

City of Wilsonville

City Council Meeting

November 6, 2017



COMMUNITY TREE LIGHTING

Join Wilsonville Parks and Recreation for cookies, cocoa, holiday carols by local students and a visit from Santa as we light the community tree for the holidays.

Wednesday, November 29

Performances: 5:45 pm Tree Lighting: 6:00 pm

Town Center Park

TOY DRIVE

Please bring a new unwrapped toy to the Parks and Recreation Admin Building between Monday, November 6th and Wednesday, December 13th.

Toys will be distributed to those less fortunate within the local community.



AGENDA

**WILSONVILLE CITY COUNCIL MEETING
NOVEMBER 6, 2017
7:00 P.M.**

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

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

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. CRM and GOREquest (Handran/Wolf) [15 min.]
 - B. Website Redesign (Stone) [30 min.]
 - C. Transportation Forum (Handran/Ottenad/ Kraushaar) [10 min.]
 - D. Cutaway Bus Purchase (Simonton) [5 min.]
 - E. Year 2000 Plan Urban Renewal District Amendment [5 min.]
(Kraushaar)
- 6:30 P.M. ADJOURN**
-

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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 6, 2017 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on Wednesday, November 1, 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. COMMUNICATIONS

- A. Prepare Out Loud Everett Lapp (Handran) Page 4
- B. Rachel Carson Award to Kerry Rappold for Bee Stewards

7:25 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.

7:30 P.M. MAYOR'S BUSINESS

- A. Upcoming Meetings Page 5

7:35 P.M. COUNCILOR COMMENTS

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

7:45 P.M. CONSENT AGENDA

- A. Resolution No. 2656 Page 7
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. (Veliz) Page 27

7:50 P.M. PUBLIC HEARING

- A. Ordinance No. 810 – 1st reading Page 34
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)

8:00 P.M. NEW BUSINESS

- A. Community Enhancement Committee Bylaws/Appointments (Handran) Page 337

8:10 P.M. CITY MANAGER'S BUSINESS

8:15 P.M. LEGAL BUSINESS

8:20 P.M. ADJOURN

11/1/2017 10:23 AM Last Updated

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 6, 2017		Subject: Website Redesign	
		Staff Member: Andy Stone, IT Manager	
		Department: Information Systems	
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:	
Staff Recommendation: Receive update on City's Website Redesign			
Recommended Language for Motion: N/A			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Council will receive an update on the City's plans to redesign the City's websites.

EXECUTIVE SUMMARY:

In mid-August the City advertised a Request for Proposal to redesign the five City of Wilsonville websites (City, Library, SMART, Parks and Rec and Economic Development). In addition to refreshing the look and feel, the City plans to combine the five sites to utilize a common backend database. This will help facilitate sharing information, such as calendar events, between the sites and the overall administration of the site.

The City received nine proposals for the RFP. A selection team made up of Beth Wolf (Project Manager), Andy Stone (IS Manager), Mark Ottenad (Governmental Affairs Director), Pat Duke (Library Director) and Dwight Brashear (Transit Director) reviewed the proposals and narrowed the field down to four finalist. The City invited the four finalist to give a presentation on their respected proposals. All of the presentations were good and the selection team scored each company on a number of criteria, including the company's experience, their project approach in terms of quality, creativity and detail, and cost effectiveness. After tallying the results, "Aha! Consulting" was rated the highest and is recommended for selected.

Aha! Consulting was founded in 2008 in Lake Oswego. Its focus has always been on municipal websites and it currently has over 80 customers in Oregon alone. In 2016, Aha! was acquired by Municode and serves as its website development arm. Municode has been in business for more than 65 years and has contracts with over 4200 government agencies.

The City anticipates having a kick off meeting in November. Key staff members from each department that is represented by the websites will form a steering committee. This group will help lead the overall design structure of the website to effectively communicate the City's information and streamline the operation.

The steering committee plans to work with Aha! to make sure that the User Interface and User Experience (UI & UX) of the new website is well thought out. The City anticipates working with Aha! at an event to collect feedback from the community by allowing them to interact with the developing site on multiple devices such as desktops, phones and tablets. Aha! will watch how citizens use the website to accomplish certain tasks and will adjust features accordingly. Initial plans are to bring a functioning demo of the redesigned sites to Council in the February time frame for feedback.

The current schedule to completely redesign and implement the new websites is aggressive and it is set to conclude by the end of the 17-18 fiscal year. Since the website is a very important communication tool for the City, more time may be needed to make sure that it right.

The City looks forward to collaborating with Aha! Consulting on the Website Redesign.

EXPECTED RESULTS:

The City will work with Aha! Consulting to refresh the City Websites and create a common backend for administration. The anticipated go-live date is June 30, 2018.

TIMELINE:

The process should start in November and continue through the end of the fiscal year. As the project progresses it may be identified that more time will be needed to make sure that everything is implemented correctly.

CURRENT YEAR BUDGET IMPACTS:

This project is budgeted in FY 17-18 in project #8123, for a total cost of \$85,000. Funding sources are \$20,000 from the Transit Fund and \$65,000 from the General Fund.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 10/18/2017

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/30/2017

COMMUNITY INVOLVEMENT PROCESS:

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

ALTERNATIVES:

CITY MANAGER COMMENT:

ATTACHMENTS:



**American
Red Cross**



Prepare Out Loud

Learn the facts. Take action. Talk about it.

**Together we can rise to the challenge
of a Cascadia Earthquake.**

The American Red Cross Prepare Out Loud presentation will empower you to be ready for disasters of all kinds (including a Cascadia earthquake) by taking practical steps to start preparing, being vocal about your preparedness and encouraging others to start preparing.

Learn more about:

- 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 to quickly locate your loved ones following a disaster
- How much food, water, and supplies you will need to take care of yourself and others

Free to Attend

Tuesday, November 14, 2017

Location: Grace Chapel
9600 SW Boeckman Road
Wilsonville, 97070

Presentation: 6–7:30 pm

Register:

www.redcross.org/PrepareOutLoudWilsonville

Regional Partners



NW Natural



CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2017

Items known as of 11/01/17

November

DATE	DAY	TIME	EVENT	LOCATION
11/7	Tuesday	1:00 p.m.	Tourism Promotion Committee Meeting	Willamette River Rooms
11/7	Tuesday	4:30 p.m.	Parks and Recreation Advisory Board Meeting – RESCHEDULED FOR TUESDAY 11/21/2017	Council Chambers
11/8	Wednesday	1:00 p.m.	Wilsonville Community Seniors, Inc. Advisor Panel	Community Center
11/8	Wednesday	6:00 p.m.	Planning Commission	Council Chambers
11/13	Monday	6:30 p.m.	DRB Panel A - CANCELLED	Council Chambers
11/20	Monday	7:00 p.m.	City Council Meeting	Council Chambers
11/22	Wednesday	6:30 p.m.	Library Board	Library
11/27	Monday	6:30 p.m.	DRB Panel B	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:

- 11/6** Toy Drive Begins - Donations collected at Parks and Recreation Administrative Building, November 6 to December 13
- 11/10** City Offices Closed in Observance of Veterans Day
- 11/11** Library Closed – Veterans Day
- 11/11** Veterans Day Observance Ceremony, 11:00 a.m. at the Oregon Korean War Memorial in Town Center Park

- 11/14** Prepare Out Loud Preparedness Workshop, 6:00 to 7:30 p.m. at Grace Chapel, 9600 SW Boeckman Road
- 11/18** Leaf Disposal Day, 9:00 a.m. to 2:00 p.m. at Wilsonville City Hall Parking Lot
- 11/18** Curiosity Café - Holiday Card Making, 1:00 p.m. to 2:30 p.m. at Library
- 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 COUNCIL MEETING
STAFF REPORT**

Meeting Date: November 6, 2017		Subject: Resolution No. 2656 Cutaway Bus Purchase	
		Staff Member: Scott Simonton, Fleet Services Manager	
		Department: Transit	
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 checked="" 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: Staff recommends that Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to approve the Consent Agenda.			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

Grant funded bus purchase.

EXECUTIVE SUMMARY:

SMART has Federal section 5307 funding available to purchase one 17 passenger cutaway bus, at a match ratio of 80% Federal, 20% local funding. An RFP was released, in accordance with all Federal requirements. Three vendors submitted proposals.

The three proposals were evaluated, with an award being made on a “best value” basis, rather than low bid only. Upon evaluation, SMART’s RFP review team reached the conclusion through the best value ranking, that Creative Bus Sales bid of \$85,431 (which was actually also the lowest bid) provided the best value, as well as the lowest price, to the City. Therefore, staff recommends that Council, as the contract review board, award this contract to Creative Bus Sales.

The continuing goal, as is stated in the Transit Master Plan, is to replace older, inefficient buses, with new buses as grant funds allow. This vehicle would replace a 2005 diesel powered vehicle, with over 320,000 miles. This particular grant was not adequate to support the purchase of an alternative fueled vehicle. While the proposed vehicle is gasoline powered, it is built to accept a conversion to CNG at a later time, should additional funds become available.

This size and style of bus is utilized heavily in our transit fleet. The size and configuration offers flexibility, allowing this vehicle to be utilized on the majority of our service, including Dial-a-Ride, and routes 2X, 3, 5, 6, and 7.

EXPECTED RESULTS:

With Council approval, SMART will procure the bus, which will replace a similar bus that has been in service well beyond its useful life. We anticipate the new bus to be in service in April of 2018.

TIMELINE:

The vendor states that the vehicle will be delivered no later than 160 days from date of contract signing.

CURRENT YEAR BUDGET IMPACTS:

The bus is expected to be delivered in April of 2018. Both the grant match of \$17,431 and the grant of \$68,000 have been budgeted in the Transit Fund, and are part of the \$501,811 budgeted for vehicles for this fiscal year.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 10/19/2017

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/25/2017

COMMUNITY INVOLVEMENT PROCESS:

The need for fleet replacements is covered in the current Transit Master Plan, which prior to adoption, was subject to public comment and extensive public outreach.

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

This new vehicle will offer increased reliability, lower emissions, and quieter operation.

ALTERNATIVES:

The Council could choose to reject this purchase, and return the Federal funding to FTA Region X. Staff does not recommend this approach.

CITY MANAGER COMMENT:

NA

ATTACHMENTS:

1. Resolution No. 2656

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.

WHEREAS, a goal of SMART (South Metro Area Regional Transit) is to replace older buses with modern, more efficient buses meeting industry standards to ensure safe, reliable transportation for our passengers; and

WHEREAS, SMART has an immediate need for buses to replace aging, unreliable buses; and

WHEREAS, SMART received grant funding in the amount of \$68,000, with a local match of \$17,431 through FTA section 5307; and

WHEREAS, City staff has completed a competitive RFP process for one light duty bus that met State, Federal, and City procurement requirements in order to guarantee open and fair competition; and

WHEREAS, Staff received proposals from three different vendors; and

WHEREAS, Creative Bus Sales, at a price of \$85,431 was selected as the best value and lowest responsible bidder; and

WHEREAS, the City Council has duly appointed itself as the Local Contract Review Board, and acting as the Local Contract Review Board, is authorized to award the purchase contract in conformance with the state procurement program as recommended by staff.

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

1. Based on the above recitals, which are incorporated herein, the City Council, acting as the Local Review Board, does hereby approve and authorize SMART to award a Purchase Order contract for one 17 passenger bus, to Creative Bus Sales.
2. This resolution becomes effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 6th day of November 2017, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Goddard

Councilor Fitzgerald

Councilor Stevens

Attachments:

Exhibit A – City of Wilsonville and Creative Bus Sales, Inc. Goods and Services Contract

**CITY OF WILSONVILLE
GOODS AND SERVICES CONTRACT**

This Goods and Services Contract (“Contract”) is made and entered into on this 6th day of November, 2017 (“Effective Date”) by and between the **City of Wilsonville**, a municipal corporation of the State of Oregon (hereinafter referred to as the “City”), and **Creative Bus Sales, Inc.**, a California corporation (hereinafter referred to as “Supplier”).

RECITALS

WHEREAS, the City wishes to purchase equipment that Supplier is capable of providing, under terms and conditions hereinafter described; and

WHEREAS, Supplier represents that Supplier is qualified to perform the services described herein on the basis of specialized experience and technical expertise; and

WHEREAS, Supplier is prepared to provide such services, as the City does hereinafter require.

NOW, THEREFORE, in consideration of these mutual promises and the terms and conditions set forth herein, the parties agree as follows:

AGREEMENT

Section 1. Contract Documents

This Contract includes and incorporates by reference all of the foregoing recitals and all of the following additional “Contract Documents”: Request for Proposal, dated September 7, 2017, and Supplier’s bid in response thereto. Supplier must be familiar with all of the foregoing and comply with them. All Contract Documents should be read in concert and Supplier is required to bring any perceived inconsistencies to the attention of the City before executing this Contract. In the event a provision of this Contract conflicts with standards or requirements contained in any of the foregoing Contract Documents, the provision that is more favorable to the City, as determined by the City, will apply.

Section 2. Goods Purchased, Equipment Price, and Delivery Date

Supplier will supply the equipment described in the Contract Documents (“Equipment”), and as more particularly described in the Scope of Equipment attached hereto as **Exhibit A** and incorporated by reference herein. The price of the Equipment is EIGHTY-FIVE THOUSAND FOUR HUNDRED THIRTY-ONE DOLLARS (\$85,431) and includes delivery to 28879 SW Boberg Road, Wilsonville, Oregon. Sale shall occur upon inspection of the Equipment by the City and acceptance of delivery at the City location shown above. The City will pay Supplier in full within 30 days of receipt of the Equipment. Supplier will schedule a date and time for delivery. Delivery must occur no later than 160 days after the Effective Date of this Contract.

Section 3. Subcontractors and Assignments

Supplier shall neither subcontract with others for any of the services prescribed herein nor assign any of Supplier's rights acquired hereunder.

Section 4. Insurance

4.1. Business Automobile Liability Insurance. If Supplier will be using a motor vehicle in the performance of the Services herein, Supplier shall provide the City a certificate indicating that Supplier has business automobile liability coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than **\$2,000,000**.

4.2. Workers Compensation Insurance. Supplier and all employers providing work, labor, or materials under this Agreement that are subject employers under the Oregon Workers Compensation Law shall comply with ORS 656.017, which requires them to provide workers compensation coverage that satisfies Oregon law for all their subject workers under ORS 656.126. Out-of-state employers must provide Oregon workers compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Suppliers who perform work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer's Liability Insurance with coverage limits of not less than **\$500,000** each accident.

4.3. Certificates of Insurance. As evidence of the insurance coverage required by this Agreement, Supplier shall furnish a Certificate of Insurance to the City. This Agreement shall not be effective until the required certificates and the Additional Insured Endorsements have been received and approved by the City. Supplier agrees that it will not terminate or change its coverage during the term of this Agreement without giving the City at least thirty (30) days' prior advance notice and Supplier will obtain an endorsement from its insurance carrier, in favor of the City, requiring the carrier to notify the City of any termination or change in insurance coverage, as provided above.

4.4. Primary Coverage. The coverage provided by these policies shall be primary, and any other insurance carried by the City is excess. Supplier shall be responsible for any deductible amounts payable under all policies of insurance. If insurance policies are "Claims Made" policies, Supplier will be required to maintain such policies in full force and effect throughout any warranty period.

Section 5. Warranties.

Equipment warranties are attached hereto as **Exhibit B**. Supplier hereby represents that Supplier will promptly and thoroughly perform all warranty work at its location in Canby, Oregon or at another location mutually agreed upon, in writing, by the parties.

Section 6. Contract Modification; Change Orders

Any modification of the provisions of this Contract shall not be enforceable or binding unless reduced to writing and signed by both the City and Supplier.

Section 7. Notices

Any notice required or permitted under this Contract shall be in writing and shall be given when actually delivered in person or forty-eight (48) hours after having been deposited in the United States mail as certified or registered mail, addressed to the addresses set forth below, or to such other address as one party may indicate by written notice to the other party.

To City: City of Wilsonville SMART
Attn: Scott Simonton, Fleet Manager
29799 SW Town Center Loop East
Wilsonville, OR 97070-9454

To Supplier: Creative Bus Sales, Inc.
Attn: Kimberly Stanchfield
7197 S Tull Road
Canby, OR 97013

Section 8. Required Federal Provisions

This Contract is funded, in whole or in part, with federal funds. Supplier must therefore comply with all of the following, in addition to the provisions listed above:

8.1. **Energy Conservation.** Supplier agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

8.2. **Recovered Materials.** Supplier agrees to provide a preference for those products and services that conserve natural resources, protect the environment, and are energy efficient by complying with and facilitating compliance with Section 6002 of the Resource Conservation and Recovery Act, as amended (42 USC § 6962), and U.S. Environmental Protection Agency, "Comprehensive Procurement Guideline for Products Containing Recovered Materials" (40 CFR Part 247).

8.3. **Access to Records.** The following federal access to records requirements apply to this Contract:

8.3.1. Supplier agrees to retain complete and readily accessible records related in whole or in part to this Contract, including but not limited to documents, reports, data, statistics, subcontracts, sub-agreements, leases, arrangements, other third party agreements of any type, and supporting materials related to those records.

8.3.2. Supplier agrees to comply with the record retention requirements in accordance 2 CFR § 200.333. Supplier will maintain all books, records, accounts, and reports required under this Contract for a period of not less than three (3) years after the date of termination or expiration of this Contract, except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case records will be until the City, SMART, the Federal Transit Administration (FTA) Administrator,

the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims, or exceptions related thereto.

8.3.3. Supplier agrees to provide the City, SMART, the FTA Administrator, the Comptroller General of the United States, or any of their duly authorized representatives, sufficient access to any books, documents, papers, and records of Supplier which are related to performance of this Contract for the purposes of making audits, examinations, excerpts, and transcriptions, as reasonably may be required. Supplier also agrees to permit any of the foregoing parties (at their costs) to reproduce by any means whatsoever any excerpts and transcriptions as reasonably needed.

8.4. **Civil Rights Requirements.**

The following civil rights and equal employment opportunity requirements apply to this Contract, and Supplier shall at all times comply with these requirements:

8.4.1. **Nondiscrimination.** In accordance with Title VI of the Civil Rights Act of 1964, as amended (42 USC § 2000d), Section 303 of the Age Discrimination Act of 1975, as amended (42 USC § 6102), Section 202 of the Americans with Disabilities Act of 1990, as amended (42 USC § 12132), and federal transit laws at 49 USC § 5332, Supplier agrees that it will not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, disability, or national origin. In addition, Supplier agrees to comply with applicable federal implementing regulations and other implementing requirements the FTA may issue.

8.4.2. **Race, Color, Religion, National Origin, Sex.** In accordance with Title VII of the Civil Rights Act, as amended (42 USC § 2000e *et seq.*), and federal transit laws at 49 USC § 5332, Supplier agrees to comply with all applicable equal employment opportunity requirements of the U.S. Department of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor" (41 CFR Chapter 60), and Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1965; 42 USC § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 USC § 2000e note. Supplier agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Supplier agrees to comply with any implementing requirements the FTA may issue.

8.4.3. **Age.** In accordance with the Age Discrimination in Employment Act of 1967, as amended (29 USC §§ 621-634); U.S. Equal Employment Opportunity Commission regulations, "Age Discrimination in Employment Act" (29 CFR Part 1625); the Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*); U.S. Department of Health and Human Services implementing regulations, "Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal

Financial Assistance” (45 CFR Part 90); and federal transit law at 49 USC § 5332, Supplier agrees to refrain from discrimination against present and prospective employees on the basis of age. In addition, Supplier agrees to comply with any implementing requirements the FTA may issue.

8.4.4. **Disabilities.** In accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 USC § 794); the Americans with Disabilities Act of 1990, as amended (42 USC § 12101 *et seq.*); the Architectural Barriers Act of 1968, as amended (42 USC § 4151 *et seq.*); and federal transit law at 49 USC § 5332, Supplier agrees that it will not discriminate against individuals on the basis of disability. In addition, Supplier agrees to comply with any implementing requirements the FTA may issue.

8.5. **Program Fraud and False or Fraudulent Statements and Related Acts.**

8.5.1. Supplier acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended (31 USC § 3801 *et seq.*), and U.S. Department of Transportation regulations, “Program Fraud Civil Remedies” (49 CFR Part 31), apply to its actions pertaining to this equipment purchase. Upon execution of this Contract, Supplier certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to this Contract or the FTA assisted equipment purchase. In addition to other penalties that may be applicable, Supplier further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Supplier to the extent the Federal Government deems appropriate.

8.5.2. Supplier also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with federal assistance originally awarded by the FTA under the authority of 49 USC Chapter 53, the Government reserves the right to impose the penalties of 18 USC § 1001 and 49 USC § 5323(1) on Supplier, to the extent the Federal Government deems appropriate.

8.6. **Suspension and Debarment.** Supplier will comply with and facilitate compliance with U.S. Department of Transportation regulations, “Nonprocurement Suspension and Debarment” (2 CFR Part 1200), which adopts and supplements the U.S. Office of Management and Budget (U.S. OMB) “Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)” (2 CFR Part 180). Supplier is required to verify that its principals, affiliates, and any subcontracts are eligible to participate in this federally funded Contract and are not presently declared by any federal department or agency to be debarred, suspended, proposed for debarment, voluntarily excluded, disqualified, or declared ineligible from participation in any federally assisted award.

Supplier is required to comply with Subpart C of 2 CFR Part 180, as supplemented by 2 CFR Part 1200, and must include the requirement to comply with Subpart C of 2 CFR Part 180 in any lower tier covered transaction it enters into. By signing and submitting its bid or proposal, Supplier has certified as follows:

The certification in this clause is a material representation of fact relied upon by the City. If it is later determined that Supplier knowingly rendered an erroneous certification, in addition to remedies available to the City, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. Supplier agrees to comply with the requirements of 2 CFR Part 180, Subpart C, as supplemented by 2 CFR Part 1200, while this offer is valid and throughout the period of any contract that may arise from this offer. Supplier further agrees to include a provision requiring such compliance in its lower tier covered transactions.

8.7. **Safe Operation of Motor Vehicles.** Supplier is encouraged to adopt and promote on-the-job seat belt use policies and programs for its employees and other personnel that operate company-owned vehicles, company-rented vehicles, or personally operated vehicles. Supplier agrees to adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers, including policies that ban text messaging while using an electronic device supplied by an employer and driving a vehicle the driver owns or rents, a vehicle Supplier owns, leases, or rents, or a privately-owned vehicle when on official business in connection with the work performed under this Contract.

8.8. **Federal Changes.** Supplier shall at all times comply with all applicable FTA regulations, policies, procedures, and directives, including without limitation those listed directly or by reference in any Master Agreement between the City and the FTA, as they may be amended or promulgated from time to time during the term of this Contract. Supplier's failure to so comply shall constitute a material breach of this Contract.

8.9. **Termination.** The termination clause for this Contract can be found in **Section 9** below.

8.10. **No Obligation by the Federal Government.** The City and Supplier acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the City, Supplier, or any other party (whether or not a party to that contract) pertaining to any matter resulting from this Contract.

8.11. **Federal Transit Administration (FTA) Terms Controlling.** Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Supplier shall not perform any act, fail to perform any act, or refuse to comply with any City requests which would cause the City to be in violation of the FTA terms and conditions.

Section 9. Early Termination; Default

9.1. This Agreement may be terminated prior to the expiration of the agreed upon terms:

9.1.1. By mutual written consent of the parties;

9.1.2. By the City, for any reason, and within its sole discretion, effective upon delivery of written notice to Supplier by mail or in person; or

9.1.3. By Supplier, effective upon seven (7) days' prior written notice in the event of substantial failure by the City to perform in accordance with the terms through no fault of Supplier, where such default is not cured within the seven (7) day period by the City. Withholding of disputed payment is not a default by the City.

9.2. If the City terminates this Agreement, in whole or in part, due to default or failure of Supplier to perform Services in accordance with the Agreement, the City may procure, upon reasonable terms and in a reasonable manner, services similar to those so terminated. In addition to any other remedies the City may have, both at law and in equity, for breach of contract, Supplier shall be liable for all costs and damages incurred by the City as a result of the default by Supplier, including, but not limited to all costs incurred by the City in procuring services from others as needed to complete this Agreement. This Agreement shall be in full force to the extent not terminated by written notice from the City to Supplier. In the event of a default, the City will provide Supplier with written notice of the default and a period of ten (10) days to cure the default. If Supplier notifies the City that it wishes to cure the default but cannot, in good faith, do so within the ten (10) day cure period provided, then the City may elect, in its sole discretion, to extend the cure period to an agreed upon time period, or the City may elect to terminate this Agreement and seek remedies for the default, as provided above.

9.3. If the City terminates this Agreement for its own convenience not due to any default by Supplier, payment of Supplier shall be prorated to, and include the day of, termination and shall be in full satisfaction of all claims by Supplier against the City under this Agreement.

9.4. Termination under any provision of this section shall not affect any right, obligation, or liability of Supplier or the City that accrued prior to such termination.

Section 10. Liquidated Damages

10.1. The City and Supplier recognize that time is of the essence of this Contract and that the City will suffer financial loss and public detriment if the bus is not delivered on time in accordance with this Contract. Both parties also recognize the delays, expenses, and difficulties involved in proving in a legal proceeding the actual loss suffered by the City if the bus is not delivered on time. Accordingly, instead of requiring any such proof, the City and Supplier agree that as Liquidated Damages for delay (but not as a penalty), Supplier shall pay the City the amount of One Hundred Dollars (\$100) per day for each and every day that expires after the agreed upon delivery date ("Liquidated Damages").

10.2. The parties further agree that this amount of Liquidated Damages is a reasonable forecast of just compensation for the harm caused by any breach and that this harm is one which is impossible or very difficult to estimate. In addition to the Liquidated Damages above, Supplier shall reimburse the City for all costs incurred by the City for inspection and project management services required beyond the time specified for final delivery of the bus. If Supplier fails to reimburse the City directly, the City will deduct the cost from Supplier's final pay request.

10.3. Supplier will not be responsible for Liquidated Damages or be deemed to be in default by reason of delays in performance due to reasons beyond Supplier's reasonable control, including but not limited to strikes, lockouts, severe acts of nature, or actions of unrelated third parties not under Supplier's direction and control that preclude Supplier from performing under the Contract ("Force Majeure"). In the case of the happening of any Force Majeure event, the time for completion of Supplier's performance under the Contract will be extended accordingly and proportionately by the City, in writing. Poor weather conditions, unless extreme, lack of labor, supplies, materials, or the cost of any of the foregoing shall not be deemed a Force Majeure event.

Section 11. Miscellaneous Provisions

11.1. Integration. This Contract, including all exhibits attached hereto, contains the entire and integrated agreement between the parties and supersedes all prior written or oral discussions, representations, or agreements. In case of conflict among these documents, the provisions of this Contract shall control.

11.2. Legal Effect and Assignment. This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors, and assigns. This Contract may be enforced by an action at law or in equity.

11.3. Equal Opportunity. No person shall be discriminated against by Supplier in the performance of this Contract on the basis of sex, gender, race, color, creed, religion, marital status, age, disability, sexual orientation, gender identity, or national origin. Any violation of this provision shall be grounds for cancellation, termination, or suspension of the Contract, in whole or in part, by the City.

11.4. No Assignment. Supplier may not delegate the performance of any obligation to a third party.

11.5. Adherence to Law. Supplier shall adhere to all applicable federal and state laws, including but not limited to laws, rules, regulations, and policies concerning employer and employee relationships, workers compensation, and minimum and prevailing wage requirements. Any certificates, licenses, or permits that Supplier is required by law to obtain or maintain in order to perform the work described in this Contract shall be obtained and maintained throughout the term of this Contract.

11.6. Governing Law. This Contract shall be construed in accordance with and governed by the laws of the State of Oregon. All contractual provisions required by ORS Chapters 279A and 279B to be included in public agreements are hereby incorporated by reference and shall become a part of this Contract as if fully set forth herein.

11.7. Jurisdiction. Venue for any dispute will be in Clackamas County Circuit Court.

11.8. Legal Action/Attorney Fees. If a suit, action, or other proceeding of any nature whatsoever (including any proceeding under the U.S. Bankruptcy Code) is instituted in connection with any controversy arising out of this Contract or to interpret or enforce any rights or obligations hereunder, the prevailing party shall be entitled to recover attorney, paralegal, accountant, and

other expert fees and all other fees, costs, and expenses actually incurred and reasonably necessary in connection therewith, as determined by the court or body at trial or on any appeal or review, in addition to all other amounts provided by law. If the City is required to seek legal assistance to enforce any term of this Contract, such fees shall include all of the above fees, whether or not a proceeding is initiated. Payment of all such fees shall also apply to any administrative proceeding, trial, and/or any appeal or petition for review.

11.9. Nonwaiver. Failure by either party at any time to require performance by the other party of any of the provisions of this Contract shall in no way affect the party's rights hereunder to enforce the same, nor shall any waiver by the party of the breach hereof be held to be a waiver of any succeeding breach or a waiver of this nonwaiver clause.

11.10. Severability. If any provision of this Contract is found to be void or unenforceable to any extent, it is the intent of the parties that the rest of the Contract shall remain in full force and effect, to the greatest extent allowed by law.

11.11. Modification. This Contract may not be modified except by written instrument executed by Supplier and the City.

11.12. Time of the Essence. Time is expressly made of the essence in the performance of this Contract.

11.13. Calculation of Time. Except where the reference is to business days, all periods of time referred to herein shall include Saturdays, Sundays, and legal holidays in the State of Oregon, except that if the last day of any period falls on any Saturday, Sunday, or legal holiday observed by the City, the period shall be extended to include the next day which is not a Saturday, Sunday, or legal holiday. Where the reference is to business days, periods of time referred to herein shall exclude Saturdays, Sundays, and legal holidays observed by the City. Whenever a time period is set forth in days in this Contract, the first day from which the designated period of time begins to run shall not be included.

11.14. Headings. Any titles of the sections of this Contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

11.15. Number, Gender and Captions. In construing this Contract, it is understood that, if the context so requires, the singular pronoun shall be taken to mean and include the plural, the masculine, the feminine and the neuter, and that, generally, all grammatical changes shall be made, assumed, and implied to individuals and/or corporations and partnerships. All captions and paragraph headings used herein are intended solely for convenience of reference and shall in no way limit any of the provisions of this Contract.

11.16. Interpretation. As a further condition of this Contract, the City and Supplier acknowledge that this Contract shall be deemed and construed to have been prepared mutually by each party and it shall be expressly agreed that any uncertainty or ambiguity existing therein shall not be construed against any party. In the event that any party shall take an action, whether judicial or otherwise, to enforce or interpret any of the terms of the contract, the prevailing party shall be entitled to recover from the other party all expenses which it may reasonably incur in

taking such action, including attorney fees and costs, whether incurred in a court of law or otherwise.

11.17. Entire Agreement. This Contract, all documents attached to this Contract, and all Contract Documents and laws and regulations incorporated by reference herein, represent the entire agreement between the parties.

11.18. Counterparts. This Contract may be executed in one or more counterparts, each of which shall constitute an original Contract but all of which together shall constitute one and the same instrument.

11.19. Authority. Each party signing on behalf of Supplier and the City hereby warrants actual authority to bind their respective party.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date first above written.

SUPPLIER:

CITY:

CREATIVE BUS SALES, INC.

CITY OF WILSONVILLE

By: _____

By: _____

Print Name: _____

Print Name: _____

As Its: _____

As Its: _____

Employer I.D. No. _____

APPROVED AS TO FORM:

Amanda Guile-Hinman, Asst. City Attorney
City of Wilsonville, Oregon

EXHIBIT A SCOPE OF EQUIPMENT

Supplier is providing one (1) medium-sized light-duty transit bus to SMART with the following features:

- Gasoline engine
- Holds approximately 17 seated passengers or 11 seated passengers and two wheelchair spaces
- Two (2) tandem wheelchair stations (not side by side wheelchair stations)
- Has a front loading lift

The transit bus must have passed a five (5) year/150,000 mile Altoona/STURRA test, meaning the transit bus cannot have any Class 1 failures or more than two (2) Class 2 failures reported in the most recent executive summary.

Required General Specifications:

Description of required specifications
Vehicle to be approximately 24 feet long w/ 158" wheelbase Ford F-450 chassis, or approved equal
Braun NCL919 wheelchair lift, or approved equal. Lift to be mounted immediately aft of passenger entrance door, with a dedicated lift entry door.
Desired seating capacity 17 (or 11 + 2). See desired floor plan, page 3
6.8L gasoline engine
Total of two (2) wheelchair stations
Three (3) double passenger foldaway seats
Vehicle to be equipped with OEM gaseous fuel prep package
Public address system w/ gooseneck microphone, and a minimum of one (1) rear mounted auxiliary port
PA system to have six (6) speakers, evenly spaced in the ceiling of the bus
Power driver seat – vinyl upholstery, transit gray
Plexiglas driver barrier
Heated/remote exterior mirrors
Altro flooring, or approved equal
58,000 BTU A/C system. Skirt mounted condenser unit must be located fore of rear axle. Units mounted aft of rear axle will not be accepted. Roof mounted units may be considered, bidder to note additional height dimensions if proposing roof mounted units.
Driver side running board
Diamond farebox, keyed to customer file, shipped loose
Passenger seating to be Freedman Citi-seat (or approved equal) with vinyl upholstery, Level 1, Oxen gray
Emergency escape roof hatch
Roof panels without side drip rails
Hanover Displays LED front & side destination signs w/ software package, or approved equal
Armrests on aisle side of passenger seating
Grab handles on aisle side of passenger seating
No passenger seat seatbelts (apply credit if included in base price)

Minimum 36" electric passenger entrance door
2" W/C door ajar light on dash, easily visible to the driver in a seated position
Skirt mounted battery box with sliding battery tray
Flooring coved to seat rail
Standee line
Altro full rubber step nosing, safety yellow, or approved equal
Passenger signal system w/ stop request sign and pull cords (no press tape). One time only chime. Stop requested light on dash board.
Body fluid kit
First aid kit
5 lb. ABC fire extinguisher
Exterior LED light package
Skirt mounted docking lights
Daytime running lights
Interior advertising rail package
Upgrade to full length W/C track system for two (2) stations. Vertical track to be installed on wall, between windows.
Flush mounted or shielded LED side turn signals
Electronic LED Yield sign
REI HD800 w/ 6 camera 750 GB DVR system, or approved equal
Interior LED lighting
Sportworks front standoff mount, capable of accepting Apex 3 rack
Romeo Rim rear bumper, or approved equal
Motorola XTL 2500, or approved equal, two-way radio w/ antenna, installed
Charging system to be supplied by chassis OEM in the highest amperage rating offered by the OEM

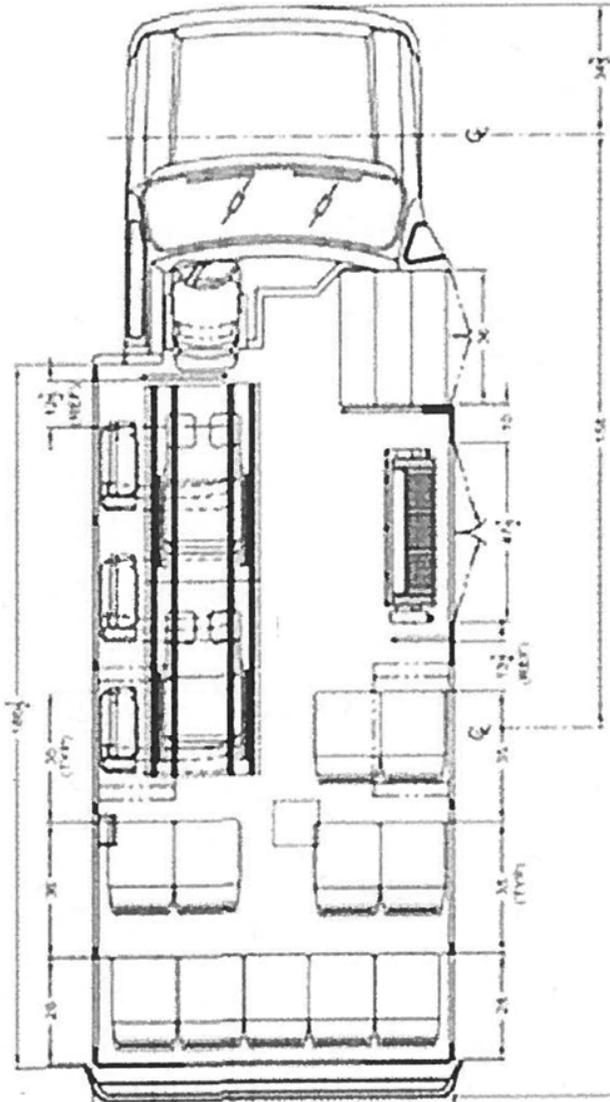
Exterior color: OEM Bright White

Interior color: OEM Off White

Upholstery: Level 1 Oxen gray

Interior trim color: Matched to seating

Floor covering color: Genome



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STARCRAFT COMMERCIAL BUS WARRANTY

NOTICE

Please return the warranty registration card to register the warranty with STARCRAFT BUS so that Starcraft Bus may record your rights under this limited warranty and to assure prompt assistance. Your dealer will provide the warranty card for you to sign. If you do not remember signing a STARCRAFT BUS warranty card at the time of delivery, please contact your dealer.

1. Who Warrants the product

The product, as described and limited here, is warranted by the manufacturer and installer of the body: STARCRAFT BUS, Division of Forest River, Inc., hereinafter referred to as STARCRAFT BUS, 2367 Century Drive, Goshen, IN; an Indiana Corporation; and is administered by the STARCRAFT BUS Customer Service Dept., Goshen, Indiana 46528.

2. Who Is Covered

STARCRAFT BUS, the warrantor, extends this limited warranty to the original owner of the vehicle during the WARRANTY PERIOD.

3. What Is Covered

STARCRAFT BUS, your warrantor, extends the following limited warranty to you, which limited warranty covers your conversion only as to material defects in all materials and workmanship supplied by or performed by STARCRAFT BUS.

4. Warranty Period

The STARCRAFT BUS limited warranty is for a period of one (1) year from the date of first delivery or 12,000 miles for the Xpress; Starquest; Starlite; Allstar; Allstar XL; MVP; Ultrastar, and the XLT, whichever occurs first, except for other coverages listed under "Other Warranties that may Apply" and items listed under "Exclusions and Limitations" and "Limits of the Warranty."

5. Extended Warranty on Structural Items

Warrantor warrants to the original purchaser for a period of five (5) years from the date of first delivery or 100,000 miles, whichever comes first, that this produce shall be free of SUBSTANTIAL DEFECTS arising out of or relating to the structural portion of the product. THIS STRUCTURAL WARRANTY IS INTENDED TO COVER ONLY THE PERFORMANCE OF THE STEEL CAGE STRUCTURE OF THE BUS BODY for the Xpress; Starquest; Starlite; Allstar; Allstar XL; MVP; Ultrastar, and the XLT.

Custom paint and/or tape application, if performed by STARCRAFT BUS, is warranted to be free of substantial defects in workmanship and materials provided by STARCRAFT BUS for one (1) year (12 months) from date of original purchase.

6. Other Warranties That May Apply

STARCRAFT BUS does not warrant the base vehicle itself. The vehicle engine, chassis, drive train, suspension system, battery, and other chassis components are covered by a separate warranty offered by the manufacturer of the vehicle and administered by the manufacturer's authorized dealers. The tire manufacturer separately warrants tires. Examples of other manufacturer warranties, which may include the following, but not limited to:

- Electrical Components
- Air Conditioning and Heater(s)
- Wheelchair Restraints and Wheelchair Lifts

For a complete list of items and their respective warrantor, please contact Starcraft Bus Customer Service Department.

7. Owner's Responsibility

Proper maintenance and cleaning of the exterior and interior of the vehicle is the responsibility of the owner. See the owner's manual for proper care instructions. Defects or damage as a result of improper care or maintenance are not covered by the warranty.

8. Exclusions and Limitations

Damage caused by abuse, misuse, neglect, failure to observe reasonable and required maintenance practices, acid rain, accidents, natural disasters, acts of war and normal wear and tear and facing of fabrics, carpeting and/or fiberglass are not covered. Light bulbs and fuses are not covered.

Damage or deterioration to the physical appearance of the unit if such damage is the result of normal use, wear and tear, or exposure to the elements.

Damages that may occur to the chassis, frame, other parts or components that occur due to overloading will not be covered and may invalidate portions of the STARCRAFT BUS warranty.

Cosmetic or surface corrosion resulting from stone chips or scratches in paint are not covered.

STARCRAFT BUS does not cover accessories covered by their own manufacturer's warranties. Those items listed in paragraph 6 above are not covered or warranted by STARCRAFT BUS.

Replacement parts provided under terms of the warranty will whenever possible, match original equipment. When necessary, STARCRAFT BUS will substitute parts of comparable function and value. Defective items may be replaced with new, remanufactured, reconditioned or repaired components.

Modifications, alterations or repairs performed by unauthorized personnel may invalidate portions of the STARCRAFT BUS warranty. In addition, USING THIS VEHICLE TO TOW ANOTHER VEHICLE IS PROHIBITED AND MAY VOID WARRANTY. Contact STARCRAFT BUS Customer Service before you make any changes.

9. Recovery Limitations

NO PERSON SHALL BE ENTITLED TO RECOVER FROM WARRANTOR FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES ARISING OUT OF OR RELATING TO ANY DEFECT IN THE PRODUCT. These limitations include, but are not limited to, loss of time; loss of use; loss of revenues, salaries or commissions; towing charges; bus fares; car rentals; gasoline expenses; telephone charges; inconvenience or other incidental damages.

10. How to get warranty service

To obtain warranty service, contact or visit the dealership where you originally purchased your vehicle or another warranty service facility designated by STARCRAFT BUS. Have the dealership contact Starcraft bus Customer Service Department for authorization to have a warranty claim submitted. If you or your dealer has moved, or if your dealer is no longer in business, contact STARCRAFT BUS Customer Service Department (see address and telephone numbers below) for the name of a STARCRAFT BUS dealer nearest you. Your claim must be made within 30 days of the discovery of the defect. Based on the determination of STARCRAFT BUS, and subject to the terms of the warranty, the warranty repair work will be authorized by STARCRAFT BUS.

All warranty claims must be reported within the warranty period. Warranty personnel must authorize all warranty service prior to performance. Warranty service may be reported directly to the warrantor or to one of their authorized dealers. If warranty personnel approve warranty service, you must leave the unit at the appropriate warranty service location for a sufficient time to perform service.

11. Who Performs Warranty Service

The best place to obtain warranty service is at the dealership where you originally purchased your bus. If the dealership cannot perform the service work, they should call STARCRAFT BUS Customer Service Department for assistance (see number below). If you are unable to visit your original dealer, contact STARCRAFT BUS Customer Service Department (address below) for the name and location of a STARCRAFT BUS dealer near you.

12. Dispute Resolution

Should you be unable to resolve a disagreement with your dealer regarding your right to pursue warranty coverage for a needed repair, contact the STARCRAFT BUS Customer Service Department (see address below). If a dispute about warranty service arises between STARCRAFT BUS and you, the owner, the disagreement will be resolved in accordance with the customary procedures of the American Arbitration Association relating to commercial transactions, or the dispute will be submitted to a panel of three (3) arbitrators for decision. The panel will be made up of one member appointed by STARCRAFT BUS, one member appointed by the complainant/owner, and one member from the arbitrators group mentioned above. Any and all legal remedies shall be available to the owner after pursuing this informal dispute resolution if a ruling is entered against STARCRAFT BUS and STARCRAFT BUS fails to abide by the ruling. The expenses of arbitration will be paid by the party against whom the arbitrator(s) rule.

13. Limits Of Warranty

This written statement of limited warranty represents the entire warranty authorized and offered by STARCRAFT BUS. There are no warranties or representations beyond those expressed in this written document. Any dealership, salesperson or agent cannot amend it. It expressly limits all warranties, including, but not limited to, by way of specification, both express and implied warranties, including warranties or merchantability and fitness for a particular purpose along with all other liabilities or obligations of STARCRAFT BUS.

FEDERAL COMPLIANCE

THE TERMS OF THE WARRANTOR'S UNDERTAKING EXPRESSED IN THIS LIMITED WARRANTY ARE DRAFTED TO COMPLY WITH THE MAGNUSEN MOSS WARRANTY LEGISLATION, P.L. 93-637 OF 1974, AND OTHER APPLICABLE LAW. ANY WARRANTY PROVISIONS PROMULGATED BY THE FEDERAL TRADE COMMISSION PURSUANT TO RULES OR ANY OTHER LAW RELATIVE THERETO ARE EXPRESSLY INCORPORATED HEREIN. TO THE EXTENT ANY PROVISIONS OF THIS LIMITED WARRANTY ARE INCONSISTENT WITH STATE LAWS, ONLY THOSE PARTS INCONSISTENT ARE VOID.

STARCRAFT BUS
Division of Forest River, Inc.
CUSTOMER SERVICE DEPT.
2367 Century Drive
Goshen, IN 46528
Phone: 800.348.7440
Fax: 574.642.4853

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, October 16, 2017. Mayor Knapp called the meeting to order at 7:05 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
- Nancy Kraushaar, Community Development Director
- Mark Ottenad, Public and Government Affairs
- Angela Handran, Assistant to the City Manager
- Pat Duke, Library Director

Motion to approve the order of the agenda.

Motion: Councilor Lehan moved to approve the order of the agenda. Councilor Akervall 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. Dr. Naganathan President of OIT to meet/present to the City Council (Ottenad)

Dr. Naganathan provided Council with a folder of information on Oregon Tech. He then thanked the Council for housing Oregon Tech in Wilsonville. He went on to summarize the program and future growth goals for the school. Additionally, mentioned was the partnerships Oregon Tech hopes to build with local businesses to provide their students with internship opportunities. Also, Oregon Tech is partnering with other local colleges to help those students transferring into the school.

Council thanked Dr. Naganathan and his staff for attending the Council meeting and providing and update on the school.

B. RFID Library Presentation (Duke)

Library Director Pat Duke presented to Council on the RFID (radio frequency identification devices) program implementation. Presentation highlights included the below:

What is RFID?

- RFID tags are adhesive labels containing an antenna and a small chip.
- Information can be written to and stored on the chip.
- Tags come in different shapes and sizes, designed to be used with different types of media.
- Tags can be read by antennas attached to computers that can then check out or check in material, or determine whether an item has been checked out.

Tagging Project

- Approximately 130,000 items needed to be tagged!
- 7 weeks to tag the collection.
- Staff and Volunteers worked together.
- No additional staff time was used.

RFID Equipment

- Once library materials are tagged, the tags can be read by different types of equipment, which can improve or streamline various processes.
 - Staff circulation
 - Patron self-checkout
 - Security gates
 - Automated Materials Handling (AMH)

Outcomes

- Self-checkout increased from 40% to 60%, and is increasing.
- Courier check-in time dropped from 3 hours to less than 1 hour.
- Library users are happy with the new changes.

Mr. Duke provided updates on additional happenings at the library. He mentioned that the Library Foundation will host its second annual Wine-Tasting Fundraiser on Saturday, November 4, 2017 from 7–9:30 p.m. at the library. Mr. Duke extended an invitation to all to come help support the library and enjoy wine tasting and hearty appetizers at the Wilsonville Public Library Foundation’s “A Toast to Imagination” fundraiser. The event fee is \$45 per person, with all proceeds benefiting library programs.

Also happening at the library, construction planning and renovation of the facility has been in design for many months and the project has gone out to bid. There are a few things that are specifically mandated that must be done such as upgrading the bathrooms located by the nonfiction collection so that they meet ADA requirements. Other improvements include the much needed

replacement of the carpet and a fresh coat of paint. Staff is looking for ways to increase discovery throughout the facility while also creating a larger space for teens in the library.

Another project in the works, the library is teaming up with the West Linn Library to serve the entirety of the West Linn-Wilsonville School District. For several years, Wilsonville's youth services team has been visiting and providing programming for schools in Wilsonville. In collaboration with West Linn Library staff, these programs will be expanded to other schools throughout the district. This collaboration came about when one of the teacher librarians that has interacted throughout the years with the Wilsonville Library moved over to West Linn and knowing the services that Wilsonville has performed she brought up the idea of the two library's teaming up to serve all the students of the West Linn-Wilsonville School District.

Library staff has also requested the Library Foundation create a mechanism to have Dolly Parton Imagination Library throughout the West Linn-Wilsonville School District. Imagination Library currently mails high quality, age-appropriate books directly to the homes of children under the age of 5 years old in the City of Wilsonville. Those interested in signing up their child can visit the Imagination Library website to register.

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.

Ben Jewart owner of Gymnastics NorthWest provided Council with a letter. Mr. Jewart proposed/requested that Council allow him to construct a building and operate a business on a vacant piece of land at the corner of Kinsman and SW Wilsonville Road. Mr. Jewart disclosed he is experiencing a problem because the land he wishes to acquire for the new location of his business Gymnastics NorthWest is not currently zoned commercial. Furthermore, PNWP the company he is working with to get this new facility does not have enough commercial space available in current plans associated with Wilsonville Road Business Park, to allocate more commercial space to that particular site. Mr. Jewart added that he is looking for a facility with minimal traffic as there are many children and families in and out of the gymnastics facility.

Staff and Council referred Mr. Jewart to speak with Economic Development Manager Jordan Vance.

Councilor Lehan remarked that this type of facility use does not fit in a retail environment, because they are not a retail shop and at times require large amounts of parking for meets/tournaments. Most individuals that visit these types of businesses belong to that facility. Additionally, the space needed for these types of businesses are too big to be in an ordinary commercial facility. Therefore, these types of businesses are usually found in industrial zones. Ms. Lehan suggested that staff look more into these types of businesses and possibly develop another category for this usage type.

City Manager Cosgrove will queue a work session on the item and ask staff to look at language from other cities.

Brooks Stockton resident of Wilsonville expressed concern for lack of parking in apartment complexes in town. Mr. Stockton feels the lack of overflow parking causes public safety hazards, general nuisance, and excesses noise. He asked Council to considered changing the standards for future development to add more parking spaces for residents. Furthermore, Mr. Stockton voiced his concerns about predatory towing in the area.

City Manager Cosgrove told Mr. Stockton to contact him in order to start the complaint process in regards to the issue of predatory towing and staff would investigate.

MAYOR’S BUSINESS

- A. Appoint Denise Downs to the Parks and Recreation Board to Fill the Unexpired Term of Elaine Marie Swyt. Term to begin 10/16/17 and end 12/31/19.

Motion: Councilor Lehan moved to appoint Denise Downs to the Parks and Recreation Board to fill the unexpired term of Elaine Marie Swyt. Term to begin 10/16/17 and end 12/31/19. Councilor Akervall 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

- B. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COUNCILOR COMMENTS

- A. Councilor Stevens

Ms. Stevens spoke of the Oregon ShakeOut Drill scheduled for 10:19 a.m. on October 19, 2017. She reminded that it is an opportunity for the whole state to practice and prepare for an earthquake.

Ms. Stevens shared that the library will host the American Red Cross Blood Drive Saturday, October 21, 2017.

Also noted was that the 34th Annual Charbonneau Art Festival takes place on November 3, 4 and 5.

B. Councilor Lehan

Ms. Lehan commented on the importance of donating blood to the Red Cross.

Ms. Lehan told the audience about the contest in the Boones Ferry Messenger asking the question of how many older buildings can you name built in Wilsonville before 1911. Contest prizes include a gift certificate.

Ms. Lehan shared that the Harvest Festival will be held October 28, 2017 at Murase Plaza (Stein-Boozier Barn).

The Boones Ferry Park Master Plan Workshop will take place at Wilsonville City Hall, at 6:00 p.m. on Thursday, October 26, 2017.

Ms. Lehan further mentioned that on Saturday, October 21, 2017 the library will host a meet and greet with local Author Warren Easley.

C. Councilor Akervall

Ms. Akervall reported that Monday, October 23, 2017 is the date scheduled for the Town Center Task Force meeting.

Ms. Akervall shared that the Kitakata delegation will soon be in Wilsonville.

CONSENT AGENDA

- A. Resolution No. 2655 - ODOT/City of Wilsonville IGA No. 32069 for I-5 Exit 283 Southbound Entrance Ramp Modification.
- B. Minutes of the October 2, 2017 and July 17, 2017 Council Meetings.

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

A. Work Plan Updates Quarter

City Manager Cosgrove informed Council of the quarter 3 Work Plan updates. Below are the categories listed in the Work Plan:

- Improve Wilsonville's Walkscore
- Update the Parks Master Plan
- Complete the Planning for Boones Ferry Park
- Complete the French Prairie Bridge Feasibility Study
- Hold Educational Town Hall on Important Community Issues
- Evaluate the Results of the Housing Affordability Study and Begin Policy Development, Including Addressing Housing Mix
- Secure Funding to Design the Pedestrian and Bikeway Bridge
- Explore the Establishment of an Arts and Culture Commission, based on the Results of the Arts and Culture Commission Study, and Develop a Strategy to Reinstitute the Sculpture Program
- Organize Library Archives; Capture History as it Happens and before it Changes, Including Coordinating Photography
- Install Interpretative Signage for Beauty and the Bridge and on Murase Architectural Features; Inventory all Public Art with Interpretative Recognition.
- Promote and Make Available Numerous Options for Convenient Sustainable Choices
- Promote Farm and Forest Land Protection
- Develop and Implement a Street Tree Replacement Program
- Become a Bee City –Completed
- Complete Form-Based Code Work Currently Underway
- Complete the Town Center Master Plan, Including an International Square
- Complete the Fiber Business Plan
- Complete the Preliminary Work Necessary to Begin Soliciting Bids on Phase I of the Boones Ferry/Brown Road Project
- Advocate for Auxiliary Lane on Interstate 5 Southbound Over the Boone Bridge
- Advocate for More Funding for all Transportation Facilities
- Continue to Monitor Volumes on Major Transportation Corridors Entering Wilsonville
- Complete Congestion Mitigation Projects Related to Interstate 5
- Explore Sustainable Funding for SMART
- Advocate for Increased WES service
- Explore the Blue Zone Concept– Completed
- Educate, Inform, and Monitor the Big Pipe Project
- Create a Database of City Plants with Recommendations of Hardy Plants Suited to the Area and Post on City Website
- Update City Website, including a Coordinated Calendar for Councilor Attended Events
- Continue to Negotiate with TriMet to Adjust its Service Boundaries
- Update the Solid Waste Franchise Agreement and Consider Curbside Composting Options

LEGAL BUSINESS

No Report.

ADJOURN

Mayor Knapp adjourned the meeting at 8:44 p.m.

Respectfully submitted,

Kimberly Veliz, City Recorder

ATTEST:

Tim Knapp, Mayor



CITY COUNCIL MEETING STAFF REPORT

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

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 worksessions, a City Council worksession, 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 Commissions 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 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.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 10/18/2017

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/30/2017

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 worksessions 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.

CITY MANAGER COMMENT:

NA

ATTACHMENTS:

A: Ordinance No. 810

Ordinance Exhibits

Exhibit A Text changes to 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 Narrative

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

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

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 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.
- 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. ~~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.~~
- 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. 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.

~~E.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.
- ~~E.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)~~1. 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)~~1. 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 "~~(.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.

~~€~~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.

~~€~~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.

~~€~~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]

WILSONVILLE OLD TOWN Single-Family Design Standards





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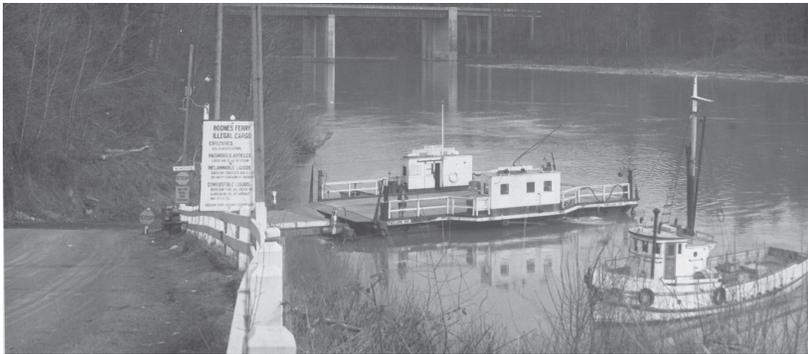


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Wilsonville Old Town Single-Family Design Standards were produced by The Urban Collaborative, LLC and Town Green in collaboration with the City of Wilsonville and the Old Town Neighborhood Association.

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.



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

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.





PURPOSE AND OVERVIEW

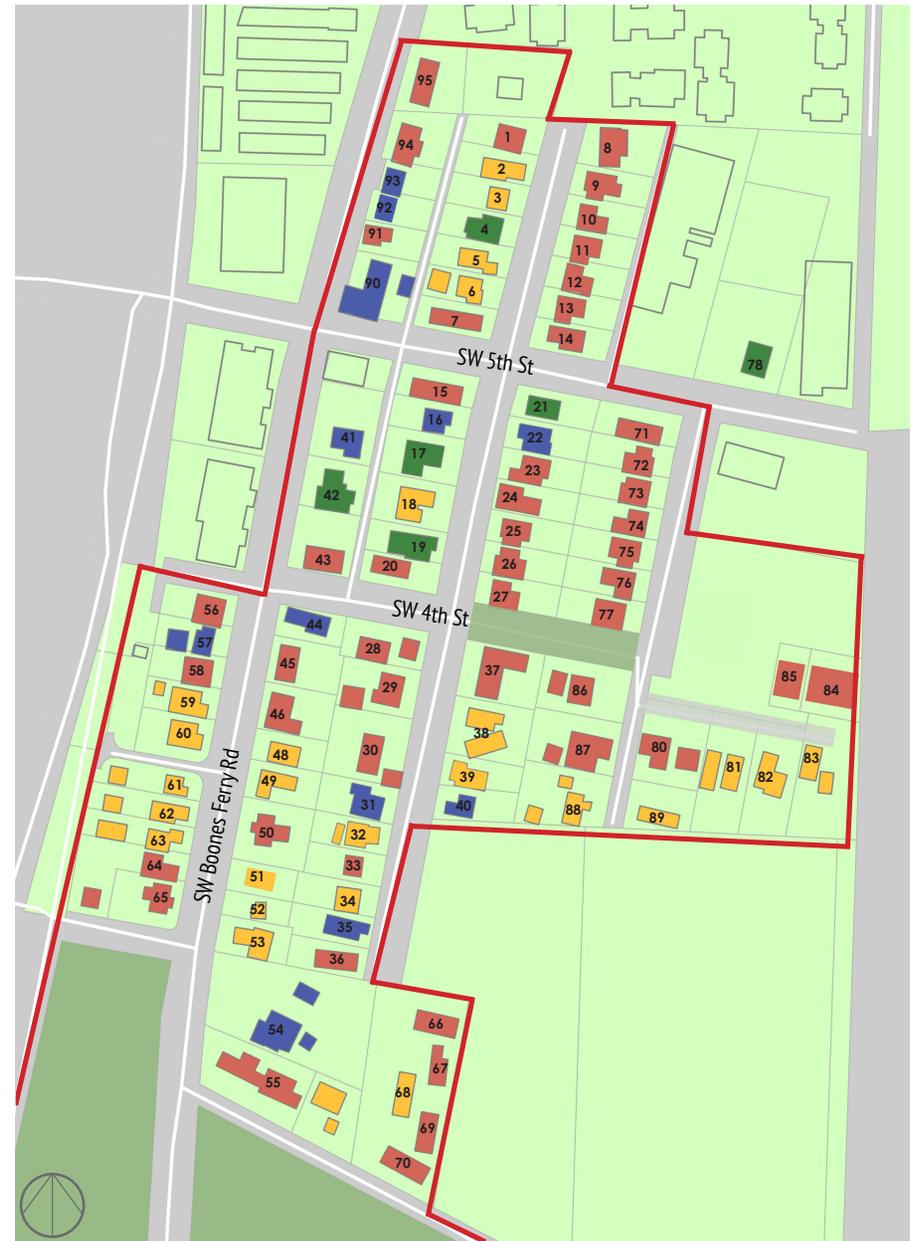
These Single-Family Design Standards are designed with the intention of preserving the unique character of Wilsonville’s Old Town neighborhood, and uniting future development projects with a shared vision of preserving local traditions. Historic architecture offers important lessons about making buildings 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.





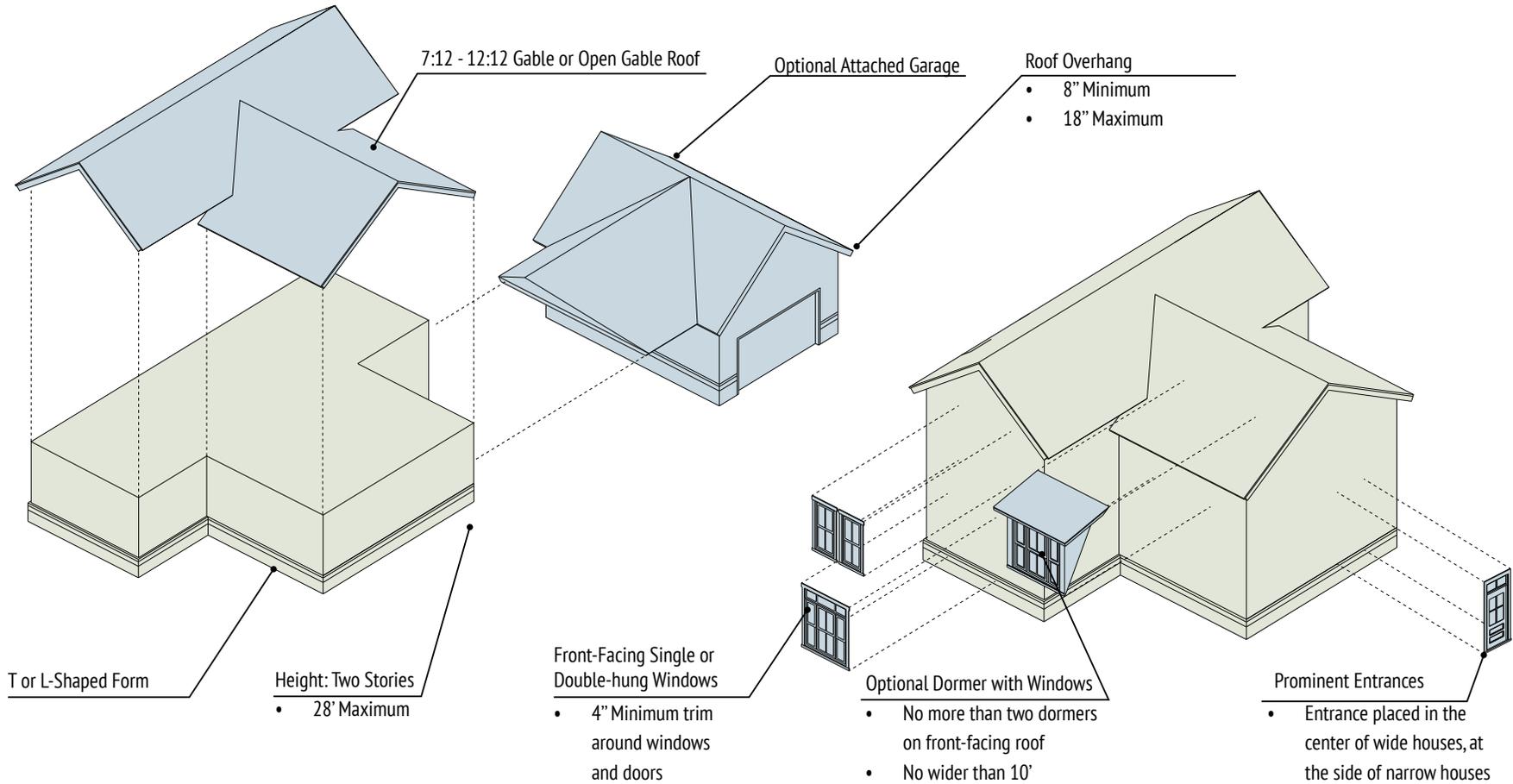
WESTERN FARMHOUSE STYLE



WESTERN FARMHOUSE STYLE

MASSING AND ROOFS

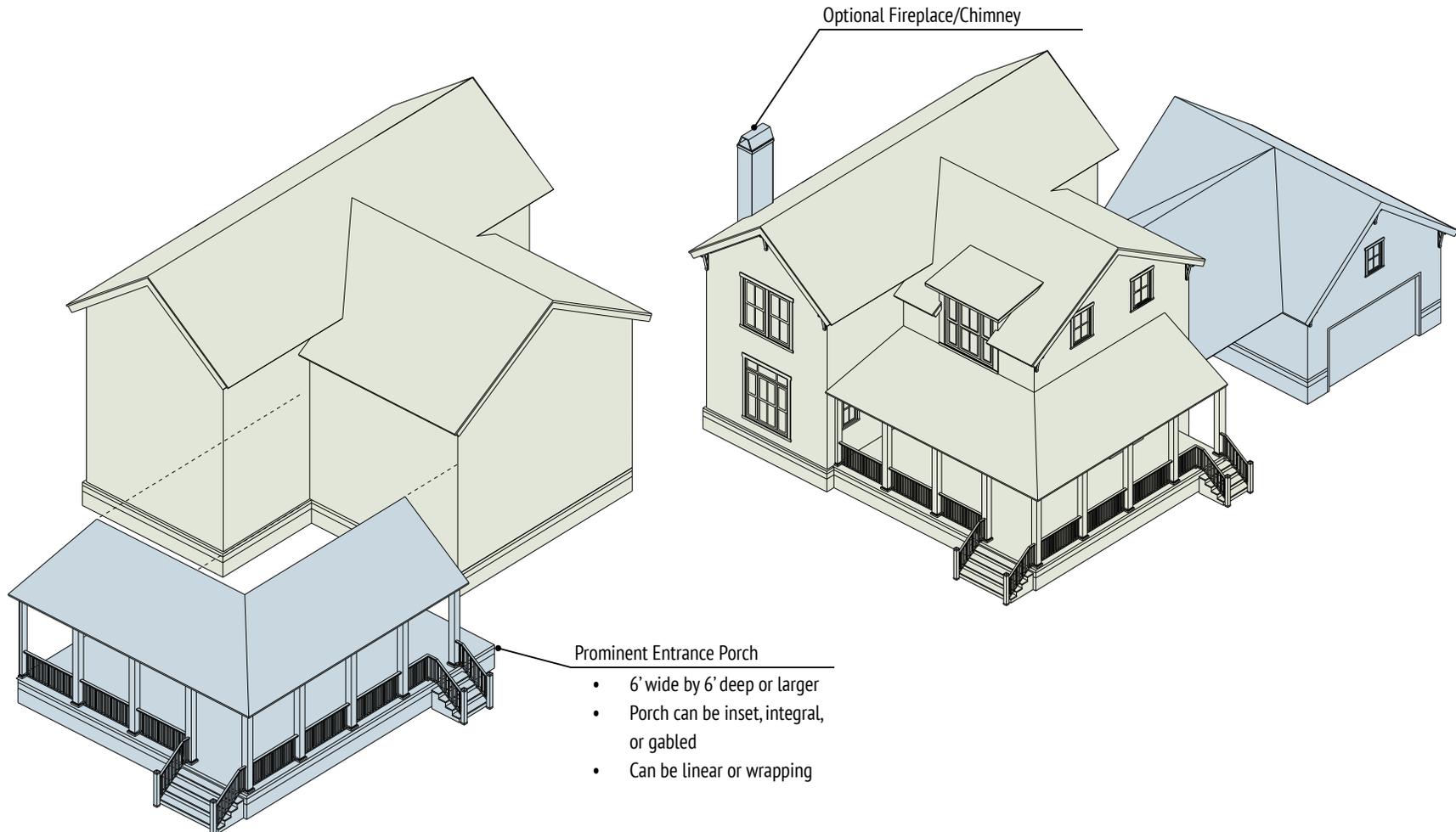
WINDOWS AND DOORS





PORCHES

OTHER ELEMENTS



CRAFTSMAN STYLE

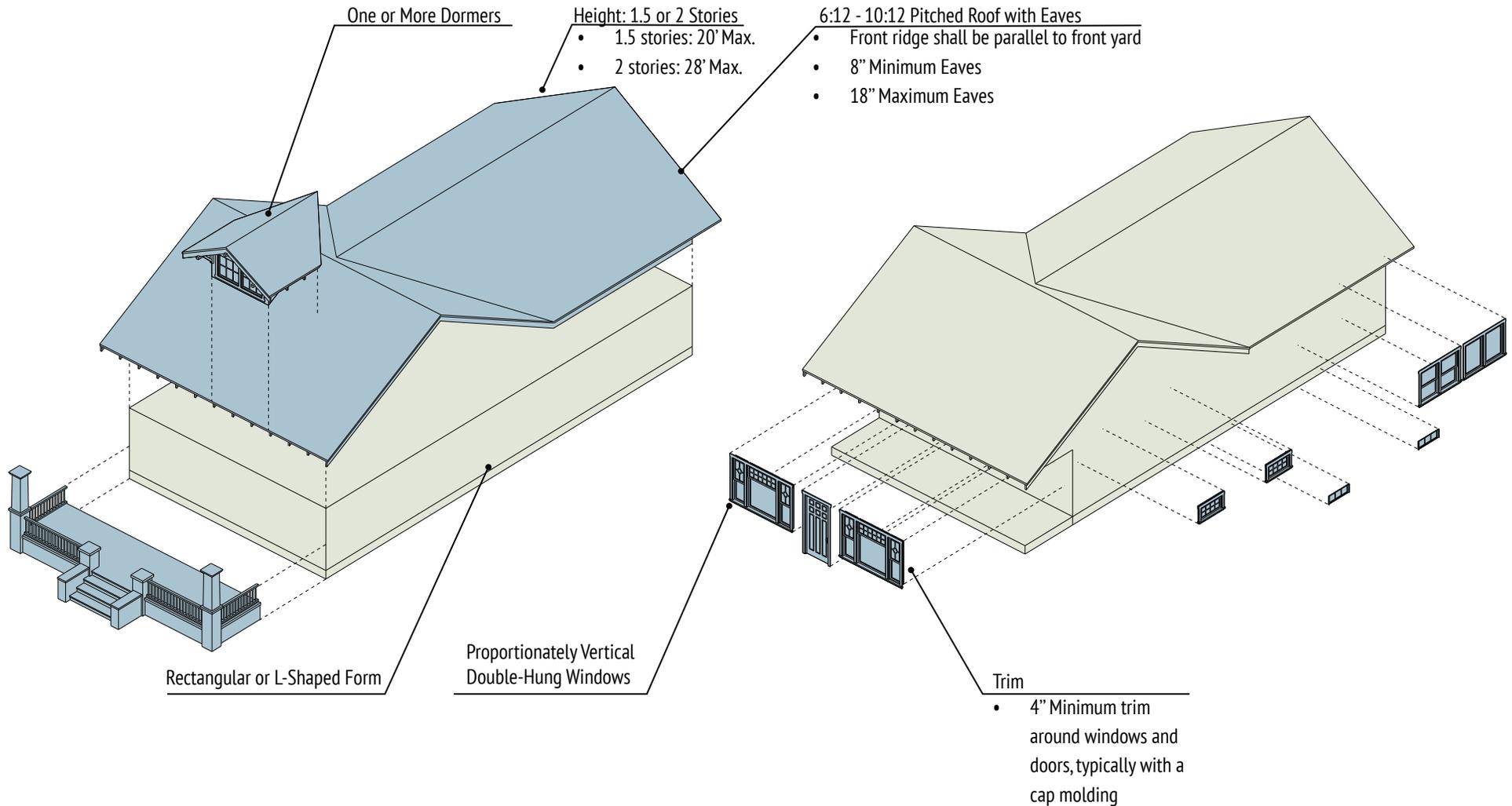




CRAFTSMAN STYLE

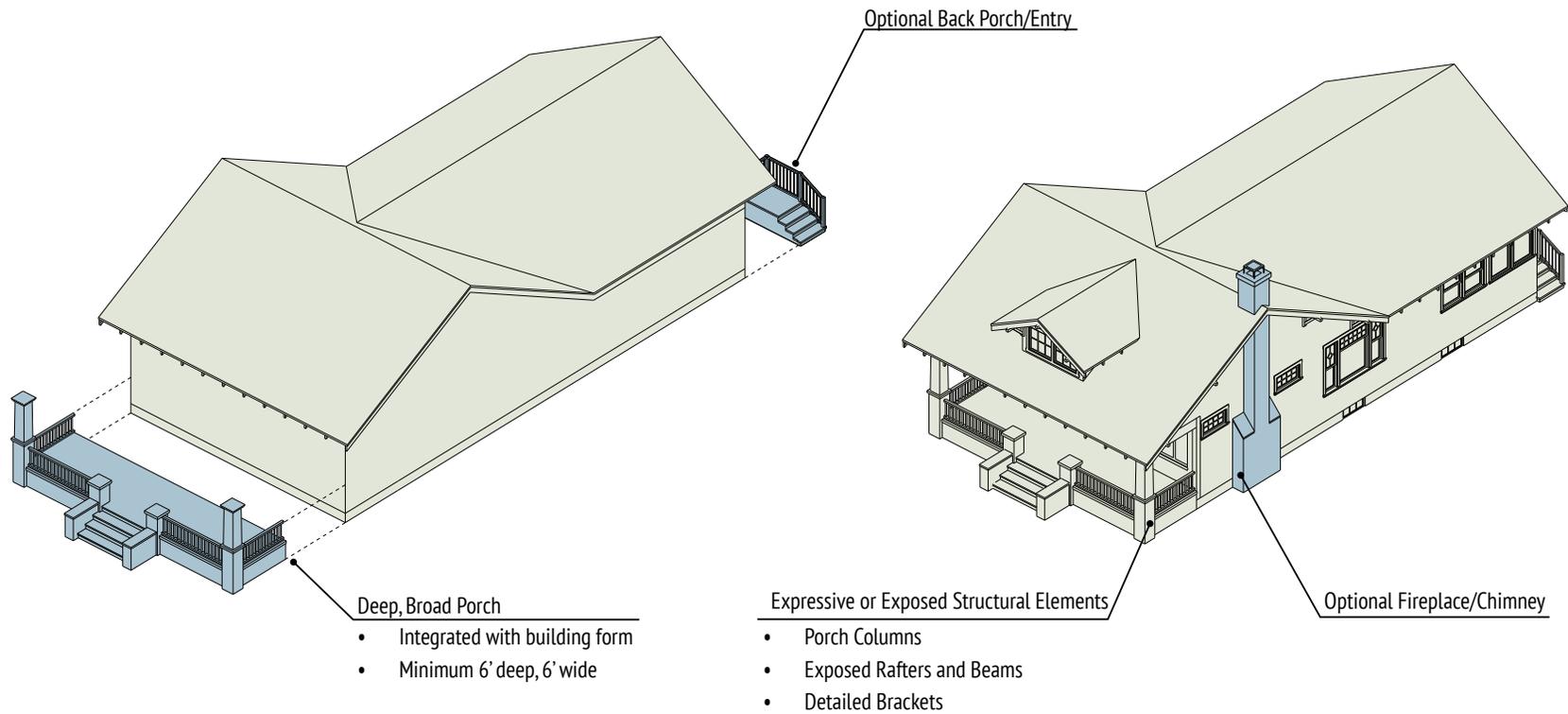
MASSING AND ROOFS

WINDOWS AND DOORS



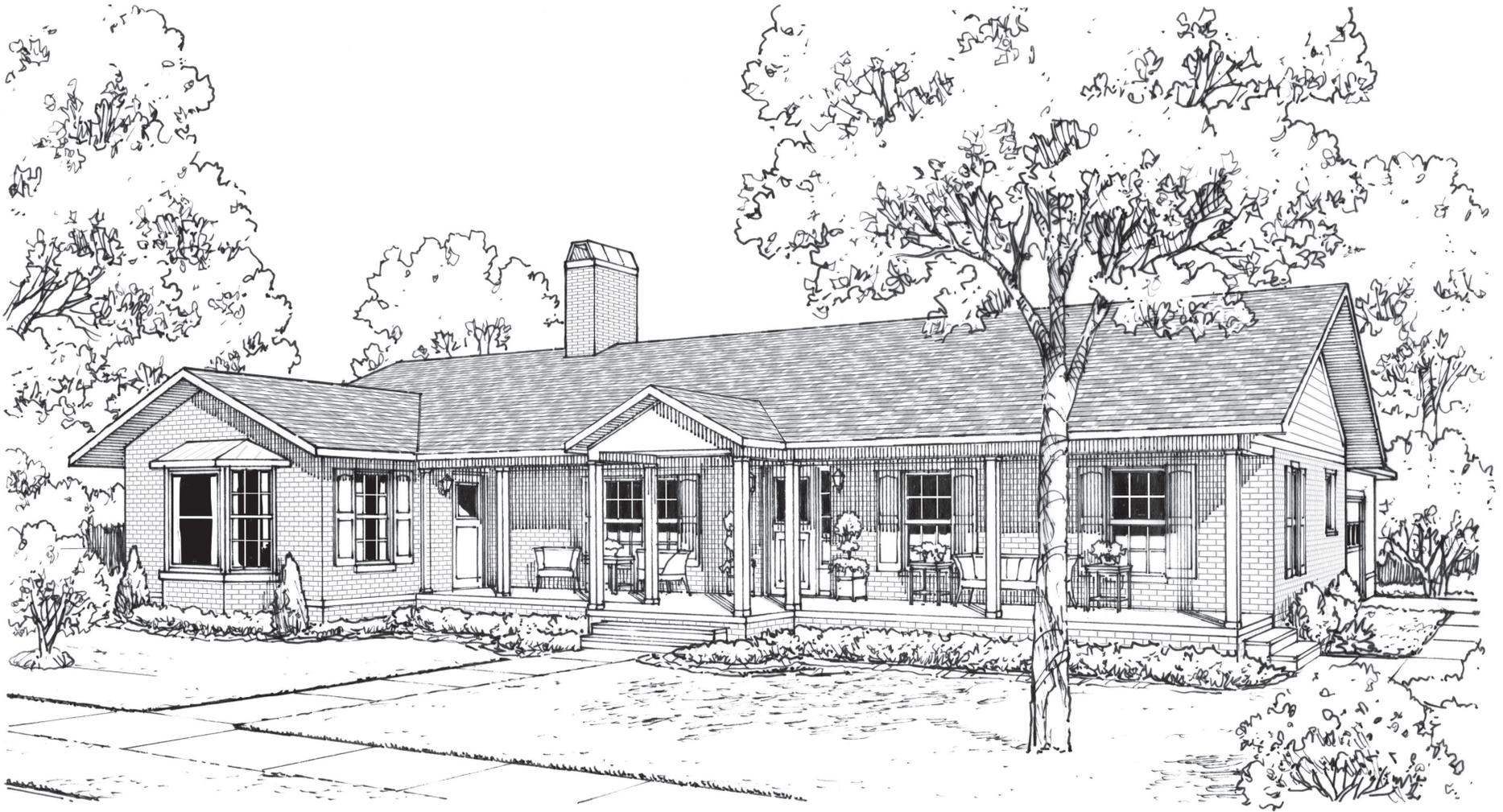
PORCHES

OTHER ELEMENTS





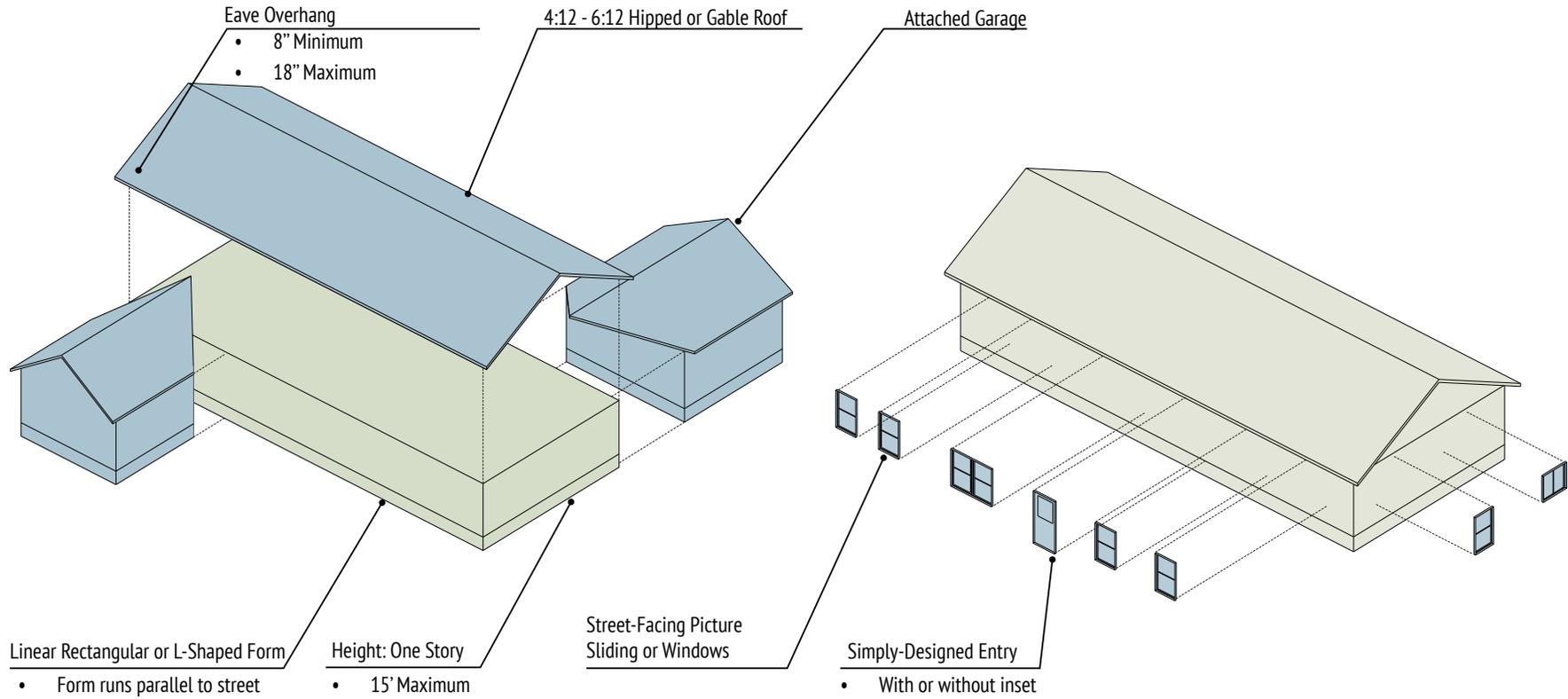
NEW RANCH STYLE



NEW RANCH STYLE

MASSING AND ROOFS

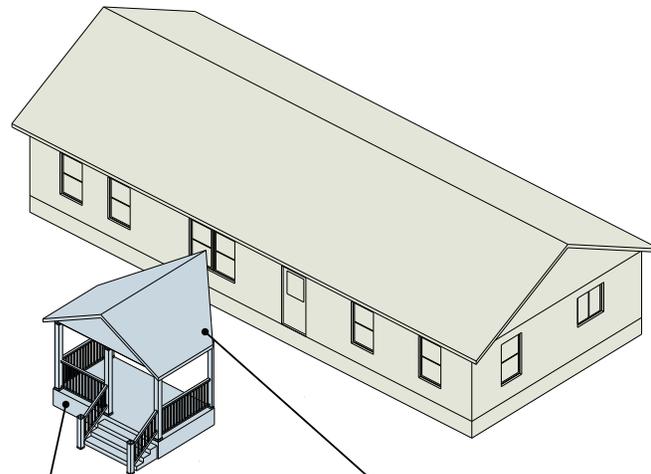
WINDOWS AND DOORS





PORCHES

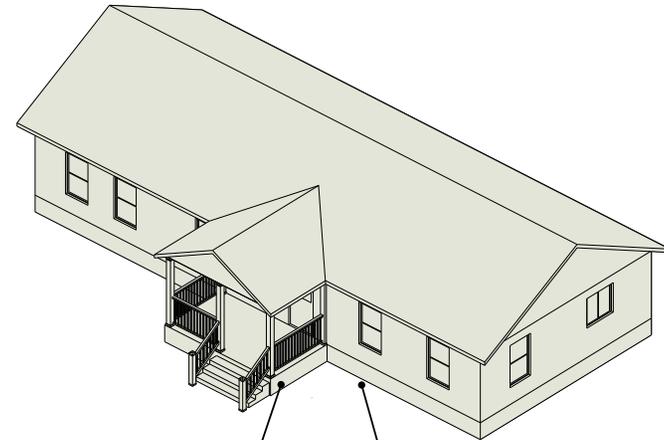
OTHER ELEMENTS



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

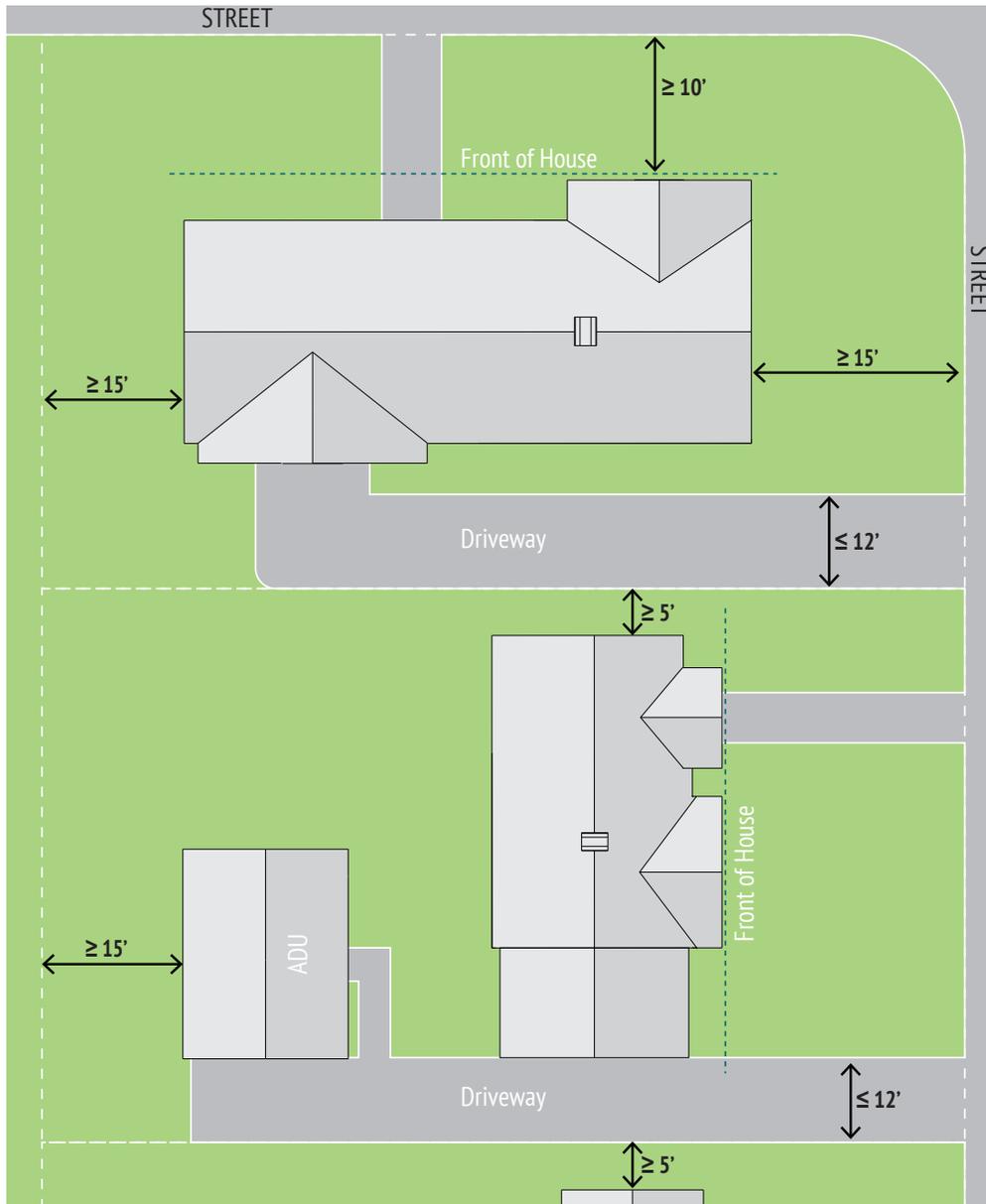


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MATERIALS AND LOT COVERAGE



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

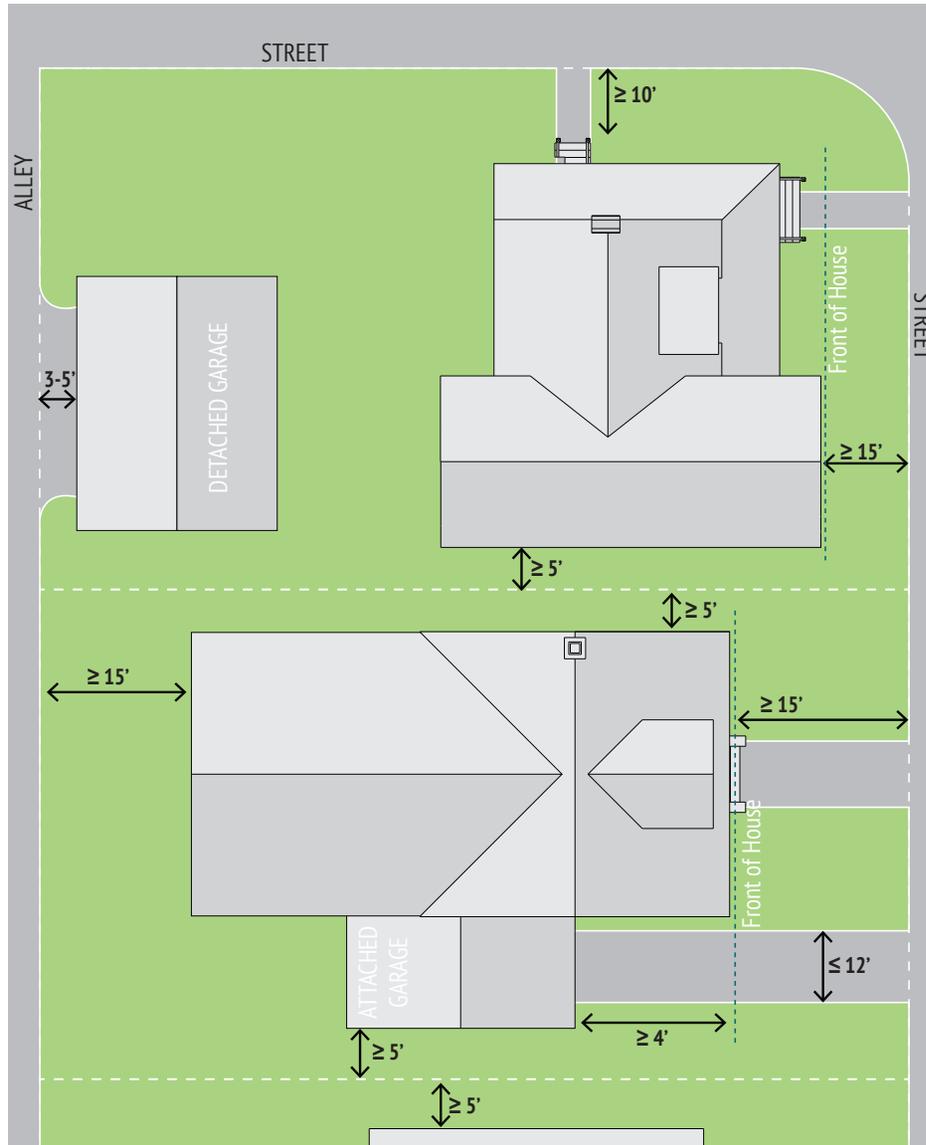
LOT COVERAGE

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.

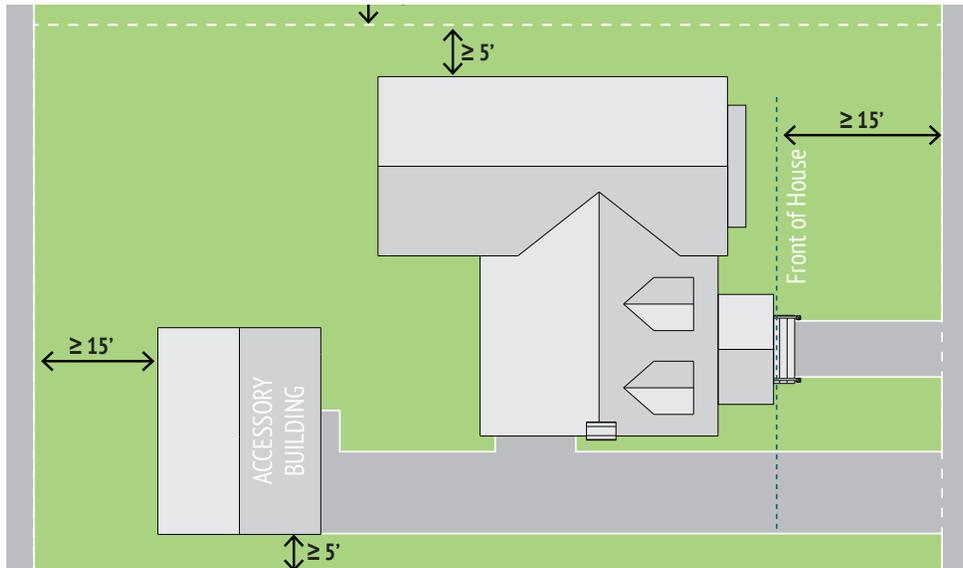
DRIVEWAYS

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.

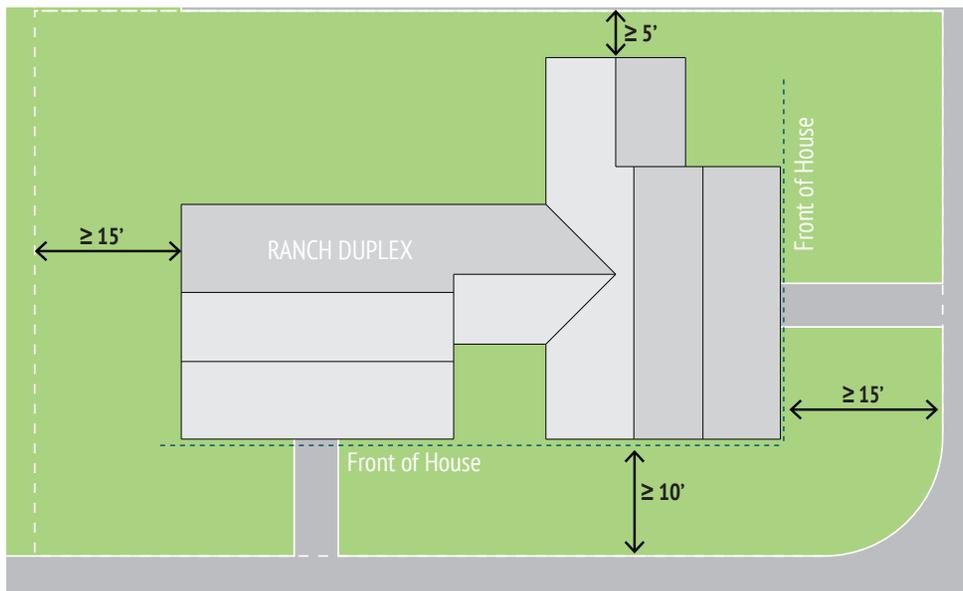




EDGES AND SETBACKS: ACCESSORY BUILDINGS



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

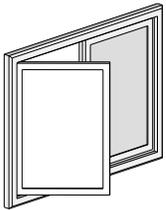


Duplexes on corners could have entrances on separate street fronts.

GLOSSARY OF TERMS

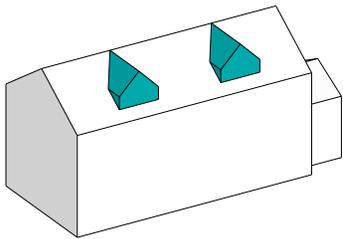
CASEMENT WINDOWS

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



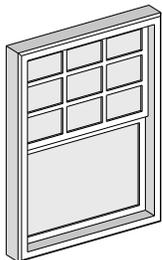
DORMER

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

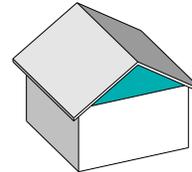


"FRONT OF THE HOUSE"

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

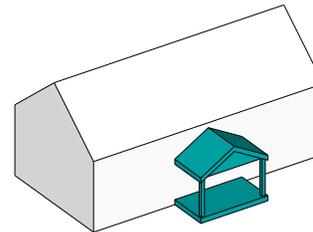
GABLE

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

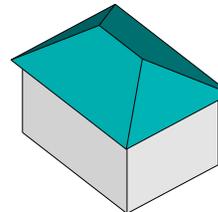




EXHIBIT C
Ordinance 810 Exhibits – CC Hearing

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

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

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

**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

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:

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





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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.



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

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.





PURPOSE AND OVERVIEW

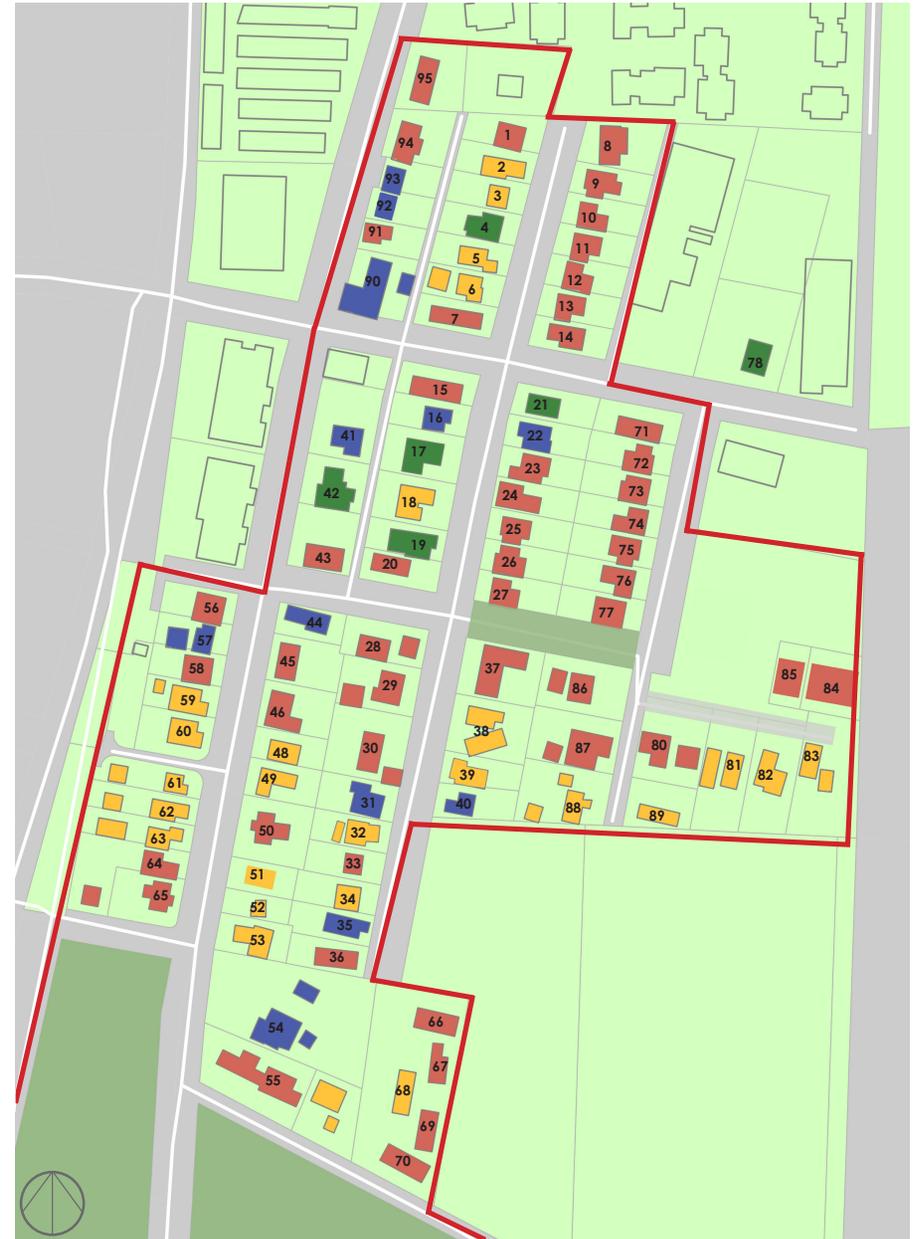
These Single-Family Design Standards are designed with the intention of preserving the unique character of Wilsonville’s Old Town neighborhood, and uniting future development projects with a shared vision of preserving local traditions. Historic architecture offers important lessons about making buildings 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 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 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.

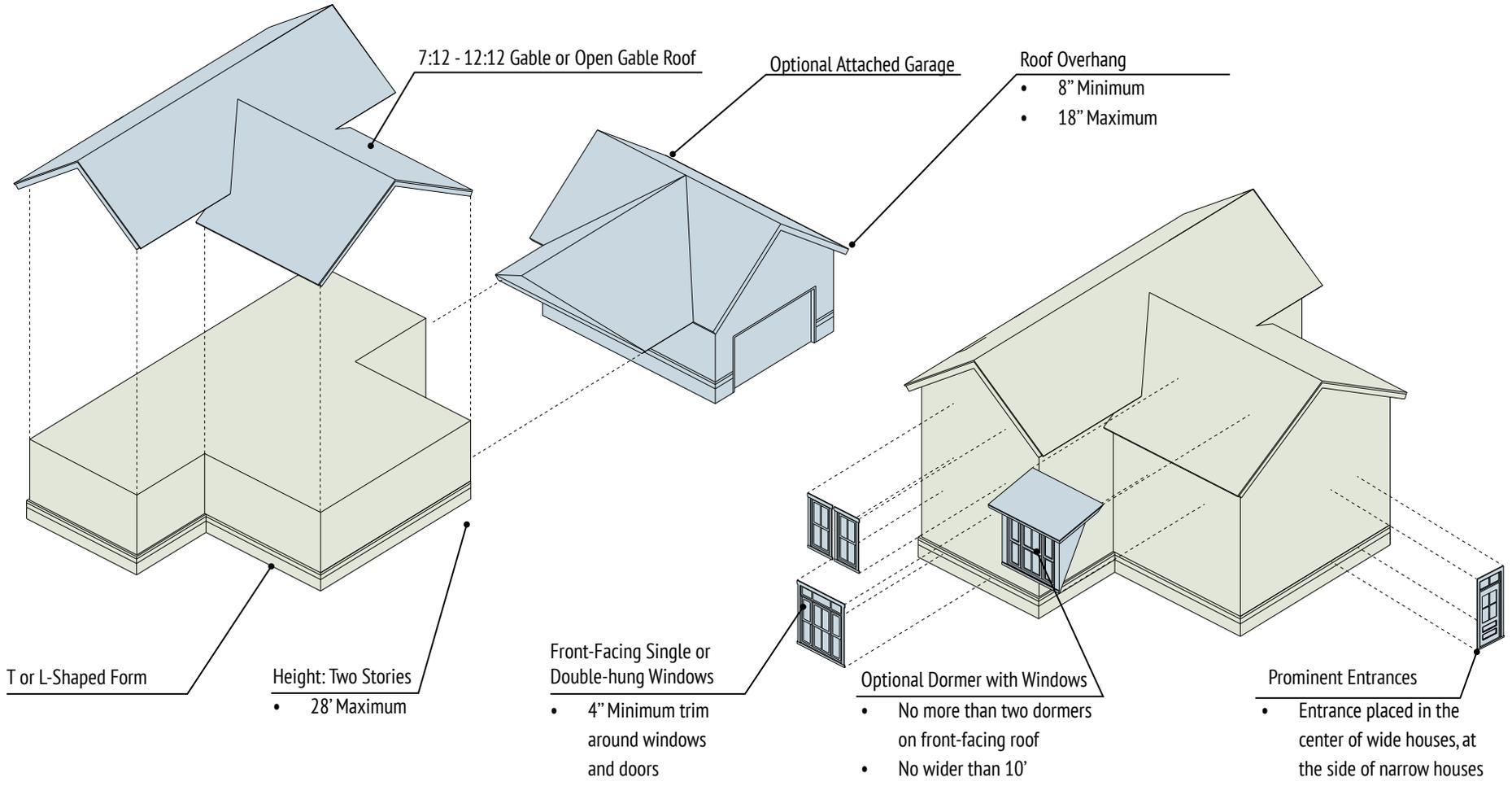




WESTERN FARMHOUSE STYLE

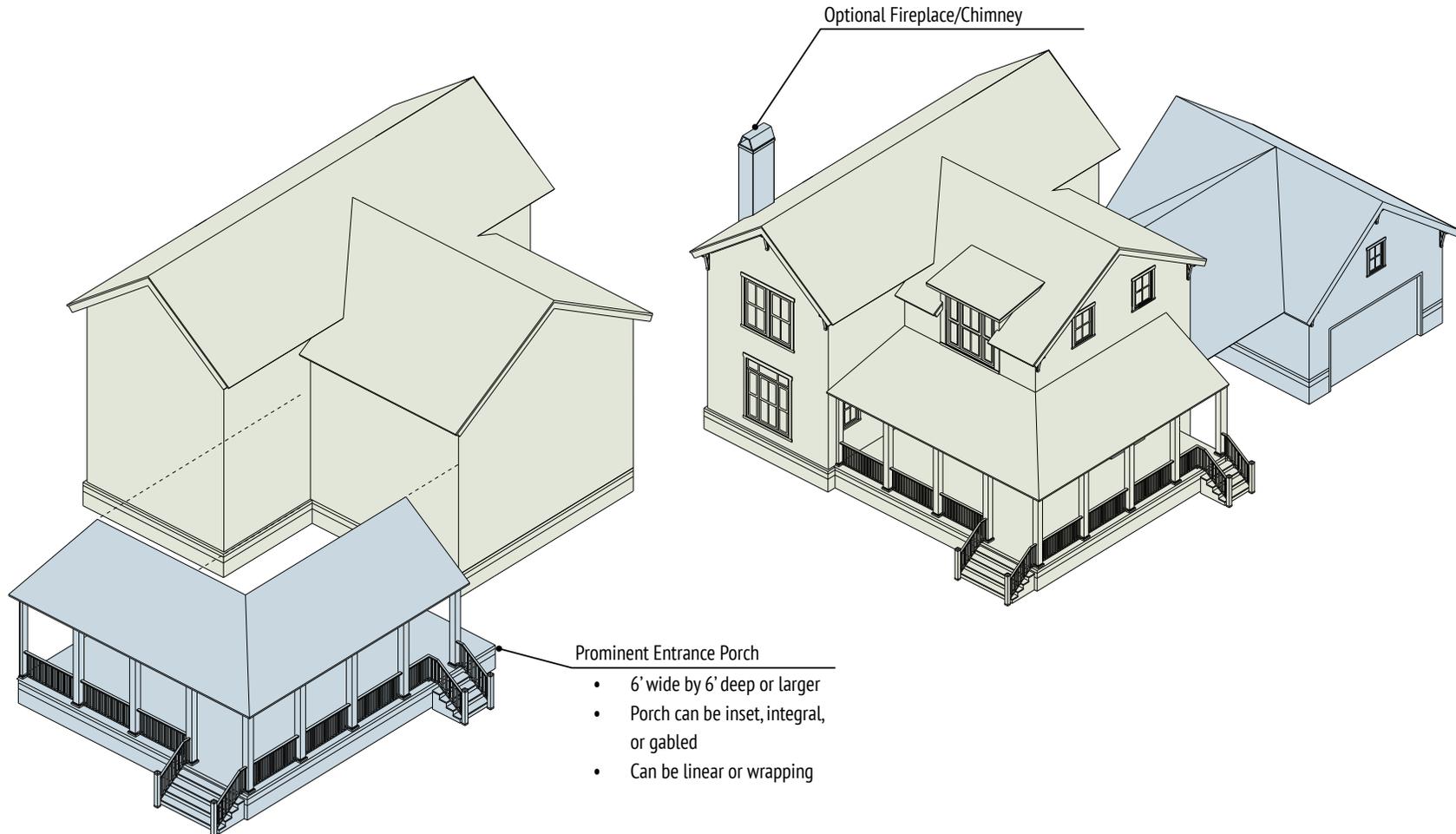
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

OTHER ELEMENTS





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.

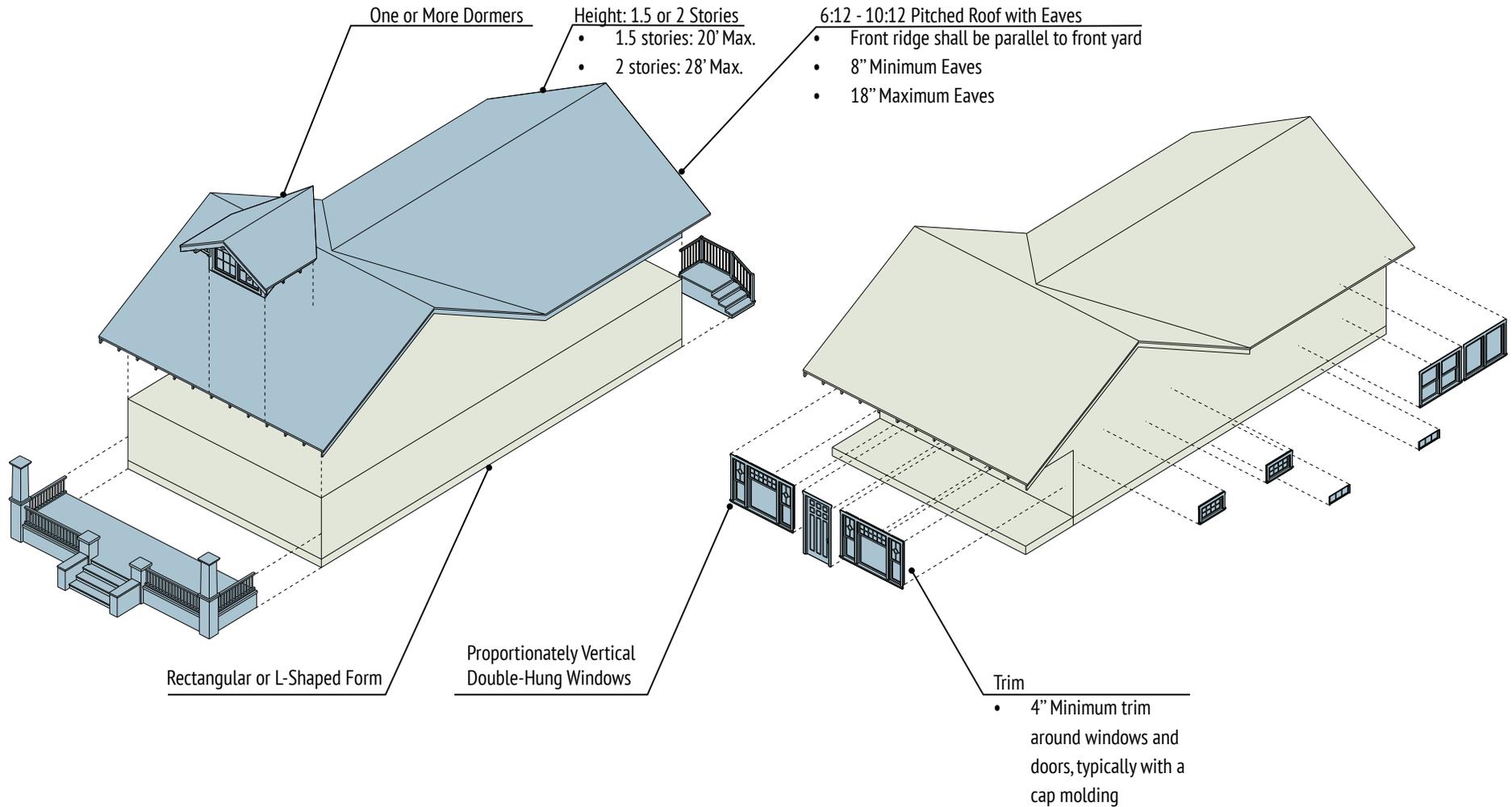




CRAFTSMAN STYLE

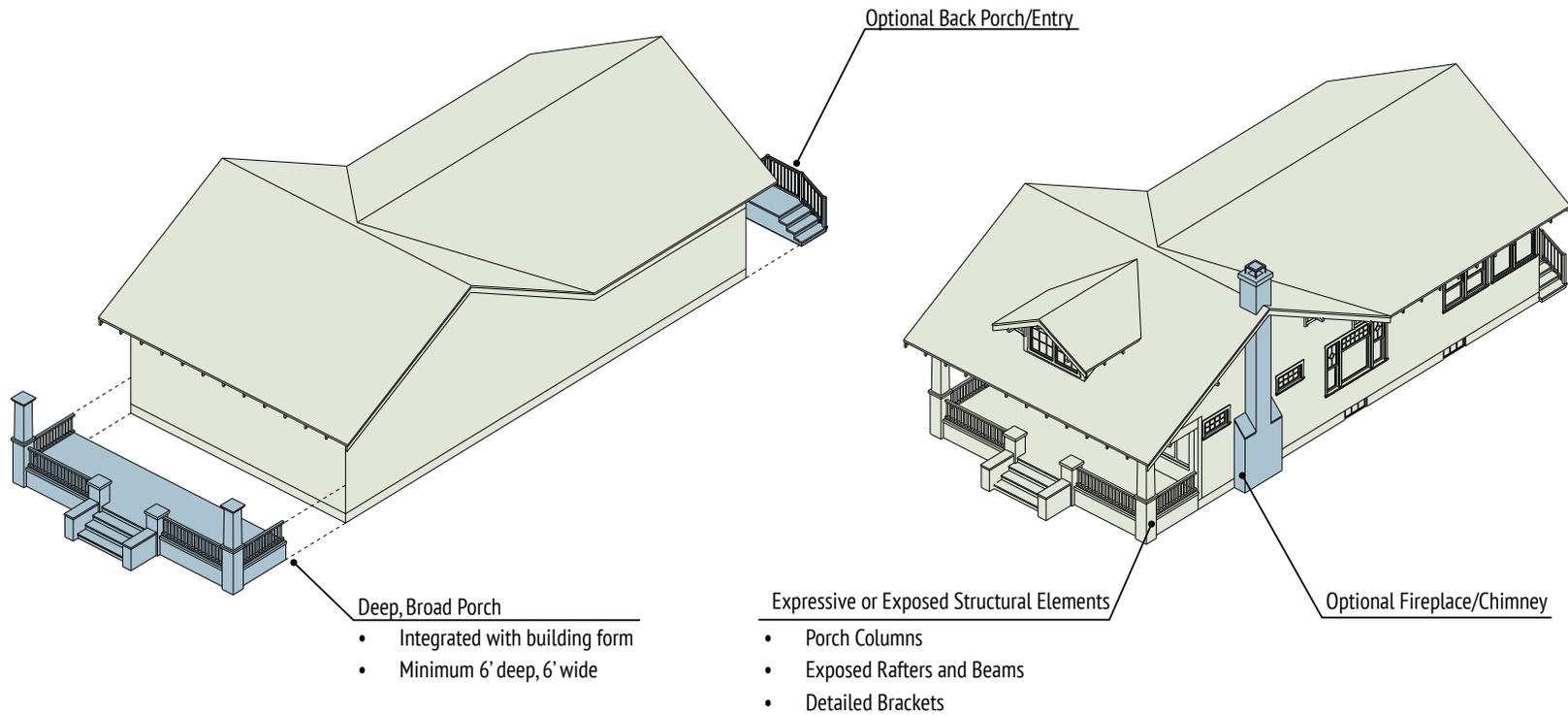
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

OTHER ELEMENTS





NEW RANCH STYLE



NEW RANCH DUPLEX

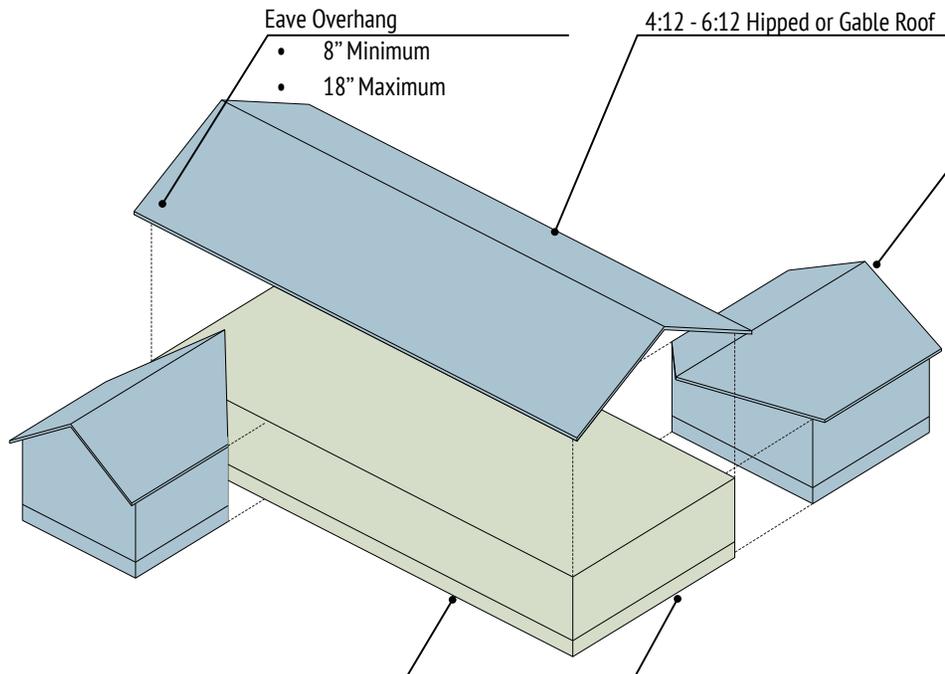
Duplexes shall appear indistinguishable from single family houses except for the two entries. If new, the duplex shall meet all New Ranch design standards.



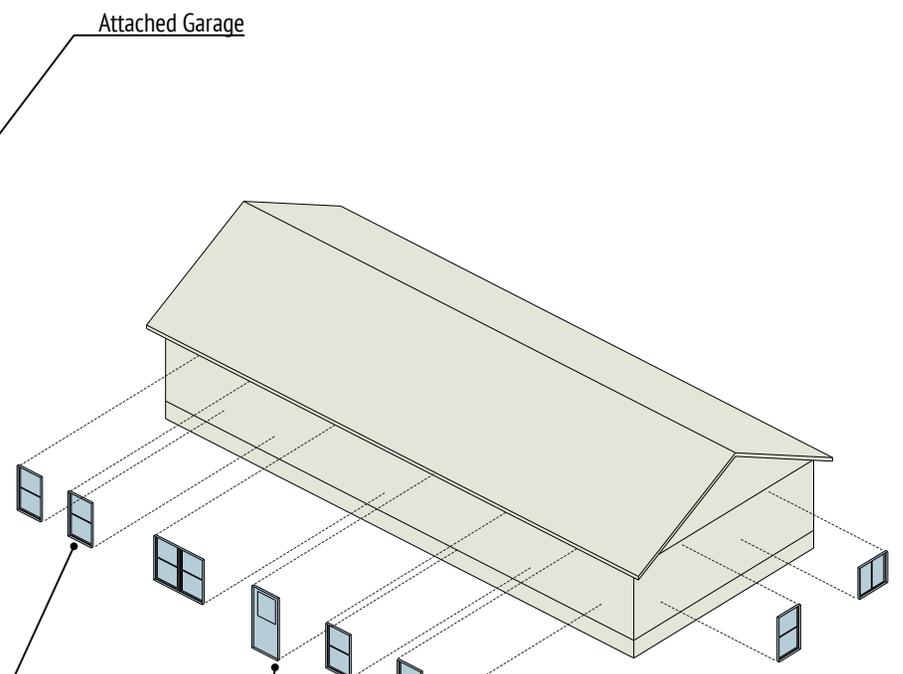


NEW RANCH STYLE

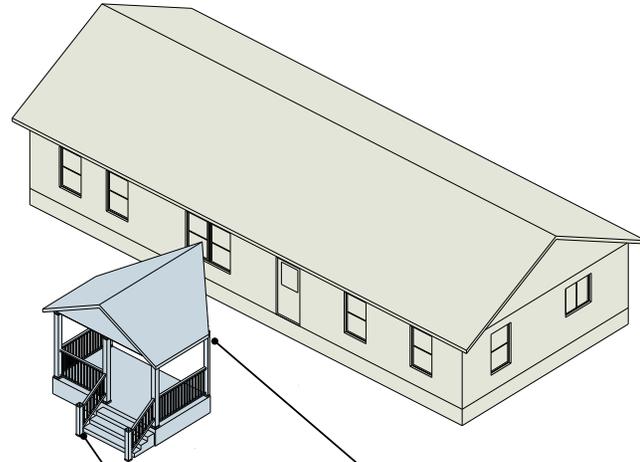
MASSING AND ROOFS



WINDOWS AND DOORS



PORCHES

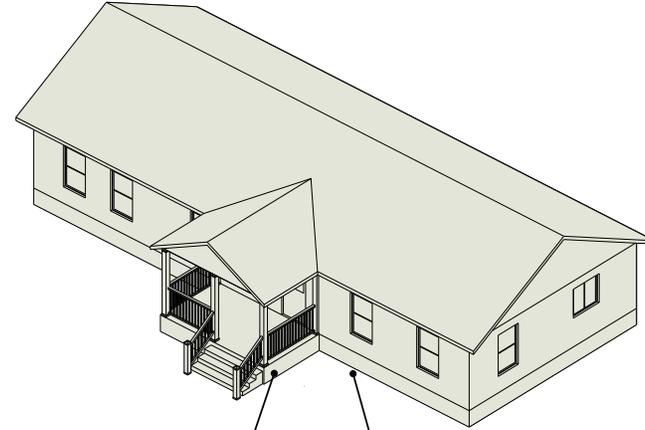


Porch or Portico

- Minimum 6' wide
- Minimum 6' deep

Gable or Shed Roof

OTHER ELEMENTS



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

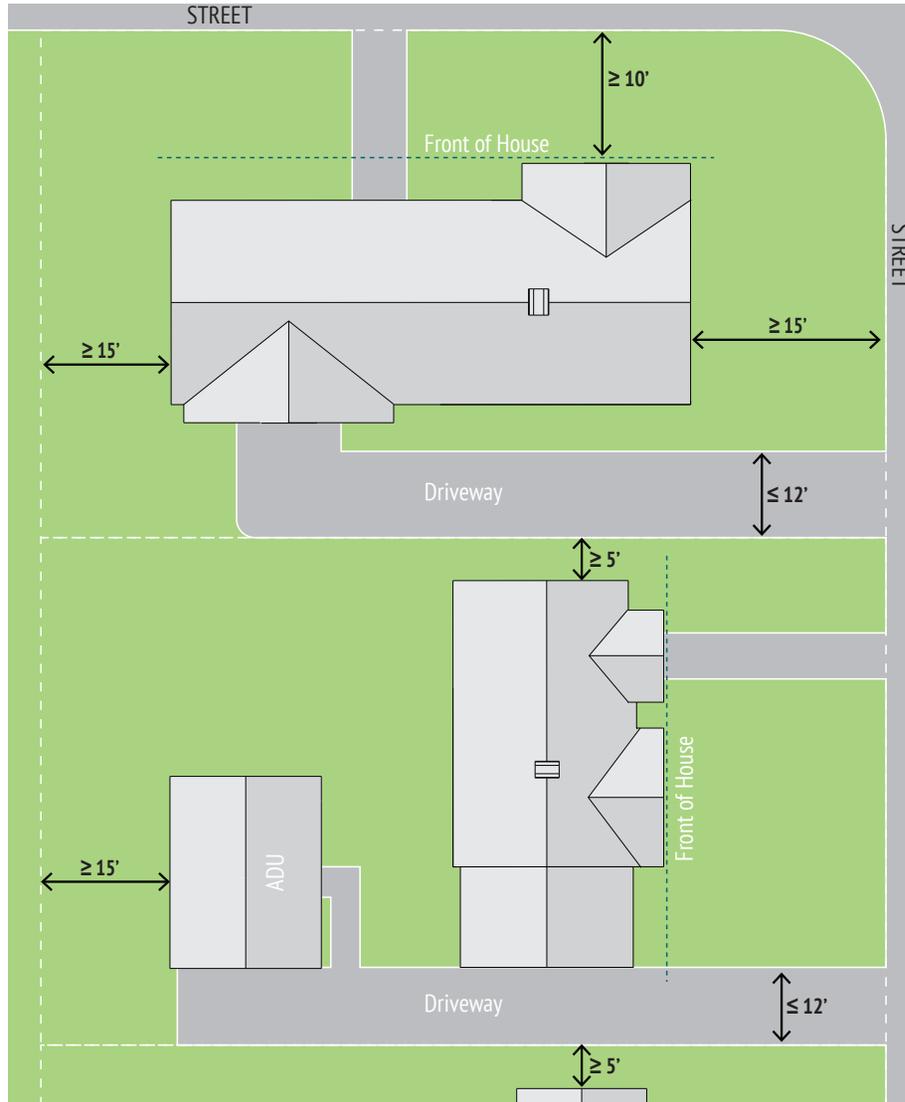


© Candace Kramer, Portland, Oregon



© 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.

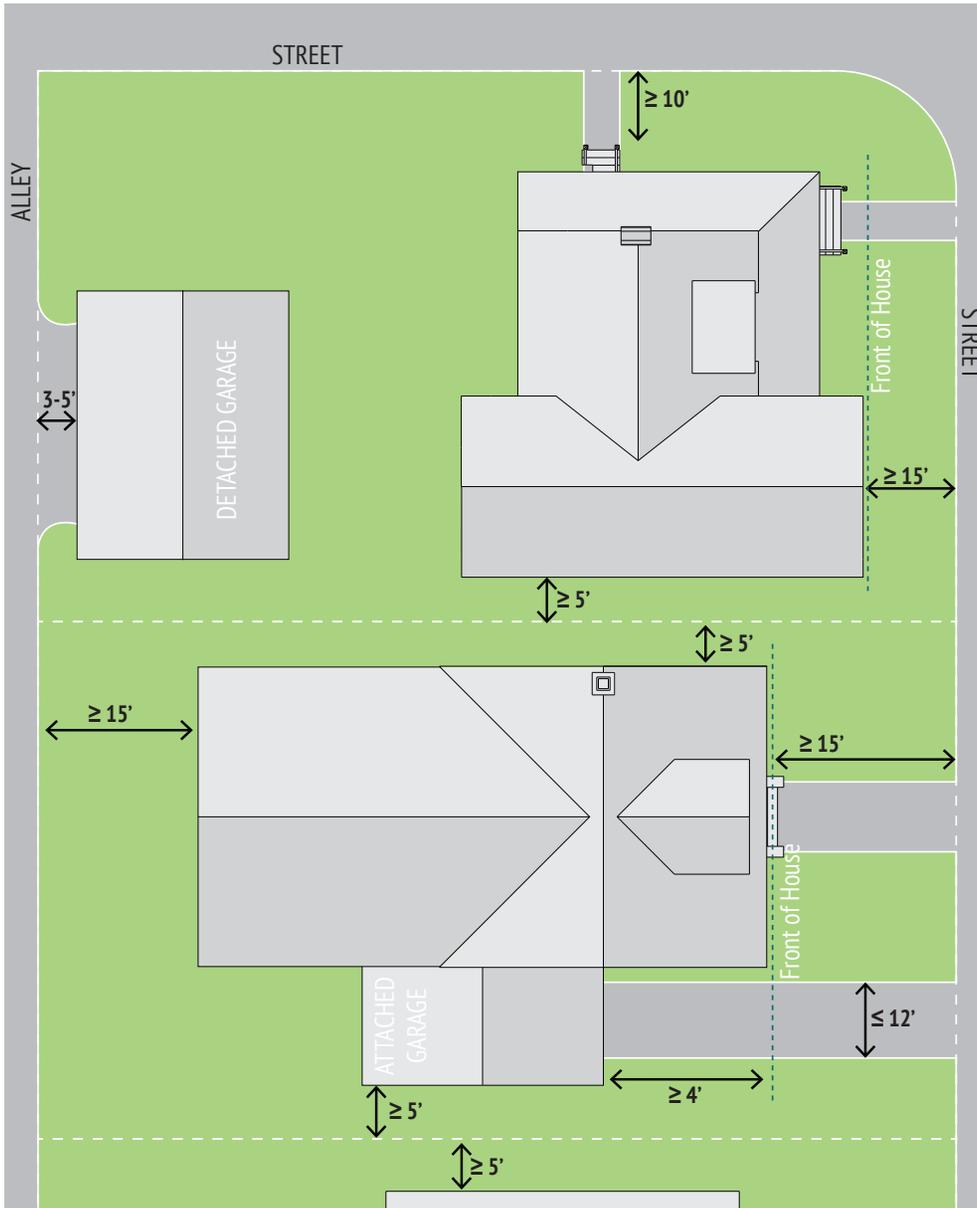
All built structures are not to exceed 40% lot coverage.

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

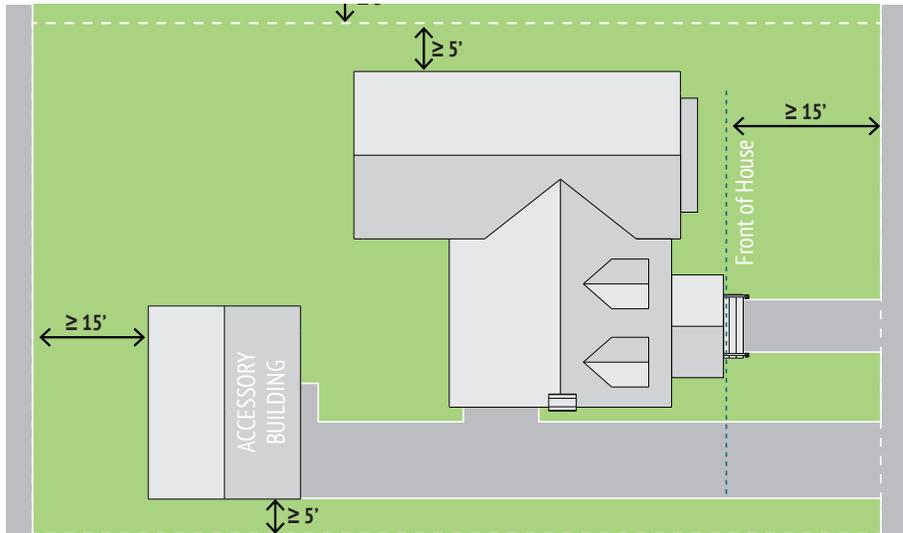
Minimum front setback for any and all garages and/or accessory buildings is 4 feet from the front building line, not including the front porch.

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.

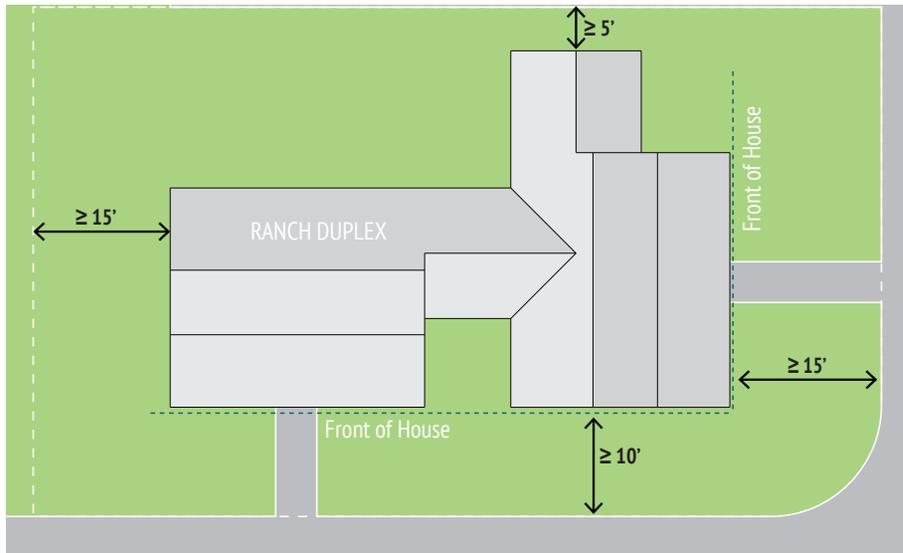
DRIVEWAYS

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.

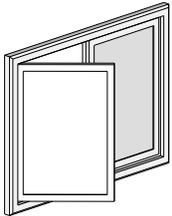




GLOSSARY OF TERMS

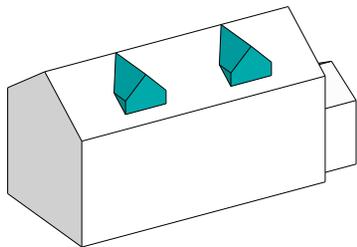
CASEMENT WINDOWS

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



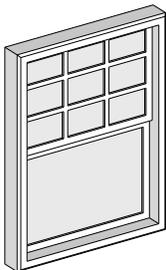
DORMER

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

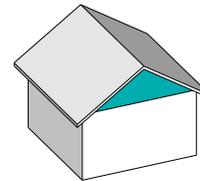


“FRONT OF THE HOUSE”

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

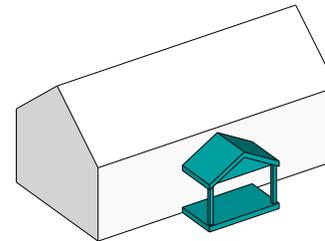
GABLE

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



GABLE PORCH

Porch with a front facing gable

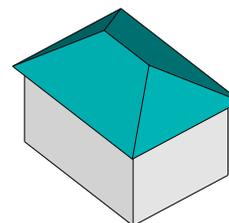


GABLE ROOF

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



**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

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 through 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.

- 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.

- 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 oversize 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.

- 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.

- 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.

- 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.

- 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.

- 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 Conversation 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.

- 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

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:

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1. New commercial, industrial, public facility, multi-family residential, and mixed use building construction and the substantial redevelopment of existing buildings, and

Deleted: including the construction of new single family dwellings

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:

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.

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.

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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.¶

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.

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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. 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.

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.¶

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.

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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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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.

Deleted: coordinate with access points on the other side of the road

F. 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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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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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.

Deleted: (.11)

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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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]

Deleted: (.15)

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.

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.

**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

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

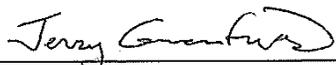
WHEREAS, the Planning Commission has duly considered the subject, including the staff recommendations and all the exhibits and testimony introduced and offered by all interested parties.

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:

Chair Jerry Greenfield: J.G.
Commissioner Eric Postma: EP
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

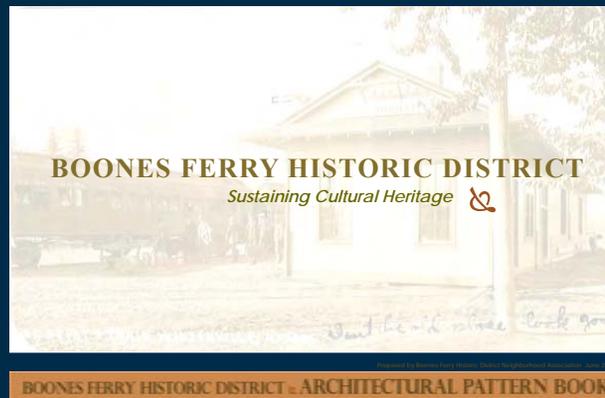
BACKGROUND AND CONTEXT

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.

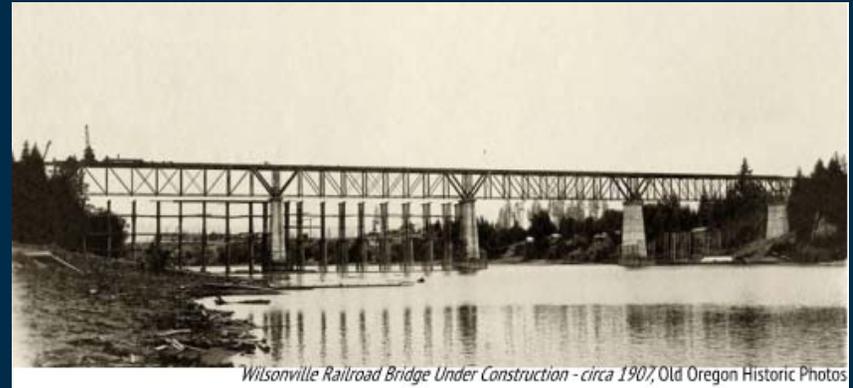
Table of Contents

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



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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 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



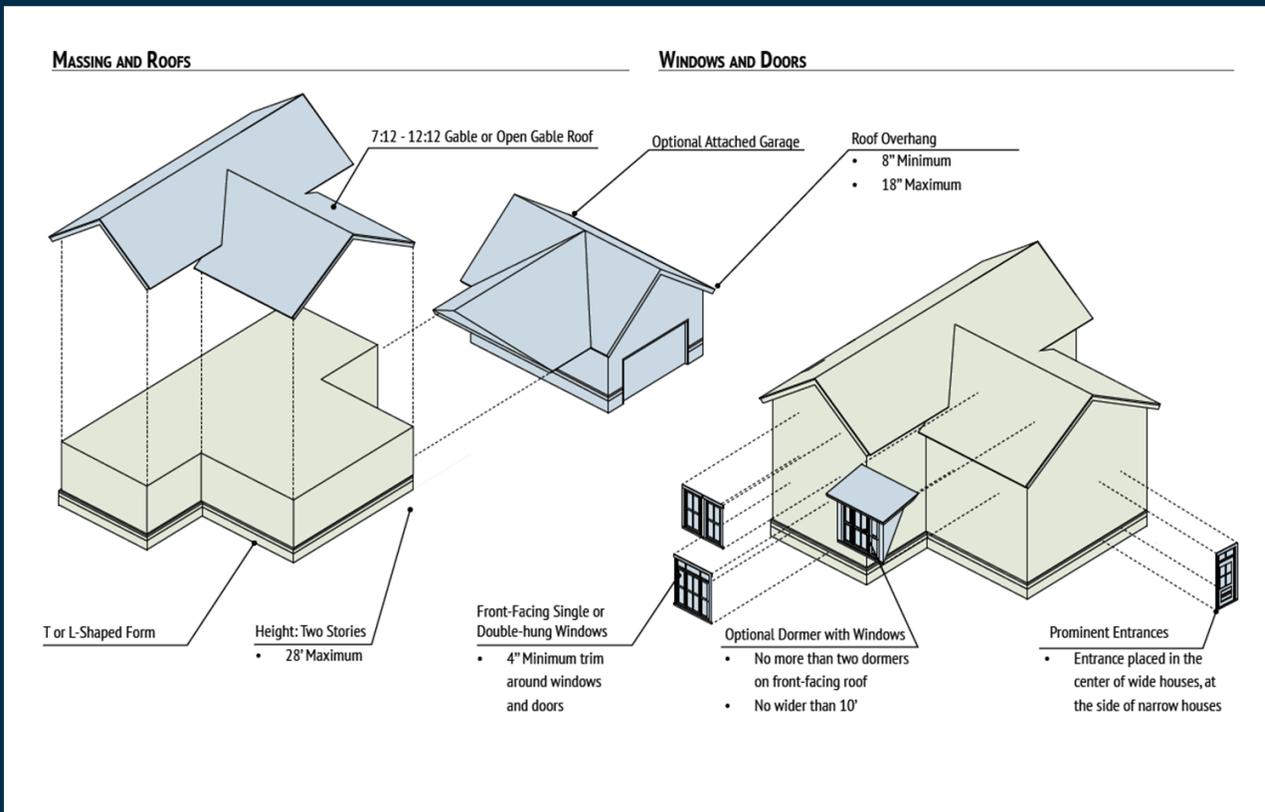
Western Farmhouse Style



Western Farmhouse Style

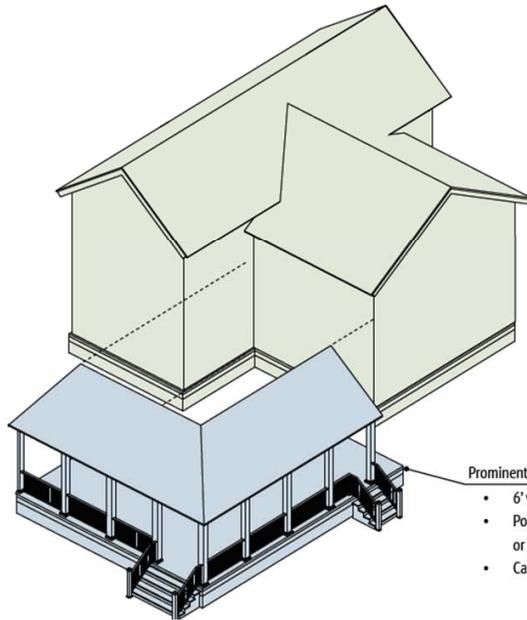


Western Farmhouse Style



Western Farmhouse Style

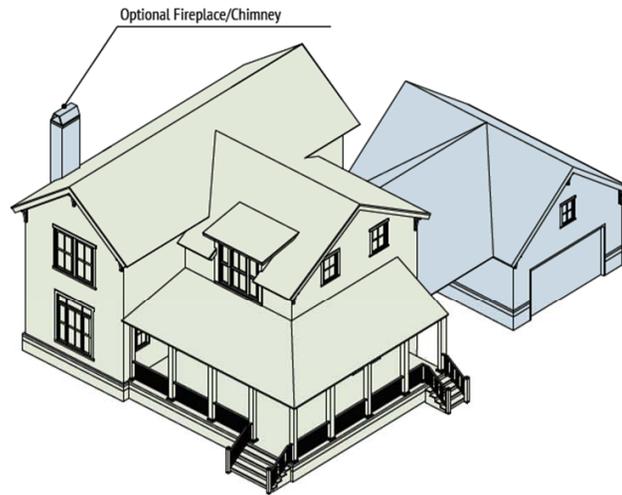
PORCHES



Prominent Entrance Porch

- 6' wide by 6' deep or larger
- Porch can be inset, integral, or gabled
- Can be linear or wrapping

OTHER ELEMENTS



Optional Fireplace/Chimney

Craftsmen Style



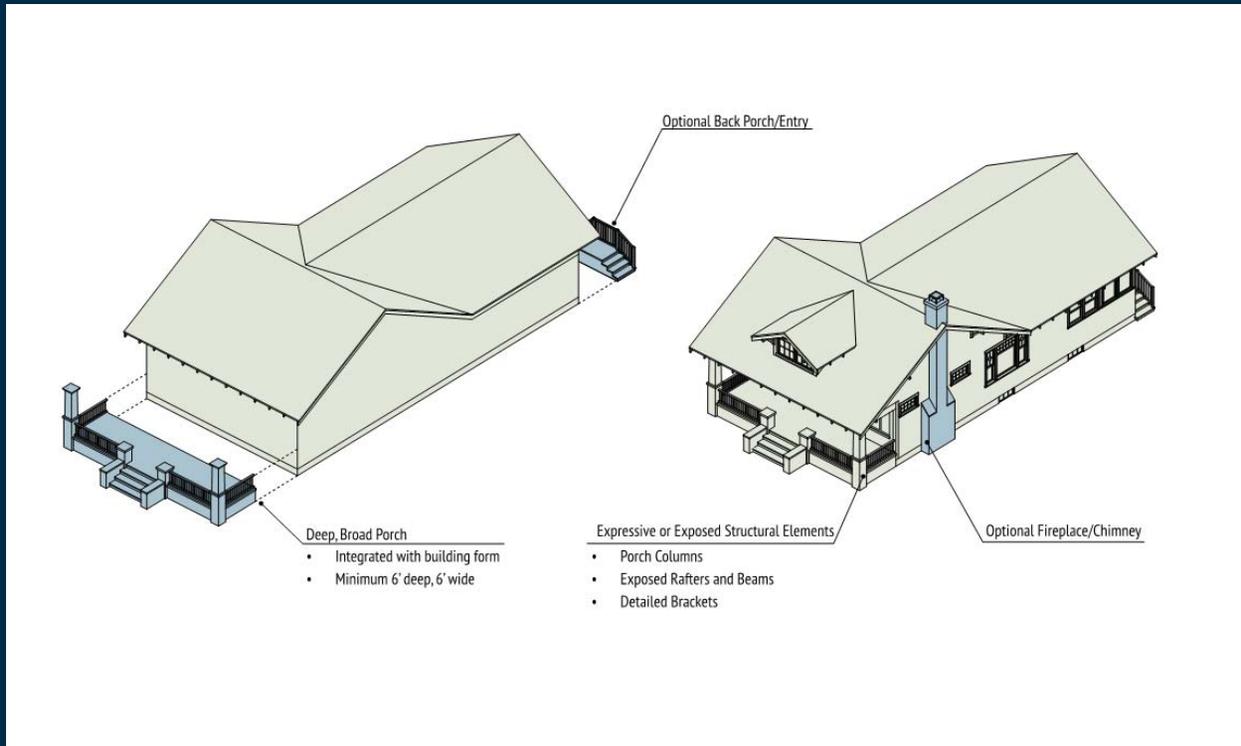
Craftsmen Style



Craftsmen Style



Craftsmen Style



New Ranch Style



New Ranch Style



New Ranch Style

MASSING AND ROOFS **WINDOWS AND DOORS**

The image contains two architectural diagrams. The left diagram, under 'MASSING AND ROOFS', shows a house with a hipped roof and an attached garage. The right diagram, under 'WINDOWS AND DOORS', shows a house with a hipped roof and an attached garage, with various window and door placements indicated by lines.

Eave Overhang

- 8" Minimum
- 18" Maximum

4:12 - 6:12 Hipped or Gable Roof

Attached Garage

Linear Rectangular or L-Shaped Form

- Form runs parallel to street

Height: One Story

- 15' Maximum

Street-Facing Picture Sliding or Windows

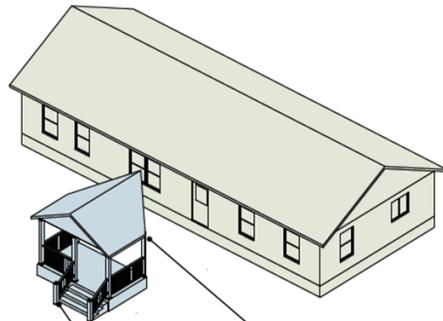
Simply-Designed Entry

- With or without inset

WILSONVILLE OREGON

New Ranch Style

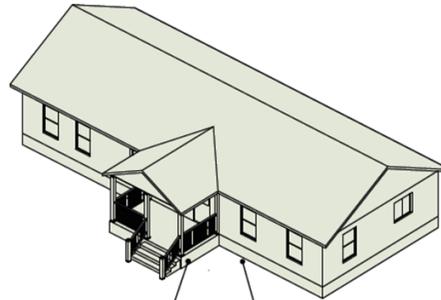
PORCHES



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

Gable or Shed Roof

OTHER ELEMENTS



Simple Features with Minimal Ornamentation

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

Asymmetrical Facade Elements

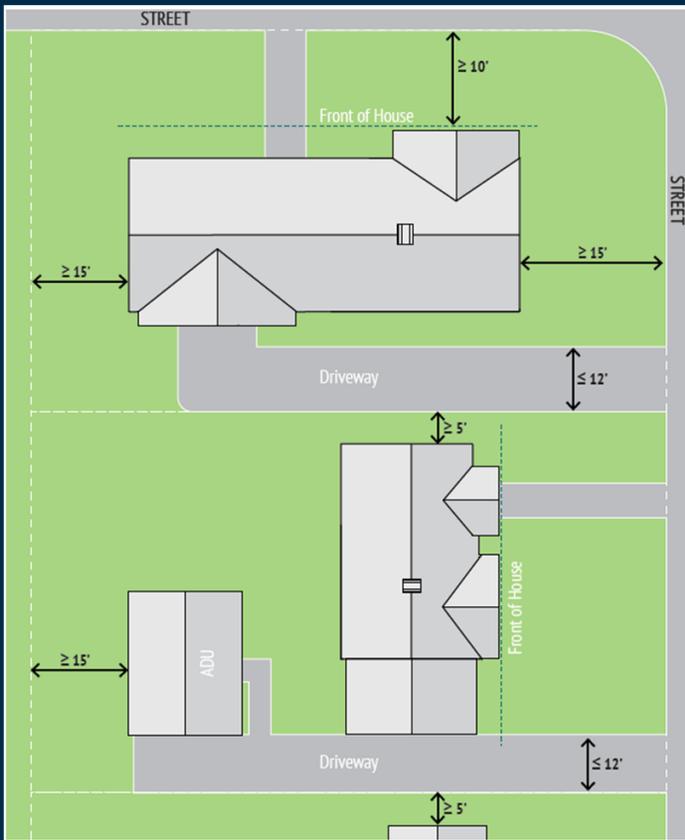
Accessory Buildings



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

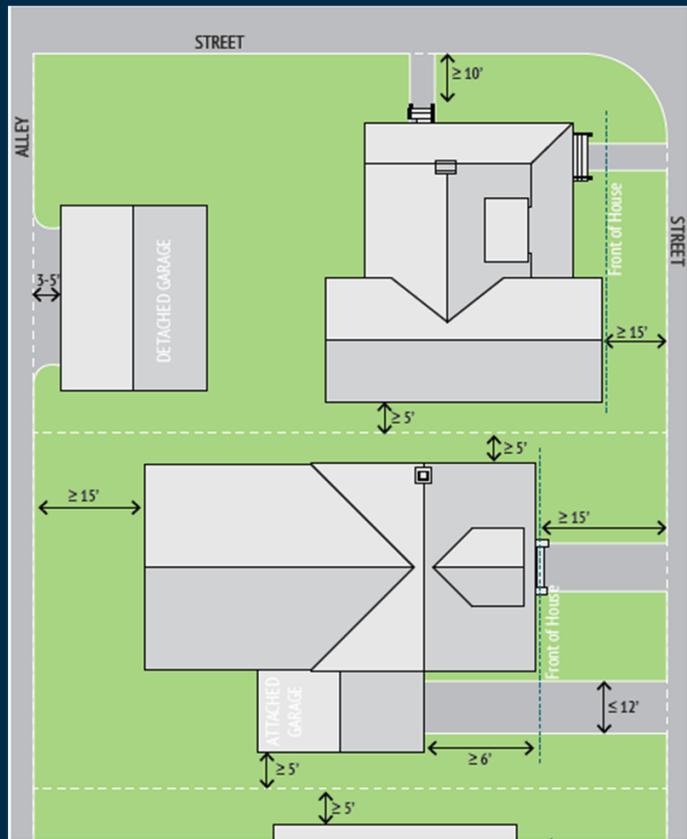


The following construction materials may not be used as an exterior finish:

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

**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





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.

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

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](#)



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Date of Planning Commission Meeting: **October 11, 2017**

Date Notice was posted: **September 20, 2017**

Affected State or Federal Agencies, Local Governments or Special Districts

updated	9/19/17/2017	N:\planning\Planning Public\DLCD\Mail Labels for affected agencies updated 5.09.2017.docx		City	State	Zip	COMMENTS
Name	Company	Address					
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 Taniguchi-Dennis	Clackamas Co. Transportation & Development	150 Beaver Creek Road		Oregon City	OR	97045	*updated 3/28/2016
Bobbi Burton	Clean Water Services	2550 SW Hillsboro Hwy.		Hillsboro	OR	97123	
Doug 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 Kloof, 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 Bucezek	Home Builders Associations	15555 SW Bangy Road, Suite 301		Lake Oswego	OR	97035	
Paulette Copperstone	Metro	600 NE Grand Avenue		Portland	OR	97232	
Manager, Community Development	Metro	600 NE Grand Avenue		Portland	OR	97232	*updated 3/28/2016, Formerly Ray Yalo
Engineering Department	Metro	600 NE Grand Avenue		Portland	OR	97233	
Attn: Development Review	Metro Growth Management Services	600 NE Grand Avenue		Portland	OR	97232	
Mike Strauch, District Manager	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	

	Oregon Dept of Environ Quality	2020 SW 4th Ave	Portland	OR	97201	*updated 5/9/2017	
Bill Ferber, Region Manager	Oregon Water Resources Department	725 Summer Street, NE, Suite A	Salem	OR	97301		
Brian Buswell	Portland General Electric	9480 SW Boeckman Road	Wilsonville	OR	97070		
	Sherwood School Dist Admin Office	23295 SW Main Street	Sherwood	OR	97140		
Ben Baldwin	Tri-Met Project Planning Dept	4012 SE 17th Avenue	Portland	OR	97202		
	Tualatin Valley Fire and Rescue	29875 SW Kinsman Road	Wilsonville	OR	97070		
	Tualatin Valley Fire and Rescue	8445 SW Elligsen Road	Wilsonville	OR	97070		
	Tualatin Valley Water District	1850 SW 170 th Ave.	Beaverton	OR	97005-4211		
Frank Lonergan	United Disposal Services	10295 SW Ridder Road	Wilsonville	OR	97070		
Andy Back	Wash. County Long Range Planning	155 N. First Avenue	Hillsboro	OR	97124		
Dr. Kathy Ludwig	West Linn/Wilsonville School District 3JT	22210 SW Stafford Rd.	Tualatin	OR	97062		
Tim Woodley	West Linn/Wilsonville School District 3JT	22210 SW Stafford Rd.	Tualatin	OR	97062		
							updated 9/2016
							updated 9/2016
							Sep-17

OWNER1	OWNERADDR	OWNERCITY	OWNERSTATE	OWNERZIP	MAILING FOR		Notes/returned mailings
					7.12.17 PC WS	10/11/17 PC HEARING	
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	
DEMPESEY 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	
HORNBER 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	

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
VANWECHEL 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

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.

**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.

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

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

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

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

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)

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

**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 97070	(new) b.bergmans 1938 Comcast.net	Yes
Doug's Muehle	30950 SW Far Ave. Wilsonville, OR 97070		
Corrie Kenney	30965 SW Magnolia Ave Wilsonville OR 97070	jimconkenney@frontier.com	Yes
Rose Case	9150 SW 4 th Street Wilsonville, OR 97070	rosann.e.case@gmail.com	Yes
Monica Keenan	9460 SW 4th St.	MKKeenan@gmail.com	Yes

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:

PLANNING COMMISSION PUBLIC TESTIMONY

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

Topic 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:

mkeenan@gmail.com

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:

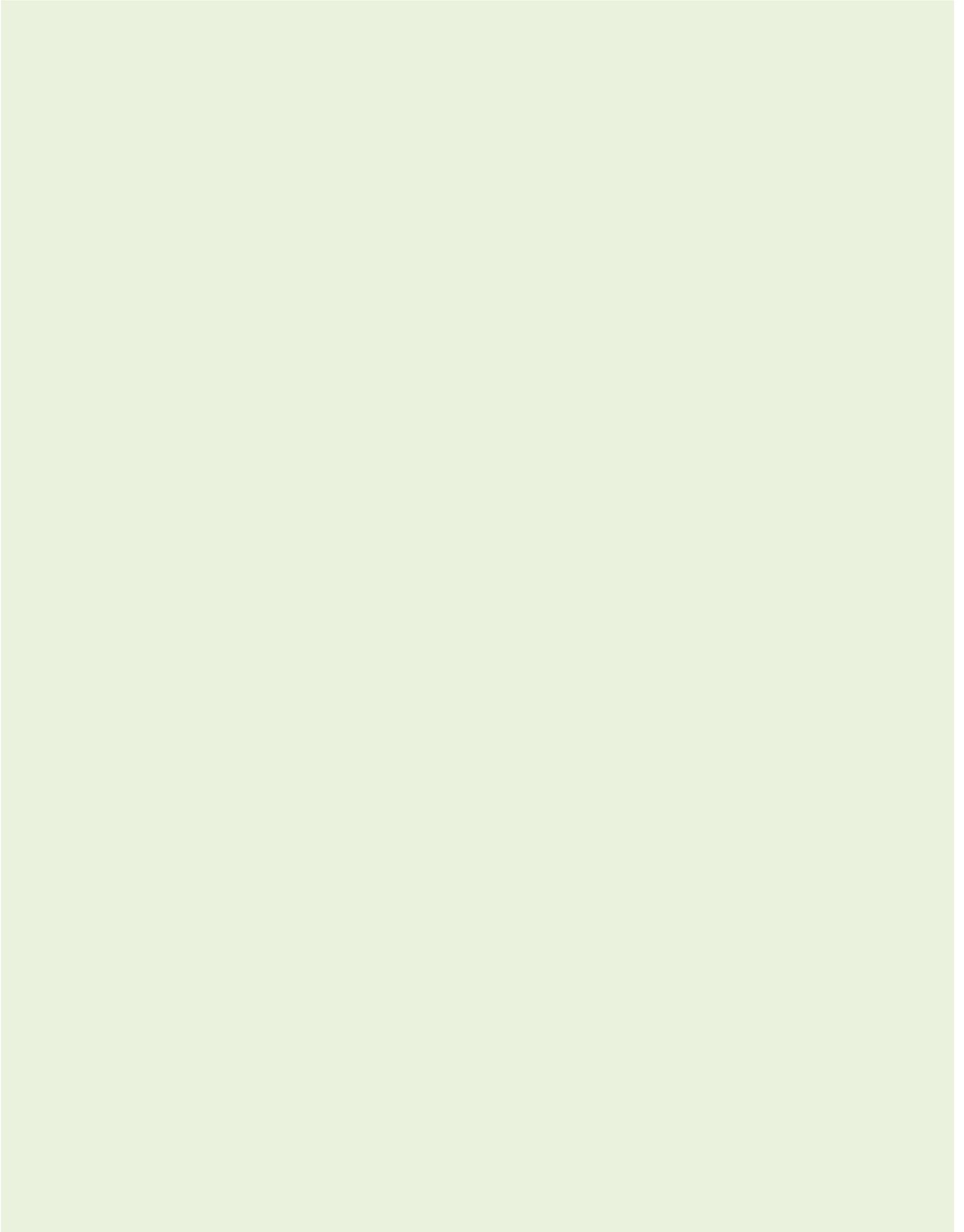
Check all that apply:

- 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:



NOTICE OF A PROPOSED CHANGE – SUBMITTAL INSTRUCTIONS

1. Except under certain circumstances,¹ proposed amendments must be submitted to DLCD'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 DLCD receives the proposal in its Salem office. **DLCD 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). DLCD 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 DLCD'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.

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.

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 DLCD 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.

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

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

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





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INTRODUCTION AND HISTORY



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



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



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

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.

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.



PURPOSE AND OVERVIEW

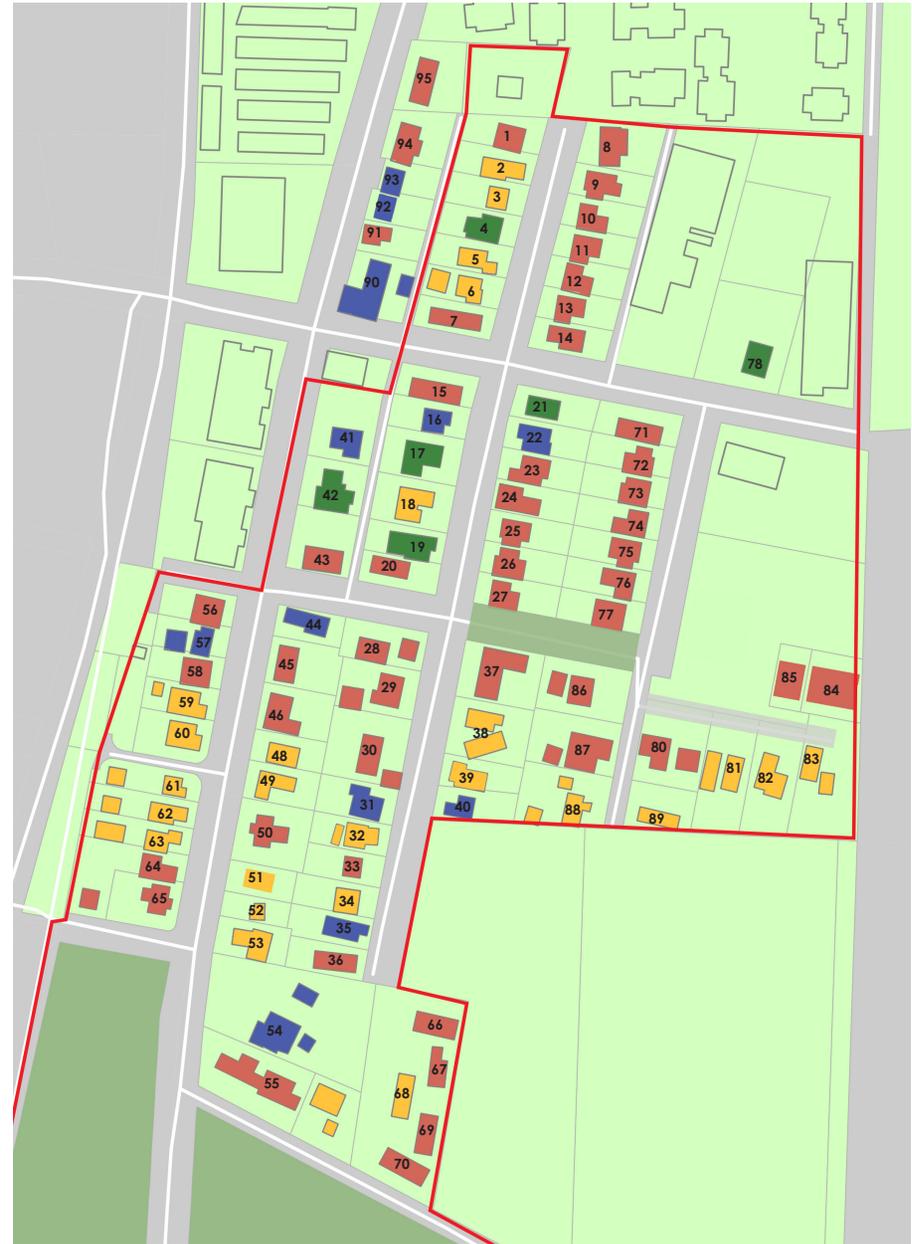
These Single-Family Design Standards are designed with the intention of preserving the unique character of Wilsonville’s Old Town neighborhood, and uniting future development projects with a shared vision of preserving local traditions. Historic architecture offers important lessons about making buildings 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?

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.



Ranch

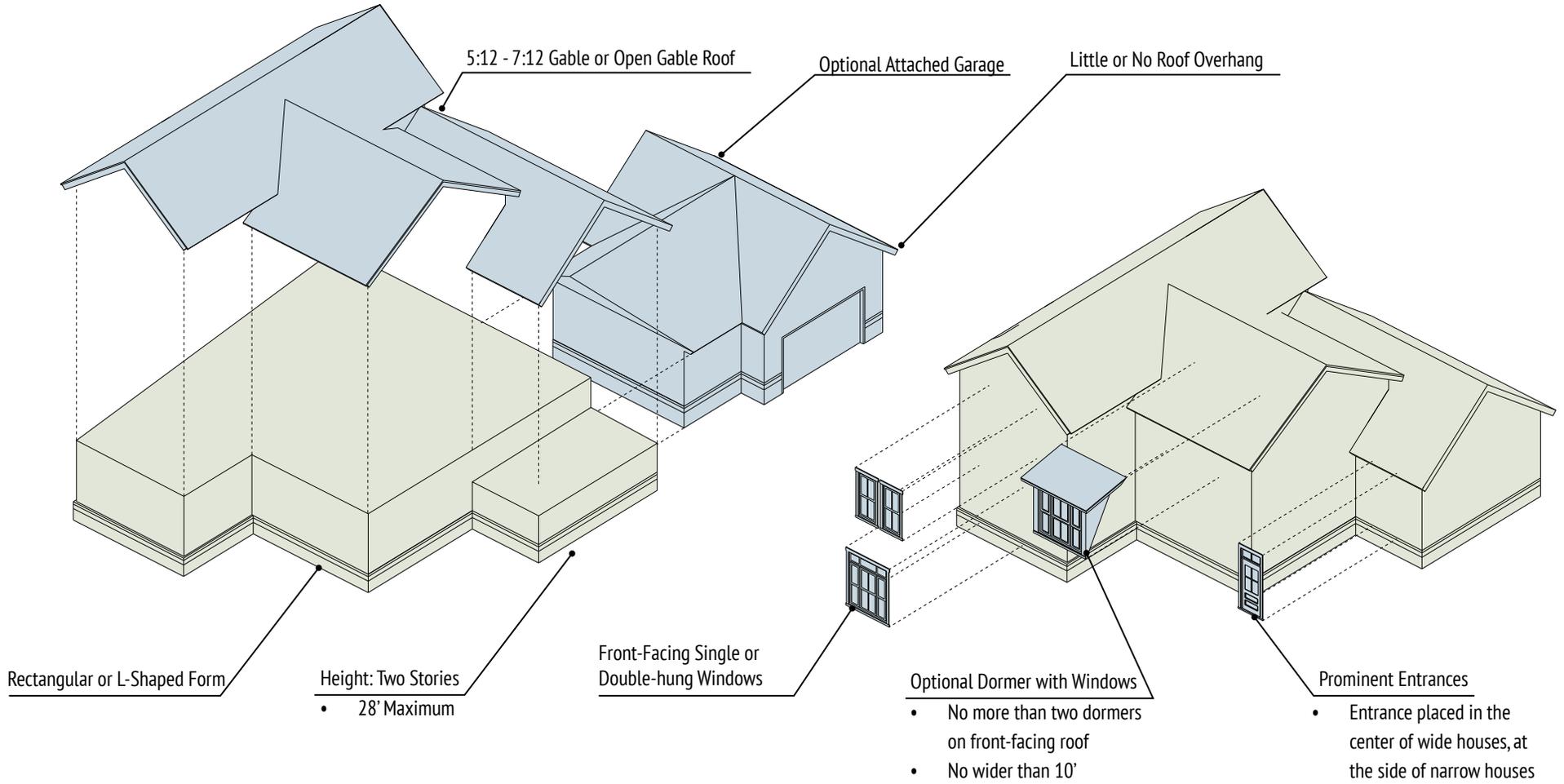




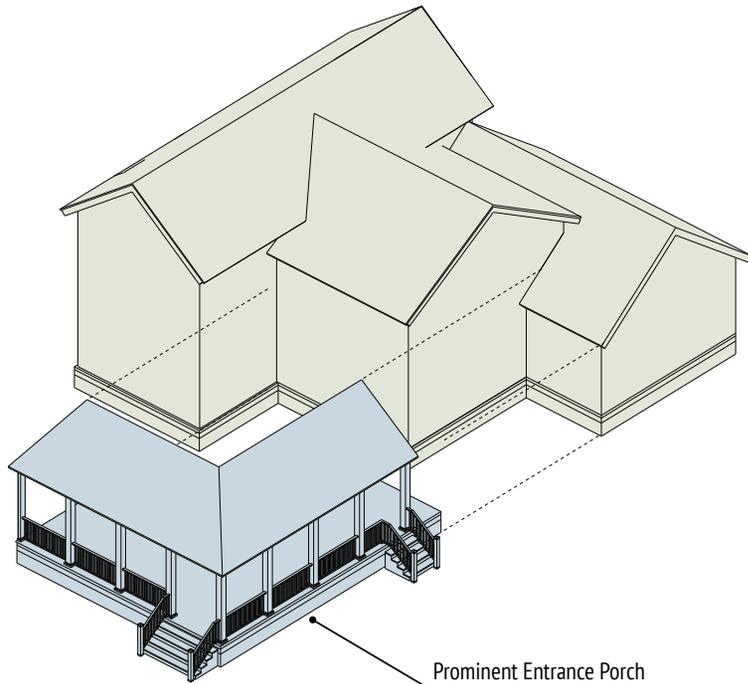
WESTERN FARMHOUSE STYLE

MASSING AND ROOFS

WINDOWS AND DOORS



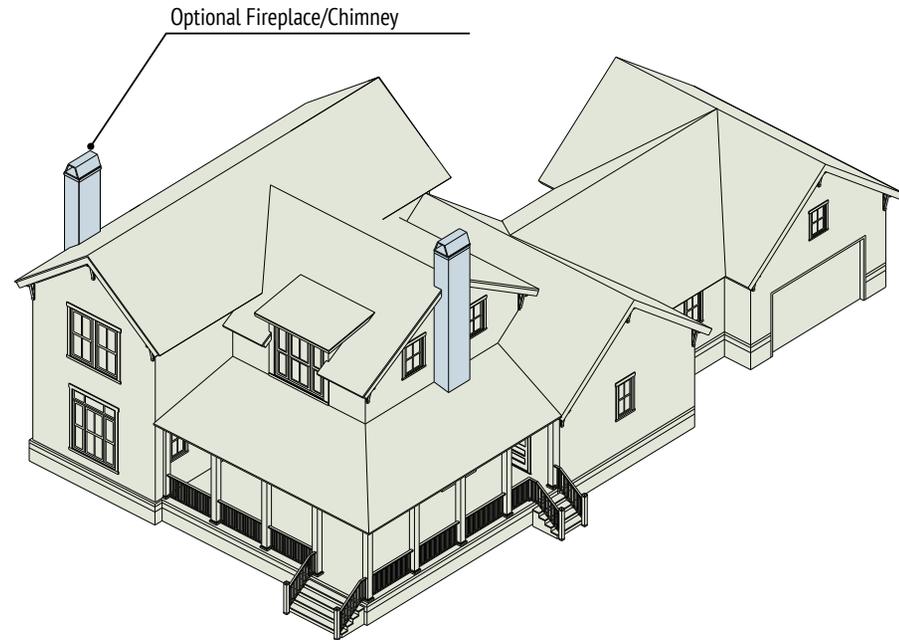
PORCHES



Prominent Entrance Porch

- 6' wide by 6' deep or larger
- Porch can be inset, integral, or gabled
- Can be linear or wrapping

OTHER ELEMENTS



Optional Fireplace/Chimney



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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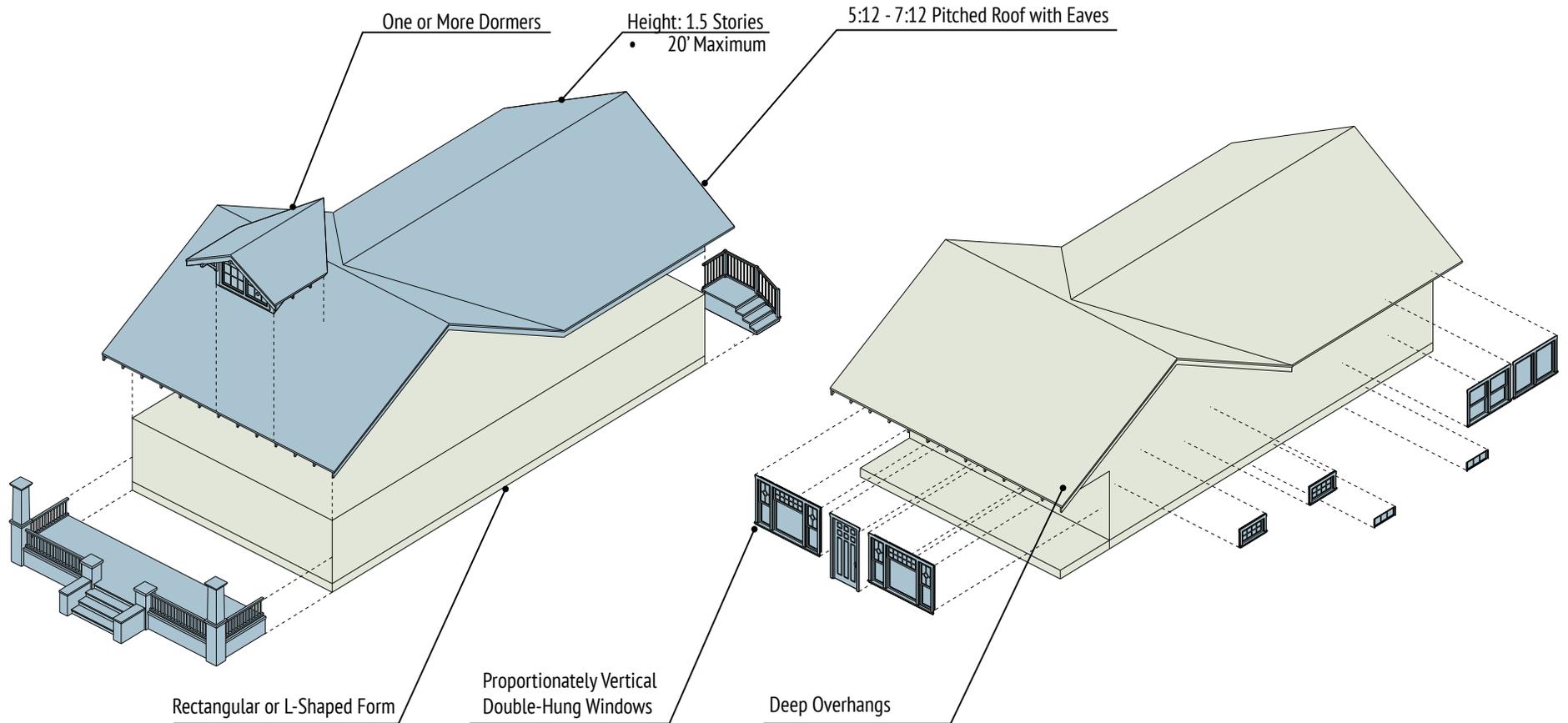




CRAFTSMAN STYLE

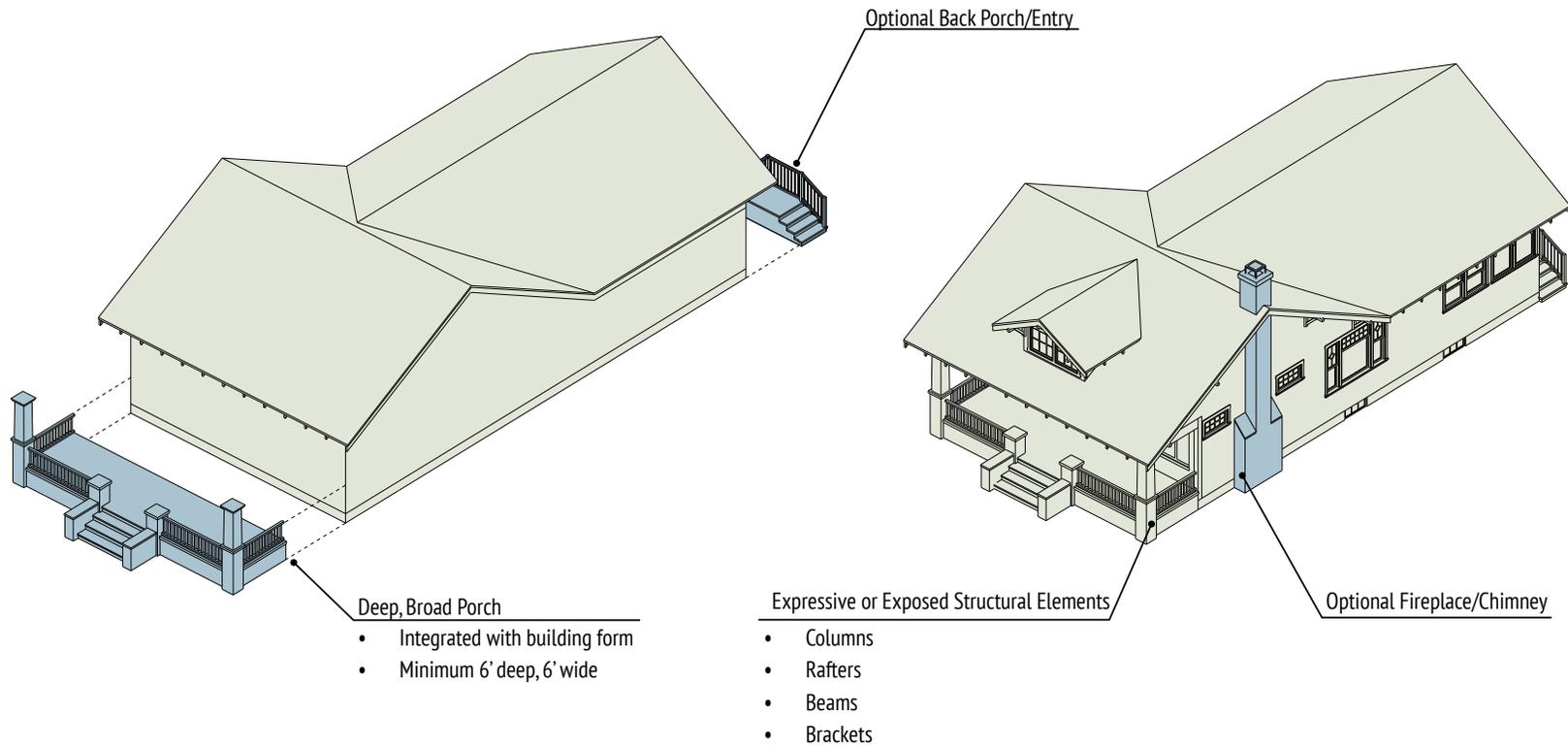
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

OTHER ELEMENTS

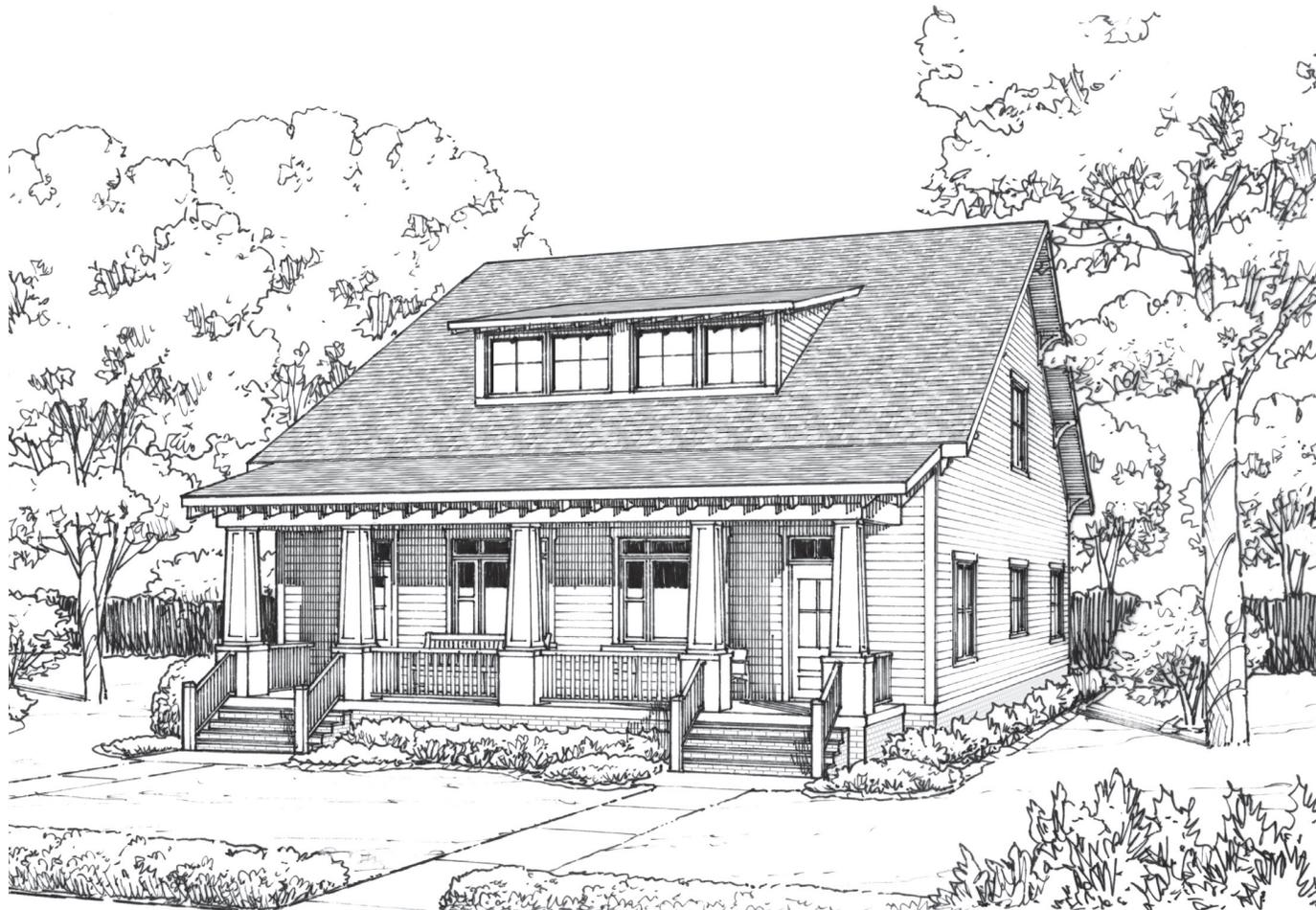




CRAFTSMAN DUPLEX

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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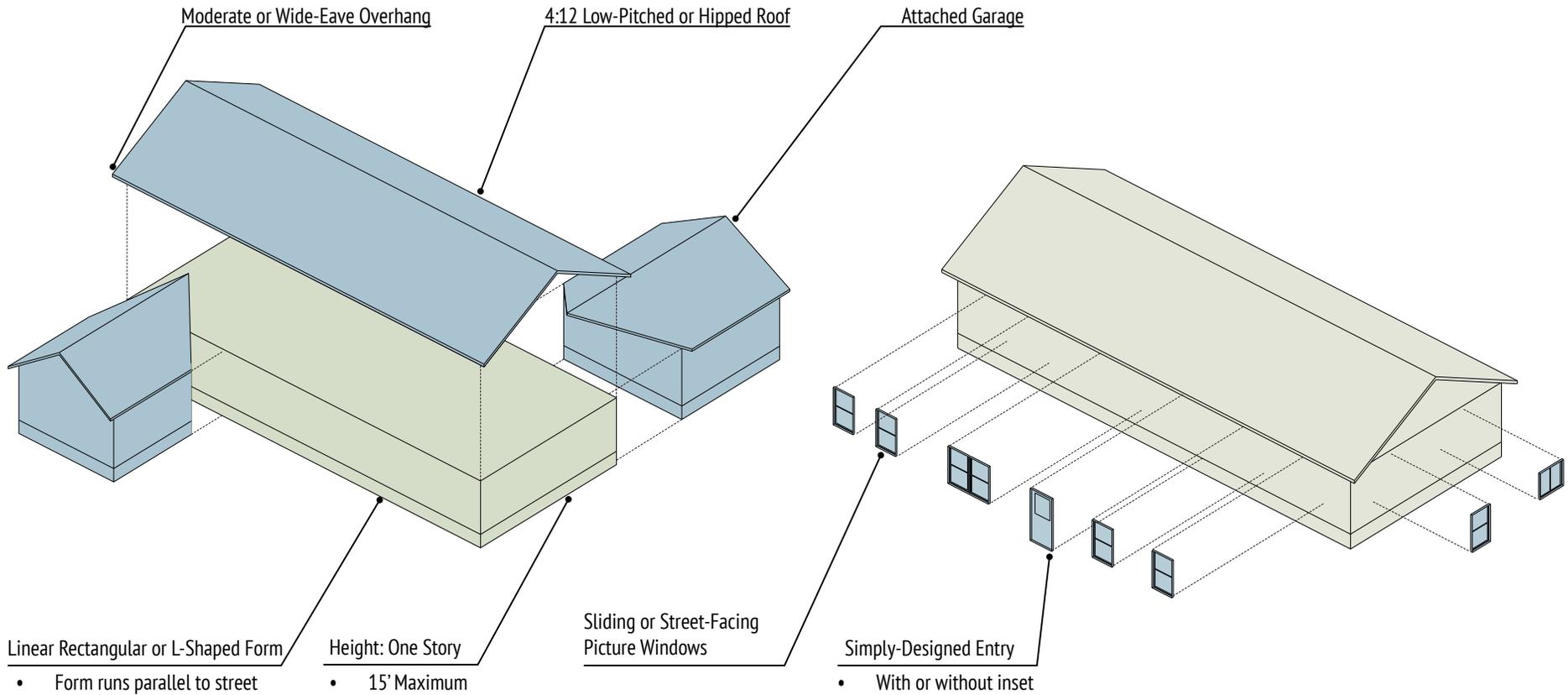




NEW RANCH STYLE

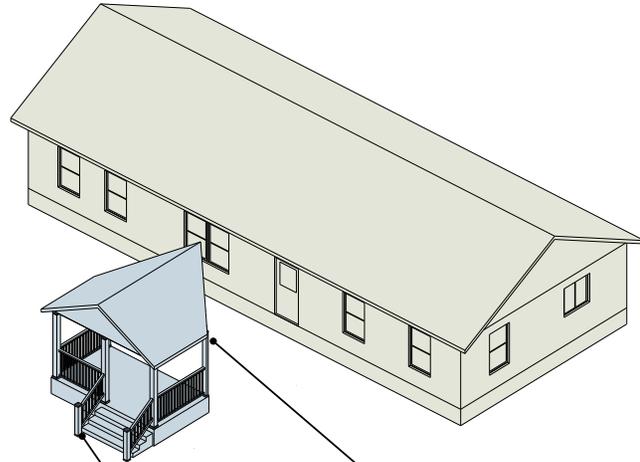
MASSING AND ROOFS

WINDOWS AND DOORS



PORCHES

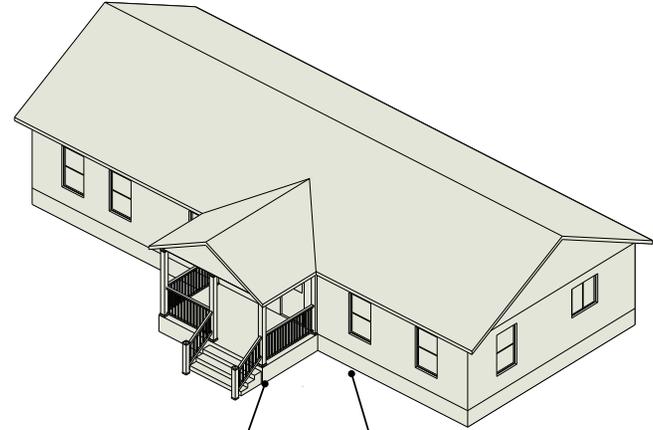
OTHER ELEMENTS



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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RENOVATION GUIDELINES

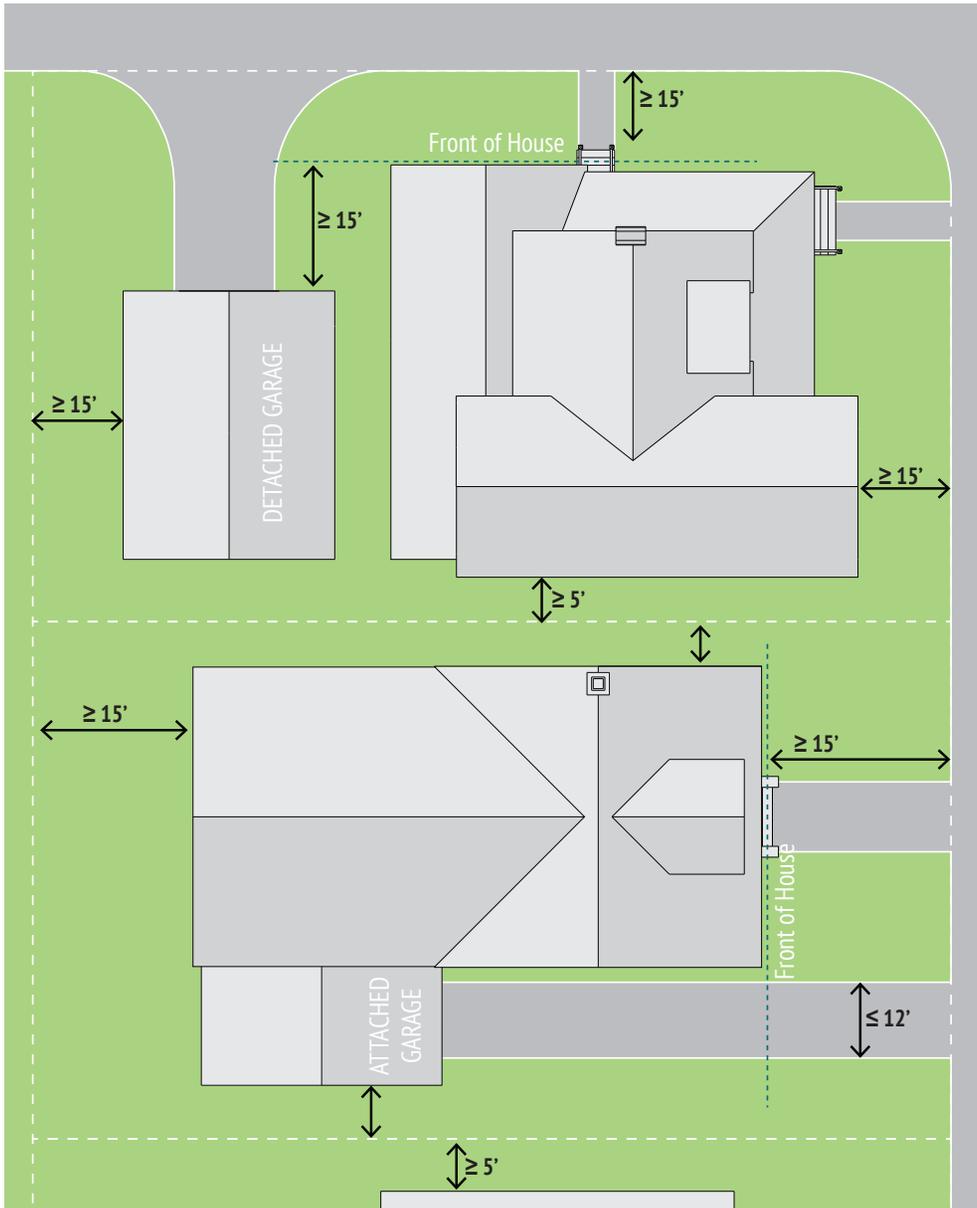
See renovation standards in the Old Town Overlay Zone

Variations will be shown pending approval of styles





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

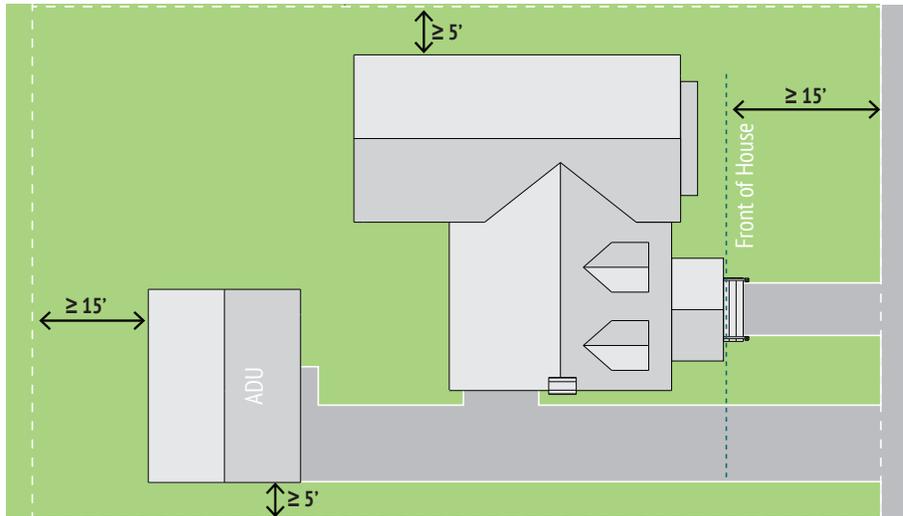
SIDE AND REAR SETBACKS

- Minimum side yard: 5'
- Minimum rear yard: 15'

DRIVEWAYS

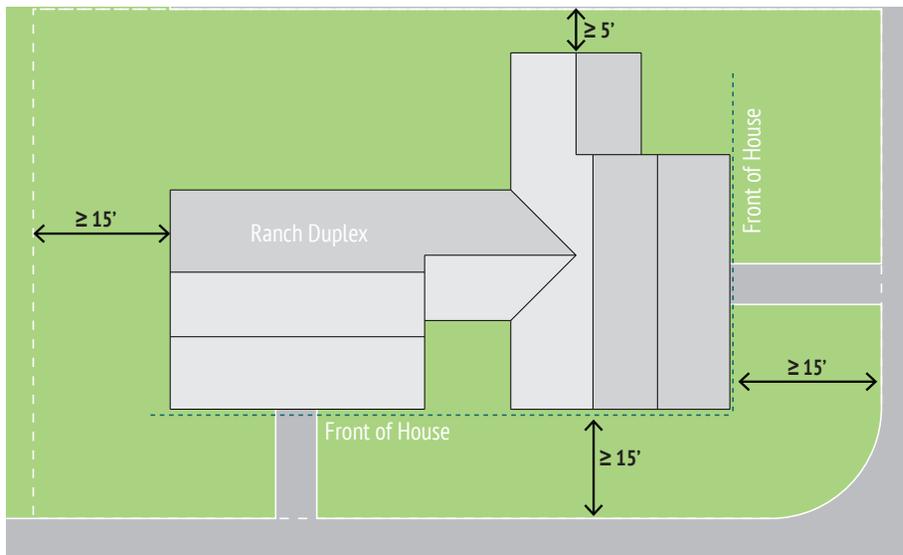
Maximum driveway width at the front property line extending to the minimum required primary building setback dimension, shall be no greater than 12 feet.

EDGES AND SETBACKS: ADUs AND DUPLEXES



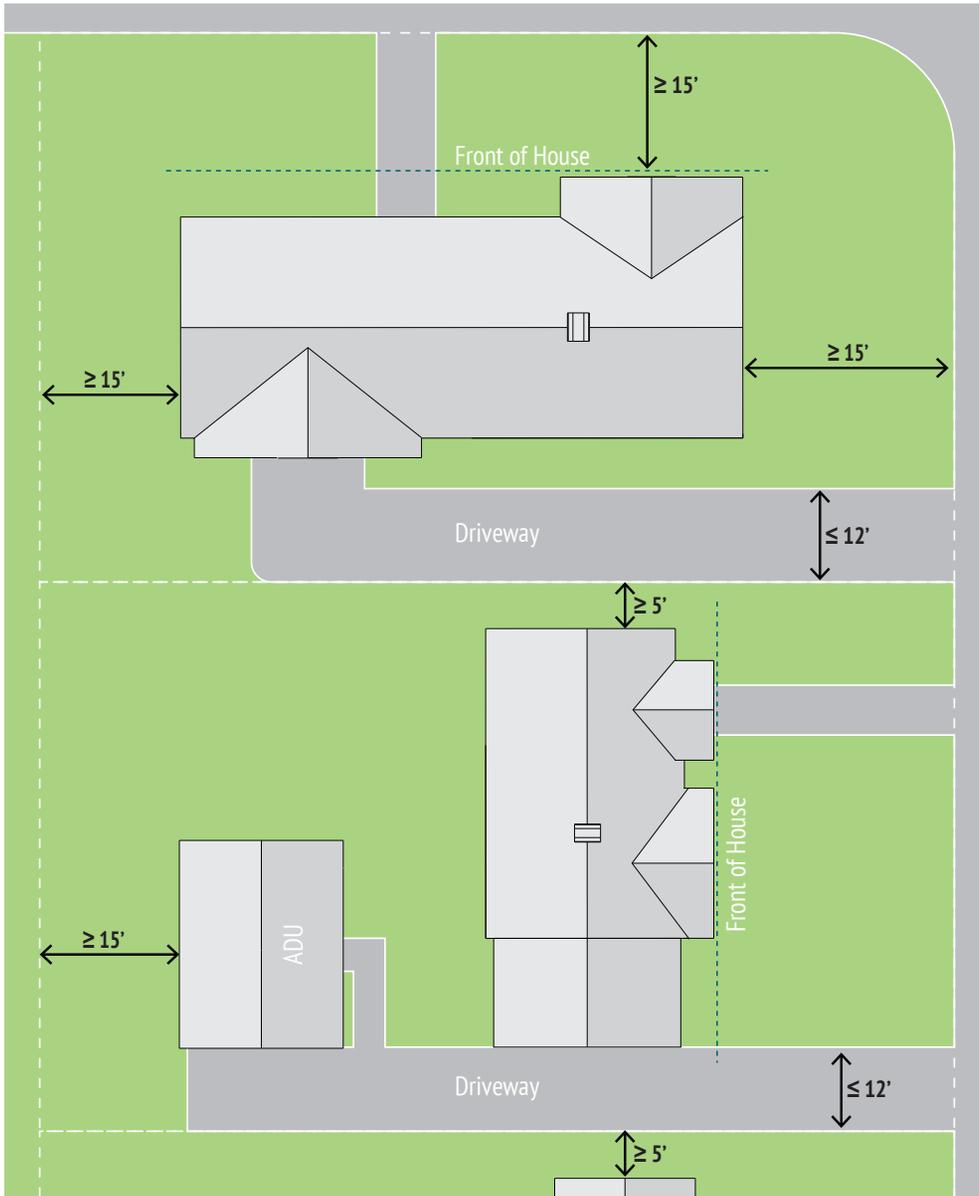
ADUs and Duplexes should follow the same front, rear, and side yard setbacks as primary dwellings.

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

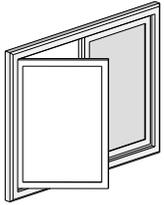
Building height is measured from the foundation to the tallest joint of any part of the roof. It does not include chimney height.

- New Ranch (1 story): 15'
- Craftsman (1.5 stories): 20'
- Farmhouse (2 stories): 28'

GLOSSARY OF TERMS

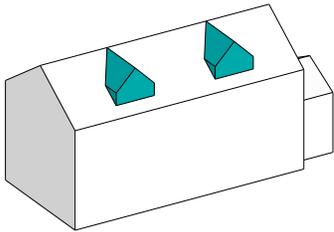
CASEMENT WINDOWS

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



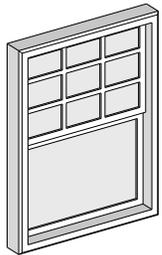
DORMER

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.

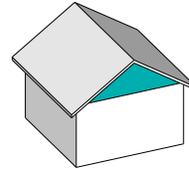


"FRONT OF THE HOUSE"

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

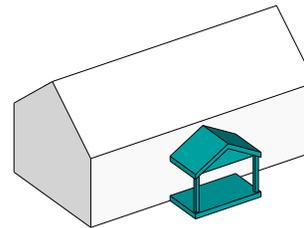
GABLE

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



GABLE PORCH

Porch with a front facing gable

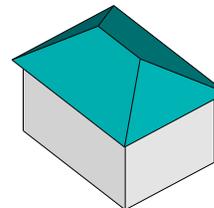


GABLE ROOF

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

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.

- 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:

- 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

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:

~~A~~1. 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 buildings~~ 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.

~~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]



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



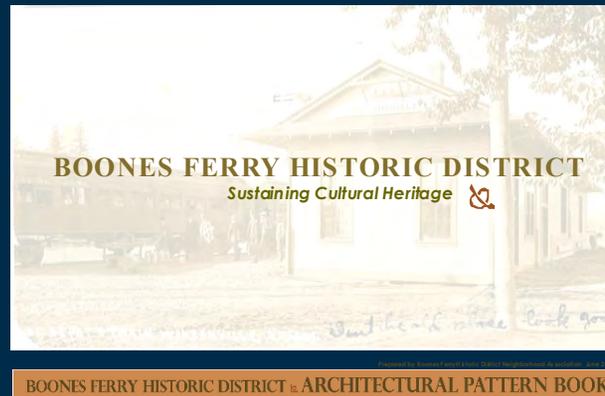


Old Town Single-Family Design Standards

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

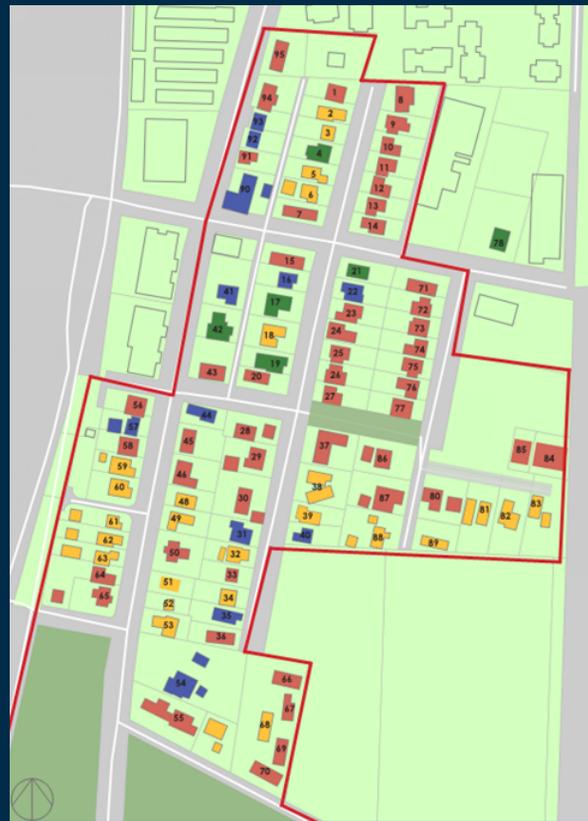


Neighborhood and Public Involvement

- 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”

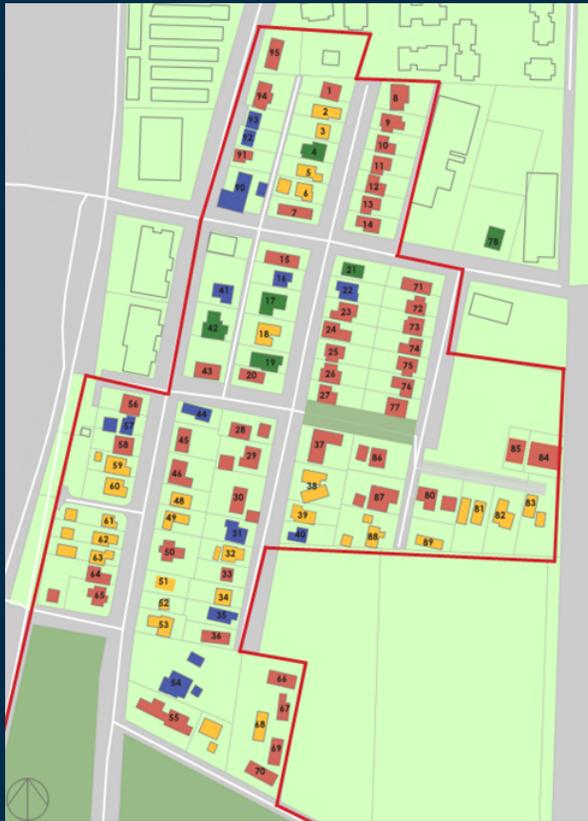




Old Town Single-Family Design Standards

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



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 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



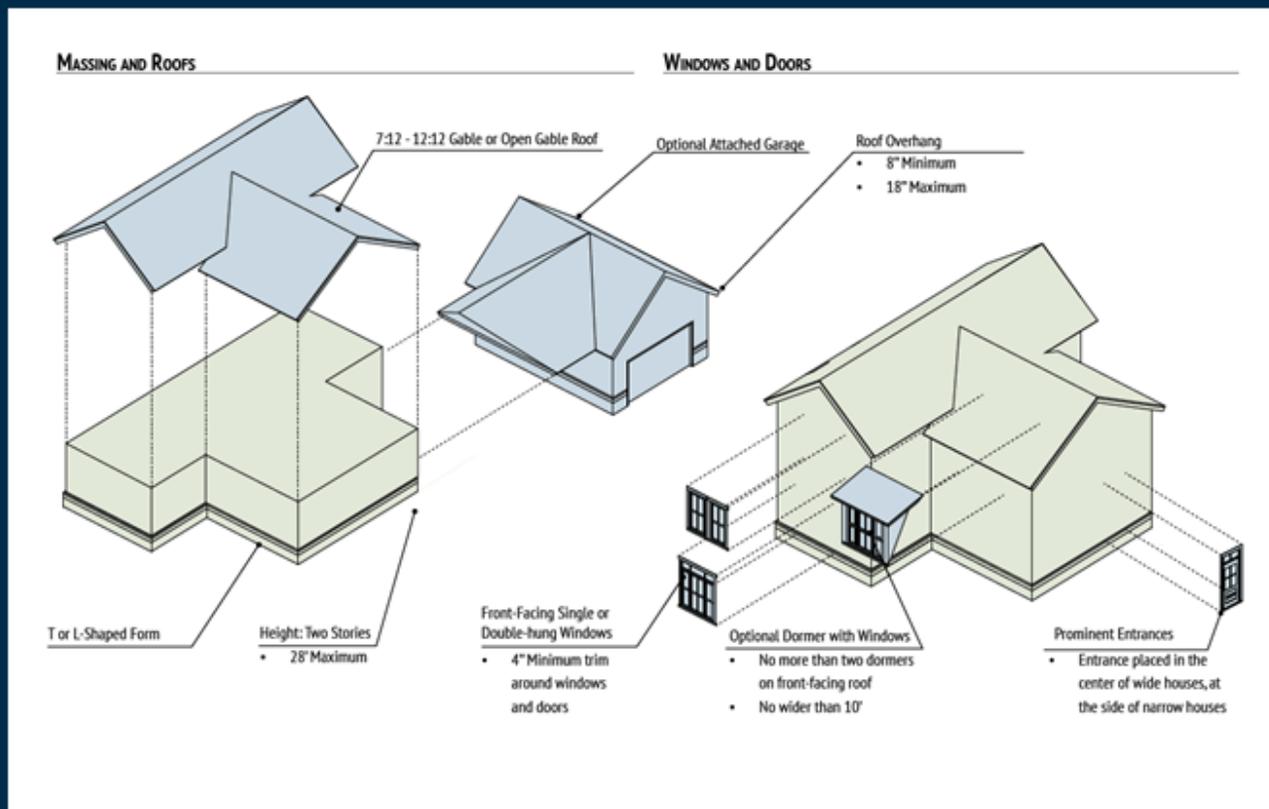
Western Farmhouse Style



Western Farmhouse Style

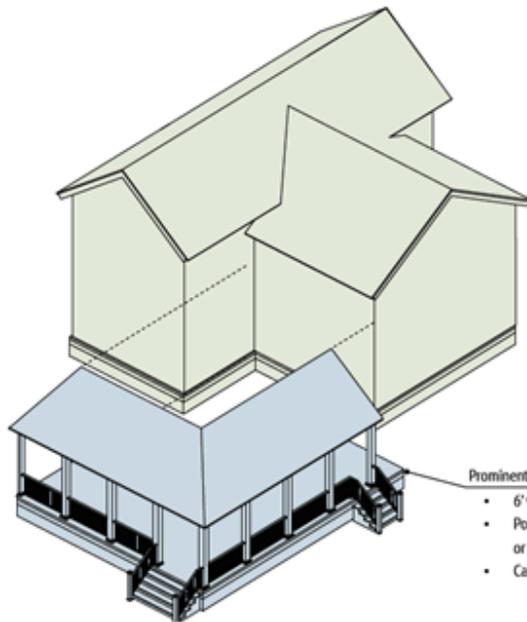


Western Farmhouse Style

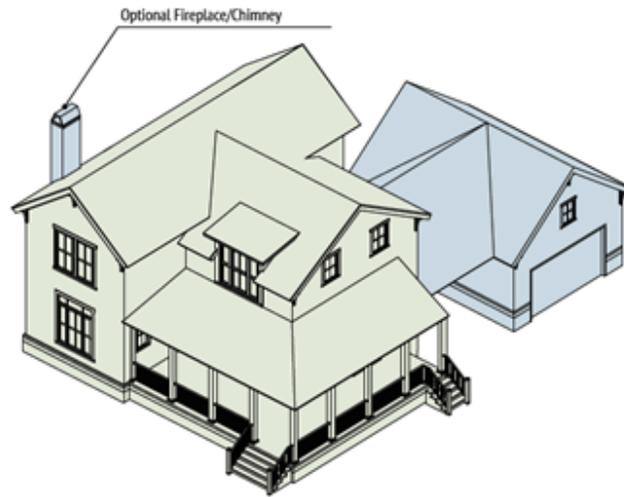


Western Farmhouse Style

PORCHES



OTHER ELEMENTS



Prominent Entrance Porch

- 6' wide by 6' deep or larger
- Porch can be inset, integral, or gabled
- Can be linear or wrapping

Craftsmen Style



Craftsmen Style



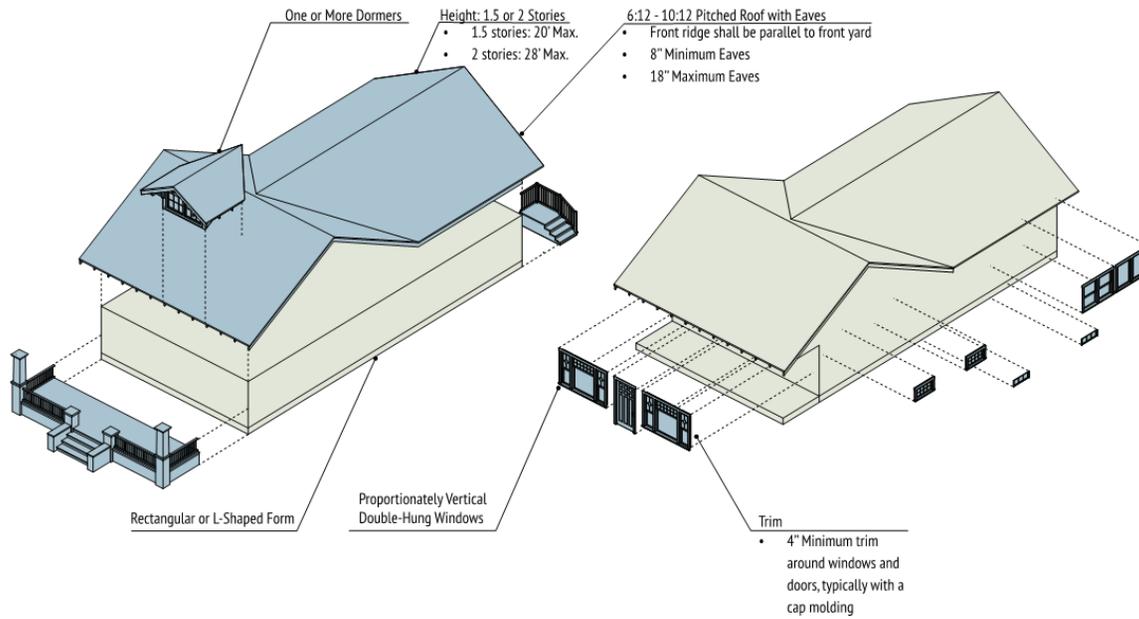
Craftsmen Style



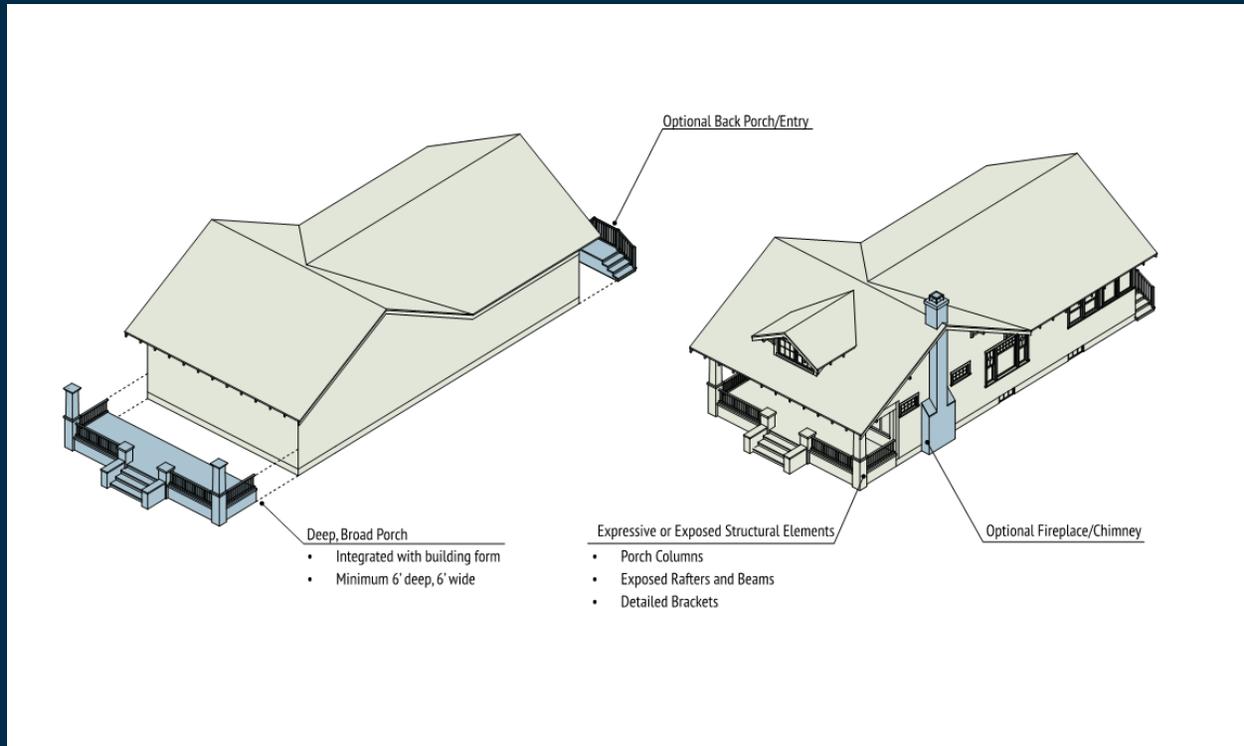
Craftsmen Style

MASSING AND ROOFS

WINDOWS AND DOORS



Craftsmen Style



New Ranch Style



New Ranch Style



New Ranch Style

MASSING AND ROOFS **WINDOWS AND DOORS**

The image contains two architectural diagrams. The left diagram, under 'MASSING AND ROOFS', shows a house with a hipped roof and an attached garage. The right diagram, under 'WINDOWS AND DOORS', shows a house with a hipped roof and multiple windows.

Eave Overhang

- 8" Minimum
- 18" Maximum

4:12 - 6:12 Hipped or Gable Roof

Attached Garage

Linear Rectangular or L-Shaped Form

- Form runs parallel to street

Height: One Story

- 15' Maximum

Street-Facing Picture Sliding or Windows

Simply-Designed Entry

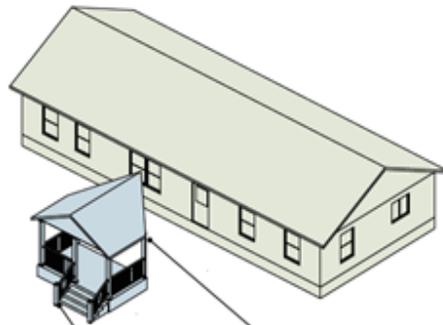
- With or without inset

WILSONVILLE OREGON

New Ranch Style

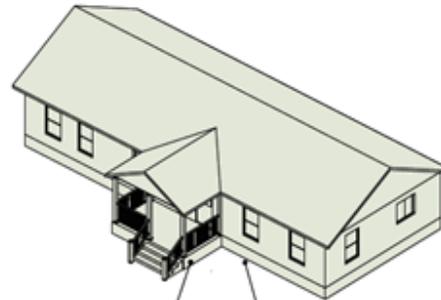
PORCHES

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

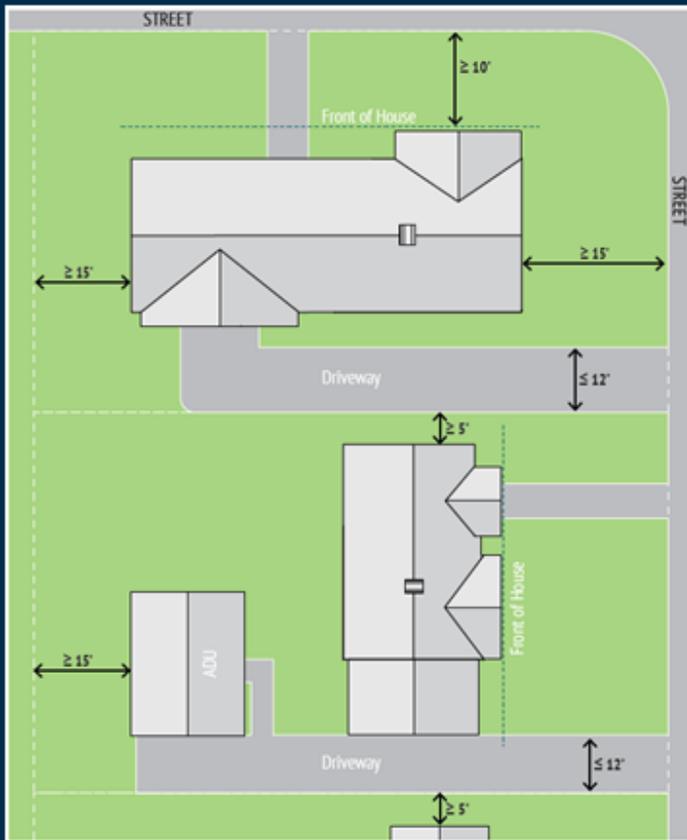


The garage and other accessory buildings must be designed using the same exterior design and architecture (i.e. siding, windows, doors, and roofing materials) as the primary residence on the lot.

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



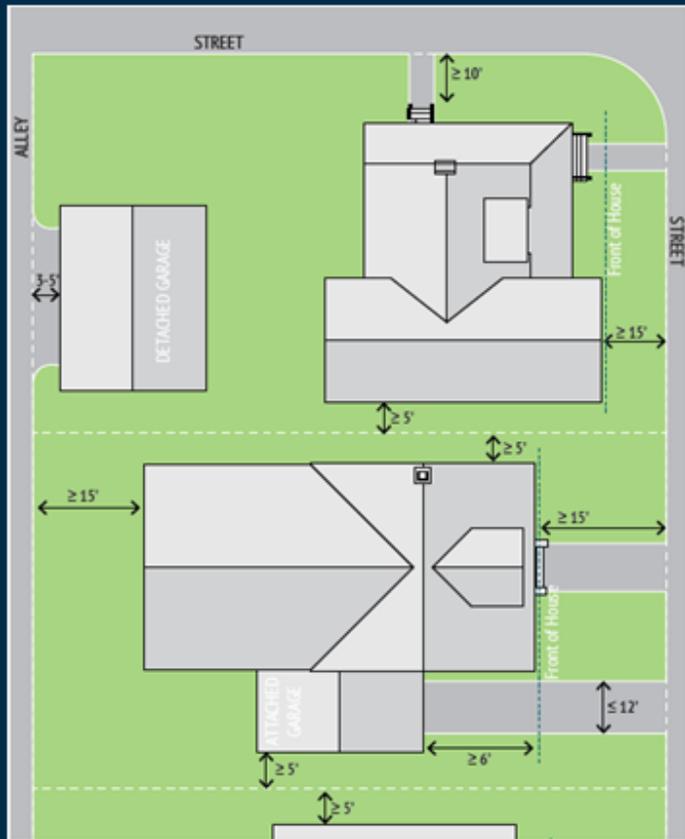
The following construction materials may not be used as an exterior finish:

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.



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



9/13/17

PLANNING COMMISSION PUBLIC TESTIMONY

****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:

9/13/17

PLANNING COMMISSION PUBLIC TESTIMONY

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

**Work Session or Public Hearing Item: Duplexes - OldTown

**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:

9/13/17

PLANNING COMMISSION PUBLIC TESTIMONY

****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

9/13/17

PLANNING COMMISSION PUBLIC TESTIMONY

****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

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.

- 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.

- 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

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.

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.



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
- Bungalow: 1900-1930
- Craftsman: 1900-1930
- Ranch: 1945-1965
- Modern Mix: 1955-present day

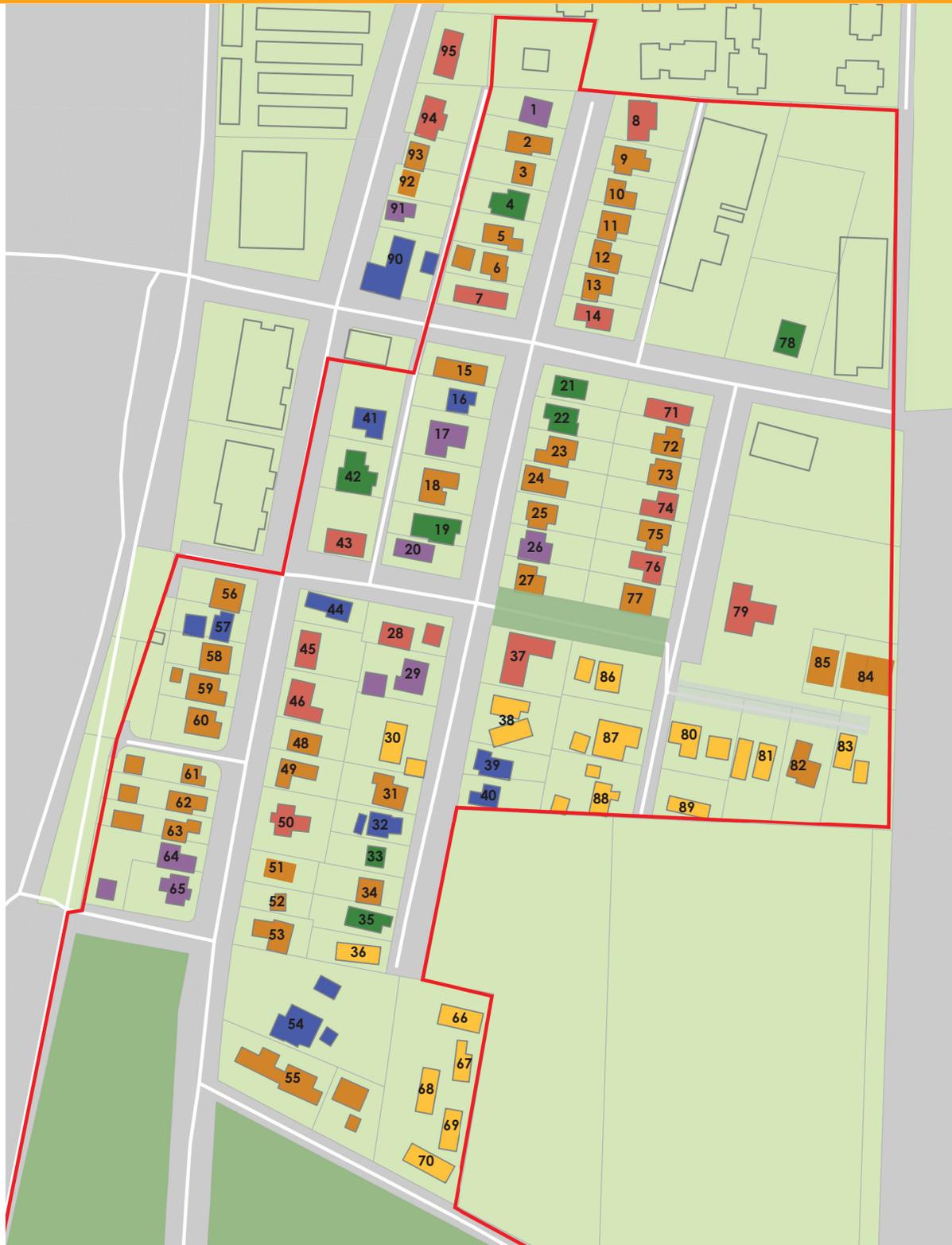
These date ranges represent the general definitions of each style. The on-site analysis, revealed that the neighborhood has two prominent historical architectural styles: Western Farmhouse and Craftsman or Bungalow. With the understanding that the community wishes to retain and enhance the original historic 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:

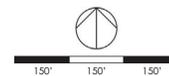
- Accessory Dwelling Units - size and location requirements
- Edges - addressing property and parking edges
- Garages - both attached and detached
- Porches – scale and to enhance streetscape and community
- Facades that face public right-of-ways
- Lot coverage - both for built percentage and pervious 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
- Craftsmen
- 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

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.

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.

~~C. 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.

~~D. 3.~~ Building height - As specified in the underlying base zone.

~~E. 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.

- 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

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.

(.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.

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.

(.1112) 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.

(.1213) 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.

(.1314) 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.

(.1415) 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.

(.1516) 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



**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:

- 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.

- 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.

- 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.

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

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

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.

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.

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

FONT



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 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.

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.

"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.



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: November 6, 2017		Subject: Community Enhancement Committee Staff Member: Angela Handran, Assistant to the City Manager Department: Administration	
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 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:	
Staff Recommendation: Staff recommends that Council retroactively appoint Community Enhancement Committee (CEC) members as outlined the by bylaws established by the CEC.			
Recommended Language for Motion: I move 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.			
Project / Issue Relates To: <i>[Identify which goal(s), master plans(s) your issue relates to.]</i>			
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

An administrative oversight resulted in Community Enhancement Committee members being appointed initially for one-year terms, rather than for initial, staggered two- and three-year-long terms.

EXECUTIVE SUMMARY:

When the City Council adopted in July 2015 Resolution No. 2543, the Council directed the City Manager to execute an intergovernmental agreement (IGA) with Metro for the City to participate in the Solid Waste Community Enhancement Program and to create the Wilsonville-Metro Community Enhancement Committee to oversee the Wilsonville-Metro Community Enhancement Program. The resolution created the 4-committee positions, but was silent as to the terms of service of committee members.

Later, after recruitment efforts for the committee occurred, on February 1, 2016 the City Council, appointed the four volunteer citizen members for one-year terms of service, beginning February 1, 2016 and expiring February 1, 2017.

The Community Enhancement Committee adopted the Bylaws on April 26, 2016, that included provision for staggered two- and three-year terms as outlined above, with the on-going, standard term of service for citizen volunteers as three years.

Unfortunately, an administrative oversight did not catch that the Council action and the committee bylaws were not in alignment, and this is in accordance with the City Council Resolution, terms all expired in February 2017. Subsequently, the Committee has continued to do business operating under the bylaws, assuming that the terms of appointment of members set forth therein were correct, including awarding grants for 2017. Thus, staff requests the retroactive appointment of two of the members (Kate Johnson (Position #1) and Brad Hughbanks (Position #2)) to a term that expire on June 30, 2017, and two of the members (Larry Beck (Position #3) and Jimmy Lee (Position #4)) to terms that expire on June 30, 2018. The current METRO IGA expires on June 30, 2020 but may be extended. If the IGA is not extended, then all position terms will expire when the work on the final grant is completed.

Moving forward the positions will serve as follows:

- Positions #1 and #2 shall serve three-year terms, July 1, 2017 – June 30, 2020
- Positions #3 and #4 shall serve three-year terms, July 1, 2018 – June 30, 2021

EXPECTED RESULTS:

An administrative oversight is corrected and the Community Enhancement Committee operates under bylaws with standard three-year terms of service.

TIMELINE:

CURRENT YEAR BUDGET IMPACTS:

None.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 10/25/2017

LEGAL REVIEW / COMMENT:

Reviewed by: BAJ Date: 10/25/2017

CITY MANAGER COMMENT:

NA

ATTACHMENTS:

- A. METRO Exhibit A. Chapter 5.06.06 (b) Creation of committee bylaws
- B. Wilsonville-Metro Enhancement Committee Meeting Minutes-Adopting bylaws
- C. Wilsonville-Metro Community Enhancement Committee bylaws

the local government, through an intergovernmental agreement, administers the program.

(e) The Metro Chief Operating Officer will establish a timeline for implementation of a solid waste community enhancement program.

(f) The funds collected and remitted to Metro shall be used for solid waste community enhancement projects chosen by a community enhancement committee and may include administrative costs in an amount set by the Metro Chief Operating Officer.

5.06.060 Solid Waste Community Enhancement Program Advisory Committee

A solid waste community enhancement program established under this section shall have a solid waste community enhancement committee. The committee is responsible for implementation of the program, including without limitation:

(a) Establishment of the enhancement area boundary.

(b) **Creation of committee bylaws.**

(c) Development of a process for soliciting and selecting solid waste community enhancement projects.

(d) Compliance with the eligibility criteria set forth in Section 5.06.070 and the goals set forth in Section 5.06.080 and creation of additional criteria and goals where needed.

(e) Annually review enhancement program revenue estimates provided by Metro staff and propose how these funds will be allocated for the upcoming fiscal year or funding cycle.

(f) Presentation of an annual report to the Metro Council on all projects approved for funding.

(g) Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually.

5.06.070 Eligibility Criteria for Solid Waste Community Enhancement Projects

A solid waste community enhancement project must meet the following criteria to be eligible for funding. A solid waste community enhancement committee may apply more restrictive eligibility criteria:

(Effective 1/28/15)

5.06 - 3 of 5

Wilsonville-Metro Community Enhancement Committee

MEETING MINUTES

Tuesday, April 26, 2016

6:00 – 7:30 pm

City Council Chambers, Wilsonville City Hall

1. Call to Order; Welcome & Introductions

Mayor Tim Knapp called the meeting to order at 6:00 pm and in attendance were committee members City Councilor Susie Stevens, Metro Councilor Craig Dirksen (ex-officio), and resident committee members Lawrence (Larry) Beck, Brad Hughbanks and Jimmy Lee. Resident committee member Kate Johnson was excused.

Also in attendance were Metro staff Molly Chidsey; City staff Bryan Cosgrove, Jon Gail, Barbara Jacobson and Mark Ottenad; and invited presenters Dickson Engels, Adam Gorske, Ebon Polk and Rich Truitt.

2. Committee Organizational Matters

Review of April 19 meeting minutes: Jimmy Lee moved and Larry Beck seconded adoption of the meeting minutes as presented; motion approved 5-0.

Revised Committee Bylaws & Findings and Processes: City Attorney Barbara Jacobson presented the amended committee bylaws as directed by the committee on April 19.

Amendments to the Bylaws include:

- Article 5 – Membership

Modify the Metro Councilor voting description to indicate that that the Councilor will vote in the event of a tied vote.

Change the terms of resident citizen/community members from one year to three-year-long terms, except for the first iteration of the committee, where two of the members would serve two-year-long terms, resulting in staggered appointments where all of the citizen/community members do not term-out all at once.

- Article 6 – Organization and Structure

Modify the Chair and Vice-Chair provision to indicate that a resident citizen/community member will serve as Chair and either a resident citizen/community member or City Council member will serve as Vice Chair, with both positions elected by majority vote at the first meeting of the committee in a fiscal year.

Amendments to the proposed Findings and Processes for Fulfilling the Requirements of the Community Enhancement Committee:

- Amend to strike date-specific and other specific information and replace with more generic language that does not require the document to be continuously updated, including:

B. Strike the date and use generic language.

E. Remove date and specific information and utilize generic language.

F. Strike the date and use generic language.

Jimmy Lee moved and Larry Beck seconded to adopt the revised bylaws as presented; motion approved 5-0.

Election of Chair and Vice-Chair positions: Mayor Knapp conducted a discussion with committee members regarding prospective service by two of the resident members of the committee to serve in the chair and vice chair positions. Brad Hughbanks was nominated to serve as Chair, and he accepted; no other nominations were made and the nominations closed; motion approved 5-0. Larry Beck was nominated to serve as Vice-Chair, and he accepted; no other nominations were made and the nominations closed; motion approved 5-0.

3. 2016 Wilsonville Project Nominations Review and Decision

Question-and-answer/review session on Projects Nos. 3 and 5

The committee had arranged for sponsors of two projects to attend the meeting to provide additional information on the project nominations and to respond to committee members' questions.

Project No. 3 — Frog Pond Church Campus Restoration Project: Representatives of the Frog Pond United Church of Christ (UCC) Rich Truitt, Project Manager, and Dickson Engels, Chair of the Board of Trustees, presented on the proposed project. They indicated that routine landscaping maintenance is done on a regular basis by volunteers; the proposed project involves work greater and more dangerous than can be done by volunteers. Large trees and limbs need trimming along Boeckman Road, where sight visibility is reduced, and along the back-lot parking area. Additionally, three large trees along the property line have died and are now a hazard and should be removed for safety and liability reasons. The project seeks to reduce the risk to the public and church property users.

In response to a question, Rich Truitt and Dickson Engels indicated that the Frog Pond church building, an historic structure that is one of the oldest buildings remaining in Wilsonville, hosts a number of community nonprofit groups' meetings, including AA groups and High School choirs. They also said that the church carries liability insurance, and Councilor Stevens inquired about the coverage amount. They also noted that the Church has a reserve fund for special expenses, such as emergency building repairs, but not landscaping.

Rich Truitt and Dickson Engels said that the \$20,000 project for landscaping restoration is part of a larger \$100,000-plus campus restoration project that includes volunteer labor, valued at \$70,000, plus contractor costs at \$30,000. While fund-raising efforts are on-going, they indicated that no additional funds were available and that if not funded now, the landscaping restoration project would wait until a funding source could be indentified.

Mayor Knapp asked if other improvements were cosmetic in nature. Rich Truitt and Dickson Engels said that the church has spent funds for initial work deemed urgent or high-risk. The landscape restoration would benefit the greater community and the nonprofit groups that use the church building and campus grounds. They noted that community groups pay a sliding scale of fees.

Councilor Dirksen noted that he would not favor use of community enhancement funds for interior work inside buildings, but that he could support use of funds for exterior work that this visible to the public. Larry Beck noted that with the adjacent and surrounding Frog Pond area is getting ready for major residential development.

Councilor Stevens asked if Boeckman Road was to widen to accommodate new residential development; Bryan Cosgrove indicated that he would find out. [NOTE: City staff later indicated

that the new Transportation Systems Plan now under review calls for Boeckman Road to be upgraded from a two-lane minor arterial to being a major arterial with three vehicle traffic lanes, and with bike lanes and sidewalk and transit stop improvements, that total 72 to 80 feet right-of-way width. At this time the exact road design and right-of-way needed is unknown.]

Rich Truitt and Dickson Engels said that the landscaping component of the restoration project is a “one-time project” focused on the larger trees needing trimming or removal.

Landscape project cost estimates include:

Tree removal (back of site)	\$ 5,000
Limbing (front of site)	\$ 9,000
Chip & recycle	\$ 4,000
Contingency	<u>\$ 2,000</u>
TOTAL	<u>\$20,000</u>

A question was raised if the City could obtain copies of records of paid receipts; answer was yes.

Project No. 5 — Multifamily Waste-Reduction and Recycling Project: Ebon Polk, Sustainability Manager for Clackamas County, and Adam Gorske, Recycling Coordinator for Republic Services, presented on the proposed project. Ebon Polk indicated that the City’s funds would be primarily used for a 0.5 FTE to work mostly on-site with multifamily dwelling communities’ property managers and tenants.

The design of the project proposal was based on other recycling studies conducted in the Pacific Northwest. Studies have shown the education and increased recycling opportunities results in less contamination of recyclable materials, and therefore a higher recovery rate with increased recycled materials.

Ebon Polk and Adam Gorske provided information on the publication education campaign for the project would include signage for trash and recycling enclosures and flyers printed in both English and Spanish. Door-to-door surveys would be conducted to contact residents directly.

Mayor Knapp asked if turn-over was an issue? Ebon Polk and Adam Gorske said that the issue of turn-over of both tenants and property managers is an issue. Some thoughts on how to deal with this issue include: provide a move-in guide on recycling; improve the level and ease of recycling helps with compliance in the long term; and maintain on-going contact and engagement with both tenants and property managers.

Ebon Polk and Adam Gorske noted that this kind of project is aligned with potential new State recycling requirements and and Metro’s two-year project to look at multifamily community recycling on a regional basis. They noted that multifamily communities with a ‘green team’ can greatly help recycling efforts.

Bryan Cosgrove inquired what is the incentive for property managers or tenants of multifamily community to increase recycling? Ebon Polk indicated that a lack of recycling means that the amount of trash to be picked up is greater, and therefore results in higher garbage disposal costs.

Ebon Polk and Adam Gorske indicated that visual assessments of garbage and recycling with contamination would occur both prior and post-project. Phase one of the proposal to define service level and enclosure capacity opportunities was nearly complete.

Wilsonville-Metro Community Enhancement Committee

Bylaws

April 26, 2016

Article 1 — Name of Committee

The name of the Committee is the Wilsonville-Metro Community Enhancement Committee (“committee”). The working title shall be Community Enhancement Committee and may be abbreviated as “CEC.”

Article 2 — Authorization

The committee is established by the Wilsonville City Council, Resolution No. 2543, on July 6, 2015, and by Intergovernmental Agreement with Metro, Contract No. 933299 (2015), to oversee the administration of the Wilsonville-Metro Community Enhancement Program (“program”) that is funded by a Metro fee on solid-waste transferred in Wilsonville.

Article 3 — Purpose

The purpose of the committee is broadly to oversee implementation of the Wilsonville-Metro Community Enhancement Program and specifically to review and select projects for funding that meet the goals, criteria and requirements of the program.

Article 4 — Responsibility

The committee is responsible for implementation of the program, including without limitation:

- A. Establishment of the enhancement area boundary.
- B. Creation of committee bylaws.
- C. Development of a process for soliciting and selecting solid waste community enhancement projects.
- D. Compliance with the eligibility criteria set forth in Metro’s Solid Waste Community Enhancement Program Section 5.06.070 and the goals set forth in Section 5.06.080 and creation of additional criteria and goals where needed.
- E. Annually review enhancement program revenue estimates provided by Metro staff and make recommendations to the Budget committee and City Council for how these funds will be allocated for the upcoming fiscal year or funding cycle.

- F. Presentation of an annual report to the Metro and City Council on all projects approved for funding.
- G. Maintenance of complete and accurate records related to the administration of the program, submitted to Metro annually.

Article 5 — Membership

The committee is to be composed of seven members:

- A. Four (4) citizen/community members who are Wilsonville residents;
- B. Two (2) City Council members; and
- C. (One) 1 Metro Councilor, who may be a voting or ex-officio member at the Councilor's discretion except in the case of a tie-vote, where the Metro Councilor will vote on the matter under consideration.

Appointment to the committee of residents and City Councilors follows traditional City process where the Mayor appoints and City Council confirms committee members who serve at Council pleasure.

Terms of membership of citizen/community members are for a three-year period that corresponds with the City's fiscal year, July 1 of one year through June 30 of the following year. However, at the outset of the committee, two of the committee positions are for a two-year term so as to allow continuity in citizen/community representation and prevent a simultaneous turnover of all citizen/community members.

Article 6 — Organization and Structure

At the first meeting of the committee in each fiscal year, the committee will elect a Chair who is a citizen/community member. Simultaneously, the committee will elect a Vice-Chair, who may be either a citizen/community member or member of the City Council. The Chair shall preside at all meetings of the committee, oversee the development and distribution a written agenda in sufficient time prior to any regular meeting; call special meetings of the committee as may be needed; and to see that all actions of the committee are properly taken. The Vice Chair may act in the absence of the Chair.

The committee is to be staffed by Administration Department or other personnel as designated by the City Manager. Administrative support to the committee includes keeping summary minutes of meetings, providing all notices required by law or required in the committee Bylaws;

preparing the agenda of meetings of the committee; and acting as custodian of committee records.

Article 7 — Meeting Procedures and Quorum

The committee shall hold meetings as needed to administer the program as determined by the Chair. Members will be noticed in writing by US Postal mail and/or electronic means such as email at least five (5) days prior to a scheduled meeting. The notice will include the date, time, location and agenda for the meeting. Summary minutes shall be taken for all meetings and shall be available for viewing by anyone, on request. Minutes are to be distributed to all members and others expressing an interest in receiving them.

Committee meetings shall be publicized in accordance with the Oregon public meetings law.

A quorum of the committee consists four or more members attending a duly called meeting. A quorum of the committee is required to conduct a vote; no action shall be taken unless a quorum is present.

Meetings shall be conducted in accordance with Roberts' Rules newly revised.

A report of the committee's activities shall be made to City Council and Metro annually.

Article 8 — Amendments

Amendments to these bylaws may be recommended at a meeting of the committee called for that purpose, provided that written or electronic notice such as email has been sent to each member at least fourteen (14) days before the meeting. The notice shall state the amendments that are proposed to be made in the bylaws. Only a change that has been specified in the notice shall become effective upon the affirmative vote of a majority of committee members and is subject to approval by City Council.

Article 9 — Approvals

The above bylaws for the Wilsonville-Metro Community Enhancement Committee have been duly considered and approved by a majority of the committee on April 26, 2016, and are hereby recommended for adoption by the Wilsonville City Council.