



**Development Review Board  
Panel B Meeting  
September 27, 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](mailto:swhite@ci.wilsonville.or.us) for Zoom login information
- 2) E-mail testimony regarding Resolution No. 393 (Villebois Village Center Mixed Use) to Cindy Luxhoj, Associate Planner at [luxhoj@ci.wilsonville.or.us](mailto:luxhoj@ci.wilsonville.or.us) by 3 pm on September 27, 2021.
- 3) In-person testimony is discouraged, but can be accommodated. Please contact Daniel Pauly at [pauly@ci.wilsonville.or.us](mailto: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, September 27, 2021 - 6:30 P.M.

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

Samy Nada	Nicole Hendrix
Michael Horn	Jason Abernathy
Katie Dunwell	
- IV. Citizens' Input:
- V. Consent Agenda:
  - A. Approval of minutes of the May 24, 2021 DRB Panel B meeting
- VI. Public Hearings:
  - A. **Resolution No. 393. Villebois Village Center Mixed Use Development: Pacific Community Design – Representative for Costa Pacific Communities – Applicant and RCS Villebois Development LLC – Owner.** The applicant is requesting approval of a Zone Map Amendment from Public Facility (PF) to Village (V) and adopting findings and conditions approving a SAP Central Amendment, Preliminary Development Plan (1) and Plan Modifications (2), Final Development Plans (3), and Type C Tree Plans (3) for a mixed-use development located in the Villebois Village Center. The subject sites are located on Tax Lots 2100 and 2800 of Section 15AC and Tax Lot 8600 of Section 15DB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files:

DB21-0008	Zone Map Amendment (PDP 12 C Lot 76, Bldgs A, B)
DB21-0010	SAP Central Amendment (PDP 12 C Lot 76, Bldgs A, B)
DB21-0011	Preliminary Development Plan (PDP 12 C Lot 76, Bldg A, B)
DB21-0012	Final Development Plan (PDP 12 C Lot 76, Bldgs A, B)

DB21-0013	Type C Tree Removal Plan (PDP 12 C Lot 76, Bldgs A, B)
DB21-0014	Preliminary Development Plan (PDP 2 C Lot 73, Bldg C)
DB21-0015	Final Development Plan (PDP 2 C Lot 73, Bldg C)
DB21-0016	Type C Tree Removal Plan (PDP 2 C Lot 73, Bldg C)
DB21-0022	Preliminary Development Plan (PDP 1 C Lot 12, Parking)
DB21-0023	Final Development Plan (PDP 1 C Lot 12, Parking)
DB21-0024	Type C Tree Removal Plan (PDP 1 C Lot 12, Parking)

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

- VII. Board Member Communications:  
A. 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, SEPTEMBER 27, 2021**

**6:30 PM**

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V. Consent Agenda:

- A. Approval of minutes from the May 24, 2021  
DRB Panel B meeting

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

**Development Review Board – Panel B  
Minutes– May 24, 2021 6:30 PM**

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**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, Miranda Bateschell, Kimberly Rybold, Kerry Rappold, Khoi Le, Cindy Luxhoj, 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. Consent Agenda:**

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

**Jason Abernathy moved to approve the March 22, 2021 DRB Panel B meeting minutes as presented. Michael Horn seconded the motion, which passed unanimously.**

**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

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

**Kimberly Rybold, Senior Planner**, announced that the criteria applicable to the application were stated starting 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 and on the City's website.

**Ms. Rybold** presented the Staff report via PowerPoint, briefly reviewing the site's location and features, as well as the surrounding land uses, with the following additional comments:

- The high school auditorium expansion consisted of a 29,300 sq ft performing arts auditorium addition and related support spaces within that space. The addition would be on the west side of the existing performing arts facility which would require the reconfiguration of the adjacent parking lot and circulation areas, ~~and~~ some modified storm water management facilities, new landscaping adjacent to the building and parking area, as well as associated lighting fixtures on the building and in the new parking areas. Some temporary and permanent signage was also proposed for the performing arts center. The auditorium expansion was outlined in red on Slide 3.
- The Applicant was also seeking approval for several development alternates, additional projects that would be constructed as funding allowed. The alternates were numbered 1 through 5 on Slides 3, along with a future phase. (Slide 3)
  - Alternate 1 was adjacent to the proposed new parking lot and consisted of 14 additional parking spaces, replacement of the existing walkway, and the addition of new lighting to the softball fields.
  - Alternate 2 was the replacement of the current grass on the softball field with synthetic turf and added field lighting.
  - Alternate 3 was the installation of LED pedestrian lighting on the south sidewalk that connected Wilsonville Rd to the Boeckman Creek Primary School entrance.
  - Alternate 4 was the replacement of the existing lighting optics in the southwestern and southern parking lots.
  - Alternate 5 was the installation of LED lighting optics in existing pedestrian light fixtures that surrounded the existing track and in an area on the east side of the building.
  - A future phase of development would provide 23 additional parking spaces to the west of the new proposed parking lot.
- Typical noticing protocol had been followed, notifying property owners within 250 ft of the subject site. The notice also included background information about the proposed project and outlined the Covid-19 adaptations that were taken for the hearing process. To date, no public comments had been received for the applications.
- Stage II Final Plan and Height Waiver. The proposed 29,300 sq ft auditorium addition maintained consistency with the previously-approved Stage I Master Plan for Wilsonville High School. The proposed modification was required because in addition to the building

addition, changes were proposed to the parking area, the configuration of circulation on the site, and landscaping that would help accommodate the addition. The modifications would continue to meet or exceed City standards for minimum parking, pedestrian circulation, and landscaping.

- The application included a waiver request to increase the maximum building height for the new addition from 35 ft to 55.5 ft.
  - The Applicant noted site constraints in this portion of the property, including the existing building footprint, the nearby Significant Resource Overlay Zone (SROZ) area on the western portion of the property, and a heritage Oregon White Oak tree, resulted in a limited footprint to accommodate the auditorium expansion. Additionally, the shape and height of an auditorium was a bit prescriptive due to the function of the space, which accounted for items like the number of seats, the sightlines in the auditorium, and acoustic considerations. Therefore, a portion of the building necessitated the higher 55.5 ft height than would typically be allowed in this zone.
  - She noted some prior approvals for the high school had granted variances and waivers to the maximum building height to allow certain portions of the high school to be up to 45-ft tall.
  - The Applicant's narrative provided findings that demonstrated the requested building height waiver would allow for development to occur in a manner that continued to implement the purposes and objectives of the City's Planned Development Regulations.
- Stage II Traffic and Parking. As an essential government service as defined in the Development Code, schools were exempt from meeting the City's Level of Service (LOS) D PM Peak requirements for traffic impacts. Even so, Staff prepared a Transportation Memorandum for this proposal which showed a minimal increase of 12 PM Peak Hour trips that resulted from the proposed additional onsite parking. The memorandum determined that the impacts of that increase on the site and surrounding area were negligible.
  - Parking requirements for schools were based on the number of students and staff as specified in the Development Code. Given that there was no change to the school enrollment capacity or number of staff as a result of the proposed addition, no changes were required for the minimum number of parking spaces. While 77 spaces would be removed to accommodate the addition, 103 new spaces would be constructed in the new parking lot, both as a part of the initial phase of development and Alternate 1. Additionally, the future phase of development would add 23 spaces for an overall increase from 520 spaces to 569 spaces; and with that, the parking requirements for the property would continue to be met.
- The Site Design Review request applied to all components of the project, including all of the alternates and the future phase. The Applicant used appropriate professional services to design the auditorium addition and the associated site improvements, paying special attention to complement the existing school building, while creating a distinct design for the auditorium itself.
  - The proposed materials were consistent with the existing building and utilized similar brick with metal panel canopy fascia and trim. A canopy was proposed for the south-facing lobby to serve as a shelter to both students and community members before and

after functions with the building surface adjacent to that area available for temporary banners to announce current and upcoming programming. The brick cladding of the building was designed in a manner to invoke a draped theatrical curtain. Materials used throughout the project would complement the existing school while continuing to be functional and attractive. Proposed landscaping materials adjacent to the addition and the parking area met or exceeded City standards.

- A number of the alternates included lighting upgrades to transition to LED lighting, so the Site Design Review was looking at the new building lighting for the auditorium addition, as well as lighting for the new parking areas. New lighting was also proposed for the softball field and for the Wilsonville Rd entry to the Boeckman Creek Primary School.
- The Applicant had elected to comply with the City's Prescriptive Option for meeting outdoor lighting standards. The proposed lighting was designed to be compliant with those standards while providing appropriate and safe lighting for the site. It included a variety of fully-shielded fixtures that did not exceed the maximum wattage of 100 watts as outlined in the Code for Lighting Zone II. (Slide 11)
- Type C Tree Removal Plan. Some landscaping trees would be removed to accommodate the new addition. A total of 33 landscaping trees would be removed that required mitigation. Notably, some trees in the area would be preserved in the SROZ area to the west and particularly, the heritage Oregon White Oak. The Applicant had shown the proper tree protection fencing that would serve to protect the tree during construction. The Applicant had proposed planting 36 trees, exceeding the required one-to-one replacement ratio. A majority of those trees would be in and around the new parking area with others located in landscaping areas adjacent to the building addition entrance.
- The Applicant's request for a Class III Sign Permit and Waiver applied to the permanent performing arts center signage located both on the north and south auditorium addition entrance areas, as well as temporary rotating banner displays at the north and south entrances to the auditorium. The Sign Code did not have a provision for such temporary changeable signs, so the installation of such required a waiver to allow ongoing use of the rotating banners, as well as an increase to the allowed sign area on the southern elevation of the property of 33 sq ft over the current allowance.
  - The Applicant had submitted sign waiver findings that addressed the sign waiver criteria outlined in the Code, specifically noting the banners would result in an improved sign design as they were a creative way to add to the visual appeal of the auditorium in support of the performing arts center events.
  - Given the distance of the signs from the adjacent properties and from Wilsonville Rd, the visibility and offsite impacts would be minimal, allowing for the signs in the area to continue to be compatible and complementary to the overall design and surrounding area. Due to the distance, they would not adversely impact traffic or general public safety, and the content of the signs was not considered when evaluating waiver criteria. The image at the bottom of Slide 14 showed how the proposed banners would be oriented on the south entrance. Similarly, banners would be located in the window displays on the north entrance.



- Based on the information presented and the findings included in the Staff report, Staff recommended that the DRB approve, with conditions, the Applicant's requested applications.

**Nicole Hendrix** asked if the five alternates were listed in priority order or if the order would depend on the timing of the funding received. She also noted that four ADA parking spaces were going to be removed and asked if more ADA spaces would also be added.

**Ms. Rybold** deferred the priority question to the Applicant, who could better speak to the funding opportunities. She explained the required minimum number of ADA spaces was one per 50 parking spaces, which the Applicant already met. The location would be verified at the time of the Building Permit review to ensure all location and spacing requirements had been met. Because the application only increased parking spaces by 49 total, it did not trigger the need for additional ADA spaces.

**Chair Nada** called for the Applicant's presentation.

**Remo Douglas, Capital Construction Program Manager, West Linn-Wilsonville School District**, thanked the Board for hearing the application and City staff for taking the time to review the application and develop a Staff report. He oversaw all capital projects undertaken by the District and was joined by Keith Liden, Planning Consultant, and Chris Linn, principal architect with Bora Architects. They had read and understood all of the proposed conditions Staff had put together, and the District took no exception to them, and he believed they could comply fully.

- This project had been a community conversation for many years and had been a big topic in the leadup to several of the District's bond programs. The project had been approved by voters in November 2019 under the 2019 bond program and he and a group of others had met regularly since then to develop the proposed design. There was a large number of stakeholders, the largest routinely-meeting stakeholder group the District had ever had that included community arts partners, students, staff, and various designers and specialty consultants. They were excited about the opportunity to potentially bring a 600-seat auditorium and associated spaces to Wilsonville. It would benefit not only the school, but also all the great community arts partners, and they were happy to have an opportunity to reinforce those partnerships. In addition to housing the obvious performing arts events, a great deal of effort had gone into the design of the public spaces, such as the lobbies and adjacent corridors, to accommodate the display of visual arts as well and make this a community center.

**Ms. Hendrix** asked if the alternates were prioritized or if it depended on funds becoming available.

**Mr. Douglas** replied there was no specific order in which the alternates would be built. All project funds came from the 2019 Capital Bond Program, so there was a finite budget for the project. No other funds were expected to come available. As with all major public works

projects, it was out to bid and he expected they would select a contractor by the end of June. Depending on how the bids came in, the District would then have an opportunity to accept or deny alternates to ensure they had a project within budget. He hoped to afford all of the alternates, as they had typically been able to in the past, and move forward with a full scope. Every part of the project was important. He believed most would agree that increased onsite parking for students would be appreciated as opposed to them parking in the neighborhood. Upgrading the softball field with artificial turf and sports lighting would bring parity with the baseball field and energy savings from the new lighting. They hoped to enact all of that immediately and get it done under the current contract.

**Jason Abernathy** asked how the increase in LED lighting would impact light pollution in the adjacent neighborhood. Light pollution had been a general concern of residents in neighborhoods throughout Wilsonville as PGE replaced street lights in the city.

**Mr. Douglas** replied that last year, most of the sports field lighting had been replaced around the Wilsonville High School campus. Most people were concerned with sports field lighting fixtures, but the new lighting fixtures had tremendous controls with the goal of keeping the night skies dark. There were examples of the modern LED sports field lighting systems at both Wilsonville High School and Wood Middle School. The light cutoff for those lighting systems was remarkably good. He had seen the benefits of these specific systems at the District's other athletic fields in the city and he was confident it would keep light and glare on property and off adjacent properties.

**Ms. Hendrix** asked what materials would be used for the changeable banners.

**Mr. Douglas** responded that while he did not know what material the high school would use for each individual banner, the goal was for them to be useful and an attraction. The banners would not be visible from the street, so were deliberately placed to be seen upon student pickup and drop-off. The purpose of the banners was specific to events, so in the weeks leading up to new a production in the auditorium, a banner would be purchased and installed for that lead-up and then taken down after the production ended. Therefore, any UV exposure to the banner would be minimal.

**Mr. Abernathy** asked if the banners would be encased behind glass or free-hanging.

**Mr. Douglas** replied it was not the intent to have them encased. There would be mounting points on the brick exterior and the banners would be strung between them.

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

**Shelley White, Planning Administrative Assistant**, noted a Zoom attendee, who was present to testify during the other hearing, had stated via chat that they supported the application.

**Daniel Pauly, Planning Manager**, confirmed no one in Council Chambers was present to testify.

**Chair Nada** confirmed there were no further questions for Staff, the Applicant, or any member of the audience, and that there was no additional discussion from the Board. He closed the public hearing at 7:12 pm.

**Jason Abernathy moved to approve Resolution No. 391 as presented. The motion was seconded by Michael Horn. The motion was seconded by Michael Horn.**

**Ms. Hendrix** said she believed it was an exciting project. The building was beautiful and it would be great to have a new auditorium. She thanked Staff and everyone from the School District who worked on the project.

**Mr. Horn** also commended Ms. Luxhoj for her well done presentation and for the comprehensive package.

**Chair Nada** agreed, adding the auditorium would serve the school and the community as well. He appreciated the additional parking for the students to minimize parking on neighboring streets and the more efficient LED lighting.

**The motion passed unanimously.**

**Chair Nada** read the rules of appeal into the record.

**Chair Nada** called for a brief recess at 7:16 pm and reconvened the meeting at 7:21 pm.

**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

**Chair Nada** called the public hearing to order at 7:21 p.m. and read the conduct of hearing format into the record. No 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.

**Cindy Luxhoj, Associate 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 and on the City's website.

**Ms. Luxhoj** presented the Staff report via PowerPoint, briefly reviewing the site's history and noting the project's location and surrounding land uses, with these additional comments:

- The subject 2.79 acre property was Lot 15 in River Estates II and located entirely within the Significant Resource Overlay Zone (SROZ) with the southern half of the property also within the floodplain. The site was designated 0-1 dwelling unit per acre in the Comprehensive Plan and was in the Residential Agricultural Holding Zone. Although 13 of the 15 lots in the subdivision had been developed with single-family residences, Lots 12 and 15 were undeveloped vacant land.
  - The Applicant proposed a single-family residence with an accessory dwelling unit (ADU) on the property. The proposed residence was located roughly in the center of the site, outside of the floodplain. The Applicant chose the location in consultation with the City to minimize impacts to the SROZ, including tree removal. The approximately area of disturbance within the SROZ necessary to build the single-family residence, the ADU, and other site improvements was approximately 8,900 sq ft. (Slide 3)
- Proper noticing was followed for the application, including noticing to property owners within 250 ft of the subject property boundary, publication in the newspaper, and postings on the project site, as well as to the City's website. The public hearing notice included clarifying background information about the project and outlined adaptations for the hearing process and providing testimony that were adopted by the City in response to the Covid-19 pandemic.
- One public comment had been received to date from John Hermann. His email was provided to the DRB this afternoon. She entered Mr. Hermann's email into the record as Exhibit D1.
- The Applicant's request included an abbreviated Significant Resource Impact Report (SRIR) and a Significant Resource Overlay Zone large lot exception to construct a single-family residence with an ADU on a parcel located entirely within the SROZ. Per Section 4.139 of the Wilsonville Code, construction of a new single-family dwelling was exempt from SROZ ordinance regulations unless the building encroached in the SROZ and its associated impact areas. Impacts to the SROZ were necessary for construction of the proposed residence with ADU. In general practice, a request to construct a new dwelling on a lot with limited buildable land would be processed as a Class II administrative review. However, because the Applicant had requested a large lot exception, and the subject property was eligible due to its size of 2.79 acres, DRB review through a quasi-judicial hearing process was required. DRB review of the request was limited to the abbreviated SRIR and SROZ large lot exception and 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, were subject to DRB review.
  - **Daniel Pauly, Planning Manager**, added that whether or not a house was allowed on the site was also not within the scope of DRB review tonight.

- Discussion points were related to utilities, access, ADU standards, and tree removal. The subject property was more than 300 linear ft from public sewer and water, which was available on SW Rose Lane, and therefore not required to connect to City utilities. The Applicant was in the process of obtaining required County and City approvals to use a private septic drain field with an alternative design to minimize impacts to the SROZ. The drain field would be located south of the residence and cover approximately 3,500 sq ft. The Applicant obtained approval for a proposed new well for domestic water supply which would be located north of the proposed residence.
  - An existing driveway ran in an easement along the western boundary of the property to provide access to the residence at 6549 SW Montgomery Way, located north of the subject property and indicated with an orange star. The Applicant proposed to share the driveway, adding a new extension that would branch from the existing surface to the new residence in the center of the subject site. (Slide 6)
  - The proposed ADU did not require DRB review and was not a part of the DRB request before the Board tonight. The ADU was required to meet the standards of Section 4.113 of the Wilsonville Code and would be reviewed by the Planning Division when building plans were submitted.
  - DRB review of tree removal was also not required for the proposed residence; however, the arborist's report was included as an exhibit to the Staff report because it was one component of the abbreviated SRIR review. (Slide 7)
    - Trees proposed for removal were shown in red and were limited to the house and septic system development area and minimized to the maximum extent possible. A Type B Class II Tree Removal Permit and Mitigation Plan was required and was being reviewed concurrently by Staff. A decision on the Type B Permit would not be issued until after the DRB had reviewed the current request for an abbreviated SRIR and SROZ large lot exception and rendered a decision.

**Kerry Rappold, Natural Resources Manager**, continued the PowerPoint presentation, noting he was responsible for administering the section of the Code regarding the SROZ. His comments were as follows:

- Three types of resources were protected within the SROZ throughout Wilsonville: streams, wetlands, and wildlife habitat, which were basically forested areas. Slide 8 showed the areas protected within the SROZ. The subject property contained two of those categories, some wildlife habitat and a tributary of Meridian Creek that was adjacent to the property and ran along the eastern edge. The darker gray color to the west down Montgomery Way was a large wetland area with another tributary of Meridian Creek that was south of Montgomery Way.
  - Many of the lots within the area and along Montgomery Way had significant portions of their property within the SROZ. Prior to the adoption of the SROZ in June 2001, Wilsonville had another type of Gold 5 Program that had been implemented from the early 80s called Primary and Secondary Open Space, which the SROZ replaced. The SROZ protected many of the same areas, but also expanded the coverage of resource areas somewhat.

- There were two types of Significant Resource Impact Reports, Abbreviated and Standard. For this type of development, only the Abbreviated was considered. Generally, the SRIR was a user-friendly process in which Staff provided the information, looking at the mapping and existing resources in the area, while the Applicant provided their proposal for development. For the subject proposal, the Applicant also provided their tree inventory. Technically, there was not a report that brought all of the information together because Staff did not want to create a process that was not too onerous, but rather more collaborative where the Applicant worked with Staff. It was envisioned for these types of small-scale developments that involved single-family dwellings or other types of structures that had less of an impact. (Slides 9)
- There were not many avenues for a proposal like this to move forward as far as Section 4.139. The SROZ was pretty restrictive in terms of what was allowed for development within the community. The Large Lot Exception was likely written with Montgomery Way in mind when it was created in 2001 because of the size of the lots and the extent of the SROZ, so it was one of the only viable options the Applicant had for development there. Another section under the same DRB requirements entitled An Unbuildable Lot did not fit the subject proposal as well as Large Lot Exception. The Applicant simply had to demonstrate they could meet all five criteria. (Slide 10) The lot was greater than one acre in size, 100 percent of the lot was within the SROZ, the area including the house, septic field, and ADU was less than the 10 percent threshold.
  - The original adoption of the SROZ was based on an inventory, which included different habitat units Staff had identified. Two of those habitat units were referenced in the Staff report, the forested area and the tributary of Meridian Creek. Nothing that was proposed with the development would diminish those categories to the extent that those ratings would need to be changed. The area of impact was located on the best part of the lot in terms of minimizing the impact. It was as close as possible to the driveway that allowed access to the property to the north, and it was located within an area that was more of an opening within the property, and the trees within that area were primarily small diameter trees. The Applicant had worked around the more significant trees. It was also as far as possible from the tributary of Meridian Creek and outside the floodplain. Farther north, the lot became quite steep, had larger trees, and was not buildable.
  - Finally, the lot was created legally as a part of the subdivision that was adopted in 1971. The Applicant had satisfied all criteria to receive the Large Lot Exception. As mentioned, the DRB could not prohibit the development of some type of home on these properties and the exception was envisioned for this type of property.
- He noted the homes on the two properties west of the subject property existed prior to the adoption of the SROZ, but were likely built within the time period the City had Primary and Secondary Open Space, the previous Gold 5 Program. (Slide 8) Those building sites were created as openings or donut holes in the SROZ to accommodate that existing development. All of the properties except two had been developed. Overall, the conditions in terms of habitat quality had remained fairly high.

**Ms. Luxhoj** concluded the Staff report, stating that based on the findings of fact, the information included in the Staff report and received from a duly-advertised public hearing, Staff recommended approval of the application with conditions.

**Michael Horn** asked if the properties with donut holes were set asides prior to 2001. (Slide 8)

**Mr. Rappold** replied they were incorporated into the new mapping that was part of the SROZ because those homes already existed when the SROZ was adopted. He clarified the dark gray indicated a large wetland within the forested area. He reiterated that streams, wetlands, and wildlife habitat were the three categories protected within the SROZ. He confirmed the Applicant was building outside of the floodplain and the 50-ft stream buffer just before where the lot dropped off and got steep.

**Mr. Horn** asked if there would be tree mitigation.

**Mr. Rappold** replied that he and Ms. Luxhoj were working on the tree removal mitigation and the SROZ mitigation in concert with each other, so there would be one proposal that had both trees and shrubs to include in the area to provide enhancement. Some of the shrubs might end up where the septic field was installed. He was working with the Applicant on a variety of species, both overstory and understory, that would be part of the mitigation for the SROZ and also partially fulfill the tree removal requirements. He clarified that the 10-acre property to the east of the subject property, the Willamette Meridian Property, was owned by the State of Oregon and a part of the Willamette Greenway Program. He understood it would be preserved in perpetuity.

**Mr. Abernathy** asked if any other lots within this subdivision had needed to utilize the Large Lot Exemption.

**Mr. Rappold** replied this was the first time the exception had been used specifically for any of the lots along Montgomery Way. He could not think of another area of Wilsonville where the exception would apply, so he was fairly certain the exception was written with this area in mind. He confirmed that the proposed application met or exceeded all the exemptions.

**Chair Nada** asked if all Large Lot SROZ Exceptions had to go through the DRB.

**Mr. Rappold** explained the Code had two types of SROZ exceptions, the Large Lot and the Unbuildable Lot. For the subject application, the Large Lot Exception worked better and had to go through the DRB. Other types of development, such as home additions, did not require DRB review. He confirmed that all Large Lot SROZ Exceptions had to go through the DRB.

**Chair Nada** asked for clarification on Mr. Pauly's statement that the DRB should not factor in the building type when making a decision.

**Mr. Pauly** replied that the lot was permitted to have a single-family home, so that was not a point of discussion or decision. The scope of the decision was limited to whether or not the application met the criteria for the Large Lot Exception. DRB could determine where on the property the home could be built, and if that location met the SROZ exception criteria, but not whether or not the home could be built at all.

**Chair Nada** called for the Applicant's presentation.

**Taryn VanderPyl**, introduced herself and her husband, Nick, noting she was a professor at Western Oregon University. She explained that they would like to build a single-family home on less than 10 percent of the 2.79 acre lot set in the northern half of the acreage and out of the flood zone. There would also be an attached ADU for their adult children to use when visiting. They loved Wilsonville, and the neighborhood in particular, and looked forward to calling it home. She thanked City Staff for their help in navigating the process and offered to answer any questions.

**Ms. Hendrix** stated that she appreciated City Staff and the Applicant working to minimize impacts on trees and the SROZ. She asked what the timeline was for the approval and construction of the private septic field.

**Ms. VanderPyl** replied that they were working with Clackamas County on the septic system. Testing had been done, and the Applicant was awaiting the final letter from the County. She expected they would need to build an alternative system, which was their plan regardless, to minimize impact on the land.

**Mr. Abernathy** thanked the Applicant for their involvement in the process. He asked ~~the~~ when the Applicant had obtained the property, and if they were aware of all the exceptions they would need at the time of purchase.

**Ms. VanderPyl** replied they did not know about all of the exceptions, but knew that other potential buyers had done due diligence on the building requirements. While those potential buyers had then declined to purchase because the requirements were too difficult, the Applicant found it to be worth it. She clarified they had put in their offer in March and were currently under contract because the seller had passed away three days prior to close and the estate was now in probate. She expected it would close this week.

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

**Chair Nada** called for a brief recess at 7:54 pm and reconvened the meeting at 8:00 pm.

**John Herrmann, 6850 SW Montgomery Way, Wilsonville, OR** stated he was not opposed to people building property but was deeply concerned about this particular property because it was a keystone property on the street. There was a ton of wildlife that trafficked through the area, including a herd of 30 deer that slept where the Applicant planned to build their house. It



was a vibrant area. Having lived in three homes with septic tanks, he was very uncomfortable with the septic tank only being 50-ft away from the water due to possible failure. He was only concerned about the change to the environment. He asked if Mr. Rappold had been involved in developing the criteria for the SROZ for the City.

**Mr. Rappold** replied he started his job the same year it was adopted; he had started in October and the SROZ had been adopted in June.

**Mr. Herrmann** noted Mr. Rappold had said this particular neighborhood was likely the reason for the Large Lot Exceptions and asked if that was fact or Mr. Rappold's opinion.

**Mr. Rappold** replied that it was his opinion.

**Mr. Herrmann** appreciated Staff helping people who wanted to build homes, but he believed the sensitive nature was already previously identified. He understood there was no prohibition to building, but this was not an average lot, which was why it was designated in the first place. He was not concerned with traffic as it was one family, but he had deep concerns about the effect it would have on wildlife. It was a super sensitive area. They were currently struggling with the greenway, and the property abutted the greenway, but there was a resurgence of creatures in the last five years that included two species of owl, three species of eagles, and osprey. The owls lived in the forest as did the osprey. He appreciated that the Applicant wanted to build a house in a cool place, but he was not sure this was the right place to do it. He was generally opposed to the application. He wished the Applicant the best and advised them that if they did end up building a home on the lot, he would love to have a beer and a barbecue with them.

**Chair Nada** asked Mr. Herrmann how far he lived from the subject property.

**Mr. Herrmann** replied that he lived to the west, on the river side. He had gone to high school with the son of the man who developed Montgomery Way, and his wife had grown up in their current home on Montgomery Way, so they knew the history. He understood that back then, a developer would have just bulldozed the entire area and built what they wanted with no recognition of the sensitive nature of the area. The fact that there were islands there was meaningless, if they got designated as something later because houses were already there.

**Mark Kresge, 6625 Montgomery Way, Wilsonville, OR** introduced himself and his wife Cindy noting that they lived in one of the donut holes west of the subject property. His primary concern was that the removal of trees on the subject lot could change the effect of other trees in the area, particularly from wind impact. Some of the strongest storms came from the northeast and east, and removing some of those trees could change the dynamic of trees on his property, pushing more toward his house, so he wanted to mention that potential impact.

- He was also concerned with the possible impact a new well could have on existing wells in the area like his, in terms of the aquifer. He was not knowledgeable on how aquifers worked, but wanted to mention the potential impact. He was aware that other neighbors

had concerns about their well systems possibly being lighter than they used to be due to other development on the street.

- He was curious how many stories the home and garage would be, and if the garage would be built high enough for RV parking. He was concerned with light impacts, in terms of more traffic coming and going and outdoor lights. He asked if outdoor lights would have covers or be sensitive to keeping it a wilderness area versus installing bright orange security lights.
- He shared his neighbor's concern for wildlife. The deer and owls also visited his property, and he enjoyed that and hoped that would not be displaced.
- He wanted DRB to be aware that he did not believe the proper orientation of the house was shown on Exhibit A2 because it differed from other pictures in terms of how the house was situated from north to south. He asked for an assurance that the ADU would be for use by the Applicant's children and not used as a rental. He welcomed Mr. and Mrs. VanderPyl to the neighborhood and looked forward to spending time with them.

**Alison Fiamengo, 7305 SW Montgomery Way, Wilsonville, OR** stated she welcomed the Applicant building a home in and joining the neighborhood, but was concerned because in the last year, five ADUs had been built in the neighborhood. There was no fire hydrant on the end of the street where the subject property was located and she asked if the addition of a fire hydrant was being considered because the proposed new house and ADU would be the 6th and 7th new dwellings added to the neighborhood in the last year. She had heard from the local meteorologist that this would be a drought year, and they had been close to the fire zone last summer, so it was a considerable concern. The area was heavily wooded. The canopy would go up very fast and travel quite far very quickly. She was mainly worried about more development without addressing those utilities.

**Molly Herrmann** extended a welcome to the Applicant and stated that her concerns were directed more to the City, and not the Applicant. She asked if the City would compel further infrastructure on the street given the five ADUs built in the last year and the proposed new home with ADU. She had lived in her home on Montgomery Way since childhood in the 1970s, and since then, a concern of the residents on the street was whether the City would make the homeowners join City water and pay for the resulting infrastructure. She was trying to think ahead of the impacts that lead the City to have to think about utilities and infrastructure that would then fall on existing homeowners. In her case, that would be an unexpected financial expense.

**Shelley White, Planning Administrative Assistant**, confirmed that Tim Warren, Nicholas Hilweh, Helen Hamilton, and George and Janet Boldt did not want to testify. There was no further citizen testimony.

**Chair Nada** called for the Applicant's rebuttal.

**Ms. VanderPyl** stated she looked forward to meeting neighbors they had not yet met and a beer and barbecue sounded really good. She hoped any issues could be resolved first so that any barbecue was not awkward. She and her husband were also concerned with the wildlife and

had worked with Mr. Rappold and Staff to ensure they did everything possible to mitigate and limit their impact on wildlife and would continue to do so. The entire home and garage were single level. The garage was not an RV garage. Lighting would not impact any of the homes around them or their views. They had no intention of renting out the ADU. She welcomed any neighbors to speak with them directly about any concerns they had and she was happy to continue the conversation.

**Ms. Hendrix** asked Staff about the accuracy of Exhibit A2 and if that needed to be included in the passage of any resolution and how Staff would follow up with the infrastructure questions regarding well water and fire hydrants.

**Daniel Pauly, Planning Manager**, stated there were no current plans to address the infrastructure. Development was limited to its ability to provide infrastructure. That was not a concern for the proposed project because it was not connecting to existing infrastructure. He did not know all the details of the Fire and Building Codes, but he assured the Board any development would have to meet all current standards, and the Fire District would review the Building Permit administratively, along with the Building Division, to ensure all fire and life safety requirements were met.

**Chair Nada** asked who was responsible to study well water impacts.

**Mr. Pauly** replied that the Applicant would obtain a well permit from the proper state or county permitting agency and those agencies looked at and reviewed a variety of impacts. In addition to the well, the septic would also require a permit from the appropriate agency.

**Mr. Rappold** clarified that the septic system was approved by the County Sanitarian and the well was approved by Oregon Water Resources through the Water Master.

**Chair Nada** asked if any kind of studies were normally conducted by the City or another entity to determine impact of a proposed development on wildlife.

**Mr. Rappold** responded that the City did not have the resources to conduct such studies. Determining those types of impacts would require an ongoing study of a particular area for at least a year. He pointed out that most all of the wildlife in Wilsonville was highly adapted to living in an urban situation. While it was unfortunate that there were some disruptions to wildlife habitat, it was a part of having areas within the urban growth boundary. The development could not be avoided, but he believed the City had done a great job in regard to the SROZ and what it protected, particularly travel corridors. Meridian Creek was one of those travel corridors, and the wildlife had adapted to other developments that had taken place over time along Montgomery Way, as well as other places in the city. There was a wealth of wildlife still within Wilsonville, including a bear and bobcats. The presence of those species indicated there was viable habitat that they relied on. Ideally, there would not be development that impacted habitat areas but it was a part of existing within an urban growth boundary and allowing projects to move forward. These species were extremely adaptable, resilient, and

would find other places such as the 10-acre area within Willamette River Greenway or the portion of the subject property that was not being developed.

**Chair Nada** asked if any kind of building at all was permitted within the SROZ.

**Mr. Rappold** responded that for typical larger developments, such as industrial, commercial, or single-family subdivisions, Staff had proposed impacts that held developers to a 5 percent limit, which would not have worked for the subject site. The Code was written in a complex manner, and the Large Lot Exception was the only item within the Code that would allow for the type of development the Applicant was proposing on a lot such as theirs. That said, there were other approved impacts that occurred within the city; fortunately, those had been pretty limited over the last 20 years. The City had been able to preserve most of what existed when the SROZ was adopted.

**Ms. Luxhoj** responded to Ms. Hendrix's question about Exhibit A2 and explained that although there was some discrepancy between the home's floor plan in the arborist's report versus the generalized site plans, those were provided for illustrative purposes only because the layout and architecture was not reviewed; therefore, no correction was needed in the form of a motion or resolution.

**Mr. Horn** asked for clarification on the SROZ, noting he understood from Mr. Pauly's explanation earlier in the meeting that the Applicant had the right to build a single-family home on the lot, so the question before the DRB was whether or not everything possible was being done to mitigate any of the issues raised by the public. He understood some of those issues were not within the scope of the DRB.

**Mr. Pauly** replied that was correct.

**Mr. Rappold** agreed. Staff was in a similar situation and simply determined if the application met the criteria for the Large Lot Exception. He had been to the subject site twice and had worked with the Applicants to determine the best location on the site to build a house and minimize impacts. From his perspective, the chosen location was the only spot on the property to accomplish those goals.

**Chair Nada** asked if the project would have come before the DRB if the Applicant had chosen to only build on 5 percent or less of the SROZ.

**Mr. Rappold** replied yes, as that was a DRB process also; however, a Class II approval would not come before the Board but this project was not a Class II.

**Chair Nada** stated because the entire lot was SROZ, the Applicant was in a tight spot. He thanked Staff for explaining the issues and the process so well.

**Mr. Horn** stated that based on testimony from the Staff, Applicant, and the public, it seemed that everyone was on the same page as far as mitigating impacts of the proposed home, which was good.

**Chair Nada** confirmed there was no additional discussion and closed the public hearing at 8:31 pm.

**Nicole Hendrix moved to approve Resolution No. 392 with the addition of Exhibit D1. Jason Abernathy seconded the motion.**

**Mr. Horn** encouraged Staff, the Applicant, and neighbors to continue working together because he was sure things would go well if they did.

**Chair Nada** agreed with Mr. Horn. Most of the Board's questions were about trying to understand the SROZ, as the subject property was in a unique spot. Only building on up to 10 percent of the lot seemed reasonable as did the Large Lot Exceptions. He understood any building would have an impact, but believed in this instance the impact would be minimal.

**Mr. Abernathy** stated that Mr. Rappold and Staff had done a fantastic job going through the guidelines and exceptions, which was why he had asked Mr. Rappold earlier to reiterate that the application met or exceeded what the future impact would be with the SROZ. He believed this was a fair and legal way of ensuring the process worked. Having met all the criteria as much as the application had, it was hard to disapprove it. He hoped everything went smooth for the Applicant from here on out because he believed it was a great start to being in a great neighborhood and a great opportunity to add a neighbor. He thanked the Applicant for appearing before the Board this evening.

**Chair Nada** thanked Staff, the Applicant, and the members of the community who had testified or listened in.

**The motion passed unanimously.**

**Chair Nada** read the rules of appeal into the record.

**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

**Nicole Hendrix** asked how much notice Board members would get when in-person meetings resumed.

**Mr. Pauly** responded he was open to feedback on the issue, but Staff would give as much notice as possible.

- He confirmed that Board members could have attended in person tonight. He expected there would be a transition in the coming months, but he did not know the details. He believed Staff would follow the lead of City Council and would keep Board members posted on any developments.

**Chair Nada** asked if participants on Zoom were able to unmute themselves at any time. He had not known who was talking and it took a long time to figure it out.

**Shelley White** explained that once she allowed people into the meeting and unmuted them once on her end, they then had the ability to unmute themselves on their end. Because the boxes of participants on Zoom moved around the screen, there was a delay in her ability to locate who was unmuted.

**Mr. Pauly** stated if the meeting was set up as a webinar, participants could be put back into the audience without the ability to unmute. He suggested that if participants unmuting themselves became a problem, setting up meetings as webinars was a possible solution. The next meeting would likely be in July, and at that point, there was a good chance the Board would be doing something different for meetings; but if not, he and Ms. White would consider setting the meeting up as a webinar.

**Chair Nada** said he would love an opportunity to Chair at least one meeting in person before his term was up, as he had spent the last year-and-a-half on Zoom.

**Michael Horn** suggested that citizens who wished to speak at a meeting be alerted ahead of time of the time limit for speaking so they could prepare their remarks accordingly.

**Chair Nada** replied he was not aware of how up front that information was, but the script that he read at meetings stated speakers had a time limit.

**Mr. Pauly** responded there was some flexibility in setting time limits for public testimony. There had been meetings for which a large number of speakers signed up ahead of time and Staff alerted them ahead of the meeting regarding any time limit for speaking. Tonight, a large number of people logged into the meeting at the last minute that Staff was not expecting, so Staff did not know what they were going to say or how long they would speak. For a recent Panel A meeting with a large number of speakers, Staff had communicated ahead of time the amount of time each speaker would have.

**Chair Nada** noted that Panel A meeting had lasted more than six hours.

## **VIII. Staff Communications**

## **IX. Adjournment**

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

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

## DEVELOPMENT REVIEW BOARD MEETING

MONDAY, SEPTEMBER 27, 2021

6:30 PM

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### VI. Public Hearing:

- A. Resolution No. 393. Villebois Village Center Mixed Use Development: Pacific Community Design – Representative for Costa Pacific Communities – Applicant and RCS Villebois Development LLC – Owner.** The applicant is requesting approval of a Zone Map Amendment from Public Facility (PF) to Village (V) and adopting findings and conditions approving a SAP Central Amendment, Preliminary Development Plan (1) and Plan Modifications (2), Final Development Plans (3), and Type C Tree Plans (3) for a mixed-use development located in the Villebois Village Center. The subject sites are located on Tax Lots 2100 and 2800 of Section 15AC and Tax Lot 8600 of Section 15DB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj

#### Case Files:

- DB21-0008 Zone Map Amendment (PDP 12 C Lot 76, Bldgs A, B)
- DB21-0010 SAP Central Amendment (PDP 12 C Lot 76, Bldgs A, B)
- DB21-0011 Preliminary Development Plan (PDP 12 C Lot 76, Bldg A, B)
- DB21-0012 Final Development Plan (PDP 12 C Lot 76, Bldgs A, B)
- DB21-0013 Type C Tree Removal Plan (PDP 12 C Lot 76, Bldgs A, B)
- DB21-0014 Preliminary Development Plan (PDP 2 C Lot 73, Bldg C)
- DB21-0015 Final Development Plan (PDP 2 C Lot 73, Bldg C)
- DB21-0016 Type C Tree Removal Plan (PDP 2 C Lot 73, Bldg C)
- DB21-0022 Preliminary Development Plan (PDP 1 C Lot 12, Parking)
- DB21-0023 Final Development Plan (PDP 1 C Lot 12, Parking)
- DB21-0024 Type C Tree Removal Plan (PDP 1 C Lot 12, Parking)

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



**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 393**

**A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF A ZONE MAP AMENDMENT FROM PUBLIC FACILITY (PF) TO VILLAGE (V) AND ADOPTING FINDINGS AND CONDITIONS APPROVING A SAP CENTRAL AMENDMENT, PRELIMINARY DEVELOPMENT PLAN (1) AND PLAN MODIFICATIONS (2), FINAL DEVELOPMENT PLANS (3), AND TYPE C TREE PLANS (3) FOR A MIXED USE DEVELOPMENT LOCATED IN THE VILLEBOIS VILLAGE CENTER. THE SUBJECT SITES ARE LOCATED ON TAX LOTS 2100 AND 2800 OF SECTION 15AC AND TAX LOT 8600 OF SECTION 15DB, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. PACIFIC COMMUNITY DESIGN, INC. – REPRESENTATIVE FOR COSTA PACIFIC COMMUNITIES – APPLICANT AND RCS DEVELOPMENT LLC – OWNER.**

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated September 20, 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 September 27, 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 September 20, 2021, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations, subject to approval of the Zone Map Amendment Request (DB21-0008) on properties proposed for rezoning, for:

DB21-0010 through DB21-0016, DB21-0022 through DB21-0024 Specific Area Plan Amendment, Preliminary Development Plan, Preliminary Development Plan Modifications , Final Development Plan, Final Development Plans, and Type C Tree Plans for mixed-use apartment buildings, a parking area, and associated improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 27<sup>th</sup> day of September, 2021 and filed with the Planning Administrative Assistant on \_\_\_\_\_. This resolution is final on the 15<sup>th</sup> 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).

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Samy Nada, Chair, Panel B  
Wilsonville Development Review Board

Attest:

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**Shelley White, Planning Administrative Assistant**

Exhibit A1  
Staff Report Wilsonville Planning Division

Villebois Village Center Mixed Use  
SAP Central PDPs 12C Lot 76, 2C Lot 73, and 1C Lot 12

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

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**Hearing Date:** September 27, 2021  
**Date of Report:** September 20, 2021

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**Application Nos.:** **SAP Central PDP 12C Lot 76, Buildings A and B:**  
DB21-0008 Zone Map Amendment  
DB21-0010 Specific Area Plan (SAP) Central Amendment  
DB21-0011 Preliminary Development Plan (PDP)  
DB21-0012 Final Development Plan (FDP)  
DB21-0013 Type C Tree Plan

**SAP Central PDP 2C Lot 73, Building C:**  
DB21-0014 PDP Modification  
DB21-0015 FDP  
DB21-0016 Type C Tree Plan

**SAP Central PDP 1C Lot 12, Parking:**  
DB21-0022 PDP Modification  
DB21-0023 FDP  
DB21-0024 Type C Tree Plan

**Request/Summary:** The requests before the Development Review Board include Zone Map Amendment (DB21-0008), SAP Central Amendment (DB21-0010), PDP (DB21-0011) and PDP Modifications (DB21-0014 and DB21-0022), FDPs (DB21-0012, DB21-0015, and DB21-0022) and Type C Tree Removal (DB21-0013, DB21-0016, DB21-0024) for the Villebois Village Center Mixed Use project including three apartment buildings, additional parking, and associated improvements.

**Location:** Villebois Village Center. The property described as Tax Lots 2100 and 2800, Section 15AC, and Tax Lot 8600, Section 15DB, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon.

**Owner:** RCS Villebois Development LLC (Contact: Rudy Kadlub)

**Applicant:** Costa Pacific Communities (Contact: Rudy Kadlub)

**Applicant's Rep.:** Pacific Community Design, Inc. (Contact: Stacy Connery AICP)

**Comprehensive Plan Designation:** Residential-Village

**Zone Map Classification:** PDP 12C Lot 76: Current: Public Facility (PF)  
Proposed: Village (V)  
PDPs 2C Lot 73 and 1C Lot 12: Village (V)

**Staff Reviewers:** Cindy Luxhoj AICP, Associate Planner  
Matt Palmer, PE, Associate Engineer  
Kerry Rappold, Natural Resource Program Manager

**Staff Recommendation:**

- **Recommend approval to the City Council** of the requested Zone Map Amendment (DB21-0008);
- **Approve with conditions, contingent on City Council approval of the Zone Map Amendment**, the SAP Central PDP 12C Lot 76 (DB21-0011), FDP (DB21-0012), and Type C Tree Plan (DB21-0013);
- **Approve with conditions** the requested SAP Central Amendment (DB21-0010), SAP Central PDP 2C Lot 73 and PDP 1C Lot 12 Modification (DB21-0014, DB21-0022), FDPs (DB21-0015, DB21-0023), and Type C Tree Plans (DB21-0016, DB21-0024).

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.033	Authority of City Council
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.113	Residential Development in Any Zone
Section 4.125	V-Village Zone
Section 4.139.00 thru 4.139.11	Significant Resource Overlay Zone
Section 4.154	Bicycle, Pedestrian, and Transit Facilities
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 4.197	Zone Changes and Amendments to Development Code-Procedures
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600 through 4.640.20 as applicable	Tree Preservation and Protection
<b><u>Other City Planning Documents:</u></b>	
Wilsonville Comprehensive Plan	
Villebois Village Master Plan	
SAP Central Approval Documents	
Previous Land Use Approvals	
<b><u>Regional and State Planning Documents:</u></b>	
Statewide Planning Goals	

**Vicinity Map:**



## Background:

The Villebois Village Master Plan, adopted in 2003 and last updated in 2013, implemented the Villebois Village Concept Plan for the 480-acre area comprising the Villebois community in west Wilsonville. The Master Plan served as the basis for the Village zone development standards and provided a detailed analysis of the framework systems identified in the Concept Plan, including the land use program, parks and open space system, utilities framework, and circulation system.

The Villebois Village Master Plan envisions a vibrant mixed-use Village Center at heart of the Villebois community comprised of residential, office, retail and/or related employment uses. The Village Center is designed to include higher-density residential housing, mixed-use housing, opportunities for office/commercial/light industrial/civic uses, easy-access multi-modal transportation opportunities, and parks and greenway features. Intended as a central hub of activities, services, and transportation serving the larger Villebois community, the Village Center provides multi-modal transportation opportunities that facilitate pedestrian, bicycle, transit and automobile access, connecting residents to shopping, services, recreation and homes.

The Specific Area Plan (SAP) Central, consisting of 55.2 acres within the central portion of Villebois, was adopted in 2006. It includes 42.0 acres within and 13.2 acres outside the Village Center boundary. SAP Central includes the following components and guiding documents:

- Narrative and Supporting Reports
- Drawings
- Village Center Architectural Standards (VCAS)
- Signage and Wayfinding Master Plan
- Community Elements Book
- Rainwater Management Plan

The current application affects 2.02 acres of the 42 acres within the Village Center boundary surrounding the central Piazza on the north, east and west sides. The 2.02 acres includes 1.19 acres in PDP 12C Lot 76 (Tax Lot 2800), 0.5 acre in PDP 2C Lot 73 (Tax Lot 2100), and 0.33 acres in PDP 1C Lot 12 (Tax Lot 8600). As envisioned in the Villebois Village Master Plan and SAP Central, the current application proposes a mixed-use development, Villebois Village Center Apartments, consisting of three buildings and a surface parking area surrounding the central Piazza on three sides. As shown in the Vicinity Map on the previous page, the fourth side of the Piazza is already occupied by the Domaine at Villebois, a mixed-use apartment development, completed in 2008. Buildings A and B of the current application are proposed to be located on PDP 12C Lot 76, north and east of the Piazza, with Building C located on PDP 2C Lot 73, west of the Piazza. The parking area is proposed on PDP 1C Lot 12, southwest of the Piazza, to serve the residents, visitors, and employees of the development.

The proposed mixed-use development requires approval of several applications as shown in the table below.

Component of Proposed Development	Zone Map Amendment	SAP Central Amendment	Preliminary Development Plan or Modification	Final Development Plan	Type C Tree Removal Plan
Buildings A and B (PDP 12C Lot 76)	Public Facility (PF) to Village (V)	Amendment to Plaza Address	PDP	FDP	Type C
Building C (PDP 2C Lot 73)	---	Amendment to Plaza Address	PDP Modification	FDP	Type C
Surface Parking Area (PDP 1C Lot 12)	---	---	PDP Modification	FDP	Type C

**Summary:**

**Zone Map Amendment (DB21-0008)**

*Note: Only PDP 12C Lot 76 (Tax Lot 2800) is subject to this Zone Map Amendment Application.*

As shown by the shaded area in the figure below, the request is to change the zoning for SAP Central PDP 12C Lot 76 (Tax Lot 2800) from Public Facility (PF) to Village (V). The Village Center is the former site of the Dammasch State Hospital and has kept Public Facility (PF) zoning from this previous use until PDPs are proposed. The site is designated Residential-Village on the Comprehensive Plan Map. Approval of the zone change enables development of the 1.40-acre property, which consists of two sites, to include two mixed-use buildings as proposed in the concurrent PDP and FDP applications (DB21-0011 and DB21-0012).



## SAP Central Amendment (DB21-0010)

*Note: The requested SAP Central Amendment applies only to PDP 12C Lot 76 and PDP 2C Lot 73, the sites of Buildings A, B, and C, and not to PDP 1C Lot 12, the site of the surface parking area.*

The applicant is requesting a SAP Amendment to refine the Village Center Architectural Standards (VCAS) to implement the proposed development. The amendment would change/add provisions for the Plaza Address within the Village Center Boundary. The proposed revisions modify the exterior building materials standards related to façade materials and percentage calculations. This provides design flexibility to accentuate the ground floor of each building while including complementary finish materials and color palettes, resulting in architectural consistency along the central Piazza.

### Proposed Site Plans and Illustrations





SAP Central PDPs and Modifications (DB21-0011, DB21-0014, DB21-0022)

*Note: Approval of PDP 12C Lot 76 is contingent on City Council approval of the Zone Map Amendment (DB21-0008).*

The proposed mixed-use development consists of three buildings, designed to provide 143 residential market-rate apartments and 2,460 square feet of ground-level commercial retail space, and an additional surface parking area. Buildings A and B, located on PDP 12C Lot 76, provide 94 multi-family residential units (69 one-bedroom units, 14 two-bedroom units, and 11 3-bedroom units) and 1,331 square feet of retail space. Building C, located on PDP 2C Lot 73, includes 49 multi-family residential units (16 studio residential units, 26 one-bedroom units, 7 two-bedroom units), and 1,129 square feet of retail. In addition, Buildings A, B, and C, include 11 ground floor residential units facing the Piazza designed to accommodate future conversion to 7,527 square feet of retail space, should the property owner decide in the future, based on market demand, to replace the residential housing with additional retail. The surface parking area is proposed on PDP 1C Lot 12 to serve the residences, employees, and visitors of the development. A total of 167 vehicle parking spaces are required, with 183 off- and on-street spaces provided.

Since SAP Central was approved in 2006, separate PDPs, as well as some modifications of original approvals, have been approved within SAP Central. The current application proposes modifications to previously approved PDP 2C Lot 73 and PDP 1C Lot 12 as follows:

- PDP 2C Lot 73 modification proposes to increase the number of mixed-use condos from the conceptual range of 24 to 30 units to provide 49 apartment units in Building C.
- PDP 1C Lot 12 modification proposes to eliminate the conceptual range of 8 to 12 mixed-use condo units previously envisioned and provide a surface parking area to serve the residents, employees, and visitors of the mixed-use development.

The following table reflects the final and current approved unit counts in all other PDP approvals and modifications in SAP Central. The original SAP Central approved 1,010 units with a potential 10% increase or decrease over time. With approval of the proposed PDP 2C Lot 73 and PDP 1C Lot 12 modifications, the density in SAP Central will be 986 units, resulting in a less than 10% change to the unit counts in SAP Central, which continues to meet the density requirement across Villebois. In addition, the proposal results in a total of 2,568 residential units within Villebois, meeting the refinement criteria.

Housing Type	Original Unit Count in SAP Central	Current Unit Count in SAP Central	Proposed Unit Count in SAP Central	% Change – Original to Proposed	% Change – Current to Proposed
Medium/Standard/Large/Estate	0	0	0	0%	0%
Small Detached/Small Cottage/Row House/Neighborhood Apartment	1,010	933	986	-2.4%	5.9%
Total	1,010	933	986	-2.4%	5.9%

SAP Central FDPs (DB21-0012, DB21-0015, DB21-23)

*Note: The FDP for PDP 12C Lot 76 is contingent on City Council approval of the Zone Map Amendment (DB21-0008).*

Submitted FDPs provide details of architecture, landscaping, lighting, signage, and residential amenities consistent with the requirements of the SAP Central Community Elements Book and VCAS.

Type C Tree Plans (DB21-0013, DB21-0016, DB21-0024)

*Note: Approval of the PDP 12C Lot 76 Type C Tree Plan is contingent on City Council approval of the Zone Map Amendment (DB21-0008).*

There is a combined total of 12 on-site trees on PDP 12C Lot 76 (4 on-site), PDP 2C Lot 73 (6 on-site) and PDP 1C Lot 12 (2 on-site) that will be affected by the proposed development. In addition, trees in areas adjacent to the lots, as well as street trees, could be affected by construction. All 12 on-site trees are proposed for removal due to tree conditions and unavoidable construction impacts. All trees adjacent to the sites and street trees will be retained and protected during construction.

### **Traffic Impacts:**

Traffic impacts for this projects have long been included in the planning and construction of transportation infrastructure to serve Villebois.

In May 2019, the City's traffic consultants analyzed the residential trip generation for three buildings (totaling 145 apartment units) proposed on PDP 12C Lot 76 and PDP 2 C Lot 73 as compared to residential trip generation estimates for all of SAP Central (2013 Traffic Impact Study (TIS)). The residential trip generation for the entire SAP Central, with the three proposed apartment buildings, was found to result in a lower trip generation than previous residential trip generation estimates for SAP Central. Therefore, it was found that no significant traffic impact was anticipated due to the proposed Buildings A, B, and C.

In June 2021, the analysis was revised to reflect modified site plans for Buildings A, B, and C, showing 11 ground-floor residential units that could be converted to approximately 7,300 square feet of retail space in the future, depending on market demand. This analysis concluded that the proposed modifications to the buildings would result in a net increase of 22 (10 in, 12 out) p.m. peak hour trips after conversion of residential to retail. However, it was found that the change would not cause the residential trip counts to exceed the trip counts previously analyzed and the total residential trips for SAP Central would be 578, which is less than the 594 trips analyzed in the 2013 TIS.

Also in June 2021, the City’s traffic consultants revised the residential trip generation analysis for PDP 1C Lot 12. In 2018, this site was approved for 3 rowhouses with one of the units containing 711 square feet of commercial/office space on the ground floor. However, the current application proposes a 24-space surface parking area to provide supplemental parking for residents, employees and customers of the mixed use development. The revised analysis estimates that the parking area will generate 17 (10 in, 7 out) p.m. peak hour trips in and out of the parking spaces in the lot. However, because parking does not, of itself, generate trips, all of the trips are assumed to be existing trips.

## **Public Comments and Responses:**

The City received a number of public comments on the proposal, copies of which are included as D Exhibits. Concerns raised include parking, traffic, safety, intensification of use and added residential units, converting landscaped area at SW Villebois Drive and SW Barber Street to parking, and removal of a previously preserved scarlet oak tree (Tree #333). Concerns are addressed under “Discussion Topics” below and otherwise in this report. Efforts will continue to answer the questions and concerns during the public hearing.

## **Discussion Points:**

### Community Outreach Efforts

As described by the applicant in their submitted materials, this application reflects efforts made by them to address community concerns regarding parking and retail/ commercial space provided. Public outreach efforts made by the applicant include meetings with neighboring homeowner associations and City Councilors as noted below:

- June 2020 meeting with Ben West, City of Wilsonville City Councilor
- July 14, 2020 meeting with Camden Square Homeowners Association
- July 15, 2020 meeting with Royal Crescent Homeowners Association
- July 17, 2020 meeting with Joann Linville, City of Wilsonville City Councilor
- July 20, 2020 meeting with Brookside Terrace Homeowners Association
- August 2020 meeting with Julie Fitzgerald, City of Wilsonville Mayor
- August 2020 telephone call with Kristin Akervall, City of Wilsonville Council President
- July 2020 telephone call with Charlotte Lehan, City of Wilsonville Councilor
- Attend Quarterly 2019-2020 Villebois Village Center Homeowners Association Technical Advisory Meeting

The applicant is addressing concerns regarding parking by proposing a surface parking area on PDP 1C Lot 12 to serve the residents, employees, and visitors of the Villebois Village mixed-use development on PDP 12C Lot 76 and PDP 2C Lot 73. The opportunity to provide this additional parking area became possible when the developer of a three-unit residential development on the Lot 12 failed to proceed with purchase of the property.

The applicant is addressing concerns regarding the limited retail/ commercial area proposed in the mixed-use development with buildings designed to include 11 ground floor residential units facing the Piazza that have the ability to convert to 7,527 square feet of retail. Later sections of this Staff Report and elevations, floorplans, and details provided in application materials detail how the proposed mixed-use buildings are designed to evolve with community needs and market demand.

#### Amount and Type of Ground Floor Uses Around the Piazza

The area around the Piazza at Villebois is the very core of Villebois calling for the tallest buildings and most intense uses. The description of the Village Center in the Villebois Village Master Plan (Master Plan) describes the higher-density development around the Piazza as multi-family and mixed-use development such as ground level retail or office and “flex-space” uses with office or multi-family residential units above. The “flex-space” is defined in the Master Plan glossary as “ground floor units of a multi-family or mixed-use building that can be converted to office/retail or residential uses.” Other language in the Master Plan describing this core area includes Policy 5 under Village Center which says “the core area of the Village Center shall provide for mixed-use residential, retail, and employment areas that may include office uses and live/work housing opportunities.” This Master Plan language defines that the buildings around the Piazza should have ground-floor commercial type space, but in the list of what the space may entail includes retail, office, flex-space, and live/work. In addition, the Master Plan prescribes a building around the Piazza provide a mailroom for the Village Center. The Master Plan does not prescribe the mix of these different ground-floor uses. However, a basic notion of mixed-use development is that the ground-floor is non-residential or live/work uses.

In the proposal before the DRB, the applicant proposes the following uses on the ground floor of the buildings:

- Common area amenity for apartment residents
- Live/work units facing the Piazza
- Leasing office
- 2,460 square feet retail space
- Mail center with over 900 mailboxes
- “Flex-space” residential units for potential retail conversion

Most of these uses qualify under the non-residential or live/work spaces identified in the Master Plan to occupy the ground floor of mixed-use buildings. However, City staff does not support the “ground-floor units designed to accommodate future conversion for retail” as “flex-space” in Buildings B and C. The units do not have exterior entrances, limiting flexibility to transform the spaces. Any tenant improvements to convert to retail would be substantial. No evidence exists that it is foreseeable for the market demand for retail to be so much more than for residential to complete future tenant improvements to convert the spaces to retail or office. The combination of financial burden of any future conversion combined with lack of anticipated market demand

creates substantial hurdles that do not allow these units to be reasonably considered “flex-space.” A condition of approval requires these spaces need be converted to live/work units with exterior entrances and storefront treatments including entry canopies so that the ground floor is office, retail, or live/work.

### Flexibility of Ground Floor Uses

While the applicant has proposed, or is required to provide, a specific mix of ground-floor uses, this approval acknowledges final mix and location of ground floor tenant spaces is likely to change as conversations continue with potential tenants and other factors help determine final mix and location. However, the mail room must be built as well as no less than 2,460 square feet of retail space. All buildings must maintain the ground floor facing the Piazza as retail, office, live/work, or flex-space built for a variety of uses without significant modification.

### Background of Oak Tree on Lot 12

Tree 333, a scarlet oak, on Lot 12, has long been designated for retention as an “Important” tree; however, it is not part of the City’s Heritage Tree program. Previous unbuilt approvals for the site preserved the subject tree. However, the tree sustained substantial damage during the February 2021 ice storm. According to the arborist report the storm damage led to loss of two very large scaffold branches and broken leaders along with smaller branches. The property owner discussed requesting removal separately, but elected to include the removal request in the subject application. The City acknowledges recent damage to the previously “Important” tree has impacted its long-term viability and supports the applicant’s request to remove the tree regardless of what development occurs on the site.

### History of Uses/Land Use Approval for Lot 12

SAP Central was approved in 2006 and the subject site was zoned Village (V) at that time. This original approval called for 8-12 mixed-use condos on the subject site taking access from shared alleyways. Notably, the property was never planned for park or open space. The current improved landscape on the site stems from the sites past use as a temporary sales office and information center for the Village Center. Often these types of sales offices are heavily landscaped, even if just temporarily, to create a marketing friendly aesthetic. The modular building used as the sales office/information center has been removed for some time, but the improved landscaping has remained. Based on public comment it is apparent the length of time the “temporary” landscaping has been in place has created a perception that the landscaping is the long-term approved use for the property.

In 2018 development plans come forward and were approved for the site. However, the developer chose not to construct the approved units and the proposed PDP 1C Lot 12 modification refines the subject area beyond what was described in SAP Central. The 2018 approval was for a three-unit residential development, including one mixed-use unit and associate improvements. See DRB Resolution No. 357 (Casefile DB18-0040, DB18-0041, and DB18-

0042). This application proposes further modification, eliminating all residential and mixed-use building on Lot 12 in favor of providing additional parking to serve nearby development. The result is fewer units (less density) and more parking than originally envisioned for this immediate area. All changes to the number of units are within the refinement thresholds identified in the V zoning text.

### Access to Proposed Parking on Lot 12 Via Existing Alleys

The proposed parking lot on PDP 1C Lot 12 will not take access directly from SW Villebois Drive or SW Barber Street, but rather through an existing alley. The existing alley is partially on the subject Lot 12 and partially on Tracts G and H of the plat of 'Villebois Village Center' recorded in 2007. Per Note 4 of the plat, Lot 12 has an access easement over Tract G and H. The three-unit development approved by the City in 2018 included access via the same alley and parking added within the alley on the portion on the PDP 1C Lot 12. This application proposes the same access and the same addition of parking in the Lot 12 portion of the alley as previously approved.

### Parking

Villebois has specific parking standards listed in the V zone for the proposed uses. The applicant has worked with the City to follow the standards. The City has carefully reviewed the parking proposal and, as explained in detail in the findings, found minimum parking standards are met or exceeded. With mixed-use development such as that proposed the parking demand is more intense than many typical developments in Wilsonville. This location has long been planned for mixed-use development with parking standards established with this plan in mind. With clear standards in place the DRB cannot require parking beyond that required by the standards and must find a development meeting the parking standards in compliance. The parking proposal/compliance is summarized as follows, additional details are in Finding C27:

Vehicle Parking Requirements per Section 4.125 Table V-2	167 spaces
Vehicle Parking Off-set Allowed	18 spaces
Total Vehicle Parking Spaces Required	149 spaces
Off-Street Vehicle Parking Provided	138 spaces
Adjacent On-Street Parking Counted Per Code	45 spaces
Total spaces provided to meet Code requirement	183 spaces

### Conclusion and Conditions of Approval

Staff reviewed the applicant's analysis of compliance with the applicable criteria. The Staff Report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, staff recommends that the Development Review Board recommend approval to City Council or approve, as relevant, the proposed applications (DB21-0008, DB21-0010 through DB21-0016, and DB21-0022 through DB21-0024) with the following conditions:

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Development Review Board Panel 'B' Staff Report, September 27, 2021  
Costa Pacific Communities – Villebois Village Center Mixed Use & Parking  
SAP Central PDPs 12C Lot 76, 2C Lot 73, and 1C Lot 12

Exhibit A1  
Page 12 of 113

**Planning Division Conditions:**

**Request A: DB21-0008 Zone Map Amendment**

This action recommends to the City Council adoption of the Zone Map Amendment for the subject property. Case files DB21-0011 through DB21-0013 are contingent upon City Council’s action on the Zone Map Amendment request.
No conditions for this request.

**Request B: DB21-0010 SAP Central Amendment**

No conditions for this request.
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**Request C: DB21-0011, DB21-0014, DB21-0022 SAP Central PDPs and Modifications**

<b>PDC 1.</b> Approval of DB21-0011, PDP 12C Lot 76, is contingent on City Council approval of the Zone Map Amendment request (DB21-0008).
<b>PDC 2.</b> Ground floor units in Buildings B and C labeled as “designed to accommodate future conversion for retail” shall be converted to live/work units or retail or office facing the Piazza. Ground floor units or tenant spaces shall have exterior entries facing the Piazza and entry canopies meeting the VCAS standards.
<b>PDC 3.</b> In addition to the changes to the mix of ground-floor uses in Condition of Approval PDC 3, the applicant may refine the location and mix of ground-floor uses as long as: the ground floor of each building is retail, office, live/work, or flex-space with exterior entrances and canopies; the mail room is provided, the square footage of proposed retail is not reduced, and the mix does not increase the amount of parking required.

**Request D: DB21-0012, DB21-0015, DB21-0023 FDPs**

<b>PDD 1.</b> Approval of DB21-0012, FDP 12C Lot 76, is contingent on City Council approval of the Zone Map Amendment request (DB21-0008).
<b>PDD 2.</b> All plant materials shall be installed consistent with current industry standards.
<b>PDD 3.</b> All construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor alterations may be approved by the Planning Division through the Class I Administrative Review process.
<b>PDD 4.</b> 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.
<b>PDD 5.</b> No street trees shall be planted where their growth would interfere with preserved trees. Street trees shall be appropriately placed between curb cuts.

**Request E: DB21-0013, DB21-0016, DB21-0024 Type C Tree Plans**

<b>PDE 1.</b> Approval of DB21-0013, Type C Tree Plan for PDP 12C Lot 76, is contingent on City Council approval of the Zone Map Amendment request (DB21-0008).
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<b>PDE 2.</b>	Trees planted as replacement of removed trees shall be state Department of Agriculture Nursery Grade No. 1. or better, shall meet the requirements of the American Association of Nursery Men (AAN) American Standards for Nursery Stock (ANSI Z60.1) for top grade, shall be staked, fertilized and mulched, and shall be guaranteed by the permit grantee or the grantee’s successors-in-interest for two (2) years after the planting date. A “guaranteed” tree that dies or becomes diseased during that time shall be replaced.
<b>PDE 3.</b>	Solvents, building material, construction equipment, soil, or irrigated landscaping shall not be placed within the drip line of any preserved tree, unless a plan for such construction activity has been approved by the Planning Director or Development Review Board based upon the recommendations of an arborist.
<b>PDE 4.</b>	Before and during development, land clearing, filling or any land alteration the applicant shall erect and maintain suitable tree protective barriers which shall include the following: <ul style="list-style-type: none"> <li>• 6’ high fence set at tree drip lines.</li> <li>• Fence materials shall consist of 2 inch mesh chain links secured to a minimum of 1 ½ inch diameter steel or aluminum line posts.</li> <li>• Posts shall be set to a depth of no less than 2 feet in native soil.</li> <li>• Protective barriers shall remain in place until the City authorizes their removal or issues a final certificate of occupancy, whichever occurs first.</li> <li>• Tree protection fences shall be maintained in a full upright position.</li> </ul>
<b>PDE 5.</b>	Prior to issuance of any public works permits or building permits the applicant shall obtain a Type C Tree Removal Permit from the City.

*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:**

**All Requests**

<b>PF 1.</b>	Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1.
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<b>PF 2.</b>	Any modifications to public streets shall conform to the Street Sections shown in Figure 9A of the Villebois Village Master Plan.
<b>PF 3.</b>	The existing curb on the SW Campanile Lane frontage at Building A shall be modified to allow a new curb ramp parallel to the existing curb ramp on the north side of the street. As shown on the Residential-Village Center street section on Figure 9A, provide a planting strip or stormwater swale with a minimum width of 4.5 feet and a sidewalk with a minimum width of 5.5 feet. Match position of existing sidewalks at transitions.
<b>PF 4.</b>	The existing curb on the SW Barber Street frontage at Buildings B and C shall remain in its existing position. As shown on the Minor Collector street section on Figure 9A, provide a planting strip or stormwater swale with a minimum width of 7.5 feet and a sidewalk with a minimum width of 5 feet. Match position of existing sidewalks at transitions.
<b>PF 5.</b>	The existing curb on the SW Valencia Lane frontage at Building B shall remain in its existing position. As shown on the Residential-Village Center street section on Figure 9A, provide a planting strip or stormwater swale with a minimum width of 4.5 feet and a sidewalk with a minimum width of 5.5 feet. Match position of existing sidewalks at transitions.
<b>PF 6.</b>	The existing curb on the SW Toulouse Street frontage at Building C shall remain in its existing position. As shown on the Residential-Village Center street section on Figure 9A, provide a planting strip or stormwater swale with a minimum width of 4.5 feet and a sidewalk with a minimum width of 5.5 feet. Match position of existing sidewalks at transitions.
<b>PF 7.</b>	The pervious paver sidewalks shown on the SW Campanile Lane frontage of Buildings A and B, the Royal Scot Lane frontage of Building A, and the SW Villebois Drive North frontage of Building A shall be completed as shown on the preliminary plans. Pervious paving areas shall be constructed with a similar look and structural section as was used for adjacent areas.
<b>PF 8.</b>	SW Villebois Drive and SW Villebois Drive North are fully developed adjacent to the site and no additional right-of-way or street improvements are required of the applicant.
<b>PF 9.</b>	The existing curb on the SW Barber Street frontage at Building C has existing curb cuts. If no stormwater swale is to be constructed on this frontage, curb cuts shall be removed.
<b>PF 10.</b>	Sections of existing curbs and gutters that are in broken or in otherwise visibly damaged condition on frontages to be improved by the project shall be replaced.
<b>PF 11.</b>	Where pavement cuts are required to install new utility connections, pavement restoration shall be standard T-cut as shown in City Detail No. S-2145.
<b>PF 12.</b>	All water meter vaults shall be located outside of drivable areas.
<b>PF 13.</b>	If the existing fire hydrant at the NW corner of the SW Barber St and SW Villebois Drive North intersection, adjacent to Building C, is to be relocated as shown, a new

	tap on the existing water main and new shut-off valve shall be provided. The proposed addition of an elbow to the existing fire hydrant service line is not acceptable.
<b>PF 14.</b>	The water connection west of SW Palermo Street connects to the existing water main on the private alley and a private easement will be required for the portion of the service within the street on private property.
<b>PF 15.</b>	Existing stormwater swales on frontages to be improved by the project shall be brought into compliance with the requirements of the City's Public Work Standards, including removal of weeds and replanting if needed.

### 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 DB21-0008, DB21-0010 through DB21-0016, and DB21-0022 through DB21-0024. The exhibit list below reflects the electronic record posted on the City's website and retained as part of the City's permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City's website and retained as part of the City's permanent electronic record shall be controlling for all purposes.

#### Planning Staff Materials

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

#### Materials from Applicant

- B1.** Land Use Application Forms
- B2-I.** Applicant's Materials – *Available Under Separate Cover*
  - Table of Contents
  - Section IA: Introductory Narrative
  - Section IB: Forms (*see Exhibit B1*)
  - Section IC: Ownership Documentation
  - Section ID: TVF&R Permit
  - Section IE: Republic Service Compliance Letters
  - Section IF: Traffic Impact Analysis – Updated 06.23.2021
  - Section IG: Mailing List
  - Section IIA: Zone Change – Supporting Compliance Report
- B2-II&III.**
  - Section IIB: Zone Change - Map
  - Section IIC: Zone Change – Legal Description and Sketch
  - Section IIIA: SAP Amendment – Supporting Compliance Report
  - Section IIIB: SAP Amendment – Village Center Architectural Standards (VCAS)

- B2-IV.** Section IVA: PDP 2C Lot 73 (Building C) – Supporting Compliance Report
- Section IVB: PDP 2C Lot 73 (Building C) – Reduced Drawings (*see Exhibit B3-2C*)
- Section IVC: PDP 2C Lot 73 (Building C) – Utility and Drainage Report
- Section IVD: PDP 12C Lot 76 (Buildings A and B) – Supporting Compliance Report
- Section IVE: PDP 12C Lot 76 (Buildings A and B) – Reduced Drawings (*see Exhibit B3-12C*)
- Section IVF: PDP 12C Lot 76 (Buildings A and B) – Utility and Drainage Report
- Section IVG: PDP 1C Lot 12 (Parking) – Supporting Compliance Report
- Section IVH: PDP 1C Lot 12 (Parking) – Reduced Drawings (*see Exhibit B3-1C*)
- Section IVI: PDP 1C Lot 12 (Parking) – Utility and Drainage Report
- Section IVJ: PDPs – SAP Unit Counts
- Section IVK: PDPs – Traffic Analysis – Updated 06.23.2021
- Section IVL: PDPs – Tree Report
- Section IVM: PDPs – Conceptual Elevations
- B2-V.** Section VA: FDP 2C Lot 73 (Building C) – Supporting Compliance Report
- Section VB: FDP 2C Lot 73 (Building C) – Reduced Drawing (*see Exhibit B3-2C*)
- Section VC: FDP 2C Lot 73 (Building C) – Elevations, Floor Plans and Details (*see Exhibit B3-2C*)
- Section VD: FDP 12C Lot 76 (Buildings A and B) – Supporting Compliance Report
- Section VE: FDP 12C Lot 76 (Buildings A and B) – Reduced Drawings (*see Exhibit B3-12C*)
- Section VF: FDP 12C Lot 76 (Buildings A and B) –Elevations, Floor Plans and Details (*see Exhibit B3-12C*)
- Section VG: FDP 1C Lot 12 (Parking): - Supporting Compliance Report
- Section VH: FDP 1C Lot 12 (Parking): -Reduced Drawings (*see Exhibit B3-1C*)
- Section VI: FDPs – Lighting Cut Sheets
- B2-VI.** Section VIA: Tree Removal Plans 2C Lot 73 (Building C) – Supporting Compliance Report
- Section VIB: Tree Removal Plans 2C Lot 73 (Building C) – Tree Report
- Section VIC: Tree Removal Plans 2C Lot 73 (Building C) – Tree Preservation Plan
- Section VID: Tree Removal Plans 12C Lot 76 (Buildings A and B) – Supporting Compliance Report
- Section VIE: Tree Removal Plans 12C Lot 76 (Buildings A and B) – Tree Report
- Section VIF: Tree Removal Plans 12C Lot 76 (Buildings A and B) – Tree Preservation Plan
- Section VIG: Tree Removal Plans 1C Lot 12 (Parking) – Supporting Compliance Report
- Section VIH: Tree Removal Plans 1C Lot 12 (Parking) – Tree Report
- Section VII: Tree Removal Plans 1C Lot 12 (Parking) – Tree Preservation Plan
- B3-I.** Applicant’s Plans, 2C Lot 73 (Building C) *Under separate cover*
- Section IVB: PDP
- 1. Cover Sheet

- 2. Existing Conditions and Demolition Plan
- 3. Site/Land Use Plan
- 4. Preliminary Grading Plan and Erosion Control Plan
- 5. Preliminary Composite Utility Plan
- 6. Preliminary Circulation Plan
- 7. Preliminary Parking Plan
- 8. Preliminary Tree Preservation Plan
- L1. Street Tree Planting Layout Plan

Section VB: FDP

- 1. Cover Sheet
- 2. Unit Site Plan
- 3. Preliminary Parking Plan
- L1. Street Tree Planting Layout Plan
- L2. Planting Details & Notes
- L3. Details

Section VC: Elevations, Floor Plans and Details

- A.002. Cover Sheet – Bldg C
- A.122. Materials Board – Bldg C
- A.152. Exterior Vertical Assemblies – Bldg C
- A.202. Architectural Site Plan – Bldg C
- A.231. Building C Level 1 Plan
- A.232. Building C Level 2-4 Plan
- A.235. Building C Roof Plan
- A.236. Building C Unit Plans
- A.331. Building C Elevations – East and South
- A.332. Building C Elevations – West and North
- A.411. Signage Plan – Bldg C
- A.412. Signage Plan – Bldg C
- A.413. Signage Plan – Bldg C
- A.414. Signage Plan – Bldg C
- A502. Site Lighting Plan – Bldg C

**B3-II.** Applicant’s Plans, 12C Lot 76 (Buildings A and B) *Under separate cover*

Section IVE: PDP

- 1. Cover Sheet
- 2. Existing Conditions and Demolition Plan
- 3. Site/Land Use Plan
- 4. Preliminary Grading Plan and Erosion Control Plan
- 5. Preliminary Composite Utility Plan
- 6. Preliminary Circulation Plan
- 7. Preliminary Parking Plan
- 8. Preliminary Tree Preservation Plan
- L1. Street Tree Planting Layout Plan

Section VE: FDP

1. Cover Sheet
2. Unit Site Plan
3. Preliminary Parking Plan
  - L1. Street Tree Layout Planting Plan
  - L2. Planting Legend Details & Notes
  - L3. Details
  - L4. Details
  - L5. Details

Section VF: Elevations, Floor Plans and Details

- A.001. Cover Sheet – Bldg A & B
- A.121. Materials Board – Bldg A & B
- A.151. Exterior Vertical Assemblies – Bldg A & B
- A.201. Architectural Site Plan – Bldg A & B
- A.211. Building A Level 1 Plan
- A.212. Building A Level 2-4 Plan
- A.215. Building A Roof Plan
- A.221. Building B Level 1 Plan
- A.222. Building B Level 2-3 Plan
- A.224. Building B Level 4 Plan
- A.225. Building B Roof Plan
- A.226. Building A & B Unit Plans
- A.227. Building A & B Unit Plans
- A.311. Building A Elevations – West and North
- A.312. Building A Elevations – East and South
- A.321. Building B Elevations – West and South
- A.322. Building B Elevations – East and North
- A.401. Signage Plan – Bldg A & B
- A.402. Signage Plan – Bldg A & B
- A.403. Signage Plan – Bldg A & B
- A.404. Signage Plan – Bldg A & B
- A501. Site Lighting Plan – Bldg A & B

**B3-III.** Applicant's Plans, 1C Lot 12 (Parking) *Under separate cover*

Section IVH: PDP

1. Cover Sheet
2. Existing Conditions and Demolition Plan
3. Site and Land Use Plan
4. Preliminary Grading Plan and Erosion Control Plan
5. Preliminary Composite Utility Plan
6. Preliminary Circulation Plan
7. Preliminary Parking Plan
8. Preliminary Tree Preservation Plan

- L1. Planting Plan
- Section VH: FDP
  - 1. Cover Sheet
  - 2. Site Plan
  - 3. Preliminary Parking Plan
  - L1. Planting Plan

- B4.** Applicant’s Materials Samples *Available for inspection on request*
- B5.** Applicant’s Completeness Response Memo, dated May 17, 2021

Development Review Team Correspondence

- C1.** Public Works & Other Engineering Requirements

Other Correspondence

- D1.** D. Wortman Comment, Dated September 5, 2021
- D2.** M. Sandlin Email to R. Wurpes, Dated September 11, 2021
- D3.** P. McKay Comment, Dated September 12, 2021
- D4.** K.Hayes Comment, Dated September 13, 2021
- D5.** J.Cooper Comment, Dated September 14, 2021
- D6.** K.Eagle Comment, Dated September 15, 2021
- D7.** G. and M. Downen Comment, Dated September 16, 2021
- D8.** M.Sandlin Comment, Dated September 17, 2021
- D9.** L.Sabatini Comment, Dated September 17, 2021

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The City received applications for PDP 12C Lot 76 and PDP 2C Lot 73, Buildings A, B, and C, on February 4, 2021, with payment received on March 1, 2021; and for PDP 1C Lot 12, Parking, on March 8, 2021, with payment received on March 29, 2021. On March 31, 2021, the applications were determined to be incomplete. On May 18, 2021, the City received revised application materials, with additional information submitted on May 26, 2021, for review. Planning staff deemed the application complete on June 25, 2021. The City must render a final decision for the request, including any appeals, by October 23, 2021.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	V	Residential
East:	V	Residential

South:	V	Residential; Mixed Use on southeast side of Piazza
West:	V	Residential

3. Previous City Planning Approvals include:

Legislative:

- 02PC06 - Villebois Village Concept Plan
- 02PC07A - Villebois Comprehensive Plan Text
- 02PC07C - Villebois Comprehensive Plan Map
- 02PC07B - Villebois Village Master Plan
- 02PC08 - Village Zone Text
- 04PC02 – Adopted Villebois Village Master Plan
- LP05-0006 – Revised Villebois Village Master Plan
- LP05-0007 and 7A – Revised Villebois Development Code (Village Center Architectural Standards)
- LP05-0010 – Revised Villebois Development Code (Recreational Area in Multi-family and Mixed-Use Development)
- LP05-0012 – Revised Villebois Village Master Plan
- LP06-0002 – Revised Villebois Development Code (PDP Criteria)
- LP13-0005 – Amendment to Villebois Village Master Plan (Future Study Area)

Quasi Judicial:

- AR07-0015 – SAP Central, Partition Plat
- AR07-0080 – SAP Central, PDP 1 Lot Line Adjustment
- AR08-0002 – SAP Central, PDP 1 The Alexan Landscape Plan Modification
- AR08-0037 – SAP Central, Rain Garden Apartments Minor Modifications
- AR08-0051 – SAP Central, Modular Sales Office Exterior Screening Modification
- AR09-0039 – SAP Central Replat of Lots 56-70

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.

#### Who May Initiate Application Section 4.009

The application has been submitted on behalf of the property owner, RCS Villebois Development LLC, and is signed by an authorized representative, Rudy Kadlub.

#### Pre-Application Conference Subsection 4.010 (.02)

A Pre-Application Conference was held in accordance with this subsection.

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

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

#### General Submission Requirements Subsection 4.035 (.04) A.

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

#### Zoning-Generally Section 4.110

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



## Request A: DB21-0008 Zone Map Amendment

*Note: Only PDP 12C Lot 76 (Tax Lot 2800) are subject to this Zone Map Amendment Application.*

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

### Comprehensive Plan

#### Residential Development

Implementation Measure 4.1.4.

- A1.** The subject site is part of the Villebois Village Master Plan, which is comprised of a variety of housing opportunities of varying densities. There are many different housing types within the Villebois community, ranging from multifamily to larger lots. Villebois includes opportunities for affordable, senior, and community housing. Compliance with this Implementation Measure was addressed with the Villebois Village Master Plan. The land use plan for the subject area was determined to be consistent with the Villebois Village Master Plan.

#### Development in Residential Village Applicable Plans and Code

Implementation Measure 4.1.6.a. and c.

- A2.** The review of the proposed developed includes reviewing and applying applicable portions of the Villebois Village Concept Plan, Villebois Village Master Plan, SAP Central, the Comprehensive Plan, and the Development Code. Rezoning the property to Village (V) will allow application of the Village Zone standards created to implement these plans, policies, and codes.

#### Contents of Villebois Village Master Plan

Implementation Measure 4.1.6.b.

- A3.** The concurrent proposal for a PDP implements the procedures as outlined by the Villebois Village Master Plan, as previously approved.

#### Applying Village Zone to Residential Village Comprehensive Plan Designation

Implementation Measure 4.1.6.c.

- A4.** The request is to apply the Village Zone to an area designated as Residential Village in the Comprehensive Plan.

#### Wide Range of Uses in Village Zone

Implementation Measure 4.1.6.d.

- A5.** The subject property is made up of two sites and adjacent right-of-way with a combined area of approximately 1.40 acres within the Villebois Village Center. The plan for the subject

property includes two mixed use buildings, one for each site. Both buildings will have retail space, common areas, and residential units on their first floors with residential units on the top three floors. The proposed residential land use and housing types in this area are generally consistent with those portrayed in the Villebois Village Master Plan, which this regulation is intended to implement.

## **Development Code**

### Zoning Concurrent with Planned Development Approval

Section 4.029

**A6.** The applicant is applying for a zone change concurrent with a PDP for the subject property in conformance with the Code.

### Base Zoning Designations

Subsection 4.110 (.01) H.

**A7.** The requested zoning designation of Village (V) is among the base zones identified in this subsection.

### Village Zone Purpose

Subsection 4.125 (.01)

**A8.** Consistent with the Village Zone purpose, the proposal is for land designated Residential-Village on the Comprehensive Plan map and within the Villebois Village Master Plan area to receive the zoning designation of Village (V).

### Village Zone Permitted Uses

Subsection 4.125 (.02)

**A9.** The proposed mixed use buildings are consistent with the uses permitted in Village Zone and Villebois Village Master Plan.

### Zone Change Concurrent with PDP Approval

Subsection 4.125 (.18) B. 2.

**A10.** The requested zone map amendment is concurrent with a request for PDP approval. See Request C.

### Zone Change Procedures

Subsection 4.197 (.02) A.

**A11.** The applicant submitted the request for a zone map amendment as set forth in the applicable code sections.

Conformance with Comprehensive Plan Map, etc.  
Subsection 4.197 (.02) B.

**A12.** The subject area is designated Residential Village on the Comprehensive Plan Map. Therefore, application of the Village Zone is consistent with the Comprehensive Plan.

Residential Designated Lands-Housing Variety  
Subsection 4.197 (.02) C.

**A13.** Implementation Measures 4.1.4. b, d, e, q, and x require a variety of housing. The proposed zone map amendment allows for furthering of these implementation measures by permitting development of the diverse housing types called for in the Villebois Village Master Plan, with which development on the subject property must conform. Also see Findings A1 through A5.

Public Facility Concurrency  
Subsection 4.197 (.02) D.

**A14.** The PDP compliance report, plan sheets, and supporting utility and drainage report demonstrate that the existing primary public facilities are available and can be provided in conjunction with the project. The Traffic Impact Analysis confirms traffic concurrency.

Impact on SROZ Areas  
Subsection 4.197 (.02) E.

**A15.** No SROZ is within the area to be rezoned.

Development within 2 Years  
Subsection 4.197 (.02) F.

**A16.** As stated in the application materials, the applicant is committed to a schedule demonstrating that development of the subject property is reasonably expected to commence within two (2) years of the initial approval of the zone change. In the event the applicant or their successors do not commence development within two (2) years, allowing related land use approvals to expire, the zone change will remain in effect.

Development Standards and Conditions of Approval  
Subsection 4.197 (.02) G.

**A17.** As can be found in the findings for the accompanying requests, the applicable development standards will be met either as proposed or as a condition of approval.

## Request B: DB21-0010 SAP Central Amendment

*Note: The requested SAP Central Amendment applies only to PDP 12C Lot 76 and PDP 2C Lot 73, the sites of Buildings A, B, and C, and not to PDP 1C Lot 12, the site of the surface parking area*

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

### **Wilsonville Comprehensive Plan and Statewide Planning Goals**

**B1.** The proposed changes to the Villebois Village Center Architectural Standards (VCAS) do not alter the SAP's established compliance with the Wilsonville Comprehensive Plan or Statewide Planning Goals.

### **Villebois Village Master Plan**

**B2.** The SAP Amendment is being requested for the specific purpose of refining the VCAS in order to implement the Villebois Village Master Plan. The SAP Amendment addresses the Plaza Address Standards of the VCAS by allowing more freedom for material usage in order to better meet the Master Plan's vision of a Village Center. As described in the applicant's materials, the proposed mixed-use buildings are designed in a way that provides variety in design elements while creating a sense of shared character.

### **Village Zone Generally**

Permitted Uses in Village Zone  
Subsection 4.125 (.02)

**B3.** The proposed SAP Amendment does not affect the uses proposed in the concurrent PDPs and FDPs, which include mixed-use development permitted in the Village (V) zone.

### **Other Village Zone Standards**

Village Zone Design Principles  
Subsection 4.125 (.13)

**B4.** SAP Central included a unique toolkit that regulates proposed development. This toolkit includes the Village Center Architectural Standards (VCAS). The concurrently proposed development complies with the standards of the Village (V) zone. The current application requests a modification of the Plaza Address, an element of the VCAS, in order to adjust the minimum percentage requirements of materials used on a project's exterior and to allow for the use of stucco board for facades facing The Piazza to create more diversity in building design.

Design Standards: Generally  
Subsection 4.125 (.14) A. 1.

- B5.** The general provisions of the Subsection do not relate to the proposed SAP Amendment and VCAS modifications. Therefore, approval of the proposed SAP Amendment is consistent with these general provisions.

Building and Site Design Requirements-Proportions and Massing  
Subsection 4.125 (.14) A. 2. a.

- B6.** The proposed revisions to the VCAS Plaza Address Section 4.2(2) and Section 4.2(4) do not remove or revise the materials list; rather, the revisions modify the façade materials and percentage calculations.

As described in the applicant's materials, the proposed modification allows 30% of each building to be finished with one or more of the following materials: brick stone or cast stone, stucco or plaster, including stucco boards composed of fiber cement reveal panels, poured-in concrete, or pre-cast concrete veneer, and/or metal panel systems. This is an alteration of the current standards which require 75% of the building to be covered by the above-mentioned materials and do not list stucco board, specifically.

As proposed in the current application, the primary façade facing the central Piazza of Buildings A, B, and C each have at least 30% coverage of brick veneer and painted "stucco board". These materials accentuate the ground floor to define the building's base, as well as delineate between common area spaces and private housing. Painted fiber cement lap siding is the primary finish material for the private housing at the remainder of the building. These materials are used on all three proposed buildings, to provide consistency along the central Piazza.

The proposed exterior building materials are per the VCAS standards under Section 4.2; the percentage amount has been reduced, and the application of the percentage calculation is focused on the primary facades facing the central plaza. By focusing the brick veneer at the ground floor facing the Piazza, the focus of the buildings is placed at the streetscape level, at the public and common area spaces of each building. At the south side of the Piazza, the Domaine at Villebois apartments also consolidates the brick veneer to the ground level, so the proposed building facades provide a consistent theme with finish materials at the ground level on all sides of the central plaza.

Above the brick base of each building there is a combination of fiber cement lap siding and "stucco board" (Hardi panels). Each material provides a different texture to the building façade, along with the light and dark paint colors, which further break down the massing above.

As shown in the illustrations below, the result is four unique façade designs wrapping the central plaza, with complementary finish materials and complementary color palettes. The brick veneer, storefront windows, and steel canopies all reinforce the ground level streetscape, to make the Piazza a vibrant, pedestrian-friendly experience.



**Building and Site Design Requirements-Materials, Colors, Architectural Details**  
Subsection 4.125 (.14) A. 2. b. through e.

**B7.** As mentioned above, this request is to update the VCAS in order to allow for more diverse building materials and to reduce the requirement for minimum percentages of finishes on proposed buildings in the Plaza Address. The proposed SAP Amendment to modify the VCAS will have no effect on guidelines for protective overhangs, recesses at windows/doors, raised stoops, terraces/porches, gutters, scuppers, or downspouts, and is, therefore, consistent with the requirements.

**Building and Site Design Requirements-Significant Trees, Site Landscaping**  
Subsection 4.125 (.14) A. 2. f. and g.

**B8.** The proposed modification will have no effect on existing significant trees or site landscaping.

Building and Site Design Requirements-Building Elevations of Block Complexes and Detached Buildings on Adjacent Lots, Porches, Garages

Subsection 4.125 (.14) A. 2. h. through k.

- B9.** This request is to update the VCAS in order to allow for more diverse building materials and to reduce the requirement for minimum percentages of finishes on proposed buildings in the Plaza Address. Allowing the SAP Amendment will provide opportunity for a variety in building design consistent with this standard. The proposed modification will have no effect on detached housing, porches, or garage functionality and is, therefore, consistent with the standards.

Building and Site Design Requirements-Lighting and Site Furnishings

Subsection 4.125 (.14) A. 3.

- B10.** The proposed modification will have no effect on site lighting.

Building and Site Design Requirements-Building Systems Requirements

Subsection 4.125 (.14) A. 4.

- B11.** Both stucco and fiber-cement siding/shingles are shown as permitted materials in the Village (V) zone, Table 3 (V-3); however, this is not currently reflected in the VCAS. The SAP Amendment proposes to correct this omission. In addition, the request to reduce the requirement for minimum percentages of finishes on proposed buildings in the Plaza Address allows for design creativity.

Village Zone Design Standards-Buildings, Streets and Open Spaces

Subsection 4.125 (.15) A. 1.

- B12.** The proposed modification will have no effect on the street configuration or open spaces. The request is to alter the VCAS in order to allow for building exteriors that will enhance the Village Center's character.

Village Center Design Standards-Off-street Parking, Pedestrian Connections

Subsection 4.125 (.16) A. 1. through 4.

- B13.** The SAP Amendment will have no effect on off-street parking location and design, site layout, or pedestrian connections.

Village Center Design Standards-Building Façade Vertical Elements, Canopies and Awnings

Subsection 4.125 (.16) A. 5. and 6.

- B14.** The proposed VCAS refinements allows for more building materials to be used on the exterior of proposed buildings, breaking them into multiple vertical elements, consistent with the standard. The SAP Amendment does not propose changes to the requirement for canopies and awnings as specified in the VCAS.

Village Center Design Standards-Opportunities for Public Art  
Subsection 4.125 (.16) A. 7.

**B15.** The SAP Amendment will have no effect on opportunities for public art in the Village Center.

Plaza Design Standards-Paving Materials, Significant Trees, Street Furnishings, Exterior Lighting  
Subsection 4.125 (.17) A. 2. and 3. a.

**B16.** The proposed modification will have no effect on site paving materials, existing significant trees, street furniture, bollards or similar elements, or exterior lighting

Plaza Design Standards-Vertical Tower Element Facing Village Center Plaza  
Subsection 4.125 (.17) 3. b.

**B17.** Building B is designed to include a tower element at its southwest corner, at the intersection of SW Barber Street and SW Campanile Lane. As described in the applicant's materials, for those driving northbound on SW Barber Street, the tower element makes Building B the focal point of the central plaza. The amenity terrace on the top floor serves as a contemporary tower, providing views of the Piazza below and Mount Hood in the distance. The banding of Building B's upper three floor levels further accentuates the building's vertical design.

### Villebois Specific Area Plan Approval

SAP Submittal Requirements: Village Center Architectural Standards  
Subsection 4.125 (.18) D. 7. f.

**B18.** The VCAS were included in the SAP Central approval in 2006 as amended in 2009. The current request is to modify the VCAS Plaza Address, specifically Sections 4.2(2) and 4.2(4), within the Village Center Boundary to modify the exterior building materials standards related to façade materials and percentage calculations. Specifically, the proposed SAP Amendment includes requests in relation to the standards for building materials to modify the minimum percentage standard for building façade materials in the Plaza Address to comply with the Village (V) zone. This provides design flexibility to accentuate the ground floor of each building while including complementary finish materials and color palettes, resulting in architectural consistency along the central Piazza. No modifications are proposed to the standards addressing building massing and proportions, roof forms, or building components such as doors, canopies and awnings, windows, porches, and balconies.

SAP Submittal Requirements: SAP Narrative Statement  
Subsection 4.125 (.18) D. 8.

**B19.** The applicant submitted the required narrative.



SAP Elements Consistent with Villebois Village Master Plan  
Subsection 4.125 (.18) E. 1. b. i.

**B20.** Finding B2 above demonstrates compliance of proposed SAP Amendment with the Villebois Village Master Plan.

DRB Modification of SAP to Ensure Compliance with Master Plan, Etc.  
Subsection 4.125 (.18) E. 1. b. iii.

**B21.** Staff does not recommend any modifications pursuant to this subsection. The applicant acknowledges that the DRB may require modifications or conditions that it deems necessary to ensure conformance with the Villebois Village Master Plan and other standards of the Wilsonville Planning and Land Development Ordinance.

**Request C: DB21-0011, DB21-0014, DB21-0022  
SAP Central PDPs and Modifications**

*Note: Approval of PDP 12C Lot 76 (DB21-0011) is contingent on City Council approval of the Zone Map Amendment (DB21-0008)*

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

**Village Zone**

Permitted Uses in Village Zone  
Subsection 4.125 (.02)

- C1.** PDP 12C Lot 76, Buildings A and B: The PDP application for Lot 76 proposes to develop two (2) mixed-use buildings, on the north and east sides of the Piazza, in the Villebois Village Center. Building A includes a fitness center, a community room, and three (3) live/work spaces on the ground floor, and apartments on all floors. Building B includes retail space on the ground floor, an amenity space on the top floor, and apartments on all floors. The concurrent Zone Map Amendment request (DB21-0008) proposes to rezone Lot 76 from Public Facility (PF) to Village (V) (see Request A). All proposed uses within the subject PDP are permitted within the V zone.
- C2.** PDP 2C Lot 73, Building C: The PDP for Lot 73 proposes to develop one mixed-use building on the west side of the Piazza, in the Villebois Village Center. Building C includes commercial space and the community mail center on the ground floor with apartments on all floors. All proposed uses within the subject PDP are permitted pursuant to this Section.
- C3.** PDP 1C Lot 12, Parking: This PDP modification proposes to develop a surface parking lot on Lot 12 to serve the residents, employees, and visitors of the Villebois Village mixed use

development located on PDP 12C Lot 76 and PDP 2C Lot 73, an accessory use permitted by Section 4.125 (.03) C. (see below).

#### Structured Parking, Garages, and Parking Areas

Subsection 4.125 (.03) C.

- C4.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: All buildings include rear-located surface parking areas required to address the project's vehicular parking requirements.
- C5.** PDP 1C Lot 12, Parking: As discussed above, the surface parking lot proposed on Lot 12 is designed to serve the residents, employees, and visitors of the Villebois Village mixed use development. This accessory use is permitted by this Section.

#### Block, Alley, Pedestrian, and Bicycle Standards

Subsection 4.125 (.05) A.

- C6.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The PDP drawings show blocks, alleys, pedestrian, and bicycle paths consistent with this subsection and the SAP.
- C7.** PDP 1C Lot 12, Parking: The PDP drawings show blocks, alleys, pedestrian, and bicycle paths consistent with this subsection and the SAP.

#### Vehicle Access Via Alley When Available

Subsection 4.125 (.05) B.

- C8.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed buildings have vehicular access from an existing public street to an associated parking area behind each building.
- C9.** PDP 1C Lot 12, Parking: The proposed parking area has vehicular access from SW Toulouse Street or SW Ravenna Loop via existing alleys. The existing alley is partially on the subject Lot 12 and partially on Tracts G and H of the Plat of 'Villebois Village Center' recorded in 2007. Per note 4 of the plat, Lot 12 has an access easement over Tract G and H.

#### Fences Compliant With Master Fencing Program

Subsection 4.125 (.05) D.

- C10.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The SAP Central Master Fencing Program does not indicate any required community fencing within the subject PDPs. The VCAS indicate that fencing is optional in the Plaza Address and when provided should be consistent with the architecture. No fencing is proposed for Buildings A, B or C.
- C11.** PDP 1C Lot 12, Parking: As discussed above, the VCAS indicate that fencing is optional in the Plaza Address, and where provided should be consistent with the architecture. The

applicant is proposing a 6-foot high vine support fence, consisting of welded wire mesh fencing with cedar posts, around the entirety of the site except at breaks for pedestrian and vehicle access points, as illustrated on the plans in Exhibit B3-III.

Recreational Area Required in Multi-Family Residential and Mixed Use Developments  
Subsection 4.125 (.05) E.

**C12.** PDP 12C Lot 76, Buildings A and B: The requirements for 195 square feet of recreation area per residential unit was addressed at the SAP level when SAP Central was approved. At the PDP level, Lot 76 provides 94 residential units, requiring 2,820 square feet of recreational area. Buildings A and B are designed to exceed this requirement with 4,483 square feet of recreational space as noted below:

- Building A  
1,076 sq. ft. Community Room  
972 sq. ft. Fitness Room  
623 sq. ft. Lobby
- Building B  
1,038 sq. ft. Amenity Room/ Deck  
646 sq. ft. Lobby  
128 sq. ft. Dog Washing Station

Additionally, the development's 465 square foot leasing office is located in Building B, and each building contains common bike storage and individual storage rental areas.

**C13.** PDP 2C Lot 73, Building C: At the PDP level, Lot 73 provides 49 residential units, requiring 1,470 square feet of recreational area. Building C is designed to provide 1,158 square feet of recreational space as noted below, 312 square feet less than the requirement:

- Building C  
358 square foot Lobby  
800 square foot Outdoor Recreation Area Behind Building

However, residents of Building C will have access to 4,483 square feet of recreational space in Buildings A and B, as described above. Therefore, the recreation area for the residents of Building C in PDP 2C Lot 73 exceeds the 30 square foot per residential unit requirement. In addition, the building contains a 2,568-square-foot community mail center, common bike storage, and individual storage rental areas.

**C14.** PDP 1C Lot 12, Parking: This PDP modification does not add residential units; therefore, the requirement does not apply.

Rated Fire Suppression System Required  
Subsection 4.125 (.05) F.

- C15.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: All buildings will include appropriate fire suppression systems. This will be verified with review of future building permit applications.
- C16.** PDP 1C Lot 12, Parking: No structures are proposed to be constructed; therefore, this standard does not apply.

Development Standards in the Village Zone  
Table V-1

- C17.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed development meets applicable requirements, as addressed below. The mixed-use buildings design incorporates unique, attractive architecture and flexible uses that will activate the plaza area and bring variety to the Villebois Village Center. Table V-1 does not indicate a minimum lot size, width or depth for Mixed Use Buildings in the Village Center. The proposed buildings comply with the minimum frontage width standard and the applicable setback and height requirements.
- C18.** PDP 1C Lot 12, Parking: No structures are proposed to be constructed. As stated in the applicant's materials, the parking area is set back approximately 5 feet from the southwest site boundary adjacent to the Carvalho Condominiums (Tax Lot 90000); 12 feet from the southeast site boundary adjacent to rowhomes (Tax Lot 8700); 8 feet from the SW Villebois Drive public ROW; and 11 feet from the SW Barber Street public ROW.

Commercial Uses-Not To Include "Drive-through" Facilities  
Subsection 4.125 (.06) A. 3.

- C19.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed development does not include a request for a "drive-through" facility.
- C20.** PDP 1C Lot 12, Parking: The proposed development does not include a request for a "drive-through" facility.

Commercial Uses-Adjacent to a Street  
Subsection 4.125 (.06) A. 4.

- C21.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: All buildings have ground-floor commercial and/or communal uses that will abut a street and face towards the Piazza.
- C22.** PDP 1C Lot 12, Parking: This PDP modification does not propose development of a commercial use.

Business Conducted Wholly Within Completely Enclosed Building  
Subsection 4.125 (.06) A. 5.

- C23. PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: All of the proposed commercial spaces are enclosed. The applicant is proposing live/work spaces in Building A that will share space with residences, however, these units are still fully enclosed.
- C24. PDP 1C Lot 12, Parking: No businesses, service or processing will be conducted on site.

Off-Street Parking, Loading and Bicycle Parking-General Regulations  
Subsection 4.125 (.07) A.

- C25. PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As stated in the applicant’s materials, the applicant acknowledges that the provision and maintenance of off-street parking is the continuing obligation of the property owner. There are no variances or refinements to the standards of this section proposed with this application.
- C26. PDP 1C Lot 12, Parking: Maintenance of the parking area on Lot 12 and parking areas on Lots 73 and 76 will be managed by the Villebois Village mixed-use development.

Minimum and Maximum Off-Street Parking Requirements  
Subsection 4.125 (.07) B. and Table V-2

- C27. PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Per the applicant’s materials, the proposed Villebois Village mixed-use development provides 183 vehicle parking spaces including 138 off-street and 45 on-street spaces, exceeding the 167-space parking requirement before allowed reductions for excess bicycle and motorcycle parking. The applicant provides the following discussion of compliance with parking requirements:

Buildings A and B include 94 apartments (69 one-bedroom units, 14 two-bedroom units, and 11 3-bedroom units) and 1,331 square feet of retail. Building C includes 49 multi-family residential units (16 studio units, 26 one-bedroom units, and 7 two-bedroom units), and 1,129 square feet of retail. According to Table V-2, the buildings are required to provide 167 off-street vehicle parking spaces as detailed below.

**Off-Street Parking Requirements according to Section 4.125 Table V-2:**

Multi-family Dwellings

16 Studio Units at 1.0 space/ unit	=	16 spaces
95 1-Bed Units at 1.0 space/ unit	=	95 spaces
21 2-Bed Units at 1.5 spaces/ unit	=	32 spaces
11 3-Bed Units at 1.75 spaces/ unit	=	19 spaces

Retail/ Commercial

2,460 sf. at 2.0 Spaces/ 1,000 sf	=	5 spaces
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**Vehicle Parking Requirements per Section 4.125 Table V-2 = 167 spaces**

Forty percent, or 67 spaces, of the required off-street parking spaces are permitted to be compact spaces according to Section 4.155. (2.) N. Section 4.125 (.07) B. 4. b. states “Bicycle parking may substitute for up to 25% of required Mixed-Use or Multi-Family Residential parking. For every five non-required bicycle parking spaces that meet the short or long-term bicycle parking standards, the motor vehicle parking requirement for compact spaces may be reduced by one space.” The applicant is providing 187 bicycle parking spaces in excess of the requirement within Buildings A, B, and C on Lots 73 and 76 (see calculation in following section) to offset the number of compact vehicle parking spaces permitted up to 25%, or 17 spaces.

Section 4.155. (I.) 1. States “Motorcycle parking may substitute for up to 5 spaces or 5 percent of required automobile parking, whichever is less. For every 4 motorcycle parking spaces provided, the automobile parking requirement is reduced by one space.” The applicant is providing 4 motorcycle parking spaces on the surface parking lot behind Building A to reduce the vehicle parking requirement by 1 space.

With the reduction of 17 spaces allowed for excess bicycle parking and 1-space reduction allowed for motorcycle parking, the proposed mixed-use development on Lots 73 and 76 is required to provide 149 off-street vehicle parking spaces:

Vehicle Parking Requirements per Section 4.125 Table V-2		167 spaces
Vehicle Parking Off-set Allowed		18 spaces
Total Vehicle Parking Spaces Required	=	149 spaces

The proposed parking area on Lot 12 and parking areas located behind Buildings A, B, and C on Lots 73 and 76 provide 138 off-street parking spaces as detailed in the following table:

**Off-Street Vehicle Parking Provided:**

Vehicle Parking Provided on Lot 12		
Standard Spaces	=	19 spaces
Compact Spaces	=	4 spaces
ADA Space	=	1 space
Parking Provided with Buildings A and B on Lot 76		
Standard Spaces	=	52 spaces
Compact Spaces	=	30 spaces
ADA Spaces	=	4 spaces
Parking Provided with Building C on Lot 73		
Standard Spaces	=	13 spaces
Compact Spaces	=	13 spaces
ADA Spaces	=	2 spaces
<b>Off-Street Vehicle Parking Provided</b>	<b>=</b>	<b>138 spaces</b>

In addition to the 138 off-street parking spaces, the development provides 45 on-street parking spaces located directly adjacent to the development to be counted toward meeting the minimum off-street parking as allowable per Section 4.125 (.07) B. 3. as detailed below:

**On-Street Vehicle Parking Provided:**

Vehicle Parking Provided with Lot 12

SW Villebois Drive = 4 spaces

Parking Provided with Buildings A and B on Lot 76

SW Barber Street = 4 spaces

SW Campanile Ln. = 8 spaces

SW Valencia Lane = 4 spaces

Royal Scott Lane = 5 spaces

SW Villebois Drive North = 5 spaces

Parking Provided with Building C on Lot 73

SW Barber Street = 5 spaces

SW Barber Street (15-min. parking for Mail Room) = 3 spaces

SW Villebois Drive North = 6 spaces

SW Toulouse Street = 1 spaces

**On-Street Vehicle Parking Provided = 45 spaces**

With 138 off-street parking spaces and 45 on-street parking spaces, the mixed-use development provides a total of 183 parking spaces to serve residents, employees, and visitors.

**Off-Street ADA Vehicle Parking**

The off-street parking areas that serve the mixed-use development meet the off-street ADA vehicle parking requirement of 4.155 (.03) C. as detailed in the following tables:

**Off-Street ADA Vehicle Parking Requirement per 4.155(.03)C:**

138 off-street spaces at 1 space/ 50 spaces = 3 spaces

**Off-Street ADA Vehicle Parking Provided**

ADA Parking Provided on Lot 12 = 1 space

ADA Parking Provided Behind Buildings A and B on Lot 76 = 4 spaces

ADA Parking Provided Behind Building C on Lot 73 = 2 spaces

**Total ADA Vehicle Parking Provided = 7 spaces**

Vehicle Parking for Future Conversion to Retail: As noted on the elevation and floor plans submitted in the application, 11 ground floor residential units facing the Piazza in Villebois Village Center Apartments Buildings A, B, and C, are designed to convert to 7,527 square feet of retail space to meet future market conditions. Per the applicant’s materials, the 11 ground floor residential units require 13 parking spaces as detailed below:

**Off-Street Parking Requirements according to Section 4.125 Table V-2:**

Building A Ground Floor Residential		
3 Studio Units at 1.0 space/ unit	=	3 spaces
1 1-Bed Unit at 1.0 space/ unit	=	1 space
Building B Ground Floor Residential		
1 Studio Unit at 1.0 space/ unit	=	1 space
3 1-Bed Units at 1.0 space/ unit	=	3 spaces
1 2-Bed Unit at 1.5 spaces/ unit	=	2 spaces
Building C Ground Floor Residential		
1 Studio Unit at 1.0 space/ unit	=	1 space
1 2-Bed Unit at 1.5 spaces/ unit	=	2 spaces
<b>Vehicle Parking Requirements</b>	=	<b>13 spaces</b>

Alternatively, 7,527 square feet of retail space, which requires 2.0 spaces per 1,000 square feet, results in a total of 15 vehicle parking spaces, an additional 2 parking spaces when compared with the 13 spaces needed to serve the residential units. The 45 on-street parking spaces adjacent to the development will adequately serve a future conversion of residential units to commercial space.

**C28.** PDP 1C Lot 12, Parking: This PDP proposes development of a surface parking area on Lot 12 to serve the residents, employees, and visitors of the Villebois Village mixed-use development, located on PDP 12C Lot 76 and PDP 2C Lot 73. Off-street parking requirements for the entire mixed-use development and how the proposed parking area provides spaces to support other uses in the project are addressed above and elsewhere in the applicant’s materials.

**Minimum Off-Street Loading Requirements**  
Subsection 4.125 (.07) C.

**C29.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed PDP includes a development of mixed-use buildings with residential units above ground floor commercial space. The size of retail spaces proposed in Buildings A, B, and C, which is less than 5,000 square feet, does not require off-street loading area and none is proposed.

**C30.** PDP 1C Lot 12, Parking: The applicant does not propose any off-street loading space to be located in the parking area on Lot 12.

**Minimum Bicycle Parking Requirements**  
Subsection 4.125 (.07) D.

**C31.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant’s materials indicated the proposed mixed-use buildings are required to provide 47 short and long-term bicycle parking spaces and 234 spaces are provided, resulting in an excess of 187 bicycle parking spaces as detailed below:



**Bicycle Parking Requirements according to Section 4.125 Table V-2:**

Multi-family Dwellings		
Short Term 143 units at 1.0 space/ 20 units	=	7 spaces
Long Term 143 units at 1.0 space per 4 units	=	36 spaces
Retail/ Commercial		
Short Term:		
2,460 sf. at 1.0 space/ 10,000 sf (Min. 2 spaces)	=	2 spaces
Long Term:		
2,460 sf. at 1.0 Spaces/ 40,000 sf (Min. 2 spaces)	=	2 spaces
Total Short Term Bicycle Parking Spaces Required	=	9 spaces
Total Long Term Bicycle Parking Spaced Required	=	38 spaces
<b>Total Bicycle Parking Spaces Required</b>	=	<b>47 spaces</b>

**Bicycle Parking Provided:**

Short Term		
4 Exterior Bike Racks located throughout development	=	8 spaces
Bike Storage Room	=	1 space
Long Term		
Building 'A' Bike Storage Room on 1 <sup>st</sup> Floor	=	49 spaces
Building 'B' Bike Storage Room on 1 <sup>st</sup> Floor	=	19 spaces
Building 'C' Bike Storage Room on 1 <sup>st</sup> Floor	=	14 spaces
1.0 Storage Space per Unit	=	143 spaces
<b>Total Bicycle Parking Provided</b>	=	<b>234 spaces</b>

**C32.** PDP 1C Lot 12, Parking: No short- or long-term bicycle parking is required or proposed for the parking area on Lot 12.

**Parks & Open Space**  
Subsection 4.125 (.08)

**C33.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The Parks Master Plan for Villebois states that there are 58.42 acres of parks and 101.31 acres of open space for a total of 159.73 acres within Villebois, approximately 33%. SAP Central includes parks and open space areas consistent and in excess of the Master Plan. The Villebois Village Master Plan does not show any required parks and open space within the site of Buildings A, B and C, and the applicant is not proposing any changes to this designation.

**C34.** PDP 1C Lot 12, Parking: The Villebois Village Master Plan does not show any required parks and open space within the site of the parking area on Lot 12, and the applicant is not proposing any changes to this designation.

## Street Alignment and Access Improvements

Conformity with Master Plan, etc.

Subsection 4.125 (.09) A. 1. a.

- C35. PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The current street configuration has already been constructed and the applicant is not proposing any changes to the existing street alignments.
- C36. PDP 1C Lot 12, Parking: As indicated above, the current street configuration has already been constructed and the applicant is not proposing any changes to the existing street alignments.

Conformity with Public Works Standards and Continuation of Streets

Subsection 4.125 (.09) A. 1. a. i.

- C37. PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: All street improvements within this PDP will comply with the applicable Public Works Standards. The street system within this PDP is designed to provide for the continuation of streets within Villebois and to adjoining properties or subdivisions according to the Villebois Village Master Plan.
- C38. PDP 1C Lot 12, Parking: Similar to above, all street improvements within this PDP will comply with the applicable Public Works Standards. The street system within this PDP is designed to provide for the continuation of streets within Villebois and to adjoining properties or subdivisions according to the Villebois Village Master Plan.

Streets Developed According to Master Plan

Subsection 4.125 (.09) A. 1. a. ii.

- C39. PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: All streets within this PDP will be developed with curbs, landscape strips, sidewalks, and bikeways or pedestrian pathways as depicted on the Circulation Plan included in this application and in accordance with the Villebois Village Master Plan. Streets abutting the Piazza will not have curbs, however, as SW Campanile Lane and SW Royal Scot Lane are both built flush to the sidewalk to provide for pedestrian-friendly streetscapes, a shared-street environment, and community opportunities.
- C40. PDP 1C Lot 12, Parking: No new streets are proposed. Streets adjacent to Lot 12 are developed with curbs, landscape strips, sidewalks, and bikeways or pedestrian pathways in accordance with the Villebois Village Master Plan.

## Intersections of Streets: Angles and Intersections

Subsection 4.125 (.09) A. 2. a. and b.

- C41.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The plan sheets included in the application demonstrate that all streets intersect at angles consistent with the standards of this subsection.
- C42.** PDP 1C Lot 12, Parking: As discussed above, the plan sheets included in the application demonstrate that all streets intersect at angles consistent with the standards of this subsection.

## Intersection of Streets: Offsets

Subsection 4.15 (.09) A. 2. c.

- C43.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The plan sheets included in the application demonstrate that opposing intersections on public streets are offset, as appropriate, so that no danger to the traveling public is created.
- C44.** PDP 1C Lot 12, Parking: As discussed above, the plan sheets included in the application demonstrate that opposing intersections on public streets are offset, as appropriate, so that no danger to the traveling public is created

## Curb Extensions as Shown in SAP and Maintain 20-Foot-Wide Clearance

Subsection 4.125 (.09) A. 2. d.

- C45.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Curb extensions are shown on the Circulation Plan included in the application. Curb extensions do not obstruct bicycle lanes on collector streets, and all street intersections have a minimum 20 foot wide clear distance between curb extensions on all local residential street intersections.
- C46.** PDP 1C Lot 12, Parking: As discussed above, curb extensions are shown on the Circulation Plan included in the application. Curb extensions do not obstruct bicycle lanes on collector streets, and all street intersections have a minimum 20 foot wide clear distance between curb extensions on all local residential street intersections.

## Street Grades: 8% Max, Up to 12% for Short Distances approved by City Engineer

Subsection 4.125 (.09) A. 3.

- C47.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The Grading and Erosion Control Plans included in the application demonstrate that streets comply with this standard and no modification of street grades is proposed.
- C48.** PDP 1C Lot 12, Parking: As discussed above, the Grading and Erosion Control Plans included in the application demonstrate that streets comply with this standard and no modification of street grades is proposed.

### Centerline Radius Street Curves

Subsection 4.125 (.09) A. 4.

- C49.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The surrounding street network is already constructed and complies with this standard. The applicant is not proposing any changes to the street system.
- C50.** PDP 1C Lot 12, Parking: As indicated above, the applicant is not proposing any changes to the street system.

### Rights-of-way, Waiver of Remonstrance to Local Improvement District

Subsection 4.125 (.09) A. 5.

- C51.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Rights-of-way for adjacent streets have already been dedicated as shown on the plan sheets included in this application.
- C52.** PDP 1C Lot 12, Parking: Similar to above, rights-of-way for adjacent streets have already been dedicated as shown on the plan sheets included in this application. Per the applicant's materials, access easements will be granted as required

### Access Drives Width, Carrying Load, and Other Standards

Subsection 4.125 (.09) A. 6.

- C53.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Access drives (parking lots) will be paved at least 16-feet in width as shown on the Circulation Plan. As stated in the applicant's materials, in accordance with Section 4.177, all access drives will be constructed with a hard surface capable of carrying a 23-ton load. Easements for fire access will be dedicated as required by the fire department. All access drives will be designed to provide a clear travel lane free from any obstructions.
- C54.** PDP 1C Lot 12, Parking: This PDP complies with the standards as outlined above for PDP 12C Lot 76 and PDP 2C Lot 73.

### Clear Vision Areas and Vertical Clearance

Subsection 4.125 (.09) A. 7. and 8.

- C55.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant states that clear vision areas and vertical clearance will be provided and maintained in compliance with the Section 4.177.
- C56.** PDP 1C Lot 12, Parking: As discussed above, clear vision areas and vertical clearance will be provided and maintained in compliance with the Section 4.177.

## Interim Improvement Standards

Subsection 4.125 (.09) A. 9.

**C57.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: No interim improvements are proposed.

**C58.** PDP 1C Lot 12, Parking: No interim improvements are proposed.

## Sidewalk and Pathway Improvement Standards

Subsection 4.125 (.10)

**C59.** PDP 12C Lot 76, Buildings A and B. and PDP 2C Lot 73, Building C: The applicant states that all sidewalks and pathways within SAP Central will be constructed in accordance with the standards of Section 4.154 and the Villebois Village Master Plan. Sidewalks and pathways are shown in the street cross-sections on the Circulation Plans included in the application.

**C60.** PDP 1C Lot 12, Parking: This PDP will comply with the standards as discussed above.

## Landscaping, Screening and Buffering-Match Community Elements Book

Subsection 4.125 (.11)

**C61.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The Street Tree Layout Planting Plan in the application materials shows proposed street trees. The trees are in conformance with the Community Elements Book.

**C62.** PDP 1C Lot 12, Parking: As discussed above, the Street Tree Layout Planting Plan in the application materials shows proposed street trees. The trees are in conformance with the Community Elements Book.

## Signage and Wayfinding Plan Conformance

Subsection 4.125 (.12)

**C63.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The SAP Central Signage & Wayfinding Plan does not indicate an identifier within the subject properties. All building signs will be installed consistent with the Signage and Wayfinding Plan subject to approval through a Class I Sign Permit.

**C64.** PDP 1C Lot 12, Parking: Similar to above, the SAP Central Signage & Wayfinding Plan does not indicate an identifier within the subject property and no signs are proposed with this application.

## Design Principles Applying to the Village Zone

Subsection 4.125 (.13)

**C65.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The Architectural Pattern Book and Community Elements Book ensure the design meets the fundamental

design concepts and supports the objectives of the Villebois Village Master Plan. By complying with an Architectural Pattern Book and Community Elements Book, the design of the PDPs will satisfy these criteria. See also Final Development Plans, Request D.

**C66.** PDP 1C Lot 12, Parking: This PDP complies with the standards as outlined above for PDP 12C Lot 76 and PDP 2C Lot 73.

**Design Standards: Minimum Building Frontage Width**  
Subsection 4.125 (.14) A. 1. d.

**C67.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Buildings A and B are both located on Lot 76, which is divided into two by the SW Campanile Lane right-of-way. Both buildings face public streets. The façade of Building A has a frontage of 99.9% along SW Royal Scot Lane and Building B has a frontage of 96.8% along SW Campanile Lane. Building C, on Lot 73, fronts on SW Barber Street and occupies 100% of the frontage. All building facades exceed the required minimum frontage standard for a mixed-use building (90%).

**C68.** PDP 1C Lot 12, Parking: No buildings are proposed; therefore, this standard does not apply.

**Building and Site Design Requirements: Proportions, Massing, Architecture Consistent with Community Elements Book and VCAS**  
Subsection 4.125 (.14) A. 2. a. and b.

**C69.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Compliance with the VCAS is demonstrated with the FDP in this application (see Request D). Compliance with the Community Elements Book is demonstrated later in this section of the Staff Report.

**C70.** PDP 1C Lot 12, Parking: No buildings are proposed; therefore, this standard does not apply.

**Building and Site Design Requirements: Protective Overhangs and Exposed Gutters and Downspouts**  
Subsection 4.125 (.14) A. 2. c. through e.

**C71.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As shown in the architectural drawings, Buildings A and B as proposed in the FDP for Lot 76, and Building C in the FDP for Lot 73, will include protective overhangs and recesses at windows and doors and exposed gutters and downspouts. Condition of Approval PDC 2 ensures all exterior entries for live/work and residential have protective overhangs.

**C72.** PDP 1C Lot 12, Parking: No buildings are proposed; therefore, this standard does not apply.

### Building and Site Design Requirements: Protection of Significant Trees

Subsection 4.125 (.14) A. 2. f.

- C73.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: There are no significant trees on the site and all on-site trees are proposed for removal. Protection of nearby trees that are located off-site is addressed in the Tree Removal Plans (see Request E).
- C74.** PDP 1C Lot 12, Parking: As shown on the Preliminary Tree Preservation Plan no significant trees are located on the subject site. It should be noted that the Arborist's Report discusses Tree 333 on the submitted Tree Preservation Plan, which was well protected during previous site development on the lot adjacent to Lot 12. This tree suffered severe storm damage during the 2021 President's Day weekend ice storm including the loss of two very large scaffold branches and numerous broken leaders and other smaller branches. It was classified as Important in the original Villebois tree inventory, but is now Moderate at best and with poor structure. Tree 333 is now planned for removal because it is located in the proposed parking lot and will be directly impacted by construction. (See Request E.)

### Building and Site Design Requirements: Landscape Plans

Subsection 4.125 (.14) A. 2. g.

- C75.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The Street Tree Layout and Planting Plans comply with Section 4.125 (.07) and (.11) as required by this standard.
- C76.** PDP 1C Lot 12, Parking: Similar to above, the Street Tree Layout and Planting Plans comply with Section 4.125 (.07) and (.11) as required by this standard.

### Building and Site Design Requirements: Building Elevations Not to Repeat

Subsection 4.125 (.14) A. 2. h. and i.

- C77.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant states that a "block complex" is defined as "an assemblage of buildings bounded entirely by intersecting streets so as to form a single, comprehensive group." Buildings A and B on Lot 76 and Building C on Lot 73 have similar architectural styles but each building incorporates different architectural details providing a variety in the Village Center. Architectural elevations, floor plans, and details are provided in the FDP section of the application and samples of proposed building materials are provided separately.
- C78.** PDP 1C Lot 12, Parking: No buildings are proposed; therefore, these standards do not apply.

### Building and Site Design Requirements: Porches and Garages

Subsection 4.125 (.14) A. 2. j. and k.

- C79.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: No porches or garages are proposed with the development.

**C80.** PDP 1C Lot 12, Parking: No buildings, porches or garages are proposed; therefore, these standards do not apply.

Lighting and Site Furnishings Comply with Community Elements Book  
Subsection 4.125 (.14) A. 3.

**C81.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Bike racks are provided as shown on the Street Tree Layout Planting Plans consistent with the Community Elements Book for SAP Central. The Street Tree Layout Planting Plans show proposed street trees and the Preliminary Composite Utility Plans show the existing street lighting for the PDPs. These plans illustrate that lighting and site furnishings will be provided in compliance with the Community Elements Book.

**C82.** PDP 1C Lot 12, Parking: This PDP complies with the standards of this section, as outlined above for PDP 12C Lot 76 and PDP 2C Lot 73.

Building Systems  
Subsection 4.125 (.14) A. 4.

**C83.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Concurrent FDP applications for the proposed architecture, included in this application (see Request D), illustrate the development complies with Table V-4 materials, applications, and configurations.

**C84.** PDP 1C Lot 12, Parking: No buildings are proposed with this application; therefore, this standard does not apply.

Design Principles Applying to the Village Center  
Subsection 4.125 (.15) A. 1.

**C85.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The central Piazza is the physical and symbolic heart of Villebois. As described by the applicant, the three proposed 4-story buildings wrap the plaza to create a sense of enclosure, acting as the “walls” around this public “room”. At the primary streets surrounding the plaza, the buildings’ accentuated corners identify one’s arrival into the Piazza. At Building B, the top-floor amenity deck provides a focal point along SW Barber Street, drawing visitors toward the plaza.

The ground level of each building encourages activity around the Piazza. Building A has large common area amenities for the three apartment buildings with large storefront windows. Three live/work units facing the plaza provide opportunities for small office or retail. At Building B, a corner retail space activates the streetscape along SW Barber Street and the Piazza, with the Leasing Center next door. Building C has a large Mail Center for the community (with over 900 mailboxes), and a small retail space fronting SW Barber



Street. Above the ground-level activity, balconies face the plaza at Building A and Building C.

The applicant further states that, at the public and common area spaces, the buildings' façade finishes are a combination of brick veneer and storefront doors and windows, with canopies demarcating entrances. The brick veneer accentuates the ground level, delineating to active streetscape from the residential housing above. The residential housing is primarily demarcated with lap siding or revealed Hardi panels ("stucco board"), with vinyl windows at the apartment units. Each building has a unique color palette, which complement one another for a cohesive project wrapping the central Piazza. Architectural elevations, floor plans, and details are provided in the FDP section of this application (see Request D).

- C86.** PDP 1C Lot 12, Parking: This PDP modification proposes development of a surface parking area on Lot 12 to serve the residence, employees, and visitors of the development located on PDP 12C Lot 76 and PDP 2C Lot 73, relating directly to the Villebois Village mixed-use development located around the Piazza at the core of the Village Center.

**Design Standards: Off-Street Parking Location**  
Subsections 4.125 (.16) A. 1.

- C87.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Both Buildings A and B have rear-located parking areas; therefore, parking is not proposed between the buildings and frontage streets. The "L-shaped" parking area of Building C abuts SW Barber Street on the northeast and SW Toulouse Street on the southwest. The building and parking areas are oriented on the site to meet the frontage requirements of Table V-1. While the parking area is located between SW Toulouse Street and Building C, the main entrance of the building is located on SW Barber Street. Orientation of the building promotes pedestrian access and connectivity to the Piazza, located directly across from the development, and neighboring amenities.
- C88.** PDP 1C Lot 12, Parking: This PDP proposes a parking area on Lot 12 in the Villebois Village Center which abuts to SW Barber Street on the northeast and SW Villebois Drive on the northwest, with vehicle access available from SW Toulouse Street on the southwest or SW Ravenna Loop to the southeast. No buildings are proposed on the site; therefore, the parking area is not located between a building and a street.

**Design Standards: Pedestrian Connections**  
Subsections 4.125 (.16) A. 2. through 4.

- C89.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As described by the applicant, the parking lots for both Buildings A, B and C have access for pedestrians by way of the sidewalk and on-site pathways to the respective buildings as shown on the PDPs included with the application. The buildings are constructed within the grid system of

Villebois Village Center, which provides short block lengths and easy navigation for pedestrians. The proposed buildings abut wide sidewalks, designed for pedestrian comfort. Rear entrances are provided to allow for access to the rear-located parking lots. Side entrances are provided on Building A on the southeastern end of the building and on the northwestern end of the building where the bike storage is located. At Building C, side entrances provide access to the public pedestrian accessway that abuts the property on the northwest and the linear green adjacent to the building on its southeast side. All buildings are relatively narrow; therefore, distance from any side of the buildings to either the front or rear doors is a manageable distance for a pedestrian.

- C90.** PDP 1C Lot 12, Parking: The parking area is designed with walkways that provide pedestrian connections from the vehicle parking area to the public sidewalk adjacent to SW Villebois Drive. The public sidewalk network connects the parking to PDP 12C Lot 76 and PDP 2C Lot 73 providing a pedestrian connection for the residence, employees, and visitors of Villebois Village mixed-use development, which the parking area is designed to serve.

Design Standards: Building Facades With Multiple Vertical Elements  
Subsection 4.125 (.16) A. 5.

- C91.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As shown on the Architectural Elevation Plans in the application, Buildings A, B and C are designed with multiple vertical elements.
- C92.** PDP 1C Lot 12, Parking: No buildings are proposed; therefore, this standard does not apply.

Design Standards: Canopies and Awnings  
Subsection 4.125 (.16) A. 6.

- C93.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant states that canopies and awnings will adhere to the VCAS; compliance is addressed in the FDP applications (see Request D).
- C94.** PDP 1C Lot 12, Parking: No buildings are proposed; therefore, this standard does not apply.

Design Standards: Opportunities for Public Art  
Subsection 4.125 (.16) A. 7.

- C95.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: While public art is not proposed as part of the development project, opportunities for public art are available within the linear green and the Piazza adjacent to the buildings.
- C96.** PDP 1C Lot 12, Parking: As discussed above, opportunities for public art are available within the linear green and the Piazza across the street from the proposed parking area on Lot 12.

Design Standards Applying to Village Zone Plaza  
Subsection 4.125 (.17) A. 1.

**C97.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The Village Center Plaza is measured as all the space enclosed by the surrounding buildings. The Piazza is located in the center of the proposed mixed-use development project and surrounded by Buildings A, B, and C, and the previously constructed The Domaine at Villebois.

**C98.** PDP 1C Lot 12, Parking:

Design Standards: Plaza Landscape and Paving  
Subsection 4.125 (.17) A. 2.

**C99.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The existing Piazza includes textured paving differentiated from typical street pavement, and vehicular movement and on-street parking within the Village Center Plaza have similar paving treatment and occur at the same elevation as the sidewalk and the Piazza. The proposed PDP plans are compliant with this standard and changes to the existing Plaza are not proposed with this application.

**C100.** PDP 1C Lot 12, Parking: No changes to the existing Plaza are not proposed with this application.

Design Standards: Significant Trees, Street Furniture, and Lighting  
Subsection 4.125 (.17) A. 3. a.

**C101.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: There are no significant trees on the site and all on-site trees are proposed for removal. Protection of nearby trees that are located off-site is addressed in the Tree Removal Plans (see Request E). Street furniture and lighting are addressed in the FDPs (see Request D).

**C102.** PDP 1C Lot 12, Parking: Similar to above, there are no significant trees on the site and all on-site trees are proposed for removal. Protection of nearby trees that are located off-site is addressed in the Tree Removal Plans (see Request E). Street furniture and lighting are addressed in the FDPs (see Request D).

Design Standards: Vertical Tower Element  
Subsection 4.125 (.17) A. 3. b.

**C103.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As described by the applicant, a contemporary tower element is proposed on the south corner of Building B. Driving northbound on SW Barber Street, Building B becomes the focal point of the central plaza. The amenity terrace on the top floor serves as a contemporary tower, providing views of the Piazza below and of Mount Hood in the distance. The banding of the building's upper three floor levels accentuates the building's vertical design. No tower elements are

proposed for Buildings A and C. More detail can be found in the Architectural Plans provided in this application.

**C104.** PDP 1C Lot 12, Parking: No buildings are proposed; therefore, this standard does not apply.

### **Preliminary Development Plan Approval**

#### Phased Project Approval

Subsection 4.125 (.18) B. 2.

**C105.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant is requesting approval of the PDPs. Compliance with Sections 4.125 (.18) (G.) through (K.) is demonstrated in the following sections of this report. FDPs have been submitted concurrent with this PDP applications (see Request D).

**C106.** PDP 1C Lot 12, Parking: As discussed above, the applicant is requesting approval of this PDP. Compliance with Sections 4.125 (.18) (G.) through (K.) is demonstrated in the following sections of this report. An FDP has been submitted concurrent with this PDP application (see Request D).

#### Submission Timing

Subsection 4.125 (.18) G. 1. a.

**C107.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The PDPs address Phases 12 and 2 on the SAP Central Phasing Plan.

**C108.** PDP 1C Lot 12, Parking: The PDP addresses Phase 1 on the SAP Central Phasing Plan.

#### Owners' Consent

Subsection 4.125 (.18) G. 1. b.

**C109.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Application has been made by Costa Pacific Communities/RCS Development, with the owner's authorization. Application forms are included in Exhibit B1.

**C110.** PDP 1C Lot 12, Parking: As discussed above, application has been made by Costa Pacific Communities/RCS Development, with the owner's authorization. Application forms are included in Exhibit B1.

#### Proper Form & Fees

Subsection 4.125 (.18) G. 1. c.

**C111.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant used the prescribed form and paid the required application fees.

**C112.** PDP 1C Lot 12, Parking: The applicant used the prescribed form and paid the required application fees.

Professional Coordinator Required for Professional Design Team

Subsection 4.125 (.18) G. 1. d.

**C113.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: A professional design team is working on the project with Stacy Connery AICP from Pacific Community Design as the professional coordinator.

**C114.** PDP 1C Lot 12, Parking: The professional design team is the same as for PDP 12C Lot 76 and PDP 2C Lot 73, as identified above.

Mixed Uses

Subsection 4.125 (.18) G. 1. e.

**C115.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The PDP for Lot 76 proposes two mixed-use buildings containing retail space, common space, a fitness center, a community room, live/work spaces, neighborhood amenities, and 94 apartments. The PDP for Lot 73 includes one mixed-use building with retail space, common space, community postal center, neighborhood amenities, and 49 apartments. The proposed land uses are shown on the Site/Land Use Plan included in the application.

**C116.** PDP 1C Lot 12, Parking: This PDP modification does not include mixed land uses; therefore, this requirement does not apply.

Land Division Concurrent with Preliminary Development Plan

Subsection 4.125 (.18) G. 1. f.

**C117.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant is not proposing a change in the current lot configuration and the subject sites have already been platted with a previous subdivision (Villebois Village Center, No. 2). Therefore, a tentative plat is not being proposed with this application.

**C118.** PDP 1C Lot 12, Parking: The applicant is not proposing a change in the current lot configuration and the subject sites have already been platted with a previous subdivision (Villebois Village Center, No. 1). Therefore, a tentative plat is not being proposed with this application.

Zone Map Amendment Concurrent with Preliminary Development Plan

Subsection 4.125 (.18) G. 1. g.

**C119.** PDP 12C Lot 76, Buildings A and B: The subject property, PDP 12C Lot 76, is zoned Public Facility (PF). A Zone Map Amendment request (DB21-0008) has been submitted concurrently with this application to change the subject property from PF to the Village (V) zone designation (see Request A).

**C120.** PDP 2C Lot 73, Building C: The application for PDP 2C Lot 73 does not include a request for a Zone Map Amendment as the property is already zoned V.

**C121.** PDP 1C Lot 12, Parking: The application for PDP 1C Lot 12 does not include a request for a Zone Map Amendment as the property is already zoned V.

**Information Required**

Subsection 4.125 (.18) G. 2. a. through c.

**C122.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The subject properties are legally defined as Lots 76 and 73 of Villebois Village Center, No. 2. A copy of the recorded plat prepared by a licensed surveyor is provided in the application materials.

**C123.** PDP 1C Lot 12, Parking: The subject property is legally defined as Lot 12 of Villebois Village Center, No. 1. A copy of the recorded plat prepared by a licensed surveyor is provided in the application materials.

**Land Area Tabulation**

Subsection 4.125 (.18) G. 2. d.

**C124.** PDP 12C Lot 76, Buildings A and B: Following is a tabulation of land area devoted to the various uses and a calculation of net residential density for Lot 76:

Gross Acreage	1.40 acres
Public ROW	0.22 acre
Buildings A and B	0.48 acre
Surface Parking Area	0.58 acre
Landscape	0.12 acre
Number of Apartment Units	94
Net Residential Density:	94 units / 1.18 acres = 79.7 units per net acre

**C125.** PDP 2C Lot 73, Building C: Following is a tabulation of land area devoted to the various uses and a calculation of net residential density for Lot 73:

Gross Acreage	0.50 acre
Public ROW	NA
Building C	0.25 acre
Surface Parking Area	0.18 acre
Landscape	0.06 acre
Patio	0.01 acre
Number of Apartment Units	94
Net Residential Density:	49 units / 0.50 acre = 98 units per net acre

**C126.** PDP 1C Lot 12, Parking: Following is a tabulation of land area devoted to the various uses for Lot 12:

Gross Acreage	0.33 acre
Surface Parking Area	0.21 acre
Landscape	0.12 acre

**Streets, Alleys, and Trees**

Subsection 4.125 (.18) G. 2. e.

**C127.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Information on platted alleys and streets is provided or the information is readily available. Easements, sidewalks, bike routes and bikeways, trails, and other relevant features are shown. The required trees are shown. See applicant’s submitted plan sets.

**C128.** PDP 1C Lot 12, Parking: As discussed above, information on platted alleys and streets is provided or the information is readily available. Easements, sidewalks, bike routes and bikeways, trails, and other relevant features are shown. The required trees are shown. See applicant’s submitted plan sets.

**Building Drawings and Elevations**

Subsection 4.125 (.18) G. 2. f.

**C129.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed PDPs include 3 buildings, which are mixed-use multifamily apartments with ground-floor commercial/retail space and common/amenity space. A concurrent application for the FDPs for architecture and proposed elevations, floorplans, and details are provided in the application (see Request D).

**C130.** PDP 1C Lot 12, Parking: No buildings are proposed with this application; therefore, this requirement does not apply.

**Utility Plan**

Subsection 4.125 (.18) G. 2. g.

**C131.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Proposed storm drainage facilities, and water and sanitary lines are shown on the Composite Utility Plans in the application.

**C132.** PDP 1C Lot 12, Parking: Similar to above, proposed storm drainage facilities, and water and sanitary lines are shown on the Composite Utility Plans in the application.

**Phasing Sequence**

Subsection 4.125 (.18) G. 2. h.

**C133.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant states that the PDP for Lot 76 is proposed to be executed in one phase with construction of

Buildings A and B beginning approximately one month apart. The PDP for Lot 73 also is proposed to be executed in one phase.

**C134.** PDP 1C Lot 12, Parking: The PDP modification is proposed to be executed in one phase.

#### Security for Capital Improvements

Subsection 4.125 (.18) G. 2. i.

**C135.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Per the applicant's submitted materials, they will provide a performance bond or other acceptable security for the capital improvements required by the project.

**C136.** PDP 1C Lot 12, Parking: As stated above, the applicant will provide a performance bond or other acceptable security for the capital improvements required by the project

#### Traffic Report

Subsection 4.125 (.18) G. 2. j. and H. 2.

**C137.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Exhibit B2 includes the required trip generation memorandum from DKS Associates.

**C138.** PDP 1C Lot 12, Parking: Similar to above, Exhibit B2 includes the required trip generation memorandum from DKS Associates.

### **PDP Submittal Requirements**

#### Matching SAP and General PDP Submission Requirements

Subsection 4.125 (.18) H. 1.

**C139.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed PDPs generally conform to the approved SAP Central. The application includes all of the requested information including location of utilities, conceptual building and landscape plans, specified topographic information, plans showing all uses, and a grading and erosion control plan. No signs are proposed at this time, as the SAP Central Signage & Wayfinding Plan does not indicate an identifier within the subject property and all building signs will be proposed to follow the Signage and Wayfinding Plan subject to Class I sign permits prior to installation.

**C140.** PDP 1C Lot 12, Parking: This PDP complies with all the applicable standards as outlined above for PDP 12C Lot 76 and PDP 2C Lot 73. No buildings are proposed; therefore, no conceptual elevations are required.

#### Level of Detail

Subsection 4.125 (.18) H. 3.

**C141.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The submitted plans show the required level of detail similar to other PDPs approved throughout Villebois.



**C142.** PDP 1C Lot 12, Parking: Similar to above, the submitted plans show the required level of detail similar to other PDPs approved throughout Villebois.

#### Copies of Legal Documents

Subsection 4.125 (.18) H. 4.

**C143.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As stated in the applicant's materials, copies of legal documents will be provided as appropriate and required by the Development Review Board.

**C144.** PDP 1C Lot 12, Parking: As discussed above, copies of legal documents will be provided as appropriate and required by the Development Review Board.

#### PDP Approval Procedures

Subsection 4.125 (.18) I.

**C145.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The review of the request follows the defined procedure including public notice, a public hearing, and a determination by the Development Review Board.

**C146.** PDP 1C Lot 12, Parking: Review of this PDP follows the same defined procedure outlined above for PDP 12C Lot 76 and PDP 2C Lot 73.

#### PDP Refinements to Approved SAP: Streets, Parks and Open Space, and Utilities

Subsection 4.125 (.18) J. 1. a. i. through iii.

**C147.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The PDPs do not propose any refinements to the street network or functional classification of streets, or nature or location of utilities or stormwater facilities. The Villebois Village Master Plan and SAP Central do not show any parks, linear greens, open space or pathways within the proposed PDP areas, and the applicant is not proposing a refinement to the amount of required green space in the PDPs.

**C148.** PDP 2C Lot 12, Parking: Similar to above, this PDP does not propose any refinements to the street network or functional classification of streets, or nature or location of utilities or stormwater facilities. The Villebois Village Master Plan and SAP Central do not show any parks, linear greens, open space or pathways within the proposed PDP area, and the applicant is not proposing a refinement to the amount of required green space in the PDP.

#### PDP Refinements to Approved SAP: Mix of Land Uses and Density

Subsection 4.125 (.18) J. 1. a. iv. and v.

**C149.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed mixed-use development consists of three buildings, designed to provide 143 residential market-rate apartments and 2,460 square feet of ground-level commercial retail space, and an

additional surface parking area. Buildings A and B, located on PDP 12C Lot 76, provide 94 multi-family residential units (69 one-bedroom units, 14 two-bedroom units, and 11 3-bedroom units) and 1,331 square feet of retail space. Building C, located on PDP 2C Lot 73, includes 49 multi-family residential units (16 studio residential units, 26 one-bedroom units, 7 two-bedroom units), and 1,129 square feet of retail. In addition, Buildings A, B, and C include 11 ground floor residential units facing the Piazza designed to accommodate future conversion to 7,527 square feet of retail space, should the property owner decide in the future, based on market demand, to replace the residential housing with additional retail. The surface parking area is proposed on PDP 1C Lot 12 to serve the residences, employees, and visitors of the development. A total of 167 vehicle parking spaces are required, with 183 off- and on-street spaces provided.

Since SAP Central was approved in 2006, separate PDPs, as well as some modifications of original approvals, have been approved within SAP Central. The current application proposes modifications to previously approved PDP 2C Lot 73 and PDP 1C Lot 12 as follows:

- PDP 2C Lot 73 modification proposes to increase the number of mixed-use condos from the conceptual range of 24 to 30 units to provide 49 apartment units in Building C.
- PDP 1C Lot 12 modification proposes to eliminate the conceptual range of 8 to 12 mixed-use condo units previously envisioned and provide a surface parking area to serve the residents, employees, and visitors of the mixed-use development.

The following table reflects the final and current approved unit counts in all other PDP approvals and modifications in SAP Central. The original SAP Central approved 1,010 units with a potential 10% increase or decrease over time. With approval of the proposed PDP 2C Lot 73 and PDP 1C Lot 12 modifications, the density in SAP Central will be 986 units, resulting in a less than 10% change to the unit counts in SAP Central, which continues to meet the density requirement across Villebois. In addition, the proposal results in a total of 2,568 residential units, which is above the density of 2,300 units required to be obtained across Villebois, meeting the refinement criteria.

Housing Type	Original Unit Count in SAP Central	Current Unit Count in SAP Central	Proposed Unit Count in SAP Central	% Change – Original to Proposed	% Change – Current to Proposed
Medium/Standard/Large/Estate	0	0	0	0%	0%
Small Detached/Small Cottage/Row House/Neighborhood Apartment	1,010	933	986	-2.4%	5.9%
Total	1,010	933	986	-2.4%	5.9%

**C150.** PDP 1C Lot 12, Parking: Proposed modification of Lot 12 is discussed above and additional details are included in this Finding. The conceptual range of density shown for the subject area in SAP Central was 8 to 12 Mixed Use Condos. Approval of a three-unit residential development, including one mixed-use unit and associate improvements was granted on

August 27, 2018, by the DRB in Resolution No. 357 (Casefile DB18-0040, DB18-0041, and DB18-0042). After the developer of the proposed three-unit residential development did not proceed with purchase of the property, the applicant took the opportunity to acquire the property and proceed with the proposed modification. This would eliminate the mixed-use condos on Lot 12 to provide a surface parking area to serve the residents, employees, and visitors of the Villebois Village mixed-use development on PDP 12C Lot 76 and PDP 2C Lot 73.

**PDP Refinements to Approved SAP: Significant But Necessary Changes**  
Subsection 4.125 (.18) J. 1. a. vi. and b. i. and ii.

**C151.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The PDPs do not include changes that are significant under the definitions of this standard. As the above findings demonstrate, the proposed refinements of providing additional apartment units does not cause a quantifiable change greater or less than 10%. Additionally, the proposed refinements do not negatively affect an important, qualitative feature of Villebois as demonstrated in the following responses. The proposed refinements contribute to the range of housing options within the Village Center and Villebois.

**C152.** PDP 1C Lot 12, Parking: Similar to above, the PDP does not include changes that are significant under the definitions of this standard. As the above findings demonstrate, the proposed refinements of providing a parking lot instead of a 3 mixed-use condo development does not cause a quantifiable change greater or less than 10%. Nor do the proposed refinements negatively affect an important, qualitative feature of Villebois. The refinements contribute to supporting the Villebois Village mixed-use development located in the Village Center.

**PDP Refinements to Approved SAP: Equal to or Better than SAP Conditions and Master Plan Goals, Policies and Implementation Measures**  
Subsection 4.125 (.18) J. 2. a.

**C153.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: None of the conditions of approval for SAP Central are specific to the proposed refinements. As the proposed refinements will not compromise the project's ability to comply with SAP conditions of approval, they will equally meet the conditions of approval of SAP Central.

The proposed refinements will equally or better meet the following Goals, Policies and Implementation Measures of the Villebois Village Master Plan than the SAP Central plan.

Land Use, General Land Use Plan Goal – Villebois Village shall be a complete community that integrates land use, transportation, and natural resource elements to foster a unique sense of place and cohesiveness.

The applicant states that the proposed PDP 12C Lot 76 and 2C Lot 73 plans better integrate land use, transportation and natural resource elements by activating a pedestrian friendly

landscape that will provide nearby residents with destinations that are accessible by multiple modes of transportation, specifically modes of active transportation. The dense character of the project as a whole allows for a more compact, environmentally-friendly neighborhood design.

Land Use, General Land Use Plan Policy 1 – The Villebois Village shall be a complete community with a wide range of living choices, transportation choices, and working and shopping choices. Housing shall be provided in a mix of types and densities resulting in a minimum of 2,300 dwelling units within the Villebois Village Master Plan area.

As stated in the applicant’s materials, the proposed PDP 12C Lot 76 and PDP 2C Lot 73 plans meet this Land Use Plan Policy by contributing to the range of living choices, providing mixed-use apartments within the Village Center. The SAP designated Lot 76 as Mixed Use units, and 94 mixed use apartments are proposed in two buildings, along with retail space, and community amenities. The SAP showed a conceptual range 24-30 Mixed Use units for Lot 73, and the proposal is for a mixed-use building with 49 multi-family residential units, retail/ commercial space, and a community mail center. The proposal of mixed-use apartments and retail space meets current market demand and city-wide goals while complying with the urban design goals and density targets in the Village Center. This project continues to comply with the minimum density of 2,300 units across Villebois.

Villebois Village Master Plan, Village Center Policy 1 – The Village Center shall be a highly pedestrian-oriented place that is the focus of a mix of residential, shopping, service, and civic and mixed-use buildings.

The proposed PDP 12C Lot 76 and PDP 2C Lot 73 plans meet this Land Use Plan Policy with the addition of proposed buildings that are oriented towards the Piazza and abutting the sidewalk. With the proposed plans, the central plaza area will be a vibrant locale filled with multi-family residential, retail spaces, and community amenities, allowing people to live close to these neighborhood destinations in the Piazza area.

Villebois Village Master Plan, Village Center Policy 2 – The Village Center shall encourage multi-modal transportation system opportunities with good access by vehicular, pedestrian, bicycle and transit traffic.

As described by the applicant, the proposed PDP 12C Lot 76 and PDP 2C Lot 73 plans encourage multi-modal transportation system opportunities by providing convenient vehicular access to parking lots, and by encouraging pedestrian-oriented street frontages. The local transit district, South Metro Area Regional Transit (SMART), also provides service to the Villebois Village Center.

Villebois Village Master Plan, Village Center Implementation Measure 2 – Specify a mixture of uses (residential, commercial, retail, civic, and office development) with the

implementing Village zone that will support the long-term vitality of the Village Center and enhance the creation of a true urban village at its core. Employment may include uses related to high-tech businesses. The Village Center is intended to provide locations for uses consistent with, but not limited to, the following examples.

- Consumer Goods: bookstore, clothing, florist, jeweler, pet shop, bicycle shop.
- Food & Sundries: bakery, specialty grocery, hardware, laundromat, dry cleaner, gifts.
- General Office: professional offices, non-profit, health services, governmental services, real estate, insurance, travel.
- Service Commercial: bank, day care center, photo processing, telecommunications, upholstery shop.
- Lifestyle & Recreation: hair salon, specialty retail, theater, video/DVD store, art gallery, health club, restaurants, dance studio.
- Hospitality: hotel, bed and breakfast, conference center.
- Light Manufacturing/Research and Development.
- Civic/Institutional: meeting hall, library, museum, churches, farmer's market, community center.
- Residential: condominiums, apartments, and townhouses

The proposed PDP 12C Lot 76 and PDP 2C Lot 73 plans are consistent with the Village Center Implementation Measure 2 by providing mixed-use apartment buildings in the Village Center. Building A will have 3 live/work units, which may be used as either residential space or as space for an appropriate use as listed above. Buildings B and C provide space for retail, which could be occupied by any of the above-listed uses depending on the tenant. As described above, all buildings contribute to the mix of residential options in the Village Center by providing additional housing options in Villebois.

Parks and Open Space/Off-Street Trails and Pathways Goal – The Parks system within Villebois Village shall create a range of experiences for its residents and visitors through an interconnected network of pathways, parks, trails, open space and other public spaces that protect and enhance the site's natural resources and connect Villebois to the larger regional park/open space system.

The Villebois Village Master Plan and SAP Central do not show any parks, linear greens, open space or pathways within the proposed PDP areas. The proposed buildings surround the Piazza, a plaza located at the center of the Villebois neighborhood, and nearby neighborhood parks are within walking distance.

Parks and Open Space/Off-Street Trails and Pathways Implementation Measure 3– Parks and open spaces shall be designed to incorporate native vegetation, landforms and hydrology to the fullest extent possible.

The proposed PDP 12C Lot 76 and PDP 2C Lot 73 plans incorporate native vegetation, landforms and hydrology to the fullest extent possible, given the planned level of urban uses on this sites.

Parks and Open Space/Off-Street Trails and Pathways Implementation Measure 9– The design of Villebois shall retain the maximum number of existing trees practicable that are six inches or more DBH in the “Important” and “Good” tree rating categories, which are defined in the Community Elements Books. Trees rated “Moderate” shall be evaluated on an individual basis as regards retention. Native species of trees and trees with historical importance shall be given special consideration for retention.

Proposed tree retention and removal is discussed in the Tree Report included in the application (see Request E).

**C154.** PDP 1C Lot 12, Parking: Similar to above, none of the conditions of approval for SAP Central are specific to the proposed refinements. As the proposed refinements will not compromise the project’s ability to comply with SAP conditions of approval, they will equally meet the conditions of approval of SAP Central.

The proposed refinements will equally or better meet the following Goals, Policies and Implementation Measures of the Villebois Village Master Plan than the SAP Central plan.

Land Use, General Land Use Plan Goal – Villebois Village shall be a complete community that integrates land use, transportation, and natural resource elements to foster a unique sense of place and cohesiveness.

The applicant states that the proposed PDP 1C Lot 12 plan provides a complete community by better integrating land use, transportation, and natural resource elements to foster a unique sense of place and cohesiveness. This application proposes development of a surface parking area on Lot 12 to serve the residents, employees, and visitors of the Villebois Village mixed-use development, located on PDP 12C Lot 76 and PDP 2C Lot 73. While the off-street parking area supports motor vehicles, the central location promotes pedestrian transportation throughout the Village Center. As described by the applicant, the parking area is designed with walkways that provide pedestrian connections from the vehicle parking to the public sidewalk adjacent to SW Villebois Drive and to the mixed-use development that the parking area supports. The landscaping plan is designed to visually screen the parking area from the surrounding properties using a 6-foot-high vine fencing and landscaping in an aesthetically pleasing manner. The fence consists of welded wire mesh fencing with cedar posts, around the entirety of the site except at breaks for pedestrian and vehicle access points, as illustrated on the plans in Exhibit B3-III.

Land Use, General Land Use Plan Policy 1 – The Villebois Village shall be a complete community with a wide range of living choices, transportation choices, and working and

shopping choices. Housing shall be provided in a mix of types and densities resulting in a minimum of 2,300 dwelling units within the Villebois Village Master Plan area.

As stated in the applicant's materials, the proposed PDP 1C Lot 12 plans meet this Land Use Plan Policy by supporting a range of living choices. The conceptual ranges of density shown for the site in SAP Central was 8 to 12 Mixed Use Condos. This proposal replaces development of 3 mixed-use condos previously approved but not constructed with a parking area on Lot 12 to serve the residents, employees, and visitors of the Villebois Village mixed-use development on PDP 12C Lot 76 and PDP 2C Lot 73. The proposal of mixed use with multi-family residential units and retail space meets the current market demand and city-wide goals while complying with the urban design goals and density targets in the Village Center. This project continues to comply with the minimum density of 2,300 units across Villebois.

Villebois Village Master Plan, Village Center Policy 1 – The Village Center shall be a highly pedestrian-oriented place that is the focus of a mix of residential, shopping, service, and civic and mixed-use buildings.

Villebois Village Master Plan, Village Center Policy 2 – The Village Center shall encourage multi-modal transportation system opportunities with good access by vehicular, pedestrian, bicycle and transit traffic.

The proposed PDP 1C Lot 12 modification supports the creation of a vibrant Village Center filled with multi-family residential, retail spaces, and community amenities by providing a surface parking area on Lot 12 to serve the residents, employees, and visitors of the Villebois Village mixed-use development. While the off-street parking area supports motor vehicles, the central location promotes pedestrian transportation throughout the Village Center. The parking lot is designed with walkways that provide pedestrian connections from the vehicle parking area to the public sidewalk adjacent to SW Villebois Drive. The landscaping plan is designed to visually screen the parking lot from the surrounding properties and public area that includes the Piazza located directly northeast of the site

Villebois Village Master Plan, Village Center Implementation Measure 2 – Specify a mixture of uses (residential, commercial, retail, civic, and office development) with the implementing Village zone that will support the long-term vitality of the Village Center and enhance the creation of a true urban village at its core. Employment may include uses related to high-tech businesses. The Village Center is intended to provide locations for uses consistent with, but not limited to, the following examples.

- Consumer Goods: bookstore, clothing, florist, jeweler, pet shop, bicycle shop.
- Food & Sundries: bakery, specialty grocery, hardware, laundromat, dry cleaner, gifts.
- General Office: professional offices, non-profit, health services, governmental services, real estate, insurance, travel.

- Service Commercial: bank, day care center, photo processing, telecommunications, upholstery shop.
- Lifestyle & Recreation: hair salon, specialty retail, theater, video/DVD store, art gallery, health club, restaurants, dance studio.
- Hospitality: hotel, bed and breakfast, conference center.
- Light Manufacturing/Research and Development.
- Civic/Institutional: meeting hall, library, museum, churches, farmer’s market, community center.
- Residential: condominiums, apartments, and townhouses

The parking area on Lot 12 will serve the residents, employees, and visitors of the Villebois Village mixed-use development on Lot 76 of PDP 12C and Lot 73 of PDP 2C. The density of the residential units and the amount of commercial and retail space will enhance the area and create a vibrant Village Center.

Parks and Open Space/Off-Street Trails and Pathways Goal – The Parks system within Villebois Village shall create a range of experiences for its residents and visitors through an interconnected network of pathways, parks, trails, open space and other public spaces that protect and enhance the site’s natural resources and connect Villebois to the larger regional park/open space system.

The Villebois Village Master Plan and SAP Central do not show any parks, linear greens, open space or pathways within the proposed PDP 1C Lot 12 area.

Parks and Open Space/Off-Street Trails and Pathways Implementation Measure 3– Parks and open spaces shall be designed to incorporate native vegetation, landforms and hydrology to the fullest extent possible.

The proposed PDP 1C Lot 12 plans incorporate native vegetation, landforms and hydrology to the fullest extent possible, given the planned level of urban uses on this sites.

Parks and Open Space/Off-Street Trails and Pathways Implementation Measure 9– The design of Villebois shall retain the maximum number of existing trees practicable that are six inches or more DBH in the “Important” and “Good” tree rating categories, which are defined in the Community Elements Books. Trees rated “Moderate” shall be evaluated on an individual basis as regards retention. Native species of trees and trees with historical importance shall be given special consideration for retention.

Proposed tree retention and removal for PDP 1C Lot 12 is discussed in the Tree Report included in the application (see Request E).



PDP Refinements to Approved SAP: Impacts on Environment or Natural or Scenic Resources

Subsection 4.125 (.18) J. 2. b.

**C155.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As described above, the proposed refinements will better meet the goals, policies, and implementation measures of the Villebois Village Master Plan and the framework of SAP Central and do not impact environmental or natural or scenic resources within the PDP or the Village area.

**C156.** PDP 1C Lot 12, Parking: Similar to above, the proposed refinements will better meet the goals, policies, and implementation measures of the Villebois Village Master Plan and the framework of SAP Central and do not impact environmental or natural or scenic resources within the PDP or the Village area.

PDP Refinements to Approved SAP: Adjoining or Subsequent PDP or SAP Development

Subsection 4.125 (.18) J. 2. c.

**C157.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed refinements in and of themselves have no effect on the development potential of adjoining or subsequent PDPs. Therefore, the refinements will not preclude adjoining or subsequent PDPs or SAPs from developing consistent with the approved SAP or Master Plan.

**C158.** PDP 1C Lot 12, Parking: As discussed above, the proposed refinements in and of themselves have no effect on the development potential of adjoining or subsequent PDPs. Therefore, the refinements will not preclude adjoining or subsequent PDPs or SAPs from developing consistent with the approved SAP or Master Plan.

PDP Refinements to Approved SAP: SAP Amendment Phasing

Subsection 4.125 (.18) J. 3. and 4.

**C159.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: This application does not include an amendment of SAP Central to modify the SAP phasing plan.

**C160.** PDP 1C Lot 12, Parking: This application does not include an amendment of SAP Central to modify the SAP phasing plan.

**PDP Approval Criteria**

PDP Consistent with Standards of Section 4.125

Subsection 4.125 (.18) K. 1. a.

**C161.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As shown elsewhere in this request, the proposed PDPs are consistent with the standards of Section 4.125.

**C162.** PDP 1C Lot 12, Parking: As shown elsewhere in this request, the proposed PDP is consistent with the standards of Section 4.125.

PDP Complies with the Planning and Land Development Ordinance  
Subsection 4.125 (.18) K. 1. b.

**C163.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The Findings provide an explanation of how the proposed development is consistent with the applicable standards of the Planning and Land Development Ordinance. A description of how the proposed development complies with Section 4.140 (.09) J. 1. through 3. is included in the subsequent pages of this report.

**C164.** PDP 1C Lot 12, Parking: The proposed development of Lot 12 is consistent with the applicable standards as outlined above for PDP 12C Lot 76 and PDP 2C Lot 73.

PDP Consistent with Approved SAP  
Subsection 4.125 (.18) K. 1. c.

**C165.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant has requested a SAP Amendment to refine the VCAS for the Plaza Address (Request B) and has designed Buildings A, B and C consistent with the requested SAP Amendment. With approval of the SAP Amendment, PDP 12C Lot 76 and PDP 2C Lot 73 will be consistent with the amended VCAS, as demonstrated by the plan sheets located in the applicant's submittal, and as refined and described earlier in this report.

**C166.** PDP 1C Lot 12, Parking: The proposed PDP modification is consistent with SAP Central, as demonstrated by the plan sheets located include in the applicant's materials and as described elsewhere in this report.

PDP Consistent with Approved Pattern Book and VCAS  
Subsection 4.125 (.18) K. 1. d.

**C167.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As discussed above, with the approval of the requested SAP Amendment (Request B), PDP 12C Lot 76 and PDP 2C Lot 73 will be consistent with the amended VCAS, as demonstrated by the plan sheets located in the applicant's submittal, and as refined and described earlier in this report.

**C168.** PDP 1C Lot 12, Parking: No buildings are proposed with this application; therefore, this criteria is not applicable.

Reasonable Phasing Schedule  
Subsection 4.125 (.18) K. 2.

**C169.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: PDP 12C Lot 76 is proposed to be executed in one phase, with building construction starting approximately one month apart. PDP 2C Lot 73 is proposed to be executed in one phase.

**C170.** PDP 1C Lot 12, Parking: The PDP modification is proposed to be executed in one phase.

Parks Concurrency: Parks Completion Prior to Occupancy of 50% of Homes  
Subsection 4.125 (.18) K. 3. and 4.

**C171.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: There are no parks being proposed with these PDPs. All surrounding parks and open spaces have already been constructed with previous developments.

**C172.** PDP 1C Lot 12, Parking: As discussed above, SAP Central SAP does not indicate any public parks or open space located on PDP 1C Lot 12. The PDP modification does not propose construction of any public parks or open space

#### DRB Conditions

Subsection 4.125 (.18) K. 5.

**C173.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Staff does not recommend any additional conditions of approval to ensure compliance.

**C174.** PDP 1C Lot 12, Parking: Similar to above, staff does not recommend any additional conditions of approval to ensure compliance.

### **Planned Development Regulations**

#### Consistency with Comprehensive Plan and Other Plans, Ordinances

Subsection 4.140 (.09) J. 1.

**C175.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant's findings demonstrate the location, design, size, and uses proposed with the PDPs are both separately and as a whole consistent with SAP Central, and thus the Villebois Village Master Plan, the City's Comprehensive Plan designation of Residential-Village for the area, and any other applicable ordinance of which staff is aware.

**C176.** PDP 1C Lot 12, Parking: As discussed above, the applicant's findings demonstrate the location, design, size, and uses proposed with the PDPs are both separately and as a whole consistent with SAP Central, and thus the Villebois Village Master Plan, the City's Comprehensive Plan designation of Residential-Village for the area, and any other applicable ordinance of which staff is aware.

#### Meeting Traffic Level of Service D

Subsection 4.140 (.09) J. 2.

**C177.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The location, design, size and uses are such that traffic generated within the PDPs at the most heavily used intersection(s) can be accommodated safely and without congestion in excess of Level of Service D. The proposed uses and the circulation system are consistent with the SAP Central application, which included an Internal Circulation Evaluation including an assessment of

intersection performance by DKS Associates. A copy of the Traffic Impact Analysis is included in the application materials.

**C178.** PDP 1C Lot 12, Parking: The surface parking area proposed on Lot 12 does not, in and of itself, generate traffic; it is designed to provide parking to support the uses in PDP 12C Lot 76 and PDP 2C Lot 73. As discussed above, the proposed uses and the circulation system are consistent with the SAP Central application, which included an Internal Circulation Evaluation including an assessment of intersection performance by DKS Associates. A copy of the Traffic Impact Analysis is included in the application materials.

#### Concurrency for Other Facilities and Services Including Utilities

Subsection 4.140 (.09) J. 3.

**C179.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As shown in the Supporting Compliance Report, the Utility and Drainage Reports and the plan sheets, adequate or immediately planned facilities and services are sufficient to serve the planned development.

**C180.** PDP 1C Lot 12, Parking: As discussed above, and as shown in the Supporting Compliance Report, the Utility and Drainage Reports and the plan sheets, adequate or immediately planned facilities and services are sufficient to serve the planned development.

#### On-Site Pedestrian Access and Circulation

##### Continuous Pathway System

Subsection 4.154 (.01) B. 1.

**C181.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Per the applicant's materials, pedestrian pathway systems (sidewalks) in PDP 12C Lot 76 and PDP 2C Lot 73 extend throughout the development site and connect to adjacent sidewalks. The PDPs propose wide sidewalks surrounding the Piazza, a central pedestrian attraction.

**C182.** PDP 1C Lot 12, Parking: As stated by the applicant, the PDP modification of Lot 12 will be in compliance with Section 4.154 and provide for safe, reasonably direct, and convenient pedestrian access and circulation, as described below.

##### Pathways Safe, Direct, and Convenient

Subsection 4.154 (.02) B. 2. a. through c.

**C183.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Villebois Village Center, including the proposed PDPs, is designed with a grid system, which allows for short blocks and easy navigation for pedestrians. As stated by the applicant, pedestrian pathways will be free from hazards and will provide a reasonably smooth and consistent surface. Pedestrian bulb-outs also exist at the intersections surrounding the sites. Pathways will be reasonably direct, will not involve a significant amount of unnecessary out-of-direction

travel, and connect to the primary building entrances in compliance with the Americans with Disabilities Act (ADA) requirements.

**C184.** PDP 1C Lot 12, Parking: Pedestrian pathways provide direct pedestrian access from the parking lot to the public sidewalk adjacent to SW Villebois Drive as shown on the Preliminary Circulation Plan. As described by the applicant, the public sidewalk network provides a safe, direct, and convenient pedestrian connection from the parking lot to SW Villebois Village mixed use development on PDP 12C Lot 76 and PDP 2C Lot 73. Pedestrian pathways will be free from hazards and will provide a reasonably smooth and consistent surface. The ADA accessible parking space in the parking area has direct connection to a pathway that connects to the public sidewalk adjacent to SW Villebois Drive as shown on the Preliminary Circulation Plan and Preliminary Parking Plan included in the application materials.

#### Vehicle/Pathway Separation

Subsection 4.154 (.02) B. 3.

**C185.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As proposed, sidewalks adjacent to streets are separated from vehicle travel areas by curbs or bollards. Pedestrian crossings of streets or access aisles are facilitated with either curb extensions or painted crosswalks. The Piazza area, in conformance with the standards of the Plaza Address in the Community Elements Book, does not have vertical separation from SW Villebois Drive, SW Campanile Lane, or SW Royal Scot Lane.

**C186.** PDP 1C Lot 12, Parking: As proposed, existing public sidewalks adjacent to SW Barber Street and Villebois Drive streets are separated from vehicle travel areas with street trees and planter strips. Pathways are located to provide separate pedestrian access to the public sidewalk adjacent to SW Villebois Drive as shown on the Preliminary Circulation Plan.

#### Crosswalks Clearly Marked

Subsection 4.154 (.02) B. 4.

**C187.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Per the applicant's materials, where pathways cross parking or driving areas, they will be clearly marked with contrasting paint.

**C188.** PDP 1C Lot 12, Parking: As discussed above, where pathways cross parking or driving areas, they will be clearly marked with contrasting paint

#### Pathway Width and Surface, and Signs

Subsection 4.154 (.02) B. 5. and 6.

**C189.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As stated by the applicant, primary pathways will be constructed of concrete, not less than five (5) feet in width, and will be clearly marked with appropriate standard signs.

**C190.** PDP 1C Lot 12, Parking: Similar to PDP 12C Lot 76 and PDP 2C Lot 73, primary pathways will be constructed of concrete, not less than five (5) feet in width, and will be clearly marked with appropriate standard signs.

## **Protection of Natural Features & Other Resources**

### General Terrain Preparation

Subsection 4.171 (.02)

**C191.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The plan sheets demonstrate that the subject PDPs are designed with maximum regard to natural terrain features and topography. The PDPs do not contain hillside areas or flood plains. The Grading and Erosion Control Plans show proposed grading within the subject areas and the Tree Preservation Plans show proposed tree preservation.

The applicant states that all subsequent grading, filling and excavating will be in accordance with the Uniform Building Code. Disturbance of soils and removal of trees and other native vegetation will be limited to the extent necessary to construct the proposed development. Construction will occur in a manner that avoids substantial probabilities of accelerated erosion; pollution, contamination or siltation of lakes, rivers, streams and wetlands; damage to vegetation; and injury to wildlife and fish habitats.

**C192.** PDP 1C Lot 12, Parking: As stated by the applicant, the plan sheets demonstrate that the subject PDPs are designed with maximum regard to natural terrain features and topography. The PDPs do not contain hillside areas or flood plains. Terrain preparation and construction practices for PDP 2C Lot 12 would be similar to those outlined above for PDP 12C Lot 76 and PDP 2C Lot 73.

### Hillsides

Subsection 4.171 (.03)

**C193.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The subject PDPs do not include any areas of slopes in excess of 25%.

**C194.** PDP 1C Lot 12, Parking: The subject PDP does not include any areas of slopes in excess of 25%.

### Trees and Wooded Areas

Subsection 4.171 (.04)

**C195.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The Tree Preservation Plan depicts existing trees within the subject area and identifies trees to be removed. See Request E for discussion of tree removal and mitigation.

**C196.** PDP 1C Lot 12, Parking: Similar to above, the Tree Preservation Plan depicts existing trees within the subject area and identifies trees to be removed. See Request E for discussion of tree removal and mitigation.

High Voltage Power Lines  
Subsection 4.171 (.05)

**C197.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The PDPs do not contain any high voltage powerline or petroleum pipeline easements or rights of way.

**C198.** PDP 1C Lot 12, Parking: The PDPs do not contain any high voltage powerline or petroleum pipeline easements or rights of way.

Safety Hazards and Hazard Areas  
Subsection 4.171 (.06)

**C199.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Development of the subject areas will occur in a manner that minimizes potential hazards to safety. No areas of land movement, slump, earth flow, or mud or debris flow, and no soil hazard areas have been identified within the subject areas.

**C200.** PDP 1C Lot 12, Parking: Similar to above, development of the subject area will occur in a manner that minimizes potential hazards to safety. No areas of land movement, slump, earth flow, or mud or debris flow, and no soil hazard areas have been identified within the subject areas.

Historic Protection  
Subsection 4.171 (.09)

**C201.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: A Historic/Cultural Resource Inventory was previously conducted for SAP Central. The inventory shows that the subject PDPs do not include any sites, objects, or areas having historic, cultural, or archaeological significance.

**C202.** PDP 1C Lot 12, Parking: As outlined above, a Historic/Cultural Resource Inventory was previously conducted for SAP Central. The inventory shows that the subject PDP does not include any sites, objects, or areas having historic, cultural, or archaeological significance

Landscaping, Screening, and Buffering  
Section 4.176

**C203.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Per the applicant's materials, landscaping will be provided in accordance with the standards in Section 4.176. The Street Tree/Lighting Plan depicts street trees along rights-of-way within the subject PDP areas. The plans have been developed in conformance with the Community Elements

Book and the applicable standards of Section 4.176. Landscaping is further reviewed with the FDP (see Request D).

**C204.** PDP 1C Lot 12, Parking: Similar to above, landscaping, screening and buffering will be provided in accordance with the applicable standards. The Street Tree/Lighting Plan depicts street trees along rights-of-way within the subject PDP area. The plans have been developed in conformance with the Community Elements Book and the applicable standards of Section 4.176. Landscaping is further reviewed with the FDP (see Request D).

#### Street Improvement Standards

Section 4.177

**C205.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As stated by the applicant, adjacent street rights-of-way will be dedicated in conformance with required widths. The plan sheets demonstrate that all proposed access drives (parking areas) within the PDPs will have a minimum improvement width of 16 feet and will provide two-way travel. All access drives will be constructed with a hard surface capable of carrying a 23-ton load. Easements for fire access will be dedicated as required by the fire department. All access drives will be designed to provide a clear travel lane free from any obstructions. Clear vision areas and vertical clearance will be maintained in accordance with the standards of this Section.

**C206.** PDP 1C Lot 12, Parking: This PDP will comply with the standards as outlined above for PDP 12C Lot 76 and PDP 2C Lot 73.

### **Request D: DB21-0012, DB21-0015, DB21-0023 Final Development Plans**

*Note: The FDP 12C Lot 76 (DB21-0012) is contingent on City Council approval of the Zone Map Amendment (DB21-0008).*

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

#### Permitted Uses in Village Zone

Subsection 4.125 (.02) and (.03) and Table V-1

**D1.** FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C: All lots meet applicable requirements of this subsection and Table V-1. As described in the applicant's materials, all sites are proposed to be developed as mixed-use with commercial space, community amenities, and residential units. Mixed-use is required by the Villebois Village Master Plan as a centerpiece for the community. The design of buildings incorporates unique, attractive architecture and uses that will activate the Village Center, bringing variety to Central Villebois and optimizing pedestrian opportunities. Table V-1 does not indicate a minimum



lot size, width or depth for mixed-use buildings in the Village Center. The proposed buildings comply with the minimum frontage width standard and the applicable setback and height requirements. (Also see additional discussion at Request C.)

- D2.** FDP 1C Lot 12: This FDP proposes development of a surface parking area on Lot 12 to serve the residents, employees, and visitors of the Villebois Village mixed use development located on PDP 12C Lot 76 and PDP 2C Lot 73. This is an accessory use permitted by Section 4.125 (.03) C. (See Request C for a discussion of access, dimensional standards, etc.)

**Community Fencing**  
Subsection 4.125 (.05) D.

- D3.** FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C: No fences are required or proposed with development of these buildings.
- D4.** FDP 1C Lot 12, Parking: As discussed with the PDP for Lot 12 (see Request C), as well as in later sections of this Staff Report, the SAP Central Plan and Villebois Village Master Plan do not indicate any required community fencing within the subject site. The VCAS indicate that fencing is optional in the Plaza Address, and where provided should be consistent with the architecture. The applicant is proposing 6-foot-high vine support fence, consisting of welded wire mesh fencing with cedar posts, around the entirety of the site except at breaks for pedestrian and vehicle access points as in the submitted plans. As described by the applicant, Star Jasmine, a blooming broad-leaf evergreen, is proposed to vegetate the fence and provide a visual barrier between the parking lot and surrounding properties. A sample image of the vegetated vine is provided below:



Off-Street Parking, Loading, and Bicycle Parking Requirements  
Subsection 4.125 (.07) A. through D. and Table V-2

- D5.** FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C: A detailed discussion of compliance with off-street parking, loading, and bicycle parking requirements is provided under Request C of this Staff Report.
- D6.** FDP 1C Lot 12, Parking: The proposed parking area on Lot 12 does not, in and of itself, create a demand for parking; rather it is designed to support the parking needs of customers, employees and residents of mixed-use in Buildings A, B, and C of the proposed project. A detailed discussion of compliance with off-street parking, loading, and bicycle parking requirements for the development as a whole is provided under Request C of this Staff Report.

Parks and Open Space  
Subsection 4.125 (.08)

- D7.** FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C: As discussed under Request C of this Staff Report, the Parks Master Plan for Villebois states that there are 58.42 acres of parks and 101.31 acres of open space for a total of 159.73 acres within Villebois, approximately 33%. SAP Central includes parks and open space areas consistent and in excess of the Master Plan. The Villebois Village Master Plan does not show any required parks and open space within the site of Buildings A, B and C, and the applicant is not proposing any changes to this designation.
- D8.** FDP 1C Lot 12, Parking: The Villebois Village Master Plan does not show any required parks and open space within the site of the parking area on Lot 12, and the applicant is not proposing any changes to this designation.

Street Alignment and Access Improvement Standards  
Subsection 4.125 (.09) and 4.177 (.02)

- D9.** FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C: Compliance with street and access improvement standards is discussed in the PDP section of this report (see Request C). The applicant's submitted compliance reports for the PDPs demonstrates that streets and access improvement standards of Section 4.177 are met, and that proposed landscaping is sited to meet vision clearance standards.
- D10.** FDP 1C Lot 12, Parking: As indicated above, compliance with street and access improvement standards is discussed in the PDP section of this report (see Request C). The applicant's submitted compliance reports for the PDP demonstrate that streets and access improvement standards of Section 4.177 are met, and that proposed landscaping is sited to meet vision clearance standards.

## Sidewalk and Pathway Improvement Standards

Subsections 4.125 (.10) and 4.154 (.02)

- D11.** FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C: Compliance with sidewalk and pathway improvement standards is discussed in the PDP section of this report (see Request C). All sidewalks and pathways within SAP Central will be constructed in accordance with the standards of Section 4.154 and the Villebois Village Master Plan. Sidewalks and pathways are shown in the street cross-sections on the Circulation Plan.
- D12.** FDP 1C Lot 12, Parking: As indicated above, compliance with sidewalk and pathway improvement standards is discussed in the PDP section of this report (see Request C). All sidewalks and pathways within SAP Central will be constructed in accordance with the standards of Section 4.154 and the Villebois Village Master Plan. Sidewalks and pathways are shown in the street cross-sections on the Circulation Plan.

## Landscaping, Screening and Buffering

Subsection 4.125 (.11)

- D13.** FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C: The applicable provisions of Section 4.176 are addressed in the subsequent sections of this report. The PDP modification provides information regarding existing and proposed street trees. This FDP application reflects the provision of street trees consistent with that shown in the PDP application.
- D14.** FDP 1C Lot 12, Parking: As indicated above, the applicable provisions of Section 4.176 are addressed in the subsequent sections of this report. The PDP modification provides information regarding existing and proposed street trees. This FDP application reflects the provision of street trees consistent with that shown in the PDP application.

## Master Signage and Wayfinding Plan

Sections 4.125 (.12) and 4.156

- D15.** FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C: The Master Signage and Wayfinding Plan does not indicate any identified within the subject properties and the applicant does not propose any. (See also discussion under Request C.)
- D16.** FDP 1C Lot 12, Parking: As stated above, the Master Signage and Wayfinding Plan does not indicate any identified within the subject property and the applicant does not propose any.

## Design Standards Applying to the Village Zone

Subsection 4.125 (.14)

- D17.** FDP 12C Lot 76, Buildings A and B, FDP 2C Lot 73, Building C: The materials proposed for the buildings, architecture, and streetscapes of the subject PDP are consistent with the

approved Community Elements Book as shown in the FDP Approval Criteria section of this report.

- D18.** FDP 1C Lot 12: No buildings are proposed for Lot 12, therefore, standards for buildings and architecture do not apply. Streetscapes of the subject PDP are consistent with the approved Community Elements Book as shown in the FDP Approval Criteria section of this report.

### **Final Development Plan Approval**

#### Approval Procedures Subsection 4.125 (.18) L.

- D19.** FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C: The proposal is subject to the applicable procedures set out in this subsection for approval of a FDP. This application has been made by the owner and applicant of the affected property and has been filed on the prescribed form and accompanied by the prescribed fee. The professional coordinator and professional design team for the project are listed in the applicant's materials.

- D20.** FDP 1C Lot 12, Parking: As state above, the proposal is subject to and has complied with the applicable procedures set out in this subsection for approval of a FDP.

#### Final Development Plan Submittal Requirements Subsection 4.125 (.18) M.

- D21.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant submitted the necessary materials review of the FDP.

- D22.** FDP 1C Lot 12, Parking: The applicant submitted the necessary materials review of the FDP.

#### Final Development Plans Subject to Site Design Review Criteria Subsections 4.125 (.18) N. and P. 1.

- D23.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The proposal is subject to the provisions of Section 4.421, which are addressed in the following sections of this report.

- D24.** FDP 1C Lot 12, Parking: As stated above, the proposal is subject to the provisions of Section 4.421, which are addressed in the following sections of this report.

#### Refinements to Preliminary Development Plan as part of Final Development Plan Subsection 4.125 (.18) O.

- D25.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The FDPs are submitted for review and approval concurrent with the PDPs. Thus, the FDPs are consistent with the PDPs and do not propose any refinements or amendments to the PDPs.

**D26.** FDP 1C Lot 12, Parking: The FDP is submitted for review and approval concurrent with the PDP. Thus, the FDP is consistent with the PDP and does not propose any refinements or amendments to the PDP.

Final Development Plan Compliance with Architectural Pattern Book, Community Elements Book, and PDP Conditions of Approval  
Subsection 4.125 (.18) P.2.

**D27.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The FDPs address proposed architecture within PDP 12C and PDP 2C. The submitted elevations and floor plans demonstrate compliance with the VCAS and the Village Center Design as described under Request C of this report. The FDPs are within the Village Center. The FDPs are submitted for review and approval concurrent with the PDPs; therefore, there are no conditions of a previously approved PDP that apply to this request. Conformance of the proposed FDPs with the Community Elements Book for SAP Central is demonstrated in the following sections of this report.

**D28.** FDP 1C Lot 12, Parking: The FDP is submitted for review and approval concurrent with the PDP Modification for development of a parking lot in PDP 1C Lot 12. No buildings are proposed, and the preliminary plans provided in the applicant's submitted materials comply with the Community Elements Book.

## **Landscape Standards**

Landscape Standards and Compliance with Code  
Subsection 4.176 (.02)

**D29.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant has not requested for any waivers or variances to landscape standards. Thus all landscaping and screening must comply with standards of this section.

**D30.** FDP 1C Lot 12, Parking: As discussed above, the applicant has not requested for any waivers or variances to landscape standards. Thus all landscaping and screening must comply with standards of this section.

Landscape at least 15% of Site Area and Landscape Locations Spread Through Site  
Subsection 4.176 (.03)

**D31.** In the Village Center the landscape percentage is not calculated on a site by site basis. FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C have long been planned as some of the most intensely developed sites within the Village Center. The provision of parks and landscaping elsewhere in the Village Center average out to ensure overall the 15% minimum is met.

**D32.** While not required as discussed in Finding D31 above, FDP 1C Lot 12, Parking: Per the applicant's materials, the 0.33-acre site is designed to include 0.12-acres, or 36.4%, of

landscaped area including trees, shrubs, and six (6) foot tall vine support fence around the entirety of the site except at breaks for pedestrian and vehicle access points as illustrated and detailed on the Street Tree Layout Planting Plan. Landscaping is provided in the landscaped buffer and landscaped islands of the parking area. The landscape buffer provides a visual and physical buffer between the parking area and adjacent properties and uses. The proposed plant materials are drawn from the Villebois Plant List, which includes native species.

#### Buffering and Screening

Subsection 4.176 (.04)

**D33.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: Screening and buffering is shown on the submitted landscape plans. No conditions requiring buffering and screening are within the area covered by the subject FDP request. All exterior, roof and grounded mounted, mechanical and utility equipment will be screened from ground level off-site view from adjacent streets and properties. All buildings are proposed to have a parapet, which will hide all roof-mounted objects. No outdoor storage areas, industrial uses, or fences are proposed within the proposed development; therefore, no buffering or screening is required for these elements.

**D34.** FDP 1C Lot 12, Parking: Screening and buffering, as shown on the submitted landscape plans, meets the applicable standards as discussed elsewhere in this Staff Report.

#### Sight-Obscuring Fence or Planting

Subsection 4.176 (.05)

**D35.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: As stated in the applicant's materials, no sight-obscuring fence or planting is required in this FDP areas.

**D36.** FDP 1C Lot 12, Parking: A landscape buffer that includes a 6-foot-tall vine support fence around the entirety of the site except at breaks for pedestrian and vehicle access points provides a visual and physical buffer between the parking area and adjacent properties.

#### Plant Materials-Shrubs and Groundcover

Subsection 4.176 (.06) A.

**D37.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: As shown on the submitted plans all shrubs will be equal to or better than 2-gallon size with a 10- to 12-inch spread. All shrubs will be well branched and typical of their type as described in current AAN standards. All ground covers will be at least 4" pots and spaced appropriately. Appropriate plant materials will be installed beneath the canopies of trees and large shrubs, and areas that are not appropriate to plant beneath the canopies of existing trees will be mulched with bark. All plants will be installed as required.

**D38.** FDP 1C Lot 12, Parking: Similar to above, as shown on the submitted plans shrubs and groundcover will meet the requirements and will be installed as required by this section.

Plant Materials-Trees  
Subsection 4.176 (.06) B.

**D39.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: As shown on the submitted plans, proposed tree species have been selected from the Villebois Plant List in the Community Elements Book. All proposed trees meet the minimum 2" caliper code requirement or the minimum height requirement for conifers as appropriate. All proposed trees will be well-branched, typical of their type as described in current AAN, and balled and burlapped.

**D40.** FDP 1C Lot 12, Parking: As indicated above, proposed trees will meet the requirements and will be installed as required by this section.

Plant Materials-Larger/More Mature Plant Materials Required for Larger Buildings  
Subsection 4.176 (.06) C.

**D41.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant acknowledges that the proposed buildings are larger than 24 feet in height and, therefore, the FDPs are subject to larger/more mature plant materials as required by the Development Review Board.

**D42.** FDP 1C Lot 12, Parking: The standards of this Subsection do not apply as no buildings are proposed on the site.

Plant Materials-Street Trees  
Subsection 4.176 (.06) D.

**D43.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant's submitted plans indicate the requirements established by this subsection as well as the Community Elements Book are generally met.

**D44.** FDP 1C Lot 12, Parking: As indicated above, the applicant's submitted plans indicate the requirements established by this subsection as well as the Community Elements Book are generally met.

Types of Plant Species  
Subsection 4.176 (.06) E.

**D45.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The allowed plant materials are governed by the Community Elements Book. All proposed plant materials will be consistent with the SAP Central Community Elements Book. Per the applicant, specific materials were selected to best meet the site characteristics of the subject properties,

and no plant materials listed as “Prohibited Plant Species” on the Villebois Plant List are included in the proposed landscaping.

**D46.** FDP 1C Lot 12, Parking: As for Lots 76 and 73, the allowed plant materials for Lot 12 are governed by the Community Elements Book, and all proposed plant materials will be consistent with the SAP Central Community Elements Book.

#### Tree Credit

Subsection 4.176 (.06) F.

**D47.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant is not requesting any of the preserved trees be counted as tree credits pursuant to this subsection.

**D48.** FDP 1C Lot 12, Parking: The applicant is not requesting any of the preserved trees be counted as tree credits pursuant to this subsection.

#### Exceeding Plant Material Standards and Compliance with Standards

Subsection 4.176 (.06) G. and H.

**D49.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The selected landscape materials do not violate any height or vision clearance requirements. With respect to burden of proof, the applicant states that the submitted plans and materials demonstrate that the proposed landscaping complies with the standards of the Wilsonville Development Code and the Community Elements Book.

**D50.** FDP 1C Lot 12, Parking: Similar to above, no height or vision clearance requirements are violated. The applicant states that the submitted plans and materials demonstrate that the proposed landscaping complies with the standards of the Wilsonville Development Code and the Community Elements Book.

#### Installation and Maintenance of Landscaping

Subsection 4.176 (.07)

**D51.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: Installation and maintenance standards are or will be met by Condition of Approval. The applicant states that plants will be installed and maintained properly. A permanent built-in irrigation system with an automatic controller will be installed underground to irrigate the proposed landscaping and to assure that plants survive the establishment period, and additional details about the irrigation system will be provided with construction plans. The submitted planting plans demonstrate that all landscape areas will be protected from potential damage by conflicting uses or activities including vehicle parking and storage of materials.

**D52.** FDP 1C Lot 12, Parking: Installation and maintenance standards are or will be met by Condition of Approval. The applicant states that plants and an appropriate irrigation system will be installed and maintained properly.



Landscaping on Corner Lots  
Subsection 4.176 (.08)

- D53.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: All landscaping at corners will meet the vision clearance standards of Section 4.177 (see discussion under Request C).
- D54.** FDP 1C Lot 12, Parking: All landscaping at corners will meet the vision clearance standards of Section 4.177.

Landscape Plans  
Subsection 4.176 (.09)

- D55.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant's plan set includes landscape plans with the required information.
- D56.** FDP 1C Lot 12, Parking: As indicated above, the applicant's plan set includes landscape plans with the required information.

Completion of Landscaping  
Subsection 4.176 (.10)

- D57.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: Per the applicant's materials, they do not anticipate deferring installation of plant materials. Should this be necessary, the applicant will apply for a temporary permit.
- D58.** FDP 1C Lot 12, Parking: The applicant does not anticipate deferring installation of plant materials. Should this be necessary, the applicant will apply for a temporary permit.

Street Trees Not Typically Part of Site Landscaping  
Subsection 4.176 (.11)

- D59.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant states that street trees are not counted toward the required standards of this Subsection.
- D60.** FDP 1C Lot 12, Parking: Per the applicant's materials, street trees are not counted toward the required standards of this Subsection.

Mitigation and Restoration Plantings  
Subsection 4.176 (.12)

- D61.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: A Type C Tree Plan is submitted separately, but concurrent with the FDP applications (see Request E). There are no trees to be retained as shown on the Tree Preservation Plan. Additionally, the applicant states that street trees planted throughout SAP Central have exceeded tree removal numbers.

**D62.** FDP 1C Lot 12, Parking: Similar to above for Lots 76 and 73, a Type C Tree Plan is submitted separately, but concurrent with the FDP application (see Request E). There are no trees to be retained as shown on the Tree Preservation Plan.

### **Mixed Solid Waste and Recycles Storage**

DRB Review of Adequate Storage Area, Minimum Storage  
Subsection 4.197 (.01) through (.06)

**D63.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant states that the storage requirement for the mixed-use development is based on the number of residential uses and retail square footage. No interior or exterior storage areas are included in the calculation. The trash storage rooms in Buildings A, B, and C will serve both the residential and retail uses on the site. The required storage space has been calculated assuming storage height of four feet for solid waste/ recyclables. No vertical or stacked storage is proposed. As proposed, the buildings provide adequate storage space for mixed solid waste and source separated recyclables as noted on the compliance letters provided by Republic Services in the submitted materials.

**D64.** FDP 1C Lot 12, Parking: No buildings are proposed to be constructed on Lot 12; therefore, the standards of Section 4.179 are not applicable.

Review by Franchise Garbage Hauler  
Subsection 4.179 (.07)

**D65.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: As stated above, a compliance letter from Republic Services for the proposed development is provided in the submitted materials.

**D66.** FDP 1C Lot 12, Parking: No buildings are proposed to be constructed on Lot 12; therefore, the standards of Section 4.179 are not applicable.

### **Outdoor Lighting**

Applicability of Outdoor Lighting Standards  
Sections 4.199.20 and 4.199.60

**D67.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: A new outdoor lighting system is being installed for the proposed development, the Outdoor Lighting standards thus apply.

**D68.** FDP 1C Lot 12, Parking: The subject property is located within Lighting Zone 2 (LZ 2). This FDP for Lot 12 does not propose any alterations to the existing lighting fixtures located adjacent to the site as shown on the submitted plans. No new lighting is proposed.

## Outdoor Lighting Zones

Section 4.199.30

- D69.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The subject properties are located within LZ 2. As stated by the applicant, the outdoor lighting will comply with the LZ 2 requirements of the Light Zone Map, as well as comply with all applicable building codes. The submitted plans and materials provide site lighting information.
- D70.** FDP 1C Lot 12, Parking: The subject property is located within Lighting Zone 2 (LZ 2); however, no new lighting is proposed on Lot 12.

## Optional Lighting Compliance Methods and System Standards

Subsection 4.199.40 (.01) A., B. and D.

- D71.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: Exterior architectural lighting proposed for the buildings is discussed below.

**Building A:** The submitted plans include proposed architectural lighting at exterior perimeter of Building A, which provides downlighting at soffits and canopies, as well as wall sconce lighting at walls adjacent to building entrances, and balconies at upper floor levels.

**Building B:** The submitted plans show proposed architectural lighting at exterior perimeter of Building B, which provides downlighting at soffits and canopies, as well as wall sconce lighting at walls adjacent to building entrances. The amenity terrace at Level 5 will also have soffit lighting.

**Building C:** The submitted plans show proposed architectural lighting at the exterior perimeter of Building C, which provides downlighting at soffits and canopies, as well as wall sconce lighting at walls adjacent to building entrances, and balconies at upper floor levels.

**Light Fixtures:** Lighting cutsheets for proposed architectural exterior lighting, include recessed LED downlight and LED wall sconces to conserve energy. All exterior LED fixtures have dimming abilities, to control brightness. Cutsheets are provided in the applicant's materials and energy conservation features are summarized below:

- The D-1 LED recessed downlight distributes lighting downward to prevent unnatural brightening of the night sky.
- The D-2 LED ribbon lighting will be used with acrylic panels at the Building B amenity terrace at Level 5. Geometric shapes within the terrace soffit will provide a visual focal point, while illuminating the exterior space.
- The S-1 LED wall sconce provides both uplighting and downlighting; the S-1 light fixture is proposed at two locations at Building B, to accentuate the stepped back massing of the primary façade facing the central plaza.

- The S-2 LED wall sconce and S-3 LED wall sconce both distribute the lighting downward to prevent unnatural brightening of the night sky.

**D72.** FDP 1C Lot 12, Parking: No new lighting is proposed on Lot 12, therefore the standards of this Subsection do not apply.

#### Underground Utilities Required

Subsection 4.118 (.02) and Sections 4.300 to 4.320

**D73.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: All existing utilities serving the sites are undergrounded. Extension of existing utilities to service the buildings will be constructed in compliance with the rules and regulations of the Public Utility Commission of the State of Oregon and City standards. The Preliminary Composite Utility Plans denote locations of existing and proposed utilities to serve the buildings located in easements that comply with City standards.

**D74.** FDP 1C Lot 12, Parking: As indicated above, all existing utilities serving the site are undergrounded. No refinements to existing utilities or storm water facilities are proposed with this application. The Preliminary Composite Utility Plan denotes locations of existing and proposed utilities located in easements that comply with City standards.

#### Site Design Review

Excessive Uniformity, Inappropriateness of Design, Etc.

Subsection 4.400 (.01)

**D75.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C:

*Excessive Uniformity:* A variety of architectural features and amenities are provided in the proposed mixed use project consistent with the diversity of uses described in the Villebois Village Master Plan avoiding excessive uniformity in design.

*Inappropriate or Poor Design of the Exterior Appearance of Structures:* The proposed buildings are designed in compliance with the standards for the rest of Villebois, so the entire development will have a cohesive, harmonious appearance, creating a desirable place of residence and adding to the overall quality of life in the City..

*Inappropriate or Poor Design of Signs:* Signs are required to be consistent with the Master Sign and Wayfinding program which is a comprehensive signage package that ensures signs throughout Villebois are of a quality design and appropriate for the Villebois context. However, no signage is proposed as the SAP Central Master Sign and Wayfinding Plan does not indicate an identifier within the subject properties.

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

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

**D76. FDP 1C Lot 12, Parking:**

*Excessive Uniformity:* As described by the applicant, the proposal is designed in compliance with the standards for the rest of Villebois, so the entire proposed development will have a cohesive, harmonious appearance, creating a desirable place of residence and adding to the overall quality of life in the City.

*Inappropriate or Poor Design of the Exterior Appearance of Structures:* There are no proposed buildings on Lot 12, therefore, this criterion does not apply.

*Inappropriate or Poor Design of Signs:* Signs are required to be consistent with the Master Sign and Wayfinding program which is a comprehensive signage package that ensures signs throughout Villebois are of a quality design and appropriate for the Villebois context. However, no signage is proposed as the SAP Central Master Sign and Wayfinding Plan does not indicate an identifier within the subject properties.

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

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

**Purposes of Objectives of Site Design Review**

Subsection 4.400 (.02)

**D77. FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C:** It is staff's professional opinion that the applicant has provided sufficient information demonstrating compliance with the purposes and objectives of site design review. In addition, site features are consistent with the Community Element Book, which has previously been reviewed to ensure consistency with the Villebois Village Master Plan which has similar purposes and objectives as site design review. Additional discussion is provided below:

- *Pursuant to Objective A (assure proper functioning of the site and high quality visual environment),* the buildings in the FDP areas have been designed to assure proper functioning of the site and to maintain an aesthetically pleasing environment.
- *Pursuant to Objective B (encourage originality, flexibility, and innovation),* the FDPs include landscaping and architecture as shown on the submitted plans, which will enhance the visual environment of the site. Pedestrian connections to sidewalks and adjacent residences will be provided to enhance the site's connectivity to surrounding uses.
- *Pursuant to Objective C (discourage inharmonious development),* the FDP areas will include architecture as shown on the submitted plans. Landscaping will consist of an

appropriate mixture of ground cover, shrubs, and trees selected from the Villebois Plant List to create a harmonious appearance throughout the larger Villebois development. The proposed buildings will contribute to an interesting and aesthetically appealing development.

- *Pursuant to Objective D (conserve natural beauty and visual character)*, as described by the applicant, the site will incorporate landscaping that makes sense for a Pacific Northwest community, while matching the City's natural beauty and visual character.
- *Pursuant to Objective E (protect and enhance City's appeal)*, as described by the applicant, the design of the proposed buildings along with the pedestrian connections to adjacent stores, residences, and streets, will help to maintain the appeal of Villebois as a unique and attractive community in which to live, work, and recreate. Residents of Villebois will stimulate the local economy by opening new businesses and thus creating jobs and by spending money in existing businesses.
- *Pursuant to Objective F (stabilize property values/prevent blight)*, the applicant's materials state that the proposed buildings will be part of the Village Center Home Owners Association, which will have its own property management company for the subject properties, assuring long-term maintenance of common and public areas.
- *Pursuant to Objective G (insure adequate public facilities)*, the process used to plan for Villebois incorporates a tiered system that originates at the Villebois Village Master Plan. The Master Plan shows how facilities, including parks and open space, are distributed and available to residents throughout Villebois.
- *Pursuant to Objective H (achieve pleasing environments and behavior)*, as described in the applicant's materials, the Villebois Village Master Plan shows that the community will include a variety of housing options (living) and the Village Center will contain places for employment (working). The FDPs show a living environment in the Village Center that is enhanced by proximity to park and open space areas. Residents who will surround the parks and open spaces will provide on-going surveillance and control.
- *Pursuant to Objective I (foster civic pride and community spirit)*, the design of the Villebois Village has been created to develop a community that is truly unique. The applicant states that the City and applicant are working in partnership with nearby residents, property owners, and local and regional governments to create a complete, livable, pedestrian-oriented community that will be an asset to the City of Wilsonville and Portland region. This partnership has generated citizen participation in the project and the unique design fosters civic pride and community spirit amongst the residents of Villebois.
- *Pursuant to Objective J (sustain favorable environment for residents)*, as described by the applicant, the design of the Villebois Village revolves around three guiding principles: connectivity, diversity, and sustainability. These principles are intended to sustain the comfort, health, tranquility, and contentment of Villebois residents, while also promoting and protecting the peace, health and welfare of the City. Connectivity refers to creating connections between Villebois neighborhoods and between Villebois and other parts of the City and region for multiple modes of transportation. Diversity

includes multiple choices of housing styles, housing affordability, recreation, employment, goods and services, and infrastructure for transportation. Sustainability involves the protection of natural resources and open space, energy conservation, and storm and rainwater management.

**D78.** FDP 1C Lot 12, Parking: It is staff's professional opinion that the applicant has provided sufficient information demonstrating compliance with the purposes and objectives of site design review. In addition, site features are consistent with the Community Element Book, which has previously been reviewed to ensure consistency with the Villebois Village Master Plan which has similar purposes and objectives as site design review. Additional discussion is provided below:

- *Pursuant to Objective A (assure proper functioning of the site and high quality visual environment),* the parking area in the FDP has been designed to visually screen it from the surrounding properties and public areas, including the Piazza located directly north of the site. As stated by the applicant, while the off-street parking area supports motor vehicles, the central location promotes pedestrian transportation throughout the Village Center, as intended and it is landscaped to maintain an aesthetically pleasing environment.
- *Pursuant to Objective B (encourage originality, flexibility, and innovation),* the FDP includes landscaping as shown on the submitted plans, which is designed to visually screen the parking lot from the surrounding properties and public areas and not detract from architecture of the rowhomes, condominiums, and mixed-use development located in the Village Center or the Piazza located across from the site.
- *Pursuant to Objective C (discourage inharmonious development),* landscaping within and around the parking area will consist of an appropriate mixture of ground cover, shrubs, and trees selected from the Villebois Plant List. As described by the applicant, a 6-foot-tall vine support fence around the entirety of the site except at breaks for pedestrian and vehicle access points is designed to provide a visual barrier between the parking lot and surrounding properties to create a harmonious appearance and aesthetically pleasing environment throughout the Villebois Village Center.
- *Pursuant to Objective D (conserve natural beauty and visual character),* as described by the applicant, the site will incorporate landscaping that makes sense for a Pacific Northwest community, while matching the City's natural beauty and visual character.
- *Pursuant to Objective E (protect and enhance City's appeal),* the applicant states that the design of the proposed parking area, which serves residents, employees, and visitors of the Villebois Village development on Lots 76 and 73, will help to maintain the appeal of Villebois as a unique and attractive community in which to live, work, and recreate. This in turn will support and stimulate business and promote desirability of investment in business.
- *Pursuant to Objective F (stabilize property values/prevent blight),* the applicant's materials state that the property management company of the mixed-use development will assure

long-term maintenance of common and public areas of the development, including the parking area on Lot 12.

- *Pursuant to Objective G (insure adequate public facilities)*, the process used to plan for Villebois incorporates a tiered system that originates at the Villebois Village Master Plan. The Master Plan shows how facilities, including parks and open space, are distributed and available to residents throughout Villebois. While the parking area is not a public facility, it will reduce the parking demand for on-street public parking within the Villebois Village Center.
- *Pursuant to Objective H (achieve pleasing environments and behavior)*, as described in the applicant’s materials, the Villebois Village Master Plan shows that the community will include a variety of housing options (living) and the Village Center will contain places for employment (working). The mixed-use development the parking area supports allows for a denser and more compact, environmentally friendly design in the Village Center that is enhanced by proximity to park and open space areas. Pedestrians from the parking area to the mixed-use buildings will also provide on-going surveillance and control of the Village Center.
- *Pursuant to Objective I (foster civic pride and community spirit)*, the design of the Villebois Village has been created to develop a community that is truly unique. The applicant states that the City and applicant are working in partnership with nearby residents, property owners, and local and regional governments to create a complete, livable, pedestrian-oriented community that will be an asset to the City of Wilsonville and Portland region. This partnership has generated citizen participation in the project and the unique design fosters civic pride and community spirit amongst the residents of Villebois.
- *Pursuant to Objective J (sustain favorable environment for residents)*, as described by the applicant and discussed above, the design of the Villebois Village revolves around three guiding principles: connectivity, diversity, and sustainability. These principles are intended to sustain the comfort, health, tranquility, and contentment of Villebois residents, while also promoting and protecting the peace, health and welfare of the City. The mixed-use development the parking area supports allows for a denser and more compact, environmentally friendly neighborhood design. While the off-street parking area supports motor vehicles, the central location promotes pedestrian transportation throughout the Village Center, helping sustain a favorable environment for residents.

Site Design Review-Jurisdiction and Power of the Board  
Section 4.420

**D79.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: A Condition of Approval ensures construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. No grading or other permits will be granted prior to DRB approval. No variances are requested from site development requirements.



**D80.** FDP 1C Lot 12, Parking: As stated above, A Condition of Approval ensures construction, site development, and landscaping are carried out in substantial accord with the DRB approved plans, drawings, sketches, and other documents, and that no grading or other permits will be granted prior to DRB approval. No variances are requested from site development requirements.

#### Site Design Review-Design Standards

Subsection 4.421 (.01)

**D81.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The scope of design standards refers to the buildings, landscaping, and other features of the proposed development as a frame of reference for the applicant and method of review for the DRB. Discussion of the individual standards is provided below:

- Pursuant to Standard A (*Preservation of Landscape*), as shown in the submitted plans, proposed plant materials are drawn from the Villebois Plant List, which includes native species, to ensure consistency of general appearance within the Villebois community.
- Pursuant to Standard B (*Relation of Proposed Buildings to Environment*), the Villebois Village Master Plan takes into account scenic views, topography, existing vegetation, and other natural features in the design and location of parks and open spaces in the Villebois development. As stated by the applicant, the FDP area does not include any steep slopes, sensitive wildlife habitat areas, wetlands, SROZ areas, or flood plains. Building B is situated so that its sightlines provide a view of Mount Hood from its tower/top-floor amenity room, providing a scenic view for residents of Villebois.
- Pursuant to Standard C (*Drives, Parking, and Circulation*), per the applicant's narrative, parking lots are situated behind Buildings A, B, and C, away from public view; therefore, these parking lots do not take away from the overall aesthetic of the site. Driveways for the parking lots are well-lit and designed to be safe for vehicles and pedestrians. Pedestrians are separated from vehicular traffic through provided sidewalks, curb extensions, and/or crosswalks as illustrated on the Circulation Plan provided in submitted plans.
- Pursuant to Standard D (*Surface Water Drainage*), surface water drainage is addressed in the PDP application. The FDP is consistent with grading and drainage shown in the PDP. As described by the applicant, this system has been carefully designed so as not to adversely affect neighboring properties.
- Pursuant to Standard E (*Utility Service*), the PDP applications address utility installation, and the FDPs are consistent with the PDPs.
- Pursuant to Standard F (*Advertising Features*), no advertising features are proposed in the FDPs.
- Pursuant to Standard G (*Special Features*), the FDPs do not propose any exposed storage areas, exposed machinery installations, surface areas, truck loading areas, utility buildings and structures or other accessory areas and structures. Compliance with Section 4.176 is addressed earlier in this Staff Report.

**D82.** FDP 1C Lot 12, Parking: The scope of design standards refers to the buildings, landscaping, and other features of the proposed development as a frame of reference for the applicant and method of review for the DRB. Discussion of the individual standards is provided below:

- Pursuant to Standard A (*Preservation of Landscape*), as shown in the submitted plans, proposed plant materials are drawn from the Villebois Plant List, which includes native species, to ensure consistency of general appearance within the Villebois community.
- Pursuant to Standard B (*Relation of Proposed Buildings to Environment*), as no buildings are proposed on Lot 12, this standard does not apply.
- Pursuant to Standard C (*Drives, Parking, and Circulation*), per the applicant's narrative, the parking area is designed with access and a travel lane that provide safe maneuverability for two-way traffic, and walkways outside the vehicle circulation areas that provide safe and convenient pedestrian connections from the parking area to the public sidewalk adjacent to SW Villebois Drive. The landscaping plan is designed to visually screen the parking lot from the surrounding properties and public areas that include the Piazza located directly north of the site. The Preliminary Circulation Plan, Preliminary Parking Plan and Street Tree Layout Planting Plan illustrate how the parking area provides safe and convenient vehicular and pedestrian circulation while not detracting from the design of the Village Center.
- Pursuant to Standard D (*Surface Water Drainage*), surface water drainage is addressed in the PDP application. The FDP is consistent with grading and drainage shown in the PDP. As described by the applicant, this system has been carefully designed so as not to adversely affect neighboring properties.
- Pursuant to Standard E (*Utility Service*), the PDP application addresses utility installation, and the FDP is consistent with the PDP.
- Pursuant to Standard F (*Advertising Features*), no advertising features are proposed in the FDP.
- Pursuant to Standard G (*Special Features*), the FDP does not propose any exposed storage areas, exposed machinery installations, surface areas, truck loading areas, utility buildings and structures or other accessory areas and structures. Compliance with Section 4.176 is addressed earlier in this Staff Report.

#### Applicability of Design Standards to Various Site Features

Subsection 4.421 (.02)

**D83.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: No accessory buildings or structures are proposed.

**D84.** FDP 1C Lot 12, Parking: Similar to above, no accessory buildings or structures are proposed.

Objectives of Section 4.400 Serve as Additional Criteria and Standards  
Subsection 4.421 (.03)

- D85.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: Compliance with the purpose of Section 4.400 has been addressed earlier in this Staff Report.
- D86.** FDP 1C Lot 12, Parking: As for Lots 73 and 76, compliance with the purpose of Section 4.400 for Lot 12 has been addressed earlier in this Staff Report.

**Standards for Mixed Solid Waste and Recycling Areas**

Mixed Solid Waste and Recycling Areas Colocation  
Subsections 4.430 (.01) and (.02) A.

- D87.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The location, design, and access for the waste and recycling storage areas comply with the requirements of Section 4.179 as addressed in a preceding section of this Staff Report.
- D88.** FDP 1C Lot 12, Parking: No mixed solid waste or recycling areas are proposed to be located on the site; therefore, the location, design, and access standards of Section 4.430 are not applicable.

Exterior vs Interior Storage, Fire Code, Number of Locations  
Subsections 4.430 (.02) B. through F.

- D89.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: Storage of recyclables and waste is proposed to be co-located in trash rooms located on the ground floor level inside of each building. As stated by the applicant, trash rooms located in each building comply with Uniform Building and Fire Code requirements. Storage containers, located in enclosed trash rooms, will meet Uniform Fire Code standards as required. No exterior storage areas are proposed.
- D90.** FDP 1C Lot 12, Parking: As discussed above, this standard is not applicable.

Collection Vehicle Access, Not Obstruct Traffic or Pedestrians  
Subsection 4.430 (.02) G. and H. and 4.430 (.04)

- D91.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: As storage of recyclables and waste is proposed to be co-located in trash rooms located on the ground floor level inside of each building and not exterior to the buildings, no screening is required or proposed. As described by the applicant, trash rooms are directly accessible from the surface parking area located in the back of each building. Collection vehicles will not obstruct pedestrian or vehicle traffic movement on site or adjacent public streets. Building A's parking lot is designed in a circular fashion to allow collection vehicles to easily maneuver and allow continual forward movement from and back onto SW Campanile Lane. Building B's parking lot design has been modified to provide collection vehicle access

from both SW Valencia Lane and SW Barber Street. Building C is designed to provide driveway entrance clearance, “No Parking” signage, low profile landscape allowing for clear visibility at both sides of the entrance, a transition from trash room to the parking lot, a trash room door width of 7-feet and door securement allowing the service collector to safely service the site as noted on the service compliance letter provided in the applicant’s materials. Trash rooms will be secured to limit access to residents, retail employees, and collection service personnel of each building.

**D92.** FDP 1C Lot 12, Parking: As discussed above, this standard is not applicable.

#### Dimensions Adequate to Accommodate Planned Containers

Subsection 4.430 (.03) A.

**D93.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The trash rooms in each building have been designed to accommodate the required containers and provide access. Compliance Letters from the service provider, Republic Services, are provided in the applicant’s materials.

**D94.** FDP 1C Lot 12, Parking: As discussed above, this standard is not applicable.

#### 6-Foot Screen, 10-Foot Wide Gate

Subsection 4.430 (.03) C.

**D95.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The standard does not apply as the trash rooms are proposed to be located inside each building.

**D96.** FDP 1C Lot 12, Parking: As discussed above, this standard is not applicable.

### Site Design Review

#### Site Design Review-Procedures, Required Materials

Section 4.440

**D97.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant submitted the applicable required materials.

**D98.** FDP 1C Lot 12, Parking: The applicant submitted the applicable required materials.

#### Time Limit on Approval

Section 4.442

**D99.** FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: It is understood that the approval will expire after 2 years if a building permit has not been issued unless an extension has been granted by the DRB.

**D100.**FDP 1C Lot 12, Parking: As stated above, it is understood that the approval will expire after 2 years if a building permit has not been issued unless an extension has been granted by the DRB.

Landscape Installation or Bonding  
Subsection 4.450 (.01)

**D101.**FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant understands that they must provide a security to guarantee installation of the proposed landscaping.

**D102.**FDP 1C Lot 12, Parking: The applicant understands that they must provide a security to guarantee installation of the proposed landscaping.

Approved Landscape Plan Binding  
Subsection 4.450 (.02)

**D103.**FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant understands that changes to the landscape plan included in this application cannot be made without official action of the Planning Director or the DRB. A Condition of Approval provides ongoing assurance of this.

**D104.**FDP 1C Lot 12, Parking: A Condition of Approval provides ongoing assurance that changes to the landscape plan included in this application cannot be made without official action of the Planning Director or the DRB.

Landscape Maintenance and Watering  
Subsection 4.450 (.03)

**D105.**FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The applicant understands that they are responsible for the ongoing maintenance of the proposed landscaping. A Condition of Approval will ensure landscaping is continually maintained and watered in accordance with this subsection.

**D106.**FDP 1C Lot 12, Parking: A Condition of Approval will ensure landscaping is continually maintained and watered in accordance with this subsection.

Addition and Modifications of Landscaping  
Subsection 4.450 (.04)

**D107.**FDP 12C Lot 73, Buildings A and B, and FDP 2C Lot 73, Building C: The FDPs do not include any existing development; therefore, this criterion does not apply.

**D108.**FDP 1C Lot 12, Parking: This FDP does not propose to modify landscaping of existing development; therefore, this criterion does not apply.

## Community Elements Book

### D109.FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C:

Applicable Requirement	Requirement Met?	Notes
Street Lighting	☒	Lighting shown on the attached plans is consistent with Lighting Master Plan.
Curb Extensions	☒	Existing curb extensions are shown on the Circulation Plan.
Street Trees	☒	Location and species of existing and proposed street trees shown on the attached plans are consistent with the Master Plan.
Landscape Elements-Site Furnishings	☒	Benches and bike racks proposed are consistent with the Community Elements Book.
Tree Protection	☒	No on-site trees are to be preserved with this development. Adjacent street trees and trees in linear green will be preserved as shown on attached plans.
Plant List	☒	All plant materials listed on submitted plans are on the Villebois plant list. No prohibited plants are proposed.
Address Overlay Areas	☒	The subject FDP is located within the Plaza Address Overlay and meets the standards for site furnishings, plant material, and surfaces. There are no changes to these standards with this application.

### D110.FDP 1C Lot 12, Parking:

Applicable Requirement	Requirement Met?	Notes
Street Lighting	☒	No new lighting or modifications to existing street lighting is proposed. Existing lighting shown on attached plans is consistent with Lighting Master Plan.
Curb Extensions	☒	No new streets or modifications to existing streets and rights-of-way are proposed. Existing curb extensions are shown on the Circulation Plan.
Street Trees	☒	No new street trees are proposed. Location and species of existing street trees shown on the attached plans are consistent with the Master Plan.

Landscape Elements-Site Furnishings	☒	No furnishings are proposed. Landscape is designed to provide a visual and physical buffer between surrounding properties and the parking area as shown on the submitted plans.
Tree Protection	☒	No trees within the development area are proposed to be preserved. Adjacent street trees will be preserved as shown on attached plans.
Plant List	☒	All plant materials listed on submitted plans are on the Villebois plant list. No prohibited plants are proposed.
Address Overlay Areas	☒	The subject FDP is located within the Plaza Address Overlay and meets the standards for site furnishings, plant material, and surfaces. There are no changes to these standards with this application.

## Village Center Architectural Standards

D111.FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C:

Standard	Standard Met?	Notes
<b>1.1 Building Types</b>		
1) Buildings outside Address overlays meet development standards of V Zone per Building Type	<input checked="" type="checkbox"/>	Proposed mixed-use buildings are consistent with standards specified for Villebois Central
<b>1.2 Building Height &amp; Roof Form</b>		
<b>Required Standards</b>		
1) Max. Building Height according to Table V-1	<input checked="" type="checkbox"/>	According to Table V-1 the maximum height for mixed-use buildings in Village Center is 60-feet. The proposed mixed-use buildings are less than 60-feet tall.
2) Addresses have other height limitations	<input checked="" type="checkbox"/>	According to Table V-1 the maximum height for mixed-use buildings in Village Center is 60-feet. The proposed mixed-use buildings are less than 60-feet tall, complying with this standard.
3) Building height measured as defined in 4.001.	<input checked="" type="checkbox"/>	The building heights have been measured as defined in 4.001
4) Rooftop equipment screened from current and future taller buildings	<input checked="" type="checkbox"/>	Rooftop equipment is screened by parapets and the height of the buildings.
5) Roof Gardens	<input type="checkbox"/>	No rooftop gardens proposed.
<b>Optional Standards:</b>		
6) Buildings encouraged to reach max. allowable height	<input checked="" type="checkbox"/>	All proposed buildings are 4 stories in height
7) Minimize shading of public and private outdoor areas during mid-day	<input checked="" type="checkbox"/>	Buildings A and B: There are no proposed outdoor areas on-site. Building C: The common area located in the rear of this building is located south of the building and the site is located west of the Piazza, minimizing shading of the public outdoor area during mid-day.
<b>1.3 Horizontal Façade Articulation</b>		
<b>Required</b>		
1) Horizontal Facades articulated into smaller units using two or more of the following: change of materials, change of color, façade planes that are vertical in proportion, bays and recesses, breaks in roof elevation.	<input checked="" type="checkbox"/>	Buildings A, B and C are designed with change of materials, colors and façade planes with projections and recesses as illustrated on the submitted plans.



2) Incorporate features such as offsets, projections, reveals, and similar elements to preclude large expanses of uninterrupted building surfaces.	☒	Buildings A and C: Balconies overlooking the plaza provide projections that add texture to the building's façade. Building B and C: Recessed Hardi panels ("stucco boards") in an accented color help break down the building's massing. Buildings A, B and C: Design features, including offsets, projections, and other similar features, reduce the apparent mass of the buildings.
<b>Optional</b>		
3) Articulation should extend to the roof	☒	Buildings A and B: Breaks in roof elevation are incorporated into the design of the buildings. Roofs are articulated as illustrated in the submitted plans.
<b>2.1 Vertical Façade Articulation for All Mixed Use Buildings</b>		
<b>Required</b>		
Express a division between base and top	☒	Buildings A, B, and C are designed with a change of materials and colors to provide a vertical division between the base of the building and upper residential floors. Canopies and/or awnings are planned or required with Condition of Approval PDC 2 over retail spaces. At the public and common area spaces, the buildings' façade finishes are a combination of brick veneer and storefront doors and storefront windows, with canopies demarcating entrances. The brick veneer accentuates the ground level, delineating to active streetscape from the residential housing above. The residential housing is primarily demarcated with lap siding or revealed Hardi panels ("stucco board"), with vinyl windows at the apt units. Building C: The building's brick base along SW Barber St highlights the community postal center and retail/commercial spaces. A large canopy highlights the southern entrance to the postal center.
Use of Arcade to Accomplish 0.1	☒	All Buildings: At the public and common area spaces, the buildings' façade finishes are a combination of brick veneer and storefront doors and storefront windows, with canopies demarcating entrances.

		Building C: The building's brick base along SW Barber St highlights the community postal center and retail/commercial spaces. A large canopy highlights the southern entrance to the postal center.
<b>Optional</b>		
Division between base and top occurs at floor level of programmatic division.	☒	At the public and common area spaces, the buildings' façade finishes are a combination of brick veneer and storefront doors and storefront windows, with canopies demarcating entrances. The brick veneer accentuates the ground level, delineating to active streetscape from the residential housing above.
Storefront design different from residential window detailing.	☒	At Level 1 of Buildings A and B and C, the ground floor is either proposed or conditioned with Condition of Approval PDC 2 to have storefront designs that have street level entrances and entry canopies.
Differentiation of a building's base at corners.	☒	Buildings A and B are designed with accentuated corners that identify one's arrival into the plaza. Building B: A corner retail space activates the streetscape along SW Barber Street and the plaza, with the Leasing Center next door. Building C: The book ends of this building have a sloped shed roof with oversized eaves, which takes queues from the neighboring buildings to the west of the central plaza. The building's brick base along SW Barber Street highlights the community postal center and retail/commercial spaces. A large canopy highlights the southern entrance to the postal center. The light-colored board-and-batten motif at the top floor of the building's book ends provide another focal point as drivers reach the plaza from either SW Barber Street or SW Villebois Drive.
Base design incorporates design features.	☒	Buildings A, B, and C: The ground level of all buildings includes apartment amenities and retail opportunities that encourage activity around the plaza. Building C: The building's brick base along SW Barber Street highlights the community postal center and retail/ commercial spaces. A large

		canopy highlights the southern entrance to the postal center
<b>3.1 Exterior Building Materials &amp; Color</b>		
<b>Required</b>		
1) Visually heavier and more massive materials at base when multiple materials used.	<input checked="" type="checkbox"/>	The brick veneer accentuates the ground level, delineating to active streetscape from the residential housing above.
2) Bright, intense colors reserved for accent trim	<input checked="" type="checkbox"/>	Buildings A and C: A bright accent color utilized at the recessed Hardi panels (“stucco boards”) helps break down the building’s massing.
3) Bright colors not used for commercial purposes	<input checked="" type="checkbox"/>	Buildings A and C: The bright accent color is not used for commercial purposes.
4) Concrete block shall be split-faced, ground-faced, or scored when facing street or public way. Discouraged around the plaza.	<input checked="" type="checkbox"/>	No concrete block is proposed for any of the buildings.
5) Exteriors constructed of durable and maintainable materials with texture, pattern, or lend themselves to quality detailing.	<input checked="" type="checkbox"/>	Proposed materials are all durable and easy to maintain and allow for detailing.
<b>Optional</b>		
6) Exterior materials have an integral color, patterning, and/or texture	<input checked="" type="checkbox"/>	The buildings are designed complement one another for a cohesive project wrapping the plaza. Building C: This building, located across the street from the remainder of the buildings facing the central plaza, intentionally plays a subordinate role to its neighbors. The color palette ties into the palettes for Buildings A and B, to connect this building across SW Barber Street to the remainder of the buildings, which enclose the public “room” that is the central plaza. The book ends of Building C have a sloped shed roof with oversized eaves, which takes queues from the neighboring buildings to the west of the central plaza.
7) Sustainable building materials and practices are strongly encouraged	<input type="checkbox"/>	Not applicable. As this is only an encouraged standard the applicant elected not to address.
<b>3.2 Architectural Character</b>		
<b>Required</b>		
1) A definitive, consistent Architectural Character. All primary facades consistent with Architectural Character	<input checked="" type="checkbox"/>	The buildings are designed complement one another for a cohesive project wrapping the plaza. Building C: This building, located across the street from the remainder of the buildings

		facing the central plaza, intentionally plays a subordinate role to its neighbors. The color palette ties into the palettes for Buildings A and B, to connect this building across SW Barber Street to the remainder of the buildings, which enclose the public “room” that is the central plaza. The book ends of Building C have a sloped shed roof with oversized eaves, which takes queues from the neighboring buildings to the west of the central plaza.
2) No mixing of Architectural Styles	<input checked="" type="checkbox"/>	Buildings A, B, and C have a similar design. Above the brick base of each building, the buildings are a combination of fiber cement lap siding and “stucco board” (Hardi panels). Each material provides a different texture to the building façade, along with the light and dark paint colors which further break down the massing above. The result is unique façade designs wrapping the central plaza, with complementary finish materials and complementary color palettes. Building C: This building, located across the street from the remainder of the buildings facing the central plaza, intentionally plays a subordinate role to its neighbors. The color palette ties into the palettes for Buildings A and B, to connect this building across SW Barber Street to the remainder of the buildings, which enclose the public “room” that is the central plaza. The book ends of Building C have a sloped shed roof with oversized eaves, which takes queues from the neighboring buildings to the west of the central plaza.
3) Secondary facades incorporate primary façade features over 25% of wall length	<input checked="" type="checkbox"/>	Secondary facades are designed with a brick base of each building and combination of fiber cement lap siding and “stucco board” (Hardi panels).
4) All visible sides have a similar level of quality and visual interest	<input checked="" type="checkbox"/>	All elevations of Building A, B, and C are designed with a similar level of quality and visual interest as illustrated on the submitted plans.
5) Accessory buildings designed and integrated into primary building	<input type="checkbox"/>	Not applicable, as no accessory buildings are proposed
6) Applicants encouraged to consult an architect or architectural historian	<input checked="" type="checkbox"/>	Buildings A, B, and C have been designed by an Architect with C2K Architects.

regarding appropriate elements of architectural style		
7) If not in an address, elevations not repeated on adjacent blocks	<input checked="" type="checkbox"/>	The buildings surrounding the Piazza are each unique in their style and elevations.
<b>3.3 Ground Level Building Components</b>		
<b>Required</b>		
1) Building setbacks and frontage widths as required by Table V-1	<input checked="" type="checkbox"/>	The proposed buildings meet the required setbacks and widths for a mixed-use development as established by Table V-1.
2) Retail orientation towards street	<input checked="" type="checkbox"/>	The ground floor retail/common spaces are oriented to the Piazza and adjacent public streets. At Level 1 of Building A, B, and C the apartment units facing Villebois Village's central plaza are designed to be convertible to future retail, should the property owner decide at a future date to replace the residential housing with additional retail.
3) Differentiating entrances for mixed use buildings	<input checked="" type="checkbox"/>	Storefront doors and storefront windows, with canopies demarcating entrances differentiate entrances for mixed-used buildings or proposed or required by Condition of Approval PDC 2.
4) Entries have weatherproof roof covering appropriately sized but at least 4 feet deep and 4 feet wide	<input checked="" type="checkbox"/>	Weatherproof covering of entries is provided as shown on submitted Architectural Plans or are required by Condition of Approval PDC 2..
5) Any building lighting is indirect or shielded	<input checked="" type="checkbox"/>	All building lighting will be indirect or shielded. The outdoor lighting will comply with the LZ 2 requirements of the Light Zone Map, as well as comply with all applicable building codes. Buildings A and C: As shown in the submitted plans, proposed architectural lighting at the exterior perimeter of Building A provides downlighting at soffits and canopies, as well as wall sconce lighting at walls adjacent to building entrances, and balconies at upper floor levels. Building B: Proposed architectural lighting at the exterior perimeter of Building B provides downlighting at soffits and canopies, as well as wall sconce lighting at walls adjacent to building entrances. The amenity terrace at Level 5 will also have soffit lighting.
6) Parking structures screened using at least two of the following:	<input type="checkbox"/>	Not applicable, as no parking structure is proposed.

residential or commercial uses, decorative grill work, decorative artwork, vegetation		
7) Plaza address mixed-use buildings have canopy or awning	<input checked="" type="checkbox"/>	The brick veneer, storefront windows, and steel canopies all reinforce the ground level streetscape, to make the plaza a vibrant, pedestrian-friendly experience. Where not shown canopies are required by Condition of Approval PDC 2.
8) Reflective, heavily tinted, or other sight obscuring glass discouraged	<input checked="" type="checkbox"/>	Windows are not reflective, heavily tinted, or sight obscuring.
9) Landscaping or other screening provided when parking is between buildings and the street	<input checked="" type="checkbox"/>	Landscaping is provided as shown on the attached plans.
<b>Optional</b>		
10) Create indoor/outdoor relationships	<input checked="" type="checkbox"/>	Large windows, wide sidewalks, proximity to the Piazza, and small front setbacks help to create indoor/outdoor relationships
11) Canopies and awnings primary function is weather protection	<input checked="" type="checkbox"/>	Canopies provide weather protection and will function as intended.
<b>4.1 Façade Components</b>		
<b>Required</b>		
1) Windows and doors recessed 3 inches for shadowing or incorporate shutters (appear operable and sized for window), railing, and/or visible or substantial trim (contrasting material, color, or creates shadowing.)	<input checked="" type="checkbox"/>	Visible, substantial trim, in contrasting material and color, is provided at doors and windows recessed less than 3-inches.
2) Balconies extend no more than 36"	<input checked="" type="checkbox"/>	Balconies in Buildings A and C extend less than 36 inches.
3) Shutters sized to appear operable at window and door openings	<input type="checkbox"/>	No shutters are proposed for Buildings A, B, or C.
4) Except in the Plaza Address, balconies shall be at least 5 feet deep	<input type="checkbox"/>	Not applicable, as Buildings A, B, and C are located in the Plaza Address.
<b>Optional</b>		
4) (Note: Duplicate numbers in published VCAS) Individual windows square or vertical in proportion. An assembly of windows have horizontal proportion	<input checked="" type="checkbox"/>	Windows are square or vertical in proportion.
5) Materials changes occur at a horizontal line or at inside corner of two vertical planes.	<input checked="" type="checkbox"/>	Buildings A, B, and C are designed with materials changes occurring at horizontal lines or inside corners of two vertical plans.
6) Every residential unit have outdoor living space.	<input checked="" type="checkbox"/>	Units are attached. A number of residential units in Buildings A and C have balconies. Outdoor living space is provided by the Piazza

		located directly across from the development and nearby parks.
7) Expression of rainwater path	<input type="checkbox"/>	Not applicable. The applicant elected not to address this optional standard.
8) Building fronts uneven angles to accommodate shape of street	<input type="checkbox"/>	Building fronts are at even angles.
9) Wide opening windows	<input type="checkbox"/>	The mixed-use buildings are not designed with wide opening windows. This standard is optional and applicant elected not to meet.
10) Discourage use of high window sills	<input checked="" type="checkbox"/>	Buildings A, B, and C are not designed with high window sills.
11) Finishing touches and ornament	<input checked="" type="checkbox"/>	Ornamental finishes for retail is detailed in the submitted plans.
<b>5.1 Fencing</b>		
<b>Required</b>		
1) See all applicable sections of the Village Zone, including but not limited to Section 4.125(.14) Table V-4 Permitted Materials and Configurations and Section 4.125 (.05) D. Fences	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.
2) The following fencing requirements apply to all fences and walls located between rights-of-way and building lines.	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.
3) See Address overlay sections for additional requirements.	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.
4) Except where specifically required by Address overlays, fences are optional. Less fencing than the maximum allowable is allowed.	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.
5) Fencing shall be consistent with the Architectural Character of adjacent buildings, See Architectural Character, this section.	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.
6) Fencing controlling access to a courtyard, outdoor lobby, or other public entries shall be greater than 50% transparent.	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.
7) Fencing located within the first 2'0" setback from right-of-ways shall be greater than 50% transparent.	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.
8) Fencing located within interior side yards or separating buildings on the same lot shall be offset 4'0" or greater	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.

behind the adjacent front building line.		
9) Posts, pilasters, columns, or bollards may extend an additional 8" above the maximum height of any allowed fencing.	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.
10) Fencing may not change height at corners. They must level top surfaces and transition at posts to maintain height as required by changes in grade elevation.	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.
11) Loading facilities, trash enclosures, and ground-level mechanical and utility equipment: These facilities shall be sited at the rear or side of buildings wherever practicable, and shall be screened where visible from the street. Screening shall match the adjacent development in terms of quality of materials and design. Such screening shall minimize light glare and noise levels affecting adjacent residential uses.	<input type="checkbox"/>	Not applicable, as no loading facilities, trash enclosures, or ground-level mechanical or utility equipment are located outside the buildings.
<b>Optional</b>		
12) Fencing is encouraged to be consistent with building railing at balconies, decks, porches, etc.	<input type="checkbox"/>	Not applicable, as no fencing is proposed with Buildings A, B, or C.

**D112.FDP 1C Lot 12, Parking:**

Standard	Standard Met?	Notes
<b>5.1 Fencing</b>		
<b>Required</b>		
1) See all applicable sections of the Village Zone, including but not limited to Section 4.125(.14) Table V-4 Permitted Materials and Configurations and Section 4.125 (.05) D. Fences	<input checked="" type="checkbox"/>	The SAP Central Plan and Villebois Village Master Plan do not indicate any required community fencing within the subject site. The VCAS indicate that fencing is optional in the Plaza Address, and where provided should be consistent with the architecture
2) The following fencing requirements apply to all fences and walls located between rights-of-way and building lines.	<input checked="" type="checkbox"/>	Vine supporting fencing is proposed around the entirety of the surface parking area, except at breaks for pedestrian and vehicle access points. No fencing is proposed to be located between right-of-way and buildings.



3) See Address overlay sections for additional requirements.	<input checked="" type="checkbox"/>	The VCAS indicate that fencing is optional in the Plaza Address, and where provided should be consistent with the architecture.
4) Except where specifically required by Address overlays, fences are optional. Less fencing than the maximum allowable is allowed.	<input checked="" type="checkbox"/>	Vine supporting fencing is proposed around the entirety of the site, except at breaks for pedestrian and vehicle access points, to provide a visual buffer between the parking area and adjacent properties.
5) Fencing shall be consistent with the Architectural Character of adjacent buildings, See Architectural Character, this section.	<input checked="" type="checkbox"/>	The applicant is proposing 6-foot-high vine support fence, consisting of welded wire mesh fencing with cedar posts, around the entirety of the site except at breaks for pedestrian and vehicle access points. The fence is designed to provide vegetative screen between the parking area and surrounding properties consistent with the VCAS in the Plaza Address.
6) Fencing controlling access to a courtyard, outdoor lobby, or other public entries shall be greater than 50% transparent.	<input type="checkbox"/>	Not applicable, as the vine supporting fencing does not control access to a courtyard, outdoor lobby, or other public entries.
7) Fencing located within the first 2'0" setback from right-of-ways shall be greater than 50% transparent.	<input type="checkbox"/>	Not applicable, as the vine supporting fencing is not located within the first 2-foot setback from the adjacent rights-of-way.
8) Fencing located within interior side yards or separating buildings on the same lot shall be offset 4'0" or greater behind the adjacent front building line.	<input type="checkbox"/>	Not applicable, as the vine supporting fencing is not located within interior side yards or separating buildings on the same lot.
9) Posts, pilasters, columns, or bollards may extend an additional 8" above the maximum height of any allowed fencing.	<input checked="" type="checkbox"/>	The applicant is proposing 6-foot-high vine support fence, consisting of welded wire mesh fencing with cedar posts. The posts do not extend more than 8-feet above the fencing.
10) Fencing may not change height at corners. They must level top surfaces and transition at posts to maintain height as required by changes in grade elevation.	<input checked="" type="checkbox"/>	The applicant is proposing 6-foot-high vine support fence, consisting of welded wire mesh fencing with cedar posts. The fencing does not change height at corners and maintains a height of 6-feet.
11) Loading facilities, trash enclosures, and ground-level mechanical and utility equipment: These facilities shall be sited at the rear or side of buildings wherever practicable, and shall be screened where visible from the street. Screening shall match the adjacent	<input type="checkbox"/>	Not applicable, as no loading facilities, trash enclosures, or ground level mechanical and utility equipment is proposed in the surface parking area.

development in terms of quality of materials and design. Such screening shall minimize light glare and noise levels affecting adjacent residential uses.		
<b>Optional</b>		
12) Fencing is encouraged to be consistent with building railing at balconies, decks, porches, etc.	☒	The applicant is proposing 6-foot-high vine support fence, consisting of welded wire mesh fencing with cedar posts, around the entirety of the site except at breaks for pedestrian and vehicle access points. The fence is designed to provide vegetative screen between the parking lot and surrounding properties consistent with the VCAS in the Plaza Address.

**D113.FDP 12C Lot 76, Buildings A and B, and FDP 2C Lot 73, Building C:**

Standard	Standard Met?	Notes
<b>1.1 Narrative</b>		
1) The Plaza is the physical and symbolic heart of Villebois envisioned as a Public Room with building facades as its walls, streets as its doors, and paving and landscape as its floor. This address places special emphasis on roof heights and forms, corner and storefront treatments, expression of the rainwater path, and balconies and decks.	☒	The Villebois Village’s central plaza is the physical and symbolic heart of Villebois. The three proposed 4-story Buildings A, B, and C wrap the plaza to create a sense of enclosure, acting as the “walls” around this public “room”. At the primary streets surrounding the plaza, the buildings’ accentuated corners identify one’s arrival into the plaza. Building B: The top-floor Amenity Deck of this building provides a focal point along SW Barber Street, drawing visitors toward the plaza. Building C: Located across the street from the remainder of the buildings facing the central plaza, Building C intentionally plays a subordinate role to its neighbors. The book ends of this building have a sloped shed roof with oversized eaves, which takes queues from the neighboring buildings to the west of the central plaza. The building’s brick base along SW Barber Street highlights the community postal center and retail/commercial spaces. A large canopy highlights the southern entrance to the postal center. The light-colored board-and-batten motif at the top floor of the building’s book ends provide another focal

		point as drivers reach the plaza from either SW Barber Street or SW Villebois Drive. The color palette ties into the palettes for Buildings A and B, to connect this building across SW Barber Street to the remainder of the buildings, which enclose the public “room” that is the central plaza.
<b>2.1 Building Types</b>		
1) Building Type shall be Mixed-Use Buildings – Village Center, Multi-Family Dwellings – Village Center, or Row Houses – Village Center. Row Houses – Village Center shall meet the standards of the adjacent Address instead of the Plaza Address	☒	Buildings A, B, and C are mixed-use.
<b>2.2 Building Height &amp; Roof Form</b>		
1) Strengthen the perception of the Plaza as a public room by establishing a consistency of façade heights and roof forms.	☒	The three proposed 4-story Buildings A, B, and C wrap the plaza to create a sense of enclosure, acting as the “walls” around this public “room”. At the primary streets surrounding the plaza, the buildings’ accentuated corners identify one’s arrival into the plaza. Located across the street from the remainder of the buildings facing the central plaza, Building C intentionally plays a subordinate role to its neighbors. The book ends of this building have a sloped shed roof with oversized eaves, which takes queues from the neighboring buildings to the west of the central plaza. The light-colored board-and-batten motif at the top floor of the building’s book ends provide another focal point as drivers reach the plaza from either SW Barber St or SW Villebois Drive. The color palette ties into the palettes for Buildings A and B, to connect this building across SW Barber Street to the remainder of the buildings, which enclose the public “room” that is the central plaza.
<b>3.1 Horizontal Façade Articulation</b>		
1) Reduce the apparent bulk of long buildings by breaking them down into smaller components. Provide articulation, interest in design, and human scale to the façade.	☒	Buildings A, B, and C are designed with bays and recesses and breaks in roof elevations to reduce the apparent mass of each building. Future tenant improvements of retail space will provide unique store front designs to further reduce the bulk of the building. See Condition of Approval PDC 2.

4.1 Corner Massing & Articulation		
1) Standard of quality that will be easily maintained and cared for over time. Provide articulation, interest in design, and human scale to the façade	☒	Accentuated corners are provided on Buildings A, B, and C to identify one's arrival into the plaza. Building C: A large canopy highlights the southern entrance to the postal center. The light-colored board-and-batten motif at the top floor of the building's book ends provide another focal point as drivers reach the plaza from either SW Barber Street or SW Villebois Drive.
4.2 Exterior Building Materials		
1) Ensure a standard of quality that will be easily maintained and cared for over time. Provide articulation, interest in design, and human scale to the façade of a building through a variety of building techniques.	☒	Construction materials will ensure a standard of quality that will easily be maintained by the development's management company overtime. The brick veneer accentuates the ground level, delineating to active streetscape from the residential housing above. Included in this application is a request to amend the Specific Area Plan to refine VCAS 4.2. Exterior Building Materials (see Request B). The applicant's supporting compliance report details how the proposed development will meet the amended standards.
4.3 Ground Level Building Components		
1) Provide an appropriate buffer between private zones and the public right-of-way. Encourage interaction between neighbors and between residents and pedestrians. Ensure that ground floors reinforce the streetscape character.	☒	At the public and common area spaces, the buildings' façade finishes are a combination of brick veneer and storefront doors and storefront windows, with canopies demarcating entrances. The brick veneer accentuates the ground level, delineating to active streetscape from the residential housing above. Future tenant improvements of retail space will provide unique store front designs including pedestrian scale blade signs. The ground level of the each building encourages activity around the plaza. Building A has large common area amenities for the three apartment buildings with large storefront windows. Three Live/Work units facing the plaza provide opportunities for small office or retail. At Building B, a corner retail space activates the streetscape along SW Barber Street and the plaza, with the Leasing Center

		next door. At Building C, the building’s brick base along SW Barber Street highlights the community postal center and retail/commercial spaces. A large canopy highlights the southern entrance to the postal center.
4.4 Façade Components		
1) Maintain a lively and active street face. Ensure a standard of quality that will be easily maintained and cared for over time. Provide articulation, interest in design, and human scale to the façade	☒	Buildings A and B are designed to wrap two sides of the central plaza, with complementary finish materials and complementary color palettes. The color palette of Building C ties into the palettes for Buildings A and B, to connect this building across SW Barber Street to the remainder of the buildings, which enclose the public “room” that is the central plaza. The brick veneer, storefront windows, and steel canopies all reinforce the ground level streetscape, to make the plaza a vibrant, pedestrian-friendly experience. The ground level of each building includes public and common areas with community amenities and retail space that encourage activity around the plaza. Construction materials will ensure a standard of quality that will easily be maintained by the development’s management company overtime. Residential balconies will be recessed.

**D114.FDP 1C Lot 12:** The standards of Intent Applying to Buildings in the Plaza Address Overlay do not apply to Lot 12 as no buildings are proposed on the site.

**Request E: DB21-0013, DB21-0016, DB21-0024  
Type C Tree Plans**

*Note: Approval of the PDP 12C Lot 76 Type C Tree Plan (DB21-0013) is contingent on City Council approval of the Zone Map Amendment (DB21-0008)*

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

**Access to Site for Tree Related Observation**  
Subsection 4.600.50 (.03) A.

- E1.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The ability for the City to inspect tree conditions on the site is understood.
- E2.** PDP 1C Lot 12, Parking: Similar to above, the ability for the City to inspect tree conditions on the site is understood.

**Type C Tree Removal Review Authority**  
Subsection 4.610.00 (.03) B.

- E3.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The requested tree removal is connected to site plan review by the DRB for the proposed development. The tree removal is thus being reviewed by the DRB.
- E4.** PDP 1C Lot 12, Parking: The requested tree removal is connected to site plan review by the DRB for the proposed development. The tree removal is thus being reviewed by the DRB.

**Conditions to Minimize Damage to and Encroachment**  
Subsection 4.610.00 (.06) A.

- E5.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: No natural resources or wooded areas exist on the sites, therefore, no conditions to minimize damage are required.
- E6.** PDP 1C Lot 12, Parking: As stated above, no natural resources or wooded areas exist on the site, therefore, no conditions to minimize damage are required.

**Conditions to Minimize Damage, Completion of Operation in Reasonable Time Frame**  
Subsection 4.610.00 (.06) B.

- E7.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: It is understood by the applicant that tree removal will be completed by the time construction of all buildings and other improvements in the PDPs are completed, which is a reasonable time frame for tree removal.

- E8.** PDP 1C Lot 12, Parking: Similar to above, it is understood by the applicant that tree removal will be completed by the time construction of other improvements in the PDP are completed, which is a reasonable time frame for tree removal.

#### Security for Tree Removal

Subsection 4.610.00 (.06) C.

- E9.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: A Condition of Approval requires the Type C permit grantee to file with the City a cash or corporate surety bond or irrevocable bank letter of credit in an amount determined necessary by the City to ensure compliance with Tree Removal Permit conditions and this Subsection.

- E10.** PDP 1C Lot 12, Parking: As discussed above, a Condition of Approval requires the Type C permit grantee to file with the City a cash or corporate surety bond or irrevocable bank letter of credit in an amount determined necessary by the City to ensure compliance with Tree Removal Permit conditions and this Subsection.

#### Standards for Preservation and Conservation and Development Alternatives

Subsection 4.610.10 (.01) B., C., and E.

- E11.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: There are a total of 10 on-site trees and 10 off-site trees on Lots 76 and 73, as follows. For PDP 12C Lot 76, Buildings A and B, there are 4 trees located within the development site, and 2 trees abutting the site as illustrated on the Tree Preservation Plan. The four trees located within the development site property are proposed to be removed, while two trees adjacent to the site and all street trees are proposed to remain. PDP 2C Lot 73 contains 6 trees and there are 8 trees located within the linear green adjacent to the site as illustrated on the Preliminary Tree Preservation Plan. The 6 trees located within the development site are proposed to be removed, while the 8 trees located within the adjacent linear green and all street trees are proposed to be preserved. There are no development alternatives for the sites of Buildings A, B, and C, as their removal is necessary to enable construction of the proposed mixed-use development consistent with the Villebois Village Master Pland and SAP Central.

- E12.** PDP 1C Lot 12, Parking: There are 2 trees on Lot 12 and street trees located adjacent to SW Barber Street as illustrated on the Tree Removal Plan. The two (2) trees located within the development site are proposed to be removed, while the street trees are proposed to be preserved. There is not development alternative for this site, as the parking area is needed to serve the residents, employees, and visitors of the Villebois Village mixed-use development in the core of the community, and the health and condition of the trees does not warrant their retention on the site.

Standards for Land Clearing  
Subsection 4.610.10 (.01) D.

- E13.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant states, land clearing will be limited to areas necessary for the construction of the mixed-use building, parking area and on-site improvements. The Preliminary Grading and Erosion Control Plan depicts the extent of grading activities proposed on the site.
- E14.** PDP 1C Lot 12, Parking: Similar to above, the applicant states that land clearing will be limited to areas necessary for the construction of the parking area and on-site improvements. The Preliminary Grading and Erosion Control Plan depicts the extent of grading activities proposed on the site.

Standards for Residential Development  
Subsection 4.610.10 (.01) E.

- E15.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: As described by the applicant, the VCAS was developed for the general design of residential structures within SAP Central. As guided by the VCAS, the urban design of the mixed-use buildings is intended to provide residential, retail, and employment area and uses that activate the Village Center (see Conceptual Elevations provided in the applicant's materials). The design of buildings within this phase will be developed in accordance with the VCAS for SAP Central.
- E16.** PDP 1C Lot 12, Parking: This application does not propose residential development; therefore, this standard is not applicable.

Standards for Compliance with Statutes and Ordinances  
Subsection 4.610.10 (.01) F.

- E17.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Development in PDP 12C Lot 76 and PDP 2C Lot 73 will comply with all applicable statutes and ordinances.
- E18.** PDP 1C Lot 12, Parking: Development in PDP 1C Lot 12 will comply with all applicable statutes and ordinances.

Standards for Relocation and Replacement  
Subsection 4.610.10 (.01) G.

- E19.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: No relocation of trees is proposed. Tree replacement will occur in accordance with the necessary provisions of Sections 4.620.00 and 4.620.10, as addressed below. As shown in the Tree Report, tree mitigation for PDP 12C Lot 76, Buildings A and B, proposes planting street trees adjacent to SW Valencia Lane and SW Campanile Lane, and within the landscaped space of the parking areas of the multi-use buildings. Mitigation for PDP 2C Lot 73, Building C, proposes planting of street trees adjacent to SW Barber Street, in the rear courtyard and



within the landscaped space of the parking area. Tree mitigation for both Lots 76 and 73 exceeds the required amount of mitigation of 1 tree replanted per each tree removed.

- E20.** PDP 1C Lot 12, Parking: No relocation of trees is proposed. Mitigation proposes planting trees in the landscaped buffer and landscape island in the parking area exceeding the required amount of mitigation 1 tree replanted per each tree removed.

#### Limitation on Tree Removal

Subsection 4.610.10 (.01) H.

- E21.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed tree removal is either necessary for construction or is due to the health and condition of the trees.

- E22.** PDP 1C Lot 12, Parking: Similar to above, proposed tree removal is either necessary for construction or is due to the health and condition of the trees.

#### Additional Standards for Type C Permits: Tree Survey and Maintenance and Protection Plan

Subsection 4.610.10 (.01) I. 1.-2., Section 4.610.40 (.02)

- E23.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant's submitted materials include the required Tree Maintenance and Protection Plans.

- E24.** PDP 1C Lot 12, Parking: The applicant's submitted materials include the required Tree Maintenance and Protection Plans.

#### Additional Standards for Type C Permits: Tree and Utility Conflicts

Subsection 4.610.10 (.01) I. 3.

- E25.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Per the applicant's materials, the Composite Utility Plans for the sites have been designed to minimize the impact upon the environment to the extent feasible given existing conditions. Any trees to be removed due to the placement of utilities will be replaced and/or mitigated in accordance with the provisions in this subchapter.

- E26.** PDP 1C Lot 12, Parking: Similar to above, the Composite Utility Plans for the sites have been designed to minimize the impact upon the environment to the extent feasible given existing conditions. Any trees to be removed due to the placement of utilities will be replaced and/or mitigated in accordance with the provisions in this subchapter.

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

- E27.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The proposed Type C Tree Plans are subject to review concurrently with the PDPs, which are the equivalent of a Stage II Final Plan in the V zone.
- E28.** PDP 1C Lot 12, Parking: The proposed Type C Tree Plan is subject to review concurrently with the PDP, which is the equivalent of a Stage II Final Plan in the V zone.

Tree Replacement Requirement  
Subsection 4.620.00 (.01)

- E29.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Conditions of Approval ensure tree mitigation requirements are met by either replanting street trees and landscaping trees or paying into the tree fund an amount determined by the City based on the cost of replacement trees.
- E30.** PDP 1C Lot 12, Parking: Conditions of Approval ensure tree mitigation requirements are met by either replanting street trees and landscaping trees or paying into the tree fund an amount determined by the City based on the cost of replacement trees

Basis for Determining Replacement  
Subsection 4.620.00 (.02)

- E31.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Conditions of Approval require tree mitigation on a basis of one tree mitigated for one tree removed. Each planted tree, including street trees and trees in parking areas, are required meet the minimum diameter requirement.
- E32.** PDP 1C Lot 12, Parking: As stated above, Conditions of Approval require tree mitigation on a basis of one tree mitigated for one tree removed. Each planted tree, including street trees and trees in parking areas, are required meet the minimum diameter requirement.

Replacement Tree Requirements  
Subsection 4.620.00 (.03)-(.04)

- E33.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Replacement trees are required to be appropriate for the site by conforming to the Community Elements Book. A Condition of Approval ensures trees have the proper staking and care and will be of the required quality. The Condition of Approval further ensures the replacement of planted trees that die or become diseased.
- E34.** PDP 1C Lot 12, Parking: Replacement trees are required to be appropriate for the site by conforming to the Community Elements Book. A Condition of Approval ensures trees have

the proper staking and care and will be of the required quality. The Condition of Approval further ensures the replacement of planted trees that die or become diseased.

#### Replacement Trees Locations

Subsection 4.620.00 (.05)

- E35.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: The applicant proposes planting trees on site and in the appropriate locations for the proposed development meeting spacing in the Community Elements Book and avoiding utility and other conflicts. Tree replacement areas are shown on the Street Tree Planting Layout Plans in the applicant's materials.
- E36.** PDP 1C Lot 12, Parking: Similar to above, trees will be planted in appropriate locations as shown on the Street Tree Planting Layout Plans in the application materials.

#### Tree Protection During Construction

Section 4.620.10

- E37.** PDP 12C Lot 76, Buildings A and B, and PDP 2C Lot 73, Building C: Conditions of Approval ensure protection of existing trees during construction consistent with the requirements of this section.
- E38.** PDP 1C Lot 12, Parking: As stated in the applicant's materials, off-site trees to be preserved will be protected to the greatest extent possible during construction. Conditions of Approval ensure protection of trees during development consistent with the requirements of this section.



29799 SW Town Center Loop E, Wilsonville, OR 97070  
 Phone: 503.682.4960 Fax: 503.682.7025  
 Web: [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

Planning Division  
 Development Permit Application

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

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

Pre-Application Meeting Date: \_\_\_\_\_

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

**Applicant:**

Name: Rudy Kadlub  
 Company: Costa Pacific Communities  
 Mailing Address: 14350 SE Industrial Way  
 City, State, Zip: Clackamas, OR 97015  
 Phone: 503-314-8014 Fax: \_\_\_\_\_  
 E-mail: rudy@costapacific.com

**Authorized Representative:**

Name: Stacy Connery, AICP  
 Company: Pacific Community Design, Inc.  
 Mailing Address: 12564 SW Main Street  
 City, State, Zip: Tigard, OR 97223  
 Phone: 503-941-9484 Fax: \_\_\_\_\_  
 E-mail: Stacy@Pacific-Community.com

**Property Owner:**

Name: RCS Villebois Development, LLC  
 Company: Real Capital Solutions  
 Mailing Address: 371 Centennial Pkwy Suite 200  
 City, State, Zip: Louisville, CO 80027  
 Phone: 503-314-8014 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Property Owner's Signature:**

[Signature]  
 Printed Name: RUDY KADLUB Date: 1.22.21

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

[Signature]  
 Printed Name: RUDY KADLUB Date: 1.25.21

**Site Location and Description:**

Project Address if Available: Lot 76 of Villebois Village Center No.3 Suite/Unit \_\_\_\_\_  
 Project Location: Two (2) lots north of the intersection of Villebois and Barber adjacent to The Piazza  
 Tax Map #(s): 31W15AC Tax Lot #(s): 2800 County:  Washington  Clackamas

**Request:**

Stage 1 SAP Modification, Preliminary Development Plan (PDP 12C), Tree Removal Permit, Zone Map amendment, and a Final Development Plan for two (2) Mixed-Use residential buildings

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

Residential  Commercial  Industrial  Other: \_\_\_\_\_

**Application Type(s):**

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





Planning Division  
Development Permit Application

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Pre-Application Meeting Date: \_\_\_\_\_

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**Applicant:**

Name: Rudy Kadlub  
Company: Costa Pacific Communities  
Mailing Address: 14350 SE Industrial Way  
City, State, Zip: Clackamas, OR 97015  
Phone: 503-314-8014 Fax: \_\_\_\_\_  
E-mail: rudy@costapacific.com

**Authorized Representative:**

Name: Stacy Connery, AICP  
Company: Pacific Community Design, Inc.  
Mailing Address: 12564 SW Main Street  
City, State, Zip: Tigard, OR 97223  
Phone: 503-941-9484 Fax: \_\_\_\_\_  
E-mail: Stacy@Pacific-Community.com

**Property Owner:**

Name: RES Villebois Development, LLC  
Company: Real Capital Solutions  
Mailing Address: 371 Centennial Pkwy Ste 200  
City, State, Zip: Louisville, CO 80027  
Phone: 503-314-8014 Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Property Owner's Signature:**

Rudy Kadlub for RES Villebois Dev.  
Printed Name: RUDY KADLUB Date: 1.25.21

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

Rudy Kadlub  
Printed Name: RUDY KADLUB Date: 1.25.21

**Site Location and Description:**

Project Address if Available: Lot 73 of Villebois Village Center No. 2 Suite/Unit \_\_\_\_\_  
Project Location: Western corner of Barber Street and Villebois Drive  
Tax Map #(s): 31W15AC Tax Lot #(s): 2100 County:  Washington  Clackamas

**Request:**

Preliminary Development Plan Modification (PDP 2C), Tree Removal Permit, Final Development Plan for a Mixed-use residential building

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

Residential  Commercial  Industrial  Other: \_\_\_\_\_

**Application Type(s):**

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





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 Development Permit Application**

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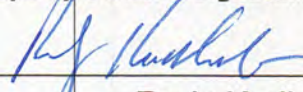
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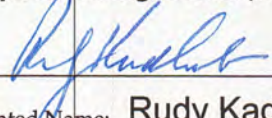
**Property Owner:**

Name: RCS Villebois Development, LLC  
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 Mailing Address: 371 Centennial Pkwy Ste 200  
 City, State, Zip: Louisville, CO 80027  
 Phone: 503-314-8014 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Property Owner's Signature:**

  
 Printed Name: Rudy Kadlub Date: 3.5.21

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

  
 Printed Name: Rudy Kadlub Date: 3.5.21

**Site Location and Description:**

Project Address if Available: Lot 12 of Villebois Village Center Suite/Unit \_\_\_\_\_  
 Project Location: Western corner of Barber Street and Villebois Drive  
 Tax Map #(s): 31W15AC Tax Lot #(s): 1200 County:  Washington  Clackamas

**Request:**

Preliminary Development Plan Modification (PDP 2C), Tree Removal Permit, Final Development Plan for a surface parking area

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

Residential  Commercial  Industrial  Other: \_\_\_\_\_

**Application Type(s):**

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



09/01/2021







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BY JAMES HARDIE

Expand modern design options with a customizable system of commercial grade panel, trim and fastener products. This system brings design versatility and durability to a wide variety of projects.

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- Standard panel size is nominal 4 ft. x 8 ft., and can be cut on site
- Engineered for Climate® to help resist damage from the elements
- Available in many ColorPlus® Technology finishes for panels



Reveal® Surround Trim



Reveal® Recess Trim



### Reveal® Surround Trim

- Frames panels with a raised grid pattern for strong geometric definition
- Now available in many ColorPlus® Technology finishes to match panels in a more durable finish than field applied paint
- Also comes primed or with clear anodized finish

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REVEAL  
Panel System.

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- Bonds effectively with panel creating a sleek, streamlined look
- Primed only

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### Reveal™ Exposed Fasteners

- Durable, stainless steel fasteners also available in ColorPlus finishes

### Reveal™ Countersunk Fasteners

- Concealed fasteners emphasize the beauty of the smooth panels.

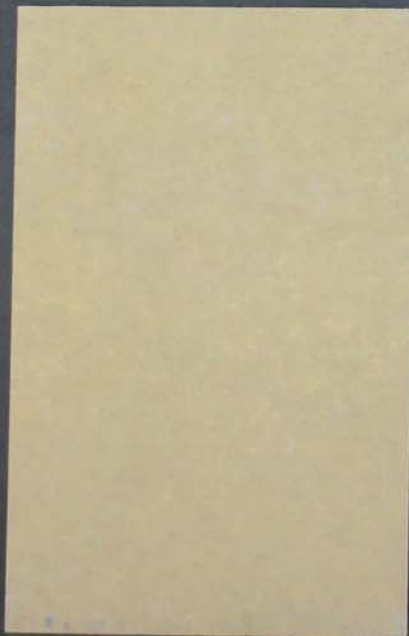
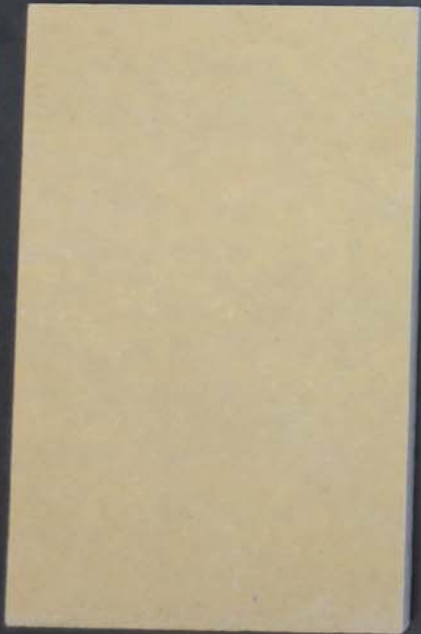
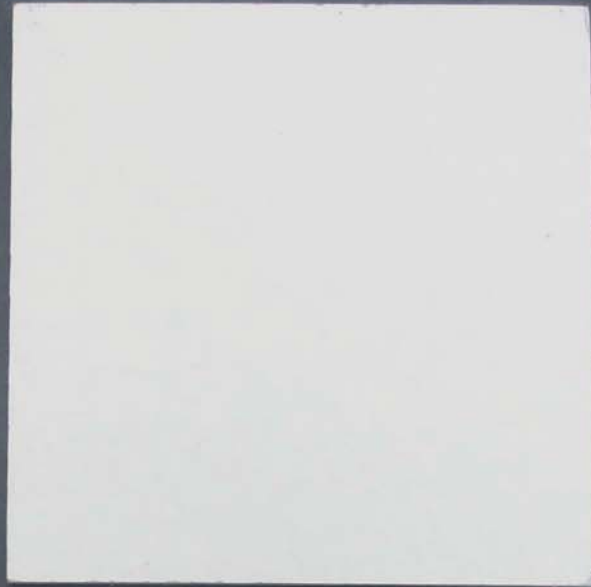


REVEAL  
Panel System.

Creative freedom  
ANY WAY YOU CUT IT



Our fully integrated panel system elevates the look of your modern designs







**MUTUAL  
MATERIALS**  
Trusted Since 1900

*mauna loa*

*mission  
texture*

*These samples are examples of the various brick colors available through Mutual Materials Company. Because brick are produced from natural materials, brick colors tend to vary somewhat from run to run. To ensure your satisfaction, please inspect current stock and examine the product delivered to your project prior to the installation of your new brick.*







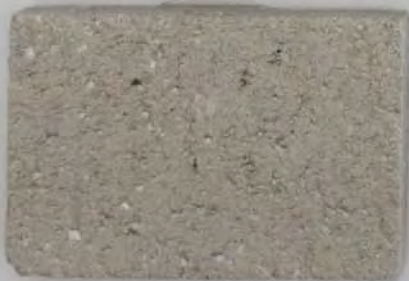
**MUTUAL  
MATERIALS**  
*Trusted Since 1900*

*aspen*

*mission  
texture*



*These samples are examples of the various brick colors available through Mutual Materials Company. Because brick are produced from natural materials, brick colors tend to vary somewhat from run to run. To ensure your satisfaction, please inspect current stock and examine the product delivered to your project prior to the installation of your new brick.*





**MUTUAL  
MATERIALS**  
*Trusted Since 1900*

*coal creek*



*These samples are examples of the various block colors available through Mutual Materials Company. Because block are produced from natural materials, block colors tend to vary somewhat from run to run. To ensure your satisfaction, please inspect current stock and examine the product delivered to your project prior to the installation of your new block.*









## MEMORANDUM

DATE: May 17, 2021

TO: Cindy Luxhoj, AICP Associate Planner  
City of Wilsonville

FROM: Stacy Connery, AICP  
Maureen Jackson, AICP

CC: Rudy Kadlub, Costa Pacific Communities

Project Name: Villebois Village Center Mixed-Use

Re: Completeness Review  
(DB21-0008, DB21-0010 through DB21-0013 Buildings A and B, 12C Lot 76;  
DB21-0014 through DB21-0016 Building C, 2C Lot 73;  
DB21-0022 through DB21-0024 Parking, 1C Lot 12)

This memo addresses the missing or incomplete materials identified by City in their May 31, 2021 letter for the applications submitted by Pacific Community Design, Inc. on behalf of Rudy Kadlub of Costa Pacific Communities for the Villebois Village Center Mixed-Use Development.

Explanations are provided below to document how each incomplete item is addressed:

1. General and Plan Sets:

- a. Provide adequate narrative and code response as outlined in attached table of review note/ comments and identified deficiencies

**Response:** *The spreadsheets attached to this memo detail how the submittal package addresses the incomplete items and comments identified by City staff. The Supporting Compliance Reports have been modified to address applicable code requirements and detail compliance.*

*The Introductory Narrative in Section IA provides an overview of the Specific Area Plan Amendment, Preliminary Development Plan and modifications, Zone Change, Final Development Plans, and Tree Removal applications required for the Villebois Village Center Mixed-Use Development. The Introductory Narrative also includes a summary of the community outreach efforts made by the applicant and resulting design modifications and synopsis of the design intent for the development.*

- b. Provide proof of ownership for affected properties

**Response:** *Ownership information documentation is provided in Section IC of this submittal.*



- c. Provide boundary survey or certified boundary description for affected properties

**Response:** *Copies of the recorded Villebois Village Center plat which includes Lot 12, Villebois Village Center No. 2 plat which includes Lot 73, and Villebois Village Center No. 3 plat which includes Lot 76 are provided in Section IC of this application. Recorded subdivision plats for the subject properties have been prepared by a licensed surveyor.*

- d. Provide tree protection fencing detail and show tree protection fencing on grading plans for all applications

**Response:** *The Preliminary Grading and Erosion Plans sheets in Section IV have been modified to show tree protection fencing.*

- e. Provide physical materials board and indicate how proposed materials are consistent with VCAS for Plaza Address for all proposed buildings

**Response:** *Physical material samples will be delivered to City staff to include with this submittal. The Final Development Plan Supporting Compliance Reports in Section V detail how proposed materials are consistent with the VCAS for Plaza Address. The Introductory Narrative in Section IA provides a synopsis of the design intent for the Villebois Village Center Mixed-Use Development in its entirety.*

2. Service Provider Documentation

- a. TVF&R Permit or Compliance Letter - Provide required documentation

**Response:** *The TVF&R Permit approvals will be provided to staff as soon as possible.*

- b. Republic Services Compliance Letter- Provide required documentation

**Response:** *Republic Service Compliance Letters are provided in Section IE of this submittal.*

3. Traffic Report/ Analysis

- a. 12C Lot 76 and 2C Lot 73, Buildings A, B and C:

- i. Update the traffic report to reflect the trips generating from the potential retail.

**Response:** *A copy of the Transportation Study prepared by DKS dated May 3, 2019 is included in Section IF of this application. The applicant has authorized the Scope of Work for DKS to prepare a Traffic Impact Study for the revised Villebois Village Center mixed-use development proposal that includes a parking lot on Lot 12 in PDP 1C and modified building designs that provide potential conversion of Level 1 residential units that face onto The Piazza into commercial/ retail space. The Introductory Narrative provided in Section IA of this submittal has been revised to include vehicle parking calculations for the entire mixed-use development and future retail conversion.*

- ii. Add additional notes and callouts and configuration at the water service connection to show water meter and how the line splits between the domestic and fire water lines.



**Response:** *The Preliminary Composite Utility Plans in Section IV of this application have been revised to detail the configuration of the water service connection.*

- b. 1C Lot 12, Parking Lot: Provide a traffic memo to analyze the number of parking spaces and site circulation.

**Response:** *A copy of the Transportation Study prepared by DKS dated May 3, 2019 is included in Section IF of this application. The applicant has authorized the Scope of Work for DKS to prepare a Traffic Impact Study for the revised Villebois Village Center mixed-use development proposal that includes a parking lot on Lot 12 in PDP 1C and modified building designs that provide potential conversion of Level 1 residential units that face onto The Piazza into commercial/ retail space. The Introductory Narrative provided in Section IA of this submittal has been revised to include an analysis of the pedestrian and vehicle circulation and parking for the entire mixed-use development.*

#### 4. Stormwater Analysis

- a. All applications: In regards to the rainwater management system, a compliance summary table is needed that compares facilities in SAP Central RM Plan with facilities currently proposed. This type of summary table has been provided in the past (see attachment for SAP North). There are deficiencies in the rainwater system proposed for Buildings A, B, and C, which may not be a problem based on the overall percentage still provided at the SAP level.

**Response:** *The Utility and Drainage Reports provided in Section IV of this application have been revised to include a Rainwater Compliance Summary Table for SAP Central.*

#### 5. Building Division Items

- a. 12C Lot 76 and 2C Lot 73, Buildings A, B and C: Provide rated exterior wall information, as well as commercial use proposed for 1<sup>st</sup> floor flex space to verify building location to the property lie, with zero setbacks.

**Response:** *The architectural plans in Section V of this application have been revised to note fire resistance rating between residential and retail uses and exterior wall assemblies.*

- b. All applications, as appropriate: Show private utilities at all proposed building locations on plans. Without this information Building is unable to confirm that all utilities will have room on the crowded lots. For example: fire vaults, FDC's, irrigation double check vaults, and potable water double check vaults.

**Response:** *The Preliminary Composite Utility Plans in Section IV of this application have been revised to show locations of private utilities to serve Buildings A, B, and C.*

Included in this submittal are 3 copies of the revised project narratives, supporting documents and reports, reduced 11-inch by 17-inch plans, in addition to 3 full-size copies of the plan sets and architectural plans and details. An electronic copy of the submittal will be provided to staff as requested.

Thank you.

12C Lot 76, Buildings A & B	Action Needed	Action Taken
<b>Introductory Narrative:</b>		
List of Applications (page 3) – No sign permit required, but need to indicate if there are any issues meeting Master Wayfinding Plan for retail signage. See Sheets A.401-A.404, Sign Plan	Confirm there are no issues meeting the Master Wayfinding Plan for retail space	The Introductory Narrative provided in Section IA of this submittal has been revised to state: "Signage design and/or locations for future retail spaces are beyond the scope of the proposed project. Signage designs will be provided as part of future retail tenant improvements. The signage for future retail spaces will comply with the SAP Central Master Signage and Wayfinding Plan requirements as reference in the Signage Plan sheets enclosed."
Request (page 3) – Would be helpful to provide more context to requests, how proposal may have evolved since DRB Resolution 357 (Casefile DB18-0040 – DR18-0042) granting approval of 3-unit residential development	Not required, but suggest expand narrative to include more context to requests, how proposal may have evolved since initial approval	The Introductory Narrative provided in Section IA of this submittal has been revised to note: "The applicant took the opportunity to acquire the property and proceed with the proposed parking lot to support the Villebois Village Center apartments when the developer of the proposed three-unit residential development approved on Resolution No. 357 did not proceed with purchase of the property."
Proposal Description (page 4-5) – No information provided about neighborhood meetings or input to design by Village Center residents	Not required, but suggest include more background on community input to design	The Introductory Narrative provided in Section IA of this application submittal has been modified to include a section describing community outreach efforts made by the applicant and resulting proposal.
Proposal Description (page 4-5) – No information provided about 1 <sup>st</sup> floor residential space shown as convertible to retail on Sheets A.211 and A.221	Completeness item – Provide information about possible residential conversion to retail space in narrative and throughout code response sections	The Introductory Narrative provided in Section IA of this submittal has been revised to state: "As noted on the elevation and floor plan Sheets A.211, A.221 and A.231 submitted for the development of Villebois Village Center Apartments Buildings A, B, and C, 11 ground floor residential units facing the Piazza are designed to accommodate future conversion to 7,527 square feet of retail."
Refinements to SAP Central, revisions to Village Center Architectural Standards (VCAS) Plaza Address (page 6) – 3 components: (1) clarification of materials – add "stucco board"; (2) 75% to 30% minimum façade coverage; (3) facades to which % applies public/private street to facing Piazza only. More explanation needed to justify requests.	Completeness item – Provide details of history of request and explain in detail precisely why current VCAS Plaza Address standards cannot be met	The Introductory Narrative provided in Section IA of this submittal has been revised to provide detailed explanation justifying the requested refinements to SAP Central and proposed façade materials and percentage calculations.
<b>Form/Ownership Documentation:</b>		
Proof of ownership required	Completeness item - Provide proof of ownership	Ownership information documentation is provided in Section IC of this submittal.
<b>Supporting Compliance Report – SAP Amendment:</b>		
Density (page 3) – Response to Policy 3 doesn't explain how policy "the Village development provides an overall average density of at least 10 dwelling units per net residential acre" is met; merely states "buildings provide a dense urban environment for Villebois inhabitants that complies with this standard"	Explain, in objective manner, how the policy is met	The Supporting Compliance Report provided in Section III of this application has been modified to state that the 143 residential units proposed within the mixed-use development, located on the site 2.02-acre site, will provide an overall density of 71 units per acre.
Change in % of required materials (page 6) – Changes from 75% required to 30% allowed. More explanation is needed to justify request.	See comment above	The Supporting Compliance Report provided in Section III of this application has been modified to provide detailed explanation justifying the requested refinements to SAP Central and proposed façade materials and percentage calculations.
Tower amenity (page 9) – Code requires "one vertical tower element facing the Village Center Plaza with proportions, massing, and architectural elements consistent with the Village Center Architectural Standards. No explanation is provided of where tower amenity is located or how it meets the standard.	Completeness item – Explain in detail how the requirement is met	The Supporting Compliance Report provided in Section III of this application has revised to address how Building B is designed to include a contemporary tower element.
<b>Villebois Center Architectural Standards:</b>		

12C Lot 76, Buildings A & B	Action Needed	Action Taken
Plaza Address, O:7 and B:4 (4.2 Exterior Building Materials) – More explanation is needed to justify request.	See comment above	The Introductory Narrative provided in Section IA and Supporting Compliance Report provided in Section III of this submittal has been revised to provide detailed explanation justifying the requested refinements to SAP Central and proposed façade materials and percentage calculations.
<b>Supporting Compliance Report – PDP Modification:</b>		
Fencing (page 5) – Response states no fencing is proposed. Plans indicate fencing on SW Valencia Ln for trash hauler (see Sheet 3). Need to explain inconsistency.	Explain inconsistency between code response and plans regarding fencing (for hauler) on SW Valencia Ln	The proposed development has been modified to eliminate the fencing/ gate on SW Valencia Lane for the trash hauler. With this elimination, no fencing is proposed for Buildings A or B on Lot 76.
Recreational Area (page 5-6) – Would be helpful to have clearer information about recreational areas: Do lobbies count as “recreational area”? Lobby areas in Buildings A & B are listed; what about lobby in Building C? Does the dog washing station in Building B count?	Not required, but suggest clarify information about recreational areas	The Supporting Compliance Report provided in Section IVD has been revised to state: "PDP 12C provides 94 units, requiring 2,820 square feet of recreational area . Buildings A and B in PDP 12 C are designed with 4,483 square feet of recreational space." The section identifies the amenities counted toward the recreational area.
Vehicle Parking (page 9-10) – Parking calculations do not account for residential space that may convert to retail. Is parking requirement still met per building and cumulatively if residential on 1 <sup>st</sup> floor converts to retail as shown in FDP Sheets A.211 and A.221? Also, bicycle parking may be used to reduce the compact vehicle parking space requirement at a rate of one compact space per 5 non-required bicycle spaces. Not clear whether compact parking is required or whether there is a max percentage.	Completeness item – Include required parking for residential conversion units in calculations and explain how requirement is met. Clarify how additional bicycle places provided correlate with/substitute for compact vehicle spaces. Review all parking calculations to eliminate inconsistencies.	The Supporting Compliance Report provided in Section IVD has been revised modified to show a full accounting of the vehicle and bicycle parking requirements. The report has been modified to correctly calculate the offset number of compact parking spaces permitted for excess bicycle parking provided. A section has been added to address the parking requirements for future conversion of residential units to retail space.
Building Elevation Variety (page 15-17) – States “Buildings A&B have similar architectural styles but the elevations provided in the FDP include different architectural elements for each building that help to provide variety in the Village Center”. Need to explain, objectively, how the standard is met.	Completeness item – Explain, in objective manner, how the requirement is met for all buildings	The Supporting Compliance Report provided in Section IVD has been revised to include architectural design details of Buildings A and B.
Also, states (.14, .15) “The PDP doesn’t propose any buildings”; not accurate.		
Relationship of buildings, streets and open spaces (page 16) – Response doesn’t address the standard. How do the elements relate?	Completeness item – Explain how the requirement is met	The Supporting Compliance Report provided in Section IVD has been revised describe how the proposed mixed-use buildings in Lot 76 relate to the surrounding streets, developments, and Village Center.
Tower Element (page 19) – See comment above	See comment above	The Supporting Compliance Report provided in Section IVD has been revised to state: "A contemporary tower element is proposed on the Southeast corner of Building B. Driving northbound on SW Barber St, Building B becomes the focal point of the central plaza. The amenity terrace on the top floor serves as a contemporary tower, providing views of the plaza below and of Mt. Hood in the distance. The banding of the building’s upper three floor levels accentuates the building’s vertical design. More detail can be found in the Architectural Plans provided in Section VF of this application."
Boundary Survey (page 21) – No boundary survey or certified boundary description signed by surveyor licensed in Oregon? Is provided	Completeness item – Provide boundary survey or certified boundary description	The Supporting Compliance Report provided in Section IVD has been revised to state: "A copy of the recorded plat prepared by a licensed surveyor is provided in Section IC of this application."

12C Lot 76, Buildings A & B	Action Needed	Action Taken
Consistency with VACS (page 31) – States “the proposed mixed-use buildings are consistent with the VCAS as demonstrated with the concurrent FDP application”. Clarify whether this before or after the proposed SAP Plaza Address amendment	Clarify whether standard is met before or after the proposal SAP Plaza Address amendment	The Supporting Compliance Report provided in Section IVD has been revised to state: "The applicant presumes the requested Specific Area Plan Amendment to refine the Village Center Architectural Standards (VCAS) of the Village Center will be approved. With the approval of the SAP amendment, the Preliminary Development Plans for the Villebois Village Mixed-Use Development on Lot 76 will be consistent with the amended VCAS, as demonstrated by the plan sheets located in Sections IVE and VF and this application, and as refined and described earlier in this report."
Site Furnishings (page 32) – States “no site furnishings are proposed”. Plans show benches along 1 <sup>st</sup> floor street front of buildings (see comment below)	Clarify whether benches are proposed	The Supporting Compliance Report provided in Section IVD has been revised to state: "Benches and bike racks are provided as shown on the <i>Street Tree Layout Planting Plan</i> in Section IVE are consistent with the Community Elements Book (pages 11 and 12) for SAP Central."
<b>Reduced Drawings (PDP Modification):</b>		
Cover Sheet (Sheet 1) – Incorrect waste hauler listed under utilities and services	Change waste hauler from United Disposal to Republic Services	Sheet 1 has been modified to show the Republic Services as the waste hauler
Grading and EC Plan (Sheet 4) – No tree protection fencing detail provided	Completeness item – Provide tree protection fencing detail and show tree protection fencing on grading plan	Sheet 4 has been modified to show include the tree protection fencing detail.
Circulation Plan (Sheet 6 and others) – Explain why access gate for trash hauler is shown in Building B parking driveway from SW Valencia Ln.	See comment above about gate/fence for hauler	The site plans have been modified to eliminate the access gate for the trash hauler. Building B now has vehicle access from SW Barber Street and SW Valencia Lane.
Parking Plan (Sheet 7) – Calculations don’t account for residential conversion to retail (as shown on Sheets A.211 and A.221). Parking calcs need to be reviewed for consistency throughout document	See Completeness item above regarding parking calculations	Parking calculations for potential conversion of residential units to retail space is provided in the Supporting Compliance Report.
Street Tree Layout Planting Plan (Sheet L1) – No explanation provided for “mitigation tree white oak to be planted by others” on plan. Verify that street tree species proposed as consistent with approved species in Community Elements Book	Explain meaning of “mitigation white oak” shown on plan	The Street Tree Layout Planting Plan has been revised to eliminate the call out for "mitigation tree white oak to be planted by others." Street trees proposed for Buildings A and B are consistent species approved in the Community Elements Book.
<b>Traffic Analysis:</b>		
Also, Planning notes that trip generation and parking calcs are residential only, with no retail is factored into analysis		The Scope of Work requesting DKS to conduct supplemental analysis for the potential conversion of residential units to retail space has been authorized by the applicant.
(Page 3) States access to Building B is provided via Barber Street; PDP Sheet 7 also shows driveway access via Valencia Ln, but gated. Clarify which is correct.	Clarify access to Building B and correct narrative, as appropriate	The site plans have been modified to eliminate the access gate for the trash hauler. Building B now has vehicle access from SW Barber Street and SW Valencia Lane.
<b>Supporting Compliance Report – Final Development Plan:</b>		
Parking calculations (page 3-4) – Conversion of residential to retail isn’t accounted for the in the calculations; retail space in LW units isn’t included in calculations	See Completeness item above regarding parking calculations	The Supporting Compliance report has been revised to include parking calculations for potential conversion of residential units to retail space.
Water usage areas (page 16) – Water usage areas aren’t shown on plans.	Indicate water usage areas on plans	Water usage for landscaping is noted on the FDP Planting Legend Details & Notes, Sheet L2
Community Elements Book (page 25-33) – Several “Notes” boxes in table are blank – these need to be completed.	Completeness item – Complete empty boxes in compliance table and respond to questions about other observations, below	The Supporting Compliance report has been revised to provide notes in the Community Elements Book table.
<b>Village Center Architectural Standards:</b>		

12C Lot 76, Buildings A & B	Action Needed	Action Taken
2.1 Vertical Façade Articulation for All Mixed Use Buildings (page 27) Storefront design different from residential window detailing – States “The ground level retail portions of the building have window and door design that is different from the residential unit above”. Indicate how requirement is met for conversion areas and ground floor retail versus residential spaces.	Indicate how standard is met	The Supporting Compliance report has been revised to provide more detail and show compliance with the VCAS requiring vertical façade articulation for mixed-use buildings.
3.3 Ground Level Building Components (page 28) How will retail orientation toward the street be achieved for conversion units, which have internal access only?	Indicate how standard is met	The Supporting Compliance report has been revised to provide more detail and show compliance with the VCAS requiring articulation, interest in design, and durable and maintainable construction materials proposed for Buildings A and B.
5.1 Fencing (page 30-31) Indicates standard is met for fencing, but in narrative says there isn’t any fencing. Correct inconsistency	Correct text for consistency; Indicate how standards are met	The site plans have been modified to eliminate the access gate for the trash hauler. Building B now has vehicle access from SW Barber Street and SW Valencia Lane.
<b>Reduced Drawings (FDP):</b>		
Cover Sheet (Sheet 1) – Incorrect waste hauler listed under utilities and services	Change waste hauler from United Disposal to Republic Services	Sheet 1 has been modified to show the Republic Services as the waste hauler
Unit Site Plan (Sheet 2) – Explain why access gate for trash hauler is shown in Building B parking driveway from SW Valencia Ln	See comment above about gate/fence for hauler	The site plans have been modified to eliminate the access gate for the trash hauler. Building B now has vehicle access from SW Barber Street and SW Valencia Lane.
Parking Plan (Sheet 3) – See comment above about parking calcs; A.211 and A.221	See comment above	The Supporting Compliance report has been revised to include parking calculations for potential conversion of residential units to retail space.
Street Tree Layout Planting Plan (Sheet L1 and L2) – See comment above about “mitigation tree white oak to be planted by others”	See comment above	Sheets L1 and L2 have been modified to remove the comment "mitigation tree white oak to be planted by others"
<b>Elevations, Floor Plans and Details:</b>		
All Sheets – Owner is shown as Capstone Partners, but application form shows Costa Pacific Communities. Correct as needed	Correct ownership information on plans, as appropriate	All sheets have been revised to show correct ownership
Materials Board (Sheet A.121) – No physical materials board is provided. Need to indicate how proposed materials are consistent VCAS for Plaza Address.	Completeness item – Provide physical materials board. Indicate how proposed materials are consistent with VCAS for Plaza Address.	Included in this submittal are physical materials boards and samples demonstrating compliance with VCAS for Plaza Address.
Buildings A & B Level 1 Plan (Sheet A.211 and A.221) – shows residential units that might convert to retail in future. No information is provided to explain what the storefront appearance of these units would be in future, or how they would be entered from the street when converted to retail.	Completeness item – Explain how standard is or would be met	The Introductory Narrative provided in Section IA and FDP Compliance Report in Section VD detail how building design accommodates future conversion of residential units to retail square footage including construction and access. Entrances for future retail spaces along Level 1, only the Building A Live/Work units currently provide storefront doors to the exterior. At the remaining Level 1 apartment units which currently do not provide exterior doors connecting to the hardscape facing the central plaza, the windows are either storefront or vinyl windows, as annotated in the building elevation drawings. Future storefront doors will be provided as part of a future retail tenant improvements. For the proposed project, the civil grading design alongside these apartment units will attempt to accommodate future retail doors, where the apt unit windows are currently provided. It is possible however that due to grading, some future retail spaces will require external or internal ramps at their entrances, depending on the future retail entrance locations.

12C Lot 76, Buildings A & B	Action Needed	Action Taken
Buildings A & B Elevations (Sheet A.311 and A.321) – No information is provided about storefront on conversion units, where retail signage placement would be on elevations, or whether LW units (In Building A) would have different signage	Completeness item – Explain how standard is or would be met. Confirm there are no issues meeting the Master Wayfinding Plan for retail space.	The Introductory Narrative provided in Section IA and FDP Compliance Report in Section VD detail how building design accommodates future conversion of residential units to retail square footage including signage. Signage design and/or locations for future retail spaces are beyond the scope of the proposed project. Signage designs will be provided as part of future retail tenant improvements. The signage for future retail spaces will comply with the SAP Central Master Signage and Wayfinding Plan requirements as reference in the Signage Plan sheets enclosed. No sign permits are requested with this submittal.
Site Lighting Plan – Buildings A & B (Sheet A.501) – Project is located in LZ 2 per light zone map; outdoor lighting standards apply and must be addressed.	Completeness item – Provide code response for Section 4.199 of Code and provide required materials/plans, as appropriate.	The Introductory Narrative provided in Section IA and FDP Compliance Report in Section VD address lighting standards. Lighting details are provided in the architectural plans in Section V and lighting fixture cut sheets are provided in Section VI.
<b>Other:</b>		
Sections 4.179 and 4.430 Mixed Solid Waste and Recycling		
Not included	Completeness item – Provide code response and required materials/plans, as appropriate.	The supporting compliance reports have been modified to show compliance with Sections 4.179 and 4.430
Section 4.199 Outdoor Lighting		
Not included	Completeness item – Provide code response and required materials/plans, as appropriate.	The supporting compliance reports have been modified to address Section 4.199
Section 4.300 Underground Utilities		
Not included	Completeness item – Provide code response and required materials/plans, as appropriate	The supporting compliance reports have been modified to show compliance with Section 4.300.
TVF&R Permit or Compliance Letter		
Not included	Completeness item – Provide required documentation	
Republic Services Compliance Letter		
Not included	Completeness item – Provide required documentation	Republic Service Compliance Letters are provided in Section IE of this submittal
<b>Engineering</b>		
Update the traffic report to reflect the trips generating from the potential retail.	Completeness item – Provide required materials and documentation	The Scope of Work requesting DKS to conduct supplemental analysis for the potential conversion of residential units to retail space has been authorized by the applicant.
Add additional notes and callouts and configuration at the water service connection to show water meter and how the line splits between the domestic and fire water lines.	Completeness item – Provide required materials	The <i>Preliminary Composite Utility Plan</i> , Sheet 5, has been revised to detail the configuration of the water service connection.
<b>Natural Resources/Stormwater</b>		
In regards to the rainwater management system, a compliance summary table is needed that compares facilities in SAP Central RM Plan with facilities currently proposed. This type of summary table has been provided in the past (see attachment for SAP North). There are deficiencies in the rainwater system proposed for Buildings A & B and C, which may not be a problem based on the overall percentage still provided at the SAP level.	Completeness item – Provide required materials	The Utility and Drainage Report provided in Section IVF has been revised to include a Rainwater Compliance Summary Table for SAP Central.
<b>Building</b>		
Provide rated exterior wall information, as well as commercial use proposed for 1 <sup>st</sup> floor flex space to verify building location to the property line, with zero setbacks.	Completeness item – Provide required materials	The architectural plans have been revised to note fire resistance rating between residential and retail uses and exterior wall assemblies.

12C Lot 76, Buildings A & B	Action Needed	Action Taken
<p>Show private utilities at all proposed building locations on plans; without this information Building is unable to confirm that all utilities will have room on the crowded lots. For example: fire vaults, FDC's, irrigation double check vaults, and potable water double check vaults.</p>	<p>Completeness item – Provide required materials</p>	<p>The <i>Preliminary Composite Utility Plan</i>, Sheet 5, has been revised to show locations of private utilities to serve Buildings A and B.</p>

2C Lot 73, Building C	Action Needed	Action Taken
<b>Introductory Narrative:</b>		
List of Applications (page 3) – No sign permit required, but need to indicate if there are any issues meeting Master Wayfinding Plan for retail signage. See Sheets A.411-A.414, Sign Plan	Confirm there are no issues meeting the Master Wayfinding Plan for retail space	The Introductory Narrative provided in Section IA of this submittal has been revised to state: "Signage design and/or locations for future retail spaces are beyond the scope of the proposed project. Signage designs will be provided as part of future retail tenant improvements. The signage for future retail spaces will comply with the SAP Central Master Signage and Wayfinding Plan requirements as reference in the Signage Plan sheets enclosed."
Request (page 3) – Would be helpful to provide more context to requests, how proposal may have evolved since DRB Resolution 357 (Casefile DB18-0040 – DR18-0042) granting approval of 3-unit residential development	Not required, but suggest expand narrative to include more context to requests, how proposal may have evolved since initial approval	The Introductory Narrative provided in Section IA of this submittal has been revised to note: "The applicant took the opportunity to acquire the property and proceed with the proposed parking lot to support the Villebois Village Center apartments when the developer of the proposed three-unit residential development approved on Resolution No. 357 did not proceed with purchase of the property."
Proposal Description (page 4-5) – No information provided about neighborhood meetings or input to design by Village Center residents	Not required, but suggest include more background on community input to design	The Introductory Narrative provided in Section IA of this application submittal has been modified to include a section describing community outreach efforts made by the applicant and resulting proposal.
Proposal Description (page 4-5) – No information provided about 1 <sup>st</sup> floor residential space shown as convertible to retail on Sheets A.231	Completeness item – Provide information about possible residential conversion to retail space in narrative and throughout code response sections	The Introductory Narrative provided in Section IA of this submittal has been revised to state: "As noted on the elevation and floor plan Sheets A.211, A.221 and A.231 submitted for the development of Villebois Village Center Apartments Buildings A, B, and C, 11 ground floor residential units facing the Piazza are designed to accommodate future conversion to 7,527 square feet of retail."
(page 6) No discussion of modifying VCAS Plaza Address – request applies to Building C as well. Refinements to SAP Central, revisions to Village Center Architectural Standards (VCAS) Plaza Address (page 6) – 3 components: (1) clarification of materials – add "stucco board"; (2) 75% to 30% minimum façade coverage; (3) facades to which % applies public/private street to facing Piazza only. More explanation needed to justify requests.	Completeness item – Provide details of history of request and explain in detail precisely why current VCAS Plaza Address standards cannot be met	The Introductory Narrative provided in Section IA of this submittal has been revised to provide detailed explanation justifying the requested refinements to SAP Central and proposed façade materials and percentage calculations. The Introductory Narrative and Supporting Compliance Report for the SAP Amendment has been modified to indicate the request applies to Lots 73 and 76.
<b>Form/Ownership Documentation:</b>		
Proof of ownership required	Completeness item - Provide proof of ownership	Ownership information documentation is provided in Section IC of this submittal.
<b>Supporting Compliance Report – SAP Amendment:</b>		
Include reference to SAP Amendment in narrative	See comment above	The Supporting Compliance Report for the SAP Amendment provided in Section IIIA has been modified to indicate the request applies to Buildings A, B, and C on Lots 73 and 76.
Density (page 3) – Response to Policy 3 doesn't explain how policy "the Village development provides an overall average density of at least 10 dwelling units per net residential acre" is met; merely states "buildings provide a dense urban environment for Villebois inhabitants that complies with this standard"	Explain, in objective manner, how the policy is met	The Supporting Compliance Report provided in Section III of this application has been modified to state that the 143 residential units proposed within the mixed-use development, located on the site 2.02-acre site, will provide an overall density of 71 units per acre.
Change in % of required materials (page 6) – Changes from 75% required to 30% allowed. More explanation is needed to justify request.	See comment above	The Supporting Compliance Report provided in Section III of this application has been modified to provide detailed explanation justifying the requested refinements to SAP Central and proposed façade materials and percentage calculations.



2C Lot 73, Building C	Action Needed	Action Taken
Tower amenity (page 9) – Code requires “one vertical tower element facing the Village Center Plaza with proportions, massing, and architectural elements consistent with the Village Center Architectural Standards. No explanation is provided of where tower amenity is located or how it meets the standard.	Completeness item – Explain in detail how the requirement is met	The Supporting Compliance Report provided in Section III of this application has revised to address how Building B is designed to include a contemporary tower element.
<b>Villebois Center Architectural Standards:</b>		
Plaza Address, O:7 and B:4 (4.2 Exterior Building Materials) – More explanation is needed to justify request.	See comment above	The Introductory Narrative provided in Section IA and Supporting Compliance Report provided in Section III of this submittal has been revised to provide detailed explanation justifying the requested refinements to SAP Central and proposed façade materials and percentage calculations.
<b>Supporting Compliance Report – PDP Modification:</b>		
Recreational Area (page 6) – Would be helpful to have clearer information about recreational areas: Do lobbies count as “recreational area”? Lobby areas in Buildings A & B are listed; what about lobby in Building C? Does the dog washing station in Building B count?	Not required, but suggest clarify information about recreational areas	The Supporting Compliance Report provided in Section IVD has been revised to clearly identify the recreational area and amenities available to residents of Building C.
Vehicle Parking (page 9-10) – Parking calculations do not account for residential space that may convert to retail. Is parking requirement still met per building and cumulatively if residential on 1 <sup>st</sup> floor converts to retail as shown in FDP Sheets A.231? Also, bicycle parking may be used to reduce the compact vehicle parking space requirement at a rate of one compact space per 5 non-required bicycle spaces. Not clear whether compact parking is required or whether there is a max percentage. (page 10) On-street vehicle spaces adjacent to the Piazza, across the street from Building C, are counted in total parking provided. Per 4.125(.07)B.3., this isn’t allowed. Explanation is needed to clarify.	Completeness item – Include required parking for residential conversion units in calculations and explain how requirement is met. Clarify how additional bicycle places provided correlate with/substitute for compact vehicle spaces. Review all parking calculations to eliminate inconsistencies.	The Supporting Compliance Report has been revised to show a full accounting of the vehicle and bicycle parking requirements. The report has been modified to correctly calculate the offset number of compact parking spaces permitted for excess bicycle parking provided. A section has been added to address the parking requirements for future conversion of residential units to retail space. On-street vehicle parking adjacent to the Piazza has been removed from the calculated parking.
Building Elevation Variety (page 15-17) – States “Buildings A&B have similar architectural styles but the elevations provided in the FDP include different architectural elements for each building that help to provide variety in the Village Center”. Need to explain, objectively, how the standard is met.	Completeness item – Explain, in objective manner, how the requirement is met for all buildings	The Supporting Compliance Report provided in Section IVD has been revised detail the complimentary architectural designs of the Villebois Village Center mixed-use development Budlings A, B and C.
Also, states (.14, .15) “The PDP doesn’t propose any buildings”; not accurate; (page 17) Addresses Buildings A&B, but not C		
(page 18) Village Center Design Principles section isn’t included in code response		The Supporting Compliance Report has been modified to address the Village Center Design Principles
Relationship of buildings, streets and open spaces (page 18) – Response doesn’t address the standard. How do the elements relate?	Completeness item – Explain how the requirement is met	The Supporting Compliance Report has been revised describe how the proposed Villebois Village Center mixed-use development Budling relate to the surrounding streets, developments, and Village Center.
Tower Element (page 19) – See comment above	See comment above	The Supporting Compliance Report has been revised to refer to the contemporary tower element is proposed on the Southeast corner of Building B.
Boundary Survey (page 21) – No boundary survey or certified boundary description signed by surveyor licensed in Oregon? Is provided	Completeness item – Provide boundary survey or certified boundary description	The Supporting Compliance Report has been revised to state: "A copy of the recorded plat prepared by a licensed surveyor is provided in Section IC of this application."

2C Lot 73, Building C	Action Needed	Action Taken
Consistency with VACS (page 32) – States “the proposed mixed-use buildings are consistent with the VCAS as demonstrated with the concurrent FDP application”. Clarify whether this before or after the proposed SAP Plaza Address amendment	Clarify whether standard is met before or after the proposal SAP Plaza Address amendment	The Supporting Compliance Report provided in Section IVD has been revised to state: "The applicant presumes the requested Specific Area Plan Amendment to refine the Village Center Architectural Standards (VCAS) of the Village Center will be approved. With the approval of the SAP amendment, the Preliminary Development Plans for the Villebois Village Mixed-Use Development on Lot 73 will be consistent with the amended VCAS, as demonstrated by the plan sheets located in Sections IVB and VC and this application, and as refined and described earlier in this report."
Site Furnishings (page 32) – States “no site furnishings are proposed”. Plans show benches along 1 <sup>st</sup> floor street front of buildings (see comment below)	Clarify whether benches are proposed	The Supporting Compliance Report has been revised to state: "Bike racks are provided as shown on the <i>Street Tree Layout Planting Plan</i> in Section IVB are consistent with the Community Elements Book (pages 11 and 12) for SAP Central."
<b>Reduced Drawings (PDP Modification):</b>		
Cover Sheet (Sheet 1) – Incorrect waste hauler listed under utilities and services	Change waste hauler from United Disposal to Republic Services	Sheet 1 has been modified to show the Republic Services as the waste hauler.
Site/Land Use Plan (Sheets 3, 5, 6, 7) PDP floor plans for Building C are inconsistent with FDP floor plan for 1 <sup>st</sup> floor (Sheet A.231)	Correct plans for accuracy and consistency	Site/Land Use Plan (Sheets 3, 5, 6, 7) PDP floor plans for Building C have been modified to be consistent with FDP floor plan for 1 <sup>st</sup> floor (Sheet A.231).
Grading and EC Plan (Sheet 4) – No tree protection fencing detail provided. Also, tree protection fencing not shown around trees to remain	Completeness item – Provide tree protection fencing detail and show tree protection fencing on grading plan	Sheet 4 has been modified to show include the tree protection fencing detail.
Parking Plan (Sheet 7) – Calculations don’t account for residential conversion to retail (as shown on Sheets A.231). Parking calcs need to be reviewed for consistency throughout document; Also, figure indicates 19 bicycle spaces in 1st floor storage room; table indicates 18 spaces; correct for consistency	See Completeness item above regarding parking calculations	Parking calculations for potential conversion of residential units to retail space is provided in the Supporting Compliance Report.
Street Tree Layout Planting Plan (Sheet L1) Verify that street tree species proposed as consistent with approved species in Community Elements Book		Street trees proposed for Buildings C are consistent species approved in the Community Elements Book.
<b>Traffic Analysis:</b>		
Also, Planning notes that trip generation and parking calcs are residential only, with no retail is factored into analysis		The Scope of Work requesting DKS to conduct supplemental analysis for the potential conversion of residential units to retail space has been authorized by the applicant.
<b>Supporting Compliance Report – Final Development Plan:</b>		
Parking calculations (page 3-4) – Conversion of residential to retail isn’t accounted for the in the calculations; Also, dedicated parking for community mail room isn’t provided/identified; Also (as pointed out above), on-street vehicle spaces adjacent to the Piazza, across the street from Building C, are counted in total parking provided. Per 4.125(.07)B.3., this isn’t allowed.	See Completeness item above regarding parking calculations	The Supporting Compliance report has been revised to include parking calculations for potential conversion of residential units to retail space and eliminate parking spaces adjacent to the Piazza across the street. Three spaces located adjacent to Building C on SW Barber St. are reserved for 15-minute parking to serve the community mail room as noted in the report and on the Preliminary Parking Plan.
Wrong applicant listed (bottom of page 6) – needs to be corrected	Correct text to provide correct name of applicant	The Supporting Compliance report has been revised to eliminate the incorrect applicant name.
Screening and Buffering Overlay Zone (Section 4.137.5) (page 8) – Doesn’t apply because similar density of housing and supportive parking is being provided in mixed-use zone	Correct text, as appropriate, to clarify that SBOZ doesn’t apply	Reference to Section 4.137 has been removed from the Supporting Compliance report as it does not apply.
Water usage areas (page 18) – Water usage areas aren’t shown on plans.	Indicate water usage areas on plans	Water usage for landscaping is noted on the FDP Planting Legend Details & Notes, Sheet L2
Community Elements Book (page 27-35) – Several “Notes” boxes in table are blank – these need to be completed.	Completeness item – Complete empty boxes in compliance table and respond to questions about other observations, below	The Supporting Compliance report has been revised to provide notes in the Community Elements Book table.

2C Lot 73, Building C	Action Needed	Action Taken
<b>Village Center Architectural Standards:</b>		
1.2 Building Height & Roof Form, Optional Standards (page 28) – Indicate how shading of the private outdoor area on the west side of Building C is minimized during mid-day	Indicate how standard is met	The Supporting Compliance report has been revised to note that the location of Building C, west of The Piazza and north of the common open space amenity behind the building, minimize the shading of the outdoor areas.
2.1 Vertical Façade Articulation for All Mixed Use Buildings (page 29) – Storefront design different from residential window detailing – States “The ground level retail portions of the building have window and door design that is different from the residential unit above”. Indicate how requirement is met for conversion areas and ground floor retail versus residential spaces.	Indicate how standard is met	The Supporting Compliance report has been revised to provide more detail and show compliance with the VCAS requiring articulation, interest in design, and durable and maintainable construction materials proposed for Building C.
3.3 Ground Level Building Components (page 30) – How will retail orientation toward the street be achieved for conversion units, which have internal access only?	Indicate how standard is met	The Introductory Narrative provided in Section IA and FDP Compliance Report in Section VA detail how building design accommodates future conversion of residential units to retail square footage including construction and access. Level 1 apartment units, which currently do not provide exterior doors connecting to the hardscape facing the central plaza, are designed with either storefront windows or vinyl windows, as annotated in the building elevation drawings. Future storefront doors will be provided as part of a future retail tenant improvements. For the proposed project, the civil grading design alongside these apartment units will attempt to accommodate future retail doors, where the apt unit windows are currently provided. It is possible however that due to grading, some future retail spaces will require external or internal ramps at their entrances, depending on the future retail entrance locations.
<b>Reduced Drawings (FDP):</b>		
Cover Sheet (Sheet 1) – Incorrect waste hauler listed under utilities and services	Change waste hauler from United Disposal to Republic Services	Sheet 1 has been modified to show the Republic Services as the waste hauler.
Parking Plan (Sheet 3) – See comment above about parking calcs; A.231	See comment above	The Supporting Compliance report has been revised to include parking calculations for potential conversion of residential units to retail space.
Street Tree Layout Planting Plan (Sheet L1 and L2)	See comment above	Street trees proposed for Buildings C are consistent species approved in the Community Elements Book.
<b>Elevations, Floor Plans and Details:</b>		
All Sheets – Owner is shown as Capstone Partners, but application form shows Costa Pacific Communities. Correct as needed	Correct ownership information on plans, as appropriate	All sheets have been revised to show correct ownership.
Materials Board (Sheet A.122) – No physical materials board is provided. Need to indicate how proposed materials are consistent VCAS for Plaza Address.	Completeness item – Provide physical materials board. Indicate how proposed materials are consistent with VCAS for Plaza Address.	Included in this submittal are physical materials boards and samples demonstrating compliance with VCAS for Plaza Address.
Building C Level 1 Plan (Sheet A.231) – shows residential units that might convert to retail in future. No information is provided to explain what the storefront appearance of these units would be in future, or how they would be entered from the street when converted to retail.	Completeness item – Explain how standard is or would be met	The Introductory Narrative provided in Section IA and FDP Compliance Report in Section VA detail how building design accommodates future conversion of residential units to retail square footage including construction and access. Level 1 apartment units, which currently do not provide exterior doors connecting to the hardscape facing the central plaza, are designed with either storefront windows or vinyl windows, as annotated in the building elevation drawings. Future storefront doors will be provided as part of a future retail tenant improvements. For the proposed project, the civil grading design alongside these apartment units will attempt to accommodate future retail doors, where the apt unit windows are currently provided. It is possible however that due to grading, some future retail spaces will require external or internal ramps at their entrances, depending on the future retail entrance locations.

2C Lot 73, Building C	Action Needed	Action Taken
Building C Elevations (Sheet A.331) – No information is provided about storefront on conversion units, where retail signage placement would be on elevations	Completeness item – Explain how standard is or would be met. Confirm there are no issues meeting the Master Wayfinding Plan for retail space.	The Introductory Narrative provided in Section IA and FDP Compliance Report in Section VD detail how building design accommodates future conversion of residential units to retail square footage including signage. Signage design and/or locations for future retail spaces are beyond the scope of the proposed project. Signage designs will be provided as part of future retail tenant improvements. The signage for future retail spaces will comply with the SAP Central Master Signage and Wayfinding Plan requirements as reference in the Signage Plan sheets enclosed. No sign permits are requested with this submittal.
Site Lighting Plan – Building C (Sheet A.502) – Project is located in LZ 2 per light zone map; outdoor lighting standards apply and must be addressed.	Completeness item – Provide code response for Section 4.199 of Code and provide required materials/plans, as appropriate.	The Introductory Narrative provided in Section IA and FDP Compliance Report in Section VD address lighting standards. Lighting details are provided in the architectural plans in Section V and lighting fixture cut sheets are provided in Section VI.
<b>Other:</b>		
Sections 4.179 and 4.430 Mixed Solid Waste and Recycling		
Not included	Completeness item – Provide code response and required materials/plans, as appropriate.	The supporting compliance reports have been modified to show compliance with Sections 4.179 and 4.430
Section 4.199 Outdoor Lighting		
Not included	Completeness item – Provide code response and required materials/plans, as appropriate.	The supporting compliance reports have been modified to address Section 4.199
Section 4.300 Underground Utilities		
Not included	Completeness item – Provide code response and required materials/plans, as appropriate	The supporting compliance reports have been modified to show compliance with Section 4.300.
TVF&R Permit or Compliance Letter		
Not included	Completeness item – Provide required documentation	Republic Service Compliance Letters are provided in Section IE of this submittal.
Republic Services Compliance Letter		
Not included	Completeness item – Provide required documentation	Republic Service Compliance Letters are provided in Section IE of this submittal.
<b>Engineering</b>		
Update the traffic report to reflect the trips generating from the potential retail.	Completeness item – Provide required materials and documentation	The Scope of Work requesting DKS to conduct supplemental analysis for the potential conversion of residential units to retail space has been authorized by the applicant.
Add additional notes and callouts and configuration at the water service connection to show water meter and how the line splits between the domestic and fire water lines.	Completeness item – Provide required materials	The <i>Preliminary Composite Utility Plan</i> , Sheet 5, has been revised to detail the configuration of the water service connection.
<b>Natural Resources/Stormwater</b>		
In regards to the rainwater management system, a compliance summary table is needed that compares facilities in SAP Central RM Plan with facilities currently proposed. This type of summary table has been provided in the past (see attachment for SAP North). There are deficiencies in the rainwater system proposed for Buildings C which may not be a problem based on the overall percentage still provided at the SAP level.	Completeness item – Provide required materials	The Utility and Drainage Report provided in Section IVC has been revised to include a Rainwater Compliance Summary Table for SAP Central.
<b>Building</b>		
Provide rated exterior wall information, as well as commercial use proposed for 1 <sup>st</sup> floor flex space to verify building location to the property line, with zero setbacks.	Completeness item – Provide required materials	The architectural plans have been revised to note fire resistance rating between residential and retail uses and exterior wall assemblies.

<b>2C Lot 73, Building C</b>	<b>Action Needed</b>	<b>Action Taken</b>
Show private utilities at all proposed building locations on plans; without this information Building is unable to confirm that all utilities will have room on the crowded lots. For example: fire vaults, FDC's, irrigation double check vaults, and potable water double check vaults.	Completeness item – Provide required materials	The <i>Preliminary Composite Utility Plan</i> , Sheet 5, has been revised to show locations of private utilities to serve Building C

1C Lot 12, Parking Lot	Action Needed	Action Taken
<b>Introductory Narrative:</b>		
Site Location (page 2) – Incorrect tax lot listed: 31W1SAC Tax Lot 1200 should be changed to 31W15DB 8600	Correct reference, where applicable	Reference to Tax Lot 31W15DB8600 has been corrected where applicable.
Request (page 3) – Would be helpful to provide more context to requests, how proposal may have evolved since DRB Resolution 357 (Casefile DB18-0040 – DR18-0042) granting approval of 3-unit residential development. Also would be helpful to include more explanation of need for additional parking	Not required, but suggest expand narrative to include more context to requests, how proposal may have evolved since initial approval	The Introductory Narrative provided in Section IA of this submittal has been revised to note: “The applicant took the opportunity to acquire the property and proceed with the proposed parking lot to support the Villebois Village Center apartments when the developer of the proposed three-unit residential development approved on Resolution No. 357 did not proceed with purchase of the property.”
(page 4-5) Proposal Description - No information provided about neighborhood meetings or input to design by Village Center residents	Not required, but suggest include more background on community input to design	The Introductory Narrative provided in Section IA of this application submittal has been modified to include a section describing community outreach efforts made by the applicant and resulting proposal.
(page 4-5) Proposal Description – No information provided about 1 <sup>st</sup> floor residential space shown as convertible to retail on Sheets A.211 and A.221. Also how does conversion affect need to additional parking?	Completeness item – Provide information about possible residential conversion to retail space in narrative and throughout code response sections	The Introductory Narrative provided in Section IA of this submittal has been revised to state: “As noted on the elevation and floor plan Sheets A.211, A.221 and A.231 submitted for the development of Villebois Village Center Apartments Buildings A, B, and C, 11 ground floor residential units facing the Piazza are designed to accommodate future conversion to 7,527 square feet of retail.”
<b>Form/Ownership Documentation:</b>		
Proof of ownership required	Completeness item - Provide proof of ownership	Ownership information documentation is provided in Section IC of this submittal.
<b>Supporting Compliance Report – PDP Modification:</b>		
Vehicle Parking (page 6-8) – Parking calculations do not account for residential space that may convert to retail. Is parking requirement still met per building and cumulatively if residential on 1st floor converts to retail as shown in FDP Sheets A.211 and A.221? Also, bicycle parking maybe used to reduce the compact vehicle parking space requirement at a rate of one compact space per 5-non-required bicycle spaces. Not clear whether compact parking is required or whether there is a max percentage.	Completeness item – Include required parking for residential conversion units in calculations and explain how requirement is met. Clarify how additional bicycle places provided correlate with/substitute for compact vehicle spaces. Review all parking calculations to eliminate inconsistencies.	The Introductory Narrative provided in Section IA of this submittal has been revised to include vehicle parking calculations for the entire mixed-use development and future retail conversion. The narrative has been revised to correctly calculate the reduction to off-street compact parking allowable per Code Section 4.125(.07)B.4.
(page 17) Boundary Survey – No boundary survey or certified boundary description signed by surveyor licensed in Oregon? Is provided	Completeness item – Provide boundary survey or certified boundary description	Included in Section IC of this submittal is a copy of the Villebois Village Center Plat No. 2007-57604 which includes Lot 12.
<b>Reduced Drawings (PDP Modification):</b>		
(Sheet 1) Cover Sheet – Incorrect waste hauler listed under utilities and services	Change waste hauler from United Disposal to Republic Services	Sheet 1 has been modified to show identify Republic Services as the waste hauler.
(Sheet 4) Grading and EC Plan – No tree protection fencing detail provided	Completeness item – Provide tree protection fencing detail and show tree protection fencing on grading plan	Sheet 4 has been revised to show the tree protection fencing detail and tree legend for trees proposed to remain. The <i>Preliminary Tree Preservation Plan</i> , Sheet 8, identifies all trees on the site and includes a legend.
Also, no Tree Legend is included on drawing		
Also, tree protection fencing not shown around trees to remain		
Need to show alley width on plan (16 feet minimum)	Include alley width on plan for 12C Lot 1	The <i>Preliminary Circulation Plan</i> , Sheet 6, denotes the width of the alleys.
Parking Plan (Sheet 7) – Calculations don’t account for residential conversion to retail (as shown on Sheets A.211 and A.221). Parking calcs need to be reviewed for consistency throughout document	See Completeness item above regarding parking calculations	The <i>Preliminary Parking Plan</i> , Sheet 7, notes the number of vehicle parking spaces provided on site. Calculations for residential conversion to retail for the entire development are provided in the Introductory Narrative in Section IA of the application.

1C Lot 12, Parking Lot	Action Needed	Action Taken
Would be helpful to have an illustration of fence with vegetation. Clarify whether fence is continuous or with periodic breaks	Not required, but suggest provide illustration of "vine support fence" Clarify whether fence is continuous or with periodic breaks	The <i>Planting Plan</i> , Sheet L1, has been modified to note that the shrub Star Jasmine will be utilized to vegetate the vine support fence. The vine supporting fence will be located around the entirety of the site except at breaks for pedestrian and vehicle access points. An image of a sample vegetated vine is provided in the Supporting Compliance report.
<b>Traffic Analysis:</b>		
Request for Traffic Impact Study only; no report included	See Engineering comments, below	The Scope of Work for DKS to prepare a Traffic Impact Study for the site in context of the proposed mixed-use development has been authorized by the applicant.
Also, Incorrect tax lot listed; 31W15AC Tax Lot 1200 should be changed to 31W15DB 8600		
<b>Arborist/Tree Report:</b>		
Tree Inventory Table (page 2) – Add Tree numbers to table	Correct inventory table as noted	The tree inventory table on Page 2 of the arborist report provided in Section IVH has been revised to include tree numbers
<b>Supporting Compliance Report – Final Development Plan:</b>		
Access (page 2) – States "The proposed development has vehicular access from with vehicle access available from SW Toulouse Street or SW Ravenna Loop." Is "from private alley" missing from sentence?	Correct text as appropriate	Response to 4.125(.05)B. has been revised to state: "The proposed parking lot on the subject property has vehicular access available from SW Toulouse Street or SW Ravenna Loop via a private alley. Access easements will be granted as required."
Fences (page 2-3) – It would be helpful to include a better description of the fence proposed	See comment above about providing more description information about support fence	Response to 4.125(.05)D. includes a complete description of the proposed vine supporting fence.
(page 4-5) Parking – Conversion of residential to retail isn't accounted for the in the calculations;	See Completeness item above regarding parking calculations	Alternative parking calculations for conversion of residential units to retail space for the overall development is provided in the Introductory Narrative Section IA.
(page 32) Water usage areas– Water usage areas aren't shown on plans.	Indicate water usage areas on plans	Water usage for the landscaping in Lot 12 is noted on the <i>Planting Plan</i> , Sheet L1.
No table provided that addresses fencing. Is the fencing provided around the parking lot part of landscaping and not subject to VCCAS? Page E19 of the Pattern Book includes illustration of Vine Support Fence as shown in plans	Indicate how standards are met	The FDP Supporting Compliance Report for Lot 12 in Section VG of this application has been modified to include response to the applicable VCAS fencing standards.
<b>Reduced Drawings (FDP):</b>		
(Sheet 1) Incorrect waste hauler listed under utilities and services	Change waste hauler from United Disposal to Republic Services	Sheet 1 has been modified to show identify Republic Services as the waste hauler.
Parking Plan (Sheet 3) – See comment above about parking calcs; A.211 and A.221	See comment above	Alternative parking calculations for conversion of residential units to retail space for the overall development is provided in the Introductory Narrative Section IA.
Street Tree Layout Planting Plan (Sheet L1 and L2)	See comment above	The <i>Preliminary Grading &amp; Erosion Control Plan</i> , Sheet 4 of the PDP, has been revised to show the tree protection fencing detail and tree legend for trees proposed to remain. The <i>Preliminary Tree Preservation Plan</i> , Sheet 8 of the PDP, identifies all trees on the site and includes a legend.
<b>Other:</b>		
Sections 4.179 and 4.430 Mixed Solid Waste and Recycling		
Not included	Completeness item – Provide code response and required materials/plans, as appropriate.	The supporting compliance report provided in Section VG of this application has been modified to address Code Sections 4.179 and 4.430 stating that no buildings or mixed solid waste or recycling areas are proposed to be located on the site; therefore, these standards do not apply.
Section 4.199 Outdoor Lighting		
Not included	Completeness item – Provide code response and required materials/plans, as appropriate.	The supporting compliance reports have been modified to include Section 4.199. No additional lighting fixtures are proposed for Lot 12.
Section 4.300 Underground Utilities		

1C Lot 12, Parking Lot	Action Needed	Action Taken
Not included	Completeness item – Provide code response and required materials/plans, as appropriate	The supporting compliance report provided in Section VG of this application has been modified to note that no refinements to existing utilities or storm water facilities are proposed with this application.
<b>TVF&amp;R Permit or Compliance Letter</b>		
Not included	Completeness item – Provide required documentation	
<b>Republic Services Compliance Letter</b>		
Not included	Completeness item – Provide required documentation	No buildings are proposed to be located on Lot 12; therefore, a trash service compliance letter is not required for this site.
<b>Engineering</b>		
A Traffic Memo is needed to analyze the number of parking spaces and site circulation.	Completeness item – Provide required materials and documentation	The Scope of Work DKS to prepare a Traffic Impact Study for the site in context of the proposed mixed-use development has been authorized by the applicant.
<b>Natural Resources/Stormwater</b>		
In regards to the rainwater management system, a compliance summary table is needed that compares facilities in SAP Central RM Plan with facilities currently proposed. This type of summary table has been provided in the past (see attachment for SAP North).	Completeness item – Provide required materials	The Utility and Drainage Report provided in Section IVH has been revised to include a Rainwater Compliance Summary Table for SAP Central.
<b>Building</b>		
Show private utilities at all proposed building locations on plans; without this information Building is unable to confirm that all utilities will have room on the crowded lots. For example: fire vaults, FDC's, irrigation double check vaults, and potable water double check vaults.	Completeness item – Provide required materials	No buildings are proposed to be located on Lot 12.



Exhibit C1  
Public Works Plan Submittal Requirements  
and Other Engineering Requirements

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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:

<b>Coverage</b> ( <i>Aggregate, accept where noted</i> )	<b>Limit</b>
<b><u>Commercial General Liability:</u></b>	
▪ 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
<b><u>Business Automobile Liability Insurance:</u></b>	
▪ Each Occurrence	\$1,000,000
▪ Aggregate	\$2,000,000
<b><u>Workers Compensation Insurance</u></b>	\$500,000

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

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

- n. Where depth of water mains are designed deeper than the 3-foot minimum (to clear other pipe lines or obstructions), the design engineer shall add the required depth information to the plan sheets.
  - o. Detailed plan for storm water detention facility (both plan and profile views), including water quality orifice diameter and manhole rim elevations. Provide detail of inlet structure and energy dissipation device. Provide details of drain inlets, structures, and piping for outfall structure. Note that although storm water detention facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.
  - p. Detailed plan for water quality facility (both plan and profile views). Note that although storm water quality facilities are typically privately maintained they will be inspected by Natural Resources, and the plans must be part of the Public Works Permit set.
  - q. Composite franchise utility plan.
  - r. City of Wilsonville detail drawings.
  - s. Illumination plan.
  - t. Striping and signage plan.
  - u. Landscape plan.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with the standards adopted by the City of Wilsonville Ordinance No. 482 during the construction of any public/private utility and building improvements until such time as approved permanent vegetative materials have been installed.
9. Applicant shall work with City Engineering before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
10. The applicant shall be in conformance with all stormwater and flow control requirements for the proposed development per the Public Works Standards.
11. A 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. The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.

13. Storm water quality facilities shall have approved landscape planted and/or some other erosion control method installed and approved by the City of Wilsonville prior to streets and/or alleys being paved.
14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems. Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.
15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Streetlights shall be in compliance with City dark sky, LED, and PGE Option C requirements.
17. Sidewalks, crosswalks and pedestrian linkages in the public right-of-way shall be in compliance with the requirements of the U.S. Access Board.
18. No surcharging of sanitary or storm water manholes is allowed.
19. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
20. A City approved energy dissipation device shall be installed at all proposed storm system outfalls. Storm outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
21. The applicant shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets and pedestrian alleyways.
22. All required pavement markings, in conformance with the Transportation Systems Plan and the Bike and Pedestrian Master Plan, shall be completed in conjunction with any conditioned street improvements.
23. Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.

24. The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
25. The applicant shall provide adequate sight distance at all project street intersections, alley intersections and commercial driveways by properly designing intersection alignments, establishing set-backs, driveway placement and/or vegetation control. Coordinate and align proposed streets, alleys and commercial driveways with existing streets, alleys and commercial driveways located on the opposite side of the proposed project site existing roadways. Specific designs shall be approved by a Professional Engineer registered in the State of Oregon. As part of project acceptance by the City the Applicant shall have the sight distance at all project intersections, alley intersections and commercial driveways verified and approved by a Professional Engineer registered in the State of Oregon, with the approval(s) submitted to the City (on City approved forms).
26. Access requirements, including sight distance, shall conform to the City's Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
27. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Allied Waste Management (United Disposal) for access and use of their vehicles.
28. The applicant shall provide the City with a Stormwater Maintenance and Access Easement Agreement (on City approved forms) for City inspection of those portions of the storm system to be privately maintained. Applicant shall provide City with a map exhibit showing the location of all stormwater facilities which will be maintained by the Applicant or designee. Stormwater or rainwater LID facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all LID storm water components and private conventional storm water facilities; maintenance shall transfer to the respective homeowners association when it is formed.
29. The applicant shall "loop" proposed waterlines by connecting to the existing City waterlines where applicable.
30. Applicant shall provide a minimum 6-foot Public Utility Easement on lot frontages to all public right-of-ways. An 8-foot PUE shall be provided along Collectors. A 10-ft PUE shall be provided along Minor and Major Arterials.
31. For any new public easements created with the project the Applicant shall be required to produce the specific survey exhibits establishing the easement and shall provide the City with the appropriate Easement document (on City approved forms).

### 32. Mylar Record Drawings:

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

**From:** [Dave Wortman](#)  
**To:** [Planning](#)  
**Cc:** [Mayor Julie Fitzgerald](#)  
**Subject:** Sept 27 DRB meeting  
**Date:** Sunday, September 5, 2021 9:50:02 AM

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[This email originated outside of the City of Wilsonville]

Hello,

I live in Villebois and there is a flyer circulating opposing a new parking area just kitty corner from the Piazza. They are rallying residents to attend the DRB hearing. I think it may be somewhat misleading suggesting this parcel is zoned "green space". Are there any materials available about the whole application I may review prior to the September 27 hearing? I believe this is also connected to the larger piazza development. I would like to be an informed part of the neighborhood conversation about the project.

As well, may written testimony be submitted for the hearing if I am unable to attend in person?

Kind Regards,

Dave Wortman  
28967 SW Costa Circle West

Sent from my iPad



**From:** [Neamtzu, Chris](#)  
**To:** [Pauly, Daniel](#); [Luxhoj, Cindy](#); [Bateschell, Miranda](#)  
**Subject:** FW: Petition against zoning change in Villebois Village Center  
**Date:** Wednesday, September 15, 2021 11:29:06 AM  
**Attachments:** [image002.png](#)  
[image004.png](#)  
[image005.png](#)  
[image001.png](#)

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Sorry if you already received.

**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.*

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**From:** Wurpes, Robert <robertwur@clackamas.us>  
**Sent:** Wednesday, September 15, 2021 7:16 AM  
**To:** Michele Sandlin <villeboispetition@hotmail.com>  
**Subject:** RE: Petition against zoning change in Villebois Village Center

Dear Ms. Sandlin-

I appreciate you reaching out. As you know, this is a land use application under consideration by the City so I am unable to weigh in on the zoning request. Issues related to traffic, parking, and safety are addressed through the land use application process in which the applicant and City staff evaluate the application in conjunction with the City's development code. However, I will note that it is very common for the planning and engineering staff to reach out to us for input on matters where the police might have data that would be helpful in evaluating a land use application. In this case, there isn't data related to the concerns you mention in your email. It is important that decisions are based on data analysis and not hypothetical situations.

I would encourage you to reach out to the City's planning department with these questions. They can more accurately respond to your concerns.

Respectfully,

**Robert Wurpes**  
[Chief of Police- Wilsonville](#)

---

T: 503 682 1012



City of Wilsonville  
Exhibit D2 DB21-0008 et al



[robertwur@clackamas.us](mailto:robertwur@clackamas.us) - [www.ci.wilsonville.or.us/police](http://www.ci.wilsonville.or.us/police)  
30000 SW Town Center Loop E 97070



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**From:** Michele Sandlin <[villeboispetition@hotmail.com](mailto:villboispetition@hotmail.com)>  
**Sent:** Saturday, September 11, 2021 2:11 PM  
**To:** Wurpes, Robert <[robertwur@clackamas.us](mailto:robertwur@clackamas.us)>  
**Subject:** Petition against zoning change in Villebois Village Center

**Warning: External email. Be cautious opening attachments and links.**

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Hello Chief Wurpes,

We are looking for the Wilsonville Police Departments perspective on the following.

I am emailing you today on behalf of many of the residents in the Villebois Village center area regarding a proposal filed to rezone and create a parking lot in the Village Center. The parking lot proposed will be built on the southeast corner of the Villebois & Barber intersection. We believe this will be to facilitate an empty storefront across the street which was previously a bar. We believe that is likely the type of business that will go into this same space again.

So far we have 33 homeowners in this area who have signed a petition against the rezoning to create this parking lot. Our main concerns are traffic congestion, safety, and increase crime within our residential area. The space is currently a park that has high pedestrian traffic and use due to it's location in the Village Center. There is also concern from the homeowners due to the primary daycare center for the subdivision is located in the Village Center and there is an elementary school near by.

Essentially what we are looking for is if the Wilsonville Police Department has an opinion they would like to share on how this will affect policing in the area.

The hearing on this proposal is scheduled for Monday, September 27, 2021. If you would like to discuss this in more detail you can contact me below at this email address. If you would like to submit an opinion in writing we can include that in our petition.

Thank you for your consideration and I look forward to hearing from you soon.

*Michele L. Sandlin*

Michele L. Sandlin

541-619-0978

[Villeboispetition@hotmail.com](mailto:Villeboispetition@hotmail.com)

[Villeboispetition.godaddysites.com](http://Villeboispetition.godaddysites.com)



**From:** [Veliz, Kim](#)  
**To:** \_\_\_\_\_  
**Cc:** \_\_\_\_\_  
**Subject:** McKay, Patricia Public Comment to DRB  
**Date:** Monday, September 13, 2021 9:12:56 AM

---

Good morning Development Review Board Members,

Please find the below public comment submitted by Patricia McKay.

Thank you,  
Kim

**Kimberly Veliz**  
*City Recorder*  
City of Wilsonville

503.570.1506  
[veliz@ci.wilsonville.or.us](mailto:veliz@ci.wilsonville.or.us)  
[www.ci.wilsonville.or.us](http://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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*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:** Patricia McKay <26patm48@gmail.com>  
**Sent:** Sunday, September 12, 2021 3:56 PM  
**To:** City Recorder <cityrecorder@ci.wilsonville.or.us>  
**Subject:**

**[This email originated outside of the City of Wilsonville]**

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TO: Development Review board Members

RE: Villebois Village Center Mixed Use

As an owner of a condominium in the Villebois area, I am concerned about the development of the additional three buildings for 143 apartments and ground-floor retail space.

The Hearing Notice and the maps provided do not state the number of parking spots assigned to each apartment nor the number of spaces allocated to the general community and visitors.

It does state "Project also includes on and off-street parking adjacent to each building". With an apartment housing two people there should be two parking spots assigned to the apartment and those should perhaps be under each building. The present parking allocated for the owners of the existing condominiums in the area now is only one though each condominium owner has two cars.

At the present time we as owners in the area often have a difficult time finding places to park, especially during the evening hours for our guests. People are parking on both sides of the streets creating only one lane to pass through. Because some areas do not have sidewalks it is very dangerous for our children walking on the streets.

If this is approved there should be given at least 2 parking places to each apartment providing roughly 300 parking spaces for those apartments only. And these places should be under the buildings.

As to parking for the clientele for the retail space I'm sure the city has requirements for the number of spaces which should be provided for the community. This count should be separate from the apartment parking allocation.

For over two years now there has been several retail spaces available for rent empty - perhaps there just is not the need for retail space at this time.

I would suggest that approval be given for only the parking lot area to be built ASAP and for the use of that parking area to be monitored as to the use of it. This parking lot is long overdue for the present needs.

Sincerely,

Patricia McKay  
28750 Campanile Lane, Unit 108  
Wilsonville, OR 97070

**From:** [Katie Hayes](#)  
**To:** [Luxhoj, Cindy](#)  
**Subject:** Villebois Village Center Mixed Use- Comments  
**Date:** Monday, September 13, 2021 11:34:22 AM

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**[This email originated outside of the City of Wilsonville]**

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Development Review Board Members,

My family and I live in the single family home at 11503 SW Toulouse St, adjacent to where this proposed development would take place. Along with all of our neighbors, we have a strong opposition to this plan for several reasons which I will detail below.

1) Included in the proposal is the idea of adding a row of parking spaces right up against our fence in the now curb/greenspace alley on the northside of our home. Not only would this be a total eye sore for us and bring our property value down, but it would present an unsafe feeling for our family. Strange vehicles would be coming and going and constantly shining their headlights right into the side of our house where we have windows and a full light door to our yard. Even though that space isn't our land, we have "adopted" it and maintained/watered the plants there for several years. This has been at our own cost/time. Tearing that space up for parking would negatively impact our family, especially, in a big way. And for the few parking spaces it would provide, we hope you can find another way. Our lot already has to face an apartment building and dumpster area, please don't box us inside a parking lot too!

2) Our young children play out in the drive/alley frequently (riding bikes/scooters, throwing a ball, etc) but if this development occurs we will never be able to be out there unless we are coming or going, especially if access is from our alley! This is a quality of life and neighborhood issue.

3) The access for this proposed parking lot being inside our alley makes no sense to us at all. There would be too much congestion in our alley with home owners trying to come and go from our garages. Why wouldn't the access for public parking be off a public street? Funneling traffic through a private alley is going to present problems. Especially if you have angled parking spots outside our fence, effectively turning our alley into a one-way road. If you have to put parking here, please close it off from our tiny (already busy) alleyway.

4) The protected status tree behind our home would have to be removed. That tree is estimated to be 95 years old, it made it through the ice storm and it's presence is important to us. Large trees are vital to this neighborhood and there's a reason so many of them are protected.

We hope you'll reconsider this plan once you've seen how many families it will negatively affect. Thank you for your time.

Katie and Ross Hayes



City of Wilsonville  
Exhibit D4 DB21-0008 et al

**From:** [Cooper, Jennifer](#)  
**To:** [Luxhoj, Cindy](#)  
**Subject:** Villebois Village rezoning  
**Date:** Tuesday, September 14, 2021 10:55:27 AM

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**[This email originated outside of the City of Wilsonville]**

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Greetings Cindy

Regarding public comment on the proposed changes.

I feel we already have enough apartments in the immediate area of the Village Center. Can they move this project to the vacant land down near Tooze and Villebois Dr. N

An alternate idea, I'd like to see one of those Lots be built a contemporary Live/Work Townhomes (owner occupied). I've been looking for something like that as I would like to purchase a place with retail space on the first floor and open a wine bar.

Fairview, OR (Fairview Village) has a row of those types of units that have a nail salon, Flower Shop and a Chiropractor office all with the owners living above and operating their business.

Thank you

Jennifer Cooper  
29049 SW Villebois Dr. S

**Jennifer Cooper**

*Logistics Analyst DTC*

*North America Logistics Team*

PH: 503-985-4506 Cell: 503-313-2387



**From:** [Kari Eagle](#)  
**To:** [Luxhoj, Cindy](#)  
**Subject:** In response to Villebois Village Center Proposed Development  
**Date:** Wednesday, September 15, 2021 3:31:05 PM

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**[This email originated outside of the City of Wilsonville]**

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Dear Ms. Luxhoj -

I am unable to attend the virtual city meeting, so I am writing to express my deep concern for the proposed development in the Villebois Village Center. Simply, there needs to be deeper thought put into the parking situation. The proposed parking lot will cover maybe 1/20 of the need that will arise in the development of these buildings. Furthermore, a parking lot in the middle of the village center is an aesthetic eye-sore.

Please consider those of us who live here and are *already* hunting for parking near our homes when coming to your decision.

Thank you,  
Kari

**From:** [GARY & MARY DOWEN](#)  
**To:** [Luxhoj, Cindy](#)  
**Subject:** Public Hearing/Villebois Village Center  
**Date:** Thursday, September 16, 2021 10:55:56 AM

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**[This email originated outside of the City of Wilsonville]**

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Dear Development Review Board Members:

I hope these thoughts reach you prior to your meeting regarding the Villebois Village Center mixed use changes. As a nearby homeowner, I have large concerns regarding the parking situation these changes will create. A large majority of people living in Villebois have chosen this location because of its convenience to major roadways and its pleasant, uncrowded streets. With the additional cars that will accompany the 143 apartments, parking and traffic in the area will be adversely affected.

For example, Building B at the corner of Barber, Campanile and Valencia is a structure that features only 36 designated parking spots, and other vehicles on the street. On Wednesday, September 15 at 7:00 pm, a survey of cars parked on the streets surrounding Building B's location showed the following:

SW Valencia Lane to Campanile(south side)--16 total spaces, 11 taken, 5 open  
SW Valencia Lane to Campanile(north side)--8 total spaces, 7 taken, 1 open  
Campanile to Barber--5 total spaces, 1 taken, 4 open  
Barber to Costa West--13 total spaces, 7 taken, 6 open  
Costa West to Valencia Lane--9 total spaces, 1 taken, 8 open

In summary, of the block surrounding Building B, 51 spaces are available but 27 are being used by existing homeowners. This leaves only 24 spaces available. If Building B contains 40 apartments, with each apartment unit requiring 1.5 cars, Building B will need a minimum of 60 spaces, only 36 of which are within the building. That means a minimum of 24 cars in street parking on a block that is showing only 24 spots available. If the 3 other buildings follow this scenario, more than 96 cars will need street parking in an area that will not support that number.

I sincerely believe the average number of cars per apartment is low at 1.5 cars per unit. A more realistic number is 2.0 cars per apartment, which will increase street parking to an unworkable 125 extra cars.

Villebois is a pleasure to drive in and out of now. The traffic patterns you are now contemplating would change this for the worse. Please consider the existing residents in Villebois in your decision. A more complete Villebois Village Center would be wonderful, but the plans as presented would be harmful to the quality of the area as it now stands. Please consider the size of the project you are viewing. It is too large for the area that is proposed. After the Villebois Fire of 2019, we hoped the city leaders understood some of the problems with four story buildings and on street



parking in high density areas.

Thank you for your time.

Sincerely,  
Gary and Mary Downen  
11746 SW Valencia Lane

**From:** [Michele Sandlin](#)  
**To:** [Luxhoj, Cindy](#)  
**Cc:** [doc@meanoldwomen.com](mailto:doc@meanoldwomen.com); [Steve Hansen](#); [Steve Abrew](#); [Pauly, Daniel](#); [White, Shelley](#)  
**Subject:** RE: Letter of Objection to SAP Central, PDP 1C Lot 12 Parking lot in Villebois  
**Date:** Friday, September 17, 2021 8:40:34 AM  
**Attachments:** [image002.png](#)  
[image001.png](#)  
[image004.png](#)  
[C8F1AFC5C7524FFEBD5145BB2A40B681.png](#)  
[46620695062E4155A13BF3C385C9E568.png](#)  
[ParkingLotOjectionLtr-Final.pdf](#)

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[This email originated outside of the City of Wilsonville]

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Thank you Cindy. I'm so sorry but one last version of the letter as heard from another petitioner as a late add. Last version attached.

*Michele L. Sandlin*

Michele L. Sandlin  
Villeboispetition@hotmail.com  
Villeboispetition.godaddysites.com



---

**From:** [Luxhoj, Cindy](#)  
**Sent:** Friday, September 17, 2021 8:34 AM  
**To:** [Michele Sandlin](#)  
**Cc:** [doc@meanoldwomen.com](mailto:doc@meanoldwomen.com); [Steve Hansen](#); [Steve Abrew](#); [Pauly, Daniel](#); [White, Shelley](#)  
**Subject:** RE: Letter of Objection to SAP Central, PDP 1C Lot 12 Parking lot in Villebois

Hello Ms. Sandlin,

This email is to acknowledge receipt of your comments – both this letter and the previous one – about the Villebois Village Center Mixed Use project.

Thank you,

**Cindy Luxhoj AICP**  
Associate Planner  
City of Wilsonville

503.570.1572  
[luxhoj@ci.wilsonville.or.us](mailto:luxhoj@ci.wilsonville.or.us)  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

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



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

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**From:** Michele Sandlin <villeboispetition@hotmail.com>  
**Sent:** Friday, September 17, 2021 8:26 AM  
**To:** Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>  
**Cc:** doc@meanoldwomen.com; Steve Hansen <stshhansen@gmail.com>; Steve Abrew <steve@bizhelpnw.com>  
**Subject:** RE: Letter of Objection to SAP Central, PDP 1C Lot 12 Parking lot in Villebois

**[This email originated outside of the City of Wilsonville]**

Cindy,

Please use this copy of our objection letter, we've had another petitioner added.

Thank you,

*Michele L. Sandlin*

Michele L. Sandlin

[villeboispetition@hotmail.com](mailto:villeboispetition@hotmail.com)

villeboispetition.godaddysites.com



---

**From:** [Michele Sandlin](mailto:villeboispetition@hotmail.com)  
**Sent:** Thursday, September 16, 2021 5:13 PM  
**To:** [Luxhoj, Cindy](mailto:luxhoj@ci.wilsonville.or.us)  
**Cc:** [doc@meanoldwomen.com](mailto:doc@meanoldwomen.com); [Steve Hansen](mailto:stshhansen@gmail.com); [Steve Abrew](mailto:steve@bizhelpnw.com)  
**Subject:** Letter of Objection to SAP Central, PDP 1C Lot 12 Parking lot in Villebois

Cindy,

Attached is a letter of objection to the proposed parking lot in the Villebois Village Center Mixed Use, SAP Central PDP 1C Lot 12, Parking, from 37 homeowners who live in Villebois Village and who this proposed parking lot will adversely affect.

Please include our letter in the staff report to be sent to the Development Review Board and the City Council for the Public Hearing on Monday, September 27, 2021.

If you have any questions between now and the hearing, you can reach me at the below and also at 541-619-0978, [sandlin2120@comcast.net](mailto:sandlin2120@comcast.net). Many of us plan to be in attendance at the hearing.

Thank you,

*Michele L. Sandlin*

Michele L. Sandlin

[Villeboispetition@hotmail.com](mailto:Villeboispetition@hotmail.com)

[Villeboispetition.godaddysites.com](http://Villeboispetition.godaddysites.com)



Neighbors of Proposed Parking Lot  
c/o Michele Sandlin  
29008 SW Villebois Dr. S  
Wilsonville, OR 97070

September 16, 2021

Wilsonville City Planning Division  
29799 SW Town Center Loop East  
Wilsonville, OR 97070

Attn: Cindy Luxhoj AICP

**RE: Planning application - DB21-0008 Zone Map Amendment, SAP Central PDP, 1C Lot 12, Parking Lot**

On behalf of property owners whose names and addresses are listed below, we hereby petition the Planning Division to deny at least this portion of the application. We wish to make you aware of the strong objections we all have with regard to the proposed development of a parking lot on open space on the corner of Villebois Drive South and Barber Street, application number referenced above. As immediate neighbors to the site, we believe the proposed parking lot will have a serious impact on our standard of living and the value of our properties.

Our specific objections are as follows:

**1. Detrimental impact on residential amenities**

We believe that the proposed development is a direct contravention Villebois Village Master Plan, adopted October 7, 2013, out of the character of the community and harmful to the local environment. The owners of properties immediately adjacent to the lot in question have no other outdoor areas except this **last little bit green space**. While the Piazza square and fountain are pleasant enough amenities, nonetheless the entire space is paved. If this proposal passes there will be NO open green space in the entire central Village -- only more blacktop and additional heat exposure. The proposed parking lot would be entirely out of keeping with the community. It would demonstrably harm the neighboring residents by eliminating safe and valuable green space, privacy and the right to enjoy a quiet and safe residential environment.

**2. Congested and dangerous access**

According to this plan --and by far the most egregious aspect of it -- the only entry from the street to the parking lot would be through the alley which was designed and built to service garage access for residents. If approved the plan will create a large and totally unnecessary increase in traffic through what is essentially a private, narrow driveway. The alley is shared by residents of Seville Rowhomes, Carvalho Condominiums, Toulouse single family homes and Domaine Apartments on Toulouse. This proposal represents a safety and security risk for all those residents.

In addition to congestion, the proposed plan puts neighborhood children's safety at risk. Young children in the homes aligning the alley have no other outdoor space in which to play. They frequently play and ride their scooters and bikes in the alley as well as the green space in question. Adjacent residents are aware of the children's presence and we all use particular caution when driving in or out of our garages. The general public has no such awareness and the non-resident traffic creates a dangerous and unnecessary hazard. It also leaves the children with no place left to play outdoors. The only other green spaces are located many blocks away where these children cannot go unescorted.

### **3. Protection of heritage trees**

Wilsonville enjoys status as a US Tree City and Heritage Tree City. Removing the trees in this area for a parking lot goes against all this status signifies. This proposal will require the removal of four established trees in this area. Three deciduous oak trees – the largest of which is estimated to be more than **90 years old** -- and one coniferous Cedar. Why in today's world of increased climate change would the city allow the destruction of these trees?

According to Friends of Trees organization the heat dome experienced in the greater Portland area this summer saw deaths that were in areas where there are no trees, lack of green space, cement and black top that increased temperatures and created an urban heat island effect. Building a parking lot would increase heat and add to the heat dome and increase temperatures in the area. Trees and green spaces are more important than ever due to climate change. Conservation groups, Audubon Society of Portland as well as the Oregon Dept. of Forestry support keeping these trees and green spaces.

### **4. Ground stability and drainage**

We have serious concerns about the impact the proposed parking lot will have on the stability of our property. With the lot completely paved over, water runoff will have nowhere to go except into the soil around the foundations of adjoining properties. The foundation areas of surrounding building are small and narrow and they are completely inadequate to handle the drainage.

### **5. Neighborhood appearance and maintenance**

The proposed parking lot would demonstrably harm the safe and quiet residential environment by creating neighborhood blight. The applicant proposes to erect a fence around the parking lot covered with plastic plants that are themselves an embarrassing eyesore. The green space is currently maintained by the landscape contractor who services the entire neighborhood. When there is nothing to mow, the landscaper will not be taking care of the site. Who will maintain this parking lot and pick up trash that's bound to collect there? The trash and refuse dropped on the vacant lot has customarily been picked up and disposed of by the neighbors.

The proposed parking lot would significantly alter the fabric of the area and amount to serious "cramming" in what is a low-density neighborhood. The proposal allows no space for landscaping and we believe that it would amount to gross over-development of the site. The proposed parking lot would not result in any benefit in environmental and landscape terms, to the contrary it would lead to the loss of valuable green space.

### **6. Loss of privacy and overlooking**

The proposed parking lot, by reason of its scale and design, would be out of keeping with the design and character of the existing dwellings, and would have an adverse effect on the visual amenity of the neighborhood as a whole. It represents an un-neighborly form of development that would have an adverse impact on the value of adjacent properties because of its overbearing effect.

The proposed parking lot, by reason of its siting, would result in an unacceptable loss of privacy, adversely affecting the amenities enjoyed by the occupiers of the adjacent homes. If additional parking needs to be provided for whatever business eventually exists, there is plenty of other vacant property closer to the Piazza and the Domaine apartments better suited for that purpose.

It's worth noting here that none of the HOA's listed as having been consulted in the applicant's proposal is located anywhere near the proposed parking lot with the exception of the Villebois Village Master Association which is controlled by the applicant.

The homeowners listed below – each of whom is signatory to this letter – purchased their property having been given a copy of the Villebois Village Master plan. We put our good faith in what is stated in that document describing Villebois Village as a quality place to live, raise families, and retire. A main attraction for many of us was the pedestrian focused, green lifestyle. Approval of the parking proposed parking lot is a betrayal of that good faith.

In conclusion we would also like to request that, should the application be approved, the council consider using its powers to enforce controlled hours of operation and frequent police patrols of the proposed parking lot. There has been an historically woeful lack of enforcement of parking regulations in the entire village and we don't expect to see any improvement unless the City takes action.

We would be grateful if the council would take our objections into consideration when deciding this application. We would welcome the opportunity to meet with a representative of the planning department at our home to illustrate our objections at first hand.

Respectfully submitted by the following residents:

**Petitioners in Opposition to DB21-0008 Zone Map Amendment, SAP Central PDP, 1C Lot 12, Parking Lot**

Carvalho Condominium Owners Association

1	Michele Sandlin	29008 SW Villebois Dr S	<a href="mailto:sandlin2120@comcast.net">sandlin2120@comcast.net</a>
2	Duncan Sandlin	29008 SW Villebois Dr S	<a href="mailto:Dsandlin15@hotmail.com">Dsandlin15@hotmail.com</a>
3	Marsha M Davis	29010 SW Villebois Dr S	<a href="mailto:doc@meanoldwomen.com">doc@meanoldwomen.com</a>
4	Rob Larsen	11515 SW Toulouse St	<a href="mailto:rob@janeink.com">rob@janeink.com</a>
5	Jane Larsen	11515 SW Toulouse St	<a href="mailto:rob@janeink.com">rob@janeink.com</a>

Seville Rowhomes Home Owners Association

6	Mike Ward	11374 SW Barber St	<a href="mailto:mvw.lovinglife@gmail.com">mvw.lovinglife@gmail.com</a>
7	Jason Douthit	11386 SW Barber St.	<a href="mailto:jasondouthit72@comcast.net">jasondouthit72@comcast.net</a>
8	Evelyn Douthit	11386 SW Barber St.	<a href="mailto:jasondouthit72@comcast.net">jasondouthit72@comcast.net</a>
9	John Schecter	11392 SW Barber St.	<a href="mailto:john.schecter@gmail.com">john.schecter@gmail.com</a>
10	Steve Hansen	11398 SW Barber St	<a href="mailto:stshhansen@gmail.com">stshhansen@gmail.com</a>
11	Laurie Adams	11404 SW Barber St.	<a href="mailto:ladams@lancome-usa.com">ladams@lancome-usa.com</a>
12	Steve Abrew	11410 SW Barber St	<a href="mailto:steve@bizhelpnw.com">steve@bizhelpnw.com</a>
13	Lauren Abrew	11410 SW Barber St	<a href="mailto:steve@bizhelpnw.com">steve@bizhelpnw.com</a>
14	Lynne Sabatini	11416 SW Barber St	<a href="mailto:bluebird6125@gmail.com">bluebird6125@gmail.com</a>
15	Haley Sabatini	11416 SW Barber St	<a href="mailto:haleysabatini@gmail.com">haleysabatini@gmail.com</a>
16	Brian Dreisse	PO Box 2436	<a href="mailto:bdreisse@msn.com">bdreisse@msn.com</a>
17	Undine Kao	PO Box 2436	<a href="mailto:kaoundine@hotmail.com">kaoundine@hotmail.com</a>
18	Sharon Hansen	11398 SW Barber St	<a href="mailto:stshhansen@gmail.com">stshhansen@gmail.com</a>
19	Marie Ward	11374 SW Barber St	<a href="mailto:mvw.lovinglife@gmail.com">mvw.lovinglife@gmail.com</a>

Toulouse Single Family Homes

20	Ross Hayes	11503 SW Toulouse St	<a href="mailto:ross@precisionhomesbuilding.com">ross@precisionhomesbuilding.com</a>
21	Katie M. Hayes	11503 SW Toulouse St	<a href="mailto:katiehayes@822@gmail.com">katiehayes@822@gmail.com</a>

22	Linda Liebenow	11505 SW Toulouse St	<a href="mailto:lindaliebenow@comcast.net">lindaliebenow@comcast.net</a>
23	Sheri Walton	11507 SW Toulouse St	<a href="mailto:Sheri.walton32@gmail.com">Sheri.walton32@gmail.com</a>
<u>Other Neighbors</u>			
24	John Fogerty	29002 SW Villebois Dr S	<a href="mailto:j.fogerty@hotmail.com">j.fogerty@hotmail.com</a>
25	Candace Aaron	29026 SW Villebois Dr S	<a href="mailto:aaaronfamilyparents@gmail.com">aaaronfamilyparents@gmail.com</a>
26	Alan Friedman	SW Barber St.	<a href="mailto:alan@thebuzz1043.com">alan@thebuzz1043.com</a>
27	Cristina Friedman	SW Barber St.	<a href="mailto:cdeliz@gmail.com">cdeliz@gmail.com</a>
28	Jerrie Anderson	11489 SW Toulouse St @202	<a href="mailto:jerrieranderson@yahoo.com">jerrieranderson@yahoo.com</a>
29	Charlene Powell	No address given	<a href="mailto:cpowell74@comcast.net">cpowell74@comcast.net</a>
30	Tracy Gilday	1341 Stonehaven Dr	<a href="mailto:tracygilday@gmail.com">tracygilday@gmail.com</a>
31	Joseph Tucker	11387 SW Barber St	<a href="mailto:ratebeerjoet@gmail.com">ratebeerjoet@gmail.com</a>
32	A. Joseph Schwab	28615 SW Paris Ave. Unit 106	<a href="mailto:shrinksjj@gmail.com">shrinksjj@gmail.com</a>
33	Cindy Kirsher	11715 SW Valencia Ln Unit 106	<a href="mailto:Cinexplicit@yahoo.com">Cinexplicit@yahoo.com</a>
34	Jeff Kirsher	11715 SW Valencia Lane #106	<a href="mailto:jeff.kirsher@gmail.com">jeff.kirsher@gmail.com</a>
35	Connie Titterington	29165 SW San Remo Ct	<a href="mailto:connietitterington@gmail.com">connietitterington@gmail.com</a>
36	Don Titterington	29165 SW San Remo Ct	<a href="mailto:donti76@gmail.com">donti76@gmail.com</a>
37	Douglas Sharp	290703 SW Monte Carlo Ave	<a href="mailto:jasondouthit72@comcast.net">jasondouthit72@comcast.net</a>
38	Kari Eagle	11372 SW Mont Blanc St	<a href="mailto:dsharp55@frontier.com">dsharp55@frontier.com</a>
39	Ron Hayes	11260 SW St. Moritz Loop #206	<a href="mailto:peggy@precisionhomesbuilding.com">peggy@precisionhomesbuilding.com</a>
40	Peggy Hayes	11260 SW St. Moritz Loop #206	<a href="mailto:ron@precisionhomesbuilding.com">ron@precisionhomesbuilding.com</a>

We've been asked to include these comments from individual signatories:

**From Candace Aaron:** "The fact that they want to re-zone and tear up an existing park in order to put in a parking lot when there are multiple sites right next to the piazza that are undeveloped and eyesores is crazy. I understand they have plans for those undeveloped sites, but the fact that the business sites in the existing locations have sat vacant for years now does not seem to support the thought that building a bunch more will be any more successful. A much better location for a parking lot would be next to the large mailbox location, as it is closer to anything anyone would need to access via a parking lot, it's not developed at all right now, and people wouldn't have to cross the busy Barber St in order to access shops/businesses/apartments."

**From Lynne Sabatini:** "Please let us know if there's more we can do. I've never gotten involved in this kind of thing before, but we've got the hearing on the calendar and we will be there to oppose it. What a terrible idea! Not just for us, but for the neighborhood. That intersection is the center of the community and the land surrounding it should be pedestrian friendly."

**From A. Joseph Schwab:** "I write to strongly oppose the conversion of a park/green space in central Villebois into a parking lot! That idea goes against everything Villebois stands for and has tried to embody in every phase of the development of this community. I have lived in Villebois since 2007 (almost from the very beginning) and was even President of the Arbor-Villebois HOA. While I have moved from my Arbor home on Grenoble Street, I still live in Villebois--in a building of condominiums near the Piazza--which is right where this atrocity of a parking lot is proposed. Please, for once, stop a developer!!"



**From:** [Lynne](#)  
**To:** [Luxhoj, Cindy](#)  
**Subject:** Re: Planning Application – DB21-0008 Zone Map Amendment, SAP Central PDP, 1C Lot 12, Parking Lot  
**Date:** Friday, September 17, 2021 4:16:01 PM  
**Attachments:** [Opposition to Plan for Pkg Lot.pdf](#)

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[This email originated outside of the City of Wilsonville]

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Dear Ms. Luxhoj,

Please consider the attached letter written in opposition to the above captioned application.

Thank you,

Lynne Sabatini

Resident of Seville Rowhomes



Lynne Sabatini  
11416 SW Barber St.  
Wilsonville, OR 97070

September 17, 2021

Wilsonville Planning Division  
29799 SW Town Center Loop East,  
Wilsonville, OR 97070  
Via Email

Attn: Cindy Luxhoj, AICP  
[luxhoj@ci.wilsonville.or.us](mailto:luxhoj@ci.wilsonville.or.us)

Re: Planning Application – DB21-0008 Zone Map Amendment, SAP Central  
PDP, 1C Lot 12, Parking Lot

Dear Development Review Board Members:

I am one of the residents of the Seville Rowhomes, which are located adjacent to the open space/park that Mr. Kadlub proposes to turn into a parking lot. I am writing to register my opposition to that proposal. Our townhome is the westernmost home in the row, so that our living space would be only a few feet away from the proposed asphalt/concrete slab that is envisioned by the applicant. Our windows which now overlook trees and grass and open space would instead overlook cars, congestion, emissions, heat, and blight. So I have a particular interest in opposing this application, because I do believe the decision to build this parking lot would seriously affect the quality of life for my family and me. The value of our property would no doubt decline as well.

But aside from my own interest, this proposal is wrong for many other more compelling reasons.

Congested and dangerous access. Shoehorned between two buildings and congesting a narrow alley which was really designed with the singular purpose to serve the residents who live there, the ingress and egress would occur just feet away from the driveways of at least three homes, and adversely affect all of the residents who live along the alleyway. The increased traffic of non-residents

poses safety and security risks to all of the residents living there. I have seen the children of several families regularly playing and riding their bicycles in and around the area where cars would be traveling throughout the days and evenings. Drivers may or may not be aware of their presence. This reason alone is alarming! And should be compelling enough for the committee to deny the application.

The people who live here value exercise, walking, riding bicycles and enjoying nature. We enjoy the relative quiet and simplicity of living in Villebois. This proposed parking lot poses a detriment to the surrounding community, and would negatively affect the lifestyle and damage the aesthetic.

I read the plea of another resident in opposition to this proposal, "[p]lease, for once, stop a developer!!"

The irony is that this is the same developer who first envisioned this Community, and who directed its design in keeping with the idea that nature and beauty, tranquility and charm are to be valued.

The design has successfully kept cars out of sight as much as possible, positioning garages to sit at the back of dwellings, and accessible through alleyways. Many of the streets have large front lawns and meandering sidewalks. Plenty of parks and trails grace our neighborhood, and all of these elements draw people who have sought the lifestyle that is offered here.

Here is Costa Pacific's own description of its vision: "The Villebois Community is inspired by traditional European villages. Villebois is French for "Village in the Woods." I'd like to point out that many European towns, including Paris, have already banned or are moving toward banning cars from their city centers.

I hope you will deny the application to build this parking lot. Thank you for your consideration.

Sincerely,

Lynne Sabatini  
11416 SW Barber St.  
Wilsonville, OR 97070

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, SEPTEMBER 27, 2021**

**6:30 PM**

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VII. Board Member Communications:

A. Recent City Council Action Minutes

City Council Meeting Action Minutes  
May 17, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Andy Stone, IT Director  
Zoe Monahan, Assistant to the City Manager  
Delora Kerber, Public Works Director  
Dominique Huffman, Civil Engineer  
Miranda Bateschell, Planning Director

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:02 p.m.</b>
A. Community Enhancement Program IGA with Metro	Council heard about Resolution No. 2897, which adopts an IGA between Metro and the City to Continue the Wilsonville - Metro Community Enhancement Program.
B. Tourism Promotion Committee 1/5 Year Plan	Staff presented on Resolution No. 2898, which adopts the FY 2021/22 Five-Year Action Plan and Annual One-Year Implementation Plan for the Wilsonville Tourism Development Strategy.
<b>REGULAR MEETING</b>	
<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. Diversity, Equity and Inclusion Committee Appointments	<p><b><u>Positions 1 – 5 (1 year appointment)</u></b> Appointments of Malak El Manhawym, Camryn Lau, Erika Pham, Luis Gonzalez and Rudyane Rivera-Lindstrom to the Diversity, Equity and Inclusion Committee for a term beginning 6/1/2021 to 12/31/2022. Passed 5-0.</p> <p><b><u>Position 6 – 9 (2 year appointment)</u></b> Appointments of Joni McNeil, Sudeep Taksali, Tracy Hester and Fay Gyapong-Porter to the Diversity, Equity and Inclusion Committee for a term beginning 6/1/2021 to 12/31/2023. Passed 5-0.</p>

<p>C. Pride Month Proclamation</p> <p>D. National Public Works Week Proclamation</p>	<p><b><u>Position 10 – 13 (3 year appointment)</u></b>  Appointments of Imran Haider, Eugenia Imel, Santiago Landazuri and Jay Edwards to the Diversity, Equity and Inclusion Committee for a term beginning 6/1/2021 to 12/31/2024. Passed 5-0.</p> <p>The Mayor read a proclamation declaring the month of June 2021 as Pride Month in Wilsonville.</p> <p>The Mayor read a proclamation declaring the week of May 16 – 22, 2021 Public Works Week in Wilsonville.</p>
<p><b><u>Communications</u></b></p> <p>A. Recognition of Delora Kerber, Public Works Director, as National Public Works Leader of the Year</p>	<p>Public Works Director Delora Kerber was congratulated for being named 2021 Top 10 Public Works Leader of the Year by the American Public Works Association (APWA).</p>
<p><b><u>Consent Agenda</u></b></p> <p>A. <b><u>Resolution No. 2895</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Eagle-Elsner, Inc. For Construction Of The 2021 Street Maintenance Project (Capital Improvement Project # 4014, 4118 And 4725).</p> <p>B. <b><u>Resolution No. 2896</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Memorandum Of Understanding With The Willamette Falls And Landings Heritage Area Coalition.</p> <p>C. <b><u>Resolution No. 2897</u></b>  A Resolution Of The Wilsonville City Council Adopting An Intergovernmental Agreement Between Metro And The City Of Wilsonville To Continue The Wilsonville - Metro Community Enhancement Program.</p> <p>D. <b><u>Resolution No. 2898</u></b>  A Resolution Of The City Of Wilsonville Adopting The FY 2021/22 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy.</p>	<p>The Consent Agenda was approved 5-0.</p>

<p>E. <b><u>Resolution No. 2899</u></b>  A Resolution And Order Amending Resolution No. 2882 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p> <p>F. Minutes of the May 3, 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>Council moved to cancel the first City Council meeting in July 2021. Passed 5-0.</p> <p>Updated that staff is working to figure out new mask requirements for City Employees.</p> <p>Clarified the Budget Committee would be held on May 19, 20 and 25 if needed.</p> <p>Shared over the past weekend a Public Works employee, former Public Works employee and Kitakata Sister City Advisory Board member all had passed away.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>8:05 p.m.</p>

Special City Council Meeting Action Minutes  
May 26, 2021

**City Council members present included:**

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

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Beth Wolf, Senior Systems Analyst  
Andy Stone, IT Director  
Philip Bradford, Associate Planner  
Miranda Bateschell, Planning Director  
Dan Pauly, Planning Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 6:32 p.m.</b>
A. None.	
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u> None.	
<u>Communications</u> A. None.	
<u>Consent Agenda</u> A. None.	
<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <b><u>Ordinance No. 847</u></b> An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From Residential 0-1 Dwelling Units Per Acre To Residential 4-5 Dwelling Units Per Acre On Approximately 2.25 Acres Located At 28700 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6400, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For William Z. Spring – Owner.	After a public hearing was conducted, Ordinance No. 847 was approved on first reading by a vote of 3-0.



<p><b>B. <u>Ordinance No. 848</u></b>  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agriculture-Holding (RA-H) Zone To The Planned Development Residential-3 (PDR-3) Zone On Approximately 2.25 Acres Located At 28700 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6400, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For William Z. Spring – Owner.</p>	<p>After a public hearing was conducted, Ordinance No. 848 was approved on first reading by a vote of 3-0.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>8:16 p.m.</p>

City Council Meeting Action Minutes  
June 7, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Cathy Rodocker, Finance Director  
Keith Katko, Assistant Finance Director  
Andy Stone, IT Director  
Jordan Vance, Economic Development Manager  
Dan Pauly, Planning Manager  
Zach Weigel, Capital Projects Engineering Manager

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
<b>START: 5:00 p.m.</b>	
A. City Council Goals	Council discussed the goals brought forth in the retreat.
B. Middle Housing in Wilsonville Project	Staff and Council reviewed the draft Code and policy changes for the Middle Housing in Wilsonville project.
C. Twist Bioscience WIN Zone Development Agreement	Staff presented on URA Resolution No. 315, which authorizes a development agreement establishing the conditions of the Wilsonville Investment Now (WIN) program benefits with the Twist Bioscience Corporation.
D. Boeckman Dip Bridge Finance Plan	Due to time constraints this item was moved to the Communications portion of the Council meeting.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Juneteenth Proclamation	The Mayor read a proclamation declaring the 19 <sup>th</sup> day of June 2021 as "Celebration of Juneteenth in Wilsonville".
B. Appointments / Reappointments	<b><u>DRB Panel B - Appointment</u></b> Appointment of Katherine Dunwell to the Development Review Board Panel B for a term beginning 7/1/2021 to 12/31/2022. Passed 5-0.

<p>C. Upcoming Meetings</p>	<p><b><u>Library Board - Appointment</u></b>  Appointment of Joseph Mallet to the Library Board for a term beginning 7/1/2021 to 6/30/2025. Passed 5-0.</p> <p><b><u>Tourism Promotion Committee - Reappointment</u></b>  Reappointments of Brian Everest and Lizabeth Price to the Tourism Promotion Committee for a term beginning 7/1/2021 to 6/30/2024. Passed 5-0.</p> <p><b><u>Tourism Promotion Committee – Appointment – Unexpired Term</u></b>  Appointment of Elaine Owen to the Tourism Promotion Committee, Position 3 for a term beginning 7/1/2021 to 6/30/2023. Passed 5-0.</p> <p><b><u>Tourism Promotion Committee - Appointment</u></b>  Appointment of Jennifer Gage to the Tourism Promotion Committee, Position 5 for a term beginning 7/1/2021 to 6/30/2024. Passed 5-0.</p> <p><b><u>Wilsonville-Metro Community Enhancement Committee - Reappointment</u></b>  Reappointments of Amy Day and Jordan Snyder to the Wilsonville-Metro Community Enhancement Committee for a term beginning 7/1/2021 to 6/30/2024. Passed 5-0.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.</p>
<p><b><u>Communications</u></b></p> <p>A. Wilsonville Community Sharing</p> <p>B. Boeckman Dip Bridge Finance Plan</p>	<p>Wilsonville Community Sharing updated Council on how City’s grant funding helps Wilsonville residents in need.</p> <p>Staff provided a proposed financing plan for the Boeckman Dip Bridge project.</p>
<p><b><u>Consent Agenda</u></b></p> <p>A. <b><u>Resolution No. 2900</u></b>  A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing.</p> <p>B. Minutes of the May 17, 2021 City Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>

<p><u>New Business</u></p> <p>A. City Council Goals</p>	<p>Council Goals were held over for the June 21, 2021 City Council meeting.</p>
<p><u>Continuing Business</u></p> <p>A. <b><u>Ordinance No. 847</u></b>  An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From Residential 0-1 Dwelling Units Per Acre To Residential 4-5 Dwelling Units Per Acre On Approximately 2.25 Acres Located At 28700 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6400, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For William Z. Spring – Owner.</p> <p>B. <b><u>Ordinance No. 848</u></b>  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agriculture-Holding (RA-H) Zone To The Planned Development Residential-3 (PDR-3) Zone On Approximately 2.25 Acres Located At 28700 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6400, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For William Z. Spring – Owner.</p>	<p>Ordinance No. 847 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 848 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <b><u>Resolution No. 2901</u></b>  A Resolution Declaring The City’s Eligibility To Receive State Shared Revenues.</p> <p>B. <b><u>Resolution No. 2902</u></b>  A Resolution Declaring The City’s Election To Receive State Shared Revenues.</p> <p>C. <b><u>Resolution No. 2903</u></b>  A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2021-22.</p> <p>D. <b><u>Resolution No. 2904</u></b></p>	<p>After a public hearing was conducted, Resolution No. 2901 was approved 5-0.</p> <p>After a public hearing was conducted, Resolution No. 2901 was approved 5-0.</p> <p>After a public hearing was conducted, Resolution No. 2901 was approved 5-0.</p>

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.	After a public hearing was conducted, Resolution No. 2901 was approved 5-0.
<u>City Manager's Business</u>	Council authorized staff to waive the final year of lease payments owed to the City by the West Linn-Wilsonville School District.
<u>Legal Business</u>	Read a brief statement about the quasi-judicial/land use appeal process for Ordinance Nos. 847 and 848.
<b>URBAN RENEWAL AGENCY</b>	
<u>URA Consent Agenda</u> A. Minutes of the March 15, 2021 URA Meeting.	The URA Consent Agenda was approved 5-0.
<u>New Business</u> A. <b><u>URA Resolution No. 315</u></b> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing A Development Agreement Establishing The Conditions Of The Wilsonville Investment Now (WIN) Program Benefits Between The Urban Renewal Agency Of The City Of Wilsonville And Twist Bioscience Corporation.	URA Resolution No. 315 was approved 5-0.
<u>Continuing Business</u>	None.
<u>URA Public Hearing</u> A. <b><u>URA Resolution No. 317</u></b> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Adopting The Budget, Making Appropriations, And Declaring The Intent To Collect Tax Increment For Fiscal Year 2021-22.	After a public hearing was conducted, URA Resolution No. 317 was approved 5-0.
<b>ADJOURN</b>	9:17 p.m.

City Council Meeting Action Minutes  
June 21, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Beth Wolf, Senior Systems Analyst  
Andrea Villagrana, Human Resource Manager  
Kim Rybold, Senior Planner  
Chris Neamtzu, Community Development Director  
Philip Bradford, Associate Planner  
Cindy Luxhoj, Associate Planner  
Jordan Vance, Economic and Development Manager  
Andy Stone, IT Director  
Dan Pauly, Planning Manager

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:04 p.m.</b>
A. Town Center Streetscape Plan	The project team provided an update on the Town Center Streetscape project and shared proposed street design elements included within the first draft of the Streetscape Plan.
B. Amending the City’s Fee Schedule for Wireless Communication Facilities	Staff informed Council of Resolution No. 2905, which approves an amendment to the City’s fee schedule adding a wireless communication facilities section.
C. Presentation by Bird Scooters	A representative from Bird provided an overview of how the system works.
D. Twist Bioscience Wilsonville Investment Now Zone URA Implementation	Council heard a presentation on URA Resolution No. 318, which authorizes staff to take necessary steps to create a single-property Urban Renewal Area for economic development purposes to be called the Twist Bioscience WIN Zone.
<b>REGULAR MEETING</b>	
<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>B. Wilsonville-Metro Community Enhancement Committee Appointments</p> <p>C. Council Goals</p>	<p><b><u>Wilsonville-Metro Community Enhancement Committee - Appointment</u></b>  Appointments of Natasha Hancock and Sageera Oravil Abdulla Koya to the Wilsonville-Metro Community Enhancement Committee for a term beginning 7/1/2021 to 6/30/2023. Passed 5-0.</p> <p>Council made a motion to approve the 2021 – 2023 City Council Goals. Passed 5-0.</p>
<p><u>Communications</u></p> <p>A. Patriotic Employer Award.</p>	<p>The Employer Support of the Guard and Reserve (ESGR) representatives presented City Manager and City Attorney with the Patriot Award.</p>
<p><u>Consent Agenda</u></p> <p>A. Minutes of the May 26, 2021 and June 7, 2021 Council Meetings.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 2905</u></b>  A Resolution Of The City Of Wilsonville Approving An Amendment To The City’s Fee Schedule Adding A Wireless Communication Facilities Section To Include Planning Application Review Fees, Technical Design Review Fees, And An Appeal Of Decision Fee.</p> <p>B. <b><u>Resolution No. 2906</u></b>  Service Employees International Union Local 503 Collective Bargaining Agreement.</p>	<p>Resolution No. 2905 was adopted 5-0.</p> <p>Resolution No. 2906 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager’s Business</u></p>	<p>Reminded the audience of the City Manager reports, which are created monthly and included in the City Council packet.</p> <p>Publicized the first DEI Committee meeting would be held July 13, 2021.</p> <p>Announced upcoming vacation plans.</p>

<u>Legal Business</u>	No report.
<b>URBAN RENEWAL AGENCY</b>	
<u>URA Consent Agenda</u> A. Minutes of the June 7, 2021 URA Meeting.	The URA Consent Agenda was approved 5-0.
<u>New Business</u> A. <b><u>URA Resolution No. 318</u></b> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing Staff To Take Necessary Steps To Create A Single-Property Urban Renewal Area For Economic Development Purposes To Be Called The Twist Bioscience Wilsonville Investment Now (WIN) Zone.	URA Resolution No. 318 was adopted 5-0.
<u>URA Continuing Business</u> A. None.	
<u>URA Public Hearing</u> A. None.	
<b>ADJOURN</b>	8:17 p.m.



City Council Meeting Action Minutes  
July 19, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville – Work Session Only

Mike Nacrelli, Civil Engineer  
Dan Pauly, Planning Manager  
Martin Montalvo, Public Works Ops. Manager  
Delora Kerber, Public Works Director  
Keith Katko, Assistant Finance Director  
Andy Stone, IT Director  
Zoe Mombert, Assistant to the City Manager  
Dwight Brashear, Transit Director  
Eric Loomis, Transit Operations Manager  
Chris Neamtzu, Community Development 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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:03 p.m.</b>
A. IGA with Sherwood to Share Costs of the Willamette River Water Treatment Plant Expansion Project	City Council was briefed on Resolution No. 2907, which authorizes an intergovernmental agreement with the City Of Sherwood to share costs of the Willamette River Water Treatment Plant Expansion Project
B. Bus on the Shoulder	Staff shared details of the Bus on Shoulder (BoS) pilot program, which is a partnership with the ODOT to allow SMART buses to and from Tualatin to drive on the shoulder of I-5 when traffic slows below 35 mph.
C. Middle Housing in Wilsonville Project	Staff reviewed materials with City Council for the Middle Housing in Wilsonville project relating to design standards and infrastructure impacts.
D. February 2021 Ice Storm After Action Report	Staff and Council discussed and reviewed the February 2021 Ice Storm After Action Report and subsequent recommendations.
<b>REGULAR MEETING</b>	
<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. PGE Storm Recap</p> <p>B. National Parks &amp; Recreation Month</p>	<p>City Council heard an overview of PGE’s emergency response review of the recent ice storms and plans to mitigate the impact of future wildfires, ice storms and other emergencies.</p> <p>Council watched a video created by staff promoting July as National Parks &amp; Recreation Month.</p>
<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 2907</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement With The City Of Sherwood To Share Costs Of The Willamette River Water Treatment Plant Expansion Project (Capital Improvement Project # 1144).</p> <p>B. <b><u>Resolution No. 2908</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With PFM Financial Advisors, LLC For Financial Advisor Services.</p> <p>C. <b><u>Resolution No. 2913</u></b>  A Resolution Of The City Of Wilsonville Authorizing The Sole Source Procurement Renewal Of A Three-Year Service Agreement With Metereaders LLC.</p> <p>D. <b><u>Resolution No. 2915</u></b>  A Resolution And Order Amending Resolution No. 2899 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p> <p>E. Minutes of the June 21, 2021 City Council Meeting.</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 2909</u></b>  A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District.</p>	<p>Resolution No. 2909 was adopted 4-0.</p>

<p><b>B. <u>Resolution No. 2910</u></b>  A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The West Side Plan District.</p> <p><b>C. <u>Resolution No. 2911</u></b>  A Resolution Of The City Of Wilsonville Supporting A 2021-23 Planning Assistance Direct Grant Application To The Oregon Department Of Land Conservation And Development For The 2023 Wilsonville Housing Needs Analysis.</p> <p><b>D. <u>Resolution No. 2912</u></b>  A Resolution Of The City Of Wilsonville Supporting A 2021-23 Planning Assistance Direct Grant Application To The Oregon Department Of Land Conservation And Development For Additional Funding Of Housing Affordability Components Of The Frog Pond East And South Master Plan.</p>	<p>Resolution No. 2910 was adopted 4-0.</p> <p>Resolution No. 2911 was adopted 4-0.</p> <p>Resolution No. 2912 was adopted 4-0.</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>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>URBAN RENEWAL AGENCY</b></p>	
<p><u>URA Consent Agenda</u>  A. Minutes of the June 21, 2021 URA Meeting</p>	<p>The URA Consent Agenda was approved 4-0.</p>
<p><u>URA Continuing Business</u>  A. None.</p>	
<p><u>URA Public Hearing</u>  A. None.</p>	
<p><u>New Business</u>  A. <b><u>URA Resolution No. 319</u></b>  A Resolution Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.</p>	<p>URA Resolution No. 319 was adopted 4-0.</p>

<p><b>B. <u>URA Resolution No. 320</u></b>  A Resolution Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The West Side Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.</p>	<p>URA Resolution No. 320 was adopted 4-0.</p>
<p><b>ADJOURN</b></p>	<p>8:33 p.m.</p>

City Council Meeting Action Minutes  
August 2, 2021

**City Council members present included:**

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

Beth Wolf, Senior Systems Analyst  
Kim Rybold, Senior Planner  
Andy Stone, IT Director  
Zoe Mombert, Assistant to the City Manager  
Dominique Huffman, PE, Civil Engineer  
Nancy Kraushaar, PE, Civil Engineer  
Andrea Villagrana, Human Resource Manager  
Chelsea Sabella, Law Clerk  
Zach Weigel, Capital Projects Engineering Manager  
Miranda Bateschell, Planning Director  
Chelsea Sabella, Law Clerk

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:00 p.m.</b>
A. Vertical Housing Development Zones	Staff shared research on implementation of Vertical Housing Development Zones and sought Council direction on implementation in the Villebois Village Center and Town Center.
B. PDB Alternative Contracting Method for the Boeckman Road Corridor Project	Council heard a presentation on Resolution No. 2916. The resolution authorizes the use of a Progressive Design Build (PDB) alternative contracting method for the Boeckman Road Corridor Project.
C. Community Enhancement Program Recommendations	Staff presented on Resolution No. 2920, which allocates the second round of Community Enhancement funds for FY 2021/2022.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Citizens Academy Graduation	Signs were awarded to the graduates of the 2021 Citizens Academy.
B. City Manager Employment Agreement	City Council moved to approve the extension of Bryan Cosgrove's employment agreement as City Manager from June 20, 2011 to June 19, 2025, as outlined in the employment agreement. Motion passed 4-0.

C. 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. Student Advocacy and Voices	Miss Oregon Teen USA presented on her platform, which is to support Oregon youth struggling with mental health challenges.
<u>Consent Agenda</u> A. Minutes of the July 19, 2021 Council Meeting.	The Consent Agenda was approved 4-0.
<u>New Business</u> A. <b><u>Resolution No. 2920</u></b> A Resolution To Allocate The Second Round Of Community Enhancement Funds For Fiscal Year 2021/2022.	The Resolution No. 2920 was approved 3-0-1.
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <b><u>Resolution No. 2916</u></b> A Resolution Of The City Of Wilsonville Authorizing The Use Of A Progressive Design Build (PDB) Alternative Contracting Method For The Boeckman Road Corridor Project (Capital Improvement Projects 4212, 4206, 4205, 2102).	After a public hearing was conducted, Resolution No. 2916 was approved 4-0.
<u>City Manager's Business</u>	The City Manager updated Council on the following: <ul style="list-style-type: none"> <li>• National Night Out</li> <li>• Employee Picnic</li> <li>• Community Block Party</li> <li>• Eviction Moratorium</li> <li>• Masking</li> <li>• American Rescue Plan Act Funds</li> <li>• Bridge Landing Property</li> </ul>
<u>Legal Business</u>	The City Attorney provided an update that the contractor hired by Fry's was scheduled to clean up their lot that week.
<b>ADJOURN</b>	9:04 p.m.

City Council Meeting Action Minutes  
August 16, 2021

**City Council members present included:**

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

Beth Wolf, Senior Systems Analyst  
Andy Stone, IT Director  
Zoe Mombert, Assistant to the City Manager  
Dwight Brashear, Transit Director  
Scott Simonton, Fleet Services Manager  
Zach Weigel, Capital Projects Engineering Manager  
Chris Neamtzu, Community Development Director  
Martin Montalvo, Public Works Ops. Manager  
Dan Pauly, Planning Manager  
Mike Nacrelli, Civil Engineer  
Mark Ottenad, Public/Government Affairs Director  
Delora Kerber, Public Works Director

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:01 p.m.</b>
A. I-5 Pedestrian Bridge and Gateway Plaza Project Update	Staff provided an update on the progress of the I-5 Pedestrian Bridge and Gateway Plaza design and shared initial recommendations for design elements, including lighting, seating, walls, and landscape materials.
B. Middle Housing in Wilsonville Project	Staff reviewed with Council the materials for the Middle Housing in Wilsonville project relating to driveway design and parking.
C. City Hall Water Leak Repairs	Staff shared costs estimates to mitigate effects of a recent City Hall water leak, and detailed plans to make customer service and safety improvements within public lobby areas in conjunction with the repair work.
D. Twist Bioscience WIN Zone Adoption	Council was briefed on Ordinance No. 849, which makes certain determinations and findings relating to and approving a single-property urban renewal plan for economic development purposes known as the Twist Bioscience Wilsonville Investment Now (WIN) Zone.
E. NW Natural Gas Installation of High Pressure Fueling Equipment	Council was informed of Resolution No. 2918, which authorizes SMART to enter into an agreement with NW Natural Gas, to provide high-pressure gas service at 28879 SW Boberg Road.

<b>REGULAR MEETING</b>	
<u>Mayor's Business</u> A. Upcoming Meetings  B. Kitakata Sister City Advisory Board Appointments	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.  Appointment of Kevin Stewart to the Kitakata Sister City Advisory Board for a term beginning 8/16/2021 to 12/31/2021. Approved 4-0.  Appointment of Sruthy Menon to the Kitakata Sister City Advisory Board for a term beginning 8/16/2021 to 12/31/2023. Approved 4-0.
<u>Communications</u> A. 2021 State Legislative Session Report.	Council heard a summary of the most recent State legislative session and its impacts on Wilsonville.
<u>Consent Agenda</u> A. <b><u>Resolution No. 2917</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Manager/General Contractor (CM/GC) Contract With Kiewit Infrastructure West Co. To Provide Preconstruction Services For The Willamette River Water Treatment Plant Expansion Project (Capital Improvement Project #1144).  B. <b><u>Resolution No. 2918</u></b> A Resolution Authorizing SMART (South Metro Area Regional Transit) To Enter Into An Agreement With NW Natural Gas, To Provide High Pressure Gas Service At 28879 SW Boberg Road.  C. <b><u>Resolution No. 2923</u></b> A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of Friends Of Trees For FY 2021-22.  D. Minutes of the August 2, 2021 City Council Meeting.	The Consent Agenda was approved 4-0.
<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	



<p><u>Public Hearing</u></p> <p>A. <b><u>Ordinance No. 849</u></b>  An Ordinance Of The City Of Wilsonville Making Certain Determinations And Findings Relating To And Approving A Single-Property Urban Renewal Plan For Economic Development Purposes Known As The Twist Bioscience Wilsonville Investment Now (WIN) Zone.</p>	<p>After a public hearing was conducted, Ordinance No. 849 was approved on first reading by a vote of 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>It was determined Council would return to Zoom meetings as long as the indoor mask mandate was required.</p> <p>Council was reminded August 26, 2021 is the Community Block Party and Women's Suffrage Day.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>8:56 p.m.</p>

City Council Meeting Action Minutes  
September 9, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville – Arrived at 5:04 p.m.

Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Andy Stone, IT Director  
Kimberly Rybold, Senior Planner  
Delora Kerber, Public Works Director  
Mark Ottenad, Public/Government Affairs Director  
Zoe Mombert, Assistant to the City Manager  
Dwight Brashear, Transit Director  
Andrea Villagrana, Human Resource Manager

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:00 p.m.</b>
A. Wilsonville Transit Center Transit-Oriented Development	Staff shared an assessment of existing conditions and gathered input on project vision and goals for transit-oriented development at the Transit Center.
B. ODOT Presentation on I-5/I-205 Tolling and Congestion Management and I-5 Boone Bridge Project	Council heard an update on the status of regional transportation projects, including the Regional Mobility Pricing Project, a plan to implement tolling and congestion pricing on I-5 and I-205.
C. Redistricting for Congressional Districts and State Legislative Districts	Due to time constraints, this item was moved to the regular meeting.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Redistricting for Congressional Districts and State Legislative Districts	Council shared their preferences for the draft proposals for redistricting maps for Congressional and state legislative districts.
B. 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. Wilsonville Boones Ferry Historical Society CEP Report	Wilsonville Boones Ferry Historical Society delivered a report summarizing recent work funded by a Community Enhancement Program grant for archiving of historical artifacts.

B. PGE Outage Discussion	PGE summarized causes and impacts of February's ice storm and discussed actions being taken to develop a more resilient electrical grid for future outages.
<u>Consent Agenda</u> A. Minutes of the August 16, 2021 Council Meeting.	The Consent Agenda was approved 5-0.
<u>New Business</u> A. <b><u>Resolution No. 2922</u></b> A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And Wilsonville Municipal Employees Association.	Resolution No. 2922 was adopted 5-0.
<u>Continuing Business</u> A. <b><u>Ordinance No. 849</u></b> An Ordinance Of The City Of Wilsonville Making Certain Determinations And Findings Relating To And Approving A Single-Property Urban Renewal Plan For Economic Development Purposes Known As The Twist Bioscience Wilsonville Investment Now (WIN) Zone.	Ordinance No. 849 was adopted on second reading by a vote of 5-0.
<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u>	Reported that the American Recovery and Reinvestment Act (ARRA) fund discussion would occur at the next Work Session.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	9:12 p.m.