

B. Resolution No. 385. Parkway Woods Business Park Remodel: Keving Apperson, Atwell Group – Representative for PWII Owner, LLC – Applicant/Owner. The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review, Type C Tree Removal Plan, Master Sign Plan and SROZ Review for a parking lot reconfiguration and exterior remodel for Parkway Woods Business Park. The subject site is located at 26600 SW Parkway Avenue on Tax Lots 511 and 581 Of Section 12, Township 3 South, Range 1 West, Clackamas County, Oregon.
Staff: Philip Bradford

Case Files:	DB20-0028	Stage II Final Plan Modification
	DB20-0029	Site Design Review
	DB20-0030	Type C Tree Plan
	DB20-0031	Master Sign Plan
	SI20-0002	SROZ Review

VII. Board Member Communications:

- A. Results of the October 12, 2020 DRB Panel A meeting
- B. Recent City Council Action Minutes

VIII. Staff Communications:

IX. Adjournment

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

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 26, 2020

6:30 PM

V. Consent Agenda:

- A. Approval of minutes from the September 28, 2020 DRB Panel B meeting

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

**Development Review Board – Panel B
Minutes– September 28, 2020 6:30 PM**

I. Call to Order

Acting Chair Shawn O'Neil called the meeting to order at 6:31 p.m.

II. Chair's Remarks

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

III. Roll Call

Present for roll call were: Shawn O'Neil, Richard Martens, Elizabeth Schroeder, and Nicole Hendrix. Samy Nada was absent.

Staff present: Daniel Pauly, Barbara Jacobson, Kimberly Rybold, Cindy Luxhoj, Philip Bradford, Miranda Bateschell, Khoi Le, and Shelley White.

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

V. Consent Agenda:

A. Approval of minutes of the August 24, 2020 DRB Panel B meeting

Richard Martens moved to approve the August 24, 2020 DRB Panel B meeting minutes as presented. Ellie Schroeder seconded the motion, which passed unanimously.

VI. Public Hearings:

A. **Resolution No. 382. Magnolia 6-Unit Townhome Development: Base Design + Architecture, LLC. – Applicant for Hillebrand Construction, Inc. – Owner.** The applicant is requesting approval of a Stage II Final Plan, Site Design Review, and Type C Tree Removal Plan for development of a 6-unit townhome development. The site is located at 30535 SW Magnolia Avenue on Tax Lot 2101 of Section 23AB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files:	DB19-0047	Stage II Final Plan
	DB19-0048	Site Design Review
	DB19-0049	Type C Tree Removal Plan

This item was continued to this date and time certain at the August 24, 2020 DRB Panel B meeting.

Chair O'Neil called the public hearing to order at 6:38 p.m. He noted the resolution had been continued from August 24, 2020. After receiving testimony from Staff, the Applicant, and several members of the public, the Board unanimously moved to set the matter over to September 28, 2020 and had left the record open so the Applicant could take further steps to communicate with neighbors, although they were not required to do so.

He 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.

Chair O'Neil called on City Staff to present any additional information gathered since the August 24th meeting that they wished to use to supplement that meeting, including a summary of the information they had provided to the DRB within the last two weeks.

Daniel Pauly, Planning Manager, noted several Staff members were available for any questions and summarized the changes made to the Staff report since the August 24, 2020 meeting as follows:

- Some changes had been made to assist the Board in digesting the information presented, such as converting long form paragraphs concerning design standards into a table and clarifying some of those items.
- Additionally, a memo had been attached that included a summary of written and oral public comments, grouped by topic, received at the August 24th meeting. Everything referenced was fully provided within the meeting minutes or written testimony. He explained that Staff realized late that some cells did not fully show all of the text as intended, so that was corrected and emailed to the Board this evening.
- He noted additional questions had been raised regarding the history of the different plans that impacted Old Town and advised that Staff was prepared to speak to that and answer questions.

Chair O'Neil confirmed the Board had no questions of City Staff. He noted the Applicant had not provided any rebuttal testimony at the August 24th meeting and invited the Applicant to respond to the issues raised, provide any additional testimony, and communicate what steps were taken to further communicate with neighbors.

Mike Connors, Land Use Attorney, Hathaway Larson, 1331 NW Lovejoy St., #950, Portland, OR 97209 stated that he was retained by the Applicant because at the last hearing on August 24th, there was a lot of emphasis on what the legal standards were that applied to the application under review. Last week, he and Kegan Flanderka prepared some letters in anticipation of tonight's hearing that laid out information responsive to the issues brought up at the August 24th hearing. His letter focused on the legal standards in an effort to provide additional information and response to those issues. He said he would present a summary of the legal standards and the Applicant's compliance with respect to the two kinds of legal standards, emphasizing some of the changes made to the application throughout this process in

order to be responsive to concerns from the neighborhood. Mr. Flanderka would provide a more detailed explanation on how the Applicant arrived at the particular design and how some of the more specific elements responded to neighborhood concerns.

Chair O'Neil asked if there were any additional communications between the Applicant and the community since the August 24th meeting, and who would be communicating about that.

Mr. Connors replied Mr. Flanderka and the Chair of the neighborhood association had communicated via email, which Mr. Flanderka could address that further, but there was not a specific meeting with the neighbors. Based on the first neighborhood meeting, as well as additional written comments and comments made at the August 24th hearing, he believed the Applicant had a very good understanding of what the neighborhood concerns and requests. It was not a matter of the Applicant eliciting information from the neighborhood, as residents had been very clear in about their position and requests. The Applicant evaluated that information to determine what they could accommodate at this point in the process. The Applicant had made a number of revisions from the original project design and he hoped the Board would listen to those revisions and the history of the project. From reading the minutes of the August 24th meeting and listening to the Applicant, he believed the Applicant was disadvantaged as they had done a lot of work on the front end, before the hearing, to hold a voluntary, meeting with the neighbors, which was not required, and had then factored in those comments and concerns prior to the August 24th meeting.

- He understood the Board was accustomed to developers being willing to make revisions as they went, but in this instance, many of those revisions were made prior to the first hearing. He also believed that created a disadvantage in that the Board might have the perception that the Applicant was unwilling to make changes or was being inflexible when, in fact, some of the changes that had been made were very significant for the size and scale of the project and were a direct result of some of the community concerns they had heard.

Chair O'Neil reiterated that while the record had been reopened, he would caution the Applicant not to reintroduce what had already been testified to as time was limited. He was receptive to allowing additional testimony from the Applicant, but he asked for new information only that was based on testimony from the public at the August 24th meeting.

Mr. Connors summarized the legal standards, and some of the changes the Applicant had made to be more responsive to neighbor concerns with these comments:

- Having reviewed the minutes, it was clear that identifying the legal standards was a big point of emphasis, and there were two key legal standards that the Board should be aware of. He understood there had been some testimony about what people wished the standards were, what adopted standards the City might be considering, or whether the project should be reviewed based on consistency with the existing development in the area, but the law required that the application be reviewed on the applicable standards and criteria in the Code.
 - An important reason behind that requirement was to provide both the developer and the community a set of rules within which to work. It allowed a developer to have some

basis of understanding in how the City would judge their application, while community members could look at the zoning and the Code requirements to understand what kind of potential development options could be proposed on surrounding properties or on a particular site. Cities adopted specific code standards to have standards to apply to applications and as a reference for community members.

- For the subject project, the standards were a little different as it qualified as a needed housing project, which meant the project was required to be judged based on clear and objective standards that were in the express terms of the Code, not something that was interpreted. Any standards that were subjective, value-laden, or looked to balance impacts were standards that ordinarily might be applicable to a development project, but they did not apply to a needed housing project given the State law regarding the housing crisis. The Oregon State Legislature passed laws to ensure residential projects were only subject to clear and objective standards so as not to impede projects with subjective standards.
 - There was no doubt that the subject project application met the clear and objective applicable standards. The subject property was zoned multifamily residential and that was what was proposed. At 16.2 units per acre, the density was at the lower end of the required density range of 16 to 20 units per acre. All height and setback standards were met, and it exceeded many standards, such as parking and landscaping standards, which he understood was an issue from some of the neighbors.
 - Nothing in the application, Staff report, or opposition comments demonstrated noncompliance with the clear and objective standards. For that reason, the Applicant believed the application would need to be approved on those grounds alone.
- The Code also contained some subjective standards, predominantly the Old Town Architectural Design Standards. Although the subject needed housing project could not be denied based on those subjective standards, the Applicant wanted to emphasize that they complied with those standards well. Significant efforts were undertaken before the August 24 meeting in an attempt to comply with those standards. From that perspective, the application undisputedly complied with the clear and objective standards, as well as the subjective standards, as the Applicant had made a significant effort to design the project in a way that not only complied with the standards, but addressed many of the concerns raised by the neighbors.
 - It was important for the Board to understand that prior to the August 24th meeting, there was a lot of communication with the neighbors and that changes were made in direct response to their concerns. Through a few different variations, the original project had morphed from a single, rectangular building into two buildings with staggered or articulated elements to give the appearance of three units in each building. Those significant changes from the original project were made in direct response to neighborhood concerns about the mass and size of the building to break it up in a way that would reduce it and give the appearance of individual units.
 - The current proposal of 16.2 units could not be reduced because the density requirement of 16 to 20 units would not be met.
- Other changes had been made to the building orientation and window placement due to privacy concerns of surrounding neighbors in single-family homes. The Applicant also doubled the available parking spaces from 6 to 12 in direct response to neighbors' concerns,

and revisions were made to the landscaping and its design to make it more compatible with the surrounding neighborhood.

- He hoped the Board understood that what had been proposed initially was not what was presented on August 24th and that the Applicant was not unwilling to make changes; however, the Applicant had reached a point where no other changes, other than height, could be made that would not change the nature of the project or cause it to fall out of compliance with the Code.

Kegan Flanderka, Base Design + Architecture, 223 NE 28th Ave., Portland, OR thanked the Board for keeping the hearing open so they could expand upon topics brought up at the last meeting. He stated his testimony would focus on changes made to address the neighbors' primary concerns with regard to parking, density, building height, and privacy, which he described with these comments:

- The Applicant had taken a second look at the density after the original neighborhood meeting in October and determined that reducing the number of units would pull the project out of compliance with the Zoning Code and render the project unfeasible from a performance standpoint.
- Additionally, the Applicant doubled the parking to provide both garage parking and six surface parking spaces in an effort to ease neighbors' concerns that most garages would be used for storage, not parking. The six surface spaces ensured the minimum parking spaces required by the Code would still be met if no garages were used for parking.
- Initially, the project was several feet below the maximum height for the Zone, but the Applicant revisited the height with regard to the neighbors' comments, specifically the single-family design standards for the Old Town, which specified a 28-ft height. After further study of the Old Town Design Standards, a decision was made to reduce the overall height to 28 ft above grade plane, per the definition of building height, to meet the single-family residential standard. The result was a building that sat 7 ft below the maximum height for the Zone and that was no taller than any single-family residence that would be allowed on the site.
- He had reached out via email to Monica Keenan, the Old Town Neighborhood Association leader, along with Doug Muench, who had put together the neighbors' meeting in October and notified them that due to the pandemic and wildfires, they would not hold an in-person meeting. He asked that any additional comments that had come up that were not part of the written testimony or testimony given at the August 24th meeting be provided to him for consideration. Ms. Keenan said she agreed and understood the decision to not hold a meeting in the current climate and had informed him that there were no additional comments outside the written testimony and testimony given at the August 24th meeting. He notified Ms. Keenan that the Applicant would look into reducing the height, and she was appreciative of that.
- The narrative provided with the application, as well as his letter (Exhibit B4) sent to Staff last week, outlined the neighbors' considerations and how the Applicant had worked with Staff to ensure compliance with all the objective Code criteria within Section 4.138, the Old Town Overlay Code section, specifically those within Section. 05. He had provided a

diagram with the original application to touch on how those requirements had informed much of the design. (Referenced image(s) in the Staff report, Pages 7-9)

- As noted frequently during the public testimony at the August 24th hearing, although the Applicant considered the project to be a transitional site, neighbors did not agree due to the building height. The idea that the buildings would go from single-story, single-family residences to a three-story, multifamily structure and then a two-story family structure did not seem like a transition to most people. He wanted to clarify that he was not using the height as that descriptor, but rather how the overall building massing was shifting toward a residential typology and further from a multifamily typology.
 - The single-family ranch style home to the south of the site and the garden-style 1980s walkup apartment complex to the north had very different architectural typologies and massings. The proposed building broke up the overall massing from one singular block mass to two separate buildings to minimize the scale or impact to the site, while complying with the objective criteria of Section 4.138. It also fit more within that neighborhood context while lessening the commercial multifamily context.
 - Additionally, the Applicant broke up and articulated the facades to help break down the scale even further and lessen the appearance of an apartment building block with individual, alcoved entries more emblematic of single-family homes, as well as a pitched gable roof as opposed to the parapet style roof more common in apartment buildings.
 - He believed there had been a misunderstanding about his use of the word transitional and that he was not specific about building height or the number of stories, but rather the overall building typology, and the orientation of the building on the site as compared to a true multifamily structure that would have a segregated parking lot, a series of common entries, and larger building massing.
- During the August 24th hearing, the neighborhood also noted how the proposed building did or did not fit the historical architectural context of the neighborhood, which regarded more of the subjective components. However, Subsection 4.138.B stated the City wanted applicant to consider having their building reflect the historical context of the neighborhood.
 - At the outset, the Applicant had asked the City to clarify the specific time period and style that was being denoted, which was a 1890 to 1930 mid-Willamette Valley architectural style. As there was no single reference point for that particular architectural style, he had spoken with Staff at length about what that entailed and looked at multifamily structures in the Willamette Valley from that time period, which led him to a number of walkup apartment complexes with parapet mansard roofs and large brick facades. The Applicant tried to utilize a number of those precedents during the pre-application process and with the design review application, but the proposal was immediately rejected by the City, and he was asked to look at other examples of how the building typology would fit.
 - Staff directed him to the Single-Family Residential Design Standards, which included the 28-ft building height standard. He reviewed the references to Western Farmhouse, Craftsman, and ranch architectural styles and began to formulate an aesthetic strategy that would work within those styles. He noted those were all residential architectural styles honed and fitted specifically to single-family

residences and were not used on commercial structures during that time period. The Applicant then went back and forth with City Staff in an attempt to better understand how to incorporate some of those design features.

- The Applicant looked at the neighborhood at length. In the Supplemental Design Packet, he had provided a series of precedents that were found predominantly throughout the Old Town neighborhood, as well as some other areas of the Willamette Valley, and tried to denote the major features and aspects characteristic of those particular styles within the Old Town Single Family Residential Design Guidelines as well as those represented in the design of the actual neighborhood homes. He pulled from those examples to develop a hybridized style of aspects predominantly from Western Farmhouse with some components of the Ranch-style, in order to create a multifamily structure that was less aesthetically similar to a multifamily complex and more architecturally emblematic of a single-family residence.

Ms. Schroeder interjected, noting the Applicant's testimony seemed the same as what the Board reviewed on August 24th.

Chair O'Neil responded that the record had been reopened because there had been public testimony suggesting that the Applicant had not heard the neighborhood, and he believed it was relevant for the Applicant to be able to communicate that information, but asked Mr. Flanderka to find a good ending point.

Mr. Flanderka clarified that his presentation was a response to the public testimony about the subjective components of the historical architectural styling of the building. He explained that the Applicant's team had gone throughout the neighborhood to look at existing single-family homes in order to make an architectural typology that did not look like a multifamily structure from that time period. He displayed an image of a 1926 apartment complex, noting its stucco exterior, brick lintels, and that it was a masonry building with a mansard roof. The intent was to move away from that architectural typology and try to develop a building that took attributes from the adjacent context without fitting within the historical stylings, and yet was more reflective of what the Code was requesting.

- He understood the Board had seen these things before, but he wanted to point to how they were relevant to the Applicant's response to the neighbors' comments and to expand a bit further than he was able to at the August 24th hearing.

Chair O'Neil confirmed the Board members had no questions of the Applicant. He called for any additional public testimony, noting he was not open to testimony already presented at the first hearing.

Monica Keenan clarified that her position when contacted by the architect and developer was as a member of the Old Town Architectural Standards Steering Committee in representing this plan. She also clarified that there was no back and forth between the neighborhood and the developer during the development of the original application, only the October 2019 meeting that the entire neighborhood was invited to attend. There was no other outside communication.

In the week since, there was a brief communication between the developer, herself, and Mr. Mentch. She had simply acknowledged their emails, stating that she understood all of their concerns had been very clearly made and on the public record regarding their application. She had sent some follow-up emails to Dan Pauly today at 4:16 and 4:31 p.m., upon the request of her neighbors, and had asked that he forward them into the public record. She asked if there was a rendering showing the reduced building height.

Mr. Pauly stated he would forward that public testimony to the Board at this time, as requested by Ms. Keenan.

Shelley White, Planning Administrative Assistant, stated Sharon Olson would be testifying next. She clarified that Mary Elizabeth Harper had testified on Sharon Olson's behalf at the August 24th hearing.

Sharon Olson, Magnolia Dr., Wilsonville, OR stated that she and her husband had lived in their home for almost 30 years. She stated she had sent the email exchange between Ms. Keenan and Mr. Flanderka to Mr. Pauly because she wanted to ensure that everyone, including the DRB, had an opportunity to review it. The email stated that Mr. Flanderka and his client had no intention of meeting with the neighbors any further, despite the DRB's request to do so. That initial email was sent on Friday, September 18th. Because there were questions regarding the notification process for the October 2019 meeting, the Applicant was given another opportunity to reach out and speak with neighbors, and they not only declined to do so, but stated in the email that they had no intention of doing so. There were two and a half weeks between the August 24th hearing and the beginning of the fires, and the pandemic had been ongoing for seven months. Everyone was connected via Zoom and the Applicant had everyone's addresses. An additional meeting would have been an act of good faith that would have been welcomed and appreciated by the neighbors. She believed there had been plenty of time to honor the DRB's request and she felt the Applicant had disregarded all of the residents, as well as the DRB, in the process.

Mary Elizabeth Harper, 30605 SW Magnolia Dr., Wilsonville, OR stated that getting the meeting packet 15 minutes prior to the start of the meeting put neighbors at a disadvantage. She asked Mr. Connors where to find the citations he used and if they were documented within the packet. No one had had time to review the packet or prepare questions about that exhibit. She echoed Ms. Olson's concern that the Applicant had never reached out about a meeting to give the community an opportunity for further input. There had been very limited input from the last meeting, but neighbors had anticipated a second meeting, as suggested, requested, and directed by the DRB, to allow all parties to sit down as adults and talk about the project. She did not believe that was too much to ask when a change was being made to their neighborhood. There was new information the neighbors could have shared, but they were not given an opportunity to do so. None of them had the citations of Code Mr. Connors had used, and he knew that sort of information had to be exchanged.

- As a former English teacher, professor, and practice of law, she knew people turn on words. The words that disturbed her here was the expectation by the community that there would

be an opportunity to meet with the developer, the architect, and anyone else involved so they could air their concerns and work them through. That never happened. At the first meeting in October, three neighbors were in attendance, one of whom only attended for the first 15 minutes. Twenty-one other neighborhood residents had provided to the Applicant, the DRB, and Mr. Pauly signatures on the letter because they were not aware of what was happening until the end of the week after receiving a letter from Mr. Flanderka stating there would be no meeting. The neighbors were very disappointed that they still had not been accorded an opportunity as citizens of the community to speak with the developer or, more specifically, the DRB about their concerns.

Matthew Conniry, Wilsonville, OR, stated he was not that familiar with all of the legal nuances that the DRB had to consider. He understood the objectivity of the Code, but the thought that any council could not make a decision with deference to the safety of his children very much concerned him. Traffic would increase by no less than 50 percent on a road that was not designed for that capacity. There were no sidewalks, only gravel on the sides of the road. The only developed area where his children could play was on the pavement itself. He understood there would be six parking spaces in addition to the garages, but on average, people had more than one car, not to mention visitors. He was concerned about his children's safety, and the idea that a council could not make a decision based on that and could only look at the objectivity of some Code was asinine. He really hoped that a decision could consider whether increasing traffic so much on a street not meant for and not designed for that was safe. If the traffic increase could be considered, he hoped that those people responsible for making the decision were in electable positions so he could vote them out. People chose neighborhoods and communities based on what they represented, and the knowledge that some unilateral decision could change the entire nature and character of a neighborhood in one fell swoop was stupid. One decision should never be able to radically alter the character and nature of a neighborhood. He hoped the DRB would agree with him.

Steve Van Wechel, 30730 SW Magnolia, Wilsonville, OR stated three minutes was not enough time to respond to anything said tonight, let alone his planned comments, but the main thing that bothered him was that the August 24th meeting had been set over to tonight in order to allow the developer time to meet and work with the community and that never happened. Three and a half weeks had elapsed since the August 24th meeting before there was any effort from the developer toward the neighborhood, and that amounted to a single email to one person within the neighborhood who responded without even checking with anyone else in the neighborhood first. He could only guess that this person assumed there was no new information and therefore, responded without notifying anyone else until the middle of the following week, which made it almost a month before other the neighbors knew the developer had even made an effort to do anything.

- He noted that the November [sic] meeting was not even held in the neighborhood, but in the Parks and Rec building across the freeway, which made it difficult to get people to attend a neighborhood meeting. He reiterated that the continuation of the August 24th hearing to tonight was for the express purpose of allowing the developer time to meet with the neighbors, and they did not bother. He understood the extenuating circumstances

regarding Covid-19 and the wildfires, but neither issue affected email chains or Zoom meetings. An in-person meeting could have been held at St. Cyril Church as he was sure some people would have attended despite the smoke, but the developer decided not to hold a meeting, and instead opted to bring their attorney to tonight's meeting to state how their proposal met Code.

- For the record, there were several things the Applicant stated they agreed with that the neighborhood did not believe they agreed with.
 - The proposed building style displayed looked Scandinavian and lacked any warmth or character. It did not have anything that reflected the character of the Willamette Valley; not to mention, it was three stories, and no three-story buildings were anywhere in the neighborhood. Staff indicated it made a nice transition from two stories to one, but the proposed building was a three-story building plopped right in the middle. It made no sense. The alcoves looked like small caves and he knew of no early buildings that looked that way.
 - Although the Square 76 Plan seemed to be referenced often, that plan was written 17 years after the City of Wilsonville was incorporated. It was ancient history, and for some reason, its standards and codes still had to be considered, which was an embarrassment to the City of Wilsonville. It was out of whack and needed to be updated. It would be interesting if the media asked some questions about why the City was enforcing standards that were almost 50 years old upon a neighborhood that did not want those standards or the proposed development.
 - There was nothing in this plan he agreed with. He noted Mr. Connors had stated that a density of at least five units was required, which meant that even a single-family home could not be built on the subject property. The neighbors' hands were tied if those were the requirements, and he questioned whether that was accurate or if the attorney and developer were pulling some strings and trying to make the proposal sound good at tonight's meeting.

Chair O'Neil interjected that all the Board members had received Mr. Van Wechel's letter dated September 28 and that all Board members stated they had reviewed it with all the submissions.

Mr. Pauly noted Ms. Harper had additional comments if the Chair was so inclined.

Chair O'Neil stated that he greatly appreciated her testimony, both tonight and at the last meeting, but apologized that he had to move the meeting along.

Ms. Harper asked if the Codes cited by Mr. Connors could be furnished to the public.

Chair O'Neil suggested Ms. Harper talk with Staff after the meeting to get the letter and then do her own independent research.

Jordan Garfield, Wilsonville, OR, stated she agreed with Ms. Olson and Ms. Harper, the neighborhood had not been contacted and no new information had been received from the developer. She was disappointed that despite discussing this for weeks, the final information

was sent a half hour before the meeting. She had received no updates from the City about tonight's meeting and did not know it was happening until over the weekend. Being in the communication field, she believed there could have been better communication. She had read the email from the developer and noted that they had not asked Ms. Keenan to forward the information or reach out to the neighborhood. There was no intention to meet with the neighbors in the future. She was disappointed because she was open to discussing the project further.

Chair O'Neil noted the Applicant had offered significant information this evening when they offered no rebuttal at the first hearing. He called for any rebuttal from Applicant's regarding tonight's public testimony.

Mr. Connors assured the neighborhood and the Board that no disrespect was meant by the decision to not have a meeting. Having heard all the testimony, the Applicant believed that the neighbors' concern about the project was the very nature of it as a multifamily unit, that they wanted it changed to single-family or a significantly reduced multifamily residential unit, and that would not be compliant with Code, rendering the entire project unbuildable. As a result, the Applicant decided that because the project was already at the minimum density, the Code clearly required a multifamily project, and, given all the other changes the Applicant had already made, they were unsure what other changes could be made, so an additional meeting would not have been productive because the Applicant would not be able to make the kind of changes the neighbors wanted.

- The one thing the Applicant could accommodate was a reduction in height, so they did. They advised the neighborhood contact about the height reduction proposal and asked if there were any other additional issues. Ms. Keenan indicated there were not and agreed that the comments received thus far encompassed the neighborhood's concerns. No one else in the neighborhood had reached out to the Applicant. There were simply different fundamental beliefs about what the Applicant could or was required to develop, so a meeting was not considered to be productive.
- He reiterated that the Applicant had made many changes prior to the August 24th hearing, but other than height, there were not any other changes that could be made after that hearing without changing the nature of the project and violating the Code.

Mr. Flanderka stated that the nature of his contact with Ms. Keenan was a misunderstanding on his part. He had been under the impression that Ms. Keenan and Mr. Mentch were the heads of the neighborhood association, which was how they were described by Staff during the pre-application meeting. They were his point of contact during the planning and execution of the neighborhood meeting, and they had canvassed the neighborhood and followed up with the neighborhood after that meeting, which led him to believe they were the appropriate points of contact for this follow-up. Otherwise, he echoed Mr. Connors' comments.

Mr. Pauly entered the following exhibits into the record:

Exhibit B4: Correspondence from Kegan Flanderka, Base Design + Architecture, dated September 25, 2020.

Exhibit B5: Correspondence from E. Michael Connors, Hathaway Larson, dated September 25, 2020.

Exhibit D8: Correspondence from Steve Van Wechel dated September 28, 2020

Exhibit D9: Email correspondence received from Mary Elizabeth Harper dated September 27, 2020. This also included correspondence forwarded from Ms. Keenan.

Exhibit D10: Email correspondence received from Monica Keenan dated September 28, 2020 that documented the correspondence she had with the developer. The exhibit included two parts which were forwarded to the Board.

Chair O'Neil confirmed there were no questions of Staff from the Board and that the Board members did not require any additional information to make a decision and had no further discussion. He closed the public hearing at 7:56 pm.

Nicole Hendrix moved to approve Resolution No. 382 including the revised Staff report and additional Exhibits B4, B5, D8, D9, and D10. The motion was seconded by Ellie Schroeder.

Ms. Schroeder said that unfortunately, tonight's testimony was not much different than that given on August 24th. She understood the neighbors were disappointed, but the Board had to rule based on the Code and she was prepared to vote.

Richard Martens said he understood the comments from the neighbors and believed that if those comments had been brought to bear on the Code itself and the Neighborhood Plan, it would have put the DRB in a better position to bring about a different outcome. As he stated on August 24th, he believed the Board was constrained in what it could do and how it could respond. He was prepared to vote in favor of the proposed project.

Ms. Hendrix echoed her fellow Board members' comments. She acknowledged the Applicant had made an effort and made changes in an attempt to meet the needs of the community, such as the height change. At the same time, she understood many neighbors were unhappy with the project. There appeared to have been a communication breakdown that she wished would have gone differently, but she believed the Board's hands were tied as the decision was objective, not subjective.

Chair O'Neil stated he appreciated when citizens took the time and effort to come forward to testify about a project they had concerns about. He was concerned that while the citizens took the time and effort to appear before the Board to voice their concerns at the August 24th meeting, the Applicant and Staff failed to make any rebuttal comments. That was extremely concerning to him, and he did not believe the Applicant had met their burden at that time. He also did not believe it was Staff's job to be the Applicant when the Applicant presented their application to the DRB. It was the Applicant's job to present individuals that should provide evidence in support of the application. In the effort of trying to work collectively and constructively with developers and the community, Staff was put in an unbearable juggling act. He acknowledged that City Staff did the best they could. However, there were times that Staff

seemed to be drawn into a situation where they provided information for the Applicant, or he saw the Applicant not doing their job and simply agreeing with what Staff said. He believed if an Applicant really wanted their application heard, they should present it. He believed the Applicant's counsel, Mr. Connors, had provided helpful guidance and the Applicant provided some helpful history. He wished that was present in the first meeting. He really valued Ms. Harper, Ms. Keenan, and the other members of the community that took their time to explain to the Board the history of Old Town as well as their efforts to work with the Applicant.

The motion passed 3 to 1 with Shawn O'Neil opposed.

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

Chair O'Neil then called for a brief recess and reconvened the meeting at 8:14 p.m.

- B. Resolution No. 383. Coffee Creek Logistics Center: Lee Leighton, AICP, Mackenzie – Applicant's Representative for Panattoni Development Company – Applicant and Chris and Sonya Bickford – Owners.** The applicant is requesting approval of a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review, Waivers, Class 3 Sign Permit and Type C Tree Removal Plan for development of a 110,366 square foot warehouse / manufacturing building with accessory office space on SW Clutter Street. The subject site is located on Tax Lot 2100 of Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Staff: Philip Bradford

Case Files:	DB20-0019	Stage I Preliminary Plan
	DB20-0020	Stage II Final Plan
	DB20-0021	Site Design Review
	DB20-0022	Waivers
	DB20-0023	Class 3 Sign Permit
	DB20-0024	Type C Tree Removal Plan

Chair O'Neil called the public hearing to order at 8:15 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.

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

Mr. Bradford presented the Staff report via PowerPoint, briefly noting the site's location and features and describing the proposed applications and revisions to the Staff report with these additional comments:

- The property was mostly undeveloped and contained a single residence with accessory agricultural and equestrian buildings. The surrounding land uses included contractors' establishments in Washington County zoned FD-20, and in the City of Wilsonville, adjacent land uses were the Oregon Glass Company and Republic Services, zoned PDI and PDI-RSIA, respectively.
- The City adopted the Coffee Creek Industrial Form-Based Code and Pattern Book in 2018. The area applicable to the Coffee Creek Overlay standards was highlighted in orange on Slide 4. The Coffee Creek Logistics Center location was highlighted in black on the map and located an existing addressing street, which was SW Clutter St. The project had been reviewed using all of the applicable review standards in the Coffee Creek Form-Based Code Pattern Book and the new Coffee Creek review procedures.
 - As part of the adoption of the Coffee Creek Industrial Form-Based Code, the City modified the review procedure for projects in the Coffee Creek area to allow governing annexations and zone map amendments to proceed to City Council review before getting a recommendation from the DRB. (Slide 5) In accordance with those modified review procedures, City Council had reviewed the Annexation, Ordinance 844/DB20-0017, as well as the Zone Map Amendment Ordinance 845 / DB20-0018. The first reading was on September 10, 2020 with the second reading on September 21, 2020.
- The proper noticing procedures were followed for this application. Notice of public hearing was mailed to all property owners within 250 feet of the site and published in the newspaper. Additional posting was done on-site and on the City's website. The notice included clarifying background information about the project and outlined adaptations for the hearing process and providing testimony that were adopted by the City in response to COVID-19.
 - Due to the nature of the revised review for projects within Coffee Creek, the project was mailed and posted on August 20, 2020 and published again on September 2, September 9, and September 16, 2020. No public comments were received.
- Stage I Preliminary Plan. The proposed use of the project was industrial warehousing and distribution. The project included accessory office space located at the northeast and northwest corners of the building that would be used as intended by the industrial tenants. The general parking and landscaping areas could be seen in the site plan. (Slide 9). The project included frontage improvements consistent with the Coffee Creek Industrial Design Pattern Book and Transportation System Plan (TSP).
- Stage II Final Plan. The structure was 110,366 sq ft, and the ultimate use split between the tenants would be determined once the tenants were secured. The project contained 72 parking spaces, 20 loading dock doors, and two drive-in loading doors. Of the total project site, 16.1 percent was landscaped with the primary landscaped areas located around the perimeter of the parking lot, the preserved grove of mature Douglas fir trees, and the Wayside along Clutter St, which was required of a site this size within the Coffee Creek Form-Based Code.
 - The traffic impact study evaluated the intersections at Boones Ferry Road/SW 95th Ave and SW 95th Ave/Ridder Road. Both intersections would remain at Level of Service (LOS) C, which exceeded the minimum standard of LOS D.

- The project would construct public improvements consistent with the Coffee Creek Industrial Design Pattern Book and the TSP, which included a new bike lane, sidewalk, planter strip with street trees, and new vehicular travel lanes connecting to the City's Garden Acres Road Capital Improvement Project. (Slide 12)
- Site Design Review. Much of the building design and site design was evaluated with the Stage II Final Plan contained in the Coffee Creek Form-Based Code. The Applicant used appropriate professional services to design structures and landscaped areas on site, using quality materials and design. The building was a tilt-up concrete building which utilized several different painted colors on the concrete in neutral tones. There were panels of smooth and corrugated sheet metal that also added texture to the building, breaking up the area along the loading docks. (Slide 13)
 - The Applicant designed an attractive Industrial Wayside which would provide a resting space for employees and visitors with a shaded, secluded seating area, lush landscaping and attractively designed metal panels as public art. (Slide 14) The existing mature stand of Douglas firs was also designed to be used by employees and visitors as it included some open lawn space and a seating area. (Slide 15)
- The Applicant was requesting five waivers, all of which related to Table CC-3 Site Design and Table CC-4 Building Design within Section 4.134.11, the Development Standards Table. Waivers were requested for the loading berth locations, vehicle parking area, base, body, and top dimensions, canopy height, and ground floor height.
 - The logic behind the building's placement was to preserve the strand of Douglas Fir trees, which was the only significant natural feature on the site. In facilitating the building shift to the south to preserve those trees, the loading berths had to be positioned on the front of the building. As only one loading berth was permitted along an addressing street front edge, a waiver was required.
 - Additionally, with a public entrance at each corner of the building and loading berths in between, it was not practically feasible to locate the short-term and ADA parking in a single parking bay along the frontage as allowed by the Development Code, as it would require visitors to walk a significant distance and navigate the truck circulation areas to get to the building entrance. Locating the parking spaces in two separate parking bays required a waiver from the Site Design standards. (Slide 17)
 - In order to provide a cohesive design, the Applicant matched the canopy height at the building entrances with the canopy along the loading docks, triggering three separate waivers for required ground floor height, canopy height, and base, body, and top dimensions. (Slide 18)
- Class 3 Sign Permit. The Applicant proposed one monument sign on Clutter St and four building signs on the north façade, or the front of the building, and the east and west side façades of the building. This would allow each tenant the option of having one or two signs for their tenant spaces. The monument sign was designed to accommodate both tenants' signage. Signs for the individual tenants would be reviewed administratively.
- Type C Tree Removal Plan. The Applicant was removing 32 trees that required mitigation. The tree protection plan showed the mature Douglas fir trees protected with additional off-site tree protection. The Landscape Plan showed the Applicant planned to plant 74 trees, exceeding the one-to-one ratio of replacement for the removed 32 trees. (Slide 21)

- In conclusion, based on the Findings of Fact and information included in the Staff report and information received in the public hearing, Staff recommended approval of the applications with conditions.
- He also noted that on Page 63 of 77, the second sentence of Finding C38 included an error and should be corrected to state, "However, the proposed building is *less greater* than 50,000 square feet..."

Richard Martens asked if the five waivers were driven directly or indirectly by the placement of the building relative to the trees.

Mr. Bradford responded yes, adding that moving the building south to preserve the trees prevented the rear of the building from being able to accommodate the semi-trucks that would be loading on the docks. (Slide 17) Because the docks were placed in the center of the building, it was not feasible to place the parking in one bay, as required by the Code. He believed a maximum of 20 parking spaces was allowed in front of a building on an addressing street in Coffee Creek. Though less than 20 spaces were proposed, they were split into two bays, which required the waiver.

- In the Staff's opinion, the split parking configuration was safer than providing one parking bay, which would require building visitors to walk across the semi-truck traffic circulation area. With the loading docks at the front, the Applicant desired a consistent appearance of the different portions of the building. Therefore, the canopy height was aligned with the canopy over the loading docks to avoid a separation in the line across the base of the building. Aligning those two elements triggered another waiver, because the ceiling height of the ground floor now matched the canopy height. If the waiver were avoided, there would be a potential gap between the ground floor glazing and the canopy, rather than maintaining a uniform height and similar appearance. All of the waivers stemmed from preserving the trees and then having the loading docks at the front of the building.

Ellie Schroeder asked if there was any consideration or requirement to look at any possible runoff that might affect the nearby wetlands.

Khoi Le, Development Engineering Manager, stated he had looked over the requirement for stormwater runoff. The project was required to provide both water quality and detention of flow control for the runoff generated by the development. The two proposed areas for surface stormwater management facilities included one in the front adjacent to Clutter St and another in the back of the building by the fire lane aisle to the south. Another stormwater management facility, not shown clearly in this particular site plan, was present just north of the south property boundary. In addition to the on-site facilities, stormwater runoff was also provided along the front of Clutter St to collect, treat, and control the runoff flow generated from the sidewalk and the street.

Mr. Bradford indicated the two stormwater areas could be seen on the Type C Tree Removal Plan in the Wayside area and along the southern boundary of the property. (Slide 20)

Chair O'Neil called for the Applicant's presentation.

Lee Leighton, Planner, Mackenzie, 1515 SE Water Ave, Portland, OR 97214, stated he was testifying on behalf of the Applicant, adding he had a few technical issues to discuss after the Applicant's statement.

Brendan Mason, Development Manager, Panattoni Development Company, 1411 North Cedar St, Tacoma, WA 98406, noted Panattoni was an international design firm with a local focus. They were excited for the opportunity to present the project to the DRB and to bring it to the City of Wilsonville. He thanked the Staff for their collaboration on the project that he believed would positively enhance Wilsonville. He enjoyed creating places where people worked for many years.

Mr. Leighton echoed Mr. Mason's appreciation about the Staff's professionalism, collaboration, and guidance, noting the unique challenges presented as the first applicant under a brand-new set of design-oriented guidelines. He commended Staff and the DRB for its service to the community. He also thanked Panattoni, who provided the instruction to understand, embrace, and implement the Coffee Creek standards.

- Prior to his presentation on the Applicant's design approach, he requested clarification on Condition PFA 2, which regarded the DKS report for the Applicant's driveway locations and street lane configuration. The condition required that the Applicant comply with the DKS's April 2020 memo, which had set off a design dialogue between Staff's and the Applicant's engineers and resulted by July 2020 in the proposed design plans before the Board. The subjects of that design collaboration included driveway locations, the striping plan for the street, the widths of the lanes, as well as other details.
 - He asked if Condition PFA 2 required further changes or simply following through on what was previously worked out. He understood from his conversation with Khoi Le that the proposed design plan was considered to be the embodiment to satisfy Condition PFA 2. He wanted it clear for the record that PFA 2 established the site plan and lane configuration and would not require further changes.
- He presented the key components of the Applicant's proposed project via PowerPoint with these comments:
 - When doing the physical inventory of the site features, a stand of five mature Douglas fir trees was identified as the site's one resource feature. (Slide 2, Aerial View M) The arborist confirmed the trees were in very good health and gave specific recommendations about the root zone the trees needed in order to be protected. The building could not be brought up close to the street because there would be no possible way to get the driveway around the building. The tree grove severely constraining the site. Therefore, to save the trees and allow the green grassy area to serve as the root zone, the building was pushed back with the truck access in the foreground. Saving the trees was a major driver of the entire site plan and development approach.
 - The concrete path, shown on the lower right of the slide, was an existing compacted gravel driveway location that had been driven over for decades and was not critical

to the root zone for the trees. The Applicant knew using that alignment for a concrete path would not affect the roots of the trees.

- Dense landscaping along Clutter St contributed to creating a naturalistic character all along the street in line with the Coffee Creek Standards.
- The TSP called for Clutter St to become a cul-de-sac in the future at the west end, so there would no longer be a vehicle connection to Grahams Ferry Rd. The site approach in the future would be from the east at the intersection with Garden Acres Rd. A monument sign would introduce the building, the development, and ultimately its tenant, and also present the main office corner, which was a prominent feature. The plantings were designed to frame and create the view. The signage would alert visitors where they were and outline access to the driveway.
 - Renderings showed growth approximations for how standard nursery trees would mature along the street in 5 and 20 years. The goal was to produce a dense, tree-lined corridor along Clutter St as called for by the Coffee Creek Pattern Book.
- As discussed by Staff, signs at the main office entrance would only be at the top of the building and would comply with the City's sign size requirements, subject to future over-the-counter permits once the tenants and their signs were known.
- The overhang canopy wrapped around and created a sheltered area for pedestrians by the main entrance, as the Coffee Creek Design Standards required. One waiver would allow the canopy to be set at a 12-ft height at the entrance rather than a 15-ft height because due to the interior ceiling, the door and window heights were aligned to the 12-ft height. A 15-ft height outside would result in a disconnected window area, and the 12-ft height maintained a strong connection between the inside and outside.
 - More importantly, the canopy formed a band that extended all the way across the front of the building, similar to the canopy over the truck loading docks which dropped down 4 feet by a ramp and provided weather protection for the truck dock doors. Because of the way the ramp descended to provide a 4-ft high loading dock, the canopy was actually 16-ft above grade at the loading dock. Maintaining the band that formed the base level of the building was a visual trick used to create a false horizon, drawing the eye upward. The perception of the trucks and trailer in the foreground would be reduced while the focus on the building and its features would be increased. (East Driveway M slide)
- On the west end driveway, the concrete path along the protected stand of trees was displayed with a visual approximation of five years of growth, as well as the densely landscaped area behind the trees within the property between the two driveways. An approximation of the trees with 20 years of growth was also displayed.
- The west office entrance area could be utilized by a second tenant, or the building could be rented by a single tenant who might or might not use it as a separate office entrance. A pedestrian path was provided into the property and connected to the front door. Alignments were used on both sides to safely keep pedestrians away from the truck access and circulation.
 - Another rendering showed how the space was allocated to save the trees. A picnic table was specified in the space for employees.

- Looking east along the frontage of the property, the western driveway would provide another peek-a-boo view into the site. While the building would be visible from the two driveway points, such views were a way of punctuating the trip along the street frontage on Clutter St, which would be mostly characterized by the dense landscape character.
- The Clutter St design included a bike lane and an area in the striping and then the two travel lanes. The striping ceased at the eastern driveway where it transitioned into a three-lane section at the intersection, so there was a left-turn lane and a through-lane for vehicular movements with the bicycle traffic blended with the vehicle traffic through the intersection.
- The Wayside was designed with a variety of features, including a metal screen that quoted the metal panels on the building to create a perceptual connection. A water feature served as an actual functioning stormwater quality treatment facility that served the pavement areas of the site before the water was released into the public system. This met the City's private stormwater quality treatment and detention requirements, so the site would not be discharging excessive or polluted water to any nearby wetlands or streams.
 - Safety lighting, boulders, and plants were all features of the Wayside, which was below the grade from the sidewalk which created a further sense of enclosure, separation, and privacy. Other details including the bench and trash enclosure were all specified in the plans.
 - The east end path to the Wayside connected back to the sidewalk provided access for those in wheelchairs, making the area totally ADA accessible.
- He concluded stating that members of the Applicant's team were available for questions, noting their excitement about being the first project proceeding to completion in Coffee Creek.

Nicole Hendrix asked about visitors using the wrong entrance and asked if cars would be allowed to drive through the loading area or would signage direct drivers to go out and around instead of through the loading area.

Mr. Leighton responded the plans were not yet developed to that level of detail, though he expected further discussions with Staff about the circulation in the final permit approval process. Currently, a route for fire and emergency access went all the way around the back of the building, which had no parking and no truck circulation would be allowed. Drivers coming in the wrong driveway could either go back out the driveway to the street and then into the correct driveway, or they could go all the way around the building on the back side and come up into the building's parking area on the other side with no conflict with truck traffic, etc. Driving across the central area during the times of day with little activity would probably not be hazardous, but segregating vehicle and truck movements as much as possible was the general design practice.

Chair O'Neil asked if the Applicant would be open to an amendment about signage for safety purposes, noting an open driveway might encourage drivers to turn right in and result in a

vehicle being hit by a truck. He greatly appreciated the tree preservation efforts of everybody involved, but providing some signage to segregate the truck and visitor traffic seemed logical.

Mr. Mason responded he did not believe there would be an issue with looking at what signage would work. Panattoni had a number of buildings that were similar in design and had no issues. Truck traffic typically moved very slowly, and depending on the building tenant, truck loading could occur after hours or not at all. The proposed building design allowed for vehicle traffic to move around in a circular motion that did not require vehicles to move through the truck loading area. He did not see an issue with installing signage, but he did not want to detract from what he believed was the most beautiful industrial building they had designed, which had been facilitated by the Coffee Creek design standards.

Mr. Leighton explained the existing plans were not sufficient to actually build the building. A whole set of construction documents needed to be prepared to get to the next level of detail. A developer needed to get a certain level of conceptual approval before taking on the cost involved with the more detailed level related to construct the building. The signage was the kind of additional detail often worked out with Staff in review of the more detailed building plans. He asked if the particulars of the signage needed to return to the DRB for review, or if it could be worked out as a condition of approval with Staff.

Chair O'Neil responded he could not speak for his fellow board members on that decision. He had recognized Ms. Hendrix's question and followed up with his own question, but it was too early to make any decisions now. If the issue came up again, there would be an opportunity for the Applicant to clarify it further in rebuttal. He confirmed there were no other questions for the Applicant and reiterated that he was very impressed with the Applicant's thoughtful, well-prepared presentation. He assured the safety concerns were not a criticism to the presentation.

Chair O'Neil confirmed no one was present in Council Chambers or on Zoom who wanted to testify on the application.

Chair O'Neil asked for clarification about the Applicant's and Staff's understanding of Condition PFA 2.

Khoi Le, Development Engineering Manager, stated he had written Condition PFA 2 as part of the recommended approval for the application. He explained the DKS report was a separate document from the site plan, and a condition of approval typically referenced the recommendations from the traffic report, so the review and inspection staff would have a report to reference when checking the construction or any change to a site plan during construction. He confirmed that the current eastern driveway and its location met the recommendations from the traffic impact study, which was also confirmed with the DKS traffic consultant.

Chair O'Neil confirmed no Board member had any further questions and closed the public hearing at 9:06 pm.

Ellie Schroeder moved to approve Resolution No. 383, adopting the Staff report with the second sentence in Finding C38 corrected to state, "However, the proposed building is less *greater* than 50,000 square feet...". Nicole Hendrix seconded the motion.

Mr. Martens said he wanted to echo Mr. Mason's comments about the building, noting it was the most attractive industrial building he had ever seen.

Ms. Schroeder agreed it was the best tilt-up building she had seen.

Chair O'Neil commented that the application was very well presented. He understood the trees had presented unique design challenges but felt there was a high probability of someone running into a truck or vice versa. Though inconsistent with the Applicant's other developments, he believed signage was needed in the area with the trucks and trusted that the Applicant and Staff would work out the details further. He said he appreciated Staff's presentation as well.

~~Mr. Martens remarked the tenant of the building might end up being a restaurant in order to have enough social distancing to run a viable business. [56:05]~~

The motion passed unanimously.

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

VII. Board Member Communications:

- A. Results of the August 31, 2020 DRB Panel A special meeting
- B. Recent City Council Action Minutes

Kimberly Rybold, Senior Planner, noted Frog Pond Ridge, the 71-lot subdivision, was the fourth to be approved in the Frog Pond West area and was currently in the City Council Zone Map Amendment and Annexation process. The second reading would be at the October 5, 2020 City Council meeting.

Daniel Pauly, Planning Manager, thanked Shawn O'Neil for chairing the meeting in Samy Nada's absence.

Chair O'Neil confirmed that tonight was Ms. Schroeder's last meeting on the Board.

Ellie Schroeder noted she would turn in her resignation tomorrow, as she and her husband were moving to Washington State to be closer to their family.

Chair O'Neil stated he appreciated Ms. Schroeder's service on the Board, adding he found her participation helpful. He had enjoyed their discussions and debates, and he was sorry to see her leave, both as a member of the board and as a member of the community.

VIII. Staff Communications

There were no comments.

IX. Adjournment

The meeting adjourned at 9:17 p.m.

Respectfully submitted,

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 26, 2020

6:30 PM

VI. Public Hearing:

- A. Resolution No. 384. Nicoli Pacific Yard Expansion: Gavin Russell, CIDA Architects & Engineers – Representative for David Nicoli, Nicoli Pacific LLC – Owner.** The applicant is requesting approval of a Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, and Type C Tree Removal Plan for expansion of the outdoor storage yard in Phase 1 of a new three-phase industrial development. The site is located Tax Lots 300 and 500 of Section 14A, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files:

- | | |
|-----------|----------------------------------|
| DB20-0035 | Stage I Master Plan Modification |
| DB20-0036 | Stage II Final Plan Modification |
| DB20-0037 | Site Design Review |
| DB20-0038 | Type C Tree Removal Plan |

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 384**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A STAGE I MASTER PLAN MODIFICATION, STAGE II FINAL PLAN MODIFICATION, SITE DESIGN REVIEW, AND TYPE C TREE REMOVAL PLAN FOR EXPANSION OF THE OUTDOOR STORAGE YARD IN PHASE 1 OF A NEW THREE-PHASE INDUSTRIAL DEVELOPMENT. THE SUBJECT SITE IS LOCATED ON TAX LOTS 300 AND 500 OF SECTION 14A, TOWNSHIP 3 SOUTH, RANGE 1 WEST, CLACKAMAS COUNTY, OREGON. GAVIN RUSSELL, CIDA ARCHITECTS & ENGINEERS – REPRESENTATIVE FOR DAVID NICOLI, NICOLI PACIFIC LLC – OWNER.

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

WHEREAS, the Planning Staff has prepared the staff report on the above-captioned subject dated October 19, 2020, 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 26, 2020, 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 19, 2020, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB20-0035 through DB20-0038; Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, and Type C Tree Removal Plan.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 26th day of October, 2020, and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Samy Nada, Chair - Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant

Exhibit A1
Staff Report
Wilsonville Planning Division
Nicoli Pacific Yard Expansion

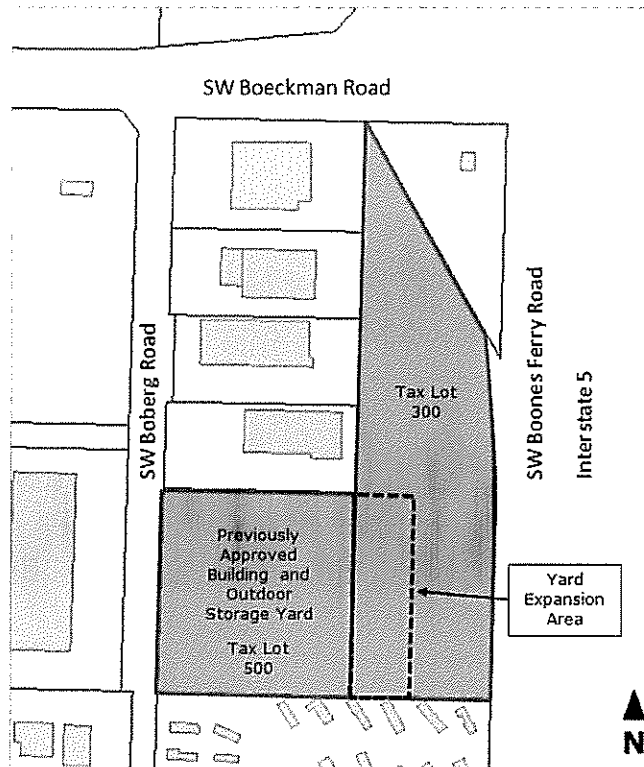
Development Review Board Panel 'B'
Quasi-Judicial Public Hearing

Hearing Date:	October 26, 2020
Date of Report:	October 19, 2020
Application Nos.:	DB20-0035 Stage I Master Plan Modification DB20-0036 Stage II Final Plan Modification DB20-0037 Site Design Review DB20-0038 Type C Tree Removal Plan
Request/Summary:	The requests before the Development Review Board include a Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, and Type C Tree Removal Plan for expanding the outdoor storage yard into adjacent Tax Lot 300 in Phase 1 of the Nicoli Pacific Industrial Development.
Location:	28370 SW Boberg Road. The property is specifically known as Tax Lots 300 and 500, Section 14A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon
Owner:	Nicoli Pacific, LLC (Contact: David Nicoli)
Applicant:	CIDA Architects & Engineers (Contact: Gavin Russell)
Comprehensive Plan Designation:	Industrial
Zone Map Classification):	PDI (Planned Development Industrial)
Staff Reviewers:	Cindy Luxhoj AICP, Associate Planner Khoi Le PE, Development Engineering Manager Kerry Rappold, Natural Resources Program Manager
Staff Recommendation:	<u>Approve with conditions</u> the requested Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, and Type C Tree Removal Plan (DB20-0035 through DB20-0038) for the Nicoli Pacific Yard Expansion.

Applicable Review Criteria:

Development Code:	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.034	Application Requirements
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.117	Standards Applying to Industrial Development in All Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.135	Planned Development Industrial (PDI) Zone
Section 4.137.5	Screening and Buffering (SB) Overlay 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 4.167	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 Recyclables Storage
Section 4.199	Outdoor Lighting
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.450 as applicable	Site Design Review
Sections 4.600 through 4.640 as applicable	Tree Preservation and Protection
Other Planning Documents:	
Wilsonville Comprehensive Plan Previous Land Use Approvals	

Vicinity Map



Background:

The property owner, Nicoli Pacific, LLC, through DP Nicoli Shoring Solutions provides shoring equipment, such as steel plates, trench shields and slide rails, to the construction industry. In May 2019, the Development Review Board (DRB) approved with conditions a Zone Map Amendment and Stage I Master Plan (DB19-0004 and DB19-0005) for the three-phase Nicoli Pacific Industrial Development project on the subject property, which includes Tax Lots 300 and 500 as shown in the vicinity map above. In April 2020, the DRB approved with conditions Phase 1 of the Master Plan (DB20-0002 through DB20-0006) on Tax Lot 500 fronting on SW Boberg Road. Phase 1 includes a single-story 13,200-square-foot (sf) metal building with 2,024 sf of office, an 1,800-sf storage mezzanine, an accessory wash bay, and repair areas, and a 52,700-sf paved outdoor storage yard.

The current application requests a Stage I Master Plan Modification, a Stage II Final Plan Modification, Site Design Review, and a Type C Tree Removal Plan to expand the Phase 1 development area into the adjacent Tax Lot 300 to increase the area of the previously approved outdoor storage yard by approximately 33,118 sf. This change would increase the size of the yard from 52,700 sf to 85,818 sf to allow for more efficient outdoor storage layout to improve on-site safety and maneuverability for workers.

Summary:

Stage I Master Plan Modification (DB20-0035)

The DRB approved a Stage I Master Plan (DB19-0005) and Stage I Master Plan Modification (DB20-0002) for the entire subject property (Tax Lots 300 and 500) in May 2019 and April 2020, respectively. The approved Stage I Master Plan and Modification includes three speculative industrial/flex buildings totaling approximately 96,000 square feet developed in three phases. The master plan anticipated each building accommodating office-technology, headquarters, manufacturing, and warehouse uses.

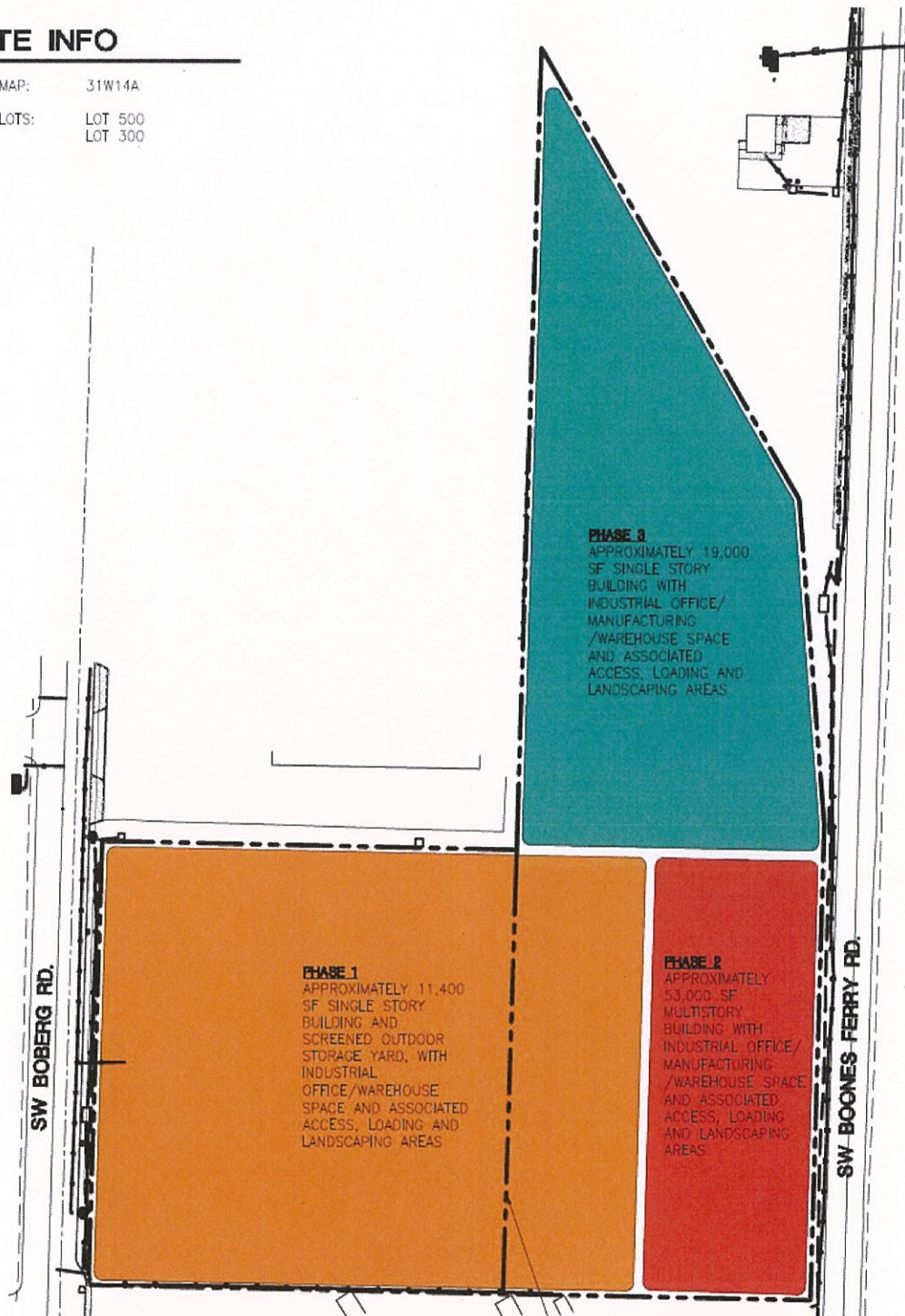
The current request for a second Stage I Master Plan Modification expands the Phase 1 development area into the adjacent Tax Lot 300 to increase the area of the previously approved outdoor storage yard by approximately 33,118 sf. No other changes to development phasing or anticipated building size for Phases 1 and 2 is proposed. As discussed above, the yard expansion is needed to allow more efficient outdoor storage layout that will improve on-site safety and maneuverability for workers. The table below compares the approved Stage I Master Plan Modification with the current request. In addition, the diagram that follows below illustrates the modified Master Plan as currently proposed.

Comparison of Approved Stage I Master Plan Modification and Current Request		
Phase and Schedule	Approved Stage I Master Plan Modification	Current Request
Phase 1 Construction 2019	13,200-sf, one-story building (11,400 warehouse space with 1,800 storage mezzanine) and 52,700-sf outdoor storage yard on Tax Lot 500, fronting SW Boberg Rd No frontage on SW Boones Ferry Rd	Expand outdoor storage yard by 33,118 sf to the east onto Tax Lot 300 for total size of 85,818 sf No change from previously approved Stage I Master Plan Modification related to site improvements on Tax Lot 500
Phase 2 Construction 2024	53,000-sf, multi-story building on south side of Tax Lot 300, fronting SW Boones Ferry Rd	No change from previously approved Stage I Master Plan Modification
Phase 3 Construction 2029	19,000-sf, one-story building on north side of Tax Lot 300, fronting SW Boones Ferry Rd	No change from previously approved Stage I Master Plan Modification

Modified Stage I Master Plan

SITE INFO

TAX MAP: 31W14A
TAX LOTS: LOT 500
 LOT 300



The City previously approved a lot line adjustment (AR19-0059) and partition plat (AR20-0006) to alter the property line that separates Tax Lots 300 and 500. The approved configuration of lots will not change with the current application. Since the applicant owns both lots, and the current application does not propose any additional buildings or other permanent structures, the proposed outdoor storage yard expansion onto Tax Lot 300 is consistent with the previously approved Stage I Master Plan and Modification.

Stage II Final Plan (DB20-0036)

The only proposed change to the Phase 1 area of the previously approved Stage II Final Plan is expansion of the outdoor storage yard by 33,118 sf onto Tax Lot 300. No other changes to the development are proposed. The Stage II Final Plan reviews the function and design of the expanded outdoor storage yard, including assuring the proposal meets all the performance standards of the PDI zone.

Traffic and Vehicle Access

Traffic and vehicular access would not be affected by the proposed expansion of the outdoor storage yard.

Industrial Performance Standards

The proposed development with expansion of the storage yard can continue to meet or will meet with Conditions of Approval all the industrial performance standards for such factors as off-site vibrations, screening of outdoor storage, heat and glare, and noise.

Pedestrian Access and Circulation

No changes to pedestrian access to the site or internal circulation will occur as part of the proposed outdoor storage yard expansion.

Parking

Because the square footage of the building will not change as a result of the current application, the parking requirement remains the same. The proposed parking area with 9 spaces along SW Boberg Road, and 4 bicycle parking spaces, continues to meet the requirement.

Site Design Review (DB20-0037)

This request for Site Design Review applies only to the proposed outdoor storage yard expansion area on Tax Lot 300, which is an extension of the previously approved yard on Tax Lot 500. No changes are proposed as part of the current application to the previously approved building or site design on Tax Lot 500. Landscaping will remain as previously approved, but will be extended to surround the expanded outdoor storage yard on the north, east and south sides.

Type C Tree Removal Plan (DB20-0038)

There are two trees along the south property boundary on Tax Lot 300 that would be affected by expansion of the outdoor storage yard. Both are multi-stemmed big leaf maple trees that measure 7" to 11" diameter at breast height (DBH). The trees are in fair to poor condition and have poor structure due to pruning for power line clearance. The applicant proposes removing both trees and mitigating their removal by planting 14 trees along the perimeter of the yard expansion area, and additional trees in a stormwater facility in the buffer at its south end, substantially exceeding the mitigation requirements. There are no on-site or off-site trees in the expansion area on Tax Lot 300 that require protection during construction.

Neighborhood and Public Comments:

No public comments have been received.

Discussion Points:

Area of Special Concern E, and Screening and Buffering (SB) Overlay Zone

The subject property (including both Tax Lots 300 and 500) is located in Area of Special Concern E in the Comprehensive Plan. This area is planned for industrial use, however, there are concerns related to continuity in design with other development and protection of the Walnut Mobile Home Park, which is zoned Residential Agricultural Holding (RA-H) and located immediately to the south.

The previously approved Zone Map Amendment (DB19-0004) for the property was conditioned to give consideration to the Design Objectives of Area of Special Concern E. Conditions of Approval include:

- PDA 1. The proposed project shall be carefully designed to promote continuity in design with other development in Comprehensive Plan Area of Special Concern E and sufficiently buffered to minimize disturbance for residents of the Walnut Mobile Home Park immediately south of the subject property.
- PDA 2. The proposed project shall be designed to minimize traffic (truck) conflicts with residential activities, including pedestrians.

In addition, the previously approved Stage I Master Plan (DB19-0005) includes conditions specific to the Screening and Buffering (SB) Overlay Zone. The SB Overlay Zone, defined in Subsection 4.137.5 of the Wilsonville Code (WC), requires appropriate screening and buffering for areas where residential and nonresidential land uses abut. For industrial properties, the SB Overlay Zone requires a 10-foot buffer with landscaping to the High Wall standard or a 20-foot-deep buffer with landscaping to the High Screen standard. Further, there are restrictions on motor vehicle access, exterior operations, and signs, and the DRB may impose additional landscape requirements to minimize visual impacts of any approved vehicle access points. Conditions of Approval of the previously approved Stage I Master Plan include:

- PDB 1. The proposed project shall provide appropriate screening and buffering to assure adequate separation of potentially conflicting land uses specifically related to the residentially zoned (RA-H) residential use (Walnut Mobile Home Park) to the south.
- PDB 2. The SB Overlay Zone shall be applied along the southern boundary of the subject property abutting the Walnut Mobile Home Park property.
- PDB 3. No motor vehicle access shall be allowed through the landscaped area required in the SB Overlay Zone area.

The Conditions of Approval of Zone Map Amendment and Stage I Master Plan were applied to the April 2020 development application for the Nicoli Pacific Industrial Development project (DB20-002 through DB20-006), and apply to the current requests associated with the Stage I Master Plan Modification to accommodate expansion of the outdoor storage yard onto the adjacent Tax Lot 300.

As previously approved, the area between the south boundary of the development on Tax Lot 500 and the north boundary of the Walnut Mobile Home Park includes a 30-foot-wide (20 feet required) buffer with landscaping to the High Screen standard, which exceeds the SB Overlay Zone requirements. A 6-foot-tall chain link fence with privacy slats borders the northern boundary of the buffer area with dense shrub plantings meeting the High Screen standard lining the fence on the south side, providing additional screening of industrial operations to the north. In addition, trees, shrubs, and groundcover in the stormwater swale through the center of the buffer area further screen activities to the north.

A buffer area matching that previously approved on Tax Lot 500 is proposed to screen the outdoor storage yard expansion area on Tax Lot 300 in the current application. In addition, one tree and dense shrub plantings are proposed at the southeast corner of the storage yard to screen and buffer the yard from view for mobile home park residents.

Conclusion and Conditions of Approval:

Staff has reviewed the applicant’s analysis of compliance with the applicable criteria. The Staff Report adopts the applicant’s responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, staff recommends that DRB Panel ‘B’ approve, with the conditions below, the proposed Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, and Type C Tree Removal Plan (DB20-0035 through DB20-0038) for the Nicoli Pacific Storage Yard Expansion.

Planning Division Conditions:

Request A: DB20-0035 Stage I Master Plan Modification

PDA 1. Minor changes in an approved preliminary 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, including extension or revision of the staged

	development schedule, shall be processed in the same manner as the original application and shall be subject to the same procedural requirements.
PDA 2.	<p>Conditions of Approval PDA 1 and PDA 2 of the approved Zone Map Amendment (DB19-0004) shall continue to apply to development within the Stage I Master Plan area giving consideration to the Design Objectives of Area of Special Concern E including:</p> <ul style="list-style-type: none"> • The proposed project shall be carefully designed to promote continuity in design with other development in Comprehensive Plan Area of Special Concern E and sufficiently buffered to minimize disturbance for residents of the Walnut Mobile Home Park immediately south of the subject property. • The proposed project shall be designed to minimize traffic (truck) conflicts with residential activities, including pedestrians. See Finding A6.
PDA 3.	<p>Conditions of Approval PDB 1, PDB 2, and PDB 3 of the previously approved Stage I Master Plan and Modification (DB19-0005 and DB20-0002) shall continue to apply to development within the Stage I Master Plan area specific to the Screening and Buffering (SB) Overlay Zone including:</p> <ul style="list-style-type: none"> • The proposed project shall provide appropriate screening and buffering to assure adequate separation of potentially conflicting land uses specifically related to the residentially zoned (RA-H) residential use (Walnut Mobile Home Park) to the south. • The SB Overlay Zone shall be applied along the southern boundary of the subject property abutting the Walnut Mobile Home Park property. • No motor vehicle access shall be allowed through the landscaped area required in the SB Overlay Zone area. See Finding A14.
PDA 4.	<u>Prior to Temporary Occupancy/Ongoing:</u> The part of the subject property to be developed in Phases 2 and 3 (Tax Lot 300 outside the outdoor storage yard expansion area) shall be maintained in undisturbed field grass and mowed as necessary to prevent fire hazards and unsightly conditions. See Finding A11.

Request B: DB20-0036 Stage II Final Plan Modification

PDB 1.	<u>General:</u> The approved final plan and staged development schedule shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. Minor changes in an approved 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, including extension or revision of the staged development schedule, shall be processed in the same manner as the original application and shall be subject to the same procedural requirements.
PDB 2.	<u>Ongoing:</u> Within 100 feet of the south property boundary adjacent to the Walnut Mobile Home Park, loading and unloading operations and truck maneuvering is prohibited between the hours of 10:00 pm and 7:00 am so long as the property to the south is used for residential purposes. The areas of the proposed outdoor

	storage yard expansion area within 100 feet of the south property boundary shall be clearly marked with signs or by other means indicating this limitation. Noises produced in violation of the Noise Ordinance shall be subject to the enforcement procedures established in Wilsonville Code (WC) 6.204 for such violations. See Finding B26.
PDB 3.	<u>Prior to Temporary Occupancy:</u> The outdoor storage yard expansion area shall be screened from public view from adjacent properties and public right-of-way by a sight obscuring fence or planting not less than 6 feet in height, unless visible storage has been approved for the site by the DRB or Planning Director acting on the development permit. Sufficient high shrubs to form a continuous screen at least 6 feet high and 95% opaque, year-round must be provided. In addition, one tree every 30 linear feet of landscaped area or as otherwise required to provide a tree canopy over the landscaped area, and ground cover plants that fully cover the remainder of the landscaped area are required. A 6-foot-high masonry wall or berm may be substituted for the shrubs, but the trees and ground cover plants are still required. See Findings B26, B46, and B48.
PDB 4.	<u>Prior to Final Occupancy:</u> All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties. See Finding B48.
PDB 5.	<u>Prior to Temporary Occupancy:</u> The expanded outdoor storage yard shall not begin operation until the fence is installed and landscape plantings are in place and approved by the City. A temporary occupancy permit may be issued upon a posting of a bond or other security equal to one hundred ten percent (110%) of the cost of such fence or planting and their installation. See Finding B49.
PDB 6.	<u>Prior to Final Occupancy:</u> All travel lanes shall be constructed to be capable of carrying a twenty-three (23) ton load. See Finding B51.

Request C: DB20-0037 Site Design Review

PDC 1.	<u>Ongoing:</u> Construction, site development, and landscaping shall be carried out in substantial accord with the DRB 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 C3.
PDC 2.	<u>Prior to Temporary Occupancy:</u> All landscaping required and approved by the DRB shall be installed prior to occupancy of the proposed development 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

	<p>within the six-month period, or within an extension of time authorized by the DRB, 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 C11.</p>
PDC 3.	<p>Ongoing: 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 DRB, pursuant to the applicable sections of Wilsonville’s Development Code. See Findings C12 and C14.</p>
PDC 4.	<p>Ongoing: All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the DRB, unless altered as allowed by Wilsonville’s Development Code. See Finding C13.</p>
PDC 5.	<p>Prior to Temporary Occupancy: All trees shall be balled and burlapped and conform in grade to “American Standards for Nursery Stock” current edition. Tree size shall be a minimum of 2-inch caliper. See Finding C22.</p>
PDC 6.	<p>Prior to Temporary Occupancy: The following requirements for planting of shrubs and ground cover shall be met:</p> <ul style="list-style-type: none"> • Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch. • Native topsoil shall be preserved and reused to the extent feasible. • Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings. • All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10- to 12-inch spread. • Shrubs shall reach their designed size for screening within 3 years of planting. • Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4-inch pot spaced 2 feet on center minimum, 2-1/4-inch pots spaced at 18 inches on center minimum. • No bare root planting shall be permitted. • Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within 3 years of planting. • Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations. • Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding C28.
PDC 7.	<p>Prior to Temporary Occupancy: Plant materials shall be installed and irrigated to current industry standards and be properly staked to ensure survival. Plants that die shall be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. See Finding C28.</p>

<p>PDC 8. <u>Prior to Non-Grading Building Permit Issuance:</u> Final review of the proposed site lighting's conformance with the Outdoor Lighting Ordinance will be determined at the time of Building Permit issuance. See Findings C34 through C38.</p>
<p>PDC 9. <u>Ongoing:</u> Lighting shall be reduced one hour after close, but in no case later than 10 p.m., to 50% of the requirements set forth in the Oregon Energy Efficiency Specialty Code. See Finding C38.</p>

Request D: DB20-0038 Type C Tree Removal Plan

<p>PDE 1. <u>General:</u> This approval for removal applies only to the two (2) trees on Tax Lot 300 in the outdoor storage yard expansion area identified in the applicant's submitted materials. All other trees on the property shall be maintained unless removal is approved through separate application.</p>
<p>PDE 2. <u>Prior to Grading Permit Issuance:</u> The Applicant shall submit an application for a Type 'C' Tree Removal Permit on the Planning Division's Development Permit Application form, together with the applicable fee. In addition to the application form and fee, the applicant shall provide the City's Planning Division an accounting of trees to be removed within the project site, corresponding to the approval of the DRB. The applicant shall not remove any trees from the affected part of the project site until the tree removal permit, including the final tree removal plan, have been approved by Planning Division staff.</p>
<p>PDE 3. <u>Prior to Temporary Occupancy/Ongoing:</u> The permit grantee or the grantee's successors-in-interest shall cause the replacement trees to be staked, fertilized and mulched, and shall guarantee the trees for 2 years after the planting date. A "guaranteed" tree that dies or becomes diseased during the 2 years after planting shall be replaced. See Finding D10.</p>

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, performance standards, 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 Findings and Conditions:

PFA 1.	<u>Prior to Issuance of Public Works Permit</u> , Public Works Plans and Public Improvements shall conform to the "Public Works Plan Submittal Requirements and Other Engineering Requirements" in Exhibit C1.
PFA 2.	<u>Prior to Issuance of Public Works Permit</u> , submit a storm drainage report to Engineering for review and approval. The storm drainage report shall demonstrate the proposed development is in conformance with the Low Impact Development (LID) treatment and flow control requirements. Submit infiltration testing results that correspond with the locations of the proposed LID facilities.
PFA 3.	<u>Prior to Commencing Site Improvements</u> , an approved Erosion Control Permit must be obtain and erosion control measures must be in place.
PFA 4.	Onsite LID facilities must be constructed <u>prior to Issuance of Final Building Certificate of Occupancy</u> . These facilities must also be maintained properly in order to provide the required treatment and flow control appropriately. Therefore, the applicant must execute a Stormwater Maintenance Easement Agreement with the City. The Agreement must be recorded at the County prior to Issuance of Building Certificate of Occupancy.

Natural Resources Conditions:

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

No conditions for this request.	
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Master Exhibit List:

Entry of the following exhibits into the public record by the DRB confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB20-0035 through DB20-0038 and 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
 - Narrative, including Summary, and Development Phases and Schedule
 - Response to Applicable Review Criteria
 - Revised Master Plan Diagram
 - Addendum to Tree Inventory and Arborist Report
 - Stormwater Report
 - Geotechnical Report
 - Landscape Elevation Illustration
- B2. Drawing Package
 - CS1 – Cover Sheet
 - C0.1 – General Notes
 - C0.2 – Existing Conditions
 - C0.3 – Demolition Plan
 - C1.0 – Hardscape Plan
 - C2.0 – Grading Plan
 - C3.0 – Utility Plan
 - C4.0 - Details
 - L1.01 and L1.02 – Landscape Plans
 - L1.04 – Tree Plan
 - A0.1 – Site Plan
 - A0.2 and A0.3 – Site Details
 - A0.4 – Site Lighting Plan
 - A0.6 – Circulation Plan

Development Review Team Correspondence

C1. Public Works Plan Submittal Requirements and Other Engineering Requirements

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on August 19, 2020. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application complete on September 15, 2020. The City must render a final decision for the request, including any appeals, by January 13, 2021.
2. Surrounding land uses are as follows:

Compass Direction	Zone	Existing Use
North	PDI	City of Wilsonville Boeckman Well House; Wilsonville Toyota (north of SW Boeckman Road); Industrial Development
East	NA	Interstate 5
South	RA-H	Walnut Mobile Home Park
West	PDI	Industrial Development

3. Previous Planning Approvals:
DB19-0004 – Zone Map Amendment
DB19-0005 – Stage I Master Plan
AR19-0059 – Lot Line Adjustment
AR20-0006 – Partition Plat
DB20-0002 through DB20-0006 – Stage I Master Plan Modification, Stage II Final Plan, Site Design Review, Class III Sign Review, Type C Tree Removal Plan
AR20-0028 – Site Revisions (Trash Enclosure and Landscaping)
4. The applicant has complied with Sections 4.008 through 4.011, 4.013-4.031, 4.034 and 4.035 of the Wilsonville Code, said sections pertaining to review procedures and submittal requirements. The required public notices have been sent and all proper notification procedures have been satisfied.

Findings:

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

General Information

Application Procedures - In General Section 4.008

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

Initiating Application Section 4.009

The application has the signatures of David Nicoli, Nicoli Pacific, LLC, property owner, and Gavin Russell, CIDA Architects & Engineers, applicant and authorized signer for the property owner.

Pre-Application Conference Subsection 4.010 (.02)

The City held a Pre-application Conference (PA19-0017) on September 19, 2019, 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 Subsections 4.035 (.04) A. and 4.035 (.05)

The applicant has provided all of the applicable general submissions and the application was deemed complete on September 15, 2020.

Zoning - Generally Section 4.110

The proposed development is in conformity with the applicable zoning district (PDI) and general development regulations listed in Sections 4.140 through 4.199.

Request A: DB20-0035 Stage I Master Plan Modification

Planned Development Regulations

Planned Development Purpose

Subsection 4.140 (.01)

- A1.** The subject property, including Tax Lots 300 and 500, is sufficiently large to allow for comprehensive master planning, and to provide flexibility in the application of certain regulations in a manner consistent with the intent of the Comprehensive Plan and general provisions of the zoning regulations.

A Stage I Master Plan (DB19-0005) for the subject property was approved in May 2019, with findings demonstrating consistency of the Master Plan with the Planned Development Regulations and the land use designation in the Comprehensive Plan with consideration given to Design Objectives of Area of Special Concern E.

A Stage I Master Plan Modification (DB20-0002) for the property was approved in April 2020. The modified Master Plan retained the overall intent to develop the property in three phases, but changed the order of development, anticipated building size for Phases 1 and 2, and total square footage of buildings at full build-out. The phasing schedule and Phase 3 of the previously approved Master Plan remained the same, with construction anticipated in 2020 (Phase 1), 2024 (Phase 2), and 2029 (Phase 3).

The current application (DB20-0035) for a second Stage I Master Plan Modification expands the outdoor storage yard from Tax Lot 500 into adjacent Tax Lot 300. No other changes to development phasing or anticipated building size for Phases 1 and 2 are proposed. Per the applicant's narrative, the yard expansion is needed to allow more efficient outdoor storage layout that will improve on-site safety and maneuverability for workers. A revised Master Plan diagram, and a comparison of the previously approved Stage I Master Plan Modification and requested second modification, are included in the Summary section and discussed in Findings A6 and A14 of this Staff Report. The current proposed Stage I Master Plan Modification remains consistent with the Planned Development Regulations and the land use designation in the Comprehensive Plan with consideration given to Design Objectives for Area of Special Concern E.

Planned Development Lot Qualifications

Subsection 4.140 (.02)

- A2.** The property is of sufficient size (greater than 2 acres in two tax lots) to be developed in a manner consistent with the purposes and objectives of Section 4.140. It allows for development of the proposed uses while meeting applicable site standards indicating it is of sufficient size.

All Property Owners Part of Application
Subsection 4.140 (.03)

- A3. The subject property is in the single ownership of Nicoli Pacific, LLC, whose owner, David Nicoli, has signed the application.

Professional Design Team
Subsection 4.140 (.04)

- A4. As can be found in the applicant's submitted materials, the design team is composed of appropriate professionals, including survey, geotechnical engineering, civil and landscape, architectural, planning and structural design, and a commercial general contractor. Lead team members include: Tara Lund, Principal Architect, and Gavin Russell, Project Manager, with CIDA Architects & Engineers; David Anderson, Landscape Architect, with Aurora Landscape; and Craig Harris, Civil Engineer, with AAI Engineering.

Planned Development Permit Process
Subsection 4.140 (.05)

- A5. The subject property is larger than 2 acres, designated for industrial development in the Comprehensive Plan, and zoned PDI. The applicant submitted for a Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, and Type C Tree Removal Plan for expansion of the outdoor storage yard, which comprise the current application. The property will be developed as a planned development in accordance with this subsection.

Comprehensive Plan Consistency
Subsection 4.140 (.06)

- A6. The subject property (Tax Lots 300 and 500) is designated Industrial and located in Area of Special Concern E in the Comprehensive Plan. The Zone Map Amendment (DB19-0004) to rezone the subject property from RA-H to PDI was conditioned to give consideration to the Design Objectives of Area of Special Concern E. Conditions of Approval for the Zone Map Amendment include:
- PDA 1. The proposed project shall be carefully designed to promote continuity in design with other development in Comprehensive Plan Area of Special Concern E and sufficiently buffered to minimize disturbance for residents of the Walnut Mobile Home Park immediately south of the subject property.
 - PDA 2. The proposed project shall be designed to minimize traffic (truck) conflicts with residential activities, including pedestrians.

Conditions of Approval PDA 1 and PDA 2 of the previously approved Zone Map Amendment continue to apply to development within the Stage I Master Plan area and, therefore, apply to the current Stage I Master Plan Modification request.

Findings under Request B, Stage II Final Plan Modification, and Request C, Site Design Review, demonstrate the proposed outdoor storage yard expansion in Phase 1 of the project is carefully designed to harmonize with the previously approved development, which promotes continuity in design with other development in the area, is sufficiently buffered to minimize disturbance for residents of the mobile home park, and designed to minimize truck traffic conflicts with residential activities.

In addition, the previously approved Stage I Master Plan and Modification (DB19-0005 and DB20-0002) for the subject site includes conditions specific to the Screening and Buffering (SB) Overlay Zone (see discussion under Findings A14 through A19 of this Staff Report).

Application Requirements

Subsection 4.140 (.07)

- A7. Review of the proposed Stage I Master Plan Modification has been scheduled for a public hearing before the DRB 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 the sole ownership of David Nicoli, Nicoli Pacific, LLC, and the application has been signed by the owner and the applicant, Gavin Russell, CIDA Architects & Engineers.
 - The application for a Stage I Master Plan Modification has been submitted on a form prescribed by the City.
 - The professional design team and coordinator have been identified.
 - The applicant has stated the various uses involved in the Stage I Master Plan Modification and their locations.
 - The boundary affected by the Stage I Master Plan Modification has been clearly identified and legally described.
 - Sufficient topographic information has been submitted.
 - Information on the land area to be devoted to various uses has been provided.
 - Phasing information has been provided.
 - Any necessary performance bonds will be required.
 - Waiver information has been submitted, if applicable.

Planned Development Industrial (PDI) Zone

Purpose of Planned Development Industrial (PDI) Zone

Subsection 4.135 (.01)

- A8. The subject property is proposed for a variety of industrial operations and associated uses consistent with the purpose stated in this subsection.

Uses Typically Permitted

Subsection 4.135 (.03)

- A9.** The uses proposed in the Stage I Master Plan Modification, including expansion of the outdoor storage yard, are limited to industrial uses such as industrial office, manufacturing, and warehousing, consistent with the list established in this subsection

Block and Access Standards

Subsections 4.135 (.04) and 4.131 (.03)

- A10.** No changes to pedestrian and vehicular connectivity, blocks, or access spacing along SW Boberg Road are proposed with the current application, and no waivers are requested with the current application.

PDI Performance Standards

Industrial Performance Standards

Subsections 4.135 (.05) A. through N.

- A11.** The Stage I Master Plan Modification enables conformance with the Industrial performance standards. The part of the property to be developed in Phases 2 and 3 (Tax Lot 300) will be maintained in undisturbed field grass and mowed as necessary to prevent fire hazards and unsightly conditions (see Conditions of Approval). Final compliance of the proposed expansion of the outdoor storage yard in Phase 1 of the development with the Industrial Performance Standards is reviewed under Request B, Stage II Final Plan Modification.

Other Standards for PDI Zone

Lot Size and Maximum Lot Coverage

Subsections 4.135 (.06) A. and B.

- A12.** Nothing in the current Stage I Master Plan Modification prevents the minimum individual lot size, maximum lot coverage, and minimum landscape requirements from being met.

Setbacks

Subsections 4.135 (.06) C. through E.

- A13.** No change to building setbacks for Phase 1 development are proposed as part of the Stage II Final Plan Modification. As noted elsewhere in this Staff Report, special care must be taken related to buffering and screening from the Walnut Mobile Home Park to the south consistent with Comprehensive Plan language for Area of Special Concern E and with the SB Overlay Zone.

Screening and Buffering (SB) Overlay Zone

Purpose of SB Overlay Zone Subsection 4.137.5 (.01)

A14. The SB Overlay Zone requires appropriate screening and buffering for areas where residential and nonresidential land uses abut. For industrial properties, the SB Overlay Zone requires a 10- to 20-foot-deep buffer area with landscaping to the High Wall or High Screen standard, respectively. Further, there are restrictions on motor vehicle access, exterior operations, and signs, and the DRB may impose additional landscape requirements to minimize visual impacts of any approved vehicle access points.

The subject property was previously approved for a variety of nonresidential uses consistent with the PDI zone and abuts a residentially zoned (RA-H) residential use (Walnut Mobile Home Park) to the south, which meets the purpose for applying the SB Overlay Zone and requiring appropriate screening and buffering to assure adequate separation of potentially conflicting land uses.

The Stage I Master Plan (DB19-0005), approved in May 2019, includes conditions specific to the Screening and Buffering (SB) Overlay Zone, and these conditions continue to apply to the current Stage I Master Plan Modification request:

- PDB 1. The proposed project shall provide appropriate screening and buffering to assure adequate separation of potentially conflicting land uses specifically related to the residentially zoned (RA-H) residential use (Walnut Mobile Home Park) to the south.
- PDB 2. The SB Overlay Zone shall be applied along the southern boundary of the subject property abutting the Walnut Mobile Home Park property.
- PDB 3. No motor vehicle access shall be allowed through the landscaped area required in the SB Overlay Zone area.

As required by these conditions of approval and the SB Overlay Zone, the proposed outdoor storage yard expansion in Phase 1 of the project provides appropriate screening and buffering to the residentially-zoned Walnut Mobile Home Park to the south and does not allow motor vehicle traffic through the landscaped area required in the SB Overlay Zone.

Application of SB Overlay Zone Subsection 4.137.5 (.02)

A15. The criteria for applying the SB Overlay Zone is met along the southern boundary of the subject property, which abuts the Walnut Mobile Home Park property. The Conditions of Approval of the Stage I Master Plan continue to apply to the current application for Modification. In response, the applicant proposes to extend the 30-foot-wide (20 feet required) buffer landscaped to the High Screen Standard along the southern edge of the yard expansion area between the proposed development and the north property boundary

of the Walnut Mobile Home Park. Compliance with the SB Overlay Zone requirements is discussed in detail under Request B, Stage II Final Plan Modification.

Landscaped Areas-Industrial Properties

Subsection 4.137.5 (.03) B.

A16. Landscaping of the yard expansion area is reviewed as part of the Stage II Final Plan Modification. As noted elsewhere in this Staff Report, special care needs to be taken related to buffering and screening from the Walnut Mobile Home Park to the south consistent with Comprehensive Plan language for Area of Special Concern E and Conditions of Approval of the Zone Map Amendment and Stage I Master Plan.

Ingress and Egress

Subsection 4.137.5 (.04)

A17. No motor vehicle access is allowed, and none is proposed in the current application for the yard expansion, through the landscaped area required in the SB Overlay Zone.

Exterior Work

Subsection 4.137.5 (.05)

A18. As reviewed in the Stage I Master Plan Modification no exterior manufacturing, storage, sales, or other similar work is proposed in the SB Overlay Zone area.

Signs

Subsection 4.137.5 (.06)

A19. No signs are proposed in the SB Overlay Zone area.

Performance Standards and Off-Site Impacts

Subsection 4.137.5 (.07)

A20. Review of conformance with the PDI zone Performance Standards occurs with the Stage II Final Plan Modification (Request B).

Request B: DB20-0036 Stage II Final Plan Modification

Planned Development Regulations

Planned Development Purpose

Subsection 4.140 (.01)

B1. The proposed Stage II Final Plan Modification for expansion of the outdoor storage yard on the Phase 1 site is consistent with the Planned Development Regulations purpose statement.

Planned Development Lot Qualifications
Subsection 4.140 (.02)

- B2. The subject property is of sufficient size (greater than 2 acres) to be developed in a manner consistent with the purposes and objectives of Section 4.140. It allows for development of the proposed uses while meeting applicable landscaping and other site requirements indicating it is of sufficient size.

Ownership Requirements
Subsection 4.140 (.03)

- B3. The subject property is in a single ownership by Nicoli Pacific, LLC, and the owner, David Nicoli, has signed the application.

Professional Design Team
Subsection 4.140 (.04)

- B4. As can be found in the applicant's submitted materials, the design team is composed of appropriate professionals, including survey, geotechnical engineering, civil and landscape, architectural, planning and structural design, and a commercial general contractor. Lead team members include: Tara Lund, Principal Architect, and Gavin Russell, Project Manager, with CIDA Architects & Engineers; David Anderson, Landscape Architect, with Aurora Landscape; and Craig Harris, Civil Engineer, with AAI Engineering.

Planned Development Permit Process
Subsection 4.140 (.05)

- B5. The subject property is larger than 2 acres, designated Industrial in the Comprehensive Plan, and zoned PDI. The property will be developed as a planned development in accordance with this subsection.

Consistency with Comprehensive Plan and Other Applicable Plans
Subsections 4.140 (.06) and 4.140 (.09) J. 1.

- B6. As discussed earlier in this Staff Report, the previously approved Zone Map Amendment and Stage I Master Plan were conditioned to give consideration to design objectives and standards of Area of Special Concern E in the Comprehensive Plan and the SB Overlay Zone. The current application continues to comply with the standards and imposed Conditions of Approval of these previous approvals as demonstrated in Findings A1, A6, and A14, above.

Stage II Final Plan Submission Requirements and Process

Timing of Submission
Subsection 4.140 (.09) A.

- B7. The applicant is submitting this Stage II Final Plan Modification within two (2) years of approval of a preliminary development plan (Stage I Master Plan) and, as authorized

pursuant to Section 4.035, has submitted for site modifications to Phase 1, the first unit of development, of the Stage I Master Plan Modification.

Development Review Board Role

Subsection 4.140 (.09) B.

- B8.** The DRB is considering all applicable permit criteria set forth in the Planning and Land Development Code and staff is recommending the DRB approve the application with Conditions of Approval.

Stage I Conformance and Submission Requirements

Subsection 4.140 (.09) C.

- B9.** The current Stage II Final Plan Modification substantially conforms to the current Stage I Master Plan Modification, which is being concurrently reviewed by the DRB. The applicant has provided the required drawings and other documents showing all the information required by this subsection.

Stage II Final Plan Detail

Subsection 4.140 (.09) D.

- B10.** The applicant has provided sufficiently detailed information to indicate fully the ultimate operation and appearance of Phase 1 of the development with the proposed yard expansion, including a detailed site plan, landscape plans, and related drawings.

Submission of Legal Documents

Subsection 4.140 (.09) E.

- B11.** No additional legal documentation is required for dedication or reservation of public facilities.

Expiration of Approval

Subsection 4.140 (.09) I. and Section 4.023

- B12.** The Stage II Final Plan Modification approval and other associated applications will expire two (2) years after approval, unless an extension is approved in accordance with these subsections.

Traffic Concurrency

Subsection 4.140 (.09) J. 2.

- B13.** No changes to the traffic analysis prepared by the City's traffic consultant, DKS Associates, for the previously approved development are anticipated to result from the current application for expansion of the outdoor storage yard in Phase 1.

The analysis estimated that the proposed development will result in 91 daily trips, 11 PM peak hour trips (3 in, 8 out), 1 PM peak hour trip through the I-5/Elligsen Road interchange, and 5 PM peak hour trips through the I-5/Wilsonville Road interchange area. This analysis

was completed for a substantially larger three-phase development than subsequently proposed. The analysis indicated that the LOS D standard will continue to be met by existing street improvements at the studied intersections with existing, planned, and proposed full development as follows:

- SW Boeckman Road/SW Boberg Road – LOS A/D, Volume to Capacity: 0.56
- SW Boones Ferry Road/SW Barber Street – LOS A/C, Volume to Capacity 0.40

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

B14. Facilities and services, including utilities in SW Boberg Road, are available and sufficient to serve the proposed development, including the expanded outdoor storage yard.

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

B15. A Condition of Approval will ensure adherence to approved plans except for minor revisions approved by the Planning Director through the Class I Administrative Review Process if such changes are consistent with the purposes and general character of the development plan.

Standards Applying to All Planned Development Zones

Additional Height Guidelines
Subsection 4.118 (.01)

B16. No changes to the previously approved building on the site are proposed in the current application for expansion of the storage yard.

Underground Utilities
Subsection 4.118 (.02)

B17. All utilities on the property are required to be underground.

Waivers
Subsection 4.118 (.03) A. through D.

B18. The applicant has not requested any waivers to the standards applying to all planned development zones.

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

B19. No additional requirements or restrictions are recommended pursuant to this subsection. Performance standards and requirements of the PDI zone address potential impacts from noise, odor, glare, etc.

Impact on Development Cost
Subsection 4.118 (.04)

B20. In staff's professional opinion, the determination of compliance or attached conditions do not unnecessarily increase the cost of development and no evidence has been submitted to the contrary.

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

B21. No additional tracts are being required for recreational facilities, open space area, or easements.

Habitat Friendly Development Practices
Subsection 4.118 (.09)

B22. Grading will be limited to that needed for the proposed yard expansion, no significant native vegetation would be retained by an alternative site design, the City's stormwater standards will be met thus limiting adverse hydrological impacts on water resources, and no impacts on wildlife corridors or fish passages have been identified.

Planned Development Industrial (PDI) Zone

Purpose of Planned Development Industrial (PDI) Zone
Subsection 4.135 (.01)

B23. The proposed development includes a variety of industrial operations and associated uses consistent with the purpose stated in this subsection.

Typically Permitted Uses
Subsection 4.135 (.03)

B24. The uses proposed in the Stage II Final Plan Modification are consistent with the Stage I Master Plan Modification and with the purpose of and permitted uses in the PDI zone, including office-technology, corporate headquarters, manufacturing, and warehousing.

Block and Access Standards
Subsections 4.135 (.04) and 4.131 (.03)

B25. No changes to pedestrian and vehicle connectivity, blocks, or access spacing along SW Boberg Road are proposed as part of the current application for yard expansion.

PDI Performance Standards

Industrial Performance Standards
Subsections 4.135 (.05) A. through N.

B26. The proposed project meets the performance standards of this subsection as follows:

- **Pursuant to Standard A** (enclosure of uses and activities), all non-parking/loading activities and uses and permitted outdoor storage, are completely enclosed in previously approved buildings as required.
- **Pursuant to Standard B** (vibrations), there is no indication that the proposed yard expansion will produce vibrations detectable off site without instruments.
- **Pursuant to Standard C** (emissions), there is no indication that odorous gas or other odorous matter will be produced by the yard expansion.
- **Pursuant to Standard D** (open storage), the proposed yard expansion area is fenced and landscaped as required to comply with the provisions of Section 4.176.
- **Pursuant to Standard E** (operations and residential areas), no change is proposed to the previously approved southern drive aisle, which provides access to the parking area and is the main entry point to the site for trucks. The drive aisle will be extended into the yard expansion area and is located within 100 feet of the north property boundary of the Walnut Mobile Home Park, a residential use in the RA-H zone. The applicant's narrative indicates that the development is not proposed for night operations, although on rare occasions emergency services may be requested beyond normal operating hours from municipalities in need of shoring equipment. In these situations, truck circulation will be directed through the north drive aisle and all work will be on the north side of the building, at a distance greater than 100 feet from the mobile home park. A Condition of Approval prohibits truck maneuvering within 100 feet of the south property boundary between the hours of 10:00 pm and 7:00 am so long as the property to the south is used for residential purposes, and requires this area be clearly marked with signs or by other means indicating this limitation.
- **Pursuant to Standard F** (heat and glare, exterior lighting), no exterior operations in the yard expansion area are proposed that would create heat and glare, and exterior lighting will be equipped with directional throw and/or cutoffs so as not to produce light on adjacent residential uses.
- **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), there is no evidence that the standards for liquid and solid waste will be violated.
- **Pursuant to Standard I** (noise), there is no evidence that noise generated from the proposed operations will violate the City's Noise Ordinance, however, as discussed under Standard E, above, the previously approved development and yard expansion area are located within 100 feet of and share a property boundary with a residential district and are, therefore, subject to certain noise limitations. Noises produced in violation of the Noise Ordinance are subject to the enforcement procedures established in Wilsonville Code (WC) 6.204 for such violations. A Condition of Approval will ensure compliance with the Noise Ordinance.
- **Pursuant to Standard J** (electrical disturbances), no functions or construction methods are proposed that would interfere with electrical systems, and any construction activity

that may require temporary electrical disruption for safety or connection reasons will be limited to the project site and coordinated with appropriate utilities.

- Pursuant to Standard K (discharge of air pollutants), there is no evidence that any prohibited discharge will be produced by the proposed project.
- Pursuant to Standard L (open burning), no open burning is proposed on the development site.
- Pursuant to Standard M (outdoor storage), outdoor storage will be maintained in an orderly manner, paved, and suitable for the materials being handled and stored.
- Pursuant to Standard N (unused area landscaping), the Phase 1 site (Tax Lot 500 and yard expansion area in Tax Lot 300) will be completely developed with buildings, circulation areas, outdoor storage, and landscaping.

Other Standards for PDI Zone

Lot Size and Maximum Lot Coverage

Subsections 4.135 (.06) A. and B.

B27. The yard expansion area of the Phase 1 site is of sufficient size to accommodate lot coverage of the proposed outdoor storage, landscaping, and other improvements.

Setbacks

Subsections 4.135 (.06) C. through E.

B28. No change to building location or setbacks to property lines in Phase 1 of the development will occur as a result of the proposed outdoor storage yard expansion.

Screening and Buffering (SB) Overlay Zone

Purpose and Application of SBOZ

Subsection 4.137.5 (.01) and (.02)

B29. The subject property is proposed for a variety of nonresidential uses consistent with the PDI zone and abuts a residentially zoned (RA-H) residential use (Walnut Mobile Home Park) to the south, which meets the purpose for applying the SB Overlay Zone. Appropriate screening and buffering is required to assure adequate separation of potentially conflicting land uses.

Landscaped Areas-Industrial Properties

Subsection 4.137.5 (.03) B.

B30. For land zoned PDI, the SB Overlay Zone requires either a 20-foot-deep area landscaped to at least the High Screen Standard, or a 10-foot-deep area landscaped to at least the High Wall Standard along all property lines where the SB Overlay Zone is applied. To provide buffering and screening from the Walnut Mobile Home Park to the south and consistent with the High Screen Standard, the applicant, in the previously approved development application, provided a 30-foot-wide landscaped buffer area and screening along the south property boundary shared with the mobile home park. These improvements will be

extended to the outdoor storage yard expansion area being reviewed in this current application, as required.

Ingress and Egress, Exterior Work, Signs, Performance Standards and Off-Site Impacts

Subsection 4.137.5 (.04) through (.07)

B31. Within the SB Overlay Zone:

- No motor vehicle access is allowed, and none is proposed.
- No exterior manufacturing, storage, sales, or other similar work is allowed, and none is proposed; however, there are stricter standards that apply to truck loading and unloading activities as discussed elsewhere in this Staff Report related to Industrial Performance Standards.
- No signs other than approved monument signs are allowed, and none are proposed.

As discussed in this Staff Report the proposed development complies with, or will with Conditions of Approval, performance standards of the PDI zone to limit impacts on surrounding properties and the overall community.

On-site Pedestrian Access and Circulation

Pathway System and Signs

Section 4.154 (.01) B. 1. through B.6.

B32. No changes to previously approved pedestrian access to the site, pathways, or crosswalks will occur with the current application for yard expansion. No pathways needing directional signage were proposed in the previous application and none are currently required or proposed.

Parking Area Design Standards and Landscaping

Minimum and Maximum Parking

Section 4.155 (.03) G.

B33. There will be no change to the size of the previously approved building on the site, therefore, no additional parking spaces are required for the current application.

Other Parking Design Standards

Subsections 4.155 (.02) and (.03)

B34. No changes are proposed in the current application to the previously approved parking area; therefore, all other applicable parking design standards and landscaping requirements will continue to be met for the site.

Screening to Residential Areas
Subsection 4.155 (.02) I.

B35. No parking is proposed in the outdoor storage yard expansion area; therefore, no additional screening along the south boundary of the subject property adjoining the Walnut Mobile Home Park, which is in a residential zone, is required or proposed.

Bicycle Parking Standards

Minimum Bicycle Parking and Other Standards
Subsection 4.155 (.04)

B36. No changes are proposed in the current application to the previously approved building and bicycle parking areas on the site; therefore, no additional bicycle parking spaces are required and all other applicable bicycle parking standards will continue to be met.

Off-Street Loading Requirements

Required Loading Berths and Other Standards
Subsection 4.155 (.05)

B37. There will be no change with the proposed yard expansion to the previously approved locations of truck loading/unloading areas on the site; therefore, applicable standards will continue to be met. Off-street parking areas will not be used for loading and unloading operations.

Carpool and Vanpool Parking

Required Carpool and Vanpool Parking
Subsection 4.155 (.06) A. through D.

B38. The previously approved development did not meet the minimum threshold of 75 spaces for designated carpool and vanpool parking; therefore, none was required. The current application for yard expansion does not result if any change to the project's compliance with this standard.

Other Development Standards

Access, Ingress, and Egress
Section 4.167

B39. No changes are proposed in the current application for yard expansion to the previously approved site plan that includes access to SW Boberg Road using 2 driveways located at defined points approved by the City.

Double-Frontage Lots
Sections 4.169 (.01) and (.02)

B40. The subject site does not have any double-frontage lots.

Natural Features and Other Resources
Section 4.171

The yard expansion area included in the Phase 1 portion of the development is open field that does not contain natural environmental and scenic features, and no part of the area is protected as part of the City's Significant Resource Overlay Zone (SROZ). There are no structures of any historic or cultural designation in the expansion area and no hillsides, trees or wooded areas, or hazard areas needing protection. An overhead power line runs along the south property boundary and caution will need to be taken when construction activities occur in this area. There are no high voltage power line easements or rights of way or petroleum pipeline easements in the yard expansion area.

There are two trees along the south property boundary on Tax Lot 300 that would be affected by expansion of the outdoor storage yard. Both are multi-stemmed big leaf maple trees that measure 7" to 11" diameter at breast height (DBH). The trees are in fair to poor condition and have poor structure due to pruning for power line clearance. The applicant proposes removing both trees and mitigating their removal by planting 14 trees in landscape areas surrounding the yard expansion area and additional trees in a stormwater facility in the buffer at the south end of the yard, substantially exceeding the mitigation requirements. There are no off-site trees south of the expansion area that require protection during construction.

Public Safety and Crime Prevention

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

B41. The fencing and security gate system on SW Boberg Road provided with the previously approved Phase 1 development does not change with the current application. Lighting throughout the site and fencing enclosing the outdoor storage yard on all sides will be expanded to include the additional yard area, and monitoring of entries and other key areas with exterior cameras provide additional security.

Addressing and Directional Signing
Subsection 4.175 (.02)

B42. No changes are proposed to addressing and directional signage with the current application for expansion of the storage yard. The building as previously approved will be properly addressed and identified, and address numbers will be placed on the building frontage on SW Boberg Road as required to assure identification by emergency response personnel and the general public.

Lighting to Discourage Crime
Subsection 4.175 (.04)

B43. No changes are proposed to building-mounted lights. Pole-mounted lights in the parking area and on the perimeter of the outdoor storage yard will help discourage crime and ensure public safety.

Landscaping Standards

Landscaping Standards Purpose
Subsection 4.176 (.01)

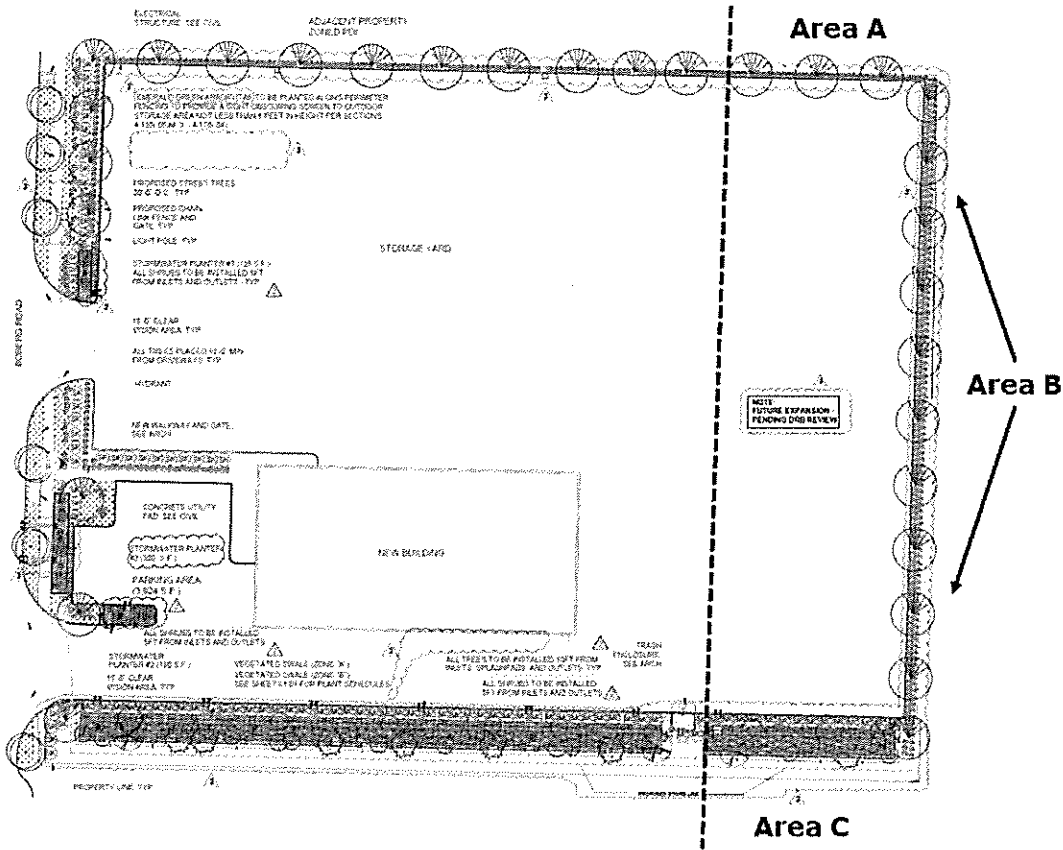
B44. Through complying with the various landscape standards in Section 4.176 the applicant has demonstrated the Stage II Final Plan Modification is in compliance with the landscaping and screening purpose statement.

Landscape Code Compliance
Subsection 4.176 (.02) B.

B45. No waivers or variances to landscape standards have been requested, thus all landscaping and screening must comply with the standards of this section.

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

B46. The current application for yard expansion will result in one minor change to landscaping within the part of the development on Tax Lot 500 as approved by the DRB in April 2020 and revised in August 2020. Approved landscaping along the east property boundary will be moved approximately 100 feet east onto Tax Lot 300 to accommodate the yard expansion. Landscaping surrounding the outdoor storage yard expansion area will mirror previously approved plantings throughout the site. As shown on Sheets L1.01 through L1.04 (Exhibit B2) of the current application, materials in the yard expansion area that are required to meet landscaping standards are provided as follows:



Landscape Areas A and B

- Area Description:** North (Area A) and east (Area B) perimeter of outdoor storage yard expansion area
- Landscaping Standard:** High Screen
- Comments on Intent:** Provides visual separation and sight-obscuring screen of outdoor storage yard from adjacent properties and public right-of-way
- Required Materials:** Fully cover, 6-foot hedge 95% opaque year round, trees every 30 feet or as required to provide canopy over landscape area.
- Materials Provided:** Emerald green arborvitae on inside (toward outdoor storage yard) of 6-foot chain link fence with privacy slats provides screening on north (Area A) and east (Area B). On east (Area B) a second row of dark green spreader yew alternated with red knock out rose provides additional screening west of arborvitae. No groundcover is shown on submitted Landscape Plan (Sheet L1.02) in these areas. Tree canopy provided by 3 upright European hornbeams on north side of expansion area (Area A) and 11 on east side (Area B) spaced approximately 30 feet on center. See Finding B48 for additional discussion of landscaping and screening requirements.

Landscape Area C

Area Description:	South side of site, along property line shared with Walnut Mobile Home Park
Landscaping Standard:	High Screen or High Wall along property line shared with mobile home park – SB Overlay Zone applies
Comments on Intent:	Screening and buffering required between development and mobile home park to south
Required Materials:	High Screen: Fully cover, 6-foot hedge 95% opaque year round, trees every 30 feet or as required to provide canopy over landscape area. High Wall: 6-foot masonry wall, trees every 30 feet or as required to provide canopy over landscape area. SB Overlay Zone: 20-foot buffer area with High Screen or 10-foot buffer area with High Wall. When landscaped area is 30 feet deep or greater, one tree every 800 sf and two high shrubs or three low shrubs every 400 sf.
Materials Provided:	Buffer: 30-foot-wide buffer area provided between north property line of mobile home park and south boundary of yard expansion area. Six (6)-foot chain link fence with privacy slats on north side of buffer. (see below for landscaping) North side of fence along yard perimeter: No landscaping provided; none required. South side of fence along yard perimeter: Pacific wax myrtle along fence except at southeast corner where there is dark green spreader yew, red knock out rose, and emerald green arborvitae. Tree canopy includes 1 upright European hornbeam on east end of buffer, and additional trees, and high and low shrubs in vegetated swale. Sword fern groundcover provided south of swale.

Landscape Area and Locations

Subsection 4.176 (.03)

B47. The applicant indicates that, with plantings in the yard expansion area, the Phase 1 part of the site will include 20,413 sf (15.2%) of landscaping, which exceeds the required 15% of total site area of 134,343 sf. Landscaping is proposed on the north, east and south sides of the expansion area as described above. Materials achieve a balance between various plant forms, textures, and heights, and native plant materials are used where practicable.

Buffering and Screening

Subsection 4.176 (.04) A. through F.

B48. In addition to the standards of this subsection, the requirements of Section 4.137.5 (SB Overlay Zone) are applied to the proposed development:

- **Pursuant to Standard A** (screening between intensive and less intensive developments), the proposed outdoor storage yard expansion area will be screened and buffered from the adjacent Walnut Mobile Home Park consistent with requirements of the SB Overlay Zone.
- **Pursuant to Standard B** (buffering and screening of activity areas on commercial and industrial sites from adjacent residential areas), buffering and screening to the High Screen Standard, as required by the SB Overlay Zone, is provided along the south boundary of the expansion area adjacent to the Walnut Mobile Home Park.
- **Pursuant to Standard C** (mechanical and utility equipment screening), all exterior, roof and ground mounted, mechanical and utility equipment must be screened from ground level off-site view from adjacent streets or properties. No roof or ground-mounted mechanical equipment is shown on the submitted plans; however, a Condition of Approval will ensure that all equipment is screened as required.
- **Pursuant to Standard D** (screening of outdoor storages areas), outdoor storage must be screened from public view unless visible storage has been approved for the site by the DRB or Planning Director acting on the development permit. The submitted plans (Sheet L1.02 in Exhibit B2) for the current application show landscaping on the north, east, and south sides of the proposed yard expansion area that includes a 6-foot chain link fence with privacy slats, trees at 30 feet on center, and emerald green arborvitae, which has a mature height of 10-15 feet and will achieve the required visual screening. In addition, lower growing dark green spreader yew and red knock out rose provides another layer of screening on the west side of the arborvitae along the east perimeter of the yard expansion area.
- **Pursuant to Standard E** (screening of loading areas and truck parking not in industrial zones), the proposed development is an industrial use in the PDI zone and, therefore, is not required to screen loading areas and docks, and truck parking.
- **Pursuant to Standard F** (fences over six (6) feet high), no fence over six (6) feet high is proposed in the outdoor storage expansion area.

Installation of Sight-Obscuring Fence or Planting
Subsection 4.176 (.05)

B49. A 6-foot chain link fence with privacy slats and landscaping will enclose the proposed outdoor storage expansion area on the north, east and south sides. A Condition of Approval ensures that the outdoor storage area will not begin operation until the fence is erected and landscaping is in place and approved by the City. A temporary occupancy permit may be issued upon a posting of a bond or other security equal to one hundred ten percent (110%) of the cost of such fence or planting and its installation.

Landscape Plan Requirements
Subsection 4.176 (.09)

B50. The Landscape Plan sheets L1.01 through L1.04 (Exhibit B2) provide the required information for the yard expansion area including proposed landscape areas, type,

installation size, number and placement of materials, plant material list, and proposed method of irrigation.

Other Development Standards

Access Drives and Travel Lanes

Subsection 4.177 (.01) E.

B51. All access drives are designed to provide a clear travel lane, free from obstructions. All travel lanes will be asphalt. A Condition of Approval will ensure they are capable of carrying a 23-ton load. Emergency access lanes are improved to a minimum of 12 feet and the development is being reviewed and approved by Tualatin Valley Fire and Rescue (TVF&R).

Outdoor Lighting

Sections 4.199.20 through 4.199.60

B52. The proposed development is required to meet the Outdoor Lighting Standards. See Request C.

Underground Installation

Sections 4.300 through 4.320

B53. All utility lines will be underground.

Request C: DB20-0037 Site Design Review

Note: This request for Site Design Review applies only to the proposed outdoor storage yard expansion area on Tax Lot 300, which is an extension of the previously approved yard on Tax Lot 500 in Phase 1 of the project.

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

Site Design Review

Excessive Uniformity, Inappropriate Design

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

C1. Staff summarizes compliance with this subsection as follows:

- **Excessive Uniformity:** The proposed yard expansion will remain consistent with the design elements of the previously approved project. No modification is proposed to the building, parking layout or signage. Design is unique to the particular development context and does not create excessive uniformity.
- **Inappropriate or Poor Design of the Exterior Appearance of Structures:** This criterion does not apply to the current application because it does not include any buildings. However, the proposed yard expansion is compatible with industrial development in

the area and appropriate for the industrial context of the PDI zone.

- **Inappropriate or Poor Design of Signs:** No changes are proposed to previously approved signs for the development, therefore, this criterion does not apply to the current application.
- **Lack of Proper Attention to Site Development:** The appropriate professional services have been used to design the outdoor storage yard expansion, demonstrating attention being given to site development.
- **Lack of Proper Attention to Landscaping:** Landscaping is provided in the yard expansion area, has been professionally designed by a landscape designer, and includes a variety of plant materials, all demonstrating appropriate attention being given to landscaping.

Purposes and Objectives

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

C2. The applicant has provided sufficient information demonstrating compliance with the objectives of this subsection as follows:

- **Pursuant to Objective A** (assure proper functioning of the site and high quality visual environment), the proposed layout of the yard expansion area allows for landscaping and circulation requirements to continue to be met on the site and creates a visual environment that is compatible with other surrounding industrial uses.
- **Pursuant to Objective B** (encourage originality, flexibility, and innovation), the site expansion is an example of the flexibility built into the initial planning design. Landscaping is designed to screen and buffer the yard expansion area, as an extension of the previously approved outdoor storage area, from the neighboring residential property.
- **Pursuant to Objective C** (discourage inharmonious development), the professional design of the proposed yard expansion area and landscaping supports a quality visual environment and thus prevents monotonous, drab, unsightly, and dreary development.
- **Pursuant to Objective D** (conserve natural beauty and visual character), design of the proposed site layout, including expansion of the outdoor storage yard, addresses the public at the street while maintaining flexibility for future development phases. Landscaping complements the building design and is contiguous with plantings previously approved while improving the general aesthetic of the site and harmonizing with the visual character of the PDI zone.
- **Pursuant to Objective E** (protect and enhance City's appeal), as described in the applicant's narrative, the site expansion will be consistent with the initial development concept for the Phase 1 area. Development of the site with a well-designed industrial building and landscaping, including the yard expansion area, will enhance the industrial fabric of the area, contribute to the local economy, and attract additional investment in surrounding properties.

- **Pursuant to Objective F** (stabilize property values/prevent blight), extending the outdoor storage yard into the adjacent vacant parcel will enhance the site and surrounding industrial area, helping to prevent future blight.
- **Pursuant to Objective G** (insure adequate public facilities), the proposed yard expansion does not impact the availability or orderly, efficient and economic provision of public services and facilities, which are available and adequate for the subject property.
- **Pursuant to Objective H** (achieve pleasing environments and behavior), the outdoor storage area, including the expansion area, is clearly delineated with fencing, security gates, and landscaping. A 30-foot-wide buffer with landscaping and fencing provide separation and screening to the adjacent mobile home park property.
- **Pursuant to Objective I** (foster civic pride and community spirit), as described in the applicant's narrative, the previously approved project is intended to foster civic pride by enhancing a previously undeveloped lot with an attractive industrial building, while being sensitive to the adjacent mobile home park. The proposed yard expansion is an extension of this initial intent.
- **Pursuant to Objective J** (sustain favorable environment for residents), the proposed yard expansion area includes a 30-foot-wide landscaped buffer area and 6-foot-tall chain link fence with privacy slats along its south property boundary adjacent to the Walnut Mobile Home Park. This buffer width exceeds the requirements of the SB Overlay Zone and ensures the comfort and health of residents. Public improvements along SW Boberg Road, which will create a more favorable environment for residents, are not affected by the current application.

Development Review Board Jurisdiction
Section 4.420

- C3. A Condition of Approval will ensure construction, site development, and landscaping are carried out in substantial accordance with the DRB-approved plans, drawings, sketches, and other documents. No building permits will be granted prior to DRB approval. No variances are requested from site development requirements.

Design Standards
Subsection 4.421 (.01)

- C4. The applicant has provided sufficient information demonstrating compliance with the standards of this subsection as follows:
- **Pursuant to Standard A** (Preservation of Landscape), there are no natural features or landscaping to preserve in the yard expansion area. The proposed grading and layout of the site were adjusted as much as possible to minimize tree and soil removal and to integrate grade changes with the general appearance and topography of neighboring developed areas.
 - **Pursuant to Standard B** (Relation of Proposed Buildings to Environment), the site slopes gently from northeast to southwest and does not have extensive topographical

change or other naturally sensitive areas. Surrounding uses in the general area are of similar intensity, and landscaping and screening at the site perimeter provides appropriate screening and buffering to adjacent properties including the Walnut Mobile Home Park as required by Sections 4.137.5 and 4.176.

- **Pursuant to Standard C (Drives, Parking, and Circulation)**, the proposed outdoor storage yard expansion does not change previously approved drives, parking, and circulation on the site. The site design will continue to provide efficient, safe and convenient circulation for vehicles and pedestrians.
- **Pursuant to Standard D (Surface Water Drainage)**, no adverse impacts to surface water drainage will result from the proposed yard expansion. A stormwater facility located in the buffer area on the south side of the yard will ensure capture of stormwater runoff and will not allow runoff onto adjacent properties.
- **Pursuant to Standard E (Utility Service)**, no above ground utility installations are proposed in the expansion area. Stormwater and sanitary sewage disposal facilities are indicated on the applicant's Grading and Utility Plans, shown in Exhibit B2.
- **Pursuant to Standard F (Advertising Features)**, previously approved signs will not be affected by the proposed yard expansion.
- **Pursuant to Standard G (Special Features)**, the proposed 33,118-sf storage yard expansion area will be appropriately screened and will not be visible to the public from adjacent streets or properties.

Applicability of Design Standards

Subsection 4.421 (.02)

- C5. Design standards have been applied to the outdoor storage yard expansion area and landscaping, and no accessory buildings or structures, exterior signs, or other site features are proposed.

Conditions of Approval

Subsection 4.421 (.05)

- C6. No additional conditions of approval are recommended to ensure the proper and efficient functioning of the development.

Color or Materials Requirements

Subsection 4.421 (.06)

- C7. No changes are proposed to the previously approved building; therefore, this standard does not apply.

Standards for Mixed Solid Waste and Recycling Areas

Mixed Solid Waste and Recycling Areas Location and Design
Subsection 4.430 (.02) and (.03)

- C8. The proposed outdoor storage yard expansion does not affect the solid waste and recycling area.

Site Design Review Submission Requirements

Submission Requirements
Section 4.440

- C9. The applicant has submitted materials in addition to requirements of Section 4.035, as applicable.

Time Limit on Site Design Review Approvals

Time Limit on Approval
Section 4.442

- C10. The applicant has indicated that they are aware approval of the current application will expire after two (2) years if a building permit has not been issued, unless an extension has been granted by the DRB.

Installation of Landscaping

Landscape Installation or Bonding
Subsection 4.450 (.01)

- C11. A Condition of Approval will assure installation or appropriate 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.

Approved Landscape Plan
Subsection 4.450 (.02)

- C12. Action by the City approving a proposed landscape plan is binding on the applicant. A Condition of Approval will ensure that substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan will not be made without official action of the Planning Director or DRB and provide ongoing assurance the criterion is met.

Landscape Maintenance and Watering
Subsection 4.450 (.03)

- C13. A Condition of Approval will ensure landscaping is continually maintained in accordance with this subsection.

Modifications of Landscaping
Subsection 4.450 (.04)

C14. A Condition of Approval will provide ongoing assurance that this criterion is met by preventing modification or removal of landscaping without appropriate City review.

Natural Features and Other Resources

Protection
Section 4.171

C15. The proposed design provides for protection of natural features and other resources consistent with the proposed Stage II Final Plan Modification for the site, as well as the purpose and objectives of site design review.

Landscaping Standards

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

C16. No waivers or variances to landscape standards have been requested, thus all landscaping and screening must comply with the standards of this section.

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

C17. The minimum or higher standard has been applied throughout different landscape areas of the site and landscape materials are proposed to meet each standard in the different areas. Site Design Review is occurring concurrently with the Stage II Final Plan Modification, which includes a thorough analysis of the functional application of the landscaping standards.

Landscape Area and Locations
Subsection 4.176 (.03)

C18. The applicant indicates that, with plantings in the yard expansion area, the Phase 1 part of the site will include 20,413 sf (15.2%) of landscaping, which exceeds the required 15% of the total site area of 134,343 sf. Landscaping is proposed on the north, east and south sides of the expansion area as described above. Materials achieve a balance between various plant forms, textures, and heights, and native plant materials are used where practicable.

Buffering and Screening
Subsection 4.176 (.04)

C19. Consistent with the Stage II Final Plan Modification, adequate screening is proposed.

Sight-Obscuring Fence or Planting
Subsection 4.176 (.05)

C20. A 6-foot-high chain link fence with privacy slats and landscaping is proposed around the perimeter of the expanded outdoor storage area. Consistent with the Stage II Final Plan Modification, adequate screening is proposed and a Condition of Approval ensures compliance with the standard.

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

C21. Proposed shrubs on the submitted Landscape Plans (Sheets L1.01 through L1.04, Exhibit B2) are in 3- and 5-gallon containers, exceeding the required 2-gallon minimum. A Condition of Approval will require that the detailed requirements of this subsection are met.

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

C22. All trees in the applicant's Landscape Plan are proposed to be 2-inch caliper (deciduous) or 6 feet in height (coniferous) consistent with the requirements of this subsection. A Condition of Approval will require all trees to be balled and burlapped (B&B), well-branched and typical of their type as described in Current American Association of Nurserymen (AAN) Standards.

Plant Materials-Buildings Larger than 24 Feet in Height or Greater than 50,000 Square Feet in Footprint Area
Subsection 4.176 (.06) C.

C23. No changes are proposed to the previously approved building as a result of the yard expansion, therefore, this standard does not apply.

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

C24. The current application does not affect street trees on SW Boberg Road, which will continue to comply with the standards.

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

C25. The applicant has provided sufficient information in their Landscape Plans showing the proposed landscape design for the yard expansion area meets the standards of this subsection.

Tree Credit

Subsection 4.176 (.06) F.

C26. The applicant is not proposing to preserve any trees to be counted as tree credits.

Exceeding Plant Standards

Subsection 4.176 (.06) G.

C27. The selected landscape materials do not violate any height or vision clearance requirements.

Landscape Installation and Maintenance

Subsection 4.176 (.07)

C28. Conditions of Approval ensure that installation and maintenance standards are or will be met including that plant materials be installed to current industry standards and properly staked to ensure survival, and that plants that die are required to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. Notes on the applicant's Sheet L1.02 provide for an irrigation system.

Landscape Plans

Subsection 4.176 (.09)

C29. The applicant's submitted plans provide the required information, and Sheet L1.02 identifies water usage areas for site landscaping.

Completion of Landscaping

Subsection 4.176 (.10)

C30. The applicant has not requested to defer installation of plant materials.

Outdoor Lighting

Applicability

Sections 4.199.20 and 4.199.60

C31. The exterior lighting system is being installed for the proposed development and will be extended into the outdoor storage yard expansion area with one pole-mounted light fixture in the north part of the yard. The Outdoor Lighting standards thus apply.

Outdoor Lighting Zones

Section 4.199.30

C32. The project site is within LZ 2 and the proposed outdoor lighting systems are reviewed under the standards of this lighting zone.

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

C33. The applicant has elected to comply with the Prescriptive Option.

Wattage and Shielding
 Subsection 4.199.40 (.01) B. 1.

C34. The applicant’s submitted materials, all luminaires that face away from property lines include a house side shield. Pole-mounted luminaires are dark sky rated with cutoffs. A Condition of Approval will ensure that the requirements of the Outdoor Lighting Ordinance are met at the time of building permit issuance.

Table 7: Maximum Wattage And Required Shielding				
Lighting Zone	Fully Shielded	Shielded	Partly Shielded	Unshielded
LZ 2	100	35	39	Low voltage landscape lighting 50 watts or less

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

C35. The applicant is complying with the Oregon Energy Efficiency Specialty Code.

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

C36. The mounting height for pole-mounted luminaires in the outdoor storage yard is proposed at 30 feet, which complies with Table 8. A Condition of Approval will ensure the requirements of the Outdoor Lighting Ordinance are met at the time of building permit issuance.

Table 8: Maximum Lighting Mounting Height In Feet			
Lighting Zone	Lighting for private drives, driveways, parking, bus stops and other transit facilities	Lighting for walkways, bikeways, plazas and other pedestrian areas	All other lighting
LZ 2	40	18	8

Luminaire Setback
 Subsection 4.199.40 (.01) B. 4.

C37. The Phase 1 site, including the proposed yard expansion area, is bordered by the same base PDI zoning on the west, north, and east sides, and by the RA-H zone on the south (Walnut Mobile Home Park). The site is bordered by the same lighting zone, LZ 2, on all sides. The three times mounting height setback applies to the south side of Phase 1 site as it abuts a

property that is a different base zone. The applicant proposes to locate on-site lighting more than 20 feet from the mobile home park property boundary and provide house side shields on all luminaires that face away from the property lines to protect adjoining property from effects of spillover lighting. A Condition of Approval will ensure the requirements of the Outdoor Lighting Ordinance are met at the time of building permit issuance.

Lighting Curfew

Subsection 4.199.40 (.02) D.

C38. The applicant proposes to route all lighting branch circuits through automatic lighting control and to dim luminaires to 50% after dusk. Integral photocells on each luminaire will activate the luminaires to 100% lumen output upon activation by motion. A Condition of Approval will ensure the lighting curfew requirements are met.

Standards and Submittal Requirements

Sections 4.199.40 and 4.199.50

C39. All required materials have been submitted.

Request D: DB20-0038 Type C Tree Removal Plan

Type C Tree Removal-General

Tree Related Site Access

Subsection 4.600.50 (.03) A.

D1. As stated in the applicant's narrative, it is understood the City has access to the property to verify information regarding trees.

Review Authority

Subsection 4.610.00 (.03) B.

D2. The requested tree removal is connected to Site Design Review of the outdoor storage yard expansion area, and, therefore, is being reviewed by the DRB.

Conditions of Approval

Subsection 4.610.00 (.06) A.

D3. No additional conditions are recommended pursuant to this subsection.

Completion of Operation

Subsection 4.610.00 (.06) B.

D4. As stated in the applicant's narrative, it is understood that tree removal will be completed prior to construction of the proposed building, which is a reasonable time frame.

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

D5. No bond is anticipated to be required to ensure compliance with the tree removal plan as a bond is required for overall landscaping.

Tree Removal Standards
Subsection 4.610.10 (.01)

D6. The standards of this subsection are met as follows:

- Standard for the Significant Resource Overlay Zone (SROZ): The proposed tree removal is not within the SROZ.
- Preservation and Conservation: The applicant has taken tree preservation into consideration. There are two trees along the south property boundary on Tax Lot 300 that would be affected by expansion of the outdoor storage yard. Both are multi-stemmed big leaf maple trees that measure 7" to 11" diameter at breast height (DBH). The trees are in fair to poor condition and have poor structure due to pruning for power line clearance. The applicant proposes removing both trees and mitigating their removal by planting 14 trees in landscape areas surrounding the outdoor storage yard expansion area and additional trees in a stormwater facility in the buffer at the south end of the yard, substantially exceeding the mitigation requirements. There are no off-site trees south of the expansion area on Tax Lot 300 that require protection during construction.
- Development Alternatives: No significant wooded areas or trees would be preserved by design alternatives.
- Land Clearing: Land clearing and grading is proposed and will be limited to areas necessary for construction of the proposed storage yard and stormwater facility in the expansion area.
- Residential Development: The proposed activity does not involve residential development, therefore, this criteria does not apply.
- Compliance with Statutes and Ordinances: The necessary tree replacement and protection is planned according to the requirements of the tree preservation and protection ordinance.
- Relocation or Replacement: The applicant proposes to plant in excess of 14 trees as replacement for the 2 proposed for removal in the yard expansion area.
- Limitation: Tree removal is limited to where it is necessary for construction, or to address nuisances, or where the health of the trees warrants removal.
- Additional Standards: A tree survey has been provided, and no utilities are proposed to be located where they would cause adverse environmental consequences.

Review Process
Subsection 4.610.40 (.01)

D7. The tree removal plan is being reviewed concurrently with the Stage II Final Plan Modification.

Tree Maintenance and Protection Plan
Section 4.610.40 (.02)

D8. The applicant has submitted the necessary copies of a Tree Maintenance and Protection Plan as shown in Sheet L1.04, Exhibit B2.

Replacement and Mitigation

Tree Replacement Requirement
Subsection 4.620.00 (.01)

D9. Two (2) trees are proposed for removal in the expansion area on Tax Lot 300 and in excess of 14 trees are proposed to be planted in perimeter landscape areas and the stormwater facility, exceeding a one-to-one ratio and the requirements of this subsection.

Basis for Determining Replacement, and Replacement Tree Requirements
Subsection 4.620.00 (.02) and (.03)

D10. Replacement trees will meet, or will meet with Conditions of Approval, the minimum caliper and other replacement requirements.

Replacement Tree Stock Requirements
Subsection 4.620.00 (.04)

D11. The planting notes on the applicant's Landscape Plans (Sheets L1.01 through L1.04 in Exhibit B2) indicate the appropriate quality.

Replacement Trees Locations
Subsection 4.620.00 (.05) A.

D12. The applicant proposes to mitigate the removed trees on site and in appropriate locations for the proposed development.

Protection of Preserved Trees

Tree Protection During Construction
Section 4.620.10

D13. Tree protection is required; however, there are no on- or off-site trees in or adjacent to the yard expansion area that require protection during construction; therefore, no tree protection is necessary during construction in this part of the site.

Exhibit C1
Public Works Plan Submittal Requirements
and Other Engineering Requirements

1. All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards - 2017
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

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

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

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

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

- n. Composite Franchise Utility Plan.
 - o. City of Wilsonville detail drawings.
 - p. Illumination Plan.
 - q. Striping and Signage Plan.
 - r. Landscape Plan.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
 8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with City Code and the Public Works Standards during construction and until such time as approved permanent vegetative materials have been installed.
 9. Applicant shall notify City before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
 10. The applicant shall be in conformance with all stormwater treatment and flow control requirements for the proposed development per the Public Works Standards. Unless the City approves the use of an Engineered Method, the City's BMP Sizing Tool shall be used to design and size stormwater facilities.
 11. A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
 12. Proprietary stormwater management facilities are only allowed where conditions limit the use of infiltration (e.g., steep slopes, high groundwater table, well-head protection areas, or contaminated soils). If a proprietary stormwater management facility is approved by the City, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.
 13. Stormwater management facilities shall have approved landscape planted and approved by the City of Wilsonville prior to paving.
 14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems.

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

15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Sidewalks, crosswalks and pedestrian linkages shall be in compliance with the requirements of the U.S. Access Board.
17. No surcharging of sanitary or storm water manholes is allowed.
18. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
19. The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
20. The applicant shall provide adequate sight distance at all project street intersections, alley intersections and commercial driveways by properly designing intersection alignments, establishing set-backs, driveway placement and/or vegetation control. Coordinate and align proposed streets, alleys and commercial driveways with existing streets, alleys and commercial driveways located on the opposite side of the proposed project site existing roadways. Specific designs shall be approved by a Professional Engineer registered in the State of Oregon. As part of project acceptance by the City the Applicant shall have the sight distance at all project intersections, alley intersections and commercial driveways verified and approved by a Professional Engineer registered in the State of Oregon, with the approval(s) submitted to the City (on City-approved forms).
21. Access requirements, including sight distance, shall conform to the City's Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
22. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Republic Services for access and use of their vehicles.

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

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 26, 2020

6:30 PM

VI. Public Hearing:

B. Resolution No. 385. Parkway Woods Business Park Remodel: Keving Apperson, Atwell Group – Representative for PWII Owner, LLC – Applicant/Owner.

The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review, Type C Tree Removal Plan, Master Sign Plan and SROZ Review for a parking lot reconfiguration and exterior remodel for Parkway Woods Business Park. The subject site is located at 26600 SW Parkway Avenue on Tax Lots 511 and 581 Of Section 12, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Philip Bradford

Case Files:

DB20-0028	Stage II Final Plan Modification
DB20-0029	Site Design Review
DB20-0030	Type C Tree Plan
DB20-0031	Master Sign Plan
SI20-0002	SROZ Review

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 385**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A STAGE II FINAL PLAN MODIFICATION, SITE DESIGN REVIEW, TYPE C TREE REMOVAL PLAN, MASTER SIGN PLAN AND SROZ REVIEW FOR A PARKING LOT RECONFIGURATION AND EXTERIOR REMODEL FOR PARKWAY WOODS BUSINESS PARK. THE SUBJECT SITE IS LOCATED AT 26600 SW PARKWAY AVENUE ON TAX LOTS 511 AND 581 OF SECTION 12, TOWNSHIP 3 SOUTH, RANGE 1 WEST, CLACKAMAS COUNTY, OREGON. KEVIN APPERSON, ATWELL GROUP – REPRESENTATIVE FOR PWII OWNER, LLC – APPLICANT/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 August 3, 2020, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on October 26, 2020, 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 19, 2020, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB20-0028 through DB20-0031 and SI20-0002; Stage II Modification, Site Design Review, Master Sign Plan, Class C Tree Plan, and SRIR Review.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 26th day of October, 2020 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Samy Nada, Chair – Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Wilsonville Planning Division
Parkway Woods Remodel

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

Hearing Date: October 26,, 2020
Date of Report: October 19, 2020

Application Nos.: DB20-0028 Stage II Final Plan Modification
DB20-0029 Site Design Review
DB20-0030 Type C Tree Plan
DB20-0031 Master Sign Plan
SI20-0002 SROZ Review

Request/Summary: The review before the Development Review Board is a Class 3 Stage II Final Plan Modification, Site Design Review, Type C Tree Plan, SROZ Review and Master Sign Plan for the remodel of the existing Parkway Woods Business Park.

Location: 26600 SW Parkway Ave. The property is specifically known as Tax Lots 511, 581, 591, Section 12, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

Owner / Applicant: PWII Owner, LLC (Contact: Matt Morvai)

Comprehensive Plan Designation: Industrial

Applicant's

Representative: Atwell, LLC (Contact: Kevin Apperson)

Zone Map Classification: PDI (Planned Development Industrial)

Staff Reviewers: Philip Bradford, Associate Planner
Khoi Le PE, Development Engineering Manager
Kerry Rappold, Natural Resources Manager

Staff Recommendation: Approve with conditions the requested Stage II Final Plan Modification, Site Design Review, Type C Tree Plan, SROZ Review and Master Sign Plan.

Applicable Review Criteria:

<u>Development Code:</u>	
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
<u>Other Planning Documents:</u>	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

Vicinity Map



Background:

The existing building and surrounding properties were once the headquarters of Tektronix. The land use applications were approved in the late 1970's and were designed for a single tenant. Xerox acquired the property when they company acquired Tektronix's printing business. In 2015, a portion of the property was sold to Scanlan Kemper Bard (SKB). Over the next several years SKB carried out improvements with the goal of converting the property into an office park. In order to lease the property and meet current market demands, SKB intends to enhance the property with new parking, landscaping, refreshed architecture, and new signage to finalize the conversion of the property into a multi-tenant office-park.

Summary:

Stage II Final Plan Revision (DB19-0031)

The Stage II Final Plan Revision changes the site layout to accommodate the exterior changes and revised parking and circulation. No building expansion is proposed as part of this application. All services are available for the site. The site includes parking, circulation areas, pedestrian connection, and landscaping meeting or exceeding City standards.

Site Design Review (DB19-0033)

The applicant used appropriate professional services to design the remodel and addition using quality materials and design. The applicant's narrative states the purpose of the architectural changes to be functional and aesthetic improvements in order to facilitate the conversion of the building to industrial flex space. New windows and loading doors are proposed, along with multiple new entries and the construction of a new outdoor plaza area.

Master Sign Plan (DB19-0034)

The applicant proposes one freestanding sign. The freestanding sign faces the eastern frontage of the property along Parkway Avenue. The freestanding sign is a monument style sign within the size allowable and below the maximum allowance for the site. The sign placement on the site meets City standards and coordinates with the planned landscaping.

Type C Tree Removal Plan (DB20-0035)

The applicant proposes the removal of 458 trees, 146 of the trees proposed for removal are nuisance species, in poor condition or health, or less than 6 inch DBH. Only 163 of the trees proposed for removal are in healthy condition. As the majority of the existing parking lot and some of the landscaped area will be reconfigured as part of the development some healthy Oregon White Oaks and Willamette Valley Ponderosa Pines are shown as proposed for removal. The applicant's narrative states that several iterations of the landscape plans were produced to minimize the removal of the significant native trees. Mitigation is proposed at a 1:1 ratio and includes the planting of over 700 new trees as shown on the landscape plan.

SRIR Review (S120-0002)

Pursuant to Section 4.139.09(.01)(D), the applicant has submitted a Significant Resource Impact Report (SRIR) to justify a map refinement of the Significant Resource Overlay Zone (SROZ). The proposed map refinement is based on an approved wetland delineation and functional assessment for wetlands located on the subject property.

The land area to be amended in the SROZ includes:

1. Remove a portion of a locally significant wetland (Site Number: 1.07), which was identified as part of the City's Natural Resources Inventory. The wetland (i.e., Wetland C) is approximately 3.27 acres in size and includes a 50-foot Title 3 buffer around the perimeter of the wetland.

In addition, a wetland (i.e., A-North), not included in the City's Local Wetland Inventory, was reassessed by the applicant and deemed to be non-significant. All of the other wetlands on the subject property were deemed locally significant and do not require a map refinement.

Traffic and Parking:

Appendix 21 in Exhibit B1 contains the approved Traffic Study Waiver request form. The subject property contains an existing building and expansion of the structure is proposed, therefore the impact trip generation will not change.

For the purpose of parking standards, the proposed development falls into the use category of office or flex space (except medical and dental), listed in Table 5 of Section 4.155. The parking minimum is 2.7 spaces per 1,000 square feet. The parking maximum is 4.1 spaces per 1,000 square feet. The proposed building is 387,453 square feet. The minimum number of parking spaces is 938. The maximum number of parking spaces permitted is 1,616. The applicant proposes 1,221 parking spaces. The applicant's plans show the new parking lot configuration containing 1,214 9' by 18' standard parking spaces and seven (7) compact 9' by 15' compact parking spaces.

Public Comments and Responses:

None Received

Discussion Points:

Tree Removal

As the name Parkway Woods Business Park suggests, the subject property is heavily wooded and the heavily landscaped nature of the site is one of its most predominant features. The property contains numerous significant trees and species with special characteristics such as Oregon White Oak and Willamette Valley Ponderosa Pine. There were 605 trees that were surveyed by the project Arborist, Terragan & Associates. Of the 605 trees, 302 are proposed for removal. Of the 302 trees proposed for removal, only 163 are noted by the arborist to be in healthy condition. The applicant's narrative states that 71 Oregon White Oak and 27 Willamette Valley Ponderosa Pine are proposed for removal with 46 Oregon White Oak and 115 Willamette Valley Ponderosa Pine proposed for mitigation. The planting plan only shows 6 Oregon White Oak and 5 Willamette Valley Ponderosa Pine as being planted. The narrative also notes 275 additional Vine Maples will be planted in the parking lot swales, however only 250 are shown on the landscape plan sheets. Despite the applicant planting 462 mitigation trees for the 302 trees proposed for removal, the landscaping plans indicate that the significant tree species mitigation falls short of the number being removed and staff has included a condition of approval to require additional tree planting to maintain significant species and tree diversity on site to the fullest extent possible.

Architectural Changes

Parkway Woods Business Park is an existing structure clad with red brick. The proposed architectural changes will add new windows, new entries and associated canopies. The west entry will be clad in a dark grey mesh panel with a black canopy and cedar soffit. The corner entry will contain a black steel canopy painted black with a cedar soffit below. The south plaza entry will incorporate similar materials and colors for a cohesive appearance. The new windows will match the existing windows in appearance with green glazing and dark bronze framing. The new architectural elements add a contemporary look to the existing building while leaving most of the major existing architectural features unchanged. The new plaza area will incorporate storm water features, new landscaping, a pergola, and additional seating areas to create a well-designed space for employees and visitors to the site.

Construction Prior to DRB Approval

Interior construction has already commenced at Parkway Woods Business Park. The applicant previously applied for commercial tenant improvement permits in order to meet their construction timeline. The work is limited to interior framing and adding windows consistent with the existing windows in areas not visible from the public right-of-way. Existing building permits do not allow for any work on the exterior of the structure that involve work to be reviewed as part of this application such as architectural changes, landscaping, and signage.

SRIR Review

The SRIR assessed four wetlands (Figure 6): Wetland A (north), Wetland A (south), Wetland B and Tributary to Coffee Lake Creek, and Wetland C. Within the SRIR, a significance determination, based on the approved wetland delineation and updated Oregon Freshwater Wetland Assessment Methodology (OFWAM), was completed for the wetlands.

Wetland A is a linear swale located in the southwestern part of the property. There are two distinct sections to the swale (north and south), which are demarcated by Xerox Drive. To the north of the road, the wetland has degraded functions and values due to the lack of vegetation and maintenance activities. The dominant vegetation in the wetland, south of Xerox Drive, includes Oregon ash, snowberry, slough sedge, and spring beauty. The primary sources of hydrology include seasonal precipitation and stormwater runoff.

Wetland B is located in the forested southeastern part of the property. The wetland is forested in the southeastern corner, north of Xerox Drive with a floodplain/hydrologic connection to an intermittent tributary of Coffee Lake Creek. Dominant vegetation includes Oregon ash, English hawthorn, red osier dogwood, snowberry, bluegrass, slough sedge, common camas, woodland buttercup, and shining crane's bill. The primary sources of hydrology include groundwater, seasonal precipitation, and overflow from the adjacent tributary.

Wetland C is located in the forested southeastern part of the property, beginning north of Wetland B. Primarily a mowed lawn area, the wetland is bisected by a paved pedestrian path. Dominant vegetation includes meadow foxtail, bluegrass, and sweet vernal grass. The primary source of hydrology is irrigation, and due to the upslope nature of the wetland, it receives little groundwater or overflow from the adjacent tributary.

In regards to the City's Natural Resources Inventory (circa 1992-93), a wetland determination, based on OFWAM, provided preliminary boundaries of wetlands in Wilsonville. The mapped boundaries for the wetland determinations relied on aerial photographs, topographic maps, Clackamas County soil survey, and limited field reconnaissance. In contrast to the wetland determination, the state approved wetland delineation, submitted by the applicant, identifies the precise boundaries, location and current condition of the wetlands on the property. The wetland delineation incorporated observations of on-site hydrology, soils and vegetation. In accordance with the Corps of Engineers Wetlands Delineation Manual, Pacific Habitat Services delineated the wetland locations and boundaries.

To be deemed a locally significant wetland (and included in the SROZ), as specified in the City of Wilsonville Natural Resource Inventory, a wetland must satisfy the following functional criteria: diverse wildlife habitat, water quality, and hydrologic control. As documented in the applicant's updated OFWAM assessment, Wetland C is not a locally significant wetland due to degraded functions and values. Staff concurs with the applicant's wetland delineation and determination of local significance. Pursuant to Section 4.139.09(.01)(D), the applicant has demonstrated compliance with the provisions of the SROZ map refinement process for the wetland area.

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 (DB20-0028 through DB20-0031) with the following conditions:

Planning Division Conditions:

Request A: DB20-0031 Stage II Final Plan Modification

PDA 1.	General: The approved modified 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 A13.
PDA 2.	Prior to Non-Grading Building Permit Issuance: The applicant shall submit a revised site plan showing additional bicycle parking to meet the required 78 bicycle parking spaces.
PDA 3.	Prior to Non-Grading Building Permit Issuance: All bicycle parking spaces will comply with the 2' width and 6' length requirement and include 5 feet of maneuvering space behind each space.
PDA 4.	Prior to Final Occupancy: All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties.

Request B: DB20-0032 Site Design Review

PDB 1.	General: 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 B15.
PDB 2.	Prior to Temporary Occupancy: 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

	<p>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 B38.</p>
PDB 3.	<p>Ongoing: 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 B39.</p>
PDB 4.	<p>Ongoing: 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 B40 and B41.</p>
PDB 5.	<p>Prior to Temporary Occupancy: The following requirements for planting of shrubs and ground cover shall be met:</p> <ul style="list-style-type: none"> • Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch. • Native topsoil shall be preserved and reused to the extent feasible. • Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings. • All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10” to 12” spread. • Shrubs shall reach their designed size for screening within three (3) years of planting. • Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4” pot spaced 2 feet on center minimum, 2-1/4” pots spaced at 18 inch on center minimum. • No bare root planting shall be permitted. • Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. • Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations. • Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding B42.
PDB 6.	<p>Prior to Temporary Occupancy: 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 B45.</p>

Request C: DB20-0033 Master Sign Plan

PDC 1.	Ongoing: The approved sign shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
PDC 2.	Prior to Sign Installation / Ongoing: The applicant shall provide an updated site plan showing the proposed freestanding sign in a code compliant location no further than fifteen (15) feet from the property line and no closer than two (2) feet from a sidewalk or other hard surface in the public right-of-way. If an appropriate location cannot be found the sign shall not be installed.
PDC 3.	Prior to Sign Installation / Ongoing: The applicant shall provide an updated site plan showing the existing signs as removed. No new ground mounted signage shall be installed prior to the removal of the existing signage.

Request D: DB20-0034 Type C Tree Plan

PDD 1.	General: This approval for removal applies only to the 312 trees identified in the applicant's submitted materials. All other trees on the property shall be maintained unless removal is approved through separate application.
PDD 2.	Prior to Grading Permit Issuance: The Applicant shall submit an application for a Type 'C' Tree Removal Permit on the Planning Division's Development Permit Application form, together with the applicable fee. In addition to the application form and fee, the applicant shall provide the City's Planning Division an accounting of trees to be removed within the project site, corresponding to the approval of the 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.
PDD 3.	Prior to Temporary Occupancy / Ongoing: The permit grantee or the grantee's successors-in-interest shall cause the replacement trees to be staked, fertilized and mulched, and shall guarantee the trees for two (2) years after the planting date. A "guaranteed" tree that dies or becomes diseased during the two (2) years after planting shall be replaced.
PDD 4.	Prior to Commencing Site Grading: Prior to site grading or other site work that could damage trees, the applicant/owner shall install 6-foot-tall chain-link fencing around the drip line of preserved trees. Removal of the fencing around the identified trees shall only occur if it is determined the trees are not feasible to retain. The fencing shall comply with Wilsonville Public Works Standards Detail Drawing RD-1230. Protective fencing shall not be moved or access granted within the protected zone without arborist supervision and notice of the City of the purpose of proposed movement of fencing or access. See Finding D6.
PDD 5.	Prior to Grading Permit Issuance: The applicant shall submit a revised site plan showing additional inch per inch mitigation for the larger healthy Ponderosa Pine and Oregon White Oak species or pay into the City Tree Fund.

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

Engineering Division Conditions:

PF 1.	Prior to Issuance of Public Works Permit, Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit A1.
PF 2.	Prior to Issuance of Public Works Permit, submit a storm drainage report to Engineering for review and approval. The storm drainage report shall demonstrate the proposed development is in conformance with the Low Impact Development (LID) treatment and flow control requirements. Submit infiltration testing results that correspond with the locations of the proposed LID facilities.
PF 3.	Prior to Site Commencement, an approved Erosion Control Permit must be obtain and erosion control measures must be in place.
PF 4.	Prior to Issuance of Final Building Certificate of Occupancy, onsite LID facilities must be constructed . These facilities must also be maintained properly in order to provide the required treatment and flow control appropriately. Therefore, the applicant must execute a Stormwater Maintenance Easement Agreement with the City. The Agreement must be recorded at the County prior to Issuance of Building Certificate of Occupancy.

Building Division Conditions:

BD1.	Access to a Public Way. The exit discharge from the building must provide direct and unobstructed access to a public way. Where access to a public way cannot be provided, a safe dispersal area shall be provided where all of the exceptions (1-4) are met from section 1028.5 of the 2019 Oregon Structural Specialty Code.
BD2.	<p>Accessible Parking. Included with in the project summary statement; “there will be no net increase in the amount of parking” which will not require an increase to accessible parking if the total number of parking is not increasing. Please refer to the City of Wilsonville, Building pages to download the Accessibility to Existing Buildings, Tenant Improvement Alterations Compliance Report:</p> <p>https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/building/page/6301/c_accessibility_to_existing_buildings_tenant_improvement_alterations_compliance_report_201704071202354138.pdf</p> <p>Complete this form and provide it with your plan packet at time of building permit application and submittal. The completed form will state which accessible elements under ORS 447.241 will provide the greatest access, starting with parking, access, and so on.</p>

Natural Resources Division Conditions:

NR1.	Natural Resource Division Requirements and Advisories listed in Exhibit C3 apply to the proposed development.
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Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB20-0028 through DB20-0031. 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 Applicant files are available on the DRB Meeting Agendas & Packet on the City's website <https://www.ci.wilsonville.or.us/bc-drbb/page/drb-panel-b-23>

B1. Appendices:

- Appendix 1 – Partition Plat No. 2018-109
- Appendix 2 - TRIO
- Appendix 3 – Assessors Tax Map
- Appendix 4- Comprehensive Plan Map
- Appendix 5 – Zoning Map
- Appendix 6 – Pre Application Submittal
- Appendix 7 – Pre-Application Summary
- Appendix 8 – Staff Report & Notice of Decision AR16-0037
- Appendix 9 – Land Donation Resolution 2731
- Appendix 10- Local Wetland and Riparian Corridor Inventory
- Appendix 11 – Significant Resource Overlay Zone Map
- Appendix 12 – Local Wetland and Riparian Corridor Inventory Wetland Delineation Report
- Appendix 13 – Significant Resource Impact Report (SRIR)
- Appendix 14 – Joint Cut Fill Permit
- Appendix 15 – Approved Jurisdictional Determination
- Appendix 16 – Tree Inventory
- Appendix 17 – Arborist Report
- Appendix 18 – Soils Map
- Appendix 19 – Geotechnical Engineering Report
- Appendix 20 – Storm Water Management Plan
- Appendix 21 – Traffic Impact Study Waiver
- Appendix 22 – TVFR Land Use Review Application

Appendix 23 – WB 67 Semi Truck Vehicle Tracking Exhibit
Appendix 24 – Franchise Garbage Hauler Service Provider Letter
Appendix 25 – Color Materials Board Revised 10.15.20
Appendix 26 – Outdoor Furnishings Manufacturers Product Sheets
Appendix 27 – Entry Renderings Revised 10.15.20
Appendix 28 – Lighting Overlay Zone Map
Appendix 29 – Lighting Manufacturers Product Sheets
Appendix 30 – Master Sign Plan
Appendix 31 – Real Estate Broker Opinion Letter
Appendix 32 – Entry Plaza Rendering
Appendix 33 – Evolution of Tree Preservation Efforts

Application Forms:

Parkway Woods Development Permit Application Signed
Planning Fee Schedule
PWII Owner LLC
SKB Holding Corporation

Narratives:

PWBP – Site Improvements – Cover Sheet
PWBP – Site Improvements – Section A Introduction
PWBP – Site Improvements – Section B Code Narrative Revised 10.15.20
PWBP – Site Improvements – Section B Title Page
PWBP – Site Improvements – Section C Title Page
PWBP – Site Improvements – Section D Title Page
PWB – Site Improvements – Table of Contents

B2. Drawing Package:

01 Cover Sheet
02 Existing Conditions Plan
03 On-Site Analysis
04 Site Plan Revised 10.15.20
05 Grading & Drainage Plan
06 Utility Plan
07 Tree Protection & Removal Overall
08 Tree Protection and Removal NW Quadrant
09 Tree Protection and Removal NE Quadrant
10 Tree Protection & Removal SW Quadrant
11 Tree Protection & Removal SE Quadrant
12 Tree Inventory Table
13 Tree Inventory Table
14 Tree Inventory Table
15 Tree Inventory Table

- 16 Landscape Plan Overall
- 17 Landscape Plan NW Quadrant
- 18 Landscape Plan NE Quadrant
- 19 Landscape Plan SW Quadrant
- 20 Landscape Plan SE Quadrant
- 21 Buffer Enhancement Plan
- 22 Detailed Landscape Plans
- 23 Landscape Details and Plant Schedules
- 24 Plaza Hardscape Plan
- 25 Hardscape Details
- 26 Tree Canopy Coverage Plan
- 27 Lighting Plan
- 28 Floor Plan
- 29 Building Elevations
- 30 Building Elevations
- 31 Building Elevations

Development Review Team Correspondence

- C1. Engineering Division Conditions
- C2. Building Division Requirements & Advisories
- C3. Natural Resources Findings & Requirements
- C4. TVF&R Requirements

Other Correspondence

None received

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application on May 18, 2020. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on June 16, 2020. The applicant submitted additional material on July 13, 2020. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on August 7, 2020. The applicant submitted additional material on August 28, 2020. Planning Staff deemed the application complete on September 22, 2020. The City must render a final decision for the request, including any appeals, by January 20, 2021.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Sysco
East:	PDI	Parkway Avenue/FLIR Systems/OIT
South:	PDI	Grace Chapel
West:	NA	Interstate 5

3. Previous Planning Approvals:

74RZ03 Zone Change from RA-1 to Industrial-Tektronix
74DR08 Tektronix
77DR02 Tektronix Addition
78DR05 Tektronix-Site development and architectural plans
79DR35 Tektronix-Building 83 for materials storage and handling
80DR22 Final site plan for Building 83
88AR40 Divide Tektronix campus into 2 Parcels
AR15-0031 Xerox Campus Partition

4. The applicant has complied with Sections 4.013-4.031 of the Wilsonville Code, said sections pertaining to review procedures and submittal requirements. The required public notices have been sent and all proper notification procedures have been satisfied.

Findings:

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

General Information

Application Procedures-In General Section 4.008

The 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 Todd Gooding, an authorized signer for the property owner PWII Owner, LLC.

Pre-Application Conference Subsection 4.010 (.02)

The City held a Pre-application conference on February 20, 2020 (PA20-0001) 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: DB19-0031 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)

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 PWII Owner, LLC, for whom an authorized signer, Todd Gooding, signed the application.

Professional Design Team
Subsection 4.140 (.04)

A3. Kevin Apperson, RLA, ASLA is the professional coordinator of a professional design team including an architect (Mildren Design Group), engineers (Atwell, LLC), and a landscape architect (Atwell, LLC, and RVI, LLC) 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.

A4. The proposal modifies an existing Stage II Plan that the City previously approved within 2 years of the Stage I Master Plan.

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

A5. 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.

A6. The modified Stage II plans conforms to the existing Stage I Master Plan. The applicant's submitted drawings and other documents show all the additional information required by this subsection.

Stage II Final Plan Detail

Subsection 4.140 (.09) D.

- A7.** 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.

- A8.** 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

- A9.** 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.

- A10.** 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.

Traffic Concurrency

Subsection 4.140 (.09) J. 2.

- A11.** The subject property will not undergo any modifications that increase the square footage of the existing structures, therefore no new trips will be generated. No change of use is proposed as part of this application. A traffic study waiver is included in Appendix 21 in Exhibit B1.

Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

- A12.** 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.

- A13.** Condition of Approval PDB 1 ensures adherence to approved plans except for minor revisions by the Planning Director.

Standards Applying in All Planned Development Zones

Underground Utilities Subsection 4.118 (.02)

A14. The applicant's plans show all utilities underground.

Waivers Subsection 4.118 (.03)

A15. The applicant does not request any waivers.

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

A16. Staff does not recommend any additional requirements or restrictions pursuant to this subsection.

Impact on Development Cost Subsection 4.118 (.04)

A17. 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)

A18. 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)

A19. The applicant will implement habitat-friendly development practices to the extent practicable. This will include minimizing grading, minimizing the amount of native vegetation and disturbance to the extent possible. As part of the parking lot reconfiguration the applicant will incorporate LIDA measures into the parking lot design to minimize adverse impacts to water resources.

Planned Development Industrial (PDI) Zone

Purpose of PDI Zone Subsection 4.135 (.01)

A20. The stated purpose of the PDI zone is to provide opportunities for a variety of industrial operations and associated uses. As an industrial flex building designed for multiple tenants

in manufacturing, technology office, corporate headquarters, and research and development uses, the proposed use is consistent with the purpose of the PDI zone.

Typically Permitted Uses

Subsection 4.135 (.03)

A21. No specific tenant or change of use is proposed as part of this application. Parkway Woods Business Park currently contains several tenants. 3D Systems would most closely be categorized as manufacturing and processing of electronics, technical instrumentation components and health care equipment or research and development. Dealer Spike would most closely fit under office complexes – technology. It is also anticipated that the site could be occupied partially as a corporate headquarters. All current uses are permitted uses within the PDI Zone, in addition all future uses will need to be outright permitted uses within the PDI Zone.

Block and Access Standards

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

A22. The proposal requests no changes to blocks or access spacing.

Industrial Performance Standards

Industrial Performance Standards

Subsection 4.135 (.05)

A23. 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. The proposed changes to the building will create a new outdoor plaza space at the primary southern entrance of the building that will be used by employees. The outdoor plaza area does not pose any adverse impacts and is consistent with the performance standards.
- 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.

A24. As shown on the applicant's site plan in Exhibit B2, the proposed pedestrian pathway system (sidewalks) will provide pedestrian access to the existing public sidewalk along SW Parkway Ave. Concrete pathways are provided along the north, east, and south sides of the existing building and connect either directly with the public sidewalk or are linked via striped pedestrian paths through the parking lot. Parkway Woods Business Park currently contains a sidewalk along SW Parkway Ave and another pathway that continues along the southern portion of the property connecting to SW Canyon Creek Road. The parking lot reconfiguration will change the majority of parking lot areas and circulation routes through the site. A continuous pathway system has been added to provide circulation from the public sidewalk at both public streets serving the property, and connect the parking lot areas to all public entrances of the building.

Safe, Direct, Convenient Pathways

Subsection 4.154 (.01) B. 2.

A25. Proposed pedestrian pathways are flat, paved sidewalks. Where crossing the parking area, the applicant proposes a 5-foot wide, striped crosswalk with contrasting paint providing safe crossing through the parking lot and a connecting to the proposed trash enclosure. 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. The proposed pedestrian pathways will directly connect the primary and secondary entrances of the building to the parking areas and the existing (SW Parkway Ave) and future right of way (SW Printer Parkway). The applicant has designed a primary circulation pathway that encircles the building and parking areas which is indicated on Sheet 4 of 31 of the Civil Engineering Drawing Exhibits in Exhibit B2. The applicant also proposes a secondary circulation system that provides safe pathways from the parking areas to the building

entrances, which can be seen crossing the parking lot landscape islands and connecting to building adjacent pathways.

Vehicle/Pathway Separation-Vertical or Horizontal
 Subsection 4.154 (.01) B. 3.

A26. The proposed design of pedestrian pathways provide for vertical separation from vehicle circulation areas.

Crosswalks Clearly Marked
 Subsection 4.154 (.01) B. 4.

A27. As shown on the applicant’s site plan in Exhibit B2, the primary circulation system is marked using concrete inlayed between the asphalt paving to clearly indicate the primary circulation system through the site. The secondary pedestrian circulation system utilizes painted striped crosswalks at each point where crossing a drive aisle or circulation area.

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

A28. The applicant proposes pathways at least five feet wide. The applicant proposes a combination of concrete pathways and contrasting paint pathways throughout the site.

Parking and Loading

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

A29. 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 9” 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.	<input checked="" type="checkbox"/>	Lighting is proposed to be fully shielded and meet the City's Outdoor Lighting Standard
N. No more than 40% of parking compact spaces.	<input checked="" type="checkbox"/>	7 of the 1,221 parking spaces are compact, well below the maximum of 40%.
O. Where vehicles overhang curb, planting areas at least 7 feet in depth.	<input checked="" type="checkbox"/>	The narrowest planting area adjacent to parking spaces exceeds the 7 foot depth requirement.
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate.	<input checked="" type="checkbox"/>	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 customer/employee parking and pedestrian areas.	<input checked="" type="checkbox"/>	The proposal does not include any loading or delivery areas nor does the City require any.
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 25 ADA parking spaces for 1,221 parking spaces, both 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.
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)

A30. Parkway Woods Business Park requires a minimum of 938 parking spaces and a maximum of 1,616 parking spaces. The applicant proposes 1,221 parking spaces, an additional paved area that is currently existing and intended to remain can provide additional parking if necessary, however the applicant notes the intent for this area is to be a staging area with likely redevelopment in the future. As future tenants are not specified, the proposed

parking calculation is based on the highest parking demand of potential industrial uses. The calculation of parking spaces is as follows:

Use and Parking Standard	Square Feet	Minimum Off-street Spaces Required	Maximum Off-street Spaces Allowed	Proposed Off-street Spaces	Minimum Bicycle Parking Spaces	Proposed Bicycle Parking Spaces
Office or flex space (except medical and dental)	387,453 sf	2.7 per 1,000 = 938	4.1 per 1,000 = 1,616	--	1.0 per 5,000 (min 2) = 6	--
Total	387,453 sf	938	1,616	1,221	78	72

Parking Area Landscaping

Minimizing Visual Dominance of Parking

Subsection 4.155 (.03) B.

A31. 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.

A32. According to the landscape plan provided by the applicant the parking area is 26.1% landscaped, exceeding the 15% code required minimum.

Landscape Screening of Parking

Subsection 4.155 (.03) B. 1.

A33. 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. As a previously developed site Parkway Woods Business Park contains a high berm along SW Parkway Avenue, which screens the existing parking area from view. As no changes are proposed to this portion of the site, the berm will continue to screen the proposed parking area and does not warrant additional screening meeting a specific City screening standard.

Tree Planting Area Dimensions

Subsection 4.155 (.03) B. 2.

A34. The landscape plan shows 462 new trees planted in the parking lot area. 297 of the trees will be located within and around the perimeter of the parking areas which exceeds the minimum requirement of 204 trees. Of the proposed 297 trees, 244 comply with the 8 foot

by 8 foot dimensional requirement. These planter areas have been reduced in size to accommodate the internal pedestrian walkways.

Parking Area Tree Requirement

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

A35. As a parking lot containing an excess of 200 parking spaces, the code requires one tree for every six parking spaces. With 1,221 parking spaces proposed, a total of 204 parking lot trees are required. A minimum of 51 trees are required to be within the interior of the parking area. The applicant proposes 297 trees, 244 of which count toward the requirement as 53 trees are in planting areas that do not meet the dimensional requirements of 8 foot by 8 foot.

Parking Area Landscape Plan

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

A36. The applicant's landscape plan includes the proposed parking area.

Parking Area Tree Clearance

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

A37. 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.

A38. Office uses require one bicycle parking space per 5,000 square feet or a minimum of 2 bicycle parking spaces. The proposed building requires 78 bicycle parking spaces ($387,453/5000 = 77.4$. rounded up to nearest whole number = 78). The site plan and applicant's narrative note 72 bicycle parking spaces, 36 spaces located within 30 feet of the main entrance, and 24 covered secure long-term bike parking spaces located within 30 feet of a public entrance. The applicant removed internal areas within the building not part of a tenant space in their calculations, which the code does not allow. This standard is met with the addition of Condition of Approval PDA 2.

Bicycle Parking Standards

Section 4.155 (.04) B.

A39. The applicant's plans show multiple bicycle parking spaces located within 30 feet of a public entrance on all sides of the building. The proposed bicycle parking is divided between 36 long term secured and covered spaces and 36 short-term spaces. The applicant's narrative states that the bicycle parking spaces will comply with the 2' width and 6' length requirement with 5 feet of maneuvering space behind each space. It is difficult to determine

compliance with the dimensional standards and maneuvering standards based on the information shown on the plans, therefore a condition of approval PDA 3 ensures compliance with this standard.

Other Development Standards

Access, Ingress, and Egress Section 4.167

A40. Site access is via existing driveways along SW Parkway Ave.

Natural Features and Other Resources Section 4.171

A41. The property has an existing building previously occupied by Tektronix and Xerox that is now occupied by multiple tenants. The applicant's narrative recognizes that the site contains significant trees, vegetation and other natural resources in need of protection. The proposed improvements seek to minimize the removal of significant trees such as Oregon White Oak and Willamette Valley Ponderosa Pines and vegetation as well as limit the disturbance of soils to the extent possible. 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.

A42. The design of the access drives provides clear travel lanes, free from obstructions. The design shows all drive aisles as asphalt.

Outdoor Lighting Sections 4.199.20 through 4.199.60

A43. 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

A44. All utilities on site are existing and underground, no new utilities are proposed.

Public Safety and Crime Prevention

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

A45. The location of the proposed building and parking areas are setback significantly from the street. As the building is existing and only the parking lot and exterior landscaped areas are being reconfigured, the applicant has focused on providing a design that allows for

clear visibility and surveillance into and through the site by using drive aisles and landscaping placement to provide better views into the site than the previous configuration.

Addressing and Directional Signing

Subsection 4.175 (.02)

A46. Addressing will meet public safety standards. The building permit process will ensure conformance.

Lighting to Discourage Crime

Subsection 4.175 (.04)

A47. 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)

A48. 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.

A49. 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.

A50. 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. Plantings meeting the low screen standard will be utilized along the periphery of the parking areas.

Landscape Area and Locations

Subsection 4.176 (.03)

A51. The subject site is 71,438 square feet in area, requiring 10,715 square feet of landscaping to meet the 15% landscaping requirement. Proposed non-turf landscaping totals 43% of the site. Parking lot area landscaping is 24% of the site area. Landscaping is provided surrounding the parking area, in front of the building, within the parking area, and screening the trash / recycling enclosure. The proposed landscaping maintains existing tree locations throughout the site, replacing any existing trees in poor condition. Proposed landscaping is a mix of native and non-native vegetation, determined to be most suitable

for the site by landscape architect, Michael Andrews. Materials proposed include 4 species of trees, 9 species of shrubs, and 3 species of ground covers, and 3 species of grasses. The subject site is 88.23 acres, therefore a total of 13.23 acres is required to be landscaped in order to meet the 15% landscaping requirement. Proposed landscape or natural area will be 838,502 square feet (19.25 acres) which is 22.8% of the site area. This exceeds the 15% minimum requirement. Landscaping is provided in around the new parking areas, there are new planting areas in existing large landscaped islands along Printer Parkway, and most notably in a large newly created plaza area located at the southern entry of the building. The applicant's landscape plan set shows a mix of ornamental trees such as Red Maple, Cedar, Douglas Fir, Wilamette Valley Ponderosa Pine, Oregon White Oak, and Douglas Firs, 250 Vine Maples located within the parking lot landscape islands, and Kousa Dogwoods within the plaza area along with a variety of deciduous and evergreen trees proposed to remain throughout the plaza and the remainder of the site.

Buffering and Screening

Subsection 4.176 (.04)

A52. The subject property is zoned PDI and borders PDI zoning to the north, east, and south. To the west the property abuts SW Parkway Ave and Interstate 5. These areas are compatible with the industrial flex office uses proposed as part of the Parkway Woods application and do not warrant any additional screening or buffering. A small portion of PDR-5 zoning abuts the property to the east, however this does not warrant any screening or buffering as there is roughly 1,200 feet of greenspace between the two different land use districts. The existing building contains rooftop mechanical equipment screening and is shown in the Architectural Drawing Exhibits in Exhibit B1. A condition of approval PDA 4 ensures any additional rooftop mechanical equipment will be screened in accordance with the requirements of this subsection.

Landscape Plan Requirements

Subsection 4.176 (.09)

A53. 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)

A54. The subject property currently contains a 30 cubic yard trash compacted located near the building 60 loading dock and a 20 cubic yard trash compactor located near the building 61 loading dock. The current building is 387,453 square feet, which requires 4 square feet per 1,000 square feet of building area. This would require 1,550 square feet of storage for mixed

solid waste. The two collection areas satisfy the existing spatial demands for the site and meets the access standards of the City's franchised waste hauler. A letter supporting the redesign and trash and recycling locations from Republic Services dated July 8, 2020 is included as Appendix 24 of Exhibit B1.

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

A55. The applicant's Exhibit B1 contains a letter from Republic Services indicating coordination with the franchised hauler, and that the proposed storage area and site plan meets Republic Services requirements. Republic Services also notes that should the applicant pursue the potential third trash and recycle location additional review would be required. Any changes or additions to the solid waste and recycling collection on site would also require an administrative review by planning.

Request B: DB18-0033 Site Design Review

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

Site Design Review

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

B1. Staff summarizes 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 applicant's narrative states that the improvements are intended to enhance and refresh the exterior of the existing building. The exterior changes include new windows, doors and entrances. The existing structure is primarily brick which will remain. The proposed improvements include black steel canopies with cedar soffit siding, and new windows and doors consistent with the existing dark bronze framing and green glazing. A new metal screen structure is proposed to architecturally emphasize the new western entry.

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 D.

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)

- B2.** 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)

- B3.** A professionally designed building landscaping and a professional, site specific, layout supports a quality visual environment.

Encourage Originality, Flexibility, and Innovation

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

- B4.** 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 seeks waivers or variances.

Discourage Inharmonious Development

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

- B5.** As indicated in Finding B3 above 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 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)

- B6.** 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)

- B7.** The site contains many mature trees of valuable species such as Willamette Valley Ponderosa Pine and Oregon White Oak. In order to reconfigure the parking and circulation areas, the removal of many trees are necessary due to construction. The applicant has provided Appendix 33 in Exhibit B1, which shows the various iterations of the tree removal plan as they worked to reduce their impact on the significant trees on site.

Iteration	Date	Percentage of Oregon White Oak Preservation	Percentage of Ponderosa Pine Preservation	Overall Tree Preservation Percentage
#1	January 16, 2020	15.1%	23.9%	22.8%
#2	February 6, 2020	25.3%	30.7%	30.9%
#3	March 11, 2020	50.6%	54.5%	43.6%
#4	April 9, 2020	53.6%	62.5%	46.1%
#5	May 14, 2020	56.0%	65.9%	48.9%
#6	July 7, 2020	57.2%	69.3%	48.4%

The above excerpt from Appendix 33 shows a continued increase in the amount of Oregon White Oak and Ponderosa Pine preserved on site. The applicant also proposed significant planting of a variety of tree species in order to revert the site to its heavily wooded character once the trees mature. The final plan demonstrates that the applicant has preserved the existing landscaping to the fullest extent practicable and balanced their needs with other site considerations such as natural aesthetics.

Attention to Exterior Appearances

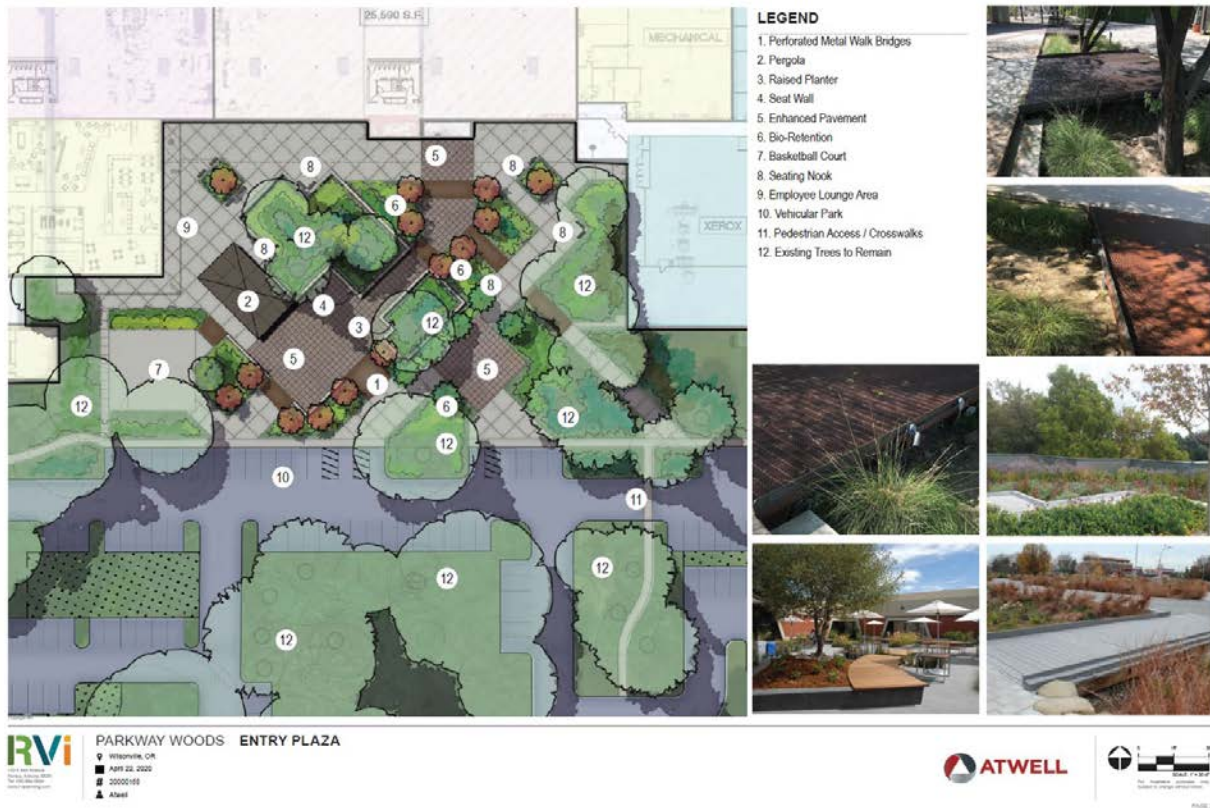
Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- B8.** The applicant used appropriate professional services to design the exterior of the building. The applicant's narrative states that the intent of the design is to improve the overall aesthetics of the property and capitalize on the heavily wooded setting of the site. New parking areas will provide safe and convenient access to all sides of the building, and building improvements that will enhance and refresh the exterior of the existing building. The exterior changes include new architectural features that emphasize the new entrances, and a new windows and doors. A new entry plaza features includes well designed landscape features to provide a welcoming and heavily landscaped entry that is in keeping with the wooded nature of the property.



CORNER ENTRY

Corner Entry shown with black metal and cedar soffit



Entry Plaza Site Plan



WEST ENTRY

West Entry with proposed signage location and dark mesh perforated wall



 **South Plaza Entry Concept**

South Plaza Entry Rendering

Protect and Enhance City's Appeal

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

- B9.** The applicant states that the proposed improvements are intended to increase the appeal of the subject property to prospective tenants which will in turn stimulate other industrial flex space in the immediate vicinity.

Stabilize Property Values/Prevent Blight

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

- B10.** The applicant's narrative states that the financial investment in the property through building and other site improvements is intended to increase the value of the subject property. The goal is to increase building occupancy, which in turn will increase tax revenues.

Adequate Public Facilities

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

B11. As found in the Stage II Final Plan Modification review, see Request A, adequate public facilities serve the site.

Pleasing Environments and Behavior

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

B12. The proposed improvements to the site improve the site layout and defensible space. Increasing access and providing attractive architectural enhancements to the existing building contribute to an overall pleasing environment on site, and minimizes the risk of undesirable behavior.

Civic Pride and Community Spirit

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

B13. Through implementing the proposed site and building improvements that will revitalize the existing building, the newly refreshed project site will help foster civic pride and community spirit.

Favorable Environment for Residents

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

B14. By initiating the proposed improvements the property is in a stronger position to attract new tenants which can attract new residents for the city and provide an overall favorable environment.

Jurisdiction and Power of the DRB for Site Design Review

Development Must Follow DRB Approved Plans

Section 4.420

B15. Condition of Approval PDB 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 for portions of the improvements requiring DRB review prior to DRB approval.

Design Standards

Preservation of Landscaping

Subsection 4.421 (.01) A.

B16. The proposal will not affect significant existing landscaping, including trees or mature groundcover. The area is developed and all landscaping is existing. The applicant proposes to remove landscaping in poor health and replace it with new landscaping.

Harmony of Proposed Buildings to Environment

Subsection 4.421 (.01) B.

B17. The applicant used appropriate professional services to design the exterior of the building to ensure harmony with the environment. The project site is located on a heavily wooded site and the most significant feature of the site is the quantity and quality of large trees. While many trees are proposed for removal, of the 605 trees surveyed, 296 trees have been preserved and incorporated into the new landscaping plans. Additionally, a large portion of the Significant Resource Overlay Zone (SROZ) can be found on site. The applicant intends to emphasize the wooded nature of the site by incorporating wood elements into new architectural features proposed as canopies above the new entries, and planting over 737 new trees on site to reinforce the wooded atmosphere of the site.

Special Attention to Drives, Parking, and Circulation- Access Points

Subsection 4.421 (.01) C.

B18. All access points are existing and meet City standards. No changes are proposed to existing access points.

Special Attention to Drives, Parking, and Circulation- Interior Circulation

Subsection 4.421 (.01) C.

B19. All interior circulation areas are existing and the applicant does not propose changes to the existing circulation areas. 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.

B20. 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.

B21. 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.

B22. The proposed development includes a reconfiguration of the majority of parking areas currently located on site. As part of these parking area improvements, new LIDA features are incorporated into the design contributing to the attractiveness of the parking lot design. As a heavily wooded site, the significant landscaping proposed by the applicant helps visually connect the parking area to the heavily wooded property by providing a large amount of trees within and around the parking lot. The applicant has also preserved mature trees within the parking areas to further provide special consideration to the aesthetic and visual impact of the parking areas. The parking lot provides new pedestrian connections that are safe, direct, and convenient. The new access routes provide more direct connections to the building than the existing parking lot, thus improving the design and circulation of the site.

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

B23. The proposed development provides reconfigured and expanded surface parking areas which will contain new water quality features consistent with City standards. These features are dispersed throughout the parking lot and will help improve water quality throughout the property. The proposed improvements will not adversely affect neighboring properties through the storm drainage system.

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

B24. No above ground utility installations are proposed.

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

B25. 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.

B26. All advertising features are sized and located appropriately to not detract from the design of the existing structure and surrounding properties. See also Request D.

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

B27. 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)

B28. 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)

B29. 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)

B30. 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.

B31. 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.

B32. The applicant proposes a single exterior location in a central visible location. 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.

B33. The applicant's Appendix 24 in Exhibit B1, 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.

B34. Pursuant to a letter from Republic Services, applicant's Appendix 24 in Exhibit B1, the dimensions are adequate to accommodate the planned containers.

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

B35. The applicant provides the required screening and gate width.

Site Design Review Submission Requirements

Submission Requirements
Section 4.440

B36. The applicant submitted 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

B37. 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)

B38. Condition of Approval PD 2 will assure installation or appropriate security.

Approved Landscape Plan Binding
Subsection 4.450 (.02)

B39. Condition of Approval PD 3 provides ongoing assurance approved landscaping is installed and maintained.

Landscape Maintenance and Watering
Subsection 4.450 (.03)

B40. Condition of Approval PD 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)

B41. Condition of Approval PD 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.

B42. Condition of Approval PD 5 requires meeting the detailed requirements of this subsection. Of particular note, the applicant's landscape plan, shows at least 2-gallon containers for shrubs and 1-gallon containers for groundcover.

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

B43. 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)
- Tree are 2" caliper.

Plant Species Requirements
Subsection 4.176 (.06) E.

B44. 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)

B45. 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)

B46. 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)

B47. 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

B48. The proposed development modifies an existing lighting system in an industrial project. The outdoor lighting standards thus apply.

Outdoor Lighting Zones

Section 4.199.30

B49. The subject property is within LZ2.

Optional Lighting Compliance Methods

Subsection 4.199.40 (.01) A.

B50. The applicant has the option of the performance or prescriptive method. The applicant has selected to comply with the performance method.

Maximum Lamp Wattage and Shielding

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

B51. The applicant has selected the performance option, the project's outdoor lighting has a maximum of 5% of the direct upright lumens and has 0.2 foot-candles at the property line. The existing lighting and proposed lighting do not have or propose up lighting in excess of these standards.

Oregon Energy Efficiency Code Compliance

Subsection 4.199.40 (.01) B. 2.

B52. 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.

B53. As new building mounted lighting and egress lighting will be installed, this meets the definition of a major addition or modification to pre-existing sites as defined by WC 4.199.60.01. The subject property is located within Lighting Zone 2. The maximum mounting height for lighting for private drives, driveways, parking and bus stops is 40 feet. Lighting for walkways, bikeways, plazas and other pedestrian areas is 18 feet. All other lighting must not exceed a mounting height of 8 feet. The applicant's lighting plan shows parking lot and drive aisle areas is shown at a height of 30 feet which meets the above standard. Building and loading dock lighting is shown mounted at 20 feet and 15 feet depending on the location. Lighting for pedestrian areas is shown mounted at a height of 3 feet.

Setback from Property Line

Subsection 4.199.40 (.01) B. 4.

B54. The subject site abuts property to the east that is not within the same base and lighting zone thus requiring a setback. All lighting fixtures are shown setback from PDR-5 zoned properties well in excess of three times the mounting height.

Lighting Curfew

Subsection 4.199.40 (.01) D.

B55. The applicant proposes the standard LZ 2 curfew of 10 PM.

Request C: DB20-0030 Master Sign Plan

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)

- C1. The application qualifies as a Master Sign Plan as it involves a multi-tenant complex and is being reviewed by the Development Review Board.

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

- C2. The request is for a Master Sign Plan for a mult-tenant industrial flex building containing more than three tenants, aimed at meeting the signage needs of current and future tenants.

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

- C3. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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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Master Sign Plan Review Criteria

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

C4. As indicated in Finding 5 and Findings 20-24, the zoning district and Site Design Review criteria are met.

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

C5. The proposed signage is typical of and compatible with business park style developments within the PDI zone. This includes a design and style that would consistently reflect Parkway Woods Business Park’s identity throughout the subject site.

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

C6. There is no evidence, and no testimony has been received suggesting the subject sign plan 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) F. 3.

C7. The sign plan allows wall and monument signage in appropriate locations in relation to site elements such as landscaping. Additionally, all allowed wall signs will be appropriately placed within existing architectural elements of the various buildings.

Master Sign Plan Review Criteria: Consistent and Compatible Design
 Subsection 4.156.02 (.07) B. 1.

C8. The applicant has designed a master sign plan that provides for consistent and compatible design of signs throughout the development. This is demonstrated through the use of consistent materials, color and lettering / font style. Appendix 30 – Master Sign Plan in Exhibit B1 shows all necessary information regarding the proposed signage. The monument signs will be a combination of Pantone 425C and 447C colored steel with a wood look metal to coordinate with the wood elements proposed on the new building entry canopies. Typography will be illuminated along the edge of the letters. Proposed building signs will allow for up to ten (10) words on two (2) lines of text on a Pantone 447C background made of satin finished steel. Logos will be permitted. The directional and secondary monument signs incorporate the same design elements and color palette as described for the other signage proposed on site.

Master Sign Plan Review Criteria: Consider Future Needs
Subsection 4.156.02 (.07) B. 2.

- C9. As many of the tenant spaces within Parkway Woods are very large and contain a longer than normal façade length, the applicant proposes allowing each tenant 32 square feet of sign area. In no case will tenant signage exceed 200 square feet on any façade. By keeping a consistent sign area across the entire property the applicant has proposed a Master Sign Plan that will provide a consistent look in the future should tenant spaces change over time.

Sign Measurement

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

- C10. The sign measurement uses single rectangles, as allowed.

Freestanding and Ground Mounted Signs in the PDC, PDI, and PF Zones

General Allowance
Subsection 4.156.08 (.01) A.

- C11. The subject site has frontage on SW Parkway Ave of sufficient length to be sign eligible. Two freestanding signs are proposed just south of the Xerox Drive entrance and to the south of the Printer Parkway entrance along SW Parkway Avenue. The subject property has approximately 990 feet of frontage along SW Parkway Avenue and is thus permitted two freestanding signs. There is an existing monument sign shown on the plans along the SW Parkway Ave frontage. Should this sign remain the property would be over the allowance for freestanding signs, therefore a condition of approval PDC 3 requires the removal of this sign upon the installation of the proposed monument signs.

Allowed Height
Subsection 4.156.08 (.01) B.

- C12. The maximum allowed height for a freestanding sign is 20 feet within the PDI zone. The subject property contains seven (7) tenant spaces that exceed 10,000 square feet in area; therefore the maximum height of the freestanding sign for this property is 35 feet. The proposed monument signs are 34 feet in height, below the height limit for the site. The property is also contiguous to I-5 and contiguous portions of streets identified in Figure S-4, which allows the property to exceed the 8 foot height limit otherwise required for properties in the PDC-TC Zone, Old Town Overlay Zone, and PDI Zone.

Allowed Area

Subsection 4.156.08 (.01) C.

C13. The two proposed freestanding monument signs pertain to multiple tenants within a 387,453 square foot building fronting along SW Parkway Avenue, which is shown on Figure S-4 in WC Section 4.156 as a parallel contiguous street to I-5, which allows for greater sign area. The code allows for 64 square feet for a sign in a multi-tenant building, with an additional 32 square feet for each tenant space in excess of 10,000 square feet with a maximum of 300 square feet. The property contains seven (7) tenant spaces in excess of 10,000 square feet for 224 additional square feet on top of the base allowance of 64 square feet. The applicant proposes 286 total square feet, below the code allowance for the site.

Pole or Sign Support Placement Vertical

Subsection 4.156.08 (.01) D.

C14. The applicant proposes constructing the freestanding sign and its foundation in a full vertical position.

Extending Over Right-of-Way, Parking, and Maneuvering Areas

Subsection 4.156.08 (.01) E.

C15. The subject freestanding sign will not extend into or above right-of-way, parking, and maneuvering areas.

Design of Freestanding Signs to Match or Complement Design of Buildings

Subsection 4.156.08 (.01) G.

C16. The proposed sign is coordinated with the design of the building design, as proposed.

Width Not Greater Than Height for Signs Over 8 Feet

Subsection 4.156.08 (.01) H.

C17. The proposed freestanding sign exceeds 8 feet, therefore the requirements of this subsection apply. The proposed freestanding signs are shown at 34 feet tall with a width of 3.5 feet. There is also an attached directory with a width of 4 feet. The combined width of 7.5 feet is less than the overall height of 34 feet.

Sign Setback

Subsection 4.156.08 (.01) J.

C18. Freestanding or ground mounted signs shall be no further than 15 feet from the property line and no closer than two (2) feet from a sidewalk or other hard surface in the public right-of-way. The freestanding signs are both within 15 feet of the property line. The northern freestanding sign does not have an adjacent sidewalk or hard surface, however, the southern freestanding sign has an adjacent public sidewalk and is located in excess of 2 feet from the public sidewalk meeting the above standard.

Address Required to be on Sign
Subsection 4.156.08 (.01) K.

C19. The two monument signs fronting SW Parkway Avenue in Appending 30 Master Sign Plan in Exhibit B2 are shown to contain the address etched and printed onto the top of the monument sign structure, thus meeting the requirements of the above subsection.

Site Design Review

Excessive Uniformity, Inappropriate Design
Subsection 4.400 (.01)

C20. With quality materials and design, the proposed sign will not result in excessive uniformity, inappropriateness or poor design, and the proper attention has been paid to site development.

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

C21. The sign is scaled and designed appropriately related to the subject site and the appropriate amount of attention has been given to visual appearance. This sign will provide local emergency responders and other individuals' reference for the location of this development.

Design Standards
Subsection 4.421 (.01)

C22. There is no indication that the size, location, design, color, texture, lighting or material of the proposed sign would detract from the design of the surrounding properties.

Design Standards and Signs
Subsection 4.421 (.02)

C23. Design standards have been applied to the proposed sign, as applicable, see Finding C20 above.

Color or Materials Requirements
Subsection 4.421 (.06)

C24. The proposed coloring is appropriate for the sign and no additional requirements are necessary.

Site Design Review-Procedures and Submittal Requirements
Section 4.440

C25. The applicant has submitted a sign plan as required by this section.

Request D: DB20-0030 Type C Tree Removal Plan

Type C Tree Removal-General

Tree Related Site Access

Subsection 4.600.50 (.03) A.

D1. It is understood the City has access to the property to verify information regarding trees.

Review Authority

Subsection 4.610.00 (.03) B.

D2. 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 Development Review Board.

Conditions of Approval

Subsection 4.610.00 (.06) A.

D3. No additional conditions are recommended pursuant to this subsection. Condition of Approval PDD 5 requires additional mitigation or payment into the tree fund as many large, healthy significant native tree species located on site are proposed for removal. See Finding D10 for additional information on the basis for additional mitigation.

Completion of Operation

Subsection 4.610.00 (.06) B.

D4. It is understood the tree removal will be completed prior to construction of the proposed building, which is a reasonable time frame for tree removal.

Security for Permit Compliance

Subsection 4.610.00 (.06) C.

D5. No bond is anticipated to be required to ensure compliance with the tree removal plan as a bond is required for overall landscaping.

Tree Removal Standards

Subsection 4.610.10 (.01)

D6. The standards of this subsection are met as follows:

- Standard for the Significant Resource Overlay Zone: The proposed tree removal is not within the Significant Resource Overlay Zone.
- Preservation and Conservation: The applicant has taken tree preservation into consideration as discussed further under development alternatives below. The arborist's report identifies 605 trees on the subject site ranging in diameter at breast height (dbh) from below 6" to 71". Species include Norway maple, a variety of Oaks including Oregon White Oak, Douglas Fir, Ponderosa Pine, Japanese Black Pine,

Cherry, Plum, Birch and Ash trees. . All trees proposed for removal are either fair to poor condition, necessary due to construction, or noted by the arborist report as a nuisance or invasive species. The Arborist’s Report and Applicant’s Narrative indicate that 302 trees are proposed for removal. Of the 302 trees, 137 are in good condition, 79 are in fair condition, and 86 are in poor condition, with 10 rated in very poor condition. 71 Oregon White Oaks and 27 Ponderosa Pines are proposed for removal. The applicant plans on mitigating by planting 462 trees on site. In addition to the 462 new trees planted on site, the applicant is planting 250 Vine Maple trees in the bioswales located in the parking lot. There are also 10 Dogwood trees proposed within the plaza area for a total of 722 new trees planted on site. Condition of approval PDD 4 will ensure that protective fencing is placed around the drip line of preserved trees prior to site grading or other site work that could damage the trees.

- Development Alternatives: The applicant worked with Staff to develop various alternatives that preserved more trees in particular Oregon White Oaks and Ponderosa Pine with each iteration. Large significant wooded areas exist on site and are part of the SROZ. No development is proposed within these areas.
- Land Clearing: Land clearing and grading is proposed and will be limited to areas necessary for construction of the proposed building, structures, and other site improvements.
- Compliance with Statutes and Ordinances: The necessary tree replacement and protection is planned according to the requirements of the tree preservation and protection ordinance.
- Limitation: Tree removal is limited to where it is necessary for construction (as discussed in Development Alternatives above) or to address nuisances or where the health of the trees warrants removal.
- Additional Standards: A tree survey has been provided, and no utilities are proposed to be located where they would cause adverse environmental consequences.

Review Process

Subsection 4.610.40 (.01)

D7. The plan is being reviewed concurrently with the Stage II Final Plan.

Tree Maintenance and Protection Plan

Section 4.610.40 (.02)

D8. The applicant has submitted the necessary copies of a Tree Maintenance and Protection Plan as shown in Appendix 18 Arborist Report, and Appendix, and the Landscape Drawing Exhibits and Arboricultural Drawing Exhibits Exhibit B2.

Replacement and Mitigation

Tree Replacement Requirement

Subsection 4.620.00 (.01)

D9. This standard is met, see additional discussion on tree replacement requirements in Finding D10.

Basis for Determining Replacement and Replacement Tree Requirements
 Subsection 4.620.00 (.02) and (.03)

D10. Replacement trees will meet the minimum caliper and other replacement requirements. The applicant’s response to the requirements above indicate that 115 Ponderosa Pine and 46 Oregon White Oaks are being replanted as part of the mitigation requirements. The applicant’s landscape plans in Exhibit B2 only show 5 Ponderosa Pine and 6 Oregon White Oak proposed as part of the new plantings that will count toward mitigation for the removed trees. While the applicant has made an effort to reduce impacts to mature trees on site, many larger Ponderosa Pine and Oregon White Oak are still proposed for removal. Due to the larger size and valuable tree species proposed for removal condition of approval PDD 5 has been added requiring additional mitigation or equivalent payment into the City Tree Fund on a per caliper inch basis. The table below includes all Ponderosa Pine and Oregon White Oak in either good or fair condition with a DBH in excess of 20 inches, which provided the basis for the additional mitigation requirement. The total caliper inches of the trees (DBH) is 1177. The total mitigation requirements are as follows:

Total Trees Proposed for removal: 312

Trees requiring one per one mitigation: 151

One per one mitigation provided: 151

Large trees requiring inch per inch mitigation: 161 totaling 1177 inches

Proposed mitigation trees 311. Approximately 622 inches (assuming 2 inch caliper trees are planted). Would require additional trees if smaller caliper mitigation trees approved.

Additional mitigation required by Condition of Approval, 555 caliper inches, or approximately 278 two-inch caliper trees. Would require additional trees if smaller caliper mitigation trees approved.

The first table below summarizes the removal and mitigation for all the trees, minus the planting of 462 trees, the required additional mitigation is 715.

Tree No	Common Name	Scientific Name	DBH	Condition
2105	Ponderosa Pine	<i>Pinus Ponderosa</i>	32	Good
3794	Ponderosa Pine	<i>Pinus Ponderosa</i>	24	Good
3809	Ponderosa Pine	<i>Pinus Ponderosa</i>	24	Good
3811	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
3813	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
7260	Ponderosa Pine	<i>Pinus Ponderosa</i>	32	Good
7522	Ponderosa Pine	<i>Pinus Ponderosa</i>	31	Fair
7527	Ponderosa Pine	<i>Pinus Ponderosa</i>	29	Fair
7661	Ponderosa Pine	<i>Pinus Ponderosa</i>	27	Fair

7699	Ponderosa Pine	<i>Pinus Ponderosa</i>	31	Fair
7916	Ponderosa Pine	<i>Pinus Ponderosa</i>	29	Good
7917	Ponderosa Pine	<i>Pinus Ponderosa</i>	30	Good
8006	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
8476	Ponderosa Pine	<i>Pinus Ponderosa</i>	24	Good
8920	Ponderosa Pine	<i>Pinus Ponderosa</i>	33	Fair
8951	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
9164	Ponderosa Pine	<i>Pinus Ponderosa</i>	28	Fair
10004	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
10010	Ponderosa Pine	<i>Pinus Ponderosa</i>	25	Good
10157	Ponderosa Pine	<i>Pinus Ponderosa</i>	30	Good
			534	

Tree No	Common Name	Scientific Name	DBH	Condition
4005	Oregon White Oak	<i>Quercus Garryana</i>	36	Fair
4160	Oregon White Oak	<i>Quercus Garryana</i>	29	Fair
8478	Oregon White Oak	<i>Quercus Garryana</i>	22	Good
8479	Oregon White Oak	<i>Quercus Garryana</i>	23	Good
8486	Oregon White Oak	<i>Quercus Garryana</i>	33	Good
8487	Oregon White Oak	<i>Quercus Garryana</i>	33	Good
8488	Oregon White Oak	<i>Quercus Garryana</i>	28	Fair
8498	Oregon White Oak	<i>Quercus Garryana</i>	26	Good
8533	Oregon White Oak	<i>Quercus Garryana</i>	20	Fair
8904	Oregon White Oak	<i>Quercus Garryana</i>	20	Fair
8906	Oregon White Oak	<i>Quercus Garryana</i>	26	Good
8909	Oregon White Oak	<i>Quercus Garryana</i>	21	Fair
8933	Oregon White Oak	<i>Quercus Garryana</i>	28	Good
8953	Oregon White Oak	<i>Quercus Garryana</i>	25	Good
8959	Oregon White Oak	<i>Quercus Garryana</i>	21	Good
8963	Oregon White Oak	<i>Quercus Garryana</i>	23	Good
9151	Oregon White Oak	<i>Quercus Garryana</i>	24	Good
9159	Oregon White Oak	<i>Quercus Garryana</i>	25	Good
9325	Oregon White Oak	<i>Quercus Garryana</i>	26	Fair
9327	Oregon White Oak	<i>Quercus Garryana</i>	38	Good
9345	Oregon White Oak	<i>Quercus Garryana</i>	25	Good
10007	Oregon White Oak	<i>Quercus Garryana</i>	25	Fair
10013	Oregon White Oak	<i>Quercus Garryana</i>	39	Fair
10161.1	Oregon White Oak	<i>Quercus Garryana</i>	27	Good
			643	

Total	1177			
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Replacement Tree Stock Requirements
Subsection 4.620.00 (.04)

D11. The planting notes on the applicant's sheet 22 and 23 on the Landscape Drawing Exhibit in Exhibit B2 indicate the appropriate quality.

Replacement Trees Locations
Subsection 4.620.00 (.05) A.

D12. The applicant proposes to mitigate for all removed trees on site and in the appropriate locations for the proposed development.

Protection of Preserved Trees

Tree Protection During Construction
Section 4.620.10

D13. Condition of Approval PDD 4 ensures the applicable requirements of this section will be met.

Request E: SR20-0002 SRIR Review

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

Findings of Fact:

1. The area designated Significant Resource Overlay Zone (SROZ) includes a portion of a wetland (Local Wetlands Inventory - LWI - Site Number 1.07). Situated on the southeastern side of the property, the wetland is primarily a mowed lawn. The wetland area has a designated 50-foot Title 3 wetland buffer.
2. A wetland delineation prepared by Pacific Habitat Services, and approved by the Oregon Department of State Lands, identified the wetland as jurisdictional.
3. The Significant Resource Overlay Zone ordinance prescribes regulations for development within the SROZ and its associated 25 foot Impact Area. Setbacks from significant natural resources implement the requirements of Metro Title 3 Water Quality Resource Areas and Statewide Planning Goal 5. Wetlands, streams and riparian corridors shall have at least a minimum 50-foot buffer, but buffers may extend to the top of the slope for riparian corridors. All significant natural resources have a 25 foot Impact Area. Development or other alteration activities may be permitted within the SROZ and its associated 25 foot Impact Area through the review of a Significant Resource Impact Report (SRIR).

4. The applicant's Significant Resource Impact Report delineated specific resource boundaries and provided a justification for the proposed map refinement of the SROZ. The applicant's SRIR contained all the required information, including a physical analysis, ecological analysis, and development recommendations.
5. To amend the SROZ boundary, the Development Review Board shall make a "determination that the land area in question is or is not significant". The criteria for determining that land is significant shall be based on finding that the site area has at least one rating of "high" using the function criteria listed in the Natural Resources Inventory. Staff concurs with the applicant that the SROZ area to be amended does not have any "high" function ratings, and should not be included in the SROZ boundary.
6. The SROZ map will be amended, pursuant to Section 4.139.09.01 (D), as part of the land use approval for Parkway Woods Business Park.

SRIR Review Criteria

Section 4.139.03

- E1. Criteria A-J are satisfied due to the removal of the wetland from the Significant Resource Overlay Zone.

Mitigation Standards

Section 4.139.06

- E2. Mitigation standards are not applicable to the proposed map refinement for the wetland area. However, the applicant has proposed an enhancement plan for the area along the west side of the tributary to Coffee Lake Creek.

Map Refinement Process

Section 4.139.09(.01)(D)

- E3. The applicant proposes to amend the Significant Resource Overlay Zone (SROZ) boundary. A Significant Resource Impact Report (SRIR) has been submitted to justify the refinement. To amend the SROZ boundary, the Development Review Board shall make a "determination that the land area in question is or is not significant". The land area to be amended includes a portion of a locally significant wetland (Site Number: 1.07), which was identified as part of the city's Natural Resources Inventory.

Staff concurs with the applicant that the SROZ area to be amended does not have any "high" function ratings, and should not be included in the SROZ boundary.

Engineering Conditions and Requirements for Proposed Development

From: Khoi Le, PE Development Engineering Manager
To: Philip Bradford
Date: October 12, 2020
Proposal: Parkway Woods Business Park

Engineering Division Conditions:

Request: Type I Industrial

PFA 1.	Prior to Issuance of Public Works Permit, Public Works Plans and Public Improvements shall conform to the "Public Works Plan Submittal Requirements and Other Engineering Requirements" in Exhibit A1.
PFA 2.	Prior to Issuance of Public Works Permit, submit a storm drainage report to Engineering for review and approval. The storm drainage report shall demonstrate the proposed development is in conformance with the Low Impact Development (LID) treatment and flow control requirements. Submit infiltration testing results that correspond with the locations of the proposed LID facilities.
PFA 3.	Prior to Site Commencement, an approved Erosion Control Permit must be obtain and erosion control measures must be in place.
PFA 4.	Prior to Issuance of Final Building Certificate of Occupancy, onsite LID facilities must be constructed . These facilities must also be maintained properly in order to provide the required treatment and flow control appropriately. Therefore, the applicant must execute a Stormwater Maintenance Easement Agreement with the City. The Agreement must be recorded at the County prior to Issuance of Building Certificate of Occupancy.

Exhibit C1 DB20-0028 et al

Exhibit C1
Public Works Plan Submittal Requirements
and Other Engineering Requirements

1. All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards - 2017
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

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

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

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

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

- n. Composite Franchise Utility Plan.
 - o. City of Wilsonville detail drawings.
 - p. Illumination Plan.
 - q. Striping and Signage Plan.
 - r. Landscape Plan.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
 8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with City Code and the Public Works Standards during construction and until such time as approved permanent vegetative materials have been installed.
 9. Applicant shall notify City before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
 10. The applicant shall be in conformance with all stormwater treatment and flow control requirements for the proposed development per the Public Works Standards. Unless the City approves the use of an Engineered Method, the City's BMP Sizing Tool shall be used to design and size stormwater facilities.
 11. A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
 12. Proprietary stormwater management facilities are only allowed where conditions limit the use of infiltration (e.g., steep slopes, high groundwater table, well-head protection areas, or contaminated soils). If a proprietary stormwater management facility is approved by the City, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.
 13. Stormwater management facilities shall have approved landscape planted and approved by the City of Wilsonville prior to paving.
 14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems.

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

15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Sidewalks, crosswalks and pedestrian linkages shall be in compliance with the requirements of the U.S. Access Board.
17. No surcharging of sanitary or storm water manholes is allowed.
18. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
19. The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
20. The applicant shall provide adequate sight distance at all project street intersections, alley intersections and commercial driveways by properly designing intersection alignments, establishing set-backs, driveway placement and/or vegetation control. Coordinate and align proposed streets, alleys and commercial driveways with existing streets, alleys and commercial driveways located on the opposite side of the proposed project site existing roadways. Specific designs shall be approved by a Professional Engineer registered in the State of Oregon. As part of project acceptance by the City the Applicant shall have the sight distance at all project intersections, alley intersections and commercial driveways verified and approved by a Professional Engineer registered in the State of Oregon, with the approval(s) submitted to the City (on City-approved forms).
21. Access requirements, including sight distance, shall conform to the City's Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
22. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Republic Services for access and use of their vehicles.

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

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

Building Division Requirements and Advisories For DB20-0028, Parkway Woods

1. Access to a Public Way. The exit discharge from the building must provide direct and unobstructed access to a public way. Where access to a public way cannot be provided, a safe dispersal area shall be provided where all of the exceptions (1-4) are met from section 1028.5 of the 2019 Oregon Structural Specialty Code.
2. Accessible Parking. Included with in the project summary statement; “there will be no net increase in the amount of parking” which will not require an increase to accessible parking if the total number of parking is not increasing. Please refer to the City of Wilsonville, Building pages to download the Accessibility to Existing Buildings, Tenant Improvement Alterations Compliance Report:

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/building/page/6301/c_accessibility_to_existing_buildings_tenant_improvement_alterations_compliance_report_201704071202354138.pdf

Complete this form and provide it with your plan packet at time of building permit application and submittal. The completed form will state which accessible elements under ORS 447.241 will provide the greatest access, starting with parking, access, and so on.

Natural Resource Findings, Conditions, and Requirements for Proposed Development

From: Kerry Rappold, Natural Resources Manager
To: Philip Bradford, Associate Planner
Date: October 15, 2020
Proposal: Parkway Woods Business Park

Natural Resources Division Conditions:

All Requests

NR 1. Natural Resource Division Requirements and Advisories listed in Exhibit C3 apply to the proposed development.

Exhibit C3
Natural Resources Findings & Requirements

Findings for S120-0002

(if SRIR include related findings here)

Significant Resource Overlay Zone

1. The applicant shall submit the SROZ mapping as ARCGIS shape files or a compatible format.
2. All landscaping, including herbicides used to eradicate invasive plant species and existing vegetation, in the SROZ shall be reviewed and approved by the Natural Resources Program Manager. Native plants are required for landscaping in the SROZ.
3. Provide an alternative mitigation plan that includes native plant species compatible and consistent with the existing vegetation in the enhancement area.
4. Prior to any site grading or ground disturbance, the applicant is required to delineate the boundary of the SROZ. Six-foot (6') tall cyclone fences with metal posts pounded into the ground at 6'-8' centers shall be used to protect the significant natural resource area where development encroaches into the 25-foot Impact Area.
5. The Significant Resource Overlay Zone (SROZ) shall be identified in a conservation easement. The applicant shall record the conservation easement with Clackamas Court Clerk's office. The conservation easement shall include language prohibiting any disturbance of natural vegetation without first obtaining approval from the City Planning Division and the Natural Resources Program Manager. The conservation easement shall be reviewed by the City Attorney prior to recording.

From: [Arn, Jason S.](#)
To: [Gitt, Melissa](#)
Cc: [Bradford, Philip](#)
Subject: FW: Wilsonville Development Review Team Mailing (DB20-0028 et al Parkway Woods DRT)
Date: Tuesday, October 6, 2020 8:52:06 AM
Attachments: [image002.png](#)

[This email originated outside of the City of Wilsonville]

Melissa,

I have reviewed DB20-0028 for the Parkway Woods project and because of the parking lot reconfiguration the Fire District will need to review and approved a fire department access which should include the following:

1. **FIRE ACCESS ROAD DISTANCE FROM BUILDINGS:** The access shall extend to 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. (OFC 503.1.1)
2. **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)
3. **NO PARKING:** Parking on emergency access roads shall be as follows (OFC D103.6.1-2):
 - 20-26 feet road width – no parking on either side of roadway
 - 26-32 feet road width – parking is allowed on one side
 - Greater than 32 feet road width – parking is not restricted

Note: For specific widths and parking allowances, contact the local municipality.

4. **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)
5. **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)
6. **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 or contact TVF&R for assistance and instructions regarding installation and placement. (OFC 506.1)

7. **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)

Please let me know if you have any questions or need further.

Best,

Jason Arn | Deputy Fire Marshal

Tualatin Valley Fire & Rescue

Direct: 503-259-1510

www.tvfr.com

From: White, Shelley <swhite@ci.wilsonville.or.us>

Sent: Monday, October 5, 2020 3:11 PM

To: Amy Berger (BergerA@wlwv.k12.or.us) <BergerA@wlwv.k12.or.us>; Stone, Andy <astone@ci.wilsonville.or.us>; Jacobson, Barbara <jacobson@ci.wilsonville.or.us>; Ben Baldwin (DevelopmentReview@trimet.org) <DevelopmentReview@trimet.org>; Evans, Bill <evans@ci.wilsonville.or.us>; Brian Kelley (Brian.Kelley@nwnatural.com) <Brian.Kelley@nwnatural.com>; Stevenson, Brian <stevenson@ci.wilsonville.or.us>; Cosgrove, Bryan <cosgrove@ci.wilsonville.or.us>; Brown, Carl <cbrown@ci.wilsonville.or.us>; Neamtzu, Chris <neamtzu@ci.wilsonville.or.us>; Pan, Mia <mpan@ci.wilsonville.or.us>; Clackamas County (developmentengineering@clackamas.us) <developmentengineering@clackamas.us>; Carlson, Dan <carlson@ci.wilsonville.or.us>; Stark, Dan <stark@ci.wilsonville.or.us>; Pauly, Daniel <pauly@ci.wilsonville.or.us>; Darrell McNeal (Darrell_McNeal@comcast.com) <Darrell_McNeal@comcast.com>; Kerber, Delora <kerber@ci.wilsonville.or.us>; Brashear, Dwight <brashear@ridesmart.com>; Loomis, Eric <loomis@ridesmart.com>; Heather Peck (heather.peck@aviation.state.or.us) <heather.peck@aviation.state.or.us>; Arn, Jason S. <Jason.Arn@tvfr.com>; John Olivares (jolivares@republicservices.com) <jolivares@republicservices.com>; Dr. Kathy Ludwig (ludwigk@wlwv.k12.or.us) <ludwigk@wlwv.k12.or.us>; Rappold, Kerry <rappold@ci.wilsonville.or.us>; Le, Khoi <kle@ci.wilsonville.or.us>; Rybold, Kim <rybold@ci.wilsonville.or.us>; Lance Cheeley (Lance.Cheeley@nwnatural.com) <Lance.Cheeley@nwnatural.com>; Mark Lindley (mark.lindley@pgn.com) <mark.lindley@pgn.com>; Ottenad, Mark <ottenad@ci.wilsonville.or.us>; Montalvo, Martin <montalvo@ci.wilsonville.or.us>; Baker, Matt <mbaker@ci.wilsonville.or.us>; Gitt, Melissa <gitt@ci.wilsonville.or.us>; Metro Land Use Notifications (landusenotifications@oregonmetro.gov) <landusenotifications@oregonmetro.gov>; McCarty, Mike <mccarty@ci.wilsonville.or.us>; Bateschell, Miranda <bateschell@ci.wilsonville.or.us>; Nina Carlson (nina.carlson@nwnatural.com) <nina.carlson@nwnatural.com>; Nina DeConcini (deconcini.nina@deq.state.or.us) <deconcini.nina@deq.state.or.us>; Duke, Pat <Duke@wilsonvillelibrary.org>; Pat McGough - West Linn-Wilsonville School District (mcgoughp@wlwv.k12.or.us) <mcgoughp@wlwv.k12.or.us>; Region 1 Development Review Applications 10. 19 (ODOT_R1_DevRev@odot.state.or.us) <ODOT_R1_DevRev@odot.state.or.us>; Rich Girard <r2g@nwnatural.com>; Simonton, Scott <simonton@ci.wilsonville.or.us>; Theresa

Cherniak (lutplan@co.washington.or.us) <lutplan@co.washington.or.us>; Tiffany Delgado (tiffany.delgado@pgn.com) <tiffany.delgado@pgn.com>; Tiffany Ritchey (tiffany.ritchey@pgn.com) <tiffany.ritchey@pgn.com>

Cc: Bradford, Philip <pbradford@ci.wilsonville.or.us>

Subject: Wilsonville Development Review Team Mailing (DB20-0028 et al Parkway Woods DRT)

*****The sender is from outside TVF&R – Do not click on links or attachments unless you are sure they are safe*****

Development Review Team members,

Please review the materials linked here

<https://app.box.com/s/g2wpu39tqh7lu2p0r0lybfmgzarug0zx> and submit written comments, requirements, or conditions of approval as follows:

Comments, requirements relating to Public Works Standards, right-of-way, or otherwise needing coordination with Engineering Division: Submit by **4:00 PM, October 12, 2020** via email to Khoi Le PE, Development Engineering Manager, at kle@ci.wilsonville.or.us.

Comments, requirements relating to Building Code or otherwise needing coordination with Building Division: Submit by **4:00 PM, October 12, 2020** via email to Melissa Gitt, Lead Plans Examiner, at gitt@ci.wilsonville.or.us.

All other comments, requirements, and final comments, requirements, and conditions from Engineering/Building to Planning: Submit by **4:00 PM, October 14, 2020** via email to Philip Bradford, Associate Planner, at pbradford@ci.wilsonville.or.us.

Thanks for your help!

Shelley White

Administrative Assistant

City of Wilsonville

503.570.1575

swhite@ci.wilsonville.or.us

www.ci.wilsonville.or.us



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

City Hall is now open, with physical distancing controls in place. During COVID-19, we wish to remain

responsive while prioritizing the health and safety of the Wilsonville community. We are happy to meet by call or teleconference as an alternative to face-to-face meetings.

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 26, 2020

6:30 PM

VII. Board Member Communications:

- A. Results of the October 12, 2020 DRB Panel A meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE:	OCTOBER 12, 2020	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:30 P.M.	TIME END: 8:23 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Daniel McKay	Daniel Pauly
Angela Niggli	Barbara Jacobson
Ken Pitta	Philip Bradford
Jean Svadlenka	Shelley White
	Miranda Bateschell

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
<ul style="list-style-type: none"> A. Approval of minutes of August 10, 2020 DRB Panel A meeting B. Approval of minutes of August 31, 2020 DRB Panel A meeting 	<ul style="list-style-type: none"> A. Approved with corrections B. Approved as presented
PUBLIC HEARING	
<ul style="list-style-type: none"> A. Resolution No. 360. Resolution No. 381. I & E Construction: David Hardister, Woodblock Architecture – Representative for I & E Construction – Owner/ Applicant. The applicant is requesting approval of a Site Design Review for exterior changes and a Class 3 Sign Permit and Waiver for I & E Construction. The site is located at 27375 SW Parkway Avenue on Tax Lot 303 of Section 11, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford <p style="margin-left: 40px;">Case Files: DB20-0033 Site Design Review DB20-0034 Class 3 Sign Permit and Waiver</p> <p style="margin-left: 40px;"><i>This item was continued to a date and time certain of September 14, 2020 at the August 10, 2020 DRB Panel A meeting. Due to poor air quality in City Hall Facilities, the September 14, 2020 DRB hearing was cancelled and postponed to October 14, 2020.</i></p>	<ul style="list-style-type: none"> A. Resolution No. 381 was unanimously adopted with the Applicant's Option 2 design for the building façade, an additional condition of approval specifying limitations on the approval of the sign waiver, and the addition of Exhibits B6 and B7
BOARD MEMBER COMMUNICATIONS	
<ul style="list-style-type: none"> A. Results of the August 24, 2020 DRB Panel B meeting B. Results of the September 28, 2020 DRB Panel B meeting C. Recent City Council Action Minutes 	<ul style="list-style-type: none"> A. Staff noted the Magnolia Townhome Development had been called up to City Council at the November 2, 2020 meeting B. C. No comments

STAFF COMMUNICATIONS	None

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 26, 2020

6:30 PM

VII. Board Member Communications:

B. Recent City Council Action Minutes

City Council Meeting Action Minutes
September 10, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Chris Neamtzu, Community Develop. Director
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Dan Pauly, Planning Manager
Jordan Vance, Economic Develop. Manager
Kimberly Rybold, Senior Planner
Martin Montalvo, Public Works Ops. Manager
Beth Wolf, Systems Analyst
Zoe Monahan, Assistant to the City Manager
Andy Stone, IT Director

Staff present included:

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

AGENDA ITEM	ACTIONS
START TIME	5:05 p.m.
WORK SESSION	
A. Coffee Creek Logistics Center	Council was informed about Ordinance Nos. 844 & 845. The ordinances annex and rezone approximately 5.85 acres on the south side of SW Clutter Street, west of SW Garden Acres Road.
B. Wilsonville Investment Now (WIN) Proposal Update	Staff sought input on a draft of the new WIN program.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. ODOT I-205 Toll Project	Council made a motion to submit the draft letter with amendments to ODOT regarding the I-205 NEPA alternatives comment period. It was approved 5-0.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
C. <u>Resolution No. 2851</u> A Resolution And order Declaring A Local State Of Emergency And Authorizing Emergency Measures.	Resolution No. 2851 was adopted 5-0.
<u>Communications</u>	
A. Wildfires Update	Council was briefed on the current wildfire situation.

<p><u>Consent Agenda</u></p> <p>A. Minutes of April 1, 2019; September 5, 2019; November 4, 2019; February 20, 2020; March 2 & 16 2020; April 20, 2020; May 4, 2020; June 15, 2020 and July 6 & 20, 2020; August 17, 2020 Council Meetings.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2844</u> A Resolution And Order Amending Resolution No. 2834 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p>	<p>Resolution No. 2844 was adopted 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 842</u> An Ordinance Of The City Of Wilsonville Annexing Approximately 17.57 Acres Of Property Located On The West Side Of SW Stafford Road South Of SW Frog Pond Lane Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 1500 And 1700, A Portion Of SW Frog Pond Lane Right-Of-Way, And A Portion Of SW Stafford Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Walter Remmers, William Ray Morgan, And Janice Ellen Morgan, Petitioners.</p> <p>B. <u>Ordinance No. 843</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 15.93 Acres On The West Side Of SW Stafford Road South Of SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 1500 And 1700, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.</p> <p>C. <u>Ordinance No. 844</u> An Ordinance Of The City Of Wilsonville Annexing Approximately 5.85 Acres Of Property Located On The South Side Of SW Clutter Street Just West Of SW Garden Acres Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 2100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Chris And Sonya Bickford Petitioners.</p>	<p>Council moved to continue Ordinance No. 842 to a date certain of September 21, 2020. Passed 5-0.</p> <p>Council moved to continue Ordinance No. 843 to a date certain of September 21, 2020. Passed 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 844 was approved on first reading by a vote of 5-0.</p>

<p>D. <u>Ordinance No. 845</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Washington County Future Development, 20-Acre (FD-20) Zone To The Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 5.85 Acres On The South Side Of SW Clutter Street Just West Of SW Garden Acres Road; The Land Is More Particularly Described As Tax Lot 2100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Panattoni Development Company, Inc., Applicant.</p>	<p>After a public hearing was conducted, Ordinance No. 845 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>The City Manager reiterated the importance of being prepared in the event of evacuations due to the wildfires.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney shared that September 20, 2020 is the due date for the brief to Land Use Board of Appeals (LUBA) with respects to the Aurora Airport.</p> <p>Informed there were no updates on the City of Aurora’s ask at the last Council meeting regarding TLM Holding.</p> <p>Wished the City Manager happy birthday.</p>
<p>ADJOURN</p>	<p>8:55 p.m.</p>

City Council Meeting Action Minutes
September 21, 2020

City Council members present included:

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

Jeanna Troha, Assistant City Manager
 Andrea Villagrana, Human Resources Manager
 Dan Pauly, Planning Manager
 Kimberly Rybold, Senior Planner
 Martin Montalvo, Public Works Ops. Manager
 Beth Wolf, Systems Analyst
 Andy Stone, IT Director
 Zach Weigel, Capital Projects Engineering Manager
 Cindy Luxhoj, Associate Planner
 Kerry Rappold, Natural Resources Manager
 Delora Kerber, Public Works Director

Staff present included:

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

AGENDA ITEM	ACTIONS
START TIME	5:05 p.m.
WORK SESSION	
A. I-5 Pedestrian Bridge Update	Staff provided a summary of public feedback collected on preliminary concepts for the I-5 Pedestrian Bridge and Plaza.
B. Street Lighting LED Conversion Phase 1	Council heard about the LED street light conversion phase 1 project and Resolution Nos. 2836 and 2850.
C. Sole Source Contract Backyard Habitat & Friends of Trees	Staff briefed Council on Resolution Nos. 2846 and 2847. Resolution No. 2846 authorizes the sole source selection of the Backyard Habitat Certification Program for FY 2020-2021 through FY 2022-2023. While Resolution No. 2847 authorizes the sole source selection of the Friends of Trees for FY 2020-2021 through FY 2022-2023.
D. Middle Housing Contract Award & Project Update	Staff informed Council about Resolution No. 2843, which authorizes the City Manager to execute a PSA with Angelo Planning Group to collaborate on the City's middle housing project.
E. Frog Pond Ridge	Council was informed about Ordinance Nos. 842 and 843. The ordinances annex and rezone acres on the west side of SW Stafford Road south of SW Frog Pond Lane within the Frog Pond West Master Plan area.

REGULAR MEETING	
<u>Mayor's Business</u> A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u> A. <u>Resolution No. 2836</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Northstar Electrical Contractors, Inc. To Construct CIP 4722 - LED Street Light Conversion – Phase 1 Project. B. <u>Resolution No. 2850</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Amend An Existing Personal Services Agreement Contract With Murraysmith Associates For The Design And Construction Oversight Of CIP# 4722 Led Street Light Conversion Phase 1 Project. C. <u>Resolution No. 2845</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Personal Services Agreement Contract With Tetra Tech For Development Of The City's Water System Risk And Resilience Assessment And Emergency Response Plan As Required By The America's Water Infrastructure Act Of 2018. D. <u>Resolution No. 2846</u> A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of The Backyard Habitat Certification Program For FY 2020-2021 Through FY 2022-2023. E. <u>Resolution No. 2847</u> A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of Friends Of Trees For FY 2020-2021 Through FY 2022-2023. F. Minutes of the May 6, 2019 City Council Meeting.	The Consent Agenda was approved 4-0.
<u>New Business</u> A. <u>Resolution No. 2843</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Contract With Angelo Planning Group, Inc. For The Middle Housing In Wilsonville Project.	Resolution No. 2843 was adopted 4-0.

Continuing Business

A. **Ordinance No. 844** – 2nd Reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 5.85 Acres Of Property Located On The South Side Of SW Clutter Street Just West Of SW Garden Acres Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 2100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Chris And Sonya Bickford Petitioners.

Ordinance No. 844 was adopted on second reading by a vote of 4-0.

B. **Ordinance No. 845** – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Washington County Future Development, 20-Acre (FD-20) Zone To The Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 5.85 Acres On The South Side Of SW Clutter Street Just West Of SW Garden Acres Road; The Land Is More Particularly Described As Tax Lot 2100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Panattoni Development Company, Inc., Applicant.

Ordinance No. 845 was adopted on second reading by a vote of 4-0.

Public Hearing

A. **Ordinance No. 842** – 1st Reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 17.57 Acres Of Property Located On The West Side Of SW Stafford Road South Of SW Frog Pond Lane Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 1500 And 1700, A Portion Of SW Frog Pond Lane Right-Of-Way, And A Portion Of SW Stafford Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Walter Remmers, William Ray Morgan, And Janice Ellen Morgan, Petitioners.

After a public hearing was conducted, Ordinance No. 842 was approved on first reading by a vote of 4-0.

B. **Ordinance No. 843**

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 15.93 Acres On The West Side Of SW Stafford Road South Of SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 1500 And 1700, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.

After a public hearing was conducted, Ordinance No. 843 was approved on first reading by a vote of 4-0.

<p>C. <u>Resolution No. 2849</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.</p>	<p>After a public hearing was conducted, Resolution No. 2849 was approved by a vote of 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>Shared many City facilities had been closed due to hazardous air quality.</p> <p>Reported that the City has its first positive COVID-19 case.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Consent Agenda</u> A. Minutes of July 20, 2020 URA Meeting.</p>	<p>The URA Consent Agenda was approved 4-0.</p>
<p><u>Public Hearing</u> A. <u>URA Resolution No. 310</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.</p>	<p>After a public hearing was conducted, URA Resolution No. 310 was approved by a vote of 4-0.</p>
<p>ADJOURN</p>	<p>9:00 p.m.</p>

City Council Meeting Action Minutes
October 5, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Dwight Brashear, Transit Director
Scott Simonton, Fleet Services Manager
Dan Pauly, Planning Manager
Zach Weigel, Capital Projects Engineering Manager
Kim Rybold, Senior Planner
Chris Neamtzu, Community Development Director

Staff present included:

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
START	6:04 p.m.
WORK SESSION	
A. Grant Funded Trolley Purchase	Staff briefed Council on Resolution No. 2852, which authorizes SMART to purchase one CNG fueled trolley from Creative Bus Sales.
B. Frog Pond West Development Agreement	Council was informed of Resolution No. 2842, which revises the template for a development and annexation agreement for Frog Pond West Development.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
B. Tourism Promotion Committee Appointment	Tourism Promotion Committee Appointment of Brian Everest to the Tourism Promotion Committee, Position 6 for a term beginning 10/5/2020 to 6/30/2021. Passed 5-0.
<u>Communications</u>	
A. None.	
<u>Consent Agenda</u>	
A. <u>Resolution No. 2852</u> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase One CNG Fueled Trolley From Creative Bus Sales.	The Consent Agenda was approved 5-0.

<p>B. Minutes of the September 16, 2019; October 21, 2019; December 16, 2019 and September 10, 2020 City Council Meetings.</p>	
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2842</u> A Resolution Of The City Of Wilsonville Revising The Template For A Development And Annexation Agreement For Frog Pond West Development And Amending Resolution No. 2649.</p> <p>B. <u>Resolution No. 2853</u> A Resolution Of The City Of Wilsonville To Select The Preferred Bridge Alternative For The I-5 Pedestrian Bridge Project (CIP #4202).</p>	<p>Resolution No. 2842 was adopted 5-0.</p> <p>Resolution No. 2853 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 842</u> An Ordinance Of The City Of Wilsonville Annexing Approximately 17.57 Acres Of Property Located On The West Side Of SW Stafford Road South Of SW Frog Pond Lane Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 1500 And 1700, A Portion Of SW Frog Pond Lane Right-Of-Way, And A Portion Of SW Stafford Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Walter Remmers, William Ray Morgan, And Janice Ellen Morgan, Petitioners.</p> <p>B. <u>Ordinance No. 843</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (Rn) Zone On Approximately 15.93 Acres On The West Side Of SW Stafford Road South Of SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 1500 And 1700, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.</p>	<p>Ordinance No. 842 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 843 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Denounced several rumors about the City posted on social media.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:48 p.m.</p>