural maintenance schedule comparable to a public local residential street. See Finding D52.</p>
<p>PDD 10. <u>General:</u> All travel lanes shall be constructed to be capable of carrying a twenty-three (23) ton load. See Finding D54.</p>

Request E: DB20-0011 Site Design Review of Parks and Open Space

<p>Approval of DB20-0011 (Site Design Review of Parks and Open Space) is contingent on City Council approval of the Zone Map Amendment request (DB20-0008).</p>
<p>PDE 1. <u>General:</u> 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.</p>
<p>PDE 2. <u>Prior to Final Plat Approval:</u> All landscaping and site furnishings required and approved by the Development Review Board for common tracts shall be installed prior to Final Plat Approval 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 Final Plat Approval. "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 installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the DRB, 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 E13.</p>
<p>PDE 3. <u>Prior to Final Plat Approval:</u> All street trees and other right-of-way landscaping shall be installed prior to Final Plat Approval except as otherwise provided in a signed agreement between the developer and the City. See Finding E13.</p>
<p>PDE 4. <u>Ongoing:</u> 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 E14.</p>

PDE 5.	<u>Ongoing:</u> All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the DRB, unless altered as allowed by Wilsonville's Development Code. See Findings E15 and E16.
PDE 6.	<u>General:</u> The following requirements for planting of shrubs and ground cover shall be met: <ul style="list-style-type: none"> • Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch. • Native topsoil shall be preserved and reused to the extent feasible. • Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings. • 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-inch to 12-inch 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-inch pot spaced 2 feet on center minimum, 2-1/4-inch 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 E20.
PDE 7.	<u>General:</u> All trees shall be balled and burlapped and conform in size and grade to "American Standards for Nursery Stock" current edition. See Finding E20.
PDE 8.	<u>Ongoing:</u> Plant materials shall be installed to current industry standards and be properly staked to ensure survival. Plants that die shall be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. See Finding E21.
PDE 9.	<u>Prior to issuance of any Public Works permits:</u> The application shall provide street lighting at the key intersection of SW Frog Pond Lane and SW Stafford Road that is more brightly-lit than local streets to act as a wayfinding "beacon" for all travelers. See Finding E24.
PDE 10.	<u>Prior to issuance of any Public Works permits:</u> The applicant shall study if additional pedestrian-scale lighting consistent with the City's Public Works Standards and the Frog Pond West Master Plan is warranted along the pathway in Tract E and install any warranted lighting in compliance with these standards. See Finding E26.

PDE 11.	<u>Prior to issuance of any Public Works permits:</u> The applicant shall select a street tree for SW Frog Pond Lane from the list of approved species for Primary Street Trees on page 81 of the Frog Pond West Master Plan. See Finding E27.
PDE 12.	<u>Prior to issuance of any Public Works permits:</u> The applicant shall select a street tree for Streets I and K from the list of approved species for Neighborhood Street Trees on page 82 of the Frog Pond West Master Plan. See Finding E28.
PDE 13.	<u>Prior to issuance of any Public Works permits:</u> The applicant shall select a tree for the pedestrian connection in Tract A from the list of approved species for Pedestrian Connection Trees on page 83 of the Frog Pond West Master Plan. See Finding E29.
PDE 14.	<u>Prior to Final Plat Approval:</u> 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 Frog Pond Meadows, Stafford Meadows and Morgan Farm subdivisions. The developers will buy the signs from the City. See Finding E31.

Request F: DB20-0012 Tentative Subdivision Plat

Approval of DB20-0012 (Tentative Subdivision Plat) is contingent on City Council approval of the Zone Map Amendment request (DB20-0008).	
PDF 1.	<u>Prior to Final Plat Approval:</u> Any necessary easements or dedications shall be identified on the Final Subdivision Plat.
PDF 2.	<u>Prior to Final Plat Approval:</u> 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.	<u>Prior to Final Plat Approval:</u> 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 F13.
PDF 4.	<u>Prior to/concurrent with Recording of Final Plat:</u> The applicant/owner shall dedicate 12 feet of additional right-of-way on SW Stafford Road and 21.5 feet of additional right-of-way on SW Frog Pond Lane for planned improvements. See Finding F14.
PDF 5.	<u>Prior to Final Plat Approval:</u> 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 6.	<u>Prior to Final Plat Approval:</u> 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. See Finding F17.

Request G: DB20-0013 Type C Tree Plan

Approval of DB20-0013 (Type C Tree Plan) is contingent on City Council approval of the Zone Map Amendment request (DB20-0008).	
PDG 1.	General: This approval for removal applies only to the 29 trees identified in the applicant's submitted Tree Maintenance and Protection Plan, see Exhibit B3. All other trees on the property shall be maintained unless removal is approved through separate application.
PDG 2.	Prior to Grading Permit Issuance: 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 G19.
PDG 3.	Prior to Commencing Site Grading: The 34-inch Oregon white oak to be preserved in the SW 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. See Finding G5.
PDG 4.	Prior to Final Plat Approval: The applicant/owner shall install the required 107 mitigation street trees, as shown in the applicant's sheets L2.00 through L2.40 per Section 4.620 WC unless other timing is established in a signed agreement between the developer and the City. See Finding G21.
PDG 5.	General: The permit grantee or the grantee's successors-in-interest shall cause the replacement trees to be staked, fertilized and mulched, and shall guarantee the trees for two (2) years after the planting date. A "guaranteed" tree that dies or becomes diseased during the two (2) years after planting shall be replaced.
PDG 6.	Prior to Commencing Site Grading: The applicant/owner shall install 6-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 G25.

Request H: DB20-0014 Waiver – Front Setback

Approval of DB20-0014 (Waiver – Minimum Front Yard Setback) is contingent on City Council approval of the Zone Map Amendment request (DB20-0008).	
No conditions for this request.	

Request I: SI20-0001 Abbreviated SRIR Review

Approval of SI20-0001 (Abbreviated SRIR Review) is contingent on City Council approval of the Zone Map Amendment request (DB20-0008).

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: DB20-0010 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.	<p>The Streets shall be primarily constructed per the street type and cross section as shown in the Frog Pond West Master Plan.</p> <p>The cross-section for SW 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.</p> <p>Three waivers have been granted to modify the street cross-sections. The first waiver is for the cross-section of SW Willow Creek Drive between SW Brisband Street and Street K to allow for preservation of a 34" Oregon White Oak tree within a widened median and to allow a western partial street improvement. The second waiver is for the cross section of Street K between SW Larkspur Terrace and SW Willow Creek Drive to allow the stormwater facility in Tract C to expand slightly. The last waiver is for the cross section of Street L between SW Marigold Terrace and Street H to preserve trees in Tract E.</p>
PFD 3.	Three-quarters of the intersection of SW Brisband Street and SW Willow Creek Drive has been constructed as a concrete, raised platform intersection with 4-way stop as

	a part of the Frog Pond Meadows development. The last quarter of the intersection shall be constructed as a part of Frog Pond Ridge development.
PFD 4.	<p>The applicant shall install LED street lighting in compliance with the Public Works Standards and the Frog Pond West Master Plan, matching the lighting installed with the Stafford Meadows and Frog Pond Meadows projects.</p> <p>The City has recently adopted a new streetlight policy where all new streetlights shall be under PGE Option B LED Schedule (City Owned – PGE Maintained). All lighting fixtures, conduits, junction boxes and other lighting components must comply with PGE Option B LED construction and maintenance requirements. Streetlights in Frog Pond Ridge shall be under the PGE Option B LED Schedule.</p> <p>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.</p>
PFD 5.	Lots 13 through 20 (as shown on the Preliminary Plat dated 7/2/2020) shall also have street addresses posted on the alley side of the buildings.
PFD 6.	Stormwater LID facilities may be located in the public right-of-way, however the applicant shall work with City staff on the location and extent of these facilities, as well as the location of streetlights when adjacent to a stormwater facility, and the location of street trees adjacent to a stormwater facility.
PFD 7.	For the stormwater facilities on Tracts B, C, E, 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 8.	The stormwater conveyance system, including facilities located on Tracts B, C, E and G, shall be sized appropriately to accommodate runoff from the undeveloped land north of the proposed project. An oversized stormwater drainage main larger than 12 inches is eligible for System Development Charge (SDC) Credits. When eligible, SDC Credits will be issued in accordance with City Code Section 11.100.
PFD 9.	A final stormwater report shall be submitted for review and approval. The stormwater report shall include information and calculations to demonstrate how the proposed development meets the treatment and flow control requirements. The stormwater report shall also include conveyance calculations to demonstrate how the proposed development can adequately collect and convey run-off generated by the development and the undeveloped land to the north in accordance with the Public Works Standards.
PFD 10.	The sanitary sewer main within SW Willow Creek Drive shall be constructed as a 10” line per the Frog Pond West Master Plan and with minimum slopes to maintain maximum depths to allow greater service to undeveloped land north of the proposed project. An oversized main larger than 8 inches is eligible for System Development Charge (SDC) Credits. When eligible, SDC Credits will be issued in accordance with City Code Section 11.100.

PFD 11.	The water main within SW Willow Creek Drive shall be constructed as a 10" line minimum per the Frog Pond West Master Plan to allow greater service to undeveloped land north of the proposed project. The final size of the water main shall be determined prior to issuance of a Public Works Permit . An oversized main larger than 8 inches is eligible for System Development Charge (SDC) Credits. When eligible, SDC Credits will be issued in accordance with City Code Section 11.100.
PFD 12.	Sanitary, stormwater and water public utility systems shall be extended to the northerly limits of the site at SW Willow Creek Drive, SW Larkspur Terrace, SW Marigold Terrace and Street H.
PFD 13.	The applicant shall provide sufficient mail box units for this proposed development; and shall construct the mail kiosk at a location(s) coordinated with City staff and the Wilsonville U.S. Postmaster.
PFD 14.	At the time of plan submittal for a Public Works Permit , the applicant shall provide to the City a copy of correspondence showing that the plans have also been distributed to the franchise utilities. Prior to issuance of a Public Works Permit , the applicant shall have coordinated the proposed locations and associated infrastructure design for the franchise utilities. Should permanent/construction easements or right-of-way be required to construct the public improvements or to relocate a franchised utility, the applicant shall provide a copy of the recorded documents. Should the construction of public improvements impact existing utilities within the general area, the applicant shall obtain written approval from the appropriate utility prior to commencing any construction .
PFD 15.	In Tract H, within the 10-foot public utility easement, 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. Applicant shall also coordinate with private utilities and install all conduit and vaults needed with the future reconstruction of SW Stafford Road. 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 Frog Pond Meadows development.
PFD 16.	Existing overhead utilities along the proposed development's frontage on SW Frog Pond Lane shall be placed underground.
PFD 17.	Structural retaining wall calculations shall be submitted to City for review and approval.
PFD 18.	Prior to commencing of site improvements , the applicant shall obtain a 1200 C Permit from DEQ and a Local Erosion Control Permit from Wilsonville. All erosion control measures shall be in place prior to starting any construction work. Permits shall remain active until all construction work is completed and the site has been stabilized. Permits will be closed out when home construction is completed and the final certificate of occupancy has been issued.
PFD 19.	Prior to Final Plat Approval , all public infrastructure improvements including but not limited to street, stormwater drainage, water quality and flow control, sanitary sewer, and water facilities shall be constructed and completed. The Applicant shall

	obtain conditional acceptance from the City, and provide a two-year maintenance assurance for said improvements. When public infrastructure improvements are substantially complete, incomplete improvements may be assured and the Final Plat may be recorded with approval from the Community Development Director.
PFD 20.	Prior to Final Plat Approval , the applicant/owner shall submit for review and approval by the City Attorney CC&R's, bylaws, etc. related to the maintenance responsibility for all stormwater LID facilities, retaining walls associated with the facilities, and private alleys and streets.
PFD 21.	Prior to Final Plat Approval , a stormwater maintenance agreement for all the stormwater LID facilities located in the public right-of-way and publicly owned tracts shall be in place.
PFD 22.	Prior to Final Plat Approval , a stormwater maintenance and access easement for all the stormwater LID facilities located on privately owned lots shall be in place.

Request F: DB20-0012 Tentative Subdivision Plan

PFF 1.	In the Frog Pond West Master Plan SW Stafford Road is shown with an 84-foot right-of-way. Presently the SW 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 the SW Stafford Road frontage to provide for a total 84-foot right-of-way width.
PFF 2.	Lots 13 through 20 (as shown on the Preliminary Plat dated 7/2/2020) shall not be allowed to take vehicle access from SW Willow Creek Drive.

Natural Resources Division Conditions:

All Requests

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

Building Division Conditions:

All Requests

BD1.	<p>Prior to construction of the subdivisions' residential homes, designated through approved planning procedures, the following conditions must be met and approved through the Building Official:</p> <ol style="list-style-type: none"> a. Street signs shall be installed at each street intersection and approved per the public 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).
BD2.	New and existing buildings shall have approved address numbers. Building numbers or approved building identification shall be placed in a position that is plainly legible and visible from the street or road fronting the property, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1) Provide a physical address on the new home, as well as near the intersection of the private drive and public road visible from both approaches of Private Alley Q and Private Alley S.

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 DB20-0007 through DB20-0014, and SI20-0001. The exhibit list below reflects the electronic record posted on the City’s website and retained as part of the City’s permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City’s website and retained as part of the City’s permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

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

Materials from Applicant

- B1. Land Use Application Forms**
- B2. Applicant’s Narrative and Materials – Available Under Separate Cover**
 - Narrative
 - Appendix A Annexation Petitions and Certifications
 - Appendix B Stormwater Preliminary Drainage Report; Infiltration Testing Memo Dated May 15, 2020; Updated Memo Dated June 29, 2020
 - Appendix C Traffic Impact Study
 - Appendix D Wetland Delineation Report
 - Appendix E SRIR Report
 - Appendix F Tree Plan
 - Appendix G Geotechnical Reports
 - Appendix H Stafford Meadows PUD Recorded CC&Rs and Bylaws
 - Appendix I Example Building Elevations
 - Appendix J Republic Services Letter

B3. Drawings and Plans – Available Under Separate Cover

- P0.00 Cover Sheet
- P1.00 Existing Conditions – Aerial Photo
- P1.10 Existing Conditions – Survey Mapping
- P2.00 Preliminary Site Plan
- P2.10 Preliminary Street Cross Sections
- P2.11 Preliminary Street Cross Sections
- P3.00 Preliminary Plat
- P4.00 Preliminary Utility Plan
- P5.00 Preliminary Grading Plan
- P6.00 Annexation Plan
- P7.00 Zoning Map
- P8.00 Proposed Circulation and Connectivity
- P8.10 Open Space in Sub-district 6
- P9.00 Preliminary Phasing Plan
- L1.00 Tree Removal and Protection Plan
- L1.10 Existing Tree Data
- L2.00 Street Tree Planting Plan
- L2.10 Buffer and Tract B Planting and Notes
- L2.20 Landscape Tract Planting Plan
- L2.30 Landscape Tract Planting Plan
- L2.40 LIDA and Rain Garden Plans
- L3.00 Landscape Wall Details
- L3.10 Landscape Column Details
- L3.20 Planting Details

B4. Response to Frog Pond Ridge Subdivision Incompleteness Items Dated May 15, 2020

Development Review Team Correspondence

- C1.** Public Works & Other Engineering Requirements
- C2.** Engineering Memo Dated July 27, 2020, Regarding Requested Change to Street Cross-Sections
- C3.** Natural Resources Findings & Requirements

Other Correspondence

None Received

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application on January 10, 2020, with additional materials submitted on January 21, 22, and 27, 2020. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on February 12, 2020. The applicant

submitted additional material on May 15, 2020. Planning Staff deemed the application complete on June 12, 2020. The City must render a final decision for the request, including any appeals, by October 10, 2020.

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North	RRFF-5	Rural Residential/Agriculture
East	EFU	SW Stafford Road, Rural Residential/Agriculture
South	RN and PF	Single-family Residential (Frog Pond Meadows, under construction) Rural Residential/Agriculture (School District property)
West	RRFF-5	Rural Residential/Agriculture

3. Previous City Planning Approvals: None

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

Findings:

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

General Information

Application Procedures-In General
Section 4.008

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

Initiating Application
Section 4.009

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

Pre-Application Conference
Subsection 4.010 (.02)

Following a request from the applicant, the City held a pre-application conference for the proposal on November 14, 2019 (PA19-0021), 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: DB20-0007 Annexation

Note: Only the 15.93 acres in TLID 1500 and 1700 are subject to this application.

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 Land Development LLC and the City will enter into a Development and Annexation Agreement detailing provision and development of public services as required by Conditions of Approval.

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

- A2.** Metro brought the subject area into the Urban Growth Boundary (UGB) 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 Ridge 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, and a narrative describing conformance with applicable criteria. City Council, upon recommendation from the DRB, 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, Conditions of Approval require the necessary parties enter into a Development and Annexation 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 the subject property is within the UGB and 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 the 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 of which have been found to meet the Statewide Planning Goals.

Request B: DB20-0008 Zone Map Amendment

Note: Only the 15.93 acres in TLID 1500 and 1700 are subject to this application.

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

Comprehensive Plan

"Residential Neighborhood" on Comprehensive Plan Map, Purpose of "Residential Neighborhood" Designation
Implementation Measure 4.1.7.a.

B1. The subject area has a Comprehensive Plan Map Designation of "Residential Neighborhood". The designation enables development of the site consistent with the purpose of this designation as set forth in the legislatively adopted Frog Pond West Master Plan, resulting in an attractive, cohesive and connected residential neighborhood with high quality architecture and community design, transportation choices, and preserved and enhanced natural resources.

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

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

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

B3. The proposed RN zoning allows the use of planned developments consistent with the legislatively adopted Frog Pond West Master Plan, enabling development of safe, convenient, healthful, and attractive places to live.

Residential Density
Implementation Measure 4.1.4.u.

B4. The subject area will be zoned RN allowing application of the adopted residential densities of the Frog Pond West Master Plan. The sub-districts established in the Frog Pond West

Master Plan govern the allowed residential densities. See also Request C, Stage I Preliminary Plan.

Development Code

Zoning Consistent with Comprehensive Plan
Section 4.029

- B5.** The applicant requests a zone change concurrently with a Stage I Preliminary Plan, Stage II Final Plan, and other related development approvals. The proposed zoning designation of RN is consistent with the Comprehensive Plan “Residential Neighborhood” designation. See also Finding B2 above.

Base Zones
Subsection 4.110 (.01)

- B6.** The requested zoning designation of RN is among the base zones identified in this subsection.

Residential Neighborhood (RN) Zone

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

- B7.** The request to apply the RN Zone on lands designated “Residential Neighborhood” on the Comprehensive Plan Map 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)

- B8.** 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)

- B9.** The proposed single-family use, number of units, preservation of open space, and general block and street layout are generally 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 4 and 5 and small lot Sub-district 6. A full discussion of compliance with the sub-districts and residential density is included under Request C, Stage I Preliminary Plan.

Request C: DB20-0009 Stage I Preliminary Plan

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat (Sheet P3.00) is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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

Comprehensive Plan

City Supports 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, Frog Pond Area Plan, and 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 supporting its development for residential dwellings so 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.f.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 UGB.

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 Preliminary 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 identify 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 to provide a housing product attractive to existing residents of the City as a whole, including current homeowners and current renters looking to purchase in a 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 Preliminary 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 about conformance with residential density requirements.

Planned Development Regulations

Planned Development Lot Qualifications

Subsection 4.140 (.02)

C12. The planned 71-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 16.25 acres and is suitable for planning and development. The property is not currently nor is it proposed to be zoned “PD” (Planned Development). Concurrently with the request for a Stage I Preliminary 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 Preliminary Plan has been scheduled for a public hearing before the DRB in accordance with this subsection and the applicant has met all the applicable submission requirements as follows:

- The property affected by the Stage I Preliminary Plan is under an application by the property owners.
- The applicant submitted a Stage I Preliminary 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 Stage I Preliminary Plan and their locations.
- The applicant provided 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 up to three phases of development dependent on roadway and utility access as shown in Exhibit B3.
- 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 and surrounding areas. The 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, which are allowed uses in the RN Zone.

Residential Neighborhood Sub-districts
Subsection 4.127 (.05)

C18. The proposed Stage I Preliminary Plan area includes portions of medium lot Sub-districts 4 and 5, and small lot Sub-district 6. See also table in Finding B9.

Minimum and Maximum Residential Units
Subsection 4.127 (.06)

C19. The proposed single-family use, number of units, preservation of open space, and general block and street layout are generally 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 4 and 5 and small lot Sub-district 6. The following table summarizes how the proposed residential units in each Sub-district are consistent with the Master Plan recommendations.

Frog Pond West Master Plan establishes a range of 86 to 107 units for Sub-district 4. Approximately 19.67% of Sub-district 4 is within the project area. To date, no applications have been approved for units within this sub-district, and the current application proposes 21 lots, which is the maximum number allowed based on the percentage of the sub-district within the project area. The configuration of lots as proposed will allow for buildout of this part of the sub-district consistent with the Master Plan recommendations.

Subdistrict and Land Use Designation	Gross Site Area (ac)	Percent of Sub-district	Established DU range for Sub-district	DU Range for Site	Proposed DU	Total DU within Sub-district - Approved and Proposed
4 - R-7	5.93	19.67	86-107	17-21	21	0 Approved 21 Proposed 21 Total
5 - R-7	3.22	39.72 ¹	27-33	11-13	12	22 Approved ² 12 Proposed 34 Total
6 - R-5	7.10	48.31	74-93	36-45	38	42 Approved ² 38 Proposed 80 Total
Total	16.25			64-79	71	
¹ Including Lots 70 and 71 in Frog Pond Meadows						
² Previously approved in Frog Pond Meadows						

The established range for Sub-district 5 is 27 to 33 units. Approximately 39.72% of Sub-district 5 is within the project area and the applicant proposes 12 lots. The previously approved Frog Pond Meadows includes 22 lots within Sub-district 5. The combined total between the two projects is 34 lots, which is one more than the established range maximum. However, configuration of lots between SW Willow Creek Drive and SW Larkspur Terrace to accommodate Street M results in Lots 25-27 being split between Sub-districts 5 and 6. Since fewer than the maximum lots is proposed in Sub-district 6 and the combined total of proposed lots in Sub-districts 5 and 6 also is below the maximum, exceeding the established dwelling unit range in Sub-district 5 is acceptable and the proposed configuration of lots will allow for buildout of the sub-district consistent with the Master Plan recommendations.

The Frog Pond West Master Plan establishes a range of 74 to 93 units for Sub-district 6. Approximately 48.31% 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% of units as duplexes or attached two-unit homes. For Sub-district 6, the applicant proposes 38 lots, 8 of which are attached two-unit single-family homes (duplexes). This portion of the sub-district is less than 10 acres, so the 10% minimum does not apply. The previously approved Frog Pond Meadows includes 42 lots within Sub-district 6. The combined total between the two projects is 80 lots, which is within the established range for the sub-district. The configuration of lots 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 Preliminary Plan area includes residential land designated R-5 in Sub-district 6 in the Frog Pond West Master Plan, thus the code requires 10% 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% is to be usable open space. Open space is provided in accordance with this criterion, as noted in Finding D14.

Request D: DB20-0010 Stage II Final Plan

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat (Sheet P3.00) is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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

Planned Development Regulations

Planned Developments Lot Qualification
Subsection 4.140 (.02)

D1. The planned 71-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 16.25 acres and is suitable for planning and development. The property is not currently nor is it proposed to be zoned “PD” (Planned Development). Concurrently with the request for a Stage I Preliminary Plan, the applicant proposes to rezone the property to RN (Residential Neighborhood). Pursuant to the Frog Pond West Master Plan development in the RN Zone follows the same planned development procedure as PDR zones.

Ownership Requirements
Subsection 4.140 (.03)

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

Professional Design Team
Subsection 4.140 (.04)

D3. Li Alligood of OTAK, 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 Preliminary 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 adopted Fiscal Year 2020-21 budget, with an estimated date of completion in FY 2021-22. 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 of occupancy of the development. 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.** Conditions of Approval ensure 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 (.13)

- D8.** No parties have presented evidence nor has staff discovered evidence that provisions of this section are such 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 has submitted a SRIR for exempt development that is located within the SROZ and its associated 25-foot Impact Area (see Request I). Outside the SROZ, the developer will minimize grading to only what is required to install site improvements and build homes. The applicant has designed, and will construct, water, sewer, and stormwater 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:

Standard	R-7 Medium Lot Sub-districts 4 and 5		R-5 Small Lot Sub-district 6		Compliance Notes
	Required	Proposed	Required	Proposed	
Min. Lot Size (Detached Single-family)	6,000 sf	6,000-8,795 sf	4,000 sf	4,000-5,664 sf	Standard is met.
Min. Lot Size (Attached Single-family/Duplex)	NA	NA	3,000 sf each (6,000 sf total)	4,569 sf each (9,142 sf total)	Standard is met.
Min. Lot Depth	60 ft	91-130.8 ft	60 ft	92-101.5 ft	Standard is met.
Min. Lot Width	35 ft	57-80 ft	35 ft	40-56.1 ft	Standard is met.
Max. Lot Coverage ¹	45%	45% max	60%	60% max	Standard is met. Example floor plan footprints range from 1,405 to 1,732 sq ft. One or more could be placed on each proposed lot without exceeding max. lot coverage.
Max. Bldg Height	35 ft	35 ft max	35 ft	35 ft max	Standard is met. Per applicant's materials, houses will be max 35 ft height.
Min. Front Setback	15 feet	15 ft min on all lots except Lots 19-21 reduce to 12 ft (Waiver requested)	12 ft	12 ft min	Standard can be met. Waiver requested to reduce front setback for Lots 19-21 from 15 feet to 12 feet.
Min. Rear Setback	15 feet	15 ft min	15 ft	15 ft min	Standard can be met.
Min. Side Setback	5 feet (10 feet for corner lots)	5 ft min (10 ft min on corner lots)	5 feet (10 feet for corner lots)	5 ft min (10 ft min on corner lots)	Standard can be met.
Min. Garage Setback from Alley	18 ft	18 ft. min	18 ft	18 ft. min	Standard can be met.
Min. Garage Setback from Street	20 ft	20 ft min	20 ft	20 ft min	Standard can be met.
¹ 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 SW Stafford Road
Subsection 4.127 (.08) D. 1. a., Figure 10 of the Frog Pond West Master Plan

D12. Submitted plans show Lots 55, 56 and 60, and Tracts E, G and H adjacent to SW Stafford Road. Sheets L2.00 and L2.10 show a brick and aluminum wall along the SW Stafford Road frontage of Lots 55, 56 and 60, and Tracts E (north of pathway) and G, with a cedar split rail fence along Tract E (south of pathway). The design and materials for the wall and split rail fence are shown on Sheets L3.00 and L3.10, and are consistent with Figure 10 of the Frog Pond West Master Plan. Sheet L2.10 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 SW Willow Creek Drive and SW Frog Pond Lane for Medium and Small Lots

Subsection 4.127 (.08) D. 2.

D13. No driveways are proposed to access collector-designated portions of SW Willow Creek Drive or SW Frog Pond Lane within the project site. Access to the affected lots is provided from Private Alleys Q and S and Street M.

Open Space Requirements

Subsection 4.127 (.09)

D14. As stated in Subsection 4.127 (.09) B. 2., R-5 sub-districts require 10% 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% is to be usable open space.

The net developable area within the R-5 Sub-district 6 of the subject property is approximately 174,188 sf (Sheet P8.10). Therefore, the design must provide a minimum of 17,418 sf of open space, including 8,709 sf of usable open space. The proposed preliminary plat provides a total of 40,796 sf of open space, equaling 23.4% of the net developable area. The proposed usable open space totals 12,025 sf, equaling 69% of the required open space.

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

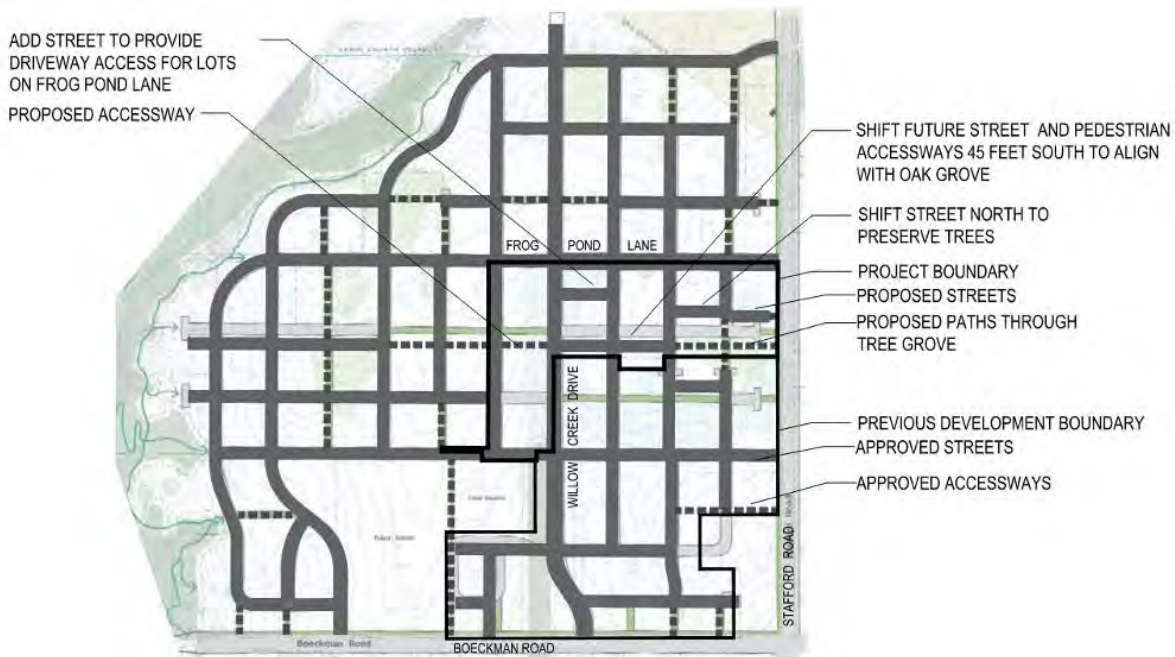
D15. The Street Demonstration Plan (Figure 18 of the Frog Pond West Master Plan), is an illustrative layout of the desired level of connectivity in the Frog Pond West neighborhood. The Street Demonstration Plan is intended to be guiding, not binding, allowing for flexibility provided that overall connectivity 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 that results in a modified grid configuration of streets. As shown in the illustration and summarized below, the applicant proposes to eliminate an east-west street and shift the east-west pedestrian connection slightly to the south between Street I

and SW Willow Creek Drive, creating one longer block between SW Brisband Street and SW Frog Pond Lane. Between SW Willow Creek Drive and SW Larkspur Terrace, Street M is added to provide driveway access for Lots 28-31 backing to SW Frog Pond Lane, and Street K is shifted 45 feet south to align with the tree grove and provide a continuous east-west pedestrian connection between SW Stafford Road and Street I. Street L, between SW Marigold Terrace and Street H, as well as Tract G, an access easement between SW Marigold Terrace and SW Stafford Road, are shifted north to preserve trees in the grove while providing adequate development area to meet required depth dimensions for Lots 60-69. The proposed variations provide substantially equivalent connectivity to the public, as required for a variation.

Consistency of the proposed modifications with Figure 18 is summarized and illustrated in the diagram below:

- North-South Alignments, from west to east:
 - Street I: Alignment generally consistent with Figure 18.
 - SW Willow Creek Drive: Alignment generally consistent with Figure 18.
 - SW Larkspur Terrace: Alignment generally consistent with Figure 18.
 - SW Marigold Terrace: Alignment generally consistent with Figure 18.
 - Street H: Alignment generally consistent with Figure 18.
- East-West Alignments, from south to north:
 - SW Brisband Street: Alignment generally consistent with Figure 18.
 - East-West Street, North of SW Brisband Street: Alignment not provided as shown on Figure 18.
 - Tracts A and E Pedestrian Connections, Streets K and L, and Tract G Private Street: Alignment generally consistent with Figure 18. Tract A pedestrian connection between Street I and SW Willow Creek Drive and Street K alignment shifted 45 feet south to align with Tract E pedestrian connection through oak grove. Street L and Tract G Private Street alignment shifted north to preserve trees in oak grove.
 - Street M: New street not shown on Figure 18. Alignment added to provide driveway access for Lots 28-31 that back to SW Frog Pond Lane.



PROPOSED CIRCULATION AND CONNECTIVITY PLAN

The proposed modified grid pattern provides an efficient street connection to SW 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 SW 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 review of building permits for individual homes.

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

D17. The applicant proposes two alleys throughout the subdivision. The first of these, Private Alley Q, is located in an easement and will provide access to the rear of single-family detached Lots 13-20. As required by the Frog Pond West Master Plan, these homes will be oriented to SW Willow Creek Drive and will take access from the alley; therefore, the garages will be oriented to the alley.

Due to the change in grade in this portion of the site (see Sheet P5.00), retaining walls of 1 to 3 feet in height will be required along the rear of Lots 5-12, and access to these lots from Private Alley Q is not possible. As such, Lots 5-12 are oriented to and will take access from Street I. A 2-foot non-access landscape easement is shown along the rear of these lots to prevent future dwellings from abutting Private Alley Q. A Condition of Approval ensures that garages for Lots 5-12 are oriented to Street I.

Private Alley S is located in an easement and will provide access to Lots 52-59.

Individual dwelling designs will be reviewed at the time of building permit submittal at which time the City will verify compliance with these standards. As shown on the applicant's plan sheets, all example dwellings will include garages that meet the standards of this section.

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

D18. As the R-5 small lot sub-district portion of the subdivision is only 7.10 acres in size, the 10% minimum requirement of this subsection does not apply. However, the applicant proposes 8 attached single-family homes on Lots 52-59. These lots, 4 of which are located on street corners, comprise 21% of the 38 homes proposed in this portion of the subdivision.

Fences Subsection 4.127 (.17)

D19. Where practicable, columns for the wall along SW Stafford Road 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 SW Stafford Road. No fences are proposed within 8 feet of SW Stafford Road; fences on adjacent lots within 8 feet of the wall will be perpendicular to the wall. 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)

D20. Lots 60-69 are adjacent to the proposed private open space to the south (Tract E). These lots are not subject to these standards, however, the applicant intends to create an attractive appearance for open space users.

SROZ Regulations

Uses and Activities Exempt from These Regulations

Section 4.139.04

- D21.** The proposed road related impacts, such as improvements related to SW Willow Creek Drive and SW Brisband Street, are exempt from 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, or involve installation of public streets and utilities specifically mapped with a municipal utility master plan, the Transportation System Plan, or a capital improvement plan. Encroachments into the SROZ from the proposed stormwater piping and outfalls are also exempted as service connection laterals and service utility extensions. See also Request I.

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. In addition to the sidewalk system, pedestrian/bicycle connections are proposed through Tract E and through the block bounded by SW Willow Creek Drive and Street I (Tract A). These additional connections are consistent with Figure 18 of the Frog Pond West Master Plan. The proposal also enables connections to future adjacent development. To ensure full access and function of the planned pathway system for the public, a Condition of Approval 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 sidewalks and pathways providing safe, direct, and convenient connections consistent with Figure 18 of the Frog Pond West Master Plan.

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. Tract A, between SW Willow Creek Drive and Street I, will use contrasting paving materials where it crosses Private Alley Q to clearly delineate pedestrian crossing.

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

D25. A Condition of Approval 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, asphalt brick/masonry pavers, or other durable surface, and at least 5 feet wide, meeting or exceeding the requirement.

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 current review they are anticipated to meet minimum dimensional standards to be considered a parking space as well as fully accessible. A Condition of Approval requires the dimensional standards to be met.
I. Surfaced with asphalt, concrete or other approved material	☒	Garages and driveways will be surfaced with concrete.
Drainage meeting City standards	☒	Drainage is professionally designed and being reviewed to meet City standards.
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate	☒	Parking areas will be typical single-family design adequate to maneuver vehicles and serve needs of homes.
A.2. To the greatest extent possible, vehicle and pedestrian traffic separated	☒	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.

Double-Frontage Lots Subsection 4.169 (.01) and (.02)

D30. Four double-frontage lots are proposed. Lots 28-31 have frontage on SW Frog Pond Lane to the north and Street M to the south. The buildings on these lots will be subject to front yard setbacks on both streets at the time of building permit review.

Protection of Natural Features and Other Resources

General Terrain Preparation Section 4.171 (.02)

D31. The site has been planned and designed to avoid the natural features on the site, including a tree grove and a wetland. Grading, filling, and excavating will be conducted in accordance with the Uniform Building code. The site will be protected with erosion control measures and the delineated wetland on site will be staked prior to commencement of site work to avoid damage to vegetation or injury to habitat. The removal of trees is necessary for site development, but replacement trees will be planted per the provisions of this code.

Trees and Wooded Areas Section 4.171 (.04)

D32. Existing vegetation will not be disturbed, injured or removed prior to land use and permit approvals. Existing trees have been retained wherever possible; however, trees will need to be removed to provide area for home construction. The existing grove of trees in the southeast area of the site has been prioritized for protection and incorporated into an open space that is a continuation of the open space approved with the Frog Pond Meadows development to the south. The finished pathway will be built on grade according to the construction plan specified in the Arborist Report, and its location within the grove will be somewhat flexible to allow the project arborist and construction crew to preserve large roots that may be encountered.

Lots 63, 64 67 and 68 encroach into the root protection zone (RPZ) of protected trees in the grove. A condition of approval will require the lots to be subject to a tree protection easement so that building footprints are outside RPZs. Alternative construction techniques will be used where intrusion into the RPZs cannot be avoided. Trees 55832 and 55850 have long errant branches and limbs that extend into lots and building footprints of

Lots 63, 67, and 68 abut the RPZs of these trees. Branch and root pruning that may be needed for these trees will be supervised and conducted by an ISA Certified Arborist.

Trees identified to be retained will be protected during site preparation and construction according to the City Public Works design specifications as outlined in the Arborist Report and a Condition of Approval.

Earth Movement Hazard Area Subsection 4.171 (.07)

D33. The applicant performed geotechnical investigations on all of the subject properties and found no earth movement hazards. A geotechnical report is provided in Exhibit B2.

Historic Resources Subsection 4.171 (.09)

D34. Neither 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

D35. The design of the Frog Pond Ridge development deters crime and ensures 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.

D36. Planting areas along the street and 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. Conditions of approval will ensure the planting of 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)

D37. 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. At least 15% of the total lot area for each single-family dwelling will be landscaped; conformance with this standard will be reviewed at the time of building permit submittal. There are no parking areas proposed and no parking area landscaping is required. The landscape plans included in the applicant's materials (Sheets L2.00-L2.40) illustrate the location and type of landscaping within public rights-of-way and tracts.

Street Improvement Standards-Generally

Conformance with Standards and Plan

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

D38. The proposed streets appear to meet the City's Public Works Standards and Transportation System Plan. Further review of compliance with Public Works Standards and Transportation System 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 the following exceptions that have been reviewed and approved by the City Engineer (see Exhibits C1 and C2):

- SW Willow Creek Drive between SW Brisband Street and Street K: The City Engineer approved a revised cross-section for SW Willow Creek Drive as part of the Frog Pond Meadows application that will be mirrored on the western side of the street in the Frog Pond Ridge subdivision to complete the tree protection median previously approved.
- Street K between SW Willow Creek Drive and SW Larkspur Terrace: The applicant proposes a slight narrowing of Street K to allow the stormwater facility in Tract C to expand slightly. In addition, it allows the southern sidewalk to better align with the multiuse path within Tract A to the west (see Sheets P2.00 and P2.10 for details).
- Street L between SW Marigold Terrace and Street H: The applicant proposes a modified cross-section for Street L to preserve trees in Tract E while providing adequate development area within lots backing to the open space.

The applicant also proposes a revision of the SW Brisband Street right-of-way improvements to minimize impacts to the SROZ. This revision proposes reducing the right-of-way width by utilizing curb tight sidewalk (eliminating planter strips) and incorporating retaining walls at the SW Brisband Street crossing. (See Sheets P2.00 and P5.00.)

Street Design Standards-Future Connections and Adjoining Properties

Subsection 4.177 (.02) A.

D39. The street network has been designed per the Frog Pond West Master Plan Street Demonstration Plan. Future connections to adjacent sites are anticipated to the north, west

and east. The proposed design provides for continuation of streets with Frog Pond Meadows to the south, including SW Willow Creek Drive, SW Larkspur Terrace, SW Marigold Terrace, and SW Brisband Street, consistent with the Frog Pond West Master Plan.

City Engineer Determination of Street Design and Width

Subsection 4.177 (.02) B.

D40. 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 Finding D38, above, and in Exhibits C1 and C2. 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.

D41. The tentative subdivision plat shows right-of-way dedication. See Request F.

Waiver of Remonstrance Required

Subsection 4.177 (.02) C. 2.

D42. This Subsection requires that a waiver of remonstrance against formation of a local improvement district (LID) be recorded in the County Recorder's Office as well as the City's Lien Docket as a part of recordation of a final plat. This requirement is contained in the Development and Annexation Agreement the developer must enter into prior to issuance by the City of any public works permits within the annexation area for the project. The applicant has requested that the template of the Development and Annexation Agreement be revised to provide for release of the restrictive covenant waiving right of remonstrance in light of the developer's obligation to pay an Infrastructure Supplemental Fee and Boeckman Bridge Fee in accordance with the agreement. The revised language will condition release of the LID Waiver for a specific parcel within the Frog Pond Ridge development upon official recording of the release of the waiver only after payment of these fees, and will require the developer to pay all costs and fees associated with the City's release of the waiver. The City Council will consider this revision of the template at their September 10, 2020 meeting, prior to the public hearing considering the Frog Pond Ridge annexation and zone map amendment (Requests A and B of the current application before the DRB). A Condition of Approval outlines the process to be followed with respect to the required LID Waiver and its release for a specific parcel.

Dead-end Streets Limitations

Subsection 4.177 (.02) D.

D43. The street network has been designed per the Frog Pond West Master Plan Street Demonstration Plan. A portion of Street L (Tract G) is a private dead-end street

approximately 170 ft. long serving Lots 60-63. It dead ends at SW Stafford Road and will not be extended in the future. SW Brisband Street is a public dead-end street that dead ends at the southwest corner of the subject site. As shown on the Street Demonstration Plan, SW Brisband Street will be extended in the future when development occurs to the west. Notification of extension will be posted on the west end of SW Brisband Street as required by a Condition of Approval.

Street Improvement Standards-Clearance

Corner Vision Clearance

Subsection 4.177 (.02) E.

D44. Street locations and subdivision design allow the meeting of vision clearance standards.

Vertical Clearance

Subsection 4.177 (.02) F.

D45. 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.

D46. 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)

D47. The applicant proposes sidewalks along all public street frontages abutting proposed lots, except along SW 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)

D48. The proposed street cross-sections (as shown on Sheets P2.10 and P2.11) comply with the street classifications and cross-sections identified in the Frog Pond West Master Plan with the exceptions noted in Finding D38 (see Exhibits C1 and C2). The SW Stafford Road and SW Willow Creek Drive cross-sections include buffered bike lanes. Bikes will share the vehicular lane with vehicles in the local streets.

Street Improvement Standards-Multiuse Pathways

Pathways in Addition to, or in Lieu of, a Public Street
Subsection 4.177 (.05)

- D49.** Pedestrian and bicycle accessways are proposed through Tract E, connecting to proposed Street L to the north and SW Alder Lane to the south (within the Frog Pond Meadows development). Another pedestrian and bicycle connection (Tract A) is proposed to connect SW Willow Creek Drive and proposed Street I.

Street Improvement Standards-Transit Improvements

Transit Improvements Requirements
Subsection 4.177 (.06)

- D50.** The applicant does not propose any transit improvements within the proposed subdivision or the SW Stafford Road frontage. There is not currently transit service along SW 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.

- D51.** The applicant proposes one residential private access drive, Tract G, which is a portion of Street L. It will provide primary vehicular access to Lots 60-63, the maximum of 4 lots set by this subsection.

Lifespan and Structure Similar to Public Local Street for Private Access Drives
Subsection 4.177 (.07) B.

- D52.** At the time of construction document submittal, the design shall be stamped by a professional engineer registered in the state of Oregon. A Condition of Approval ensures the design of the private access drive (Tract G) 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.

- D53.** The orientation of the homes fronting the private access drive and the short length of the drive enables addressing the homes off the nearby public street.

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

D54. A Condition of Approval 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.

D55. The applicant does not propose any offset intersections.

Minimum Street Intersection Spacing in Transportation System Plan Table 3-2
Subsection 4.177 (.09) B.

D56. Streets within the development are local streets, with the exception of SW Willow Creek Drive and a portion of SW Frog Pond Lane, which are Collectors. Per Table 3-2 of the Transportation System Plan, minimum access spacing standards along a Collector is 100 ft, and the desired access spacing is 300 ft. All proposed local street connections to SW Willow Creek Drive and SW Frog Pond Lane exceed the minimum access spacing standard of 100 ft. In most cases, access spacing is approximately 200 ft to accommodate a side lot orientation to Collector streets while adhering as close as possible to the Frog Pond West Master Plan Street Demonstration Plan. No individual lot accesses are proposed to SW Willow Creek Drive or SW Frog Pond Lane, and access to each lot is proposed from local streets. Other streets within the subdivision are local streets, which are not subject to minimum spacing standards.

Request E: DB20-0011 Site Design Review of Parks and Open Space

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat (Sheet P3.00) is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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. Project elements subject to Site Design Review include: tracts and their landscaping; landscaping in the public right-of-way; the brick wall along SW Stafford Road; retaining walls; and park or open space furnishings. The proposed development is intended to advance the vision for Frog Pond West by incorporating the natural areas on site, providing attractive streetscapes, and enhancing the existing neighborhood to the south and the future

neighborhoods to the west and north. The proposed professionally designed landscaping provides stormwater, air quality, and other site functions 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 SW Stafford Road and SW Frog Pond Lane.

Jurisdiction and Power of the DRB for Site Design Review

Development Review Board Jurisdiction

Section 4.420

- E3. A Condition of Approval ensures landscaping is carried out in substantial accord with the DRB-approved plans, drawings, sketches, and other documents. The City will issue no building permits prior to approval by the DRB. The applicant has not requested variances from site development requirements.

Design Standards

Preservation of Landscaping

Subsection 4.421 (.01) A. and Section 4.171

- E4. Tract B includes the existing Willow Creek drainage and riparian area west of SW Willow Creek Drive, and Tract E in the southeast part of the project site includes mature oak and ponderosa pine trees. No grade changes are proposed for Tract B and the trees in Tract E will be protected and preserved.

Relation of Proposed Buildings to Environment

Subsection 4.421 (.01) B.

- E5. Structures proposed for the site include a brick wall along the SW Stafford Road frontage and retaining walls. The brick wall along SW Stafford Road was designed in accordance with the Frog Pond West Master Plan and consists of a 4-ft wall with a 2-ft wrought iron fence on top (see Sheet L3.00). Brick columns with concrete caps are placed at regular intervals along the site frontage and the wall will end at the southern edge of Lot 60 to allow visual and physical access to the open space.

Surface Water Drainage
Subsection 4.421 (.01) D.

- E6. As demonstrated in the applicant's plans, attention has been given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties or the public storm drainage system. The location of LIDA facilities within the planter strips of the public streets and details of LIDA facility planting are shown in Sheets P2.00 and L2.40, and the location of stormwater facilities within tracts is shown in Sheet P4.00. Appendix B in Exhibit B2 includes the Preliminary Drainage Plan.

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

- E7. 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 SW Stafford Road. Each lot will be served by a sanitary sewer line (see Sheet P4.00). Storm sewage disposal is provided by a storm drain system connecting to each on-site stormwater facility.

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

- E8. No exposed storage areas, exposed machinery installations, surface areas, truck loading areas, utility buildings and structures, and similar accessory areas and structures exist or are proposed that require screening.

Applicability of Design Standards
Subsection 4.421 (.02)

- E9. 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)

- E10. 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

- E11. 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 SW Stafford Road

frontage with the previously approved Frog Pond Meadows and Stafford Meadows developments.

Time Limit on Site Design Review Approvals

Void after 2 Years
Section 4.442

E12. 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)

E13. A Condition of Approval ensures all landscaping in common tracts shall be installed shall be installed prior to Final Plat Approval, 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 installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the DRB, 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. A Condition of Approval further requires all street trees and other right-of-way landscaping be installed in the right-of-way fronting a lot prior to Final Plat Approval except as otherwise provided in a signed agreement between the developer and the City.

Approved Landscape Plan
Subsection 4.450 (.02)

E14. A Condition of Approval 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 plan without official action of the Planning Director or DRB, as specified in this Code.

Landscape Maintenance and Watering

Subsection 4.450 (.03)

E15. A Condition of Approval ensures continual maintenance of the landscape, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the DRB, unless altered with appropriate City approval.

Modifications of Landscaping

Subsection 4.450 (.04)

E16. A Condition of Approval provides ongoing assurance by preventing modification or removal without the appropriate City review.

Natural Features and Other Resources

Protection

Section 4.171

E17. 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 D31 through D34 under Request D.

Landscaping

Landscape Standards Code Compliance

Subsection 4.176 (.02) B.

E18. 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.

E19. 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 D36 under Request D.

Quality and Size of Plant Material

Subsection 4.176 (.06)

E20. The quality of the plant materials must meet American Association of Nurserymen (AAN) standards as required by this Subsection. Trees as shown on the applicant's plans are specified at 2-inch caliper or greater than 6 feet for evergreen trees. Shrubs are specified 2 gallon or greater in size. Ground cover is specified as greater than 4 inches. Turf or lawn is used for a minimal amount of the proposed public landscape area. Conditions of Approval

ensure the 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)

E21. Installation and maintenance standards are or will be met by Conditions of Approval 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)

E22. The applicant's submitted landscape plans, Sheets L2.00-L2.40, provide the required information.

Completion of Landscaping

Subsection 4.176 (.10)

E23. The applicant has not requested to defer installation of plant materials.

Public Lighting Plan

Lighting of Key Intersections

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

E24. Figure 42 of the Frog Pond West Master Plan identifies the intersection of SW Frog Pond Lane and SW Stafford Road as a key intersection for the purposes of public lighting. As shown on Sheets P4.00, the applicant proposes one Westbrooke light fixture (35W LED lighting and 18' decorative aluminum pole with 20 ft mounting height and 4 ft mast arm) at this intersection. Using a Westbrooke fixture at this key intersection and along SW Frog Pond Lane helps achieve the goals within this transition zone, including minimizing visual conflicts between the different styles of lighting equipment. As shown on Sheet L2.10, placement of this light pole has been coordinated with and does not interfere with the landscaping and gateway feature at the intersection. A Condition of Approval ensures that this key intersection is more brightly-lit than local streets to act as a wayfinding "beacon" for all travelers.

Lighting of Local Streets

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

E25. As shown on Sheet P4.00, proposed street lights on local streets are PGE Option 'B' LED with Westbrooke 35W LED and 18' decorative aluminum pole (20 ft mounting height with 4 ft mast arm). These are dark sky friendly and located with a professionally designed layout to minimize negative effects on future homes, provide for safety, use a consistent design established by the Frog Pond West Master Plan, and to not conflict with placement of street tree and utilities.

Lighting of Pathways

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

E26. The applicant's plans show lighting along the pedestrian path in Tract A. One street light is located at the west end of the pathway in Tract E, however, no other lighting is shown along the pathway through the tract. A Condition of Approval 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 the pathway in Tract E 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

E27. Figure 43 of the Frog Pond West Master Plan identifies SW Willow Creek Drive, SW Brisband Street, and SW Frog Pond Lane as Primary Streets for the purpose of the street tree plan. The applicant proposes Red Oak along the entire length of SW Willow Creek Drive, American Linden along the entire length of SW Brisband Street, and Red Alder along the entire length of SW Frog Pond Lane. Both Red (Scarlet) Oak and American Linden trees are listed for primary streets on page 81 of the Frog Pond West Master Plan; however, Red Alder is not on the list for primary streets. The applicant coordinated the tree selections for SW Willow Creek Drive and SW Brisband Street with previously-approved street tree plans in the Stafford Meadows and Morgan Farm subdivisions. A Condition of Approval requires that tree selection for SW Frog Pond Lane be from the list for Primary Street Trees on page 81 of the Frog Pond West Master Plan.

Neighborhood Streets Street Trees

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

E28. Figure 43 of the Frog Pond West Master Plan identifies all other streets within the site as Neighborhood Streets for the purpose of the street tree plan. The proposed street trees, with the exception of those along Streets I and K, 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 Street I has Oregon Oak along its entire length; this tree is not on the Neighborhood Street Tree list

- North-South SW Larkspur Terrace has Skycole Honeylocust along its entire length, consistent with the Frog Pond Meadows subdivision to the south
- North-South SW Marigold Terrace has American Yellowwood along its entire length, consistent with the Frog Pond Meadows subdivision to the south
- North-South Street H has Halka Honeylocust along its entire length
- East-West Street K has American Linden along its entire length; this tree is not on the Neighborhood Street Tree list
- East-West Street L has Glenleven Little Leaf Linden along its entire length
- East-West Street M has Red Sunset Maple along its entire length

A Condition of Approval requires that street tree selection for Streets I and K be from the list of Neighborhood Street Trees on page 82 of the Frog Pond West Master Plan.

Pedestrian Connections Street Trees

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

E29. The applicant proposes Western Red Cedar along the pedestrian connection in Tract A. This tree is not on the Pedestrian Connection Tree list on page 83 of the Frog Pond West Master Plan. A Condition of Approval requires that tree selection for the pedestrian connection in Tract A be from the list of Pedestrian Connection Trees on page 83 of the Frog Pond West Master Plan.

The applicant does not propose any additional trees along the pedestrian connection in Tract E, as this connection passes through a grove of mature Oregon White Oak trees. Additional 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

E30. The intersection of SW Frog Pond Lane and SW Stafford Road, at the northeast corner of the Frog Pond Ridge subdivision property, is a planned Neighborhood Gateway in the Frog Pond West Master Plan. The role of Neighborhood Gateways is to mark the primary entries into the Frog Pond West Neighborhood. The Buffer Planting Plan for SW Stafford Road (Sheet L2.10) indicates a gateway sign at the southwest corner of the SW Frog Pond Lane/SW Stafford Road intersection. Details of the landscape wall and Neighborhood Gateway sign (Sheet L3.00) demonstrate that the required design elements, including use of brick to blend with the SW Boeckman Road property frontage wall, a brick monument properly scaled and respectful of the SW Boeckman Road frontage context, and a simple brick form that is integrated with the landscape, are provided in the proposed design. The gateway sign emphasizes the Frog Pond neighborhood identity, as required, and does not identify the individual subdivision.

- E31.** As required by a Condition of Approval, all street name signs will utilize the City-approved sign cap throughout the subdivision, matching the design used in the Frog Pond Meadows, Stafford Meadows, and Morgan Farm subdivisions. The proposed sign cap is shown on Sheet L3.00. The developers will buy the signs from the City to ensure uniformity throughout the Frog Pond West neighborhood.

Request F: DB20-0012 Tentative Subdivision Plan

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat (Sheet P3.00) is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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 DRB is reviewing the tentative subdivision plat 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 lots meet the dimensional standards of the RN zone and the R-7 and R-5 sub-districts. See Finding D11 under Request D.

Plat Application Procedure

Pre-Application Conference
Subsection 4.210 (.01)

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

Tentative Plat Preparation
Subsection 4.210 (.01) A.

- F4.** Following gathering information from Planning staff, the appropriate professionals from the applicant's design firm, OTAK, 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 three phases as shown in the Preliminary Phasing Plan (Sheet P9.00). However, phases may be permitted/constructed/platted separately or in combined phases, and the order of development may change, depending on availability of roadway access and utility services, as well as 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 conforms with the Transportation System Plan, Frog Pond West Master Plan, and other applicable plans.

The 2006 Bicycle and Pedestrian Master Plan identifies an improvement, Community Walkway/Bikeway C10, within the site area. The 2017 Frog Pond West Master Plan incorporates a Bicycle and Pedestrian Framework (Figure 17), which identifies bicycle lanes and sidewalks along SW Willow Creek Drive and SW Stafford Road adjacent to the project frontage. The development will construct SW Willow Creek Drive and the bicycle/pedestrian facilities associated with it. The SW Stafford Road facilities will be constructed as part of the City's SW Stafford Road project.

The 2018 Parks and Recreation Master Plan identifies a Future School and a Future Outdoor Recreation Location (defined in the Frog Pond West Master Plan as a neighborhood park) south of the subject site and east of the future school site. The 2017 Frog Pond West Master Plan defines the types of parks and open space anticipated within the Frog Pond West area. Proposed street improvements will provide access to the future neighborhood park location, identified southwest of the site.

Adjoining Streets Relationship
Subsection 4.236 (.02)

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

Streets Standards Conformance
Subsection 4.236 (.03)

F10. 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)

F11. The street layout recognizes topographical conditions, including the location of the SROZ on site and no street alignment adjustments from the Frog Pond West Master Plan are necessary.

Reserve Strips
Subsection 4.236 (.06)

F12. The City is not requiring any reserve strips for the reasons stated in this subsection.

Future Street Expansion
Subsection 4.236 (.07)

F13. Where the Frog Pond West Master Plan shows street extensions, the tentative plat extends the right-of-way to the edge of the plat. A Condition of Approval 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)

F14. SW Stafford Road east of the site is of inadequate width. The project will dedicate 12 feet of additional right-of-way to the street. SW Frog Pond Lane north of the site is of inadequate width. The project will dedicate 21.5 feet of additional right-of-way to the street. A Condition of Approval ensures dedication of sufficient right-of-way for planned improvements along SW Stafford Road and SW Frog Pond Lane.

Street Names
Subsection 4.236 (.09)

F15. SW Frog Pond Lane has been identified by the Frog Pond West Master Plan as a Gateway Collector from SW Willow Creek Drive east to SW Stafford Road. SW Willow Creek Drive is identified as a Gateway Collector south of SW Brisband Street, and transitions to an Internal Collector north of SW Brisband Street. SW Larkspur Terrace, SW Marigold Terrace, and SW Brisband Lane have been established by previous development applications in the Frog Pond Meadows and Stafford Meadows subdivisions. Streets H, I, K, L, and M in the Frog Pond Ridge subdivision will conform to the City’s established name system. These streets will be subject to approval by the City Engineer who 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)

F16. The proposed blocks substantially conform to Figure 18 of the Frog Pond West Master Plan. See Finding D15 under Request D. The proposed blocks allow for lots meeting the minimum size and other 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.

F17. As will be further verified during the Public Works Permit review and Final Plat review, public utilities will be placed within public rights-of-way or within public utility easements (PUE) adjacent to the public streets. Stormwater facility easements are proposed where these facilities are located on private property and are intended to be shared between more than one lot. Franchise utility providers will install their lines within public utility easements established on the plat.

Water Courses
Subsection 4.237 (.02) B.

F18. The applicant proposes a dedicated tract for the Willow Creek drainage and associated SROZ area west of SW Willow Creek Drive.

General Land Division Requirements-Pedestrian and Bicycle Pathways

Mid-block Pathways Requirement
Subsection 4.237 (.03)

F19. Per Section 4.124(.06), the maximum block length for new Planned Development land divisions is 330 feet. Two of the proposed blocks exceed this length and pedestrian pathways are proposed to comply with the mid-block pathways requirement. One pathway connects Street H to SW Alder Lane to the south (within the Frog Pond Meadows development) through Tract E. The second connects SW Willow Creek Drive to Street I via Tract A. Per the standards and where required for consistency with the Frog Pond West Master Plan, the proposed pathways are 10 feet wide. Conditions of Approval ensure 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 (.04)

F20. 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)

F21. The size, width, shape, and orientation of lots comply with the identified sub-districts in the Frog Pond West Master Plan, with a minimum front setback waiver requested for Lots 19-21. See Finding D11 in Request D, and Request H.

General Land Division Requirements-Access

Minimum Street Frontage
Subsection 4.237 (.06)

F22. 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)

F23. Almost all side lot lines run at a 90-degree angle to the front line.

Corner Lots
Subsection 4.237 (.13)

F24. All corner lots have radii exceeding the 10-foot minimum.

Lots of Record

Lots of Record
Section 4.250

F25. The applicant provided documentation all subject lots are lots of record.

Request G: DB20-0013 Type C Tree Removal Plan

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat (Sheet P3.00) is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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

Type C Tree Removal

Review Authority When Site Plan Review Involved
Subsection 4.610.00 (.03) B.

G1. The requested tree removal is connected to Site Plan Review by the DRB and, thus, is under their authority.

Reasonable Timeframe for Removal
Subsection 4.610.00 (.06) B.

G2. It is understood that tree removal will be completed by the time the applicant completes construction of all houses 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.

G3. As allowed by Subsection 1, the City is waiving the bonding requirement as the application is required to comply with WC 4.264 (.01).

General Standards for Tree Removal, Relocation or Replacement

Preservation and Conservation
Subsection 4.610.10 (.01)

G4. There are no trees proposed for removal within the SROZ. Proposed land clearing is limited to designated street rights-of-way and areas necessary for construction of homes. Homes will be designed and constructed, as much as possible, to blend into the natural areas on the site.

Per the arborist's report included as Appendix F in Exhibit 2, there are 50 trees on site. Twenty-one (21) of the trees are identified for protection on site and 29 will be removed. In addition, 11 trees not located on site will require tree protection to ensure off-site tree health. Of the trees to be preserved on-site, 20 are part of the oak grove located within Tract E and one is located within the SW Willow Creek Drive median.

As shown on Sheet L1.00, most of the trees to be removed are located within the grading limits of SW Frog Pond Lane, SW Marigold Terrace, and SW Brisband Street. The location of those streets was determined by the Frog Pond West Master Plan and the City's block length and perimeter standards. Removal of the trees is necessary for construction of site improvements, including utilities, streets, and detached residential dwellings. In addition, grading of each lot is needed to accommodate single-family dwellings and associated site improvements (driveways and walkways, stormwater management, outdoor yard areas, etc.). Reducing building footprints by increasing height is not a viable alternative as the height limit in the RN zone is 35 ft., or 2.5 stories.

Development Alternatives

Subsection 4.610.10 (.01) C.

- G5.** The Frog Pond West Master Plan provides clear direction for street connections, residential densities, and preservation of the SROZ. Preservation and conservation of 21 of 50 trees on the site, including 20 that are part of the oak grove located within Tract E, is proposed. In addition, the applicant will mirror modifications to the SW Willow Creek Drive cross section north of SW Brisband Street included in Frog Pond Meadows to preserve a 34-inch Oregon White Oak in excellent condition. Special care is required for preservation of this tree during construction. Conditions of Approval ensure this criterion is met.

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

Subsection 4.610.10 (.01) D.

- G6.** The proposed clearing is necessary for streets, alleys, houses, and related improvements.

Residential Development to Blend into Natural Setting

Subsection 4.610.10 (.01) E.

- G7.** Preservation and enhancement of the SROZ area, as well as preservation of the oak grove as open space within Tract E, allows the development to blend with the natural elements of the property. The project area is otherwise relatively flat land without significant natural features with which to blend.

Compliance with All Applicable Statutes and Ordinances

Subsection 4.610.10 (.01) F.

- G8.** As found elsewhere in this report, the City is applying the applicable standards.

Tree Relocation and Replacement, Protection of Preserved Trees

Subsection 4.610.10 (.01) G.

- G9.** Reviews of tree removal, replacements, and protection is in accordance with the relevant sections of the Code.

Tree Removal Limitations
Subsection 4.610.10 (.01) H.

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

Additional Standards for Type C Permits

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

G11. The applicant submitted the required Tree Survey, and Tree Maintenance and Protection Plan (see Appendix F and Sheets L1.00 and L1.10).

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

G12. The Utility Plan (Sheet P4.00) shows a design to minimize impact on 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)

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

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

G14. As found elsewhere in this report, the City's review applies applicable standards.

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

G15. The proposed subdivision allows residential unit counts consistent with the Frog Pond West Master Plan.

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

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

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

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

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

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

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

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

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

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

Tree Relocation, Mitigation, or Replacement

Tree Replacement Required
Subsection 4.620.00 (.01)

G21. Consistent with the tree replacement requirements for Type C Tree Removal Permits established by this subsection, the applicant proposes to plant mitigation trees consistent with Subsection 4.620.00 (.06).

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

G22. The applicant proposes mitigating removed trees on a basis well in excess of one tree for each tree removed, proposing 107 replacement street trees (see Sheet L2.00 Street Tree Planting Plan). Staff does not recommend any inch per inch mitigation. Sheets L2.00 through L2.40 show all trees proposed for planting as mitigation as 2-inch caliper, or the equivalent 6- to 8-foot for conifer trees.

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

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

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

G24. As shown on the Street Tree Planting Plan (Sheet L2.00), replacement trees consist of street trees. Trees will likely be planted on the individual dwelling lots at the time of site development but are not proposed to be included in the replacement tree plans. The applicant does not propose to pay into the City Tree Fund.

Protection of Preserved Trees

Tree Protection During Construction
Section 4.620.10

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

Request H: DB20-0014 Minimum Front Setback Waiver

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat (Sheet P3.00) is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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

Waivers: Waive Minimum Front Yard Setback

Waiver of Typical Development Standards
Subsection 4.118 (.03) A.

H1. The applicant requests a waiver to reduce the required minimum front setback from 15 feet to 12 feet for Lots 19-21. 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.

H2. 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 SW Willow Creek Drive right-of-way. The east right-of-way of SW Willow Creek Drive and the related public utilities were realigned in the Frog Pond Meadows subdivision to allow a 22-foot protection zone around the tree's roots. Lots 19-21 in Frog Pond Ridge front on the west right-of-way of SW Willow Creek Drive. In order allow the 22-foot root protection zone, it is necessary to reduce the size of these lots to provide the required space for the street improvements and to allow for development of the lots with adequate space for single-family houses. The waiver would meet the purpose

of this subsection by providing flexibility and allowing a site design that is able to respond to site characteristics.

Request I: SI20-0001 SRIR Review

Note: Only the 16.25-acre area shown on the Tentative Subdivision Plat (Sheet P3.00) is subject to this application. This does not include the 0.23 acre of ROW dedication from the West Linn-Wilsonville School District (a portion of TLID 400).

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

Findings of Fact:

1. Pursuant to Section 4.139.10.01(D) (Significant Resource Overlay Zone Map Refinement), the applicant may propose to amend the Significant Resource Overlay Zone (SROZ) boundary through a Development Review 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, B and C) were not included in the City's Natural Resources Inventory and do not qualify as locally significant due to their size (i.e., less than 0.5 acre). However, these wetlands may be considered jurisdictional and subject to regulation by the Oregon Department of State Lands and the Army Corps of Engineers.
3. Willow Creek is an intermittent stream with an average width of four to six feet, which flows from north to south. The stream receives surface water from the surrounding pastures and agricultural fields. The channel bed is unvegetated and dominated by a silt loam substrate lacking gravels and cobbles. Typical vegetation includes common velvet grass, Himalayan blackberry and 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

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

- SW Brisband Street Crossing with an 18-inch culvert.

Use and Activities Exempt from These Regulations Section 4.139.04

- I1. Proposed exempt development in the SROZ and its associated 25-foot Impact Area comply with the following exemptions:
 - (.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 street crossing is necessary to establish the internal road network. The street is 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.

- I2. 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.

I3. The proposed exempt development is allowed within Metro's Title 3 Water Quality Resource Areas boundary.

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

I4. 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.

I5. The proposed mitigation is consistent with the Development Code provisions. The mitigation will provide an enhancement to the stream riparian corridor through the planting of native trees and shrubs.

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

I6. The impacts to the SROZ have been minimized by reducing the right-of-way width by utilizing curb tight sidewalk (eliminating planter strips) and incorporating retaining walls at the SW Brisband Street crossing.

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

I7. Impacts to the SROZ will be mitigated for on-site.

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

I8. Non-structural fill will consist of natural materials similar to the soil types found on the site.

Minimum Fill
Subsection 4.139.06 (.03) H.

I9. 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.

I10. 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.

I11. The applicant intends to submit a joint permit application for impacts to jurisdictional wetlands, which will require permit approval from the Oregon Department of State Lands and the Army Corps of Engineers.



Planning Division
Development Permit Application

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

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

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

Pre-Application Meeting Date: 11/14/2019

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

Applicant:

Name: Dan Grimberg
Company: West Hill Land Development LLC
Mailing Address: 3330 NW Yeon Avenue, Suite 200
City, State, Zip: Portland, OR 97210
Phone: 503.726.7030 Fax: _____
E-mail: dan@westhillsdevelopment.com


Authorized Representative:

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

Property Owner:

Name: Dan Grimberg
Company: West Hill Land Development LLC
Mailing Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
E-mail: _____

Property Owner's Signature:


Printed Name: Dan Grimberg Date: 1.20.2020

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

Same
Printed Name: _____ Date: _____

Site Location and Description:

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

Request:

Approval of a 71-lot Planned Unit Development within the Frog Pond West plan area. Tracts L and J of Frog Pond Meadows will be replatted and incorporated into the Frog Pond Ridge PD.

Project Type: Class I Class II Class III

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|---|--|---|
| <input 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 type="checkbox"/> Site Design Review |
| <input type="checkbox"/> Request for Special Meeting | <input type="checkbox"/> Request for Time Extension | <input type="checkbox"/> Signs | <input type="checkbox"/> Stage II Final Plan |
| <input type="checkbox"/> SROZ/SRIR Review | <input type="checkbox"/> Staff Interpretation | <input type="checkbox"/> Stage I Master Plan | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Type C Tree Removal Plan | <input 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 type="checkbox"/> Zone Map Amendment | <input type="checkbox"/> Waiver(s) | <input type="checkbox"/> Conditional Use | |





**Planning Division
Development Permit Application**

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

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

Pre-Application Meeting Date: 11/14/2019

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 Hill Land Development LLC
Mailing Address: 3330 NW Yeon Avenue, Suite 200
City, State, Zip: Portland, OR 97210
Phone: 503.726.7030 Fax: _____
E-mail: dan@westhillsdevelopment.com


Authorized Representative:

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


Property Owner:

Name: West Hills Land Development LLC
Company: _____
Mailing Address: 3330 NW Yeon Ave, Ste 200
City, State, Zip: Portland, OR 97210
Phone: _____ Fax: _____
E-mail: _____

Property Owner's Signature:


Printed Name: Walter E Remmers Date: 12/11/2019

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


Printed Name: Dan Grimberg Date: 12/11/2019

Site Location and Description:

Project Address if Available: 6720 SW Frog Pond Ln Suite/Unit _____
Project Location: SW corner of SW Stafford Rd and SW Frog Pond Ln
Tax Map #(s): 31W12D Tax Lot #(s): 01700 County: Washington Clackamas

Request:

Approval of a 71-lot Planned Unit Development within the Frog Pond West plan area.

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 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 | |



Planning Division
Development Permit Application

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

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

Pre-Application Meeting Date: 11/14/2019

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

20700 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 Hill Land Development LLC
Mailing Address: 3330 NW Yeon Avenue, Suite 200
City, State, Zip: Portland, OR 97210
Phone: 503.726.7030 Fax: _____
E-mail: dan@westhillsdevelopment.com

Authorized Representative:

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

Property Owner:

Name: William Morgan and Janice Morgan
William Ray Morgan and Janice Ellen Morgan
Company: Revocable Living Trust
Mailing Address: 4500 SW Advance Rd
City, State, Zip: Wilsonville, OR 97070
Phone: _____ Fax: _____
E-mail: _____

Property Owner's Signature:

William Morgan Janice Morgan
Printed Name: William Morgan / Janice Morgan Date: 12/24/2019

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

Dan Grimberg
Printed Name: Dan Grimberg Date: 12/26/2019

Site Location and Description:

Project Address if Available: 6720 SW Frog Pond Ln Suite/Unit _____
Project Location: SW corner of SW Stafford Rd and SW Frog Pond Ln
Tax Map #(s): 31W12D Tax Lot #(s): 01700 County: Washington Clackamas

Request:

Approval of a **71**-lot Planned Unit Development within the Frog Pond West plan area.

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"/> SRO/SRIE 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 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	



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

Planning Division Development Permit Application

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

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

Pre-Application Meeting Date: 11/14/2019

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

Applicant:

Name: Dan Grimberg
 Company: West Hill Land Development LLC
 Mailing Address: 3330 NW Yeon Avenue, Suite 200
 City, State, Zip: Portland, OR 97210
 Phone: 503.726.7030 Fax: _____
 E-mail: dan@westhillsdevelopment.com

Authorized Representative:

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

Property Owner:

Name: _____
 Company: Clackamas School District 3
 Mailing Address: 22210 SW Stafford Rd
 City, State, Zip: Wilsonville, OR 97062
 Phone: _____ Fax: _____
 E-mail: _____

Property Owner's Signature:

Kathy Ludwig
 Printed Name: Kathy Ludwig, Superintendent Date: 4/29/20
Applicant's Signature: (if different from Property Owner)
Dan Grimberg
 Printed Name: Dan Grimberg Date: 4/29/20

Site Location and Description:

Project Address if Available: 7035 SW Boeckman Rd Suite/Unit _____
 Project Location: SW corner of SW Stafford Rd and SW Frog Pond Ln
 Tax Map #(s): 31W12D Tax Lot #(s): 02200 County: Washington Clackamas

Request:

Approval of a 71-lot Planned Unit Development within the Frog Pond West plan area. The School District will be dedicating right-of-way to connect Brisband Street.

Project Type: Class I Class II Class III

Residential Commercial Industrial Other: _____

Application Type(s):

- | | | | |
|--|---|--|---|
| <input 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 type="checkbox"/> Site Design Review |
| <input type="checkbox"/> Request for Special Meeting | <input type="checkbox"/> Request for Time Extension | <input type="checkbox"/> Signs | <input type="checkbox"/> Stage II Final Plan |
| <input type="checkbox"/> SROZ/SRIR Review | <input type="checkbox"/> Staff Interpretation | <input type="checkbox"/> Stage I Master Plan | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Type C Tree Removal Plan | <input 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 type="checkbox"/> Zone Map Amendment | <input type="checkbox"/> Waiver(s) | <input type="checkbox"/> Conditional Use | |



Memorandum

To: Cindy Luxhoj, Associate Planner, City of Wilsonville
From: Li Alligood, Senior Planner
Copies: West Hills Land Development
Date: May 15, 2020
Subject: Response to Frog Pond Ridge Subdivision Incompleteness Items
(DB20-0007 through DB20-0014)
Project No.: 19489

This memorandum addresses the items identified in the determination of incompleteness issued by the City of Wilsonville on February 12, 2020 and is intended to assist with your review of the completeness submittal. City comments are included in *italics* and followed by applicant responses.

Completeness Comments

1. *Payment of \$568.00 is required for the Waiver (Front Setback) request (Section 4.035 (.04) A. 6. h.)*

Response: The payment for the waiver has been made by the applicant.

2. *Information in the application materials is inaccurate or missing:*

- a. *On the application forms, correct "69-lot" to "71-lot" in Request section; add date of signature on the application for Tracts L and J in Frog Pond Meadows; add applicant, property owner and other information on the School District application (Section 4.035 (.04) A. 1.)*

Response: The forms have been corrected and the requested information added to the applications.

- b. *Provide application narrative and code response in a digital file in Word format (Section 4.035 (04) A. 2.)*

Response: This completeness submittal has been made electronically and includes the narrative and code response in both pdf and Word format.

- c. *Address Section 4.035 (.04) in the code response narrative (Section 4.035 (.04) A. 2.)*

Response: This section has been added to the narrative; see Section IV.A.

- d. *Include a tabulation of land area devoted to various uses and average residential density per net acre in the plan set; include square footage of open space and usable open space; check narrative against plan set to ensure consistency (Section 4.035 (.04) A. 6. g.)*

Response: A table detailing the open space and usable open space provided within Sub-district 6 (R5) has been added to a new sheet, Sheet P8.10.

- e. *Show water consumption categories/zones for landscaping on plans (Section 4.176 (.09))*

Response: This information has been added to Sheets L2.00 to L2.40.

3. *Insufficient information about trees is provided (Section 4.035 (.04) A. 6. i.):*



- a. *Include inventory of trees in the School District right-of-way dedication area and provide information, as appropriate, in the Arborist Report and Tree Removal and Protection Plan (Sheet L1.00)*

Response: The arborist report and tree inventory have been updated to include these trees. See Appendix F and Sheet L1.00.

- b. *Provide more information related to tree protection and potential building restrictions within tree drip lines for Lots 63, 64, 67, and 68, and the pedestrian pathway through the grove; specific conditions of approval will be required for trees proximate to these lots and along the walkway; the City may require granting of tree preservation easements over the area within the drip lines of preserved Oregon white oak trees on individual lots and proximate to the walkway.*

Response: The arborist has recommended the location and extents of easements to protect these trees. See Appendix F for recommendations and Sheet P3.00 for the location of the tree protection easements.

- c. *Show the location of Tree No. 60183 on Sheet L1.00*

Response: The location of this tree has been clarified.

- d. *Correct information in Existing Tree Data table on Sheet L1.00 to show 12 trees to be removed*

Response: The Existing Tree Data table has been removed from Sheet L1.00 and added to Sheet L1.10. It has also been updated to include the School District property to be developed with the Brisband St connection and to show that 29 trees will be removed.

- e. *Make tree labelling easier to read*

Response: The tree labeling on Sheet L1.00 has been adjusted for easier reading.

4. *Insufficient explanation is provided to demonstrate why it is necessary to waive the minimum lot size requirement on Lots 63 through 69 of the subdivision (Section 4.118 (.03) A. 1.)*

Response: The lots have been redesigned and now meet the minimum lot size requirements and the need for a waiver has been removed.

5. *An infiltration test is needed for the site and the results included in the Preliminary Stormwater Report (Section 4.140 (.09) C. 1.)*

Response: A stormwater update memo is included as Exhibit B which references the infiltration test completed on the adjacent property.

6. *Easements are not shown correctly or clarification is needed; specifically (Section 4.210 (.01) B. 16.):*

- a. *Easements are not shown on Lot 21 for a storm sewer line along the west side of the lot*
 b. *Easements are larger than 6 feet along the east side of Lots 55, 56, and 60 with no dimension shown; provide clarification if an additional PUE is needed behind the Landscape Buffer/PUE area along Stafford Rd as shown on Sheet P3.00 Preliminary Plat*
 c. *Provide clarification on how wide the storm easement is along Lot 60*

Response: Sheet P4.00 has been revised to show the following:

- An easement has been added to the west of Lot 21 for the storm sewer line in that location.

- The additional PUE has been removed from behind the Landscape Buffer tract per the Stafford Road cross-sections in the Frog Pond West Master Plan and Tract H is now a combined Landscape Tract/PUE
 - The storm drain east of Lot 60 is now located within Tract H.
7. *Utilities are missing or clarification is needed (Section 4.210 (.01) B. 23.):*
- a. *Missing sanitary sewer laterals for Lots 22, 23, 24, 28 and 29*
 - b. *Missing storm sewer laterals for Lots 22, 23 and 24*
 - c. *Missing water service laterals for Lots 27, 28, 29, 52, 53, 54, 55, 56, 57, 58 and 59*
 - d. *Confirm that water service, sanitary sewer, and storm sewer laterals to Lots 70 and 71 will be from off-site (outside the project area in Frog Pond Meadows)*

Response: Sanitary sewer, storm sewer, and water service laterals have been added to Sheet P4.00. Utility service to Lots 70 and 71 will be provided from the Stafford Meadows development to the south.

Approvability Comments

In addition to the incompleteness items 1-7 listed above, the following questions and comments regarding compliance came to City staff's attention while reviewing the materials for completeness. Please respond and/or incorporate into updated materials as appropriate.

- A. *Correct typographical and reference errors in the Project Narrative and Code Response; for example:*
1. *Pages i and 1 - Correct "Sensitive Resource Impact Review" to "Significant Resource Impact Report; add "Abbreviated" before SRIR*
 2. *Page 4, and throughout text and on Sheet P7.00 – Remove references to "PD Overlay" or zoning as RN (PD); the zoning is Residential Neighborhood (RN)*
 3. *Page 5, Table 1 – Correct land use designation of Subdistrict 5 to R-7; include text for Note 1*
 4. *Page 12 – Correct text to include Subdistricts 4, 5, and 6*
 5. *Page 14 and throughout narrative – Correct references to plan sheets in text; for example correct Sheet L2.01 to Sheet 2.10; or on page 57 correct Sheet L3.01 to Sheets L3.00 and L3.10*
 6. *Page 15 – Correct "6,060 sf of pedestrian pathways" to 6,600*
 7. *Page 16 and elsewhere in narrative – Explain reference to Starr Circle and indicate where it is located*
 8. *Page 46 – Correct text to reference requested setback waiver on Lots 19-21*
 9. *Page 48 – Correct Willow Road to Willow Creek Drive*
 10. *Page 50 – Reference to 2007 Parks and Recreation Master Plan is out of date; 2018 Parks and Recreation Comprehensive Master Plan was adopted by City Council in October 2018*
 11. *Page 63 – Correct Frog Pond Land to Lane*
 12. *Throughout narrative – check Table references and numbers for consistency*

Response: These revisions have been made in the narrative. As a piece of historical context, Starr Circle was the previously-proposed name of SW Alder Lane within the Frog Pond Meadows development to the south (this name was proposed by a property owner in honor of former Councilman Starr).

- B. *Indicate in the narrative and on the plans which lots are proposed to have duplex/attached single family dwelling units (Section 4.124 (.03))*

Response: Language has been added to the narrative to clarify that Lots 52 to 59 are proposed for duplex/attached single-family dwelling units.

- C. *Verify that reducing the full ROW build out width from 52 feet to 42 feet to minimize SROZ impacts associated with the SW Brisband Street crossing is acceptable to Engineering; include the street cross section callout M-M on SW Brisband Street on Sheet P2.00 (Sections 4.139.06 (.03) and 4.177 (.02) B.)*

Response: Sheet P2.00 has been updated to include callout M-M.

D. Verify with Building and/or TVFR, as appropriate, that the hammerhead turnaround between Lots 57 and 58 (20-foot-wide (18 feet paved)) is adequate for emergency vehicle turnaround. Please note that Figure 28 "Hammerhead" diagram in Frog Pond West Master Plan shows typical width of 29-feet (Section 4.177 (.02) D.)

Response: This alley connection has been removed. Emergency vehicles will access lots from the surrounding streets (Frog Pond Ln, Street H, and Street L). See Sheet P3.00.

E. Questions and clarifications from plan set review:

1. *Sheet P1.00 – Remove background from labels for Frog Pond Lane and 31W12D00401*
2. *Sheets P2.00 and P3.00:*
 - i. *Clarify that the alley access from SW Willow Creek Drive is RI/RO only; verify with TVFR that this is acceptable for emergency service provision*
 - ii. *Remove alley access to Lots 29-31 from Frog Pond Lane to reduce driveway cuts on the road consistent with the Frog Pond West Master Plan (Section 4.177 (.09))*
 - iii. *Indicate how the pedestrian path crossing of the alley (in Tract A) will be defined for safety; verify that the grade change at this crossing is ADA compliant*
 - iv. *Add ADA ramp where pedestrian path ends at Street I*

Response: These revisions have been made as follows:

- Sheet P1.00 has been updated to remove the referenced labels.
 - Due to the location of the Willow Creek Dr median at the intersection of Private Alley Q and Willow Creek Drive, this access will be right-in/right out only and there will be no option for a left turn at this location. No revisions have been made to the plans.
 - Lots 29-31 have been reoriented north-south to take access from Street M. This results in through-lots, which have been addressed in the narrative. See Sheet P3.00.
 - The pedestrian crossing of Private Alley Q (in Tract A) is shown as being striped where it crosses Private Alley Q. See Sheet P2.00.
 - An ADA ramp has been added where the pedestrian path ends at Street I. See Sheet P2.00.
3. *Sheet L2.00 – Double check street tree placement against Public Works standards (RD-1240); for example, one tree on SW Brisband is too close to a light pole; three trees (2 on Street I and 1 on SW Larkspur Terrace) are too close to fire hydrants; check tree planting in Tracts to make sure there are no conflicts with utilities and street trees.*

Response: The street tree placement has been reviewed and revised. See Sheet L2.00.

4. Sheet L3.10 – Show location of split rail (open space) fence on plan Sheet L2.30

Response: Sheet L3.10 has been updated to include a detail of the split rail fence.

5. Provide cut sheet/detail for picnic table and bench; if other benches are proposed, indicate location on plans

Response: Cut sheets/details have been added to Sheet L2.30.

Engineering Comments (in addition to incomplete items included above)

- A. *Provide clarification on the intersection and driveway spacing along SW Frog Pond Lane since they do not meet the preferred spacing in the Public Works Design Standards.*

Response: Additional discussion of the spacing has been added to the narrative. See page 57.

- B. *Provide clarification whether the access from the private alley at SW Willow Creek Drive is for emergency only.*

Response: This access is for public use.

- C. *Provide clarification on why a portion of Street K is at 49 feet instead of 52 feet wide.*

Response: Street K narrows slightly west of SW Larkspur Terrace to allow additional area for stormwater treatment within Tract C and to align the southern sidewalk with the walkway within Tract A. The narrowing is accomplished by reducing the planter strip from 7 ft. to 5.5 ft. See Sheet P2.10 for details. This information has been added to the narrative. See page 48.

- D. *Provide clarification why retaining walls are needed in the right-of-way and provide the heights of the walls.*

Response: Walls are required in the Brisband St right-of-way to support the street as it crosses Willow Creek. The heights are 5-6 ft. See Sheet P5.00 for details.

- E. *Provide clarification whether the stormwater facilities along streets are vegetated swales or planter boxes. The street sections call out vegetated swales but the plan view shows as planter boxes.*

Response: Sheet P4.00 has been updated to clarify that the stormwater facilities are vegetated swales. See Note 11.

- F. *Provide clarification on how the run-off from the north side of SW Frog Pond Lane is collected and treated.*

Response: The north side of Frog Pond Lane is not part of the project's frontage improvements. Drainage will continue in its existing pattern.

- G. *Provide clarification on why the grade across the pedestrian path between Lots 64 and 65 is steep and whether steps are proposed in this area.*

Response: Lot 64 has been shifted to the west and the pedestrian path is now located between Lots 63 and 64. The grading has been clarified to indicate that the grade varies by ~2 ft. See Sheet P5.00.

- H. *Provide clarification if the flat portion of SW Willow Creek Drive is able to drain.*

Response: This street will drain. The contours appear flat as there are a few low points/high points.

- I. *Show locations of the subdivision monuments and how sight distance/vision clearance is addressed.*

Response: The location of the monument wall/sign has been added to Sheet P2.00.

Natural Resource Comments (in addition to incomplete items included above)

- A. *All stormwater must be treated by stormwater facilities before being discharged to Tract B*

Response: The pond in Tract B is for treatment per the stormwater report included as Appendix B. Storm drainage from Willow Creek Drive is treated with swales and rain gardens prior to discharge to Tract B.

Building Comments (in addition to incomplete items included above)

A. *On SW Brisband Street – Verify whether the deeded right-of-way dedication meets the “hammerhead” turn around requirements for TVFR or whether the deeded ROW will be extended to the intersection to complete the loop*

Response: Brisband Street will connect to Willow Creek Drive and Street I and will form a loop system. No hammerheads are needed or proposed. See Sheet P2.00.

B. *On Sheets P5.00 and P4.00, Lots 5, 6, and 7 – Confirm whether the bold manhole-like callouts shown on Sheet P5.00, which do not show on Sheet P4.00, are a graphical error or whether it is intended for catch basins to collect stormwater runoff on these private lots*

Response: This was a graphical area. Sheet P5.00 has been updated.

C. *On Sheet P2.00 - Street cross section callout M-M is missing on SW Brisband Street*

Response: The M-M street cross section has been added to Sheet P2.00.

D. *Address numbers on back alley loaded lots – Confirm with TVFR and/or Republic Services whether address numbers are required for all back alley loaded lots. If so, this must be included in the conditions of approval to enforce the requirement.*

Response: It is anticipated that numbers on back alley loaded lots will be required similar to elsewhere in the Frog Pond West area.

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 stormwater, sanitary, and water lines; identify stormwater 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. Stormwater 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 B 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 stormwater system and sanitary sewer system.
20. A City approved energy dissipation device shall be installed at all proposed stormwater system outfalls. Stormwater 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.



DATE: July 27, 2020

**Re: Frog Pond Ridge
Requested Change to Street Cross-Sections**

Project No. DB20-0007

I have reviewed and approve the Applicant's requested changes to the cross-sections of the following proposed street cross sections, and as shown in the attached sheets P2.00, P2.10 and P2.11.

- a. Cross-section of Willow Creek Drive between Brisband Street and Street K to allow for preservation of a 34" white oak tree within a widened median and to allow a western partial street improvement.
- b. Cross section of Street K between Larkspur Terrace and Willow Creek Drive to allow the stormwater facility in Tract C to expand slightly.
- c. Cross section of Street L between Marigold Terrace and Street H to preserve trees in Tract E

Should you have further questions regarding this matter, please contact me at (503) 570-1566.

Respectfully,

A handwritten signature in black ink that reads "Khoi Q. Le". The signature is written in a cursive, slightly slanted style.

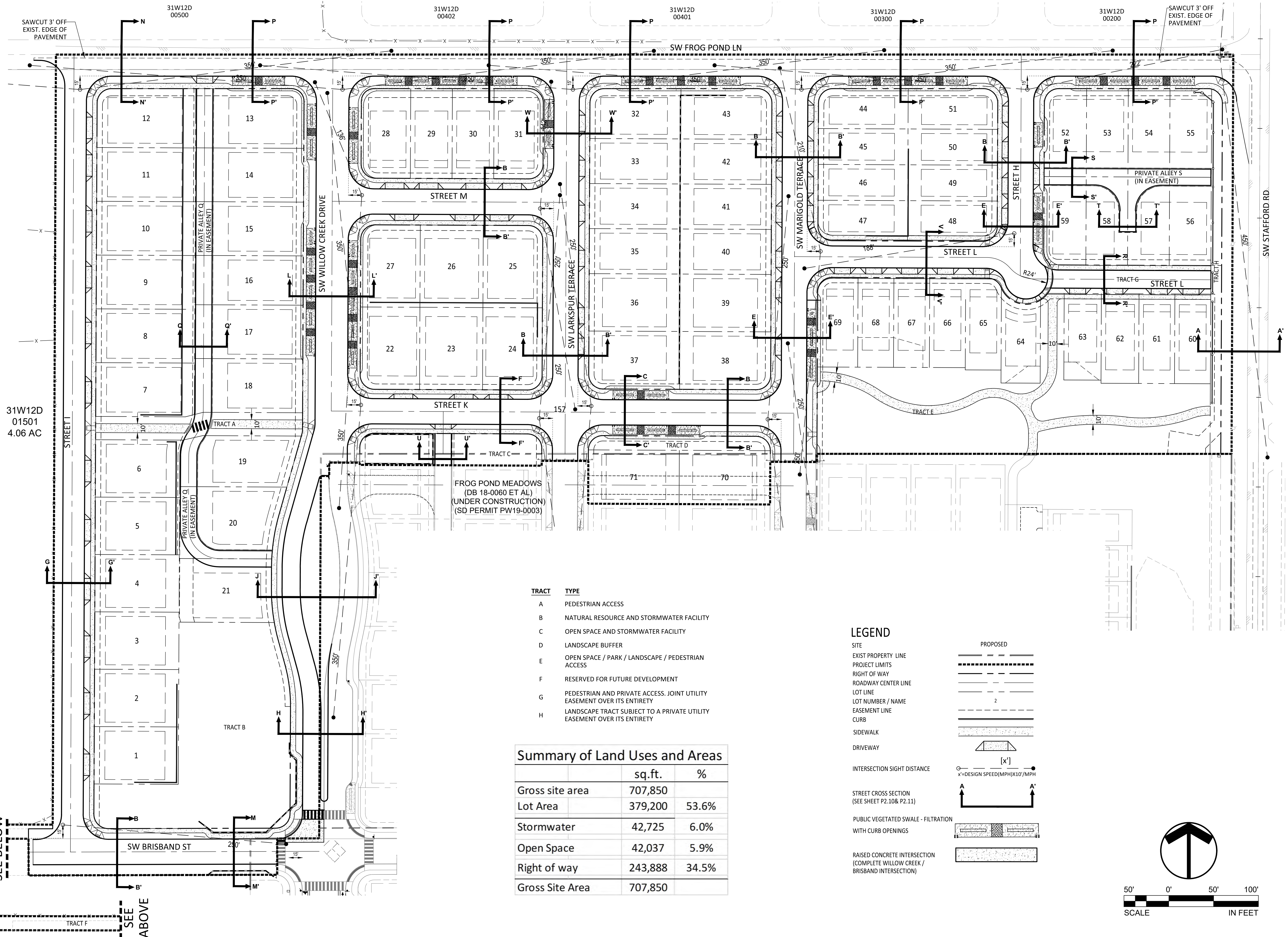
Khoi Q. Le, P.E.

Development Engineering Manager



City of Wilsonville
Exhibit C2 DB20-0007 et al

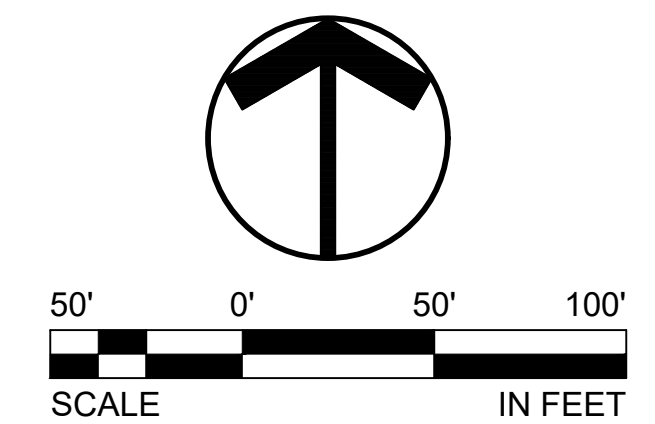
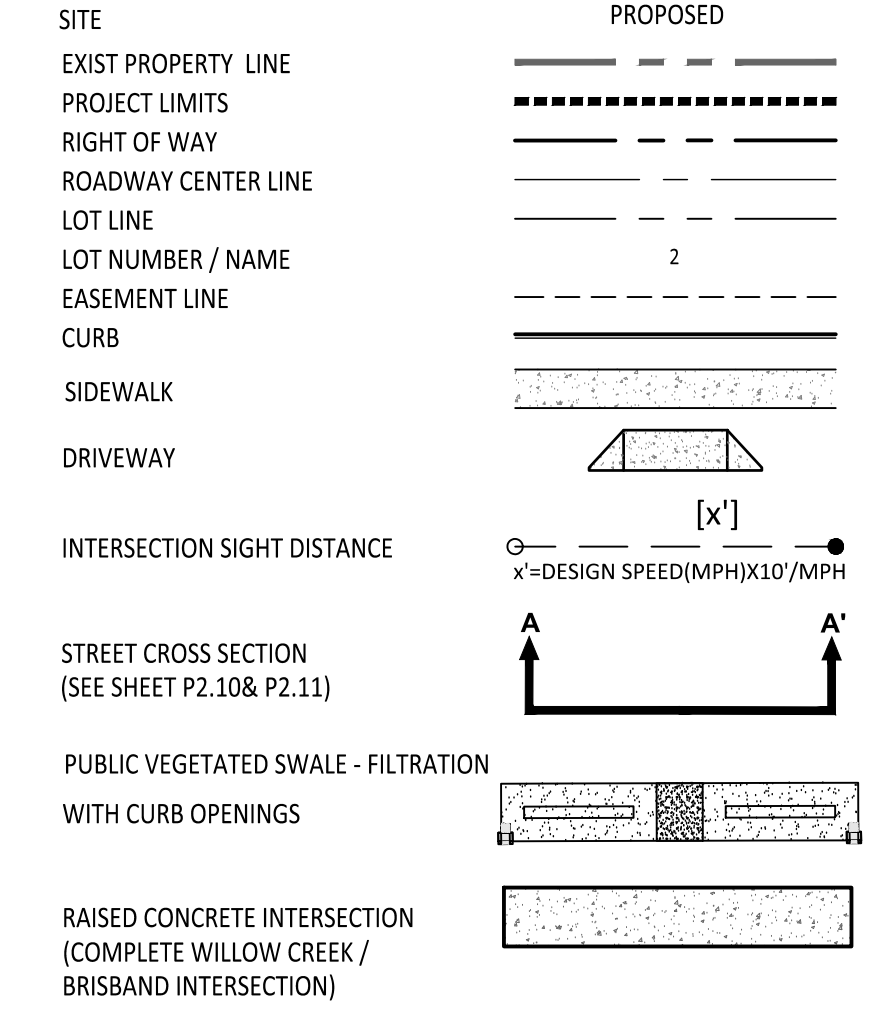
XREF LIST
 Ltscale: 50
 Resolved
 S17868X190
 C18806X230
 C19106X230
 C18806X240
 C19489X001
 C19489X230
 C19489X240



TRACT	TYPE
A	PEDESTRIAN ACCESS
B	NATURAL RESOURCE AND STORMWATER FACILITY
C	OPEN SPACE AND STORMWATER FACILITY
D	LANDSCAPE BUFFER
E	OPEN SPACE / PARK / LANDSCAPE / PEDESTRIAN ACCESS
F	RESERVED FOR FUTURE DEVELOPMENT
G	PEDESTRIAN AND PRIVATE ACCESS. JOINT UTILITY EASEMENT OVER ITS ENTIRETY
H	LANDSCAPE TRACT SUBJECT TO A PRIVATE UTILITY EASEMENT OVER ITS ENTIRETY

	sq.ft.	%
Gross site area	707,850	
Lot Area	379,200	53.6%
Stormwater	42,725	6.0%
Open Space	42,037	5.9%
Right of way	243,888	34.5%
Gross Site Area	707,850	

LEGEND



LAND USE SUBMITTAL - JULY 2, 2020
FROG POND RIDGE
 WILSONVILLE, OREGON
PRELIMINARY SITE PLAN

#	DATE	DESCRIPTION

TITLE: _____
 REVISIONS: _____
 DRAWN BY: _____ CHECKED BY: _____
 STATUS: _____
 DATE: _____
 PROJECT NUMBER: _____

P2.00

© 2020 OTAK, INC.
 If this drawing is not 22" x 34", it has been reduced/enlarged. Scale accordingly.

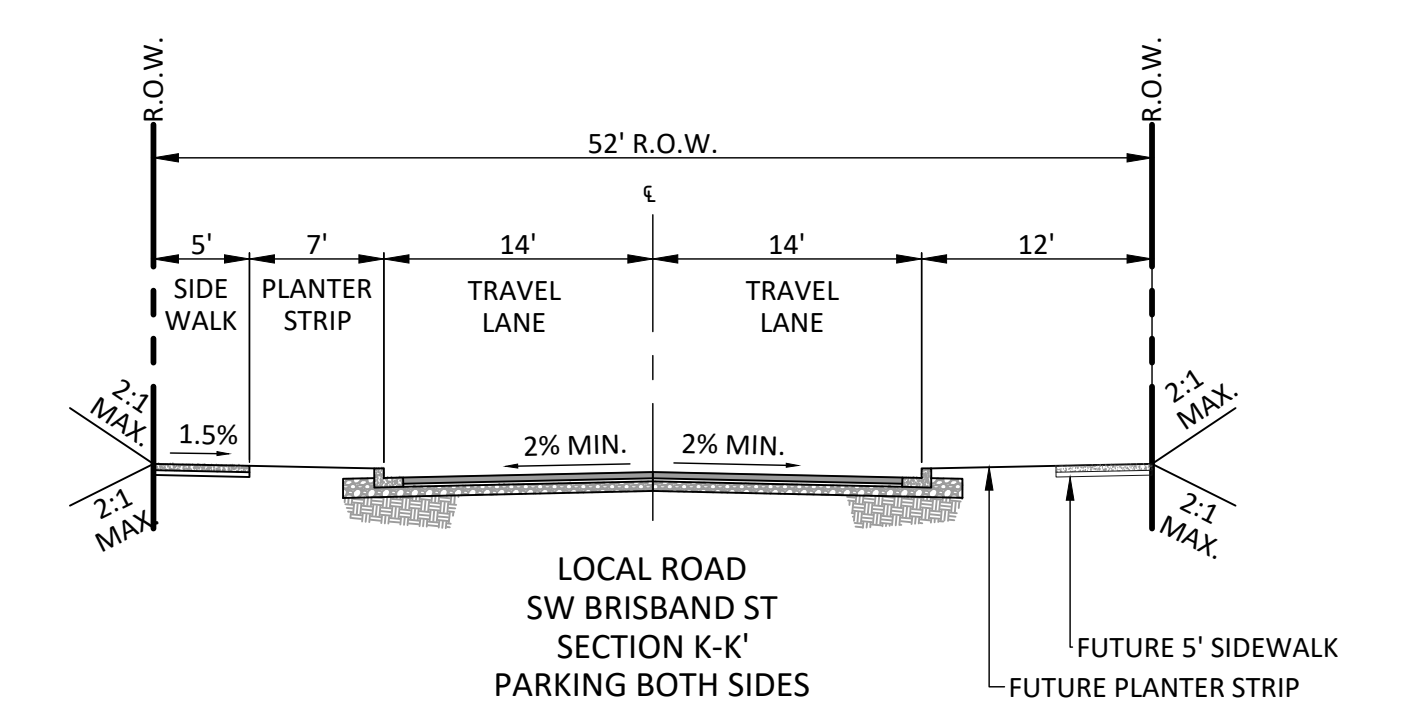
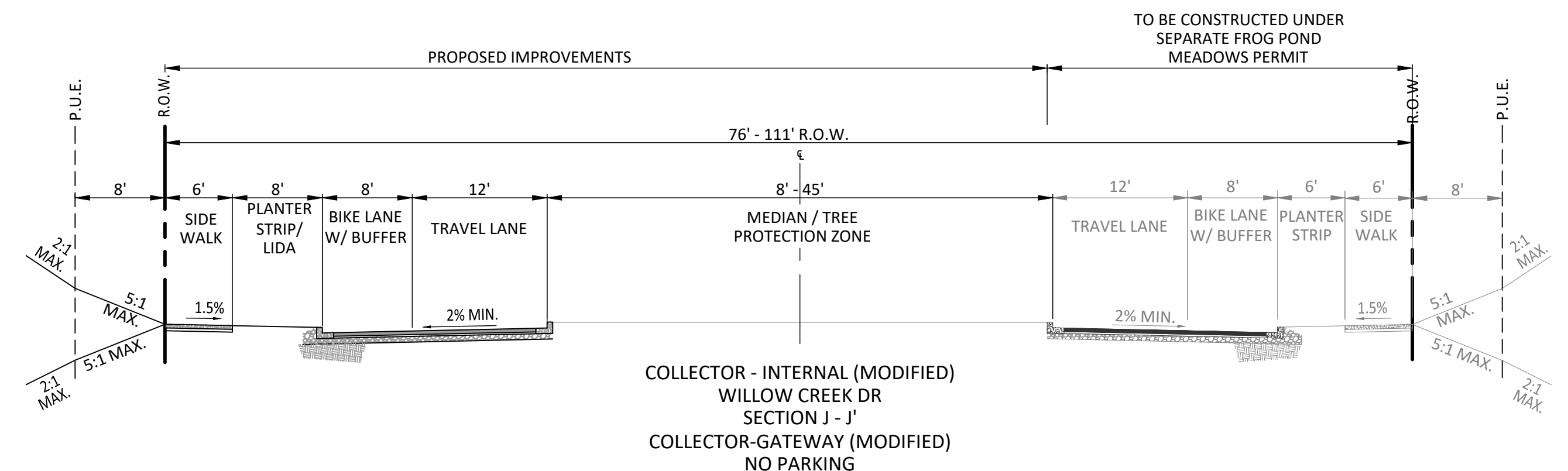
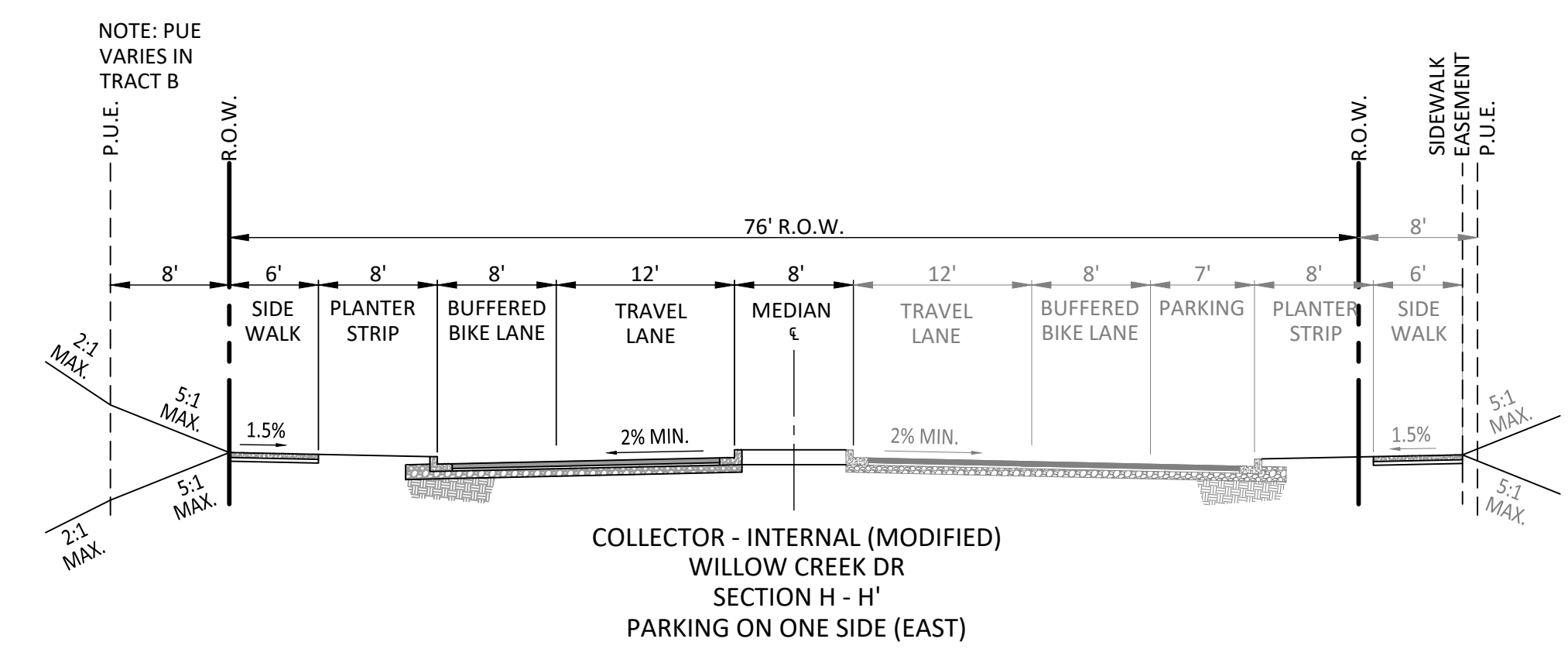
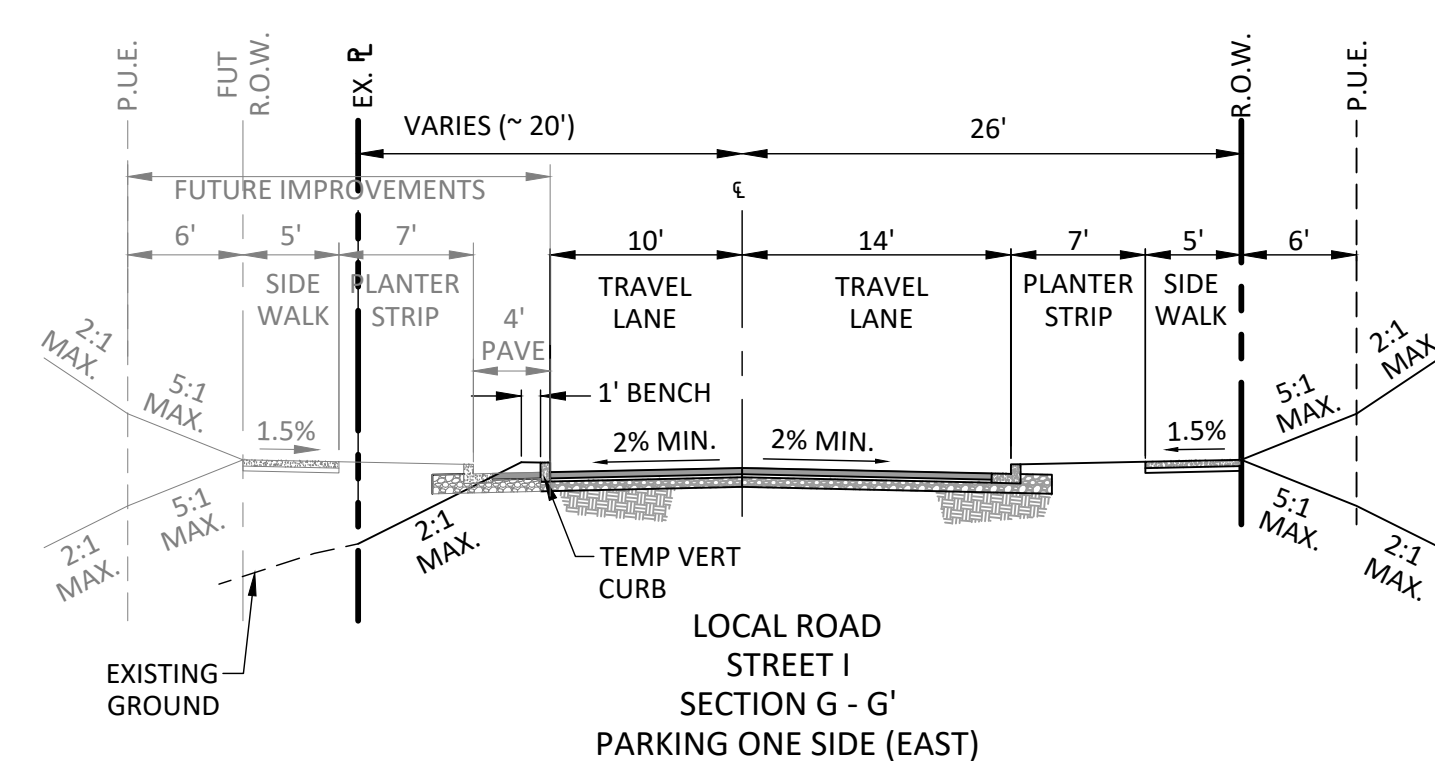
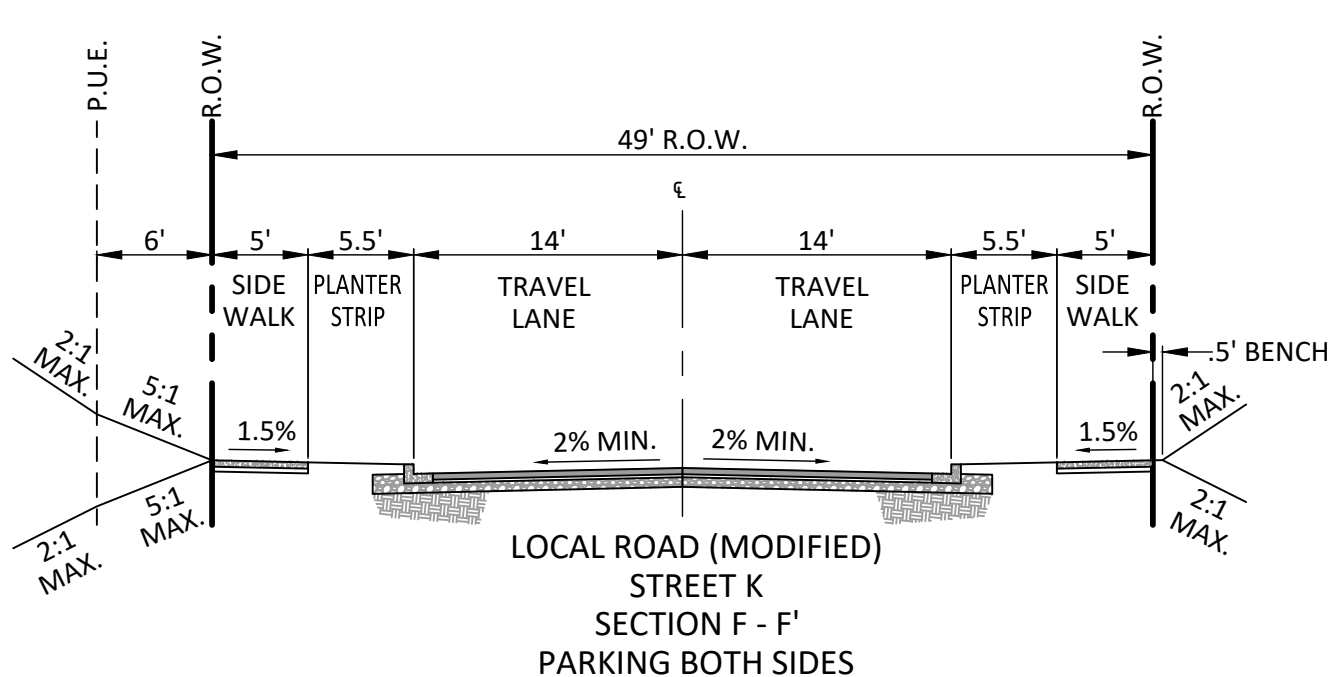
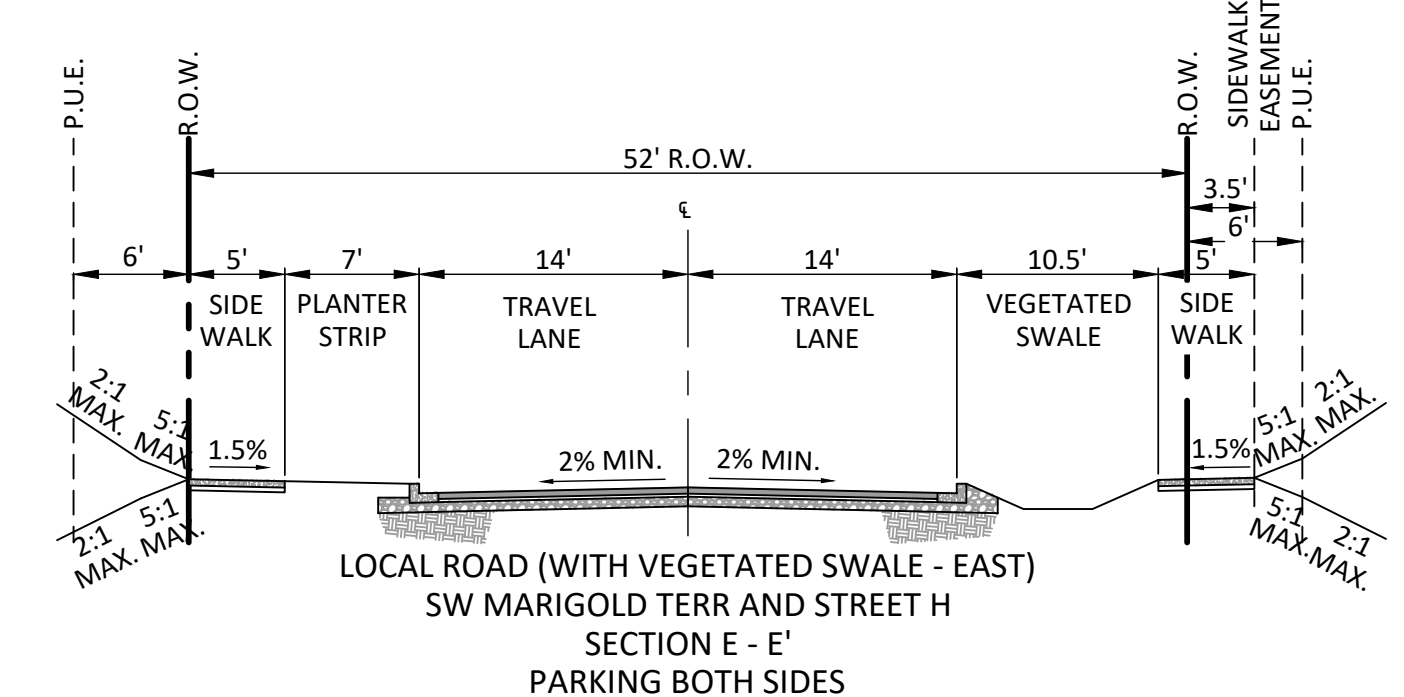
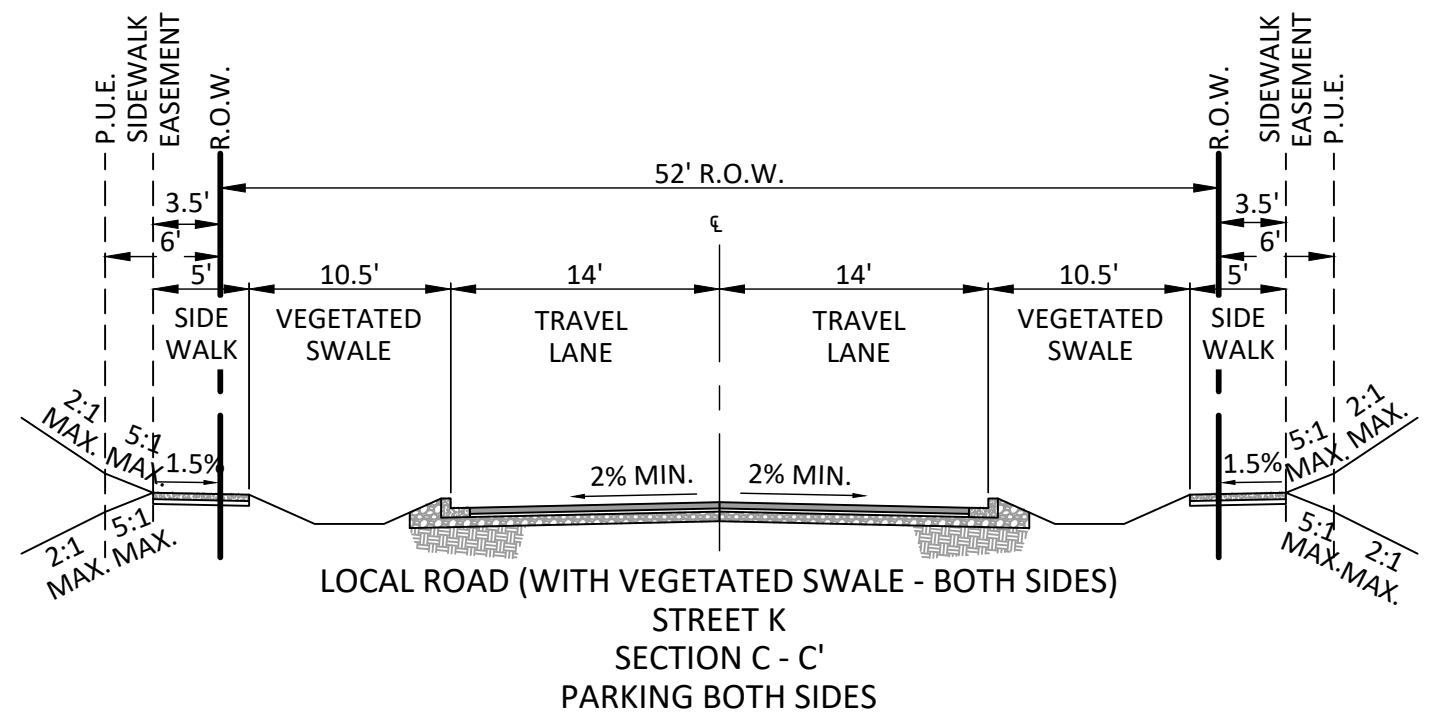
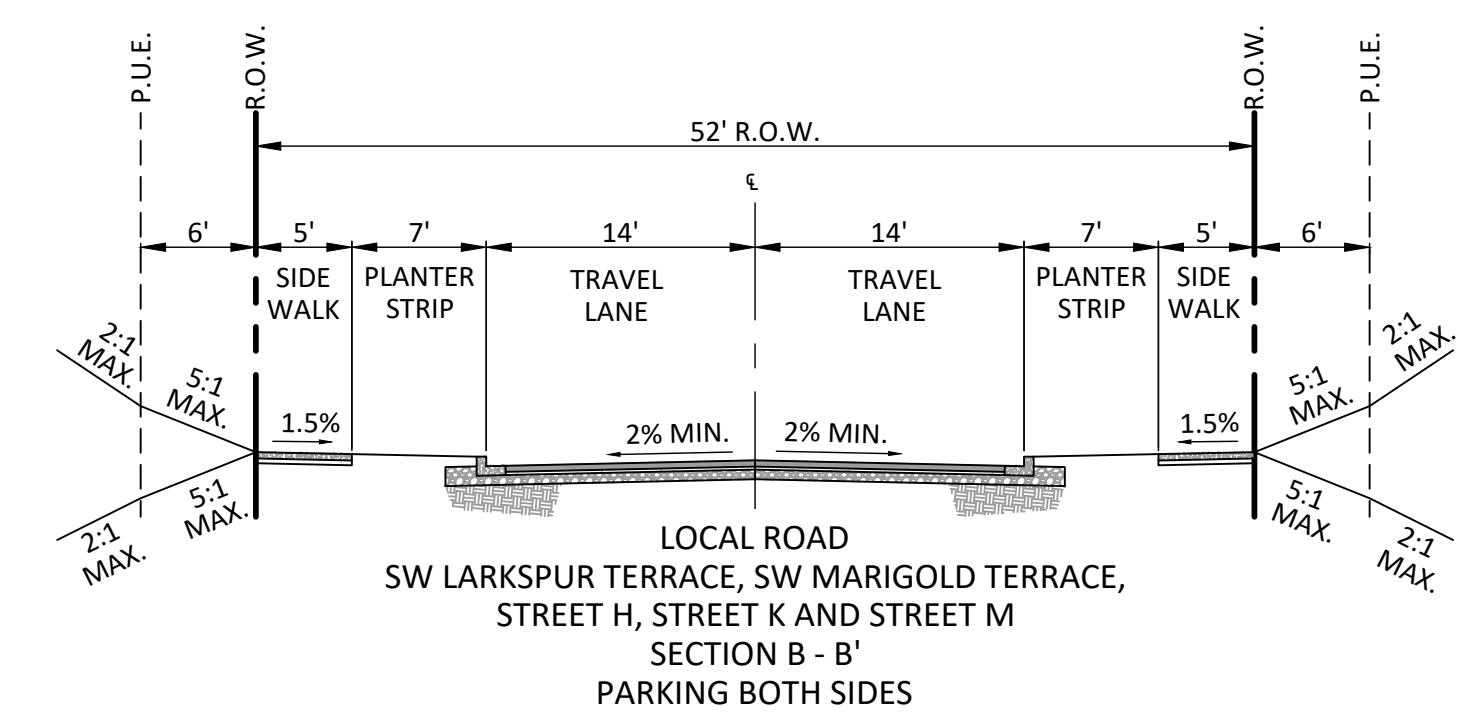
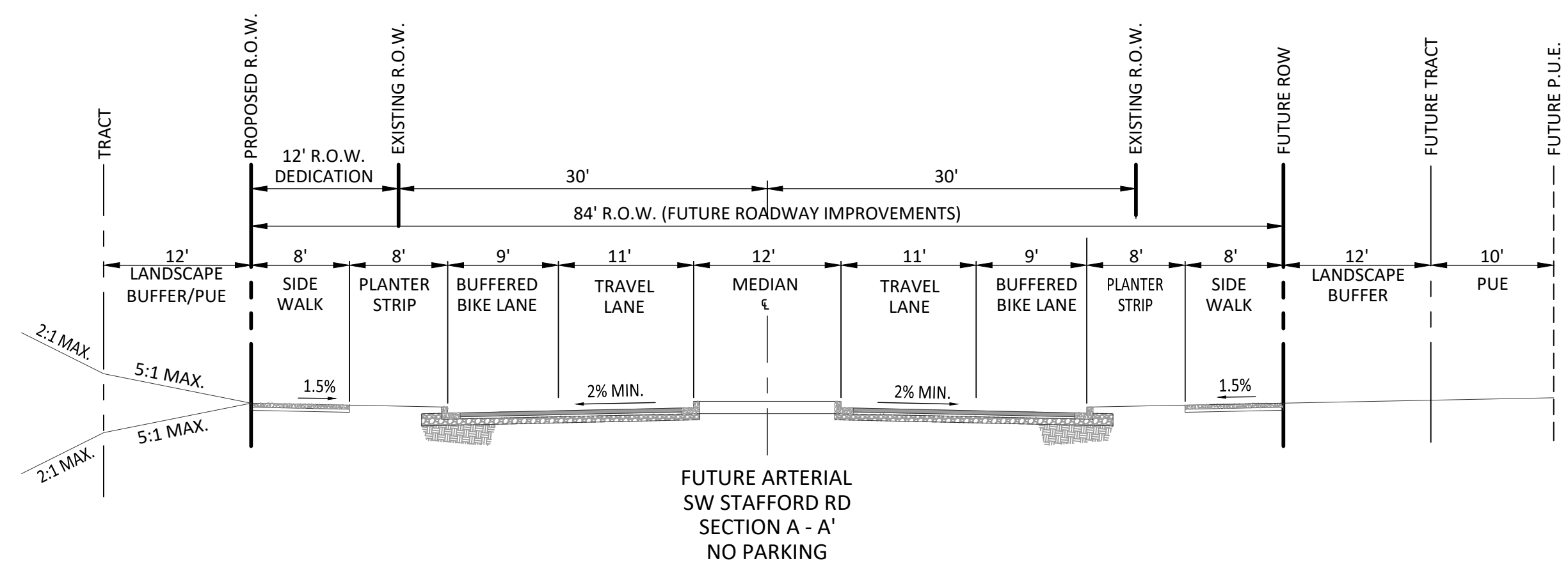


FROG POND RIDGE
 WILSONVILLE, OREGON
PRELIMINARY STREET CROSS SECTIONS

TITLE		
#	DATE	DESCRIPTION

REVISIONS	
NAVD 88	DATUM
MDH	MAP
DRAWN BY	CHECKED BY
LAND USE SUBMITTAL	
STATUS	
JULY 2, 2020	
DATE	
19489	PROJECT NUMBER

P2.10



STREET CROSS SECTIONS
SEE SHEET P2.00 FOR SECTION LOCATIONS

LAND USE SUBMITTAL - JULY 2, 2020



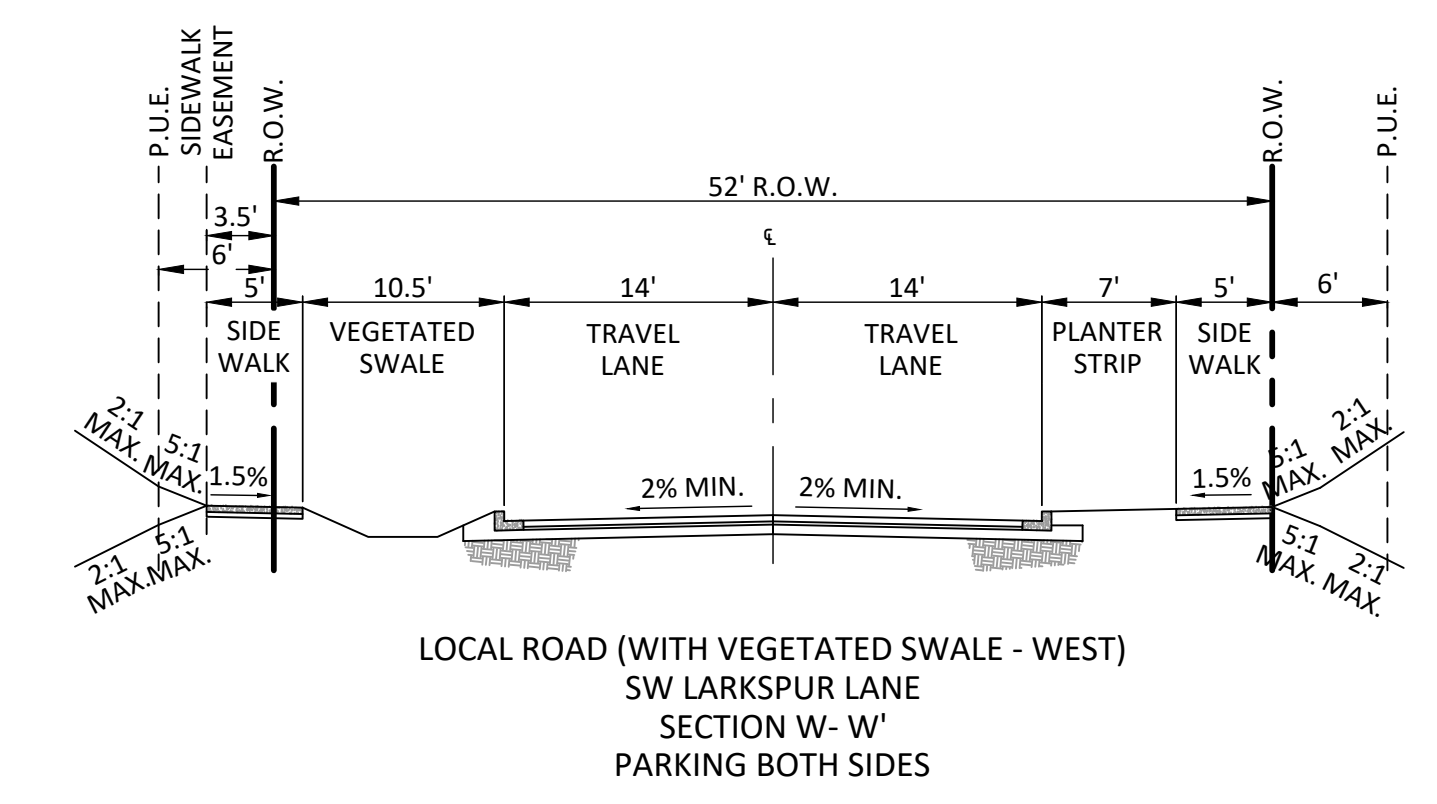
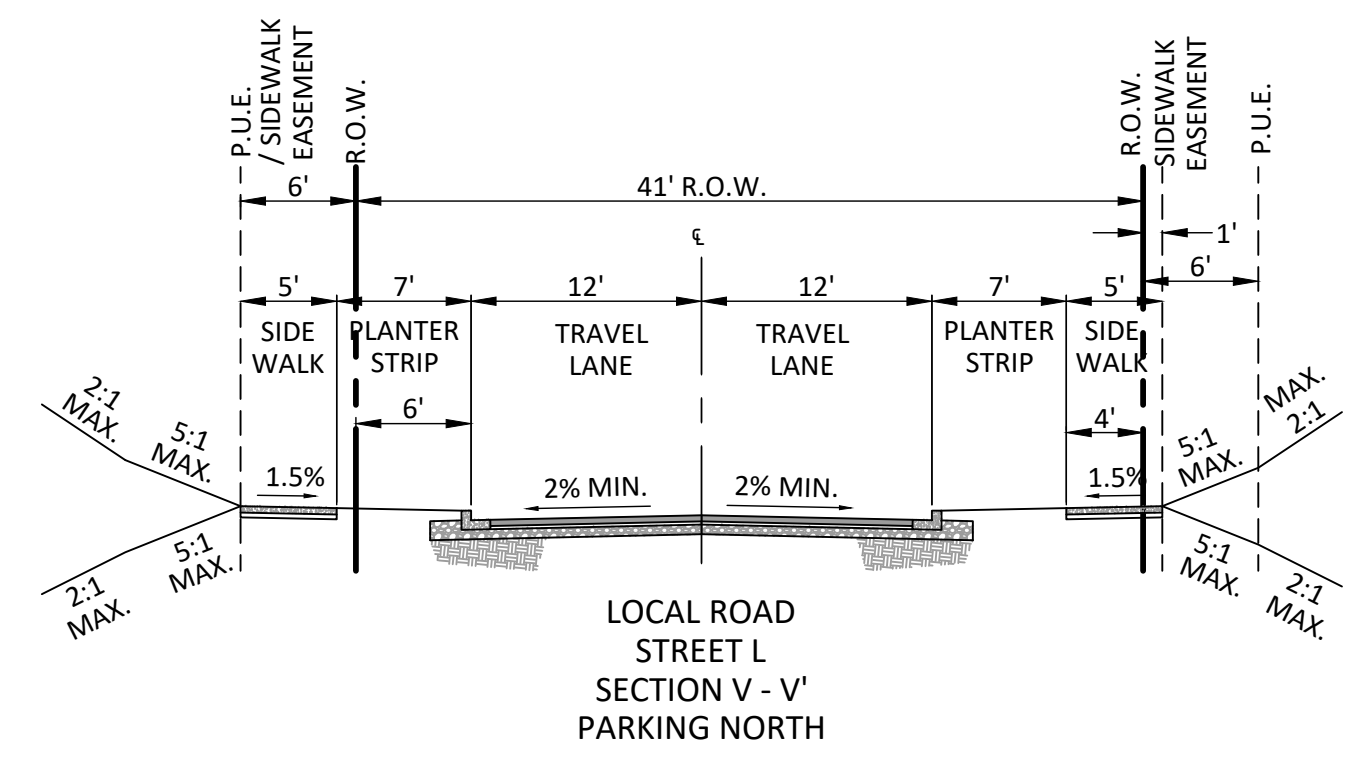
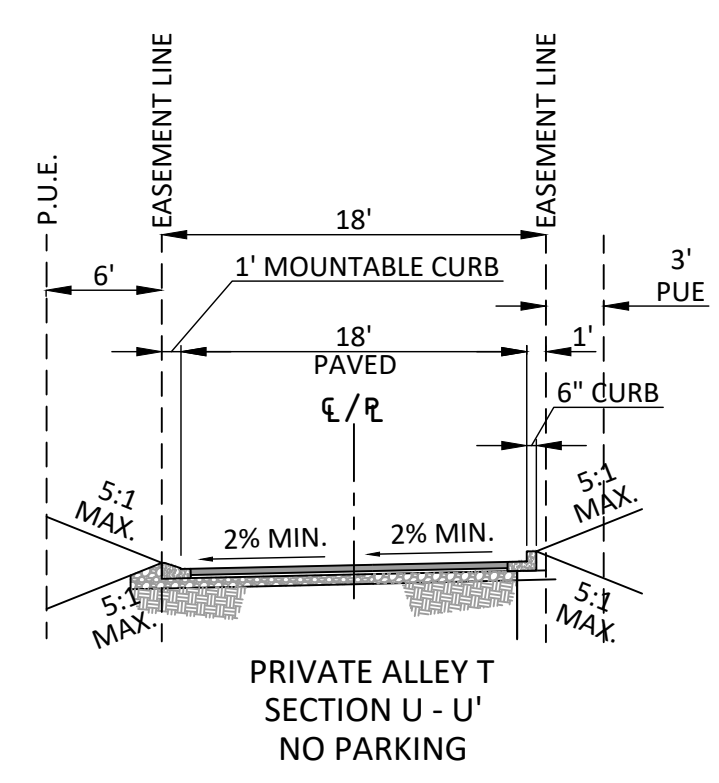
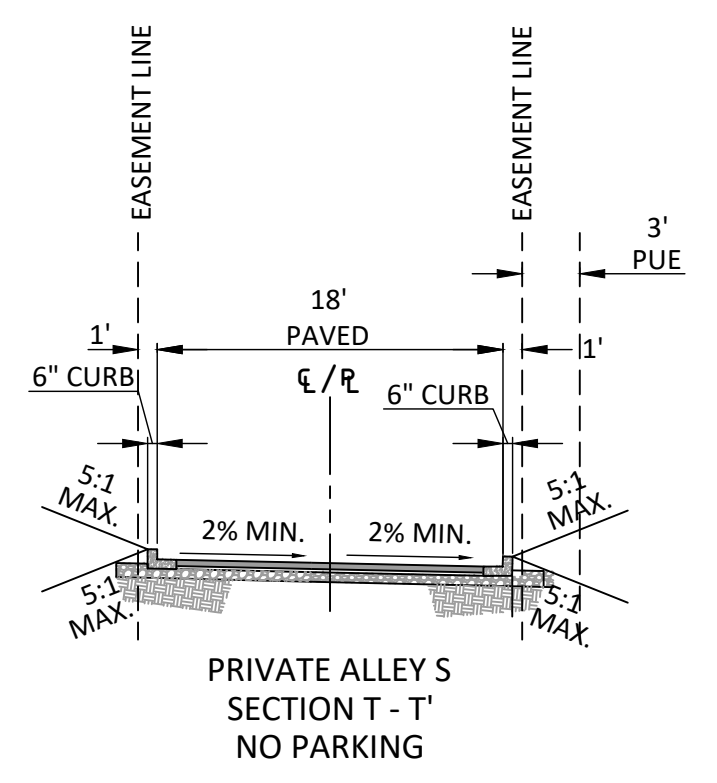
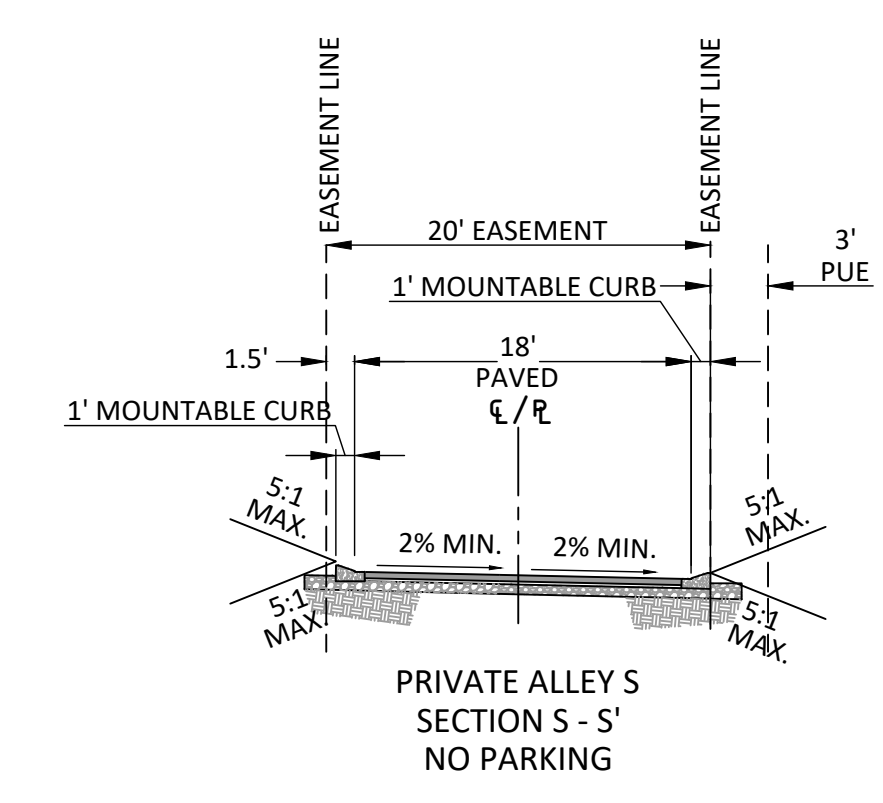
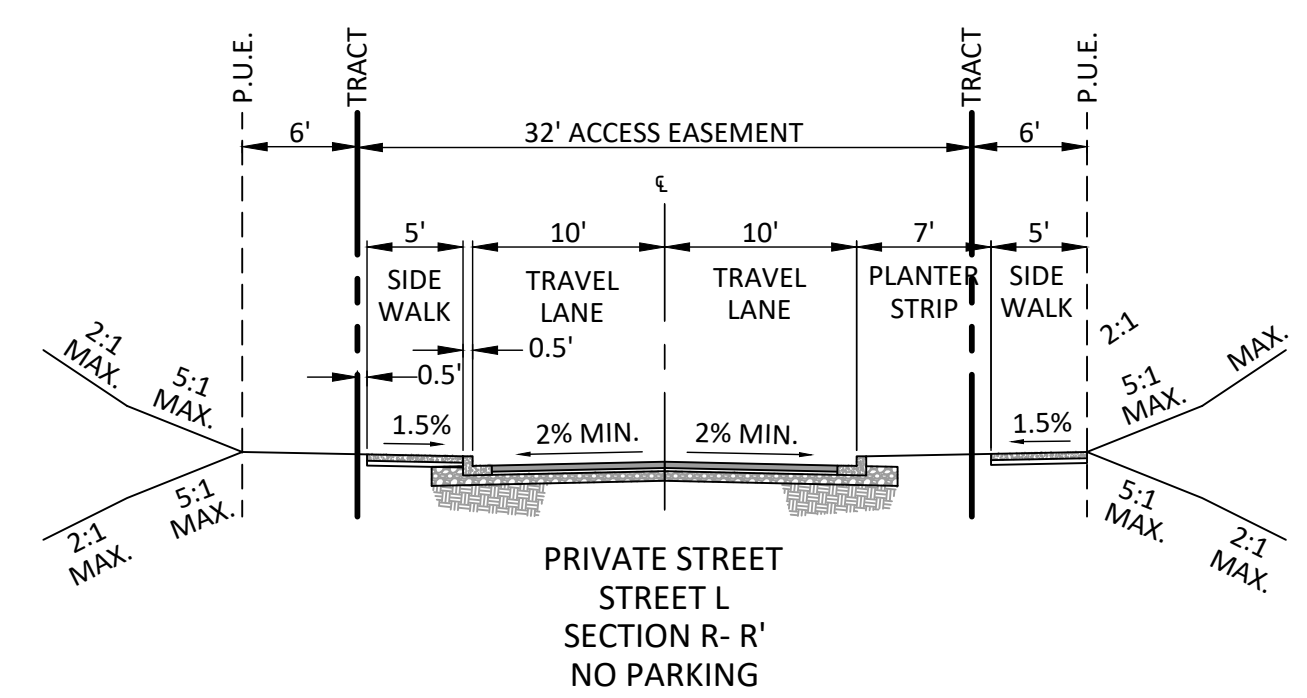
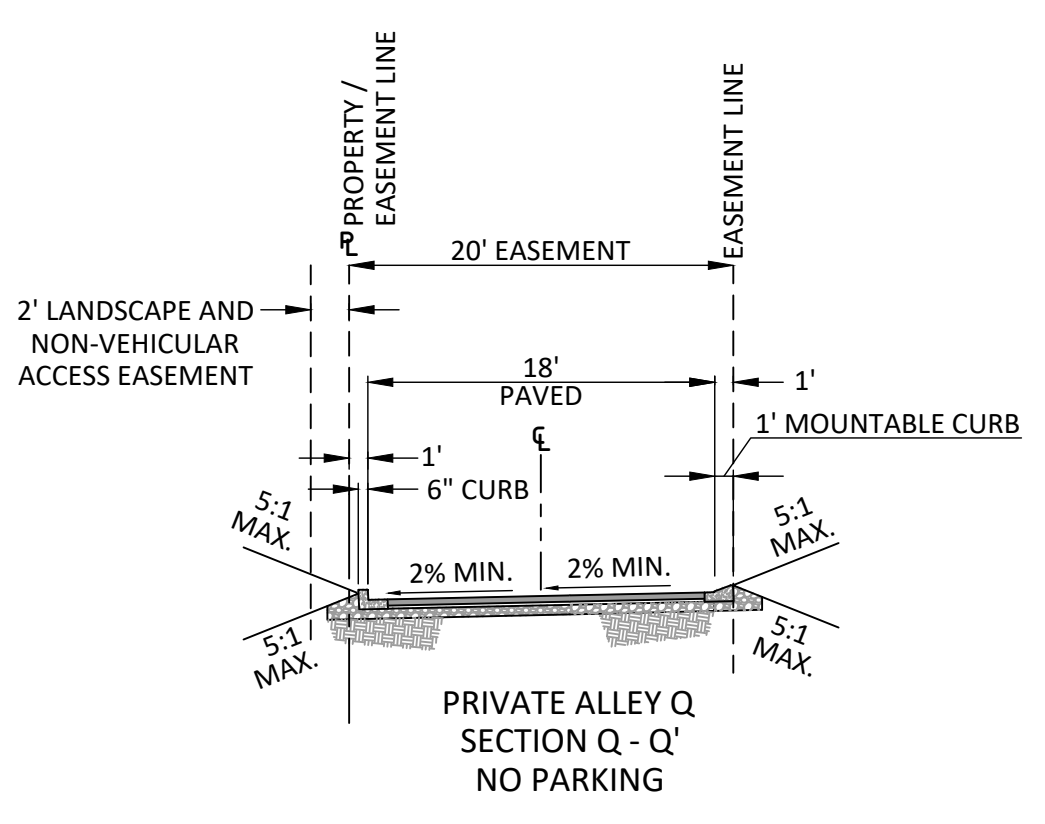
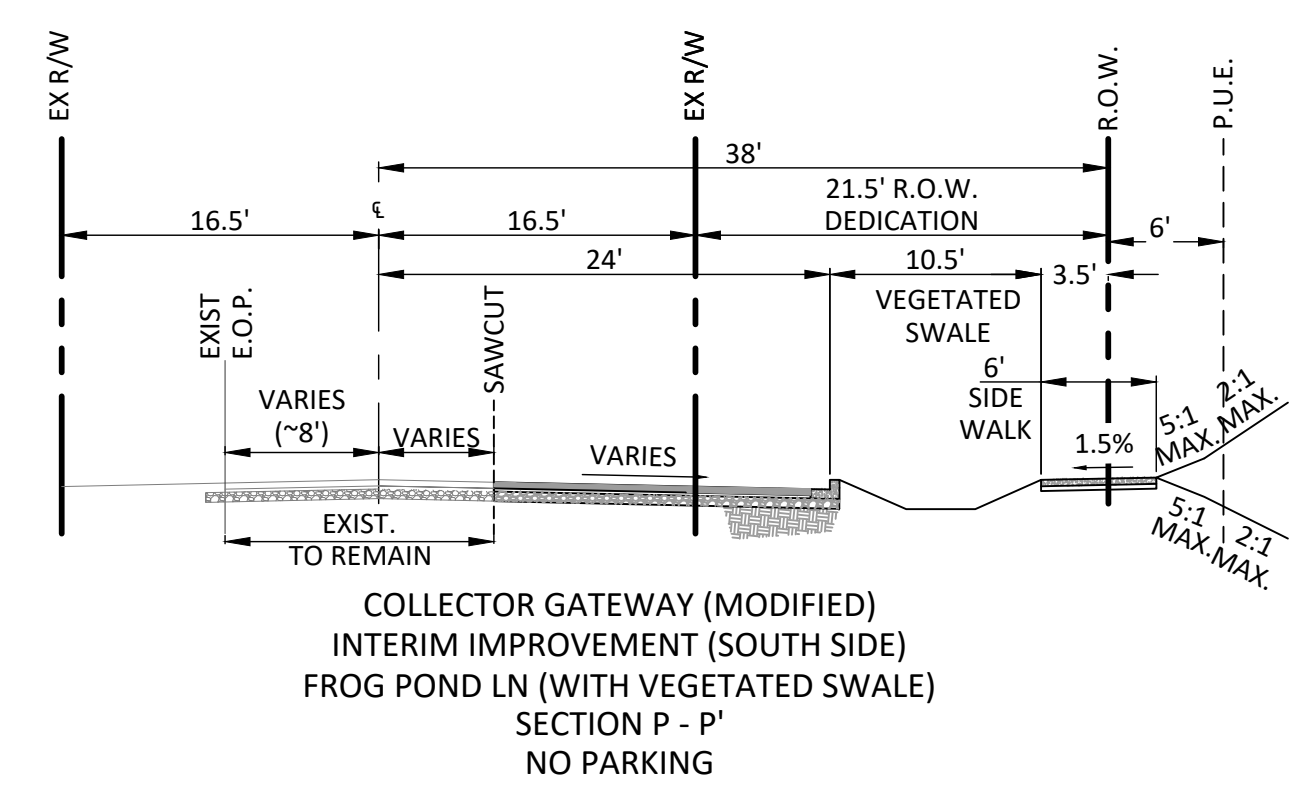
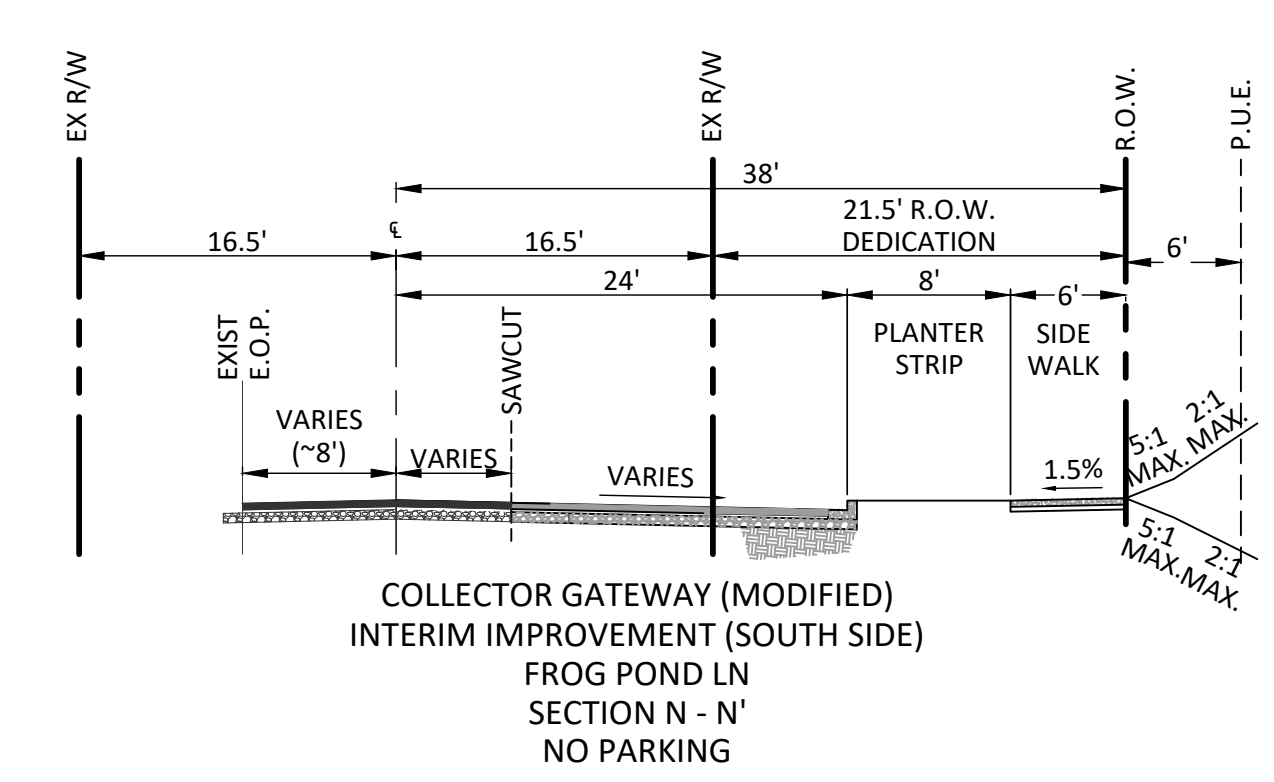
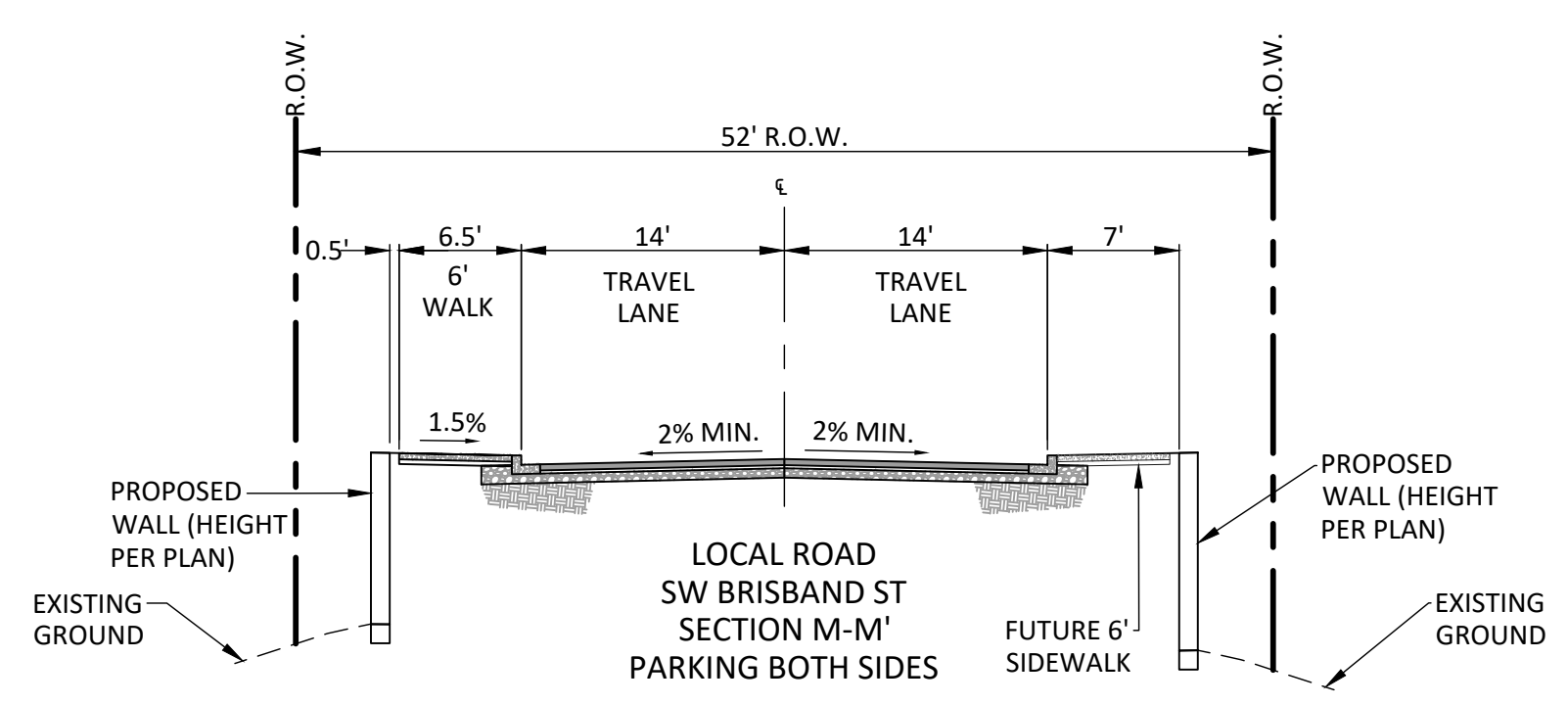
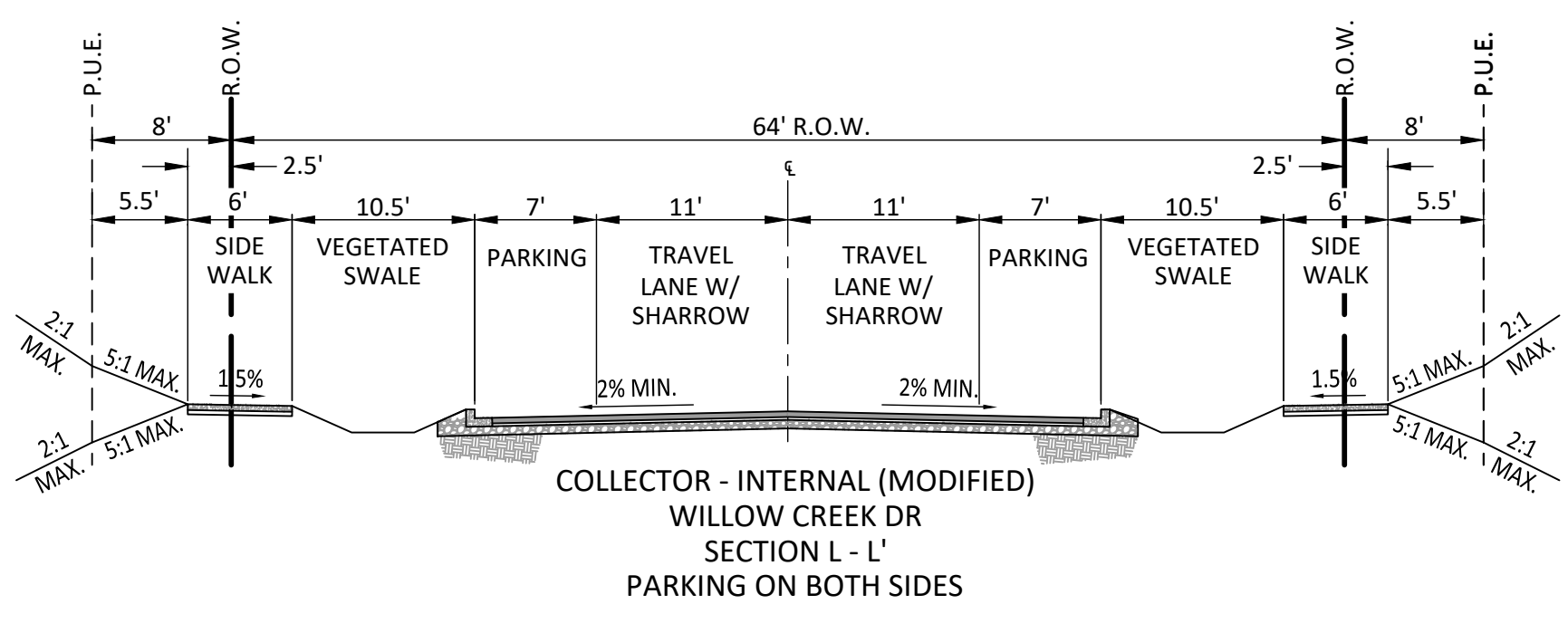
FROG POND RIDGE
 WILSONVILLE, OREGON
PRELIMINARY STREET CROSS SECTIONS

LAND USE SUBMITTAL - JULY 2, 2020

TITLE		
#	DATE	DESCRIPTION

REVISIONS	
NAVD 88	DATUM
MDH	MAP
DRAWN BY	CHECKED BY
LAND USE SUBMITTAL	STATUS
JULY 2, 2020	DATE
19489	PROJECT NUMBER

P2.11
© 2020 OTAK, INC.
If this drawing is not 22" x 34", it has been reduced/enlarged. Scale accordingly.



STREET CROSS SECTIONS
SEE SHEET P2.00 FOR SECTION LOCATIONS

Exhibit C3
Natural Resources Findings & Requirements

Findings for S120-0001

(if SRIR include related findings here)

Significant Resource Overlay Zone

1. The SROZ and the 25-foot Impact Area shall be depicted on the site plans.
2. The applicant shall submit the SROZ mapping as ARCGIS shape files or a compatible format.
3. 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 Manager. Native plants are required for landscaping in the SROZ.
4. 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.
5. The Significant Resource Overlay Zone (SROZ) and the mitigation area in Tract B 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 Manager. The conservation easement shall be reviewed by the City Attorney prior to recording.

**DEVELOPMENT REVIEW BOARD MEETING
AUGUST 10, 2020
6:30 PM**

VI. Public Hearing:

B. Resolution No. 381. I & E Construction: David Hardister, Woodblock Architecture – Representative for I & E Construction – Owner/Applicant. The applicant is requesting approval of a Site Design Review for exterior changes and a Class 3 Sign Permit and Waiver for I & E Construction.. The site is located at 27375 SW Parkway Avenue on Tax Lot 303 of Section 11, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford

Case Files:

DB20-0033 Site Design Review

DB20-0034 Class 3 Sign Permit and Waiver

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 381**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A SITE DESIGN REVIEW FOR EXTERIOR CHANGES AND A CLASS 3 SIGN PERMIT AND WAIVER FOR I & E CONSTRUCTION. THE SITE IS LOCATED AT 27375 SW PARKWAY AVENUE ON TAX LOT 303 OF SECTION 11, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. DAVID HARDISTER, WOODBLOCK ARCHITECTURE – REPRESENTATIVE FOR I & E CONSTRUCTION – OWNER/ APPLICANT.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated August 3, 2020, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on August 10, 2020, 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 August 3, 2020, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB20-0033 through DB20-0034; Site Design Review, Class 3 Sign Permit.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 10th day of August, 2020 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

_____,
Daniel McKay, Panel A Chair
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Wilsonville Planning Division
I&E Construction – Exterior Changes and Sign Waiver

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

Hearing Date:	August 10, 2020
Date of Report:	August 3, 2020
Application Nos.:	DB20-0033 Site Design Review DB20-0034 Class 3 Sign Permit and Waiver
Request/Summary:	The review before the Development Review Board is a Site Design Review, and Sign Permit with Waiver for I&E Construction.
Location:	27375 SW Parkway Ave. The property is specifically known as Tax Lot 00303, Section 11, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon
Owner / Applicant:	I&E Construction
Comprehensive Plan Designation:	Industrial
Applicant's Representative:	Woodblock Architecture (Contact: David Hardister)
Zone Map Classification:	PDI (Planned Development Industrial)
Staff Reviewers:	Philip Bradford, Associate Planner

Staff Recommendation: Approve with conditions the requested Site Design Review and Class 3 Sign Permit and Waiver.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.001	Definitions
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
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.156.01 through 4.156.11	Signs
Sections 4.400 through 4.440 as applicable	Site Design Review
<u>Other Planning Documents:</u>	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

Vicinity Map



Background:

The existing 25,800 square foot building is a two-story asymmetrical structure approved in January 2020 (Casefile DB19-0031 – DB19-0035) for I&E Construction to remodel the building for use as their corporate headquarters. The building originally housed Lazerquick and then became part of Pioneer Pacific College. I&E significantly modernized the exterior appearance of the building with a contemporary design that was aesthetically compatible with the adjacent Grace Chapel property. During construction the applicant changed the exterior of the building from the DRB approved grey fiber cement panel and silver metal panel design to a primarily black design. The decision was driven by a lack of availability of materials and short construction timeframe. Staff observed the changes early on and contacted the applicant to discuss potential options for complying with the conditions of approval. The applicant has opted to return to the DRB for review of these design changes, along with the requested sign waiver.

Summary:

Site Design Review (DB20-0033)

The applicant uses appropriate professional services to design the revised exterior elevation using quality materials and design. Due to the applicant's time frame and lack of availability, the colors and materials approved by the DRB in January 2020 were not used. The architect's description of the changes illustrate that the applicant selected a revised design that maintains the same level of appropriateness and quality of design as the initial proposal. The applicant articulates that the project integrates well with the adjacent Grace Chapel development and the predominantly black color scheme results in a dynamic contemporary design, which will become more unified with the inclusion of cedar trellises that match the wood accents used surrounding the roofline and on the second floor terrace.

Class 3 Sign Permit (DB20-0034)

The applicant proposes a revised freestanding sign facing the eastern frontage of the property along SW Parkway Avenue. The monument sign remains below the maximum size allowance of 64 square feet for the SW Parkway Ave frontage. The sign placement on the site meets City standards and coordinates with the planned landscaping. The applicant is also proposing a 134 square foot building sign integrated into the aluminum mesh screen wall on the western façade. The maximum allowable square footage by the Development Code for a sign in the proposed location is 64 square feet, and therefore this sign requires a waiver.

Public Comments and Responses:

None Received

Discussion Points:

Architectural Changes without DRB Approval

The DRB-approved site design in January 2020 consisted of fiber cement panels in grey, cedar finish fiber cement panels in Russian Oak, and corrugated and perforated aluminum panels in a silver and bare metal finish. In the spring when the building was being painted, City staff observed the building being clad in materials that did not match the DRB-approved renderings and materials board. The project currently is finished with fiber cement panels in black, natural cedar panels along the second floor terrace, center roofline, and aluminum panels in black. The original design utilized muted colors and aimed to be cohesive with the adjacent Grace Chapel redevelopment and also stated in the narrative that the different colors and materials used provide articulation that helps break up the façade. In addition, the perforated aluminum screen wall on the west façade is also proposed with the company logo within the perforations, whereas the original proposal only showed a plain perforated aluminum screen. Staff has been working with the applicant on a solution to the exterior of the building since the changes were first noted in April. Multiple designs were proposed, shown in Exhibit A2, however, the applicant felt strongly about moving forward with the predominantly black exterior. When reviewing the changes against the Development Code and the findings in the staff report for the previous design, staff determined that the level of changes to the exterior requires DRB approval.



Originally Approved Design – January 13, 2020



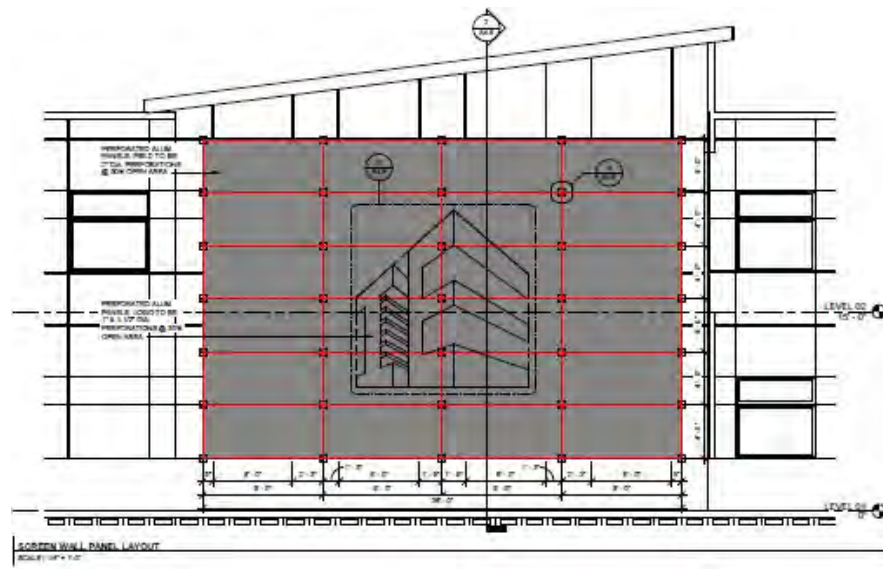
Finished building – July 2020



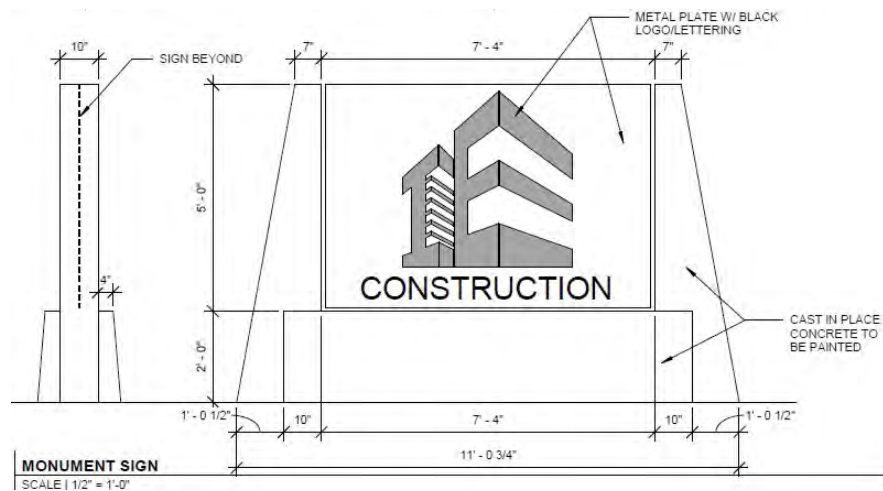
Elevation showing proposed vertical trellis structures and greenery

Building Sign Waiver

The proposed building sign and waiver request is for a 134 square foot non-illuminated sign integrated into the perforated aluminum facing I-5. The façade is sign eligible as it faces I-5, and the applicant is allowed by the Development Code up to 64 square feet of sign area by transferring the allowable sign area from their allowance for a ground mounted sign. This waiver would allow an increase of 70 square feet from the maximum allowable sign area. Integrating the sign into the façade is a unique and innovative way of incorporating the corporate logo onto the building. The logo will be visible through differently sized perforations within the aluminum screen wall and will add additional visual interest to the building.



The applicant also proposes a revised freestanding sign facing the eastern frontage of the property along SW Parkway Avenue. The monument sign remains below the maximum size allowance of 64 square feet for the SW Parkway Avenue frontage. The sign placement on the site meets City standards and coordinates with the planned landscaping.



Conclusion and Conditions of Approval:

Staff 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 approve the proposed application (DB20-0033 through DB20-0034) with the following conditions:

Planning Division Conditions:

Request A: DB20-0033 Site Design Review

PDA 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 A15.
PDA 2.	The applicant shall submit an addendum to the current building permit incorporating the trellis and building sign additions.

Request B: DB20-0034 Class III Sign Permit

PDB 1.	The approved sign shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
PDB 2.	The applicant shall provide an updated drawing for the proposed free standing sign along SW Parkway Ave showing the address of the building on the sign.

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 DB20-0033 through DB20-0034. 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.** Additional Design Alternatives Proposed by the Applicant
- A3.** Staff's Presentation Slides for Public Hearing (to be presented at Public Hearing)

Materials from Applicant

- B1.** Development Permit Application
- B2.** Applicant’s Narrative
- B3.** Drawing Package
 - A000 – Cover Sheet
 - A030 – Plan & Elevation
 - A031 – Renderings
 - A010 – Architectural Site Plan
 - A020 – Site Details
 - A4.8 – Screen Wall Details

Development Review Team Correspondence

None received

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 July 20, 2020. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be complete on July 21, 2020. The City must render a final decision for the request, including any appeals, by November 18, 2020.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Parkway Avenue / Sig Sauer
East:	PDI	Parkway Avenue/FLIR Systems/OIT
South:	PDI	Grace Chapel
West:	NA	Interstate 5

3. Previous Planning Approvals:

79DR11 Site Development Plan Approval for Print-Right Copy Center
80DR28 Sign Approval and Modified Landscape Plan for Print Right Copy Center
03DB12 Modify Stage I Modify Stage II Site & Design for Graphic Properties
04AR41 Class I Modification of Color Scheme for Pioneer Pacific
DB08-0046 Signage for Pioneer Pacific

SR08-0051 Class I Sign Review for Pioneer Pacific College
AR13-0034 Class II Change of Use from Warehouse to Laboratory for Pioneer Pacific College
TR13-0062 Type B Tree Removal of three (3) trees for Pioneer Pacific College
DB19-0031 – 0035 I&E Construction remodel and addition
AR20-0007 – Class I I&E Landscape Plan Revision

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 processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

The application has the signature of Karl Ivanov, an authorized signer for the property owner I&E Construction.

Pre-Application Conference Subsection 4.010 (.02)

The City held a Pre-application conference (PA19-0010) 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.

Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district and City review uses the general development regulations listed in Sections 4.150 through 4.199.

Request A: DB20-0033 Site Design Review

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

Site Design Review

Excessive Uniformity, Inappropriateness Design
Subsection 4.400 (.01) and Subsection 4.421 (.03)

A1. Staff summarizes the compliance with this subsection as follows:

Inappropriate or Poor Design of the Exterior Appearance of Structures: The applicant used appropriate professional services to design structures on the site using quality materials and design. The architect's description of the purpose of design further illustrates the revised design still maintains the appropriateness and quality of design: "We have adhered to the approval for the previously approved project. However, exterior colors have deviated from the approved colors due to lack of availability for the grey metal panel products that were part of the previous Design Review submittal." Based on available materials options, the project team decided during construction that a black façade with contrasting glass and wood elements would create a dynamic façade.

Excessive Uniformity: The proposed facade changes utilize the addition of cedar trellises, wood accents and greenery, to break up the eastern elevation, and the metal screen wall with integrated logo to add visual interest to the I-5 frontage in order to avoid excessive uniformity.

Inappropriate or Poor Design of Signs: The applicant used appropriate professionals to design signs meeting City sign standards compatible with the architecture of the building. See also Request D.

Lack of Proper Attention to Site Development: The applicant employed the skills of the appropriate professional services to design the site, demonstrating appropriate attention to site development.

Lack of Proper Attention to Landscaping: The applicant proposes no changes to the site landscaping. Plantings will be added to the proposed trellis structures.

Objectives of Site Design Review

Proper Functioning of the Site
Subsection 4.400 (.02) A. and Subsection 4.421 (.03)

A2. The applicant does not propose any functional site changes effecting the function of the site as part of this application.

High Quality Visual Environment
Subsection 4.400 (.02) A. and Subsection 4.421 (.03)

A3. A professionally designed building landscaping and a professional, site specific, layout supports a quality visual environment.

Encourage Originality, Flexibility, and Innovation

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

A4. The applicant proposes façade changes, a building sign with a waiver, and revised freestanding monument sign that are professionally designed specifically for the site. The unique window patterns integrated into the two-story lobby and wood accents create a unique, dynamic, and contemporary design. The building sign and requested waiver are original and innovative as the proposed sign will be integrated into the metal perforated sun shade on the western façade which breaks up this elevation and adds visual interest to the building. The revised monument sign evokes the architecture of the building and uses similar materials for a cohesive design.

Discourage Inharmonious Development

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

A5. As indicated in Finding A4 above, the professional, unique design of the building and other site elements support a high quality visual environment and thus prevent monotonous, drab, unsightly, dreary development. The project was originally approved with muted grey and silver tones. The revised design changes the structure to a predominantly black façade, which is intended to create a strong contrast with other materials uses on the building facades, including on the east façade between the wood elements of the second floor terrace and proposed vertical cedar trellises as well as on the west façade with the perforated metal sign that break up the façade and unify the building's exterior appearance. The development still maintains compatibility with the adjacent Grace Chapel property as discussed in Finding A6.

Proper Relationships with Site and Surroundings

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

A6. The applicant prepared a professional site-specific design that carefully considers the relationship of the building and other improvements with other development conditions adjacent to the site. The staff report for DB19-031 – 035 which approved the renovation expansion of the I&E building discussed compatibility with the adjacent Grace Chapel building. The original proposal used muted grey and silver to maintain a cohesive appearance across both properties. The revised black and wood exterior maintains compatibility with Grace Chapel (shown in the renderings below) as both buildings utilize natural wood and black elements that continue to maintain cohesiveness between the two buildings.



Grace Chapel from NE



Grace Chapel from SW

Attention to Exterior Appearances

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

A7. The applicant used appropriate professional services to design the exterior of the building. The architect’s description of the revised exterior further illustrates attention to exterior appearances: “With the addition of cedar trellises, the concept becomes more unified and articulated. The project team decided during construction that the all black façade with contrasting natural wood elements would create an incredibly dynamic façade. This in conjunction with the building lighting, landscaping, unique window design, and a white contrasting interior has produced a vibrant contemporary rehabilitation of an existing building that was in need of attention.” The exterior utilizes the same materials as the original proposal; however the color of the fiber cement and corrugated metal siding have both been changed to black.

Protect and Enhance City’s Appeal

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

A8. The revised proposal adds services and amenities with a quality design to enhance the appeal of SW Parkway Ave. The completed project brings 85 new jobs to the city bringing additional employment to Wilsonville.

Stabilize Property Values/Prevent Blight

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

A9. The site is located along SW Parkway Ave. Adding services and amenities with a quality design add value to SW Parkway Ave prevent additional blight on the property.

Adequate Public Facilities

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

A10. Adequate public facilities serve the site.

Pleasing Environments and Behavior

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

A11. The long vacant site is located on SW Parkway Ave. Adding services and amenities with a quality design increase the pleasing environment of the SW Parkway Ave and consequently contribute positively to the behavior referenced.

Civic Pride and Community Spirit

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

A12. SW Parkway Avenue contributes to civic pride and community spirit tied to being a minor arterial road home to many notable businesses within the city and highly visible to passing traffic. Adding a new business and renovating a vacant property with a high quality design enhances SW Parkway Avenue's contribution to civic pride and community spirit.

Favorable Environment for Residents

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

A13. The SW Parkway Ave area contributes to a favorable environment for residents by providing employment opportunities for residents. Adding a new business and renovating a previously vacant property. Adding a new business with a quality design enhances SW Parkway Avenue's favorable environment.

Jurisdiction and Power of the DRB for Site Design Review

Development Must Follow DRB Approved Plans

Section 4.420

A14. Condition of Approval PDB 1 ensures construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents.

Design Standards

Harmony of Proposed Buildings to Environment

Subsection 4.421 (.01) B.

A15. The proposed trellis structures add additional landscaping to the building which will grow vertically and provide new focal points to the building.

Advertising Features Do Not Detract
Subsection 4.421 (.01) F.

A16. All advertising features are sized and located appropriately to not detract from the design of the existing structure and surrounding properties. See also Request B.

Design Standards Apply to All Buildings, Structures, Signs, and Features
Subsection 4.421 (.02)

A17. The project does not include any accessory structures on site.

Conditions of Approval to Ensure Proper and Efficient Function
Subsection 4.421 (.05)

A18. Staff does not recommend any additional conditions of approval to ensure the proper and efficient functioning of the development.

Color or Materials Requirements
Subsection 4.421 (.06)

A19. The applicant is proposing the addition of the three vertical trellises along the SW Parkway façade and an integrated sign located on the aluminum screen wall facing I-5. The colors and materials chosen for each are appropriate for the development. Staff does not recommend any additional requirements or conditions related to colors and materials.

Site Design Review Submission Requirements

Submission Requirements
Section 4.440

A20. The applicant submitted a site plan drawn to scale and a detailed sign plan.

Time Limit on Site Design Review Approvals

Void after 2 Years
Section 4.442

A21. The Applicant plans to develop the proposed project within two years and understands that the approval will expire after two years unless the City grants an extension.

Request B: DB20-0034 Class III Sign Permit

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

Sign Review and Submission

Class II Sign Permits Reviewed by DRB
Subsection 4.031 (.01) M. and Subsection 4.156.02 (.03)

- B1.** The application qualifies as a Class III Sign Permit and the Development Review Board is reviewing.

What Requires Class III Sign Permit Review
Subsection 4.156.02 (.06)

- B2.** The request involves a single tenant in a development subject to Site Design Review by the Development Review Board thus requiring a Class III Sign Permit.

Class III Sign Permit Submission Requirements
Subsection 4.156.02 (.06) A.

- B3.** As indicated in the table below the applicant has satisfied the submission for Class III sign permits, which includes the submission requirements for Class II sign permits:

Requirement	Submitted	Waiver Granted		Condition of Approval	Not Applicable	Additional findings/notes
		Info Already Available to City	Info Not Necessary for Review			
Completed Application Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sign Drawings or Descriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation of Tenant Spaces Used in Calculating Max. Sign Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Drawings of Sign Placement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Information on Any Requested Waivers or Variances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
---	-------------------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--

Class III Sign Permit and Waiver Review Criteria

Class II Sign Permit Review Criteria: Generally and Site Design Review
 Subsection 4.156.02 (.05) E.

- B4.** As indicated in Findings below, the proposed sign will satisfy the sign regulations for the applicable zoning district and the relevant Site Design Review criteria.

Class II Sign Permit Review Criteria: Compatibility with Zone
 Subsection 4.156.02 (.05) E. 1.

- B5.** The proposed signs are proportional to, and compatible with development in the PDI zone. This includes a freestanding monument sign using cast-in-place concrete with powder coated steel logo and text similar to cut signs found on many developments in the PDI zone. The size of the freestanding monument sign is slightly smaller than what was previously approved by the DRB, the monument sign consists of a taller concrete base and triangular elements similar to the design of the building. This request also includes a 134-square foot building sign integrated into the perforated aluminum panel along the I-5 frontage. This sign requires a waiver which is included as part of this request. No evidence presented nor testimony received demonstrates the subject sign would detract from the visual appearance of the surrounding development.

Class II Sign Permit Review Criteria: Nuisance and Impact on Surrounding Properties
 Subsection 4.156.02 (.05) E. 2.

- B6.** There is no evidence, and no testimony has been received suggesting the subject sign would create a nuisance or negatively impact the value of surrounding properties.

Class II Sign Permit Review Criteria: Items for Special Attention
 Subsection 4.156.02 (.05) E. 3.

- B7.** The sign does not conflict with the design or placement of other site elements, landscaping, or building architecture has been reviewed as part of this application.

Sign Waiver Criteria: Design
 Subsection 4.156.02 (.08) A. 1.

- B8.** The proposed signage will result in improved design in regard to aesthetics and functionality in numerous ways. The proposed sign is integrated within the perforated sunshade on the western I-5 facing façade of the building. This will reduce noise transmission into the office areas and shade the building from the afternoon sun. Integrating the sign within a metal sunscreen is much more subtle than a traditional

building sign using channel letters, sign cabinets, and a variety of colors. The materials used are durable and not prone to fading or weathering as most signs are.

Sign Waiver Criteria: Compatibility

Subsection 4.156.02 (.08) A. 2.

- B9.** The applicant states in their compliance narrative (Exhibit B2) regarding the proposed sign being more compatible with and complementary to the overall design and architecture of the site, along with adjoining properties, surrounding areas, and the zoning district. The updated base and frame of the monument sign better represents the on-site building, and coordinates better with the building sign, the business as a whole and the neighboring businesses. The proposed building sign is integral to the architecture of the structure and adds visual interest to the building by breaking up the mass of the western façade. The unique sign which has not been utilized elsewhere in Oregon will represent a step forward in the design aesthetic for the area.

Sign Waiver Criteria: Public Safety, Especially Traffic Safety

Subsection 4.156.02 (.08) A. 3.

- B10.** There is no evidence the proposed sign will negatively impact public safety, especially traffic safety. The sign is non-illuminated and visually integrated into the architecture of the building. The sign is not designed to stand out such that it would attract attention from drivers on I-5.

Sign Waiver Criteria: Content

Subsection 4.156.02 (.08) A. 4.

- B11.** The content of the subject sign is not being reviewed or considered as part of this application.

Sign Measurement

Measurement of Individual Element Signs

Subsection 4.156.03 (.01) B.

- B12.** The sign measurement uses single rectangles, as allowed.

Freestanding and Ground Mounted Signs in the PDC, PDI, and PF Zones

General Allowance

Subsection 4.156.08 (.01) A.

- B13.** The subject site has frontage on SW Parkway Avenue of sufficient length to be sign eligible. A single freestanding sign is proposed just south of the northern most driveway along SW Parkway Avenue.

Allowed Height

Subsection 4.156.08 (.01) B.

B14. The allowed height for the sign is 8 feet as it is located within the PDI zone. The proposed 7-foot freestanding sign thus meets the requirements of this subsection.

Allowed Area

Subsection 4.156.08 (.01) C.

B15. The proposed freestanding sign pertains to a single tenant within a 25,800 square foot building fronting along SW Parkway Avenue. As a result, the maximum sign area is 64 square feet. The proposed freestanding sign is just under 37 square in area, thus meeting the standards of this subsection.

Pole or Sign Support Placement Vertical

Subsection 4.156.08 (.01) D.

B16. The applicant proposes constructing the freestanding sign and its foundation in a full vertical position.

Extending Over Right-of-Way, Parking, and Maneuvering Areas

Subsection 4.156.08 (.01) E.

B17. The subject freestanding sign will not extend into or above right-of-way, parking, and maneuvering areas.

Design of Freestanding Signs to Match or Complement Design of Buildings

Subsection 4.156.08 (.01) G.

B18. The proposed sign is coordinated with the design of the building as it contains triangular and geometric elements similar to the structure. The original approval for the monument sign was a traditional rectangular shape. The revised proposal for the free-standing sign better compliments the design of the building.

Width Not Greater Than Height for Signs Over 8 Feet

Subsection 4.156.08 (.01) H.

B19. The proposed freestanding sign does not exceed 8 feet, therefore the requirements of this subsection do not apply.

Sign Setback

Subsection 4.156.08 (.01) J.

B20. The setback requirements intend for freestanding signs to be located no further than 15 feet from the property line and no closer than two feet from a sidewalk or other hard surface in the public right-of-way. Sheet A010 in Exhibit B2 shows the location of the freestanding sign meeting the sign setback standard.

Address Required to be on Sign
Subsection 4.156.08 (.01) K.

B21. The site fronts SW Parkway Avenue. Sheet A020 in Exhibit B2 shows the sign without the address of the associated building. Condition of Approval PDC2 ensures the freestanding sign will meet the address requirement.

Building Signs in the PDC, PDI, and PF Zones

Establishing whether Building Facades are Eligible for Signs
Subsection 4.156.08 (.02) A.

B22. The east, south and west facades are sign eligible while the north is not as follows:

Façade	Sign Eligible	Criteria making sign eligible
North	No	
East	Yes	Entrance open to general public, faces a lot line with frontage on a street, adjacent to primary parking area.
South	Yes	Adjacent to primary parking area.
West	Yes	Sign area transfer from allowed 64 square foot ground sign facing I-5

Building Sign Area Allowed
Subsection 4.156.08 (.02) B.5.a

B23. There is a total of one proposed building sign. The 137 square foot I&E logo exceeds the allowed sign area and the applicant is requesting a waiver discussed in Findings B8 – B11. The sign area allowed for a building sign in this location would be 64 square feet. The allowed sign area of 64 square feet is based on a sign area transfer from the 64 square foot freestanding sign that is permitted along the I-5 frontage.

Building Sign Length Not to Exceed 75 Percent of Façade Length
Subsection 4.156.08 (.02) C.

B24. The proposed building sign does not exceed 75 percent of the length of the façade.

Building Sign Height Allowed
Subsection 4.156.08 (.02) D.

B25. The proposed building sign is within a definable architectural feature and has a definable space between the sign and the top and bottom of the architectural feature.

Building Sign Types Allowed

Subsection 4.156.08 (.02) E.

B26. The proposed building sign is integrated into an architectural feature of the building most comparable to a wall flat sign, which is an allowable type.

Site Design Review

Excessive Uniformity, Inappropriate Design

Subsection 4.400 (.01)

B27. With quality materials and design, the proposed building and monument signs will not result in excessive uniformity, inappropriateness or poor design, and the proper attention has been paid to site development.

Purpose and Objectives

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

B28. The building and monument signs are scaled and designed appropriately related to the subject site and the appropriate amount of attention has been given to visual appearance. Condition of Approval PDC2 will ensure that local emergency responders and other individuals reference for the location of this development.

Design Standards

Subsection 4.421 (.01)

B29. There is no indication that the size, location, design, color, texture, lighting or material of the proposed signs would detract from the design of the surrounding properties.

Design Standards and Signs

Subsection 4.421 (.02)

B30. Design standards have been applied to the proposed signs, as applicable.

Color or Materials Requirements

Subsection 4.421 (.06)

B31. The proposed coloring is appropriate for the signs and no additional requirements are necessary.

Site Design Review-Procedures and Submittal Requirements

Section 4.440

B32. The applicant has submitted a sign plan as required by this section.

Exhibit A2 – Design Alternatives proposed by the Applicant:



Alternative 1 – white fiber concrete panels with black aluminum



Alternative 2 – partial white fiber concrete panels with black aluminum



Alternative 3 – Light grey fiber cement panels with dark grey aluminum



Alternative 4 – Preferred option all black to remain



Alternative 5 – Angled trellis



Planning Division
Development Permit Application

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

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

Pre-Application Meeting Date: _____

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: David Hardister
Company: Woodblock Architecture
Mailing Address: 827 SW 2nd Ave., Suite 300
City, State, Zip: Portland, OR 97214
Phone: 360-600-3284 Fax:
E-mail: david@wblock.com

Authorized Representative:

Name:
Company:
Mailing Address:
City, State, Zip:
Phone: Fax:
E-mail:

Property Owner:

Name:
Company: I&E Construction
Mailing Address: 27375 SW Parkway Ave.
City, State, Zip: Wilsonville, OR 97070
Phone: 503-655-7933 Fax:
E-mail: karl@iecon.us

Property Owner's Signature:

[Signature]
Printed Name: Karl Ivanov Date: 07.20.20

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

[Signature]
Printed Name: David Hardister Date: 07.20.20

Site Location and Description:

Project Address if Available: 27375 SW Parkway Ave Wilsonville, OR 97070 Suite/Unit
Project Location:
Tax Map #(s): 31W11 Tax Lot #(s): 00303 County: Washington Clackamas

Request:

- 1. Site Design Review for facade changes to previously approved submittal
2. Sign waiver

Project Type: Class I Class II Class III

Residential Commercial Industrial Other:

Application Type(s):

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





July 19, 2020

City of Wilsonville
Attn: Planning Division
29799 SW Town Center Loop E
Wilsonville, OR 97070
Ph: 503.682.4960
Fax: 503.682.7025

RE: Karl Ivanov
I&E Offices
27375 SW Parkway Ave
Wilsonville, OR 97070

Subject: Design Review Narrative

DESIGN REVIEW SUBMITTAL

PROJECT SUMMARY

The property address is 27375 SW Parkway Ave in Wilsonville.

The floor area of the building is approximately 25,800 square feet (first floor = 13,997 square feet and second floor = 11,803 square feet).

This submittal is a supplement to an approval that was given for the complete remodel of the existing property. Revisions to the façade design were made during construction that deviated from the original proposal.

The intent of this proposal is to outline and present the design intent of those changes and how they have created a more dynamic and cohesive design.

We are seeking waivers or clarifications in the following categories:

A. Sign Area:

- a. We are proposing a perforated screen wall along the I-5 side of the building covering the fitness and break rooms to ensure a comfortable interior environment. The maximum allowable area for a sign on that façade is approximately 64 square feet, we would like to include an approximately 202 square feet I&E logo into the screen wall custom fabricated by a local custom screening company.





SITE DESIGN REVIEW.

Section 4.400. Purpose.

(.01) Excessive uniformity, inappropriateness or poor design of the exterior appearance of structures and signs and the lack of proper attention to site development and landscaping in the business, commercial, industrial and certain residential areas of the City hinders the harmonious development of the City, impairs the desirability of residence, investment or occupation in the City, limits the opportunity to attain the optimum use in value and improvements, adversely affects the stability and value of property, produces degeneration of property in such areas and with attendant deterioration of conditions affecting the peace, health and welfare, and destroys a proper relationship between the taxable value of property and the cost of municipal services therefor.

(.02) The City Council declares that the purposes and objectives of site development requirements and the site design review procedure are to:

A. Assure that Site Development Plans are designed in a manner that insures proper functioning of the site and maintains a high quality visual environment.

Response: There are no site changes as part of this proposal.

B. Encourage originality, flexibility and innovation in site planning and development, including the architecture, landscaping and graphic design of said development;

Response: The building's unique integration of a new 2 story lobby mass connecting 2 previously disconnected wings, along with the addition of a wood accented roof deck and vertical trellises, create a dynamic contemporary design. Large windows replaced a façade with minimal fenestration to allow for natural light and maximum transparency into the building making the front façade much more inviting and interesting.

C. Discourage monotonous, drab, unsightly, dreary and inharmonious developments;

Response: The decision was made during construction to pivot to an all-black façade with the intent to create strong contrast between the natural wood elements, landscaping, and the hand made metal and cement fiber materials. With the addition of vertical cedar trellises, the concept becomes more unified and articulated. The decision to switch to all black was driven by a tight timeframe and the lack of availability of the gray metal panels that were an element of the original proposal.

D. Conserve the City's natural beauty and visual character and charm by assuring that structures, signs and other improvements are properly related to their sites, and to surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements;



Response: Through the use of neutral colors with natural wood accents and improved landscaping this proposal integrates well with the neighboring Grace Chapel's current remodel. The Grace Chapel proposal consists of a grey and black façade with natural wood accents.

- E. Protect and enhance the City's appeal and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business, commercial and industrial purposes;

Response: The project has infused the community with 85 jobs.

- F. Stabilize and improve property values and prevent blighted areas and, thus, increase tax revenues;

Response: The criteria has been met through the comprehensive rehabilitation of this property

- G. Insure that adequate public facilities are available to serve development as it occurs, and that proper attention is given to site planning and development so as to not adversely impact the orderly, efficient and economic provision of public facilities and services.

Response: The criteria has been met.

- H. Achieve the beneficial influence of pleasant environments for living and working on behavioral patterns and, thus, decrease the cost of governmental services and reduce opportunities for crime through careful consideration of physical design and site layout under defensible space guidelines that clearly define all areas as either public, semi-private, or private, provide clear identity of structures and opportunities for easy surveillance of the site that maximize resident control of behavior -- particularly crime;

Response: The criteria has been met.

- I. Foster civic pride and community spirit so as to improve the quality and quantity of citizen participation in local government and in community growth, change and improvements;

Response: This project has garnered attention from the design and construction community due to its unique appearance and also the use of mass timber construction for the 2-story lobby atrium. The ownership, design team, and employees are all extremely proud of the end product.

- J. Sustain the comfort, health, tranquility and contentment of residents and attract new residents by reason of the City's favorable environment and, thus, to promote and protect the peace, health and welfare of the City.

Response: The criteria has been met.

Response Summary: We have adhered to the approval criteria for the previously approved project. However, exterior colors have deviated from the approved façade colors due to the lack of availability of the gray metal panel product that was part of the August 2019 Design Review submittal. The project team decided during construction that the all black façade with contrasting natural wood elements would create an incredibly dynamic façade. This in conjunction with building lighting, landscaping, unique window design, and a white contrasting interior has produced a vibrant contemporary rehabilitation of an existing building that was in



much need of attention. The building is also cohesive with the neighboring property that will also be utilizing black, gray and contrasting wood accents.

Section 4.420. Jurisdiction and Powers of the Board.

- (.01) Application of Section. Except for single-family or two-family dwellings in any residential zoning district, and in the Village zone, row houses or apartments, no Building Permit shall be issued for a new building or major exterior remodeling of an existing building, and no Sign Permit, except as permitted in Sections 4.156.02 and 4.156.05, shall be issued for the erection or construction of a sign relating to such new building or major remodeling, until the plans, drawings, sketches and other documents required for a Sign Permit application have been reviewed and approved by the Board. [Amended by Ord. No. 538, 2/21/02.] [Amended by Ord. No. 557, 9/5/03.] [Amended by Ord. No. 704, 6/18/12]
- (.02) Development in Accord with Plans. Construction, site development and landscaping shall be carried out in substantial accord with the plans, drawings, sketches and other documents approved by the Board, unless altered with Board approval. Nothing in this subsection shall be construed to prevent ordinary repair, maintenance and replacement of any part of the building or landscaping which does not involve a substantial change from the purpose of Section 4.400. If the Board objects to such proposed changes, they shall be subject to the procedures and requirements of the site design review process applicable to new proposals.
- (.03) Variances. The Board may authorize variances from the site development requirements, based upon the procedures, standards and criteria listed in Section 4.196. Variances shall be considered in conjunction with the site design review process.

Section 4.421. Criteria and Application of Design Standards.

- (.01) The following standards shall be utilized by the Board in reviewing the plans, drawings, sketches and other documents required for Site Design Review. These standards are intended to provide a frame of reference for the applicant in the development of site and building plans as well as a method of review for the Board. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention and innovation. The specifications of one or more particular architectural styles is not included in these standards. (Even in the Boones Ferry Overlay Zone, a range of architectural styles will be encouraged.)
 - A. Preservation of Landscape. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soils removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

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

Response: The existing building will remain.



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

Response: Existing drives, parking and circulation will remain.

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

Response: Existing surface water drainage systems will remain, currently direct water to public storm drainage systems and not to adjacent properties.

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

Response: Currently all utilities are located below ground including power.

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

Response: Development will include one monument sign and one screen wall with the company logo incorporated into the wall.

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

Response: No special features are proposed.

(.02) The standards of review outlined in Sections (a) through (g) above shall also apply to all accessory buildings, structures, exterior signs and other site features, however related to the major buildings or structures.

Response: The project does not include any accessory structures on the site.

(.03) The Board shall also be guided by the purpose of Section 4.400, and such objectives shall serve as additional criteria and standards.

(.04) Conditional application. The Planning Director, Planning Commission, Development Review Board or City Council may, as a Condition of Approval for a zone change, subdivision, land partition, variance, conditional use, or other land use action, require conformance to the site development standards set forth in this Section.

(.05) The Board may attach certain development or use conditions in granting an approval that are determined necessary to insure the proper and efficient functioning of the development, consistent with the intent of the Comprehensive Plan, allowed densities and the requirements of this Code. In making this determination of compliance and attaching conditions, the Board shall, however, consider the effects of this action on the availability and cost of needed housing. The provisions of this section shall not be used in such a manner that additional conditions either singularly or accumulatively have the effect of unnecessarily increasing the cost of housing or effectively excluding a needed housing type.

June 26, 2020

City of Wilsonville
Attn: Planning Division
29799 SW Town Center Loop E
Wilsonville, OR 97070
Ph: 503.682.4960
Fax: 503.682.7025

503.889.0604
827 SW 2ND AVE #300
PORTLAND, OREGON 97204
WBLOCK.COM

RE: Karl Ivanov
I&E Offices
27375 SW Parkway Ave
Wilsonville, OR 97070

Subject: Sign Permit Narrative

See below for additional information about conformance with sign code criteria including additional requirement.

Section 4.156.08 Sign Regulations in the PpDC, PDI, and PF Zones

(.01) Freestanding and Ground Mounted Signs:

- A. Per figure S-4 Interstate 5 @ SW parkway ave is an eligible sign façade.
- C. Maximum allowed sign area is 64 sq. ft.

(.02) Signs on Buildings

- A. Sign Eligible Facades: Façade faces I-5 which is a public street with no other buildings obstructing the view of the façade.
- B. Sign Area Allowed
 - 5. Sign can transfer area from ground-mounted sign or adjacent façade up to 50 sq ft. Allowable area for a ground-mounted sign is 64 square feet. South allowable area with a linear length of 100'-11", is 50.46 sq. ft.

Proposed area of sign is 134 square feet, allowed area is 64 square feet transferring from ground mounted sign. Seeking a waiver to allow for a sign 70 square feet larger than allowed.

See below for response to additional criteria provided by Wilsonville Planning department:

1. The proposed signage is compatible with developments or uses permitted in the zone in terms of design, materials use, color schemes, proportionality, and location, so that it does not interfere with or detract from the visual appearance of surrounding development.



Proposed sign is to be integral to a perforated metal sunshade provided at the I-5 side of the building to mitigate sun and sound transmission into public spaces within the building. This element is to be custom fabricated by a local Oregon business and will be using techniques and technology which has not, to ours or the fabricator's knowledge, been utilized anywhere else in the state. The installation of this sunshade will not detract from nearby structures, it represents a step forward in terms of the area's design aesthetic.

2. The proposed signage will not create a nuisance or result in a significant reduction in the value or usefulness of surrounding development.

This sign does not include potentially negative features of other signs utilized on buildings of this type. It does not include an internal light which can go out and require maintenance which could be deferred leaving the sign partially unlit. It is not made of a breakable material like a plastic cabinet sign requiring repair or replacement should damage occur. The materials are not prone to fading in direct sunlight or weathering as most other exterior signs are. It is also our opinion that having the I&E logo abstracted within the pattern of perforations is far less ostentatious than other signs which could include garish designs or colors, it also does not directly advertise for the business as a typical building mounted sign would.

3. Special attention is paid to the interface between signs and other site elements including building architecture and landscaping, including trees.

The sign is integral to the functioning of the building, the screen it is part of provides sun and sound screening to the building beyond.

4. The waiver will result in improved sign design, in regards to both aesthetics and functionality.

Should we required a waiver for this sign we believe that the addition of a custom fabricated perforated screen wall represents a higher level of design than typical building mounted signs such as cabinets, panels or letter signs. This will be far more subtle than a traditional building sign without the colors, lighting or maintenance required for a typical sign.

5. The waiver will result in a sign or signs that improve, or at least do not negatively impact, public safety, especially traffic safety.

The sign is not designed to stand out such that it would attract excess attention from drivers on I-5. It has no elements which require it to be read nor any lights which could distract a driver at night.

6. Sign content is not being considered when determining whether or not to grant a waiver.

Acknowledged.

Sincerely,

Ryan McTague
ryan@wblock.com
503.889.0604



WOODBLOCK ARCHITECTURE, INC.
827 SW 2ND AVENUE, #300
PORTLAND, OR | 97204 | P. 503.889.0604

I & E CONSTRUCTION FACADE MODIFICATIONS



I & E OFFICES - RENOVATION

27375 SW Parkway Ave
Wilsonville OR 97070



Project #19-005



07.20.20
SDR SUBMITTAL

REV DESCRIPTION DATE

SHEET INDEX

A000	COVER SHEET
A030	PLAN & ELEVATION
A031	RENDERINGS



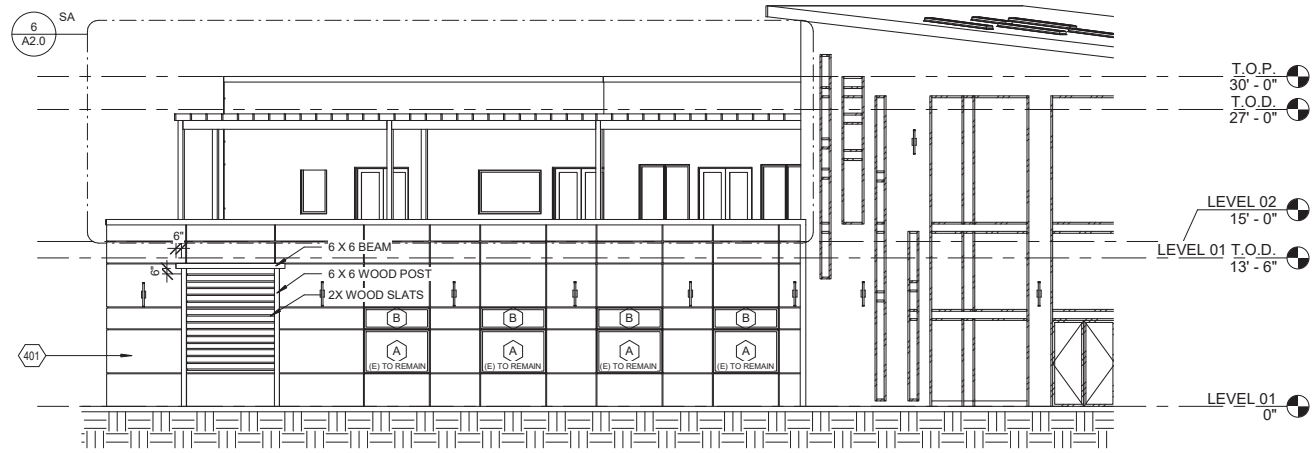
City of Wilsonville
Exhibit B3 DB20-0033 et seq

A000
COVER SHEET

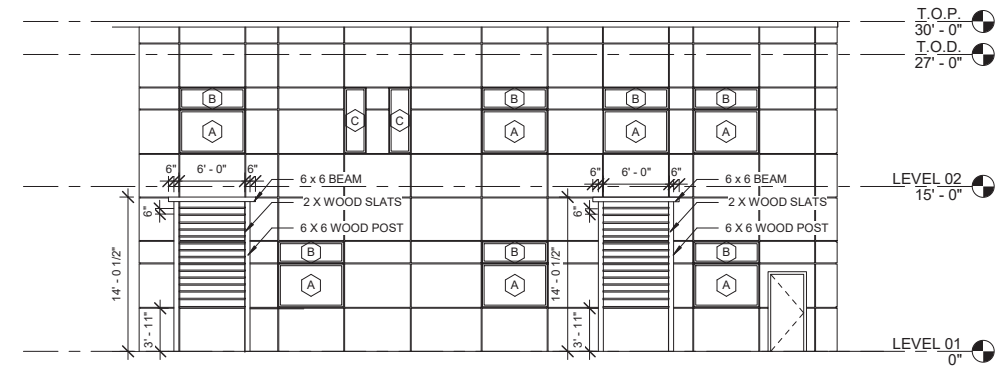
© WOODBLOCK ARCHITECTURE



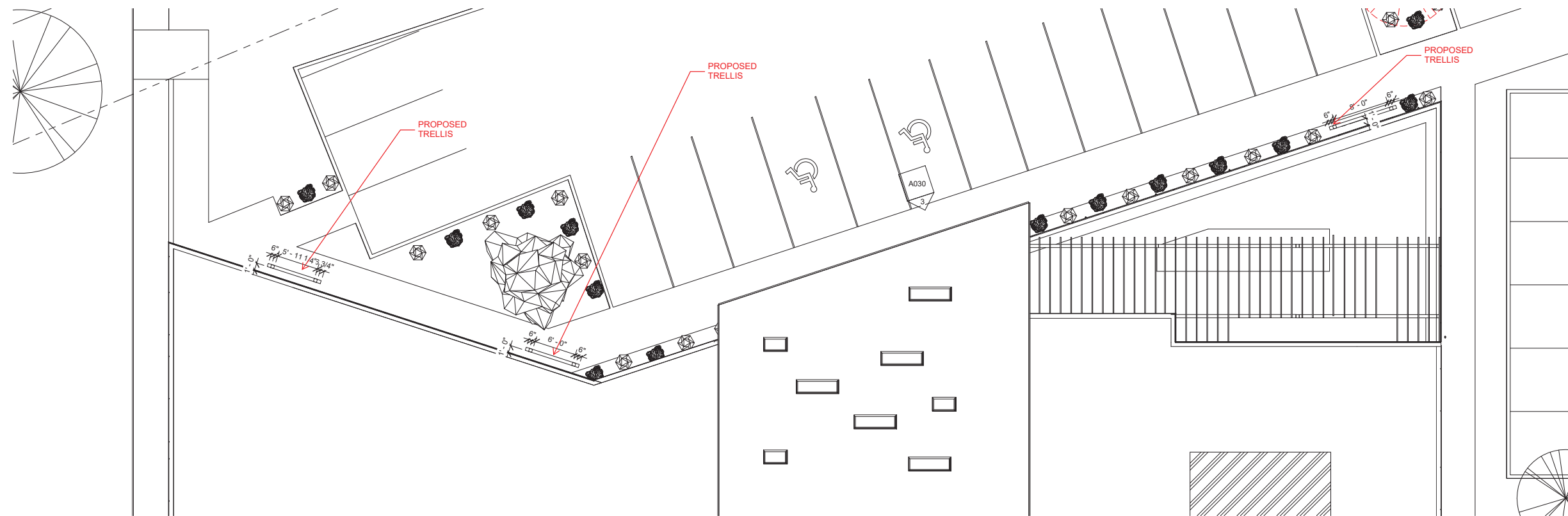
WOODBLOCK ARCHITECTURE, INC.
827 SW 2ND AVENUE, #300
PORTLAND, OR | 97204 | P. 503.889.0604



3 EAST ELEVATION - SOUTH Copy 1
SCALE | 1/8" = 1'-0"



2 EAST ELEVATION - NORTH Copy 1
SCALE | 1/8" = 1'-0"



1 ARCHITECTURAL SITE PLAN
SCALE | 1/8" = 1'-0"

I & E OFFICES - RENOVATION
27375 SW Parkway Ave
Wilsonville OR 97070

Project #19-005



REV DESCRIPTION DATE

A030
TRELLIS DETAILS



WOODBLOCK ARCHITECTURE, INC.
827 SW 2ND AVENUE, #300
PORTLAND, OR | 97204 | P: 503.889.0604



**I & E OFFICES -
RENOVATION**

27375 SW Parkway Ave
Wilsonville OR 97070



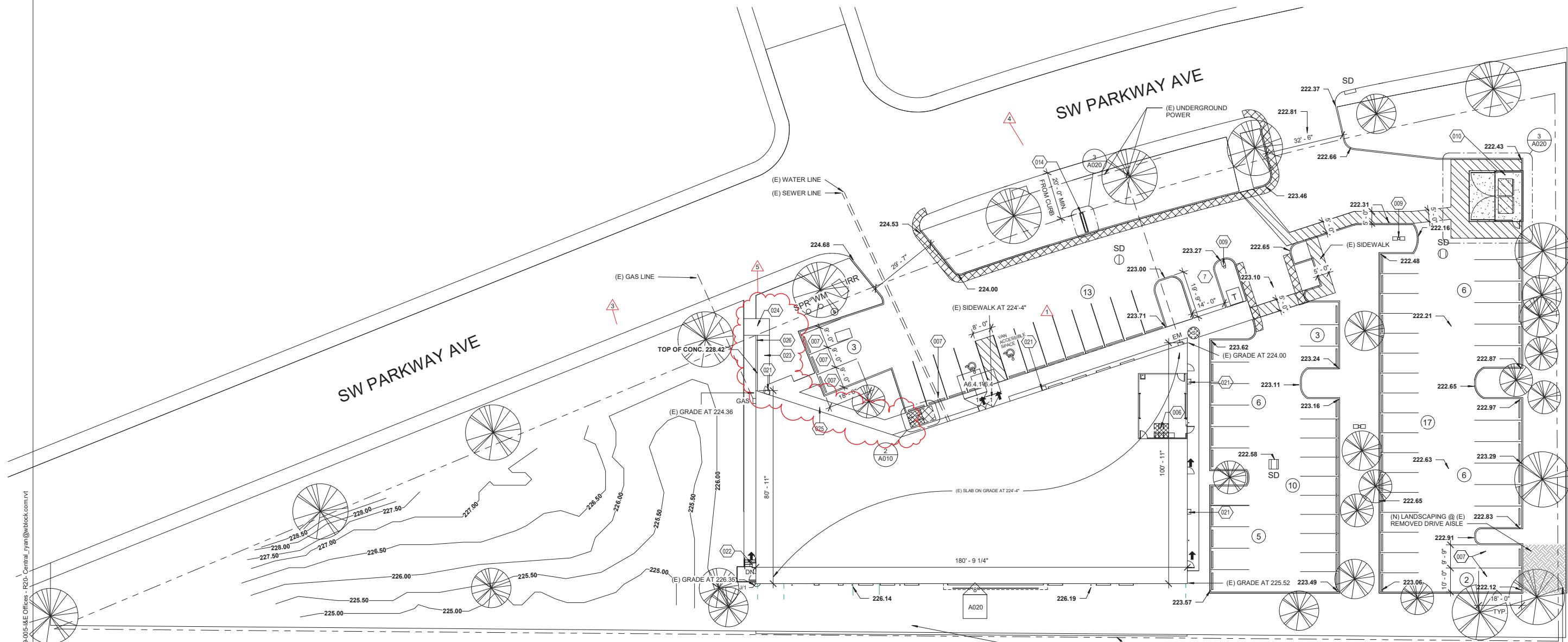
Project #19-005



REV DESCRIPTION DATE

A031
RENDERING

© WOODBLOCK ARCHITECTURE



I & E OFFICES - RENOVATION
27375 SW Parkway Ave
Wilsonville OR 97070

Project #19-005

WILLIAM DAVID
HARDISTER
BID SET

12.09.19

REV	DESCRIPTION	DATE
1	PERMIT RESPONSE #1	11/15/19
3	CA REVISIONS	01/03/20
4	MONUMENT SIGN REVISION	04/09/20
5	CONSTRUCTION REVISIONS	06/29/20

A010
ARCHITECTURAL SITE PLAN

1 SITE PLAN
SCALE | 1" = 20'-0"

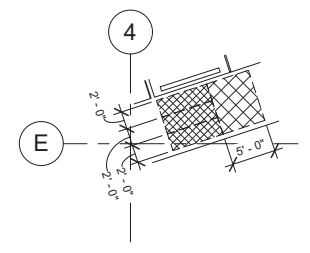
KEYNOTE LEGEND

Key Value	Keynote Text
006	BICYCLE PARKING
7	
007	(N) STRIPED PARKING SPACE WITH WHEEL STOP
009	(E) LIGHTING TO REMAIN
010	(2) 4-YARD DUMPSTERS
014	LIGHTED MONUMENT SIGN, SEE A5.3
021	(N) EGRESS LIGHTING TO REPLACE (E)
022	(N) EGRESS LIGHTING
023	(N) CONCRETE RAMP, SLOPED MAX 1:20
024	(N) CONCRETE LANDING
025	(N) CONCRETE SIDEWALK
026	(E) SITE RETAINING WALL

SITE PLAN KEY:

	PAINT STRIPING AT ACCESSIBLE PATH TO PUBLICWAY		WM WATER METER
	FIRE LANE; CURB TO BE PAINTED RED		IRR IRRIGATION
	TREE TO BE REMOVED AND REPLACED		EM ELECTRIC METER
	NUMBER OF PARKING SPACES IN GROUP		SEWER
	SD STORM DRAIN		T TRANSFORMER
	SPR SPRINKLER		GAS GAS METER

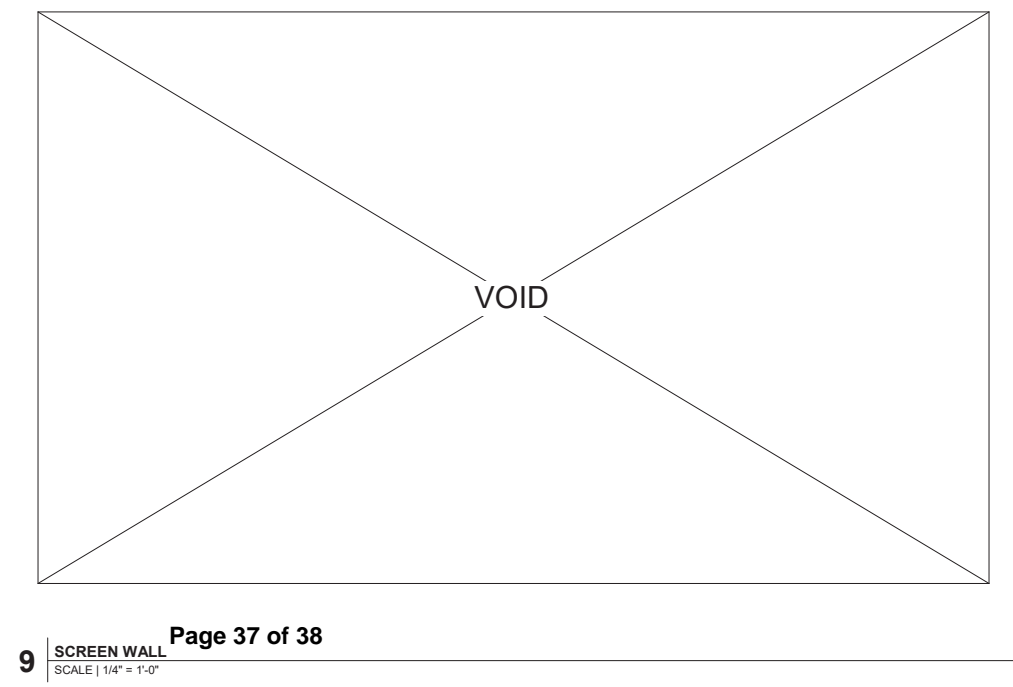
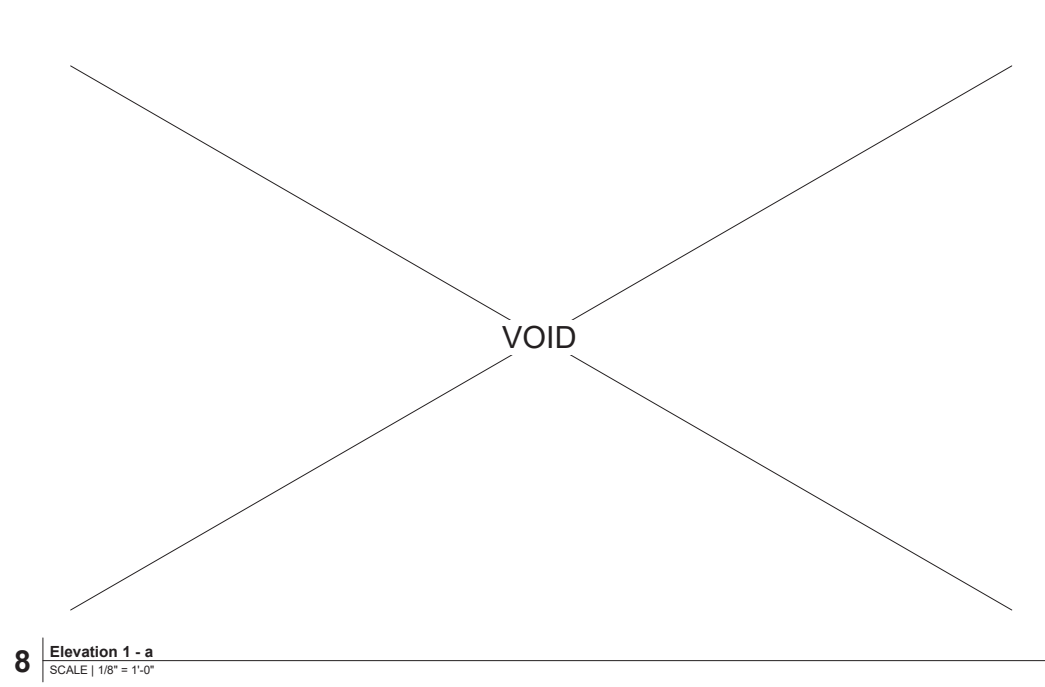
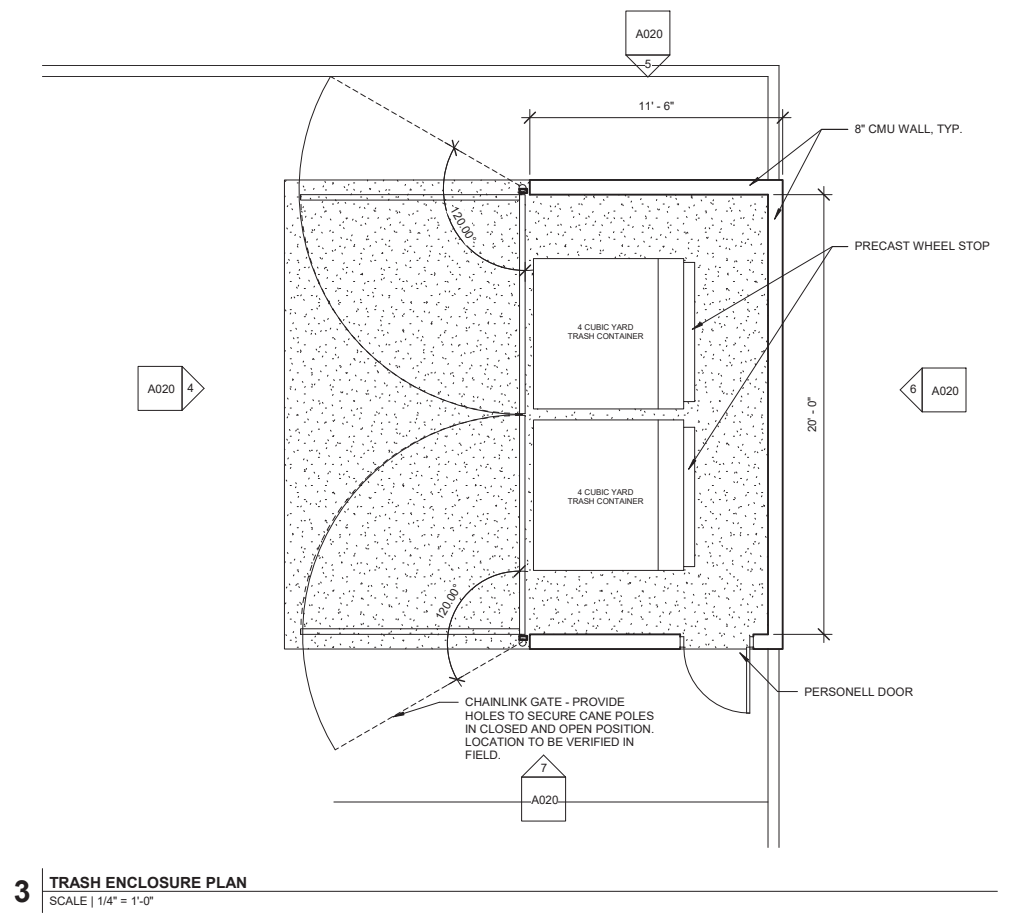
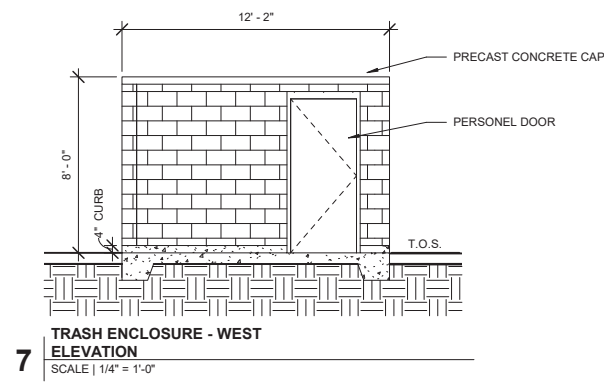
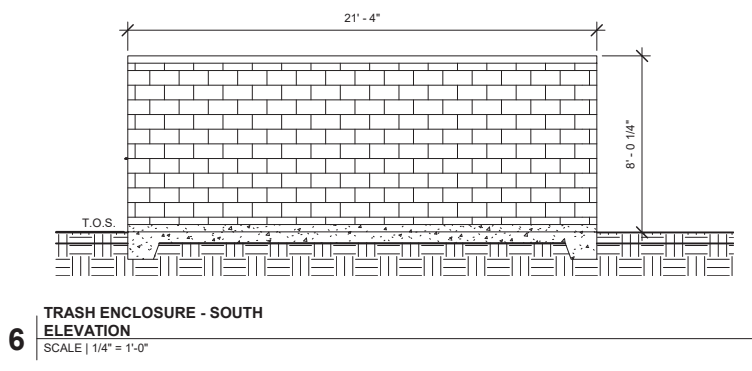
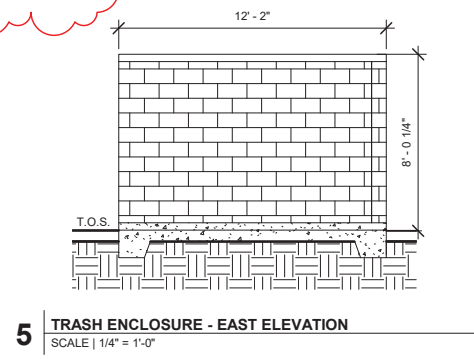
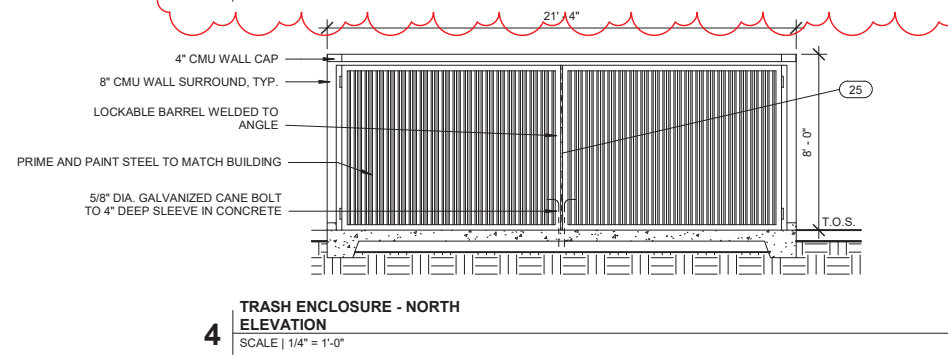
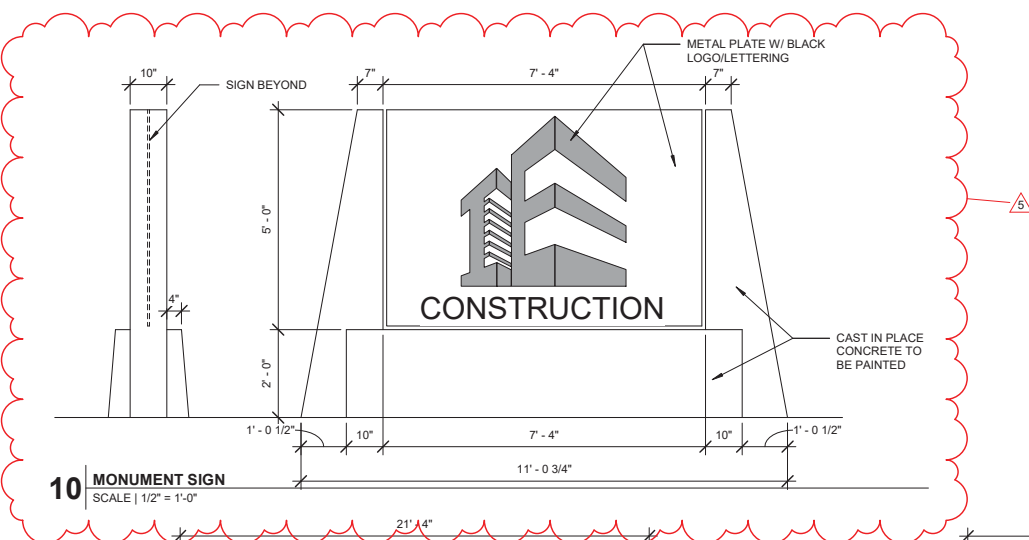
2 ENLARGED PLAN - BICYCLE RACK
SCALE | 1" = 10'-0"

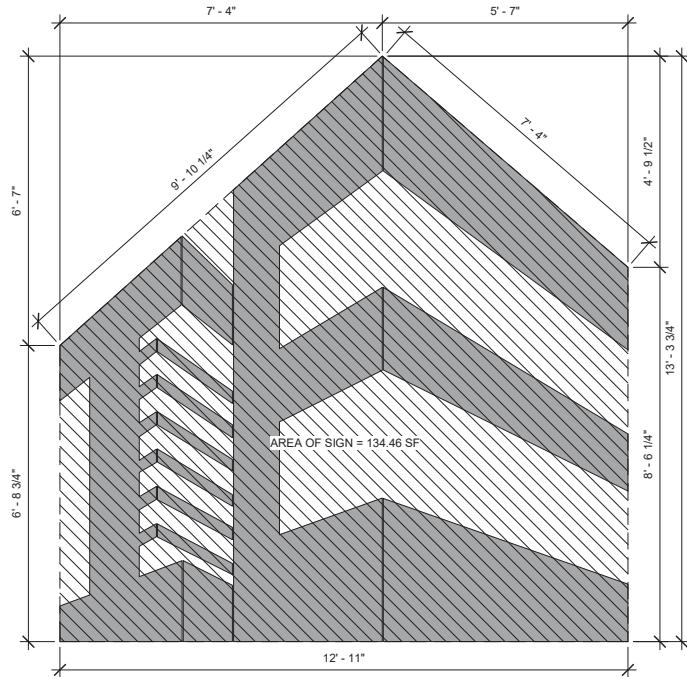


PARKING LOT CALCULATIONS:
EXISTING PARKING COUNT = 68 SPACES
REQUIRED PARKING COUNT = 70 SPACES
FLOOR AREA = 25,800
(25,800/1000) x 2.7 = 69.66
25.8 x 2.7 = 69.66 = 70 SPACE REQ.
PROPOSED PARKING COUNT = 71 SPACES
INCL. 2 HC SPACES (1 EQUIPPED WITH VAN ACCESS)

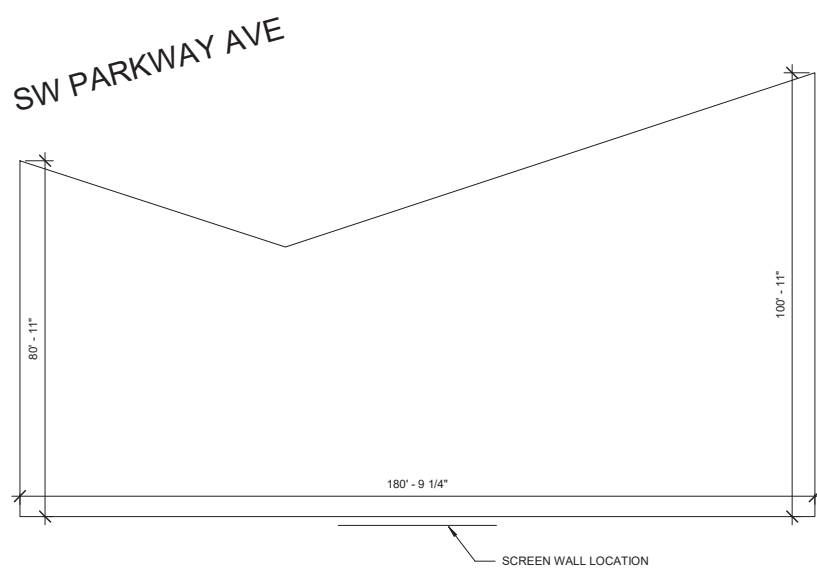
ALL PARKING AREAS OF 10 OR MORE TOTAL SPACES SHALL PROVIDE 1 ADA-ACCESSIBLE PARKING SPACE FOR EVERY 50 STANDARD SPACES CONSTRUCTED TO WILSONVILLE BUILDING CODE STANDARDS

BICYCLE PARKING:
REQUIRED COUNT = 6
PROPOSED COUNT = 3 EXTERIOR, 3 INTERIOR





5 SCREEN WALL LOGO AREA
SCALE | 1/2" = 1'-0"



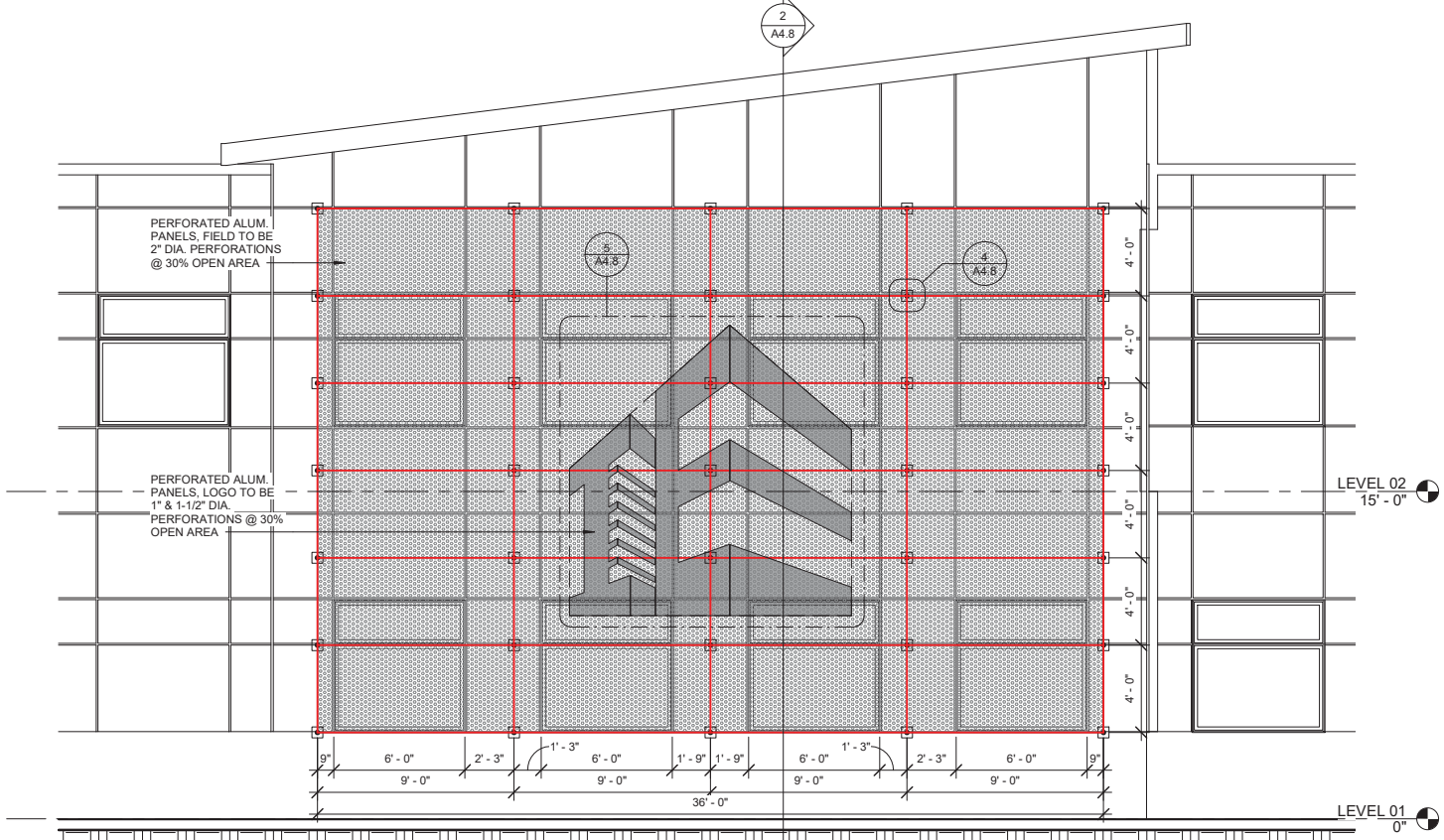
6 FACADE LENGTH SKETCH
SCALE | 1" = 20'-0"

ALLOWED SIGN AREA @ SOUTH SIDE:
 $36 + [12 \times ((100.92-72) / 24)] = 36 + 14.46 = 50.46 \text{ SQ. FT.}$

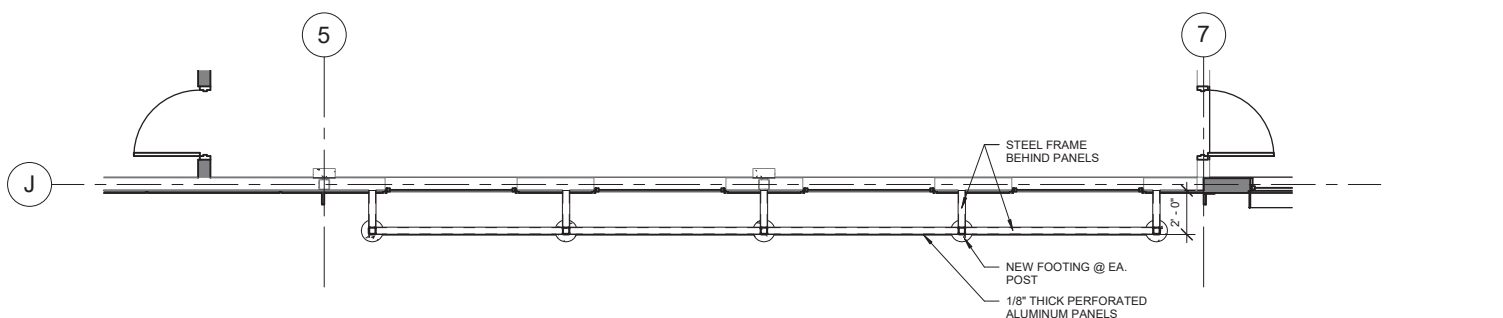
ALLOWED SIGN AREA @ NORTH SIDE:
 $36 + [12 \times ((80.92-72) / 24)] = 36 + 4.46 = 40.46 \text{ SQ. FT.}$

ALLOWED SIGN AREA @ WEST SIDE:
 $36 + [12 \times ((180.75-72) / 24)] = 36 + 54.375 = 90.375 \text{ SQ. FT.}$

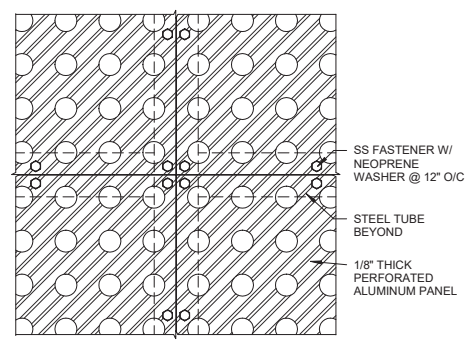
TOTAL ALLOWED AREA @ WEST SIDE:
 $90.375 + 50\% \text{ S. SIDE} + 50\% \text{ N. SIDE} = 90.375 + 25.23 + 20.23 = 135.83 \text{ SQ. FT.}$



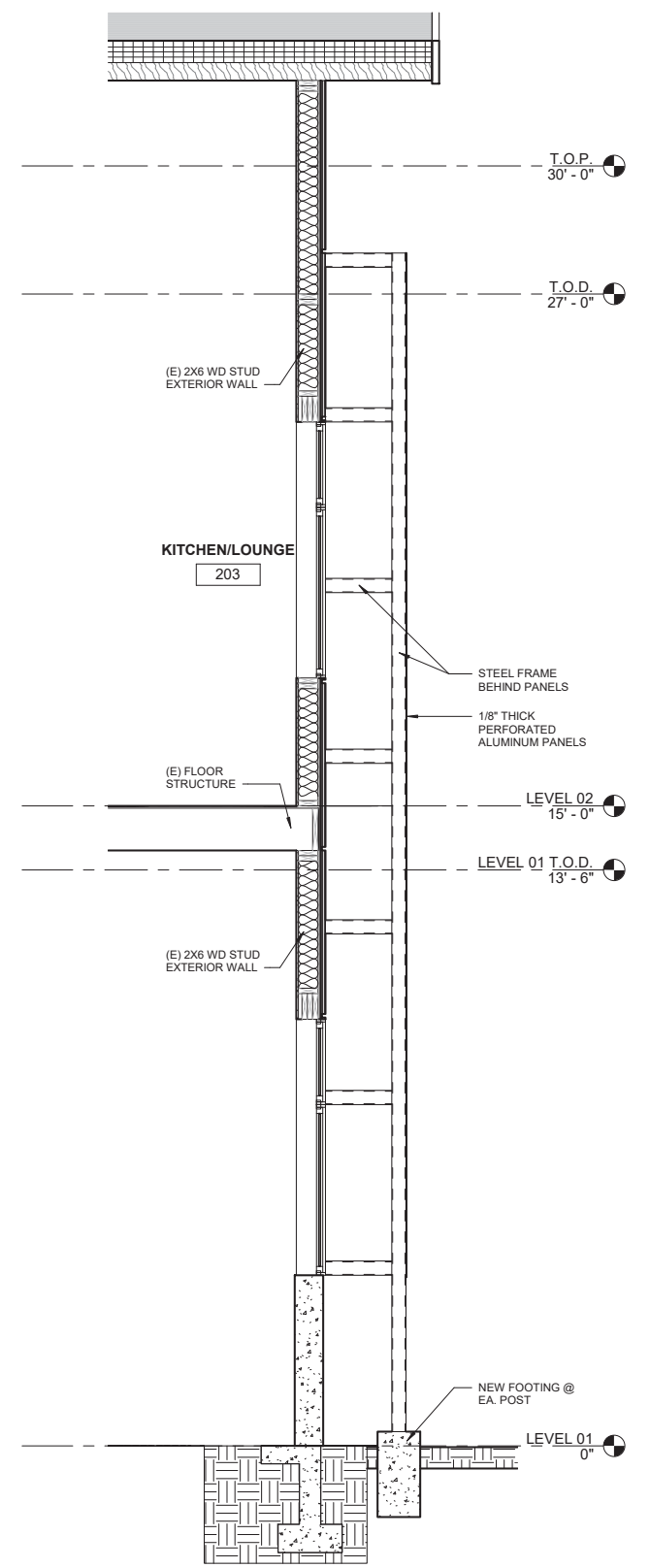
1 SCREEN WALL PANEL LAYOUT
SCALE | 1/4" = 1'-0"



3 LEVEL 01 - FLOOR PLAN
SCALE | 1/4" = 1'-0"



4 SCREEN WALL MOUNTING DETAIL
SCALE | 1 1/2" = 1'-0"



2 SCREEN WALL SECTION
SCALE | 1/2" = 1'-0"

DEVELOPMENT REVIEW BOARD MEETING
AUGUST 10, 2020
6:30 PM

- VII. Board Member Communications:
 - A. Results of the July 27, 2020 DRB Panel B meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE: JULY 27, 2020		TIME END: 7:26 P.M.
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR		
TIME START: 6:30 P.M.		

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Samy Nada	Daniel Pauly
Richard Martens	Barbara Jacobson
Ellie Schroeder	Kimberly Rybold
Shawn O'Neil	Georgia McAlister
Nichole Hendrix	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the April 27 2020 meeting	A. Approved as presented
PUBLIC HEARING	
A. Resolution No. 379. Lowrie Primary School Modular Classroom Temporary Use Permit: West Linn–Wilsonville School District – Applicant/Owner. The applicant is requesting approval of a One-Year Temporary Use Permit for temporary placement of a modular classroom building at Lowrie Primary School. The site is located at 28995 SW Brown Road on Tax Lot 302 of Section 15, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Georgia McAlister Case File: DB20-0032 One (1) Year Temporary Use Permit	A. Resolution No. 379 was unanimously approved
BOARD MEMBER COMMUNICATIONS	
A. Results of the May 11, 2020 DRB Panel A meeting B. Recent City Council Action Minutes	A. No Comments B. No Comments Discussion regarded concerns about no opportunities for public comment when businesses change within buildings with the same land use approval.
STAFF COMMUNICATIONS	
	Staff announced DRB-B meetings would be held in August and September

DEVELOPMENT REVIEW BOARD MEETING
AUGUST 10, 2020
6:30 PM

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

City Council Meeting Action Minutes
May 4, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Zoe Monahan, Assistant to the City Manager
Andy Stone, IT Director
Beth Wolf, Senior Systems Analyst
Dan Pauly, Planning Manager
Jordan Vance, Economic Development Manager
Mike Nacrelli, Civil Engineer

Staff present included:

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. None.	
REGULAR MEETING	
<u>Mayor's Business</u> A. Upcoming Meetings	It was announced that the May 18, 2020 Council meeting is cancelled.
<u>Communications</u> A. Wilsonville Small Business COVID-19 Grant Program Update	Council heard an update and discussed the Small Business Program. Followed by a lottery to complete the process of awarding eligible applicants funding.
<u>Consent Agenda</u> A. <u>Resolution No. 2798</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Carollo Engineers To Provide Engineering Consulting Services For The Wastewater Treatment Plant Master Plan Project (Capital Improvement Project #2104).	The Consent Agenda was approved 5-0.
<u>Continuing Business</u> A. <u>Ordinance No. 841</u> An Ordinance Of The City Of Wilsonville Adopting Text Amendments To The Wilsonville Comprehensive Plan And Development Code Regarding The Planned Development Residential (PDR) And Residential (R) Zones.	Ordinance No. 841 was adopted on second reading by a vote of 5-0.
ADJOURN	9:12 p.m.

City Council Meeting Action Minutes
June 1, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Zoe Monahan, Assistant to the City Manager
Zach Weigel, Capital Projects Engineering Manager
Martin Montalvo, Public Works Ops. Manager
Jordan Vance, Economic Development Manager
Andy Stone, IT Director
Beth Wolf, Information Systems Analyst
Dwight Brashear, Transit Director
Delora Kerber, Public Works Director
Mike McCarty, Parks & Recreation Director
Cathy Rodocker, Finance Director
Keith Katko, Assistant Finance Director
Kerry Rappold, Natural Resource Manager
Eric Loomis, Transit Operations Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Chris Neamtzu, Community Develop. Director
Rob Wurpes, Chief of Police

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Public Transportation Agency Safety Plan Approval	Staff shared details about the ongoing preparation of the agency’s Public Transportation Agency Safety Plan, a prerequisite required by the Federal Transit Administration.
B. Integrated Pest Management Plan - 2019 Activity Report	Staff provided an overview of the Integrated Pest Management Plan.
C. Biobot Analytics Wastewater Testing for COVID-19	Council heard about BioBot’s analytics wastewater testing, which included Wilsonville for its nationwide testing of local wastewater as a first step in determining and mitigating the effects of COVID-19 on wastewater systems.
D. Community Enhancement Program - IGA Addendum	Council was briefed on Resolution No. 2813, which adopts an addendum to the IGA between Metro and the City to continue the Wilsonville Metro Community Enhancement Program.
E. Restaurant Outdoor Seating Program	Staff updated Council on the Eat Out Wilsonville Program, which was facilitated to encourage the safe re-entry of food and drink establishments to conduct business.

REGULAR MEETING	
<p><u>Mayor’s Business</u></p> <p>A. High School Senior Class of 2020 Proclamation</p> <p>B. Placeholder for Appointments / Reappointments</p> <p>C. Upcoming Meetings</p>	<p>The Mayor read a proclamation declaring the week of June 1-5, 2020 as “Honoring the High School Senior Class of 2020 Week”.</p> <p>Library Board Reappointment of Miriam Violet Pinoli to the Library Board for a term beginning 7/1/2020 to 6/30/2024.</p> <p>Wilsonville Metro Community Enhancement Committee Reappointment of David Davis to the Wilsonville Metro Community Enhancement Committee, Position 1 for a term beginning 7/1/2020 to 6/30/2023. Passed 5-0.</p> <p>Wilsonville Metro Community Enhancement Committee Reappointment of Amanda Johnson to the Wilsonville Metro Community Enhancement Committee, Position 2 for a term beginning 7/1/2020 to 6/30/2023. Passed 5-0.</p> <p>Tourism Promotion Committee Reappointment of Albert Levit to the Tourism Promotion Committee, Position 4 for a term beginning 7/1/2020 to 6/30/2023. Passed 5-0.</p> <p>The Mayor announced upcoming meetings.</p>
<p><u>Communications</u></p> <p>A. Police Department Annual Report</p> <p>B. COVID 19 Facility Re-Entry and Control Plan.</p>	<p>Council received the Police Department’s annual report.</p> <p>Staff explained in detail the City’s Facility Re-Entry and Control Plan.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2813</u> A Resolution Of The Wilsonville City Council Adopting An Addendum To The Intergovernmental Agreement Between Metro And The City Of Wilsonville To Continue The Wilsonville-Metro Community Enhancement Program.</p>	<p>The Consent Agenda was approved 5-0.</p>

<p><u>New Business</u></p> <p>A. <u>Resolution No. 2818</u> A Resolution And Order Amending Resolution No. 2807 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p>	<p>Resolution No. 2818 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2816</u> A Resolution Declaring the City’s Eligibility to Receive State Shared Revenues.</p> <p>B. <u>Resolution No. 2817</u> A Resolution Declaring the City’s Election to Receive State Shared Revenues.</p> <p>C. <u>Resolution No. 2815</u> A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.030(2) For Fiscal Year 2020-21.</p>	<p>After a public hearing was conducted, Resolutions No. 2816 was approved 5-0.</p> <p>After a public hearing was conducted, Resolutions No. 2817 was approved 5-0.</p> <p>After a public hearing was conducted, Resolutions No. 2815 was approved 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p> <p>A. Kinder Morgan Valve Installation</p>	<p>Two photos of the completed Kinder Morgan valve enclosure were displayed for Council.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Consent Agenda</u></p> <p>A. Minutes of the April 20, 2020 URA Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>URA Resolution No. 307</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Adopting The Budget, Making Appropriations, And Declaring The Intent To Collect Tax Increment For Fiscal Year 2020-21</p>	<p>After a public hearing was conducted, URA Resolutions No. 307 was approved 5-0.</p>
<p>ADJOURN</p>	<p>9:59 p.m.</p>

City Council Meeting Action Minutes
June 15, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Cathy Rodocker, Finance Director
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Andrea Villagrana, Human Resources Manager
Beth Wolf, System Analyst
Andy Stone, IT Director
Dwight Brashear, Transit Director
Eric Loomis, Transit Operations Manager
Dan Pauly, Planning Manager
Kimberly Rybold, Senior Planner

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Wilsonville Community Sharing Support Grant Agreement	Staff briefed Council on Resolution No. 2819, which authorizes a support grant agreement with Wilsonville Community Sharing.
B. Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy	Council heard a presentation on Resolution No. 2825, which adopts the Tourism Development Strategy Five-Year Action Plan and Annual One-Year Implementation Plan.
C. Equitable Housing Strategic Plan	Updates to the final draft of the Equitable Housing Strategic Plan were shared with Council.
D. Update on Housing Related Grants	Staff provided an update on grant awards from the Oregon Department of Land Conservation and Development and Metro related to planned housing work.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Placeholder for Appointment	No appointment was announced.
B. Juneteenth Proclamation	The Mayor read a proclamation declaring the 19 th day of June as Juneteenth.
C. Upcoming Meetings	No upcoming meetings were announced.
<u>Communications</u>	
A. Wilsonville Community Sharing	This presentation will be rescheduled for a future Council meeting.

<p>B. Metro “Get Moving” Transportation 2020 Bond Measure Presentation</p>	<p>Metro staff presented a summary of the “Get Moving” Transportation Bond Measure.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2814</u> Resolution Adopting The Canvass Of Votes Of The May 19, 2020 Primary Election And Amending The Wilsonville Charter.</p> <p>B. <u>Resolution No. 2819</u> A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing.</p> <p>C. <u>Resolution No. 2825</u> A Resolution Of The City Of Wilsonville Adopting The FY 2020/21 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2822</u> A Resolution Of The Wilsonville City Council Adopting The South Metro Area Regional Transit (SMART) Public Transportation Agency Safety Plan (PTASP).</p> <p>B. <u>Resolution No. 2824</u> A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And Service Employees International Union Local 503 (SEIU).</p> <p>C. <u>Resolution No. 2826</u> A Resolution Adopting The Letter Of Agreement Between The City Of Wilsonville And Wilsonville Municipal Employee Association.</p>	<p>Resolution No. 2822 was adopted 5-0.</p> <p>Resolution No. 2824 was adopted 5-0.</p> <p>Resolution No. 2826 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2820</u> A Resolution Of The City Of Wilsonville Adopting The Equitable Housing Strategic Plan.</p>	<p>After a public hearing was conducted, Resolution No. 2820 was approved by a vote of 5-0.</p>

<p>B. <u>Resolution No. 2821</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.</p>	<p>Furthermore, a motion was made to direct City staff to provide Council with ‘best practice’ recommendations for the future development of a City committee dedicated to the pursuit of goals and strategies that foster equity and inclusion. Passed 5-0.</p> <p>After a public hearing was conducted, Resolutions No. 2821 was approved by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Consent Agenda</u> A. Minutes of June 1, 2020 URA Meeting.</p>	<p>The URA consent agenda was approved 5-0.</p>
<p><u>Public Hearing</u> A. <u>URA Resolution No. 308</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.</p>	<p>After a public hearing was conducted, URA Resolutions No. 308 was approved by a vote of 5-0.</p>
<p>ADJOURN</p>	<p>10:33 p.m.</p>

City Council Meeting Action Minutes
July 6, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West - Excused
Councilor Linville

Jeanna Troha, Assistant City Manager
Keith Katko, Assistant Finance Director
Zoe Monahan, Assistant to the City Manager
Delora Kerber, Public Works Director
Rob Wurpes, Chief of Police
Dominique Huffman, Civil Engineer
Mike Nacrelli, Civil Engineer
Martin Montalvo, Public Works Ops. Manager
Andy Stone, IT Director
Beth Wolf, Information Systems Analyst
Bill Evans, Communications & Marketing Manager

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Police Policy, Reform and Local Alternative Staff Report	Council heard a summary of recent State laws adopted to ensure safer policing. They also learned about Clackamas County police policies and procedures that hold up against the #8cantwait police reform campaign.
B. 2020 Street Maintenance Contract Award	Due to time constraints there was no presentation provided for Resolution No. 2827, which authorizes the City Manager to execute a construction contract with Knife River Corporation - Northwest for construction of the 2020 Street Maintenance Project.
C. Public Works Complex Contract	Also, due to time constraints there was no presentation provided for Resolution No. 2828, which authorizes the City Manager to execute a contract with Scott Edwards Architecture LLP for final design and construction documents services for the complex project.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Citizens Academy Graduation	The 2020 Citizens Academy graduates were honored.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

<u>Communications</u> A. None.	
<u>Consent Agenda</u> A. <u>Resolution No. 2823</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Stantec Consulting Services To Provide Engineering Consulting Services For The Water Treatment Plant Expansion Project (Capital Improvement Project #1144). B. <u>Resolution No. 2827</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Knife River Corporation - Northwest For Construction Of The 2020 Street Maintenance Project (Capital Improvement Project 4014 And 4118). C. <u>Resolution No. 2828</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Personal Services Agreement Contract With Scott Edwards Architecture LLP For Final Design And Construction Documents Services For The Public Works Complex Project (Capital Improvement Project #8113).	The Consent Agenda was approved 4-0.
<u>New Business</u> A. <u>Resolution No. 2833</u> A Resolution Of The City Of Wilsonville Authorizing The City Of Wilsonville To Enter Into An Intergovernmental Agreement With Washington County For Reimbursement Of Small Business Emergency Assistance.	Resolution No. 2833 was adopted 4-0.
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <u>Resolution No. 2830</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.	After a public hearing was conducted, Resolution No. 2830 was approved 4-0.
<u>City Manager's Business</u>	No report.
<u>Legal Business</u>	No report.
ADJOURN	9:28 p.m.