

City of Wilsonville

City Council Meeting

November 20, 2017



**REINDEER ROMP &
BULLWINKLE BASH**

5K FUN RUN AND KIDS' DASH
Saturday, December 2nd

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
NOVEMBER 20, 2017
7:00 P.M.**

**CITY HALL
29799 SW TOWN CENTER LOOP
WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens - Excused

Councilor Kristin Akervall
Councilor Charlotte Lehan

CITY COUNCIL MISSION STATEMENT

To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

Executive Session is held in the Willamette River Room, City Hall, 2nd Floor

- 5:00 P.M. EXECUTIVE SESSION [15 min.]**
A. Pursuant to: ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(h) Litigation
- 5:15 P.M. REVIEW OF AGENDA [5 min.]**
- 5:20 P.M. COUNCILORS' CONCERNS [5 min.]**
- 5:25 P.M. PRE-COUNCIL WORK SESSION**
- A. Library Improvements (CIP 8098) (Duke) [10 min.] Page 1
B. Raw Water Facility Update (Kerber) [10 min.]
C. WWSP WGG IGA (Jacobson/Kerber/Cole) [30 min.]
D. Metro Urban Growth Boundary (UGB) Expansion Request [10 min.] Page 3
for Frog Pond East and South (Bateschell)
E. Memorial Park Pump Station PSA Award (Ward) [15 min.]
- 6:40 P.M. ADJOURN**
-

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, November 20, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on November 7, 2017. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

7:00 P.M. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance
- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.

7:05 P.M. CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items *not* on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

7:10 P.M. MAYOR'S BUSINESS

- A. Upcoming Meetings Page 9

7:15 P.M. COUNCILOR COMMENTS

- A. Council President Starr
- B. Councilor Stevens - Excused
- C. Councilor Lehan
- D. Councilor Akervall

7:25 P.M. CONSENT AGENDA

- A. Minutes of the November 20, 2017 Council Meeting. (Veliz) Page 11

7:30 P.M. CONTINUING BUSINESS

- A. Ordinance No. 810 – 2nd reading Page 21
An Ordinance Of The City Of Wilsonville Adopting The Old Town Single-Family Design Standards And Related Development Code Changes To WC Code Section 4.138 - Old Town Overlay Zone. (Pauly)

7:40 P.M. CITY MANAGER'S BUSINESS

7:45 P.M. LEGAL BUSINESS

7:50 P.M. ADJOURN

INFORMATION ITEMS – No Council Action Necessary. Page 351

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated.) Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting if required at least 48 hours prior to the 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 services, please contact the City Recorder, (503) 570-1506 or veliz@ci.wilsonville.or.us



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 20, 2017		Subject: Library Improvements (CIP 8098)	
		Staff Member: Pat Duke, Library Director	
		Department: Library	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments:	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input checked="" type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Staff will provide an update on the Library Improvements project and answer any questions.

EXECUTIVE SUMMARY:

The library improvements include new paint and carpet throughout, new service desks, changing the layout and reprogramming various spaces within the library, resolving ADA issues for the non-fiction restrooms, and replacement of the majority of HVAC units to provide more consistent and efficient heating and cooling. Construction bids are due on Thursday 11/16 for the project. Staff

will provide bid information at this briefing. Staff will bring the final contract to Council for approval on December 4th.

EXPECTED RESULTS:

TIMELINE:

The expected construction start is in late December / early January. Expected construction completion is before June 30, 2018. The library will remain open during construction.

CURRENT YEAR BUDGET IMPACTS:

The FY 17/18 budget for CIP project 8098 is \$1,030,000, with \$1M of that amount coming from a Clackamas County library district grant, and \$30,000 from the General Fund.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 11/14/2017

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 11/15/2017

COMMUNITY INVOLVEMENT PROCESS:

Library Foundation members were involved in early design concept meetings. General citywide open house or input process was not conducted.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

A fresh look and feel to the library and a more efficient heating and cooling system.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

ATTACHMENTS:

None.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 20, 2017		Subject: Metro Urban Growth Boundary (UGB) Expansion Request for Frog Pond East and South	
		Staff Member: Miranda Bateschell, Planning Manager	
		Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends that Council provide direction on the proposal to request the addition of the Frog Pond East and South urban reserve areas to the Urban Growth Boundary.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Should city staff nominate the Frog Pond East and South neighborhoods for inclusion in the Urban Growth Boundary (UGB) as part of the 2018 growth management decision?

EXECUTIVE SUMMARY:

Metro is in the midst of preparing the Urban Growth Report (UGR), which will be the basis for determining if there is a sufficient amount of buildable land inside the UGB to accommodate 20-years of anticipated regional growth. On October 17, 2017 a letter prepared by Martha Bennett, Metro COO was sent to City Managers and County Administrators across the region (Attachment A) informing them of critical dates related to the regional urban growth management decision.

As part of a new process for making the regional urban growth management decision, the Metro Council will review the merits of city proposals for expansions into urban reserves. The first step of the proposal process is submitting a Letter of Interest to Metro in order to inform the Metro Council of an interest in proposing an expansion. Thus, to initiate the process with Metro, the City of Wilsonville needs to send a letter by December 29, 2017 articulating interest in adding specific urban reserves that have under gone concept planning. Frog Pond East and South meet the requirements (Attachment B). The City requested these areas be added to the UGB during the past two growth management cycles (2011, 2015), but neither time resulted in inclusion in the UGB.

Full proposals will be due on May 31, 2018, and the Metro Council will render a growth management decision before the end of 2018, which will determine which areas, if any, will be added to the UGB.

No formal action from the City Council is necessary at this time. This informational item allows the City Council to provide Staff with direction regarding this request.

EXPECTED RESULTS:

Inclusion of the future Frog Pond East and South neighborhoods in the UGB allows for the creation of a complete community and diversity of housing in the City and provides the opportunity to pay for the critical infrastructure necessary to serve the area.

TIMELINE:

General Decision Timeline

December 29, 2017:	City letters of interest due
May 31, 2018:	City full proposals due
June 2018:	MTAC, MPAC and Council discussion of city proposals
End of June 2018:	Release new draft Urban Growth Report
Early September 2018:	MTAC, MPAC recommendations
Late September 2018:	Metro Council direction
December 2018:	Metro Council decision

CURRENT YEAR BUDGET IMPACTS:

Staff time will be required to nominate the area and submit a full application. Some consultant assistance may be necessary to prepare the full proposal.

FINANCIAL REVIEW / COMMENTS:

N/A

LEGAL REVIEW / COMMENT:

N/A

COMMUNITY INVOLVEMENT PROCESS:

In November of 2015, the City Council adopted the Frog Pond Area Plan, a concept plan that addressed the future residential development of approximately 500-acres on the east side of the community. There was substantial community involvement during the preparation and adoption of the Frog Pond Area Plan.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups):

Addition of the Frog Pond East and South neighborhoods into the UGB allows for the creation of a complete community and builds on the substantial investment the West Linn/Wilsonville School District has made in the South neighborhood with the recent completion of the Meridian Creek Middle School. The plans for the area include a range of different housing types and configurations that support individuals at different points in their lives.

ALTERNATIVES:

The Council can choose not to nominate the Frog Pond East and South neighborhoods into the UGB.

CITY MANAGER COMMENT:

ATTACHMENTS:

- A. October 17, 2017 memo from Martha Bennett regarding the Metro urban growth management decision
- B. Map of Frog Pond East and South dated November 7, 2017



Memo

Date: October 17, 2017
 To: City managers and county administrators
 From: Martha Bennett, Chief Operating Officer
 Subject: 2018 urban growth management decision – timelines for cities to be aware of

Attachment

Hello colleagues,

As you may be aware, with urban and rural reserves in place, the Metro Council plans to take a new approach to its growth management decision process in 2018. The Council intends to move away from theoretical debates about growth, shifting towards practical discussions of the merits of city proposals for expansions into urban reserves. This evolution of the region's growth management process is the result of the good work done by the Urban Growth Readiness Task Force, whose consensus recommendations have been endorsed by the Metro Council.

We need your help to make this new process work. As I previously wrote in a March 2017 email, cities that are interested in proposing expansions will need to submit a letter of interest by December 29, 2017 and a full proposal by May 31, 2018.

Letters of interest due December 29, 2017

Your letter of interest should be addressed to me. At this stage, no formal action by your city's governing body is required, although your elected officials should be aware of the proposal as we will be discussing the submittals with the Metro Council and Metro Policy Advisory Committee (MPAC).

In the letter, please indicate the urban reserve or portion of the urban reserve that you anticipate proposing for UGB expansion in 2018. Please attach a map of the proposed expansion area. Please also indicate the proposed general uses of the area (e.g., residential, mixed-use, commercial employment, industrial employment) as well as any other details you may have regarding possible development timelines, residential densities, number of housing units, or housing types. Though full proposals are not due until the end of May 2018, the details in your letter of interest will inform Metro analysis and modeling efforts.

Full proposals due May 31, 2018

Before the end of 2017, Metro staff will provide more guidance for what to include in your city's full proposal. As you may be aware, we have been working with our committees to clarify expectations for cities proposing residential UGB expansions.

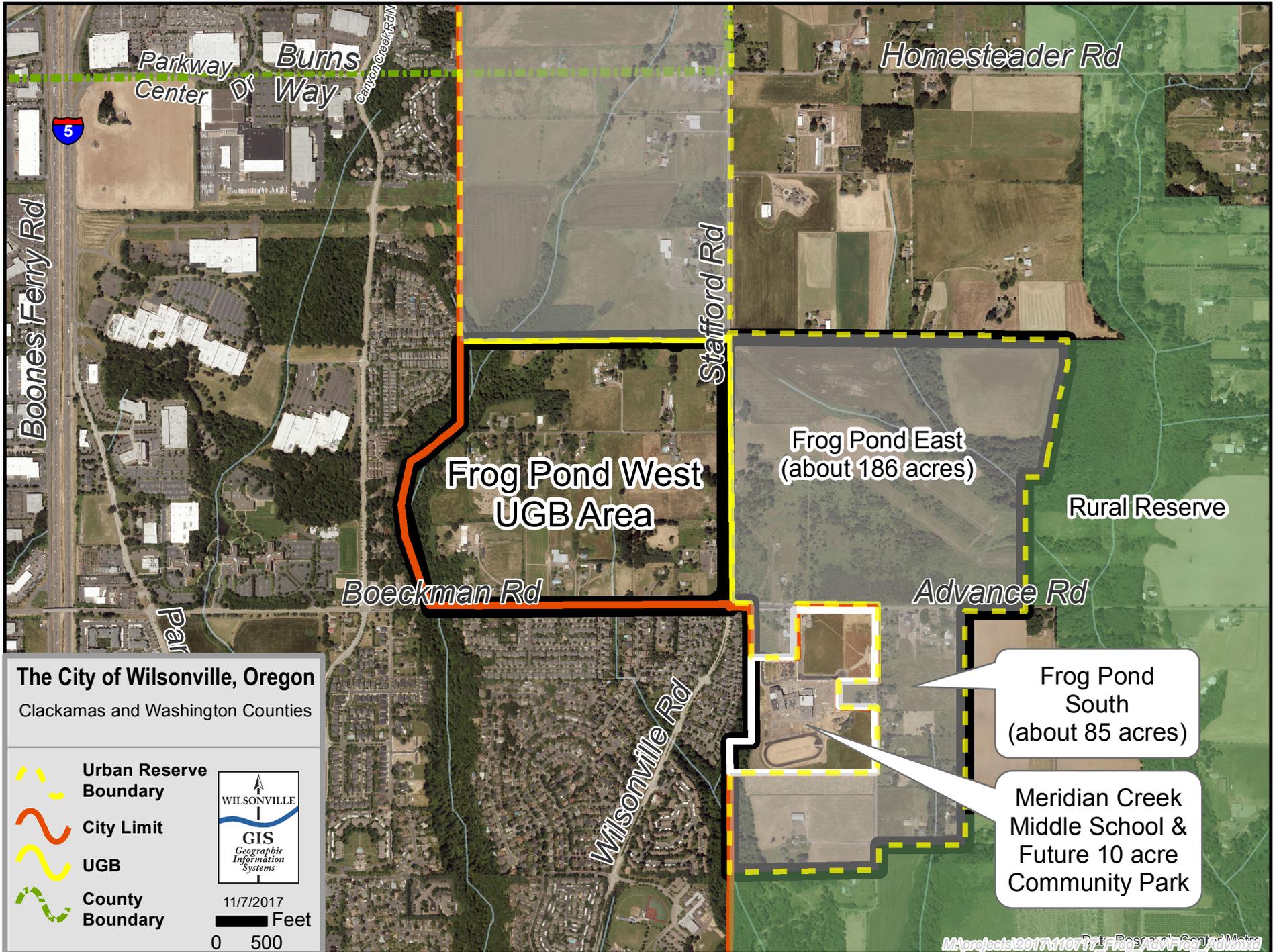
Based on the unanimous recommendations of the Metro Technical Advisory Committee (MTAC) and MPAC, the Metro Council is tentatively scheduled to consider code requirements that clarify the expectations for residential expansion on November 2, 2017 (with a hearing scheduled for October 26). If the Council adopts the code amendments, we will send the amended code to you before the end of 2017. We are also working on administrative guidance, and we will send that as well. These new requirements will only apply to residential expansion proposals. They will not apply to proposals for expansions that are primarily for employment uses.

All proposals, whether for residential uses or employment uses, must include a concept plan for the proposed expansion area that is consistent with Title 11 of Metro's Urban Growth Management Functional Plan.

General decision timeline:

December 29, 2017:	City letters of interest due
May 31, 2018:	City full proposals due
June 2018:	MTAC, MPAC and Council discussion of city proposals
End of June 2018:	Release new draft Urban Growth Report
Early September 2018:	MTAC and MPAC recommendations
Late September 2018:	Metro Council direction to staff on growth management decision
December 2018:	Metro Council decision

If you have questions, please contact either me or [Ted Reid](#), program manager for the 2018 growth management decision.



CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2017

Items known as of 11/15/17

November

DATE	DAY	TIME	EVENT	LOCATION
11/22	Wednesday	6:30 p.m.	Library Board	Library
11/27	Monday	6:30 p.m.	DRB Panel B - CANCELLED	Council Chambers
11/28	Tuesday	6:00 p.m.	Town Center Task Force Meeting	City Hall

December

DATE	DAY	TIME	EVENT	LOCATION
12/4	Monday	7:00 p.m.	City Council Meeting	Council Chambers
12/11	Monday	6:30 p.m.	DRB Panel A	Council Chambers
12/12	Tuesday	1:00 p.m.	Tourism Promotion Committee	Council Chambers
12/13	Wednesday	1:00 p.m.	Wilsonville Community Seniors, Inc. Advisory Board	Community Center
12/13	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
12/14	Thursday	4:30 p.m.	Parks and Recreation Advisory Board Meeting	Parks and Recreation Administrative Offices

Community Events:

- 11/23** City Offices Closed – Thanksgiving Holiday
- 11/24** City Offices Closed – Thanksgiving Holiday
- 11/28** History Pub, 6:30 to 8:00 p.m. at McMenamins' Old Church
- 11/29** Community Tree Lighting, 5:45 p.m. at Town Center Park
- 12/2** Reindeer Romp & Bullwinkle Bash 8:00 a.m. to 11:30 a.m. at Family Fun Center
- 12/2** Wilsonville Garden Club Annual Holiday Decoration and Swag Sale; 9:00 a.m. to 2:00 p.m. at the Library
- 12/16** Curiosity Café - Holiday Stories with Ken Iverson 1:00 p.m. to 3:00 p.m. at Library
- 12/18** Holiday Light Drive to PRI “Winter Wonderland”, 6:30 p.m. to 8:30 p.m. meet at Community Center
- 12/19** Holiday Light Drive to PRI “Winter Wonderland”, 6:30 p.m. to 8:30 p.m. depart from Community Center

12/20 Holiday Light Drive to PRI “Winter Wonderland”, 6:30 p.m. to 8:30 p.m. depart from Community Center

12/25 City Offices Closed – Christmas Day

All dates and times are tentative; check the City’s online calendar for schedule changes at www.ci.wilsonville.or.us.

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, November 6, 2017. Mayor Knapp called the meeting to order at 7:07 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

- Bryan Cosgrove, City Manager
- Jeanna Troha, Assistant City Manager
- Barbara Jacobson, City Attorney
- Kimberly Veliz, City Recorder
- Kerry Rappold, Natural Resources Manager
- Daniel Pauly, Senior Planner, Planning
- Nancy Kraushaar, Community Development Director
- Mark Ottenad, Public/Government Affairs Director
- Angela Handran, Assistant to the City Manager
- Chris Neamtzu, Planning Director

Motion to approve the order of the agenda.

Motion: Councilor Stevens moved to approve the order of the agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

COMMUNICATIONS

- A. Prepare Out Loud Everett Lapp (Handran)

Everett Lapp provided two handouts and presented on the American Red Cross sponsored event Prepare Out Loud. Mr. Lapp invited and encouraged Council and the audience to attend the event. Prepare Out Loud will take place Tuesday, November 14, 2017 at Grace Chapel (9600 SW Boeckman Road Wilsonville, 97070) from 6:00 p.m. to 7:30 p.m. The Prepare Out Loud event is intended to empower citizens to be ready for disasters of all kinds (including a Cascadia

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

earthquake) by taking practical steps to start preparing, being vocal about preparedness and encouraging others to start preparing. Presentation topics at the event will include the following:

- The science and history of the Cascadia Subduction Zone.
- Human behavior during disasters.
- What to expect during and after a Cascadia earthquake.
- How to prepare and quickly locate loved ones following a disaster.
- How much food, water, and supplies you will need to take care of yourself and others.

American Red Cross has many of these presentations throughout the year. Grace Chapel was chosen to host this event because it has enough space for 500 people to attend.

B. Rachel Carson Award to Kerry Rappold for Bee Stewards

Natural Resources Manager Kerry Rappold was congratulated for receiving the ‘Rachel Carson Award’ by Healthy Wildlife and Water Program Director Sharon Selvaggio of the Northwest Center for Alternatives to Pesticides (NCAP). The award was named in honor of American marine biologist, author and conservationist Rachel Carson. With her work the widespread use of pesticides, was acknowledged and set the stage for the creation of the EPA. Mr. Rappold was presented with the award during the 40th anniversary celebration of NCAP. Mr. Rappold received the award for his efforts in protecting and improving the living environment for bees and other pollinating insects.

Additionally, Mr. Rappold updated Council on the Bee Stewards projects five main goals:

1. Create productive pollinator habitats in Wilsonville, on City and West Linn-Wilsonville School District-owned property, utilizing volunteers and youth organizations to help with plantings and maintenance.
2. Develop an Integrated Pest Management (IPM) plan for Wilsonville City-owned grounds and facilities.
3. Establish interpretive signs near the pollinator gardens to enhance community understanding of pollinators and their habitat needs.
4. Provide education and tools for Wilsonville residents to create pollinator habitat in their own yards.
5. Expose students to pollinator education via classes, service learning, youth crews, and club settings and establish a student-led monitoring program.

Mayor Knapp disclosed that four years ago, here in Wilsonville a commercial applicator in a commercial center killed at least 50,000 pollinators. After this incident, the City worked hard to spread awareness of the importance of having pollinators. Mayor Knapp remarked that it is the wish of Council and staff to enhance and encourage a healthy environment. Mayor Knapp then thanked Mr. Rappold and Ms. Selvaggio for their hard work.

Councilor Lehan commented it would be of value for residents to know what plants are bee and pollinator friendly as well as a list of plants that are good for conserving water.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mr. Rappold revealed that there is a goal requirement in sustaining the Bee City designation of establishing interpretive signs near the pollinator gardens to enhance community understanding of pollinators and their habitat needs. Mr. Rappold disclosed that he is working with the public works department on accomplishing that goal.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

Steven Benson of Wilsonville spoke on behalf of a group from Daydream Ranch and the surrounding neighborhoods. Mr. Benson and the residents he represent are opposed to and share concerns about a commercial childcare business opening up and operating in their neighborhood. The business that the neighborhood has specific concerns with is My Bundle of Joy located at 8501 Wilson Lane, Wilsonville.

Mr. Benson provided the following documents:

- Enrolled House Bill 3447
- WorkSource Oregon – Rules for Certified Family Child Care Homes
- Print out of City of Wilsonville website page on Home Occupations
- Petition to Keep a Commercial Business out of Daydream Ranch
- Copy of speaking points

Staff and Council suggested the group send letters to the state and share their concerns with the division that has responsibility in reviewing those types of applications. Staff indicated if they were to impose zoning restrictions, those restrictions would have to be imposed on the whole area. However, this issue is an area where the state over ruled home rule because the state felt like there was not adequate facilities. Mr. Benson was referred to the City's public/government affairs director for more information.

Rob Zundel of Wilsonville seconded the concerns of the speaker before him. Furthermore, he addressed the Council on what he felt was a failure on the City's part of not providing adequate notice on the Hilton Hotel permit. Mr. Zundel encouraged the City to stop and think about what happened here.

City Manager Cosgrove responded he would follow up with Mr. Zundel and let him know where and how far the notifications were posted and how far from the site that they were mailed.

MAYOR'S BUSINESS

- A. Mayor Knapp announced meetings as well as the regional meetings he attended on behalf of the City. Reminded everyone that the next Council meeting is scheduled for Monday, November 20, 2017 at 7:00 p.m.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Mayor Knapp encouraged the audience to take advantage of the Leaf Drop-Off Day scheduled for Saturday, November 18, 2017.

COUNCILOR COMMENTS

A. Councilor Stevens

Councilor Stevens shared that the Library Foundation fundraiser was held on Saturday, November 4, and there was a great turnout from staff and Council. Councilor Stevens mentioned the following upcoming activities:

- November 29, the Community Tree Lightning, at Town Center Park
- December 2, the Reindeer Romp & Bullwinkle Bash at the Family Fun Center

B. Councilor Lehan

Councilor Lehan reported that with the help of staff she gave presentations this month to about 90 second-graders. Councilor Lehan noted the following upcoming event:

- Veterans Day is this Saturday, November 11 and there will be an event at the Korean War Memorial in Town Center Park to honor veterans.

C. Councilor Akervall

Councilor Akervall revealed that her family was a host family for a Kitakata exchange student program. She encouraged all to get involved with the delegation. Councilor Akervall announced the Town Center Task Force Meeting is scheduled for November 28. Moreover, Councilor Akervall reminded the audience if they were unable to attend a Boones Ferry Park Master plan meeting they could still provide feedback to staff via email.

CONSENT AGENDA

Ms. Jacobson read the titles of the Consent Agenda items into the record.

A. **Resolution No. 2656**

A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase One Seventeen Passenger Bus From Creative Bus Sales. (Simonton)

B. Minutes of the October 16, 2017 Council Meeting.

Motion: Councilor Stevens moved to approve the Consent Agenda. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp Yes

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

PUBLIC HEARING

A. Ordinance No. 810 – 1st reading

An Ordinance Of The City Of Wilsonville Adopting The Old Town Single-Family Design Standards And Related Development Code Changes To WC Code Section 4.138 - Old Town Overlay Zone. (Pauly)

Ms. Jacobson read the title of Ordinance No. 810 into the record on first reading.

Mayor Knapp provided the public hearing format.

Senior Planner Daniel Pauly along with Consultant Zoe Anton PMP, Project Manager and Planner presented to Council and provided the following information found in the staff report below:

Beginning of staff report.

ISSUE BEFORE COUNCIL: In accepting the Old Town Neighborhood Plan in 2011 the City Council, among other items, directed staff to review and incorporate the architectural pattern book developed by residents into the City's Development Code and create process efficiencies for single-family development in Old Town. State Department of Land Conservation and Development (DLCD) staff flagged this issue as part of acknowledgement of the City's Housing Needs Analysis in 2014 requiring the city to establish clear and objective standards governing the review of new homes in Old Town. The adopted Resolution also gave direction on addressing Accessory Dwelling Units (ADU). Draft Code language has been prepared in response to this direction.

The currently adopted Old Town Overlay Zone language requires discretionary review of new single-family homes and substantial remodels by the Development Review Board. The project consultant team of The Urban Collaborative and Town Green has taken the feedback received to date through two Planning Commission work sessions, a City Council work session, a Planning Commission Public Hearing as well as stakeholder interviews and developed the draft design standards. The Council is requested to hold a public hearing considering the Planning Commission's recommendation for approval and take an action on the proposed Ordinance.

EXECUTIVE SUMMARY: The project builds upon and finalizes the significant work that has been completed by City staff and the neighborhood as part of the Neighborhood Plan creation. The project aims to develop clear and objective architectural standards for use by staff in ministerial review of new single-family homes (including duplexes), single-family additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use in the Old Town Overlay Zone consistent with the vision established in the Old Town Overlay Zone and Neighborhood Plan. The architectural standards will ensure development authentically reflects the current character of the neighborhood, which includes simply designed homes on predominantly

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

50-foot-wide lots. The architectural standards must be easily understood by staff, residents, builders, and designers without formal architectural training. The architectural standards developed by the consultants will be a stand-alone document, referenced by the revised Development Code.

The option remains for a developer to elect to go through Site Design Review before the Development Review Board for single-family home if a builder would like to build a home of another historically appropriate style. This would be the same process that homes currently go through.

EXPECTED RESULTS: Adoption of the Old Town Single-Family Design Standards and Development Code Updates by Ordinance.

TIMELINE: The public hearing and first reading is scheduled November 6th, with a second reading of the Ordinance on November 20th.

CURRENT YEAR BUDGET IMPACTS: The project is estimated to cost just under \$50,000, and is funded through the Planning Division budget.

COMMUNITY INVOLVEMENT PROCESS: Much public involvement has occurred throughout the development of the Old Town Neighborhood Plan, followed by several public meetings on the Design Standards and Development Code update. For the current project to implement components of the Plan, staff and consultants have met with a number of key community members on the project. Numerous residents from the neighborhood attended the Planning Commission work sessions in August and September, as well as the October Planning Commission public hearing and provided input. Post cards advertising the August and September Planning Commission work sessions and the October and November public hearings encouraging attendance were mailed to all property owners south of Bailey Street between the railroad and I-5.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY: The adoption of design standards and creating process efficiencies will enable implementation of the desired design of the Old Town Neighborhood over time while providing clear expectations to residents, land owners, developers, and the community.

ALTERNATIVES: A number of alternatives exist for the approach to the design standards. The alternative presented is the alternative recommend by the Planning Commission for approval.
End of staff report.

Staff commented that prior to the meeting they received email correspondence that has lead them to request that Council allow the language in Subsection (.04) C to be updated.

Excerpt from Exhibit A – Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone, attached to Ordinance No. 810 at first reading, subsection (.04) C

C. The following standards shall apply to Accessory Dwelling Units (ADU’s) within the “O” Overlay Zone. Where these standards differ from those of Subsection 4.113 (.11), including size design and parking, these standards take precedence. All other standards of Subsection

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

4.113 (.11), including but not limited to number of ADU's and review process, continue to apply.

1. Size: ADU's shall not exceed 600 square feet of living space.
2. Design: ADU's shall be substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property. ADU's shall be either:
 - a. Detached single-story structures; or
 - b. Over a detached garage meeting the following requirements:
 - i. The garage/ADU structure is a maximum 1.5 stories tall, not exceeding a height of 20 feet; and
 - ii. The primary dwelling unit on the property is 1.5 or 2 stories tall.
3. Parking: Each ADU shall have one dedicated standard sized parking space on the same lot.

End of excerpt.

Staff recommends to add language to the first sentence of Subsection (.04) C. to clarify and describe the purpose of Accessory Dwelling Units (ADU) regulations unique to Old Town. The added language would read as follows, "to ensure smaller bulk of residential buildings and minimal use of on-street parking consistent with the historic character of the neighborhood."

Mayor Knapp divulged that he thought clarity was needed for the wording provided in (.03) B. 1. a. regarding the alternative process for residential development not meeting the proposed Old Town Single-Family Design Standards Book. Staff offered to review the language in Subsection (.03) B. 1. a. and bring back a recommendation to Council at the second reading of Ordinance No. 810.

The Mayor invited public testimony.

Douglas (Doug) Muench of Wilsonville wants to encourage single-family dwellings and discourage duplexes in Old Town. Mr. Muench is concerned that there are already several ADU's posing as duplexes in Old Town.

Monica Keenan of Wilsonville agreed and echoes the testimony provided by the previous speaker Doug Muench.

Mayor Knapp invited additional speakers, seeing none he closed the public hearing.

Per Council's request staff responded to the input provided by the citizens.

CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES

Staff answered that the issues of duplexes was brought up to the Planning Commission and the commission decided to keep them as an option. Staff reached out to the Department of Land Conservation Development (DLCD) on the issue of duplexes however, nothing was found to further restrict duplexes. ADUs are not subject to density requirements but building a duplex would require double the lot space. The predominant area in Old Town is designated as a residential agricultural holding zone, which does not allow duplexes. Analysis was done and there are only three lots in the neighborhood where you could build a duplex or convert an existing home to a duplex.

Motion: Councilor Lehan moved to adopt Ordinance No. 810 on first reading. Councilor Akervall seconded the motion.

Mayor Knapp queried Council if there was ambiguity in having the single-family standards to be applied to duplexes or is that clear enough in section .04 Single-Family Development Standards (including accessory buildings and duplexes). He also questioned Council if the perception about the wording of Subsection (.03) B. 1. a. should be reworded for clarity. Council established that staff ought to bring back a recommendation to Council with rewording of Subsection (.03) B. 1. a. on second reading of Ordinance No. 810.

Councilor Lehan then as maker of the motion requested that staff include the suggested changes to the language of Subsection (.04) C. as read in the report by staff and furthermore, direct that staff review the wording in Subsection (.03) B. 1. a. Councilor Akervall who seconded the motion was in agreement with the incorporated changes to the motion.

In conclusion the Mayor summarized the motion would contain the wording that staff read under Section (.04) C., (“to ensure smaller bulk of residential buildings and minimal use of on-street parking consistent with the historic character of the neighborhood.”) to explain the AUDs slightly more and request that the wording in Subsection (.03) B. 1. A be reviewed by staff.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

NEW BUSINESS

A. Community Enhancement Committee Bylaws/Appointments (Handran)

Angela Handran, Assistant to the City Manager and Mark Ottenad, Public/Government Affairs Director addressed Council on the Community Enhancement Committee Bylaws/Appointments. It was disclosed that an administrative oversight resulted in Community Enhancement Committee members being appointed initially for one-year terms, rather than for initial, staggered two- and

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

three-year-long terms. Staff requested the administrative oversight be corrected and the Community Enhancement Committee operate under bylaws with standard three-year terms of service. Staff additionally, recommended that Council retroactively appoint Community Enhancement Committee members as outlined the by bylaws established by the Community Enhancement Committee.

Motion: Councilor Stevens moved that Kate Johnson (Position #1) and Brad Hughbanks (Position #2) be retroactively appointed to serve from February 1, 2016, through June 30, 2017, and Larry Beck (Position #3) and Jimmy Lee (Position #4) be retroactively appointed to serve from February 1, 2016, through June 30, 2018, to be in agreement with the bylaws approved by the committee on April 26, 2016. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

SUMMARY OF VOTES

Mayor Knapp	Yes
Council President Starr	Excused
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor Akervall	Yes

CITY MANAGER’S BUSINESS

City Manager Cosgrove announced that Councilor Lehan and/or Councilor Akervall are unable to serve on the Willamette Falls Locks Commission. Therefore, there is an opening if Councilor Stevens and/or Councilor Starr (excused) are interested in serving on the commission.

The City Manager reported the Korean War Veterans Association (KWVA) is asking for a representative of the City to speak at the Veterans celebration this weekend Saturday, November 11, 2017 at 11:00 a.m., Councilor Stevens volunteered to attend and say a few words.

LEGAL BUSINESS

The City Attorney informed Council that the City received a response from Kinder Morgan and the company’s vice president of public affairs has agreed to meet with staff.

ADJOURN

Mayor Knapp adjourned the meeting at 9:21 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

ATTEST:

Tim Knapp, Mayor



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 20, 2017	Subject: Ordinance No. 810 - 2nd Reading Old Town Single-Family Design Standards and Development Code Updates Staff Member: Daniel Pauly, Senior Planner Department: Community Development, Planning	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input checked="" type="checkbox"/> Ordinance 2 nd Reading Date: November 20, 2017 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments: At their October 11 th meeting the Planning Commission unanimously recommended approval to the City Council with changes recommended by staff based on additional neighborhood input. City Council approved on 1 st Reading November 6, 2017 with requests for revisions.	
Staff Recommendation: Staff recommends that Council adopt Ordinance No. 810 on second reading.		
Recommended Language for Motion: I move to approve Ordinance No. 810 on second reading.		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) City Council Acceptance of Old Town Neighborhood Plan	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

In approving Ordinance No. 810 on 1st reading the City Council directed staff to make the following changes to the proposed text updates in Section 4.138, Old Town (O) Overlay Zone:

Ordinance No. 810 Staff Report 2nd Reading

Page 1 of 3

1. Add language to Subsection (.04) C. describing purpose of ADU regulations unique to Old Town reading “to ensure smaller bulk of residential buildings and minimal use of on-street parking consistent with the historic character of the neighborhood.”
2. Rework the language of Subsection (.03) B. 1. a. regarding the alternative process for residential development not meeting the proposed Old Town Single-Family Design Standards Book.

Staff has incorporated the requested language into the proposed development code text.

EXECUTIVE SUMMARY:

The language proposed by staff to reflect the purpose of the Old-Town specific ADU regulations have been added to the first sentence of Subsection (.04) C. which now reads, “The following standards shall apply to Accessory Dwelling Units (ADU’s) within the “O” Overlay Zone to ensure smaller bulk of residential buildings and minimal use of on-street parking consistent with the historic character of the neighborhood.”

Staff carefully reviewed the language in Subsection (.03) B. 1. a. regarding the alternative process for residential development not meeting the proposed Old Town Single-Family Design Standards Book. Staff now recommends reworked language be moved from Subsection (.03) B. to Subsection (.03) A. Subsection (.03) B. defines development reviewed using the Class I administrative review process concurrent with the Building permit review. Subsection (.03) A. defines development subject to Site Design Review before the Development Review Board. Moving the language regarding the alternative Site Design Review for single-family homes to Subsection (.03) B. reduces the amount of cross-referencing and seems better placed. The former Subsection (.03) B. 1. a. is thus replaced with the following new Subsection (.03) A. 3. as an addition to the list of what is subject to Site Design Review:

3. Upon the request of an applicant, in order to pursue a design not in conformance with the Old Town Single-Family Design Standards Book, new single-family homes (including duplexes) and accessory building, or remodeling thereof. Standards for ADU’s in Subsection (.04) C. below shall apply.

Note language is added to clarify the standards for ADU’s in Old Town apply regardless of review process.

The cross reference in Subsection (.03) B. formerly reading “(except as noted in 1.a. below)” is updated to read “(except as noted in A.3. above)”.

In addition, language regarding the Site Design Review process in Subsection (.03) A. is revised and shortened to refer to the defined terms in the Code.

EXPECTED RESULTS:

Adoption of the Old Town Single-Family Design Standards and Development Code Updates by Ordinance.

TIMELINE:

The Ordinance will take effect 30 days following the 2nd reading.

CURRENT YEAR BUDGET IMPACTS:

The project is estimated to cost just under \$50,000, and is funded through the Planning Division budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: N/A Date: N/A

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 11/15/2017

COMMUNITY INVOLVEMENT PROCESS:

No additional public involvement since the Ordinance's 1st reading.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The adoption of design standards and creating process efficiencies will enable implementation of the desired design of the Old Town Neighborhood over time while providing clear expectations to residents, land owners, developers, and the community.

ALTERNATIVES:

A number of alternatives exist for the approach to the design standards and code. The alternative presented is the alternative recommend by the Planning Commission for approval.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- A: Copy of proposed code language showing changes from 1st Reading
- B: Copy of proposed code language showing all changes from current code

Section 4.138. Old Town (O) Overlay Zone.

- (.01) Purpose. The purpose of this overlay zone is to establish the design standards that will be applied to developments within the Old Town neighborhood, mapped as the Boones Ferry District in the City's West Side Master Plan. The following purpose statement is not intended as a set of additional permit criteria. Rather, it is a description of the desired outcome as development occurs incrementally, over time. This overlay district is intended to create a modern interpretation of a traditional old town Main Street and mixed use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community.
- A. The standards of the "O" overlay zone are intended to assure that, through the appropriate use of architectural details, windows, building orientation, facades, and construction materials, new structures, and major alterations of existing structures, create a pleasing and pedestrian-friendly environment.
 - B. It is the desire of the City to have commercial, industrial, multi-family, and mixed use buildings in the "O" overlay zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930 and for single-family homes to be consistent with and enhance the historic small town residential character of the neighborhood. The following design standards are intended to further define those characteristics that will convey the desired architecture.
 - C. These standards are intended to encourage quality design, to enhance public safety, and to provide a comfortable and attractive street environment by providing features and amenities of value to pedestrians. Quality design will result in an arrangement of buildings that are in visual harmony with one-another, leading to a neighborhood that is vital, interesting, attractive, and safe. These qualities contribute to the health and vitality of the overall community.
 - D. These standards shall be used by the City's Planning Division and Development Review Board in reviewing development applications within the Old Town neighborhood.
- (.02) The "O" Overlay zone shall be applied in conjunction with the underlying base zones in the Old Town neighborhood.
- (.03) Review Process in the "O" Overlay zone.
- A. The following shall ~~require be reviewed using the~~ Site Design Review ~~before the~~ Development Review Board process for conformance with the standards in

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing changes from 1st reading)

Attachment A Ordinance No. 810 Exhibit A Amended November 13, 2017 for 2nd Reading

Subsection (.05) as well the Site Design Review standards (Sections 4.421) and other applicable standards:

1. New commercial, industrial, public facility, multi-family residential, and mixed use building construction and the substantial redevelopment of existing buildings, ; and
 2. Exterior remodeling of commercial, industrial, public facility, multi-family residential, or mixed use building that requires a building permit, when that remodeling is visible from a public street (other than an alley) and changes the existing design of the building; and
 3. Upon the request of an applicant, in order to pursue a design not in conformance with the Old Town Single-Family Designs Standard Book, new single-family homes (including duplexes) and accessory buildings, or remodeling thereof. The same standards for ADU's in Subsection (.04) C. below shall will continue to apply.
- B. The following (except as noted in ~~1.a. below~~ A.3. above) shall be reviewed through the Class I administrative review process for conformance with the Development Standards of Subsection (.04) concurrently with building plan review:
1. New single-family homes (including duplexes), single-family home additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use.
 - ~~a. An applicant may elect to go through the Site Design Review process identified in A. above for approval if the project is not in conformance with the Old Town Single family Design Standards but otherwise can be found to conform with the standards of the "O" Overlay Zone.~~

(.04) Single-Family Development Standards (including accessory buildings and duplexes).

- A. The standards of this subsection shall take precedence over setback, lot coverage, height, and accessory dwelling unit standards otherwise established in the Development Code. All other standards of the base zone and/or approved planned developments shall apply. For PDR Zones, the setback and lot coverage standards are subject to the waiver provisions of Section 4.118.
- B. Development shall comply (except as noted in 1. and 2. below) with the standards of the Old Town Single-Family Design Standards Book including but not limited to architectural design, height, setbacks, and lot coverage.
 1. An applicant for a remodel of and/or addition to structures existing prior to December 1, 2017 may elect to match the existing design of the structure rather than comply with the Old Town Single-Family Design Standards Book if all of the following are met:

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing changes from 1st reading)

Attachment A Ordinance No. 810 Exhibit A Amended November 13, 2017 for 2nd Reading

- a. The height of the structure remains the same and any additions do not exceed the height of the existing structure;
 - b. The roof pitch on the existing portion of the structure remains the same and is matched for additions involving facades facing a street or public open space;
 - c. All exterior materials are substantially similar in style and texture to the existing materials on the structure;
 - d. For facades of the structure facing a street or public open space (does not include alleys) all architectural elements, such as windows, doors, porches, dormers, details, etc. are kept the same, or in the case of extending out a wall during an addition, reproduced; and
 - e. Setbacks and lot coverage requirements of the underlying zone are met.
2. Accessory structures less than 120 square feet and 10 feet in height are not subject to the Old Town Single-Family Design Standards but rather the standards of the underlying zone.
- C. The following standards shall apply to Accessory Dwelling Units (ADU's) within the "O" Overlay Zone. to ensure smaller bulk of residential buildings and minimize use of on-street parking consistent with the historic character of the neighborhood. Where these standards differ from those of Subsection 4.113 (.11), including size design and parking, these standards take precedence. All other standards of Subsection 4.113 (.11), including but not limited to number of ADU's and review process, continue to apply.
1. Size: ADU's shall not exceed 600 square feet of living space.
 2. Design: ADU's shall be substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property. ADU's shall be either:
 - a. Detached single-story structures; or
 - b. Over a detached garage meeting the following requirements:
 - i. The garage/ADU structure is a maximum 1.5 stories tall, not exceeding a height of 20 feet; and
 - ii. The primary dwelling unit on the property is 1.5 or 2 stories tall.
 3. Parking: Each ADU shall have one dedicated standard sized parking space on the same lot.
- (.05). Development Standards for Commercial, Industrial, Public Facility, Multi-Family Residential, or Mixed Use Buildings.

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing changes from 1st reading)

Attachment A Ordinance No. 810 Exhibit A Amended November 13, 2017 for 2nd Reading

- A. Building Setbacks - Buildings fronting Boones Ferry Road shall abut the public sidewalk except where public plazas, courtyards, approved landscaping, or other public pedestrian amenities are approved. Except, however, that residential garages or carports shall be set back a minimum of twenty (20) feet from any sidewalk or traveled portion of a street across which access to the garage or carport is taken. The Development Review Board may approve other setbacks to accommodate sidewalks, landscaping, or other streetscape features located between the street right-of-way and the building.
- B. Landscaping - Not less than fifteen (15) percent of the development site shall be landscaped. In the event that a building is set back from a street side property line, along Boones Ferry Road, Bailey Street, or 5th Street, the intervening area shall be landscaped. In reviewing proposals for parking lots in locations between buildings and streets, the Development Review Board may require special landscaping treatments or designs to screen the view of the parking lot from the public right-of-way.
- C. Building height - As specified in the underlying base zone.
- D. Street access to Boones Ferry Road. Ingress and egress points along Boones Ferry Road shall be designed and constructed such that access points on one side of the road shall be consistent with the Public Works Standards. New developments along Boones Ferry Road and north of Bailey Street will have access points designed and constructed in a pattern that replicates the shape of Main Street blocks.
- E. Pedestrian environment. In order to enhance the pedestrian scale of the neighborhood:
 - 1. Special attention shall be given to the primary building entrances, assuring that they are both attractive and functional.
 - 2. The pedestrian environment shall be enhanced by amenities such as street furniture, landscaping, awnings, and movable planters with flowers, as required by the Development Review Board.
 - 3. Sidewalk width may vary from block to block, depending upon the nature of adjacent land uses and the setbacks of existing buildings. Provided, however, that a continuity of streetscape design is maintained along Boones Ferry Road, generally following the pattern that has been started with the 1996 approval for Old Town Village on the west side of Boones Ferry Road from Fourth Street to Fifth Street. [Amended by Ordinance No. 538, 2/21/02.]
 - a. North of Bailey Street, where the most intense commercial development is anticipated, the widest sidewalks and most mature landscaping are required.

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone ([showing changes from 1st reading](#))

[Attachment A](#) Ordinance No. 810 Exhibit A [Amended November 13, 2017 for 2nd Reading](#)

- b. In situations where existing buildings are located at the right-of-way line, special sidewalk designs may be necessary to assure pedestrian access.
- F. When practicable, buildings along Boones Ferry Road shall occupy 100% of the street frontage between block segments. Up to 25% of street frontage may be in public plazas, courtyards, and similar landscape or streetscape features that provide public spaces adjacent to the sidewalk. For smaller lots, which may not have functional alternatives for parking, up to 40% of lot frontage may be used for parking, provided that appropriate screening and visual enhancement is created between the parking area and the sidewalk. Appropriate pedestrian connections shall be constructed between such parking lots and sidewalks.
- G. Building compatibility.
1. The design and materials of proposed buildings shall reflect the architectural styles of the Willamette Valley during the period from 1880 to 1930.
 2. Commercial and manufacturing buildings shall be designed to reflect the types of masonry or wood storefront buildings that were typical in the period from 1880 to 1930. Larger modern buildings shall be designed with facades that are divided to give the appearance of a series of smaller buildings or distinctive store fronts, and/or multi-storied structures with, at least, the appearance of second stories.
 3. Residential buildings shall be designed to reflect the size and shape of traditional dwellings from the period from 1880 to 1930. Where larger multiple family residential buildings are proposed, their building facades shall be divided into units that give the appearance of a series of smaller dwellings.
 4. Manufactured housing units and mobile homes, if located outside of approved manufactured or mobile home parks, shall meet the design standards applied to other single family dwellings in the area.
- H. Building materials.
1. Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger developments, variations in facades, floor levels, architectural features, and/or exterior finishes shall be used to create the appearance of a series of smaller buildings.
 2. Exterior building materials shall be durable, and shall convey a visual impression of durability. Materials such as masonry, stone, stucco, and wood will generally provide such an appearance. Other materials that replicate the appearance of those durable materials may also be used.

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone ([showing changes from 1st reading](#))

[Attachment A](#) Ordinance No. 810 Exhibit A [Amended November 13, 2017 for 2nd Reading](#)

3. Where masonry is to be used for exterior finish, varied patterns are to be incorporated to break up the appearance of larger surfaces.
 4. Wood siding is to be bevel, shingle siding or channel siding or the equivalent. T-111 and similar sheathed siding shall not be used unless it is incorporated with batten treatment to give the appearance of boards.
 5. Exterior materials and colors are to match the architecture of the period.
- I. Roof materials, roof design and parapets.
1. Pitched roof structures shall have a minimum pitch of 4:12.
 2. Roofs with a pitch of less than 4:12 are permitted, provided that they have detailed, stepped parapets or detailed masonry coursing.
 3. Parapet corners are to be stepped. Parapets are to be designed to emphasize the center entrance or primary entrance(s).
 4. Sloped roofs that will be visible from the adjoining street right-of-way shall be of a dark, non-ornamental color.
 5. Preferred roofing materials that are visible from a public street include wood or architectural grade composition shingle, tile, or metal with standing or batten seams. Metal roofs without raised seams shall not be used in visible locations.
 6. All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes are to be completely screened from public view by parapets, walls or other approved means; or , alternatively, may be effectively camouflaged to match the exterior of the building.
 - a. "Public view" is intended to mean the view from the sidewalk directly across the street from the site.
 - b. Roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes that are visible from Interstate-5 shall be effectively camouflaged to match the exterior of the building
- J. Building entrances. If visible from the street, entrances to commercial, industrial, or multi-family residential buildings are to be architecturally emphasized, with coverings as noted in subsection (.09), below.
1. The Development Review Board may establish conditions concerning any or all building entrances, especially where such entrances are adjacent to parking lots. For buildings fronting on Boones Ferry Road, at least one entrance shall be from the sidewalk.

2. Secondary building entrances may have lesser architectural standards than primary entrances.

K. Building facades.

1. Ornamental devices, such as moldings, entablature, and friezes, are encouraged at building roof lines. Where such ornamentation is to be in the form of a linear molding or board, it shall match or complement the architecture of the building.
2. Buildings are to incorporate amenities such as alcoves, awnings, roof overhangs, porches, porticoes, and/or arcades to protect pedestrians from the rain and sun. Awnings and entrances may be designed to be shared between two adjoining structures. (See subsection (.08), above.)
3. Commercial and manufacturing buildings with frontage on Boones Ferry Road shall incorporate the following traditional storefront elements:
 - a. Building fronts to be located at the right-of-way line for streets, except in cases where an approved sidewalk or other streetscape features are located between the street right-of-way and the building. Intervening areas are to be attractively landscaped.
 - b. Upper and lower facades are to be clearly delineated.
 - c. Lower facades shall include large windows, as specified in subsection "(L.," below, and recessed entries.
 - d. Tops of facades shall have decorative cornices.
4. Buildings are to have variations in relief, including such things as cornices, bases, fenestration, fluted masonry, and other aesthetic treatments to enhance pedestrian interest.

L. Windows in buildings adjacent to Boones Ferry Road.

1. Windows shall include amenities such as bottom sills, pediments, or awnings. Glass curtain walls, highly reflective glass, and painted or darkly tinted glass are not permitted other than stained or leaded glass.
2. Ground-floor windows on commercial or industrial buildings shall include the following features:
 - a. Windows shall be designed to allow views into interior activity areas and display areas along street frontages.
 - b. Sills shall be no more than four (4) feet above grade, unless a different design is necessitated by unusual interior floor levels.

- c. At least twenty percent (20%), of ground floor wall area along Boones Ferry Road, Bailey Street, or 5th Street shall be in windows or entries. No blank walls shall be permitted abutting any street other than an alley.
 - 3. Upper-floor windows on commercial, industrial, or multi-family residential buildings shall include the following features:
 - a. Glass dimensions shall not exceed five (5) feet wide by seven (7) feet high.
 - b. Windows shall be fully trimmed with molding that is at least two (2) inches wide.
 - c. Multiple-light windows or windows with grid patterns may be required by the Development Review Board when architecturally consistent with the building.
- M. Landscapes and streetscapes.
 - 1. The street lights to be used in the area shall be of a standardized design throughout the Old Town Overlay District.
 - 2. Benches, outdoor seating, and trash receptacles are to be designed to match the architecture in the area.
 - 3. Benches and other streetscape items placed within the public right-of-way must not block the free movement of pedestrians, including people with disabilities. A minimum pedestrian walkway of five (5) feet shall be maintained at all times. Standards of the Americans with Disabilities Act (ADA) shall be observed.
- N. Lighting.
 - 1. All building entrances and exits shall be well-lit. The minimum lighting level for commercial, industrial, or multi-family residential building entrances is to be four (4) foot-candles. The maximum standard is to be ten (10) foot-candles. A lighting plan shall be submitted for review by the Development Review Board.
 - 2. Exterior lighting is to be an integral part of the architectural design and must complement the street lighting of the area, unless it is located at the side or rear of buildings in locations that are not facing a public street that is not an alley.
 - 3. In no case is lighting to produce glare on neighboring properties or public rights-of-way such that a nuisance or safety hazard results.
- O. Exterior storage.
 - 1. Exterior storage of merchandise or materials shall be subject to the fencing or screening standards of Section 4.176 of the Wilsonville Code. The

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone ([showing changes from 1st reading](#))

[Attachment A](#) Ordinance No. 810 Exhibit A [Amended November 13, 2017 for 2nd Reading](#)

- Development Review Board may prescribe special standards for landscaping or other screening of walls or fences.
2. Temporary outdoor displays of merchandise shall be permitted, subject to the conditions of the development permit or temporary use permit for the purpose. Where pedestrian access is provided, a minimum walkway width of five (5) feet shall be maintained at all times.
- P. Storage of Trash and Recyclables. Storage areas for trash and recyclables shall meet the applicable City requirements of Sections 4.179 and 4.430 of the Wilsonville Code.
- Q. Signs. Signs shall match the architecture of buildings in the area, and shall be subject to the provisions of Sections 4.156.01 through 4.156.11 of the Wilsonville Code. [Amended by Ord. No. 704, 6/18/12 and Ord. No. 810, 11/06/17]

Section 4.138. Old Town (O) Overlay Zone.

(.01) Purpose. The purpose of this overlay zone is to establish the design standards that will be applied to developments within the Old Town neighborhood, mapped as the Boones Ferry District in the City's West Side Master Plan. The following purpose statement is not intended as a set of additional permit criteria. Rather, it is a description of the desired outcome as development occurs incrementally, over time. This overlay district is intended to create a modern interpretation of a traditional old town Main Street and mixed use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community.

- A. The standards of the "O" overlay zone are intended to assure that, through the appropriate use of architectural details, windows, building orientation, facades, and construction materials, new structures, and major alterations of existing structures, create a pleasing and pedestrian-friendly environment.
- B. It is the desire of the City to have commercial, industrial, multi-family, and mixed use buildings in the "O" overlay zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930 and for single-family homes to be consistent with and enhance the historic small town residential character of the neighborhood. The following design standards are intended to further define those characteristics that will convey the desired architecture.
- C. These standards are intended to encourage quality design, to enhance public safety, and to provide a comfortable and attractive street environment by providing features and amenities of value to pedestrians. Quality design will result in an arrangement of buildings that are in visual harmony with one-another, leading to a neighborhood that is vital, interesting, attractive, and safe. These qualities contribute to the health and vitality of the overall community.
- D. These standards shall be used by the City's Planning ~~Department~~ Division and Development Review Board in reviewing development applications within the Old Town neighborhood.

(.02) The "O" Overlay zone shall be applied in conjunction with the underlying base zones in the Old Town neighborhood.

(.03) Review Process in the "O" Overlay zone.

- A. The following shall ~~require~~ be reviewed using the site ~~Site design~~ Design review Review process for conformance with ~~these~~ standards in Subsection (.05) as well the Site Design Review standards (Sections 4.421) and other applicable standards:

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing all changes from current code)

Old Town Single-Family Design Standards

Attachment B City Council Work Session October 2, 2017 Ordinance No. 810 Attachment Exhibit

BA Amended November 13, 2017 for 2nd

Reading

1. New commercial, industrial, public facility, multi-family residential, and mixed use building construction and the substantial redevelopment of existing buildings, including the construction of new single family dwellings; and
 2. Any exterior remodeling of commercial, industrial, public facility, multi-family residential, or mixed use building that requires a building permit, when that remodeling is visible from a public street (other than an alley) and changes the existing design of the building; and
 3. Upon the request of an applicant, in order to pursue a design not in conformance with the Old Town Single-Family Designs Standard Book, new single-family homes (including duplexes) and accessory buildings, or remodeling thereof. The same standards for ADU's in Subsection (.04) C. below shall will continue to apply.
- B. ~~Except, however, that exterior remodeling of residential units other than those facing Boones Ferry Road shall be reviewed through the Class I Administrative Review procedures of Sections 4.009 through 4.012. This review will be applied only to the portions of buildings that are visible from public streets (not including alleys) and is intended to assure that the design of the portion of the building being remodeled will either match the standards of the Old Town Overlay Zone or be consistent with the existing design of the structure.~~ The following (except as noted in A.3. above) shall be reviewed through the Class I administrative review process for conformance with the Development Standards of Subsection (.04) concurrently with building plan review:
1. New single-family homes (including duplexes), single-family home additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use.
- C. ~~Those proposing to build or remodel the exterior of any building in the area are encouraged to contact the City about the availability of funds for historic façade treatment.~~
- (.0304) Single-Family Development standards Standards (including accessory buildings and duplexes).
- A. The standards of this subsection shall take precedence over setback, lot coverage, height, and accessory dwelling unit standards otherwise established in the Development Code. All other standards of the base zone and/or approved planned developments shall apply. For PDR Zones, the setback and lot coverage standards are subject to the waiver provisions of Section 4.118.
 - B. Development shall comply (except as noted in 1. and 2. below) with the standards of the Old Town Single-Family Design Standards Book including but not limited to architectural design, height, setbacks, and lot coverage.

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing all changes from current code)

Old Town Single-Family Design Standards

Attachment B City Council Work Session October 2, 2017 Ordinance No. 810 Attachment Exhibit BA Amended November 13, 2017 for 2nd

Reading

1. An applicant for a remodel of and/or addition to structures existing prior to December 1, 2017 may elect to match the existing design of the structure rather than comply with the Old Town Single-Family Design Standards Book if all of the following are met:

- a. The height of the structure remains the same and any additions do not exceed the height of the existing structure;
- b. The roof pitch on the existing portion of the structure remains the same and is matched for additions involving facades facing a street or public open space;
- c. All exterior materials are substantially similar in style and texture to the existing materials on the structure;
- d. For facades of the structure facing a street or public open space (does not include alleys) all architectural elements, such as windows, doors, porches, dormers, details, etc. are kept the same, or in the case of extending out a wall during an addition, reproduced; and
- e. Setbacks and lot coverage requirements of the underlying zone are met.

2. Accessory structures less than 120 square feet and 10 feet in height are not subject to the Old Town Single-Family Design Standards but rather the standards of the underlying zone.

C. -The following standards shall apply to Accessory Dwelling Units (ADU's) within the "O" Overlay Zone to ensure smaller bulk of residential buildings and minimize use of on-street parking consistent with the historic character of the neighborhood. Where these standards differ from those of Subsection 4.113 (.11), including size design and parking, these standards take precedence. All other standards of Subsection 4.113 (.11), including but not limited to number of ADU's and review process, continue to apply.

1. Size: ADU's shall be limited to not exceed 600 square feet of living space.

2. Design: ADU's shall be substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property. ADU's shall be either:

a. Detached single-story structures; or

b. Over a detached garage meeting the following requirements:

i. The garage/ADU structure is a maximum 1.5 stories tall, not exceeding a height of 20 feet; and

ii. The primary dwelling unit on the property is 1.5 or 2 stories tall.

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing all changes from current code)

Old Town Single-Family Design Standards

Attachment B City Council Work Session October 2, 2017 Ordinance No. 810 Attachment Exhibit

BA Amended November 13, 2017 for 2nd

Reading

3. Parking: Each ADU shall have one dedicated standard sized parking space on the same lot.

~~a. A. Lot area, width, depth As specified in the underlying base zone. Single family and two family dwelling units, other than those on lots fronting Boones Ferry Road, shall be subject to the following minimum setbacks:~~

~~1. Front and rear yard: 15 feet;~~

~~2. Street side of corner lots: 10 feet;~~

~~3. Other side yards: 5 feet.~~

(.05). Development Standards for Commercial, Industrial, Public Facility, Multi-Family Residential, or Mixed Use Buildings.

~~B.A.~~ Building Setbacks - Buildings fronting Boones Ferry Road shall abut the public sidewalk except where public plazas, courtyards, approved landscaping, or other public pedestrian amenities are approved. Except, however, that residential garages or carports shall be set back a minimum of twenty (20) feet from any sidewalk or traveled portion of a street across which access to the garage or carport is taken. The Development Review Board may approve other setbacks to accommodate sidewalks, landscaping, or other streetscape features located between the street right-of-way and the building.

~~C.B.~~ Landscaping - Not less than fifteen (15) percent of the development site shall be landscaped. In the event that a building is set back from a street side property line, along Boones Ferry Road, Bailey Street, or 5th Street, the intervening area shall be landscaped. In reviewing proposals for parking lots in locations between buildings and streets, the Development Review Board may require special landscaping treatments or designs to screen the view of the parking lot from the public right-of-way.

~~D.C.~~ Building height - As specified in the underlying base zone.

~~E.D.~~ Street access to Boones Ferry Road. Ingress and egress points along Boones Ferry Road shall be designed and constructed such that access points on one side of the road shall ~~coordinate with access points on the other side of the road~~ be consistent with the Public Works Standards. New developments along Boones Ferry Road and north of Bailey Street will have access points designed and constructed in a pattern that replicates the shape of Main Street blocks.

~~(.04)E.~~ Pedestrian environment. In order to enhance the pedestrian scale of the neighborhood:

~~A1.~~ Special attention shall be given to the primary building entrances, assuring that they are both attractive and functional.

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing all changes from current code)

Old Town Single-Family Design Standards

Attachment B City Council Work Session October 2, 2017 Ordinance No. 810 Attachment Exhibit BA Amended November 13, 2017 for 2nd

Reading

- ~~B-2.~~ The pedestrian environment shall be enhanced by amenities such as street furniture, landscaping, awnings, and movable planters with flowers, as required by the Development Review Board.
- ~~C-3.~~ Sidewalk width may vary from block to block, depending upon the nature of adjacent land uses and the setbacks of existing buildings. Provided, however, that a continuity of streetscape design is maintained along Boones Ferry Road, generally following the pattern that has been started with the 1996 approval for Old Town Village on the west side of Boones Ferry Road from Fourth Street to Fifth Street. [Amended by Ordinance No. 538, 2/21/02.]
 - ~~1-a.~~ North of Bailey Street, where the most intense commercial development is anticipated, the widest sidewalks and most mature landscaping are required.
 - ~~2-b.~~ In situations where existing buildings are located at the right-of-way line, special sidewalk designs may be necessary to assure pedestrian access.
- ~~D-F.~~ When practicable, buildings along Boones Ferry Road shall occupy 100% of the street frontage between block segments. Up to 25% of street frontage may be in public plazas, courtyards, and similar landscape or streetscape features that provide public spaces adjacent to the sidewalk. For smaller lots, which may not have functional alternatives for parking, up to 40% of lot frontage may be used for parking, provided that appropriate screening and visual enhancement is created between the parking area and the sidewalk. Appropriate pedestrian connections shall be constructed between such parking lots and sidewalks.

~~(.05)G.~~ Building compatibility.

- ~~A-1.~~ The design and materials of proposed buildings shall reflect the architectural styles of the Willamette Valley during the period from 1880 to 1930.
- ~~B-2.~~ Commercial and manufacturing buildings shall be designed to reflect the types of masonry or wood storefront buildings that were typical in the period from 1880 to 1930. Larger modern buildings shall be designed with facades that are divided to give the appearance of a series of smaller buildings or distinctive store fronts, and/or multi-storied structures with, at least, the appearance of second stories.
- ~~C-3.~~ Residential buildings shall be designed to reflect the size and shape of traditional dwellings from the period from 1880 to 1930. Where larger multiple family residential buildings are proposed, their building facades

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing all changes from current code)

Old Town Single-Family Design Standards

Attachment B City Council Work Session October 2, 2017 Ordinance No. 810 Attachment Exhibit BA Amended November 13, 2017 for 2nd

Reading

shall be divided into units that give the appearance of a series of smaller dwellings.

- ~~D-4.~~ Manufactured housing units and mobile homes, if located outside of approved manufactured or mobile home parks, shall meet the design standards applied to other single family dwellings in the area.

~~(06)H.~~ Building materials.

- ~~A-1.~~ Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger developments, variations in facades, floor levels, architectural features, and/or exterior finishes shall be used to create the appearance of a series of smaller buildings.
- ~~B-2.~~ Exterior building materials shall be durable, and shall convey a visual impression of durability. Materials such as masonry, stone, stucco, and wood will generally provide such an appearance. Other materials that replicate the appearance of those durable materials may also be used.
- ~~C-3.~~ Where masonry is to be used for exterior finish, varied patterns are to be incorporated to break up the appearance of larger surfaces.
- ~~D-4.~~ Wood siding is to be bevel, shingle siding or channel siding or the equivalent. T-111 and similar sheathed siding shall not be used unless it is incorporated with batten treatment to give the appearance of boards.
- ~~E-5.~~ Exterior materials and colors are to match the architecture of the period.

~~(07)I.~~ Roof materials, roof design and parapets.

- ~~A-1.~~ Pitched roof structures shall have a minimum pitch of 4:12.
- ~~B-2.~~ Roofs with a pitch of less than 4:12 are permitted, provided that they have detailed, stepped parapets or detailed masonry coursing.
- ~~C-3.~~ Parapet corners are to be stepped. Parapets are to be designed to emphasize the center entrance or primary entrance(s).
- ~~D-4.~~ Sloped roofs that will be visible from the adjoining street right-of-way shall be of a dark, non-ornamental color.
- ~~E-5.~~ Preferred roofing materials that are visible from a public street include wood or architectural grade composition shingle, tile, or metal with standing or batten seams. Metal roofs without raised seams shall not be used in visible locations.
- ~~F-6.~~ All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes are to be completely screened from public view

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing all changes from current code)

Old Town Single Family Design Standards

Attachment B City Council Work Session October 2, 2017 Ordinance No. 810 Attachment Exhibit BA Amended November 13, 2017 for 2nd

Reading

by parapets, walls or other approved means; or , alternatively, may be effectively camouflaged to match the exterior of the building.

~~1.a.~~ "Public view" is intended to mean the view from the sidewalk directly across the street from the site.

~~2.b.~~ Roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes that are visible from Interstate-5 shall be effectively camouflaged to match the exterior of the building

~~(.08)J.~~ Building entrances. If visible from the street, entrances to commercial, industrial, or multi-family residential buildings are to be architecturally emphasized, with coverings as noted in subsection (.09), below.

~~A.1.~~ The Development Review Board may establish conditions concerning any or all building entrances, especially where such entrances are adjacent to parking lots. For buildings fronting on Boones Ferry Road, at least one entrance shall be from the sidewalk.

~~B.2.~~ Secondary building entrances may have lesser architectural standards than primary entrances.

~~(.09)K.~~ Building facades.

~~A.1.~~ Ornamental devices, such as moldings, entablature, and friezes, are encouraged at building roof lines. Where such ornamentation is to be in the form of a linear molding or board, it shall match or complement the architecture of the building.

~~B.2.~~ ~~Commercial, industrial, and multi-family residential~~ Buildings are to incorporate amenities such as alcoves, awnings, roof overhangs, porches, porticoes, and/or arcades to protect pedestrians from the rain and sun. Awnings and entrances may be designed to be shared between two adjoining structures. (See subsection (.08), above.)

~~C.3.~~ Commercial and manufacturing buildings with frontage on Boones Ferry Road shall incorporate the following traditional storefront elements:

~~1.a.~~ Building fronts to be located at the right-of-way line for streets, except in cases where an approved sidewalk or other streetscape features are located between the street right-of-way and the building. Intervening areas are to be attractively landscaped.

~~2.b.~~ Upper and lower facades are to be clearly delineated.

~~3.c.~~ —Lower facades shall include large windows, as specified in subsection "~~(.10L.)~~," below, and recessed entries.

~~4.d.~~ Tops of facades shall have decorative cornices.

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing all changes from current code)

Old Town Single-Family Design Standards

Attachment B City Council Work Session October 2, 2017 Ordinance No. 810 Attachment Exhibit

BA Amended November 13, 2017 for 2nd

Reading

~~D.4.~~ Buildings are to have variations in relief, including such things as cornices, bases, fenestration, fluted masonry, and other aesthetic treatments to enhance pedestrian interest.

~~(-10)L.~~ Windows in buildings adjacent to Boones Ferry Road.

~~A.1.~~ Windows shall include amenities such as bottom sills, pediments, or awnings. Glass curtain walls, highly reflective glass, and painted or darkly tinted glass are not permitted other than stained or leaded glass.

~~B.2.~~ Ground-floor windows on commercial or industrial buildings shall include the following features:

~~1.a~~ Windows shall be designed to allow views into interior activity areas and display areas along street frontages.

~~2.b~~ Sills shall be no more than four (4) feet above grade, unless a different design is necessitated by unusual interior floor levels.

~~3.c.~~ At least twenty percent (20%), of ground floor wall area along Boones Ferry Road, Bailey Street, or 5th Street shall be in windows or entries. No blank walls shall be permitted abutting any street other than an alley.

~~C.3.~~ Upper-floor windows on commercial, industrial, or multi-family residential buildings shall include the following features:

~~1.a~~ Glass dimensions shall not exceed five (5) feet wide by seven (7) feet high.

~~2.b.~~ Windows shall be fully trimmed with molding that is at least two (2) inches wide.

~~3.c.~~ Multiple-light windows or windows with grid patterns may be required by the Development Review Board when architecturally consistent with the building.

~~(-11)M.~~ Landscapes and streetscapes.

~~A.1.~~ The street lights to be used in the area shall be of a standardized design throughout the Old Town Overlay District.

~~B.2.~~ Benches, outdoor seating, and trash receptacles are to be designed to match the architecture in the area.

~~C.3.~~ Benches and other streetscape items placed within the public right-of-way must not block the free movement of pedestrians, including people with disabilities. A minimum pedestrian walkway of five (5) feet shall be maintained at all times. Standards of the Americans with Disabilities Act (ADA) shall be observed.

~~(-12)N.~~ Lighting.

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing all changes from current code)

Old Town Single-Family Design Standards

Attachment B City Council Work Session October 2, 2017 Ordinance No. 810 Attachment-Exhibit BA Amended November 13, 2017 for 2nd

Reading

A-1. All building entrances and exits shall be well-lit. The minimum lighting level for commercial, industrial, or multi-family residential building entrances is to be four (4) foot-candles. The maximum standard is to be ten (10) foot-candles. A lighting plan shall be submitted for review by the Development Review Board.

B-2. Exterior lighting is to be an integral part of the architectural design and must complement the street lighting of the area, unless it is located at the side or rear of buildings in locations that are not facing a public street that is not an alley.

C-3. In no case is lighting to produce glare on neighboring properties or public rights-of-way such that a nuisance or safety hazard results.

~~(-13)~~O. Exterior storage.

A-1. Exterior storage of merchandise or materials shall be subject to the fencing or screening standards of Section 4.176 of the Wilsonville Code. The Development Review Board may prescribe special standards for landscaping or other screening of walls or fences.

B-2. Temporary outdoor displays of merchandise shall be permitted, subject to the conditions of the development permit or temporary use permit for the purpose. Where pedestrian access is provided, a minimum walkway width of five (5) feet shall be maintained at all times.

~~(-14)~~P. Storage of Trash and Recyclables. Storage areas for trash and recyclables shall meet the applicable City requirements of Sections 4.179 and 4.430 of the Wilsonville Code.

~~(-15)~~Q. Signs. Signs shall match the architecture of buildings in the area, and shall be subject to the provisions of Sections 4.156.01 through 4.156.11 of the Wilsonville Code. [Amended by Ord. No. 704, 6/18/12 and Ord. No. 810, 11/06/17]

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing all changes from current code)

Old Town Single-Family Design Standards

Attachment B City Council Work Session October 2, 2017 Ordinance No. 810 Attachment Exhibit

BA Amended November 13, 2017 for 2nd

Reading

ORDINANCE NO. 810

AN ORDINANCE OF THE CITY OF WILSONVILLE ADOPTING THE OLD TOWN SINGLE-FAMILY DESIGN STANDARDS AND RELATED DEVELOPMENT CODE CHANGES TO WC CODE SECTION 4.138 - OLD TOWN OVERLAY ZONE.

WHEREAS, on September 19, 2011 the Wilsonville City Council adopted Resolution No. 2324 accepting the Old Town Neighborhood Plan with Architectural Pattern Book and providing guidance to staff to implement; and

WHEREAS, Resolution No. 2324 directed staff to “review and incorporate all or parts of the Architectural Pattern Book into WC 4.138 – Old Town Overlay Zone to create process related efficiencies and a hierarchy of process types for different construction activities;” and “Amend the Code related to ADU’s (WC 4.113) to address size (no larger than 600SF), number (10% neighborhood wide) and associated parking (require one off-street space) in the Old Town neighborhood;” and

WHEREAS, Senate Bill 1051 prohibits cities with populations greater than 2,500 from prohibiting building accessory dwelling units in areas zoned for single-family development, effective July 1, 2018; and

WHEREAS, it is not prudent to limit the number of accessory dwelling units as directed in Resolution No. 2324 in light of the new law soon going into effect; and

WHEREAS, changes to Section 4.138 of the Wilsonville Development Code are recommended in relation to accessory dwelling units to limit the size to 600 square feet and require off-street parking among other standards within the Old Town Overlay Zone; and

WHEREAS, the City staff and consultants have worked with residents in the Old Town neighborhood, Planning Commission, and City Council to draft changes to Section 4.138 to create a process for ministerial review of single-family homes, duplexes, and accessory structures within the Old Town Overlay Zone as well as Old Town Single-Family Design Standards to guide review; and

WHEREAS, the Wilsonville Planning Commission has held two work sessions to discuss and take public testimony on the Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code; and

WHEREAS, the Wilsonville City Council held a work session on October 2, 2017 to discuss the Old Town Single-Family Design Standards and Development Code Updates; and

ORDINANCE NO. 810

Page 1 of 4

WHEREAS, following the timely mailing and publication of the required notice, the Planning Commission conducted a public hearing on October 11, 2017, wherein the Commission received public testimony, staff reports and input, and attachments and exhibits, and thereafter deliberated and voted unanimously to approve Resolution No. LP17-0004 recommending to the City Council approval with specified changes recommended by staff to reflect additional input from the neighborhood; and

WHEREAS, a copy of the record of the aforementioned Planning Commission action and recommendation is marked Exhibit C, attached hereto and incorporated by reference herein; and

WHEREAS, following the Planning Commission public hearing, the Wilsonville Planning Director, forwarded the recommended Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code to the City Council, along with a staff report and attachments, in accordance with the public hearing and notice procedures that are set forth in Sections 4.008, 4.010, 4.011, 4.012, and 4.197 of the Wilsonville Code; and

WHEREAS, after Public Hearing Notices were provided to impacted residential properties within the Old Town Overlay Zone, the City Council held a Public Hearing on November 6, 2017 to review the proposed Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the City Council has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceeding; and

WHEREAS, the Planning Commission has duly considered the subject, including the staff recommendations and all the exhibits and testimony introduced and offered by all interested parties.

NOW, THEREFORE, THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

1. FINDINGS.

The above-recited findings are adopted and incorporated by reference herein as findings and conclusions of Resolution No. LP17-004, which includes the associated staff report and attachments (Exhibit C). The City Council further finds and concludes that the adoption of the proposed Old Town Single-Family Design Standards and Development Code Updates are necessary to help protect the public health, safety, and

welfare of the municipality by preserving and promoting the character of the residential portion of the Old Town Neighborhood.

2. DETERMINATION.

Based on such findings, the City Council hereby adopts Old Town Single-Family Design Standards Book, attached hereto and marked as Exhibit B, and Development Code Updates to Section 4.138, attached hereto and marked as Exhibit A, and incorporated by reference as if fully set forth herein. The City Recorder is hereby directed to prepare final Wilsonville Code formatting to make sure such style and conforming changes match the format and style of the Wilsonville Code.

3. EFFECTIVE DATE OF ORDINANCE.

This Ordinance shall be declared to be in full force and effect thirty (30) days from the date of final passage and approval.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 6th day of November, 2017, and scheduled for second reading on November 20, 2017, commencing at the hour of 7 p.m. at Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

Kimberly Veliz, City Recorder

ENACTED by the City Council on the 20th day of November 2017, by the following votes:
Yes: _____ No: _____

Kimberly Veliz, City Recorder

DATED and signed by the Mayor the 20th day of November, 2017.

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Stevens

Councilor Lehan

Councilor Akervall

Attachments:

Exhibit A – Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone

Exhibit B – Old Town Single-Family Design Standards Book

Exhibit C – Planning Commission Record

Exhibit D – Compliance Findings

Exhibit E – Draft Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone

Section 4.138. Old Town (O) Overlay Zone.

- (.01) Purpose. The purpose of this overlay zone is to establish the design standards that will be applied to developments within the Old Town neighborhood, mapped as the Boones Ferry District in the City's West Side Master Plan. The following purpose statement is not intended as a set of additional permit criteria. Rather, it is a description of the desired outcome as development occurs incrementally, over time. This overlay district is intended to create a modern interpretation of a traditional old town Main Street and mixed use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community.
- A. The standards of the "O" overlay zone are intended to assure that, through the appropriate use of architectural details, windows, building orientation, facades, and construction materials, new structures, and major alterations of existing structures, create a pleasing and pedestrian-friendly environment.
 - B. It is the desire of the City to have commercial, industrial, multi-family, and mixed use buildings in the "O" overlay zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930 and for single-family homes to be consistent with and enhance the historic small town residential character of the neighborhood. The following design standards are intended to further define those characteristics that will convey the desired architecture.
 - C. These standards are intended to encourage quality design, to enhance public safety, and to provide a comfortable and attractive street environment by providing features and amenities of value to pedestrians. Quality design will result in an arrangement of buildings that are in visual harmony with one-another, leading to a neighborhood that is vital, interesting, attractive, and safe. These qualities contribute to the health and vitality of the overall community.
 - D. These standards shall be used by the City's Planning Division and Development Review Board in reviewing development applications within the Old Town neighborhood.
- (.02) The "O" Overlay zone shall be applied in conjunction with the underlying base zones in the Old Town neighborhood.
- (.03) Review Process in the "O" Overlay zone.
- A. The following shall be reviewed using the Site Design Review process for conformance with the standards in Subsection (.05) as well the Site Design Review standards (Sections 4.421) and other applicable standards:

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing changes from 1st reading)

Attachment A Ordinance No. 810 Exhibit A Amended November 13, 2017 for 2nd Reading

1. New commercial, industrial, public facility, multi-family residential, and mixed use building construction and the substantial redevelopment of existing buildings, ; and
 2. Exterior remodeling of commercial, industrial, public facility, multi-family residential, or mixed use building that requires a building permit, when that remodeling is visible from a public street (other than an alley) and changes the existing design of the building; and
 3. Upon the request of an applicant, in order to pursue a design not in conformance with the Old Town Single-Family Designs Standard Book, new single-family homes (including duplexes) and accessory buildings, or remodeling thereof. The same standards for ADU's in Subsection (.04) C. below will continue to apply.
- B. The following (except as noted in A.3. above) shall be reviewed through the Class I administrative review process for conformance with the Development Standards of Subsection (.04) concurrently with building plan review:
1. New single-family homes (including duplexes), single-family home additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use.
- (.04) Single-Family Development Standards (including accessory buildings and duplexes).
- A. The standards of this subsection shall take precedence over setback, lot coverage, height, and accessory dwelling unit standards otherwise established in the Development Code. All other standards of the base zone and/or approved planned developments shall apply. For PDR Zones, the setback and lot coverage standards are subject to the waiver provisions of Section 4.118.
 - B. Development shall comply (except as noted in 1. and 2. below) with the standards of the Old Town Single-Family Design Standards Book including but not limited to architectural design, height, setbacks, and lot coverage.
 1. An applicant for a remodel of and/or addition to structures existing prior to December 1, 2017 may elect to match the existing design of the structure rather than comply with the Old Town Single-Family Design Standards Book if all of the following are met:
 - a. The height of the structure remains the same and any additions do not exceed the height of the existing structure;
 - b. The roof pitch on the existing portion of the structure remains the same and is matched for additions involving facades facing a street or public open space;

- c. All exterior materials are substantially similar in style and texture to the existing materials on the structure;
 - d. For facades of the structure facing a street or public open space (does not include alleys) all architectural elements, such as windows, doors, porches, dormers, details, etc. are kept the same, or in the case of extending out a wall during an addition, reproduced; and
 - e. Setbacks and lot coverage requirements of the underlying zone are met.
2. Accessory structures less than 120 square feet and 10 feet in height are not subject to the Old Town Single-Family Design Standards but rather the standards of the underlying zone.
- C. The following standards shall apply to Accessory Dwelling Units (ADU's) within the "O" Overlay Zone to ensure smaller bulk of residential buildings and minimize use of on-street parking consistent with the historic character of the neighborhood. Where these standards differ from those of Subsection 4.113 (.11), including size design and parking, these standards take precedence. All other standards of Subsection 4.113 (.11), including but not limited to number of ADU's and review process, continue to apply.
- 1. Size: ADU's shall not exceed 600 square feet of living space.
 - 2. Design: ADU's shall be substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property. ADU's shall be either:
 - a. Detached single-story structures; or
 - b. Over a detached garage meeting the following requirements:
 - i. The garage/ADU structure is a maximum 1.5 stories tall, not exceeding a height of 20 feet; and
 - ii. The primary dwelling unit on the property is 1.5 or 2 stories tall.
 - 3. Parking: Each ADU shall have one dedicated standard sized parking space on the same lot.
- (.05). Development Standards for Commercial, Industrial, Public Facility, Multi-Family Residential, or Mixed Use Buildings.
- A. Building Setbacks - Buildings fronting Boones Ferry Road shall abut the public sidewalk except where public plazas, courtyards, approved landscaping, or other public pedestrian amenities are approved. Except, however, that residential garages or carports shall be set back a minimum of twenty (20) feet from any sidewalk or traveled portion of a street across which access to the garage or carport is taken. The Development Review Board may approve other setbacks to

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing changes from 1st reading)

Attachment A Ordinance No. 810 Exhibit A Amended November 13, 2017 for 2nd Reading

accommodate sidewalks, landscaping, or other streetscape features located between the street right-of-way and the building.

- B. Landscaping - Not less than fifteen (15) percent of the development site shall be landscaped. In the event that a building is set back from a street side property line, along Boones Ferry Road, Bailey Street, or 5th Street, the intervening area shall be landscaped. In reviewing proposals for parking lots in locations between buildings and streets, the Development Review Board may require special landscaping treatments or designs to screen the view of the parking lot from the public right-of-way.
- C. Building height - As specified in the underlying base zone.
- D. Street access to Boones Ferry Road. Ingress and egress points along Boones Ferry Road shall be designed and constructed such that access points on one side of the road shall be consistent with the Public Works Standards. New developments along Boones Ferry Road and north of Bailey Street will have access points designed and constructed in a pattern that replicates the shape of Main Street blocks.
- E. Pedestrian environment. In order to enhance the pedestrian scale of the neighborhood:
 - 1. Special attention shall be given to the primary building entrances, assuring that they are both attractive and functional.
 - 2. The pedestrian environment shall be enhanced by amenities such as street furniture, landscaping, awnings, and movable planters with flowers, as required by the Development Review Board.
 - 3. Sidewalk width may vary from block to block, depending upon the nature of adjacent land uses and the setbacks of existing buildings. Provided, however, that a continuity of streetscape design is maintained along Boones Ferry Road, generally following the pattern that has been started with the 1996 approval for Old Town Village on the west side of Boones Ferry Road from Fourth Street to Fifth Street. [Amended by Ordinance No. 538, 2/21/02.]
 - a. North of Bailey Street, where the most intense commercial development is anticipated, the widest sidewalks and most mature landscaping are required.
 - b. In situations where existing buildings are located at the right-of-way line, special sidewalk designs may be necessary to assure pedestrian access.
- F. When practicable, buildings along Boones Ferry Road shall occupy 100% of the street frontage between block segments. Up to 25% of street frontage may be in

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing changes from 1st reading)

Attachment A Ordinance No. 810 Exhibit A Amended November 13, 2017 for 2nd Reading

public plazas, courtyards, and similar landscape or streetscape features that provide public spaces adjacent to the sidewalk. For smaller lots, which may not have functional alternatives for parking, up to 40% of lot frontage may be used for parking, provided that appropriate screening and visual enhancement is created between the parking area and the sidewalk. Appropriate pedestrian connections shall be constructed between such parking lots and sidewalks.

G. Building compatibility.

1. The design and materials of proposed buildings shall reflect the architectural styles of the Willamette Valley during the period from 1880 to 1930.
2. Commercial and manufacturing buildings shall be designed to reflect the types of masonry or wood storefront buildings that were typical in the period from 1880 to 1930. Larger modern buildings shall be designed with facades that are divided to give the appearance of a series of smaller buildings or distinctive store fronts, and/or multi-storied structures with, at least, the appearance of second stories.
3. Residential buildings shall be designed to reflect the size and shape of traditional dwellings from the period from 1880 to 1930. Where larger multiple family residential buildings are proposed, their building facades shall be divided into units that give the appearance of a series of smaller dwellings.
4. Manufactured housing units and mobile homes, if located outside of approved manufactured or mobile home parks, shall meet the design standards applied to other single family dwellings in the area.

H. Building materials.

1. Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger developments, variations in facades, floor levels, architectural features, and/or exterior finishes shall be used to create the appearance of a series of smaller buildings.
2. Exterior building materials shall be durable, and shall convey a visual impression of durability. Materials such as masonry, stone, stucco, and wood will generally provide such an appearance. Other materials that replicate the appearance of those durable materials may also be used.
3. Where masonry is to be used for exterior finish, varied patterns are to be incorporated to break up the appearance of larger surfaces.

4. Wood siding is to be bevel, shingle siding or channel siding or the equivalent. T-111 and similar sheathed siding shall not be used unless it is incorporated with batten treatment to give the appearance of boards.
 5. Exterior materials and colors are to match the architecture of the period.
- I. Roof materials, roof design and parapets.
1. Pitched roof structures shall have a minimum pitch of 4:12.
 2. Roofs with a pitch of less than 4:12 are permitted, provided that they have detailed, stepped parapets or detailed masonry coursing.
 3. Parapet corners are to be stepped. Parapets are to be designed to emphasize the center entrance or primary entrance(s).
 4. Sloped roofs that will be visible from the adjoining street right-of-way shall be of a dark, non-ornamental color.
 5. Preferred roofing materials that are visible from a public street include wood or architectural grade composition shingle, tile, or metal with standing or batten seams. Metal roofs without raised seams shall not be used in visible locations.
 6. All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes are to be completely screened from public view by parapets, walls or other approved means; or, alternatively, may be effectively camouflaged to match the exterior of the building.
 - a. "Public view" is intended to mean the view from the sidewalk directly across the street from the site.
 - b. Roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes that are visible from Interstate-5 shall be effectively camouflaged to match the exterior of the building
- J. Building entrances. If visible from the street, entrances to commercial, industrial, or multi-family residential buildings are to be architecturally emphasized, with coverings as noted in subsection (.09), below.
1. The Development Review Board may establish conditions concerning any or all building entrances, especially where such entrances are adjacent to parking lots. For buildings fronting on Boones Ferry Road, at least one entrance shall be from the sidewalk.
 2. Secondary building entrances may have lesser architectural standards than primary entrances.

K. Building facades.

1. Ornamental devices, such as moldings, entablature, and friezes, are encouraged at building roof lines. Where such ornamentation is to be in the form of a linear molding or board, it shall match or complement the architecture of the building.
2. Buildings are to incorporate amenities such as alcoves, awnings, roof overhangs, porches, porticoes, and/or arcades to protect pedestrians from the rain and sun. Awnings and entrances may be designed to be shared between two adjoining structures. (See subsection (.08), above.)
3. Commercial and manufacturing buildings with frontage on Boones Ferry Road shall incorporate the following traditional storefront elements:
 - a. Building fronts to be located at the right-of-way line for streets, except in cases where an approved sidewalk or other streetscape features are located between the street right-of-way and the building. Intervening areas are to be attractively landscaped.
 - b. Upper and lower facades are to be clearly delineated.
 - c. Lower facades shall include large windows, as specified in subsection "(L.)," below, and recessed entries.
 - d. Tops of facades shall have decorative cornices.
4. Buildings are to have variations in relief, including such things as cornices, bases, fenestration, fluted masonry, and other aesthetic treatments to enhance pedestrian interest.

L. Windows in buildings adjacent to Boones Ferry Road.

1. Windows shall include amenities such as bottom sills, pediments, or awnings. Glass curtain walls, highly reflective glass, and painted or darkly tinted glass are not permitted other than stained or leaded glass.
2. Ground-floor windows on commercial or industrial buildings shall include the following features:
 - a. Windows shall be designed to allow views into interior activity areas and display areas along street frontages.
 - b. Sills shall be no more than four (4) feet above grade, unless a different design is necessitated by unusual interior floor levels.
 - c. At least twenty percent (20%), of ground floor wall area along Boones Ferry Road, Bailey Street, or 5th Street shall be in windows or entries. No blank walls shall be permitted abutting any street other than an alley.
3. Upper-floor windows on commercial, industrial, or multi-family residential buildings shall include the following features:

Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone (showing changes from 1st reading)

Attachment A Ordinance No. 810 Exhibit A Amended November 13, 2017 for 2nd Reading

- a. Glass dimensions shall not exceed five (5) feet wide by seven (7) feet high.
- b. Windows shall be fully trimmed with molding that is at least two (2) inches wide.
- c. Multiple-light windows or windows with grid patterns may be required by the Development Review Board when architecturally consistent with the building.

M. Landscapes and streetscapes.

1. The street lights to be used in the area shall be of a standardized design throughout the Old Town Overlay District.
2. Benches, outdoor seating, and trash receptacles are to be designed to match the architecture in the area.
3. Benches and other streetscape items placed within the public right-of-way must not block the free movement of pedestrians, including people with disabilities. A minimum pedestrian walkway of five (5) feet shall be maintained at all times. Standards of the Americans with Disabilities Act (ADA) shall be observed.

N. Lighting.

1. All building entrances and exits shall be well-lit. The minimum lighting level for commercial, industrial, or multi-family residential building entrances is to be four (4) foot-candles. The maximum standard is to be ten (10) foot-candles. A lighting plan shall be submitted for review by the Development Review Board.
2. Exterior lighting is to be an integral part of the architectural design and must complement the street lighting of the area, unless it is located at the side or rear of buildings in locations that are not facing a public street that is not an alley.
3. In no case is lighting to produce glare on neighboring properties or public rights-of-way such that a nuisance or safety hazard results.

O. Exterior storage.

1. Exterior storage of merchandise or materials shall be subject to the fencing or screening standards of Section 4.176 of the Wilsonville Code. The Development Review Board may prescribe special standards for landscaping or other screening of walls or fences.
2. Temporary outdoor displays of merchandise shall be permitted, subject to the conditions of the development permit or temporary use permit for the

purpose. Where pedestrian access is provided, a minimum walkway width of five (5) feet shall be maintained at all times.

- P. Storage of Trash and Recyclables. Storage areas for trash and recyclables shall meet the applicable City requirements of Sections 4.179 and 4.430 of the Wilsonville Code.
- Q. Signs. Signs shall match the architecture of buildings in the area, and shall be subject to the provisions of Sections 4.156.01 through 4.156.11 of the Wilsonville Code. [Amended by Ord. No. 704, 6/18/12 and Ord. No. 810, 11/06/17]

WILSONVILLE OLD TOWN Single-Family Design Standards





TABLE OF CONTENTS

1. Introduction and History	1
2. Purpose and Overview	2
3. Old Town Historic Residential Types	3
4. Using Design Standards	4
5. Introduction to Styles	5
6. Style Guidelines	
a. Western Farmhouse	6
b. Craftsman	9
c. New Ranch	12
7. Renovation Guidelines	15
8. Duplex Styles	16
9. Accessory Buildings, ADUs, and Garages	17
10. Materials and Lot Coverage	18
11. Edges and Setbacks	19
12. Glossary of Terms	21



Wilsonville Old Town Single-Family Design Standards were produced by The Urban Collaborative, LLC and Town Green in collaboration with the City of Wilsonville and the Old Town Neighborhood Association.

Drawings in the Single-Family Design Standards Book are for illustrative purposes only and not to be used for construction purposes. A professional architect or engineer should be consulted for any residential construction.

INTRODUCTION AND HISTORY



Boone's Ferry on the Willamette River, OSU Special Collections: Gifford Photographic Collection

The city of Wilsonville, Oregon was first developed in the mid-19th century around the Boone's Ferry landing on the Willamette River. The landing served as the starting point for a new community to spring up, initially consisting of stores, hotels, shops, offices, and banks-- many of which were later converted into residences. The neighborhoods that first formed from this social and economic landmark are reflective of the city's historic culture and character. The modern-day result of the preservation of this historic style is a traditional neighborhood in which collections of interesting and diverse houses and sequences of small shops join together to create beautiful streets and public spaces that preserve a rural feel while in an urban setting.



Wilsonville Railroad Bridge Under Construction - circa 1907, Old Oregon Historic Photos

The area as a whole shares a visual richness and celebrates historic character. The historical residences in this area were constructed primarily between the 1880's and the 1930's, creating a beautiful snapshot of the era when the area was first developed. As new homes and businesses are constructed in the neighborhood, it is important to preserve Old Town's visual historical identity.

The following design standards reflect the cultural characteristics of the Boone's Ferry neighborhood as it has developed over the past 160 years while integrating the current community's goals for the future. It provides a clear and straightforward set of architectural and planning guidelines to preserve historical integrity as new homes are constructed and existing homes are renovated.



George Law Curry House, Front View - 1934, Old Oregon Historic Photos





PURPOSE AND OVERVIEW

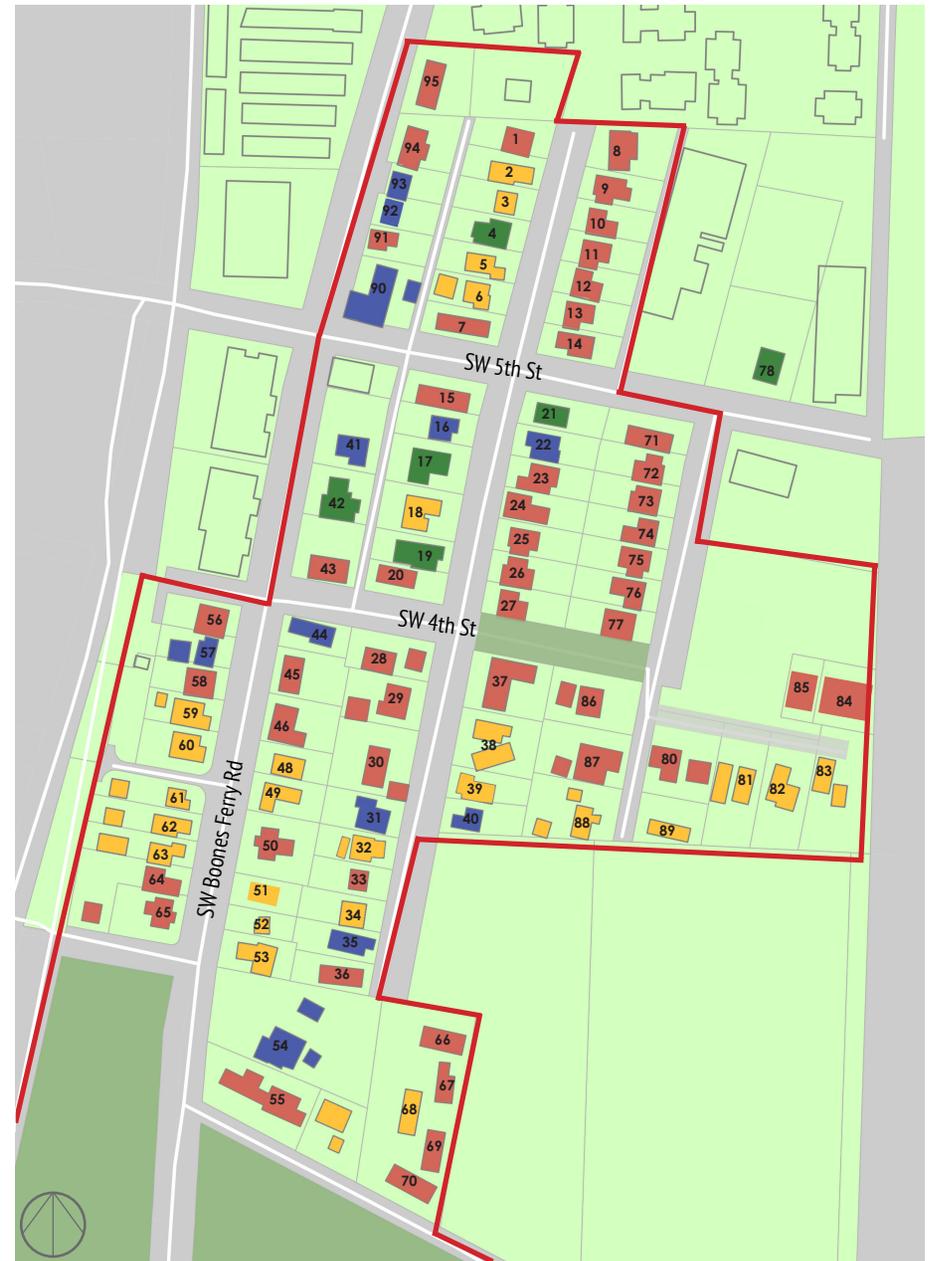
These Single-Family Design Standards are designed with the intention of preserving the unique character of Wilsonville's Old Town neighborhood, and uniting future development projects with a shared vision of preserving local traditions. Historic architecture offers important lessons about making buildings work at both the street and pedestrian scale. The Design Standards apply to the homes within the red boundary on the neighborhood map to the right. This map shows the style of homes within Old Town and the current mix of new and historical homes.

Old Town Wilsonville maintains a unique character reflective of a period before the rest of Wilsonville existed. However, as the City of Wilsonville grows, the neighborhood has been experiencing development pressures. In order to maintain the desired scale and massing for residential buildings within Old Town, the Design Standards present clear guidelines for new build, renovations, or additions to existing buildings in the neighborhood.

The Old Town Overlay Zone, within the Wilsonville Zoning Code, refers directly to these Design Standards and the two documents should be referred to in conjunction when planning any new homes or when renovating homes in Old Town.

This document provides simple, clear, and objective standards that illustrate the patterns and elements of architectural styles in Old Town Wilsonville. The guidelines provide the City of Wilsonville and the community with tools to minimize problems regarding future development and redevelopment projects that are inconsistent with the context of Old Town. By protecting the spirit and sense of place in Old Town, the look, feel, and culture unique to the neighborhood is also preserved.

- Western Farmhouse
- Craftsmen
- Ranch
- Modern Mix and Other
- Residential Scope Border
- City Parks
- Roads
- Tax Lots



OLD TOWN HISTORICAL RESIDENTIAL TYPES



Existing Farmhouse Styles



The residential housing types currently present in the Boones Ferry district of Old Town Wilsonville include Farmhouses, Craftsman Style homes, and Ranch Style homes among other more modern homes. To preserve the historic character of the neighborhood, this document will focus on these three historic styles: Farmhouse, Craftsman, and Ranch, which together compose about 80% of the homes in old Town.

The Farmhouse style in Wilsonville dates back to when the neighborhood was first developed in the 19th century. This style is prevalent throughout the Willamette Valley and consists primarily of a simple building form with added features and forms to add character to the home. Farmhouse homes have porches and pitched roofs, and have a traditional and historic visual style such as vertical or horizontal wood siding, vertically aligned windows, and a large front porch.



Existing Craftsman Styles



The Craftsman style first appeared along the American west coast at the turn of the 20th century, featuring arts-and-crafts style elements that were popular at the time. This style uses detailed features, gabled porches, dormers, and structurally expressive elements to maintain a classic appearance with a contemporary charm.

The State Historic Preservation Office recognizes structures that are 50 years or older as historically consistent with the criteria for listing on the National Register of Historic Places. For this reason, the Ranch style home was added to the historic residential types. This addition reflects the evolving nature of Old Town.



Existing Ranch Styles



The Ranch style first appeared in the 1940's, and was popular into the 1960's. The style features a linear or shallow L-shaped form, with large front-facing windows and a pitched or hipped roof. Exterior ornamentation is limited, making these homes a versatile addition to this historic neighborhood.





USING DESIGN STANDARDS

STEP 1: Identify Appropriate Architectural Project Type

- 1.1 Is it new build or renovation?
- 1.2 Is a garage or carport planned?
- 1.3 Is there an Accessory Dwelling Unit?

STEP 2: Choose an Architectural Style

- 2.1 Under which of the three architectural styles does your project fit?
 - i. How does the style define roofs, windows, porches, doors, etc?
 - ii. How many stories does it have?
- 2.2 Does your building height fit into the immediate context?
 - i. Immediate context is defined as the homes on the same block face as the project as well as the homes along the facing street.
 - a. If immediate context is 1 story, stay within 1.5 stories
 - b. If immediate context is mixed, stay within 2 stories
 - c. If project is along SW Boones Ferry Road, north of SW 4th, dwellings are encouraged to be 2 stories
- 2.3 What shape, form, and massing will the building have?

STEP 3: Identify Site and Lot Requirements

- 3.1 Are there appropriate landscaping needs to fit with immediate context?
- 3.2 How will the development meet setback standards and address edges?
- 3.3 Does your plan meet the Old Town Overlay Zoning code in areas not covered by these Design Standards?

INTRODUCTION TO STYLES

Three distinct historical building typologies reoccur throughout the Boone's Ferry Old Town neighborhood and can be used to guide future residential construction as well as additions and renovations.

While there are modern architectural styles in Old Town, these building types represent the scale, massing, and historical precedent desired by the community.

Western Farmhouse

This style is typically two stories, in a 'T' or 'L' shape, and featuring an entry porch and gable or hipped roofs.

**Craftsman**

Typically one and a half stories, this style features an integrated porch with medium-pitched roofs and dormers. This historic style is often richly detailed with structurally expressive elements.

**New Ranch**

This style is often a long rectangular shape or 'L' plan. It is typically one story with an attached garage, adorned with a large street-facing picture window.





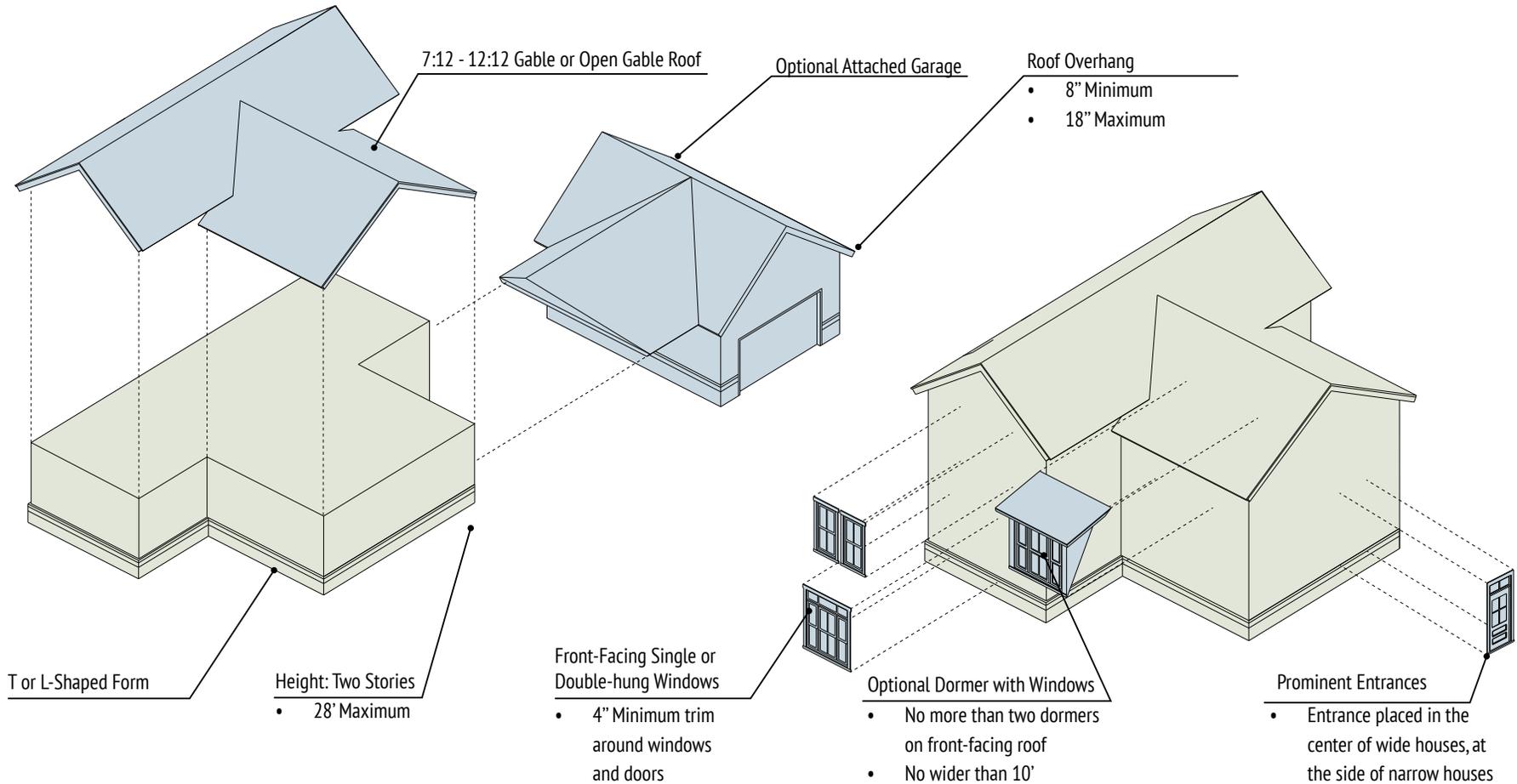
WESTERN FARMHOUSE STYLE



WESTERN FARMHOUSE STYLE

MASSING AND ROOFS

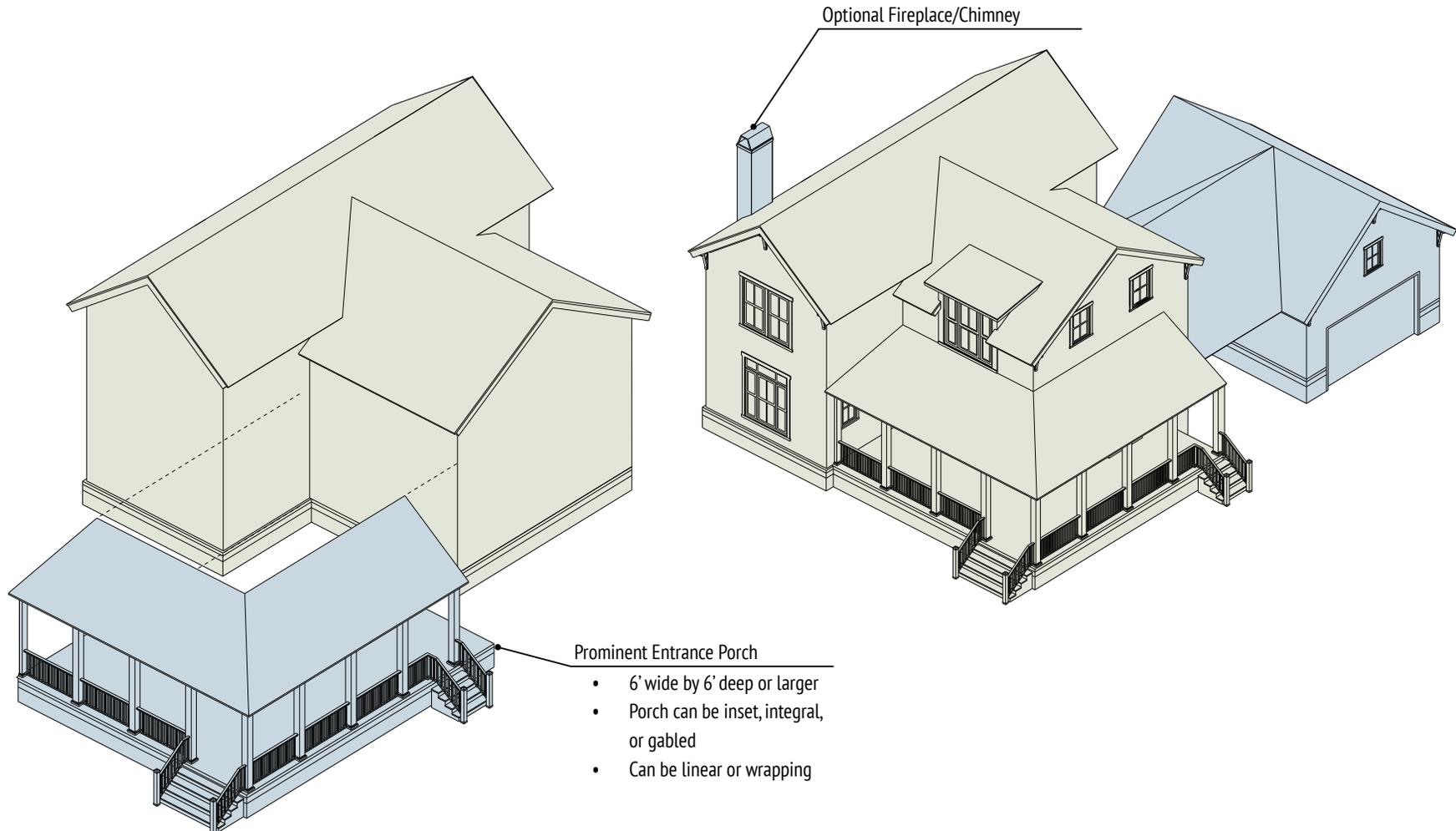
WINDOWS AND DOORS





PORCHES

OTHER ELEMENTS



CRAFTSMAN STYLE

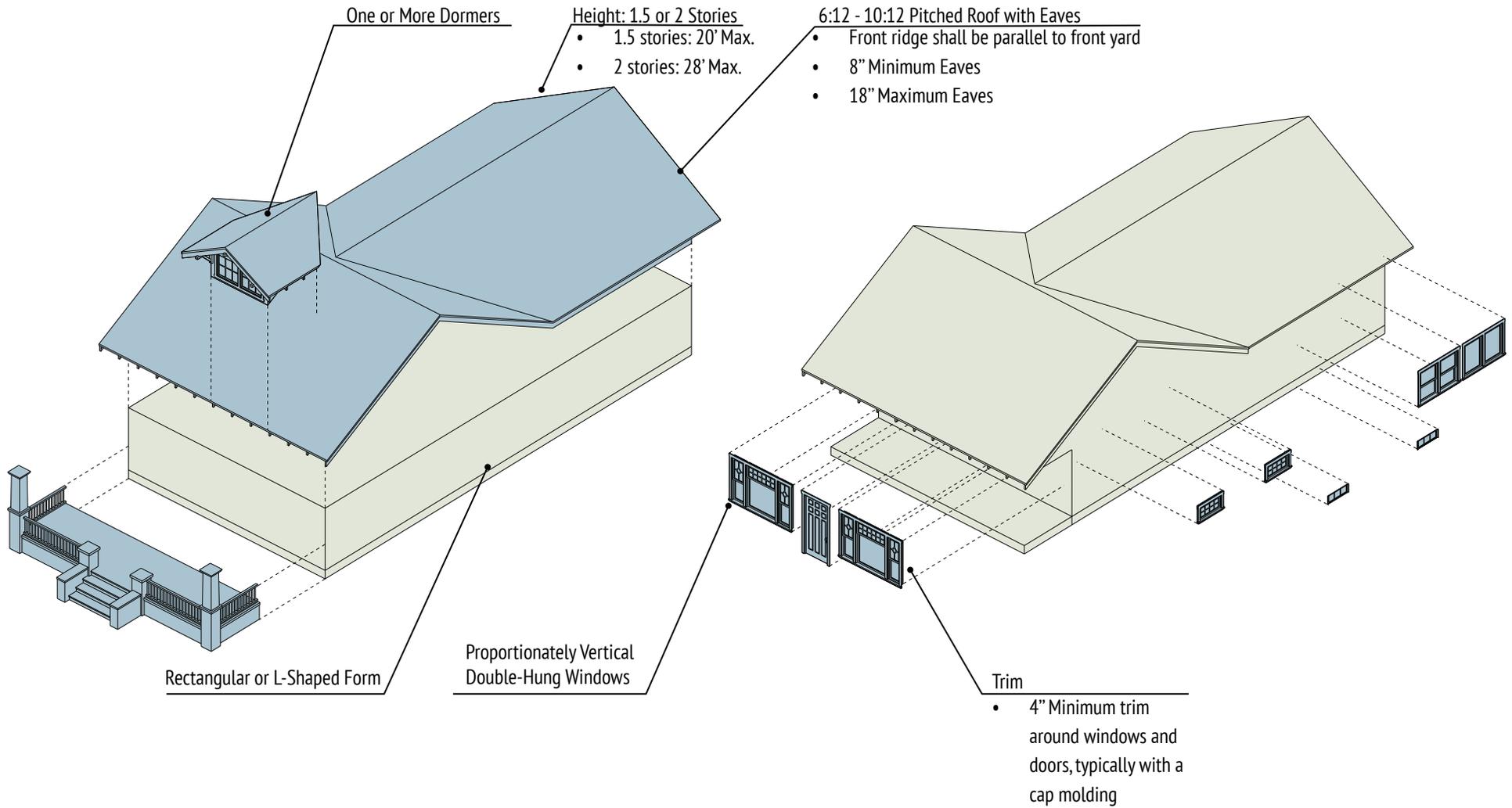




CRAFTSMAN STYLE

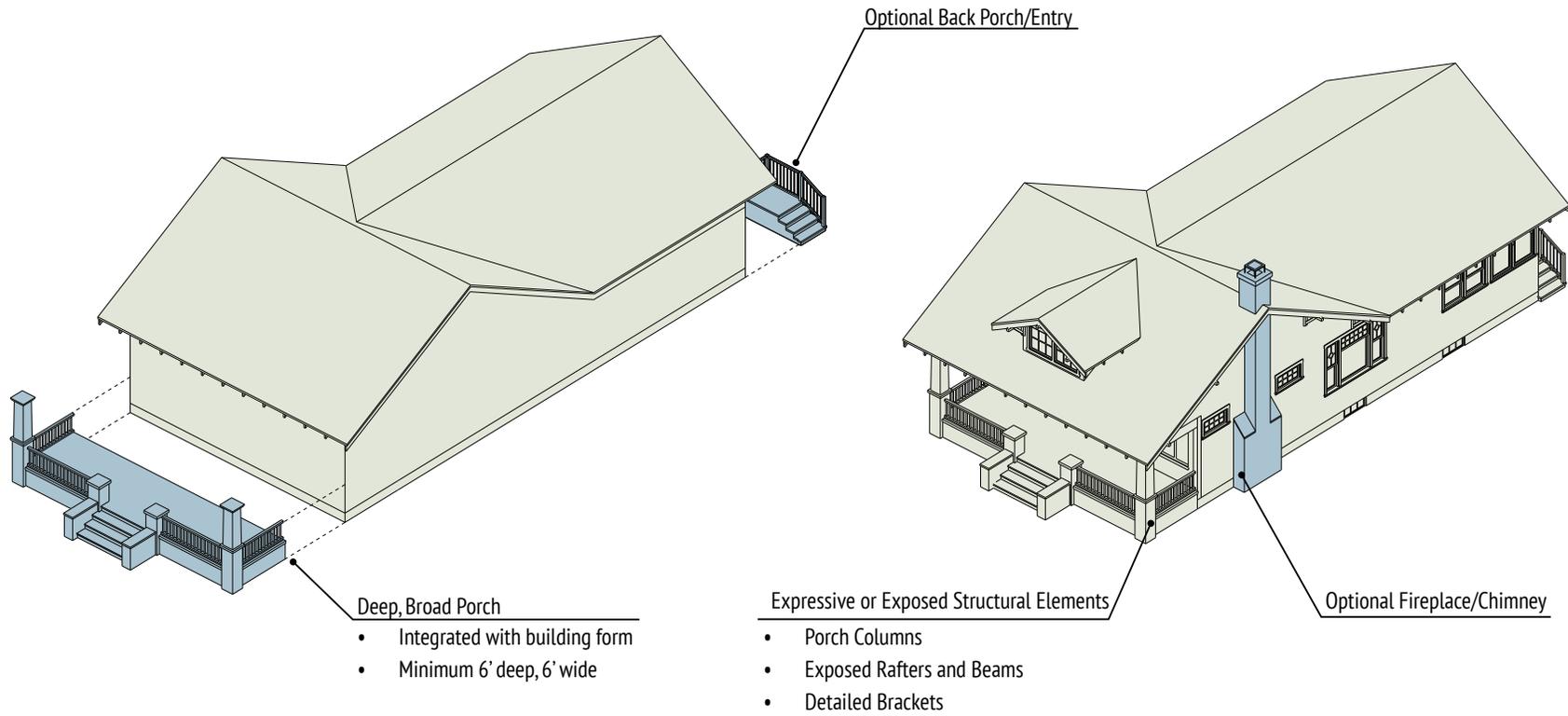
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

OTHER ELEMENTS





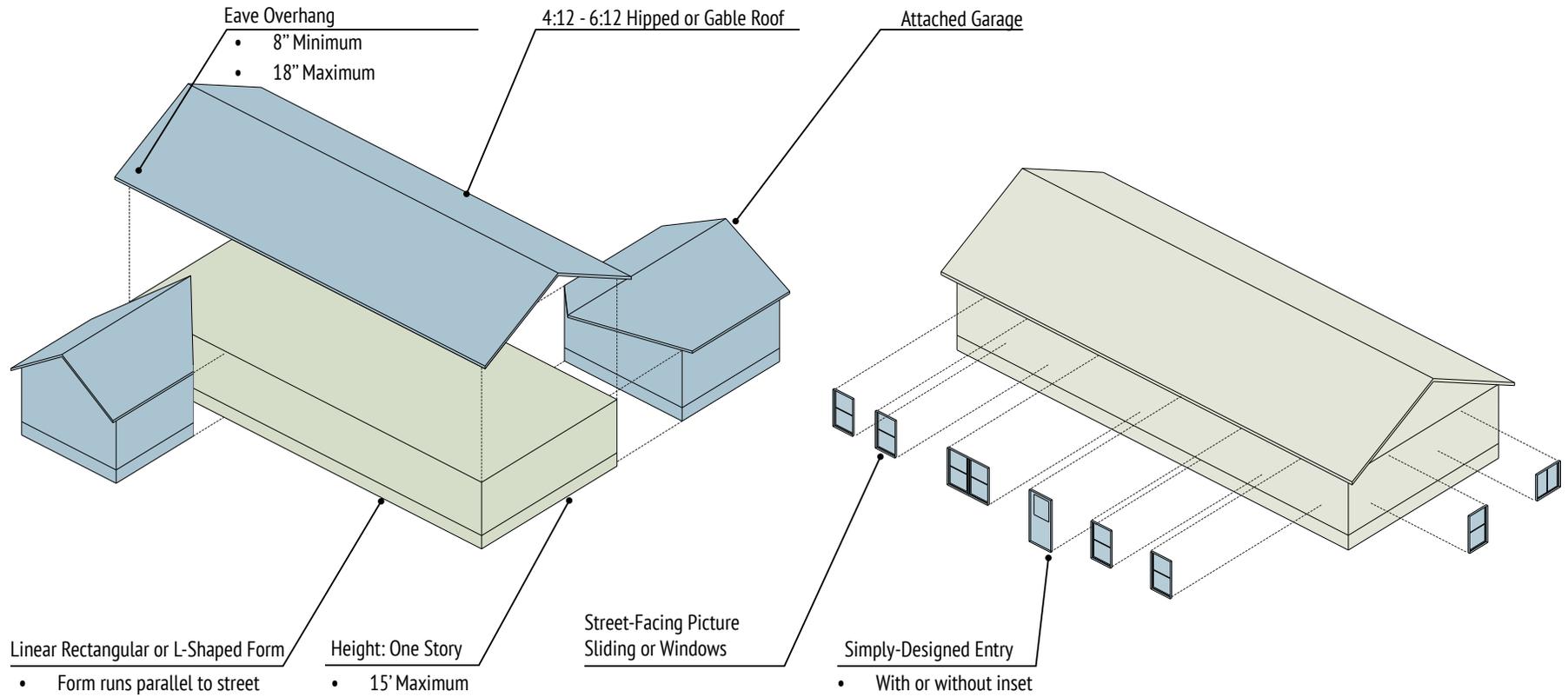
NEW RANCH STYLE



NEW RANCH STYLE

MASSING AND ROOFS

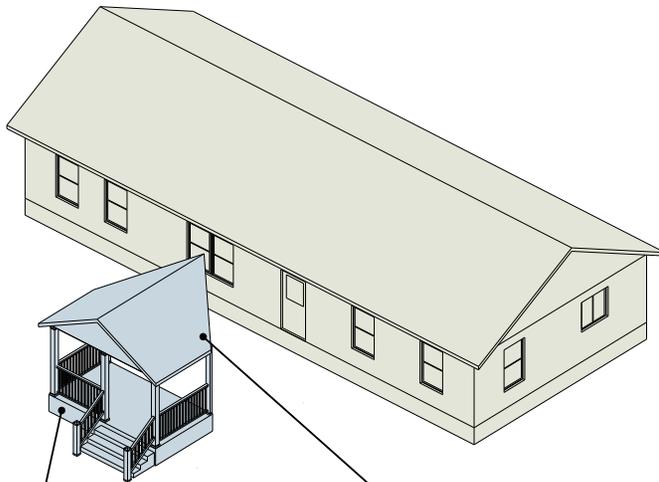
WINDOWS AND DOORS





PORCHES

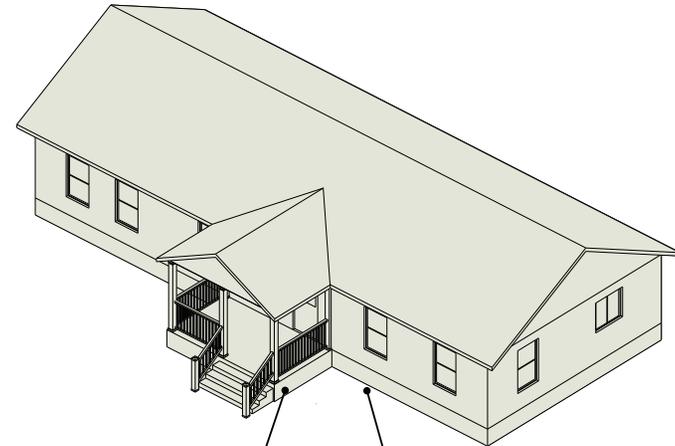
OTHER ELEMENTS



Porch or Portico

- Minimum 6' wide
- Minimum 6' deep
- Porches are encouraged on remodels and required for new homes

Gable or Shed Roof



Simple Features with Minimal Ornamentation

- Shutters are encouraged and should be sized and mounted as if operable.

Asymmetrical Facade Elements

RENOVATION GUIDELINES

Remodels, renovations, and/or additions shall comply with the same Design Standards as new construction except that remodels, renovations, and/or additions to structures existing prior to December 1, 2017 may elect to match the existing design of the structure rather than comply with the Old Town Single-Family Design Standards Book if all of the following are met:

- a. The height of the structure remains the same and any additions do not exceed the height of the existing structure;
- b. The roof pitch on the existing portion of the structure remains the same and is matched for additions involving facades facing a street or public open space;
- c. All exterior materials are substantially similar in style and texture to the existing materials on the structure;
- d. For facades of the structure facing a street or public open space (does not include alleys) all architectural elements, such as windows, doors, porches, dormers, details, etc. are kept the same, or in the case of extending out a wall during an addition, reproduced; and
- e. Setbacks and lot coverage requirements of the underlying zone are met.

See Wilsonville Code Subsection 4.138 (.04) B.





DUPLEX STYLES

Duplexes shall appear indistinguishable from single family houses except for the two entries. If new, the duplex shall meet all design standards for the applicable architectural style.

New Ranch Duplexes are encouraged to have entries on separate streets so that each primary entrance faces a different street front. This could be accomplished on any corner lot.

Western Farmhouse Duplex

This style is typically two stories, in a 'T' or 'L' shape, and featuring an entry porch and gable or hipped roofs.



Craftsman Duplex

Typically one and a half stories, this style features an integrated porch with medium-pitched roofs and dormers. This historic style is often richly detailed with structurally expressive elements.



New Ranch Duplex

This style is often a long rectangular shape or 'L' plan. It is typically one story and adorned with a large street-facing picture window.



ACCESSORY BUILDINGS, ADUs, AND GARAGES

DESIGN

Design guidelines are applicable to any and all exterior building elements visible from the public right-of-way or public parcel, in any direction, regardless of existing or proposed landscaped or natural visual barriers between the public view shed and exterior building elements.

The garage and other accessory buildings over 120sf and 10ft in height must be designed using the same exterior design and architecture (i.e. siding, windows, doors, and roofing materials) as the primary residence on the lot. Accessory buildings cannot be taller than the primary residence. If the primary residence is less than 15 feet, an accessory building can be 15 feet or less.

Accessory Dwelling Units (ADUs) in Old Town shall:

1. Size: ADUs shall not exceed 600 square feet of living space.
2. Design. ADUs shall be either:
 - a. Detached single-story structures; or
 - b. Over a detached garage meeting the following requirements:
 - i. The garage ADU structure is a maximum 1.5 stories tall, not exceeding a height of 20 feet; and
 - ii. The primary dwelling unit on the property is 1.5 or 2 stories tall.
3. Parking. Each ADU shall have one dedicated standard size parking space on the same lot.

All other standards of Subsection 4.113 (.11) related to ADUs apply. See Subsection 4.138 (.04) C. Wilsonville Code.

STYLE GUIDELINES

Western Farmhouse

Roof Style: Gable
Roof Pitch: 7:12 to 12:12
Eaves: 8" minimum to 18" maximum

New Ranch

Roof Style: Hip or Low-Pitched Gable
Roof Pitch: 4:12 to 6:12
Eaves: 8" minimum to 18" maximum

Craftsman

Roof Style: Gable
Roof Pitch: 6:12 to 10:12
Eaves: 8" minimum to 18" maximum



© The Bungalow Company, Portland, Oregon



© Candace Kramer, Portland, Oregon

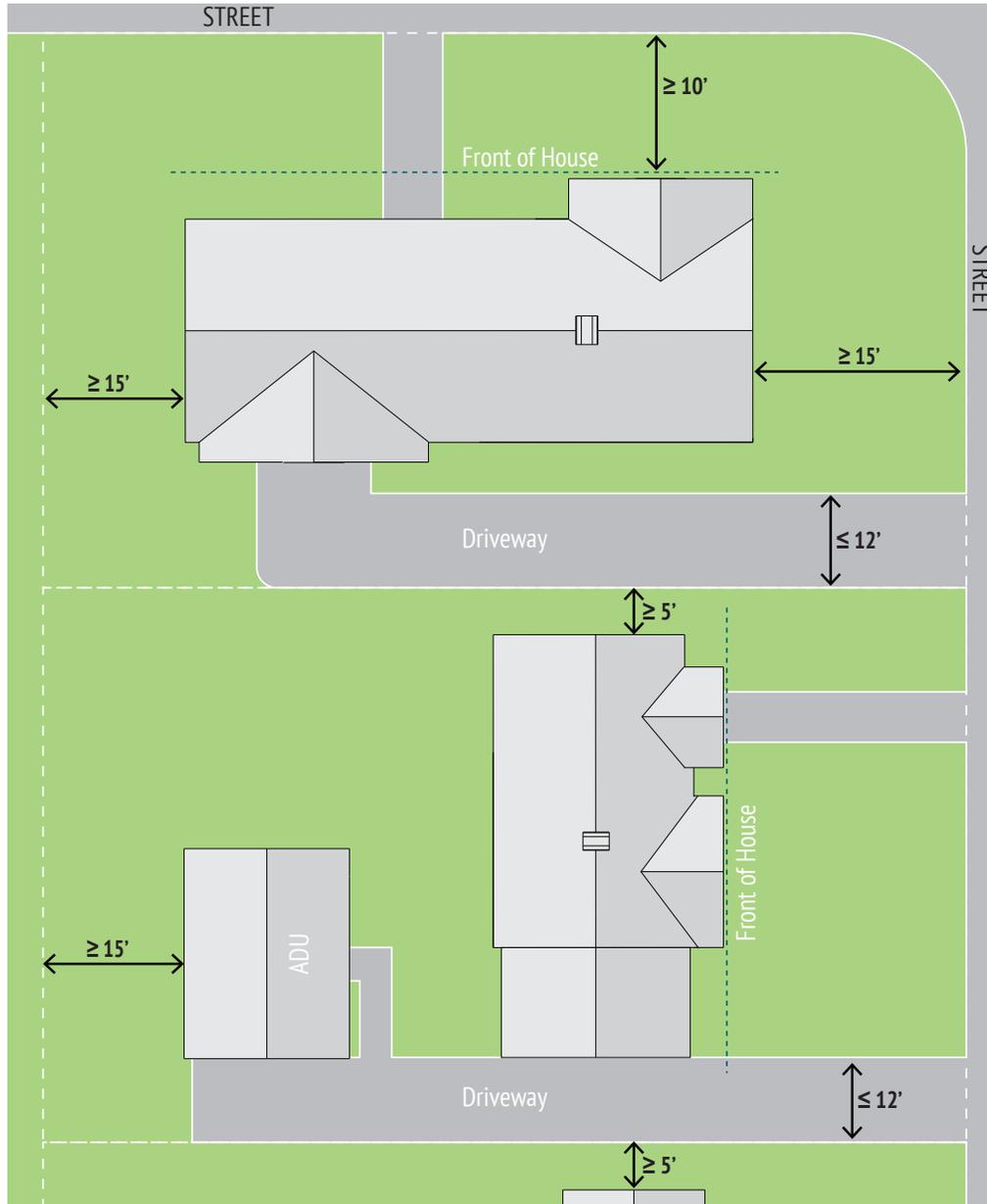


© E. Allen Fine Designs, San Jose, CA





MATERIALS AND LOT COVERAGE



MATERIALS

The following construction materials may not be used as an exterior finish:

1. Vinyl siding.
2. Wood fiber hardboard siding.
3. Oriented strand board siding.
4. Corrugated or ribbed metal.
5. Fiberglass panels

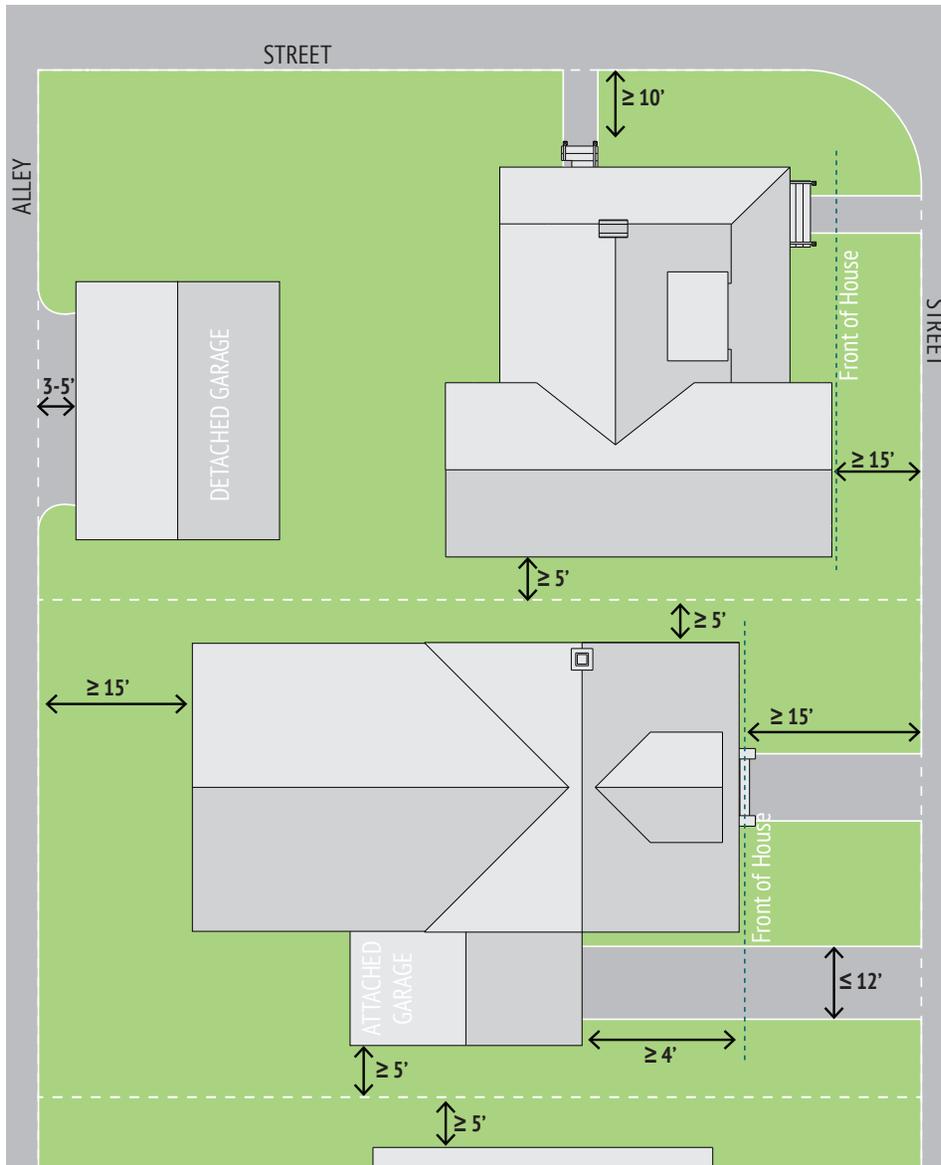
LOT COVERAGE

The ratio of building to lot area is a part of the Old Town historic character. The existing community is developed to have smaller homes on larger lots. The lot coverage ratio maintains the existing balance and openness of the neighborhood.

All built structures are not to exceed 40% lot coverage.

Buildings under 120sf and 10ft in height are not counted in lot coverage.

EDGES AND SETBACKS: PRIMARY RESIDENCES



FRONT SETBACKS

Street-facing: Minimum 15' from street edge to front of the house
 Porches added as part of a remodel to an existing Ranch house can encroach 6 feet into the front setback.
 Residences along SW Boones Ferry Road, north of SW 4th Street: 5 feet minimum setback

SIDE AND REAR SETBACKS

Minimum side yard: 5'
 Minimum rear yard: 15'
 Minimum side street setback: 10'

GARAGES

Minimum front setback for any and all garages and/or accessory buildings is 4 feet from the front building line, not including the front porch.

Where access is taken from an alley, garages or carports may be located a minimum of 3 feet and maximum of 5 feet from the property line adjoining the alley. Or a minimum of 16 feet, if an additional parking area is desired.

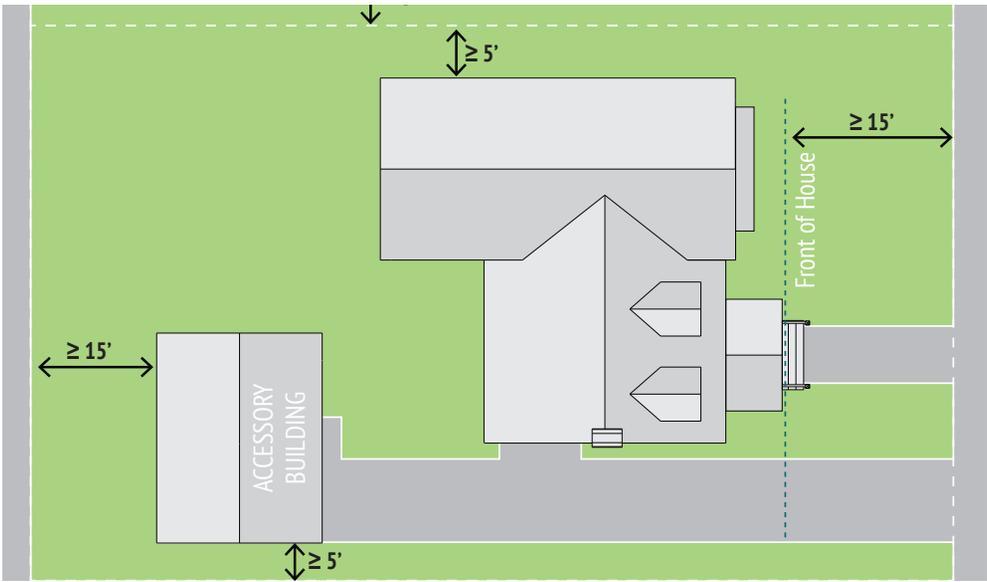
DRIVEWAYS

Maximum driveway width at the front property line extending to the minimum required primary building setback dimension is encouraged to be no greater than 12 feet.

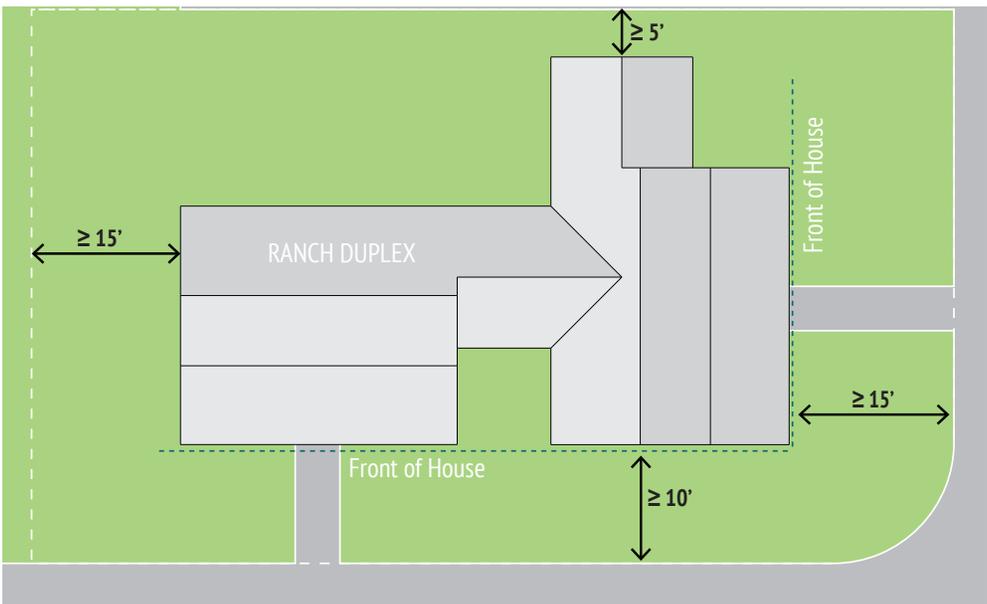




EDGES AND SETBACKS: ACCESSORY BUILDINGS



Accessory buildings should follow the same front, rear, and side yard setbacks as primary dwellings and fit within the 40% maximum lot coverage.

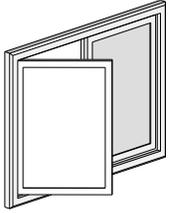


Duplexes on corners could have entrances on separate street fronts.

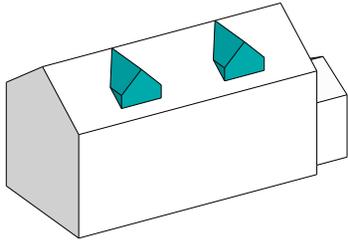
GLOSSARY OF TERMS

CASEMENT WINDOWS

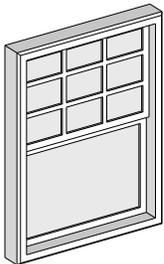
A window that is attached to its frame by one or more hinges at the side and opens outward

**DORMER**

A roofed structure, often containing a window, that projects vertically beyond the plane of a pitched roof. Dormers can have gable, hip, or flat roofs

**DOUBLE-HUNG WINDOW**

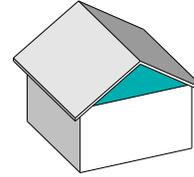
Vertically moving windows with two panels where both the top and bottom panels move

**“FRONT OF THE HOUSE”**

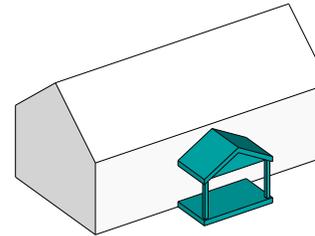
The first built element of the primary dwelling: wall, porch, etc.

GABLE

Generally triangular portion of a wall between the edges of intersecting roof pitches

**GABLE PORCH**

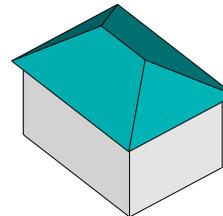
Porch with a front facing gable

**GABLE ROOF**

Two roof sections sloping in opposite directions and placed such that the highest, horizontal edges meet

HIP ROOF

A roof where all sides slope downwards to the walls, usually with a fairly gentle slope. A hipped roof house has no gables or other vertical sides to the roof





OLD TOWN DEVELOPMENT CODE
RECORD INDEX
LP17-0004

ATTACHMENT A	Planning Commission Hearing – 10/11/2017 Staff Report and attachments Resolution LP17-0004 - approved PC Hearing Presentation PC Hearing Minutes Excerpt Affidavit of Noticing Public Hearing 09.22.2017 PC Hearing Attendees and Testimony DLCD Notice
ATTACHMENT B	City Council Work Session – 10/02/2017 Staff Report and attachments CC Hearing Presentation
ATTACHMENT C	Planning Commission Work Session – 09/13/2017 Staff Report and attachments PC WS Presentation PC WS Attendees and Testimony PC WS Minutes Excerpt
ATTACHMENT D	Planning Commission Work Session – 07/12/2017 Staff Report and attachments PC WS Presentation PC WS Attendees and Testimony PC WS Minutes Excerpt
ATTACHMENT E	MEDIA Pamplin Media Article 10/11/2017



II. LEGISLATIVE HEARING

A. Old Town Single-Family Design Standards (Pauly) (120 minutes)



**PLANNING COMMISSION
 STAFF REPORT**

Meeting Date: October 11, 2017		Subject: Old Town Single-family Design Standards	
		Staff Member: Daniel Pauly, Senior Planner Department: Community Development, Planning	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: Following work sessions in July and September the Planning Commission is now requested to hold a public hearing and make a recommendation to City Council.	
Staff Recommendation: Staff recommends the Planning Commission conduct the public hearing, and when complete, forward a recommendation to adopt the proposed Development Code changes and Design Standards to City Council.			
Recommended Language for Motion: I move to adopt Resolution LP17-0004 recommending adoption of the Old Town Single-Family Design Standards and associated Development Code updates to City Council.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) City Council Acceptance of Old Town Neighborhood Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COMMISSION:

In accepting the Old Town Neighborhood Plan in 2011 the City Council, among other items, directed staff to review and incorporate the architectural pattern book developed by residents into

Page 82 of 382
ATTACHMENT A
LP17-0004 RECORD

the City's Development Code, and create clear and objective design standards for single-family development in Old Town.

The currently adopted Old Town Overlay Zone language requires discretionary review of new single-family homes and substantial remodels by the Development Review Board. Staff from the State Department of Land Conservation and Development (DLCD) flagged this issue as part of acknowledgement of the City's Housing Needs Analysis in 2014 requiring the city to establish clear and objective standards governing the review of new homes in Old Town. City Council Resolution No. 2334 also gave direction on addressing Accessory Dwelling Units (ADU). The draft Code language has been prepared in response to this direction.

The project consultant team of The Urban Collaborative and Town Green has taken the feedback received to date through two Planning Commission work sessions, a City Council work session, as well as stakeholder interviews and developed the design standards.

EXECUTIVE SUMMARY:

The project aims to develop clear and objective architectural standards for use by staff in ministerial review of new single-family homes (including duplexes), single-family additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family uses in the Old Town Overlay Zone consistent with the vision established in the Old Town Overlay Zone and Neighborhood Plan. The architectural standards will ensure development authentically reflects the current character of the neighborhood, which includes simply designed homes on predominantly 50 foot wide lots. The architectural standards must be easily understood by staff, residents, builders, and designers without formal architectural training. The architectural standards developed by the consultants will be a stand-alone document, building upon the significant work created by the neighborhood, referenced by the revised Development Code.

EXPECTED RESULTS:

Recommendation to the City Council to adopt the Old Town Single-Family Design Standards and related Development Code changes.

TIMELINE:

The Planning Commission is scheduled to hold the first public hearing on October 11th and a City Council public hearing has tentatively been scheduled on November 6th.

CURRENT YEAR BUDGET IMPACTS:

The project is funded through available Planning Division professional services budget.

FINANCIAL REVIEW / COMMENTS:

NA

LEGAL REVIEW / COMMENT:

NA

COMMUNITY INVOLVEMENT PROCESS:

Much public involvement previously occurred in the development of the Old Town Neighborhood Plan. For the current project, implementing components of the plan, staff and

Page 83 of 382
ATTACHMENT A
LP17-0004 RECORD

consultants have met with a number of key community members on the project. Numerous residents from the neighborhood attended the Planning Commission work sessions in August and September and provided input. Post cards or notices advertising the August and September Planning Commission work sessions and the October and November public hearings encouraging attendance were mailed to all property owners south of Bailey Street between the railroad and I-5.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The adoption of design standards and creating process efficiencies will enable implementation of the desired design of the Old Town Neighborhood over time while providing clear expectations to residents, land owners, developers, and the community.

ALTERNATIVES:

A number of alternatives exist for the approach to the design standards. The current proposal is the one staff and consultants feel best reflects the feedback received from the neighborhood, Planning Commission, and City Council.

CITY MANAGER COMMENT: N/A

ATTACHMENTS:

- A. Draft Wilsonville Old Town Single-family Design Standards
- B. Draft Old Town Overlay Zone code language update
- C. Compliance Findings

Page 84 of 382
ATTACHMENT A
LP17-0004 RECORD

PLANNING COMMISSION
RESOLUTION NO. LP17-0004

A WILSONVILLE PLANNING COMMISSION RESOLUTION RECOMMENDING THAT THE WILSONVILLE CITY COUNCIL ADOPT THE OLD TOWN SINGLE-FAMILY DESIGN STANDARDS AND RELATED DEVELOPMENT CODE CHANGES INCLUDING SPECIFIC REGULATIONS FOR ACCESSORY DWELLING UNITS IN THE OLD TOWN OVERLAY ZONE.

WHEREAS, on September 19, 2011 the Wilsonville City Council adopted Resolution No. 2324 accepting the Old Town Neighborhood Plan with Architectural Pattern Book and providing guidance to staff to implement; and

WHEREAS, Resolution No. 2324 directed staff to “review and incorporate all or parts of the Architectural Pattern Book into WC 4.138 – Old Town Overlay Zone to create process related efficiencies and a hierarchy of process types for different construction activities;” and “Amend the Code related to ADU’s (WC 4.113) to address size (no larger than 600SF), number (10% neighborhood wide) and associated parking (require 1 off-street space) in the Old Town neighborhood;” and

WHEREAS, Senate Bill 1051 prohibits cities with populations greater than 2,500 from prohibiting building accessory dwelling units in areas zoned for single-family development, effective July 1, 2018; and

WHEREAS, it is not prudent to limit the number of accessory dwelling units as directed in Resolution No. 2324 in light of the new law soon going into effect; and

WHEREAS, changes to Section 4.138 of the Wilsonville Development Code are recommended in relation to accessory dwelling units to limit the size to 600 square feet and require off-street parking among other standards within the Old Town Overlay Zone, taking precedence conflicting language in Section 4.113; and

WHEREAS, the City staff and consultants have worked with the Old Town neighborhood, Planning Commission, and City Council to draft changes to Section 4.138 to create a process for ministerial review of single-family homes, duplexes, and accessory structures within the Old Town Overlay Zone as well as Old Town Single-Family Design Guidelines book to guide review; and

WHEREAS, the Wilsonville Planning Commission has held two work sessions to discuss and take public testimony on the Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code; and

WHEREAS, the Wilsonville Planning Director, taking into consideration input and suggested revisions provided by the Planning Commission members and the public, submitted the proposed Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code to the Planning Commission, along with a Staff Report, in

Page 85 of 382
ATTACHMENT A
LP17-0004 RECORD

accordance with the public hearing and notice procedures that are set forth in Sections 4.008, 4.010, 4.011 and 4.012 of the Wilsonville Code; and

WHEREAS, the Planning Commission, after Public Hearing Notices were provided to impacted residential properties within the Old Town Overlay Zone, held a Public Hearing on October 11, 2017 to review the proposed Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the Commission has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceeding; and

WHEREAS, the Planning Commission has duly considered the subject, including the staff recommendations and all the exhibits and testimony introduced and offered by all interested parties.

NOW, THEREFORE, BE IT RESOLVED that the Wilsonville Planning Commission does hereby adopt the Planning Staff Report (attached hereto as Exhibit A) and Attachments, as presented at the October 11, 2017 public hearing, including the findings and recommendations contained therein and does hereby recommend that the Wilsonville City Council adopt the proposed Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code as approved on October 11, 2017 by the Planning Commission; and

BE IT RESOLVED that this Resolution shall be effective upon adoption.

ADOPTED by the Planning Commission of the City of Wilsonville at a regular meeting thereof this 11th day of October 2017, and filed with the Planning Administrative Assistant on

_____, 2017.

Wilsonville Planning Commission

Attest:

Tami Bergeron, Administrative Assistant III

SUMMARY of Votes:

Page 86 of 382
ATTACHMENT A
LP17-0004 RECORD

Chair Jerry Greenfield: _____

Commissioner Eric Postma: _____

Commissioner Peter Hurley: _____

Commissioner Al Levit: _____

Commissioner: Kamran Mesbah _____

Commissioner Phyllis Millan: _____

Commissioner Simon Springall: _____



WILSONVILLE OLD TOWN Single-Family Design Standards



PREFINAL
03 October 2017





TABLE OF CONTENTS

1. Introduction and History of Old Town Neighborhood	1
2. Purpose and Overview	2
3. Old Town Historic Residential Types	3
4. Using Design Standards	4
5. Introduction to Styles	5
6. Style Guidelines	
a. Western Farmhouse	6
b. Craftsman	10
c. New Ranch	14
7. Accessory Buildings	18
8. Materials and Lot Coverage	19
9. Edges and Setbacks	20
10. Glossary of Terms	22

INTRODUCTION AND HISTORY



Boone's Ferry on the Willamette River, OSU Special Collections: Gifford Photographic Collection

The city of Wilsonville, Oregon was first developed in the mid-19th century around the Boone's Ferry landing on the Willamette River. The landing served as the starting point for a new community to spring up, initially consisting of stores, hotels, shops, offices, and banks-- many of which were later converted into residences. The neighborhoods that first formed from this social and economic landmark are reflective of the city's historic culture and character. The modern-day result of the preservation of this historic style is a traditional neighborhood in which collections of interesting and diverse houses and sequences of small shops join together to create beautiful streets and public spaces that preserve a rural feel while in an urban setting.



Wilsonville Railroad Bridge Under Construction - circa 1907, Old Oregon Historic Photos

The area as a whole shares a visual richness and celebrates historic character. The historical residences in this area were constructed primarily between the 1850's and the 1930's, creating a beautiful snapshot of the era when the area was first developed. As new homes and businesses are constructed in the neighborhood, it is important to preserve Old Town's visual historical identity.

The following design standards reflect the cultural characteristics of the Boone's Ferry neighborhood as it has developed over the past 160 years while integrating the current community's goals for the future. It provides a clear and straightforward set of architectural and planning guidelines to preserve historical integrity as new homes are constructed and existing homes are renovated.



George Law Curry House, Front View - 1934, Old Oregon Historic Photos





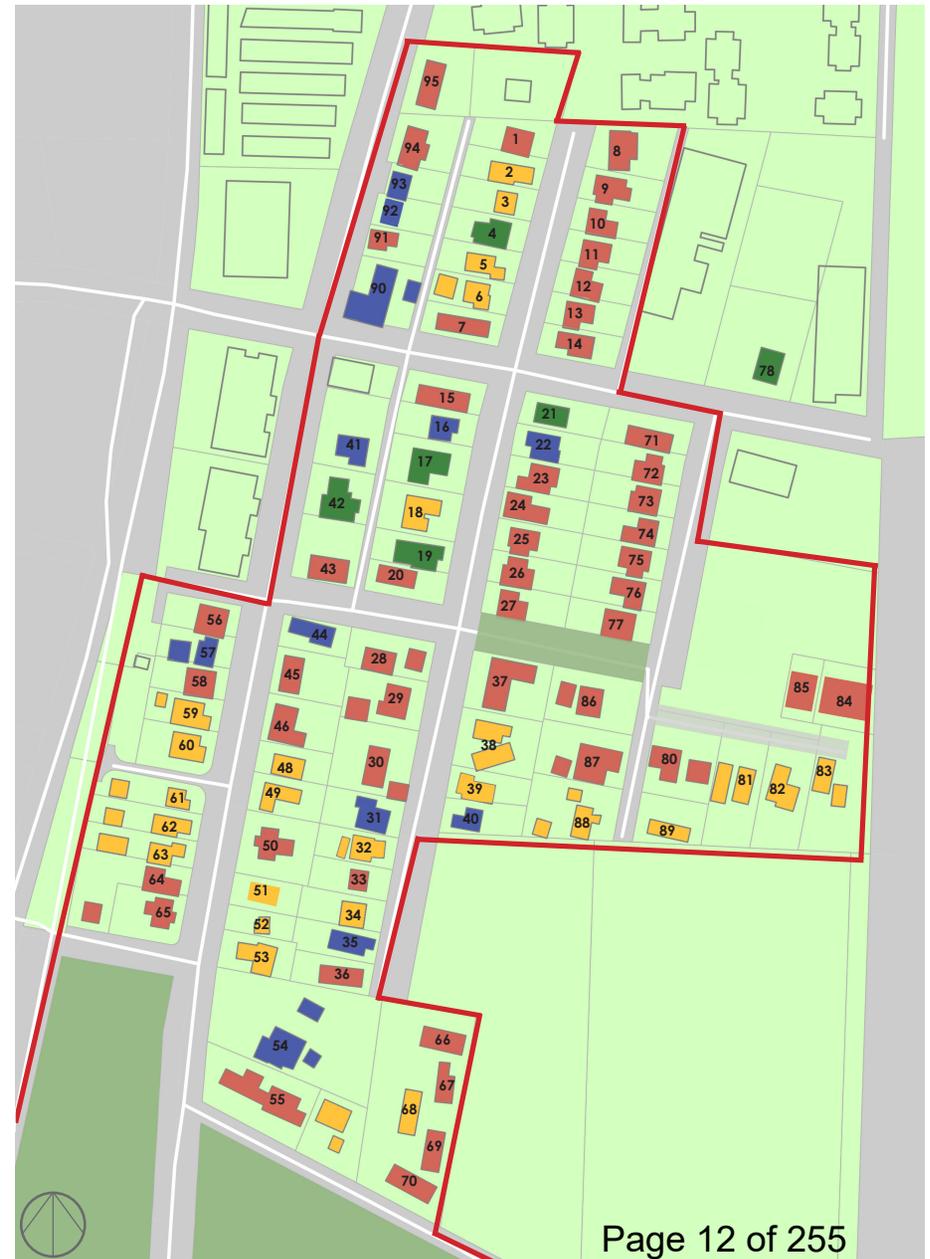
PURPOSE AND OVERVIEW

These Single-Family Design Standards are designed with the intention of preserving the unique character of Wilsonville's Old Town neighborhood, and uniting future development projects with a shared vision of preserving local traditions. Historic architecture offers important lessons about making buildings work at both the street and pedestrian scale. The Design Standards apply to the homes within the red boundary on the neighborhood map to the right. This map shows the style of homes within Old Town and the current mix of new and historical homes.

Old Town Wilsonville maintains a unique character reflective of a period before the rest of Wilsonville existed. However, as the City of Wilsonville grows, the neighborhood has been experiencing development pressures. In order to maintain the desired scale and massing for residential buildings within Old Town, the Design Standards present clear guidelines for new build, renovations, or additions to existing buildings in the neighborhood.

The Old Town Overlay Zone, within the Wilsonville Zoning Code, refers directly to these Design Standards and the two documents should be referred to in conjunction when planning any new homes or when renovating homes in Old Town.

This document provides simple, clear, and objective standards that illustrate the patterns and elements of architectural styles in Old Town Wilsonville. The guidelines provide the City of Wilsonville and the community with tools to minimize problems regarding future development and redevelopment projects that are inconsistent with the context of Old Town. By protecting the spirit and sense of place in Old Town, the look, feel, and culture unique to the neighborhood is also preserved.



OLD TOWN HISTORICAL RESIDENTIAL TYPES



Existing Farmhouse Styles



The residential housing types currently present in the Boones Ferry district of Old Town Wilsonville include Farmhouses, Craftsman Style homes, and Ranch Style homes among other more modern homes. To preserve the historic character of the neighborhood, this document will focus on these three historic styles: Farmhouse, Craftsman, and Ranch, which together compose about 80% of the homes in old Town.

The Farmhouse style in Wilsonville dates back to when the neighborhood was first developed in the 19th century. This style is prevalent through the Willamette Valley and consists primarily of a simple building form with added features and forms to add character to the home. Farmhouse homes have porches and pitched roofs, and have a traditional and historic visual style such as vertical or horizontal wood siding, vertically aligned windows, and a large front porch.



Existing Craftsman Styles



The Craftsman style first appeared along the American west coast at the turn of the 20th century, featuring arts-and-crafts style elements that were popular at the time. This style uses detailed features, gabled porches, dormers, and structurally expressive elements to maintain a classic appearance with a contemporary charm.

The State Historic Preservation Office recognizes structures that are 50 years or older as historically consistent with the criteria for listing on the National Register of Historic Places. For this reason, the Ranch style home was added to the historic residential types. This addition reflects the evolving nature of Old Town.



Existing Ranch Styles



The Ranch style first appeared in the 1940's, and was popular into the 1960's. The style features a linear or shallow L-shaped form, with large front-facing windows and a pitched or hipped roof. Exterior ornamentation is limited, making these homes a versatile addition to this historic neighborhood.





USING DESIGN STANDARDS

STEP 1: Identify Appropriate Architectural Project Type

- 1.1 Is it single family or duplex?
- 1.2 Is there an Accessory Dwelling Unit?
- 1.3 Is it new build or renovation?
- 1.4 Is a garage or carport planned?

STEP 2: Choose an Architectural Style

- 2.1 Under which of the three architectural styles does your project fit?
 - i. How does the style define roofs, windows, porches, doors, etc?
 - ii. How many stories does it have?
- 2.2 Does your building height fit into the immediate context?
 - i. Immediate context is defined as the homes on the same block face as the project as well as the homes along the facing street.
 - a. If immediate context is 1 story, stay within 1.5 stories
 - b. If immediate context is mixed, stay within 2 stories
 - c. If project is along SW Boones Ferry Road, north of SW 4th, dwellings are encouraged to be 2 stories
- 2.3 What shape, form, and massing will the building have?

STEP 3: Identify Site and Lot Requirements

- 3.1 Are there appropriate landscaping needs to fit with immediate context?
- 3.2 How will the development meet setback standards and address edges?
- 3.3 Does your plan meet the Old Town Overlay Zoning code in areas not covered by these Design Standards?

Page 93 of 382
ATTACHMENT A
LP17-0004 RECORD
INTRODUCTION TO STYLES

Three distinct historical building typologies reoccur throughout the Boone's Ferry Old Town neighborhood and can be used to guide future residential construction as well as additions and renovations.

While there are modern architectural styles in Old Town, these building types represent the scale, massing, and historical precedent desired by the community.

Western Farmhouse

This style is typically two stories, in a 'T' or 'L' shape, and featuring an entry porch and gable or hipped roofs.



Craftsman

Typically one and a half stories, this style features an integrated porch with medium-pitched roofs and dormers. This historic style is often richly detailed with structurally expressive elements.



New Ranch

This style is often a long rectangular shape or 'L' plan. It is typically one story with an attached garage, adorned with a large street-facing picture window.





ATTACHMENT A
LP17-0004 RECORD

WESTERN FARMHOUSE STYLE



WESTERN FARMHOUSE DUPLEX

Duplexes shall appear indistinguishable from single family houses except for the two entries. If new, the duplex shall meet all Western Farmhouse design standards.

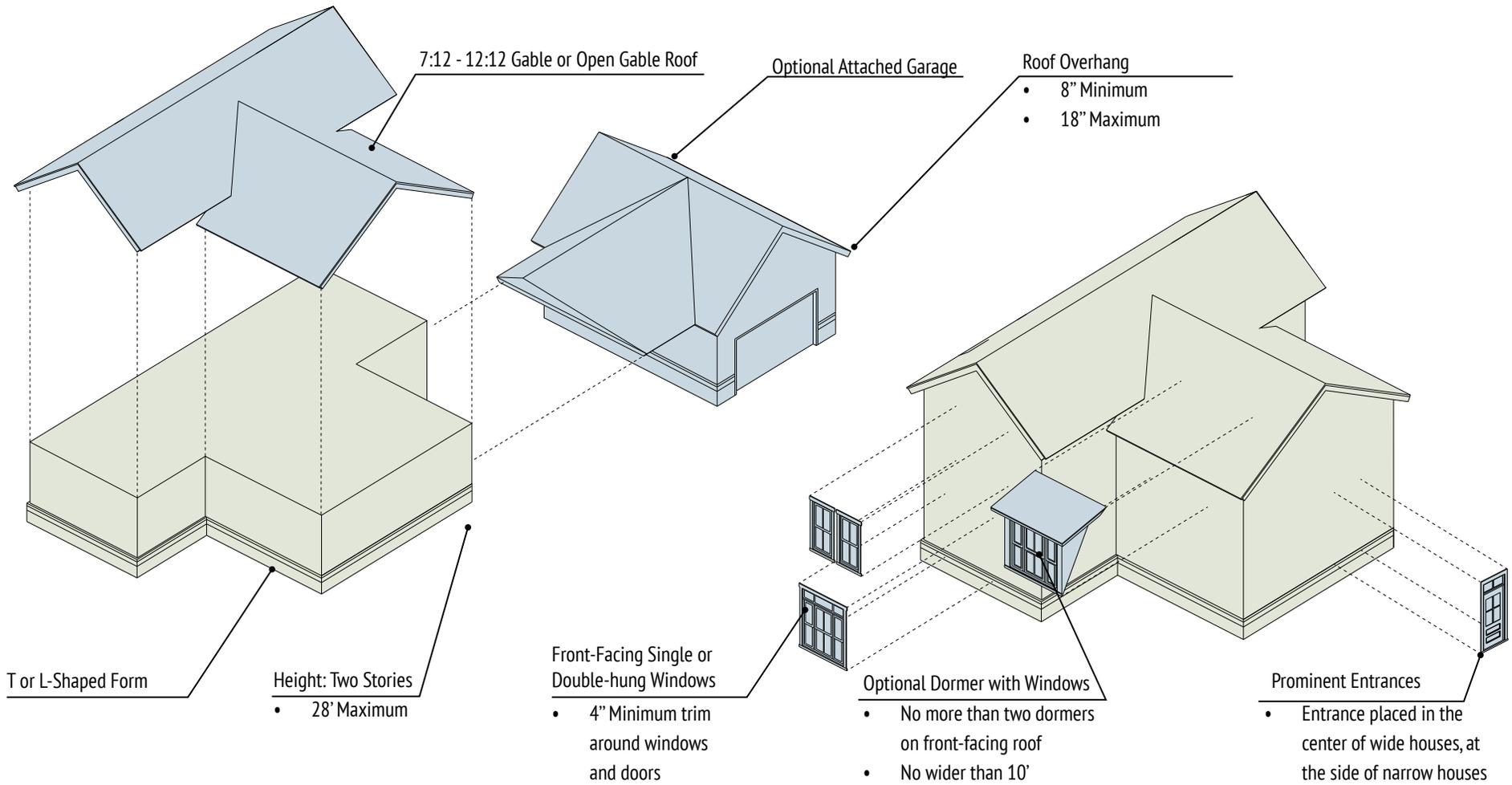




WESTERN FARMHOUSE STYLE

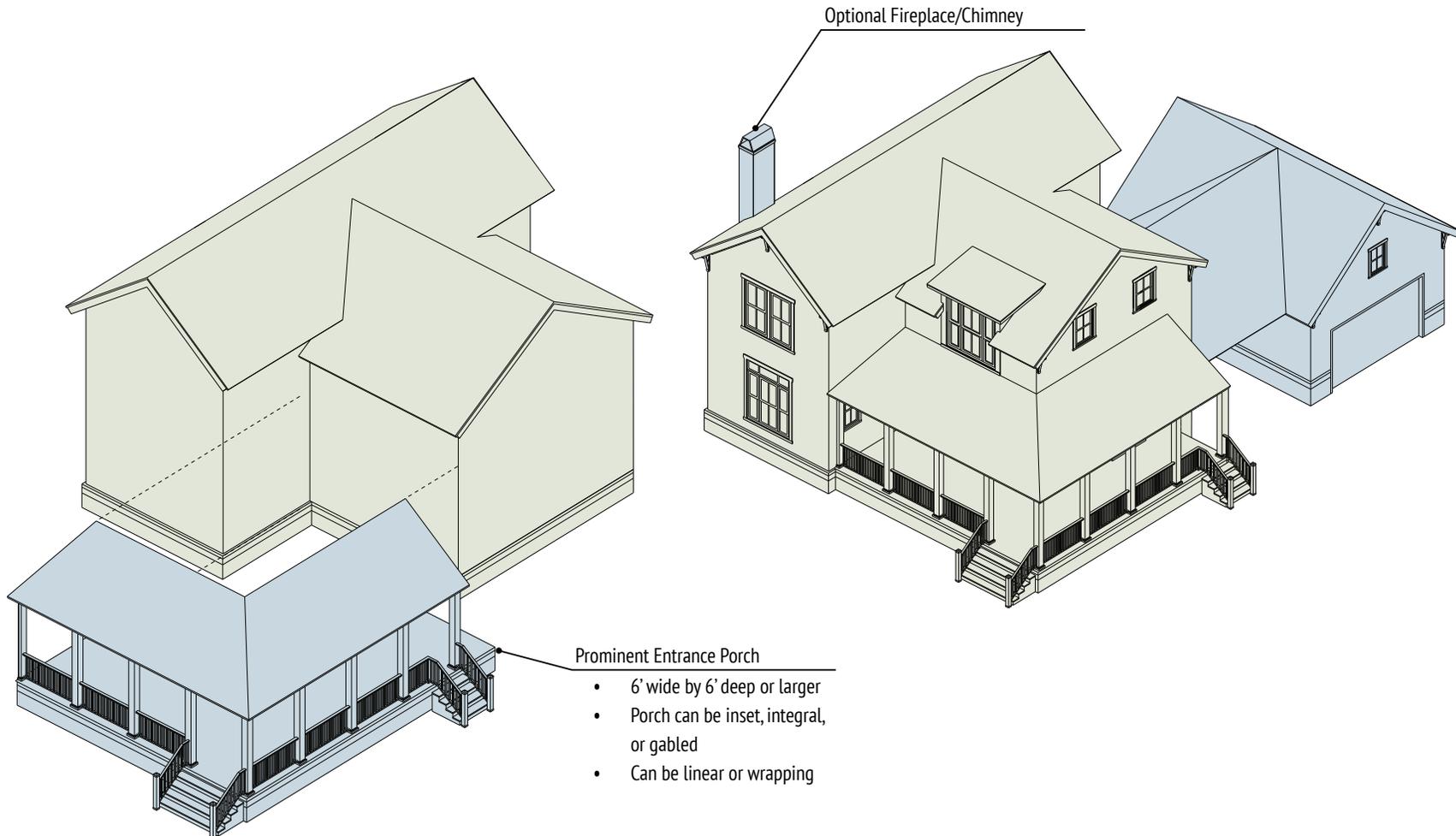
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

OTHER ELEMENTS





ATTACHMENT A
LP17-0004 RECORD

CRAFTSMAN STYLE



CRAFTSMAN DUPLEX

Duplexes shall appear indistinguishable from single family houses except for the two entries. If new, the duplex shall meet all Craftsman design standards.



Page 21 of 255

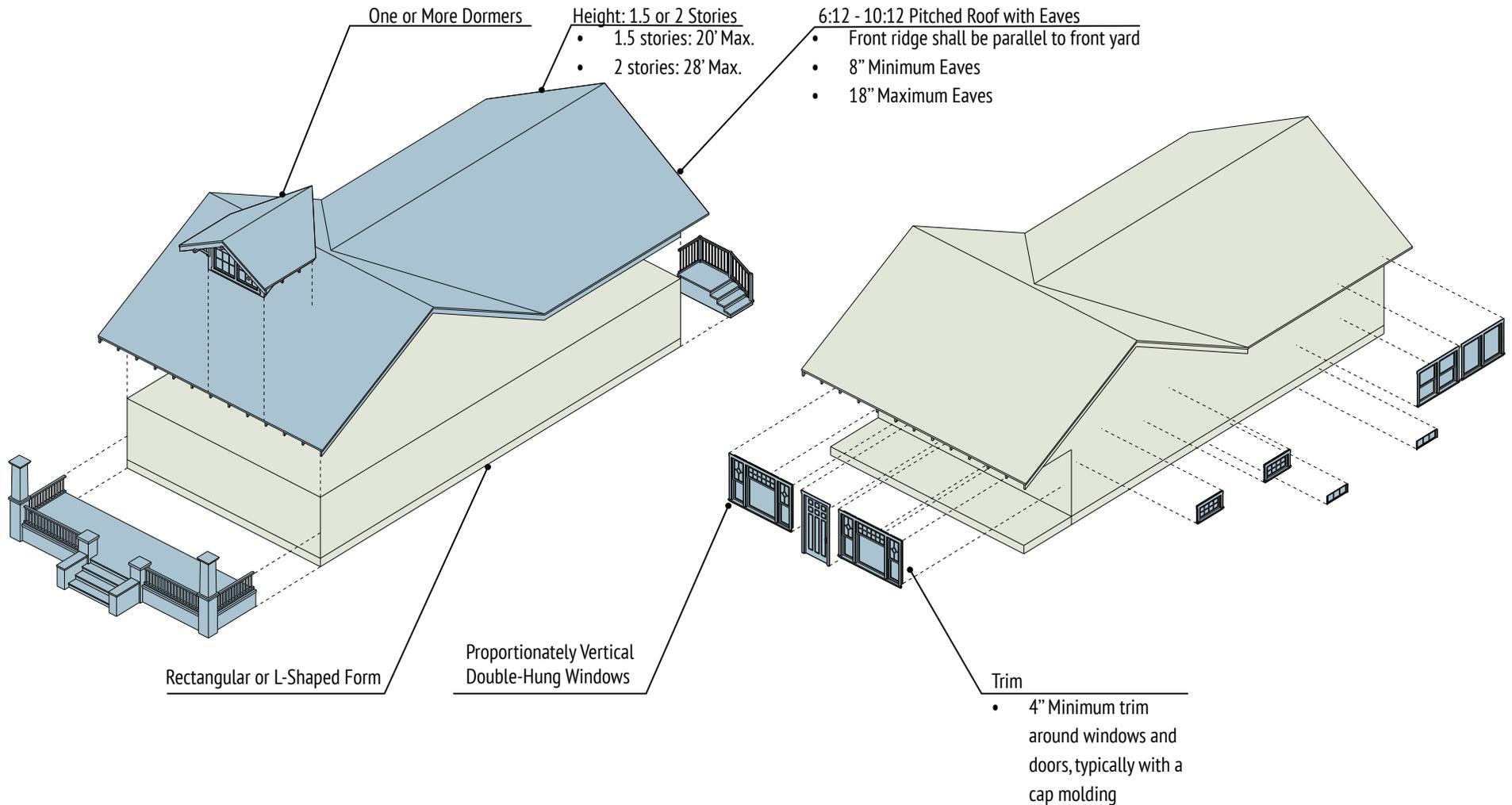




CRAFTSMAN STYLE

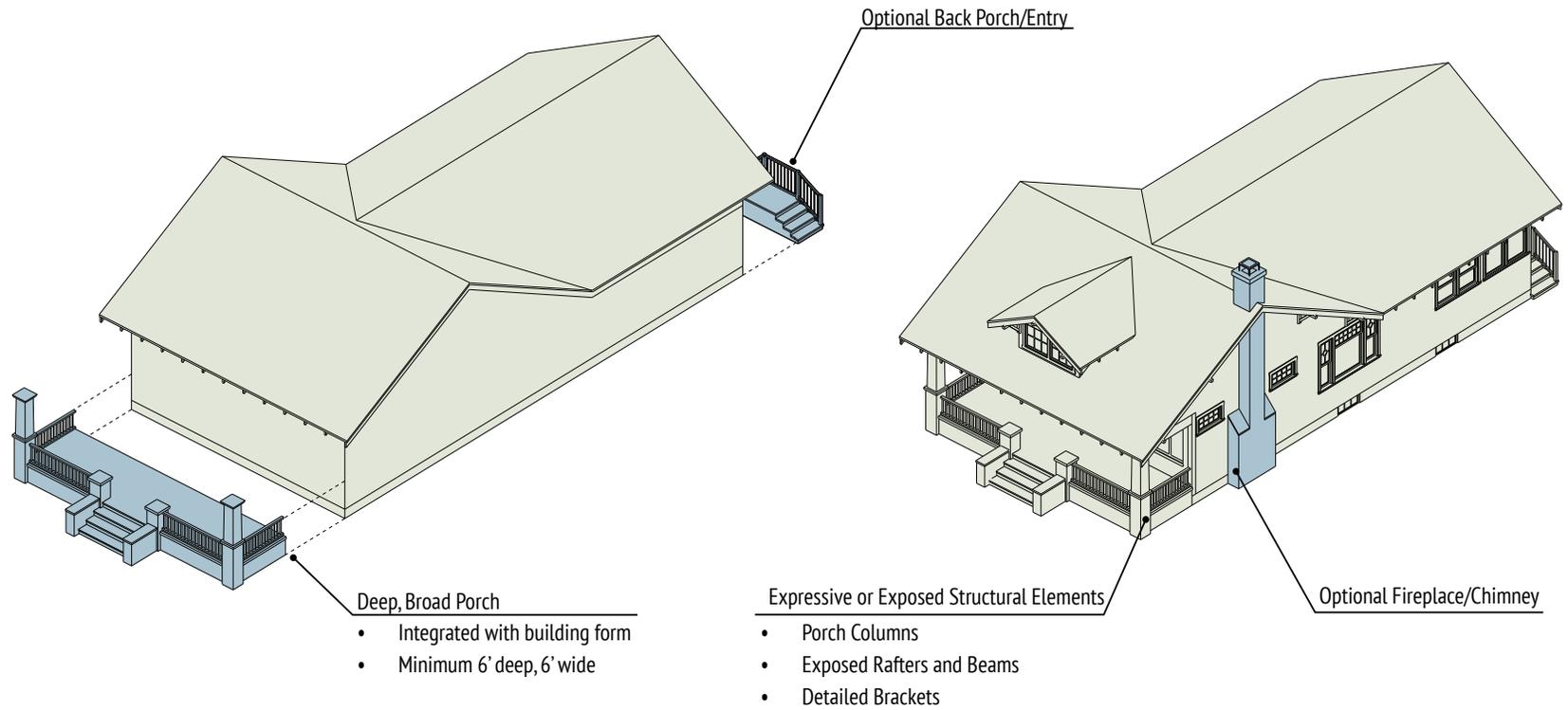
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

OTHER ELEMENTS





NEW RANCH STYLE



NEW RANCH DUPLEX

Duplexes shall appear indistinguishable from single family houses except for the two entries. If new, the duplex shall meet all New Ranch design standards.



Page 25 of 255

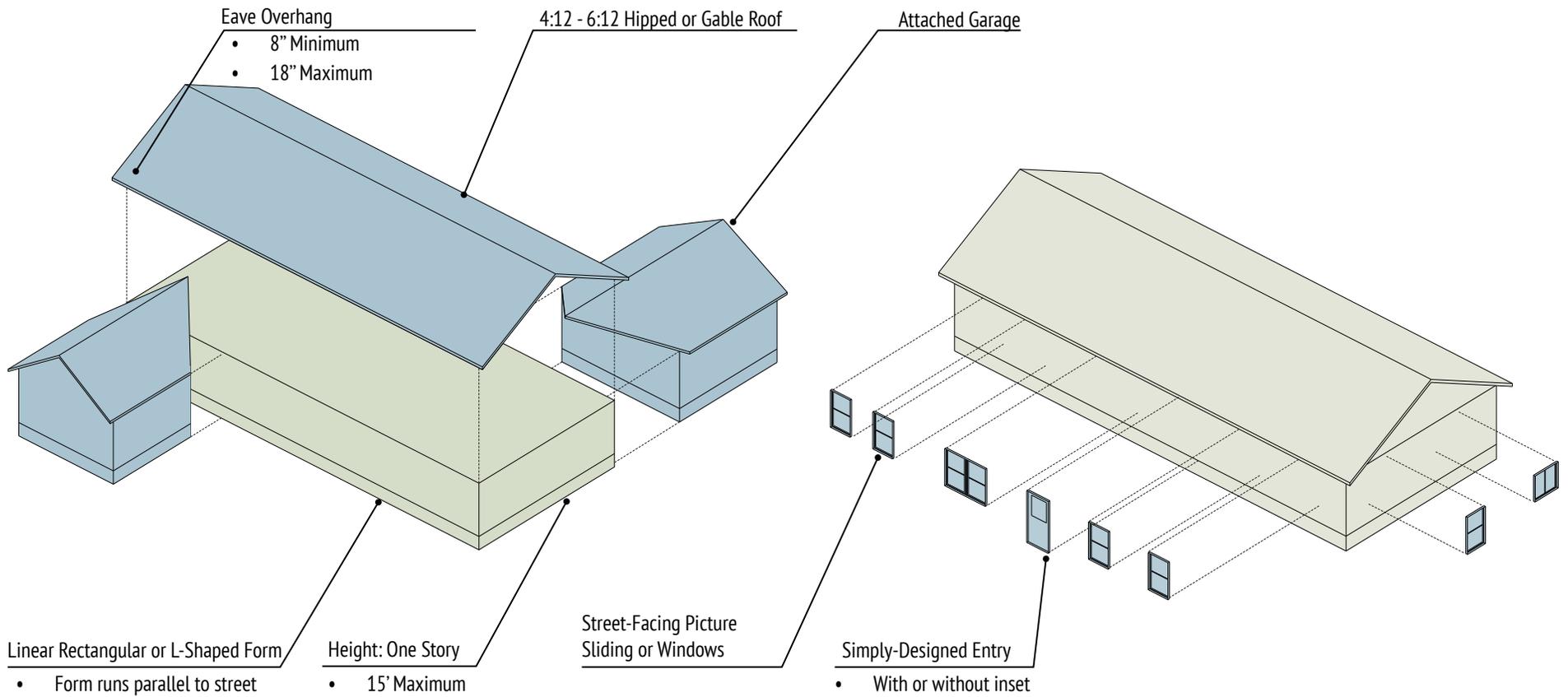




NEW RANCH STYLE

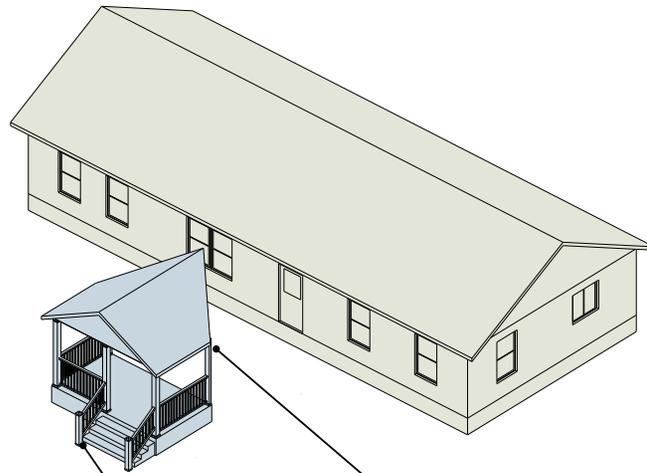
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

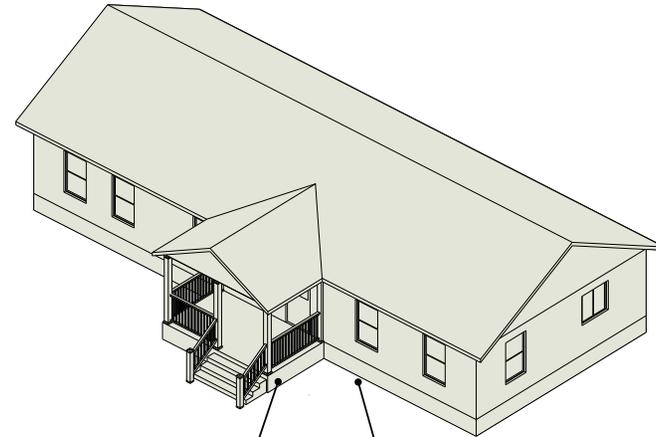
OTHER ELEMENTS



Porch or Portico

- Minimum 6' wide
- Minimum 6' deep

Gable or Shed Roof



Simple Features with Minimal Ornamentation

- Shutters are encouraged and should be sized and mounted as if operable.

Asymmetrical Facade Elements





ACCESSORY BUILDINGS, ADUs, AND GARAGES

DESIGN

Design guidelines are applicable to any and all exterior building elements visible from the public right-of-way or public parcel, in any direction, regardless of existing or proposed landscaped or natural visual barriers between the public view shed and exterior building elements.

The garage and other accessory buildings over 120sf and 10ft in height must be designed using the same exterior design and architecture (i.e. siding, windows, doors, and roofing materials) as the primary residence on the lot. Accessory buildings cannot be taller than the primary residence. If the primary residence is less than 15 feet, an accessory building can be 15 feet or less.

STYLE GUIDELINES

Western Farmhouse

Roof Style: Gable
Roof pitch: 7:12 to 12:12
Eaves: 8" minimum to 18" maximum

Craftsman

Roof Style: Gable
Roof pitch: 6:12 to 10:12
Eaves: 8" minimum to 18" maximum

New Ranch

Roof Style: Hip or Low-Pitched Gable
Roof pitch: 4:12 to 6:12
Eaves: 8" minimum to 18" maximum



© The Bungalow Company, Portland, Oregon

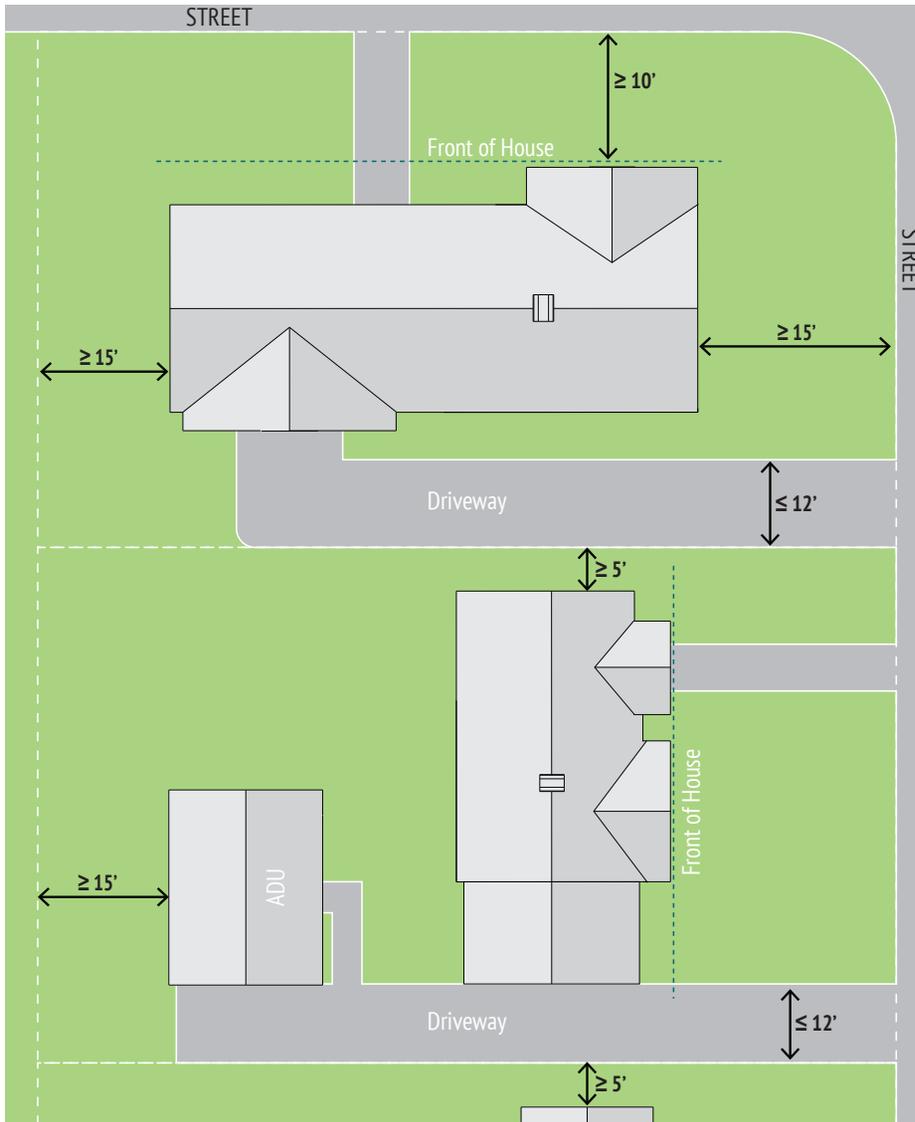


© Candace Kramer, Portland, Oregon



© E. Allen Fine Designs, San Jose, CA

MATERIALS AND LOT COVERAGE



MATERIALS

The following construction materials may not be used as an exterior finish:

1. Vinyl siding.
2. Wood fiber hardboard siding.
3. Oriented strand board siding.
4. Corrugated or ribbed metal.
5. Fiberglass panels

LOT COVERAGE

The ratio of building to lot area is a part of the old town historic character. The existing community is developed to have smaller homes on larger lots. The lot coverage ratio maintains the existing balance and openness of the neighborhood.

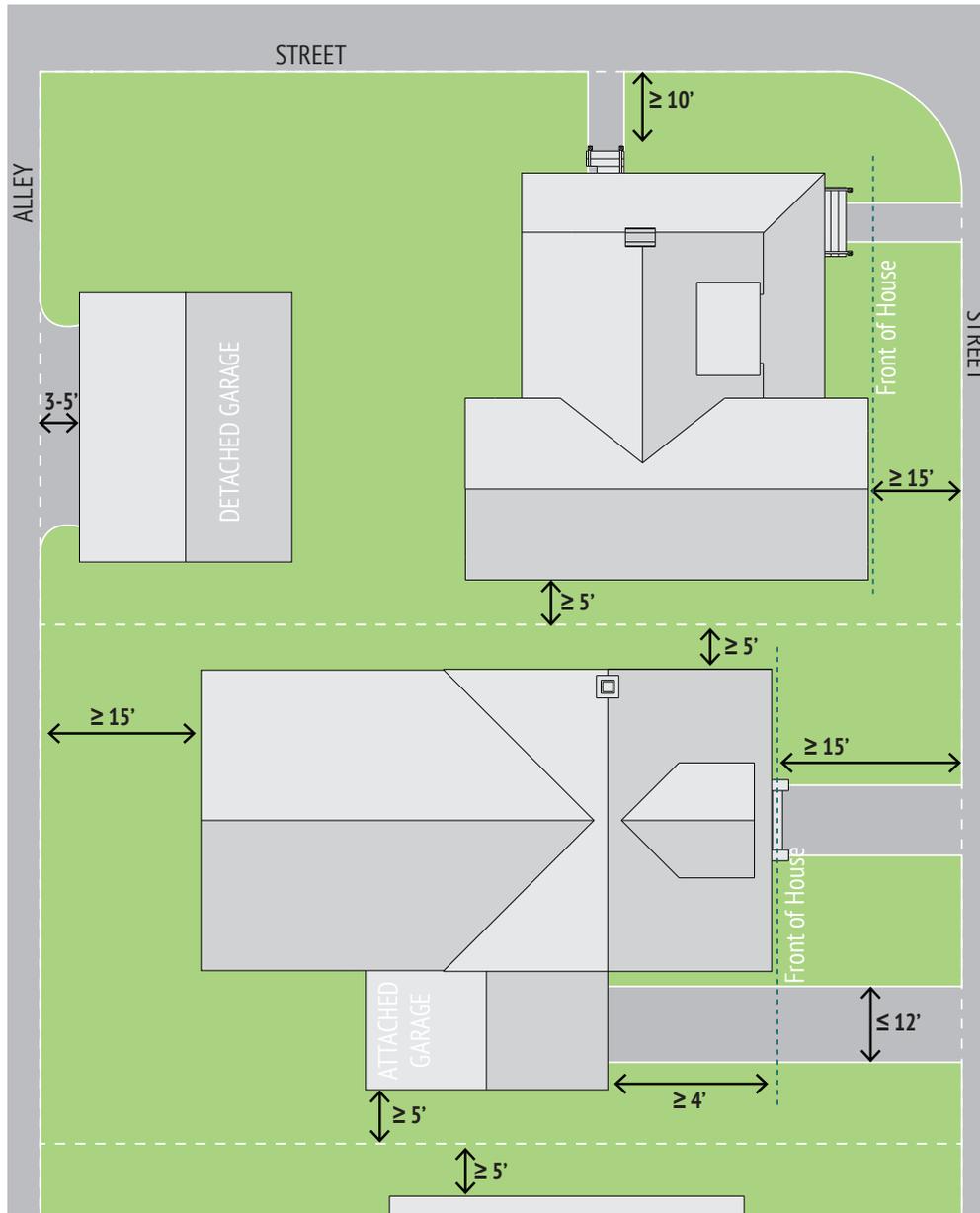
All built structures are not to exceed 40% lot coverage.

Buildings under 120sf and 10ft in height are not counted in lot coverage.





EDGES AND SETBACKS: PRIMARY RESIDENCES



FRONT SETBACKS

Street-facing: Minimum 15' from street edge to front of the house
 Porches added as part of a remodel to an existing Ranch house can encroach 6 feet into the front setback.
 Residences along SW Boones Ferry Road, north of SW 4th Street: 5 feet minimum setback

SIDE AND REAR SETBACKS

Minimum side yard: 5'
 Minimum rear yard: 15'
 Minimum side street setback: 10'

GARAGES

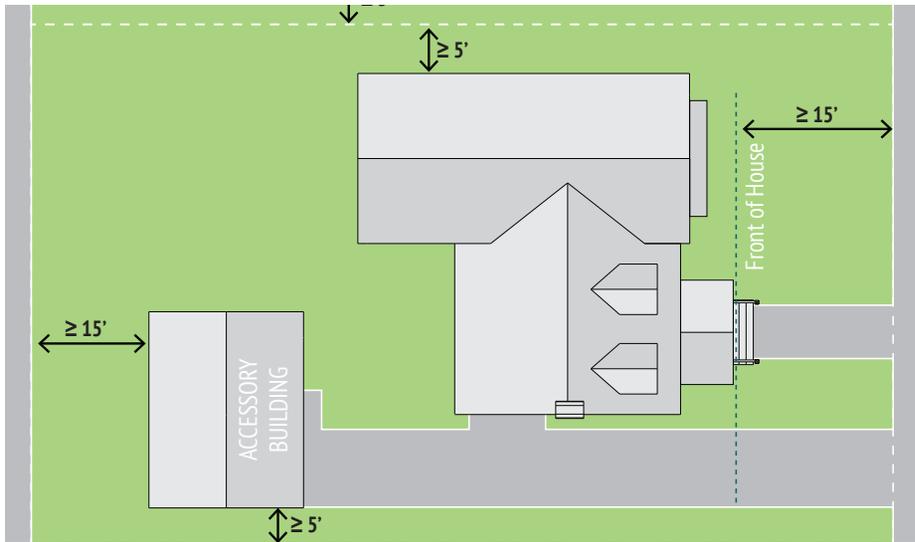
Minimum front setback for any and all garages and/or accessory buildings is 4 feet from the front building line, not including the front porch.

Where access is taken from an alley, garages or carports may be located a minimum of 3 feet and maximum of 5 feet from the property line adjoining the alley. Or a minimum of 16 feet, if an additional parking area is desired.

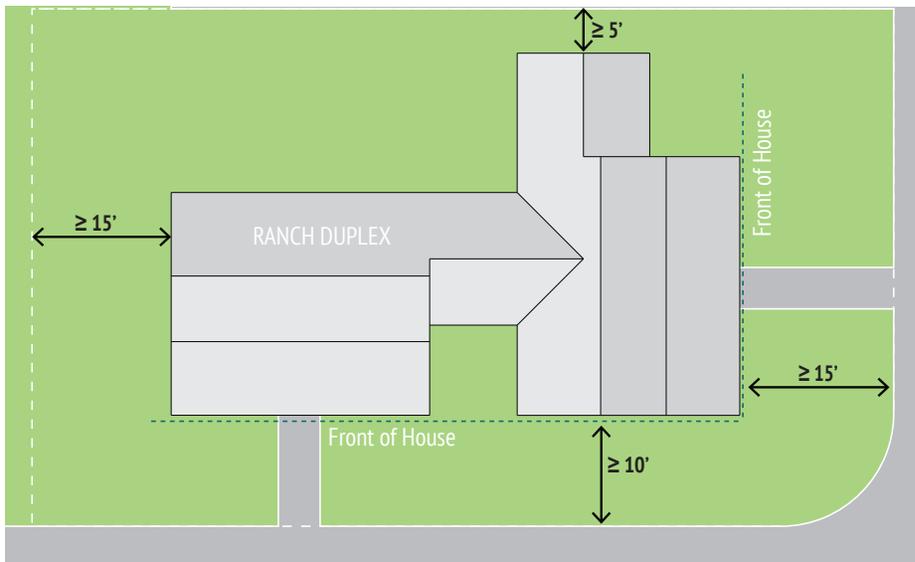
DRIVEWAYS

Maximum driveway width at the front property line extending to the minimum required primary building setback dimension is encouraged to be no greater than 12 feet.

EDGES AND SETBACKS: ACCESSORY BUILDINGS



Accessory buildings should follow the same front, rear, and side yard setbacks as primary dwellings and fit within the 40% maximum lot coverage.



Duplexes on corners could have entrances on separate street fronts.

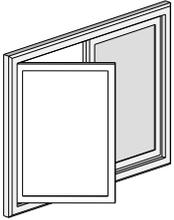




GLOSSARY OF TERMS

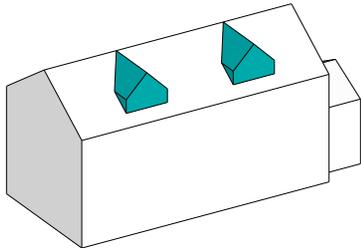
CASEMENT WINDOWS

A window that is attached to its frame by one or more hinges at the side and opens outward



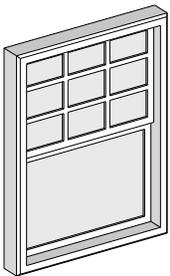
DORMER

A roofed structure, often containing a window, that projects vertically beyond the plane of a pitched roof. Dormers can have gable, hip, or flat roofs



DOUBLE-HUNG WINDOW

Vertically moving windows with two panels where both the top and bottom panels move

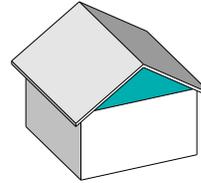


"FRONT OF THE HOUSE"

The first built element of the primary dwelling: wall, porch, etc.

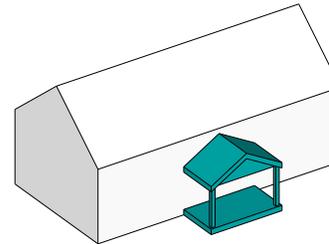
GABLE

Generally triangular portion of a wall between the edges of intersecting roof pitches



GABLE PORCH

Porch with a front facing gable

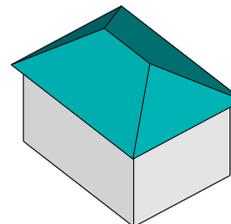


GABLE ROOF

Two roof sections sloping in opposite directions and placed such that the highest, horizontal edges meet

HIP ROOF

A roof where all sides slope downwards to the walls, usually with a fairly gentle slope. A hipped roof house has no gables or other vertical sides to the roof



Page 111 of 382
ATTACHMENT A
LP17-0004 RECORD

PLANNING COMMISSION
WEDNESDAY, OCTOBER 11, 2017
6:00 P.M.

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

DRAFT
Minutes to be reviewed
and approved at the
11/8/2017 PC Meeting

Minutes Excerpt

I. CALL TO ORDER - ROLL CALL

Chair Greenfield called the meeting to order at 6:00 p.m. Those present:

Planning Commission: Jerry Greenfield, Eric Postma, Peter Hurley, Al Levit, Kamran Mesbah, Phyllis Millan, and Simon Springall.

City Staff: Miranda Bateschell, Dan Pauly, Amanda Guile-Hinman

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

III. CITIZEN'S INPUT - This is an opportunity for visitors to address the Planning Commission on items not on the agenda. There was none.

IV. CONSIDERATION OF THE MINUTES

A. Consideration of the September 13, 2017 Planning Commission minutes

The September 13, 2017 Planning Commission minutes were unanimously approved as presented.

V. PUBLIC HEARINGS

A. Old Town Single-Family Design Standards. (Pauly)

Chair Greenfield read the legislative hearing procedure into the record and called the public hearing for Old Town Single-Family Design Standards to order at 6:03 p.m.

Miranda Bateschell, Long-range Planning Manager, stated the Old Town neighborhood had wanted this project to proceed for a few years. Developing the Design Standards involved a collaborative process and included community input even before the project began, and continued throughout the process with Staff and the consultant team. She commended Staff and the consultant team for their work in developing these Design Standards for the neighborhood.

Dan Pauly, Senior Planner/Project Manager, announced that the criteria applicable to the application were stated on Page 1 of Attachment C, a document titled "Compliance Findings", which was on page 39 of 46 in the Commission packet. Copies of the report were made available to the side of the room.

Mr. Pauly noted his work, especially with the Old Town neighbors, as well as the consultant, staff and Steve Coyle from Town Green, who had advised the City on architectural matters over the years. The two components of project included the Development Code text changes, done in-house by Staff, and the Design Standards Book, done by Staff with the assistance of the Urban Collaborative consultant team and Town Green. He presented the Old Town Single-Family Design Standards via PowerPoint. His key comments were as follows:

- The properties impacted by the new Design Standards were displayed. He reviewed the early work done leading up to City Council's acceptance in 2011 of the Old Town Neighborhood Plan. This included the identification of the Boones Ferry District as an area for design standards and an historic theme in the 1996

Page 112 of 382
ATTACHMENT A
LP17-0004 RECORD

Westside Master Plan, the adoption of an overlay zone with design standards specific to the Boones Ferry District in the City's 2000 revision of the Development Code, and neighborhood input prompted from a development proposed in late 2006, which was never built. The neighborhood identified a number of issues during that process and took initiative in developing the Architectural Pattern Book. The Old Town Neighborhood Plan included an overall statement about wanting to maintain the Old Town character, which was human-scale, diverse, historic, eclectic, safe, walkable, friendly, and slower paced.

- Two of the 2011 resolution directives to Staff included incorporating the Architectural Pattern Book into the Old Town Overlay Zone and creating certain specific standards for accessory dwelling units (ADUs) in Old Town, and both defined the scope of the current project. Other key considerations included achieving better conformance with the State requirement for clear and objective standards for housing and with stipulations stated in recently passed legislative Senate Bill 1051 that allowed ADUs on all single-family lots.
- Many in the Old Town Neighborhood were heavily involved in the prior processes, including the Westside Plan and Old Town Neighborhood Plan. In scoping the project, Staff and the consultants met with Old Town representatives, Monica Keenan and Doug Muench, to get their input on the scope and direction of the project. Outreach to them and the entire neighborhood had continued throughout the project. The Urban Collaborative consultants held interviews with stakeholders to become oriented with the neighborhood, as well as the neighborhood's views and concerns. The work sessions were publicized in different ways to the neighborhood, and residents attended and participated.
- He noted underlying zoning changes, such as allowed uses, density, parking, and traffic, were outside the scope of the project, per the 2011 resolution's direction that any zoning changes related to the Old Town Plan should come at the request of the individual property owners rather than through a wholesale zoning change.
- He reviewed the key areas related to the recommended Development Code text changes as follows:
 - In the Purpose Statement, the current Code required all development to match the character/architecture of a specific period or be a modern interpretation thereof. However, the character of the single-family area was clearly not defined by that time period, but more by the feel of the neighborhood. (Slide 10)
 - The proposed language removed the reference to the time period for single-family homes and stated, "Single-family homes are to be consistent with and enhance the historic, small town residential character of a neighborhood." Other development, such as commercial and industrial, would still fall within that defined period as far as architectural precedent.
 - Currently, all development of single-family homes on an existing lot was reviewed by the Development Review Board (DRB).
 - The proposed language would bring the development review of Old Town single-family homes in line with the City's current Class 1 review process, so that Staff would conduct the review using clear and objective standards. The administrative process involved a significantly smaller fee and a shorter review time frame for single-family home applications.
 - All other development types would go through the DRB process, the same as in the rest of the city.
 - While the development standards established for single-family and related development in the Neighborhood Plan, particularly for setback, lot coverage, height, and ADUs, took precedence over potentially conflicting development standards elsewhere in the Code, the development standards of the underlying zone, such as density, still applied. The Code did establish what development was subject to the Old Town Single-Family Design Standards Book
 - A couple types of development that did not have to comply with design standards and could still be approved though a Class 1 Administrative Review process included remodels and additions that match the design of the existing house, which essentially became the design standard for any changes. Small accessory buildings, which were limited to 120 sq ft and 10 ft in height, did not have to meet the standard, which was consistent with other zones in the city.
- The proposed ADU development standards suggested a limit of 600 sq ft, compared to 800 sq ft in the rest of the city, in accordance with the concept of having smaller scale homes reflect the existing neighborhood.

Page 113 of 382
ATTACHMENT A
LP17-0004 RECORD

- Additional requirements were consistency with the design of the primary building, detached ADUs either as a single-story structure or over a detached garage, and onsite parking only.
- The resolution suggested limiting the number of ADUs to 10 percent of the lots in Old Town. However, in light of the State Senate bill recently passed, which allowed ADUs on all single-family lots, the proposed standards had no numerical limit on how many single-family lots could have ADUs.
- The Code was revised to make clear that the existing Old Town Overlay Zone standards still applied to commercial and industrial development. These were the same standards applied to the Fred Meyer and Subaru.
- Additional Code changes included organizational changes to better differentiate the review process from the review standards, and one unrelated change regarding access on Boones Ferry Rd.

Commissioner Postma:

- Questioned the formatting on Page 32 of 46 of the Staff report in Attachment B, which included the Code changes, and asked if the paragraph starting “An applicant may elect to go through site design review” under Section 4.138(.03)B.1 was an additional subpart under B, because it bled over to Subsection .04.
 - Mr. Pauly confirmed the numbering was in error in the final changes. That paragraph should be tabbed over as subsection a B.1.a., noting the reference in B above, stating “(except as noted in 1.a below)”.
 - Ms. Bateschell noted that in the last line of the same paragraph, which stated, “...“O” Overlay Zone. (.04)”, a hard return was needed to separate (.04), which was the start of a new line that went with the following A, B, and C.
- Referenced Section 4.138(.04)B.2 at the top of page 33, noting he was concerned about possible confusion caused by discussing accessory structures, which was not a defined term, right before talking about ADUs. He suggested adding a sentence stating, “Accessory structures not including accessory dwelling units (ADUs)
 - Mr. Pauly did not believe the Building Code allowed an ADU of 120 sq ft, but he would have to confirm the minimum. He noted 120 sq ft would be a very tiny space in which to live with bathroom, cooking, and sleeping facilities. If the Code allowed a 120 sq ft ADU, staff could include a clarifying ‘except as’ statement.
 - Ms. Bateschell clarified “Accessory structure” was defined in the definition section of the City’s Code.
- Suggested capitalizing the ‘s’, so it met the definition and people were referring to the definition.
- Clarified he was not concerned about someone building a 120 sq ft ADU; he wanted to make sure people were able to refer to the right section. If accessory structures were defined elsewhere, then changing the small ‘s’ to a capital ‘S’ was probably the solution.
- Corrected Section 4.138(.04)C.1, to state, “ADUs shall not exceed 600 sq ft of living space” under to “ADUs shall not exceed 600 sq ft of living space.”
- Was concerned also in Subsection C.1 that not defining “living space” would lead to confusion over what did and did not apply to living space.
 - Mr. Pauly explained it was the same language used in the existing ADU language of the Building Code. He was not aware of it ever being an issue.
- Did not know whether building an ADU above a garage with some next-door attic space would create some confusion about what was defined as living space in the ADU, adding he would defer to Staff on the issue.
- Confirmed these were not material changes, although the last change should be adjusted for the motion.

Amanda Guile-Hinman, Assistant City Attorney, assured she was keeping notes of the proposed changes, and advised that the motion be made subject to the changes that had been discussed.

Commissioner Levit:

- Noted ADUs were limited to a maximum of 600 sq ft in Old Town and 800 sq ft in the rest of the city. He asked what the square footage limit was on a shed in the rest of the city. His neighbor was building an enormous shed that was possibly 800 to 900 sq ft and quite high. The neighbor had worked with the City, so the shed was most likely within Code.

Page 114 of 382
ATTACHMENT A
LP17-0004 RECORD

- Mr. Pauly clarified there was no limit on the square footage of a shed because that was driven by overall lot coverage. Typically, yards that were big enough to have a big shed had a low lot coverage ratio. Many of the older neighborhoods with the larger lots had 25 to 30 percent lot coverage. An oversized shed would have to meet more setbacks and Building Code requirements as well as the lot coverage requirements.
- Asked how duplexes fit in with the statement on Slide 10 that single-family homes had to be consistent with and enhance the historic small town character and that other developments would still have 1880-1930 architecture.
 - Mr. Pauly replied duplexes would be treated as single-family, which was consistent within the rest of the city.

Zoe Anton, Project Manager, Urban Collaborative, continued the PowerPoint presentation, reviewing the Design Standards Book with these key additional comments:

- The purpose of the proposed Design Standards was to create the clear and objective standards that helped the neighborhood and single-family homes in Old Town retain their unique historic character with a simple design and small scale.
- The Design Standards Book included an introduction and history of Old Town's historical significance and why the design standards were created. Old Town's historic residential types were introduced and a page described how to use the design standards. The style guidelines followed an introduction of the architectural styles: Western Farmhouse, Craftsman, and New Ranch. Accessory buildings, materials and lot coverage, edges and setbacks, were also discussed, and a glossary of terms was also included.
- The design standards included a step-by-step guide for residents and developers on how to use the book, as well as guidelines and a checklist for City Staff that Mr. Pauly was helping to develop.
- The three main architectural styles were indicative of the three main styles found in Old Town today and were intended to help the neighborhood keep its current character. The Colonial and Modern Mix styles had been discussed in work sessions, but did not appear in the design standards.
 - The Colonial style was not included because there was only one Colonial style home in the neighborhood and it was not actually built in the neighborhood but rather brought in; therefore, the team did not consider it indicative of the current character of the neighborhood.
 - The Modern Mix was not included because it was deemed 'unpredictable' and did not enhance the historical character of the neighborhood. This did not mean homeowners had to change their existing homes, only that a new home could not be built in a Modern style.
- She described the typical elements and characteristics of the three main architectural styles, referencing illustrations and renderings presented on Slides 23 through 35, with these key comments:
 - All three styles were specific to this region, and indicative of the house styles that currently exist in Old Town.
 - The Design Standards provided guidelines, specific details, and standards for each architectural style and included categories for massing and roofs, windows and doors, and porches and other elements. These details were refined through discussions with neighborhood residents, the Planning Commission, and City Staff.
- Typical elements in the stylized characteristics of the
 - The Western Farmhouse included a steeper pitched roof and a prominent porch and entry, which were typical of this architectural style.
 - The Craftsman style included one-and-a-half stories, a dormer, and a prominent porch integrated into the home. Craftsman homes often have expressive or exposed structural elements. The rendering was indicative of something that could be built according to the guidelines and design standards elements.
 - The Ranch style was the most prominent style in Old Town today, and the New Ranch Style was introduced with a lower pitched roof and the addition of a porch to help enhance the character of the neighborhood and help bring the Ranches back into the historical character. Porches would be encouraged on new homes but not on existing homes.

Page 115 of 382
ATTACHMENT A
LP17-0004 RECORD

- Another change was moving the garage to the back or side of the house, instead of in line with the front façade of the typical Ranch style seen today.
- Large picture windows or prominent front windows were another style characteristic of the New Ranch.

Mr. Pauly reported that in response to neighbors' comments received last evening regarding concerns that porches or porticos would be required for remodels of existing Ranches, Staff was comfortable changing the existing language so that Porches would be encouraged, but not required, for remodels and additions of existing Ranch houses, but still required for new homes built in the New Ranch style.

- He confirmed that would be a change to the existing language under Porches to state porches were encouraged during remodels of existing homes and required for new homes.

Commissioner Springall:

- Asked if the existing Ranch homes could be remodeled using the generic ranch style.
 - Mr. Pauly replied that was correct. This language was duplicative of the concept and provided additional clarity whether one looked at the design standards or the remodel standards page, homeowners could keep the existing look of their Ranch.
- Asked whether an existing ranch style house adding a porch became a New Ranch, and who decided whether something qualified as a Ranch or New Ranch.
 - Mr. Pauly stated that ultimately, it was the homeowner's choice, as he did not see a scenario in which the City would force a porch or portico on anybody.
 - Ms. Anton added if a homeowner chose to build a porch to these design standards, they could call it a New Ranch.
 - Mr. Pauly clarified that Staff would make it clear in the record that adding a porch or portico to the front of a house did not mean the homeowner had to tear down and move the garage to the side of the house.

Commissioner Levit:

- Asked if the design standards affected remodeling the kitchen or if only remodeling on the exterior triggered the design standards.
 - Mr. Pauly stated there were no standards related to remodeling the interior of the homes.
- Commented that was a limitation on the definition of remodel.
 - Ms. Anton noted that 'remodel' was well-defined in the Code and including a list of how to tell whether or not a homeowner had to meet the Design standards, which required a significant change to the exterior structure.

Ms. Anton continued her review of the Design Standards Book via PowerPoint as follows:

- Accessory Buildings. Any accessory structure over the 120 sq ft minimum had to comply with the Design Standards. An accessory dwelling unit (ADU) had to match the primary dwelling on the lot in style and be built to the Design Standards.
 - A change to the requirements for accessory buildings and ADUs from the City Council work session was to allow an accessory building to be built up to a maximum of 15 feet high if the primary dwelling was less than 15 feet high.
 - Mr. Pauly added the change addressed a concern about some existing manufactured home that had very low slopes.
- Materials and Lot Coverage. The team did not want to restrict the materials that could be used and wanted to leave the materials flexible for developers and residents. The Design Standards followed the Frog Pond Code model in listing the five construction materials prohibited in the area, which were consistent with the Frog Pond Code.

Page 116 of 382
ATTACHMENT A
LP17-0004 RECORD

- The restriction of built structures not to exceed 40 percent lot coverage was consistent with the current neighborhood lot coverage. The team's analysis found that 40 percent lot coverage meant a little over 90 percent of the parcels in the neighborhood would be conforming, which was consistent with the existing typology.
- Setbacks. All the setbacks were the same as in the current Code, although garage setbacks were changed a bit to be consistent with other existing codes in Wilsonville. The garage or secondary dwelling setback needed to be 4 feet from the front building line, not including the porch. Both the Frog Pond and Villebois Codes used that same language.
- ~~The Design Standards driveway width standards of 12 feet from the front property line to the building setback line were highly encouraged but did not require a driveway at the front property line to be no greater than 12 feet.~~ The diagram (Slide 38) illustrated that a garage accessed off the alley or not from the front building line could be wider. The intention was to enhance the pedestrian environment, which aligned with the Old Town Plan goals.

Mr. Pauly reviewed a couple of additional changes Staff recommended to the Design Standards Book, following further discussion with the neighborhood since the draft was published, to get the Commission's feedback.

- For remodels of and additions to existing homes, particularly those that did not comply with the proposed standards, Staff recommended adding a page of photos of existing homes and a cross-reference to the Development Code section that defined what remodels could happen through a Class 1 review, without needing to comply with the other design standards in the Design Standards Book. This addressed the concern that someone could look only at the Design Guidelines and never look at the standards in the Development Code.
 - The addition of a similar page was recommended for accessory buildings to cross-reference the ADU standards.
- In light of the neighborhood's concern about the impact duplex development could have on the neighborhood and the prevalent reference to duplexes in the Design Standards, Staff recommended removing the duplex example pages provided individually for each style, consolidating the three pages with the sketches and duplex language into a single page, and placing that page after the accessory building pages.
 - Staff did not anticipate many duplexes on existing single-family lots, as Staff found only three lots in Old Town of the right size and in the right zone on which duplexes would be permitted under the current zoning, lot size, and density requirements.
 - The predominant zone in Old Town was Residential Agricultural- Holding (RA-H), which explicitly only allowed single-family homes.
 - There was only a spattering of Residential (R) and Planned Development Residential (PDR-4) zoned lots in Old Town, which allowed the whole range of residential from single-family to multi-family, including duplexes. The few large lots zoned either R or PDR-4 and of sufficient size would be the ones that could have duplexes.
 - With Staff not anticipating duplexes, it made sense to put the duplex information in as a footnote so it could be a resource if needed, but was not as prevalent and less encouraging of duplexes.

Commissioner Postma asked for clarification on the proposed duplex changes and the pages to be removed.

- Mr. Pauly explained that currently there were three pages with drawings and language related to duplexes. Staff proposed removing those three pages from the middle of the document and reduce them to a single page that just gave an overview of duplexes towards the end of the document. In addition, Staff would remove the language in the steps Ms. Anton discussed that referred to duplexes.
 - From a policy standpoint and the initial direction, duplexes are allowed. Initially, Staff was not looking at changing any of the zoning or allowed uses through this project. The project encouraged duplexes to be on the same scale as single-family homes, only with two entrances.
 - An option was to keep duplexes with site design review, which was inconsistent with the rest of the city but there was some uncertainty of what would come from that process. Neighbors had mixed reactions regarding existing homes in the neighborhood that have gone through site design review.

Page 117 of 382
ATTACHMENT A
LP17-0004 RECORD

- Having more certainty that duplexes would be on the smaller scale and meet the setbacks and other Design Standards was preferable with continuing to allow duplexes.
- Ms. Anton stated that Step 1.,1 on page 12 of 46 in the packet, which mentioned duplexes, would be taken out, as well as the one page in each of the three styles dedicated to a duplex drawing and duplex language. She confirmed those three pages would be consolidated.

Commissioner Springall asked where the text stating duplexes would be indistinguishable from single-family homes would end up.

- Mr. Pauly replied on the single page with the three images.

Commissioner Levit asked for clarification on where Lot 79, referenced in the last week's meeting minutes, was located.

- Mr. Pauly said Lot 79 was the property at 4th St and Fir Ave. It was now vacant since the larger home on it had been torn down. This lot was another location where duplexes could go, conceptually. The developer had been working with Staff, had done the pre-application meeting and held a neighborhood meeting this summer to discuss his plans with the neighborhood. The latest proposal, following the neighborhood meeting and staff discussion, was to have detached dwellings. Currently, the developer was not thinking of attached duplexes on that property, but conceptually, duplexes were allowed by Code.

Chair Greenfield called for public testimony on the Old Town Single-Family Design Standards.

Monica Keenan, 9460 SW 4th Street, thanked Mr. Pauly and Ms. Anton for their help in getting to this point with the plan. She supported all the comments, noting Mr. Pauly covered everything the neighborhood e-mailed and contacted him about the Design Standards Book. With respect to Code statements regarding pedestrian environment on Page 34 of 46, she asked for clarity regarding sidewalks and the street improvements on Boones Ferry north of 5th St. She acknowledged the direction that the neighborhood needed to work through Public Works and Engineering. However, in addressing the sidewalks in terms of the architectural standards and feel of the neighborhood, the residents wanted to make sure the rural feel was maintained and that no one misconstrued they were expecting sidewalks to be required. She did not see this specifically noted in what was expected to be the street improvements north of 5th St on Boones Ferry. She confirmed she was referencing Subsection .05 on page 33 of 46, specifically .05.E, which was on the following page.

Ms. Anton clarified Subsection .05 was the Development Standards for commercial, industrial, public facility, multi-family, and mixed-use buildings, and not single-family design standards.

Ms. Keenan commented she just wanted to make sure it was clearly stated and fell in alignment with the neighborhood's environment.

Ms. Keenan presented the neighborhood's request not to include duplexes at all in the residential area identified in the Old Town Plan. She acknowledged the City's desire to include duplexes because duplexes could be potentially developed on three lots. The neighborhood's concern was that a primary Old Town Neighborhood Plan goal was to maintain the single-family environment of the neighborhood; duplexes were never considered as part of the neighborhood's conversations about single-family.

Chair Greenfield:

- Confirmed there was language in the Plan for duplexes to be in a style similar to single-family homes. He recalled discussions about the possibility of duplexes with entrances on different sides of the building.
 - Mr. Pauly said the standards included that element as a requirement for the New Ranch style, but not for the other two styles, although the requirement could potentially be added.
 - Ms. Anton clarified the language for all duplex styles encouraged, but did not require, entrances on different sides of the building. The language required duplexes to appear indistinguishable from single-family homes, except for the two entries.

Page 118 of 382
ATTACHMENT A
LP17-0004 RECORD

- Believed that should help assuage the concern.

Douglas Muench, 30950 SW Fir Ave, Wilsonville, stated the neighborhood's major concern was not the look, blending in or indistinguishability of duplexes from single-family homes. While that was preferable, the concern was duplexes doubled the number of families, which changed the density, as Commissioner Postma said at the last meeting. It would significantly change the neighborhood. His house was located next to two of the three lots that could redevelop with duplexes. The residents have put up with the sewage treatment plant, the cell phone tower, and all the construction. However, the dead end street gave the neighbors room to spread and allowed their kids to run around. He and his neighbors wanted to maintain that feel. It was not about excluding anyone; the neighbors did not want people packed in more. Duplexes involved more than only two doors. There were two driveways, garbage pickup, and all the extra stuff that came with two family households. Making a duplex look indistinguishable was only a small part of their concern. Their major concern was all the other stuff that came along with a family home. The neighbors would rather not have duplexes in Old Town if possible.

- He recalled the neighborhood originally had five styles in the Pattern Book because the neighbors wanted to encourage diversity of architectural style for new construction, which was important. There might be only one Colonial style house in the neighborhood now, but it was there. If someone wanted to build a Colonial or Modern Mix style house, he thought that would be great, as he believed most of the neighbors did too.

Rose Case, 9150 SW 4th St, Wilsonville, thanked the Commission for addressing this matter on which the neighborhood has worked so hard and so long. She lived on Lot 83 across from the duplexes on Lots 84 and 85. The duplexes messed up the street because of the way they were built and the failure to address traffic. She concurred with Mr. Muench regarding the wide variety of architectural styles in the neighborhood. The house on Lot 53 had originally been a Queen Anne style house, although it no longer looked like one with the second story having burned down, but the owners kept the downstairs exactly as it was built except to put in electrical outlets. Older pictures of Wilsonville included a picture of the Queen Anne house. Queen Anne was a style that would fit. Old Town was an historic area. As the State Historic Preservation Office (SHPO) officer said, Old Town was the history of Oregon. Limiting the variety of styles would be a disservice to the history of Wilsonville. She encouraged finding a way to address the ability to add other styles while noting duplexes were difficult to incorporate into Old Town.

Commissioner Levit asked when the duplexes Ms. Case mentioned were built.

Ms. Case replied the duplexes across from her were built two years ago.

Mr. Pauly clarified those buildings were technically not duplexes, but rather, attached ADUs.

Commissioner Postma:

- Asked if someone could build an additional style, such as the Colonial, by going through the DRB process according to these Design Standards, which did not prohibit additional styles, but rather required an additional process for those styles.
 - Mr. Pauly noted the additional process was a substantially more extensive process.
- Asked if the Design Guidelines could be amended in the future to add additional styles if the Commission felt it were warranted.
 - Mr. Pauly observed doing so involved a significant process.
- Wanted to make sure the Commission was not foreclosing the opportunity for other styles to be considered in Old Town. The Commission essentially was saying yes to these styles for now, with the opportunity for those other styles to be used either through the DRB process or through an amendment process.
 - Chair Greenfield observed an application to build one of the three styles received streamlined treatment.
 - Mr. Pauly said yes.

Page 119 of 382
ATTACHMENT A
LP17-0004 RECORD

- Understood Staff to say there was a limited number of lots on which it was possible or feasible to build duplexes.
 - Mr. Pauly confirmed that was correct. Those same lots also appeared to be divisible to put a second unit on them.
- Asked if it was feasible under the Code or statutes to outright preclude duplexes in Old Town, or was there case law prohibiting the restriction of duplexes.
 - Mr. Pauly said no. The Department of Land Conservation and Development (DLCD) told him there was nothing in State statutes precluding a prohibition of duplexes. While he understood what the neighborhood was saying, he was trying to look at it from a broader City perspective. Old Town was different, yet the design standards addressed scale and massing, particularly on these lots where duplexes could be two separate units on two different lots. Old Town was its own neighborhood but any area in the city would have similar concerns about traffic, etc.
- Acknowledged Mr. Pauly's point, but noted there was still the character of the neighborhood of family atmosphere, more space, etc., to which he was sensitive.
 - Mr. Pauly observed Staff's standpoint was consistency with the rest of the city.

Commissioner Mesbah understood Staff's concern was that precluding duplexes could establish a precedent.

- Mr. Pauly concurred, although Staff has not discussed it. If the Commission used this rationale for this neighborhood, another neighborhood could make similar arguments.

Commissioner Postma:

- Asked what the maximum number of lots was that could have duplexes on them.
 - Mr. Pauly stated three lots could have duplexes under current zoning and lot size, two of which were Mr. Muench's neighbors. There was still the possibility of rezoning other larger lots, but that was a complicated process requiring a full public review. It was unlikely lot ownership would be consolidated to allow replatting of lots.
- Noted that even assuming a change to a prohibition of duplexes, someone could still do a technical, ADU type of structure and get multiple families on those lots.
 - Mr. Pauly concurred but noted one could not get a large family in 600 sq ft.

Chair Greenfield asked about the boundary between ADUs and duplexes. If someone proposed through the DRB process an ADU larger than 600 sq ft, it was not called an ADU. At what point did the City consider it a duplex?

- Mr. Pauly replied when it was beyond that. A key difference between ADUs and duplexes was that ADUs did not count in the density calculations and duplexes did. If someone came in with a 900 sq ft ADU, it would be a duplex, whether it was attached or detached.
- Ms. Anton noted a duplex would count in the density requirements, and thus, fall under the zoning rules.
- Mr. Pauly confirmed only three properties would permit duplexes because the primary Residential Agricultural - Holding (RA-H) zone of most of Old Town did not allow duplexes.

Commissioner Postma asked how long the zoning for those lots had been there.

- Mr. Pauly replied the RA-H zone had been on the Old Town lots since the current zoning types were adopted.

Commissioner Mesbah asked if the two lots that could potentially have a duplex on them could be subdivided into two single-family lots.

- Mr. Pauly said yes, based on the zoning and the zone's minimum lot size. The lots were 12,400 sq ft and the PD zone required more than 12,000 sq ft. At that size, there was room to meet the minimum lot size with a partition. However, a partition would trigger street improvements, but duplexes would not necessarily trigger any improvements.

Chair Greenfield asked if someone could remodel a single-family home as an attached duplex.

Page 120 of 382
ATTACHMENT A
LP17-0004 RECORD

- Mr. Pauly said no. Unless the home was on one of the partitionable lots, remodeling a single-family home into a duplex could not happen because of the need to meet the density standards.

Chair Greenfield closed the public hearing for LP17-0004 at 7:10 pm and called for Council discussion.

Commissioner Levit appreciated all the work that went into this plan, as he could recall the Development Review Board days and the aborted multi-family development. He had mixed feelings about that development, as some of the reasons the neighbors did not want it seemed to be compromised by what was already happening, but he thought it was being imposed on the neighborhood. The proposed standards book would create a livable situation. Subdividing the lots or building duplexes on them would lead to the same result. He empathized with the neighborhood's concern about the duplexes based on the situation in his own neighborhood, but pointed out one could have the same situation with single-family homes. Depending on who lived in single-family homes, one could get a completely different nature to the street. The plan was a good piece of work.

Commissioner Hurley concurred that it was not so much the structure as it was the people living in the structure that dictated how a neighborhood ended up. The Design Standards Book was a good product, given the amount of work and divergent ideas, opinions, and thoughts that have gone into it.

Commissioner Mesbah concurred with the previous comments. Referencing the discussion about the Queen Anne style, he noted that in his experience, the farther back one went in architectural history in trying to build a new version of an architectural style, the phonier the style became. To him, a brand new Victorian screamed Disney. While someone could pay what was required to build a true Victorian with all the hand carving, no one did so. The Craftsman and Farmhouse styles in the plan had modern interpretations that looked respectable, a fusion vision that looked nice and not fake.

Commissioner Millan appreciated the neighborhood's work, time, and effort to stay involved in this long process. She acknowledged the neighborhood's desire to protect the look of the neighborhood, which this plan did in setting an architectural standard. Someone wanting to do something different could do that through the longer process of the DRB, while someone wanting to build a Craftsman could go through the streamlined process in the plan; this maintained the look of the neighborhood. It was a good product and a good process.

Commissioner Springall concurred with the prior comments, noting the excellent work from the City and the consultants. This plan achieved the needed balance between supporting the feel of a neighborhood and allowing flexibility for individual property owners to do what they wanted on their property. He liked the idea of remodels supporting the existing style while limiting new buildings to the three styles with encouragement to create something special. He was optimistic the City would have the sort of feeling they were all hoping for that would serve Old Town far into the future.

Commissioner Postma commended the residents on their work over the last decade and their perseverance in achieving their goal. This project testified to the fact that the process of input back and forth worked in developing a document that he hoped would serve the Old Town neighborhood well. He was sensitive to the duplex requirement and what it meant for the character of the neighborhood but the neighbors should not stop either. He was in the business of finding loopholes in codes. While hearing there were a limited number of opportunities for duplexes made him feel a bit better about duplexes, he was concerned that any prohibition or fix would probably not get the neighborhood anything different when it came to a density standard in terms of what it would do for the character of the neighborhood.

- He encouraged the neighbors not to stop their efforts to maintain the neighborhood character but to continue to be diligent in making sure any potential new neighbors abided by this Code. It was the same thing when it came to the other styles, too. He hoped the neighborhood heard there was still a possibility to have other styles; the issue was whether the style fit the character of the neighborhood. He hoped the neighbors would push that issue in front of the DRB if they wanted to see more styles. He thanked the neighbors for doing

Page 121 of 382
ATTACHMENT A
LP17-0004 RECORD

what they did to get a good workable Code. He urged the neighbors not to stop because they still had work ahead of them to make sure the character of their neighborhood stayed the same.

Chair Greenfield said he had nothing to add that had not already been said very well. He commended Staff and the consultants for a patient and attentive process. This was a good conclusion, which included the important process for treating exceptions.

Commissioner Postma moved to adopt Resolution LP17-0004 Old Town Single-Family Design Standards as amended on October 11, 2017 which included the following recommendations:

- The Design Code changes as discussed with regard to formatting and numbering references;
- Design Standards page regarding porches for New Ranch Style being encouraged for existing structures and required for new structures;
- Design guidelines for an addition remodel and a ADU page that refers to the code provisions; and
- References to the duplexes in the Design Guidelines to combine information found on three (3) pages to consolidate onto one page of standards to remove the Item 1.1 page 12 of 46 reference to duplexes.

The motion was seconded by Commissioner Mesbah and passed unanimously.

Chair Greenfield expressed his appreciation for the attendance from the community.

Respectfully submitted,

By Paula Pinyerd of ABC Transcription Services, Inc. for
Tami Bergeron, Administrative Assistant - Planning

Section 4.138. Old Town (O) Overlay Zone.

(.01) Purpose. The purpose of this overlay zone is to establish the design standards that will be applied to developments within the Old Town neighborhood, mapped as the Boones Ferry District in the City's West Side Master Plan. The following purpose statement is not intended as a set of additional permit criteria. Rather, it is a description of the desired outcome as development occurs incrementally, over time. This overlay district is intended to create a modern interpretation of a traditional old town Main Street and mixed use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community.

- A. The standards of the "O" overlay zone are intended to assure that, through the appropriate use of architectural details, windows, building orientation, facades, and construction materials, new structures, and major alterations of existing structures, create a pleasing and pedestrian-friendly environment.
- B. It is the desire of the City to have commercial, industrial, multi-family, and mixed use buildings in the "O" overlay zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930 and for single-family homes to be consistent with and enhance the historic small town residential character of the neighborhood. The following design standards are intended to further define those characteristics that will convey the desired architecture.
- C. These standards are intended to encourage quality design, to enhance public safety, and to provide a comfortable and attractive street environment by providing features and amenities of value to pedestrians. Quality design will result in an arrangement of buildings that are in visual harmony with one-another, leading to a neighborhood that is vital, interesting, attractive, and safe. These qualities contribute to the health and vitality of the overall community.
- D. These standards shall be used by the City's Planning Division and Development Review Board in reviewing development applications within the Old Town neighborhood.

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(.02) The "O" Overlay zone shall be applied in conjunction with the underlying base zones in the Old Town neighborhood.

(.03) Review Process in the "O" Overlay zone.

- A. The following shall require Site Design Review before the Development Review Board for conformance with the standards in Subsection (.05) as well the Site Design Review standards (Sections 4.421) and other applicable standards:
 - 1. New commercial, industrial, public facility, multi-family residential, and mixed use building construction and the substantial redevelopment of existing buildings, ; and

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2. Exterior remodeling of commercial, industrial, public facility, multi-family residential, or mixed use building that requires a building permit, when that remodeling is visible from a public street (other than an alley) and changes the existing design of the building.

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B. The following (except as noted in 1.a. below) shall be reviewed through the Class I administrative review process for conformance with the Development Standards of Subsection (.04) concurrently with building plan review:

1. New single-family homes (including duplexes), single-family home additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use.

Deleted: Except, however, that exterior remodeling of residential units other than those facing Boones Ferry Road shall be reviewed through the Class I Administrative Review procedures of Sections 4.009 through 4.012. This review will be applied only to the portions of buildings that are visible from public streets (not including alleys) and is intended to assure that the design of the portion of the building being remodeled will either match the standards of the Old Town Overlay Zone or be consistent with the existing design of the structure.

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An applicant may elect to go through the Site Design Review process identified in A. above for approval if the project is not in conformance with the Old Town Single-family Design Standards but otherwise can be found to conform with the standards of the "O" Overlay Zone (.04) Single-Family Development Standards (including accessory buildings and duplexes).

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C. . Those proposing to build or remodel the exterior of any building in the area are encouraged to contact the City about the availability of funds for historic façade treatment.¶

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A. The standards of this subsection shall take precedence over setback, lot coverage, height, and accessory dwelling unit standards otherwise established in the Development Code. All other standards of the base zone and/or approved planned developments shall apply. For PDR Zones, the setback and lot coverage standards are subject to the waiver provisions of Section 4.118.

B. Development shall comply (except as noted in 1. and 2. below) with the standards of the Old Town Single-Family Design Standards Book including but not limited to architectural design, height, setbacks, and lot coverage.

1. An applicant for a remodel of and/or addition to structures existing prior to December 1, 2017 may elect to match the existing design of the structure rather than comply with the Old Town Single-Family Design Standards Book if all of the following are met:

a. The height of the structure remains the same and any additions do not exceed the height of the existing structure;

b. The roof pitch on the existing portion of the structure remains the same and is matched for additions involving facades facing a street or public open space;

c. All exterior materials are substantially similar in style and texture to the existing materials on the structure;

d. For facades of the structure facing a street or public open space (does not include alleys) all architectural elements, such as windows, doors, porches, dormers, details, etc. are kept the same, or in the case of extending out a wall during an addition, reproduced; and

e. Setbacks and lot coverage requirements of the underlying zone are met.

Page 124 of 382
ATTACHMENT A
LP17-0004 RECORD

2. Accessory structures less than 120 square feet and 10 feet in height are not subject to the Old Town Single-Family Design Standards but rather the standards of the underlying zone.

C. The following standards shall apply to Accessory Dwelling Units (ADU's) within the "O" Overlay Zone. Where these standards differ from those of Subsection 4.113 (.11), including size design and parking, these standards take precedence. All other standards of Subsection 4.113 (.11), including but not limited to number of ADU's and review process, continue to apply.

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1. Size: ADU's shall be limited to 600 square feet of living space.

2. Design: ADU's shall be substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property. ADU's shall be either:

a. Detached single-story structures; or

b. Over a detached garage meeting the following requirements:

i. The garage/ADU structure is a maximum 1.5 stories tall, not exceeding a height of 20 feet; and

ii. The primary dwelling unit on the property is 1.5 or 2 stories tall.

3. Parking: Each ADU shall have one dedicated standard sized parking space on the same lot.

(.05). Development Standards for Commercial, Industrial, Public Facility, Multi-Family Residential, or Mixed Use Buildings.

A. Building Setbacks - Buildings fronting Boones Ferry Road shall abut the public sidewalk except where public plazas, courtyards, approved landscaping, or other public pedestrian amenities are approved. Except, however, that residential garages or carports shall be set back a minimum of twenty (20) feet from any sidewalk or traveled portion of a street across which access to the garage or carport is taken. The Development Review Board may approve other setbacks to accommodate sidewalks, landscaping, or other streetscape features located between the street right-of-way and the building.

Deleted: a. A. Lot area, width, depth - As specified in the underlying base zone. Single family and two-family dwelling units, other than those on lots fronting Boones Ferry Road, shall be subject to the following minimum setbacks:¶
1. Front and rear yard: . 15 feet;¶
2. Street side of corner lots: . 10 feet;¶
3. Other side yards: . 5 feet.¶

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B. Landscaping - Not less than fifteen (15) percent of the development site shall be landscaped. In the event that a building is set back from a street side property line, along Boones Ferry Road, Bailey Street, or 5th Street, the intervening area shall be landscaped. In reviewing proposals for parking lots in locations between buildings and streets, the Development Review Board may require special landscaping treatments or designs to screen the view of the parking lot from the public right-of-way.

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C. Building height - As specified in the underlying base zone.

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D. Street access to Boones Ferry Road. Ingress and egress points along Boones Ferry Road shall be designed and constructed such that access points on one side

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Page 125 of 382
ATTACHMENT A
LP17-0004 RECORD

of the road shall be consistent with the Public Works Standards. New developments along Boones Ferry Road and north of Bailey Street will have access points designed and constructed in a pattern that replicates the shape of Main Street blocks.

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E. Pedestrian environment. In order to enhance the pedestrian scale of the neighborhood:

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1. Special attention shall be given to the primary building entrances, assuring that they are both attractive and functional.

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2. The pedestrian environment shall be enhanced by amenities such as street furniture, landscaping, awnings, and movable planters with flowers, as required by the Development Review Board.

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3. Sidewalk width may vary from block to block, depending upon the nature of adjacent land uses and the setbacks of existing buildings. Provided, however, that a continuity of streetscape design is maintained along Boones Ferry Road, generally following the pattern that has been started with the 1996 approval for Old Town Village on the west side of Boones Ferry Road from Fourth Street to Fifth Street. [Amended by Ordinance No. 538, 2/21/02.]

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a. North of Bailey Street, where the most intense commercial development is anticipated, the widest sidewalks and most mature landscaping are required.

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b. In situations where existing buildings are located at the right-of-way line, special sidewalk designs may be necessary to assure pedestrian access.

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F. When practicable, buildings along Boones Ferry Road shall occupy 100% of the street frontage between block segments. Up to 25% of street frontage may be in public plazas, courtyards, and similar landscape or streetscape features that provide public spaces adjacent to the sidewalk. For smaller lots, which may not have functional alternatives for parking, up to 40% of lot frontage may be used for parking, provided that appropriate screening and visual enhancement is created between the parking area and the sidewalk. Appropriate pedestrian connections shall be constructed between such parking lots and sidewalks.

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G. Building compatibility.

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1. The design and materials of proposed buildings shall reflect the architectural styles of the Willamette Valley during the period from 1880 to 1930.

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2. Commercial and manufacturing buildings shall be designed to reflect the types of masonry or wood storefront buildings that were typical in the period from 1880 to 1930. Larger modern buildings shall be designed with facades that are divided to give the appearance of a series of smaller

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Page 126 of 382
ATTACHMENT A
LP17-0004 RECORD

buildings or distinctive store fronts, and/or multi-storied structures with, at least, the appearance of second stories.

3. Residential buildings shall be designed to reflect the size and shape of traditional dwellings from the period from 1880 to 1930. Where larger multiple family residential buildings are proposed, their building facades shall be divided into units that give the appearance of a series of smaller dwellings.

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4. Manufactured housing units and mobile homes, if located outside of approved manufactured or mobile home parks, shall meet the design standards applied to other single family dwellings in the area.

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H. Building materials.

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1. Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger developments, variations in facades, floor levels, architectural features, and/or exterior finishes shall be used to create the appearance of a series of smaller buildings.

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2. Exterior building materials shall be durable, and shall convey a visual impression of durability. Materials such as masonry, stone, stucco, and wood will generally provide such an appearance. Other materials that replicate the appearance of those durable materials may also be used.

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3. Where masonry is to be used for exterior finish, varied patterns are to be incorporated to break up the appearance of larger surfaces.

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4. Wood siding is to be bevel, shingle siding or channel siding or the equivalent. T-111 and similar sheathed siding shall not be used unless it is incorporated with batten treatment to give the appearance of boards.

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5. Exterior materials and colors are to match the architecture of the period.

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I. Roof materials, roof design and parapets.

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1. Pitched roof structures shall have a minimum pitch of 4:12.

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2. Roofs with a pitch of less than 4:12 are permitted, provided that they have detailed, stepped parapets or detailed masonry coursing.

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3. Parapet corners are to be stepped. Parapets are to be designed to emphasize the center entrance or primary entrance(s).

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4. Sloped roofs that will be visible from the adjoining street right-of-way s shall be of a dark, non-ornamental color.

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5. Preferred roofing materials that are visible from a public street include wood or architectural grade composition shingle, tile, or metal with standing or batten seams. Metal roofs without raised seams shall not be used in visible locations.

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6. All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication

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Page 127 of 382
ATTACHMENT A
LP17-0004 RECORD

equipment, and vent pipes are to be completely screened from public view by parapets, walls or other approved means; or , alternatively, may be effectively camouflaged to match the exterior of the building.

a. "Public view" is intended to mean the view from the sidewalk directly across the street from the site.

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b. Roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes that are visible from Interstate-5 shall be effectively camouflaged to match the exterior of the building

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J. Building entrances. If visible from the street, entrances to commercial, industrial, or multi-family residential buildings are to be architecturally emphasized, with coverings as noted in subsection (.09), below.

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1. The Development Review Board may establish conditions concerning any or all building entrances, especially where such entrances are adjacent to parking lots. For buildings fronting on Boones Ferry Road, at least one entrance shall be from the sidewalk.

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2. Secondary building entrances may have lesser architectural standards than primary entrances.

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K. Building facades.

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1. Ornamental devices, such as moldings, entablature, and friezes, are encouraged at building roof lines. Where such ornamentation is to be in the form of a linear molding or board, it shall match or complement the architecture of the building.

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2. Buildings are to incorporate amenities such as alcoves, awnings, roof overhangs, porches, porticoes, and/or arcades to protect pedestrians from the rain and sun. Awnings and entrances may be designed to be shared between two adjoining structures. (See subsection (.08), above.)

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Deleted: Commercial, industrial, and multi-family residential b

3. Commercial and manufacturing buildings with frontage on Boones Ferry Road shall incorporate the following traditional storefront elements:

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a. Building fronts to be located at the right-of-way line for streets, except in cases where an approved sidewalk or other streetscape features are located between the street right-of-way and the building. Intervening areas are to be attractively landscaped.

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b. Upper and lower facades are to be clearly delineated.

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c. Lower facades shall include large windows, as specified in subsection "(L)," below, and recessed entries.

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d. Tops of facades shall have decorative cornices.

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4. Buildings are to have variations in relief, including such things as cornices, bases, fenestration, fluted masonry, and other aesthetic treatments to enhance pedestrian interest.

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L. Windows in buildings adjacent to Boones Ferry Road.

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1. Windows shall include amenities such as bottom sills, pediments, or awnings. Glass curtain walls, highly reflective glass, and painted or darkly tinted glass are not permitted other than stained or leaded glass.

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2. Ground-floor windows on commercial or industrial buildings shall include the following features:

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a. Windows shall be designed to allow views into interior activity areas and display areas along street frontages.

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b. Sills shall be no more than four (4) feet above grade, unless a different design is necessitated by unusual interior floor levels.

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c. At least twenty percent (20%), of ground floor wall area along Boones Ferry Road, Bailey Street, or 5th Street shall be in windows or entries. No blank walls shall be permitted abutting any street other than an alley.

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3. Upper-floor windows on commercial, industrial, or multi-family residential buildings shall include the following features:

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a. Glass dimensions shall not exceed five (5) feet wide by seven (7) feet high.

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b. Windows shall be fully trimmed with molding that is at least two (2) inches wide.

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c. Multiple-light windows or windows with grid patterns may be required by the Development Review Board when architecturally consistent with the building.

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M. Landscapes and streetscapes.

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1. The street lights to be used in the area shall be of a standardized design throughout the Old Town Overlay District.

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2. Benches, outdoor seating, and trash receptacles are to be designed to match the architecture in the area.

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3. Benches and other streetscape items placed within the public right-of-way must not block the free movement of pedestrians, including people with disabilities. A minimum pedestrian walkway of five (5) feet shall be maintained at all times. Standards of the Americans with Disabilities Act (ADA) shall be observed.

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N. Lighting.

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1. All building entrances and exits shall be well-lit. The minimum lighting level for commercial, industrial, or multi-family residential building entrances is to be four (4) foot-candles. The maximum standard is to be ten (10) foot-candles. A lighting plan shall be submitted for review by the Development Review Board.

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Page 129 of 382
ATTACHMENT A
LP17-0004 RECORD

2. Exterior lighting is to be an integral part of the architectural design and must complement the street lighting of the area, unless it is located at the side or rear of buildings in locations that are not facing a public street that is not an alley.

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3. In no case is lighting to produce glare on neighboring properties or public rights-of-way such that a nuisance or safety hazard results.

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O. Exterior storage.

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1. Exterior storage of merchandise or materials shall be subject to the fencing or screening standards of Section 4.176 of the Wilsonville Code. The Development Review Board may prescribe special standards for landscaping or other screening of walls or fences.

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2. Temporary outdoor displays of merchandise shall be permitted, subject to the conditions of the development permit or temporary use permit for the purpose. Where pedestrian access is provided, a minimum walkway width of five (5) feet shall be maintained at all times.

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P. Storage of Trash and Recyclables. Storage areas for trash and recyclables shall meet the applicable City requirements of Sections 4.179 and 4.430 of the Wilsonville Code.

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Q. Signs. Signs shall match the architecture of buildings in the area, and shall be subject to the provisions of Sections 4.156.01 through 4.156.11 of the Wilsonville Code. [Amended by Ord. No. 704, 6/18/12]

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Page 130 of 382
ATTACHMENT A
LP17-0004 RECORD

Attachment C
 Planning Commission Resolution LP17-0004 Staff Report
 Compliance Findings

Old Town Single-Family Design Standards and Development Code Changes

Date of Findings: October 4, 2017

Request: Amend Section 4.138 Wilsonville Code to enable ministerial review of single-family homes and accessory buildings and remodels in the Old Town Overlay Zone using clear and objective standards established in a design guideline book. Adopt design guideline book. Also establish specific requirements for ADU's in the Old Town Overlay Zone.

Affected Properties: Residential land within the Old Town Overlay Zone area

Staff Reviewer: Daniel Pauly AICP, Senior Planner

Staff Recommendation: Recommend adoption of the requested Development Code text changes and design standards to the Wilsonville City Council.

Applicable Review Criteria:

<u>Oregon Revised Statutes:</u>	
197.303 (1)	Needed Housing Definition
197.307 (4)	Clear and Objective Standards for Needed Housing
197.307 (6)	Alternative Approval of Needed Housing
<u>Statewide Planning Goals:</u>	
Goal 1	Citizen Involvement
Goal 2	Land Use Planning
Goal 5	Natural Resources, Scenic and Historic Area, and Open Space
Goal 10	Housing
<u>Wilsonville Comprehensive Plan:</u>	
Goal 1.1 and applicable Policy and Implementation Measures	Encourage Public Involvement
Goal 1.1 and applicable Policy and Implementation Measures	Interested, Informed, and Involved Citizenry
Goal 2.1 and applicable Policy and Implementation Measures	Maintaining Community Livability During Growth
Policy 4.1.4 and applicable Implementation Measures	Wide Range of Housing Types
Areas of Special Concern F and K	
<u>Development Code:</u>	
Section 4.197	Changes and Amendments to Development Code

Vicinity Map



Compliance Findings

As described in the Findings below, the applicable criteria for this request are met.

Oregon Revised Statutes-Needed Housing Review

Needed Housing Defined

ORS 197.303 (1)

1. The housing subject to the proposed code changes and design standards is within the Urban Growth Boundary and is single-family housing and duplexes in a City with a population greater than 2,500, thus qualifying as needed housing.

Clear and Objective Standards Required for Needed Housing

ORS 197.307 (4)

2. The proposed code changes and design standards adopt clear and objective standards for ministerial review of certain needed housing on buildable lands within the Urban Growth Boundary. The proposed standards are designed such as to avoid unreasonable cost or delay in issuing permits for certain needed housing.

Optional Discretionary Review for Needed Housing

ORS 197.307 (6)

3. In addition to clear and objective standards established by the proposed design standards, applicants for the needed housing covered by the design standards will have the option to go through a discretionary review process before the Development Review Board, including the potential for requesting density waivers pursuant to Section 4.118 of Wilsonville's Development Code.

Statewide Planning Goals

Citizen Involvement

Goal 1

4. As discussed in Findings 8 through 15 below, the citizen involvement processes and requirements established in Wilsonville's Comprehensive Plan consistent with Goal 1 are being followed.

Land Use Planning

Goal 2

5. The proposed code changes and design standards support the goal of establishing processes and policy as a basis for making decisions on land use consistent with a Comprehensive Plan.

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

6. No natural resources, scenic areas, or open spaces are impacted by the proposed code changes and design standards. While the Old Town Neighborhood is not and is not anticipated to be placed upon any federal, state, or local historic inventory, the neighborhood considers itself to have a historic small town character. The proposed code changes and design standards support and have the potential to enhance the existing character of the neighborhood by requiring new building and remodels to follow styles reflective of the desired character of the neighborhood.

Housing
Goal 10

7. The proposed code changes and design standards will continue to allow the City to meet its housing goals reflected in the Comprehensive Plan. See Findings 17 through 19.

Wilsonville Comprehensive Plan-Public Involvement

Public Involvement-In General
Goal 1.1, Policy 1.1.1,

8. By following the applicable implementation measures, see Findings 9 through 13 below, opportunities were provided for a wide range of public involvement throughout the process encouraging, and providing means for, interested parties to be involved.

Early Involvement
Implementation Measure 1.1.1.a.

9. Selected stakeholders in the neighborhood were involved from the onset of the current project allowing their input to be considered throughout the project. All impacted properties were mailed notecards notifying them of the two Planning Commission work sessions during which the Planning Commission accepted testimony from interested parties, and testimony was incorporated, where appropriate, into subsequent drafts. Notices have been sent to all impacted parties to attend the public hearings before the Planning Commission and City Council. Also, a number of public involvement processes occurred previously for the Old Town Neighborhood Plan which the current project is helping implement.

Encourage Participation of Certain Individuals, Including Residents and Property Owners

Implementation Measure 1.1.1.e.

10. Residents and property owners impacted by the proposed code changes and design standards were encouraged to participate through the mailings and outreach described in Finding 9 above.

Procedures to Allow Interested Parties to Supply Information

Implementation Measure 1.1.1.f.

11. Interested parties have been afforded the opportunity to provide oral input at work sessions and will be allowed testimony during the public hearings. In addition, they have been afforded the opportunity to provide written input and testimony.

Types of Planning Commission Meetings, Gathering Input Prior to Public Hearings

Implementation Measure 1.1.1.g.

12. Prior to the scheduled public hearing on the proposed code changes and adoption of the design standards the Planning Commission held two work sessions, July 12, 2017 and September 13, 2017, during which the Planning Commission gathered public suggestions related to the matter which has been incorporated into the current draft.

Public Notices for Planning Commission Meetings

Implementation Measure 1.1.1.h.

13. All notices regarding the two work sessions and the public hearing clearly indicated the type of meeting.

User Friendly Information for Public

Policy 1.2.1, Implementation Measures 1.2.1.a., b., c.

14. The published notecard mailings and notice provided user friendly information about the purpose, location, and nature of the meetings. Different ways for impacted parties to participate have been widely publicized by the mailings and email outreach through the neighborhood association representatives. The information given to impacted parties gave access to the information on which the Planning Commission will base their decision.

Coordinate Planning Activities with Affected Agencies

Implementation Measure 1.3.1.b.

15. The City has notified and discussed over the phone the project with DLCD, the state agency which oversees City compliance with state land use regulations, including regulations regarding review of needed housing.

Wilsonville Comprehensive Plan-Supporting Appropriate Development of Land

Allowing Development Where Zoning and Comprehensive Plan Requirements are Met

Implementation Measure 2.1.1.a.

16. The proposed code changes and design standards support allowing development of single-family homes and duplexes and accessory buildings in areas they are allowed by Comprehensive Plan and Zoning designations by simplifying the process for approval of allowed development within the Old Town Overlay Zone.

Wilsonville Comprehensive Plan-Housing and Residential Areas

Safe, Convenient, Healthful, Attractive Residential Areas with Variety

Implementation Measures 4.1.4.c.

17. The proposed code changes and design standards are not anticipated to impact safety, convenience, or health of the Old Town Neighborhood. However, having established design standards for single-family homes, duplexes, and accessory structures will help ensure attractive development consistent with the existing character of the neighborhood while allowing an appropriate level of variety.

Diverse Housing Types

Implementation Measure 4.1.4.d.

18. The proposed code changes and design standards do not change the extent to which the City allows different housing types allowed by applicable zoning within Old Town.

Safe, Sanitary, Convenient, Sound, Energy Efficient, Attractive Housing/Renovation and Rehabilitation of Housing Stock

Implementation Measure 4.1.4.y.

19. The proposed code changes and design standards are not anticipated to impact safety, sanitation, convenience, structural quality, or energy efficiency of housing in the Old Town Neighborhood. However, having established design standards for single-family homes, duplexes, and accessory structures will help ensure attractive development consistent with the existing character of the neighborhood. Care has been taken during drafting of the updated code and design standards to appropriately provide for and allow renovation and rehabilitation of existing housing.

Wilsonville Comprehensive Plan - Areas of Special Concern

Old Town
Area F

20. The proposed code changes and design standards help implement the Old Town Neighborhood Plan accepted by the Wilsonville City Council in 2011 by Resolution No. 2324. By implementing directives under the adoption of the Old Town Neighborhood Plan the proposal further recognizes the special character of the area.

River Focused Development
Area K

21. A few of the impacted properties west of Boones Ferry Road are within an Area K designated in the West Side Master Plan for river-focused development. The proposed code changes and design standards do not alter the ability of the properties to be river-focused development in the future.

Wilsonville Development Code-Amendments to the Code

Planning Commission Public Hearing, Recommendation to City Council
Subsection 4.197 (.01) A.

22. The Planning Commission will conduct a public hearing and then by resolution forward findings and a recommendation to the Wilsonville City Council within the allowed 40 day timeframe.

Findings Required: Compliance with Procedures of 4.008
Subsection 4.197 (.01) B. 1., Section 4.008, Sections 4.009 through 4.024 as applicable

23. The proposed changes and design standards are a response to the direction of City Council per Resolution No. 2324 accepting the Old Town Neighborhood Plan; however this direction does not predetermine City Council approval of the proposed code changes and design standards. Notices have been mailed to affected properties consistent with established procedures for legislative actions. Written findings of fact regarding the application have been produced in this document for adoption by the Planning Commission.

Findings Required: Compliance with Goals, Policies, and Objectives of
Comprehensive Plan
Subsection 4.197 (.01) B. 2.

24. Findings 8 through 21 above provide findings related to the applicable goals, policies, objectives, and implementation measures of Wilsonville's Comprehensive Plan.

Page 137 of 382
ATTACHMENT A
LP17-0004 RECORD

Findings Required: No Conflict with Over Code Provisions
Subsection 4.197 (.01) B. 3.

25. Care has been taken to ensure the proposed code changes and design standards do not conflict with or endanger other provisions of the Development Code. Language is proposed that clarifies the proposed provisions take precedence over other code provisions for applicable zoning districts, but other provisions in the zoning district continue to apply.

Findings Required: Compliance with Statewide Land Use Planning Goals, State Rules and Statutes, Federal Statutes
Subsection 4.197 (.01) B. 4.-5.

26. Findings 1 through 7 above provide findings related to compliance with the applicable Statewide Land Use Planning Goals as well as applicable state statutes regarding needed housing.

Affirmative Findings Required
Subsection 4.197 (.03)

27. Findings 1 through 26 provide the required affirmative findings on which a recommendation can be made to City Council for adoption of the requested development code text changes and design standards.

ATTACHMENT A
LP17-0004 RECORD

PLANNING COMMISSION
RESOLUTION NO. LP17-0004

A WILSONVILLE PLANNING COMMISSION RESOLUTION RECOMMENDING THAT THE WILSONVILLE CITY COUNCIL ADOPT THE OLD TOWN SINGLE-FAMILY DESIGN STANDARDS AND RELATED DEVELOPMENT CODE CHANGES INCLUDING SPECIFIC REGULATIONS FOR ACCESSORY DWELLING UNITS IN THE OLD TOWN OVERLAY ZONE.

WHEREAS, on September 19, 2011 the Wilsonville City Council adopted Resolution No. 2324 accepting the Old Town Neighborhood Plan with Architectural Pattern Book and providing guidance to staff to implement; and

WHEREAS, Resolution No. 2324 directed staff to “review and incorporate all or parts of the Architectural Pattern Book into WC 4.138 – Old Town Overlay Zone to create process related efficiencies and a hierarchy of process types for different construction activities;” and “Amend the Code related to ADU’s (WC 4.113) to address size (no larger than 600SF), number (10% neighborhood wide) and associated parking (require 1 off-street space) in the Old Town neighborhood;” and

WHEREAS, Senate Bill 1051 prohibits cities with populations greater than 2,500 from prohibiting building accessory dwelling units in areas zoned for single-family development, effective July 1, 2018; and

WHEREAS, it is not prudent to limit the number of accessory dwelling units as directed in Resolution No. 2324 in light of the new law soon going into effect; and

WHEREAS, changes to Section 4.138 of the Wilsonville Development Code are recommended in relation to accessory dwelling units to limit the size to 600 square feet and require off-street parking among other standards within the Old Town Overlay Zone, taking precedence conflicting language in Section 4.113; and

WHEREAS, the City staff and consultants have worked with the Old Town neighborhood, Planning Commission, and City Council to draft changes to Section 4.138 to create a process for ministerial review of single-family homes, duplexes, and accessory structures within the Old Town Overlay Zone as well as Old Town Single-Family Design Guidelines book to guide review; and

WHEREAS, the Wilsonville Planning Commission has held two work sessions to discuss and take public testimony on the Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code; and

WHEREAS, the Wilsonville Planning Director, taking into consideration input and suggested revisions provided by the Planning Commission members and the public, submitted the proposed Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code to the Planning Commission, along with a Staff Report, in

ATTACHMENT A
LP17-0004 RECORD

accordance with the public hearing and notice procedures that are set forth in Sections 4.008, 4.010, 4.011 and 4.012 of the Wilsonville Code; and

WHEREAS, the Planning Commission, after Public Hearing Notices were provided to impacted residential properties within the Old Town Overlay Zone, held a Public Hearing on October 11, 2017 to review the proposed Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code, and to gather additional testimony and evidence regarding the proposal; and

WHEREAS, the Commission has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of their proceeding; and

WHEREAS, the Planning Commission has duly considered the subject, including the staff recommendations and all the exhibits and testimony introduced and offered by all interested parties.

NOW, THEREFORE, BE IT RESOLVED that the Wilsonville Planning Commission does hereby adopt the Planning Staff Report (attached hereto as Exhibit A) and Attachments, as presented at the October 11, 2017 public hearing, including the findings and recommendations contained therein and does hereby recommend that the Wilsonville City Council adopt the proposed Old Town Single-Family Design Standards and related changes to Section 4.138 of the Wilsonville Development Code as approved on October 11, 2017 by the Planning Commission; and

BE IT RESOLVED that this Resolution shall be effective upon adoption.

ADOPTED by the Planning Commission of the City of Wilsonville at a regular meeting thereof this 11th day of October 2017, and filed with the Planning Administrative Assistant on

October 11, _____, 2017.



Wilsonville Planning Commission

Attest:

Tami Bergeron, Administrative Assistant III

SUMMARY of Votes:

ATTACHMENT A
LP17-0004 RECORD

Chair Jerry Greenfield: JG.
Commissioner Eric Postma: ESP
Commissioner Peter Hurley: PH
Commissioner Al Levit: AL
Commissioner: Kamran Mesbah KM
Commissioner Phyllis Millan: PM
Commissioner Simon Springall: SS



Old Town Single-Family Design Standards

Planning Commission Public Hearing
October 11, 2017

Presented by:

Daniel Pauly AICP, Senior Planner, City of Wilsonville
Zoe Anton PMP, Project Manager & Planner, The Urban
Collaborative

Overview of Presentation

- Background and Context
- Development Code Text Changes for Old Town Overlay Zone
- Design Guidelines Book
 - Content
 - How to Use





Old Town Single-Family Design Standards

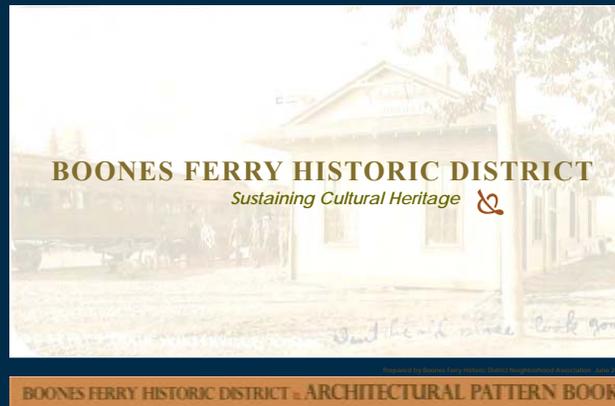
BACKGROUND AND CONTEXT

Affected Properties



Old Town Neighborhood Plan-2011

- Accepted by City Council by Resolution No. 2324
- Resolution No. 2324 directed staff to:
 - Review and incorporated Architectural Pattern Book into Old Town Overlay Zone code
 - Create Old Town specific standards for Accessory Dwelling Units



Other Key Regulatory Considerations

- Lack of clear and objective standards for reviewing housing in Old Town
- Senate Bill 1051, requiring ADU's to be allowed for all single-family homes



Neighborhood and Public Involvement

- Early outreach to neighborhood association during scoping of project
 - Continued outreach/involvement throughout process
- Consultant interviews with key stakeholders
- Notice of and participation in related meetings, including work sessions



What's Not Proposed

- Underlying zoning changes
 - Allowed uses
 - Density
 - Parking demand
 - Traffic generation





Old Town Single-Family Design Standards

DEVELOPMENT CODE TEXT CHANGES

Purpose Statement

Current Code:

Willamette Valley
architecture of 1880-1930
for all development

Proposed:

Single-family homes “to be
consistent with and enhance
the historic small town
residential character of the
neighborhood.”

Other development still
1880-1930



Review Process

- Add Class I Administrative Review of single-family homes, duplexes, additions, and accessory buildings meeting design standards.
 - Option to go through DRB Site Design Review
- All other development continues to be reviewed by DRB



Development Standards

Single-family, etc.

- Take precedence over setback, lot coverage, height, and ADU standards elsewhere in code. All other standards of base zone continue to apply
- Require compliance with Old Town Single-Family Design Standards Book



Development Standards

Single-family, etc. continued

- The following don't have to meet Design Standards Book
 - Remodels matching current design, including height, roof pitch, material, architectural elements.
 - Accessory buildings smaller than 120 square feet and 10 feet in height



Development Standards

Accessory Dwelling Units

- Limited to 600 square feet
- Match design of primary building
- Either:
 - Detached single-story
 - Over a detached garage for a total of 1.5 stories
- On-site parking
- No numerical limit in neighborhood



Development Standards

Commercial, Industrial, Public Facility, Multi-Family, or Mixed Use

- Keep existing Old Town Overlay Zone standards



Misc. Changes

- Reorder and renumber to better differentiate review process versus review standards
- Unrelated clarification that Boones Ferry road access to “be consistent with the Public Works Standards” rather than “coordinate with access points on the other side of the road”





Old Town Single-Family Design Standards

DESIGN STANDARDS BOOK

Purpose & Overview



The purpose of the Old Town Single-Family Design Standards is to provide clear and objective guidance and design standards that retain those aspects that contribute to the neighborhood's unique, historic character: buildings with simple design and small scale.

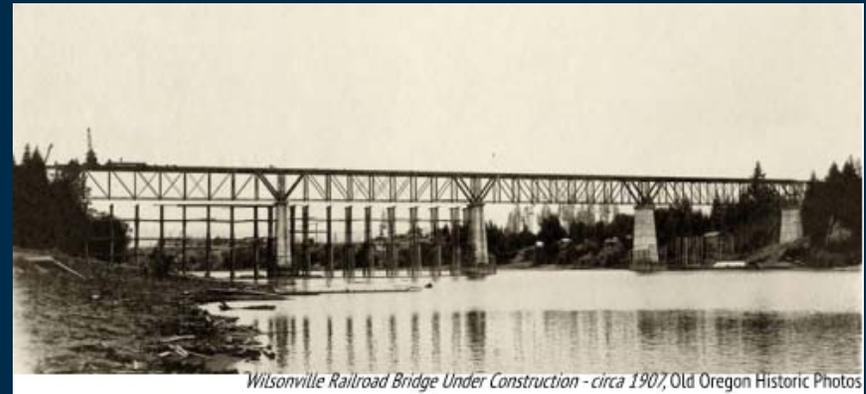
Table of Contents

1. Introduction and History of Old Town Neighborhood
2. Purpose and Overview
3. Old Town Historic Residential Types
4. Using Design Standards
5. Introduction to Styles



Table of Contents Continued

6. Style Guidelines
 - a. Western Farmhouse
 - b. Craftsman
 - c. New Ranch
7. Accessory Buildings
8. Materials and Lot Coverage
9. Edges and Setbacks
10. Glossary of Terms



Wilsonville Railroad Bridge Under Construction - circa 1907, Old Oregon Historic Photos



Using the Design Standards

STEP 1: Identify Appropriate Architectural Project Type

- 1.1 Is there an Accessory Dwelling Unit?
- 1.2 Is it new build or renovation?
- 1.3 Is a garage or carport planned?

STEP 2: Choose an Architectural Style

- 2.1 Under which of the three architectural styles does your project fit?
 - i. How many stories does it have?
 - ii. How does the style define roofs, windows, porches, doors, etc?
- 2.2 Does your building height fit into the immediate context?
 - i. Immediate context is defined as the homes on the same block face as the project as well as the homes along the facing street.
 - a. If immediate context is 1 story, stay within 1.5 stories
 - b. If immediate context is mixed, stay within 2 stories
 - c. If project is along SW Boones Ferry Road, north of SW 4th, dwellings are encouraged to be 2 stories
- 2.3 What shape, form, and massing will the building have?

STEP 3: Identify Site and Lot Requirements

- 3.1 Are there appropriate landscaping needs to fit with immediate context?
- 3.2 How will the development meet setback standards and address edges?
- 3.3 Does your plan meet the Old Town Overlay Zoning code in areas not covered by these Design Standards?

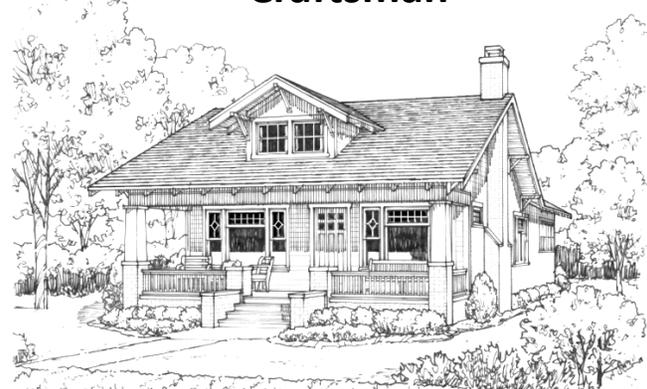


Introduction to Styles

Western Farmhouse



Craftsman



New Ranch



Western Farmhouse Style



Western Farmhouse Style



Western Farmhouse Style

MASSING AND ROOFS

- 7:12 - 12:12 Gable or Open Gable Roof
- Optional Attached Garage
- Roof Overhang
 - 8" Minimum
 - 18" Maximum
- T or L-Shaped Form
- Height: Two Stories
 - 28' Maximum

WINDOWS AND DOORS

- Front-Facing Single or Double-hung Windows
 - 4" Minimum trim around windows and doors
- Optional Dormer with Windows
 - No more than two dormers on front-facing roof
 - No wider than 10'
- Prominent Entrances
 - Entrance placed in the center of wide houses, at the side of narrow houses

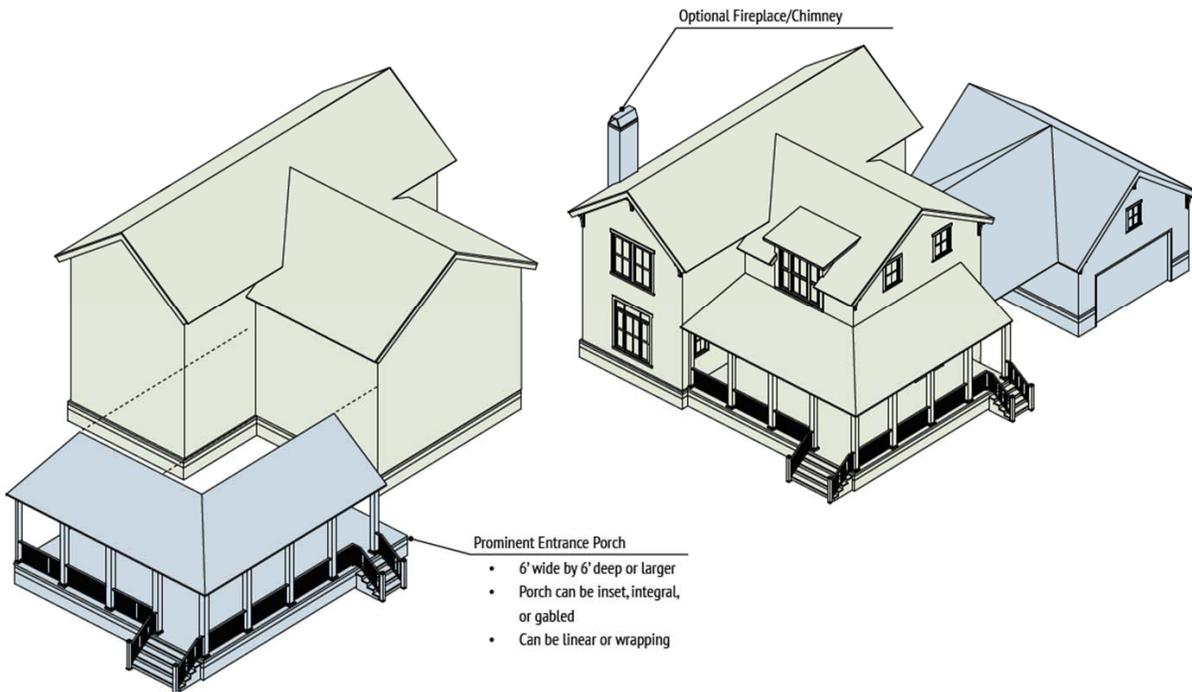
WILSONVILLE OREGON

25

Western Farmhouse Style

PORCHES

OTHER ELEMENTS



Craftsmen Style



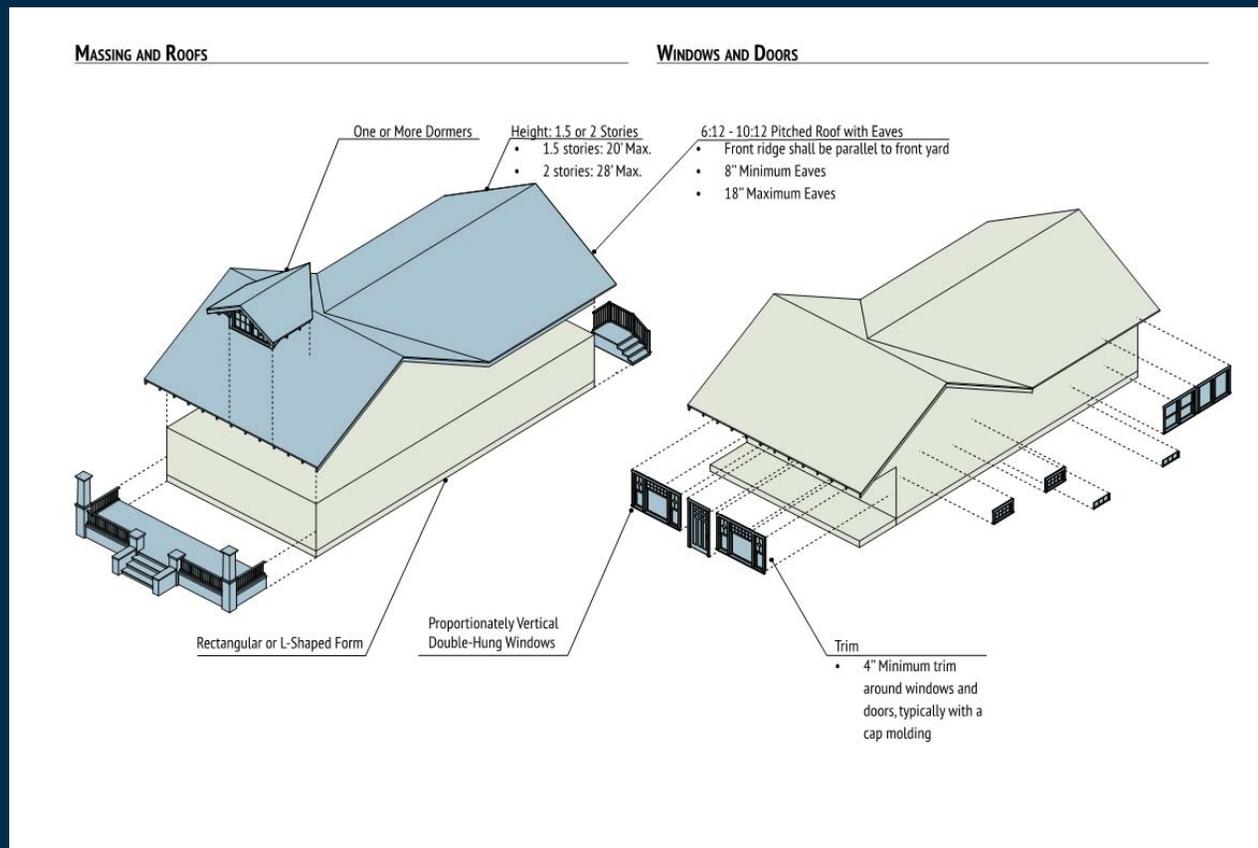
Craftsmen Style



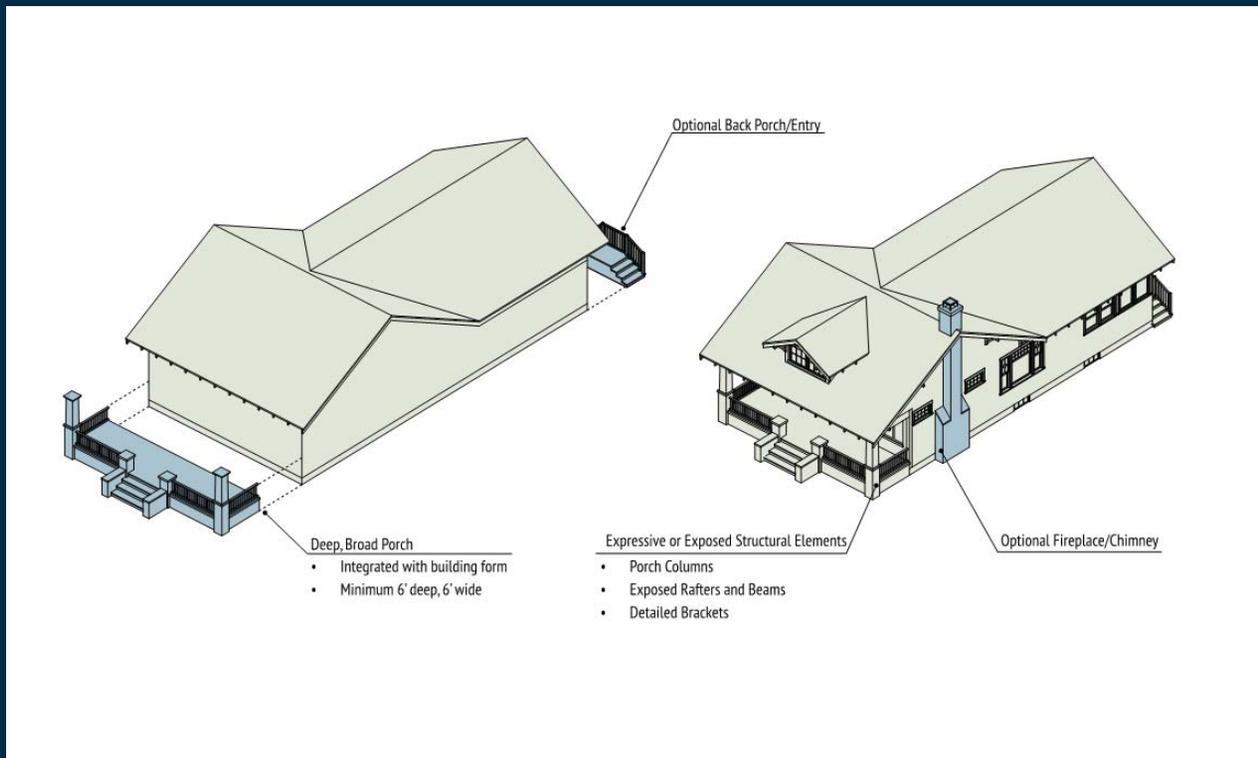
Craftsmen Style



Craftsmen Style



Craftsmen Style



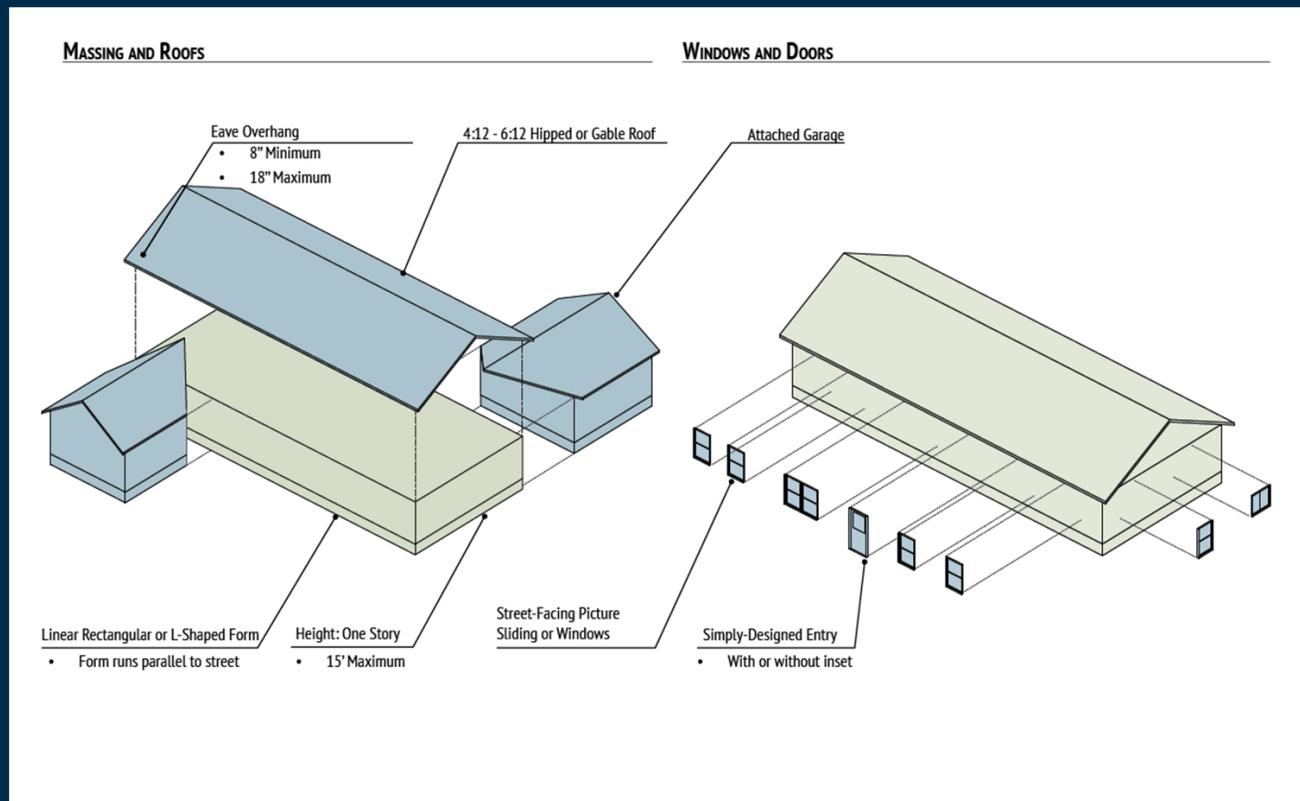
New Ranch Style



New Ranch Style



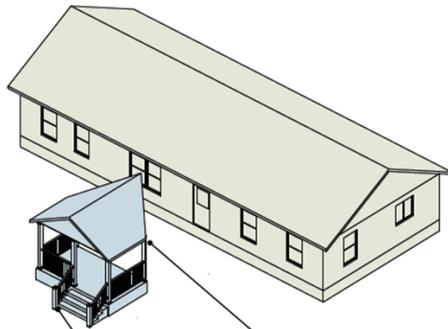
New Ranch Style



New Ranch Style

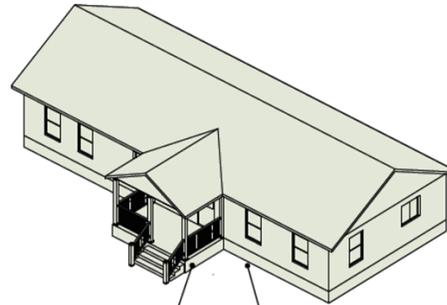
PORCHES

OTHER ELEMENTS



- Porch or Portico
- Minimum 6' wide
 - Minimum 6' deep

Gable or Shed Roof



Simple Features with Minimal Ornamentation

- Shutters are encouraged and should be sized and mounted as if operable.

Asymmetrical Facade Elements

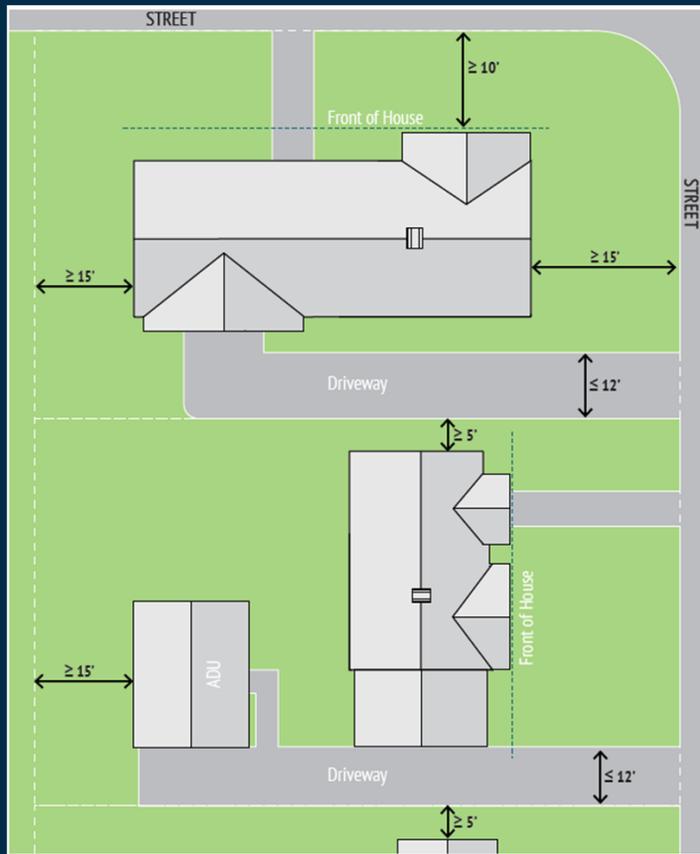
Accessory Buildings



The garage and other accessory buildings must be designed using the same exterior design and architecture (i.e. siding, windows, doors, and roofing materials) as the primary residence on the lot.

Accessory buildings cannot be taller than the primary residence. If the primary residence is less than 15 feet, an accessory building can be 15 feet or less.

Materials and Lot Coverage

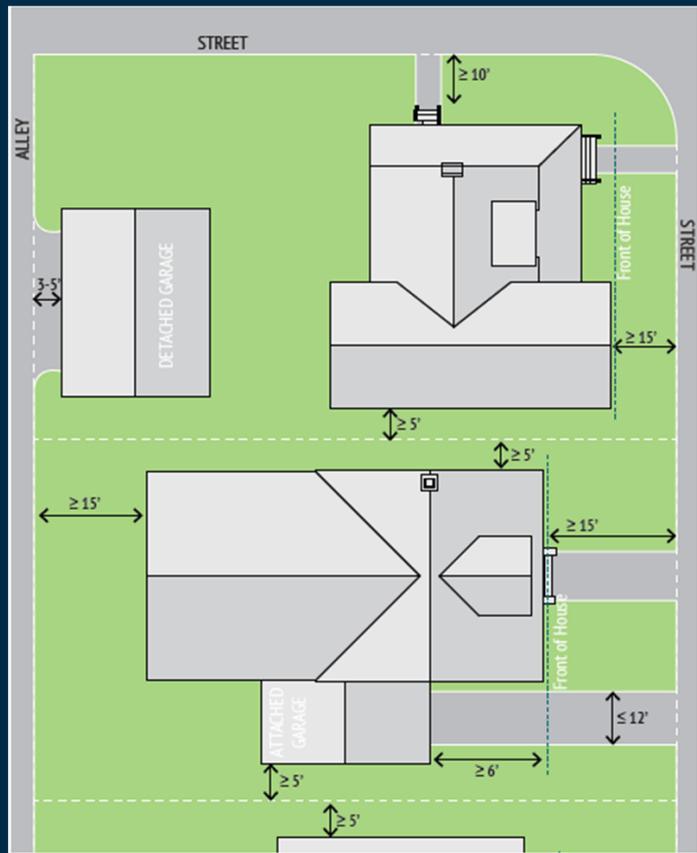


The following construction materials may not be used as an exterior finish:

1. Vinyl siding.
2. Wood fiber hardboard siding.
3. Oriented strand board siding.
4. Corrugated or ribbed metal.
5. Fiberglass panels

All built structures are not to exceed 40% lot coverage.

Setbacks



Front Setbacks

Street-facing: Minimum 15' from street edge to front of the house

Side and Rear Setbacks

Minimum side yard: 5'

Minimum rear yard: 15'

Minimum side-street setback: 10'

Garages

Minimum front setback for any and all garages and/or secondary dwellings is 4 feet from the front building line, not including the porch.

Driveways

Maximum driveway width at the front property line extending to the minimum required primary building setback dimension, shall be no greater than 12 feet.



Remodels of Existing Homes



Duplexes





Old Town Single-Family Design Standards

QUESTIONS AND DISCUSSION

ATTACHMENT A
LP17-0004 RECORD

AFFIDAVIT OF MAILING AND POSTING NOTICE OF
PUBLIC HEARING IN THE CITY OF WILSONVILLE

STATE OF OREGON)

COUNTIES OF CLACKAMAS)
AND WASHINGTON)

CITY OF WILSONVILLE)

I, Tami Bergeron, do hereby certify that I am Administrative Assistant for the City of Wilsonville, Counties of Clackamas and Washington, State of Oregon, that the attached copy of Notice of Public Hearing is a true copy of the original notice of said public hearing; that on September 22, 2017, I did cause to be mailed copies of such notice of said public hearing in the exact form hereto attached to the following property owners:

See Attached List of property owners;
See Attached List of affected State and Federal agencies;

Also notice was posted at the following locations:

- City Hall, 29799 SW Town Center Loop, East, Wilsonville OR 97070
- Wilsonville Community Center, 7965 SW Wilsonville Road, Wilsonville, OR 97070
- Library, 8200 SW Wilsonville Road, Wilsonville OR 97070
- City of Wilsonville Web Site
- City of Wilsonville Facebook Account
- Wilsonville Spokesman Newspaper

Witness my hand this 22nd day of September 2017

Tami Bergeron
Tami Bergeron, Administrative Assistant III

Acknowledged before me this 22 day of September 2017

Angela Marie Handran
Signature of Oregon Notary

Angela Marie Handran
Printed Notary Name

NOTARY PUBLIC

My Commission Expires August 14, 2020



**ATTACHMENT A
LP17-0004 RECORD**



**NOTICE OF LEGISLATIVE PUBLIC HEARING
BEFORE THE PLANNING COMMISSION:
Old Town Single-Family Design Standards**

Planning Commission:

On **Wednesday, October 11, 2017, beginning at 6:00 p.m.**, the Wilsonville Planning Commission will hold a public hearing regarding the following.

The Planning Commission will consider whether to recommend adoption of the **Old Town Single-family Design Standards (LP17-0004)** to the City Council.

No additional mailed notice will be sent to you unless you either:

- Submit testimony or sign in at the Planning Commission hearing, or
- Submit a request, in writing or by telephone, to the Planning Division.

City Council:

The Wilsonville City Council is scheduled to hold a public hearing on the proposal on **November 6, 2017 at 7:00 p.m.** after which it may make the final decision. The hearings will take place at **Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.** A complete copy of the relevant file information, including the staff report, findings, and recommendations, will be available seven days prior to each public hearing on the City's website and postings in Wilsonville City Hall and the Wilsonville Public Library.

Summary of Proposal:

Modify WC 4.138-Old Town Overlay Zone and adopt clear and objective architectural and design standards for use in the City of Wilsonville Planning staff's ministerial review of new single-family homes (including duplexes), single-family additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use in the Old Town Overlay Zone consistent with the vision established in the Old Town Overlay Zone and Neighborhood Plan.

How to Comment:

Oral or written testimony may be presented at the public hearings. Written comment on the proposal to be submitted into the public hearing record is welcome prior to the public hearings. To have your written comments or testimony distributed to the Planning Commission before the meeting, it must be received by **2 pm on Tuesday, October 3, 2017**. Direct such written comments or testimony to:

Daniel Pauly, Planning Division

Wilsonville City Hall

29799 SW Town Center Loop East, Wilsonville, Oregon, 97070

pauly@ci.wilsonville.or.us - (503) 682-4960

Copies of the staff report and draft proposal will be available from the Wilsonville Planning Division at the above address and will also be **online on the Planning Commission Meeting Agenda page** <http://www.ci.wilsonville.or.us/AgendaCenter>

Note: 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 qualified sign language interpreters and/or bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Tami Bergeron, Planning Administrative Assistant at (503) 682-4960.

Page 184 of 382
ATTACHMENT A
LP17-0004 RECORD

Bergeron, Tami

From: Bergeron, Tami
Sent: Thursday, July 06, 2017 9:09 AM
To: Bergeron, Tami
Subject: MASTER TIMELINE: OLD TOWN DEV CODE 10/11/2017

Follow Up Flag: Follow up
Due By: Tuesday, September 19, 2017 9:00 AM
Flag Status: Flagged

For my project tracking purposes:

PC Hearing Timeline

Project: Old Town Development Code
Hearing Date: 10/11/2017

Task	Notes	Target Date/ Prompt	Completed Date
Draft Hearing Notices for Chris 1 for publication 1 for mailing/posting (6-8 weeks prior to hearing)	WATCH D PAULY VACA 8/8-15	08/16/2017 = 8 WKS 8/30/2017 = 6 WKS	8/30/2017
Check with Chris if DLCD Notice required If yes, complete form, etc. (Due 35-45 days prior to public hearing)		8/30/17 = 42 days 09/06/17 = 35	--
Check with Chris if Ballot Measure 56 Notice required If yes, see instructions (20-40 days prior to hearing)	Dan?	?	--
Send DLCD FORM WITH ATTACHMENTS (now done electronically)		"at least 35 days before the first hearing" OR BEFORE SEPTEMBER 6, 2017	9/8/17
Spokesman publication (10-21 days prior to hearing)		09/20/2017	9/20/17
To Spokesman Publisher (Thursday prior to Wednesday publication date – above)		09/14/17	9/13/17
Publish information on Web calendar		09/20/2017	9/13/17
Social Media – check with Angela Handran	DONE - Facebook		9/27/17 & 10/3/17
Boones Ferry Messenger – check with Angela Handran	7.6.17 prompted D Pauly; due by 9/10 for 10/1/17 issue		N/A
Announcement/Placeholder on project Web page	NO WEB PAGE ?		N/A
Mail / Email to: -property owners -PHN agencies -interested people -project manager -Planning Director (10-21 days prior to hearing)		9/20/2017	9/19/2017

ATTACHMENT A
LP17-0004 RECORD

Public Place Notice Posting: -City Hall -Library -Com Center (week prior)		9/20/2017	9/19/2017
Website Hearing Notice & Flash Posting (same as public place posting)		10/4/2017	10/4/2017
Complete Affidavit N:\planning\FORMS\PC Forms.			

Refer to: [N:\planning\Planning Secretaries\Long-Range Admin Procedures\Planning Commission & Record\5. Public Hearing Notices\Public Hearing Notices.docx](#)

ATTACHMENT A
LP17-0004 RECORD



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Page 187 of 382
ATTACHMENT A
LP17-0004 RECORD

Affected State or Federal Agencies, Local Governments or Special Districts

N:\Planning\Planning Public\DLCD\AMail Labels for affected agencies updated 5.09.2017.docx

(refer to Shelley's similar label-based document to update: 9/19/17/2017)

Name	Company	Address	City	State	Zip	COMMENTS
James Clark	BPA, Realty Department	2715 Tepper Lane	Keizer	OR	97303	*updated 3/24/2016
City Planner	Chamber of Commerce	8565 SW Salish Lane	Wilsonville	OR	97070	
Planning Director	City of Canby	182 N. Holly	Canby	OR	97013	*updated 1/26/2017
Aquilla Hurd-Ravich	City of Sherwood	22560 SW Pine Street	Sherwood	OR	97140	
Mike McCallister	City of Tualatin	18880 SW Martinazzi Avenue	Tualatin	OR	97062	
Diane Tamiguchi-Dennis	Clackamas Co. Transportation & Development	150 Beavercreek Road	Oregon City	OR	97045	*updated 3/28/2016
Bobbi Burton	Clean Water Services	2550 SW Hillsboro Hwy.	Hillsboro	OR	97123	
Dong Young	Columbia Cable of Oregon	14200 SW Brigadoon Ct.	Beaverton	OR	97005	
John Lilly	Community Coordinator, Facilities Division	2575 Center Street, NE	Salem	OR	97310	
Justin Wood, Assoc. Dir. of Gov. & Builder Rel.	Department of Corrections	2575 Center Street NE	Salem	OR	97310	*updated 3/28/2016
Jon Kloor, Gov. & Political Rel. Coord.	Department of State Lands	775 Summer Street, NE	Salem	OR	97301-1279	
Brian Harper	Home Builders Associations	15555 SW Bangy Road, Suite 301	Lake Oswego	OR	97035	
Anthony Buczek	Home Builders Associations	15555 SW Bangy Road, Suite 301	Lake Oswego	OR	97035	
Juliette Copperstone	Home Builders Associations	15555 SW Bangy Road, Suite 301	Lake Oswego	OR	97035	
Manager, Community Development	Home Builders Associations	15555 SW Bangy Road, Suite 301	Lake Oswego	OR	97035	
Engineering Department	Metro	600 NE Grand Avenue	Portland	OR	97232	
Ann: Development Review	Metro	600 NE Grand Avenue	Portland	OR	97232	*updated 3/28/2016; Formerly Roy Talo
Mike Strauch, District Manager	Metro	600 NE Grand Avenue	Portland	OR	97232	
	NW Natural Gas	220 NW 2 nd Avenue	Portland	OR	97209	
	ODOT	123 NW Flanders Street	Portland	OR	97209	
	ODOT Region 2A	9200 SE Lawnfield Road	Clackamas	OR	97015	

ATTACHMENT A
LP17-0004 RECORD

OWNER1	OWNERADDR	OWNERCITY	OWNERSTATE	OWNERZIP	MAILING FOR 7.12.17 PC WS	MAILING FOR 10/11/17 PC HEARING	Notes/returned mailings
ADD LLC	13292 ROGERS RD	LAKE OSWEGO	OR	97035-6752	6.29.17	9/20/2017	
AGUIAR ARTURO	30845 SW FIR AVE	WILSONVILLE	OR	97070-9769	6.29.17	9/20/2017	
ALBERTS RICHARD S & HALEY D	30740 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9745	6.29.17	9/20/2017	
ALLEN DAVID & HOLLY	30895 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-6764	6.29.17	9/20/2017	
ANDERSON JEAN R	30520 SW BOONES FERRY RD	WILSONVILLE	OR	97070-7745	6.29.17	9/20/2017	
ANDRE JEFFREY A	31050 SW BOONES FERRY RD	WILSONVILLE	OR	97070-6761	6.29.17	9/20/2017	
ARMITAGE AMANDA	30950 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9748	6.29.17	9/20/2017	
BACHOFNER JOHN S 1/2	9265 SW 5TH ST	WILSONVILLE	OR	97070-9744	6.29.17	9/20/2017	
BERGMANS HUBERT E & BARBARA J	9250 SW 4TH ST	WILSONVILLE	OR	97070-6758	6.29.17	9/20/2017	
BOOTHBY DARRIN F & MEGAN M	14905 SW WOODHUE ST	TIGARD	OR	97224-1977	6.29.17	9/20/2017	
RESIDENT	30690 SW BOONES FERRY RD	WILSONVILLE	OR	97070	6.29.17	9/20/2017	
RESIDENT	30785 SW MAGNOLIA AVE	WILSONVILLE	OR	97070	6.29.17	9/20/2017	
BRADLEY SUSAN C TRUSTEE	617 MOJAVE AVE	LIVERMORE	CA	94550-5334	6.29.17	9/20/2017	
BREUNDERMAN MARY	31090 SW BOONES FERRY RD	WILSONVILLE	OR	97070-6761	6.29.17	9/20/2017	
BRITCLIFFE DARLA & MARK	9155 SW 4TH ST	WILSONVILLE	OR	97070-9742	6.29.17	9/20/2017	
BROWN DANIEL E & MARY F	30725 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9745	6.29.17	9/20/2017	
BURNS GERALD T & KIM J	31025 SW BOONES FERRY RD	WILSONVILLE	OR	97070-6761	6.29.17	9/20/2017	
BUSCHER GEORGE RICHARD	10634 TITAN LN	TIGARD	OR	97224-4321	6.29.17	9/20/2017	
CASE THOMAS L & ROSANNE C	9150 SW 4TH ST	WILSONVILLE	OR	97070-9742	6.29.17	9/20/2017	
CHILLI LLC	10260 SW BROOKSIDE CT	TIGARD	OR	97223-5135	6.29.17	9/20/2017	
CHORUBY LARRY N TRUSTEE	14076 SW BENCHVIEW TER	TIGARD	OR	97224-1590	6.29.17	9/20/2017	
CLENDENIN MARY J & PATRICK J	9270 SW 5TH ST	WILSONVILLE	OR	97070-9744	6.29.17	9/20/2017	
CONNIRY MATTHEW J & ASHLEY M	30590 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9739	6.29.17	9/20/2017	
COPPING RITA Y	30924 SW BOONES FERRY RD	WILSONVILLE	OR	97070-9746	6.29.17	9/20/2017	
COWGER TY R	30765 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9745	6.29.17	9/20/2017	
COX RONALD E & DEBRA A	30950 SW BOONES FERRY RD	WILSONVILLE	OR	97070-9746	6.29.17	9/20/2017	
DEMPSEY ROBERT A & MICHELE S	30999 SW BOONES FERRY RD	WILSONVILLE	OR	97070-9746	6.29.17	9/20/2017	
DICKEY CAROL BONDS TRUSTEE	6107 SW MURRAY BLVD #426	BEAVERTON	OR	97008-4421	6.29.17	9/20/2017	
RESIDENT	30610 SW BOONES FERRY RD	WILSONVILLE	OR	97070	6.29.17	9/20/2017	
DORMAN LORI	30740 SW BOONES FERRY RD	WILSONVILLE	OR	97070-9750	6.29.17	9/20/2017	
DOTY JAMES A & JUDY S	9210 SW 4TH ST	WILSONVILLE	OR	97070-6758	6.29.17	9/20/2017	
DOWNES KAREN L	9180 SW 4TH ST	WILSONVILLE	OR	97070-9742	6.29.17	9/20/2017	
EMERALD PACIFIC BUILDERS INC	13750 SW WILSONVILLE RD	WILSONVILLE	OR	97070-7557	6.29.17	9/20/2017	
FAMILY FIRST PROPERTY GROUP LLC	17190 NW SPRINGVILLE RD	PORTLAND	OR	97229-1704	6.29.17	9/20/2017	
FLETCHER RHONDA	30990 SW BOONES FERRY RD	WILSONVILLE	OR	97070-9746	6.29.17	9/20/2017	
FULLER MARIE TRUSTEE	30900 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9748	6.29.17	9/20/2017	
GARFIELD JORDAN & ALEXANDRIA	30625 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-6757	6.29.17	9/20/2017	
GONZALES FRANK R & NAOMI	30825 SW BOONES FERRY RD	WILSONVILLE	OR	97070-6762	6.29.17	9/20/2017	
HAASE DANA L	30870 SW BOONES FERRY RD	WILSONVILLE	OR	97070-6762	6.29.17	9/20/2017	
HARPER MARY ELIZABETH	30605 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-6757	6.29.17	9/20/2017	
HARVEY TIMOTHY K & LUCILLE L	30705 SW FIR AVE	WILSONVILLE	OR	97070-9743	6.29.17	9/20/2017	
HILL JUDY A	32445 CHURCH RD	WARREN	OR	97053-9781	6.29.17	9/20/2017	
RESIDENT	30750 SW MAGNOLIA AVE	WILSONVILLE	OR	97070	6.29.17	9/20/2017	
HORNER JOSEPH R & BRITTANY S	30645 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-6757	6.29.17	9/20/2017	
HUDDLESTON JACKIE E TRUSTEE	30870 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-6763	6.29.17	9/20/2017	
IRELAN LOUISE J	30955 SW FIR AVE	WILSONVILLE	OR	97070-6765	6.29.17	9/20/2017	
JOHNSON AUNNA	30670 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-6757	6.29.17	9/20/2017	
JOSEPH MARK A	30935 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9748	6.29.17	9/20/2017	
KEENAN MONICA K	9460 SW 4TH ST	WILSONVILLE	OR	97070-9768	6.29.17	9/20/2017	
KENNEY JAMES A & CONSTANCE B	30965 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9748	6.29.17	9/20/2017	
KERSTEN DAVID	30995 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9748	6.29.17	9/20/2017	
KNIGHT APRIL B	31045 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9748	6.29.17	9/20/2017	
KWDS LLC	PO BOX 145	WILSONVILLE	OR	97070-0145	6.29.17	9/20/2017	
LARA JOSE	30965 SW BOONES FERRY RD	WILSONVILLE	OR	97070-9746	6.29.17	9/20/2017	
LATHROP RUSSELL L	30955 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9748	6.29.17	9/20/2017	
LAWRENCE JAMES NATHAN & SANDRA	30555 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9739	6.29.17	9/20/2017	
LI NAN YONG	8762 E LAYTON AVE	DENVER	CO	80237-2929	6.29.17	9/20/2017	
RESIDENT	31029 SW MAGNOLIA AVE	WILSONVILLE	OR	97070	6.29.17	9/20/2017	
LOCHMANN MARIA LUISE	30550 SW BOONES FERRY RD	WILSONVILLE	OR	97070-7745	6.29.17	9/20/2017	
LY KHUONG H & LIEN N	30885 SW BOONES FERRY RD	WILSONVILLE	OR	97070-6762	6.29.17	9/20/2017	
MALLERY RICHARD L	PO BOX 471	WILSONVILLE	OR	97070-0471	6.29.17	9/20/2017	
MALONE THEOPHILUS & CELESTE	30745 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9745	6.29.17	9/20/2017	
MCVAY KRISTIN L	30710 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9745	6.29.17	9/20/2017	
MEACHAM RICK	23735 SW LADD HILL RD	SHERWOOD	OR	97140-5024	6.29.17	9/20/2017	
RESIDENT	9301 SW 5TH STREET	WILSONVILLE	OR	97070	6.29.17	9/20/2017	
MENDOZA SHELLY J	30595 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9739	6.29.17	9/20/2017	
MISSAL PAUL	30650 SW BOONES FERRY RD	WILSONVILLE	OR	97070-6756	6.29.17	9/20/2017	
MOORE KEVIN	31015 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9748	6.29.17	9/20/2017	
MORGAN KELLY	30570 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9739	6.29.17	9/20/2017	
MORRIS KIMBERLY	9350 SW 5TH ST	WILSONVILLE	OR	97070-7721	6.29.17	9/20/2017	
MUENCH DOUGLAS E & GRACE N	30950 SW FIR AVE	WILSONVILLE	OR	97070-6765	6.29.17	9/20/2017	
OLSEN RODERICK CO-TRUSTEE	12375 SW TOOZE RD	SHERWOOD	OR	97140-7205	6.29.17	9/20/2017	
RESIDENT	30575 SW MAGNOLIA AVE	WILSONVILLE	OR	97070	6.29.17	9/20/2017	
RESIDENT	30895 SW BOONES FERRY RD	WILSONVILLE	OR	97070	6.29.17	9/20/2017	
RESIDENT	30983 SW BOONES FERRY RD	WILSONVILLE	OR	97070	6.29.17	9/20/2017	
OLSON JAMES A & SHARON L D	30610 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-6757	6.29.17	9/20/2017	
OTV 1, 2, 3 LLC	30625 SW BOONES FERRY RD STE B	WILSONVILLE	OR	97070-7862	6.29.17	9/20/2017	
PELLETIER MICHELLE	30640 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-6757	6.29.17	9/20/2017	

ATTACHMENT A

LP17-0004 RECORD

PILEGGI ANTHONY W & JOYCE N	6915 SW WILSONVILLE RD APT 195	WILSONVILLE	OR	97070-5737	6.29.17	9/20/2017
REEVES BRENT R & KRISTIE D	9455 SW 4TH ST	WILSONVILLE	OR	97070-9768	6.29.17	9/20/2017
RITCHEY KARL JAY	30760 SW BOONES FERRY RD	WILSONVILLE	OR	97070-9750	6.29.17	9/20/2017
SCHAFFER DAVID G & MARGARET A	30755 SW FIR AVE	WILSONVILLE	OR	97070-9743	6.29.17	9/20/2017
SCHULHERR DAVID TRUSTEE	0541 SW FLORIDA ST	PORTLAND	OR	97219-2359	6.29.17	9/20/2017
SHECKLER DON W & THERESA R	30865 SW BOONES FERRY RD	WILSONVILLE	OR	97070-6762	6.29.17	9/20/2017
SISSON BRENDA E	30930 SW MAGNOLIA AVE	WILSONVILLE	OR	97070-9748	6.29.17	9/20/2017
SMITH BILLY J JR	9459 SW TAUCHMAN ST	WILSONVILLE	OR	97070-9747	6.29.17	9/20/2017
SMITH BRANDEN E	30935 SW BOONES FERRY RD	WILSONVILLE	OR	97070-9746	6.29.17	9/20/2017
SMITH HARLAN H & MICHELLE R	30775 SW FIR AVE	WILSONVILLE	OR	97070-9743	6.29.17	9/20/2017
SNYDER JEFFREY L & TERRY L DOSEK	PO BOX 1704	WILSONVILLE	OR	97070-1704	6.29.17	9/20/2017
ST CYRIL CATHOLIC CHURCH	9205 SW 5TH ST	WILSONVILLE	OR	97070-9744	6.29.17	9/20/2017
RESIDENT	9355 SW 5TH ST	WILSONVILLE	OR	97070	6.29.17	9/20/2017
TAUCHMANN LLC	6545 FAILING ST	WEST LINN	OR	97068-2614	6.29.17	9/20/2017
TESSLER DEAN	30900 SW BOONES FERRY RD	WILSONVILLE	OR	97070-9746	6.29.17	9/20/2017
TUCKER SHEPARD S & LYNDI K	10475 SW PLEASANT PL	WILSONVILLE	OR	97070-9524	6.29.17	9/20/2017
TWOHAWKS DAVID	PO BOX 806	WILSONVILLE	OR	97070-0806	6.29.17	9/20/2017
VANWECHSEL STEVEN L & MARY J	PO BOX 652	WILSONVILLE	OR	97070-0652	6.29.17	9/20/2017
WATTY GARRETT & KERRY	PO BOX 250	SALYER	CA	95563-0250	6.29.17	9/20/2017
RESIDENT	30945 SW BOONES FERRY RD	WILSONVILLE	OR	97070	6.29.17	9/20/2017
WEST COAST HOME SOLUTIONS LLC	PO BOX 1969	LAKE OSWEGO	OR	97035-0059	6.29.17	9/20/2017
ZIELINSKI COLLEEN M	30825 SW FIR AVE	WILSONVILLE	OR	97070-9769	6.29.17	9/20/2017

Page 191 of 382
ATTACHMENT A
LP17-0004 RECORD

Bergeron, Tami

From: Bergeron, Tami
Sent: Wednesday, September 13, 2017 2:25 PM
To: 'Louise Faxon (lfaxon@pamplinmedia.com)'
Subject: NOTICE FOR 10/11/17 HEARING
Attachments: PC HEARING OLD TOWN DEV CODE TO SPOKESMAN DRAFT 8.23.2017.pdf

Louise,

Please see the attached Hearing Notice that we wish to be publicized in the September 20, 2017 publication of the Spokesman. This is for the Old Town Development Code Hearing that will be held on October 11, 2017

Please contact me directly if you have any questions.

Tami Bergeron
Administrative Assistant
City of Wilsonville

503.570.1571
bergeron@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

ATTACHMENT A
LP17-0004 RECORD

NOTICE OF LEGISLATIVE PUBLIC HEARING
BEFORE THE PLANNING COMMISSION:

OLD TOWN DEVELOPMENT CODE

Planning Commission:

On **Wednesday, October 11, 2017, beginning at 6:00 p.m.**, the Wilsonville Planning Commission will hold a public hearing to consider whether to recommend adoption of the **Old Town Single-family Design Standards (LP17-0004)** to the City Council. No additional mailed notice will be sent to you unless you either:

- Submit testimony or sign in at the Planning Commission hearing, or
- Submit a request, in writing or by telephone, to the Planning Division.

City Council:

The Wilsonville City Council is scheduled to hold a public hearing on the proposal on **Monday, November 6, 2017, at 7:00 p.m.** after which it may make the final decision. The hearings will take place at **Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon**. A complete copy of the relevant file information, including the staff report, findings, and recommendations, will be available for viewing seven days prior to each public hearing at Wilsonville City Hall, at the Wilsonville Public Library and on the City's website.

Summary of Proposal:

Modify WC 4.138 - Old Town Overlay Zone and adopt clear and objective architectural and design standards for use in the City of Wilsonville Planning staff's ministerial review of new single-family homes (including duplexes), single-family additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use in the Old Town Overlay Zone consistent with the vision established in the Old Town Overlay Zone and Neighborhood Plan.

How to Comment:

Oral or written testimony may be presented at the public hearing. Written comment on the proposal to be submitted into the public hearing record is welcome prior to the public hearings. To have your written comments or testimony distributed to the Planning Commission before the meeting, it must be received by 2 pm on Tuesday, October 3, 2017. Direct such written comments or testimony to:

Daniel Pauly, Planning Division
Wilsonville City Hall
29799 SW Town Center Loop East
Wilsonville, Oregon, 97070
pauly@ci.wilsonville.or.us - (503) 682-4960

Copies of the draft proposal will be available from the Wilsonville Planning Division at the above address and will also be **online on the Planning Commission Meeting Agenda page** <http://www.ci.wilsonville.or.us/AgendaCenter>

Note: 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 qualified sign language interpreters and/or bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Tami Bergeron, Planning Administrative Assistant at (503) 682-4960.

Page 193 of 382
ATTACHMENT A
LP17-0004 RECORD

Bergeron, Tami

From: Bergeron, Tami
Sent: Monday, September 18, 2017 11:52 AM
To: Handran, Angela
Subject: Social Media Hearing Notice
Attachments: Image for Old Town Design Standards Facebook.jpg

Angela,

Per our conversation last week, we are submitting to you the following in order to post on Facebook on **September 27** and **October 3**.

Planning Commission Hearing: Old Town Single-Family Design Standards

On Wednesday, October 11, 2017, at 6p.m., the Wilsonville Planning Commission will consider whether to recommend adoption of the Old Town Single-Family Design Standards (LP17-0004) to the City Council. To have your written comments or testimony distributed to the Planning Commission before the meeting, it must be received by **2 pm on Tuesday, October 3, 2017**. For more information contact the project manager Daniel Pauly at pauly@ci.wilsonville.or.us

An image to accompany this post is attached.

Thank you!

Tami Bergeron
Administrative Assistant
City of Wilsonville

503.570.1571
bergeron@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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Page 194 of 382
ATTACHMENT A
LP17-0004 RECORD

Bergeron, Tami

From: Bergeron, Tami
Sent: Tuesday, September 19, 2017 11:27 AM
To: Andy Back; Brian Harper (brian.harper@oregonmetro.gov); Ken Kent (kenken@clackamas.us); Mike McCallister (MikeM@clackamas.us); Ward, Mike; Region 1 Development Review Applications; CopperstoneP@Metro.Dst.Or.Us; Rich Girard ; Robert Hixson (roberth@clackamas.us); Adams, Steve
Subject: Planning Commission Legislative Hearing - October 11, 2017
Attachments: PC HEARING OLD TOWN DEV CODE POSTING 8.21.pdf

Planning Commission Public Hearing Notice (see attached) - PC on October 11, 2017 & CC on November 6, 2017.

The proposal: Old Town Single-Family Design Standards

On **Wednesday, October 11, 2017 beginning at 6:00 pm**, the Wilsonville Planning Commission will hold a public hearing regarding Old Town Single-Family Design Standards. The Planning Commission will consider whether to recommend adoption of the revisions (Case File #LP17-0004 to the City Council.

Please note that no additional mailed notice will be sent to you unless you either:

- Submit testimony or sign in at the Planning Commission hearing, or
- Submit a request, in writing or by telephone, to the Planning Division.

Tami Bergeron
Administrative Assistant
City of Wilsonville

503.570.1571
bergeron@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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(agency emails)

Page 195 of 382
ATTACHMENT A
LP17-0004 RECORD

Bergeron, Tami

From: Bergeron, Tami
Sent: Tuesday, September 19, 2017 11:27 AM
To: Clark, Brad; Howe, Brenda; ComCenter Temp
Subject: Planning Commission Legislative Hearing - October 11, 2017
Attachments: PC HEARING OLD TOWN DEV CODE POSTING 8.21.pdf

Please find the attached Planning Commission Legislative Hearing Notice for the upcoming hearing on Wednesday, October 11, 2017. Please post in a public location within your building.

Also know that this information will also be available on our website later today.



Tami Bergeron
Administrative Assistant
503.570.1571 • bergeron@ci.wilsonville.or.us

29799 SW Town Center Loop East, Wilsonville, OR 97070
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)

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(to post)

ATTACHMENT A

LP17-0004 RECORD

PLANNING COMMISSION
PEOPLE IN ATTENDANCE
OCTOBER 11, 2017

NAME (AND COMPANY) PRINT LEGIBLY PLEASE	MAILING ADDRESS INCLUDING ZIP CODE PLEASE	EMAIL ADDRESS IF YOU PREFER TO RECEIVE NOTICES VIA EMAIL.	PLACE ON EMAILING LIST? OLD TOWN DEV CODE
Barbara Bergmans	9250 SW 4 th St Wilsonville, OR 97170	(new) b.bergmans1938@comcast.net	Yes
Douglas Muech	30950 SW Far Ave. Wilsonville, OR 97170		
Connie Kenney	30965 SW Magnolia Ave Wilsonville OR 97170	jimconkenney@frontier.com	yes
Rose Case	9150 SW 4th Street Wilsonville, OR 97170	rosann.e.case@gmail.com	Yes
Monica Keenan	9460 SW 4th St.	MKKeenan@gmail.com	yes.

ATTACHMENT A

PLANNING COMMISSION PUBLIC TESTIMONY

****REQUIRED if speaking at a Public Hearing. Please print legibly.**

**Work Session or Public Hearing Item: 10/11/2017 Old Town

**First Name: Rose Case

**Last Name: Case

Company (if applicable): _____

**Residential or Company Address: 9150 SW 4th Street

**City: Wilsonville **State: OR **Zip: 97070

Mailing Address (if different for the above) _____

Telephone (optional): _____

Email (optional): If you prefer future announcements regarding this item to be e-mailed to you, list your E-mail Address:

rosanne.case@gmail.com

PLANNING COMMISSION PUBLIC TESTIMONY

****REQUIRED if speaking at a Public Hearing. Please print legibly.**

**Work Session or Public Hearing Item: No duplexes

**First Name: Douglas

**Last Name: Muendh

Company (if applicable): _____

**Residential or Company Address: 30950 SW Fir Ave.

**City: Wilsonville, **State: OR **Zip: 97070

Mailing Address (if different for the above) _____

Telephone (optional): _____

Email (optional): If you prefer future announcements regarding this item to be e-mailed to you, list your E-mail Address:

ATTACHMENT A

PLANNING COMMISSION PUBLIC TESTIMONY

1617-004 RECORD

REQUIRED if speaking at a Public Hearing. Please print legibly.

Commission or Public Hearing Item: OLD TOWN SINGLE FAMILY DESIGN STANDARD

Name: Monica

Name: Keenan

(if applicable):

Home or Company Address: 9460 SW 4th St.

Wilsonville **State: OR **Zip: 97070

Address (if different for the above)

(optional):

(optional): If you prefer future announcements regarding this item to be e-mailed to you, list your e-mail address:

mckeeenan@gmail.com

ATTACHMENT A
LP17-0004 RECORD

DLCD FORM 1

**NOTICE OF A PROPOSED CHANGE
TO A COMPREHENSIVE PLAN OR
LAND USE REGULATION**

FOR DLCD USE

File No.:

Received:

Local governments are required to send notice of a proposed change to a comprehensive plan or land use regulation **at least 35 days before the first evidentiary hearing.** (See [OAR 660-018-0020](#) for a post-acknowledgment plan amendment and [OAR 660-025-0080](#) for a periodic review task). The rules require that the notice include a completed copy of this form.

Jurisdiction: **City of Wilsonville**

Local file no.: **LP17-0004**

Please check the type of change that best describes the proposal:

- Urban growth boundary (UGB) amendment** including more than 50 acres, by a city with a population greater than 2,500 within the UGB
- UGB amendment** over 100 acres by a metropolitan service district
- Urban reserve designation**, or amendment including over 50 acres, by a city with a population greater than 2,500 within the UGB
- Periodic review task** – Task no.:
- Any other change** to a comp plan or land use regulation (*e.g.*, a post-acknowledgement plan amendment)

Local contact person (name and title): Daniel Pauly, Senior Planner

Phone: 503.570.1536 E-mail: pauly@ci.wilsonville.or.us

Street address: 29799 SW Town Center Loop E City: Wilsonville Zip: 97070-

Briefly summarize the proposal in plain language. Please identify all chapters of the plan or code proposed for amendment (maximum 500 characters):

Amends Section 4.138 Wilsonville Code to enable ministerial review of single-family homes and accessory buildings and remodels in the Old Town Overlay Zone using clear and objective standards established in a design guideline book. Adopts design guideline book. Also establishes specific requirements for ADU's in the Old Town Overlay Zone

Date of first evidentiary hearing: 10/11/2017

Date of final hearing: 11/06/2017

This is a revision to a previously submitted notice. Date of previous submittal:

Check all that apply:

- Comprehensive Plan text amendment(s)
- Comprehensive Plan map amendment(s) – Change from _____ to _____
Change from _____ to _____
- New or amended land use regulation
- Zoning map amendment(s) – Change from _____ to _____
Change from _____ to _____
- An exception to a statewide planning goal is proposed – goal(s) subject to exception:

Acres affected by map amendment:

Location of property, if applicable (site address and T, R, Sec., TL): Residential property in Old Town Neighborhood

List affected state or federal agencies, local governments and special districts:

ATTACHMENT A
LP17-0004 RECORD

ATTACHMENT A
LP17-0004 RECORD

NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCDC's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark if mailed, or, if submitted by means other than US Postal Service, on the day DLCDC receives the proposal in its Salem office. **DLCDC will not confirm receipt of a Notice of a Proposed Change unless requested.**

2. A Notice of a Proposed Change must be submitted by a local government (city, county, or metropolitan service district). DLCDC will not accept a Notice of a Proposed Change submitted by an individual or private firm or organization.

3. **Hard-copy submittal:** When submitting a Notice of a Proposed Change on paper, via the US Postal Service or hand-delivery, print a completed copy of this Form 1 on light green paper if available. Submit **one copy** of the proposed change, including this form and other required materials to:

Attention: Plan Amendment Specialist
Dept. of Land Conservation and Development
635 Capitol Street NE, Suite 150
Salem, OR 97301-2540

This form is available here:

<http://www.oregon.gov/LCD/forms.shtml>

4. **Electronic submittals** of up to 20MB may be sent via e-mail. Address e-mails to plan.amendments@state.or.us with the subject line "Notice of Proposed Amendment."

Submittals may also be uploaded to DLCDC's FTP site at http://www.oregon.gov/LCD/Pages/papa_submittal.aspx.

E-mails with attachments that exceed 20MB will not be received, and therefore FTP must be used for these electronic submittals. **The FTP site must be used for all .zip files** regardless of size. The maximum file size for uploading via FTP is 150MB.

Include this Form 1 as the first pages of a combined file or as a separate file.

5. **File format:** When submitting a Notice of a Proposed Change via e-mail or FTP, or on a digital disc, attach all materials in one of the following formats: Adobe .pdf (preferred); Microsoft Office (for example, Word .doc or docx or Excel .xls or xlsx); or ESRI .mxd, .gdb, or .mpk. For other file formats, please contact the plan amendment specialist at 503-934-0017 or plan.amendments@state.or.us.

6. **Text:** Submittal of a Notice of a Proposed Change for a comprehensive plan or land use regulation text amendment must include the text of the amendment and any other information necessary to advise DLCDC of the effect of the proposal. "Text" means the specific language proposed to be amended, added to, or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. The notice may be deemed incomplete without this documentation.

7. **Staff report:** Attach any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained.

8. **Local hearing notice:** Attach the notice or a draft of the notice required under ORS 197.763 regarding a quasi-judicial land use hearing, if applicable.

9. **Maps:** Submittal of a proposed map amendment must include a map of the affected area showing existing and proposed plan and zone designations. A paper map must be legible if printed on 8½" x 11" paper. Include text regarding background, justification for the change, and the application if there was one accepted by the local government. A map by itself is not a complete notice.

10. **Goal exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.

¹ 660-018-0022 provides:

(1) When a local government determines that no goals, commission rules, or land use statutes apply to a particular proposed change, the notice of a proposed change is not required [a notice of adoption is still required, however]; and

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review such that the local government cannot submit the proposed change consistent with the 35-day deadline, the local government may submit the proposed change to the department as soon as practicable. The submittal must include a description of the emergency circumstances.

ATTACHMENT A
LP17-0004 RECORD

If you have any questions or would like assistance, please contact your DLCD regional representative or the DLCD Salem office at 503-934-0017 or e-mail plan.amendments@state.or.us.

Notice checklist. Include all that apply:

- Completed Form 1
- The text of the amendment (e.g., plan or code text changes, exception findings, justification for change)
- Any staff report on the proposed change or information that describes when the staff report will be available and how a copy may be obtained
- A map of the affected area showing existing and proposed plan and zone designations
- A copy of the notice or a draft of the notice regarding a quasi-judicial land use hearing, if applicable
- Any other information necessary to advise DLCD of the effect of the proposal



**CITY COUNCIL MEETING
 STAFF REPORT**

Meeting Date: October 2, 2017		Subject: Old Town Single-family Design Standards Work Session	
		Staff Member: Daniel Pauly, Senior Planner Department: Community Development, Planning	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: The Council’s feedback and discussion will add to the feedback received from the Planning Commission and interested parties from Old Town to inform the continued refinement of the design guidelines and code changes.	
Staff Recommendation: Staff recommends the Council provide the requested feedback to inform the project.			
Recommended Language for Motion: NA			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) City Council Acceptance of Old Town Neighborhood Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

In accepting the Old Town Neighborhood Plan in 2011 the City Council, among other items, directed staff to review and incorporate the architectural pattern book developed by residents into the City’s Development Code, and create process efficiencies for single-family development in Old Town. Staff from the State Department of Land Conservation and Development (DLCD) flagged this issue as part of acknowledgement of the City’s Housing Needs Analysis in 2014

Page 204 of 382
ATTACHMENT A
LP17-0004 RECORD

requiring the city to establish clear and objective standards governing the review of new homes in Old Town. The adopted Resolution also gave direction on addressing Accessory Dwelling Units (ADU). Draft Code language has been prepared in response to this direction.

The currently adopted Old Town Overlay Zone language requires discretionary review of new single-family homes and substantial remodels by the Development Review Board. The project consultant team of The Urban Collaborative and Town Green has taken the feedback received to date through two Planning Commission worksessions as well as stakeholder interviews and developed draft design guidelines. The Council is requested to provide feedback on the draft design guidelines as well as the code language planning staff is developing to allow ministerial staff review of new single-family homes (including duplexes), and accessory buildings. The design guidelines and code language are scheduled for a public hearing before the Planning Commission on October 11th and a public hearing before the Council on November 6th.

EXECUTIVE SUMMARY:

The project aims to develop clear and objective architectural standards for use by staff in ministerial review of new single-family homes (including duplexes), single-family additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use in the Old Town Overlay Zone consistent with the vision established in the Old Town Overlay Zone and Neighborhood Plan. The architectural standards will ensure development authentically reflects the current character of the neighborhood, which includes simply designed homes on predominantly 50 foot wide lots. The architectural standards must be easily understood by staff, residents, builders, and designers without formal architectural training. The architectural standards developed by the consultants will be a stand-alone document, building upon the significant work created by the neighborhood, referenced by the revised Development Code. At the work session, staff will first ask for the Council's feedback on the draft design guidelines as well as related Development Code changes.

EXPECTED RESULTS:

Guidance for consultants and staff as they move forward with the project.

TIMELINE:

The design standards and code changes are scheduled for a Planning Commission public hearing on October 11th and a City Council public hearing on November 6th.

CURRENT YEAR BUDGET IMPACTS:

The project is funded through available Planning Division professional services budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

Much public involvement previously occurred in the development of the Old Town Neighborhood Plan. For the current project to implement components of the plan, staff and

Page 205 of 382
ATTACHMENT A
LP17-0004 RECORD

consultants have met with a number of key community members on the project. Numerous residents from the neighborhood attended the Planning Commission work sessions in August and September and provided input. Post cards advertising the August and September Planning Commission work sessions and the October and November public hearings encouraging attendance were mailed to all property owners south of Bailey Street between the railroad and I-5.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The adoption of design standards and creating process efficiencies will enable implementation of the desired design of the Old Town Neighborhood over time while providing clear expectations to residents, land owners, developers, and the community.

ALTERNATIVES:

A number of alternatives exist for the approach to the design standards. The consultants will provide their recommendations and reasoning.

CITY MANAGER COMMENT: NA

ATTACHMENTS:

- A: Draft Wilsonville Old Town Single-family Design Standards
- B: Draft Old Town Overlay Zone code language update

WILSONVILLE OLD TOWN SINGLE-FAMILY DESIGN STANDARDS

DRAFT

20 September 2017



TABLE OF CONTENTS

1. Introduction and History of Old Town Neighborhood	1
2. Purpose and Overview	2
3. Old Town Historic Residential Types	3
4. Using Design Standards	4
5. Introduction to Styles	5
6. Style Guidelines	
a. Western Farmhouse	6
b. Craftsman	10
c. New Ranch	14
6. Accessory Dwelling Units	18
7. Garages	19
8. Renovation Guidelines	20
9. Edges and Setbacks	22
10. Lot coverage	24
11. Glossary of Terms	25

INTRODUCTION AND HISTORY



Boone's Ferry on the Willamette River, OSU Special Collections: Gifford Photographic Collection

The city of Wilsonville, Oregon was first developed in the mid-19th century around the Boone's Ferry landing on the Willamette River. The landing served as the starting point for a new community to spring up, initially consisting of stores, hotels, shops, offices, and banks-- many of which were later converted into residences. The neighborhoods that first formed from this social and economic landmark are reflective of the city's historic culture and character. The modern-day result of the preservation of this historic style is a traditional neighborhood in which collections of interesting and diverse houses and sequences of small shops join together to create beautiful streets and public spaces that preserve a rural feel while in an urban setting.



Wilsonville Railroad Bridge Under Construction - circa 1907, Old Oregon Historic Photos

The area as a whole shares a visual richness and celebrates historic character. The historical residences in this area were constructed primarily between the 1850's and the 1930's, creating a beautiful snapshot of the era when the area was first developed. As new homes and businesses are constructed in the neighborhood, it is important to preserve Old Town's visual historical identity.

The following design standards reflect the cultural characteristics of the Boone's Ferry neighborhood as it has developed over the past 160 years while integrating the current community's goals for the future. It provides a clear and straightforward set of architectural and planning guidelines to preserve historical integrity as new homes are constructed and existing homes are renovated.



George Law Curry House, Front View - 1934, Old Oregon Historic Photos





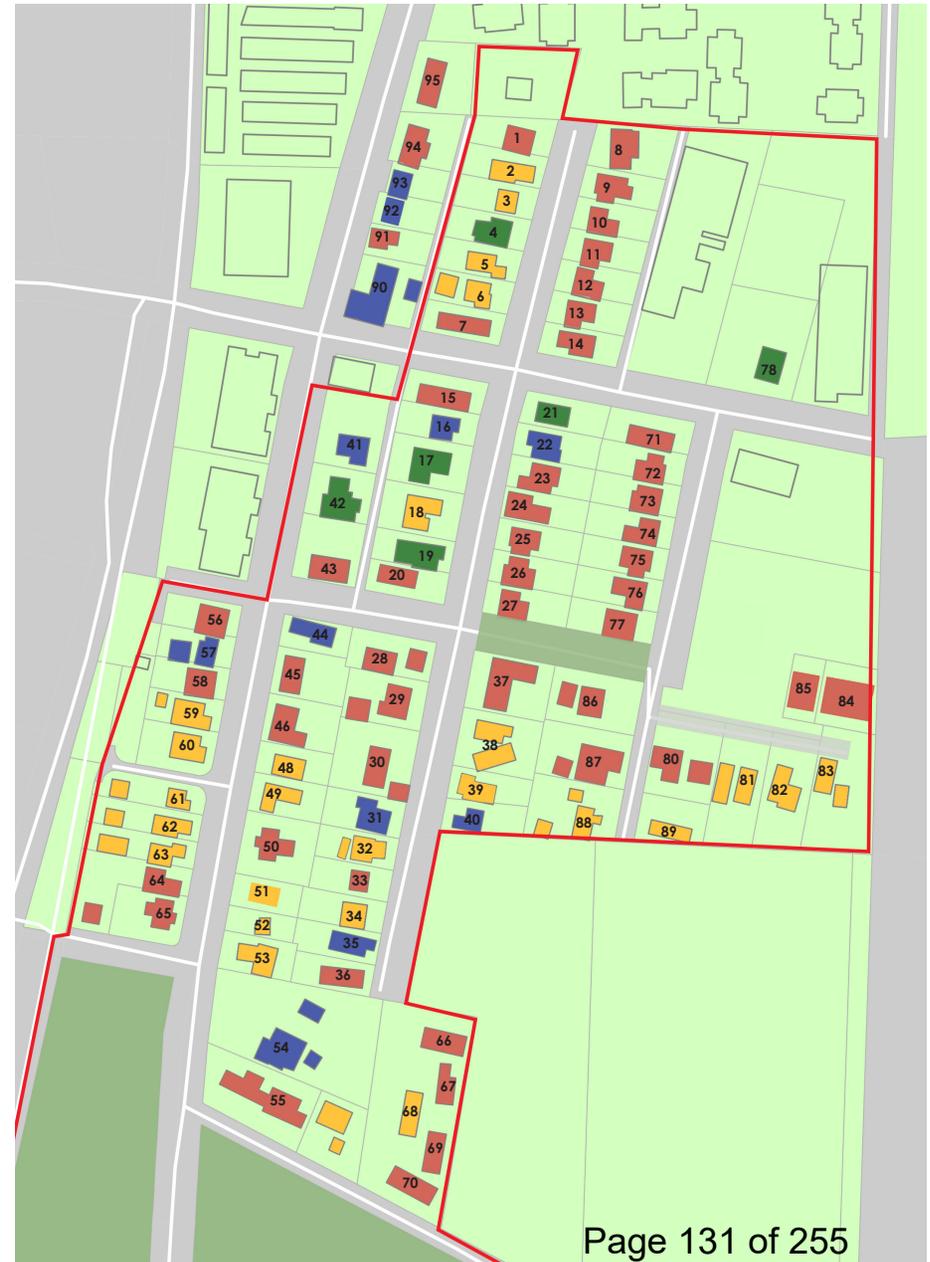
PURPOSE AND OVERVIEW

These Single-Family Design Standards are designed with the intention of preserving the unique character of Wilsonville's Old Town neighborhood, and uniting future development projects with a shared vision of preserving local traditions. Historic architecture offers important lessons about making buildings work at both the street and pedestrian scale. The Design Standards apply to the homes within the red boundary on the neighborhood map to the right. This map shows the style of homes within Old Town and the current mix of new and historical homes.

Old Town Wilsonville maintains a unique character reflective of a period before the rest of Wilsonville existed. However, as the City of Wilsonville grows, the neighborhood has been experiencing development pressures. In order to maintain the desired scale and massing for residential buildings within Old Town, the design standards present clear guidelines for new build, renovations, or additions to existing buildings in the neighborhood.

The Old Town Overlay Zone, within the Wilsonville Zoning Code, refers directly to these design standards and the two documents should be referred to in conjunction when planning any new homes or when renovating homes in Old Town.

This document provides simple, clear, and objective standards that illustrate the patterns and elements of architectural styles in Old Town Wilsonville. The guidelines provide the City of Wilsonville and the community with tools to minimize problems regarding future development and redevelopment projects that are inconsistent with the context of Old Town. By protecting the spirit and sense of place in Old Town, the look, feel, and culture unique to the neighborhood is also preserved.



- Western Farmhouse
- Craftsmen
- Ranch
- Modern Mix and Other
- Residential Scope Border
- City Parks
- Roads
- Tax Lots

OLD TOWN HISTORICAL RESIDENTIAL TYPES



Existing Farmhouse Styles



The residential housing types currently present in the Boones Ferry district of Old Town Wilsonville include Farmhouses, Craftsman Style homes, and Ranch Style homes among other more modern homes. To preserve the historic character of the neighborhood, this document will focus on these three historic styles: Farmhouse, Craftsman, and Ranch, which together compose about 80% of the homes in old Town.

The Farmhouse style in Wilsonville dates back to when the neighborhood was first developed in the 19th century. This style is prevalent through the Willamette Valley and consists primarily of a simple building form with added features and forms to add character to the home. Farmhouse homes have porches and pitched roofs, and have a traditional and historic visual style such as vertical or horizontal wood siding, vertically aligned windows, and a large front porch.



Existing Craftsman Styles



The Craftsman style first appeared along the American west coast at the turn of the 20th century, featuring arts-and-crafts style elements that were popular at the time. This style uses detailed features, gabled porches, dormers, and structurally expressive elements to maintain a classic appearance with a contemporary charm.

The State Historic Preservation Office recognizes structures that are 50 years or older as historically consistent with the criteria for listing on the National Register of Historic Places. For this reason, the Ranch style home was added to the historic residential types. This addition reflects the evolving nature of Old Town.



Existing Ranch Styles



The Ranch style first appeared in the 1940's, and was popular into the 1960's. The style features a linear or shallow L-shaped form, with large front-facing windows and a pitched or hipped roof. Exterior ornamentation is limited, making these homes a versatile addition to this historic neighborhood.





USING DESIGN STANDARDS

STEP 1: Identify Appropriate Architectural Project Type

- 1.1 Is it single family or duplex?
- 1.2 Is there an Accessory Dwelling Unit?
- 1.3 Is it new build or renovation?
- 1.4 Is a garage or carport planned?

STEP 2: Choose an Architectural Style

- 2.1 Under which of the three architectural styles does your project fit?
 - i. How does the style define roofs, windows, porches, doors, etc?
 - ii. How many stories does it have?
- 2.2 Does your building height fit into the immediate context?
 - i. Immediate context is defined as the homes on the same block face as the project as well as the homes along the facing street.
 - a. If immediate context is 1 story, stay within 1.5
 - b. If immediate context is mixed, stay within 2
- 2.3 What shape, form, and massing will the building have?

STEP 3: Identify Site and Lot Requirements

- 3.1 Are there appropriate landscaping needs to fit with immediate context?
- 3.2 How will the development meet setback standards and address edges?
- 3.3 Does your plan meet the Old Town Overlay Zoning code in areas not covered by these Design Standards?

Page 212 of 382
ATTACHMENT A
LP17-0004 RECORD
INTRODUCTION TO STYLES

Three distinct historical building typologies reoccur throughout the Boone's Ferry Old Town neighborhood and can be used to guide future residential construction as well as additions and renovations.

While there are modern architectural styles in Old Town, these building types represent the scale, massing, and historical precedent desired by the community.

Western Farmhouse

This style is typically one and a half or two stories, featuring an entry porch and pitched or hipped roofs.



Craftsman

Typically one and a half or two stories, this style features an integrated porch with shallow-pitched roofs and dormers. This historic style is often richly detailed with structurally expressive elements.



New Ranch

This style is often a long rectangular shape or "L" plan. It is typically one story with an attached garage, adorned with a large street-facing picture window.

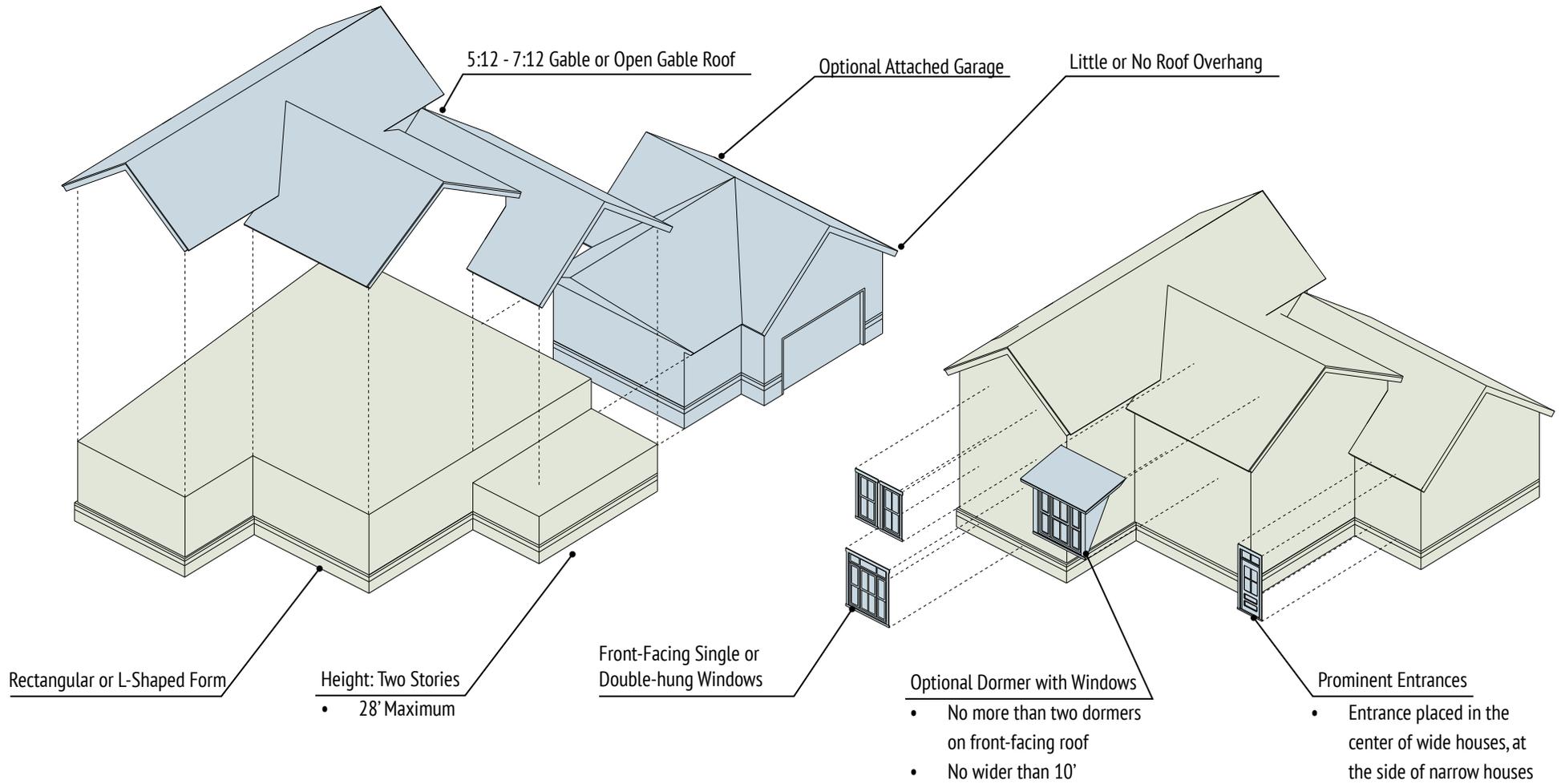




WESTERN FARMHOUSE STYLE

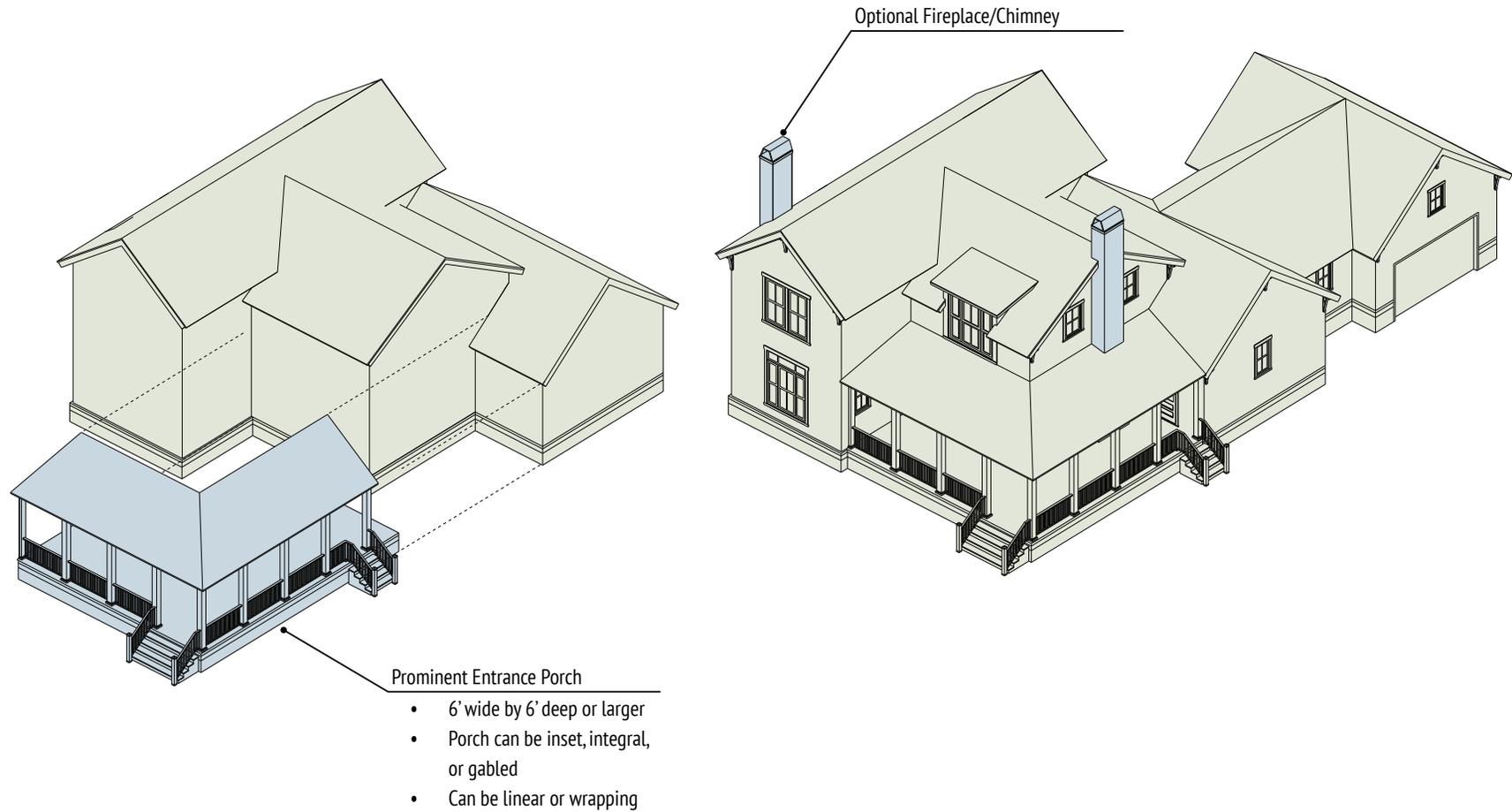
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

OTHER ELEMENTS





ATTACHMENT A LP17-0004 RECORD

WESTERN FARMHOUSE DUPLEX

Duplexes shall appear indistinguishable from single family houses except for the two entries.

If new, the Duplex shall reflect one of the three styles described and meet all other applicable design standards.



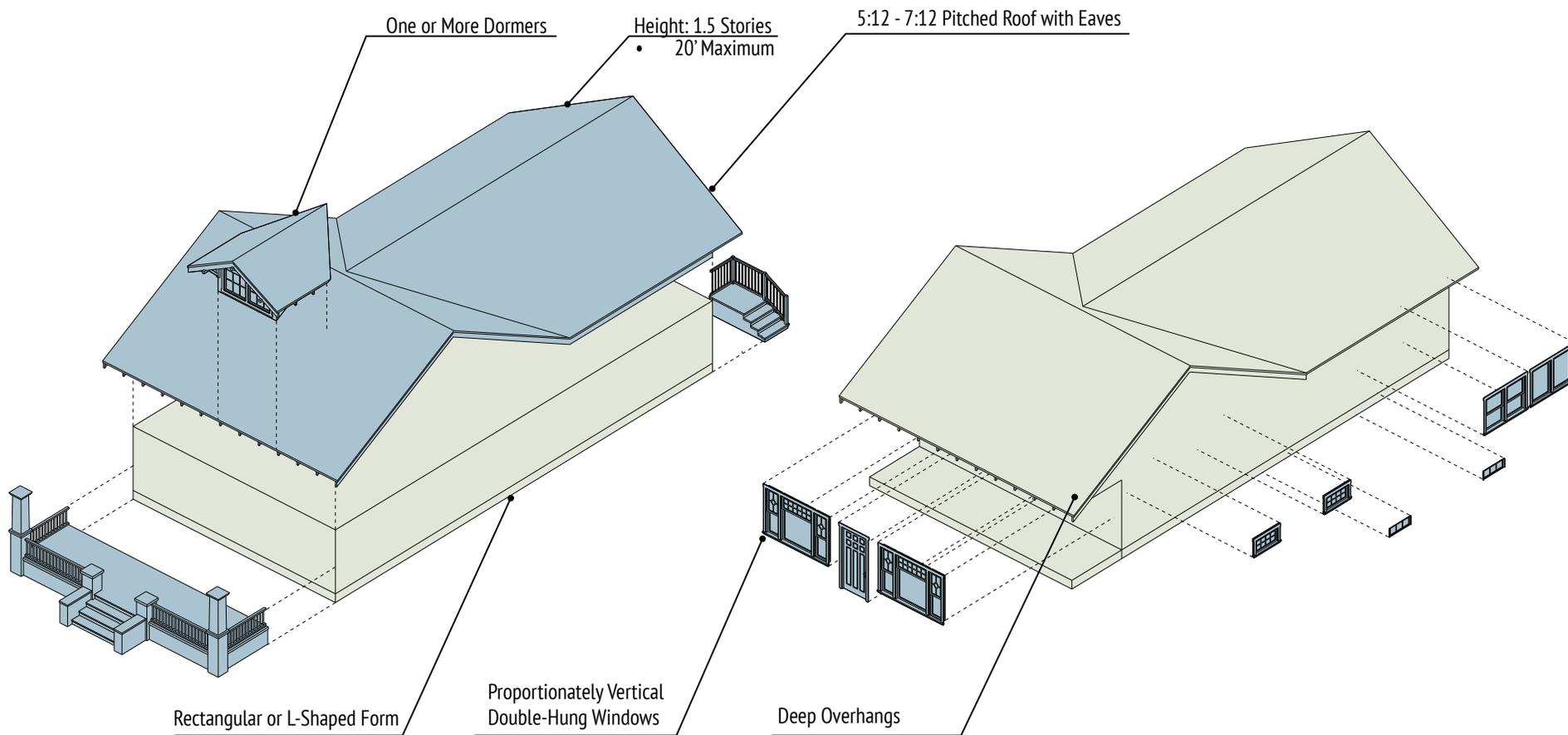
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CRAFTSMAN STYLE

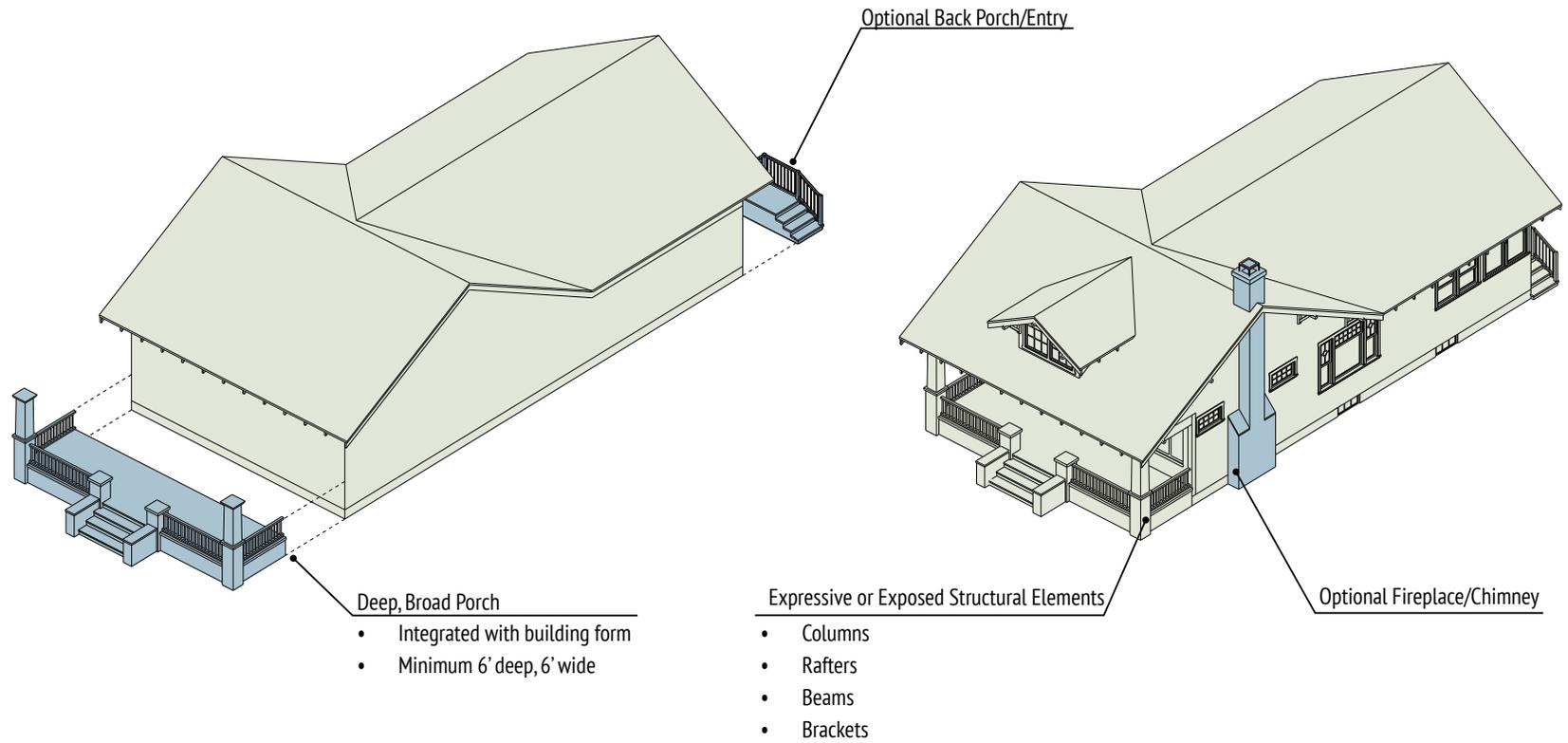
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

OTHER ELEMENTS





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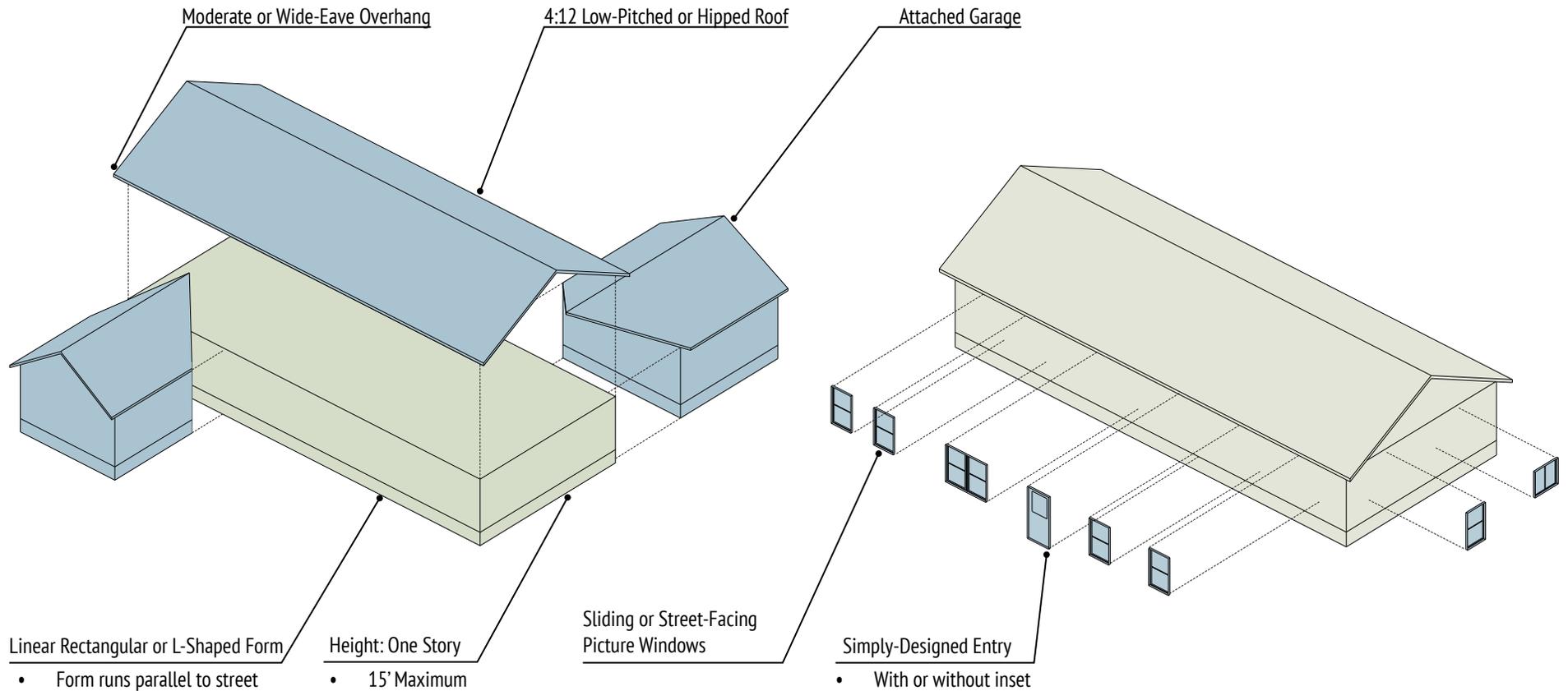




NEW RANCH STYLE

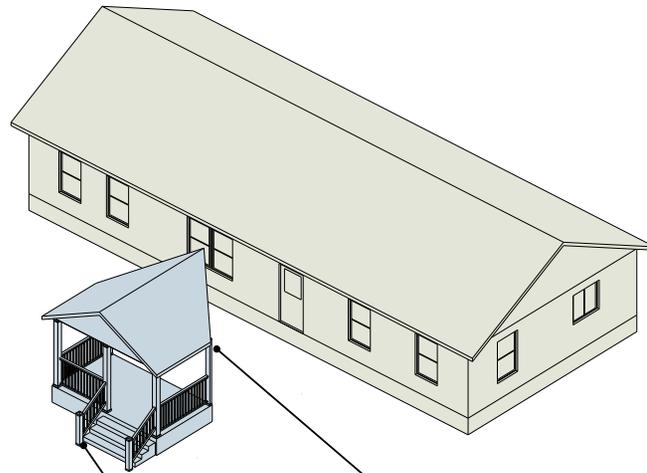
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

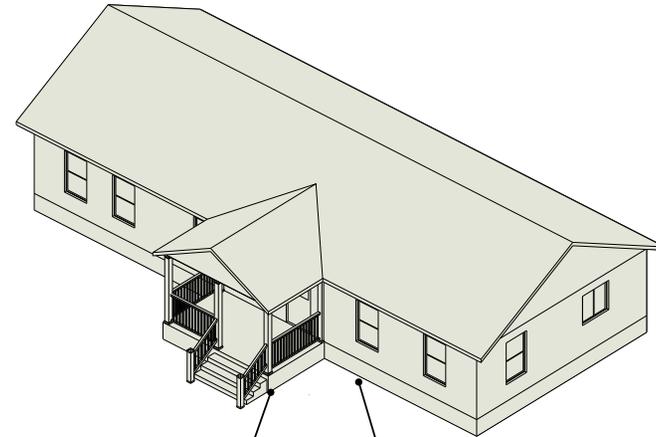
OTHER ELEMENTS



Porch or Portico

- Minimum 6' wide
- Minimum 6' deep

Gable or Shed Roof



Simple Features with Minimal Ornamentation

Asymmetrical Facade Elements





NEW RANCH DUPLEX

Duplexes shall appear indistinguishable from single family houses except for the two entries.

If new, the Duplex shall reflect one of the three styles described and meet all other applicable design standards.



To be completed in next Draft





ACCESSORY DWELLING UNIT GUIDELINES



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© Candace Kramer, Portland, Oregon



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DESIGN

Design guidelines are applicable to any and all exterior building elements visible from the public right-of-way or public parcel, in any direction, regardless of existing or proposed landscaped or natural visual barriers between the public view shed and exterior building elements. The ADU must be designed using the same exterior design and architecture (i.e. siding, windows, doors, and roofing materials) as the primary residence on the lot.

SIZE

An ADU on the same lot as a primary residence can be attached or detached, as long as total massing requirements are met. It shall be no greater than one story and no larger than 600 square feet, with no more than two bedrooms.

REQUIREMENTS

Each ADU needs complete, independent, and permanent facilities for living, sleeping, eating, cooking, bathing, and sanitation purposes, and will have its own separate and secure entrance.

The ADU must have at least one off-street parking space, and must be accessible by street or driveway to fire and emergency vehicles, and for trash pick-up.

ADUs are subject to all zone standards for setbacks, height, and lot coverage, unless those requirements are specifically waived through a Planned Development waiver or variance approval processes.

GARAGES AND CARPORTS

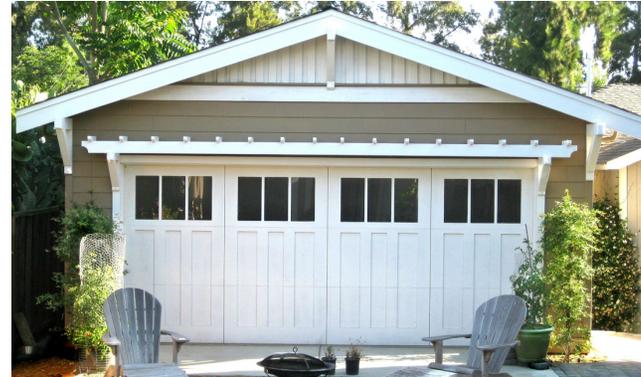
Garages in Old Town can be detached or attached. Garage design must be visually consistent with the architectural type of the primary residence. Design standards apply to any building elements visible from any public right-of-way or public parcel, in any direction, and regardless of any existing or proposed landscaped or natural visual barriers or obstructions between the public view shed.

SETBACKS

Minimum front setback for any and all garages and/or secondary dwellings, measured from their exterior front wall to the front of the primary dwelling shall be no less than 15 feet.

Where access is taken from an alley, garages or carports may be located no less than five feet from the property line adjoining the alley.

Garages and carports are subject to all other standards for setbacks, height, and lot coverage, unless those requirements are specifically waived through a Planned Development waiver or variance approval processes.



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Page 143 of 255

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RENOVATION GUIDELINES

See renovation standards in the Old Town Overlay Zone

Variations will be shown pending approval of styles





ATTACHMENT A LP17-0004 RECORD

EDGES AND SETBACKS: PRIMARY RESIDENCES

FRONT SETBACKS

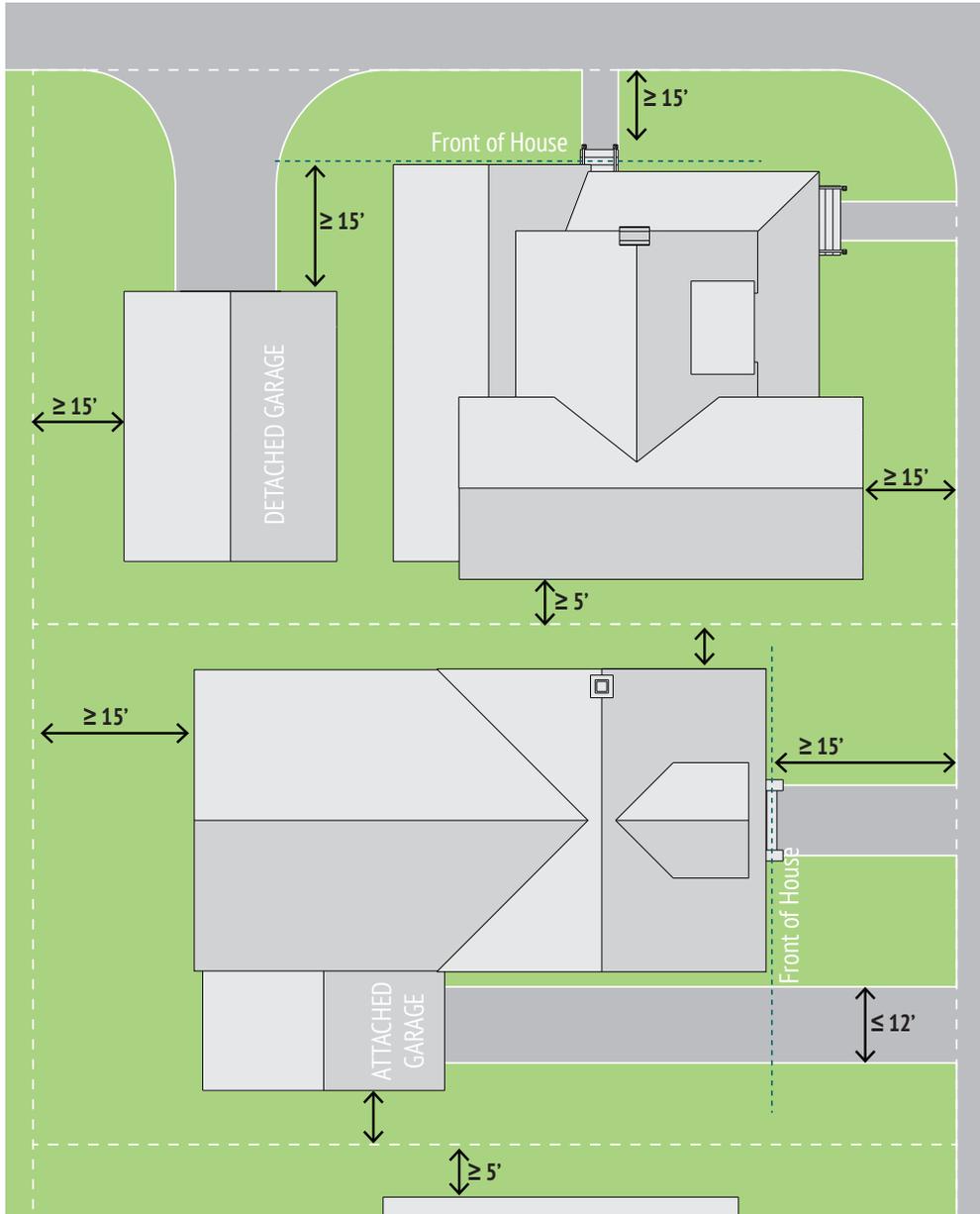
- Street-facing: Minimum 15' from street edge to front or side of the house
- Garage: Minimum 15' from the front of the house to the front facing wall of the garage

SIDE AND REAR SETBACKS

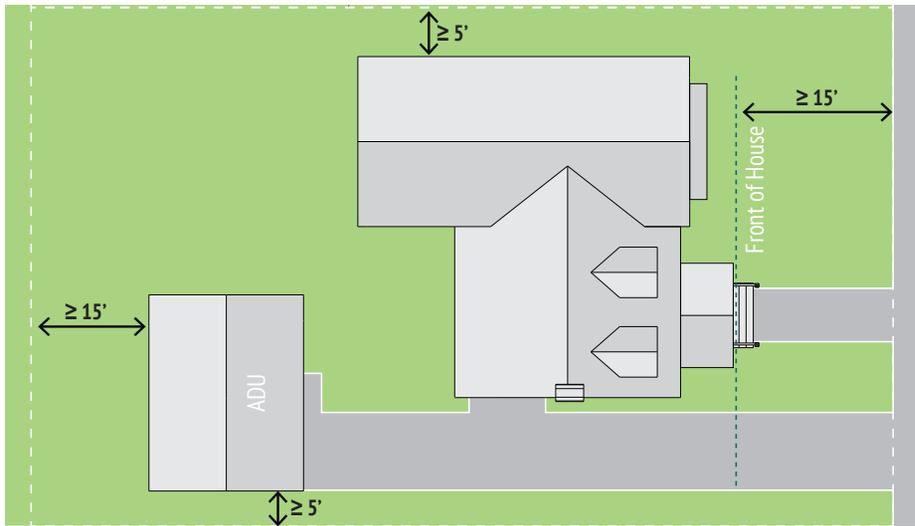
- Minimum side yard: 5'
- Minimum rear yard: 15'

DRIVEWAYS

Maximum driveway width at the front property line extending to the minimum required primary building setback dimension, shall be no greater than 12 feet.

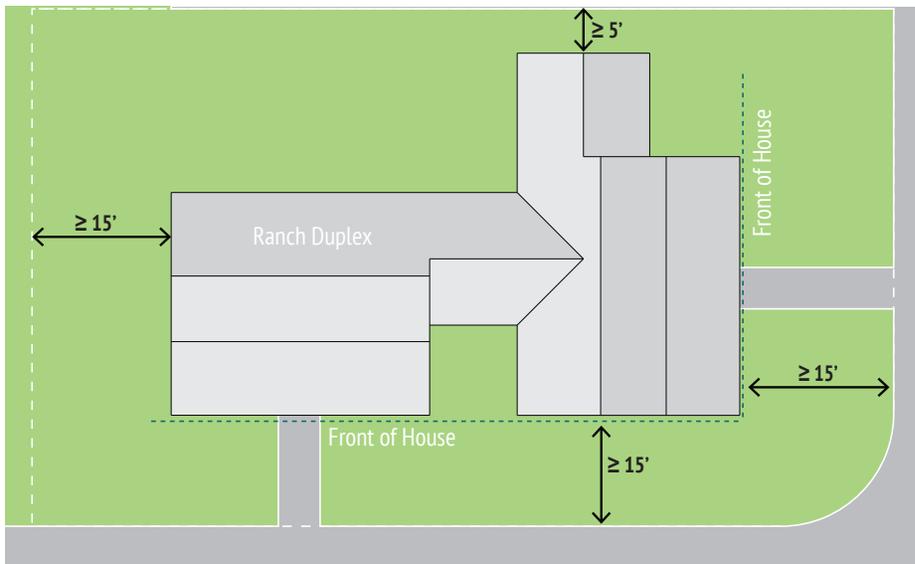


EDGES AND SETBACKS: ADUs AND DUPLEXES



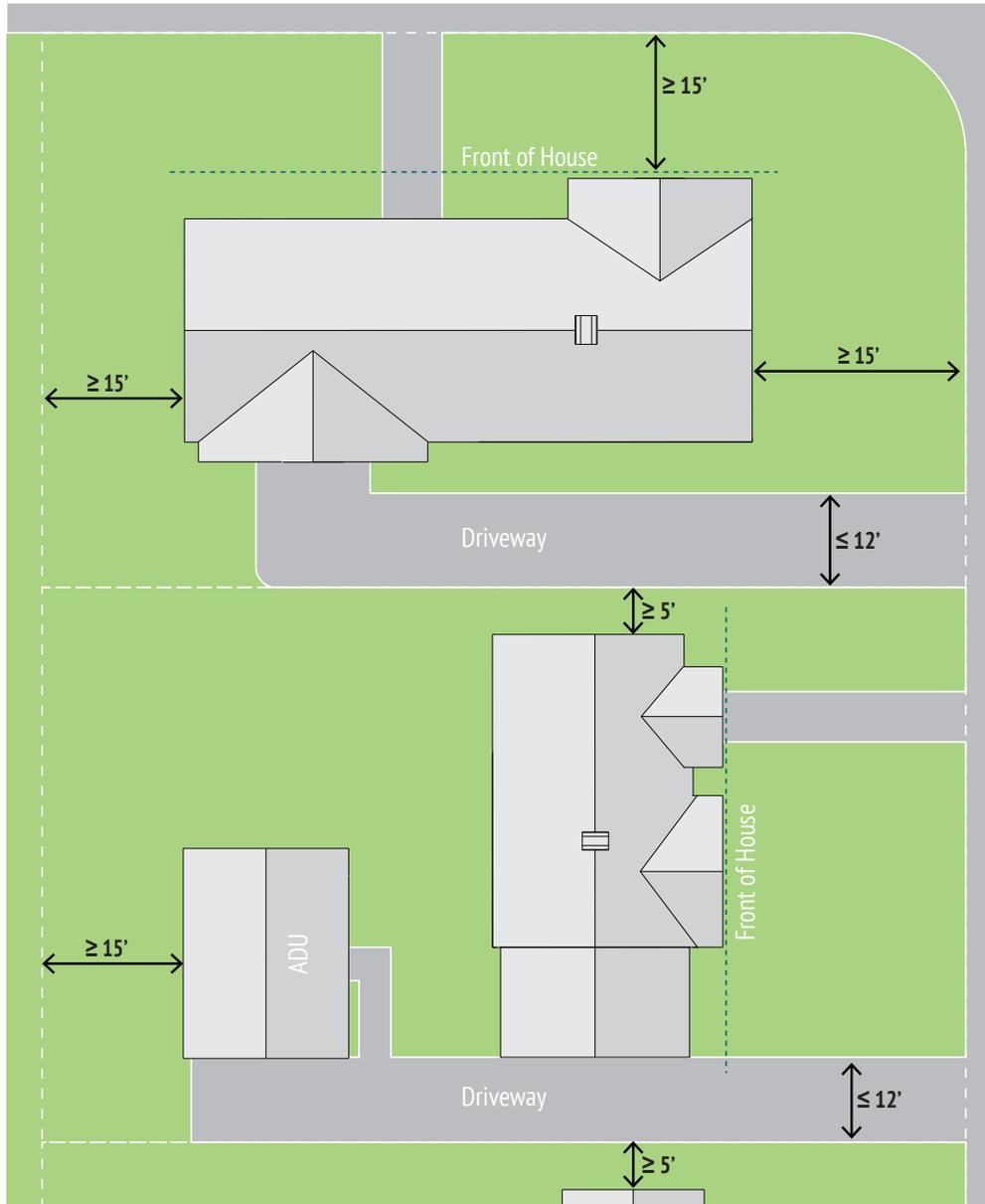
ADUs and Duplexes should follow the same front, rear, and side yard setbacks as primary dwellings.

ADUs can be attached or detached from the primary dwelling.





LOT COVERAGE



LOT SIZE

The residential area of Old Town was originally platted with of 50'x100' (5,000 square feet) or 50'x120' (6,000 square feet) single-family lot sizes. The development pattern of this neighborhood has honored the original sizes, and maintains the historic context of the community. Lot sizes shall be maintained at a recommended 5,000 square foot minimum to 6,500 square foot maximum.

Minimum lot size: 5,000sf

Minimum lot width: 50'

Minimum lot depth 100'

LOT COVERAGE

The ratio of building to lot area is a part of the old town historic character. The existing community is developed to have smaller homes on larger lots. The lot coverage ratio maintains the existing balance and openness of the neighborhood.

All built structures are not to exceed 35% lot coverage.

BUILDING HEIGHT

Building height is measured from the foundation to the tallest joint of any part of the roof. It does not include chimney height.

New Ranch (1 story): 15'

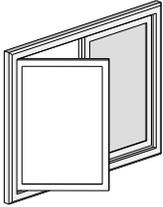
Craftsman (1.5 stories): 20'

Farmhouse (2 stories): 28'

GLOSSARY OF TERMS

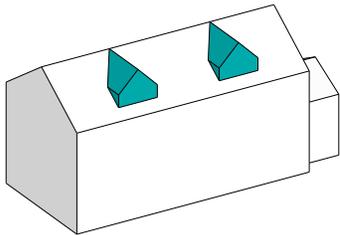
CASEMENT WINDOWS

A window that is attached to its frame by one or more hinges at the side and opens outward.



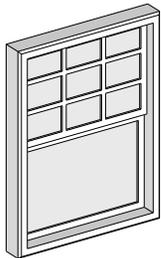
DORMER

A roofed structure, often containing a window, that projects vertically beyond the plane of a pitched roof. Dormers can have gable, hip, or flat roofs.



DOUBLE-HUNG WINDOW

Vertically moving windows with two panels where both the top and bottom panels move.

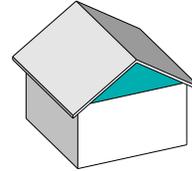


“FRONT OF THE HOUSE”

The first built element of the primary dwelling: wall, porch, etc.

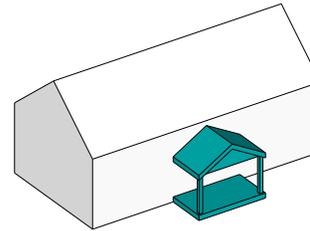
GABLE

Generally triangular portion of a wall between the edges of intersecting roof pitches



GABLE PORCH

Porch with a front facing gable

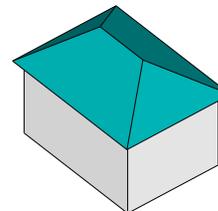


GABLE ROOF

Two roof sections sloping in opposite directions and placed such that the highest, horizontal edges meet

HIP ROOF

A roof where all sides slope downwards to the walls, usually with a fairly gentle slope. A hipped roof house has no gables or other vertical sides to the roof



Section 4.138. Old Town (O) Overlay Zone.

(.01) Purpose. The purpose of this overlay zone is to establish the design standards that will be applied to developments within the Old Town neighborhood, mapped as the Boones Ferry District in the City's West Side Master Plan. The following purpose statement is not intended as a set of additional permit criteria. Rather, it is a description of the desired outcome as development occurs incrementally, over time. This overlay district is intended to create a modern interpretation of a traditional old town Main Street and mixed use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community.

- A. The standards of the "O" overlay zone are intended to assure that, through the appropriate use of architectural details, windows, building orientation, facades, and construction materials, new structures, and major alterations of existing structures, create a pleasing and pedestrian-friendly environment.
- B. It is the desire of the City to have [commercial, industrial, multi-family, and mixed use](#) buildings in the "O" overlay zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930 [and for single-family homes to be consistent with and enhance the historic small town residential character of the neighborhood](#). The following design standards are intended to further define those characteristics that will convey the desired architecture.
- C. These standards are intended to encourage quality design, to enhance public safety, and to provide a comfortable and attractive street environment by providing features and amenities of value to pedestrians. Quality design will result in an arrangement of buildings that are in visual harmony with one-another, leading to a neighborhood that is vital, interesting, attractive, and safe. These qualities contribute to the health and vitality of the overall community.
- D. These standards shall be used by the City's Planning ~~Department~~ [Division](#) and Development Review Board in reviewing development applications within the Old Town neighborhood.

(.02) The "O" Overlay zone shall be applied in conjunction with the underlying base zones in the Old Town neighborhood.

(.03) Review Process in the "O" Overlay zone.

- A. The following shall require ~~site~~ [Site design](#) ~~Design review~~ [Review before the Development Review Board](#) for conformance with these standards [in Subsection \(.05\) as well the Site Design Review standards \(Sections 4.421\) and other applicable standards:](#)
 - 1. New [commercial, industrial, public facility, multi-family residential, and mixed use](#) building construction and the substantial redevelopment of

Page 234 of 382
ATTACHMENT A
LP17-0004 RECORD

existing buildings, ~~including the construction of new single family dwellings;~~
and

2. ~~Any e~~Exterior remodeling of commercial, industrial, public facility, multi-family residential, or mixed use building that requires a building permit, when that remodeling is visible from a public street (other than an alley) and changes the existing design of the building.

- B. ~~Except, however, that exterior remodeling of residential units other than those facing Boones Ferry Road shall be reviewed through the Class I Administrative Review procedures of Sections 4.009 through 4.012. This review will be applied only to the portions of buildings that are visible from public streets (not including alleys) and is intended to assure that the design of the portion of the building being remodeled will either match the standards of the Old Town Overlay Zone or be consistent with the existing design of the structure.~~The following (except as noted in 1.a. below) shall be reviewed through the Class I administrative review process for conformance with the Development Standards of Subsection (.04) concurrently with building plan review:

1. New single-family homes (including duplexes), single-family home additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use.

- a. ~~An applicant may elect to go through the Site Design Review process identified in A. above for approval if the project is not in conformance with the Old Town Single-family Design Guidelines but otherwise can be found to conform with the standards of the "O" Overlay Zone.~~

- C. ~~Those proposing to build or remodel the exterior of any building in the area are encouraged to contact the City about the availability of funds for historic façade treatment.~~

~~(.0304)~~ Single-Family Development standards Standards (including accessory buildings and duplexes).

- A. The standards of this subsection shall take precedence over setback, lot coverage, height, and accessory dwelling unit standards otherwise established in the Development Code. All other standards of the base zone and/or approved planned developments shall apply. For PDR Zones, the setback and lot coverage standards are subject to the waiver provisions of Section 4.118.

- B. Development shall comply (except as noted in 1. and 2. below) with the standards of the Old Town Single-Family Design Standards Book including but not limited to architectural design, height, setbacks, and lot coverage.

1. An applicant for a remodel of and/or addition to structures existing prior to December 1, 2017 may elect to match the existing design of the structure rather than comply with the Old Town Single-Family Design Standards Book if all of the following are met:

Page 235 of 382
ATTACHMENT A
LP17-0004 RECORD

- a. The height of the structure remains the same and any additions do not exceed the height of the existing structure;
- b. The roof pitch on the existing portion of the structure remains the same and is matched for additions involving facades facing a street or public open space;
- c. All exterior materials are substantially similar in style and texture to the existing materials on the structure;
- d. For facades of the structure facing a street or public open space (does not include alleys) all architectural elements, such as windows, doors, porches, dormers, details, etc. are kept the same, or in the case of extending out a wall during an addition, reproduced; and
- e. Setbacks and lot coverage requirements of the underlying zone are met.

2. Accessory structures less than 120 square feet and 10 feet in height are not subject to the Old Town Single-Family Design Standards but rather the standards of the underlying zone.

C. -The following standards shall apply to ADU's within the "O" Overlay Zone.

1. Size: ADU's shall be limited to 600 square feet of living space.
2. Design: ADU's shall be detached from the primary dwelling, be single-story, and be of substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property.
3. Parking: Each ADU shall have one dedicated standard sized parking space on the same lot.
 - a. ~~A. Lot area, width, depth As specified in the underlying base zone. Single family and two family dwelling units, other than those on lots fronting Boones Ferry Road, shall be subject to the following minimum setbacks:~~
 1. ~~Front and rear yard: 15 feet;~~
 2. ~~Street side of corner lots: 10 feet;~~
 3. ~~Other side yards: 5 feet.~~

(.05). Development Standards for Commercial, Industrial, Public Facility, Multi-Family Residential, or Mixed Use Buildings.

- ~~B.A.~~ Building Setbacks - Buildings fronting Boones Ferry Road shall abut the public sidewalk except where public plazas, courtyards, approved landscaping, or other public pedestrian amenities are approved. Except, however, that residential garages or carports shall be set back a minimum of twenty (20) feet from any sidewalk or traveled portion of a street across which access to the garage or carport is taken. The Development Review Board may approve other

Page 236 of 382
ATTACHMENT A
LP17-0004 RECORD

setbacks to accommodate sidewalks, landscaping, or other streetscape features located between the street right-of-way and the building.

~~C.B.~~ Landscaping - Not less than fifteen (15) percent of the development site shall be landscaped. In the event that a building is set back from a street side property line, along Boones Ferry Road, Bailey Street, or 5th Street, the intervening area shall be landscaped. In reviewing proposals for parking lots in locations between buildings and streets, the Development Review Board may require special landscaping treatments or designs to screen the view of the parking lot from the public right-of-way.

~~D.C.~~ Building height - As specified in the underlying base zone.

~~E.D.~~ Street access to Boones Ferry Road. Ingress and egress points along Boones Ferry Road shall be designed and constructed such that access points on one side of the road shall ~~coordinate with access points on the other side of the road~~ be consistent with the Public Works Standards. New developments along Boones Ferry Road and north of Bailey Street will have access points designed and constructed in a pattern that replicates the shape of Main Street blocks.

~~(04)E.~~ Pedestrian environment. In order to enhance the pedestrian scale of the neighborhood:

~~A1.~~ A1. Special attention shall be given to the primary building entrances, assuring that they are both attractive and functional.

~~B.2.~~ B.2. The pedestrian environment shall be enhanced by amenities such as street furniture, landscaping, awnings, and movable planters with flowers, as required by the Development Review Board.

~~C.3.~~ C.3. Sidewalk width may vary from block to block, depending upon the nature of adjacent land uses and the setbacks of existing buildings. Provided, however, that a continuity of streetscape design is maintained along Boones Ferry Road, generally following the pattern that has been started with the 1996 approval for Old Town Village on the west side of Boones Ferry Road from Fourth Street to Fifth Street. [Amended by Ordinance No. 538, 2/21/02.]

~~1-a.~~ 1-a. North of Bailey Street, where the most intense commercial development is anticipated, the widest sidewalks and most mature landscaping are required.

~~2-b.~~ 2-b. In situations where existing buildings are located at the right-of-way line, special sidewalk designs may be necessary to assure pedestrian access.

~~D.F.~~ D.F. When practicable, buildings along Boones Ferry Road shall occupy 100% of the street frontage between block segments. Up to 25% of street frontage may be in public plazas, courtyards, and similar landscape or streetscape features that provide public spaces adjacent to the sidewalk. For smaller lots, which may not have functional alternatives for parking, up to 40% of lot frontage may be used

Page 237 of 382
ATTACHMENT A
LP17-0004 RECORD

for parking, provided that appropriate screening and visual enhancement is created between the parking area and the sidewalk. Appropriate pedestrian connections shall be constructed between such parking lots and sidewalks.

~~(.05)~~G. Building compatibility.

- ~~A.~~1. The design and materials of proposed buildings shall reflect the architectural styles of the Willamette Valley during the period from 1880 to 1930.
- ~~B.~~2. Commercial and manufacturing buildings shall be designed to reflect the types of masonry or wood storefront buildings that were typical in the period from 1880 to 1930. Larger modern buildings shall be designed with facades that are divided to give the appearance of a series of smaller buildings or distinctive store fronts, and/or multi-storied structures with, at least, the appearance of second stories.
- ~~C.~~3. Residential buildings shall be designed to reflect the size and shape of traditional dwellings from the period from 1880 to 1930. Where larger multiple family residential buildings are proposed, their building facades shall be divided into units that give the appearance of a series of smaller dwellings.
- ~~D.~~4. Manufactured housing units and mobile homes, if located outside of approved manufactured or mobile home parks, shall meet the design standards applied to other single family dwellings in the area.

~~(.06)~~H. Building materials.

- ~~A.~~1. Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger developments, variations in facades, floor levels, architectural features, and/or exterior finishes shall be used to create the appearance of a series of smaller buildings.
- ~~B.~~2. Exterior building materials shall be durable, and shall convey a visual impression of durability. Materials such as masonry, stone, stucco, and wood will generally provide such an appearance. Other materials that replicate the appearance of those durable materials may also be used.
- ~~C.~~3. Where masonry is to be used for exterior finish, varied patterns are to be incorporated to break up the appearance of larger surfaces.
- ~~D.~~4. Wood siding is to be bevel, shingle siding or channel siding or the equivalent. T-111 and similar sheathed siding shall not be used unless it is incorporated with batten treatment to give the appearance of boards.
- ~~E.~~5. Exterior materials and colors are to match the architecture of the period.

~~(.07)~~I. Roof materials, roof design and parapets.

- ~~A.~~1. Pitched roof structures shall have a minimum pitch of 4:12.

Page 238 of 382
ATTACHMENT A
LP17-0004 RECORD

~~B-2.~~ Roofs with a pitch of less than 4:12 are permitted, provided that they have detailed, stepped parapets or detailed masonry coursing.

~~C-3.~~ Parapet corners are to be stepped. Parapets are to be designed to emphasize the center entrance or primary entrance(s).

~~D-4.~~ Sloped roofs that will be visible from the adjoining street right-of-way shall be of a dark, non-ornamental color.

~~E-5.~~ Preferred roofing materials that are visible from a public street include wood or architectural grade composition shingle, tile, or metal with standing or batten seams. Metal roofs without raised seams shall not be used in visible locations.

~~F-6.~~ All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes are to be completely screened from public view by parapets, walls or other approved means; or, alternatively, may be effectively camouflaged to match the exterior of the building.

~~1-a.~~ "Public view" is intended to mean the view from the sidewalk directly across the street from the site.

~~2-b.~~ Roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes that are visible from Interstate-5 shall be effectively camouflaged to match the exterior of the building

~~(.08)J.~~ Building entrances. If visible from the street, entrances to commercial, industrial, or multi-family residential buildings are to be architecturally emphasized, with coverings as noted in subsection (.09), below.

~~A-1.~~ The Development Review Board may establish conditions concerning any or all building entrances, especially where such entrances are adjacent to parking lots. For buildings fronting on Boones Ferry Road, at least one entrance shall be from the sidewalk.

~~B-2.~~ Secondary building entrances may have lesser architectural standards than primary entrances.

~~(.09)K.~~ Building facades.

~~A-1.~~ Ornamental devices, such as moldings, entablature, and friezes, are encouraged at building roof lines. Where such ornamentation is to be in the form of a linear molding or board, it shall match or complement the architecture of the building.

~~B-2.~~ ~~Commercial, industrial, and multi-family residential~~ buildings are to incorporate amenities such as alcoves, awnings, roof overhangs, porches, porticoes, and/or arcades to protect pedestrians from the rain and sun. Awnings and entrances may be designed to be shared between two adjoining structures. (See subsection (.08), above.)

Page 239 of 382
ATTACHMENT A
LP17-0004 RECORD

~~C-3.~~ Commercial and manufacturing buildings with frontage on Boones Ferry Road shall incorporate the following traditional storefront elements:

~~1-a.~~ Building fronts to be located at the right-of-way line for streets, except in cases where an approved sidewalk or other streetscape features are located between the street right-of-way and the building. Intervening areas are to be attractively landscaped.

~~2-b.~~ Upper and lower facades are to be clearly delineated.

~~3-c.~~ Lower facades shall include large windows, as specified in subsection "~~(10L)~~," below, and recessed entries.

~~4-d.~~ Tops of facades shall have decorative cornices.

~~D-4.~~ Buildings are to have variations in relief, including such things as cornices, bases, fenestration, fluted masonry, and other aesthetic treatments to enhance pedestrian interest.

~~(10)L.~~ Windows in buildings adjacent to Boones Ferry Road.

~~A-1.~~ Windows shall include amenities such as bottom sills, pediments, or awnings. Glass curtain walls, highly reflective glass, and painted or darkly tinted glass are not permitted other than stained or leaded glass.

~~B-2.~~ Ground-floor windows on commercial or industrial buildings shall include the following features:

~~1-a.~~ Windows shall be designed to allow views into interior activity areas and display areas along street frontages.

~~2-b.~~ Sills shall be no more than four (4) feet above grade, unless a different design is necessitated by unusual interior floor levels.

~~3-c.~~ At least twenty percent (20%), of ground floor wall area along Boones Ferry Road, Bailey Street, or 5th Street shall be in windows or entries. No blank walls shall be permitted abutting any street other than an alley.

~~C-3.~~ Upper-floor windows on commercial, industrial, or multi-family residential buildings shall include the following features:

~~1-a.~~ Glass dimensions shall not exceed five (5) feet wide by seven (7) feet high.

~~2-b.~~ Windows shall be fully trimmed with molding that is at least two (2) inches wide.

~~3-c.~~ Multiple-light windows or windows with grid patterns may be required by the Development Review Board when architecturally consistent with the building.

~~(11)M.~~ Landscapes and streetscapes.

~~A-1.~~ The street lights to be used in the area shall be of a standardized design throughout the Old Town Overlay District.

Page 240 of 382
ATTACHMENT A
LP17-0004 RECORD

~~B-2.~~ Benches, outdoor seating, and trash receptacles are to be designed to match the architecture in the area.

~~C-3.~~ Benches and other streetscape items placed within the public right-of-way must not block the free movement of pedestrians, including people with disabilities. A minimum pedestrian walkway of five (5) feet shall be maintained at all times. Standards of the Americans with Disabilities Act (ADA) shall be observed.

~~(-12)N.~~ Lighting.

~~A-1.~~ All building entrances and exits shall be well-lit. The minimum lighting level for commercial, industrial, or multi-family residential building entrances is to be four (4) foot-candles. The maximum standard is to be ten (10) foot-candles. A lighting plan shall be submitted for review by the Development Review Board.

~~B-2.~~ Exterior lighting is to be an integral part of the architectural design and must complement the street lighting of the area, unless it is located at the side or rear of buildings in locations that are not facing a public street that is not an alley.

~~C-3.~~ In no case is lighting to produce glare on neighboring properties or public rights-of-way such that a nuisance or safety hazard results.

~~(-13)O.~~ Exterior storage.

~~A-1.~~ Exterior storage of merchandise or materials shall be subject to the fencing or screening standards of Section 4.176 of the Wilsonville Code. The Development Review Board may prescribe special standards for landscaping or other screening of walls or fences.

~~B-2.~~ Temporary outdoor displays of merchandise shall be permitted, subject to the conditions of the development permit or temporary use permit for the purpose. Where pedestrian access is provided, a minimum walkway width of five (5) feet shall be maintained at all times.

~~(-14)P.~~ Storage of Trash and Recyclables. Storage areas for trash and recyclables shall meet the applicable City requirements of Sections 4.179 and 4.430 of the Wilsonville Code.

~~(-15)Q.~~ Signs. Signs shall match the architecture of buildings in the area, and shall be subject to the provisions of Sections 4.156.01 through 4.156.11 of the Wilsonville Code. [Amended by Ord. No. 704, 6/18/12]



Old Town Single-Family Design Standards

Planning Commission Public Hearing
October 11, 2017

Presented by:

Daniel Pauly AICP, Senior Planner, City of Wilsonville
Zoe Anton PMP, Project Manager & Planner, The Urban
Collaborative

Overview of Presentation

- Background and Context
- Development Code Text Changes for Old Town Overlay Zone
- Design Guidelines Book
 - Content
 - How to Use



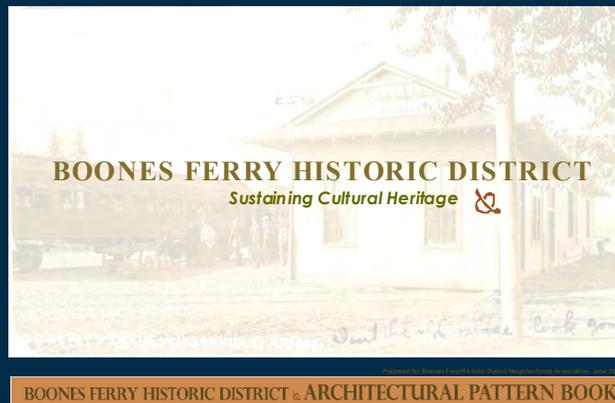


Old Town Single-Family Design Standards

BACKGROUND AND CONTEXT

Old Town Neighborhood Plan-2011

- Accepted by City Council by Resolution No. 2324
- Resolution No. 2324 directed staff to:
 - Review and incorporated Architectural Pattern Book into Old Town Overlay Zone code
 - Create Old Town specific standards for Accessory Dwelling Units



Other Key Regulatory Considerations

- Lack of clear and objective standards for reviewing “needed housing” in Old Town
- Senate Bill 1051, requiring ADU’s to be allowed for all single-family homes



Neighborhood and Public Involvement

- Early outreach to neighborhood association during scoping of project
 - Continued outreach/involvement throughout process
- Consultant interviews with key stakeholders
- Notice of and participation in related meetings, including work sessions



Affected Properties



What's Not Changing

- Underlying zoning
 - Allowed uses
 - Density
 - Parking demand
 - Traffic generation





Old Town Single-Family Design Standards

DEVELOPMENT CODE TEXT CHANGES

Purpose Statement

Current Code:

Willamette Valley
architecture of 1880-1930
for all development

Proposed:

Single-family homes “to be
consistent with and enhance
the historic small town
residential character of the
neighborhood.”

Other development still
1880-1930



Review Process

- Add Class I Administrative Review of single-family homes, duplexes, additions, and accessory buildings meeting design standards.
 - Option to go through DRB Site Design Review
- All other development continues to be reviewed by DRB



Development Standards

Single-family, etc.

- Take precedence over setback, lot coverage, height, and ADU standards elsewhere in code. All other standards of base zone continue to apply
- Require compliance with Old Town Single-Family Design Standards Book



Development Standards

Single-family, etc. continued

- The following don't have to meet Design Standards Book
 - Remodels matching current design, including height, roof pitch, material, architectural elements.
 - Accessory buildings smaller than 120 square feet and 10 feet in height



Development Standards

Accessory Dwelling Units

- Limited to 600 square feet
- Match design of primary building
- Either:
 - Detached single-story
 - Over a detached garage for a total of 1.5 stories
- On-site parking
- No numerical limit in neighborhood



Development Standards

Commercial, Industrial, Public Facility, Multi-Family, or Mixed Use

- Keep existing Old Town Overlay Zone standards



Misc. Changes

- Reorder and renumber to better differentiate review process versus review standards
- Unrelated clarification that Boones Ferry road access to “be consistent with the Public Works Standards” rather than “coordinate with access points on the other side of the road”

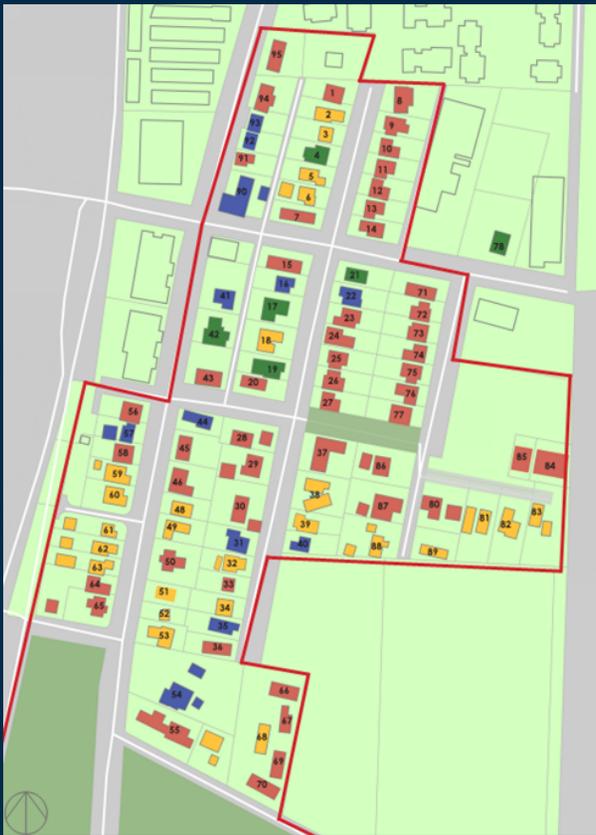




Old Town Single-Family Design Standards

DESIGN STANDARDS BOOK

Purpose & Overview



The purpose of the Old Town Single-Family Design Standards is to provide clear and objective guidance and design standards that retain those aspects that contribute to the neighborhood's unique, historic character: buildings with simple design and small scale.



Table of Contents

1. Introduction and History of Old Town Neighborhood
2. Purpose and Overview
3. Old Town Historic Residential Types
4. Using Design Standards
5. Introduction to Styles



Table of Contents Continued

6. Style Guidelines
 - a. Western Farmhouse
 - b. Craftsman
 - c. New Ranch
7. Accessory Buildings
8. Materials and Lot Coverage
9. Edges and Setbacks
10. Glossary of Terms



Using the Design Standards

STEP 1: Identify Appropriate Architectural Project Type

- 1.1 Is it single family or duplex?
- 1.2 Is there an Accessory Dwelling Unit?
- 1.3 Is it new build or renovation?
- 1.4 Is a garage or carport planned?

STEP 2: Choose an Architectural Style

- 2.1 Under which of the three architectural styles does your project fit?
 - i. How many stories does it have?
 - ii. How does the style define roofs, windows, porches, doors, etc?
- 2.2 Does your building height fit into the immediate context?
 - i. Immediate context is defined as the homes on the same block face as the project as well as the homes along the facing street.
 - a. If immediate context is 1 story, stay within 1.5 stories
 - b. If immediate context is mixed, stay within 2 stories
 - c. If project is along SW Boones Ferry Road, north of SW 4th, dwellings are encouraged to be 2 stories
- 2.3 What shape, form, and massing will the building have?

STEP 3: Identify Site and Lot Requirements

- 3.1 Are there appropriate landscaping needs to fit with immediate context?
- 3.2 How will the development meet setback standards and address edges?
- 3.3 Does your plan meet the Old Town Overlay Zoning code in areas not covered by these Design Standards?



Western Farmhouse Style



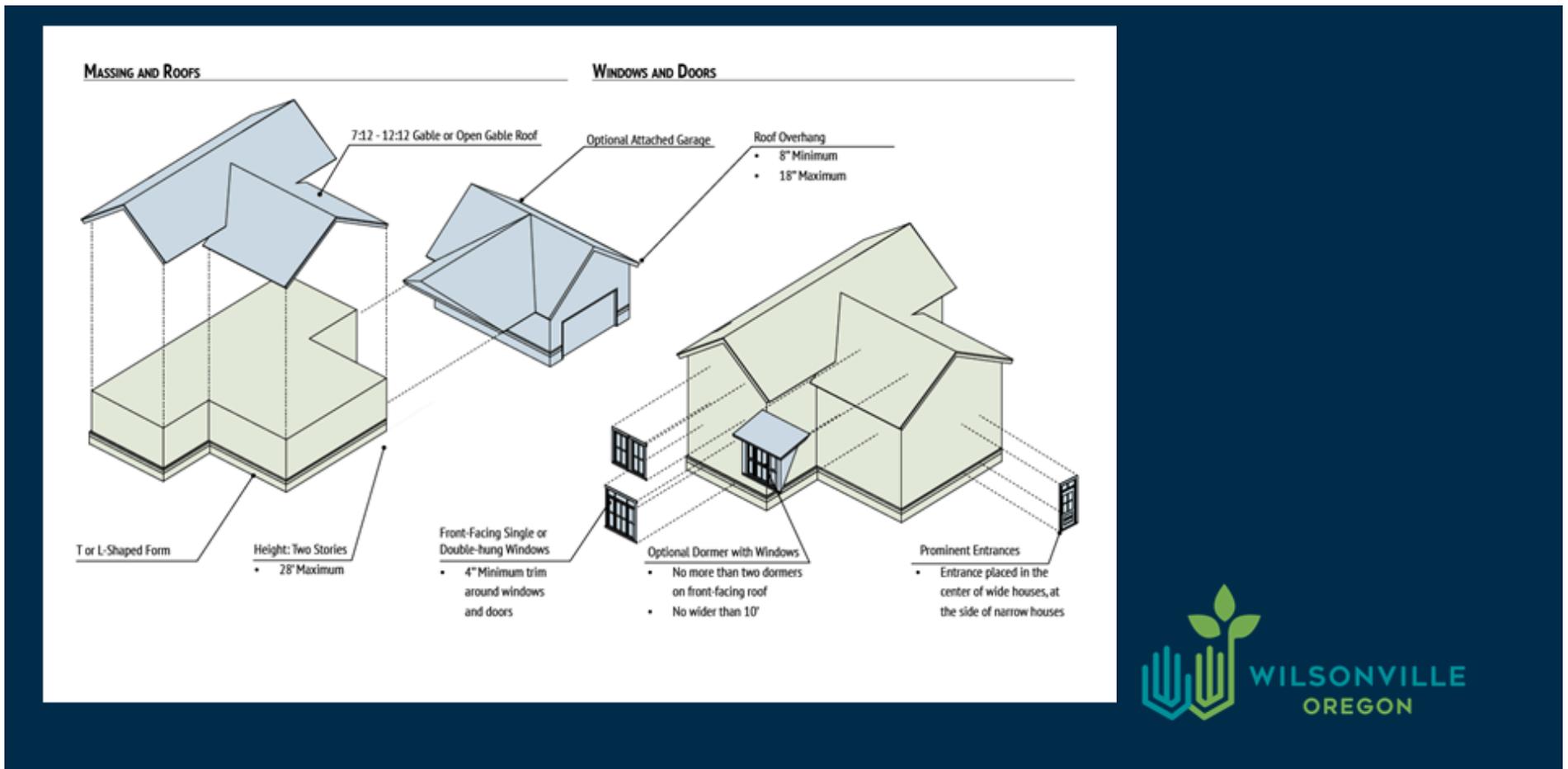
Western Farmhouse Style



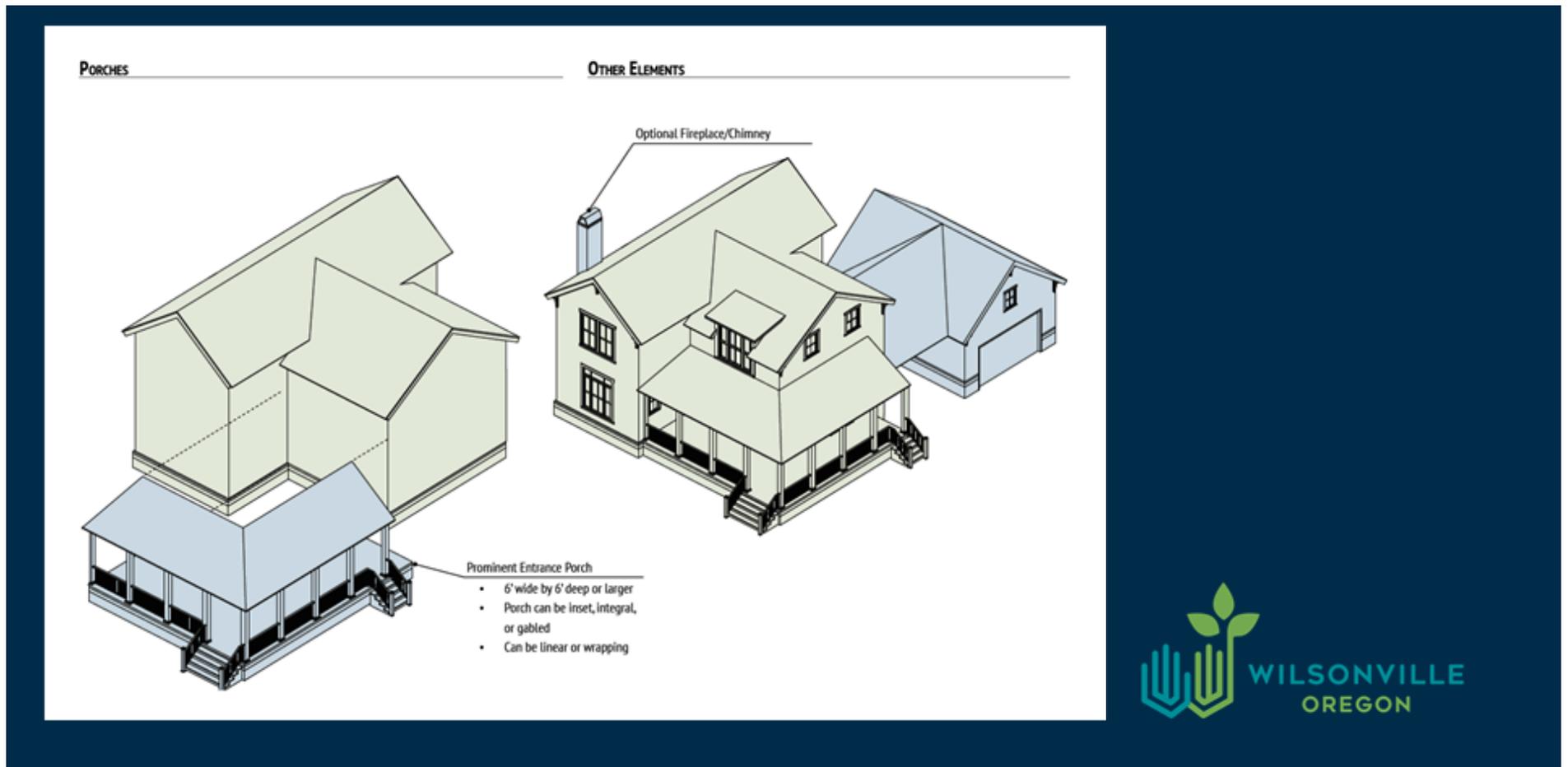
Western Farmhouse Style



Western Farmhouse Style



Western Farmhouse Style



Craftsmen Style



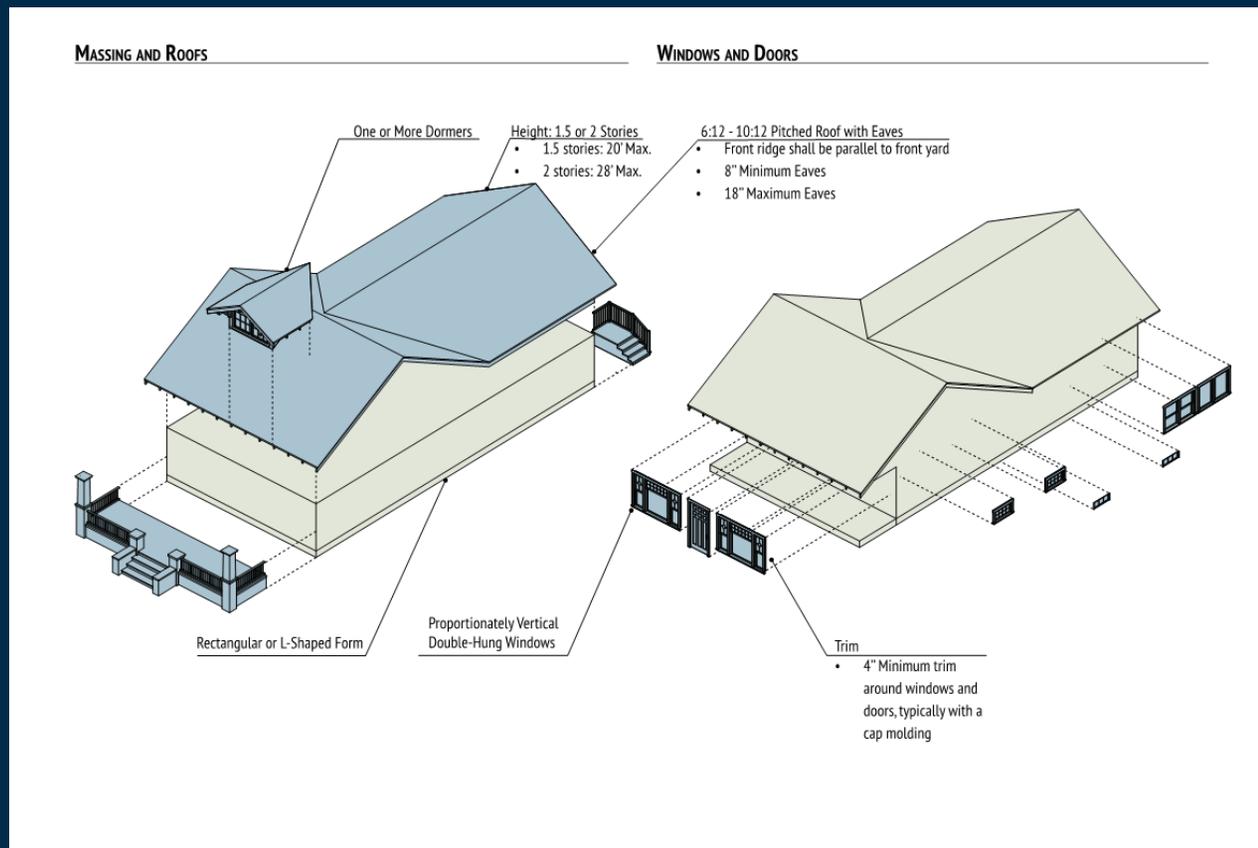
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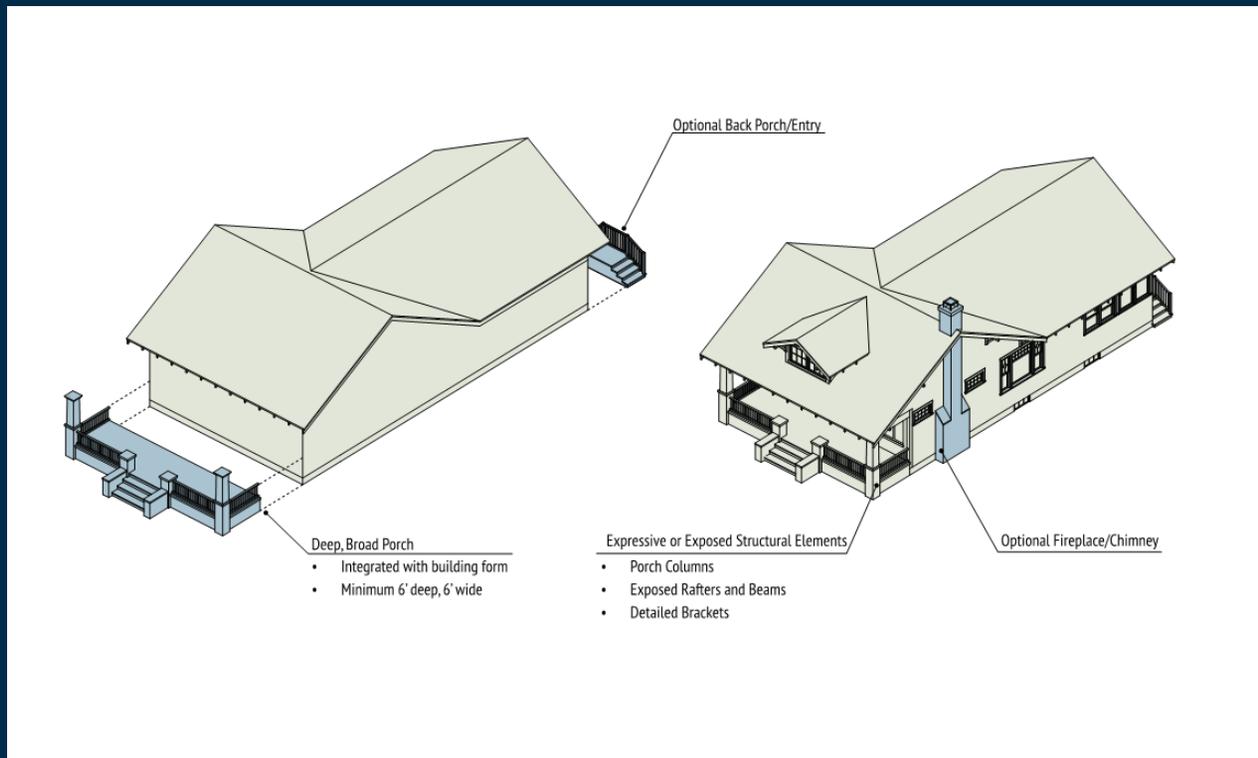
Craftsmen Style



Craftsmen Style



Craftsmen Style



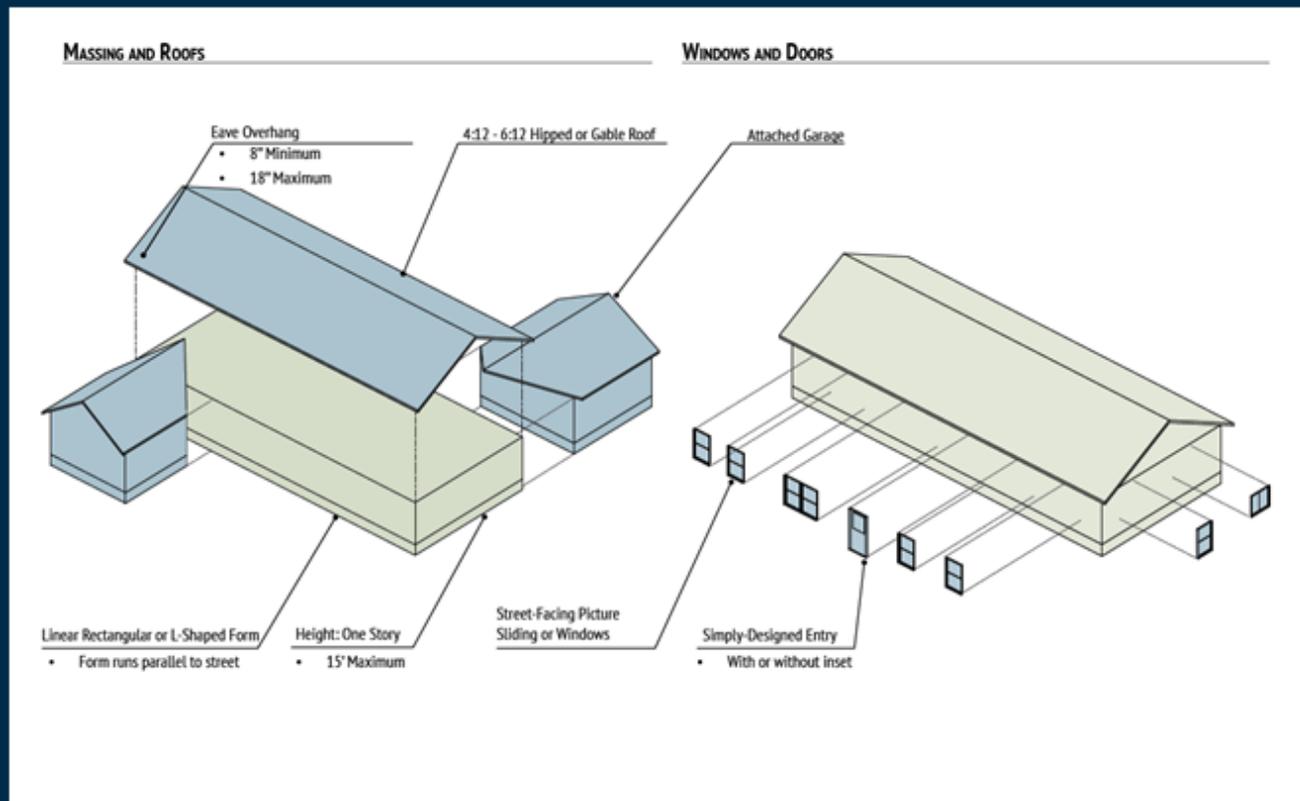
New Ranch Style



New Ranch Style



New Ranch Style



New Ranch Style

PORCHES **OTHER ELEMENTS**

The image contains two architectural diagrams. The left diagram shows a house with a porch and a gable roof. The right diagram shows a house with a porch and asymmetrical facade elements.

Porch or Portico

- Minimum 6' wide
- Minimum 6' deep

Gable or Shed Roof

Simple Features with Minimal Ornamentation

- Shutters are encouraged and should be sized and mounted as if operable.

Asymmetrical Facade Elements

The logo for Wilsonville, Oregon, features a stylized green leaf above a blue and green geometric shape that resembles a hand or a plant. To the right of the logo, the text "WILSONVILLE OREGON" is written in blue and green capital letters.

Accessory Buildings

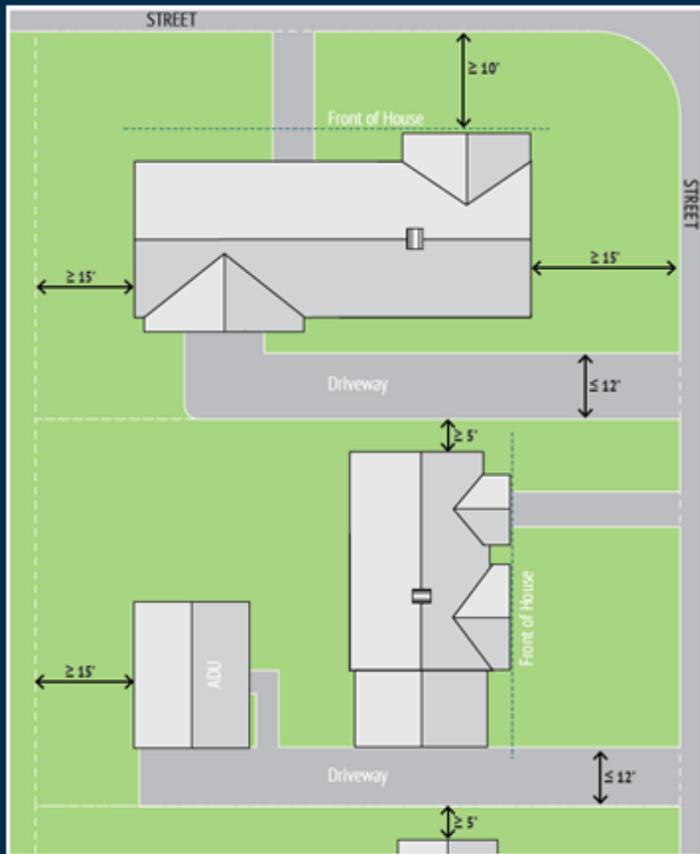


The garage and other accessory buildings must be designed using the same exterior design and architecture (i.e. siding, windows, doors, and roofing materials) as the primary residence on the lot.

Accessory buildings cannot be taller than the primary residence. If the primary residence is less than 15 feet, an accessory building can be 15 feet or less.



Materials and Lot Coverage



The following construction materials may not be used as an exterior finish:

1. Vinyl siding.
2. Wood fiber hardboard siding.
3. Oriented strand board siding.
4. Corrugated or ribbed metal.
5. Fiberglass panels

All built structures are not to exceed 40% lot coverage.



Non-Conforming to Conforming





Old Town Single-Family Design Standards

QUESTIONS AND DISCUSSION



**PLANNING COMMISSION
 STAFF REPORT**

Meeting Date: September 13, 2017		Subject: Old Town Single-family Design Standards Work Session	
		Staff Member: Daniel Pauly, Senior Planner Department: Community Development, Planning	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: The Commission’s feedback and discussion will inform the continued refinement of the design guidelines and code changes coming before the Commission for a public hearing in October.	
Staff Recommendation: Staff recommends the Planning Commission provide the requested feedback to inform the project.			
Recommended Language for Motion: NA			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) City Council Acceptance of Old Town Neighborhood Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COMMISSION: In accepting the Old Town Neighborhood Plan in 2011 the City Council, among other items, directed staff to review and incorporate the architectural pattern book developed by residents into the City’s Development Code, and create process efficiencies for single-family development in Old Town. The Resolution also gave direction on addressing Accessory Dwelling Units (ADU). Draft Code language has been prepared in response to this direction.

The currently adopted Old Town Overlay Zone language requires discretionary review of new single-family homes and substantial remodels by the Development Review Board. The project consultant team of The Urban Collaborative and Town Green has taken the feedback received to date and developed draft design guidelines. The Commission is requested to provide feedback on the draft design guidelines as well as the code language planning staff is developing to allow ministerial staff review of new single-family homes (including duplexes), and accessory buildings. The design guidelines and code language is scheduled to come back to the Commission for a public hearing in October.

EXECUTIVE SUMMARY: The project aims to develop clear and objective architectural standards for use in ministerial review of new single-family homes (including duplexes), single-family additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use in the Old Town Overlay Zone consistent with the vision established in the Old Town Overlay Zone and Neighborhood Plan. The architectural standards will ensure development authentically reflects the current character of the neighborhood, which includes simply designed homes on predominantly 50 foot wide lots. The architectural standards must be easily understood by staff, residents, builders, and designers without formal architectural training. The architectural standards developed by the consultants will be a stand-alone document, building upon the significant work created by the neighborhood, referenced by the revised Development Code. At the work session, staff will first ask for the Planning Commission's feedback on the draft design guidelines. The second part of the work session will focus on the draft Development Code changes.

EXPECTED RESULTS: Guidance for consultants and staff as they move forward with the project.

TIMELINE: The design standards and code changes will be brought back to the Planning Commission in October for a public hearing and recommendation to City Council.

CURRENT YEAR BUDGET IMPACTS: The project is funded through available Planning Division professional services budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS: Much public involvement previously occurred in the development of the Old Town Neighborhood Plan. For the current project to implement components of the plan, staff and consultants have met with a number of key community members on the project. Numerous residents from the neighborhood attended the work session in August and provided input. Post cards advertising the September work session encouraging attendance were mailed to all property owners south of Bailey Street between the railroad and I-5.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): The adoption of design standards and creating process efficiencies will enable implementation of the desired design of the Old Town Neighborhood over time while providing clear expectations to residents, land owners, developers, and the community

ALTERNATIVES: A number of alternatives exist for the approach to design standards. The consultants will provide their recommendations and reasoning. Feedback on other alternatives from the Planning Commission and public are welcome.

CITY MANAGER COMMENT: NA

ATTACHMENTS:

Attachment 1: Draft Wilsonville Old Town Architectural Standards
Attachment 2: Draft Old Town Overlay Zone code language update



Old Town Single-Family Development Code Updates

Planning Commission Work Session
September 13, 2017

Presented by: Daniel Pauly AICP, Senior Planner

Impacted Properties



Create Ministerial Review Process

- New process for single-family homes:
 - Ministerial review using adopted design guidelines (pattern book)
 - Option to go through existing process
- Process for commercial, industrial, public facility, multi-family, and mixed-use development remain the same (DRB review).

Single-family Development Standards

- Design guidelines (pattern book) take precedence over underlying code requirements
- Old Town specific standards for Accessory Dwelling Units

Accessory Dwelling Units

- Smaller square footage allowance than remainder of City
- Only detached units allowed
- No limitation on number of ADU's

Remodels and Additions

- Option to comply with design standards or match existing
- Match existing includes
 - Height
 - Roof pitch
 - Materials
 - Architectural Features
- No need to establish design standards specific to additions

Questions & Comments



ATTACHMENT A
LP17-0004 RECORD

PLANNING COMMISSION
PEOPLE IN ATTENDANCE
SEPTEMBER 13, 2017

NAME AND COMPANY (PRINTED LEGIBLY PLEASE)	EMAIL ADDRESS OR MAILING ADDRESS (INCLUDING ZIP CODE PLEASE)	PLACE ON MAILING LIST? (PLEASE CHECK IF YES)		
		WORK SESSION: Old Town Dev Code	INFORMATIONAL: French Prairie	INFORMATIONAL: Town Center Plan
Monica Keenan	mkkeenan@gmail.com	✓		
Barbara Bergmans	Subergmans 1938 Concord, ne	✓		
Steve VanWetch	stevevw.55@gmail.com	✓		
Doug Muesch	dymuscgadhener@gmail.com	✓		
Rose Case	rosanne.case@gmail.com	✓		
Carol Dickey	carolbdickey@gmail.com	✓		

ATTACHMENT A

PLANNING COMMISSION PUBLIC TESTIMONY

9/13/17

****REQUIRED if speaking at a Public Hearing. Please print legibly.**

**Work Session or Public Hearing Item: OLD TOWN PLAN

**First Name: Monica

**Last Name: Keenan

Company (if applicable): _____

**Residential or Company Address: 9460 SW 4th St

**City: Wilsonville **State: OR **Zip: 97070

Mailing Address (if different for the above) _____

Telephone (optional): _____

Email (optional): If you prefer future announcements regarding this item to be e-mailed to you, list your E-mail Address:

PLANNING COMMISSION PUBLIC TESTIMONY

9/13/17

****REQUIRED if speaking at a Public Hearing. Please print legibly.**

**Work Session or Public Hearing Item: Duplexes - Old Town

**First Name: Douglas

**Last Name: Mueach

Company (if applicable): _____

**Residential or Company Address: 30950 SW For Ave.

**City: Wilsonville **State: OR **Zip: 97070

Mailing Address (if different for the above) _____

Telephone (optional): _____

Email (optional): If you prefer future announcements regarding this item to be e-mailed to you, list your E-mail Address:

ATTACHMENT A

PLANNING COMMISSION PUBLIC TESTIMONY

9/13/17

****REQUIRED if speaking at a Public Hearing. Please print legibly.**

**Work Session or Public Hearing Item: Old Town

**First Name: Rose

**Last Name: Case

Company (if applicable): _____

**Residential or Company Address: 9150 SW 4th St.

**City: Wilsonville **State: OR **Zip: 97070

Mailing Address (if different for the above) _____

Telephone (optional): 503-682-1609

Email (optional): If you prefer future announcements regarding this item to be e-mailed to you, list your E-mail Address:

rosanne.case@gmail.com

PLANNING COMMISSION PUBLIC TESTIMONY

9/13/17

****REQUIRED if speaking at a Public Hearing. Please print legibly.**

**Work Session or Public Hearing Item: Planning - Old Town

**First Name: CAROL

**Last Name: Dickey

Company (if applicable): _____

**Residential or Company Address: Rental 30610 SW Barnes Ferry Rd

**City: Wilsonville **State: OR **Zip: _____

Mailing Address (if different for the above) _____

Telephone (optional): 971-998-8892

Email (optional): If you prefer future announcements regarding this item to be e-mailed to you, list your E-mail Address:

carolbdickey@gmail.com

Page 294 of 382
ATTACHMENT A
LP17-0004 RECORD

PLANNING COMMISSION

WEDNESDAY, SEPTEMBER 13, 2017
6:00 PM

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

Approved
as presented at the
Oct. 11, 2017 Planning
Commission Meeting

Minutes Excerpt

I. CALL TO ORDER - ROLL CALL

Chair Jerry Greenfield called the meeting to order at 6:01 p.m. Those present:

Planning Commission: Jerry Greenfield, Eric Postma, Phyllis Millan, Kamran Mesbah, Peter Hurley, and Simon Springall. Al Levit was absent.

City Staff: Chris Neamtzu, Miranda Bateschell, Amanda Guile-Hinman, and Daniel Pauly

PLEDGE OF ALLEGIANCE

CITIZEN'S INPUT

This is the time that citizens have the opportunity to address the Planning Commission regarding any item that is not already scheduled for a formal Public Hearing tonight. Therefore, if any member of the audience would like to speak about any Work Session item or any other matter of concern, please raise your hand so that we may hear from you now.

CONSIDERATION OF THE MINUTES

A. Consideration of the July 12, 2017 Planning Commission Minutes
The July 12, 2017 Planning Commission minutes were accepted as presented.

II. WORK SESSION

A. Old Town Development Code (Pauly)

Dan Pauly, Senior Planner, presented the Staff report on the recommended text Code changes applicable to the design standards for residential properties in Old Town. He also highlighted an additional handout that described the option for remodels and additions on homes that do not fit any of the architectural types described in the design guidelines to either comply with the design standards or match the existing design. He responded to questions and comments as follows:

- The 1880 to 1930 designation noted in Section 4.138 (.01)B would remain in effect for commercial, industrial, and multifamily properties that require a design review. Staff recommended that single-family properties remain consistent and enhance the existing character of the neighborhood. This would allow the new ranch style recommended in the design guidelines.
 - There was no direction from Council or any of the master plans to extend the time period. However, a date range for single-family properties could be specified.
- State Statutes allow for accessory dwelling unit (ADU) standards so ADUs could not be prohibited. Detached ADUs would ensure that the historic scale of properties was maintained, whereas attached ADUs would increase the bulk of the main building.
 - Language in the Pattern Book would be reviewed to ensure consistency with the recommended Code language, including references to the maximum ADU size standard.
- Should these recommendations be adopted, existing ADUs would be considered conforming and new ADUs would be required to comply with the new Codes.

Page 295 of 382
ATTACHMENT A
LP17-0004 RECORD

- Commissioners were concerned that the language in the Purpose Statement used for single-family properties would provide a loophole for a property owner to argue that previous ADU Codes set a precedent. Staff confirmed that Purpose Statements were not adopted as standards.
- Variances for ADUs could be approved through standard practices.
- Staff confirmed standard rules for on-street parking were recommended for ADUs. Cars could park on shoulders or in alleyways that were gravel. Or, property owners could provide designated onsite parking, which could be paved or gravel.
- Street access to Boones Ferry Rd from driveways would be aligned on both sides of the street to prevent any offsets.
 - Commissioners recommended more precise Code language regarding the coordination of accesses to this street and the addition of references to Public Works standards.

Zoe Anton, The Urban Collaborative, presented recommended single-family residential design standards for Old Town via PowerPoint, which was included in the agenda packet. A glossary that included diagrams was handed out at the dais. During the presentation, she and Staff responded to questions and comments from the Commission as follows:

- The recommended height limits for Craftsman and Farmhouse style homes were intended to simplify the design standards because the styles were so similar. Alternative heights would still be possible through a regular review.
- About 85 percent of the homes in the area would be covered by the proposed design standards. Most of the existing homes were one-story ranches that already complied with the recommended design guidelines, except for most ranches did not have porches. However, all new ranches would need to be built in compliance with the new design standards.
- Ms. Anton confirmed that new ADUs would be detached only.
 - Commissioners briefly discussed the benefits of limiting ADUs to detached units with respect to density and massing. They also talked about how to define a detached ADU in a way that would allow a covered walkway or breezeway between the main dwelling and ADU. A walkway would impact massing and lot coverage. Ms. Anton said she would work with Staff to suggest recommendations for allowing walkways.
- The recommendation for 35 percent lot coverage was taken from the Boones Ferry Historic District Architectural Standards in the 2011 Old Town Neighborhood Plan. However, there were currently many existing lots with more than 35 percent coverage.
- Driveway length should be measured from the property line, not the street edge, because the full rights-of-ways were unimproved.
- The rear yard requirements were part of the original Old Town Overlay Zone.
- The schematics showed what 35 percent lot coverage would look like, but Ms. Anton confirmed she would check that the correct footprint measurements were used.
 - Permeable surface standards could be added.
- Many of the alleys in the neighborhood extended across property lines. Ms. Anton confirmed she would work with Mr. Pauly to ensure the recommendations for setbacks were appropriate.
- The recommended lot coverage should remain consistent with the current average lot coverage in the neighborhood to maintain character.
- The building on the parcel labeled 79 had been torn down. A developer met with neighbors in July and was waiting on their civil engineer to submit a development proposal to the City. About 10 stand-alone structures with condominium type ownership would be built on a single lot. Existing requirements prevented previously proposed lot divisions from being approved.

Commissioner Postma discussed how the Commission's decisions impact the Development Review Board (DRB) and expressed concerns about limiting the DRB's ability to thoroughly vet building projects.

Staff confirmed the setbacks, particularly along alleys, would be reconsidered.

- Smaller accessory buildings like a garden shed would not need to meet any standards, but larger buildings like a shop would. The Code would define what size accessory structure would trigger a review.

Page 296 of 382
ATTACHMENT A
LP17-0004 RECORD

- A two-story detached garage with an ADU in the top would not be allowed.
 - The Commission discussed their vision for these Code changes to have an overall effect by allowing alternate processes. The obligation to adhere to the look and feel of the neighborhood would not be defined exactly, but would emerge from the Code. Some Commissioners believed the details would be prescribed by the DRB, while others feared the DRB would default to the Code.

Chair Greenfield called for public comments.

Monica Keenan stated that in prior years she had been on the Steering Committee for the Old Town Plan. The Committee did not have comments on the Code at that time because there was a lot they needed to digest, so they would get together with the team to give comments. ADU parking should be off-street on some streets, not necessarily on a driveway. Some of the streets have pull off areas where yards are narrow. The Committee's pattern book established the maximum height for structures at 28 feet, which should be discussed. Lot coverage and setbacks should also be discussed. She confirmed the Steering Committee recommended that height be based on the height of older historic large structures, like the buildings on 5th Street and Boones Ferry Rd. Throughout the development of the Old Town Plan, and at every public hearing, the Committee had stated no duplexes in a single-family area. Therefore, duplexes should not be listed as style. One of the leading goals in the Plan was not to use ADUs as duplexes and not to have duplexes. The language of the old overlay zone stated no duplexes in Old Town. The Committee would like this worked through before the public hearing and would submit their official comments as soon as possible.

Commissioner Springall noted that one of the duplexes shown, and many duplexes in Charbonneau, did not look like duplexes.

Ms. Keenan stated the intent was not to have duplexes or ADUs used as duplexes in a single-family area, adding the concern was density and massing.

Commissioner Mesbah said massing could not be the issue if the duplex looked like a single-family dwelling.

Ms. Keenan responded massing was an issue with the new units that were recently built in the neighborhood. The ADUs were essentially duplexes that exceed the density and massing desired in the neighborhood.

Commissioner Mesbah believed the Code would take care of the massing. He was concerned about excluding affordable housing. As long as the massing was the same as a single-family dwelling, duplexes should be all right.

Commissioner Springall agreed. The duplex design in the slides could fit in Old Town. He was concerned about equity and access by a variety of people from different backgrounds. Old Town has traditionally offered affordable homes to a mix of people and he believed it should continue.

Ms. Keenan said Old Town was one of the most affordable neighborhoods and she was speaking to the desires and goals of the Old Town Plan as it was developed. The request was to not allow duplexes in the single-family area. There are apartments on the borders at the north and south ends and areas along the park were allocated for denser development. She did not want it listed as a goal to have duplexes or as a separate identity in the housing styles.

Commissioner Springall said it made sense to have guidelines for what was permitted. Massing requirements and the goal for the feel of the neighborhood was established by the requirement that duplexes should appear indistinguishable.

Commissioners shared their opinions on the two types of duplexes shown, noting which they each believed would be appropriate in the neighborhood. They also shared ideas about how to encourage

Page 297 of 382
ATTACHMENT A
LP17-0004 RECORD

designs that would retain the style of the neighborhood. Staff recommended Code language and expressed concerns about how quickly duplexes could change the character of the neighborhood.

Commissioner Postma noted the neighborhood plan, and the resolution directing Staff, did not mention duplexes. However, duplexes were allowed in the underlying zoning. He asked if it was possible that a duplex could be allowed with a variance or conditional use permit. Staff agreed to check with the city attorney on whether the City was required to provide clear and objective standards for duplexes.

Doug Muench, citizen residing in Old Town, said the issue was not whether a duplex looked like a duplex. Old Town blocks were narrow and Old Town did not have a lot of parking. He did not want the neighborhood to end up with no parking. Even if the structure did not look like a duplex, there would be garbage cans and parking, which would destroy the feel of the neighborhood.

Carol Dickey is a property owner of a small rental house in the neighborhood. She did not believe a 600 sq ft ADU would increase density enough to impact the neighborhood more than a single-family house of the same square footage as a house with ADU would be combined. Two new houses with ADUs on Boones Ferry Rd were quite charming and added a lot of character to the street. The Planning Department had planned access and parking well. A 600 square foot unit would not have ten people and proximity to retail services is very much in demand for single people. The Commission would be doing the neighborhood a good service by allowing ADUs to continue in the neighborhood. She had rentals that were 525 sq ft in other areas and they were in high demand. Many people were desperate for small units. ADUs did not have to be detached.

Commissioner Mesbah said neighborhood design standards should be aspirational, but these were minimum standards as a default. He did not believe the Code clearly identified what the design future of this neighborhood could be for other committees.

Commissioner Millan recommended additional language be added to the Old Town Overlay Zone that would get to the sense of what the Commission wanted to achieve without being prescriptive. Exceptions should be left to the DRB. The Purpose Statement could give more clarity. Commissioner Springall agreed, but noted the recommended language did not address density or affordability.

Commissioners discussed elements of the neighborhood that made its character difficult to define. They also discussed concerns about codifying gentrification, which would change the neighborhood's character.

Rose Case is a resident in Old Town and a former social studies teacher and archeologist. She went to the State Historic Preservation Office (SHPO), where a staff member walked through Old Town and came to a City Council meeting to say that the neighborhood was the best example of historic buildings and architecture that demonstrated the development of the river cities until 1960, when the bridge was built. Old Town was the history of commerce in Oregon. The neighborhood had unique buildings not found anywhere else in Oregon and it would be a loss to our heritage if those disappeared. Some houses were already labeled. The neighborhood was never dense. The West Side Planning Task Force addressed density, but no one looked at that. Density was supposed to be kept on the top level of two-story commerce buildings, and it was supposed to be affordable. However, the cheapest unit was now \$1,000 per month for a one-bedroom dwelling. Her children were looking for affordable places to live, but they could not afford that. She asked that the Commission not use the word affordable because it meant absolutely nothing. Affordable was whatever the property owner wanted it to be. If the Commission wanted a purpose or reason for Old Town, the neighborhood was the history of Oregon and the people coming here to live. Governors and Senators have come from Wilsonville, including the first female Senator. There was a great and rich history here and that was what people in Old Town were trying to keep. History did not stand up to density, so the Commission must choose. Several past administrations wanted to bulldoze the neighborhood and she asked if this administration would do the same or preserve the neighborhood. She did not want to keep certain people out, just preserve something.

Page 298 of 382
ATTACHMENT A
LP17-0004 RECORD

Staff and the project team confirmed they had enough direction to continue working on the Old Town Development Code.

Chair Greenfield called for a short recess at 8:08 pm and reconvened the meeting at 8:16 pm.

III. INFORMATIONAL

- A. Town Center Update
- B. French Prairie Bridge
- C. City Council Action Minutes: (07.17.2017, 08.07.2017, and 08.24.2017)
- D. 2017 Planning Commission Work Program

IV. ADJOURNMENT

Chair Greenfield adjourned the regular meeting of the Wilsonville Planning Commission at 8:52 pm.

Respectfully submitted,

By Paula Pinyerd of ABC Transcription Services, Inc. for
Tami Bergeron, Administrative Assistant-Planning



**PLANNING COMMISSION MEETING
 STAFF REPORT**

Meeting Date: July 12, 2017		Subject: Old Town Single-family Design Standards Work Session	
		Staff Member: Daniel Pauly, Senior Planner Department: Community Development, Planning	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: The eCommission’s feedback and discussion will inform the design guidelines and code changes coming before the board in the coming months.	
Staff Recommendation: Staff recommends the Planning Commission provide the requested feedback to inform the project.			
Recommended Language for Motion: NA			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) City Council Acceptance of Old Town Neighborhood Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COMMISSION: In accepting the Old Town Neighborhood Plan in 2011 the City Council, among other items, directed staff to review and incorporate the architectural pattern book developed by residents into the City’s Development Code, and create process efficiencies for single-family development in Old Town. The Resolution also gave direction on addressing Accessory Dwelling Units (ADU). Draft Code language has been prepared in response to this direction.

The currently adopted Old Town Overlay Zone language requires discretionary review of new single-family homes and substantial remodels by the Development Review Board. The Commission is requested to provide feedback on the approach the consultant is taking to finalize and operationalize the pattern book as well as the code language planning staff is developing to allow ministerial staff review of new single-family homes (including duplexes), and accessory buildings.

EXECUTIVE SUMMARY: The project aims to develop clear and objective architectural standards for use in ministerial review of new single-family homes (including duplexes), single-family additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use in the Old Town Overlay Zone consistent with the vision established in the Old Town Overlay Zone and Neighborhood Plan. The architectural standards will ensure development authentically reflects the current character of the neighborhood, which includes simply designed homes on predominantly 50 foot wide lots. The architectural standards must be easily understood by staff, residents, builders, and designers without formal architectural training. The architectural standards developed by the consultants will be a stand-alone document, building upon the significant work created by the neighborhood, referenced by the revised Development Code. At the work session, staff will first ask for the Planning Commission's feedback on the approach taken for the architectural standards. The second part of the work session will focus on the draft Development Code changes.

EXPECTED RESULTS: Guidance for consultants and staff as they move forward with the project.

TIMELINE: Drafts of the design standards and code changes will be brought back to the Planning Commission in September for an additional work session, with a Planning Commission Public Hearing and recommendation to City Council in October.

CURRENT YEAR BUDGET IMPACTS: The project is funded through available Planning Division professional services budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS: Much public involvement previously occurred in the development of the Old Town Neighborhood Plan. For the current project to implement components of the plan, staff and consultants have met with a number of key community members on the project. Electronic communication about the work session was sent through the neighborhood association with a request to distribute to the neighborhood. In addition, post cards advertising the work session and encouraging attendance were mailed to all property owners south of Bailey Street between the railroad and I-5.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): The adoption of design standards and creating process efficiencies will enable implementation of the desired design of the Old Town Neighborhood over time while providing clear expectations to residents, land owners, developers, and the community

ALTERNATIVES: A number of alternatives exist for the approach to design standards. The consultant will provide their recommendations and reasoning. Feedback on other alternatives from the Planning Commission and public are welcome.

CITY MANAGER COMMENT: NA

ATTACHMENTS:

Attachment 1: Project Summary Memo dated June 30, 2017

Attachment 2: Preliminary draft of Old Town Overlay Zone code language update

WILSONVILLE OLD TOWN

SINGLE-FAMILY ARCHITECTURAL STANDARDS

Prepared for:
City of Wilsonville, Oregon

Summary Memo
June 28, 2017



TAUCHMAN HOUSE

TABLE OF CONTENTS

- Introduction
- Neighborhood Context
- Planning Context
- Regulatory Environment
- Analysis Map

INTRODUCTION

The Urban Collaborative (UC) team is preparing the Wilsonville Old Town Single-Family Architectural Standards. This memo outlines our current understanding and initial findings. Further engagement with City staff and the community will continue throughout the summer and will help to develop a draft architectural pattern book.

Historic architecture offers important lessons about making buildings work at both the street and pedestrian scale. The process of developing architectural standards will 'design-test' various historically accurate design ideas against the context of the existing urban form, function, and the needs of developers, residents, and the community. Our team's unique approach of participatory planning has led us to consult previous planning documents, conduct on-site analysis, and engage the community to refine our understanding of the neighborhood, its planning context, and the regulatory environment.



Page 225 of 255

NEIGHBORHOOD CONTEXT

Old Town Wilsonville has a rich history with development beginning in the 1880s. Some of the first buildings date back to 1850. It is the oldest neighborhood in Wilsonville due to the establishment of Boone's Ferry as more and more people made their way West. Most of the first buildings in Old Town were commercial buildings to support the passengers and trading near the Willamette River. This included stores, hotels, saloons, and other businesses, some of which have now been converted into private residences. The fabric of Old Town is distinct from the rest of Wilsonville, not only because of its age, but also because of its general character of smaller homes, traditional lots, rural road types, mature vegetation and large trees, gridded street network, and historical architectural styles.

The Urban Collaborative team completed an extensive site analysis on June 22, 2017 in order to document each individual house in the Old Town Neighborhood. The resulting analysis map can be found on page five. In addition, our team met with key members of the community and city planning staff to better understand the community's vision. The community members of Old Town care deeply about their neighborhood and are concerned about possible changes to the area's urban form and historical architecture as the City of Wilsonville grows. The initial impetus for the 2011 Old Town Neighborhood Plan was an objection to a proposed subdivision between 4th and 5th Streets and east of Fir Avenue. This led the community, with the help of City planning staff, to draft a neighborhood plan and architectural pattern book. These documents do not currently have legal standing. However, they are often referred to and used to direct development efforts. Our purpose is to take the substantial work that has been done by the community and formalize it into a regulatory document that provides clear and objective standards to guide future residential development.

PLANNING CONTEXT

In order to understand the planning context for the Old Town Single-Family Architectural Standards, our team analyzed prior planning efforts including the Wilsonville West Side Master Plan, Wilsonville Old Town Neighborhood Plan, Boones Ferry Historic District Architectural Pattern Book, Villebois Architectural Pattern Book, Old Town Overlay Zone and other code language related to single-family development. These planning efforts are a good base from which to create an official architectural standards pattern book that will be adopted by the City and accurately represent the goals of the neighborhood.

During a meeting with City planning staff on June 6, 2017, the project team discussed several architectural standards currently in place in Wilsonville. This discussion helped define the level of detail desired for the Old Town Architectural Standards. The Old Town neighborhood is one of the only neighborhoods in Wilsonville that is not a planned development with an HOA; however, it has very active and interested community members. The UC team's priority is to listen to the community and respond to their planning goals.

REGULATORY ENVIRONMENT

There are several land use zones within the Old Town Neighborhood that have differing regulatory standards, including Planned Development Industrial (PDI), Planned Development Commercial (PDC), Planned Development Residential (PDR-4), Residential Agricultural-Holding (RAH), and Residential (R) along Boones Ferry Road and throughout the neighborhood. The UC team analyzed the Wilsonville Planning and Land Development Ordinance, specifically paying attention to the Old Town overlay zone currently designated as "O," as well as the Oregon Statewide Planning Goals and Federal Fair Housing laws, to better understand the regulatory environment that will inform the single-family architectural standards.

The O zoning code overrides some components of other residential zoning codes in the neighborhood. A new draft of the O overlay zone is being developed by the City. Simultaneously refining the O overlay zone regarding single-family homes and architectural standards will help create a cohesive and clear set of standards.

The resulting architectural pattern standards will form simple guidelines for future development, including massing, setbacks, landscaping, etc. The UC team will provide an aesthetic, clear, and objective pattern book that fits with the residential context of the Old Town neighborhood. The standards will define characteristics of the following styles found in Old Town:

- Western Farmhouse: 1840-1925
- Ranch: 1945-1965
- Bungalow: 1900-1930
- Modern Mix: 1955-present day
- Craftsman: 1900-1930

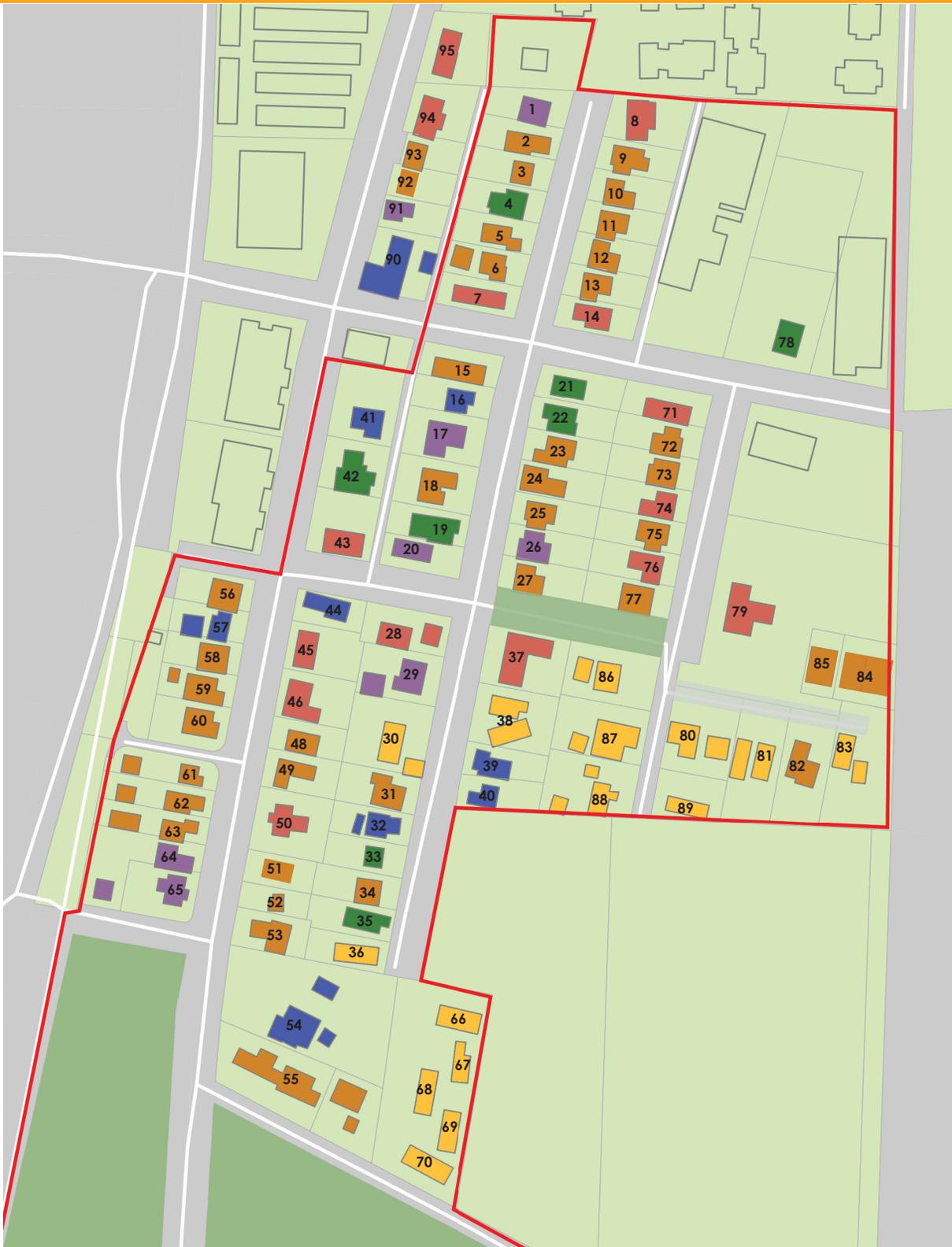
These date ranges represent the general definitions of each style. The on-site analysis, revealed that the neighborhood has two prominent historical architectural styles: Western Farmhouse and Craftsman or Bungalow. With the understanding that the community wishes to retain and enhance the original historic character of the neighborhood, the pattern book will focus on these earlier historical styles. Our efforts will include making these styles clear and objective for future development to reference. These styles will pertain to single family houses and duplexes only; all other development types will continue to go through existing Site Design Review and Old Town Overlay standards.

Issues that will need to be addressed beyond the characteristics of the historical styles of future development include:

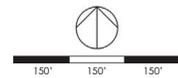
- Accessory Dwelling Units - size and location requirements
- Edges - addressing property and parking edges
- Garages - both attached and detached
- Porches – scale and to enhance streetscape and community
- Facades that face public right-of-ways
- Lot coverage - both for built percentage and pervious surface percentage
- Creating objective and simple guidelines for implementation

Any new planning documents concerning Old Town should protect the historical integrity of the neighborhood, ensuring that proposed development or renovations fit the scale and massing of the residential neighborhood.

ANALYSIS MAP



- Western Farmhouse
- Craftsman
- Bungalow
- Ranch
- Modern Mix (including new build)
- Other (Prefab)
- Residential Scope Border
- City Parks
- Roads
- Tax Lots



Section 4.138. Old Town (O) Overlay Zone.

- (.01) Purpose. The purpose of this overlay zone is to establish the design standards that will be applied to developments within the Old Town neighborhood, mapped as the Boones Ferry District in the City's West Side Master Plan. The following purpose statement is not intended as a set of additional permit criteria. Rather, it is a description of the desired outcome as development occurs incrementally, over time. This overlay district is intended to create a modern interpretation of a traditional old town Main Street and mixed use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community.
- A. The standards of the "O" overlay zone are intended to assure that, through the appropriate use of architectural details, windows, building orientation, facades, and construction materials, new structures, and major alterations of existing structures, create a pleasing and pedestrian-friendly environment.
 - B. It is the desire of the City to have commercial, industrial, multi-family, and mixed use buildings in the "O" overlay zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930 and for single-family homes to be consistent with and enhance the existing character of the neighborhood. The following design standards are intended to further define those characteristics that will convey the desired architecture.
 - C. These standards are intended to encourage quality design, to enhance public safety, and to provide a comfortable and attractive street environment by providing features and amenities of value to pedestrians. Quality design will result in an arrangement of buildings that are in visual harmony with one-another, leading to a neighborhood that is vital, interesting, attractive, and safe. These qualities contribute to the health and vitality of the overall community.
 - D. These standards shall be used by the City's Planning ~~Department~~-Division and Development Review Board in reviewing development applications within the Old Town neighborhood.
- (.02) The "O" Overlay zone shall be applied in conjunction with the underlying base zones in the Old Town neighborhood.
- (.03) Review Process in the "O" Overlay zone.
- A. The following shall require site design review for conformance with these standards in Subsections (.05) through (.17) as well the Site Design Review standards (Sections 4.421) and other applicable standards:
 - 1. New commercial, industrial, public facility, multi-family residential, and mixed use building construction and the substantial redevelopment of existing buildings, ~~including the construction of new single family dwellings;~~ and

Page 309 of 382
ATTACHMENT A
LP17-0004 RECORD

2. Any exterior remodeling of commercial, industrial, public facility, multi-family residential, or mixed use building that requires a building permit, when that remodeling is visible from a public street (other than an alley).
- B. ~~Except, however, that exterior remodeling of residential units other than those facing Boones Ferry Road shall be reviewed through the Class I Administrative Review procedures of Sections 4.009 through 4.012. This review will be applied only to the portions of buildings that are visible from public streets (not including alleys) and is intended to assure that the design of the portion of the building being remodeled will either match the standards of the Old Town Overlay Zone or be consistent with the existing design of the structure. The following (except as noted in 1.a. below) shall require review for conformance with the Old Town Residential Pattern Book as a Class I administrative review concurrent with building plan review.~~
 1. New single-family homes (including duplexes), single-family home additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use.
 - a. Except, however, an applicant may elect to go through the site design review process identified in A. above for approval if the project is not in conformance with the Old Town Residential Pattern Book but otherwise can be found to conform with the standards of the "O" Overlay Zone.
- C. ~~Those proposing to build or remodel the exterior of any building in the area are encouraged to contact the City about the availability of funds for historic façade treatment.~~

~~(.0304)~~ Development standards.

- A. Single-family development (including duplexes and accessory buildings). These standards shall take precedence over setback, lot coverage, height, and accessory dwelling unit standards otherwise established in the Development Code. All other standards of the base zone shall apply. For PDR Zones, the setback and lot coverage standards are subject to the waiver provisions of Section 4.118.
 1. The setback and lot coverage standards in the Old Town Residential Pattern Book shall apply to single-family development in the "O" Overlay Zone.
 2. -The following standards shall apply to ADU's within the "O" Overlay Zone. Review of ADU's is through a Class I administrative review process as identified in Subsection 4.113 (.11) B. 4.:
 - a. Size: ADU's shall be limited to 600 square feet of living space.
 - b. Design: ADU's shall be detached from the primary dwelling, be single-story, and be of substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property.

Page 310 of 382
ATTACHMENT A
LP17-0004 RECORD

~~c. Parking: Each ADU shall have one standard sized paved parking space on the same lot. On-street parking may be considered to satisfy this requirement if on-street parking exists along the frontage of the lot..~~

~~a. A. Lot area, width, depth – As specified in the underlying base zone. Single family and two family dwelling units, other than those on lots fronting Boones Ferry Road, shall be subject to the following minimum setbacks:~~

- ~~1. Front and rear yard: _____ 15 feet;~~
- ~~2. Street side of corner lots: _____ 10 feet;~~
- ~~3. Other side yards: _____ 5 feet.~~

~~B. B. All other development:~~

~~1. Building Setbacks - Buildings fronting Boones Ferry Road shall abut the public sidewalk except where public plazas, courtyards, approved landscaping, or other public pedestrian amenities are approved. Except, however, that residential garages or carports shall be set back a minimum of twenty (20) feet from any sidewalk or traveled portion of a street across which access to the garage or carport is taken. The Development Review Board may approve other setbacks to accommodate sidewalks, landscaping, or other streetscape features located between the street right-of-way and the building.~~

~~2. Landscaping - Not less than fifteen (15) percent of the development site shall be landscaped. In the event that a building is set back from a street side property line, along Boones Ferry Road, Bailey Street, or 5th Street, the intervening area shall be landscaped. In reviewing proposals for parking lots in locations between buildings and streets, the Development Review Board may require special landscaping treatments or designs to screen the view of the parking lot from the public right-of-way.~~

~~3. Building height - As specified in the underlying base zone.~~

~~4. Street access to Boones Ferry Road. Ingress and egress points along Boones Ferry Road shall be designed and constructed such that access points on one side of the road shall coordinate with access points on the other side of the road. New developments along Boones Ferry Road and north of Bailey Street will have access points designed and constructed in a pattern that replicates the shape of Main Street blocks.~~

~~(.0405) Pedestrian environment. In order to enhance the pedestrian scale of the neighborhood:~~

- ~~A. Special attention shall be given to the primary building entrances, assuring that they are both attractive and functional.~~
- ~~B. The pedestrian environment shall be enhanced by amenities such as street furniture, landscaping, awnings, and movable planters with flowers, as required by the Development Review Board.~~

Page 311 of 382
ATTACHMENT A
LP17-0004 RECORD

- C. Sidewalk width may vary from block to block, depending upon the nature of adjacent land uses and the setbacks of existing buildings. Provided, however, that a continuity of streetscape design is maintained along Boones Ferry Road, generally following the pattern that has been started with the 1996 approval for Old Town Village on the west side of Boones Ferry Road from Fourth Street to Fifth Street. [Amended by Ordinance No. 538, 2/21/02.]
 - 1. North of Bailey Street, where the most intense commercial development is anticipated, the widest sidewalks and most mature landscaping are required.
 - 2. In situations where existing buildings are located at the right-of-way line, special sidewalk designs may be necessary to assure pedestrian access.
- D. When practicable, buildings along Boones Ferry Road shall occupy 100% of the street frontage between block segments. Up to 25% of street frontage may be in public plazas, courtyards, and similar landscape or streetscape features that provide public spaces adjacent to the sidewalk. For smaller lots, which may not have functional alternatives for parking, up to 40% of lot frontage may be used for parking, provided that appropriate screening and visual enhancement is created between the parking area and the sidewalk. Appropriate pedestrian connections shall be constructed between such parking lots and sidewalks.

(.0506) Building compatibility.

- A. The design and materials of proposed buildings shall reflect the architectural styles of the Willamette Valley during the period from 1880 to 1930.
- B. Commercial and manufacturing buildings shall be designed to reflect the types of masonry or wood storefront buildings that were typical in the period from 1880 to 1930. Larger modern buildings shall be designed with facades that are divided to give the appearance of a series of smaller buildings or distinctive store fronts, and/or multi-storied structures with, at least, the appearance of second stories.
- C. Residential buildings shall be designed to reflect the size and shape of traditional dwellings from the period from 1880 to 1930. Where larger multiple family residential buildings are proposed, their building facades shall be divided into units that give the appearance of a series of smaller dwellings.
- D. Manufactured housing units and mobile homes, if located outside of approved manufactured or mobile home parks, shall meet the design standards applied to other single family dwellings in the area.

(.0607) Building materials.

- A. Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger developments, variations in facades, floor levels, architectural features, and/or exterior finishes shall be used to create the appearance of a series of smaller buildings.
- B. Exterior building materials shall be durable, and shall convey a visual impression of durability. Materials such as masonry, stone, stucco, and wood will generally

Page 312 of 382
ATTACHMENT A
LP17-0004 RECORD

provide such an appearance. Other materials that replicate the appearance of those durable materials may also be used.

- C. Where masonry is to be used for exterior finish, varied patterns are to be incorporated to break up the appearance of larger surfaces.
- D. Wood siding is to be bevel, shingle siding or channel siding or the equivalent. T-111 and similar sheathed siding shall not be used unless it is incorporated with batten treatment to give the appearance of boards.
- E. Exterior materials and colors are to match the architecture of the period.

(.0708) Roof materials, roof design and parapets.

- A. Pitched roof structures shall have a minimum pitch of 4:12.
- B. Roofs with a pitch of less than 4:12 are permitted, provided that they have detailed, stepped parapets or detailed masonry coursing.
- C. Parapet corners are to be stepped. Parapets are to be designed to emphasize the center entrance or primary entrance(s).
- D. Sloped roofs that will be visible from the adjoining street right-of-way shall be of a dark, non-ornamental color.
- E. Preferred roofing materials that are visible from a public street include wood or architectural grade composition shingle, tile, or metal with standing or batten seams. Metal roofs without raised seams shall not be used in visible locations.
- F. All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes are to be completely screened from public view by parapets, walls or other approved means; or , alternatively, may be effectively camouflaged to match the exterior of the building.
 - 1. "Public view" is intended to mean the view from the sidewalk directly across the street from the site.
 - 2. Roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes that are visible from Interstate-5 shall be effectively camouflaged to match the exterior of the building

(.0809) Building entrances. If visible from the street, entrances to commercial, industrial, or multi-family residential buildings are to be architecturally emphasized, with coverings as noted in subsection (.09), below.

- A. The Development Review Board may establish conditions concerning any or all building entrances, especially where such entrances are adjacent to parking lots. For buildings fronting on Boones Ferry Road, at least one entrance shall be from the sidewalk.
- B. Secondary building entrances may have lesser architectural standards than primary entrances.

Page 313 of 382
ATTACHMENT A
LP17-0004 RECORD

(.0910) Building facades.

- A. Ornamental devices, such as moldings, entablature, and friezes, are encouraged at building roof lines. Where such ornamentation is to be in the form of a linear molding or board, it shall match or complement the architecture of the building.
- B. ~~Commercial, industrial, and multi-family residential b~~Buildings are to incorporate amenities such as alcoves, awnings, roof overhangs, porches, porticoes, and/or arcades to protect pedestrians from the rain and sun. Awnings and entrances may be designed to be shared between two adjoining structures. (See subsection (.08), above.)
- C. Commercial and manufacturing buildings with frontage on Boones Ferry Road shall incorporate the following traditional storefront elements:
 1. Building fronts to be located at the right-of-way line for streets, except in cases where an approved sidewalk or other streetscape features are located between the street right-of-way and the building. Intervening areas are to be attractively landscaped.
 2. Upper and lower facades are to be clearly delineated.
 3. Lower facades shall include large windows, as specified in subsection "(.10)," below, and recessed entries.
 4. Tops of facades shall have decorative cornices.
- D. Buildings are to have variations in relief, including such things as cornices, bases, fenestration, fluted masonry, and other aesthetic treatments to enhance pedestrian interest.

(.1011) Windows in buildings adjacent to Boones Ferry Road.

- A. Windows shall include amenities such as bottom sills, pediments, or awnings. Glass curtain walls, highly reflective glass, and painted or darkly tinted glass are not permitted other than stained or leaded glass.
- B. Ground-floor windows on commercial or industrial buildings shall include the following features:
 1. Windows shall be designed to allow views into interior activity areas and display areas along street frontages.
 2. Sills shall be no more than four (4) feet above grade, unless a different design is necessitated by unusual interior floor levels.
 3. At least twenty percent (20%), of ground floor wall area along Boones Ferry Road, Bailey Street, or 5th Street shall be in windows or entries. No blank walls shall be permitted abutting any street other than an alley.
- C. Upper-floor windows on commercial, industrial, or multi-family residential buildings shall include the following features:
 1. Glass dimensions shall not exceed five (5) feet wide by seven (7) feet high.

Page 314 of 382
ATTACHMENT A
LP17-0004 RECORD

2. Windows shall be fully trimmed with molding that is at least two (2) inches wide.
3. Multiple-light windows or windows with grid patterns may be required by the Development Review Board when architecturally consistent with the building.

(.4112) Landscapes and streetscapes.

- A. The street lights to be used in the area shall be of a standardized design throughout the Old Town Overlay District.
- B. Benches, outdoor seating, and trash receptacles are to be designed to match the architecture in the area.
- C. Benches and other streetscape items placed within the public right-of-way must not block the free movement of pedestrians, including people with disabilities. A minimum pedestrian walkway of five (5) feet shall be maintained at all times. Standards of the Americans with Disabilities Act (ADA) shall be observed.

(.4213) Lighting.

- A. All building entrances and exits shall be well-lit. The minimum lighting level for commercial, industrial, or multi-family residential building entrances is to be four (4) foot-candles. The maximum standard is to be ten (10) foot-candles. A lighting plan shall be submitted for review by the Development Review Board.
- B. Exterior lighting is to be an integral part of the architectural design and must complement the street lighting of the area, unless it is located at the side or rear of buildings in locations that are not facing a public street that is not an alley.
- C. In no case is lighting to produce glare on neighboring properties or public rights-of-way such that a nuisance or safety hazard results.

(.4314) Exterior storage.

- A. Exterior storage of merchandise or materials shall be subject to the fencing or screening standards of Section 4.176 of the Wilsonville Code. The Development Review Board may prescribe special standards for landscaping or other screening of walls or fences.
- B. Temporary outdoor displays of merchandise shall be permitted, subject to the conditions of the development permit or temporary use permit for the purpose. Where pedestrian access is provided, a minimum walkway width of five (5) feet shall be maintained at all times.

(.4415) Storage of Trash and Recyclables. Storage areas for trash and recyclables shall meet the applicable City requirements of Sections 4.179 and 4.430 of the Wilsonville Code.

(.4516) Signs. Signs shall match the architecture of buildings in the area, and shall be subject to the provisions of Sections 4.156.01 through 4.156.11 of the Wilsonville Code. [Amended by Ord. No. 704, 6/18/12]



Old Town Single-Family Development Code Updates

Planning Commission Work Session

July 12, 2017

Presented by: Daniel Pauly AICP, Senior Planner

Impacted Properties



Create Ministerial Review Process

- New process for single-family homes:
 - Ministerial review using adopted design guidelines (pattern book)
 - Option to go through existing process
- Process for commercial, industrial, public facility, multi-family, and mixed-use development remain the same (DRB review).



Single-family Development Standards

- Design guidelines (pattern book) take precedence over underlying code requirements
- Old Town specific standards for Accessory Dwelling Units



Accessory Dwelling Units

- Smaller square footage allowance than remainder of City
- Only detached units allowed
- No limitation on number of ADU's



Questions & Comments



ATTACHMENT A

LP17-0004 RECORD

Planning Commission
People In Attendance
July 12, 2017

NAME (Printed <u>LEGIBLY</u> please)	MAILING ADDRESS (Including <u>ZIP</u> Code please) or E-MAIL ADDRESS	PLACE ON MAILING LIST? (Please Check if Yes)		
		Old Town Dev. Code	Coffee Creek Ind. Form based Code	Town Center
Ronald + Debra Cox Mary Doty	30950 SW Boones Ferry Rd Wilsonville	10		
Monica Keenan	9460 SW 4th St Wilsonville	X		
Steve + Mary Joyce Van Wechel	P.O. Box 652 Wilsonville 97170	X		
Barbara Eggenmans	9250 SW 4th St Wilsonville OR	X		
Douglas Muehler	30950 SW For Ave " "	X		

Page 322 of 382
ATTACHMENT A
LP17-0004 RECORD

PLANNING COMMISSION
WEDNESDAY, JULY 12, 2017
6:00 P.M.

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

Minutes approved
at 9.13.2017 PC
Meeting

Minutes Excerpt

I. CALL TO ORDER - ROLL CALL

Chair Greenfield called the meeting to order at 6:01 p.m. Those present:

Planning Commission: Jerry Greenfield, Eric Postma, Al Levit, Peter Hurley, Phyllis Millan, Simon Springall, and Kamran Mesbah.

City Staff: Chris Neamtzu, Amanda Guile-Hinman, Miranda Bateschell, Daniel Pauly, Jordan Vance, and Kim Rybold.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZEN'S INPUT

There was none.

CONSIDERATION OF THE MINUTES

A. Consideration of the May 10, 2017 Planning Commission minutes
The May 10, 2017 Planning Commission minutes were accepted as presented.

II. WORK SESSIONS

A. Old Town Development Code and Architectural Pattern Book (Pauly)

Dan Pauly, Senior Planner, explained that a lot of work went into the Old Town Neighborhood Plan and included an Architectural Pattern Book. The project team was tasked with developing and integrating objective standards into the Development Code in order to make the Neighborhood Plan operational and to review single-family homes in Old Town. He introduced the consultant team.

Zoe Anton, Project Manager, Urban Collaborative, and Steve Coyle, Architect and Planner of Town-Green, presented the Wilsonville Old Town Single-Family Architectural Standards. The PowerPoint presentation included a review of the six residential architectural styles proposed for Old Town, suggested guidelines for formatting clear, objective and useable standards, and the key issues for the Commission to consider when establishing appropriate architectural styles for Old Town in the Code.

- Some houses along the north side of Boones Ferry Rd were outside of the project's scope because they faced Boones Ferry Rd. Different standards would apply to those homes because Boones Ferry Rd would be turned into a mixed-use main street. The homes were included in the audit because they still contributed to the architectural style and especially because they included some beautiful historic styles.
- Most of the architectural examples were in Old Town, but some were in greater Wilsonville; however, all of the ranch-style homes shown were in Old Town.

Initial discussion and feedback from the Planning Commission was as follows:

Page 323 of 382
ATTACHMENT A
LP17-0004 RECORD

- Farmhouse, bungalow, and ranch style homes only made up about a third of the homes in Old Town, yet these three styles seemed to be driving the architectural style of the neighborhood. Was the intention to drive the future development of those specific designs as opposed to the entire neighborhood? How many existing homes would not fit architectural proposals?
 - According to feedback received, the neighborhood wanted to maintain the specific historic character defined in the years 1880 to 1930, which would not include ranch or modern mix. The three styles represented a small part of the area, and the recommendation was to at least include ranch style homes dating from 1950 and forward and was currently the majority of the style in Old Town. The modern mix did include some ranch homes that had been altered, resulting in them no longer being identified as historic ranch. The question was whether to expand the time period beyond 1930 to show the real character of the neighborhood, so perhaps further input was needed from the community.
- Unlike Frog Pond, most of what was being discussed was concerning what the current ownership wanted their neighborhood to look like, so hearing from current residents was preferable as their input should be more of a driving force than what the Commission believed the neighborhood should look like.
- A key question was whether the massing and size, regardless of style, were more important or the actual architectural style versus the actual massing and setbacks.
- There were four undeveloped properties in Old Town, two were nearing completion and two had just started construction.
- The largest portion was at Fir Ave and 4th St, identified as Building 79, where the home had been demolished. The developers held a neighborhood meeting recently to discuss development of the property.

Chair Greenfield called for public comment.

Monica Keenan stated she had attended all the planning sessions for the development of the Old Town Plan and was on the Steering Committee for the Architectural Pattern Book to pull together some missing elements that needed to get into the Plan's text. She explained that the original Old Town Overlay called for the area to retain the historic feeling of the time period from 1880 to 1930. In the text of the Old Town Plan, the neighborhood wanted to move beyond that and include all of the ranch homes, which was why they were included in the Pattern Book to help support the continued growth of Old Town and acknowledge each step of growth in the neighborhood, depicting the very specific stages of growth there. She wanted to clarify that the 1880 to 1930 character was not expected to continue as that was the old overlay.

- In developing the subject standards, the goal was for the new standards to supersede what used to be the catch-all of the 1880s to 1930s character. If the owner of a ranch house wanted to do some renovations, for example, the owner was directed to make their ranch house look like something prior to 1930, which was the catalyst for developing the Pattern Book.

Commissioner Levit noted that even with the ranch homes included only about one third of the existing homes currently fit the historic category.

- Ms. Keenan adding noted that the Pattern Book included seven standards that allowed manufactured homes to be replaced with or new homes to be built as farmhouse, bungalow, colonial, or ranch style homes.
- The consultants discouraged the modern mix as a new housing style, but in developing the Plan 12 years ago, the intent was to protect existing homes so an existing modern mix owner could make some basic renovations without having to make it look like something it wasn't, which was why the Steering Committee tried to capture all of those elements. So, moving forward, developing ranch houses were fine. In total, 83 percent of the homes were covered by the standard styles recommended in the Pattern Book.

Commissioner Springall asked if she was suggesting a different treatment for remodeled versus new development; perhaps remodel standards would be slightly more flexible to keep with the current style of the house, particularly with regard to the modern mix, and not veer away from that style for new development, while allowing any existing buildings of that style to be remodeled consistent with their current style.

Page 324 of 382
ATTACHMENT A
LP17-0004 RECORD

- Ms. Keenan agreed and cited the Butterfly House as an example, noting the idea was not to make it more difficult for that house to be remodeled into something it was not. Codifying that concept and making it specific was difficult. However, she did not believe it should be classified as a modern mix, which could then be submitted as a three-story, international style. The language needed to be careful with remodels, which was difficult given the broad mix of styles.

Commissioner Postma understood the mindset was that if renovations fell outside the recommended pattern styles, such as the ranch style, the modern mix should not be exacerbated when making renovations.

Ms. Anton summarized the understanding that remodels could stay within their current style and the scale and massing of the overall context of the neighborhood, but new homes must fit into the 1880s to 1930s styles.

Ms. Keenan responded no; the defined housing types were determined to go into the next stage of the Pattern Book. She clarified the architectural styles should include everything included in the Pattern Book, except for the modern mix. She confirmed that included western farmhouse, craftsmen, bungalow, colonial revival, ranch but not modern mix for new construction.

Doug Muench, citizen residing at Fir Ave, stated he had worked closely with Ms. Keenan and Marta on the Pattern Book. In their discussions, he did not recall talking about new construction being allowed to do modern mix at all. Remodels were discussed, but specifically, modern mix did not fit the neighborhood at all. While any existing remodel was okay within the styles discussed, including modern mix, any new construction needed to be the 1880s to 1930s plus the other two styles, but not modern mix.

Commissioner Postma understood new construction would be western farmhouse, craftsmen, bungalow, and ranch. The modern mix could be remodeled as long as the remodel did not significantly increase the massing or exacerbating the modern style.

Commissioner Millan noted the issue was to not preclude someone from being able to upgrade their modern mix.

Mr. Muench noted a section of Villebois included some modern mix, and many people were opposed to it because it did not fit. Old Town did not want to see that.

Commissioner Levit inquired about manufactured homes.

- Mr. Muench stated manufactured homes existed, and he did not believe any new ones would come in.
- Ms. Keenan noted the original Pattern Book includes a page for manufactured homes, but those styles had been pulled out and replaced with the styles set forth in the new Pattern Book.
- Ms. Anton stated manufactured homes could meet all style guidelines. If standards were set for materials, color, height, etc. and if the homes met those standards, whatever manufactured or not, it should be approved. She did not believe manufactured homes could be prohibited if all the standards were met.

Commissioner Hurley clarified a manufactured home did not simply mean double-wide trailer. Moving forward, 3,000 sq ft, factory-built manufactured homes would be built that looked like Renaissance homes.

Ms. Keenan stated it was a concern for residents who might want to replace their manufactured homes with another and not build a stick home.

- She noted a page in the Pattern Book needed clarification. The five contributing styles they wanted reflected in new homes were western farmhouse, bungalow, craftsman, colonial revival, and modern mix, which encapsulated everything from 1935 to 1990 and included ranch-style homes.

Commissioner Springall suggested that the definition of modern mix might be too broad as it included a variety of homes, and clearly, the international style that did not fit Old Town's character.

Page 325 of 382
ATTACHMENT A
LP17-0004 RECORD

- Ms. Keenan stated the Old Town Neighborhood Plan was a neighborhood effort and that was the nomenclature at the time.
- Ms. Anton agreed the Plan was a great document. She recommended removing the ranch style from the modern mix, which she agreed was too broad. It was a recognized historic style and a large part of Old Town's current character. She clarified Craftsman was actually the style and bungalow was a subcategory, and actually a small craftsman.

Commissioner Mesbah:

- Asked if the style book was for those who wanted approval through Staff; if someone wanted to do a modern structure that harmonized with adjacent structures, the discretionary approval process was still available. Modern design could articulate different massing and elements very well, and be perfectly compatible with older, adjacent buildings.
 - Mr. Pauly added that as currently proposed, a project not meeting the Pattern Book or Design Guidelines would go back to the current process, which required an 1880 to 1930 style. The Code might need to be adjusted to better define the architectural styles or that era for single-family homes.
- Confirmed that as currently drafted, modern mix would be out if the standards in the design book were not met, though the planning appeals process was still available.

Commissioner Levit asked what the largest historical house was in Old Town, currently.

- Ms. Keenan replied the average was 1.5 stories, but there were a couple two-story homes. In the subject process, the neighborhood wanted to address the scale and massing on the lots to help minimize large ranches. The architectural standards were supposed to support the scale and massing of the existing Old Town neighborhood where the maximum was two stories.
- Mr. Pauly added the historical size was 1,200 to 1,300 sq ft, but nothing over 2,000 sq ft.

Mr. Coyle understood one fundamental issue was if a remodel, addition, or a new house did not fit the proposed standards for either a ranch or earlier, it would have to go through some kind of design review or discretionary process.

- Mr. Pauly responded presently, there was similar language in the Old Town Overlay stating the proposal much match the historical or the style of the existing house. Simple remodels were currently handled administratively. However, there was a need to define how far someone could go with the existing style before conformance was triggered.
- Ms. Anton stated getting further clarification through this planning session would help them provide further details for the next work session; for example, remodels over 400 sq ft must go through the process. More specific proposals would be presented at the next work session after the project team received direction on the key issues.

Ms. Keenan continued her testimony, stating that while the page with the small duplex example was appreciated, the text of the Plan stated no duplexes, which was why there was an issue with accessory dwelling units (ADUs). The Steering Committee had wanted to find a way to limit ADUs, which result in high-density in the neighborhood comprised of many dead-ends. ADUs had already been used as a mechanism for duplexes. Even the old Overlay stated no duplexes in the Old Town residential area.

- Although the current Overlay did allow duplexes, the whole point of the Old Town Plan was to change and clean up that old Overlay. She noted the single-family standards were being reviewed for the neighborhood.

Ms. Anton stated the Planning Commission needed to decide whether architectural standards should be included for duplexes, which would affect the Code.

Page 326 of 382
ATTACHMENT A
LP17-0004 RECORD

Ms. Keenan responded it was the Code changes that had taken such a long time. She stated one of the five goals for the Old Town Plan was no ADUs. The Steering Committee focused on ADUs because the goal was to have no duplexes or multi-family in the single-family portion of the neighborhood, which was bordered by multi-family on the north and south.

Commissioner Postma noted a state statute required that ADUs be allowed.

- Ms. Keenan replied addressing that statute would come through defining ADUs in the neighborhood so they could not necessarily be used as a mechanism for duplexes or triplexes.

Commissioner Springall confirmed the existing multi-family was not included in the study area.

- Ms. Anton added there were a few duplexes along the park, which were included within the scope because they were in the Old Town Overlay Zone. The Commission needed to determine whether to continue to include duplexes.

Michelle Dempsey said she lived at the end of Boones Ferry Rd and wanted to talk about the four new homes built that she believed were considered condos. There used to be a trailer on that lot, and when the pictures came to the neighborhood, it looked like a house. The pictures showed it at the back of the lot with room in front of the building. However, the building was built directly on the street with no setback and a garage right in the front, so the massive house just dominated the tiny manufactured home next to it. There were actually two enormous homes being built on that one lot that used to have a trailer on it. She did not know what type of homes they were, but they did not look like Old Town.

Ms. Keenan believed she was talking about Lot 50. One reason scale and massing was such concern was because of the larger lots which currently had pretty nice homes on them that would be ripe for redevelopment if the Code was not changed since the scale and massing restrictions were not in place.

- She clarified with Staff that that lot in question was either Lot 50 or 51. A new home was proposed on the lot, but changes were made after Development Review Board (DRB) approval. It had virtually no setback and was not at all within the scale and massing of the neighborhood. There was hardly any setback on the roof line, either. There were just two large boxes with no parking and no setbacks, so it was very invasive. Those changes were a surprise.

Ms. Dempsey added nearby residents received a card in the mail describing the changes being proposed, and a few neighbors wrote in that they did not like it, but it did not matter. One could not tell the building had been brought up to the street; it still looked like the structure sat at the back of the lot.

Ms. Keenan added that was why the neighbors were anxious to get through this Code adoption process

Chris Neamtzu, Planning Director stated he did not know what happened with the changes, but he would find out.

Ms. Dempsey noted the two that were built across from Tim Knapp's property were set back, and she was told the new buildings would be the same.

Ms. Keenan noted those on Boones Ferry Rd looked like they were set back to allow for the widening of the road. She continued her testimony, stating she did not believe the Plan should be so prescriptive as to define absolute details on doors and windows or the intent of the style. The right scale and massing and architectural style were important, but things like a new door should not create issues.

- She did not believe there should be any fake facades on the homes and noted some commercial buildings had those; having an entire home look consistent was reasonable.
- As far as compatible ADUs, Senate Bill 1051 was a disappointment, and if possible, the neighborhood would still like to work around that. City Council had asked the Steering Committee to define some

Page 327 of 382
ATTACHMENT A
LP17-0004 RECORD

language to help minimize ADUs in Old Town, and it appeared the only means to do that was through the architectural standards, and the scale and massing.

- The proposed standards were important because of the many developable lots that still have homes on them today. The proposed Plan was trying to take the future into account and minimize density in Old Town.

Chair Greenfield confirmed there was no further public input.

Ms. Anton noted the discussion had involved all of the questions the project team sought input on (Slide 60) and asked for further input from the Commission. She explained the goal was to create clear and objective architectural standards for single family homes in the Old Town neighborhood.

Chair Greenfield said he was unsure how that goal related to what existed; Old Town was a tremendously eclectic place architecturally, and he understood it would remain eclectic, perhaps with a little trimming on the modern end. But, how would Old Town look any different in 10 or 20 years?

- Mr. Pauly responded there was the property at Fir and 4th Ave, but there were also a number of manufactured homes; and as property values rose, their removal and redevelopment on those lots was expected. While homes have grown bigger over time, the idea was that Old Town would continue to look like it did now and would not have larger homes or different styles that would change the neighborhood.
- Mr. Coyle stated that in Wilsonville and other areas, property values were escalating, not declining. There might be speculation in Old Town where some of the smaller, 1,200 sq ft ranch homes were purchased and replaced with a 2,400 sq ft home. It was easier to scrape a home than remodel it, particularly because of new energy codes, and structurally, older homes were not designed for a seismic zone. Having a set of standards for this eventuality was important so that the replacement buildings had some consistency with what the neighborhood desired.
 - He noted the region was overdue for a subduction zone earthquake. If a large earthquake occurred that caused a lot of damage, a lot of homes would be replaced.
 - With regard to remodeling and additions, there might be a need to figure out how to provide some consistency for homes being expanded and remodeled, since many of the existing homes might be considered undersized by today's standards. Perhaps the simplest thing would be to have expansions towards the back and not the front, which might be a chance to create more consistency. Maybe a condition of an enlargement would be the addition of some feature that added some consistency to the neighborhood.
 - These were three ways to use the standards to begin to add design value, as well as property value, to the neighborhood.

Commissioner Levit said he was concerned that making the Pattern Book too constraining would hurt property values.

- Mr. Coyle replied he and Architect Marcy McInelly had seen the opposite in projects around the country. Setting high architectural standards tended to eliminate people who were not interested in that level of design quality. If someone was really serious about doing a modern structure or an international style and they wanted to go through the design process that might be acceptable to Old Town and to the City.

Chair Greenfield:

- Read the Purpose Statement of the Old Town Neighborhood Plan, emphasizing the unique character of Old Town, and said he could not easily put his finger on what made Old Town unique.
 - Ms. Keenan responded what was unique about Old Town was it was the only neighborhood in town that was not part of a planned development community. It had evolved over time from the very first days of Wilsonville. The neighborhood wanted to maintain the single-family home structure where people had yards. They did not want the infrastructure of curbs and sidewalks or stormwater planters. They wanted to maintain the rural feel in that six-block area, similar to what used to be seen in the old

Page 328 of 382
ATTACHMENT A
LP17-0004 RECORD

town area of Lake Oswego and some areas in Lake Grove. The intent was to protect the neighborhood.

- This whole process started around the time of the Fred Meyer's development when a proposal came in for the lot that is being developed right now that had something like 25 units and 20 ADUs hidden in the development with no parking. The standards and the Old Town Plan first began because of that particular application, which shook up the neighborhood. A speculator wanted to put high density development on the lot without taking into account the neighborhood, parking, access, or anything else, and it would change the entire complexion of the entire neighborhood. That provided the opportunity for City Staff to start working with the neighborhood to define the neighborhood and develop standards to help protect it far into the future, so the DRB did not have to be burdened with it.
- She clarified the neighborhood did not want to create an historical replica or look like a theme park. They wanted to maintain the authenticity of the neighborhood, allow it to grow and gentrify, but not allow it to be speculated on and filled with high-density development that did not fit. There were some undervalued historic structures and it was important to everyone that lived there. It was the original, affordable neighborhood in Wilsonville with smaller homes that people could afford. The neighborhood wanted to remain eclectic and keep the small-town feel it had today with smaller places, nice yards, and no traffic. They did not want modern standards, like streetscapes in Old Town. The residents did not want to be like Frog Pond or Villebois.
- Did not believe this was an architectural or historic issue, but a lifestyle issue being overlaid on the community.
 - Ms. Keenan stated that was why they went through a public process and vetted the Plan for multiple years with the City. To support the lifestyle and feel in Old Town, the Code needed to be modified to support the architectural standards needed to maintain the scale and massing in the single-family area of the neighborhood. This structure was needed to help maintain the neighborhood so that every time a speculator came in, the neighborhood did not have to spend even more time at City Hall to protect the neighborhood. The neighborhood wanted some rules to back up Staff's rejection of an application for a five-story townhouse unit, for example, because Wilsonville was invested in protecting the only remaining original neighborhood.
- Noted there probably was broad concurrence within the Commission about what they did not want to happen in Old Town, though the reasons might not be the same as the neighborhoods. Generally, the Commission would not like to see a four- or five-story building in Old Town.
- Asked if any historic certification process applied to any structures in Old Town.
 - Ms. Keenan replied the neighborhood went through the State Historic Preservation Office (SHPO) process and tried to go through the historic inventory with the State of Oregon. Although there were several historic structures in Old Town, it was not a typical historic-type neighborhood due to the broad cross-section and eclectic mix of homes.
 - Mr. Coyle explained individual buildings could be certified, but understood the three objectives were simple homes of smaller scale and had a distinct character. Those could be coded, but serious decisions needed to be made. What could be seen from the street, not the actual size, might be the single most important issue in terms of scale. Hopefully, it could be made simpler for Staff to review and satisfy the neighborhood intentions, but he agreed veering into lifestyle issues would undermine the efforts of the project. What could legally be codified should be kept as clear and objective as possible, such as the issue with ADUs. Otherwise, he believed the project team had what it needed to move forward.
 - Ms. Anton confirmed the next work session would be September 13, 2017 and more detailed recommendations would be provided for the Commissioners to review by September 1.

Commissioner Springall noted with one major issue being what could be seen from the road and the testimony regarding concern about the lack of setbacks, he suggested including a large setback of 15 or 20 ft for new builds, if possible. This would keep the size of the house smaller while still preserving space.

Page 329 of 382
ATTACHMENT A
LP17-0004 RECORD

Chair Greenfield believed the massing issue could be addressed by setbacks and lot coverage. It did not seem like the Commission was dealing with the appeal to historical styles very well. It was complicated and he did not see a way to do it very well.

- Ms. Keenan noted the reason the architectural standards were being discussed was because the previous 1880 to 1930 overlay created issues for the neighborhood. The proposed document would help alleviate those issues from the existing overlay for new development and remodeling existing homes. The proposed Code work was the last major hang up in the Plan and was important because of the existing overlay requirements.

Discussion regarding the questions on Slide 60 continued as follows.

Commissioner Levit did not believe style should be nitpicked since the neighborhood was already so eclectic. He preferred garages to be in the back. Regarding materials and colors, he did not believe uniformity of color, shutters, roofs, etc. was wanted. Some restored farmhouses had interesting colors, and he wondered if those were the original colors or a modern interpretation. Some colors looked very good, but no one would want a purple home. He was unsure how color would be addressed in the Code.

Mr. Coyle added context was important. If there were three ranch houses in a row, would it be acceptable to add a craftsman? A purple house might be acceptable sitting by itself and screened by trees. The Commission needed to discuss the contextual at the next work session, and it would be helpful to look at actual examples to understand how much context mattered in decision-making.

Commissioner Hurley asked if forming a homeowners association (HOA) was possible and if an HOA might address these issues. Some HOAs limit colors and many other things than the City could.

Ms. Keenan said she did not believe an HOA could be established retroactively and noted that governing color had never been a concern in any conversations.

Commissioner Postma believed many people would agree with not constraining things too much; however, he was wary of too much flexibility and wanted as much objectivity as possible. He liked what was done in Frog Pond where the owner/developer had to include seven or eight elements from a list of fifteen. That approach provided the objectivity of checking off boxes, but also the flexibility owners or architects wanted. He did not want any unclear language.

- He noted that he and Commissioners Levit and Hurley were on the DRB Panel that reviewed the project Ms. Keenan mentioned, and he was very sensitive to the issue. That high-density project was cloaked in the notion of using ADUs to achieve a desired number of units. He knew ADUs were required by statute, but he was wary of them because of the potential. He asked to see some options from other cities about limiting what could be done with ADUs to make sure they were not used in a way that conflicted with the neighborhood.
- He confirmed the requirement was simply one ADU per single family home, but the project did that with attached structures, which made it odd. There were a lot of homes with ADUs above garages which looked more like an apartment than what was intended by the ADU statute, which was a home with the opportunity to have an ADU. It was really a masqueraded multi-family development.

Ms. Keenan added when the Old Town Plan was brought to Council for approval, language was included, as requested by Council, to help minimize the amount of ADUs in the neighborhood, which was a challenge to define.

Commissioner Postma confirmed the state law could be challenged, but he assumed there were ways to get around it.

Page 330 of 382
ATTACHMENT A
LP17-0004 RECORD

Mr. Pauly confirmed Lot 79, the subject of the multi-unit issue, was subdivided last year. One idea was to have 1.5-story craftsman bungalows that were condo-ized as separate, detached units. A subdivision could be built on the lot, but that would involve additional requirements, such as public streets, which made it difficult to achieve the required density given the shape of the lot. The lot could have ten, stand-alone units with a common space. The application had not been submitted to the City yet, but a neighborhood meeting had been held.

Ms. Keenan added the lot had been discussed when developing the Old Town Plan, and the neighborhood did not want the green space requirement so people could put in homes with larger yards to be able to maintain the feel of the neighborhood. However, that topic had not been discussed yet in the current process.

Mr. Pauly clarified that while a lot of the existing Code language regarded the Boones Ferry Road frontage and how buildings related to Boones Ferry Rd, none of that fell within the scope of the subject proposal because it related to the mixed-use, commercial component. The idea was to have a separate process for ministerial review of single family homes in Old Town, using the Pattern Book or design guidelines, and to address some specific things on ADUs, including making the allowed size smaller, and potentially requiring ADUs to be detached.

- He clarified the Commission's Work Program had been adjusted: another work session would be held in September, and the public hearing on the Old Town Development Code would be in October.

Chair Greenfield called for a brief recess and reconvened the meeting at 8:01 pm.

B. Coffee Creek Industrial Form-based Code (Rybold/Vance)

(Excluded from this project excerpt.)

III. INFORMATIONAL

A. Town Center Update (Bateschell)

B. City Council Action Minutes: (05.01.2017, 05.15.2017, 06.05.2017, and 06.19.2017)

C. 2017 Planning Commission Work Program

(Excluded from this project excerpt.)

IV. ADJOURNMENT

Chair Greenfield adjourned the regular meeting of the Wilsonville Planning Commission at 9:29 p.m.

Respectfully submitted,

By Paula Pinyerd of ABC Transcription Services, Inc. for
Tami Bergeron, Administrative Assistant - Planning

ATTACHMENT A
LP17-0004 RECORD

FONT



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Planning for Old Town charm

 Claire Green  Wednesday, October 11, 2017

0 Comments

Wilsonville City Council fine-tunes residential design standards for historic neighborhood

In a city growing at a breakneck rate, Wilsonville's Old Town has remained a pocket of minimal development, maintaining the same look and feel it had 40 years ago and beyond. But with the times ever changing, the Wilsonville City Council is working to finalize single-family and duplex design standards that have been in the works for more than six years.

At the Oct. 2 City Council work session, Senior Planner Daniel Pauly and Project Manager Zoe Anton updated the council on the standards. Pauly said that the standards are meant to identify the "essence of Old Town" while providing guidance for homeowners and developers to maintain its style of older, small-scale buildings with simple design connected by streets with a "rural feel," preferably without sidewalks.

In 2011, the City Council accepted but never adopted the Old Town Neighborhood Plan, which called for the City's Development Code to set design standards for single-family homes. At that time, the Old Town Neighborhood Association worked closely with the City on development of the plan, which includes an "architectural pattern book." These recommendations apply to duplexes, additions, remodels, garages, new construction and accessory dwelling units (ADUs) of single-family homes.

The standards include three architectural styles: Western farmhouse, Craftsman and Ranch. Staff also noted that duplexes should look indistinguishable from other single-family homes in the neighborhood, besides having multiple entrances.

Page 253 of 255

**ATTACHMENT A
LP17-0004 RECORD**

Since there isn't currently a homeowners' association in Old Town, any design enforcement falls to the City when developments and remodels are reviewed during the permitting process. But staff said that the standards will be guidelines to make sure that remodels and development won't conflict with the existing look and feel of the neighborhood rather than a list of approved materials and designs that will box people into cookie-cutter design.

The design standards in the Old Town Neighborhood Plan were last updated in 2014 to include criteria for ADUs but didn't include their design standards, such as size and whether or not they can be added to above garages. Since then, the Old Town Neighborhood Plan has not been enforced, leading the current council to review the previous plan and design standards while making tweaks of their own.

Pauly said that the plan won't change the zoning but that ADUs will need to meet design standards and must be lower than the primary or existing buildings and their maximum size can't exceed 600 square feet.

But since Old Town is an established neighborhood, Councilor Charlotte Lehan and Council President Scott Starr wondered how these standards would impact existing residences, some of which are manufactured home and

have ADUs outside of the standards.

**ATTACHMENT A
LP17-0004 RECORD**

"To come in after it's already developed... I'm kind of concerned and it seems kind of strange that we're doing this," Council President Scott Starr said. "I'm just making sure that we're not overstepping."

"We don't want to be there out patrolling like an HOA would," Pauly said. "Our goal is to keep (design guidelines) simple."

City Manager Bryan Cosgrove said that since the Old Town neighborhood doesn't have an HOA, the City worked in collaboration with the Old Town Neighborhood Association to come up with the design standards. But once the design standards are in place, nothing will radically change.

"We don't typically enforce," Pauly said. "It would have to get pretty bad."

Contact Wilsonville Spokesman reporter Claire Green at 503-636-1281 ext. 113 or cgreen@pamplinmedia.com (mailto:cgreen@pamplinmedia.com) .

Exhibit D
Ordinance No. 810
Compliance Findings

Old Town Single-Family Design Standards and Development Code Changes

Date of Findings: October 25, 2017

Request: Amend Section 4.138 Wilsonville Code to enable ministerial review of single-family homes and accessory buildings and remodels in the Old Town Overlay Zone using clear and objective standards established in a design guideline book. Adopt design guideline book. Also establish specific requirements for ADU's in the Old Town Overlay Zone.

Affected Properties: Residential land within the Old Town Overlay Zone area

Staff Reviewer: Daniel Pauly AICP, Senior Planner

Staff Recommendation: Adoption of the requested Development Code text changes and design standards.

Applicable Review Criteria:

<u>Oregon Revised Statutes:</u>	
197.303 (1)	Needed Housing Definition
197.307 (4)	Clear and Objective Standards for Needed Housing
197.307 (6)	Alternative Approval of Needed Housing
<u>Statewide Planning Goals:</u>	
Goal 1	Citizen Involvement
Goal 2	Land Use Planning
Goal 5	Natural Resources, Scenic and Historic Area, and Open Space
Goal 10	Housing
<u>Wilsonville Comprehensive Plan:</u>	
Goal 1.1 and applicable Policy and Implementation Measures	Encourage Public Involvement
Goal 1.1 and applicable Policy and Implementation Measures	Interested, Informed, and Involved Citizenry
Goal 2.1 and applicable Policy and Implementation Measures	Maintaining Community Livability During Growth
Policy 4.1.4 and applicable Implementation Measures	Wide Range of Housing Types
Areas of Special Concern F and K	
<u>Development Code:</u>	
Section 4.197	Changes and Amendments to Development Code

Vicinity Map



Compliance Findings

As described in the Findings below, the applicable criteria for this request are met.

Oregon Revised Statutes-Needed Housing Review

Needed Housing Defined

ORS 197.303 (1)

1. The housing subject to the proposed code changes and design standards is within the Urban Growth Boundary and is single-family housing and duplexes in a City with a population greater than 2,500, thus qualifying as needed housing.

Clear and Objective Standards Required for Needed Housing

ORS 197.307 (4)

2. The proposed code changes and design standards adopt clear and objective standards for ministerial review of certain needed housing on buildable lands within the Urban Growth Boundary. The proposed standards are designed such as to avoid unreasonable cost or delay in issuing permits for certain needed housing.

Optional Discretionary Review for Needed Housing

ORS 197.307 (6)

3. In addition to clear and objective standards established by the proposed design standards, applicants for the needed housing covered by the design standards will have the option to go through a discretionary review process before the Development Review Board, including the potential for requesting density waivers pursuant to Section 4.118 of Wilsonville's Development Code.

Statewide Planning Goals

Citizen Involvement

Goal 1

4. As discussed in Findings 8 through 15 below, the citizen involvement processes and requirements established in Wilsonville's Comprehensive Plan consistent with Goal 1 are being followed.

Land Use Planning

Goal 2

5. The proposed code changes and design standards support the goal of establishing processes and policy as a basis for making decisions on land use consistent with a Comprehensive Plan.

Natural Resources, Scenic and Historic Areas, Open Spaces

Goal 5

6. No natural resources, scenic areas, or open spaces are impacted by the proposed code changes and design standards. While the Old Town Neighborhood is not and is not anticipated to be placed upon any federal, state, or local historic inventory, the neighborhood considers itself to have a historic small town character. The proposed code changes and design standards support and have the potential to enhance the existing character of the neighborhood by requiring new building and remodels to follow styles reflective of the desired character of the neighborhood.

Housing

Goal 10

7. The proposed code changes and design standards will continue to allow the City to meet its housing goals reflected in the Comprehensive Plan. See Findings 17 through 19.

Wilsonville Comprehensive Plan-Public Involvement

Public Involvement-In General

Goal 1.1, Policy 1.1.1,

8. By following the applicable implementation measures, see Findings 9 through 13 below, opportunities were provided for a wide range of public involvement throughout the process encouraging, and providing means for, interested parties to be involved.

Early Involvement

Implementation Measure 1.1.1.a.

9. Selected stakeholders in the neighborhood were involved from the onset of the current project allowing their input to be considered throughout the project. All impacted properties were mailed notecards notifying them of the two Planning Commission work sessions during which the Planning Commission accepted testimony from interested parties, and testimony was incorporated, where appropriate, into subsequent drafts. Notices have been sent to all impacted parties to attend the public hearings before the Planning Commission and City Council. Also, a number of public involvement processes occurred previously for the Old Town Neighborhood Plan which the current project is helping implement.

Encourage Participation of Certain Individuals, Including Residents and Property Owners

Implementation Measure 1.1.1.e.

10. Residents and property owners impacted by the proposed code changes and design standards were encouraged to participate through the mailings and outreach described in Finding 9 above.

Procedures to Allow Interested Parties to Supply Information

Implementation Measure 1.1.1.f.

11. Interested parties have been afforded the opportunity to provide oral input at work sessions and will be allowed testimony during the public hearings. In addition, they have been afforded the opportunity to provide written input and testimony.

Types of Planning Commission Meetings, Gathering Input Prior to Public Hearings

Implementation Measure 1.1.1.g.

12. Prior to the scheduled public hearing on the proposed code changes and adoption of the design standards the Planning Commission held two work sessions, July 12, 2017 and September 13, 2017, during which the Planning Commission gathered public suggestions related to the matter which has been incorporated into the current draft.

Public Notices for Planning Commission Meetings

Implementation Measure 1.1.1.h.

13. All notices regarding the two work sessions and the public hearing clearly indicated the type of meeting.

User Friendly Information for Public

Policy 1.2.1, Implementation Measures 1.2.1.a., b., c.

14. The published notecard mailings and notice provided user friendly information about the purpose, location, and nature of the meetings. Different ways for impacted parties to participate have been widely publicized by the mailings and email outreach through the neighborhood association representatives. The information given to impacted parties gave access to the information on which the Planning Commission will base their decision.

Coordinate Planning Activities with Affected Agencies

Implementation Measure 1.3.1.b.

15. The City has notified and discussed over the phone the project with DLCD, the state agency which oversees City compliance with state land use regulations, including regulations regarding review of needed housing.

Wilsonville Comprehensive Plan-Supporting Appropriate Development of Land

Allowing Development Where Zoning and Comprehensive Plan Requirements are Met

Implementation Measure 2.1.1.a.

16. The proposed code changes and design standards support allowing development of single-family homes and duplexes and accessory buildings in areas they are allowed by Comprehensive Plan and Zoning designations by simplifying the process for approval of allowed development within the Old Town Overlay Zone.

Wilsonville Comprehensive Plan-Housing and Residential Areas

Safe, Convenient, Healthful, Attractive Residential Areas with Variety

Implementation Measures 4.1.4.c.

17. The proposed code changes and design standards are not anticipated to impact safety, convenience, or health of the Old Town Neighborhood. However, having established design standards for single-family homes, duplexes, and accessory structures will help ensure attractive development consistent with the existing character of the neighborhood while allowing an appropriate level of variety.

Diverse Housing Types

Implementation Measure 4.1.4.d.

18. The proposed code changes and design standards do not change the extent to which the City allows different housing types allowed by applicable zoning within Old Town.

Safe, Sanitary, Convenient, Sound, Energy Efficient, Attractive Housing/Renovation and Rehabilitation of Housing Stock

Implementation Measure 4.1.4.y.

19. The proposed code changes and design standards are not anticipated to impact safety, sanitation, convenience, structural quality, or energy efficiency of housing in the Old Town Neighborhood. However, having established design standards for single-family homes, duplexes, and accessory structures will help ensure attractive development consistent with the existing character of the neighborhood. Care has been taken during drafting of the updated code and design standards to appropriately provide for and allow renovation and rehabilitation of existing housing.

Wilsonville Comprehensive Plan - Areas of Special Concern

Old Town
Area F

20. The proposed code changes and design standards help implement the Old Town Neighborhood Plan accepted by the Wilsonville City Council in 2011 by Resolution No. 2324. By implementing directives under the adoption of the Old Town Neighborhood Plan the proposal further recognizes the special character of the area.

River Focused Development
Area K

21. A few of the impacted properties west of Boones Ferry Road are within an Area K designated in the West Side Master Plan for river-focused development. The proposed code changes and design standards do not alter the ability of the properties to be river-focused development in the future.

Wilsonville Development Code-Amendments to the Code

Planning Commission Public Hearing, Recommendation to City Council
Subsection 4.197 (.01) A.

22. The Planning Commission will conduct a public hearing and then by resolution forward findings and a recommendation to the Wilsonville City Council within the allowed 40 day timeframe.

Findings Required: Compliance with Procedures of 4.008
Subsection 4.197 (.01) B. 1., Section 4.008, Sections 4.009 through 4.024 as applicable

23. The proposed changes and design standards are a response to the direction of City Council per Resolution No. 2324 accepting the Old Town Neighborhood Plan; however this direction does not predetermine City Council approval of the proposed code changes and design standards. Notices have been mailed to affected properties consistent with established procedures for legislative actions. Written findings of fact regarding the application have been produced in this document for adoption by the Planning Commission.

Findings Required: Compliance with Goals, Policies, and Objectives of
Comprehensive Plan
Subsection 4.197 (.01) B. 2.

24. Findings 8 through 21 above provide findings related to the applicable goals, policies, objectives, and implementation measures of Wilsonville's Comprehensive Plan.

Findings Required: No Conflict with Over Code Provisions

Subsection 4.197 (.01) B. 3.

25. Care has been taken to ensure the proposed code changes and design standards do not conflict with or endanger other provisions of the Development Code. Language is proposed that clarifies the proposed provisions take precedence over other code provisions for applicable zoning districts, but other provisions in the zoning district continue to apply.

Findings Required: Compliance with Statewide Land Use Planning Goals, State Rules and Statutes, Federal Statutes

Subsection 4.197 (.01) B. 4.-5.

26. Findings 1 through 7 above provide findings related to compliance with the applicable Statewide Land Use Planning Goals as well as applicable state statutes regarding needed housing.

Affirmative Findings Required

Subsection 4.197 (.03)

27. Findings 1 through 26 provide the required affirmative findings on which a recommendation can be made to City Council for adoption of the requested development code text changes and design standards.

Section 4.138. Old Town (O) Overlay Zone.

- (.01) Purpose. The purpose of this overlay zone is to establish the design standards that will be applied to developments within the Old Town neighborhood, mapped as the Boones Ferry District in the City's West Side Master Plan. The following purpose statement is not intended as a set of additional permit criteria. Rather, it is a description of the desired outcome as development occurs incrementally, over time. This overlay district is intended to create a modern interpretation of a traditional old town Main Street and mixed use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community.
- A. The standards of the "O" overlay zone are intended to assure that, through the appropriate use of architectural details, windows, building orientation, facades, and construction materials, new structures, and major alterations of existing structures, create a pleasing and pedestrian-friendly environment.
 - B. It is the desire of the City to have commercial, industrial, multi-family, and mixed use buildings in the "O" overlay zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930 and for single-family homes to be consistent with and enhance the historic small town residential character of the neighborhood. The following design standards are intended to further define those characteristics that will convey the desired architecture.
 - C. These standards are intended to encourage quality design, to enhance public safety, and to provide a comfortable and attractive street environment by providing features and amenities of value to pedestrians. Quality design will result in an arrangement of buildings that are in visual harmony with one-another, leading to a neighborhood that is vital, interesting, attractive, and safe. These qualities contribute to the health and vitality of the overall community.
 - D. These standards shall be used by the City's Planning Department-Division and Development Review Board in reviewing development applications within the Old Town neighborhood.
- (.02) The "O" Overlay zone shall be applied in conjunction with the underlying base zones in the Old Town neighborhood.
- (.03) Review Process in the "O" Overlay zone.
- A. The following shall require-be reviewed using the site-Site design-Design review Review process for conformance with these standards in Subsection (.05) as well the Site Design Review standards (Sections 4.421) and other applicable standards:

1. New commercial, industrial, public facility, multi-family residential, and mixed use building construction and the substantial redevelopment of existing buildings, including the construction of new single family dwellings; and
 2. Any exterior remodeling of commercial, industrial, public facility, multi-family residential, or mixed use building that requires a building permit, when that remodeling is visible from a public street (other than an alley) and changes the existing design of the building; and
 3. Upon the request of an applicant, in order to pursue a design not in conformance with the Old Town Single-Family Designs Standard Book, new single-family homes (including duplexes) and accessory buildings, or remodeling thereof. The same standards for ADU's in Subsection (.04) C. below shall will continue to apply.
- B. ~~Except, however, that exterior remodeling of residential units other than those facing Boones Ferry Road shall be reviewed through the Class I Administrative Review procedures of Sections 4.009 through 4.012. This review will be applied only to the portions of buildings that are visible from public streets (not including alleys) and is intended to assure that the design of the portion of the building being remodeled will either match the standards of the Old Town Overlay Zone or be consistent with the existing design of the structure. The following (except as noted in A.3. above) shall be reviewed through the Class I administrative review process for conformance with the Development Standards of Subsection (.04) concurrently with building plan review:~~
1. New single-family homes (including duplexes), single-family home additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use.
- C. ~~Those proposing to build or remodel the exterior of any building in the area are encouraged to contact the City about the availability of funds for historic façade treatment.~~
- ~~(.0304)~~ Single-Family Development standards Standards (including accessory buildings and duplexes).
- A. The standards of this subsection shall take precedence over setback, lot coverage, height, and accessory dwelling unit standards otherwise established in the Development Code. All other standards of the base zone and/or approved planned developments shall apply. For PDR Zones, the setback and lot coverage standards are subject to the waiver provisions of Section 4.118.
 - B. Development shall comply (except as noted in 1. and 2. below) with the standards of the Old Town Single-Family Design Standards Book including but not limited to architectural design, height, setbacks, and lot coverage.

1. An applicant for a remodel of and/or addition to structures existing prior to December 1, 2017 may elect to match the existing design of the structure rather than comply with the Old Town Single-Family Design Standards Book if all of the following are met:

- a. The height of the structure remains the same and any additions do not exceed the height of the existing structure;
- b. The roof pitch on the existing portion of the structure remains the same and is matched for additions involving facades facing a street or public open space;
- c. All exterior materials are substantially similar in style and texture to the existing materials on the structure;
- d. For facades of the structure facing a street or public open space (does not include alleys) all architectural elements, such as windows, doors, porches, dormers, details, etc. are kept the same, or in the case of extending out a wall during an addition, reproduced; and
- e. Setbacks and lot coverage requirements of the underlying zone are met.

2. Accessory structures less than 120 square feet and 10 feet in height are not subject to the Old Town Single-Family Design Standards but rather the standards of the underlying zone.

C. -The following standards shall apply to Accessory Dwelling Units (ADU's) within the "O" Overlay Zone to ensure smaller bulk of residential buildings and minimize use of on-street parking consistent with the historic character of the neighborhood. Where these standards differ from those of Subsection 4.113 (.11), including size design and parking, these standards take precedence. All other standards of Subsection 4.113 (.11), including but not limited to number of ADU's and review process, continue to apply.

1. Size: ADU's shall ~~be limited to~~ not exceed 600 square feet of living space.

2. Design: ADU's shall be substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property. ADU's shall be either:

a. Detached single-story structures; or

b. Over a detached garage meeting the following requirements:

i. The garage/ADU structure is a maximum 1.5 stories tall, not exceeding a height of 20 feet; and

ii. The primary dwelling unit on the property is 1.5 or 2 stories tall.

3. Parking: Each ADU shall have one dedicated standard sized parking space on the same lot.

~~a. A. Lot area, width, depth - As specified in the underlying base zone. Single family and two family dwelling units, other than those on lots fronting Boones Ferry Road, shall be subject to the following minimum setbacks:~~

- ~~1. Front and rear yard: 15 feet;~~
- ~~2. Street side of corner lots: 10 feet;~~
- ~~3. Other side yards: 5 feet.~~

(.05). Development Standards for Commercial, Industrial, Public Facility, Multi-Family Residential, or Mixed Use Buildings.

~~B.A.~~ Building Setbacks - Buildings fronting Boones Ferry Road shall abut the public sidewalk except where public plazas, courtyards, approved landscaping, or other public pedestrian amenities are approved. Except, however, that residential garages or carports shall be set back a minimum of twenty (20) feet from any sidewalk or traveled portion of a street across which access to the garage or carport is taken. The Development Review Board may approve other setbacks to accommodate sidewalks, landscaping, or other streetscape features located between the street right-of-way and the building.

~~C.B.~~ Landscaping - Not less than fifteen (15) percent of the development site shall be landscaped. In the event that a building is set back from a street side property line, along Boones Ferry Road, Bailey Street, or 5th Street, the intervening area shall be landscaped. In reviewing proposals for parking lots in locations between buildings and streets, the Development Review Board may require special landscaping treatments or designs to screen the view of the parking lot from the public right-of-way.

~~D.C.~~ Building height - As specified in the underlying base zone.

~~E.D.~~ Street access to Boones Ferry Road. Ingress and egress points along Boones Ferry Road shall be designed and constructed such that access points on one side of the road shall ~~coordinate with access points on the other side of the road~~ be consistent with the Public Works Standards. New developments along Boones Ferry Road and north of Bailey Street will have access points designed and constructed in a pattern that replicates the shape of Main Street blocks.

~~(.04)E.~~ Pedestrian environment. In order to enhance the pedestrian scale of the neighborhood:

A1. Special attention shall be given to the primary building entrances, assuring that they are both attractive and functional.

- ~~B-2.~~ The pedestrian environment shall be enhanced by amenities such as street furniture, landscaping, awnings, and movable planters with flowers, as required by the Development Review Board.
- ~~C-3.~~ Sidewalk width may vary from block to block, depending upon the nature of adjacent land uses and the setbacks of existing buildings. Provided, however, that a continuity of streetscape design is maintained along Boones Ferry Road, generally following the pattern that has been started with the 1996 approval for Old Town Village on the west side of Boones Ferry Road from Fourth Street to Fifth Street. [Amended by Ordinance No. 538, 2/21/02.]
- ~~1-a.~~ North of Bailey Street, where the most intense commercial development is anticipated, the widest sidewalks and most mature landscaping are required.
- ~~2-b.~~ In situations where existing buildings are located at the right-of-way line, special sidewalk designs may be necessary to assure pedestrian access.
- ~~D-F.~~ When practicable, buildings along Boones Ferry Road shall occupy 100% of the street frontage between block segments. Up to 25% of street frontage may be in public plazas, courtyards, and similar landscape or streetscape features that provide public spaces adjacent to the sidewalk. For smaller lots, which may not have functional alternatives for parking, up to 40% of lot frontage may be used for parking, provided that appropriate screening and visual enhancement is created between the parking area and the sidewalk. Appropriate pedestrian connections shall be constructed between such parking lots and sidewalks.

~~(.05)G.~~ Building compatibility.

- ~~A-1.~~ The design and materials of proposed buildings shall reflect the architectural styles of the Willamette Valley during the period from 1880 to 1930.
- ~~B-2.~~ Commercial and manufacturing buildings shall be designed to reflect the types of masonry or wood storefront buildings that were typical in the period from 1880 to 1930. Larger modern buildings shall be designed with facades that are divided to give the appearance of a series of smaller buildings or distinctive store fronts, and/or multi-storied structures with, at least, the appearance of second stories.
- ~~C-3.~~ Residential buildings shall be designed to reflect the size and shape of traditional dwellings from the period from 1880 to 1930. Where larger multiple family residential buildings are proposed, their building facades

shall be divided into units that give the appearance of a series of smaller dwellings.

- ~~D.4.~~ Manufactured housing units and mobile homes, if located outside of approved manufactured or mobile home parks, shall meet the design standards applied to other single family dwellings in the area.

~~(06)H.~~ Building materials.

- ~~A.1.~~ Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger developments, variations in facades, floor levels, architectural features, and/or exterior finishes shall be used to create the appearance of a series of smaller buildings.
- ~~B.2.~~ Exterior building materials shall be durable, and shall convey a visual impression of durability. Materials such as masonry, stone, stucco, and wood will generally provide such an appearance. Other materials that replicate the appearance of those durable materials may also be used.
- ~~C.3.~~ Where masonry is to be used for exterior finish, varied patterns are to be incorporated to break up the appearance of larger surfaces.
- ~~D.4.~~ Wood siding is to be bevel, shingle siding or channel siding or the equivalent. T-111 and similar sheathed siding shall not be used unless it is incorporated with batten treatment to give the appearance of boards.
- ~~E.5.~~ Exterior materials and colors are to match the architecture of the period.

~~(07)I.~~ Roof materials, roof design and parapets.

- ~~A.1.~~ Pitched roof structures shall have a minimum pitch of 4:12.
- ~~B.2.~~ Roofs with a pitch of less than 4:12 are permitted, provided that they have detailed, stepped parapets or detailed masonry coursing.
- ~~C.3.~~ Parapet corners are to be stepped. Parapets are to be designed to emphasize the center entrance or primary entrance(s).
- ~~D.4.~~ Sloped roofs that will be visible from the adjoining street right-of-way shall be of a dark, non-ornamental color.
- ~~E.5.~~ Preferred roofing materials that are visible from a public street include wood or architectural grade composition shingle, tile, or metal with standing or batten seams. Metal roofs without raised seams shall not be used in visible locations.
- ~~F.6.~~ All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes are to be completely screened from public view

by parapets, walls or other approved means; or , alternatively, may be effectively camouflaged to match the exterior of the building.

~~1~~.a. "Public view" is intended to mean the view from the sidewalk directly across the street from the site.

~~2~~.b. Roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes that are visible from Interstate-5 shall be effectively camouflaged to match the exterior of the building

~~(.08)~~J. Building entrances. If visible from the street, entrances to commercial, industrial, or multi-family residential buildings are to be architecturally emphasized, with coverings as noted in subsection (.09), below.

~~A~~.1. The Development Review Board may establish conditions concerning any or all building entrances, especially where such entrances are adjacent to parking lots. For buildings fronting on Boones Ferry Road, at least one entrance shall be from the sidewalk.

~~B~~.2. Secondary building entrances may have lesser architectural standards than primary entrances.

~~(.09)~~K. Building facades.

~~A~~.1. Ornamental devices, such as moldings, entablature, and friezes, are encouraged at building roof lines. Where such ornamentation is to be in the form of a linear molding or board, it shall match or complement the architecture of the building.

~~B~~.2. ~~Commercial, industrial, and multi-family residential~~ ~~b~~Buildings are to incorporate amenities such as alcoves, awnings, roof overhangs, porches, porticoes, and/or arcades to protect pedestrians from the rain and sun. Awnings and entrances may be designed to be shared between two adjoining structures. (See subsection (.08), above.)

~~C~~.3. Commercial and manufacturing buildings with frontage on Boones Ferry Road shall incorporate the following traditional storefront elements:

~~1~~.a. Building fronts to be located at the right-of-way line for streets, except in cases where an approved sidewalk or other streetscape features are located between the street right-of-way and the building. Intervening areas are to be attractively landscaped.

~~2~~.b. Upper and lower facades are to be clearly delineated.

~~3~~.c. —Lower facades shall include large windows, as specified in subsection "~~(.10)~~," below, and recessed entries.

~~4~~.d. Tops of facades shall have decorative cornices.

- ~~D.4.~~ Buildings are to have variations in relief, including such things as cornices, bases, fenestration, fluted masonry, and other aesthetic treatments to enhance pedestrian interest.

~~(-10)L.~~ Windows in buildings adjacent to Boones Ferry Road.

- ~~A.1.~~ Windows shall include amenities such as bottom sills, pediments, or awnings. Glass curtain walls, highly reflective glass, and painted or darkly tinted glass are not permitted other than stained or leaded glass.
- ~~B.2.~~ Ground-floor windows on commercial or industrial buildings shall include the following features:
- ~~1.a~~ Windows shall be designed to allow views into interior activity areas and display areas along street frontages.
 - ~~2.b~~ Sills shall be no more than four (4) feet above grade, unless a different design is necessitated by unusual interior floor levels.
 - ~~3.c.~~ At least twenty percent (20%), of ground floor wall area along Boones Ferry Road, Bailey Street, or 5th Street shall be in windows or entries. No blank walls shall be permitted abutting any street other than an alley.
- ~~C.3.~~ Upper-floor windows on commercial, industrial, or multi-family residential buildings shall include the following features:
- ~~1.a~~ Glass dimensions shall not exceed five (5) feet wide by seven (7) feet high.
 - ~~2.b.~~ Windows shall be fully trimmed with molding that is at least two (2) inches wide.
 - ~~3.c.~~ Multiple-light windows or windows with grid patterns may be required by the Development Review Board when architecturally consistent with the building.

~~(-11)M.~~ Landscapes and streetscapes.

- ~~A.1.~~ The street lights to be used in the area shall be of a standardized design throughout the Old Town Overlay District.
- ~~B.2.~~ Benches, outdoor seating, and trash receptacles are to be designed to match the architecture in the area.
- ~~C.3.~~ Benches and other streetscape items placed within the public right-of-way must not block the free movement of pedestrians, including people with disabilities. A minimum pedestrian walkway of five (5) feet shall be maintained at all times. Standards of the Americans with Disabilities Act (ADA) shall be observed.

~~(-12)N.~~ Lighting.

~~A.1.~~ All building entrances and exits shall be well-lit. The minimum lighting level for commercial, industrial, or multi-family residential building entrances is to be four (4) foot-candles. The maximum standard is to be ten (10) foot-candles. A lighting plan shall be submitted for review by the Development Review Board.

~~B.2.~~ Exterior lighting is to be an integral part of the architectural design and must complement the street lighting of the area, unless it is located at the side or rear of buildings in locations that are not facing a public street that is not an alley.

~~C.3.~~ In no case is lighting to produce glare on neighboring properties or public rights-of-way such that a nuisance or safety hazard results.

~~(13)O.~~ Exterior storage.

~~A.1.~~ Exterior storage of merchandise or materials shall be subject to the fencing or screening standards of Section 4.176 of the Wilsonville Code. The Development Review Board may prescribe special standards for landscaping or other screening of walls or fences.

~~B.2.~~ Temporary outdoor displays of merchandise shall be permitted, subject to the conditions of the development permit or temporary use permit for the purpose. Where pedestrian access is provided, a minimum walkway width of five (5) feet shall be maintained at all times.

~~(14)P.~~ Storage of Trash and Recyclables. Storage areas for trash and recyclables shall meet the applicable City requirements of Sections 4.179 and 4.430 of the Wilsonville Code.

~~(15)Q.~~ Signs. Signs shall match the architecture of buildings in the area, and shall be subject to the provisions of Sections 4.156.01 through 4.156.11 of the Wilsonville Code. [Amended by Ord. No. 704, 6/18/12 and Ord. No. 810, 11/06/17]



OCTOBER 2017 MONTHLY REPORT

From The Director's Office

What a busy month in Community Development— construction all over town, designing the 5th Street and Kinsman Road extensions, sending the I-5 congestion mitigation projects out to bid, putting finishing touches on Form-Based Code and the Old Town Single-Family Design Standards, laying the ground work for the future Garden Acres Road, and completing the draft Year 2000 Urban Renewal Plan amendment, etc. We ended the month with some good old-fashioned fun with the Planning Division hosting the Mad Hatter Tea Party—of course, the costume theme was Alice in Wonderland!



Jordan Vance, Kim Rybold, and Eric Mende hosted a Coffee Creek Industrial Area Open House at Republic Services on October 5 where we enjoyed a good turn out and shared plans for Form-Based Code, the Urban Renewal District, and Garden Acres Road construction.

On October 25, Chris Neamtzu, accompanied by Mayor Knapp, made a special presentation to MPAC (Metro Policy Advisory Committee) about housing in Wilsonville. Chris did a great job sharing our housing story and its unique qualities. He focused on our diverse housing types and creative approaches to neighborhood planning—which led to good questions from the committee and engaged discussion. He shared our latest Housing Report—one that provides an excellent model for other Oregon agencies.



I attended the kickoff meeting for ODOT's I-5 Facility Plan: Wilsonville Road to Canby/Hubbard Interchange. The City is tasked with providing the public involvement for the project. Data collection will be followed by modeling to determine the benefits of a southbound auxiliary lane on the Boone Bridge. We will brief the Planning Commission at their November meeting followed by stakeholder group meetings, an open house early next year, and ultimately City Council consideration of support by resolution. The Facility Plan must be adopted by the Oregon Transportation Commission to include an auxiliary lane project in the 2018 Regional Transportation Plan project lists.



Be safe and be seen! This is so important—especially during the next few months with shorter and darker, rainy days. Bright, reflective clothing can make a world of difference.

–Nancy Kraushaar, PE, Director

Building Division

What-cha Looking At?

This is an air gap and yes, it is a plumbing code requirement to have an air gap on plumbing fixtures. What is it and why is it important?

An air gap provides a physical air separation between a drainage basin such as a bathtub or sink, and the water supply piping.

This required “gap” between a drainage basin and the water supply prevents back-siphoning of potentially yucky, contaminated water into our drinking water.

If this gap is eliminated and the water supply is below the flood level rim of the fixture, back-siphoning can occur under the right conditions whenever there is a lower pressure in the water supply system. This would siphon or suck the dirty water into the clean water and disperse throughout the plumbing system. Since we like our clean water to stay clean, there is a code required gap to maintain separation.



To the left is a photo of building safety inspector Mike Ditty confirming the 1-inch code required air gap on a bathtub spout during the final plumbing inspection for a new home. While not nearly as obvious to spot, air gaps are also commonly present on toilets, dishwashers, water heaters and other fixtures.

For questions about plumbing safety, plumbing codes, and other construction topics, Building staff are a resource and are happy to answer questions. And that's what we're looking at.

Economic Development

Wilsonville Economic Development Updates

- **Coffee Creek Industrial Area Outreach**

- The City held an open house at Republic Services on October 5 with over 35 Coffee Creek-area property owners to discuss the future vision for the area, proposed zoning changes to guide the vision, and planned roadway improvements.
- The open house was a successful event—there was a great turnout, the audience was engaged, and they gave largely positive feedback on the Coffee Creek Industrial Area project. After the meeting, Economic Development Manager Jordan Vance met with over three Coffee Creek property owners to discuss economic development opportunities.

- **Regional Solutions Infrastructure Grant**

- The Governor's Regional Solutions teams sent out an RFI to better understand capital project needs to support job retention/creation efforts throughout the state. Responses to the RFI will be used to inform the funding application process in Spring 2018.
- We submitted a response for a \$200K sanitary sewer service project on Garden Acres Road in the Coffee Creek Industrial Area, which will help enable future growth and economic development in that area.

- **October Conferences**

- **Estacada Downtown Revitalization Tour, October 4**

- This was a very impressive tour of Estacada's Main Street/downtown area. Jordan Vance said he left inspired and impressed by what has been accomplished there.

- **OEDA Annual Conference & Training, October 22-25**

- Economic development practitioners from around the state met at the annual Oregon Economic Development Association conference to exchange best practices, ideas, and new ways to create more high-quality jobs and vibrant communities throughout Oregon. The state-wide advocacy organization also announced the creation of an Oregon Certified Economic Developer program to offer professional development on the most current and relevant topics pertaining to economic development in Oregon. Jordan Vance participated in the first session and thought it was very interesting.

Engineering Division, Capital Projects

5th Street / Kinsman Road Extension (4196)

50% design plans for the overall project and 30% plans for Boones Ferry Road have been received and are under review. Federal permitting will be delayed—NOAA will not accept the project under the simplified submittal process. The Joint Permit Application should be ready for submittal by early December; federal review may take around four to six months. Our third public meeting is scheduled for November 14 from 5:30 to 7:00 p.m. at City Hall. Staff continues to work with the Willamette Water Supply Project design engineer in coordinating the design and location of their raw-water pipe with the new City street and utilities.

2017 Water Treatment Plant Master Plan Update (1122)

The draft report is in progress, with the chapter of cost estimates due the first week of November. Contingency task 7 for final surge tank design was authorized, and final design work for the surge tanks is in progress.

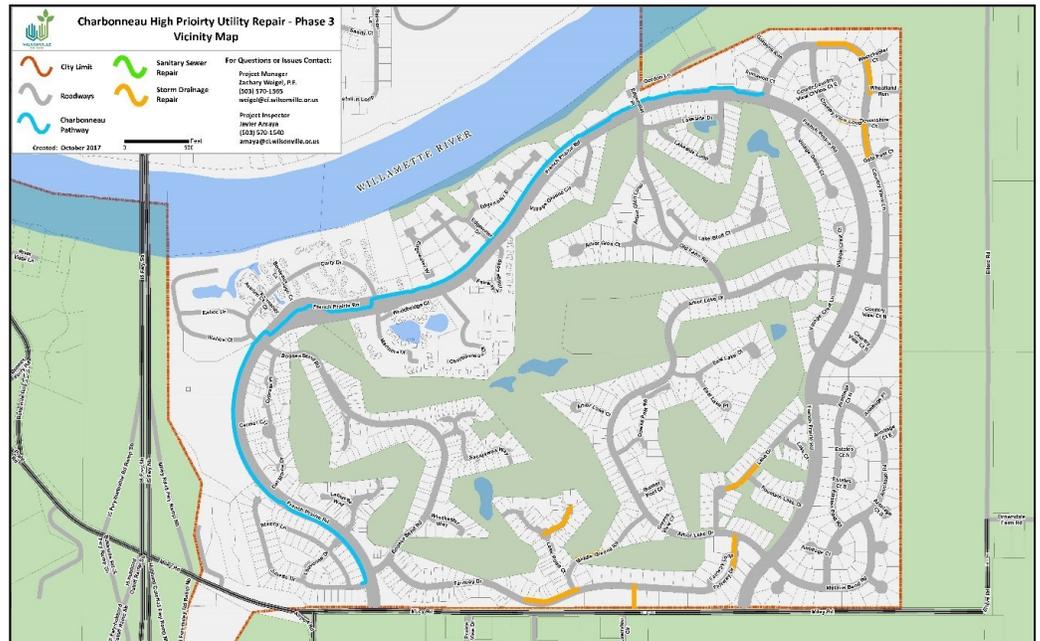
Charbonneau High Priority Utility Repair Phase II (2500/7500)

This project continues the replacement and repair of the most deficient sewer and storm pipes within Charbonneau. This project represents the second of three planned phases to construction over three years. Construction is approximately 80% complete with mainline pipe installation completed. Due to the number of utility conflicts, the construction completion date has been extended into November 2017. Weekly project updates can be found at the Charbonneau Country Club Facebook page and the project website <http://www.ci.wilsonville.or.us/651/Charbonneau-High-Priority-Utility-Repair>.



Charbonneau High Priority Utility Repair Phase III (500)

This project continues the replacement and repair of the most deficient storm pipes within Charbonneau. This project represents the last of three planned phases to construction over three years. The project consultant, Wallis Engineering, is preparing final construction drawings and specifications. Construction is anticipated to begin March 2018.



Engineering Division, Capital Projects

Congestion Improvements Projects (4199)

An IGA with ODOT for the Southbound Ramp Widening project was approved by Council on October 16. Bid documents for this project, as well as the Fred Meyer south exit are being prepared, with expected bid advertisement dates the week of November 6.

French Prairie Bridge (9137)

This project will determine the final location, alignment, and design type; it also includes the preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. Currently waiting to obtain right-of-entry approval to perform additional archaeological work prior to the selection of the preferred bridge location. Final selection of the bridge alignment is anticipated to occur in early 2018. Project completion is expected by the end of 2018.

Garden Acres Road (4201)

An open house with local neighbors was held at Republic Services on October 5. 30% design is nearing completion. Annexation of the existing road from Washington County is in progress.

I-5 Pedestrian Bridge (4202)

This project involves the design and preparation of construction documents for a pedestrian and bicycle bridge over Interstate 5 from Town Center Loop West to Boones Ferry/Barber Street. Preparation of project prospectus and draft project scoping is complete. The scheduling of the kickoff meeting with ODOT and Metro to begin IGA process and expenditure of federal grant funds is underway.

Kinsman Road Extension (4004)

This project involves construction of a new section of Kinsman Road between Barber Street and Boeckman Road and includes upsizing and relocation of 30" sanitary sewer pipe (Coffee Creek Interceptor Upsizing (CIP 2079) and installation of 66" water line for the Willamette Water Supply Program (CIP 1127). Kinsman Road concrete paving and sidewalk is complete (pictured right). Final topsoil placement and landscaping is underway. Construction is three months ahead of schedule and is anticipated to be complete in March 2018.



Library Improvement (8098)

Bids are due for the Library Improvements Project on November 16. The estimated cost is \$800K to \$1M.

Wilsonville Road

New through-arrows were applied on the pavement on eastbound Wilsonville Road near the I-5 southbound off-ramp and on-ramp. Police will enforce the no right turn at the pork chop/pedestrian island.

WWSP Coordination (1127)

Ongoing coordination efforts are occurring for the Garden Acres Road project (4201), the 5th/Kinsman project (4196), the 2017 WTP Master Plan effort (1122), and the WWSPs Raw Water Facility projects. A Council work session briefing is scheduled for November 20.

Natural Resources

Bee Stewards Wilsonville: Natural Resources Manager Honored

Kerry Rappold, the City's Natural Resources Manager, was recently honored with the "Rachel Carson Award" for his work on the "Bee Stewards Wilsonville" pollinator habitat-improvement project. The award was presented by Sharon Selvaggio of the Northwest Coalition for Alternatives to Pesticides (NCAP). Rappold was instrumental in implementing the "Bee Stewards" program in Wilsonville, which was a 2016 Wilsonville-Metro Community Enhancement Program project. Over the course of two years, 300 volunteers have been involved with the program, and have planted 1,700 trees and shrubs that will improve the habitat of pollinators in both Memorial and Water Treatment Plan parks.

Read more about the award in the latest edition of The Boones Ferry Messenger here: <http://www.ci.wilsonville.or.us/DocumentCenter/View/12416>



Certified Stormwater Inspector

In October, Sarah Sand, the City's Stormwater Management Coordinator, became a Certified Stormwater Inspector. The training, offered by the National Stormwater Center, focuses on stormwater permit (i.e. NPDES MS4) compliance as the key to restore and maintain water resources. The National Stormwater Center serves the needs of MS4, Industrial, and Construction stormwater permittees through stormwater inspector training and compliance services and products. The course, developed by former Federal and State stormwater enforcement officials, includes instruction in the law (federal, state, local), illicit discharge detection and elimination, pollution prevention, post construction, public involvement and education, inspector protocols, and other important topics.



Annual Report for Municipal Storm Sewer System

The City's Annual Stormwater report was submitted to DEQ on November 1 after a public comment period. The annual report is a requirement of the City's NPDES (National Pollution Discharge Elimination System) Municipal Separate Storm Sewer System (MS4) permit. The City's stormwater is regulated under a NPDES MS4 Permit issued to Wilsonville and other Clackamas County co-permittees. The reporting format underwent a makeover this year, feel free to check it out on the City's website: <http://www.ci.wilsonville.or.us/279/NPDES-Stormwater-Permit-Information>.

Planning Division, Current

Projects Being Prepared for DRB Hearings

- New Master Sign Plan for Wilsonville Business Center along 95th Avenue

Administrative Land Use Decisions Issued

- New Canopy over Glass Recycling at Republic Services
- Additional signs for Kiss Car Wash on Wilsonville Road
- Additional sign for Ace Hardware
- 2 Final Subdivision Plat Approvals
- 1 Final Partition Plat Approval
- 13 Type A Tree Permits
- 2 Type B Tree Permits
- 1 Type C Tree Permit
- 2 Class I Sign Permits
- New Single-family permits
- New Villebois Village Center row home permits

Board and Commission Updates

Development Review Board (DRB)

DRB Panel A did not meet in October.

DRB PANEL B — At their October 23 meeting DRB Panel B held an additional public hearing for parking and site modifications for DW Fritz at 9600 SW Boeckman Road. Following the hearing, including a presentation from the applicant and their architect, the panel unanimously approved the proposal. Panel B also heard, and unanimously approved, a request from Republic Services for a three-year temporary use permit for a graveled storage area at Ridder Road and Garden Acres Road.

Planning Commission

On October 11, the Planning Commission held a legislative hearing regarding the Old Town Single-Family Development Code. Dan Pauly, Senior Planner, and Zoe Anton, consultant, presented Old Town Single-Family Design Standards that prompted discussion between staff, consultants, commissioners and citizens in the audience. The Planning Commission moved to adopt Resolution LP17-0004 Old Town Single-Family Design Standards including recommended amendments. This project will be presented at the November 6 City Council meeting. The next regular Planning Commission meeting, scheduled for Wednesday, November 8, will be a regular work session.

Planning Division, Long Range



Basalt Creek Concept Plan

In October, staff from the cities of Wilsonville and Tualatin drafted an IGA outlining a decision-making process with Metro to complete the Basalt Creek Concept Plan. County and Metro officials are now reviewing the draft IGA, and at this time, staff expect that the IGA will proceed to City Council in November. Staff of both cities also reviewed the Basalt Creek Concept Plan Scope of Work and remaining deliverables in preparation for a discussion with the project consultants in November to set a final schedule for completion of the concept plan.

General project information is available on the project website <http://www.basaltcreek.com/>.

Coffee Creek Industrial Form-Based Code

During October, staff held an informational meeting and open house to share information with property owners about the future vision of Coffee Creek and the Form-Based Code project, along with information on planned infrastructure improvements. Staff continued to work with the consultant team to develop a schedule for final edits to the draft Form-Based Code and Pattern Book to be completed this fall. An additional work session will be scheduled with the Planning Commission in December, with public hearings to follow in early 2018.

Information on the status and timing of the Coffee Creek Industrial FBC is available on the project website at <http://www.ci.wilsonville.or.us/665/Coffee-Creek-Industrial-Area-Form-Based->.

Old Town Single-Family Design Standards

Following two previous work sessions, the Planning Commission held a public hearing and forwarded a recommendation for approval to the City Council. A City Council public hearing is scheduled for November 6. The project will adopt revised development code and a new design standards book to enable administrative review of most single family homes in the Old Town neighborhood at the time of building permit issuance.



Planning Division, Long Range



Town Center Plan

In October, the project team transitioned from visioning into the alternatives analysis phase of the project. As part of the city's effort to encourage participation in the planning process and gain input about preferred design alternatives, staff held a workshop at the Wilsonville OIT Campus, posted "Question of the Month" posters around the City, and invited small business owners to meet and discuss the initial concepts around land use, transportation, and open space, as they have emerged from the public input received thus far.

At the Town Center Task Force Meeting on October 23, the results of public comments from the Town Center Design Survey and recent summer events were shared. This prompted an activity using the preliminary design alternatives derived from the public input, and the Task Force provided initial input on land use, transportation, and open space. This feedback will be presented to the Planning Commission at their upcoming meeting on November 8.

For additional information about The Town Center Plan project visit the project website www.wilsonvilletowncenter.com.



Wilsonville Public Library Monthly Report to Council November 2017

Collaboration with West Linn Public Library to serve the WLWV School District

Students and teachers at the three local primary schools can now return their books by dropping them in bins at their schools. The bins were installed in late October and will be serviced by Library Youth Services staff. Not only does this make returning books easier, but creates an opportunity for Library staff to interact with school staff and kids on a regular basis. This is just the latest incremental service addition that has come from the collaboration between the West Linn Library and Wilsonville Library to serve the school district. Additionally, a joint newsletter is being distributed to parents and teachers to highlight programs for kids and promote great new books.

Library Renovation

Bids are due on November 16th for the Library improvements project. City staff are planning to select a contractor and ask for approval of the contract at the December 6th Council meeting. Construction should take place between January and June 2018.

The Library is creating plans to stay open during construction, and plans to work with the contractor to phase construction to limit service interruptions. Library staff is also exploring remote locations to continue to provide programming for the community. Meeting room reservations will cease during construction, however, so that rooms may be used for storage or other purposes as needed.

The renovation will focus on replacing the library's interior carpet and repainting, upgrading the library HVAC in key areas, remodeling bathrooms by the non-fiction collection to make them ADA accessible, creating a larger Youth Services area in the Northwest corner of the building, and removing existing service desks and opening up the central area of the library for display, seating and discovery.

Dolly Parton's Imagination Library

Lots going on in the State of Oregon. DPIL is expanding its reach. Starting in January, the West Linn Public Library Foundation will begin soliciting support to join Wilsonville to create an Imagination Library program to serve the entire West Linn Wilsonville School District. Additionally, supporters in Oregon City, Estacada, and Stayton are beginning to explore forming programs in their cities. And just the other day with the support of the Oregon Trail Electrical

Co-op, programs were announced to serve the entire counties of Union, Harney, Baker and Grant. Thirty-four hundred kids in those counties will have access to Imagination Library books.

Wilsonville-Boones Ferry Historical Society update

The Historical Society is applying for a grant from the Clackamas County Cultural Coalition to begin the process to evaluate and catalog the historical artifacts in the Library's attic. The grant will pay for an archivist to examine the material and create a plan to select and preserve the highest value items. The Historical Society is also sponsoring a contest to find the City's oldest buildings. The contest challenges citizens to identify and date historic buildings and submit them.

Foundation Wine Tasting

The Wilsonville Public Library Foundation held it's A Toast to Imagination wine tasting on November 4th. Approximately 140 local residents and wine lovers attended the event, and tasted wines from 6 local wineries. The Foundation appreciates the support of local businesses including OrePac Building Products, Umpqua Bank, Moss Adams LLP, US Bank, and Wilsonville Subaru.

Next Library Board meeting: December 6th at 6:30pm in the library

Parks and Recreation

October 2017 Report



Department News

Mini Hoopers Basketball for 1st and 2nd graders got underway with 111 participants. 34 Hoopers attended the pre-season players clinic on October 21st.



450 community members came out to the annual Fall Harvest Fest on October 28th. The event was held at the Stein Boozier Barn and featured horse and wagon rides, pumpkin decorating, a costume parade and story time from the Library.



The Community Center hosted a Halloween party on October 31st featuring a ghoulish themed lunch and a costume contest. Lunches were served to 31 home-delivered meal clients and 40 Community Center diners including friends and family who attended the party.

Board Updates

*** Parks and Recreation Advisory Board**

The Board awarded the Community Opportunity Grant to 3 recipients including: I-5 Connection (\$2,000 to support the Community Chorus), WCSI (\$7,355 for Piecemakers Quilting Group) and Wilsonville HS (\$3,000 for auditorium sound board).

*** Wilsonville Community Seniors, Inc.**

The Board helped to facilitate the Community Center's costume contest and prize give-a-ways.

Parks and Recreation

Parks Maintenance Update



Completed trenching and boring conduit to bring power to Memorial Park



Continued Work with Adult Transition Students (ATS)



Cleared blackberry and other invasives between Kolbe Lane and Murase Plaza



Continued to monitor progress of construction of Trocadero Park (RP5)



Repaired damaged fence at Water Treatment Plant Park as a result of storm damage



Inspected reconstruction of Boones Ferry Trail

Upcoming Events

- * Community Toy Drive: November 6th - December 13th.
Collections accepted at Parks and Rec Admin Building
- * Community Tree Lighting: Wednesday, November 29th
5:45 pm at Town Center Park
- * Reindeer Romp and Bullwinkle's Bash: Saturday, December 2nd
8:45 am at Family Fun Center



Wilsonville September 2017



City of Wilsonville Police Department

30000 SW Town Center Loop E
Wilsonville, OR 97070

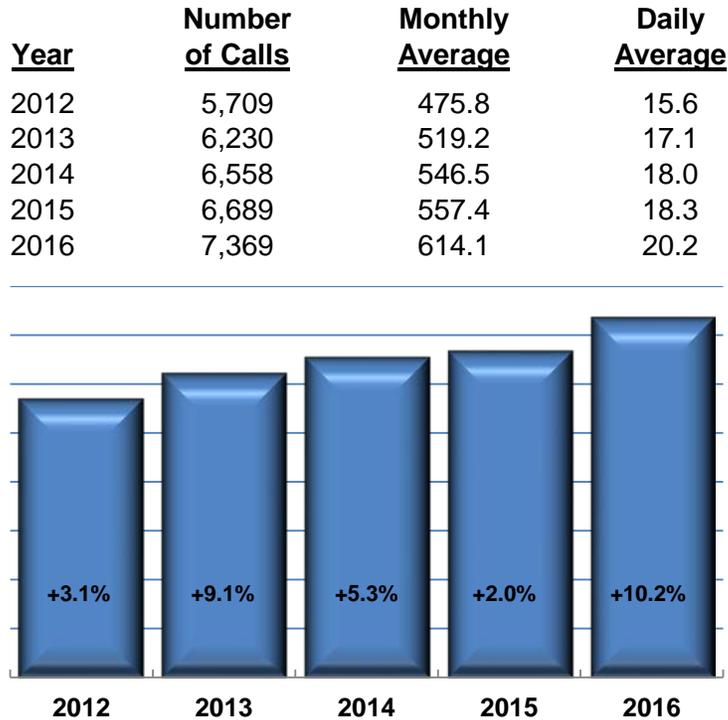
In Partnership with



Monthly Summary

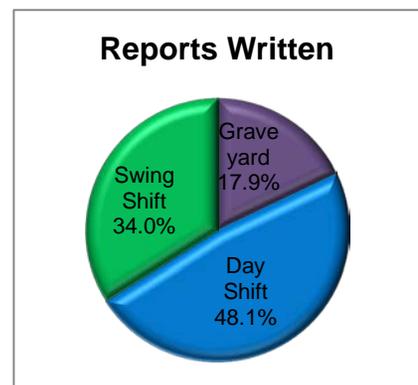
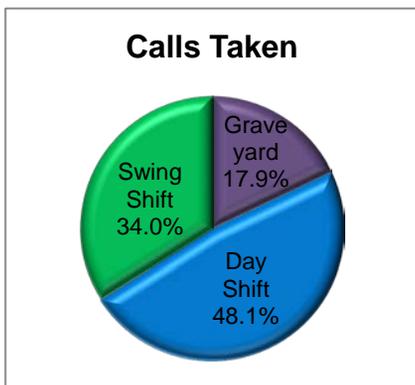
During September 2017, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time deputies assigned to Wilsonville responded to 644 calls for service, which was an average of 21.5 calls a day.

Below is a chart showing the number of calls for service in the City during the last 5 years.



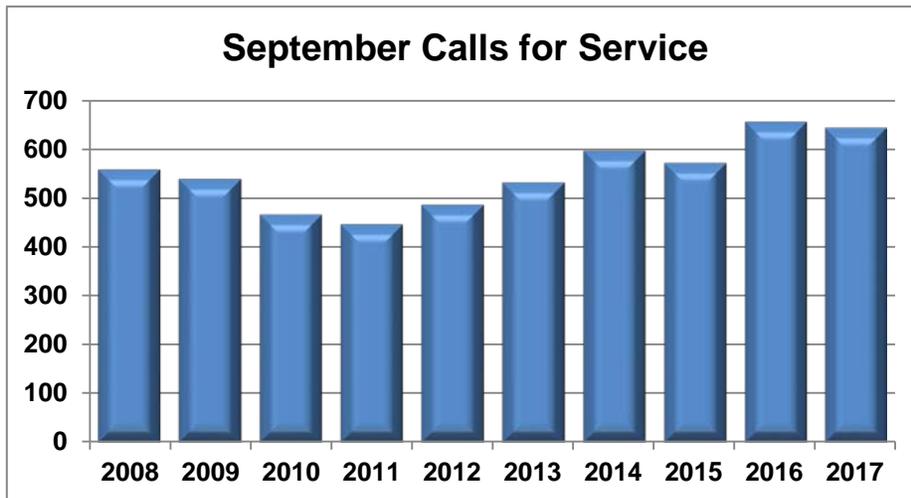
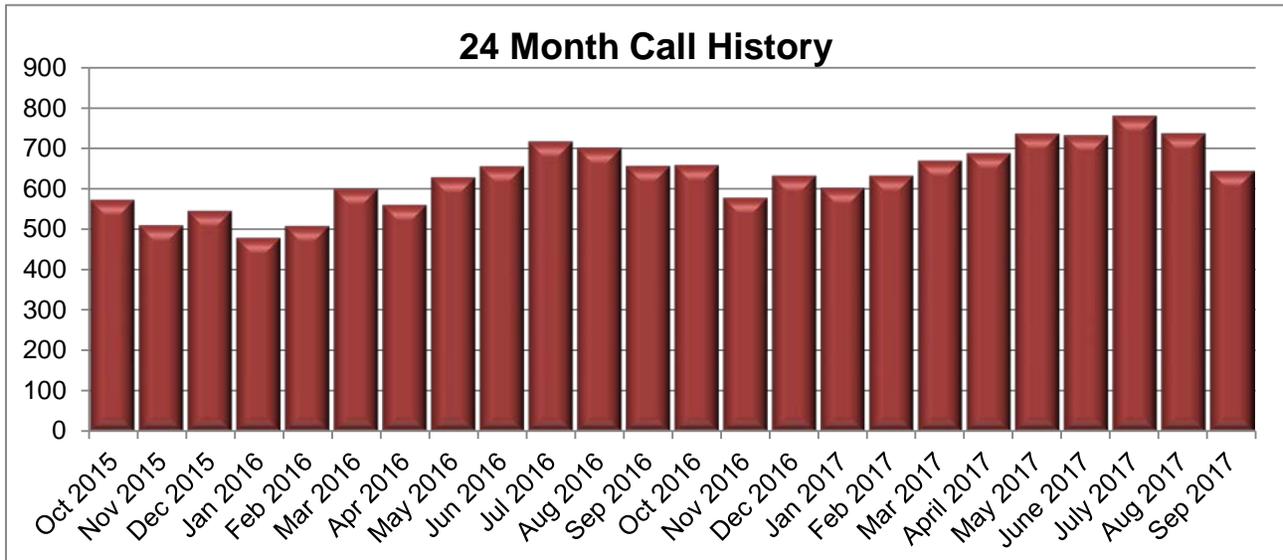
An overall look at the shift activity shows the following percentages of calls taken, traffic stops made and reports written for September.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard	17.9%	26.4%	17.9%
Day Shift	48.1%	34.3%	48.1%
Swing Shift	34.0%	39.2%	34.0%



Calls for Service

Number of Calls Per Shift	September 2017	September 2016	Monthly Average 2016
Graveyard (2100-0700)	115	113	130.4
Day Shift (0700-1700)	310	297	278.1
Swing Shift (1100-0300)	219	246	205.6
Monthly Total	644	656	614.1
Daily Average	21.5	21.9	20.2



Types of Calls

This chart shows the types of calls for service during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Type of Call	September 2017	September 2016	2016 Monthly Avg.
Disturbance	47	41	35.6
Alarm	46	64	59.5
Parking Complaint	45	53	48.8
Suspicious Person	45	29	28.8
Theft	44	33	37.8
Assist Public	42	32	33.5
Traffic Complaint	40	21	18.9
Traffic Crash	30	26	28.0
Unwanted / Trespass	25	33	17.3
Juvenile Problem	20	19	15.8
Welfare Check	23	28	27.1
Threat / Harassment	22	23	21.3
Assist Agency	19	10	14.9
Fraud	18	25	20.8
Animal Complaint	17	14	12.5
Suspicious Circumstances	14	12	13.6
Suspicious Vehicle	14	12	13.6
Provide Information	12	40	23.3
Unknown / Incomplete	11	16	13.8
Vice Complaint	11	7	4.6
Fire Services	10	7	9.4
Property Investigation	10	18	15.5
Criminal Mischief	9	14	13.3
Runaway	9	2	3.4
Mental	8	6	4.9
Noise Complaint	7	5	10.3
Hazard	6	11	9.6
Suicide Attempt / Threat	6	14	9.6
Assault	5	2	5.2
Stolen Vehicle	5	6	5.0
Other	5	13	11.4
Missing Person	3		3.2
Sex Crimes	3	1	2.9
Viol. Restraining Order	3	2	2.1
Minor in Possession	2		0.8
Recovered Stolen Vehicle	2		1.8
Burglary	1	7	4.7
Death Investigation	1		1.5
Extra Patrol Request	1	2	2.2
Open Door / Window	1		1.1
Robbery	1	2	0.6
Shooting	1		0.1
Abandoned Vehicle		3	3.8
Promiscuous Shooting		1	1.2
Prowler		2	1.0
Total Calls:	644	656	614.1

Median Response Times to Dispatched Calls

All Dispatched Calls	September 2017	Previous 12 Month Average
Input to Dispatch (Time call was on hold)	3:10 Minutes	3:05 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	4:45 Minutes	5:13 Minutes

Priority 1 & 2 Calls	September 2017	Previous 12 Month Average
Input to Dispatch (Time call was on hold)	2:30 Minutes	2:29 Minutes
Dispatch to Arrival (Time it took the deputy to arrive after being dispatched)	4:16 Minutes	4:48 Minutes

Other / Self-Initiated Activity

Type of Call	September 2017	September 2016	2016 Monthly Avg.
Traffic Stop	329	278	290.7
Follow-Up Contact	101	110	86.0
Suspicious Veh. Stop	61	71	63.8
Detail	36	26	30.4
Subject Stop	30	32	36.5
Premise Check	12	10	13.2
Training	10	3	16.8
Warrant Service	10	5	9.6
Court	5	1	4.0
Foot Patrol	5	7	7.8
Meeting	5	4	9.2
Suspect Contact	2	1	4.2
Total Calls:	606	548	572.2

Reports Written

During September, 163 reports were written. 22.1% were written by the graveyard shift, 39.3% by the dayshift units and 38.7% were written by the swing shift units.

Type of Report	September 2017
Theft	28
Traffic Crash	10
Criminal Mischief	8
Assault	4
Drug Crimes	3
Burglary	2
Stolen Vehicle	2
Identity Theft	1
Other Reports	105
Total Calls:	163

September 2016	2016 Monthly Avg.
26	25.3
10	12.3
9	9.8
3	3.8
3	4.4
6	3.8
2	2.6
3	3.8
122	116.9
184	182.7

Shift Totals	September 2017
Graveyard	36
Day Shift	64
Swing Shift	63

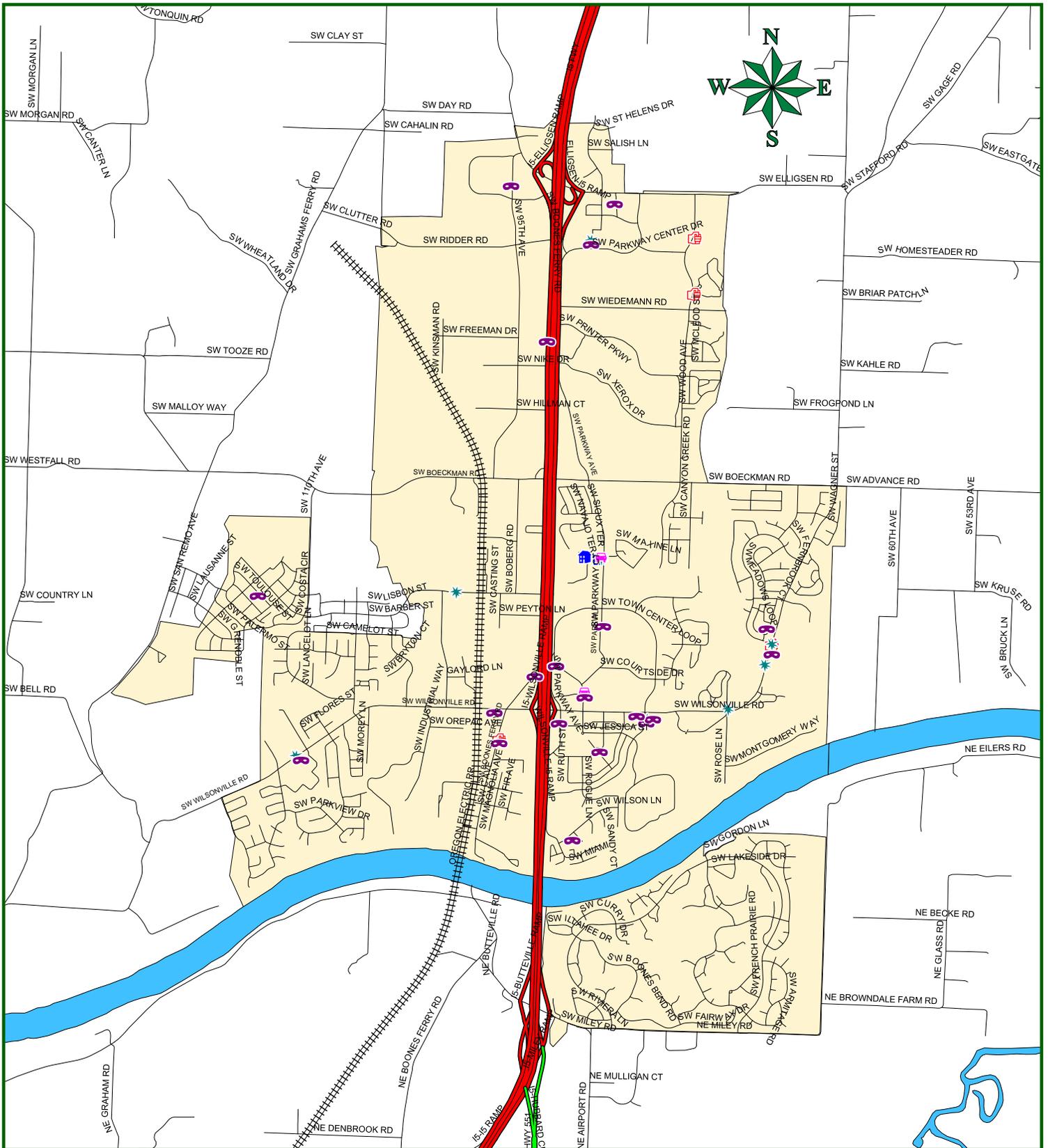
September 2016	2016 Monthly Avg.
27	33.9
95	86.2
62	62.5



Wilsonville September 2017



-  Assault
-  Burglary
-  Criminal Mischief
-  Stolen Vehicle
-  Theft

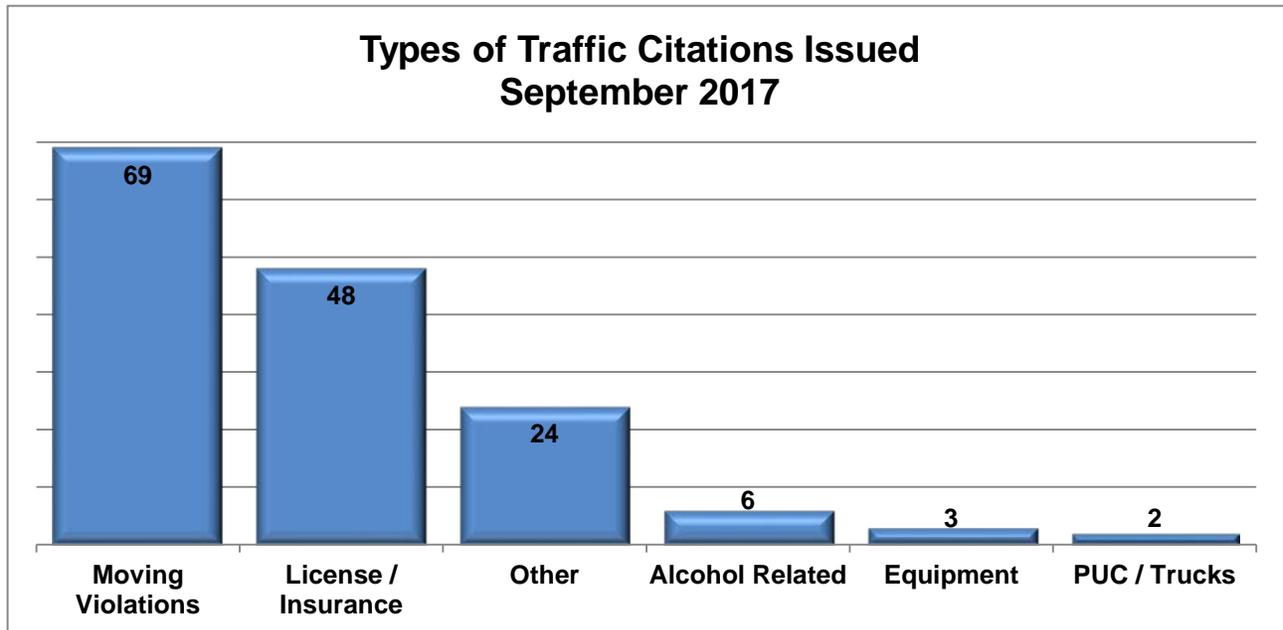
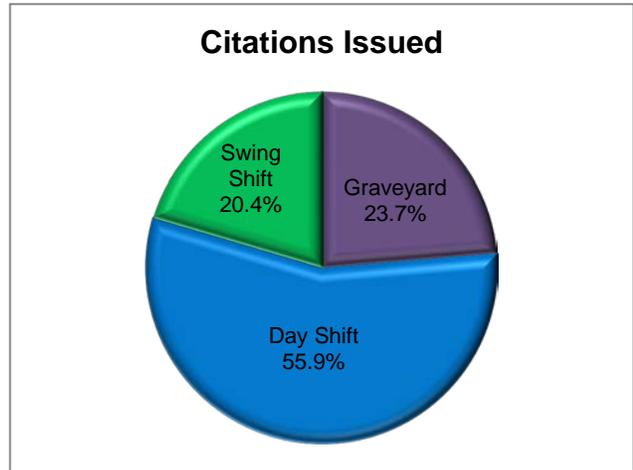
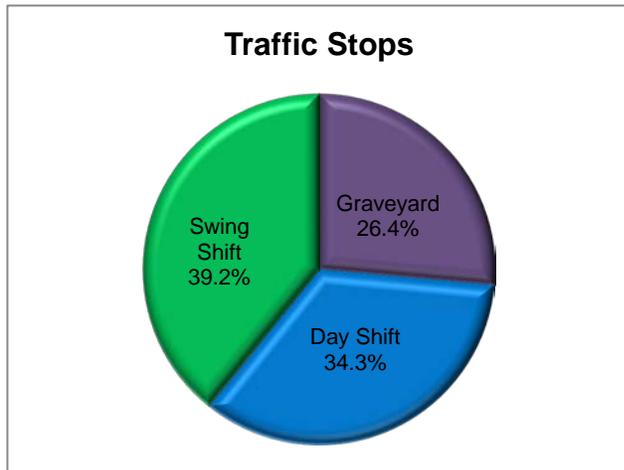


Traffic

During September 2017, 329 traffic stops were made in the City and 152 traffic citations were issued. Included in these totals are 71 traffic stops (21.6%) and 70 (46.1%) citations issued by the traffic deputies.

There were 5 arrests for Driving Under the Influence of Intoxicants (DUII).

Shift	Traffic Stops	Citations Issued
Graveyard	87	36
Day Shift	113	85
Swing Shift	129	31
Total:	329	152



PUBLIC WORKS

NOVEMBER 2017

AUTUMN LEAVES

Facilities & Landscape Maintenance

Autumn leaves
Red, gold, and brown.
Falling, swirling,
Drifting down.

Shorter days,
Frosty and wet.
Winter's round the corner,
But not quite yet!



Although redundant, leaf pick-up is an important part of Facility Maintenance during this time of year. Rob Rollins and Robert Todd have spent the majority of the last month staying ahead of our trees as more and more leaves drop. This is not an easy task, with all of the strong winds we have been experiencing this season.

CITY FACILITY DEMOLITION

Facilities

The Facilities crew, with the assistance of Road Maintenance Technician Sean Byrne, demolished the building formerly known as “2-Bay”. This building was previously used as a storage area for pesticides and pesticide related equipment, as well as equipment belonging to the Utilities Division. The slab underneath the building was kept in place and will now house two portable storage pods. One of which will be designated for pesticide storage and has a built-in containment area.



FLEET HVAC REFRIGERATION LINE SYSTEM REPLACEMENT

Facilities

A big project at the Fleet Services building has commenced this week, focusing on the replacement of the HVAC refrigeration line system. When the system was originally constructed, aluminum pipes and fittings were used throughout the building. Nearly seven years later, it was recently discovered that almost all joints and connections to the distribution boxes exhibited significant leaks due to corrosion. New copper and manufacturer-specified “REFNET” fittings will be installed. After the project is complete there will be a marked, increase in level of comfort for the staff working in the building.

STORM DRAIN CLEARING

Roads ~ Utilities

Residents and businesses are asked not to blow their leaves into the street and to keep them raked up and put in debris containers for the garbage company or to bring to the City’s annual Leaf Drop Off at City Hall on Saturday, November 18 from 9 am to 2 pm.

Keeping catch basins clear is also very important during this time of year. Utilities Maintenance Specialist Paul Walker, below, clears a catch basin inlet near Mentor Graphics. Clearing catch basin inlets is an ongoing task that keeps crews very busy until all the leaves are finally down.



STORM WATER MAIN LINE CLEANING

Utilities

Below, Utilities staff clean stormwater mainlines near Fry's Electronics. Crew members Paul Havens, Ian Eglitis and Paul Walker concentrated their efforts this month on cleaning stormwater mains and catch basins along Town Center Loop West. The area is prone to flooding during very heavy rains, especially near Les Schwab. The crew worked very hard in this area to get it as clean as possible heading into the rainy season.



Director's Report

from
Dwight Brashear
 Transit Director

Takin' Care of SMART's Business (TCSB)

In 1973, Bachman-Turner Overdrive (BTO) released their hit song Takin' Care of Business. This working person's anthem spoke about "takin' care of business every day; takin' care of business every way." I must admit that I selfishly used BTO's gritty proclamation as inspiration for my October report.

The month of October began with the Oregon Public Transportation Annual Conference. This year's conference was held in Pendleton. Representing SMART at the conference were Transit Management Analyst, Nicole Hendrix; Field Supervisor, Tim Viets; and myself. In addition to attending the conference, I was honored to represent SMART and the City of Wilsonville as a Keynote Speaker. It is estimated that some 300 transportation professionals attended the conference.



A few other highlights for the month included an in studio interview I did with KATU News regarding our Low-No grant award. I participated in a Clackamas County transit providers meeting. We discussed how HB 2017 funding could affect our county. I represented SMART during a tour of City Hall by approximately 120 second graders. I was selected and participated in a telephone interview conducted by Enviroissues, a consulting company hired by ODOT to facilitate the HB 2017 rule making process. I later attended the first in a series of gatherings billed as the Statewide Transportation Improvement Fund Rules Advisory Committee meeting. SMART, led by Operations Manager Eric Loomis, has undertaken the important task of updating its Policies and Procedures

Manual. Finally, I served as one of the judges during the Halloween Costume Contest held at the Wilsonville Senior Center.

That is all I have for now, but I encourage you to read on so that you can discover just how the rest of your team has been takin' care of SMART's business.



October Operations Report

by *Eric Loomis*

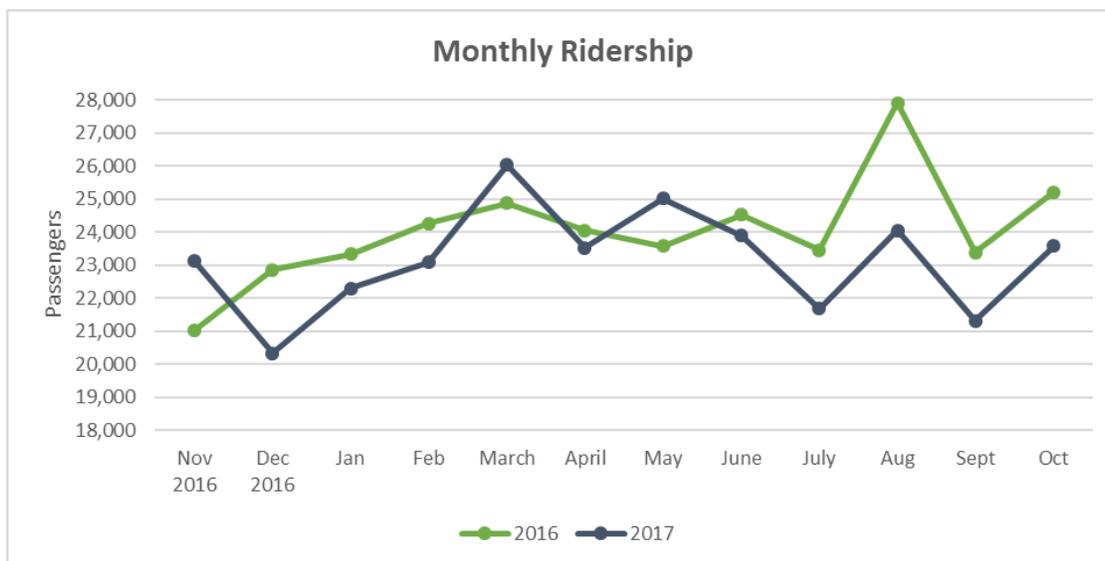
SMART held a biannual All Staff meeting in October. It can be challenging to gather all employees together while buses have to be on the road providing service to our customers. Each year SMART sets aside a couple of Saturdays to go over the future of SMART with employees and give updates on City business. It is also a time to introduce best practices and offer training to all employees. This year, our focus was the implementation of an updated policy and procedure manual. Revisions were made to increase safety and security for employees and customers while also enriching our culture of integrity, professionalism, and ethical conduct.

Ridership

SMART saw a decrease in ridership in October relative to the previous year but within the same trend.

The Villebois Shuttle is significantly higher in ridership than the previous year; however, it

has not seen significant increases within recent months. All other fixed routes have decreased at similar percentages as compared to 2016. We attribute this to lower gasoline prices.



Dial-a-Ride

Each month our ADA eligibility committee reviews applications in determining who qualifies for ADA paratransit, which is one of our robust Dial-a-Ride programs. In many ways, it reminds our staff how critical these service offerings are to our citizens and visitors of Wilsonville. I wanted to share a particular application from a customer in need of our transportation service. This customer, a senior with a disability, was unable to fill out the home address section because they do not have a home. The next section in the application process asks for a contact person. The section was incomplete with only an explanation that the applicant had no one for us to contact in an emergency situation.

As we look at ways to improve our programs, this application reminds us of why we are here and how critically important the services we offer are to our residents. Without Dial-a-Ride and a medical shuttle, some passengers simply would not have access to these facilities.

October Grant Report

by Elli Work

Federal Award(s): SMART is coordinating with ODOT, METRO, and the FTA to properly begin the long and carefully orchestrated procurement process for the two Proterra electric buses. The buses are anticipated to be placed into service in September 2019. SMART is already planning a grand citywide celebration. *These two buses will bring SMART's fleet up to nearly 40% alternative fuel.*

Federal Grants Pending: Bus and Bus Facilities 5339(b) for five vehicles (two vans, two cutaways, and one trolley) for \$361,600 in federal funds and a local match of \$90,400 for a total of \$452,000. We anticipate the award notifications to come in November.

FTA Grants in Pre-Award Review:

5339 Funds from FY15-17 were combined to create an application for one replacement, ADA accessible, 26' Cutaway CNG bus for \$112,371 in federal funds and a local match of \$22,474 for a total project cost of \$134,845.

5307 Funds for a 30' Bus Replacement for \$381,353 in federal funds and a local match of \$43,648 for a total of \$425,001.

Current Projects Funded Through 2016 Apportionment: An informational presentation to the city council on October 16 covered bus shelters, amenities, digital displays, and signs. Diesel buses for \$333,448 from this grant are no longer needed because of the award of two electric buses and the funds may be reallocated to other projects.

Pending Apportionment Through Tri-Met:

August to December 2017 is for approximately \$200,000.

January to December 2018 is for approximately \$479,238

Special Transportation Fund (STF) from July 2017 – June 2019 is for \$196,256. These funds are used exclusively for the Dial-A-Ride Program.

Metro:

Regional Travel Options (RTO) is for \$76,599 annually and supports the SMART Options Program. Metro also has approximately \$218,020 in unobligated TDM/RTO funding for SMART. Once obligated, those funds can be used for special projects such as outreach to low-income residents, Spanish-speaking commuters, and school-aged youth. SMART and METRO are working with ODOT and the FTA to obligate the funds. SMART also hopes to add a FTE Outreach Assistant for a limited-duration, grant funded position focusing on promoting bicycle and pedestrian transportation to reduce congestion and pollution.



*Every time I see an adult on a bicycle,
I no longer despair for the future of the human race.*

-H.G. Wells

October Fleet Report

by *Scott Simonton*

The focus of the Fleet crew changes with the seasons. In October, our focus turned to items such as leaf removal equipment. From leaf vacuums to backpack blowers, we must ensure that these tools and equipment are ready for use by the Public Works and Parks workers. In addition, some equipment items such as mowers, which are rarely utilized in the fall and winter months, are prepared for storage.



Fleet Mechanic Scott Wright repairs wiring on a leaf vacuum unit

As we enter the rainy season, interior water leaks in buses become a more common occurrence, caused largely by the flexing and vibration the bus body goes through in its daily use. For passenger safety and comfort, water leaks become a high priority for our mechanics.



Fleet mechanic Kalen Garrison adjusts thermostat settings on a SMART bus

Another item requiring our attention is the climate control systems in SMART's bus fleet. Because of the limited temperature range, these systems must have the thermostats manually adjusted at the beginning and end of summer each year.



WALK AT LUNCH

WALKING, NETWORKING, MAKING FRIENDS, EXERCISING, INCENTIVES, AND A GOOD TIME FOR EVERYONE!
COME TO OUR LAST GROUP WALK OF THE SUMMER NEXT WEDNESDAY OCT. 4 12:00 NOON AT EDGE FITNESS

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WILSONVILLE COMMUNITY BIKE AND WALK MAP COMING SOON!

— AVAILABLE ONLINE NOW

October Outreach & Marketing Report

by Michelle Marston

SMART concluded its Walk Wednesday series on the first Wednesday of October. Wilsonville Chamber of Commerce was our final partner of the year, providing information about the Chamber and various swag from chamber members were given as handouts. Looking forward to next walk season!

Other events included Mentor Graphics Health Fair and Coherent Health Fair. Health fairs are an excellent opportunity to respond to questions about SMART service and provide trip planning assistance. Typically, our table is cohosted by a TriMet rep to get the full picture of the transit trip. Options other than bus service are discussed such as carpooling and biking trips.

Wilsonville Community Bike Walk Map has arrived and will be distributed to outlets. This information will also be in the Boones Ferry Messenger letting folks know they're available for pick up.

Updated SMART schedules will be distributed along with the Bike Walk maps. Timing is everything! These schedules included the updates to the route 4 to match up with Meridian School opening this fall. Having both these publications be ready to distribute at the same time will save on staff hours as it takes almost a full day to get our materials to all our outlets.

Cherriots has hired a Social Media Specialist which will aid in the efforts of shared communication. We will work closely to send similar messages and tag team the outreach of messaging.

ECO surveys for DEQ are still in the works for Sysco. Under the DEQ ECO program, employers with more than 100 employees must provide commute options to employees designed to reduce the number of cars driven to work in Portland and surrounding areas. SMART provides survey processing at no cost to employers affected by the ECO rules who are working to develop and/or maintain transportation plans. This is funded through the annual Metro Regional Travel Options Grant.

Emergency Ride Home program continues to grow, with two additional Wilsonville businesses signing up to participate. The Emergency Ride Home Program or ERH provides part- or full-time employees of ERH-registered businesses and ride SMART service, vanpool, carpool, bike or walk to work with four (4) free emergency rides home a year in the event of an unexpected emergency or unscheduled overtime.

SMART Halloween Trolley was once again seen providing rides to goblins and ghouls from Safeway to Fall Festival at Stein Barn, October 28 for four hours. This has been a long time tradition for SMART.



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