



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

Monday, October 22, 2018 - 6:30 P.M.

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

Aaron Woods	Richard Martens
Shawn O'Neil	Tracy Meyer
Samy Nada	
- IV. Citizens' Input:
- V. Consent Agenda:
  - A. Approval of minutes of the August 27, 2018 meeting
- VI. Public Hearings:
  - A. **Resolution No. 358. Grace Chapel Remodel and Addition: CIDA Architects– Applicant for Grace Chapel – Owner.** The applicant is requesting approval of a Stage I Preliminary Plan Modification, a Stage II Final Plan Modification, Site Design Review, Type C Tree Removal Plan and Class 3 Sign Permit for the remodel and addition to an existing building for Grace Chapel. The site is located at 27501 SW Parkway Avenue on Tax Lot 301 of Section 11, T3S-R1W, Clackamas County, Oregon. Staff: Daniel Pauly and Charles Tso

Case Files:	DB18-0055	Stage I Preliminary Plan Modification
	DB18-0056	Stage II Final Plan Modification
	DB18-0057	Site Design Review
	DB18-0058	Type C Tree Removal Plan
	DB18-0059	Class 3 Sign Permit
- VII. Board Member Communications:
  - A. Recent City Council Action Minutes

## VIII. Staff Communications:

## IX. Adjournment

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

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

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, OCTOBER 22, 2018**

**6:30 PM**

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V. Consent Agenda:

- A. Approval of minutes from the August 27, 2018  
DRB Panel B meeting

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

**Development Review Board – Panel B  
Minutes–August 27, 2018 6:30 PM**

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**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, Samy Nada, Aaron Woods, Shawn O’Neil, and Tracy Meyer

Staff present: Daniel Pauly, Barbara Jacobson, and Steve Adams

**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 the May 31, 2018 meeting

**Shawn O’Neil moved to approve the May 31, 2018 DRB Panel B meeting minutes as presented. Tract Meyer seconded the motion, which passed 4 to 0 to 1 with Aaron Woods abstaining.**

B. Approval of minutes of the June 25, 2018 meeting

*Note: Due to a lack of quorum to approve minutes from the June 25, 2018 minutes in the normal fashion, staff has attained signatures of approval from all attendees. The board is asked to recognize those signatures as valid and therefore adopt those minutes as approved.*

**Richard Martens noted June 25, 2018 meeting included both DRB A and DRB B members and no quorum of DRB B members was available to approve the minutes, however, the DRB B members in attendance had signed the minutes; therefore, the minutes were adopted as approved.**

**VI. Public Hearing:**

**A. Resolution No. 357. Yorkshire – Three (3) Row House Development: Pacific Community Design, Inc. – Representative for RCS–Villebois LLC –Applicant / Owner.** The applicant is requesting approval of a SAP Central PDP 1 Preliminary Development Plan Modification, Final Development Plan and Tentative

Subdivision Plat for development of three (3) detached row houses in the Villebois Village Center. The subject property is located on Tax Lot 8600, Section 15DB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly

Case Files:	DB18-0040	SAP-Central PDP 1, Preliminary Development Plan Modification
	DB18-0041	Final Development Plan
	DB18-0042	Tentative Subdivision Plat

**Chair Martens** called the public hearing to order at 6:35 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.

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

**Mr. Pauly** presented the Staff report via PowerPoint, briefly noting the project's location and surrounding features, with these comments:

- The Applicant's specific requests included a Preliminary Development Plan (PDP) modification, as Yorkshire had been a part of a previous PDP, refinements to the Specific Area Plan Central, review of the Final Development Plan (FDP), particularly with regard to architecture, which was required because the site was in the Village Center, and a Tentative Subdivision Plat to subdivide the lot in question.
- The Yorkshire site would be where the former temporary sales trailer had been located. The modular building had been removed but much of the hardscape, and landscaping, as well as some benches that were still present from the prior temporary use. All of the streetscape in the area was developed, including the retention of a mature tree on Barber St and a large Oak tree at the southwestern edge of the property, which was proposed to be preserved. Other, smaller trees in the central part of the site were not significant and would be removed in conjunction with the development.
- He addressed a citizen's concerns expressed in Exhibit D1, noting that unlike other undeveloped sites, the subject site had some nice hardscape and landscaping installed, so it was likely perceived as an amenity to the neighborhood overtime; however, as the DRB was aware, developing this site had long been a part of the Villebois Master Plan.
- He reviewed the proposed Site Plan (Slide 5), noting Building 3 was a mixed-use row house with ground floor flex space, potentially a commercial space, with commercial storefront type windows and doors. The property was within the Plaza

Design Overlay within the Village Center, which was the same design overlay applied to the apartments just to the north that had ground-floor retail as well as to the other vacant sites around the Piazza. The overlay had very specific requirements in terms of the ground floor, building height, and other architectural features.

- The portion of the property further along Villebois Dr fell under the Courtyard Address Overlay, the same address overlay applied to other row homes in the area, called Officers Row, along Villebois Dr south of Barber St, as well as to the condo building south of this project site.
- None of the proposed project was required to comply with address overlay applied to the Seville row homes on Barber St, only with the Plaza and Courtyard addresses.
- Rear access from a small, new alley off the existing alley in Tract B would service the three proposed homes.
- Parking. Many concepts for the Villebois Village Center had been difficult to enact over the years due to the density of the site and parking challenges. However, Buildings 1 and 2 of the proposed row houses only required one space apiece, for a total of two minimum, and the mixed use building, Building 3, required one parking space for each residential unit, and two spaces for the commercial flex space for a total of five required parking spaces for the three buildings.
  - Each proposed row house had a two-car garage for a total of six spaces. There were also eight parking spaces off the alley, and four spaces along Villebois Dr that could be counted for a total of twelve parking spaces. The proposal far exceeded the five parking spaces required with a total of 18 spaces provided.
- Traffic would be less intense than what had been previously conceptualized for the site. There was actually a reduction of 34 PM Peak trips from what was originally forecasted resulting in only five more trips added, which was a minimal impact, so traffic was not a concern.
- As mentioned, the streetscape had been complete for years, so only the onsite landscaping was being reviewed as part of the Final Development Plan. The Applicant had chosen Vine Maples, understory trees, and a number of other shrubs to accent the buildings. There were no concerns. The landscaping looked professionally designed and met City Standards, including the Villebois Community Elements Book.
- SAP Refinements. While the Code allowed some variation from previous approvals, including the Master Plan and Specific Area Plan (SAP), through the refinement process, it was very specific that those changes could not be significant in terms of an objective number or more subjective standards. (Slide 9)
  - A refinement of the project's density was proposed. Originally, 1,010 units had been approved for the central part of Villebois, called SAP-Central. The subject project would result in a total decrease in density for the Central SAP of 6.73

percent, which met the numeric standard of 10 percent and still allowed some flexibility for the few remaining parcels to be developed around the Piazza.

- Regarding the change of unit types, the Code essentially had two buckets for housing units; one was small-lot, single-family homes and all the attached units, and the other was medium-lot, single-family homes and larger single-family homes. From a numeric standpoint, movement within the buckets was allowed. Since both the originally-planned mixed-use condos and the detached row houses were within the same bucket, that change was a nonissue. It came down to the qualitative urban design sense and whether the proposal met the transect of going from the densest core out to the less dense edges.
  - Staff had a lot of conversations with the Applicant about how to approach that and the end result was the taller, mixed use Building 3 at the corner, which had a lot more of the bulk similar to the mixed use buildings around the Piazza, meeting the Address Overlay. The project then transitioned down to the three-story homes that were closer in size to the other row houses along Villebois Dr. The roof forms would transition from a flat roof on the second home to a gabled roof on the third home that was similar to the remaining row houses. (Slide 11) The idea was to be thoughtful about the context and make a smooth transition from the core of Villebois to the rest of the homes along Villebois Dr and the condo project.
- Architecture. He described the features of Building 3, including the mixed-use, commercial flex space on the ground floor, residential units on the second and third floors, and the various entrances to the building. (Slide 12) Some late changes were made after Steve Coyle, the consultant architect who worked with the City and designers throughout the history of Villebois, suggested that the brick on the deck structure on the second floor's exterior be broken up with a different material. Originally, the brick had extended to the 2<sup>nd</sup> story.
  - The longer side of Building 3 faced Barber St, and the building met the design standards regarding the amount of brick and stucco as well as the number of windows required. All of the windows were vertical or square in proportion. Although a single-family home, the building had a storefront window and a strong brick base that created the commercial feel intended for the intersection.
  - The side that faced Villebois Dr featured more of the narrow, row house style already present on the street with outdoor space on both the first and second floors, and the flat roof look consistent with buildings across the street and around the Piazza.
  - The garage would be viewed from the alley as well as the side that faced the adjacent row house.

- The sides of the Buildings 1 and 2 did not need to be as architecturally enhanced as they would not be visible from the street. He explained that the front façades transitioned into the rear of the homes, noting Building 1 transitioned to a more gabled look with the gabled roofline at the back.
- The Tentative Plat would create a tract that included the parking and alley, as well as a tract that preserved the large tree onsite and the lots for the individual homes.
- He reviewed the corrections to the Staff report and additions to the record as described in Exhibit A3, Staff's memorandum dated August 27, 2018, which had been emailed to the Board.

**Samy Nada** asked if the Applicant had to come back to the City for approval before they decided if the mixed use Building 3 would be commercial or residential.

**Mr. Pauly** responded it could go back and forth over time as it was the owner's preference. He clarified that Building 3 would be built to commercial building standards, but if the owner wanted to use it as a residential space, nothing prohibited that. It was truly a flex space to allow flexibility for the homeowner over time, while maintaining the urban design look along the street. The first floor space could be leased out and utilized for a variety of uses including a home office, home business, music studio, coffee shop, or a residence, but the exterior could not be modified in terms of the doors or windows.

**Tracy Meyer** confirmed one person would own the entire building.

**Mr. Pauly** added that potentially, someone could get creative and sublease it, but his understanding was that builder, David Weekley Homes, planned to market Building 3 to an individual owner who would purchase it with a typical residential mortgage or cash.

**Ms. Meyer** noted the tallest building was 47 ft and asked the height of the other two buildings.

**Mr. Pauly** replied that the other two buildings were approximately 35 ft, a similar height to the other row houses along Villebois Dr. It did step down, but that was a part of the transition from the different addresses, and there were specific height requirements related to those addresses.

**Ms. Meyer** asked if the three buildings would have their own homeowners' association or if they would be joining one.

**Mr. Pauly** replied they were required to be a part of the Village Center Master Association, an established association. They could have their own association for specific issues, such as if they wanted to maintain the shared parking on their own. He understood that the rest of the David Weekley Homes homeowners had joined as full members of the Village Center Master Association and that was expected for these three buildings. If the future owners did form their own association, they would have to contribute equally to the shared amenities, such as the



Piazza, the joint mailboxes, and a number of other amenities that were part of the Village Center.

**Ms. Meyer** asked who paid for maintenance of the alleyway.

**Mr. Pauly** responded that he understood the existing alleyway was the responsibility of the Master Association, and it would be up to the new building owners whether their own association would take care of the additional alley or if it would be put under the Master Association, which was subject to agreement between those two parties.

**Shawn O'Neil** inquired when Staff sent out an email with an attachment and the email explained certain things or commented on the attachment, should that email be a part of the exhibit. He asked if there was an issue with public meeting laws. No one had responded to it, but there was an explanation that went into it, and an interpretation, he wondered if it should also be part of the exhibit.

**Barbara Jacobson, City Attorney**, responded that it would not hurt for it to be, she did not believe it had to be. She added that he could call and ask the question, but typically when the answer got sent out to everybody, it was preferable to keep it as a part of the record.

**Mr. Pauly** responded that typically, Staff tried to simply point out the attachment, but for the email in question, he had copied the text of the same memo to make it easier to read on digital devices.

**Mr. O'Neil** clarified that that was not the email he was talking about, he was concerned about commenting on the person who wrote the note, who gave the explanation.

**Mr. Pauly** agreed Staff's response should be added to the exhibit.

**Mr. Jacobson** said she did not believe the exhibit had been added to the record yet.

**Mr. Pauly** replied that it was Exhibit D1, which was noted in the memo. Exhibit D1 would include the email that had that document attached to it, which essentially said what he already stated on the record; that it did exist as a model home complex and had improvements so it would not be perceived as a typical vacant lot. The improvements would be removed as part of the proposal.

**Aaron Woods** asked whether there would be bicycle parking, noting that Finding A3 on Page 14 of the Staff report stated no bicycle parking, but Page 43 of the DKS report recommended two bicycle parking spaces.

**Mr. Pauly** explained that sometimes DKS had recommendations that went beyond the Code. For this application, the expectation was that bicycle parking would be the residential standard. Bikes could be put in the garage or home, and because it was only a recommendation and not a

Code requirement, no bike racks would be installed. There was flexibility to add a bike rack if a commercial tenant chose to do so.

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

**Stacey Connery, Pacific Community Design, 12564 SW Main St, Tigard, OR**, thanked Mr. Pauly for his thorough Staff report. She provided some context regarding the history of the site with the following key comments:

- The site was platted in 2005, and given that the nature of its intended use included commercial use, it was set aside with a sales trailer on it to allow the residential development to occur around the project. Within that interim time period, the Master Planner had worked with a number of different developers and evaluated different scenarios for potential commercial development on it, including mixed use. The Applicant had worked with a large number of clients to come up with something that would work for the site.
- Given the nature of the economy and how the project had developed, the commercial area had gotten smaller as that was what appeared to be supportable within the project. The Applicant tried to adhere to the intent of preserving the ability for commercial uses to occur within that corner and facing Barber St, which was a significant corner as it interacted with the Piazza and future mixed use areas around the Piazza. The design of the proposed project provided for that opportunity; for something to go into that ground floor space at a time when the market would support it.
- She displayed a slide that featured the elevation of Barber St at Villebois Lot 12 – Plan 1 and noted that a range of color schemes could be selected, so the project could ultimately look a bit different than the picture displayed.

**Steve Puls, Division President of Oregon, David Weekly Homes** stated the company was the current builder in Villebois and that he was available to answer any questions.

**Ms. Connery** explained that there was adequate sidewalk space on the Barber St frontage for the addition of a bicycle rack in the future if a use went in that required bicycle parking.

**Mr. Woods** noted the traffic study showed that if the Building 3 flex space was, for example, a coffee shop, the number of potential peak trips would increase by 26 trips. He asked if the actual use of the ground floor space had been considered by the Applicant, as well as the subsequent traffic different uses would generate.

**Ms. Connery** responded that one of the intents with Villebois over time was to provide the opportunity for multi-modal travel. Even though there would be some people driving past and stopping, it was designed for a lot of pedestrian and bicycle travel internal to the project. There was ample parking available on Barber St, Villebois Dr had some perpendicular parking, and there was some parking in the alley that could be utilized. If a coffee shop was proposed at some point in the future, she believed the City had a process for a site plan review for a

commercial use proposed in a structure, such as Building 3, to assure that parking was addressed.

**Mr. Pauly** said he would defer that question to Steve Adams upon his return.

- He entered the two additional slides displayed by the Applicant showing the project's color palette options and colored elevations of the building on Lot 3 into the record as Exhibit B6.

**Mr. Pauly** advised Mr. Adams that Mr. Woods had asked if the commercial space in Building 3 were converted into a coffee shop, for example, was there anything that would trigger a review by the City to assess what the increase in traffic would be.

**Steve Adams, Development Engineer Manager**, responded that the traffic study had already looked at it as a commercial business with X amount of trips. If those trips turned out to be substantially higher, he imagined there would be a chance to bring the project back before the DRB, but he was not sure exactly what the Planning Code stated in that regard. Typically, as long as the number of trips came in under the approved use, it was not reviewed again. However, a change of use in the building would open it up to review.

**Mr. Pauly** stated that was standard procedure for other projects as well. Generally, food and beverage establishments generated higher traffic and higher parking requirements. If a commercial space was approved for the minimum parking requirement for a non-food and beverage use and the tenant wanted to change it to a food and beverage use, the City would require the tenant to prove the increased parking and traffic requirements could be met. So, there was a chance to do that review through the land use process.

**Chair Martens** asked what portion of Building 3 could be dedicated to commercial use.

**Mr. Pauly** responded 575 sq ft.

**Chair Martens** observed that would generate only a small impact on traffic.

**Mr. Woods** stated he did not know if that was the case or not because a coffee shop would generate a lot of traffic, as well as a food outlet, especially at lunch time, which was why he had asked. The size of the space had not prompted his question, but the type of business that would be there.

**Mr. Pauly** affirmed it was a flex space and if it went beyond what it was allowed under the traffic study and Parking Code, there were provisions in the Code to revisit the traffic impacts or deny the usage request.

**Mr. Nada** asked if there was a list of businesses or commercial uses that would be allowed before a new traffic study was triggered.

**Mr. Pauly** responded that generally speaking, for flex space usage in a retail development, parking was the trigger; it was ten parking spaces per 1,000 sq ft and about four for food and beverage. A broad variety of commercial uses, basically anything not food and beverage related, fell under the general commercial parking guidelines. The most likely use would be an office, studio, or small retail.

**Mr. Nada** understood it would be more of a judgment call.

**Mr. Pauly** replied anything that was not food or beverage would likely be fine.

**Mr. Nada** asked if flex spaces were common in the city.

**Mr. Pauly** responded that in most small shopping centers, such as the Wilsonville Road Business Park, developers wanted to keep their options open, so Staff often advised them to plan for food and beverage and provide enough parking for it or decide there would be no food and beverage at all. Beyond that, there was a wide array of what the individual uses could be.

**Mr. O'Neil** asked Staff to remind him where the crosswalks were located.

**Mr. Adams** replied that all four corners of Barber St and Villebois Dr had marked crosswalks.

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

**Steve Hansen, 11398 SW Barber St, Wilsonville, OR** stated he lived in the Seville Row Homes in Villebois. He and his neighbor, Mr. Dreisse, shared several concerns, some of which had been addressed, but he wanted additional clarification.

- The solid brick north wall of Building 3 that faced Barber St needed some aesthetic enhancement. The Seville Row Homes were very ornate, very nice townhomes and a solid brick wall adjacent to them would diminish the value of the homes. He believed a closer look needed to be taken at the architectural design of Building 3.
- Although Mr. Pauly had addressed the issue, he was still unclear as to who would pay for the alleyway and the additional parking behind the Seville Row Homes, whether it would be the Villebois Master Association or the builder, David Weekley Homes.

**Mr. Pauly** replied that the Applicant would have a chance to offer a rebuttal and answer further questions after public testimony but to his knowledge, if the HOA controlled it, they would have to pay. It came down to negotiation, and that would occur when the final plat was recorded and the legal documents were filled out. He left further comments beyond what he said to the Applicant as his comments were more of a general overview based on a variety of past projects.

**Mr. Hansen** stated that he had spoken with Mr. Pauly earlier in the day and had received some answers, but he had real concerns about traffic and congestion at the corner as there was no stop sign there and vehicles drove too fast up and down Barber St. He understood traffic

studies were supposedly done to gauge cross traffic and that perhaps there was not a lot at the present time, but with Villebois Dr set to be punched through as a cross street that would increase. There were activities in the Piazza area, such as mailboxes, a tap room, convenience store, coffee trailer, and various activities, all of which demanded a lot of pedestrian traffic and he questioned if that had been addressed.

- He was concerned by the lack of a stop sign and wanted to draw the Board's attention to the need for one. He believed that the City Engineer made that decision, but he knew it was a serious concern of everyone who lived in the Seville Row Homes and the general neighborhood.

**Mr. Pauly** added that as relayed to Mr. Hanson earlier in the day, ~~that~~ the City Engineer and engineering staff was fully aware of those concerns and were continuing to monitor the intersection for a warrant to see if it needed to be converted to a four-way stop.

**Ms. Meyer** noted Mr. Hansen's concern about the plain, brick wall of Building 3 on Lot 3 that would face Barber St.

**Chair Martens** suggested waiting for the Applicant's rebuttal to address her concern.

Villebois Lot 12 – Plan 1 showing the building elevation along Barber St **was** displayed.

**Mr. Hansen** commented that the elevation would not be very aesthetically pleasing to someone driving up and down Barber St, adding it certainly did not give the appearance of a residence, but more of a—

**Ms. Meyer** asked if there would be any trees lining that street.

**Mr. Pauly** responded there was a large existing tree along Barber St that would be preserved. The tree was aligned with the main entrance to Building 3, right in the middle of the façade.

**Brian Dreisse, 8192 SW Edgewater, Wilsonville, OR** stated he was an investor in the Seville Row Homes and was also concerned about the plain brick wall of Building 3 that would face Barber St. He had some experience developing commercial property as he had developed 13 individual commercial properties along Mississippi Ave in North Portland. He believed the building itself to be quite aesthetically pleasing and well done. He liked the different elevations, the façade and the front, and believed an attempt had been made to make it look quite attractive given the kind of materials and colors that were used in the finished product. However, he was concerned that a 10-ft high plain brick wall facing Barber St right at the square would not give people walking by a reason to enter the building. In his experience, that wall should instead look open and inviting to passersby. Given the 10-ft height, the brick wall would look unattractive, act as a barrier, and put a stop to people wanting to enter the building. He implored the developer to soften the façade, which would be easy to do. He firmly believed potential commercial tenants would find the building much attractive to rent, buy, or lease if the developer changed the plain brick wall.

**Chair Martens** asked how Building 3 might look compared to other adjoining residential units.

**Mr. Dreisse** responded it would be out of scale. In comparison, the commercial space across the street had almost floor-to-ceiling glass windows, whereas Building 3 had a plain brick wall. As an investor, he would want something that would invite people into the space, not a brick wall. He believed the building just needed to be more neighborhood-friendly, which could be easily done without a large monetary increase. A 10-ft high, 60-ft long brick wall right on the main plaza corner of Villebois did not make sense.

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

**Rudy Kadlub, Costa Pacific Communities, 14350 SE Industrial Way, Clackamas, OR**, stated he was the master planner of Villebois, dating back to its origin in 2002. He provided some historical background regarding the site, which had been one of 23 sites originally designated for mental health housing in conjunction with the sale of the property from the State of Oregon when it was the state hospital. In 2013, the State abandoned their claim to the balance of approximately 18 sites, and Costa Pacific acquired the sites back from the State so mental health housing could be diversified throughout the rest of Clackamas County rather than concentrate any more in Villebois. For a number of years, the site sat vacant because the State had neither the desire nor the money to build a mixed use building on it. It made little economic sense to fit the building that was originally designed, three stories of apartments, 12 units, over a ground floor retail space there. Costa Pacific never could make the parking work nor could the State figure out how to develop the property to its original intention. As Mr. Pauly explained, they had tried a number of different scenarios on the site, none of which had been able to work from a financial standpoint.

- David Weekley Homes had worked diligently with Costa Pacific for about 18 months trying to come up with a plan that was suitable and to fit the guidelines. The Villebois Village Center Architectural Standard (VCAS) required 30 percent of hard surface on the ground floor, so that was part of the reason for the amount of brick on the building, which barely met that minimum. To clarify, it was a wainscot or siding on the building, not a wall out in front of the building.
- The Landscape Plan featured extensive landscaping at the property line back of the sidewalk, so there was a heavy landscape in front of the brick area in question, as well as an inviting open space and walkway that led to the 8-ft entry door.
  - He was confident that Mr. Coyle, an architect on the site enforcing the guidelines of the Village Center Architectural Standards (VCAS) since 2005, had worked closely with the developer to come up with this alternative. There were a lot of guidelines that they had laid out for themselves and Building 3 was the result. The brick wall would be softened with an 8-ft deep planting bed that ran the entire length of the building.
- He appreciated the comments regarding the architecture, noting that architecture was like art in that whether or not people liked it was subjective. However, it fit with the development tenet of diversity. The developer liked the diversity of the architecture, not only on the site, but as it related to the architecture around the rest of the intersection.

- Alley maintenance responsibility would fall upon the three properties that butted onto the alley. Similar to every other alley in the Villebois Village Center, its maintenance was maintained by the dwelling units that fronted onto or used the alley. The additional alley would be paid for, specifically, by an assessment on the three new lots.
- He supported a stop sign on Barber St. Any time there was an event, and even as the Village Center mixed-use became more intense, there was quite a bit of pedestrian traffic. There were thousands of people during the Beer Fest a few weeks ago. A stop sign made sense, but he understood it was up to Mr. Adams and his team to determine when that should happen.

**Chair Martens** asked about the makeup of the landscaping plan for the area.

**Ms. Connery** stated that the beds would contain a range of ornamental grass, shrubs, and trees. The trees would be Japanese maple and Incense Cedar. The shrubs consisted of Emerald arborvitae, Kelsey Red-Osier Dogwood, Thunberg Spiraea, Doublefile Viburnum, Dwarf Burning Bush, and Carol Mackie Daphne, all of which would provide a nice color scheme.

**Chair Martens** believed the dogwoods and maples should exceed the 8-ft brick height to provide some vertical breaks.

**Ms Connery** confirmed the cedars ranged in height from 8 ft to 10 ft.

**Mr. Pauly** confirmed the Incense Cedars were along the garage face that fronted Barber St.

**Mr. Kadlub** noted that the parking exceeded what was required by three times. The Applicant believed that even a more intense use, such as food and beverage, there would be plenty of parking. He believed the requirement was six spaces per 1,000 sq ft.

**Mr. Pauly** clarified it was different for Villebois, but he did not have the numbers memorized.

**Mr. Kadlub** stated it was lower. He noted if the requirement was five and the Applicant was providing 18, that was 22 parking spaces per 1,000 ft, which was pretty generous.

**Mr. Nada** asked if there was any brick wall or wainscot in the Villebois area that was similar in height.

**Mr. Kadlub** stated most of the other commercial buildings had other types of hard surface. The building directly across the way was stucco board. There were brick planters on several of the buildings along Villebois Dr, but that was a different address. The subject address was specific to the Piazza, so Building 3 was the first building to be built in the Piazza address since the stucco building across the street was constructed in 2007.

**Chair Martens** asked for clarification about the reference made to the 30 percent hardscape requirement.

**Mr. Pauly** responded that it only applied to non-window space. If the space included windows and doors, those were removed from the façade before running the calculations. Seventy-five percent of the façade of Building 3 that faced both Villebois Dr and Barber St needed to be covered by one of the listed materials, which included brick and stucco, which were in the same category and windows were excluded. At this point, 100 percent of both façades were covered by brick or stucco.

**Mr. Martens** confirmed that did not relate to the square footage contained in a window or limit the size a window could be.

**Mr. Pauly** added that the base, middle, and top of the building had to be balanced, and if there was landscaping, it should not cover the entire base.

**Chair Marten** confirmed there were no further questions from the Board and closed the public hearing at 7:44 pm.

**Aaron Woods moved to approve Resolution No. 357 with the addition of Exhibits A3, B5, B6, and D1 including the corrections noted in Exhibit A3. Samy Nada seconded the motion, which passed unanimously.**

**Mr. O'Neil** commented that he was less concerned about parking than he was about putting up a stop sign at Villebois Dr and Barber St. He had almost gotten hit earlier in the day, and even though it did not impact the proposed project, he believed the City should take a careful look at the raceway that was being developed along that stretch.

- He confirmed that Exhibit D1 would incorporate Staff's response.

**The motion passed unanimously.**

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

## **VII. Board Member Communications:**

### **A. Results of the August 13, 2018 DRB Panel A meeting**

**Daniel Pauly, Senior Planner**, noted the additional bowling alley approved in Town Center by Panel A.

### **B. Recent City Council Action Minutes**

**Barbara Jacobson, City Attorney**, stated City Council had approved the Basalt Creek Concept Plan at the last City Council meeting, a major project that had been three years in the making, with battles back and forth between Tualatin and Wilsonville. One battle was still ongoing, a Land Use Board of Appeals (LUBA) appeal. Tualatin and Wilsonville had agreed to allow Metro to arbitrate their dispute. Metro did, but it was appealed by two of the landowners in the central sub area, which was the area of controversy between the two cities. Although Tualatin had willingly agreed to have Metro arbitrate the decision, she was not sure they were still happy with



that agreement, but they did and now there was a contract between Metro, Washington County, Wilsonville and Tualatin with respect to that. Tualatin also approved the same Concept Plan that Wilsonville did. The project appeared to be on its way, even though they were waiting to hear on the LUBA appeal, although they had not gotten past the first part of the appeal, which was an argument over what should and should not be in the record. Once LUBA made a determination and it was in the record, the cities and Metro would brief a response to the appeal.

**Chair Martens** asked if the core of the appeal was that the landowners believed they could do better financially with residential.

**Ms. Jacobson** confirmed that was the bottom line. The landowners believed their land was worth more and would develop more quickly as residential, because it would take longer to find an industry that would fit that location, whereas houses could easily go there. They argued that there was still a need for more housing in that particular area. In the long run, it might be better to go with industrial, but in the short term, residential was easier to market quickly.

**Chair Martens** asked if Staff was hearing much from the public about Frog Pond since dirt was now being moved.

**Mr. Pauly** replied he was not aware of what was on social media, but he had only received one call from a lady who was surprised by the amount of trees being removed. He encouraged Board members to drive by the site.

**Mr. Woods** stated that he and the members of his homeowners' association drove by there every day. They were not terribly concerned yet, as they had not seen any issues with the dirt turning.

**Mr. Pauly** added that he had spoken with Ms. Wehler, who lived on the property, and she had assured him they were doing a good job of keeping the dust down.

**Mr. Nada** commented that people were beginning to discuss Frog Pond on social media now that it was happening and would become a reality fairly soon. He was sure the City would be receiving a lot more calls.

**Mr. O'Neil** added people did not usually worry about something until it was happening, which was too late to voice concern.

**Ms. Jacobson** stated that Panel B would likely start getting some of those projects soon.

### **VIII. Staff Communications**

**Dan Pauly, Senior Planner**, advised the Board that the property owned by Mr. Elligsen had sold to Sysco last spring. They had purchased the entire property, and although there was no development planned at this time, they had a demolition permit to tear down the house and barn, which would begin next week. As was protocol, it was being photographed and catalogued

by the library prior to demolition. He confirmed that he had heard rumors of squatters on the property, which was why Sysco wanted to tear down the buildings quickly.

**IX. Adjournment**

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, OCTOBER 22, 2018**

**6:30 PM**

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**VI. Public Hearing:**

- A. Resolution No. 358. Grace Chapel Remodel and Addition: CIDA Architects– Applicant for Grace Chapel – Owner.** The applicant is requesting approval of a Stage I Preliminary Plan Modification, a Stage II Final Plan Modification, Site Design Review, Type C Tree Removal Plan and Class 3 Sign Permit for the remodel and addition to an existing building for Grace Chapel. The site is located at 27501 SW Parkway Avenue on Tax Lot 301 of Section 11, T3S-R1W, Clackamas County, Oregon.  
Staff: Daniel Pauly and Charles Tso

Case Files: DB18-0055 Stage I Preliminary Plan Modification  
DB18-0056 Stage II Final Plan Modification  
DB18-0057 Site Design Review  
DB18-0058 Type C Tree Removal Plan  
DB18-0059 Class 3 Sign Permit

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 358**

**A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVING A STAGE I PRELIMINARY PLAN MODIFICATION, A STAGE II FINAL PLAN MODIFICATION, SITE DESIGN REVIEW, TYPE C TREE REMOVAL PLAN AND CLASS 3 SIGN PERMIT FOR THE REMODEL AND ADDITION TO AN EXISTING BUILDING FOR GRACE CHAPEL. THE SITE IS LOCATED AT 27501 SW PARKWAY AVENUE ON TAX LOT 301 OF SECTION 11, T3S-R1W, CLACKAMAS COUNTY, OREGON. CIDA ARCHITECTS – APPLICANT FOR GRACE CHAPEL - 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 October 15, 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 October 22, 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 October 15, 2018, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB18-0055 through DB18-0059; Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, Type C Tree Plan, and Class 3 Sign Permit.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 22<sup>nd</sup> day of October, 2018 and filed with the Planning Administrative Assistant on \_\_\_\_\_. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

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

Attest:

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



Exhibit A1  
Staff Report  
Wilsonville Planning Division  
Grace Chapel

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

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**Hearing Date:** October 22, 2018  
**Date of Report:** October 15, 2018

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**Application Nos.:** DB18-0055 Stage I Preliminary Plan Modification  
DB18-0056 Stage II Final Plan Modification  
DB18-0057 Site Design Review  
DB18-0058 Type C Tree Removal Plan  
DB18-0059 Class 3 Sign Permit

**Request/Summary:** The review before the Development Review Board is a Class 3 Stage I Preliminary Plan Modification, Stage II Final Plan Modification, Site Design Review, Tree Removal Plan and Sign Permit for the remodel of an existing building and an addition for Grace Chapel.

**Location:** 27501 SW Parkway Avenue. The property is specifically known as Tax Lot 301, Section 11, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

**Owner:** Grace Chapel (Contact: Stacy Carter)

**Applicant:** CIDA Architects and Engineers (Contact: Chris Walker)

**Comprehensive Plan Designation:** Industrial

**Zone Map Classification:** PDI (Planned Development Industrial)

**Staff Reviewers:** Charles Tso, Assistant Planner  
Dan Pauly AICP, Senior Planner  
Steve Adams PE, Development Engineering Manager  
Kerry Rappold, Natural Resources Program Manager  
Melissa Gitt, Building Lead Inspector/Plans Examiner

**Staff Recommendation:** Approve with conditions the requested Stage I Preliminary Plan Modification, Stage II Final Plan Modification, Site Design Review, Tree Removal Plan and Sign Permit.

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
Section 4.001	Definitions
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.116	Standards Applying to Commercial Development in All Zones
Section 4.117	Standards Applying to Industrial Development in All Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.131	Planned Development Commercial (PDC) Zone (as referenced by PDI Zone)
Section 4.135	Planned Development Industrial (PDI) Zone
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.156.01 through 4.156.11	Signs
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.179	Mixed Solid Waste and Recycling
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600 through 4.640.20	Tree Preservation and Protection
<b><u>Other Planning Documents:</u></b>	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

## Vicinity Map



## Background:

The existing, approximately 20,000 square foot, building is a two-story concrete tilt-up building constructed around 1984 and remodeled in 2000. The most recent occupant was Pioneer Pacific College as classroom and educational space. To accommodate Grace Chapel's current space requirements a ground floor addition of approximately 11,705 square feet is required. The proposal expands the second floor by 2,025 square feet with a new mezzanine within the building addition. The primary purpose of the addition is to provide a structure that accommodates a multi-use auditorium (including a single basketball and volleyball court), chapel and lobby that will be used for Sunday morning gatherings and available as a multi-purpose facility for dinners, recreation and community support programs. The new mezzanine provides space for Grace's administrative offices. The total building area is 33,730 square feet.

The building will primarily function on Sundays for church services. There will be three service times. During the week the administrative offices will be open during regular business hours. Additional functions will include evening group meetings and youth ministry events.

## Summary:

### Stage I Master Plan Modification (DB18-0055)

The proposed Stage I Master Plan Modification simply changes the use for the site to the proposed church use. Church uses are among the uses allowed in the PDC zone also allowed in the PDI zone pursuant to Subsection 4.135 (.03) O. Unlike most commercial uses, which cater to daily customers, churches are not subject to additional size restrictions under Subsection 4.135 (.03) O. 1. through 4. See also relevant "Discussion Point" below.

### Stage II Final Plan Modification (DB18-0056)

The Stage II Final Plan Modification changes the site layout to accommodate the building expansion and revised circulation. All services are available for the site. The traffic study shows less P.M. peak traffic than the previously approved use. The site includes parking, circulation areas, pedestrian connections, and landscaping meeting or exceeding City standards.

### Site Design Review (DB18-0057)

The applicant used appropriate professional services to design the remodel and addition using quality materials and design. The architect's description of the purpose of design further illustrates the appropriateness and quality of design:

"The project design is a unique geometry using standard building methods. The offset ridge of the chapel/multi-purpose creates a band of clearstory windows providing natural daylighting to the variety of activities in the space. The three planes of the eastern wall create a variety in the elevation and provide the ability to create vertical window elements as part of the chapel's stage area. The unique glazing pattern on the north elevation of the chapel provides additional elevation variety and coupled with the stage windows allow for some interior light elements to highlight the elevations at night.

The elevations elements extend to the exterior site areas with the addition of glazed sectional doors at the lobby allowing the lobby and plaza to blend functions. The plaza layout draws upon the north wall glazing extending this element into the flat surface of the plaza which ties to the planter and benches.

The need for screening of the roof top HVAC unit provided the opportunity to create additional elevations forms to break up the south elevation of the addition using materials used at the east elevation and entry to tie the design together further."

### Type C Tree Removal Plan (DB18-0058)

The applicant proposes removing 36 trees. The removal is due to health and condition as well as unavoidable damage from the new building and repair of the existing parking lot. Landscape plans shows the required number of mitigation trees.



### Class III Sign Permit (DB18-0059)

The applicant proposes two wall signs. One partially on the south and west elevations and one on the west elevation of the building. As shown in the table below, the signs areas is below code allowance for each elevation. The sign placement is within definable sign bands blending appropriately with the architecture consistent with City standards. The landscape design avoids conflicts between trees and signs. The freestanding sign along Parkway Avenue is a monument style sign within the size allowance and below the height allowance for the site. Conditions of approval assure the monument sign placement meets City placement and vision clearance standards.

<b>Sign Location</b>	<b>Maximum Allowed Area (square feet)</b>	<b>Proposed Area (square feet)</b>
West Building Façade (facing Parkway Avenue)	115.2	101
North Building Façade	60	None
East Building Façade (facing Interstate 5) in lieu of freestanding sign	64	53.85
South Building Façade	96	41.67
Monument Sign-Parkway Avenue	64	63.33

### Traffic and Parking:

The previous private college use of the site generated 115 PM Peak traffic trips. The proposed church will generate 15 PM Peak traffic trips, reducing the traffic trips for the subject site by 100 trips and thus impacts on Wilsonville’s streets during weekday PM Peak traffic periods.

The majority of the traffic for the site is Sunday morning, which does not raise road capacity concerns. However, the DKS Trip Generation Memo also carefully looks at parking demand for the site. Pursuant to the Parking Table in Section 4.155 of Wilsonville’s Development Codee the church requires a minimum of 80 automobile parking spaces. The applicant’s submitted site plans show 87 spaces. However, Condition of Approval PF 2 requires the elimination of 3 parking spaces to maintain required spacing from Parkway Avenue, leaving 84 spaces, which still exceeds the minimum requirements. As noted in the Trip Generation Memo, DKS performed a parking count during Grace Chapel’s services at their temporary location at Meridian Creek Middle School. The parking demand for the services far exceeded the planned 84 spaces. As noted in the Traffic-Parking-Circulation Memorandum from CIDA Architecture (included in Exhibit B1), Grace Chapel coordinated a parking agreement with Oregon Institute of Technology for 200 parking spaces to provide for overflow parking. CIDA also provided a graphic showing the proximity of the shared parking to Grace Chapel (included in Exhibit B1).

## Discussion Points:

### Religious Use in PDI Zone

The stated purpose of the PDI zone is to provide opportunities for a variety of industrial operations and associated uses. The City understand this purpose and implementing standards to limit non-industrial uses as to preserve capacity for industrial users. The City last updated the use standards for the PDI zone through Ordinance No. 574 in 2004 to reduce the allowance commercial uses industrially zoned land based on Metro Title 4. Like Wilsonville's adopted code, Metro Title 4 specifically calls out the need to limit retail commercial, retail and professional services catering to daily customers, but not limitations on other uses typically allowed in commercial zones such as churches. The proposed church use is among the uses allowed in a PDC zone also allowed in the PDI Zone under 4.135 (.03) O., but not subject to the square footage limitations under Subsections 4.135 (.03) O. 1.-4. as it is not service commercial catering to daily customers, office complex, or retail.

## Conclusion and Conditions of Approval:

Staff reviewed the Applicant's analysis of compliance with the applicable criteria. The Staff report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board approve the proposed application (DB18-0055 through DB18-0059) with the following conditions:

### Planning Division Conditions:

#### Request A: DB18-0055 Stage I Preliminary Plan Modification

No conditions for this request
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#### Request B: DB18-0056 Stage II Final Plan Modification

<b>PDB 1.</b> The approved final plan shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. Minor changes in an approved preliminary or final development plan may be approved by the Planning Director through the Class I Administrative Review Process if such changes are consistent with the purposes and general character of the development plan. 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 B16.
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<b>PDB 2.</b> All travel lanes shall be constructed to be capable of carrying a twenty-three (23) ton load. See Finding B47.
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#### Request C: DB18-0057 Site Design Review

<b>PDC 1.</b> Construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding C15.
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<b>PDC 2.</b>	All landscaping required and approved by the Board shall be installed prior to issuance of any occupancy permits, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City will be returned to the applicant. See Finding C38.
<b>PDC 3.</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 C39.
<b>PDC 4.</b>	All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Board, unless altered as allowed by Wilsonville's Development Code. See Findings C40 and C41.
<b>PDC 5.</b>	<p>The following requirements for planting of shrubs and ground cover shall be met:</p> <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> <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> </ul>

	<ul style="list-style-type: none"> <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> <li>• Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding C42.</li> </ul>
<b>PDC 6.</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. See Finding C45.

**Request D: DB18-0058 Type C Tree Plan**

<b>PDD 1.</b>	This approval for removal applies only to the 36 trees identified in the Applicant’s submitted materials. All other trees on the property shall be maintained unless removal is approved through separate application.
<b>PDD 2.</b>	The shall submit an application for a Type ‘C’ Tree Removal Permit on the Planning Division’s Development Permit Application form, together with the applicable fee. In addition to the application form and fee, the Applicant shall provide the City’s Planning Division an accounting of trees to be removed within the project site, corresponding to the approval of the Development Review Board. The applicant shall not remove any trees from the project site until the tree removal permit, including the final tree removal plan, have been approved by the Planning Division staff.
<b>PDD 3.</b>	Prior to site grading or other site work that could damage trees, the applicant 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 D12.

**Request E: DB18-0059 Class III Sign Permit**

<b>PDE 1.</b>	The approved signs shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
<b>PDE 2.</b>	The monument sign shall be installed no closer than 2 feet to the sidewalk.
<b>PDE 3.</b>	Prior to installation the applicant shall confirm placement of the monument sign in a manner that does not violate the sight distance vision.

*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:**

<b>PF 1.</b>	Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1.
<b>PF 2.</b>	Applicant shall have a minimum clear drive aisle length extending 50 feet from edge of roadway per Detail RD-1105, or as approved by City Engineer. The revised northern access as shown on submitted plans dated August 10, 2018 meets this requirement. For the southerly driveway, the Applicant is required to eliminate the three parking stalls closest to Parkway Avenue and reconfigure the internal north/south drive aisle to allow for the required spacing from Parkway Avenue. The remaining ten existing parking spaces along the southeast edge of the property shall be signed for employee use only.
<b>PF 3.</b>	To accommodate the anticipated volume of vehicles, identified in the Traffic Memo, the Applicant shall negotiate a parking agreement with a nearby, adjacent development or take other actions to ensure parking does not overflow to adjacent or nearby parking areas without the permission of the property owners.
<b>PF 4.</b>	Per Exhibit C1, Item 30, Applicant shall provide a 10-foot Public Utility Easement over property fronting Parkway Avenue.
<b>PF 5.</b>	There is an existing public stormwater line running diagonally across the site, from Parkway. As shown on submitted plans dated August 10, 2018, Applicant shall re-route this storm pipe to run north, then west of the building, and reconnecting to the existing storm line near the southwest corner of the property.

**Building Division Conditions:**

<b>BD 1.</b>	<b>Waste Pretreatment.</b> Waste pretreatment is required in all Food Service Establishments. Waste pretreatment is also required in other establishments as determined by the Building Official, where grease is introduced into the drainage or sewer system. When applying for a plumbing permit through the Building Department; an approved type of grease interceptor complying with the provisions of section 1014.1 of the 2017 OPSC shall be submitted and correctly sized.
<b>BD 2.</b>	<b>Approved materials for utility piping under the building.</b> No existing building sewer or other drainage piping or part thereof, constructed of materials other than those approved for use under or within a building, shall be installed under or within 5’ of a building or structure, or less than 1 foot below the surface. See pg. C0.2 for existing utilities that are not of approved materials for under a building and located in the proposed area of the new addition. Section 312.3, of the 2017 OPSC
<b>BD 3.</b>	<b>Building Department Review.</b> Provide submittal documents consisting of construction documents, statement of special inspections, geotechnical report and other data. These documents shall be submitted in two or more sets with each permit application. The construction documents shall be prepared by a registered

design professional. Where special conditions exist, the building official is authorized to require additional construction documents to be prepared by a registered design professional. Section 107.1, of the 2014 OSSC.

**Natural Resources Division Conditions:**

**NR 1.** Natural Resource Division Requirements and Advisories listed in Exhibit C2 apply to the proposed development.

**Master Exhibit List:**

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB18-0055 through DB18-0059. 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 Submitted Materials
  - Table of Contents
  - Application
  - Ownership and Legal Description
  - Narrative
  - Traffic Report (CIDA)
  - Parking Aerial Photo Exhibit
  - Circulation Plan
  - DKS Trip Generation Memorandum
  - Stormwater Report
  - Geotechnical Report
  - Property Owner Labels (staff note: modified)
  - Finish Board
  - Metal Panel Info
  - Outdoor Lighting Fixtures
  - Waste Hauler Letter
  - Reduced Scale Drawings (same as Exhibit B2)
- B2.** Drawing Package

General

Sheet CS1 Cover Sheet

Civil

Sheet 01 Survey

Sheet C0.1 General Notes

Sheet C0.2 Existing Conditions

Sheet C0.3 Demolition Plan

Sheet C1.0 Site Plan

Sheet C1.5 Civil Details

Sheet C2.0 Grading Plan

Sheet C3.0 Utility Plan

Sheet C4.0 Details

Sheet C4.1 Details

Landscape

Sheet L1.0 Tree Preservation and Removal Plan (Revised: See Exhibit B3)

Sheet L1.1 Planting Plan (Revised: See Exhibit B3)

Sheet L2.0 Planting Details

Sheet L2.1 Irrigation Details

Sheet L3.0 Planting and Irrigation Specs

Architectural

Sheet A0.1 Site Plan

Sheet A0.2 Site Details

Sheet A0.3 Site Details

Sheet A1.0 Existing Floor Plans

Sheet A1.1 Floor Plan

Sheet A1.2 Floor Plan

Sheet A2.0 Existing Elevations

Sheet A2.1 Elevations

Sheet A2.2 Elevations

Electrical

Sheet E0.1 Site Plan-Lighting

**B3.** Updated Sheets L1.0 and L1.1 to correctly show number of removed and planted trees

Development Review Team Correspondence

**C1.** Engineering Conditions and Requirements

**C2.** Natural Resource Division Requirements and Advisories

**C3.** TVF&R Requirements and Advisories

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 August 22, 2018. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application incomplete on September 14, 2018. The applicant submitted additional material on September 20, 2018. Planning Staff deemed the application complete on September 28, 2018. The City must render a final decision for the request, including any appeals, by January 26, 2019.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Pioneer Pacific College
East:	PDI	Parkway Avenue/FLIR Systems/OIT
South:	PDI	Vacant
West:	NA	Interstate 5

3. Previous Planning Approvals:

84PC09 Approval of Office/Warehouse/Flex Space for Bid Tek  
84DR13 Final Architecture and Site Plan Approval for Bid Tek  
99DB34 Use Interpretation for Commercial College (Pioneer Pacific)

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 City sent the required public notices and followed all proper notification procedures.



## Findings:

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

### General Information

#### Application Procedures-In General Section 4.008

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

#### Initiating Application Section 4.009

The application has the signature of Stacy Carter, an authorized signer for the property owner Grace Chapel.

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

The City held a Pre-application conference (PA18-0001) in accordance with this subsection.

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

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

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

The applicant has provided all of the applicable general submission requirements..

#### Zoning-Generally Section 4.110

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

## Request A: DB18-0023 Stage I Preliminary Plan Modification

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

### Planned Development Regulations

Planned Development Purpose & Lot Qualifications  
Subsection 4.140 (.01) and (.02)

**A1.** The proposal is to modify a development previously approved as a planned development meeting the planned development purpose and lot qualifications.

Ownership Requirements  
Subsection 4.140 (.03)

**A2.** The subject parcel is under the ownership of Grace Chapel, for whom an authorized signer, Stacy Carter, signed the application.

Professional Design Team  
Subsection 4.140 (.04)

**A3.** Chris Walker of CIDA Architects is the professional coordinator of a professional design team including an architect, engineers, a landscape architect, and a planner among other professionals.

Comprehensive Plan Consistency  
Subsection 4.140 (.06)

**A4.** The proposed project, as found elsewhere in this report, complies with the Planned Development Industrial zoning designation, which implements the Comprehensive Plan designation of 'Industrial' for this property.

Application Requirements  
Subsection 4.140 (.07)

**A5.** The City has scheduled the proposed Stage I Master Plan modification 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 modification is under an application by the property owner.
- The applicant submitted a Stage I Master Plan revision request on a form prescribed by the City.
- The applicant identified a professional design team and coordinator. See Finding A3.
- The applicant provides the necessary findings that the proposed church use is an allowed use in the PDI zone.
- 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 for the proposed revision.
- Any necessary performance bonds will be required.

## **Planned Development Industrial (PDI) Zone**

### **Purpose of PDI Zone**

Subsection 4.135 (.01)

- A6.** The stated purpose of the PDI zone is provision of opportunities for a variety of industrial operations and associated uses. The City understand this purpose and implementing standards to limit non-industrial uses as to preserve capacity for industrial users. The City last updated the use standards for the PDI zone through Ordinance No. 574 in 2004 to reduce the allowance of commercial uses on industrially zoned land based on Metro Title 4. Like Wilsonville’s adopted code, Metro Title 4 specifically calls out the need to limit retail commercial, retail and professional services catering to daily customers, but not limitations on other uses typically allowed in commercial zones such as churches. The permitting a religious use not catering to daily customers in the PDI zone is thus consistent with the purpose of the PDI Zone.

### **Typically Permitted Uses**

Subsection 4.135 (.03)

- A7.** The proposed church use is among the uses allowed in a PDC zone also allowed in the PDI Zone under Subsection O. but not subject to the square footage limitations under Subsections O. 1.-4. as it is not service commercial catering to daily customers, office complex, or retail.

### **Block and Access Standards**

Subsections 4.131.05 (.07) and 4.131 (.03)

- A8.** No changes to blocks or access spacing are proposed.

## Request B: DB18-0024 Stage II Final Plan Modification

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

### Planned Development Regulations-Generally

Planned Development Purpose & Lot Qualifications  
Subsection 4.140 (.01) and (.02)

- B1.** The proposal is to modify a development previously approved as a planned development meeting the planned development purpose and lot qualifications.

Ownership Requirements  
Subsection 4.140 (.03)

- B2.** The subject parcel is under the ownership of Grace Chapel, for whom an authorized signer, Stacy Carter, signed the application.

Professional Design Team  
Subsection 4.140 (.04)

- B3.** Chris Walker of CIDA Architects is the professional coordinator of a professional design team including an architect, engineers, a landscape architect, and a planner among other professionals.

### Stage II Final Plan Submission Requirements and Process

Stage II Submission Within 2 Years of Stage I  
Subsection 4.140 (.09) A.

- B4.** The submission of the Stage II Plan modification is concurrent with submission of a matching Stage I Master Plan modification.

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

- B5.** The Development Review Board review considers all applicable permit criteria set forth in the Planning and Land Development Code and staff recommends the Development Review Board approve the application with conditions of approval.

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

- B6.** The Stage II plans substantially conforms to the concurrently submitted Stage I Master Plan modification. The applicant's submitted drawings and other documents show all the additional information required by this subsection.

## Stage II Final Plan Detail

Subsection 4.140 (.09) D.

- B7.** The applicant's submitted materials provide sufficiently detailed information to indicate fully the ultimate operation and appearance of the development, including a detailed site plan, landscape plans, and elevation drawings.

## Submission of Legal Documents

Subsection 4.140 (.09) E.

- B8.** The Development Review Board does not require any additional legal documentation for dedication or reservation of public facilities.

## Expiration of Approval

Subsection 4.140 (.09) I. and Section 4.023

- B9.** The Stage II Approval, along with other associated applications, will expire two (2) years after approval, absent the granting of an extension in accordance with these subsections.

## Consistency with Plans

Subsection 4.140 (.09) J. 1.

- B10.** The site's zoning, Planned Development Industrial, is consistent with the Industrial designation in the Comprehensive Plan. The Transportation Systems Plan calls for no additional frontage or road improvement or dedications as SW Parkway Avenue is fully developed adjacent to the site.

## Traffic Concurrency

Subsection 4.140 (.09) J. 2.

- B11.** The proposed site had 115 PM Peak traffic trips as a private college. The proposed church will generate only 15 PM Peak traffic trips, reducing the traffic trips for the subject site by 100 trips and thus planned impacts on Wilsonville's streets during the PM Peak.

## Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

- B12.** The existing building has all facilities and services, including utilities, sufficient to serve the expanded building.

## Adherence to Approved Plans

Subsection 4.140 (.09) L.

- B13.** Condition of Approval PDB 1 ensures adherence to approved plans, as modified by Condition of Approval, except for minor revisions by the Planning Director.

## Standards Applying in All Planned Development Zones

### Underground Utilities

Subsection 4.118 (.02)

**B14.** The applicant's plans show all utilities underground.

### Waivers

Subsection 4.118 (.03)

**B15.** The applicant does not request any waivers.

### Other Requirements or Restrictions

Subsection 4.118 (.03) E.

**B16.** Staff does not recommend any additional requirements or restrictions pursuant to this subsection.

### Impact on Development Cost

Subsection 4.118 (.04)

**B17.** Implementation of standards and imposing conditions beyond minimum standards and requirements do not unnecessarily increase the cost of development. No parties have raised such concerns.

### Requiring Tract Dedications or Easements for Recreation Facilities, Open Space, Public Utilities

Subsection 4.118 (.05)

**B18.** Staff does not recommend any additional tract dedication for recreational facilities, open space, or easements for orderly extension of public utilities consistent with this subsection.

### Habitat Friendly Development Practices

Subsection 4.118 (.09)

**B19.** No significant native trees, significant native vegetation, or other features with significant habitat value exist on the site. A professionally designed storm water system will minimize impacts from the added impervious area on adjacent sites and downstream water resources consistent with City standards.

## Planned Development Industrial (PDI) Zone

### Purpose of PDI Zone

Subsection 4.135 (.01)

**B20.** The stated purpose of the PDI zone is provision of opportunities for a variety of industrial operations and associated uses. The City understand this purpose and implementing standards to limit non-industrial uses as to preserve capacity for industrial users. The City last updated the use standards for the PDI zone through Ordinance No. 574 in 2004 to

reduce the allowance of commercial uses on industrially zoned land based on Metro Title 4. Like Wilsonville's adopted code, Metro Title 4 specifically calls out the need to limit retail commercial, retail and professional services catering to daily customers, but not limitations on other uses typically allowed in commercial zones such as churches. The permitting a religious use not catering to daily customers in the PDI zone is thus consistent with the purpose of the PDI Zone.

#### Typically Permitted Uses

Subsection 4.135 (.03)

**B21.** The proposed church use is among the uses allowed in a PDC zone also allowed in the PDI Zone under Subsection O. but not subject to the square footage limitations under Subsections O. 1.-4. as it is not service commercial catering to daily customers, office complex, or retail.

#### Block and Access Standards

Subsections 4.131.05 (.07) and 4.131 (.03)

**B22.** The proposal requests no changes to blocks or access spacing.

### Industrial Performance Standards

#### Industrial Performance Standards

Subsection 4.135 (.05)

**B23.** The proposed project meets the performance standards of this subsection as follows:

- Pursuant to standard A (enclosure of uses and activities), all non-parking activities and uses will be completely enclosed.
- Pursuant to standard B (vibrations), there is no indication that the proposed development will produce vibrations detectable off site without instruments.
- Pursuant to standard C (emissions), there is no indication the proposed use would produce the odorous gas or other odorous matter.
- Pursuant to standard D (open storage), outdoor storage of mixed solid waste and recycling will be screened from off-site view.
- Pursuant to standard E (night operations and residential areas), the proposed use is not one customarily used for night operations.
- Pursuant to standard F (heat and glare), the applicant proposes no exterior operations creating heat and glare.
- Pursuant to standard G (dangerous substances), there are no prohibited dangerous substances expected on the development site.
- Pursuant to standard H (liquid and solid wastes), staff has no evidence that the operations would violated standards defined for liquid and solid waste.
- Pursuant to standard I (noise), staff has no evidence that noise generated from the proposed operations would violate the City's Noise Ordinance and noises produced in violation of the Noise Ordinance would be subject to the enforcement procedures

established in WC Chapter 6 for such violations.

- Pursuant to standard J (electrical disturbances), staff has no evidence that the proposed use would have any prohibited electrical disturbances.
- Pursuant to standard K (discharge of air pollutants), staff has no evidence that the proposed use would produce any prohibited discharge.
- Pursuant to standard L (open burning), the applicant proposes no open burning.
- Pursuant to standard M (outdoor storage), the applicant proposes outdoor storage of mixed solid waste and recycling with the appropriate surface material and screening consistent with City standards.
- Pursuant to standard N (unused area landscaping), no unused areas will be bare.

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

### Continuous Pathway System

Subsection 4.154 (.01) B. 1.

**B24.** As shown on the applicant's site plan in Exhibit B2, the proposed pedestrian pathway system (sidewalks) will provide pedestrian access on the east and north side of the building addition, where the main entrances to the proposed church will be located. A 45-foot and 8-inch long paved sidewalk will be provided on the south side of the building, connecting the building's side door to the parking spaces. Internal pathways provide a direct connection from all three sides of the site to the building's main entrance. In other words, pedestrians have direct access to the front entrance of the building from all three sides and may traverse the site from any side of the building using pedestrian pathways.

### Safe, Direct, Convenient Pathways

Subsection 4.154 (.01) B. 2.

**B25.** Proposed pedestrian pathways are flat, paved sidewalks. Where crossing the parking area, the applicant proposes a 5-foot wide, stamped concrete crosswalk flush with the sidewalk and plaza, providing safe crossing near the building entrance. In addition, the applicant proposes a painted median to provide visual speed calming effect for the pedestrian crosswalk. The pathways provide direct access to the building from the parking area on all sides of the site. Pathways connect to all primary (and secondary) building entrances.

### Vehicle/Pathway Separation-Vertical or Horizontal

Subsection 4.154 (.01) B. 3.

**B26.** The proposed design of pedestrian pathways provide for vertical separation from vehicle circulation areas.

### Crosswalks Clearly Marked

Subsection 4.154 (.01) B. 4.

**B27.** The proposed pedestrian crosswalk will be flush with the sidewalk and plaza in the front of the building where it crosses parking areas, clearly delineating the pedestrian pathway.



The pathway includes tactile warning strips delineating places that pass-through parking areas.

Pathways Width and Surface-5 Foot Wide, Durable Surface  
 Subsection 4.154 (.01) B. 5.

**B28.** The applicant proposes pathways at least five feet wide. The applicant proposes concrete pathways.

**Parking and Loading**

Parking Design Standards  
 Section 4.155 (.02) and (.03)

**B29.** The applicable parking designs standards are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. All spaces accessible and usable for Parking	☒	The applicant proposes standard parking spaces that are at least 9' by 18' and compact spaces that are at least 7'6" by 15', and 24' wide drive aisles, meeting the Development Code's standards.
I. Sturdy bumper guards of at least 6 inches to prevent parked vehicles crossing property line or interfering with screening or sidewalks.	☒	The applicant's plans show bumper guards of at least 6 inches in width where required to prevent interference with sidewalks, especially for the ADA spaces.
J. Surfaced with asphalt, concrete or other approved material.	☒	Surfaced with asphalt.
Drainage meeting City standards	☒	Drainage is professionally designed and being reviewed to meet City standards
K. Lighting won't shine into adjoining structures or into the eyes of passers-by.	☒	Lighting is proposed to be fully shielded and meet the City's Outdoor Lighting Standard
N. No more than 40% of parking compact spaces.	☒	The project proposes 23 compact spaces (26 percent).
O. Where vehicles overhand curb, planting areas at least 7 feet in depth.	☒	The narrowest planting area adjacent to parking spaces is approximately 7 feet deep.
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate.	☒	Access drive and drive aisle are 24 feet or more, providing an adequate 12 foot travel lane each direction.
A.1. Loading and delivery areas and circulation separate from	☒	The proposal does not include any loading or delivery areas nor does the City require any.

customer/employee parking and pedestrian areas.		
Circulation patterns clearly marked.	<input checked="" type="checkbox"/>	The proposed design is typical commercial parking lot design and intuitive to a driver familiar with typical commercial parking lots.
A.2. To the greatest extent possible, vehicle and pedestrian traffic separated.	<input checked="" type="checkbox"/>	The plans clearly delineate separate vehicle and pedestrian traffic areas and separate them except for crosswalks.
C. Safe and Convenient Access, meet ADA and ODOT Standards.	<input checked="" type="checkbox"/>	The proposed parking and access enable the meeting of ADA and ODOT standards.
For parking areas with more than 10 spaces, 1 ADA space for every 50 spaces.	<input checked="" type="checkbox"/>	The proposal provides 3 ADA parking spaces for 87 parking spaces, all adjacent to the main entrance.
D. Where possible, parking areas connect to adjacent sites.	<input checked="" type="checkbox"/>	The parking areas connect to SW Parkway Avenue via two driveway entrances and do not connect to any adjacent properties. The applicant does remove the existing access point between this site and the site to north, but such change is desirable to prevent unauthorized parking on the property to the north. In addition, having the parking lots connected does not have a broader circulation benefit.
Efficient on-site parking and circulation	<input checked="" type="checkbox"/>	The careful and professional design of the parking provides for safety and efficiency and is a typical design with standard parking space and drive aisle size and orientation.

**Minimum and Maximum Number of Parking Spaces**  
Subsections 4.155 (.03) G., Table 5, and 4.136 (.05)

**B30.** For the purpose of parking standards, the proposed development falls into the use category of church listed in Table 5. The parking minimum is 1 spaces per 4 seats or 8 feet of bench length in the main auditorium The parking maximum is 0.8 per seat. The proposed building is 32,730 square feet in total (19,000 square feet existing + 13,730 square feet new) to accommodate 319 persons maximum. Thus the minimum number of parking spaces is 80 (319/4 rounded up to the nearest whole space) and the maximum number of parking spaces is 253 (312\*0.8 rounded up to the nearest whole space). The applicant proposes 87 spaces, within the allowed range. Condition of Approval PF2 requires a reduction of 3 spaces to 84 spaces, still exceeding the minimum requirement.

## Parking Area Landscaping

### Minimizing Visual Dominance of Parking

Subsection 4.155 (.03) B.

**B31.** The applicant proposes landscaping throughout the parking area helping to minimize the visual dominance of the paved parking area.

### 10% Parking Area Landscape Requirement

Subsection 4.155 (.03) B. 1.

**B32.** The proposed parking area is 29,378 square feet, requiring 10 percent or 2,938 square feet of interior parking lot landscaping to meet this standard. Interior parking lot landscaping accounts for 4,757 square feet (16%). The remainder of the site contains another approximately 14,000 square feet of landscaping, exceeding requirements while surrounding and screening the parking area.

### Landscape Screening of Parking

Subsection 4.155 (.03) B. 1.

**B33.** The proposed design screens the parking area from adjacent properties and adjacent rights-of-way by physical distance and proposed landscaping and vegetation., The design does not warrant additional screening meeting a specific City screening standard.

### Tree Planting Area Dimensions

Subsection 4.155 (.03) B. 2.

**B34.** The landscape plan shows the six proposed landscaping planting island exceed the minimum 8 foot by 8 foot requirement.

### Parking Area Tree Requirement

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

**B35.** With 87 spaces, the stated ratio of 1 tree for every 8 spaces or fraction thereof requires 10 trees. The landscape plan shows well in excess of 10 trees in planting areas spread throughout and adjacent to the parking area.

### Parking Area Landscape Plan

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

**B36.** The applicant's landscape plan includes the proposed parking area.

### Parking Area Tree Clearance

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

**B37.** The applicant will maintain all trees listed for planting in the parking area and expected to overhang the parking areas to provide a 7-foot vertical clearance.

## Bicycle Parking

### Required Bicycle Parking

Section 4.155 (.04) A. 1.

**B38.** Church uses require one bicycle parking space per 50 seats or a minimum of 1 bicycle parking space. The proposed building requires 7 bicycle parking spaces ( $319/50 = 6.38$ ). The site plan shows 8 bicycle parking spaces.

### Bicycle Parking Standards

Section 4.155 (.04) B.

**B39.** The applicant's plans show two exterior bicycle parking spaces at least 2'6" in width (2'6" required minimum), 2'11" in length, with over 6 feet of maneuvering space behind each space (5 feet required minimum). These two bike racks can accommodate up to four bicycles. The plans show exterior bicycle racks anchored to the pavement. The location of bicycle parking is approximately 12 feet from the main building entrance (30 feet required maximum). In addition, two interior, wall-mounted bicycle parking spaces will be provided inside the building, accommodating up to four bicycles.

## Other Development Standards

### Access, Ingress, and Egress

Section 4.167

**B40.** Site access is via existing private drives intersecting with SW Parkway Ave.

### Natural Features and Other Resources

Section 4.171

**B41.** The property has an existing building previously occupied by Pacific Pioneer College. No trees, significant native vegetation, or other resources in need of protection exist on the site.

### Access Drives and Travel Lanes

Subsection 4.177 (.01) E.

**B42.** The design of the access drives provides clear travel lanes, free from obstructions. The design shows all drive aisles as asphalt. Condition of Approval PDB 2 requires a 23-ton carrying capacity for the pavement. The width of the two driveways is 24-foot, providing sufficient 2-way emergency access.

### Outdoor Lighting

Sections 4.199.20 through 4.199.60

**B43.** The outdoor lighting standards apply to the proposal is required to meet the Outdoor Lighting Standards. See Request C, Findings C48 through C55.

Underground Installation of Utilities  
Sections 4.300-4.320

**B44.** The applicant proposes only underground utilities; no existing overhead utilities exist requiring undergrounding.

**Public Safety and Crime Prevention**

Design for Public Safety, Surveillance and Access  
Subsections 4.175 (.01) and (.03)

**B45.** The location of the proposed building is close to the street, providing opportunity for “eyes on the street.” Law enforcement vehicles can view the parking lot from the street and people inside the building can clearly see the parking area.

Addressing and Directional Signing  
Subsection 4.175 (.02)

**B46.** Addressing will meet public safety standards. The building permit process will ensure conformance.

Lighting to Discourage Crime  
Subsection 4.175 (.04)

**B47.** Lighting design is in accordance with the City’s outdoor lighting standards, which will provide sufficient lighting to discourage crime.

**Landscaping Standards**

Landscaping Standards Purpose  
Subsection 4.176 (.01)

**B48.** In complying with the various landscape standards in Section 4.176 the applicant has demonstrated the Stage II Final Plan is in compliance with the landscape purpose statement.

Landscape Code Compliance  
Subsection 4.176 (.02) B.

**B49.** The applicant requests no waivers or variances to landscape standards. All landscaping and screening must comply with standards of this section.

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

**B50.** The applicant’s planting plan implements the landscaping standards and integrates general and low screen landscaping throughout the site, consistent with professional landscaping and design best practices. In addition, the applicant proposes screening meeting the high wall and high screen standard to screen the outdoor mixed solid waste and recycling area.

## Landscape Area and Locations

### Subsection 4.176 (.03)

**B51.** The subject site is 84,495 square feet in area, requiring 12,595 square feet of landscaping to meet the 15% landscaping requirement. Proposed non-turf landscaping totals 18,892 square feet, or 22.4% of the site. Landscaping provides a tight ring around the proposed building, surrounding the parking area, within the parking area, screening the trash/recycling storage area, and around the proposed rain gardens. Trees ring the entire site, including 5 new street trees along the Parkway Avenue frontage. Proposed landscaping is a mix of native and non-native vegetation, determined to be most suitable for the site by landscape architect, Teresa Katherine Long. Materials proposed include 7 species of trees, 8 species of shrubs, 13 species of ground covers and perennials, and 3 species of grasses.

## Buffering and Screening

### Subsection 4.176 (.04)

**B52.** The same PDI zone borders the site on the north, south and east side. The uses include two college classroom buildings, a vacant parcel and an office building; all are compatible with the church use and have comparable parking areas. The adjacent uses do not warrant any screening or buffering. Roof top mounted HVAC equipment will be screened by existing parapet walls on the existing building. The metal screen walls on the roof completely screens roof-mounted equipment on the new building addition, as required by this subsection. As shown on Sheet L1.1, large trees proposed north and south of the building will screen views of the roof from those directions. A 8-foot CMU wall with a 7-foot chain link screen the outdoor mixed solid waste and recycling storage area.

## Landscape Plan Requirements

### Subsection 4.176 (.09)

**B53.** The applicant's submitted landscape plans are drawn to scale and show the type, installation size, number and placement of materials. Plans include a plant material list identifying plants by both their scientific and common names. A note on the landscape plan indicates the irrigation method.

## Mixed Solid Waste and Recyclables Storage

### DRB Review of Adequate Storage Area, Minimum Storage Area

#### Subsections 4.179 (.01)

**B54.** The proposed church building use requires provision of 10 square feet plus 4 square feet per 1000 square feet of floor area of mixed solid waste and recycling storage. At 33,730 square feet, the building requires 145 square feet. The applicant proposes an enclosure of 199 square feet, well in excess of the minimum.

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

- B55.** Exhibit B1 includes a letter from Republic Services indicating coordination with the franchised hauler, and that the proposed storage area and site plan meets Republic Services requirements.

### Request C: DB18-0025 Site Design Review

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

#### Site Design Review

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

- C1.** Staff summarizes the compliance with this subsection as follows:

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

**Inappropriate or Poor Design of the Exterior Appearance of Structures:** The applicant used appropriate professional services to design structures on the site using quality materials and design. The architect's description of the purpose of design further illustrates the appropriateness and quality of design: "The building addition strategically masks the SW Parkway façade providing a more visible structure and connection to the right-of-way. Furthermore, the remaining existing tilt panel building will be painted to unify with the new building addition's color palette. The lobby boasts abundant storefront and warm tone wood colors with glass overhead doors creating transparency from the exterior to the interior and allowing for enhanced pedestrian amenities. The building scales were intentionally stepped in height and volume to create a welcoming experience into the new worship and multi-use addition as well as the renovated existing building."

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

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

**Lack of Proper Attention to Landscaping:** The applicant proposes landscaping exceeding the area requirements professionally designed by a landscape architect, incorporating a variety of plant materials, demonstrating appropriate attention to landscaping.

## Objectives of Site Design Review

### Proper Functioning of the Site

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

- C2.** The professionally designed site demonstrates significant thought to make the site functional and safe. A drive aisle wide enough for two-way traffic, standard size parking stalls, a complete pathway network, and access meeting City standards are among the site design features contributing to functionality and safety.

### High Quality Visual Environment

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

- C3.** A professionally designed building landscaping and a professional, site specific, layout supports a quality visual environment, appropriate for the aesthetic of the industrial zone along Parkway Avenue area as currently exists under adopted standards.

### Encourage Originality, Flexibility, and Innovation

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

- C4.** The applicant proposes a building, landscaping, and other site elements professionally designed specifically for the site. Sufficient flexibility exists to fit the planned development within the site without waivers or variances.

### Discourage Inharmonious Development

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

- C5.** As indicated in Finding C9, the professional unique design of the building, landscaping, and other site elements support a high quality visual environment and thus prevent monotonous, drab, unsightly, dreary development. Use of long lasting materials such as accent wood paneling, bronze aluminum metal panel siding as well as landscaping will make the site more harmonious with adjacent and nearby development.

### Proper Relationships with Site and Surroundings

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

- C6.** The applicant prepared a professional site-specific design that carefully considers the relationship of the building, landscaping, and other improvements with other improvements on and adjacent to the site, existing and planned.

### Regard to Natural Aesthetics

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

- C7.** The applicant proposes to remove 36 trees, none of which is natural features of significant aesthetic value, such as valuable trees or well-established ground cover, or significant contours. The applicant will replace 36 trees to mitigate the impact. The proposed additional landscaping will enhance the natural aesthetic of the site.



### Attention to Exterior Appearances

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

- C8.** The applicant used appropriate professional services to design the exterior of the building. The architect's description of the purpose of design further illustrates the attention to exterior appearances: "The primary purpose of the addition is to provide a structure that accommodates a multi-use auditorium (including a single basketball and volleyball court), chapel and lobby that will be used for Sunday morning gatherings and available as a multi-purpose facility for dinners, recreation and community support programs." "The proposed project includes the reuse and remodel of an existing concrete tilt building with the addition of a glass and steel entry lobby and pre-engineered metal building chapel/multi-use space. The layout of the design provides variation in materials that are complementary to commercial development and complementary to the overall design of the site itself."

### Protect and Enhance City's Appeal

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

- C9.** The current building has been vacant. The new building addition and church services will draw in more community members and make this site active. Adding services and amenities with a quality design enhance the appeal of that area as well.

### Stabilize Property Values/Prevent Blight

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

- C10.** The existing vacant building is in the industrial zone on Parkway Avenue. Adding services and amenities with a quality design add value to the property and its surrounding properties and prevent additional blight on the property.

### Adequate Public Facilities

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

- C11.** As found in the Stage II Final Plan review, see Request B, adequate public facilities serve the site.

### Pleasing Environments and Behavior

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

- C12.** The existing vacant building is in the industrial zone on Parkway Avenue. Adding services and amenities with a quality design increase the pleasing environment of the area and consequently contribute positively to the behavior referenced.

### Civic Pride and Community Spirit

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

- C13.** The proposed church building will contribute to civic pride and community spirit as now more community members have reasons to visit and gather at this site. Adding services and amenities with a quality design enhances the area's contribution to civic pride and community spirit.

Favorable Environment for Residents  
Subsection 4.400 (.02) J. and Subsection 4.421 (.03)

**C14.** The proposed church building will contribute to a favorable environment for residents by providing a community gather space in an area mostly used for employment and industrial uses. Adding services and amenities with a quality design enhances the area's favorable environment.

### **Jurisdiction and Power of the DRB for Site Design Review**

Development Must Follow DRB Approved Plans  
Section 4.420

**C15.** Condition of Approval PDC 1 ensures construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. The City will not issue any building permits prior to DRB approval.

### **Design Standards**

Preservation of Landscaping  
Subsection 4.421 (.01) A.

**C16.** The proposal will not unreasonably affect significant existing landscaping, including trees or mature groundcover. See also Request D.

Harmony of Proposed Buildings to Environment  
Subsection 4.421 (.01) B.

**C17.** The applicant used appropriate professional services to design the exterior of the building to ensure harmony with the environment. The architect's description of the purpose of design further illustrates the attention to harmony with the environment: "The primary purpose of the addition is to provide a structure that accommodates a multi-use auditorium (including a single basketball and volleyball court), chapel and lobby that will be used for Sunday morning gatherings and available as a multi-purpose facility for dinners, recreation and community support programs." "The proposed project includes the reuse and remodel of an existing concrete tilt building with the addition of a glass and steel entry lobby and pre-engineered metal building chapel/multi-use space. The layout of the design provides variation in materials that are complementary to commercial development and complementary to the overall design of the site itself."

Special Attention to Drives, Parking, and Circulation- Access Points  
Subsection 4.421 (.01) C.

**C18.** The applicant has worked with a professional design team and the City to ensure the access point from the parking lot to the public street meets City standards. The design aligns the

access at the ideal right angle to Parkway Avenue. The width of the driveway and drive aisles is 24 feet, typical for two-way travel.

Special Attention to Drives, Parking, and Circulation- Interior Circulation  
Subsection 4.421 (.01) C.

**C19.** The applicant has worked with a professional design team to ensure interior circulation received special attention. The circulation area provides the necessary access to the building and all parking spaces. The interior circulation is at least 24 feet wide allowing for adequate space for pulling out of the individual spaces and for two-way traffic to pass.

Special Attention to Drives, Parking, and Circulation- Pedestrian and Vehicle Separation  
Subsection 4.421 (.01) C.

**C20.** The design separates pedestrian and vehicle circulation except at necessary cross walks.

Special Attention to Drives, Parking, and Circulation- Safe and Convenient Parking Areas  
Subsection 4.421 (.01) C.

**C21.** The applicant has worked with a professional design team to ensure the new parking area is safe and convenient. The parking area is conveniently located for access to the building. The parking space size and drive aisle width is a typical design allowing adequate area for safe maneuvering.

Special Attention to Drives, Parking, and Circulation- Parking Detracting from Design  
Subsection 4.421 (.01) C.

**C22.** The professional site planning fits the parking well with the design, allowing the building to have a presence from Parkway Avenue and I-5.

Special Attention to Surface Water Drainage  
Subsection 4.421 (.01) D.

**C23.** The applicant proposes a professionally design stormwater system consistent with existing City standards.

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

**C24.** No above ground utility installations are proposed.

Indication of Sewage Disposal  
Subsection 4.421 (.01) E.

**C25.** All sewage disposal will be via standard sewer connections to City sewer lines found to be adequate to serve the site as part of the Stage II Final Plan.

### Advertising Features Do Not Detract

Subsection 4.421 (.01) F.

- C26.** All advertising features fit within defined sign bands on the building and placement complements the architecture of the building consistent with the City sign standards. See also Request E.

### Screening and Buffering of Special Features

Subsection 4.421 (.01) G.

- C27.** The applicant does not propose any special features requiring additional screening or buffering.

### Design Standards Apply to All Buildings, Structures, Signs, and Features

Subsection 4.421 (.02)

- C28.** The applicant's design considers the design standards for all buildings, structures, and other features.

### Conditions of Approval to Ensure Proper and Efficient Function

Subsection 4.421 (.05)

- C29.** Staff does not recommend any additional conditions of approval to ensure the proper and efficient functioning of the development.

### Color or Materials Requirements

Subsection 4.421 (.06)

- C30.** The colors and materials proposed by the applicant are appropriate. Staff does not recommend any additional requirements or conditions related to colors and materials.

## **Standards for Mixed Solid Waste and Recycling Areas**

### Mixed Solid Waste and Recycling Areas Colocation

Subsection 4.430 (.02) A.

- C31.** The proposal provides an exterior storage area for both solid waste and recyclables.

### Exterior vs Interior Storage, Fire Code, Number of Locations

Subsections 4.430 (.02) C.-F.

- C32.** The applicant proposes a single exterior mixed solid waste location behind the building in the parking lot. Review of the Building Permit will ensure meeting of building and fire code. The screening enclosure is set back from the property line much more than the required 3 feet.

Collection Vehicle Access, Not Obstruct Traffic or Pedestrians  
Subsections 4.430 (.02) G.

**C33.** The applicant's submittal package, Exhibit B1, includes a letter from Republic Services, indicates the location and arrangement is accessible to collection vehicles. The location of the storage area does impede sidewalks, parking area aisles, or public street right-of-way.

Dimensions Adequate to Accommodate Planned Containers  
Subsections 4.430 (.03) A.

**C34.** Pursuant to a letter from Republic Services in Exhibit B1, the dimensions are adequate to accommodate the planned containers.

6-Foot Screen, 10-Foot Wide Gate  
Subsections 4.430 (.03) C.

**C35.** The applicant provides the required screening and gate width.

### **Site Design Review Submission Requirements**

Submission Requirements  
Section 4.440

**C36.** The applicant has provided a site plan drawn to scale and a detailed landscape plan.

### **Time Limit on Site Design Review Approvals**

Void after 2 Years  
Section 4.442

**C37.** The Applicant plans to develop the proposed project within two years and understands that the approval will expire after two years unless the City grants an extension.

### **Installation of Landscaping**

Landscape Installation or Bonding  
Subsection 4.450 (.01)

**C38.** Condition of Approval PDC 2 will assure installation or appropriate security.

Approved Landscape Plan Binding  
Subsection 4.450 (.02)

**C39.** Condition of Approval PDC 3 provides ongoing assurance approved landscaping is installed and maintained.

Landscape Maintenance and Watering  
Subsection 4.450 (.03)

**C40.** Condition of Approval PDC 4 will ensure continual maintenance of landscaping in a substantially similar manner as originally approved by the Board.

Limitation to Modifications of Landscaping  
Subsection 4.450 (.04)

**C41.** Condition of Approval PDC 4 provides ongoing assurance of conformance with this criterion by preventing modification or removal without the appropriate City review.

**Landscaping Standards**

Shrubs and Groundcover Materials Requirements  
Subsection 4.176 (.06) A.

**C42.** Condition of Approval PDC 5 requires meeting the detailed requirements of this subsection.

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

**C43.** As stated on the applicant's landscape plans, the plant material requirements for trees will be met as follows:

- Trees are B&B (Balled and Burlapped)
- Trees are 2" caliper for deciduous trees or 6' tall for evergreen trees.

Plant Species Requirements  
Subsection 4.176 (.06) E.

**C44.** The applicant's landscape plan provides sufficient information showing the proposed landscape design meets the standards of this subsection related to use of native vegetation and prohibited plant materials.

Landscape Installation and Maintenance Standards  
Subsection 4.176 (.07)

**C45.** The installation and maintenance standards are met or will be met by Condition of Approval PDC 6 as follows:

- Plant materials are required to be installed to current industry standards and be properly staked to ensure survival
- Within one growing season, the applicant must replace in kind plants that die, unless the City approves appropriate substitute species.
- Notes on the applicant's landscape plans provides for an irrigation system.

Landscape Plan Requirements  
Subsection 4.176 (.09)

**C46.** Applicant's landscape plan show all existing and proposed landscape areas. The to-scale plans show the type, installation size, number and placement of materials. Plans include a plant material list. Plants identification is by both their scientific and common names.

Completion of Landscaping  
Subsection 4.176 (.10)

**C47.** The applicant has not requested to defer installation and thus must install landscaping prior to occupancy.

**Outdoor Lighting**

Applicability of Outdoor Lighting Standards  
Sections 4.199.20 and 4.199.60

**C48.** Proposed is a new exterior lighting system for a church use in an industrial area. The outdoor lighting standards thus apply.

Outdoor Lighting Zones  
Section 4.199.30

**C49.** The subject property is within LZ2.

Optional Lighting Compliance Methods  
Subsection 4.199.40 (.01) A.

**C50.** The applicant has the option of the performance or prescriptive method. The applicant has selected to comply with the prescriptive method.

Maximum Lamp Wattage and Shielding  
Subsection 4.199.40 (.01) B. 1. and Table 7

**C51.** Lighting Zone 2 has a maximum of 35 watts for shielded lighting. The exterior lighting design shall comply with the prescriptive option per the Oregon Energy Specialty Code COMcheck Compliance forms. All luminaires that face away from the property-lines include a house side shield. All wall mounted luminaire wattages is below 60 lamp watts. The pole mounted lights are to be Dark Sky Compliant with no up light

Oregon Energy Efficiency Code Compliance  
Subsection 4.199.40 (.01) B. 2.

**C52.** The applicant will demonstrate compliance with the Oregon Energy Efficiency Code, Exterior Lighting prior to construction.

Maximum Mounting Height  
Subsection 4.199.40 (.01) B. 3.

**C53.** The applicant proposes a mounting height of 30 feet, less than the maximum 40 feet.

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

**C54.** The subject site and all surrounding properties are the same Lighting Zone 2 not requiring any setback.

Lighting Curfew

Subsection 4.199.40 (.01) D.

**C55.** The applicant proposes to meet the standard LZ 2 curfew of 10p.m.

**Request D: DB18-0058 Type C Tree Plan**

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

Review Authority

Subsection 4.610.00 (.03) B.

**D1.** The requested removal is connected to site plan review by the Development Review Board for new development. The tree removal is thus being reviewed by the DRB.

Conditions of Approval Tree Ordinance Met

Subsection 4.610.00 (.06) A.

**D2.** No additional conditions are recommended pursuant to this subsection to ensure the intent of the tree ordinance is met.

Completion of Operation Timely

Subsection 4.610.00 (.06) B.

**D3.** It is understood the tree removal will be completed at the time of park construction, which is a reasonable time frame.

Security for Permit Compliance

Subsection 4.610.00 (.06) C.

**D4.** The City will not require a bond to ensure compliance with the tree removal plan as a bond is required for overall landscaping.

Tree Removal Standards: Preservation and Conservation, Development Alternatives to Preserve Trees

Subsection 4.610.10 (.01) B. and C.

**D5.** Alternative design alternatives would not save significant wooded areas or trees. Tree removal is due to tree condition or expected impacts from rebuilding the existing parking lot and curbs. All the trees proposed for removal are trees planted as part of previous development.

Tree Removal Standards: Land Clearing Limited to What is Necessary

Subsection 4.610.10 (.01) D.

**D6.** Land clearing is limited to area necessary for improvements and no land clearing is negatively affecting preserved trees.



Tree Removal Standards: Relocation/Replacement of Removed Trees  
Subsection 4.610.10 (.01) G.

**D7.** The applicant proposes removing 36 trees, and will plant 36 trees as mitigation.

Tree Removal Standards: Limitations on Tree Removal  
Subsection 4.610.10 (.01) H.

**D8.** Tree removal is limited to health and condition reasons and necessity for construction, which fall within the limitations, set in this subsection.

Tree Removal Standards: Additional Standards for Type C Tree Removal  
Subsection 4.610.10 (.01) I.

**D9.** The applicant submitted the required tree maintenance and protection plan, and no utility placement is affecting trees.

Tree Maintenance and Protection Plan  
Section 4.610.40 (.02)

**D10.** The applicant has submitted the necessary copies of a Tree Maintenance and Protection Plan. See the applicant's notebook, Exhibit B1.

## **Replacement and Mitigation**

Tree Replacement Requirements  
Section 4.620.00

**D11.** The applicant proposes removing 36 trees, due to health and condition and unavoidable damage from the new building as well as repair of the existing parking lot, and will plant the required number of mitigation trees. Submitted landscape plans show the new trees. Non-native trees are limited to more formal landscape areas where tree characteristics are appropriate for the locations.

## **Protection of Preserved Trees**

Tree Protection During Construction  
Section 4.620.10

**D12.** Condition of Approval PDD 3 requires six-foot-tall chain link fencing around the drip line of preserved trees complying with Wilsonville Public Works Standards Detail RD-1230.

**Request E: DB18-0059 Class III Sign Permit**

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

**Sign Review and Submission**

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

E1. The application qualifies as a Class III Sign Permit and the Development Review Board is reviewing.

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

E2. The request involves a single tenant in a development subject to Site Design Review by the Development Review Board thus requiring a Class III Sign Permit.

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

E3. As indicated in the table below the applicant has satisfied the submission for Class III sign permits, which includes the submission requirements for Class II sign permits:

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

Information on Any Requested Waivers or Variances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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### Class III Sign Permit and Waiver Review Criteria

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

E4. As indicated in Findings below, the proposed sign will satisfy the sign regulations for the applicable zoning district and the relevant Site Design Review criteria.

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

E5. The proposed signs are typical of, proportional to, and compatible with development in the PDI zone. This includes wall a monument sign mounted cut aluminum with logo and text similar to cut signs found on many developments in the PDI zone. No evidence presented nor testimony received demonstrating the subject signs would detract from the visual appearance of the surrounding development.

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

E6. There is no evidence, and no testimony has been received suggesting the subject sign would create a nuisance or negatively impact the value of surrounding properties.

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

E7. The proposed sign does not have noted conflicts with landscaping or other site features.

### Sign Measurement

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

E8. The sign measurement uses single rectangles, as allowed.

### Freestanding Signs in the PDC, PDI, and PF Zones

Number of Signs Allowed  
 Subsection 4.156.08 (.01) A.

E9. The property has a frontage of approximately 313 feet on SW Parkway Avenue and approximately 304 feet on Interstate 5. This subsection allows two freestanding signs based on these frontages. The applicant proposes a single monument style sign along SW Parkway Avenue.

**Allowed Sign Height**  
Subsection 4.156.08 (.01) B.

**E10.** The proposed sign height for the freestanding sign along SW Parkway Avenue is 6.5 feet, 1.5 feet less than the maximum allowed 8 feet.

**Allowed Sign Area**  
Subsection 4.156.08 (.01) C.

**E11.** The maximum allowed area for a single-tenant building of 26,000 square feet or greater is 64 square feet. The applicant proposes a 63.33 square foot sign.

**Sign Support Placement**  
Subsection 4.156.08 (.01) D.

**E12.** The sign is placed in a full vertical position, as required.

**Extension Into Public Rights-of-Way, Parking Areas, or Vehicle Maneuvering Areas**  
Subsection 4.156.08 (.01) E.

**E13.** The proposed sign does not extend into the public right-of-way, parking areas, or vehicle maneuvering area.

**Site Distance Clearance**  
Subsection 4.156.08 (.01) F.

**E14.** Condition of Approval PDE 3 requires adjustment of the sign location based on site vision clearance.

**Signs Match or Complement the Architectural Design of Site Buildings**  
Subsection 4.156.08 (.01) G.

**E15.** The sign uses materials, including cool weathered copper AEP span flex and aluminum letters powder coated to match the color of the building, match the proposed building design.

**Distance from Property Line and Sidewalk**  
Subsection 4.156.08 (.01) J.

**E16.** Condition of Approval PDE 2 requires sign setback of 2 feet.

**Address on Signs**  
Subsection 4.156.08 (.01) K.

**E17.** The sign has the building address, as required.

## Signs on Buildings in the PDC, PDI , and PF Zones

### Sign Eligible Facades

Subsection 4.156.08 (.02) A. and B. 5.

**E18.** The eligibility of building facades for signs is as follows:

- East façade facing Parkway Avenue: Sign eligible-has entrances open to the public, faces public street
- North façade: Sign eligible-has entrances open to the public, adjacent to primary parking area.
- West façade: Sign eligible via transfer from permitted I-5 freestanding sign-this façade is not sign eligible, but Subsection 4.156.08 (.02) B. 5. allows transfer of the sign area permitted for a freestanding sign along I-5 to this building façade.
- South façade: Sign eligible-has entrances open to the public.

### Building Sign Area Allowed

Subsection 4.156.08 (.02) B.

**E19.** With a length of 180' and multiple entrances less than 50 feet apart, the allowed sign area for the west façade is 115.2 square feet. The proposal is for 101.04 square feet. With a length of 110' and a single entrance, the allowed sign area for the north façade is 60 square feet. The proposal is for no signs on this façade. The allowed sign area for the west façade is 64 square feet, transferred from the allowed freestanding sign along I-5. The proposal is for 53.85 square feet. With a length of 181' and a single entrance, the allowed sign area for the south façade is 96 square feet. The proposal is for 41.67 square feet.

### Length of Building Signs

Subsection 4.156.08 (.02) C.

**E20.** The signs proposed by the applicant are much less than the maximum 75% of the length of the respective building elevations.

### Height of Building Signs-Definable Sign Band

Subsection 4.156.08 (.01) D.

**E21.** The proposed signs are within a definable sign band by not overlapping different architectural features, bands, or materials, and the design leaves a noticeable gap between the signs and the upper and lower extent of the sign band.

### Allowed Building Sign Types

Subsection 4.156.08 (.01) E.

**E22.** The proposed signs are wall flat signs, an allowed type.

## Site Design Review

### Excessive Uniformity, Inappropriateness Design

Subsection 4.400 (.01) and Subsection 4.421 (.03)

**E23. Excessive Uniformity:** The tenant specific design does not create excessive uniformity.

**Inappropriate or Poor Design of Signs:** The proposed sign is professionally design to complement the design of the building.

**Lack of Proper Attention to Site Development:** The sign design does not impact site development.

**Lack of Proper Attention to Landscaping:** The landscaping minimizes conflicts with visibility of signs by not placing trees immediately in front or in direct site vision of the proposed building signs.

### Purposes and Objectives

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

**E24.** The sign complies with the purposes and objectives of site design review, especially objective D. which specifically mentions signs. The proposed sign is of a scale and design appropriately related to the subject site with the appropriate amount of attention given to visual appearance.

### Design Standards

Subsection 4.421 (.01)

**E25.** The applicant has provided sufficient information demonstrating compliance with the standards of this subsection, specifically objective F. which pertains to advertising features. There is no evidence the proposed sign will detract from the nearby buildings and/or structures due to size, location, design, color, texture, lighting, or materials proposed.

### Applicability of Design Standards, Including Exterior Signs

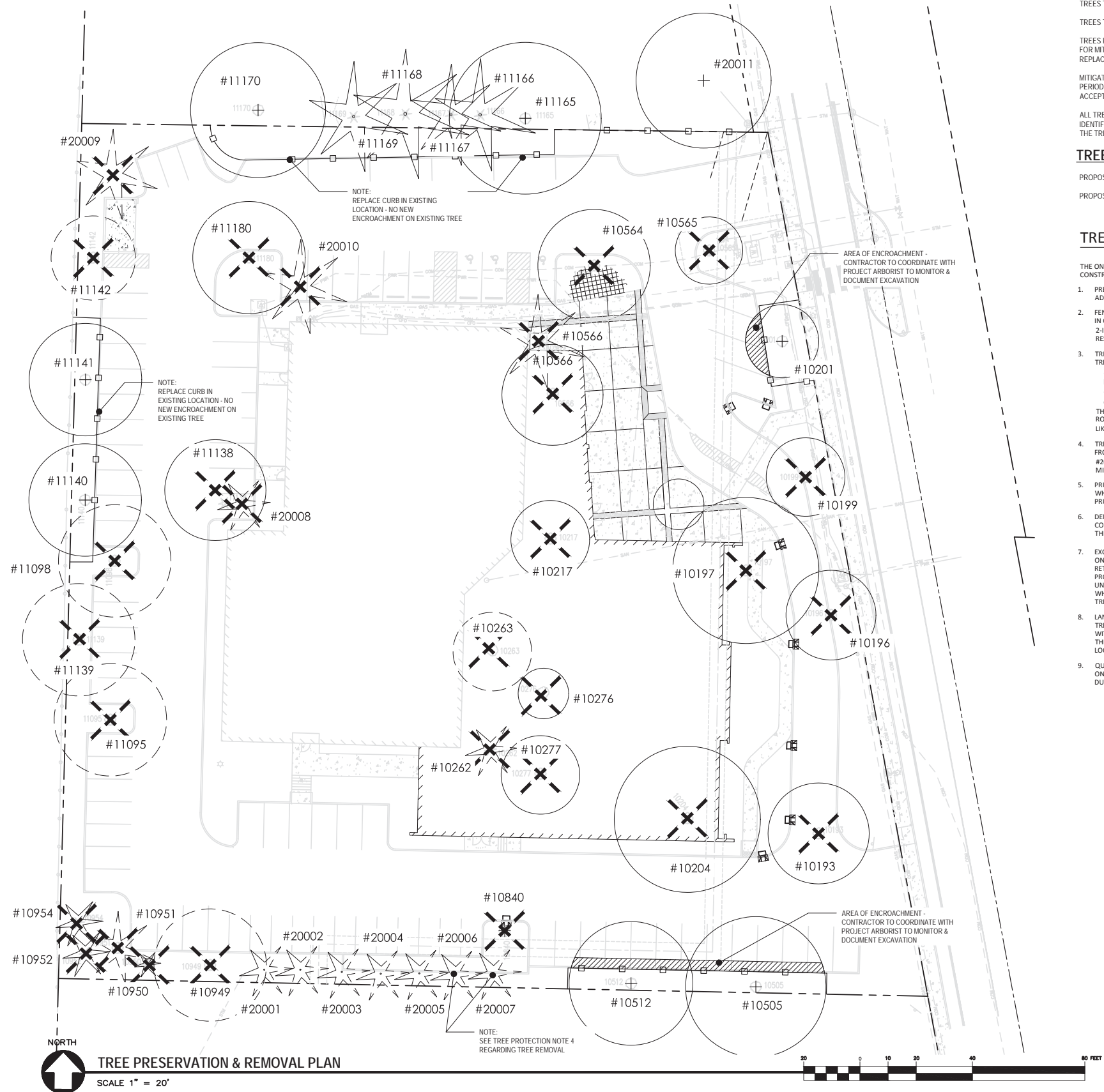
Subsection 4.421 (.02)

**E26.** This review applies design standards to exterior signs, as required.

### Conditions of Approval to Insure Proper and Efficient Function

Subsection 4.421 (.05)

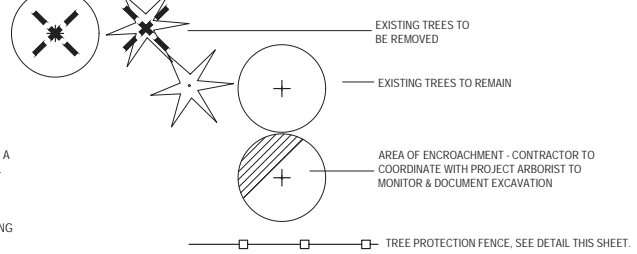
**E27.** Staff recommends no additional conditions of approval to ensure the proper and efficient functioning of the development in relation to the sign.



**TREE SUMMARY**

TREES EXISTING	= 41
TREES TO BE REMOVED	= 36
TREES TO REMAIN	= 5
TREES PROPOSED FOR MITIGATION REPLACEMENT TREES	= 36 SEE L1.1 FOR

**LEGEND**



MITIGATION TREES SHALL BE GUARANTEED FOR A PERIOD OF TWO (2) YEARS FROM DATE OF FINAL ACCEPTANCE. SEE SPECS.

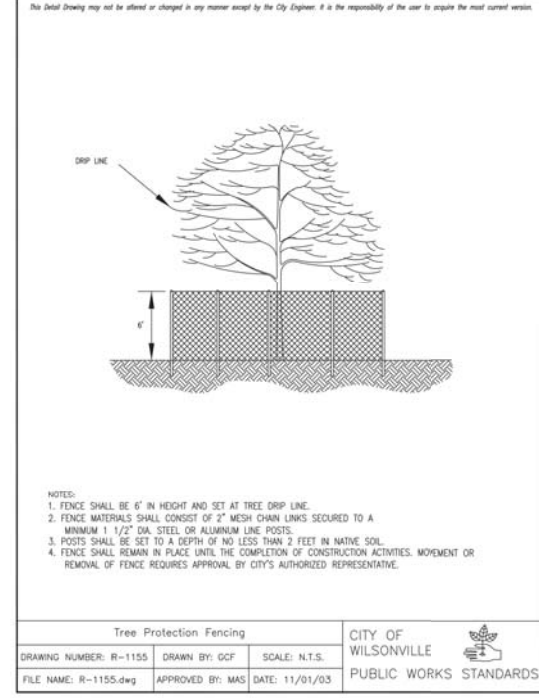
ALL TREES EXISTING TO REMAIN WILL BE IDENTIFIED BY NUMBERED METAL TAGS MATCHING THE TREE PROTECTION & REMOVAL PLAN

**TREE REPLACEMENT COST ESTIMATE**

PROPOSED 2" CAL. DECIDUOUS TREES	= 31 @ \$ 600.00	= \$18,600.00
PROPOSED 6'-0" EVERGREEN TREES	= 4 @ \$ 400.00	= \$1,600.00

**TREE PROTECTION NOTES:**

- PRECONSTRUCTION CONFERENCE. THE CONTRACTOR SHALL COORDINATE WITH THE PROJECT ARBORIST IN A TIMELY MANNER TO REVIEW TREE PROTECTION MEASURES AND ADDRESS QUESTIONS ON-SITE PRIOR TO THE START OF CONSTRUCTION ACTIVITY.
- FENCING. TREES TO REMAIN ON SITE SHALL BE PROTECTED BY INSTALLATION OF TREE PROTECTION FENCING AS DEPICTED ON THE TREE PRESERVATION AND REMOVAL PLAN IN ORDER TO PREVENT INJURY TO TREE TRUNKS OR ROOTS, OR SOIL COMPACTION WITHIN THE ROOT PROTECTION AREA. FENCES SHALL BE A MINIMUM 6-FOOT HIGH 2-INCH CHAIN LINK MESH SECURED TO A MINIMUM 1.5-INCH STEEL OR ALUMINUM POSTS STEEL OR CONCRETE BLOCKS OR DRIVEN INTO THE GROUND. THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH A QUALIFIED ARBORIST PRIOR TO OPENING, ADJUSTING, OR REMOVING TREE PROTECTION FENCING.
- TREE PROTECTION ZONE. WITHOUT AUTHORIZATION FROM THE PROJECT ARBORIST, NONE OF THE FOLLOWING SHALL OCCUR BENEATH THE DRIPLINE OF ANY PROTECTED TREE:
  - GRADE CHANGE OR CUT AND FILL;
  - NEW IMPERVIOUS SURFACES;
  - UTILITY OR DRAINAGE FIELD PLACEMENT;
  - STAGING OR STORAGE OF MATERIALS AND EQUIPMENT; OR E) VEHICLE MANEUVERING.
 THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING THE PROJECT ARBORIST IN A TIMELY MANNER PRIOR TO WORKING BENEATH PROTECTED TREE DRIPLINES. ROOT PROTECTION ZONES MAY BE ENTERED FOR TASKS LIKE SURVEYING, MEASURING, AND, SAMPLING. FENCES MUST BE CLOSED UPON COMPLETION OF THESE TASKS.
- TREES TO BE REMOVED SHALL BE CLEARLY IDENTIFIED WITH TREE-MARKING PAINT OR OTHER METHODS APPROVED IN ADVANCED BY THE PROJECT ARBORIST. THE STUMPS FROM TREES #20006 AND #20007 SHALL EITHER REMAIN IN PLACE, BE REMOVED BY STUMP GRINDING, OR EXTRACTED FROM THE GROUND UNDER ARBORIST SUPERVISION, IN ORDER TO HELP MINIMIZE IMPACTS TO THE LIKELY INTERCONNECTED ROOTS OF PROTECTED TREE #10840.
- PRUNING MAY BE NEEDED TO PROVIDE OVERHEAD CLEARANCE AND TO REMOVE DEAD AND DEFECTIVE BRANCHES FOR SAFETY. THE PROJECT ARBORIST CAN HELP IDENTIFY WHERE PRUNING IS NECESSARY ONCE TREES RECOMMENDED FOR REMOVAL HAVE BEEN REMOVED AND THE SITE IS PREPARED FOR CONSTRUCTION. TREE REMOVAL AND PRUNING SHALL BE PERFORMED BY A QUALIFIED TREE SERVICE.
- DEMOLITION. IF ROOTS OF PROTECTED TREES MEASURING 1-INCH OR LARGER IN DIAMETER ARE REVEALED DURING THE DEMOLITION OF EXISTING INFRASTRUCTURE, THE CONTRACTOR SHALL COORDINATE WITH A QUALIFIED ARBORIST WITHIN 24-HOURS OF EXPOSING ROOTS. THE ARBORIST SHALL ASSESS THE EXPOSED ROOTS AND PROVIDE ON THE GROUND RECOMMENDATIONS AND DOCUMENT ALLOWED ROOT PRUNING OR ROOT PROTECTION MEASURES.
- EXCAVATION. EXCAVATION WITHIN THE ALLOWED ENCROACHMENT AREAS IDENTIFIED ON THE TREE PRESERVATION AND REMOVAL PLAN SHALL BE CONDUCTED UNDER THE ON-SITE SUPERVISION OF A QUALIFIED ARBORIST. EXCAVATION IMMEDIATELY ADJACENT TO ROOTS LARGER THAN 2-INCHES IN DIAMETER BENEATH THE DRIPLINE OF RETAINED TREES SHALL BE BY HAND OR OTHER NON-INVASIVE TECHNIQUES TO ENSURE THAT ROOTS ARE NOT DAMAGED. WHERE FEASIBLE, MAJOR ROOTS SHALL BE PROTECTED BY TUNNELING OR OTHER MEANS TO AVOID DESTRUCTION OR DAMAGE. EXCEPTIONS CAN BE MADE IF, IN THE OPINION OF THE QUALIFIED ARBORIST, UNACCEPTABLE DAMAGE WILL NOT OCCUR TO THE TREE. WHERE SOIL GRADE CHANGES AFFECT THE ROOT PROTECTION AREA, THE GRADE LINE SHOULD BE MEANDERED WHEREVER PRACTICABLE. THIS WILL REQUIRE ON-SITE COORDINATION TO ENSURE A REASONABLE BALANCE BETWEEN ENGINEERING, CONSTRUCTION, AND THE NEED FOR TREE PROTECTION.
- LANDSCAPING. FOLLOWING CONSTRUCTION AND WHERE LANDSCAPING IS DESIRED, APPLY APPROXIMATELY 3-INCHES OF MULCH BENEATH THE DRIPLINE OF PROTECTED TREES IN A MINIMUM 5-FOOT RADIUS AROUND TREE TRUNKS; DO NOT PILE MULCH DIRECTLY AGAINST TREE TRUNKS. SHRUBS AND GROUND COVER PLANTS MAY BE PLANTED WITHIN THE GRASS-FREE MULCH RINGS. IF IRRIGATION IS USED, USE DRIP IRRIGATION OR LOW FLOW EMITTERS INSTALLED AT NATIVE GRADE (NO TRENCHING) ONLY BENEATH THE DRIPLINES OF PROTECTED TREES. LANDSCAPING SHALL BE PERFORMED BY HAND AND WITH HAND TOOLS ONLY BENEATH PROTECTED TREE DRIPLINES; ADJUST THE LOCATION OF PLANTS TO AVOID TREE ROOT IMPACTS.
- QUALITY ASSURANCE. A QUALIFIED ARBORIST SHOULD SUPERVISE PROPER EXECUTION OF THIS PLAN ON-CALL DURING CONSTRUCTION ACTIVITIES THAT COULD ENCROACH ON RETAINED TREES. TREE PROTECTION SITE INSPECTION MONITORING REPORTS SHOULD BE PROVIDED TO THE CLIENT AND CITY FOLLOWING EACH SITE VISIT PERFORMED DURING CONSTRUCTION.



**TREE PRESERVATION & REMOVAL PLAN**

SCALE 1" = 20'

ISSUE DATE	8/10/18
DESIGN REVIEW SUBMITTAL	



**LANDSCAPE WATER REQUIREMENTS**

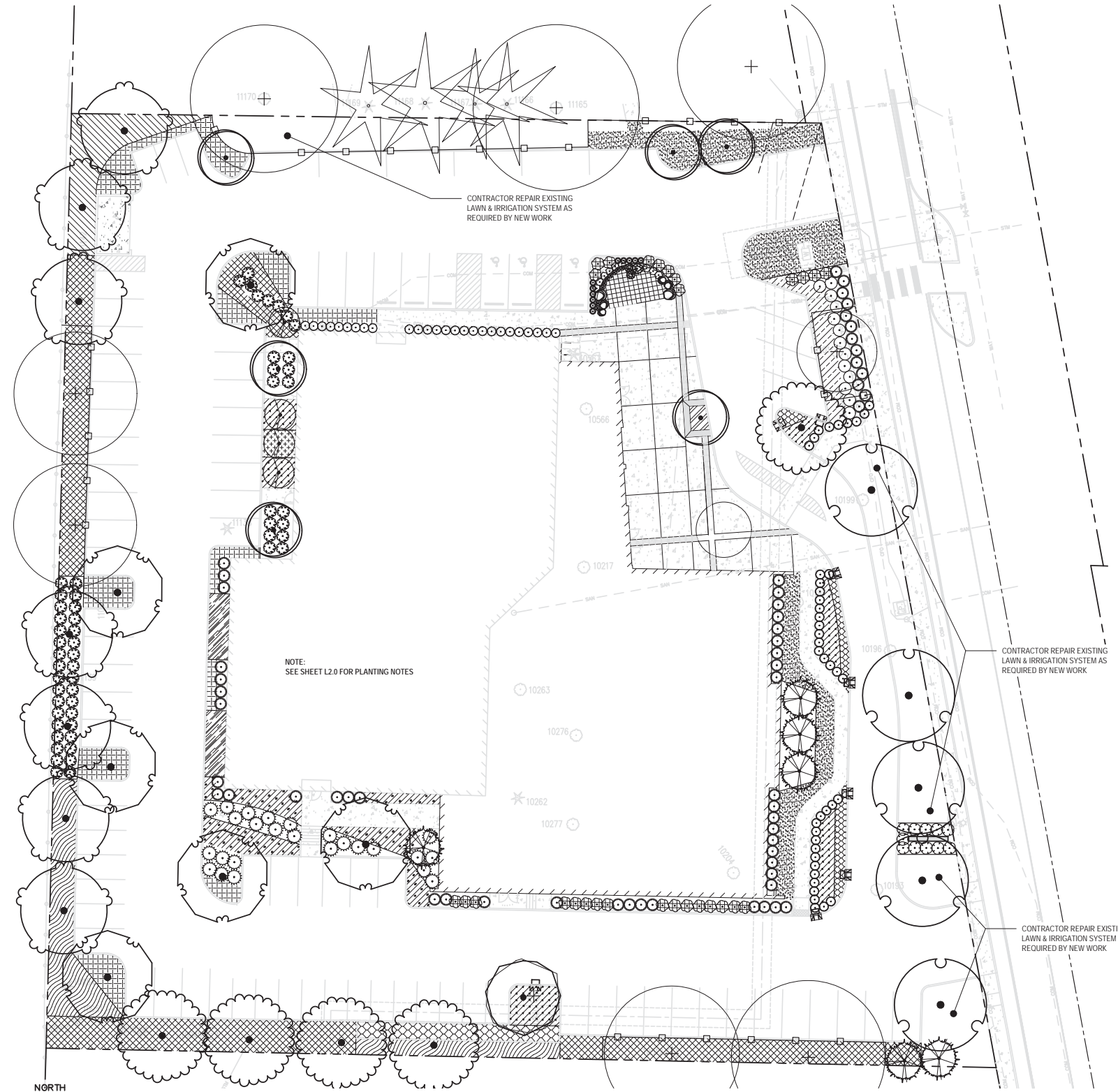
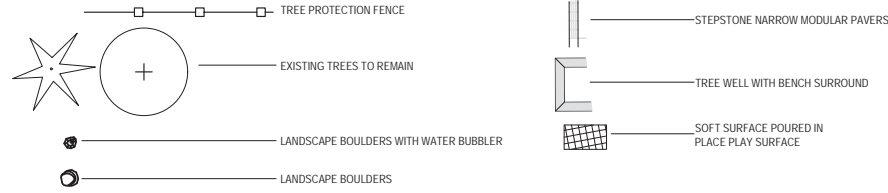
AREAS OF NEW LAWN AND EXISTING LAWN TO REMAIN ARE HIGH WATER USAGE AREAS REQUIRING 1-2 INCHES OF WATER PER WEEK.

ALL OTHER LANDSCAPE AREAS CONSIST OF SHRUBS, TREES AND GROUND COVER WHICH ARE MODERATE WATER USAGE AREAS REQUIRING APPROXIMATELY ONE (1) INCH OF WATER PER WEEK.

**LANDSCAPE REQUIREMENTS**

TOTAL SITE AREA	= 84,495 SF
LANDSCAPE AREA REQUIRED 15% OF SITE	= 12,674 SF
LANDSCAPE ARE PROPOSED 22.5% OF SITE	= 18,982 SF
PROPOSED LAWN	= 1,740 SF (9.2%)
INTERIOR PKG. LOT LANDSCAPING REQ. 10% OF PARKING AREA	= 3,473 SF
PROPOSED IN INTERIOR PKG. LOT LANDSCAPING 1 TREE PER 8 PKG. SPACES (87 SPACES)	= 4,757 SF (16%)
PROPOSED PKG. LOT TREES	= 11 PKG LOT TREES
PERIMETER SCREENING REQUIRED 10% OF PARKING AREA	= 2,938 SF
PARKING AREA = 29,378 SF(10%)	
PROPOSED PERIMETER SCREENING	= 12,276 SF (47% OF PKG. AREA)

**LEGEND**



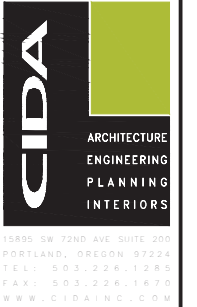
**PLANT SCHEDULE**

TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	
	AF	5	ACER RUBRUM 'FRANKSRED' TM	RED SUNSET MAPLE	2" CAL.	
	GI	7	GLEDITSIA TRIACANTHOS INERMIS 'TRUE SHADE'	THORNLESS HONEY LOCUST	2" CAL.	
	MS	1	MAGNOLIA VIRGINIANA	SWEET BAY	2" CAL.	
	NW	5	NYSSA SYLVATICA 'WILDFIRE'	WILDFIER TUPELO	2" CAL.	
	PJ	6	PARROTIA PERSICA 'JL COLUMNAR' P.A.F.	PERSIAN SPIRE PARROTIA	2" CAL.	
	UP	6	ULMUS X 'PIONEER'	PIONEER ELM	2" CAL.	
EVERGREEN TREES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	
	CP	6	CHAMAECYPARIS NOOTKATENSIS 'PENDULA'	WEeping NOOTKA FALSE CYPRESS	6 HT.	
SHRUBS	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	
	AC	4	ACER CIRCINATUM	VINE MAPLE	10 GAL.	
	CB	28	CISTUS X CYPRIUS	BICOLOR ROCK ROSE	2 GAL.	
	CK2	41	CORNUS SERICEA 'KELSEY'	KELSEY DOGWOOD	2 GAL.	
	JS	25	JUNIPERUS CHINENSIS 'SAN JOSE'	SAN JOSE JUNIPER	2 GAL.	
	LM	11	LONICERA PILEATA 'MOSS GREEN'	MOSS GREEN HONEYSUCKLE	1 GAL.	
	MD	56	MICROBIOTA DECUSSATA	SIBERIAN CARPET CYPRESS	2 GAL.	
	SR	26	SARCOCOCCA RUSCIFOLIA	FRAGRANT SARCOCOCCA	2 GAL.	
	VO	13	VACCINIUM OVATUM	EVERGREEN HUCKLEBERRY	2 GAL.	
ANNUAL/PERENNIALS	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	
	CZ	9	COREOPSIS VERTICILLATA 'ZAGREB'	ZAGREB THREAD LEAF COREOPSIS	1 GAL.	
GRASSES	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	
	CK	11	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	FEATHER REED GRASS	1 GAL.	
	MP	57	MISCANTHUS SINENSIS 'PURPURESCENS'	FLAME GRASS	1 GAL.	
	PH	9	PENNISETUM ALOPECUROIDES 'HAMELN'	HAMELN DWARF FOUNTAIN GRASS	1 GAL.	
GROUND COVERS	CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
	AU	176	ARCTOSTAPHYLOS UVA-URSI	KINNIKINICK	1 GAL.	24" o.c.
	CD3	2,362	CAREX Densa	DENSE SEDGE	4" POT	6" o.c.
	CR2	394	CAREX RUPESTRIS	CURLY SEDGE	4" POT	6" o.c.
	FS	357	FRAGARIA X 'LIPSTICK'	FALSE STRAWBERRY	4" POT	24" o.c.
	GS	290	GAULTHERIA SHALLON	SALAL	4" POT	24" o.c.
	JP2	2,982	JUNCUS PATENS	CALIFORNIA GRAY RUSH	4" POT	6" o.c.
	LM2	47	LIRIOPE MUSCARI 'MONROE WHITE'	MONROE WHITE LIRIOPE	1 GAL.	12" o.c.
	MO	72	MAHONIA AQUIFOLIUM 'ORANGE FLAME'	OREGON GRAPE	1 GAL.	24" o.c.
	MN	800	MAHONIA NERVOSA	OREGON GRAPE	4" POT	24" o.c.
	R3	84	ROSA X 'NOALA'	FLOWER CARPET CORAL GROUND COVER ROSE	1 GAL.	36" o.c.
	RE	82	RUBUS CALYCINOIDES 'EMERALD CARPET'	EMERALD CARPET CREEPING RASPBERRY	4" POT	24" o.c.
		1,740 SF	LAWN, SEE SPECS			

**PRELIMINARY PLANTING PLAN**  
SCALE 1" = 20'



DESIGN	REVIEW	SUBMITTAL	8/10/18



ADDITION & REMODEL FOR:  
**GRACE CHAPEL**  
27501 SW PARKWAY AVE.  
WILSONVILLE, OREGON

PLANTING PLAN  
**L1.1**  
170288.03

P:\2018\170288.03 - Grace Chapel - LA\CAD\Graphics\Output\170288.03.dwg : Sep. 27, 18 - 8:41 AM - Bony



Exhibit C1  
Public Works Plan Submittal Requirements  
and Other Engineering Requirements

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1. All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards - 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. Stormwater LIDA facilities (Low Impact Development): provide plan and profile views of all LIDA facilities.
  - m. Water and sanitary sewer plans; plan; number all lines, manholes, and cleanouts for easier reference.

- n. Where depth of water mains are designed deeper than the 3-foot minimum (to clear other pipe lines or obstructions), the design engineer shall add the required depth information to the plan sheets.
  - o. Detailed plan for stormwater detention facility (both plan and profile views), including water quality orifice diameter and manhole rim elevations. Provide detail of inlet structure and energy dissipation device. Provide details of drain inlets, structures, and piping for outfall structure. Note that although stormwater detention facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.
  - p. Detailed plan for water quality facility (both plan and profile views). Note that although stormwater quality facilities are typically privately maintained they will be inspected by Natural Resources, and the plans must be part of the Public Works Permit set.
  - q. Composite franchise utility plan.
  - r. City of Wilsonville detail drawings.
  - s. Illumination plan.
  - t. Striping and signage plan.
  - u. Landscape plan.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with the standards adopted by the City of Wilsonville Ordinance No. 482 during the construction of any public/private utility and building improvements until such time as approved permanent vegetative materials have been installed.
9. Applicant shall work with City Engineering before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
10. The applicant shall be in conformance with all stormwater and flow control requirements for the proposed development per the Public Works Standards.
11. A stormwater analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
12. The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.

13. Stormwater quality facilities shall have approved landscape planted and/or some other erosion control method installed and approved by the City of Wilsonville prior to streets and/or alleys being paved.
14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems. Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.
15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Streetlights shall be in compliance with City dark sky, LED, and PGE Option C requirements.
17. Sidewalks, crosswalks and pedestrian linkages in the public right-of-way shall be in compliance with the requirements of the U.S. Access Board.
18. No surcharging of sanitary or stormwater manholes is allowed.
19. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
20. A City approved energy dissipation device shall be installed at all proposed storm system outfalls. Storm outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
21. The applicant shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets and pedestrian alleyways.
22. All required pavement markings, in conformance with the Transportation Systems Plan and the Bike and Pedestrian Master Plan, shall be completed in conjunction with any conditioned street improvements.
23. Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.

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

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

Exhibit C2  
Natural Resources Findings & Requirements

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Stormwater Management Requirements

1. The drainage report and plans reference both stormwater planters and detention ponds as the preferred method. In the final drainage report and plans clarify the proposed stormwater facilities and demonstrate they 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.

Other Requirements

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



October 10, 2018

Daniel Pauly  
Senior Planner  
City of Wilsonville  
29799 SW Town Center  
Wilsonville, OR 97070

**Re: PA18-0001, Grace Chapel at 27501 SW Parkway Ave.  
Tax Lot I.D: 31W11 00301**

Daniel,

Thank you for the opportunity to review the proposed application surrounding the above named development project. These notes are provided in regards to the pre-application meeting held on **March 22, 2018**. 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. **ADDITIONAL ACCESS ROADS – COMMERCIAL/INDUSTRIAL HEIGHT:** Buildings exceeding 30 feet in height or three stories in height shall have at least two separate means of fire apparatus access. (D104.1)
4. **AERIAL FIRE APPARATUS ROADS:** Buildings with a vertical distance between the grade plane and the highest roof surface that exceeds 30 feet in height shall be provided with a fire apparatus access road constructed for use by aerial apparatus with an unobstructed driving surface width of not less than 26 feet. For the purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of the parapet walls, whichever is greater. Any portion of the building may be used for this measurement, provided that it is accessible to firefighters and is capable of supporting ground ladder placement. (OFC D105.1, D105.2)
5. **AERIAL APPARATUS OPERATIONS:** At least one of the required aerial access routes shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial access road is positioned shall be approved by the Fire Marshal. Overhead utility and power lines shall not be located over the aerial access road or between the aerial access road and the building. (D105.3, D105.4)



6. **MULTIPLE ACCESS ROADS SEPARATION:** Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the area to be served (as identified by the Fire Marshal), measured in a straight line between accesses. (OFC D104.3)
7. **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)
8. **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)
9. **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.
10. **PAINTED CURBS:** Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked "NO PARKING FIRE LANE" at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background (or as approved). (OFC 503.3)
11. **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)
12. **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)
13. **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)
14. **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:

15. **COMMERCIAL BUILDINGS – REQUIRED FIRE FLOW:** The minimum fire flow and flow duration shall be determined in accordance with OFC Table B105.2. The required fire flow for a building shall not exceed the available GPM in the water delivery system at 20 psi residual. (OFC B105.3)
 

**Note:** OFC B106, Limiting Fire-Flow is also enforced, except for the following:

  - The maximum needed fire flow shall be 3,000 GPM, measured at 20 psi residual pressure.
  - Tualatin Valley Fire & Rescue does not adopt Occupancy Hazards Modifiers in section B105.4-B105.4.1
16. **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 B)

## FIRE HYDRANTS:

17. **FIRE HYDRANTS – COMMERCIAL BUILDINGS:** Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. (OFC 507.5.1)
  - This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.
  - The number and distribution of fire hydrants required for commercial structure(s) is based on Table C105.1, following any fire-flow reductions allowed by section B105.3.1. Additional fire hydrants may be required due to spacing and/or section 507.5 of the Oregon Fire Code.
18. **FIRE HYDRANT(S) PLACEMENT:** (OFC C104)
  - Existing hydrants in the area may be used to meet the required number of hydrants as approved. Hydrants that are up to 600 feet away from the nearest point of a subject building that is protected with fire sprinklers may contribute to the required number of hydrants. (OFC 507.5.1)
  - Hydrants that are separated from the subject building by railroad tracks shall not contribute to the required number of hydrants unless approved by the Fire Marshal.
  - Hydrants that are separated from the subject building by divided highways or freeways shall not contribute to the required number of hydrants. Heavily traveled collector streets may be considered when approved by the Fire Marshal.
  - Hydrants that are accessible only by a bridge shall be acceptable to contribute to the required number of hydrants only if approved by the Fire Marshal.
19. **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)
20. **REFLECTIVE HYDRANT MARKERS:** Fire hydrant locations shall be identified by the installation of blue reflective markers. They shall be located adjacent and to the side of the center line of the access roadway that the fire hydrant is located on. In the case that there is no center line, then assume a center line and place the reflectors accordingly. (OFC 507)
21. **FIRE DEPARTMENT CONNECTION (FDC) LOCATIONS:** FDCs shall be located within 100 feet of a fire hydrant (or as approved). Hydrants and FDC's shall be located on the same side of the fire apparatus access roadway or drive aisle, fully visible, and recognizable from the street or nearest point of the fire department vehicle access or as otherwise approved. (OFC 912.2.1 & NFPA 13)
  - Fire department connections (FDCs) shall normally be located remotely and outside of the fall-line of the building when required. FDCs may be mounted on the building they serve, when approved.
  - FDCs shall be plumbed on the system side of the check valve when sprinklers are served by underground lines also serving private fire hydrants.

## BUILDING ACCESS AND FIRE SERVICE FEATURES

22. **KNOX BOX:** A Knox Box for building access may be required for structures and gates. See Appendix B for further information and detail on required installations. Order via [www.tvfr.com](http://www.tvfr.com) or contact TVF&R for assistance and instructions regarding installation and placement. (OFC 506.1)
23. **FIRE PROTECTION EQUIPMENT IDENTIFICATION:** Rooms containing controls to fire suppression and detection equipment shall be identified as "Fire Control Room." Signage shall have letters with a minimum of 4 inches high with a minimum stroke width of 1/2 inch, and be plainly legible, and contrast with its background. (OFC 509.1)
24. **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 Commercial and Multi-Family Development is available at <http://www.tvfr.com/DocumentCenter/View/1296>

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, OCTOBER 22, 2018**

**6:30 PM**

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VII. Board Member Communications:

A. Recent City Council Action Minutes

City Council Meeting Action Minutes  
August 20, 2018

**City Council members present included:**

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

Kerry Rappold, Natural Resources Manager  
Nancy Kraushaar, Community Develop. Director  
Delora Kerber, Public Works Director  
Mark Ottenad, Public/Government Affairs Director  
Amanda Guile-Hinman, Assistant City Attorney  
Mike McCarty, Parks and Recreation Director  
Chris Neamtzu, Planning Director  
Miranda Bateschell, Planning Manager  
Bill Evans, Communications & Marketing Manager  
Erica Behler, Recreation Coordinator  
Zach Weigel, Capital Projects Engineering Manager

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Dominique Huffman, Civil Engineer

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Wilsonville Town Center Plan	Council received an update on the Wilsonville Town Center Plan and provided staff with feedback.
B. Chapter 8 Updates	Council was briefed and provided input on Ordinance No. 818, repealing and replacing Chapter 8 – Environment of the Wilsonville code and to repeal Ordinance No. 482.
C. Street Maintenance Professional Services Agreement	Council was informed of Resolution No. 2705, authorizing the City Manager to execute a professional services agreement with Kittelson & Associates, Inc. for design and construction engineering services for the 2018 street maintenance of Wilsonville Road and Boones Ferry Road.
D. Affordable Housing Bond	Resolution No. 2706, supporting the Metro regional affordable housing ballot measure and Oregon state constitutional amendment ballot measure at the November 2018 general election, was discussed as an addition to the Council meeting under new business.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Reaffirmation of Sister-City Relationship	The reaffirmation of sister-city friendship was signed by the Mayors of Wilsonville and Kitakata. Followed by the planting of the ceremonial tree and gift exchange.

<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 2705</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Kittelson &amp; Associates, Inc. For Design And Construction Engineering Services For The 2018 Street Maintenance Of Wilsonville Road And Boones Ferry Road (Capital Improvement Project #4104 And #4118).</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 2706</u></b>  A Resolution Of The City Of Wilsonville Supporting The Metro Regional Affordable Housing Ballot Measure And Oregon State Constitutional Amendment Ballot Measure At The November 2018 General Election.</p>	<p>Resolution No. 2706 was adopted by a vote of 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. <b><u>Resolution No. 2702</u></b>  Boones Ferry Park Master Plan</p> <p>B. <b><u>Ordinance No. 818</u></b>  An Ordinance Of The City Of Wilsonville Repealing And Replacing Chapter 8 – Environment Of The Wilsonville Code And To Repeal Ordinance No. 482.</p>	<p>Council moved to continue the public hearing for Resolution No. 2702 to November 5, 2018. 4-0</p> <p>Council moved to continue the public hearing for Ordinance No. 818 to September 6, 2018. 4-0</p>
<p><u>City Manager’s Business</u></p>	<p>Reminded Council of the Anniversary dinner celebration with the Kitakata delegation at McMenamins Church on Tuesday, August 21, 2018.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>8:45 p.m.</p>

City Council Meeting Action Minutes  
September 6, 2018

**City Council members present included:**

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

Kerry Rappold, Natural Resources Manager  
Nancy Kraushaar, Community Develop. Director  
Susan Cole, Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Cathy Rodocker, Assistant Finance Director  
Dwight Brashear, SMART Director  
Amanda Guile-Hinman, Assistant City Attorney  
Mike McCarty, Parks and Recreation Director  
Chris Neamtzu, Planning Director  
Brian Stevenson, Parks and Rec. Program Manager  
Tod Blankenship, Parks Supervisor  
Zach Weigel, Civil Engineer

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. SMART Transit Rider Rules	Council provided feedback on the draft Transit Rider Rules.
B. Update to Water and Sewer System Development Charges	Consultant provided Council with the draft updates under consideration for Water and Sewer System Development Charges
C. Park and Recreation Master Plan	Council heard an update and provided feedback on the Parks and Recreation Master Plan.
D. Community Garden Parking Lot Contract Bid Award	Staff answered Council questions regarding Resolution No. 2687, authorizing the City Manager to execute a construction contract with Paul Brothers, Inc. for the Memorial Park Dog Park and Community Garden Parking Lot Project.
<b>REGULAR MEETING</b>	
<u>Consent Agenda</u>	Consent Agenda approved 4-0.
<b>A. <u>Resolution No. 2687</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Paul Brothers, Inc. For The Memorial Park Dog Park And Community Garden Parking Lot Project (Capital Improvement Project #9132).	
B. Minutes of the, July 16, 2018; August 6, 2018 and August 20, 2018 Council Meetings.	

<p><u>Mayor's Business</u> 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> A. <b><u>Ordinance No. 818</u></b> An Ordinance Of The City Of Wilsonville Repealing And Replacing Chapter 8 – Environment Of The Wilsonville Code And To Repeal Ordinance No. 482.  B. <b><u>Ordinance No. 826</u></b> An Ordinance Of The City Of Wilsonville Adopting The 2018 Parks And Recreation Comprehensive Master Plan As A Sub-Element Of The City Of Wilsonville Comprehensive Plan, Replacing All Prior Parks And Recreation Master Plans, And Repealing Ordinance No. 625.</p>	<p>After a public hearing was conducted, Ordinance No. 818 was adopted on first reading by a vote of 4-0.  After a public hearing was conducted, Ordinance No. 826 was adopted on first reading with edits, by a vote of 4-0.</p>
<p><u>City Manager's Business</u> A. Municipal Court Letter  B. Community Survey</p>	<p>City Manager Cosgrove shared a letter submitted to the Municipal Court from a driver that participated in the diversion program.  It was noted that the Community Survey results are complete and will be presented to Council in October.</p>
<p><u>Legal Business</u> A. Martin v. City of Boise</p>	<p>City Attorney and Council discussed the recent ruling from the Ninth Circuit Court of Appeals ruling Martin v. City of Boise decided on September 4, 2018.</p>
<p><b>ADJOURN</b></p>	<p>8:41 p.m.</p>



City Council Meeting Action Minutes  
September 17, 2018

**City Council members present included:**

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

Daniel Pauly, Senior Planner, Planning  
Nancy Kraushaar, Community Develop. Director  
Delora Kerber, Public Works Director  
Mark Ottenad, Public/Government Affairs Director  
Cathy Rodocker, Finance Director  
Dwight Brashear, SMART Director  
Amanda Guile-Hinman, Assistant City Attorney  
Chris Neamtzu, Planning Director  
Bill Evans, Communications & Marketing Manager  
Zach Weigel, Capital Projects Engineering Manager  
Eric Loomis, Transit Field Supervisor

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. ADU Code Amendments	Council heard and provided comments on the amendments to the Accessory Dwelling Unit (ADU) code.
B. WWSP Project Coordination	Council heard an update on the Willamette Water Supply (WWSP) construction projects.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u>	
A. Minutes of the September 6, 2018 Council Meeting.	The Consent Agenda passed 3-0.
<u>Public Hearing</u>	
A. <b><u>Ordinance No. 827</u></b> An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 10 By Adding 10.600 Through 10.680 And Deleting 10.305.	After a public hearing was conducted, Ordinance No. 827 was adopted on first reading with the direction on the one change discussed, by a vote of 3-0.
<u>Continuing Business</u>	
A. <b><u>Ordinance No. 818</u></b> An Ordinance Of The City Of Wilsonville Repealing And Replacing Chapter 8 – Environment Of The Wilsonville Code And To Repeal Ordinance No. 482.	Ordinance No. 818 was adopted on second reading by a vote of 3-0.

<u>City Manager's Business</u>	Informed Council of an upcoming internal meeting to discuss traffic on Boones Ferry Road.  Reminded that the League of Oregon Cities conference is next week in Eugene.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	7:53 p.m.

City Council Meeting Action Minutes  
October 1, 2018

**City Council members present included:**

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

Nancy Kraushaar, Community Develop. Director  
Delora Kerber, Public Works Director  
Mark Ottenad, Public/Government Affairs Director  
Dwight Brashear, SMART Director  
Shasta Barnes, Library Operations Manager  
Amanda Guile-Hinman, Assistant City Attorney  
Mike McCarty, Parks and Recreation Director  
Chris Neamtzu, Planning Director  
Bill Evans, Communications & Marketing Manager  
Zach Weigel, Capital Projects Engineering Manager  
Eric Loomis, Transit Operations Manager  
Tod Blankenship, Parks Supervisor  
Nicole Hendrix, Transit Management Analyst

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Scott Simonton, Fleet Manager  
Kerry Rappold, Natural Resources Manager  
Daniel Pauly, Senior Planner, Planning

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Cooperative IGA Between the Library Dist. of Clackamas Co. and Library Cities Amendment No. 3	Staff briefed Council on Resolution No. 2703, authorizing the City Manager to approve amendment to the cooperative intergovernmental agreement between the City of Wilsonville and the library district of Clackamas County.
B. Award Contract for Cutaway Bus Purchase	Council was informed of Resolution No. 2708, authorizing SMART to purchase three CNG fueled, 21 passenger buses from Schetky NW Sales.
C. Integrated Pest Management Plan	Council provided feedback on the Integrated Pest Management (IPM) Plan.
D. Water Treatment Plant River Access	Council heard an update on the plans for the Water Treatment Plant River Access.
E. Emergency Board Meeting Regarding the Aurora Airport Expansion	Council was briefed that staff planned on discussing the topic of the Aurora Airport Expansion process during the Council meeting.
<b>REGULAR MEETING</b>	
<u>Communications</u>	
A. 2018 Community Survey Results	Staff presented on the 2018 National Citizen Survey (NCS), performed by the National Research Center.

<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>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 2703</u></b>  A Resolution of the City of Wilsonville Authorizing the City Manager to Approve Amendment to the Cooperative Intergovernmental Agreement Between the City of Wilsonville and the Library District of Clackamas County.</p> <p>B. <b><u>Resolution No. 2708</u></b>  A Resolution of the City of Wilsonville Authorizing South Metro Area Regional Transit (SMART) to Purchase Three CNG Fueled, 21 Passenger Buses from Schetky NW Sales.</p>	<p>The Consent Agenda was adopted 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <b><u>Ordinance No. 825 – 1<sup>st</sup> Reading</u></b>  An Ordinance of the City of Wilsonville Adopting Certain Amendments to the Wilsonville Development Code and Comprehensive Plan Regarding Accessory Dwelling Units, as Well as Other Development Code Amendments, to Provide Clarity and Functionality to the Code Related to Accessory Dwelling Units and Other Housing.</p> <p>B. <b><u>Ordinance No. 828 - 1<sup>st</sup> Reading</u></b>  An Ordinance of the City of Wilsonville Amending The 2017 Transit Master Plan for Inclusion of the Programs Enhancement Strategy.</p>	<p>After a public hearing was conducted, Ordinance No. 825 was adopted on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 828 was adopted on first reading by a vote of 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. <b><u>Ordinance No. 827 – 2<sup>nd</sup> Reading</u></b>  An Ordinance of the City of Wilsonville Amending Wilsonville Code Chapter 10 By Adding 10.600 Through 10.680 And Deleting 10.305.</p>	<p>Ordinance No. 827 was adopted on second reading by a vote of 5-0.</p>
<p><u>City Manager's Business &amp; Legal Business</u></p> <p>A. Emergency Board Meeting Regarding the Aurora State Airport Runway Expansion</p>	<p>Council made a motion to authorize the City Manager and City Attorney to draft a response letter, subject to review and comment from City Council, and allowing the Mayor to sign after review. Motion passed 5-0.</p>
<p><b>ADJOURN</b></p>	<p>9:19 p.m.</p>