



**Development Review Board
Panel B Meeting
May 24, 2021
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 25 people and social distancing guidelines will be enforced

To Provide Public Comment

- 1) E-mail Shelley White at swhite@ci.wilsonville.or.us for Zoom login information
- 2) E-mail testimony regarding Resolution No. 391 (Wilsonville High School Auditorium Addition) to Kimberly Rybold, Senior Planner at rybold@ci.wilsonville.or.us by 3 pm on May 24, 2021.
- 3) E-mail testimony regarding Resolution No. 392 (6585 SW Montgomery Way SRIR & SROZ Review) to Cindy Luxhoj, Associate Planner at luxhoj@ci.wilsonville.or.us by 3 pm on May 24, 2021.
- 4) In-person testimony is discouraged, but can be accommodated. Please contact Daniel Pauly at pauly@ci.wilsonville.or.us by phone at 503-682-4960 for information on current safety protocols.



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

Monday, May 24, 2021 - 6:30 P.M.

I. Call to order:

II. Chairman's Remarks:

III. Roll Call:

Samy Nada

Nicole Hendrix

Michael Horn

Jason Abernathy

IV. Citizens' Input:

V. Consent Agenda:

A. Approval of minutes of the March 22, 2021 DRB Panel B meeting

VI. Public Hearings:

A. Resolution No. 391. Wilsonville High School Auditorium Addition and Site Improvements: West Linn-Wilsonville School District – Owner/Applicant. The applicant is requesting approval of a Stage II Final Plan Modification and Height Waiver, Site Design Review, Type C Tree Removal Plan and Class III Sign Review and Waiver for construction of a 55 foot high, 29,300 square foot auditorium addition and associated site improvements, including parking lot modifications, synthetic turf installation, and LED lighting installation, at Wilsonville High School. The subject property is located at 6800 SW Wilsonville Road and is legally described as Tax Lot 100 of Section 13, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files:	DB21-0001	Stage II Final Plan Modification and Height Waiver
	DB21-0002	Site Design Review
	DB21-0003	Type C Tree Removal Plan
	DB21-0004	Class III Sign Review and Waiver

- B. Resolution No. 392. 6585 SW Montgomery Way SRIR & SROZ Review: Nick and Taryn VanderPyl – Owner/Applicant.** The applicant is requesting approval of an Abbreviated Significant Resource Impact Report (SRIR) and Significant Resource Overlay Zone (SROZ) Large Lot Exception for construction of a single-family home with an accessory dwelling unit (ADU) at 6585 SW Montgomery Way. The subject property is located on Tax Lot 1500 of Section 24A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files: SI21-0002 Abbreviated SRIR & SROZ Large Lot Exception

VII. Board Member Communications:

- A. Results of the April 12, 2021 DRB Panel A meeting
- B. Results of the May 10, 2021 DRB Panel A meeting
- C. Recent City Council Action Minutes

VIII. Staff Communications:

IX. Adjournment

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

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 24, 2021

6:30 PM

V. Consent Agenda:

- A. Approval of minutes from the March 22, 2021
DRB Panel B meeting

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

**Development Review Board – Panel B
Minutes– March 22, 2021 6:30 PM**

I. Call to Order

Chair **Samy Nada** called the meeting to order at 6:30 p.m.

II. Chair’s Remarks

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

III. Roll Call

Present for roll call were: Samy Nada, Nicole Hendrix, Michael Horn, and Jason Abernathy

Staff present: Daniel Pauly, Barbara Jacobson, Kim Rybold, Georgia McAlister, and Shelley White

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. Election of 2021 Chair and Vice-Chair

A. Chair

Michael Horn nominated Samy Nada for 2021 DRB-Panel B Chair. Nicole Hendrix seconded the nomination.

There were no further nominations.

Jason Abernathy moved to elect Samy Nada as the 2021 DRB-Panel B Chair. Nicole Hendrix seconded the motion. Samy Nada was unanimously elected as 2021 Chair.

B. Vice-Chair

Samy Nada nominated Nicole Hendrix for 2021 DRB-Panel B Vice-Chair. Jason Abernathy seconded the motion.

There were no further nominations.

Jason Abernathy moved to elect Nicole Hendrix as the 2021 DRB-Panel B Vice-Chair. Michael Horn seconded the motion. Nicole Hendrix was unanimously elected as 2021 Vice-Chair.

VI. Consent Agenda:

A. Approval of minutes of November 23, 2020 DRB Panel B meeting

Nicole Hendrix moved to approve the November 23, 2020 DRB Panel B meeting minutes as presented. Jason Abernathy seconded the motion, which passed unanimously.

VII. Public Hearings:

A. **Resolution No. 390. Richmond American Homes Sales Temporary Use Permit: Richmond American Homes of Oregon, Inc. – Applicant/Owner.**
The applicant is requesting approval of a Two-Year Temporary Use Permit for one (1) 20' by 8' construction office trailer, and the eventual use of the Richmond American Homes garage as a sales office at the Frog Pond Meadows Subdivision. The site is located at 6672 and 6682 SW Brisband Street and 27781 SW Alder Lane on Tax Lots 7100, 8500 and 8600, Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Georgia McAlister

Case Files: DB21-0007 Two (2) Year Temporary Use Permit

Chair Nada called the public hearing to order at 6:39 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.

Georgia McAlister, Assistant Planner, announced that the criteria applicable to the application were stated on page 2 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

Ms. McAlister presented the Staff report via PowerPoint, briefly reviewing the history of the Frog Pond Meadows subdivision to date and noting the project's location. This would be the third subdivision to begin construction in the Frog Pond neighborhood. Her key additional comments were as follows:

- The subject proposal regarded Lots 25, 26, and 11. The Applicant proposed a temporary use sales office within the garage of the model home on Lot 25. The adjacent lot was proposed as a temporary parking area, with access from the parking area to the sales office via the sidewalks. Four parking spots were proposed with one being ADA compliant with easy access for the ADA with a walking aisle. (Slide 2 & 3)
 - A construction trailer would be located on Lot 11 and was a pretty minor use.
- The proposed Temporary Use Permit met all the required Good Cause Factors. (Slide 5) The temporary sales office was adjacent to the land being developed as single-family homes.

Marketing the homes from the onsite sales office ~~which~~ would provide easy access and utilize a space that would already be constructed upon. Using the garage would be both convenient and provide access for anyone looking at the Frog Pond Meadows subdivision.

- Staff recommended approval of the proposed two-year Temporary Use Permit with the conditions noted in the Staff report. Those conditions included ensuring an 8-ft access for the ADA space between the parking area and the office, as well as the addition of two bicycle spaces. Any signs that were a part of the project would need to go through the proper process. Any landscaping should conform to the already-approved development. At the end of the two-years, the office must be reconverted into an actual garage space and the Temporary Use Permit would expire.
- She corrected Finding 7 to state, "As such, the ~~42~~ 460-square-foot sales office requires a total of two spaces." (Page 8 of 31, Staff report)

Nicole Hendrix asked if the garage space had to be converted back into an actual garage by the end of the two-year period or did the Applicant just have to be out of the garage at the two-year period and the garage could be converted later.

Ms. McAlister replied she understood the Applicant had to stop using the garage as an office at the end of the two-year approval period.

Kimberly Rybold confirmed the approval period pertained to the use itself, so the Applicant could convert the space back to a for-sale home after the Temporary Use Permit expired.

Michael Horn asked if the portable mobile door on the construction trailer on Lot 11 was oriented to face the church on purpose.

Ms. McAlister deferred the question to the Applicant.

Ms. Rybold noted that the construction trailer, while included within the plan for context for this application, did not require the Temporary Use Permit. The subject of the application was the temporary use for the office.

Chair Nada called for the Applicant's presentation.

Kathy Delarosa, 402 West 8th St., Vancouver, WA, 98660, said she agreed with the Staff presentation. The Applicant was going to use the model home and convert the garage for use as a sales office for as long as homes were for sale, which would be for approximately two years, possibly less. After that, the Applicant would convert the sales office back to a garage, obtain the final certificate for occupancy, and sell the home.

Ms. Hendrix asked if additional signage, such as yard type signs, would be used from Stafford Rd to direct people to the sales office.

Ms. Delarosa replied there would be some temporary A-frame signs to direct people into the area. Although she did not know exactly what type of signs the marketing team planned to install, she confirmed they were aware of the Sign Code and would apply for any required permits for approval ahead of installation. She assured the Applicant would approach Ms. McAlister with any questions to ensure compliance.

Chair Nada confirmed there was no public testimony in favor of, opposed and neutral to the application. He confirmed there was no additional and closed the hearing at 6:54 pm.

Nicole Hendrix moved to approve Resolution No. 390 and adopt the Staff report as amended during the hearing.

- The following correction was made to the Staff report:
 - Finding 7 was corrected to state, "As such, the ~~42~~ **460**-square-foot sales office requires a total of two spaces." (Page 8 of 31)

Michael Horn seconded the motion, which passed unanimously.

Chair Nada read the rules of appeal into the record.

VIII. Board Member Communications:

- A. Results of the January 11, 2021 DRB Panel A meeting
- B. Results of the March 8, 2021 DRB Panel A meeting
- C. Recent City Council Action Minutes

Kim Rybold, Senior Planner, highlighted the meeting results from DRB Panel A, noting the extensive City Council Action minutes recent since December

IX. Staff Communications

Kim Rybold, Senior Planner, welcomed the new DRB Panel B members, adding that Shelley White would contact the Board members about the upcoming DRB Panel B meetings.

X. Adjournment

The meeting adjourned at 6:59 p.m.

Respectfully submitted,

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 24, 2021

6:30 PM

VI. Public Hearing:

- A. Resolution No. 391. Wilsonville High School Auditorium Addition and Site Improvements: West Linn-Wilsonville School District – Owner/Applicant.** The applicant is requesting approval of a Stage II Final Plan Modification and Height Waiver, Site Design Review, Type C Tree Removal Plan and Class III Sign Review and Waiver for construction of a 55 foot high, 29,300 square foot auditorium addition and associated site improvements, including parking lot modifications, synthetic turf installation, and LED lighting installation, at Wilsonville High School. The subject property is located at 6800 SW Wilsonville Road and is legally described as Tax Lot 100 of Section 13, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files: DB21-0001 Stage II Final Plan Modification and
Height Waiver

DB21-0002 Site Design Review

DB21-0003 Type C Tree Removal Plan

DB21-0004 Class III Sign Review and Waiver

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 391**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE II FINAL PLAN MODIFICATION AND HEIGHT WAIVER, SITE DESIGN REVIEW, TYPE C TREE REMOVAL PLAN AND CLASS III SIGN REVIEW AND WAIVER FOR CONSTRUCTION OF A 55 FOOT HIGH, 29,300 SQUARE FOOT AUDITORIUM ADDITION AND ASSOCIATED SITE IMPROVEMENTS INCLUDING PARKING LOT MODIFICATIONS, SYNTHETIC TURF INSTALLATION, AND LED LIGHTING INSTALLATION AT WILSONVILLE HIGH SCHOOL. THE SUBJECT PROPERTY IS LOCATED AT 6800 SW WILSONVILLE ROAD AND IS LEGALLY DESCRIBED AS TAX LOT 100 OF SECTION 13, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. WEST LINN-WILSONVILLE SCHOOL DISTRICT – 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 the staff report on the above-captioned subject dated May 17, 2021, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on May 24, 2021, at which time exhibits, together with findings and public testimony were entered into the public record, and

WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated May 17, 2021, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB21-0001 through DB21-0004; Stage II Final Plan Modification and Height Waiver, Site Design Review, Type C Tree Removal Plan, and Class III Sign Permit and Waiver.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 24th day of May, 2021, 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)*.

Samy Nada, Chair - Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Wilsonville Planning Division
Wilsonville High School Auditorium Addition and Site Improvements
Development Review Board Panel 'B'
Quasi-Judicial Public Hearing

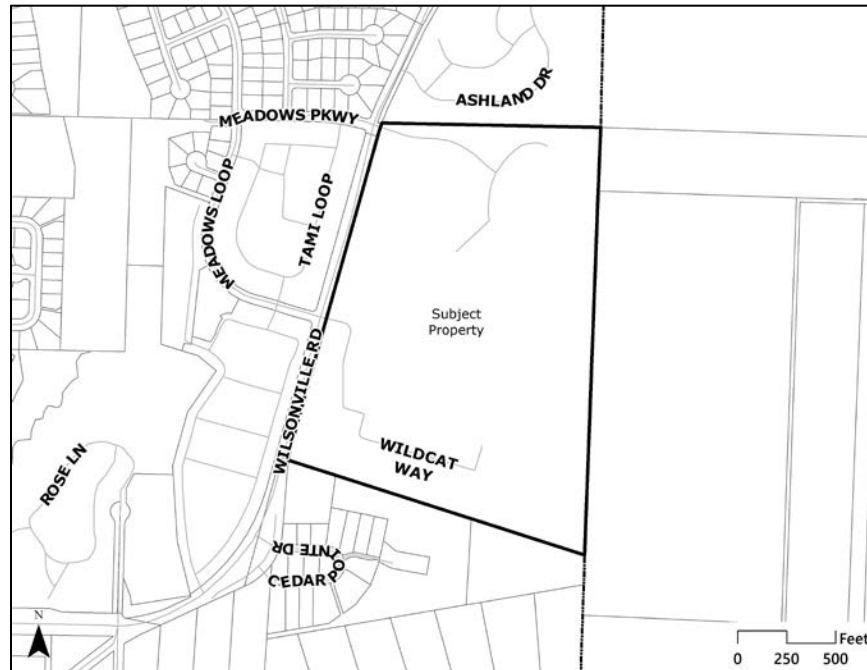
Hearing Date:	May 24, 2021
Date of Report:	May 17, 2021
Application Nos.:	DB21-0001 Stage II Final Plan Modification and Height Waiver DB21-0002 Site Design Review DB21-0003 Type C Tree Removal Plan DB21-0004 Class III Sign Permit and Waivers
Request/Summary:	The requests before the Development Review Board include a Stage II Final Plan Modification and Height Waiver, Site Design Review, Type C Tree Removal Plan, and Class III Sign Permit and Waivers for addition of a performing arts center at Wilsonville High School and associated site improvements including parking lot modifications, synthetic turf installation, and LED lighting installation.
Location:	6800 SW Wilsonville Road. The property is specifically known as Tax Lot 100, Section 13, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.
Owner/Applicant:	West Linn-Wilsonville School District (Contact: Remo Douglas)
Applicant's Representative:	Keith Liden
Comprehensive Plan Designation:	Public
Zone Map Classification:	Public Facility (PF)
Staff Reviewers:	Kimberly Rybold, AICP, Senior Planner Khoi Le, PE, Development Engineering Manager Kerry Rappold, Natural Resources Program Manager

Staff Recommendation: Approve with conditions the requested Stage II Final Plan Modification and Height Waiver, Site Design Review, Type C Tree Removal Plan, and Class III Sign Permit and Waivers.

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
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.136	Public Facility (PF)
Section 4.139	Significant Resource Overlay Zone (SROZ)
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
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 4.179	Mixed Solid Waste and Recycling
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.450 as applicable	Site Design Review
<u>Other Documents:</u>	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

Vicinity Map



Background/Summary:

Wilsonville High School (WHS) is located on a 60.52-acre property that is shared with Boeckman Creek Primary School. WHS received a Zone Map Amendment, Stage I Master Plan, Stage II Final Plan, Site Design Review, and building height Variance approval in 1992 (Case Files 92PC26 and 92DR36). The high school was constructed in 1993-94 and expanded in 2004-05 (Case File 03DB33) to accommodate a total enrollment of 1,500 students in accordance with the original master plan approval. WHS occupies the southern 40+ acres of the site. In 2009, the district received approval to construct two additional tennis courts on the southeast side of the school building and to provide a softball field (Case Files DB09-0040 and AR09-0046). In 2015, the City approved construction of a 4,277 square-foot addition to the performing arts facilities (AR15-0080 Class II Administrative Review and TR15-0147 Type B Tree Permit) creating a 228,240 square-foot building and supporting driveways, parking, and play fields.

This application requests a Stage II Final Plan Modification and Height Waiver, Site Design Review, Type C Tree Removal Plan, and Class III Sign Permit and Waiver to a 29,300 square-foot performing arts auditorium addition and related support spaces. The applicant requests a waiver to allow a maximum height of 55.5 feet for the auditorium addition. The addition, which will be located to the west of the existing performing arts facilities, will require configuration of the adjacent parking lot and circulation, modified stormwater management facilities, new landscaping adjacent to the building and parking area, and associated lighting fixtures. The applicant also proposes permanent and temporary signage for the performing arts theater and its productions.

Additionally, there are five improvement “alternates” that are included in the application. These are improvements the district would like to provide as part of this project, but final costs will determine if it will be possible to construct them now or in the future as more funding becomes available. There is also one future parking lot improvement shown that will not be constructed at this time, but the district hopes to provide this additional parking in the future as funding permits. The alternates and future phase include:

- *Alternate 1* – Provide 14 additional parking spaces and replace the existing walkway with a new sidewalk along the east side of the proposed new northern parking lot, which will connect the existing high school to the softball fields. This also includes associated new landscaping and Musco field lighting.
- *Alternate 2* – Replace the grass on an existing softball field with synthetic turf and add field lighting.
- *Alternate 3* – Install LED pedestrian lighting along the south sidewalk from the Wilsonville Road entry to Boeckman Creek Primary School.
- *Alternate 4* – Replace the existing lighting optics in the southwestern and southern parking lots.
- *Alternate 5* – Install LED lighting optics in the existing pedestrian light fixtures surrounding the existing track and field on the east side of the building.
- *Future Phase* – Provide 23 additional parking spaces and associated landscaping and lighting.

Stage II Final Plan Modification and Height Waiver (DB21-0001)

The proposed new 55-foot-tall, 29,300-square-foot auditorium addition maintains consistency with the previously approved Stage I Master Plan for WHS. A Stage II Final Plan Modification is required because, in addition to the auditorium addition, changes to the parking area, circulation configuration, and site landscaping are proposed. Additionally, the applicant requests a waiver to increase the maximum building height to 55.5 feet, just over 10 feet higher than the previously approved height of 45 feet for the existing auditorium and gymnasium. The proposed site modifications associated with the auditorium addition include parking, circulation areas, pedestrian connections, and landscaping meeting or exceeding City standards.

Site Design Review (DB21-0002)

The applicant used appropriate professional services to design the auditorium addition and associated site improvements, paying special attention to complement the existing school building while creating a distinct design. The applicant’s description of the design notes that the auditorium addition “aspires to be both an organic and harmonious addition to the school” that will “pull from the school’s existing material palate of dark brick with metal panel canopy fascia and trim.” The south-facing lobby will be shaded by a canopy that will also serve to shelter students and community members before and after functions, with the building surface immediately to the right of the entry available for temporary banners to announce current or upcoming programming. The brick cladding of the building, which includes materials consistent with the existing structure, is designed to invoke a draped theatrical curtain. The submitted

materials demonstrate the materials used throughout will complement the existing school while being functional and attractive, and proposed landscaping materials meet or exceed City standards.



Type C Tree Removal Plan (DB21-0003)

The auditorium and site improvements will require the removal of 32 trees, generally with a diameter of 6 to 16 inches DBH, which were previously planted to provide parking lot and site landscaping consistent with City standards. The trees are predominantly maple trees, with some cedar, American beech, white ash, Chinese elm, and alder trees to be removed. While the arborist report notes that most of these trees are healthy, their removal is necessary due to the location of the proposed auditorium, new parking lot, and realigned driveways. The remaining trees on the site, including the Oregon white oak on the north side of the entry driveway, will be protected during construction. Removal of the landscaping trees will be mitigated by the planting of 36 trees near the auditorium addition and within the new parking area.

Class III Sign Permit and Waiver (DB21-0004)

The applicant proposes permanent wall signage identifying the performing arts center on the north and south entrances to the auditorium. Additionally, changeable wall sign banners that highlight current and upcoming performances are proposed adjacent to the auditorium entrances. There is no provision for such temporary changeable signs in the sign code, so installing the signs requires a waiver to allow ongoing use of these banners and an increase in sign area of 33 square feet over what is allowed on the south building façade. According to the applicant's submitted materials, the proposed banners will "add to the visual appeal of the auditorium building by adding additional color and graphics that change to support performing

arts center events. Signs of this type are commonly associated with theaters featuring plays and other live performances.”

Discussion Points:

Height Waiver

The application includes a waiver request to increase the maximum building height for the auditorium addition from 35 feet to 55.5 feet. As noted by the applicant, site constraints including the location of the existing building along with the nearby SROZ area and heritage Oregon white oak tree created a small and limited footprint for the auditorium expansion. The narrative states that “the addition locates the new auditorium with a north/south orientation, parallel to and immediately west of the existing band room. The shape and height of an auditorium stage is highly proscriptive based on the function of the theater and the number of performers it accommodates. Similarly, the audience chamber size and shape are determined by the number of seats, sight lines, and the necessary volume to produce quality acoustics. These interior requirements have led to a portion of the building reaching a proposed exterior height of approximately 55.5 feet.”

Prior approvals for the high school have granted waivers and variances to maximum building height. In 1992, the initial approval for the high school granted a variance to allow a maximum building height of 45 feet for the gymnasium and auditorium. In 2004, a subsequent gymnasium and classroom addition approval included a waiver to allow a maximum building height of 39 feet. The applicant cites the unique characteristics of the auditorium addition, the distance of the proposed addition from surrounding development, and site constraint in the vicinity of the proposed addition as key reasons for the waiver request. The applicant’s narrative (Exhibit B1) provides findings demonstrating that the requested building height waiver will allow for development that implements the purposes and objectives of the City’s planned development regulations.

Sign Waiver

The Development Review Board may grant sign waivers as part of a comprehensive review of the design and function of an entire site to bring about an improved design. The applicant requests waivers to allow for the ongoing use of seven temporary banners ranging from 18 square feet to 32 square feet in size near the north and south auditorium entrances, as well as for a 29.3-square-foot increase in the allowed sign area on the south building façade to accommodate these temporary banners.

The applicant’s narrative (Exhibit B1) provides responses to the four review criteria for sign waiver requests as follows:

- **Improved sign design.** The applicant states that the proposed banners (shown below) are a creative way to add to the visual appeal of the auditorium building by adding additional color and graphics that change to support performing arts center events. Signs of this type are commonly associated with theaters featuring plays and other live performances.

- **Compatible and complementary with overall design and surrounding area.** The proposed signs will be over 200 feet from Wilsonville Road and while somewhat visible from the right-of-way, they are partially buffered by existing and proposed landscaping. Adjoining properties to the north and south are over 600 feet away and the signs will be barely visible, if at all, from that distance.
- **Improve or do not negatively impact public and traffic safety.** Given the distance from Wilsonville Road, the proposed signs will not adversely impact traffic or general public safety.
- **Sign content may not be considered.** The “Performing Arts Center” signs will be permanent, and the content of the banners will naturally change with the performances being publicized.



Tree Removal and Mitigation

The applicant’s plans show 33 landscaping trees proposed for removal to accommodate the auditorium expansion and associated site improvements. Most of these trees are identified as healthy or having minor damage, with the exception of one tree identified as being dead. Three additional trees are only two inches DBH and, along with the dead tree, are not subject to the mitigation requirements of this Section. An additional four landscaping trees are proposed for removal under the Alternative 1 parking lot addition. Given the location of the trees proposed for removal, preservation and conservation is not warranted. The applicant proposes mitigating tree removal by planting 36 trees in landscape areas. The Tree Maintenance and Protection Plan includes tree protection fencing for the remaining trees to be preserved, including a 60-inch Oregon white oak and other trees adjacent to the construction area.

Traffic and Parking

As shown in the Transportation Memorandum in Exhibit B2, trip generation is expected to increase due to the additional on-site parking that is included in the proposed plan even though the student capacity of the school will not increase due to the project. Because the expected net new trip generation is 12 p.m. peak hour trips, the impacts to the adjacent transportation roadway network would be negligible. As an “essential government service” as defined in Section 4.001, schools are exempt from meeting the City’s Level of Service D requirement.

Parking requirements for schools are based on the number of students and staff, as specified by Table 5 in Section 4.155. Parking for WHS is shared with Boeckman Creek Primary School and prior land use approvals have taken these schools in combination when determining compliance with Development Code parking requirements. Based upon the approved capacities of the two schools plus staff, the minimum number of required parking spaces is 448 and the maximum number of parking spaces is 673.

Currently, the site WHS/Boeckman site has 520 spaces, 15 of which are of which are accessible spaces as shown on Sheet C102 of Exhibit B2. Since parking requirements are based on the number of students and staff, the auditorium addition will not generate the need for additional parking onsite. The proposed site changes to accommodate the addition will result in the removal of 77 existing spaces (including 4 ADA spaces). A new 89-space parking lot will be constructed to the north of the auditorium and will include 4 ADA spaces to replace those that are removed, with 14 additional spaces as part of this lot in Alternate 1. This will result in 546 total spaces on the combined school campus, which will continue to exceed the minimum number of spaces required. Construction of the 23 spaces associated with the Future Phase will result in a total of 569 spaces.

Comments Received and Responses:

None Received

Conclusion and Conditions of Approval:

Staff has reviewed the applicant’s analysis of compliance with the applicable criteria. This staff report adopts the applicant’s responses as findings except as noted in staff’s findings. Based on the findings 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 applications (DB21-0001 through DB21-0004) with the following conditions:

Planning Division Conditions:

Request A: DB21-0001 Stage II Final Plan Modification

<p>PDA 1. General: The approved final plan shall control the issuance of all building permits and shall restrict the nature, location and design of the subdivision. Minor changes in an approved plan may be approved by the Planning Director through the Class I</p>
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	Administrative Review Process if such changes are consistent with the purposes and general character of the development 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 A13.
PDA 2.	<u>Prior to Final Occupancy:</u> All exterior, roof, and ground mounted mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties. See Finding A54.
PDA 3.	<u>Prior to Non-Grading Building Permit Issuance (Future Phase):</u> The applicant shall submit a landscape plan for the proposed 23-space parking lot “Future Phase” to be reviewed through the Class II Administrative Review Process. See Finding A39.
PDA 4.	<u>Prior to Non-Grading Building Permit Issuance:</u> The applicant shall submit plans to be reviewed through a Class I Administrative Review Process for an enlarged mixed solid waste and recyclables storage area consistent with the minimum requirements of Section 4.179. Alternatively, the applicant may provide documentation that the existing enclosure storage area is sufficient to serve the auditorium expansion based upon the vertical storage provisions of Subsection 4.179 (.05). See Finding A56.

Request B: DB21-0002 Site Design Review

PDB 1.	<u>Ongoing:</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 B3.
PDB 2.	<u>Prior to Temporary Occupancy:</u> All landscaping required and approved by the Development Review Board shall be installed unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City will be returned to the applicant. See Finding B11.
PDB 3.	<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 Findings B12 and B14

PDB 4.	<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 Development Review Board, unless altered as allowed by Wilsonville’s Development Code. See Findings B13.
PDB 5.	<u>Prior to Temporary Occupancy:</u> All trees shall be balled and burlapped and conform in grade to “American Standards for Nursery Stock” current edition. Tree size shall be a minimum of 2-inch caliper. See Finding B19.
PDB 6.	<u>Prior to Temporary Occupancy:</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” to 12” spread. • Shrubs shall reach their designed size for screening within three (3) years of planting. • Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4” pot spaced 2 feet on center minimum, 2-1/4” pots spaced at 18 inch on center minimum. • No bare root planting shall be permitted. • Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. • Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations. • Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Findings B17 and B18.
PDB 7.	<u>Prior to Temporary Occupancy:</u> Plant materials shall be installed and irrigated 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 B24.
PDB 8.	<u>Prior to Non-Grading Building Permit Issuance:</u> Final review of the proposed building lighting’s conformance with the Outdoor Lighting Ordinance will be determined at the time of Building Permit issuance. See Finding B34.
PDB 9.	<u>Ongoing:</u> Lighting shall be reduced one hour after close, but in no case later than 10 p.m., to 50% of the requirements set forth in the Oregon Energy Efficiency Specialty Code. See Finding B36.

Request C: DB21-0003 Type C Tree Removal Plan

PDC 1.	General: This approval for removal applies only to the 33 trees on the site identified in the applicant's submitted materials. All other trees on the property shall be maintained unless removal is approved through separate application.
PDC 2.	Prior to Grading Permit Issuance: The Applicant shall submit an application for a Type 'C' Tree Removal Permit on the Planning Division's Development Permit Application form, together with the applicable fee. In addition to the application form and fee, the applicant shall provide the City's Planning Division an accounting of trees to be removed within the project site, corresponding to the approval of the DRB. The applicant shall not remove any trees from the project site until the tree removal permit, including the final tree removal plan, have been approved by Planning Division staff. The four trees identified for removal as part of Alternative 1 shall not be approved for removal unless this alternative is included as part of a grading permit request.
PDC 3.	Prior to Temporary Occupancy/Ongoing: 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 2 years after the planting date. A "guaranteed" tree that dies or becomes diseased during the 2 years after planting shall be replaced.
PDC 4.	Prior to Commencing Site Grading: Prior to site grading or other site work that could damage trees, the applicant/owner shall install 6-foot-tall chain-link fencing around the drip line of preserved trees. Removal of the fencing around the identified trees shall only occur if it is determined the trees are not feasible to retain. The fencing shall comply with Wilsonville Public Works Standards Detail Drawing RD-1230. Fencing shall remain until authorized in writing to be removed by Planning Division.

Request D: DB21-0004 Class III Sign Permit and Waiver

PDD 1.	Ongoing: The approved signs shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
PDD 2.	Prior to Sign Installation/Ongoing: The Applicant/Owner of the property shall obtain all necessary building and electrical permits for the approved signs, prior to their installation, and shall ensure that the signs are maintained in a commonly-accepted, professional manner

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:

PF 1.	<u>Prior to Issuance of Public Works Permit:</u> Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1.
PF 2.	<u>Prior to Issuance of Public Works Permit:</u> Submit a storm drainage report to Engineering for review and approval. The storm drainage report shall demonstrate the proposed development is in conformance with the Low Impact Development (LID) treatment and flow control requirements. Submit infiltration testing results that correspond with the locations of the proposed LID facilities.
PF 3.	<u>Prior to Issuance of Public Works Permit:</u> Submit site plans showing the existing public water main located under the proposed building structure to be reconstructed outside of the building envelope. This water main shall be designed and constructed in accordance with the current City of Wilsonville Public Work Standards.
PF 4.	<u>Prior to Issuance of Public Works Permit:</u> Submit site plans depicting that a public water easement is provided for the reconstructed public water main. The width of the public water easement shall be provided in accordance with the current City of Wilsonville Public Works Standards.
PF 5.	<u>Prior to Issuance of Public Works Permit:</u> Submit site plans depicting which portion of the existing public water easement will be terminated.
PF 6.	<u>Prior to Issuance of Public Works Permit:</u> Provide the City with assurance for public infrastructure construction guarantee purposes.
PF 7.	<u>Prior to Site Commencement:</u> An approved Erosion Control Permit shall be obtained and erosion control measures shall be in place.
PF 8.	<u>Prior to Issuance of Final Building Certificate of Occupancy:</u> All public infrastructure improvements including the reconstructed public water main shall be completed.
PF 9.	<u>Prior to Issuance of Final Building Certificate of Occupancy:</u> Submit a preliminary title report, legal description, and exhibit of the public water easement to Engineering for review and the easement recordation process. As a part of the easement recordation process, the applicant shall be required to pay for the title insurance and recording fees.
PF 10.	<u>Prior to Issuance of Final Building Certificate of Occupancy:</u> Submit a preliminary title report, legal description, and exhibit of the portion of existing public water easement that is required to be terminated to Engineering for review and the easement termination process. As a part of the easement termination process, the applicant shall be required to pay for the title insurance and recording fees.

PF 11.	<u>Prior to Issuance of Final Building Certificate of Occupancy:</u> Provide the City with assurance for the public infrastructure improvements including landscaping in water quality/quantity facilities and vegetated corridors for maintenance purposes. The assurance shall be kept in place for a period of 2 years from the day of project acceptance.
PF 12.	<u>Prior to Issuance of Final Building Certificate of Occupancy:</u> Onsite LID facilities shall be constructed and in like new condition. These facilities shall be maintained properly in order to provide the required long term treatment and flow control. Therefore, the applicant shall execute a Stormwater Access Easement with the City. The Easement will require submittal of a preliminary title report, legal description, and exhibit of the stormwater access easement to Natural Resources for review and the easement recordation process. As a part of the easement recordation process, the applicant shall be required to pay for the title insurance and recording fees.
PF 13.	<u>Prior to Issuance of Final Building Certificate of Occupancy:</u> Submit a set of the approved as-built drawings to Engineering for the City's record. The 'set' shall consist of an electronic copy in AutoCAD, current version, and a digitally signed PDF.

Natural Resources Division Conditions:

NR 1.	<u>Ongoing:</u> Natural Resource Division Requirements and Advisories listed in Exhibit C2 apply to the proposed development.
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Master Exhibit List:

The following exhibits are hereby entered into the public record by the Development Review Board as confirmation of its consideration of the application as submitted. This is the exhibit list that includes exhibits for Planning Case File DB21-0001 through DB21-0004. 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. Applicant's Notebook: (under separate cover)**
 - Narrative
 - Exhibit A: Arborist Assessment Heritage White Oak
 - Exhibit B: Preliminary Stormwater Report
 - Exhibit C: Traffic Analysis
 - Exhibit D: Republic Services Provider Letter

- Exhibit E: Significant Resource Impact Report
Exhibit F: Exterior Lighting Information
- B2. Drawings and Plans (under separate cover):**
- CS1 Cover Sheet & Index
 - G002 3d Representations
 - G003 Material Board
 - G160 Existing Site Plan
 - G161 Site Master Plan
 - C102 Civil Code Analysis
 - C120 Existing Conditions Plan
 - C121 Existing Conditions Plan
 - C130 Key Plan
 - C131 Overall Site Plan
 - C300 Site Plan - Building Addition
 - C301 Site Plan - Building Addition
 - C320 Vehicle Movement - Fire Truck
 - C330 Vehicle Movement - Car And Delivery
 - C340 Vehicle Movement - Bus
 - C400 Overall Grading Plan
 - C401 Grading Plan - Bldg Addition
 - C402 Grading Plan - Bldg Addition
 - C500 Overall Storm Drainage Plan
 - C501 Drainage Plan - Building Addition
 - C502 Drainage Plan - Building Addition
 - C600 Overall Utility Plan
 - C601 Utility Plan - Building Addition
 - C602 Utility Plan - Building Addition
 - C710 Site Plan - Parking Lot Addition
 - C711 Site Plan - Parking Lot Addition
 - C720 Grading Plan - Parking Lot Addition
 - C721 Grading Plan - Parking Lot Addition
 - C730 Drainage Plan - Parking Lot Addition
 - C830 Drainage Plan - Softball Field
 - C1030 Grading Esc Plan
 - C1031 Grading Esc Plan
 - C1032 Grading Esc Plan
 - C1110 Site Plan Add Alternate #1
 - C1120 Grading Plan Add Alternate #1
 - C1130 Drainage Plan Add Alternate #1
 - C1131 Drainage Plan Add Alternate #1
 - L0.00 Site Plan
 - L0.01 Tree Protection Plan

- L0.02 Tree Protection Plan
- L0.03 Tree Protection Plan
- L0.04-Alt Tree Protection Plan
- L1.01 Materials Plan
- L1.02 Materials Plan
- L1.03 Materials Plan
- L1.04 Alt Materials Plan
- L5.00 Planting Schedule
- L5.01 Planting Plan
- L5.02 Planting Plan
- L5.03 Planting Plan
- L05.04-Alt Planting Plan
- L7.01 Paving & Walls
- L7.02 Stairs - Handrails
- L7.03 Concrete Seatwall 1
- L7.04 Concrete Seatwall 2 & 4
- L7.05 Concrete Seatwall 3
- L7.06 Custom Wood Bench 1
- L7.07 Custom Wood Bench 2
- L7.08 Site Furnishing
- L7.09 Planting
- L7.11 Alt Alt #2 Softball Field
- E1160 Site Lighting Master Plan
- A120A Basement Floor Plan Sector A
- A121A First Floor Plan Sector A
- A121B First Floor Plan Sector B
- A122A Second Floor Plan Sector A
- A122B Second Floor Plan Sector B
- A123A Theater Tech Level Floor Plan Sector A
- A125A Roof Plan Sector A
- A201 Exterior Elevations
- A202 Exterior Elevations
- A801 Exterior Signage Plan & Elevations
- B3.** Application Form
- B4.** TVF&R Service Provider Permit

Development Review Team Correspondence

- C1.** Public Works Plan Submittal Requirements and Other Engineering Requirements
- C2.** Natural Resources Findings & Requirements

Other Correspondence/Public Comments

N/A

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on January 20, 2021. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on February 19, 2021. On March 23, 2021, the Applicant submitted new materials. On April 15, 2021, the application was deemed complete. The City must render a final decision for the request, including any appeals, by August 13, 2021.

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDR-4, PDR-5	Multifamily Residential
East:	EFU (Clackamas Co.)	Woodland and Agriculture
South:	PDR-2, RA-H	Single-family Residential
West:	PDR-5	Multifamily Residential

3. Relevant Previous Planning Approvals:

- 92PC26 Zone Map Amendment, Stage I Preliminary Plan, Stage II Final Plan, Height Variance
- 92DR36 Site Design Review
- 03DB33 Stage II Final Plan Modification (building additions, additional parking, and sports field modifications)
- DB09-0040 and AR09-0046 Site Design Review (tennis courts and softball field)
- AR15-0080 and TR15-0147 Class II Administrative Review (performing arts addition)

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

Applications Must be Filed by Owner Section 4.009

The application has been submitted on behalf of the property owner, West Linn-Wilsonville School District, and is signed by an authorized representative, Remo Douglas.

Pre-Application Conference Required Subsection 4.010 (.02)

A Pre-application Conferences was held in accordance with this subsection on July 16, 2020 (Case File No. PA20-0007).

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 (PF) and general development regulations listed in Sections 4.140 through 4.199 have been applied in accordance with this Section.

Request A: DB21-0001 Stage II Final Plan Modification and Height Waiver

As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

Planned Development Regulations-Generally

Planned Development Purpose and Lot Qualifications

Subsection 4.140 (.01) and (.02)

- A1.** The proposed Stage II Final Plan Modification to construct an auditorium expansion and related site improvements is consistent with the previously approved planned development and the Planned Development Regulations purpose and lot qualifications.

Ownership Requirements

Subsection 4.140 (.03)

- A2.** An application has been made and signed by the owner of the property involved, West Linn-Wilsonville School District.

Professional Design Team

Subsection 4.140 (.04)

- A3.** Keith Liden, AICP, is the project manager of a professional design team including a planner, architect, engineers, surveyors, and a landscape architect.

Consistency with Comprehensive Plan and Other Applicable Plans

Subsections 4.140 (.06) and 4.140 (.09) J. 1.

- A4.** The location, design, size and uses, both separately and as a whole, are consistent with the Comprehensive Plan, effective Stage I Master Plan, and other applicable plans. The proposed site development plan revisions are consistent and compatible with the prior approvals.

Stage II Final Plan Modification Submission Requirements and Process

Stage II Submission Within 2 Years of Stage I

Subsection 4.140 (.09) A.

- A5.** The current application is for modification of the previously approved Stage II Final Plan, which was submitted within the required timeframe following approval of the Stage I Master Plan approval. The existing Stage I Master Plan remains in effect and no changes to it are proposed with the current application.

Development Review Board Role
Subsection 4.140 (.09) B.

- A6.** The Development Review Board review considers all applicable permit criteria set forth in the Planning and Land Development Code and staff recommends the Development Review Board approve the application with conditions of approval.

Stage I Conformance, Submission Requirements
Subsection 4.140 (.09) C.

- A7.** The Stage II Final Plan Modification substantially conforms to the previously approved Master Plan. The applicant's submitted drawings and other documents show all the additional information required by this subsection.

Stage II Final Plan Detail
Subsection 4.140 (.09) D.

- A8.** The applicant's submitted materials provide sufficiently detailed information to indicate fully the ultimate operation and appearance of the development, including a detailed site plan, landscape plans, and elevation drawings.

Submission of Legal Documents
Subsection 4.140 (.09) E.

- A9.** The Development Review Board does not require any additional legal documentation for dedication or reservation of public facilities.

Expiration of Approval
Subsection 4.140 (.09) I and Section 4.023

- A10.** The Stage II Final Plan Modification approval, along with other associated applications, will expire two (2) years after approval, absent the granting of an extension in accordance with these subsections.

Traffic Concurrency
Subsection 4.140 (.09) J. 2.

- A11.** As shown in the Transportation Memorandum in Exhibit B2, trip generation is expected to increase due to the additional on-site parking that is included in the proposed plan even though the student capacity of the school will not increase due to the project. This increase of 12 trips can be attributed to the increased activity at after-school clubs or sporting events and the additional parking supply that is proposed. Because the expected net new trip generation is 12 p.m. peak hour trips, the impacts to the adjacent transportation roadway network would be negligible. Based on the minimal anticipated impact, a more detailed traffic impact study is not required. As an essential government service (defined in Subsection 4.001 (95)), schools are exempt from meeting the Level of Service D requirement.

Facilities and Services Concurrency
Subsection 4.140 (.09) J. 3.

A12. Sufficient facilities and services, including utilities, are available to serve the project.

Adherence to Approved Plans
Subsection 4.140 (.09) L.

A13. A condition of approval ensures adherence to approved plans except for minor revisions approved by the Planning Director through the Class I Administrative Review Process if such changes are consistent with the purposes and general character of the development plan.

Standards Applying in All Planned Development Zones

Underground Utilities Required
Subsection 4.118 (.02) and Sections 4.300 to 4.320

A14. All utilities will be installed underground as required.

Other Requirements or Restrictions
Subsection 4.118 (.03) E.

A15. No additional requirements or restrictions are recommended pursuant to this subsection.

Impact on Development Cost
Subsection 4.118 (.04)

A16. In staff's professional opinion, the determination of compliance or attached conditions do not unnecessarily increase the cost of development and no evidence has been submitted to the contrary.

Requiring Tract Dedications or Easements for Recreation Facilities, Open Space,
Public Utilities
Subsection 4.118 (.05)

A17. No additional tracts are being required for recreational facilities, open space area, or easements.

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

A18. Consistent with City and other standards, the applicant proposes continued protection of the Significant Resource Overlay Zone (SROZ) designated on the property. The portion of the subject property where improvements are proposed does not contain any water resources, wildlife corridors, or fish passages. As the area of the auditorium addition and parking lot modifications are located in areas previously used for parking and sports fields, minimal grading will be required to install site improvements. Water, sewer, and stormwater are designed, and will be constructed, in accordance with the applicable City

requirements in order to minimize adverse impacts on the site, adjacent properties, and surrounding resources.

Public Facility Zone Standards

Permitted Uses

Subsection 4.136 (.02)

A19. Public schools and associated recreational facilities are outright permitted uses in the Public Facility Zone.

Dimensional Standards

Subsection 4.136 (.04)

A20. The lot size is much in excess of the minimum 1-acre requirement and the front and rear setbacks of 30 feet and sideyard setback of 10 feet are greatly exceeded. The proposal does not impact street frontages or setbacks. The applicant requests a waiver to increase the maximum building height from 35 feet to 55.5 feet as noted in Findings A24 and A25.

Site Design Review Required

Subsection 4.136 (.08) A.

A21. The City is applying the Site Design Review standards of Sections 4.400 through 4.450 to the proposal. See Findings for Sections 4.400 through 4.450 in Request B.

Master Plans in the Public Facility Zone

Subsection 4.136 (.08) B.

A22. Wilsonville High School lies within the area designated “Public Facility” on the Zoning Map. The school was approved under a Stage I Master Plan in DRB case-file 92PC26. The proposed school building addition for educational purposes and associated site improvements is consistent with this Stage I approval in accordance with Subsection 4.136 (.02) K.

Block and Access Standards- Adequate Connectivity for Peds, Bikes, and Vehicles

Subsections 4.136 (.09) and 4.131 (.03)

A23. The proposal will not affect and requests no changes to blocks or access spacing.

Waivers: Waive Maximum Building Height

Waiver of Typical Development Standards

Subsection 4.118 (.03) A.

A24. The applicant requests a waiver to increase the maximum building height for the auditorium addition from 35 feet to 55.5 feet. The typical development standards able to be waived pursuant to this subsection include building height requirements.

Purpose and Objectives of Planned Development Regulations
Subsection 4.140 (.01) B.

A25. Pursuant to Subsection 4.118 (.03) A. waivers must implement or better implement the purpose and objectives listed in this subsection. The applicant has provided information about how the waiver request will implement the purpose and objectives of this subsection as follows:

- **Pursuant to Objective 1** (functional design), the building height for the auditorium is necessary for the proper function of the theater stage, its lighting, stage sets, and acoustics.
- **Pursuant to Objective 2** (population density, distribution and circulation), the proposed building height waiver is not relevant to this portion of the purpose statement.
- **Pursuant to Objective 3** (development that is equal or better), given the scale of the existing WHS building and its significant distance from surrounding properties the additional building height for the auditorium will provide an architectural design that is equivalent to one that meets the 35- foot maximum.
- **Pursuant to Objective 4** (permit design flexibility for efficient site utilization), the proposed building height waiver will allow for a more functional auditorium and stage capable of hosting a wide range of performances and events.
- **Pursuant to Objective 5** (building height flexibility that enables appropriate open space and buffering), as noted above, the WHS building and auditorium addition will have setbacks well in excess of 100 feet.
- **Pursuant to Objective 6** (adequate facilities and services are available), adequate facilities and services are currently available for the existing school. The auditorium will not increase the enrollment capacity of WHS, and the existing facilities and services will continue to be adequate.
- **Pursuant to Objective 7** (mix of uses), WHS and Boeckman Creek Primary School currently serve the surrounding community. The building height waiver will enhance the district's ability to provide a high quality education to its students as well as public events and entertainment.
- **Pursuant to Objective 8** (allow flexibility and innovation) the proposed building height waiver will enable the auditorium to employ current and innovative techniques to increase the quality and enjoyment of performances for students and the general public.

SROZ Regulations

SROZ Impact Area
Section 4.139.03 (.02)

A26. The primary purpose of the Impact Area is to ensure that development does not encroach into the SROZ, and development may be permitted within the impact area if it can be demonstrated that there is no impact to the SROZ. Parking spaces proposed in the Future Phase extend into the SROZ Impact Area by a maximum of seven feet. The applicant

submitted a Significant Resource Impact Report (Exhibit B1) which illustrates that the proposed parking in this phase will not negatively impact the SROZ.

On-site Pedestrian Access and Circulation

Continuous Pathway System

Section 4.154 (.01) B. 1.

A27. As shown on the applicant's site plan in Exhibit B2, pedestrian pathways currently exist connecting the high school to Wilsonville Road and Boeckman Creek Primary School. The on-site pedestrian circulation will functionally remain the same, providing a continuous pathway system with the following changes (including Alternate 1):

- The parking lot and associated pathways to the west of the existing performing arts portion of the building will be eliminated.
- The existing north-south driveway and sidewalk to the north of the main driveway will be re-aligned to the west of the new auditorium.
- A new paved walkway traversing the new northern parking lot will provide an additional pedestrian connection to the softball fields and Boeckman Creek Primary School.

Safe, Direct, Convenient Pathways

Section 4.154 (.01) B. 2.

A28. Pedestrian pathways around the proposed activity center are flat, paved sidewalks. No changes are proposed where existing pathways cross parking areas. Proposed pathways provide direct access to building entrances from the parking area and other common areas.

Vehicle/Pathway Separation-Vertical or Horizontal

Section 4.154 (.01) B. 3.

A29. The proposed design of pedestrian pathways provides for vertical separation from vehicle circulation areas.

Crosswalks Clearly Marked

Section 4.154 (.01) B. 4.

A30. Proposed pedestrian pathways will be clearly marked with contrasting paint in locations where it crosses parking areas, clearly delineating the pedestrian pathway.

Pathway Width and Surface-5 Feet Wide, Durable Surface

Section 4.154 (.01) B. 5.

A31. The applicant proposes all pathways to be concrete or asphalt, and meeting or exceeding the 5-foot required width.

Parking Area Design Standards

Minimum and Maximum Parking

Subsection 4.155 (.03) G., Table 5, and 4.135 (.05)

A32. Parking requirements for schools are based on the number of students and staff, as specified by Table 5 in Section 4.155. The minimum vehicular parking ratio for both elementary and high schools is .2 spaces per student and staff with a maximum of .3 spaces per student and staff. Parking for WHS is shared with Boeckman Creek Primary School and prior land use approvals have taken these schools in combination when determining compliance with Development Code parking requirements. The primary school was initially approved with a stated enrollment capacity of 574 students, and the approved high school enrollment capacity is 1,500 students. As noted in the applicant’s narrative, as of December 2019 (spring 2020 enrollment was interrupted due to Covid-19 and September 2020 data is not yet available), WHS had an enrollment of 1,199 students and 103 staff, and Boeckman Creek Primary School had 539 students and 65 staff. Based upon the approved capacities of the two schools plus staff, the minimum number of required parking spaces is 448 and the maximum number of parking spaces is 673.

Currently, the site WHS/Boeckman site has 520 spaces, 15 of which are of which are accessible spaces as shown on Sheet C102. Since parking requirements are based on the number of students and staff, the auditorium addition will not generate the need for additional parking onsite. The proposed site changes to accommodate the addition will result in the removal of 77 existing spaces (including 4 ADA spaces). A new 89-space parking lot will be constructed to the north of the auditorium and will include 4 ADA spaces to replace those that are removed, with 14 additional spaces as part of this lot in Alternate 1. This will result in 546 total spaces on the combined school campus, which will continue to exceed the minimum number of spaces required. Construction of the 23 spaces associated with the Future Phase will result in a total of 569 spaces.

Other Parking Area Design Standards

Subsections 4.155 (.02) and (.03)

A33. The applicable standards are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. All spaces accessible and usable for parking	<input checked="" type="checkbox"/>	As shown in the plan sheets, appropriate access shall be provided for the new parking spaces.
J. Sturdy bumper guards of at least 6 inches to prevent parked vehicles crossing property line or interfering with screening or sidewalks.	<input checked="" type="checkbox"/>	Curbs of at least 6 inches will continue to be utilized to keep cars out of landscaping and walkways.

K. Surfaced with asphalt, concrete or other approved material.	<input checked="" type="checkbox"/>	The parking lot will be surfaced with asphalt.
Drainage meeting City standards	<input checked="" type="checkbox"/>	Drainage is professionally designed and being reviewed to meet City standards.
L. Lighting will not shine into adjoining structures or into the eyes of passers-by.	<input checked="" type="checkbox"/>	Lighting is proposed to be fully shielded and subject to the City's Outdoor Lighting Ordinance.
N. No more than 40% of parking compact spaces.	<input checked="" type="checkbox"/>	No compact parking spaces are proposed.
O. Where vehicles overhang curb, planting areas at least 7 feet in depth.	<input checked="" type="checkbox"/>	The new parking spaces will have curb stops to ensure that the 10-foot wide landscaped areas and pedestrian walkway will not be encroached upon by parked vehicles.
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate.	<input checked="" type="checkbox"/>	Access to the area is available, with vehicles and pedestrians kept separate on distinct routes. Maneuvering area is plentiful.
A.1. Loading and delivery areas and circulation separate from customer/employee parking and pedestrian areas.	<input checked="" type="checkbox"/>	Existing loading and waste/recycling areas will continue to be in their presently approved locations. New loading areas related to performing arts are proposed to accommodate infrequent needs for delivery and pick-up of equipment and materials and is separate from parking areas. Removable lockable bollards will be located in these areas to prohibit unauthorized vehicular use.
Circulation patterns clearly marked.	<input checked="" type="checkbox"/>	Circulation patterns are clearly evident, with direction pavement markings utilized throughout the driveways and parking areas.
A.2. To the greatest extent possible, vehicle and pedestrian traffic separated.	<input checked="" type="checkbox"/>	The existing and proposed parking areas clearly delineate vehicle and pedestrian traffic areas and separate them except for crosswalks.
C. Safe and Convenient Access, meet ADA and ODOT Standards. For parking areas with more than 10 spaces, 1 ADA space for every 50 spaces.	<input checked="" type="checkbox"/>	The proposed parking and access allow ADA and ODOT standards to be met. The applicant proposes a total of 569 parking spaces, 15 of which are ADA accessible spaces.
D. Where possible, parking areas connect to adjacent sites.	<input checked="" type="checkbox"/>	Parking for the two schools is shared. Convenient driveway and sidewalk connections are provided between the schools.

Efficient on-site parking and circulation	☒	The careful and professional design of the parking provides for safety and efficiency and is a typical design with standard parking space and drive aisle size and orientation.
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Parking Area Landscaping

Minimizing Visual Dominance of Parking

Subsection 4.155 (.03) B.

A34. The applicant proposes landscaping around the parking area helping to minimize the visual dominance of the paved parking area.

10% Parking Area Landscape Requirement

Subsection 4.155 (.03) B. 1.

A35. The proposed new parking area (including Alternate 1) is 51,758 square feet, requiring 5,176 square feet of interior parking lot landscaping to meet this standard. Approximately 10,764 square feet of parking lot landscaping is provided, exceeding overall site requirements while surrounding and screening the parking area.

Landscape Screening of Parking

Subsection 4.155 (.03) B. 1.

A36. The existing vegetation in the SROZ area to the west of the proposed parking lot screens the parking and circulation area from the Wilsonville Road right-of-way. Due to the size of the high school campus, screening is not required along the northern, eastern and southern edges of the parking area as it will not be visible from off-site.

Tree Planting Area Dimensions

Subsection 4.155 (.03) B. 2.

A37. The landscape plan includes tree planting areas for parking lot trees meeting the minimum eight-foot by eight-foot requirement.

Parking Area Tree Requirement

Subsection 4.155 (.03) B. 2. and 2. a.

A38. With 103 full spaces (including Alternate 1), the stated ratio of one tree for every eight spaces or fraction thereof requires 13 parking area trees. The landscape plan shows 22 trees in planting areas spread throughout and adjacent to the parking area.

Parking Area Landscape Plan

Subsection 4.155 (.03) B. 2. a.

A39. The applicant's landscape plan includes the proposed parking area for the auditorium addition and Alternate 1. Landscaping details are not provided for the Future Phase parking addition of 23 spaces. A condition of approval ensures that the applicant submits

a landscape plan to the City for review prior to construction of the Future Phase parking addition.

Parking Area Tree Clearance
Subsection 4.155 (.03) B. 2. b.

A40. The applicant could typically maintain all trees listed for planting in the parking area and expected to overhand the parking areas to provide a 7-foot clearance.

Bicycle Parking

Required Bicycle Parking
Section 4.155 (.04) A. 1.

A41. Construction of the new 29,300-square-foot auditorium will not impact the overall number of students at the high school; therefore there are no requirements for additional bicycle parking at the high school. Existing bicycle parking will continue to satisfy Development Code requirements.

Other Development Standards

Access, Ingress and Egress
Subsection 4.167

A42. No changes are proposed to site access, which is via the existing high school entrance driveway at Wilsonville Road.

Natural Features and Other Resources
Section 4.171

A43. The development area is an existing parking lot and sports field previously prepared for development. No significant native vegetation or other resources in need of protection are within the construction area, and the nearby SROZ area will be avoided during construction. Existing trees, including the nearby heritage Oregon white oak, will be retained and protected during construction as required.

Access Drives and Travel Lanes
Subsection 4.177 (.01) E.

A44. Existing and proposed access drives will provide clear travel lanes, free from obstruction, and all travel lanes are asphalt. The proposed drive aisles provide sufficient emergency access.

Outdoor Lighting
Sections 4.199.20 through 4.199.60

A45. The proposal is required to meet the lighting standards. See Request B, Findings B28 through B36.

Underground Installation of Utilities

Sections 4.300 through 4.320

A46. The existing building is served by underground utilities, portions of which will be reconfigured to support the building addition, No existing overhead utilities exist requiring undergrounding.

Public Safety and Crime Prevention

Design for Public Safety, Surveillance and Access

Section 4.175 (.01) and (.03)

A47. As described in the applicant's narrative, the existing high school was designed in a manner consistent with these criteria, which require development to deter crime and ensure public safety minimizing areas vulnerable to crime and maximizing visual surveillance around the building. The additions continue to retain the same design and basic site layout, which offers safe outdoor public spaces that are easily viewed from a variety of vantage points. Onsite circulation will functionally remain the same, and easy access is available to all portions of the site.

Addressing and Directional Signing

Subsection 4.175 (.02)

A48. The high school will continue to have the address clearly displayed and visible from the parking lot. The building permit process will ensure conformance with public safety standards.

Lighting to Discourage Crime

Subsection 4.175 (.04)

A49. Lighting design is in accordance with the City's outdoor lighting standards (see Request B, Findings B28 through B36), which will provide sufficient lighting to discourage crime.

Landscaping Standards

Landscaping Standards Purpose

Subsection 4.176 (.01)

A50. In complying with the various landscape standards in Section 4.176 the applicant has demonstrated the Stage II Final Plan Modification is in compliance with the landscape purpose statement.

Landscape Code Compliance

Subsection 4.176 (.02) B.

A51. The applicant requests no waivers or variances to landscape standards. All landscaping and screening must comply with the standards of this section.

Intent and Required Materials

Subsections 4.176 (.02) C. through I.

A52. Because the auditorium addition and parking lot modifications are well within the 60+ acre site, new landscaping is subject to the general landscaping standards. The standards in this section will continue to be satisfied because a small amount of the existing landscaping will be disturbed by the proposed construction, and replacement landscaping areas will be planted with new trees, shrubs, and ground cover as shown in the landscaping plans on Sheets L5.00 through L5.04-ALT (Exhibit B2). Materials provided to meet the landscaping standards include:

Landscape Area and Locations

Subsection 4.176 (.03)

A53. Of the overall 60-acre school campus, approximately 4.72 acres of the site will be affected by the proposed building addition and other site improvements. Approximately 40,462 square feet of landscaping area will be provided within this area, totaling approximately 20 percent of the affected area. This additional landscape will allow for the overall campus to continue to exceed the minimum 15 percent requirement throughout the site. This includes required parking lot landscaping as discussed in Findings A34-A40. The proposed landscaping is a mix of native and non-native vegetation, including five species of trees, 17 species of shrubs, and 7 species of ground covers and perennials.

Buffering and Screening

Subsection 4.176 (.04)

A54. The school is well-screened from surrounding properties by virtue of distance, landscaping around the existing parking lot, and natural vegetation to the east, south, and west sides of the site. The proposed improvements will have a minimal impact on the existing landscaping, and new/replacement landscaping is proposed for areas affected. Given existing natural vegetation, the proposed parking improvements will continue to be well-screened from view beyond the property boundary. A parapet and mechanical screen will screen rooftop equipment as required by this section. A condition of approval ensures the requirements are met.

Landscape Plan Requirements

Subsection 4.176 (.09)

A55. The applicant's submitted landscape plans are drawn to scale and show the type, installation size, number and placement of materials. Plans include a plant material list identifying plants by both their scientific and common names. A note on the landscape plan (Sheet L.500) indicates the irrigation method.

Mixed Solid Waste and Recyclables Storage

DRB Review of Adequate Storage Area, Minimum Storage Area
Subsections 4.179 (.01) through (.06)

A56. The proposed auditorium falls under the use category of “Other,” which requires 4 square feet of mixed solid waste and recyclables storage per 1,000 square feet of gross floor area of a building. The proposed addition totals 29,300 square feet, which requires 117.2 square feet of solid waste/recyclables storage. The existing trash enclosure, approved with the high school building expansion in Case File 03DB33, is 930 square feet, exceeding the minimum requirement of 927 square feet for the high school. The applicant does not propose changes to the existing storage area for the high school, but has not provided sufficient information demonstrating how the minimum requirements of this subsection are met. Sufficient space is available in the adjacent paved area to accommodate an expansion of this storage area if needed. A condition of approval will ensure that applicant demonstrates compliance with this subsection, either by enlarging the existing trash enclosure or providing documentation from the existing enclosure area is sufficient to serve the auditorium expansion based upon the vertical storage provisions of Subsection 4.179 (.05), prior to building permit issuance.

Review by Franchise Garbage Hauler
Subsection 4.179 (.07).

A57. The applicant’s materials (Exhibit B2) include a letter from Republic Services indicating coordination with the franchise hauler, and that the proposed storage area access and circulation plan meets Republic Services requirements. This letter does not address adequacy of the storage area size to accommodate building expansion.

Request B: DB21-0002 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)

B1. Staff summarizes compliance with this subsection as follows:

Excessive Uniformity: The proposed project is unique to the particular development context and does not create excessive uniformity.

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 applicant’s description of the design notes that the auditorium addition “aspires to be both an organic and harmonious addition to the school” that will “pull from the school’s existing material palate of dark brick with metal panel canopy fascia and trim.” The brick cladding of the building, which includes materials consistent with the

existing structure, is designed to invoke a draped theatrical curtain. with vertically oriented patterning that shifts at horizontal datum to discourage excessive uniformity and reduce the perceived height of the building The submitted materials demonstrate the materials used throughout will complement the existing school while being functional and attractive.

Inappropriate or Poor Design of Signs: The applicant used appropriate professionals to design permanent signage identifying the performing arts center. The building surface immediately to the right of the entry available for temporary banners to announce current or upcoming programming. The proposed banners represent a creative way to add to the visual appeal of the auditorium building by adding additional color and graphics that change to support performing arts center events. See also Request D.

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

Lack of Proper Attention to Landscaping: The applicant proposes landscaping that is professionally designed by a landscape architect and incorporates a variety of plant materials, demonstrating appropriate attention to landscaping.

Purpose and Objectives

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

B2. The applicant has provided sufficient information demonstrating compliance with the objectives of this subsection as follows:

- **Pursuant to Objective A** (assure proper functioning of the site and high quality visual environment), a professionally designed building addition and landscaping and a professional, site-specific layout ensures proper and improved function of the site while maintaining a high quality visual environment consistent with the Wilsonville High School campus. The proposed improvements simply build upon the existing site design, retaining all of its current functionality.
- **Pursuant to Objective B** (encourage originality, flexibility, and innovation), as described in the applicant's materials, "the design of the school and these facility enhancements demonstrate the district's commitment to innovation, continuing to improve the building's value to its students, and providing opportunities for high-quality education."
- **Pursuant to Objective C** (discourage inharmonious development), the professional design of the proposed building addition, landscaping, and site improvements supports a quality visual environment complementing the existing school building and thus prevents monotonous, drab, unsightly, and dreary development.
- **Pursuant to Objective D** (conserve natural beauty and visual character), as described by the applicant, the proposed design "the architectural integrity of the facility will be complimented by this addition, and the integrity of the landscaped areas and open space on the site will be retained, with special attention paid to the heritage White Oak tree."

- **Pursuant to Objective E** (protect and enhance City’s appeal), as discussed above, the proposed addition supports a quality education program which helps to attract business and industry to a community. As described by the applicant, “these improvements demonstrate the district’s continued commitment to a well-rounded education,” thus protecting and enhancing the City’s appeal.
- **Pursuant to Objective F** (stabilize property values/prevent blight), the applicant’s materials state that the “improved auditorium facility and performing arts program serving the neighborhood should enhance values.”
- **Pursuant to Objective G** (insure adequate public facilities), as found in the Stage II Final Plan review (Request B), adequate public facilities will continue to serve the site and there will be minimal impacts to these facilities since the school’s enrollment capacity will not increase.
- **Pursuant to Objective H** (achieve pleasing environments and behavior), as described in the applicant’s materials, “the existing landscaping open space on the site will be retained or replaced, maintaining the visual appeal for the neighborhood.”
- **Pursuant to Objective I** (foster civic pride and community spirit), the proposed performing arts enhancements and interior visual art display opportunities will provide improved educational and cultural opportunities for the community, contributing to civic pride and community spirit.
- **Pursuant to Objective J** (sustain favorable environment for residents), as described by the applicant, “quality educational facilities are certainly a contributing factor to achieving this objective.”

Development Review Board Jurisdiction
Section 4.420

- B3.** A condition of approval ensures landscaping is carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. No building permits will be granted prior to Development Review Board approval. No variances are requested from site development requirements.

Design Standards
Subsection 4.421 (.01)

- B4.** The applicant has provided sufficient information demonstrating compliance with the standards of this subsection as follows:
- **Pursuant to Standard A** (Preservation of Landscape), the general appearance of the landscape will be retained, and the modified areas will be re-landscaped according to City requirements. In addition, the heritage Oregon white oak tree will be protected during construction and preserved.
 - **Pursuant to Standard B** (Relation of Proposed Buildings to Environment), the applicant used appropriate professional services to design the exterior of the building, and the “the proposed improvements and plantings will enhance the SROZ and will not cause any environmental degradation of significant environmental resources on the site.”

- **Pursuant to Standard C** (Drives, Parking, and Circulation), the applicant has worked with a professional design team to accommodate access throughout the site, with separate and convenient routes for pedestrians and bicyclists. Existing access points will continue to be used. The proposed reconfiguration of the driveways, walkways, pedestrian spaces, and parking lots will retain the essential elements of the existing circulation system.
- **Pursuant to Standard D** (Surface Water Drainage), surface water drainage has been professionally designed showing the proper attention has been paid. The stormwater system is designed to accommodate the additional impervious surface of the building addition, driveways, parking and other new impervious surfaces consistent with the City's current stormwater management standards. New LID facilities, such as vegetated storm water planters, have been integrated into the design meet the stormwater management requirements for water quality treatment and flow control.
- **Pursuant to Standard E** (Utility Service), all services are immediately available, as they serve the current high school, and no above ground utility installations are proposed.
- **Pursuant to Standard F** (Advertising Features), all signs fit within defined sign bands on the building and placement complements the architecture of the building consistent with the City sign standards. See also Request D.
- **Pursuant to Standard G** (Special Features), the applicant does not propose any new special features requiring additional screening or buffering.

Applicability of Design Standards

Subsection 4.421 (.02)

- B5.** The applicant's design considers the design standards for all buildings, structures, and other features.

Conditions of Approval Ensuring Proper and Efficient Functioning of Development

Subsection 4.421 (.05)

- B6.** No additional conditions of approval are recommended to ensure the proper and efficient functioning of the development.

Color or Materials Requirements

Subsection 4.421 (.06)

- B7.** The colors and materials proposed by the applicant are appropriate. These include brick colors and metal panel canopy fascia and trim that coordinate with the existing building. Staff does not recommend any additional requirements or conditions related to colors and materials.

Standards for Mixed Solid Waste and Recycling Areas

Mixed Solid Waste and Recycling Areas Location Standards Subsection 4.430 (.02)

- B8.** The proposal does not provide a new exterior storage area for solid waste and recyclables. The current exterior storage area on the northeastern corner of the high school will continue to be used. As noted in Finding A56, a condition of approval will ensure that minimum size requirements for the storage area are met.

Site Design Review Submission Requirements

Submission Requirements Section 4.440

- B9.** The applicant has submitted materials in addition to the requirements of Section 4.035, as applicable.

Time Limit on Site Design Review Approvals

Void after 2 Years Section 4.442

- B10.** The approval will expire after 2 years if a building permit has not been issued, unless an extension has been granted by the Development Review Board.

Installation of Landscaping

Landscape Installation or Bonding Subsection 4.450 (.01)

- B11.** A condition of approval ensures all landscaping will be installed prior to issuance of occupancy permits, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the 6-month period, or within an extension of time authorized by the Development Review Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City shall be returned to the applicant.

Approved Landscape Plan
Subsection 4.450 (.02)

B12. A condition of approval ensures the approved landscape plan is binding upon the applicant. It prevents substitution of plant materials, irrigation systems, or other aspects of an approved landscape without official action of the Planning Director or Development Review Board, as specified in this Code.

Landscape Maintenance and Watering
Subsection 4.450 (.03)

B13. A condition of approval ensures the landscape is continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Development Review Board, unless altered with appropriate City approval.

Modifications of Landscaping
Subsection 4.450 (.04)

B14. A condition of approval provides ongoing assurance that this criterion is met by preventing modification or removal without the appropriate City review.

Landscaping Standards

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

B15. No waivers or variances to landscape standards have been requested; thus, all landscaping and screening must comply with standards of this section.

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

B16. The landscape standards have been applied throughout different landscape areas of the site and landscape materials are proposed to meet each standard in the different areas. Site Design Review is being reviewed concurrently with the Stage II Final Plan Modification, which includes an analysis of the functional application of the landscaping standards. See Findings A50 through A55 under Request A.

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

B17. A condition of approval ensures the quality of the plant materials will meet American Association of Nurserymen (AAN) standards for top grade and that other requirements of this subsection are met including use of native topsoil, mulch, and not using plastic sheeting.

Shrubs and Groundcover Materials Requirements

Subsection 4.176 (.06) A.

- B18.** A condition of approval requires meeting the detailed requirements of this subsection, which includes shrubs 2 gallon or greater in size, ground cover greater than 4 inches in size, and turf or lawn used for a minimal amount of the proposed public landscape area. Of particular note, the applicant's landscape plan shows some shrubs that do not meet the 2-gallon minimum size.

Plant Materials Requirements-Trees

Subsection 4.176 (.06) B.

- B19.** As shown on the applicant's landscape plans (Sheet L5.00), trees are specified at 2" caliper. A condition of approval requires all trees to be balled and burlapped (B&B), well-branched, and typical of their type as described in current American Association of Nurserymen (AAN) standards.

Plant Materials-Buildings Larger than 24 Feet in Height or Greater than 50,000 Square Feet in Footprint Area

Subsection 4.176 (.06) C.

- B20.** The proposed building addition height, as shown on Sheets A3.01 and A3.02, measures approximately 55.5 feet in height, which meets the threshold for requiring larger or more mature plant materials as defined by this subsection. However, the proposed building addition is less than 50,000 square feet in footprint area and the design provides architectural interest by using a variety of materials and articulation techniques. It is staff's professional opinion that larger or more mature plant materials are not needed to achieve the intent of this subsection.

Plant Species Requirements

Subsection 4.176 (.06) E.

- B21.** The applicant's landscape plan provides sufficient information showing the proposed landscape design meets the standards of this subsection related to use of native vegetation and prohibited plant materials.

Tree Credit

Subsection 4.176 (.06) F.

- B22.** The applicant is not proposing to preserve any trees to be counted as tree credits.

Exceeding Plant Standards

Subsection 4.176 (.06) G.

- B23.** The selected landscape materials do not violate any height or vision clearance requirements.

Landscape Installation and Maintenance
Subsection 4.176 (.07)

B24. A condition of approval ensures that installation and maintenance standards are or will be met including that plant materials be installed to current industry standards and properly staked to ensure survival, and that plants that die are required to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. Notes on the applicant's Sheet L5.00 provide for an irrigation system.

Landscape Plans
Subsection 4.176 (.09)

B25. The applicant's Sheets L5.00 through L5.04-ALT in Exhibit B2 provide the required information.

Completion of Landscaping
Subsection 4.176 (.10)

B26. The applicant has not requested to defer installation of plant materials.

Natural Features and Other Resources

Protection
Section 4.171

B27. The proposed design of the site provides for protection of natural features and other resources consistent with the proposed Stage II Final Plan Modification for the site as well as the purpose and objectives of Site Design Review.

Outdoor Lighting

Applicability of Outdoor Lighting Standards
Sections 4.199.20 and 4.199.60

B28. A new outdoor lighting system is being installed for the auditorium addition and new parking area. The applicant also proposes four alternates that would install new Musco field lighting at the softball field, new lighting along the south sidewalk from the Wilsonville Road entry to Boeckman Creek Primary School, replace the existing lighting optics in the southwestern and southern parking lots, and install LED lighting optics in the existing pedestrian light fixtures surrounding the existing track and field on the east side of the building. The Outdoor Lighting standards apply to these proposed modifications, with the exception as noted in Finding B29.

Exceptions
Section 4.199.20 (.02)

B29. Regarding the softball field lighting, Subsection 4.199.20 (.02) Q. indicates that lighting that qualifies as an "Exception" in the "Exterior Lighting Power Allowance" provisions of the

Oregon Energy Efficiency Specialty Code is exempt from the requirements of the outdoor lighting code. Section 505.6.2.5 of the Oregon Energy Efficiency Specialty Code allows an exception for “athletic playing areas” when “equipped with a control device independent of the control of the nonexempt lighting.” The field lights will be separately controlled from other non-exempt lighting onsite, and events will be scheduled to conclude by 10:00 pm.

Outdoor Lighting Zones

Section 4.199.30

B30. The project site is within the LZ 2 lighting zone and the proposed outdoor lighting systems are reviewed under the standards of this zone. LZ 2 is intended to be the default condition for the majority of the City and is applied in low-density suburban neighborhoods and suburban commercial districts, and industrial parks and districts.

Optional Lighting Compliance Methods

Subsection 4.199.40 (.01) A.

B31. The applicant has the option of the Performance or Prescriptive method, and has elected to comply with the Prescriptive Option.

Maximum Lamp Wattage and Shielding

Subsection 4.199.40 (.01) B. 1. and Table 7

B32. The proposed lighting plan (Sheet EL160 in Exhibit B2) has been designed to be compliant with City standards providing appropriate lighting for the site. The lighting plan includes a combination of fully shielded building-mounted, partially shielded low-level bollard, and fully shielded pole-mounted fixtures, ranging from 14.7 to 100 watts, consistent with the maximum 100 watts for fully-shielded fixtures in LZ 2 (Table 7).

Oregon Energy Efficiency Code Compliance

Subsection 4.199.40 (.01) B. 2.

B33. The applicant submitted an exterior lighting compliance certificate for the proposed lighting (see Exhibit F of the applicant’s Exhibit B1) demonstrating compliance with the Oregon Energy Efficiency Code.

Maximum Mounting Height

Subsection 4.199.40 (.01) B. 3.

B34. The applicant proposes a mounting height of 20 feet for the new pole-mounted lights, less than the allowed maximum height of 40 feet. Pedestrian lighting is proposed at a maximum height of 12 feet, less than the allowed maximum height of 18 feet. Replacement fixtures identified in Alternates 4 and 5 will utilize existing, previously-approved poles. Building-mounted fixtures are not proposed to exceed the maximum height of four feet greater than the portion of the building upon which they are located.

Setback from Property Line
Subsection 4.199.40 (.01) B. 4.

B35. Light pole setbacks of at least 100 feet are provided from adjacent properties, exceeding three times the height of the 20-foot light poles.

Lighting Curfew
Subsection 4.199.40 (.01) D.

B36. A condition of approval ensures that the lighting will have auto-dimming or will be extinguished consistent with curfew provisions of 10:00 pm in LZ2.

Request C: DB21-0003 Type C Tree Removal Plan

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

Type C Tree Removal-General

Tree Related Site Access
Subsection 4.600.50 (.03) A.

C1. As stated in the applicant's narrative, it is understood the City has access to the property to verify information regarding trees.

Review Authority
Subsection 4.610.00 (.03) B.

C2. The requested tree removal is connected to Site Design Review, and, therefore, is being reviewed by the DRB.

Conditions of Approval
Subsection 4.610.00 (.06) A.

C3. No additional conditions are recommended pursuant to this subsection.

Completion of Operation
Subsection 4.610.00 (.06) B.

C4. It is understood that tree removal will be completed prior to construction of the proposed building expansion, which is a reasonable time frame.

Security for Permit Compliance
Subsection 4.610.00 (.06) C.

C5. No bond is anticipated to be required to ensure compliance with the tree removal plan as a bond is required for overall landscaping.

Tree Removal Standards
Subsection 4.610.10 (.01)

C6. The standards of this subsection are met as follows:

- Standard for the Significant Resource Overlay Zone (SROZ): The proposed tree removal is not within the SROZ.
- Preservation and Conservation: The applicant has taken tree preservation into consideration. The arborist's report identifies 47 trees in and adjacent to the area of the site improvements generally ranging in diameter at breast height (DBH) from 2 inches to 17 inches. One tree in this area, a 60-inch heritage Oregon white oak located adjacent to the entrance of Wilsonville High School, is identified as being healthy and will continue to be preserved. A recent arborist report specific to this tree is included in the applicant's Exhibit B1. The applicant's plans show 33 landscaping trees proposed for removal to accommodate the auditorium expansion and associated site improvements. Most of these trees are identified as healthy or having minor damage, with the exception of one tree identified as being dead. Three additional trees are only two inches DBH and, along with the dead tree, are not subject to the mitigation requirements of this Section. An additional four landscaping trees are proposed for removal under the Alternative 1 parking lot addition. Given the location of the trees proposed for removal, preservation and conservation is not warranted. The applicant proposes mitigating tree removal by planting 36 trees in landscape areas. The Tree Maintenance and Protection Plan includes tree protection fencing for the remaining trees to be preserved, including the 60-inch Oregon white oak and other trees adjacent to the construction area.
- Development Alternatives: As noted in the applicant's narrative, with the existing performing arts facilities located on the front of the building, the site of the proposed expansion is the most feasible location. This requires the removal of 33 landscaping trees 6 inches DBH or greater adjacent to the building to the west and north. No significant wooded areas or trees would be preserved by design alternatives.
- Land Clearing: Land clearing and grading is proposed and will be limited to areas necessary for construction of the proposed building addition, parking lot relocation, and other site improvements.
- Residential Development: The proposed activity does not involve residential development, therefore, this criterion does not apply.
- Compliance with Statutes and Ordinances: The necessary tree replacement and protection is planned according to the requirements of the tree preservation and protection ordinance.
- Relocation or Replacement: The applicant proposes to plant 36 trees as replacement for the 33 trees requiring mitigation.
- Limitation: Tree removal is limited to where it is necessary for construction, or to address nuisances, or where the health of the trees warrants removal.
- Additional Standards: A tree survey has been provided, and no utilities are proposed to be located where they would cause adverse environmental consequences.

Review Process

Subsection 4.610.40 (.01)

C7. The tree removal plan is being reviewed concurrently with the Stage II Final Plan.

Tree Maintenance and Protection Plan

Section 4.610.40 (.02)

C8. The applicant has submitted the necessary copies of a Tree Maintenance and Protection Plan as shown in Sheets L0.01 through L0.04, Exhibit B2.

Replacement and Mitigation

Tree Replacement Requirement

Subsection 4.620.00 (.01)

C9. Thirty-three trees requiring mitigation are proposed for removal and 36 trees are proposed to be planted on the site, exceeding a one-to-one ratio and the requirements of this subsection.

Basis for Determining Replacement, and Replacement Tree Requirements

Subsection 4.620.00 (.02) and (.03)

C10. As shown in Exhibit B2, replacement trees will meet, or will meet with Conditions of Approval, the minimum caliper and other replacement requirements.

Replacement Tree Stock Requirements

Subsection 4.620.00 (.04)

C11. A condition of approval will ensure replacement trees consist of nursery stock that meets requirements of the American Association of Nurserymen (AAN) American Standards for Nursery Stock (ANSI Z60.1) for top grade.

Replacement Trees Locations

Subsection 4.620.00 (.05) A.

C12. The applicant proposes to mitigate all removed trees on site and in appropriate locations for the proposed development.

Protection of Preserved Trees

Tree Protection During Construction

Section 4.620.10

C13. Tree protection is required. All trees required to be protected must be clearly labeled as such, and suitable barriers to protect remaining trees must be erected, maintained, and remain in place until the City authorizes their removal or issues a final certificate of occupancy. A Condition of Approval will ensure the applicable requirements of this section are met.

Request D: DB21-0004 Class III Sign Permit and Waiver

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)

D1. 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)

D2. The request involves a single user 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.

D3. 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"/>	
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Sign Waivers - Qualifications
 Subsection 4.156.02 (.08) A.

D4. The applicant requests waivers to allow for the ongoing use of seven temporary banners ranging from 18 square feet to 32 square feet in size near the north and south auditorium entrances, as well as for a 29.3-square-foot increase in the allowed sign area on the south building facade. The Development Review Board may grant waivers as part of a comprehensive review of the design and function of an entire site to bring about an improved design.

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.

D5. As indicated in Findings below, the proposed signs 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.

D6. The proposed signs are proportional to, and compatible with development in the PF zone. The application includes building identification signs at the north and south auditorium entrances using one-inch stainless steel backlit letters, similar to other building signs at the high school. This request also includes areas for temporary sign banners on the north and south facades adjacent to the auditorium entrances. These signs require 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.

D7. There is no evidence, and no testimony has been received suggesting the subject signs 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.

D8. The signs do 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.

D9. The proposed signage will result in improved design in regard to aesthetics and functionality. According to the applicant, the proposed banners “represent a creative way to add to the visual appeal of the auditorium building by adding additional color and graphics that change to support performing arts center events. Signs of this type are commonly associated with theaters featuring plays and other live performances.”

Sign Waiver Criteria: Compatibility
Subsection 4.156.02 (.08) A. 2.

D10. The applicant’s compliance narrative (Exhibit B2) discusses how the proposed signs are 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 narrative notes that while the signs may be somewhat visible from beyond the property boundaries, they will be located over 200 feet from Wilsonville Road and partially buffered by existing and proposed landscaping. The banners will be over 600 feet from adjoining properties to the north and south and will be barely visible, if at all, from that distance.

Sign Waiver Criteria: Public Safety, Especially Traffic Safety
Subsection 4.156.02 (.08) A. 3.

D11. There is no evidence the proposed signs will negatively impact public safety, especially traffic safety. As noted in Finding D9, the proposed signs are sufficiently removed from streets to have any potential to adversely impact traffic or general public safety.

Sign Waiver Criteria: Content
Subsection 4.156.02 (.08) A. 4.

D12. The content of the subject signs are not being reviewed or considered as part of this application.

Sign Measurement

Measurement of Individual Element Signs
Subsection 4.156.03 (.01) B.

D13. The sign measurement uses single rectangles, as allowed.

Measurement of Temporary Signs, Including Banners
Subsection 4.156.03 (.01) A. and F.

D14. The sign measurement for banners is in the same manner as cabinet signs using single rectangles, as allowed.

Building Signs in the PDC, PDI, and PF Zones

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

D15. The north, south and west facades are sign eligible while the east is not as follows:

Façade	Sign Eligible	Criteria making sign eligible
North	Yes	Entrance open to general public; adjacent to primary parking area
East	No	
South	Yes	Entrance open to general public; adjacent to primary parking area
West	Yes	Faces a lot line with frontage on a street

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

D16. With a length of 362 feet (including the existing building), the allowed sign area for the north façade is 192 square feet. One permanent sign totaling 6.3 square feet and three 18-square-foot temporary banners are proposed on this façade, totaling 60.3 square feet. With a length of 214 feet, the allowed sign area for south façade is 108 square feet. One permanent sign totaling 9.3 square feet and four 32-square-foot temporary banners are proposed on this façade, totaling 137.3 square feet. This exceeds the allowed sign area and the applicant requests a waiver discussed in Findings D9-D12. No signs are proposed on the west façade.

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

D17. The proposed building signs do not exceed 75 percent of the length of the façades.

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

D18. The proposed building signs are within definable architectural features and have a definable space between the sign and the top and bottom of the architectural features.

Building Sign Types Allowed
 Subsection 4.156.08 (.02) E.

D19. The proposed building signs are wall flat and projecting signs, which are allowable types.

Site Design Review

Excessive Uniformity, Inappropriate Design Subsection 4.400 (.01)

D20. With quality materials and design, the proposed building and banner 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)

D21. The signs comply with the purposes and objectives of site design review, especially objective D, which specifically mentions signs. The proposed signs are of a scale and design appropriately related to the subject site with the appropriate amount of attention given to visual appearance.

Design Standards Subsection 4.421 (.01)

D22. The applicant has provided sufficient information demonstrating compliance with the standards of this subsection, specifically objective F. which pertains to advertising features. 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)

D23. This review applies design standards to exterior signs, as required.

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

D24. Staff recommends no additional conditions of approval to ensure the proper and efficient functioning of the development in relation to the sign.

Color or Materials Requirements Subsection 4.421 (.06)

D25. The proposed coloring is appropriate for the signs and no additional requirements are necessary.

Site Design Review-Procedures and Submittal Requirements Section 4.440

D26. The applicant has submitted a sign plan as required by this section.



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: Remo Douglas
Company: West Linn-Wilsonville Sch. Dist.
Mailing Address: 2755 SW Borland Road
City, State, Zip: Tualatin, OR 97062
Phone: 503.673.7988 Fax: NA
E-mail: douglasr@wlwv.k12.or.us

Authorized Representative:

Name: Keith Liden
Company: Keith Liden Planning Consultant
Mailing Address: 4021 SW 36th Place
City, State, Zip: Portland, OR 97221
Phone: 503.757.5501 Fax: NA
E-mail: keith.liden@gmail.com

Property Owner:

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

Property Owner's Signature:

[Signature]
Printed Name: Remo Douglas Date: 1-8-21

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

Printed Name: Date:

Site Location and Description:

Project Address if Available: 6800 SW Wilsonville Road Suite/Unit
Project Location:
Tax Map #(s): 3S1 13 Tax Lot #(s): 100 County: Washington Clackamas

Request:

Site Design Review, tree removal and building height waiver to construct a new auditorium addition, provide new parking spaces, and replace natural grass with synthetic turf on an existing softball field.

Project Type: Class I Class II Class III

Residential Commercial Industrial Other: Institutional

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



**FIRE CODE / LAND USE / BUILDING REVIEW
APPLICATION**



North Operating Center
11945 SW 70th Avenue
Tigard, OR 97223
Phone: 503-649-8577

South Operating Center
8445 SW Elligsen Rd
Wilsonville, OR 97070
Phone: 503-649-8577

REV 6-30-20

Project Information

Applicant Name: Remo Douglas
 Address: 2755 SW Borland Road, Tualatin, OR 97062
 Phone: 503.673.7988
 Email: douglasr@wlwv.k12.or.us
 Site Address: 6800 SW Wilsonville Road
 City: Wilsonville
 Map & Tax Lot #: Tax Map #: 3S1 13 / Tax Lot #: 100
 Business Name: West Linn-Wilsonville School District
 Land Use/Building Jurisdiction: City of Wilsonville
 Land Use/ Building Permit # DB21-0001 - DB21-0004

Choose from: Beaverton, Tigard, Newberg, Tualatin, North Plains, West Linn, Wilsonville, Sherwood, Rivergrove, Durham, King City, Washington County, Clackamas County, Multnomah County, Yamhill County

Project Description

To support the school's performing arts program a new 600 seat auditorium addition is being added to the existing Wilsonville High School. The project also includes the renovation of the existing 300 seat auditorium and improved site access, circulation and expanded parking.

Permit/Review Type (check one):

Land Use / Building Review - Service Provider Permit
 Emergency Radio Responder Coverage Install/Test
 LPG Tank (Greater than 2,000 gallons)
 Flammable or Combustible Liquid Tank Installation (Greater than 1,000 gallons)
 * Exception: Underground Storage Tanks (UST) are deferred to DEQ for regulation.
 Explosives Blasting (Blasting plan is required)
 Exterior Toxic, Pyrophoric or Corrosive Gas Installation (in excess of 810 cu.ft.)
 Tents or Temporary Membrane Structures (in excess of 10,000 square feet)
 Temporary Haunted House or similar
 OLCC Cannabis Extraction License Review
 Ceremonial Fire or Bonfire (For gathering, ceremony or other assembly)

For Fire Marshal's Office Use Only

TVFR Permit # 2021-0032
 Permit Type: SPP-COW
 Submittal Date: 3/30/2021
 Assigned To: DFM ARJ
 Due Date: _____
 Fees Due: _____
 Fees Paid: _____

Approval/Inspection Conditions
(For Fire Marshal's Office Use Only)

<p>This section is for application approval only</p> <p><u>[Signature]</u> <u>4/5/2021</u> Fire Marshal or Designee Date</p> <p>Conditions: <u>Fire lane signs and striping to be approved prior to final on site.</u></p> <p>See Attached Conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No Site Inspection Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>This section used when site inspection is required</p> <p>Inspection Comments:</p> <p>_____</p> <p>Final TVFR Approval Signature & Emp ID Date</p>
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BORA

Bora Architects, Inc.
720 SW Washington, Suite 800
Portland, Oregon 97205
503.226.1575
www.bora.co

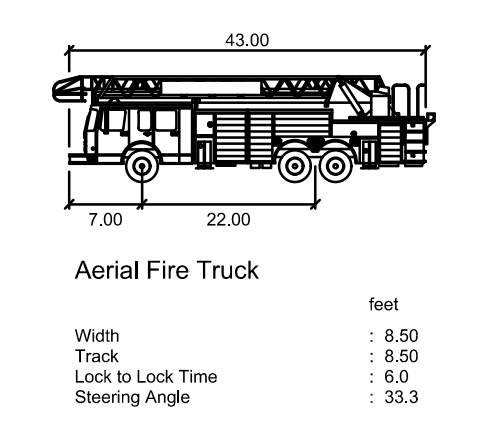
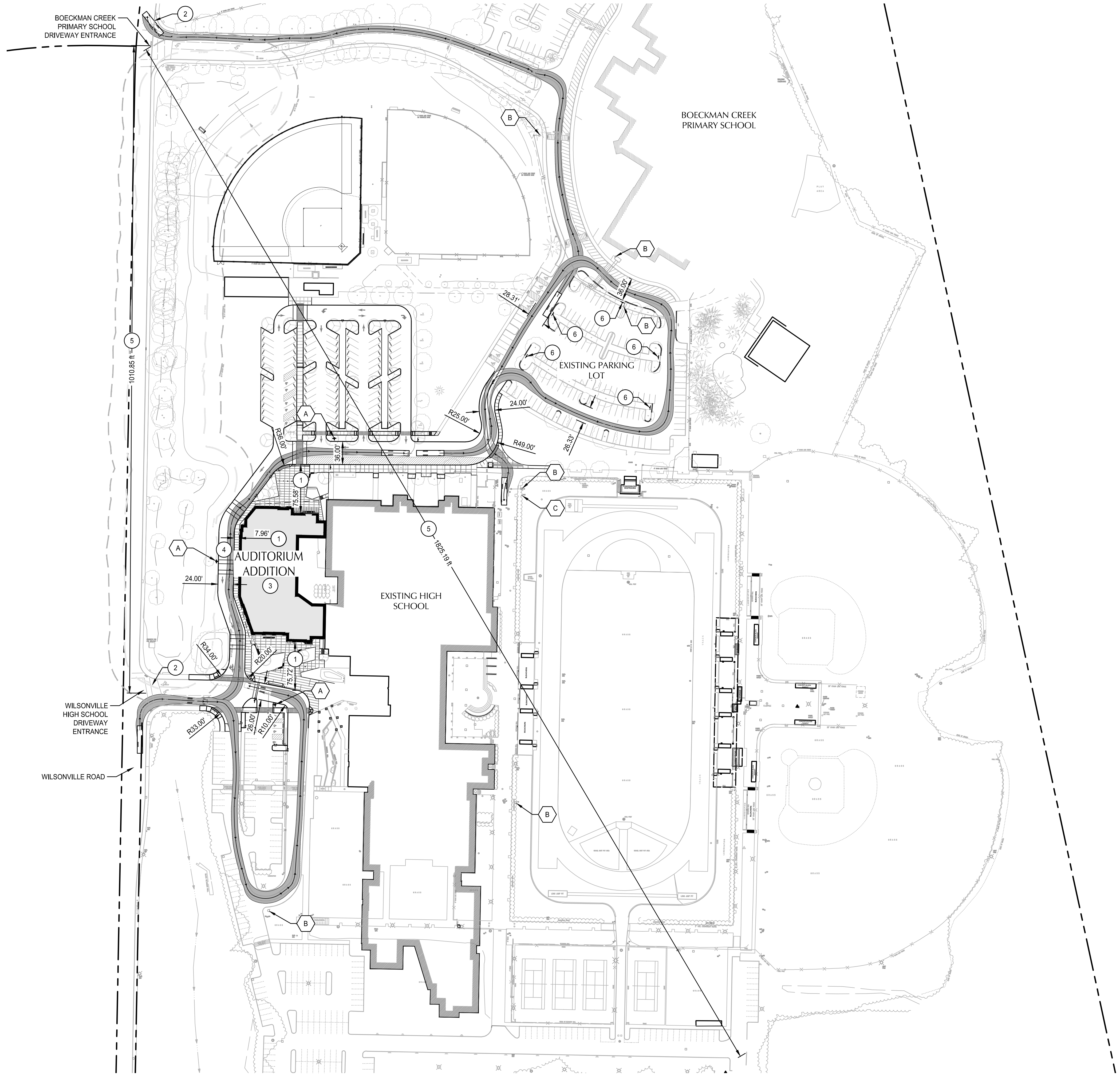


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Portland, OR 97204
O: 503.542.3860
F: 503.274.4681
www.kpff.com

ISSUED FOR
INFORMATIONAL
PURPOSES ONLY

NOT FOR
CONSTRUCTION

Wilsonville High School Auditorium Addition 6800 SW Wilsonville Road, Wilsonville, OR 97070



SHEET LEGEND

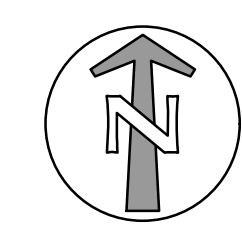
- PAINT EXISTING CURB RED WITH NO PARKING FIRE LANE (OFC 503.3)
- FIRE TRUCK PATH/ACCESS ROUTE
- NEW FIRE HYDRANT (A)
- EXISTING FIRE HYDRANT (FH) (B)
- EXISTING FIRE DEPARTMENT CONNECTION (FDC) (C)

SHEET NOTES

- FIRE ACCESS ROAD IS PAVED ASPHALT CONCRETE (4.5" ACP10" BASE COURSE) - OFC 503.2.3.
- TURNING RADII ARE 28' AND 48' MINIMUM PER OFC 503.2.4 AND D103.3
- FIRE ACCESS ROADWAY GRADES DO NOT EXCEED 15% (OFC D103.2)
- SLOPE ON THE AERIAL APPARATUS ROAD (WEST SIDE OF ADDITION) IS LESS THAN 10% FRONT TO REAR AND SIDE TO SIDE (OFC D103.2)
- ON-SITE FIRE HYDRANTS ARE PROVIDED (OFC 507.5.1)
- FIRE HYDRANTS ARE LOCATED NO MORE THAN 15' FROM AN APPROVED FIRE APPARATUS ACCESS ROADWAY. SEE SHEET LEGEND FOR NEW AND EXISTING FIRE HYDRANT LOCATIONS (OFC C102.1)
- FIRE HYDRANTS SUBJECT TO IMPACT BY A MOTOR VEHICLE WILL HAVE BOLLARDS PER OFC 507.5.6 AND OFC 312. FIRE HYDRANT INSTALLATION SHALL BE PER CITY OF WILSONVILLE DETAIL WT-3060.

KEY NOTES

- FIRE ACCESS ROAD IS LOCATED WITH 150' OF ALL PORTIONS OF THE EXTERIOR WALL OF THE FIRST STORY OF THE BUILDING AS MEASURED BY AN APPROVED ROUTE AROUND THE EXTERIOR OF THE BUILDING (OFC 503.1.1)
- TWO SEPARATE MEANS OF ACCESS IS PROVIDED FOR THE AUDITORIUM ADDITION. ACCESS IS FROM WILSONVILLE ROAD VIA THE EXISTING WILSONVILLE HS DRIVEWAY ENTRANCE AND THE EXISTING BOECKMAN CREEK PRIMARY SCHOOL DRIVEWAY ENTRANCE (OFC D104.1)
- THE BUILDING FOOTPRINT FOR THE NEW AUDITORIUM ADDITION IS 29,300 SF BUT HAS 2 SEPARATE MEANS OF FIRE APPARATUS ACCESS AND THE BUILDING IS FULLY SPRINKLERED (OFC D104.2)
- AERIAL ACCESS IS PROVIDED FROM THE WESTERN SIDE OF THE BUILDING. PER THE PRE-APPLICATION MEETING FOR THE PROJECT IT WAS APPROVED BY TVFR THAT THE AERIAL ACCESS ROAD CAN BE LESS THAN 28' IN WIDTH DUE TO THE EXISTING WETLAND BUFFER AND SITE CONSTRAINTS. IT WAS ALSO INDICATED THAT THE AERIAL ACCESS ROAD ON THE WEST SIDE IS ACCEPTABLE AT LESS THAN 15:30' FROM THE BUILDING (OFC D105.1, D105.2, D105.3, D105.4)
- THE DIAGONAL DISTANCE FROM THE BOECKMAN CREEK PS ENTRANCE TO THE SE CORNER OF THE HIGH SCHOOL DEVELOPMENT IS APPROXIMATELY 1850 FT. THE STRAIGHT LINE DISTANCE BETWEEN THE TWO EXISTING DRIVEWAY ENTRANCES IS APPROXIMATELY 1000 FT. AND EXCEEDS ONE HALF OF THE LENGTH OF THE MAXIMUM OVERALL DIAGONAL DIMENSION OF THE AREA TO BE SERVED (OFC D104.3)
- INSTALL NO PARKING FIRE LANE SIGN (OFC D103.6)



MARK	DATE	DESCRIPTION
Issued:	3/26/2021	
Scale:		AS NOTED



Copyright _____ Project Number _____
SITE DESIGN REVIEW
APPLICATION
FIRE SITE PLAN

FS-1

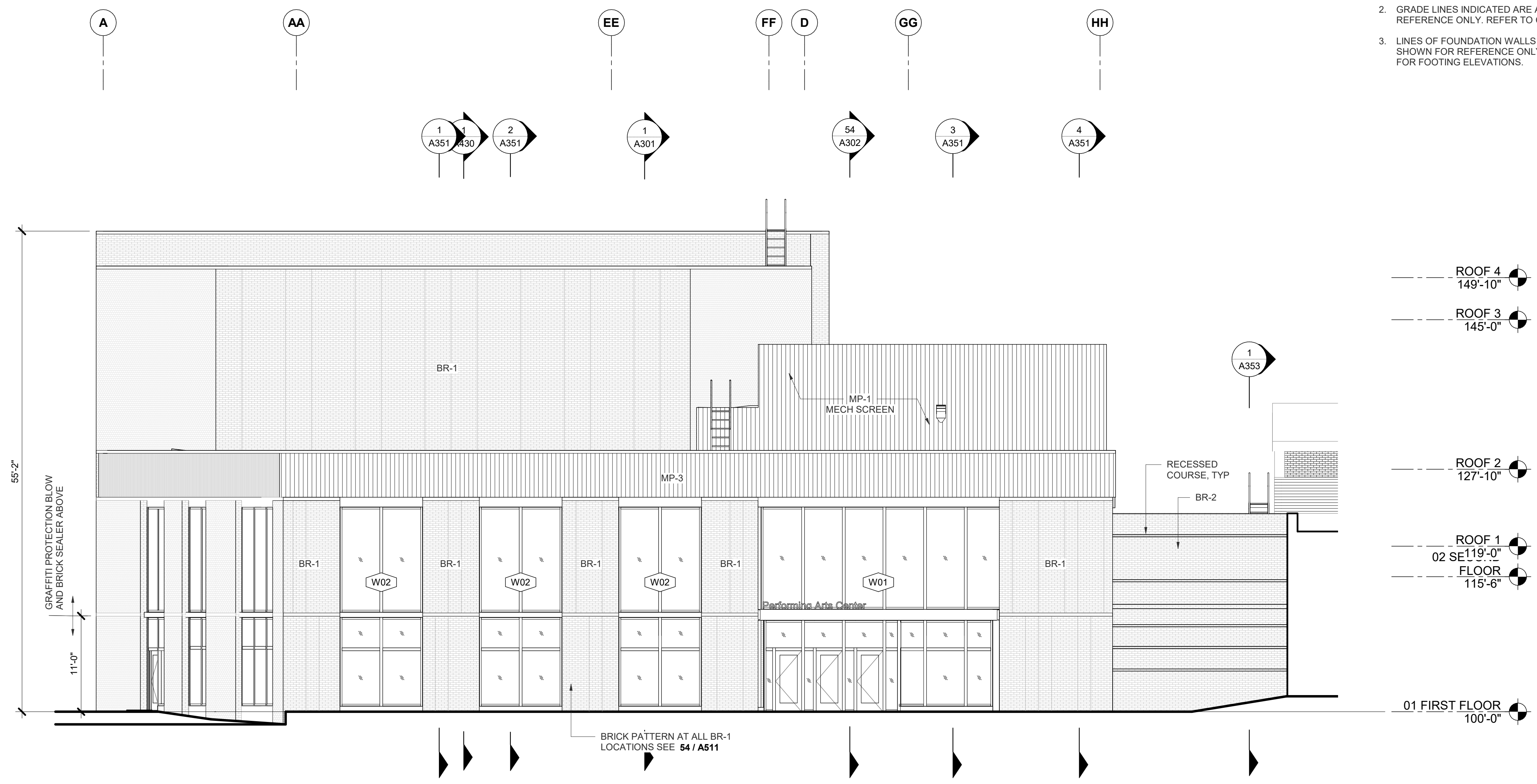
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ELEVATION / SECTION NOTES

1. REFER TO ASSEMBLY SHEETS FOR WALL, ROOF, FLOOR, AND CEILING ASSEMBLIES.
2. GRADE LINES INDICATED ARE APPROXIMATE AND SHOWN FOR REFERENCE ONLY. REFER TO CIVIL AND LANDSCAPE DRAWINGS.
3. LINES OF FOUNDATION WALLS AND FOOTINGS ARE APPROXIMATE AND SHOWN FOR REFERENCE ONLY. REFER TO STRUCTURAL DRAWINGS FOR FOOTING ELEVATIONS.

BORA

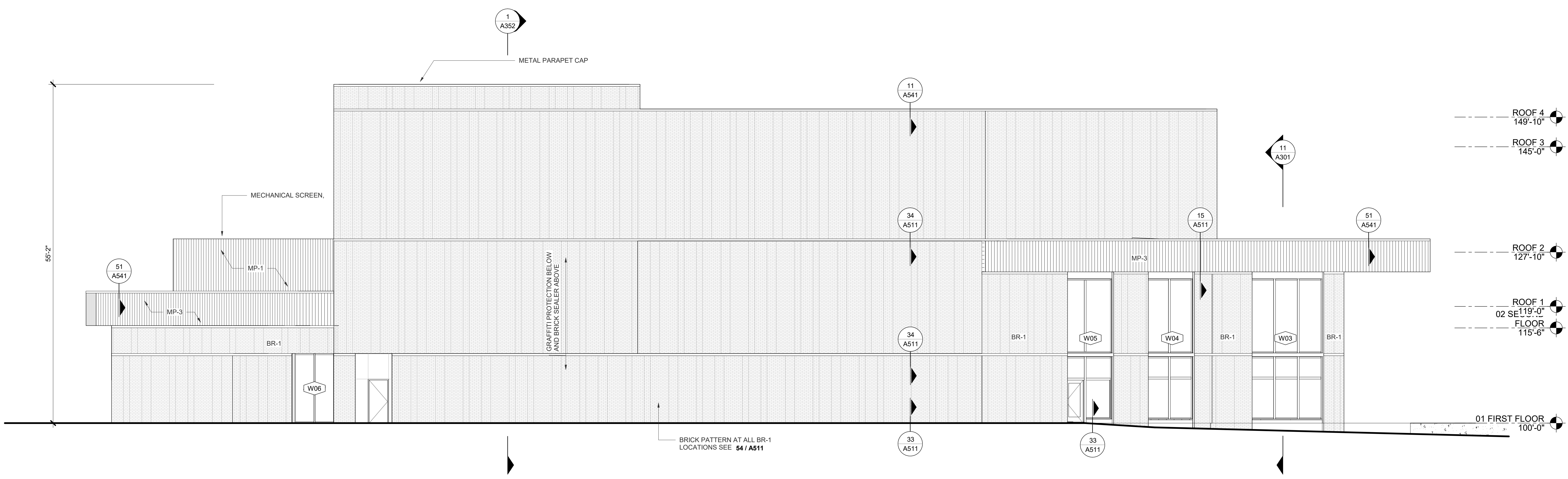
Bora Architects, Inc.
720 SW Washington, Suite 800
Portland, Oregon 97205
503.226.1575
www.bora.co



1 BUILDING ELEVATION - SOUTH
1/8" = 1'-0"

ISSUED FOR INFORMATIONAL PURPOSES ONLY
NOT FOR CONSTRUCTION

Wilsonville High School Auditorium Addition
6800 SW Wilsonville Road, Wilsonville, OR 97070



11 BUILDING ELEVATION - WEST
1/8" = 1'-0"

MARK	DATE	DESCRIPTION
Issued:	3/26/2021	
Scale:	As indicated	

Copyright 20003
SITE DESIGN REVIEW APPLICATION
EXTERIOR ELEVATIONS

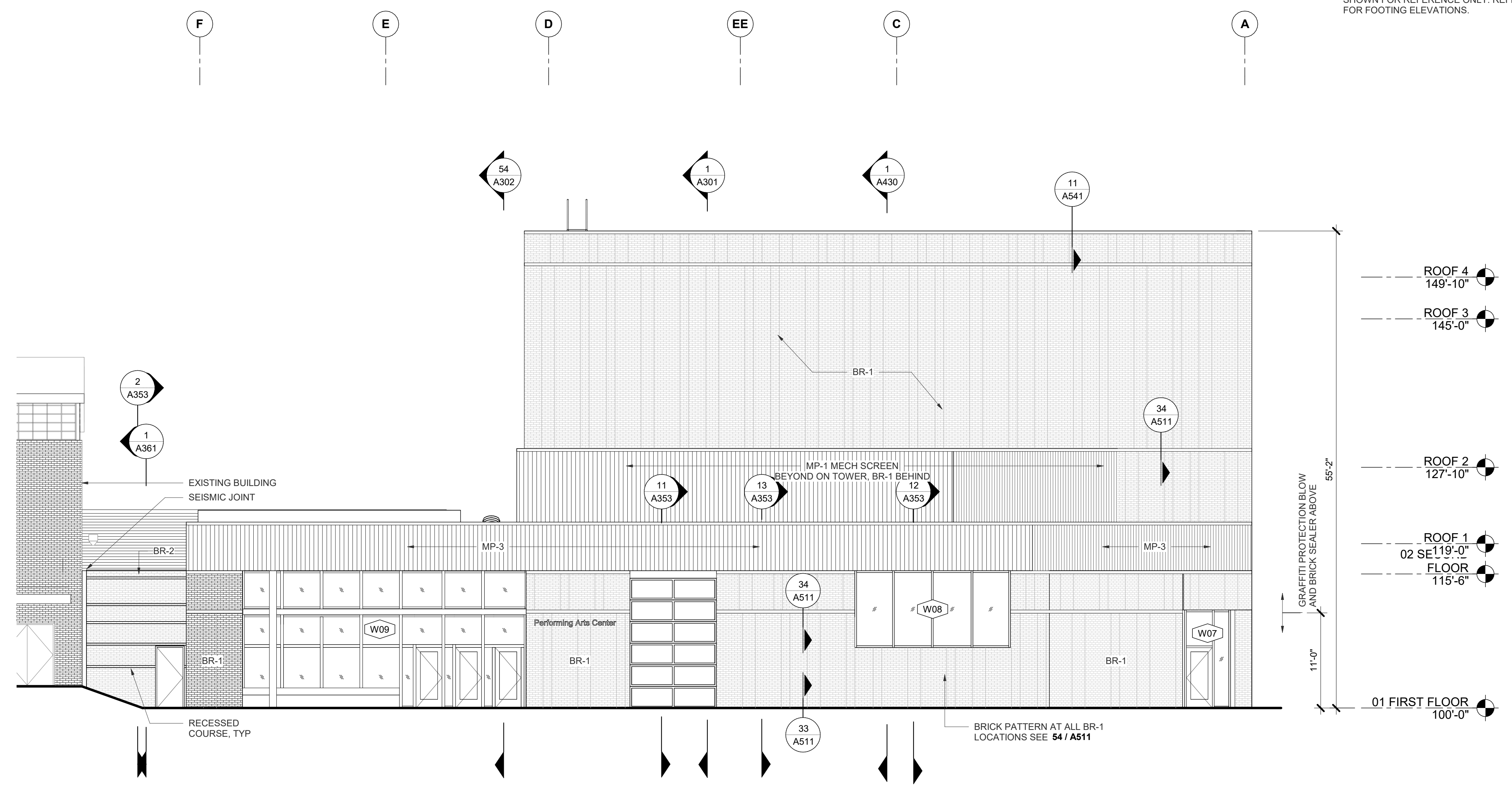
FS-2

ELEVATION / SECTION NOTES

1. REFER TO ASSEMBLY SHEETS FOR WALL, ROOF, FLOOR, AND CEILING ASSEMBLIES.
2. GRADE LINES INDICATED ARE APPROXIMATE AND SHOWN FOR REFERENCE ONLY. REFER TO CIVIL AND LANDSCAPE DRAWINGS.
3. LINES OF FOUNDATION WALLS AND FOOTINGS ARE APPROXIMATE AND SHOWN FOR REFERENCE ONLY. REFER TO STRUCTURAL DRAWINGS FOR FOOTING ELEVATIONS.

BORA

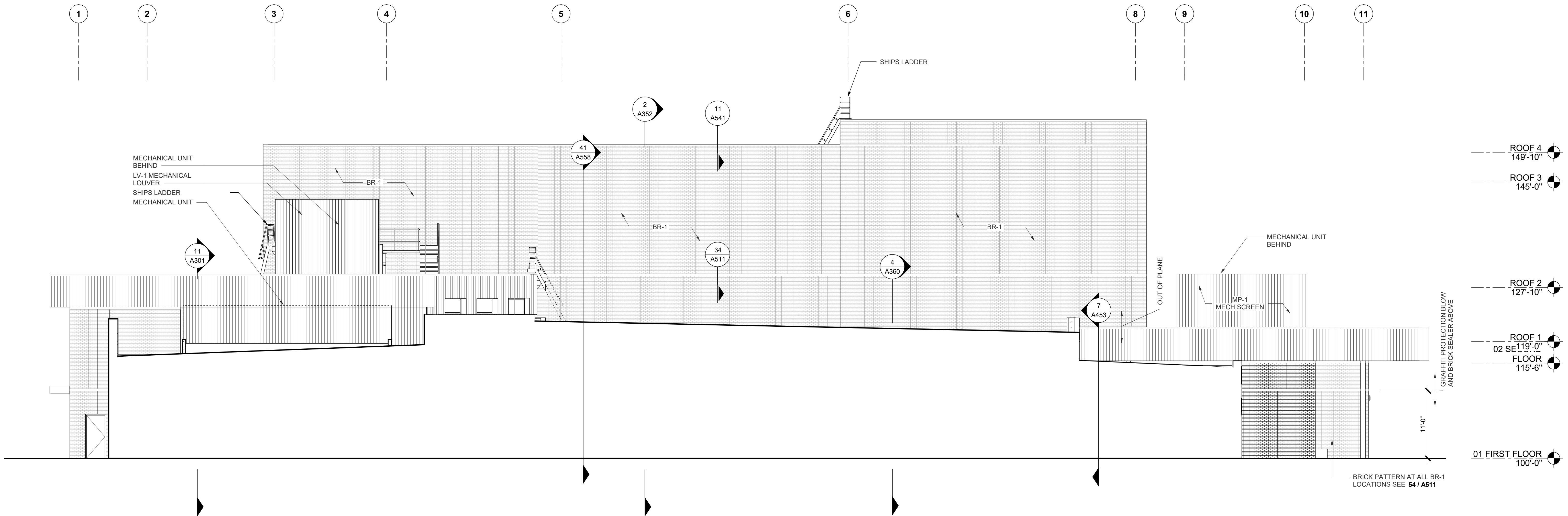
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720 SW Washington, Suite 800
Portland, Oregon 97205
503.226.1575
www.bora.co



21 BUILDING ELEVATION - NORTH
1/8" = 1'-0"

ISSUED FOR INFORMATIONAL PURPOSES ONLY
NOT FOR CONSTRUCTION

Wilsonville High School
Auditorium Addition
6800 SW Wilsonville Road, Wilsonville, OR 97070



1 BUILDING ELEVATION - EAST
1/8" = 1'-0"

MARK	DATE	DESCRIPTION
Issued:	3/26/2021	
Scale:	As indicated	

Copyright 20003
SITE DESIGN REVIEW APPLICATION
EXTERIOR ELEVATIONS

FS-3

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 - 2017
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

Coverage (<i>Aggregate, except 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 Public Works 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 Code and the Public Works Standards.
 - j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
 - k. All engineering plans shall be printed to PDF, combined to a single file, stamped and digitally signed by a Professional Engineer registered in the State of Oregon.
 - l. All plans submitted for review shall be in sets of a digitally-signed PDF and three printed sets.
6. Submit plans in the following general format and order for all public works construction to be maintained by the City:
- a. Cover sheet
 - b. City of Wilsonville construction note sheet
 - c. General construction note sheet
 - d. Existing Conditions plan.
 - e. Erosion Control and Tree Protection Plan.
 - f. Site Plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
 - g. Grading Plan, with 1-foot contours.
 - h. Composite Utility Plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
 - i. Detailed Plans; show plan view and either profile view or provide invert elevations at all utility crossings; include laterals in profile view or provide table with invert elevations at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
 - j. Street Plans.
 - k. Storm Sewer/drainage Plans; number all lines, manholes, catch basins, and cleanouts for easier reference
 - l. Water and Sanitary Sewer Plans; plan; number all lines, manholes, and cleanouts for easier reference.
 - m. Detailed Plan for stormwater management facilities (both plan and profile views), including water quality orifice diameter, manhole and beehive rim elevations, growing medium, and a summary table with planting area, types and quantities. Provide details of inlet structure, energy dissipation device, drain inlets, structures, and piping for outfall

structure. Note that although stormwater facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.

- n. Composite Franchise Utility Plan.
 - o. City of Wilsonville detail drawings.
 - p. Illumination Plan.
 - q. Striping and Signage Plan.
 - r. 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 City Code and the Public Works Standards during construction and until such time as approved permanent vegetative materials have been installed.
 9. Applicant shall notify City 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 treatment and flow control requirements for the proposed development per the Public Works Standards. Unless the City approves the use of an Engineered Method, the City's BMP Sizing Tool shall be used to design and size stormwater facilities.
 11. A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
 12. Proprietary stormwater management facilities are only allowed where conditions limit the use of infiltration (e.g., steep slopes, high groundwater table, well-head protection areas, or contaminated soils). If a proprietary stormwater management facility is approved by the City, 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 management facilities shall have approved landscape planted and approved by the City of Wilsonville prior to paving.
 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. Sidewalks, crosswalks and pedestrian linkages shall be in compliance with the requirements of the U.S. Access Board.
17. No surcharging of sanitary or storm water manholes is allowed.
18. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
19. 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.
20. 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).
21. 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.
22. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Republic Services for access and use of their vehicles.

23. The applicant shall provide the City with a Stormwater Access Easement (on City-approved forms) for City inspection of those portions of the storm system to be privately maintained.
24. Stormwater management facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all stormwater management facilities.
25. The applicant shall “loop” proposed waterlines by connecting to the existing City waterlines where applicable.
26. Mylar Record Drawings:

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

Exhibit C2
Natural Resources Findings & Requirements

Significant Resource Overlay Zone

1. The applicant shall submit the SROZ mapping as ARCGIS shape files or a compatible format.
2. All landscaping, including herbicides used to eradicate invasive plant species and existing vegetation, in the SROZ shall be reviewed and approved by the Natural Resources Program Manager. Native plants are required for landscaping in the SROZ.
3. 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.

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 24, 2021

6:30 PM

VI. Public Hearing:

B. Resolution No. 392. 6585 SW Montgomery Way SRIR & SROZ Review: Nick and Taryn VanderPyl –

Owner/Applicant. The applicant is requesting approval of an Abbreviated Significant Resource Impact Report (SRIR) and Significant Resource Overlay Zone (SROZ) Large Lot Exception for construction of a single-family home with an accessory dwelling unit (ADU) at 6585 SW Montgomery Way. The subject property is located on Tax Lot 1500 of Section 24A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files: SI21-0002 Abbreviated SRIR & SROZ Large Lot Exception

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 392**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING AN ABBREVIATED SIGNIFICANT RESOURCE IMPACT REPORT (SRIR) AND SIGNIFICANT RESOURCE OVERLAY ZONE (SROZ) LARGE LOT EXCEPTION FOR CONSTRUCTION OF A SINGLE FAMILY HOME WITH AN ACCESSORY DWELLING UNIT (ADU) AT 6585 SW MONTGOMERY WAY. THE SUBJECT PROPERTY IS LOCATED ON TAX LOT 1500 OF SECTION 24A, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. NICK AND TARYN VANDERPYL – 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 the staff report on the above-captioned subject dated May 17, 2021, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on May 24, 2021, at which time exhibits, together with findings and public testimony were entered into the public record, and

WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated May 17, 2021, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

SR21-0002 Abbreviated SRIR and SROZ Large Lot Exception.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 24th day of May, 2021, 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)*.

Samy Nada, Chair - Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Wilsonville Planning Division
6585 SW Montgomery Way SRIR SROZ

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

Hearing Date: May 24, 2021
Date of Report: May 17, 2021

Application Nos.: SI21-0002 Abbreviated SRIR Review and SROZ Large Lot Exception

Request/Summary: The requests before the Development Review Board include an Abbreviated SRIR Review and Large Lot Exception to construct a single family residence with an accessory dwelling unit (ADU) on a parcel located entirely within the Significant Resource Overlay Zone (SROZ) at 6585 SW Montgomery Way.

Location: 6585 SW Montgomery Way. The property is specifically known as Tax Lot 1500, Section 24A, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon.

Owner/Applicant: Nick and Taryn VanderPyl

Comprehensive Plan Designation: Residential 0-1 du/ac

Zone Map Classification: Residential Agricultural – Holding (RA-H)

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

Staff Recommendation: Approve with conditions the Abbreviated SRIR and SROZ Large Lot Exception.

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
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 4.120	Residential Agricultural – Holding (RA-H) Zone
Sections 4.139.00 through 4.139.11	Significant Resource Overlay Zone (SROZ) Regulations
Section 4.171	Protection of Natural Features and Other Resources
Section 4.172	Flood Plain Regulations
Sections 4.600-4.640.20	Tree Preservation and Protection
<u>Other Documents:</u>	
Wilsonville Comprehensive Plan	

Vicinity Map:

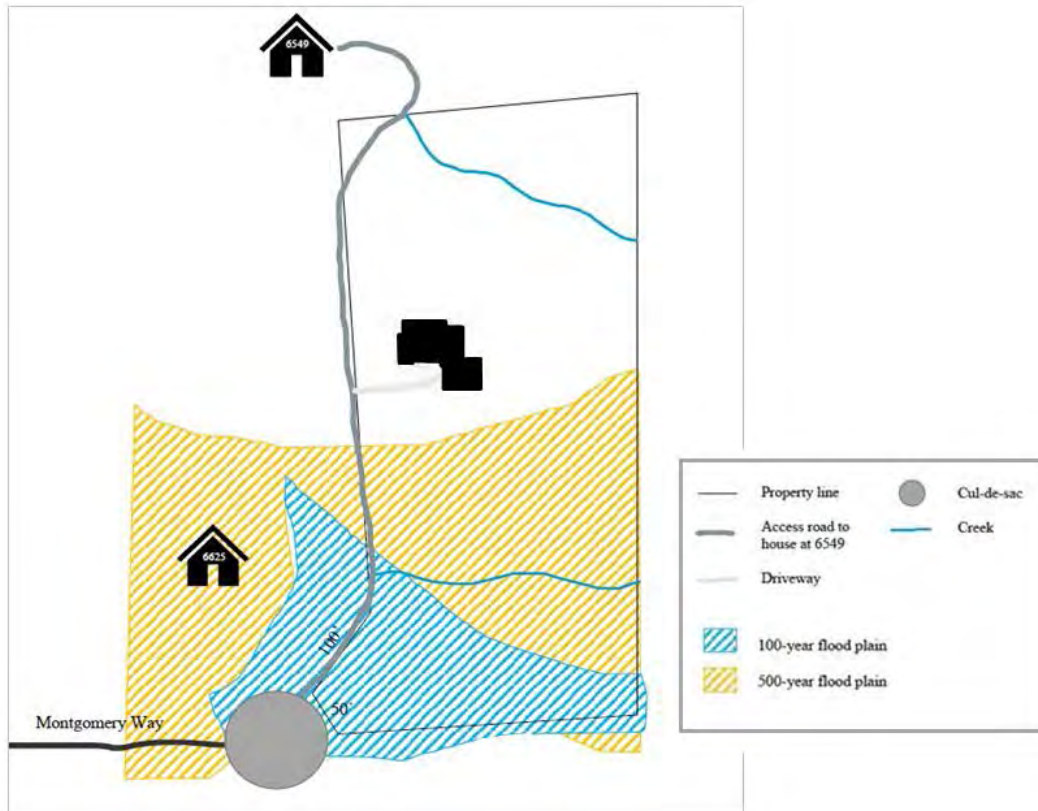


Background:

The subject property is Lot 15 in the River Estates II subdivision, which was approved in 1971. The property is designated 0-1 dwelling unit per acre in the Comprehensive Plan and is in the Residential Agricultural – Holding (RA-H) zone. Lot 15 is located at the eastern end of SW Montgomery Way and is bordered on the east by the Wilsonville City limits and rural Clackamas County. Although 13 of the 15 lots in River Estates II have been developed with single-family residences, Lots 12 and 15 are undeveloped vacant land. Lot 15 is located completely within the Significant Resource Overlay Zone (SROZ) and the southern half of the property is also within the floodplain.

The applicant proposes to build a single-family residence with an accessory dwelling unit (ADU) on the property. As shown in the general illustration below, the proposed residence location is roughly in the center of the site, outside the floodplain. The location was chosen by the applicant, in consultation with the City, to minimize impacts on the SROZ, including tree removal. Extension of City utilities to the site is not required and the residence and ADU will use a domestic well and septic system. Access to the residence from SW Montgomery Way uses an existing driveway along the west side of the site that currently serves the property to the north.

Generalized Site Plan



Approximate area of disturbance within the SROZ that would be needed to build the single-family residence, ADU, and other site improvements is shown in the table below.

Building or Improvement	Approximate Area/Size (square feet)
House	2,824
Garage	606
Porch	170
Covered Patio	170
ADU	512
Driveway	1,200
Alternative Septic	3,500
Total	8,982

In general practice, construction of a single-family residence and ADU on a residential lot in the City does not require DRB review. However, because the subject property is entirely within the SROZ, an Abbreviated Significant Resource Impact Report (SRIR) is required. The Abbreviated SRIR provides a user-friendly process for the applicant, whereby City staff assist the applicant

with the required information. Further, the subject property is eligible for a Large Lot Exception to the SROZ standards, per Section 4.139.10 of the Wilsonville Code, because it is greater than one acre in size and at least 85% of the lot is located within the SROZ. The Large Lot Exception requires DRB review through a quasi-judicial hearing process.

Summary:

Abbreviated SRIR and SROZ Large Lot Exception (SI21-0002)

Staff notes that DRB review of the request is limited to the Abbreviated SRIR and SROZ Large Lot Exception. No other aspects of the application, such as design of the proposed residence and ADU, location on the property, well siting and septic system placement, tree removal, and other site improvements, are subject to DRB review.

The applicant requests approval of an Abbreviated SRIR and SROZ Large Lot Exception to construct a single family residence with an ADU on a parcel located entirely within the SROZ. Impacts to the SROZ are necessary for construction of the residence with ADU. The subject property, due to its size of 2.79 acres, is eligible for a Large Lot Exception to the SROZ provisions for otherwise unbuildable parcels.

Public Comments and Responses:

No public comments were received during the comment period.

Discussion Points:

Residential Construction within the SROZ

Per Section 4.139.02 of the Wilsonville Code, the SROZ Ordinance regulations apply to the portion of any lot or development site located within the SROZ and its associated Impact Areas. Construction of a new single family dwelling is exempt unless the building encroaches into the Impact Area and/or SROZ (Subsection 4.139.04 (.17)), and an Abbreviated SRIR is required if the proposed building encroaches into the SROZ. In general practice, a request to construct a new single-family dwelling on a lot with limited buildable land would be processed as a Class II Administrative Review. However, because the applicant has requested a Large Lot Exception and the subject property is eligible due to its size, DRB review through a quasi-judicial hearing process is required (Subsection 4.139.10 (.01) B.).

Utilities and Services

The subject property is over 300 feet from a public sewer and, therefore, is not required to connect to this City utility. The applicant proposes to use a private septic drain field with an alternative design to minimize impacts to the SROZ and is in the process of obtaining the required County and City approvals. The septic drain field would be located south of the proposed residence and be approximately 3,500 square feet in area.

New wells for domestic water supply within the City are prohibited unless it is unreasonable to require connection to existing services due to a significant physical barrier. Application to place a new well must be approved by the Oregon State Water Resources Department, Tualatin Valley Fire & Rescue, and the City's Community Development Director. The subject property is over 300 feet from a public water source and the applicant applied for and obtained approval from the required authorities for a proposed new well. The well would be located north of the proposed residence.

Access Easement for Parcel to North (6549 SW Montgomery Way)

There is an access easement from SW Montgomery Way along the western boundary of the subject property. A driveway runs through this easement to provide access to the residence on the property to the north, addressed 6549 SW Montgomery Way. The applicant proposes to share the driveway with the adjacent property owner, adding a new driveway extension that will branch from the existing surface to the new single-family residence and ADU in the center of the site.

Accessory Dwelling Unit Standards

The ADU proposed as part of this project does not require DRB review and is not part of the DRB request. The ADU is required to meet the standards of Subsection 4.113 (.10) Accessory Dwelling Units of the Wilsonville Code and will be reviewed by the Planning Division when building plans are submitted.

Tree Removal and Preservation

DRB review of tree removal is not required for the proposed residence and ADU development, however, the Arborist Report provided by the applicant is included as an Exhibit to this staff report because it is one component of the Abbreviated SRIR. A Type B (Class II) Tree Removal permit is required and this permit request is being reviewed concurrently by staff. A decision on the Type B permit will not be issued until after the DRB has reviewed this request for an Abbreviated SRIR and SROZ Large Lot Exception and rendered a decision.

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 approve the proposed application (SI21-0002) with the following conditions:

Planning Division Conditions:

Request: SI21-0002 Abbreviated SRIR and SROZ Large Lot Exception

There are no Planning Division Conditions of Approval for this Request. Natural Resource Conditions of Approval are listed below and in Exhibit C1 of this report.

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.

Natural Resources Division Conditions:

Request: SI21-0002 Abbreviated SRIR and SROZ Large Lot Exception

NR 1. Natural Resource Division Requirements and Advisories listed in Exhibit C1 apply to the proposed development.

Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case File SI21-0002. 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 Form**
- B2. Applicant's Narrative and Materials**
 - Narrative
 - Arborist Report
- B3. Drawings and Plans**
 - Generalized Site Plan
 - Plot Plan with Septic Footprint
- B4. Email Correspondence with Applicant**
 - Water Master Approval
 - Water Well
 - Septic Footprint
 - Mud Pits
 - Access and Easement
 - General Updates

Development Review Team Correspondence

- C1. Natural Resources Findings & Requirements
- C2. Email from D. Carlson, Building Official, regarding Utilities

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on April 9, 2021. Staff conducted a completeness review within the statutorily allowed 30-day review period and deemed the application complete on April 22, 2021. The City must render a final decision for the request, including any appeals, by August 20, 2021.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North	RA-H	Single-family Residential
East	EFU	Rural Residential/Agriculture Park and Recreation (Oregon Parks and Recreation Department)
South	RA-H	Single-family Residential
West	RA-H	Single-family Residential

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 initiated the application and signed the application form.

Pre-Application Conference
Subsection 4.010 (.02)

The Planning Division determined a pre-application conference was not required for the request.

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 and Residential Agricultural–Holding (RA-H) Zone

Sections 4.110, 4.113 and 4.120

This proposed development is in conformity with the applicable zoning district, RA-H, and general development regulations listed in Sections 4.150 through 4.199, as appropriate, have been applied in accordance with this Section.

Accessory Dwelling Units

Subsection 4.113 (.01) A. and B.

This proposed single-family residence includes an ADU that is approximately 512 square feet in area, based on the preliminary building plan provided by the applicant. The ADU is required to meet the standards of Subsection 4.113 (.10) Accessory Dwelling Units of the Wilsonville Code and will be reviewed by the Planning Division when building plans are submitted. The ADU does not require DRB review and is not part of this DRB request.

Protection of Natural Features and Other Resources

Section 4.171

The subject property is undeveloped, heavily forested with species such as bigleaf maple, western red cedar, Douglas-fir, and grand fir, and entirely within the SROZ. The applicant's narrative recognizes that the site contains significant natural features, trees, and other natural resources in need of protection, and proposes to place the residence "in an area that does not disturb either of the creeks and protects the greatest number of trees on the property". Further, the proposed "narrow driveway will be constructed of porous asphalt to minimize impervious square feet on the property and employ habitat-friendly development practices". The proposed improvements seek to minimize tree removal and limit the disturbance of soils to the extent possible. The applicant has not indicated the presence of historic, cultural resources, or other resources on the subject property in need of protection.

Flood Plain Regulations

Section 4.172

The southern half of the subject property is located in the flood plain. The proposed residence, ADU, and other improvements are located outside the designated flood plain area and no impacts on the flood plain are expected to occur as a result of proposed development.

Tree Removal and Preservation

Sections 4.600-4.640.20

Construction of the proposed single-family residence and ADU will require removal of trees within the SROZ. DRB review of tree removal is not required for the proposed residence and ADU development, however, the Arborist Report provided by the applicant is included as an Exhibit to this staff report because it is one component of the Abbreviated SRIR. A Type B (Class II) Tree Removal permit is required and this permit request is being reviewed concurrently by staff. A decision on the Type B permit will not be issued until after the DRB has reviewed this request for an Abbreviated SRIR and SROZ Large Lot Exception and rendered a decision.

Request: SI 21-0002 Abbreviated SRIR and SROZ Large Lot Exception

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) B. - Large Lot Exception, the applicant may propose to develop a lot, located primarily within the SROZ, through a DRB quasi-judicial process.
2. The property is located within a mixed coniferous-deciduous forest (Site ID Number 2.20U) comprised of Douglas fir, grand fir, western red cedar, big leaf maple, and a variety of native understory and shrub species, such as Indian plum, snowberry, and Pacific waterleaf. The North tributary to Meridian Creek bisects the lower portion of the property (Site ID Number 2.19S). Floodplain, 100 year and 500 year associated with the Willamette River and Meridian Creek, encumbers the lower half of the property.
3. To the east of the property is Meridian Creek and land, owned by the State, within the Willamette River Greenway. Meridian Creek provides diverse habitat that supports Chinook, coho, steelhead, and western brook lamprey within the lower reach of the creek.
4. The SROZ 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 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..

Description of Request

The applicant is requesting approval of a SROZ exception for development that is located within the SROZ and its associated 25-foot Impact Area.

Summary of Issues/Background:

The proposed development will encroach into the SROZ and its associated 25-foot Impact Area. The impacts to the SROZ are necessary for the construction of a single-family residence.

Section 4.139.10 Development Review Board (DRB) Process:

The following actions require review through a Development Review Board quasi-judicial process. Nothing contained herein shall be deemed to require a hearing body to approve a request for a permit under this Section.

Large Lot Exception Criteria - Greater than One Acre in Size
Subsection 4.139.10 (.01) B. 1.

- A1. The subject property is 2.79 acres.

Large Lot Exception Criteria – At Least 85% of Lot in SROZ Based on Surveyed Resource and Property Line Boundaries
Subsection 4.139.10 (.01) B. 2.

- A2. The subject property is entirely within the SROZ.

Large Lot Exception Criteria – Maximum 10% of Area in SROZ may be Excepted and Used for Development Purposes
Subsection 4.139.10 (.01) B. 3.

- A3. Based on the size of the property, up to 12,153 square feet (SF) may be used for development purposes. The proposed development, including the residence, ADU, septic system, and driveway, is approximately 8,982 square feet and will not exceed 10% of the area located within the SROZ.

Large Lot Exception Criteria – Reduction of SROZ does not Reduce Values Listed on City of Wilsonville Natural Resource Function Rating Matrix for Resource Site
Subsection 4.139.10 (.01) B. 4.

- A4.** An Abbreviated SRIR, prepared by staff and the applicant, demonstrated a reduction of the SROZ does not reduce the values associated with the significant resource area. The SRIR included the applicant’s tree survey and site development application, and resource mapping provided by City staff.

Large Lot Exception Criteria – Proposal Sited in Location that Avoids or Minimizes Impacts to Significant Resource to Greatest Extent Possible
Subsection 4.139.10 (.01) B. 5.

- A5.** The applicant has selected a location with fewer trees and the maximum distance from the creek and floodplain, which minimizes impacts to the significant resource to the greatest extent possible. The proposed location, adjacent to the existing access road, will minimize disruption to the wildlife habitat and riparian corridor.

Large Lot Exception Criteria – “Lot” Refers to Existing Legally Created Lot of Record as of Date of Adoption of SROZ
Subsection 4.139.10 (.01) B. 6.

- A6.** The lot was legally created, as part of the River Estates II subdivision, in April 1971 and predates the adoption of the SROZ in June 2001.



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: Nick & Taryn VanderPyl
Company: N/A
Mailing Address: 798 NE 1st Ct.
City, State, Zip: Hillsboro, OR 97124
Phone: 503-551-9710 Fax: N/A
E-mail: nvanderpyl@gmail.com
taryn.vanderpyl@gmail.com

Authorized Representative:

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

Property Owner:

Name: Nick & Taryn VanderPyl
Company: N/A
Mailing Address: 798 NE 1st Ct.
City, State, Zip: Hillsboro, OR 97124
Phone: 503-551-9710 Fax: N/A
E-mail: nvanderpyl@gmail.com
taryn.vanderpyl@gmail.com

Property Owner's Signature:

Signature: Nick VanderPyl
Printed Name: Nick VanderPyl Date: 3-24-21
Signature: Taryn VanderPyl
Printed Name: Taryn VanderPyl Date: 3-24-21

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

Signature: Nick VanderPyl
Printed Name: Nick VanderPyl Date: 3-24-21
Signature: Taryn VanderPyl
Printed Name: Taryn VanderPyl Date: 3-24-21

Site Location and Description:

Project Address if Available: 16585 SW Montgomery Way Suite/Unit N/A
Project Location: Subdivision River Estates II
Tax Map #(s): 31624A Tax Lot #(s): 1500 County: Washington Clackamas

Request:

Project Type: Class I Class II Class III X

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



Nick and Taryn VanderPyl
623-551-9710
nvanderpyl@gmail.com

Re: SRIR for 6585 SW Montgomery Way, Wilsonville, OR 97070

Narrative

6585 SW Montgomery Way is a 2.79-acre lot in the existing River Estates II subdivision of Wilsonville. The lot is zoned as RA-H and is in the Significant Resource Overlay Zone (SROZ). We are proposing to build a single-family home with an attached ADU on this lot. The home is 2,824 square feet of livable space and the attached ADU is 512 square feet, for a total of 3,336 square feet. The proposed building site on the lot is an area 325 feet down the existing access road that provides for the least amount of disturbance to the overall property (see photos and plot plan below). This area allows for placement of the home in an area that does not disturb either of the creeks and protects the greatest number of trees on the property. A narrow driveway will be constructed of porous asphalt to minimize impervious square feet on the property and employ habitat-friendly development practices. The entire structure will be in coordinated craftsman style with natural colors to compliment the landscape (see elevation photo and floor plans below).

Large Lot Exception

Section 4.139.10(.01)(B) Large Lot Exception states that an exception to the standards of this Section may be authorized where the following conditions apply:

The lot is greater than one acre in size.

The lot at 6585 SW Montgomery Way is 2.79 acres.

At least 85 percent of the lot is located within the SROZ based on surveyed resource and property line.

The lot at 6585 SW Montgomery Way is entirely in the SROZ.

No more than 10 percent of the area located within the SROZ on the property may be excepted and used for development purposes.

The proposed disturbance area will be less than 12,153 square feet, or 10% of the lot.

Total lot square footage = 121,532 (43,560 square feet / acre * 2.79 acres)

10% of lot square footage = 12,153 (121,532 * .10)

The proposal is sited in a location that avoids or minimizes impacts to the significant resource to the greatest extent possible.

The proposed site location minimizes impacts to the significant resource to the greatest extent possible. It is in a flat area that is relatively clear compared to the rest of the lot, and is away from both creeks and the migration path. Our goal is to protect as much of the natural beauty of this property as possible.

Elevation of Proposed Home



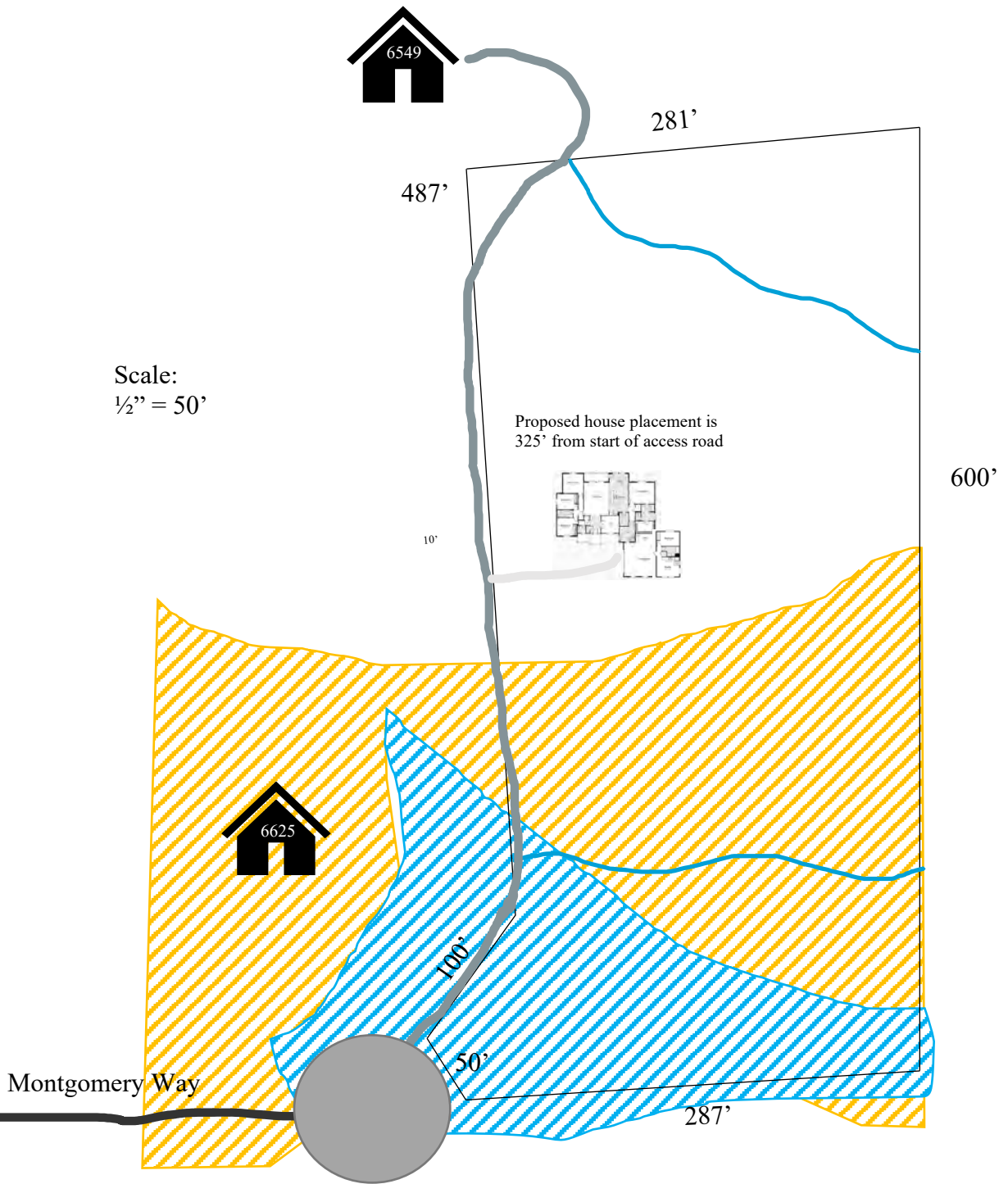
Floor Plan of Proposed Home and ADU



Proposed Homesite on Lot



Site Plans



Scale:
1/2" = 50'

Proposed house placement is
325' from start of access road

Montgomery Way

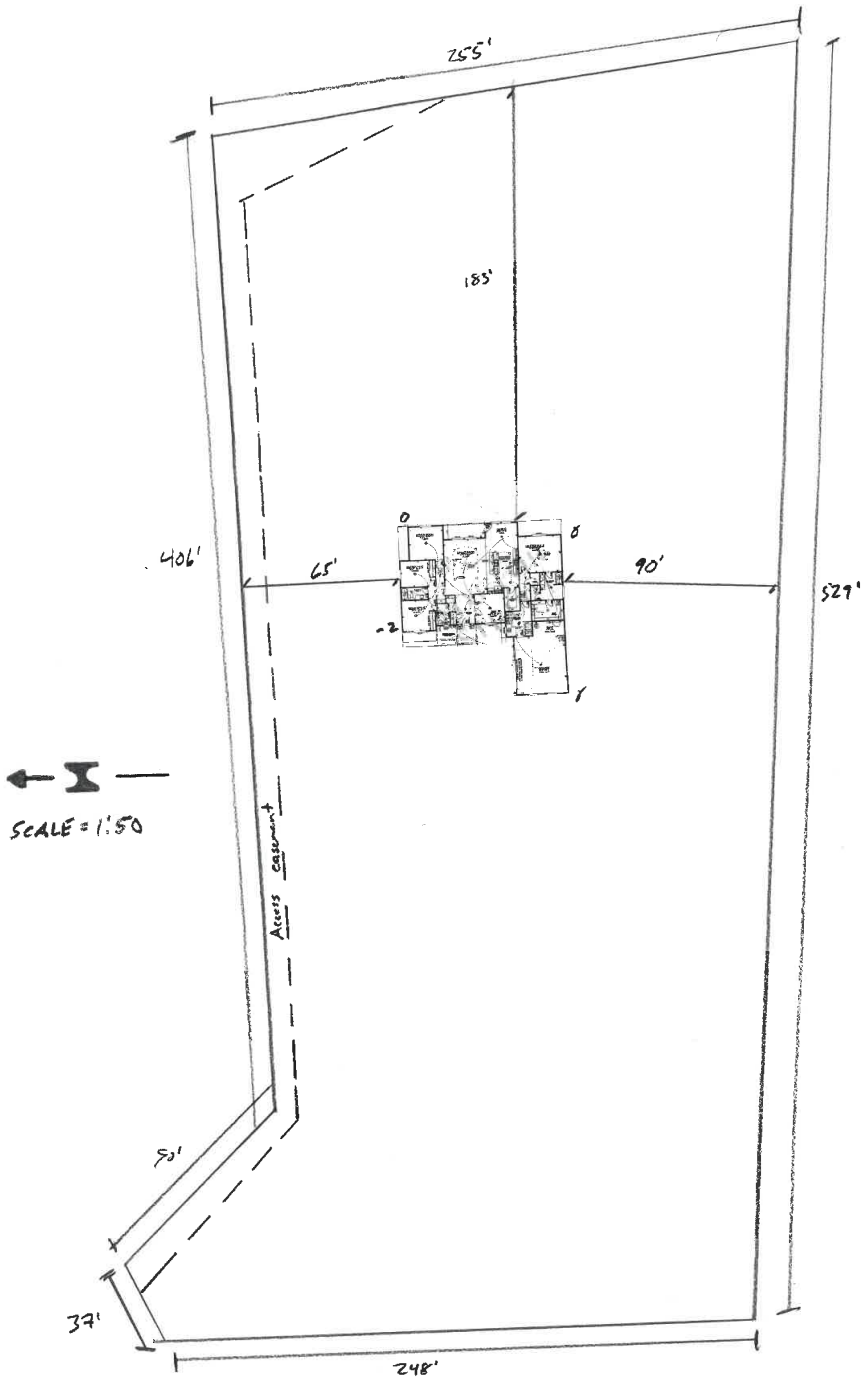
- Property line
- Access road to house at 6549
- Driveway
- Cul-de-sac
- Creek
- ▨ 100-year flood plain
- ▨ 500-year flood plain



PLOT PLAN

The information on this Plan has been provided and reviewed by the property owner who by signing below: 1) Acknowledges and Accepts full responsibility for its accuracy and completeness; 2) Is responsible to ensure that the improvements to the site take place in conformance with this plan; 3) Will establish all the corner irons, lot lines and code required setbacks required of this property, any change(s) to this plan must be pre-approved by the governmental agencies with jurisdiction, the mortgage lender, the contractor and documented.

Signature	Date
Signature	Date





Portland Tree Consultancy

Lou Phemister
ASCA Registered Consulting Arborist #590
(573) 999-3886 / loupphemister@outlook.com

ARBORIST REPORT

Tree Inventory for Tree Removal & Protection Plan

DATE: 04-29-2021

PROPERTY ADDRESS: Tax Lot 1500, 6585 SW Montgomery Way, Wilsonville OR 97070

CLIENT REFERENCE: Taryn and Nick VanderPyl

PROJECT DESCRIPTION: Tree Inventory to meet the regulatory requirements of the City of Wilsonville.

Introduction

A portion of the above referenced lot was surveyed and inventoried for all tree species 6-inches DBH and over. The areal extent of the survey was approximately 120-ft x 120-ft. The clients had clearly marked out the location of a homesite and associated septic drain field area. These markings were used to define areas where trees will need to be removed to allow the construction and placement of structures, and also adjacent trees that can be preserved if care is taken to protect them from construction impacts.

The tree survey was completed on April 26th, 2021. Detail of the survey is provided in Table 1 and locations are provided in Figure 1. All of the surveyed trees are tagged in the field with aluminum tree tags with identification numbers. Trees proposed for removal are also marked with blue flagging tape. Tree locations are not geo-located and are estimated based on areas defined in the field for the homesite and septic system.

This is a semi-natural area with no invasive tree species noted and multiple large 'high value' native evergreens; Douglas fir and Western red cedar predominate. There are no visible signs of the serious diseases that can affect these two species. Dead, dying and declining trees appear to be from natural factors such as age and competitive stress.

Tree Protection

Most of the trees marked for preservation (green in Fig 1) are large evergreens in good condition. It is recommended that these trees are protected from any adjacent surface disturbance during the construction process within the area proposed. It is assumed that the high value trees within the drain field area may be preserved. A currently qualified ISA Certified Arborist should provide a Tree Protection Plan for any preserved tree where any disturbance comes within 15-ft of that tree. Disturbance is taken to mean: construction workspace, vehicle/ equipment movement, staging and storage of materials as well as excavation of the existing surface and placement of fill.

Figure 1. Tree Locations (all trees 6-inches DBH and over within & around homesite)

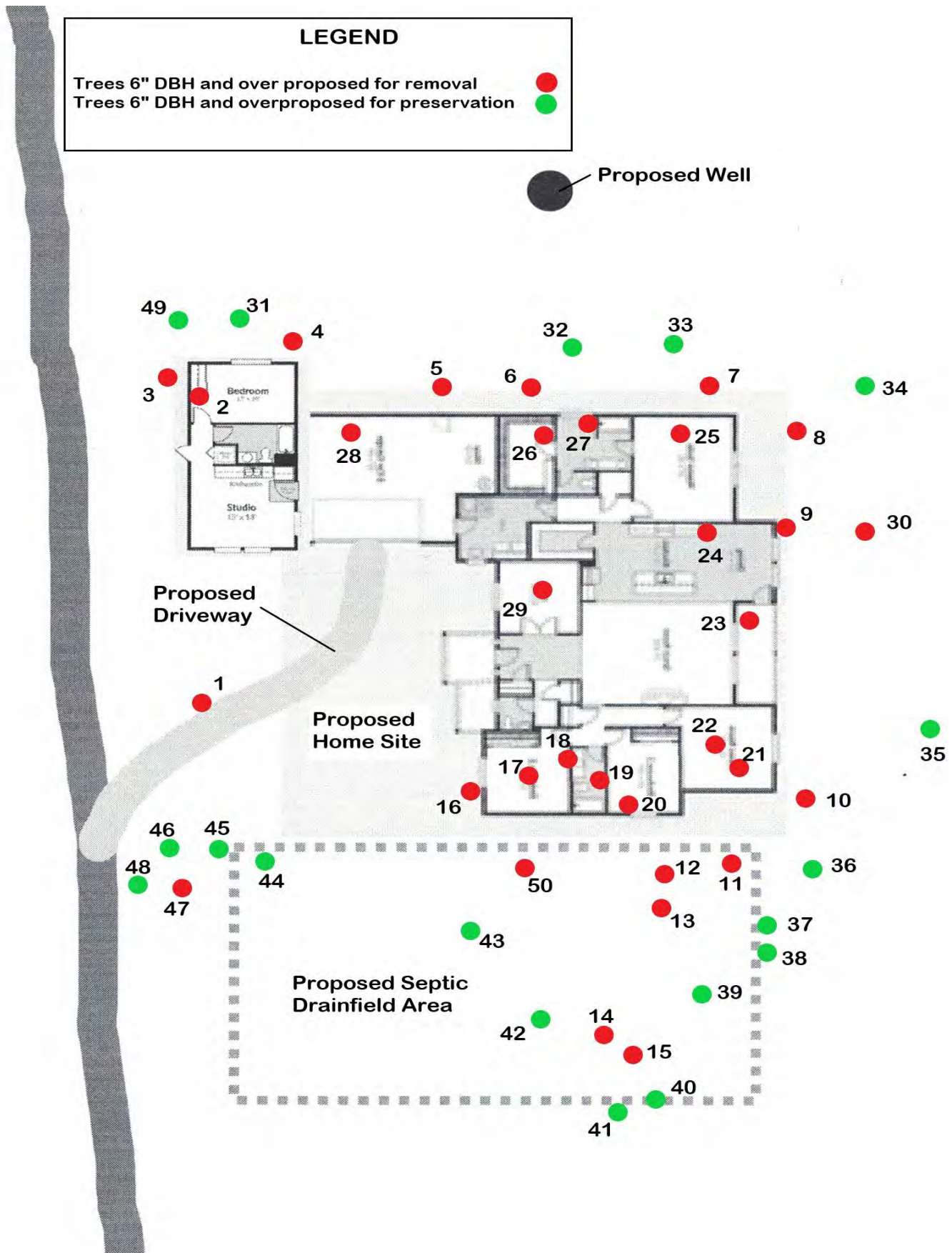


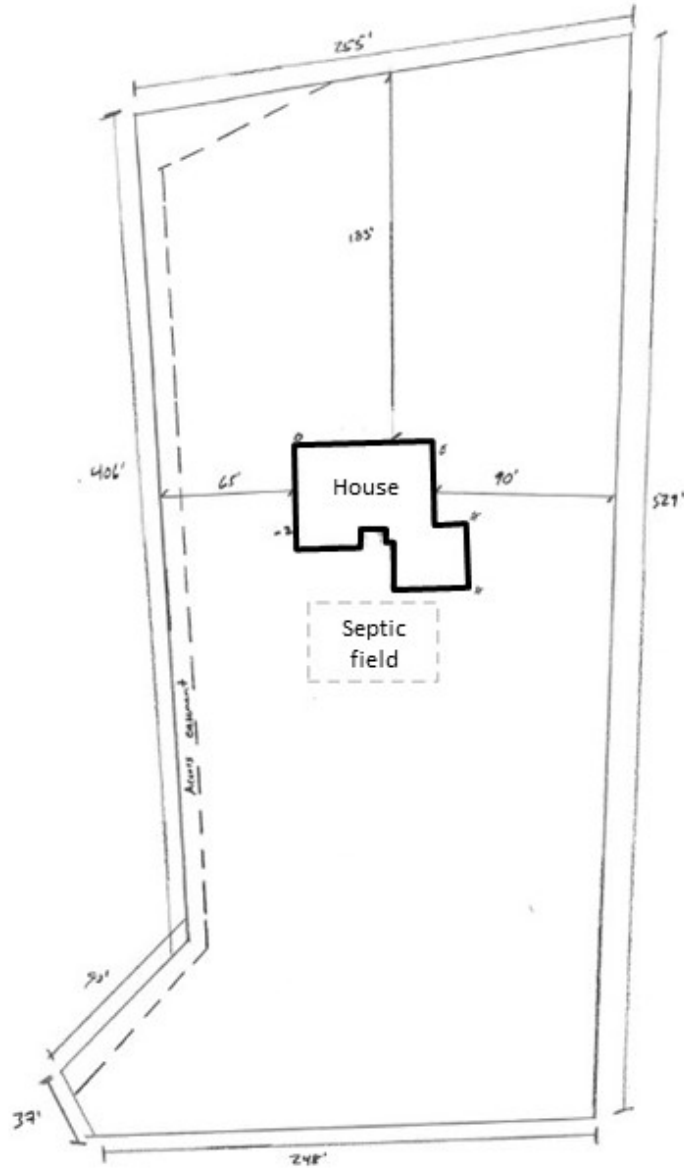
Table 1. Tree Survey of April 26th, 2021, all trees 6-inches DBH and over within area shown in Fig 1.

ID	Tree Species	DBH	Condition	Tree Condition Notes	Location & Actions
1	Big leaf maple <i>Acer macrophhlum</i>	38	Fair	Tree is slightly overmature with declining crown	Remove. Within homesite/ workspace areas
2	Big leaf maple <i>Acer macrophhlum</i>	9	Poor	Declining and damaged crown	Remove. Within homesite/ workspace areas
3	Red alder <i>Alnus rubra</i>	11	Poor/Fair	Tree has lost upper leader	Remove. Within homesite/ workspace areas
4	Big leaf maple <i>Acer macrophhlum</i>	7	Good/Fair	Tree leaning towards homesite	Remove. Within homesite/ workspace areas
5	Big leaf maple <i>Acer macrophhlum</i>	17	Fair/Poor	Three stems. Canopy subdominant and some decline	Remove. Within homesite/ workspace areas
6	Western red cedar <i>Thuja plicata</i>	23	Good	Strong branch development	Remove. Within homesite/ workspace areas
7	Big leaf maple <i>Acer macrophhlum</i>	17	Fair	Twin stems. Partial canopy	Remove. Within homesite/ workspace areas
8	Big leaf maple <i>Acer macrophhlum</i>	10	Poor	Heavy crown decline. One leader only	Remove. Within homesite/ workspace areas
9	Big leaf maple <i>Acer macrophhlum</i>	16	Fair/Poor	Canopy subdominant. Partial crown	Remove. Within homesite/ workspace areas
10	Big leaf maple <i>Acer macrophhlum</i>	10	Fair	Subdominant in canopy. Partial canopy.	Remove. Within homesite/ workspace areas
11	Big leaf maple <i>Acer macrophhlum</i>	9	Fair/Good	Slender form. Crown within canopy gap	Remove. Within septic system drainfield area
12	Big leaf maple <i>Acer macrophhlum</i>	7	Poor	Reduced crown. Lost upper crown	Remove. Within septic system drainfield area
13	Big leaf maple <i>Acer macrophhlum</i>	6	Poor	Reduced crown. Declining tree	Remove. Within septic system drainfield area
14	Big leaf maple <i>Acer macrophhlum</i>	8	Fair	Slender tree. Canopy codominant	Remove. Within septic system drainfield area
15	Big leaf maple <i>Acer macrophhlum</i>	7	Good	Slender tree form. Full upper crown	Remove. Within septic system drainfield area
16	Big leaf maple <i>Acer macrophhlum</i>	9	Poor	Significant damage and decay at base	Remove. Within homesite footprint
17	Western red cedar <i>Thuja plicata</i>	34	Good	Good vigor. Good crown density	Remove. Within homesite footprint
18	Douglas fir <i>Pseudotsuga menziesii</i>	32	Good	Good crown vigor and crown form	Remove. Within homesite footprint

ID	Tree Species	DBH	Condition	Tree Condition Notes	Location & Actions
19	Big leaf maple <i>Acer macrophhlum</i>	11	Poor	Severe basal decay	Remove. Within homesite footprint
20	Big leaf maple <i>Acer macrophhlum</i>	8	Fair/Good	Twin stems growing into canopy gap	Remove. Within homesite footprint
21	Big leaf maple <i>Acer macrophhlum</i>	7	Dead	No living tissue	Remove. Dead
22	Big leaf maple <i>Acer macrophhlum</i>	8	Poor	Small canopy. Low vigor	Remove. Within homesite footprint
23	Big leaf maple <i>Acer macrophhlum</i>	18	Poor	Multi-stem tree in strong decline	Remove. Within homesite footprint
24	Douglas fir <i>Pseudotsuga menziesii</i>	28	Good/Fair	Small crown form. No defects noted	Remove. Within homesite footprint
25	Douglas fir <i>Pseudotsuga menziesii</i>	31	Good	Good vigor and crown form	Remove. Within homesite footprint
26	Western red cedar <i>Thuja plicata</i>	24	Good	Good crown form, slow growing tree	Remove. Within homesite footprint
27	Big leaf maple <i>Acer macrophhlum</i>	6	Poor	Small portion of crown remaining	Remove. Within homesite footprint
28	Douglas fir <i>Pseudotsuga menziesii</i>	18	Fair	Reduced crown and damaged	Remove. Within homesite footprint
29	Big leaf maple <i>Acer macrophhlum</i>	20	Poor	Multi-stem development. Heavily damaged	Remove. Within homesite footprint
30	Western red cedar <i>Thuja plicata</i>	22	Dead	No living tissue. 20-ft high decaying monolith	Remove. Dead
31	Grand fir <i>Abies grandis</i>	35	Good	Good specimen tree. No defects evident. Strong structure	Preserve. Protection measures if any surface disturbance within 15-ft of tree
32	Western red cedar <i>Thuja plicata</i>	22	Good	Strong crown development	Preserve. Protection measures if any surface disturbance within 15-ft of tree
33	Western red cedar <i>Thuja plicata</i>	19	Good	Shaded lower crown but appears dominant.	Preserve. Protection measures if any surface disturbance within 15-ft of tree
34	Western red cedar <i>Thuja plicata</i>	15	Good/Fair	Slow growth. Bent lower stem, but no structural weakness noted	Preserve. Protection measures if any surface disturbance within 15-ft of tree
35	Western red cedar <i>Thuja plicata</i>	24	Good	Large dominant crown	Preserve. Protection measures if any surface disturbance within 15-ft of tree
36	Western red cedar <i>Thuja plicata</i>	22	Fair	Small crown with lost upper leader likely	Preserve. Protection measures if any surface disturbance within 15-ft of tree
37	Western red cedar <i>Thuja plicata</i>	28	Good/Fair	Strong vertical development. No defects noted	Preserve. Protection measures if any surface disturbance within 15-ft of tree
38	Western red cedar <i>Thuja plicata</i>	36	Good/Fair	Narrow crown form. Vigor appears good.	Preserve. Protection measures if any surface disturbance within 15-ft of tree

ID	Tree Species	DBH	Condition	Tree Condition Notes	Location & Actions
39	Western red cedar <i>Thuja plicata</i>	40	Good	Strong upper crown development. Canopy dominant	Preserve. Protection measures if any surface disturbance within 15-ft of tree
40	Western red cedar <i>Thuja plicata</i>	15	Good	Codominant in canopy	Preserve. Protection measures if any surface disturbance within 15-ft of tree
41	Douglas fir <i>Pseudotsuga menziesii</i>	36	Good	Strong upper crown development	Preserve. Protection measures if any surface disturbance within 15-ft of tree
42	Western red cedar <i>Thuja plicata</i>	36	Good/Fair	Small crown development. Reduced branch density	Preserve. Protection measures if any surface disturbance within 15-ft of tree
43	Douglas fir <i>Pseudotsuga menziesii</i>	34	Good/Fair	Small crown development.	Preserve. Protection measures if any surface disturbance within 15-ft of tree
44	Douglas fir <i>Pseudotsuga menziesii</i>	28	Good	Codominant within canopy	Preserve. Protection measures if any surface disturbance within 15-ft of tree
45	Western red cedar <i>Thuja plicata</i>	46	Fair/Good	Lost upper crown. Reduced vigor likely	Preserve. Protection measures if any surface disturbance within 15-ft of tree
46	Western hemlock <i>Tsuga heterophylla</i>	25	Good/Fair	Small and narrow crown development	Preserve. Protection measures if any surface disturbance within 15-ft of tree
47	Western red cedar <i>Thuja plicata</i>	24	Dead	Functionally dead tree	Remove. Dead
48	Western red cedar <i>Thuja plicata</i>	29	Good	Complete crown development	Preserve. Protection measures if any surface disturbance within 15-ft of tree
49	Western red cedar <i>Thuja plicata</i>	32	Fair	Appears in slow decline; dead upper crown. No structural defects noted	Preserve. Protection measures if any surface disturbance within 15-ft of tree
50	Big leaf maple <i>Acer macrophllum</i>	6	Fair	Lost upper leader. Subdominant and low vigor	Remove. Within septic system drainfield area

Plot Plan with Septic Footprint



6585 SW Montgomery Way - Wilsonville OR

LANDVOIGT Amy J * WRD <Amy.J.Landvoigt@oregon.gov>
To: Nick VanderPyl <nvanderpyl@gmail.com>

Tue, Mar 23, 2021 at 10:44 AM

Hi Nick,

The state allows exempt domestic groundwater uses without a water right, as defined in OAR 690-340-0010. You can read the full rules below, but after speaking with you, I believe your use is well within the allowable domestic use.

<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=179512>

Wells must also meet setback from septic systems and sewer lines, but your well driller is required to construct wells in compliance with any necessary setbacks.

I hope that this email will suffice as confirmation to the City that a water well is allowable at the state level for domestic use.

Thank you,

Amy Landvoigt

Oregon Water Resources Department

District 20 Watermaster

(503) 312-1743

10722 SE Hwy 212

Clackamas, OR 97015



[Quoted text hidden]

From: [Carlson, Dan](#)
To: [Luxhoj, Cindy](#)
Subject: FW: 6585 SW Montgomery Way - Water Well
Date: Thursday, March 25, 2021 10:18:19 AM
Attachments: [6585 SW Montgomery Way - Water Master Approval.pdf](#)

FYI

From: Nick VanderPyl <nvanderpyl@gmail.com>
Sent: Tuesday, March 23, 2021 5:49 PM
To: Neamtzu, Chris <neamtzu@ci.wilsonville.or.us>
Cc: Carlson, Dan <carlson@ci.wilsonville.or.us>; taryn.vanderpyl <taryn.vanderpyl@gmail.com>
Subject: Re: 6585 SW Montgomery Way - Water Well

[This email originated outside of the City of Wilsonville]

Hello Chris,

Thank you for your quick response!

Attached please find approval from the Water Master.

Regarding TVFR, Jason Arn is out of the office until the end of the month. I have a call out to Ty Darby, who is filling in for Jason. I will provide an update as soon as I have one.

Thanks again,
Nick and Taryn VanderPyl

On Mon, Mar 22, 2021 at 11:57 AM Neamtzu, Chris <neamtzu@ci.wilsonville.or.us> wrote:

Hello Nick,

I am in receipt of your write-up and request. The explanation makes sense. I don't have any questions at this point.

Once you have secured the appropriate approvals from the Water Master and TVFR, please let me know so I can review the details.

Thank you,

Chris Neamtzu, AICP
Community Development Director
City of Wilsonville

503.570.1574

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

From: Nick VanderPyl <nvanderpyl@gmail.com>
Sent: Sunday, March 21, 2021 10:57 AM
To: Neamtzu, Chris <neamtzu@ci.wilsonville.or.us>; Carlson, Dan <carlson@ci.wilsonville.or.us>
Cc: taryn.vanderpyl <taryn.vanderpyl@gmail.com>
Subject: 6585 SW Montgomery Way - Water Well

[This email originated outside of the City of Wilsonville]

Hi Mr. Neamtzu,

By way of introduction, my wife Taryn and I are the new owners of the property at 6585 SW Montgomery Way. This email is regarding the approval for the drilling and use of a new well on this property.

In an email from Dan Carlson dated 3/15, Dan states that in considering a new well, the Community Development Directory will require:

- 1) Rationale as to why connection to city service is not feasible or why it is unreasonable
- 2) Confirmation of state water resources department approval
- 3) Confirmation of Tualatin Valley Fire & Rescue approval

Regarding #2 and #3, we are working with Deputy Fire Marshall Jason Arn and Water Master Amy Landvoigt to get you the requested confirmations.

In the meantime, we have attached our rationale for your review. Once we get the required confirmation from Tualatin Valley Fire & Rescue and the Water Resources Department, we will forward those to you as well.

Thank you for your consideration,
Nick and Taryn VanderPyl

From: [Nick VanderPyl](#)
To: [Rappold, Kerry](#)
Cc: [Luxhoj, Cindy](#); [Pauly, Daniel](#); [taryn.vanderpyl](#)
Subject: Re: 6585 SW Montgomery Way - Development Permit Application
Date: Tuesday, April 20, 2021 5:02:19 PM
Attachments: [image001.png](#)
[6585 SW Montgomery Way - Plot Plan.pdf](#)

[This email originated outside of the City of Wilsonville]

Hi Kerry,

Attached is an updated plot plan, which includes a 50' x 75' septic footprint to the south of the proposed house location. The septic footprint square footage is based on Clackamas County's website estimate for an ATT alternative septic system. Please let me know if you need anything else - we're happy to help.

On a related note, the test pits were dug today. The soil site evaluation has been ordered with Clackamas County. So, the next step is for the County to evaluate the pits. Will keep you posted.

Thank you,
Nick and Taryn VanderPyl

On Tue, Apr 20, 2021 at 11:19 AM Rappold, Kerry <rappold@ci.wilsonville.or.us> wrote:

Hi Nick,

I hope you're doing well. I know you've been really busy with responding to our requests, but, if possible, could you provide an updated site plan that shows the approximate location/footprint of the septic system. I'd like to include a reference in the staff report.

Let me know if you have any questions.

Thanks.

Kerry

From: Nick VanderPyl <nvanderpyl@gmail.com>

Sent: Monday, April 12, 2021 4:25 PM

To: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>

Cc: Rappold, Kerry <rappold@ci.wilsonville.or.us>; Pauly, Daniel <pauly@ci.wilsonville.or.us>; taryn.vanderpyl <taryn.vanderpyl@gmail.com>

Subject: Re: 6585 SW Montgomery Way - Development Permit Application

[This email originated outside of the City of Wilsonville]

The septic field will be directly south of the house.

On Mon, Apr 12, 2021 at 4:22 PM Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us> wrote:

Hi Nick,

Do you know generally where the septic field will be located, or is it too early to tell?

Kerry – Do you need location, or is the square footage enough for you to complete your review?

Thanks,

Cindy Luxhoj AICP

Associate Planner

City of Wilsonville

503.570.1572

luxhoj@ci.wilsonville.or.us

www.ci.wilsonville.or.us

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29799 SW Town Center Loop East, Wilsonville, OR 97070

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From: Nick VanderPyl <nvanderpyl@gmail.com>
Sent: Monday, April 12, 2021 4:19 PM
To: Rappold, Kerry <rappold@ci.wilsonville.or.us>
Cc: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>; Pauly, Daniel <pauly@ci.wilsonville.or.us>; taryn.vanderpyl <taryn.vanderpyl@gmail.com>
Subject: Re: 6585 SW Montgomery Way - Development Permit Application

[This email originated outside of the City of Wilsonville]

Thanks for the dates and timeline, Cindy!

The septic footprint is going to be approximately 3,500 square feet. This number comes from the County, based on an ATT alternative septic system. With the SROZ square footage requirement, Clackamas County septic setback requirements, and proximity to the southern creek, we are looking at an alternative system vs. a standard system.

Here are our current SROZ totals:

House 2,824
Driveway 1,200
Garage 606
ADU 512
Covered Patio 170
Porch 170
Alternative Septic 3,500
Total 8,982

This puts us comfortably below the large lot exception SROZ square footage of 12,153 (121,532 lot square footage * 10%), and gives us some room should any unexpected contingencies come up.

Please let us know if you need anything else,
Nick and Taryn VanderPyl

On Mon, Apr 12, 2021 at 3:44 PM Rappold, Kerry <rappold@ci.wilsonville.or.us> wrote:

Cindy,

I'm on vacation the week of June 14th.

Thanks.

Kerry

From: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>

Sent: Monday, April 12, 2021 3:43 PM

To: Nick VanderPyl <nvanderpyl@gmail.com>

Cc: Pauly, Daniel <pauly@ci.wilsonville.or.us>; taryn.vanderpyl
<taryn.vanderpyl@gmail.com>; Rappold, Kerry <rappold@ci.wilsonville.or.us>

Subject: RE: 6585 SW Montgomery Way - Development Permit Application

Hi Nick,

Do you know when you'll have the footprint for the septic system? Kerry will need that for his review and to prepare his report for the Development Review Board (DRB).

I drafted out a review schedule as follows, assuming we take your application to DRB hearing on May 24. But I can't issue you a completeness notice without the septic footprint information.

Do you know if you'll have the footprint information by April 30? If not, we may have to push the DRB hearing to June 14 or 28.

1st Submittal = 04.09.2021 (Payment received)	
Complete 04.13.2021; 120-day 08.11.2021 – Depends on septic footprint information	
DRB Hearing Date	Monday, May 24, 2021
DRT Notice	Wednesday, April 21, 2021 (not necessary)
Public Hearing Notice	Tuesday, May 4, 2021
DRT Comments Due	Tuesday, May 11, 2021
Public Comments Due	Friday, May 14, 2021
Staff Report to Senior Planner	Thursday, May 13, 2021
Staff Report to be Published	Monday, May 17, 2021

Thanks,

Cindy Luxhoj AICP
Associate Planner

City of Wilsonville

503.570.1572

luxhoj@ci.wilsonville.or.us

www.ci.wilsonville.or.us

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From: Rappold, Kerry <rappold@ci.wilsonville.or.us>

Sent: Thursday, April 8, 2021 4:25 PM

To: Nick VanderPyl <nvanderpyl@gmail.com>

Cc: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>; Pauly, Daniel <pauly@ci.wilsonville.or.us>; taryn.vanderpyl <taryn.vanderpyl@gmail.com>

Subject: RE: 6585 SW Montgomery Way - Development Permit Application

Nick,

The pits are acceptable.

Thanks.

Kerry

From: Nick VanderPyl <nvanderpyl@gmail.com>

Sent: Thursday, April 8, 2021 3:39 PM

To: Rappold, Kerry <rappold@ci.wilsonville.or.us>

Cc: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>; Pauly, Daniel <pauly@ci.wilsonville.or.us>; taryn.vanderpyl <taryn.vanderpyl@gmail.com>

Subject: Re: 6585 SW Montgomery Way - Development Permit Application

[This email originated outside of the City of Wilsonville]

Thank you Kerry.

Clackamas County defers to DEQ for their mud pit requirements:

Clackamas County link: <https://www.clackamas.us/septic/siteevalguide.html>

DEQ link: <https://www.oregon.gov/deq/FilterDocs/os-testpitprep.pdf>

Highlights:

- The bottom of the pit shall be at least 2 feet wide and 4 feet long.
- The depth shall be at least 4.5 feet and not exceed 5 feet.
- In some instances, pits need only be excavated to the layer of hard rock or to the water table if that layer is less than 5 feet.

Thank you,

Nick and Taryn VanderPyl

On Thu, Apr 8, 2021 at 3:12 PM Rappold, Kerry <rappold@ci.wilsonville.or.us> wrote:

Hi Nick,

I reviewed the information you provided and its sufficient. In regards to the mud pits, do you how large they will be? It shouldn't be a problem.

Thanks.

Kerry

From: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>
Sent: Thursday, April 8, 2021 2:50 PM
To: Nick VanderPyl <nvanderpyl@gmail.com>
Cc: Rappold, Kerry <rappold@ci.wilsonville.or.us>; Pauly, Daniel <pauly@ci.wilsonville.or.us>; taryn.vanderpyl <taryn.vanderpyl@gmail.com>
Subject: RE: 6585 SW Montgomery Way - Development Permit Application

Hi Nick,

Thank you for the update. It sounds like you're making good progress!

I asked Kerry to review the information you provided for the SRIR and SROZ large lot exception, and am waiting for his response.

It sounds as though you also need Kerry to answer your question about approval for the mud pits.

He's copied on this email, so should respond to you when he's able.

Once Kerry responds, I'll provide more information about moving the Development Permit Application through review.

Thanks again,

Cindy Luxhoj AICP
Associate Planner

City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us

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From: Luxhoj, Cindy
To: "Nick VanderPyl"
Subject: RE: 6585 SW Montgomery Way - Title Insurance Plat Map
Date: Friday, April 2, 2021 1:09:50 PM
Attachments: [image001.png](#)

Thanks for the update, Nick.

Cindy Luxhoj AICP

Associate Planner
City of Wilsonville

503.570.1572

luxhoj@ci.wilsonville.or.us

www.ci.wilsonville.or.us

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From: Nick VanderPyl <nvanderpyl@gmail.com>
Sent: Friday, April 2, 2021 12:23 PM
To: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>
Subject: Fwd: 6585 SW Montgomery Way - Title Insurance Plat Map

[This email originated outside of the City of Wilsonville]

Hi Cindy,

I spoke with Carl Brown yesterday.

The below email is in response to #3 on your list, coming out of your internal meeting on 3/31. #3 was related to Carl Brown's concern over TVFR, fire access, and access road easement.

Thank you,
Nick and Taryn VanderPyl

----- Forwarded message -----

From: Brown, Carl <cbrown@ci.wilsonville.or.us>
Date: Thu, Apr 1, 2021 at 3:28 PM

Subject: RE: 6585 SW Montgomery Way - Title Insurance Plat Map
To: Nick VanderPyl <nvanderpyl@gmail.com>

Nick,

This alleviates my concerns! I'm curious why our plat files don't have this update. It was probably added in 86 when the house above was built. I'll go ahead and save this in our files. Thank you for getting me this!

Best regards,

Carl Brown

Building Inspector/Plans Examiner I
City of Wilsonville

Office: 503.570.1556

Mobile: 971.808.6037

cbrown@ci.wilsonville.or.us

www.ci.wilsonville.or.us



29799 SW Town Center Loop East, Wilsonville, OR 97070

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City Hall is now open, with physical distancing controls in place. During COVID-19, we wish to remain responsive while prioritizing the health and safety of the Wilsonville community. We are happy to meet by call or teleconference as an alternative to face-to-face meetings.

From: Nick VanderPyl <nvanderpyl@gmail.com>

Sent: Thursday, April 1, 2021 3:19 PM

To: Brown, Carl <cbrown@ci.wilsonville.or.us>

Subject: 6585 SW Montgomery Way - Title Insurance Plat Map

[This email originated outside of the City of Wilsonville]

Hi Carl,

Please find the attached plat map from our title insurance company.

Per this map, the access road from the end of Montgomery Way runs through the property and ends at the neighbor's house north of us. The neighbors have an easement to use the access road as their driveway. As this map shows, the section from the end of Montgomery Way to

our proposed build site and beyond is 100% on our property.

Let me know if you have any questions on this.

Thank you,
Nick VanderPyl

From: Luxhoj, Cindy
To: ["Nick VanderPyl"](#)
Cc: [Rappold, Kerry](#); [Pauly, Daniel](#); [taryn.vanderpyl](#)
Subject: RE: 6585 SW Montgomery Way - Development Permit Application
Date: Thursday, April 8, 2021 2:50:21 PM
Attachments: [image001.png](#)

Hi Nick,

Thank you for the update. It sounds like you're making good progress!

I asked Kerry to review the information you provided for the SRIR and SROZ large lot exception, and am waiting for his response.

It sounds as though you also need Kerry to answer your question about approval for the mud pits.

He's copied on this email, so should respond to you when he's able.

Once Kerry responds, I'll provide more information about moving the Development Permit Application through review.

Thanks again,

Cindy Luxhoj AICP
Associate Planner
City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

City Hall is now open, with physical distancing controls in place. During COVID-19, we wish to remain responsive while prioritizing the health and safety of the Wilsonville community. We are happy to meet by call or teleconference as an alternative to face-to-face meetings.

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

From: Nick VanderPyl <nvanderpyl@gmail.com>
Sent: Thursday, April 8, 2021 9:19 AM
To: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>
Cc: Rappold, Kerry <rappold@ci.wilsonville.or.us>; Pauly, Daniel <pauly@ci.wilsonville.or.us>; taryn.vanderpyl <taryn.vanderpyl@gmail.com>
Subject: Re: 6585 SW Montgomery Way - Development Permit Application

[This email originated outside of the City of Wilsonville]

Hi all,

Below is a status update on my 5 action items, resulting from your internal meeting on 3/31/21. There are also 2 questions I have related to septic and the development permit application.

1) Septic - We met with Norwood Excavation at the lot. They are a CCB licensed contractor and DEQ licensed septic installer (CCB License #225183, DEQ license #39188). Norwood advised the first step here is a soil site evaluation/application with Clackamas County. Upon submitting the application, the County requires the applicant to have a minimum of 2 mud pits dug and ready for inspection. Do we have your approval to dig the required mud pits? This initial application process can take up to 8 weeks - so we would like to get this process started ASAP. Also, regarding your question as to what type of septic, we learned that the County will tell us what type of septic system we need to install, as opposed to the installer.

2) Geotech - Per Carl Brown's request to know about the suitability of the soil, a geotech analysis was ordered with Mia Mahedy at Rapid Soil Solutions on 4/5/21. Her Oregon State Board of Examiners for Engineering & Land Survey (OSBEELS) license is #19244PE.

3) TVFR Access/Right of Way - Right of way access on the access road was provided to Carl Brown on 4/1/21. Per his response (which has been forwarded to Cindy for record keeping), his concern is now alleviated as we own the right of way on the access road - from the cul-de-sac to our property and beyond.

4) SRIR/SROZ - The SRIR applicant narrative was provided to Cindy/Kerry on 4/3/21. A follow-up email was sent on 4/5/21, asking if our development permit application can be submitted. Any updates on this? We would really like to get this going as soon as possible.

5) Tree Permit Application - We spoke with Good News Tree Service. The owner J.N. Lawrence is an ISA Certified Arborist and CCB licensed contractor (CCB License #194072). He will be providing us with the information for the Tree Permit application. However, he is unable to do so until we know what type of Septic will be installed, as different systems have different footprints. So, this item has a dependency on #1 above, which I think is why it's even more important that we get the soil site application submitted.

Sorry, I know this is a lot! Just wanted to keep you in the loop :)

Thank you,
Nick and Taryn VanderPyl

On Mon, Apr 5, 2021 at 11:37 AM Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us> wrote:

Hi Nick,

I'm checking to see if Kerry has what he needs for his report and will get back shortly.

Thanks,

Cindy Luxhoj AICP

Associate Planner

City of Wilsonville

503.570.1572

luxhoj@ci.wilsonville.or.us

www.ci.wilsonville.or.us

[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Nick VanderPyl <nvanderpyl@gmail.com>

Sent: Monday, April 5, 2021 8:41 AM

To: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>

Subject: 6585 SW Montgomery Way - Development Permit Application

[This email originated outside of the City of Wilsonville]

Hi Cindy,

Good morning. Are you able to formally submit our Development Permit Application for 6585 SW Montgomery Way now, considering the tree permit is administrative and we have submitted the SRIR applicant narrative?

Thank you,
Nick and Taryn VanderPyl

From: [Nick VanderPyl](#)
To: [Luxhoj, Cindy](#); [Rappold, Kerry](#); [Pauly, Daniel](#); [Carlson, Dan](#)
Cc: [taryn.vanderpyl](#)
Subject: 6585 SW Montgomery Way - Update
Date: Monday, April 26, 2021 3:04:04 PM

[This email originated outside of the City of Wilsonville]

Hi all,

Hope everyone is doing well. Wanted to provide a quick update:

1) Septic - In Progress. Norwood Excavation has dug two test pits on the lot. We have submitted the soil evaluation request with Clackamas County and are waiting for them to test the pits.

2) Geotech - Complete. Rapid Soil Solutions has completed the Geotechnical report. The report was forwarded to Carl Brown. He noted a few items as noteworthy, but stated "nothing in the report is concerning". If you would like a copy of the report or Carl's response, please let me know and I will forward it on.

3) TVFR Access/Right of Way - Complete. Right of way access on the access road was provided to Carl Brown on 4/1/21. Per his response, his concern is alleviated.

4) SRIR/SROZ - In Progress. Development Review Board Panel B is scheduled for May 24, 2021. Thank you all for your work on this!

5) Tree Permit Application - In Progress. Today we met Lou Phemister, ASCA Registered Consultant #590, at the lot. We showed him the footprint of the house, as well as septic. He will be tagging the trees and preparing a tree report per your specifications. We will forward the report to you as soon as we receive it.

Thank you,
Nick and Taryn VanderPyl

Natural Resource Findings, Conditions, and Requirements for Proposed Development

From: Kerry Rappold, Natural Resources Manager
To: Cindy Luxhoj, Associate Planner
Date: May 11, 2021
Proposal: 6585 SW Montgomery Way

Natural Resources Division Conditions:

All Requests

NR 1. Natural Resource Division Requirements and Advisories listed in Exhibit C1 apply to the proposed development.
--



Exhibit C1
Natural Resources Findings & Requirements

Findings for S121-0002

(if SRIR include related findings here)

Significant Resource Overlay Zone

1. 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.
2. Provide a mitigation plan that meets the intent of Section 4.139.07. The mitigation plan shall be reviewed and approved by the Natural Resources Manager.
3. Prior to any site grading or ground disturbance, the applicant is required to protect the SROZ from development activities. 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.

From: [Carlson, Dan](#)
To: _____
Cc: [Gitt, Melissa](#); [Pauly, Daniel](#); [Rappold, Kerry](#); [Le, Khoi](#); [Neamtzu, Chris](#)
Subject: 6753 & 6585 SW Montgomery Way - UPDATED
Date: Monday, March 15, 2021 10:38:00 AM
Attachments: [image001.png](#)

Hello,

I am writing to further clarify the direction previously provided as new information has recently come to light regarding the development potential of the two properties, namely 6753 and 6585 SW Montgomery Way.

I received a call on Friday, March 3, 2021, from Amy Landvoigt who is the State Watermaster for District 20, based out of Clackamas County. Amy was very helpful in further clarifying how wells are regulated by the state and our area. To summarize, the county defers to the state for regulating wells and does not prohibit wells within the city. This was previously misunderstood in conversations between the county and city, and subsequently miscommunicated outwardly. We apologize for this and seek to bring clarity in moving forward. I have updated the key sections in the summary below. **My updates are in red.** If you have any additional questions or concerns, please do not hesitate to contact us. Best regards,
-Dan

Dan Carlson

Building Official
503.570.1557 direct
carlson@ci.wilsonville.or.us

Temporary COVID Telework Schedule: **In the Office:** Mon & Fri. **Remote:** Tues, Wed & Thurs.



29799 SW Town Center Loop East, Wilsonville, OR 97070

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From:

Sent: Thursday, February 4, 2021 4:09 PM

To: Carlson, Dan <carlson@ci.wilsonville.or.us>

Cc: Pauly, Daniel <pauly@ci.wilsonville.or.us>; Gitt, Melissa <gitt@ci.wilsonville.or.us>; Le, Khoi <kle@ci.wilsonville.or.us>

Subject: RE: re: 6753 & 6585 SW Montgomery Way

[This email originated outside of the City of Wilsonville]

From: Carlson, Dan <carlson@ci.wilsonville.or.us>
Sent: Thursday, February 4, 2021 4:00 PM
To:
Cc: Pauly, Daniel <pauly@ci.wilsonville.or.us>; Gitt, Melissa <gitt@ci.wilsonville.or.us>; Le, Khoi <kle@ci.wilsonville.or.us>; Carlson, Dan <carlson@ci.wilsonville.or.us>
Subject: FW: re: 6753 & 6585 SW Montgomery Way
Importance: High

Hi,

By way of introductions I am Dan Carlson and serve as the City's Building Official. I understand you have questions regarding the development of the two lots on Montgomery. We have had a number of folks previously interested and inquiring about in these lots. Below is a copy of the direction given to them based on City codes as they had the same or similar questions as you do:

- Sanitary Sewer – Wilsonville Code, Chapter 8, Section 8.200 – 8.214 indicates that if a property (property line) is 300 feet or less from a public sewer, it must connect (8.202 (3)) to the public sewer. If beyond 300 feet, then the City would potentially allow use of a private sewage disposal system like septic tank and drain field (8.204). A site specific proposal would need to be submitted, reviewed and approved by our office, and potentially by the County. This is not a question we typically get and so we'd have to sort out an approval process with the County to make sure all the bases are covered. The place to start would be by submittal of a plan to the City.

3/15/2021 Informational Note: Depending on the development proposal and proposed area to be developed, the area of proposed development may fall within a Significant Resource Overlay Zone (SROZ). The SROZ has development criteria and certain limitations for a variety of issues associated with natural features. For example, sites within the 100-year floodplain

or with on-site wetlands will need to be delineated and could potentially cause issues with trying to install a drain field for septic. The SROZ constraints may impact the future proposed location of drain fields, structures, or other ground disturbing activities. We wanted you to be aware of this and let you know that it will be part of a plan review for any development proposal. Please contact our Natural Resources Manager Kerry Rappold at 503-570-1570 for questions or additional information.

- Water – Water wells are regulated by the ~~County~~ State. The water would need to connect to the City system per Wilsonville Code Section 3.100. ~~Also we understand that per the County, new development is not allowed to utilize wells for potable water supply in the City limits.~~ Existing wells are grandfathered until they fail, at which point they become a hazard and must connect to the City system.

One of the questions we get is, is it the City's financial responsibility or the applicants financial responsibility to supply City water to these lots? The answer to this is found in Wilsonville Code Section 3.100 (2). If a water service line is not already provided at the property line, it shall then be installed under City jurisdiction at the owner's expense. (Amended by Ordinance #312 - June 3, 1987). This means the developer/owner must bear the cost of installation and the installation must meet City Engineering standards. The Engineering Division can provide more information on what the City standards are.

3/15/2021 Clarification Note: New wells within city limits that are intended for domestic water supply could potentially be allowed based on new guidance from the state. However, Wilsonville City Code still has a prohibition for wells in Section 3.105 (3). This section states:

(3) No water source development or well development for domestic purposes shall be made within the City limits without prior approval from the Director. (Added by Ordinance #252 - February 6, 1984)

The city's preference is for connection to city services for drinking water, sanitation, and firefighting. If connection to city services is unreasonable due to a significant physical barrier to existing services, the owner or developer may submit a written request for approval to the Community Development Director that clearly states the reasons for a proposal to utilize a well, and the rationale for why connection to city services is not feasible or why it is unreasonable.

In considering whether or not to grant approval for the drilling and use of a new well within the City for domestic water, the Director will require the following at a minimum:

- o the rationale provided as noted above; and
- o confirmation of state Water Resources Department approval for the well; and
- o confirmation of approval from Tualatin Valley Fire & Rescue as they regulate emergency vehicle access and water supply for firefighting. The installation of a well, fire water storage, and installation of residential fire sprinklers may help mitigate potential concerns with these items.

With regard to securing state approval for a well, please contact the Oregon Water Resources Department, Amy Landvoigt: amy.j.landvoigt@oregon.gov, or 503-312-1743, for additional information.

The city makes no guarantee of state approval, nor does it imply there will be no future requirement to connect to city services such as through the formation of a local improvement district, health hazard, or other regulatory directive.

- Storm Water – Storm water must discharge through approved means to an approved location. This can look like a lot of things, depending on the developers design. The City has standards for storm water runoff treatment before it leaves private property. These standards are in place (and can be found on the City’s website) in order for the City to demonstrate compliance with Federal EPA and State DEQ requirements. Development proposals, such as new homes, are reviewed to ensure compliance with storm water requirements during the time of a permit application. The Natural Resources staff can assist with any questions regarding storm water.

In addition, to your question about exemptions for connection, there is no exemption process identified in the code for connection (3/15/2021: with the exception of Wilsonville Code Section 3.105 (3) for wells as noted above).

The only other question I can attempt to answer below has to do with whether or not Fire Sprinklers are required. Unfortunately the answer is that it depends. The emergency vehicle access to your home will be reviewed once you decide where you are going to site your home. The Fire Code contains standards for how far your building can be located from fire hydrants for hose pull. The Fire Department also determines access requirements in accordance with the Fire Code. If you want to submit a preliminary site plan showing the distance from the nearest hydrant and proposed home location on the site, we can give you a better answer.

I hope these answers are helpful in providing direction about your utilities. The Planning Division through Dan Pauly (who I copied on this email) will need to respond to your questions about additional partitioning, floodplain review, resource buffer and shared easements. Thank you. Best regards,

-Dan

Dan Carlson

Building Official

503.570.1557 direct

carlson@ci.wilsonville.or.us

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DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 24, 2021

6:30 PM

VII. Board Member Communications:

- A. Results of the April 12, 2021 DRB Panel A meeting.

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE:	APRIL 12, 2021	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:31 P.M.	TIME END: 12:24 A.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Daniel McKay	Daniel Pauly
Jean Svadlenka	Barbara Jacobson
Kathryn Neil	Miranda Bateschell
Ben Yacob	Philip Bradford
Rachelle Barrett	Kerry Rappold
	Khoi Le
	Kim Rybold
	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of March 8, 2021 DRB Panel A meeting	A. Unanimously approved as presented.
PUBLIC HEARING	
<p>A. Resolution No. 388. Canyon Creek 8-Lot Subdivision: Scott Miller, SAMM-Miller LLC – Applicant for William Z. Spring and Fallbrook, LLC– Owners. The applicant is requesting approval of a Comprehensive Plan Map Amendment from Residential 0-1 Dwelling Units per Acre to Residential 4-5 Dwelling Units per Acre, a Zone Map Amendment from Residential Agriculture-Holding (RA-H) to Planned Development Residential 3 (PDR-3) and adopting findings and conditions approving a Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Tentative Subdivision Plat, and Waiver for an 8-lot residential subdivision located at 28700 and 28705 SW Canyon Creek Road South. The subject site is located on Tax Lot 6400 and a portion of Tax Lot 3800 of Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford</p> <p>Case Files: DB20-0039 Zone Map Amendment DB20-0040 Comprehensive Plan Amendment DB20-0041 Stage I Master Plan DB20-0042 Stage II Final Plan DB20-0043 Site Design Review DB20-0044 Type C Tree Plan</p>	A. Unanimously voted to leave the record open and continue the public hearing for Resolution No. 388 to May 10, 2021 date certain.

<p style="text-align: center;">DB20-0045 Tentative Subdivision Plat DB20-0053 Waiver</p> <p style="text-align: center;"><i>This item was continued to this date and time certain at the March 8, 2021 DRB Panel A meeting.</i></p>	
<p>BOARD MEMBER COMUNICATIONS</p>	<p>Packet materials not discussed</p>
<p>A. Results of the March 22, 2021 DRB Panel B meeting B. Recent City Council Action Minutes</p>	
<p>STAFF COMMUNICATIONS</p>	<p>None.</p>

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 24, 2021

6:30 PM

VII. Board Member Communications:

- B. Results of the May 10, 2021 DRB Panel A meeting.

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE: MAY 10, 2021		TIME END: 9:38 P.M.
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR		
TIME START: 6:31 P.M.		

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Daniel McKay	Daniel Pauly
Jean Svadlenka	Barbara Jacobson
Kathryn Neil	Philip Bradford
Ben Yacob	Khoi Le
Rachelle Barrett	Kerry Rappold
	Miranda Bateschell
	Kimberly Rybold
	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of April 12, 2021 DRB Panel A meeting	A. Unanimously approved with one correction
PUBLIC HEARING	
<p>A. Resolution No. 388 (revised). Canyon Creek 8-Lot 5-Lot Subdivision: Scott Miller, SAMM-Miller LLC – Applicant for William Z. Spring and Fallbrook, LLC – Owners. The applicant is requesting approval of a Comprehensive Plan Map Amendment from Residential 0-1 Dwelling Units per Acre to Residential 4-5 Dwelling Units per Acre, a Zone Map Amendment from Residential Agriculture-Holding (RA-H) to Planned Development Residential 3 (PDR-3) and adopting findings and conditions approving a Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Tentative Subdivision Plat, and Waiver for an 8-lot 5-lot residential subdivision located at 28700 and 28705 SW Canyon Creek Road South. The subject site is located on Tax Lot 6400 and a portion of Tax Lot 3800 of Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford</p> <p>Case Files: DB20-0039 Zone Map Amendment DB20-0040 Comprehensive Plan Amendment DB20-0041 Stage I Master Plan DB20-0042 Stage II Final Plan DB20-0043 Site Design Review DB20-0044 Type C Tree Plan</p>	<p>A. Resolution No. 388 unanimously approved, amending the Staff report with the addition of four (4) new conditions of approval and additional exhibits.</p>

<p>DB20-0045 Tentative Subdivision Plat DB20-0053 Waiver (<i>no longer needed in revised design</i>)</p> <p><i>This item was continued to this date and time certain at the April 12, 2021 DRB Panel A meeting.</i></p> <p><i>The DRB action on the Comprehensive Plan Map Amendment and Zone Map Amendment is a recommendation to the City Council.</i></p>	
BOARD MEMBER COMUNICATIONS	
A. Recent City Council Action Minutes	No discussion
STAFF COMMUNICATIONS	
	None

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 24, 2021

6:30 PM

VII. Board Member Communications:

C. Recent City Council Action Minutes

City Council Meeting Action Minutes
March 15, 2021

City Council members present included:

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

Scott Simonton, Fleet Services Manager
Kim Rybold, Senior Planner
Zach Weigel, Capital Projects Engineering Manager
Andy Stone, IT Director
Dan Carlson, Building Official
Ryan Adams, Assistant City Attorney
Zoe Monahan, Assistant to the City Manager
Mark Ottenad, Public/Government Affairs Director
Dan Carlson, Building Official
Ryan Adams, Assistant City Attorney
Kerry Rappold, Natural Resources Manager
Chris Neamtzu, Community Development Director
Miranda Bateschell, Planning Director
Dwight Brashear, Transit Director

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst
Keith Katko, Assistant Finance Director

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:07 p.m.
A. I-5 Pedestrian Bridge Project Update	Staff provided an update on the progress of bridge and plaza design.
B. 2021 Legislative Redistricting	Council directed staff to urge legislators to consider including the City of Wilsonville within one district of U.S. Congress, the Oregon House and the Oregon Senate as redistricting occurs.
C. Adoption of Building Code Changes & Adoption of Fire Codes Changes	Staff presented on Resolution No. 2883, which adopts the Oregon Plumbing Specialty Code, and Oregon Electrical Specialty Code and Resolution No. 2884, which approves and applies the Tualatin Valley Fire & Rescue Fire Prevention Code in Wilsonville.
D. Purchase of One (1) 35' Electric Transit Bus	Council was informed of Resolution No. 2885, which authorizes SMART to purchase one 35' battery electric bus and charging equipment from Proterra, Inc.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.

<p><u>Communications</u></p> <p>A. Soaring Spirits Crane Installation</p> <p>B. Presentation of Republic Services 2020 Bi-Annual Report, July-Dec 2020</p> <p>C. EPA Final Action On Revised Willamette Basin Mercury Total Maximum Daily Load Letter</p>	<p>Linda Moulton shared details of her recent collaboration with the City and the community to produce the “Soaring Spirits” display at the Park & Recreation Administration Building.</p> <p>Republic Services shared their bi-annual report, which summarizes operations between July to December of 2020.</p> <p>Staff updated Council on actions to be taken to meet DEQ’s directive to limit mercury pollution in the Willamette River.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2882</u> A Resolution And Order Amending Resolution No. 2870 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p> <p>B. <u>Resolution No. 2883</u> A Resolution Of The City Of Wilsonville Adopting The Oregon Plumbing Specialty Code, And Oregon Electrical Specialty Code.</p> <p>C. <u>Resolution No. 2884</u> A Resolution Approving And Applying The Tualatin Valley Fire And Rescue Fire Prevention Code In The City Of Wilsonville.</p> <p>D. <u>Resolution No. 2885</u> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase One 35’ Battery Electric Bus And Charging Equipment From Proterra, Inc.</p> <p>E. <u>Resolution No. 2889</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Agreement For Provision Of Preliminary Engineering Services In Connection With Grade Crossing Improvements With Portland & Western Railroad For Phase II – Preliminary Engineering And Construction Engineering Inspection Services For The 5th Street Railroad Crossing Work Associated With The 5th Street / Kinsman Road Extension Project.</p> <p>F. Minutes of the March 1, 2021 City Council Meeting.</p>	<p>The consent agenda was approved 4-0.</p>

<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <u>Resolution No. 2886</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.	After a public hearing was conducted, Resolution No. 2886 was approved 4-0.
<u>City Manager's Business</u>	Announced the Wilsonville-Metro Community Enhancement Committee grant cycle was closed and shared next steps. Mentioned the opportunity to use Safe Routes to School virtual backgrounds to promote their new campaign as kids head back to school.
<u>Legal Business</u>	Council concurred the City should continue with enforcement regarding the immediate cease, desist and remove order for a violation of a poll placement in the City without a building permit nor building inspection.
URBAN RENEWAL AGENCY	
<u>URA Consent Agenda</u> A. <u>URA Resolution No. 316</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute An Agreement For Provision Of Preliminary Engineering Services In Connection With Grade Crossing Improvements With Portland & Western Railroad For Phase II – Preliminary Engineering And Construction Engineering Inspection Services For The 5th Street Railroad Crossing Work Associated With The 5th Street / Kinsman Road Extension Project. B. Minutes of the March 1, 2021 URA Meeting.	The URA consent agenda was approved 4-0.
<u>New Business</u> A. None.	
<u>URA Public Hearing</u> A. None.	
ADJOURN	8:27 p.m.

City Council Meeting Action Minutes
April 5, 2021

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst
Philip Bradford, Associate Planner
Kim Rybold, Senior Planner
Miranda Bateschell, Planning Director
Dan Pauly, Planning Manager
Cindy Luxhoj, Associate Planner
Andy Stone, IT Director
Zoe Monahan, Assistant to the City Manager
Chris Neamtzu, Community Development Director
Mike Nacrelli, Civil Engineer

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:04 p.m.
A. Diversity, Equity and Inclusion Committee Bylaws	Council reviewed draft bylaws to establish the DEI Committee.
B. Town Center Streetscape Plan	Staff sought Council’s input on the Town Center Streetscape concept.
C. Frog Pond East and South Update	This item was presented on during the regular meeting.
REGULAR MEETING	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
B. Volunteer Appreciation Month Proclamation	The Mayor read a proclamation declaring the month of April as Volunteer Appreciation Month.
C. 23 rd Consecutive Tree City USA Designation and Arbor Day Proclamation	Staff presented the Tree City USA designation staff report. The Mayor then read the 2021 Arbor Day proclamation.
<u>Communications</u>	
A. 2021 Oregon Urban & Community Forestry Award	Councilor Lehan received the 2021 Oregon Urban & Community Forestry Individual Award.
B. TVF&R State of the District	Tualatin Valley Fire & Rescue (TVF&R) Chief Weiss provided a PowerPoint on the state of the district.

<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2887</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Braun Construction For The Old Farm Road Phase I Project (Capital Improvement Project #1500/2500/4500/7500).</p> <p>B. Minutes of the March 15, 2021 City Council meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2888</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Contract With Angelo Planning Group, Inc. For Frog Pond East And South Master Planning.</p>	<p>Resolution No. 2888 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance Nos. 847 & 848</u> Comprehensive Plan Amendment and Zone Map Amendment for Canyon Creek Subdivision</p>	<p>Council moved to continue Ordinance Nos. 847 and 848 to a date certain of April 19, 2021. Passed 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Councilors confirmed their availability for the May 14 and 15 Council Goal Setting.</p> <p>Informed Council of meetings staff had regarding the ice storm event.</p> <p>Shared staff would bring Council ideas and recommendations for uses of American Rescue Plan Act (ARPA) funds.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>9:22 p.m.</p>

City Council Meeting Action Minutes
April 19, 2021

City Council members present included:

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

Kimberly Veliz, City Recorder
Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Zoe Monahan, Assistant to the City Manager
Dan Pauly, Planning Manager
Dan Carlson, Building Official
Nancy Kraushaar, PE, Civil Engineer
Kerry Rappold, Natural Resources Manager
Dominique Huffman, Civil Engineer

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	
START: 5:01 p.m.	
A. Boeckman Dip Recommendation	Council was informed of Resolution No. 2890, which authorizes staff to proceed with the recommended design for the Boeckman Dip Project.
B. Middle Housing in Wilsonville Project	Staff shared progress on the City's Middle Housing Project.
C. Diversity, Equity and Inclusion Committee Bylaws	Council provided additional direction on bylaws drafted for the City's DEI Committee.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
B. Earth Day Proclamation	The Mayor read a proclamation declaring the 22 day of April as Earth Day.
C. Bike Month Proclamation	The Mayor read a proclamation declaring the month of May as Bike Month in Wilsonville.
D. Building Safety Month Proclamation	The Mayor read a proclamation declaring the month of May as Building Safety Month in Wilsonville.
<u>Communications</u>	
A. Clackamas County Sheriff's Public Safety Levy	Clackamas County Sheriff's office presented on the public safety levy scheduled for a vote during the May 2021 election.

<p>B. Metro Update</p>	<p>Metro Council President Peterson presented a summary of Metro’s priorities to support metro area residents.</p>
<p><u>Consent Agenda</u> A. <u>Resolution No. 2891</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Extend The Professional Services Agreement With JayRay Ads & PR, Inc., For ‘Explore Wilsonville’ Tourism Promotion And Development And Destination Marketing Program.</p> <p>B. Minutes of the April 5, 2021 City Council Meeting.</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>New Business</u> A. <u>Resolution No. 2890</u> A Resolution Of The City Of Wilsonville Authorizing Staff To Proceed With The Recommended Design For The Boeckman Dip Project.</p>	<p>Resolution No. 2890 was adopted 4-0.</p>
<p><u>Continuing Business</u> A. None.</p>	
<p><u>Public Hearing</u> A. <u>Ordinance Nos. 847 & 848</u> Comprehensive Plan Amendment And Zone Map Amendment For Canyon Creek Subdivision.</p>	<p>Council moved to continue Ordinance Nos. 847 and 848 to a date certain of May 26, 2021 for a Special City Council meeting and first reading and a second reading on June 7, 2021. Passed 4-0.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>9:44 p.m.</p>

City Council Meeting Action Minutes
May 3, 2021

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West – Arrived 7:03 p.m.
Councilor Linville

Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst
Kim Rybold, Senior Planner
Jordan Vance, Economic Development Manager
Andy Stone, IT Director
Zoe Monahan, Assistant to the City Manager
Dwight Brashear, Transit Director
Scott Simonton, Fleet Services Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:00 p.m.
A. Vertical Housing Development Zones	Staff provided a short overview on VHDZ and sought Council’s input.
B. Community Enhancement Program Recommendations	Council heard about Resolution No. 2894, which allocates Community Enhancement Funds for FY 2021/2022.
C. Diversity, Equity and Inclusion Committee Bylaws	Staff reviewed DEI Committee bylaws with Council.
D. Purchase of Three 21 Passenger CNG Buses	Council was informed of Resolution No. 2892, which authorizes SMART to purchase three 21 passenger CNG buses.
REGULAR MEETING	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. None.	
<u>Consent Agenda</u>	
A. <u>Resolution No. 2892</u> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase Three 21 Passenger Compressed Natural Gas (CNG) Buses From Davey Coach Sales, Inc.	The Consent Agenda was approved 5-0.

<p>B. <u>Resolution No. 2893</u> A Resolution Of The City Council Creating The Diversity, Equity And Inclusion (DEI) Committee.</p> <p>C. <u>Resolution No. 2894</u> A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2021/2022.</p> <p>D. Minutes of the April 19, 2021 City Council Meeting.</p>	
<p><u>New Business</u> A. None.</p>	
<p><u>Continuing Business</u> A. None.</p>	
<p><u>Public Hearing</u> A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Reminded Council of their upcoming Council Retreat and Goal Setting scheduled for May 14 -15, 2021.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>7:35 p.m.</p>