

3/14/2016 3:17 PM Last Updated

AGENDA

**WILSONVILLE CITY COUNCIL MEETING
MARCH 21, 2016
7:00 P.M.**

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

Mayor Tim Knapp

Council President Scott Starr
Councilor Susie Stevens

Councilor Julie Fitzgerald
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.

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

- | | | | |
|------------------|--|-----------|--------|
| 5:00 P.M. | EXECUTIVE SESSION | [40 min.] | |
| A. | Pursuant to ORS 192.660 (2)(e) Real Property Transactions
ORS 192.660(2)(f) Exempt Public Records
ORS 192.660(2)(h) Litigation | | |
| 5:40 P.M. | REVIEW OF AGENDA | [5 min.] | |
| 5:45 P.M. | COUNCILORS' CONCERNS | [5 min.] | |
| 5:50 P.M. | PRE-COUNCIL WORK SESSION | | |
| A. | Property Tax Exemptions (Rodocker) | [5 min.] | |
| B. | The Bicycle Wayfinding System: Sign Display and Placement
Plan - Update(Mende & Buttacavoli) | [20 min.] | Page 4 |
| C. | Project Alternatives: Parkway Avenue Dr. Cul-de-sac and
Kinsman / Wilsonville roads Intersection ADA Upgrades
(Kraushaar) | [20 min.] | |
| 6:50 P.M. | ADJOURN | | |

CITY COUNCIL MEETING

The following is a summary of the legislative and other matters to come before the Wilsonville City Council a regular session to be held, Monday, March 21, 2016 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on March 11, 2016. 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

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- C. Motion to approve the following order of the agenda and to remove items from the consent agenda.
7:05 P.M. MAYOR'S BUSINESS

- A. Appointment of Arthur Park to the Budget Committee to fill an unexpired term beginning 3/21/16 and ending 12/31/17. **Page 17**
 B. Upcoming Meetings **Page 23**

7:10 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.

7:20 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

- A. Council President Starr – (Park & Recreation Advisory Board Liaison)
 B. Councilor Fitzgerald – (Development Review Panels A & B Liaison)
 C. Councilor Stevens – (Library Board and Wilsonville Seniors Liaison)
 D. Councilor Lehan– (Planning Commission and CCI Liaison)

7:35 P.M. CONSENT AGENDA

- A. **Resolution No. 2572** **Page 27**
 A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Autumn Park** Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff – Rodocker)
- B. **Resolution No. 2573** **Page 33**
 A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Charleston Apartments**, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff – Rodocker)
- C. **Resolution No. 2574** **Page 39**
 A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Creekside Woods LP**, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff – Rodocker)
- D. **Resolution No. 2575** **Page 45**
 A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Rain Garden** Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation. (staff – Rodocker)
- E. **Resolution No. 2576** **Page 51**
 A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For **Wiedemann Park**, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc. (staff – Rodocker)
- F. **Resolution No. 2577** **Page 57**
 A Wilsonville City Council Resolution Directing The City Manager To Sign An Inter-Governmental Agreement Between Wilsonville And Metro For The Wilsonville Town Center Master Plan Project. (staff – Bateschell)
- G. Minutes of the February 18, 2016 and March 7, 2016 Council Meetings. (staff – King) **Page 86**

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7:40 P.M. PUBLIC HEARING

- A. **Resolution No. 2578** **Page 132**
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2015-16. (staff – Rodocker)

8:00 P.M. CONTINUING BUSINESS

- A. **Ordinance No. 787** – second reading **Page 143**
An Ordinance Of The City Of Wilsonville Annexing Approximately 1 Acre At 11700 SW Tooze Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 1203 Of Section 15 T3S-R1W, Clackamas County, Oregon, Jay And Theresa Nims, Petitioners.
- B. **Ordinance No. 788** – second reading **Page 172**
An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Village (V) Zone On Approximately 1 Acre At 11700 SW Tooze Road. Comprising Tax Lot 1203 Of Section 15, T3S, R1W, Clackamas County, Oregon, Polygon WLH LLC, Applicant.
- C. **Ordinance No. 776** – *to be continued* **Page 302**
An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Chapter 3, Right-Of-Way And Public Easement Management Section, By Amending Section 3.410, Franchise Required, And Adding A New Section 3.415, Franchise Fees. (staff – Kohlhoff)

8:15 P.M. CITY MANAGER'S BUSINESS**8:25 P.M. LEGAL BUSINESS****8:30 P.M. ADJOURN*****An Urban Renewal Agency meeting will follow.***

Time frames for agenda items are not time certain (i.e. Agenda items may be considered earlier than indicated. The Mayor will call for a majority vote of the Council before allotting more time than indicated for an agenda item.) 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 king@ci.wilsonville.or.us



CITY COUNCIL WORK SESSION STAFF REPORT

Meeting Date: March 21, 2016	Subject: <i>Bicycle Wayfinding System: Sign Display and Placement Plan</i> Staff Member: Britney Buttacavoli, Engineering Intern Department: Community Development	
Action Required	Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	Comments:
Staff Recommendation: N/A		
Recommended Language for Motion: N/A		
Project / Issue Relates To:		
<input checked="" type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) See Executive Summary	<input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

The *Bicycle Wayfinding System: Sign Display and Placement Plan* has been developed for implementation throughout the City of Wilsonville. The Council will be updated on the plan.

EXECUTIVE SUMMARY:

The *Bicycle Wayfinding System: Sign Display and Placement Plan* establishes directive signage for bicyclists, meeting the goals of the 2006 Bike and Pedestrian Master Plan and 2013 Bicycle and Pedestrian Connectivity Action Plan. The wayfinding system will also be used to meet City Council's goal of establishing bicycle mile markers.

BACKGROUND:

The City's Bicycle and Pedestrian Master Plan specified a goal in 2006 to establish a wayfinding signage system to make navigation to destinations within Wilsonville more accessible to bikes.

The 2013 Bike and Pedestrian Connectivity Action Plan set a goal to encourage biking in Wilsonville through implementing wayfinding signage. And, in 2015, the City Council established a priority initiative to establish bikeway mile markers. The *Bicycle Wayfinding System: Sign Display and Placement Plan* was prepared to achieve these goals.

Directive bicycle signage is a cost-effective method for improving the City of Wilsonville's bicycling environment. The *Bicycle Wayfinding System: Sign Display and Placement Plan* was developed to be used by the City as a comprehensive guide to implement a directive signage system for bicyclists. The bicycle wayfinding system will work in coordination with the City's existing bicycle infrastructure, low traffic streets and trails, bike and pedestrian maps, and the future City-wide wayfinding initiative to provide a positive experience for those looking to reach key destinations within Wilsonville by bike.

In order to maintain uniformity and continuity with bicycle wayfinding signage throughout the region, standards must be maintained throughout the system. For this reason, design guidance was taken from the Manual on Uniform Traffic Control Devices (MUTCD), National Association of City Transportation Officials (NACTO) Urban Bikeway Design Guide, the Oregon Department of Transportation, as well as City of Portland and City of Milwaukie bicycle wayfinding documents. The plan is also compliant with the Manual for Uniform Traffic Control Devices. The City contracted with Alta Planning + Design to provide expertise and professional recommendations as the plan was developed.

EXPECTED RESULTS:

Placing signs throughout the city which indicate to bicyclists the direction of key destinations, as well as the time and distance required to reach those destinations, will increase users' comfort with, and accessibility to, established bicycle infrastructure.

TIMELINE:

The *Bicycle Wayfinding System: Sign Display and Placement Plan* will be finalized in March 2016. Installation of signs will be coordinated with Public Works and is planned for the spring and summer of 2016.

CURRENT YEAR BUDGET IMPACTS:

This project is funded in the adopted City of Wilsonville FY 2015-2016 budget (CIP #4713).

COMMUNITY INVOLVEMENT PROCESS:

Input from the public, through use of an online survey, was used to generate a comprehensive list of possible destinations that could be signed to within Wilsonville. The survey generated 145 responses. Information from the survey was used to develop a ranking system and determine the importance of each destination. The plan was presented to the Planning Commission in February for their information and discussion.

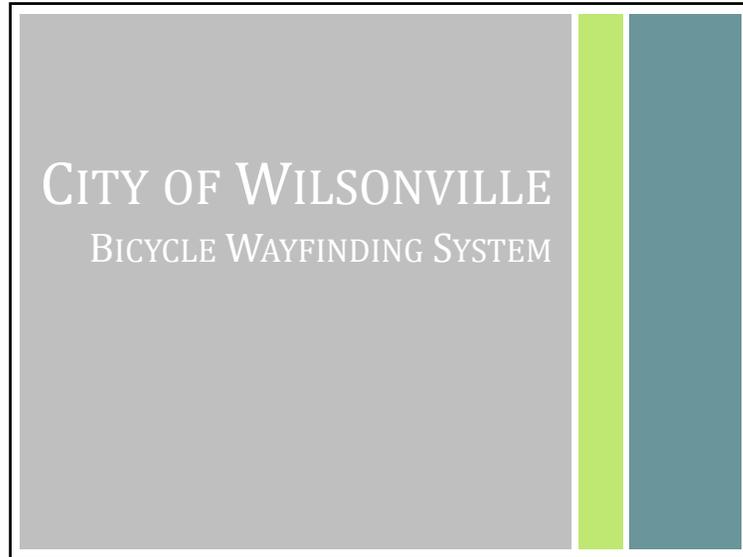
POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

A concise directive signage system delivers benefits which will help to meet specific goals laid out by the Bike and Pedestrian Master Plan as well as the Bicycle and Pedestrian Connectivity Action Plan. Specific benefits include:

- a) Familiarizing bicyclists with Wilsonville's existing bicycle infrastructure
- b) Encouraging less experienced bicyclists by increasing awareness of safe routes to various destinations
- c) Enhancing bicyclists ability to navigate to key destinations by bike
- d) Promoting Wilsonville's identity as a bike friendly community

ATTACHMENTS:

- A. PowerPoint Slides
- B. 2006 Bike and Pedestrian Master Plan Excerpt
- C. Destination Categorization List
- D. Citywide Intersection Key Map
- E. Wilsonville Bike and Walk Map



INTRODUCTION

BICYCLE WAYFINDING SIGNAGE SYSTEM

“Comprehensive signing and/or pavement markings that guide bicyclists to their destinations along preferred bicycle routes”

NATIONAL ASSOCIATION OF CITY TRANSPORTATION OFFICIALS, NACTO

SUPPORT

- 2006 Bicycle and Pedestrian Master Plan
- 2013 Bike and Ped Connectivity Action Plan
- City Council’s Goal to Establish Bicycle Mile Markers

BENEFITS

- 1) Familiarizes users with the bicycle network.
- 2) Identifies best routes to destinations.
- 3) Overcomes “barrier to entry” for new bicyclists.
- 4) Addresses misconceptions regarding bike time.
- 5) Indicates that motorists should use caution.

REGULATORY FRAMEWORK

MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, (MUTCD 2009)

Ensures that traffic control devices are visible, recognizable, understandable and necessary.

STANDARDS, GUIDANCE & OPTIONS

- Sign Design
- Sign Display
- Sign Placement

REGULATORY FRAMEWORK

MUTCD STANDARD

A required, mandatory, or specifically prohibitive practice.

MUTCD

MUTCD GUIDANCE

A recommended, but not mandatory, practice with deviations allowed if engineering judgment indicates the deviation to be appropriate.

MUTCD

REGULATORY FRAMEWORK

ODOT SIGN POLICY

ODOT SIGN POLICY:
OBD1-1c

VS.

MUTCD:
D1-3b

REGULATORY FRAMEWORK

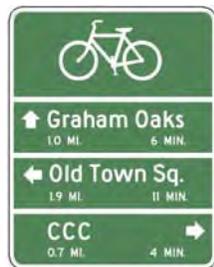
MUTCD STANDARD

SECTION 2D.37 "If more than one destination is displayed in the same direction, the name of a nearer destination shall be displayed above the name of a destination that is further away."

REGULATORY FRAMEWORK

MUTCD GUIDANCE

SECTION 2D.37 “The closest destination lying straight ahead should be at the top of the sign or assembly, and below it the closest destinations to the left and to the right, in that order.”

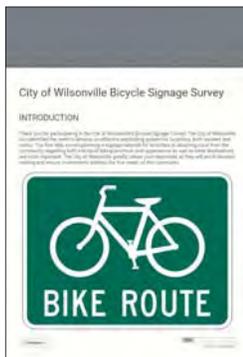


METHODOLOGY

6 MAIN STEPS

- 1) SELECT DESTINATIONS
- 2) RANK DESTINATIONS
- 3) DEVELOP BIKE NETWORK
- 4) HIGH LEVEL SIGN PLACEMENT
- 5) EXACT SIGN PLACEMENT
- 6) COMPILE REPORT

1 DESTINATION SELECTION



- | | |
|--------------------------------|------------------------------|
| Town Center | Sofia Park |
| Old Town Square | Courtside Park |
| Argyle Square | Piccadilly Park |
| Clackamas Community College | Palermo Park |
| Oregon Institute of Technology | Canyon Creek Park |
| Pioneer Pacific College | Green Acres Park |
| Korean War Memorial | Hathaway Park |
| Graham Oaks Nature Park | Mentor Graphics Path |
| Murase Plaza | Montebello Park |
| Memorial Park | Park at Merryfield |
| Town Center Park | River Fox Park |
| Boones Ferry Park | Tranquil City Park |
| Water Treatment Plant Park | Walt Morey Park |
| WES Transit Center | Willow Creek - Landover Park |
| Library | Lowrie's Marketplace |
| City Hall | Riverwood Center |
| Community Center | Marketplace |
| Post Office | The Village at Main Street |
| Community Gardens | Boones Ferry Pointe |
| Wilsonville High School | Arts & Tech High School |
| Inza Wood Middle School | Cinema: Regal Cinemas |
| Boeckman Creek Primary School | Family Fun Center |
| Boones Ferry Primary School | Museum: World of Speed |
| Lowrie Primary School | |

2 DESTINATION RANK

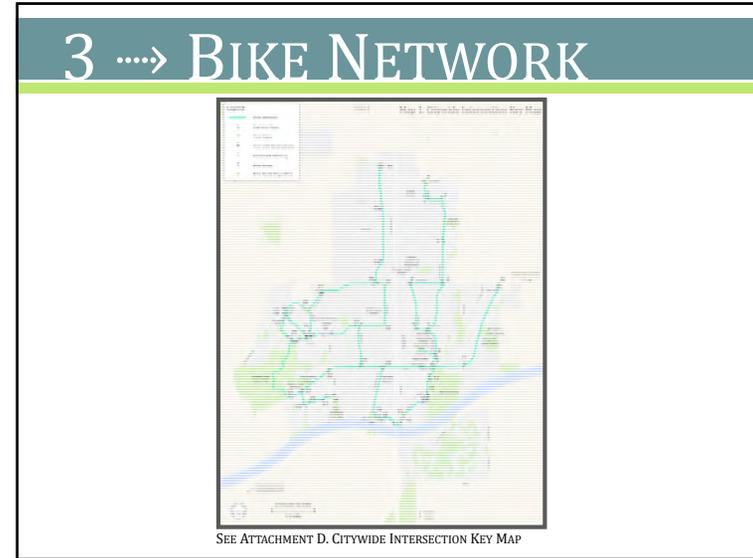
TABLE 1. DESTINATION RANK			
Category	I-IV Rank	Overall Rank	Distance of Signage
Commercial Centers: District	I Districts	1	3 Miles
Schools: College	I Districts	2	3 Miles
Regional Parks/Trails	II Regional	3	2 Miles
Public Transit	II Regional	4	2 Miles
Neighborhoods	II Regional	5	2 Miles
Civic/Community	III Local	6	1 Mile
Schools: High School	III Local	7	1 Mile
Schools: Elementary & Middle	IV Middle/Elementary	9	1/2 Mile
Local Parks/Trails	III Local	8	1 Mile
Commercial Centers: Local	III Local	10	1 Miles
Attraction	III Local	11	1 Mile

2 DESTINATION RANK

TABLE 2. DESTINATION CATEGORIZATION			
DESTINATION	OVERALL CATEGORY	CLASS	OVERALL RANK
Town Center	Commercial Center: District	I	1
Old Town Square	Commercial Center: District	I	2
Argyle Square	Commercial Center: District	I	3
Clackamas Community College	Schools: College	I	4
Oregon Institute of Technology	Schools: College	I	5
Pioneer Pacific College	Schools: College	I	6
Korean War Memorial	Regional Parks/Trails	II	7
Graham Oaks Nature Park	Regional Parks/Trails	II	8
Murase Plaza	Regional Parks/Trails	II	9
Memorial Park	Regional Parks/Trails	II	10
Town Center Park	Regional Parks/Trails	II	11
Boones Ferry Park	Regional Parks/Trails	II	12
Willamette River Water Treatment Plant Park	Regional Parks/Trails	II	13
WES Transit Center	Transit Station	II	14
Library	Civic/Community	III	15
City Hall	Civic/Community	III	16
Community Center	Civic/Community	III	17
Post Office	Civic/Community	III	18
Community Gardens	Civic/Community	III	19
Wilsonville High School	Schools: High School	III	20
Inza Wood Middle School	Schools: Elementary & Middle	IV	21
Boeckman Creek Primary School	Schools: Elementary & Middle	IV	22
Boones Ferry Primary School	Schools: Elementary & Middle	IV	23

***Destinations highlighted in blue are included in wayfinding signage.**
***Destinations highlighted in grey are included on the Wilsonville Bike & Walk Map.**

SEE ATTACHMENT C. DESTINATION CATEGORIZATION



SIGN TYPES

SIGN TYPES

1) BIKE ROUTE

MUTCD D11-1

MUTCD M4-11
MUTCD M4-12

2) TURN SIGN

MUTCD D11-1 & M6-1

MUTCD D1-3B

SIGN TYPES

SIGN TYPES (CONTINUED)

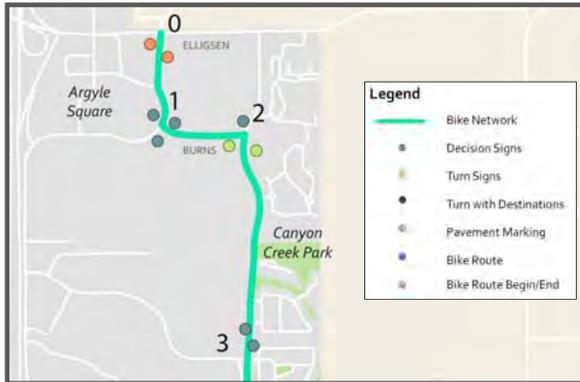
3) DECISION SIGN

OBD1-1c

4) PAVEMENT MARKING

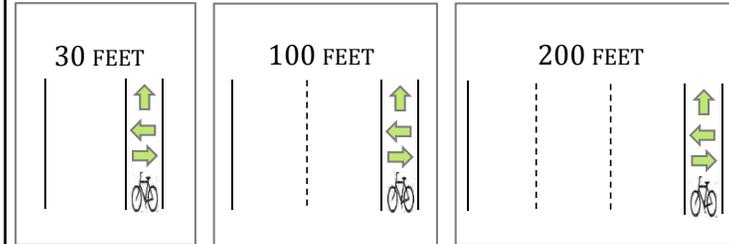
MUTCD 9c-9

4 → HIGH LEVEL SIGN PLACEMENT



5 → EXACT SIGN PLACEMENT

SIGN PLACEMENT IN ADVANCE OF TURN



6 → COMPILE REPORT

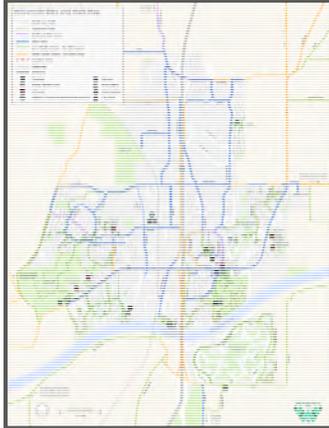
INTERSECTION 9A

INFORMATION	
SIGN TYPE	Go-Street Decision
INTERSECTION	Town Center Loop East & Winslow Rd
DIRECTION OF TRAVEL	Northbound
SIGN NUMBER	9a
INSTALLATION	
ORIENTATION	Sign face is perpendicular to the edge of Winslow Drive
DISTANCE FROM INTERSECTION (feet)	105
LATERAL DISTANCE (feet)	
NOTES	
Place decision sign on the east side of Winslow Drive 105 feet south of Winslow Rd. Winslow Drive residents must crosswalk but across Winslow Drive.	
Install 100 feet due to the need to maneuver across one lane of traffic in order to turn left to reach destination. Additional 5 feet in order to use light pole. Street is 100 feet wide.	

LIMITATIONS & CHALLENGES

- Restricted Creativity
- Limited Sign Space
- High Destination Density in Town Center
 - One Component of Signage
 - Bike Map

BIKE MAP



SEE ATTACHMENT E. WILSONVILLE BIKE & WALK MAP

TIMELINE & BUDGET

MARCH, 2016 → Planning and Documents Finalized

APRIL, 2016 → Begin Signage Installation

JUNE, 2016 → Complete Signage Installation

Project is funded by the FY 2015-2016 budget.

THANK YOU

ATTACHMENT B. 2006 Bike and Pedestrian Master Plan Excerpt

City Programs

Alternative Transportation Coordinator/Advisory Committee

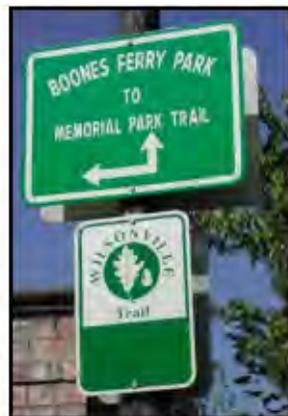
Wilsonville should enhance the existing Transportation Options coordinator position funded by SMART. This position is responsible for implementing the walkSMART program and other programs directed at reducing the number of vehicle miles traveled in the city. This position would oversee implementation of the various related plans, such as the Bicycle and Pedestrian Master Plan, as well as the Transit Master Plan. This position would also coordinate with other departments, such as Public Works and Community Development to ensure that the needs of bicyclists and pedestrians are being considered in all new projects.

Along with a coordinator, the city should encourage the formation of a full-time Bicycle and Pedestrian Advisory Committee that meets regularly to identify and discuss the needs of bicyclists and pedestrians within the City of Wilsonville.

Wayfinding / Signing Program

The ability to navigate through a town or city is informed by landmarks, natural features, and other visual cues. A signage system is a key component of a navigable environment and would inform pedestrians, bicyclists, and motorists, while also enhancing the identity of Wilsonville.

An effective wayfinding system communicates information clearly and concisely. Wilsonville currently has a Wilsonville Trail signage program, and is encouraged to continue those efforts. Similar signs could be posted along Wilsonville Road and other well-traveled bike routes. For example, a sign placed at Wilsonville Road and Boones Ferry Road could indicate to bicyclists that Boones Ferry Park is to the south, Graham Oaks Natural Area and Commuter Rail are to the west, and



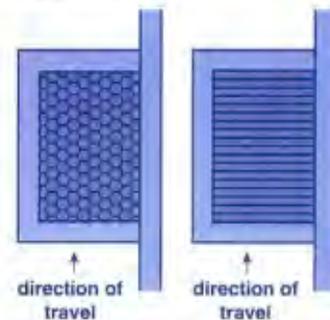
Wilsonville Trail signage

Town Center Loop and Memorial Park are to the east. A sign at Kinsman Road would then reinforce that Graham Oaks Natural Area and schools are still west, while Commuter Rail is to the north. The directions could be posted either separately, as shown in the photo to the right, or beneath the Wilsonville Trail or other city logo directly on the sign. Note that too many road signs tend to clutter the right-of-way, and it is recommended that these suggested signs be posted at a level most visible to bicyclists and pedestrians, rather than per vehicle signage standards. Care also needs to be taken that any signs are posted at the proper location and orientation to be visible to bicyclists.

Placing signs throughout the city indicating to bicyclists and pedestrians direction of travel, location of destinations, and the time/distance to those destinations will increase users' comfort and accessibility to the bicycle and pedestrian system. Additional information about signage and other network amenities can be found in the Design Standards and Guidelines chapter.

Drainage Grate Retrofit

Wilsonville has taken a number of steps to make storm drainage grates bicycle safe, as required by ORS 810.150. In Council minutes from early 2005, it was noted that, "The City has



completed a program to retrofit catch basin inlets that had parallel metal strips where bicycle tires could slip into the grating. This retrofit program was a joint effort between our Fleet Crew (who welded crossbars into each of the old-style grates) and our Roads Crew (who removed/reinstalled the grates). Now bicyclists can safely navigate all City streets without risk of having their tires drop into catch basin inlets."

Where the City has retrofitted the existing drainage grates, the City has begun a program to replace those grates as the road is resurfaced, since the new grates still have spacing that is narrow enough to catch narrow bicycle tires, or cause flat tires. In new road and curb construction, Wilsonville is installing inlets in the

ATTACHMENT C. Destination Categorization List

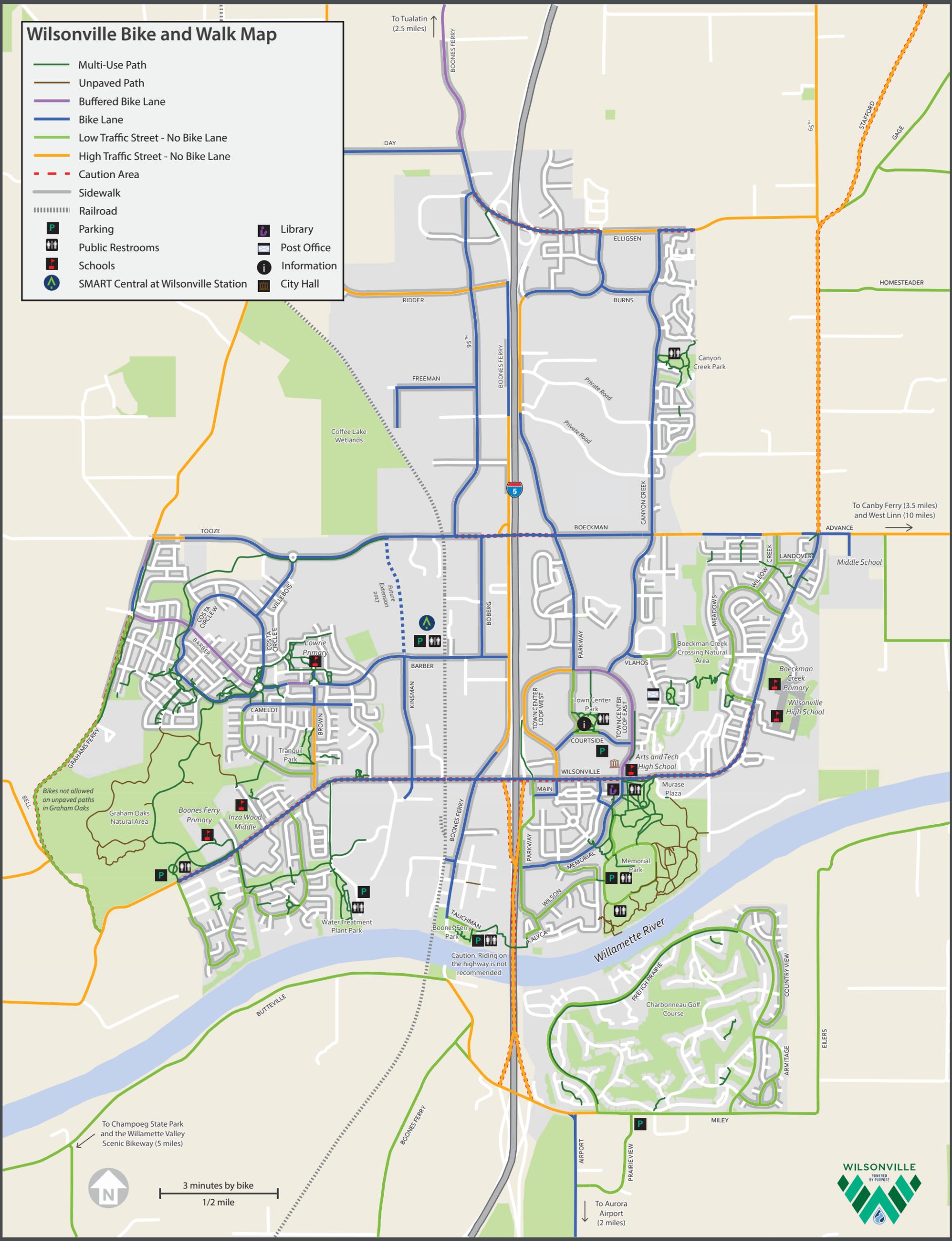
TABLE 2. DESTINATION CATEGORIZATION			
DESTINATION	OVERALL CATEGORY	CLASS	OVERALL RANK
Town Center	Commercial Center: District	I	1
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Argyle Square	Commercial Center: District	I	3
Clackamas Community College	Schools: College	I	4
Oregon Institute of Technology	Schools: College	I	5
Pioneer Pacific College	Schools: College	I	6
Korean War Memorial	Regional Parks/Trails	II	7
Graham Oaks Nature Park	Regional Parks/Trails	II	8
Murase Plaza	Regional Parks/Trails	II	9
Memorial Park	Regional Parks/Trails	II	10
Town Center Park	Regional Parks/Trails	II	11
Boones Ferry Park	Regional Parks/Trails	II	12
Willamette River Water Treatment Plant Park	Regional Parks/Trails	II	13
WES Transit Center	Transit Station	II	14
Library	Civic/Community	III	15
City Hall	Civic/Community	III	16
Community Center	Civic/Community	III	17
Post Office	Civic/Community	III	18
Community Gardens	Civic/Community	III	19
Wilsonville High School	Schools: High School	III	20
Inza Wood Middle School	Schools: Elementary & Middle	IV	21
Boeckman Creek Primary School	Schools: Elementary & Middle	IV	22
Boones Ferry Primary School	Schools: Elementary & Middle	IV	23
Lowrie Primary School	Schools: Elementary & Middle	IV	24
Sofia Park	Local Parks/Trails	III	25
Courtside Park	Local Parks/Trails	III	26
Piccadilly Park	Local Parks/Trails	III	27
Palermo Park	Local Parks/Trails	III	28
Canyon Creek Park	Local Parks/Trails	III	29
Green Acres Park	Local Parks/Trails	III	30
Hathaway Park	Local Parks/Trails	III	31
Mentor Graphics Path	Local Parks/Trails	III	32
Montebello Park	Local Parks/Trails	III	33
Park at Merryfield	Local Parks/Trails	III	34
River Fox Park	Local Parks/Trails	III	35
Tranquil City Park	Local Parks/Trails	III	36
Walt Morey Park	Local Parks/Trails	III	37
Willow Creek - Landover Park	Local Parks/Trails	III	38
Lowrie's Marketplace	Commercial Center: Local	III	39
Riverwood Center	Commercial Center: Local	III	40
Marketplace	Commercial Center: Local	III	41
The Village at Main Street	Commercial Center: Local	III	42
Boones Ferry Pointe	Commercial Center: Local	III	43
Arts & Tech High School	Schools: High School	III	44
Cinema: Regal Cinemas	Attraction	III	45
Family Fun Center	Attraction	III	46
Museum: World of Speed	Attraction	III	47

*Destinations highlighted in grey-blue are included in wayfinding signage.

*Destinations highlighted in green are included on the Wilsonville Bike & Walk Map.

Wilsonville Bike and Walk Map

- Multi-Use Path
- Unpaved Path
- Buffered Bike Lane
- Bike Lane
- Low Traffic Street - No Bike Lane
- High Traffic Street - No Bike Lane
- Caution Area
- Sidewalk
- Railroad
- Parking
- Library
- Public Restrooms
- Post Office
- Schools
- Information
- SMART Central at Wilsonville Station
- City Hall



3 minutes by bike
1/2 mile

Caution: Riding on the highway is not recommended

To Champoeg State Park and the Willamette Valley Scenic Bikeway (5 miles)

To Aurora Airport (2 miles)



APPLICATION FOR APPOINTMENT TO BOARD or COMMISSION



Name: Park Arthur L Date: 11/29/15
Last First Middle

Home Address: 10275 SW Madrid Loop

City/State/Zip: Wilsonville, OR 97070

Is this address within the City? yes I've lived in Wilsonville since: 2010

Telephone No.: N/A 503.603.2814 262.957.0054
Home Work Cell/Mobile

E-Mail Address: Arthur.Park@USBank.com or Kapark2013@
yahoo.com

Are you a registered Voter in the State of Oregon? yes

Present Occupation: Credit officer

Which Committee(s) would you like to be appointed to?

***Dates of meetings are listed at the end of this application.
Please make sure those dates work with your schedule before you apply.***

- Budget Committee
- Parks and Recreation Advisory Board
- Library Advisory Board
- Development Review Board
- Planning Commission
- Wilsonville-Metro Community Enhancement Committee

Employment, professional, and volunteer background:

see attached

Previous City appointments, offices or activities:

see attached

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

see attached

2. What specific contribution do you hope to make?

see attached

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

see attached

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

see attached

Signature: Arthur Pak

Date: 11/29/15

Meeting dates (all meeting dates are subject to change or additions)

- Budget Committee – meets in April-May to consider City budget for new fiscal year
- Development Review Board – Second and fourth Mondays of the month
- Library Board – Fourth Wednesday of the month
- Parks & Recreation Advisory Board – Quarterly
- Planning Commission – Second Wednesday of the month

Please be advised members of the City Council, the Planning Commission and Development Review Board are required to file an annual **Statement Of Economic Interest** with the State of Oregon. A sample reporting form is available from the City Recorders Office at 29799 SW Town Center Loop East indicating the type of information you will be required to disclose if you are appointed.

For office use only:

Please return this form to:

Date Received: <u>4/30/15</u>	City Recorder 29799 SW Town Center Loop E. Wilsonville, OR 97070 503-570-1506 503-682-1015 (FAX) king@ci.wilsonville.or.us
Date Considered:	
Action by Council:	
Term Expires:	

Employment, professional, and volunteer background:

See attached resume. Career includes over 15 years in the banking industry. Education includes a JD from Loyola University of Chicago, an MBA from Utah State University, and a Bachelor Degree in Economics from Brigham Young University. Volunteer activities consist of various roles in my Church, primarily with youth groups and the Boy Scouts of America.

Previous City appointments, offices or activities:

None

As additional background for the Mayor and City Council, please answer the following questions. Feel free to add additional pages.

1. What experience/training/qualifications do you have for this particular board or commission? You may attach a resume.

In my career, I have held several positions in large banking organizations throughout the country including GE Capital, FleetBoston Bank, and US Bank. In addition, I have a diverse educational background that includes a Jurist Doctorate (Law). Although I am not a practicing attorney, I believe the analytical skills that I possess would lend well to the position as a member of the Development Review Board.

2. What specific contribution do you hope to make?

My wife and I have lived in Wilsonville for several years. We recently purchased a larger home here and plan to continue as residents of Wilsonville for many years to come. We have reached a point in our lives where we believe we have the time to be of greater service and seek to give back to the community. I want to have a voice in the development of this wonderful city we call home.

3. What community topics concern you that relate to this board or commission? Why do you want to become a member?

I have no real agenda, but feel I have much to contribute.

4. Describe your involvement in relevant community groups and activities. (Lack of previous involvement will not disqualify you from consideration.)

I have no prior experience serving in local government or in any similar capacity as the one I am currently seeking. Most of my service experience has been within my local Church.

ARTHUR L. PARK

ACCOMPLISHMENTS Successful career with over fifteen years of banking and credit experience.

Overall assessment of “Exceeding Expectations” on two of the last three annual performance reviews at US Bank Equipment Finance. Recipient of several US Bank Bronze Star Awards.

Leading underwriter of healthcare transactions within US Bank Equipment Finance. Developed strong expertise of the healthcare industry and current trends.

Key contributor on Large Ticket credit underwriting team which recently achieved a “1” rating in the latest CRA Audit.

Graduated from law school by attending classes in the evening and working full time.

SKILLS & ABILITIES

- Sound knowledge of US Bank and USBEF Credit Policies
- Proficient in US Bank online systems and software including: CAPE, Moody’s Risk Analyst, EFE and others.
- Excellent oral and written communication skills.
- Well respected within US Bank Equipment Finance. Have favorable relationships with Sr. Credit and Marketing management, peer analysts, and other members of the organization.
- Comprehensive knowledge of most USBEF Vendor Programs.

PROFESSIONAL EXPERIENCE **CREDIT ANALYST, US BANK EQUIPMENT FINANCE**

Portland, Oregon

September 2008-Present

Highly skilled underwriter on large ticket credit team. Specialize primarily in healthcare related transactions including not-for-profit health systems and hospitals, large medical group practices, physician-owned enterprises, and other healthcare related entities. Principal responsibilities include underwriting transactions originated through the Healthcare Vendor Services business platform. Also underwrite complex or large healthcare related transactions originated through other business platforms. Identified as the department’s leading underwriter for, and expert on, the healthcare industry and trends. Secondary responsibilities include serving as a resource for other analysts on healthcare transactions and US Bank Healthcare credit policies.

PROFESSIONAL EXPERIENCE **VICE PRESIDENT - RISK ANALYST, GE CAPITAL***Brookfield, Wisconsin***(CONTINUED)** April 2004-May 2008

Worked for the GE Healthcare Financial Services division within GE Capital. Member of the Structured Finance team which worked on the most complex transactions and largest relationships. Later, given sole responsibility for the credit functions of the Growth Initiatives team. Principal responsibilities included underwriting loan and lease transactions with hospitals, medical group practices, outpatient imaging centers, and cancer treatment facilities. Credit authority of up to \$5MM.

SR. CREDIT SPECIALIST, FLEET BUSINESS CREDIT CORPORATION (ACQUIRED BY BANK OF AMERICA)*Chicago, Illinois*

August 2000-November 2002

Worked for the Global Vendor Finance Group of Fleet Business Credit Corporation, a then subsidiary of FleetBoston Financial. Credit authority of \$1MM. Principal responsibilities included managing the risk and credit relationship with 3rd party originators (ie. vendor finance). Underwritten credits were from all industries and subject equipment consisted primarily of IT hardware and software.

CREDIT OFFICER - ASSISTANT RELATIONSHIP MANAGER, FIRST SECURITY BANK (ACQUIRED BY WELLS FARGO)*Salt Lake City, Utah*

December 1997-August 2000

Assisted Relationship Managers and prepared credit submissions. Completed formal credit training program.

EDUCATION **LOYOLA UNIVERSITY CHICAGO - SCHOOL OF LAW**

JD, Law (2000-2003)

UTAH STATE UNIVERSITY

MBA, Business (1996-1997)

BRIGHAM YOUNG UNIVERSITY

BA, Economics/Political Science (1986-1994)

CITY COUNCIL ROLLING SCHEDULE

Board and Commission Meetings 2016

Items known as of 03/14/16

MARCH

DATE	DAY	TIME	EVENT	LOCATION
3/23	Wednesday	6:30 p.m.	Library Board	Library
3/28	Monday	6:30 p.m.	DRB Panel B	Council Chambers

APRIL

DATE	DAY	TIME	EVENT	LOCATION
4/4	Monday	7 p.m.	City Council Meeting	Council Chambers
4/11	Monday	6:30 p.m.	DRB Panel A	Council Chambers
4/13	Wednesday	6 p.m.	Wilsonville Community Seniors Inc.	Community Center
4/13	Wednesday	6 p.m.	Planning Commission	Council Chambers
4/14	Thursday	4:30 p.m.	Parks and Recreation Advisory Board	Council Chambers
4/18	Monday	7 p.m.	City Council Meeting	Council Chambers
5/25	Monday	6:30 p.m.	DRB Panel B	Council Chambers
4/27	Wednesday	6:30 p.m.	Library Board	Library

COMMUNITY EVENTS

Wilsonville Egg Hunt

March 26, Memorial Park, 10 a.m.
For ages 1-11



Volunteer Tree Care Event

April 2 – Tranquil Park 9 a.m. Join Friends of Trees in planting native trees and shrubs and removing invasive English ivy. Arrive around 8:45 a.m. to be assigned to a crew. Breakfast snacks and hot chocolate/coffee, as well as gloves, tools and guidance are provided. Dress for field conditions.

SPA Day at the Community Center

April 16 – 10 a.m.

Wilsonville Leadership Academy

April 21 – City Hall



**CITY COUNCIL MEETING
STAFF REPORT**

<p>Meeting Date: March 21, 2015</p>	<p>Subject: Resolution Nos. 2572, 2573, 2574, 2575 and 2576 Approval of property tax exemptions requests for Autumn Park Apartments, Charleston Apartments, Creekside Woods, Wiedemann Apartments and Rain Garden Apartments.</p> <p>Staff Member: Cathy Rodocker Department: Finance</p>
<p>Action Required</p> <p><input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1st Reading Date: <input type="checkbox"/> Ordinance 2nd 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</p>	<p>Advisory Board/Commission Recommendation</p> <p><input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable</p> <p>Comments:</p>
<p>Staff Recommendation: Approve the consent agenda items for Resolution Nos. 2572, 2573, 2574, 2575 and 2576.</p>	
<p>Recommended Language for Motion: Move to approve the Consent Agenda.</p>	
<p>PROJECT / ISSUE RELATES TO: <i>[Identify which goal(s), master plans(s) issue relates to.]</i></p>	
<p><input checked="" type="checkbox"/> Council Goals/Priorities</p>	<p><input type="checkbox"/> Adopted Master Plan(s)</p>
<p><input type="checkbox"/> Not Applicable</p>	

ISSUE BEFORE COUNCIL:

Each year property tax exemptions are requested for the properties located within the city limits that offer lower rent to families, seniors and individuals meeting the low income requirement. This requirement, set by the Federal Government, is 60% of the estimated state median income. The five complexes noted above have received property tax exemption status in previous years and are in compliance with the requirements stated in ORS 307.540-307.548.

EXECUTIVE SUMMARY:

Providing affordable housing in Wilsonville has been a long standing goal with City Council. Current and past Council have authorized five apartment complexes with a property tax exemption status. In total, 366 units are currently available for a low income housing rental rate reductions. All properties are required to meet State and Federal funding requirements which include annual physical inspections and an annual audit of financial activity and programmatic compliance.

The rate reduction per apartment varies from complex to complex as the reduction is based on the property's tax exemption the property receives and the number of reduced rate units in the complex. The complex passes the tax exemption savings onto their renters and most complexes provide additional services including monthly activities. The properties requesting continuance of the property tax exemption status for low-income housing include:

Autumn Park Apartments, 10920 SW Wilsonville Rd (1, 2 and 3 bedroom units)
NW Housing Alternatives: 144 units, Reduced rent = \$76/month per unit

Charleston Apartments, 11609 SW Toulouse St (1 bedroom units)
NW Housing Alternatives: 51 units, Reduce rent =\$44/month per unit

Creekside Woods, 7825 SW Wilsonville Rd (1 and 2 bedroom units)
NW Housing Alternatives: 84 units, Reduced rent =\$50/month per unit

Rain Garden Apartments, 29197 SW Orleans Ave (Studio Apartments)
Caritas Community Housing Corp: 29 units, Reduced rent =\$50/month per unit

Wiedemann Apartments, 29940 SW Brown Rd, (1 and 2 bedroom units)
Accessible Living, Inc.: 58 units, Reduced rent = \$133/month per unit

In total, rents for low income families, seniors, and individuals will be lowered by approximately \$318,600 over a twelve month period.

EXPECTED RESULTS:

Council approval of consent agenda resolutions for the property tax exemption requests for Autumn Apartments, Charleston Apartments, Creekside Woods, and Rain Garden Apartments.

TIMELINE:

Applications for renewal requests are received prior to March 10th. Initial property tax exemption requests are required to pay a \$250 application fee for each property. Renewal requests require a \$50 application fee. The City certifies the property tax exemption with the Assessor's office at Clackamas County immediately following Council's approval. The deadline to certify to the Assessor's office is April 1st.

CURRENT YEAR BUDGET IMPACTS:

The assessed value of the all exempt properties totals \$19,162,084. Based on the City's current tax rate of \$2.5206/\$1000, the total amount of forgone property tax revenue \$48,300.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 3/4/2016
Property values have been confirmed by GIS Manager.

LEGAL REVIEW / COMMENT:

Reviewed by: BJ Date: 3/14/16

COMMUNITY INVOLVEMENT PROCESS: None.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

Property tax exemptions assist in the availability of housing for low-income families and individuals.

ALTERNATIVES: The property tax exemption may be removed if the property is being used for any purpose other than the provision of low income housing, or if the property is no longer eligible under the stated provisions of ORS 307.540 to 307.548. Section E of the renewal application requires the applicant to acknowledge compliance with the requirements.

CITY MANAGER COMMENT:

ATTACHMENTS

- A. Renewal Application, Autumn Park Apartments
- B. Renewal Application, Rain Garden Apartments
- C. Renewal Application, Creekside Woods Apartments
- D. Renewal Application, Charleston Apartments
- E. Renewal Application, Wiedemann Apartments

RESOLUTION NO. 2572**A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR AUTUMN PARK APARTMENTS, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY NORTHWEST HOUSING ALTERNATIVES, INC.**

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Northwest Housing Alternatives (NHA), a not-for-profit organization, has owned and maintained Autumn Park, an affordable housing development located at 10920 S.W. Wilsonville Road; and

WHEREAS, Autumn Park includes 144 residential units for people with very low income; and

WHEREAS, NHA is currently seeking to preserve Autumn Park as affordable housing; and

WHEREAS, a property tax exemption is of critical importance to Autumn Park's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, NHA has requested a property tax exemption for its Autumn Park development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise of more than 51% of the total combined rate of taxation on Autumn Park Apartments; and

WHEREAS, NHA has received that the West Linn-Wilsonville School District exempt Autumn Park from property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: NHA and its affordable housing development, Autumn Park, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Autumn Park Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2016.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
a) Submission, to the City of Wilsonville’s City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Autumn Park Apartments.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of March 2016 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

- Mayor Knapp -
Council President Starr -
Councilor Fitzgerald –
Councilor Stevens –
Councilor Lehan -

APPLICATION

PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY CHARITABLE, NONPROFIT ORGANIZATIONS

(For Office Use Only)

City of Wilsonville, Oregon

\$250 Application Fee _____

Date Received: _____

\$50 Renewal Fee Callie 2/24

Receipt No. _____

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C. Leasehold Interest in Eligible Property	2
D. Description of Charitable Purpose/Project Benefit	3
E. Declarations	4

Section A – Applicant Information

Corporate Name: Northwest Housing Alternatives

Address: 2316 SE Willard St., Milwaukie OR 97222

Telephone: (503) 654-1007

Business

Residence (Optional)

Email Address: grau@nwhousing.org

Chief Executive Officer: Martha McLennan

Contact Person: Ray Hackworth Telephone: (503) 654-1007 x101

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Autumn Park Apartments

Property Address: 10920 SW Wilsonville Rd., Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): C127801

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 144

Number of residential units occupied by very low-income people: 144

Total square feet in building: 116,928

Total square feet used to house very low-income people⁴ 116,928

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

- 1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$76/unit/month
- 2. Provide grater services to your very log income residential tenants? Yes No.
- 3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents.
- 4. Provide any other benefit to your very low-income residential tenants? Yes No.

If yes, please explain: _____

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

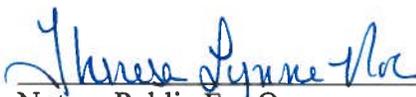
1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

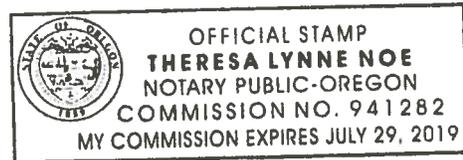
By: 
 Agency Chief Executive Officer (Signature)

Martha McLennan
 Agency Chief Executive officer (Print or typed)

For: Northwest Housing Alternatives
 Corporate Name (Print or type)

Subscribed and sworn to before me this 22nd day of February, 2016.


 Notary Public For Oregon
 My Commission Expires: 7/29/2019



RESOLUTION NO. 2573**A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR CHARLESTON APARTMENTS, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY NORTHWEST HOUSING ALTERNATIVES, INC.**

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Northwest Housing Alternatives (NHA), a not-for-profit organization, constructed the Charleston Apartments, an affordable housing development located at 11609 SW Toulouse St., Wilsonville OR; and

WHEREAS, the Charleston Apartments includes 15 units reserved for people with chronic mental illness and the 36 units designated as affordable housing; and

WHEREAS, NHA is currently seeking to preserve the Charleston Apartment's as affordable housing; and

WHEREAS, a property tax exemption is of critical importance to Charleston Apartment's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, NHA has requested a property tax exemption for its Charleston Apartment development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on Charleston Apartments; and

WHEREAS, NHA has received an exempt status from the West Linn-Wilsonville School District for the Charleston Apartments for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: NHA and its affordable housing development, Charleston Apartments, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Charleston Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2016.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
a) Submission, to the City of Wilsonville’s City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Charleston Apartments.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting there of this 21st day of March 2016, and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp -
Council President Starr -
Councilor Fitzgerald –
Councilor Stevens –
Councilor Lehan –

APPLICATION

PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY CHARITABLE, NONPROFIT ORGANIZATIONS

(For Office Use Only)

City of Wilsonville, Oregon

\$250 Application Fee _____

Date Received: _____

\$50 Renewal Fee Callie 2/24

Receipt No. _____

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Section A – Applicant Information

Corporate Name: Northwest Housing Alternatives

Address: 2316 SE Willard St., Milwaukie OR 97222

Telephone: (503) 654-1007

Business

Residence (Optional)

Email Address: grau@nwhousing.org

Chief Executive Officer: Martha McLennan

Contact Person: Ray Hackworth Telephone: (503) 654-1007 x101

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Charleston Limited Partnership

Property Address: 11609 SW Toulouse Rd., Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): 3S1W1502907

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 52

Number of residential units occupied by very low-income people: 51

Total square feet in building: 35,493

Total square feet used to house very low-income people⁵ 35,493

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁵ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

- 1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$44/unit/month
- 2. Provide grater services to your very log income residential tenants? Yes No.
- 3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents.
- 4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: _____

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

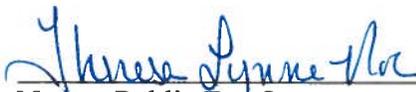
1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

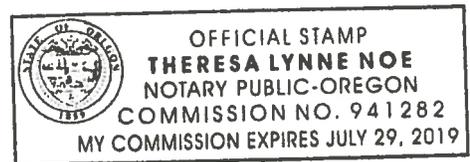
By: 
 Agency Chief Executive Officer (Signature)

Martha McLennan
 Agency Chief Executive officer (Print or typed)

For: Northwest Housing Alternatives
 Corporate Name (Print or type)

Subscribed and sworn to before me this 22nd day of February, 2016.


 Notary Public For Oregon
 My Commission Expires: 7/29/2019



RESOLUTION NO. 2574**A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR CREEKSIDE WOODS LP, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY NORTHWEST HOUSING ALTERNATIVES, INC.**

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Northwest Housing Alternatives (NHA), a not-for-profit organization, constructed the Creekside Woods LP, an affordable housing development located at 8725 SW Wilsonville Road, Wilsonville OR; and

WHEREAS, the Creekside Woods LP includes 84 residential units for people with very low income; and

WHEREAS, NHA is currently seeking to preserve Creekside Woods LP as affordable housing; and

WHEREAS, a property tax exemption is of critical importance to Creekside Woods LP's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, NHA has requested a property tax exemption for its Creekside Woods LP development, pursuant to ORS 307.543(2); and

WHEREAS, the property was formally owned by the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on Creekside Woods, LP; and

WHEREAS, NHA has received an exempt status from the West Linn-Wilsonville School District for the Creekside Woods LP for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: NHA and its affordable housing development, Creekside Woods LP, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Autumn Park Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2016.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
- a) Submission, to the City of Wilsonville’s City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Autumn Park Apartments.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of March 2016 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

- Mayor Knapp -
- Council President Starr -
- Councilor Fitzgerald –
- Councilor Stevens –
- Councilor Lehan -

APPLICATION

PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY CHARITABLE, NONPROFIT ORGANIZATIONS

(For Office Use Only)

City of Wilsonville, Oregon

\$250 Application Fee _____

Date Received: _____

\$50 Renewal Fee Callie 2/24

Receipt No. _____

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D. Description of Charitable Purpose/Project Benefit	3
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Section A – Applicant Information

Corporate Name: Northwest Housing Alternatives

Address: 2316 SE Willard St., Milwaukie OR 97222

Telephone: (503) 654-1007

Business

Residence (Optional)

Email Address: grau@nwhousing.org

Chief Executive Officer: Martha McLennan

Contact Person: Ray Hackworth Telephone: (503) 654-1007 x101

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Creekside Woods Limited Partnership

Property Address: 7825 SW Wilsonville Rd., Wilsonville, OR 97070

Assessor’s Property Tax Account Number(s): 05022666

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 84

Number of residential units occupied by very low-income people: 84

Total square feet in building: 73,042

Total square feet used to house very low-income people⁶ 73,042

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁶ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

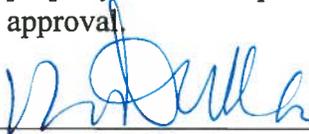
- 1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$48/unit/month
- 2. Provide grater services to your very log income residential tenants? Yes No.
- 3. If yes, in what way(s)? All cost savings are passed directly through to the tenants in the form of reduced rents.
- 4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: _____

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, (Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

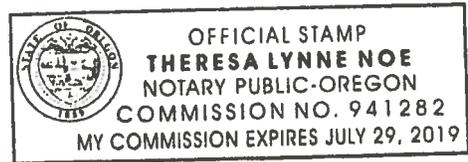
By: 
 Agency Chief Executive Officer (Signature)

Martha McLennan
 Agency Chief Executive officer (Print or typed)

For: Northwest Housing Alternatives
 Corporate Name (Print or type)

Subscribed and sworn to before me this 22nd day of February, 2016.


 Notary Public For Oregon
 My Commission Expires: 7/29/2019



RESOLUTION NO. 2575**A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR RAIN GARDEN LIMITED PARTNERSHIP, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY CARITAS COMMUNITY HOUSING CORPORATION.**

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Caritas Community Housing Corporation, a not-for-profit organization, constructed the Rain Garden Apartments, an affordable housing development located at 29197 SW Orleans Avenue, Wilsonville OR; and

WHEREAS, the Rain Garden Apartments includes 29 residential units for people with very low income; and

WHEREAS, Caritas Community Housing Corporation is currently seeking to preserve Rain Garden Apartments as affordable housing; and

WHEREAS, a property tax exemption is of critical importance to Caritas Community Housing Corporation continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, Caritas Community Housing Corporation has requested a property tax exemption for its Rain Garden Apartment development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on the Caritas Community Housing Corporation development at Rain Garden Apartments; and

WHEREAS, Caritas Community Housing Corporation has received an exempt status from the West Linn-Wilsonville School District for the Rain Garden Apartments for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: Caritas Community Housing Corporation and its affordable housing development, Rain Garden Apartment development, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Autumn Park Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2016.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
a) Submission, to the City of Wilsonville’s City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Autumn Park Apartments.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of March 2016 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

- Mayor Knapp -
Council President Starr -
Councilor Fitzgerald –
Councilor Stevens –
Councilor Lehan -

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Rain Garden Limited Partnership _____

Property Address: 29197 SW Orleans Avenue, Wilsonville, OR 97070 _____

Assessor's Property Tax Account Number(s): 31W15DB07500 _____

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 29 Units _____

Number of residential units occupied by very low-income people: 29 Units _____

Total square feet in building: 21,243 _____

Total square feet used to house very low-income people⁴ 21,243 _____

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered "no" to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

Caritas Community Housing Corporation (CCHC) a subsidiary of Catholic Charities, in August of 2008 stepped in as the non-profit sole member of the ownership entity general partner, Rain Garden GP LLC, replacing Cascadia Housing Inc. CCHC is responsible for ensuring that all operating costs are paid, including taxes due. The very low-income residents of Rain Garden are charged rents well below market. The saving realized from the property tax exemption are passed through to reduce rents.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$50.00/mo
2. Provide grater services to your very log income residential tenants? Yes No.
3. If yes, in what way(s)? Rain Garden residents require a certain level of residents' services to be provided to support their tenancy. With the tax exemption we're able to support those essential services for the residents.
4. Provide any other benefit to your very low-income residential tenants? Yes No.

If yes, please explain: Contributes to have a project financially stable, so we can maintain the property in good condition w/o increasing rents.

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

Section E- Declarations

Please read carefully and sign below before a notary.

1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

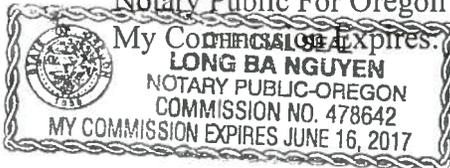
By: *Trell Anderson*
 Agency Chief Executive Officer (Signature)

Trell Anderson
 Agency Chief Executive officer (Print or typed)

For: Caritas Community Corporation, sole member of Rain Garden GP LLC, General Partner of Rain Garden LP
 Corporate Name (Print or type)

Subscribed and sworn to before me this 29th day of FEB., 2016.

Long Ba Nguyen
 Notary Public For Oregon



RESOLUTION NO. 2576**A RESOLUTION GRANTING AN EXEMPTION FROM PROPERTY TAXES UNDER ORS 307.540 TO ORS 307.548 FOR WIEDEMANN PARK, A LOW-INCOME APARTMENT DEVELOPMENT OWNED AND OPERATED BY ACCESSIBLE LIVING, INC.**

WHEREAS, maintaining Wilsonville's existing affordable housing supply is necessary for its continued health and growth; and

WHEREAS, Accessible Living, Inc., a not-for-profit organization, owns and manages the Wiedemann Park Apartments, an affordable housing development located at 29940 SW Brown Road, Wilsonville OR; and

WHEREAS, the Wiedemann Park Apartments includes 58 residential units for seniors with very low income; and

WHEREAS, Accessible Living, Inc., is currently seeking to preserve Wiedemann Park as affordable housing; and

WHEREAS, a property tax exemption is of critical importance to Accessible Living, Inc's continuation as affordable housing; and

WHEREAS, ORS 307.540 to 307.548 authorizes property tax exemptions for affordable housing owned by not-for-profit corporations and occupied by low-income persons; and

WHEREAS, the City of Wilsonville wishes to adopt and/or ratify the policy set forth in those sections; and

WHEREAS, Accessible Living Inc. has requested a property tax exemption for its Wiedemann Park development, pursuant to ORS 307.543(2); and

WHEREAS, the City of Wilsonville and West Linn-Wilsonville School District property tax levies jointly comprise more than 51% of the total combined rate of taxation on Accessible Living Inc.'s development at Wiedemann Park; and

WHEREAS, Accessible Living, Inc. has received an exempt status from the West Linn-Wilsonville School District for the Wiedemann Park Apartments for property taxation arising under its jurisdiction unless and until terminated pursuant to ORS 307.548;

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

- Section 1: The City of Wilsonville adopts the provisions of ORS 307.540 to 307.548.
- Section 2: Accessible Living, Inc. and its affordable housing development, Wiedemann Park Apartments, qualify for a property tax exemption pursuant to ORS 307.540 to 307.548.
- Section 3: The Finance Director is directed to request the Clackamas County Assessor to exempt Autumn Park Apartments from taxation by all taxing jurisdictions pursuant to ORS 307.543(2), commencing on the first day of the tax assessment year beginning July 1, 2016.
- Section 4: This Resolution shall take effect upon the occurrence of the following:
 - a) Submission, to the City of Wilsonville’s City Manager, of an application conforming to the requirements of ORS 307.545 requesting a property tax exemption for Autumn Park Apartments.
- Section 5: This Resolution is to remain in effect unless and until termination occurs pursuant to ORS 307.548.
- Section 6: This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 21st day of March 2016 and filed with the Wilsonville City Recorder this date.

Tim Knapp, Mayor

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

- Mayor Knapp -
- Council President Starr -
- Councilor Fitzgerald –
- Councilor Stevens –
- Councilor Lehan -

APPLICATION

PROPERTY TAX EXEMPTION FOR LOW-INCOME HOUSING HELD BY
CHARITABLE, NONPROFIT ORGANIZATIONS

(For Office Use Only)

City of Wilsonville, Oregon

\$250 Application Fee _____

Date Received: 2/24/16\$50 Renewal Fee 2/4/15

Receipt No. _____

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Section A – Applicant Information

Corporate Name: _____ Accessible Living Inc. _____

Address: _____ 6160 SW Main St Beaverton, OR 97008 _____

Telephone: 503-272-8908 _____
Business503-740-3931 _____
Residence (Optional)Email Address: Karenv@housingindependence.org _____

Chief Executive Officer: _____ Karen Voiss

Contact Person: Karen Voiss _____ Telephone: 503-272-8908 _____

Section B – Property to be Considered for Exemption

(Sections B, C, and D must be filled out for each building for which you are requesting a tax exemption)

Organization: Wiedemann Park Apartments Limited Partnership

Property Address: 29940 SW Brown Road, Wilsonville OR 97070

Assessor’s Property Tax Account Number(s): #00810590, # 05001064

(Be sure to identify all account numbers for both land and improvements on the property for which you are requesting tax exemption, in some cases, land and improvements may have separate property tax account numbers.)

Total number of residential units in the building: 58

Number of residential units occupied by very low-income people: 58 (2 current vacant units to be occupied by very low income people)

Total square feet in building: 45,999

Total square feet used to house very log-income people⁴ 45,999

Section C – Leasehold Interest in Eligible Property

Do you own the property in question? Yes No

If you answered “no” to the above question, do you have leasehold interest in the property?
 Yes No

If yes, please include a statement describing how, as the nonprofit organization, you are obligated under the terms of the lease to pay the ad valorem taxes on this property or other contractual arrangement such that the property tax exemption benefits accrue to the nonprofit agency and the residential tenants served rather than the owner or corporation from whom you lease.

⁴ This includes halls, baths, dining, and other space dedicated to residential use. Retail uses and other accessory uses not related to residential use are not to be counted.

Section D – Description Of Charitable Purpose/Project Benefit (Use for multiple projects if same conditions apply)

Will the cost savings resulting from the proposed tax exemption enable you to do the following?

- 1. Reduce the rents that your very low-income residential tenants pay on the property in question? Yes No If so, by approximately how much? \$92,688.
- 2. Provide grater services to your very log income residential tenants? Yes No.
- 3. If yes, in what way(s)? The exemption will ensure residents services continue to be provided per OHCS management plan.
- 4. Provide any other benefit to your very low-income residential tenants? Yes No.
If yes, please explain: _____

If you lease the property identified in this application, to what extent does your lease agreement coincide with the timeframe of the qualifying tax year? Please Explain:

 NA

Section E- Declarations

Please read carefully and sign below before a notary.

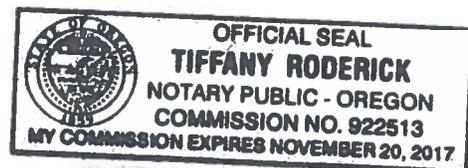
1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. See Attachment A, Income Eligibility Schedule). Tenant incomes do not exceed these limitations, as I verily believe.
3. I am aware of all requirements for tax exemption imposed by ORS 307.540-307.545 (Chapter 660 Oregon Laws 1985, as amended by Chapter 756 Oregon Laws 1987) and implemented by Resolution No. 1854 of the City of Wilsonville.
4. The above-described properties qualify or will qualify upon completion of any rehabilitation improvements and subsequent occupancy by very low-income residents for property tax exemption within 30 days of the April 1st application or the date of approval.

By: *Karen A. Voiss*
 Agency Chief Executive Officer (Signature)
Karen A. Voiss
 Agency Chief Executive officer (Print or typed)

For: Accessible Living Inc. 2/23/2016
 Corporate Name (Print or type)

Subscribed and sworn to before me this 23rd day of February, 2016.

Tiffany Roderick
 Notary Public For Oregon
 My Commission Expires: 11/20/17





CITY COUNCIL MEETING STAFF REPORT

Meeting Date: March 21, 2016	Subject: Resolution No. 2577 Town Center Master Plan Staff Member: Miranda Bateschell Department: Community Development
Action Required <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable Comments:
Staff Recommendation: Approve Resolution No. 2577 on 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) issue relates to.]</i>	
<input checked="" type="checkbox"/> Council Goals/Priorities Town Center	<input type="checkbox"/> Adopted Master Plan(s) <input type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL: In order to establish an Inter-Governmental Agreement with Metro executing the terms of the Community Planning and Development Grant for the Wilsonville Town Center Master Plan, the City Council needs to approve the IGA and direct the City Manager to execute the IGA between Wilsonville and Metro.

EXECUTIVE SUMMARY: City staff applied for a Metro Community Planning and Development Grant in response to a City Council priority goal to pursue a Town Center Master Plan. On September 24, 2015, the Metro Council approved [the Community Planning and Development Grant proposal](#) for the Wilsonville Town Center Master Plan project for the full request of \$320,000. Before the Town Center Master Plan project can begin and grant funds dispersed, an Inter-Governmental Agreement between Metro and the City of Wilsonville needs to be executed. The IGA outlines the major milestones, deliverables, and conditions for funding

and is consistent with the approved proposal. One condition of Metro's CET-CPDG Administrative Rules requires the City Council approve the IGA. Once approved, the City Manager can sign the IGA and staff can begin work on the project.

EXPECTED RESULTS: An Inter-Governmental Agreement with Metro will be executed which documents the terms of the Community Planning and Development Grant for the Wilsonville Town Center Master Plan.

TIMELINE: With an executed IGA by the end of March, staff anticipates posting a Request for Proposals in April and entering into a contract with a consultant team by the end of spring in preparation to kick-off the project in the community this summer.

CURRENT YEAR BUDGET IMPACTS: The project has a total budget of \$420,000 of which \$320,000 is funded through the Metro Community Planning and Development grant funds and \$100,000 is funded with City Urban Renewal funds. Within this fiscal year, staff anticipates spending approximately \$40,000 of those funds with half of the costs attributable to staff time and the other half to consultant services.

FINANCIAL REVIEW / COMMENTS: *[Item must be sent to Finance for review.]*

Reviewed by: _____ Date: _____

LEGAL REVIEW / COMMENT:

Reviewed by: _____BJ_____ Date: __3/14/16_____

COMMUNITY INVOLVEMENT PROCESS:

There will be an innovative and broad public engagement plan to help guide the Town Center Master Plan. The public engagement plan will be one of the first components of the project to be developed and will include using cutting-edge technology, such as mobile applications, to collect ideas and reach as many community members as possible as well as targeted outreach to specific stakeholders and underserved community groups. There will be multiple opportunities to participate in the project such as an advisory committee, workshops / charrette, focus groups, visual preference surveys, and online feedback tools; and the team looks to engage a broad spectrum of residents as well as local businesses, property owners, developers, students, employees, and nearby farmers and producers.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): As a result of this project, the city anticipates specific actions that will help the Town Center become a more vibrant, pedestrian and transit-supportive mixed-use district that integrates the urban and natural environments, to create an attractive and accessible place for visitors and residents of all ages to shop, eat, live, work, learn, and play. The actions will help remove barriers and encourage private investment in the Wilsonville Town Center. Benefits to the community also include: identifying tools to maintain and strengthen businesses in the Town Center, improving access to and within the center, and making it a place where people want to spend time and support businesses.

ALTERNATIVES:

N/A

CITY MANAGER COMMENT:

ATTACHMENTS

A. Construction Excise Tax Grant Intergovernmental Agreement

RESOLUTION NO. 2577

A WILSONVILLE CITY COUNCIL RESOLUTION DIRECTING THE CITY MANAGER TO SIGN AN INTER-GOVERNMENTAL AGREEMENT BETWEEN WILSONVILLE AND METRO FOR THE WILSONVILLE TOWN CENTER MASTER PLAN PROJECT.

WHEREAS, in 2015 the Wilsonville City Council set a Council Priority to initiate a redevelopment plan for the Wilsonville Town Center; and

WHEREAS, city staff applied for a Metro Community Planning and Development Grant, funded by the Construction Excise Tax, to pursue a Town Center Master Plan Project; and

WHEREAS, on September 24, 2015, the Metro Council approved the Community Planning and Development Grant proposal for the Wilsonville Town Center Master Plan project (“the Project”) for the full request of \$320,000; and

WHEREAS, the Project has a total budget of \$420,000 of which \$320,000 is funded through the Metro Community Planning and Development grant funds and \$100,000 is funded with City Urban Renewal funds; and

WHEREAS, an Inter-Governmental Agreement between Metro and the City of Wilsonville is needed to establish the Project’s major milestones, deliverables, conditions for funding, and reimbursement schedule; and

WHEREAS, the Project as outlined in the Inter-Governmental Agreement is consistent with the City’s approved grant proposal; and

WHEREAS, the Project aims to identify actions that will help remove barriers and encourage private investment in the Wilsonville Town Center to create a more vibrant, pedestrian and transit-supportive mixed-use district that integrates the urban and natural environments, and is an attractive and accessible place for visitors and residents of all ages to shop, eat, live, work, learn, and play; and

WHEREAS, the Project will develop an innovative and broad public engagement plan to help guide the Town Center Master Plan.

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

1. The Wilsonville City Council approves the Inter-Governmental Agreement between Metro and the City of Wilsonville for the Wilsonville Town Center Master Plan project.

2. The Wilsonville City Council directs the City Manager to sign the Inter-Governmental Agreement between Wilsonville and Metro for the Wilsonville Town Center Master Plan Project.

3. This resolution shall be effective upon adoption.

ADOPTED by the Wilsonville City Council at their regular meeting thereof this 21st day of March, 2016, and filed with the Wilsonville City Recorder this date.

TIM KNAPP, Mayor

ATTEST:

Sandra C. King, MMC City Recorder

SUMMARY OF VOTES:

Mayor Knapp

Council President Starr

Councilor Fitzgerald

Councilor Stevens

Councilor Lehan

Attachments:

Exhibit A – *Wilsonville-Metro Construction Excise Tax Grant Intergovernmental Agreement.*

**CONSTRUCTION EXCISE TAX GRANT
INTERGOVERNMENTAL AGREEMENT
Metro – City of Wilsonville
Wilsonville Town Center Master Plan Project**

This Construction Excise Tax Grant Intergovernmental Agreement (“Agreement”) is effective on the last date of signature below, and is entered into by and between Metro, a metropolitan service district organized under the laws of the state of Oregon and the Metro Charter, located at 600 Northeast Grand Avenue, Portland OR, 97232 (“Metro”), and the City of Wilsonville (“City”), located at 29799 SW Town Center Loop E, Wilsonville, OR, 97070, collectively referred to as “Parties.”

WHEREAS, Metro has established a Construction Excise Tax (“CET”), Metro Code Chapter 7.04, which imposes an excise tax throughout the Metro regional jurisdiction to fund regional and local planning that is required to make land ready for development after inclusion in the Urban Growth Boundary; and

WHEREAS, the CET is collected by local jurisdictions when issuing building permits, which the local jurisdictions then remit to Metro pursuant to Construction Excise Tax Intergovernmental Agreements to Collect and Remit Tax (“CET Collection IGAs”) entered into separately between Metro and the local collecting jurisdictions; and

WHEREAS, the City has submitted a CET Grant Request (“Grant Request”) for the Wilsonville Town Center Master Plan Project (“Project”); and

WHEREAS Metro has agreed to provide the City CET Grant funding for the Project in the amount of \$320,000, subject to the terms and conditions set forth herein, and the parties wish to set forth the funding amounts, timing, procedures and conditions for receiving grant funding from the CET fund for the Project.

NOW THEREFORE, the Parties hereto agree as follows:

1. Metro Grant Award. Metro shall provide CET grant funding to the City for the Project as described in Grant Request, attached hereto as Exhibit B and incorporated herein, in the amounts and at the milestone and deliverable dates as set forth in Exhibit A attached hereto and incorporated herein, subject to the terms and conditions in this Agreement.
2. City Responsibilities. The City shall perform the Project described in the Grant Request and as specified in this Agreement and in Exhibit A, subject to the terms and conditions specified in this Agreement and subject to the “funding conditions” recommended by the Metro Chief Operating Officer and adopted by the Metro Council in Resolution No. 15-4640. The City shall obtain all applicable permits and licenses from local, state or federal agencies or governing bodies related to the Project, and the City shall use the CET funds it receives under this Agreement only for the purposes specified in the Grant Request and to achieve the deliverables and/or milestones set forth in Exhibit A.
3. Payment Procedures. Within 30 days after the completion of each deliverable/milestone as set forth in Exhibit A, the City shall submit to Metro an invoice describing in detail its expenditures as may be needed to satisfy fiscal requirements. Within 30 days of receiving the City’s invoice and supporting documents, and

subject to the terms and conditions in this Agreement, Metro shall reimburse the City for its eligible expenditures for the applicable deliverable as set forth in Exhibit A. Metro shall send CET payments to:

City of Wilsonville
 Finance Department
 29799 SW Town Center Loop E

Wilsonville, OR 97070

4. Funding Provisions.

(a) CET Funds. Metro's funding commitment set forth in this Agreement shall be fulfilled solely through the programming of CET funds; no other funds or revenues of Metro shall be used to satisfy or pay any CET Grant funding commitments. The parties recognize and agree that if the CET is ever held to be unenforceable or invalid, or if a court orders that CET funds may no longer be collected or disbursed, that this Agreement shall terminate as of the effective date of that court order, and that Metro shall not be liable in any way for funding any further CET grant amounts beyond those already disbursed to the City as of the effective date of the court order. In such case the City shall not be liable to Metro for completing any further Project deliverables as of the date of the court order.

(b) Waiver. The parties hereby waive and release one another for and from any and all claims, liabilities, or damages of any kind relating to this Agreement or the CET.

5. Project Records. The City shall maintain all records and documentation relating to the expenditure of CET Grant funds disbursed by Metro under this Agreement, as well as records and documentation relating to the financial match being provided by the City for the Project. The City shall provide Metro with such information and documentation as Metro requires for implementation of the CET grant process. The City shall establish and maintain books, records, documents, and other evidence in accordance with generally accepted accounting principles, in sufficient detail to permit Metro or its auditor to verify how the CET Grant funds were expended, including records demonstrating how City matching funds were expended. Metro and its auditor shall have access to the books, documents, papers and records of the City that are directly related to this Agreement, the CET grant moneys provided hereunder, or the Project for the purpose of making audits and examinations.

6. Audits, Inspections and Retention of Records. Metro and its representatives shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all City records with respect to all matters covered by this Agreement and Exhibit A. Such representatives shall be permitted to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls and other matters covered by this Agreement. All documents, papers, time sheets, accounting records, and other materials pertaining to costs incurred in connection with the project shall be retained by the City and all of their contractors for three years from the date of completion of the project, or expiration of the Agreement, whichever is later, to facilitate any audits or inspection.

7. Term. This Agreement shall be effective on the date it is executed by both parties, and shall be in effect until all deliverables/milestones have been achieved, all required documentation has been delivered, and all payments have been made as set forth in Exhibit A, unless terminated earlier pursuant to this Agreement.

8. Amendment. This Agreement may be amended only by mutual written agreement of the Parties.

9. Other Agreements. This Agreement does not affect or alter any other agreements between Metro and the City.

10. Authority. City and Metro each warrant and represent that each has the full power and authority to enter into and perform this Agreement in accordance with its terms; that all requisite action has been taken by the City and Metro to authorize the execution of this Agreement; and that the person signing this Agreement has full power and authority to sign for the City or Metro, respectively.

Metro

City of Wilsonville

By: _____
Martha J. Bennett

By: _____
Bryan Cosgrove

Title: Metro Chief Operating Officer

Title: City Manager

Date: _____

Date: _____

Approved as to Form:

Approved as to Form:

By: _____
Alison R. Kean

By: _____
Barbara Jacobson

Title: Metro Attorney

Title: City Attorney

Date: _____

Date: _____

Attachments:

Exhibit A – Milestones and Deliverables Schedule

Exhibit B – City’s Grant Request

Exhibit A

IGA for Community Planning and Development Grants funded with CET Wilsonville Town Center Master Plan Project

Milestone and Deliverables Schedule for Release of Funds

Milestone	Deliverable	Date Due*	Grant Payment
1	Execution of Wilsonville Town Center Grant IGA. a) Signed IGA document	March 2016	\$ 0
2	Project kick-off a) Consultant scope of work and schedule b) Draft public involvement plan, including stakeholder engagement and advisory committee lists c) Website / public involvement tools d) Planning Commission, City Council briefing packets	August 2016	\$ 16,000
3	Identify key opportunities a) Existing conditions draft report b) Draft market analysis c) Advisory committee, Planning Commission, and City Council briefing packets d) Event materials from public engagement events or workshops e) Public comment summary f) Key opportunities summary	December 2016	\$ 45,000
4	Establish goals and success measures a) Advisory committee, Planning Commission, and City Council briefing packets b) Memo: Town Center goals c) Public comment summary	March 2017	\$ 14,000
5	Community Design Charrette / Events a) Agenda(s) and materials from event(s) b) Public comment summary c) Mid-term progress report	July 2017	\$ 40,000
6	Land Use Plan Review a) Land Use map with circulation b) Draft feasibility analysis c) Initial trip / traffic analysis d) Advisory committee, Planning Commission,	September 2017	\$ 80,000

	and City Council briefing packets		
7	Community Event / Workshop a) Draft visualizations b) Agenda and materials from event(s) c) Public comment summary	December 2017	\$ 25,000
8	Master Plan Review a) Updated land use plan and trip analysis b) Draft strategies & actions for implementation c) Updated financial feasibility analysis d) Advisory committee, Planning Commission, and City Council briefing packets	March 2018	\$ 40,000
9	Adopt Town Center Master Plan a) State, regional, & local consistency analysis b) Final Master Plan document with analyses, maps and illustrations, and a phased implementation plan c) Comprehensive plan map amendments (as identified through project) d) Development code amendments (as identified through project) e) Planning Commission hearing packet f) City Council adoption packet g) Final progress report with performance measures and method for sharing best practices / lessons learned	June 2018	\$ 60,000
TOTAL REIMBURSABLE AMOUNT			\$ 320,000

*If the Grant contained any Funding Conditions, Grantee shall demonstrate satisfaction with those conditions at the applicable milestone or deliverable due dates.

* Due dates are intended by the parties to be hard estimates of expected milestone completion dates. If the City anticipates that a due date cannot be met due to circumstances beyond its control, it shall inform Metro in writing no later than ten (10) days prior to the due date set forth above and provide a revised estimated due date; and Metro and the City shall mutually agree upon a revision to the milestone due dates set forth in this Agreement.

NOTE City of Wilsonville In kind-match = \$100,000 (from city's Urban Renewal funds to pay for city staff hours)

Community Planning and Development Planning Grant Cover Sheet

Project Name	Wilsonville Town Center Master Plan	Applicant Organization	City of Wilsonville
Contact Name	Chris Neamtzu	Address	29799 SW Town Center Loop E, Wilsonville, OR 970
Phone	503-570-1574	Fax	503-682-1015
Email	neamtzu@ci.wilsonville.or.us	Fed. Tax ID #	93-0580494

Fiscal Agent Organization (if different from applicant)

Contact Name	<input type="text"/>	Address	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>		

Project Location Description (25 words or less)

The project study area is Wilsonville's Town Center, a 2040 town center designated on the 2040 framework plan map, and an established retail and service district at the center of the city. The Town Center is approximately 100 acres and encompasses the properties north of Wilsonville Road, within and adjacent to Town Center Loop.

Project Summary (50 words or less)

The Wilsonville Town Center Master Plan will establish a specific strategy for policy development and future investment in the district. The Master Plan will include an implementation strategy with specific actions to reduce barriers to redevelopment, improve access and connectivity, enhance the urban environment, support local commerce, and increase the level of activity in the town center.

CPDG funding request	\$ <input type="text" value="320,000"/>	If submitting more than one proposal, please rank this proposal in order of priority <input type="text" value="1"/>	Metro Council District of Project <input type="text" value="3"/>
Total project cost	\$ <input type="text" value="420,000"/>		

We, the undersigned, attest that to the best of our knowledge the information in this application is true and that all signatories have authorization to submit this grant application to Metro's Community Planning and Development Grants Program.

Applicant

Organization Name City of Wilsonville

Printed Name Chris Neamtzu

Signature _____ Date _____

Fiscal Agent

Organization Name _____

Printed Name _____

Signature _____ Date _____

To ensure complete letter of intent or full application, please see section 2 of the CPDG Application Handbook for a complete list of necessary documents for submittal.



May 26, 2015

Ms. Martha Bennett, Chief Operating Officer
Metro
600 NE Grand Avenue
Portland, OR 97232

**Re: Metro Community Planning and Development Grant Application for
Development of the City of Wilsonville's Town Center Master Plan**

Dear Ms. Bennett:

The City of Wilsonville is pleased to submit this Community Planning and Development Grant Application to Metro for development of the Town Center Master Plan.

Improving the community's core living, shopping and recreating area of the Town Center is a Wilsonville City Council priority that was codified in the City of Wilsonville's *Urban Renewal Strategy* and *Tourism Development Strategy*, both developed with extensive public input by volunteer task forces and adopted by the Council in 2014.

Public and private capital investments have focused over the past two decades on the Westside of Wilsonville—specifically the Villebois urban village and Old Town Square shopping center areas. As these are developed, we are now focusing on the renaissance of the Eastside, which has been led by substantial investments in the “Jory” neighborhood with a considerable increase in density. Coupled with residential planning for Frog Pond and Advance Road areas on the Eastside, Wilsonville has an opportunity to channel recent investor interest and population increases of the Town Center area into productive uses that further strengthen the fabric of the community and region.

Specifically, a vacated Regal Cinemas structure and acres of parking that is for sale—and that cannot be used again as a theater as a condition of sale—and other older low-rise structures offer opportunities for investment, increased public use and enjoyment, new employment, and greater assessed values that benefit local governments.

The City is committed to the success of the Wilsonville Town Center and is pleased to provide a high match of \$100,000—more than triple the minimum 10% required—to our \$320,000 grant application to Metro for the total anticipated \$420,000 cost to develop the Town Center Master Plan. Approval of this this grant assists the City to advance Metro's goals of “targeting investments in downtowns and main streets to spur economic development, and accommodate growth.”

Please feel free to contact Miranda Bateschell, Long-Range Planner, with any questions.

Sincerely,

Tim Knapp, Mayor

TK:mo

*Our **vision** for the Town Center is a compact, vibrant, mixed-use district that integrates the urban and natural environments to create an attractive and accessible place for visitors and residents to shop, eat, live, work, learn, and play.*

(A) PROJECT DESCRIPTION:

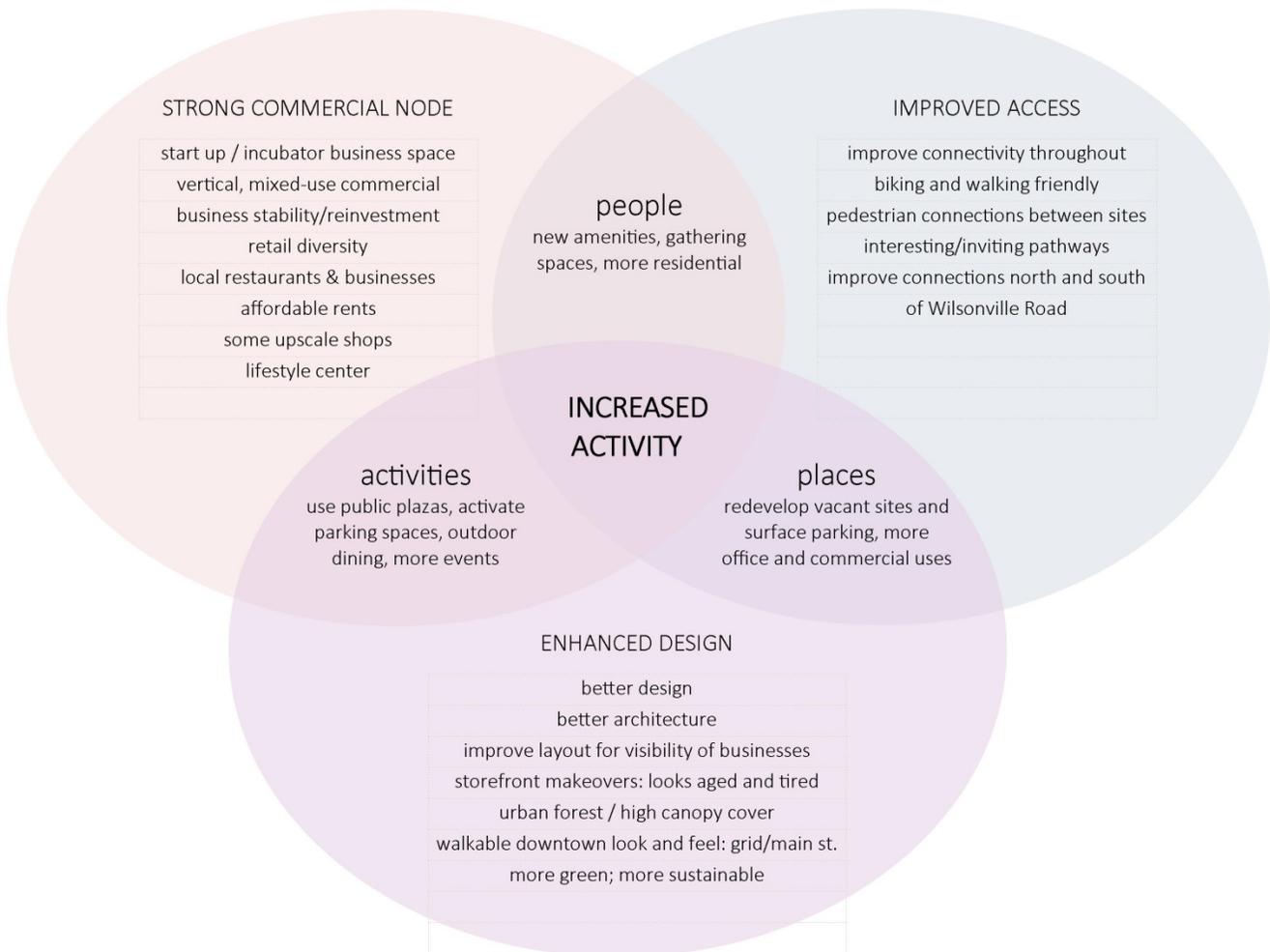
The primary objective and deliverable for this project will be a Wilsonville Town Center Master Plan. This project will establish a specific strategy for policy development and future investment in the area as a way to achieve the vision for the Town Center. The Master Plan will include sufficient detail to provide a basis for implementation of strategic actions, including amending local policies (comprehensive plan and zoning designations, design guidelines, and development code regulations).

The Master Plan will include an analysis of existing conditions, including opportunities and constraints; a market analysis, including ROI, to determine potential types and scales of uses with recommendations to increase financial feasibility and property values (including residential, commercial, office, and institutional); an innovative public engagement plan that considers cutting-edge technology, multiple platforms, and targeted outreach; a multi-modal system analysis identifying barriers and recommendations; a consistency analysis with regional and state policies; detailed maps and illustrations graphically depicting the vision for the area, including open space design, circulation and access, and the location and scale for various uses and development; 3-D illustrations or perspective renderings of key project components; and an implementation phasing plan, which identifies areas most ripe for (re)development and actions most important to the success of the master plan.

This process will also evaluate the town center boundary, the Transportation Planning Rule (OAR 660-012-0060), and Metro Urban Growth Management Functional Plan Title 6; and will consider appropriate policy responses including but not limited to establishing a Multimodal Mixed-Use Area in the study area to reduce traffic generation and refinements to the town center boundary.

As a result of this project, the city anticipates specific actions that will remove barriers and encourage private investment in the Wilsonville Town Center. The specific actions will likely include new policies, opportunities for public-private partnerships, establishing development incentives, and program development to address challenges in the Town Center, including poor visibility for businesses, connectivity issues, limited active spaces outdoors, vacant parcels and significant amount of underutilized surface parking. For example, a parking management plan would include recommendations for demand management programs, new ratio standards, providing centralized and structured lots, identifying funding and partnerships opportunities, and phasing strategies such as interim active uses.

Ultimately, these actions will help the Town Center become a more vibrant, pedestrian and transit-supportive mixed-use district that integrates the urban and natural environments, to create an attractive and accessible place for visitors and residents of all ages to shop, eat, live, work, learn, and play. The actions will target maintaining and further strengthening businesses in the Town Center, improving access to and within the center, and making it a place where people want to spend time and support businesses. Image 1 on Page 2 depicts some of the key outcomes the plan will make possible.



(B) PROJECT SITE DESCRIPTION

The project location consists of the City of Wilsonville Town Center, a 2040 town center designated on the 2040 framework plan map, and an established retail and service district at the center of the city. The Town Center is approximately 100 acres and encompasses the properties north of Wilsonville Road, within and adjacent to Town Center Loop (see attached maps). The Town Center is zoned Planned Development Commercial Town Center allowing commercial services, business and professional offices, customer-oriented uses to meet the needs of the Wilsonville community as well as to meet the general shopping and service needs on an area-wide basis, together with multi-family residential, open space, recreational and public uses.

The Town Center is highly visible and used by everyone in the community, but there are issues related to poor design, lack of connectivity, and underutilized land, particularly in the form of surface parking lots. In addition there are vacant parcels, including one directly across the street from City Hall, and the recently vacated Regal Cinemas structure, which provide prime development and investment opportunities. The site, market, and financial feasibility analysis components of this plan, conducted in

partnership with local property and business owners provides a great opportunity to identify aspirational yet practical development ideas for these potentially catalytic sites.

Within walking distance of the Town Center, the City has experienced recent investment in The Grove, a master-planned community in the heart of Wilsonville representing hundreds of one, two, three and four-bedroom apartments, including housing opportunities specifically designed for aging-in-place (at the Portera) and two single-family neighborhoods. As such, the project will also study “influence areas,” those areas adjacent to the Town Center that may be impacted by activity in the Town Center and help determine market potential and complimentary development to target for the Town Center.

(C) PROJECT BACKGROUND

There is support throughout the community and from elected officials to make this project successful. At a goal setting retreat this year, the City Council stated one of its priority goals is to pursue a Town Center Master Plan. Residents care deeply about the future of the Town Center, and along with property and business owners, and local developers, have a strong interest in transforming it into a 21st century model of a vibrant city center (evident by the letters of support attached to this proposal). In 2011, PSU students, in partnership with the City, completed a Town Center Vision. Almost 200 residents and several local business and property owners participated in helping establish the vision and strategies toward achieving greater sustainability in the Town Center. Strategies identified by the effort will be evaluated for inclusion in the implementation section of the Master Plan. The city’s recent Economic Development Strategy and Tourism Development Strategy also identify a Town Center Master Plan and implementation strategy as priorities.

With the Town Center developing in the early 90’s, much of the development is dated (20+ years). Coupled with new development in the City, particularly around the Town Center and on the east side of I-5, the need is great to transform the heart of the community to meet the needs of a 21st century community. Establishing the vision led the community to recognize and vocalize a need for a Town Center Master Plan. As such, the City Council is committed to facilitating this transformation. The City Council set a goal for 2015-2017 to initiate a Town Center Master Plan for revitalizing Wilsonville’s Town Center, and through the Urban Renewal Strategy set aside funds - the match the City is able to contribute alongside this grant request - for a Town Center Master Plan and implementation strategy.

(D) EVALUATION CRITERIA

(1) Development Outcomes: the planning activities described above will identify barriers and articulate a set of actions to encourage investment and develop a more complete and vibrant Town Center.

(Catalytic Investment) The market analysis and the identification of opportunities and constraints will identify key areas for investment. There are several key properties that remain unbuilt, have vacant storefronts, or buildings that need to be updated and improved. The project will engage key property owners and businesses in the community to participate to stimulate interest and ideas and to create ownership of actions identified in the plan. Opportunities for public-private partnerships and program development will be identified to highlight what the city can do to support opportunity sites with catalytic potential.

(Community Readiness) This is a well-supported project and the Council is ready to take action on a strategy for policy development and future investment in the area. With specific regulatory changes resulting from the project, barriers will be removed and the stage set for desired development. Engaging property owners, developers and businesses in the project will also prepare them to take action once the plan is in place. A dynamic community engagement effort, along with visualizations of potential

projects and positive financial returns, will also help garner support and build interest, and therefore investment, in the Town Center and its plan.

(Local Commitment): There is a foundation of strong support and a vision for the Town Center. The area is currently well-served by infrastructure, including the transportation network, showing the level of commitment and investment already made in the area. The Town Center is home to dozens of businesses, a well-used public park, institutional uses, and homes; so there is energy to build on, but there are also opportunities for modernization and redevelopment. Existing examples of urban form around the planning area show these projects are possible, but the Master Plan can identify what more can be done to increase the feasibility of these development types. Adjacent areas are developed (park, residential, commercial, civic) and the compatibility and design in the transition to the Town Center has been and will continue to be a priority. With the City of Wilsonville growing at record rates, there is a need to maximize the Town Center's potential; by completing the Master Plan in the near term, the city can accommodate growth in the center and keep up with service demands. The City is committed to this project, and has a track record of successful implementation of past CPDG projects.

(Service provision): The City of Wilsonville is a full-service city providing infrastructure and urban services, including transit, to the community, which makes it easy to align services to accomplish the goals of the project - development and maintenance of roads and parks, water, wastewater, development permitting, urban renewal, law enforcement (via a contract with Clackamas County), and transit. The City will consult with Tualatin Valley Fire and Rescue on emergency service provisions.

(2) Regional Significance: The proposed planning grant will benefit the region in achieving regional development goals as it reinforces Metro Council's six desired outcomes: (1) The primary objective of the Master Plan is to increase activity in the Town Center, making it a more vibrant place for the people who live and work there, and that the broader community can easily access for everyday needs. (2) Using the Master Plan to achieve the vision for the Town Center will increase the economic prosperity of the city, which will help the city better serve its residents. Creating a more vibrant focal point in the community will also maintain and attract more employers. (3) The Master Plan will look at the multi-modal network serving the Town Center, ensuring safe and reliable transportation choices; improved bicycle and pedestrian facilities within the center and transportation demand management techniques (TDM) will be evaluated. (4/5) In setting the stage for a more complete community, and focusing on improved multi-modal connectivity, reduced parking, and TDM opportunities, the strategies and actions identified by the plan can help reduce VMT and associated GHGs. Similarly, focusing on enhanced design in the center can provide more green infrastructure and urban canopy, which can reduce energy and water use and improve the quality of stormwater runoff. (6) Finally, the Master Plan can support local and regional equity goals by engaging underserved groups in the project and identifying opportunities to ensure these populations experience the benefits envisioned by the plan. For example, working with minority-owned businesses in the Town Center can help identify strategies for supporting their entrepreneurial success and extending this opportunity to other businesses. Similarly, working with low-income service providers can help establish policies and incentives for ensuring affordable housing opportunities are maintained and built in the center with access to existing infrastructure, transit, and services.

(3) Title 6: The project area is identified as a Town Center in the 2040 Growth Concept and the Metro Regional Framework Plan, recognizing its importance as a principal center of urban life in the region, and reiterating the regional significance of this project. The Town Center already has an adopted boundary and would only be amended if this project identified compelling reasons to do so. The project will perform an assessment of Town Center (analyzing physical and market conditions, physical and

regulatory barriers, the development code, and existing and potential incentives to encourage mixed use pedestrian-friendly and transit supportive development); and will result in the adoption of a plan that outlines actions and investments, including revisions to land use regulations (to support a mix and intensity of uses) and strategies to increase non-SOV mode share such as transportation system designs, system management and demand management plans, and a parking management program.

4) Other locations: N/A

5) Best practices: As a mid-sized suburban community with an aging Town Center, there is a lot of applicability to other town centers across the region. At the end of the project, highlights from the project and lessons learned will be shared regionally. Ideas include a summary document, presentation to MTAC/MPAC, a workshop with other CPDG recipients, and/or a Town Center tour much how the city provides tours to Villebois; and can be arranged with Metro toward the end of the project.

6) Leverage: The project intends to involve local business and property owners, as well as bankers, developers and venture capitalists to (1) inform the market and financial feasibility of the plan and (2) potentially create opportunities for additional private or public investment. At minimum, the city expects to engage a wide range of local stakeholders and partners to serve in helping shepherd and shape the Master Plan.

7) Matching fund/potential: A Master Plan with the extensive list of project elements and engagement efforts described in this LOI will require significant resources. As such, the City is prepared to exceed the required 10% match and provide funding (from Urban Renewal funds) at 31% of project costs.

8) Growth absorption: Over the last decade, Wilsonville's population has grown at a significant rate and the City continues to provide employment and housing opportunities. However, as the city continues to grow, there is a greater need to provide additional residential and employment opportunities in the Town Center. With increased density opportunities, a significant amount of growth can be accommodated in the project area as compared with other areas of the city and region. This project will set the stage for absorption of this growth in the Town Center.

9) Public involvement: The City envisions an innovative public engagement plan using cutting-edge technology to reach as many community members as possible. This could include using map-based public participation tools, such as MetroQuest or CrowdSpot, as well as mobile applications and a QR Code to collect ideas, input, and images while people are on-the-go and in Town Center. The project would be branded with a logo and tag line to provide unique identity and to generate excitement. The city would complement these efforts with targeted outreach to specific stakeholders including local businesses, property owners, for profit and non-profit developers; high school and college students; tech students and employers; nearby farmers and producers; and residents. The project will work to engage traditionally underserved communities, including low-income and minority populations, by contacting minority and women-owned builders, San Francisco Tienda Mexicana, Memorial Park soccer groups, the Korean War Veterans Group, and through the City's Community Center and Library, which have very diverse clientele. With such a broad and diverse group of people at the table, the final plan will be more balanced and representative of the whole community; get as many people excited about the plan as possible; build partnerships; and invest people in taking action. Involvement opportunities will include an advisory committee, workshops / charrette, focus groups, visual preference surveys, and online feedback tools.

10) Governing body: The City Council is the governing body responsible for adopting a Master Plan for the Town Center and any accompanying amendments to comprehensive plan and zoning designations,

design guidelines, and development code regulations. The City Council will adopt these provisions by local ordinance. The City Council is also the official body for the Urban Renewal Plan and funding program and the city's transit agency (SMART).

11) Capacity of applicant: The skills needed to complete the elements of the master plan include: planning, urban design, transportation engineering and modeling, development economics, public involvement, social media and visualization techniques with legal, GIS, natural resources, government relations/communications, administrative and finance support. Please see the budget narrative for the balance between staff and consultant services to complete the various tasks of the project.

(E) COLLABORATIONS:

The success of the Town Center Master Plan will come in its implementation. Building a strong network of collaborators and cultivating relationships during the planning process is integral to establishing the foundation for action once the plan is completed. As described above, the project will pursue a broad and multi-faceted engagement plan. Involvement opportunities will include an advisory committee, workshops / charrette, focus groups, visual preference surveys, and online feedback tools, and will specifically target the involvement of residents and business and property owners. Residents are the regular users and visitors to the Town Center and this effort must reflect their needs and wishes for this place in order to encourage them to want to come often and spend more time here. As investors in the Town Center, business and property owners call this place home and are integral to carrying out this plan once it is completed. Their contributions, along with for profit and non-profit developers, will help achieve increased activity and the desired outcomes for the Town Center, and thus, are key collaborators. Support letters from both residents and property and business owners in the Town Center are included with this grant application highlighting their interest and involvement in the project.

Other partners will also participate in the Master Plan and provide in-kind contributions, primarily through their time commitment to the project. City representatives from SMART, Parks & Recreation, Planning, Natural Resources, and Economic Development will work as a team to establish a holistic set of goals with realistic actions and resources to achieve them. Partner Agency representatives from ODOT, TVF&R, Clackamas Community College, and the school district will provide guidance on providing the best service to future residents. Local high school and college students as well as Oregon Tech students can assist in developing engaging online public involvement tools and participating in design opportunities for the Town Center. The project will also work to engage nearby farmers and producers in an effort create a nexus between the Town Center and surrounding rural industries, establish strategies to support the local economy, and grow more local businesses to the community.

(F) MILESTONES & DELIVERABLES:

M1: Execution of the IGA for the Wilsonville Town Center Master Plan

M2: Project kick-off

- Consultant scope of work
- Draft public involvement plan
- Project schedule
- Website / public involvement tools
- Committee list
- Planning Commission & City Council briefing packets

M3: Workshop 1: opportunities

- Existing conditions draft report
- Draft market analysis
- Committee, Planning Commission & City Council briefing packets
- Public workshop agenda & public comment summary
- Key opportunities summary

M4: Establish goals for Town Center

- Committee, Planning Commission & City Council work session packets
- Memo: Town Center goals
- Public comment summary

M5: Draft Land Use Plan

- Land Use map with circulation
- Draft feasibility analysis
- Initial trip / traffic analysis
- Committee, Planning Commission & City Council work session packets

M6: Community Design Charrette

- Agenda and materials from event
- Public comment summary

M7: Draft Master Plan

- Updated land use plan and trip analysis
- Draft strategies & actions for implementation
- Updated financial feasibility analysis
- Committee, Planning Commission & City Council work session packets

M8: Workshop 2: master plan

- Draft visualizations
- Agenda and materials from event
- Public comment summary

M9: Adopt Town Center Master Plan

- State, regional, & local consistency analysis
- Final Master Plan document with analyses, detailed maps and illustrations, and a phased implementation plan
- Comprehensive plan map amendments (as identified through project)
- Development code amendments (as identified through project)
- Planning Commission & City Council hearing packets

M10: Share best practices

- Presentation or summary document (as determined with Metro through project)

(G) PROJECT MANAGEMENT: Miranda Bateschell, Wilsonville's Long Range Planning Manager, will be the project manager and Metro's main point of contact for the duration of the project.

The skills needed to complete the Wilsonville Town Center Master Plan will involve an array of staff at the City as well as the professional services of a consultant team.

Staff	Consultants
Planning	Planning
Natural Resources	Urban Design
Engineering	Market and development feasibility
Other Community Development	Cost estimating and finance planning
City Attorney	Traffic/multi-modal trip modeling
GIS	Public involvement
Public Communications	Project management
Administrative	social and digital media
Finance	
Other	
Mailing, printing, video, public meeting expenses	Consultant expenses, including travel

The CPDG funds are proposed to fund consultant expertise and City of Wilsonville Community Development staff-time needed to complete the scope of work outlined in the line item budget. The City of Wilsonville will contribute \$100,000 from the Urban Renewal Fund, which has been committed to being spent on the Town Center Master Plan. In addition, the City will provide in-kind contributions to cover the cost of City staff serving in a support role to the project (legal, GIS, communications, administrative, and finance).

	Personnel Costs	Financial Match	In-kind Match	CPDG Grant Request	TOTAL
Agency staff	\$95,400	\$95,400			\$95,400
Consultants	\$320,000	--		\$320,000	\$320,000
Non-profit staff	\$2,240	\$2,240			\$2,240
Other, please list	--	--			
<i>Total: Planning Services</i>	<i>\$417,640</i>	<i>\$97,640</i>			
Mailing, printing, public meeting expenses	\$2,500	\$2,500			\$2,500
<i>Total: Other Costs</i>	<i>\$2,500</i>	<i>\$2,500</i>			
TOTAL PROJECT COSTS	\$420,140	\$100,140		\$320,000	\$420,140

COST ASSUMPTIONS:

- This project's scope of work is similar to the level of work and budget needed for the Frog Pond Concept and Master Planning Project; while an in-depth study, design and cost estimating of infrastructure is not needed for the Town Center Master Plan, this effort does need more extensive public outreach and relationship-building, additional visualization and urban design services, and a financial feasibility analysis for different development types.
- This scope of work and budget is similar to other town center planning efforts.

- Personnel cost for the City used an hourly rate \$150 / hour, which represents the project manager's billable rate (salary = base wage plus benefits (18.03% PERS rate + 7.65% FICA + 3% 401a (for managers) + 1% (for SMART tax, Workers Compensation, etc.) + 19% for health insurance) of \$67 / hour plus overhead expenses incurred by the City. While other personnel will contribute to the project (at both higher and lower hourly rates), the majority of hours will be spent by the project manager.
- Other personnel will include support staff for public outreach, events, and public hearings; directors' review of key deliverables and at hearings / events; and subject area expertise on the advisory committee and for review of specific deliverables and elements of the plan (e.g. civil engineer to review traffic analysis and connectivity recommendations, and public communications will review content and messaging of online public involvement tools)
- Personnel cost for the consultant was estimated based on similar scopes of work.
- Non-profit personnel cost assumed two representatives serving on an advisory committee, participating in open houses / workshops, and providing feedback on key project materials, including the public involvement plan, at an hourly stipend of \$40 for their participation.

MILESTONES AND DELIVERABLES:

M1: Execution of the IGA for the Wilsonville Town Center Master Plan

If awarded the community planning and development grant for the Town Center Master Plan, Wilsonville's project manager will work with Metro staff to execute an IGA for the project. No time is billed for this task in the budget.

M2: Project kick-off

This milestone consists of both Tasks 1 and 2, which will include selecting a consultant to provide professional services to the project and the foundational activities to kick-off the project. Wilsonville staff will draft a RFP, review proposals, select a consultant team, and establish a scope of work with the consultant consistent with the scope of work established in the executed IGA with Metro. Once established, the project team (staff + consultants) will work together to establish a detailed project schedule and draft public involvement plan, which is envisioned to be innovative, taking advantage of cutting-edge technology, using multiple platforms, and complimenting with targeted outreach. Public involvement will rely heavily on individual and small-group meetings, social media, and surveys, both online and at numerous community events, workshops, a design charrette, and guidance from the Planning Commission, Committee on Citizen Involvement, and City Council. During this task, the consultant (and/or local technology students) will also set up the decided upon public involvement tools and launch them to the public. A task force or advisory committee will also be established during this first phase and briefings provided to the Planning Commission and City Council.

M3: Workshop 1: opportunities

During Task 3, the consultant will focus on analyzing existing conditions in the Town Center and presenting this information at a public workshop (Milestone 3) to identify the key opportunities that will form the basis of the goals and strategies for the Town Center Master Plan. This work will include an analysis of existing conditions, including opportunities and constraints; a market analysis to determine potential types and scales of uses; and a multi-modal system analysis identifying barriers and recommendations. This information will be presented to the established task force/committee as well as

the Planning Commission and City Council in preparation for the public workshop. Materials will be prepared for the workshop and afterward, a summary describing the key opportunities will be drafted.

M4: Establish goals for Town Center

Milestone 4 is focused on establishing goals for the Town Center. To get there, the project team will spend complete Task 4: pulling together information from the public workshop on opportunities, engaging key stakeholders in the Town Center and broader community, and drafting goals and objectives. The draft goals will be reviewed with the project task force/committee, Planning Commission and City Council as well as with the public by use of the public involvement tools and online forums. This input and feedback will be used to refine and finalize goals for the Town Center redevelopment and Master Plan.

M5: Draft Land Use Plan

With the goals established and an inventory of key opportunities and constraints, the consultant team, in partnerships with city staff, will develop a land use plan (Task 5), graphically depicting the vision for the area, including open space design, circulation and access, and the location and scale for various uses and development including parks and open spaces. They will also complete a ROI feasibility analysis to determine financial feasibility of desired development types and an initial traffic and multi-modal trip rate analysis based on the land use plan. The draft plan will be reviewed with the project task force/committee, Planning Commission and City Council and refinements integrated in preparation for the Community Design Charrette.

M6: Community Design Charrette

To complete Task 5 of the project, the City and consultant team will host a design charrette with the community to discuss how the established goals and opportunities might be realized on the ground; reviewing with them the initial draft land use plan. The focus will be on how to use design to achieve the shared vision for the Town Center. Working groups and work sessions will engage stakeholders in refining elements of the land use plan and generating ideas for implementation and how to accomplish the vision. The project team will present maps and illustrations, which may include 3-D illustrations or perspective renderings of key project components, and hopefully utilize real-time software programs to reflect the input and ideas gathered during the Charrette. The Charrette format will be refined based on the consultant team selected, but will be a critical factor in gathering input from the community and key stakeholders in shaping the recommendations of the Master Plan. A summary of the activities and results of the Community Design Charrette will be provided.

M7: Draft Master Plan

The results of the Community Design Charrette will be used to update the land use plan, traffic and multi-modal trip analysis, financial feasibility analysis, and open space, green canopy, circulation and access components of the plan. Initial draft strategies and actions for implementation will also be completed as part of this task including recommendations to increase financial feasibility and property values for various uses identified in the plan (e.g. residential, commercial, office, and institutional). It will also outline specific actions that will remove barriers and encourage private investment in the Wilsonville Town Center. The specific actions will likely include new policies, opportunities for public-private partnerships, establishing development incentives, and program development to address challenges in the Town Center. The consultant will review Metro's Community Investment Toolkit and other national best practices in identifying the most appropriate strategies and actions. The draft

Master Plan will be reviewed with the project task force/committee, Planning Commission and City Council in preparation for a public workshop focused on the Master Plan. All of these activities are associated with project Task 6 to achieve Milestone 7: a draft Master Plan.

M8: Workshop 2: master plan

To complete Task 6 of the project, the City and consultant team will host a public workshop focused on refining the Master Plan. Updated maps and visualizations will be provided as well as the ideas and proposed actions for implementing this Master Plan. Materials will be prepared for the workshop and afterward, a summary drafted describing the input received. The draft Master Plan will also be shared through the public involvement tools and online forums established at the beginning of the project and outlined in the public involvement plan. This input and feedback will be used to refine and finalize the Town Center Master Plan and implementation plan.

M9: Adopt Town Center Master Plan

The final milestone for this project is adopting the Town Center Master Plan. This includes both Tasks 7 and 8: completing a state, regional, and local consistency analysis as well as a final draft Master Plan and policy package. This process will evaluate the town center boundary, the Transportation Planning Rule (OAR 660-012-0060), and Metro Urban Growth Management Functional Plan Title 6; and will consider appropriate policy responses including but not limited to establishing a Multimodal Mixed-Use Area in the study area to reduce traffic generation and refinements to the town center boundary. Any identified comprehensive plan map and development code amendments needed to support the Master Plan will also be drafted. A final Master Plan document will be prepared with analyses and key documents described in Tasks 1-6, detailed maps and illustrations of key project components, and an implementation phasing plan, which identifies areas most ripe for (re)development and actions most important to the success of the master plan. City staff will package these documents for review and recommendation by the Planning Commission and adoption by the City Council.

M10: Share best practices

Once the Town Center Master Plan is complete and adopted, city staff will work with Metro staff to identify the best way to highlight the lessons learned from this project and share them regionally. Ideas include a summary document, presentation to MTAC/MPAC, a workshop with other CPDG recipients, and/or a Town Center tour much how the city provides tours to Villebois.

LINE-ITEM BUDGET (ATTACHED)

		ESTIMATED HOURS			COSTS			FUNDING		
		City hours	Consultant hours	non-profit agency hours	City Personnel Costs	Consultant Personnel Costs	non-profit agency costs	Financial Match	InKind Match	CPDG Grant Request
MILESTONE 1: EXECUTE IGA										\$0
Task 1	select consultant	48			\$ 7,200.00			\$ 7,200.00		
	RFP process / establish contract									
Task 2	project setup	76		8	\$ 11,400.00	\$ 16,000.00	\$ 320.00	\$ 11,720.00		\$ 16,000.00
	draft public involvement plan									
	detailed schedule									
	create website / engagement tools									
	set up committees									
	CC & PC briefings									
MILESTONE 2: PROJECT KICK-OFF										\$16,000
Task 3	existing conditions report	120		12	\$ 18,000.00	\$ 45,000.00	\$ 480.00	\$ 18,480.00		\$ 45,000.00
	existing policy and plan analysis									
	opportunities & constraints analysis									
	market analysis									
	multi-modal systems analysis									
	open space & green evaluation									
	report									
	committee meeting									
	CC & PC briefings									
	public workshop & outreach									
MILESTONE 3: WORKSHOP 1 - OPPORTUNITIES										\$45,000
Task 4	develop goals and objectives	44		8	\$ 6,600.00	\$ 14,000.00	\$ 320.00	\$ 6,920.00		\$ 14,000.00
	engage key stakeholders									
	draft goals & objectives									
	committee meeting									
	CC & PC briefings									
	public outreach									
MILESTONE 4: ESTABLISH TOWN CENTER GOALS										\$14,000
Task 5	draft land use plan	120		12	\$ 18,000.00	\$ 120,000.00	\$ 480.00	\$ 18,480.00		\$ 120,000.00
	base map with circulation and access and the location and scale for various uses and development									
	initial financial feasibility analysis									
	initial traffic & multi-modal trip rate analysis									
	committee meeting									
	CC & PC briefings									
MILESTONE 5: DRAFT LAND USE PLAN										\$80,000
	updated plan and event materials									
	community charette & outreach									
MILESTONE 6: COMMUNITY DESIGN CHARETTE										\$40,000

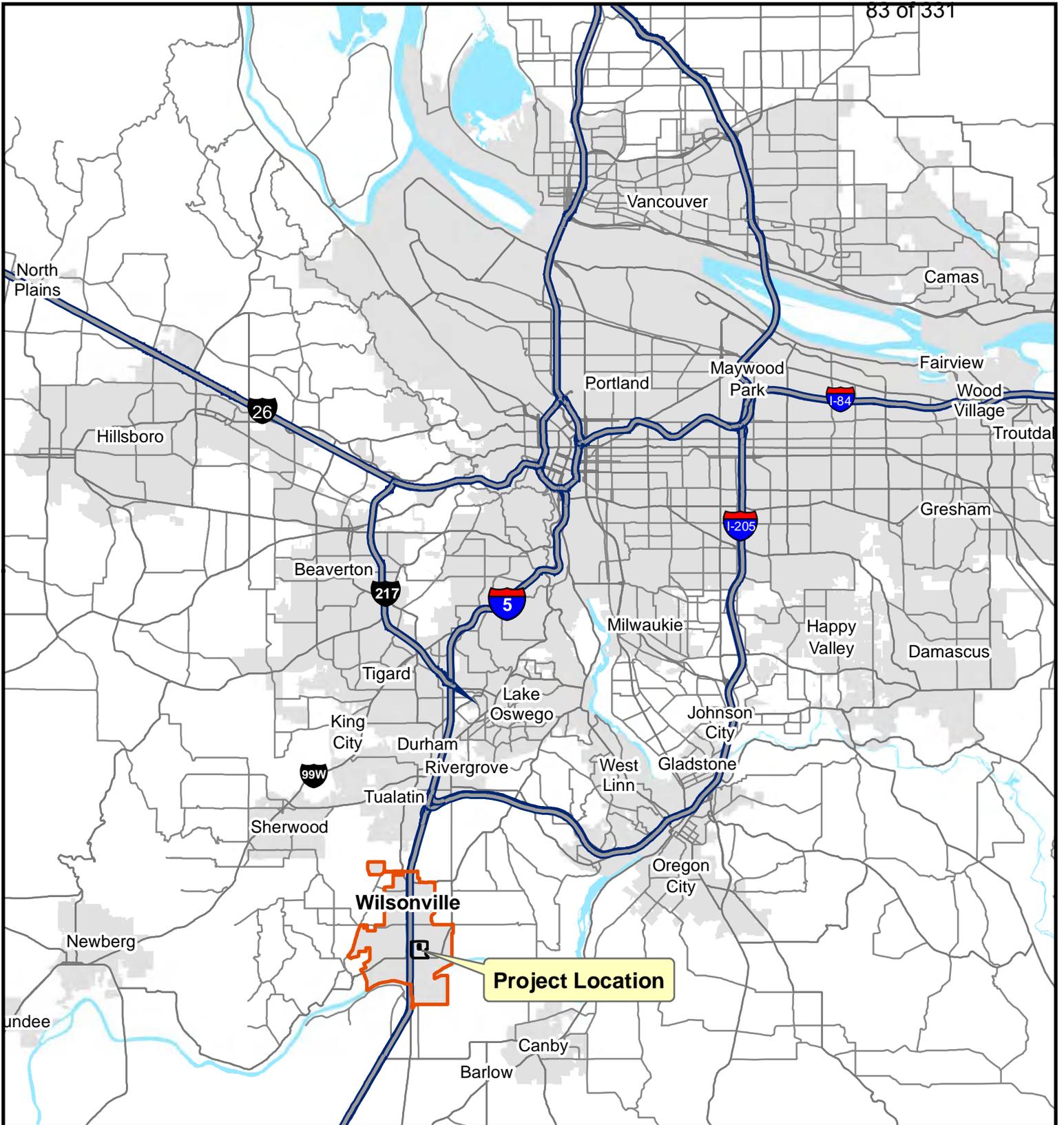
Task 6	draft master plan	120		12	\$ 18,000.00	\$ 65,000.00	\$ 480.00	\$ 18,480.00		\$ 65,000.00
	updated plan & traffic/trip analysis									
	financial feasibility analysis									
	draft strategies & actions for implementation									
	draft visualizations									
	committee meeting									
	CC & PC briefings									
MILESTONE 7: DRAFT MASTER PLAN										\$40,000
	revised plan									
	draft visualizations and event materials									
	public workshop & outreach									
MILESTONE 8: WORKSHOP 2 - MASTER PLAN										\$25,000
Task 7	state, regional & local consistency analysis	48		0	\$ 7,200.00	\$ 10,000.00	\$ -	\$ 7,200.00		\$ 10,000.00
	review local zoning code for barriers									
	UGMFP Title 6 consistency/recommendations									
	TPR / MMA analysis & recommendations									
	other regional / state regs									
Task 8	final draft master plan and policy package	60		4	\$ 9,000.00	\$ 50,000.00	\$ 160.00	\$ 9,160.00		\$ 50,000.00
	comp plan map									
	development code amendments									
	detailed maps / illustrations									
	phased implementation plan									
	adoption: PC & CC									
MILESTONE 9: ADOPT TOWN CENTER MASTER PLAN										\$60,000
	presentation or summary of lessons learned									
MILESTONE 10: SHARE BEST PRACTICES										\$0
TOTAL		636		56	\$ 95,400.00	\$ 320,000.00	\$ 2,240.00	\$ 97,640.00	\$ -	\$320,000

Community Planning & Development Grant Program
 F2 - Match Form

Instructions: If your “Match Source” is a professional or technical service received as “In Kind,” use the market average or actual salary or bid for that individual or service. Use the “Notes” field to document methodology.

Match Source	Choose One		Choose One		Amount	Notes
Wilsonville Urban Renewal Fund	<input checked="" type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input checked="" type="radio"/> Secured	\$ 100,000.00	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	
	<input type="radio"/> Financial	<input type="radio"/> In Kind	<input type="radio"/> Pending	<input type="radio"/> Secured	\$	

Total \$ 100,000.00



The City of Wilsonville, Oregon
 Clackamas and Washington Counties

Vicinity Map



4/13/2015





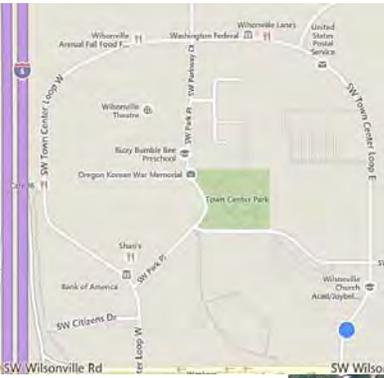
The City of Wilsonville, Oregon
 Clackamas and Washington Counties

 **Town Center Zoning**



3/11/2015





Town Center Park Korean Memorial



Town Center Park Water Feature



Wilsonville City Hall



Town Center Shopping Center Lamb's Thriftway



Post Office



Family Fun Center



Town Center Shopping Center Car Wash



Town Center Shopping Center Starbucks



Regal Cinemas



Pad available for Development



Day Care & Curves for Women



Fry's Electronics



**CITY OF WILSONVILLE
CITY COUNCIL MEETING MINUTES**

86 of 331

A special meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Thursday, February 18, 2016. Mayor Knapp called the meeting to order at 7:23 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

Mayor Knapp
Councilor Starr
Councilor Fitzgerald
Councilor Stevens
Councilor Lehan

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Delora Kerber, Public Works Director
Chris Neamtzu, Planning Director
Nancy Kraushaar, Community Development Director
Mark Ottenad, Government and Public Affairs Director
Mike Kohlhoff, Special Projects Attorney
Patty Brescia, Senior Program Manager

Motion to approve the order of the agenda.

Motion: Councilor Starr moved to approve the order of the agenda. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 5-0.

MAYOR'S BUSINESS

A. City Attorney's Contract

Mayor Knapp indicated Barbara Jacobson has been acting as City Attorney since December 1, 2015 when Mike Kohlhoff retired. Councilors feel the City would be best served with the confirmation of Ms. Jacobson as City Attorney.

Motion: Councilor Starr moved to revise and approve the City Attorney employment contract appointing Barbara Jacobson as City Attorney, effective retroactively to December 1, 2015 with a base salary of \$140,300 and a total compensation package of \$153,410. Councilor Stevens seconded the motion.

Councilor Starr stated Ms. Jacobson has been with the City for five years, and during the past five years she has done a great job supporting the City Attorney and Council on a variety of issues. Ms. Jacobson did go through a competitive process for the Assistant City Attorney position. Over the past three months she has performed extremely well as the interim City

Attorney and it was time to appoint her to the position of City Attorney. Councilor Starr looked forward to working with Ms. Jacobson for many years.

Councilor Stevens agreed with Councilor Starr's statements. Ms. Jacobson brings a depth of experience to the position which is advantageous to the City, particularly in land use issues and negotiations.

Councilor Fitzgerald agreed with the statements of the previous Councilors and added this was a strategic decision in that Ms. Jacobson has great experience and completed the interim period, and has worked for a number of years with Mr. Kohlhoff.

Councilor Lehan agreed, adding this has been a transition over the past year and a half since Mr. Kohlhoff announced his retirement. Barbara was a competitive hire when she was initially hired, and later in the year when an assistant city attorney is hired will be a competitive process as well.

Mayor Knapp understood the legal department will remain at two attorneys, and the special services provided by Mr. Kohlhoff will be completed at the end of the fiscal year. At that time the city will recruit for a new assistant attorney.

Barbara Jacobson, Assistant City Attorney, provided an overview of her professional background, noting she worked both in private practice and the public sector.

Councilor Starr explained how the total compensation package was formulated to stay competitive and within the 63 percentile of the surrounding cities.

Vote: Motion carried 5-0.

B. Consul General's Commendation for Sister City Relationship

Wilsonville has had a valuable relationship with its Sister City Kitakata Japan, and has an active student exchange program. The Consul General of Japan presented the City with a framed commendation in recognition of the Sister City relationship. Mayor Knapp read the translation of the Commendation.

C. March for Meals Proclamation

Patty Brescia, Recreation Program Manager, introduced the March for Meals Proclamation. For the past 30 years the City has provided meals to seniors at the Community Center four days a week and home delivered meals for homebound seniors five days a week. The program is an example of how Wilsonville residents provide help to fellow citizens when the need arises. The program is supported by the 20 volunteers who deliver the meals.

Mayor Knapp read the proclamation into the record.

D. Upcoming Meetings

The Mayor announced the dates of the upcoming Council meetings and reported on the meetings he attended on behalf of the City, in particular the Smart Growth Conference held in Portland this year.

CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS – There was none.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

A. Council President Starr – (Park & Recreation Advisory Board Liaison) announced the next meeting date for the Parks and Recreation Advisory Board. The Councilor has been sharing the Recreation and Aquatic Center message with community clubs and organizations throughout the City in preparation of the ballot measure that will be before the voters in November. Councilor Starr attended the Chamber of Commerce Board meeting in January. He noted the Daddy-Daughter Dance scheduled for February has been sold out.

B. Councilor Fitzgerald – (Development Review Panels A & B Liaison) reported the DRB approved the application of the West Linn-Wilsonville School District Advance Road school, and announced the next meeting dates of the two panels. The Councilor attended the New Partners for Smart Growth Conference in Portland; as part of that conference Mr. Neamtzu lead a tour of the Villebois neighborhood.

C. Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) stated that Paul Keller had been elected chair of the Wilsonville Seniors Board. Mr. Keller is a graduate of the Leadership Academy and brings new energy to the Board. The Councilor noted the next meeting date of the Library Board and said she also attended the New Partners for Smart Growth Conference.

D. Councilor Lehan – (Planning Commission and CCI Liaison) reported the Planning Commission held a work session on the Transit Master Plan at their last meeting, and received a presentation from the Engineering Staff on the Bicycle Wayfinding Signage plan. The next meeting date of the Commission was announced along with the tentative agenda items. Councilor Lehan stated she has been named Chair of the Oregon Historic Marker Committee which is looking for ideas and locations for the historical markers. Currently they are looking for an appropriate location to commemorate the Columbus Day Storm of 1962.

Mayor Knapp announced upcoming community events.

CONSENT AGENDA

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

A. **Resolution No. 2564**

A Resolution Of The City Of Wilsonville Authorizing The Mayor To Sign A Local Agency Agreement With The State Of Oregon, Acting By And Through Its Department Of Transportation (ODOT) For Construction Of The Kinsman Road Extension (Capital Improvement Project #4004). (Staff – Weigel)

B. Resolution No. 2567

A Resolution Of The City Of Wilsonville Adopting, Authorizing, And Ratifying Addendum No. 6 To The Development Agreement Of May 24, 2004 By And Between The City Of Wilsonville, The Urban Renewal Agency Of The City Of Wilsonville, And Villebois LLC Relating To Development Of Property Known As Villebois Grande Pointe (staff – Kohlhoff)

C. Minutes of the January 21, 2016 and February 1, 2016 Council Meetings. (Staff – King)

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

Vote: Motion carried 5-0.

PUBLIC HEARING

A. Resolution No. 2566

A Resolution Approving A Rate Increase For Republic Services Of Clackamas And Washington Counties For Solid-Waste And Recycling Collection And Disposal In The City Of Wilsonville. (Staff – Ottenad)

Ms. Jacobson read the title of Resolution No. 2566 into the record.

Mayor Knapp announced the public hearing format and opened the public hearing at 8:07 p.m.

Mark Ottenad presented the staff report. Republic Services, Inc. is the successor in interest through acquisition of the City's solid-waste collection franchise that is governed by Ordinance No. 204 (1982). Republic Services provides a full-range of solid-waste services, including collection and disposal of garbage, large bulky items, recyclable materials and yard debris. Franchisee was last granted a 4.0 percent rate increase effective August 1, 2013.

Section 13 of Ordinance No. 204 provides six (6) total criteria that the Council "shall consider" in "determining the appropriate rate to be charged by the Franchisee":

- "1. The cost of performing the service provided by the franchisee;
- "2. The anticipated increase in the cost of providing service;
- "3. The need for equipment replacement and the need for additional equipment to meet service needs; compliance with federal, state and local law, ordinances and regulations; or technological change;
- "4. The investment of the franchisee and the value of its business and necessity that the franchisee shall have a reasonable rate of return;
- "5. The rates in other cities for similar services;
- "6. The public interest by assuring reasonable rates to enable the franchisee to provide efficient and beneficial service to the residents and other users of the service."

It appears that Wilsonville's rates will be below the average of all the rates aggregated throughout the region.

Councilors were concerned the original proposal for the rate increase for the two smallest sizes of commercial carts received the greatest rate increase. In response to this Republic Services offered an option "B" alternative, the commercial rates for the two smallest carts would be reduced, while the industrial rates would be increased by 25 cents per unit.

City staff notified the community of the requested rate increase and public hearing through media releases, web posts, social media and 12,500-circulation monthly Boones Ferry Messenger. The February 2016 issue of the all-city newsletter featured a front-page article on the proposed rate change. Similarly, the Jan. 27, 2016, edition of the Wilsonville Spokesman featured a large, above-the-fold article on the proposed rate change. Both articles featured a convenient link to the City's website page, www.ci.wilsonville.or.us/RateRequest, which includes background information on the rate increase request and a comment form.

Mr. Ottenad suggested the need for a new franchise agreement since the current agreement dates from 1982. Staff would welcome the direction to work with Republic Services to update the agreement.

A lengthy discussion followed, wherein the Councilors raised these concerns and/or questions or made the following suggestions:

- The franchise agreement should be updated and reflect competitive pricing
- It was suggested to lower the rates for the 20-gallon residential and 35-gallon commercial carts to \$15.00.
- Provide motivation and incentives for reducing the volume of trash by offering the smallest sized cart at a lower rate.
- Consider a reduced rate for seniors or small households.
- Provide trash pickup once per month for low trash generators.
- Clarify the costs of fuel when the costs have gone down dramatically, and the use of CNG is increasing.
- How large is Metro's influence on the rates charged by Republic Services.
- Set a profit margin in the contract with a true up at the end of the year.
- Use Metro Community Enhancement Funds to subsidize households having difficulty paying for service; or to subsidize the \$15.00 20-gallon residential and 35-gallon commercial cart rates. Staff would need to look into this and return with information.
- Value of recyclable materials is down.
- Consider Lake Oswego's program as an example.
- Concern that 20-gallon cart residential users would put overflow trash into the recycling or yard waste bins.
- Sharing of a cart by neighbors with low volume of trash.
- Staff cautioned that unintended consequences may occur if policy changes were not thoroughly thought through.
- The 4.4% rate increase was questioned, and whether it was an absolute number.

Mayor asked if there was public comment on Resolution No. 2566, seeing none he closed the public hearing at 9:02 p.m.

Mr. Cosgrove asked if the Mayor wanted to give Republic Services an opportunity to work their numbers, and if so he recommended leaving the public hearing open.

Mayor Knapp said he would reopen public comment if we were going to do that. If Republic Services would like to caucus, does staff feel like they have some sense of the discussion of Council and what they would like.

Mr. Cosgrove recommended that Council give direction on the two choices either subsidizing in-class or subsidizing out of class, or some combination thereof.

Councilor Fitzgerald thought having heard eighty percent of customers are being served with the small commercial can, that is she suggested a \$15.00 rate for those two smallest cans. Back to in-class, if the small commercial could be included, if we went to a rate on the largest residential rates, my figures show that its about 52 cents a gallon on the 65-ballon; 74 cents on the 35-gallon, so maybe those two could go up and keep the 20-gallon can at 75 cents per gallon. So one is not penalized, as you are now, paying \$1.15 because you are generating the least amount of trash.

Mr. Cosgrove thought the \$15 was a pretty dramatic swing of what we were talking about, because we were talking about different things than what I heard the mayor say. Addressing Republic Services representatives the City Manager asked if they would be able to discuss the fees tonight.

Mr. May said they would look at the figures, and again the preference is to like we did on our Option B and look at the industrial rates and stay out of class.

Councilor Starr asked if the commercial cans were available to everyone who lives in an apartment complex, or is one can assigned to each apartment. If it is a common dumpster, he did not know how incentives for reduced trash would be successful.

Mr. May these are individual carts assigned to each unit.

Councilor Lehan suggested Republic Services caucus and not be limited to the \$15.00 but if they come up with something else. She did not want to push the differential too much between the three different residential cart sizes. There should be incentive, but as was mentioned before, it will be hard for a family to maintain a 20-gallon cart.

Mayor Knapp suggested Council consider an \$18.00 rather than a \$15.00 which will change the dynamic and it would be his personal preference to spread the differential amongst the rest of the residential and commercial rates, rather than the industrial rates.

Mr. Cosgrove suggested the representatives from Republic Services consider unintended consequences when they are discussing the numbers.

Mr. Ottenad confirmed the smallest residential and commercial cans are to be addressed. The residential 20-gallon and the commercial 35-gallon.

Republic Services representatives and staff left to discuss the cart rates.

Mr. Cosgrove asked for a brief recess to allow the City Attorney to talk with the Mayor about the public hearing script.

Mayor Knapp declared a recess and reconvened the meeting at 9:22 p.m.

B. Ordinance No. 784 – 1st reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 8.72 Acres Of Territory Located At The Southwest Corner Of SW Day Road And SW Boones Ferry Road Into The City Limits Of The City Of Wilsonville, Oregon. The Territory Is More Particularly Described As Tax Lots 400, 500 And 501 Of Section 2B, T3S, R1W, Washington County, Oregon, Universal Health Services, Inc., Willamette Valley Behavioral Health, Applicant. (Staff – Neamtzu)

C. Ordinance No. 785 – 1st Reading

An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From The Washington County Future Development – 20 (Fd-20) District To The City Of Wilsonville Industrial Designation On Approximately 8.72 - Acres Comprising Tax Lots 400, 500 And 501 Of Section 2B, T3S, R1W, Washington County, Oregon, Universal Health Services, Inc., Willamette Valley Behavioral Health, Applicant. (Staff – Neamtzu)

D. Ordinance No. 786 – 1st Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Washington County Future Development - 20 (FD-20) Zone To The City's Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 8.72 - Acres Comprising Tax Lots 400, 500 And 501 Of Section 2B, T3S, R1W, Washington County, Oregon, Universal Health Services, Inc., Willamette Valley Behavioral Health Facility, Applicant. (Staff – Neamtzu)

City Attorney Jacobson indicated the three ordinances may be taken concurrently in the public hearing and presentation. Ms. Jacobson read the title of Ordinance No. 784, Ordinance No. 785, and Ordinance No. 786 into the record noting the Council would make separate motions on each ordinance.

Mayor Knapp announced the public hearing format and opened the public hearing for all three ordinances at 9:24 p.m.

Councilor Fitzgerald declared that she had attended the Development Review Board meeting when the proposal was reviewed, however, it would not affect her decision.

No members of the audience challenged any Councilor's participation in the public hearings.

Mr. Neamtzu presented the staff reports for the three ordinances via PowerPoint, noting the applicable review criteria were included in the three staff reports, which were made available at the side of the room.

Following their review at the January 25, 2016 meeting, the Development Review Board, Panel B, recommended approval of Annexation, Comprehensive Plan Map Amendment and Zone Map Amendment for the subject property. The DRB approved Stage I Preliminary Plan, Stage II Final Plan, Site Design Review, Type C Tree Removal Plan and Class II Signs for are included for reference.

Mr. Neamtzu identified the location of the property in the Coffee Creek Industrial Area, the property borders and the features of the site. He identified a grove of London Plane trees on the site which will be protected and become a prominent feature in the development. The overhead utility lines crossing the property will be undergrounded as part of this project on both Day Road and Boones Ferry Road.

Universal Health Services Inc., Willamette Valley Behavioral Health (applicant) is seeking to annex 8.72 acres and adjacent SW Day Road and SW Boones Ferry Road right-of-way which would enable them to pursue development applications for an approximately 62,000-square foot Behavioral Health Facility. Annexation Ordinance No. 784 is consistent with Comprehensive Plan Map Amendment Ordinance No. 785 and Zone Map Amendment Ordinance No. 786. The applicant proposes to construct the project over the next year.

The Comprehensive Plan designation would be Future Development 20; Washington County has one designation for both Comprehensive Planning and Zoning; whereas Wilsonville has a two map system where the property would be put into the Industrial category on the Comprehensive Plan Map consistent with all of the industrial development in the City.

The Zone Map amendment would take the property from FD-20 to PDI-RSIA, and this is the first piece of property the City would zone in the PDI-RSIA.

The DRB reviewed the Stage I Master Plan, the Stage II Final Plan and the site design review package.

Mr. Neamtzu displayed the site plan pointing out Day Road is a three lane facility now, the project would provide an additional 16.5 feet of right of way on Day Road. The City's TSP shows Day Road at full build out as a five-lane cross section.

The parking lot, drive aisles and circulation was identified; the applicant is proposing 140 parking spaces. This number is based on the shift change numbers that are likely to occur for employees. Staff and the applicant spent quite a bit of time discussing the number of parking spaces, and in staff's professional opinion 140 is the appropriate number based on shift changes, guest and visitor experience at the site and the 100 bed facility. A large grove of native fir trees

on the west side provides a significant buffer to the properties to the west. Large douglas fir trees are found on the south side as well.

The building will be located on the setback line and will have central courtyards where visitors would have access to outdoor space and programs held in the courtyards.

Approval of the proposed ordinances would enable development of an approximately 62,000-square foot behavioral health facility with adult inpatient crisis stabilization services and mental health programs, inpatient child and adolescent services, inpatient geriatric services, autism programs, women's programs, substance abuse treatment, and behavioral pain management, as well as outpatient services. In addition, the facility will serve a number of veterans with behavioral and mental health needs.

The DRB reviewed the request for two waivers, the first is height. The Day Road overlay requires a 48 foot building height, but the applicant is requesting a 38 foot building. The applicant has requested a waiver on the glazing. The Code requires 20% glazing on Day Road and Boones Ferry Road. The Day Road frontage was more prominent and important from a glazing perspective, the applicant has 24% glazing on Day Road, and it is satisfied on the Day Road frontage. The waiver request was for 4% less on the Bones Ferry Road side and the applicant will address the operational and privacy issues for the clients at the facility.

Overall the two frontages combined achieve a 20% glazing, but technically when the code is applied the Boones Ferry Road frontage is four percent shy; however the applicant has done a number of things to activate the public right of way by bringing in an art element and district gateway signage for the entire Coffee Creek Area at the corner of Boones Ferry and Day Roads. These are the tradeoffs staff considered when evaluating a waiver request. The applicant came forward with tree preservation, public art and the district gateway signage.

Mr. Neamtzu talked about the location of the building on the property, the floor plan of the buildings, the architectural renderings of the building elevations, the landscaping plan, the tree preservation plan, the signage plan, and the public art possibilities.

Councilor Starr asked how the structuring of the annexation and purchase work, did the purchase take place first, and then the annexation? He also questioned the adequacy of the number of parking spaces.

Mr. Neamtzu had not been apprised of the real estate purchase transaction; typically there is an option to purchase and the property purchase is finalized after the approval. Regarding the number of parking spaces, Mr. Neamtzu explained staff considered the number of employees per shift as well as shift overlap, the nature of the business, the visitor blocks, and patients driving themselves to the facility to arrive at the number of spaces.

Councilor Fitzgerald wanted to know how the patients arrived and left the facility.

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Mr. Neamtzu said the applicant team would cover that issue about the release of patients. Mr. Neamtzu noted there was a bus stop on Boones Ferry Road. The annexation will bring the territory into SMART's service area, allowing SMART to benefit from the payroll tax generated.

Councilor Stevens asked if the street and sidewalk improvements were being paid for by SDCs as well as the gateway wall and sign. Mr. Neamtzu indicated all of those public improvements were the obligation of the developer.

Mayor Knapp asked for a motion to extend the meeting past 10 p.m.

Motion: Councilor Starr moved to continue the City Council meeting past 10 pm to 11 pm. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 5-0.

Mayor Knapp called for the Applicant's presentation.

Steve Pfeiffer, Land Use Attorney, 1120 NW Couch, Portland, 97204 spoke on behalf of the Applicant. Mr. Pfeiffer understood the decision by Council was a policy decision on whether to annex and if so what comp map and zone map designations to assign to the property. This was a traditional course for annexation and the applicant was in support of both. The applicant is providing a strong and significant sense of what they propose to do with the property, should the council approve the annexation and the comprehensive may and zone map changes. Locating the mental health facility in Coffee Creek will provide a strong employment base and with a series of architectural, pedestrian and transportation infrastructure as an amenity that goes beyond what one might expect from an employment user. Mr. Pfeiffer introduced the members of the applicant team.

Rob Minor, Director, Universal Health national director of development, described who Universal is, their mission and history and why they've come to Wilsonville.

Ken Sandblast, Westlake Engineering, director of planning, who led the team in the preparation of the application.

Ron Escarda, North West Region Operations for Universal Health Services, will discuss the operations of the facility, the experiences encounter in other locations and what to expect.

Ken Sandblast, Director of Planning at Westlake Consultants, explained a community meeting and open house was held in January 2016, and 100 different property owners were notified and invited to attend the event. Less than 10 people came to the open house but those attending the open house provided good feedback. Mr. Sandblast indicated the applicant has been working with City staff for over a year and the site plan is the result of that collaboration. He discussed the evolution of the site plan and identified unique features. The original plan was more traditional than what the Council is viewing; when an industrial site develops one looks to taking the property out to the edges and to develop it as part of its industrial use. This use does not do that, during the pre-app staff was clear the original traditional site plan was not acceptable in

Wilsonville, the Day Road overlay, the Coffee Creek and most prominently as Mr. Minor pointed out the gateway location of this and the future of what you have planned here was something the Staff held us to. The parking area is designed to work with the ground and minimize the grading for the site, allowing the predominant stand of trees on the site to be saved. The facility was located in the north east corner; the gateway was made a key feature of the project. Landscaping is approximately 40 percent of the site.

Mr. Sandblast showed slides of the project to scale. The building was designed to create a plaza that is open to the public connectivity, the circular entrance and opened this up with the two story covered entryway, oriented the front of the building to Day Road and creating a plaza for both the public and users. The gateway was shown from the intersection of Boones Ferry and Day Road.

Ron Escarda, CEO of Fairfax Hospital in Kirkland Washington, and the Group Director for the Northwest for UHS.

Questions:

Councilor Lehan asked what the average length of stay was for patients.

Mr. Escarda said the typical length of stay was 9-12 days, depending of the programing and functional blend. It is a short stay crisis stabilization facility. They do not do long term commitments; it is essentially a private, freestanding behavior health facility with relatively short stays.

Councilor Starr wanted to know between residents, outpatients, visitors, employees arriving and leaving during shift changes if the applicant had any concerns regarding the amount of parking.

Mr. Escarda did not. One of the things that came to mind is that they have two parallel processes, one is the land development process, and the annexation and the land purchase process; but there is also a separate Certificate of Need process within the State of Oregon. To apply for licensure of the facility, UHS needs to demonstrate need, there is a very complicated need methodology to complete. There is demand and need in the community for the services UHS provides. The Cedar Hills facility was expanded which originally licensed as a 36 bed facility, to an 89 bed facility. The average daily census in the Cedar Hills facility is in the mid-eighties most months, indicating a significant demand. Patients are being deflected from this facility as are other community providers because there are not enough beds in the respective communities. He was comfortable with the parking numbers; his facility in Kirkland is a 156 bed hospital and they have about 197 spaces which is sufficient to meet all of the needs, even for the different schools that come in to do clinical rotation session, nursing programs, master level programs, Ph.D. level programs and internship programs. The Certificate of Need is for 100 beds giving them a finite capacity they cannot grow beyond, leaving the variable of the outpatient services. Should the outpatient services outstrip capacity, they will be moved into the community in rented and/or leased spaces.

Councilor Starr commented it did not look like there was a point to turn a car around at the end of the parking lot on the east end to leave.

Elizabeth Hutter, CEO of Cedar Hills Hospital in Portland, pointed out one can back into the far spaces and then pull forward with a three-point turn, which is successful at her hospital.

Councilor Starr asked about what “crisis intervention facility” would mean to neighboring business, and the possibility of risk.

Mr. Escarda replied many of their facilities are in industrial or commercial areas as well as residential settings. Cedar Hills is within a residential area, and the neighborhood is shared with residents, apartment buildings and small businesses, the same with the Kirkland Washington facility which neighbors a high school, fire department and residential area. Neither of those facilities have had issues with the community. Crisis intervention and crisis stabilization, our entire purpose and mission is to provide a quiet peaceful, serene location for patients who are having mental illness or in the middle of a significant life crisis to work through those issues. Everything we do programmatically, esthetically from a management perspective is geared towards facilitating that kind of experience for our clients and patients and for their families. He did not foresee any issue with the neighboring businesses; we tend to keep to ourselves. It will be a locked, secure facility, except for the lobby.

Councilor Fitzgerald wanted to know how the UHS staff interacted with the community.

Mr. Escarda said the staff of UHS interacts with the community in a variety of ways: they support non-profits and other agencies in the community; they are sponsors of the National Alliance of the Mentally Ill (NAMI). Staff interacts with church groups, host AA groups in the facility, staff volunteers and typically live in the community where a hospital is located. The jobs are well paying and attract medical professionals who live in the community. UHS provides adolescent suicide education and prevention resources to schools, churches and civic groups.

Councilor Fitzgerald asked how patients arrive and depart from the hospital.

Mr. Escarda explained there was no set or finite ratio, the majority of the patients arrive either in the company of family or friends, or brought via ambulance because they are being transferred from emergency departments or other transferring facilities. We also serve patients who walk in the front door, we have the ability to provide free assessments and we act as a referral and triage service for the community. One can call the facility and ask for information and services, whether we provide them or not we will help you find those services in the community, so we integrate with the community service providers in that perspective in that we act as a triage center, and we have a standing policy where we provide free psychiatric assessments.

Mr. Minor added many of their patients come from emergency rooms of med-surg hospitals where they have been admitted and they need psychiatric services so they come to us by medical transport, without lights and sirens.

Mr. Escarda noted they are not an emergency like an emergency department of a med-surg hospital would receive. The majority of our patients are brought to our facility, dropped off and picked up later; few of our patient population drive themselves to the facility and park their cars for 9-10 days and then leave. Typically they leave accompanied by a family member or social services agency responsible for the next level of care.

Councilor Fitzgerald wanted a summary of the types of cases that would be handled at this facility specifically and the range of ages.

Mr. Escarda said from a clinical perspective UHS is a free standing facility, focusing on mental health issues and behavioral health diagnosis; the types of patients are suffering from depressive disorders, mood disorders, defective disorders, stress issues resulting in trauma or PTSD. Twenty to forty of the beds will be dedicated to care for children and adolescents. The typical diagnosis is people suffering from an immediate short-term mental health crisis of some kind. They are either suicidal or gravely disabled and not able to care for themselves because of their mental illness, and they need medical attention, intervention and/or stabilization so they can be returned to a physical and emotional state of being where they can go back to conducting their normal lives. The typical client profile is your friends and family and neighbors who are going through a significant mental illness. They are not those who are forensically committed, criminally insane or sexual offenders. Patients range in age from children to adults.

Mayor Knapp asked how UHS related with the other institutions in the community such as Oregon Institute of Technology and Pioneer Pacific College for example.

Mr. Escarda responded UHS provides teaching around behavioral health, and medicine around behavioral health; the majority of our facilities host students from nursing programs for psychiatric clinical rotations, MSW students, provides intern rotations for third year medical students from UW medical school, and offers four Ph.D. programs with internships at the Kirkland facility. UHS is open to be a teaching facility when there is opportunity and interest in the community. UHS is not typically involved with correctional facilities.

The Mayor asked how long accreditation from the state took and how that aligns with the construction of the hospital. He also asked if the neighborhood outreach raised any concerns.

Mr. Escarda indicated the Certificate of Need application was submitted to the Oregon Department of Health a month ago and they expect to receive a decision within 90 days, followed by a 30 day appeal period, followed by design and construction. They anticipate starting construction this year.

Mr. Sandblast said adjacent property owners were concerned about the existing vegetation and the lighting. The lighting plan was approved and vetted through the DRB. The west and south property lines have a substantial change in topography and it creates a natural transition. He indicated they had spoken with the neighboring property owner and expects to continue to do so throughout the process.

Ms. Jacobson clarified the annexation is going to go through now; this is what Council is deciding tonight. However, there would be no entitlement so if the project did not go forward, a new zoning application would have to be submitted.

Mr. Cosgrove repeated the annexation would go through, but there is no entitlement based on the annexation. They would have to pay property taxes to the city for a vacant piece of property, but no use would be assigned to the property.

Councilor Starr asked if the property would become more valuable once it is annexed.

Mr. Cosgrove thought that would be based on the market, it would make it easier to market the property if it was in the City, but that's a benefit to the city as well because it is expediting the land use process for a use we agree we want to see.

Councilor Starr did not want the City placed in a situation where someone could manipulate the system to make their property more valuable, that's why he asked if there was some kind of assurance if the property was annexed, it would be for this project only.

Ms. Jacobson stated there was no assurance the applicant would be able to build, they still need to get the Certificate of Need from the State. If UHS could not build, the site would be available for another industrial use that would fit the requirements of City Code and a new application would go through the planning process.

Mr. Escarda agreed it was a market question, the value comes from the certainty, and the certainty is cast by the Comprehensive Plan and Zoning Map in effect for this property. If the land wasn't annexed the question of value is the certainty of the zoning and now the risk is on the property owner, if it was annexed and this did not happen they would pay more taxes and wait for the next site design review application to be submitted assuming UHS did not purchase the property. Those are real estate value questions more than land use, because the Comprehensive Plan is the link to all of that.

Mr. Cosgrove thought the value would be for the person that wanted to purchase the property that is one less land use hurdle they would have to encounter. The City would collect its property tax rate millage while not providing services.

Councilor Starr did not know if the annexation obligated the City to any actions.

Mayor Knapp called for public testimony in favor of, opposed and neutral to the proposal. Seeing none, he closed the public hearing at 10:38 p.m. and called for any further comment from the Applicant.

Representative of UHS were excited about being in Wilsonville. They complimented City staff who facilitated the discussions and who made the project better.

Motion: Councilor Lehan moved to adopt Ordinance No. 784 on first reading. Councilor Fitzgerald seconded the motion.

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Vote: Motion carried 5-0.

Motion: Councilor Fitzgerald moved to adopt Ordinance No. 785 on first reading. Councilor Lehan seconded the motion.

Vote: Motion carried 5-0.

Motion: Councilor Stevens moved to adopt Ordinance No. 786 on first reading. Councilor Fitzgerald seconded the motion.

Councilors thought this was an excellent project and it will be a beneficial addition to the community.

Vote: Motion carried 5-0.

Mayor Knapp read the rules of appeal into the record for all three ordinances.

Motion: Councilor Fitzgerald moved to change the order of the agenda to address the requested rate increase by Republic Services. Councilor Stevens seconded the motion.

Vote: Motion carried 5-0.

The City Council returned to the Public Hearing Item A Resolution No. 2566 regarding the requested rate increase by Republic Services at this time.

Mr. Ottenad indicated Mr. May and Mr. Lonergan prepared a table showing the following: Proposed A is the original proposal; Proposed B is the modification Option B; Proposed C is the \$18.00 per cart Council requested for the smallest residential and commercial carts; Proposed D is a modification of Proposed C, where the smallest cart is \$20.00. Republic Services will explain the issues they are considering and why they are offering an alternative Option D.

Mr. May explained the input provided by Council was considered. He pointed out no rate adjustments were made to the commercial rates for carts greater than 35-gallon. That is where most of the multi-family residents reside, that is there service today. Intentionally they were excluded to reduce the impact. They did not want to drop the rates for the 20-gallon carts so far that we over incentivized people resulting in increased contamination of the comingle stream and yard debris.

Mayor Knapp said the compensating increases will be the industrial rates.

Mr. Lonergan said that would be only on the commercial cart rate. The residential 20-gallon rate drops to the 35 and 65 residential rate.

Mayor Knapp stated the subsidy of Proposed C and Proposed D is contained in the larger sized residential carts. And the commercial subsidy is contained in the industrial adjustment. He asked if Council had specific questions of the applicant or staff.

Councilor Starr supposed Council was looking at Proposed D, because after Republic Services review the rates, they felt more inclined to go with D because there would be a minimized effect on people comingling. If we want to achieve the ultimate goal Proposed D would reach more of the desired effect of a combination of a policy decision and doing the right thing for the environment.

Councilor Fitzgerald thought Proposed D would be a good solution, and it achieves signaling to residents that we care about generating less trash, and not increasing costs, and not impacting the industrial rates much. For the interest of moving forward the Councilor preferred Option D.

Councilor Stevens agreed, but she was concerned people would opt for the 20-gallon cart, and then have an event where the cart is overflowing and the balance goes into the recycling bin. She hoped this did not create the incentive to switch to the 20-gallon cart when the 35-gallon cart is the appropriate cart size for their household.

Mayor Knapp asked if Republic Services felt this was a reasonable approach and preferable to postponing a decision for a month to allow more work.

Mr. May said it was preferable, the incentive of the 20-gallon cart is achieved it is now \$2.38 lower than the average; the 35-gallon cart is now just 30 cents above the average; and the 65-gallon cart is below the average. They were comfortable with Option D.

Mr. Cosgrove noted the residential rates are being equalized, even though it is termed a 35-gallon commercial rate – it really is residential.

Motion: Councilor Lehan moved to approve Resolution No. 2566 with the rates indicated in Proposal D. Councilor Fitzgerald seconded the motion.

Councilor Lehan thanked Republic Services for their willingness to make the adjustments and work through the issues.

Mr. Cosgrove commented the City works with a lot of franchisees and every time we ask Republic Services to do something for the community, whether it is leaf day or shred they are very responsive and a pleasure to work with. Thank you for the community support you provide as well.

Councilor Fitzgerald thanked Republic Services for indulging in the conversation; she looked forward to the policy changes and for keeping our city clean and safe.

Mayor Knapp heard discussion indicating Council favors staff to rework the statute and meet with the contractors and franchisees and bring back to council an updated ordinance to control our solid waste contact.

Mr. Cosgrove indicated that was part of the motion of the staff report which we have incorporated and will go forth with working with Republic to bring that back.

Mayor Knapp wanted to know if Council preferred to see small annual increases as compared to a larger increase every three years.

Mr. Cosgrove recommended learning what the best practices are and see what works for both entities and that would be one thing that would be considered and incorporating into the agreement.

Councilor Starr asked if there was a way to help people who are having trouble paying their bills to use some of that.

Mr. Cosgrove suggested making that a separate issue and take that up later. If Council was interested in using the Metro Enhancement Funds or a portion of them to help folks of a certain income level, then that is direction Council can give to Staff. The Metro Enhancement Committee is newly formed; we can have that discussion as part of this new committee.

Councilor Stevens volunteered to chair the Metro Enhancement Funds committee but they have not met yet, to earmark anything without a discussion before the committee is premature.

Mr. Cosgrove was not aware of anyone who has asked for help paying their garbage bill. If it is something Council is interested in, staff can explore it; it is a separate issue than dealing with the franchisee.

Vote: Motion carried 5-0.

Mr. Cosgrove and also the sub motion to direct staff to work with Republic Services to update the franchise agreement.

NEW BUSINESS

A. **Resolution No. 2565**

A Resolution Of The City Of Wilsonville To Amend The Year 2000 Urban Renewal Plan To Add Property, Remove Property And Add A Project, The Tenth Amendment. (Staff – Kraushaar)

Ms. Jacobson read the title of Resolution No. 2565 into the record.

Mayor Knapp recused himself since he owns property in the Old Town area, in the abundance of caution, and stepped down from the dais.

Council President Starr assumed the gavel.

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Ms. Kraushaar presented the staff report via PowerPoint. On November 7, 2014, the Wilsonville City Council adopted the October 27, 2014 Urban Renewal Strategic Plan (the “Strategic Plan”) which recommends:

- Removing acreage from existing urban renewal areas in order to be able to create a new urban renewal area in Coffee Creek Industrial Area;
- Moving the “Old Town Escape” Project from the West Side Urban Renewal Plan to the Year 2000 Urban Renewal Plan to enable completion of the project;
- Reallocating funding for “livability projects” to Town Center planning.

This type of amendment is considered a minor Council Approved Amendments pursuant to Section 1200 of the Plan. Resolution No. 2565 adopts the proposed amendment to the Year 2000 UR Plan.

Upon adoption, the boundary of the Year 2000 Urban Renewal Area will be modified to remove and add property. Additionally, upon adoption of this resolution the “Old Town Escape” project, which has been removed from the West Side Urban Renewal Plan, will be added to the Year 2000 Plan. These actions will free up acreage to allow the creation of an urban renewal area in Coffee Creek Industrial Area and provide \$7 million for the “Old Town Escape” project implementation between Boones Ferry Road and Kinsman Road.

This amendment will not become effective until after the Second Amendment to the West Side Urban Renewal Plan goes into effect. On February 1, 2016, the City Council adopted on second reading Ordinance 783 which enacted the amendment to become effective 30 days thereafter. The resolution states that the 10th amendment will become effective on March 2, 2016. Termination of this Plan is anticipated for 2019/2020.

Motion: Councilor Stevens moved to approve Resolution No. 2565. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 5-0.

Mayor Knapp returned to the dais at this time.

B. Resolution No 2568

A Resolution Of The City Of Wilsonville Authorizing The Mayor To Approve And Sign The Final Version Of The Agreement Of Understanding Between The City Of Wilsonville, The State Of Oregon Department Of Transportation, The City Of Newberg, Yamhill County, Clackamas County, And The Ladd Hill Neighborhood Association Regarding Newberg-Dundee Bypass Phase 1/ OR 219 / Wilsonville Road. (Staff – Kraushaar)

Ms. Jacobson read the title of Resolution No. 2568 into the record.

Ms. Kraushaar presented the staff report.

A City of Wilsonville resolution authorizing the Mayor to approve and sign the final Agreement of Understanding – Newberg-Dundee Bypass Phase 1/OR 219/Wilsonville Road. The most

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recent draft was provided to the City Council. As the document is finalized, the mayor will be authorized to approve and sign the agreement on behalf of the City Council. This will facilitate final approval of the agreement by all parties and advance design changes to satisfy City of Wilsonville concerns regarding current project design impacts on Wilsonville Road safety and system management and operations.

The City of Wilsonville City Council and staff have been working with the Oregon Department of Transportation (ODOT), the Ladd Hill Neighborhood Association, the City of Newberg, Clackamas County, and Yamhill County to resolve concerns about potential safety and traffic impacts on Wilsonville Road associated with the future Phase 1 Newberg-Dundee Bypass.

These stakeholders have concluded that changes to the current project plan will result in a superior design for the Wilsonville Road intersection with OR 219. The preferred design is called Option 4 Final Environmental Impact Statement (FEIS) Wilsonville Road Relocation (Option 4 FEIS). The subject resolution describes the changes and allows the Mayor to approve and execute the Agreement of Understanding that will acknowledge each of the parties' understanding and agreement to the design change. The Agreement of Understanding will move forward the design changes supported by the City of Wilsonville. Time is of the essence to advance changes to the recently advertised contract for the Bypass project. The changes are expected to be designed and constructed by August 2020.

The Option 4 EIS design will resolve concerns about safety and increased traffic on Wilsonville Road that were anticipated with an OR 219/Wilsonville Road intersection configuration directly across from the Newberg-Dundee Bypass connection to OR 219. Ms. Kraushaar described the turning movements to access Wilsonville Road through the temporary intersection, and the final intersection design. Staff thanked Representative Davis and his efforts to convince ODOT to change the design and secure the funding for the intersection.

Motion: Councilor Fitzgerald moved to approve Resolution No. 2568. Councilor Starr seconded the motion.

Councilor Fitzgerald thanked everyone for their work on achieving an acceptable resolution.

Vote: Motion carried 5-0.

CITY MANAGER'S BUSINESS – No report.

LEGAL BUSINESS – No report.

ADJOURN

Mayor Knapp adjourned the meeting at 11:18 p.m.

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Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor

DRB Minutes

Rob Minor, Universal Health Services, Inc. (UHS) stated he was from the regional office in Nashville and provided brief overview on UHS, which was celebrating its 37th year in business and operated in 37 states, the Virgin Islands, District of Columbia, and United Kingdom. In the Behavioral Division, UHS had about 22,000 behavioral health beds and about 6,500 medical/surgical beds, which would be similar to the Providence Hospital system. The company bought its first behavioral health facility in 1982, and now had 225 behavioral health facilities around the country that were acute psychiatric hospitals, like that proposed here. UHS also had a group of residential treatment centers, which were typically centers for children and adolescents placed by some jurisdiction, as well as schools, and outpatient facilities. The service lines at this acute facility would provide short-term care for people having psychiatric events. Last year, UHS served 427,000 patients and offered about 5.5 million patient days. The length of stay for patients is 7-9 days, there are no long term stays, and it is a crisis intervention facility.

UHS is involved in joint ventures with non-profit organizations, one of which is Providence Health Care of Spokane, WA. Cedar Hills Hospital in Beaverton is a 78 bed hospital and owned by UHS.

- Since its founding, UHS's core business model was to provide the best possible care to its patients in a safe environment that would allow for their healing and reintegration into the community. Their facilities were community-oriented. UHS considered the service lines needed for the services required in the local community and focused on those services according to the type of patients, whether adults, senior adults, adolescents, or children.
- UHS also tried to become a part of every community and had a CEO that would live locally and be involved in the community. UHS would have functions at the facility to invite the community in, such as lunch and learns. UHS typically got very involved with area school systems providing experts, doctors, nurses, and other people to go into the school systems and talk about suicide prevention, bullying, and other issues related to mental health, as well as help teachers specifically understand the children. For example, if a child was evidencing some issue that they may need some help or someone to speak to them about suicide. UHS was delighted and excited to be in Wilsonville and believed they had a great design team to bring a great facility to the area.
- Success is measured by their patients first, and employees second, and shareholders last.
- UHS provides the best possible care in a safe environment for the patients and return the patients to their families and jobs and the community.

Mr. Minor explained UHS selected Wilsonville after they looked at the demographics around the area and found the area was 'under bedded' and there was a need for adolescent services, and this facility will provide beds for adolescents, and children. They have a facility in Beaverton and believed a facility south of Portland would serve the greater Portland area, as well as people south of Beaverton and south into to Salem and other areas. UHS received a lot of patients from emergency rooms of regional hospitals, and this was a great location because of its access off the interstate and the availability of land.

Mr. Sandblast stated Staff did a great job discussing the site's details and the facts regarding the application, including the existing conditions, zoning, application of the Coffee Creek Master Plan, and how the Applicant integrated some of the Day Road Overlay District details, particularly with regard to

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height, glazing, and setbacks. The site did need to be annexed, so a recommendation to City Council for approval on that, as well as the Comprehensive Plan and Zone changes was requested, in addition to approval of the Stage I and Stage II. He presented the site plan via PowerPoint, describing why the project looked as it did with these key comments:

- One thing the Applicant considered when first starting the project was the site conditions. The initial pre-application plan had a more traditional industrial development and parking design that would maximize the redevelopment of the property right out to the edges of all of the setbacks. After receiving more facts about the property at the pre-application meeting, the Applicant started over. They looked at where the groves of trees were, how the grades worked, etc. and instead of mass grading the site, started with retaining the trees on the west and south sides of the property, which guided the Applicant into the northeastern part of the property. The operational requirements of the facility, having the corridors and creating a floor plan that worked were another factor and the Applicant was able to fit the building footprint into an area of the site.
- There was a slight grade change moving south across the site, which was resulted in the small rise in grade at the southeast corner of the site. Otherwise, the Applicant worked with the existing grade, which was relatively flat through a majority of the property, on the north half of the proposed building.
- He described how the grade of the parking area would rise and fall after entering the property heading south and then southwest around the corner of the building. The undulation in the parking lot was done to minimize the amount of grading that would be needed and to facilitate the use of low impact storm water design, including surface treatment and surface flow without a lot of pipes and catch basins.
- City requirements for treatment for water quality and detention necessitated the two basin areas, which came as a result of undulating parking lot to work with the grade. The Applicant tried to minimize the basin area to avoid having the traditional holes in the ground with fencing that were an eyesore. The surface flow would be taken out to the southeast, but it was at least 40 to 50 ft. to the detention facility, so in this case, the basin area was more of a depression and fully landscaped. The Applicant worked hard to avoid having a traditional catch basin facility.
- The arborist's report, which was in the record, also influenced the proposed site plan, as well as the requirements for emergency vehicles and access for the maintenance of the stormwater facility. The emergency-only and stormwater facility accesses would be all gravel surfaces that would blend into the landscaping, so they would not stand out.
- With regard to the corner, the Applicant had listened to the site and the community's plans for the area to be a gateway to the Coffee Creek Industrial District. The City had done a great amount of community effort to get the Coffee Creek Master Plan adopted, so the Applicant wanted to acknowledge that.
 - Some improvements proposed at the Day Rd/Boones Ferry Rd intersection included a low landscaping wall to provide the opportunity for the kind of significant entrance identification intended for the area, as well as some public art space. As mentioned, traffic would continue to increase at the intersection, so the Applicant wanted a significant element that would stand out for vehicular traffic waiting at that intersection and also be acknowledged by pedestrians and buses stopping along Boones Ferry Rd.
 - As conditioned, the Applicant would be doing frontage improvements and undergrounding utilities to make the environment more pedestrian-friendly along both frontages. The existing transit stop would be integrated into the south portion of the gateway. The Applicant planned to preserve and integrate as many of the trees on the corner as possible when doing the frontage improvements.
- He noted 75 to 80 of the 145 to 150 trees would be retained with this plan, which was a very large number and way above average for an industrial site. Landscaping was proposed on 39 percent of the

site as opposed to the 15 percent minimum, which was also extraordinary and provided a golden opportunity for this corner to set a standard for future development in the area.

- The Applicant acknowledged the City parking analysis and accepted the condition requiring 140 minimum parking spaces. He described the factors that influenced the placement of the additional parking lot, which involved grade and tree preservation, and explained where the two remaining additional spaces could likely be accommodated.
- The Lighting Plan was designed to not cast light off of the property; not only was everything designed to cast light down, but the entire vegetated area along the edges had been retained and would be enhanced, so no light would be cast off the site.
- The only light that was proposed was for the safety and access of pedestrians, visitors, and patients, so although having the light and this continuous operation might sound onerous, no light was being cast off the property any more so than it would before or after 10:00 o'clock.
- As required by the City, the Applicant held a community meeting, which was notified to 1,500 ft., not the typical 250 ft., after he and Mr. Minor drove the area multiple times. About 110 to 112 properties received notification and about seven or eight community members attended the community meeting held about one week ago. The Applicant discussed the facility and answered questions, including questions from Grace Lucini who had submitted testimony. It was a good opportunity and UHS was very committed to that meeting.

Ron Escarda, Group Director, UHS Northwest, stated he lived in Seattle where UHS also had operations. He describing the facility and services UHS offered via PowerPoint, stating the proposed 100-bed facility would provide short-term, inpatient behavioral health care to the community. The average length-of-stays were typically nine or ten days. UHS specialized in intensive behavioral health treatment, which focused primarily on the inpatient side, but also provided outpatient services, partial hospitalization, and other linkages with the provider community. Services would be provided for adults, children and adolescents, geriatric and/or older adults, and active duty military, veterans, and their families and dependents.

- To give a little context to what UHS did, he explained the vast majority of their patients were suffering from some type of depressive episode or crisis, a mood disorder, PTSD, or anxiety disorders. Typically, a facility of this size would have about 180 FTEs and eight to ten psychiatrist providers on staff as well as a few other providers to support the medical component, such as people who would work with the patient population regarding any medical comorbidity.
- UHS also linked with specialists in the community to make sure a comprehensive treatment experience was provided for their patients, recognizing that because some patients were in a mental health crisis, it could be the only time they actually get to see a health care provider. UHS had a higher level of sensitivity around making sure the medical and behavioral needs were being addressed in someone who may not have access to other general health care. On average, UHS typically would have 10 to 12 patients coming in and out of the facility given the length of stay and size of the facility.

Mr. Escarda and Mr. Minor addressed several questions from the Board as follows:

- UHS would not be separately licensed as a standalone rehab or addiction facility. If UHS treated substance abuse in this setting, it would most likely be a co-occurring disorder, such as somebody with a primary mental health diagnosis, who also had a subsequent alcohol or drug dependence issue.

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- Although it depended on the patient, patients typically returned home and families or back to the settings from which they came after treatment, such as a group home. Because a fairly good-sized number of child and adolescent beds were proposed, UHS envisioned the majority of those patients would return home or to foster care or wherever they originated from. UHS had a full process and multidisciplinary treatment team that worked with discharge planning and the coordination of after-care, which essentially began at the moment of admission. At the time of discharge, it was a pretty planned-for event in terms of how patients were transitioned into both outpatient and their living situation, but also their continued access to outpatient behavioral health services post-discharge from the facility.
- All patient care areas would be locked internally so patients could not wander off the property. This was a standard process, even though there would be a combination of both voluntary and involuntary patients. It was a fairly secure facility that also used cameras. A lot of construction and design efforts inside the building were focused around safety. Because so many patients were deeply depressed or suicidal, UHS facilities had state-of-the-art anti-ligature design elements. A lot of time was spent anticipating and mitigating where patients might potentially choose to harm themselves as part of the design. UHS had many years' experience and a lot of strong support from the Corporate Risk Management Department that provided guidance about how internal facilities were designed.
- UHS did not typically have separate security staff unless there was a need due to community issues. All of the staff was very well trained to engage, interact, and manage the patient population, which was a key element of UHS. The clinical program was highly-structured, so the patients were kept very busy and a lot of the program was operated within social/multi-modal group settings. Having a structured program and well-trained staff were key to managing the patient population.
- UHS would create approximately 180 new FTE jobs and be hiring from the local community. Salaries would be in the \$45,000 to \$60,000 range on average.
- All the areas with patient access, such as courtyards and public access areas, would have non-scalable fencing. However, no fencing was proposed around the perimeter of the facility itself. Another factor was the significant HIPAA and privacy issues related to protecting the patient population, as well as mitigating the connection to the general public.
 - The fencing would be screened similar to a tennis court so no one could see in.
- Typically, UHS built 80 to 100-bed facilities. However, it did depend upon UHS's demographic and needs analysis of the respective community and what services were currently available. UHS believed the community was a bit under-bedded at this time, particularly with regard to inpatient services for children and adolescents, which was a primary reason UHS was building the facility. The facility in Beaverton at Cedar Hills did not have any child or adolescent beds; they were all for adults. Based on conversations with many of the community's mental health and inpatient providers, UHS determined that increasing the adolescent capacity would be good for the community.
- UHS facilities typically did not run at 100 percent occupancy, but 80 percent was considered full from an operational perspective because sexes and age groups could not be mixed, so 80 percent occupancy was considered "maxed-out." The facility never comingled the adult and adolescent populations and issues around male and female populations were also observed.

- Children and adults were also separated during dining and other activities. One of the rear courtyards would probably be designated just for children with play equipment, whereas the other outside courtyard area would be for adults with seating areas and such.

Mr. Escarda agreed, adding that unfortunately the demand for such services seemed to be increasing, not decreasing, based on the complexities of our society and some of the socioeconomic issues people were experiencing.

- Referencing the Applicant's Building Plan, he described some of the operational parameters of the program. The two diamond-shaped, isolated areas in blue were essentially nurses' stations, which were laid out to have continuous lines of sight down both corridors. Wherever there were patients, observational lines of sight were necessary to keep an eye on patients as they moved in and out of their rooms, group activities, and day room activities.
- The courtyard areas would function as patient activity yards, enabling patients to get some fresh air and participate in recreational therapy and a variety of different activities, most of which regarded normalizing the aspect of socialization. UHS would teach and work with the patient population to develop skills and tools to function in normal social settings in a much better way going forward.
- UHS's process was fundamentally different than a typical medical hospital; it involved a social behavioral model. In a hospital setting, services were brought to the patient's room. At UHS, patients were encouraged to be out of their rooms, not isolated, involved in group activities, and to interact with one another and staff.

End of DRB minutes

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A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, March 7, 2016. Mayor Knapp called the meeting to order at 7:04 p.m., followed by roll call and the Pledge of Allegiance.

The following City Council members were present:

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

Staff present included:

Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Sandra King, City Recorder
Mike Kohlhoff, Special Projects Attorney
Eric Mende, City Engineer
Chris Neamtzu, Planning Director
Nancy Kraushaar, Community Development Director
Mark Ottenad, Public Affairs Director
Jon Gail, Community Relations Coordinator
Stephan Lashbrook, SMART Director
Jen Massa-Smith, SMART Outreach Coordinator
Andrea Villagrana, HR Manager
Dan Pauly, Associate Planner

Motion to approve the order of the agenda.

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

Vote: Motion carried 4-0.

MAYOR'S BUSINESS

A. 2016 State of the City Address – Mayor Knapp

The Mayor's 2016 State of the City address is included here verbatim.

Welcome everybody that came tonight I hope to make it worth your time. We are going to try to be a little less formal this year and it will be kind of like my “fireside chat” without the fire side, but we were going to borrow the logs from Mt. Hood that they use on New Year's Eve, but we thought we'd give you some other pictures instead.

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I wanted to start out by introducing the City Council just to be sure everyone knows who they are. We are absent Mr. Scott Starr our Council President tonight, he happened to have an opportunity to attend a rather nice event in Costa Rica so he is doing that. And Scott is our liaison for our Council to our Parks and Recreation Board; he also functions as liaison to our Wilsonville Chamber of Commerce which we appreciate. He has been a staunch champion of the proposed Recreation and Aquatic Center and that is an issue that you'll be hearing a lot more about this year as we go forward. The Council has chosen to send that to the public for an advisory vote this November and see how strongly the public really wants to support that project.

Councilor Julie Fitzgerald is her fourth year with us here, and Julie you could stand up and wave a people, do your Rose Festival thing. Julie is in her fourth year on Council and is our Council liaison to both the "A" and "B" Panels of our Development Review Board which are very active groups which look at all the development applications that come forward in the City essentially.

Councilor Susie Stevens is also in her fourth year as Councilor and is our liaison to the Library Board and to the Wilsonville Community Seniors group. Again both very, very active groups that have a lot of activities going on in the community and Susie keeps us updated on all of those.

And then we have our short time member, Charlotte Lehan, who some of you may remember from prior years, Charlotte is our liaison to the Planning Commission and its Committee for Citizen Involvement. As well as our liaison to our Tourism Promotion Committee which is a new committee that is just starting out this year to pursue how to spend our hotel-motel tax we collect in ways to be most effective for the community.

Our Council all together functions by using goals as we move forward and we've tended to do a goal setting every other year after an election in which a new councilor might be elected. And even if we don't, we set new goals. One year has proven in the past to be too short termed to get a lot of progress made, so we do it every other year.

In the last two year term we've had a couple of particular areas of interest. One is community design and under that approach we have talked about doing better connectivity for our community, our neighborhoods as they need to be, have opportunities for bicycle and pedestrian connections, not just automobile connections. And we have worked on that in some ways that I'll talk about later.

We've had a goal to deal with thoughtful land use and one of the primary components under this heading has been to work on our concept plan for Frog Pond residential expansion areas. And I will address that in a little bit because we've made a lot of progress there.

We've also talked about the desirability of community amenities and how can we best provide those, and that scenario where the aquatic center proposal comes in and we'll address that later also.

Economic Development has been another big one, especially coming out of the downturn when we have had a lot of difficulties in some sectors of the economy and under that heading we have

been working on a strategy and funding for infrastructure development in our Coffee Creek Industrial Area, as well as on our concept planning for the Basalt Creek Area a project that we have taken in conjunction with our partners from the City of Tualatin. So we'll address all of those later.

The general approach of setting goals has worked to help us keep on track and keep staff focused in a direction that leads us forward to making accomplishments on some of those specific things and I think it has served us well.

When we talk about Wilsonville and what we want our community to be, there's a lot of different components to that. We talk to people in different parts of the community, we talk to residents, we talk to the business community, the industrial community all of these different stakeholders in our community have focuses and interests that they think are important to them. So we try to understand what those are and then it's a matter of trying to find the best balance amongst those different priorities.

First of all I'd like to talk about the residential side of it, and what is our vision for the neighborhoods that we have.

We have quite a variety of different neighborhoods in the community and I think that is a very strong point of Wilsonville. All of our neighborhoods don't need to be exactly the same; in fact, I think we're stronger if they are not. I think people need to have an opportunity to live in different types of environments with different amenities, different social structures in those different neighborhoods. I think that we offer more diversity that way than many other suburban communities do.

Villebois is the community that is the most robust now being built and most of you have seen that in one way, shape or form. There are many, many new homes there and there's also a very wide diversity of housing in Villebois. There are town homes, there are apartments, there are small units that are single family, there are medium and larger units that are single family. There is really a tremendous diversity in the types of housing that is there. That lends a certain social flavor to the community also, and we find in Villebois we've made special efforts to have connections through parkways, and trails, and nature parks and all these different components that get people out and moving around in their neighborhood. It helps to build community in fundamental ways that you wouldn't think you could made happen, and yet by providing the physical environment that invites it to happen it encourages people into those kinds of interactions and that is a very strong component of the Villebois neighborhood.

This last year we've spent a lot of time talking about plans for the Frog Pond neighborhood. How would we develop Frog Pond? It's not yet developed; it is on the north eastern edge of Wilsonville. We've completed the concept planning for Frog Pond; there were formal public hearings after a long series of informal hearings. Planning Commission held hearings, Council held hearings, here again it really is a matter of trying to find the right balance. Do you have local residents that have certain desires for how a new neighborhood near them would develop, you have the question of what infrastructure is needed and what is it going to cost to put that infrastructure in, you have the question of how will the market accept what you build, is it viable

in the market, will it find buyers. And then you have the question of affordability because we are hearing more and more stories about the difficulties some residents are having, not just in Wilsonville but throughout the region, in finding affordable housing in communities where they want to be.

All of those I think have been reasonably dealt with in our concept plans for Frog Pond. Right now the only part of Frog Pond that is able to move forward is what we call the “west neighborhood” roughly 125 acres west of Stafford Road. We are still negotiating with the region and with other stakeholders about how to bring in the additional 375 acres or so on the east side of Stafford Road to make it a contiguous area of about 500 acres, about the same scale as our Villebois project by the way. And we hope that will be able to move forward on that soon.

Essentially the 125 acres on the west side of Stafford Road are pretty much ready for the private sector to move forward with. The concept planning is there, the next step would be for the private sector to come in and propose specific plans in conjunction with those concepts and make an application to get approval for a plan and annexation and be able to move forward with that area. I don’t expect it will be too long before we start seeing some of that.

The third major development we have had going on in the last year is the Boat Club development on the Willamette River by Renaissance Homes. It is larger high end homes overlooking the river. 33 homes planned, about sixteen are already built, I’m not sure how many have been sold, but they are very nice quality homes and they are in an environment with a view on the river that is not easily found in this day and age in very many of our cities. So I think there will always be a high demand for that kind of thing also.

Here again, between the different communities, different neighborhoods in our community will have different feels to those neighborhoods and different amenities in those neighborhoods and hopefully they will meet the needs of people at different points in their lives or at different economic levels.

Overall, we have had a record setting year for Wilsonville in terms of single family home building. It was actually last year, 2015, was a year in which we had three times as many units, and three times the value of our ten year homebuilding average. Of the last ten years of permits for single family homes, 27% of them were built in just 2015. The ten year total for Wilsonville has been 1263 single family homes with a valuation of \$295 million. The 2015 portion of that was 316 homes with a value of \$79 million; a very large chunk of the ten year average.

We’re facing increasing concerns about affordability of housing. And we’ve had residents of our community come forward and speak in front of Council indicating their concerns of how they are unable to afford housing where they have been in Wilsonville for 5, 6, 8 10 years and prices are going up and they don’t know how they are going to be able to afford to live here. This has been a trend that has been true throughout the region, not just in Wilsonville. Part of it, I think, is a fall out of the great recession, there was a decline of home ownership rates during the recession and there were not nearly as many units of rental housing built or single family homes built during that time, and the population has continued to swell and the demand is very high.

Also out of that experience the region has seen record sales of apartment homes throughout the region. And these are mostly being sold to out of state group investor groups. It is very significant. We have seen reports that indicate in the metropolitan region more than \$2 billion in apartment home sales occurred in 2015.

Wilsonville has seen a portion of that. We had, in Wilsonville, \$214 million in apartment house sales in calendar 2015. Several of them are ones you are undoubtedly familiar with: the Village at Main complex, 464 units sold late last year for \$95 million; we've seen sales of The Haven at Charbonneau, Boulder Creek Apartments and Madison Bridge Creek Apartments. The new development where Thunderbird used to be including The Terrine at the Grove, 288 units sold last year for \$60 million, Jory Trail at the Grove sold last year for \$59 million, these are very significant numbers and it is going to affect the affordability in all probability in our community as it is affecting the whole region.

Oregon continues to draw people from other places, it is amazing to me. The companies that do moving, moving van companies that move families, report for the third year in a row, that Oregon is the top destination state in the nation for inbound migration. Why is that happening; probably a whole range of reasons.

Wilsonville continues to grow also, we're almost 23,000 now. The last report we heard is that we should have 22,870 residents here. When I moved here in 1986 we were somewhere in the 4,000 to 4,500 resident range in Wilsonville, it's changed a lot.

How do we deal with that issue? I don't have a good answer to that. The Council has been talking about it, and has been waiting to see what, if anything came out of the State Legislature. Now that it has come to a close we need to have our legal folks give us some analysis of what has been done and what affects it is expected to have, and that will need to guide us and whether Council wishes to take any specific actions here in our local community, and we will do that.

Senior housing in Wilsonville has been a major component for a long time. Census analysis tells us that 16% of our citizens in Wilsonville are seniors, 65 or older. We had a new development built on the old Thunderbird Mobile Home site, Portera is 114 units for active adults over the age of 50 which was new in 2015 and I understand that is developing in a very robust way. There are also at least five other senior facilities in town, and I think that there may be a couple more soon. Housing for seniors across the country continues to be something that is a very high demand item with the aging of us baby boomers and a lot of people deciding to downsize, housing opportunities continue to be a very important component in the near future.

One of the components we as a Council talk about and like to be on top of is this idea of do we have a "complete community" as they call it. A complete community provides the amenities and the goods and the services that our citizens need to have here in town so that you do not have to get in a car and drive up the freeway in order to find the things you need for your day to day life. I think Wilsonville has moved closer to that concept than it was a few years ago. We've had a significant amount of commercial development.

The Fred Meyer shopping center is probably the most recent large one, it opened in 2011, 145,000 square foot Fred Meyer store, which is not a big store for them, an additional 50,000 square feet in retail pads surrounding that area. I know from experience that there is a very robust amount of business being transacted there, it is a very, very busy place a lot of the hours of the day in the week, to the point that we are trying to figure out how to smooth some of the traffic flow on the roads surrounding there and there are some plans in the works that our staff is working on to see if we can facilitate that. Hopefully we will see some specifics from those plans in the coming year and determine what the best is.

Argyle Square has been there a few years now in north Wilsonville on the east side of the freeway. The first large retailers opened there in 2003, there's now 376,000 square feet of retail in the Argyle Square area. It seems like a lot for our community even at 23,000 people. I suspect that there are a lot of people who don't live in Wilsonville that shop at Argyle Square, probably at Fred Meyers some too.

The original commercial in Wilsonville was on the west side of the freeway in the older part of the city. In the 1980's and 90's what we call the Town Center was developed on the east side of the freeway and the center there continues to be a very strong commercial draw also. There are possible improvements or expansions or redevelopments that might be appropriate for that center and in fact the Council has an idea that we should do some strategic planning involving the owner of that as well as other interested parties and talk about how the Town Center might best be positioned for the future years going forward.

Of course there are also some smaller centers around the community and people who live near those smaller centers count on them and we appreciate the merchants that keep those other operations rolling along and providing services to the community also. Keep in mind it wasn't all that long ago when you couldn't buy a pair of socks in Wilsonville, so we've come a ways since that time.

So in addition to the residential side, there is the question of business, industry and employment and all of that side of what we envision for Wilsonville. Across the country we hear reports and studies about the evolving nature of what expectations are for employment areas. There is the idea that many of the millennials have less division in their lives between what is work and what is play and what is residential, and they are sort of melding those components together and they are favoring physical built environments where that is possible to do. You see that in downtown Portland, you see that in a lot of other places across the country also.

What kind of development does Wilsonville need to think about moving forward with in the next five years, or ten years or twenty years to be competitive with those as yet unknown types of jobs and types of industry? It's kind of a long lead time; we need to figure out how we best position our community going forward when we don't know exactly what those will be. Our approach in the past has been to try to provide strong infrastructure and provide a high quality business environment and that has been well received by the private side. So I think those components need to be continued. We've also had codes that have fairly high standards in terms of the built environment and we have found that the corporations that have come to Wilsonville value knowing that their corporate investment will be protected, that it will not be at risk from adjacent

development that might not meet those standards. So we have tried to maintain that and I think that that has stood us well. And so those approaches, I think, are the right approaches, but the specifics of what we encourage or how we try to look at the future are pieces that we need to keep talking about and trying to figure out how those pieces fit together. I think it's a challenge, and I think we need to keep working on it.

During the downturn, we had a lot of vacant industrial property. In fact, over 40% of our industrial properties were vacant at the height of the downturn. Primarily that was due to the number of large, large buildings that we had, so if you have a 100,000 square foot building or 150,000 square foot building and it becomes vacant, it makes a big hit on your overall statistics all of a sudden.

Since the downturn, we have had some nice reabsorption of those. One of the greatest success stories I think that we are starting to see is the fact that a little company called Microsoft bought out a local company called Perceptive Pixel and chose to remodel a vacant facility here in Wilsonville and keep that operation working here in Wilsonville. They are doing research and development as well as preparing for manufacturing of a product they call the "surface hub screen" which is a very large screen like you might see on a news cast or a sports cast where the operator is using a touch screen and drawing on a very large screen and they are aimed at that market. When they took over there was about 40 people working there, there is now over 200 people working there in Wilsonville. So that is a great success story, and we hope that that continues.

We had a facility that was called "Joe's Corporate Headquarters" previously G.I. Joes stores corporate headquarters and it was their distribution center as well as corporate center. That has now been purchased and is being operated by Southern Wine and Spirits, a beverage distributor. It's a 300,000 square foot warehouse, there is now 150 people employed there and it is fully occupied, another great use of an existing structure.

We have a company called Converges which you may not have heard of before it was purchased by another entity it was called Stream which you may not have heard of either. They are not a high profile retail kind of an operation, but they are a customer service high tech and call center that provides back up for many different products and manufacturers that are operated in Oregon and across the country. It's a 24/7 operation, they run three shifts a day, there are 1,200 people employed there now in Wilsonville in what was previously the Hollywood Video headquarters building on Boones Ferry.

We also had the other Hollywood Video building which is in north Wilsonville south of Elligsen on Parkway which sat vacant for quite a long time, and is now operated by Findley Motors which is a Chrysler/Jeep/Dodge/Ram dealership that moved into this vacant 178,000 square foot facility and is going great guns. And it is very nice to see that kind of operation adapting again to our standards and needs, it's a little bit of an unconventional thing in years past, but it mostly enclosed in this big building, their showrooms are enclosed, their vehicles are out of the rain, the wind, and the weather and people can walk around inside and look at them. It's rather impressive when you go see it.

In terms of industry and employment we need to keep thinking about how people have adequate education aligned with the needs of industry if they wish to move forward in local employment.

There are several different educational institutions in the area that are working at those missions, Oregon Institute of Technology certainly we are very pleased to have here, opened in 2012. Their enrollment is growing by leaps and bounds every semester; it is very gratifying to see them with that kind of track record.

Clackamas Community College also operates here and has a variety of classes that they offer, we have both public and private schools, and we have Pioneer Pacific also that does the private side career development in several different fields, and of course then we have the relationships with our high schools and whether people have connections where they can start to learn at the high school level what kind of careers might be out there and can they get a feel for them. I'm hopeful that we can do a lot more in that field.

The State created the STEM, now called STEAM – science, technology, engineering, arts, and mathematics – and they coordinate efforts for a lot of school districts around this area and are charged with that. They are working on this mission, I think there is a lot more that we can do to engage our local industry with our educational folks in a way that they can cross those lines and help young people learn where there are opportunity's that might be of interest to them.

It is interesting to me that the World of Speed Museum, which is a vehicle museum here in town that opened last April and is doing quite well, sees as part of their mission to develop some classes where young folks can be exposed to technology in the automotive arena and they are starting to hold some classes and workshops along that line. Those are avenues that are not commonly open within our school system and yet they may lead to future career paths that could be very interesting for some of our citizens.

With all of our concerns about reusing our vacant space, it has taken a little while to get back to where we are starting to think about new space as our existing space gets used up. We have been focused for a while on the Coffee Creek Industrial Area which is about 225 acres on the south side of Day Road between Boones Ferry and Grahams Ferry roads. This area came into the regional urban growth boundary in 2002 and the City gradually worked on concept planning for the area which was completed in 2007. Until recently there had not been a lot of activity, but the Council last year chose to send to the ballot an advisory vote asking whether our citizens would support creation of an urban renewal district in that area to help pay to put the infrastructure in the ground and move that toward development. That advisory vote came back positive and we are now in the process of setting up the paperwork and legal proceedings to create that urban renewal area and start that going forward.

Interestingly in the last some months, after more than a year of discussion, we received an application from a private business called Universal Health Services. Universal Health Services run operations in more than 40 different locations around the country and a couple of foreign countries that are behavioral health facilities, dealing with mental health and they wish to build a facility here. This is interesting of course with our history of Dammasch State Hospital being here and if you pay attention in the press it is generally acknowledged to be a pretty significant

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need across our country at this point in time. Veterans services, but beyond that, many, many different people are in need of that kind of service. So we are hopeful that this will be a strong addition. They are one vote away which is on our agenda tonight to do, to have their final approval to build a \$32 million facility at the corner of Day Road and Boones Ferry, and it is projected to employ 190 full time health professionals, and it will be a very significant addition to our community. On the door step of the Coffee Creek Area it could well be an introductory piece that may entice other companies and other corporations to take a look at the Coffee Creek Area, so we'll have to see how that develops.

Council has also been engaged very heavily in planning for the Basalt Creek area. The Basalt Creek Area is on the north side of Day Road between Wilsonville and running up to the Tualatin city limits and there is a variety of different land forms there and different kinds of uses. It is county property right now, the projection is that some of that will go to Tualatin to be the servicing municipality in the future, and some will come to Wilsonville. So we have been engaged for a couple of years and working with Tualatin and we've held joint Council meetings with the entire councils of both cities meeting and talking about what their concerns were, what their goals are, what their ideas are about how to get there. It has been a very interesting process, unlike anything that I've seen going on very many other places or anything I've been involved in.

Basalt Creek came into the urban growth boundary in 2004, not because we requested and not because Tualatin requested it, but because the Metro Governments Regional Analysis of Need said the region needs more industrial growth area and they determined this would be the most suitable in the metropolitan area to do that. So Metro designated it, but we are only now beginning to do the planning that will enable it to move forward.

About a year and a half ago, we arrived at a joint agreement on a transportation plan for that area because there is no real road system that is suitable for very heavy use, and that agreement was formalized and blessed by Metro and the Regional Transportation Plan and we now expect to see the first construction of one of those components which will be 124th Avenue starting at the Tualatin Sherwood Road and coming south towards Wilsonville and we expect that construction to be underway this year.

Wilsonville's priority for the part of Basalt Creek that we will be ultimately responsible for is to develop a business area that is high quality and in high demand and has very significant employment, and that means not warehousing particularly, but rather industry where there is a lot of jobs available and we hope to find that kind of use in that area. Here again, our approach for making that happen is to try to have a development that has high quality amenities that attract the people that want to work there that attract the companies that need those kinds of employees and that pays good family job wages, and we think we have a good opportunity and we have the option of pushing this forward and I think that's our Council's intent.

In order to make all this work, and because we're such a new area that's not a redevelopment area, we don't have a system of roads that connects us to the way we want to be connected. And having our community connected is a big part of how we maintain some continuity for our whole Wilsonville community. So people being able to feel like they are connected between their

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neighborhood and a friends neighborhood, between where they live and where they work, and maybe they have a way they can ride their bike there or walk or whatnot, is important. And also neighbor to neighbor connections are important and the ability to go out your door and find a comfortable path if you want to go to a shopping area, instead of the only choice being to get into your car and drive, are all important components.

Villebois was built on the hill on the west side and it wasn't very well connected to the rest of Wilsonville. The plan for Villebois was that the people that developed that would put in \$70 million in public improvements on the site of the development, and that the City would put in another \$70 million worth of improvements to connect Villebois to the community, so that's a multitude of road connections, trail connections and sidewalks and bike trails and that kind of thing. So we are working on a lot of different roads in order to try to do this kind of connection.

One of the biggest is the Barber Street Bridge that goes west from Kinsman Road and connects into the Villebois community. That opened quite recently and has been very gratifying, our staff was able to bring that project in ahead of time and under budget, which is always fun to hear, and it's been a big addition to the people out there, especially in that close-in part of Villebois.

We've also worked on the other side of Villebois, on Grahams Ferry Road and have rebuilt Grahams Ferry from Tooze Road south to a round-about which gives access to Villebois there; we've improved it to more City conditions along the edge of the Villebois development where there is very significant landscaping and sidewalk facilities along that area. That work will get extended south as we develop, as the private side develops the former LEC property where there is some housing going in there also.

On the north edge of our City which is joining us in Washington County on Boones Ferry Road just north of Day Road, Washington County completed a very significant project to widen and bring Boones Ferry up to urban standards that will benefit us especially as we move forward into the Basalt Creek development eventually.

The City completed the connection from Canyon Creek on south to Vlahos that comes out near the Post Office that had been some years in the working and is a very direct and convenient connection from north east Wilsonville down into the city center now, and I see people using it quite heavily.

We worked on Wilsonville Road on the east side from the high school on out to the Stafford-Advance Road connection and put in landscape medians and quite heavy landscaping through that area which had never had it since it was newly constructed. It was all concrete and really quite bare and we were having a very significant amount of difficulty with speeding and some things like that. It is our hope, and indications are from other facilities and other places, that as that landscaping matures that it will be a natural kind of cue to people that calms traffic and slows speeds through that area. I think that we will see that, it already looks much more inviting than it looked when it was all concrete.

This year we're starting on the extension of Kinsman Road from the Barber Street/Kinsman corner right near where the bridge was that we just talked about to go north to connect to

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Boeckman Road. This has been a plan for many years; we will build a roundabout where that connects with Boeckman that will enable our Kinsman truck route to flow out of the area down near the fire station on the south end of Kinsman where it can move on north and make connections on the north end much more easily. This street is also projected to have a major sewer line which is needed to ultimately serve development in Coffee Creek put into that roadway and to have a major water line that is part of the Willamette River Water Coalition's project to bring water to western Washington County and to the city of Hillsboro. A six foot diameter pipe is what they are projecting, and the plan is that pipe will go in the Kinsman piece before we get the top on it and as we go forward with that construction also. So expect to see all of that kick off this year. We hope to see that construction starting this summer, probably in July, it will probably be a little more than a year to completion. So that will be major construction on that roadway.

Lots and lots of projects for a city the size of Wilsonville to be doing.

We have the bicycle and pedestrian projects I don't want to give short shrift to either. We are working on a signage and wayfinding plan that we hope to be able to adapt to our bikeways and pathways that will tell people if you get on this you will come out there and so they'll know where they are going and how to make connections.

We are on the cusp of undertaking the proposed French Prairie Bridge study we've been waiting for funding from Metro for several years on. This study will help determine the economic feasibility, and the practicality, it will look at preliminary engineering, determine how that would work, so coming out of this study we hope to have a realistic picture of what it would take to develop a bridge like this and thereby can plan a strategy on how we would move ahead. That's a project were we certainly will be looking for partners with some of the other agencies and interests in the area if we are able to move that forward.

We did some modifications for bicycles on Town Center Loop East from the Vlahos connection at the Post Office on down towards City Hall. We changed the striping and provided major bike lanes on both sides of the street there so that connection that comes down Vlahos now has direct connection into the city center where the stores are, and we hope to see more and more use of that. It's been interesting to watch and I think it's a gradually evolving change as people start to see where they can enjoy those kinds of exercise connections and get around the city.

There are still many such connections that need to be made, we're not there by a long shot on all of the connections that we need to make, but we are making progress on them and we have strategies to continue to do that and I think that is a very strong statement about the future of our community also.

The other major piece of our transportation and our mobility is our SMART transit system which operates here in Wilsonville. We've passed twenty years on the SMART system now, the first year we provided rides to approximately 4,000 people; last year we provided rides to some 400,000 people on SMART. So that has come a long way in its 21-22 years. We don't charge for rides inside of town, we do charge a little bit for rides outside of town. The primary funding for SMART is through a small payroll tax that employers pay here in Wilsonville. We charge

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less than Tri-Met charges for the same kind of employee fee, and we are actually able to provide somewhat stronger service to our businesses and to our residents than what we were getting under an arrangement with Tri-Met. Interestingly SMART is undergoing an update to its master plans right now and if you would like to, you can attend an open house which is here in this room on Thursday night, I believe. And you can go on line and take a survey and have some input into it, and there's also a kiosk in the lobby if you want to take the time to jump on there and have some input too. So we'd appreciate hearing people's ideas about that.

Coincidentally we are also in a series of discussions with Tri-Met about what the future of SMART is where it interfaces with Tri-Met and how to do a better job with that. Talking about these future development areas, the Frog Pond residential, the Coffee Creek industrial, the Basalt Creek industrial, who will provide service in these areas and how will we do it, and how will the SMART system interface with the Tri-Met system in order to accomplish that. It is important to our business community and it's important to our residents that we do a good job with that. So we're paying close attention to that work and moving through those discussions.

So if we have these great residential areas and we have this idea about this range of different employment areas, different high quality industry, what kind of a place is Wilsonville to live? What is it that would make Wilsonville be the place where someone says "I want to live there".

The exercise and health and active living component is a piece that we have consciously encouraged. Wilsonville became the first Oregon city to join the HEAL campaign (Healthy Eating Active Living) which is a program that began in 2013 sponsored by the League of Oregon Cities and the Oregon Public Health Institute and we have maintained a presence in that. That group is working to encourage more personal, and better decisions for people personally in the way that they live and eat and function so that they can have better health. Then there's a component to how do we do better urban planning so we design our community so it encourages people to live more healthy and to exercise a little more and to be comfortable moving around.

Part of the whole idea is that you make it easy to go out your door and do something other than get in your sport utility and blast down the road. I mean we need to have options, and it's not about telling people you can only do this, or you can only do that, it's about do people have choices to live different ways and is one of those choices that it is easy to make a healthy choice?

We have the Wilsonville Community Center; again seniors are 16% of our population. The Community Center is heavily engaged with our senior community and beyond. Last year they served 14,100 meals, 7,800 of them in the dining room in the Center, and an additional 6,300 were home delivered to people that needed those. The Center also has a variety of different programs, they have fitness programs, the I-5 Connection Coral Group meets there and encourages people to engage in that social activity, and then they do concerts around the area. They have skills classes in a variety of different areas and they have social programs also. The Center is working to be able to provide scholarships to some of those classes to people who can't afford them and also to help provide utility assistance to some of our community that needs utility assistance from time to time. So they are seeking contributions on those and if anyone would like to help contribute to those purposes they would love to hear from you at the Community Center. They also provide a legal clinic for people that have legal questions; they

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have help with tax preparation, especially this time of year. They have computer classes, dance classes, they have a pickle ball tournament and I haven't gotten to where I could even approach being a pickle ball tournament person, but I understand there is a very enthusiastic group that is all into pickle ball. So it's great to see that. In the last year they remodeled and updated the lobby and have a much brighter and fresher reception area, so I invite you if you haven't stopped by the Community Center, please do so.

We have our own library in Wilsonville that we are very proud of and it serves children and people of all ages that have an interest in learning something beyond what they currently know, enjoying a story that they haven't heard or researching some information that they might need. In 2015 there were 480,000 pieces circulated out of our Wilsonville Library. There are 19,000 people who hold a Wilsonville Library Card, a total of 28,000 children and parents attended youth services programming that year. The Library is starting in now with some new staffing that was approved last budget year to provide an outreach librarian that is working on reaching preschoolers throughout our community and engaging them in some of the programs at the Library. This builds on a couple of years that the Library has been pursuing the Dolly Parton Imagination Library program that has been very successful. That provides free books to children at the entry level month after month and sends them to their homes to get them enthused about books and reading. So we're very proud of all of that.

Our Parks and Recreation Department is increasingly active for people throughout the community also dealing in amenities for people of all ages. It is now a full-fledged department, we hired a full time parks manager in 2013, in the last couple of years we've remodeled the building in the Town Center Park and the Parks Department has occupied that with their offices and are right on the scene where much of the park planning and consumption is happening also.

The Council's goal with Parks is that we should have a neighborhood park in every neighborhood. And this is not something that we used to have, but we have been moving aggressively towards it. A couple of years ago the Council brought an existing house in the Montebello neighborhood and tore it down and built a neighborhood park that would serve that neighborhood, one of the earlier neighborhoods in our community that had not had a park available to it nor in its original plans, so we went back and remedied that and now there is a park there that is available to all of the people who live in that local area easily to access with a place for both kids and adults can come out and enjoy.

Villebois that we were talking about that master plan has a lot of parks in it. It has little pocket parks, but more over it has a concept of what's called a lineal circular park, so Villebois consists of three different neighborhoods that surround the center and the concept is that there is a ring of parks that you can walk all the way around connecting all three neighborhoods and we are gradually getting those parks built one by one to complete components of that ring and it won't be very many years until we have the majority of that done and people will be able to walk all the way around. That's a really interesting and exciting piece of offer those people. And I'm sure given the amount of use that the parks that are there already have, that will see a lot of use also.

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Our plans now a days are that we will have park facility in every new neighborhood as plans for it are developed, but more over in every business and industrial neighborhood we will have park facilities because people that work in these places need the opportunity to go out and get a little change of scenery from the work inside, and maybe walk, or bike, or connect, or find a place to have lunch out in nature; that is the goal and the intent.

Other than neighborhood parks, we have major parks. Of course our big park for the whole city is Memorial Park. In 2015 we completed a big public process that had a lot of participation and input by citizens and we developed a new master park plan for Memorial Park. That plan includes some additional new sports fields, includes the idea of a place to have a disk golf, which we used to call “Frisbee” kind of a course where you go around and there are different goals. It’s intended to have a small bike track for what they call a “pump track” where off road; especially the smaller bikes can do that. It’s intended to have a variety of new trails and new connections at the edges of the park and new overlooks were people can appreciate the river where the trails lead to overlooks where they can look out across the river and engage in the natural realm in a way they haven’t been able to. So that’s exciting to see that plan come together. It still needs a lot of funding and it needs a lot of work and we look forward to being able to make those actual plans come true.

Several years ago Grahams Oaks Park, a regional park supported by Metro government, opened on the west edge of Wilsonville. It actually provides a lot of trails now. It opened in 2010 and as you visit there now, you see much more mature shrubbery and trees than we once had. It gives it a lot more interest and a lot more opportunity to explore than maybe there was when everything was real short and you could see everything across the top. We’re excited about that continuing and the piece that we need to pay attention to is how do we connect these trails at the local level to the broader system of regional trails and regional amenities that will allow people to not just move around within Wilsonville, but to move from here to Sherwood or from here to Tualatin and on up, and hopefully with a bridge across the south from here down into the northern Willamette Valley and Butteville. So there is a lot of potential there that we have yet to tap in any robust way and we’re working on how to keep that moving forward.

Our overall Parks Department is proposing to do a master plan in the coming year, 2016, they will do a relook at our entire park planning process and will set some strategies and some long term goals, and there will be opportunities for people to have input into that process if you would like to do that and are interested in that. That is up coming. It will be interesting to see what kinds of ideas come forward in that discussion. I’m sure there will be things we haven’t thought of yet.

We also have the proposed Recreation and Aquatic Center that is set to go to a public vote this coming November asking people whether they would be willing to support financially a subsidy for at least the first five years in order for us to be able to build this facility as it is projected. Council President Starr led a task force that had a consultant working on this, and they have come up with some proposed designs, and the kind of amenities that they would want to include. Some kind of preliminary cost numbers; and so it’s not a question of whether we will find support among the community to move forward with that. Based on past experiences if you are interested in that kind of thing I encourage you to engage and help advertise and promote that

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project. Usually things that have a cost attached to them do not pass just by chance, it takes people working to explain why this is important for the community, and why it's worth it and so that's a process that hopefully will be underway this year.

I guess I want to mention, finally, that the Council had a once in a lifetime opportunity recently when we became aware of a piece of property on the banks of the Willamette River that was available and we undertook some negotiations and the City has purchased for public use an additional piece of acreage that lies just east of Boones Ferry Park on the west side of the freeway. It's about 3 ½ acres on the banks of the river and we have secured that now for the public's use. We don't have public access open to it yet, or a formal plan of exactly how we will develop that, but there are very few opportunities where we can find that kind of a piece of land on the edge of the river that we can make available to the public and I was very pleased that Council seized that opportunity and moved forward with securing that. That's all done, what's left is figuring out how we use it and how we can put a time table together to make that work.

Those are all kinds of components that your Council thinks about, and talks about and is trying to be strategic on, trying to find ways to make this a community that we want it to be. Council, I am sure, will continue to debate and discuss and to guide the city forward with a long term vision and I think that's very positive. The idea of having a connected complete community is very positive and I think our citizens appreciate it a great deal and I think our business community values that.

A component also is the idea of environmental stewardship that we need to protect and preserve the natural realm around us, and we have some marvelous amenities and natural world components around that we need to be thinking about constantly, especially as we have growth pressures. How do we take care of the river, how do we protect it but also let people enjoy it and appreciate it. The Graham Oaks piece out there, the oak savannah idea from historical times, same sort of thing. There is not very many pieces of that were people can walk around and understand what was here 300 years ago and trying to let that re-naturalize in a way that will honor that is quite a remarkable move. So we need to preserve that.

In the Basalt Creek area there is a river canyon called the Basalt Creek Canyon which is more significant than you might realize, it's not visible from the outside, and yet over time it would be something that we may be able to find a way to make available. It's all private land, I'm not suggesting we're going after anybody's land because that's not what we are doing, but we are aware that is there, and in the long run it may be an amenity that can be something we could move towards having it available to the community. I think that would be great if that could happen in a responsible way.

Thoughtful land use planning is a tradition here in Wilsonville, it goes back decades. The idea of being proactive about how we plan, about how land is to be used instead of reactive to whatever situation we see that might not be quite on target or what we wanted. I think that we have done a pretty decent job here in Wilsonville, not perfect, we have the opportunity to continue to build on what has been done before and to be thoughtful and responsible about our land use planning, and I think that is important and we will try to do that on the Council level.

Economic Development is important. We can't pretend that all these amenities and all these other values are preeminent – you have to pay for them and taxes that come from economic activity pay for those amenities. And having well thought out plans for how we do economic development and what kind of commercial centers and growth we want to see and what kind of industrial growth is an important component of how we have a strong community that can support the ideals and the values that we have. So we need to keep working on that and entice good jobs, high quality companies to come here and look for a broad diversification of employment so we have strength through the ups and downs of different industries, that is significant.

We need to continue to push for ways people can make their lives healthier and can engage in active living and find ways to enjoy their lives in a way that's very positive. At a conference that several of us went to recently they had a very interesting presentation by an author of a book called The Blue Zones, who was originally a National Geographic reporter and the blue zones are a study of very healthy spots around the world where people live extraordinary long lives and the study of what is in their lifestyle that enables them to do that. It's an interesting discussion about whether there are ways to move a community towards a more healthy overall social context that encourages people to live that way without being demanding or pushy; just giving them an opportunity to do that.

I think that all of those things are very helpful and very important and I've probably talked plenty long. I don't have anything further to say, but if anybody had a burning question I would be glad to try to answer it. There will be lots of other opportunities, if not, for people to discuss, and I appreciate you attending.

End of 2016 State of the City Address.

B. Appointment of Brad Hughbanks to the Community Enhancement Committee

Motion: Councilor Stevens moved to appoint Brad Hughbanks to the Community Enhancement Committee. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

C. Upcoming Meetings

The Mayor announced the meetings he attended on behalf of the City.

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.

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Wilsonville Community Sharing (WCS) representative Taft Mitchell thanked the Council and City employees for their support of WCS. He reported that people have begun to realize Wilsonville Community Sharing provides other services in addition to the food bank. Mr. Taft shared a situation where WCS “adopted” a person living in his vehicle and who now runs errands for WCS.

COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS

Councilor Fitzgerald – (Development Review Panels A & B Liaison) shared the Transit Master Plan is in the process of being reviewed, and the public is invited to participate in a survey via kiosks located throughout town. She announced the next meeting dates of the DRB Panels and invited the public to attend the Grace Chapel Community Rummage Sale.

Councilor Stevens – (Library Board and Wilsonville Seniors Liaison) reported the Library is offering free tax return help. Library staff has been investigating the installation of RFID technology to streamline the checking out and in of library materials. The Councilor announced the Wilsonville Seniors have changed their board meeting time to 6 p.m. beginning March 9th; and that reservations are being accepted by the Parks and Recreation department for facility rentals and garden plots.

Councilor Lehan– (Planning Commission and CCI Liaison) invited the public to attend the Wilsonville egg hunt on March 26 at Memorial Park. The Planning Commission will meet on the 9th to consider modifications to the TSP to address changing transit conditions. The Tourism Committee is preparing to bring their recommendations to Council in April. The Committee is suggesting an assessment of visitor profiles and of tourist assets, as well as exploring launching a web site and what needs to be done to do so.

CONSENT AGENDA

A. Resolution No. 2570

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Cooperative Utility Agreement With The Oregon Department Of Transportation And The Willamette Water Supply Program For The Inclusion Of A Water Transmission Pipeline In The Kinsman Road Project (Capital Improvement Project #4004). (Staff – Mende).

B. Resolution No. 2571

A Resolution Of The City Of Wilsonville Approving An Accord Agreement For Regional Park 5 Between The City Of Wilsonville, The Urban Renewal Agency Of The City Of Wilsonville, And Polygon Northwest Company, LLCRP5 –(Staff – Kohlhoff)

Ms. Jacobson read the Consent Agenda items into the record. A new agreement for Resolution 2570 was received which reflects minor adjustments to the exhibit and minor changes to the contract document after a review by the attorney general.

Motion: Councilor Fitzgerald moved to approve the Consent Agenda with the amended Resolution 2570 in front of us. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.

PUBLIC HEARING

A. Ordinance No. 787 – 1st reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 1 Acre At 11700 SW Tooze Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 1203 Of Section 15 T3S-R1W, Clackamas County, Oregon, Jay And Theresa Nims, Petitioners. (Staff – Pauly)

B. Ordinance No. 788 – 1st Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Village (V) Zone On Approximately 1 Acre At 11700 SW Tooze Road. Comprising Tax Lot 1203 Of Section 15, T3S, R1W, Clackamas County, Oregon, Polygon WLH LLC, Applicant. (Staff – Pauly)

Ms. Jacobson read Ordinances No. 787 and 788 into the record on first reading, by title only. The public hearings for the two ordinances may be taken together; however, motions must be made separately for each ordinance.

Mayor Knapp announced the public hearing format and opened the hearing at 8:40 p.m.

The staff report was presented by Dan Pauly, Associate Planner. Following their review at the February 8, 2016 meeting, the Development Review Board, Panel A, recommends approval of Annexation and a Zone Map Amendment for the subject property. The DRB also approved a Specific Area Plan Amendment, Preliminary Development Plan, Tentative Subdivision Plat, Type C Tree Removal Plan, and Final Development Plan.

The proposal brings this final piece of Villebois (approximately 1 acre) into the City and rezones it to the Village (V) zone concurrently with plans to develop it with adjacent property previously annexed and rezoned.

This is the last component of Villebois to be annexed into the City. The property owners have requested and approve of the annexation. The rezoning will be changed to Village Zone. This parcel will become part of the Calais subdivision consisting of 8 lots and a street segment.

There were no questions from Council or comments from the City Attorney.

The applicant's representative Jim Lange of Pacific Community Design had no presentation but thanked staff for bringing the item to Council.

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Motion: Councilor Lehan moved to close the public hearings. Councilor Fitzgerald seconded.

Vote: Motion carried 4-0.

Mayor Knapp closed the public hearing at 8:44 p.m.

Motion: Councilor Lehan moved to approve Ordinance No. 787 on first reading. Councilor Fitzgerald seconded the motion.

Councilor Stevens is a bitter sweet conclusion to this last piece of Villebois being annexed as the property is a beautiful rural property, while at the same time this will be part of a well-planned and designed area of the City reflecting the thoughtfulness of the planning.

Councilor Fitzgerald recognized the City has fantastic amenities for residents to use in the parks and streets in the Villebois area.

Councilor Lehan wanted to be sure photos of the property and building are taken to maintain historical perspective, including the gardens and barn. Martin Brown volunteered to take the photos and they will be housed at the Library.

Vote: Motion carried 4-0.

Motion: Councilor Fitzgerald moved to approve Ordinance No. 788 on first reading. Councilor Lehan seconded the motion.

Vote: Motion carried 4-0.

CONTINUING BUSINESS

Ms. Jacobson read the title of Ordinance No. 784 into the record for second reading. She noted a public records request had been received regarding the project and staff is addressing the request.

A. **Ordinance No. 784** – 2nd reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 8.72 Acres Of Territory Located At The Southwest Corner Of SW Day Road And SW Boones Ferry Road Into The City Limits Of The City Of Wilsonville, Oregon. The Territory Is More Particularly Described As Tax Lots 400, 500 And 501 Of Section 2B, T3S, R1W, Washington County, Oregon, Universal Health Services, Inc., Willamette Valley Behavioral Health, Applicant.

Motion: Councilor Stevens moved to approve Ordinance No. 784 on second reading. Councilor Fitzgerald seconded the motion.

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Vote: Motion carried 4-0.
Mayor Knapp - Yes
Councilor Starr – Excused
Councilor Fitzgerald - Yes
Councilor Stevens - Yes
Councilor Lehan - Yes

B. Ordinance No. 785 – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From The Washington County Future Development – 20 (FD-20) District To The City Of Wilsonville Industrial Designation On Approximately 8.72 - Acres Comprising Tax Lots 400, 500 And 501 Of Section 2B, T3S, R1W, Washington County, Oregon, Universal Health Services, Inc., Willamette Valley Behavioral Health, Applicant.

Ms. Jacobson read the title of Ordinance No. 785 into the record for second reading.

Motion: Councilor Lehan moved to adopt Ordinance No. 785 on second reading. Councilor Fitzgerald seconded the motion.

Vote: Motion carried 4-0.
Mayor Knapp - Yes
Councilor Starr – Excused
Councilor Fitzgerald - Yes
Councilor Stevens - Yes
Councilor Lehan - Yes

C. Ordinance No. 786 – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Washington County Future Development - 20 (FD-20) Zone To The City's Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 8.72 - Acres Comprising Tax Lots 400, 500 And 501 Of Section 2B, T3S, R1W, Washington County, Oregon, Universal Health Services, Inc., Willamette Valley Behavioral Health Facility, Applicant.

Ms. Jacobson read the title of Ordinance No. 786 into the record for second reading.

Motion: Councilor Fitzgerald moved to adopt Ordinance No. 786 on second reading. Councilor Stevens seconded the motion.

Vote: Motion carried 4-0.
Mayor Knapp - Yes
Councilor Starr – Excused
Councilor Fitzgerald - Yes
Councilor Stevens - Yes
Councilor Lehan - Yes

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Mayor Knapp read the LUBA appeal information for the record.

CITY MANAGER'S BUSINESS - No report.

LEGAL BUSINESS

Ms. Jacobson will provide Council with a memo outlining the implications of the decisions made during this year's Legislation session regarding renters and inclusionary housing.

ADJOURN

Mayor Knapp adjourned the meeting at 8:58 p.m.

Respectfully submitted,

Sandra C. King, MMC, City Recorder

ATTEST:

Tim Knapp, Mayor



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: March 21, 2016		Subject: Resolution No. 2578 Supplemental Budget Adjustment	
		Staff Member: Cathy Rodocker Department: Finance	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" 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:	
Staff Recommendation: Staff recommends Council adopt Resolution No. 2578.			
Recommended Language for Motion: I move to approve Resolution No. 2578.			
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:

A supplemental budget resolution for the FY2015-16 budget year.

EXECUTIVE SUMMARY:

Oregon's Local Budget Law allows the Council to amend the adopted budget for an occurrence or condition that was not known at the time the budget was adopted. A transfer resolution moves expenditures from one category to another within a specific fund and does not increase the overall budget that was approved during the annual budget process. A supplemental budget adjustment will impact the budget by increasing revenues and/or expenditures. The supplemental adjustment can also recognize expenditures that exceed 10% of the adopted budget expenditures or 15% of the funds' adopted contingency.

The resolution being presented with this staff report is for a budget adjustment and will provide the needed budget authority for a number of capital projects.

- Annual CD Dept. Support for Misc. Water Projects-\$14,000
- Willamette River Water Supply-\$75,000
- Water Treatment Master Plan Update-\$37,955
- Pedestrian Enhancements-\$112,725
- I-5 Landscaping-\$6,750
- Wilsonville Rd Median Improvements (General Fund funded)-\$57,075

The budget adjustment includes increases to non-CIP related expenses for a number of programs. The expenses will be funded by contingency.

- Information Services: Fiber Business Plan-\$75,000
- Information Services: IT Strategic Plan-\$28,000
- Parks Maintenance: Water Expense-\$14,000
- Transit: CNG Upgrade-\$50,643
- Building: Additional software maintenance Fees-\$5,000
- CD Administration and Finance: CD Fund Review-\$15,000
- Planning: Coffee Creek Industrial Area Form Based Code-\$33,000
- Water Treatment Plant: Transformer Rebuild-\$46,000
- Water Treatment Plant: Di-electronics-\$65,000
- Street Lights: Electricity-\$30,500
- Street Lights: Infrastructure Maintenance-\$10,000

The budget adjustment includes increases to material and services that will be offset by an increase in user fees.

- Parks and Recreation: Instructor Fees and Bank Charges-\$29,500

Lastly, the budget adjustment includes a number of CIP projects that will result in a zero dollar adjustment where the excess budget of one project is used to fund the increase in another project.

Wilsonville Rd Median Improvements (SDC Funded)	\$ 47,550
Tooze Rd-110th to Grahams Ferry (Street SDC Funded)	(47,550)
Tooze Rd-110th to Grahams Ferry (Stormwater Funded)	34,650
Annual-City Wide Storm Sewer Pipe Replacements	(31,050)
Annual- CIP Closeouts from Prior Years	(3,600)
Annual-CD Dept Support for Misc Projects	21,000
Annual-Early Planning Future Stormwater Projects	(7,000)
Gesselschaft Channel Restoration	(5,000)
Willametter River Outfalls	(9,000)
WWTP Outfall Repair/Replacements	115,140
WWTP Outfall Repair/Replacements	86,860
Town Center Pump Stations Improvements	(115,140)
UD1 Kinsman Parallel 12" Main	(86,860)
Basalt Creek Planning	10,000
Citywide Signage/Way finding	(10,000)

Please refer to Attachment A.

EXPECTED RESULTS:

As stated in the Fiscal Management Policies, the City shall amend its annual budget in accordance with Oregon local budget law. The supplemental budget adjustment is adopted by the Council at a regularly scheduled meeting. Convening the budget committee is not required.

TIMELINE:

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice was published on Wednesday, October 14, 2015. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2016.

CURRENT YEAR BUDGET IMPACTS:

Resources:		Expenditures:	
Increase Project Management Fees	\$ 143,671	Capital Projects	\$ 335,971
Charges for service	34,500	Material and Services	351,000
		Capital Outlay	50,643
		Contingencies	(559,443)
Total Resources	<u>\$ 178,171</u>	Total Expenditures	<u>\$ 178,171</u>

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole Date: 3/4/16

LEGAL REVIEW / COMMENT:

Reviewed by: BJ Date: 3/14/16

COMMUNITY INVOLVEMENT PROCESS:

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The notice has also been published on the City's website. As the accompanying resolution is a budget adjustment, a public hearing must be part of the adoption process.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

The amended budget provides for the delivery of services and construction of capital projects throughout the community.

ALTERNATIVES:

Not approving the attached supplemental budget could result in overspending current budget appropriations. The City is required to disclose all excess of expenditures over appropriations in the Comprehensive Annual Financial report.

CITY MANAGER COMMENT:**ATTACHMENTS:**

A. *Attachment #1-Supplemental Budget Adjustments*

City

Attachment #1-Supplemental Budget Adjustments

Budget Requests	Supplemental Budget Requests					Funding Sources
	Other Expenditures	Capital Outlay	CD OH	GF OH	Total	
1990-Annual CD Dept Support for Misc Water Projects	\$ -	\$ 14,000	\$ -	\$ -	\$ 14,000	Waterline repair triggered re-evaluation of Charbonneau
1127-Willametter River Water Supply	60,000	12,000	3,000	75,000	75,000	Additional coordination with WRWS for Kinsman pipe
1122-Water Treatment Master Plan Update	33,000	3,800	1,155	37,955	37,955	Additional Governance Group costs
4717-Pedestrian Enhancements	52,200	58,700	1,825	112,725	112,725	Scope enhancements, unforeseen conditions
4719-I-5 Landscaping	-	6,750	-	6,750	6,750	Additional overhead due to ownership change at Terrene Apts
4720-Wilsonville Rd Median Improvements	47,100	8,325	1,650	57,075	57,075	Scope enhancements, partially funded by WLWV Schools
CIPs Requiring Funding from Reserves	192,300	103,575	7,630	303,505		Funding: Contingency
4720-Wilsonville Rd Median Improvements	\$ 38,600	\$ 6,800	\$ 2,150	\$ 47,550	\$ 47,550	Scope enhancements, partially funded by WLWV Schools
4146-Tooze Rd - 110th to Graham's Ferry	(38,600)	(6,800)	(2,150)	(47,550)	(47,550)	Net zero adjustments
4146-Tooze Rd - 110th to Graham's Ferry	30,000	3,600	1,050	34,650	34,650	Design costs for stormwater pipe: part of Tooze Rd project
7048-Annual - City Wide Storm Sewer Pipe Replacements	(30,000)	-	(1,050)	(31,050)	(31,050)	Net zero adjustments
7993-Annual - CIP Closeouts from Prior Years	-	(3,600)	-	(3,600)	(3,600)	Net zero adjustments
7990-Annual - CD Dept Support for Misc Projects	-	21,000	-	21,000	21,000	CD Support project omitted from original Budget Authorization
7995-Annual - Early Planning Future Stormwater Projects	-	(7,000)	-	(7,000)	(7,000)	Net zero adjustments
7054-Gesselschaft Channel Restoration	-	(5,000)	-	(5,000)	(5,000)	Net zero adjustments
7093-Willametter River Outfalls	-	(9,000)	-	(9,000)	(9,000)	Net zero adjustments
2095-WWTP Outfall Repair/Replacements	111,150	-	3,990	115,140	115,140	Negotiated cost substantially higher than original estimate
2095-WWTP Outfall Repair/Replacements	83,850	-	3,010	86,860	86,860	Negotiated cost substantially higher than original estimate
2084-Town Center Pump Stations Improvements	(111,150)	-	(3,990)	(115,140)	(115,140)	Net zero adjustments
2079-UD1 Kinsman Parallel 12" Main	(83,850)	-	(3,010)	(86,860)	(86,860)	Net zero adjustments
3000-Basalt Creek Planning	-	10,000	-	10,000	10,000	Additional overhead required on project
3003-Citywide Signage/Way finding	-	(10,000)	-	(10,000)	(10,000)	Net zero adjustments
CIPs Requiring Zero Dollar Adjustments	-	-	-	-		Funding: Reduction of existing projects
Material and Services Budget Requests						
Information Systems: Fiber Business Plan	\$ 75,000					Fiber Business Plan consultant fees
Information Systems: IT Strategic Plan	28,000					IT Strategic Plans additional consultant fees
Parks & Rec: Instructor Fees	22,000					Increased revenues anticipated to offset increased instructor fees
Parks & Rec: Bank Charges	7,500					Increased revenues anticipated to offset increased bank charges
Parks & Rec: Increased Revenues	(29,500)					Increased revenues anticipated to offset increased expenses
Parks Maintenance: Additional Water Expense	14,000					Increased park watering costs expected over the FY
Fleet: CNG Upgrade	50,643					Expanded scope of original project
Building: Additional Software Maintenance Costs	5,000					Additional software maintenance costs
CD Administration & Finance: CD Fund Review	15,000					CD Fund Review additional consultant fees
CD Planning: Coffee Creek Industrial Area Form Based Code	33,000					Grant funds have been used, funds needed to complete
Water Treatment Plant: Transformer Rebuild	46,000					Rebuild failed transformer at plant
Water Treatment Plant: Di-electronics	65,000					Unanticipated material and labor to install dielectrics
Streetlight Fund: Electricity	30,500					Increased electrical costs expected over the FY
Streetlight Fund: Infrastructure Maintenance	10,000					Increased infrastructure maintenance expected over the FY
Total Material and Services Requests	372,143					Funding: Contingency

RESOLUTION NO. 2578**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2015-16.**

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2015-16 by Resolution 2535; and,

WHEREAS, certain expenditures are expected to exceed the original adopted budget in some of the City's funds and budgetary transfers are necessary within these funds to provide adequate appropriation levels to expend the unforeseen costs; and,

WHEREAS, ORS 294.463 provides that a city may adjust appropriations within appropriation categories provided the enabling resolution states the need for the adjustment, purpose of the expenditure and corresponding amount of appropriation; and,

WHEREAS, all transfers from contingencies within the fiscal year to date that exceed fifteen percent (15%) of the fund's total appropriations, are included in the supplemental budget adjustment request; and,

WHEREAS, all expenditure transfers within the fiscal year to date in aggregate exceed ten percent (10%) of the fund's total expenditures, are included in the supplemental budget adjustment request; and,

WHEREAS, consistent with local budget law and based upon the foregoing, the staff report in this matter and public hearing input, the public interest is served in the proposed supplemental budget adjustment,

WHEREAS, to facilitate clarification of the adjustments in this resolution, Attachment A to this resolution provides a summary by fund of the appropriation categories affected by the proposed transfer of budget appropriation and the purpose of the expenditure.

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

The City amends and adjusts the estimated revenues and appropriations within the funds and categories delineated and set forth in Attachment A, attached hereto and incorporated by reference herein as if fully set forth.

This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 21st day of March 2016 and filed with Wilsonville City Recorder this same date.

TIM KNAPP, MAYOR

ATTEST:

Sandra C. King, MMC, City Recorder

SUMMARY OF VOTES:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Fitzgerald
Councilor Lehan

ATTACHMENT A
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
General Fund			
Interfund transfers	\$ (3,308,179)	\$ (7,630)	\$ (3,315,809)
All other resources	(30,404,321)	(29,500)	(30,433,821)
Total increase in resources	<u>\$ (33,712,500)</u>	<u>\$ (37,130)</u>	<u>\$ (33,749,630)</u>
Finance	\$ 1,363,737	\$ 7,500	\$ 1,371,237
Information systems	720,545	103,000	823,545
Parks maintenance	1,148,550	14,000	1,162,550
Parks & recreation	1,187,054	29,500	1,216,554
Interfund transfers	3,298,401	57,075	3,355,476
Contingency	8,969,689	(173,945)	8,795,744
All other requirements	<u>17,024,524</u>	<u>-</u>	<u>17,024,524</u>
Net change in requirements	<u>\$ 33,712,500</u>	<u>\$ 37,130</u>	<u>\$ 33,749,630</u>
Interfund transfers revenue increase recognizes additional resources for the overhead charges on capital improvement projects. Program budgetary adjustments reflect additional budget required for the following projects: CD Fund Review, Fiber Business Plan, and the IT Strategic Plan. The increase to the Parks Maintenance program is for an increase in water charges and Parks and Recreation increase is for additional expenses for instructor fees and bank charges. This expense will be offset by an anticipated increase in other revenues. The interfund transfers requirements reflect funding for the following capital improvement projects: Wilsonville Rd Median Improvements, and a zero dollar transfer between the Basalt Creek Planning and Citywide Signage/Wayfinding projects			
Building Fund			
Building	\$ 772,808	\$ 5,000	\$ 777,808
Contingency	1,094,947	\$ (5,000)	1,089,947
All Other Requirements	<u>1,955,155</u>	<u>-</u>	<u>1,955,155</u>
Net change in requirements	<u>\$ 3,822,910</u>	<u>\$ -</u>	<u>\$ 3,822,910</u>
Program budgetary adjustments reflect additional software maintenance costs.			
Community Development Fund			
Charges for service	\$ (739,803)	\$ (5,000)	(744,803)
Interfund transfers	(1,956,745)	(103,575)	(2,060,320)
All other resources	<u>(2,839,340)</u>	<u>-</u>	<u>(2,839,340)</u>
Total increase in resources	<u>\$ (5,535,888)</u>	<u>\$ (108,575)</u>	<u>\$ (5,644,463)</u>
CD administration	\$ 757,880	\$ 7,500	\$ 765,380
Planning	980,237	33,000	1,013,237
All other requirements	2,526,411	-	2,526,411
Contingency	<u>1,271,360</u>	<u>68,075</u>	<u>1,339,435</u>
Net change in requirements	<u>\$ 5,535,888</u>	<u>\$ 108,575</u>	<u>\$ 5,644,463</u>
Interfund transfers increase recognizes additional resources for the overhead charges on capital improvement projects. Program budgetary adjustments include additional funding for the completion of the CD Fund Overview and Coffee Creek Industrial Area Form Based Code projects.			
Road Operating Fund			
Interfund Transfers	\$ 773,516	\$ 119,475	\$ 892,991
Contingency	776,711	(119,475)	657,236
All other requirements	<u>983,288</u>	<u>-</u>	<u>983,288</u>
Net change in requirements	<u>\$ 2,533,515</u>	<u>\$ -</u>	<u>\$ 2,533,515</u>
Increases to interfund transfers requirements reflect funding for the following projects: Annual Pedestrian Enhancements and the I-5 Sound Wall Landscaping.			
Transit Fund			
Transit	\$ 5,382,935	\$ 50,643	\$ 5,433,578
Contingency	1,159,124	(50,643)	1,108,481
All other requirements	<u>1,514,741</u>	<u>-</u>	<u>1,514,741</u>
Net change in requirements	<u>\$ 8,056,800</u>	<u>\$ -</u>	<u>\$ 8,056,800</u>
Increases to capital outlay required for the completion of the CNG upgrade at the Transit Facility.			

ATTACHMENT A
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
Water Operating Fund			
Water treatment plant	\$ 2,694,641	\$ 111,000	\$ 2,805,641
Interfund transfers	\$ 1,320,000	\$ 53,943	1,373,943
Contingency	6,807,956	(164,943)	6,643,013
All other requirements	3,943,269	-	3,943,269
Net change in requirements	\$ 14,765,866	\$ -	\$ 14,765,866
Increases to interfund transfers requirements reflect funding for the following projects: Annual CD Department Support for Miscellaneous Projects, Water Treatment Plant Master Plan Update and Willamette River Water Supply. The increase to the Water Treatment Plant program is for the repair and replacement of equipment.			
Sewer Operating Fund			
Interfund transfers	\$ 2,946,787	\$ -	\$ 2,946,787
Contingency	7,687,831	-	7,687,831
All other requirements	7,532,036	-	7,532,036
Net change in requirements	\$ 18,166,654	\$ -	\$ 18,166,654
A net zero dollar transaction will move excess funding from the Kinsman Rd Sanitary Main project to the WWTP Outfalls project.			
Streetlight Operating Fund			
Street lighting	\$ 278,318	\$ 40,500	\$ 318,818
Contingency	452,567	(40,500)	412,067
All other requirements	599,145	-	599,145
Net change in requirements	\$ 1,330,030	\$ -	\$ 1,330,030
Increase to the Street Lighting program reflect anticipated increases in utility services and ongoing improvements to existing infrastructure.			
Stormwater Operating Fund			
Interfund transfers	\$ 1,016,369	\$ -	\$ 1,016,369
Contingency	364,377	-	364,377
All other requirements	1,023,967	-	1,023,967
Net change in requirements	\$ 2,404,713	\$ -	\$ 2,404,713
A net zero dollar transaction will move excess funding from the following projects: Annual City Wide Storm Sewer Pipe Replacements, Annual CIP Closeouts from Prior Years, Annual CD Department Support, Annual Early Planning, Gesselschaft, Channel Restoration and Willamette River Outfalls to the Tooze Rd Stormwater Line project.			
Water Capital Projects Fund			
Interfund transfers	\$ (1,054,837)	\$ (126,955)	\$ (1,181,792)
All other resources	(66,121)	-	(66,121)
Total increase in resources	\$ (1,120,958)	\$ (126,955)	\$ (1,247,913)
Water capital projects	931,792	93,000	1,024,792
Transfers to other funds	114,694	33,955	148,649
Contingency	74,472	-	74,472
Net change in requirements	\$ 1,120,958	\$ 126,955	\$ 1,247,913
The interfund transfers and the corresponding requirements for parks capital projects and transfers to other funds is for the following projects: Annual CD Support for Miscellaneous Water Projects, Willamette River Water Supply and the Water Treatment Master Plan.			
Sewer Capital Projects Fund			
Interfund transfers	\$ (4,033,579)	\$ -	\$ (4,033,579)
All other resources	(16,578)	-	(16,578)
Total increase in resources	\$ (4,050,157)	\$ -	\$ (4,050,157)
Sewer capital projects	36,824	-	36,824
Transfers to other funds	370,353	-	370,353
Contingency	49,980	-	49,980
Net change in requirements	\$ 457,157	\$ -	\$ 457,157
Net zero transactions will move excess funding from the Town Center Pump Station and the Kinsman Parallel 12" Main projects to the WWTP Outfall Repair project.			

ATTACHMENT A
NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
Streets Capital Projects Fund			
Interfund transfers	\$ (5,328,205)	\$ (211,200)	\$ (5,539,405)
All other resources	(1,266,459)	-	(1,266,459)
Total increase in resources	\$ (6,594,664)	\$ (211,200)	\$ (6,805,864)
Streets capital projects	4,744,925	129,300	4,874,225
Transfers to other funds	832,715	81,900	914,615
Contingency	1,017,024	-	1,017,024
Net change in requirements	\$ 6,594,664	\$ 211,200	\$ 6,805,864
The interfund transfers and the corresponding requirements for street capital projects and transfers to other funds is for the following projects: Tooze Rd-110th to Grahams Ferry, Streetlight Infill, Bike Signage, Annual Pedestrian Enhancements, I5 Sound Wall Landscaping, and Wilsonville Rd Median Improvements. A net zero transfer will move excess funds in the Citywide Signage/Wayfinding project to the Basalt Creek Planning project.			
Stormwater Capital Projects Fund			
Interfund transfers	\$ (2,515,789)	\$ 34,650	\$ (2,481,139)
All other resources	(10,458)	-	(10,458)
Total increase in resources	\$ (2,526,247)	\$ 34,650	\$ (2,491,597)
Stormwater capital projects	1,531,712	(30,000)	1,501,712
Transfers to other funds	219,806	(4,650)	215,156
Contingency	774,729	-	774,729
Net change in requirements	\$ 2,526,247	\$ (34,650)	\$ 2,491,597
The interfund transfers and the corresponding requirements for stormwater capital projects and transfers to other funds is for the following project: Tooze Rd/Stormwater pipe project and the Annual CD Department Support for Miscellaneous Projects. Excess budgets from the following projects will be used as funding sources: Annual City Wide Storm Sewer Pipe Replacements, CIP Closeouts from Prior Year, Early Planning for Future Stormwater Projects, Gesselschaft Channel Restoration and Willamette River Outfalls.			
Water SDC Fund			
Transfers	\$ 654,516	\$ 73,012	\$ 727,528
All other requirements	4,376,373	(73,012)	4,303,361
Net change in requirements	\$ 5,030,889	\$ -	\$ 5,030,889
The transfer to other funds is for the following projects.: Annual CD Department Support for Miscellaneous Projects, Willamette River Water Supply and the Water Treatment Master Plan Update.			
Sewer SDC Fund			
Transfers	\$ 2,175,791	\$ -	\$ 2,175,791
All other requirements	5,577,390	-	5,577,390
Net change in requirements	\$ 7,753,181	\$ -	\$ 7,753,181
A net zero dollar transfer will move excess funding from the Town Center Pump Station project to the WWTP Outfall project.			
Street SDC Fund			
Transfers	\$ 3,011,844	\$ -	\$ 3,011,844
All other requirements	4,449,179	-	4,449,179
Net change in requirements	\$ 7,461,023	\$ -	\$ 7,461,023
A zero dollar adjustment will move excess funding from Tooze Rd, 110th Grahams Ferry Rd to the Wilsonville Rd Median Improvement Project.			



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: March 7, 2016		Subject: Ordinance Nos. 787 and 788 Annexation and Zone Map Amendment of approximately 1 acre at 11700 SW Tooze Road Staff Member: Daniel Pauly AICP, Associate Planner Department: Community Development, Planning Division	
Action Required		Development Review Board Recommendation	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: March 7. <input checked="" type="checkbox"/> Ordinance 1 st Reading Date: March 7, 2016. <input checked="" type="checkbox"/> Ordinance 2 nd Reading Date: March 21, 2016 <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	
		Comment: Following their review at the February 8, 2016 meeting, the Development Review Board, Panel A, recommends approval of Annexation and a Zone Map Amendment for the subject property. The DRB also approved a Specific Area Plan Amendment, Preliminary Development Plan, Tentative Subdivision Plat, Type C Tree Removal Plan, and Final Development Plan copies of which are included for reference.	
Staff Recommendation: Staff recommends that the City Council adopt Ordinance Nos. 787 and 788.			
Recommended Language for Motion: In two separate motions, I move to adopt Ordinance Nos. 787 and 788 on the 1 st reading.			
PROJECT / ISSUE RELATES TO: Annexation, Zone Map Amendment.			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Villebois Village Master Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL: Approve, modify, or deny Ordinance Nos.: 787 and 788 to annex and rezone approximately 1 acre located at 11700 SW Tooze Road.

EXECUTIVE SUMMARY: The proposal brings this final piece of Villebois (approximately 1 acre) into the City and rezones it to the Village (V) zone concurrently with plans to develop it with adjacent property previously annexed and rezoned.

EXPECTED RESULTS: Adoption of Ordinances

TIMELINE: Annexation and Zone Map Amendment will be in effect 30 days after the ordinances are adopted and the annexation records with the Secretary of State as provided by ORS 222.180.

CURRENT YEAR BUDGET IMPACTS: None.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: SCole, Date: 2/26/16

LEGAL REVIEW / COMMENT:

Reviewed by: , Date: , 2016

COMMUNITY INVOLVEMENT PROCESS: The required public hearing notices have been sent.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY: The ordinances will provide:

- Continued build-out of the Villebois Master Plan
- Expanded Property Tax Base

ALTERNATIVES: The alternatives are to approve or deny the annexation request.

CITY MANAGER COMMENT:

EXHIBITS AND ATTACHMENTS:

Exhibit A - Annexation Ordinance No. 787

Attachment 1 Legal Description and Sketch Depicting Land/Territory to be Annexed

Attachment 2 Signatures of Owners of Land and Electors within Territory to be Annexed

Attachment 3 Annexation Findings

Attachment 4 Compliance Report Submitted with Petition

Attachment 5 Development Review Board Panel 'A' Resolution 321 Recommending Approval of Annexation

Exhibit B – Zone Map Amendment Ordinance No. 788

Attachment 1, Zoning Order DB15-0085 including legal description and sketch depicting zone map amendment

Attachment 2 Zone Map Amendment Findings

Attachment 3 DRB Resolution No. 321 recommending approval of Zone Map Amendment

Exhibit C – Amended and Adopted Staff Report and DRB Recommendation

ORDINANCE NO. 787

AN ORDINANCE OF THE CITY OF WILSONVILLE ANNEXING APPROXIMATELY 1 ACRE AT 11700 SW TOOZE ROAD INTO THE CITY LIMITS OF THE CITY OF WILSONVILLE, OREGON; THE LAND IS MORE PARTICULARLY DESCRIBED AS TAX LOT 1203 OF SECTION 15 T3S-R1W, CLACKAMAS COUNTY, OREGON, JAY AND THERESA NIMS, PETITIONERS.

WHEREAS, Jay and Theresa Nims are the owners of and only electors residing on certain real property legally described and depicted in Attachment 1; and

WHEREAS, consistent with ORS 222.111 (2) a proposal for annexation was initiated by petition by the owners of all real property in the territory to be annexed; and

WHEREAS, the land to be annexed is within the Urban Growth Boundary and has been master planned as part of the Villebois Village Master Plan; and

WHEREAS, the land to be annexed is contiguous to the City and can be served by City services; and

WHEREAS, ORS 227.125 authorizes the annexation of territory based on consent of all owners of land and a majority of electors within the territory and enables the City Council to dispense with submitting the question of the proposed annexation to the electors of the City for their approval or rejection; and

WHEREAS, Panel A of the Development Review Board considered the annexation and after a duly advertised public hearing held on February 9, 2016 recommended City Council approve the annexation; and

WHEREAS, on March 7, 2016, the City Council held a public hearing as required by Metro Code 3.09.050; and

WHEREAS, reports were prepared and considered as required by law; and because the annexation is not contested by any party, the City Council chooses not to submit the matter to the voters and does hereby favor the annexation of the subject tract of land based on findings, conclusions, Development Review Board's recommendation to City Council; and

WHEREAS, the annexation is not contested by any necessary party;

NOW, THEREFORE, THE CITY OF WILSONVILLE DOES ORDAIN AS FOLLOWS:

Section 1. The tracts of land, described and depicted in Attachment 1, is declared annexed to the City of Wilsonville.

Section 2. The findings and conclusions incorporated in Attachment 3 are adopted. The City Recorder shall immediately file a certified copy of this ordinance with Metro and other agencies required by Metro Code Chapter 3.09.050(g) and ORS 222.005. The annexation shall become effective upon filing of the annexation records with the Secretary of State as provided by ORS 222.180.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 7th day of March 2016, and scheduled the second reading on March 21, 2016 commencing at the hour of 7:00 p.m. at the Wilsonville City Hall, 29799 Town Center Loop East, Wilsonville, OR.

Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the ____ day of March, 2016, by the following votes:
Yes: _____ No: _____

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this ____ day of March, 2016.

TIM KNAPP, MAYOR

Summary of Votes:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Fitzgerald
Councilor Lehan

ATTACHMENTS:

Attachment 1 Legal Description and Sketch Depicting Land/Territory to be Annexed
Attachment 2 Petition for Annexation
Attachment 3 Annexation Findings
Attachment 4 Development Review Board Panel A Resolution No. 321 recommending approval of the annexation



LEGAL DESCRIPTION

Annexation

PDP 4N

Map 3S1W15 Tax Lot 1203

The land described in Document No. 73-30518, Clackamas County Deed Records, in the Northwest Quarter of Section 15, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, State of Oregon, more particularly described as follows:

BEGINNING at the most easterly Northeast corner of Tract "E", plat of "Calais at Villebois";

thence along the northerly line of said Tract "E", North 88°22'03" West, a distance of 89.82 feet to an angle point;

thence along the easterly plat line of said plat, North 02°14'46" East, a distance of 483.82 feet to the most northerly Northeast corner of said plat;

thence along the southerly Right-of-Way line of SW Tooze Road (County Road No. 355), South 88°34'09" East, a distance of 89.83 to the Northwest corner of Parcel 2, Partition Plat No. 1994-182;

thence along the westerly line of said Parcel 2, South 02°14'46" West, a distance of 484.14 feet to the POINT OF BEGINNING.

Containing 1.00 acres, more or less.

Basis of bearings being plat of "Calais at Villebois", Clackamas County Plat Records.

Property Vested in:

Jay R. Nims and Theresa C. Nims

Map 3S1W15 Tax Lot 1203

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 9, 2002
TRAVIS C. JANSEN
57751

RENEWS: 6/30/2017

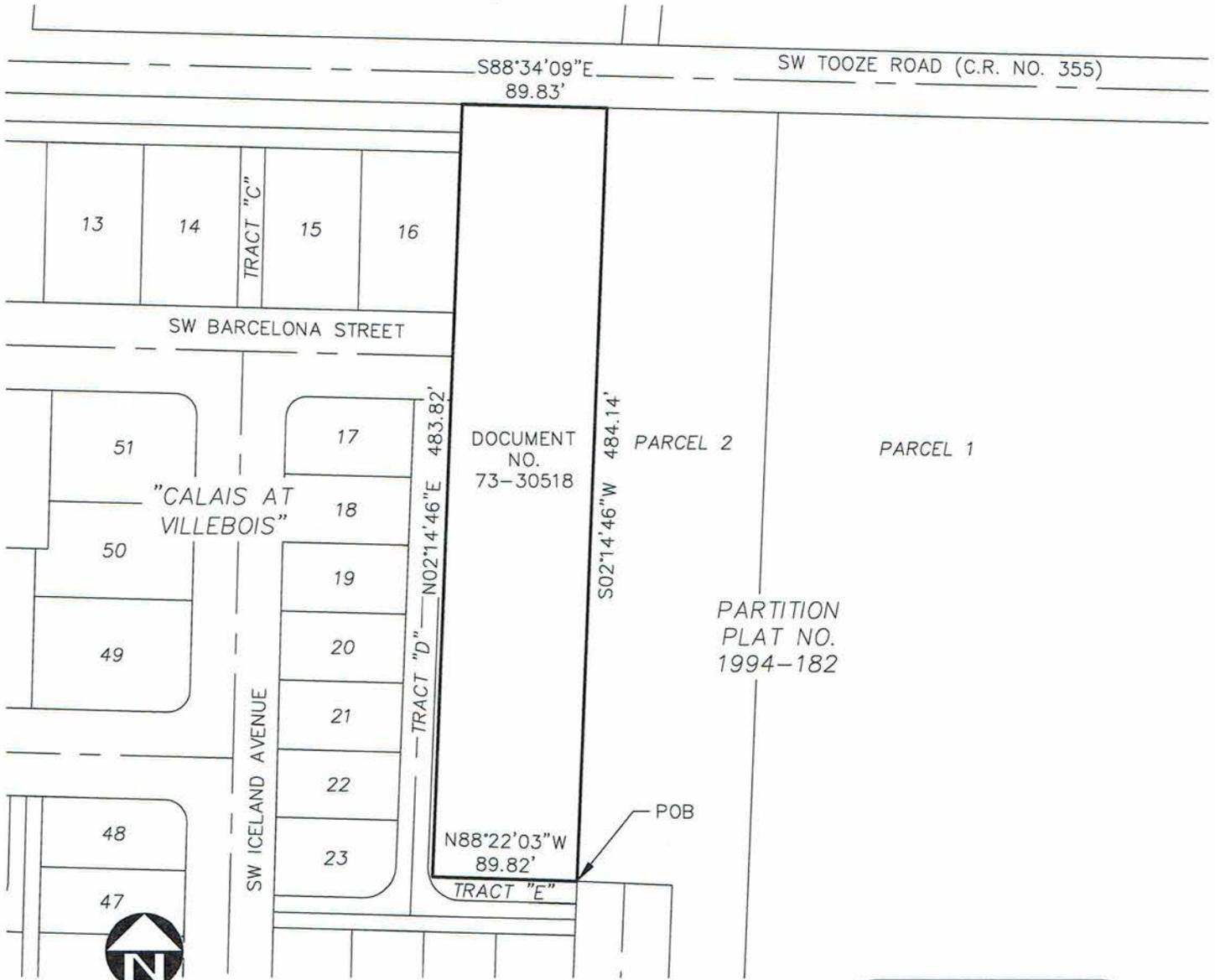


SKETCH TO ACCOMPANY LEGAL DESCRIPTION

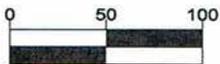
Annexation

PDP 4N

Map 3S1W15 Tax Lot 1203



SCALE



1 INCH = 100 FEET

Property Vested in:

Jay R. Nims and Theresa C. Nims

Map 3S1W15 Tax Lot 1203

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 9, 2002
TRAVIS C. JANSEN
57751

RENEWS: 6/30/2017

Ordinance 787 Attachment 3
Annexation Findings

Polygon Homes- Calais East at Villebois Single-family Subdivision
Villebois Phase 4 North

City Council
Quasi-Judicial Public Hearing

Hearing Date: March 7, 2016
Date of Report: February 16, 2016

Application No.: DB15-0084 Annexation

Request/Summary The City Council is asked to review a Quasi-judicial Annexation of a 1 acre property concurrently with its proposed development with adjoining land previously annexed.

Location: 11700 SW Tooze Road. The property is specifically known as Tax Lot 1203, Section 15, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Owners/Electors/

Petitioners: Jay and Theresa Nims

Applicant: Fred Gast, Polygon NW Company

Applicant's Rep.: Stacy Connery, AICP
Pacific Community Design, Inc.

Comprehensive Plan Map Designation: Residential-Village

Zone Map Classification: V RRFF5 (Clackamas County Rural Residential Farm Forest 5)

Staff Reviewers: Daniel Pauly AICP, Associate Planner

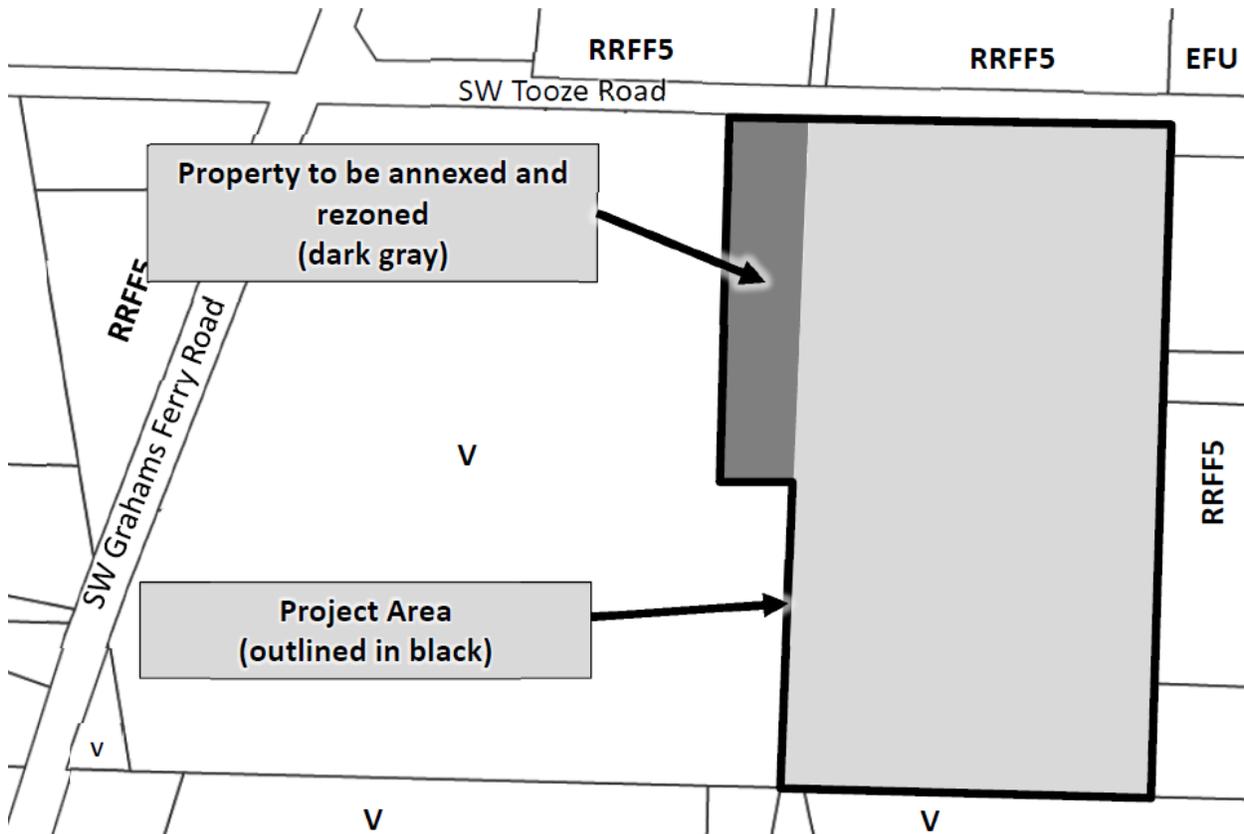
Staff Recommendations: Annex the land as requested.

Applicable Review Criteria

Development Code	
Section 4.700	Annexation
Other City Planning Documents	
Comprehensive Plan	
Villebois Village Master Plan	
Regional and State Planning Documents	
Metro Code Chapter 3.09	Local Government Boundary Changes
Metro Function Plan Titles 1,2,3,6 and 7	

ORS 222.111	Authority and Procedures for Annexation
ORS 222.120	Procedure without Election by City Electors
ORS 222.125	Annexation by Consent of All Land Owners and Majority of Electors
ORS 22.170	Effect of Consent to Annexation by Territory
Statewide Planning Goals	

Vicinity Map



Background/Summary:

Annexation (DB15-0084)

The proposed annexation brings this final piece of Villebois into the City concurrently with plans to develop it with adjacent property previously annexed. The City’s Comprehensive Plan already designates the property as “Residential-Village” in anticipation of annexation concurrent with applications to develop the property. Jay and Theresa Nims, the owners and only electors residing on the property, have signed the petition for annexation found in Section IIB of the applicant’s notebook, Exhibit B1, thus consenting to annexation. As all owners of property and all electors within the area being annexed have consented in writing to annexation the City is able to process the request through the DRB and City Council as defined in the Development Code without any election. The area being annexed is approximately 1 acre.

Conclusionary Findings

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

Request : DB15-0084 Annexation

Comprehensive Plan

Allowed Annexation

Implementation Measure 2.2.1.a.

A1. Review Criteria: “Allow annexation when it is consistent with future planned public services and when a need is clearly demonstrated for immediate urban growth.”

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on page 2 of their narrative and supporting compliance report for their petition for annexation (Ordinance 787 Attachment 4) the required consistency is fulfilled by being consistent with the Villebois Village Master Plan.

Annexation Review Standards

Implementation Measure 2.2.1.e.

A2. Review Criteria: “Changes in the City boundary will require adherence to the annexation procedures prescribed by State law and Metro standards. Amendments to the City limits shall be based on consideration of:” Listed 1 through 5.

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on page 3 of their narrative and supporting compliance report for their petition for annexation (Ordinance 787 Attachment 4) the requirements are fulfilled by being consistent with the Villebois Village Master Plan or by compliance with state and regional policies as found elsewhere the findings supporting this request.

Development in “Residential Village” Map Area

Implementation Measure 4.1.6.a. and c.

A3. Review Criteria: “Development in the “Residential-Village” Map area shall be directed by the Villebois Village Concept Plan (depicting the general character of proposed land uses, transportation, natural resources, public facilities, and infrastructure strategies), and subject to relevant Policies and Implementation Measures in the Comprehensive Plan; and implemented in accordance with the Villebois Village Master Plan, the “Village” Zone District, and any other provisions of the Wilsonville Planning and Land Development Ordinance that may be applicable.”

“The “Village” Zone District shall be applied in all areas that carry the Residential – Village Plan Map Designation.”

Finding: These criteria are satisfied.

Explanation of Finding: The subject site is included in the “Residential-Village” Comprehensive Plan Map Designation (Area B). This Implementation Measure establishes precedence for the “Village” Zone to be applied to the subject property area. An application for a Zone Map Amendment to apply the V Zone to the site has been included with a concurrent Preliminary Development Plan application for Phase 4 of SAP North. The site must be brought into City limits before the V zone can be applied.

Development Code

Authority to Review Annexation

Subsections 4.030 (.01) A, 11, 4.031 (.01) K, and 4.033 (.01) F.

A4. Review Criteria: These subsections prescribe the authority of the Planning Director to determine whether an annexation request is legislative or quasi-judicial, the DRB does the initial review of quasi-judicial annexation, and the City Council takes final local action of quasi-judicial annexation.

Finding: These criteria are satisfied.

Explanation of Finding: The subject annexation request has been determined to be quasi-judicial and is being reviewed by the DRB and City Council consistent with these subsections.

Annexation

Section 4.700

A5. Review Criteria: This section defines the criteria and process for annexation review within the City. The full text of the criteria is on pages 5-6 of the applicant’s narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1).

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on page 6 of their narrative and supporting compliance report for their petition for annexation (Ordinance 787 Attachment 4) the request is within the UGB, contiguous with current City boundaries, and is in compliance with state, regional, and local policies as found elsewhere the findings supporting this request.

Metro Code

Local Government Boundary Changes

Chapter 3.09

A6. Review Criteria: This chapter establishes hearing, notice, and decision requirements as well as review criteria for local government boundary changes in the Metro region. The full text of the criteria is on pages 7-10 of the applicant’s narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1).

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on pages 7-10 of their narrative and supporting compliance report for their petition for annexation (Ordinance 787 Attachment 4) the request is within the UGB, meets the definition of a minor boundary change, satisfies the requirements for boundary change petitions, is consistent with the Comprehensive Plan, Villebois Village Concept Plan, and Villebois Village Master Plan.

Oregon Revised Statutes

Authority and Procedure for Annexation

ORS 222.111

- A7. **Review Criteria:** ORS 222.111 establishes the authority and procedures for annexation by City's within the state of Oregon. The full text of the criteria is on pages 10-11 of the applicant's narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1).

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on pages 10-11 of their narrative and supporting compliance report for their petition for annexation (Ordinance 787 Attachment 4) the applicable requirements in state statute are met including the facts that subject property is within the UGB, is contiguous to the City, the request has been initiated by the property owners of the land being annexed, and all property owners and 100% of electors within the annexed area have provided their consent in writing.

Procedure Without Election by City Electors

ORS 222.120

- A8. **Review Criteria:** ORS 222.111 establishes the authority and procedures for annexation by City's within the state of Oregon. The full text of the criteria is on pages 11-12 of the applicant's narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1).

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on pages 13 of their narrative and supporting compliance report for their petition for annexation (Ordinance 787 Attachment 4) there is no City charter requirement for election for annexation, a public hearing process is being followed as defined in the Development Code, and the applicable requirements in state statute are met including the facts that all property owners and 100% of electors within the annexed area have provided their consent in writing.

Annexation by Consent of All Owners of Land and Majority of Electors

ORS 222.125

A9. Review Criteria: “The legislative body of a city need not call or hold an election in the city or in any contiguous territory proposed to be annexed or hold the hearing otherwise required under ORS 222.120 (Procedure without election by city electors) when all of the owners of land in that territory and not less than 50 percent of the electors, if any, residing in the territory consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.”

Finding: These criteria are satisfied.

Explanation of Finding: All property owners and 100% of electors within the annexed area have provided their consent in writing. However, a public hearing process is being followed as prescribed in the City’s Development Code concurrent with a Zone Map Amendment request and other quasi-judicial land use applications.

Oregon Statewide Planning Goals

Goals 1, 2, 5, 6, 8, 9, 10, 11, 12, 13

A10. Review Criteria: The goals include: citizen involvement, land use planning, natural resources and open spaces, air water and land resource quality, recreational needs, economic development, housing, public facilities and services, transportation, and energy conservation.

Finding: These criteria are satisfied.

Explanation of Finding: The area requested to be annexed will be developed consistent with the City’s Comprehensive Plan and the Villebois Village Master Plan, both which have been found to meet the statewide planning goals. The applicant has provided additional findings related to statewide planning goals on pages 13-14 of their narrative and supporting compliance report for their petition for annexation (Ordinance 787 Attachment 4).

**SUPPORTING COMPLIANCE REPORT
ANNEXATION TO CITY OF WILSONVILLE**

SECTION II

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I. CITY OF WILSONVILLE COMPREHENSIVE PLAN

URBAN GROWTH MANAGEMENT - IMPLEMENTATION MEASURES

IMPLEMENTATION MEASURE 2.2.1.A.

Allow annexation when it is consistent with future planned public services and when a need is clearly demonstrated for immediate urban growth.

Response: The Comprehensive Plan states:

- *Figures provided by Metro in 1996 indicated that Wilsonville had more than three jobs for each housing unit within the City.*
- *Based on Metro's (1981) regional growth allocation statistics, Wilsonville's population was projected to grow to 15,600 by the year 2000. In the same time period, the City's economic growth was expected to generate a total of 14,400 jobs. Those projections proved to be surprisingly accurate. In fact, Wilsonville's population in 2000 approached the 15,600 figure, and the number of jobs exceeded the 14,400 figure.*

The *Villebois Village Master Plan* was created and approved to address the jobs-housing imbalance and population growth within the City of Wilsonville. The *Master Plan* shows single family residential land uses within the subject site, Tax Lot 1203. Therefore, as a portion of Villebois Village, the subject site addresses a demonstrated need for urban growth.

The Villebois Parks & Open Space Plan ensures adequate parks and open space opportunities, which include a range of experiences for residents and visitors. Chapter 4 of the *Villebois Village Master Plan* evaluates compliance of the planned sanitary sewer, storm drainage, and water systems with the City's Wastewater Collections System Master Plan, Stormwater Master Plan, and Water System Master Plan. Chapter 5 of the *Master Plan* analyzes compliance of the Villebois circulation system with the City's Transportation Systems Plan. The *Master Plan* includes implementation measures to ensure compliance with the City's public facility master plans and Transportation Systems Plan. Concurrent applications for a SAP North Amendment and for PDP 4N have been submitted. PDP 4N (see Notebook Section IV) includes a *Preliminary Utility Plan* and *Circulation Plan*. PDP 4 North is consistent with the concurrent SAP North Amendment, as further described in the PDP 4N Compliance Report (see Notebook Section IVB), and is therefore, generally consistent with the *Master Plan*. Therefore, the proposed annexation is generally consistent with future planned public services and the capacity of public facilities.

IMPLEMENTATION MEASURE 2.2.1.E

Changes in the City boundary will require adherence to the annexation procedures prescribed by State law and Metro standards. Amendments to the City limits shall be based on consideration of:

1. **Orderly, economic provision of public facilities and services, i.e., primary urban services are available and adequate to serve additional development or improvements are scheduled through the City's approved Capital Improvements Plan.**

Response: The *Villebois Village Master Plan* set forth implementation measures to ensure the orderly and economic provision of public facilities and services for this area. Site development is proposed with a concurrent application for Preliminary Development Plan for Phase 4 of SAP - North (see Notebook Section IV). Public facilities and services proposed with Tax Lot 1203 within PDP 4 North are generally consistent with the *Villebois Village Master Plan* and the City's Finance Plan and Capital Improvements Plan. Therefore, adequate public facilities and services will be available within the subject area.

2. Availability of sufficient land for the various uses to insure choices in the marketplace for a 3 to 5 year period.

Response: The availability of sufficient land was demonstrated by the adoption of the *Villebois Village Master Plan*, which plans for the development of the 480-acre Villebois Village area. At the time of *Master Plan* approval, Villebois Village was found to have a wide range of residential choices. Annexation of the subject area to the City will allow development to occur that is consistent with the *Master Plan* and that provides the anticipated housing choices.

3. Statewide Planning Goals.

Response: Compliance with Statewide Planning Goals is addressed in Section V of this report.

4. Applicable Metro Plans;

Response: Compliance with Metro Code 3.09 is addressed in Section III of this report.

5. Encouragement of development within the City limits before conversion of urbanizable (UGB) areas.

Response: Tax lot 1203 is located within the UGB, but is not currently within city limits. Annexation of the site is necessary to allow build out consistent with the *Villebois Village Master Plan*. The remaining tax lots have already been annexed into the City.

COMPACT URBAN DEVELOPMENT - IMPLEMENTATION MEASURES

IMPLEMENTATION MEASURE 4.1.6.A

Development in the "Residential-Village" Map area shall be directed by the Villebois Village Concept Plan (depicting the general character of proposed land uses, transportation, natural resources, public facilities, and infrastructure strategies), and subject to relevant Policies and Implementation Measures in the Comprehensive Plan; and implemented in accordance with the Villebois Village Master Plan, the "Village" Zone District, and any other provisions of the Wilsonville Planning and Land Development Ordinance that may be applicable.

IMPLEMENTATION MEASURE 4.1.6.C

The "Village" Zone District shall be applied in all areas that carry the Residential - Village Plan Map Designation.

Response: The subject site is included in the “Residential-Village” Comprehensive Plan Map Designation (Area B). This Implementation Measure establishes precedence for the “Village” Zone to be applied to the subject property area. An application for a Zone Map Amendment to apply the V Zone to Tax Lot 1203 within the site has been included with a concurrent Preliminary Development Plan application for Phase 4 of SAP - North. The site must be brought into City limits before the V zone can be applied.

II. CITY OF WILSONVILLE LAND DEVELOPMENT ORDINANCE

SECTION 4.008 APPLICATION PROCEDURES - IN GENERAL

(.01) The general application procedures listed in Section 4.008 through 4.024 apply to all land use and development applications governed by Chapter 4 of the Wilsonville Code. These include applications for all of the following types of land use or development approvals:

K. Annexations, pursuant to Section 4.700

Response: The proposed land use action is an annexation. Compliance with Section 4.700 and other applicable sections of the City of Wilsonville Land Development Ordinance are addressed below.

SECTION 4.030 JURISDICTION AND POWERS OF PLANNING DIRECTOR AND COMMUNITY DEVELOPMENT DIRECTOR

(.01) Authority of Planning Director. The Planning Director shall have authority over the daily administration and enforcement of the provisions of this Chapter, including dealing with non-discretionary matters, and shall have specific authority as follows:

11. Determination, based upon consultation with the City Attorney, whether a given development application is quasi-judicial or legislative. Except, however, that the Planning Director may, in cases where there is any uncertainty as to the nature of the application, choose to process such determinations through the Class II procedures below.

Response: The proposed annexation is subject to a quasi-judicial process, as indicated by City Staff.

SECTION 4.031 AUTHORITY OF THE DEVELOPMENT REVIEW BOARD

(.01) As specified in Chapter 2 of the Wilsonville Code and except as specified herein, the Board shall have authority to act on the following types of applications:

K. Initial review of requests for quasi-judicial annexations to the City of Wilsonville.

(.02) Once an application is determined or deemed to be complete pursuant to Section 4.011, it shall be scheduled for public hearing before the Development Review Board. The City shall provide public notice of the hearing as specified in Section 4.012.

Response: The proposed annexation is subject to a quasi-judicial process. Therefore, it is subject to initial review before the Development Review Board.

SECTION 4.033 AUTHORITY OF CITY COUNCIL

(.01) Upon appeal, the City Council shall have final authority to act on all applications filed pursuant to Chapter 4 of the Wilsonville Code, with the exception of applications for expedited land divisions, as specified in Section 4.232. Additionally, the Council shall have final authority to interpret and enforce the procedures and standards set forth in this Chapter and shall have final decision-making authority on the following:

F. Review of requests for annexations to the City of Wilsonville.

Response: The Applicant understands that the City Council has the final authority to act on this request for annexation to the City of Wilsonville.

SECTION 4.700 PROCEDURES RELATING TO THE PROCESSING OF REQUESTS FOR ANNEXATION AND URBAN GROWTH BOUNDARY AMENDMENTS

(.01) The City of Wilsonville is located within the Portland Metropolitan Area, and is therefore subject to regional government requirements affecting changes to the city limits and changes to the Urban Growth Boundary (UGB) around Wilsonville. The City has the authority to annex properties as prescribed in State law, but the City's role in determining the UGB is primarily advisory to Metro, as provided in Oregon Revised Statutes. The following procedures will be used to aid the City Council in formulating recommendations to those regional entities. [Amended by Ordinance No. 538, 2/21/02.]

- A. Proponents of such changes shall provide the Planning Director with all necessary maps and written information to allow for review by city decision-makers. The Planning Director, after consultation with the City Attorney, will determine whether each given request is quasi-judicial or legislative in nature and will make the necessary arrangements for review based upon that determination.
- B. Written information submitted with each request shall include an analysis of the relationship between the proposal and the City's Comprehensive Plan, applicable statutes, as well as the Statewide Planning Goals and any officially adopted regional plan that may be applicable.
- C. The Planning Director shall review the information submitted by the proponents and will prepare a written report for the review of the City Council and the Planning Commission or Development Review Board. If the Director determines that the information submitted by the proponents does not adequately support the request, this shall be stated in the Director's staff report.
- D. If the Development Review Board, Planning Commission, or City Council determine that the information submitted by the proponents does not adequately support the request, the City Council may oppose the request to the regional entity having the final decision making authority.

- (.02) Each quasi-judicial request shall be reviewed by the Development Review Board, which shall make a recommendation to the City Council after concluding a public hearing on the proposal.
- (.03) Each legislative request shall be reviewed by the Planning Commission, which shall make a recommendation to the City Council after concluding a public hearing on the proposal.
- (.04) The City Council shall consider the information in the record of the Development Review Board or Planning Commission and shall, after concluding a public hearing on the request, determine the appropriate course of action. This course of action may be:
 - A. In the case of a proposed annexation to the City, select from the following as allowed by State law (ORS 222):
 - 1. Take no action;
 - 2. Declare the subject property, or some portion thereof, to be annexed;
 - 3. Set the matter for election of the voters residing within the affected territory; or
 - 4. Set the matter for election of City voters.
- (.05) The City Council may adopt a development agreement with owners of property that is proposed for annexation to the City, and such agreement may include an agreement to annex at a future date. A development agreement with an agreement to annex shall be subject to the same procedural requirement as other annexations in terms of staff report preparation, public review, and public hearings.

RESPONSE: The Applicant requests annexation of areas within the City's UGB. Annexation of contiguous property within the UGB is within the authority of the City of Wilsonville as prescribed by State Law. The proposed annexation is consistent with the Comprehensive Plan as the subject site has a Comprehensive Plan designation of Residential - Village and as demonstrated in Section I of this report. Additionally, the site is included in the *Villebois Village Master Plan*.

This report provides a written description of the request and demonstrates compliance with applicable criteria. The attached exhibits include a legal description and sketch, which depict the proposed annexation area. This report includes analysis demonstrating compliance with the City's Comprehensive Plan (Section I), City of Wilsonville Development Code (Section II), Metro Code Chapter 3.09 (Section III), ORS 222 (Section IV), and Statewide Planning Goals (Section V), as applicable to this request. City staff has determined that the proposed annexation is subject to a quasi-judicial review process. Therefore, it is subject to a public hearing before the DRB and City Council.

III. METRO CODE

CHAPTER 3.09 LOCAL GOVERNMENT BOUNDARY CHANGES

3.09.020 DEFINITIONS

- I. “Minor boundary change” means an annexation or withdrawal of territory to or from a city or district or from a county to a city. “Minor boundary change” also means an extra-territorial extension of water or sewer service by a city or a district. “Minor boundary change” does not mean withdrawal of territory from a district under ORS 222.520.

Response: Annexation is requested from territory within Clackamas County to the City of Wilsonville. Therefore, the proposed annexation is defined as a “minor boundary change” and Metro Code Chapter 3.09 applies to this request.

3.09.040 REQUIREMENTS FOR PETITIONS

- A. A petition for a boundary change must contain the following information:
 1. The jurisdiction of the reviewing entity to act on the petition;
 2. A map and legal description of the affected territory in the form prescribed by the reviewing entity;
 3. For minor boundary changes, the names and mailing addresses of all persons owning property and all electors within the affected territory as shown in the records of the tax assessor and county clerk; and
 4. For boundary changes under ORS 198.855(3), 198.857, 222.125 or 222.170, statements of consent to the annexation signed by the requisite number of owners or electors.
- B. A city, county and Metro may charge a fee to recover its reasonable costs to carry out its duties and responsibilities under this chapter.

Response: This application serves as the petition for a boundary change of city limits and requests approval by the City of Wilsonville. A legal description and sketch is attached in Notebook Section IIC. Notebook Section IIB includes property ownership and elector information, including names and mailing addresses. A copy of the signed petition (see Notebook Section IIB) demonstrates that all property owners and all of the electors within the territory proposed to be annexed have provided their consent in writing. Compliance with ORS 222.125 is addressed in Section IV of this report. In addition, a copy of the check for City annexation fee plus the Metro mapping fee is provided in Notebook Section IC.

3.09.050 HEARING AND DECISION REQUIREMENTS FOR DECISIONS OTHER THAN EXPEDITED DECISIONS

- A. The following requirements for hearings on petitions operate in addition to requirements for boundary changes in ORS Chapters 198, 221 and 222 and the reviewing entity's charter, ordinances or resolutions.

- B. Not later than 15 days prior to the date set for a hearing the reviewing entity shall make available to the public a report that addresses the criteria identified in subsection (D) and includes the following information:
1. The extent to which urban services are available to serve the affected territory, including any extra territorial extensions of service;
 2. Whether the proposed boundary change will result from the withdrawal of the affected territory from the legal boundary of any necessary party;
 3. The proposed effective date of the boundary change.
- B. The person or entity proposing the boundary change has the burden to demonstrate that the proposed boundary change meets the applicable criteria.
- C. To approve a boundary change, the reviewing entity shall apply the criteria and consider the factors set forth in subsections (D) and (E) of Section 3.09.045.

Response: This report includes analysis demonstrating compliance with the City's Comprehensive Plan (Section I), City of Wilsonville Development Code (Section II), Metro Code Chapter 3.09 (Section III), ORS 222 (Section IV), and Statewide Planning Goals (Section V), as applicable to this request. Compliance with subsections (D) and (E) of Section 3.09.045 is addressed below.

3.09.045 EXPEDITED DECISIONS

- A. The governing body of a city or Metro may use the process set forth in this section for minor boundary changes for which the petition is accompanied by the written consents of one hundred percent of property owners and at least fifty percent of the electors, if any, within the affected territory. No public hearing is required.

Response: The proposed annexation is subject to a quasi-judicial process, as indicated by City Staff. Quasi-judicial annexation applications are subject to public hearing before the Development Review Board and City Council. Therefore, an expedited decision is not applicable to this request. However, in accordance with Metro Code 3.09.050(C), the criteria and factors set forth in subsections (D) and (E) are applicable. Pursuant to Section 3.09.050(C), compliance with subsections (D) and (E) of Section 3.09.045 is addressed below.

- D. To approve a boundary change through an expedited process, the city shall:
1. Find that the change is consistent with expressly applicable provisions in:
 - a. Any applicable urban service agreement adopted pursuant to ORS 195.065;
 - b. Any applicable annexation plan adopted pursuant to ORS 195.205;

- c. Any applicable cooperative planning agreement adopted pursuant to ORS 195.020(2) between the affected entity and a necessary party;

Response: There is not an applicable urban service agreement adopted pursuant to ORS 195.065, annexation plan adopted pursuant to ORS 195.205, or cooperative planning agreement adopted pursuant to 195.020(2).

- d. Any applicable public facility plan adopted pursuant to a statewide planning goal on public facilities and services;

Response: The *Villebois Village Master Plan* includes implementation measures to ensure compliance with the City's public facility master plans and the Transportation Systems Plan. Site development is proposed with concurrent applications for an Amendment to SAP North (see Section III) and for Preliminary Development Plan for Phase 4 (see Notebook Section IV). Therefore, future development of the subject site will comply with public facility plans as applicable.

- e. Any applicable comprehensive plan;

Response: Compliance with the City's Comprehensive Plan is addressed in Section I of this report.

- f. Any applicable concept plan; and

Response: The Villebois Village plan area, including the subject site, is designated as "Residential - Village" on the Comprehensive Plan Map. The V Zone District is applied to Residential - Village areas in implementation of the *Villebois Village Master Plan*. The proposed annexation is required before the V Zone can be applied to the site and prior to site development. A Zone Change application is submitted concurrently in Notebook Section VI. An application for PDP 4 North is submitted concurrently (see Notebook Section IV), and is consistent with the concurrent SAP North Amendment. Therefore, the proposed annexation is generally consistent with the *Master Plan*.

2. Consider whether a boundary change would:

- a. Promote the timely, orderly and economic provision of public facilities and services;
- b. Affect the quality and quantity of urban services; and
- c. Eliminate or avoid unnecessary duplication of facilities or services.

Response: The *Villebois Village Master Plan* includes implementation measures that require the provision of public facilities and services to be adequate, timely, orderly, economic, and not be unnecessarily duplicated. Currently, Specific Area Plan - North provides public services, including: transportation, rainwater management; water; sanitary sewer; fire and police services; recreation, parks and open spaces; education; and transit. Site development is proposed with a concurrent application for Preliminary Development Plan for Phase 4 of SAP - North (see Notebook Section IV). Public facilities and services proposed with PDP 4 North are generally consistent with the *Villebois Village Master Plan*, the concurrent SAP - North Amendment, and the City's Finance Plan and Capital Improvements Plan. Therefore, the boundary change will comply with these standards.

- E. A city may not annex territory that lies outside the UGB, except it may annex a lot or parcel that lies partially within and partially outside the UGB.

Response: The subject site is territory located within the UGB. Therefore, the city may annex the territory in accordance with this Section.

IV. OREGON REVISED STATUTES

ORS 222.111 AUTHORITY AND PROCEDURE FOR ANNEXATION

- (1) When a proposal containing the terms of annexation is approved in the manner provided by the charter of the annexing city or by ORS 222.111 (Authority and procedure for annexation) to 222.180 (Effective date of annexation) or 222.840 (Short title) to 222.915 (Application of ORS 222.840 to 222.915), the boundaries of any city may be extended by the annexation of territory that is not within a city and that is contiguous to the city or separated from it only by a public right of way or a stream, bay, lake or other body of water. Such territory may lie either wholly or partially within or without the same county in which the city lies.

Response: The area of proposed annexation is within the UGB and is contiguous to the city. The subject property is entirely within Clackamas County. Therefore, the proposed city boundary includes territories that may be annexed per ORS 222.111.

- (2) A proposal for annexation of territory to a city may be initiated by the legislative body of the city, on its own motion, or by a petition to the legislative body of the city by owners of real property in the territory to be annexed.

Response: This proposal for annexation of territory to the City of Wilsonville has been initiated by owners of real property within the territory to be annexed. A copy of the application signed by property owners is provided in Notebook Section IB.

- (3) The proposal for annexation may provide that, during each of not more than 10 full fiscal years beginning with the first fiscal year after the annexation takes effect, the rate of taxation for city purposes on property in the annexed territory shall be at a specified ratio of the highest rate of taxation applicable that year for city purposes to other property in the city. The proposal may provide for the ratio to increase from fiscal year to fiscal year according to a schedule of increase specified in the proposal; but in no case shall the proposal provide for a rate of taxation for city purposes in the annexed territory which will exceed the highest rate of taxation applicable that year for city purposes to other property in the city. If the annexation takes place on the basis of a proposal providing for taxation at a ratio, the city may not tax property in the annexed territory at a rate other than the ratio which the proposal authorizes for that fiscal year.

Response: This standard is not applicable. During the pre-application conference or subsequent correspondence regarding this application, City staff has not indicated whether the provisions of this section apply to the proposed annexation.

- (4) When the territory to be annexed includes a part less than the entire area of a district named in ORS 222.510 (Annexation of entire district), the proposal for annexation may provide that if annexation of the territory occurs the part of the district annexed into the city is withdrawn from the district as of the effective date of the annexation. However, if the affected district is a district named in ORS 222.465 (Effective date of withdrawal from domestic water supply district, water control district or sanitary district), the effective date of the withdrawal of territory shall be determined as provided in ORS 222.465 (Effective date of withdrawal from domestic water supply district, water control district or sanitary district).

Response: The subject properties are not located within a domestic water supply district, water control district, or sanitary district, as named in ORS 222.510. Therefore, this Section does not apply.

- (5) The legislative body of the city shall submit, except when not required under ORS 222.120 (Procedure without election by city electors), 222.170 (Effect of consent to annexation by territory) and 222.840 (Short title) to 222.915 (Application of ORS 222.840 to 222.915) to do so, the proposal for annexation to the electors of the territory proposed for annexation and, except when permitted under ORS 222.120 (Procedure without election by city electors) or 222.840 (Short title) to 222.915 (Application of ORS 222.840 to 222.915) to dispense with submitting the proposal for annexation to the electors of the city, the legislative body of the city shall submit such proposal to the electors of the city. The proposal for annexation may be voted upon at a general election or at a special election to be held for that purpose.

Response: The proposed annexation is not subject to an election by electors as all owners of land and 100% of the electors within the territory proposed to be annexed have provided their consent in writing. A copy of the signed petition is provided in Notebook Section IIB. A copy of the application, signed by property owners, is provided in Notebook Section IB. Compliance with ORS 222.120 is addressed below.

ORS 222.120 PROCEDURE WITHOUT ELECTION BY CITY ELECTORS

- (1) Except when expressly required to do so by the city charter, the legislative body of a city is not required to submit a proposal for annexation of territory to the electors of the city for their approval or rejection.
- (2) When the legislative body of the city elects to dispense with submitting the question of the proposed annexation to the electors of the city, the legislative body of the city shall fix a day for a public hearing before the legislative body at which time the electors of the city may appear and be heard on the question of annexation.
- (3) The city legislative body shall cause notice of the hearing to be published once each week for two successive weeks prior to the day of hearing, in a newspaper of general circulation in the city, and shall

- cause notices of the hearing to be posted in four public places in the city for a like period.
- (4) After the hearing, the city legislative body may, by an ordinance containing a legal description of the territory in question:
 - a. Declare that the territory is annexed to the city upon the condition that the majority of the votes cast in the territory is in favor of annexation;
 - b. Declare that the territory is annexed to the city where electors or landowners in the contiguous territory consented in writing to such annexation, as provided in ORS 222.125 (Annexation by consent of all owners of land and majority of electors) or 222.170 (Effect of consent to annexation by territory), prior to the public hearing held under subsection (2) of this section; or
 - c. Declare that the territory is annexed to the city where the Oregon Health Authority, prior to the public hearing held under subsection (1) of this section, has issued a finding that a danger to public health exists because of conditions within the territory as provided by ORS 222.840 (Short title) to 222.915 (Application of ORS 222.840 to 222.915).
 - (5) If the territory described in the ordinance issued under subsection (4) of this section is a part less than the entire area of a district named in ORS 222.510 (Annexation of entire district), the ordinance may also declare that the territory is withdrawn from the district on the effective date of the annexation or on any subsequent date specified in the ordinance. However, if the affected district is a district named in ORS 222.465 (Effective date of withdrawal from domestic water supply district, water control district or sanitary district), the effective date of the withdrawal of territory shall be determined as provided in ORS 222.465 (Effective date of withdrawal from domestic water supply district, water control district or sanitary district).
 - (6) The ordinance referred to in subsection (4) of this section is subject to referendum.
 - (7) For the purpose of this section, ORS 222.125 (Annexation by consent of all owners of land and majority of electors) and 222.170 (Effect of consent to annexation by territory), owner or landowner means the legal owner of record or, where there is a recorded land contract which is in force, the purchaser thereunder. If there is a multiple ownership in a parcel of land each consenting owner shall be counted as a fraction to the same extent as the interest of the owner in the land bears in relation to the interest of the other owners and the same fraction shall be applied to the parcels land mass and assessed value for purposes of the consent petition. If a corporation owns land in territory proposed to be annexed, the corporation shall be considered the individual owner of that land.

Response: City Charter does not require an election for this request. Per Section 4.700 and correspondence with Planning Staff, the proposed annexation is subject to a Class III quasi-judicial review process, which requires a public hearing before the DRB and public hearing(s) before the City Council.

As demonstrated below, this annexation request is submitted in compliance with ORS 222.125 (Annexation by consent of all owners of land and majority of electors). All owners of the land as well as 100% of the electors within the subject area have provided their consent in writing, as demonstrated by the attached petition (see Notebook Section IIB).

A legal description and sketch of the proposed annexation area is provided in Notebook Section IIC.

The territory proposed to be annexed to the City is not located within a sanitary district or water control or water supply district as named in ORS 222.465. Additionally, the site is not located within a part less than the entire area of a district named in ORS 222.510 (Annexation of entire district). Future development of the site will have access to City water, storm, sewer, and parks services. Therefore, ORS 222.465 and ORS 222.510 are not applicable.

ORS 222.125 ANNEXATION BY CONSENT OF ALL OWNERS OF LAND AND MAJORITY OF ELECTORS

The legislative body of a city need not call or hold an election in the city or in any contiguous territory proposed to be annexed or hold the hearing otherwise required under ORS 222.120 (Procedure without election by city electors) when all of the owners of land in that territory and not less than 50 percent of the electors, if any, residing in the territory consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.

Response: All owners of the land, who are also 100% of the electors within the subject area, have provided their consent in writing, as demonstrated by the attached petition (see Notebook Section IIB). A copy of a legal description and sketch for the proposed annexation is provided in Notebook Section IIC.

V. OREGON STATEWIDE PLANNING GOALS

Goal 1: Citizen Involvement

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Response: The City of Wilsonville has an established public notice and hearing process for quasi-judicial applications. Once this annexation request is accepted as complete, the City will begin this public notification and citizen involvement process. Therefore, this request is consistent with Goal 1.

Goal 2: Land Use Planning

To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual basis for such decisions and actions.

Response: The City of Wilsonville is currently in compliance with Goal 2 because it has an acknowledged Comprehensive Plan and regulations implementing that plan. Section III of this report demonstrates that the proposed amendment is in compliance with the goals and policies of the City of Wilsonville Comprehensive Plan, as applicable to the proposed annexation.

Goal 3: Agricultural Lands

To preserve and maintain agricultural lands.

Response: Agricultural land is defined in Goal 3 to exclude all land within an acknowledged urban growth boundary. The site is within an acknowledged urban growth boundary. Therefore, Goal 3 is not applicable to this request.

Goal 4: Forest Lands

To conserve forest lands by maintaining the forest land base and to protect the state's forest economy by making possible economically efficient forest practices that assure the continuous growing and harvesting of forest tree species as the leading use on forest land consistent with sound management of soil, air, water, and fish and wildlife resources and to provide for recreational opportunities and agriculture.

Response: The subject site does not include any lands acknowledged as forest lands. Therefore, Goal 4 is not applicable to this request.

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

To protect natural resources and conserve scenic and historic areas and open spaces.

Response: The City of Wilsonville is already in compliance with Goal 5 as the required inventories and policy implementation occurred with adoption of the Significant Resource Overlay Zone. Villebois Village preserves SROZ areas with the provision of open space areas. In addition, development within Villebois Village is required to comply with SROZ standards. The site is not within an SROZ zone, therefore, Goal 5 is not applicable to this request.

Goal 6: Air, Water and Land Resources Quality

To maintain and improve the quality of the air, water and land resources of the state.

Response: The City's Comprehensive Plan has been acknowledged as being in compliance with Goal 6. Development within Villebois protects water and land resources by providing protection for areas of steep slopes and natural resources and by not encroaching into these areas. The concurrent application for PDP 4N (see Notebook Section III) demonstrates general compliance with the *Master Plan*. Therefore, the proposed annexation is consistent with Goal 6.

Goal 7: Areas Subject to Natural Hazards

To protect people and property from natural hazards.

Response: The City's Comprehensive Plan has been acknowledged as being in compliance with Goal 7. No development is located in areas identified as natural hazards within the subject site. Goal 7 is not applicable as no areas subject to natural hazards are included in the proposed annexation area.

Goal 8: Recreational Needs

To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.

Response: The City's Comprehensive Plan has been acknowledged to be in compliance with Goal 8. The Destination Resort provisions of this Goal are not applicable to this request or to the City of Wilsonville. The *Villebois Village Master Plan* provides park and open spaces that total approximately 25% of the gross area of Villebois. The concurrent application for PDP 4N (see Notebook Section III) demonstrates general compliance with the *Master Plan*. Therefore, the proposed annexation is consistent with Goal 8.

Goal 9: Economic Development

To provide adequate opportunities throughout the state for a variety of economic activities vital to the health, welfare, and prosperity of Oregon's citizens.

Response: The City's Comprehensive Plan has been acknowledged as being in compliance with Goal 9. Villebois Village was planned with land uses to be a complete community, including a mixed-use Village Center with residential, office, retail and/or employment uses, surrounded by at least 2,300 residential units. The concurrent application for PDP 4N (see Notebook Section IV) demonstrates the provision of a mix of single-family residential dwellings within the subject site, which is generally consistent with the *Master Plan*. Therefore, the proposed annexation is consistent with Goal 5.

Goal 10: Housing

To provide for the housing needs of citizens of the state.

Response: The City's Comprehensive Plan has been acknowledged as being in compliance with Goal 10. The City is currently conducting a Housing Needs Analysis to meet Goal 10 Periodic Review requirements and to project housing needs over the next 20 years.

The *Villebois Village Master Plan* was created and approved to address the jobs-housing imbalance and growth within the City of Wilsonville. The *Master Plan* shows single family residential land uses within the site. The concurrent application for PDP 4N (see Notebook Section IV) demonstrates the provision of a mix of single-family residential dwellings within the subject site that is generally consistent with the *Master Plan*. The proposed annexation will allow the site to develop with residential land uses, as directed by this Comprehensive Plan and land use policies. Therefore, this petition for annexation is consistent with Goal 10.

Goal 11: Public Facilities and Services

To plan and develop a timely, orderly, and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.

Response: The City's Comprehensive Plan has been acknowledged as being in compliance with Goal 11. The *Villebois Village Master Plan* includes implementation measures to ensure site development complies with the City's Wastewater Collections System Master Plan, Stormwater Master Plan, Water System Master Plan, and Transportation Systems Plan. The concurrent application for PDP 4N (see Notebook Section IV) demonstrates general compliance with the *Master Plan*. Therefore, the proposed annexation is consistent with Goal 11.

Goal 12: Transportation

To provide and encourage a safe, convenient and economic transportation system.

Response: The City's Comprehensive Plan has been acknowledged as being in compliance with Goal 12. The *Villebois Village Master Plan* includes implementation measures related to transportation to ensure compliance with the City's Transportation Systems Plan. The concurrent application for PDP 4N (see Notebook Section IV) demonstrates general compliance with the *Master Plan*. Therefore, the proposed annexation is consistent with Goal 12.

Goal 13: Energy Conservation

Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles.

Response: The City's Comprehensive Plan has been acknowledged as being in compliance with Goal 13. The concurrent application for PDP 4N (see Notebook Section IV) demonstrates general compliance with the *Master Plan* and development standards as applicable to energy conservation. Therefore, the proposed annexation is consistent with Goal 13.

Goal 14: Urbanization

To provide for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities.

Response: The City's Comprehensive Plan has been acknowledged as being in compliance with Goal 14. Section III of this report demonstrates that the proposed amendments are consistent with the applicable urbanization policies of the City of Wilsonville Comprehensive Plan. Therefore, the proposed annexation is consistent with Goal 14.

Goal 15 (Willamette River Greenway) is not applicable to this request as the site is not near the Willamette River. Goal 16 (Estuarine Resources), Goal 17 (Coastal Shorelands), and Goal 18 (Beaches and Dunes) are not applicable to this request as the site is not located near the coast or any of these coastal resource areas.

VI. PROPOSAL SUMMARY & CONCLUSION

This Supporting Compliance Report demonstrates compliance with the applicable requirements of the City of Wilsonville Comprehensive Plan and Planning & Land Development Ordinance, Metro Code, ORS 222, and Statewide Planning Goals for the requested annexation. Therefore, the applicant requests approval of this petition.

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 321**

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF AN ANNEXATION AND ZONE MAP AMENDMENT FROM RURAL RESIDENTIAL FARM FOREST 5-ACRE (RRFF-5) TO VILLAGE (V) FOR THE APPROXIMATELY 1 ACRE PROPERTY LOCATED AT 11700 SW TOOZE ROAD AND ADOPTING FINDINGS AND CONDITIONS APPROVING AN AMENDMENT TO SAP-NORTH INCLUDING REFINEMENTS TO THE VILLEBOIS VILLAGE MASTER PLAN, A PRELIMINARY DEVELOPMENT PLAN, A TENTATIVE SUBDIVISION PLAT, A TYPE C TREE PLAN, AND A FINAL DEVELOPMENT PLAN FOR A 63-LOT SINGLE FAMILY SUBDIVISION IN VILLEBOIS AND ASSOCIATED IMPROVEMENTS. THE SUBJECT SITE IS LOCATED ON TAX LOTS 1100, 1101, AND 1203, OF SECTION 15, AND TAX LOT 8900 OF SECTION 15BA, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. STACY CONNERY, AICP, PACIFIC COMMUNITY DESIGN, INC. – REPRESENTATIVE FOR FRED GAST, POLYGON NW COMPANY- APPLICANT.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated February 1, 2016, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on February 8, 2016, at which time exhibits, together with findings and public testimony were entered into the public record, and

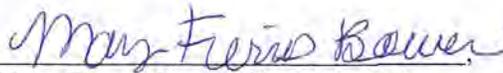
WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

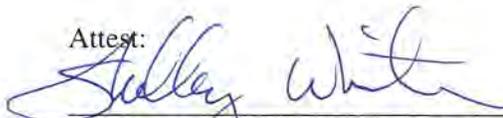
NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated February 1, 2016, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations, subject to, as applicable for Tax Lot 1203 at 11700 SW Tooze Road, City Council approval of the Annexation and Zone Map Amendment Requests (DB15-0084 and DB15-0085) for:

DB15-00086 through DB15-0090, Specific Area Plan Amendment, Preliminary Development Plan, Tentative Subdivision Plat, Type C Tree Plan, and Final Development Plan for a 63-lot residential subdivision, and associated parks and open space and other improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 8th day of February, 2016 and filed with the Planning Administrative Assistant on February 9, 2016. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per WC Sec 4.022(.09) unless appealed per WC Sec 4.022(.02) or called up for review by the council in accordance with WC Sec 4.022(.03).


Mary Fierros Bower Chair, Panel A
Wilsonville Development Review Board

Attest:


Shelley White, Planning Administrative Assistant

ORDINANCE NO. 788

AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A ZONE MAP AMENDMENT FROM THE CLACKAMAS COUNTY RURAL RESIDENTIAL FARM FOREST 5 (RRFF5) ZONE TO THE VILLAGE (V) ZONE ON APPROXIMATELY 1 ACRE AT 11700 SW TOOZE ROAD. COMPRISING TAX LOT 1203 OF SECTION 15, T3S, R1W, CLACKAMAS COUNTY, OREGON, POLYGON WLH LLC, APPLICANT.

RECITALS

WHEREAS, certain real property within the Villebois Village Master Plan is being annexed into the City; and

WHEREAS, the City of Wilsonville desires to have the properties zoned consistent with their Wilsonville Comprehensive Plan Map designation of “Residential-Village” rather than maintain the current Clackamas County zoning designations.

WHEREAS, the Zone Map Amendment is contingent on annexation of the Property to the City of Wilsonville, which annexation has been petitioned for concurrently with the Zone Map Amendment request; and

WHEREAS, the City of Wilsonville Planning Staff analyzed the Zone Map Amendment request and prepared a staff report for the Development Review Board, finding that the application met the requirements for a Zone Map Amendment and recommending approval of the Zone Map Amendment, which staff report was presented to the Development Review Board on February 8, 2016;

WHEREAS, the Development Review Board Panel 'A' held a public hearing on the application for a Zone Map Amendment on February 8, 2016, and after taking public testimony and giving full consideration to the matter, adopted Resolution No. 321 which recommends that the City Council approve a request for a Zone Map Amendment (Case File DB15-0085), adopts the staff report with findings and recommendation, all as placed on the record at the hearing; and

WHEREAS, on March 7, 2016, the Wilsonville City Council held a public hearing regarding the above described matter, wherein the City Council considered the full public record made before the Development Review Board, including the Development Review Board and City Council staff reports; took public testimony; and, upon deliberation, concluded that the proposed Zone Map Amendment meets the applicable approval criteria under the City of Wilsonville Development Code;

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

Section 1. Findings. The City Council adopts, as findings and conclusions, the forgoing Recitals and the Zone Map Amendment Findings in Attachment 2, as if fully set forth herein.

Section 2. Order. The official City of Wilsonville Zone Map is hereby amended, upon finalization of the annexation of the Property to the City, by Zoning Order DB15-0085, attached hereto as Attachment 1, from the Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone to the Village (V) Zone.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 7th day of March 2016, and scheduled for the second and final reading on March 21, 2016, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR.

Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the ____ day of March, 2016, by the following votes:
Yes: _____ No: _____

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this ____ day of March, 2016.

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

- Mayor Knapp
- Councilor Starr
- Councilor Stevens
- Councilor Fitzgerald
- Councilor Lehan

Attachments:

- Attachment 1: Zoning Order DB14-0065 including legal description and sketch depicting zone map amendment
- Attachment 2: Zone Map Amendment Findings
- Attachment 3: DRB Panel A Resolution No. 321 recommending approval of the Zone Map Amendment

Ordinance 788 Attachment 3
Zone Map Amendment Findings

Polygon Homes- Calais East at Villebois Single-family Subdivision
Villebois Phase 4 North

City Council
Quasi-Judicial Public Hearing

Hearing Date: March 7, 2016
Date of Report: February 16, 2016

Application Nos.: DB15-0085 Zone Map Amendment

Request/Summary : The City Council is asked to review a Quasi-judicial Zone Map Amendment of a 1 acre property concurrently with its proposed development.

Location: 11700 SW Tooze Road. The property is specifically known as Tax Lot 1203, Section 15, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Owners: Jay and Theresa Nims

Applicant: Fred Gast, Polygon NW Company

Applicant's Rep.: Stacy Connery, AICP
Pacific Community Design, Inc.

Comprehensive Plan Map Designation: Residential-Village

Zone Map Classification (Current): RRFF5 (Clack. County Rural Residential Farm Forest 5)

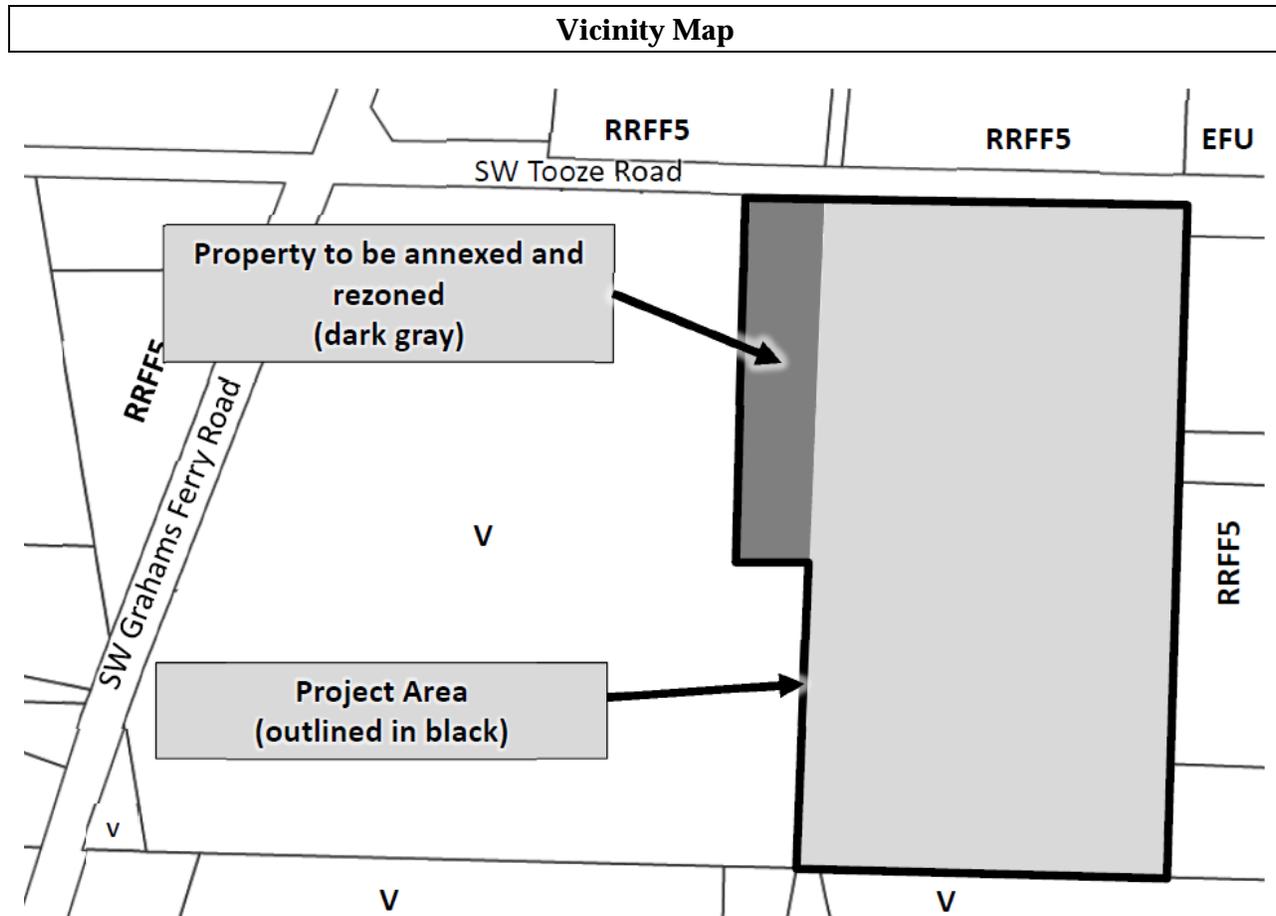
Zone Map Classification (Proposed): V (Village)

Staff Reviewers: Daniel Pauly AICP, Associate Planner

Staff Recommendations: Adopt the requested Zone Map Amendment.

Applicable Review Criteria

Development Code	
Section 4.110	Zones
Section 4.125	V-Village Zone
Section 4.197	Zone Changes and Amendments to Development Code- Procedures
Other City Planning Documents	
Comprehensive Plan	
Villebois Village Master Plan	



Background/Summary:

Zone Map Amendment (DB15-0085)

Concurrent with an annexation request, the applicant requests to change the current Clackamas County zoning designation of Rural Residential Farm Forest 5 (RRFF5) to the City of Wilsonville zoning designation of Village (V) zone for the 1 acre property at 11700 SW Tooze Road. The Village zone has been applied to all of Villebois as it has developed. The remainder of the area for the proposed subdivision is already zoned as Village (V).

Findings of Fact:

1. The statutory 120-day time limit applies to this application. The application was received on November 17, 2015. On December 17, 2015, staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete. On December 23, 2015 and January 27, 2016, the Applicant submitted additional materials. On January 28, 2016 the application was deemed complete. The City must render a final decision for the request, including any appeals, by May 27, 2016

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	Clackamas County RRFF5	Tooze Road/ Rural Residential
East:	V	Vacant/Rural Residential
South:	V	Trocadero Park/Residential
West:	V	Residential

3. Prior land use actions include:

Legislative:

02PC06 - Villebois Village Concept Plan
 02PC07A - Villebois Comprehensive Plan Text
 02PC07C - Villebois Comprehensive Plan Map
 02PC07B - Villebois Village Master Plan
 02PC08 - Village Zone Text
 04PC02 – Adopted Villebois Village Master Plan
 LP-2005-02-00006 – Revised Villebois Village Master Plan
 LP-2005-12-00012 – Revised Villebois Village Master Plan (Parks and Recreation)
 LP10-0001 – Amendment to Villebois Village Master Plan (School Relocation from SAP North to SAP East)
 LP13-0005 – Amendment to Villebois Village Master Plan (Future Study Area)

Quasi Judicial:

DB07-0054 et seq – SAP-North
 DB07-0087 et seq – PDP-1N, Arbor at Villebois
 DB11-0024 et seq – PDP-1N Modification, SAP North Amendment Polygon NW
 DB12-0066 et seq – PDP-1N Modification, SAP North Amendment Polygon NW
 DB13-0020 et seq – PDP-2N, SAP North Amendment Polygon NW
 DB14-0009 et seq – PDP-3N, SAP North Amendment Polygon NW

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

Conclusionary Findings

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

Request: DB15-0085 Zone Map Amendment

The applicant's findings in Section VIA of their PDP notebook, Exhibit B1, respond to the majority of the applicable criteria.

Comprehensive Plan

Development in "Residential Village" Map Area
Implementation Measure 4.1.6.a. and c.

B1. Review Criteria: "Development in the "Residential-Village" Map area shall be directed by the Villebois Village Concept Plan (depicting the general character of proposed land uses, transportation, natural resources, public facilities, and infrastructure strategies), and subject to relevant Policies and Implementation Measures in the Comprehensive Plan; and implemented in accordance with the Villebois Village Master Plan, the "Village" Zone District, and any other provisions of the Wilsonville Planning and Land Development Ordinance that may be applicable."

Finding: These criteria are satisfied.

Explanation of Finding: Development in this area is being guided by all the listed plans and codes.

Contents of Villebois Village Master Plan
Implementation Measure 4.1.6.b.

B2. Review Criteria: This implementation measure identifies the elements the Villebois Village Master Plan must contain.

Finding: These criteria are not applicable

Explanation of Finding: The concurrent proposal for a preliminary development plan implements the procedures as outlined by the Villebois Village Master Plan, as previously approved.

Applying "Village" Zone
Implementation Measure 4.1.6.c.

B3. Review Criterion: "The "Village" Zone District shall be applied in all areas that carry the Residential-Village Plan Map Designation."

Finding: This criterion is satisfied.

Explanation of Finding: The Village Zone zoning district is being applied to an area designated as Residential-Village in the Comprehensive Plan.

Wide Range of Uses in “Village” Zone
Implementation Measure 4.1.6.d.

- B4. Review Criterion:** “The “Village” Zone District shall allow a wide range of uses that befit and support an “urban village,” including conversion of existing structures in the core area to provide flexibility for changing needs of service, institutional, governmental and employment uses.”
Finding: This criterion is satisfied.
Explanation of Finding: The area covered by the proposed zone change is proposed for residential uses, and parks and open space as shown in the Villebois Village Master Plan.

Development Code

Zoning Consistent with Comprehensive Plan
Section 4.029

- B5. Review Criterion:** “If a development, other than a short-term temporary use, is proposed on a parcel or lot which is not zoned in accordance with the Comprehensive Plan, the applicant must receive approval of a zone change prior to, or concurrently with the approval of an application for a Planned Development.”
Finding: This criterion is satisfied.
Explanation of Finding: The applicant is applying for a zone change concurrently with a Preliminary Development Plan, which is equivalent to a Stage II Final Plan for a planned development.

Base Zones
Subsection 4.110 (.01)

- B6. Review Criterion:** This subsection identifies the base zones established for the City, including the Village Zone.
Finding: This criterion is satisfied.
Explanation of Finding: The requested zoning designation of Village “V” is among the base zones identified in this subsection.

Village Zone Purpose
Subsection 4.125 (.01)

- B7. Review Criteria:** “The Village (V) zone is applied to lands within the Residential Village Comprehensive Plan Map designation. The Village zone is the principal implementing tool for the Residential Village Comprehensive Plan designation. It is applied in accordance with the Villebois Village Master Plan and the Residential Village Comprehensive Plan Map designation as described in the Comprehensive Plan.”
Finding: These criteria are satisfied.
Explanation of Finding: The subject lands are designated Residential-Village on the Comprehensive Plan map and are within the Villebois Village Master Plan area and the zoning designation thus being applied is the Village “V”.

Village Zone Permitted Uses
Subsection 4.125 (.02)

B8. Review Criteria: This subsection lists the uses permitted in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: The proposed residential uses are consistent with the Village Zone designation and Villebois Village Master Plan.

Zone Change Concurrent with PDP Approval
Subsection 4.125 (.18) B. 2.

B9. Review Criterion: "... Application for a zone change shall be made concurrently with an application for PDP approval..."

Finding: This criterion is satisfied.

Explanation of Finding: A zone map amendment is being requested concurrently with a request for PDP approval. See Request D.

Zone Change Procedures
Subsection 4.197 (.02) A.

B10. Review Criteria: "That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008, Section 4.125(.18)(B)(2), or, in the case of a Planned Development, Section 4.140;"

Finding: These criteria are satisfied.

Explanation of Finding: The request for a zone map amendment has been submitted as set forth in the applicable code sections.

Conformance with Comprehensive Plan Map, etc.
Subsection 4.197 (.02) B.

B11. Review Criteria: "That the proposed amendment is consistent with the Comprehensive Plan map designation and substantially complies with the applicable goals, policies and objectives, set forth in the Comprehensive Plan text;"

Finding: These criteria are satisfied.

Explanation of Finding: The proposed zone map amendment is consistent with the Comprehensive Map designation of Residential-Village and as shown in Findings B1 through B4 comply with applicable Comprehensive Plan text.

Residential Designated Lands
Subsection 4.197 (.02) C.

B12. Review Criteria: "In the event that the subject property, or any portion thereof, is designated as "Residential" on the City's Comprehensive Plan Map; specific findings shall be made addressing substantial compliance with Implementation Measure 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text;"

Finding: These criteria are satisfied.

Explanation of Finding: Implementation Measure 4.1.6.c. states the “Village” Zone District shall be applied in all areas that carry the Residential-Village Plan Map Designation. Since the Village Zone must be applied to areas designated “Residential Village” on the Comprehensive Plan Map and is the only zone that may be applied to these areas, its application is consistent with the Comprehensive Plan.

Public Facility Concurrency
Subsection 4.197 (.02) D.

B13. Review Criteria: “That the existing primary public facilities, i.e., roads and sidewalks, water, sewer and storm sewer are available and are of adequate size to serve the proposed development; or, that adequate facilities can be provided in conjunction with project development. The Planning Commission and Development Review Board shall utilize any and all means to insure that all primary facilities are available and are adequately sized.”

Finding: These criteria are satisfied.

Explanation of Finding: The Preliminary Development Plan compliance report and the plan sheets demonstrate that the existing primary public facilities are available or can be provided in conjunction with the project. Section IVC of the applicant’s notebook, Exhibit B1, includes supporting utility and drainage reports. In addition, the applicant has provided a Traffic Impact Analysis, which is in Section IVD of the applicant’s notebook, Exhibit B1.

Impact on SROZ Areas
Subsection 4.197 (.02) E.

B14. Review Criteria: “That the proposed development does not have a significant adverse effect upon Significant Resource Overlay Zone areas, an identified natural hazard, or an identified geologic hazard. When Significant Resource Overlay Zone areas or natural hazard, and/ or geologic hazard are located on or about the proposed development, the Planning Commission or Development Review Board shall use appropriate measures to mitigate and significantly reduce conflicts between the development and identified hazard or Significant Resource Overlay Zone;”

Finding: These criteria are satisfied.

Explanation of Finding: No SROZ is within the area to be rezoned.

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

B15. Review Criterion: “That the applicant is committed to a development schedule demonstrating that the development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change.”

Finding: This criterion is satisfied.

Explanation of Finding: Related land use approvals for PDP 4 North expire after 2 years, so requesting the land use approvals assumes development would commence within two

(2) years. However, in the scenario where the applicant or their successors do not commence development within two (2) years allowing related land use approvals to expire, the zone change shall remain in effect.

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

B16. Review Criteria: “That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are attached to insure that the project development substantially conforms to the applicable development standards.”

Finding: These criteria are satisfied.

Explanation of Finding: As can be found in the findings for the accompanying requests, the applicable development standards will be met either as proposed or as a condition of approval.

ORD. NO. 788 ATTACHMENT 1

**BEFORE THE CITY COUNCIL OF THE
CITY OF WILSONVILLE, OREGON**

In the Matter of the Application of)	
Polygon NW Company)	
for a Rezoning of Land and Amendment)	ZONING ORDER DB15-0085
of the City of Wilsonville)	
Zoning Map Incorporated in Section 4.102)	
of the Wilsonville Code.)	

The above-entitled matter is before the Council to consider the application of DB15-0085, for a Zone Map Amendment and an Order, amending the official Zoning Map as incorporated in Section 4.102 of the Wilsonville Code.

The Council finds that the subject property (“Property”), legally described and shown on the attached legal description and sketch, has heretofore appeared on the Clackamas County zoning map Rural Residential Farm Forest 5 (RRFF5).

The Council having heard and considered all matters relevant to the application for a Zone Map Amendment, including the Development Review Board record and recommendation, finds that the application should be approved.

THEREFORE IT IS HEREBY ORDERED that The Property, consisting of approximately 1 acre at 11700 SW Tooze Road comprising Tax Lot 1203 of Section 15, as more particularly shown and described in the attached legal description and sketch,, is hereby rezoned to Village (V), subject to conditions detailed in this Order’s adopting Ordinance. The foregoing rezoning is hereby declared an amendment to the Wilsonville Zoning Map (Section 4.102 WC) and shall appear as such from and after entry of this Order.

Dated: This 21st day of March, 2016.

TIM KNAPP, MAYOR

APPROVED AS TO FORM:

Michael E. Kohlhoff, City Attorney

ATTEST:

Sandra C. King, CMC, City Recorder

Attachment: Legal Description and Sketch Depicting Land/Territory to be Rezoned



LEGAL DESCRIPTION

Zone Change
PDP 4N

Map 3S1W15 Tax Lot 1203

The land described in Document No. 73-30518, Clackamas County Deed Records, in the Northwest Quarter of Section 15, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, State of Oregon, more particularly described as follows:

BEGINNING at the most easterly Northeast corner of Tract "E", plat of "Calais at Villebois";

thence along the northerly line of said Tract "E", North 88°22'03" West, a distance of 89.82 feet to an angle point;

thence along the easterly plat line of said plat, North 02°14'46" East, a distance of 483.82 feet to the most northerly Northeast corner of said plat;

thence along the southerly Right-of-Way line of SW Tooze Road (County Road No. 355), South 88°34'09" East, a distance of 89.83 to the Northwest corner of Parcel 2, Partition Plat No. 1994-182;

thence along the westerly line of said Parcel 2, South 02°14'46" West, a distance of 484.14 feet to the POINT OF BEGINNING.

Containing 1.00 acres, more or less.

Basis of bearings being plat of "Calais at Villebois", Clackamas County Plat Records.

Property Vested in:

Jay R. Nims and Theresa C. Nims

Map 3S1W15 Tax Lot 1203

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 9, 2002
TRAVIS C. JANSEN
57751

RENEWS: 6/30/2017

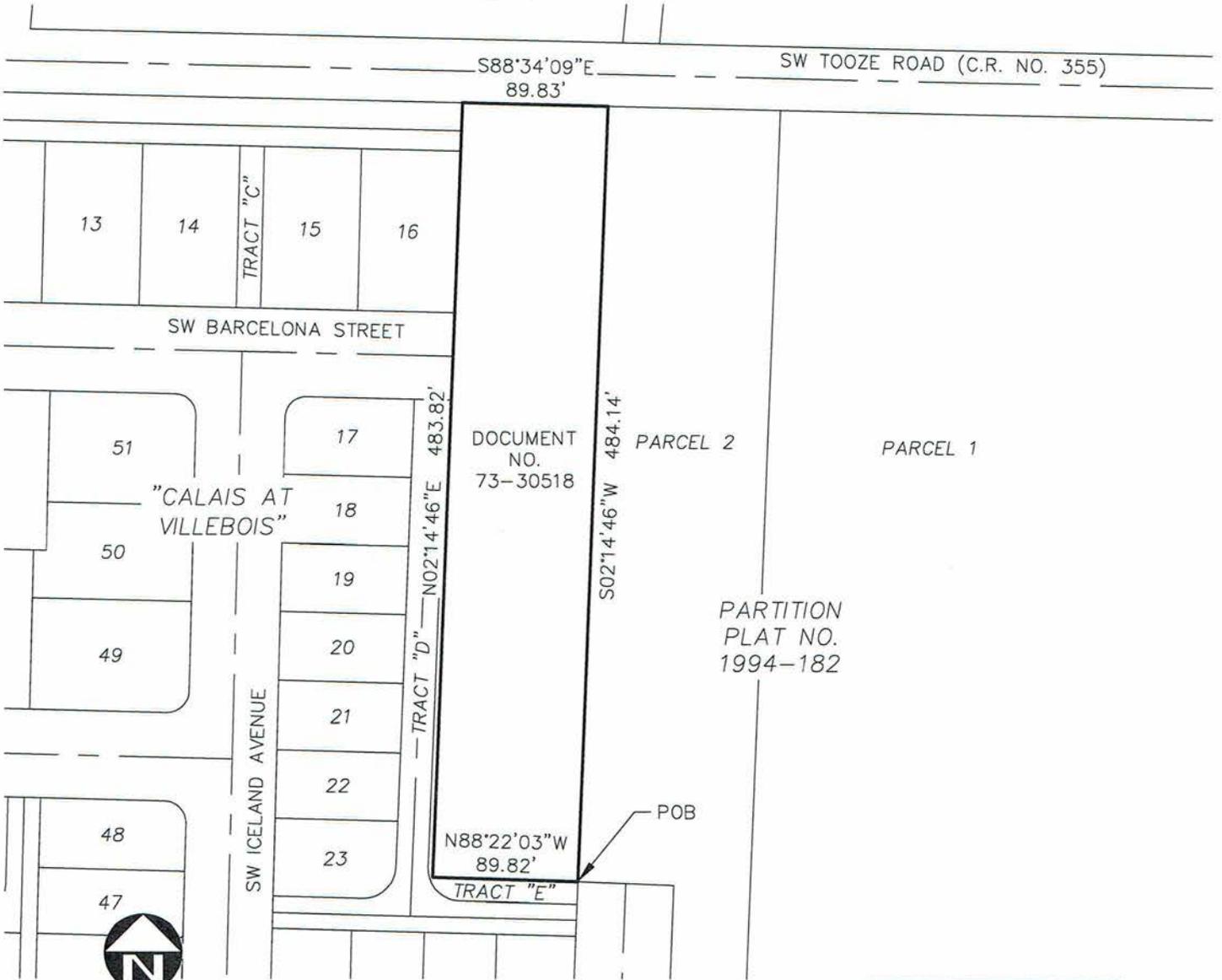
EXHIBIT B



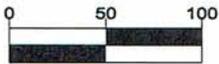
SKETCH TO ACCOMPANY LEGAL DESCRIPTION

Zone Change
PDP 4N

Map 3S1W15 Tax Lot 1203



SCALE



1 INCH = 100 FEET

Property Vested in:

Jay R. Nims and Theresa C. Nims

Map 3S1W15 Tax Lot 1203

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 9, 2002
TRAVIS C. JANSEN
57751

RENEWS: 6/30/2017

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 321**

A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF AN ANNEXATION AND ZONE MAP AMENDMENT FROM RURAL RESIDENTIAL FARM FOREST 5-ACRE (RRFF-5) TO VILLAGE (V) FOR THE APPROXIMATELY 1 ACRE PROPERTY LOCATED AT 11700 SW TOOZE ROAD AND ADOPTING FINDINGS AND CONDITIONS APPROVING AN AMENDMENT TO SAP-NORTH INCLUDING REFINEMENTS TO THE VILLEBOIS VILLAGE MASTER PLAN, A PRELIMINARY DEVELOPMENT PLAN, A TENTATIVE SUBDIVISION PLAT, A TYPE C TREE PLAN, AND A FINAL DEVELOPMENT PLAN FOR A 63-LOT SINGLE FAMILY SUBDIVISION IN VILLEBOIS AND ASSOCIATED IMPROVEMENTS. THE SUBJECT SITE IS LOCATED ON TAX LOTS 1100, 1101, AND 1203, OF SECTION 15, AND TAX LOT 8900 OF SECTION 15BA, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. STACY CONNERY, AICP, PACIFIC COMMUNITY DESIGN, INC. – REPRESENTATIVE FOR FRED GAST, POLYGON NW COMPANY- APPLICANT.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated February 1, 2016, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on February 8, 2016, at which time exhibits, together with findings and public testimony were entered into the public record, and

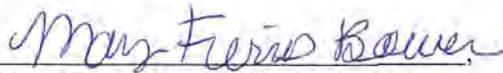
WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

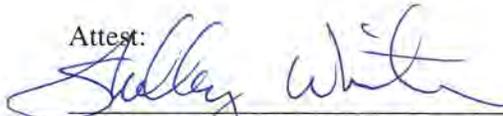
NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated February 1, 2016, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations, subject to, as applicable for Tax Lot 1203 at 11700 SW Tooze Road, City Council approval of the Annexation and Zone Map Amendment Requests (DB15-0084 and DB15-0085) for:

DB15-00086 through DB15-0090, Specific Area Plan Amendment, Preliminary Development Plan, Tentative Subdivision Plat, Type C Tree Plan, and Final Development Plan for a 63-lot residential subdivision, and associated parks and open space and other improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 8th day of February, 2016 and filed with the Planning Administrative Assistant on February 9, 2016. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.


Mary Fierros Bower Chair, Panel A
Wilsonville Development Review Board

Attest:


Shelley White, Planning Administrative Assistant

February 9, 2016

DEVELOPMENT REVIEW BOARD PANEL A

**DEVELOPMENT REVIEW BOARD NOTICE OF DECISION AND
RECOMMENDATION TO CITY COUNCIL**

Project Name: Villebois Phase 4 North: Calais East at Villebois

Case Files:	Request A:	DB15-0084	Annexation (Tax Lot 1203 only)
	Request B:	DB15-0085	Zone Map Amendment (Tax Lot 1203 only)
	Request C:	DB15-0086	SAP North Amendment
	Request D:	DB15-0087	Preliminary Development Plan
	Request E:	DB15-0088	Tentative Subdivision Plat
	Request F:	DB15-0089	Type C Tree Plan
	Request G:	DB15-0090	Final Development Plan

Owners: Calais at Villebois LLC
Jay & Theresa Nims
City of Wilsonville

Applicant: Fred Gast – Polygon WLH LLC

**Applicant's
Representative:** Stacy Connery, AICP – Pacific Community Design, Inc.

**Property
Description:** Tax Lots 1100, 1101 and 1203 of Section 15 and Tax Lot 8900 of
Section 15BA; T3S R1W; Clackamas County; Wilsonville, Oregon.

Location: Phase 4 of SAP North, Villebois

On February 8, 2016, at the meeting of the Development Review Board Panel A, the following action was taken on the above-referenced proposed development applications:

Requests A and B: The DRB has forwarded a recommendation of approval to the City Council. *A Council hearing date is scheduled for Monday, March 7, 2016 to hear these items.*

Requests C, D, E, F and G:
Approved with conditions of approval.
For Tax Lot 1203 (Nims property) these approvals are contingent upon City Council's approval of Requests A and B.

An appeal of Requests C, D, E, F and G to the City Council by anyone who is adversely affected or aggrieved, and who has participated in this hearing, orally or in writing, must be filed with the City Recorder within fourteen (14) calendar days of the mailing of this Notice of Decision. WC

Sec. 4.022(.02). A person who has been mailed this written notice of decision cannot appeal the decision directly to the Land Use Board of Appeals under *ORS 197.830*.

This decision has been finalized in written form and placed on file in the City records at the Wilsonville City Hall this 9th day of February 2016 and is available for public inspection. The decision regarding Requests C, D, E, F and G shall become final and effective on the fifteenth (15th) calendar day after the postmarked date of this written Notice of Decision, unless appealed or called up for review by the Council in accordance with *WC Sec. 4.022(.09)*.

Written decision is attached

For further information, please contact the Wilsonville Planning Division at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon 97070 or phone 503-682-4960

Attachments: DRB Resolution No. 321, including adopted staff report with conditions of approval.

Exhibit A1
Staff Report
Wilsonville Planning Division

Polygon Homes- Calais East at Villebois Single-family Subdivision
Villebois Phase 4 North

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

Amended and Adopted February 8, 2016
Added language ***bold italic underline***

Hearing Date:	February 8, 2016
Date of Report:	February 1, 2016

Application Nos.:

- DB15-0084 Annexation
- DB15-0085 Zone Map Amendment
- DB15-0086 SAP-North Amendment
- DB15-0087 SAP-North PDP 4, Preliminary Development Plan
- DB15-0088 Tentative Subdivision Plat
- DB15-0089 Type C Tree Plan
- DB15-0090 Final Development Plan for Parks and Open Space

Request/Summary The Development Review Board is asked to review a Quasi-judicial Annexation (Tax Lot 1203 only), Zone Map Amendment (Tax Lot 1203 only), Villebois Specific Area Plan North Amendment, Preliminary Development Plan, Tentative Subdivision Plat, Type C Tree Plan, and Final Development Plan for an 63-lot residential subdivision and associated improvements.

Location: South of SW Tooze Road, approximately 600 feet east of SW Grahams Ferry Road, extending south to SW Palermo Street. The properties are specifically known as Tax Lots 1100, 1101, and 1203, Section 15, Tax Lot 8900, Section 15BA Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Owners: Calais at Villebois LLC, Jay and Theresa Nims, and City of Wilsonville

Applicant: Fred Gast, Polygon NW Company

Applicant's Rep.: Stacy Connery, AICP
Pacific Community Design, Inc.

Comprehensive Plan Map Designation: Residential-Village

Zone Map Classification: V RRRF5 (Clackamas County Rural Residential Farm Forest 5)

Staff Reviewers: Daniel Pauly AICP, Associate Planner
 Steve Adams PE, Development Engineering Manager
 Kerry Rappold, Natural Resource Program Manager

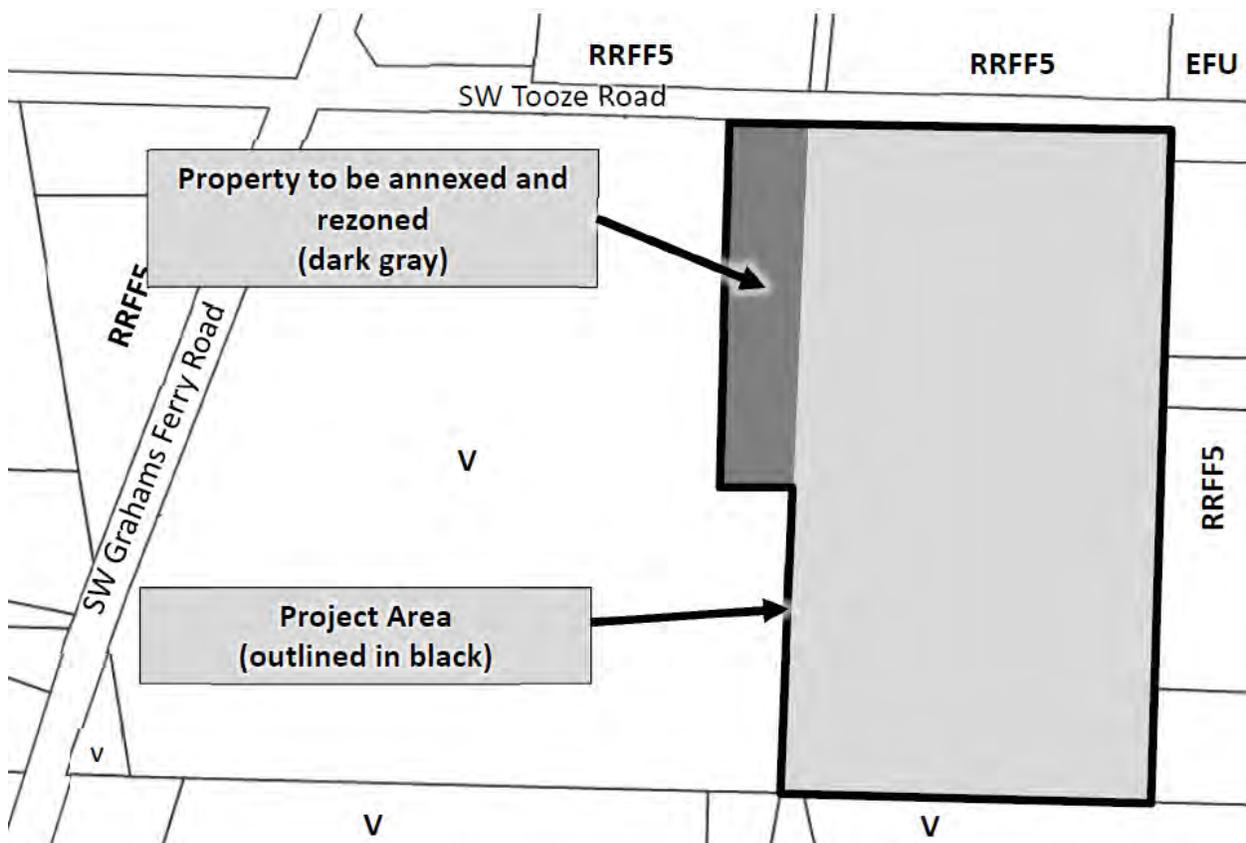
Staff Recommendations: Approve with conditions the requested SAP Amendment, Preliminary Development Plan, Tentative Subdivision Plat, Tree Removal Plan, and Final Development Plan for Parks and Open Space. Recommend approval of the requested Annexation and Zone Map Amendment to City Council.

Applicable Review Criteria

Development Code	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.033	Authority of City Council
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.113	Residential Development in Any Zone
Section 4.125	V-Village Zone
Section 4.154	Bicycle, Pedestrian, and Transit Facilities
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.167	Access, Ingress, and Egress
Section 4.169	General Regulations-Double Frontage Lots
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.197	Zone Changes and Amendments to Development Code-Procedures
Sections 4.200 through 4.220	Land Divisions
Sections 4.236 through 4.270	Land Division Standards
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600 through 4.640.20 as applicable	Tree Preservation and Protection
Section 4.700	Annexation
Other City Planning Documents	
Comprehensive Plan	
Villebois Village Master Plan	
SAP North Approval Documents	
Regional and State Planning	

Documents	
Metro Code Chapter 3.09	Local Government Boundary Changes
Metro Function Plan Titles 1,2,3,6 and 7	
ORS 222.111	Authority and Procedures for Annexation
ORS 222.120	Procedure without Election by City Electors
ORS 222.125	Annexation by Consent of All Land Owners and Majority of Electors
ORS 22.170	Effect of Consent to Annexation by Territory
Statewide Planning Goals	

Vicinity Map



Background/Summary:

Annexation (DB15-0084)

The proposed annexation brings this final piece of Villebois into the City concurrently with plans to develop it with adjacent property previously annexed. The City’s Comprehensive Plan already designates the property as “Residential-Village” in anticipation of annexation concurrent with applications to develop the property. Jay and Theresa Nims, the owners and only electors residing on the property, have signed the petition for annexation found in Section IIB of the applicant’s notebook, Exhibit B1, thus consenting to annexation. As all owners of

property and all electors within the area being annexed have consented in writing to annexation the City is able to process the request through the DRB and City Council as defined in the Development Code without any election. The area being annexed is approximately 1 acre.

Zone Map Amendment (DB15-0085)

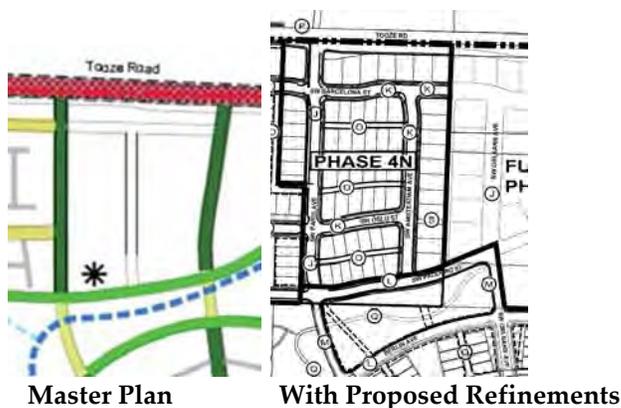
Concurrent with the annexation request, the applicant requests to change the current Clackamas County zoning designation of Rural Residential Farm Forest 5 (RRFF5) to the City of Wilsonville zoning designation of Village (V) zone for the 1 acre property at 11700 SW Tooze Road. The Village zone has been applied to all of Villebois as it has developed. The remainder of the area for the proposed subdivision is already zoned as Village (V).

SAP North Amendment (DB15-0086)

The proposed SAP Amendment adopts two SAP Elements, a Historic and Cultural Resource Inventory and Tree Inventory, for the subject property not previously approved with the last SAP North Amendment. The last SAP North Amendment was adopted with Phase 3 North in 2014 (Case File DB14-0013). In addition, the SAP North Amendment requests a number of changes to the previously approved SAP and related Villebois Village Master Plan refinements as follows:

Street Network

Two changes to the street network shown in the Villebois Village Master Plan and previous SAP North approval are proposed. First, the Master Plan and previous SAP Plans show streets on both sides of Regional Park-5 (SW Paris Avenue and SW Orleans Avenue) extending to and connecting with SW Tooze Road. The City has since evaluated planned improvements for Tooze Road and determined to move the connection to Tooze Road and limit it to one access point on SW Paris Avenue. Eliminating one of the connections better preserves the function of Tooze Road, which is a minor arterial. Second, SW Oslo Street continues through an additional block to terminate at SW Amsterdam Avenue rather than SW Paris Avenue. This change adds connectivity for vehicles, bicycles, and pedestrians.



Parks, Trails, and Open Spaces

Proposed is an additional mid-block trail connection increasing connectivity for bikes and pedestrians as well as adding private open space.

Utilities and Storm Water Facilities

The Villebois Village Master Plan shows onsite water quality along Tooze Road and a larger area reserved for Rainwater Management. Tooze Road improvements affect the location and space of onsite stormwater and rainwater facilities. Water quality facilities have been moved off-site and retrofitted to meet Tooze Road improvements. The refinements to rainwater management within Phase 4 North include street trees and bio-retention cells located in planter strips in rights-of-way, as shown within the utility plans. See applicant's notebook, Exhibit B1, Section IVB.

Land Use and Density

The Master Plan and reflective previous SAP North plans for the subject area shows large, standard, medium, small single-family detached houses within the Phase 4 area. Proposed are 63 single family detached houses – 23 small, 21 medium, 11 standard, and 8 large. The refinements to the Master Plan include a change in mix and unit counts, as well as a reconfiguration of the locations of the types of units. The refinement achieves a better mix of smalls and mediums within each block and along each street frontage. Additionally, the refinement places large lots along Tooze Road at the edge of the project. Overall, this supports the transition from larger units to smaller units moving toward the Villebois Greenway; south of the Greenway are smalls, cottages, and row homes, increasing in density and massing toward the core of the Village Center. Overall unit count remains well above 2,300 units.



Master Plan

Proposed with Refinements

	Currently Approved Count in SAP N	Proposed Unit Count in SAP N	% Change
Medium/Standard/Large/Estate	174	179	2.87%
Small Detached/Small Cottage/Row Homes/Neighborhood Apt.	273	246	-9.89%
Total	447	425	-4.92%

PDP 4N Preliminary Development Plan (DB15-0087)

The proposed Preliminary Development Plan 4 of Specific Area Plan North (also known as Calais East at Villebois) comprises 10.85 acres. The applicant proposes a variety of single-family housing types totaling 63 units, 0.72 acres of parks and open space, 3.93 acres of public streets, and associated infrastructure improvements. The front of all the houses will face tree lined streets, parks and green spaces.



Proposed Housing Type	Number of Units
Large Size Single Family	8
Standard Size Single Family	11
Medium Size Single Family	21
Small Size Single Family	23
Total	63

Tentative Subdivision Plat (DB15-0088)

The applicant is proposing the subdivision of the properties into 63 residential lots, along with alleys, park areas, and street rights-of-way. The name of the proposed subdivision approved by Clackamas County is "Calais East at Villebois."

Type C Tree Plan (DB15-0089)

The majority of the site is open land with trees concentrated around the existing residential dwelling at the northwestern site corner. An "Important" Red Oak tree sits along SW Tooze Road and the subdivision and SW Tooze Road improvements are being designed to preserve the tree. All other trees on the properties are proposed to be removed due to construction of street or homes, or health and condition of the tree.

Treatment Recommendation	General Condition Rating					Total
	D	P	M	G	I	
Retain	0	0	0	0	1	1 (3%)
Remove	0	2	15	11	0	28 (97%)
Total	0 (0%)	2 (7%)	15 (52%)	11 (38%)	1 (3%)	29 (100%)

Final Development Plan for Parks and Open Space (DB15-0090)

Details have been provided for all the parks and open space matching the requirements of the Community Elements Book. Street trees, curb extensions, street lights, and mail kiosks are also shown conforming to the Community Elements Book or are required to by condition of approval.

Conclusion and Conditions of Approval

Staff has reviewed the applicant's analysis of compliance with the applicable criteria. This Staff Report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, staff recommends that the Development Review Board approve the proposed applications (DB15-0086, DB15-0087, DB15-0088, DB15-0089, and DB15-0090) and recommend approval of the annexation and zone map amendment to City Council (DB15-0084 and DB15-0085) with the following conditions:

The Developer is working with the City to reach agreement on the apportionment of fair and equitable exactions for the subject applications through a Development Agreement. Such agreement is subject to approval by the City Council by resolution.

Planning Division Conditions:

Request A: DB15-0084 Annexation

This action recommends Annexation to the City Council for Tax Lot 1203 (Nims Property). The Zone Map Amendment (DB15-0085) and all approvals contingent on it for Tax Lot 1203 are contingent on annexation. The SAP Amendment (DB15-0086) is also contingent upon annexation for those areas requested to be annexed.

Request B: DB15-0085 Zone Map Amendment

This action recommends adoption of the Zone Map Amendment to the City Council for Tax Lot 1203 (Nims Property). This action is contingent upon annexation of the subject property to the City of Wilsonville (DB15-0084). For the portions related to Tax Lot 1203, case files DB15-0087, DB15-0088, DB15-0089, and DB15-0090 are contingent upon City Council's action on the Zone Map Amendment request.

Request C: DB15-0086 SAP-North Amendment and Master Plan Refinements

PDC 1. For Tax Lot 1203 (Nims Property), approval of DB15-0086, SAP North Amendment and Master Plan Refinements, is contingent upon annexation (Case File DB15-0084).

PDC 2. Curb extensions shall be provided in the locations and orientations shown in the SAP North Community Elements Book including: crossing Paris Avenue at Barcelona Street, crossing Paris Avenue at Oslo Street, crossing Amsterdam Avenue at Barcelona Street, crossing Palermo Street at Paris Avenue, and crossing Palermo Street at Amsterdam Avenue. A minimum of 20 feet curb to curb street width shall be maintained. See Findings C29 and C52.

Request D: DB15-0087 SAP-North PDP 4, Preliminary Development Plan

PDD 1. For Tax Lot 1203 (Nims Property), approval of DB15-0087 SAP-North PDP 4, Preliminary Development Plan is contingent upon annexation of the subject property to the City of Wilsonville (Case File DB15-0084) and City Council approval of the Zone Map Amendment from Clackamas County Rural Residential Farm Forest 5 (RRFF5) to Village (V) (Case File DB15-0085).

PDD 2. Street lighting types and spacing shall be as shown in the Community Elements Book. See Finding D28.

PDD 3.	All park and open space improvements approved by the Development Review Board shall be completed prior the issuance of the 32nd house permit for PDP 4 North. If weather or other special circumstances prohibit completion, bonding for the improvements will be permitted. See Finding D55.
PDD 4.	The applicant/owner shall enter into an Operations and Maintenance Agreement for the subdivision that clearly identifies ownership and maintenance for parks, <u>trees</u> , open space, and paths. Such agreement shall ensure maintenance in perpetuity and shall be recorded with the subdivision for 'Calais East at Villebois.' Such agreement shall be reviewed and approved by the City Attorney prior to recordation. <u>Such agreement shall include maintenance of Tree 70001, an important red oak, and a proportionate share of maintenance of Regional Park 5 during the homeowner's association maintenance period.</u> See also Finding G4.
PDD 5.	The applicant/owner shall install courtyard fencing in the front yard of no less than thirty percent (30%) of the houses, which is 19 of the 63 houses. The applicant/owner is especially encouraged to place the courtyards in the front yard of homes facing the open space or linear greens and that do not have a porch as well as alley loaded homes. The design and placement of the required courtyard fencing shall be consistent with the Architectural Pattern Book and the architectural style of the house. The courtyard area enclosed by the fence shall not exceed a 5 percent slope from front building line of the house to the point of the courtyard closest to the front lot line or between the points of the courtyard closest to opposite side lot lines. Where necessary, the applicant shall install dry stack rock or brick wall along the front or side of the lot to ensure a 5 percent or less slope is maintained. See Finding D25.
PDD 6.	Where a building foundation is exposed in the public view shed more than would be typical on a level lot, the foundation shall have a brick or stone façade matching the design of the house. <u>(Note: Daylight basements will match siding on remainder of house.)</u>

Request E DB15-0088 Tentative Subdivision Plat

PDE 1.	For Tax Lot 1203 (Nims Property) approval of DB15-0088 Tentative Subdivision Plat is contingent upon annexation of the subject property to the City of Wilsonville (Case File DB15-0084) and City Council approval of the Zone Map Amendment from Clackamas County Rural Residential Farm Forest 5 (RRFF5) to Village (V) (Case File DB15-0085).
PDE 2.	Any necessary easements or dedications shall be identified on the Final Subdivision Plat.
PDE 3.	Alleyways shall remain in private ownership and be maintained by the Homeowner's Association established by the subdivision's CC&Rs. The CC&Rs shall be reviewed and approved by the City Attorney prior to recordation.
PDE 4.	The Final Subdivision Plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or type, and any other information that may be required as a result of the hearing

	process for PDP-4N or the Tentative Plat.
PDE 5.	A non-access reservation strip shall be applied on the final plat to those lots with access to a public street and an alley. All lots with access to a public street and an alley must take vehicular access from the alley to a garage or parking area. A plat note effectuating that same result can be used in the alternative. The applicant shall work with the County Surveyor and City Staff regarding appropriate language. See Finding E3.
PDE 6.	All reserve strips and street plugs shall be detailed on the Final Subdivision Plat. See Finding E3.
PDE 7.	All tracts shall, except those indicated for future home development, shall include a public access easement across their entirety.
PDE 8.	The applicant/owner shall submit subdivision bylaws, covenants, and agreements to the City Attorney prior to recordation. See Finding E6.
PDE 9.	The applicant/owner shall record with Clackamas County Recorder's Office a waiver of remonstrance against formation of a local improvement district as part of the recordation of the final plat.
PDE 10.	Easements for sanitary or storm sewers, drainage, water mains, or other public utilities shall be dedicated wherever necessary consistent with the City's Public Works Standards. This includes over park and open space and alley tracts with public utilities beneath them. See Finding E28.

Request F: DB15-0089 Type C Tree Plan

PDF 1.	For Tax Lot 1203 (Nim's Property) approval of DB15-0089 Type C Tree Plan is contingent upon annexation of the subject properties to the City of Wilsonville (Case File DB15-0084) and City Council approval of the Zone Map Amendment from Clackamas County Rural Residential Farm Forest 5 (RRFF5) to Village (V) (Case File DB15-0085).
PDF 2.	Trees planted as replacement of removed trees shall be, state Department of Agriculture Nursery Grade No. 1. or better, shall meet the requirements of the American Association of Nursery Men (AAN) American Standards for Nursery Stock (ANSI Z60.1) for top grade, shall be staked, fertilized and mulched, and shall be guaranteed by the permit grantee or the grantee's successors-in-interest for two (2) years after the planting date. A "guaranteed" tree that dies or becomes diseased during that time shall be replaced. See Findings F21 and F22.
PDF 3.	Solvents, building material, construction equipment, soil, or irrigated landscaping, shall not be placed within the drip line of any preserved tree, unless a plan for such construction activity has been approved by the Planning Director or Development Review Board based upon the recommendations of an arborist. See Finding F24.
PDF 4.	Before and during development, land clearing, filling or any land alteration the applicant shall erect and maintain suitable tree protective barriers which shall include the following: <u><i>special care shall be taken in protecting Tree 70001, an important red oak along Tooze Road.</i></u> <ul style="list-style-type: none"> • 6' high fence set at tree drip lines.

- Fence materials shall consist of 2 inch mesh chain links secured to a minimum of 1 ½ inch diameter steel or aluminum line posts.
 - Posts shall be set to a depth of no less than 2 feet in native soil.
 - Protective barriers shall remain in place until the City authorizes their removal or issues a final certificate of occupancy, whichever occurs first.
 - Tree protection fences shall be maintained in a full upright position.
- See Findings F24.

Request G: DB15-0090 Final Development Plan for Parks and Open Space

PDG 1.	For Tax Lot 1203 (Nims property) approval of DB15-0090 Final Development Plan is contingent upon annexation of the subject properties to the City of Wilsonville (Case File DB15-0084) and City Council approval of the Zone Map Amendment from Clackamas County Rural Residential Farm Forest 5 (RRFF5) to Village (V) (Case File DB15-0085).
PDG 2.	All plant materials shall be installed consistent with current industry standards. See Finding G25.
PDG 3.	All construction, site development, and landscaping of the parks shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor alterations may be approved by the Planning Division through the Class I Administrative Review process. See Finding G30.
PDG 4.	All retaining walls within the public view shed shall be a decorative stone or brick construction or veneer. Final color and material for the retaining walls shall be approved by the Planning Division through the Class I Administrative Review Process. See Finding G35.
PDG 5.	All hand rails, if any, within the parks and open space shall be of a design similar to the approved courtyard fencing shown in the Architectural Pattern Book. Final design of any hand rails in parks and open space shall be approved by the Planning Division through the Class I Administrative Review Process. See Finding G37.
PDG 6.	All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Development Review Board. See Finding G39 through G41.
PDG 7.	The applicant shall submit final parks, landscaping and irrigation plans to the City prior to construction of parks. The irrigation plan must be consistent with the requirements of Section 4.176(.07)C.
PDG 8.	Prior to occupancy of each house the Applicant/Owner shall install landscaping along the public view-sheds of each house, unless otherwise approved by the Community Development Director. Homeowners association shall contract with a professional landscape service to maintain the landscaping.
PDG 9.	No street trees shall be planted where their growth would interfere with preserved trees. Street trees shall be appropriately placed between curb cuts. See Finding G23.
PDG 10.	Street trees shall be planted as each house or park is built.
PDG 11.	The street tree plan shall be revised as necessary, based on construction drawings, to

comply with the spacing requirements of Public Works Standards Detail Drawing RD-1240 "Street Tree Location and Clearances."
PDG 12. The applicant shall install secondary site identifiers at the intersection of SW Paris Avenue and SW Tooze Road consistent with the SAP North Signage & Wayfinding Plan. See Finding G6.

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

Engineering Division Conditions:

Request D: DB15-0087 Preliminary Development Plan

PFD 1.	Public Works Plans and Public Improvements shall conform to the "Public Works Plan Submittal Requirements and Other Engineering Requirements" in Exhibit C1.				
PFD 2.	At the request of Staff, DKS Associates completed a Transportation Review Memorandum dated January 25, 2016. The project is hereby limited to no more than the following impacts.				
	<table> <tr> <td>Estimated New PM Peak Hour Trips</td> <td style="text-align: right;">64</td> </tr> <tr> <td>Estimated Weekday PM Peak Hour Trips Through Wilsonville Road Interchange Area</td> <td style="text-align: right;">18</td> </tr> </table>	Estimated New PM Peak Hour Trips	64	Estimated Weekday PM Peak Hour Trips Through Wilsonville Road Interchange Area	18
Estimated New PM Peak Hour Trips	64				
Estimated Weekday PM Peak Hour Trips Through Wilsonville Road Interchange Area	18				
PFD 3.	Recent traffic analysis reports done for Villebois have indicated that the intersection of Grahams Ferry Road and Tooze Road would operate at LOS F with the build-out of this and other approved Villebois subdivisions. Improvements to this intersection are planned and funded by the City with CIP 4146 and construction work is anticipated to be completed by summer 2018.				
PFD 4.	In the 2013 Transportation Systems Plan Tooze Road is identified as a Minor Arterial. Applicant shall dedicate sufficient right-of-way to accommodate Tooze Road as a Minor Arterial. This will require additional right-of-way dedication to the City of 40.0 feet to accommodate future Tooze/Boeckman Road improvements.				

PFD 5.	Connections to the Tooze/Boeckman Road public right-of-way shall occur at Paris Avenue. Internal Villebois street connections shall be via Palermo Street, Oslo Street, Paris Avenue and Barcelona Street to streets previously constructed with Villebois SAP North PDP 2 and SAP North PDP 3.
PFD 6.	Applicant shall completely design and construct Paris Avenue north of Barcelona Street to the near PT of the street corner radius at Tooze/Boeckman Road, and the street shall be barricaded until the City completes the Tooze/Boeckman road improvement project, CIP 4146. This is due to safety concerns with left-turning traffic entering and exiting Tooze/Boeckman Road. With completion of CIP 4146 the City will open the Paris Avenue roadway connection.
PFD 7.	To minimize impacts to the root zone of the large red oak tree (southeast corner of intersection of Paris Avenue and Tooze/Boeckman Road), applicant shall coordinate with City staff in shifting the alignment of Barcelona Street and adjacent lots southward several feet.
PFD 8.	Applicant shall work with City staff to determine the correct elevation and grades along the north edge of the development so that these grades align with the design of CIP 4146.
PFD 9.	Applicant shall be responsible for constructing a 5-foot temporary AC sidewalk from the end of permanent improvements on the west side of Paris Avenue to the exiting sidewalk adjacent to the Villebois Calais subdivision adjacent to Tooze/Boeckman Road. The City will construct a permanent sidewalk west of Paris Avenue and the sidewalk east of Paris Avenue with CIP 4146.
PFD 10.	With previous approval of Villebois RP-5 (Trocadero Regional Park) concerns were expressed regarding adequate parking adjacent to the skate park facility. Applicant shall construct Palermo Street with a minimum of 100-ft of parallel parking along the south side of the street, as shown in the plans dated 12/14/2015.
PFD 11.	All internal streets shall be lighted with approved Westbrooke style street lights per the Villebois street lighting master plan.
PFD 12.	The proposed subdivision lies within the Coffee Lake storm basin which is exempt from stormwater detention requirements as established per City Ordinance No. 608.
PFD 13.	For stormwater quality treatment the City has agreed to allow the Applicant use of vacant City-owned property north of Tooze Road (southwest of the abandoned Tooze/110 th Avenue intersection). Applicant shall be responsible for design and construction of water quality improvements and shall coordinate this work with City staff.
PFD 14.	Applicant shall coordinate with City staff for design and construction of off-site stormwater improvements in Tooze Road. The City will be responsible for design and construction cost for the storm pipeline and manholes from the north edge of the development to the City-owned property north of Tooze Road (southwest of the abandoned Tooze/110 th Avenue intersection). Applicant shall be responsible for the design and construction of the storm pipeline and manholes within the parcel of land to be used for water quality treatment.

PFD 15.	Rainwater management components will be allowed to be located in the public right-of-way, however such components shall be maintained by the Applicant, or subsequent HOA, and this shall be included in the Ownership and Maintenance agreement per Exhibit C1, Item 26.
PFD 16.	<p>The applicant shall provide 'stamped' engineering details with dimensions for intersection sight distance verification and AutoTURN layouts for all proposed intersections, including alley/street connections. Adequate clearance shall be provided at all intersections and alleyways. The sight distance point for exiting vehicles shall be located 14.4 feet from the edge of the traveled way.</p> <p>At a minimum, the applicant shall provide 'stamped' engineering AutoTURN layouts for fire trucks and buses (WB-60) that show the overhang and/or mirrors of the vehicle as opposed to the wheel paths. Turning vehicles may use the width of the minor street to start the appropriate turn. The vehicle must however, stay within the appropriate receiving (inside) lane of the major street. Additionally, the turning vehicle must not intrude onto the wheel chair ramp on the inside of the turning movement.</p>
PFD 17.	Alleys that are identified by Tualatin Valley Fire and Rescue (TVF&R) as possible routes for medical and/or fire emergencies shall meet TVF&R's design requirements.
PFD 18.	Applicant shall connect to the existing public sanitary sewer stub installed north of Berlin Avenue with the Villebois SAP North PDP 2 project (lying within future RP-5, Trocadero Park).
PFD 19.	Applicant shall connect to the existing 8" public water main lines in Barcelona Street, Paris Avenue, and Palermo Street. Applicant shall extend an 8" water main in Paris Avenue north of Barcelona Street and terminate at a valved Tee with fire hydrant at the edge of street improvements.
PFD 20.	Applicant shall remove the existing 8"x 8" flanged Tee on the water line at Paris Avenue and Oslo Street and install an 8"x 8" flanged cross and extend this water line east in Oslo Street to Amsterdam Avenue.
PFD 21.	Existing abandoned water, sanitary, or stormwater lines shall either be completely removed, grouted in place, or abandoned per a City approved recommendation from a Registered Geotechnical Engineer.
PFD 22.	Applicant shall provide sufficient mail box units for this proposed phasing plan; applicant shall construct mail kiosk at locations coordinated with City staff and the Wilsonville U.S. Postmaster.
PFD 23.	At the time of plan submittal for a Public Works Permit, the applicant shall provide to the City a copy of correspondence showing that the plans have also been distributed to the franchise utilities. Prior to issuance of a Public Works Permit, the applicant shall have coordinated the proposed locations and associated infrastructure design for the franchise utilities. Should permanent/construction easements or right-of-way be required to construct the public improvements or to relocate a franchised utility, the applicant shall provide a copy of the recorded documents. Should the construction of public improvements impact existing utilities

	within the general area, the applicant shall obtain written approval from the appropriate utility prior to commencing any construction.
PFD 24.	All construction traffic shall access the site via Tooze Road and Paris Avenue. Applicant shall post MUTCD approved trucks entering roadway signage.
PFD 25.	SAP North PDP 3 consists of 63 lots. All construction work in association with the Public Works Permit and Project Corrections List shall be completed prior to the City Building Division issuing a certificate of occupancy, or a building permit for the housing unit(s) in excess of 50% of total (32 nd lot).
PFD 26.	The subdivision is located within a sanitary sewer reimbursement district adopted with Resolution No. 2350 and is subject to the requirements established by this resolution.

Request E: DB15-0088 Tentative Subdivision Plat

PFE 1.	Applicant shall provide a minimum 6-foot Public Utility Easement on lot frontages to all public right-of-ways. An 8-foot PUE shall be provided along Collectors. A 10-ft PUE shall be provided along Minor and Major Arterials, <i>unless otherwise approved by City Engineer.</i>
PFE 2.	Subdivision or Partition Plats: Paper copies of all proposed subdivision/partition plats shall be provided to the City for review. Once the subdivision/partition plat is approved, applicant shall have the documents recorded at the appropriate County office. Once recording is completed by the County, the applicant shall be required to provide the City with a 3 mil Mylar copy of the recorded subdivision/partition plat.
PFE 3.	Subdivision or Partition Plats: All newly created easements shown on a subdivision or partition plat shall also be accompanied by the City's appropriate Easement document (on City approved forms) with accompanying survey exhibits that shall be recorded immediately after the subdivision or partition plat.

Natural Resources Division Conditions:

All Requests

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

No Comments or Conditions

Master Exhibit List:

The following exhibits are hereby entered into the public record by the Development Review Board as confirmation of its consideration of the application as submitted. This is the exhibit list that includes exhibits for Planning Case Files DB15-0084 through DB15-0090.

- A1. Staff report and findings (this document)
- A2. Slides and notes for Staff's Public Hearing Presentation (*available at Public Hearing*)
- B1. Applicant's Notebook for PDP/Tentative Plat/Zone Change/Tree Removal Plan/Final Development Plan: *Under separate cover*
 - Section I: General Information
 - IA) Introductory Narrative
 - IB) Form/Ownership Documentation
 - IC) Fee Calculation
 - ID) Mailing List *This information has been revised*
 - Section II: Annexation
 - IIA) Supporting Compliance Report
 - IIB) Copy of Petition & Ownership/Elector Info
 - IIC) Legal Description & Sketch
 - Section III: SAP Amendment (Master Plan Refinements)
 - IIIA) Supporting Compliance Report
 - IIIB) Reduced Drawings
 - IIIC) Updated Master Plan and SAP Unit Counts
 - IIID) Historic/Cultural Resource Inventory-Included separately as Exhibit B5
 - IIIE) Tree Report
 - IIIF) Community Elements Book Amendments (Maps Only)
 - IIIG) Architectural Pattern Book Amendments (Maps Only)
 - IIIH) Master Signage and Wayfinding Plan Amendment (Maps Only)
 - Section IV: Preliminary Development Plan
 - IVA) Supporting Compliance Report
 - IVB) Reduced Drawings
 - IVC) Utility & Drainage Reports
 - IVD) Traffic Analysis
 - IVE) Tree Report
 - IVF) Conceptual Elevations
 - Section V: Tentative Subdivision Plat
 - VA) Supporting Compliance Report
 - VB) Tentative Plat *Revised See Exhibit B6*
 - VC) Draft CC&R's
 - VD) Copy of Certification of Assessments and Liens
 - VE) Subdivision Name Approval
 - Section VI: Zone Change
 - VIA) Supporting Compliance Report

- VIB) Zone Change Map
- VIC) Legal Description & Sketch
- Section VII: Tree Removal Plan
 - VIIA) Supporting Compliance Report
 - VIIIB) Tree Report
 - VIIIC) Tree Preservation Plan
- Section VIII: Final Development Plan
 - VIIIA) Supporting Compliance Report
 - VIIIB) Reduced Plans
- B2.** Applicant's SAP Large Format Plans (Smaller 11x17 plans included in Sections IIIB of the applicant's notebook Exhibit B1.) *Under separate cover.*
 - Sheet 1 Cover Sheet
 - Sheet 2 Phasing Plan
 - Sheet 3 Existing Conditions
 - Sheet 4 Aerial Photograph
 - Sheet 5 Land Use Key
 - Sheet 6 Land Use Plan
 - Sheet 7 Circulation Plan
 - Sheet 8 Street Sections
 - Sheet 9 Park/Open Space/Pathways Plan
 - Sheet 10 SROZ Plan
 - Sheet 11 Street Tree Plan
 - Sheet 12 Tree Preservation Plan
 - Sheet 13 Grading Plan
 - Sheet 14 Utility Plan
- B3.** Applicant's Large Format Plans PDP/Tentative Plat/Tree Plan (Smaller 11x17 plans included in Sections IVB of the applicant's notebook Exhibit B1.) *Under separate cover.*
 - Sheet 1 Cover Sheet
 - Sheet 2 Existing Conditions
 - Sheet 3 Site Plan
 - Sheet 4 Preliminary Plat *Revised, See Exhibit B6*
 - Sheet 5 Grading Plan
 - Sheet 6 Composite Utility Plan
 - Sheet 7 Circulation Plan
 - Sheet 8 Parking Plan
 - Sheet 9 Tree Plan
 - Sheet 10 Street Tree/Lighting Plan
- B4.** Applicant's Large Format Plans Final Development Plan (Smaller 11x17 plans included in Section VIIIB of the applicant's notebook, Exhibit B1.) *Under separate cover.*
 - Sheet 1 Cover Sheet
 - Sheet L1 Street Tree Plan *Revised, See Exhibit B7*
 - Sheet L2 Open Space Planting Plan

Sheet L3 Details

- B5. Historic Resource Inventory
- B6. Revised Sheet 4 Preliminary Plat January 28, 2016
- B7. Revised Sheet L1 Street Tree Plan January 28, 2016
- B8. *Email correspondence from Stacy Connery regarding requested changes to Conditions of Approval.***
- C1. Comments and Conditions from Engineering Division
- C2. Comments and Conditions from Natural Resources
- C3. Comments from Public Works

Findings of Fact:

1. The statutory 120-day time limit applies to this application. The application was received on November 17, 2015. On December 17, 2015, staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete. On December 23, 2015 and January 27, 2016, the Applicant submitted additional materials. On January 28, 2016 the application was deemed complete. The City must render a final decision for the request, including any appeals, by May 27, 2016
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	Clackamas County RRFF5	Tooze Road/ Rural Residential
East:	V	Vacant/Rural Residential
South:	V	Trocadero Park/Residential
West:	V	Residential

3. Prior land use actions include:

Legislative:

- 02PC06 - Villebois Village Concept Plan
- 02PC07A - Villebois Comprehensive Plan Text
- 02PC07C - Villebois Comprehensive Plan Map
- 02PC07B - Villebois Village Master Plan
- 02PC08 - Village Zone Text
- 04PC02 – Adopted Villebois Village Master Plan
- LP-2005-02-00006 – Revised Villebois Village Master Plan
- LP-2005-12-00012 – Revised Villebois Village Master Plan (Parks and Recreation)
- LP10-0001 – Amendment to Villebois Village Master Plan (School Relocation from SAP North to SAP East)
- LP13-0005 – Amendment to Villebois Village Master Plan (Future Study Area)

Quasi Judicial:

DB07-0054 et seq – SAP-North

DB07-0087 et seq – PDP-1N, Arbor at Villebois

DB11-0024 et seq – PDP-1N Modification, SAP North Amendment Polygon NW

DB12-0066 et seq – PDP-1N Modification, SAP North Amendment Polygon NW

DB13-0020 et seq – PDP-2N, SAP North Amendment Polygon NW

DB14-0009 et seq – PDP-3N, SAP North Amendment Polygon NW

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

Conclusionary Findings

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

General Information

Application Procedures-In General

Section 4.008

Review Criteria: This section lists general application procedures applicable to a number of types of land use applications and also lists unique features of Wilsonville’s development review process.

Finding: These criteria are met.

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

Who May Initiate Application

Section 4.009

Review Criterion: “Except for a Specific Area Plan (SAP), applications involving specific sites may be filed only by the owner of the subject property, by a unit of government that is in the process of acquiring the property, or by an agent who has been authorized by the owner, in writing, to apply.”

Finding: This criterion is satisfied.

Explanation of Finding: The applications have been submitted on behalf of contract purchaser Polygon Homes, and is signed by the property owners, Calais at Villebois LLC (TL 8900), City of Wilsonville (TL’s 1100 and 1101) and both Jay and Theresa Nims (TL 1203).

Pre-Application Conference

Subsection 4.010 (.02)

Review Criteria: This section lists the pre-application process

Finding: These criteria are satisfied.

Explanation of Finding: A pre-application conference was held on November 5, 2015 in accordance with this subsection.

Lien Payment before Application Approval

Subsection 4.011 (.02) B.

Review Criterion: “City Council Resolution No. 796 precludes the approval of any development application without the prior payment of all applicable City liens for the subject property. Applicants shall be encouraged to contact the City Finance Department to verify that there are no outstanding liens. If the Planning Director is advised of outstanding liens while an application is under consideration, the Director shall advise the applicant that payments must be made current or the existence of liens will necessitate denial of the application.”

Finding: This criterion is satisfied.

Explanation of Finding: No applicable liens exist for the subject property. The application can thus move forward.

General Site Development Permit Submission Requirements

Subsection 4.035 (.04) A.

Review Criteria: “An application for a Site Development Permit shall consist of the materials specified as follows, plus any other materials required by this Code.” Listed 1. through 6. j.

Finding: These criteria are satisfied.

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

Zoning-Generally

Section 4.110

Review Criteria: “The use of any building or premises or the construction of any development shall be in conformity with the regulations set forth in this Code for each Zoning District in which it is located, except as provided in Sections 4.189 through 4.192.” “The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise.”

Finding: These criteria are satisfied.

Explanation of Finding: This proposed development is in conformity with the Village zoning district and general development regulations listed in Sections 4.150 through 4.199 have been applied in accordance with this Section.

Request A: DB15-0084 Annexation

The applicant's findings in Section IIA of their PDP notebook, Exhibit B1, respond to the majority of the applicable criteria.

Comprehensive Plan

Allowed Annexation

Implementation Measure 2.2.1.a.

- A1. **Review Criteria:** "Allow annexation when it is consistent with future planned public services and when a need is clearly demonstrated for immediate urban growth."

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on page 2 of their narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1) the required consistency is fulfilled by being consistent with the Villebois Village Master Plan.

Annexation Review Standards

Implementation Measure 2.2.1.e.

- A2. **Review Criteria:** "Changes in the City boundary will require adherence to the annexation procedures prescribed by State law and Metro standards. Amendments to the City limits shall be based on consideration of:" Listed 1 through 5.

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on page 3 of their narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1) the requirements are fulfilled by being consistent with the Villebois Village Master Plan or by compliance with state and regional policies as found elsewhere the findings supporting this request.

Development in "Residential Village" Map Area

Implementation Measure 4.1.6.a. and c.

- A3. **Review Criteria:** "Development in the "Residential-Village" Map area shall be directed by the Villebois Village Concept Plan (depicting the general character of proposed land uses, transportation, natural resources, public facilities, and infrastructure strategies), and subject to relevant Policies and Implementation Measures in the Comprehensive Plan; and implemented in accordance with the Villebois Village Master Plan, the "Village" Zone District, and any other provisions of the Wilsonville Planning and Land Development Ordinance that may be applicable."

"The "Village" Zone District shall be applied in all areas that carry the Residential – Village Plan Map Designation."

Finding: These criteria are satisfied.

Explanation of Finding: The subject site is included in the “Residential-Village” Comprehensive Plan Map Designation (Area B). This Implementation Measure establishes precedence for the “Village” Zone to be applied to the subject property area. An application for a Zone Map Amendment to apply the V Zone to the site has been included with a concurrent Preliminary Development Plan application for Phase 4 of SAP North. The site must be brought into City limits before the V zone can be applied.

Development Code

Authority to Review Annexation

Subsections 4.030 (.01) A, 11, 4.031 (.01) K, and 4.033 (.01) F.

A4. Review Criteria: These subsections prescribe the authority of the Planning Director to determine whether an annexation request is legislative or quasi-judicial, the DRB does the initial review of quasi-judicial annexation, and the City Council takes final local action of quasi-judicial annexation.

Finding: These criteria are satisfied.

Explanation of Finding: The subject annexation request has been determined to be quasi-judicial and is being reviewed by the DRB and City Council consistent with these subsections.

Annexation

Section 4.700

A5. Review Criteria: This section defines the criteria and process for annexation review within the City. The full text of the criteria is on pages 5-6 of the applicant’s narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1).

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on page 6 of their narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1) the request is within the UGB, contiguous with current City boundaries, and is in compliance with state, regional, and local policies as found elsewhere the findings supporting this request.

Metro Code

Local Government Boundary Changes

Chapter 3.09

A6. Review Criteria: This chapter establishes hearing, notice, and decision requirements as well as review criteria for local government boundary changes in the Metro region. The full text of the criteria is on pages 7-10 of the applicant’s narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1).

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on pages 7-10 of their narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1) the request is within the UGB, meets the definition of a minor boundary change, satisfies the requirements for boundary change petitions, is consistent with the Comprehensive Plan, Villebois Village Concept Plan, and Villebois Village Master Plan.

Oregon Revised Statutes

Authority and Procedure for Annexation
ORS 222.111

A7. **Review Criteria:** ORS 222.111 establishes the authority and procedures for annexation by City's within the state of Oregon. The full text of the criteria is on pages 10-11 of the applicant's narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1).

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on pages 10-11 of their narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1) the applicable requirements in state statute are met including the facts that subject property is within the UGB, is contiguous to the City, the request has been initiated by the property owners of the land being annexed, and all property owners and 100% of electors within the annexed area have provided their consent in writing.

Procedure Without Election by City Electors
ORS 222.120

A8. **Review Criteria:** ORS 222.111 establishes the authority and procedures for annexation by City's within the state of Oregon. The full text of the criteria is on pages 11-12 of the applicant's narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1).

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on pages 13 of their narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1) there is no City charter requirement for election for annexation, a public hearing process is being followed as defined in the Development Code, and the applicable requirements in state statute are met including the facts that all property owners and 100% of electors within the annexed area have provided their consent in writing.

Annexation by Consent of All Owners of Land and Majority of Electors
ORS 222.125

A9. **Review Criteria:** "The legislative body of a city need not call or hold an election in the city or in any contiguous territory proposed to be annexed or hold the hearing otherwise required under ORS 222.120 (Procedure without election by city electors) when all of the owners of land in that territory and not less than 50 percent of the electors, if any, residing

in the territory consent in writing to the annexation of the land in the territory and file a statement of their consent with the legislative body. Upon receiving written consent to annexation by owners and electors under this section, the legislative body of the city, by resolution or ordinance, may set the final boundaries of the area to be annexed by a legal description and proclaim the annexation.”

Finding: These criteria are satisfied.

Explanation of Finding: All property owners and 100% of electors within the annexed area have provided their consent in writing. However, a public hearing process is being followed as prescribed in the City’s Development Code concurrent with a Zone Map Amendment request and other quasi-judicial land use applications.

Oregon Statewide Planning Goals

Goals 1, 2, 5, 6, 8, 9, 10, 11, 12, 13

A10. Review Criteria: The goals include: citizen involvement, land use planning, natural resources and open spaces, air water and land resource quality, recreational needs, economic development, housing, public facilities and services, transportation, and energy conservation.

Finding: These criteria are satisfied.

Explanation of Finding: The area requested to be annexed will be developed consistent with the City’s Comprehensive Plan and the Villebois Village Master Plan, both which have been found to meet the statewide planning goals. The applicant has provided additional findings related to statewide planning goals on pages 13-14 of their narrative and supporting compliance report for their petition for annexation (Section IIA of Exhibit B1).

Request B: DB15-0085 Zone Map Amendment

The applicant’s findings in Section VIA of their PDP notebook, Exhibit B1, respond to the majority of the applicable criteria.

Comprehensive Plan

Development in “Residential Village” Map Area
Implementation Measure 4.1.6.a. and c.

B1. Review Criteria: “Development in the “Residential-Village” Map area shall be directed by the Villebois Village Concept Plan (depicting the general character of proposed land uses, transportation, natural resources, public facilities, and infrastructure strategies), and subject to relevant Policies and Implementation Measures in the Comprehensive Plan; and implemented in accordance with the Villebois Village Master Plan, the “Village” Zone District, and any other provisions of the Wilsonville Planning and Land Development Ordinance that may be applicable.”

Finding: These criteria are satisfied.

Explanation of Finding: Development in this area is being guided by all the listed plans and codes.

Contents of Villebois Village Master Plan

Implementation Measure 4.1.6.b.

B2. Review Criteria: This implementation measure identifies the elements the Villebois Village Master Plan must contain.

Finding: These criteria are not applicable

Explanation of Finding: The concurrent proposal for a preliminary development plan implements the procedures as outlined by the Villebois Village Master Plan, as previously approved.

Applying "Village" Zone

Implementation Measure 4.1.6.c.

B3. Review Criterion: "The "Village" Zone District shall be applied in all areas that carry the Residential-Village Plan Map Designation."

Finding: This criterion is satisfied.

Explanation of Finding: The Village Zone zoning district is being applied to an area designated as Residential-Village in the Comprehensive Plan.

Wide Range of Uses in "Village" Zone

Implementation Measure 4.1.6.d.

B4. Review Criterion: "The "Village" Zone District shall allow a wide range of uses that befit and support an "urban village," including conversion of existing structures in the core area to provide flexibility for changing needs of service, institutional, governmental and employment uses."

Finding: This criterion is satisfied.

Explanation of Finding: The area covered by the proposed zone change is proposed for residential uses, and parks and open space as shown in the Villebois Village Master Plan.

Development Code

Zoning Consistent with Comprehensive Plan

Section 4.029

B5. Review Criterion: "If a development, other than a short-term temporary use, is proposed on a parcel or lot which is not zoned in accordance with the Comprehensive Plan, the applicant must receive approval of a zone change prior to, or concurrently with the approval of an application for a Planned Development."

Finding: This criterion is satisfied.

Explanation of Finding: The applicant is applying for a zone change concurrently with a Preliminary Development Plan, which is equivalent to a Stage II Final Plan for a planned development.

Base Zones

Subsection 4.110 (.01)

B6. Review Criterion: This subsection identifies the base zones established for the City, including the Village Zone.

Finding: This criterion is satisfied.

Explanation of Finding: The requested zoning designation of Village “V” is among the base zones identified in this subsection.

Village Zone Purpose

Subsection 4.125 (.01)

B7. Review Criteria: “The Village (V) zone is applied to lands within the Residential Village Comprehensive Plan Map designation. The Village zone is the principal implementing tool for the Residential Village Comprehensive Plan designation. It is applied in accordance with the Villebois Village Master Plan and the Residential Village Comprehensive Plan Map designation as described in the Comprehensive Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The subject lands are designated Residential-Village on the Comprehensive Plan map and are within the Villebois Village Master Plan area and the zoning designation thus being applied is the Village “V”.

Village Zone Permitted Uses

Subsection 4.125 (.02)

B8. Review Criteria: This subsection lists the uses permitted in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: The proposed residential uses are consistent with the Village Zone designation and Villebois Village Master Plan.

Zone Change Concurrent with PDP Approval

Subsection 4.125 (.18) B. 2.

B9. Review Criterion: “... Application for a zone change shall be made concurrently with an application for PDP approval...”

Finding: This criterion is satisfied.

Explanation of Finding: A zone map amendment is being requested concurrently with a request for PDP approval. See Request D.

Zone Change Procedures

Subsection 4.197 (.02) A.

B10. Review Criteria: “That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008, Section 4.125(.18)(B)(2), or, in the case of a Planned Development, Section 4.140;”

Finding: These criteria are satisfied.

Explanation of Finding: The request for a zone map amendment has been submitted as set forth in the applicable code sections.

Conformance with Comprehensive Plan Map, etc.
Subsection 4.197 (.02) B.

B11. Review Criteria: “That the proposed amendment is consistent with the Comprehensive Plan map designation and substantially complies with the applicable goals, policies and objectives, set forth in the Comprehensive Plan text;”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed zone map amendment is consistent with the Comprehensive Map designation of Residential-Village and as shown in Findings B1 through B4 comply with applicable Comprehensive Plan text.

Residential Designated Lands
Subsection 4.197 (.02) C.

B12. Review Criteria: “In the event that the subject property, or any portion thereof, is designated as “Residential” on the City’s Comprehensive Plan Map; specific findings shall be made addressing substantial compliance with Implementation Measure 4.1.4.b, d, e, q, and x of Wilsonville’s Comprehensive Plan text;”

Finding: These criteria are satisfied.

Explanation of Finding: Implementation Measure 4.1.6.c. states the “Village” Zone District shall be applied in all areas that carry the Residential-Village Plan Map Designation. Since the Village Zone must be applied to areas designated “Residential Village” on the Comprehensive Plan Map and is the only zone that may be applied to these areas, its application is consistent with the Comprehensive Plan.

Public Facility Concurrency
Subsection 4.197 (.02) D.

B13. Review Criteria: “That the existing primary public facilities, i.e., roads and sidewalks, water, sewer and storm sewer are available and are of adequate size to serve the proposed development; or, that adequate facilities can be provided in conjunction with project development. The Planning Commission and Development Review Board shall utilize any and all means to insure that all primary facilities are available and are adequately sized.”

Finding: These criteria are satisfied.

Explanation of Finding: The Preliminary Development Plan compliance report and the plan sheets demonstrate that the existing primary public facilities are available or can be provided in conjunction with the project. Section IVC of the applicant’s notebook, Exhibit B1, includes supporting utility and drainage reports. In addition, the applicant has provided a Traffic Impact Analysis, which is in Section IVD of the applicant’s notebook, Exhibit B1.

Impact on SROZ Areas

Subsection 4.197 (.02) E.

B14. Review Criteria: “That the proposed development does not have a significant adverse effect upon Significant Resource Overlay Zone areas, an identified natural hazard, or an identified geologic hazard. When Significant Resource Overlay Zone areas or natural hazard, and/ or geologic hazard are located on or about the proposed development, the Planning Commission or Development Review Board shall use appropriate measures to mitigate and significantly reduce conflicts between the development and identified hazard or Significant Resource Overlay Zone;”

Finding: These criteria are satisfied.

Explanation of Finding: No SROZ is within the area to be rezoned.

Development within 2 Years

Subsection 4.197 (.02) F.

B15. Review Criterion: “That the applicant is committed to a development schedule demonstrating that the development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change.”

Finding: This criterion is satisfied.

Explanation of Finding: Related land use approvals for PDP 4 North expire after 2 years, so requesting the land use approvals assumes development would commence within two (2) years. However, in the scenario where the applicant or their successors due not commence development within two (2) years allowing related land use approvals to expire, the zone change shall remain in effect.

Development Standards and Conditions of Approval

Subsection 4.197 (.02) G.

B16. Review Criteria: “That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are attached to insure that the project development substantially conforms to the applicable development standards.”

Finding: These criteria are satisfied.

Explanation of Finding: As can be found in the findings for the accompanying requests, the applicable development standards will be met either as proposed or as a condition of approval.

Request C: DB15-0086 SAP-North Amendment

The applicant's findings in Section IIIA of their notebook, Exhibit B1, respond to the majority of the applicable criteria.

Wilsonville Comprehensive Plan

Development in the "Residential-Village" Map Area

Implementation Measure 4.1.6.a.

- C1. Review Criteria:** "Development in the "Residential-Village" Map area shall be directed by the Villebois Village Concept Plan (depicting the general character of proposed land uses, transportation, natural resources, public facilities, and infrastructure strategies), and subject to relevant Policies and Implementation Measures in the Comprehensive Plan; and implemented in accordance with the Villebois Village Master Plan, the "Village" Zone District, and any other provisions of the Wilsonville Planning and Land Development Ordinance that may be applicable."

Finding: These criteria are satisfied.

Explanation of Finding: As found in this report, development is being proposed consistent with the Villebois Village Master Plan and the "Village" Zone District. See Findings C3 through C78.

Application of the "Village" Zone District

Implementation Measure 4.1.6.c.

- C2. Review Criteria:** "The "Village" Zone District shall be applied in all areas that carry the Residential-Village Plan Map Designation."

Finding: These criteria are satisfied.

Explanation of Finding: The "Village" Zone is proposed to be applied to the property owned by the Nims. See Request B. The City owned property was previously rezoned to "Village" by Zoning Order DB14-0065. The Calais at Villebois LLC property was previously rezoned to "Village by Zoning Order DB14-0010.

Villebois Village Master Plan General- Land Use Plan

Complete Community/Range of Choices

General-Land Use Plan Policy 1

- C3. Review Criteria:** "The Villebois Village shall be a complete community with a wide range of living choices, transportation choices, and working and shopping choices. Housing shall be provided in a mix of types and densities resulting in a minimum of 2,300 dwelling units within the *Villebois Village Master Plan* area."

Finding: These criteria are satisfied.

Explanation of Finding: The proposed SAP amendment continues the provision of a mix of types and densities resulting in a minimum of 2,300 dwelling units within the Villebois area. Commercial areas continue to be concentrated around the Village Center.

Compliance with Figure 1 – Land Use Plan
General-Land Use Plan Policy 2

- C4. Review Criteria:** “Future development applications within the Villebois Village area shall provide land uses and other major components of the Plan such as roadways and parks and open space in general compliance with their configuration as illustrated on *Figure 1 – Land Use Plan* or as refined by Specific Area Plans.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed SAP Amendment further defines the residential uses in the subject area and other components are in the general configuration shown in the Master Plan. As can be seen on Sheet 6 Land Use Plan of the applicant’s submitted plan set, Exhibit B2, the residential uses include large, standard, medium, and small detached single-family. They are arranged as a similar pattern as other areas in Villebois with large lots on the edges with a mix of lot sizes on the interior of the site. See Findings C97 through C102 regarding Master Plan land use mix and density refinements as part of the SAP Amendment request.

Civic, Recreational, Educational, and Open Space Opportunities
General-Land Use Plan Policy 3

- C5. Review Criteria:** “The Villebois Village shall provide civic, recreational, educational and open space opportunities.”

Finding: These criteria are satisfied.

Explanation of Finding: The Master Plan does not show any recreational or open space within the area affected by the SAP Amendment. Park and open space to serve the development is located immediately to the south in Regional Park 5 (Trocaadero Park) as well in the upland forest preserve and Regional Park 4 (Edelweiss Park) to the southwest. Regional Park 6 is planned to the southeast.

Full Public Services
General-Land Use Plan Policy 4

- C6. Review Criteria:** “The Villebois Village shall have full public services including: transportation; rainwater management; water; sanitary sewer; fire and police services; recreation, parks and open spaces; education; and transit.”

Finding: These criteria are satisfied.

Explanation of Finding: All the listed public services are proposed to be provided consistent with the Master Plan.

Development Guided by Finance Plan and CIP
General-Land Use Plan Policy 5

- C7. Review Criteria:** “Development of Villebois shall be guided by a Finance Plan and the City’s Capital Improvement Plan, ensuring that the availability of services and

development occur in accordance with the City's concurrency requirements (see Implementation Measure 4, below)."

Finding: These criteria are satisfied.

Explanation of Finding: All city requirements for concurrency and Development Agreements remain in effect and will be applied, including concurrency requirements with the PDP approval. See Request D.

Unique Planning and Regulatory Tools

General-Land Use Plan Implementation Measure 1

C8. Review Criteria: "Allow for unique planning and regulatory tools that are needed to realize the *Villebois Village Master Plan*. These tools shall include, but are not limited to: Specific Area Plans; Pattern Books; and Community Elements Books."

Finding: These criteria are satisfied.

Explanation of Finding: All the listed tools previously approved for SAP North are being utilized for the subject area.

Master Plan Refinements

General-Land Use Plan Implementation Measure 3

C9. Review Criteria: "Refinements to the *Villebois Village Master Plan* are anticipated as more detailed plans are developed for the Specific Area Plans. Specific Area Plans may propose refinements to the *Villebois Village Master Plan* without requiring an amendment to the *Villebois Village Master Plan* provided the refinement is not significant. Non-significant refinements shall be defined in the Village ("V") Zone text and may include, but are not limited to: minor alterations to street alignments or minor changes in area or uses. Disagreement about whether a refinement is significant shall be resolved by a process provided in the Village ("V") Zone text."

Finding: These criteria are satisfied.

Explanation of Finding: Refinements are proposed consistent with this allowance.

General-Land Use Plan Implementation Measure 4 Coordinating Finance Plan and Development Agreements

C10. Review Criteria: "The Master Planner shall coordinate with the City on the development of a Finance Plan for necessary urban services and public infrastructure. Each developer within Villebois Village will sign their own Development Agreement that will address the necessary urban services and public infrastructure as appropriate."

Finding: These criteria are satisfied.

Explanation of Finding: All city requirements for concurrency and Development Agreements remain in effect and will be applied, including concurrency requirements with the PDP approval. See Request D.

Villebois Village Master Plan Residential Neighborhood Housing

Variety of Housing Options

Residential Neighborhood Housing Policy 1

C11. Review Criteria: “Each of the Villebois Village’s neighborhoods shall include a wide variety of housing options and shall provide home ownership options ranging from affordable housing to estate lots.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed mix of housing for the subject area is provided consistent with the Villebois Village Master Plan and allowed refinements.

Affordable Rental and Ownership Opportunities

Residential Neighborhood Housing Policy 2

C12. Review Criteria: “Affordable housing within Villebois shall include rental and home ownership opportunities.”

Finding: These criteria are satisfied.

Explanation of Finding: Affordable rental and home ownership opportunities at the level shown in the adopted Master Plan remain.

Average Density Requirement

Residential Neighborhood Housing Policy 3

C13. Review Criteria: “The mix of housing shall be such that the Village development provides an overall average density of at least 10 dwelling units per net residential acre.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed development helps maintain an overall average density in Villebois of more than 10 dwellings units per net residential acre with the type of residential development shown in Figure 1 of the Villebois Village Master Plan.

Minimum Total Dwelling Units

Residential Neighborhood Housing Policy 4

C14. Review Criteria: “The Villebois Village shall accommodate a total of at least 2,300 dwelling units within the boundary of the *Villebois Village Master Plan*.”

Finding: These criteria are satisfied.

Explanation of Finding: This dwelling unit minimum for Villebois continues to be exceeded.

Mix of Housing Types in Neighborhoods

Residential Neighborhood Housing Policy 5

C15. Review Criteria: “The Villebois Village shall provide a mix of housing types within each neighborhood and on each street to the greatest extent practicable.”

Finding: These criteria are satisfied.

Explanation of Finding: A variety of housing types are proposed in the subject area consistent with Figure 1 of the Villebois Village Master Plan and allowed refinements.

Community Housing Requirements Residential Neighborhood Housing Policy 5

C16. Review Criteria: “The Villebois Village shall include community housing types consistent with Oregon Revised Statute 426.508(4), which requires that no more than 10 acres be retained from the sale of the former Dammasch State Hospital property for development of community housing for chronically mentally ill persons. The City of Wilsonville, the Oregon Department of Administrative Services, and the Mental Health and Developmental Disability Services Division shall jointly coordinate the identification of the acreage to be retained.”

Finding: These criteria are satisfied.

Explanation of Finding: None of the designated 10 acres are within the subject area.

Governor’s Livability Initiative Residential Neighborhood Housing Policy 7

C17. Review Criteria: “The development standards and Specific Area Plans required by the Village zone shall be consistent with the Governor’s Quality Development Objectives and the Governor’s Livability Initiative.”

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on page 6 of their supporting compliance report for amendment to Specific Area Plan-North (Section IIA of Exhibit B1) the Specific Area Plan is consistent with the objectives and initiative referenced in this subsection.

Increasing Transportation Options Residential Neighborhood Housing Policy 8

C18. Review Criteria: “Each neighborhood shall be designed to increase transportation options. Neighborhoods shall be bike and pedestrian friendly.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed SAP amendment continues to show paths, bike facilities, block lengths, etc. consistent with the Master Plan to be pedestrian friendly and increase transportation options.

Incorporating Natural Features Residential Neighborhood Housing Policy 10

C19. Review Criteria: “Natural features shall be incorporated into the design of each neighborhood to maximize their aesthetic character while minimizing impacts to said natural features.”

Finding: These criteria are satisfied.

Explanation of Finding: No natural features, such as wetlands or forested areas, are within the area impacted by the proposed SAP Amendment.

Compact, Pedestrian Oriented Character
Residential Neighborhood Housing Implementation Measure 1

C20. Review Criteria: “Ensure, through the development standards and Pattern Book(s) required by the Village zone, that the design and scale of dwellings are compatible with the compact, pedestrian-oriented character of the concepts contained in the *Villebois Village Concept Plan* and the contents of this *Villebois Village Master Plan*.”

Finding: These criteria are satisfied.

Explanation of Finding: Development standards and a Pattern Book for SAP North have been adopted to ensure the required design and scale of dwellings.

Pattern Books
Residential Neighborhood Housing Implementation Measure 2

C21. Review Criteria: “Create a set of design guidelines for the development of Pattern Books with the Village zone requirements. Pattern Books shall address, at a minimum, architectural styles and elements, scale and proportions, and land use patterns with lot diagrams.”

Finding: These criteria are satisfied.

Explanation of Finding: The Architectural Pattern Book for the entirety of SAP North has previously been approved.

Villebois Village Master Plan Parks & Open Space

Incorporating Existing Trees, Planting Shade Trees
Parks and Open Spaces Policy 1

C22. Review Criteria: “Parks and open space areas shall incorporate existing trees where feasible and large shade trees shall be planted in appropriate locations in parks and open spaces.”

Finding: These criteria are satisfied.

Explanation of Finding: Existing trees have been inventoried for Phase 4 North, are being incorporated where feasible, and planted where appropriate. See Request F, Type C Tree Plan, and Request G, Final Development Plan for Parks and Open Space.

Sanitary Sewer Goal, Policy, and Implementation Measures

C23. Review Criteria: “Goal: The Villebois Village shall include adequate sanitary sewer service.”

Policy

1. The sanitary sewer system for Villebois Village shall meet the necessary requirements for the City of Wilsonville Wastewater Master Plan.

Various project specific implementation measures

Finding: These criteria are satisfied.

Explanation of Finding: The Utility Plan, Sheet 14 of Exhibit B2, shows the approved sanitary system. The sanitary system within Phase 4 of SAP North will comply with Policies 1 through 7 of the City of Wilsonville Wastewater Master Plan, as demonstrated by the Utility Plan and the attached Utility & Drainage Report, applicant's notebook, Exhibit B1, Section IVC. No refinements to sanitary sewer are proposed.

Water System Goal, Policy, and Implementation Measures

C24. **Review Criteria:**

“Goal

The Villebois Village shall include adequate water service.

Policy

The water system for Villebois Village shall meet the necessary requirements of the City of Wilsonville Water System Master Plan.

Implementation Measures

1. Implement the following list of Water System Master Plan policies and projects with development of Villebois Village:

- Policies: 1-7
- Projects:
 - 1) 18-inch main in Barber Street from Kinsman Road to Brown Road
 - 2) 48-inch main in Kinsman Road from Barber Street to Boeckman Road
 - 3) 24-inch main in Boeckman Road from Kinsman Road to Villebois Drive
 - 4) 18-inch main in Villebois Drive from Boeckman Road to Barber Street
 - 5) 18-inch main in Barber Street from Brown Road to Grahams Ferry Road
 - 6) 18-inch main in Grahams Ferry Road from Barber Street to Tooze Road.
 - 7) 12-inch main in Grahams Ferry Road from the Future Study Area to Barber Street
 - 8) 30-inch main in Tooze Road from Villebois Drive to Grahams Ferry Road
 - 9) 12-inch main in extension of Villebois Drive from Barber Street to the Future Study Area
 - 10) 12-inch main connections from Barber Street to Evergreen Road

2. Incorporate the construction of the above referenced projects into the Finance Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The Utility Plan, Sheet 14 of Exhibit B2, shows the water system for SAP North, reflecting the proposed water system for Phase 4. The proposed water system will comply with Policies 1 through 7 of the Water System Master Plan.

Storm Water Goal

Meeting Stormwater Master Plan and Public Works Standards

Storm Water Policy 1

- C25. Review Criteria:** “The onsite storm water system for Villebois shall meet the necessary requirements of the City of Wilsonville Stormwater Master Plan and Public Works Standards.”

Finding: These criteria are satisfied.

Explanation of Finding: The Utility Plan, Sheet 14 of Exhibit B2, shows the stormwater system for SAP North, reflecting the proposed stormwater system for Phase 4. A supporting Utility and Drainage Report is included in Notebook (Exhibit B1) Section IIC, which demonstrates that the stormwater system will meet the necessary requirements of the City of Wilsonville Stormwater Master Plan and Public Works Standards.

Minimizing Development “Footprint” on Hydrological Cycle, Rainwater Management

Storm Water Policy 2 and 3

- C26. Review Criteria:** “Villebois Village shall strive to minimize the development “footprint” on the hydrological cycle through the combination of stormwater management and rainwater management.”

“Villebois Village shall integrate rainwater management systems into parks and open space areas.”

Finding: These criteria are satisfied.

Explanation of Finding: Rainwater Management Systems are integrated into parks and open space areas as shown on the Park/Open Space/Pathways Plan, Sheet 9 of Exhibit B2. A minor refinement is proposed to water quality/stormwater/rainwater facilities.. See Findings C91 through C96.

Stormwater Facility Maintenance

Storm Water Implementation Measure 11

- C27. Review Criteria:** “Pursuant to the City’s Stormwater Master Plan Policies 9.2.4 and 9.2.5, maintenance of stormwater conveyance facilities, including detention/retention facilities, will be planned as part of the Specific Area Plans for the Villebois Village.”

Finding: These criteria are satisfied.

Explanation of Finding: Ownership and maintenance of stormwater conveyance facilities in SAP North Phase 4 and other future phases will be addressed through the future Ownership & Maintenance Agreement to be prepared with Final Plat Review.

Circulation System Goal

Encourage Alternative Modes, Accommodate All Modes
Circulation System Policy 1

C28. Review Criteria: “The Villebois Village shall encourage alternatives to the automobile, while accommodating all travel modes, including passenger cars, trucks, buses, bicycles and pedestrians.”

Finding: These criteria are satisfied.

Explanation of Finding: Transportation facilities including streets, sidewalks, and trails are proposed consistent with the Master Plan accommodating different travel modes.

Curb Extensions
Circulation System Implementation Measure 5

C29. Review Criteria: “Curb extensions may be utilized within the Villebois Village area under the following basic principles for their placement and design:

- A minimum of 20-foot face-of-curb to face-of-curb street width shall be provided at all Residential street intersections, even where curb extensions are located. In the Village Center (inside the Village Loop), the minimum curb-to-curb public street width should be 22 feet, in order to accommodate delivery and garbage truck movements.
- Fire trucks, buses, and single-unit trucks (i.e., garbage trucks) shall be able to negotiate from Collector/Arterial streets without crossing the Collector/Arterial street centerline. Fire trucks shall be able to negotiate through Residential streets, although it is acceptable for them to cross the street centerline on Residential streets.
- Passenger car turning movements shall be able to stay within the street centerline on all streets.
- Bike lanes shall not be forced into vehicle travel lanes.

Placement of curb extensions shall be reviewed through the City’s minor alteration process with Specific Area Plans.”

Finding: These criteria are satisfied by Condition of Approval PDC 2.

Explanation of Finding: The Condition of Approval requires curb extensions in locations shown in the Community Elements Book and meeting the minimum 20 foot curb to curb width.

Statewide Planning Goals

Citizen Involvement
Goal 1

C30. Review Criterion: “To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.”

Finding: This criterion is satisfied.

Explanation of Finding: The adoption process for the proposed SAP amendment includes duly noticed public hearings before the Development Review Board. The current process was preceded by a Master Plan adoption and SAP North review processes found compliant with Goal 1.

Land Use Planning

Goal 2

C31. Review Criterion: “To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.”

Finding: This criterion is satisfied.

Explanation of Finding: The City is currently in compliance with Goal 2 because it has an acknowledged Comprehensive Plan and regulations implementing the plan. The Villebois Village Master Plan was adopted consistent with the planning policies in the Comprehensive Plan. The Villebois Village Master Plan was found to be consistent with Goal 2 because it creates a more specific plan for a portion of the City that provides additional guidance for future regulations. The proposed SAP amendment does not alter these circumstances. No additional needed connections beyond what is proposed by the applicant in Phase 4 North have been identified.

Natural Resources, Scenic and Historic Areas, and Open Spaces

Goal 5

C32. Review Criterion: “To protect natural resources and conserve scenic and historic areas and open spaces.”

Finding: This criterion is satisfied.

Explanation of Finding: The proposed SAP amendment complies with local and regional policies and requirements to implement this goal.

Air, Water and Land Resource Quality

Goal 6

C33. Review Criteria: “To maintain and improve the quality of the air, water and land resources of the state.”

Finding: These criteria are satisfied.

Explanation of Finding: The Villebois Village Master Plan is consistent with the air, water and land resources policies of the Comprehensive Plan. The Villebois Village Master Plan protects water and land resources by providing protection for natural resource areas and limiting development to areas that have less impact on natural resources. The Master Plan does not propose any residential structures within the 100-year floodplain. The Plan also calls for measures to use environmentally sensitive techniques for storm drainage.

The Plan provides for a mixed-use, compact, interconnected Village that will provide transportation benefits by reducing the need for lengthy vehicle trips and increase the opportunity for bicycle and pedestrian transportation. The proposed SAP amendment does not alter these conditions as it remains consistent with the Master Plan in this regard.

Areas Prone to Natural Disasters and Hazards

Goal 7

C34. Review Criteria: “To protect life and property from natural disasters and hazards.”

Finding: These criteria are satisfied.

Explanation of Finding: No areas prone to floods, erosion, landslides, wildfire, etc. have been identified in the area affected by the SAP Amendment.

Recreational Needs

Goal 8

C35. Review Criteria: “To satisfy the recreational needs of the citizens of the state and visitors and, where appropriate, to provide for the siting of necessary recreational facilities including destination resorts.”

Finding: These criteria are satisfied.

Explanation of Finding: Consistent with the Master Plan no parks are proposed within the area affected by the SAP Amendment. Park and open space to serve the development is located immediately to the south in Regional Park 5 (Trocadero Park) as well in the upland forest preserve and Regional Park 4 (Edelweiss Park) to the southwest. Regional Park 6 is planned to the southeast. A mid-block trail crossing does provide an additional amenity.

Housing

Goal 10

C36. Review Criteria: “To provide for the housing needs of citizens of the state.”

Finding: These criteria are satisfied.

Explanation of Finding: The Villebois Village Master Plan complies with local and regional policies and requirements to implement this goal. The housing density and number goals for Villebois continue to be met with the number units and type of housing proposed for SAP North, including Phase 4.

Public Facilities and Services

Goal 11

C37. Review Criteria: “To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development.”

Finding: These criteria are satisfied.

Explanation of Finding: The Villebois Village Master Plan is consistent with the applicable provisions of the City’s various utility plans (see Chapter 4 – Utilities of the Master Plan). It proposes to coordinate future development with the provision of the

public facility infrastructure in the area (Figure 6 – Conceptual Composite Utilities Plan). The proposed SAP amendment does not change the planned utilities as shown in the Master Plan.

Transportation

Goal 12

C38. Review Criteria: “To provide and encourage a safe, convenient and economic transportation system.”

Finding: These criteria are satisfied.

Explanation of Finding: The Villebois Village Master Plan provides plans (Figure 7 – Street Plan and Figure 8 – Proposed Arterial/Collectors Street System) for a transportation system that is integrated with the transportation system existing and proposed for the City and surrounding areas of Clackamas County. Street sections (Figures 9A and 9B – Street and Trail Sections) are designed to slow traffic, encourage walking and bicycling, and create a pleasant environment. The proposed SAP amendment remains consistent with the transportation components of the Villebois Village Master Plan, and thus this goal.

Energy Conservation

Goal 13

C39. Review Criteria: “Land and uses developed on the land shall be managed and controlled so as to maximize the conservation of all forms of energy, based upon sound economic principles.”

Finding: These criteria are satisfied.

Explanation of Finding: The Comprehensive Plan has been acknowledged to be consistent with Goal 13, and the Villebois Village Master Plan is consistent with Comprehensive Plan energy conservation policies. The Villebois Village Master Plan provides for a compact mixed-use development that will conserve energy by reducing the amount of and length of vehicle trips by making bicycle and pedestrian transportation viable alternatives for many trips. The proposed SAP amendment remains consistent with the Villebois Village Master Plan in this regard, and thus Goal 13.

Urbanization

Goal 14

C40. Review Criteria: “To provide for an orderly and efficient transition from rural to urban land use.”

Finding: These criteria are satisfied.

Explanation of Finding: The Villebois Village Master Plan is consistent with Comprehensive Plan urbanization policies and the Residential – Village Land Use designation. The proposed SAP amendment for SAP North continues to comply with and further the intent of Goal 14 by providing a coordinated plan for urbanization of the Master Plan area that coordinates development of the area with development of public

facilities, including the transportation system, and protects natural resources. The SAP amendment continues to provide more detailed plans for the urbanization of an area already determined to be within the City's urban growth boundary.

Village Zone Generally

Permitted Uses in Village Zone

Subsection 4.125 (.02)

C41. Review Criteria: This subsection lists the uses typically permitted in the Village Zone, including single-family detached dwellings, row houses, and non-commercial parks, playgrounds, and recreational facilities.

Finding: These criteria are satisfied.

Explanation of Finding: The uses proposed includes single-family homes, which are permitted in the Village Zone.

Villebois Block, Alley, Pedestrian and Bicycle Standards:

Maximum Block Perimeter and Spacing Between Streets

Subsection 4.125 (.05) A. 1.-2

C42. Review Criteria: "Maximums Block Perimeter: 1,800 feet, unless the Development Review Board makes a finding that barriers such as existing buildings, topographic variations, or designated Significant Resource Overlay Zone areas will prevent a block perimeter from meeting this standard."

"If the maximum spacing for streets for local access exceeds 530 feet, intervening pedestrian and bicycle access shall be provided, with a maximum spacing of 330 feet from those local streets, unless the Development Review Board makes a finding that barriers such as existing buildings, topographic variations, or designated Significant Resource Overlay Zone areas will prevent pedestrian and bicycle facility extensions from meeting this standard."

Finding: These criteria are satisfied.

Explanation of Finding: As shown in the PDP plans, Exhibit B3, all blocks have a perimeter of less than 1800 feet. The block east of SW Amsterdam Avenue is longer than 530 feet but a path is provided mid-block across from the intersection with SW Oslo Street.

Intervening Pedestrian and Bicycle Access

Subsection 4.125 (.05) A. 3.

C43. Review Criteria: "If the maximum spacing for streets for local access exceeds 530 feet, intervening pedestrian and bicycle access shall be provided, with a maximum spacing of 330 feet from those local streets, unless the Development Review Board makes a finding that barriers such as existing buildings, topographic variations, or designated Significant Resource Overlay Zone areas will prevent pedestrian and bicycle facility extensions from meeting this standard."

Finding: These criteria are satisfied.

Explanation of Finding: No SROZ area, existing buildings, or topographic variations prevent the spacing standard from being met.

Access

Subsection 4.125 (.05) B.

C44. Review Criterion: “All lots with access to a public street, and an alley, shall take vehicular access from the alley to a garage or parking area, except as determined by the City Engineer.”

Finding: This criterion is satisfied.

Explanation of Finding: The design of the subdivision shown in the SAP allows this criterion to be met during the review of the subdivision plat.

Fences

Subsection 4.125 (.05) D.

C45. Review Criterion: This subsection establishes provisions for fences in the Village Zone, including being consistent with the Master Fencing Program and the Architectural Pattern Book.

Finding: This criterion is satisfied.

Explanation of Finding: A Master Fencing Plan for the SAP has previously been approved.

Parks & Open Space

Subsection 4.125 (.08)

C46. Review Criteria: This subsection prescribes the open space requirement for development in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: Figure 5 – Parks & Open Space Plan of the Villebois Village Master Plan indicates that approximately 33% of Villebois is in Parks and Open Space. This SAP amendment continue to meet the open space requirements for Villebois.

Villebois Street Alignment and Access Improvements

Conformity with Master Plan, etc.

Subsection 4.125 (.09) A. 1. a.

C47. Review Criterion: “All street alignment and access improvements shall conform to the Villebois Village Master Plan, or as refined in the Specific Area Plan, Preliminary Development Plan, or Final Development Plan . . .”

Finding: This criterion will be satisfied.

Explanation of Finding: The street alignments are generally consistent with those shown in the Villebois Village Master Plan. Some minor refinements are proposed. See Findings C79 through C84.

Conformity with Public Works Standards and Continuation of Streets
Subsection 4.125 (.09) A. 1. a. i.

C48. Review Criteria: “All street improvements shall conform to the Public Works Standards and shall provide for the continuation of streets through proposed developments to adjoining properties or subdivisions, according to the Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed street network will enable conformance with the Public Work Standards. The street system is designed to provide for the continuation of streets within Villebois and to adjoining properties or subdivisions according to the Master Plan.

Streets Developed According to Master Plan
Subsection 4.125 (.09) A. 1. a. ii.

C49. Review Criterion: “All streets shall be developed according to the Master Plan.”

Finding: This criterion is satisfied.

Explanation of Finding: All streets are proposed to be developed with cross sections shown in the Master Plan.

Intersections Angles
Subsection 4.125 (.09) A. 2. a. and b.

C50. Review Criteria:

- “Angles: Streets shall intersect one another at angles not less than 90 degrees, unless existing development or topography makes it impractical.
- Intersections: If the intersection cannot be designed to form a right angle, then the right-of-way and paving within the acute angle shall have a minimum of thirty (30) foot centerline radius and said angle shall not be less than sixty (60) degrees. Any angle less than ninety (90) degrees shall require approval by the City Engineer after consultation with the Fire District.”

Finding: These criteria are satisfied.

Explanation of Finding: The applicant’s drawings in Exhibit B2 show all proposed streets are developed consistent with these standards.

Intersection Offsets
Subsection 4.15 (.09) A. 2. c.

C51. Review Criterion: “Offsets: Opposing intersections shall be designed so that no offset dangerous to the traveling public is created. Intersections shall be separated by at least:

- 1000 ft. for major arterials
- 600 ft. for minor arterials
- 100 ft. for major collector
- 50 ft. for minor collector”

Finding: These criteria are satisfied.

Explanation of Finding: No intersections violating the defined offsets are proposed.

Curb Extensions

Subsection 4.125 (.09) A. 2. d.

C52. Review Criteria: “Curb extensions at intersections shall be shown on the Specific Area Plans required in subsection 4.125(.18)(C) through (F) below, and shall:

- Not obstruct bicycle lanes on collector streets.
- Provide a minimum 20 foot wide clear distance between curb extensions at all local residential street intersections shall have, shall meet minimum turning radius requirements of the Public Works Standards, and shall facilitate fire truck turning movements as required by the Fire District.”

Finding: These criteria are satisfied by Condition of Approval PDC 2.

Explanation of Finding: A condition of approval requires curb extensions consistent with the Community Elements Book and meeting the curb to curb width of this subsection.

Street Grades

Subsection 4.125 (.09) A. 3.

C53. Review Criteria: “Street grades shall be a maximum of 6% on arterials and 8% for collector and local streets. Where topographic conditions dictate, grades in excess of 8%, but not more than 12%, may be permitted for short distances, as approved by the City Engineer, where topographic conditions or existing improvements warrant modification of these standards.”

Finding: These criteria are satisfied.

Explanation of Finding: No street grades approaching these maximums are proposed.

Centerline Radius Street Curves

Subsection 4.125 (.09) A. 4.

C54. Review Criterion: “The minimum centerline radius street curves shall be as follows:

- Arterial streets: 600 feet, but may be reduced to 400 feet in commercial areas, as approved by City Engineer.
- Collector streets: 600 feet, but may be reduced to conform with the Public Works Standards, as approved by the City Engineer.
- Local streets: 75 feet”

Finding: These criteria are satisfied.

Explanation of Finding: The submitted plan sheets, see Exhibit B2, show all street curves meet these standards.

Rights-of-way

Subsection 4.125 (.09) A. 5.

C55. Review Criteria: Pursuant to subsection (.09) A. above, the provisions of 4.177 apply for rights-of-way as no other provisions are noted.

Finding: These criteria are satisfied.

Explanation of Finding: Proposed rights-of-way are shown on the applicant’s plan sheets, Exhibit B2. Rights-of-way will also be reviewed as part of the Preliminary Development

Plan and Tentative Plat to ensure compliance. Rights-of-way will be dedicated and a waiver of remonstrance against the formation of a local improvement district will be recorded with recordation of a final plat in accordance with Section 4.177.

Access Drives

Subsection 4.125 (.09) A. 6.

C56. Review Criteria: Access drives are required to be 16 feet for two-way traffic. Otherwise, pursuant to subsection (.09) A. above, the provisions of 4.177 apply for access drives as no other provisions are noted.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant states in the narrative in Exhibit B1, "Access drives (alleys) will be paved at least 16-feet in width within a 20-foot tract, as shown on the Circulation Plan. In accordance with Section 4.177, all access drives will be constructed with a hard surface capable of carrying a 23-ton load. Easements for fire access will be dedicated as required by the fire department. All access drives will be designed to provide a clear travel lane free from any obstructions."

Clear Vision Areas

Subsection 4.125 (.09) A. 7.

C57. Review Criteria: Pursuant to subsection (.09) A. above, the provisions of 4.177 apply for clear vision areas as no other provisions are noted.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant states that clear vision areas will be provided and maintained in compliance with the Section 4.177.

Vertical Clearance

Subsection 4.125 (.09) A. 8.

C58. Review Criteria: Pursuant to subsection (.09) A. above, the provisions of 4.177 apply for vertical clearance as no other provisions are noted.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant states that Vertical clearance will be provided and maintained in compliance with the Section 4.177.

Sidewalk and Pathway Improvement Standards

Subsection 4.125 (.10)

C59. Review Criteria: "The provisions of Section 4.178 shall apply within the Village zone."

Finding: These criteria are satisfied.

Explanation of Finding: The applicant states, "All sidewalks and pathways within SAP SAP North Phase 4 will be constructed in accordance with the standards of Section 4.178 and the Villebois Village Master Plan." Sidewalks and pathways are shown in the circulation plan and street cross-sections (Sheets 7 and 8, Exhibit B2).

Other Village Zone Standards

Landscaping, Screening and Buffering

Subsection 4.125 (.11)

C60. Review Criteria: “Except as noted below, the provisions of Section 4.176 shall apply in the Village zone:

- Streets in the Village Zone shall be developed with street trees as described in the Community Elements Book.”

Finding: These criteria are satisfied.

Explanation of Finding: The appropriate landscaping is provided. The proposed street trees are among the choices provided in the Community Elements Book.

Signage and Wayfinding

Subsection 4.125 (.12)

C61. Review Criteria: “Except as this subsection may otherwise be amended, or until such time as a Signage and Wayfinding Plan is approved as required by Section 4.125(.18)(D)(2)(f), signs within the Village zone shall be subject to provisions of Section 4.156.”

Finding: These criteria are satisfied.

Explanation of Finding: A Master Signage and Wayfinding Program has previously been adopted for SAP North and the proposed development will remain consistent with the previous approval including signage at the SW Paris Avenue entrance to Villebois.

Village Zone Design Principles

Subsection 4.125 (.13)

C62. Review Criteria: “The following design principles reflect the fundamental concepts, and support the objectives of the Villebois Village Master Plan, and guide the fundamental qualities of the built environment within the Village zone.

- The design of landscape, streets, public places and buildings shall create a place of distinct character.
- The landscape, streets, public places and buildings within individual development projects shall be considered related and connected components of the Villebois Village Master Plan.
- The design of streets and public spaces shall provide for and promote pedestrian safety, connectivity and activity.
- The design of exterior lighting shall minimize off-site impacts, yet enable functionality.”

Finding: These criteria are satisfied.

Explanation of Finding: The SAP Drawings, Exhibit B2, the Architectural Pattern Book, and the Community Elements Book are intended to guide the Preliminary Development Plan and Final Development Plan applications to achieve a built environment that reflects the fundamental concepts and objectives of the Master Plan. The Design Principles of Section (.13) have driven the development of the SAP Drawings, the Architectural Pattern Book and the Community Elements Book, which have previously been approved for SAP

North and will work in concert to assure that the vision of Villebois is Phase 4 of SAP North as well as future phases of SAP North.

Design Standards: Flag Lots

Subsection 4.125 (.14) A. 1. a.

C63. Review Criterion: “Flag lots are not permitted.”

Finding: This criterion is satisfied.

Explanation of Finding: No flag lots are proposed.

Building and Site Design Requirements

Subsection 4.125 (.14) A. 2. a. - e. and h. – k.

C64. Review Criteria: “Building and site design shall include:

- Proportions and massing of architectural elements consistent with those established in an approved Architectural Pattern Book or Village Center Architectural Standards.
- Materials, colors and architectural details executed in a manner consistent with the methods included in an approved Architectural Pattern Book, Community Elements Book or approved Village Center Architectural Standards.
- Protective overhangs or recesses at windows and doors.
- Raised stoops, terraces or porches at single-family dwellings.
- Exposed gutters, scuppers, and downspouts, or approved equivalent.
- Building elevations of block complexes shall not repeat an elevation found on an adjacent block.
- Building elevations of detached buildings shall not repeat an elevation found on buildings on adjacent lots.
- A porch shall have no more than three walls.
- A garage shall provide enclosure for the storage of no more than three motor vehicles, as described in the definition of Parking Space.”

Finding: These criteria are satisfied.

Explanation of Finding: The Architectural Pattern Book and Community Elements Book previously approved for SAP North ensure compliance with these standards and consistency with surrounding development.

Lighting and Site Furnishings

Subsection 4.125 (.14) A. 3.

C65. Review Criteria: “Lighting and site furnishings shall be in compliance with the approved Architectural Pattern Book, Community Elements Book, or approved Village Center Architectural Standards.”

Finding: These criteria are satisfied.

Explanation of Finding: The SAP North Architectural Pattern Book and Community Elements Books have previously been approved ensuring compliance with these criteria.

Building Systems

Subsection 4.125 (.14) A. 4.

C66. Review Criteria: “Building systems, as noted in Tables V-3 and V-4 (Permitted Materials and Configurations), below, shall comply with the materials, applications and configurations required therein. Design creativity is encouraged. The LEED Building Certification Program of the U.S. Green Building Council may be used as a guide in this regard.”

Finding: These criteria are satisfied.

Explanation of Finding: Subsequent Building Permit applications will review proposed buildings for consistency with the criteria of Table V-3 and the Architectural Pattern Book previously approved for SAP North.

Villebois Specific Area Plan Approval

Specific Area Plan Purpose

Subsection 4.125 (.18) C. 1.

C67. Review Criterion: “Purpose – A SAP is intended to advance the design of the Villebois Village Master Plan.”

Finding: This criterion is satisfied.

Explanation of Finding: As shown in Findings C3 through C66 above, the proposed SAP amendment is advancing the design of the Villebois Village Master Plan.

Who Can Initiate a SAP Application

Subsection 4.125 (.18) C. 2.-3.

C68. Review Criterion: “If not initiated by the City Council, Planning Commission or Development Review Board, an application for SAP approval shall be submitted by the Master Planner, or by landowners pursuant to subsection C.3 below. The application shall be accompanied by payment of a fee established in accordance with the City’s fee schedule.

The owners of property representing at least 80 percent of a SAP area may request in writing that the Master Planner submit a SAP application. The Master Planner must provide a written response within thirty days. If the Master Planner agrees to submit a request, the Master Planner shall have 180 days to submit the SAP application. If the Master Planner denies the request, fails to respond within 30 days, or fails as determined by the Planning Director to diligently pursue the application after agreeing to submit it, by providing drafts of a pattern book and all other SAP elements within 60 days and thereafter pursuing approval in good faith, the property owners may submit a SAP application for review and approval. A copy of a SAP application submitted by property owners must be provided to the Master Planner. Once the application has been deemed complete by the City, the Master Planner shall have 30 days to review and comment in writing before the proposed SAP is scheduled for public hearing by the DRB.”

Finding: This criterion is satisfied.

Explanation of Finding: The Master Planner previously submitted SAP North, which included the approval of many SAP elements. Some elements were not defined because

they were not yet known. A subsequent SAP amendment defined the additional components for Phases 2 and 3. With Phase 3 approval was granted for SAP Components for future additional phases that did not require access to the properties, including definition of street alignment and land uses consistent with the Master Plan. This request provides the required additional details for Phase 4, and has been signed by the property owners of Phase 4.

SAP Submittal Requirements: Existing Conditions

Subsection 4.125 (.18) D 1.

C69. Review Criterion: “Existing Conditions – An application for SAP approval shall specifically and clearly show the following features and information on maps, drawings, application form or attachments. The SAP shall be drawn at a scale of 1" = 100' (unless otherwise indicated) and may include multiple sheets depicting the entire SAP area, as follows:” Listed a. through h.

Finding: These criteria are satisfied.

Explanation of Finding: All the required existing condition drawings have been submitted. See Sheet 3 of Exhibit B2.

SAP Submittal Requirements: Development Information

Subsection 4.125 (.18) D. 2.

C70. Review Criterion: “SAP Development Information – The following information shall also be shown at a scale of 1" = 100' and may include multiple sheets depicting the entire SAP area:” Listed a. through n.

Finding: These criteria are satisfied.

Explanation of Finding: All the required information has been submitted. See Exhibit B2.

SAP Submittal Requirements: Architectural Pattern Book

Subsection 4.125 (.18) D. 3.

C71. Review Criterion: “Architectural Pattern Book – An Architectural Pattern Book shall be submitted with a SAP application. The Architectural Pattern Book shall apply to all development outside of the Village Center Boundary, as shown on Figure 1 of the currently adopted Villebois Village Master Plan. An Architectural Pattern Book shall address the following:” Listed a. through h.

Finding: These criteria are satisfied.

Explanation of Finding: The SAP North Architectural Pattern Book has previously been approved for the entirety of SAP North, including Phase 4 and future phases.

SAP Submittal Requirements: Community Elements Book

Subsection 4.125 (.18) D. 4.

C72. Review Criterion: “Community Elements Book – A Community Elements Book shall be submitted, including the following:” Listed a. through n.

Finding: These criteria are satisfied.

Explanation of Finding: The SAP North Community Elements Book has previously been approved for the entirety of SAP North, including Phase 4 and future phases.

SAP Submittal Requirements: Rainwater Management Program
Subsection 4.125 (.18) D. 5.

C73. Review Criterion: “Rainwater Management Program – A Rainwater Management Program shall be submitted, addressing the following:” Listed a. through c. vii.

Finding: These criteria are satisfied or will be satisfied by Condition of Approval NR 1.

Explanation of Finding: The SAP North Rainwater Management Program has previously been approved for the entirety of SAP North, including Phase 4 and future phases.

SAP Submittal Requirements: Master Signage and Wayfinding
Subsection 4.125 (.18) D. 6.

C74. Review Criterion: “Master Signage and Wayfinding – A Master Signage and Wayfinding Plan shall be submitted with an SAP application and shall address the following:” Listed a. through e.

Finding: These criteria are satisfied.

Explanation of Finding: The SAP North Master Signage and Wayfinding program has previously been approved for the entirety of SAP North, including Phase 4 and future phases.

SAP Submittal Requirements: SAP Narrative Statement
Subsection 4.125 (.18) D. 8.

C75. Review Criterion: “SAP Narrative Statement – A narrative statement shall be submitted, addressing the following:” Listed a. through f.

Finding: These criteria are satisfied.

Explanation of Finding: The required narrative has been submitted. See Exhibit B1.

SAP Elements Consistent with Villebois Village Master Plan
Subsection 4.125 (.18) E. 1. b. i.

C76. Review Criteria: “Is consistent with the Villebois Village Master Plan. Those elements of the Village Master Plan with which the SAP must be consistent are the Plan’s Goals, Policies, and Implementation Measures, and, except as the text otherwise provides, Figures 1, 5, 6A, 7, 8, 9A, and 9B.”

Finding: These criteria are satisfied.

Explanation of Finding: Findings C3 through C66 above demonstrate compliance of proposed SAP amendment with the Villebois Village Master Plan.

SAP Phasing Reasonable
Subsection 4.125 (.18) E. 1. b. i.

C77. Review Criteria: “If the SAP is to be phased, as enabled by Sections 4.125(.18)(D)(2)(g) and (h), that the phasing sequence is reasonable.”

Finding: These criteria are satisfied.

Explanation of Finding: Proposed Phase 4 is contiguous with the previously approved Phases 2 and 3 and it is reasonable to be the next phase developed of SAP North. Other future Phases will be contiguous to approved or built phases which allows flexibility for these phases to be built a various factors dictate.

DRB Modification of SAP
Subsection 4.125 (.18) E. 1. b. iii.

C78. Review Criteria: “The Development Review Board may require modifications to the SAP, or otherwise impose such conditions, as it may deem necessary to ensure conformance with the Villebois Village Master Plan, and compliance with applicable requirements and standards of the Planning and Land Development Ordinance, and the standards of this section.”

Finding: These criteria are satisfied.

Explanation of Finding: No specific findings are recommended pursuant to this subsection.

SAP Refinements to Villebois Village Master Plan

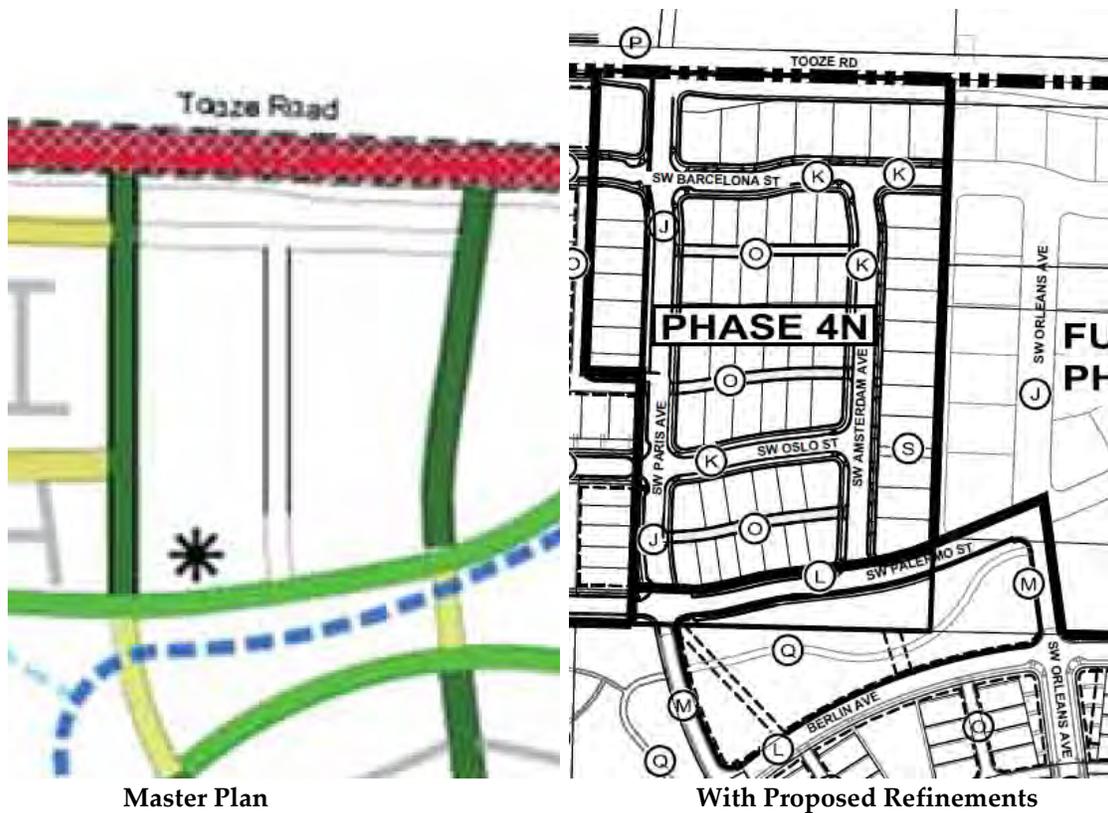
Refinement 1 Street Network

Refinements to the Master Plan: Streets
Subsection 4.125 (.18) F. 1. a. i.

C79. Review Criteria: “Changes to the street network or functional classification of streets that do not significantly reduce circulation system function or connectivity for vehicles, bicycles or pedestrians.”

Finding: These criteria are satisfied.

Explanation of Finding: Two changes to the street network shown in the Villebois Village Master Plan are proposed. First, the Master Plan shows streets on both sides of Regional Park-5 (SW Paris Avenue and SW Orleans Avenue) extending to and connecting with SW Tooze Road. The City has since evaluated planned improvements for Tooze Road and determined to move the connection to Tooze Road and limit it to one access point on SW Paris Avenue. Eliminating one of the connections better preserves the function of Tooze Road, which is a minor arterial. Second, SW Oslo Street continues through an additional block to terminate at SW Amsterdam Avenue rather than SW Paris Avenue. This change adds connectivity for vehicles, bicycles, and pedestrians.



Master Plan

With Proposed Refinements

Refinements: Definition of Significant-Quantitative
 Subsection 4.125 (.18) F. 1. b. i. and a. vi.

C80. Review Criteria: “As used herein, “significant” means:

- b. i. More than ten percent of any quantifiable matter, requirement, or performance measure, as specified in (.18)(F)(1)(a), above, or,
- a. vi. Changes that are significant under the above definitions, but necessary to protect an important community resource or substantially improve the function of collector or minor arterial streets.

Finding: These criteria are satisfied.

Explanation of Finding: Quantifiable measures related to this refinement request include circulation system function and connectivity. Level of Service (LOS) is the quantifiable performance measure related to circulation system function for motor vehicles. No data is available nor practical to obtain regarding the circulation system function for bicycles and pedestrians. Pedestrian and bicycle connections will be maintained or increased. Vehicle connectivity to SW Tooze has been balanced with the desired through function of SW Tooze Road. While the number of connection points to arterials in an quantifiable matter, and the small number of connection points would make this proposed change significant, it is necessary to substantially improve the function of SW Tooze Road. While the traffic study did not compare LOS as various intersections with and without the proposed refinements, LOS of service continues to be met with the proposed changes.

Refinements: Definition of Significant-Qualitative
Subsection 4.125 (.18) F. 1. B. ii.

C81. Review Criteria: “As used herein, “significant” means:

- ii. That which negatively affects an important, qualitative feature of the subject, as specified in (.18)(F)(1)(a), above.”

Finding: These criteria are satisfied.

Explanation of Finding: This subsection does not provide clear definition of what an important qualitative feature might be. Absent details in this subsection, staff interprets the primary qualitative factors to consider being the three guiding design principles of the Villebois Village Master Plan: Connectivity, Diversity, and Sustainability. The three guiding design principles are further defined by the goals, policies, and implementation measures of the Master Plan. By virtue of better or equally implementing the goals, policies, and implementation measures of the Villebois Village Master Plan, as described in Finding C82 below, the proposed refinements do not negatively affect qualitative features of the street network.

Refinements: Equally or Better Meeting Master Plan
Subsection 4.125 (.18) F. 2. a.

C82. Review Criteria: “The refinements will equally or better meet the Goals, Policies and Implementation Measures of the Villebois Village Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The following are the relevant goals and policies from the Villebois Village Master Plan followed by discussion of how the refinements better or equally meet them:

Circulation System Goal: The Villebois Village shall provide for a circulation system that is designed to reflect the principles of smart growth.

The refinement allows for smaller block lengths, thus increasing walkability, and adds connectivity for vehicles, bicycles, and pedestrians.

Circulations System Policy 1: The Villebois Village shall encourage alternatives to the automobile, while accommodating all travel modes, including passenger cars, trucks, buses, bicycles and pedestrians.

There will continue to be access to all homes and destinations from a variety of travel modes.

Refinements: Impact on Resources
Subsection 4.125 (.18) F. 2. b.

C83. Review Criteria: “The refinement will not result in significant detrimental impacts to the environment or natural or scenic resources of the SAP and Village area, and”

Finding: These criteria are satisfied.

Explanation of Finding: No impact has been identified on the listed resources due to the proposed refinement.

Refinements: Relation to Adjoining Areas
Subsection 4.125 (.18) F. 2. c.

C84. Review Criteria: “The refinement will not preclude an adjoining or subsequent SAP area from development consistent with the Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The refinements only impact SAP North.

Refinement 2 Parks, Trails, and Open Spaces

Refinements to the Master Plan: Parks, Trails, and Open Space
Subsection 4.125 (.18) F. 1. a. ii.

C85. Review Criteria: “Changes to the nature or location of park types, trails or open space that do not significantly reduce function, usability, connectivity, or overall distribution or availability of these uses in the Specific Area Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed refinement adds a mid-block trail connection increasing connectivity for bikes and pedestrians as well as adds private open space.

Refinements: Definition of Significant-Quantitative
Subsection 4.125 (.18) F. 1. b. i.

C86. Review Criteria: “As used herein, “significant” means:

i. More than ten percent of any quantifiable matter, requirement, or performance measure, as specified in (.18)(F)(1)(a), above, or,

Finding: These criteria are satisfied.

Explanation of Finding: The additions increases any quantifiable measures of connectivity and recreational amenities.

Refinements: Definition of Significant-Qualitative
Subsection 4.125 (.18) F. 1. B. ii.

C87. Review Criteria: “As used herein, “significant” means:

ii. That which negatively affects an important, qualitative feature of the subject, as specified in (.18)(F)(1)(a), above.”

Finding: These criteria are satisfied.

Explanation of Finding: This subsection does not provide clear definition of what an important qualitative feature might be. Absent details in this subsection, staff interprets the primary qualitative factors to consider being the three guiding design principles of the Villebois Village Master Plan: Connectivity, Diversity, and Sustainability. The three guiding design principles are further defined by the goals, policies, and implementation measures of the Master Plan. By virtue of better or equally implementing the goals, policies, and implementation measures of the Villebois Village Master Plan, as described in Finding C88 below, the proposed refinements do not negatively affect qualitative features of the parks, trails, and open space.

Refinements: Equally or Better Meeting Master Plan

Subsection 4.125 (.18) F. 2. a.

C88. Review Criteria: “The refinements will equally or better meet the Goals, Policies and Implementation Measures of the Villebois Village Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: Adding an additional trail increases connectivity and adds an additional recreational amenity within the Villebois Village Master Plan.

Refinements: Impact on Resources

Subsection 4.125 (.18) F. 2. b.

C89. Review Criteria: “The refinement will not result in significant detrimental impacts to the environment or natural or scenic resources of the SAP and Village area, and”

Finding: These criteria are satisfied.

Explanation of Finding: The additional trail does not have a detrimental impact the environment or the listed resources.

Refinements: Relation to Adjoining Areas

Subsection 4.125 (.18) F. 2. c.

C90. Review Criteria: “The refinement will not preclude an adjoining or subsequent SAP area from development consistent with the Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed refinements do not impact the surrounding areas.

Refinement 3 Utilities and Storm Water Facilities

Refinements to Utilities and Storm Water Facilities

Subsection 4.125 (.18) F. 1. a. iii.

C91. Review Criteria: “Changes to the nature or location of utilities or storm water facilities that do not significantly reduce the service or function of the utility or facility.”

Finding: These criteria are satisfied.

Explanation of Finding: The Master Plan for the subject area shows Onsite Water Quality along Tooze Road and a larger area reserved for Rainwater Management. Tooze Road improvements affect the location and space of onsite stormwater and rainwater facilities. Water quality facilities have been moved off-site and retrofitted to meet Tooze Road improvements. The refinements to rainwater management within PDP 4N include street trees and bio-retention cells located in planter strips in rights-of-way, as shown within the attached utility plans (see applicant’s notebook, Exhibit B1, Section IVB), in order to utilize the space available.

Refinements: Definition of Significant-Quantitative
Subsection 4.125 (.18) F. 1. b. i.

C92. Review Criteria: “As used herein, “significant” means:

i. More than ten percent of any quantifiable matter, requirement, or performance measure, as specified in (.18)(F)(1)(a), above, or,

Finding: These criteria are satisfied.

Explanation of Finding: The performance measures, etc. being measured for the purpose of this refinement are the reduction of service and function of the utility or facility. The service or function is not being reduced.

Refinements: Definition of Significant-Qualitative
Subsection 4.125 (.18) F. 1. B. ii.

C93. Review Criteria: “As used herein, “significant” means:

ii. That which negatively affects an important, qualitative feature of the subject, as specified in (.18)(F)(1)(a), above.”

Finding: These criteria are satisfied.

Explanation of Finding: This subsection does not provide clear definition of what an important qualitative feature might be. Absent details in this subsection, staff interprets the primary qualitative factors to consider being the three guiding design principles of the Villebois Village Master Plan: Connectivity, Diversity, and Sustainability. The three guiding design principles are further defined by the goals, policies, and implementation measures of the Master Plan. By virtue of better or equally implementing the goals, policies, and implementation measures of the Villebois Village Master Plan, as described in Finding C94 below, the proposed refinements do not negatively affect qualitative features of the parks, trails, and open space.

Refinements: Equally or Better Meeting Master Plan
Subsection 4.125 (.18) F. 2. a.

C94. Review Criteria: “The refinements will equally or better meet the Goals, Policies and Implementation Measures of the Villebois Village Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: Keeping the similar level of service and function will equally meet the Master Plan.

Refinements: Impact on Resources
Subsection 4.125 (.18) F. 2. b.

C95. Review Criteria: “The refinement will not result in significant detrimental impacts to the environment or natural or scenic resources of the SAP and Village area, and”

Finding: These criteria are satisfied.

Explanation of Finding: No evidence has been provided that changes will have a negative impact on the environment or natural or scenic resources.

Refinements: Relation to Adjoining Areas
Subsection 4.125 (.18) F. 2. c.

C96. Review Criteria: “The refinement will not preclude an adjoining or subsequent SAP area from development consistent with the Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed refinements do not impact the surrounding areas.

Refinement 4 Land Use and Density

Refinements to the Master Plan: Mix of Land Uses and Density
Subsection 4.125 (.18) F. 1. a. iv. and v.

C97. Review Criteria: “Changes to the location or mix of land uses that do not significantly alter the overall distribution or availability of uses in the affected SAP.”

“A change in density that does not exceed ten percent, provided such density change does not result in fewer than 2,300 dwelling units in the Village.”

Finding: These criteria are satisfied.

Explanation of Finding: The Master Plan for the subject area shows large, standard, medium, small, and neighborhood apartment uses within the Phase 4 area. PDP 4N proposes 63 single family detached dwellings – 23 small lots, 21 medium lots, 11 standard lots, and 8 large lots. The refinements to the Master Plan include a change in mix and unit counts, as well as a reconfiguration of the locations of the types of units. The refinement achieves a better mix of smalls and mediums within each block and along each street frontage. Additionally, the refinement places large lots along Tooze Road at the edge of the project. Overall, this creates a transition from larger units to smaller units moving toward the Villebois Greenway; south of the Greenway are smalls, cottages, and row homes, increasing in density and massing toward the core of the Village Center. Overall unit count remains well above 2,300 units.



Master Plan

Proposed with Refinement

Refinements: Definition of Significant-Quantitative
 Subsection 4.125 (.18) F. 1. b. i.

C98. Review Criteria: "As used herein, "significant" means:

i. More than ten percent of any quantifiable matter, requirement, or performance measure, as specified in (.18)(F)(1)(a), above, or,

Finding: These criteria are satisfied.

Explanation of Finding: Quantifiable measures related to this refinement include number of units within the aggregate land use category, which, as shown in the table, is being reduced within the allowable 10% limit for the SAP. The density reduction is minimal at less than 5% for the SAP and less than 1% for the Master Plan, resulting in a unit count of 2,593.

	Currently Approved Count in SAP N	Proposed Unit Count in SAP N	% Change
Medium/Standard/Large/Estate	174	179	2.87%
Small Detached/Small Cottage/Row Homes/Neighborhood Apt.	273	246	-9.89%
Total	447	425	-4.92%

Refinements: Definition of Significant-Qualitative
Subsection 4.125 (.18) F. 1. B. ii

C99. Review Criteria: “As used herein, “significant” means:

ii. That which negatively affects an important, qualitative feature of the subject, as specified in (.18)(F)(1)(a), above.”

Finding: These criteria are satisfied.

Explanation of Finding: This subsection does not provide clear definition of what an important qualitative feature might be. Absent details in this subsection, staff interprets the primary qualitative factors to consider being the three guiding design principles of the Villebois Village Master Plan: Connectivity, Diversity, and Sustainability. The three guiding design principles are further defined by the goals, policies, and implementation measures of the Master Plan. By virtue of better or equally implementing the goals, policies, and implementation measures of the Villebois Village Master Plan, as described in Finding C100 below, the proposed refinements do not negatively affect qualitative features of the street network.

Refinements: Equally or Better Meeting Master Plan
Subsection 4.125 (.18) F. 2. a.

C100. Review Criteria: “The refinements will equally or better meet the Goals, Policies and Implementation Measures of the Villebois Village Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: As further explained by the applicant on pages 39-40 of their supporting compliance report for the SAP Amendment (Exhibit B1), increasing the variety of housing products in Phase 4 and slightly reducing the density equally or better meets the Villebois Village Master Plan

Refinements: Impact on Resources
Subsection 4.125 (.18) F. 2. b.

C101. Review Criteria: “The refinement will not result in significant detrimental impacts to the environment or natural or scenic resources of the SAP and Village area, and”

Finding: These criteria are satisfied.

Explanation of Finding: The change in housing mix and reduction in overall density does not have any detrimental impacts on the environment or natural or scenic resources.

Refinements: Relation to Adjoining Areas

Subsection 4.125 (.18) F. 2. c.

C102. Review Criteria: “The refinement will not preclude an adjoining or subsequent SAP area from development consistent with the Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The changes in housing mix and reduction in overall density for Phase 4 will not preclude adjacent future phases from developing with the housing mix and density shown in the Villebois Village Master Plan.

Protection of Natural Features & Other Resources

General Terrain Preparation

Subsection 4.171 (.02)

C103. Review Criteria:

- “All developments shall be planned designed, constructed and maintained with maximum regard to natural terrain features and topography, especially hillside areas, floodplains, and other significant land forms.
- All grading, filling and excavating done in connection with any development shall be in accordance with the Uniform Building Code, all development shall be planned, designed, constructed and maintained so as to:
 - Limit the extent of disturbance of soils and site by grading, excavation and other land alterations.
 - Avoid substantial probabilities of: (1) accelerated erosion; (2) pollution, contamination or siltation of lakes, rivers, streams and wetlands; (3) damage to vegetation; (4) injury to wildlife and fish habitats.
 - Minimize the removal of trees and other native vegetation that stabilize hillsides, retain moisture, reduce erosion, siltation and nutrient runoff, and preserve the natural scenic character.

Finding: These criteria are satisfied.

Explanation of Finding: The subject area is relatively flat without the features listed. Grading will be required to follow the Uniform Building Code, as will be reviewed for grading permits for the site.

Trees and Wooded Area

Subsection 4.171 (.04)

C104. Review Criteria:

- “All developments shall be planned, designed, constructed and maintained so that:

- Existing vegetation is not disturbed, injured, or removed prior to site development and prior to an approved plan for circulation, parking and structure location.
- Existing wooded areas, significant clumps/groves of trees and vegetation, and all trees with a diameter at breast height of six inches or greater shall be incorporated into the development plan and protected wherever feasible.
- Existing trees are preserved within any right-of-way when such trees are suitably located, healthy, and when approved grading allows.
- Trees and woodland areas to be retained shall be protected during site preparation and construction according to City Public Works design specifications, by:
 - Avoiding disturbance of the roots by grading and/or compacting activity.
 - Providing for drainage and water and air filtration to the roots of trees which will be covered with impermeable surfaces.
 - Requiring, if necessary, the advisory expertise of a registered arborist/horticulturist both during and after site preparation.
 - Requiring, if necessary, a special maintenance, management program to insure survival of specific woodland areas of specimen trees or individual heritage status trees.

Finding: These criteria are satisfied.

Explanation of Finding: No wooded areas exist within Phase 4. Individual trees of been inventoried and reviewed for preservation consistent with the Villebois Village Master Plan and the City's Tree Ordinance. See Request F.

Historic Protection
Subsection 4.171 (.09)

C105. Review Criteria: This subsection establishes requirements for protection of historic resources.

Finding: This criterion is satisfied.

Explanation of Finding: A cultural resource inventory has been performed. See Exhibit B5. According to a professionally preferred historic inventory of the subject site, no resources exist worthy for preservation or listing, and no further research or inventory is needed.

Request D: DB15-0087 SAP-North PDP 4, Preliminary Development Plan

The applicant's findings in Section IVA of their notebook, Exhibit B1, respond to the majority of the applicable criteria.

Village Zone

Permitted Uses in Village Zone

Subsection 4.125 (.02)

D1. Review Criteria: This subsection lists the uses typically permitted in the Village Zone, including single-family detached dwellings, row houses, and non-commercial parks, playgrounds, and recreational facilities.

Finding: These criteria are satisfied.

Explanation of Finding: The uses proposed includes single-family homes, which are permitted in the Village Zone.

Block, Alley, Pedestrian, and Bicycle Standards

Subsection 4.125 (.05) A.

D2. Review Criteria: This subsection lists the block, alley, pedestrian, and bicycle standards applicable in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: The Preliminary Development Plan drawings, Exhibit B4, shows blocks, alleys, pedestrian, and bicycle paths consistent with this subsection and the SAP, as proposed to be amended.

Access

Subsection 4.125 (.05) B.

D3. Review Criterion: "All lots with access to a public street, and an alley, shall take vehicular access from the alley to a garage or parking area, except as determined by the City Engineer."

Finding: This criterion is satisfied.

Explanation of Finding: A condition of approval for the Tentative Subdivision Plat will ensure compliance with this standard. See Request E.

Development Standards
Table V-1

D4. Review Criteria:

Table V-1: Development Standards												
Building Type	Min. Lot Size (sq.ft.)	Min. Lot Width (ft.)	Min. Lot Depth (ft.)	Max. Lot Coverage (note)	Min. Frontage Width ^{10, 12} (%age)	Max. Bldg. Height ⁹ (ft.)	Setbacks ^{10, 13, 20}				Alley-Loaded Garage (note)	Street-Loaded Garage (note)
							Front (ft.)	Front (ft.)	Rear (ft.)	Side (ft.)		
Single-Family Dwellings	2250	35	50	1	60 ¹⁶	35	12 ⁵⁶	20 ⁶	5	5 ¹⁵	7	8 ¹⁷
Notes:	NR No Requirement NA Not Allowed 2 Small lots: 75%, Medium Lots: 65%, Standard and Large Lots: 55%, Estate Lots: 45% Maximum Lot Coverage 5 Porches, stoops, decks, canopies, balconies, bay windows, chimneys, awnings, and other building projections may encroach to within 8 ft. of the Public Way. Stairs may encroach to the Public Way. 6 For Standard, or Large Lots on Collector Avenues, front setbacks are 20 ft. min., (13' setback to porch), side street setbacks are 15' (8' setback to porch). Pie-shaped lots or lots with significant trees or grade banks at frontage have no maximum front setback. 7 The garage setback from alley shall be between 3 and 5 foot or, when as optional parking space is located between the garage and the alley, shall be 16 ft. minimum. Lots with important trees, as identified in the Master Plan, or grade differences at the alley, affecting garage location shall be exempt from this requirement. 8 Street-loaded garages shall be a minimum 20 ft. front setback to face of garage, and located a minimum of 5 ft. behind main façade of the associated dwelling unit. 9 Vertical encroachments are allowed up to ten additional feet, for up to 10% of the building footprint; vertical encroachments shall not be habitable space. 10 For Village Center buildings with lots fronting two or more streets, at least two facades shall be subject to the minimum frontage width and front setback requirements. 12 See Definitions, 4.125.01, for measurement of Minimum Frontage Width. 13 Front Setback is measured as the offset of the front lot line or a vehicular or pedestrian access easement line. On lots with alleys, Rear Setback shall be measured from the rear lot line abutting the alley. 14 15 On Estate Lots and Large Lots with frontage 70 ft. or wider, the minimum combined side yard setbacks shall total 15 ft. with a minimum of 5 ft. On Small and Medium Lots, minimum side setback shall be 0 ft. or as required by Building Code. 16 For cluster housing with lots arranged on a courtyard, frontage shall be measured at the front door face of the building adjacent to a public right of way or a public pedestrian access easement linking the courtyard with the Public Way. 17 Dwellings on lots without alley access shall be at least 36 feet wide. 20 Lots are categorized as small, medium, standard, large or estate as shown in the Pattern Book. [Table V-1 amended by Ord. 667 on 8/17/09; Ord. 682, 9/9/10]											

Finding: These criteria are satisfied.

Explanation of Finding: In previous PDP's it has consistently been interpreted to allow the lot width and lot sizes to be governed by the Pattern Book. All lot dimensions and sizes meet the standards established in the SAP North Pattern Book.

Off-Street Parking, Loading & Bicycle Parking
Subsection 4.125 (.07) Table V-2

D5. Review Criteria:

Table V-2: Off Street Parking Requirements				
	Min. Vehicle Spaces	Max. Vehicle Spaces	Bicycle Short-term (Spaces)	Bicycle Long-term (Spaces)
Permitted or Conditional Use				
Permitted Uses				
Single-Family Detached Dwellings	1.0/DU	NR	NR	NR

Finding: These criteria are satisfied.

Explanation of Finding: At least two (2) parking spaces are provided for each home, exceeding the minimum of one (1).

Parks & Open Space
Subsection 4.125 (.08)

D6. Review Criteria: This subsection prescribes the open space requirement for development in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: Figure 5 Parks & Open Space Plan of the Villebois Village Master Plan states that there are a total of 159.73 acres within Villebois, which is approximately 33% of Villebois. As described in the Parks, Trails, and Open Space refinement as part of the SAP Amendment, Request C, a mid-block trail is being added increasing the amount of parks and open space.

Street Alignment and Access Improvements

Conformity with Master Plan, etc.
Subsection 4.125 (.09) A. 1. a.

D7. Review Criterion: “All street alignment and access improvements shall conform to the Villebois Village Master Plan, or as refined in the Specific Area Plan, Preliminary Development Plan, or Final Development Plan . . .”

Finding: This criterion is satisfied.

Explanation of Finding: The street alignments and access improvements conform with SAP North plans which have been found to be in compliance with the Villebois Village Master Plans with some minor refinements regarding alignment of the streets. See Request C Findings C69 and Findings C101 through C106.

Conformity with Public Works Standards and Continuation of Streets
Subsection 4.125 (.09) A. 1. a. i.

D8. Review Criteria: “All street improvements shall conform to the Public Works Standards and shall provide for the continuation of streets through proposed developments to adjoining properties or subdivisions, according to the Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: All street improvements within this PDP will comply with the applicable Public Works Standards and make the connections to adjoining properties and phases as shown in the Villebois Village Master Plan, as refined in Request C.

Streets Developed According to Master Plan
Subsection 4.125 (.09) A. 1. a. ii.

D9. Review Criterion: “All streets shall be developed according to the Master Plan.”

Finding: This criterion is satisfied.

Explanation of Finding: All streets within this PDP will be developed with curbs, landscape strips, sidewalks, and bikeways or pedestrian pathways as depicted on the Circulation Plan and Street Sections, Sheet 7 of Exhibit B4, , which are consistent with the

cross sections shown in the Master Plan and as approved by the City Engineer for Grahams Ferry Road and Tooze Road.

Intersections of Streets: Angles and Intersections

Subsection 4.125 (.09) A. 2. a. & b.

D10. Review Criteria:

- “Angles: Streets shall intersect one another at angles not less than 90 degrees, unless existing development or topography makes it impractical.
- Intersections: If the intersection cannot be designed to form a right angle, then the right-of-way and paving within the acute angle shall have a minimum of thirty (30) foot centerline radius and said angle shall not be less than sixty (60) degrees. Any angle less than ninety (90) degrees shall require approval by the City Engineer after consultation with the Fire District.”

Finding: These criteria are satisfied.

Explanation of Finding: The Circulation Plan, Sheet 7 of Exhibit B4, demonstrates that all proposed streets will intersect at angles consistent with the above standards.

Intersection of Streets: Offsets

Subsection 4.15 (.09) A. 2. c.

D11. Review Criterion: “Offsets: Opposing intersections shall be designed so that no offset dangerous to the traveling public is created. Intersections shall be separated by at least:

- 1000 ft. for major arterials
- 600 ft. for minor arterials
- 100 ft. for major collector
- 50 ft. for minor collector”

Finding: These criteria are satisfied.

Explanation of Finding: The Circulation Plan, Sheet 7 of Exhibit B4, demonstrate that opposing intersections on public streets are offset, as appropriate, so that no danger to the traveling public is created.

Curb Extensions

Subsection 4.125 (.09) A. 2. d.

D12. Review Criteria: “Curb extensions at intersections shall be shown on the Specific Area Plans required in subsection 4.125(.18)(C) through (F) below, and shall:

- Not obstruct bicycle lanes on collector streets.
- Provide a minimum 20 foot wide clear distance between curb extensions at all local residential street intersections shall have, shall meet minimum turning radius requirements of the Public Works Standards, and shall facilitate fire truck turning movements as required by the Fire District.”

Finding: These criteria are satisfied.

Explanation of Finding: Curb extensions are shown on the Circulation Plan, Sheet 7 of Exhibit B4. Curb extensions will not obstruct bicycle lanes on collector streets. The plan

sheets illustrate that all local street intersections will have a minimum 20 foot wide clear distance between curb extensions.

Street Grades

Subsection 4.125 (.09) A. 3.

D13. Review Criteria: “Street grades shall be a maximum of 6% on arterials and 8% for collector and local streets. Where topographic conditions dictate, grades in excess of 8%, but not more than 12%, may be permitted for short distances, as approved by the City Engineer, where topographic conditions or existing improvements warrant modification of these standards.”

Finding: These criteria are satisfied.

Explanation of Finding: No streets are proposed that exceed or approach the maximum grade.

Centerline Radius Street Curves

Subsection 4.125 (.09) A. 4.

D14. Review Criterion: “The minimum centerline radius street curves shall be as follows:

- Arterial streets: 600 feet, but may be reduced to 400 feet in commercial areas, as approved by City Engineer.
- Collector streets: 600 feet, but may be reduced to conform with the Public Works Standards, as approved by the City Engineer.
- Local streets: 75 feet”

Finding: These criteria are satisfied.

Explanation of Finding: Compliance is shown on the Circulation Plan, Sheet 7 of Exhibit B4.

Rights-of-way

Subsection 4.125 (.09) A. 5.

D15. Review Criteria: Pursuant to subsection (.09) A. above, the provisions of 4.177 apply for rights-of-way as no other provisions are noted.

Finding: These criteria are satisfied.

Explanation of Finding: Proposed rights-of-way are shown on the applicant’s plan sheets, including Sheet 4, Preliminary Plat, in Exhibit B4 as revised in Exhibit B6. Rights-of-way will be dedicated and a waiver of remonstrance against the formation of a local improvement district will be recorded with recordation of a final plat in accordance with Section 4.177.

Access Drives

Subsection 4.125 (.09) A. 6.

D16. Review Criteria: Access drives are required to be 16 feet for two-way traffic. Otherwise, pursuant to subsection (.09) A. above, the provisions of 4.177 apply for access drives as no other provisions are noted.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant states, "Access drives (alleys) will be paved at least 16-feet in width within a 20-foot tract, as shown on the Circulation Plan. In accordance with Section 4.177, all access drives will be constructed with a hard surface capable of carrying a 23-ton load. Easements for fire access will be dedicated as required by the fire department. All access drives will be designed to provide a clear travel lane free from any obstructions."

Clear Vision Areas

Subsection 4.125 (.09) A. 7.

D17. Review Criteria: Pursuant to subsection (.09) A. above, the provisions of 4.177 apply for clear vision areas as no other provisions are noted.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant states that clear vision areas will be provided and maintained in compliance with the Section 4.177.

Vertical Clearance

Subsection 4.125 (.09) A. 8.

D18. Review Criteria: Pursuant to subsection (.09) A. above, the provisions of 4.177 apply for vertical clearance as no other provisions are noted.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant states that Vertical clearance will be provided and maintained in compliance with the Section 4.177.

Interim Improvement Standards

Subsection 4.125 (.09) A. 9.

D19. Review Criteria: Pursuant to subsection (.09) A. above, the provisions of 4.177 apply for interim improvement standards as no other provisions are noted.

Finding: This criterion will be satisfied.

Explanation of Finding: With Phase 4, an interim street section improvement will be provided on SW Tooze Road to create consistency with street improvements completed with earlier phases of SAP North and for future improvements to Tooze Road. Additionally, an interim improvement will be provided on Firenze Avenue as sufficient right-of-way will not exist until the adjacent property is developed.

Sidewalk and Pathway Improvement Standards

Subsection 4.125 (.10)

D20. Review Criteria: "The provisions of Section 4.178 shall apply within the Village zone."

Finding: These criteria are satisfied.

Explanation of Finding: All sidewalks and pathways within PDP 4 North will be constructed in accordance with the standards of Section 4.154 (which replaced 4.178) and

the Villebois Village Master Plan. Sidewalks and pathways are shown in the Circulation Plan and Street Cross-sections, Sheet 7 of Exhibit B4.

Landscaping, Screening and Buffering

Subsection 4.125 (.11)

D21. Review Criteria: “Except as noted below, the provisions of Section 4.176 shall apply in the Village zone:

- Streets in the Village Zone shall be developed with street trees as described in the Community Elements Book.”

Finding: These criteria are satisfied.

Explanation of Finding: The appropriate landscaping is provided. The proposed street trees are among the choices provided in the Community Elements Book.

Signage and Wayfinding

Subsection 4.125 (.12)

D22. Review Criteria: “Except as this subsection may otherwise be amended, or until such time as a Signage and Wayfinding Plan is approved as required by Section 4.125(.18)(D)(2)(f), signs within the Village zone shall be subject to provisions of Section 4.156.”

Finding: These criteria are satisfied.

Explanation of Finding: Signage will be provided consistent with the SAP North Signage & Wayfinding Plan.

Design Principles Applying to the Village Zone

Subsection 4.125 (.13)

D23. Review Criteria: “The following design principles reflect the fundamental concepts, and support the objectives of the Villebois Village Master Plan, and guide the fundamental qualities of the built environment within the Village zone.

- The design of landscape, streets, public places and buildings shall create a place of distinct character.
- The landscape, streets, public places and buildings within individual development projects shall be considered related and connected components of the Villebois Village Master Plan.
- The design of streets and public spaces shall provide for and promote pedestrian safety, connectivity and activity.
- The design of exterior lighting shall minimize off-site impacts, yet enable functionality.”

Finding: These criteria are satisfied.

Explanation of Finding: The Architectural Pattern Book and Community Elements Book ensure the design meets the fundamental design concepts and support the objectives of the Villebois Village Master Plan. By complying with an approved Architectural Pattern Book and Community Elements Book, the design of the PDP will satisfy these criteria. See also Final Development Plan, Request G.

Design Standards: Flag Lots

Subsection 4.125 (.14) A. 1. a.

D24. Review Criterion: “Flag lots are not permitted.”**Finding:** This criterion is satisfied.**Explanation of Finding:** No flag lots are proposed.

Building and Site Design Requirements

Subsection 4.125 (.14) A. 2. a. - e. and h. – k.

D25. Review Criteria: “Building and site design shall include:

- Proportions and massing of architectural elements consistent with those established in an approved Architectural Pattern Book or Village Center Architectural Standards.
- Materials, colors and architectural details executed in a manner consistent with the methods included in an approved Architectural Pattern Book, Community Elements Book or approved Village Center Architectural Standards.
- Protective overhangs or recesses at windows and doors.
- Raised stoops, terraces or porches at single-family dwellings.
- Exposed gutters, scuppers, and downspouts, or approved equivalent.
- Building elevations of block complexes shall not repeat an elevation found on an adjacent block.
- Building elevations of detached buildings shall not repeat an elevation found on buildings on adjacent lots.
- A porch shall have no more than three walls.
- A garage shall provide enclosure for the storage of no more than three motor vehicles, as described in the definition of Parking Space.”

Finding: These criteria are satisfied or will be satisfied by Conditions of Approval.**Explanation of Finding:** The application requests PDP approval for single family detached houses. Conformance with the Pattern Book and Community Elements Book will assure consistency with the Design Standards of subsection (.14). Conformance with the Architectural Pattern Book will be reviewed at the issuance of each building permit. Conceptual front elevations of the planned homes are provided. See Section IIF) of Exhibit B3. Compliance with the Community Elements Book is being reviewed as part of Request F Final Development Plan. In order to increase consistency with the Architectural Pattern Book and other development elsewhere in Villebois Condition of Approval PDD 5 requires courtyard fencing consistent with the pattern book and the architectural style of the home for at least 30% of the homes with usable courtyards not exceeding a 5% slope.

Landscape Plans

Subsection 4.125 (.14) A. 2. g.

D26. Review Criterion: “Building and site design shall include:

- A landscape plan in compliance with Sections 4.125(.07) and (.11), above.”

Finding: This criterion is satisfied.

Explanation of Finding: The appropriate landscape plans have been provided. See FDP Plans, Exhibit B5.

Protection of Significant Trees

Subsection 4.125 (.14) A. 2. f.

D27. **Review Criterion:** “Building and site design shall include:

- The protection of existing significant trees as identified in an approved Community Elements Book.”

Finding: This criterion is satisfied.

Explanation of Finding: Tree protection information is provided. See also Request F.

Lighting and Site Furnishings

Subsection 4.125 (.14) A. 3.

D28. **Review Criteria:** “Lighting and site furnishings shall be in compliance with the approved Architectural Pattern Book, Community Elements Book, or approved Village Center Architectural Standards.”

Finding: These criteria are satisfied or will be required to do so by Condition of Approval PDD 2.

Explanation of Finding: No park lighting or furnishings are proposed or required.

Building Systems

Subsection 4.125 (.14) A. 4.

D29. **Review Criteria:** “Building systems, as noted in Tables V-3 and V-4 (Permitted Materials and Configurations), below, shall comply with the materials, applications and configurations required therein. Design creativity is encouraged. The LEED Building Certification Program of the U.S. Green Building Council may be used as a guide in this regard.”

Finding: These criteria are satisfied.

Explanation of Finding: Subsequent Building Permit applications will review proposed buildings for consistency with the criteria of Table V-3 and the Architectural Pattern Book.

Preliminary Development Plan Approval

Submission Timing

Subsection 4.125 (.18) G. 1. a.

D30. **Review Criterion:** “An application for approval of a Preliminary Development Plan for a development in an approved SAP shall be filed with the City Planning Division for the entire SAP, or when submission of the SAP in phases has been authorized by the Development Review Board, for a phase in the approved sequence.”

Finding: This criterion is satisfied.

Explanation of Finding: This PDP addresses Phase 4 on the SAP North Phasing Plan as amended with Request C.

Owners' Consent

Subsection 4.125 (.18) G. 1. b.

D31. Review Criterion: "An application for approval of a Preliminary Development Plan for a development in an approved SAP shall be made by the owner of all affected property or the owner's authorized agent;"

Finding: This criterion is satisfied.

Explanation of Finding: This application is made by Fred Gast of Polygon Homes. The PDP application has been signed by owners City of Wilsonville, Calais at Villebois LLC, as well as Jay and Theresa Nims.

Proper Form & Fees

Subsection 4.125 (.18) G. 1. c.

D32. Review Criterion: "An application for approval of a Preliminary Development Plan for a development in an approved SAP shall be filed on a form prescribed by the City Planning Division and filed with said division and accompanied by such fee as the City Council may prescribe by resolution;"

Finding: These criteria are satisfied.

Explanation of Finding: The applicant has used the prescribed form and paid the required application fees.

Professional Coordinator

Subsection 4.125 (.18) G. 1. d.

D33. Review Criterion: "An application for approval of a Preliminary Development Plan for a development in an approved SAP shall set forth the professional coordinator and professional design team for the project;"

Finding: This criterion is satisfied.

Explanation of Finding: A professional design team is working on the project with Stacy Connery AICP from Pacific Community Design as the professional coordinator.

Mixed Uses

Subsection 4.125 (.18) G. 1. e.

D34. Review Criterion: "An application for approval of a Preliminary Development Plan for a development in an approved SAP shall state whether the development will include mixed land uses, and if so, what uses and in what proportions and locations."

Finding: This criterion is satisfied.

Explanation of Finding: The proposed PDP includes only residential uses with supporting amenities and utilities.

Land Division

Subsection 4.125 (.18) G. 1. f.

D35. Review Criterion: “An application for approval of a Preliminary Development Plan for a development in an approved SAP shall include a preliminary land division (concurrently) per Section 4.400, as applicable.”

Finding: This criterion is satisfied.

Explanation of Finding: A preliminary subdivision plat has been submitted concurrently with this request. See Request E.

Zone Map Amendment

Subsection 4.125 (.18) G. 1. g.

D36. Review Criterion: “An application for approval of a Preliminary Development Plan for a development in an approved SAP shall include a concurrent application for a Zone Map Amendment (i.e., Zone Change) for the subject phase.”

Finding: This criterion is satisfied.

Explanation of Finding: A zone map amendment request has been submitted concurrently with this request. See Request B.

Information Required

Subsection 4.125 (.18) G. 2. a. – c.

D37. Review Criteria: “The application for Preliminary Development Plan approval shall include conceptual and quantitatively accurate representations of the entire development sufficient to demonstrate conformance with the approved SAP and to judge the scope, size and impact of the development on the community and shall be accompanied by the following information:

- A boundary survey or a certified boundary description by a surveyor licensed in the State of Oregon.
- Topographic information sufficient to determine direction and percentage of slopes, drainage patterns, and in environmentally sensitive areas, (e.g., flood plain, wetlands, forested areas, steep slopes or adjacent to stream banks). Contour lines shall relate to North American Vertical Datum of 1988 and be at minimum intervals as follows:
 - One (1) foot contours for slopes of up to five percent (5%);
 - Two (2) foot contours for slopes from six percent (6%) to twelve (12%);
 - Five (5) foot contours for slopes from twelve percent (12%) to twenty percent (20%). These slopes shall be clearly identified, and
 - Ten (10) foot contours for slopes exceeding twenty percent (20%).
- The location of areas designated Significant Resource Overlay Zone (SROZ), and associated 25-foot Impact Areas, within the PDP and within 50 feet of the PDP boundary, as required by Section 4.139.

Finding: These criteria are satisfied.

Explanation of Finding: All of the listed information has been provided. See Exhibits B3 and B4.

Land Area Tabulation

Subsection 4.125 (.18) G. 2. d.

D38. Review Criteria: “A tabulation of the land area to be devoted to various uses, and a calculation of the average residential density per net acre.”

Finding: These criteria are satisfied.

Explanation of Finding: Following is a tabulation of land area devoted to the various uses and a calculation of net residential density:

Approx. Gross Acreage	10.85 Acres
Parks and Open Space	0.72 Acres
Public Streets	3.93 Acres
Lots and Alleys	6.20 Acres

Net Residential Density: 63 lots / 6.20 Acres = 10.16 units per net acre

Streets, Alleys, and Trees

Subsection 4.125 (.18) G. 2. e.

D39. Review Criteria: “The location, dimensions and names, as appropriate, of existing and platted streets and alleys on and within 50 feet of the perimeter of the PDP, together with the location of existing and planned easements, sidewalks, bike routes and bikeways, trails, and the location of other important features such as section lines, section corners, and City boundary lines. The plan shall also identify all trees 6 inches and greater d.b.h. on the project site only.”

Finding: These criteria are satisfied.

Explanation of Finding: Information on planned alleys and streets are provided or the information is readily available. Easements, sidewalks, bike routes and bikeways, trails, and other relevant features are shown. The required trees are shown. See Exhibit B4.

Building Drawings

Subsection 4.125 (.18) G. 2. f.

D40. Review Criteria: “Conceptual drawings, illustrations and building elevations for each of the listed housing products and typical non-residential and mixed-use buildings to be constructed within the Preliminary Development Plan boundary, as identified in the approved SAP, and where required, the approved Village Center Design.”

Finding: This criterion is satisfied.

Explanation of Finding: The proposed PDP includes Large, Standard, Medium, and Small detached single-family housing products. Conceptual elevations have been provided. See Section IIF) of applicant’s notebook, Exhibit B3.

Utility Plan

Subsection 4.125 (.18) G. 2. g.

D41. Review Criterion: "A composite utility plan illustrating existing and proposed water, sanitary sewer, and storm drainage facilities necessary to serve the SAP."

Finding: This criterion is satisfied.

Explanation of Finding: A composite utility plan has been provided. See applicant's Sheet 6, Exhibit B3.

Phasing Sequence

Subsection 4.125 (.18) G. 2. h.

D42. Review Criterion: "If it is proposed that the Preliminary Development Plan will be executed in Phases, the sequence thereof shall be provided."

Finding: This criterion is satisfied.

Explanation of Finding: The PDP is proposed to be executed in a single phase.

Security for Capital Improvements

Subsection 4.125 (.18) G. 2. i.

D43. Review Criterion: "A commitment by the applicant to provide a performance bond or other acceptable security for the capital improvements required by the project."

Finding: This criterion is satisfied.

Explanation of Finding: The applicant states "the applicant will provide a performance bond or other acceptable security for the capital improvements required by the project."

Traffic Report

Subsection 4.125 (.18) G. 2. j.

D44. Review Criterion: "At the applicant's expense, the City shall have a Traffic Impact Analysis prepared, as required by Section 4.030(.02)(B), to review the anticipated traffic impacts of the proposed development. This traffic report shall include an analysis of the impact of the SAP on the local street and road network, and shall specify the maximum projected average daily trips and maximum parking demand associated with buildout of the entire SAP, and it shall meet Subsection 4.140(.09)(J)(2)."

Finding: This criterion is satisfied.

Explanation of Finding: The required traffic report has been provided, and can be found in Section IVD of the applicant's notebook, Exhibit B1.

PDP Submittal Requirements

General PDP Submission Requirements

Subsection 4.125 (.18) H. 1.

D45. Review Criteria: “The Preliminary Development Plan shall conform with the approved Specific Area Plan, and shall include all information required by (.18)(D)(1) and (2), plus the following:

- The location of water, sewerage and drainage facilities;
- Conceptual building and landscape plans and elevations, sufficient to indicate the general character of the development;
- The general type and location of signs;
- Topographic information as set forth in Section 4.035;
- A map indicating the types and locations of all proposed uses; and
- A grading and erosion control plan illustrating existing and proposed contours as prescribed previously in this section.”

Finding: These criteria are satisfied.

Explanation of Finding: The PDP matches the requested approval of the SAP North, as requested to be amended in Request C, and the application includes all of the requested information.

Traffic Report

Subsection 4.125 (.18) H. 2.

D46. Review Criteria: “In addition to this information, and unless waived by the City’s Community Development Director as enabled by Section 4.008(.02)(B), at the applicant’s expense, the City shall have a Traffic Impact Analysis prepared, as required by Section 4.030(.02)(B), to review the anticipated traffic impacts of the proposed development. This traffic report shall include an analysis of the impact of the PDP on the local street and road network, and shall specify the maximum projected average daily trips and maximum parking demand associated with buildout of the entire PDP, and it shall meet Subsection 4.140(.09)(J)(2) for the full development of all five SAPs.”

Finding: These criteria are satisfied.

Explanation of Finding: The required traffic report is included in Section IVD of the applicant’s notebook, Exhibit B1.

Level of Detail

Subsection 4.125 (.18) H. 3.

D47. Review Criterion: “The Preliminary Development Plan shall be sufficiently detailed to indicate fully the ultimate operation and appearance of the phase of development. However, approval of a Final Development Plan is a separate and more detailed review of proposed design features, subject to the standards of Section 4.125(.18)(L) through (P), and Section 4.400 through Section 4.450.”

Finding: This criterion is satisfied.

Explanation of Finding: The required level of detail has been shown, similar to other PDP's approved throughout Villebois.

Copies of Legal Documents

Subsection 4.125 (.18) H. 4.

D48. Review Criterion: "Copies of legal documents required by the Development Review Board for dedication or reservation of public facilities, or for the creation of a non-profit homeowner's association, shall also be submitted."

Finding: This criterion is satisfied.

Explanation of Finding: The required legal documents for review have been provided. See Section IVC in the applicant's notebook, Exhibit B3.

PDP Approval Procedures

Subsection 4.125 (.18) I.

D49. Review Criteria: "An application for PDP approval shall be reviewed using the following procedures:

- Notice of a public hearing before the Development Review Board regarding a proposed PDP shall be made in accordance with the procedures contained in Section 4.012.
- A public hearing shall be held on each such application as provided in Section 4.013.
- After such hearing, the Development Review Board shall determine whether the proposal conforms to the permit criteria set forth in this Code, and shall approve, conditionally approve, or disapprove the application."

Finding: These criteria are satisfied.

Explanation of Finding: The request is being reviewed according to this subsection.

PDP Approval Criteria

PDP Consistent with Standards of Section 4.125

Subsection 4.125 (.18) K. 1. a.

D50. Review Criteria: "Is consistent with the standards identified in this section."

Finding: These criteria are satisfied.

Explanation of Finding: As shown elsewhere in this request, the proposed Preliminary Development Plan is consistent with the standards of Section 4.125.

PDP Complies with the Planning and Land Development Ordinance

Subsection 4.125 (.18) K. 1. b.

D51. Review Criterion: "Complies with the applicable standards of the Planning and Land Development Ordinance, including Section 4.140(.09)(J)(1)-(3)."

Finding: This criterion is satisfied.

Explanation of Finding: Findings are provided showing compliance with applicable standards of the Planning and Land Development Ordinance. Specifically Findings D57 through D59 address Subsections 4.140 (.09) J. 1. through 3.

PDP Consistent with Approved SAP
Subsection 4.125 (.18) K. 1. c.

D52. Review Criterion: “Is consistent with the approved Specific Area Plan in which it is located.”

Finding: This criterion is satisfied.

Explanation of Finding: The requested PDP approval is consistent with the SAP, as requested to be amended by Request C.

PDP Consistent with Approved Pattern Book
Subsection 4.125 (.18) K. 1. d.

D53. Review Criterion: “Is consistent with the approved Pattern Book and, where required, the approved Village Center Architectural Standards.”

Finding: This criterion is satisfied.

Explanation of Finding: The proposed conceptual drawings have been found by the consultant architect to be consistent with the Architectural Pattern Book. The proposed lots are of sizes enabling conformance with the Architectural Pattern Book.

Reasonable Phasing Schedule
Subsection 4.125 (.18) K. 2.

D54. Review Criterion: “If the PDP is to be phased, that the phasing schedule is reasonable and does not exceed two years between commencement of development of the first, and completion of the last phase, unless otherwise authorized by the Development Review Board.”

Finding: This criterion is satisfied.

Explanation of Finding: The PDP will be completed in a single phase.

Parks Concurrency
Subsection 4.125 (.18) K. 3.

D55. Review Criterion: “Parks within each PDP or PDP Phase shall be constructed prior to occupancy of 50% of the dwelling units in the PDP or PDP phase, unless weather or other special circumstances prohibit completion, in which case bonding for such improvements shall be permitted.”

Finding: This criterion will be satisfied by Condition of Approval PDD 3.

Explanation of Finding: A condition of approval ensures the parks within PDP 4 North completed prior to occupancy of 50% of the housing units of the phase or bonding will be provided if special circumstances prevent completion. Specifically, park improvement shown must be completed prior to the granting of the building permit for the 32nd house in the PDP.

DRB Conditions
Subsection 4.125 (.18) K. 5.

D56. Review Criteria: “The Development Review Board may require modifications to the PDP, or otherwise impose such conditions as it may deem necessary to ensure conformance with the approved SAP, the Villebois Village Master Plan, and compliance with applicable requirements and standards of the Planning and Land Development Ordinance, and the standards of this section.”

Finding: This criterion is satisfied.

Explanation of Finding: No additional conditions of approval are recommended.

Planned Development Regulations

Consistency with Comprehensive Plan and Other Plans, Ordinances
Subsection 4.140 (.09) J. 1.

D57. Review Criteria: “The location, design, size and uses, both separately and as a whole, are consistent with the Comprehensive Plan, and with any other applicable plan, development map or Ordinance adopted by the City Council.”

Finding: These criteria are satisfied.

Explanation of Finding: The applicant’s findings demonstrate the location, design, size, and uses proposed with the PDP are both separately and as a whole consistent with SAP North as proposed to be amended in Request C, and thus the Villebois Village Master Plan, the City’s Comprehensive Plan designation of Residential – Village for the area, and any other applicable ordinance of which staff is aware.

Meeting Traffic Level of Service D
Subsection 4.140 (.09) J. 2.

D58. Review Criteria: That the location, design, size and uses are such that traffic generated by the development at the most probable used intersection(s) can be accommodated safely and without congestion in excess of Level of Service D, as defined in the Highway Capacity manual published by the National Highway Research Board, on existing or immediately planned arterial or collector streets and will, in the case of commercial or industrial developments, avoid traversing local streets. Immediately planned arterial and collector streets are those listed in the City’s adopted Capital Improvement Program, for which funding has been approved or committed, and that are scheduled for completion within two years of occupancy of the development or four year if they are an associated crossing, interchange, or approach street improvement to Interstate 5.

Finding: These criteria are satisfied.

Explanation of Finding: The location, design, size and uses are such that traffic generated within the PDP at the most heavily used intersection(s) can be accommodated safely and without congestion in excess of Level of Service D. The proposed uses and the circulation system are consistent with SAP North, as requested to be amended in Request C. A copy of the Traffic Impact Analysis is included in Section IVD of the applicant’s notebook, Exhibit B1.

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

D59. Review Criteria: “That the location, design, size and uses are such that the residents or establishments to be accommodated will be adequately served by existing or immediately planned facilities and services.”

Finding: These criteria are satisfied.

Explanation of Finding: As shown in the Utility and Drainage Report, Section IIIC of the applicant’s notebook, Exhibit B3, and the applicant’s Composite Utility Plan, Sheet 6 of Exhibit B4, adequate or immediately planned facilities and services are sufficient to serve the planned development.

Protection of Natural Features & Other Resources

General Terrain Preparation
Subsection 4.171 (.02)

D60. Review Criteria:

- “All developments shall be planned designed, constructed and maintained with maximum regard to natural terrain features and topography, especially hillside areas, floodplains, and other significant land forms.
- All grading, filling and excavating done in connection with any development shall be in accordance with the Uniform Building Code, all development shall be planned, designed, constructed and maintained so as to:
 - Limit the extent of disturbance of soils and site by grading, excavation and other land alterations.
 - Avoid substantial probabilities of: (1) accelerated erosion; (2) pollution, contamination or siltation of lakes, rivers, streams and wetlands; (3) damage to vegetation; (4) injury to wildlife and fish habitats.
 - Minimize the removal of trees and other native vegetation that stabilize hillsides, retain moisture, reduce erosion, siltation and nutrient runoff, and preserve the natural scenic character.

Finding: These criteria are satisfied.

Explanation of Finding: The PDP matches the SAP North approvals, as requested to be amended in Request C and found to meet the requirements of this subsection.

Hillsides
Subsection 4.171 (.03)

D61. Review Criterion: “Hillsides: All developments proposed on slopes greater than 25% shall be limited to the extent that:”

Finding: This criterion does not apply.

Explanation of Finding: No development is proposed on such slopes.

Trees and Wooded Area

Subsection 4.171 (.04)

D62. Review Criteria:

- “All developments shall be planned, designed, constructed and maintained so that:
 - Existing vegetation is not disturbed, injured, or removed prior to site development and prior to an approved plan for circulation, parking and structure location.
 - Existing wooded areas, significant clumps/groves of trees and vegetation, and all trees with a diameter at breast height of six inches or greater shall be incorporated into the development plan and protected wherever feasible.
 - Existing trees are preserved within any right-of-way when such trees are suitably located, healthy, and when approved grading allows.
- Trees and woodland areas to be retained shall be protected during site preparation and construction according to City Public Works design specifications, by:
 - Avoiding disturbance of the roots by grading and/or compacting activity.
 - Providing for drainage and water and air filtration to the roots of trees which will be covered with impermeable surfaces.
 - Requiring, if necessary, the advisory expertise of a registered arborist/horticulturist both during and after site preparation.
 - Requiring, if necessary, a special maintenance, management program to insure survival of specific woodland areas of specimen trees or individual heritage status trees.

Finding: These criteria are satisfied.

Explanation of Finding: The Tree Preservation Plan, Section VI of Exhibit B3 and Sheet 10 of Exhibit B4, depicts existing trees within the subject area and identifies trees to be retained and to be removed. This application includes a request for approval of a Type “C” Tree Removal Plan. See Request F.

High Voltage Power Lines

Subsection 4.171 (.05)

D63. Review Criteria: “High Voltage Power line Easements and Rights of Way and Petroleum Pipeline Easements:

- Due to the restrictions placed on these lands, no residential structures shall be allowed within high voltage power line easements and rights of way and petroleum pipeline easements, and any development, particularly residential, adjacent to high voltage power line easements and rights of way and petroleum pipeline easement shall be carefully reviewed.
- Any proposed non-residential development within high voltage power line easements and rights of way and petroleum pipeline easements shall be coordinated with and approved by the Bonneville Power Administration, Portland General Electric Company or other appropriate utility, depending on the easement or right of way ownership.

Finding: These criteria do not apply.

Explanation of Finding: The development area and surrounding area are not around high voltage power lines.

Safety Hazards

Subsection 4.171 (.06)

D64. Review Criteria: “

- To protect lives and property from natural or human-induced geologic or hydrologic hazards and disasters.
- To protect lives and property from damage due to soil hazards.
- To protect lives and property from forest and brush fires.
- To avoid financial loss resulting from development in hazard areas.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant states that development of the subject area will occur in a manner that minimizes potential hazards to safety.

Earth Movement Hazard Areas

Subsection 4.171 (.07)

D65. **Review Criterion:** “No development or grading shall be allowed in areas of land movement, slump or earth flow, and mud or debris flow, except under one of the following conditions.”

Finding: This criterion is satisfied.

Explanation of Finding: No areas of land movement, slump, earth flow, or mud or debris flow have been identified in the project area.

Standards for Soil Hazard Areas

Subsection 4.171 (.08)

D66. Review Criteria:

- “Appropriate siting and design safeguards shall insure structural stability and proper drainage of foundation and crawl space areas for development on land with any of the following soil conditions: wet or high water table; high shrink-swell capability; compressible or organic; and shallow depth-to-bedrock.
- The principal source of information for determining soil hazards is the State DOGAMI Bulletin 99 and any subsequent bulleting and accompanying maps. Approved site-specific soil studies shall be used to identify the extent and severity of the hazardous conditions on the site, and to update the soil hazards database accordingly.

Finding: These criteria are satisfied.

Explanation of Finding: No soil hazard areas have been identified within the subject area.

Historic Protection

Subsection 4.171 (.09)

D67. **Review Criteria:** This subsection establishes requirements for protection of historic resources.

Finding: This criterion is satisfied.

Explanation of Finding: The PDP matches the SAP North approvals, as requested to be amended in Request C and found to meet the requirements of this subsection.

Landscaping, Screening, and Buffering Section 4.176

D68. Review Criteria: This section establishes landscape, screening, and buffering requirements for development within the City.

Finding: These criteria are satisfied.

Explanation of Finding: Landscaping will be provided in accordance with the standards in Section 4.176. The Street Tree/Lighting Plan depicts street trees along rights-of-way within the subject Preliminary Development Plan area. The plan has been developed in conformance with the *Community Elements Book* and the applicable standards of Section 4.176. Landscaping in the parks and linear green areas will be reviewed with Request G, Final Development Plan.

Street Improvement Standards Section 4.177

D69. Review Criteria: This section establishes street improvements standards for development within the City.

Finding: These criteria are satisfied.

Explanation of Finding: The PDP matches the SAP North approvals, as requested to be amended in Request C and found to meet the requirements of this subsection.

Request E: DB15-0088 Tentative Subdivision Plat

The applicant's findings in Section VA of their notebook, Exhibit B1, respond to the majority of the applicable criteria.

Permitted Uses in the Village Zone Subsection 4.125 (.02)

E1. Review Criteria: This subsection lists the permitted uses in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: The proposed subdivision is for uses including single family homes and parks and open space are permitted in the Village Zone.

Development Standards Applying to All Development in Village Zone

Block, Alley, Pedestrian, and Bicycle Standards Subsection 4.125 (.05) A.

E2. Review Criteria: This subsection lists the block, alley, pedestrian, and bicycle standards applicable in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat shows blocks, alleys, pedestrian, and bicycle paths consistent with this subsection and the proposed PDP.

Access Standards

Subsection 4.125 (.05) B.

E3. Review Criterion: “All lots with access to a public street, and an alley, shall take vehicular access from the alley to a garage or parking area, except as determined by the City Engineer.”

Finding: This criterion will be satisfied by Condition of Approval PDE 5.

Explanation of Finding: Condition of Approval PDE 6 requires a non-access reservation strip on the street side of lots with street access helping to ensure this criterion is met.

Development Standards in the Village Zone

Table V-1

E4. Review Criteria: This table shows the development standards, including setback for different uses in the Village Zone.

Finding: These criteria are satisfied.

Explanation of Finding: As been consistently interpreted for PDP approvals in Villebois, lot dimensions in the Architectural Pattern Book can govern such things as lot width and size even when it is not consistent with the table. The proposed lots facilitate the construction that meets relevant standards of the table and the Architectural Pattern Book for SAP North.

Open Space Requirements

Subsection 4.125 (.08)

E5. Review Criteria: This subsection establishes the open space requirements for the Village Zone.

Finding: These criteria are satisfied or will be satisfied by Condition of Approval PDE 9.

Explanation of Finding: The tentative subdivision plat shows open space consistent with the requirements of the Village Zone and the proposed PDP. Consistent with the requirements of (.08) C. the condition of approval require the City Attorney to review and approve pertinent bylaws, covenants, or agreements prior to recordation.

Street and Improvement Standards:

General Provisions

Subsection 4.125 (.09) A. 1.

E6. Review Criteria: “Except as noted below, the provisions of Section 4.177 shall apply within the Village zone:

- General Provisions:

- All street alignment and access improvements shall conform to Figures 7, 8, 9A, and 9B of the Villebois Village Master Plan, or as refined in an

approved Specific Area Plan, Preliminary Development Plan, or Final Development Plan, and the following standards:

- All street improvements shall conform to the Public Works Standards and the Transportation Systems Plan, and shall provide for the continuation of streets through proposed developments to adjoining properties or subdivisions, according to the Master Plan.
- All streets shall be developed according to the Master Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat shows street alignments, improvements, and access improvements consistent with the approved PDP and SAP found to be consistent with the Master Plan and Transportation Systems Plan.

Intersection of Streets Subsection 4.125 (.09) A. 2.

E7. **Review Criteria:** “Intersections of streets:

- **Angles:** Streets shall intersect one another at angles not less than 90 degrees, unless existing development or topography makes it impractical.
- **Intersections:** If the intersection cannot be designed to form a right angle, then the right-of-way and paving within the acute angle shall have a minimum of a thirty (30) foot centerline radius and said angle shall not be less than sixty (60) degrees. Any angle less than ninety 90 degrees shall require approval by the City Engineer after consultation with the Fire District.
- **Offsets:** Opposing intersections shall be designed so that no offset dangerous to the traveling public is created. Intersections shall be separated by at least:
 - 1000 ft. for major arterials
 - 600 ft. for minor arterials
 - 100 ft. for major collector
 - 50 ft. for minor collector
- **Curb Extensions:**
 - Curb extensions at intersections shall be shown on the Specific Area Plans required in Subsection 4.125(.18)(C) through (F), below, and shall:
 - Not obstruct bicycle lanes on collector streets.
 - Provide a minimum 20 foot wide clear distance between curb extensions at all local residential street intersections, meet minimum turning radius requirements of the Public Works Standards, and shall facilitate fire truck turning movements as required by the Fire District.”

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat shows street intersections as proposed in the proposed PDP consistent with these standards.

Centerline Radius Street Curves
Subsection 4.125 (.09) A. 4.

- E8. Review Criteria:** “The minimum centerline radius street curves shall be as follows:
- Arterial streets: 600 feet, but may be reduced to 400 feet in commercial areas, as approved by the City Engineer.
 - Collector streets: 600 feet, but may be reduced to conform with the Public Works Standards, as approved by the City Engineer.
 - Local streets: 75 feet”

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat shows streets found to meet these standards under Requests C and D.

Street and Improvement Standards: Rights-of-way
Subsections 4.125 (.09) A. 5. and 4.177 (.01) C.

- E9. Review Criteria:**
- “Prior to issuance of a Certificate of Occupancy Building permits or as a part of the recordation of a final plat, the City shall require dedication of rights-of-way in accordance with the Street System Master Transportation Systems Plan. All dedications shall be recorded with the County Assessor's Office.
 - The City shall also require a waiver of remonstrance against formation of a local improvement district, and all non-remonstrances shall be recorded in the County Recorder’s Office as well as the City's Lien Docket, prior to issuance of a Certificate of Occupancy Building Permit or as a part of the recordation of a final plat.
 - In order to allow for potential future widening, a special setback requirement shall be maintained adjacent to all arterial streets. The minimum setback shall be 55 feet from the centerline or 25 feet from the right-of-way designated on the Master Plan, whichever is greater.”

Finding: These criteria will be satisfied by Condition of Approval PDE 9.

Explanation of Finding: As stated by the applicant, “rights-of-way will be dedicated and a waiver of remonstrance against the formation of a local improvement district will be recorded with recordation of a final plat in accordance with Section 4.177.” A condition of approval requires the waiver of remonstrance.

Plat Review Process

Plats Reviewed by Planning Director or DRB
Subsection 4.202 (.01) through (.03)

- E10. Review Criteria:** “Pursuant to ORS Chapter 92, plans and plats must be approved by the Planning Director or Development Review Board (Board), as specified in Sections 4.030 and 4.031, before a plat for any land division may be filed in the county recording office for any land within the boundaries of the City, except that the Planning Director shall

have authority to approve a final plat that is found to be substantially consistent with the tentative plat approved by the Board.

The Development Review Board and Planning Director shall be given all the powers and duties with respect to procedures and action on tentative and final plans, plats and maps of land divisions specified in Oregon Revised Statutes and by this Code.

Approval by the Development Review Board or Planning Director of divisions of land within the boundaries of the City, other than statutory subdivisions, is hereby required by virtue of the authority granted to the City in ORS 92.”

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat is being reviewed by the Development Review Board according to this subsection. The final plat will be reviewed by the Planning Division under the authority of the Planning Director to ensure compliance with the DRB review of the tentative subdivision plat.

Legal Creation of Lots

Subsection 4.202 (.04) A.

E11. Review Criterion: “No person shall sell any lot or parcel in any condominium, subdivision, or land partition until a final condominium, subdivision or partition plat has been approved by the Planning Director as set forth in this Code and properly recorded with the appropriate county.”

Finding: This criterion is satisfied.

Explanation of Finding: It is understood that no lots will be sold until the final plat has been approved by the Planning Director and recorded.

Undersized Lots

Subsection 4.202 (.04) B.

E12. Review Criterion: “It shall be a violation of this Code to divide a tract of land into a parcel smaller than the lot size required in the Zoning Sections of this Code unless specifically approved by the Development Review Board or City Council. No conveyance of any portion of a lot, for other than a public use, shall leave a structure on the remainder of the lot with less than the minimum lot size, width, depth, frontage, yard or setback requirements, unless specifically authorized through the Variance procedures of Section 4.196 or the waiver provisions of the Planned Development procedures of Section 4.118.”

Finding: This criterion is satisfied.

Explanation of Finding: No lots will be divided into a size smaller than allowed.

Pre-Application Conference

Subsection 4.210 (.01)

E13. Review Criterion: “Prior to submission of a tentative condominium, partition, or subdivision plat, a person proposing to divide land in the City shall contact the Planning Department to arrange a pre-application conference as set forth in Section 4.010.”

Finding: This criterion is satisfied.

Explanation of Finding: A pre-application conference was held on November 5, 2015 in accordance with this subsection.

Preparation of Tentative Plat
Subsection 4.210 (.01) A.

E14. Review Criterion: “The applicant shall cause to be prepared a tentative plat, together with improvement plans and other supplementary material as specified in this Section. The Tentative Plat shall be prepared by an Oregon licensed professional land surveyor or engineer. An affidavit of the services of such surveyor or engineer shall be furnished as part of the submittal.”

Finding: This criterion is satisfied.

Explanation of Finding: Sheet 4 of Exhibit B3, as shown revised in Exhibit B6, is a tentative subdivision plat prepared in accordance with this subsection.

Tentative Plat Submission
Subsection 4.210 (.01) B.

E15. Review Criteria: “The design and layout of this plan plat shall meet the guidelines and requirements set forth in this Code. The Tentative Plat shall be submitted to the Planning Department with the following information:” Listed 1. through 26.

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat has been submitted with the required information.

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

E16. Review Criteria: “Where the applicant intends to develop the land in phases, the schedule of such phasing shall be presented for review at the time of the tentative plat. In acting on an application for tentative plat approval, the Planning Director or Development Review Board may set time limits for the completion of the phasing schedule which, if not met, shall result in an expiration of the tentative plat approval.”

Finding: These criteria are satisfied.

Explanation of Finding: The land is intended to be developed in a single phase.

Remainder Tracts
Subsection 4.210 (.01) E.

E17. Review Criteria: “Remainder tracts to be shown as lots or parcels. Tentative plats shall clearly show all affected property as part of the application for land division. All remainder tracts, regardless of size, shall be shown and counted among the parcels or lots of the division.”

Finding: These criteria are satisfied.

Explanation of Finding: All affected property has been incorporated into the tentative subdivision plat.

Conformity to the Master Plan or Map

Subsection 4.236 (.01)

E18. Review Criteria: “Land divisions shall conform to and be in harmony with the Transportation Master Plan (Transportation Systems Plan), the Bicycle and Pedestrian Master Plan, the Parks and Recreation Master Plan, the Official Plan or Map and especially to the Master Street Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat is consistent with applicable plans including the Transportation Systems Plan and Villebois Village Master Plan as requested to be refined in Request C.

Relation to Adjoining Street System

Subsection 4.236 (.02)

E19. Review Criteria:

- A land division shall provide for the continuation of the principal streets existing in the adjoining area, or of their proper projection when adjoining property is not developed, and shall be of a width not less than the minimum requirements for streets set forth in these regulations. Where, in the opinion of the Planning Director or Development Review Board, topographic conditions make such continuation or conformity impractical, an exception may be made. In cases where the Board or Planning Commission has adopted a plan or plat of a neighborhood or area of which the proposed land division is a part, the subdivision shall conform to such adopted neighborhood or area plan.
- Where the plat submitted covers only a part of the applicant's tract, a sketch of the prospective future street system of the unsubmitted part shall be furnished and the street system of the part submitted shall be considered in the light of adjustments and connections with the street system of the part not submitted.
- At any time when an applicant proposes a land division and the Comprehensive Plan would allow for the proposed lots to be further divided, the city may require an arrangement of lots and streets such as to permit a later resubdivision in conformity to the street plans and other requirements specified in these regulations.

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat shows streets meeting these standards consistent with the proposed PDP. See Request D.

Streets: Conformity to Standards Elsewhere in the Code
Subsection 4.236 (.03)

E20. Review Criteria: “All streets shall conform to the standards set forth in Section 4.177 and the block size requirements of the zone.”

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat shows streets consistent with the proposed Master Plan Amendment and PDP under Requests C and D which meets Section 4.177 and the block requirements of the zone.

Creation of Easements
Subsection 4.236 (.04)

E21. Review Criteria: “The Planning Director or Development Review Board may approve an easement to be established without full compliance with these regulations, provided such an easement is the only reasonable method by which a portion of a lot large enough to allow partitioning into two (2) parcels may be provided with vehicular access and adequate utilities. If the proposed lot is large enough to divide into more than two (2) parcels, a street dedication may be required.”

Finding: These criteria are satisfied.

Explanation of Finding: No specific easements are requested pursuant to this subsection.

Topography
Subsection 4.236 (.05)

E22. Review Criterion: “The layout of streets shall give suitable recognition to surrounding topographical conditions in accordance with the purpose of these regulations.”

Finding: This criterion is satisfied.

Explanation of Finding: The tentative subdivision plat shows street alignments recognizing topographic conditions consistent with the requested PDP.

Reserve Strips
Subsection 4.236 (.06)

E23. Review Criteria: “The Planning Director or Development Review Board may require the applicant to create a reserve strip controlling the access to a street. Said strip is to be placed under the jurisdiction of the City Council, when the Director or Board determine that a strip is necessary.” Reasons listed A. through D.

Finding: These criteria are satisfied.

Explanation of Finding: No reserve strips are being required for the reasons listed in this subsection. However, reserve strips are being required by Condition of Approval PDE 5 to prevent access to the front side of lots served by an alley. See also Findings E3.

Future Expansion of Street
Subsection 4.236 (.07)

E24. Review Criteria: When necessary to give access to, or permit a satisfactory future division of, adjoining land, streets shall be extended to the boundary of the land division and the resulting dead-end street may be approved without a turn-around. Reserve strips and street plugs shall be required to preserve the objective of street extension.

Finding: These criteria are satisfied.

Explanation of Finding: Streets are being extended consistent with this subsection.

Additional Right-of-Way for Existing Streets

Subsection 4.236 (.08)

E25. Review Criteria: “Whenever existing streets adjacent to or within a tract are of inadequate width, additional right-of-way shall conform to the designated width in this Code or in the Transportation Systems Plan.”

Finding: These criteria are satisfied.

Explanation of Finding: The necessary rights-of-way for SW Tooze Road is being dedicated.

Street Names

Subsection 4.236 (.09)

E26. Review Criteria: “No street names will be used which will duplicate or be confused with the names of existing streets, except for extensions of existing streets. Street names and numbers shall conform to the established name system in the City, and shall be subject to the approval of the City Engineer.”

Finding: These criteria are satisfied.

Explanation of Finding: Street names will be reviewed by Engineering staff and be subject to approval by the City Engineer consistent with this subsection.

Blocks

Subsection 4.237 (.01)

E27. Review Criteria:

- The length, width, and shape of blocks shall be designed with due regard to providing adequate building sites for the use contemplated, consideration of needs for convenient access, circulation, control, and safety of pedestrian, bicycle, and motor vehicle traffic, and recognition of limitations and opportunities of topography.
- Sizes: Blocks shall not exceed the sizes and lengths specified for the zone in which they are located unless topographical conditions or other physical constraints necessitate larger blocks. Larger blocks shall only be approved where specific findings are made justifying the size, shape, and configuration.

Finding: These criteria are satisfied.

Explanation of Finding: The tentative subdivision plat shows blocks consistent with those proposed Preliminary Development Plan. See Request D.

Easements

Subsection 4.237 (.02)

E28. Review Criteria:

- Utility lines. Easements for sanitary or storm sewers, drainage, water mains, electrical lines or other public utilities shall be dedicated wherever necessary. Easements shall be provided consistent with the City's Public Works Standards, as specified by the City Engineer or Planning Director. All of the public utility lines within and adjacent to the site shall be installed within the public right-of-way or easement; with underground services extending to the private parcel constructed in conformance to the City's Public Works Standards. All franchise utilities shall be installed within a public utility easement. All utilities shall have appropriate easements for construction and maintenance purposes.
- Water courses. Where a land division is traversed by a water course, drainage way, channel or stream, there shall be provided a storm water easement or drainage right-of-way conforming substantially with the lines of the water course, and such further width as will be adequate for the purposes of conveying storm water and allowing for maintenance of the facility or channel. Streets or parkways parallel to water courses may be required.

Finding: These criteria are satisfied or will be satisfied by Conditions of Approval PDE 10.

Explanation of Finding: The necessary easements are required by a condition of approval.

Mid-block Pedestrian and Bicycle Pathways

Subsection 4.237 (.03)

E29. Review Criteria: "An improved public pathway shall be required to transverse the block near its middle if that block exceeds the length standards of the zone in which it is located.

- Pathways shall be required to connect to cul-de-sacs or to pass through unusually shaped blocks.
- Pathways required by this subsection shall have a minimum width of ten (10) feet unless they are found to be unnecessary for bicycle traffic, in which case they are to have a minimum width of six (6) feet.

Finding: These criteria are satisfied.

Explanation of Finding: Pathways are being provided consistent with the Village Zone requirements and the Villebois Village Master Plan.

Tree Planting & Tree Access Easements

Subsection 4.237 (.04)

E30. Review Criteria: "Tree planting plans for a land division must be submitted to the Planning Director and receive the approval of the Director or Development Review Board before the planting is begun. Easements or other documents shall be provided,

guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed street trees are within the proposed public right-of-way.

Lot Size and Shape

Subsection 4.237 (.05)

E31. Review Criteria: “The lot size, width, shape and orientation shall be appropriate for the location of the land division and for the type of development and use contemplated. Lots shall meet the requirements of the zone where they are located.”

Finding: These criteria are satisfied.

Explanation of Finding: Proposed lot sizes, widths, shapes and orientations are appropriate for the proposed development and are in conformance with the Village Zone requirements as discussed under Requests C and D.

Access

Subsection 4.237 (.06)

E32. Review Criteria: “The division of land shall be such that each lot shall have a minimum frontage on a street or private drive, as specified in the standards of the relative zoning districts. This minimum frontage requirement shall apply with the following exceptions:”
Listed A. and B.

Finding: These criteria are satisfied.

Explanation of Finding: Each lot has the minimum frontage on a street or greenbelt, as allowed in the Architectural Pattern Book.

Through Lots

Subsection 4.237 (.07)

E33. Review Criteria: “Through lots shall be avoided except where essential to provide separation of residential development from major traffic arteries or adjacent non-residential activity or to overcome specific disadvantages of topography and orientation.”

Finding: These criteria are satisfied.

Explanation of Finding: While certain lots front both SW Tooze Road and SW Barcelona Street, no access will be allowed directly from SW Tooze Road.

Lot Side Lines

Subsection 4.237 (.08)

E34. Review Criteria: “The side lines of lots, as far as practicable for the purpose of the proposed development, shall run at right angles to the street or tract with a private drive upon which the lots face.”

Finding: These criteria are satisfied.

Explanation of Finding: Generally side lot lines are at right angles with the front lot line. Where they do not, they run at the closest possible angle to 90 degrees as allowed by block shape, adjacent lot shape, and required alley orientation.

Large Lot Land Divisions

Subsection 4.237 (.09)

E35. Review Criteria: “In dividing tracts which at some future time are likely to be re-divided, the location of lot lines and other details of the layout shall be such that re-division may readily take place without violating the requirements of these regulations and without interfering with the orderly development of streets. Restriction of buildings within future street locations shall be made a matter of record if the Development Review Board considers it necessary.”

Finding: These criteria are satisfied.

Explanation of Finding: No future divisions of the lots included in the tentative subdivision plat is anticipated.

Building Line and Built-to Line

Subsection 4.237 (.10) and (.11)

E36. Review Criteria: The Planning Director or Development Review Board may establish special:

- building setbacks to allow for the future redivision or other development of the property or for other reasons specified in the findings supporting the decision. If special building setback lines are established for the land division, they shall be shown on the final plat.
- build-to lines for the development, as specified in the findings and conditions of approval for the decision. If special build-to lines are established for the land division, they shall be shown on the final plat.

Finding: These criteria are satisfied.

Explanation of Finding: No building lines or built-to lines are proposed or recommended.

Land for Public Purposes

Subsection 4.237 (.12)

E37. Review Criterion: “The Planning Director or Development Review Board may require property to be reserved for public acquisition, or irrevocably offered for dedication, for a specified period of time.”

Finding: This criterion is satisfied.

Explanation of Finding: No property reservation is recommended as described in this subsection.

Corner Lots

Subsection 4.237 (.13)

E38. Review Criterion: “Lots on street intersections shall have a corner radius of not less than ten (10) feet.”

Finding: This criterion is satisfied.

Explanation of Finding: All proposed corner lots meet the minimum corner radius of ten (10) feet.

Lots of Record
Section 4.250

E39. Review Criteria: “All lots of record that have been legally created prior to the adoption of this ordinance shall be considered to be legal lots. Tax lots created by the County Assessor are not necessarily legal lots of record.”

Finding: These criteria are satisfied.

Explanation of Finding: The parcels and tracts being divided are of record, and the resulting subdivision lots will be lots of record.

Request F: DB15-0089 Type C Tree Plan

The applicant’s findings in Section VIIA of their notebook, Exhibit B1, respond to the majority of the applicable criteria.

Access to Site for Tree Related Observation
Subsection 4.600.50 (.03) A.

F1. Review Criterion: “By submission of an application, the applicant shall be deemed to have authorized City representatives to have access to applicant’s property as may be needed to verify the information provided, to observe site conditions, and if a permit is granted, to verify that terms and conditions of the permit are followed.”

Finding: This criterion will be satisfied.

Explanation of Finding: The ability for the City to inspect tree conditions on the site is understood.

Type C Tree Removal Review Authority
Subsection 4.610.00 (.03) B.

F2. Review Criterion: “Type C. Where the site is proposed for development necessitating site plan review or plat approval by the Development Review Board, the Development Review Board shall be responsible for granting or denying the application for a Tree Removal Permit, and that decision may be subject to affirmance, reversal or modification by the City Council, if subsequently reviewed by the Council.”

Finding: This criterion is satisfied.

Explanation of Finding: The requested tree removal is connected to site plan review by the Development Review Board for the proposed development. The tree removal is thus being reviewed by the DRB.

Conditions Attached to Type C Tree Permits

Subsection 4.610.00 (.06) A.

- F3. Review Criterion:** “Conditions. Attach to the granting of the permit any reasonable conditions considered necessary by the reviewing authority including, but not limited to, the recording of any plan or agreement approved under this subchapter, to ensure that the intent of this Chapter will be fulfilled and to minimize damage to, encroachment on or interference with natural resources and processes within wooded areas;”

Finding: This criterion is met.

Explanation of Finding: No additional conditions are recommended pursuant to this subsection.

Completion of Operation

Subsection 4.610.00 (.06) B.

- F4. Review Criterion:** “Whenever an application for a Type B, C or D Tree Removal Permit is granted, the reviewing authority shall:” “Fix a reasonable time to complete tree removal operations;”

Finding: This criterion is satisfied.

Explanation of Finding: It is understood the tree removal will be completed by the time construction of all homes, parks, and other improvements in the PDP are completed, which is a reasonable time frame for tree removal.

Security

Subsection 4.610.00 (.06) C.

- F5. Review Criterion:** “Whenever an application for a Type B, C or D Tree Removal Permit is granted, the reviewing authority shall:” “Require the Type C permit grantee to file with the City a cash or corporate surety bond or irrevocable bank letter of credit in an amount determined necessary by the City to ensure compliance with Tree Removal Permit conditions and this Chapter. 1. This requirement may be waived by the Planning Director if the tree removal must be completed before a plat is recorded, and the applicant has complied with WC 4.264(1) of this Code.”

Finding: This criterion is satisfied.

Explanation of Finding: As allowed by Subsection 1 the bonding requirement is being waived as the application is required to comply with WC 4.264(1).

Standards for Tree Removal, Relocation or Replacement

Standards for Preservation and Conservation

Subsection 4.610.10 (.01) B.

- F6. Review Criteria:** “No development application shall be denied solely because trees grow on the site. Nevertheless, tree preservation and conservation as a principle shall be equal in concern and importance as other design principles.”

Finding: These criteria are satisfied.

Explanation of Finding: As shown on the Existing Conditions Plan, Sheet 2 of Exhibit B3, the majority of the site is pasture with trees concentrated around existing residential dwelling at the northwestern site corner. An “Important” Red Oak tree sits along Tooze Road and the subdivision and adjacent road way are being designed to preserve the tree. All other trees on the properties are proposed to be removed due to construction of street or homes, or health and condition of the tree.

Standards for Development Alternatives

Subsection 4.610.10 (.01) C.

- F7. **Review Criteria:** “Preservation and conservation of wooded areas and trees shall be given careful consideration when there are feasible and reasonable location alternatives and design options on-site for proposed buildings, structures or other site improvements.”

Finding: These criteria are satisfied.

Explanation of Finding: The majority of the site is pasture with trees located around existing residential dwelling. An “Important” Red Oak tree sits along Tooze Road and the subdivision and adjacent road way are being designed to preserve the tree. All other trees on the properties are proposed to be removed due to construction of street or homes, or health and condition of the tree.

Standards for Land Clearing

Subsection 4.610.10 (.01) D.

- F8. **Review Criteria:** “Where the proposed activity requires land clearing, the clearing shall be limited to designated street rights-of-way and areas necessary for the construction of buildings, structures or other site improvements.”

Finding: These criteria are satisfied.

Explanation of Finding: This standard is being followed as shown in the applicant’s plan set, Exhibit B3.

Standards for Residential Development

Subsection 4.610.10 (.01) E.

- F9. **Review Criteria:** “Where the proposed activity involves residential development, residential units shall, to the extent reasonably feasible, be designed and constructed to blend into the natural setting of the landscape.”

Finding: These criteria are satisfied.

Explanation of Finding: The subject site is relatively flat and is being development with a pattern similar to other areas of Villebois.

Standards for Compliance with Statutes and Ordinances

Subsection 4.610.10 (.01) F.

- F10. **Review Criteria:** “The proposed activity shall comply with all applicable statutes and ordinances.”

Finding: These criteria are satisfied.

Explanation of Finding: This standard is broad and duplicative. As found elsewhere in this report, the applicable standards are being applied.

Standards for Relocation and Replacement

Subsection 4.610.10 (.01) G.

F11. Review Criteria: “The proposed activity shall include necessary provisions for tree relocation or replacement, in accordance with WC 4.620.00, and the protection of those trees that are not removed, in accordance with WC 4.620.10.

Finding: These criteria are satisfied.

Explanation of Finding: The proposed tree activity is being reviewed in accordance to the referenced sections related to replacement and protection.

Limitation on Tree Removal

Subsection 4.610.10 (.01) H.

F12. Review Criteria: “Tree removal or transplanting shall be limited to instances where the applicant has provided completed information as required by this chapter and the reviewing authority determines that removal or transplanting is necessary based on the criteria of this subsection.” Listed 1. through 4.

Finding: These criteria are satisfied.

Explanation of Finding: The proposed tree removal is either necessary for construction or is due to the health and condition of the trees.

Additional Standards for Type C Permits: Tree Survey

Subsection 4.610.10 (.01) I. 1.

F13. Review Criteria: “For all site development applications reviewed under the provisions of Chapter 4 Planning and Zoning, the developer shall provide a Tree Survey before site development as required by WC 4.610.40 , and provide a Tree Maintenance and Protection Plan, unless specifically exempted by the Planning Director or DRB, prior to initiating site development.”

Finding: These criteria are satisfied.

Explanation of Finding: The required Tree Maintenance and Protection Plan has been submitted. See Section VI1C) of Exhibit B1.

Additional Standards for Type C Permits: Platted Subdivision

Subsection 4.610.10 (.01) I. 2.

F14. Review Criteria: “The recording of a final subdivision plat whose preliminary plat has been reviewed and approved after the effective date of Ordinance 464 by the City and that conforms with this subchapter shall include a Tree Survey and Maintenance and Protection Plan, as required by this subchapter, along with all other conditions of approval.”

Finding: These criteria are satisfied.

Explanation of Finding: The required plan has been submitted. See Section VIIC) of Exhibit B1.

Additional Standards for Type C Permits: Utilities
Subsection 4.610.10 (.01) I. 3.

F15. Review Criteria: “The City Engineer shall cause utilities to be located and placed wherever reasonably possible to avoid adverse environmental consequences given the circumstances of existing locations, costs of placement and extensions, the public welfare, terrain, and preservation of natural resources. Mitigation and/or replacement of any removed trees shall be in accordance with the standards of this subchapter.”

Finding: These criteria are satisfied.

Explanation of Finding: The Composite Utility Plan, Sheet 6 of Exhibit B2, shows little potential for environmental adverse consequences of utility placement. Utility placement in relation to the preserved tree will be further reviewed during review of construction drawings and utility easement placement on the final plat.

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

F16. Review Criteria: “Approval to remove any trees on property as part of a site development application may be granted in a Type C permit. A Type C permit application shall be reviewed by the standards of this subchapter and all applicable review criteria of Chapter 4. Application of the standards of this section shall not result in a reduction of square footage or loss of density, but may require an applicant to modify plans to allow for buildings of greater height. If an applicant proposes to remove trees and submits a landscaping plan as part of a site development application, an application for a Tree Removal Permit shall be included. The Tree Removal Permit application will be reviewed in the Stage II development review process, and any plan changes made that affect trees after Stage II review of a development application shall be subject to review by DRB. Where mitigation is required for tree removal, such mitigation may be considered as part of the landscaping requirements as set forth in this Chapter. Tree removal shall not commence until approval of the required Stage II application and the expiration of the appeal period following that decision. If a decision approving a Type C permit is appealed, no trees shall be removed until the appeal has been settled.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed Type C Tree Plan is being reviewed concurrently with the Preliminary Development Plan, which is the equivalent of a Stage II Final Plan in the Village Zone.

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

F17. Review Criteria: “The applicant must provide ten copies of a Tree Maintenance and Protection Plan completed by an arborist that contains the following information:” Listed A. 1. through A. 7.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant has submitted the necessary copies of a Tree Maintenance and Protection Plan. See Section VIIC of the applicants notebook, Exhibit B1 and Sheet 9 of the applicant’s plan set, Exhibit B3.

Tree Replacement Requirement
Subsection 4.620.00 (.01)

F18. Review Criterion: “A Type B or C Tree Removal Permit grantee shall replace or relocate each removed tree having six (6) inches or greater d.b.h. within one year of removal.”

Finding: This criterion is satisfied.

Explanation of Finding: The tree mitigation requirements will be more than exceeded by the planned street tree and trees in parks and linear greens.

Basis for Determining Replacement
Subsection 4.620.00 (.02)

F19. Review Criteria: “The permit grantee shall replace removed trees on a basis of one (1) tree replanted for each tree removed. All replacement trees must measure two inches (2”) or more in diameter.”

Finding: These criteria are satisfied.

Explanation of Finding: More trees are planned to be planted than proposed to be removed. Each tree, including street trees and trees in parks and linear greens will meet the minimum diameter requirement.

Replacement Tree Requirements
Subsection 4.620.00 (.03)

F20. Review Criteria: “A mitigation or replacement tree plan shall be reviewed by the City prior to planting and according to the standards of this subsection.

A. Replacement trees shall have shade potential or other characteristics comparable to the removed trees, shall be appropriately chosen for the site from an approved tree species list supplied by the City, and shall be state Department of Agriculture Nursery Grade No. 1 or better.

B. Replacement trees must be staked, fertilized and mulched, and shall be guaranteed by the permit grantee or the grantee’s successors-in-interest for two (2) years after the planting date.

C. A “guaranteed” tree that dies or becomes diseased during that time shall be replaced.

D. Diversity of tree species shall be encouraged where trees will be replaced, and diversity of species shall also be maintained where essential to preserving a wooded area or habitat.”

Finding: These criteria are satisfied or will be satisfied by Condition of Approval PDF 2.

Explanation of Finding: The condition of approval will ensure the relevant requirements of this subsection are met.

Replacement Tree Stock Requirements

Subsection 4.620.00 (.04)

F21. Review Criteria: “All trees to be planted shall consist of nursery stock that meets requirements of the American Association of Nurserymen (AAN) American Standards for Nursery Stock (ANSI Z60.1) for top grade.”

Finding: These criteria will be satisfied by Condition of Approval PDF 2.

Explanation of Finding: Condition of Approval PDF 2 assures this is met.

Replacement Trees Locations

Subsection 4.620.00 (.05)

F22. Review Criteria: “The City shall review tree relocation or replacement plans in order to provide optimum enhancement, preservation and protection of wooded areas. To the extent feasible and desirable, trees shall be relocated or replaced on-site and within the same general area as trees removed.”

Finding: These criteria are satisfied.

Explanation of Finding: The applicant proposes to mitigate for all removed trees on site and in the appropriate locations for the proposed development.

Tree Protection During Construction

Section 4.620.10

F23. Review Criteria: “Where tree protection is required by a condition of development under Chapter 4 or by a Tree Maintenance and Protection Plan approved under this subchapter, the following standards apply:” Listed A. through D.

Finding: These criteria are satisfied or will be satisfied by Condition of Approvals PDF 3 and PDF 4.

Explanation of Finding: The conditions of approval assure the applicable requirements of this Section will be met.

Request G: DB15-0090 Final Development Plan for Parks and Open Space

The applicant’s findings in Section VIIIA of their notebook, Exhibit B1, respond to the majority of the applicable criteria.

Permitted Uses in the Village Zone

Subsection 4.125 (.02)

G1. Review Criteria: This subsection lists the uses typically permitted in the Village Zone including “Non-commercial parks, plazas, playgrounds, recreational facilities, community buildings and grounds, tennis courts, and other similar recreational and community uses owned and operated either publicly or by an owners association.”

Finding: These criteria are satisfied.

Explanation of Finding: The requested Final Development Plan is for parks and open space allowed within the Village Zone.

Parks and Open Space in the Village Zone-Amount Required
Subsection 4.125 (.08) A.

- G2. Review Criteria:** “In all residential developments and in mixed-use developments where the majority of the developed square footage is to be in residential use, at least twenty-five percent (25%) of the area shall be open space, excluding street pavement and surface parking. In multi-phased developments, individual phases are not required to meet the 25% standard as long as an approved Specific Area Plan demonstrates that the overall development shall provide a minimum of 25% open space. Required yard areas shall not be counted towards the required open space area.”

Finding: These criteria are satisfied.

Explanation of Finding: Park and Open Space is being provided consistent with the PDP found to meet these criteria.

Parks and Open Space in the Village Zone-Ownership
Subsection 4.125 (.08) B.

- G3. Review Criteria:** “Open space area required by this Section may, at the discretion of the Development Review Board, be protected by a conservation easement or dedicated to the City, either rights in fee or easement, without altering the density or other development standards of the proposed development. Provided that, if the dedication is for public park purposes, the size and amount of the proposed dedication shall meet the criteria of the City of Wilsonville standards. The square footage of any land, whether dedicated or not, which is used for open space shall be deemed a part of the development site for the purpose of computing density or allowable lot coverage.”

Finding: These criteria are satisfied.

Explanation of Finding: This discretion of the DRB is understood. Ownership will be by the homeowners association.

Parks and Open Space in the Village Zone-Protection and Maintenance
Subsection 4.125 (.08) C.

- G4. Review Criteria:** “The Development Review Board may specify the method of assuring the long-term protection and maintenance of open space and/or recreational areas. Where such protection or maintenance are the responsibility of a private party or homeowners’ association, the City Attorney shall review and approve any pertinent bylaws, covenants, or agreements prior to recordation.”

Finding: These criteria are satisfied.

Explanation of Finding: Protection and maintenance of the open space and recreational areas are covered in the CCR’s being reviewed by the City, and Operation and Maintenance Agreements between the developer and the City.

Landscaping Screening and Buffering
Subsection 4.125 (.11)

- G5. Review Criteria:** “Except as noted below, the provisions of Section 4.176 shall apply in the Village zone:” “Streets in the Village zone shall be developed with street trees as described in the Community Elements Book.”

Finding: These criteria are satisfied.

Explanation of Finding: Findings G16 through G27 pertain to Section 4.176. Street trees are proposed consistent with the Community Elements Book.

Signs Compliance with Master Sign and Wayfinding Plan for SAP
Section 4.125 (.12) A.

- G6. Review Criterion:** “All signage and wayfinding elements within the Village Zone shall be in compliance with the adopted Signage and wayfinding Master Plan for the appropriate SAP.”

Finding: This criterion will be met by Condition of Approval PDG 12.

Explanation of Finding: The Condition of Approval requires a Secondary Site Identifier consistent with the SAP North Signage & Wayfinding Plan.

Design Standards Applying to the Village Zone

Details to Match Architectural Pattern Book and Community Elements Book
Subsection 4.125 (.14) A. 2. b.

- G7. Review Criteria:** “Materials, colors and architectural details executed in a manner consistent with the methods included in an approved Architectural Pattern Book, Community Elements Book or approved Village Center Architectural Standards.”

Finding: These criteria are satisfied.

Explanation of Finding: The Architectural Pattern Book is not applicable to the parks except that any retaining walls within the public view shed must be consistent with the materials in the Architectural Pattern Book and the Master Fencing shown in the pattern book. Proposed plant materials are consistent with the Community Elements Book.

Protection of Significant Trees
Subsection 4.125 (.14) A. 2. f.

- G8. Review Criterion:** “The protection of existing significant trees as identified in an approved Community Elements Book.”

Finding: This criterion is satisfied.

Explanation of Finding: Significant trees are being protected. See Request F.

Landscape Plan

Subsection 4.125 (.14) A. 2. g.

G9. Review Criteria: “A landscape plan in compliance with Sections 4.125(.07) and (.11), above.”

Finding: This criterion is satisfied.

Explanation of Finding: Landscape plans have been provided in compliance with the referenced sections.

Lighting and Site Furnishings

Subsection 4.125 (.14) C.

G10. Review Criteria: “Lighting and site furnishings shall be in compliance with the approved Architectural Pattern Book, Community Elements Book, or approved Village Center Architectural Standards.”

Finding: These criteria will be satisfied by a condition of approval.

Explanation of Finding: The condition of approval requires the lighting and site furnishings to be consistent with the Community Elements Book.

Final Development Plan Approval Procedures

Subsection 4.125 (.18) L.

G11. Review Criteria: This subsection establishes the approval procedures for Final Development Plans.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant has followed the applicable procedures set out in this subsection for approval of a FDP.

Final Development Plan Submittal Requirements

Subsection 4.125 (.18) M.

G12. Review Criteria: “An application for approval of a FDP shall be subject to the provisions of Section 4.034.”

Finding: These criteria are satisfied.

Explanation of Finding: The necessary materials have been submitted for review of the FDP.

Final Development Plans Subject to Site Design Review Criteria

Subsections 4.125 (.18) N. and P. 1.

G13. Review Criteria: “An application for approval of a FDP shall be subject to the provisions of Section 4.421”

Finding: These criteria are satisfied.

Explanation of Finding: The provisions of Section 4.421 are being used as criteria in the review of the FDP. See Findings G31 through G35.

Refinements to Preliminary Development Plan as part of Final Development Plan
Subsection 4.125 (.18) O.

G14. Review Criteria: This subsection identifies the process and requirements for refinements to a preliminary development plan as party of a final development plan.

Finding: These criteria are satisfied.

Explanation of Finding: No refinements are proposed as part of the requested FDP.

Final Development Plan Compliance with Architectural Pattern Book, Community Elements Book, and PDP Conditions of Approval
Subsection 4.125 (.18) P.2.

G15. Review Criteria: “An application for an FDP shall demonstrate that the proposal conforms to the applicable Architectural Pattern Book, Community Elements Book, Village Center Architectural Standards and any conditions of a previously approved PDP.”

Finding: These criteria are satisfied.

Explanation of Finding: Overall, as demonstrated by Finding G8 above, the FDP demonstrates compliance with the SAP North Community Elements Book. The proposed landscaping is in conformance with the Community Elements Book. There are no relevant portions of the Architectural Pattern Book, or Conditions of Approval for a previously approved PDP to which to demonstrate compliance.

Landscape Standards

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

G16. Review Criterion: “All landscaping and screening required by this Code must comply with all of the provisions of this Section, unless specifically waived or granted a Variance as otherwise provided in the Code. The landscaping standards are minimum requirements; higher standards can be substituted as long as fence and vegetation-height limitations are met. Where the standards set a minimum based on square footage or linear footage, they shall be interpreted as applying to each complete or partial increment of area or length”

Finding: This criterion is satisfied.

Explanation of Finding: No waivers or variances to landscape standards have been requested. Thus all landscaping and screening must comply with standards of this section.

Landscape Area and Locations
Subsection 4.176 (.03)

G17. Review Criteria: “Not less than fifteen percent (15%) of the total lot area, shall be landscaped with vegetative plant materials. The ten percent (10%) parking area landscaping required by section 4.155.03(B)(1) is included in the fifteen percent (15%) total

lot landscaping requirement. Landscaping shall be located in at least three separate and distinct areas of the lot, one of which must be in the contiguous frontage area. Planting areas shall be encouraged adjacent to structures. Landscaping shall be used to define, soften or screen the appearance of buildings and off-street parking areas. Materials to be installed shall achieve a balance between various plant forms, textures, and heights. The installation of native plant materials shall be used whenever practicable.”

Finding: These criteria are satisfied.

Explanation of Finding: The proposed parks are predominantly covered with vegetative plant materials other than areas for walkways, etc. The plantings are in a variety of areas.

Buffering and Screening

Subsection 4.176 (.04)

G18. Review Criteria: “Additional to the standards of this subsection, the requirements of the Section 4.137.5 (Screening and Buffering Overlay Zone) shall also be applied, where applicable.

C. All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties.

D. All outdoor storage areas shall be screened from public view, unless visible storage has been approved for the site by the Development Review Board or Planning Director acting on a development permit.

E. In all cases other than for industrial uses in industrial zones, landscaping shall be designed to screen loading areas and docks, and truck parking.

F. In any zone any fence over six (6) feet high measured from soil surface at the outside of fenceline shall require Development Review Board approval.”

Finding: These criteria are satisfied.

Explanation of Finding: No conditions requiring buffering and screening are within the area covered by the subject FDP request.

Plant Materials-Shrubs and Groundcover

Subsection 4.176 (.06) A.

G19. Review Criteria: This subsection establishes plant material and planting requirements for shrubs and ground cover.

Finding: These criteria are satisfied.

Explanation of Finding: Applicant’s sheet L2 in their FDP plan set, Exhibit B4, indicates the requirements established by this subsection will be met by the proposed plantings.

Plant Materials-Trees

Subsection 4.176 (.06) B.

G20. Review Criteria: This subsection establishes plant material requirements for trees.

Finding: These criteria are satisfied.

Installation and Maintenance of Landscaping

Subsection 4.176 (.07)

G25. Review Criteria: This subsection establishes installation and maintenance standards for landscaping.

Finding: These criteria are satisfied or will be satisfied by Condition of Approval PDG 2.

Explanation of Finding: The installation and maintenance standards are or will be met as follows:

- Plant materials are required to be installed to current industry standards and be properly staked to ensure survival
- Plants that die are required to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City.
- A note on the applicant's Sheet L2 in their FDP plan set, Exhibit B4, indicates "coordinate landscape installation with installation of underground sprinkler and drainage systems."

Landscape Plans

Subsection 4.176 (.09)

G26. Review Criterion: "Landscape plans shall be submitted showing all existing and proposed landscape areas. Plans must be drawn to scale and show the type, installation size, number and placement of materials. Plans shall include a plant material list. Plants are to be identified by both their scientific and common names. The condition of any existing plants and the proposed method of irrigation are also to be indicated."

Finding: This criterion is satisfied.

Explanation of Finding: Landscape plans have been submitted with the required information. See Exhibits B4 and B7.

Completion of Landscaping

Subsection 4.176 (.10)

G27. Review Criterion: "The installation of plant materials may be deferred for a period of time specified by the Board or Planning Director acting on an application, in order to avoid hot summer or cold winter periods, or in response to water shortages. In these cases, a temporary permit shall be issued, following the same procedures specified in subsection (.07)(C)(3), above, regarding temporary irrigation systems. No final Certificate of Occupancy shall be granted until an adequate bond or other security is posted for the completion of the landscaping, and the City is given written authorization to enter the property and install the required landscaping, in the event that the required landscaping has not been installed. The form of such written authorization shall be submitted to the City Attorney for review."

Finding: This criterion is satisfied.

Explanation of Finding: As a condition of PDP approval the parks for the PDP or PDP phase must be completed prior to fifty percent (50%) of the house permits are issued

unless certain conditions exist, similar to what is described in this subsection, in which case a bond can be posted. See Finding D55 and Condition of Approval PDD 3.

Site Design Review

Excessive Uniformity, Inappropriateness of Design, Etc.

Subsection 4.400 (.01)

G28. Review Criteria: “Excessive uniformity, inappropriateness or poor design of the exterior appearance of structures and signs and the lack of proper attention to site development and landscaping in the business, commercial, industrial and certain residential areas of the City hinders the harmonious development of the City, impairs the desirability of residence, investment or occupation in the City, limits the opportunity to attain the optimum use in value and improvements, adversely affects the stability and value of property, produces degeneration of property in such areas and with attendant deterioration of conditions affecting the peace, health and welfare, and destroys a proper relationship between the taxable value of property and the cost of municipal services therefor.”

Finding: These criteria are satisfied.

Explanation of Finding:

Excessive Uniformity: A variety of parks with a variety of features and amenities are provided consistent with the diversity of park uses described in the Villebois Village Master Plan avoiding excessive uniformity in park and open space design.

Inappropriate or Poor Design of the Exterior Appearance of Structures: No structures are proposed in the parks.

Inappropriate or Poor Design of Signs: Signs within parks and open spaces are required to be consistent with the Master Sign and Wayfinding program which is a comprehensive signage package that ensures signs in parks and open spaces, like elsewhere in Villebois, are of a quality design and appropriate for the Villebois context.

Lack of Proper Attention to Site Development: The appropriate professional services have been used to design the park and open spaces incorporating unique features of the site including natural features, demonstrating appropriate attention being given to site development.

Lack of Proper Attention to Landscaping: Landscaping has been professionally designed by a landscape architect, and includes a variety of plant materials, all demonstrating appropriate attention being given to landscaping.

Purposes of Objectives of Site Design Review

Subsection 4.400 (.02)

G29. Review Criterion: “The City Council declares that the purposes and objectives of site development requirements and the site design review procedure are to:” Listed A through J.

Finding: These criteria are satisfied.

Explanation of Finding: It is staff's professional opinion that the applicant has provided sufficient information demonstrating compliance with the purposes and objectives of site design review. In addition, site features are consistent with the Community Element Book, which has previously been reviewed to ensure consistency with the Villebois Village Master Plan which has similar purposes and objectives as site design review.

Site Design Review-Jurisdiction and Power of the Board Section 4.420

G30. Review Criteria: The section states the jurisdiction and power of the Development Review Board in relation to site design review including the application of the section, that development is required in accord with plans, and variance information.

Finding: These criteria will be satisfied by Condition of Approval PDG 3.

Explanation of Finding: A condition of approval has been included to ensure construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. No grading or other permits will be granted prior to development review board approval. No variances are requested from site development requirements.

Site Design Review-Design Standards Subsection 4.421 (.01)

G31. Review Criteria: "The following standards shall be utilized by the Board in reviewing the plans, drawings, sketches and other documents required for Site Design Review. These standards are intended to provide a frame of reference for the applicant in the development of site and building plans as well as a method of review for the Board. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention and innovation. The specifications of one or more particular architectural styles is not included in these standards." Listed A through G.

Finding: These criteria are satisfied.

Explanation of Finding: The scope of design standards refers only to the parks and open spaces, as the single-family homes are not subject to site design review. The park elements are appropriate for a relatively flat site. Surface water drainage has been thoroughly reviewed consistent with the Villebois Village Master Plan and the Rainwater Master Plan for SAP North.

Applicability of Design Standards to Various Site Features Subsection 4.421 (.02)

G32. Review Criteria: "The standards of review outlined in Sections (a) through (g) above shall also apply to all accessory buildings, structures, exterior signs and other site features, however related to the major buildings or structures."

Finding: These criteria are satisfied.

Explanation of Finding: Design standards have been applied to all applicable site features, which does not include single-family homes.

Objectives of Section 4.400 Serve as Additional Criteria and Standards
Subsection 4.421 (.03)

G33. Review Criteria: “The Board shall also be guided by the purpose of Section 4.400, and such objectives shall serve as additional criteria and standards.”

Finding: These criteria are satisfied.

Explanation of Finding: The purposes and objectives in Section 4.400 are being used as additional criteria and standards. See Finding G29 above.

Site Design Review-Conditions of Approval
Subsection 4.421 (.05)

G34. Review Criterion: “The Board may attach certain development or use conditions in granting an approval that are determined necessary to insure the proper and efficient functioning of the development, consistent with the intent of the Comprehensive Plan, allowed densities and the requirements of this Code.”

Finding: This criterion is satisfied.

Explanation of Finding: No additional conditions of approval are recommended.

Color or Materials Requirements
Subsection 4.421 (.06)

G35. Review Criterion: “The Board or Planning Director may require that certain paints or colors of materials be used in approving applications. Such requirements shall only be applied when site development or other land use applications are being reviewed by the City.”

Finding: This criterion will be satisfied by Condition of Approvals PDG 4 and PDG 5.

Explanation of Finding: The Conditions of Approval requires specific materials for any retaining walls or hand rails to ensure a quality of design consistent with the Architectural Pattern Book.

Site Design Review-Procedures
Section 4.440

G36. Review Criteria: “A prospective applicant for a building or other permit who is subject to site design review shall submit to the Planning Department, in addition to the requirements of Section 4.035, the following:” Listed A through F.

Finding: These criteria are satisfied.

Explanation of Finding: The applicant has submitted the required additional materials, as applicable.

Time Limit on Approval
Section 4.442

G37. Review Criterion: “Site design review approval shall be void after two (2) years unless a building permit has been issued and substantial development pursuant thereto has taken place; or an extension is granted by motion of the Board.

Finding: This criterion is satisfied.

Explanation of Finding: It is understood that the approval will expire after 2 years if a building permit hasn't been issued unless an extension has been granted by the board.

Landscape Installation or Bonding
Subsection 4.450 (.01)

G38. Review Criterion: “All landscaping required by this section and approved by the Board shall be installed prior to issuance of occupancy permits, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City shall be returned to the applicant.”

Finding: This criterion is satisfied.

Explanation of Finding: As a condition of PDP approval the parks for the PDP or PDP phase must be completed prior to fifty percent (50%) of the house permits being issued. See Finding D55 in Request D and Condition of Approval PDD 3.

Approved Landscape Plan Binding
Subsection 4.450 (.02)

G39. Review Criterion: “Action by the City approving a proposed landscape plan shall be binding upon the applicant. Substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan shall not be made without official action of the Planning Director or Development Review Board, as specified in this Code.”

Finding: This criterion will be satisfied by Condition of Approval PDG 6.

Explanation of Finding: The condition of approval shall provide ongoing assurance this criterion is met.

Landscape Maintenance and Watering

Subsection 4.450 (.03)

G40. Review Criterion: “All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Board, unless altered with Board approval.”

Finding: This criterion will be satisfied by Condition of Approval PDG 6.

Explanation of Finding: The condition of approval will ensure landscaping is continually maintained in accordance with this subsection.

Addition and Modifications of Landscaping

Subsection 4.450 (.04)

G41. Review Criterion: “If a property owner wishes to add landscaping for an existing development, in an effort to beautify the property, the Landscape Standards set forth in Section 4.176 shall not apply and no Plan approval or permit shall be required. If the owner wishes to modify or remove landscaping that has been accepted or approved through the City’s development review process, that removal or modification must first be approved through the procedures of Section 4.010.”

Finding: This criterion will be satisfied by Condition of Approval PDG 6.

Explanation of Finding: The condition of approval shall provide ongoing assurance that this criterion is met by preventing modification or removal without the appropriate City review.

ORDINANCE NO. 776**AN ORDINANCE OF THE CITY OF WILSONVILLE AMENDING WILSONVILLE CODE CHAPTER 3, RIGHT-OF-WAY AND PUBLIC EASEMENT MANAGEMENT SECTION, BY AMENDING SECTION 3.410, FRANCHISE REQUIRED, AND ADDING A NEW SECTION 3.415, FRANCHISE FEES**

WHEREAS, the Wilsonville transportation network is extremely complex. At its core is the City-acquired rights-of-way over which are located the City's asphalt and concrete streets and roads, sidewalks, bikeways, pedestrian paths, street lights, street trees, public art, signage, bus shelters, and signalized intersections; under which are located the majority of public and private utility services, such as electricity, gas, cable, fiber, water, sewer, and storm sewer; and connected to and made a part thereof are the City's bridges, crossings over railroad tracks, and intersections with Interstate 5 (I-5) interchanges; and

WHEREAS, as of 2014, 73 lane miles were a part of this complex transportation network, with an estimated value of over \$300 million dollars. The City is growing at a rapid pace. In 1968, when first incorporated, it had a population of 1,000; today it has an over 22,000 population and an employment base of 18,000. Yet to be annexed are two industrial areas in various stages of planning, as is approximately 500 acres for new housing, all of which will be adding needs to that transportation network; and

WHEREAS, the transportation network provides multimodal transportation and connectivity for pedestrian, bicyclists, vehicles, freight, and transit, and serves a variety of land uses, such as single-family homes, multi-family residences, commercial establishments, and industrial buildings and complexes; and

WHEREAS, governance of the transportation system is likewise complex. The City is subject to the State's Transportation Planning Rule, as well as the State Land Use Planning legislation and rules concerning Comprehensive Plans that provide for adequate infrastructure for development and to maintain a qualified staff adequate to support the various service functions of the City; and

WHEREAS, Comprehensive Plan Policy 3.1.13 provides:

“Policy 3.1.13 The City of Wilsonville shall coordinate planning activities with the utility companies to ensure orderly and efficient installation of needed service lines and equipment.

Implementation Measure 3.1.13.1. To enhance aesthetic quality, promote public safety and to protect service lines from damage (e.g., ice/wind storms or vehicle accidents), as new development occurs all utility service lines serving the development property shall be placed underground, in accordance with the City’s Public Works Standards.” * * *; and

WHEREAS, in implementing state laws and its Comprehensive Plan, the City has developed a Transportation System Plan, a Bicycle and Pedestrian Plan, and a Transit Plan. The City Development Code addresses concurrency and level of service standards to ensure timely, adequate, and functional transportation systems to serve current and future development; and

WHEREAS, the City has adopted Public Works Standards to ensure appropriate and functionally integrated construction, operation, and maintenance. Stormwater Standards to meet federal, state, and local environmental concerns for construction, operation, and maintenance of transportation projects also have been adopted and are currently being updated. Construction and repair improvements to the interchanges which merge into City streets and rights-of-way involve coordination with the US DOT and ODOT. Railroad crossing transportation improvements need to be coordinated with several governmental agencies as well as transportation improvements that cross wetlands; and

WHEREAS, rights-of-way to serve these surface and subsurface uses are a relatively limited and scarce asset that have been acquired at a significant cost and carry a high value, and need to be well managed with trained personnel from various departments and, in turn, to the extent reasonable, be funded by a combination of sources, including franchise fees from the beneficial users of the City’s rights-of-way; and

WHEREAS, the City finds its Code provision needs to be updated to provide for the factors to consider when establishing a franchise fee and to provide reasonable pricing for the value of using a scarce and limited asset;

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

1. Wilsonville Code Section 3.410, Franchise Required, is amended as follows:
 - (a) Delete the words “Section 3.410 Franchise Required” underneath the Section 3.410 Franchise Required heading, as it is a typographical error.
 - (b) In Section 3.410(1), at the end of the first sentence, delete the phrase “as specifically set forth in City Code” and replace it with “as may be determined by the City Council.”
2. The following Wilsonville Code Section 3.415, Franchise Fees, is added to and made a part of Chapter 3, Right of Way and Public Easement Management section, as follows:

“3.415 Franchise Fees

(1) Factors

The City Council may consider one or more of the following factors in establishing franchise fees:

(a) Whether the service is being provided to Wilsonville residences and businesses or is the use such that Wilsonville residences and businesses would not receive the benefit of any services from User’s equipment and facilities (pass-through without service delivery) but would endure the disturbance of construction, maintenance, and repair and bear the risks associated with equipment and/or facilities failures, as well as the need to manage and coordinate the use with other users and any other applicable persons or agencies.

(b) The amount of space of right-of-way occupied:

- (i) The length of right-of-way occupied. The longer the equipment and facilities, such as a pipeline, are, generally means the greater the time of construction and the greater the time of related community, traffic, and business disruption, as well as the greater the City oversight, management, and coordination.
- (ii) The size of the equipment and facilities. Larger equipment and facilities occupy more space and may create the need for wider easements and greater size of any setbacks. The greater the size of equipment and facilities may also impose greater opportunity costs and increased oversight, management, and coordination.

(iii) Depth of equipment and facilities. City oversight, management, accounting for risk, and coordination associated with installing and repairing deeper placed equipment and facilities increases as the depth increases. Also, greater depth can cause greater community, traffic, and business interruption due to lengthier construction and repair times.

(c) The content being transported, its volume, and any pressurized means for its transportation. Natural gas and petroleum products can pose greater risks than potable water. However, large volumes of water being transported under pressure can pose greater risks to City residences and businesses than lower volume gravity feed lines. Planning and management for disasters and incident response increases cost contingences for utilities that impose greater risks.

(d) The risks of equipment and facilities failures associated with the size, content, characteristics, volume, or pressure, either independently or in combination upon the City's municipal services. Examples of such services and potential costs include, but are not limited to: services being diverted to spill response and clean-up; evacuation of residences and businesses; lost business revenues; road closures and diverted traffic, including re-routing transit routes; and managing the replacement of other users' equipment and facilities.

(e) The impacts to land uses along the rights-of-way used for the benefit of User's equipment and facilities.

(f) The length of time the rights-of-way are proposed to be used. All things being equal, the longer the use the greater the chance of a failure of equipment or facilities to occur.

(g) The probability that use of the rights-of-way will shorten the life of any City facility on, in, or over the rights-of-way.

(h) The City's costs, including personnel, materials, and services associated with managing, operating, maintaining, and repairing the rights-of-way used by User and in coordination with other uses and users, both in connection with the particular route used and as an integral part of the City's complex transportation network. The City's rights-of-way are a scarce and limited resource, with multiple service providers vying for space. Even though physical space may exist in a right-of-way, adding new services requires careful planning, mapping, approvals, and other efforts to ensure that a new service does not compromise existing services or cause undue difficulties for other users, including vehicle, freight, bicycle, and pedestrian traffic. Right-of-way congestion imposes costs, and right-of-way fees function as price signals, indicating the value of occupying a scarce and limited asset.

(i) The opportunity costs of foregoing the ability to use the right-of-way in the future. Occupying the space in the right-of-way will preclude the City and others from using the same space now and in the future. The greater the right-of-way space occupied, the greater the opportunity cost, all factors held constant.

(j) Existing franchise fees on comparable utility equipment and facilities as an indicator of the value placed on occupying a scarce and limited asset for the User's benefit. The weight, if any, such franchise fees shall be given shall be based on the various circumstances that may be applicable to any given situation.

(2) Franchise Fees

(a) To recover the costs for, the value of, and account for and mitigate risks of the use of the City's rights-of-way where services are provided to Wilsonville residences, businesses, and entities (customers), the annual Franchise Fee for use of the City's rights-of-way shall be 5% of the gross revenues derived from services provided to Wilsonville customers. The City Council reserves the right to determine if the Franchise Fee should be otherwise adjusted due to circumstances that affect one or more of the factors set forth in Section 3.415(1), above.

(b) To recover the costs for, the value of, and account for risks associated with the use of the City's rights-of-way where services are not provided to Wilsonville residences, businesses, and entities (customers), the annual Franchise Fee for such pass-through use of the City's rights-of-way shall be based on the cubic feet of right-of-way occupied, for pipes and lines from one inch in diameter, up to and including 24 inches in diameter, shall be \$0.75 per cubic foot; from 25 inches in diameter, up to and including 48 inches in diameter, shall be \$1.00 per cubic foot; from 49 inches and above shall be \$1.15 per cubic foot; and if the contents of the pipe or line greater than 48 inches in diameter are pressurized, an additional fee of 1% of gross revenues derived from the equipment and facilities in the City rights-of-way multiplied times a fraction, the denominator of which is the total amount of equipment and facilities in the User transportation system, measured in linear feet, which the use in the City's rights-of-way is a part of, and the numerator of which is the total amount of User's equipment and facilities in the City's rights-of-way, measured in linear feet, shall be charged. The City Council reserves the right to determine if the Franchise Fee should be otherwise adjusted due to one or more of the factors set forth in Section 3.415(1), above.

(c) To recover the costs for, the value of, and account for risks associated with the use of the City's rights-of-way where services are not provided to Wilsonville residences, businesses, and rights-of-way, the annual Franchise Fee for such pass-through use of the City's rights-of-way by cable, fiber, pipe, line, conduit, or like facilities of less than one inch in diameter, shall be \$0.75 per linear foot within the right-of-way."

- 3. The City Recorder is directed to amend Wilsonville Code Section 3.410, Franchise Required, as approved above, and to add Wilsonville Code Section 3.415, Franchise Fee, and to make such format, style, and conforming changes to match the format and style of the Right of Way and Public Easement Management section of the Wilsonville Code.
- 4. Except as set forth above, Chapter 3, Right of Way and Public Easement Management Section, of the Wilsonville City Code remains in full force and effect, as written.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 7th day of December, 2015, and scheduled for second reading on the 21st day of January, 2016, commencing at the hour of 7 p.m. at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon.

Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the ____ day of _____, 2016, by the following votes: Yes: _____ No: _____

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this ____ day of _____, 2015.

TIM KNAPP, MAYOR

SUMMARY OF VOTES:

- Mayor Knapp
- Council President Starr
- Councilor Fitzgerald
- Councilor Stevens
- Councilor Lehan

Public Works

February 2016

ALL IN A MONTH'S WORK

Facilities

Facility Technician's Ivan Crumrine and Sean Byrne were spread thin this month working on the finishing touches to the Community Center remodel, performing electrical work at the Stein Barn and City Hall, moving and organizing large quantities of surplus, and participating in the second interview process for the new Facilities Maintenance Specialist.

Facility Maintenance Specialist Rob Rollins is in the early stages of planting and pruning around the City facilities. He is also in the process of replacing some of the plant material that was victim to last year's hot and dry summer.

TREES DOWN

Roads

The Roads crew responded to several downed trees that blew over last week because of high winds and rain. The tree pictured below was at 95th Avenue and Freeman Drive. It fell into the street blocking the sidewalk and Bike Lane. The City also lost trees in Charbonneau, 3-Bay Maintenance Yard and Memorial Park.



METER INSTALLATIONS AND ANNUAL MAINTENANCE

Utilities ~ Water Distribution

The Water Distribution crew installed 35 new water meters in Villebois this month and replaced 45 old water meters in Charbonneau for the annual CIP Meter Replacement Program. The crew also performed annual fire hydrant maintenance tasks along with routine maintenance of City owned meter vaults and water facilities.

Water Distribution Operator Jerry Anderson (below left) repairs the doors to a large meter vault at OrePac's north campus. Water Distribution Operator Dan House (below right) prepares pipe surfaces for painting at the Boeckman Well.



SEWER CLEANING

Utilities ~ Wastewater Collections

The Wastewater crew was busy this month cleaning neighborhood sewer mains on Camelot Street, Parkwood Lane, Evergreen Drive, Serenity Way and Tranquil Way. Vactor Operator Paul Havens (below) cleans a sewer manhole at the beginning of a run on Pleasant Place.



City of Wilsonville January 2016



Clackamas County Sheriff's Office
2223 Kaen Rd
Oregon City, OR 97045

www.co.clackamas.or.us/sheriff

Monthly Summary

During January 2016, the Clackamas County Sheriff's Office provided law enforcement service to the City of Wilsonville on a 24 hour a day basis. During this time period the Sheriff's Office answered 478 calls for service, which was an average of 15.4 calls per day.

The monthly average for calls for service during the past three years has been 541.0. The 478 calls in the City during the month of January reflect a 11.6% decrease over the average during the last three years.

Below is a chart showing the number of calls for service in the City during the last 5 years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2011	5,539	461.6	15.2
2012	5,709	475.8	15.6
2013	6,230	519.2	17.1
2014	6,558	546.5	18.0
2015	6,689	557.4	18.3

An overall look at the shift activity reflects the following percentages of calls taken, traffic stops made and reports written for January.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Written</u>
Graveyard:	23.2%	49.5%	15.2%
Day Shift:	46.4%	33.5%	56.3%
Swing Shift:	30.3%	17.0%	28.5%

During January 2016, 382 traffic stops were made in the City with the following breakdown for each shift.

	<u>Total</u>		<u>Graveyard</u>		<u>Days</u>		<u>Swing Shift</u>	
Stops Made:	382	=	189	49.5%	128	33.5%	65	17.0%
Citations Issued:	147	=	41	27.9%	78	53.1%	28	19.0%

Included in the above totals are 40 traffic stops (10.5%) and 51 citations (34.7%) issued by the Traffic Deputy.

Calls for Service

Number of Calls Per Shift	January 2016		Monthly Average 2015	
	478		557.4	
Graveyard (2100-0700)	111	23.2%	108.3	19.4%
Day Shift (0700-1700)	222	46.4%	253.8	45.5%
Swing Shift (1100-0300)	145	30.3%	195.3	35.0%
Average Number of Calls Per Day	15.4		18.3	

Other Officer Activity

Type of Activity	January 2016	2015 Monthly Average
Follow-Up Contact	70	77.5
Foot Patrol	8	12.3
Premise Check	21	40.1
Subject Stop	64	54.9
Suspect Contact	9	5.4
Suspicious Vehicle Stop	63	67.5
Warrant Service	17	7.8
Total:	252	265.5

The chart on the following page shows the types of calls for service received during the month. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature.

Types of Calls

Type of Calls	January 2016	2015 Monthly Average
Abandoned Vehicle	3	1.7
Accidents (All)	19	27.3
Alarms	50	55.6
Animal Complaint	8	11.7
Assault	5	3.9
Assist Outside Agency	8	12.8
Assist Public	31	30.5
Burglary	4	5.3
Criminal Mischief	10	12.3
Death Investigation	1	2.2
Disturbance	30	27.8
Extra Patrol Request	2	2.8
Fire Services	9	10.1
Fraud	13	20.2
Hazard	7	10.8
Juvenile Problem	14	15.4
Kidnap		0.2
Mental	2	5.7
Minor In Possession		0.8
Missing Person	5	1.9
Noise Complaints	8	8.3
Open Door / Window		1.9
Promiscuous Shooting	2	1.2
Property Found / Lost / Recovered	6	16.3
Provide Information	18	28.6
Prowler	1	1.0
Recovered Stolen Vehicle	2	1.8
Robbery		0.3
Runaway Juvenile	1	3.7
Sexual Crime (All)	8	2.9
Shooting		.0
Stolen Vehicle / UUMV	3	3.7
Suicide Attempt / Threat	7	10.1
Suspicious Circumstances	12	13.4
Suspicious Person	19	29.9
Suspicious Vehicle	10	14.9
Theft / Shoplift	24	34.0
Threat / Harassment / Menacing	20	17.9
Traffic Complaint	68	41.2
Unknown / Incomplete Call	10	11.8
Unwanted / Trespassing	9	13.8
Vice Complaints (Drugs)	3	5.9
Violation of Restraining Order		1.9
Welfare Check	22	23.2
Other Not Listed Above	4	11.3
Total:	478	557.4

Median Response Times to Dispatched Calls

All Dispatched Calls	All Calls	Priority 1 & 2 Calls
Input to dispatch: (Time call was on hold)	2:37 Minutes	5:12 Minutes
Dispatch to Arrival: (Time it took deputy to arrive after being dispatched)	2:01 Minutes	4:47 Minutes

During January, 151 reports were written. 15.2% were written by the graveyard shift, 56.3% by the dayshift units and 28.5% were written by the swing shift units.

Reports Written

Type of Report	January 2016
Accident	10
Theft	18
Criminal Mischief	8
Burglary	3
Stolen Vehicle	3
Assault	5
Identity Theft	1
Drug Crimes	5
Other / Misc. Reports	98
Total:	151

Shift Totals	January 2016
Graveyard	23 15.2%
Day Shift	85 56.3%
Swing Shift	43 28.5%

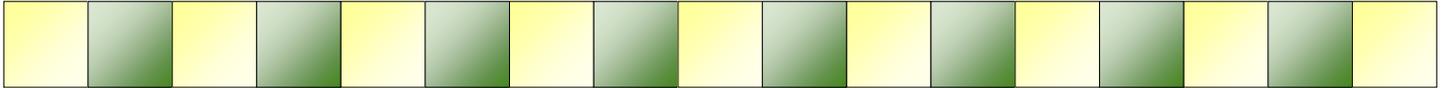
CITY OF WILSONVILLE



Monthly Report

COMMUNITY DEVELOPMENT DEPARTMENT

February 2016



FROM THE DIRECTOR'S OFFICE

In February, a milestone was reached for the French Prairie Bike/Ped/Emergency Bridge project - negotiations were completed for the consultant's contract. The paperwork has now been submitted to ODOT for processing. We have received several inquiries and concerns about why the project does not appear to be moving forward. Therefore, I asked Zach Weigel, the project manager, to provide a detailed summary of work that has been occurring behind the scenes since the project was initiated two years ago - please see pages 2 and 3 of this monthly report. Final execution of the consultant's contract with ODOT is expected to be complete in June with project tasks beginning shortly thereafter.

We held the kick-off meeting to confirm the schedule and task assignments for the proposed Coffee Creek Urban Renewal Plan. Cost estimates are being refined for proposed projects. The project team met with ODOT and Business Oregon to learn about available infrastructure financing options. The options presented by the State appear very promising for the early plan years to initiate design work and be prepared for construction that can coincide with development. We have scheduled an Urban Renewal Task Force meeting and Open House for April 19 and have started to make contact with various stakeholders.

We received disappointing news from ODOT that our funding application for preliminary engineering for the I-5 Bicycle/Pedestrian Overcrossing (Barber to Town Center) was not selected for 2019-21 Region 1 Enhance Bike/Ped/Transit funding. The Region 1 ACT adopted a 150% funding list that does not include our project. There is limited funding available (total of \$10.6 million) so the news was not surprising.

Our Human Resources department has just closed the recruitment process for our now vacant the Economic Development Manager position. We will be reviewing the applications and conducting interviews in March and April. We have been receiving a number of economic development inquiries for which I want to recognize and thank Mark Ottenad and Chris Neamtzu for their help in providing professional and timely responses.

Hope you enjoy March Madness and your favored team is a winner! -Nancy Kraushaar, PE



Engineering Division, Capital Projects



Canyon Creek Pedestrian Enhancement (4717): Construction of the four (4) crosswalk safety improvements along Canyon Creek Road (Burns Way – Boeckman Road) is complete.

Charbonneau High Priority Utility Repair (2500/7500): This project involves the replacement and repair of the most deficient sewer and storm pipes within Charbonneau in three (3) phases over the next three (3) years. Review of preliminary design plans is complete. Consultant is preparing advance design plans and specifications. Design of Phase I is anticipated to be completed in March 2016 with construction taking place over Summer 2016.

Charbonneau Walking Path Repair (4715): This project has been separated from the Wilsonville Road ADA & Signal Improvements project (4014/4118) due to conflicting construction schedules. As part of this project, the pathway along French Prairie Drive in Charbonneau will have trip hazards, drainage issues and sidewalk ramp areas repaired to meet ADA standards. Advance design plans have been reviewed. Consultant is preparing final construction plans and specifications. Design is anticipated to be completed in March 2016. Due to construction challenges discovered during design and issues raised by residents during the public open house, additional budget is needed for construction of the repairs. As a result, construction of this project has been rescheduled to July 2016.

Coffee Creek Development Readiness (3002): Staff is working with consultants to prepare infrastructure project components and costs for the proposed future Urban Renewal District.

French Prairie Bridge (9137): This project will determine the final location, alignment, and design type and includes preparation of preliminary construction and environmental documents for a new pedestrian, bike, and emergency vehicle bridge over the Willamette River in the vicinity of Boones Ferry Road. This project is funded in part by a federal grant awarded to the City in 2009. The federal funding component of this project necessitates compliance with federal requirements, and ODOT is tasked with the responsibility for monitoring the project to ensure compliance with those federal requirements. As a result, the process for selecting and contracting with a design consultant is a significantly longer process than a typical City project. The following is a timeline of project milestones completed to date:

- February 2014 – City project manager was designated and project work was initiated.
- April 2014 – Project Scope of Work (SOW) was developed and submitted to ODOT for approval.
- July 2014 – ODOT provided draft of Inter-Governmental Agreement (IGA) for city review.
- August 2014 – City provided ODOT with IGA comments.
- November 2014 – ODOT provided final IGA for city approval.
- December 2014 – City Council approved resolution authorizing the Mayor to sign the IGA.

- March 2015 – ODOT executed final IGA.
- March 2015 – Request for Proposals from qualified consulting firms were solicited.
- April 2015 – Proposals for consulting services were due.
- May 2015 – City reviewed and scored proposals. Interviews with consultant teams were scheduled.
- June 2015 – City interviewed consultant teams and selected OBEC Consulting Engineers as the project consultant lead.
- June 2015 – City began discussing development of contract statement of work with OBEC.
- July 2015 – Consultant submitted draft of detailed contract statement of work.
- August 2015 – City hired OBEC Consulting Engineers to provide conceptual design, impacts analysis, and cost estimates for a bridge location east of the I-5 Boone Bridge connecting to Charbonneau for Council consideration. This work is an effort to verify that the Charbonneau bridge location is a viable alternative before finalizing the contract statement of work.
- October 2015 – Staff presented east side bridge findings to City Council. City Council directed staff to limit the project location to Boones Ferry Road area, west of the I-5 Boone Bridge
- November 2015 – OBEC submitted revised contract statement of work, removing the Charbonneau bridge location option from the project.
- December 2015 – OBEC submitted fee proposal based on the contract statement of work. Contract negotiations began.
- February 2016 – Contract negotiations were completed.
- March 2016 - Contract paperwork submitted to ODOT for processing.

Final execution of the consulting engineer's contract with ODOT is anticipated to be complete in June 2016 with project work beginning shortly thereafter. It is anticipated that the project will be completed within two (2) years of the start date.

Kinsman Road Extension (4004): Property acquisition work is complete. Consultant is preparing final plans and specifications, including the Coffee Creek Interceptor Upsizing (#2079) and Willamette Water Supply pipeline (#1127) for a May 26th bid opening. Construction is anticipated to begin in July 2016.



Memorial Drive Splitter Manhole Rehabilitation (2085): Design is 60% complete and is expected to be done by April 2016. Work will take place during August to take advantage of low flows.

Memorial Park Lift Station Relocation (2065): The City is negotiating with Murray Smith and Associates (MSA) on the scope for the lift station design, which was Phase 3 of the Request for Proposals completed that began with the Wastewater Collection System Master Plan. Once negotiations have been completed, Staff will present the contract to Council for consideration.

Engineering Division, Capital Projects, cont'd

Road Maintenance (4014): Staff has been updating the Pavement Condition Index (PCI) for the City's streets. The information is part of the City's investment in the public works database and will help inform future maintenance.

Signal Improvements (4118): In conjunction with a project by the School District, the City has connected all signals on Wilsonville Road west of I-5 to the signal fiber optic network which now connects Montebello, Brown, and Willamette Way East to the County's operations center. Also, the newly installed cameras at the intersections of Wilsonville Road with Boones Ferry Road and Town Center Loop West have been connected through the County to the ODOT system and are viewable on TripCheck.com. Timing changes have been made to the signals at the elementary schools which make it easier for vehicles to easily exit the school property, which is expected to reduce left turns being made against a red light and therefore increase pedestrian safety.

Street SDC and Fee Update (4189): Modeling for the Road Maintenance Fee has been completed and is being reviewed by Staff. Staff will prepare to present the information to the RMF Task Force as directed by ordinance. Also under this project number, a minor amendment to the 2013 TSP is being prepared to incorporate recent planning concepts for the Coffee Creek and Frog Pond / Advance Road areas. The amendment is needed to document new or revised infrastructure needs and make these projects eligible for future capital funding. The amendment will be heard by the Planning Commission in March/April, and by Council in April/May

Tooze Road (4146): Redesign of the stormwater system is underway to accommodate the change to the street cross section.

Water Treatment Plant Master Plan (1122): Policy discussions among the partners continue through the Willamette Governance Group concerning the future upper site facility. Completion of the Master Plan is expected by July/August 2016.

WWTP Outfall Replacement (2095): Bathymetric (river bottom topography) survey is complete. Draft siting alternatives for a new outfall location are underway. Mixing zone calculations to support the permit application to DEQ will follow the siting alternatives.

Willamette River Outfalls (7053): At Morey Court City staff is working with two (2) homeowners to install a temporary storm bypass pipe in the storm outfall channel. Undetained storm runoff over the last 20+ years is undermining a 40" cottonwood tree. The tree has been determined to be in good health and the owners have expressed a desire to keep the tree if it can be stabilized. Additional work to stabilize the tree has yet to be determined.

Willamette River Water Supply (1127): Coordination efforts between Wilsonville staff and WWSP (Willamette Water Supply Program) staff continue for the Kinsman Road Project. An ODOT required Cooperative Utility Agreement has been prepared which documents the cost sharing arrangements between the parties. Council briefings will occur in March.

Engineering Division, Capital Projects, cont'd

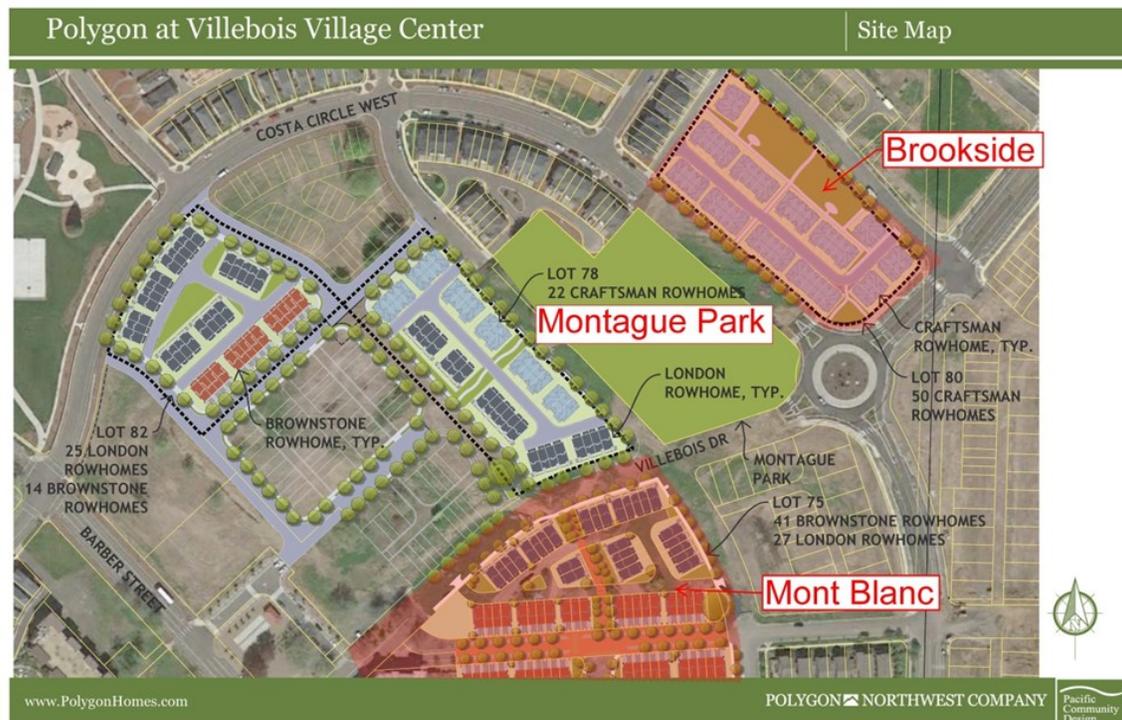
Wilsonville Road ADA & Signal Improvements (4014/4118): This project has been separated from the Charbonneau Walking Path Repair project (4715) due to conflicting construction schedules. As part of this project, the pedestrian signals and sidewalk ramps along Wilsonville Road at Montebello and Kinsman will be improved to meet current ADA standards in advance of the upcoming Wilsonville Road asphalt overlay work. Advance design plans have been submitted and reviewed by City staff. Consultant is preparing scope and fee to provide concept level design and cost estimating for improving truck turning movements at the Wilsonville and Kinsman Road intersection for Council consideration. Due to this additional conceptual design work, final design and construction of this project has been rescheduled to late Summer 2016.

Engineering Division, Private Development

Villebois Central: Staff is reviewing construction drawings for two (2) new Polygon NW Homes subdivision developments in Villebois Central. These include the following:

1. Brookside: a 50-rowhome development located directly northeast of Montague Park.
2. Mont Blanc: a 68-rowhome development. With construction of this project, Villebois Drive will be completed between Boeckman Road and Barber Street. Along with the last block of Costa Circle being constructed with the Montague Park project, this will mean that all of the collector level streets in Villebois will be completed. This should greatly enhance transportation movements through Villebois Village.

Current construction continues in Villebois at both Montague Park and at the Grande Pointe subdivision.



Planning Division, Current

DRB Panel 'B' and the City Council APPROVED RESOLUTION NO. 322 and ORDINANCES 784, 785, and 786 for annexation from Washington County to the City of Wilsonville, Ordinance No. 784; the Comprehensive Plan Map Amendment from Washington County FD-20 was changed to City Industrial designation, Ordinance No. 785; the Zone Map Amendment was changed from Washington County FD-20 to City Planned Development Industrial - Regional Significant Industrial Area (PDI-RSIA), Ordinance No. 786, and approved companion site development plans. The project site is 8.72 acres which is adjacent to SW Day Road and SW Boones Ferry Road. The approvals enable site development for an approximately 62,000-square foot **Behavioral Health Facility**. Universal Health Services Inc., Willamette Valley Behavioral Health, applicant/owner.

Staff: Chris Neamtzu, Planning Director AICP. Case Files: DB15-0091 through DB15-0099.



NORTHWEST

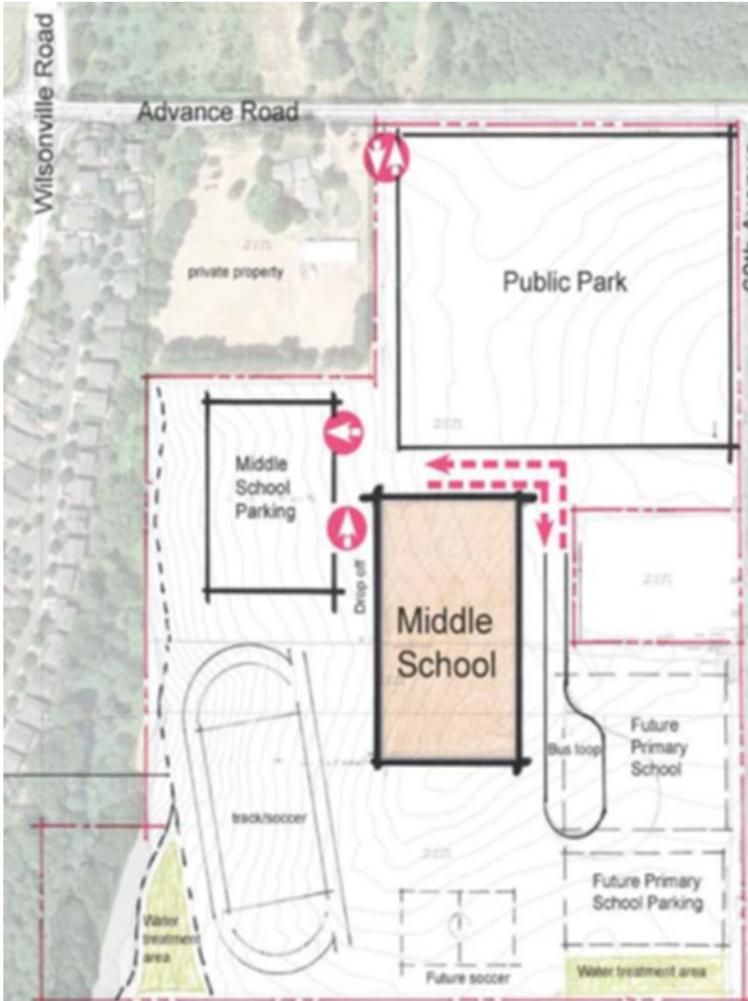


NORTHEAST

DRB Panel 'A' APPROVED RESOLUTION NO. 323. It approved Stage II Final Plan, Site Design Review, Tentative Partition Plat, and Sign Permit for the development of a **public middle school campus**. Location is south of SW Advance Road between SW Wilsonville Road and SW 60th Avenue. West Linn - Wilsonville School District, applicant / owner.

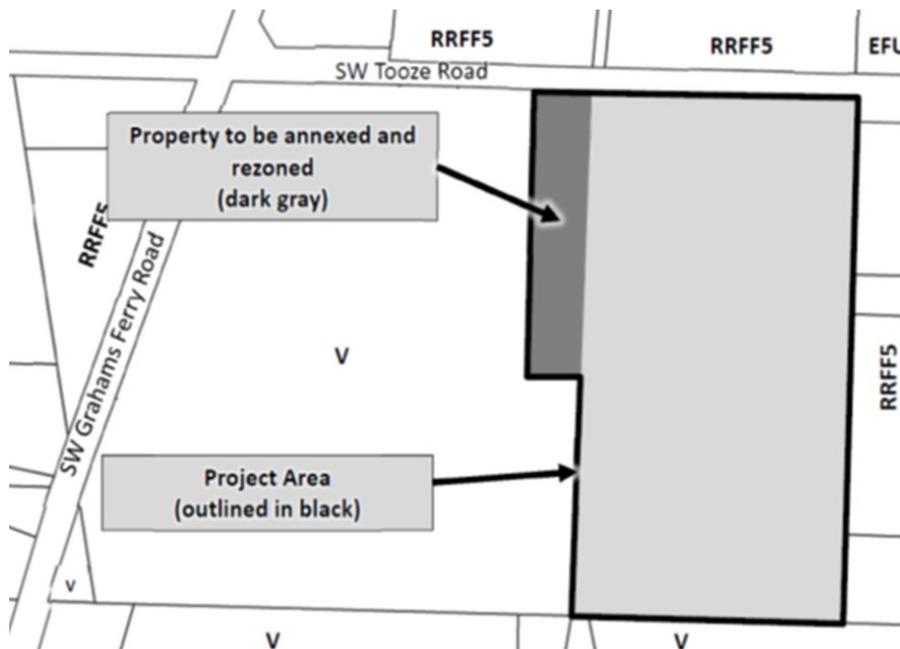
Staff: Dan Pauly, Associate Planner AICP. Case Files: DB15-0101 through DB15-0103 and DB15-0107.

Planning Division, Current, cont'd



DRB Panel 'A' APPROVED RESOLUTION NO. 321. The DRB approved Zone Map Amendment, Villebois Specific Area Plan North Amendment, Preliminary Development Plan, Tentative Subdivision Plat, Type C Tree Plan, and Final Development Plan for a **63-lot residential subdivision**. Location: South of SW Tooze Road, approximately 600 feet east of SW Grahams Ferry Road, extending south to SW Palermo Street. Calais at Villebois LLC, Jay and Theresa Nims, and City of Wilsonville, applicants / owners.

Staff: Dan Pauley, Associate Planner AICP. Case Files: DB15-0084 through DB15-0090.



Planning Division, Long Range

Basalt Creek Concept Plan

Staff has drafted a Resolution for both Wilsonville and Tualatin City Councils' consideration at upcoming meetings, acknowledging the discussions and agreements from the December 16, 2015 joint council meeting. The Wilsonville City Council is scheduled to hear this resolution at their March 21, 2016 meeting. In February, the project team facilitated a work session with the project's Agency Review Team focused on parks and open spaces, trails, transit, and connectivity. This information will be integrated into the draft preferred alternative for the concept plan. The public is invited to attend an Open House on Thursday, April 28, 2016 at 5:30 pm to learn about and provide input on the preferred alternative. The location is the Juanita Pohl Center located at 8513 SW Tualatin Rd. in Tualatin and adjacent to the Tualatin Community Park.



Frog Pond Area Plan

The project team has been busy preparing for a work session with the Planning Commission in March. The first steps of the Master Plan (Phase 2) include identifying a regulatory approach for the Comprehensive Plan and Zoning text. The project team has summarized the Opportunities and Constraints in Frog Pond West, outlined ideas for residential design guidelines, and researched the concept of co-housing for discussion with the Commission. The team has outlined different approaches for regulatory implementation and will ask the Planning Commission to provide direction on potential Comprehensive Plan and Zoning Designations on March 9, 2016.

Wilsonville Town Center

In Fall 2015, the Metro Council approved a \$320,000 grant request to fund the majority of costs for the **City of Wilsonville's Town Center Master Plan** proposal. The City is matching the Metro grant with \$100,000 to cover the long-range plan's total anticipated cost of \$420,000.

This project seeks to create a long-range plan and near-term actions for how the city's Town Center area can better serve the interests and needs of residents, workers and visitors. The plan will develop strategies for how the Town Center area can evolve into a more walkable, attractive and commercially vibrant, mixed-use district capable of supporting a range of businesses.

Staff has created a Town Center project <http://www.ci.wilsonville.or.us/826/Town-Center> which will continue to be updated with project information. Staff has also been drafting an Inter-Governmental Agreement with Metro and Request for Proposals for consultant services to be posted this spring.

Building Department

Single Family Dwelling Permits YTD: 44

Major Projects Under Review:

- Canyon Creek Apartments Fire Alarm Remodel, 26310 SW Canyon Creek Rd. N
- Excavator Rental Services T.I. 28725 SW Boones Ferry Rd.
- Spectator Pizza, 30060 SW Boones Ferry Rd.

Temporary or Certificate of Occupancies Issued:

- Fox Center Townhomes
- Graebel T.I.
- W-3 Building
- Xerox Innovation Center



Wilsonville Greens

Natural Resources Department

Monitoring of Rivergreen and Morey's Landing Projects

In 2013, the Rivergreen and Morey's Landing outfall channels were reconstructed. Due to extensive erosion and slope instability, the channels and side slopes were stabilized with rock, boulders, steel planters, logs, root wads, matting, and vegetation. Shannon & Wilson, the geotechnical consultant for the projects, was hired to monitor the channel outfalls over a three-year period beginning in 2014. To date, the channels have functioned according to design expectations, and no erosion or stability issues have been observed. The monitoring by Shannon & Wilson will continue until March 2017.



Rivergreen Outfall Channel



Morey's Landing Outfall Channel



Wilsonville Public Library Monthly Report to Council March 2016

Headlines:

Patrick Duke
Library Director

LIBRARY BOARD

Reggie Gaines
Chair

Megan
Chuinard

Caroline Berry

Rich Dougall

Alan Steiger

- **Board of County Commissioners seeks to amend the Library District IGA**
At the February 22nd BCC policy meeting, the Board, sitting as the Library District Board, directed County staff to make changes to the Master Order regarding the Library District, and to then initiate negotiations with Cities to amend the Library District Master IGA in two areas:

 1. To allow use of district revenue for capital projects, with the motion noting that it would be “disruptive” to require reimbursement of District funds which have already been used for capital projects.
 2. To create greater oversight over use of district revenue and at a minimum “should include (i) accurate and comparable annual reports on service delivery, (ii) summaries of expenditure of District distributed funds, including allocated and other expenses, and (iii) a more robust enforcement system for when a recipient of District funds is not using them consistent with the requirements of the Master IGA.”

Also,

The BCC , at its March 8th Policy Session, voted to send a letter to the City of Gladstone exercising BCC’s right to unilaterally terminate the Library Capital IGA with Gladstone. The Board is unhappy with the plan for a new library for Gladstone, which is supposed to be constructed and run so that it can serve unincorporated residents that are currently serviced by the County’s Oak Lodge Library. A late draft of the letter is available on the County’s Policy session site: www.clackamas.us/bcc/presentation.html.
- **Food for Fines Month a great success**
While we don’t have totals yet, by all accounts our February Food for Fines month was a great success. It seems that we have exceeded our past donations to the Food Bank. We needed to have food pickups just about every day. Further, staff paid particular attention to expiration dates so that just about all of the donated food was usable. We find that Food for Fines creates an opportunity for folks to pay off their fines and feel good. Early indications are that the Library’s monthly fine revenue during Food for Fines is less than 10% lower than a normal month.
- **Adult Winter Reading Program finishes**
The Library’s Adult Winter Reading Program finished with about 10% greater participation over last year. Our twice per year program (look for the Adult Summer Reading Program!) encourages reading outside of participants comfort zones, and rewards folks with great prizes.
- **Library Board meeting. March 23rd 6:30pm** at the Library

February Statistics

- February Statistics are not available... yet.

Adult Services

Upcoming Programming:

- **History Pub March 29th.** More Than 100 Years of Hop Growing” with Gayle Goschie, president, Hops & Winegrapes at Goschie Farms, Inc. **Doors open at 5pm**
- **Free Tax Help continues through April 16th.**
- **Game Night: Board Games, Cards and Chess. Wednesday March 30. 6-8 pm**
- **First Friday Film: April 1st. 6 -8 pm**
- **Book Club: This month *A Tale for the Time Being* by Ruth Ozeki. FebrApril 14th 6 - 8 pm**
- **Great Books Discussion Group: This month *History of the Peloponnesian War* by Thucydides. April 19, 2016**

Youth Services

This year’s weekly schedule:

Toddler Time
Tuesdays 10 am

Babytime
Tuesdays 11 am

Family Storytime
Tuesday 6:30 pm
Wednesday 10:30 am,
and 1:00 pm
Thursday 10:30 am

Library Playgroup
Mondays 10 – 11:30 am

Read to the Dogs
Call for appointment
503-570-1599

Upcoming Programming:

- **Teen Event: Game Night April 15th 4 :30 to 8:30 pm**
- **K-2 Book Adventures. April 14th. 4 – 4:45 pm**

See more events and services at www.wilsonvillelibrary.org

Program News



84 meals were served during the Community Center's lunch program as part of a special Valentines Day event

Class pushes back against decline of civility

Created on Wednesday, 24 February 2016 00:00 | Written by Jake Bartman |

[JW_RESOURCE_VIEW_COMMENT](#)

"Manners Matter" supports parents' efforts to teach children



PHOTOGRAPHY: VENTURE LIFESTYLE - Thomas Koenig, B. Hill, and Catherine Vio of Wilsonville proper way to shake hands.

6 students participated in a "Manners Matter" workshop. The program was featured in the Wilsonville Spokesman the week of 2/24.



The Daddy Daughter Dance took place at the Community Center. This annual event sold out with 131 Dads and Daughters enjoying the night.



132 community members received free tax assistance from AARP volunteers at the Community Center



The dept was awarded \$10,000 from Clackamas County for construction of a disc golf course. Additionally, through a partnership with PacWest Disc Golf Alliance, the course was designed at no charge to the City.

Parks Maintenance Update



Removed overhead power lines, communication cables and poles at Duckworth Property



Powder coated and replaced rusting grates at Murase Plaza water feature



Built steps at Stein Boozier Barn to create a safer access path to the restrooms



Continued and completed Community Center Remodel



Began expansion of Community Garden - 21 raised beds and 134 in ground plots when completed

Upcoming Events and Programs

- * Wilsonville Egg Hunt
Saturday, March 26th. 10:00 am
Memorial Park. No charge
- * Spa Saturday at the Center
Saturday, April 16th. 10:00 am - 1:00 pm
Community Center. No Charge
- * WERK Day
Saturday, May 14th. 8:00 am - 1:00 pm
Meet at Community Center



**March 2016**

Director's Report

CHOICES AHEAD FOR SMART

As we continue to work on an update to Wilsonville's Transit Master Plan (TMP) we come face to face with critical choices for the future. Ridership on SMART's fixed routes has declined over the last couple of years, after several years of steady increases. The lowest gasoline prices in years have caused many former transit riders to return to driving their cars, even while joining in the complaints about increased traffic. People continue to move in to the region at a rapid rate, further compounding traffic congestion. Many of the people moving into the region are coming from places with even worse congestion and longer commutes, so they may not think of it as being all that bad.

On one hand, transit offers people the option of letting someone else do the driving, the opportunity to avoid parking hassles and providing reduced cost (when compared to all of the costs associated with maintaining, insuring and driving a car). On the other hand, transit buses tend to be stuck in the same traffic congestion as private vehicles, so taking the bus rarely shortens a traveller's commute time.

Given these circumstances, with no relief on the horizon, SMART and most other commuter-oriented transit systems need to find ways to add value for our passengers in the quality of service that we provide. That could mean more amenities on the buses, schedules that better meet the needs of travellers, fare reciprocity between different transit systems or whatever else the riders may find attractive. This raises cost issues, with valid questions about who should pay to improve transit options. In Wilsonville, the biggest source of transit funding comes from local payroll taxes. That means that the local business community is the primary source of financial support for SMART. The payroll tax system has worked well here, as it also has within the TriMet District, Lane Transit District and several smaller transit agencies in Oregon. Whether increasing payroll taxes is the best, and most fair, way of paying for growing transit costs is open to debate. That debate may play out in Wilsonville as the public gets involved in the TMP update. It can also be expected to be part of the discussion before the State legislature in 2017, as our elected representatives take up transit funding as part of a state-wide discussion of transportation funding overall.

Stephan Lashbrook

February Operations Report

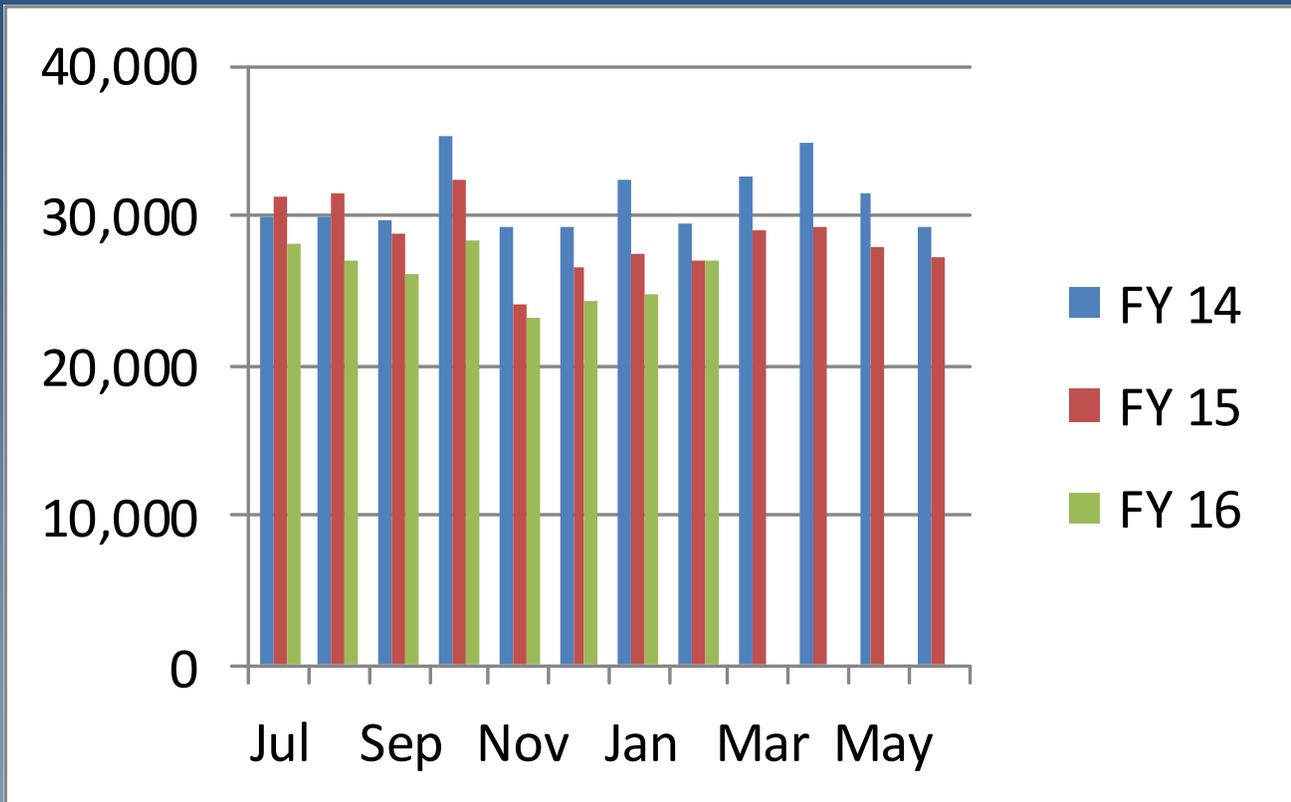
by Steve Allen

Over the past couple of years, SMART has been providing a high percentage of available dial-a-ride trips to residents in Villebois. Although this service is available to the general public, it is most often utilized by the residents of the Rain Garden and Charleston complexes who depend on SMART for their transportation needs. The Health and Human Services Dept. of Clackamas reimburses SMART for most of the expenses incurred for these trips, however, as with all dial-a-ride service, it is very inefficient taking one or two people shopping which is the most requested destination.

So this month, we began a pilot program in which we turned the inefficient dial-a-ride service into an hourly shopper shuttle between the Villebois neighbor complexes and the Albertson's, Fred Meyer's, and Thriftway shopping areas. We have seen an immediate positive response and increase in riders for this service. We estimate an increase of 400 rides this month over the standard dial-a-ride service.

This is how the Route 4 was created when it was observed that the then dial-a-ride service was being requested to provide daily service from the west side to the eastside of Wilsonville by the same group of peoples. Fixed route service is able to provide scheduled service for the many. Perhaps this is a sign that more scheduled service is needed in Villebois in the near future.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
FY 14	30,094	30,024	29,661	35,481	29,342	29,216	32,432	29,551	32,645	35,010	31,581	29,371	374,408
FY 15	31,421	31,650	28,971	32,568	24,192	26,510	27,535	27,122	29,155	29,348	27,956	27,365	343,793
FY 16	28,225	27,143	26,090	28,367	23,204	24,359	24,891	27,045					



Please take our survey!

Wilsonville needs to hear what you care about the most to update the Transit Master Plan to best serve our community.

We hope to hear from residents, employers, employees and visitors to help guide SMART resources over the next five years. With quick and easy-to-answer survey questions, this important community feedback will inform and help decision-makers understand the choices for SMART resources.

Help shape the future of transit in and around Wilsonville —Tell your friends and neighbors—

The survey only takes a couple minutes and can be found online and at mobile kiosks around town:

www.plansmartwilsonville.com



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