



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

Monday, June 25, 2018 - 6:30 P.M.

- I. Call to order:
- II. Chairman's Remarks:
- III. Roll Call:
  - Aaron Woods
  - Shawn O'Neil
  - Samy Nada
  - Richard Martens
  - Tracy Meyer
- IV. Citizens' Input:
  - A. Approval of minutes of the May 31, 2018 meeting
- V. Consent Agenda:
- VI. Public Hearings:
  - A. **Resolution No. 355. Aspen Meadows Phase II: Scott Miller, Samm-Miller, LLC– Applicant for David Kersten – Owner.** The applicant is requesting approval of a Comprehensive Plan Map Amendment from Residential 0-1 Dwelling Units Per Acre to Residential 4-5 Dwelling Units Per Acre, a Zone Map Amendment from Residential Agriculture-Holding (RA-H) to Planned Development Residential 3 (PDR-3), along with a Stage I Master Plan, Stage II Final Plan, Tentative Subdivision Plat, Type C Tree Plan and Tentative Partition Plat for a 2-lot Partition and subsequent 5-lot single-family subdivision located at 28600 SW Canyon Creek Road South. The subject site is located on Tax Lot 06200 of Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold
    - Case Files: DB18-0027 Comprehensive Plan Map Amendment
    - DB18-0028 Zone Map Amendment
    - DB18-0029 Stage I Master Plan
    - DB18-0030 Stage II Final Plan
    - DB18-0031 Tentative Subdivision Plat

DB18-0032 Type C Tree Plan  
DB18-0033 Tentative Partition Plat

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

VII. Board Member Communications:

- A. Results of the June 11, 2018 DRB Panel A meeting
- B. Recent City Council Action Minutes

VIII. Staff Communications:

IX. Adjournment

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

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

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, JUNE 25, 2018**

**6:30 PM**

---

V. Consent Agenda:

Approval of minutes from the May 31, 2018

DRB Panel B meeting

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

**Development Review Board – Panel B  
Minutes–May 31, 2018 6:30 PM**

---

---

**I. Call to Order**

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

Staff present: Daniel Pauly, Barbara Jacobson, Steve Adams, Kimberly Rybold, and Chris Neamtzu

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

**V. Consent Agenda:**

A. Approval of minutes of February 26, 2018 DRB Panel B meeting  
**Shawn O’Neil moved to approve the February 26, 2018 DRB Panel B meeting minutes as presented. Tracy Meyer seconded the motion, which passed unanimously.**

**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 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.*

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

**Kimberly Rybold, Associate Planner**, announced that the criteria applicable to the application were stated on Pages 2 and 3 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 noting the project's location and surrounding features, highlighting the background regarding the Frog Pond Area Plan, and reviewing the proposed applications and key elements of the proposal with these comments:

- Following the adoption of the Frog Pond Area Plan, the master planning process for Frog Pond West, currently within the City's urban growth boundary (UGB), looked more closely at specific land use densities, where residential units would be located, lot configuration and sizes, infrastructure funding, open space planning, as well as a future roadway network for the area and other details for how development would be carried out in the area. Throughout that process, numerous meetings and work sessions were held with the Planning Commission and City Council. The Frog Pond West Master Plan was adopted in 2017, and set the vision for implementing development in Frog Pond West.
- A Street Demonstration Plan (Slide 7) was included as a part of the Frog Pond Area master planning effort and provided the framework for connectivity throughout the area, including Frog Pond West Area. Stafford Meadows, another Frog Pond subdivision just to the north and west of Stafford Rd and Boeckman Rd, was reviewed by DRB Panel A earlier this month. Stafford Meadows and Morgan Farms were the first two subdivisions the City was reviewing for development within the Frog Pond West Master Plan area.
- Aside from the public involvement the City had throughout the planning phase of this project, standard land use noticing requirements were also followed for applications coming before the DRB, which was a notice sent to property owners 250 ft from the subject property, newspaper advertisements, a site posting, and having the information available on the City's website.
- Annexation to the City of Wilsonville was the first step in realizing the vision of the Frog Pond West Master Plan. The annexation request included the three main properties that

would be subject to development, as well as a couple of other pieces of property that were either current or future right-of-way.

- She indicated a small piece of property owned by the West Linn-Wilsonville School District. The Street Demonstration Plan showed a roadway straddling the property line, so the Applicant agreed to dedicate that property as right-of-way to develop the street that ran along the edge of the subdivision. The Master Plan showed a future school that would ultimately be developed and that would have some access off the street as well.
- Also included with the annexation request was a small bump-out that was part of the Boeckman Rd right-of-way, but was not currently within the city. Otherwise, it would have been an isolated island that was not annexed in.
- All of the property owners had signed the petition for annexation, making it in accordance with the rules of the Metro government and State statutes.
- The Zone Map Amendment would apply the Development Code regulations created in the Frog Pond Master Plan. The new Residential Neighborhood (RN) Zone had been described as the best elements of the Village Zone used in Villebois, but simplified to still get good design and create a good neighborhood setting in a more straightforward manner than the Village Zone had been implemented in Villebois. The proposed district would be rezoned from the Rural, Residential, Farm, & Forest (RRFF5), a 5-acre minimum zone classification currently within Clackamas County, to the new RN Zone.
- The Stage 1 Master Plan looked more at the density planned for in the Master Plan. The Master Plan broke down the entire Frog Pond West Area into subdistricts; each of which had its own set of standards for lot size and lot coverage, and was laid out in a way that created different patterns. The pattern replicated for Morgan Farm was a similar density to the development south of the site, Arbor Crossing, with lots in the 4,000-6,000 sq ft range, so, a range of 66 to 82 units were permitted. The Master Plan looked at proposed uses, which generally were open space and single-family homes, and both were permitted in the proposed area.
- The Stage II Final Plan addressed how the site would function with close attention paid to street layout, lot layout relative to streets, how circulation worked, and how utilities were provided to the site, as well as traffic impacts from the proposed development. At this stage, refinements of the Stage I Master Plan were done in terms of the overall site layout and function, and to ensure the project was in line with the standards set forth in the Residential Neighborhood Zone.
- Site Design Review looked at the common areas, reviewing landscaping standards in the open space tracts and the right-of-way as well as the improvements along Boeckman Rd. The Master Plan included some recommendations for wall treatment and landscaping treatment. In Site Design Review, Staff looked at the proposed elements to ensure they were in line with the Master Plan recommendations.
- Tentative Subdivision Plat contained the specifics for how the lots were divided and recorded; setting the stage for the final planning process that would occur after DRB review. Staff looked at the various tracts and lots to make sure the lots met the Lot Development Standards and took stock of any easements that were required over different tracts for items such as stormwater or sewer. Thus far, the proposed Tentative Subdivision Plat met all of the requirements for the land division.

- The Type C Tree Plan considered the existing trees onsite and made recommendations for which trees were to be removed and which trees would be retained. A total of 81 trees on the site were proposed for removal. A good degree of grading was needed on the site because while it seemed flat, the site actually sloped downward from east to west about 25 ft until it reached Tract A, which was a Significant Resource Overlay Zone (SROZ), where it dropped off much more steeply. The trees evaluated in the Type C Tree Plan were outside of that SROZ area.
  - A few trees along the edge of Lots 76 through 79, and a couple Oregon White Oak trees were proposed for retention. The Oregon White Oak to the south of Lot 12 was next to the wall along Boeckman Rd, so some conditions in the Staff report addressed the construction of that wall and avoiding the critical root zone for that tree. Another large White Oregon Oak proposed for preservation was in Tract G and was a key feature of one of the open space tracts. That tract was specifically created for the preservation of that tree and designed around it.
  - The number of trees proposed for mitigation between the landscaping trees, in the open space tracts, and streets trees, far exceeded the required 1:1 minimum for mitigation of the trees being removed.
- The Significant Resource Impact Report (SRIR) looked at potential areas where development might be within the 25 ft impact zone from the SROZ boundary line and any allowed impacts within the SROZ. For this proposal, the report looked at the impacts of the residential lots located within the impact area and the proposed Boeckman Creek Trail that was planned to go throughout the Frog Pond West Area. It also looked at the stormwater outfalls farther down toward Boeckman Creek and some of the other stormwater facilities adjacent to the area.
- Table 5 (Slide 21) from the Traffic Impact Analysis Report looked at five different intersections, along with the proposed intersection of the site's new Street A and Boeckman Rd, to analyze PM Peak Hour trip impacts. The PM Peak Hour was the defined time period Staff used to assess whether or not something could be supported by the City's transportation system. The top part of the table looked at existing volumes and the proposed project, along with previous approvals that had not yet been constructed.
  - Table 6 (Slide 21) noted potential mitigation that could occur to offset potential failing conditions. Only the Boeckman/Canyon Creek Rd intersection showed a failing level of service (LOS) with the combination of the subject project, approved Stage 2 developments, and existing development. Currently, the intersection was a four-way stop, but it would ultimately be signalized as a part of the Capital Improvements Plan, and funding had been identified for that signal project.
  - Because signalization would occur within the two-year timeframe Staff usually considered with regard to traffic concurrency, the proposed project would not have any unmitigated impacts that did not meet the City's standards for LOS. Signalizing the intersection would take the intersection from a failing LOS E up to LOS A.
  - Three of the intersections studied were along Boeckman Rd, and two were Town Center Loop East and Town Center Loop West at Wilsonville Rd. (Slide 22) Nearby Stafford Meadows had looked at a couple of other intersection impacts because Staff was trying to obtain a wide-range view of what the transportation impacts would be in the area.

Staff did identify that without signalization, the Boeckman/Canyon Creek Rd intersection was a potential problem; however, it was interesting to note that many of the trips were anticipated to go north from the project site as opposed to south. The project trip impacts during the PM Peak Hour would be mostly coming and going from Stafford Rd going north, Canyon Creek Rd, some down Wilsonville Rd, but not many over in the Town Center Loop West or East area. (Slide 23)

- The Boeckman Rd improvements were part of a City project that would be funded through the development agreements for the Frog Pond Area and would occur within five years.
  - **Steve Adams, Community Development Engineer**, clarified that design would begin in the next 2018-19 fiscal year and construction of the improvements was anticipated for the summer of 2020.
- She displayed street cross-section diagram from the Master Plan, detailing what Boeckman Rd would look like. It was important to note that the Applicant would not build this cross-section. They would build outside of the right-of-way and dedicate some right-of-way to make the sidewalk, planter area improvements, and roadway improvements. The Applicant would be responsible for everything including the landscape buffer and the wall closer to the development. The wall was a consistent feature that would run along the entirety of Boeckman Rd. The wall's design had been coordinated with the Stafford Meadows subdivision to the east.
  - The sidewalks along Boeckman Rd would not be put in right away, so the City needed to ensure that access would still be provided for Morgan Farm residents to get to the city's sidewalk system, particularly because a middle school was close by and safe pedestrian access needed to be provided. A condition of approval required an interim improvement to fill a small gap in the sidewalk between the Arbor Crossing subdivision and Willow Creek Dr, as well as to provide an enhanced crossing at Street A and Boeckman Rd, so pedestrians could safely cross to the south side of Boeckman Rd and access the city sidewalk network.
  - Per the Master Plan, the local streets would have two travel lanes with parking on both sides, a planter strip area, and 5-ft sidewalks.
    - **Mr. Adams** noted one exception and explained that City Engineering, Nancy Kraushaar, and he had decided that Street A, adjacent to the future school site, would be best at 32-ft wide due to the amount of traffic that would be coming and going when the school opened, so the lower  $\frac{3}{4}$  of Street A would be 4 ft wider.
  - She added that the full cross-section of some streets along the edge of the subdivision would not be built with this subdivision, but would be completed when development occurred adjacent to the subject area. The school property was included in the annexation request, so some of the street section could be built on the school property before it was developed.
  - The Woonerf street cross-section (Slide 27) was included in the Master Plan as an option for something unique. The Woonerf was a more pedestrian-friendly street setting that used a narrower cross-section and curvilinear design to calm traffic and also provided more landscape buffer. The planter/stormwater area could range from 7-ft to 15-ft whereas the local street cross-section was 7-ft. The Woonerf option was chosen in this particular section of the subdivision due to a double frontage situation north of Street B



that resulted from the orientation of the lots both to and from Boeckman Rd. The Woonerf was chosen to provide a more pedestrian-friendly street to the first trailhead to the trail and to provide more landscape buffering.

- Subdivision Design. The proposed subdivision included 82 lots. The Master Plan required that any development over 10 acres in size provide 10 percent of the single-family units as either duplexes or attached, single-family units to provide some house plan variety for small lot subdivisions. These units were encouraged to be on corners. The Applicant chose to provide 10 lots, so 12 percent of the units, as attached, single-family units, which would have a property line down the middle to split the lot in two to facilitate feasible ownership of the individual unit. The minimum lot size for the duplexes was 6,000 sq ft, and the Applicant proposed a range of 6,400 sq ft to 7,400 sq ft in the combined lots. (Slide 29)
  - The remainder of the units was proposed as detached units with lot sizes ranging from 4,000 sq ft, the minimum for the district, to 7,723 sq ft. She noted a couple of the larger lots were accessed via Tract D, a private roadway adjacent to the SROZ. Most of the other lots were in the 4,000 sq ft to 4,500 sq ft range.
- In the small lot subdistricts, 10 percent of the developable area of the subdivision was required to be provided as open space. For the subject subdivision, it was Tract A, the area outside of the SROZ, which was 10.3 percent of the net developable area being provided. The Code required that half of that open space be designated as usable open space: a place to walk, sit, and be active, as opposed to an open area that was not accessible. The usable open space exceeded the overall required amount, but that was because the Boeckman Creek Trail was considered to be usable open space as it was an area that people could move through and use. With that and Tract C, a pedestrian connection, and some of the open space in Tracts F and G, the usable open space requirement would be exceeded by quite a bit.
- The intent of the Street Demonstration Plan was to ensure that the level of connectivity desired in the Frog Pond West area was provided. The Applicant needed to ensure the same level of connectivity was provided as set out in the Street Demonstration Plan and City Code standards. Some variances from the Street Demonstration Plan could be allowed, however, due to barriers such as other Code requirements or natural areas. (Slide 30)
  - Although the major road entering the subdivision was proposed to curve to the left and then proceed north in the Street Demonstration Plan, the Applicant's proposed street went straight up to the north. The primary reason was because the curvilinear street pattern and small lots made it difficult to meet the Code standard that the rear side of a lot not face a school or park site. The proposed straight configuration allowed the street to align with the school property, and all of the proposed lots were laid out with the side of the house facing the school. The proposed street pattern still provided the same ability for future connectivity to the north and connectivity into the school site. For that reason, the proposed variances from the conceptual Street Demonstration Plan were considered to be acceptable and appropriate.
- There was also guidance in the Master Plan about street trees, and specific streets were identified in a framework for different types of trees that were to be planted in the Frog Pond area. The categories were Primary Streets, Neighborhood Streets, and Pedestrian Connections. Each type of street or connection had a list of trees to choose from. The idea

was to encourage the planting of the same type of tree along a particular street but a different type of tree on an adjacent street to provide continuity, but also variety.

- Street P1, which equated to Street A in the subdivision, and Street P5, which equated to Street G, were defined as Primary Streets. Street P5 connected to Street P5 on the northern edge of the subdivision where it went through the Stafford Meadows subdivision, so the street tree choice for Street G had been coordinated, so that when that piece was developed in the future, it would have the same street trees down the entire the street. The American Linden had been chosen as the street tree for Street G, and the Green Vase Zelkova as the primary street tree for Street A. The remainder of the streets would be filled in accordingly with a variety of trees found on the Neighborhood Street Tree Plan.
- Street & Pathway Lighting had been planned out to ensure uniformity throughout the entire Frog Pond West Area without having an excessive amount of lighting, but ensuring that local streets were lit appropriately, that there was a coherent look, and that trailheads were lit safely and appropriately.
  - The Applicant did not have to worry about Boeckman Rd because that street lighting would be addressed when the roadway improvements were made.
  - Most of the other streets were local streets and would have the same type of fixture. A similar fixture would be used at the trailheads, but lighting fixtures along pedestrian connections were limited to 10 ft in height.
- For this and the Stafford Meadows applications, Staff had done a lot of work to balance the use of the planting strips where street trees would go and providing the lights called for in the Lighting Plan, as well as looking at other aspects of development like providing utilities and stormwater management facilities. That had been more of a challenge in the small lot subdistrict because the lot frontage was so narrow and there were more driveway cuts into the road, so less space existed to space out the street trees, utilities, and planter facilities without creating any conflicts.
  - Stormwater management facilities were proposed in the right-of-way, on private lots, and in some of the open space tracts. Staff worked to balance providing stormwater as close to the source as possible for the residential units, while recognizing the need to accommodate, first and foremost, aspects of development, like street trees and lighting, needed to provide safety to the subdivision, as well as the tree canopy the City wanted to achieve in the Frog Pond West Area.
- Tract C was currently shown on the Street Demonstration Plan as a pedestrian connection. Slide 35 showed the cross-section for pedestrian connections as a 10-ft wide path with planter areas on both sides to provide trees and lighting for the area. However, because the proposed subdivision had only a single vehicular point of access, Street A, a secondary point of emergency access was needed to allow emergency vehicles into the subdivision if Street A was blocked. As proposed as a 20-ft wide pathway, Tract C provided the emergency access. (Slide 35)
  - A condition of approval required that Tract C be converted back to what would meet the pedestrian connection cross-section once a secondary point of vehicular access was available. This access would either be from the east, if the school property was developed, providing access to Stafford Meadows, or if the property to the north was

developed, providing access to Frog Pond Lane. At that time, the City would require that the paved area in Tract C be reduced to 10 ft and the trees be planted.

- In the interim, there would also need to be lighting, so a condition of approval was added that lighting be provided on one side of the access point for safe pedestrian and cyclist travel.
- The Boeckman Rd wall called for in the Master Plan was approximately 4 ft high. It would be brick with wrought iron fencing on top. The point was to achieve a uniform presence along Boeckman Rd, so the Applicant had coordinated with the applicant's for the Stafford Meadows subdivision to design the wall and ensure it was consistent along Boeckman Rd.
  - A condition of approval would ensure that the excavation would not go under the ground and damage the roots of the tree by Lot 12.
  - Tract B was a 10-ft buffer area just south of the wall. A mix of shrubs would be planted to create soft buffer along the wall; however, because of high voltage lines, no trees would be planted. The shrub plantings had also been coordinated with Stafford Meadows to create a consistent appearance.
- The Master Plan showed the Boeckman Creek Trail, a regional trail, to ultimately extend all the way to Memorial Park. As a part of tonight's proposed development, the Applicant was required to build the section of the Boeckman Creek Trail adjacent to Morgan Farm, a 10-ft to 12-ft wide trail bed. Mr. Adams had worked extensively with the Applicant and the project team to design the trail with the least amount of impacts to the slopes in the area. There would be some retaining walls. Generally speaking, the trail would run to the rear of the yards along Street F, go up to the sidewalk, connect to the trailhead at the northernmost part of the trail in the subdivision, and then go to the south.
  - In the future, as a part of the Boeckman Rd improvements and Boeckman Bridge reconstruction, the City would connect to the Applicant's trail section, extending the trail under the Boeckman Bridge and continue it down into the canyon. The trail would be built on top of a sewer line easement once that was completed.
  - Staff took the proposed trail to the Parks Board and one item the Board had included with its recommendation was that a center dividing line be painted on the trail for safety due to its many twists and turns. Staff had included that as a condition of approval.
  - Three distinct trailheads were provided in the proposal. The northernmost trailhead just had some landscaping and provided access to the trail. The middle one was the largest and had the most open space, along with some benches, an exercise station, and a picnic shelter with tables in the larger part of Tract F. (Slide 39) Some stormwater facilities were also in that area as a part of the regional type of approach. The southernmost trailhead had benches and some boulders that would be integrated into some of the open space areas.
- The Tract G open space was created was to preserve the large oak tree. It would have benches, a mixture of both grass and decomposed granite surfacing to protect the root zone, providing a pocket park type open space with the tree as a major feature.
- Staff recommended approval of the annexation and Zone Map Amendment to the City Council and, contingent upon that City Council approval, approval with conditions of the other component applications.

**Samy Nada** asked about funding and a timeframe to convert the Boeckman/Canyon Creek Rd intersection from a 4-way stop to a signaled intersection as recommended in the Traffic Study.

**Mr. Adams** confirmed the City had funding for the project. Since the budget was created in January/February, the City had decided to combine the projects of the signalized intersection, the Boeckman Bridge, and the Boeckman Rd improvements south of that. New City Engineer Dominick Huffman had been tasked with this project, which would get under design next year. Once the design was completed and Staff knew how the bridge would tie into the intersection, he expected that the intersection work would likely precede the bridge work. If it became a problem, the intersection could be built and a year or two later, the bridge could be connected. Staff just needed to make sure everything tied in well.

**Mr. Nada** understood there was criteria in terms of the intersections that had been studied, but he believed the Stafford Rd/65<sup>th</sup> Ave intersection should be addressed as vehicles attempting to turn onto Stafford Rd from 65<sup>th</sup> and Alexander had to wait a long time, near peak time, to get onto Stafford Rd, and that was at current capacity. The Traffic Study suggested that traffic down Stafford Rd would increase by 50 percent. He asked if there were any plans to address that problem.

**Mr. Adams** explained that there had been a three-way meeting last fall between Washington County, Clackamas County, and the City to discuss Frog Pond and the impact it would bring to that intersection. Elligsen and 65<sup>th</sup> was Washington County, and Stafford Rd and 65<sup>th</sup> was Clackamas County, which created a three-way need for everyone to work to modify the situation. A Road Safety Audit was done by Clackamas County in September of 2017. The initial ideas and recommendations from the consultant, Kittelson & Associates, was to construct a roundabout, but no one currently had money for that. He had been in contact with Clackamas County, which was aware of the situation and knew that the traffic studies indicated a 50 percent increase in the traffic that used Stafford Rd. Wilsonville would continue to work with Clackamas County as traffic increased.

**Mr. Nada** asked if there were any studies conducted that showed the actual impact or extra wait time at peak times.

**Mr. Adams** responded that there had been discussion amongst the Transportation Engineering Staff at Clackamas County regarding what kind of modifications could be done on a short-term basis, such as turning it into an all-way stop, but he did not know what Clackamas County would ultimately do. In the long-term, it would likely be a roundabout.

**Mr. Nada** stated that a large part of the study expected that the majority of traffic would come from that way due to the I-5 connections with the City of Wilsonville, but even if traffic was at current levels, residents of the new subdivision would be encouraged to take the southern exit as opposed to waiting a long time at the northern exit.

**Mr. Adams** responded that the difficult movement was coming off of 65<sup>th</sup> Ave and turning left onto Stafford Rd. For the subject subdivision, residents would go north on Stafford Rd and turn left onto 65<sup>th</sup> Ave.

**Mr. Nada** clarified that he meant vehicles coming from I-5 would have to wait in a long line just to make a right turn.

**Mr. Adams** explained that vehicles coming from I-5 would use Canyon Creek Rd, so it would impact the intersection that the City had to signalize. He agreed that there was an issue with vehicles attempting to turn left onto Stafford Rd stacking up while vehicles proceeded to turn right onto Stafford Rd.

**Chair Martens** stated that when he met with people in the community regarding traffic the interest was almost always at Wilsonville Rd and the freeway. People, not surprisingly and not illogically, would sometimes connect development, wherever it occurred in the city, with the impact on that intersection. When looking at the nearest one, the Traffic Study measured the impact on Town Center Loop West with fairly minimal impacts. He asked how Mr. Adams would characterize the impact on the Wilsonville Rd/I-5 intersection.

**Mr. Adams** replied that the difficulty on Wilsonville Rd was going southbound on I-5. He did not envision many people going south on I-5 to Woodburn at 5:00 PM on an average weekday. He believed most people who used that on ramp were people who had stopped off in Wilsonville to shop on their way home from work, and that Fred Meyer had really impacted that due to increased shoppers who stopped and then went on. However, with both Villebois and Frog Pond, he did not know what would drive someone to go south as most people were coming home from jobs that were either in Wilsonville or north of Wilsonville.

**Chair Martens** asked if the homeowners association (HOA) would be responsible for the maintenance of the trail, the wall, and trees within the development once they were planted.

**Ms. Rybold** responded that ultimately, the trail in Tract A would be a dedicated city trail. Within the conditions of approval, there was some legal documentation that the City would need to see before that could occur. Ultimately, the trail maintenance would be the City's responsibility, along with the associated retaining wall along the trail. The street trees were the responsibility of the property owner for maintenance, although in some places that was structured to be the HOA's responsibility as well.

**Mr. Adams** confirmed the 10-ft tract of the wall on Boeckman Rd would be maintained by the HOA.

**Chair Martens** asked if the wall would extend through the school property and connect to the development to the east in the near-term or at a later date when that property was developed.

**Ms. Rybold** confirmed that would occur when the property was developed and annexed into the City.

**Tracy Meyer** understood the developer had to come back at a later date to make the temporarily-widened walkway narrower and to plant trees.

**Ms. Rybold** answered yes. The language in the condition of approval provided a couple of options. Usually, the most cost-effective was for everyone was for the developer or HOA, depending upon what happened, to pay for and make that improvement. The condition requested a deposit of 150 percent of the engineer's estimate for that project, so that if the developer opted not to do it, the City could come in and do it and whatever cost was incurred could be taken from the deposit.

**Mr. Adams** added that the language of the deposit would be more detailed in the development agreement between the Applicant and the City.

- He confirmed that this situation was fairly unique. In Stafford Meadows, the Applicant was also required to provide a temporary sidewalk connection from the subdivision to the northwest corner of the Advance/Boeckman/Wilsonville Rd intersection. The City had required that the developer, who was benefitting from the project, deposit money to demolish it when Boeckman Rd was completed so the City would not have to spend its own funds or saddle the HOA with the costs.

**Shawn O'Neil** asked if Mr. Adams could elaborate as to how DKS had anticipated the 40 percent, almost 50 percent, of the expected use to Stafford Rd because there might be citizens in the audience that wanted to know.

**Mr. Adams** explained DKS had a full traffic model of the city, and as things develop, they input an expected traffic count coming from and going to the subject development. The computer program would then look at where traffic was expected to go based on parameters inputted from the Metro model. He reiterated that the Traffic Study data from the City showed that most people worked north of Wilsonville, so most of the traffic north of Boeckman Rd tended to head north. Very few people would head south, just to head north on I-5 again.

- The model for 50 percent was looking at the entire Frog Pond development, the West, East, and South neighborhoods. The neighborhood in the far southwest corner might not contribute much to that 50 percent, but may contribute a lot to the 10 percent that used Canyon Creek Rd; while something over by the new middle school or on the east side of Stafford Rd would probably more heavily dominate the Stafford Rd use.

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

**Ben Altman, Pioneer Design Group, 9020 SW Washington Square Dr., Suite 170, Portland, OR, 97223** representing Pahlisch Homes, noted the key elements of the development, referencing the displayed site plan, Exhibit B3, with these key comments:

- The name Morgan Farm was selected to recognize the prior use of the property, which was for breeding Morgan horses. The Crawford family had moved there in the early 1970s from Boston and raised the magnificent animals. The Crawfords were active in the community while they lived there, until the early 2000s, when they moved to California and continued to raise horses. He displayed a slide of a champion Morgan horse the Crawford family was very proud of.
- Morgan Farm was a very interesting but challenging site. It was a 20-acre site sandwiched between the school district on the east side and Boeckman Creek on the west side. Those two assets set the stage for a very desirable location for the proposed homes given the access to nearby education and to nature along the creek. The development provided a connection between those two features.
- The current operation of the school site was an environmental learning center. The Applicant believed there was a great opportunity, with the connectivity to Boeckman Creek, for environmental education to occur in relation to the creek and the pathway as the area was developed. The Applicant had discussed that at length with the Park Board when they met and discussed the trail. The Park Board was also excited about that opportunity. The plans included some initial environmental signing that would be coordinated with the Parks Board, City Staff, and the school district. There was always an opportunity to add to that as time went on.
- Boeckman Creek, because of its irregular shape, reduced the resource area down to 6.9 acres in the creek canyon, which brought the total site size down to just less than 14 acres. Within that area, the Applicant had to do all of the other things required by the Code as summarized earlier by Staff. Designing the site was like putting together a puzzle that had not been created yet, so the Applicant had to create all of the pieces to make it fit into the irregular box that was the site.
- The Applicant was proud to present a plan that met 100 percent of the Code requirements with no variances or waivers requested. It was a challenge, but they did it. The Applicant also wanted to acknowledge that they had received a lot of guidance and assistance from Staff throughout the process. They had gone through various iterations of the plan to get it finalized and Staff had been very helpful and responsive, which the Applicant appreciated.
  - The alignment of Street A along the school boundary was slightly different than the curve design in the Street Demonstration Plan. While the Street Demonstration Plan was an amended adoption of the plan, City Council had made it very clear that their expectation was to ensure that no lots had rear yards against the school property. City Council wanted the school property framed by streets, and that was exactly what the Applicant had done with Street A and Street G at the north end. Street A aligned across the north end, would extend to the east, and ultimately out to Stafford Rd, which would frame the west and north boundaries of the school property. Three-quarters of Street A would be built with this development and the school would finish it when they constructed their project in approximately five years.
- As development to the east occurred, Street G would extend over and connect with the segment Stafford Meadows was building that extended out to Stafford Rd. Following the street spacing standards and lot spacing, the Applicant had laid the streets out within a 330-ft block grid, which was the maximum allowed without an additional pedestrian link. The

north/south streets were laid out on that 330-ft grid. East/west circulation was provided, in particular, with Street B and Street E that connected the school site directly to trailheads. Street G also connected directly to trailheads, so there were three east/west streets that aligned to the trailheads and provided a pedestrian corridor from the school site to the natural resource area.

- On Street B, because Lots 23 to 30 were double-fronted, the Applicant had created the Woonerf design to add a wider landscape area. The curvilinear design would create more of a pedestrian corridor than would otherwise occur with a regular street pattern.
- The proposed design resulted in a wide variety of product mix with lots on varied street orientations throughout the development. There were front-loaded lots that faced side streets rather than primary streets, particularly Street A, so that only side yards faced the school site. There were also alley-loaded units in the middle, the units that fronted the Woonerf street, one private drive section, and the regular streets on the rest of the application. There were also 10 attached units spread throughout on diagonal corners so they were not clustered in any way.
- Two open space tracts, F and G, the trail, and Tract C provided connectivity out from Boeckman Rd into the site. Combined, those provided almost 42,000 sq ft of active open space within the development, in addition to the six-plus acres of open space in Tract A. He reiterated that the Applicant was saving the 56-inch oak tree as part of the development.
- The brick wall and plantings buffer had been designed in coordination with Stafford Meadows. The plantings were not 100 percent consistent but the format was. As it dropped into the creek and canyon where the bridge eventually would be, there was a slightly different pattern that went more to a natural planting pattern.
- Amenities with the proposed design included tree-lined streets, access from school to nature with the educational opportunities that created, and the three landscaped trailheads. The first 120 ft of the regional trail would be built with this project, and that included lighting and some benches along the trail with overlooks at different points. There was also an exercise station along one trailhead, a feature the Applicant thought fit in with the physical exercise aspect of the trail. There were also 11 picnic benches and two game tables.
- Under the oak tree canopy had to be kept dry as white oaks did not do well around lawn or a lot of water, so the area under the tree would be decomposed granite. There would also be picnic shelter and the preservation of the two big oaks.

**Ms. Meyer** asked if the City had considered local wildlife such as coyotes and birds, as she was concerned about where they would go since coyotes had been seen in the area recently.

**Ms. Rybold** responded that she had seen a coyote right outside the Friday before last. Wildlife was not something that Staff had particularly addressed with the proposed development but they were aware of its presence. One of the bigger picture things the City had looked at with bridge design, roadway projects, and various subdivisions was wildlife underpasses. While Staff had not addressed wildlife directly when reviewing a subdivision, one goal of preserving places like SROZ areas and looking at those crossings was to provide corridors for animals to safely such as undercrossings.



**Ms. Meyer** stated that although animals could not be made to use the undercrossings, she was worried about wildlife wandering into the school yard.

**Mr. Nada** asked if there would be a fence between the school and the neighborhood.

**Mr. Altman** replied the Applicant had spoken with the school district and they did intend to fence the school site. A fence would not be put in initially, but would once the school was built, as the school district fenced all of its schools.

**Mr. Nada** asked what the plan was for parking in the subdivision.

**Mr. Altman** responded that most units would have a two-car garage with driveway and street parking. They were still struggling with the attached units, particularly on the narrower lots. A Code standard limited garage widths to the width of the structure, which would likely result those having single-car garages. Because of the unit configuration, the Applicant could not put garages on side streets. He confirmed all of the units would have a driveway.

**Mike Morse, Pahlisch Homes, 15333 SW Sequoia Parkway, Suite 190, Portland, OR, 97233** stated Pahlisch was excited to be back in Wilsonville, adding the company was also currently developing the Charbonneau Range subdivision in Wilsonville. They had just finished the development portion and had started home construction. The project team had worked well with Staff in the past, and they had been extremely supportive and very gracious to work with as the Applicant had put together a very complicated land use application as it pertained to working within the usable space.

- Pahlisch Homes was excited about the community and considered themselves community builders, not just home builders. The company had its own in-house community management company that would manage a community until it could be handed to the homeowners, at which point the homeowners could manage their HOA themselves or hire Pahlisch to do so on their behalf. As such, they took pride in building subdivisions, not just homes.
- Maintenance of the green space and fencing would be placed into the right entity, whether it was the HOA or individual homeowners. The Applicant took pride in the fact that one could drive through a Pahlisch community ten years later and it was still fresh, as they tried to continue to manage the process and maintain the integrity of the aesthetic look of the subdivision even after they had built the last home.

**Mr. Nada** asked when construction would begin, assuming everything was approved.

**Mr. Morse** replied that with the DRB's approval tonight, the Applicant hoped to continue with the application process and begin moving dirt in August. The development period would take roughly August 1<sup>st</sup> through the end of the year. The first model homes would be built in the first quarter of 2019, hopefully, with a grand opening approximately one year from now.

**Mr. Altman** noted that the Applicant had reviewed and accepted all of the recommended conditions of approval as recommended.

**Chair Martens** called for public testimony in favor of, opposed, and neutral to the application. Seeing none, he confirmed there was no rebuttal from the Applicant.

**Shawn O'Neil** commended Ms. Rybold and Mr. Adams for one of the best presentations he had seen in a while. The materials had been very helpful. By the time the Applicant had presented their piece, everything he had anticipated asking had been answered.

**Chair Martens** asked Staff if there was a reason, other than aesthetics, that no homes would have backyards facing the school.

**Ms. Rybold** replied that it was to prevent creating a walled-off school environment. Looking at the backs of homes was not very inviting from the school's perspective, and it would wall off the school from the subdivision; whereas having the school face front or side yards connected it to the community.

**Chair Martens** confirmed there were no further comments and closed the public hearing at 8:02 pm.

**Samy Nada moved to approve Resolution No. 352 including the Staff report as presented. Tracy Meyer seconded the motion, which passed unanimously.**

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

## **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

**Dan Pauly, Senior Planner**, noted the April 9<sup>th</sup> meeting regarded the renewal of a temporary use permit and that half of Panel B was present for the May 14<sup>th</sup> meeting and the approval of the other Frog Pond subdivision, which had already been discussed tonight.

**Samy Nada** echoed Mr. O'Neil's comment, adding that the Traffic Study information with the arrows, intersections, and numbers was especially useful.

**Mr. Pauly** explained Staff was using a new template he created and confirmed that the Board wanted to continue seeing that format.

**Shawn O'Neil** reiterated that the presentation was really good because the anticipated questions that he would have asked were addressed in the presentation.

## **VIII. Staff Communications**

**Dan Pauly, Senior Planner**, also thanked the Board for their work, noting tonight's application included a lot of homework.

## **IX. Adjournment**

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, JUNE 25, 2018**

**6:30 PM**

---

**VI. Public Hearing:**

- A. Resolution No. 355. Aspen Meadows Phase II: Scott Miller, Samm-Miller, LLC– Applicant for David Kersten – Owner.** The applicant is requesting approval of a Comprehensive Plan Map Amendment from Residential 0-1 Dwelling Units Per Acre to Residential 4-5 Dwelling Units Per Acre, a Zone Map Amendment from Residential Agriculture-Holding (RA-H) to Planned Development Residential 3 (PDR-3), along with a Stage I Master Plan, Stage II Final Plan, Tentative Subdivision Plat, Type C Tree Plan and Tentative Partition Plat for a 2-lot Partition and subsequent 5-lot single-family subdivision located at 28600 SW Canyon Creek Road South. The subject site is located on Tax Lot 06200 of Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files:	DB18-0027	Comprehensive Plan Map Amendment
	DB18-0028	Zone Map Amendment
	DB18-0029	Stage I Master Plan
	DB18-0030	Stage II Final Plan
	DB18-0031	Tentative Subdivision Plat
	DB18-0032	Type C Tree Plan
	DB18-0033	Tentative Partition Plat

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

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 355**

**A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF A COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL 0-1 DWELLING UNITS PER ACRE TO RESIDENTIAL 4-5 DWELLING UNITS PER ACRE, A ZONE MAP AMENDMENT FROM RESIDENTIAL AGRICULTURE-HOLDING (RA-H) TO PLANNED DEVELOPMENT RESIDENTIAL 3 (PDR-3) AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I MASTER PLAN, STAGE II FINAL PLAN, TENTATIVE SUBDIVISION PLAT, TYPE C TREE PLAN AND TENTATIVE PARTITION PLAT FOR A 2-LOT PARTITION AND SUBSEQUENT 5-LOT SINGLE-FAMILY SUBDIVISION LOCATED AT 28600 SW CANYON CREEK ROAD SOUTH. THE SUBJECT SITE IS LOCATED ON TAX LOT 06200 OF SECTION 13BD, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. SCOTT MILLER, SAMM-MILLER, LLC – APPLICANT FOR DAVID KERSTEN – OWNER.**

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 June 18, 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 June 25, 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 June 18, 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 Comprehensive Plan Map Amendment and Zone Map Amendment Requests (DB18-0027 and DB18-0028) for:

DB18-0029 through DB18-0033; Stage I Master Plan, Stage II Final Plan, Tentative Subdivision Plat, Type C Tree Removal Plan, and Tentative Partition Plat for an new 5-lot single-family subdivision and associated improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 25<sup>th</sup> day of June, 2018 and filed with the Planning Administrative Assistant on \_\_\_\_\_. This resolution is final on the 15<sup>th</sup> calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

\_\_\_\_\_  
Richard Martens, Chair, Panel B  
Wilsonville Development Review Board

Attest:

\_\_\_\_\_  
**Shelley White, Planning Administrative Assistant**



Exhibit A1  
Staff Report  
Aspen Meadows No. 2 Subdivision – 5 New Single-Family Lots

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

---

<b>Hearing Date:</b>	June 25, 2018
<b>Date of Report:</b>	June 18, 2018

---

<b>Application Nos.:</b>	DB18-0027 Comprehensive Plan Map Amendment DB18-0028 Zone Map Amendment DB18-0029 Stage I Preliminary Plan DB18-0030 Stage II Final Plan DB18-0031 Tentative Subdivision Plat DB18-0032 Type C Tree Removal Plan DB18-0033 Tentative Partition Plat
--------------------------	---

**Request/Summary:** The requests before the Development Review Board include a Comprehensive Plan Map Amendment, Zone Map Amendment, Stage I Master Plan, Stage II Final Plan, Tentative Subdivision Plat, Type C Tree Removal Plan, and Tentative Partition Plat

**Location:** 28600 SW Canyon Creek Road South, east side of SW Canyon Creek Road South, south of SW McGraw Avenue. The property is specifically known as Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

**Owner:** David Kersten

**Applicant:** Scott Miller, Samm-Miller, LLC

**Applicant's Rep.:** Steve Miller, Emerio Design, LLC

**Comprehensive Plan Designation (Current):** Residential 0-1 dwelling units per acre (du/ac)

**Comprehensive Plan Designation (Proposed):** Residential 4-5 dwelling units per acre (du/ac)

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

**Zone Map Classification (Proposed):** PDR-3 (Planned Development Residential-3)

**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 Comprehensive Plan Map Amendment and Zone Map Amendment; approve with conditions the Stage I Master Plan,

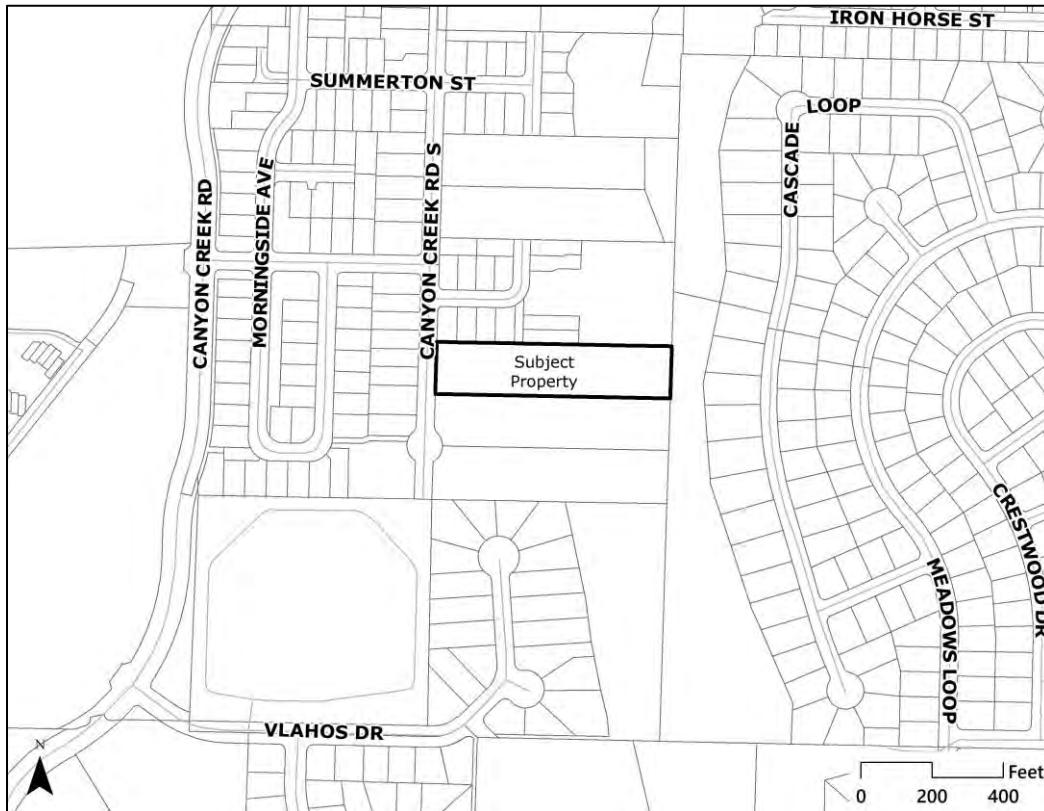
State II Final Plan, Tentative Subdivision Plat, Type C Tree Plan, and Tentative Partition Plat contingent on City Council approval of the Comprehensive Plan Map Amendment and Zone Map Amendment.

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.033	Authority of the 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 4.124	Standards Applying to All Planned Development Residential Zones
Section 4.124.3	PDR-3 Zone
Sections 4.139.00 through 4.139.11	Significant Resource Overlay Zone (SROZ)
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.197	Zone Changes
Section 4.198	Comprehensive Plan Changes
Sections 4.200 through 4.290	Land Divisions
Sections 4.300 through 4.320	Underground Utilities
Sections 4.600-4.640.20	Tree Preservation and Protection
<b><u>Comprehensive Plan and Sub-elements:</u></b>	
Citizen Involvement	
Urban Growth Management	

Public Facilities and Services	
Land Use and Development	
Plan Map	
Transportation Systems Plan	
<u>Regional and State Law and Planning Documents</u>	
Oregon Statewide Planning Goals	

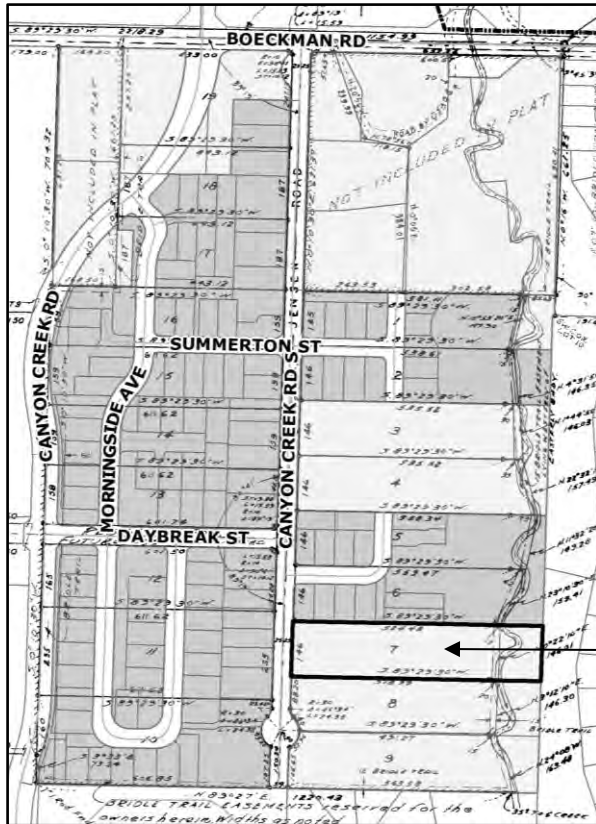
## Vicinity Map



## Background:

The subject property is part of the 1964 Bridle Trail Ranchetts subdivision, developed prior to Wilsonville’s incorporation as a city. Each lot in the subdivision was approximately 2 acres in size, and adoption of the current Comprehensive Plan Map included a residential density for this area reflecting the existing subdivision. Beginning in the mid-2000s, the City approved many of the Bridle Trail Ranchett lots for Comprehensive Plan Map amendments to increase the density from 0-1 to 4-5 dwelling units an acre (du/ac). Currently, the City has approved portions of 14 of the original 19 Bridle Trail Ranchett lots for increased density.





Light Gray – 0-1 du/ac  
 Dark Gray – 4-5 du/ac

Subject Property

The first and largest approved change in this area from 0-1 to 4-5 du/ac was in 2004 with the adoption of Ordinance No. 570 for Renaissance at Canyon Creek. The supporting staff report discussed the need of additional single-family homes to provide housing for people working in Wilsonville as well as others desiring to live here. In addition, the findings point out the limited amount of vacant residential land within the City, and that designations for higher residential density surround the subject area.

In early 2006, Ordinance No. 604 similarly changed the Comprehensive Plan designation for approximately four acres on the east side of Canyon Creek Road South from 0-1 to 4-5 du/ac for the development of the 13-lot Cross Creek Subdivision. The City made the same findings regarding the need of additional housing units, the limited amount of vacant land within the City, and the density of surrounding areas.

In 2007, Ordinance No. 635 approved a similar Comprehensive Plan designation change for approximately 0.69 acres on the west side of Canyon Creek Road South, north of Renaissance at Canyon Creek. The City made findings consistent with the previously approved amendments.

In 2014, Ordinance No. 738 approved the same density change in 2014 for a property whose owners had elected not to participate in the 2004 project and now desired to redevelop.

In 2016, Ordinance No. 790 changed the Comprehensive Plan designation from 0-1 to 4-5 du/ac for the 14-lot Aspen Meadows subdivision to the immediate north of the subject property. At the time, the owner of the subject property did not elect to participate in the planning and development of Aspen Meadows. The owner now requests a similar change of density for similar reasons as the other lots redeveloped in Bridle Trail Ranchetts.

### **Summary:**

#### Comprehensive Plan Map Amendment (DB18-0027)

The applicant proposes to change the Comprehensive Plan Map designation for the 2.22-acre subject property from 0-1 du/ac to 4-5 du/ac, consistent with previous Comprehensive Plan Map amendments for properties in the Bridle Trail Ranchetts subdivision.

#### Zone Map Amendment (DB18-0028)

Contingent on approval of the Comprehensive Plan Map Amendment for an increased density of 4-5 du/ac, the applicant proposes a corresponding PDR zoning of PDR-3. Other portions of Bridle Trail Ranchetts with past approval of increased density to 4-5 du/ac have the same PDR-3 zoning.

#### Stage I Master Plan (DB18-0029)

The Stage I Master Plan generally establishes the location of housing, streets, and open space tracts on the site, reviewed in more detail with the Stage II Final Plan. The Development Code lists the planned uses of single-family residential and open space as allowed in the PDR-3 zone.

#### Stage II Final Plan (DB18-0030)

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 Planned Development Residential Zones.

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 applicant proposes development on the portion of the site behind the existing house, which drops by approximately 15 feet to the edge of the SROZ. This slope necessitates some grading, particularly along the front of Lots 3-5, to prepare lots for development with single-family homes.

#### Tentative Subdivision Plat (DB18-0031)

The tentative subdivision plat shows all the necessary information consistent with the Stage II Final Plan for dividing the property in a manner to allow the proposed development.

## Type C Tree Removal Plan (DB18-0032)

While the development plans preserve the large forested area in the eastern portion of the site, the plans include removal of 10 trees that are either not viable or not practicable to preserve with proposed grading for development.

The proposed planting of 16 trees, including street trees and additional trees in the SROZ, will mitigate for the removals.

## Tentative Partition Plat (DB18-0033)

The applicant proposes a tentative partition plat so that the existing single family home on the subject property is separate from the Aspen Meadows No. 2 subdivision. The tentative partition plat shows all the necessary information for dividing the property in a manner to allow the subsequent subdivision for Aspen Meadows No. 2.

## **Discussion Points:**

### Redevelopment of Bridle Trail Ranchetts

The 1964 Bridle Trail Ranchetts Subdivision created 19 lots, many of which were approximately 2 acres in size. In the most recent adoption of the Comprehensive Plan map, the entire subdivision was designated Residential 0-1 dwelling units per acre, and had a Zone Map designation of RA-H. Subsequently, portions of 14 of the 19 have been changed to 4-5 dwelling units per acre and rezoned. The current request continues the trend reflecting the continued infill with urban single-family densities of this area.

### 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.

### Land Division

The applicant proposes two tentative plats with this development application. The tentative partition plat would split the subject property into two separate parcels. Parcel 1 contains the existing dwelling unit, which would remain, while the applicant would subsequently subdivide Parcel 2 as shown on the tentative subdivision plat. The applicant's reason for partitioning the property prior to subdividing the land is to keep the existing dwelling unit separate from the Aspen Meadows subdivision and CC&R's. Both land divisions are contingent upon approval of

the zone map amendment, as the lot size and dimensions proposed in the tentative partition plat do not meet the minimum requirements of the existing zoning classification, RA-H. A condition of approval ensures that recording of the final partition plat occurs prior to recording of the final subdivision plat.

### Residential Private Access Drives

The applicant proposes Tract A as a residential private access drive connecting to an existing residential private access drive to the north in Aspen Meadows. The connection of these private drives would provide access to a total of four dwelling units. The connection of these private drives enables the turnaround of emergency vehicles entering the subdivision, but does not provide access to any destination points beyond the Aspen Meadows subdivision. Trash collection will only occur on the public streets. The extension of the private street will be limited to the boundaries of the Aspen Meadows subdivision and it will facilitate the orderly development of the subject property. Given the isolated location at the eastern edge of Aspen Meadows, no through vehicular access is expected. To ensure that Development Code standards regarding residential private access drives are met, Condition of Approval PDD 5 requires signs stating “no through access” or similar language approved by the City Engineer to be installed.

Additionally, Condition of Approval PFD 2 ensures that Lot 5 is accessed via the public street, not the private access drive.

### Aspen Meadows Reserve Strip

When the City approved the first phase of Aspen Meadows, a reserve strip was required on the private street to prevent access to the subject property. At that time, the applicant had not secured a right to purchase the subject property and it was not anticipated that this would occur. Since the approval of Aspen Meadows, the applicant has secured the right to purchase the subject property and is now requesting that the reserve strip be removed in order to allow for the extension of the private street into the second phase of the Aspen Meadows subdivision. The extension of the private street will provide access for two additional lots and will terminate into a public street that will prevent any future extension of the private street.

The Development Code states that any required reserve strips are placed under the jurisdiction of the City Council. As such, the City Council will have to pass a resolution removing this reserve strip in Aspen Meadows in order to facilitate the connection of the residential private access drive proposed in the proposed subdivision. As an alternative, if the reserve strip is to remain, the applicant would be required to install a barrier preventing vehicular access across this reserve strip from the proposed subdivision. While technically feasible, this approach would make emergency vehicular access to this drive more difficult and would result in a less coordinate development pattern between the two phases of Aspen Meadows.

## Usable Open Space Requirements

The applicant proposes the five-lot subdivision as an extension of the Aspen Meadows subdivision to the north. Development plans for Aspen Meadows include a 0.29-acre usable open space tract serving 14 lots. Where SROZ lands exceed 25 percent of the total site area, development must provide ¼ acre of usable open space per 100 dwelling units. Given the integration of only five additional lots into the existing Aspen Meadows subdivision, the proposed development does not require additional usable open space.

### **Conclusion and Conditions of Approval:**

Staff has reviewed the applicant's analysis of compliance with the applicable criteria. The Staff Report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board recommend approval or approve, as relevant, the proposed application (DB18-0027 through DB18-0033) with the following conditions:

#### **Planning Division Conditions:**

##### Request A: DB18-0027 Comprehensive Plan Map Amendment

This action recommends to the City Council approval of the Comprehensive Plan Map Amendment for the subject property. The Zone Map Amendment (DB18-0028) and all approvals contingent on it are contingent on the Comprehensive Plan Map Amendment.
---

No conditions for this request
--------------------------------

##### Request B: DB18-0028 Zone Map Amendment

This action recommends adoption of the Zone Map Amendment to the City Council for the subject property. This action is contingent upon the Comprehensive Plan Map Amendment (DB18-0027). Case files DB18-0029, DB18-0030, DB18-0031, DB18-0032, and DB18-0033 are contingent upon City Council's action on the Zone Map Amendment request.
--

No conditions for this request
--------------------------------

##### Request C: DB18-0029 Stage I Master Plan

Approval of DB18-0029 (Stage I Master Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).
---

No conditions for this request
--------------------------------

##### Request D: DB18-0030 Stage II Final Plan

Approval of DB18-0030 (Stage II Final Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).
---

<b>PDD 1.</b> 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.
<b>PDD 2.</b>	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 D34.
<b>PDD 3.</b>	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 D37.
<b>PDD 4.</b>	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 subdivision plat. See Finding D59.
<b>PDD 5.</b>	At the entrance to the private access drive in Tract A, signs stating “no through access” or similar language approved by the City Engineer shall be installed. See Finding D66.
<b>PDD 6.</b>	The design of the private access drive in Tract A shall provide for a useful lifespan and structural maintenance schedule comparable to a public local residential street. See Finding D68.
<b>PDD 7.</b>	All travel lanes shall be constructed to be capable of carrying a twenty-three (23) ton load. See Finding D70.
<b>PDD 8.</b>	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 D31.
<b>PDD 9.</b>	All street trees and other right-of-way landscaping shall be installed fronting a lot prior to issuance of an occupancy permit for a home on the lot. See Finding D51.
<b>PDD 10.</b>	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 D52.
<b>PDD 11.</b>	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 D53 and D54.
<b>PDD 12.</b>	The following requirements for planting of shrubs and ground cover shall be met: <ul style="list-style-type: none"> <li>• Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch.</li> <li>• Native topsoil shall be preserved and reused to the extent feasible.</li> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Shrubs shall reach their designed size for screening within three (3) years of planting.</li> <li>• 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.</li> <li>• No bare root planting shall be permitted.</li> <li>• Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting.</li> <li>• Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations.</li> </ul> <p>Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding D47.</p>
<b>PDD 13.</b>	All trees shall be balled and burlapped and conform in size and grade to "American Standards for Nursery Stock" current edition. See Finding D47.
<b>PDD 14.</b>	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. The applicant shall provide specific details on the proposed irrigation method prior to installation of street trees. See Finding D48.

Request E: DB18-0031 Tentative Subdivision Plat

Approval of DB18-0031 (Tentative Subdivision Plat) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).	
<b>PDE 1.</b>	Any necessary easements or dedications shall be identified on the final subdivision plat.
<b>PDE 2.</b>	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 Subdivision Plat.
<b>PDE 3.</b>	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 E14.
<b>PDE 4.</b>	Prior to the recording of the final subdivision plat, 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.
<b>PDE 5.</b>	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.
<b>PDE 6.</b>	With the final subdivision plat, a street tree easement shall be granted for Lots 3-5 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 E21.

Request F: DB18-0032 Type C Tree Plan

	Approval of DB18-0032 (Type C Tree Plan) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).
<b>PDF 1.</b>	This approval for removal applies only to the 10 trees identified in the applicant’s submitted Tree Maintenance and Protection Plan, see Exhibit B3. All other trees on the property shall be maintained unless removal is approved through separate application.
<b>PDF 2.</b>	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 F18.
<b>PDF 3.</b>	The applicant/owner shall install the required 10 mitigation trees, as shown in the applicant’s sheets 4 and L1 of Exhibit B3, per Section 4.620 WC.
<b>PDF 4.</b>	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.
<b>PDF 5.</b>	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 F24.

Request F: DB18-0033 Tentative Partition Plat

	Approval of DB18-0033 (Tentative Partition Plat) is contingent on City Council approval of the Zone Map Amendment request (DB18-0028).
<b>PDG 1.</b>	Any necessary easements or dedications shall be identified on the final partition plat.
<b>PDG 2.</b>	The final partition plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or



	type, and any other information that may be required as a result of the hearing process for the Stage II Final Plan or the Tentative Plat.
<b>PDG 3.</b>	The final partition plat shall be recorded prior to the recording of the Final Subdivision Plat for Aspen Meadows No. 2.

*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: DB18-0030 Stage II Final Plan

<b>PFD 1.</b>	Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1.
<b>PFD 2.</b>	The existing home on Parcel 1 will be allowed one driveway access onto Canyon Creek Road South. Lots 1, 2, and 5 shall obtain access via the proposed A-Street. Lots 3 and 4 shall obtain access from the private street located in Tract A.
<b>PFD 3.</b>	On frontage to Canyon Creek Road South the applicant shall be required to construct a 14-foot half-street improvement, face of curb to street centerline (asphalt roadway, curb and gutter, sidewalk, stormwater system, street lights and street trees) in compliance with Residential Street Standards as provided in the 2015 Public Works Standards. Existing street right-of-way is 50 feet; no additional right-of-way dedication is required.
<b>PFD 4.</b>	For emergency access purposes, the applicant shall provide looped roadway access by connecting the proposed private street in Tract A with the existing private street in the adjacent Aspen Meadows. The applicant shall provide a public access easement over the entirety of Tract A. If the reserve strip in the Aspen Meadows subdivision to the north is not removed, the applicant shall provide a locked gate with Knox box preventing vehicular access across the reserve strip.
<b>PFD 5.</b>	The applicant shall construct and dedicate the proposed A-Street as a public street. A-Street shall be constructed with a shed cross-section to bring all storm runoff to the north side to be treated in the proposed water quality facilities. The applicant shall install a vertical curb on the south side of A-Street.

<b>PFD 6.</b>	Submitted plans show the proposed A-Street as having a 24-foot width. The applicant shall install “No Parking” signage along either the north or south side of the street.
<b>PFD 7.</b>	The applicant shall obtain water and sanitary sewer service from the existing systems in Canyon Creek Road South.
<b>PFD 8.</b>	The applicant shall provide a looped water system by connecting to the existing 4” water line in the private street in Aspen Meadows to the north.
<b>PFD 9.</b>	The existing home on Parcel 1 will be allowed to install a SS service to the main line in Canyon Creek Road South via using a 36” long radius bend, connecting the service into the upper surface of the main line using a saddle T connection.
<b>PFD 10.</b>	Where feasible, stormwater connections may be made to the public storm main in Canyon Creek Road South, provided stormwater quality and retention requirements are met.
<b>PFD 11.</b>	Where is it not feasible to connect to the stormwater main in Canyon Creek Road South, the applicant shall obtain and submit to the City written permission allowing connection to the storm system in the Aspen Meadows 15-lot subdivision to the north to use that storm system outfall.

**Natural Resources Division Conditions:**

All Requests

<b>NR 1.</b>	Natural Resource Division Requirements and Advisories listed in Exhibit C3 apply to the proposed development.
<b>NR 2.</b>	The Significant Resource Overlay Zone (SROZ) identified as Tract B and portions of Lots 3-5 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.
<b>NR 3.</b>	All plantings in the SROZ shall be approved by the City’s Natural Resources Manager prior to installation.

**Building Division Conditions:**

All Requests

<b>BD1.</b>	<p>Prior to construction of the subdivision’s residential homes, designated through approved planning procedures, the following conditions must be met and approved through the Building Official:</p> <ul style="list-style-type: none"> <li>a. Street signs shall be installed at each street intersection and approved per the public work design specifications and their required approvals.</li> <li>b. All public access roads and alleys shall be complete to “Base Lift” for access to the residential home sites.</li> </ul>
-------------	--

- c. All public and service utilities to the private building lots must be installed, tested and approved by the City of Wilsonville's Engineering/Public Works Department or other service utility designee.
- d. All required fire hydrants and the supporting piping system shall be installed tested and approved by the Fire Code Official prior to model home construction. (OFC 507.5).

## Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB18-0027 through DB18-0033. 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**

- Application
- Supplementary Partition Narrative
- Reduced Partition Plans 11x17
- Narrative
- Reduced Subdivision Plans 11x17
- Preliminary Title Report
- Draft Bylaws
- Draft CC&Rs
- Preliminary Stormwater Management Plan
- Technical Memorandum – Conveyance Analysis
- DKS Trip Generation Memorandum
- Natural Resource Assessment
- Republic Services Letter

#### **B2. Drawings and Plans – 2-Lot Partition**

- 1 Cover Sheet
- 2 Existing Conditions Map
- 3 Partition Plat
- 4 Shadow Partition Plat

#### **B3. Drawings and Plans – 5-Lot Subdivision**

- 1 Cover Sheet
- 2 Existing Conditions Map
- 3 Tree Preservation and Removal Plan
- 4 Tree Mitigation Plan
- 5 Preliminary Grading Plan
- 6 Preliminary Plat

- 7 Preliminary Storm Water and Utilities Plan
- 8 Street 'A' Plan and Profile
- 9 Private Street Plan and Profile
- 10 Lighting Plan
- L1 Street Tree Plan

Development Review Team Correspondence

- C1. Engineering Requirements
- C2. Public Works Comments
- C3. Natural Resource Requirements
- C4. TVF&R Standards

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 27, 2018. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on March 28, 2018. The applicant submitted additional material on May 10, 2018. Planning Staff deemed the application complete on May 24, 2018. The City must render a final decision for the request, including any appeals, by September 21, 2018.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDR-3	Single-family residential (under construction)
East:	PDR-4	SROZ, Single-family residential
South:	RA-H	Single-family residential
West:	PDR-3	Single-family residential

3. Previous City Planning Approvals: Current subdivision (Bridle Trail Ranchetts) approved prior to City incorporation.
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, David Kersten, signed the submitted application form.

#### Pre-Application Conference

Subsection 4.010 (.02)

Following a request from the applicant, the City held a pre-application conferences for the proposal on November 9, 2017 (PA17-0021) in accordance with this subsection.

#### Lien Payment before Approval

Subsection 4.011 (.02) B.

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

#### General Submission Requirements

Subsection 4.035 (.04) A.

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

#### Zoning-Generally

Section 4.110

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

## Request A: DB18-0027 Comprehensive Plan Map Amendment

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

### Development Code - Comprehensive Plan Amendment Process

Procedures and Criteria in Comprehensive Plan  
Subsection 4.198 (.01)

- A1.** The lot of the subject development site is of sufficient size for development in a manner consistent with the purposes and objectives of Section 4.140.

Review Bodies  
Subsection 4.198 (.02)

- A2.** The DRB and City Council are considering the request as described.

Applicant Agreeing to Conditions of Approval  
Subsection 4.198 (.05)

- A3.** The owner will be required to sign a statement accepting conditions for approvals granted contingent on the Comprehensive Plan Map Amendment and Zone Map Amendment.

### Comprehensive Plan Amendment Required Findings

Meets Identified Public Need  
Subsection 4.198 (.01) A.

- A4.** The “Residential Development” portion of the Comprehensive Plan (Policy 4.1.4) identifies the need for additional housing within the City to serve housing and economic needs of residents and employees working within the City.

On the basis of the Housing Data used for the 2017 City of Wilsonville Housing Report, of the City’s 10,866 housing units, 52 percent are multi-family (apartments and condos) and 48 percent are single-family.

Policy 4.1.4 and its implementation measures, seek to “provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville.” The proposal provides additional single-family homes supporting an ongoing desire for single-family homes at various price levels as part of Wilsonville’s strong diversity of housing unit types.

Meets Identified Public Need As Well As Reasonable Alternative  
Subsection 4.198 (.01) B.

- A5.** The proposed subdivision has similarities in site density and housing product to other subdivisions nearby such as Renaissance at Canyon Creek and Aspen Meadows, and

provides a consistent density and development type as the area becomes more dense and urban over time. The consistency with nearby development makes the proposed continued residential use at the proposed density meet the need for a variety of single-family homes better than other density or design options for the site.

#### Supports Statewide Planning Goals

Subsection 4.198 (.01) C.

**A6.** The City's Comprehensive Plan complies with the Statewide Planning Goals. The consistency of the proposal with the Comprehensive Plan, as stated in the findings for this request, demonstrates the proposal also complies with the Statewide Planning Goals. See also Findings A33-A37.

#### No Conflict with Other Portions of Plan

Subsection 4.198 (.02) D.

**A7.** The applicant is requesting an amendment of the Comprehensive Plan Map for the subject properties. The applicant does not propose to modify or amend any other portion of the Comprehensive Plan or Plan Map.

### **Comprehensive Plan-Initiating, Applying for, and Considering Plan Amendments**

#### Who May Initiate Plan Amendments

Introduction Page 7 "Plan Amendments" 1.

**A8.** The property owner of the subject lot has initiated the proposed amendment.

#### How to Make Application

Introduction Page 7 "Plan Amendments" 2.

**A9.** The property owner of the subject lots, who has submitted a signed application form provided by the City and paid the required application fee, initiated the proposed amendment.

#### Consideration of Plan Amendments

Introduction Page 7 "Plan Amendments" 3.

**A10.** The City Council will consider the plan amendment only after receiving a recommendation from the Development Review Board.

### **Standards for Approval of Plan Amendments**

#### Conformance with Other Portions of the Plan

Introduction Page 7 "Plan Amendments" 4. a.

**A11.** The change of residential density for the subject properties does not lead to nonconformance with other portions of the Comprehensive Plan.



## Public Interest

Introduction Page 7 "Plan Amendments" 4. b.

**A12.** The request is in the public interest by providing needed housing. See also Finding A4.

## Public Interest Best Served by Timing of Amendment

Introduction Page 7 "Plan Amendments" 4. c.

**A13.** The timing of the amendment is appropriate. See Finding A5.

## Factors to Address in Amendment

Introduction Page 7 "Plan Amendments" 4. d.

**A14.** The area is suitable for the proposed development as it is in a residential area with similar development and has the necessary public services, including streets, available. It is similar to and follows the trends in recent nearby developments such as Renaissance at Canyon Creek and Aspen Meadows. The density is consistent with these other recent nearby developments. No parties submitted evidence that the development would negatively affect property values. Preservation of natural resource areas is part of the development. The application of design standards ensures healthful, safe and aesthetic surroundings.

## Conflict with Metro Requirements

Introduction Page 7 "Plan Amendments" 4. e.

**A15.** The review did not identify any conflicts with Metro requirements. Particularly, Wilsonville's housing mix continues to exceed Metro's requirements.

## Public Notice Requirements

Introduction Page 8 "Plan Amendments" 5.

**A16.** The City has or will send all required public hearing notices.

## Urban Growth Management

### Urbanization for Adequate Housing

Implementation Measure 2.1.1.b.

**A17.** The proposal provides for additional housing density to accommodate those employed with the City. See also Finding A4.

### Revenue Sources for Urbanization

Implementation Measure 2.1.1.d.

**A18.** Existing requirements for improvements and systems development charges apply to the development proposed concurrently with the Comprehensive Plan Map amendment.

New Development and Concurrency  
Implementation Measure 2.1.1.e.

**A19.** The City’s concurrency requirements in the Development Code apply to the concurrently proposed development.

Encourage Master Planning  
Implementation Measure 2.1.1.f.2.

**A20.** The subject property is large enough, being greater than the two-acre threshold for planned development established in Section 4.140, for design consistent with the City’s planned development regulations to support design quality and conformity with the Comprehensive Plan.

**Public Facilities and Services**

Urban Development Only Where Facilities and Services Can Be Provided  
Implementation Measure 3.1.2.a.

**A21.** Application of the concurrency standards of the City’s Development Code ensures the development proposed concurrently with this amendment request will have all necessary facilities and services provided. See Stage II Final Plan in Request D.

Paying for Facilities and Services  
Implementation Measures 3.1.3.a., 3.1.4.f., 3.1.5.c., 4.1.4.h.

**A22.** The City has all necessary codes and processes in place to ensure the development pays for public facilities/services directly related to the development.

Growth and Sewer Capacity  
Implementation Measure 3.1.4.b

**A23.** The City will not allow development without adequate sanitary sewer capacity. As reviewed in the Stage II Final Plan, adequate sanitary sewer capacity exists by connecting to the existing sewer in Canyon Creek Road South.

**Land Use and Development**

Variety of Housing Types  
Implementation Measures 4.1.4.b, 4.1.4.j., and 4.1.4.o.

**A24.** Wilsonville has a rich diversity of housing types. Infill in other areas of the Bridle Trail Ranchetts involved single-family residential development of a similar density as proposed (including Renaissance at Canyon Creek and Aspen Meadows subdivisions). The proposal supports the area’s continued role as a single-family area amongst Wilsonville’s housing mix.

## Encouraging Variety

Implementation Measure 4.1.4.c

**A25.** Being relatively small for a planned development, not a lot of variety would be expected within the development. However, the proposal provides a variety of lot sizes allowing diversity of housing products.

## Housing Balance

Implementation Measure 4.1.4.d

**A26.** On the basis of the Housing Data used for the 2017 City of Wilsonville Housing Report, of the City's 10,866 housing units, 52 percent are multi-family and 48 percent are single-family.

The proposal adds single-family to the housing mix having a minor impact on making single-family housing more balanced with multi-family. In addition, the development is proposed in a single-family area of the community where multi-family is not planned thus supporting the planned geographic distribution.

## Housing Needs of Existing Residents

Implementation Measure 4.1.4.f.

**A27.** The proposed housing will fit into the rich diversity of Wilsonville's housing to allow existing residents to move up or move down, thus opening their units to others.

## Housing Development and the Social and Economic Needs of the Community

Implementation Measure 4.1.4.g.

**A28.** Wilsonville has a rich diversity of housing types, to which these additional single-family homes would contribute. The diversity of housing types supports the variety of needs of members of the community.

## Jobs Housing Balance

Implementation Measures 4.1.4.l. and 4.1.4.p.

**A29.** It is anticipated the planned homes could be occupied by people working in Wilsonville. The location is close to employment centers including Town Center and the industrial area north of Boeckman between Canyon Creek Road and Parkway Avenue.

## Residential Districts and Density

Implementation Measures 4.1.4.u. and 4.1.4.z.

**A30.** The applicant requests the density to change from 0-1 du/ac to 4-5 du/ac in an area transitioning from rural residential to denser urban residential. Similar changes have occurred on other nearby properties including the areas currently occupied by Renaissance at Canyon Creek and Aspen Meadows subdivisions.

2-3 or 4-5 Dwelling Unit Per Acre Residential District  
"Residential Planning Districts" page D-19

**A31.** The 4-5 du/ac designation is appropriate as adequate access to streets is available creating traffic volumes within the limits set by the City, it is adjacent to a variety of residential densities, including low density, and it is an appropriate density to allow development while preserving the natural slope and riparian areas of the properties.

**Metro Urban Growth Functional Plan**

Maintaining or Increasing Housing Capacity  
Title 1 3.07.110

**A32.** The proposal will increase the City's housing capacity within the current City limits.

**Statewide Planning Goals**

Citizen Involvement  
Goal 1

**A33.** A thorough citizen involvement process, as defined in Wilsonville's Development Code and Comprehensive Plan, ensures citizen involvement in the decision.

Land Use Planning  
Goal 2

**A34.** The Comprehensive Plan Amendment is required to meet policies based on the statewide framework and is required to provide adequate facts to make a decision based on the applicable review criteria.

Agriculture Lands  
Goal 3

**A35.** The areas proposed for new housing development are not currently in commercial agriculture use. Increasing development within the City limits has the potential to lessen slightly the demand for housing on land currently in use for commercial agriculture.

Natural Resources, Scenic and Historic Areas, and Open Spaces  
Goal 5

**A36.** The City's SROZ overlay standards ensure protection of significant natural resources on the eastern portion of the subject properties.

Air, Water and Land Resources Quality  
Goal 6

**A37.** The requirements to preserve the natural area as well as stormwater requirements help maintain water quality. No significant negative impacts to air and land resources can reasonably be anticipated.

## Request B: DB18-0028 Zone Map Amendment

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

### Comprehensive Plan

#### Diversity of Housing Types

Implementation Measure 4.1.4.b.,d.

- B1.** Based on the housing data used in the 2017 City of Wilsonville Housing Report, of the City's 10,866 housing units, 52 percent are multi-family and 48 percent are single-family. The City has approved hundreds of new single-family home lots, mainly in Villebois, for development over the next few years. In addition, adopted plans designate Frog Pond West exclusively for single-family homes as it begins to develop in the coming years. The proposal will provide additional single-family options outside of Villebois and Frog Pond West within the existing City limits, supporting a trend of increasing the number of single-family homes in relation to multi-family homes.

#### Safe, Convenient, Healthful, and Attractive Places to Live

Implementation Measure 4.1.4.c.

- B2.** The proposed Planned Development Residential-3 (PDR-3) zoning allows the use of planned development to enable development of safe, convenient, healthful, and attractive places to live.

#### Residential Density

Implementation Measure 4.1.4.u.

- B3.** The subject area will be zoned PDR-3, allowing the application of the proposed residential density of 4-5 du/ac to the subject property.

### Development Code

#### Zoning Consistent with Comprehensive Plan

Section 4.029

- B4.** 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 PDR-3 is consistent with the proposed Comprehensive Plan Residential 4-5 du/ac designation. The approval of the Zone Map Amendment is contingent on City approval of the related Comprehensive Plan Map Amendment.

#### List of Base Zones

Subsection 4.110 (.01)

- B5.** The requested zoning designation of PDR-3 is among the base zones identified.

## Standards for All Planned Development Residential Zones

### Typically Permitted Uses

Subsection 4.124 (.01)

- B6.** The list of typically permitted uses includes single-family dwelling units, and open space, covering all proposed uses on the subject properties.

### Appropriate PDR Zone

Subsection 4.124 (.05)

- B7.** PDR-3 is the appropriate PDR designation based on the Comprehensive Plan density designation, as proposed, of 4-5 du/ac.

### Zone Change Procedures

Subsection 4.197 (.02) A.

- B8.** The applicant submitted the request for a Zone Map Amendment as set forth in the applicable code sections.

### Conformance with Comprehensive Plan Map, etc.

Subsection 4.197 (.02) B.

- B9.** The proposed Zone Map Amendment is consistent with the proposed Comprehensive Map designation of Residential 4-5 du/ac (see Request A). As shown in Request A and Findings B1 through B3, the request complies with applicable Comprehensive Plan text.

### Specific Comprehensive Plan Findings for Residential Designated Lands

Subsection 4.197 (.02) C.

- B10.** Findings B1 through B3 under this request and A24 through A30 under Request A provide the required specific findings for Implementation Measures 4.1.4.b, d, e, q, and x.

### Public Facility Concurrency

Subsection 4.197 (.02) D.

- B11.** The applicant's Exhibits B1, B2, and B3 (compliance report and the plan sheets) demonstrate the existing primary public facilities are available or can be provided in conjunction with the project.

### Impact on SROZ Areas

Subsection 4.197 (.02) E.

- B12.** The proposed design of the development preserves and protects the SROZ area on the property.

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

**B13.** Related land use approvals will expire after 2 years, so requesting the land use approvals assumes development would commence within two (2) years. However, in the scenario where the applicant or their successors do not commence development within two (2) years allowing related land use approvals to expire, the zone change shall remain in effect.

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

**B14.** As can be found in the findings for the accompanying requests, the proposal meets the applicable development standards either as proposed or as a condition of approval.

**Request C: DB18-0029 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.

**C1.** The City's Comprehensive Plan designates the subject property for residential use. The proposed Comprehensive Plan Map amendment would increase the density for the subject property and would continue to be 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.

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

**C3.** 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.

- C4. As can be found in the findings for the Stage II Final plan, the proposed development provides all necessary facilities and services.

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

- C5. The second phase of Aspen Meadows meets the usable open space requirement through the usable open space provided within the subdivision's first phase. Findings related to Section 4.113 of the Development Code offer additional details related to provision of usable open space.

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.

- C6. Previous Comprehensive Plan Map amendments for the Bridle Trail Ranchetts subdivision have 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.

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

- C7. 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 number of units and location context do not lend themselves to creation of housing units at a lower price point to accommodate existing residents looking at the low to medium low price range

## **Planned Development Regulations**

Planned Development Lot Qualifications  
Subsection 4.140 (.02)

- C8. The planned five-lot subdivision will accommodate detached single-family homes, a functional public street, and preserved open space consistent with the purpose of Section 4.140.

Ownership Requirements  
Subsection 4.140 (.03)

- C9. The owner of the subject property has signed an application form included with the application.



Professional Design Team  
Subsection 4.140 (.04)

**C10.** Steve Miller of Emerio Design is the coordinator of a professional design team with all the necessary disciplines including an engineer, a surveyor, and a planner among other professionals.

Planned Development Permit Process  
Subsection 4.140 (.05)

**C11.** The subject property is greater than 2 acres, is designated for residential development in the Comprehensive Plan, and is proposed to be zoned Planned Development Residential. The property will be developed as a planned development.

Comprehensive Plan Consistency  
Subsection 4.140 (.06)

**C12.** The proposed project, as found elsewhere in this report, complies with the PDR-3 zoning designation, which implements the proposed Comprehensive Plan designation of Residential 4-5 du/ac.

Planned Development Application Requirements  
Subsection 4.140 (.07)

**C13.** 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 C10.
- 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)

**C14.** The proposed five-lot subdivision will be the second phase of the previously approved Aspen Meadows subdivision located immediately to the north. The outdoor recreational area developed as part of the Aspen Meadows subdivision will be available for use by residents of the second phase. 1.23 acres of SROZ is located on the eastern portion of the subject property. The proposal will preserve a majority of this area as open space within a conservation easement in Tract B. See Finding D9.

### **Other Standards**

Subsections 4.113 (.03) through (.14)

**C15.** The applicant proposes meeting these standards. See Request D, Stage II Final Plan.

## **Standards for All Planned Development Residential Zones**

### **Typically Permitted Uses**

Subsection 4.124 (.01)

**C16.** The list of typically permitted uses includes single-family dwelling units and open space on the subject property.

### **Accessory Uses**

Subsection 4.124 (.02)

**C17.** While the proposal does not specifically propose any of the listed accessory uses, they continue to be allowed accessory uses.

### **Appropriate PDR Zone**

Subsection 4.124 (.05)

**C18.** PDR-3 is the appropriate PDR designation based on the Comprehensive Plan density designation, as proposed, of 4-5 du/ac. See Requests A and B.

### **Block and Access Standards**

Subsection 4.124 (.06)

**C19.** Street locations and lot configurations are such as to support the development of blocks supportive of these standards with existing and potential future development of adjacent properties.

## **PDR-3 Zone**

### Development Standards Section 4.124.3

**C20.** Each lot meets or exceeds the minimum lot size standard of 5,000 square feet. The lots exceed the average lot size requirements of 7,000 square feet. All lots are at least 40 feet wide and 60 feet deep. All structures will meet setbacks as well as maximum height and lot coverage.

## **Request D: DB18-0030 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 five-lot subdivision will accommodate detached single-family homes, a functional public street, and preserved open space consistent with the purpose of Section 4.140. The subject property is 2.21 acres and is suitable for a planned unit development. Concurrent with the request for a Stage II Final Plan, the applicant proposes to rezone the property to PDR-3.

#### Ownership Requirements Subsection 4.140 (.03)

**D2.** The owner of the subject property signed an application form included with the application.

#### Professional Design Team Subsection 4.140 (.04)

**D3.** Steve Miller of Emerio Design is the coordinator of a professional design team with all the necessary disciplines including an engineer, a surveyor, 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.** With the requested Comprehensive Plan Map Amendment, Request A, the project is consistent with the Comprehensive Plan and other applicable plans of which staff is aware.

### Traffic Concurrency

Subsection 4.140 (.09) J. 2.

- D5.** As shown in the Trip Generation Memorandum, Exhibit B1, the City expects the proposed subdivision to generate five new p.m. peak hour trips. Of the studied intersections, the City expects the proposed development to generate one p.m. peak hour trip through the I-5/Elligsen Road interchange area and one p.m. peak hour trip through the I-5/Wilsonville Road interchange area. No identified intersection would fall below the City's Level of Service D.

### 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

### Purpose of Outdoor Recreational Area

Subsection 4.113 (.01) A.

- D8.** No additional open space or recreational area is required for the proposed subdivision as the requirement is met in the first phase of Aspen Meadows to the north. See Finding D10.

### 25 % Open Space Required

Subsection 4.113 (.02) A.

- D9.** As over half of the subject property is classified as SROZ, well in excess of 25 percent of the property is proposed as open space.

### Usable Open Space When SROZ is Greater than 25 % of Developable Area

Subsection 4.113 (.02) A.

- D10.** The proposed five-lot subdivision is an extension of the Aspen Meadows subdivision to the north. Aspen Meadows includes a 0.29-acre usable open space tract serving 14 lots. As this Development Code criterion requires ¼ acre per 100 dwelling units, no additional usable open space is required to serve the proposed development.

**Building Setbacks – Lots Over 10,000 Square Feet**  
Subsection 4.113 (.03) A.

**D11.** The existing single-family structure will remain on a lot exceeding 10,000 square feet in size. The proposed lot will allow the existing home to meet the front yard setback of 20 feet, garage door setback of 20 feet, side yard setbacks of 10 feet, and rear yard setback of 20 feet.

**Building Setbacks – Lots Not Exceeding 10,000 Square Feet**  
Subsection 4.113 (.03) B.

**D12.** The proposed lots will allow homes to be built to meet the front yard setback of 15 feet, garage door setback of 20 feet, side yard setbacks of five (one story) to seven (two stories) feet, and rear yard setback of 15 (one story) to 20 (two stories) feet.

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

**D13.** 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

**D14.** The developer will install all utilities underground.

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

**D15.** The portions of the subject property proposed for development do not contain any wildlife corridors or fish passages. Consistent with City and other standards, the applicant proposes protection of the SROZ, and no disturbance within this area is proposed. Outside the SROZ, the developer will minimize grading to only what is required to install site improvements and build homes. The applicant has designed, and will construct, water, sewer, and storm water infrastructure in accordance with the applicable City requirements in order to minimize adverse impacts on the site, adjacent properties, and surrounding resources.

**Permitted Uses**  
Subsections 4.124 (.01) and (.02)

**D16.** The applicant proposes open space and detached single-family homes, allowed uses in the PDR zones. While no allowed accessory uses are specifically mentioned in the applicant's materials, they will continue to be allowed.

## **Block and Access Standards in PDR Zones**

Maximum Block Perimeter: 1800 Feet

Subsection 4.124 (.06) 1.

**D17.** Three new blocks will be created by the subdivision. Of these, only one block is surrounded entirely by streets or private drives. The perimeter of this block, which includes the existing house (Parcel 1) and Lots 1-2 will measure  $\pm$  880 feet.

Maximum Spacing Between Streets for Local Access: 530 Feet

Subsection 4.124 (.06) 2.

**D18.** The proposed public street providing access to the project is approximately 230 feet south of McGraw Avenue. The distance between the subdivision entrance and the private street is approximately 210 feet.

Maximum Block Length Without Bicycle or Pedestrian Crossing: 330 Feet

Subsection 4.124 (.06) 3.

**D19.** When combined with the Aspen Meadows subdivision to the north, all proposed blocks are less than 330 feet.

## **PDR-3 Zone Standards**

Average (7,000 sf) and Minimum (5,000 sf) Lot Size

Subsections 4.124.3 (.01) and (.02)

**D20.** The Preliminary Subdivision Plans show lots ranging in size from  $\pm$  5,060 square feet to  $\pm$  11,948 square feet, with an average lot size of  $\pm$  7,357 square feet. The average lot size calculation includes Parcel 1, as this lot is included as a part of the zone map amendment request.

Minimum Density: One Unit per 8,000 sf

Subsection 4.124.3 (.03)

**D21.** Minimum density has been calculated based on the Comprehensive Plan density range, understood to be the controlling standard for density, as historically applied elsewhere with Planned Development Residential zoning. The minimum density calculation is as follows:

Usable (non-SROZ) acres  $.98 \times 4 \text{ du/ac} = 3.92$  or 4 lots minimum

In addition, the property is permitted a density transfer from the SROZ portion of the property equal to 50% of the expected maximum density for the SROZ area, calculated as follows:

SROZ acres  $1.23 \times 5 \text{ du/ac} = 6.15 \times 0.5$  (50% SROZ transfer credit = 3.08 or 3 units)

The proposed unit count (six) exceeds the minimum density of four units.

Minimum Lot Width: 40 Feet  
Subsection 4.124.3 (.04) A.

**D22.** The Preliminary Subdivision Plans show all lots with more than a 40-foot width.

Minimum Street Frontage: 40 Feet, 24 Feet on Cul-de-sac  
Subsection 4.124.3 (.04) B.

**D23.** The tentative subdivision plat shows Parcel 1 and Lots 1-4 having a minimum street frontage of at least 40 feet. Lot 5 has frontage on both a cul-de-sac and a private drive, with the combined frontage exceeding 40 feet.

Minimum Lot Depth: 60 Feet  
Subsection 4.124.3 (.04) C.

**D24.** The tentative subdivision plat shows the minimum lot depth for all lots exceeds 60 feet.

Maximum Height: 35 Feet  
Subsection 4.124.3 (.04) E.

**D25.** No homes will be approved for construction in this subdivision with a height greater than 35 feet.

Maximum Lot Coverage  
Subsection 4.124.3 (.04) F.

**D26.** Lots 1-3 are less than 7,000 square feet in size and thus would be allowed up to 50 percent lot coverage. Lots 4-5 are between 7,000 and 8,000 square feet in size and would be allowed up to 45 percent lot coverage. Parcel 1 exceeds 8,000 square feet in size and would be allowed up to 40 percent lot coverage.

## **SROZ Regulations**

Prohibited Activities  
Section 4.139.04

**D27.** The rear portions of Lots 3-5 include a combined 8,200 square feet of SROZ. Condition of Approval NR 2 requires these portions of Lots 3-5 be identified in a conservation easement along with Tract B to prohibit any disturbance of natural vegetation without first obtaining approval from the City.

Uses and Activities Exempt from These Regulations  
Section 4.139.04

**D28.** The regulations apply to a significant portion of the property within the SROZ. The applicant proposed no development within the SROZ; however, the applicant limits plantings in the SROZ to those identified as native on the Metro Native Plant List.

Condition of Approval NR 3 requires that the City's Natural Resources Manager approve the SROZ plantings prior to their installation.

### **Density Transfer from Significant Resource Overlay Zone**

Transfer of Density from SROZ Permitted  
Subsection 4.139.11 (.02)

**D29.** The applicant proposes a density transfer of two units consistent with this subsection. The permitted density transfer is three units based on the following calculation:

SROZ acres  $1.23 \times 5$  du/ac (maximum density per proposed Comprehensive Plan designation) =  $6.15 \times 0.5$  (50% SROZ transfer credit) = 3.08 or 3 units

SROZ Density Transfer Limiting Standards.  
Subsection 4.139.11 (.02) B. 2.-3.

**D30.** The standards for outdoor living area, landscaping, building height and parking are still met as established by other findings under this request. The proposed lots are of a similar size as many in the area and meet the minimum of the PDR-3 zone and will allow development of homes similar to many in the area. Setbacks and relationships to adjacent properties are similar with or without the density transfer. Setbacks for the PDR-3 zone are met. Permitted single-family homes and parks and open space continue to be the only uses proposed with the density transfer. All other applicable standards are able to be met with the density transfer.

### **On-site Pedestrian Access and Circulation**

Continuous Pathway System  
Section 4.154 (.01) B. 1.

**D31.** The submitted plans show sidewalks along the frontages of all lots providing a continuous pathway system throughout the proposed subdivision. To ensure full access and function of the planned pathway system for the public, Condition of Approval PDD 8 requires public access easements across all pathways within private tracts or lots.

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

**D32.** The submitted plans show sidewalk and pathways providing safe, direct, and convenient access to homes and open spaces in the adjacent Aspen Meadows subdivision.

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

**D33.** 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.

**D34.** Condition of Approval PDD 2 requires the clear marking of all crosswalks 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.

**D35.** 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.

**D36.** Each dwelling unit requires one parking space. The applicant states each lot will accommodate at least one exterior parking space, which will be a minimum of 20 feet long by 12 feet wide. Additionally, the proposed homes will have at least a single-car garage, providing an additional parking space.

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

**D37.** The applicable standards are met as follows:

Standard	Met	Explanation
<b>Subsection 4.155 (.02) General Standards</b>		
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 meeting the dimensional standards.
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
<b>Subsection 4.155 (.03) General Standards</b>		
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.	☒	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)

**D38.** Planned access points are typical of local residential streets. The City will approve final access points for individual driveways at the time of issuance of building permits.

**Protection of Natural Features and Other Resources**

General Terrain Preparation  
 Section 4.171 (.02)

**D39.** 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 will not be disturbed. 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 applicant designed the development to limit the extent of disturbance of soils. Tree removal is limited to those that are non-viable, dead, diseased, dying, or those that will impede construction of infrastructure, street improvements, driveways and future building sites.

Trees and Wooded Areas  
 Section 4.171 (.04)

**D40.** The major natural feature associated with this development is Boeckman Creek and its associated riparian canyon. The applicant proposes preserving all trees within the SROZ. Outside of the SROZ, the applicant proposes retaining all trees except those that are in the way of the required frontage improvements, the new public street, the proposed private road or future dwellings. As noted in Request F, the applicant proposes removing 10 trees outside of the SROZ.

Earth Movement and Soil Hazard Areas  
 Subsections 4.171 (.07) and (.08)

**D41.** The applicant states the subject property does not contain any earth movement or soil hazard areas.

Historic Resources  
Subsection 4.171 (.09)

**D42.** 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

**D43.** The development will be a traditional single-family subdivision to create a quiet area with eyes on the street to discourage crime. Lighting will be typical of other subdivisions in Wilsonville. The Building Permit process will ensure appropriate addresses are affixed to the homes for emergency responders.

**Landscaping Standards**

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

**D44.** 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.

**D45.** 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 trees and stormwater swale plantings. Except where driveways and utility conflicts prevent, street trees are placed 30 feet on center.

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

**D46.** The applicant proposes a professionally designed landscape using a variety of plant material. The design incorporates native plants, including coastal strawberry and spreading rush.

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

**D47.** 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. Conditions of

Approval PDD 12 and PDD 13 ensure 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)

**D48.** The installation and maintenance standards are or will be met by Condition of Approval PDD 14 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.
- An irrigation system is required to ensure the plant materials survive during the establishment period. – need additional condition?

#### Landscape Plans Subsection 4.176 (.09)

**D49.** The applicant's submitted landscape plans in Exhibit B3 provide the required information.

#### Completion of Landscaping Subsection 4.176 (.10)

**D50.** The applicant has not requested to defer installation of plant materials.

#### Landscape Installation or Bonding Subsection 4.450 (.01)

**D51.** Condition of Approval PDD 9 further requires all street trees and other right-of-way landscaping be installed fronting a lot prior to issuance of an occupancy permit for a home on the lot.

#### Approved Landscape Plan Subsection 4.450 (.02)

**D52.** Condition of Approval PDD 10 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)

**D53.** Condition of Approval PDD 11 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)

**D54.** Condition of Approval PDD 11 provides ongoing assurance by preventing modification or removal without the appropriate City review.

**Street Improvement Standards-Generally**

Conformance with Standards and Plan  
Subsection 4.177 (.01)

**D55.** 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 a standard local residential street proportional to and typical of the single-family development proposed.

Street Design Standards-Future Connections and Adjoining Properties  
Subsection 4.177 (.02) A.

**D56.** The proposed design provides for continuation of A-Street onto the adjacent property to the south.

City Engineer Determination of Street Design and Width  
Subsection 4.177 (.02) B.

**D57.** The City Engineering Division has preliminarily found the street designs and widths as consistent with the cross sections shown in Figure 3-9 of the 2013 Transportation Systems Plan. The Engineering Division will check final conformance with the cross sections shown in the Transportation Systems Plan during review of the Public Works Permit.

Right-of-Way Dedication  
Subsection 4.177 (.02) C. 1.

**D58.** The tentative subdivision plat shows right-of-way dedication. See Request E.

Waiver of Remonstrance Required  
Subsection 4.177 (.02) C. 2.

**D59.** 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.

**D60.** The full length of the proposed public street exceeds the 200-foot maximum for a dead-end street. However, the street may be extended in the future with development of the property

to the south. The project contains a private drive, providing an outlet and turn-around for emergency services. The number of homes accessing the street is less than the maximum allowed for a dead-end street.

### **Street Improvement Standards-Clearance**

Corner Vision Clearance  
Subsection 4.177 (.02) E.

**D61.** Street locations and subdivision design allow the meeting of vision clearance standards.

Vertical Clearance  
Subsection 4.177 (.02) F.

**D62.** 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.

**D63.** The City Engineer has or will review all interim improvements to meet applicable City standards.

### **Street Improvement Standards-Sidewalks**

Sidewalk Requirements  
Subsection 4.177 (.03)

**D64.** The applicant proposes sidewalks along all public street frontages abutting proposed lots and along the project frontage with Canyon Creek Road South.

### **Street Improvement Standards-Bicycle Facilities**

Bicycle Facility Requirements  
Subsection 4.177 (.04)

**D65.** The streets within and adjacent to the project do not require any bike facilities per the Transportation Systems Plan.

### **Residential Private Access Drives**

Definition  
Subsection 4.001 (224.) B

**D66.** The applicant proposes Tract A as a residential private access drive that would connect to an existing residential private access drive to the north in Aspen Meadows. The connection of these private drives would provide access to a total of four dwelling units. The connection of these private drives enables the turnaround of emergency vehicles entering

the subdivision, but does not provide access to any destination so as to encourage through traffic. This connection does not contribute to the larger public vehicular connectivity network, consistent with the intent of private drives. Condition of Approval PDD 5 requires signs stating “no through access” or similar language approved by the City Engineer to be installed.

#### Access to No More Than 4 Dwelling Units

Subsection 4.177 (.07) A.

**D67.** The proposed private access drive provides access to two homes, less than the four home limit set by this subsection. When connected to the private access drive within Aspen Meadows, a total of four homes may be connected by this access drive. To ensure this criterion is met, Condition of Approval PFD 2 ensures that Lot 5 is accessed via the public street, not the private access drive.

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

Subsection 4.177 (.07) B.

**D68.** Condition of Approval PDD 6 ensures the design of the private access drives provides for a useful lifespan and structural maintenance schedule comparable to a public local residential street.

#### Addresses for Private Access Drives

Subsection 4.177 (.07) C.

**D69.** 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)

**D70.** Condition of Approval PDD 7 ensures the responsible parties keep the access drives clear and the access drives are capable of carrying a 23-ton load.

### **Street Improvement Standards-Intersection Spacing**

#### Offset Intersections Not Allowed

Subsection 4.177 (.09) A.

**D71.** The applicant does not propose any offset intersections.

#### Transportation System Plan Table 3-2

Subsection 4.177 (.09) B.

**D72.** All involved streets are local streets with no spacing standard.

## Request E: DB18-0031 Tentative Subdivision Plat

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)

- E1.** The Development Review Board is reviewing the tentative subdivision according to this subsection. The Planning Division will review the final subdivision 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.

- E2.** The proposed land division does not divide lots into smaller sizes than allowed by the PDR-3 zone. See Finding D20 under Request D.

### Plat Application Procedure

#### Pre-Application Conference

Subsection 4.210 (.01)

- E3.** The applicant requested and attended a pre-application conference in accordance with this subsection.

#### Tentative Plat Preparation

Subsection 4.210 (.01) A.

- E4.** Following gathering information from Planning staff, the appropriate professionals from the applicant's design firm, Emerio Design, prepared the tentative subdivision plat.

#### Tentative Plat Submission

Subsection 4.210 (.01) B.

- E5.** The applicant has submitted a tentative subdivision plat with all the required information.

#### Phases to Be Shown

Subsection 4.210 (.01) D.

- E6.** 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.

- E7. The tentative subdivision 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)

- E8. As found in other findings in this report, the land division is in harmony with the Transportation Systems Plan and other applicable plans.

Adjoining Streets Relationship  
Subsection 4.236 (.02) A.

- E9. The proposed public street allows for the potential future extension of the street to the south. The three remaining lots within the Bridle Trail Ranchetts subdivision have a Comprehensive Plan designation of 0-1 dwelling units an acre reflecting the current development. While no plans or requirements, short or long term, exist to require the these lots to develop and connect to the proposed subdivision it is possible that the property owners may elect to change the Comprehensive Plan and Zone Map and pursue development similar to the subject lots. Therefore, the provision for street continuation should be provided.

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

- E10. No further land divisions are planned or anticipated requiring consideration in arrangement of lots and streets.

Streets Standards Conformance  
Subsection 4.236 (.03)

- E11. As part of the Stage II Final Plan approval, the streets conform with Section 4.177 and block sizes requirements. See Request D.

Topography  
Subsection 4.236 (.05)

- E12. No significant topography exists affecting street layout decisions.

Reserve Strips  
Subsection 4.236 (.06)

- E13. The City does not require any reserve strips for the reasons stated in this subsection. However, when the City approved the first phase of Aspen Meadows, which is located

immediately north of the subject property, a reserve strip was required on the private street to prevent access to the subject property. At that time, the applicant had not secured a right to purchase the subject property and it was not anticipated that this would occur. Since the approval of Aspen Meadows, the applicant has secured the right to purchase the subject property and is now requesting that the reserve strip be removed in order to allow for the extension of the private street into the second phase of the Aspen Meadows subdivision. The extension of the private street will provide access for two additional lots and will terminate into a public street that will prevent any future extension of the private street. The extension of the private street will be limited to the boundaries of the Aspen Meadows subdivision and it will facilitate the orderly development of the subject property. Given the isolated location at the eastern edge of Aspen Meadows, no through vehicular access is expected. As stated in Exhibit B1, trash collection will be limited to public streets. See Finding D66.

#### Future Street Expansion

Subsection 4.236 (.07)

- E14.** The proposed public street is extended to the boundary of the land division to allow for potential future extension. Condition of Approval PDE 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)

- E15.** No additional right-of-way is required for the proposed subdivision plat.

#### Street Names

Subsection 4.236 (.09)

- E16.** 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 subdivision plat review.

### **General Land Division Requirements-Blocks**

#### Blocks for Adequate Building Sites in Conformance with Zoning

Subsection 4.237 (.01)

- E17.** Streets and block size for Planned Development Residential zones are addressed in the Stage II Final Plan. See Request D. The tentative subdivision plat provides adequate building sites for detached single-family homes, and safe and convenient access and circulation will be provided by the project for vehicles, pedestrians, and bicycles in compliance with applicable requirements in the Wilsonville Development Code and Transportation System Plan.

## **General Land Division Requirements-Easements**

### Utility Line Easements

Subsection 4.237 (.02) A.

- E18.** As will be further verified during the Public Works Permit review and final subdivision 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.

- E19.** 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)

- E20.** No mid-block pathways are proposed or required.

## **General Land Division Requirements-Tree Planting**

### Tree Planting Plan Review and Street Tree Easements

Subsection 4.237 (.03)

- E21.** The City is reviewing the tree planting plan concurrently with the tentative subdivision plat, see Request D. Condition of Approval PDE 6 ensures that street tree easements will be provided for Lots 3-5, which are accessed via a private tract.

## **General Land Division Requirements-Lot Size and Shape**

### Lot Size and Shape Appropriate

Subsection 4.237 (.05)

- E22.** Proposed lot sizes, widths, shapes and orientations are appropriate for the proposed single-family residential development and meet standards for the PDR-3 zone.

## **General Land Division Requirements-Access**

### Minimum Street Frontage

Subsection 4.237 (.06)

- E23.** 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 D23 in Request D.

## General Land Division Requirements-Other

### Lot Side Lines

Subsection 4.237 (.08)

**E24.** Side lot lines run at or near a 90-degree angle to the front line. Angles and curves of streets necessitate the exceptions, including Lots 3-5.

### Corner Lots

Subsection 4.237 (.13)

**E25.** All corner lots have radii exceeding the 10-foot minimum.

## Lots of Record

### Lots of Record

Section 4.250

**E26.** The applicant provided documentation all subject lots are lots of record.

## Request F: DB18-0032 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.

**F1.** 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.

**F2.** 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.

**F3.** As allowed by Subsection 4.610.00 (.06) C. 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) B.

- F4.** The applicant has taken tree preservation into consideration, and has limited tree removal to non-viable trees and trees necessary to remove for development.

### Development Alternatives

Subsection 4.610.10 (.01) C.

- F5.** No significant wooded areas or trees would be preserved by design alternatives.

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

Subsection 4.610.10 (.01) D.

- F6.** The proposed clearing is necessary for streets, homes, and related improvements.

### Residential Development to Blend into Natural Setting

Subsection 4.610.10 (.01) E.

- F7.** 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.

- F8.** 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.

- F9.** 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.

- F10.** 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.

- F11.** 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.

**F12.** 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 preserved trees during review of construction drawings and utility easement placement on the final subdivision plat.

**Type C Tree Plan Review**

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

**F13.** 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)

**F14.** 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)

**F15.** Review of the proposal allows residential unit counts consistent with the proposed Comprehensive Plan Map density range.

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

**F16.** The applicant submitted the Type C Tree Plan concurrently with the landscape plan for the proposed development. 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)

**F17.** The applicant proposes counting the proposed street trees and SROZ plantings as the mitigation for removal.

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

**F18.** 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.

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

**F19.** 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)

**F20.** The applicant proposes removal of 10 trees 6 inches d.b.h. or greater. The applicant will plant 10 trees as street trees and six trees within the SROZ, exceeding a one to one ratio.

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

**F21.** 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 tree mitigation and street tree plans show each tree, including street trees and trees in the SROZ, meets or exceeds the minimum diameter requirement.

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

**F22.** 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)

**F23.** 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

**F24.** Condition of Approval PDF 5 ensures tree protection measures, including fencing are in place consistent with Public Works Standards Detail Drawing RD-1240.

## Request G: DB18-0033 Tentative Partition Plat

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

### Land Division Authorization

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

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

Undersized Lots Prohibited  
Subsection 4.202 (.04) B.

**G2.** The proposed land division does not divide lots into smaller sizes than allowed by the PDR-3 zone.

### Plat Application Procedure

Pre-Application Conference  
Subsection 4.210 (.01)

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

Tentative Plat Preparation  
Subsection 4.210 (.01) A.

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

Tentative Plat Submission  
Subsection 4.210 (.01) B.

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

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

**G6.** The purpose of the partition is to separate the existing house on the subject property from the remaining land that will be subdivided under Request E. Parcel 2 will be developed in a single phase with subsequent home development pursuant to the market and other factors. Exhibit B2 illustrates the proposed future subdivision of Parcel 2. To prevent



development of a single home this parcel, Condition of Approval PDG 4 requires that no home construction occur on Parcel 2 prior to the recording of a final subdivision plat.

#### Remainder Tracts

Subsection 4.210 (.01) E.

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

### **Street Requirements for Land Divisions**

#### Master Plan or Map Conformance

Subsection 4.236 (.01)

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

#### Adjoining Streets Relationship

Subsection 4.236 (.02) A.

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

### **General Land Division Requirements-Easements**

#### Utility Line Easements

Subsection 4.237 (.02) A.

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

#### Water Courses

Subsection 4.237 (.02) B.

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

### **General Land Division Requirements-Lot Size and Shape**

#### Lot Size and Shape Appropriate

Subsection 4.237 (.05) C

**G12.** The size, width, shape, and orientation of lots comply with the standards for the PDR-3 zone. See Findings D20 through D26 in Request D. No waivers are proposed with the land division.

## **General Land Division Requirements-Access**

### Minimum Street Frontage Subsection 4.237 (.06)

**G13.** The full width of the front lot line of each lot fronts a public street or private drive. Each lot meets or exceeds the minimum lot width at the front lot line. See Finding D23 in Request D.

## **General Land Division Requirements-Other**

### Through Lots Subsection 4.237 (.07)

**G14.** No parcels are proposed as described in this subsection.

### Lot Side Lines Subsection 4.237 (.08)

**G15.** The side lines for the parcels generally run at a right angle to the street and the front lot lines. The southern lot line between Parcel 1 and Parcel 2 is curved to accommodate the future right-of-way for A-Street to be dedicated as part of the proposed 5-lot subdivision.

### Large Lot Divisions Subsection 4.237 (.09)

**G16.** The proposed partition enables the future subdivision of Parcel 2 as demonstrated in Request E.

### Corner Lots Subsection 4.237 (.13)

**G17.** No corner lots are proposed; however, the boundary between Parcel 1 and Parcel 2 enables Parcel 1 to meet this criterion upon subdivision of Parcel 2 consistent with the Stage II Final Plan.

## **Lots of Record**

### Defining Lots of Record Section 4.250

**G18.** The applicant provided documentation that the subject lot is a lot of record.

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:

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

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

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

- typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.
- n. Detailed plan for water quality facility (both plan and profile views). Note that although storm water quality facilities are typically privately maintained they will be inspected by Natural Resources, and the plans must be part of the Public Works Permit set.
  - 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 storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
  12. The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.
  13. Storm water quality facilities shall have approved landscape planted and/or some other erosion control method installed and approved by the City of Wilsonville prior to streets and/or alleys being paved.
  14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems.

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

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

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

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

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

Public Works Plan Review Comment Form

Plans for Review: Aspen Meadows 2

Return All Comments To: Kim Rybold

Due Date: June 12, 2018

Name	Page No.	Comments	Engineering's Response
Jason Labrie Water/Storm/Sewer & Cross Connection	Sheet 7	Add inline isolation valve at water tie-in, north of lot #3  Place public fire hydrant at lot#5  Catch basin on east end of "A-street" needs to be a curb inlet style CG-30 or CG-48	
Preston Langeliers Roads/Storm & Street Lights			



Exhibit C3  
Natural Resources Findings & Requirements

---

Stormwater Management Requirements

1. Submit a final drainage report and drainage plans. The report and plans shall demonstrate the proposed stormwater facilities satisfy 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 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 in the SROZ.
7. Prior to any site grading or ground disturbance, the applicant is required to delineate the boundary of the SROZ. Six-foot (6') tall cyclone fences with metal posts pounded into the ground at 6'-8' centers shall be used to protect the significant natural resource area where development encroaches into the 25-foot Impact Area.
8. The applicant is required to use habitat-friendly development practices to the extent practicable for any encroachment into the SROZ and the Impact Area.
9. The Significant Resource Overlay Zone (SROZ), inclusive of Tract 'B' and Lots 3-5, shall be identified in a conservation easement. The applicant shall record the conservation easement with Clackamas Court Clerk's office. The conservation easement shall include language prohibiting any disturbance of natural vegetation without first obtaining approval from the City Planning Division and the Natural Resources Manager. The conservation easement shall be reviewed by the City Attorney prior to recording.

Other Requirements

10. The applicant shall comply with all applicable state and federal requirements for the proposed construction activities (e.g., DEQ NPDES #1200-CN permit).



June 11, 2018

Kimberly Rybold  
Assistant Planner  
City of Wilsonville  
29799 SW Town Center Loop E  
Wilsonville, OR 97070

**Re: DB18-0027 Aspen Meadows, 5- Lot single family subdivision.  
Tax Lot I.D: 31W13BD 6200**

Kimberly,

Thank you for the opportunity to review the development application for Aspen Meadows. These notes are provided in regards to DB18-0027, received on **May 24, 2018** for comment. There may be more or less requirements needed based upon the final project design, however, Tualatin Valley Fire & Rescue will endorse this proposal predicated on the following criteria and conditions of approval.

## **FIRE APPARATUS ACCESS:**

1. **FIRE APPARATUS ACCESS ROAD DISTANCE FROM BUILDINGS AND FACILITIES:** Access roads shall be within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. An approved turnaround is required if the remaining distance to an approved intersecting roadway, as measured along the fire apparatus access road, is greater than 150 feet. (OFC 503.1.1)
2. **DEAD END ROADS AND TURNAROUNDS:** Dead end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved turnaround. Diagrams can be found in the corresponding guide that is located at <http://www.tvfr.com/DocumentCenter/View/1296>. (OFC 503.2.5 & D103.1)
3. **FIRE APPARATUS ACCESS ROAD WIDTH AND VERTICAL CLEARANCE:** Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (**26 feet adjacent to fire hydrants** (OFC D103.1)) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1 & D103.1)
4. **FIRE APPARATUS ACCESS ROADS WITH FIRE HYDRANTS:** Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet and shall extend 20 feet before and after the point of the hydrant. (OFC D103.1)
5. **NO PARKING SIGNS:** Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read "NO PARKING - FIRE LANE" and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)

6. **NO PARKING:** Parking on emergency access roads shall be as follows (OFC D103.6.1-2):
  1. 20-26 feet road width – no parking on either side of roadway
  2. 26-32 feet road width – parking is allowed on one side
  3. Greater than 32 feet road width – parking is not restricted**Note:** For specific widths and parking allowances, contact the local municipality.
7. **SURFACE AND LOAD CAPACITIES:** Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Fire Code may be requested. (OFC 503.2.3)
8. **TURNING RADIUS:** The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3)
9. **ANGLE OF APPROACH/GRADE FOR TURNAROUNDS:** Turnarounds shall be as flat as possible and have a maximum of 5% grade with the exception of crowning for water run-off. (OFC 503.2.7 & D103.2)
10. **ANGLE OF APPROACH/GRADE FOR INTERSECTIONS:** Intersections shall be level (maximum 5%) with the exception of crowning for water run-off. (OFC 503.2.7 & D103.2)
11. **ACCESS DURING CONSTRUCTION:** Approved fire apparatus access roadways shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. Temporary address signage shall also be provided during construction. (OFC 3309 and 3310.1)
12. **TRAFFIC CALMING DEVICES:** Shall be prohibited on fire access routes unless approved by the Fire Marshal. (OFC 503.4.1). Traffic calming measures linked here: <http://www.tvfr.com/DocumentCenter/View/1578>

## **FIREFIGHTING WATER SUPPLIES:**

13. **FIREFIGHTING WATER SUPPLY FOR INDIVIDUAL ONE- AND TWO-FAMILY DWELLINGS:** The minimum available fire flow for one and two-family dwellings served by a municipal water supply shall be 1,000 gallons per minute. If the structure(s) is (are) 3,600 square feet or larger, the required fire flow shall be determined according to OFC Appendix B. (OFC B105.2)
14. **FIRE FLOW WATER AVAILABILITY:** Applicants shall provide documentation of a fire hydrant flow test or flow test modeling of water availability from the local water purveyor if the project includes a new structure or increase in the floor area of an existing structure. Tests shall be conducted from a fire hydrant within 400 feet for commercial projects, or 600 feet for residential development. Flow tests will be accepted if they were performed within 5 years as long as no adverse modifications have been made to the supply system. Water availability information may not be required to be submitted for every project. (OFC Appendix
15. **FIRE HYDRANT DISTANCE FROM AN ACCESS ROAD:** Fire hydrants shall be located not more than 15 feet from an approved fire apparatus access roadway unless approved by the Fire Marshal. (OFC C102.1)
16. **PREMISES IDENTIFICATION:** New and existing buildings shall have approved address numbers; building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1)

If you have questions or need further clarification, please feel free to contact me at **503-259-1510**.

Sincerely,

*Jason Arn*

Jason Arn  
Deputy Fire Marshal II

Email [Jason.arn@tvfr.com](mailto:Jason.arn@tvfr.com)

Cc: File

A full copy of the New Construction Fire Code Applications Guide for Residential Development is available at <http://www.tvfr.com/DocumentCenter/View/1438>

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, JUNE 25, 2018**

**6:30 PM**

---

VII. Board Member Communications:

A. Results of the June 11, 2018 DRB Panel A  
meeting

# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

<b>DATE:</b>	JUNE 11, 2018	
<b>LOCATION:</b>	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
<b>TIME START:</b>	6:32 P.M.	<b>TIME END: 8:36 P.M.</b>

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Fred Ruby, Chair	Daniel Pauly
James Frinell	Barbara Jacobson
Aaron Woods (Panel B)	Zach Weigel
Shawn O’Neil (Panel B)	Jennifer Scola
Samy Nada (Panel B)	

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS’ INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of May 14, 2018 DRB Panel A meeting	A. Postponed due to lack of quorum
PUBLIC HEARING	
<p>A. <b>Resolution No. 353. Fir Avenue Commons: Tony Weller, CESNW Inc. – representative for West Coast Home Solutions LLC – applicant / owner.</b> The applicant is requesting approval of a Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Class 3 Sign Permit and Preliminary Condominium Plat for development of a 10-unit detached condominium project. The site is located at 30820 SW Fir Avenue on Tax Lot 400 of Section 23AC, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Staff: Jennifer Scola.</p> <p style="margin-left: 40px;">Case Files:   DB18-0003   Stage I Master Plan                    DB18-0004   Stage II Final Plan                    DB18-0005   Site Design Review                    DB18-0006   Type C Tree Plan                    DB18-0007   Class 3 Sign Permit                    DB18-0039   Preliminary Condominium Plat</p>	<p>A. Unanimously approved as presented with the addition of Exhibits D2, D3, D4, and D5.</p>
<p>B. <b>Resolution No. 354. EyeHealth Northwest: Anderson Dabrowski Architects – applicant for Wilsonville Investment Properties LLC – owner.</b> The applicant is requesting approval of a Stage I Master Plan Revision, Stage II Final Plan Revision, Site Design Review and Class 3 Sign Permit for construction of an approximately 7,700 square foot optical health clinic and associated improvements. The subject property is located at 29250 SW Town Center Loop West on Tax Lot 227 of Section 14D, Township 3 South, Range 1 West, Willamette</p>	<p>B. Unanimously approved with corrections to Findings D5, D6, and D7 and to Exhibit B3</p>

<p>Meridian, City Of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly.</p> <p>Case Files:   DB18-0023   Stage I Master Plan Revision                          DB18-0024   Stage II Final Plan Revision                          DB18-0025   Site Design Review                          DB18-0026   Class 3 Sign Permit</p>	
<p><b>BOARD MEMBER COMUNICATIONS</b></p>	
<p>A. Results of the May 31, 2018 DRB Panel B meeting          B. Recent City Council Action Minutes</p>	<p>No Comments</p>
<p><b>STAFF COMMUNICATIONS</b></p>	
	<p>Staff thanked the Board and the members of DRB Panel B for participating.</p>

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, JUNE 25, 2018**

**6:30 PM**

---

VII. Board Member Communications:

B. Recent City Council Action Minutes



City Council Meeting Action Minutes  
June 4, 2018

**City Council members present included:**

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

Jeanna Troha, Assistant City Manager  
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  
Daniel Pauly, Senior Planner, Planning  
Mark Ottenad, Public/Government Affairs Director  
Mike McCarty, Parks and Recreation Director  
Brian Stevenson, Parks & Rec. Program Manager  
Bill Evans, Communications & Marketing Manager

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Sandy King, City Recorder

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Seeking Guidance on Selection of Pro Tem Municipal Court Judge(s)	This item was postponed to a future work session.
B. Boones Ferry Park Master Plan	Staff presented the current plan to Council who provided feedback regarding steep slopes, preserving the apple orchard, number and location of restrooms, access for small water craft.
C. WWSP Ground Lease Proceeds	Staff introduced a number of options for the use of the ground lease proceeds. Council wanted to see how these funds may benefit water rates, as well as a visible project. Additional information will be brought back to Council.
D. French Prairie Bridge Location Recommendation	A brief presentation was provided; the item was considered under Public Hearings.
E. Frog Pond West Development Applications	Staff briefly provided the background on the applications, which were scheduled for a public hearing later in the meeting.
F. I-5 Wilsonville Facility Plan	Council heard a brief update on the Plan, and considered it fully under Public Hearing.

<b>REGULAR MEETING</b>	
<p><u>Mayor's Business</u></p> <p>A. Upcoming Meetings</p>	<p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Public Hearing</u></p> <p>A. <b><u>Resolution No. 2688</u></b>  A Resolution Of The City Of Wilsonville To Select The Preferred Bridge Location For The French Prairie Bicycle-Pedestrian-Emergency Access Bridge: Boones Ferry Road To Butteville Road (CIP #9137).</p> <p>B. <b><u>Resolution No. 2690</u></b>  A Resolution Of The City Of Wilsonville Recommending Adoption Of The I-5 Wilsonville Facility Plan To The Oregon Transportation Commission.</p> <p>C. <b><u>Ordinance No. 818</u></b>  An Ordinance Of The City Of Wilsonville Amending Chapter 8 –Environment Of The Wilsonville Code To Revise WC 8.500 Through 8.536 And To Make Other Revisions And To Repeal Ordinance No. 482.</p> <p>D. <b><u>Ordinance No. 819</u></b>  An Ordinance Of The City Of Wilsonville Annexing Approximately 16 Acres On The North Side Of Boeckman Road Just West Of Stafford Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2001, 2100, 2201, 2202 Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Thelma J. Roethe, Dale Krielkamp, Verla Krielkamp, Louie Pike, Gayla Cushman-Pike, Amy Pike, Matt Wingard, And Doris A. Wehler, Petitioners.</p> <p>E. <b><u>Ordinance No. 820</u></b>  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (Rrff5) Zone To The Residential Neighborhood (Rn) Zone On Approximately 16 Acres On The North Side Of Boeckman Road Just West Of Stafford Road; The Land Is More Particularly Described As Tax Lots 2001, 2100, 2201, 2202 Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.</p>	<p>After a public hearing was conducted, Resolution No. 2688 was adopted 4-0.</p> <p>After a public hearing was conducted, Resolution No. 2690 was adopted 4-0.</p> <p>Ordinance No. 818 was continued to date certain of July 2, 218.</p> <p>After a public hearing was conducted, Ordinance No. 819 was adopted on first reading by a vote of 4-0.</p> <p>After a public hearing was conducted, Ordinance No. 820 was adopted on first reading by a vote of 4-0.</p>
<p><u>New Business</u></p>	

<p>A. <b><u>Resolution No.2689</u></b>  A Resolution Of The Wilsonville City Council  Adopting The Wilsonville-Metro Community  Enhancement Committee’s 2018-19 Funding  Recommendations.</p>	Resolution No. 2689 was adopted 4-0.
<u>City Manager’s Business</u>	No report.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	9:52 p.m.