



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

Thursday, May 31, 2018 - 6:30 P.M.

I. Call to order:

II. Chairman's Remarks:

III. Roll Call:

Aaron Woods

Richard Martens

Shawn O'Neil

Tracy Meyer

Samy Nada

IV. Citizens' Input:

V. Consent Agenda:

A. Approval of minutes of the February 26, 2018 meeting

VI. Public Hearings:

A. **Resolution No. 352. Morgan Farms Subdivision: Ben Altman, Pioneer Design Group – Representative for Jim Wolfston – Owner / Applicant.** The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) for approximately 20 acres of property located on the north side of Boeckman Road just east of Boeckman Creek, along with approval for a Stage I Master Plan, Stage II Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Plan, SRIR Review, and SROZ Boundary Verification for an 82-lot single-family subdivision. The subject site is located on a portion of SW Boeckman Road right-of-way and Tax Lots 2300 (pt), 2400, 2600, and 2700 of Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files:	DB18-0015	Annexation
	DB18-0016	Zone Map Amendment
	DB18-0017	Stage I Master Plan
	DB18-0018	Stage II Final Plan

DB18-0019	Site Design Review
DB18-0020	Tentative Subdivision Plat
DB18-0021	Type C Tree Plan
SI18-0003	SRIR Review
SI18-0004	SROZ Boundary Verification

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

VII. Board Member Communications:

- A. Results of the April 9, 2018 DRB Panel A meeting
- B. Results of the May 14, 2018 DRB Panel A meeting
- C. Recent City Council Action Minutes

VIII. Staff Communications:

IX. Adjournment

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

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

DEVELOPMENT REVIEW BOARD MEETING

THURSDAY, MAY 31, 2018

6:30 PM

V. Consent Agenda:

- A. Approval of minutes from the February 26, 2018
DRB Panel B meeting

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

Development Review Board – Panel B
Minutes–February 26, 2018 6:30 PM

I. Call to Order

Acting Chair Shawn O’Neil 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: Shawn O’Neil, Richard Martens, Aaron Woods, Samy Nada, and Tracy Meyer

Staff present: Daniel Pauly, Barbara Jacobson, and Kimberly Rybold

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

V. Election of 2018 Chair and Vice-Chair

A. Chair

Samy Nada nominated Shawn O’Neil as 2018 DRB-Panel B Chair. Richard Martins seconded the nomination.

Aaron Woods nominated Richard Martins as 2018 DRB-Panel B Chair. Samy Nada seconded the nomination.

Shawn O’Neil said he appreciated being able to have served two terms. He commended Mr. Martens in his role as Vice-Chair and supported him being Chair.

Aaron Woods added that having observed and worked with Mr. Martens, he agreed Mr. Martins would be a great Chair.

Richard Martins was elected 2018 DRB-Panel B Chair by a 4 to 1 vote with Richard Martins abstaining.

B. Vice-Chair

Aaron Woods nominated Samy Nada for 2018 DRB-Panel B Vice-Chair. Shawn O’Neil seconded the nomination.

There were no further nominations.

Samy Nada was elected 2018 DRB-Panel B Vice-Chair by a 4 to 1 vote with Samy Nada abstaining.

VI. Consent Agenda:

A. Approval of minutes of October 23, 2017 meeting

Aaron Woods moved to approve the October 23, 2017 DRB Panel B meeting minutes as presented. Samy Nada seconded the motion, which passed 4 to 1 with Tracy Meyer abstaining.

VII. Public Hearing:

A. **Resolution No. 348. Marion's Carpets Digital Freestanding Sign: Allusa Architecture - Applicant for Bergaso Properties LLC - Owner.** The applicant is requesting approval of a Class 3 Sign Permit and Waiver to change the approved pylon sign to a digital changeable copy sign. The subject property is located at 28819 SW Boones Ferry Road on Tax Lot 1300 of Section 14A, T3S, R1W, Clackamas County, Oregon. Staff: Kimberly Rybold.

Case Files: DB18-0001 Class III Sign Permit with Waiver

Acting Chair O'Neil called the public hearing to order at 6:37 p.m. and read the conduct of hearing format into the record. Shawn O'Neil, Richard Martens, Aaron Woods, and Samy Nada 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, Associate Planner, announced that the criteria applicable to the application were stated on Page 1 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

Ms. Rybold presented the Staff report via PowerPoint, briefly reviewing the site's location, as well as the location of the proposed sign, with these key comments:

- In August of 2017, this Board had reviewed and approved the application for the new Marion's Carpet building, which was currently under construction. The pylon sign for Marion's Carpets was also approved at that time. The subject request was for a Class III sign permit was necessitated by a waiver request to allow for an electronic changeable copy sign. The proposed sign would be in the same location with a brick base that would coordinate with the brick on part of the proposed building's façade and upon which the LED display would be mounted.
- Although the Sign Code outlined so-called prohibited signs, it was a misleading statement as certain prohibited signs listed in the Code might be more aptly considered to be conditionally permitted. Which meant they could be permitted pursuant to the approval of a waiver. However, specific criteria or conditions must be met for electronic signs, including having automatic dimming technology to adjust for ambient light conditions and adhering

to guidelines related to luminance, specifically that the sign not exceed 5,000 candelas per sq meter between sunrise and sunset and 500 candelas per sq meter between sunset and sunrise.

- It was important to note that changing image and changeable copy signs were different. The Development Code did not permit any kind of changing image sign, ~~a sign~~ where the appearance of movement or copy change had a frequency of less than every 15 minutes. In contrast, a changeable copy sign, defined by a frequency of copy change of once every 15 minutes or more, could be conditionally permitted by the DRB.
- Another important consideration was the Sign Waiver Criteria which reflected the Sign Code Purpose Statement stating signs would have an improved functional and aesthetic design, compared to what would otherwise be permitted; would be more compatible and complementary both to the subject site as well as the surrounding development and zoning designation; and either improve or not negatively impact safety.
 - It was important to note that sign content was not considered as part of the Sign Waiver Criteria.
- The proposed sign did meet the height and area requirements of the Development Code for sites in the PDI Zone, having parallel frontage to Interstate 5. Signs in the area had a maximum of 64 sq ft in area, and the proposed sign was 63.56 sq ft. The proposed sign was the same height as the previously approved sign, which was 20 ft; the maximum height for signs in these areas along I-5.
- She entered the following exhibit into the record:
 - Exhibit C2: Email correspondence from the Oregon Department of Transportation (ODOT) providing additional information about the State's requirements for signs visible from State highways. ODOT had no issues with the proposal.
- Staff recommended approval of the Class III Sign Permit and Waiver with the conditions as noted in the Staff report.

Aaron Woods asked which direction the sign would be facing.

Ms. Rybold clarified the two sides of the sign would face north/south so it would be visible in both directions to traffic on Interstate 5. It would not face outward to Boones Ferry Rd.

Richard Martens understood the State statute stated that if a sign was outside of the highway right-of-way, the State would not take a position on it.

Ms. Rybold clarified the State still had requirements with regard to visibility, but the proposed sign was not within their right-of-way. The State would regulate a sign differently if it was within their right-of-way.

Samy Nada asked how the proposed sign compared in brightness and illumination to the changeable copy signs recently approved for the high school and middle school in Meridian Park.

Ms. Rybold replied she did not have that information available, but those approvals would have been tied to the same illumination level requirements.

Daniel Pauly, Senior Planner, added the proposed sign would not be any brighter than those recently approved signs. He also believed the proposed sign had the same manufacturer, Daktronics, a major manufacturer of those types of displays.

Acting Chair O'Neil noted that he had felt compelled to vote no on the prior sign proposals because he thought there were some problems with the way the Code was written. He asked the city attorney if something had been changed to fix that.

Barbara Jacobson, City Attorney, confirmed the Sign Code was the same.

Acting Chair O'Neil stated that because he believed the Code did not properly address that issue, he had felt forced to vote against a digital sign for the high school and middle school. He also felt compelled to vote no on this application because he believed the Code was poorly written and needed to be fixed. He realized he had to remain neutral in terms of sign content. He understood from Mr. Pauly that there would be an effort to make changes, and yet the current application for a Sign Code Waiver was before the DRB.

Mr. Pauly clarified that proposed changes to the Sign Code had been drafted, but had not gone through work programs. He confirmed that it had not been presented to the Planning Commission, and explained that the changes would create two sections, a Prohibited section and a Conditionally Permitted section. Changeable Copy signs would be moved into the Conditionally Permitted section. A conditional permit would be revocable if the conditions were not met.

Acting Chair O'Neil asked if the city attorney had been given an opportunity to review the draft of the proposed Sign Code changes.

Ms. Jacobson confirmed that she had not seen a draft.

Mr. Pauly replied that it had been a while ago, but he believed he had sent it to Ms. Jacobson.

Mr. Woods noticed Page 4 of the Staff report stated that Planning Staff was working with the city attorney to potentially bring minor changes to the Sign Code language in Section 4.156.06. He asked if Staff was actually working on it or not.

Mr. Pauly replied Staff was working on it, but the word 'potentially' referred to the fact that Staff did not have the final word as to whether or not those changes were approved. It was not that Staff was never going to actually bring it forward, but that the Planning Commission and City Council could decide that the Sign Code was fine as is.

Acting Chair O'Neil understood that even though the Staff report stated that the proposed changes had been presented to the city attorney, she had not seen it yet.

Mr. Pauly clarified that he would have to go back through his email, but his recollection was that he had sent it.

Ms. Jacobson responded that she did not recall seeing it, but the bottom line was that it did not matter at this point as it had to go through the process.

Acting Chair O'Neil said he understood that but the fact that the process had not been started mattered to him.

Mr. Pauly explained that different Staff members and the Planning Commission set that work program, but Staff was aware of it.

Mr. Martens asked if the proposed Code changes would have any material impact on the current application.

Mr. Pauly answered no; it would be a conditional use either way. The current Sign Code was awkwardly worded, but that language was where it was because when Staff rewrote that Code section, there were no issues or compelling reasons raised in discussion to move it somewhere else.

Acting Chair O'Neil asked Mr. Pauly if he was speaking for the City, the city attorney, or as Senior Planner when he stated it was Staff's position that the proposed changes to the Sign Code would have no impact on the current Sign Code Waiver application.

Mr. Pauly replied he was speaking in terms of Planning Staff making a recommendation for approval to the DRB. Whether the proposed Sign Code changes were adopted or not, Staff's recommendation would remain constant if an application met the basic criteria for a waiver.

Acting Chair O'Neil called for the Applicant's testimony.

Bob Schatz, Allusa Architecture, 2118 SE Division St, Portland, OR 97202, introduced himself, noting that Carl Skoro of Marion's Carpet was also present. He said he had nothing to add but agreed with Staff's decision.

Carl Skoro, Owner, Marion's Carpet, 1635 SE Grand Ave, Portland, OR 97214, provided a history of his company, which was 53 years old and founded in 1965 by his father, Marion Skoro. He grew up with the company, and they struggled a lot because the company did mostly new construction in the 1970s and 1980s. He had heard a lot about a carpeting company in Seattle that had opened giant 30,000 sq ft to 40,000 sq ft stores. Every time he would go to an event that they also attended, he would hear rumblings about the giant stores having what the customers really liked. He began driving to Seattle once a month to look at the stores and figure

out what they were doing. When he bought the business from his father, he changed his store more into a model of the Seattle-based stores. Most retail carpet stores were about 3,000 sq ft to 4,000 sq ft, and the Seattle-based stores were about 40,000. Marion's Carpet was a tad smaller than that, but carried many things that most floor covering stores did not. He bought a digital sign for his Grand Avenue store 28 years ago, and it gave people driving by a better idea of the breadth of the rugs, hardwoods, and carpeting, including car carpets and shag, that his store carried. He requested the Sign Code Waiver so he could install a sign to indicate that Marion's Carpet carried more than just standard carpet and standard hardwoods. The current sign at the Grand Ave location had been there almost 30 years. There had never been any accidents related to the sign or any complaints. He did not think the new sign would be a problem and would do a good job of advertising the items inside the store that could not be seen when driving by, which was why he had submitted the application.

Mr. Woods asked what hours the sign would be operational. just as stated...

Mr. Skoro replied the sign would be turned off between midnight and 5:00 am. As required, there would be a 15-minute hold on sign images; no message on the sign could change without a 15-minute break. He confirmed the planned frequency of change was every 15 minutes.

Acting Chair O'Neil called for public testimony in favor of, opposed and neutral to the application. Seeing none, he closed the public hearing at 6:57 pm.

Samy Nada moved to approve Resolution No. 348 with the addition of Exhibit C2. Richard Martens seconded the motion.

Acting Chair O'Neil stated he was very disappointed in the City for not changing the Sign Code, so now he would be voting against the proposal, which he believed he would have supported had some changes been made. He was embarrassed because he was to be neutral about the applicants, but had to vote down the high school, middle school, and this business's sign proposals, even though he was pro-business. That was not on him; however, but on the City. He had a feeling there was a little bit of positioning within the City about what changes should or should not have to be made, and he believed that perhaps, the Planning Department did not believe there needed to be any changes, but he did.

Motion passed 4 to 1 with Shawn O'Neil opposed.

Acting Chair O'Neil read the rules of appeal into the record.

- B. Resolution No. 349. Calais East Five Year Temporary Use Permit: Pacific Community Design - Representative for Polygon WLH LLC - Owner.** The applicant is requesting approval of a Five (5) Year Temporary Use Permit for a Sales Office, Temporary Parking and three model homes in the Calais East at Villebois subdivision in Villebois. The subject property is located on Tax Lots

2500, 2600, 2700 and 3900 of Section 15AB, T3S, R1W, Clackamas County, Oregon. Staff: Daniel Pauly.

Case Files: DB18-0002 Class III Five (5) Year Temporary Use Permit

Acting Chair O'Neil called the public hearing to order at 7:00 p.m. and read the conduct of hearing format into the record. Shawn O'Neil, Richard Martens, Aaron Woods, and Samy Nada 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.

Mr. Pauly presented the Staff report via PowerPoint, briefly reviewing the site's history, location, and surrounding features with these key comments:

- Recently, the Applicant decided to remove the parking area, but minimum parking requirements were still met with on-street parking. This might be the last model home complex in Villebois, and to his knowledge, there had never been a parking complaint from neighbors or anyone else about the model home complexes.
 - Many previous model home complexes involved a modular trailer, the model homes themselves, and parking as a temporary parking lot. The proposed model home complex, including the changes recently sent out, was only three larger homes on medium and standard lots. One of the model homes would contain the sales office.
 - Landscaping and fencing would be similar to previous model home complexes built over the years.
- Polygon had a good track record of closing them down without issues. Only one model home complex had been operational for five years and that was because there were approximately 500 homes for sale. The proposed complex would only offer 60 lots for sale, so he anticipated it would be in use for substantially less than five years if market conditions remained constant. However, the standard temporary permit was for five years, just in case.
- All of the signs had to match the Villebois Master Sign and Wayfinding Program, just as in other areas of Villebois.
- The play structure and skateboard park, which had just been completed, would be just south of the site across Palermo Street, which had just been completed.
- Lot 26, which had previously been the parking area, would be built as a home for sale.
- The criteria to be considered for a temporary use permit included the availability of appropriately zoned land. (Slide 4) Obviously, commercial land existed, but it was typical to build model home complexes accessory to a single family subdivision.
 - The land was to be available for the allowed use. Once all of the other homes were sold, the homes in the model homes complex would be converted to single family homes and also sold.
- He reiterated the five-year time period was a worst case scenario. If it took five years to sell all of the homes due to market conditions, the Applicant would like that flexibility.
- He noted the memorandum in the revised Staff report (page 14 of the 31, Exhibit A3) discussed the amendments made last week to remove references to the canopy sign and parking area, which were no longer being proposed as part of the Temporary Use Permit, as

well as any references to Lot 26. The following exhibit had been distributed to the Planning Commission and entered into the record:

- Exhibit A3: Revised Staff report dated February 22, 2018 that removed references to the canopy sign and parking area no longer being proposed as part of the Temporary Use Permit, as well as any references to the lot the parking was going to be on. An updated drawing was also included.

Aaron Woods asked if there was still a parking requirement, noting a previous document had shown the number of required parking spaces was based upon square footage of living space.

Mr. Pauly replied the requirement remained the same. Following the same calculations that the Board had used to approve the last couple of model home complexes, the total requirement would be six spaces. But, rather than putting those six spaces in an off street parking lot, those six spaces were readily available on adjacent streets and were allowed to be used to meet minimum parking requirements in the Code. He reiterated that he had not heard of any complaints or issues related to parking for model home complexes throughout Villebois or other neighborhoods. There would not be any neighbors present until the use of the model home complex was almost over.

Mr. Woods confirmed that the only parking spaces for the model home complex would be on the street, whereas in previous developments parking had been in a lot, as well as on the street.

Mr. Pauly added that in the amended Staff report, a new condition of approval required that the space directly in front of the sales office model home be ADA accessible. The Applicant was fine with that condition. He indicated a curb cut, rather than a ramp, would provide ADA accessibility.

Tracy Meyer asked when the five years would start.

Mr. Pauly replied the five-year time period would start when the DRB's decision was final, so from March 2018 through March 2023.

Acting Chair O'Neil stated that even though Mr. Pauly had mentioned there was no issue with parking, the skate park was around the corner and the DRB had fielded complaints regarding lack of parking when that had been presented.

Mr. Pauly clarified that the model home complex would be about a block away.

Acting Chair O'Neil stated that both current and future owners were worried about the potential lack of parking due to the skate park, and even though the model home complex was a block away, he had heard a lot of complaints about the lack of parking in Villebois, so he was curious why Mr. Pauly had not.

Mr. Pauly replied that most of those complaints came from the denser parts of the neighborhood with smaller lots. The subject neighborhood had larger lots and, therefore, more parking. He believed the area for the proposed model home complex was far enough away from the skate park that the street would not be in competition with the skate park for parking. He confirmed that he believed there would be plenty of parking for both the skate park and the model home complex. The Code allowed for immediately adjacent right-of-way to be used to meet minimum parking standards. The question was whether other uses, like the skate park, would take away parking from the proposed complex and he did not believe the six spaces around the proposed model home complex would be impacted by other area uses.

Ms. Meyer confirmed the six parking spaces were open spaces on the street, not dedicated for use solely by the proposed model home complex. The spaces would also be available parking for the sales and construction employees.

Mr. Pauly clarified that in such situations, the construction parking was more dominant, but Polygon had a good track record of keeping construction parking away from occupied homes and sales offices by using a system that posted no construction parking signage. The same would be done with the sales office to ensure parking was available for customers.

- He confirmed Polygon had proposed the change last week, stating that they realized they did not need the parking lot. Because the model home complex was smaller than most seen previously in Villebois, Staff had agreed.

Mr. Woods stated he could not find where Sign #1, referenced on Exhibit B3, was placed.

Mr. Pauly clarified the Board did not need to approve signs. Per the Staff report, whatever temporary signs the Applicant wanted to install simply had to follow the existing rules for Villebois. Even though the sign was included in the exhibit, no permit was needed for signage. Signs were either exempt or pre-approved as a part of the Master Sign and Way-Finding Program for Villebois.

Mr. Woods stated that when he reviewed something, he wanted to review it in its entirety, whether it was a requirement or not. It appeared to be omitted which was why he had asked the question. He confirmed that Sign #4 would be right in front of the sales/model home on the sidewalk, indicating the parking spaces.

Samy Nada asked if the street was wide enough to accommodate large vehicles, like garbage trucks, if cars were parked on both sides of the street.

Mr. Pauly replied the street was a typical condition that met all of the Public Works standards, a typical residential street. During the temporary use, he would not foresee parking on the street to be any different than when the homes were eventually occupied and residents had their cars out front.

Mr. Nada stated he was not sure how wide the street was, but usually streets only had parking on one side to accommodate moving vehicles.

Mr. Pauly added that he did not expect that all of the parking spots would be filled on a weekday morning during trash collection time. He confirmed the width of the street was sufficient for cars to be parked on both sides.

Acting Chair O'Neil understood the skate park was around the corner, but the residents who had testified regarding their concerns about the lack of parking were still there, even though they did not show up to testify tonight because the proposed model home complex was in a different location. At that time, the representation was that there was parking elsewhere, but now the Board was being asked to give up six more spots.

50:30

Mr. Pauly replied if the Board felt strongly that more parking was needed, the Board could require the parking area. However, in terms of the skate park, it was important to consider that the parking during the temporary use would not be significantly greater than when those homes were occupied.

Acting Chair O'Neil stated that he respected Mr. Pauly's representations, and meant no disrespect at all towards the Applicant, but neighbors had complained about the lack of parking and he felt compelled to be consistent, with every decision he made, based on those issues.

Mr. Pauly responded that the parking the Board had required as a condition of approval during the approval of Trocadero Park was added per the DRB's requirements and was being constructed along Palermo St and around the skate park.

Acting Chair O'Neil understood that in that same decision, it was determined that the traffic engineer would monitor the traffic and parking situation in that area.

Mr. Pauly said construction had not yet commenced, but he expected that it would be monitored going forward.

Mr. Nada asked if the temporary spaces would still be used for parking once the model homes were occupied.

Mr. Pauly explained it would be used for resident parking once the homes were occupied.

Mr. Nada asked why then was there a need for a specific approval.

Mr. Pauly replied it was a commercial use and the Code required that commercial uses have approval. The DRB's approval for single-family homes considered a minimum parking area, which was typically met in garages and driveways. Model homes were different in that the driveways and garages were blocked off and not used for parking, which pushed parking onto

the street. Therefore, only on-street parking could be considered to meet minimum parking requirements.

Acting Chair O'Neil called for the Applicant's testimony.

Eric Hawkinson, Pacific Community Design, 4814 SW Marigold St, Portland, Oregon, representing the Applicant, believed Mr. Pauly did a sufficient job explaining the application. He did not have anything further to add and offered to answer questions.

Mr. Woods asked why the Applicant had decided not to proceed with the parking lot.

Mr. Hawkinson replied that because those residential parking spaces would be there once the subdivision was constructed, it seemed appropriate to have those spaces utilized for the model homes that would be there anyway.

Mr. Nada asked if Mr. Hawkinson believed the temporary permit would be needed for the full five years.

Mr. Hawkinson replied it was hard to say, adding he could not speak to that as Pacific Community Design provided the engineers and consultants, not the sales people, for the project.

Acting Chair O'Neil noted for the record that no one was in the audience and closed the public hearing at 7:26 pm.

Richard Martens moved to approve Resolution No 349, including Exhibit A3, the revised Staff report dated February 22, 2018. Aaron Woods seconded the motion.

Acting Chair O'Neil noted he had concerns about parking; however, proper notice was given for the hearing and no one was in attendance. He was trying to make consistent decisions based on prior applications that came before the Board and did not believe the parking issues had been addressed since the previous hearing when residents did show up to voice concerns.

Mr. Martens stated he was at the skate park this afternoon after school hours, and only one person was present. There was more than adequate parking. The subject application would create new parking not currently there. It was hard to imagine that so many people would drive in from out of the area to use the park and park their cars in the neighborhood, which was the concern at the previous hearing. He did not believe that was a credible argument. There had been people who lived in Villebois and parked on the street raising objections about new people moving into Villebois and then parking on the street, so he did not share sympathy for the parking issue, which appeared non-existent from his perspective.

Acting Chair O'Neil appreciated and respected Mr. Martens' opinion but also noted that the time of day at which he had gone to the skate park might not have reflected when the highlight

of the parking might be, adding he had concerns about other days and times. He also wanted to hear from residents, and when residents of Villebois came to hearings with concerns, he was going to take that as gospel because it was at least evidence that they had concerns and he would make a decision based on that. The fact that no one showed up tonight meant that apparently, they had no concerns regarding parking at the model home complex.

Mr. Nada asked if the City had done any traffic studies in the neighborhood where parking complaints had been received to assess parking availability at different times and on different days to determine if the complaints were valid.

Mr. Pauly responded that engineers had been tracking that to some extent or another, but he did not know the details. Mark Ward in the City's Engineering Division took those complaints. He had not heard any really hot complaints recently that had come to Staff's attention.

Motion passed unanimously.

Acting Chair O'Neil read the rules of appeal into the record.

VIII. Board Member Communications:

Tracy Meyer introduced herself to the Board, noting she was near retirement and looking for meaningful work in the community. She worked in Salem at SAIF Corporation, the workers' compensation insurer for about half of the businesses in Oregon, and believed serving on the DRB was a good way to get involved in Wilsonville as she lived in Charbonneau. She tended to be pro-business, but was also concerned about the injured worker, so she believed she could offer a good balance and argue both sides of any issue. She had lived in Charbonneau for about 25 years and had also worked at SAIF for 28 years.

- A. Results of the December 11, 2017 DRB Panel A meeting
- B. Results of the January 8, 2018 DRB Panel A meeting
- C. Results of the February 12, 2018 DRB Panel A meeting
- D. Recent City Council Action Minutes

IX. Staff Communications

Daniel Pauly, Senior Planner, highlighted the DRB Panel A meetings, noting the January 8th meeting included the approval of the new parking area at the Community Garden and future dog run in Memorial Park. He reviewed the details, key issues, and the concerns heard from residents at the hearing, noting City Council confirmed the approach approved by the DRB was best. He noted both DRB Panels would be busy in the coming months with applications for two subdivisions in Frog Pond, a small subdivision on Canyon Creek South, and an eye health clinic in Town Center. The eye clinic would be new construction on one of the vacant pads near the movie theater.

Acting Chair O'Neil requested an update on the Universal Health Services project that was approved by the Board last January, noting that the DRB, and Staff especially, had put in a lot of work on that application.

Mr. Pauly reported that as the approval was set to expire, the applicant had requested a one-year extension in late December/early January to address the pending legal items. Approval was granted and he expected the City would know within the next year whether or not the project would proceed.

Barbara Jacobson, City Attorney, noted that the court hearing was done and the matter was now in mediation.

X. Adjournment

The meeting adjourned at 7:38 p.m.

Respectfully submitted,

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

DEVELOPMENT REVIEW BOARD MEETING

THURSDAY, MAY 31, 2018

6:30 PM

VI. Public Hearing:

A. Resolution No. 352. Morgan Farms Subdivision: Ben Altman, Pioneer Design Group – Representative for Jim Wolfston – Owner / Applicant. The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) for approximately 20 acres of property located on the north side of Boeckman Road just east of Boeckman Creek, along with approval for a Stage I Master Plan, Stage II Final Plan, Site Design Review for parks and open space, Tentative Subdivision Plat, Type C Tree Plan, SRIR Review, and SROZ Boundary Verification for an 82-lot single-family subdivision. The subject site is located on a portion of SW Boeckman Road right-of-way and Tax Lots 2300 (pt), 2400, 2600, and 2700 of Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Kimberly Rybold

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**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 352**

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF AN ANNEXATION AND ZONE MAP AMENDMENT FROM RURAL RESIDENTIAL FARM FOREST 5-ACRE (RRFF-5) TO RESIDENTIAL NEIGHBORHOOD (RN) FOR APPROXIMATELY 20 ACRES OF PROPERTY LOCATED ON THE NORTH SIDE OF BOECKMAN ROAD JUST EAST OF BOECKMAN CREEK, AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I PRELIMINARY PLAN, STAGE II FINAL PLAN, SITE DESIGN REVIEW OF PARKS AND OPEN SPACE, TENTATIVE SUBDIVISION PLAT, TYPE C TREE PLAN, SRIR REVIEW, AND SROZ BOUNDARY VERIFICATION FOR AN 82-LOT SINGLE-FAMILY SUBDIVISION. THE SUBJECT SITE IS LOCATED ON A PORTION OF SW BOECKMAN ROAD RIGHT-OF-WAY AND TAX LOTS 2300 (PT), 2400, 2600, AND 2700 OF SECTION 12D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CLACKAMAS COUNTY, OREGON. BEN ALTMAN, OTAK – REPRESENTATIVE FOR JIM WOLFSTON – OWNER / APPLICANT.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated May 24, 2018, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on May 31, 2018, at which time exhibits, together with findings and public testimony were entered into the public record, and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated May 24, 2018, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations, subject to City Council approval of the Annexation and Zone Map Amendment Requests (DB18-0015 and DB18-0016) for:

DB18-0017 through DB18-0021, SI18-0003 and SI18-0004; Stage I Master Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Removal Plan, SRIR Review, and SROZ Boundary Verification for an 82 lot single-family subdivision and associated improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 31st day of May, 2018 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Richard Martens, Chair, Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Morgan Farm 82-Lot Single-Family Subdivision

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

Hearing Date: May 31, 2018

Date of Report: May 24, 2018

Application Nos.: DB18-0015 Annexation
DB18-0016 Zone Map Amendment
DB18-0017 Stage I Preliminary Plan
DB18-0018 Stage II Final Plan
DB18-0019 Site Design Review of Parks and Open Space
DB18-0020 Tentative Subdivision Plat
DB18-0021 Type C Tree Removal Plan
SI18-0003 SRIR Review
SI18-0004 SROZ Boundary Verification

Request/Summary: The requests before the Development Review Board include Annexation, Zone Map Amendment, Class 3 Stage I Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Removal Plan, SRIR Review, and SROZ Boundary Verification

Location: North side of Boeckman Road, east of Boeckman Creek. The property is specifically known as Tax Lots 2400, 2600, and 2700, and portions of Tax Lot 2300 and Boeckman Road right-of-way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon

Owner/Applicant: Jim Wolfston

Applicant's Rep.: Ben Altman, Pioneer Design Group

Comprehensive Plan Designation: Residential Neighborhood

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

Zone Map Classification (Proposed): RN (Residential Neighborhood)

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

Staff Recommendation: Recommend approval to the City Council of the Annexation and Zone Map Amendment, **approve with conditions** the Stage I Master Plan, State II Final Plan, Site Design Review request, tentative subdivision plat, Type C Tree Plan, and SRIR Review, and SROZ Boundary Verification contingent on City Council approval of the Annexation and Zone Map Amendment.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.033	Authority of City Council
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.113	Standards Applying to Residential Development in All Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.127	Residential Neighborhood (RN) Zone
Sections 4.139.00 through 4.139.11	Significant Resource Overlay Zone (SROZ) Regulations
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Sections 4.156.01 through 4.156.11	Signs
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.197	Zone Changes
Sections 4.200 through 4.290	Land Divisions
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600-4.640.20	Tree Preservation and Protection
Section 4.700	Annexation

<u>Comprehensive Plan and Sub-elements:</u>	
Citizen Involvement	
Urban Growth Management	
Public Facilities and Services	
Land Use and Development	
Plan Map	
Area of Special Concern L	
Transportation Systems Plan	
Frog Pond West Master Plan	
<u>Regional and State Law and Planning Documents</u>	
Metro Code Chapter 3.09	Local Government Boundary Changes
ORS 222.111	Authority and Procedures for Annexation
ORS 222.125	Annexation by Consent of All Land Owners and Majority of Electors
ORS 222.170	Annexation by consent before public hearing or order for election
Statewide Planning Goals	

Vicinity Map



Background:

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

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

The proposed 20-acre subdivision is the second development proposal, following the 44-lot Stafford Meadows subdivision to the east, under review for annexation and development consistent with the Frog Pond West Master Plan. The subdivision will be one of the first of many envisioned to blend together as one cohesive neighborhood.

Summary:

Annexation (DB18-0015)

The approximately 20.8 acres proposed for annexation are contiguous to land currently in the City, are within the Urban Growth Boundary, and are master planned for residential development. All property owners in the annexation area have consented in writing to the annexation.

Zone Map Amendment (DB18-0016)

Concurrent with the adoption of the Frog Pond West Master Plan the City added a new zoning district, Residential Neighborhood (RN), intended for application to the Master Plan area. The applicant proposes applying the Residential Neighborhood (RN) Zone to the entire subject property consistent with this intention.

Stage I Master Plan (DB18-0017)

The proposed single-family use, number of units, preservation of open space, and general block and street layout are consistent with the Frog Pond West Master Plan. Specifically in regards to residential land use unit count, the proposed Stage I area includes the entirety of small lot Sub-

district 1. The Frog Pond West Master Plan establishes a range of 66 to 82 units for Sub-district 1. Within small lot sub-districts, a minimum of 10 percent of units must be duplexes or attached two-unit homes. The applicant proposes 82 units, 10 of which are attached two-unit single-family homes. The proposed number of units is within the allowed range and exceeds the minimum number of required duplex or attached two-unit homes.

Stage II Final Plan (DB18-0018)

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

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

Regarding the protection of natural features and other resources, the design of the project avoids disturbance of the significant natural features on the site, particularly the Boeckman Creek Canyon. The site elevation drops by approximately 25 ft. from east to west toward the Boeckman Creek Canyon. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes.

Site Design Review (DB18-0019)

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

Tentative Subdivision Plat (DB18-0020)

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

Type C Tree Removal Plan (DB18-0021)

The site elevation drops by approximately 25 ft. from east to west toward the Boeckman Creek Canyon. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family

homes. The extent of the necessary grading requires removal of 81 trees, the majority of trees on the site outside of the SROZ. The applicant proposes to preserve five trees, with two additional Douglas-fir trees left as snags near the SROZ. Three of the preserved trees (two Oregon white oaks and one bigleaf maple) are located in between the Boeckman Creek Trail and Lots 77-79. A 38-inch d.b.h. Oregon white oak is located south of Lot 12, in between the decorative wall along Boeckman Road and the landscape buffer. The design for this wall needs to keep the wall at native grade with no excavation to avoid significant root impacts. If this approach is not feasible, it may be necessary to remove this tree. The design of Tract G preserves a 56-inch Oregon white oak in excellent condition.

The proposed planting of 137 landscaping and street trees will mitigate for the removals.

SRIR Review (SI18-0003)

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

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

- 1) Residential lots and a small area of Street E within the Impact Area.
- 2) A regional bicycle/pedestrian trail.
- 3) Stormwater facilities in open space areas.
- 4) Stormwater outfalls – installation of pipe and outfall structures.

SROZ Boundary Verification (SI18-0004)

Consistent with Development Code requirements, a verification of the SROZ boundary is required at the time an applicant requests a land use decision. The applicant conducted a detailed site analysis consistent with Development Code requirements, which the City's Natural Resources Manager reviewed to verify the SROZ boundary.

Traffic Impacts:

The Traffic Impact Analysis (see Exhibit B1) performed by the City's consultant, DKS Associates, identifies the most probable used intersections for evaluation as:

- Boeckman Road/SW Parkway Avenue
- Boeckman Road/Canyon Creek Road
- Boeckman Road/Project Entrance Road (Street "A")
- Boeckman Road/Advance Road/SW Stafford Road/Wilsonville Road
- Wilsonville Road/Town Center Loop West
- Wilsonville Road/Town Center Loop East-Memorial Drive

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

Discussion Points:

Balancing Uses in Planter Strips

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

Boeckman Road Improvements

The City is responsible for the reconstruction/improvements to Boeckman Road per the Frog Pond West Master Plan. The City will undertake this construction following the issuance of an appropriate number of home building permits and depositing of sufficient funding into the infrastructure supplemental fee account. As part of this project, the applicant will dedicate right-of-way and construct a decorative wall and 10-foot planting area consistent with the Master Plan along the frontage outside of the right-of-way.

In the period between construction of Morgan Farm and completion of the Boeckman Road improvements, Condition of Approval PFD 8 requires construction of an enhanced pedestrian crossing on the west leg of the Boeckman Road/Street A intersection to provide safe pedestrian passage to existing City sidewalks. Additionally, this condition requires construction of a temporary pathway to fill a 190-foot gap in the sidewalk along the south side of Boeckman Road just west of Willow Creek Drive.

Lot and Design Standards for Attached Single-family Homes in Small Lot Sub-districts

The Frog Pond West Master Plan requires that small lot sub-districts more than 10 acres in size provide a minimum 10 percent of homes as duplexes or attached two-unit single-family homes.

The applicant proposes 10 attached two-unit single-family homes on corner lots, exceeding this requirement. The applicant proposes these homes as attached two-unit single-family homes rather than duplexes to facilitate the sale of the individual units to two different owners. As the lot development standards in the RN zone do not provide specific standards for attached single-family units regarding minimum lot size and lot width, these lots are considered equivalently to duplexes in meeting the RN zone development standards. As such, the review considers lot size and minimum lot width in combination when determining compliance with other standards in the RN zone.

Street Demonstration Plan Compliance

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

In order to achieve adequate spacing for lots while providing access throughout the subdivision, to the Boeckman Creek Trail, and to the future school site, the applicant proposes some limited variations from the Street Demonstration Plan. In particular, adherence to the curvilinear pattern of Street A, as shown in the Street Demonstration Plan, renders it difficult to orient lots along the east side of this street given the limitations on the rear of lots facing the adjacent school property. This proposed street alignment frames the future school site with a public street, with the sides of homes facing the school site. Likewise, the alignment of Streets A, C, and H allow for continuation of the grid shown in the Street Demonstration Plan at the time of future development to the north. The proposed variations provide substantially equivalent connectivity to the public, as required for a variation.

Woonerf Street

The list of cross sections in the Frog Pond West Master Plan includes a local street type called a “Woonerf”. This specialized street section is for low-volume, local streets that emphasize pedestrian safety, low impact storm water management, and traffic calming, while still maintaining connectivity. The applicant proposes Street B as a Woonerf, featuring a curvilinear design that provides wide landscaping areas to provide additional buffer for the double-frontage lots on the north side of the street.

Boeckman Creek Trail and SROZ

The applicant will construct a portion of the Boeckman Creek Regional Trail along the eastern edge of the SROZ. As noted in the Frog Pond West Master Plan, this trail will run along the western edge of the Frog Pond neighborhood, with access provided via trailheads at the termination of east-west streets in Frog Pond. South of Morgan Farm, the trail will descend into the Boeckman Creek Canyon, passing under Boeckman Road to run along the existing sewer line

easement. The City expects construction of this trail connection concurrent with the Boeckman Road bridge improvements.

The City's Parks and Recreation Advisory Board reviewed the proposed trail alignment in February 2018. The Parks and Recreation Advisory Board recommended that the DRB approve the proposed trailheads and trail alignment with the addition of a center dividing line on the trail for safety purposes. Condition of Approval PFD 10 ensures the painting of the center dividing line on the trail at the time of construction.

The Boeckman Creek Regional Trail will be located in Tract A, an open space tract including the SROZ and adjacent areas. The applicant proposes dedication of this tract to the City of Wilsonville. Condition of Approval PDD 8 ensures that dedication of this tract does not take place until mitigation of slope erosion and undocumented fill issues within the tract occurs to the satisfaction of the City.

Tract C Pedestrian Connection

The applicant's plans show Tract C as a combined pedestrian connection and emergency vehicle access point. The tract is 26 feet wide with a 20-foot-wide path and vehicle access. The provided pathway exceeds the typical cross section by ten feet and does not allow for the provision of required street trees along this pedestrian connection. Frog Pond West will continue to develop and will provide another secondary vehicular access point to Morgan Farm, removing the need for the emergency access point in this tract. Condition of Approval PDE 9 requires the applicant to convert Tract C to the ten-foot cross section with installation of street trees and lighting consistent with the Frog Pond West Master Plan upon completion of a secondary vehicular access point to Morgan Farm. This condition also requires the installation of pathway lighting along one side of the tract to provide uniform illumination along this path in its interim condition. The Condition of Approval requires approval of final design and placement by the City Engineer prior to installation.

Tree Removal

The applicant proposes leaving portions of two of the trees proposed for removal within the SROZ impact area standing as wildlife snags. Although left standing, the conversion of these trees into snags requires mitigation consistent with tree removal.

Nine of the trees proposed for removal are located along the northern property boundary under joint ownership or ownership of the property owner immediately to the north. Condition of Approval PDG 6 requires that before issuance of a Type C tree removal permit for these trees, the applicant obtain written permission of the property owner to the north.

Conclusion and Conditions of Approval:

Staff has reviewed the applicant's analysis of compliance with the applicable criteria. The Staff Report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based

Development Review Board Panel 'B' Staff Report May 24, 2018

Exhibit A1

Morgan Farm 82-Lot Single-Family Subdivision

DB18-0015 through DB18-0021, SI18-0003 & SI18-0004

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on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board recommend approval or approve, as relevant, the proposed application (DB18-0008 through DB18-0014, SI18-0001) with the following conditions:

Planning Division Conditions:

Request A: DB18-0015 Annexation

This action recommends to the City Council approval of Annexation for the subject properties. The Zone Map Amendment (DB18-0016) and all approvals contingent on it are contingent on annexation.
PDA 1. The developer shall be subject to a Development and Annexation Agreement with the City of Wilsonville as required by the Frog Pond West Master Plan. The developer shall enter in the Development and Annexation Agreement prior to issuance of any public works permits by the City within the annexation area.

Request B: DB18-0016 Zone Map Amendment

This action recommends adoption of the Zone Map Amendment to the City Council for the subject properties. This action is contingent upon annexation of the subject properties to the City of Wilsonville (DB18-0015). Case files DB18-0017, DB18-0018, DB18-0019, DB18-0020, DB18-0021, SI18-0003, and SI18-0004 are contingent upon City Council’s action on the Zone Map Amendment request.

Request C: DB18-0017 Stage I Master Plan

Approval of DB18-0017 (Stage I Master Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0016).
No conditions for this request

Request D: DB18-0018 Stage II Final Plan

Approval of DB18-0018 (Stage II Final Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0016).
PDD 1. The approved Stage II Final Plan (Final Plan) shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. The Planning Director through the Class I Administrative Review Process may approve minor changes to the Final Plan if such changes are consistent with the purposes and general character of the Final Plan. All other modifications shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. See Finding D7.
PDD 2. All crosswalks shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-colored concrete inlay between asphalt, or similar contrast). See Finding D25.
PDD 3. Any area, whether in a garage or in a driveway, counted as a required parking space shall have the minimum dimensions of 9 feet by 18 feet. See Finding D28.

PDD 4.	A waiver of remonstrance against formation of a local improvement district shall be recorded in the County Recorder's Office as well as the City's Lien Docket as part of the recordation of the final plat. See Finding D43.
PDD 5.	The design of the private access drive in Tract D shall provide for a useful lifespan and structural maintenance schedule comparable to a public local residential street. See Finding D52.
PDD 6.	All travel lanes shall be constructed to be capable of carrying a twenty-three (23) ton load. See Finding D54.
PDD 7.	On the Final Subdivision Plat, public pedestrian and bicycle access easements, including egress and ingress, shall be established across the entirety of all pathways located in private tracts. See Finding D22.
PDD 8.	Prior to transfer of Tract A to the City, the applicant/owner shall provide all necessary documentation, including, but not limited to environmental site assessment, removal and backfill of undocumented fill and repair and stabilization of erosion issues observed on Tract A to the satisfaction of the City. See Findings D31 and D34.
PDD 9.	At least one street tree, of a species and variety listed in the Frog Pond West Master Plan Neighborhood Street Tree List, shall be installed on Lots 13 and 14 fronting the private drive along the sidewalk. The street trees shall be the same on both Lots 13 and 14 but shall be of a different species than the street trees planted on Street B. The street trees shall be installed prior to occupancy of each home. The street trees shall be in a street tree easement granted to the City assuring long term preservation and maintenance of the tree as a street tree. See Finding D37.

Request E: DB18-0019 Site Design Review

Approval of DB18-0019 (Site Design Review) is contingent on City Council approval of the Zone Map Amendment request (DB18-0016).	
PDE 1.	Construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding E3.
PDE 2.	All landscaping and site furnishings required and approved by the Board for common tracts shall be installed prior to issuance of a building permit for the 42 nd lot, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of issuance of the permit. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time

	authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City will be returned to the applicant/owner. See Finding E12.
PDE 3.	All street trees and other right-of-way landscaping shall be installed in right-of-way fronting a lot prior to issuance of an occupancy permit for a home on the lot. See Finding E12.
PDE 4.	The approved landscape plan is binding upon the applicant/owner. Substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan shall not be made without official action of the Planning Director or Development Review Board, pursuant to the applicable sections of Wilsonville’s Development Code. See Finding E13.
PDE 5.	All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Board, unless altered as allowed by Wilsonville’s Development Code. See Findings E14 and E15.
PDE 6.	The following requirements for planting of shrubs and ground cover shall be met: <ul style="list-style-type: none"> • Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch. • Native topsoil shall be preserved and reused to the extent feasible. • Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings. • All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10” to 12” spread. • Shrubs shall reach their designed size for screening within three (3) years of planting. • Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4” pot spaced 2 feet on center minimum, 2-1/4” pots spaced at 18 inch on center minimum. • No bare root planting shall be permitted. • Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. • Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations. • Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding E19.
PDE 7.	All trees shall be balled and burlapped and conform in size and grade to “American Standards for Nursery Stock” current edition.
PDE 8.	Plant materials shall be installed to current industry standards and be properly staked to ensure survival. Plants that die shall be replaced in kind, within one

	growing season, unless appropriate substitute species are approved by the City. See Finding E20.
PDE 9.	<p>In the Frog Pond West Master Plan, Tract C is shown as a pedestrian connection. The applicant/owner shall install pedestrian scale lighting along one side of the Interim Emergency Vehicle Secondary Access, allowing sufficient setback as to not interfere with an emergency vehicle.</p> <p>As Frog Pond West develops in the future and other street connections are made, this Interim Emergency Vehicle Secondary Access will no longer be needed and Tract C shall revert to a pedestrian connection consistent with the cross section, lighting, and street tree provisions of the Frog Pond West Master Plan. The applicant/owner shall have an engineer’s estimate prepared for the demolition and removal of ten feet of this interim connection, and cost to add landscaping and extending the irrigation system; the estimate shall be reviewed and approved by the City. The applicant/owner shall deposit 150% of the engineer’s estimate with the City prior to the City accepting public improvements for the project. See Findings E24 and E27.</p>
PDE 10.	The applicant/owner shall work with the applicant/owner for the Stafford Meadows project to develop a design for a unifying sign cap for use on street name signs throughout the entirety of the Frog Pond West Master Plan area. Such design shall be given to the City for production and developers will buy the signs from the City. The applicant/owner shall submit the final design to the Planning Division and receive final approval from the Planning Division and City Engineer prior to issuance of any public works permits for the proposed development. See Finding E29.

Request F: DB18-0020 Tentative Subdivision Plat

Approval of DB18-0020 (Tentative Subdivision Plat) is contingent on City Council approval of the Zone Map Amendment request (DB18-0016).	
PDF 1.	Any necessary easements or dedications shall be identified on the Final Subdivision Plat.
PDF 2.	The Final Subdivision Plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or type, and any other information that may be required as a result of the hearing process for the Stage II Final Plan or the Tentative Plat.
PDF 3.	Where any street will be extended signs stating “street to be extended in the future” or similar language approved by the City Engineer shall be installed. See Finding F13.
PDF 4.	Prior to the recording of the final plat of the subdivision, the applicant/owner shall submit for review and approval by the City Attorney CC&R’s, bylaws, etc. related to the maintenance of the open space tracts. Such documents shall assure the long-term protection and maintenance of the open space tracts.

PDF 5.	For all public pipeline easements, public access easements, and other easements, as required by the city, shown on the Final Subdivision Plat, the applicant/owner and the City shall enter into easement agreements on templates established by the City specifying details of the rights and responsibilities associated with said easements and such agreements will be recorded in the real property records of Clackamas County.
PDF 6.	With the Final Subdivision Plat a street tree easement shall be granted for Lots 13 and 14 along the private drive guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees located on private property. See Finding F20.

Request G: DB18-0021 Type C Tree Plan

Approval of DB18-0021 (Type C Tree Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0016).	
PDG 1.	This approval for removal applies only to the 81 trees identified in the applicant’s submitted Tree Maintenance and Protection Plan, see Exhibit B1. All other trees on the property shall be maintained unless removal is approved through separate application.
PDG 2.	The applicant/owner shall submit an application for a Type ‘C’ Tree Removal Permit on the Planning Division’s Development Permit Application form, together with the applicable fee. In addition to the application form and fee, the applicant/owner shall provide the City’s Planning Division an accounting of trees to be removed within the project site, corresponding to the approval of the Development Review Board. The applicant/owner shall not remove any trees from the project site until the tree removal permit, including the final tree removal plan, have been approved by the Planning Division staff. See Finding G19.
PDG 3.	The applicant/owner shall install the required 81 mitigation trees, as shown in the applicant’s sheets L2, L4, L5, L6, and L10 per Section 4.620 WC.
PDG 4.	The permit grantee or the grantee’s successors-in-interest shall cause the replacement trees to be staked, fertilized and mulched, and shall guarantee the trees for two (2) years after the planting date. A “guaranteed” tree that dies or becomes diseased during the two (2) years after planting shall be replaced.
PDG 5.	Prior to site grading or other site work that could damage trees, the applicant/owner shall install six-foot-tall chain-link fencing around the drip line of preserved trees. The fencing shall comply with Wilsonville Public Works Standards Detail Drawing RD-1230. See Finding G25.
PDG 6.	The applicant/owner shall obtain written consent of the adjoining property owner prior to issuance of a Type ‘C’ Tree Removal Permit for trees #7572, #7573, #7576, #7577, #7578, #7579, #7581, #7582, and #7585 identified in the Tree Maintenance and Protection Plan along the northern boundary line of the subject property.
PDG 7.	Special care shall be taken in designing the footings for the wall along Boeckman Road near tree #6119 identified in the Tree Maintenance and Protection Plan so that

the wall is at native grade with no excavation to avoid significant root impacts. The contractor shall coordinate with the project arborist prior to adjusting protection fencing for wall construction. Within the dripline circle, columns shall be excavated with hand tools only. The contractor shall contact the project arborist if tree roots are encountered in order to assess root impacts and document root pruning. If this approach is not feasible, it may be necessary to remove this tree. Under this circumstance, removal of this tree would be approved through separate application. See Finding G5.

PDG 8. Encroachment of tree protection fencing is allowed for trees #5994, #5140, #5129, #5130, #5133 and #5134 as noted in the Tree Maintenance and Protection Plan. Tree protection fencing shall not be removed without the arborist present onsite and prior notice given to the Planning Division.

Request H: SI18-0003 SRIR Review

Approval of SI18-0003 (SRIR Review) is contingent on City Council approval of the Zone Map Amendment request (DB18-0016).

No conditions for this request.

Request I: SI18-0004 SROZ Boundary Verification

Approval of SI18-0004 (SROZ Boundary Verification) is contingent on City Council approval of the Zone Map Amendment request (DB18-0016).

No conditions for this request.

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

Engineering Division Conditions:

Request D: DB18-0018 Stage II Final Plan

PF1 1. Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1 and to specifics as found in the Frog Pond West Master Plan (July 17, 2017).

PF1 2. Streets shall be constructed per the street type and cross section as shown in the Frog Pond West Master Plan. Minimum structural thickness for public streets and

	<p>adjacent private streets is 4" of asphalt over a suitable base rock as designed by a geotechnical engineer.</p> <p>An exception to this is Street A, south of Street E. Being adjacent to a future, proposed school site Street A will be four feet wider than the typical local street from Boeckman Road to Street E.</p>
PFD 3.	The City understands that the West Linn – Wilsonville School District has dedicated 10 feet of land from tax lot 31W12D 02300 and that the applicant/owner will use this dedication to install 10 feet of pavement for Street A. The applicant/owner shall work with the School District and City to obtain all material necessary to finalize this roadway dedication.
PFD 4.	Development of the land north of Street G is unknown at this time (Sheet 9 of 13 of the preliminary plan set dated 02/2018). Therefore, this segment of Street G will be allowed to be designed for a 5" section of asphalt and paved with a single 3" base lift with the proposed development; 2" top lift to be completed by adjacent development when it occurs. Alternately, if constructed with a 4" section of asphalt the adjacent development would be required to complete a 2" grind and overlay of Street E after utility services are installed.
PFD 5.	<p>The applicant/owner shall install LED street lighting in compliance with the Public Works Standards and Frog Pond West Master Plan. The street lighting shall be Westbrook style streetlights.</p> <p>The applicant/owner shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets.</p>
PFD 6.	The Interim Emergency Vehicle Secondary Access through Tract C shall be constructed up to the existing edge of pavement on Boeckman. Removable bollards or No-Vehicle access signage will be installed at both ends of the access to prevent unauthorized use; TVF&R approved locks shall be installed.
PFD 7.	Street A shall be constructed completely up to the current edge of the paved section of Boeckman Road. The sidewalk at the south end of Street A shall be constructed as shown on Sheet 7 of 13 of the preliminary plan set dated 02/2018. Curb and gutter shall be constructed completely up to the point of tangency adjacent to Boeckman road as shown on Sheet 7 of 13 of the preliminary plan set dated 02/2018; this allows for complete construction of the ADA ramps.
PFD 8.	The applicant/owner shall be required to provide safe pedestrian passage to existing City sidewalks. On the west leg of the Boeckman Road/Street A intersection this will require construction of an enhanced pedestrian crossing. Current City approved enhanced crossings consist of Rectangular Raped Flashing Beacons and continental style crosswalks. Additionally, the applicant/owner shall be required to construct ADA ramps on both sides of this pedestrian crosswalk on Boeckman Road.

	<p>Additionally, there is an approximate 190-foot gap in the sidewalk along the south side of Boeckman Road just west of Willow Creek Drive. The applicant/owner shall install a temporary, minimum 5-foot-wide hard surface pathway from the east edge of the Arbor Crossing development to Willow Creek Drive. The applicant/owner shall work with City staff in locating this temporary sidewalk to minimize damage to existing trees.</p>
PFD 9.	<p>Street G (as shown on the Preliminary Plat dated 02/2018) is a partial street and shall be constructed with a minimum paved width of 20 feet to meet TVF&R requirements.</p>
PFD 10.	<p>The applicant/owner shall build a section of the Boeckman Creek Trail as shown on sheet 12 of 13 of the Preliminary Plans dated 02/2018. Design and construction shall include Trailhead Parks with pedestrian scale lighting, viewing areas, and signage. A center dividing line shall be striped on the trail.</p> <p>The trail cross-section shall be compliant with Figure 32 of the Frog Pond West Master Plan and designed in conformance with City Public Works Standards. Removable bollards shall be installed where the trail intersects with public or private streets.</p> <p>Extension of the trail south in the Boeckman Creek watershed shall be the responsibility of the City.</p>
PFD 11.	<p>The Boeckman Trail and Trailhead Park are included in the City's Master Plan projects. The applicant/owner shall be credited for costs of design and construction of the Boeckman Trail and Trailhead Park and associated amenities through Parks SDC credits as provided in the Development and Annexation Agreement.</p>
PFD 12.	<p>Rainwater management components will be allowed to be located in the public right-of-way, however the applicant/owner shall work with City staff for location and extent of these facilities, location of streetlights when adjacent to a stormwater facility, and location of street trees adjacent to a stormwater facility.</p>
PFD 13.	<p>For the stormwater facilities on Tract F, access to the inlet and outlet structures shall be provided per Sec. 301.4.10 of the Public Works Standards.</p>
PFD 14.	<p>All rainwater management components located on private tax lots or tracts shall have a stormwater maintenance easement over them. All rainwater management components on either private land or in the public right-of-way shall be privately maintained by a qualified landscaper.</p>
PFD 15.	<p>The applicant/owner shall release treated stormwater via two pipes and outlets located on Tract A at or near the bottom of the slopes (as shown on sheet 9 of 13 of the Preliminary Plans dated 02/2018). Pipes shall be welded HDPE pipe anchored to the ground; outlets shall be through a ditch inlet and associated protective riprap. The City understands that access to these outfalls will be limited to foot traffic.</p>
PFD 16.	<p>For the public water system, two connection points to the existing water main in Boeckman Road shall be required to provide redundancy. The proposed 8" water</p>

	main tie-ins on Boeckman Road at Tract C and Street A shall have a 12" x 12" x 8" tee and three-way valve cluster at each location.
PFD 17.	Sanitary sewer within the project shall be constructed with minimum slopes to maintain maximum depths to allow greater service to undeveloped land north and east of the proposed project. The applicant/owner shall design and construct the sanitary connection to a manhole south of Tract C at a location approximately 18.5 feet north of the street centerline.
PFD 18.	For the sanitary sewer system connection the City will undertake design of the connection from the termination of the applicant/owner's responsibility (PFD 19) to the City's existing sanitary main in the Boeckman Creek drainage. However, construction of the sewer shall be done by the applicant/owner. Reimbursement/credit for the construction cost shall be as provided in the Development and Annexation Agreement.
PFD 19.	Sanitary, storm and water public utility systems shall be extended to the northerly and easterly limits of the site.
PFD 20.	The applicant/owner shall provide sufficient mailbox units for this proposed development. The applicant/owner shall construct a mail kiosk at a location(s) coordinated with City staff and the Wilsonville U.S. Postmaster.
PFD 21.	At the time of plan submittal for a Public Works Permit, the applicant/owner shall provide to the City a copy of correspondence showing that the plans have also been distributed to the franchise utilities. Prior to issuance of a Public Works Permit, the applicant/owner shall have coordinated the proposed locations and associated infrastructure design for the franchise utilities. Should permanent construction easements or right-of-way be required to construct the public improvements or to relocate a franchised utility, the applicant/owner shall provide a copy of the recorded documents. Should the construction of public improvements impact existing utilities within the general area, the applicant/owner shall obtain written approval from the appropriate utility prior to commencing any construction.
PFD 22.	Structural retaining wall calculations shall be submitted to engineering for review and approval.

Request F: DB18-0020 Tentative Subdivision Plan

PFF 1.	In the Frog Pond West Master Plan, Boeckman Road is shown with an 81-foot right-of-way. Presently, the Boeckman Road right-of-way is insufficient to accommodate full build-out of the roadway as depicted in the Frog Pond West Master Plan. The applicant/owner shall be required to dedicate 10.5 feet of right-of-way along the Boeckman Road frontage to provide for a total 40.5-foot half-street right-of-way width.
PFF 2.	Lots 1, 30, 31, 46, 54 and 55 (as shown on the Preliminary Plat dated 02/2018) shall not be allowed to take vehicle access from Street A.
PFF 3.	Lots 1 through 12 (as shown on the Preliminary Plat dated 02/2018) shall not be allowed to take vehicle access from Boeckman Road.

PFF 4.	Tracts D and E (as shown on the Preliminary Plat dated 02/2018) shall have public access over their entirety.
PFF 5.	If franchise utilities are installed with Tracts D or E they shall be located within a minimum, 3-foot wide PUE located at back of curb.

Natural Resources Division Conditions:

All Requests

NR 1.	Natural Resource Division Requirements and Advisories listed in Exhibit C3 apply to the proposed development.
NR 2.	The Significant Resource Overlay Zone (SROZ) identified as Tract A shall be identified in a conservation easement. The applicant shall record the conservation easement with Clackamas County Clerk’s office. The conservation easement shall include language prohibiting any disturbance of natural vegetation without first obtaining approval from the City Planning Division and the Natural Resources Program Manager. The conservation easement shall be reviewed by the City Attorney prior to recording.

Building Division Conditions:

All Requests

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

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB18-0015 through DB18-0021, SI18-0003 and SI18-0004. The exhibit list below reflects the electronic record posted on the City's website and retained as part of the City's permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City's website and retained as part of the City's permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

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

Materials from Applicant

B1. Applicant's Narrative and Materials

- Completeness Response
- Application
- Compliance Narrative
- Annexation Petition & Legal Description
- Zone Change Legal Descriptions
- DKS Trip Generation Report
- SROZ/SRIR Report
- DSL Report Wetland Determination
- Arborist Report
- Geotechnical Report
- Storm Drainage Report
- Retaining Walls Details
- Republic Services Letter
- Parks Board Review
- School District Dedication Legal Description
- Title Report and Tax Map
- Subdivision Name Request
- Reduced Plans 11x17

B2. Drawings and Plans

- 1 Cover Sheet
- 2 Existing Conditions and Demolition Plan
- 2A Existing Tree Table
- 3 Zone Map Amendment Plan
- 4 Stage I Master Plan – Conceptual
- 5 Stage II Development Plan – Preliminary Plat

6 Preliminary Grading and Erosion Control Plan
7 Preliminary Streets Plan
8 Typical Street Sections
9 Preliminary Utility Plan
10 Preliminary Tree Removal & Protection Plan
10A Tree Protection Specifications
11 Future Trail Plan and Profile
12 Preliminary Trail A & B Plan and Profile
13 Circulation and Aerial Plan
L1 Context/Key Plan Landscape
L2 Trailhead #1 – Landscape Plan
L3 Trailhead #2 – Landscape Plan
L4 Trailhead #3 – Landscape Plan
L5 Private Open Space – Tract ‘G’ Landscape Plan
L6 Private Open Space – Tract ‘F’ Landscape Plan
L7 Site Furnishings
L8 Site Furnishings
L9 Landscape Buffer along Boeckman Road and Wall and Fences
L10 Development Street Trees Landscape Plan
L11 Private and Public LIDA (Stormwater) Facilities Landscape Plan
E0.1 Street Lighting Schedules, Notes, and Symbol Legend
E0.2 Street Lighting Details
E1.0 Street Lighting Partial Site Plan Photometric
E1.1 Street Lighting Partial Site Plan Photometric
1 Preliminary Stormwater Management Plan

Development Review Team Correspondence

- C1. Engineering Requirements
- C2. Public Works Comments
- C3. Natural Resource Requirements

Other Correspondence

None Received

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application on February 15, 2018. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on March 13, 2018. The applicant submitted additional material on March 30, 2018 and again on

April 26, 2018. Planning Staff deemed the application complete on April 27, 2018. The City must render a final decision for the request, including any appeals, by August 25, 2018.

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	RRFF-5	Rural Residential/Agriculture
East:	RRFF-5	School/Agriculture
South:	RA-H, PDR-4	Boeckman Road, Open Space, Single-family residential
West:	RA-H, PDR-2	Single-family residential

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

Findings:

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

General Information

Application Procedures-In General

Section 4.008

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

Initiating Application

Section 4.009

The property owner, Jim Wolfston, signed the submitted application form.

Pre-Application Conference

Subsection 4.010 (.02)

Following a request from the applicant, the City held two pre-application conferences for the proposal on August 17, 2017 (PA17-0015) and December 21, 2018 (PA17-0025) in accordance with this subsection.

Lien Payment before Approval

Subsection 4.011 (.02) B.

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

General Submission Requirements

Subsection 4.035 (.04) A.

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

Zoning-Generally

Section 4.110

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

Request A: DB18-0015 Annexation

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

Comprehensive Plan-Annexation and Boundary Changes

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

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

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

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

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

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

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

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

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

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

Wilsonville Development Code-Annexation

Authority to Review Quasi-Judicial Annexation Requests

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

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

Procedure for Review, Etc.

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

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

Adoption of Development Agreement with Annexation

Subsection 4.700 (.05)

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

Metro Code

Local Government Boundary Changes

Chapter 3.09

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

Oregon Revised Statutes (ORS)

Authority and Procedure for Annexation

ORS 222.111

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

Procedure Without Election by City Electors

ORS 222.120

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

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

Annexation by Consent Before Public Hearing

ORS 222.170

A12. All property owners owning more than half of the land to be annexed representing more than half of the assessed value of the real property within the annexed area have provided their consent in writing. However, the City is following a public hearing process as prescribed in the City's Development Code concurrent with a Zone Map Amendment request and other quasi-judicial land use applications.

Oregon Statewide Planning Goals

Statewide Planning Goals

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

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

Request B: DB18-0016 Zone Map Amendment

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

Comprehensive Plan

"Residential Neighborhood" on the Comprehensive Plan Map

Implementation Measure 4.1.7.a.

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

"Residential Neighborhood" Zone Applied Consistent with Comprehensive Plan

Implementation Measure 4.1.7.C.

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

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

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

Residential Density
Implementation Measure 4.1.4.u.

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

Purpose of Residential Neighborhood Designation
Implementation Measure 4.1.7.a.

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

Development Code

Zoning Consistent with Comprehensive Plan
Section 4.029

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

Base Zones
Subsection 4.110 (.01)

- B7.** The requested zoning designation of Residential Neighborhood (RN) is among the base zones identified in this subsection.

Residential Neighborhood (RN) Zone

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

- B8.** The request to apply the Residential Neighborhood Zone on lands with the Residential Neighborhood Comprehensive Plan Map designation enables a planned development

process implementing the Residential Neighborhood policies and implementation measures of the Comprehensive Plan and the Frog Pond West Master Plan.

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

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

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

- B10.** The Frog Pond West Master Plan establishes a range of 66 to 82 units for Sub-district 1. The applicant proposes 82 units, which is the maximum of the allowed range.

Request C: DB18-0017 Stage I Preliminary Plan

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

Comprehensive Plan

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

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

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

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

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

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

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

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

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

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

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

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

Consistency with Street Demonstration Plans May Be Required
Implementation Measure 3.2.2

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

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

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

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

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

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

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

Residential Density
Implementation Measure 4.1.4.u.

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

Planned Development Regulations

Planned Development Lot Qualifications
Subsection 4.140 (.02)

C12. The planned 82-lot subdivision will accommodate attached and detached single-family homes, provide functional public streets, and be surrounded by open space and recreational opportunities consistent with the purpose of Section 4.140. The subject property is 20.13 acres and is suitable for planning and development. The property is not currently nor is proposed to be zoned "PD". Concurrently with the request for a Stage I Master Plan, the applicant proposes to rezone the property to RN (Residential Neighborhood). Pursuant to the Frog Pond West Master Plan development in the RN zone follows the same planned development procedure as PDR zones.

Ownership Requirements
Subsection 4.140 (.03)

C13. The owner of the subject property has signed an application form included with the application.

Professional Design Team
Subsection 4.140 (.04)

C14. Ben Altman of Pioneer Design Group is the coordinator of a professional design team with all the necessary disciplines including engineers, a landscape architect, and a planner among other professionals.

Planned Development Application Requirements
Subsection 4.140 (.07)

- C15.** Review of the proposed Stage I Master Plan has been scheduled for a public hearing before the Development Review Board in accordance with this subsection and the applicant has met all the applicable submission requirements as follows:
- The property affected by the Stage I Master Plan is under an application by the property owner.
 - The applicant submitted a Stage I Master Plan request on a form prescribed by the City.
 - The applicant identified a professional design team and coordinator. See Finding C14.
 - The applicant has stated the uses involved in the Master Plan and their locations.
 - The applicant provided the boundary information.
 - The applicant has submitted sufficient topographic information.
 - The applicant provided a tabulation of the land area to be devoted to various uses.
 - The applicant proposes a single phase of development.
 - Any necessary performance bonds will be required.

Standards for Residential Development in Any Zone

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

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

Residential Neighborhood Zone

Permitted Uses
Subsection 4.127 (.02)

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

Residential Neighborhood Sub-districts
Subsection 4.127 (.05)

- C18.** The proposed Stage I Master Plan area includes the entirety of Sub-district 1 shown in Figure 6 of the Frog Pond West Master Plan.

Minimum and Maximum Residential Units
Subsection 4.127 (.06)

- C19.** The Frog Pond West Master Plan establishes a range of 66 to 82 units for Sub-district 1. The applicant proposes 82 units, which is the maximum of the allowed range.

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

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

Request D: DB18-0018 Stage II Final Plan

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

Planned Development Regulations

Planned Developments Lot Qualifications
Subsection 4.140 (.02)

D1. The planned 82-lot subdivision will accommodate attached and detached single-family homes, provide functional public streets, and be surrounded by open space and recreational opportunities consistent with the purpose of Section 4.140. The subject property is 20.13 acres and is suitable for planning and development. The property is not currently nor is proposed to be zoned "PD". Concurrently with the request for a Stage I Master Plan, the applicant proposes to rezone the property to RN (Residential Neighborhood). Pursuant to the Frog Pond West Master Plan development in the RN zone follows the same planned development procedure as PDR zones.

Ownership Requirements
Subsection 4.140 (.03)

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

Professional Design Team
Subsection 4.140 (.04)

D3. Ben Altman of Pioneer Design Group is the coordinator of a professional design team with all the necessary disciplines including engineers, a landscape architect, and a planner among other professionals.

Stage II Final Plan Submission Requirements and Process

Consistency with Comprehensive Plan and Other Plans

Subsection 4.140 (.09) J. 1.

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

Traffic Concurrency

Subsection 4.140 (.09) J. 2.

- D5.** The Traffic Impact Analysis (see Exhibit B1) performed by the City's consultant, DKS Associates, identifies the most probable used intersections for evaluation as:
- Boeckman Road/SW Parkway Avenue
 - Boeckman Road/Canyon Creek Road
 - Boeckman Road/Project Entrance Road (Street "A")
 - Boeckman Road-Advance Road/SW Stafford Road-Wilsonville Road
 - Wilsonville Road/Town Center Loop West
 - Wilsonville Road/Town Center Loop East-Memorial Drive

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

Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

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

Adherence to Approved Plans

Subsection 4.140 (.09) L.

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

General Residential Development Standards

Effects of Compliance Requirements and Conditions on Cost of Needed Housing Subsection 4.113 (.14)

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

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

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

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

D10. Consistent with City and other standards, the applicant proposes protection of the SROZ, with ultimate dedication of the SROZ tract to the City. The design of the proposed Boeckman Creek Trail and trailhead improvements minimize impacts to the SROZ. Outside the SROZ, the developer will minimize grading to only what is required to install site improvements and build homes. The applicant proposes to fill a small, non-significant wetland on the east side of the property, and has submitted the required Joint Permit Application to fill this wetland. The applicant has designed, and will construct, water, sewer, and storm water infrastructure in accordance with the applicable City requirements in order to minimize adverse impacts on the site, adjacent properties, and surrounding resources.

Residential Neighborhood (RN) Zone

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

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

Name of Standard	Details of Standard	Met or Exceeded	Compliance Notes
Min. Lot Size	4,000 sf 6,000 sf for duplex units*	Yes	The smallest lot size for a detached single-family home is 4,000 sf. The smallest combined lot size for attached single-family units is 6,446 sf.

Min. Lot Depth	60 feet	Yes	The smallest lot depth is 89 feet.
Max. Lot Coverage	60%	Can be met	The example house plans submitted by the applicant range in size from approximately 1,700 to 2,800 sf. Assuming the lot footprint is about half of the overall square footage, the applicant could place one or more example floor plan on each proposed lot and not exceed max. lot coverage.
Min. Lot Width	35 feet	Yes	The smallest lot width for a detached single-family home is 35 feet. The smallest combined lot width for attached single-family units is 65 feet.
Max. Bldg Height	35 feet	Can be met	The example house plans are less than 35 feet in height.
Min. Front Setback	12 feet	Can be met	By exceeding the min. lot depth, sufficient space exists to allow meeting of front setbacks.
Min. Rear Setback	15 feet	Can be met	By exceeding the min. lot depth, sufficient space exists to allow meeting of rear setbacks.
Min. Side Setback	5 feet (10 feet for corner lots)	Can be met	By meeting the min. lot width, sufficient space exists to allow meeting of side setbacks.
Min. Garage Setback from Alley	18 feet	Can be met	By exceeding the min. lot depth, sufficient space exists to allow meeting of alley setbacks.
Min. Garage Setback from Street	20 feet	Can be met	By exceeding the min. lot depth, sufficient space exists to allow meeting of garage setbacks.

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

Wall and Landscaping for Lots Adjacent to Boeckman Road

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

D12. Submitted plans show Lots 1-12 adjacent to Boeckman Road. Sheets L1 and L9 show a brick and aluminum fence along the Boeckman Road frontage of these lots. The design and materials for the wall shown on Sheet L9 are consistent with Figure 10. Sheet L9 shows

low shrubs and ornamental plants at the base of the wall and in the planted buffer area consistent with Figure 10.

Open Space Requirements

Subsection 4.127 (.09)

D13. As stated in Subsection 4.127 (.09) B. 2., R-5 sub-districts require 10 percent of the net developable area to be in open space. Net developable area does not include land for nonresidential uses, SROZ-regulated lands, streets and private drives, alleys and pedestrian connections. Of this open space, 50 percent is to be usable open space. The net developable area is approximately 384,125 square feet. Therefore, the design must provide a minimum of 38,512 square feet of open space, including 19,256 square feet of usable open space. The proposed preliminary plat provides a total of 39,654 square feet of general open space outside of the SROZ, equaling 10.3 percent of the net developable area. The proposed usable open space totals 41,952 square feet, exceeding the total amount of general open space outside of the SROZ due to the inclusion of portions of the Boeckman Creek Trail within the SROZ. Useable open space also includes portions of Tract A, Tract C, Tract F, and Tract G, exceeding the 50 percent requirement.

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

D14. The block size and shape, access, and connectivity of the proposed subdivision complies with Figure 18 of the Frog Pond West Master Plan or is an allowed variation as follows:

- Street A: Southern portion of alignment consistent with Figure 18. Northern portion varies from Figure 18 to follow western boundary of school property to the east.
- Streets B and G: Alignment generally consistent with Figure 18.
- Street C: Southern portion of alignment generally consistent with Figure 18. Northern portion varies from Figure 18 to continue in a straight north-south alignment.
- Street D: New street not shown on Figure 18, provides additional east-west connectivity.
- Street E: Alignment varies from Figure 18, which shows an east-west pedestrian connection in this location. Current alignment allows for a direct access point to the school property to the east.
- Street F: New street not shown on Figure 18.
- Street G: Alignment generally consistent with Figure 18. Street G extends westward to Street F, connecting to the northernmost Boeckman Creek Trailhead.
- Pedestrian Connections between Street B and Boeckman Road: The applicant proposes only one pedestrian connection instead of the two shown in Figure 18; however, the City anticipates a second connection to Boeckman Road in coordination with the construction of the Boeckman Creek trail. The public connection from Street B is via an easement over a private tract.

In order to achieve adequate spacing for lots while providing access throughout the

subdivision, to the Boeckman Creek Trail, and to the future school site, the applicant proposes the above variations from the Street Demonstration Plan as shown in Figure 18. In particular, adherence to the curvilinear pattern of Street A, as shown in the Street Demonstration Plan, renders it difficult to orient lots along the east side of this street given the limitations on the rear of lots facing school property, as noted in Finding D22. This street alignment frames the future school site with a public street, with the sides of homes facing the school site. Likewise, the alignment of Streets A, C, and H allow for continuation of the grid shown in the Street Demonstration Plan at the time of future development to the north. The efficient use of land while providing substantially equivalent connectivity justify the variation consistent with this subsection.

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

D15. The proposed subdivision provides lots of sufficient size and of a typical orientation to enable the meeting of the entrance, garage, residential design, and fence standards. The City will verify compliance with the review of building permits for individual homes.

Street-Facing Garage Walls - Duplexes Subsection 4.127 (.15) B. 3. A.

D16. The applicant proposes Lots 23, 24, 53, 54, 61, and 62 as attached single-family units with front-loaded garages. While the applicant proposes these attached units on individual lots, this review considers them equivalently to duplexes in meeting the RN zone development standards. The lots have a combined lot width of more than 50 feet. The length of the garage wall facing the street may be up to 50 percent of the total combined length of the street-facing building façade. The City will verify compliance with the review of building permits for individual homes.

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

D17. The applicant proposes one alley, Tract E, providing access to the rear of Lots 31-46. The applicant proposes garages oriented to this alley and a rear garage setback of 18 feet will apply. The City will verify compliance with the review of building permits for individual homes.

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

D18. The applicant proposes 10 attached single-family homes on Lots 23, 24, 31, 32, 39, 40, 53, 54, 61, and 62. These lots, located on street corners, comprise 12 percent of the homes proposed in the subdivision, exceeding the 10 percent requirement.

Fences

Subsection 4.127 (.17)

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

Homes Adjacent to Schools, Parks and Open Space

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

- D20.** Lots 1, 30, 31, 46, 54, and 55 are subject to this Development Code subsection. The side of Lots 1, 30, 31, 46, 54, and 55 face a future primary school to the east. The City will review the building permits for homes on these lots to ensure compliance with the standards of this subsection. No rear lot lines face schools or parks. The rear of Lots 76-82 face the SROZ and are not subject to the requirements of this Development Code subsection. The Frog Pond West Master Plan requires minimization of rear-yard orientation to the SROZ, and recommends transparent fencing and enhanced elevations adjacent to the SROZ. Three trailheads and other open space tracts along the SROZ boundary meet the intent of the Master Plan recommendations.

SROZ Regulations

Uses and Activities Exempt from These Regulations

Section 4.139.04

- D21.** The proposed Boeckman Creek Trail improvement is exempt from SROZ regulations of the SROZ Ordinance as it provides pedestrian and bicycle access to or across a sensitive area at the location shown in the Frog Pond West Master Plan, a sub-component of Wilsonville's Comprehensive Plan. Encroachments into the SROZ from the proposed stormwater piping and outfalls are also exempt as service connection laterals and service utility extensions.

On-site Pedestrian Access and Circulation

Continuous Pathway System

Section 4.154 (.01) B. 1.

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

The City will construct additional sidewalks and bike paths along Boeckman Road with planned City-led improvements. Prior to the completion of these improvements, Condition of Approval PFD 8 requires the applicant/owner to construct an enhanced pedestrian crossing and install a temporary, minimum five-foot-wide hard surface pathway from the east edge of the Arbor Crossing development to Willow Creek Drive. This ensures the proposed development can access the City's existing network of sidewalks prior to completion of the Boeckman Road improvements.

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

D23. The submitted plans show sidewalk and pathways providing safe, direct, and convenient consistent with Figure 18 of the Frog Pond West Master Plan.

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

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

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

D25. Condition of Approval PDD 2 requires all crosswalks shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-colored concrete inlay between asphalt, or similar contrast).

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

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

Parking Area Design Standards

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

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

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

D28. The applicable standards are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. All spaces accessible and usable for Parking	<input checked="" type="checkbox"/>	Though final design of garages and driveways is not part of the current review they are anticipated to meet the minimum dimensional standards to be considered a parking space as well as fully accessible. Condition of Approval PDD 3 requires the dimensional standards to be met.
I. Surfaced with asphalt, concrete or other approved material.	<input checked="" type="checkbox"/>	Garages and driveways will be surfaced with concrete.
Drainage meeting City standards	<input checked="" type="checkbox"/>	Drainage is professionally designed and being reviewed to meet City standards
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate.	<input checked="" type="checkbox"/>	The parking areas will be typical single-family design adequate to maneuver vehicles and serve the needs of the homes.
A.2. To the greatest extent possible, vehicle and pedestrian traffic separated.	<input checked="" type="checkbox"/>	Pursuant to Section 4.154 pedestrian circulation is separate from vehicle circulation by vertical separation except at driveways and crosswalks.

Other General Regulations

Access, Ingress and Egress Subsection 4.167 (.01)

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

Double Frontage Lots Section 4.169

D30. The applicant proposes eight double-frontage lots, Lots 23-30. The lot size is adequate to meet the front yard setback on both Street B and Street D. The proposed Woonerf design of Street B will add additional landscaped buffering on the rear side of these lots.

Protection of Natural Features and Other Resources

General Terrain Preparation Section 4.171 (.02)

D31. The major natural feature associated with this development is Boeckman Creek and its associated riparian canyon. This area is designated for protection as SROZ and is proposed to ultimately be dedicated to the City. Condition of Approval PDD 8 will ensure

channel restoration is completed within Tract A prior to dedication to the City. Prior to any site earth work a grading permit must be issued by the City's Building Division ensuring planned grading conforms with the Uniform Building Code. Contractors will also use erosion control measures, and stake and protect SROZ and preserved trees prior to commencement of site grading. The elevation drops by approximately 25 feet from east to west toward the Boeckman Creek Canyon. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site outside of the SROZ.

Hillsides

Section 4.171 (.03)

- D32.** The steeper slopes within this property are all related to the Boeckman Creek Canyon, within the SROZ. The applicant has provided a Geotechnical report addressing slope stability and providing setback recommendations from the slope break. All buildable areas of lots will be set back a minimum of 20 feet from the slope break. All lots adjacent to the SROZ have sufficient depth to avoid any structural impacts within 20 feet of the top the slope break.

Trees and Wooded Areas

Section 4.171 (.04)

- D33.** The major natural feature associated with this development is Boeckman Creek and its associated riparian canyon. Generally, the applicant proposes preserving all trees within the SROZ, except for specific hazard trees and trees conflicting with the trail system. Any identified hazard trees will be cut, but left on the ground as woody debris or left standing as snags. Outside of the SROZ, the applicant proposes removing most trees due to the required site grading. As noted in Request G, the applicant proposes retaining five trees outside of the SROZ.

Earth Movement Hazard Area

Subsection 4.171 (.07)

- D34.** The applicant has provided a Geotechnical report (Exhibit B1) addressing slope stability and providing setback recommendations from the top of bank. All buildable areas of lots will be set back a minimum of 20 feet from top of bank. All lots adjacent to the SROZ have sufficient depth to avoid any structural impacts within 20 feet of the top of bank. Additionally, undocumented fill is present in one test site and may be present along the top of the nearby sloped area near Lot 76. The Geotechnical report recommends removal of this fill and backfill with engineered fill. Condition of Approval PDD 8 requires that the removal and backfill take place prior to the acceptance of ownership of Tract A by the City.

Historic Resources
Subsection 4.171 (.09)

D35. The applicant nor the City have identified any historic, cultural, or archaeological items on the sites, nor does any available information on the history of the site compel further investigation.

Public Safety and Crime Prevention

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

D36. The proposed street and pathway system is laid out to provide good surveillance of the neighborhood. The design of homes will allow eyes on the streets and pathways. The design of street and pathway lighting will be consistent with the criteria set forth in the Frog Pond West Master Plan.

Landscaping Standards

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

D37. The planting areas along the street and the open spaces within the subdivision are generally open and are not required to provide any specific screening, thus the design of the landscaping follows the general landscaping standards. The plantings include a mixture of ground cover, shrubs, trees, and stormwater swale plantings. The applicant proposes street trees consistent with the Frog Pond West Master Plan. The landscaping design meets the standard except on the frontages of Lots 13 and 14 facing the private drive, which do not have street trees. Condition of Approval PDD 9 requires at least one street tree for each lot along the private drive.

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

D38. The applicant proposes a professionally designed landscape using a variety of plant material. The design includes number of native plants, including Oregon grape, dwarf Oregon grape, serviceberry, Oregon white oak, and Oregon ash.

Street Improvement Standards-Generally

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

D39. The proposed streets appear to meet the City’s public works standards and transportation systems plan. Further review of compliance with public works standards and transportation plan will occur with review and issuance of the Public Works construction

permit. The required street improvements are consistent with the cross sections shown in the Frog Pond West Master Plan.

Street Design Standards-Future Connections and Adjoining Properties

Subsection 4.177 (.02) A.

D40. The proposed design provides for continuation of streets, including Streets A, C, F, and G, consistent with the Frog Pond West Master Plan.

City Engineer Determination of Street Design and Width

Subsection 4.177 (.02) B.

D41. The City Engineering Division has preliminarily found the street designs and widths as consistent with the cross sections shown in the Frog Pond West Master Plan. The Engineering Division will check final conformance with the cross sections shown in the Frog Pond West Master Plan during review of the Public Works Permit.

Right-of-Way Dedication

Subsection 4.177 (.02) C. 1.

D42. The tentative subdivision plat shows right-of-way dedication. See Request F.

Waiver of Remonstrance Required

Subsection 4.177 (.02) C. 2.

D43. Condition of Approval PDD 4 requires a waiver of remonstrance against formation of a local improvement district be recorded in the County Recorder's Office as well as the City's Lien Docket as a part of the recordation of a final plat.

Dead-end Streets Limitations

Subsection 4.177 (.02) D.

D44. The applicant proposes only one dead-end street, Street B. The street is 150 feet long past its intersection with Street C, serving six homes, including two accessed via a private driveway. The length and number of homes access are both less than the maximum allowed for a dead-end street.

Street Improvement Standards-Clearance

Corner Vision Clearance

Subsection 4.177 (.02) E.

D45. Street locations and subdivision design allow the meeting of vision clearance standards.

Vertical Clearance
Subsection 4.177 (.02) F.

D46. Nothing in the proposed subdivision design would prevent the meeting of vertical clearance standards.

Street Improvement Standards-Interim Improvements

Interim Improvement Standards
Subsection 4.177 (.02) G.

D47. The City Engineer has or will review all interim improvements to meet applicable City standards.

Street Improvement Standards-Sidewalks

Sidewalks Requirements
Subsection 4.177 (.03)

D48. The applicant proposes sidewalks along all public street frontages abutting proposed lots, except along Boeckman Road, where the City will develop the sidewalks with planned street improvements. To provide safe pedestrian passage to existing City sidewalks, Condition of Approval PFD 8 requires construction of an enhanced pedestrian crossing on the west leg of the Boeckman Road/Street A intersection, along with a temporary pathway to fill a 190-foot gap in the sidewalk along the south side of Boeckman Road just west of Willow Creek Drive.

Street Improvement Standards-Bicycle Facilities

Bicycle Facility Requirements
Subsection 4.177 (.03)

D49. The design of local streets accommodates in-street bike travel. In addition, the Boeckman Creek Trail will serve as a multi-purpose pathway. The design provides bicycle-friendly connections between Streets B and E and the trailheads. Condition of Approval PDD 7 ensures public access to these connections. See Finding D22.

Street Improvement Standards-Transit Improvements

Transit Improvements Requirements
Subsection 4.177 (.06)

D50. The applicant does not propose any transit improvements within the proposed subdivision or the Boeckman Road frontage. There is not currently transit service along Boeckman Road; however, as the Frog Pond area develops, additional transit service may be added. Any transit improvements would be addressed at the time the need for additional transit service is identified.

Residential Private Access Drives

Access to No More Than 4 Dwelling Units
Subsection 4.177 (.07) A.

D51. The proposed private access drive provides access to two homes, less than the four home limit set by this subsection.

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

D52. Condition of Approval PDD 5 ensures the design of the private access drives provides for a useful lifespan and structural maintenance schedule comparable to a public local residential street.

Addresses for Private Access Drives
Subsection 4.177 (.07) C.

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

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

D54. Condition of Approval PDD 6 ensures the responsible parties keep the access drives clear and the access drives are capable of carrying a 23-ton load.

Street Improvement Standards-Intersection Spacing

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

D55. The applicant does not propose any offset intersections.

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

D56. The intersection for Street A is approximately 350 feet west of the SW Laurel Glen Street intersection, which serves Arbor Crossing on the south side of Boeckman Road. The City also expects the Laurel Glen alignment to provide bus only access to the future school site to the east. The alignment of Street A and Boeckman Road is consistent with the Frog Pond West Master Plan, and approved by the City Engineer. Streets within the subdivision are local streets, which are not subject to minimum spacing standards.

Request E: DB18-0019 Site Design Review for Parks and Open Space

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

Objectives of Site Design Review

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

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

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

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

Jurisdiction and Power of the DRB for Site Design Review

Development Review Board Jurisdiction
Section 4.420

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

Design Standards

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

- E4. The major natural feature associated with this development is Boeckman Creek and its associated riparian canyon. This area is designated for protection as a SROZ is proposed to ultimately be dedicated to the City. The elevation drops by approximately 25 feet from east to west toward the Boeckman Creek Canyon. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site outside of the SROZ.

Surface Water Drainage
Subsection 4.421 (.01) D.

E5. A professionally designed drainage system demonstrates proper attention.

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

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

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

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

Applicability of Design Standards
Subsection 4.421 (.02)

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

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

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

Site Design Review Submission Requirements

Submission Requirements
Section 4.440

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

Time Limit on Site Design Review Approvals

Void after 2 Years
Section 4.442

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

Installation of Landscaping

Landscape Installation or Bonding
Subsection 4.450 (.01)

E12. Condition of Approval PDE 2 ensures all landscaping in common tracts shall be installed prior to issuance of a building permit for the 42nd lot, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City shall be returned to the applicant. Condition of Approval PDE 3 further requires all street trees and other right-of-way landscaping be installed in right-of-way fronting a lot prior to issuance of an occupancy permit for a home on the lot.

Approved Landscape Plan
Subsection 4.450 (.02)

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

Landscape Maintenance and Watering
Subsection 4.450 (.03)

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

Modifications of Landscaping
Subsection 4.450 (.04)

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

Natural Features and Other Resources

Protection
Section 4.171

E16. The proposed design of the site provides for protection of natural features and other resources consistent with the proposed Stage II Final Plan for the site as well as the purpose and objectives of site design review. See Findings D33 through D37 under Request D.

Landscaping

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

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

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

E18. The general landscape standard applies throughout different landscape areas of the site and the applicant proposes landscape materials to meet each standard in the different areas. Site Design Review is being reviewed concurrently with the Stage II Final Plan which includes an analysis of the functional application of the landscaping standards. See Finding D37 under Request D.

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

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

Landscape Installation and Maintenance
Subsection 4.176 (.07)

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

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

Landscape Plans Subsection 4.176 (.09)

E21. The applicant's submitted landscape plans in Exhibit B2 provide the required information.

Completion of Landscaping Subsection 4.176 (.10)

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

Public Lighting Plan

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

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

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

E24. The applicant's plans show no lighting along the Tract C pedestrian path. Condition of Approval PDE 9 requires the applicant to install pedestrian scale lighting along one side of the Interim Emergency Vehicle Secondary Access, allowing sufficient setback as to not interfere with an emergency vehicle. The City Engineer shall approve final design prior to installation. The plans show trailhead lighting at each of the three trailheads, mounted at ten feet as recommended in the Frog Pond West Master Plan. The applicant proposes no lighting along the Boeckman Creek Trail as it is located along the edge of the SROZ.

Street Tree Plan

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

E25. Figure 43 of the Frog Pond West Master Plan identifies Street A and Street G as Primary Streets for the purpose of the street tree plan. The applicant proposes Green Vase Zelkova along the entire length of Street A and American Linden along the entire length of Street G, both trees listed for primary streets on page 81 of the Frog Pond West Master Plan.

Neighborhood Streets Street Trees

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

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

- East-West Street B has Chinese Pistache along its entire length
- North South Street C has Katsura along its entire length
- East-West Street D has Red Sunset Maple along its entire length
- East-West Street E has Paperbark Maple along its entire length
- North-South Street F has Yellow Wood along its entire length

Pedestrian Connections Street Trees

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

E27. Tract C serves as a pedestrian connection and a temporary emergency vehicle access. Since the emergency vehicle access requires the entire width of Tract C, the design does not include street trees at this time. Condition of Approval PDE 9 requires the applicant/owner to prepare an engineer's estimate for the demolition and removal of ten feet of this interim connection, along with the cost to add landscaping and extending the irrigation system, ensuring the ultimate meeting of the cross section, lighting, and street tree provisions of the Frog Pond West Master Plan.

Gateways, Monuments and Signage

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

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

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

E29. As proposed by the applicant and required by Condition of Approval PDE 10, the applicant shall work with the applicant of the other current subdivision proposal to develop a design of a unifying sign cap for use throughout the entirety of the Frog Pond West Master Plan. Such design will be given to the City for production and developers will buy the signs from the City to ensure uniformity throughout the Frog Pond West neighborhood. The applicant shall submit the final design to the Planning Division and receive final approval from the Planning Division and City Engineer prior to issuance of any public works permits.

Request F: DB18-0020 Tentative Subdivision Plan

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

Land Division Authorization

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

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

Undersized Lots Prohibited
Subsection 4.202 (.04) B.

F2. The proposed land division does not divide lots into smaller sizes than allowed by the RN zone for the respective sub-districts of the Frog Pond West Master Plan. See Finding D11 under Request D.

Plat Application Procedure

Pre-Application Conference
Subsection 4.210 (.01)

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

Tentative Plat Preparation
Subsection 4.210 (.01) A.

F4. Following gathering information from Planning staff, the appropriate professionals from the applicant's design firm, Pioneer Design Group, prepared the tentative plat.

Tentative Plat Submission
Subsection 4.210 (.01) B.

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

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

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

Remainder Tracts
Subsection 4.210 (.01) E.

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

Street Requirements for Land Divisions

Master Plan or Map Conformance
Subsection 4.236 (.01)

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

Adjoining Streets Relationship
Subsection 4.236 (.02) A.

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

Streets Standards Conformance
Subsection 4.236 (.03)

F10. As part of the Stage II Final Plan approval, the streets conform with Section 4.177 and block sizes established in the Frog Pond West Master Plan. See Request D.

Topography
Subsection 4.236 (.05)

F11. No street alignment adjustments from the Frog Pond West Master Plan are necessary due to topographic conditions.

Reserve Strips
Subsection 4.236 (.06)

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

Future Street Expansion
Subsection 4.236 (.07)

F13. Where the Frog Pond West Master Plan shows street extensions the tentative plat extends the right-of-way to the edge of the plat. Condition of Approval PDF 3 requires signs stating "street to be extended in the future" or similar language approved by the City Engineer.

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

F14. Condition of Approval PFF 1 ensures dedication of sufficient right-of-way for planned improvements along Boeckman Road.

Street Names

Subsection 4.236 (.09)

F15. No street names are proposed with this application. The City Engineer will check all street names to not be duplicative of existing street names and otherwise conform to the City's street name system at the time of the Final Plat review.

General Land Division Requirements-Blocks

Blocks for Adequate Building Sites in Conformance with Zoning

Subsection 4.237 (.01)

F16. The proposed blocks substantially conform to Figure 18 of the Frog Pond West Master Plan. See Finding D14 under Request D. The proposed blocks allow for lots meeting the minimum size and other dimensional standards for the relevant sub-districts of the Frog Pond West Master Plan. See Finding D11 under Request D.

General Land Division Requirements-Easements

Utility Line Easements

Subsection 4.237 (.02) A.

F17. As will be further verified during the Public Works Permit review and Final Plat review, the applicant will install all utility lines in right-of-way or dedicated easements. Franchise utility providers will install their lines within public utility easements established on the plat.

Water Courses

Subsection 4.237 (.02) B.

F18. The applicant proposes a dedicated tract for the drainage way and associated riparian area of the Boeckman Creek SROZ.

General Land Division Requirements-Pedestrian and Bicycle Pathways

Mid-block Pathways Requirement

Subsection 4.237 (.03)

F19. The applicant proposes pedestrian paths of ten feet or greater where required for consistency with the Frog Pond West Master Plan.

General Land Division Requirements-Tree Planting

Tree Planting Plan Review and Street Tree Easements

Subsection 4.237 (.03)

F20. The City is reviewing the tree planting plan concurrently with the tentative plat, see Requests D and E. Condition of Approval PDF 6 ensures that street tree easements will be provided for Lots 13 and 14, which are accessed via a private tract.

General Land Division Requirements-Lot Size and Shape

Lot Size and Shape Appropriate Subsection 4.237 (.05)

F21. The size, width, shape, and orientation of lots comply with the identified sub-districts in the Frog Pond West Master Plan. See Finding D11 in Request D.

General Land Division Requirements-Access

Minimum Street Frontage Subsection 4.237 (.06)

F22. The full width of the front lot line of each lot fronts a public street or private drive. Each lot meets or exceeds the minimum lot width at the front lot line. See Finding D11 in Request D.

General Land Division Requirements-Other

Through Lots Subsection 4.237 (.07)

F23. The proposed subdivision generally minimizes through lots, with Lots 23-30 being through lots. The through lot is not avoidable due to the overall orientation of the subdivision and the block configuration established by Figure 18 of the Frog Pond West Master Plan. The proposed Woonerf design of Street B will add additional landscaped buffering on the rear side of these lots.

Lot Side Lines Subsection 4.237 (.08)

F24. Almost all side lot lines run at a 90-degree angle to the front line. Angles and curves of streets necessitate the exceptions, including Lots 76, 77, and 78.

Corner Lots Subsection 4.237 (.13)

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

Lots of Record

Lots of Record Section 4.250

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

Request G: DB18-0021 Type C Tree Removal Plan

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

Type C Tree Removal

Review Authority When Site Plan Review Involved

Subsection 4.610.00 (.03) B.

- G1.** The requested tree removal is connected to site plan review by the Development Review Board. Review is thus under the authority of the DRB.

Reasonable Timeframe for Removal

Subsection 4.610.00 (.06) B.

- G2.** It is understood the tree removal will be completed by the time the applicant completes construction of all homes and other improvements in the subdivision, which is a reasonable time frame for tree removal.

Security for Permit Compliance

Subsection 4.610.00 (.06) C.

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

General Standards for Tree Removal, Relocation or Replacement

Preservation and Conservation

Subsection 4.610.10 (.01)

- G4.** The design of the site avoids disturbance of the significant natural features on the site, particularly the Boeckman Creek Canyon. The site elevation drops by approximately 25 feet from east to west toward the Boeckman Creek Canyon. This slope necessitates a significant amount of grading to provide the infrastructure needed to serve the development, as well as to prepare lots for development with single-family homes. The extent of the necessary grading requires removal of the majority of trees on the site outside of the SROZ. The applicant proposes to preserve five trees, with two additional Douglas-fir trees left as snags near the SROZ. Three of the preserved trees (two Oregon white oak and one bigleaf maple) are located in between the Boeckman Creek Trail and Lots 77-79. A 38-inch d.b.h. Oregon white oak is located south of Lot 12, in between the decorative wall along Boeckman Road and the landscape buffer. Tract G preserves a 56-inch Oregon white oak in excellent condition.

Development Alternatives

Subsection 4.610.10 (.01) C.

G5. The Frog Pond West Master Plan provides clear direction for street connections, residential densities, and preservation of the SROZ. Preservation and conservation of the majority of trees onsite, while addressing the requirements of the Frog Pond West Master Plan, is not feasible. To preserve a 56-inch Oregon white oak in excellent condition, the applicant proposes Tract G as an open space tract. Additionally, special care must be taken in designing the footings for the wall along Boeckman Road near the 38-inch Oregon white oak tree to be preserved so that the wall is at native grade with no excavation to avoid significant root impacts. If this approach is not feasible, it may be necessary to remove this tree. Condition of Approval PDG 7 ensures this criterion is met.

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

Subsection 4.610.10 (.01) D.

G6. The proposed clearing is necessary for streets, alleys, homes, and related improvements.

Residential Development to Blend into Natural Setting

Subsection 4.610.10 (.01) E.

G7. Preservation and enhancement of the SROZ area allows the development to blend with the significant natural elements of the property. The project area is otherwise relatively flat land without significant natural features with which to blend.

Compliance with All Applicable Statutes and Ordinances

Subsection 4.610.10 (.01) F.

G8. This standard is broad and duplicative. As found elsewhere in this report, the City is applying the applicable standards.

Tree Relocation and Replacement, Protection of Preserved Trees

Subsection 4.610.10 (.01) G.

G9. Reviews of tree removal, replacements, and protection is in accordance with the relevant sections related to replacement and protection.

Tree Removal Limitations

Subsection 4.610.10 (.01) H.

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

Additional Standards for Type C Permits

Tree Survey and Tree Maintenance and Protection Plan to be Submitted

Subsection 4.610.10 (.01) I. 1.-2.

G11. The applicant submitted the required Tree Survey Maintenance and Protection Plan.

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

G12. The Utility Plan shows a design to minimize the impact upon the environment to the extent feasible given existing conditions, particularly the Boeckman Creek SROZ. The City will further review utility placement in relation to the drainage area and preserved trees during review of construction drawings and utility easement placement on the final plat.

Type C Tree Plan Review

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

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

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

G14. This standard is broad and duplicative. As found elsewhere in this report, this review applies applicable standards.

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

G15. Review of the proposal allows residential unit counts consistent with the Frog Pond West Master Plan.

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

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

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

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

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

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

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

G19. Review of The proposed Type C Tree Plan is concurrent with other necessary land use approvals. The City will not issue any tree removal permit prior to final approval of concurrent land use requests and annexation into the City. While the land is currently under jurisdiction of Clackamas County, Condition of Approval PDG 2 binds the applicant to no tree removal on the properties, except for hazardous situations unrelated to development, prior to issuance of the post-annexation tree removal permit by the City.

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

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

Tree Relocation, Mitigation, or Replacement

Tree Replacement Required
Subsection 4.620.00 (.01)

G21. The tree mitigation requirements will be more than exceeded by the planned street trees and other landscape trees.

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

G22. The applicant proposes tree mitigating removed trees on the basis of one tree for each tree removed. Staff does not recommend any inch per inch mitigation. The applicant proposes planting more trees than trees proposed for removal. The landscape plans show each tree, including street trees and trees in parks and linear greens, meets or exceeds the minimum diameter requirement.

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

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

Replacement Locations Requirements: On Site and Same General Area to Extent Feasible and Desirable
Subsection 4.620.00 (.05)

G24. The applicant proposes to mitigate for all removed trees on site and in the appropriate locations for the proposed development.

Protection of Preserved Trees

Tree Protection During Construction Section 4.620.10

G25. Condition of Approval PDG 5 ensures tree protection measures, including fencing are in place consistent with Public Works Standards Detail Drawing RD-1240.

Request H: SI 18-0003 SRIR Review

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

Findings of Fact:

1. Pursuant to Section 4.139.05 (Significant Resource Overlay Zone Map Verification), the map verification requirements shall be met at the time an applicant requests a land use decision. The applicant conducted a detailed site analysis consistent with code requirements, which the Natural Resources Manager reviewed and approved.
2. Boeckman Creek and its associated riparian corridor constitute the western third of the development site (Site ID Number 1.03U). Designated as Tract A (i.e., 300,782 SF), the riparian corridor includes two tributaries - T1 and T2. The delineated wetlands, identified as wetlands A-C, are located in the riparian corridor and southeast horse pasture. These wetlands were not included in the City's Natural Resources Inventory and do not qualify as locally significant due to their size (i.e., less than 0.5 acre). However, they may be jurisdictional and subject to regulation by the Oregon Department of State Lands and the U.S. Army Corps of Engineers.
3. The steeply sloped riparian corridor contains a mixed-deciduous forest. Typical native vegetation includes big-leaf maple, Douglas fir, red alder, western red cedar, Indian plum, vine maple, beaked hazelnut, western sword fern, and Pacific waterleaf. Non-native, invasive plant species, such as Himalayan blackberry, English ivy, and English holly are present in the forest. In addition to the native vegetation, snags and large woody debris provide beneficial wildlife habitat.
4. The Significant Resource Overlay Zone ordinance prescribes regulations for development within the SROZ and its associated 25-foot Impact Area. Setbacks from significant natural resources implement the requirements of Metro Title 3 Water Quality Resource Areas, Metro Title 13 Nature in Neighborhoods, and Statewide Planning Goal 5. All significant natural resources have an Impact Area. Development or other alteration activities may be permitted within the SROZ and its associated Impact Area through the review of a Significant Resource Impact Report (SRIR). The primary purpose of the Impact Area is to insure that development does not encroach into the SROZ.

5. Pursuant to the city's SROZ ordinance, development is only allowed within the Area of Limited Conflicting Use (ALCU). The ALCU is located between the riparian corridor boundary, riparian impact area or the Metro Title 3 Water Quality Resource Area boundary, whichever is furthest from the wetland or stream, and the outside edge of the SROZ, or an isolated significant wildlife habitat (upland forest) resource site.
6. The applicant's Significant Resource Impact Report delineated specific resource boundaries and analyzed the impacts of development within the SROZ. The applicant's SRIR contained the required information, including an analysis and development recommendations for mitigating impacts.

Exempt Uses in SROZ

Use and Activities Exempt from These Regulations

Section 4.139.04

H1. Proposed exempt development in the SROZ and its associated 25-foot Impact Area comply with the following exemptions:

- (.08) "The construction of new roads, pedestrian or bike paths into the SROZ in order to provide access to the sensitive area or across the sensitive area, provided the location of the crossing is consistent with the intent of the Wilsonville Comprehensive Plan. Roads and paths shall be constructed so as to minimize and repair disturbance to existing vegetation and slope stability."

The proposed pedestrian trail is part of the future Boeckman Creek regional trail identified in the City's Bicycle and Pedestrian Master Plan. The trail has been designed to minimize impacts to existing vegetation and prevent slope instability.

- (.13) "Enhancement of the riparian corridor or wetlands for water quality or quantity benefits, fish, or wildlife habitat as approved by the City and appropriate regulatory agencies."

Due to the current degraded nature of the open space areas, the placement and operation of stormwater facilities will provide a water quality and habitat benefit through the planting of stormwater facility vegetation and the installation of soil media.

- (.17) "New Single-Family Dwelling. The construction of a new single-family dwelling is exempt unless the building encroaches into the Impact Area and/or the SROZ.

B. If the proposed building encroaches into the SROZ, then a complete or abbreviated SRIR report is required."

The rear/side yards of lots 12-15 and 76-82 encroach into the Impact Area. In addition, within lots 12 and 14, a small portion of the building footprint encroaches into the Impact Area. These encroachments will not have an adverse impact to the SROZ.

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

The stormwater pipes and outfalls are necessary for conveying treated and controlled runoff to Boeckman Creek and its associated tributaries.

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

Street E is necessary for the internal road network. The street is consistent with the intent of the City's planning documents.

Section 4.139.06 (.03) SRIR Review Criteria:

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

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

- H2.** The proposed exempt development is located within the SROZ. Only exempt development is allowed within a stream (riparian) corridor.

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

- H3.** The proposed exempt development is permitted within Metro's Title 3 Water Quality Resource Areas boundary.

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

- H4.** Only exempt development is proposed within the Area of Limited Conflicting Use.

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

H5. The proposed mitigation is consistent with the Development Code provisions. The mitigation will provide an enhancement to the removal of invasive plant species.

The impact on the Significant Resource is minimized by limiting the degree or magnitude of the action, by using appropriate technology or by taking affirmative steps to avoid, reduce or mitigate impacts

Subsection 4.139.06 (.03) E.

H6. The impact to the SROZ has been minimized through thoughtful planning and consultation with City staff.

On-Site Mitigation

Subsection 4.139.06 (.03) F.

H7. Impacts to the SROZ will be mitigated for onsite.

Material for non-structural fill

Subsection 4.139.06 (.03) G.

H8. Non-structural fill will consist of natural materials similar to the soil types found on the site.

Minimum Fill

Subsection 4.139.06 (.03) H.

H9. The amount of fill has been minimized to the extent practicable.

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

Subsection 4.139.06 (.03) I.

H10. All proposed grading activities onsite will be managed pursuant to guidelines established and identified in the applicant's approved erosion control plan and a 1200-C Erosion Control Permit issued by the Oregon Department of Environmental Quality. Stream turbidity is regulated under the City's Grading and Erosion Control Permit and the DEQ's 1200-C Erosion Control Permit.

Obtaining appropriate federal and state permits

Subsection 4.139.06 (.03) J.

H11. The applicant may need to submit a joint permit application for the filling of Wetland C, which will require permit approval from the Oregon Department of State Lands and the U.S. Army Corps of Engineers.

Request I: SI 18-0004 SROZ Boundary Verification

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

SROZ Map Verification

Requirements and Process

Section 4.139.05

- I1. Consistent with the requirements of this section, a verification of the SROZ boundary is required as the applicant requests a land use decision. The applicant conducted a detailed site analysis consistent with the requirements of this section, which the City's Natural Resources Manager reviewed verifying the SROZ boundary.

Exhibit C1
Public Works Plan Submittal Requirements
and Other Engineering Requirements

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

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

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

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

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

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

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

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

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

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

Public Works Plan Review Comment Form

Plans for Review: Morgan Farms – Frog Pond
 Return All Comments To: Kim Rybold
 Due Date: May 18, 2018

Name	Page No.	Comments	Engineering's Response
Jason Labrie Water/Storm/Sewer & Cross Connection	9	The proposed 8" water main tie-ins on Boeckman Rd at Tract C and Street A shall have a 12X12X8 tee and three-way valve cluster at each location.	
Preston Langellers Roads, Storm & Street Lights		Need the trails to be wide enough in areas to provide enough room for a truck and trailer to get down to the outfalls. In order for the outfalls to be serviced, we need the concrete trail to either have compacted rock on top of cloth OR paver blocks that allow grass to grow between.	Not included as Conditions of Approval, see Steve Adams email dated 5/17/18.



From: [Adams, Steve](#)
To: [Langeliers, Preston](#)
Cc: [Rybold, Kim](#); [Rappold, Kerry](#)
Subject: RE: Morgan Farms Rybold 051818
Date: Thursday, May 17, 2018 5:36:34 PM
Attachments: [Morgan Farms Rybold 051818.docx](#)
[image002.png](#)
[image003.png](#)

Preston,

Current engineering policy is to install storm outfalls at the bottom of slopes and not at top-of-slope; we changed this about 15 years ago. Over the last 12 or so years we have spent close to \$3 M in reconstructing storm outfalls that have failed due to the outfall being at the top-of-slope (where access is easy). Unfortunately most of these outfalls also now lie in SROZ areas. With steep slopes and protected trees it is not possible to install a paved access to the bottom to access the outfalls, leaving foot access as the only viable way of accessing these areas.

We can discuss more tomorrow if you like.

Thanks, Steve

Steve R. Adams, P.E.
Development Engineering Manager
City of Wilsonville

503.682.4960
adams@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Rybold, Kim
Sent: Thursday, May 17, 2018 4:20 PM
To: Adams, Steve <adams@ci.wilsonville.or.us>
Subject: FW: Morgan Farms Rybold 051818

Steve,

I'm hoping you might have a couple of minutes to take a look at Preston's comments and provide him with additional explanation as needed. Based on my understanding, the outfalls are not accessible via the trail and the trail would be asphalt, not concrete. I'll forward Jason's comments to you once I have them.

Thanks,

Kim Rybold, AICP
Associate Planner

503.570.1583
rybold@ci.wilsonville.or.us

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

From: Parent, Gail
Sent: Thursday, May 17, 2018 4:09 PM
To: Rybold, Kim <rybold@ci.wilsonville.or.us>
Cc: LaBrie, Jason <labrie@ci.wilsonville.or.us>
Subject: Morgan Farms Rybold 051818

Kim:

Attached please find PW Comments for Morgan Farms - Jason will submit his comments directly to you, and cc me, tomorrow. (I'm out of town – back on Tuesday)

Thank you!
Gail

Gail M. Eby-Parent
Administrative Assistant | Public Works
P: 503.682.4092 | D: 503.570.1543
Site: 30000 SW Town Center Loop East
Mailing: 29799 SW Town Center Loop East
Wilsonville OR 97070
parent@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



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

Exhibit C3
Natural Resources Requirements

Stormwater Management Requirements

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

Significant Resource Overlay Zone

5. The applicant shall submit the SROZ mapping as ARCGIS shape files or a compatible format.
6. All landscaping, including herbicides used to eradicate invasive plant species and existing vegetation, in the SROZ shall be reviewed and approved by the Natural Resources Manager. Native plants are required for landscaping or site restoration in the SROZ.
7. Prior to any site grading or ground disturbance, the applicant is required to delineate the boundary of the SROZ. Six-foot (6') tall cyclone fences with metal posts pounded into the ground at 6'-8' centers shall be used to protect the significant natural resource area where development encroaches into the 25-foot Impact Area.
8. Mitigation actions shall be implemented prior to or at the same time as the impact activity is conducted.

DEVELOPMENT REVIEW BOARD MEETING

THURSDAY, MAY 31, 2018

6:30 PM

VII. Board Member Communications:

A. Results of the April 9, 2018 DRB Panel A
meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE:	APRIL 9, 2018	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:30 P.M.	TIME END: 6:54 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Fred Ruby, Chair	Daniel Pauly
James Frinell	Charles Tso
Jennifer Willard	Barbara Jacobson
Joann Linville	
Shanti Villarreal	

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of February 8, 2018 DRB Panel A meeting	A. Approved 4 to 0 to 1, with Shanti Villarreal abstaining.
PUBLIC HEARING	
A. Resolution No. 350. Republic Services Temporary Use Permit Extension: Ben Altman, Pioneer Design Group, LLC – Representative for Jason Jordan, Republic Services – Applicant. The applicant is requesting approval of a Class 3 Temporary Use Permit Extension for up to 2 years to allow Republic Services to continue use of a modular office building adjacent to the maintenance facility at the center of the property along SW Ridder Road. The site is located on Tax Lot 1400, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon. Staff: Charles Tso Case File: DB18-0022 Class 3 Temporary Use Permit	A. Unanimously approved.
BOARD MEMBER COMMUNICATIONS	None.
A. Results of the February 26, 2018 DRB Panel B meeting B. Recent City Council Action Minutes	
STAFF COMMUNICATIONS	
	Dan Pauly welcomed Shanti Villarreal to the Development Review Board and thanked her for be willing to serve.

He informed the board that they would likely see the first Frog Pond application at public hearing next month.

DEVELOPMENT REVIEW BOARD MEETING

THURSDAY, MAY 31, 2018

6:30 PM

VII. Board Member Communications:

B. Results of the May 14, 2018 DRB Panel A
meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE: MAY 14, 2018

LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR

TIME START: 6:31 P.M.

TIME END: 8:09 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Fred Ruby, Chair	Daniel Pauly
James Frinell	Barbara Jacobson
Jennifer Willard	Chris Neamtzu
Joann Linville	Steve Adams
Shanti Villarreal	Kimberly Rybold

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of April 9, 2018 DRB Panel A meeting	A. Unanimously approved as presented.
PUBLIC HEARING	
<p>A. Resolution No. 351. Stafford Meadows Subdivision: Li Alligood, AICP, OTAK – Representative for West Hills Land Development LLC – Applicant. The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRF-5) to Residential Neighborhood (RN) for approximately 16 acres of property located on the north side of Boeckman Road just west of Stafford Road, along with approval for a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Type C Tree Plan and Abbreviated SRIR Review for a 44 to 46-lot single-family subdivision. The subject site is located on Tax Lots 2001, 2100, 2201, and 2202 of, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly.</p> <p>Case Files: DB18-0008 Annexation DB18-0009 Zone Map Amendment DB18-0010 Stage I Preliminary Plan DB18-0011 Stage II Final Plan DB18-0012 Site Design Review of Parks and Open Space DB18-0013 Tentative Subdivision Plat DB18-0014 Type C Tree Plan SI18-0001 Abbreviated SRIR Review</p>	A. Unanimously approved with additional Exhibits A3, A4, and B5.

<i>The DRB action on the Annexation and Zone Map Amendment is a recommendation to the City Council.</i>	
BOARD MEMBER COMMUNICATIONS	
A. Recent City Council Action Minutes	A. Staff addressed questions about transportation projects
STAFF COMMUNICATIONS	
	Staff noted another hearing was scheduled for next month.

DEVELOPMENT REVIEW BOARD MEETING

THURSDAY, MAY 31, 2018

6:30 PM

VII. Board Member Communications:

C. Recent City Council Action Minutes

City Council Meeting Action Minutes

February 22, 2018

City Council members present included:

Mayor Knapp
 Councilor Starr
 Councilor Stevens - Excused
 Councilor Lehan - Arrived 5:24 p.m.
 Councilor Akervall

Delora Kerber, Public Works Director
 Nancy Kraushaar, Community Develop. Director
 Susan Cole, Finance Director
 Angela Handran, Assistant to the City Manager
 Chris Neamtzu, Planning Director
 Kerry Rappold, Natural Resources Manager
 Kimberly Rybold, Associate Planner
 Mark Ottenad, Public/Government Affairs Director
 Mike Ward, Civil Engineer
 Zach Weigel, Civil Engineer
 Bill Evans, Communications & Marketing Manager
 Tod Blankenship, Parks Supervisor

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Urban Renewal - Year 2000 Amendment 11	Council was briefed that the public hearing for the Ordinance No. 817 was scheduled and noticed for the February 22, 2018 meeting. However, due to unanticipated delays, staff requested that during the Council meeting Councilors make a motion to continue the public hearing to May 7, 2018.
B. I-5 Undercrossing Change Order	Council had no objections to the I-5 Undercrossing Trail Improvement Project - Change Order.
C. Garden Acres Cross-section	Council approved the proposed modifications to the Garden Acres Cross-section.
D. C800 Cell Tower Lease Agreement	Staff requested that Council pull the item from the Council meeting agenda.
E. Integrated Pest Management	There was discussion between staff and Council regarding the development of a more comprehensive Integrated Pest Management plan.
F. Recreation in Industrial Zones	Council requested that staff further research this topic and provide more information regarding conditional usage.
G. Tourism Marketing Plan	Council was briefed that the Tourism Promotion Committee, unanimously recommended adoption by City Council of the Tourism Promotion Marketing Plan.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

<p><u>Consent Agenda</u></p> <p>A. Resolution No. 2667 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Braun Construction & Design LLC For The Charbonneau High Priority Utility Repair Phase III Project (CIP #7500).</p> <p>B. Resolution No. 2668 A Resolution Of The City Of Wilsonville Authorizing A Change Order With 3Kings Environmental, Inc. For The I-5 Undercrossing Trail Improvement Phase I Project (CIP #9146).</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. Ordinance No. 817 Making Certain Determinations And Findings Relating To And Approving Year 2000 Urban Renewal Plan–11th Amendment And Directing That Notice Of Approval Be Published.</p>	<p>Council moved to continue the Year 2000 Urban Renewal 11th Amendment public hearing to the May 7, 2018 meeting. Motion was approved 4-0.</p>
<p><u>New Business</u></p> <p>A. Resolution No. 2665 A Resolution Authorizing The City Manager To Enter Into A Lease Agreement With Clackamas 800 Radio Group For The Use Of City-Owned Property On Level C Reservoir Parcel As A Wireless Communication Facility Tower Site.</p> <p>B. Resolution No. 2669 A Resolution Of The City Of Wilsonville City Council Adopting The FY17/18 & 18/19 Tourism Promotion Marketing Plan.</p>	<p>Resolution No. 2665 was pull from the Council agenda.</p> <p>Resolution No. 2669 was adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. Ordinance No. 812 – 2nd Reading An Ordinance Of The City Of Wilsonville Adopting The Coffee Creek Industrial Form-Based Code, Coffee Creek Design Overlay District Pattern Book And Related Comprehensive Plan And Development Code Changes, And Repealing WC Section 4.134 Day Road Design Overlay District, For The Coffee Creek Industrial Master Plan Area.</p> <p>B. Ordinance No. 813 – 2nd Reading An Ordinance Approving The Willamette Intake Facilities Intergovernmental Agreement To Form The Willamette Intake Facilities Commission, An Intergovernmental Entity Formed Under ORS Chapter 190 Between Tualatin Valley Water District And The Cities Of Wilsonville, Hillsboro, Sherwood, Beaverton, And Tigard.</p>	<p>Ordinance No. 812 was adopted on second reading by a vote of 4-0.</p> <p>Ordinance No. 813 was adopted on second reading by a vote of 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager reported that Mayor Knapp will be the City's primary member for the Willamette Intake Facilities (WIF) Commission. It was announced that an alternative member was still needed.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney mentioned that Metro has set a briefing schedule and a timeframe to render its decision on Basalt Creek.</p>
<p>ADJOURN</p>	<p>8:47 p.m.</p>

City Council Meeting Action Minutes
March 5, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Jeanna Troha, Assistant City Manager
Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Cathy Rodocker, Assistant Finance Director
Mark Ottenad, Public/Government Affairs Director
Zach Weigel, Civil Engineer
Miranda Bateschell, Planning Manager
Steve Adams, Engineering Manager
Bill Evans, Communications & Marketing Manager

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Property Tax Exemptions	Staff provided a review of the property tax exemptions program. The program allows properties located within the city limits that offer subsidized rent to families, seniors and individuals meeting certain income requirements set forth by the federal government to request property tax exemptions.
B. I-5 Southbound Boone Bridge Congestion Study	Staff gave a presentation on the I-5 Southbound Boone Bridge Congestion Study called <i>Opening the bottleneck at the Portland region's southern gateway</i> .
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Soul'd Out Week Proclamation	The Mayor read a proclamation declaring the week of March 5-11 as Soul'd Out Week and presented a proclamation to the Wilsonville High School Soul'd Out choir.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Councilor Comments</u>	
A. Donation to the Soul'd Out Choir	Council moved to contribute up to \$3,000 to the Soul'd Out Choir. Motion was approved 5-0.

<p><u>Public Hearing</u> A. <u>Ordinance No. 815</u> An Ordinance Of The City Of Wilsonville Adopting The 2017 Water Treatment Plant Master Plan Update As A Sub-Element Of The City's Comprehensive Plan And The Capital Improvement Project List For The Water Treatment Plant.</p>	<p>Staff requested the hearing be continued to April 16, 2018. Council moved to continue the public hearing for Ordinance No. 815 to the April 16, 2018 meeting. Motion was approved 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>7:30 p.m.</p>

City Council Meeting Action Minutes
March 19, 2018

City Council members present included:

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

Dwight Brashear, SMART Director
Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Cathy Rodocker, Assistant Finance Director
Chris Neamtzu, Planning Director
Mark Ottenad, Public/Government Affairs Director
Mike McCarty, Parks and Recreation Director
Bill Evans, Communications & Marketing Manager
Nicole Hendrix, Transit Management Analyst
Eric Loomis, Transit Field Supervisor
Steve Adams, Engineering Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. House Bill 2017/STIF Plan	Staff briefed Council on HB 2017 and discussed future amendments to the TMP to accommodate the bill.
B. Canby Area Transit (CAT) IGA	SMART staff reported on an upcoming IGA with CAT to extend services between Canby and Wilsonville.
C. Charbonneau Shuttle Pilot Program	Council heard about the Charbonneau Shuttle Pilot Program. The program is intended to improve services and access from Charbonneau to other desired Wilsonville locations.
D. Janitorial Services Contract Award	Staff updated Council on the 1-year contract extension with TVW, Inc.
E. Boat Dock Regulation Resolution	Council requested that staff bring back additional options regarding fishing at the Memorial Park Boat Dock.
F. City-wide Signage and Wayfinding Plan	Discussed the city-wide signage and wayfinding plan of which, Alta Planning and Design was selected as the consultant for the project.
<u>City Manager's Business</u>	Informed that staff has addressed traffic concerns brought by Wilsonville Meadows residents. Moreover, staff will be attending their HOA meeting on May 8.
<u>Legal Business</u>	The Willamette Intake Facilities issue was resolved, allowing the City to move forward with the Willamette Intake Facilities IGA.

REGULAR MEETING	
<u>Mayor's Business</u> A. Proclamation - Supporting the Designation of April as Parkinson's Awareness Month. B. Upcoming Meetings	The Mayor read a proclamation declaring the Month of April as Parkinson's Awareness Month. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u> A. <u>Resolution No. 2670</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. B. <u>Resolution No. 2671</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. C. <u>Resolution No. 2672</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. D. <u>Resolution No. 2673</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation. E. <u>Resolution No. 2674</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc. F. <u>Resolution No. 2677</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Alta Planning And Design To Create A Citywide Sign Design And Wayfinding Signage Plan Including Implementation (CIP #3003 And #8118). G. <u>Resolution No. 2678</u> A Resolution Of The City Of Wilsonville Approving An Agreement With TWV, Inc. (D/B/A Sustainable Cleaning Systems) For The Project Known As Janitorial Services. H. <u>Resolution No. 2681</u> A Resolution Of The City Of Wilsonville Approving The Professional Services Agreement With Vertigo Marketing, LLC To Implement The Fy17/18 & 18/19 Tourism Promotion Marketing Plan. I. Minutes of the February 5, 2018; February 22, 2018; and March 5, 2018 Council Meetings.	The Consent Agenda was adopted 3-0.

<u>Public Hearing</u> A. <u>Resolution No. 2675</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.	After a public hearing was conducted, Resolution No. 2675 was adopted 3-0.
URA	
<u>Public Hearing</u> A. <u>URA Resolution No. 282</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.	After a public hearing was conducted, URA Resolution No. 282 was adopted 3-0.
<u>Consent Agenda</u> A. Minutes of the February 5, 2018 URA Meeting.	The Consent Agenda was adopted 3-0.
ADJOURN	7:30 p.m.

City Council Meeting Action Minutes
April 2, 2018

City Council members present included:

Mayor Knapp
 Councilor Starr - *Excused from Council meeting*
 Councilor Stevens
 Councilor Lehan
 Councilor Akervall

Jeanna Troha, Assistant City Manager
 Susan Cole, Finance Director
 Andy Stone, IT Manager
 Angela Handran, Assistant to the City Manager
 Beth Wolf, Information Systems Analyst
 Mark Ottenad, Public/Government Affairs Director
 Mike Ward, Civil Engineer
 Miranda Bateschell, Planning Manager
 Bill Evans, Communications & Marketing Manager
 Jennifer Scola, Associate Planner

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Website Update	Council received an update on the City's websites redesign plan.
B. TVF&R Fill The Boot Event	Muscular Dystrophy Association (MDA) staff along with members of TVF&R informed Council of the Fill the Boot Incident Action Plan. The event which is a fundraiser for MDA, is scheduled to occur in Wilsonville on May 22, 2018.
C. CIP #2095 WWTP Outfall Contract Award	Council was briefed on Resolution No. 2682, authorizing the City Manager to execute a Construction Contract with Northbank Civil and Marine, Inc. in the amount of \$1,123,560 for completion of the WWTP Outfall project.
D. CIP #4199 Change Order - Old Town Square Intersection Improvements	Council was informed of Resolution No. 2683, authorizing a change order with Brown Contracting in the amount of \$31,249.89 for the Old Town Square – Fred Meyer signaled intersection modifications (CIP #4199).
<u>Mayor's Business</u>	
A. State of the City Address	Mayor Knapp presented the 2018 State of the City Address.
B. Arbor Day Proclamation	The Mayor read the Arbor Day Proclamation for the record and then on behalf of the City received the National Arbor Day Foundation Growth Award.
<u>Communications</u>	
A. Metro Regional Government Update	Metro Councilor Craig Dirksen provided a quarterly update on the projects and activities Metro is involved in.

B. Potential Metro Housing Bond Measure	Metro Government Affairs Specialist Jes Larson presented on a possible Metro housing bond measure.
Consent Agenda	
<p>A. <u>Resolution No. 2682</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Northbank Civil And Marine, Inc. For The Wastewater Treatment Plant Outfall Replacement Project (CIP #2095).</p> <p>B. <u>Resolution No. 2683</u> A Resolution Of The City Of Wilsonville Authorizing A Change Order With Brown Contracting For The Old Town Square – Fred Meyer Signalized Intersection Modifications (CIP #4199).</p> <p>C. Minutes of the March 19, 2018 Council Meeting.</p>	The Consent Agenda was adopted 4-0.
<u>City Manager’s Business</u>	No report.
<u>Legal Business</u>	No report.
ADJOURN	8:51 p.m.

City Council Meeting Action Minutes
April 16, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Nicole Hendrix, Transit Management Analyst
Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Erica Behler, Recreation Coordinator
Tod Blankenship, Parks Supervisor
Amanda Guile-Hinman, Assistant City Attorney
Angela Handran, Assistant to the City Manager
Mark Ottenad, Public/Government Affairs Director
Mike McCarty, Parks and Recreation Director
Brian Stevenson, Parks & Rec. Program Manager
Bill Evans, Communications & Marketing Manager
Rob Wurpes, Chief of Police
Ellie Work, Grants & Program Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. 2017 Water Treatment Plant Master Plan Update	Council was briefed on the 2017 Water Treatment Plant Master Plan Update.
B. GreenPlay Parks Master Plan Draft	Council heard a portion of the draft Parks and Recreation Comprehensive Master Plan presentation. Staff will return to a future Work Session to complete the presentation.
C. Solid Waste Franchise Agreement	Staff presented on the draft Solid Waste Management and Collection Franchise Agreement. Staff will return to the May 7, Work Session to hear Council feedback and discussion.
REGULAR MEETING	
<u>Communications</u>	
A. Police Department 2017 Annual Report	The Police Department 2017 Annual Report was presented by Chief Wurpes.
<u>Mayor's Business</u>	
A. Appointment	Appointment of Councilor Akervall to the Wilsonville Metro Community Enhancement Committee.
B. Proclamation	The Mayor read a proclamation declaring the month of May as Bike Month and presented a proclamation to SMART staff.
C. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 815</u> An Ordinance Of The City Of Wilsonville Adopting The 2017 Water Treatment Plant Master Plan Update As A Sub-Element Of The City's Comprehensive Plan And The Capital Improvement Project List For The Water Treatment Plant.</p>	<p>After a public hearing was conducted, Ordinance No. 815 was adopted on first reading by a vote of 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2679</u> A Resolution Of The City Of Wilsonville Addressing Allowed Activities At The Memorial Park Boat Dock And Continuing The Prohibition On Other Activities.</p> <p>B. <u>Resolution No. 2684</u> A Resolution Adopting Budget Transfers For Fiscal Year 2017-18.</p>	<p>Resolution No. 2679 Option B, to allow fishing year-round, was adopted 5-0.</p> <p>Resolution No. 2684 was adopted 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>An update was provided on the second Kinder Morgan meeting.</p>
<p>ADJOURN</p>	<p>9:02 p.m.</p>

City Council Meeting Action Minutes
May 7, 2018

City Council members present included:

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

Susan Cole, Finance Director
Amanda Guile-Hinman, Assistant City Attorney
Andy Stone, IT Manager
Angela Handran, Assistant to the City Manager
Chris Neamtzu, Planning Director
Mike McCarty, Parks and Recreation Director
Miranda Bateschell, Planning Manager
Brian Stevenson, Parks & Rec. Program Manager
Bill Evans, Communications & Marketing Manager
Erica Behler, Recreation Coordinator
Zach Weigel, Capital Projects Engineering Manager
Jordan Vance, Economic Development Manager
Tod Blankenship, Parks Supervisor

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Willamette Falls Locks Commission Update	Council received an update on the proposed work plan and City partnership support for the Willamette Falls Locks Commission.
B. Solid Waste Franchise Agreement	Staff presented on the draft Solid Waste Management and Collection Franchise Agreement.
C. GreenPlay Parks Master Plan Draft	Council heard the remainder of the draft Parks and Recreation Comprehensive Master Plan presentation, held over from the prior Work Session.
D. Wastewater Treatment Plant Outfall Replacement – Phase 3 Construction Services	This item was moved from Work Session order of business due to time constraints. The item, Resolution No. 2680, was voted on during the City Council meeting.
E. Authorizing UGB Expansion Request	Staff answered Council's questions regarding the nomination of Frog Pond East and South Neighborhoods for inclusion in the Urban Growth Boundary.
F. Town Center Plan	Staff delivered info on the public feedback received on the draft Community Design Concept for the Town Center Plan.

REGULAR MEETING	
<u>Mayor's Business</u> A. Public Works Week Proclamation B. Upcoming Meetings	Council President Starr read a proclamation declaring the week of May 20 - 26, 2018 as Public Works Week. Upcoming meetings were announced by Council President Starr.
<u>Consent Agenda</u> A. <u>Resolution No. 2680</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Ch2m Hill Engineers Inc. For Phase 3 Construction Engineering Support Services For The Wastewater Treatment Plant Outfall Replacement Project (Capital Improvement Project #2095). B. <u>Resolution No. 2685</u> A Resolution Of The City Of Wilsonville Authorizing The Planning Division To Submit An Application To Metro For An Urban Growth Boundary Expansion For The Frog Pond East And South Neighborhoods. C. Minutes of the April 2, 2018 and April 16, 2018 Council Meetings.	The Consent Agenda was adopted 4-0.
<u>New Business</u> A. <u>Resolution No. 2686</u> A Resolution To Concur With Two Provisions Of The 11th Amendment To The Wilsonville Year 2000 Urban Renewal Area.	Resolution No. 2686 was adopted 4-0.
<u>Public Hearing</u> A. <u>Ordinance No. 817</u> – 1 st Reading An Ordinance Making Certain Determinations And Findings Relating To And Approving The Year 2000 Urban Renewal Plan 11 th Amendment And Directing That Notice Of Approval Be Published. B. <u>Ordinance No. 814</u> – 1 st Reading An Ordinance Of The City Of Wilsonville Creating A Franchise Agreement For Solid Waste Management And Collection Within The City And Repealing Ordinance Nos. 204, 281, 424, And 443 And Resolutions Nos. 1077 And 2566.	After a public hearing was conducted, Ordinance No. 817 was adopted on first reading by a vote of 4-0. After a public hearing was conducted, Ordinance No. 814 was adopted on first reading, to include the amendments that were read into the record by a vote of 4-0. The record is to remain open until the next Council meeting.
<u>Continuing Business</u> A. <u>Ordinance No. 815</u> – 2 nd Reading An Ordinance Of The City Of Wilsonville Adopting The 2017 Water Treatment Plant Master Plan Update As A Sub-Element Of The City's Comprehensive Plan	Ordinance No. 815 was adopted on second reading by a vote of 4-0.

And The Capital Improvement Project List For The Water Treatment Plant	
<u>City Manager's Business</u>	Informed that Clackamas County Health Housing and Human Services has a proposal to implement a county-wide tobacco retail license. Staff has requested the agency to provide a presentation at a future Council meeting.
<u>Legal Business</u>	No report.
ADJOURN	8:56 p.m.

City Council Meeting Action Minutes
May 21, 2018

City Council members present included:

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

Nancy Kraushaar, Community Develop. Director
Pat Duke, Library Director
Amanda Guile-Hinman, Assistant City Attorney
Andy Stone, IT Manager
Angela Handran, Assistant to the City Manager
Chris Neamtzu, Planning Director
Kerry Rappold, Natural Resources Manager
Mark Ottenad, Public/Government Affairs Director
Zach Weigel, Capital Projects Engineering Manager
Manny Ghiselline, Roads Maintenance Specialists
Sean Byrne, Roads Maintenance Specialists
Taly Cohen, Law Clerk
Mark Ottenad, Public/Government Affairs Director
Bill Evans, Communications & Marketing Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Delora Kerber, Public Works Director
Dwight Brashear, SMART Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. French Prairie Bridge Location Recommendation	Staff presented that the Technical Advisory Committee and Task Force recommended W1 route as the preferred French Prairie Bicycle-Pedestrian-Emergency Access Bridge location.
B. Code Updates Regarding Enforcement of Stormwater Regulations	Staff reported on revisions to City code being written to help the City enforce stormwater management and erosion control requirements
C. Eden Replacement Program (ERP) Software Replacement Update	Council received an update on plans to upgrade the Enterprise Resource Planning software, also known as the Eden Replacement Program (ERP).
REGULAR MEETING	
<u>Communications</u>	
A. Republic Services Annual Report on Solid Waste/Recycling Collection and Disposal in Wilsonville	Therese McLain and Jason Jordan of Republic Services provided an annual report on Republic Services solid waste franchise services in Wilsonville.
B. Oregon Librarian of the Year Award	Library Director Pat Duke was honored for being named the Oregon Library Association's 2018 Librarian of the Year.
C. Recognition of Roads Scholar Certification	Roads Maintenance Specialists Sean Byrne and Manny Ghiselline were recognized for

	receiving the Oregon Road Scholar Level 1 Certification.
<u>Mayor's Business</u> A. Announcement B. Upcoming Meetings	It was announced that two of five City Council positions are nearing the end of their four year-terms. Furthermore, the filing period for those Council positions will open May 30, 2018. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Continuing Business</u> A. <u>Ordinance No. 814</u> An Ordinance Of The City Of Wilsonville Creating A Franchise Agreement For Solid Waste Management And Collection Within The City And Repealing Ordinance Nos. 204, 281, 424, And 443 And Resolutions Nos. 1077 And 2566. B. <u>Ordinance No. 817</u> An Ordinance Making Certain Determinations And Findings Relating To And Approving The Year 2000 Urban Renewal Plan 11th Amendment And Directing That Notice Of Approval Be Published.	Ordinance No. 814 was adopted as amended on second reading by a vote of 4-0. Ordinance No. 817 was adopted on second reading by a vote of 4-0.
<u>City Manager's Business</u>	No report.
<u>Legal Business</u>	Informed Council that Oregon's U.S. Attorney will be focusing on the black market trafficking of marijuana rather than enforcement at local retail establishments.
ADJOURN	8:17 p.m.