

## **AGENDA**

### **WILSONVILLE CITY COUNCIL MEETING**

**APRIL 7, 2014**

**7:00 P.M.**

### **CITY HALL**

**29799 SW TOWN CENTER LOOP**

**WILSONVILLE, OREGON**

Mayor Tim Knapp

Council President Scott Starr  
Councilor Susie Stevens

Councilor Richard Goddard  
Councilor Julie Fitzgerald

### **CITY COUNCIL MISSION STATEMENT**

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

---

### **Executive Session is held in the Willamette River Room, City Hall, 2<sup>nd</sup> Floor**

- |                  |  |           |
|------------------|--|-----------|
| <b>5:00 P.M.</b> | <b>EXECUTIVE SESSION</b>   | [15 min.] |
| A.               | Pursuant to ORS 192.660(2)(f) Exempt Public Records<br>ORS 192.660(2)(h) Litigation  |           |
| <b>5:15 P.M.</b> | <b>REVIEW OF AGENDA</b>  | [5 min.]  |
| <b>5:20 P.M.</b> | <b>COUNCILORS' CONCERNS</b>  | [5 min.]  |
| <b>5:25 P.M.</b> | <b>PRE-COUNCIL WORK SESSION</b>  |           |
| A.               | Draft Wilsonville Tourism Development Strategy with<br>Councilor Fitzgerald and Consultant Bill Baker, Total<br>Destination Management (Ottenad) | [40 min.] |
| B.               | Medical Marijuana Moratorium Ordinance No 740<br>(Kohlhoff/Jacobson)   | [10 min.] |
| C.               | T-4 America (Kraushaar)  | [15 min.] |
| <b>6:50 P.M.</b> | <b>ADJOURN</b>   |           |
- 

### **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, April 7, 2014 at City Hall. Legislative matters must have been filed in the office of the City Recorder by 10 a.m. on March 18, 2014. Remonstrances and other documents pertaining to any matters listed in said summary filed at or prior to the time of the meeting may be considered therewith except where a time limit for filing has been fixed.

**7:00 P.M. CALL TO ORDER**

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

**7:05 P.M. MAYOR'S BUSINESS**

- A. Proclamation Declaring the Month of April 2014 as Volunteer Appreciation Month
- B. 2014 Arbor Day Proclamation
- C. Proclamation Declaring April Child Abuse Prevention Month
- D. Upcoming Meetings

**7:25 P.M. COMMUNICATIONS**

- A. Wilsonville Police Department Annual Report - Chief Jeff Smith
- B. Metro Activities Update – Metro Councilor Dirksen
- C. Wastewater Treatment Plant Update (staff – Mende)

**7:45 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.

**7:50 P.M. COUNCILOR COMMENTS, LIAISON REPORTS & MEETING ANNOUNCEMENTS**

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

**8:00 P.M. CONSENT AGENDA**

- A. **Resolution No. 2461**  
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. 2462**  
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)
- C. **Resolution No. 2463**  
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. 2464**  
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)
- E. **Resolution No. 2465**  
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)

**8:00 P.M. PUBLIC HEARING**

- A. **Ordinance No. 735** – 1<sup>st</sup> hearing  
An Ordinance Amending City Of Wilsonville Miscellaneous Code Provisions To Prohibit Smoking At Or Within Twenty Feet Of A Bus Stop Or Transit Shelter. (Staff – Lashbrook)
- B. **Resolution No. 2459**  
A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2013-14. (Staff – Rodocker)
- C. **Resolution No. 2460**  
A Resolution Authorizing A Transfer Of Budget Appropriations Within Certain Funds For Fiscal Year 2013-14. (staff – Rodocker)
- D. **Ordinance No. 738** – 1<sup>st</sup> reading  
An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From Residential 0 – 1 Du/Ac To Residential 4 – 5 Du/Ac On 1.79 Acres Comprising Tax Lot 5000 Of Section 13BA, T3S, R1W, Clackamas County, Oregon; Renaissance At Canyon Creek II; Renaissance Development, Applicant. (staff – Wheeler)
- E. **Ordinance No. 739** – 1<sup>st</sup> reading  
An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agricultural - Holding (Ra-H) Zone To The Planned Development Residential - 3 (PDR-3) Zone On 1.79 Acres Comprising Tax Lot 5000 Of Section 13BA, T3S, R1W, Clackamas County, Oregon. Renaissance Development Corp., Applicant. (staff – Wheeler)

- F. **Ordinance No. 740** – 1<sup>st</sup> reading  
An Ordinance Of The City Of Wilsonville Declaring A Moratorium On Medical Marijuana Facilities, And Declaring An Emergency. (staff – Kohlhoff)

**9:00 P.M. NEW BUSINESS**

- A. T-4 America (staff – Kraushaar)

**9:15 P.M. CITY MANAGER'S BUSINESS**

- A. Visitor Kiosks

**9:25 P.M. LEGAL BUSINESS**

**9:30 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](mailto:king@ci.wilsonville.or.us)



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b> April 7, 2014	<b>Subject:</b> Draft Wilsonville Tourism Development Strategy document  <b>Staff Member:</b> Mark Ottenad, Public/Government Affairs Director  <b>Department:</b> Administration	
<b>Action Required</b>  <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b>  <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> Consultants from Total Destination Marketing have worked with Tourism Development Strategy Task Force members to craft a Draft Strategy document for public comment March 21-31, and potential Council adoption on May 5, 2014.	
<b>Staff Recommendations:</b> City Council provides input to staff and consultants on Draft Tourism Development Strategy.		
<b>Recommended Language for Motion:</b> Not applicable.		
<b>PROJECT / ISSUE RELATES TO:</b>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL

Consultants with Total Destination Marketing have worked with members of the Tourism Development Strategy Task Force to develop a "Draft Tourism Development Strategy" that was released on March 13, 2014. Staff and consultants will review highlights from the Draft Strategy document and would like to hear any input that the City Council may wish to provide.

### BACKGROUND

At direction of the City Council for staff to develop a Tourism Development Strategy, staff recruited a 16-member volunteer task force during the summer of 2013 and retained the professional tourism consulting firm of Total Destination Marketing in October 2013 after conducting a competitive RFP process.



To date, the Tourism Development Strategy Task Force has conducted two public workshops, held four meetings, reviewed a 201-page Fieldwork Research Report released in December 2013, and discussed the recommendations contained in the 62-page "Draft Tourism Development Strategy" document released in March 2014.

The public comment period on the Draft Strategy is March 21-31; staff and consultants plan to compile, analyze and present a report to the Council on April 7 on feedback received during the public comment period.

After hearing from Council on April 7, consultants and staff will utilize the public comments and City Council direction to modify the draft strategy document to present a final version the following week to the Task Force for consideration for potential recommendation to Council on April 24. The recommended final Strategy is then to be presented to the City Council for potential adoption at the May 5 Council meeting.

## **TIMELINE**

The City is working towards the conclusion of the Tourism Development Strategy with potential adoption by City Council in May 2014.

## **CURRENT YEAR BUDGET IMPACTS**

Current budget impacts are undetermined at this time.

## **COMMUNITY INVOLVEMENT PROCESS**

Assembling a task force to create a Tourism Development Strategy would involve extensive community engagement from multiple stakeholders representing diverse interests; see p. 6 of the for a list of visitor destination action plan participants and interest groups who might participate

1. Large, diverse 16-member stakeholder advisory task force recruited during summer of 2013.
2. Public survey of tourism issues early in process; open Oct. 9 – Dec. 4, 2013.
3. Two public, community workshops held in evening on Oct. 16 and Oct. 23, 2013.
4. Four public meetings of the Task Force with news reporter in attendance; public comment time set aside in each meeting.
5. Wilsonville Spokesman announcements and articles ("Destination Wilsonville," *Wilsonville Spokesman*, Nov. 20, 2013)
6. City *Boones Ferry Messenger* December 2013 newsletter report on the tourism development work, "Wilsonville Tourism Development Strategy Advances."
7. Email notices to 52 interested members of the public of all workshops, meetings, surveys and document releases.
8. Mailing of hard-copy prints of Fieldwork Research Report and Draft Strategy documents to task force members and key stakeholders, such as chamber of commerce.
9. Public comment period, March 21-31, on Draft Strategy.
10. Additional survey of task force members on priorities of recommendations.



Additional community involvement opportunities will occur at April 24 Task Force meeting and May 5 City Council meeting.

**CITY MANAGER COMMENT**

**ATTACHMENT**

Draft Wilsonville Tourism Development Strategy, March 2014.

comment, staff and consultants will compile, analyze and present a report to the Council at the April 7 Council work session on feedback received during the public-comment period.

After hearing from the City Council on April 7, consultants and staff will utilize the public comments and Council direction to modify the draft strategy document to present a final version the following week on or about April 17 to the Task Force for consideration for potential recommendation to Council on April 24. The recommended final Strategy is then to be presented to the City Council for potential adoption at the May 5 Council meeting.

## **TIMELINE**

Staff members are working towards finalizing the conclusion of the Tourism Development Strategy for potential adoption by City Council in May 2014 as a part of the City's Economic Development Strategy.

## **CURRENT YEAR BUDGET IMPACTS**

Current budget impacts are undetermined at this time; budget impacts will be dependent on Council action with respect to the recommended Tourism Development Strategies.

## **COMMUNITY INVOLVEMENT PROCESS**

The Tourism Development Strategy effort has had an extensive community-engagement process that includes the following activities:

1. Diverse 16-member stakeholder advisory task force recruited during summer of 2013.
2. Public survey of tourism issues to be considered early in process; open Oct. 9 – Dec. 4, 2013.
3. Two public, community workshops with 34 participants held in the evenings on Oct. 16 and Oct. 23, 2013.
4. Four public meetings of the Task Force with a news reporter in attendance and public-comment time set aside in each meeting: Oct. 24 and Nov. 12, 2013, Jan 29 and March 20, 2014.
5. A total of 27 in-person interviews with local-area tourism stakeholders, plus phone interviews with experts outside of the Wilsonville, conducted by consultants from TDM.
6. Wilsonville Spokesman announcements and articles, including "Destination Wilsonville," *Wilsonville Spokesman*, Nov. 20, 2013.
7. *City Boones Ferry Messenger* December 2013 newsletter full-page report on the tourism development work, "Wilsonville Tourism Development Strategy Advances."
8. Email notices to 52 interested members of the public of all workshops, meetings, surveys and document releases.
9. Mailing of hard-copy prints of Fieldwork Research Report and Draft Strategy documents to task force members and key stakeholders, such as chamber of commerce representatives.
10. Public comment period, March 21-31, on Draft Strategy.
11. Survey of task force members on priorities of recommendations, March 25 – April 4, 2014.

More details on public-outreach efforts are contained in the Fieldwork Research Report that was distributed to the Council in December 2013. Additional community-involvement opportunities are scheduled for April 24 Task Force meeting and May 5 City Council meeting.

## **ATTACHMENT**

Draft Wilsonville Tourism Development Strategy, March 2014.



**Wilsonville Tourism  
Development  
Strategy**

**DRAFT**



**March 2014**

## Contents

Executive Summary .....	2
Methodology .....	5
The Business of Tourism .....	6
Destination Situation .....	8
Destination SWOT .....	13
Vision and Mission Statements .....	19
Target Markets .....	20
Key Experience Themes .....	21
Alignment with Partner Strategies .....	24
Overall Objectives and Strategies .....	25
Actions for Success .....	26

Prepared by:



Total Destination Marketing

Phone: 503 692-4603  
[www.DestinationBranding.com](http://www.DestinationBranding.com)



## Executive Summary

### A New Era for Tourism

Tourism in Wilsonville is entering a new era which will be characterized by the introduction of new attractors, events, infrastructure and innovative digital marketing. This will require the City of Wilsonville to establish new goals, responsibilities and strategies for the organization that will be responsible for the City's future tourism development and marketing contract.

### Actions for Success

Tourism is a growing and important sector of the Oregon economy. The Portland Metro Region's visitor economy is worth over \$4.1 billion (2012). A key objective of this strategy is to secure a higher share of this for Wilsonville. It is designed to provide guidance for the future development of tourism in Wilsonville. It provides directions to increase market share, identifies development opportunities for new attractors and events, makes tourism a catalyst for businesses, and improves the experiences of visitors to Wilsonville visitor experiences.

### A Holistic Approach

This strategy adopts a holistic approach which addresses all of the elements necessary to communicate and deliver outstanding visitor experiences. Tourism is a complex economic activity where success requires cross-agency cooperation involving public, private, and nonprofit organizations. It also involves consideration of the interests of all customer groups including visitors, government, partners, local businesses and residents.

### Win-Win for Residents & Business

An important principle underpinning the strategy is that what can be attractive to visitors can also be appealing to residents and investors. As the cultural, natural, sporting and recreational attractors are improved, they will also improve the quality of life and business opportunities for residents.

### The Vision

*In 2023, Wilsonville is a welcoming, family-friendly city competing successfully as one of Oregon's leading destination cities, investing in its tourism, meetings, leisure and recreation strengths, amenities and services to provide compelling year-round experiences.*

### Our Mission

*We facilitate the thoughtful development of Wilsonville's visitor economy for the benefit of our visitors and partners, and to enhance the quality of life for all residents.*

### Opportunities and Challenges

This strategy has been guided by consideration of the opportunities relating to the development new attractors, growth of key markets, the rising popularity of the Portland metropolitan area, and the interest of local stakeholders. It has also recognizes the challenges posed by limited resources, increased competition, and the need for a holistic approach to sustainable tourism development.

### Strategic Directions

The strategy has been designed to build Wilsonville's tourism capacity, increase market



share, revenue, employment and new business opportunities. The following are key elements for the strategy:

**Priority Markets:**

- Horse show participants and organizers
- Meetings and conventions participants and organizers
- Northwest getaways
- Sports tournaments participants
- I-5 motorists in transit

**Priority Experience Themes**

- Horse shows and equestrian events
- Meetings and conventions
- Sports tournaments
- Northwest getaways

**The Tourism Action Plan**

**1. Positioning and Branding**

*Adopt distinctive and meaningful positioning for Wilsonville as a destination.*

1.1 Develop a destination branding strategy for Wilsonville.

**2. Attractors and Experiences**

*Enhance Wilsonville's tourism attractors and experiences to meet and exceed the expectations of visitors and event organizers.*

2.1 Encourage active participation by local product suppliers to participate in agri-tourism experiences, including the new Wilsonville-West Linn-Milwaukie Farm Loop.

2.2 Establish the city as a bike-friendly city and one of Oregon's premier leisure cycling cities.

2.3 Initiate and attract cycling events.

2.4 Initiate programs to ensure that Wilsonville consistently presents outstanding

experiences for horse show organizers, participants and attendees.

2.5 Investigate the feasibility of establishing a signature event in Wilsonville to celebrate the start of horse show season.

**3. Infrastructure and Placemaking**

*Optimize Tourism in government planning, policy, and development.*

3.1 Investigate the feasibility of redeveloping the area surrounding Regal Cinemas as an entertainment, sports, and leisure precinct.

3.2 Support a hotel feasibility study to assess the medium term lodging and meeting space needs of the city.

3.3 Investigate the feasibility of developing additional facilities within the City parks specifically designed for weddings, reunions and community events.

3.4 Support the expansion and integration of Wilsonville's trails system and brand the main trails with distinctive themes and names.

3.5 Support the construction of the Bike-Ped-Emergency Bridge across the Willamette River.

3.6 Support the completion of the Ice Age Tonquin Trail.

3.7 Introduce creative bike racks in areas popular with cyclists.

3.8 Support a feasibility study to develop an undercover venue for equestrian events.

3.9 Support the development of all-weather multi-purpose fields for sports tournaments.

3.10 Support the development of the proposed push trail and new skate park.

3.11 Investigate the development of a proposed indoor aquatic center for the conduct of swimming events.



- 3.12 Improve river foreshore and water access for active and passive recreation.
- 3.13 Enhance Boones Ferry Landing in Old Town as a recreation and tourism precinct.
- 3.14 Develop the character and attractiveness of Wilsonville's key precincts
- 3.15 Consider establishing a public art program.
- 3.16 Increase the attractiveness and sense of welcome at city gateways
- 3.17 Develop and implement a comprehensive wayfinding signage system.
- 3.18 Develop a comprehensive directional and event signage strategy.
- 3.19 Support the establishment of a statue of General Douglas MacArthur near the Korean War Memorial.

#### **4. Expand use of traditional, digital and environmental media.**

*Enhance awareness of Wilsonville as an appealing visitor destination through the innovative use of traditional, digital and environmental media.*

- 4.1 Establish a stand-alone tourism website.
- 4.2 Introduce an internet marketing campaign.
- 4.3 Develop social media programs relevant to key markets.
- 4.4 Develop database and email marketing programs.
- 4.5 Optimize the online use of video.
- 4.6 Optimize linking strategies.
- 4.7 Produce print and digital Wilsonville visitors guides.
- 4.8 Ensure visitors have ready access to Wilsonville visitor information.
- 4.9 Assess the effectiveness of digital kiosks to provide visitor information.

- 4.10 Develop a public relations program.
- 4.11 Develop and maintain a library of high quality images and videos.
- 4.12 Optimize the use of website and social media analytics.
- 4.13 Develop an active content management and co-op marketing program.
- 4.14 Increase awareness of the benefits of tourism .
- 4.15 Encourage local residents to discover Wilsonville and surrounding area.
- 4.16 Conduct ongoing visitor satisfaction research.
- 4.17 Conduct visitor research for each major event in Wilsonville.

#### **5. Leadership and Organization**

*Provide clear direction, partnerships and sustainable funding for Wilsonville tourism through leadership and management that is recognized for its innovation, collaboration and effectiveness.*

- 5.1 Establish an Independent 501 (C) (6) Not-for-Profit DMO to be named Visit Wilsonville
- 5.2 Increase the Allocation of the Transient Lodging Tax
- 5.3 Establish Board of Management for Visit Wilsonville
- 5.4 Request a project budget to launch Visit Wilsonville.
- 5.5 Review Wilsonville Tourism Grants Program.
- 5.6 Actively seek grants for Visit Wilsonville..
- 5.6 Initiate ongoing partnership and relationship building programs
- 5.7 Enhance destination knowledge of frontline staff

## Methodology

The development of this Tourism Strategy by Total Destination Marketing involved a variety of actions which included:

- A community survey which was accessible online and publicized by the City of Wilsonville and local media (35 responses).
- 27 personal interviews with local business and community leaders.
- Three community workshops with residents, businesses and community leaders (17 participants).
- Interviews with City of Wilsonville executives.
- Informal discussions with local businesspeople in contact with visitors.
- Interviews with individuals outside of Wilsonville who have partnership relations with the city in regard to tourism or are experts in fields of interest to Wilsonville tourism.
- On-site assessments of Wilsonville and its adjacent areas to experience the city and surrounding area through the objective and unbiased eyes of a first time visitor.
- A review of relevant past reports and plans relating to Wilsonville from a tourism, economic development, recreation and leisure perspective.
- A review of web sites and brochures relating to Wilsonville businesses and key competitors and partners to Wilsonville.



Tourism is an export industry. That notion may initially seem a little strange. After all, when we think of exports we usually think of container ships or trucks, stacked full of consumer goods, machinery, agricultural produce, or raw materials leaving the area. Economists call tourism an “invisible export” because the customer must come to the source of production to consume the products. Another way to think of tourism is that it imports wealth through the “manufacturing” of visitor experiences that are mainly consumed within the host community.

With effective management the benefits from tourism can include:

- Diversifying, stabilizing, and enlarging the economic base of a community
- Stimulating entrepreneurial activity and small businesses
- Boosting existing businesses by supplementing resident spending
- Generating supplementary tax revenues
- Stimulating the sale and export of local products, e.g. agriculture, artifacts, wine, etc.
- Enhancing the image of the place as an attractive place to shop, visit, study, develop a business, and invest
- Generating jobs that can't be easily outsourced
- Supporting community enhancements and infrastructure that are of mutual benefit to residents and visitors

Tourists often go unnoticed in a community, particularly in large and diverse cities and counties. We sometimes hold preconceived and stereotypical images of a tourist and how they may behave.

Tourism includes travel by people\* and their activities at a location that is not their normal place of employment or residence and is more than 50 miles from where they live. These trips can be for one day or over a longer period. Tourists can be considered to be:

- Those who are in **transit** to another location, but may stop before proceeding on their journey.
- People who stay **overnight** in either commercial or private lodging. These are the most lucrative visitors for a community.

Tourists can be further classified as:

- **Day trippers** who may either be staying temporarily or living in a nearby community who visit, but do not stay overnight.
- **Leisure travelers** are people on vacation or a short break for leisure purposes (including non-essential shopping trips). The majority of leisure trips are during June, July and August, i.e. during summer vacation. Most international travelers fall into this category as well and are often traveling the country for authentic American experiences.
- **Business travelers** are frequently the highest spending of all visitor segments. They may travel to attend conferences, incentive award programs, business meetings and sales visits. Many include leisure activities during their trips.
- **Visiting friends and relatives (VFR)** is one of the largest visitor segments for many communities. They are sometimes overlooked because they stay in private homes, but studies show that they performed well on profitability measures including being one of the highest spenders on shopping. They are the largest segment to stop at visitor information centers and are highly influenced by the knowledge of local residents.
- **Special purpose** tourists are a subset of leisure travelers, and include those traveling individually or in groups for sporting, antique hunting, equestrian, cycling, or medical reasons etc.

\* "State statutes and local tourism ordinances define tourism activity as "economic activity resulting from tourists." A tourist is defined as "a person who, for business or pleasure, recreation, or participation in events related to the arts, heritage or culture, travels from the community in which they reside to a different community that is separate, distinct from, and unrelated to the person's community of residence.

The legal definitions also prescribe that the person traveled more than 50 miles from their community of residence or stay overnight in the community they are visiting. Where increasing overnight stays is not reasonably attainable, bringing in visitors from outside the area and getting them to linger longer to eat, shop, recreate, learn about local culture, history, or take in agricultural or nature attractions should be considered an equal goal."



## Destination Situation

## Wilsonville, OR

Wilsonville (21,550 pop.) is a fast-growing city with a diverse economy strengthened by leading firms in the high-tech industry and numerous manufacturing, warehousing and distribution facilities. Wilsonville is located in both Clackamas County (386,080 pop.) and Washington County (550,990 pop.), and is also part of the Portland Metro area (2.6 mill. pop.). The city is situated just south of Portland and is on the Willamette River. Travel Oregon classifies Wilsonville as part of the Willamette Valley. Wilsonville serves as the dual gateway between the urbanized Portland metro area to the north and the rich agricultural lands of the Willamette Valley to the south. The city attracts visitors because of its shopping, equestrian, farm, outdoor recreation, family entertainment, wine, sports tournaments and as an ideal base for exploring the region.

### Attractors and Experiences

Wilsonville's ideal location is enhanced by a blend of urban, natural and rural experiences, and its close proximity to Portland. It presents easy access to a variety of attractors and experiences:

- Aurora, Canby and nearby cities
- Cycling
- Equestrian and horse shows
- Family Fun Center
- Farms, nurseries and Farmers Market
- Festivals and events
- French Prairie
- Golf
- Greater Portland
- Heritage sites
- Natural areas
- Oregon Korean War Memorial
- Parks and water features
- River recreation
- Shopping
- Sports tournaments
- Weddings and reunions
- Wineries

### Accessibility

More than 3.5 million people live within a two-hour drive of Wilsonville. The city is bisected by Interstate 5, is close to Interstate 205 with easy access to Portland International Airport and Aurora Airport, and is serviced by WES Commuter Rail. The city and lodging are within 30 minutes of downtown Portland and Salem, the State Capital.

### Hotels & Motels

Property	Number of Rooms
Holiday Inn Wilsonville/Portland South	169
La Quinta Inn & Suites	76
Super 8	72
Guest House International Inn & Suites	63
Snootz Inn	58
Best Western Wilsonville Inn & Suites	56
<b>Total:</b>	<b>494</b>

### RV Parks / Campgrounds

Property	Number of Spaces
Aurora Acres	130
Pheasant Ridge RV Resort, Inc.	130
Champoeg State Heritage Area	81
Riverside RV Park (Canby)	50
<b>Total:</b>	<b>310</b>

### Meetings and Conference Venues

The following are the locations that are actively marketing their properties as meetings and convention venues through WCVA and Travel Portland. It should be noted that this may not represent the full spectrum of meetings venues in the city.

Maximum Seating - Theater Style	Number of Venues in Wilsonville
Fewer than 100	2
300-800	1

Source: Washington County Meeting Planner and Portland Convention Meeting Planners Guide.

### Shopping

Wilsonville is within easy reach of major destination shopping centers including Woodburn Company Stores, Washington Square, Bridgeport Village, as well as local outlets for Fry's, Costco, Target and many auto sales outlets. An added benefit for visitors is that their purchases are sales tax-free. In 2012 visitor shopping in the Washington and Clackamas Counties generated \$171 million, contributed 1100 jobs in the retail sector and assisted many small businesses. Visitors are also attracted by antiques and farmers markets which are available around the county.

### Restaurants

Wilsonville has more than 50 restaurants comprising fast-food outlets, bars, grilles, ethic dining and coffee shops. However, research indicates that during some equestrian events there is the need for more fine-dining restaurants. It is reported that visitors have expressed disappointment that the city doesn't have more local, independent restaurants rather than franchised, chain outlets.

### Group Travel Capabilities

Wilsonville has limited committable rooms, i.e. rooms that can be confirmed 6-48 months in advance for scheduled tours, groups, and events. There are several properties in Wilsonville that currently provide limited allocations for these group tours.

Wilsonville is seen as an attractive group venue because of its:

- Close proximity to Portland
- Midpoint in the Woodburn – Bridgeport Village - Washington Square shopping corridor
- Affordable rates
- I-5 access



### National Tourism

During the nation's ongoing economic recovery from "The Great Recession", the travel industry has emerged as a key driver of U.S. economic growth. The data clearly demonstrates that travel and tourism has a major economic impact not only nationally, but also within practically every state in the country. In 2012, spending in various industries directly linked to tourism - including transportation, lodging, food services, amusement parks and recreation, and retail - generated \$855.4 billion in direct economic output.

Nationwide, 14.6 million Americans - or one in eight in the private sector - are employed in jobs dependent on travel and tourism. Travel is a top 10 employer in 48 states and the District of Columbia. Unlike jobs in industries such as manufacturing and information technology, travel jobs cannot be shipped overseas.

Among workers who began their careers in the travel industry, one-third earned at least a bachelor's degree, compared to just 28 percent in health care, 19 percent in construction and 18 percent in manufacturing.

- Of the 5.6 million Americans working part time while pursuing higher education, nearly one-third, or 1.8 million workers, work in the travel industry.
- More than half of all travel industry employees - a total of four million workers - earn middle-class wages or higher.
- Two out of five workers who first took a job in the travel industry are earning more than \$100,000 per year.<sup>1</sup>

### Oregon Tourism

Tourism in Oregon is a \$9.2 billion industry. Tourism directly generates some 91,100 jobs in Oregon and indirectly creates another 41,000 jobs. The Oregon travel industry continued to exhibit moderate growth in spending, visitation and employment during 2012. Travel-generated employment increased for the second consecutive year, though it has not recovered to its pre-recession level. In general, Oregon travel industry trends reflect those of the larger U.S. travel industry.

- Statewide travel spending, \$9.2 billion, increased by 3.2 percent in current dollars during 2012.
- Overnight visitation increased by 1.5 percent for the year. Visitor air travel to Oregon destinations (2.85 million) was up by 7 percent and is now roughly at the peak attained in 2007. Room demand, as measured by Smith Travel Research, increased by 2.6 percent for the year.
- Preliminary estimates indicate that travel industry employment grew by 1,500 jobs, an increase of 1.7 percent following an increase of 1,600 jobs from 2010 to 2011.
- The re-spending of travel-related revenues by businesses and employees supported 41,000 additional jobs outside of the travel industry with \$1.4 billion in earnings in 2012. Most of these jobs were in various professional and business services.

<sup>1</sup> The Power of Travel Promotion, Spurring Growth, Creating Jobs; U.S. TRAVEL ASSOCIATION 2013



- The Gross Domestic Product of the travel industry was \$3.4 billion in 2012. Overall, the travel industry is one of the three largest export-oriented industries in rural Oregon counties (the other two being agriculture/food processing and logging/wood products).<sup>2</sup>

### **Portland Metro Region Tourism**

Portland Metro region visitation has a direct influence on overnight stays in Wilsonville. Some of the key points in regard to tourism in the Greater Portland area are:

- The Portland metro area welcomed 8.1 million visitors, who generated \$4.1 billion in direct spending.
- Easing the tax burden for local and state residents, area travelers generated \$161.4 million in tax revenues. Of that total, \$82 million was local tax revenue.
- The travel industry supports 29,200 jobs in the Portland area, generating \$898 million in employment earnings.<sup>3</sup>

Source: Dean Runyan Associates. For the purpose of this study, the Portland metropolitan area is defined as Clackamas, Multnomah and Washington counties.

### **Tourism in Clackamas County**

In 2012, Clackamas County attracted \$471 million in visitor spending which generated \$18 million in local and state taxes, as well as 5,230 jobs. (Oregon Tourism Economic Impact - Dean Runyan 2012 projected results). The county is marketed as “Mt. Hood Territory”.

The Clackamas County Tourism & Cultural Affairs (CCTCA) is charged with developing and administering programs directed toward achieving optimal economic benefit from tourism for county businesses, attractions and government. In addition to marketing support and expert advice, CCTCA offers two different grant programs, the Tourism Development Grant and the Community Partnership Program, to foster tourism marketing and development within the county.

### **Tourism in Washington County**

In 2012, Washington County attracted \$598 million in visitor spending which generated \$27,552 million in local and state taxes, as well as 5,900 jobs (Oregon Tourism Economic Impact - Dean Runyan 2012 projected results).

The Washington County Visitors Association (WCVA) is a non-profit destination marketing organization (DMO) that markets Washington County as a tourism destination. Part of the WCVA's role is to identify and market to business, leisure and group travelers, meetings and conference organizers, sports and event planners, and tour operators, among others. WCVA operates a grant program for approved tourism related initiatives.

<sup>2</sup> Oregon Travel Impacts 1991-2012; Dean Runyan Associates; April 2013

<sup>3</sup> Portland Economic Impact 2012; Dean Runyan Associates April 2013



## Wilsonville Tourism Lodging Tax

Among the best indicators of tourism related income in Wilsonville is the level of lodging tax revenues. Wilsonville's total lodging tax for Clackamas County properties is 12% and for Washington County properties is 10%, both include state tax calculation. The Washington County remittance to all Cities amounts to approximately 28% of the taxes. Of this amount, Wilsonville receives a small share of the 28%. Portland has a base tax of 6% and Multnomah County has a 5.5% tax and the State has a 1% applied to all hotel/motels in the state, which totals 12.5%. In addition, Portland has a separate tourism tax for tourism promotion of 2%, which makes a total lodging tax of 14.5%.

City of Wilsonville Hotel/Motel Tax Collections and Disbursements								
FY2005-06 – FY2012-13								
	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Tax Collections	\$ 207,002	\$ 267,651	\$ 275,369	\$ 218,608	\$ 193,106	\$ 214,109	\$ 208,890	\$ 242,369
Less:								
Visitor Information Center contract	70,487	81,900	79,928	82,886	85,592	85,695	86,768	89,250
VIC property tax payment	1,122	773	814					
Community Tourism Grants program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,022
Law Enforcement General Fund	110,393	159,978	169,627	110,772	82,514	103,414	97,122	128,097
<b>TOTAL</b>	<b>\$ 207,002</b>	<b>\$ 267,651</b>	<b>\$ 275,369</b>	<b>\$ 218,658</b>	<b>\$ 193,106</b>	<b>\$ 214,109</b>	<b>\$ 208,890</b>	<b>\$ 242,369</b>

Source: City of Wilsonville Finance Dept.

The Destination SWOT	Visitor Experiences
Strengths	Weaknesses
<p><b>Key Strengths</b></p> <ul style="list-style-type: none"> <li>▪ A hub for experiencing NW Oregon</li> <li>▪ Affordable lodging</li> <li>▪ Business tourism, meetings and conferences</li> <li>▪ Central location on Interstate 5, near Portland, midway to Salem, access to PDX</li> <li>▪ Destination shopping</li> <li>▪ Horse shows and events</li> <li>▪ Sports fields: Soccer, baseball, lacrosse, softball</li> <li>▪ Strength of diverse economic and business base</li> </ul> <p><b>Complementary Strengths</b></p> <ul style="list-style-type: none"> <li>▪ Agri-tourism – Farmers Market, wine, farm fresh</li> <li>▪ Aurora airport</li> <li>▪ Cycling: trails, road</li> <li>▪ Golf courses</li> <li>▪ Heritage: Boones Landing, Korean War Memorial, French Prairie, Aurora, Champoeg</li> <li>▪ Nature: Birdwatching, forests, parks, trails, river, French Prairie, Magness Memorial Tree Farm, Graham Oaks Natural Area</li> <li>▪ Parks, particularly Memorial Park</li> <li>▪ Pubic art: Murase water features</li> <li>▪ Trails: Ice Age Tonquin Trail, Memorial Park, Intertwine connection, community trails</li> </ul>	<p><b>Critical Weaknesses</b></p> <ul style="list-style-type: none"> <li>▪ Insufficient signage and wayfinding</li> <li>▪ Interstate 5 and Willamette River physically divide the city; also split by two counties</li> <li>▪ Lack of turf, all-weather fields</li> <li>▪ Limited number of conference/meeting facilities and meetings space</li> <li>▪ Many lodging properties in need of refurbishment</li> <li>▪ A need for several hallmark events</li> <li>▪ Limited public access to Willamette River including viewing corridors and recreation</li> </ul> <p><b>Additional Weaknesses</b></p> <ul style="list-style-type: none"> <li>▪ Customer service standards and weak local knowledge by front line hospitality staff</li> <li>▪ Lack of arts space/gallery/display areas</li> <li>▪ Lack of Four- or Five-Star or full-service lodging</li> <li>▪ Lack of sufficient awareness and support of tourism</li> <li>▪ Limited boutique/ specialized shopping</li> <li>▪ Limited evening entertainment</li> <li>▪ Limited number of quality, unique, fine dining establishments</li> <li>▪ Limited transportation via airport shuttle and limited taxi services</li> <li>▪ No traditional, pedestrian-friendly downtown</li> </ul>
Opportunities	Threats
<p><b>Key Opportunities</b></p> <ul style="list-style-type: none"> <li>▪ Cycling: Completion of Willamette River Bridge and Ice Age Tonquin Trail</li> <li>▪ Establish distinctive hallmark events</li> <li>▪ Establish Wilsonville as Oregon's leading equestrian event destination</li> <li>▪ Expand sports tournaments</li> <li>▪ Genealogy research</li> <li>▪ Increase access and recreation on river including Willamette River Trail</li> <li>▪ Increased cross-selling by local organizations</li> <li>▪ Increased development of Korean War Memorial</li> <li>▪ Multipurpose community center (recreation, culture/arts, heritage and conference)</li> <li>▪ Opening of World of Speed Exposition will draw</li> </ul>	<p><b>Critical Threats</b></p> <ul style="list-style-type: none"> <li>▪ Land-use restrictions impacting equestrian and other agri-tourism</li> <li>▪ Loss of horse shows to competitor cities</li> <li>▪ Not completing the Willamette River Bridge and Ice Age Tonquin Trail</li> <li>▪ Not developing additional turf sports fields</li> <li>▪ Not developing improved river access</li> </ul> <p><b>Additional Threats</b></p> <ul style="list-style-type: none"> <li>▪ Continued dominance of Portland for high-end lodging and dining experiences</li> <li>▪ Potential increased traffic congestion</li> <li>▪ Increased lodging in nearby cities</li> <li>▪ Rapid speed of city growth without adequate planning and management</li> </ul>



The Destination SWOT	Visitor Experiences
<p>new markets and publicity</p> <ul style="list-style-type: none"> <li>▪ Possible redevelopment sites in the city for major attractors and lodging</li> <li>▪ Shopping: Retail growth in near-by areas like Woodburn Outlet Mall and Bridgeport/Tualatin</li> <li>▪ Weddings and reunions</li> </ul> <p><b>Complementary Opportunities</b></p> <ul style="list-style-type: none"> <li>▪ Commuter rail connection to Beaverton and Portland</li> </ul>	<ul style="list-style-type: none"> <li>▪ Visitor preference to be close to downtown Portland</li> </ul>

**Note: SWOT does not include an inventory of all Wilsonville attributes. It is focused on those that may contribute to and influence eventual strategies.**

#### Key Considerations:

- Need for development and upgrading of Wilsonville visitor experiences, lodging, meeting facilities and tourism-related infrastructure
- Need for completion of Willamette River Bike-Ped Emergency Bridge and Ice Age Tonquin Trail
- Increased focus on enhancing experience of horse show organizers and participants and the future competitiveness of Wilsonville
- Development of distinctive hallmark events that will draw visitors
- Develop improved access and facilities on Willamette River

The Destination SWOT	Marketing Communications
Strengths	Weaknesses
<p><b>Key Strengths</b></p> <ul style="list-style-type: none"> <li>Established links and relationships with sports and equestrian organizers</li> <li>Marketing through Clackamas and Washington County tourism organizations</li> <li>Proximity to key population centers</li> <li>Willamette Valley United proactive marketing of Wilsonville sports fields</li> </ul>	<p><b>Critical Weaknesses</b></p> <ul style="list-style-type: none"> <li>Limited marketing budgets</li> <li>Low awareness of Wilsonville as a destination</li> <li>Low internet and social media profile</li> <li>No clear city identity</li> <li>No Visitor Information Center (after Dec 2013)</li> </ul> <p><b>Additional Weaknesses</b></p> <ul style="list-style-type: none"> <li>Fragmented presentation of city assets by various organizations and partners</li> <li>Insufficient cross-selling between organizations</li> <li>Lack of market and customer research</li> <li>Not fully optimizing opportunities through county tourism organizations</li> </ul>
Opportunities	Threats
<p><b>Key Opportunities</b></p> <ul style="list-style-type: none"> <li>Capitalize on horse show reputation and relationships with event organizers</li> <li>Enhanced collaboration between government, business and non-profits and external partners</li> <li>Expanding mobile capability to reach visitors while in area</li> <li>Increasingly affordable capabilities through internet and social media marketing</li> <li>Scale and quality of marketing by Travel Oregon, WCVA, CCTCA *</li> <li>Strengthen Website content, SEO, SEM</li> <li>Testing of digital information kiosks by partners</li> <li>World of Speed marketing and publicity</li> </ul> <p><b>Additional Opportunities</b></p> <ul style="list-style-type: none"> <li>Enhanced communication/coordination between city government actions/decisions and local special interest groups.</li> <li>Increased Oregon Horse Country shows is possible with promotion of listed properties</li> <li>Increased development of Korea-related markets</li> <li>Growing international and interstate markets for Portland and Oregon</li> <li>Increase awareness of residents in regard to local events and attractors</li> <li>Increase capacity of local partners for internet and social media marketing</li> <li>Partnerships links with nearby complementary communities, e.g. Aurora and Canby</li> </ul>	<p><b>Critical Threats</b></p> <ul style="list-style-type: none"> <li>Changes to City policies and politics</li> <li>Constant innovation and changing marketing technologies</li> <li>Economic slowdown</li> <li>Emerging competitors</li> <li>Media and marketing cost inflation</li> <li>More competitors</li> <li>New, quality hotels in nearby cities</li> </ul> <p><b>Additional Threats</b></p> <ul style="list-style-type: none"> <li>Limited understanding of tourism among many stakeholders and residents</li> <li>Low community knowledge of economic impacts of visitor groups, e.g. sports and horse shows</li> </ul> <p>* CCTCA = Clackamas County Tourism &amp; Cultural Affairs * WCVA = Washington County Visitors Association</p>



### **Key Considerations**

- Build on existing relationships and partnerships, particularly in regard to horse shows, sports tournaments
- Develop digital platform for marketing and visitor information
- Engage in increased cooperative marketing with key partners
- Increase awareness and identity of Wilsonville as an attractive place to visit
- Limited budget
- Limited number of pro-active tourism marketers in Wilsonville
- Need to address information distribution with closure of VIC

<b>The Destination SWOT</b>		<b>Tourism Management</b>	
<b>Strengths</b>		<b>Weaknesses</b>	
<b>Key Strengths</b> <ul style="list-style-type: none"> <li>▪ Engagement of City of Wilsonville, Council and senior executives and officials</li> <li>▪ Engagement of Clackamas and Washington Counties tourism organizations</li> <li>▪ Long-established Chamber of Commerce</li> <li>▪ Special interest marketing by Clackamas and Washington Counties tourism organizations</li> </ul>		<b>Critical Weaknesses</b> <ul style="list-style-type: none"> <li>▪ Limited budget</li> <li>▪ Low community understanding of benefits from tourism</li> <li>▪ No designated official DMO or tourism office in Wilsonville (from December)</li> <li>▪ No Visitor Information Center</li> <li>▪ Tourism hasn't been a subject of high importance</li> </ul>	
<b>Opportunities</b>		<b>Threats</b>	
<b>Key Opportunities</b> <ul style="list-style-type: none"> <li>▪ Access to enhanced digital platforms to provide majority of visitor information</li> <li>▪ Cooperative marketing programs through local partners</li> <li>▪ Increased support from City of Wilsonville</li> <li>▪ Leverage market access through Clackamas and Washington Counties tourism organizations</li> </ul>		<b>Critical Threats</b> <ul style="list-style-type: none"> <li>▪ Economic downturn</li> <li>▪ Inability to foster optimum collaboration between local organizations to present integrated, quality visitor experiences that represent a unified destination</li> <li>▪ Inability to respond to the evolving role, responsibilities and relevance of DMOs</li> <li>▪ Reduced lodging taxes</li> </ul>	

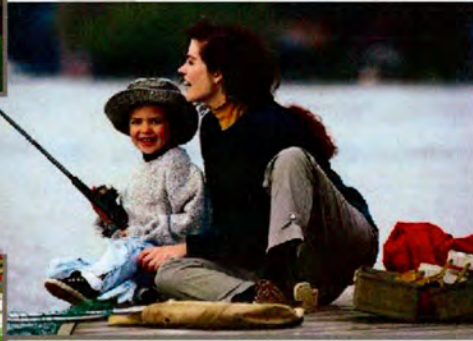
### **Key Considerations**

- Need for increased budget
- Need for tourism perspective in future developments by City and private organizations
- Need for an entity to facilitate business networking, marketing, product development and tourism advocacy
- Optimize marketing and collaboration through CCTCA and WCVA by local partners



## Wilsonville Strategic Directions

The following are the strategies and actions that will lead to Wilsonville achieving its tourism vision and goals.



**Our Vision for Tourism**

The following tourism vision statement has been created following extensive public consultation and input through interviews, workshops and surveys. This vision sets the path to develop a vibrant visitor economy in Wilsonville over the next decade.

*In 2023, Wilsonville is a welcoming, family-friendly city competing successfully as one of Oregon's leading destination cities, investing in its tourism, meetings, leisure and recreation strengths, amenities and services to provide compelling year-round experiences.*

**Our Mission Statement**

The following is the mission statement for Wilsonville in regard to tourism management in a manner that is collaborative, sustainable and customer-focused.

*We facilitate the thoughtful development of Wilsonville's visitor economy for the benefit of our visitors and partners, and to enhance the quality of life for all residents.*



## Strategic Directions

## Target Markets

This strategy is intended to enhance the value and reputation of the city among target audiences. For the purposes of marketing communications the demographic and geographic characteristics of each target audience should be refined each year according to the available budgets, opportunities, and events. The target audiences may change as new developments are introduced in the city and the emphasis of partners, competitor activity, and marketing budgets change.

Based on their market attractiveness and Wilsonville's current state of development, each has been prioritized according to two levels of investment – Priority and Supplementary Markets. Priority Markets will comprise those in which proactive marketing and development will be focused, while the Supplementary Markets are those in which Wilsonville will primarily provide detailed website information. This prioritization will change over time as new products are introduced, and investment and market situations change.

### Priority Markets:

- **Horse Shows**  
Competitors/participants, spectators, horse owners, and event organizers, class clinicians, recreational and student riders, horse buyers, and supporters. Predominantly women.
- **Meetings & Conventions**  
Delegates are predominantly from within Metro and Northwest and meetings drawn by convenient, affordable location.
- **Northwest Getaways**  
From all western states or international. Portland metropolitan area is a major draw.
- **Sports Tournaments**  
Organizers and participants in targeted sports tournaments.
- **Transit**  
Predominantly I-5 travelers originating from all western states and international source markets.

### Supplementary Markets:

- Business Visitors: Long-term stays who may explore the area, business relocation or future stay.
- Cycling \*
- Family Getaways \*
- Genealogy Research
- Korean nationals, Korean-Americans, Veterans \*
- Outdoor recreation (parks, water features, hiking)
- River recreation \*
- Shopping: Group shopping tours.
- Weddings and Reunions

---

\* Requires infrastructure development to be elevated to priority market status.

Experiences are the drivers that will underpin tourism development in Wilsonville. The tastes, behavior and needs of tourists have evolved over recent decades beyond simply taking photos to record the visit to now wanting more hands-on, interactive and immersive experiences.

Key experience themes, or clusters, provide an important conduit for Wilsonville's tourism partners by focusing marketing, investment and development opportunities. The goal is to signal a level of specialization that can lead toward establishing a competitive advantage in a number of themes or clusters.

It is essential for Wilsonville's Destination Marketing Organization to be highly focused in the allocation of both its financial and staff resources. One of the critical success factors for determining key experiences is the use of a range of factors to establish priority markets. These factors may include:

- Alignment with capabilities (and investments) of key partners - brand and experience themes
- Compatibility - aligns with community values
- Distinctiveness - level of significance
- Drawing Power - distance, volume
- Market Access - cost effectively reach
- Quality of Experience - Superior – Average – Fair
- Market Readiness - the experience meets the standards of visitors and tourism markets
- Seasonality - the timing of visitation
- Yield - economic impact

Wilsonville's key experiences are:

1. Sports tournaments
2. Meetings and conferences
3. Horse shows
4. Northwest getaways – wineries, shopping, farm fresh, heritage, recreation, Portland Metro, North Willamette Valley etc. i.e. some of the "Best of Oregon".

#### **1. Horse Shows and Equestrian Events**

Horse shows, competitive equestrian events and educational clinics have proved capable of attracting not only more affluent, frequent traveling and high spending visitors (owners, breeders, buyers), but with effective marketing can also attract substantial numbers of spectators (horse lovers/riders and interested day visitors). Wilsonville is home to a series of six signature West Coast Horse Show Jumping and Hunting events, now commonly known as 'The Wilsonville Shows'. These are officially recognized events on US and International horse show circuits and help provide a meaningful and distinctive identity for the city. Until recently one of these events known as "The



Country Classic” had attracted fame not only regionally but nationally. However its wider popularity locally and with large numbers of visitors suffered when the diverse fair-like experiences and atmosphere that helped broaden its appeal (on-site food and merchandizing vendors and more) were reduced because of regulations. The event managers and their industry are seeking increased engagement with the community, including more local ‘ownership’ and wider recognition and support from the City of Wilsonville, the Counties, local businesses and the community at large. They see this as the best means to help reestablish the event appeal and maximize the tourism potential and economic benefits arising from these events.

- Visitor and event spending as a result of Wilsonville’s Country Classic Horse Show (one show) is conservatively estimated at \$450,000 or more.
- Wilsonville’s series of six summer horse shows is estimated to have an economic impact in excess of \$10.8 million for competitor visitors only, which does not include thousands of day visitors and spectators.

## **2. Meetings and Conventions**

Meetings and conventions have been identified as a priority market for Wilsonville by the Tourism Task Force. However, capacity is very limited. The main venue for this business is the Wilsonville Holiday Inn. While this has been a lucrative market for the city, there is the need to encourage the development of additional facilities and venues. There are several factors that make Wilsonville an attractive venue for meetings and conventions. These include:

- Close proximity to Portland (business capital) and Salem (State capital)
- Local corporate and association base
- Affordable accommodation
- Responsive hotel and WCVA sales personnel

## **3. Sports Tournaments**

Individuals and groups are already visiting Wilsonville to participate in a variety of sports competitions and tournaments. However, this visitation can be increased with the introduction and expansion of sporting facilities. Wilsonville is acknowledged as having excellent multi-purpose sports fields and is an active participant in the marketing of Washington County sports tourism. When combined with the city’s affordable lodging, Wilsonville has the capacity to attract even more sports tournaments if the city had more playing fields, particularly turf fields and additional accommodation. Additionally, the proposed new aquatic center, push track and skate park present excellent opportunities to expand into new sports markets. A particular target should be to increase tournaments in the September to March period.

The sports tournaments in which Wilsonville can most readily excel are:

- Baseball / softball
- Lacrosse
- Soccer

- Softball

Emerging opportunities:

- Aquatics
- Cycling
- Mountain biking (push track)

#### **4. Northwest Getaways**

It is difficult to look at Wilsonville from a customer perspective without considering its relationship to the Portland Metro and northern Willamette Valley. Portland is the largest draw card for the region and the most popular destination for domestic and international visitors to Oregon. The highest priority for Wilsonville should be to develop attractors, facilities, and marketing communications to link to this demand, as well as to develop Wilsonville as an attractive destination in its own right.

Among the leading attractors within a 30-minute drive of Wilsonville are:

- |                              |  |
|------------------------------|--|
| ▪ Agritourism - farm fresh   | ▪ Parks & gardens                                |
| ▪ Downtown Portland          | ▪ Performing arts                                |
| ▪ Family entertainment       | ▪ Restaurants, brew pubs and nightlife           |
| ▪ French Prairie             | ▪ Salem, Aurora, Canby                           |
| ▪ Galleries and museums      | ▪ Shopping                                       |
| ▪ Golf                       | ▪ Sports events                                  |
| ▪ Major events and festivals | ▪ Tualatin River National Wildlife Refuge        |
| ▪ Mt. Hood corridor          | ▪ Wineries and farms                             |
| ▪ OMSI                       | ▪ Woodburn - Washington Square shopping corridor |
| ▪ Oregon Zoo                 | ▪ World of Speed (Proposed)                      |

#### **Emerging Experience Themes**

Wilsonville has strengths in several experiences, however locations can offer much stronger experiences. If critical infrastructure investments are made, these activities can be elevated to priority status if market demand continues to remain high. Additionally some of the experiences that are currently elements of the Northwest Getaways such as agritourism, heritage and culture may be separated into their own themes as Wilsonville's competitive capacity increases and their draw reaches a critical mass. The key emerging experience themes are:

- Cycling
- Farm fresh
- Genealogy research
- Korean War Memorial
- River recreation
- Weddings and reunions
- Wineries



DRAFT

## Strategic Directions

## Alignment with Partner Strategies

Wilsonville is located in both Clackamas (Mt. Hood Territory) and Washington Counties. Each of these counties has different, yet complementary brands.

Central to the Wilsonville tourism positioning are experiences that are closely aligned with the Clackamas County - Mt. Hood Territory brand strengths, including agri-tourism, equestrian (an extension of agri-tourism), farm fresh and outdoor recreation (including cycling).

The Washington County brand is founded on sports, nature, recreation, shopping and wine country experiences. Meetings and conferences are an important component of the county's tourism capabilities.

The following table provides a summary of the alignment of marketing and sales focus of Mt. Hood Territory and Washington County with many of the leading tourism strengths of Wilsonville.

	<b>Clackamas County</b>	<b>Washington County</b>	<b>Travel Oregon</b>
Cycling	✓	✓	✓
Equestrian	✓	✓	✓
Farm Fresh	✓	✓	✓
Meetings & Conferences		✓	
Northwest Getaways	✓	✓	✓
River Tourism	✓		
Shopping	✓	✓	✓
Sports Tournaments		✓	
Weddings and Reunions	✓	✓	
Wineries	✓	✓	✓



**Overall Objectives**

1. Adopt a distinctive and meaningful positioning for Wilsonville as a destination.
2. Enhance Wilsonville's tourism attractors, events and experiences to meet and exceed the expectations of visitors and event organizers.
3. Ensure that tourism opportunities are optimized in government planning, development approvals, policy, infrastructure and placemaking.
4. Enhance awareness of Wilsonville as an appealing visitor destination through the innovative use of traditional, digital and environmental media.
5. Provide clear direction, partnerships and sustainable funding for Wilsonville tourism through leadership and management that is recognized for its innovation, collaboration and effectiveness.

**Overall Strategy**

The strategic focus for Wilsonville tourism will be:

- Facilitating the development of tourism products, events and experiences to encourage increased visitation, longer stays and increased spending.
- Establishing a digital platform to anchor marketing and visitor information programs.
- Leveraging co-operative opportunities through County marketing programs.
- Establishing a Destination Management Organization to facilitate community engagement, tourism development and marketing.

The Wilsonville Tourism Development Strategy provides directions for harnessing the city's capabilities, competitiveness and opportunities in the following success areas that are essential for successful tourism development. It is divided into the following themes:

<b>1. Branding and Positioning</b>	What does Wilsonville want to be known for? How will it be presented as an attractive place to visit and stand apart from competitors?
<b>2. Attractors and Experiences</b>	What are the experiential enhancements that can attract and engage visitors and encourage them to stay longer?
<b>3. Infrastructure and Placemaking</b>	What are the physical structures and facilities needed for the support of a visitor economy?
<b>4. Marketing Communications</b>	What are the actions and messages needed to communicate the attractiveness, services and amenities of Wilsonville?
<b>5. Leadership and Organization</b>	How will Wilsonville organize for tourism in regard to structure, funding, people and partnerships?

### **Responsible Organizations**

The following provides a key to the organizations mentioned in the following pages.

- Business: Wilsonville business community
- CCTCA: Clackamas County Tourism & Cultural Affairs
- Chamber: Wilsonville Chamber of Commerce
- City: City of Wilsonville
- Community: Relevant Wilsonville residents, groups and organizations
- County: County governments
- Developers: Infrastructure development and investment organizations
- DMO: Wilsonville Destination Management Organization
- Metro: Portland Metro
- Partners: Wilsonville hospitality and tourism partners, including business and non-profits
- Schools: West Linn-Wilsonville School District
- State: Relevant State agencies e.g. ODOT, Parks and Recreation
- TO: Travel Oregon
- WCVA: Washington County Visitors Association



### Objective:

#### 1. Adopt distinctive and meaningful positioning for Wilsonville as a destination.

While fundamental positioning and branding issues are mentioned in this strategy, it is not a brand strategy. Increasingly, places of all sizes are turning to the principles of branding to guide them and to help stand apart from competitors. Positioning is at the heart of branding and will define what we want customers to think and feel about Wilsonville. It relates to the position in consumer's minds (and hearts) that we want the city to occupy.

The three most important concepts for places like Wilsonville to master in branding are (i) differentiation and positioning, i.e. leading with what sets it apart, (ii) focusing on those attributes that provide its differentiation, and (iii) being consistent in how these attributes are presented, and ensuring that tourism partners deliver on the city's brand promise.

A simple definition of a brand is that it is a distinctive and valued promise that enables consumers to more easily choose one place over another. You might consider that the standing of a successful brand is determined by the value of the promises that it makes, and the promises that it keeps. To become a successful brand, Wilsonville must consistently organize, invest, communicate and manage itself in ways that enable it to consistently fulfill the promise that it conveys to target audiences.

### Actions:

#### 1.1 Develop a destination branding strategy for Wilsonville.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Develop a well-researched destination branding strategy to determine the ideal positioning, Destination Promise and Brand Platform which can lead to a distinctive visual and verbal identity to be consistently conveyed to target audiences and be aligned with key experiences.	✓			DMO City	DMO City

## 2. Visitor Experiences

### Objective:

#### 2. Enhance Wilsonville's tourism attractors, events and experiences to meet and exceed the expectations of visitors and event organizers.

The development of visitor experiences involves more than the adhoc encounters with the physical location and associated activities. Experiences should provide a higher level of engagement with the sense of place, culture, natural environment and local people. They require a mix of place, activities, infrastructure, services and interpretation. The more these are combined, the more satisfying and memorable the experience.

Experiences which are differentiated and closely aligned with the Wilsonville brand can build a competitive edge for the city.

Experiences should be designed to:

- Spark the imagination
- Engage the senses
- Stimulate the intellect
- Invoke an emotive response
- Enliven the spirit
- Generate welcome personal connections

### Actions:

#### AGRI-TOURISM FARM FRESH

##### 2.1 Encourage active participation by local product suppliers to participate in agri-tourism experiences, including the new Wilsonville-West Linn-Milwaukie Farm Loop.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Encourage suitable local suppliers to participate and financially support the development of engaging experiences and marketing of ag-tourism and the proposed Loop. Include Loop and Farmers Market in Wilsonville marketing where appropriate.	✓	✓	✓	Partners	<b>DMO</b> Partners



## CYCLING

### 2.2 Establish Wilsonville as a bike-friendly city and one of Oregon's premier leisure cycling cities.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
<p>Develop and support community-wide strategies, policies and programs to capitalize on the city's pivotal location for cyclists.</p> <p>This should be supplemented through outreach, awareness and education programs. Encourage government, non-profits and local businesses to become more cycle focused including signage, trails, cycle cleaning stations. Encourage businesses to join the "Bicycle Friendly Business" (BFB) under Travel Oregon's 'Bike Friendly Business' recognition program. This includes encouraging a bike shop to locate in the city.</p>	√	√	√	Business Community City Partners	<b>DMO</b> Business Community City Partners

### 2.3 Initiate and attract cycling events.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
<p>As part of the long term strategy to establish Wilsonville as one of Oregon's premier cycling destinations, attract or organize regional cycling events for those categories of cycling most suited to Wilsonville's strengths. This may be achieved by adding cycling events to other events, e.g. Horse Show.</p>	√	√	√	CCTCA City Community DMO WCVA	<b>DMO</b> CCTCA City Community WCVA

## FESTIVALS AND EVENTS

### 2.4 Initiate programs to ensure that Wilsonville consistently presents outstanding experiences for horse show organizers, participants and attendees.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Facilitate closer collaboration and engagement between the Horse Shows, City, businesses, non-profits, education and residents to ensure that the horse shows are highly successful, attract new events, more repeat visitors, and can be leveraged for their community activities. This includes assistance in regard to conformity with land use regulations on farmland.	✓	✓	✓	CCTCA City Community DMO WCVA	<b>DMO</b> CCTCA City Community WCVA

### 2.4 Investigate the feasibility of establishing a signature event in Wilsonville to celebrate the start of Horse Show Season.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Consider a multi-day event bringing together the horse, cycling, regional food and wine themes and other assets of Wilsonville. A name that arose from consultations was "Eqwine".	✓	✓	✓	Business Community DMO Partners	<b>DMO</b> Community



### 3. Infrastructure and Placemaking

#### Objective:

**Ensure that tourism opportunities are optimized in government planning, development approvals, policy, infrastructure and placemaking.**

This section addresses the projects and approvals to make Wilsonville a more attractive destination. It includes the infrastructure, streetscapes, landscaping, and developments that are needed to provide a quality visitor experience. These are fundamental to the city's tourism development.

#### Actions:

#### NEW INFRASTRUCTURE

##### 3.1 Investigate the feasibility of redeveloping the area surrounding Regal Cinemas as an entertainment, sports, and leisure precinct.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
This large site presents a unique opportunity for the development of an indoor sports arena and entertainment/cultural complex, with outside dining/entertainment, and hotel / meeting facilities. Consider a "main street" with shopfronts and wide sidewalks to form an attractive pedestrian and gathering precinct.	✓	✓	✓	City Developers	City DMO

##### 3.2 Support a hotel feasibility study to assess the medium term lodging and meeting space needs of the city.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Workshops and interviews suggested that there are sometimes shortages of quality lodging and meetings / conference facilities. If a need for added hotels is verified, this should be used to actively recruit developers and operators. Expansion and improvements to the city's	✓	✓	✓	City Developers	City DMO

current lodging inventory is important for future growth prospects.					
---	--	--	--	--	--

**3.3 Investigate the feasibility of developing additional facilities within the City parks specifically designed for weddings, reunions and community events.**

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
These facilities should supplement the current spaces for group gatherings. The new venues should be designed to meet the specific needs for weddings (including ceremonies) and reunions. This should be actively supported by operational, business and marketing plans to maximize their economic contributions to the community.	✓	✓	✓	City	<b>DMO</b> City

**CYCLING AND WALKING**

**3.4 Support the expansion and integration of Wilsonville's trails system and brand the main trails with distinctive themes and names.**

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Wilsonville can be an attractive destination for cyclists and walkers with the continued development and inter-connectedness of quality local trails, the Intertwine and links to key parks and recreational areas. This can be aided by signage and/or kiosks at trailheads and branding the main trails.	✓	✓	✓	City Metro State	<b>City</b> <b>DMO</b> Community



### 3.5 Support the construction of the Bike-Ped-Emergency Bridge across the Willamette River.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
This single action can have a transformative effect in making Wilsonville one of the state's foremost cycling destination and service centers because of its location between Portland and the Willamette Valley, with access to numerous cycling trails.	✓	✓	✓	City Federal State	<b>City</b> <b>DMO</b> Community

### 3.6 Support the completion of the Ice Age Tonquin Trail.

	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Encourage Metro to complete the trail through areas that are unincorporated. This should include and extend the Ice Age and natural history thematic interpretation in all areas of the trail. Ensure quality linkages between the Trail and key commercial leisure precincts in Wilsonville.	✓	✓	✓	City Metro State	<b>City</b> <b>DMO</b> Community County

### 3.7 Introduce creative bike racks in areas popular with cyclists.

	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Introduce artistically designed, but functional, bike racks to provide cyclists with not only convenient bike racks at critical locations, but also opportunities for creative expression by local and regional artists.	✓	✓	✓	Business City	<b>DMO</b> City Community

## HORSES

### 3.8 Support a feasibility study to develop a covered venue for equestrian events.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Consult closely with the local equine industry and CCTC to assess the needs and feasibility of converting the Clackamas County Events Center to host horse show events during periods of inclement weather.	✓	✓		County	<b>DMO</b> CCTCA

## SPORTS

### 3.9 Complete the development of all-weather multi-purpose playing fields for sports tournaments.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
The addition of more turf fields will encourage more tournaments for a variety of sports in Wilsonville.	✓	✓		City Schools	<b>City</b> DMO Schools WCVA

### 3.10 Support the development of the proposed push trail and new skate park.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
These expanded facilities will benefit both visitors and residents. The push trail will assist in winning mountain bike competition events. However, expanded sports facilities may require additional lodging for optimal results.	✓	✓		City Schools	<b>City</b> DMO Schools WCVA



### 3.11 Investigate the development of an indoor aquatic center for the conduct of swimming events.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Support development of the proposed competition standard aquatic center and gymnasium. This will enable Wilsonville to attract swimming tournaments. Consideration should be given to an imaginative design and inclusion of an indoor/outdoor café to take advantage of the park setting.	✓	✓		City	City DMO WCVA

## RIVER RECREATION

### 3.12 Improve river foreshore and water access for active and passive recreation, including boat launch.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Resident surveys and interviews show that they enthusiastically support the enhancement of river access for active and passive recreation including non-motorized boating, improved viewing corridors, dining, riverside walks and cycle trails. Access should provide links to the Willamette River Trail.	✓	✓		City State	City DMO

### 3.13 Enhance Boones Ferry Landing in Old Town as a recreation and tourism precinct.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
This site's historic significance, riverside location, connection to Old Town and potential completion of the Willamette River Bridge crossing present an excellent opportunity to create a tourism precinct catering to cyclists, kayakers,	✓	✓	✓	City Metro State	City Community DMO

and other non-motorized river recreation, as well as provide a recreational outfitter, café and historic interpretation. It should also optimize Wilsonville's position on the Willamette River Water Trail.					
--	--	--	--	--	--

## **PLACEMAKING**

### **3.14 Develop the character and attractiveness of Wilsonville's key precincts**

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Drawing upon the best placemaking principles used in successful precincts around the Metro area, brand each key precinct by naming, color, design, banners and signage. Where appropriate create pedestrian-friendly, relaxing gathering places that feature sidewalk dining and drinking, specialist shopping, live performances and distinctive public art.	✓	✓	✓	Business City	City Business Chamber DMO

### **3.15 Consider establishing public art program.**

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Investigate the creation of a 'Percentage for Art' requirement for new commercial developments. Currently, public art in Wilsonville informally reflects two themes, horses and water. The city is attracting families to its interactive water fountains. The proposed aquatic center may present further opportunities for water-based public art, as does increased access to the riverfront. Collaborate with Clackamas County Arts Alliance and interested	✓	✓	✓	City Business Partners County	City Business Community County DMO



Wilsonville cultural organizations.					
-------------------------------------	--	--	--	--	--

### 3.16 Increase the attractiveness and sense of welcome at city gateways

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Interviews, workshops and site visits revealed a desire for improved and more distinctive city gateways. Consideration should be given to addressing the attractiveness, scaling, signage and distinctive sense of welcome at key gateways.	✓			City	<b>City Chamber</b> Community DMO

### 3.17 Develop and implement a comprehensive wayfinding signage system.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
The need for improved signage and wayfinding was identified in interviews and workshops. In addition to providing clear directions, signage is important for wayfinding, identity and the creation of attractions by linking venues to form coherent and attractive trails and touring routes. This should be conducted after the brand strategy is completed.	✓	✓		City	<b>City Chamber</b> DMO

### 3.18 Develop a comprehensive directional and event signage strategy for the city.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
A comprehensive signage strategy is required to address directional signage issues in addition to more localized wayfinding, including the provision of quality, effective, temporary signage for events.	✓	✓		City	<b>City Chamber</b> DMO

**3.19 Support the establishment of commemorative sculptures near the Oregon Korean War Memorial.**

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Support the Korean War Memorial Foundation of Oregon's objective to acquire and install commemorative sculptures at or near the Oregon Korean War Memorial in Town Center Park.	✓	✓		Korean War Memorial Foundation of Oregon (KWMFO) fund-raising efforts	<b>Korean War Memorial Foundation of Oregon (KWMFO)</b> City DMO



## 4. Marketing Communications

### Objective:

**Enhance awareness of Wilsonville as an appealing visitor destination through the innovative use of traditional, digital and environmental media.**

Wilsonville's marketing must be carefully integrated by aligning all online and off-line actions, including web marketing, collateral, social media, public relations, and other communications. The following may be expanded according to future budgets and level of partner participation. In the absence of a Visitor Information Center, Wilsonville must initiate expanded programs to reach visitors through digital and traditional media. The following actions assume that the DMO has sufficient budget to implement the programs.

The Lead Responsible Organization in the following tables is designated in bold print.

### Actions:

#### 4.1 Establish a Stand-alone Wilsonville Tourism Website.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Wilsonville's stand-alone, mobile-ready (responsive design) tourism web site that is highly interactive and is the portal for city marketing not only for visitor information, but to also feature a blog, capture customer information, community event calendar, and provide opportunities for partners to reach audiences. The site should be integrated with social media programs and Wilsonville's YouTube channel. The mobile capacity of the site is essential to the future growth of tourism in the city.	✓	✓	✓	Business DMO Partners	<b>DMO</b>

#### 4.2 Introduce an ongoing internet marketing campaign.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Ensure that all aspects of the web site are operating at optimal performance levels for search engine optimization. By focusing on specific keywords and phrases relevant to priority audiences, the city can achieve high ranking in Organic Search results. This should be supported by "Pay per Click" advertising. Re-marketing with Google Analytics will also allow the city, through cookie tracking, to follow-up with those who visit the website and have shown interest but may not have completed their actions e.g. order a brochure.	✓	✓	✓	Business DMO Partners	<b>DMO</b>

#### 4.3 Develop social media programs relevant to key markets.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Activate a social media strategy to engage and convert target audiences. This should initially involve Facebook, Pinterest, YouTube, and Twitter.	✓	✓	✓	Business DMO Partners	<b>DMO</b>

#### 4.4 Develop database and email marketing programs.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Create database and subscriber list with opt-in forms on the website and through social media. Then create a monthly e-newsletter, with the aim of eventually reaching out to 3,000 subscribers.	✓	✓	✓	Business DMO Partners	<b>DMO</b>



#### 4.5 Optimize the online use of video.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Ensure that engaging videos are an important element in Wilsonville online marketing through the website and the creation of a Wilsonville YouTube channel. Encourage residents and visitors to upload their relevant Wilsonville videos.	✓	✓	✓	Business City DMO Partners	<b>DMO</b>

#### 4.6 Optimize linking strategies.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Maximize links to the Wilsonville website from key external and internal partner sites. It is particularly important for local partners such as hotels, attractors and events to provide links from their web sites for prospective visitors to the city.	✓	✓	✓	N/A	<b>DMO</b>

#### 4.7 Produce a Wilsonville Visitors Guide.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Produce a brochure specifically for use by visitors staying in the area. This rack brochure should have its sole focus on what to see and do, highlighting the key experience themes and a good map. Investigate paid advertising by appropriate local partners. A PDF version of the brochure should be online.	✓	✓	✓	Business DMO Partners	<b>DMO</b>

#### 4.8 Ensure visitors have ready access to Wilsonville visitor information.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Work with County DMOs to optimize distribution of visitor information. Beyond mobile website, social media and kiosks, ensure brochures are readily available for visitors (and residents) at popular locations within the city. Encourage partners to ensure their websites are mobile-ready.	✓	✓	✓	Business DMO Partners	<b>DMO</b> CCTCA WCVA

#### 4.9 Assess the effectiveness of digital kiosks to provide visitor information.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
In conjunction with CCTCA and WCVA evaluate, according to set criteria the effectiveness of providing information via digital kiosks. If proven cost-effective, support expanded coverage. This includes the approach for the proposed French Prairie rest area.	✓	✓	✓	CCTCA DMO WCVA	DMO CCTCA WCVA

#### 4.10 Develop an active public relations program.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Create an online public relations campaign aligned to a social media editorial calendar. Utilize the power of leading travel bloggers and print journalists. Distribute quarterly PR Web press releases online and activate a comprehensive media center within the website. Also assist Travel Oregon and the Counties to publicize the city's key experience and events.	✓	✓	✓	DMO	<b>DMO</b> CCTCA TO WCVA



#### 4.11 Develop and maintain a library of high quality images and videos.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Develop and consistently update an image and video library of evocative and high quality images which capture Wilsonville's key experience themes. Develop short videos for use on a Wilsonville YouTube channel.	✓	✓	✓	CCTCA City DMO WCVA	<b>DMO</b> CCTCA City Partners WCVA

#### 4.12 Optimize the use of website and social media analytics.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Conduct monthly analysis of the Wilsonville website and social media performance to set goals and objectives for marketing accountability. This should include its relationship to the online metrics of local partners. Consider providing key partners with a monthly report of monthly responses to enable them to optimize their online marketing in association with the Wilsonville DMO.	✓	✓	✓	DMO	DMO

#### 4.13 Develop an active content management and co-op marketing program.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Optimize targeted coverage of Wilsonville through CCTCA, WCVA and Travel Oregon by actively participating in selected marketing programs and by providing the most enticing content for marketing and media communications.	✓	✓	✓	DMO	DMO

#### 4.14 Increase awareness of the benefits of tourism .

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Inform residents, businesses, service organizations, media and leaders of tourism's benefits, particularly as it relates to lodging tax collections, commercial opportunities, and major events.	✓	✓	✓	DMO	DMO

#### 4.15 Encourage local residents to discover Wilsonville and surrounding area.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
In conjunction with local media, introduce residents to their city and to become ambassadors (on-line and off-line) for the area's recreational opportunities, events and attractions.	✓	✓	✓	CCTCA City DMO Partners	City DMO

#### 4.16 Conduct ongoing visitor satisfaction research.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Provide ongoing opportunities for visitors to offer feedback on their experiences by making a simple satisfaction survey or feedback form readily available in hard copy and online. Discuss visitor satisfaction results and feedback at every Board meeting.	✓	✓	✓	DMO Partners	DMO Partners



**4.17 Conduct visitor research for each major event in Wilsonville.**

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Initiate a customer research program to gain insights into the spending, economic impact, demographics, behavior, points of origin, motivations and satisfaction of visitors to major events and sports tournaments.	✓	✓	✓	DMO Partners	<b>DMO</b> Partners

## 5. Leadership and Organization

### Objective:

**Provide clear direction, partnerships and sustainable funding for Wilsonville tourism through leadership and management that is recognized for its innovation, collaboration and effectiveness.**

Successful tourism requires a seamless delivery of information and experiences between public, private and nonprofit organizations and visitors. Optimizing its benefits will require the long-term advocacy, support and collaboration of many individuals and organizations within Wilsonville and further afield.

Tourism in Wilsonville is entering a period of transition during which will likely involve the introduction of many new attractors and experiences, entry into new markets and the establishment of a comprehensive digital marketing platform. While Wilsonville is engaged in this transition as a destination, the functions and role of its tourism organization should be initially structured to facilitate product development and creation of its digital platform. The preferred model is outlined in Appendix 2 and recommends establishing an Independent 501 (C) (6) Not-for-Profit DMO. This option route provides the fullest and most practical opportunity to create the products, infrastructure, relationships, and marketing programs.

Due to very close working relationship that the DMO needs to have with the City, especially during the early formative stage, an alternative recommendation could be to commence sooner with Option 3, using City resources and staffing that is transitioned to the independent, nonprofit DMO called for in Option 4.

### Actions:

#### 5.1 Establish an Independent 501 (C) (6) Not-for-Profit DMO to be named Visit Wilsonville

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
A DMO, named Visit Wilsonville operating as an independent, non-profit. It will work with a permanent Board of Management comprising key tourism stakeholders and community leaders. During the initial 3-5 years the major focus will be on optimizing tourism related development opportunities, <u>basic</u> marketing and enhancing the tourism performance of local partners. The DMO will be a non-	✓			City	City CCTCA Partners WCVA



Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
member organization and will not operate a Visitor Information Center.					

## 5.2 Establish Board of Management for Visit Wilsonville DMO

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
This Board, comprising representatives of a variety of local organizations with an interest in tourism, should not be dominated by members of any one category. The objective is to facilitate the effective development of tourism by optimizing access to marketing, funding, and government agencies at county, state, and national levels to aid product and market development.	√	√	√	City	City CCTCA Partners WCVA

## 5.3 Increase the Allocation of the Hotel/Motel Transient Lodging Tax (TLT)

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
The amount of the City's Hotel/Motel TLT directly allocated to tourism should be \$115,000 - \$188,000. This will provide a budget to address the strategies in this Plan.	√	√	√	City	City

## 5.4 Request a special project budget to launch Visit Wilsonville DMO

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Seek a one-time grant of \$60,000 from City of Wilsonville and other sources to facilitate the timely and coordinated launch of Visit Wilsonville and the quality	√			City	DMO

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
production of its new website, brochures, social media, image and video libraries, and collateral. There is also a need for office equipment etc.					

#### 5.5 Review Wilsonville Tourism Grants Program.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Tourism grants should be continued, however they should be invested to attract sports tournaments and aid major events that will directly lead to increased tourism arrivals. The grants must demonstrate that investments will generate more TLT funds. A set of criteria for evaluating applications should be established.	✓	✓	✓	DMO	DMO

#### 5.6 Actively seek grants for Visit Wilsonville.

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Actively research and apply for grants to support Visit Wilsonville marketing, tourism development and organizational projects.	✓	✓	✓	DMO	DMO

#### 5.6 Initiate ongoing partnership and relationship building programs

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Introduce internal and external relationship building programs for Visit Wilsonville and Wilsonville tourism and its partners. Additionally, in collaboration with CCTCA, WCVA and Travel Oregon	✓	✓	✓	N/A	DMO



Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
introduce programs to provide education, coop marketing and networking opportunities for local partners.					

#### 5.7 Enhance destination knowledge of frontline staff

Description	Timing			Funding Source	Responsible Organizations
	Priority 1-2 years	Priority 3-5 years	Priority 6-10 years		
Front line staff in Wilsonville should be knowledgeable about things to see and do locally for their guests. This should be addressed in conjunction with partners and through sales visits, information and familiarizations. It may be possible to address through a volunteer trainer program and possibly through the Oregon Q Care program.	✓	✓	✓	DMO Partners Travel Oregon	DMO

## Appendix 1

### Tourism Development Strategy Task Force

A Tourism Task Force was appointed by the City of Wilsonville and is comprised of the following members. Task Force meetings were held on October 24 and November 12 2013, January 29, March 20, April 24, 2014.

Name	Title	Affiliation
Denny Atkin	Resident	Advertising Director, The Oregonian (retired)
Eric Bohard	Chair	City of Wilsonville Parks & Recreation Advisory Board
Jeff Brown	General Manager	Holiday Inn - South Portland/Wilsonville
Emily Corley	General Manager	McMenamins Wilsonville Old Church and Pub
Bryan Cosgrove	City Manager	City of Wilsonville
Danielle Cowan	Executive Director	Clackamas County Tourism & Cultural Affairs (CCTCA)
Julie Fitzgerald	Task Force Chair, City Councilor	City of Wilsonville City Council
John Hanna	Club Manager	Willamette United Soccer Club
Darren Harmon	General Manager	Wilsonville Family Fun Center
Carolyn McCormick	President/CEO	Washington County Visitors Association
Susan Myers	General Manager	Capital Realty Corp
Chris and Liz Perry	Market Managers	Wilsonville Farmers Market
Cheryl Snow	Executive Director	Clackamas County Arts Alliance
David Stead	General Manager	Langdon Farms Golf Club
Mary Stewart	President	MARStewart Creative Group
Tonie Tollen	Owner	Tollen Farm
Daphne Wuest	Board Chair	Clackamas County Tourism Development Council

The following staff members assist the taskforce in organizational matters:

Jim Austin	Community Relations Coordinator	Clackamas County Tourism & Cultural Affairs (CCTCA)
Annie Bailey	Communications & Public Relations Coordinator	Clackamas County Tourism & Cultural Affairs (CCTCA)
Barbara Jacobson	Assistant City Attorney	City of Wilsonville
Mike Kohlhoff	City Attorney	City of Wilsonville
Jason McGill	Chief Financial Officer	Washington County Visitors Association
Mark Ottenad	Public/Government Affairs Director	City of Wilsonville
Kristin Retherford	Economic Development Manager	City of Wilsonville



## Appendix 2

### The Destination Management Options for Wilsonville

Wilsonville requires a small, dedicated group of specialists in the form of a Destination Marketing Organization (DMO) to implement key elements of the Tourism Development Strategy. Typically, a DMO may be a Convention & Visitors Bureau (CVB), Chamber of Commerce, government department or tourism office operated by another community entity.

According to the most recent research from Destination Marketing Association International (DMAI), 65% of DMOs are independent non-profit entities, 5% of DMOs are Chambers of Commerce, and another 19% operate as a division of municipal, county, state or provincial government.<sup>5</sup> The appropriateness of one structure over another is entirely determined by the local situation. It is influenced by the size of the community, its political dynamics, destination strengths, partnerships, audiences, stakeholder focus, market maturity and funding all of which may influence the DMO model selected.

Whichever model Wilsonville selects, the option must provide the skills and expertise to build a strong destination foundation by establishing the attractors, marketing, product development initiatives and outreach programs required for a robust visitor economy. Of paramount importance in the selection of a DMO model is the need to ensure that it reflects the new era for tourism in Wilsonville where the focus will be on product development, commercialization of City assets, integration into the City's economic development programs, and establishing a digital platform. Critical to this success will be fostering a unified and collaborative approach by establishing close working relationships with business, non-profit and government across the city, the two counties and other Oregon DMOs.

The Wilsonville destination audit revealed that several significant new attractors and experiences may be introduced and others expanded in the city and surrounding areas to form a more mature destination. This creates the need for Wilsonville to build an organization with the capacity to lead and manage tourism in the city. A major focus for this organization should be:

- Capacity Building
- Community Relations
- Information Distribution
- Marketing and Sales
- Product Development
- Research

There are four options that Wilsonville can consider as models for the city's DMO.

---

<sup>5</sup> Profile of Destination Marketing Organizations, DMAI 2011

### Option One: Contract with Commercial Marketing Organization

The City of Wilsonville could issue a Request for Proposal (RFP) seeking the services of a commercial marketing organization to manage Wilsonville's tourism marketing and management, such as a marketing, sales or PR agency. This form of engagement is usually limited to the implementation of specific elements of the marketing programs, such as web development, social media and brochure production.

Pro	Con
<ul style="list-style-type: none"><li>▪ May have strong marketing skills</li><li>▪ Outsourcing select assignments, e.g. web design or social media can be effective</li><li>▪ May be outside of political influence</li></ul>	<ul style="list-style-type: none"><li>▪ Usually limitations to range of activities to be undertaken</li><li>▪ Not as easy to get engagement with City or County Depts. etc.</li><li>▪ Wilsonville tourism may compete for attention with firm's other clients</li><li>▪ There may be conflicts of interest with other clients</li><li>▪ Limitations to the scale and scope of responsibilities that can be undertaken</li><li>▪ Not building equity in an organization and staff</li><li>▪ Limitations to engagement with stakeholders</li><li>▪ Difficult gaining credibility and exerting leadership among stakeholders as an independent contractor</li><li>▪ May not have experience or skills for holistic management of tourism because of marketing focus</li><li>▪ A profit driven firm could limit or reduce services based on hours spent on client work</li><li>▪ May be averse to spontaneous opportunities or needs outside of stated contract and budget</li></ul>



### Option Two: Contract with an Independent Not-for-Profit Organization

The City of Wilsonville could issue a Request for Proposal (RFP) seeking an independent non-profit or private organization to manage Wilsonville's tourism marketing and management, such as the Chamber of Commerce, Downtown Association, or similar. Contracts of this nature are usually awarded for a renewable period of three to five years.

Pro	Con
<ul style="list-style-type: none"><li>▪ May save on some overheads from parent organization</li><li>▪ May already be seen as an established community resource</li><li>▪ May have established relationships</li><li>▪ May share expertise and human resources with parent organization</li><li>▪ May be outside of political influence</li></ul>	<ul style="list-style-type: none"><li>▪ Tourism is likely to play a subordinate role to the organization's primary mission or focus</li><li>▪ Tourism may be a sub-committee of the Board and not a priority for them</li><li>▪ Policies of parent organization may affect priorities and partnerships of DMO</li><li>▪ Changes at the end of contract period may cause loss of "corporate" knowledge, networks, relationships and contacts</li><li>▪ Sometimes unable to promote organizations that may not be members of the parent organization</li><li>▪ May not be able to easily collaborate or engage with City and County departments</li><li>▪ Being a sub-committee it may be difficult for tourism to recruit high level community members, exert authority over budget, staff, programs and other priorities</li><li>▪ Concerns that lodging tax may be used for non-tourism activities</li><li>▪ Can be a problem if the parent organization engages in political advocacy</li><li>▪ There may be competing agendas within the parent organization</li></ul>

### Option Three: Create a DMO within City of Wilsonville

Tourism in Wilsonville is entering a period of transition during which it is likely to involve the introduction of many new attractors, infrastructure and experiences, entry into new markets and the establishment of a comprehensive digital marketing platform. While Wilsonville is engaged in this transition as a destination, the functions and role of the organization could possibly be structured to leverage product development in the short-term by establishing a destination management organization (DMO) within the City of Wilsonville. This unit could then, within a few years of incubation, spin off as an Independent 501 (C) (6) Not-for-Profit DMO.

Pro	Con
<ul style="list-style-type: none"><li>▪ Many tourism assets are owned and operated by the City</li><li>▪ Tourism can be more involved where there are important issues involving economic development, product development, events, infrastructure, placemaking, policies and approvals by the City</li><li>▪ Direct accountability to City for use of TLT</li><li>▪ Everyday interaction with City staff signaling that tourism is an equal partner</li><li>▪ Possible to offset some overheads working within City</li><li>▪ Easier to coordinate events, street closings, playing fields, recreation, parks, police support and liaise with relevant City staff</li><li>▪ Opportunity to integrate tourism development and tourism sales into new City developments, e.g. parks, aquatic center, trails, sports fields</li><li>▪ Employment benefits may attract more experienced staff</li><li>▪ May share City expertise and human resources</li><li>▪ May directly improve commercialization of City assets e.g. sports fields, wedding venues</li></ul>	<ul style="list-style-type: none"><li>▪ Potential for lack of independence because of interference by elected officials in programs and staff decisions</li><li>▪ Without added effort perceptions may arise that it is “just another government department”</li><li>▪ Could be impacted by a change in political priorities</li><li>▪ May be a higher cost of staff benefits than other models</li></ul>



#### Option Four: Create an Independent 501 (C) (6) Not-for-Profit DMO

Wilsonville could establish a stand-alone independent tourism management organization which is contracted to the City for the delivery of specific tourism development services. The organization would have its own board of management and be responsible for hiring staff as well as determining its own policies, procedures and systems. It is envisioned that the organization's focus will transition from product development to an increased marketing focus as additional facilities are developed. This added tourism infrastructure will also create a more attractive environment for a stand-alone organization. Nationally, the tourism industry has demonstrated the highest level of adoption and collaboration with this model

There are two main forms of stand-alone DMO, namely membership based and non-membership. The membership based DMO provides exposure only to businesses that are members, while the non-membership provides exposure for all relevant tourism related businesses, where appropriate. Over the past decade there has been a shift toward non-membership models. A third, and increasingly popular model, is a Tourism Business Improvement District (TBID) which is a public-private partnership formed by local government at the request and/or with the approval of businesses in a district, with the aim of increasing the number of overnight visitors using businesses and services in that area.

Pro	Con
<ul style="list-style-type: none"><li>▪ Most common model applied across the country</li><li>▪ Capable of recruiting a high level Board from business, non-profits and government</li><li>▪ As a separate organization, with its own identity and Board, it will elevate the profile of tourism and the marketing of Wilsonville as a priority within the city</li><li>▪ Independent status enables greater autonomy and freedom in establishing own policies, structure, staff and programs</li><li>▪ Independent status can aid relationships across private, nonprofits and government</li><li>▪ Highly specialized mission for tourism</li><li>▪ Able to quickly respond to market and experiential opportunities</li><li>▪ Stakeholders know DMO actions are 100% dedicated to tourism</li><li>▪ Build knowledge and equity in organization for future growth and sustainability</li><li>▪ The most common form of DMO in USA</li><li>▪ May be outside of political influence</li></ul>	<ul style="list-style-type: none"><li>▪ Membership sales can consume large amounts of staff time – if member model chosen</li><li>▪ “Heads in beds” pressure can divert resources from non-sales activities</li><li>▪ Membership model can sometimes restrict promotion of key destination strengths in favor of members</li><li>▪ Creating a startup with associated costs may be challenging</li></ul>



## Recommendation:

Tourism in Wilsonville is entering a new era with a strong focus on product development. It will initially be characterized by the introduction of new attractors, infrastructure and digital marketing. This will require the City of Wilsonville to establish new goals, responsibilities and strategies for the organization that will lead the City's future tourism development and marketing contract.

After careful consideration, Option 4 is recommended as the preferred model to provide the necessary facilitation and collaboration for building the products, infrastructure, foundations, relationships, and dedicated, skilled staff. This approach will also support the commercialization of City assets such as sports fields and wedding venues.

It is recommended that a DMO, named "Visit Wilsonville" and operating as a non-profit 501 c (6), be established and operate with **an independent Board of management** comprising key tourism stakeholders and community leaders. The primary role of the Board is to oversee the fulfillment of the vision. This organization and its board will be 100% dedicated to tourism development in Wilsonville. Integral to this role will be engagement with local stakeholders and collaboration and co-operative marketing with local partners, CCTCA, WCVA and Travel Oregon.

During the first three years it is envisaged that the major focus of the organization will be on product development, networking and basic digital marketing programs. To achieve its objectives in regard to product development, Visit Wilsonville staff must have a close working relationship with all relevant City of Wilsonville departments. The organization will not operate a Visitor Information Center nor will it engage in the management and organization of events. Access to Visitor information for visitors (and residents) will be managed through digital platforms, brochures and in collaboration with CCTCA and WCVA.

Due to very close working relationship that the DMO needs to have with the City, especially during the early formative stage, an alternative recommendation could be to commence sooner with Option 3, using City resources and staffing that is transitioned to the independent, nonprofit DMO called for in Option 4.



## Appendix 3

### DMO Organizational and Financial Benchmarks

The following information relating to Destination Marketing Organizations provides a series of industry “yardsticks” which have been derived from the 2013 DMO Organizational and Financial Profile Study conducted by DMAI<sup>6</sup>. These will assist in determining structure, funding and size of Visit Wilsonville. The goal of the study is to provide DMOs with a unique and invaluable resource to guide the development and management of their DMO. According to the DMAI study, the following results relate to DMOs with a budget of “Less than \$500,000”.

#### 1. DMO FUNDING / REVENUE

Source of Funding	Amount	% of Total
Public sources	\$ 250,494	87.3%
Private sources	\$ 38,466	12.7%
<b>Total Funding</b>	<b>\$ 288,961</b>	<b>100.0%</b>

#### 2. LINE ITEM EXPENSE SCHEDULE

Source of Expenses	Amount	% of Total
Personnel	\$116,455	41.2%
Sales & Marketing	\$131,712	48.9%
Admin – Operations	\$27,883	10.0%
<b>Total Funding</b>	<b>\$ 288,961</b>	<b>100.0%</b>

<sup>6</sup> DMO Organizational and Financial Profile Study by Destination Marketing International Association, Pages 21, 24-25, 29-30 (2013)

### 3. EMPLOYEES

Full-Time	2
Regularly Scheduled Part-time	1
<b>Total Full-Time Equivalent</b>	<b>2</b>
Part-time On-call Staff Employees	2
Regularly Scheduled Volunteers	23

### 3. PARTNERSHIPS / MEMBERSHIPS

The survey revealed the percentages of DMOs that generate income from:

Dues-paying Members	30.8%
A Partnership Program	53.8%
Neither	38.5%

### 4. PRODUCTIVITY MEASURES (Medians)

Personnel Costs / Full-time equivalent Employee	\$ 42,882
Expenditures/Full-time Equivalent Employee	\$135,500
Revenue per Full-time Equivalent Employee	\$ 135,500
Funding per Full-time Employee	\$ 146,842
Funding per Full-time Equivalent Employee	\$ 135,500

### 5. OPERATING COSTS OF A SMALL OREGON DMO

The following operating percentages relate to a small Oregon DMO with a budget between 350,000 and 400,000.

Administration	16% to 19%
Personnel	44% to 45%
Marketing	35% to 37%



## Appendix 4

### Wilsonville Transient Lodging Tax

The current total lodging tax for Wilsonville properties located in Clackamas County is 12% and for those in Washington County it is 10%, both include state tax calculation. The Washington County remittance to all Cities amounts to approximately 28% of the taxes. Of this amount, Wilsonville receives a small share of the 28%. Portland has a base tax of 6%, Multnomah County has a 5.5% tax and the State has a 1% applied to all hotel/motels in the state, which totals 12.5%. In addition, Portland has a separate tourism tax for tourism promotion of 2%, which makes a total lodging tax of 14.5%.

City of Wilsonville Hotel/Motel Tax Collections and Disbursements								
FY2005-06 – FY2012-13								
	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Tax Collections	\$ 207,002	\$ 267,651	\$ 275,369	\$ 218,608	\$ 193,106	\$ 214,109	\$ 208,890	\$ 242,369
Less:								
Visitor Information Center contract	70,487	81,900	79,928	82,886	85,592	85,695	86,768	89,250
VIC property tax payment	1,122	773	814					
Community Tourism Grants program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,022
Law Enforcement General Fund	110,393	159,978	169,627	110,772	82,514	103,414	97,122	128,097
<b>TOTAL</b>	<b>\$ 207,002</b>	<b>\$ 267,651</b>	<b>\$ 275,369</b>	<b>\$ 218,658</b>	<b>\$ 193,106</b>	<b>\$ 214,109</b>	<b>\$ 208,890</b>	<b>\$ 242,369</b>

Source: City of Wilsonville Finance Dept.

In addition to city hotel/motel tax collections, Clackamas County Tourism & Cultural Affairs (CCTCA) provides currently \$20,000 per year per community through the Community Partnership Grants Program that the City may be able to utilize. CCTCA also administers a county-wide, competitive Tourism Development Grant Program of \$200,000 per year that may be of assistance.

The total recommended Visit Wilsonville DMO budget is \$288,961 at full operation. It may be that the DMO has a start-up phase as it proceeds to 'build-out' of the recommended tourism development program. Thus the total allocated to Visit Wilsonville DMO by the City using hotel/motel tax collections is recommended at the outset to be in the range of \$115,000 to \$188,000.

The anticipated growth in visitation to Wilsonville combined with the future development of new hotels may result in an increase of 50%–60% in lodging tax receipts over the next decade. The factors that may support this increase in TLT revenue are:

- Organic growth
- Increased occupancy (Currently Wilsonville 58% vs. Beaverton 74.3% and Hillsboro 79.6%; 2013)
- Increased “RevPar” — Revenue Per Available Room per overnight stay (Currently Wilsonville \$53.00 vs. Beaverton \$70.56 and Hillsboro \$91.95; 2013)
- Increased market share of the Portland Metro and North Willamette Valley regions
- New attractors bringing more visitors to the city
- New and remodeled hotels
- Increased marketing

DRAFT



## Appendix 5

### Wilsonville Tourism Grants

The availability of tourism development and tourism grant funds in Wilsonville is extremely limited. Therefore, the allocation of tourism grant funds by the City of Wilsonville should be directed toward projects that present the greatest opportunities for increased visitor nights and tourist spending in the city, hence increasing tax revenues. The programs that present the best opportunities for generating increased tourism activity are (i) special events and festivals and (ii) attraction of sports tournaments. The following outlines some guiding principles that should be considered when allocating grants to these programs.

**Special Events and Festivals:** A set of criteria should be created for the allocation of development funds for events. Priority should be given to events that can develop as signature events with strong tourism potential by drawing attendees from throughout the Northwest. Marketing support should primarily be available to assist with marketing for outside of the Portland Metro area and where attendance will result in increased overnight stays.

**Sports Tournaments:** A priority for the granting of funds directed to sporting events should be for supporting bids, “seeding” sporting events, and promoting attendance. Allocation of grants to sporting should be limited to support where it will generate overnight stays. A set of outcomes-focused criteria should be developed to guide the allocation of development funds for sporting events. These investments should only be made when this financial intervention is the only way that Wilsonville can secure the event. The level of investment must always be calibrated according to the likely spending by the event attendees.

4/7/14  
CC work session.

## Appendix 6

### Public Comments on Draft Wilsonville Tourism Development Strategy, March 2014: Consultants' Review

---

A public-comment period for the *Draft Wilsonville Tourism Development Strategy, March 2014*, was held March 21-31, 2014. As with other public-outreach efforts related to creation of the Tourism Development Strategy, notices were sent to members of the task force, over 50 interested members of the public, subscribers to the City's e-news notification system and to local media, including the *Wilsonville Spokesman*, *The Oregonian* and *Charbonneau Villager*. An online public-comment survey form was utilized, along with email submissions.

A total of 23 separate sets of comments were submitted, including 21 through the online survey and two as email attachments. One set of comments submitted by Theonie Gilmore of the Wilsonville Arts & Culture Alliance included a 25-page proposal that was made to the Wilsonville City Council in October 2010 for an Arts & Wellness Facility; this proposal is not included in this report and has been forwarded to the City's current Recreation and Aquatics Center Study Task Force for consideration. The Draft Strategy does suggest consideration of a recreational/sports-event attractor.

This appendix includes reviews by the consultants of the public comment submitted, verbatim text of the public comments and the survey instrument.

---

The following are remarks and explanations by consultants with Total Destination Marketing (TDM) in regard to the public comments received in response to the *Draft Wilsonville Tourism Development Strategy, March 2014*.

- Throughout the research, consultation and strategy development phases TDM has stressed the importance of prioritization in the development of the strategy and in the operations of Visit Wilsonville. While Wilsonville, at this time, does not have any major signature attractions and events (except the Horse Shows) that generate considerable overnight stays, it does have a diversity of activities that can attract visitors. Critical to the success of Visit Wilsonville will be prioritizing a limited number of attractors. Some public comments to the strategy have sought to add more community and nearby assets to the lists of attributes. While they can easily be added, they do not change the recommended experience themes and target markets.
- There are a number of comments that relate to specific community assets and attractions. Many of these will possibly be of greater importance when Visit Wilsonville prepares its annual marketing plan and evaluates content for its website, brochures, PR releases and other promotions.
- World of Speed and Charbonneau will be added to the "Attractors and Experiences" section.



- Achieving the vision outlined on page 19 is dependent upon many of the actions outlined in the “Visitor Experiences” (pages 29-31) and “Infrastructure and Placemaking” (pages 32-39). Many of these actions relate to initiatives that are either planned or proposed by a variety of organizations, but in most cases rely on confirmation of funding or appointment of developers. We believe that the fulfillment of several of these may represent “game-changers” for Wilsonville and will place it well on the way toward achieving this vision.
- The comment regarding the inclusion of “non-resident workers” in the Mission Statement (page 19) is valid and we will suggest that they be included.
- A core role of Visit Wilsonville will be to add value to the efforts of individual entities. That is, Visit Wilsonville should not be undertaking the sales and marketing activities that an individual commercial organization should be conducting through its own marketing plan and budget. An exception to this may be where Visit Wilsonville may coordinate a united presence at an exhibition or a feature in a magazine where the costs may be shared.
- The prioritization of each recommendation will depend upon a number of variables. For instance the marketing recommendations will depend upon available human and financial resources. They may also be influenced by the ability of local tourism partners to participate with co-operative marketing contributions to raise their priorities. Their prioritization can be determined each year as the organization prepares its annual marketing plan. The Visitor Experiences and the Infrastructure and Placemaking recommendations in most cases are dependent upon priorities and funding of other organizations. In many cases these are government departments at City, County, State and Federal levels.
- Grants have been recommended for both the development of ‘festivals and events’ and for ‘sports tournaments’. The funds available for grants are very limited. Sports tournaments have been included because these incentives are directly tied to room nights in Wilsonville. Sports marketing is extremely competitive and the provision of these incentives is very common by many of Wilsonville’s competitors.
- The strategy does recognize the potential of the Horse Shows and encourages increased support and engagement by the City of Wilsonville and the business community. These events are well respected on the circuit and warrant optimal support from throughout the community.
- TDM endorses the proposal to increase the percentage of lodging tax directly dedicated to tourism development.



## City of Wilsonville "Draft Tourism Development Strategy" Public Comment Survey Responses, March 21-31, 2014

*Following are verbatim comments submitted; comments are numbered (#) for ease of reference. A total of 21 separate sets of comments were submitted; commenters did not necessarily comment on each question.*

#	Q1: Do you have any comments on the "Destination Situation" section, pages 8-12?
1	Agree with restaurants and lack of fine dining. Quit bringing in fast food and get some decent restaurants in town. We leave to eat out to go Downtown or even Lake Oswego.
2	Appears to be a very apt summary of the current Destination Situation in Wilsonville and the area.
3	yes- p.8 Add CULTURE to 'Festivals and events' (the Library and Boones Ferry Historical Association sponsored historical speaker in the monthly historical talk a cMenamins on March 25 to a FULL house!
4	Its weaknesses are the city's weaknesses. We don't have that much to begin with, and we're not doing a good job of leveraging what we have. Hopefully this project can kickstart a correction. It will happen only if the city has the will to morph this report into a manifest vision
5	In the main, the statements made seem accurate. I question validity of portions of the sentence, "The city attracts visitors because of ....". I think the number of visitors who come to Wilsonville for "outdoor recreation" (other than equestrian which is already noted) and as "an ideal base of exploring the region," are few.
6	Thorough assessment.
7	you might add World of Pseed to the list of Attractors onpage 8
8	an excellent & thorough analysis -- creates the fundamental context necessary to assess needs & opportunities.
9	an excellent & thorough analysis -- creates the fundamental context necessary to assess needs & opportunities.
10	We need to encourage the improvement of our lodging options to ensure visitors stay in Wilsonville. Also, the motel tax needs to be changes so that 80-90% of it is spent on promoting tourism.
11	We should not overlook our community of Charbonneau that is also located in Wilsonville and can also contribute local shopping, including remodeling services, two restaurants, a golf course, convenience mart, realtors and Travel & Tours Agency, These are also integral parts of the Wilsonville community and contribute greatly to our local spend as well as to tourism in general. Also, I think that we should include the newest hotel located in Tualatin as a part of our overall area accommodation. It is a an oversight not to include these valuable members of our community and in the study in general. Personally I offer genealogical services, boutique shopping and have just opened a new Irish retail shop that will help facilitate our equestrian/ cross cultural expansion between Ireland and Wisonville/Oregon/PNW as well as our golf tourism in a cross cultural capacity. I would also be happy to offer local Wilsonville tourism to my office. The last thing I want to contribute is that there are very few golf communities in Oregon such as Charbonneau and it should be included in the tourism spin here for cross cultural experiences for those looking to relocate here for retirement.
12	Many of the destinations are not located in Wilsonville, and it's a stretch to include them as major portions of our tourism plan, i.e. shopping at Woodburn factory stores.
13	no
14	I think you should include World of Speed car enthusiasts and people who like shopping for antiques
15	No questions



#	Q2: Do you have any comments on the "Destination SWOT" section, pages 13-18?
1	Agree on traffic congestion becoming an issue. One of the attractions of Wilsonville was the ease of traveling around. With all the new apartments, traffic is becoming increasingly bad, and tax-paying homeowners may move out as it becomes more like Tigard and Sherwood.
2	This was a very interesting section with a considerable number of issues identified.
3	p.13-under COMPLIMENTARY STRENGTHs 'Public art: Murase water features add SCULPTURE. 2) "opportunities" - add THEATER AUDITORIUM; under "Additional Weaknesses" add THEATER AUDITORIUM; under "Threats"- NOTHAVING THEATER AUDITORIUM AND SWIMMING POOL ( SEE ARTS & WELLNESS CENTER PROPOSAL SUBMITTED 3-24-2014)
4	Impressed with the comprehensiveness, insight, and accuracy of this section.
5	"Destination Shopping" leads me to believe that there are significant shopping opportunities in Wilsonville. Because of Wilsonville's proximity to shopping, agritourism, heritage and wineries, there may be opportunity for a tour operator to use Wilsonville as a hub to access all these.
6	Comment of the horse shows. A few years ago, the Country Classic was much more of a Portland area highly prestigious social event that people besides those actually involved in the shows attended. Major businesses like Intel and Oracle bought patron tables located in fancy white tents with really nice food and wine was served while people watched the show events, especially the Grand Prix. They also had lots of vendors on site including food and wine for those who did not have tent access. Others sold horse related products, misc art and they also had fancy cars on display. At that time, I represented the owners of the property where the event was held and it was an impressive event followed by after parties. Now the County has limited the use so vendors can't come and the show sponsors seem to have lost their marketing and/or their patrons. Proceeds used to benefit organizations like the Opera so there was lots of press interest. I think there is an opportunity to revive that event into something much more, but only with County cooperation. I still have contacts with owners where the event used to take place and Shelly Campf and others who used to organize it. It could be a significant summer event again rather than just a horse show for horse people and it could expose a lot of people to other attractions in Wilsonville. We also need a nicer full service hotel but not much we can do about that one.
7	thorough & complete --
8	thorough & complete --
9	From the marketing communications weaknesses analysis it is listed that "no clear city identity" and "low awareness of Wilsonville as a destination". In my mind this is a strength. We don't want "Wilsonville" to be the focus, we want the activities people come to the city for to be the focus. My view would be to focus on equestrian, sporting programs and river recreation which draw visitors for multiple nights.
10	Our Washington County and Clackamas County officials do work together well, but community outreach and involvement is hard to come by and is not expanded enough on in meetings for people to understand the full impact of new roads, tourism and how all of it works together mainly because we don't think of tourism as an income generator. More education is certainly needed, not only in our small community but over all in the metro area. Pulling together in all these endeavors is essential as well as education.
11	Page 14: Don't view commuter rail as a complementary opportunity because it runs on very limited hours/days.
12	no
13	We have good shopping opportunities in Wilsonville? Frys I guess. Lower cost lodging and meeting space is a strength

#	Q2: Do you have any comments on the "Destination SWOT" section, pages 13-18?
14	What does intertwine connection mean? I agree, there is very limited boutiques and shopping. We should have had Cabello's here. Lost opportunity for sure! I also agree about the transportation. There should be a set schedule for the trolley service and WES should run during the day to connect to Portland. We do need a pedestrian friendly downtown. Canby has really made some improvements.



#	<p><b>Q3: Do you have any comments on the Vision and Mission Statements in the "Strategic Directions" section, page 19:</b></p> <p><b>Our Vision for Tourism: The following tourism vision statement has been created following extensive public consultation and input through interviews, workshops and surveys. This vision sets the path to develop a vibrant visitor economy in Wilsonville over the next decade.</b></p> <p><b>"In 2023, Wilsonville is a welcoming, family-friendly city competing successfully as one of Oregon's leading destination cities, investing in its tourism, meetings, leisure and recreation strengths, amenities and services to provide compelling year-round experiences."</b></p>
1	I don't think that Wilsonville will ever be "one of Oregon's leading destination cities". It's just close to Portland and Wine country and an alternative to staying in the city. There's nothing here to naturally draw people to the town. Horse events are great but the city is so limiting in how those can be run - plus they are only a few weekends a year.
2	This is a visionary 'vision' -- one that inspires and provides a grander target. Will the community act on the need to make the investments?
3	P. 19- Vision - before the phrase investing in tourism (add) AMENITIES AND SERVICES TO PROVIDE YEAR ROUND EXPERIENCES i.e.CULTURE (then the rest of the words)
4	I hope 10 to 15 years down the road, this will be an accurate brag. In the meantime, it is fairly empty until backed up with tangible development.
5	This vision seems overly-broad and I don't know that it takes into account the actual character of Wilsonville. Is there resident appetite for the leisure and meeting business?
6	Sounds great.
7	Concise, clear and inspiring.
8	Concise, clear and inspiring.
9	I would focus the statement more to what we want to attract. "one of Oregon's leading destination cities"... Ha! I'm not sure that is what we want, and we certainly don't have the variety of attractions to meet this. Focus 1 or 2 types of attractions which bring visitors for multiple nights.
10	Not sure that we can claim we are "competing successfully." Could probably buy into "one of whose goals is to compete successfully..."
11	no
12	Seems like this could be a bit more vision and a bit less tactical.
13	Compelling? Not something I see or believe about Wilsonville. It tries to say too much, no focus.



#	<p><b>Q4: Do you have any comments on the Mission Statements in the "Strategic Directions" section, page 19:</b></p> <p><b>Our Mission Statement: The following is the mission statement for Wilsonville in regard to tourism management in a manner that is collaborative, sustainable and customer-focused.</b></p> <p><b>"We facilitate the thoughtful development of Wilsonville's visitor economy for the benefit of our visitors and partners, and to enhance the quality of life for all residents."</b></p>
1	Bringing in tourists to Wilsonville will not enhance the quality of life for residents - just more traffic and more competition for the limited restaurants we have.
2	This is a excellent mission statement -- one that highlights that public investments can benefit both the community economy for small businesses as well as for residents.
3	Capitalize on history and proximity of Boone's Ferry by re-establishing the ferry service for other than motor vehicles. Night rides and café facilities aboard would greatly enhance the ride. Bicycle and walking pathways to Charbonneau.
4	Pleased to see the Mission put equal stress on enhancing the quality of life for residents. However--and this is important--there is another group in addition to residents and tourists that we need to be aware of, namely the huge number of non-resident workers who spend perhaps more time in our city than many residents do and who also need to find satisfaction and pride as stakeholders in our city. All of the developments that will make Wilsonville attractive to tourism will as an intended consequence make it attractive and satisfying for all those who live, work, and/or study here.
5	No comments on this statement.
6	Nice.
7	I would add citizens into that statement
8	I suggest substituting the introductory descriptor phrase in place of the word "thoughtful", i.e. "We facilitate collaborative, sustainable, customer-focused development of Wilsonville's visitor economy....."
9	I suggest substituting the introductory descriptor phrase in place of the word "thoughtful", i.e. "We facilitate collaborative, sustainable, customer-focused development of Wilsonville's visitor economy....."
10	By enhancing the quality of life for all residents of our community, Wilsonville facilitates the thoughtful development of our visitor economy for the benefit of our visitors and partners, thus creating a sense of place that is vital to a thriving community where everyone wants to be.
11	Should change "and to enhance the quality of life for all residents" to "while enhancing the quality..."
12	Wilsonville's Fun in the Park festival meets objective 2 Visitor Experiences (p. 29) but started with a focus "to enhance the quality of life for all residents." By doing so, satisfied participants invite friends/relatives to share the experience, bolstering the "visitor economy." I like the "and to..." as an important consideration.
13	OK.
14	I am glad this is a focus! Thank you.



#	<p><b>Q5: Do you have any comments on the Priority Target Markets in the "Strategic Directions" section, pages 20-23?</b></p> <ul style="list-style-type: none"> <li>• <b>Horse Shows: Competitors/participants, spectators, horse owners, and event organizers, class clinicians, recreational and student riders, horse buyers, and supporters. Predominantly women.</b></li> <li>• <b>Meetings &amp; Conventions: Delegates are predominantly from within Metro and Northwest and meetings drawn by convenient, affordable location.</b></li> <li>• <b>Northwest Getaways: From all western states or international. Portland metropolitan area is a major draw.</b></li> <li>• <b>Sports Tournaments: Organizers and participants in targeted sports tournaments.</b></li> <li>• <b>Transit: Predominantly I-5 travelers originating from all western states and international source markets.</b></li> </ul>
1	I would suggest putting together a projection of revenues by month from the priority target markets. This will help to evaluate whether the priority target markets reflect "year round" revenues for the city. One way to think about revenues is to think about "fixed" and "variable" revenue. That is, revenue you can expect to come in versus revenue that may or may not happen. Again, this will help in assessing whether there is a good base for "fixed/stable" revenue City can depend on coming in versus "variable/potential" revenue.
2	I don't think people staying in Wilsonville as an alternative to PDX is realistic. We don't even have SMART service into downtown on the weekends.
3	I understand that Business Visitors are a current market segment, and that the opportunity is to upsell them into becoming Leisure Travelers. Also, I understand that a considerable number of Canadians currently travel to the Woodburn Co Stores to do tax-free shopping; Woodburn has a very limited supply of lodging opportunities, and so Wilsonville appears like a logical location for this travel segment to do overnight and other end-of-the-day activities. Hence, I would suggest elevating Shopping: Group shopping tours to the Priority level.
4	P.20 - "Supplementary Markets"- Add ARTS AND CULTURE EVENTS.
5	No editorial comments
6	see my comment on the horse shows-"Country Classic" in particular above. That could be revived into an exceptional annual summer event.
7	no comments - agree with this list
8	I would pick Horse Shows and Sports Tournaments... full stop.
9	Cross cultural spin such as twinning with other international cities and tourism initiatives such as awards for tidiest neighborhood etc. Again sense of place.
10	Most difficult to achieve is Northwest Getaways due to cost of advertising. Easiest to achieve is Horse Shows, since Chamber has already developed a huge base or this. Surprised document did not include Oregon Horse Country.
11	no
12	Seems like we are a great place to have trade association meetings and conventions. We are not all the way down in Salem and we are not in expensive Portland. This is a great place for tournaments.
13	Why Korean focus? Just because of the memorial? Don't agree, my husband is Korean. Why not more of a focus for shopping? Make it easier for businesses. Villebois Plaza is still empty after years. That area could be a huge draw for specialty shops. Sports Tournaments? So you don't really want to draw tourists because there is not a focus for them once they get here. Sports tournaments seems short sighted. No shopping, not many restaurants..at least local ones. People want something they can't get other places. Trails are developing but are not connected yet. Could be a draw! Hiking?



#	<p><b>Q6: Do you have any comments on the Supplementary Target Markets in the "Strategic Directions" section, pages 20-23?</b></p> <ul style="list-style-type: none"> <li>• <b>Business Visitors: Long-term stays who may explore the area, business relocation or future stay.</b></li> <li>• <b>Cycling *</b></li> <li>• <b>Family Getaways *</b></li> <li>• <b>Genealogy Research</b></li> <li>• <b>Korean nationals, Korean-Americans, Veterans *</b></li> <li>• <b>Outdoor recreation (parks, water features, hiking)</b></li> <li>• <b>River recreation *</b></li> <li>• <b>Shopping: Group shopping tours.</b></li> <li>• <b>Weddings and Reunions</b></li> <li>* <b>Requires infrastructure development to be elevated to priority market status.</b></li> </ul>
1	Some focus on creating/ allowing more businesses to set up offices in the City would help create business visitors.
2	The markets requiring infrastructure development will have a harder time getting the infrastructure if kept in the supplementary category. This is a "Catch 22" situation. Some of these can be facilitated by local businesses and hotels/motels being proactive with their advertising and with offering of enabling services. For example, lodging offering shuttle services across the Boone Bridge for bike riding customers could capture some of the cycling market. They shouldn't just do nothing waiting for infrastructure.
3	Cycling show incredible opportunity, provided key public infrastructure investments are made, especially in the proposed bike-ped-emergency bridge over the Willamette River. Weddings and Reunions appear to be an excellent target market for development.
4	See my comments in #4. The sternwheeler ferry service I have proposed should extend from Oregon City to Champoege. Historical references to local Native American tribes, French Canadian trappers and early Missionaries, political maneuvering, and early settlers should be emphasized.
5	THEATRICAL AUDITORIUM AQUATIC CENTER
6	With the pike-ped bridge and riverfront facilities in place, cycling and river recreation would instantly become primary target markets.
7	I think specifying "Outdoor recreation" when equestrian and (aspirationally) river recreation does not play to Wilsonville's strengths.
8	no comments - agree with this list
9	River recreation
10	Believe the easiest of these to achieve is Weddings and Reunions. See what Randy Durig has done with Hubbard Chapel. Also, World of Speed to have 1,000 person meeting facility.
11	no
12	Genealogy research? Don't people just do that online. River recreation is not an option unless you have and bring your own boat.
13	See above. It seems that infrastructure is a necessity. Build on our strengths.



#	<p><b>Q7: Do you have any comments on the Key Experience Themes in the "Strategic Directions" section, pages 21-23?</b></p> <p><b>1. Sports tournaments</b></p> <p><b>2. Meetings and conferences</b></p> <p><b>3. Horse shows</b></p> <p><b>4. Northwest getaways – wineries, shopping, farm fresh, heritage, recreation, Portland Metro, North Willamette Valley etc. i.e. some of the "Best of Oregon".</b></p>
1	This section seems weak. Better identification of experience themes would be better.
2	Addition: The mission of Playwright Plethora (Sivyer ©2014) is to create an International tourism niche for Wilsonville, Oregon. Playwright Plethora consists of two stages: Stage One: Playwrights submit material for rating and constructive feedback. Currently working with the Wilsonville Library to develop and execute this stage. Stage Two: Highest-ranking playwrights will be invited to perform readings of their plays in various venues (e.g., hotels/motels/restaurants/Fun Center) over a 2-3 day event several times a year.
3	Very good identification of the Key Experience Themes.
4	All of these.
5	It appears that the work done has been thorough and thoughtful, and should prove useful in future decision making. I still think that Tourism misses the boat when it comes to Arts and Culture. It is not possible to develop a really vibrant community without specific attention to Arts & Culture programs. It doesn't work to treat Arts & Culture as a mere sideline. I think a "Separate Report outlining the strengths and weakness of Wilsonville's cultural programs. Tourism focuses on economic development which is good and well, but what really makes a city is the Arts & Culture programs which it provides its citizens. Going to a Burger King is not quite the experience which is going to uplift people's spirits, and give life some meaning.
6	Number 4 might be "Northwest Gateway to Getaways." I think the visitor will find very little of this in the city of Wilsonville.
7	see above
8	no comments
9	Sports Tournaments & Horse Shows are clear to me. I don't see what the attraction of Wilsonville might be for "meetings and conferences" we have very few places to hold such events. Further "getaways" sound interesting but it isn't clear what would attract people to Wilsonville. Many of the shopping, wineries and other recreation activities are at a distance from Wilsonville.
10	Since the Chamber has successfully developed Oregon Horse Country, I believe the city should fund the Chamber's expansion of this program, which has proven to be a real money generator for the city.
11	Number 1 and 2 are good ideas but we really need to have more fields and meeting space to attract tournaments and conferences.
12	I like #1 since we already have a foundation. We already host tournaments at the public school level so this one is confusing for me. I just read ahead. Yes, aquatics would draw folks and an expansion of sports facilities is great!



#	Q8: Do you have any comments on the Emerging Experience Themes in the "Strategic Directions" section, page 23?
	<ul style="list-style-type: none"> <li>• Cycling</li> <li>• Farm fresh</li> <li>• Genealogy research</li> <li>• Korean War Memorial</li> <li>• River recreation</li> <li>• Weddings and reunions</li> <li>• Wineries</li> </ul>
1	Again, these seem weak. Not sure I would go to Wilsonville for these events. That is, they don't seem very exciting.
2	Addition: The mission of Playwright Plethora (Sivyer ©2014) is to create an International tourism niche for Wilsonville, Oregon. Playwright Plethora consists of two stages: Stage One: Playwrights submit material for rating and constructive feedback. Currently working with the Wilsonville Library to develop and execute this stage. Stage Two: Highest-ranking playwrights will be invited to perform readings of their plays in various venues (e.g., hotels/motels/restaurants/Fun Center) over a 2-3 day event several times a year.
3	This is an excellent collection of Emerging Experience Themes. Agree with all except Genealogy research, for which I am not aware of local resources (the LSD facility in Lake Oswego?)
4	Cycling around French Prairie and Milan Roads should allow connection by ferry to Old Town. Fir Point is a well established spot on Canby Rd. John Smith and Steven Turner are great focal points (for area history and genealogy) at the Wilsonville Public Library. Kayaking and canoeing on the river should be encouraged, but restrict noisy, high speed watercraft. Terra Vina Vineyard on Ladd Hill Road may eventually be an interesting and beautiful tourist stop. For equestrians, Wilsonville Road is already the focal point for gatherings.
5	thank you for including "heritage and culture my be separated into their own themes...
6	Repeat response to Question 6. Also add here the World of Speed and (although not so much emerging as secondary) the Family Fun Center.
7	No edits.
8	no comments
9	These don't appear to generate overnight stays.
10	At this time, the city needs to focus on what is achievable with the dollars available. A cycling bridge over the Willamette is a good example of what is not achievable financially.
11	A world class skate boar park that is capable on hosting national competitions. Locate it on the city owned property just north of city hall.
12	Antiques. World of Speed.
13	Yes cycling and hiking! But develop shopping and restaurants.



#	<b>Q9: Do you have any comments on Alignment with Partner Strategies or Overall Objectives and Strategies in the "Strategic Directions" section, pages 24-25?</b>
1	Wilsonville appears to have good alignment with both counties and state.
2	p. 25- CULTURE SHOULD BE ADDED SEPARATELY. IT IS NOT PART OF RECREATION.
3	Seems to me that we are overlooking or ignoring our proximity to northern Marion County and possibly also eastern Yamhill County. Wilsonville is in some important ways closely related to both and should exploit their resources in our tourism strategy. Of course we already do so some extent but are not recognizing that fact in this report.
4	These pages seem relevant and accurate.
5	thoughtful, sound and well-researched
6	No comments.



#	Q10: Do you have any comments on Actions for Success, Branding and Positioning, Visitor Experiences, Infrastructure and Placemaking, Marketing Communications, or Leadership and Organization in the "Wilsonville Strategic Directions" section, pages 26-49?
1	The amount of funds allocated to lodging and tourism to implement what is in the plan is very low. The budget doesn't seem realistic. I'd like to see in the appendix how the money would be spent. This would give us a better idea for whether the funds are sufficient or not.
2	I think it is a waste of taxpayer money to engage in branding Wilsonville as a destination.
3	Logical set of actions to pursue. All of the recommendations make sense; it appears that perhaps more thought should be given to the relative priorities of Timing -- that is, many recommendations have all three priorities checked. The recommendation for an independent DMO also makes considerable sense -- as a city in two counties and near two other counties, neither county tourism agency will provide sufficient attention to Wilsonville, especially when so many attractions are outside of Wilsonville in other counties or cities. Starting such a DMO from scratch appears to be major undertaking -- one that will sink if just let go to the wind or volunteers. It seems that it could make sense for the City to start this organization, doing the organizing work, and then transition to the nonprofit model. However, it is not clear how a DMO could run on its own, and so it would seem to need to have a close tie to the City in terms of funding and cooperation on initiatives like wayfinding, bike/ped infrastructure, etc.
4	P.29 ARTS EXPERIENCES: SPARK, ENGAGE, STIMULATE, INVOKE, ENLIVEN, GENERATE. P.31 - THE WILSONVILLE FESTIVAL OF ARTS COULD BE BILLED AS THE START OF THE SUMMER SEASON (1ST WEEKEND IN JUNE) P. 32- 3,1 ARTS & WELLNESS CENTER P. 37 - consider DEVELOPING a public art program. One was initiated by the Arts Action Alliance of Wilsonville. p.44-4.12 Key partners to receive monthly reports could be Non- profit organizations: Wilsonville Theater Company; Wilsonville Arts & Culture Council; arts Action Alliance of Wilsonville; Music & Arts Partners
5	I wish we could do it all, and soon, But some priorities obviously are necessary. Highest priority should be given to developments that do not depend on new, expensive infrastructure and that can be undertaken in the short term and ongoing. But we might as well give up if we are unwilling to spend on infrastructure that will be expensive and speculative---in other words, carry some risk. That said, we can be both visionary and responsible with deliberate study and planning. And that said, the bridge, for which seed money already exists and the need is so well attested, should be on the front burner for planning. Close behind should be sports fields, aquatic center, and performing arts venue. An expansive sports entertainment precinct near the Cinemas is an intriguing idea that needs to percolate. Development of needed riverfront facilities will come naturally together with the French Prairie Bridge.
6	I would expand 3.8 to include "...to assess the needs and feasibility of converting the Clackamas County Events Center OR TO BUILD A SHOWCASE FACILITY to ATTRACT horse shows events during periods of..." 3.12 and 3.13 are particularly interesting/exciting Priority should be put on the "Placemaking" portion of the report, as Wilsonville must decide to have a compelling "There 'there'" for visitors to choose it as a destination.
7	I agree that arts & culture are key elements of placemaking, and that is clearly recognized on pps 36 & 39 by addressing Public Art and commemorative sculptures and, later in document, an arts center. On the other hand, there are significant but more subtle advantages not captured here by omitting t arts/culture and creative thinking as instrumental for developing bold & iconic symbols for signage, branding elements, wayfinding. As well, heritage tourism is not called out as an objective, although two specific tactics are mentioned: Genealogy and Ice Age Trail are.
8	I don't think Wilsonville needs a brand. Our geographic location speaks for it self and the right recreational opportunities will attract visitors.
9	Charbonneau Golf Club is now offering it's services for wedding venue.



#	<b>Q10: Do you have any comments on Actions for Success, Branding and Positioning, Visitor Experiences, Infrastructure and Placemaking, Marketing Communications, or Leadership and Organization in the "Wilsonville Strategic Directions" section, pages 26-49?</b>
10	Include Chamber as one of responsible organizations for Festivals and Events-sections 2.4 and 3.8 (Horses). It is a glaring error not to include Chamber everywhere horses in mentioned in this document.
11	No.
12	I like the planning questions so there is focus...action for success

#	<b>Q11: Do you have any comments on the Appendices, including Tourism Development Strategy Task Force, The Destination Management Options for Wilsonville, DMO Organizational and Financial Benchmarks, Wilsonville Transient Lodging Tax, or Wilsonville Tourism Grants, pages 50-61?</b>
1	An independent DMO is essential since there is so much work to be done to make this successful. There needs to be creative leadership not bound by other priorities to make this happen. The Chamber of Commerce is too political and too self-focused to be put in charge though they could provide advisory input.
2	Addition: The mission of Playwright Plethora (Sivyer ©2014) is to create an International tourism niche for Wilsonville, Oregon. Playwright Plethora consists of two stages: Stage One: Playwrights submit material for rating and constructive feedback. Currently working with the Wilsonville Library to develop and execute this stage. Stage Two: Highest-ranking playwrights will be invited to perform readings of their plays in various venues (e.g., hotels/motels/restaurants/Fun Center) over a 2-3 day event several times a year.
3	You are going to spend more money per year than the tourist revenue generated in any year in the past 8 years. This is a huge waste of taxpayer money and completely reckless spending! Getting more businesses here will increase hotel stays and tax revenue - not trying to become a tourist destination! Government spending at it's finest!
4	Support the recommendation for Option 4, independent DMO, and the alternate as noted with City possibly starting the DMO.
5	Nice work on Appendix 2
6	Yes to Option 4 Independent DMO and to increasing the dedicated tourism use of the TLT. It now seems particularly short-sighted of us to have given up our Visitor Information Center when the city terminated its contract with the Chamber. That was throwing out the baby with the bath water. If the decision to repurpose that location and building for the Parks and Recreation Dept can be reversed or made only temporary, that facility would be the natural location for the new DMO. Find another place for P&R.
7	The biggest indicator of intent toward significant tourism development would be for Wilsonville to adopt a TRT apportionment plan which is more inline with state allocation.
8	I strongly endorse the recommended Option 4 for DMO management. Financial Benchmarks are specific and realistic
9	The DMO sounds like a good way to target the lodging tax dollars, provided it is done with strong influence from the local business community and is not part of the City Government. Through partnering with the local business community, the overhead costs can be minimal and allow lodging tax dollars to be spent on attracting people for overnight stays.
10	I feel it is short sighted to only suggest consideration for sport tourism for grants awarded BY Wilsonville.
11	Favor Option 2 on p. 54. The Chamber successfully ran tourism for years and this report seems to throw away a lot of knowledge and experience already developed.
12	No.



#	Q12: Do you have any other comments that you would like to offer for consideration?
1	Excellent plan overall; city should plan to update again in 3-4 years.
2	NOte: CULTURE AND RECREATION SHOULD NOT BE IN THE SAME CATEGORY. SEE CLACKAMAS COUNTY ARTS ALLIANCE DOCUMENTS
3	This seems to be a good start on a much needed development. It will be a test of our good citizens who will need to front some costs whether the city will make important things happen?
4	The relationship with the Old Church and Pub should be fully explored (would McMenamins consider opening an overnight facility nearby, with a focus on local history, etc.).
5	Please feel welcome to contact me directly for more information about either below: GRANTS: be aware that another local grant option exists -- Clackamas County Cultural Coalition provides annual project grants, with Tourism as a funding priority (see Clackamas Arts Alliance website for detail) PERCENT FOR ART: This public art funding instrument is best deployed when attached to public construction. It is generally a disincentive when attached to private development. Far more effective strategies exist regarding public art & private developers -- TRANSIENT LODGING TAX: explore whether a portion of these funds could be used to drive the placemaking objectives
6	I would like to be included on the task force moving forward for our community.
7	Yes. I believe the Chamber is the correct DMO for this. 80%-90% of the TLT would allow the Chamber to focus on grant projects that actually put heads in beds and generate local economic activity. The economic impact of Oregon Horse Country and the feasibility of an equestrian park is the best way to put Wilsonville on a tourist's map. .
8	Leverage surrounding areas and events. St Paul Rodeo, Sports Tournaments, Tulip Festival, and Antique shops in Aurora, Wineries in Yamhill County. Create a website that packages weekends and events not just in Wilsonville but surrounding area and target classes of travelers with packaged options. Couples, families, visiting friends and family.

#	<b>Q13: If you would like to receive additional information about the Tourism Development Strategy effort, please provide your name, phone number and email address.</b>
1	Richard M. Bernard, MD 31530 SW Village Green Court Wilsonville, OR 97070 2bernards@comcast.net
2	Theonie Gilmore, 503-638-6933; Theonie@WilsonvilleArts.org
3	Cheryl Snow, E.D. Clackamas Arts Alliance 503-720-0662 cheryl@clackamasartsalliance.org
4	Ginger Aarons, CTC, Director Time Travel (Tours) LLC 31840 SW Charbonneau Dr. Ste. A 1-2 Wilsonville, OR 97070
5	Doris Wehler 6855 SW Boeckman Rd Wilsonville, Or 97070
6	Jon Gail 503-570-1502 gail@ci.wilsonville.or.us



**WILSONVILLE**  
AREA CHAMBER OF COMMERCE  
*A South Metro Business Advocate*

Date Received by  
City of Wilsonville:  
03/31/2014

Wilsonville Area Chamber Comments on the Draft Wilsonville Tourism Development Strategy

Councilor Julie Fitzgerald  
Chair of the Tourism Task Force  
29799 SW Town Center Loop East  
Wilsonville, Oregon 97070

Dear Councilor Fitzgerald:

As the President of the Wilsonville Area Chamber of Commerce, representing 572 businesses that employ 12,000 in the South Metro Oregon, the Chamber's members have a vested interest in the success of the tourism development strategy. We appreciate that you have given local business people and residents the opportunity to comment on this important plan.

It became very clear to the Chamber that the current funding level, 40% of the Tourism Lodging Tax collected, for tourism programming is not sufficient to meet the long-term needs of its success. Tourism experts from the Washington County Visitors Association, Clackamas County Tourism, and the city's consultant all identified the lack of funding as a major hurdle to success, we agree with their assessment. The Chamber believes that the funding for this program should be doubled from 40% to 80% of taxes collected, which will give the tourism program enough resources to be successful.

The consultants indicated that the keyword is "development" in the title of their draft document. One alternative that has not been discussed in the draft strategy is a large grant program that would provide funding to tourism development projects that would generate local economic activity and overnight stays. The Chamber has discussed this concept in previous correspondence to the Wilsonville City Council. This program would need to be administered by an independent board that would include key tourism partners such as sports tournament coordinators, event coordinators, attractions, hotels and restaurants. This approach would put every dollar possible into developing our local tourism attractions versus spending money on payroll and overhead associated with a separate organization.

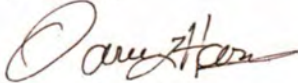
If a separate organization is determined to be the preferred option by the task force and city council we would strongly suggest that it meets certain conditions. The organization should be truly independent from the City of Wilsonville and should not be connected to any political process, including the city's budget process or a contract renewal. The City should create the organization and funding for it by referring to the voters a charter amendment that would truly create a separate, standalone and independent organization. The city should have representation on the board of the organization, and measures can be written into the charter amendment that could provide the necessary transparency that taxpayers would expect with this type of arrangement.

There is some concern that the current draft document has not clearly prioritized or has a clear timeline of full implementation of the plan. Before the plan goes to the city council the task

force should better prioritize and develop a suggested implementation plan for the strategy so there are clear expectations for stakeholders.

Thank you for your time and consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read "Darren Harmon", written in a cursive style.

Darren Harmon  
President  
Wilsonville Area Chamber of Commerce

Cc: The Wilsonville City Council





**"Draft Tourism Development Strategy" Public Comment Survey**

1 / 4

**1. Do you have any comments on the "Destination Situation" section, pages 8-12?**

**2. Do you have any comments on the "Destination SWOT" section, pages 13-18?**

**3. Do you have any comments on the Vision and Mission Statements in the "Strategic Directions" section, page 19:**

**Our Vision for Tourism:** The following tourism vision statement has been created following extensive public consultation and input through interviews, workshops and surveys. This vision sets the path to develop a vibrant visitor economy in Wilsonville over the next decade.

**"In 2023, Wilsonville is a welcoming, family-friendly city competing successfully as one of Oregon's leading destination cities, investing in its tourism, meetings, leisure and recreation strengths, amenities and services to provide compelling year-round experiences."**

**4. Do you have any comments on the Mission Statements in the "Strategic Directions" section, page 19:**

**Our Mission Statement:** The following is the mission statement for Wilsonville in

**regard to tourism management in a manner that is collaborative, sustainable and customer-focused.**

**"We facilitate the thoughtful development of Wilsonville's visitor economy for the benefit of our visitors and partners, and to enhance the quality of life for all residents."**

Next





"Draft Tourism Development Strategy" Public Comment Survey

2 / 4

**5. Do you have any comments on the Priority Target Markets in the "Strategic Directions" section, pages 20-23?**

- **Horse Shows:** Competitors/participants, spectators, horse owners, and event organizers, class clinicians, recreational and student riders, horse buyers, and supporters. Predominantly women.
- **Meetings & Conventions:** Delegates are predominantly from within Metro and Northwest and meetings drawn by convenient, affordable location.
- **Northwest Getaways:** From all western states or international. Portland metropolitan area is a major draw.
- **Sports Tournaments:** Organizers and participants in targeted sports tournaments.
- **Transit:** Predominantly I-5 travelers originating from all western states and international source markets.

**6. Do you have any comments on the Supplementary Target Markets in the "Strategic Directions" section, pages 20-23?**

- **Business Visitors:** Long-term stays who may explore the area, business relocation or future stay.
- **Cycling \***
- **Family Getaways \***

- Genealogy Research
- Korean nationals, Korean-Americans, Veterans \*
- Outdoor recreation (parks, water features, hiking)
- River recreation \*
- Shopping: Group shopping tours.
- Weddings and Reunions

**\* Requires infrastructure development to be elevated to priority market status.**

Prev

Next





**"Draft Tourism Development Strategy" Public Comment Survey**

3 / 4

**7. Do you have any comments on the Key Experience Themes in the "Strategic Directions" section, pages 21-23?**

**1. Sports tournaments**

**2. Meetings and conferences**

**3. Horse shows**

**4. Northwest getaways – wineries, shopping, farm fresh, heritage, recreation, Portland Metro, North Willamette Valley etc. i.e. some of the "Best of Oregon".**

**8. Do you have any comments on the Emerging Experience Themes in the "Strategic Directions" section, page 23?**

- **Cycling**
- **Farm fresh**
- **Genealogy research**
- **Korean War Memorial**
- **River recreation**
- **Weddings and reunions**
- **Wineries**

**"Draft Tourism Development Strategy" Public Comment Survey, March 21-31, 2014**

Prev

Next





**"Draft Tourism Development Strategy" Public Comment Survey**

4 / 4

**9. Do you have any comments on Alignment with Partner Strategies or Overall Objectives and Strategies in the "Strategic Directions" section, pages 24-25?**

**10. Do you have any comments on Actions for Success, Branding and Positioning, Visitor Experiences, Infrastructure and Placemaking, Marketing Communications, or Leadership and Organization in the "Wilsonville Strategic Directions" section, pages 26-49?**

**11. Do you have any comments on the Appendices, including Tourism Development Strategy Task Force, The Destination Management Options for Wilsonville, DMO Organizational and Financial Benchmarks, Wilsonville Transient Lodging Tax, or Wilsonville Tourism Grants, pages 50-61?**

**12. Do you have any other comments that you would like to offer for consideration?**

**13. If you would like to receive additional information about the Tourism Development Strategy effort, please provide your name, phone number and email address.**

Prev

Submit Comments



City of

**WILSONVILLE**  
OREGON



29799 SW Town Center Loop East

Wilsonville, OR 97070

Phone 503-682-0411

Fax 503-682-1015

TDD 503-682-0843

Web [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

March 24, 2014

The Honorable Penny S. Pritzker, Secretary  
U.S. Department of Commerce  
1401 Constitution Avenue NW  
Washington, D.C. 20230

**RE: Letter of Support for Oregon Business Development Department's Application for  
Investing in Manufacturing Communities Partnership (IMCP) Designation**

Dear Secretary Pritzker:

I am writing in support of the application by the Oregon Business Development Department ("Business Oregon") to the Economic Development Administration for Investing in Manufacturing Communities Partnership (IMCP) designation. Business Oregon has agreed to be the lead applicant for a region that includes the greater Portland metro region, including the Greater Portland Economic Development District, and dozens of industry and community partners within their bi-state service area of the Columbia River Gorge and Willamette Valley. Our partnership is dedicated to building robust connections between and within Oregon and southern Washington cities in anticipation of a stronger future in manufacturing.

The state of Oregon is augmenting an "innovation ecosystem" with strategic investments in commercialization that improve connectivity among businesses and colleges, universities and communities. The greater Portland region is at the forefront of manufacturing productivity in the country, and is poised to extend the benefits of technology and innovation. Preparing people and businesses in our two corridors of greatest economic activity and connecting all parties with the resources and infrastructure they need will require an active partnership with the federal government.

An agile, resilient business ecosystem requires robust networking and shared assets to create a broad base to reduce income inequality and expand wealth for 21<sup>st</sup> century prosperity. The state of Oregon is deeply committed to developing assets in ways that generate new connections between consortium members, including SW Washington, that are a part of a responsive, resilient economic region. New techniques in fabrication, like additive manufacturing, are promising to reshape supply chains and change how firms view regional competitive advantage. Our region's significant research and commercialization centers are pioneering advanced materials applications in a diverse array of sectors. This region is preparing to thrive with these changes with a concerted policy to extend the benefits and opportunities of key technologies.

Innovation is essential to the economic competitiveness of this nation, requiring that we find productive means of preparing the workforce for changes in manufacturing industries. Local and state governments are investing not just in the instruction of workers for Science, Technology, Engineering and Math occupations, but in the educational technologies and methods to become better teachers. Oregon's postsecondary and "P-20" approach is tackling skill-development challenges in the key manufacturing competencies of the future, like software engineering, with tactical investments in career and technical education as well as apprenticeships in emerging industries.

I am confident that this initiative will exceed our expectations for leading the "Manufacturing Communities" in the region and will be a model for other states. I hope that you will support us in this endeavor as this is a top priority for our bi-state region.

Sincerely,

Tim Knapp, Mayor



## **CITY OF WILSONVILLE**

### **Proclamation Declaring the Month of April 2014 As Volunteer Appreciation Month**

WHEREAS, the month of April is recognized as the time to appreciate the hard work, dedication, and passion of volunteers throughout our nation; and

WHEREAS, government alone cannot meet all of our nation's needs, so we partner with businesses, faith-based organizations, non-profit organizations and individuals to make a difference; and

WHEREAS, citizens who volunteer their time provide assistance which cannot be measured in terms of dollars; volunteers provide a spirit of helping that multiplies in value when each citizen reaches out to assist another; and

WHEREAS, volunteers throughout the City of Wilsonville donate their time to a wide variety of human service programs such as literacy, delivering meals to homebound seniors, teaching our children, planting trees, tending gardens, caring for others; and

WHEREAS, citizens also donate their time in helping the City of Wilsonville through their service on City Council, Planning Commission, Development Review Boards, Library Board, Parks and Recreation Advisory Board, and Budget Committee as well as task forces; and

WHEREAS, by volunteering and recognizing those who serve, we can promote partnership, understanding and compassion in our community.

NOW THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville hereby do proclaim April as

### **VOLUNTEER APPRECIATION MONTH**

In the City of Wilsonville and urge my fellow citizens to volunteer in the community in the coming year.

---

Tim Knapp, Mayor  
Dated: April 7, 2014



**CITY OF WILSONVILLE**  
**2014 ARBOR DAY PROCLAMATION**

*WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and*

*WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and*

*WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and*

*WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and*

*WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and*

*WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and*

*WHEREAS, Wilsonville has been recognized as a Tree City USA by The National Arbor Day Foundation and desires to continue its tree-planting practices.*

*NOW, THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville, urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and*

*Further, I encourage all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.*

*Dated this 7th day of April 2014*

---

*Tim Knapp, Mayor*



**CITY OF WILSONVILLE  
PROCLAMATION DECLARING APRIL 2014  
CHILD ABUSE PREVENTION MONTH**

WHEREAS, child abuse and neglect is an ongoing tragedy and the effects of child abuse are felt by whole communities and need to be addressed by the entire community; and

WHEREAS, effective child abuse intervention programs succeed because of partnerships created between the courts, social service agencies, schools, religious organizations, law enforcement agencies, and the business community; and

WHEREAS, all citizens should become more aware of child abuse and its prevention within the community, and become involved in supporting parents to raise their children in a safe, nurturing environment; and

WHEREAS, children are key to the City of Wilsonville's future success, prosperity, and quality of life and are our most valuable resource; and

WHEREAS, we must come together as partners to shine the light on child abuse so the voices of our children are heard by all and as a community extend a helping hand to children and families in need; and

WHEREAS, by providing a safe and nurturing environment for our children, free of violence, abuse and neglect, we can ensure children will grow to their full potential as the next generation of leaders, helping to secure the future of this city and nation;

NOW, THEREFORE, I, Tim Knapp, Mayor of the City of Wilsonville do hereby proclaim the month of April 2014 as

**CHILD ABUSE PREVENTION MONTH**

And call upon all citizens to increase their participation in efforts to prevent child abuse, thereby strengthening the community in which we live.

---

TIM KNAPP, MAYOR

Dated: April 7, 2014



# Children's Center

*A place where healing begins*

## CONTACT

Barbara Peschiera, Executive Director  
Children's Center

[Barbara@childrenscenter.cc](mailto:Barbara@childrenscenter.cc)  
503-655-7725

## THE PROBLEM

The devastating reality of child abuse: every seven seconds in America, a child is born, and every ten seconds, a case of child abuse is reported.

Children of every gender, age, race, ethnicity, background, socioeconomic status and family structure are at risk of child abuse. No child is immune. Confirmed incidents of child neglect in Clackamas County have doubled over a four-year period. Confirmed incidents of physical abuse in Clackamas County have increased by more than 60% during the same period. The fallout from child abuse and neglect extends beyond these young victims, destabilizing families, fracturing communities, and increasing the financial burden on law enforcement, social services, and the health care system.

And sadly, an average of 20 children are killed as a direct result of child abuse, in Oregon alone, every year.

## WHO WE ARE

Children's Center is an integral partner in Clackamas County's response to child abuse and the answer to a child's pain. A private, non-profit medical evaluation center, Children's Center supports children and families in cases of suspected physical abuse, sexual abuse, neglect, drug endangerment, and witness to violence. Core services include:

- **Forensic Medical Evaluations:** Comprehensive head-to-toe exam to determine and document a child's health and safety by Medical Examiners trained in diagnosing child abuse and neglect.
- **Forensic Interviewing Services:** Videotaped forensic interviews with Child Interviewers specially trained to talk to children of all ages and developmental levels. Child Interviewers work with the Medical Examiners as part of the medical evaluation.
- **Family Support:** Support, referrals, education, and case management for families in Clackamas County struggling with issues of abuse or neglect. These services are offered to non-offending family members of children receiving evaluations at Children's Center as well as families in the community.
- **Community Education and Outreach:** Trainings, presentations and resources for local professional and community groups.

## HOW YOU CAN BE PART OF THE SOLUTION

Though we hope to prevent child abuse from ever occurring, there is a national movement in April to recognize Child Abuse Prevention Month. Working with strong community leadership, we are undertaking our first-ever comprehensive public education and engagement campaign. Our goals are to increase calls to our local Child Abuse Hotline and decrease incidents of child abuse in Clackamas County.

Many community partners will play a role in the success of our campaign. We hope you will consider joining us as we all work together to prevent child abuse and neglect in Clackamas County. We welcome the opportunity to talk with you more about how we can work together to end child abuse in our community.



# **CITY COUNCIL ROLLING SCHEDULE**

## **Board and Commission Meetings 2014-15**

### **APRIL**

<b>DATE</b>	<b>DAY</b>	<b>TIME</b>	<b>MEETING</b>	<b>LOCATION</b>
4/7	Monday	7 p.m.	City Council Meeting	Council Chambers
4/9	Wednesday	6 p.m.	Planning Commission	Council Chambers
4/10	Thursday	6:30 p.m.	Parks and Recreation Advisory Board	Council Chambers
4/14	Monday	6:30 p.m.	DRB Panel A	Council Chambers
4/21	Monday	7 p.m.	City Council Meeting	Council Chambers
4/23	Wednesday	6:30 p.m.	Library Board	Library
4/28	Monday	630 p.m.	DRB Panel B	Council Chambers
4/29	Tuesday	6:30 p.m.	DRB Panel A Special Meeting <i>Tentative</i>	Council Chambers

### **COMMUNITY EVENTS**



Wilsonville Egg Hunt – for those between 1 and 11 years of age  
 Saturday April 19<sup>th</sup>, 10 a.m.  
 Memorial Park – bring your basket and hunt for that perfect egg.

#### Wastewater Treatment Plant Dedication

**Date:** 4/24/2014 2:00 PM - 3:00 PM

**Location:** Wastewater Treatment Plant  
 9275 SW Tauchman Road

#### Tourism Strategy Development Task Force Meeting

**Date:** 4/24/2014 6:00 PM - 8:00 PM

**Location:** City Hall - Willamette River Room, 2nd floor





# **City of Wilsonville 2013 Annual**



**Clackamas County Sheriff's Office  
2223 Kaen Rd  
Oregon City, OR 97045**

[www.co.clackamas.or.us/sheriff](http://www.co.clackamas.or.us/sheriff)

## Table of Contents

Summary / Calls for Service by Year	3
Calls for Service by Shift	4
Types of Calls	5
Monthly Calls for Service Graph	6
Other / Self-Initiated Activity	6
Reports Written	7
Top 6 Crimes by Month Graph	8
All Reported Crimes	9 - 10
Population & Crime Rate	11
Theft Map	12
Criminal Mischief Map	13
Burglary Map	14
Stolen Vehicle Map	15
Assault Map	16
Arrests	17
Traffic Stops & Citations	18
Traffic Accidents	19
Traffic Accident Map	20



## Annual Summary

During 2013, 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 6,230 calls for service, which was an average of 519.2 calls per month and 17.1 calls per day.

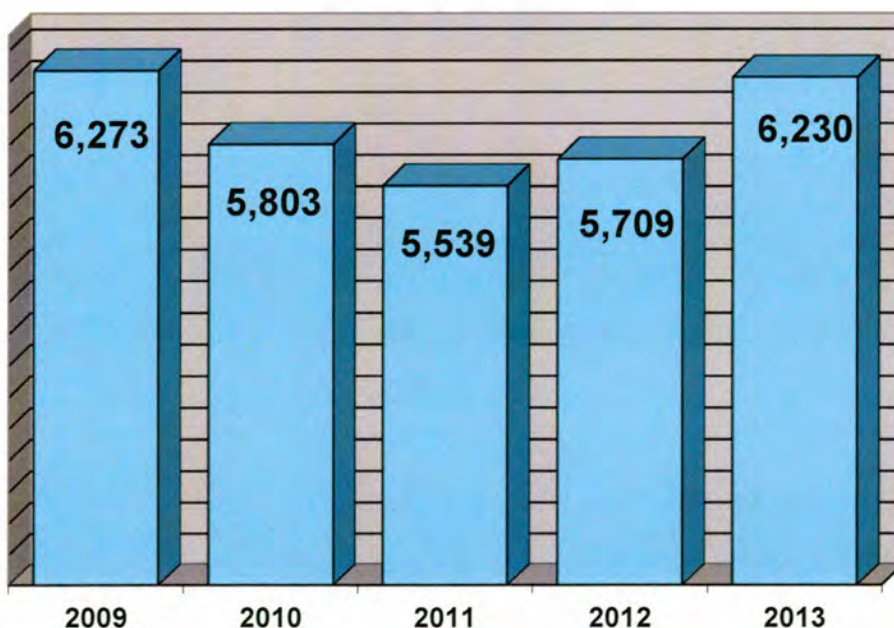
The yearly average during the previous three years was 5,683.7 and 473.6 per month. The 6,230 calls handled during 2013 reflect a 9.6% increase in 2013 over the three year average.

During 2013, 2,418 reports were written. This reflects a 3.1% increase in the number of reports written in 2013 over the average of 2,346.3 reports during the previous three years.

Below is a chart showing the number of calls for service in the City during the past five years.

<u>Year</u>	<u>Number of Calls</u>	<u>Monthly Average</u>	<u>Daily Average</u>
2009	6,273	522.8	17.2
2010	5,803	483.6	15.9
2011	5,539	461.6	15.2
2012	5,709	475.8	15.6
2013	6,230	519.2	17.1

**Yearly Calls for Service**



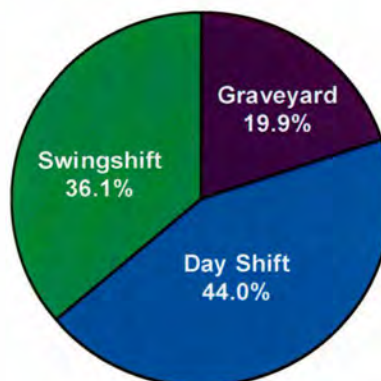
An overall look at the shift activity reflects the following percentages of calls taken, traffic stops made and reports taken for 2013.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>	<u>Percentage of Reports Taken</u>
Graveyard:	19.9%	28.0%	19.2%
Day Shift:	44.0%	44.1%	51.3%
Swing Shift:	36.1%	27.9%	29.5%

#### Calls for Service

Number of Calls Per Shift	2013		2013 Monthly Average	2012		2012 Monthly Average
	6,230		519.2	5,709		475.8
Graveyard (2100-0700)	1,240	19.9%	103.3	1,083	19.0%	90.3
Day Shift (0700-1700)	2,741	44.0%	228.4	2,584	45.3%	215.3
Swing Shift (1100-0300)	2,249	36.1%	187.4	2,042	35.8%	170.2

#### 2013 Calls for Service by Shift



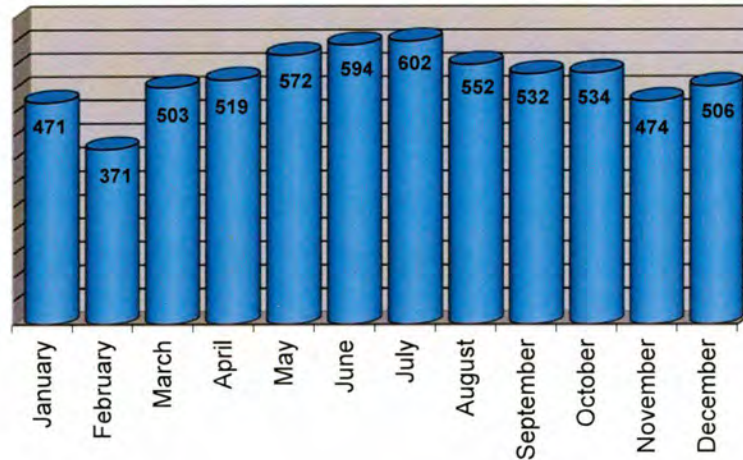


This chart shows the types of calls for service received during the year. These calls do not reflect actual criminal activity. In some cases the call was dispatched as a particular type of incident, but it was later determined to be of a different nature. For actual criminal activity during the year see the "Reports Taken" chart.

### Types of Calls

Type of Calls	2013	2013 Monthly Average	2012 Monthly Average
Abandoned Vehicle	10	0.8	2.2
Accidents (All)	302	25.2	21.8
Alarms	597	49.8	56.3
Animal Complaint	106	8.8	6.8
Assault	49	4.1	4.1
Assist Outside Agency	139	11.6	12.3
Assist Public	440	36.7	40.8
Burglary	74	6.2	5.8
Criminal Mischief	172	14.3	16.8
Death Investigation	26	2.2	1.3
Disturbance	320	26.7	24.3
Extra Patrol Request	234	19.5	4.8
Fire Services	85	7.1	7.8
Fraud	138	11.5	11.3
Hazard	151	12.6	11.0
Juvenile Problem	173	14.4	12.8
Kidnapping	0	.0	.0
Mental	67	5.6	4.0
Minor In Possession	10	0.8	1.7
Missing Person	24	2.0	1.7
Noise Complaints	103	8.6	9.3
Open Door / Window	30	2.5	2.6
Promiscuous Shooting	16	1.3	0.8
Property Found / Lost / Recovered	167	13.9	10.3
Provide Information	326	27.2	17.2
Prowler	10	0.8	0.8
Recover Stolen Vehicle	27	2.3	1.0
Robbery	11	0.9	0.8
Runaway Juvenile	63	5.3	4.3
Sexual Crime (All)	37	3.1	2.2
Shooting	2	0.2	0.2
Stolen Vehicle / UUMV	59	4.9	3.7
Suicide Attempt / Threat	80	6.7	5.0
Suspicious Circumstances	149	12.4	10.5
Suspicious Person	303	25.3	24.0
Suspicious Vehicle	136	11.3	11.3
Theft / Shoplift	455	37.9	34.1
Threat / Harassment / Menacing	178	14.8	15.2
Traffic Complaint	323	26.9	28.0
Unknown / Incomplete Call	160	13.3	11.5
Unwanted / Trespassing	131	10.9	11.3
Vice Complaints, (Drugs)	75	6.3	5.3
Violation of Restraining Order	18	1.5	1.4
Welfare Check	162	13.5	10.2
Other Not Listed Above	92	7.7	7.4
<b>Total:</b>	<b>6,230</b>	<b>519.2</b>	<b>475.8</b>

2013 Calls for Service by Month



Other / Self-Initiated Officer Activity

Type of Activity	2013	2013 Monthly Average	2012 Monthly Average
Follow-up Contact	881	73.4	58.7
Foot Patrol	50	4.2	3.2
Premise Check	1,164	97.0	49.3
Subject Stop	379	31.6	31.4
Suspect Contact	51	4.3	5.0
Suspicious Vehicle Stop	462	38.5	37.3
Warrant Service	181	15.1	13.6
<b>Total:</b>	<b>3,168</b>	<b>264.0</b>	<b>198.4</b>



During 2013, 2,418 reports were written. 19.2% were written by the graveyard shift, 51.3% by the dayshift units and 29.5% were written by the swing shift units.

#### Reports Written

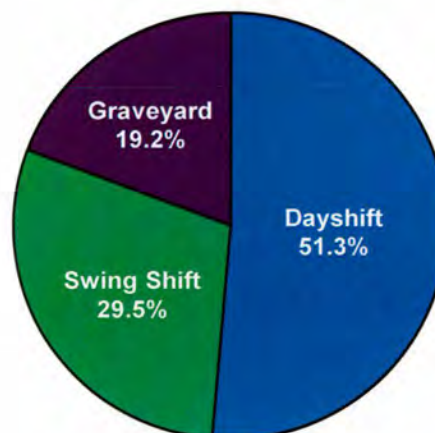
Type of Report	2013	2013 Monthly Average	2012	2012 Monthly Average
Accident	185	15.4	141	11.8
Theft	361	30.1	301	25.1
Criminal Mischief	132	11.0	165	13.8
Burglary	54	4.5	67	5.6
Stolen Vehicle	45	3.8	39	3.3
Identity Theft	25	2.1	35	2.9
Assault	23	1.9	32	2.7
Drug Crimes	58	4.8	48	4.0
Miscellaneous Reports	1,535	127.9	1,529	127.4
<b>Total:</b>	<b>2,418</b>	<b>201.5</b>	<b>2,357</b>	<b>196.4</b>

This may not be the same as the sum of the monthly reports. This could be due to crimes being reported months after they occurred, data entry errors or other factors.

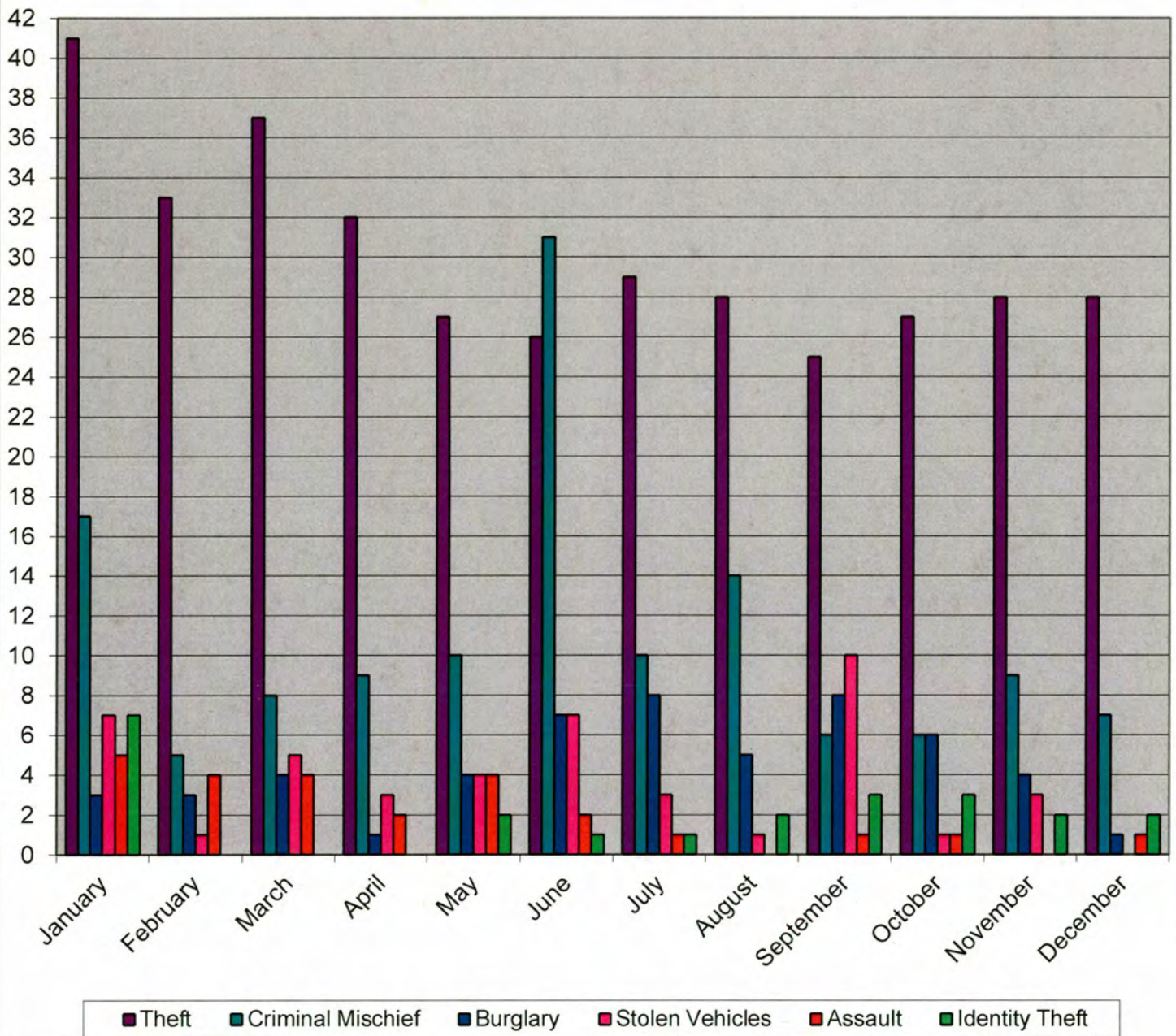
#### Reports Written by Shift

Shift Totals	2013	2013 Monthly Average	2012	2012 Monthly Average
Graveyard	464 19.2%	38.7	384 16.3%	32.0
Day Shift	1,241 51.3%	103.4	1,307 55.5%	108.9
Swing Shift	713 29.5%	59.4	666 28.3%	55.5

#### 2013 Reports Written by Shift



### 2013 Reported Crimes by Month





### All Reported Crimes

Part I Crimes			2012	3 Yr Avg. 2010/11/12
Type	2013			
Arson	Pr	2	2	1.7
Assault, Aggravated	Pe	5	2	4.0
Burglary	Pr	54	67	52.3
Attempt Murder	Pe			0
Murder	Pe			0.3
Rape	Pe	4	4	4.7
Robbery	Pe	7	6	6.0
Theft (all)	Pr	361	301	342.7
Stolen Vehicles	Pr	45	39	30.7
Part I Totals:		478	421	442.4

Part II / Other Crimes			2012	3 Year Avg.
Type	2013			
Assault, Simple	Pe	20	30	33.3
Child Abuse / Neglect	Pe	4	1	2.3
Crimes Against Family	Be	5	15	13.7
Criminal Mischief	Pr	132	165	140.3
Criminal Trespass	Be	13	19	11.3
Cruelty to Animals	Be	2	2	1.7
Disorderly Conduct	Be	5	3	5.3
Drug Charges (all)	Be	58	48	45.0
D.U.I.I.	Be	55	72	66.3
Forgery	Pr	17	23	16.3
Fraudulent Use of Credit Card	Pr	18	8	11.7
Harassment	Pe	28	33	25.0
Identity Theft	Pr	23	35	32.3
Kidnapping	Pe		2	1.0
Manslaughter/Negligent Homicide	Pe			0
Menacing	Pe	12	9	7.3
M.I.P. - Alcohol	Be	16	24	12.3
Negotiate a Bad Check	Pr	1	1	1.3
Offensive Littering	Be	5	8	3.3
Prostitution	Be			0
Public / Private Indecency	Be	6	2	2.0
Recklessly Endangering	Pe	6	6	5.3
Resisting Arrest	Be	4	4	2.0
Runaway Juveniles	Be	32	22	18.7
Sex Crimes (other)*	Pe	3	9	6.3
Sexual Abuse	Pe	2	3	4.7
Sodomy	Pe	1	2	1.3
Strangulation	Pe	2	7	4.0
Unlawful Entry Into Motor Vehicle	Pr	42	61	76.7
Weapons Violations	Be	9	5	5.3
Crimes Not Listed Above	Be	25	29	28.3
Part II / Other Totals:		546	648	584.3

Total		2013	2012	3 Year Avg.
		1,024	1,069	1,026.7

### All Reported Crimes Continued

Crime Types	2013	2012	3 Year Avg.
Person Crimes	94	114	105.5
Property Crimes	695	702	706.0
Behavioral Crimes	235	253	215.2

Recovered Stolen Vehicles	2013	2012	3 Year Avg.
Recovered Vehicles	21	13	11.3

County Top Six	2013	2012	3 Year Avg.
Theft	361	301	342.6
Criminal Mischief	132	165	140.3
Burglary	54	67	52.3
Stolen Vehicle	45	39	30.7
Identity Theft	23	35	32.3
Assault	25	32	37.3
Total:	640	639	635.5

Crimes Against Family	2013	2012	3 Year Avg.
Criminal Mistreatment	3	1	3.7
Custodial Interference			0
Violation of Restraining Order	2	14	10.0
Total:	5	15	13.7

Thefts by Type	2013	2012	3 Year Avg.
Theft I	64	66	66.0
Theft II	185	151	179.3
Theft III	98	73	84.3
Theft By Deception	6	6	5.3
Theft By Extortion			0
Theft By Receiving			0
Theft of Lost / Misplaced Property	3	4	4.3
Theft of Mail		1	1.7
Theft of Services	5		1.7
Total:	361	301	342.6

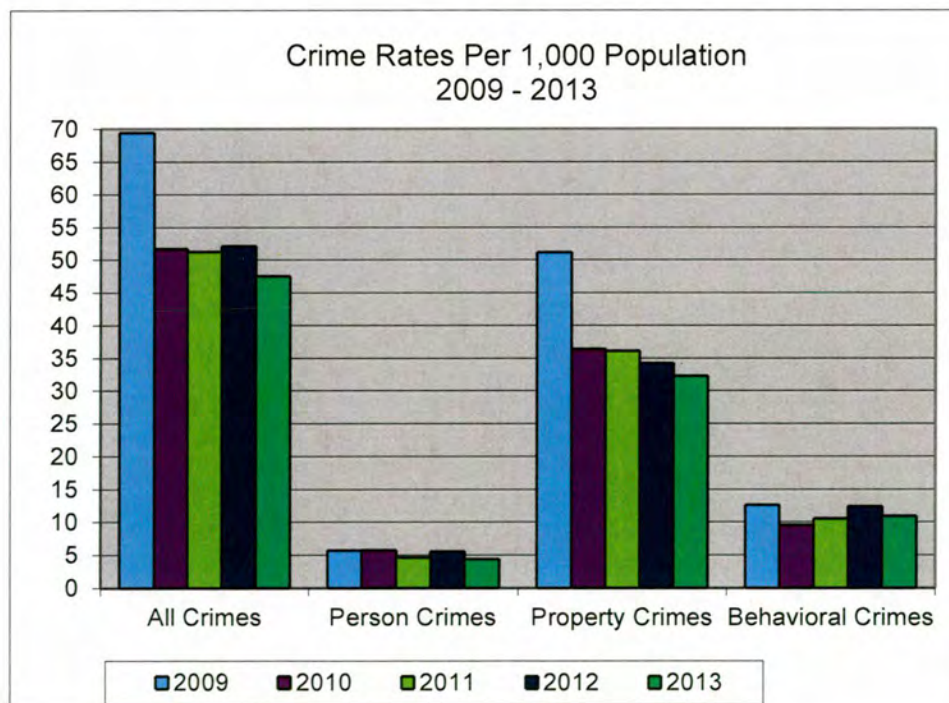




\*2010 population was updated after Portland State University revised their numbers based on the 2010 census

### Crime Rates Per 1,000 Population

Crime Type	2009	2010	2011	2012	2013
All Crimes	69.4	51.7	51.3	52.1	47.5
Person Crimes	5.7	5.7	4.7	5.6	4.4
Property Crimes	51.2	36.4	36.1	34.2	32.3
Behavioral Crimes	12.6	9.6	10.5	12.3	10.9

















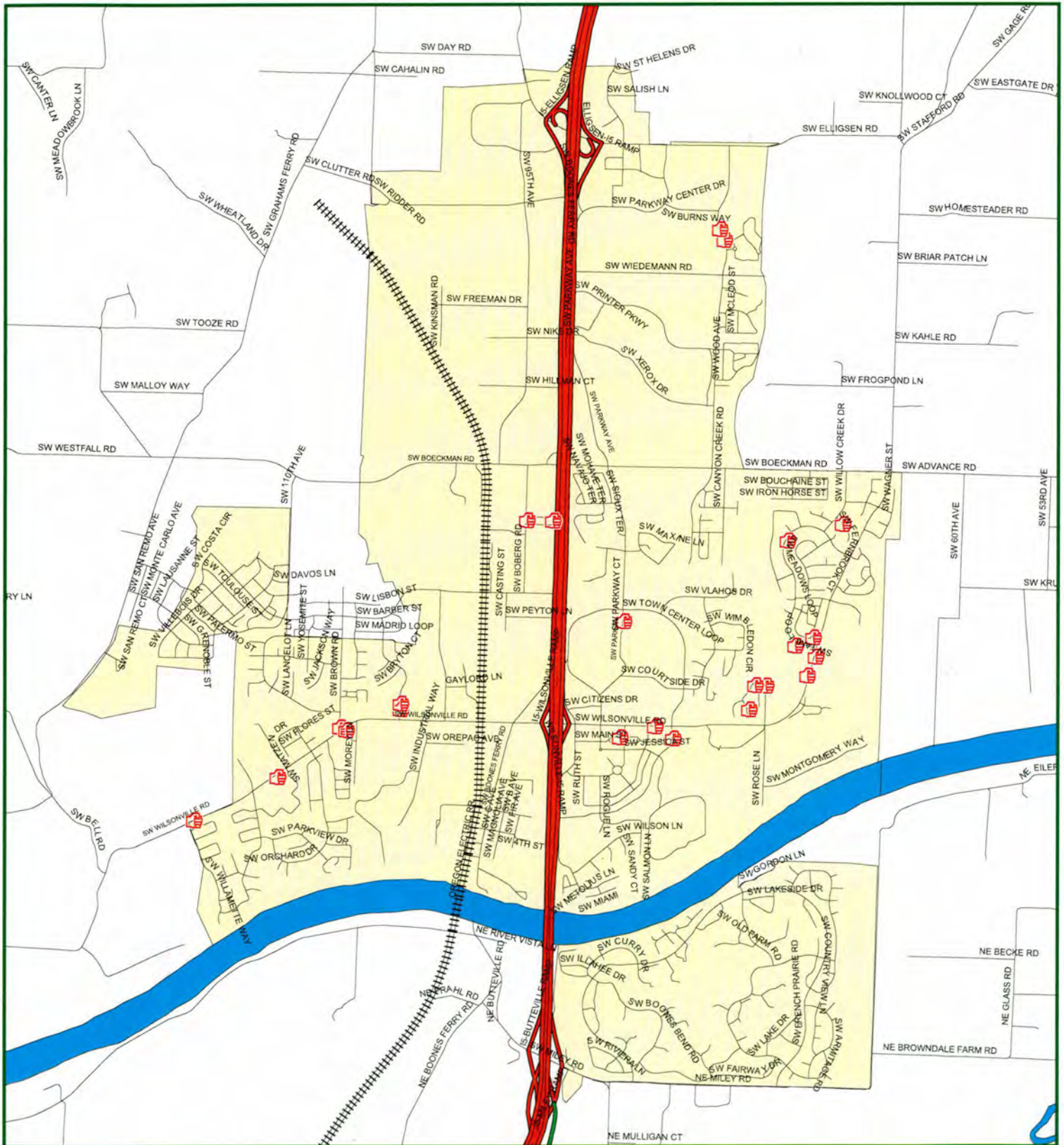






# Wilsonville 2013

## Assaults





## Arrests By Age Group

2013

This chart counts the total number of charges. The number of people arrested is totaled at the bottom.

		JUVENILES		ADULTS		Total
Part I Crimes	Type	Probable Cause	Warrants	Probable Cause	Warrants	
Arson	Pr					
Assault, Aggravated	Pe			2	1	3
Burglary	Pr			7	3	10
Attempt Murder	Pe					
Murder	Pe					
Rape	Pe				7	7
Robbery	Pe			1	1	2
Theft (general)	Pr	9		34	28	71
Stolen Vehicles	Pr			5	4	9
Part I Totals		9	0	49	44	102
Part II / Other Crimes	Type	Probable Cause	Warrants	Probable Cause	Warrants	Total
Assault, Simple	Pe	1		9	20	30
Child Abuse/Neglect	Pe			2	2	4
Criminal Mischief	Pr	3		5	10	18
Criminal Mistreatment	Pe				1	1
Criminal Trespass	Be	2		9	14	25
Cruelty to Animals	Be			1	1	2
Disorderly Conduct	Be			7	3	10
Drug Charges (all)	Be	17	1	35	68	121
Forgery	Pr			5	3	8
Fraudulent Use Credit Card	Pr	1				1
Harassment	Pe	4		12	20	36
Identity Theft	Pr				2	2
Kidnapping	Pe					
Menacing	Pe	2		8	13	23
Negotiate a Bad Check	Pr					
Offensive Littering	Be	2		4	1	7
Public/Private Indecency	Be	2		1		3
Recklessly Endangering	Pe	3		6	1	10
Resisting Arrest	Be	1		4	3	8
Sex Crimes (Other)	Pe				5	5
Sexual Abuse	Pe				32	32
Sodomy	Pe				10	10
Strangulation	Pe			5	5	10
Unlawful Entry into Motor Vehicle	Pr			2		2
Violation of Restraining Order	Pe			2	12	14
Weapons Violations	Be	2		6	13	21
Crimes Not Listed above	Be	48		15	91	154
Part II / Other Totals		88	1	138	330	557
Grand Total:		97	1	187	374	659
Crime Types		Probable Cause	Warrants	Probable Cause	Warrants	Total
Person Crimes		10	0	47	130	187
Property Crimes		13	0	58	50	121
Behavioral Crimes		74	1	82	194	351
Traffic Charges		2	0	89	32	123
Number of People Arrested on These Charges:		82	2	208	187	

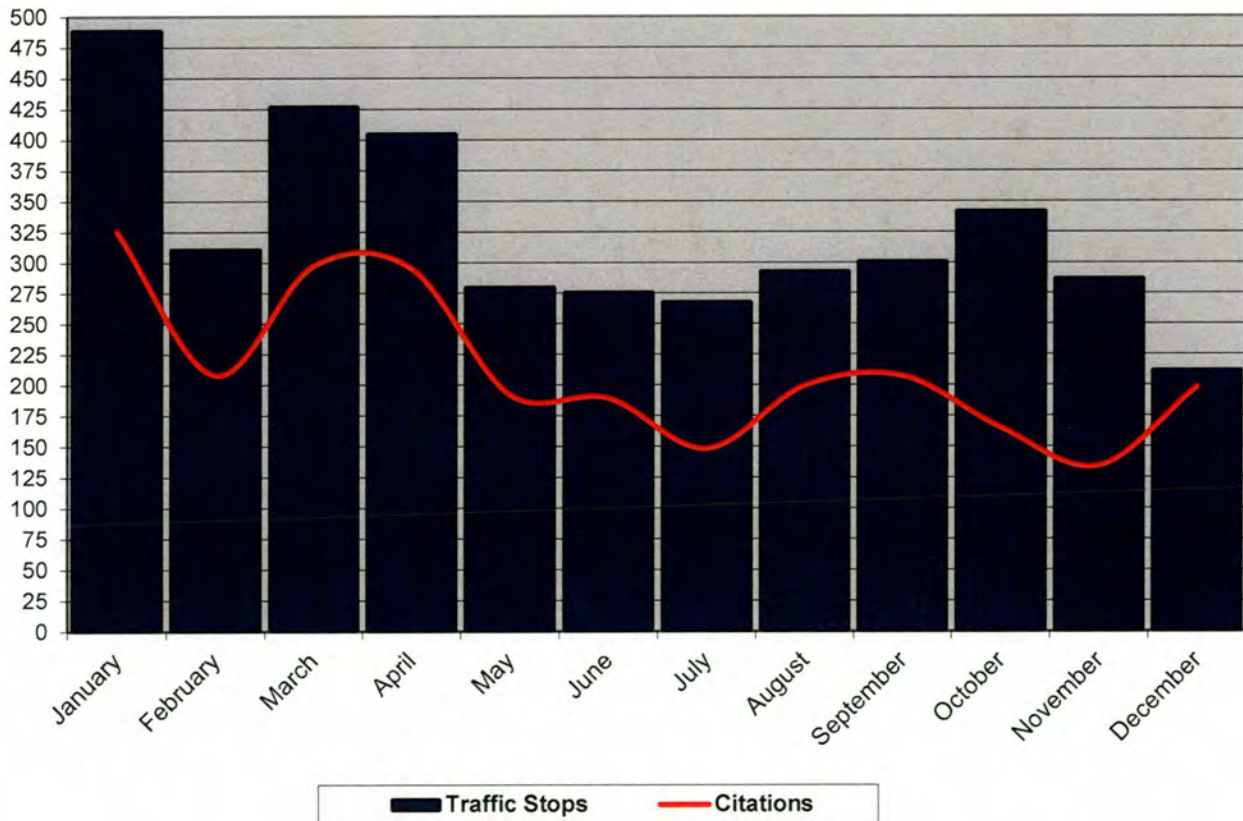
### Traffic

During 2013, 3,891 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>	
<b>Stops Made:</b>	3,891	=	1,090	28.0%	1,717	44.1%	1,084	27.9%
<b>Citations Issued:</b>	2,507	=	534	21.3%	1,384	55.2%	589	23.5%

	<b>2013</b>	<b>2013 Monthly Average</b>	<b>2012 Monthly Average</b>
<b>Traffic Stops</b>	3,891	324.3	444.8
<b>Citations</b>	2,507	208.9	318.3

**2013 Traffic Stops and Citations by Month**





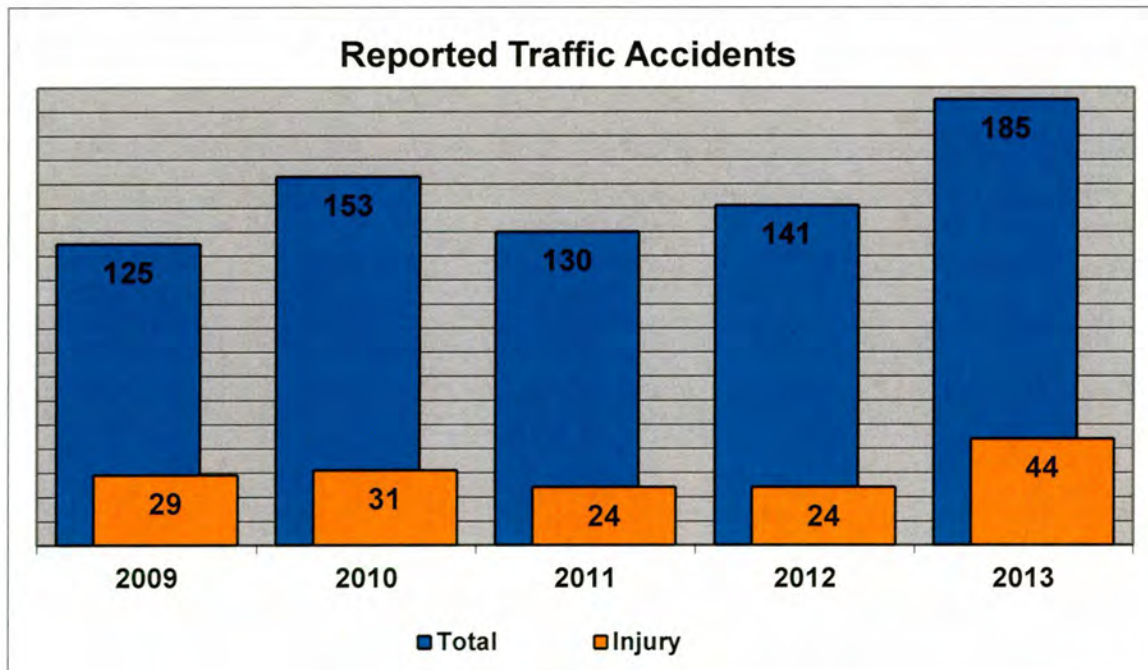
### Reported Traffic Accidents

This only includes accidents that were reported to the Clackamas County Sheriff's Office.

Type of Injury	2009	2010	2011	2012	2013
None	96	122	106	117	141
Possible	24	25	22	17	32
Minor	5	6	2	5	11
Serious				2	1
Fatal					
<b>Total:</b>	<b>125</b>	<b>153</b>	<b>130</b>	<b>141</b>	<b>185</b>

<b>Alcohol Involved</b>	9 7.2%	9 5.9%	6 4.6%	6 4.3%	11 5.9%
-------------------------	-----------	-----------	-----------	-----------	------------

<b>Hit &amp; Run</b>	67 53.6%	88 57.5%	63 48.5%	69 48.9%	89 48.1%
----------------------	-------------	-------------	-------------	-------------	-------------

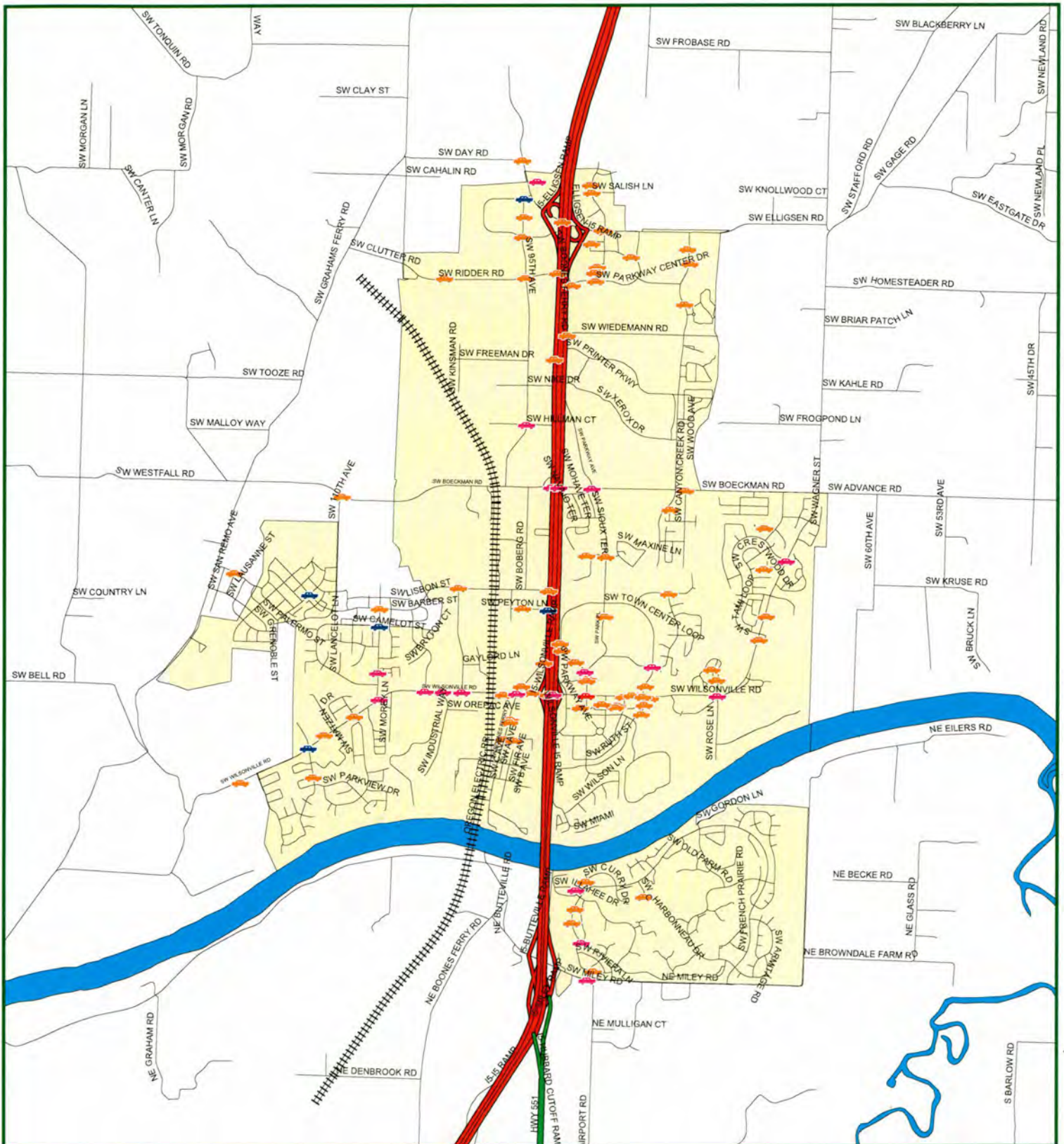




# Wilsonville 2013 Traffic Accidents



Non-Injury   Possible Injury   Minor Injury   Serious Injury





## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  <b>April 7, 2014</b>	<b>Subject:</b> Transportation for America (T4America)  <b>Staff Member:</b> Nancy Kraushaar, PE, Community Development Director <b>Department:</b> Community Development
<b>Action Required</b> <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>

### Staff Recommendation:

Staff recommends the City Council consider 1) endorsing T4America's platform to stabilize federal transportation funding and seek to raise additional revenue for an increased federal investment in transportation; 2) participating as a member of this national advocacy organization; and 3) send a letter of endorsement.

### Recommended Language for Motion:

I move to endorse the platform and support becoming a member of T4America.

### PROJECT / ISSUE RELATES TO: *[Identify which goal(s), master plans(s) issue relates to.]*

<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable
---	---	--

### ISSUE BEFORE COUNCIL:

The Council is being asked to consider endorsing the T4America platform that proposes stabilized funding for the Highway and Transit Trust Funds and identifying additional revenue for locally-driven transportation projects that spur economic growth and innovation.



## **EXECUTIVE SUMMARY:**

T4America is an alliance of elected, business, and civic leaders from communities across the country, partnering to promote that states and the federal government step up to invest in efficient and locally-driven transportation solutions (see Attachment 1). They believe that:

- 1) In the interstate era, the federal government led major transportation investments.
- 2) Now, in the 21st century, the challenge is to promote local and regional initiatives, to stimulate innovation, and to ensure that reliable implementation funding is available.
- 3) These community investments will result in strong economies that benefit the business community and provide jobs for a wide range of professions.

T4America was established in response to declining reliability of the Highway Trust Fund as a resource for the enormous transportation needs at all jurisdiction levels. Their platform aims at resolving the gap between declining gas tax revenues and growing transportation needs and costs and recognizing the associated beneficial economic outcomes.

T4America goals include the following activities:

- 1) Investment. Help secure sufficient state and federal transportation funding for infrastructure to move freight to market and people to jobs.
- 2) Local Control. Advocate for federal and state policy changes that give local communities more authority and funding to spur innovation and strengthen their economies.
- 3) Innovation. Provide research and peer-to-peer information sharing to help communities develop and take advantage of new approaches to transportation planning, funding, and financing challenges.
- 4) Options. Help communities adapt to changing market preferences, technology, and consumer demand for a range of transportation options - from managed highway lanes to transit to walkable neighborhoods.
- 5) Access to Jobs. Advocate for transportation policies that help employers attract new talent and ensure that employees have access to travel options that can reduce costs and stress.

ODOT (see Attachment 2), the U.S. Secretary of Transportation (Anthony Foxx), and others report that the federal Highway Trust Fund balances will be exhausted in summer 2014. If the fund becomes insolvent, the Federal Highway Administration (FHWA) will be unable to fully reimburse states (and local agencies) for projects funded under the federal-aid highway program. This will require ODOT to cancel or delay a large number of state and local transportation projects programmed for 2015 and beyond – such as the Kinsman Road extension (Barber to Boeckman) project.

ODOT reports that if additional resources are not provided for the Trust Fund, Oregon's future federal transportation funding would be cut by over \$150 million per year. Local governments would be impacted as they receive 25 to 30 percent of Oregon's federal highway funding. Revenues to local transit districts from the Transit Trust Fund would also be reduced if additional resources are not identified. SMART relies on federal funding for approximately 20 percent of its budget.



The Highway Trust Fund is primarily supported by the federal gas tax which is declining and currently is not indexed for inflation. In 2008, the General Fund started subsidizing the Highway and Transit trust fund spending. The General Fund is not considered an ongoing reliable funding source for transportation. T4America proposes to eliminate reliance on the General Fund subsidy by increasing transportation user fees. Several possible revenue sources could be used to raise additional revenues for the trust fund (see Attachment 3):

- 1) Index the gas tax to account for inflation and rising vehicle efficiency;
- 2) Place a fee of up to \$4 fee per barrel of oil;
- 3) Increase the existing 18.3-cent federal gas tax by 17 cents per gallon;
- 4) Phase in a user fee based on vehicle miles traveled;
- 5) Add a 5.5% federal sales tax to fuel purchases;
- 6) Replacing the existing 18.3-cent federal gas tax with an 11% federal sales tax on fuel purchases;
- 7) A combination of these or other dedicated revenue sources.

Please note that a Council motion to support the T4America platform does not signify support for any of the particular options above.

The City of Sandy's Mayor William King submitted a letter to Congressman Greg Waldron that conveys the importance of securing sustainable funding for the Highway Trust Fund and highlights the immediate impact of federal funding cuts to of their two local transportation projects (see Attachment 4).

Staff has prepared a DRAFT letter that the Council may consider if they choose to endorse T4America and wish to send a letter of support (see Attachment 5).

#### **EXPECTED RESULTS:**

Support for T4America is expected to stabilize funding for the MAP21 (Moving Ahead for Progress in the 21st Century) program that Congress adopted in 2012, protect all transportation modes from budget cuts, and raise additional revenue for locally-driven projects that spur economic growth and innovation.

#### **TIMELINE:**

In April, the Metro Council will be considering a resolution that endorses T4America's proposal to increase federal transportation user fees by \$30 billion or other funding options to displace the dependence of the Highway and Transit Trust Funds on the General Fund and support growth in federal transportation investment.

At their April 10, 2014 meeting, JPACT (Joint Policy Advisory Committee on Transportation) will be asked for their recommendation to the Metro Council on the T4America resolution. Lake Oswego Councilor Donna Jordan, the JPACT representative for the Cities of Clackamas County, is seeking input from the City Councils she represents to prepare for the JPACT meeting.

The C4 (Clackamas County Coordinating Committee) Metro Subcommittee will have discussed the topic at their April 3, 2014 meeting.



**CURRENT YEAR BUDGET IMPACTS:**

n/a

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

Reviewed by: \_\_\_\_\_ n/a \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL REVIEW / COMMENT:** *[Item must be sent to City Attorney for review.]*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

The T4America platform and membership is being considered by the C4 (Clackamas County Coordinating Committee) Metro Subcommittee, Clackamas County, Washington County, Multnomah County and other cities in the Metro region to provide input to JPACT in their recommendation to the Metro Council.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The City of Wilsonville has received federal funding for SMART and many local projects in the past and hopes to continue to seek federal funding to leverage local funds for medium to large transportation projects (such as the Kinsman Road Extension (Barber to Boeckman). If the Highway Trust Fund becomes insolvent or if the General Fund no longer subsidizes the Highway and Transit Trust Funds, there will be less federal funding available for local agencies and transit districts. ODOT's reduced federal funds may result in the Kinsman Road project being cut or delayed.

**ALTERNATIVES:**

The City Council could decide to not endorse the T4America platform or to not join the organization.

**CITY MANAGER COMMENT:****ATTACHMENTS**

- 1) T4America handout
- 2) March 10, 2014 ODOT Director Matt Garrett letter
- 3) T4America Repair and Prepare handout (revenue proposal)
- 4) March 25, 2014 City of Sandy Mayor King letter
- 5) DRAFT City of Wilsonville letter of support



# SAVING THE NATION'S TRANSPORTATION FUND



## An investment plan for the 21<sup>st</sup> century

We must act—now—to fix the transportation trust fund, so that we can **maintain** our existing infrastructure, **reward** local innovation and **prepare** for the future.

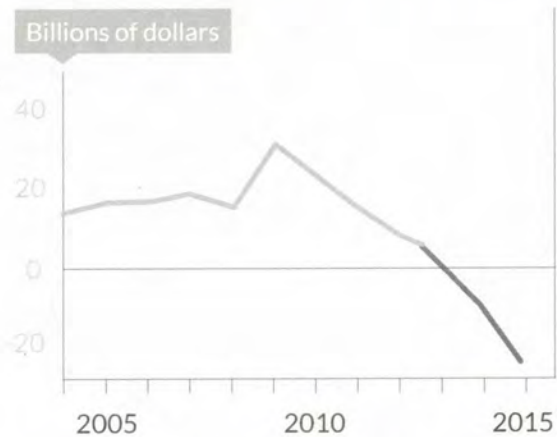
### Trust Fund headed for insolvency

Our nation's ability to build and maintain our transportation network is nearing a crisis. Without action from Congress in 2014, our Highway Trust Fund will be in a deep deficit that could require **halting the federal program for fiscal year 2015**.

— Highway Trust Fund balance

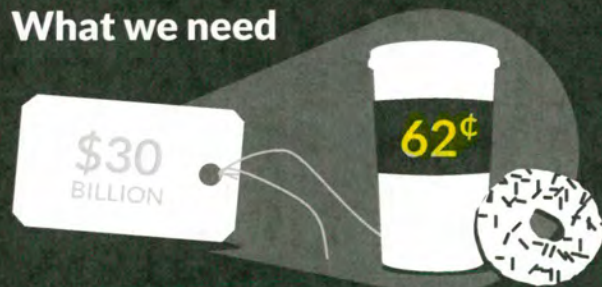
\*2012-2020 numbers are based on CBO projections from August 27th, 2012

\*\*DOT requires a minimum \$6 billion cushion, hence the HTF hits the red before crossing zero. [fhwa.dot.gov/policyinformation/statistics/2010/fe210.cfm](http://fhwa.dot.gov/policyinformation/statistics/2010/fe210.cfm)



## PAYING FOR PROGRESS

### What we need



Annual investment needed to make the transportation fund solvent and effective

Daily cost per commuter.  
About as much as a cup of coffee and a doughnut per week.

### How to raise it

The simplest way: Add 17 cents per gallon to the federal gas tax. Other possibilities (choose one):

- Replace the existing per-gallon tax with a sales tax of 11%; or
- Introduce a fee of \$4 on each barrel of oil; or
- Add a sales tax of 5.5% to fuel purchases; or
- Index the gas tax to construction costs and raise one of the above taxes/fees a lesser amount.

### Can we count on your support?

- ✓ Stabilize funding for the MAP-21 program Congress adopted in 2012 and protect all modes of transportation from draconian budget cuts;
- ✓ Raise additional revenue for locally-driven projects that spur economic growth and innovation.



# OUR ECONOMY & COMMUNITIES DEPEND ON TRANSPORTATION INVESTMENT

Across the country, our cities, towns and suburbs—the local centers of commerce that form the backbone of America's economy—are in a serious bind: They know they must have top-notch networks of roads and transit to compete on a global scale and preserve their quality of life. They know they need to get workers of all wage levels to their jobs. They also know they need to eliminate crippling bottlenecks in freight delivery. These local communities are stretching themselves to raise their own funds and to innovate, but without a strong federal partner the twin demands of maintaining their

existing infrastructure and preparing for the future are beyond their means. Even as the transportation trust fund faces insolvency, existing federal programs too often put a damper on innovation rather than stoking it.

**This cannot stand.** The federal government must become a strong partner in a 21<sup>st</sup> century investment plan for transportation that invests in strong local economies and rewards smart, homegrown, locally-driven transportation innovations.

**Just as our national economy depends on strong local economies, our national transportation program should invest in and reward smart, home grown, locally driven transportation solutions.**

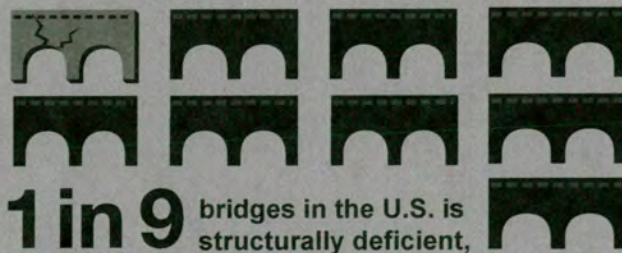
## THE COSTS OF INACTION

### Bottlenecks.



*Freight takes almost as long to get across Chicago on the rails as it does to get there from Los Angeles.*

### Hazardous conditions.



*requiring significant repairs, maintenance or replacement.*

### Unmet demand.



*Even as transit ridership is surging and people are returning to work, ambitious local plans to invest in transportation to grow their local economies would stall if the federal support disappears.*



## A 21<sup>st</sup> century transportation plan

Investors know you must put money in today to get returns in the future. Raising an additional \$30 billion per year would allow us to invest to accomplish critical goals at only a small cost per commuter:

**Reverse the decline** of the transportation trust fund. Fully fund the existing highway and transit programs that preserve our aging infrastructure, without taking money from other important programs or adding to the deficit;

**Spur the innovation our economy needs** to meet population growth and rising demand by funding competitive grants to local communities that come up with smart solutions.



### Fixing what we need to fix.

- Repair **46,508** bridges
- Replace **16,000** aging buses and **5,000** rail cars
- Meet our ongoing commitments.



### Improving communities & expanding opportunity.

- Based on the average cost of construction, the investment fund would support **70 new transit projects**, providing new **access to jobs** and potential workers in dozens of cities, towns and suburbs.



### Spurring local innovation.

The federal government plays a key role in promoting innovation, by providing capital for locally driven **path-breaking initiatives**, whose success can be shared nationwide.

- Fund competitive grants, such as a freight grant program and the popular TIGER grant program, for groundbreaking projects with **significant economic pay-off**.



### Increasing accountability and local control.

By providing more funding and control to the local level, Americans will more easily **see the impact** and be better able to hold officials accountable.

## SPURRING LOCAL INNOVATION: FEDERAL DOLLARS AT WORK



### Regional investments, national benefits

The rail improvements in Chicago's CREATE project will provide **\$3.6 billion** annually in national economic benefits.



### High rate of return in Utah

For every \$1.00 spent on the state's unified transportation plan, an estimated **\$1.94 is returned** to the state in value.



### Access to jobs in Minnesota

Building the planned transit network will allow Twin Cities employers to recruit from an additional **500,000 potential workers**.



Learn more and voice your support at  
[www.T4America.org](http://www.T4America.org)



## Local accountability: the best way to ensure a return on investment

While this level of investment is a modest request from taxpayers, they have a right to expect a guaranteed return on it. Opinion polls and ballot results show what American voters want—a system that is:

- *In good repair;*
- *Rewards locally driven innovation;*
- *Keeps the nation in the economic forefront; and*
- *Connects all Americans to economic opportunity.*

They want to know the money will flow to their communities for improvements in their daily life—making travel easier, more affordable and safer. And they trust the levels of government closest to them because they can hold them accountable.

American workers and businesses will willingly pay a little more to achieve these goals, if the expected results—and accountability for them—are clearly articulated.



Transportation ballot measures pass at **twice** the rate of all other ballot measures.

Raleigh, NC: **70%** approve

Mesa, AZ: **56%** approve

Kansas City, MO: **64%** approve

Salt Lake City, UT: **64%** approve

Seattle, WA: **58%** approve

St. Louis, MO: **63%** approve

Alameda & Contra Costa County, CA: **72%** approve



## PLEASE JOIN US!

We are business, civic and elected leaders from across the country, united to ensure our nation invests to keep our cities, towns and suburbs strong and economically competitive. Because our future prosperity depends on it.

Americans are eager to return to world leadership in the quality of our transportation networks. And we want to leave our children with a legacy of lower deficits and an infrastructure suited to our future economy and quality of life. This investment plan is a significant down-payment toward fulfilling those desires.



**Transportation**  
for America

[t4america.org](http://t4america.org) [@t4america](https://twitter.com/t4america)





**Oregon**

John A. Kitzhaber, M.D., Governor

**Department of Transportation**

Office of the Director

355 Capitol St NE

Salem, OR 97301

Phone: (503) 986-3289

Fax: (503) 986-3432

March 10, 2014

The Honorable Greg Walden  
Member of Congress  
2182 Rayburn  
Washington, DC 20515

Dear Congressman Walden:

Secretary of Transportation Anthony Foxx recently announced that the federal Highway Trust Fund's Highway Account will exhaust its balances sometime this summer. If Congress does not address this problem, the Federal Highway Administration (FHWA) will be unable to fully and promptly reimburse states for their expenses under the federal-aid highway program, forcing states to in effect float a loan to the federal government. What's more, in 2015 funding for the highway program may have to be zeroed out, as all revenue flowing into the Highway Account would be needed to pay for past obligations, leaving no money for new projects. And in future years funding for highway, transit and safety projects would have to be cut by about \$15 billion, around 30 percent to align expenditures with revenues.

Because of the potential impact to transportation projects, the Oregon Department of Transportation (ODOT) is closely monitoring the situation. If the federal government temporarily can't fully pay its bills on time this summer, ODOT currently has sufficient cash on hand to be able to pay contractors, so we don't anticipate having to shut down current projects. However, we are very concerned about our construction program in 2015 and beyond. Eliminating funding for the highway program in 2015 would reduce Oregon's federal highway funding by about \$470 million. ODOT would have to cancel or delay projects totaling that amount, which would cost the state an estimated 4700 jobs.

In the long term post 2015, Oregon's future federal transportation funding would be cut by more than \$150 million each year if Congress does not provide additional resources for the Trust Fund. A federal funding reduction of this magnitude would require ODOT to cut a large number of state and local projects that are already programmed in the Statewide Transportation Improvement Program (STIP). Local governments would be hit hard, as they receive 25-30 percent of Oregon's federal highway funding. Cuts to transit programs could run more than 40 percent, which could force transit agencies to make deep service reductions and cause significant hardship for those who rely on public transit. Federal transportation funding cuts of this magnitude would have large impacts on the nation's economy, the safety of those traveling on our roads, and the livability of our communities.

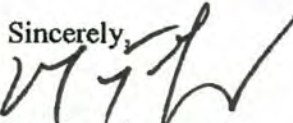
Given the significant uncertainty about the future, ODOT will proceed conservatively until Congress has acted to provide greater certainty on funding. If Congress has not resolved funding for all of 2015 by early this fall, we will have to delay sending some projects to bid and construction. The uncertainty will also impact our development of projects for future years: Without long-term sustainable funding ODOT will have to make conservative assumptions about

ODOT 03/10/14 Hwy Trust Fund

federal funding as we begin to develop the 2017-2020 STIP, reducing the number of projects we will be able to develop.

In order to avoid significant negative impacts to Oregon's transportation system, our economy, and our communities, I cannot advocate strongly enough for Congress to take action and provide adequate, sustainable, long term funding for the Highway Trust Fund.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Garrett', written over the word 'Sincerely,'.

Matthew L. Garrett  
Director



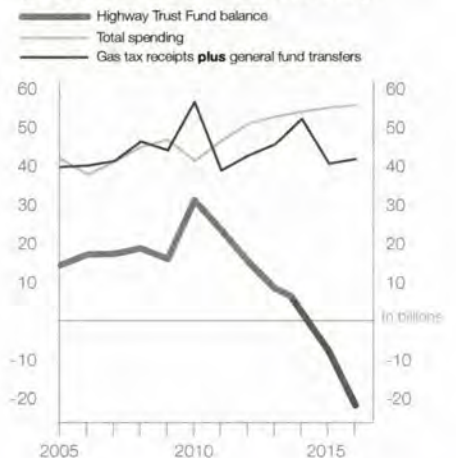
# Repair and Prepare

## A 21st Century Investment Plan for Transportation

Across the country, our cities, towns and suburbs – the centers of commerce that form the backbone of America's economy – are in a serious bind: They know they must have top-notch networks of roads and transit to compete on a global scale and preserve their quality of life.

They are stretching themselves to raise their own funds and to innovate, but without a strong federal partner the twin demands of repairing their infrastructure and building for the future are beyond their means. At this very moment, the federal transportation trust fund is headed towards insolvency, and existing federal programs inadvertently act as a damper on innovation rather than stoking it. This cannot stand. Our nation must have a 21st century investment plan for transportation.

**Trust Fund headed for insolvency**



We must act – now – to fix the transportation trust fund,  
so that we can REPAIR our infrastructure and PREPARE for the future.

### Investing to promote economic competitiveness and reduce the deficit

Investors know you must put money in today to get returns in the future. Generating an additional **\$30 billion per year** for the trust fund would allow us to invest to accomplish the following critical goals, without causing undue hardship on working people or the economy:

**Invest**  
**\$30 billion**  
**a year**

- **Reverse the decline of the transportation trust fund.** Shore up and increase the existing highway and transit programs that preserve our aging infrastructure;
- **Save other critical investments from the fiscal cliff.** Provide dedicated revenue for transit construction, TIGER grants, Amtrak and other programs threatened by severe budget cuts;
- **Spur the innovation our economy needs by funding competitive grants to local communities with their own smart solutions.**

### Paying for progress

Several possible revenue sources could be used to raise additional revenues for the trust fund:

- Index the current gas tax to account for inflation and rising vehicle efficiency;
- Place a fee of up to \$4 per barrel of oil;
- Increase the federal fuel tax by 17 cents a gallon;
- Phase in a user fee based on vehicle miles traveled;
- Add a sales tax of 5.5 percent to fuel purchases;
- A combination of these or other dedicated revenue sources.



## Ensuring a return on investment

While this level of investment is a modest request from taxpayers, they have a right to expect a guaranteed return on it. Opinion polls and ballot results show what American voters want: A system that is in good repair, keeps the nation in the economic forefront and connects all Americans to economic opportunity. They want to know the money will flow to their communities for improvements in their daily life – making travel easier, more affordable and safer. And they trust the levels of government closest to them because they can hold those leaders accountable.

### Fixing what we need to fix.

Over the next 5 years, this proposal will allow the repair of **46,508** bridges and allow transit agencies to replace **16,000 aging buses and 5,000 rail cars** while also replacing tracks and other infrastructure past due for investment. Without it, we can look forward to continuing and worsening decay, impeding the ability of workers to get to jobs and goods to market.

### Spurring innovation for economic leadership.

The federal government plays a key role in promoting innovation, by providing capital for path-breaking initiatives, whose success can be shared nationwide. This proposal would fund competitive grants, similar to the wildly popular TIGER program, for groundbreaking projects with significant economic pay-off. Popular? DOT received **585** TIGER applications in 2013 totaling **\$9.1 billion** for just **\$474 million** in available funds.



### Improving communities and expanding opportunity.

Over five years, this proposal would pay for the construction of more than **70** major transit projects, providing new service to more than **half a million people** each day, dramatically expanding the recruiting pool for employers and saving riders more than **half a billion dollars a year** in commuting costs.

### Increasing accountability.

By providing more funding and control to the local level, Americans will more easily see their impact and feel better able to hold officials accountable.

## People will pay willingly — when accountability is high and results are clear

American workers and businesses will willingly pay a little more to achieve these goals, if the expected results — and accountability for them — are clearly articulated. Americans are eager to return to world leadership in the quality of our transportation networks. And we want to leave our children with a legacy of lower deficits and an infrastructure suited to our future economy and quality of life.

This investment plan is a significant downpayment toward fulfilling those desires.





City of Sandy ~ 39250 Pioneer Blvd ~ Sandy, OR 97055

March 25, 2014

The Honorable Greg Walden  
Member of Congress  
2182 Rayburn  
Washington, DC 20515

Dear Congressman Walden:

As a small city within commuting distance to the Portland/Metropolitan region, Sandy was fortunate to secure two regional Enhance projects in the 2015-2018 STIP. Therefore, the importance of securing sustainable funding for a broken Highway Trust Fund has a direct and immediate impact on Sandy. Investment in transportation, public transit, freight, and pedestrian access is critically important to our community.

The first of these projects will provide safe pedestrian access along heavily-traveled Highway 26 between a low-income, minority housing complex and the commercial downtown district of the city. Families have been walking the route on the highway shoulder next to cars traveling 55+ mph for ten years. It has been one of the highest priorities for the city for the duration, but the cost has been beyond reach without this federal support.

The second project will complete the Sandy transit operations facility with two bus barns for vehicle storage. This facility supports the operations for two transit agencies providing transit in East Clackamas County between Estacada, Gresham, Sandy, Welches and Mt. Hood/Timberline Lodge. These transit services have historically delivered approximately 275,000 annual rides to jobs, education, shopping, medical and professional services, as well as recreation, inclusive of tourist destinations. Transit service is now being used by international travelers from Portland Airport to Oregon's iconic Timberline Lodge seven days a week.

Beyond the critical infrastructure projects, these transit operations are in jeopardy of serious cutbacks if federal operating funds are cut by the projected 30-40%. Currently federal funds make up almost 40% of the operating budgets; a 30-40% cut in federal funds will result in 25% service cuts, nearly 4000 hours of service annually, for Sandy Transit operations alone and comparable cuts for the Timberline route operated by Clackamas County. Needless to say, the loss would be devastating for the people who depend on transit, the businesses that rely on transit for some of their employees and customers, and the ease of freight deliveries facilitated by transit's efficient use of roads. Jobs would be lost, mobility reduced, with businesses and economies impacted by both.

We are just one of the hundreds of small cities across the state and thousands across the nation. Transit is an essential element of a healthy and robust economy and community. It is critical that Congress take immediate action to provide adequate, sustainable long-term funding for the Highway Trust Fund.

Sincerely,

William King  
MAYOR



**DRAFT**

April 7, 2014



29799 SW Town Center Loop East  
 Wilsonville, OR 97070  
 Phone 503-682-0411  
 Fax 503-682-1015  
 TDD 503-682-0843  
 Web www.ci.wilsonville.or.us

The Honorable (Member of Oregon Delegation)

Title

Address

Washington, DC 205xx

RE: Local/Regional/State Impacts of Federal Highway and Transit Funds Bankruptcy

Dear \_\_\_\_\_:

The City of Wilsonville is greatly concerned about the shrinking Highway and Transit Trust Funds and their reliability to help meet the enormous transportation needs facing our city, our region, the State of Oregon, and the rest of the nation. Transportation investments are critical for safety, maintaining existing infrastructure and operations, and improving transportation choices for the public.

Transportation investments spur economic growth and create jobs – especially in Wilsonville where the regionally significant Coffee Creek and Basalt Creek industrial and employment areas are being readied for development. State and federal funding is needed to leverage local public dollars and private investments to build major transportation infrastructure to serve these areas that will provide local, regional, and state community and economic benefits.

Reliable funding must be identified to address the growing gap between declining federal gas tax revenues and rising transportation needs. If the Highway Trust Fund becomes insolvent, many projects that have already been programmed in the Statewide Transportation Improvement Program (STIP) will be cut or delayed (such as Wilsonville's \$4.7 million Kinsman Road extension project). Potential reductions in federal funding for state and local transportation agencies will negatively impact important advancements in our quality of life and our economic growth.

In addition to funding a share of Wilsonville's major road projects, federal transportation funds typically make up 18% to 20% of the annual budget for South Metro Area Regional Transit (SMART). The City's bus service provides the essential transit link between Portland and Salem, with connections to Tri-Met's WES commuter rail and additional service to Beaverton and Canby. Most of the federal funding coming to SMART is used for capital improvements such as new buses to replace those which are beyond their useful life. Federal funds also go to help cover the costs of providing critical service for SMART's elderly and disabled riders, especially dial-a-ride service that can be essential to some of the community's most vulnerable residents. This service provides medical trips not only within the community, but also from Wilsonville to clinics and hospitals from Tualatin to Portland. All of these services would face major reductions if federal transit funds are curtailed.

On behalf of the Wilsonville City Council and the greater Wilsonville-area residential and business community, I express strong support for seeking new and sustainable federal transportation funding methods to invest in current and future needs. Transportation for America (T4America) is an alliance of elected, business, and civic leaders from across the country that is working to organize support for various options to achieve these goals.

We support T4America's efforts to find a solution to stabilize the Highway and Transit Trust Funds and increase transportation investments to build a well-connected and healthy community in a region that can compete on a global scale.

Very truly yours,

Mayor Tim Knapp





Clackamas  
County  
Coordinating  
Committee

*Promoting partnership among the County, its Cities, and Special Districts*

**C4 Metro Subcommittee  
Agenda  
Thursday, April 3, 2014  
7:30 – 9:00 a.m.**

Clackamas County Development Services Building  
Room 118  
150 Beaver Creek Road, Oregon City, OR 97045

**MPAC**

1. **Climate Smart Communities – Upcoming MPAC/JPACT Meeting**

**JPACT**

2. **Transportation for America Federal Funding Endorsement**

**Other Issues**

1. **Federal Transportation Update – Stephan Lashbrook, SMART**
2. **RTP Public Comment Period – Karen Buehrig, Clackamas County**

For additional information, contact: Karen Buehrig at [karenb@clackamas.us](mailto:karenb@clackamas.us) or (503) 742-4683.



## Metro | Memo

Date: Monday, Mar. 17, 2014  
To: JPACT  
From: Andy Cotugno, Senior Policy Advisor  
Subject: Transportation For America

---

As we discussed at the last several JPACT meetings, the question of whether to join the national advocacy organization Transportation for America and whether to endorse their proposed platform to increase federal transportation user fees in order to eliminate the dependence of the Highway Trust Fund on the General Fund and to support an increased level of transportation investment. As noted by Councilor Dirksen, joining Transportation For America would not only allow us to leverage our national advocacy effort by partnering with other metropolitan areas, it would also allow us to influence the advocacy agenda of the organization.

Attached are materials to facilitate your consideration of these questions:

- **Attachment 1** is a one-page flyer "About Transportation for America" giving you a description of the organization.
- **Attachment 2** is the T4America membership solicitation giving you information about the benefits of membership and their dues structure. The organization is shifting from a business model based upon support from large national foundations to a model based upon memberships from throughout the country.

One membership option would allow individual organizations to join on an individual basis. Under this option, public sector organizations could join based upon an assessment rate of .65-cents per capita with a floor of \$1,250. Based upon this membership option, annual dues would be as follows:

○ Metro	\$9,918
○ TriMet	\$9,881
○ Port of Portland	\$11,067
○ Multnomah County	\$4,917
○ Washington County	\$3,581
○ Clackamas County	\$2,510
○ City of Portland	\$3,849
○ All other Cities	\$1,250

A second membership option applies to business-sector memberships based upon the total revenues of the organization.

A third membership option applies to non-profit organizations, also based upon the total revenues of the organization.



The final membership option, and the preferred approach by T4America, is to join as a regional group membership through a discounted rate structure. This option would allow three organizations to join based upon a combined assessment rate of 1.1-cents per capita with additional organizations joining based upon one-half of their individual membership with a floor of \$1,000. Under this option, the annual dues would be as follows:

○ Group membership	\$18,729 (would cover three of the organizations listed below)
○ Metro	\$4,959
○ TriMet	\$4,940
○ Port of Portland	\$5,533
○ Multnomah County	\$2,459
○ Washington County	\$1,791
○ Clackamas County	\$1,255
○ City of Portland	\$1,924
○ All other Cities	\$1,000

- **Attachment 3** is the Transportation for America Revenue Proposal and their case for Congress taking action.
- **Attachment 4** is the proposed Resolution No. 14-4501 endorsing the Transportation for America revenue proposal. Within the staff report of this resolution, there is also information about HR 3636 and 3638 introduced Congressman Blumenauer as one illustration of how to implement the revenue proposal. The added language is on the first page of the Staff Report in underscore format. This resolution will be included on the April 10 JPACT agenda for consideration.





# Transportation for America

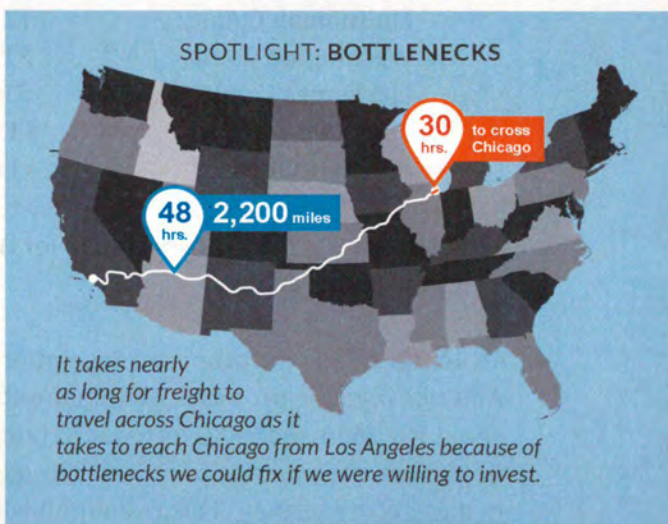
★ America must invest and innovate  
to strengthen our economy, our communities. ★

Strong local economies are the foundation of a strong national economy. Across the country, business, civic and elected leaders understand that a strong transportation network drives the success of our local economies.

They know local employers need to be able to recruit and retain workers both within and from outside their home communities, and they need efficient ways to get their goods to market. Workers of all incomes need affordable, dependable access to jobs. And our cities, suburbs and towns must be able to attract talent and compete on a global scale.

In communities across the country, local leaders are responding to new economic challenges with innovative plans for their transportation networks. But alone, they lack the resources, and the control over them, to build and maintain the infrastructure their economies demand. At the same time, transportation funding at all levels of government is shrinking rather than growing, due to slackening gas tax receipts and budget cuts.

This situation threatens America's ability to compete economically. Transportation for America is bringing people together to change it, in Congress and state houses across the nation.



In the interstate era, the direction for change came from the federal government, along with most of the necessary funding. In the 21st century, our challenge is to promote positive change at the local and regional level, to stimulate innovation and ensure that the funding is there to bring it to life.

## WHO WE ARE



Transportation for America is an alliance of elected, business and civic leaders from communities across the country, united to ensure that states and the federal government step up to invest in smart, homegrown, locally-driven transportation solutions. These are the investments that hold the key to our future economic prosperity.

[t4america.org](http://t4america.org)





## WHAT WE DO

Transportation for America is working to empower cities, towns and suburbs to build strong economies and communities. We believe local leaders have the vision to make smart investments that promote economic success to benefit everyone, from the business community to the lowest-wage worker. We work with local leaders for advancement on five key fronts:

**INVESTMENT.** We are building a powerful new alliance that will help secure sufficient state and federal transportation funding for infrastructure to move freight to market and people to jobs.

**LOCAL CONTROL.** We advocate for federal and state policy changes that will give local communities more authority and funding to spur innovation and strengthen their economies.

**INNOVATION.** We provide research and peer-to-peer information sharing to help local communities develop and take advantage of new and "outside the box" approaches to solving their transportation planning, funding and financing challenges.

**OPTIONS.** We help communities adapt to changes in market preferences, technology and travel patterns that are driving a new consumer demand for a range of transportation options, from managed highway lanes to public transportation to walkable neighborhoods.

**ACCESS TO JOBS.** We advocate for transportation policies that help employers expand access to workers, attract new talent, and ensure that workers of all wage levels can reach their jobs with the lowest possible cost and stress.

## WHAT IT MEANS TO SUCCEED


We envision a strong national economy in which federal and state governments team up to invest in infrastructure and innovation in our local communities – the true engines of economic success.


If we invest in creating a strong, modern transportation system for the 21st century, we will be creating prosperous cities, towns and suburbs where businesses thrive and people of all incomes and ages can live healthy and productive lives.



Learn more and join our alliance:

[www.t4america.org](http://www.t4america.org)

 @t4america

 [facebook.com/transportationforamerica](https://facebook.com/transportationforamerica)



# Connect Your Community

Through **policy**

Through **networking**

Through **smarter transportation**



**Transportation  
for America**

Transportation for America (T4A) is an alliance of elected, business and civic leaders from communities across the country, united to ensure that states and the federal government step up to invest in smart, homegrown and locally-driven transportation solutions.

## THE BENEFITS OF MEMBERSHIP

As a member, you can have access to the leaders, decision-makers and resources that can propel your community to greater prosperity on the local, state and federal levels.

Transportation for America is the leading national organization focused exclusively on winning local communities more funding and authority to address their transportation needs. Not only will you have special access to the insights of our staff and network of experts, but membership also connects you with a diverse group of peers around planning, funding and building smarter transportation networks. T4A membership is critical to furthering those efforts on the local, state and national levels. As a T4A member, you will be better positioned to help lead your organization or community through the obstacles that exist to building the transportation networks that support your community.

Unique among transportation-focused organizations, T4A fosters the collaboration that is critical to success. Our program will help strengthen your knowledge and professional reputation on issues ranging from federal and state transportation legislation to trending practices in planning and executing transportation projects. Membership benefits include:

- Legislative advocacy that furthers the creation of multi-modal transportation networks;
- Early access to innovative new practices through T4A research on a variety of topics;
- Participation in a network of officials, practitioners, civic leaders, business professionals and others dedicated to reforming how we spend transportation dollars at the federal, state and local levels, and;
- Skill and expertise expansion through coordinated efforts on federal and state advocacy activity.

As a T4A member, you may also be eligible to save on membership when you team up with two other eligible entities or more from your metropolitan region.



## Public-Sector Members

As a public-sector entity, you are eligible to join Transportation for America (T4A). T4A supports the efforts of entities such as municipalities, counties and metropolitan planning organizations to collaborate with business-sector and non-profit members and reach their goals of creating integrated, locally-driven transportation solutions. T4A membership also covers your whole staff, from senior to junior employee. Benefits of membership particularly helpful to public-sector entities include:

- **Timely insight and information on federal policy.** T4A members receive timely information and insightful analysis of pressing federal transportation policy issues before both the legislative and executive branches of government.
- **Access to members-only resources.** Public-sector members gain access to the networks, materials and research that can help win campaigns for funding, legislative success or other advocacy needs. T4A's extensive information clearinghouse can help members plan and implement smart, homegrown and locally-driven transportation solutions.
- **Professional development and networking with diverse communities.** T4A offers premier opportunities to network with colleagues at local, regional, and national levels.
- **Publicity.** T4A publicizes and celebrates member achievements through its newsletter, blog, social media properties and other communications. Members also may use the T4A logo on your website, brochures and other materials to emphasize your institution's commitment to the economic prosperity possible through smart investment in transportation. We also will provide template press materials, beginning with the announcement of your T4A membership.
- **Exclusive discounts on T4A products and events.** Take advantage of special discount offers on a variety of products and services offered by T4A, including reduced registration fees at T4A-sponsored events. Members may also access special offers on a variety of products and services from T4A partners.

### Individual public agency annual dues

Any size public agency      Population x 0.0065 = annual dues

*\* With a cap of \$40,000 and a floor of \$1,250*



## Business-Sector Members

Transportation for America (T4A) also offers full membership into the organization for business-sector companies and organizations. This membership offers business-sector members the opportunity to educate and connect with a diverse and inspired community of elected, business and civic leaders and enhance their presence in this rapidly expanding market. Benefits of membership particularly helpful to business-sector entities include:

- **Timely insight and information on federal policy.** T4A members receive timely information and insightful analysis of pressing federal transportation policy issues before both the legislative and executive branches of government.
- **Professional development and networking with diverse communities.** T4A offers premier opportunities to network with colleagues at local, regional and national levels.
- **Publicity.** T4A publicizes and celebrates member achievements through its newsletter, blog, social media properties and other communications. Members also may use the T4A logo on your website, brochures and other materials to emphasize your institution's commitment to the economic prosperity possible through smart investment in transportation. We also will provide template press materials, beginning with the announcement of your T4A membership.
- **Exclusive discounts on T4A products and events.** Take advantage of special discount offers on a variety of products and services offered by T4A, including reduced registration fees at T4A- sponsored events. Members may also access special offers on a variety of products and services from T4A partners.

### Individual business-sector annual dues by total revenues

Up to \$1M	\$4,333	Up to \$10M	\$13,000
Up to \$3M	\$6,500	Over \$10M	\$17,333
Up to \$5M	\$8,667		



## Non-Profit Members

Membership in Transportation for America (T4A) for non-profit organizations offers access to T4A's extensive collection of invaluable online resources as well as opportunities for networking and publicity. Benefits of membership particularly helpful to non-profit organizations include:

- **Timely insight and information on federal policy.** T4A members receive timely information and insightful analysis of pressing federal transportation policy issues before both the legislative and executive branches of government.
- **Opportunities to collaborate.** T4A engages in partnerships and collaborations with our member associations, organizations, and government agencies. We cross-promote member events and resources that advance our mission and offer opportunities to get involved in our programs.
- **Access to resources.** Membership in T4A offers non-profit organizations to access more campaign, research and advocacy materials. T4A's resource center is an extensive information clearinghouse that supports a variety of aspects that help members plan and implement smart, homegrown, locally-driven transportation solutions.
- **Professional development and networking with diverse communities.** T4A offers premier opportunities to network with colleagues at local, regional and national levels.
- **Exclusive discounts on T4A products and events.** Take advantage of special discount offers on a variety of products and services offered by T4A, including reduced registration fees at T4A- sponsored events. Members may also access special offers on a variety of products and services from T4A partners.

### Individual non-profit annual dues by organizational budget

Up to \$1M	\$1,000	Up to \$5M	\$4,000
Up to \$3M	\$2,500	Over \$5M	\$5,500

## Group/Regional Members

Central to T4A's mission is the idea that more successful and smarter transportation investments are the result of strong collaboration and partnerships. In an effort to foster that kind of collaboration, T4A is offering a membership option that is unlike any other transportation organization.

Eligible entities within the same region can join T4A together as a group at often significantly reduced rates. This offering cuts across different membership categories and covers groups of three members, though additional eligible entities can be added to the group at reduced rates. Group members continue to enjoy the benefits of full membership and opportunities to engage with the broader membership.

Three partners within a region      Total annual dues: UZA population x 0.011\*

*\* With a cap of \$50,000 and a floor of \$5,000*

*Add additional partners at 50% off their otherwise individual rate, with a floor of \$1,000*

1707 L Street NW Ste. 250 Washington, DC 20036

For more information contact: Erika.Young@t4america.org // 202-955-5543 x239



# SAVING THE NATION'S TRANSPORTATION FUND



## An investment plan for the 21<sup>st</sup> century

We must act—now—to fix the transportation trust fund, so that we can **maintain** our existing infrastructure, **reward** local innovation and **prepare** for the future.

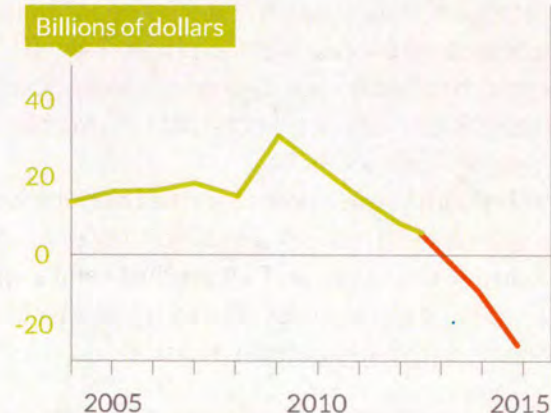
### Trust Fund headed for insolvency

Our nation's ability to build and maintain our transportation network is nearing a crisis. Without action from Congress in 2014, our Highway Trust Fund will be in a deep deficit that could require **halting the federal program for fiscal year 2015**.

— Highway Trust Fund balance

\*2012-2020 numbers are based on CBO projections from August 27th, 2012

\*\*DOT requires a minimum \$6 billion cushion, hence the HTF hits the red before crossing zero. [fhwa.dot.gov/policyinformation/statistics/2010/fe210.cfm](http://fhwa.dot.gov/policyinformation/statistics/2010/fe210.cfm)



## PAYING FOR PROGRESS

### What we need

**\$30  
BILLION**

Annual investment  
needed to make the  
transportation fund  
solvent and effective



**62¢**

Daily cost per commuter.  
About as much as a cup of coffee  
and a doughnut per week.

### How to raise it

The simplest way: Add 17 cents per gallon to the federal gas tax. Other possibilities (choose one):

- Replace the existing per-gallon tax with a sales tax of 11%; or
- Introduce a fee of \$4 on each barrel of oil; or
- Add a sales tax of 5.5% to fuel purchases; or
- Index the gas tax to construction costs and raise one of the above taxes/fees a lesser amount.

### Can we count on your support?

- ✓ Stabilize funding for the MAP-21 program Congress adopted in 2012 and protect all modes of transportation from draconian budget cuts;
- ✓ Raise additional revenue for locally-driven projects that spur economic growth and innovation.



# OUR ECONOMY & COMMUNITIES DEPEND ON TRANSPORTATION INVESTMENT

Across the country, our cities, towns and suburbs—the local centers of commerce that form the backbone of America's economy—are in a serious bind: They know they must have top-notch networks of roads and transit to compete on a global scale and preserve their quality of life. They know they need to get workers of all wage levels to their jobs. They also know they need to eliminate crippling bottlenecks in freight delivery. These local communities are stretching themselves to raise their own funds and to innovate, but without a strong federal partner the twin demands of maintaining their

existing infrastructure and preparing for the future are beyond their means. Even as the transportation trust fund faces insolvency, existing federal programs too often put a damper on innovation rather than stoking it.

**This cannot stand.** The federal government must become a strong partner in a 21<sup>st</sup> century investment plan for transportation that invests in strong local economies and rewards smart, homegrown, locally-driven transportation innovations.

**Just as our national economy depends on strong local economies, our national transportation program should invest in and reward smart, home grown, locally driven transportation solutions.**

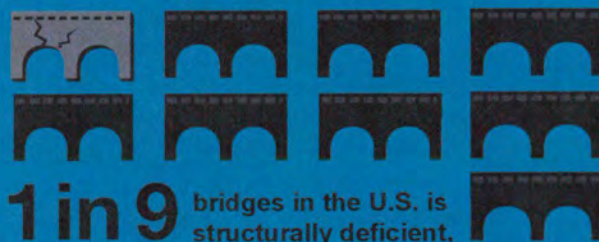
## THE COSTS OF INACTION

### Bottlenecks.



*Freight takes almost as long to get across Chicago on the rails as it does to get there from Los Angeles.*

### Hazardous conditions.



*requiring significant repairs, maintenance or replacement.*

### Unmet demand.



*Even as transit ridership is surging and people are returning to work, ambitious local plans to invest in transportation to grow their local economies would stall if the federal support disappears.*



## A 21<sup>st</sup> century transportation plan

Investors know you must put money in today to get returns in the future. Raising an additional \$30 billion per year would allow us to invest to accomplish critical goals at only a small cost per commuter:

**Reverse the decline** of the transportation trust fund. Fully fund the existing highway and transit programs that preserve our aging infrastructure, without taking money from other important programs or adding to the deficit;

**Spur the innovation our economy needs** to meet population growth and rising demand by funding competitive grants to local communities that come up with smart solutions.



### Fixing what we need to fix.

- Repair **46,508** bridges
- Replace **16,000** aging buses and **5,000** rail cars
- Meet our ongoing commitments.



### Improving communities & expanding opportunity.

- Based on the average cost of construction, the investment fund would support **70 new transit projects**, providing new **access to jobs** and potential workers in dozens of cities, towns and suburbs.



### Spurring local innovation.

The federal government plays a key role in promoting innovation, by providing capital for locally driven **path-breaking initiatives**, whose success can be shared nationwide.

- Fund competitive grants, such as a freight grant program and the popular TIGER grant program, for groundbreaking projects with **significant economic pay-off**.



### Increasing accountability and local control.

By providing more funding and control to the local level, Americans will more easily **see the impact** and be better able to hold officials accountable.

## SPURRING LOCAL INNOVATION: FEDERAL DOLLARS AT WORK



### Regional investments, national benefits

The rail improvements in Chicago's CREATE project will provide **\$3.6 billion** annually in national economic benefits.



### High rate of return in Utah

For every \$1.00 spent on the state's unified transportation plan, an estimated **\$1.94** is returned to the state in value.



### Access to jobs in Minnesota

Building the planned transit network will allow Twin Cities employers to recruit from an additional **500,000 potential workers**.



Learn more and voice your support at  
[www.T4America.org](http://www.T4America.org)



## Local accountability: the best way to ensure a return on investment

While this level of investment is a modest request from taxpayers, they have a right to expect a guaranteed return on it. Opinion polls and ballot results show what American voters want—a system that is:

- *In good repair;*
- *Rewards locally driven innovation;*
- *Keeps the nation in the economic forefront; and*
- *Connects all Americans to economic opportunity.*

They want to know the money will flow to their communities for improvements in their daily life—making travel easier, more affordable and safer. And they trust the levels of government closest to them because they can hold them accountable.

American workers and businesses will willingly pay a little more to achieve these goals, if the expected results—and accountability for them—are clearly articulated.



Transportation ballot measures pass at **twice** the rate of all other ballot measures.

Raleigh, NC: **70%** approve  
Mesa, AZ: **56%** approve  
Kansas City, MO: **64%** approve  
Salt Lake City, UT: **64%** approve  
Seattle, WA: **58%** approve  
St. Louis, MO: **63%** approve  
Alameda & Contra Costa County, CA: **72%** approve



## PLEASE JOIN US!

We are business, civic and elected leaders from across the country, united to ensure our nation invests to keep our cities, towns and suburbs strong and economically competitive. Because our future prosperity depends on it.

Americans are eager to return to world leadership in the quality of our transportation networks. And we want to leave our children with a legacy of lower deficits and an infrastructure suited to our future economy and quality of life. This investment plan is a significant down-payment toward fulfilling those desires.



[t4america.org](http://t4america.org) [@t4america](https://twitter.com/t4america)



BEFORE THE METRO COUNCIL

FOR THE PURPOSE OF ENDORSING THE  
FEDERAL TRANSPORTATION REVENUE  
PROPOSAL INTRODUCED BY  
TRANSPORTATION FOR AMERICA

)  
)  
)

RESOLUTION NO. 14-4501

Introduced by Councilor Dirksen, Chair of the  
Joint Policy Advisory Committee on  
Transportation

WHEREAS, Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) was adopted by Congress in 2012 for the period encompassing federal fiscal years 2013 and 2014; and

WHEREAS, MAP-21 is scheduled to expire at the end of federal fiscal year 2014 (September 30, 2014); and

WHEREAS, MAP-21 has a significant policy effect on transportation planning and decision-making and funding in the Portland metropolitan region; and

WHEREAS, the Joint Policy Advisory Committee on Transportation (JPACT) approved and the Metro Council adopted Resolution No. 13-4489 establishing a regional position on federal transportation policy; and

WHEREAS, the most important issue called for by Resolution No. 13-4489 is for a significant increase in federal transportation user fees to support reauthorization of MAP-21 both to eliminate the need for a subsidy of the Highway Trust Fund from the General Fund and to increase the level of federal transportation investment; and

WHEREAS, it is in the interest of Metro and JPACT to work with leaders of other regions responsible for addressing transportation needs; and

WHEREAS, the advocacy organization Transportation for America is comprised of interest groups, business, local governments and transit agencies that share a common interest in transportation investment; and

WHEREAS, Transportation for America has called on the US Congress to increase federal transportation user fees by \$30 billion per year to both eliminate the need for a subsidy of the Highway Trust Fund by the General Fund and increase the level of federal transportation investment; and

WHEREAS, the Joint Policy Advisory Committee on Transportation recommended adoption of the resolution at its \_\_\_\_\_ meeting; now therefore

BE IT RESOLVED that the Metro Council:

1. Endorses the proposal from Transportation for America to increase federal transportation user fees by \$30 billion per year to displace the dependence of the Highway and Transit Trust Funds on the General Fund and support growth in federal transportation investment.
2. Recognizes that other funding options may be considered that merit endorsement as well.



ADOPTED by the Metro Council this [insert date] day of [insert month] 2014.

---

Tom Hughes, Council President

Approved as to Form:

---

Alison R. Kean, Metro Attorney

## STAFF REPORT

### IN CONSIDERATION OF RESOLUTION NO. 14- 4501, FOR THE PURPOSE OF ENDORSING THE FEDERAL TRANSPORTATION REVENUE PROPOSAL INTRODUCED BY TRANSPORTATION FOR AMERICA

---

Date: January xx, 2014

Prepared by: Andy Cotugno, xt. 1763

## BACKGROUND

Metro and the Joint Policy Advisory Committee on Transportation (JPACT) have consistently engaged in advocacy with the US Congress on matters of federal transportation policy. In December 2013, JPACT approved and the Metro Council adopted Resolution No. 13-4489 calling for an increase in federal transportation user fees and establishing a position on the use of those fee increases. The most significant priority called for in Resolution No. 13-4489 is to increase transportation user fees to both eliminate the need for a general fund subsidy and provide the resources for an increased federal investment in transportation.

Transportation for America (T4America) is an advocacy organization of interest groups, businesses, and governments and has proposed a \$30 billion per year increase in federal transportation user fees (Attachment 1). They have suggested any of the following as options to raise the \$30 billion per year:

1. A 17-cent addition to the existing 18.3 cent federal gas tax; or
2. Replacing the existing 18.3 cent federal gas tax with an 11% federal sales tax on gasoline; or
3. Imposition of a \$4 fee on each barrel of oil; or
4. Addition of a 5.5% federal sales tax on gasoline; or
5. Indexing the gas tax to construction costs and raising one of the options above but at a lower rate.

Another example, consistent with option 5 in the above list, could be implemented through HR 3636 – The “Update, Promote, and Develop America’s Transportation Essentials Act of 2013” (The UPDATE Act) and HR 3638 – The “Road Usage Fee Pilot Program Act of 2013.” Through HR 3636, the federal gas tax would be increased by 8-cents in 2014, by 4-cents in 2015 and by 3-cents in 2016. Further, it would be indexed for cost-of-living increases. Finally, the federal fuel tax would be terminated in 2024 to be replaced by a more stable funding source. Through HR 3638, the Secretary of the Treasury would be directed to manage a pilot program, providing grants to state and localities to test and evaluate a fee on vehicle miles driven to enable it to become the replacement to the fuel tax in 2024.

Attachment 2-A to this Staff Report provides information describing the current and expected General Fund subsidy to the Transit and Highway Trust Funds based upon continuing the practice established in MAP-21 to incorporate a modest inflation factor (1.8-2%) and subsidize the Trust Fund deficit with the General Fund. In addition, Attachment 2-B shows the consequence of eliminating this subsidy and drastically reducing the program and the impact of increasing transportation user fees by \$30 billion per year with the resulting increased investment in transportation. As shown in Attachment 2-A, the General Fund subsidy for the decade leading up to the current fiscal year (FFY 2014) has been over \$53 billion and it is expected this will balloon to over \$140 billion for the next decade. This is in addition to General Fund commitments of \$45 billion for transportation projects funded through the American Recovery and Reinvestment Act of 2009 (aka the Stimulus Bill), \$3.6 billion for the past five years of funding for the TIGER Program (Transportation Investment Generating Economic Recovery) and \$17.6 billion for the past decade of New Starts/Small Starts funding.

Overall, there has been an increasing dependence on this funding subsidy from the General Fund, placing continued reliance at great risk. If the practice were to not continue and the general fund subsidy were eliminated, on average it



would result in a 28% reduction of the program (Attachment 2-A). This would translate into an average annual reduction of funding from the Highway Trust Fund to Oregon of over \$130 million per year. A reduction of that magnitude is equivalent to nearly double the annual amount ODOT allocated for their entire statewide "Enhance" program as part of their recent 2015-2018 STIP update process. Conversely, increasing transportation user fees by \$30 billion per year in addition to displacing the need for a General Fund subsidy would allow the Highway Trust Fund program to grow by an average 26% per year. This would produce an increase to Oregon of funding from the Highway Trust Fund of an average \$145 million per year.

Furthermore, a portion of the FHWA funding to Oregon is sub-allocated to Metro/JPACT and is the source for the recent Flexible Funding allocation. Elimination of the General Fund subsidy would pass through a portion of the Oregon reduction resulting in a nearly \$10 million per year decrease in Flex Funds (from about \$40 million per year to about \$30 million per year). The Transportation for America proposed increase would produce an approximate \$12 million per year increase in Flex Funds. This potential reduction (of \$10 million per year) or increase (of \$12 million per year) is roughly equivalent in size to the 3-year Regional Economic Opportunity Fund which allocated \$34 million to projects region-wide in the FY 2016-18 Regional Flex Fund Allocation.

Finally, the impact on programs funded through the federal Transit Trust Fund is even more significant. While the New Starts/Small Start program has always been funded with General Funds (which is expected to continue), bus and bus-related and rail rehab programs have been funded through the Transit Trust Fund using the federal gas tax and other federal user fees. However, like the Highway Trust Fund, the General Fund has subsidized the Transit Trust Fund. Projected revenues to transit districts could be reduced an average of 43% per year, translating to an average reduction of \$24 million per year to TriMet and similar impacts to SMART and C-TRAN.

## ANALYSIS/INFORMATION

1. **Known Opposition:** Increasing federal transportation funding is controversial and intertwined with the broader federal budget debate.
2. **Legal Antecedents:** Planning and policy conclusions developed through corridor and area plans must be adopted into the Regional Transportation Plan as a prerequisite for implementation. Federal funding to implement specific projects must be included in the Metropolitan Transportation Improvement Program.
3. **Anticipated Effects:** This action provides for the Portland region collaborating with other region's with a similar federal policy objective.
4. **Budget Impacts:** A portion of Metro's transportation planning budget is funded through the federal transportation program.

## RECOMMENDED ACTION

Recommend adoption of Resolution No. 14-4501

General Fund Subsidy to the Highway  
and Transit Trust Funds

		General Fund Subsidy to the Transit and Highway Trust Funds	Transit and Highway Trust Fund Spending <sup>1</sup>	General Fund Share
	2005	\$0.0	\$39.9	0.0%
	2006	\$0.0	\$35.9	0.0%
	2007	\$0.0	\$39.2	0.0%
	2008	\$8.0	\$43.0	18.6%
	2009	\$7.0	\$44.9	15.6%
	2010	\$19.5	\$39.4	49.5%
	2011	\$0.0	\$44.5	0.0%
	2012	\$0.0	\$49.3	0.0%
MAP	2013	\$6.2	\$49.4	12.6%
21	2014	\$12.6	\$50.2	25.1%
	2015	\$14.0	\$51.1	27.4%
	2016	\$14.0	\$52.3	26.8%
	2017	\$13.7	\$53.4	25.7%
	2018	\$14.3	\$54.7	26.1%
	2019	\$15.0	\$55.9	26.8%
	2020	\$16.0	\$57.3	27.9%
	2021	\$17.0	\$58.6	29.0%
	2022	\$17.6	\$60.0	29.3%
	2023	\$18.7	\$61.5	30.4%
2015 to				
2023		\$15.6	\$56.1	27.7%
Average				

General Fund Subsidy to the Highway  
Trust Fund

	General Fund Subsidy to the Highway Trust Fund	Highway Trust Fund Spending <sup>1</sup>	General Fund Share
2005	\$0.0	\$33.1	0.0%
2006	\$0.0	\$33.9	0.0%
2007	\$0.0	\$35.0	0.0%
2008	\$8.0	\$37.0	21.6%
2009	\$7.0	\$37.6	18.6%
2010	\$14.7	\$32.0	45.9%
2011	\$0.0	\$37.3	0.0%
2012	\$0.0	\$41.1	0.0%
2013	\$6.2	\$40.9	15.2%
2014	\$10.4	\$41.6	25.0%
2015	\$10.7	\$42.3	25.3%
2016	\$10.6	\$43.3	24.5%
2017	\$10.2	\$44.2	23.1%
2018	\$10.5	\$45.3	23.2%
2019	\$10.8	\$46.3	23.3%
2020	\$11.5	\$47.5	24.2%
2021	\$12.3	\$48.6	25.3%
2022	\$12.7	\$49.7	25.6%
2023	\$13.6	\$51.0	26.7%
2015 to 2023 Average	\$11.4	\$46.5	24.6%

General Fund Subsidy to the Transit  
Trust Fund

	General Fund Subsidy to the Transit Trust Fund	Transit Trust Fund Spending <sup>1</sup>	General Fund Share
2005	\$0.0	\$6.8	0.0%
2006	\$0.0	\$2.0	0.0%
2007	\$0.0	\$4.2	0.0%
2008	\$0.0	\$6.0	0.0%
2009	\$0.0	\$7.3	0.0%
2010	\$4.8	\$7.4	64.9%
2011	\$0.0	\$7.2	0.0%
2012	\$0.0	\$8.2	0.0%
2013	\$0.0	\$8.5	0.0%
2014	\$2.2	\$8.6	25.6%
2015	\$3.3	\$8.8	37.5%
2016	\$3.4	\$9.0	37.8%
2017	\$3.5	\$9.2	38.0%
2018	\$3.8	\$9.4	40.4%
2019	\$4.2	\$9.6	43.8%
2020	\$4.5	\$9.8	45.9%
2021	\$4.7	\$10.0	47.0%
2022	\$4.9	\$10.3	47.6%
2023	\$5.1	\$10.5	48.6%
2015 to 2023 Average	\$4.2	\$9.6	43.0%

<sup>1</sup>2005 - 2012: Actual Outlays

2013 - 2023: Expected spending Authority assuming 1.8-2% inflation



**Historical and Proposed Federal Transit and Highway Trust  
Fund Spending Levels (\$ billions)**

	General Fund Subsidy to the Transit and Highway Trust Funds	Transit and Highway Trust Fund Spending <b>without</b> General Fund Subsidy	Percent Reduced Spending Level <b>without</b> General Fund Subsidy	Status Quo Transit and Highway Trust Fund Spending <sup>1</sup> <b>with</b> General Fund Subsidy	Proposed Increase in Transportation User Fees to the Trust Fund	Elimination of General Fund Subsidy to the Trust Fund	Net Increase in Trust Fund Supported Programs	Increased Trust Fund Spending Level with Increased User Fees	Percent Increased Spending Level above Status Quo with inflation
2005	\$0.0	n.a.		\$39.9					
2006	\$0.0	n.a.		\$35.9					
2007	\$0.0	n.a.		\$39.2					
2008	\$8.0	n.a.		\$43.0					
2009	\$7.0	n.a.		\$44.9					
2010	\$19.5	n.a.		\$39.4					
2011	\$0.0	n.a.		\$44.5					
2012	\$0.0	n.a.		\$49.3					
MAP									
21									
2013	\$6.2	n.a.		\$49.4					
2014	\$12.6	n.a.		\$50.2					
2015	\$14.0	\$37.1	-27.4%	\$51.1	\$30.0	\$14.0	\$16.0	\$67.1	31.3%
2016	\$14.0	\$38.3	-26.8%	\$52.3	\$30.0	\$14.0	\$16.0	\$68.3	30.6%
2017	\$13.7	\$39.7	-25.7%	\$53.4	\$30.0	\$13.7	\$16.3	\$69.7	30.5%
2018	\$14.3	\$40.4	-26.1%	\$54.7	\$30.0	\$14.3	\$15.7	\$70.4	28.7%
2019	\$15.0	\$40.9	-26.8%	\$55.9	\$30.0	\$15.0	\$15.0	\$70.9	26.8%
2020	\$16.0	\$41.3	-27.9%	\$57.3	\$30.0	\$16.0	\$14.0	\$71.3	24.4%
2021	\$17.0	\$41.6	-29.0%	\$58.6	\$30.0	\$17.0	\$13.0	\$71.6	22.2%
2022	\$17.6	\$42.4	-29.3%	\$60.0	\$30.0	\$17.6	\$12.4	\$72.4	20.7%
2023	\$18.7	\$42.8	-30.4%	\$61.5	\$30.0	\$18.7	\$11.3	\$72.8	18.4%
		2015-2023 Average						2015-2023 Average	
		Reduction	-27.7%					Increase	26.0%

<sup>1</sup>2005 - 2012: Actual Outlays  
Expected spending Authority assuming 1.8-2% inflation

2013 - 2023:

ODOT 2016 - 2018 Enhance Project Allocation  
Metro Region

---

E9	OR47:OR8 Intersection Improvements	\$2,341,382
E11	US 26: Cornelius Pass Road to NW 185th Avenue*	\$1,794,600
E13	King City Sidewalk Infill	\$913,839
E15	Boones Ferry Rd: Oakridge Rd/Reese Rd - Madrona St	\$4,000,000
E21	Connected Cully	\$2,994,624
E22	Downtown I-405 Pedestrian Safety and Operational Improvements	\$2,009,952
E32	St. Johns Truck Strategy Phase II	\$3,002,357
E48	Kinsman Road: Boeckman Rd - Barber Street	\$2,230,000
E60	Willamette Grnwy Trail: Chimney Park/Kelley Pt Park	\$1,580,511
E61	NE 238th Dr: Halsey St to Glisan St Freight and Multimodal Improvements	\$6,549,187
E64	Historic Columbia River Highway State Trail: Shellrock Mountain Crossing	\$5,473,530
	Historic Columbia River Highway State Trail: Summit Creek to Lindsey Creek	\$5,000,000
E70	I-5 NB: Lower Boones Ferry Exit-ramp	\$1,129,168
E71	I-5 SB: Lower Boones Ferry Exit to Lower Boones Ferry Entrance Auxiliary Lane	\$3,953,303
E81	Columbia_Alderwood_Cully**	\$4,959,856
E84	Barbur-99W Corridor Safety & Access to Transit	\$3,234,767
E86	Highway 8 Corridor Safety & Access to Transit	\$1,448,242
E87	Powell-Division Corridor Safety & Access to Transit	\$2,512,440
E94	OR217: Allen-Denney Southbound Split Diamond	\$5,330,744
	I-205 SB Auxiliary Lane: I-84 to Stark/Washington	\$700,000
	US 26: NW 185th to Cornelius Pass Road	\$8,000,000
	I-5 Rose Quarter Development	\$1,500,000
Total		<hr/> \$70,658,502



## 2016-18 RFFA project and program recommendations

Local projects						
Sub-region	Project	Lead agency	Focus area	Phase	RFF request	Total Project Cost
Washington County	Canyon Road Streetscape and Safety Project	Beaverton	AT/CS	CONS	\$3,535,000	\$3,939,579
	Fanno Creek Trail: Woodard Park to Bonita Road and 85 <sup>th</sup> Avenue to Tualatin River Bridge	Tigard	AT/CS	CONS	\$3,700,000	\$4,600,000
	Beaverton Creek Trail Crescent Connection: Westside Trail to SW Hocken Avenue	THPRD	AT/CS	PD	\$800,000	\$4,733,812
	Tonquin Road/Grahams Ferry Road Intersection	Washington County	GE/FI	CONS	\$2,132,000	\$3,352,154
	Pedestrian Arterial Crossings	Washington County	AT/CS	PD	\$636,000	\$3,979,350
	US 26/Brookwood Interchange – Industrial Access Project	Hillsboro	REOF	CONS	\$8,267,000	\$35,000,000
City of Portland	N. Going to Swan Island Freight Improvements	Portland	GE/FI	CONS	\$500,000	\$557,227
	South Rivergate Freight Project	Portland	GE/FI	CONS	\$3,222,000	\$4,164,507
	OR 99W: SW 19th Avenue to 26th Avenue - Barbur Boulevard Demonstration Project	Portland	AT/CS	CONS	\$1,894,600	\$2,111,445
	Foster Road: SE Powell 90th Pedestrian/Bicycle/Safety Phase II	Portland	AT/CS	CONS	\$2,063,400	\$5,313,400 <sup>(1)</sup>
	Southwest in Motion (SWIM) Active Transportation Strategy	Portland	AT/CS	PLAN	\$272,000	\$303,132
	Portland Central City Multimodal Safety Project	Portland	AT/CS	PLAN/CONS	\$6,000,000	\$6,686,727
	East Portland Access to Employment and Education Multimodal Project	Portland	REOF	CONS	\$8,267,000	\$9,213,195
E. Multnomah County	Sandy Boulevard: NE 181st Avenue to East Gresham City Limits	Gresham	AT/CS	CONS	\$3,644,000	\$4,644,318
	NE 238th Drive: Halsey Street to Glisan Street Freight and Multimodal Project	Multnomah County	REOF	PD	\$1,000,000	\$8,421,944 <sup>(2)</sup>
	Troutdale Industrial Access Project	Port of	REOF	CONS	\$8,000,000	\$14,797,827

Notes: AT/CS - Active Transportation & Complete Streets, GE/FI - Green Economy & Freight Initiatives, REOF –Regional Economic Opportunity Fund; PD - Project Development, CONS - Construction, PLAN – Planning

(1) Foster Road total cost includes Phase I costs.

(2) NE 238<sup>th</sup> total cost includes ODOT Enhance project award for construction costs.

(3) Element of the Green Economy and Freight Initiatives that was inadvertently left off Exhibit A presented to TPAC on September 27, 2013.

		Portland				
<b>Clackamas Coounty</b>	Jennings Avenue: OR 99E to Oatfield Road Sidewalk and Bikelane Project	Clackamas Co	AT/CS	CONS	\$1,901,092	\$3,806,673
	SE 129th Avenue Bikelane and Sidewalks Project	Happy Valley	AT/CS	CONS	\$2,485,016	\$3,105,644
	Clackamas County Regional ITS Project - Phase 2B	Clackamas Co	GE/FI	CONS	\$1,230,000	\$1,370,799
	Trolley Trail Historic Bridge Feasibility Study: Gladstone to Oregon City	Gladstone	AT/CS	PLAN	\$201,892	\$235,000
	Sunrise System: Industrial Area Freight Access and Multimodal Project	Clackamas Co	REOF	CONS	\$8,267,000	\$8,268,563
				<b>Sub-total:</b>	<b>\$68,018,000</b>	<b>\$128,605,296</b>
<b>Region-wide programs</b>						
Transit Oriented Development					\$9,190,000	N/A
High Capacity Transit					\$48,000,000	N/A
Transportation System Management & Operations					\$4,640,000	N/A
Regional Travel Options					\$7,010,000	N/A
Corridor & Systems Planning					\$1,540,000	N/A
Regional Planning					\$3,630,000	N/A
Regional Freight Analysis and Project Development <sup>(3)</sup>					\$500,000	N/A
				<b>Sub-total:</b>	<b>\$74,510,000</b>	<b>N/A</b>
				<b>Grand Total:</b>	<b>\$142,528,000</b>	

Notes: AT/CS - Active Transportation & Complete Streets, GE/FI - Green Economy & Freight Initiatives, REOF -Regional Economic Opportunity Fund; PD - Project Development, CONS - Construction, PLAN - Planning

(1) Foster Road total cost includes Phase I costs.

(2) NE 238<sup>th</sup> total cost includes ODOT Enhance project award for construction costs.

(3) Element of the Green Economy and Freight Initiatives that was inadvertently left off Exhibit A presented to TPAC on September 27, 2013.





# Oregon

John A. Kitzhaber, M.D., Governor

## Department of Transportation

Office of the Director

355 Capitol St NE

Salem, OR 97301

Phone: (503) 986-3289

Fax: (503) 986-3432

March 10, 2014

The Honorable Greg Walden  
Member of Congress  
2182 Rayburn  
Washington, DC 20515

Dear Congressman Walden:

Secretary of Transportation Anthony Foxx recently announced that the federal Highway Trust Fund's Highway Account will exhaust its balances sometime this summer. If Congress does not address this problem, the Federal Highway Administration (FHWA) will be unable to fully and promptly reimburse states for their expenses under the federal-aid highway program, forcing states to in effect float a loan to the federal government. What's more, in 2015 funding for the highway program may have to be zeroed out, as all revenue flowing into the Highway Account would be needed to pay for past obligations, leaving no money for new projects. And in future years funding for highway, transit and safety projects would have to be cut by about \$15 billion, around 30 percent to align expenditures with revenues.

Because of the potential impact to transportation projects, the Oregon Department of Transportation (ODOT) is closely monitoring the situation. If the federal government temporarily can't fully pay its bills on time this summer, ODOT currently has sufficient cash on hand to be able to pay contractors, so we don't anticipate having to shut down current projects. However, we are very concerned about our construction program in 2015 and beyond. Eliminating funding for the highway program in 2015 would reduce Oregon's federal highway funding by about \$470 million. ODOT would have to cancel or delay projects totaling that amount, which would cost the state an estimated 4700 jobs.

In the long term post 2015, Oregon's future federal transportation funding would be cut by more than \$150 million each year if Congress does not provide additional resources for the Trust Fund. A federal funding reduction of this magnitude would require ODOT to cut a large number of state and local projects that are already programmed in the Statewide Transportation Improvement Program (STIP). Local governments would be hit hard, as they receive 25-30 percent of Oregon's federal highway funding. Cuts to transit programs could run more than 40 percent, which could force transit agencies to make deep service reductions and cause significant hardship for those who rely on public transit. Federal transportation funding cuts of this magnitude would have large impacts on the nation's economy, the safety of those traveling on our roads, and the livability of our communities.

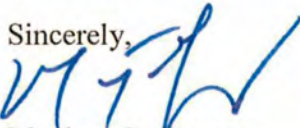
Given the significant uncertainty about the future, ODOT will proceed conservatively until Congress has acted to provide greater certainty on funding. If Congress has not resolved funding for all of 2015 by early this fall, we will have to delay sending some projects to bid and construction. The uncertainty will also impact our development of projects for future years: Without long-term sustainable funding ODOT will have to make conservative assumptions about

ODOT 03/10/14 Hwy Trust Fund

federal funding as we begin to develop the 2017-2020 STIP, reducing the number of projects we will be able to develop.

In order to avoid significant negative impacts to Oregon's transportation system, our economy, and our communities, I cannot advocate strongly enough for Congress to take action and provide adequate, sustainable, long term funding for the Highway Trust Fund.

Sincerely,



Matthew L. Garrett  
Director



## **2014 JPACT Work Program**

**2/13/14**

### **January 9, 2014**

- Active Transportation Plan work group refinements and Regional Transportation Plan edits – Comments from the Chair
- Powell Boulevard east of I-205; UPWP amendment to add a planning study and a subsequent TIP amendment for a Preliminary Engineering phase for funding received from the legislature to study and engineer street design changes – Action
- 2014 Regional Transportation Plan process update and share draft project list – Information
- Climate Smart Communities Scenarios Project: First Look at Results (Part 3) and discussion proposed process for shaping preferred approach in 2014 – Information / discussion
- Powell-Division project approach and roster – Information / action
- Permission to Use Federal Streamlining Provision for Regional Air Quality Conformity

### **February 13, 2014**

- Review agenda for JPACT trip to Washington, DC – Information/ Discussion
- Resolution No. 14-4501: Endorsing the Federal Transportation Revenue Proposal Introduced by Transportation for America – Action
- Oregon Statewide Transportation Strategy Vision and Short-Term Implementation Plan (Reducing greenhouse gas emissions) – Information
- Climate Smart Communities Scenarios Project: Review recent opinion research compiled by DHM and suggest topics to include in upcoming public opinion research – Adam Davis - Information/Discussion
- Climate Smart Communities Scenarios Project: Approving the process for shaping and adoption of the preferred approach in 2014 – Approval requested

FYI: Final Prep Meeting for those attending the 2014 Annual JPACT Lobby Trip, Metro Regional Center, 370A/B, Monday, Feb. 24, 5 – 6 p.m.

**March 13, 2014**

- Preview of public review draft 2014 Regional Transportation Plan – Information
- Preview of the public review draft of the Active Transportation Plan work group refinements and Regional Transportation Plan edits – Information
- Regional Flexible Fund retrospective findings – Information/discussion
- Climate Smart Communities Scenarios Project – Discuss Step 3 background information – Information/Discussion
- UPWP Status Update – Comments from the Chair

FYI: Public comment period on draft 2014 Regional Transportation Plan and draft Active Transportation Plan, March 21 – May 5

FYI: 2014 Annual JPACT Lobby Trip, Washington, DC, March 5-6

FYI: National Assoc. of Counties (NACo) Congressional Conference, Washington, DC, March 1-5

FYI: National League of Cities, Washington, DC, March 8-12

**April 10, 2014**

- Review of Oregon Consensus Study of Transportation decision making in ODOT Region 1
- Findings from the 2014 RTP and 2015-2018 MTIP Environmental Justice and Title VI analysis – Information/ discussion
- Draft 2015-18 Metropolitan Transportation Improvement Program – Information
- UPWP Project Additions – Action
- Resolution Number 14-4501 For the Purpose of Endorsing The Federal Transportation Revenue Proposal Introduced By Transportation For America – Action

FYI: Friday, April 11, Joint MPAC/JPACT Meeting 8 AM- Noon

FYI: April 21 – 22, Oregon Active Transportation Summit, Portland, OR



<p><b><u>May 8, 2014</u></b></p> <ul style="list-style-type: none"> <li>• Air Quality Conformity Determination Comment Period – Comments from the Chair</li> <li>• Preliminary approval of the 2014 Regional Transportation Plan pending air quality conformity determination and public comment period – Action</li> <li>• Preliminary approval of the draft Active Transportation Plan per public comment received – Action</li> <li>• Metropolitan Planning Area Boundary Update – Action</li> <li>• Regional Travel Options Program Evaluation Grant Allocation Process – Information</li> <li>• Climate Smart Communities Scenarios: Preview of draft public engagement report and emerging ideas for draft preferred approach – Information/discussion</li> </ul> <p>FYI: Friday, May 30, Joint MPAC/JPACT Meeting  <i>Climate Smart Communities Scenarios Project: Approval of draft preferred approach, subject to final evaluation and public review (Step 5) – Recommendation to the Metro Council</i></p> <p>FYI: May 14-17, WTS International Annual Conference, Portland OR</p>	<p><b><u>June 12, 2014</u></b></p> <ul style="list-style-type: none"> <li>• Streetcar Evaluation Model: Discuss preliminary results of FTA funded research project focused on developing tools to better understand economic impacts of streetcar investments – Seek JPACT input on next steps in work program</li> <li>• Climate Smart Communities Scenarios Project – Discuss findings and recommendations from Health Impact Assessment – Oregon Health Authority - Information/Discussion</li> <li>• 2014 RTP and 2015-2018 MTIP Environmental Justice and Title VI Assessment – Action – request for approval</li> </ul> <p>FYI: Public comment period on Air Quality Conformity results for the draft 2014 Regional Transportation Plan, May 16 – June 15</p>
<p><b><u>July 10, 2014</u></b></p> <ul style="list-style-type: none"> <li>• Adopt the Active Transportation Plan – Action</li> <li>• Adopt the 2014 Regional Transportation Plan – Action</li> <li>• 2015-18 Metropolitan Transportation Improvement Program – Action</li> </ul> <p>FYI: National Assoc. of Counties (NACo) Annual Conference, New Orleans, LA, July 11-14</p>	<p><b><u>August 14, 2014</u></b></p> <ul style="list-style-type: none"> <li>• Climate Smart Communities Scenarios Project: Discuss draft Regional Framework Plan amendments and near-term implementation recommendations (Step 6)– Information/Discussion</li> </ul>
<p><b><u>September 11, 2014</u></b></p> <ul style="list-style-type: none"> <li>• Climate Smart Communities Scenarios Project: Discuss evaluation results and public review draft preferred approach (Step 7) – Information/Discussion</li> </ul> <p>FYI: A 45-day comment period is planned from Sept. 5 to Oct. 20, 2014 on the public review draft preferred approach.</p> <p>FYI: 2014 Rail~Volution, Minneapolis, MN, September 21 – 24</p> <p>HOLD: Sept./Oct.: Joint MPAC/JPACT Meeting, if needed</p>	<p><b><u>October 9, 2014</u></b></p> <ul style="list-style-type: none"> <li>• Climate Smart Communities Scenarios Project: Review public comments received to date and begin discussion of recommendation to Metro Council on adoption of the preferred approach (Step 7)– Discussion</li> </ul>

**November 13, 2014**

- Climate Smart Communities Scenarios Project:  
Adoption of the preferred approach (Step 8) –  
Recommendation to the Metro Council requested

FYI: National League of Cities Congress of Cities and  
Exposition, Austin, TX, November 18 - 22

**December 11, 2014****Parking Lot:**

- Regional Indicators briefing
- Presentation by the Oregon Trucking Association
- Oregon Resiliency Plan





Metro | *Making a great place*

## **2014 MPAC Tentative Agendas**

*As of 3/18/14*

*Items in italics are possible; **bold** denotes required items*

<p><b><u>MPAC Meeting</u></b> Wednesday, March 26, 2014</p> <ul style="list-style-type: none"><li>• <i>Overview of public review draft Regional Transportation Plan– Information</i></li><li>• <i>Preview of public review draft Regional Active Transportation Plan work group refinements – Information</i></li><li>• <i>Climate Smart Communities Scenarios Project – Step 3 background information on innovative approaches that local, regional and state partners are using to make travel more safe, efficient and reliable – Information/Discussion</i><ul style="list-style-type: none"><li>○ <i>Freeway and arterial corridor management</i></li><li>○ <i>Statewide programs</i></li><li>○ <i>Neighborhood programs</i></li><li>○ <i>Commuter programs</i></li></ul></li></ul> <p>FYI: National Assoc. of Counties (NACo) Congressional Conference, Washington, DC, March 1-5</p> <p>FYI: National League of Cities, Washington, DC, March 8-12</p>	<p><b><u>MPAC Meeting</u></b> Wednesday, April 9, 2014</p> <p>Meeting Canceled</p> <p>HOLD: Early April: Joint MPAC/JPACT Meeting on Climate Smart Communities Project on April 11<sup>th</sup> Meeting World Forestry Center, Cheatham Hall 8:00 a.m. to noon</p>
---	--

<p><b><u>MPAC Meeting</u></b> Wednesday, April 23, 2014</p> <ul style="list-style-type: none"> <li>• <i>Solid Waste Community Enhancement Program Improvements – Information</i></li> <li>• <i>Growth Management Decision: Preliminary 20-year range forecast for regional population and employment growth – Information/discussion</i></li> <li>• <i>Findings from the 2014 RTP and 2015-2018 MTIP Environmental Justice and Title VI analysis – Information / discussion</i></li> <li>• <i>Climate Smart Communities Scenarios Project – Discuss findings and recommendations from Health Impact Assessment – Oregon Health Authority - Information/Discussion</i></li> <li>• <i>Post 2014 Legislative Session Update – Information</i></li> <li>• <i>Metro Equity Strategy Program overview – Information/ discussion</i></li> <li>• <i>Amendment to Metro Functional Plan Title 4 regarding establishment of trails in Regionally Significant Industrial Areas</i></li> </ul> <p>FYI: April 21 – 22, Oregon Active Transportation Summit, Portland, OR</p>	<p><b><u>MPAC Meeting</u></b> Wednesday, May 14, 2014</p> <ul style="list-style-type: none"> <li>• <i>Climate Smart Communities Scenarios: Preview of draft public engagement report and emerging ideas for draft preferred approach – Information and discussion</i></li> <li>• <i>Preliminary approval of the 2014 RTP pending air quality conformity determination and public comment period</i></li> <li>• <i>Preliminary approval of the Regional Active Transportation Plan per public comment received –</i></li> <li>• <i>Community Planning and Development Grants Program Review with presentation by EcoNorthwest— Information/ Discussion</i></li> <li>• <i>Land Conservation and Development Commission strategic plan – Information</i></li> </ul> <p>HOLD: May 30th: Joint MPAC/JPACT Meeting World Forestry Center, Cheatham Hall 8:00 a.m. to noon</p> <p><i>Climate Smart Communities Scenarios Project: Approval of draft preferred approach, subject to final evaluation and public review – Recommendation to the Metro Council</i></p> <p>FYI: May 14-17, WTS International Annual Conference, Portland OR</p>
<p><b><u>MPAC Meeting</u></b> Wednesday, May 28, 2014</p> <p>Meeting Canceled</p>	<p><b><u>MPAC Meeting</u></b> Wednesday, June 11, 2014</p> <ul style="list-style-type: none"> <li>• <i>Community Planning and Development Grants- Discussion of Advisory Committee's recommendations to the COO- Recommendation to the Metro Council requested</i></li> <li>• <i>Streetcar Evaluation Methods Project: Discuss preliminary results of FTA funded research project focused on developing tools to better understand economic impacts of streetcar investments – Seek MPAC input on next steps in work program</i></li> </ul>
<p><b><u>MPAC Meeting</u></b> Wednesday, June 25, 2014</p> <ul style="list-style-type: none"> <li>• <i>Approval of the ATP – Recommendation to the Metro Council requested</i></li> <li>• <i>2014 RTP ordinance – Final recommendation to the Metro Council requested</i></li> </ul>	<p><b><u>MPAC Meeting – HOLD Tour of GroveLink</u></b> Wednesday, July 9, 2014</p> <ul style="list-style-type: none"> <li>• <i>Referral of Metro Charter Language on Single Family Neighborhoods</i></li> </ul> <p>FYI: National Assoc. of Counties (NACo) Annual Conference, New Orleans, LA, July 11-14</p>



<p><b><u>MPAC Meeting</u></b> Wednesday, July 23, 2014</p> <ul style="list-style-type: none"> <li>• <i>Growth Management Decision: Release Draft 2014</i></li> <li>• <i>Urban Growth Report – Information/discussion</i></li> <li>• <i>Referral of Metro Charter Language on Single Family Neighborhoods</i></li> </ul>	<p><b><u>MPAC Meeting</u></b> Wednesday, August 13, 2014</p> <ul style="list-style-type: none"> <li>• <i>Climate Smart Communities Scenarios Project: Discuss draft Regional Framework Plan amendments and near-term implementation recommendations (Step 6) – Information/Discussion</i></li> </ul>
<p><b><u>MPAC Meeting</u></b> Wednesday, Sept. 10, 2014</p> <ul style="list-style-type: none"> <li>• <i>Climate Smart Communities Scenarios Project: Discuss evaluation results and public review draft preferred approach (Step 7) – Information/Discussion</i></li> <li>• <i>Growth Management Decision: Results of regional Residential Preference Survey – Information/discussion</i></li> </ul> <p><b>FYI: A 45-day comment period is planned from Sept. 5 to Oct. 20, 2014 on the Climate Smart Communities public review draft preferred approach.</b></p> <p><b>HOLD: Sept./Oct.: Joint MPAC/JPACT Meeting, if needed</b></p> <p><b>FYI: 2014 Rail~Volution, Minneapolis, MN, September 21 – 24</b></p>	<p><b><u>MPAC Meeting</u></b> Wednesday, Oct. 8, 2014</p> <ul style="list-style-type: none"> <li>• <i>Climate Smart Communities Scenarios Project: Review public comments received to date and begin discussion of recommendation to Metro Council on adoption of the preferred approach (Step 7)– Discussion</i></li> <li>• <i>Growth Management Decision: Discuss recommendation to Metro Council on whether Council should accept 2014 Urban Growth Report as basis for subsequent growth management decision – discussion and begin drafting recommendations</i></li> <li>• <i>Discussion on 2015 legislative session and possible shared regional agenda – Discussion</i></li> </ul>
<p><b><u>MPAC Meeting</u></b> Wednesday, Oct. 22, 2014</p> <ul style="list-style-type: none"> <li>• <i>Climate Smart Communities Scenarios Project: Continued discussion and finalization of recommendation to the Metro Council on adoption of the preferred approach (Step 7) – Discussion</i></li> <li>• <i>Growth Management Decision: Continued discussion and finalization of recommendation to Metro Council</i></li> </ul>	<p><b><u>MPAC Meeting</u></b> Wednesday, Nov. 12, 2014</p> <ul style="list-style-type: none"> <li>• <i>Climate Smart Communities Scenarios Project: Adoption of the preferred approach (Step 8) – Recommendation to the Metro Council requested</i></li> <li>• <i>Growth Management Decision: Recommendation to Metro Council on whether Council should accept 2014 Urban Growth Report as basis for subsequent growth management decision – recommendation</i></li> </ul> <p><b>FYI: National League of Cities Congress of Cities and Exposition, Austin, TX, November 18 - 22</b></p>
<p><b><u>MPAC Meeting</u></b> Wednesday, Dec. 10, 2014</p>	

**Parking Lot:**

- Presentation on health & land use featuring local projects from around the region
- Affordable Housing opportunities, tools and strategies
- Greater Portland, Inc. Presentation on the Metropolitan Export Initiative
- MPAC composition
- “Unsettling Profiles” presentation by Coalition of Communities of Color
- Tour of the City of Wilsonville’s Villebois community
- Residential Preference Survey

## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  April 07, 2014	<b>Subject: Quarterly Report</b> - Wastewater Treatment Plant Design-Build-Operate Improvements Project  <b>Staff Member:</b> Eric Mende, Capital Projects Engineering Manager <b>Department:</b> Engineering	
<b>Action Required</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input checked="" type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b> n/a.	
<b>Staff Recommendation: n/a</b> This is an information item.		
<b>Recommended Language for Motion: n/a</b>		
<b>PROJECT / ISSUE RELATES TO:</b>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input checked="" type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

Council will receive the April quarterly report for the Wastewater Treatment Plant Design-Build-Operate Improvements project.

### EXECUTIVE SUMMARY:

This is the ninth, and last of these quarterly reports. This quarterly report is for January – March 2014. During this quarter, CH2M HILL, (our Design-Build-Operate (DBO) Contractor), successfully completed testing and acceptance of the Wastewater Treatment Plant (WWTP) Improvements. All facilities are now on-line and operating.



Staff will provide a short presentation summarizing the major milestones for the project; highlight final costs and other key metrics, and provide information on remaining work needed for Final Completion.

**EXPECTED RESULTS:**

N/A

**TIMELINE:**

Reminder: The Dedication Ceremony is scheduled for Thursday, April 24, 2014 at 2:00 PM.

**CURRENT YEAR BUDGET IMPACTS:**

N/A

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**COMMUNITY INVOLVEMENT PROCESS:**

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY**

**ALTERNATIVES:**

**CITY MANAGER COMMENT:**

**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  April 7, 2014	<b>Subject: Resolutions No. 2461 – 2465</b> Approval of property tax exemptions requests for Autumn Park Apartments, Charleston Apartments, Creekside Woods, Wiedemann Apartments and Rain Garden Apartments.  <b>Staff Member:</b> Cathy Rodocker <b>Department:</b> Finance	
<b>Action Required</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comments:</b>	
<b>Staff Recommendation:</b> Staff recommends Council approve the following consent agenda items: Resolutions No. 2461, 2462, 2463, 2464 and 2465.		
<b>Recommended Language for Motion:</b> I move to approve the Consent Agenda.		
<b>PROJECT / ISSUE RELATES TO:</b>		
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:**

Consideration of low income property tax exemptions for five apartment complexes.

**EXECUTIVE SUMMARY:**

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. For the current fiscal year, 60% of the state's median income for a family of 4 is \$34,700. 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.

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.

The properties requesting continuance of the property tax exemption status for low-income housing include:

Autumn Park Apartments, 10920 SW Wilsonville Rd

NW Housing Alternatives: 144 units, Reduced rent = \$76/month per unit

Charleston Apartments, 11609 SW Toulouse St

NW Housing Alternatives: 51 units, Reduce rent =\$44/month per unit

Creekside Woods, 7825 SW Wilsonville Rd

NW Housing Alternatives: 84 units, Reduced rent =\$48/month per unit

Rain Garden Apartments, 29197 SW Orleans Ave

Caritas Community Housing Corp: 29 units, Reduced rent =\$50/month per unit

Wiedemann Apartments, 29940 SW Brown Rd,

Accessible Living, Inc. 58 units, Reduced rent = \$120/month per unit

In total, rents for low income families, seniors, and individuals will be lowered by approximately \$308K over a twelve month period.

#### **EXPECTED RESULTS:**

Council approval of the property tax exemption requests for Autumn Apartments, Charleston Apartments, Creekside Woods, and Rain Garden Apartments will provide affordable housing options for low income individuals in the community.

#### **TIMELINE:**

Applications for renewal requests are received prior to April 1<sup>st</sup> and approved by Council during the month of April. 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.

#### **CURRENT YEAR BUDGET IMPACTS:**

The assessed value of all the exempt properties totals \$16,566,034. Based on the City's current tax rate of \$2.5206/\$1000, property tax revenues will be reduced in the amount of \$41,756 for next fiscal year.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: CAR Date: 3/19/14

Property values confirmed by GIS Manager.

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**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. 2461**

### **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 essential 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, 2014.
- 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 7th day of April, 2014 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 Goddard -  
Councilor Fitzgerald -  
Councilor Stevens -



2/27/14  
CNR

## 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 ✓ # 36728

Receipt No. \_\_\_\_\_

---

## CONTENTS

	Page
Section A. Application Information	1
B. Property to be considered for exemption	2
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: Hackworth@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

31W22AC13400

(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 people<sup>4</sup> 116,928

**Section C – Leasehold Interest in Eligible Property**

Do you own the property in question? X 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.

---

---

---

---

---

---

---

<sup>4</sup> 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.





## **RESOLUTION NO. 2462**

### **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 essential 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 Rain Garden Apartment development 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, 2014.
- 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 Rain Garden Apartment development.
- 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 7<sup>th</sup> day of April, 2014, 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 Goddard -  
Councilor Fitzgerald -  
Councilor Stevens -

## 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 ck # 001959

Receipt No. \_\_\_\_\_

---

## CONTENTS

	Page
Section A. Application Information	1
B. Property to be considered for exemption	2
C. Leasehold Interest in Eligible Property	2
D. Description of Charitable Purpose/Project Benefit	3
E. Declarations	4

### Section A – Applicant Information

Corporate Name: \_\_\_\_\_ Rain Garden Limited Partnership \_\_\_\_\_

Address: C/O Caritas Community Housing Corporation \_\_\_\_\_

2740 SE Powell Blvd. Portland, OR 97202 \_\_\_\_\_

Telephone: (503) 688-2651 \_\_\_\_\_  
Business Residence (Optional)

Email Address: sperez@catholiccharitiesoregon.org \_\_\_\_\_

Chief Executive Officer: Trell Anderson \_\_\_\_\_

Contact Person: Sandra Perez \_\_\_\_\_ Telephone: (503) 688-2651 \_\_\_\_\_



## 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 people<sup>4</sup> 21,243\_\_\_\_\_

## Section C – Leasehold Interest in Eligible Property

Do you own the property in question? X 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.

<sup>4</sup> 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)

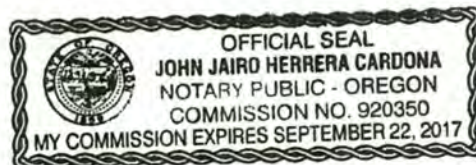
Trell Anderson  
Agency Chief Executive officer (Print or typed)

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 6<sup>th</sup> day of March, 2014. TH

[Signature]  
Notary Public For Oregon

My Commission Expires: Sept. 22, 2017



**RESOLUTION NO. 2463**

**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 essential 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 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 Creekside Woods LP 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, 2014.
- 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 Creekside Woods LP.
- 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 7th day of April, 2014, 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 Goddard -  
Councilor Fitzgerald -  
Councilor Stevens -

V# 36734  
\$50-  
OK  
2/27/14

**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

Parent 31W13CD02600  
Sub 31W13DC02605

(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 people<sup>6</sup> 73,042

**Section C – Leasehold Interest in Eligible Property**

Do you own the property in question? X 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>6</sup> 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 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, Inc.

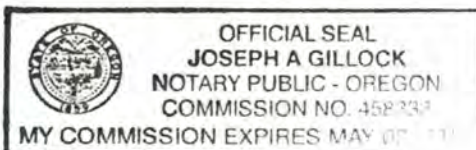
Corporate Name (Print or type)

Subscribed and sworn to before me this 18<sup>th</sup> day of February, 2010. 14

JAG-

Notary Public For Oregon

My Commission Expires: 5/2/2015





## **RESOLUTION NO. 2464**

### **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 essential 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, 2014.
- 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 7th day of April 2014, 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 Goddard -  
Councilor Fitzgerald -  
Councilor Stevens -



V# 36739  
\$50 - CA  
2/27/14

**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 *Parent* 3S1W15AD0200

(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 people<sup>5</sup> 35,493

**Section C – Leasehold Interest in Eligible Property**

Do you own the property in question? X 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>5</sup> 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.

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

- 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:

[illegible]



**RESOLUTION NO. 2465**

**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 essential 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 Accessible Living, Inc. 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, 2014.
- 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 Creekside Woods LP.
- 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 7th day of April, 2014, 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 Goddard -  
Councilor Fitzgerald -  
Councilor Stevens -



## 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 005447

Receipt No. \_\_\_\_\_

---

## CONTENTS

	Page
Section A. Application Information	1
B. Property to be considered for exemption	2
C. Leasehold Interest in Eligible Property	2
D. Description of Charitable Purpose/Project Benefit	3
E. Declarations	4

### Section A – Applicant Information

Corporate Name: Accessible Living Inc

Address: 6160 SW Main St Beaverton OR 97008

Telephone: 503-272-8908  
Business

503-740-3931  
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

31W14C00801 / 31W14C00891  
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 low-income people<sup>4</sup> 45,999

**Section C – Leasehold Interest in Eligible Property**

Do you own the property in question? X 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.

---

---

---

---

---

---

---

<sup>4</sup> 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 E- Declarations

Please read carefully and sign below before a notary.

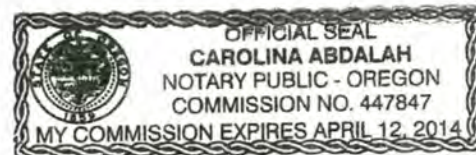
1. I have attached to this application the IRS declaration of the status of application as a tax exempt corporation under 26 U.S.C. Section 501(c)(3) or (4).
2. I am aware that the income qualifying tenants must meet the income guidelines in accordance with 42 U.S.C. Section 1437 (a)(b)(2) as amended. 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  
Corporate Name (Print or type)

Subscribed and sworn to before me this 5th day of MARCH, ~~2010~~ 2014 (A)

[Signature]  
Notary Public For Oregon  
My Commission Expires: APRIL 12, 2014





## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  April 7, 2014	<b>Subject: Ordinance No. 735</b> Ordinance to prohibit smoking within twenty feet of transit stops and shelters.  <b>Staff Member:</b> Stephan Lashbrook <b>Department:</b> Transit	
<b>Action Required</b> <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>  <div style="height: 80px;"></div>	
<b>Staff Recommendation:</b> Staff recommends approval of Ordinance No. 735 on first reading.		
<b>Recommended Language for Motion:</b> "I move to approve Ordinance No. 735 on first reading."		
<b>PROJECT / ISSUE RELATES TO:</b>		
<input checked="" type="checkbox"/> Council Goals/Priorities  <i>Safe Healthy &amp; Aesthetically Pleasing Community</i>	<input type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE COUNCIL:

The issue before Council is whether to prohibit smoking at, in or near transit stops and shelters.

### EXECUTIVE SUMMARY:

The City of Wilsonville joined numerous other cities in banning the use of tobacco in public parks in 2012. That City Council decision was in response to strong community support. Since that time, SMART employees have heard from citizens asking that smoking be prohibited in and around transit stops and shelters. When a bus sits at these locations with the doors open, cigarette smoke is often drawn into the bus from smokers outside the bus. Such smoke can also

be irritating to people waiting to board a bus. On occasion, bus drivers have asked smokers to move away from transit shelters, but with mixed results. On some occasions, smokers have flatly refused to comply. Twenty feet is a rational and reasonable distance to provide a margin for the smoke to dissipate when people waiting to board a bus may occupy some of the area within the twenty feet and as a practical matter the distance may be closer to ten feet.

If the Ordinance is adopted, signs will be installed at transit shelters and stops indicating that those locations are smoke free. As proposed, this ordinance will be enforced through fines as outlined in the Wilsonville Code, just as with the tobacco ban in Wilsonville parks.

**EXPECTED RESULTS:**

Healthier and safer use of City transit facilities. Please see benefits listed below.

**TIMELINE:**

As proposed, the first reading of the ordinance will take place on April 7, with the second reading on April 21, 2014. The ordinance will take effect 30 days after adoption on second reading.

**CURRENT YEAR BUDGET IMPACTS:**

Minor costs for creating and posting signs on transit facilities.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_ CAR \_\_\_\_\_ Date: 03/05/2014

Minor costs can be absorbed in the current year budget.

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ MEK \_\_\_\_\_ Date: 2/28/2014 \_\_\_\_\_

Ordinance approved as to form.

**COMMUNITY INVOLVEMENT PROCESS:**

Staff has relied on the community outreach process used to enact Ordinance No. 712, prohibiting tobacco use in City parks. During that process, community members overwhelmingly supported restricting smoking in public places.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

Adoption of the proposed Ordinance is expected to result in:

- Positive health impacts (e.g. improved public health, reduced health risks for people who use transit, especially those with chronic conditions);
- Reduced environmental impacts (reduced litter from cigarette butts);
- Positive social impacts (transit services are vital to many in the community); and
- Economic benefits (transit helps fuel economic health by getting commuters to and from their jobs).

Effects of Second Hand Smoke (SHS):

- Exposure to SHS is known to be physically harmful - especially to children;
- No level of SHS is risk free;



- Tobacco smoke contains more than 7,000 chemicals, including hundreds that are toxic and more than 70 that are listed as carcinogens;
- Exposure to SHS negates the positive effects of engaging in healthy outdoor activities, including walking or bicycling to and from transit stops; and
- SHS exposure in outdoor areas can rival amounts in indoor spaces.

**ALTERNATIVES:**

The City Council has two alternatives to the proposed Ordinance:

1. Expand or decrease the area to be covered by the smoking prohibition; or
2. Elect not to enact the Ordinance.

**CITY MANAGER COMMENT:****ATTACHMENTS**

- A. Proposed Ordinance No. 735
- B. "*Secondhand Smoke (SHS) Facts*" from the Centers for Disease Control and Prevention

## **ORDINANCE NO. 735**

### **AN ORDINANCE AMENDING CITY OF WILSONVILLE MISCELLANEOUS CODE PROVISIONS TO PROHIBIT SMOKING AT OR WITHIN TWENTY FEET OF A BUS STOP OR TRANSIT SHELTER.**

WHEREAS, the City Council has received information regarding the benefits of prohibiting smoking on City property, facilities and buildings; and

WHEREAS, City employees have received complaints from transit riders about people smoking at bus stops;

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

1. Wilsonville Code, Miscellaneous Provisions, § 10.000, is amended by adding the following subsection:

“(10.305) Smoking At, In, or Near Public Transit Stops or Shelters.  
No person shall smoke tobacco or any other substance at, in, or within 20 feet of a transit stop or shelter. To the extent this smoke free zone extends into any city street or public way, any and all occupants of any fully enclosed vehicle driving through this smoke free zone are exempted from the provisions of this section.”

2. Wilsonville Code, subsection, § 10.430, Penalties subsection is amended by adding the following subsection (4):

“(4) Any person who is convicted of violating the provisions of WC 10.305 shall be punished as a violation pursuant to Section 1.012.”

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 7<sup>th</sup> day of April 2014, and scheduled for a second reading at a regular meeting of the City Council on the 21<sup>st</sup> day of April, 2014, commencing at the hour of 7 p.m. at the Wilsonville City Hall.

---

Sandra C. King, MMC, City Recorder



ENACTED by the City Council on the \_\_\_\_\_ day of April 2014, by the following votes:  
Yes:-- No: --

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp  
Council President Starr  
Councilor Goddard  
Councilor Fitzgerald  
Councilor Stevens

# Secondhand Smoke (SHS) Facts

## Secondhand Smoke Fact Sheets

- [Overview](#)
- [Health Effects: Children](#)
- [Health Effects: Adults](#)
- [Estimates of Secondhand Smoke Exposure](#)
- [Disparities in Secondhand Smoke Exposure](#)
- [References](#)
- [For Further Information](#)

## Overview

Secondhand smoke is a mixture of gases and fine particles that includes—

- Smoke from a burning cigarette, cigar, or pipe tip,<sup>1</sup>
- Smoke that has been exhaled or breathed out by the person or people smoking<sup>1</sup>
- More than 7,000 chemicals, including hundreds that are toxic and about 70 that can cause cancer<sup>2</sup>

Most exposure to secondhand smoke occurs in homes and workplaces. Secondhand smoke exposure also continues to occur in public places such as restaurants, bars, and casinos and in private vehicles.<sup>3</sup> Eliminating smoking in indoor spaces is the only way to fully protect nonsmokers from secondhand smoke exposure. Separating smokers from nonsmokers, cleaning the air, opening windows, and ventilating buildings does not eliminate secondhand smoke exposure.<sup>3</sup>

## Health Effects: Children

**In children, secondhand smoke causes the following:<sup>3</sup>**

- Ear infections
- More frequent and severe asthma attacks
- Respiratory symptoms (e.g., coughing, sneezing, shortness of breath)
- Respiratory infections (i.e., bronchitis, pneumonia)
- A greater risk for sudden infant death syndrome (SIDS)

**In children aged 18 months or younger, secondhand smoke exposure is responsible for—<sup>4</sup>**

- An estimated 150,000–300,000 new cases of bronchitis and pneumonia annually
- Approximately 7,500–15,000 hospitalizations annually in the United States

## Health Effects: Adults

**In adults who have never smoked, secondhand smoke can cause heart disease and/or lung cancer.<sup>3</sup>**



## Heart Disease

- For nonsmokers, breathing secondhand smoke has immediate harmful effects on the cardiovascular system that can increase the risk for heart attack. People who already have heart disease are at especially high risk.<sup>3,5</sup>
- Nonsmokers who are exposed to secondhand smoke at home or work increase their heart disease risk by 25–30%.<sup>3</sup>
- Secondhand smoke exposure causes an estimated 46,000 heart disease deaths annually among adult nonsmokers in the United States.<sup>6</sup>

## Lung Cancer

- Nonsmokers who are exposed to secondhand smoke at home or work increase their lung cancer risk by 20–30%.<sup>3</sup>
- Secondhand smoke exposure causes an estimated 3,400 lung cancer deaths annually among adult nonsmokers in the United States.<sup>6</sup>

**There is no risk-free level of contact with secondhand smoke; even brief exposure can be harmful to health.<sup>3</sup>**

## Estimates of Secondhand Smoke Exposure

When a nonsmoker breathes in secondhand smoke, the body begins to metabolize or break down the nicotine that was in the smoke. During this process, a nicotine byproduct called cotinine is created. Exposure to nicotine and secondhand smoke can be measured by testing saliva, urine, or blood for the presence of cotinine.<sup>3</sup>

## Secondhand Smoke Exposure Has Decreased in Recent Years

- Measurements of cotinine have shown how exposure to secondhand smoke has steadily decreased in the United States over time.<sup>3,7</sup>
  - During 1988–1991, approximately 87.9% of nonsmokers had measurable levels of cotinine.
  - During 1999–2000, approximately 52.5% of nonsmokers had measurable levels of cotinine.
  - During 2007–2008, approximately 40.1% of nonsmokers had measurable levels of cotinine.
- The decrease in exposure to secondhand smoke over the last 20 years is due to the growing number of laws that ban smoking in workplaces and public places, the increase in the number of households with smoke-free home rules, and the decreases in adult and youth smoking rates.<sup>8,9</sup>

## Many in the United States continue to be exposed to secondhand smoke<sup>7</sup>

- An estimated 88 million nonsmokers in the United States were exposed to secondhand smoke in 2007–2008.
- Children are at particular risk for exposure to secondhand smoke: 53.6% of young children (aged 3–11 years) were exposed to secondhand smoke in 2007–2008.
- While only 5.4% of adult nonsmokers in the United States lived with someone who smoked inside their home, 18.2% of children (aged 3–11 years) lived with someone who smoked inside their home in 2007–2008.



## Disparities in Secondhand Smoke Exposure

### Racial and Ethnic Groups

- Although declines in cotinine levels have occurred in all racial and ethnic groups, cotinine levels have consistently been found to be higher in non-Hispanic black Americans than in non-Hispanic white Americans and Mexican Americans.<sup>7,8,9</sup> In 2007–2008:
  - 55.9% of non-Hispanic blacks were exposed to secondhand smoke.
  - 40.1% of non-Hispanic whites were exposed to secondhand smoke.
  - 28.5% of Mexican Americans were exposed to secondhand smoke.

### Low Income


- Secondhand smoke exposure tends to be high for persons with low incomes: 60.5% of persons living below the poverty level in the United States were exposed to secondhand smoke in 2007–2008.<sup>7</sup>

### Occupational Disparities

- Occupational disparities in secondhand smoke exposure decreased over the past two decades, but substantial differences in exposure among workers remain. African-American male workers, construction workers, and blue collar workers and service workers are among some of the groups who continue to experience particularly high levels of secondhand smoke exposure relative to other workers.<sup>10</sup>

**Eliminating smoking in indoor spaces is the only way to fully protect nonsmokers from secondhand smoke exposure. Separating smokers from nonsmokers, cleaning the air, opening windows, and ventilating buildings does not eliminate secondhand smoke exposure.<sup>3</sup>**

## References

1. National Toxicology Program. **Report on Carcinogens, Twelfth Edition** . [PDF–7.74 MB] Research Triangle Park (NC): U.S. Department of Health and Human Sciences, National Institute of Environmental Health Sciences, National Toxicology Program, 2011 [accessed 2013 June 10].
2. U.S. Department of Health and Human Services. **A Report of the Surgeon General: How Tobacco Smoke Causes Disease: What It Means to You**. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2010 [accessed 2013 June 10].
3. U.S. Department of Health and Human Services. **The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General**. Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, Coordinating Center for Health Promotion, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006 [accessed 2013 June 10].



4. United States Environmental Protection Agency. **Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders**. [PDF-3.90 MB]. Washington: U.S. Environmental Protection Agency, Office of Research and Development, Office of Health and Environmental Assessment, 1992 [accessed 2013 June 10].
5. Institute of Medicine. **Secondhand Smoke Exposure and Cardiovascular Effects: Making Sense of the Evidence**. [PDF-707.47 KB]. Washington: National Academy of Sciences, Institute of Medicine, 2009 [accessed 2013 June 10].
6. Centers for Disease Control and Prevention. **Smoking-Attributable Mortality, Years of Potential Life Lost, and Productivity Losses—United States, 2000–2004**. Morbidity and Mortality Weekly Report 2008;57(45):1226–8 [accessed 2013 June 10].
7. Centers for Disease Control and Prevention. **Vital Signs: Nonsmokers' Exposure to Secondhand Smoke—United States, 1999–2008**. Morbidity and Mortality Weekly Report 2010;59(35):1141–6 [accessed 2013 June 10].
8. Pirkle JL, Bernert JT, Caudill SP, Sosnoff CS, Pechacek TF. **Trends in the Exposure of Nonsmokers in the U.S. Population to Secondhand Smoke: 1988–2002**. Environmental Health Perspectives 2006;114(6):853–8 [accessed 2013 June 10].
9. Centers for Disease Control and Prevention. **Fourth National Report on Human Exposure to Environmental Chemicals**. [PDF-6.36 MB] Atlanta: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Environmental Health, 2009 [accessed 2013 June 10].
10. Arheart KL, Lee DJ, Dietz NA, Wilkinson JD, Clark III JD, LeBlanc WG, Serdar B, Fleming LE. **Declining Trends in Serum Cotinine Levels in U.S. Worker Groups: The Power of Policy**. Journal of Occupational and Environmental Medicine 2008;50(1):57–63 [cited 2013 June 10].

## For Further Information

Centers for Disease Control and Prevention  
National Center for Chronic Disease Prevention and Health Promotion  
Office on Smoking and Health  
E-mail: [tobaccoinfo@cdc.gov](mailto:tobaccoinfo@cdc.gov)  
Phone: 1-800-CDC-INFO

Media Inquiries: Contact CDC's Office on Smoking and Health press line at 770-488-5493.

**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  April 7, 2014	<b>Subject:</b> Resolution No. 2459 and Resolution No. 2460 Supplemental Budget  <b>Staff Member:</b> Cathy Rodocker <b>Department:</b> Finance
<b>Action Required</b> <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> <div style="height: 80px;"></div>
<b>Staff Recommendation:</b> Staff recommends Council approve Resolutions No. 2459 and 2460.	
<b>Recommended Language for Motion:</b> I move to approve Resolution No. 2459 and Resolution No. 2460.	
<b>PROJECT / ISSUE RELATES TO:</b>	
<input type="checkbox"/> Council Goals/Priorities	<input type="checkbox"/> Adopted Master Plan(s)
<input checked="" type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Authorization to amend the FY 2013-2014 budget in accordance with Oregon Local Budget Law.

**EXECUTIVE SUMMARY:**

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. The following supplemental budget primarily amends the current budget for numerous capital improvement projects and expenditures.

At its June 3, 2013 City Council meeting, the Council adopted the Fiscal Year 2013-14 budget. Since that time, several unanticipated projects and expenses have come to staff's attention that



will require additional budget authorization. There are two resolutions for consideration: a budget transfer and a supplemental budget adjustment. The transfer resolution will move expenditures from one category to another with no additional increase to the overall budget. The second resolution is a supplemental budget adjustment that will impact the budget by increases to revenues and expenditures. As per Local Budget Law, the supplemental budget adjustment also includes budget transfers that have surpassed 15 percent of the adopted contingency.

#### **Transfer Resolution (Resolution No. 2460)**

Attachment #1, "Transfers Only – No Increase on Overall Budget" provides a detail listing of the projects and/or accounts that will be affected by the transfer resolution. The transfers noted are all less than 15 percent of the original adopted contingency in each fund.

Net zero transfers are being made in the Water, Sewer and Streets CIP as funding is being transferred from the existing "Early Planning Project" to a new "Close-out from Prior Years" project. The new project will allow staff to track their time for the end-of-project close out that typically spans more than one fiscal year.

Additional funding for the Basalt Creek Concept Planning and the Frog Pond/Advance Road Planning (grant match portion) will be transferred from various SDC's. The funding will be calculated at 20 percent from Water and Sewer SDC, 40 percent from Street SDC and 10 percent from Parks and Stormwater SDC.

A minimal transfer is being made from the Water Operating Fund for additional direct expenses from the Human Resources program.

#### **Adjustment Resolution (Resolution No. 2459)**

Attachment #2, "Supplemental Budget Adjustments" provides a detail listing of the projects and expenditures that are recognizing new funding from either interfund transfers or outside funding sources. The largest increase in the budget adjustment is for the Park & Rec Tenant Improvement project. The expense of \$362,000 is recorded in the Building Fund where the expenses will be captured and in the General Fund as the funding source.

The resolution also includes additional appropriations for expenses and funding for the Basalt Creek Area Planning and Frog Pond/Advance Road Planning projects as well as the Annual Pedestrian Enhancement project that will begin the implementation of the Bicycle and Pedestrian Connectivity Action Plan.

#### **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. 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, March 26, 2014. Adoption of the Supplemental Budget Adjustment is required prior to the end of the fiscal year, June 30, 2014.

**CURRENT YEAR BUDGET IMPACTS:****Resources:**

Interfund transfers	\$	691,700
Other governments		25,000
Charges for services		12,000

**Expenditures:**

Street Capital Projects	\$	263,600
Building Capital Projects		362,000
Web Design Professional Services		41,000
Bus Purchases		60,000
Direct Wages and Expenses		32,500
Transfer to other funds for Capital Projects		600,600
Contingencies		(631,000)

Total Resources	\$	<u>728,700</u>
-----------------	----	----------------

	\$	<u>728,700</u>
--	----	----------------

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by:    CAR    Date:    3/19/14   

**LEGAL REVIEW / COMMENT:**

Reviewed by:    MEK    Date:    3/19/2014   

The Resolutions are approved as to form. The report correctly states the applicable Oregon Budget Law requirements.

**COMMUNITY INVOLVEMENT PROCESS:**

As required by Local Budget Law, a notice for the public hearing has been published in the Wilsonville Spokesman. The adoption process requires a public hearing prior to adoption.

**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. Resolution No. 2460 Transfers Only – No Increase on Overall Budget
- B. Resolution No. 2459 Supplemental Budget Adjustments



## Attachment #1 Supplemental Budget Transfers

Capital Projects	CIP	CD OH	GF OH	Total	Explanation
<b>Proj 3001-Frog Pond/Advance Road Planning</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	This transaction is recognizing additional funding of the project for the work that will be performed for the fiscal year. Funding from grant and the grant match.
Transfer from Water SDC	-	-	-	(10,000)	
Transfer from Sewer SDC	-	-	-	(10,000)	
Transfer from Street SDC	-	-	-	(20,000)	
Transfer from Stormwater SDC	-	-	-	(5,000)	
Transfer from Parks SDC	-	-	-	(5,000)	
Grant Proceeds	-	-	-	(25,000)	
<b>Proj 3000: Basalt Creek Planning</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	This transaction is recognizing additional funding of the project for the work that will be performed for the fiscal year
Transfer from Water SDC	-	-	-	(11,000)	
Transfer from Sewer SDC	-	-	-	(11,000)	
Transfer from Street SDC	-	-	-	(22,000)	
Transfer from Stormwater SDC	-	-	-	(5,500)	
Transfer from Parks SDC	-	-	-	(5,500)	
<b>Proj 1993-Project Close-out from prior years</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	This project will capture staff's time for incidental time spent on projects that had been closed out in prior years
Transfer from Proj1995-Early Planning - Water	-	(10,000)	-	(10,000)	
<b>Proj 2993-Project Close-out from prior years</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	This project will capture staff's time for incidental time spent on projects that had been closed out in prior years
Transfer from Proj2995-Early Planning - Sewer	-	10,000	-	10,000	
<b>Non-Capital Project Related Adjustments</b>					
<b>Direct transfers from Water to Human Resources</b>				<b>\$ 500</b>	Additional support from Human Resources for Direct
Transfer from the Water Fund Contingency				(500)	Expenses (Required by CAFR)

\*Frog Pond/Advance Road Planning and Basalt Creek Planning Expenses are reported in the Street Capital Fund as a supplemental budget adjustment.

## Attachment #2 Supplemental Budget Adjustments

Capital Projects	CIP	CD OH	GF OH	Total	Explanation
<b>Proj 8101-Park &amp; Rec Improvements</b>	<b>\$ 362,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 362,000</b>	Newly approved CIP
Transfer from General Fund	(362,000)	-	-	(362,000)	
<b>Proj 4014-Road Maintenance</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	Rollover from FY2013, work to be completed in FY2014
Transfer from Road Maintenance Fund Contingency	(100,000)	-	-	(100,000)	
<b>Proj 3001-Frog Pond/Advance Road Planning</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	This transaction is recognizing additional funding of the project for the work that will be performed during the fiscal year. Funding from grant and the grant match.
Transfer from Water SDC	-	-	-	(10,000)	
Transfer from Sewer SDC	-	-	-	(10,000)	
Transfer from Street SDC	-	-	-	(20,000)	
Transfer from Stormwater SDC	-	-	-	(5,000)	
Transfer from Parks SDC	-	-	-	(5,000)	
Grant Proceeds	-	-	-	(25,000)	
<b>Proj 3000: Basalt Creek Planning</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	This transaction is recognizing additional funding of the project for the work that will be performed during the fiscal year.
Transfer from Water SDC	-	-	-	(11,000)	
Transfer from Sewer SDC	-	-	-	(11,000)	
Transfer from Street SDC	-	-	-	(22,000)	
Transfer from Stormwater SDC	-	-	-	(5,500)	
Transfer from Parks SDC	-	-	-	(5,500)	
<b>Proj 4717-Annual Pedestrian Enhancements</b>	<b>\$ 30,000</b>	<b>\$ 3,000</b>	<b>\$ 600</b>	<b>\$ 33,600</b>	This project will begin to implement the pedestrian improvement component of the Bicycle and Pedestrian Connectivity Action Plan.
Transfer from Road Operating Fund Contingency	30,000	3,000	600	33,600	
<b>Proj 4993-Project Close-out from prior years</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	This project will capture staff's time for incidental time spent on projects that had been closed out in prior years
Transfer from Proj4995-Early Planning - Streets	-	10,000	-	10,000	
<b>Non-Capital Project Related Adjustments</b>					
<b>Record Villebois Master Planning Fee Revenue</b>				<b>\$ 66,000</b>	Additional revenue from the Villebois Master Planning Fee
Transfer from the UR Program Income Fund				(66,000)	
<b>City Web Project</b>				<b>\$ 41,000</b>	Rollover from FY2013, work to be completed in FY2014
Transfer from the General Fund Contingency				(41,000)	
<b>Transit Bus Purchases</b>				<b>\$ 60,000</b>	Rollover from FY2013, bus received in FY2014
Transfer from the Transit Fund Contingency				(60,000)	
<b>Direct transfers from Transit to Finance</b>				<b>\$ 20,000</b>	Additional support from Finance, Human Resources and Road Operations for Direct Wages and Expenses
<b>Direct transfers from Transit to Human Resources</b>				<b>\$ 2,000</b>	
<b>Direct transfers from Transit to Road Operations</b>				<b>\$ 10,000</b>	
Transfer from the Transit Fund Contingency				(32,000)	
<b>Direct transfers from Water to Human Resources</b>				<b>\$ 500</b>	Additional support from Human Resources for Direct Expenses
Transfer from the Water Fund Contingency				(500)	(Required by CAFR)

\*Frog Pond/Advance Road Planning and Basalt Creek Planning revenue transfers are reported in the respective SDC Fund as a supplemental budget transfer.



**RESOLUTION NO. 2459**

**A RESOLUTION AUTHORIZING A SUPPLEMENTAL BUDGET ADJUSTMENT FOR FISCAL YEAR 2013-14.**

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2013-14 by Resolution 2420; 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 request; and,

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

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

1. The City amends the estimated revenues and appropriations within the funds and categories delineated and explained in Attachment A.
2. This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof  
this 7<sup>th</sup> day of April 2014 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 Fitzgerald  
Councilor Goddard  
Councilor Stevens



# ATTACHMENT A

## NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>General Fund</b>			
Interfund transfers	\$ (1,686,375)	\$ (23,100)	\$ (1,709,475)
All other resources	(26,149,588)	-	(26,149,588)
Total increase in resources	\$ (27,835,963)	<b>\$ (23,100)</b>	\$ (27,859,063)
Information Services	\$ 1,213,774	\$ 41,000	\$ 1,254,774
Transfers to other funds	1,266,636	362,000	1,628,636
Contingency	8,843,783	(379,900)	8,463,883
All other requirements	16,511,770	-	16,511,770
Net change in requirements	\$ 27,835,963	<b>\$ 23,100</b>	\$ 27,859,063
Interfund transfers increase recognizes additional resources for the overhead charges on capital improvement projects and direct wages and expenses from other funds. Increase to Information Services is for professional services for website design. Increase in transfers to other funds is for the following capital project: Park & Rec Tenant Improvements Project.			
<b>Community Development Fund</b>			
Interfund transfers	\$ (2,400,378)	\$ (58,000)	\$ (2,458,378)
Charges for services	(722,750)	(78,000)	(800,750)
All other resources	(6,104,609)	-	(6,104,609)
Total increase in resources	\$ (9,227,737)	<b>\$ (136,000)</b>	\$ (9,363,737)
Contingency	\$ 3,705,907	\$ 136,000	\$ 3,841,907
All other requirements	5,207,210	-	5,207,210
Net change in requirements	\$ 8,913,117	<b>\$ 136,000</b>	\$ 9,049,117
Interfund transfers increase recognizes additional resources for the overhead charges on capital improvement projects. Charges for services increase recognizes additional resources for the overhead charges on Urban Renewal funded capital projects and for the recognition of planning fees.			
<b>Road Operating Fund</b>			
Interfund transfers	\$ -	\$ (10,000)	\$ (10,000)
All other resources	2,059,401	-	2,059,401
Total increase in resources	\$ 2,059,401	<b>\$ (10,000)</b>	\$ 2,049,401
Transfers to other funds	\$ 593,660	\$ 33,600	\$ 627,260
Contingency	514,165	(23,600)	490,565
All other requirements	951,576	-	951,576
Net change in requirements	\$ 2,059,401	<b>\$ 10,000</b>	\$ 2,069,401
Increase in Transfers to other funds is for the following capital project: Annual Pedestrian Enhancements			
<b>Road Maintenance Fund</b>			
Transfers to other funds	\$ 670,000	\$ 100,000	\$ 770,000
Contingency	444,595	(100,000)	344,595
All other requirements	500	-	500
Net change in requirements	\$ 1,115,095	<b>\$ -</b>	\$ 1,115,095
An increase in transfers to other funds is for the following capital project: Road Maintenance Projects			

# ATTACHMENT A

## NEED, PURPOSE AND AMOUNT: DETAIL BY FUND & CATEGORY

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Transit Fund</b>			
Transfers to other funds	\$ 593,660	\$ 32,000	\$ 625,660
Contingency	514,165	(32,000)	482,165
All other requirements	951,576	-	951,576
Net change in requirements	\$ 2,059,401	\$ -	\$ 2,059,401
Increase in Transfers to other funds is for additional direct wages and expenses from the General Fund and the Road Operating Fund.			
<b>Streets Capital Projects Fund</b>			
Intergovernmental	\$ (50,000)	\$ (25,000)	\$ (75,000)
Interfund transfers	(3,309,480)	(238,600)	(3,548,080)
All other resources	(487,433)	-	(487,433)
Total increase in resources	\$ (3,846,913)	\$ (263,600)	\$ (4,110,513)
Streets capital projects	3,157,114	205,000	3,362,114
Transfers to other funds	295,342	58,600	353,942
Contingency	171,033	-	171,033
Net change in requirements	\$ 3,623,489	\$ 263,600	\$ 3,887,089
The intergovernmental increase recognizes a grant received from Metro. The interfund transfers and the corresponding requirements for capital projects and Transfers to other funds are for the following projects: Road Maintenance, Annual Pedestrian Enhancements, Close-out Prior Years-Streets, Basalt Creek Concept Planning and Frog Pond/Advance Road Planning.			
<b>Building Capital Projects Fund</b>			
Interfund transfers	\$ (527,200)	\$ (362,000)	\$ (889,200)
All other resources	(280,229)	-	(280,229)
Total increase in resources	\$ (807,429)	\$ (362,000)	\$ (1,169,429)
Building capital projects	617,500	362,000	979,500
Transfers to other funds	9,700	-	9,700
Contingency	180,229	-	180,229
Net change in requirements	\$ 807,429	\$ 362,000	\$ 1,169,429
The interfund transfers and the corresponding requirements for capital outlay and transfers to other funds are for the following projects: Park & Rec Tenant Improvement Project.			



## Attachment #1 Supplemental Budget Transfers

Capital Projects	CIP	CD OH	GF OH	Total	Explanation
<b>Proj 3001-Frog Pond/Advance Road Planning</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	This transaction is recognizing additional funding of the project for the work that will be performed for the fiscal year. Funding from grant and the grant match.
Transfer from Water SDC	-	-	-	(10,000)	
Transfer from Sewer SDC	-	-	-	(10,000)	
Transfer from Street SDC	-	-	-	(20,000)	
Transfer from Stormwater SDC	-	-	-	(5,000)	
Transfer from Parks SDC	-	-	-	(5,000)	
Grant Proceeds	-	-	-	(25,000)	
<b>Proj 3000: Basalt Creek Planning</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	This transaction is recognizing additional funding of the project for the work that will be performed for the fiscal year
Transfer from Water SDC	-	-	-	(11,000)	
Transfer from Sewer SDC	-	-	-	(11,000)	
Transfer from Street SDC	-	-	-	(22,000)	
Transfer from Stormwater SDC	-	-	-	(5,500)	
Transfer from Parks SDC	-	-	-	(5,500)	
<b>Proj 1993-Project Close-out from prior years</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	This project will capture staff's time for incidental time spent on projects that had been closed out in prior years
Transfer from Proj1995-Early Planning - Water	-	(10,000)	-	(10,000)	
<b>Proj 2993-Project Close-out from prior years</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	This project will capture staff's time for incidental time spent on projects that had been closed out in prior years
Transfer from Proj2995-Early Planning - Sewer	-	10,000	-	10,000	
<b>Non-Capital Project Related Adjustments</b>					
<b>Direct transfers from Water to Human Resources</b>				<b>\$ 500</b>	Additional support from Human Resources for Direct Expenses (Required by CAFR)
Transfer from the Water Fund Contingency				(500)	

\*Frog Pond/Advance Road Planning and Basalt Creek Planning Expenses are reported in the Street Capital Fund as a supplemental budget adjustment.

## Attachment #2 Supplemental Budget Adjustments

Capital Projects	CIP	CD OH	GF OH	Total	Explanation
<b>Proj 8101-Park &amp; Rec Improvements</b>	<b>\$ 362,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 362,000</b>	Newly approved CIP
Transfer from General Fund	(362,000)	-	-	(362,000)	
<b>Proj 4014-Road Maintenance</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	Rollover from FY2013, work to be completed in FY2014
Transfer from Road Maintenance Fund Contingency	(100,000)	-	-	(100,000)	
<b>Proj 3001-Frog Pond/Advance Road Planning</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	This transaction is recognizing additional funding of the project for the work that will be performed during the fiscal year. Funding from grant and the grant match.
Transfer from Water SDC	-	-	-	(10,000)	
Transfer from Sewer SDC	-	-	-	(10,000)	
Transfer from Street SDC	-	-	-	(20,000)	
Transfer from Stormwater SDC	-	-	-	(5,000)	
Transfer from Parks SDC	-	-	-	(5,000)	
Grant Proceeds	-	-	-	(25,000)	
<b>Proj 3000: Basalt Creek Planning</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	This transaction is recognizing additional funding of the project for the work that will be performed during the fiscal year.
Transfer from Water SDC	-	-	-	(11,000)	
Transfer from Sewer SDC	-	-	-	(11,000)	
Transfer from Street SDC	-	-	-	(22,000)	
Transfer from Stormwater SDC	-	-	-	(5,500)	
Transfer from Parks SDC	-	-	-	(5,500)	
<b>Proj 4717-Annual Pedestrian Enhancements</b>	<b>\$ 30,000</b>	<b>\$ 3,000</b>	<b>\$ 600</b>	<b>\$ 33,600</b>	This project will begin to implement the pedestrian improvement component of the Bicycle and Pedestrian Connectivity Action Plan.
Transfer from Road Operating Fund Contingency	30,000	3,000	600	33,600	
<b>Proj 4993-Project Close-out from prior years</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	This project will capture staff's time for incidental time spent on projects that had been closed out in prior years
Transfer from Proj4995-Early Planning - Streets	-	10,000	-	10,000	
<b>Non-Capital Project Related Adjustments</b>					
<b>Record Villebois Master Planning Fee Revenue</b>				<b>\$ 66,000</b>	Additional revenue from the Villebois Master Planning Fee
Transfer from the UR Program Income Fund				(66,000)	
<b>City Web Project</b>				<b>\$ 41,000</b>	Rollover from FY2013, work to be completed in FY2014
Transfer from the General Fund Contingency				(41,000)	
<b>Transit Bus Purchases</b>				<b>\$ 60,000</b>	Rollover from FY2013, bus received in FY2014
Transfer from the Transit Fund Contingency				(60,000)	
<b>Direct transfers from Transit to Finance</b>				<b>\$ 20,000</b>	Additional support from Finance, Human Resources and Road Operations for Direct Wages and Expenses
<b>Direct transfers from Transit to Human Resources</b>				<b>\$ 2,000</b>	
<b>Direct transfers from Transit to Road Operations</b>				<b>\$ 10,000</b>	
Transfer from the Transit Fund Contingency				(32,000)	
<b>Direct transfers from Water to Human Resources</b>				<b>\$ 500</b>	Additional support from Human Resources for Direct Expenses (Required by CAFR)
Transfer from the Water Fund Contingency				(500)	

\*Frog Pond/Advance Road Planning and Basalt Creek Planning revenue transfers are reported in the respective SDC Fund as a supplemental budget transfer.



## **RESOLUTION NO. 2460**

### **A RESOLUTION AUTHORIZING A TRANSFER OF BUDGET APPROPRIATIONS WITHIN CERTAIN FUNDS FOR FISCAL YEAR 2013-14.**

WHEREAS, the City adopted a budget and appropriated funds for fiscal year 2013-14 by Resolution 2420; 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 294.450 provides that a city may transfer appropriations within appropriation categories provided the enabling resolution states the need for the transfer, purpose of the expenditure and corresponding amount of appropriation; and,

WHEREAS, all transfers from contingencies within the fiscal year to date aggregate to not more than fifteen percent (15%) of the fund's total appropriations, with transfers exceeding this limit being referred via a separate supplemental budget request; and,

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:**

1. The City amends the estimated revenues and appropriations within the funds and categories delineated and explained in Attachment A.
2. This resolution becomes effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof  
this 7<sup>th</sup> day of April 2014 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 Goddard  
Councilor Stevens  
Councilor Fitzgerald



## ATTACHMENT A

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Water Operating Fund</b>			
Transfers to other funds	\$ 1,199,420	\$ 500	\$ 1,199,920
Contingency	3,593,723	(500)	3,593,223
All other requirements	6,638,445	-	6,638,445
Net change in requirements	\$ 11,431,588	<b>\$ -</b>	\$ 11,431,588

Increase in Transfers to other funds is for additional direct wages and expenses from the General Fund.

<b>Water Capital Projects Fund</b>			
Net change in requirements	\$ -	<b>\$ -</b>	\$ -

A net zero transfer will transfer funding from the Early Planning - Water Project to the Close-out from Prior Years Project.

<b>Sewer Capital Projects Fund</b>			
Net change in requirements	\$ -	<b>\$ -</b>	\$ -

A net zero transfer will transfer funding from the Early Planning - Water Project to the Close-out from Prior Years Project.

<b>Water Development Charges</b>			
Transfers to other funds	2,832,620	21,000	2,853,620
All other requirements	6,600	-	6,600
Contingency	102,085	(21,000)	81,085
Net change in requirements	\$ 2,941,305	<b>\$ -</b>	\$ 2,941,305

Increase in Transfers to other funds is for the following capital project: Basalt Creek Concept Planning and Frog Pond/Advance Road Planning. A net zero transfer will transfer funding from the Early Planning - Water Project to the Close-out from Prior Years Project.

<b>Sewer Development Charges</b>			
Transfers to other funds	2,181,580	21,000	2,202,580
All other requirements	6,700	-	6,700
Contingency	4,660,960	(21,000)	4,639,960
Net change in requirements	\$ 6,849,240	<b>\$ -</b>	\$ 6,849,240

Increase in Transfers to other funds is for the following capital project: Basalt Creek Concept Planning and Frog Pond/Advance Road Planning. A net zero transfer will transfer funding from the Early Planning - Sewer Project to the Close-out from Prior Years Project.

<b>Streets Development Charges</b>			
Transfers to other funds	1,817,030	42,000	1,859,030
All other requirements	6,700	-	6,700
Contingency	2,872,785	(42,000)	2,830,785
Net change in requirements	\$ 4,696,515	<b>\$ -</b>	\$ 4,696,515

Increase in Transfers to other funds is for the following capital project: Basalt Creek Concept Planning and Frog Pond/Advance Road Planning. A net zero transfer will transfer funding from the Early Planning - Streets Project to the Close-out from Prior Years-Streets Project.

## ATTACHMENT A

	Current Appropriations	Change in Appropriations	Amended Appropriations
<b>Stormwater Development Charges</b>			
Transfers to other funds	147,976	10,500	158,476
All other requirements	1,400	-	1,400
Contingency	1,318,605	(10,500)	1,308,105
Net change in requirements	\$ 1,467,981	\$ -	\$ 1,467,981

Increase in Transfers to other funds is for the following capital project: Basalt Creek Concept Planning and Frog Pond/Advance Road Planning.

<b>Parks Development Charges</b>			
Transfers to other funds	1,540,572	10,500	1,551,072
All other requirements	5,200	-	5,200
Contingency	2,760,173	(10,500)	2,749,673
Net change in requirements	\$ 4,305,945	\$ -	\$ 4,305,945

Increase in Transfers to other funds is for the following capital project: Basalt Creek Concept Planning and Frog Pond/Advance Road Planning.



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  April 7, 2014	<b>Subject: Ordinance No. 738,</b> Comprehensive Plan Map Amendment from 'Residential 0 – 1 du/ac' to 'Residential 4 – 5 du/ac', Renaissance at Canyon Creek II, Residential Planned Development.  <b>Staff:</b> Blaise Edmonds, Manager of Current Planning; and Michael R. Wheeler, Associate Planner <b>Department:</b> Planning Division
<b>Action Required</b> <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: April 7, 2014 <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: April 21, 2014 <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	<b>Development Review Board Recommendation</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded  <input type="checkbox"/> Not Applicable  <b>Comment:</b> Development Review Board Panel A recommends approval of the Comprehensive Plan Map Amendment.
<b>Staff Recommendation:</b> Staff recommends the City Council adopt Ordinance No. 738.	
<b>Recommended Language for Motion:</b> I move to Adopt Ordinance No. 738 on the 1 <sup>st</sup> reading.	
<b>PROJECT / ISSUE RELATES TO:</b> Comprehensive Plan, Zone Code and Renaissance at Canyon Creek II Stage I Preliminary Plan.	
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) Fox Chase Master Plan
<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:** Approve or Deny Ordinance No. 738 for a Comprehensive Plan Map Amendment on 1.79 acres comprising property east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. Renaissance Development Corp., Applicant.

**EXECUTIVE SUMMARY:** After a public hearing, the proposed Comprehensive Plan Map Amendment is being forwarded to the City Council by Development Review Board Panel 'A' (DRB) with a recommendation of approval. Under a separate Ordinance, the DRB is also

recommending approval of a Zone Map Amendment from RA-H to PDR-3 and to approve the Stage I Preliminary Plan for Renaissance at Canyon Creek II Residential Planned Development. The proposed Comprehensive Plan Map Amendment will enable the development of Renaissance at Canyon Creek II Residential Planned Development, which is comprised of eight (8) residential subdivision lots and open space. Also proposed in companion Ordinance No. 739 is a Zone Map Amendment from Residential Agricultural - Holding Zone to Planned Development Residential - 3. The DRB also approved a Stage I Preliminary Plan, Stage II Final Plan, a Waiver (setback), Tentative Subdivision Plat, Site Design Review and a Type 'C' Tree Plan. Those approvals are contingent on Council approval of the subject Comprehensive Plan Map Amendment.

**EXPECTED RESULT:** Adoption of Ordinance No. 738 will enable development of eight (8) residential lots.

**TIMELINE:** Construction of the subdivision is scheduled to begin in 2014.

**CURRENT YEAR BUDGET IMPACTS:** Proposed Renaissance at Canyon Creek II Residential Planned Development is a private development, so the Applicant is responsible to make all public and private improvements, and pay City application fees and systems development charges for parks, storm sewer and streets.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_, Date: \_\_\_\_\_, 2014

**LEGAL REVIEW / COMMENT:**

Reviewed by: BJ , Date: 3/24/14

The recommended action by the DRB would make the zoning and densities of this remaining parcel consistent with the surrounding properties contained within the same subdivision, as previously approved by the City Council.

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

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY** Ordinance No. 738 will provide:

- Eight (8) new residential lots and open space.

**ALTERNATIVE:** To deny the Applicant's request.

**CITY MANAGER COMMENT:**



## **ATTACHMENTS:**

Ordinance No. 738 – Comprehensive Plan Map Amendment

Exhibit A – Comprehensive Plan Map Order DB13-0050

Attachment 1: Map depicting Comprehensive Map Amendment

Attachment 2: Legal Description

Exhibit B - Planning Staff Report, Comprehensive Plan Map Amendment Findings, and Recommendation to City Council, April 7, 2014

Exhibit C - DRB Panel A, Notice of Decision and Resolution No. 271

Exhibit D - Adopted Staff Report and DRB Recommendation (Exhibit A), and Renaissance at Canyon Creek II application on compact disk

Exhibit E – Additional exhibits submitted at DRB March 10, 2014 hearing

Exhibit F - March 10, 2014 DRB Minutes

2

**ORDINANCE NO. 738**

**AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL 0 – 1 DU/AC TO RESIDENTIAL 4 – 5 DU/AC ON 1.79 ACRES COMPRISING TAX LOT 5000 OF SECTION 13BA, T3S, R1W, CLACKAMAS COUNTY, OREGON; RENAISSANCE AT CANYON CREEK II; RENAISSANCE DEVELOPMENT, APPLICANT.**

**RECITTALS**

WHEREAS, Renaissance Development Corp. (“Applicant”), acting in behalf of James Dillon and Debra Gruber (“Owners”) of the real property legally shown and described on **Exhibit A**, Attachments 1 and 2, attached hereto and incorporated by reference herein (“Property”), has made a development application requesting, among other things, a Comprehensive Plan Map Amendment of the Property; and

WHEREAS, the City of Wilsonville Planning Staff analyzed the request and prepared a staff report, finding that the application met the requirements for a Comprehensive Plan Map Amendment and recommending approval of the Comprehensive Plan Map Amendment, attached hereto as **Exhibit B**, and incorporated by reference herein, which staff report was presented to the Development Review Board (DRB) on March 10, 2014; and

WHEREAS, the DRB Panel A held a public hearing on the application for a Comprehensive Plan Map Amendment (DB13-0050) and other related development applications (DB13-0051, DB13-0052, DB13-0053, DB13-0054, DB13-0055, DB13-0056 and DB13-0057) on March 10, 2014, and after taking public testimony, receiving exhibits, and giving full consideration to the matter, adopted Resolution No. 271, attached hereto as **Exhibit C**, and incorporated by reference herein; and

WHEREAS, Resolution No. 271 recommends that the City Council approve the Applicant’s request for a Comprehensive Plan Map Amendment (Case File DB13-0050), approve all other related applications within DRB jurisdiction, and adopt the staff report with its modified findings, recommendations, and conditions, all as placed on the record, contingent upon City Council approval of the Comprehensive Plan Map Amendment, Resolution No. 271 authorizes the Planning Director to issue approvals to the Applicant consistent with the amended staff report, as adopted by DRB Panel A; and,



WHEREAS, on April 7, 2014, 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 staff report, which record was incorporated into the City Council public hearing record, took public testimony, and, upon deliberation, concluded that the proposed Comprehensive Plan Map Amendment meets the applicable approval criteria under the City of Wilsonville Development Code, as summarized in the staff report.

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 staff report, as contained in the record of the above-described DRB hearing, and incorporates them by reference herein as if fully set forth.

Section 2. Order. The City of Wilsonville Comprehensive Plan Map is hereby amended by Comprehensive Plan Map Order DB13-0050, attached hereto as **Exhibit A**, from Residential 0 – 1 dwelling units per acre (du/ac) to Residential 4 – 5 dwelling units per acre (du/ac).

SUBMITTED to the Wilsonville City Council and read for the first time at a regular meeting thereof on the 7<sup>th</sup> day of April, 2014, commencing at the hour of 7 p.m., at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon, and scheduled for the second and final reading at the same hour and place on April 21, 2014.

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2014, by the following votes:      Yes: \_\_\_\_      No: \_\_\_\_

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
TIM KNAPP, MAYOR

SUMMARY OF VOTES:

Mayor Knapp

Councilor Starr

Councilor Goddard

Councilor Fitzgerald

Councilor Stevens

Attachments:

Exhibit A: Comprehensive Plan Order DB13-0050

Attachment 1 - Map Depicting Plan Amendment

Attachment 2 - Legal Description

Exhibit B: DRB Staff Report DB13-0050 et seq

Exhibit C: DRB Resolution No. 271



3

**BEFORE THE CITY COUNCIL OF THE  
CITY OF WILSONVILLE, OREGON  
Renaissance at Canyon Creek II**

In the Matter of an Application of )  
SRA Design Group, LLC, Agent for )  
Renaissance Development Corp., Applicant, )  
Acting in behalf of Owners James Dillon )  
and Debra Gruber, for a Comprehensive )  
Plan Map Amendment as incorporated in )  
the City of Wilsonville Comprehensive Plan)

**COMPREHENSIVE PLAN ORDER  
NO. DB13-0050**

The above-entitled matter is before the Council to consider the application of DB13-0050, for a Comprehensive Plan Map Amendment and Order, amending the Comprehensive Plan Map as incorporated in the Comprehensive Plan.

The Council finds that the subject property ("Property"), legally described and shown on Attachments 1 and 2, has heretofore appeared on the City of Wilsonville Comprehensive Plan Map as Residential 0 – 1 dwelling units per acre.

The Council having heard and considered all matters relevant to the application for a Comprehensive Plan 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 1.79 acres of Tax Lot 5000 of Section 13BA, T3S, R1W, as more particularly shown in the Comprehensive Plan Map Amendment, Attachment 1 and described in Attachment 2 is hereby amended to Residential 4 – 5 du/ac. The foregoing re-designation is hereby declared an amendment to the Wilsonville Comprehensive Plan Map and shall appear as such from and after entry of this Order.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
TIM KNAPP, MAYOR

APPROVED AS TO FORM:

---

Michael E. Kohlhoff, City Attorney

ATTEST:

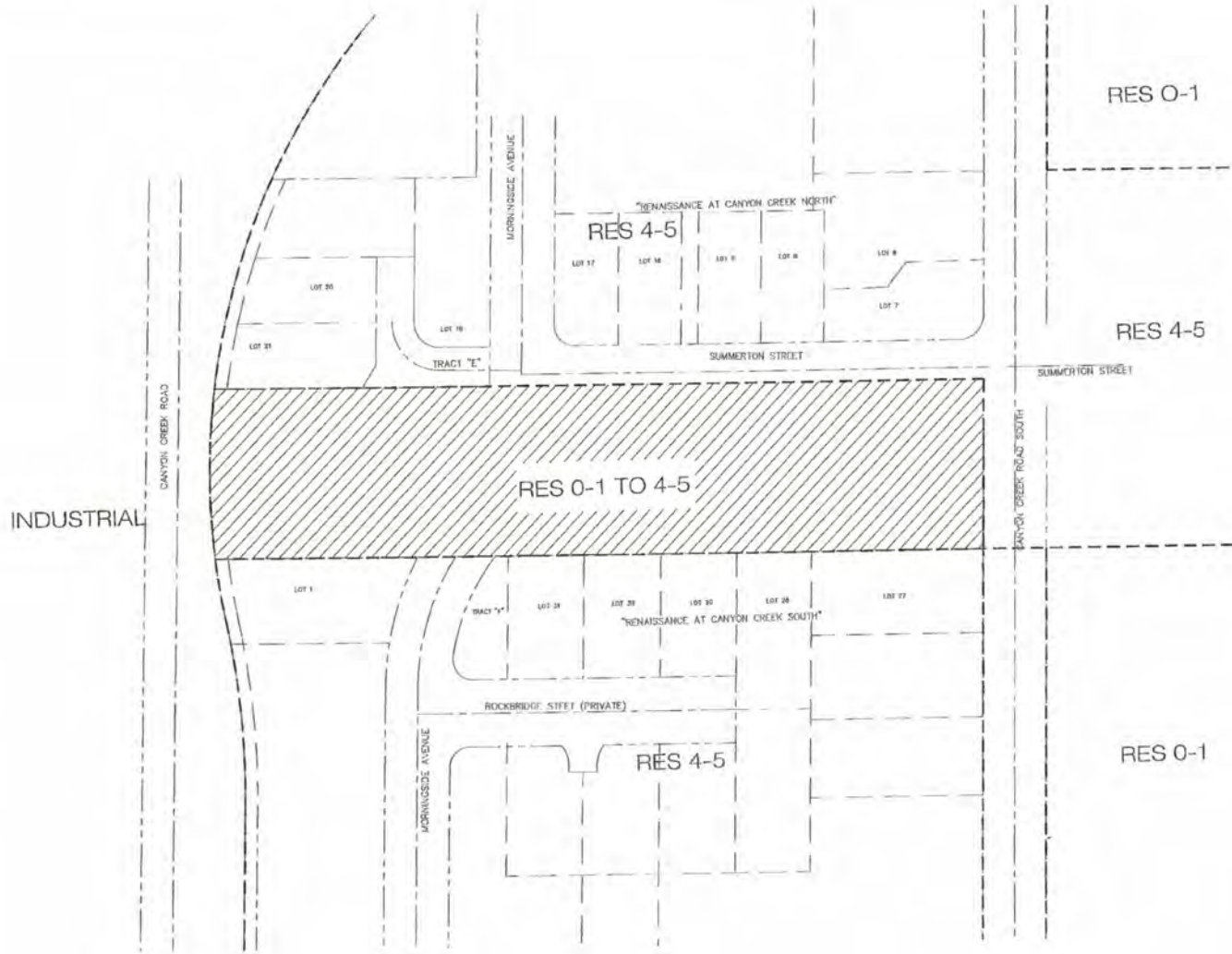
---

Sandra C. King, MMC, City Recorder

Attachment 1: Map depicting Comprehensive Plan Map Amendment

Attachment 2: Legal Description





LEGEND  
 PROPOSED COMP PLAN  
 RES 0-1 TO 4-5



 <b>SFA Design Group, LLC</b> 1000 SW 10th Avenue, Suite 200 Portland, Oregon 97205 Ph: (503) 444-0111 Fax: (503) 444-0111 sfa@sfadesigngroup.com	
<b>COMP PLAN MAP II</b> <b>CANYON CREEK II</b> 38325 SW OLD CANYON CREEK ROAD CLACKAMAS COUNTY, OREGON	
SHEET <b>2A</b> OF <b>6</b>	PROJECT CANYON CREEK II NO. 108-016 TYPE PL-00003
DESIGNED BY: M.S. DATE: 10/16/2024 DRAWN BY: J.W. DATE: 10/16/2024 CHECKED BY: M.S. DATE: 10/16/2024 PROJECT NO. 108-016 SCALE: N/A DATE: 10/16/2024	REVISION BY DATE



## SFA Design Group, LLC

STRUCTURAL | CIVIL | LAND USE PLANNING | SURVEYING

9020 SW Washington Square Dr. • Suite 505 • Portland, Oregon 97223

P: 503-641-8311 • F: 503-643-7905 • www.sfadg.com

### COMPREHENSIVE PLAN & ZONE MAP AMENDMENTS

#### CANYON CREEK II (DB13-0050 & DB13-0051)

#### Tax Lot 5000 Description (3 1W 13BA)

#### Bridle Trail Ranchetts

SFA Job No. 106-016

March 12, 2014

A portion of Lot 15 of "Bridle Trail Ranchetts" located in the Northwest one-quarter of Section 13, Township 3 South, Range 1 West of the Willamette Meridian, City of Wilsonville, Clackamas County, Oregon being more particularly described as follows:

Beginning at the Southeast corner of the plat "Renaissance at Canyon Creek North", said corner located on the West right-of-way line of Canyon Creek Road; thence South  $01^{\circ}45'05''$  West along said right-of-way line 130.19 feet to the North line of "Renaissance at Canyon Creek South"; thence leaving said right-of-way line North  $88^{\circ}54'40''$  West along the North line of said plat 606.07 feet to the most northerly Northwest corner of Tract "A" of said plat; thence leaving said North plat line, 130.44 feet tracing a non-tangent 527.00 foot radius curve concave easterly, through a central angle of  $14^{\circ}10'54''$ , said curve having a chord bearing North  $00^{\circ}48'19''$  East, 130.11 feet to the most southerly Southwest corner of Tract "F" of the plat "Renaissance at Canyon Creek North"; thence South  $88^{\circ}55'04''$  East along the South line of "Renaissance at Canyon Creek North" 608.22 feet to said Northeast corner thereof and the Point of Beginning.

Containing approximately 79,365 square feet more or less.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Michael H. Harris*

OREGON  
JULY 11, 2000  
MICHAEL H. HARRIS  
57863

VALID UNTIL 6-30-15





RIGHT-OF-WAY DEDICATION  
PER WARRANTY DEED RECORDED  
APRIL 20, 2005 (FEE NO. 2005-035448)

RIGHT-OF-WAY  
DEDICATION DETAIL

RIGHT-OF-WAY DEDICATION  
PER WARRANTY DEED RECORDED  
APRIL 20, 2005 (FEE NO. 2005-035448)

S88°55'05"E 3.05'

CANYON CREEK ROAD

130.11'  
N01°44'30"E

"RENAISSANCE AT CANYON  
CREEK NORTH"  
21

SE CORNER OF RIGHT-OF-WAY  
DEDICATION PER "RENAISSANCE  
AT CANYON CREEK NORTH"

L=130.44'  
R=527.00'  
D=14°10'54"  
C=500°48'19"W  
130.11'

NE CORNER OF RIGHT-OF-WAY  
DEDICATION PER "RENAISSANCE  
AT CANYON CREEK SOUTH"

N88°54'40"W 5.13'

"RENAISSANCE AT CANYON  
CREEK SOUTH"  
1

"RENAISSANCE AT CANYON CREEK NORTH"

MORNINGSIDE  
AVENUE

608.22'  
S88°55'04"E

SUMMERTON STREET

CANYON CREEK ROAD

SEE RIGHT-OF-WAY  
DEDICATION DETAIL ABOVE

"BRIDLE TRAIL RANCHETTS"  
PORTION OF LOT 15  
RES 0-1 TO 4-5

POINT OF BEGINNING  
SE CORNER OF "RENAISSANCE  
AT CANYON CREEK NORTH"

S01°45'05"W 130.19'

CANYON CREEK ROAD SOUTH

N88°54'40"W  
606.07'

"RENAISSANCE AT CANYON CREEK SOUTH"

ROCKBRIDGE STEET (PRIVATE)

COMPREHENSIVE PLAN MAP AMENDMENT

TAX LOT 5000 - 3 1W 13BA

LOT 15 OF "BRIDLE TRAIL RANCHETTS"  
CANYON CREEK II 0813-0050

SCALE

NTS

DATE

03/20/2014

SFA JOB NO:  
106-016

**SFA Design Group, LLC**

STRUCTURAL | CIVIL | LAND USE PLANNING | SURVEYING  
9020 SW Washington Square Dr. • Suite 505 • Portland, Oregon 97223  
Phone 503.641.8311 Fax 503.643.7905





RIGHT-OF-WAY DEDICATION  
PER WARRANTY DEED RECORDED  
APRIL 20, 2005 (FEE NO. 2005-035448)

RIGHT-OF-WAY  
DEDICATION DETAIL

RIGHT-OF-WAY DEDICATION  
PER WARRANTY DEED RECORDED  
APRIL 20, 2005 (FEE NO. 2005-035448)

S88°55'05"E 3.05'

CANYON CREEK ROAD

130.11'  
N01°44'30"E

TRACT F

"RENAISSANCE AT CANYON  
CREEK NORTH"

21

SE CORNER OF RIGHT-OF-WAY  
DEDICATION PER "RENAISSANCE  
AT CANYON CREEK NORTH"

L=130.44'  
R=527.00'  
D=14°10'54"  
C=500°48'19"W  
130.11'

NE CORNER OF RIGHT-OF-WAY  
DEDICATION PER "RENAISSANCE  
AT CANYON CREEK SOUTH"

1

"RENAISSANCE AT CANYON  
CREEK SOUTH"

N88°54'40"W 5.13'

TRACT A

"RENAISSANCE AT CANYON CREEK NORTH"

6

20

18

17

16

9

8

7

21

TRACT "E"

MORNINGSIDE  
AVENUE

608.22'  
S88°55'04"E

SUMMERTON STREET

POINT OF BEGINNING  
SE CORNER OF "RENAISSANCE  
AT CANYON CREEK NORTH"

"BRIDLE TRAIL RANCHETTS"

PORTION OF LOT 15

RA-H TO PDR-3

SEE RIGHT-OF-WAY  
DEDICATION DETAIL ABOVE

S01°45'05"W 130.19'

CANYON CREEK ROAD SOUTH

"RENAISSANCE AT CANYON CREEK SOUTH"

ROCKBRIDGE STEET (PRIVATE)

N88°54'40"W  
606.07'

TRACT "F"

31

30

29

28

27

ZONE MAP AMENDMENT

TAX LOT 5000 - 3 1W 13BA

LOT 15 OF "BRIDLE TRAIL RANCHETTS"  
CANYON CREEK II 0813-0051

SCALE: NTS

DATE: 03/20/2014

SFA 400 NO: 106-016

**SFA Design Group, LLC**

STRUCTURAL | CIVIL | LAND USE PLANNING | SURVEYING  
9020 SW Washington Square Dr. • Suite 505 • Portland, Oregon 97223

Phone 503.641.8311 Fax 503.643.7905







**First American**

**First American Title Company of Oregon**  
121 SW Morrison St, FL 3  
Portland, OR 97204  
Phn - (503)222-3651 (800)929-3651  
Fax - (877)242-3513

Order No.: 7000-1983686  
November 27, 2012

**FOR QUESTIONS REGARDING YOUR CLOSING, PLEASE CONTACT:**

**GLORIA MILLER**, Escrow Officer/Closer  
Phone: (503)350-5005 - Fax: (866)656-1602- Email:gmiller@firstam.com  
First American Title Company of Oregon  
5335 SW Meadows Rd #100, Lake Oswego, OR 97035

**FOR ALL QUESTIONS REGARDING THIS PRELIMINARY REPORT, PLEASE CONTACT:**

**James J. Welch**, Title Officer  
Toll Free: (800)929-3651 - Direct: (503)795-7669 - Fax: (877)242-2911 - Email: jwelch@firstam.com

**2nd Supplemental Preliminary Title Report**

**County Tax Roll Situs Address:** 28325 SW Canyon Creek Road S, Wilsonville, OR 97070

**Proposed Insured Lender: TBD**

2006 ALTA Owners Standard Coverage	Liability \$	550,000.00	Premium \$	1,425.00
2006 ALTA Owners Extended Coverage	Liability \$		Premium \$	
2006 ALTA Lenders Standard Coverage	Liability \$		Premium \$	
2006 ALTA Lenders Extended Coverage	Liability \$		Premium \$	
Endorsement			Premium \$	
Govt Service Charge			Cost \$	25.00
City Lien/Service District Search			Cost \$	
Other			Cost \$	

We are prepared to issue Title Insurance Policy or Policies in the form and amount shown above, insuring title to the following described land:

THE NORTH 130 FEET OF LOT 15, BRIDLE TRAIL RANCHETTES, IN THE COUNTY OF CLACKAMAS AND STATE OF OREGON.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE CITY OF WILSONVILLE BY THAT CERTAIN WARRANTY DEED RECORDED APRIL 20, 2005 AS FEE NO. 2005035448.

and as of October 22, 2012 at 8:00 a.m., title to the fee simple estate is vested in:

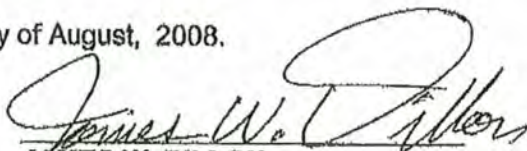
James W. Dillon and Debra Ann Gruber, as tenants in common

Subject to the exceptions, exclusions, and stipulations which are ordinarily part of such Policy form and the following:

This report is for the exclusive use of the parties herein shown and is preliminary to the issuance of a title insurance policy and shall become void unless a policy is issued, and the full premium paid.

FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.

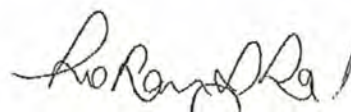
DATED this 22 day of August, 2008.

  
JAMES W. DILLON

STATE OF OREGON       )  
                                  ) ss.  
County of Multnomah   )

This instrument was acknowledged before me on August 22<sup>nd</sup>, 2008, by  
JAMES W. DILLON, TRUSTEE..



  
Notary Public for Oregon  
My commission expires: Dec 18<sup>th</sup>, 2011

2- BARGAIN AND SALE DEED

(2)



4  
B

**CITY COUNCIL STAFF REPORT**

**WILSONVILLE PLANNING DIVISION**  
**QUASI - JUDICIAL PUBLIC HEARING**  
*Renaissance at Canyon Creek II*

**Public Hearing Date:** April 7, 2014

**Application Number:** DB13-0050 (Comp. Plan Map Amendment)

**Property Owner:** James Dillon and Debra Gruber

**Applicant:** Renaissance Development Corp.

**REQUEST:** SFA Design Group, LLC, acting as agent for Renaissance Development Corp., Applicant, proposes the development of eight (8) residential lots in one phase, along with associated site improvements, for the property located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South.

The Applicant is proposing to change 1.79 acres in Residential 0 – 1 dwelling units per acre to a Comprehensive Plan Map designation of Residential 4 – 5 dwelling units per acre.

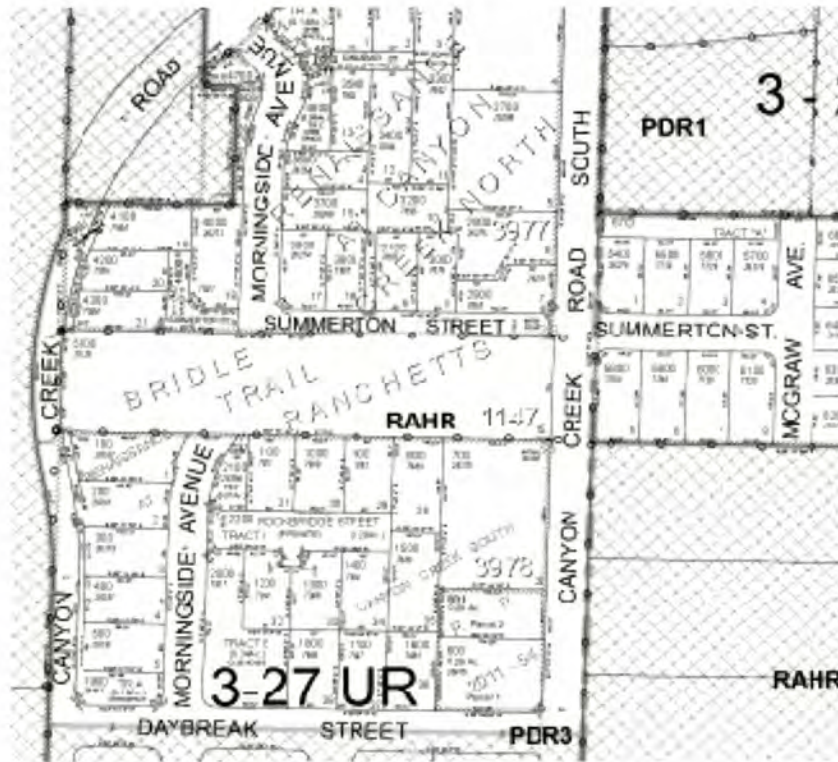
**Current Comprehensive Plan Map Designation:** Residential 0 – 1 du/ac  
**Proposed Comp. Plan Map Designation:** Residential 4 – 5 du/ac

**Current Zone Map Designation:** Residential Agricultural - Holding Zone (RA-H).  
**Proposed Zone:** Planned Development Residential – 3 (PDR-3); see proposed Ordinance No. 739.

**STAFF RECOMMENDATION:** Approve the application with no conditions of approval.

**Location:** 28325 SW Canyon Creek Road South. The property lies east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The subject property is more particularly described as being Tax Lot 5000 in Section 13BA; Township 3S; Range 1W; Clackamas County; Wilsonville, Oregon.

# VICINITY MAP



## APPLICABLE REVIEW CRITERIA:

Wilsonville Code Section(s)	Description
Sections 4.008-4.015	Application Process – Findings and Conditions
Section 4.100	Zoning - Purpose
Section 4.118 (as applicable)	Standards for All Planned Development Zones
Section 4.140	Planned Development Regulations
Section 4.198(.01)(A) through (D)	Comprehensive Plan Map Amendment

Other Planning Documents:
Storm Water Master Plan
Transportation Systems Plan
Comprehensive Plan.

**Staff Reviewers:** Blaise Edmonds, Manager of Current Planning.



## **BACKGROUND:**

On August 23, 2004, Development Review Board approved 03 DB 43 for a 79-lot residential planned development (i.e., Renaissance at Canyon Creek). A companion Comprehensive Plan Map Amendment and Zone Map Amendment was approved by the City Council on September 20, 2004. Four of the nine approved phases have been constructed; more partitions are enabled, in order to achieve full build-out of the project.

The subject site was not a part of the approval of Renaissance at Canyon Creek, although the parcel's development potential was accounted for during the review, illustrating compliance with code provisions in effect at that time. Despite the fact that some code provisions have been revised since then, the applicant proposes to implement most of the original concept for Tax Lot 5000.

On March 10, 2014, the Development Review Board considered the Applicant's proposal for an eight (8) lot residential planned development (DB13-0050 et seq). The Board approved the project, and recommended that the City Council approve the proposed Comprehensive Plan Map Amendment and proposed Zone Map Amendment. Staff's summary of the Applicant's proposal begins next, below.

## **PROJECT SUMMARY:**

A project narrative is provided by the applicant, found in Section 2 of Exhibit B1. The applicant's narrative adequately describes the proposed application components, and provides proposed findings regarding applicable review criteria. Except where necessary to examine issues identified in this report, staff has relied upon the applicant's submitted documents, rather than repeat their contents again here. The application component is described briefly, below:

### **Comprehensive Plan Map Amendment**

The applicant proposes to amend the current Comprehensive Plan residential density range from 0 – 1 du/ac to 4 – 5 du/ac, to correspond with that of the previous Renaissance at Canyon Creek development.

On the basis of findings A1 through A17 this action recommends approval of the proposed Comprehensive Plan Map Amendment from Residential 0 – 1 du/ac to Residential 4 – 5 du/ac.

## **RECOMMENDATION:**

### ***DB13-0050: Comprehensive Plan Map Amendment***

On the basis of findings A1 through A17, this action approves the proposed Comprehensive Plan Map Amendment from Residential 0 – 1 du/ac to Residential 4 – 5 du/ac.

## EXHIBIT LIST

Note: The following exhibits are hereby entered into the public record by the Development Review Board in consideration of the current application, as submitted:

### **Staff Materials:**

- A. Staff Report

### **Applicant's Written and Graphic Materials:**

#### **B1. Land Use application, date received December 19, 2013, and including:**

Section	Item
1	Application
2	Compliance Report
3	Zone Change Legal Description
4	Arborist's Report, dated 11/5/2013
5	Storm Drainage Report, dated 11/15/2013
6	Title Report, dated 11/27/2012
7	Traffic Impact Report, dated 9/26/2013
8	Notice Mailing List, dated 10/30/2013
9	Preliminary Plat (and Preliminary Plans, reduced size; see list below) (7 9 drawings) [Amended by the DRB on 3/10/2014.]
10	Prior Approval

#### **B2. Full Size Drawings/Plan Sheets:**

Sheet No.	Sheet Title
1	Cover Sheet, Sheet Index, and Preliminary Plat
2	Comprehensive Plan Map Amendment/Zone Map Amendment
3	Existing Conditions
4	Preliminary Grading and Demolition Plan
5	Site and Utility Plan
6	Aerial Photo
7	<b>Comprehensive Plan Map [Amended by the DRB on 3/10/2014.]</b>
8	<b>Zone Map [Amended by the DRB on 3/10/2014.]</b>
L1	Landscape Plan

- C1. Letters (neither For nor Against): None submitted

- C2. Letters (In Favor): None submitted

- C3. Letters (Opposed): None submitted

#### **D1. Staff Submittals**

1. Memo from D. Walters; Building Plans Examiner; dated 2/26/2014
2. E-mail from S. Adams, Development Engineering Manager, with attachments; dated 2/26/2014
3. Comments from Public Works staff; dated 1/30/2014
4. Tax Map, 3S 1W Section 13BA; not dated
5. Tax Map, 3S 1W Section 13BA (relevant portion); not dated



## FINDINGS OF FACT

### 1. Existing Site Conditions:

The subject site is comprised of one parcel, totaling 1.79 acres. The applicant has provided a site description in the project narrative (Section 2 of Exhibit B1). The subject property is currently zoned Residential Agricultural - Holding Zone (RA-H).

**Surrounding Development:** The adjacent land uses are as follows:

Compass Direction	Existing Use(s)
North	Residential Planned Development
East	Residential
South	Residential Planned Development
West	Vacant Industrial (Mentor Graphics)

### Natural Characteristics:

The subject site contains gently-sloping terrain. A variety of evergreen and deciduous trees are scattered throughout the site. An existing house and accessory structures at 28325 SW Canyon Creek Road South (Tax Lot 5000) currently remain.

### Streets:

The site abuts SW Canyon Creek Road (arterial) on the west, SW Summerton Street on the north, and SW Canyon Creek Road South on the east.

### Previous Planning Applications Relevant to the subject property:

03 DB 43 (A – H)	Renaissance at Canyon Creek
AR13-0056	Venture Properties Interpretation

- 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.
- Notice of the proposed project has been sent to the appropriate agencies involved in the review of public improvements. Comments and conditions of approval from the Building and Engineering Divisions, and Public Works comments were received and are incorporated into this staff report.
- The statutory 120-day time limit applies to this application. The application was received on November 15, 2013. Additional materials were submitted on December 19, 2013. On January 31, 2014, staff conducted a completeness review, on which date the application was deemed complete. The City must render a final decision for the request, including any appeals, by May 31, 2014.

## **CONCLUSIONARY FINDINGS**

---

The applicant's response findings to the applicable land development criteria and Comprehensive Plan goals, policies and implementation measures found in Section 2 of Exhibit B1, are hereby incorporated in this staff report as findings for the recommended action.

### **REQUEST 'A' – DB13-0050 COMPREHENSIVE PLAN MAP AMENDMENT**

---

#### **CONCLUSIONARY FINDINGS FOR REQUEST (A):**

##### **Comprehensive Plan – Comprehensive Plan Changes**

Pages 7 through 10 of the City of Wilsonville's Comprehensive Plan updated April, 2013, provide the following procedure for amending the Comprehensive Plan:

##### **Who May Initiate Plan Amendments**

A1. The subject property owners through their authorized agent (the applicant) have made application to modify the Comprehensive Plan map designation for their property from 0-1 du/ac to 4-5 du/ac.

##### **Application for Plan Amendment**

A2. The applicant has met all applicable filing requirements for a Comprehensive Plan Map amendment.

##### **Consideration of Plan Amendment**

A3. The Planning Division received the application on November 11, 2013. Staff met with the applicant subsequent to the submittal of the application to discuss the completeness of the application and perceived deficiencies of the application. The Planning Division received revised plans on December 19, 2013. The application was deemed complete on January 31, 2014.

A4. The findings and recommended conditions of approval adopted by the Development Review Board in review of the application to modify the Comprehensive Plan Map designation will be forwarded as a recommendation to the City Council.

#### **Standards for Development Review Board and City Council Approval of Plan Amendments (page 8 of the Comprehensive Plan):**

- a. The proposed amendment is in conformance with those portions of the Plan that are not being considered for amendment.
- b. The granting of the amendment is in the public interest.
- c. The public interest is best served by granting the amendment at this time.
- d. The following factors have been adequately addressed in the proposed amendment:

Suitability of the various areas for particular land uses and improvements;

Land uses and improvements in the area;

Trends in land improvement;

Density of development;

Property values;

Needs of economic enterprises in the future development of the area;



**Transportation access;  
Natural resources; and  
Public need for healthful, safe and aesthetic surroundings and conditions.**

**e. Proposed changes or amendments to the Comprehensive Plan do not result in conflicts with applicable Metro requirements.**

A5. At the writing of this report, the applicant has satisfied Plan requirements of citizen involvement.

A6. Policy 4.1.4 and Implementation Measures 4.1.4.f, 4.1.4.l, and 4.1.4.p of the Comprehensive Plan speak to the City's desire to see the development of housing that is affordable to and serves employees working in the City. The proposed project would provide an incremental net increase of seven (7) new single-family homes within the City.

A7. The applicant has not provided findings relative to affordability of the homes in the project.

A8. The traffic study completed for this project (Section 7 of Exhibit B1), indicating that the proposed entry streets provide sufficient access for emergency vehicles and comply with the traffic level of service requirements of the Development Code and the Transportation Systems Plan.

A9. The property within the proposed project site is currently large lot, which includes a single-family home that was developed on what was rural residential land. The proposed project is currently surrounded by higher density, single-family homes on the south, east and west sides. Implementation Measures 4.1.4.b, d, and o speak to the City's desire to see a diversity of housing types and affordability. The applicant's proposal would provide eight (8) new homes, adding to the diversity of single family home choices in the City. Through the conditions of approval proposed by staff, the project could be adequately served with urban services and would minimize off-site impacts.

A10. Metro's Functional Plan limits cul-de-sac lengths and the distance between local roads. The applicant has provided findings addressing these concerns (Section 2 of Exhibit B1).

#### **Public Notice**

A11. Public Notice of the March 10, 2014, Development Review Board public hearing regarding this application was mailed and posted on February 18, 2014. A notice regarding the April 7, 2014, City Council will follow.

#### **Wilsonville Development Code (WC) – Comprehensive Plan Changes**

**Subsection 4.198(.01) of the Development Code stipulates, "Proposals to amend the Comprehensive Plan, or to adopt new elements or sub-elements of the Plan, shall be subject to the procedures and criteria contained in the Comprehensive Plan. Each such amendment shall include findings in support of the following:**

**Approval Criterion A: "That the proposed amendment meets a public need that has been identified;"**

A12. The adjoining Renaissance at Canyon Creek subdivision is designated on the Comprehensive Plan as Residential 4 - 5 dwelling units per acre which is medium residential density. The "Residential Development" portion of the Comprehensive Plan (Policy 4.1.4) identifies the need for additional housing within the City to serve housing and economic needs of residents and employees working within the City.



The March 2012 Development Summary completed by the City indicates that approximately 23% of 4,502 acres of land within the City is zoned Planned Development Residential (PDR).

**City Wide Housing Units**

<b>Type</b>	<b>New</b>	<b>YTD</b>	<b>Total</b>
Apartment	0	0	4591
Condominium	0	0	563
Duplex	0	0	68
Mobile Homes	0	0	20
Mobile Home/park	0	0	143
Single Family	21	21	3696
<b>Totals</b>	<b>21</b>	<b>21</b>	<b>9081</b>

On the basis of the above inventory there are 56.75% multi-family (including 563 condominiums), 41.5% single-family (including 68 duplexes) and 1.75% mobile homes. Adjusting the housing units to include the recently approved Brenchley Estates - North project comprising 320 apartment units and 39 single-family units, the revised housing unit split is 58.4% multi-family, 40.3% single family and 1.3% mobile homes. The proposed 15 apartment unit project would increase the percentage of land in PDR zoning and apartment units by a negligible amount. The proposed project would increase the percentage of land in PDR zoning and the number of additional single-family houses by a negligible amount.

Though the City has historically through an older version of the Comprehensive Plan sought to achieve 50 percent in single-family houses, 40 percent in multi-family units and 10 percent in manufactured houses at mobile home parks those percentages the Comprehensive Plan no longer has a stated goal of maintaining those percentages. The Comprehensive Plan was revised in its entirety by City Council Ordinance No. 517 on October 16, 2000. Housing is now determined by density ranges in Table 1 in Finding B2 for each mapped zoning district. Residential development must also be balanced with Policy 4.1.4 and its implementation measures that seek to “provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville.” In the near future, multi-family and single-family housing percentages will become more balanced with the construction of Tonquin Woods (27 homes); Tonquin Woods 2 (168 homes); Copper Creek (21 homes); Jory Trail at the Grove (30 homes); Brenchley Estates – North (27 homes); Retherford Meadows (88 homes); SAP-East, Phase 3 (185 homes) and Willamette Landing (33 homes), for total 579 homes.

**Approval Criterion B: “That the proposed amendment meets the identified public need at least as well as any other amendment or change that could reasonably be made;”**

A13. The current Comprehensive Plan designation for the subject properties is Residential with a density range of 0-1 dwelling units per acre. The Zoning Map identifies the subject properties as Residential Agricultural – Holding (RA-H). The Planned Development Regulations of the Development Code require that the subdivision of properties such as the subject properties (over two acres) result in a Planned Development community. The applicant proposes a net density of 5.16 dwelling units per acre. The Comprehensive Plan allows a range of densities from 0-1 dwelling units per acre to over 20 dwelling units per acre. The properties to the north, south, and east of the proposed project are designated residential on the Comprehensive Plan Map of the City. The subject property has a Comprehensive Plan



designation of 'Residential' with a density of 0-1 dwelling units per acre, while the properties to the north, south and east have a designation of 4-5 dwelling unit per acre. It is appropriate to continue to designate these properties as Residential. In addition, the proposed subdivision has similarities in site density and housing product to other subdivisions nearby such as Renaissance at Canyon Creek. Wilsonville Meadows and Landover subdivisions, making the proposed transitional density of 4-5 du/ac appropriate. Comparisons to the single family density of Wilsonville Meadows need to consider the overall density of the project that includes multi-family projects such as Berkshire Court and Hathaway Village that are part of the overall master plan.

**Approval Criterion C: "That the proposed amendment supports applicable Statewide Planning Goals, or a Goal exception has been found to be appropriate;"**

A14. With the implementation of the proposed conditions of approval, the project supports the applicable Statewide Planning Goals.

**Approval Criterion D: "That the proposed change will not result in conflicts with any portion of the Comprehensive Plan that is not being amended."**

A15. The applicant is requesting an amendment of the Comprehensive Plan Map for the subject properties. The applicant does not propose to modify or amend any other portion of the Comprehensive Plan or Plan Map.

**METRO'S URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN**

A16. Title 1 of the Urban Growth Management Functional Plan (UGMFP) requires 80% Maximum density at build-out of any particular parcel. With the rewrite of the City's Development Code in November 2000, the lower end of the planned density range was increased to reflect this 80% requirement. The applicant is requesting a zone change to Planned Development Residential (PDR-3), which corresponds to a Comprehensive Plan Map density of 4-5 dwelling units per acre.

**SUMMARY FINDING FOR REQUEST (A):**

A17. The applicant's proposed Comprehensive Plan Map Amendment meets all applicable requirements, and its approval may be recommend to the City Council.

5  
6  
March 13, 2014

**DEVELOPMENT REVIEW BOARD PANEL A**

**DEVELOPMENT REVIEW BOARD NOTICE OF DECISION AND  
RECOMMENDATION TO CITY COUNCIL**

**Project Name:** Renaissance at Canyon Creek II Subdivision

**Case Files:** DB13-0050 (A) Comprehensive Plan Map Amendment  
DB13-0051 (B) Zone Map Amendment  
DB13-0052 (C) Stage I Preliminary Plan  
DB13-0053 (D) Stage II Final Plan  
DB13-0054 (E) Waiver  
DB13-0055 (F) Tentative Subdivision Plat  
DB13-0056 (G) Site Design Review  
DB13-0057 (H) Type 'C' Tree Plan

**Property Owners:** James Dillon and Debra Gruber

**Applicant:** Renaissance Development

**Applicant's  
Representative:** SFA Design Group LLC

**Property  
Description:** Tax Lots 5000 of Section 13BA; T3S R1W; Clackamas County;  
Wilsonville, Oregon.

**Location:** 28325 SW Canyon Creek Road South

On March 10, 2014, 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, April 7, 2014 to hear these items.*

**Requests C, D, E, F, G and H:**  
Approved, together with conditions of approval.  
*These approvals are contingent upon City Council's approval of Requests A and B.*

An appeal of Requests C, D, E, F, G and H 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 13<sup>th</sup> day of March 2014 and is available for public inspection. The decision regarding Requests C, D, E, F, G and H shall become final and effective on the fifteenth (15<sup>th</sup>) 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. 271, including adopted staff report with conditions of approval.

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 271**

**A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL OF A COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL 0-1 DU/AC TO RESIDENTIAL 4-5 DU/AC AND A ZONE MAP AMENDMENT FROM RA-H TO PDR-3 AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I PRELIMINARY PLAN, STAGE II FINAL PLAN, WAIVER, TENTATIVE SUBDIVISION PLAT, SITE DESIGN REVIEW AND TYPE 'C' TREE PLAN FOR DEVELOPMENT OF EIGHT (8) RESIDENTIAL LOTS. THE SUBJECT 1.79 ACRE PROPERTY IS LOCATED ON TAX LOT 5000 OF SECTION 13BA, T3S, R1W, CLACKAMAS COUNTY, OREGON. SFA DESIGN GROUP - REPRESENTATIVE FOR RENAISSANCE DEVELOPMENT - 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 March 3, 2014, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on March 10, 2014, 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

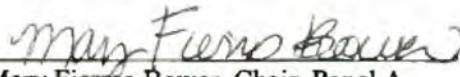
WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board Panel A of the City of Wilsonville recommends that the City Council approve a Comprehensive Plan Map Amendment a Zone Map Amendment (Case Files DB13-0050 and DB13-0051), approve a Stage I Preliminary Plan, Stage II Final Plan, Waiver, Tentative Subdivision Plat, Site Design Review and Type 'C' Tree Plan, and does hereby adopt the staff report attached hereto as Exhibit A1 with modified findings, recommendations and conditions placed on the record herein and authorizes the Planning Director to issue approvals consistent with said recommendations for Case File(s):

**DB13-0050 (A) Comprehensive Plan Map Amendment  
DB13-0051 (B) Zone Map Amendment  
DB13-0052 (C) Stage I Preliminary Plan  
DB13-0053 (D) Stage II Final Plan  
DB13-0054 (E) Waiver  
DB13-0055 (F) Tentative Subdivision Plat  
DB13-0056 (G) Site Design Review  
DB13-0057 (H) Type 'C' Tree Plan**



ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 10th day of March 2014 and filed with the Planning Administrative Assistant on March 13, 2014. 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

6  
D

**WILSONVILLE PLANNING DIVISION  
DEVELOPMENT REVIEW BOARD PANEL 'A'  
AMENDED AND ADOPTED QUASI-JUDICIAL STAFF REPORT  
RENAISSANCE AT CANYON CREEK II SUBDIVISION**

---

<b>Public Hearing Date:</b>	<b>March 10, 2014</b>
<b>Date of Report:</b>	<b>March 3, 2014</b>
<b>Application Numbers:</b>	<b>DB13-0050 (A) Comprehensive Plan Map Amendment DB13-0051 (B) Zone Map Amendment DB13-0052 (C) Stage I Preliminary Plan DB13-0053 (D) Stage II Final Plan DB13-0054 (E) Waiver DB13-0055 (F) Tentative Subdivision Plat DB13-0056 (G) Site Design Review DB13-0057 (H) Type 'C' Tree Plan</b>
<b>Property Owners:</b>	<b>James Dillon and Debra Gruber</b>
<b>Applicant:</b>	<b>Renaissance Development Corp.</b>

**REQUEST:** SFA Design Group, LLC, acting as agent for Renaissance Development Corp., applicant, proposes the development of eight (8) residential lots in one phase, along with associated site improvements, for the property located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The development site area is comprised of one parcel, the area of which is approximately 1.79 acres.

The following requests apply to the subject property, as defined in the applicant's submittal documents: Approve a Comprehensive Plan Map Amendment, Zone Map Amendment, Tentative Subdivision Plat, Stage I Preliminary Plan, Stage II Final Plan, Type 'C' Tree Removal Plan, and Site Design Review Plan for the common elements of the proposed subdivision, and one (1) waiver.

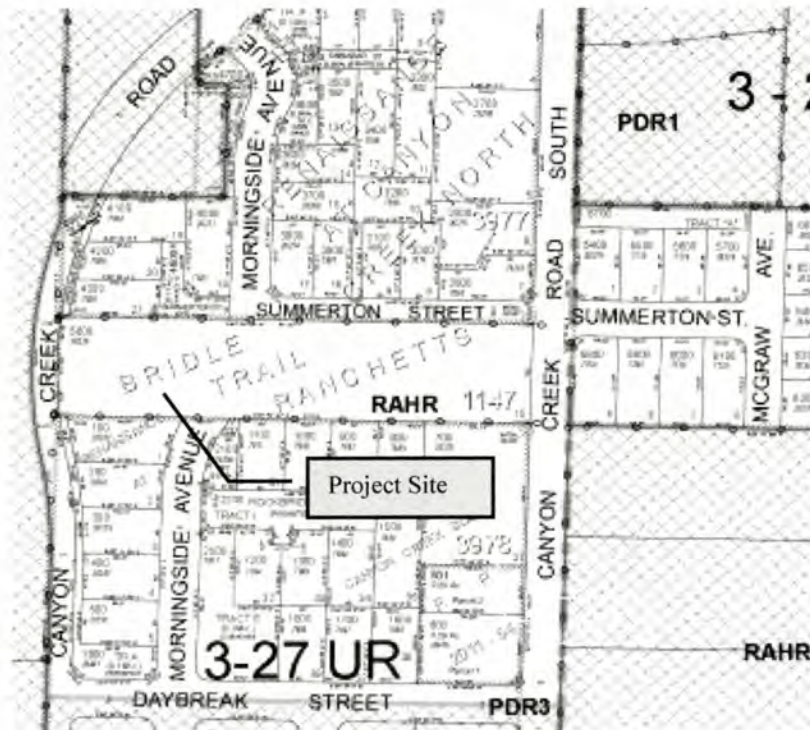
**Current Comprehensive Plan Designation:** Residential 0 - 1 du/ac

**Current Zone Map Designation:** Residential Agricultural - Holding Zone (RA-H)

**STAFF RECOMMENDATION:** Approve the applications, with recommended conditions.



**Project Location:** 28325 SW Canyon Creek Road South. The property lies east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The subject property is more particularly described as being Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.



Vicinity and Tax Map

**APPLICABLE REVIEW CRITERIA:**

<b>Zoning Review Criteria:</b>	<b>Description</b>
Sections 4.008-4.015	Application Procedures
Section 4.113	Standards Applying to Residential Development in Any Zone
Section 4.118 (as applicable)	Standards Applying to All Planned Development Zones
Section 4.120 (as applicable)	Residential Agricultural - Holding (RA-H) Zone
Section 4.124	Standards Applying to All Planned Development Residential Zones
Section 4.124.3 (as applicable)	Planned Development Residential (PDR-3) Zone
Section 4.140	Planned Development Regulations
Section 4.140(.07)	Planned Development Regulations – Stage I
Section 4.140(.08)	Planned Development Regulations – Stage II
Section 4.154	Bicycle, Pedestrian and Transit Facilities
Section 4.155	Parking, Loading and Bicycle Parking
Section 4.167	Access, Ingress and Egress
Section 4.171	Protection of Natural Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening and Buffering
Section 4.177	Street Improvement Standards
Section 4.178	Sidewalk and Pathway Standards
Section 4.197	Zone Map Amendments
Section 4.198	Comprehensive Plan Map Amendments
Section 4.199	Outdoor Lighting
Section 4.200 – 4.270	Land Divisions
Section 4.300 – 4.320	Underground Utilities
Sections 4.400 – 4.450	Site Design Review
Sections 4.600 -4.620(.20)	Tree Preservation and Protection
<b>Other Planning Documents:</b>	
Metro's Urban Growth Management Functional Plan	
Storm Water Master Plan	
Transportation Systems Plan	

**Staff Reviewer:** Michael R. Wheeler, Associate Planner



## **BACKGROUND**

---

On August 23, 2004, Development Review Board approved 03 DB 43 for a 79-lot residential planned development (i.e., Renaissance at Canyon Creek). A companion Comprehensive Plan Map Amendment and Zone Map Amendment was approved by the City Council on September 20, 2004. Four of the nine approved phases have been constructed; more partitions are enabled, in order to achieve full build-out of the project.

The subject site was not a part of the approval of Renaissance at Canyon Creek, although the parcel's development potential was accounted for during the review, illustrating compliance with code provisions in effect at that time. Despite the fact that some code provisions have been revised since then, the applicant proposes to implement most of the original concept for Tax Lot 5000. Staff's review of the modified proposal begins next, below.

## **SUMMARY AND ISSUES**

---

A project narrative is provided by the applicant, found in Section 2 of Exhibit B1. The applicant's narrative adequately describes the proposed application components, and provides proposed findings regarding applicable review criteria. Except where necessary to examine issues identified in this report, staff has relied upon the applicant's submitted documents, rather than repeat their contents again here.

### **Request A - Comprehensive Plan Map Amendment**

---

The applicant proposes to amend the current Comprehensive Plan residential density range from 0 – 1 du/ac to 4 – 5 du/ac, to correspond with that of the previous Renaissance at Canyon Creek development.

### **Request B – Zone Map Amendment**

---

The applicant proposes a Zone Map Amendment from the current RA-H (Residential Agricultural - Holding Zone) zone to a PDR-3 (Planned Development Residential) zone.

### **Request C – Stage I Preliminary Plan**

---

The applicant's intent is for the site to be used for residential development in compliance with the proposed Comprehensive Plan designation of 4 - 5 dwelling units per acre. This intent, typically achieved through a preliminary plan, is implemented per Section 4.210(.01)(B)(19), as reviewed in Request C, and the Tentative Subdivision Plat, as reviewed in Request F, below.

#### **Request D – Stage II Final Plan**

---

The location, design, size and residential use of the proposed project are consistent with the proposed Comprehensive Plan, proposed zone, and with other applicable plan, development map or ordinance adopted by the City Council.

The location, design, size and uses of the proposed project are such that traffic generated by the development can be accommodated safely and without congestion in excess of level service "D", defined in the highway capacity manual published by the National Highway Research Board on existing or immediately planned arterial or collector streets.

The location, design, size and uses of the proposed project are such that the residents or establishments to be accommodated will be adequately served by "existing or immediately planned facilities and services."

#### **Request E – One (1) Waiver**

---

The applicant is requesting one (1) waiver to required minimum side yard setback, as identified in Section and 2 of Exhibit B1.

#### **Request F – Tentative Subdivision Plat**

---

The applicant proposes to record a subdivision plat for eight (8) lots, together with two (2) tracts to be held in common by the collective owners of those lots.

The configuration of the subdivision's proposed vehicle and pedestrian circulation has been found to satisfy applicable Code provisions.

The solid waste franchisee previously noted that garbage service can be provided, based upon the circulation design.

The project provides the requisite 'usable' open space necessary to satisfy the minimum acreage requirement for a project of this size (i.e., eight lots). The applicant proposes 14,438 sq. ft. of usable open space in Tract A; 5,496 sq. ft. of open space in Tract B; resulting in a 'usable' area, totaling 19,934 sq. ft. (Sheet 1 of 6 of Exhibit B2).

The configuration of a proposed Tentative Subdivision Plat can be made to meet all applicable Code requirements regarding vehicle circulation, through the imposition of related conditions of approval (Exhibit D1.2).

#### **Request G – Site Design Review**

---

Due to the provision of usable open space, compliance with the minimum open space required, and the submitted landscape plan, approval of the proposed Site Design Review plan may be granted.



### **Request H – Type C Tree Plan**

---

The proposed Type C Tree Plan for the removal of 20 trees is in substantial compliance with the applicable provisions of Subsection 4.610.40 and 4.620.00. The Board may approve the Type C Tree Removal Plan, together with recommended conditions of approval.

### **ANALYSIS OF ISSUES**

---

**Issue – Lighting Plan Not Clear:** The applicant has illustrated and labeled the location of proposed street lights, but has not provided specifications or ‘cut sheets’ illustrating the composition of those lights. See the discussion found beginning on page 46.

**Issue – Waiver:** The applicant is requesting one (1) waiver from the PDR-3 standards:

- Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet for 2+ stories.**

The proposed waiver is reasonable, and its merits demonstrated by the applicant. See Request E of this report beginning on page 39 for a discussion regarding the requested waivers.

## RECOMMENDED CONDITIONS OF APPROVAL

<b>Condition Numbering Key</b>	
<b>(Prefix = Division or Department)</b>	
<b>PD = Planning Division Conditions</b>	
<b>BD = Building Division Conditions</b>	
<b>PF = Engineering Conditions.</b>	
<b>NR = Natural Resources Conditions</b>	
<b>TR = SMART/Transit Conditions</b>	
<b>FD = Tualatin Valley Fire &amp; Rescue Conditions</b>	

### ***Request A: DB13-0050: Comprehensive Plan Map Amendment***

#### **Planning Division Conditions:**

On the basis of findings A1 through A17 this action recommends approval of the proposed Comprehensive Plan Map Amendment from Residential 0 – 1 du/ac to Residential 4 – 5 du/ac, and forwards this recommendation to the City Council with no conditions of approval.

### ***Request B: DB13-0051: Zone Map Amendment***

#### **Planning Division Conditions:**

On the basis of findings B1 through B24 this action recommends approval of the proposed Zone Map Amendment from Residential Agricultural - Holding Zone (RA-H) to Planned Development Residential (PDR-3), and forwards this recommendation to the City Council with no proposed conditions of approval.

### ***Request C: DB13-0052: Stage I Preliminary Plan***

#### **Planning Division Conditions:**

**PDC 1.** On the basis of findings C1 through C6, this action approves the Stage I Preliminary Plan submitted with this application for eight (8) residential lots (Sheet 1 of Exhibit B2), as entered into the record on March 10, 2014, approved by the Development Review Board, and stamped “Approved Planning Division.” Approval of the Stage I preliminary Plan is contingent on City Council approval of Requests A and B for a Comprehensive Plan Map Amendment and a Zone Map Amendment, respectively.

### ***Request D: DB13-0053: Stage II Final Plan***

#### **Planning Division Conditions:**

**PDD 1.** This action approves the request regarding DB13-0053, for the plans submitted with this application, approved by the Development Review Board, and stamped “Approved Planning Division”. Approval for the Stage II Final Plan will expire two years after this action, per Section 4.140(.09)(I).

**PDD 2.** The Applicant/Owner shall develop the site for use as an eight (8) lot residential planned development, unless altered by a subsequent Board approval, or minor



	revisions are approved by the Planning Director under a Class I administrative review process.
<b>PDD 3.</b>	The Applicant/Owner shall provide the general contractor for the proposed project with a copy of the approved plans and conditions of approval adopted by the City.
<b>PDD 4.</b>	The Applicant/Owner shall provide all future purchasers of lots in the project with a copy of the conditions of approval adopted by the City.

<b><u>Building Division Conditions:</u></b>	
<b>BDD 1.</b>	<b>FIRE HYDRANTS.</b> Tualatin Valley Fire & Rescue shall approve the design of the fire hydrant system serving these homes.

<b><u>Engineering Division Conditions:</u></b>													
<b>Standard Comments:</b>													
<b>PFD 1.</b>	All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards.												
<b>PFD 2.</b>	<p>Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:</p> <table> <tr> <td>General Aggregate</td><td>\$2,000,000</td></tr> <tr> <td>Products-Completed Operations Aggregate</td><td>\$2,000,000</td></tr> <tr> <td>Each Occurrence</td><td>\$2,000,000</td></tr> <tr> <td>Automobile Insurance</td><td>\$1,000,000</td></tr> <tr> <td>Fire Damage (any one fire)</td><td>\$ 50,000</td></tr> <tr> <td>Medical Expense (any one person)</td><td>\$ 10,000</td></tr> </table>	General Aggregate	\$2,000,000	Products-Completed Operations Aggregate	\$2,000,000	Each Occurrence	\$2,000,000	Automobile Insurance	\$1,000,000	Fire Damage (any one fire)	\$ 50,000	Medical Expense (any one person)	\$ 10,000
General Aggregate	\$2,000,000												
Products-Completed Operations Aggregate	\$2,000,000												
Each Occurrence	\$2,000,000												
Automobile Insurance	\$1,000,000												
Fire Damage (any one fire)	\$ 50,000												
Medical Expense (any one person)	\$ 10,000												
<b>PFD 3.</b>	No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, right-of-way and easements have been obtained and Staff is notified a minimum of 24 hours in advance.												
<b>PFD 4.</b>	All public utility/improvement plans submitted for review shall be based upon a 22"x 34" format and shall be prepared in accordance with the City of Wilsonville Public Work's Standards.												
<b>PFD 5.</b>	<p>Plans submitted for review shall meet the following general criteria:</p> <ol style="list-style-type: none"> <li>Utility improvements that shall be maintained by the public and are not contained within a public right-of-way shall be provided a maintenance access acceptable to the City. The public utility improvements shall be centered in a minimum 15-ft. wide public easement for single utilities and a minimum 20-ft wide public easement for two parallel utilities and shall be conveyed to the City on its dedication forms.</li> <li>Design of any public utility improvements shall be approved at the time of the issuance of a Public Works Permit. Private utility improvements are subject to</li> </ol>												



review and approval by the City Building Department.

- c. In the plan set for the PW Permit, existing utilities and features, and proposed new private utilities shall be shown in a lighter, grey print. Proposed public improvements shall be shown in bolder, black print.
- d. All elevations on design plans and record drawings shall be based on NAVD 88 Datum.
- e. All proposed on and off-site public/private utility improvements shall comply with the State of Oregon and the City of Wilsonville requirements and any other applicable codes.
- f. Design plans shall identify locations for street lighting, gas service, power lines, telephone poles, cable television, mailboxes and any other public or private utility within the general construction area.
- g. As per City of Wilsonville Ordinance No. 615, all new gas, telephone, cable, fiber-optic and electric improvements etc. shall be installed underground. Existing overhead utilities shall be undergrounded wherever reasonably possible.
- h. Any final site landscaping and signing shall not impede any proposed or existing driveway or interior maneuvering sight distance.
- i. Erosion Control Plan that conforms to City of Wilsonville Ordinance No. 482.
- j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
- k. All engineering plans shall be stamped by a Professional Engineer registered in the State of Oregon.

**PFD 6.** Submit plans in the following general format and order for all public works construction to be maintained by the City:

- a. Cover sheet
- b. City of Wilsonville construction note sheet
- c. General construction note sheet
- d. Existing conditions plan.
- e. Erosion control and tree protection plan.
- f. Site plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
- g. Grading plan, with 1-foot contours.
- h. Composite utility plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
- i. Detailed plans; show plan view and either profile view or provide i.e.'s at all utility crossings; include laterals in profile view or provide table with i.e.'s at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
- j. Street plans.
- k. Storm sewer/drainage plans; number all lines, manholes, catch basins, and cleanouts for easier reference
- l. Water and sanitary sewer plans; plan; number all lines, manholes, and cleanouts for easier reference.
- m. Detailed plan for storm water detention facility (both plan and profile views),



	<p>including water quality orifice diameter and manhole rim elevations. Provide detail of inlet structure and energy dissipation device. Provide details of drain inlets, structures, and piping for outfall structure. Note that although storm water detention facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.</p> <p>n. Detailed plan for water quality facility (both plan and profile views). Note that although storm water quality facilities are typically privately maintained they will be inspected by Natural Resources, and the plans must be part of the Public Works Permit set.</p> <p>o. Composite franchise utility plan.</p> <p>p. City of Wilsonville detail drawings.</p> <p>q. Illumination plan.</p> <p>r. Striping and signage plan.</p> <p>s. Landscape plan.</p>
<b>PFD 7.</b>	Prior to manhole and sewer line testing, design engineer shall coordinate with the City and update the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to the updated numbering system. Design engineer shall also show the updated numbering system on As-Built drawings submitted to the City.
<b>PFD 8.</b>	The applicant shall install, operate and maintain adequate erosion control measures in conformance with the standards adopted by the City of Wilsonville Ordinance No. 482 during the construction of any public/private utility and building improvements until such time as approved permanent vegetative materials have been installed.
<b>PFD 9.</b>	Applicant shall work with City's Natural Resources office before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
<b>PFD 10.</b>	To lessen the impact of the proposed project on the downstream storm drain system, and adjacent properties, project run-off from the site shall be detained and limited to the difference between a developed 25-year storm and an undeveloped 25-year storm. The detention and outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
<b>PFD 11.</b>	A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City to address appropriate pipe and detention facility sizing.
<b>PFD 12.</b>	The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as



	designed.
<b>PFD 13.</b>	Storm water quality facilities shall have approved landscape planted and/or some other erosion control method installed and approved by the City of Wilsonville prior to streets and/or alleys being paved.
<b>PFD 14.</b>	Fire hydrants shall be located in compliance with TVF&R fire prevention ordinance and approval of TVF&R.
<b>PFD 15.</b>	The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems. Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.
<b>PFD 16.</b>	All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
<b>PFD 17.</b>	Sidewalks, crosswalks and pedestrian linkages in the public right-of-way shall be in compliance with the requirements of the U.S. Access Board.
<b>PFD 18.</b>	No surcharging of sanitary or storm water manholes is allowed.
<b>PFD 19.</b>	The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
<b>PFD 20.</b>	The applicant shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets and pedestrian alleyways.
<b>PFD 21.</b>	All required pavement markings, in conformance with the Transportation Systems Plan and the Bike and Pedestrian Master Plan, shall be completed in conjunction with any conditioned street improvements.
<b>PFD 22.</b>	Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.
<b>PFD 23.</b>	The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
<b>PFD 24.</b>	Access requirements, including sight distance, shall conform to the City's



	Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
<b>PFD 25.</b>	The applicant shall provide the City with a Stormwater Maintenance and Access Easement (on City approved forms) for City inspection of those portions of the storm system to be privately maintained. Stormwater or rainwater LID facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all LID storm water components and private conventional storm water facilities; maintenance shall transfer to the respective homeowners association when it is formed.
<b>PFD 26.</b>	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 Minor and Major Collectors. A 10-ft PUE shall be provided along Minor and Major Arterials.
<b>PFD 27.</b>	For any new public easements created with the project the Applicant shall be required to produce the specific survey exhibits establishing the easement and shall provide the City with the appropriate Easement document (on City approved forms).
<b>PFD 28.</b>	<p>Mylar Record Drawings:</p> <p>At the completion of the installation of any required public improvements, and before a 'punch list' inspection is scheduled, the Engineer shall perform a record survey. Said survey shall be the basis for the preparation of 'record drawings' which will serve as the physical record of those changes made to the plans and/or specifications, originally approved by Staff, that occurred during construction. Using the record survey as a guide, the appropriate changes will be made to the construction plans and/or specifications and a complete revised 'set' shall be submitted. The 'set' shall consist of drawings on 3 mil. Mylar and an electronic copy in AutoCAD, current version, and a digitally signed PDF.</p>
<b>PFD 29.</b>	<p>Subdivision or Partition Plats:</p> <p>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.</p>
<b>PFD 30.</b>	<p>Subdivision or Partition Plats:</p> <p>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.</p>
<b>Specific Comments:</b>	



<b>PFD 31.</b>	At the request of Staff, DKS Associates completed a Subdivision Trip Generation Update dated September 26, 2013. The project is hereby limited to no more than the following impacts.
	Estimated New PM Peak Hour Trips 8
	Estimated Weekday PM Peak Hour Trips 1 Through Wilsonville Road Interchange Area
<b>PFD 32.</b>	On Morningside Avenue applicant has proposed to maintain the 32-foot curb-to-curb street width within a 51-foot street right-of-way dedication for the extension of this street. Improvements shall include asphalt roadway, curb and gutter, sidewalk, stormwater system, street trees, and streetlights.
<b>PFD 33.</b>	Summerton Street was previously approved with a 21.5-foot half street right-of-way. Applicant is approved to match the existing street design on the south side by dedicating an additional 13.5 feet of right-of-way (43 feet total), widening the road by 8 feet (32 foot total) and installing curb and gutter, 5-ft sidewalk, stormwater system, street trees, and streetlights.
<b>PFD 34.</b>	On frontage to Canyon Creek Road South the applicant shall be required to construct a 14-foot half-street improvement, face of curb to street centerline (asphalt roadway, curb and gutter, sidewalk, stormwater system, street trees, and streetlights) in compliance with Residential Street Standards as provided in the 2013 Transportation Systems Plan (note that this sidewalk needs to be offset.) Existing street right-of-way is 50 feet; no additional right-of-way dedication is required.
<b>PFD 35.</b>	The proposed site straddles two stormwater basins. Applicant shall design the project so that no net out-of-basin transfers will occur.
<b>PFD 36.</b>	Applicant shall connect storm service lines of lots to the existing or proposed storm systems where feasible; this would include lots 1 and 3 through 8.
<b>PFD 37.</b>	Applicant shall connect sanitary service lines of lots to the existing or proposed sanitary systems.
<b>PFD 38.</b>	Applicant shall be required to connect the existing 8" water systems in Morningside Avenue with extension of this street.
<b>PFD 39.</b>	Applicant shall obtain water service from the existing or proposed water systems.

***Request E: DB13-0054: One (1) Waiver***

**Planning Division Conditions:**

**PDE 1.** This action approves one (1) waiver, as follows:

- a. Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet for 2+ stories, except adjacent to streets.**



***Request F: DB13-0055: Tentative Subdivision Plat for Eight (8) lots***

**Planning Division Conditions:**

**PDF 1.** This action approves the Tentative Subdivision Plat for eight (8) lots (Sheet 1 of Exhibit B2), as entered into the record on March 10, 2014, for the proposed project.

**PDF 2.** Prior to approval of the Final Subdivision Plat, the applicant/owner shall:

- a. Assure that the lots shall not be sold or conveyed until such time as the final plat is recorded with Clackamas County.
- b. Submit final construction plans, to be reviewed and approved by the Planning Director, City Engineer, the Tualatin Valley Fire and Rescue District, Natural Resources Manager, and the City Building Official, prior to the project's construction.
- c. The Applicant/Owners shall work with United Disposal Services, Inc (Allied Waste Company) which reviews access. The plat will be evaluated for compliance and conformance at the time of Final Subdivision Plat review.
- d. Submit final drawings and construction plans for the water quality/detention facilities and their outfalls for review and approval of the City Engineer, the Natural Resources Manager and the Environmental Services Division. These plans shall show the SROZ boundary over the development proposal.
- e. Supply the City with a performance bond, or other security acceptable to the Community Development Director, for all capital improvements required by the project.
- f. Submit an application for Final Plat review and approval on the Planning Division Site Development Application and Permit form. The Applicant/Owners shall also provide materials for review by the City's Planning Division in accordance with Section 4.220 of City's Development Code. Prepare the Final Plat in substantial accord with the Tentative Subdivision Plat dated February 20, 2014, as approved by the Development Review Board, and as amended by these conditions, except as may be subsequently altered by Board approval, or by minor revisions by the Planning Director.
- g. Illustrate existing and proposed easements, on the Final Plat.
- h. Dedicate all rights-of-way and easements necessary to construct all private and public improvements required for the project.
- i. Submit a waiver of the right of remonstrance against any local improvement district that may be formed to provide public improvements to serve the subject site.
- j. Provide the City with a recordable instrument guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.
- k. Provide the City Attorney Conditions, Covenants, and Restrictions



<p>(CC&amp;Rs) for a Homeowners' Association that shall be formed as specified in Section 4.210.01(B)(17), for the development. The Association shall have responsibility for maintenance of all shared private drives, recreation facilities, treatment facilities, open spaces, and fences within the development. The CC&amp;Rs shall be reviewed and approved by the City Attorney, prior to recording the Final Plat.</p>	
1.	<p>The Applicant/Owners shall coordinate the proposed locations and associated infrastructure design with the franchise utilities. Should permanent/construction easements or rights-of-way be required to construct the public improvements or to relocate a franchised utility, the Applicant/Owners shall provide a copy of the recorded documents. Should the construction of public improvements impact existing utilities within the general area, the Applicant/Owners shall obtain written approval from the appropriate utility prior to commencing any construction. Any easements shall be shown on the final plat.</p>
<p><b>PDF 3.</b> Prior to the Start of Construction, the applicant/owner shall:</p>	
a.	<p>Assure that construction and site development shall be carried out in substantial conformance with the Tentative Subdivision Plat dated February 20, 2014, as approved by the Development Review Board, and as amended by these conditions, except as may be subsequently altered by Board approval, or with minor revisions by the Planning Director.</p>
<p><b>PDF 4.</b> The applicant/owner shall install all public streets and utilities.</p>	
<p><b>PDF 5.</b> Prior to Final Plat approval, the applicant/owner shall provide the City with a recordable instrument guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.</p>	
<p><b>PDF 6.</b> The applicant/owner shall secure signatures of approval of the Final Plat from the Planning Director and Community Development Director. Following such authorization, the Final Plat may be recorded, according to the procedures employed by the City Engineer.</p>	
<p><b>PDF 7.</b> The recommended conditions of the Development Engineering Manager and Building Plans Examiner, are hereby incorporated as conditions of approval (Exhibits D1.1, and D1.2).</p>	
<p><b>PDF 8.</b> Approval of the Tentative Subdivision Plat will expire two years after final approval if substantial development has not occurred on the property within that time, unless extended by the DRB for just cause.</p>	
<p><b>PDF 9.</b> All construction workers' vehicles and job shacks associated with this project shall be parked and located on site.</p>	
<p><b>PDF 10.</b> The applicant/owner shall be required to provide the proportionate share of all system development charges that apply to this project. Such amount and proportion of these charges shall be determined by the Community Development Director.</p>	
<p><b>PDF 11.</b> The City Engineer shall have the authority to grant final approval of the driveway alignments for all lots.</p>	



***Request G: DB13-0056: Site Design Review***

**Planning Division Conditions:**

- PDG 1.** This action approves the request regarding DB13-0056, for the Site Design Review plans dated February 20, 2014, submitted with this application, approved by the Development Review Board, and stamped "Approved Planning Division". Approval for the Site Design Review Plans will expire two years after this action, per Section 4.140(.09)(I).
- PDG 2.** The Applicant/Owner shall develop the site for use as a residential planned development, unless altered by a subsequent Board approval, or minor revisions are approved by the Planning Director under a Class I administrative review process.
- PDG 3.** The Applicant/Owner shall provide the general contractor for the proposed project with a copy of the approved plans and conditions of approval adopted by the City.
- PDG 4.** The Applicant/Owner shall provide all future purchasers of lots in the project with a copy of the conditions of approval adopted by the City.
- PDG 5.** Prior to installation of required landscape materials, the applicant/owner shall:
- a. Assure that construction and site development shall be carried out in substantial accord with the Site Design Review plans identified in condition PDG 1, above, as approved by the Development Review Board, and as amended by these conditions, except as may be subsequently altered by Board approval, or by minor revisions approved by the Planning Director.
  - b. Submit final plant specifications for shrubs and street trees in the project's rights-of-way, planter strips, and pedestrian pathway/bicycle easements to Planning Division staff for review and approval. Prior to and during construction, Planning Division staff shall consider revisions to these specifications as a Class I development application. The applicant shall note that such approval does not require public notice. Following construction, Planning Division staff shall consider revisions to these specifications as a Class II development application. The applicant shall note that such approval requires public notice.
  - c. Assure that all shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon cans when available. The landscaping plan shall be planted at such a density so as to provide a minimum of 95% coverage of landscape areas with vegetation, within a 3 year time period.
  - d. Install water-wise or drip-type irrigation to ensure the longevity of all landscaped common areas. Such irrigation plan shall be submitted with the Building Permit drawings and shall be reviewed and approved by the Planning Division for consistency with this approval and landscape plan. Further, landscaping shall be professionally maintained by weeding, pruning and replacing dead plant material as necessary.



e.	Improve open space and recreation areas prior to occupancy of any dwelling or structure within the subdivision, in accordance with the plans approved at the March 10, 2014, public hearing.
f.	Assure that street light standards shall be positioned to illuminate the entrances to intersecting pedestrian paths. Exterior lights shall be positioned in such a way to prevent glare on adjacent streets. Repositioning of light standards and/or installation of hoods or baffles may subsequently be required by Planning Division staff to achieve this requirement.
g.	Coordinate with the U.S. Postal Service regarding the locations of mailbox stations. The U.S. Postmaster has specific standards for locating mail stations so as to provide convenient mail delivery and pickup and not obstruct handicapped accessibility. Furthermore, the mail stations shall be located so as to not diminish required sidewalk or pathway widths, nor obstruct pedestrian movement, nor interfere with fire hydrants or public and private utilities.
<b>PDG 6.</b> In the event that fences are proposed along Canyon Creek Road North, the applicant shall submit, and receive approval for, an application for Class I administrative review by the Planning Division staff, regarding the design of such fences.	
<b>PDG 7.</b> Planning Division staff shall have authority to approve all retaining walls reviewed by the City's Building Division relative to materials and encroachment to the SROZ and its associated Impact Area.	
<b>PDG 8.</b> The applicant shall submit a request to the Planning Division staff for review and approval of the final landscaping installation, prior to occupancy of any dwellings.	
<b>PDG 9.</b> The applicant shall submit a final street tree planting plan, illustrating, at a minimum, one street tree per lot, and demonstrating compliance with the provisions of Section 4.176(.06)(D).	
<b>PDG 10.</b> The applicant shall construct a minimum six (6) foot-wide pedestrian path per Section 4.237(.03)(B), over Tract "B" (Sheet L1 of Exhibit B2).	
<b>PDG 11.</b> The applicant shall submit a final street lighting plan demonstrating compliance with the provisions of Section 4.199.10 – Section 4.199.60.	

***Request H: DB13-0057: Type C Tree Removal Plan***

**Planning Division Conditions:**

<b>PDH 1.</b>	The applicant shall provide the City's Planning Division with an accounting of trees to be removed in the required Type 'C' tree removal plan per the approval of the Development Review Board. Tree mitigation shall replace 20 trees, per Section 4.620 WC. See Finding H2.
<b>PDH 2.</b>	The applicant shall obtain a Type 'C' tree removal permit prior to the issuance of a grading permit by the City's Building Division.
<b>PDH 3.</b>	Prior to construction, the Applicant/Owner shall install six-foot-tall chain-link fencing, with ground-mounted metal stakes a maximum of eight (8) feet on centers, along the



driplines of all trees proposed to remain. This fencing shall remain in place throughout construction of the adjacent dwellings.

## MASTER EXHIBITS LIST:

Note: The following exhibits are hereby entered into the public record by the Development Review Board in consideration of the current applications, as submitted:

### Staff Materials:

#### A. Staff Report

### Applicant's Written and Graphic Materials:

#### **B1. Land Use application, date received December 19, 2013, and including:**

Section	Item
1	Application
2	Compliance Report
3	Zone Change Legal Description
4	Arborist's Report, dated 11/5/2013
5	Storm Drainage Report, dated 11/15/2013
6	Title Report, dated 11/27/2012
7	Traffic Impact Report, dated 9/26/2013
8	Notice Mailing List, dated 10/30/2013
9	Preliminary Plat (and Preliminary Plans, reduced size; see list below) (7 9 drawings) [Amended by the DRB on 3/10/2014.]
10	Prior Approval

#### **B2. Full Size Drawings/Plan Sheets:**

Sheet No.	Sheet Title
1	Cover Sheet, Sheet Index, and Preliminary Plat
2	Comprehensive Plan Map Amendment/Zone Map Amendment
3	Existing Conditions
4	Preliminary Grading and Demolition Plan
5	Site and Utility Plan
6	Aerial Photo
7	<b>Comprehensive Plan Map [Amended by the DRB on 3/10/2014.]</b>
8	<b>Zone Map [Amended by the DRB on 3/10/2014.]</b>
L1	Landscape Plan

#### **C1. Letters (neither For nor Against):** None submitted

#### **C2. Letters (In Favor):** None submitted

#### **C3. Letters (Opposed):** None submitted

#### **D1. Staff Submittals**

1. Memo from D. Walters; Building Plans Examiner; dated 2/26/2014
2. E-mail from S. Adams, Development Engineering Manager, with attachments; dated 2/26/2014
3. Comments from Public Works staff; dated 1/30/2014
4. Tax Map, 3S 1W Section 13BA; not dated
5. Tax Map, 3S 1W Section 13BA (relevant portion); not dated

#### **E1. Exhibits Submitted at Hearing (Reserved)**



## FINDINGS OF FACT

### 1. Existing Site Conditions:

The subject site is comprised of one parcel, totaling 1.79 acres. The applicant has provided a site description in the project narrative (Section 2 of Exhibit B1). The subject property is currently zoned Residential Agricultural - Holding Zone (RA-H).

**Surrounding Development:** The adjacent land uses are as follows:

Compass Direction	Existing Use(s)
North	Residential Planned Development
East	Residential
South	Residential Planned Development
West	Vacant Industrial (Mentor Graphics)

### Natural Characteristics:

The subject site contains gently-sloping terrain. A variety of evergreen and deciduous trees are scattered throughout the site. An existing house and accessory structures at 28325 SW Canyon Creek Road South (Tax Lot 5000) currently remain.

### Streets:

The site abuts SW Canyon Creek Road (arterial) on the west, SW Summerton Street on the north, and SW Canyon Creek Road South on the east.

### Previous Planning Applications Relevant to the subject property:

03 DB 43 (A – H)	Renaissance at Canyon Creek
AR13-0056	Venture Properties Interpretation

- 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.
- Notice of the proposed project has been sent to the appropriate agencies involved in the review of public improvements. Comments and conditions of approval from the Building and Engineering Divisions, and Public Works comments were received and are incorporated into this staff report.
- The statutory 120-day time limit applies to this application. The application was received on November 15, 2013. Additional materials were submitted on December 19, 2013. On January 31, 2014, staff conducted a completeness review, on which date the application was deemed complete. The City must render a final decision for the request, including any appeals, by May 31, 2014.

---

## CONCLUSIONARY FINDINGS

---

The applicant's response findings to the applicable land development criteria and Comprehensive Plan goals, policies and implementation measures found in Section 2 of Exhibit B1, are hereby incorporated in this staff report as findings for the recommended action.

---

### REQUEST 'A' – DB13-0050 COMPREHENSIVE PLAN MAP AMENDMENT

---

#### CONCLUSIONARY FINDINGS FOR REQUEST (A):

##### Comprehensive Plan – Comprehensive Plan Changes

Pages 7 through 10 of the City of Wilsonville's Comprehensive Plan updated April, 2013, provide the following procedure for amending the Comprehensive Plan:

##### Who May Initiate Plan Amendments

A1. The subject property owners through their authorized agent (the applicant) have made application to modify the Comprehensive Plan map designation for their property from 0-1 du/ac to 4-5 du/ac.

##### Application for Plan Amendment

A2. The applicant has met all applicable filing requirements for a Comprehensive Plan Map amendment.

##### Consideration of Plan Amendment

A3. The Planning Division received the application on November 11, 2013. Staff met with the applicant subsequent to the submittal of the application to discuss the completeness of the application and perceived deficiencies of the application. The Planning Division received revised plans on December 19, 2013. The application was deemed complete on January 31, 2014.

A4. The findings and recommended conditions of approval adopted by the Development Review Board in review of the application to modify the Comprehensive Plan Map designation will be forwarded as a recommendation to the City Council.

##### Standards for Development Review Board and City Council Approval of Plan Amendments (page 8 of the Comprehensive Plan):

- a. The proposed amendment is in conformance with those portions of the Plan that are not being considered for amendment.
- b. The granting of the amendment is in the public interest.
- c. The public interest is best served by granting the amendment at this time.
- d. The following factors have been adequately addressed in the proposed amendment:

Suitability of the various areas for particular land uses and improvements;

Land uses and improvements in the area;

Trends in land improvement;



**Density of development;  
Property values;  
Needs of economic enterprises in the future development of the area;  
Transportation access;  
Natural resources; and  
Public need for healthful, safe and aesthetic surroundings and conditions.**

**e. Proposed changes or amendments to the Comprehensive Plan do not result in conflicts with applicable Metro requirements.**

A5. At the writing of this report, the applicant has satisfied Plan requirements of citizen involvement.

A6. Policy 4.1.4 and Implementation Measures 4.1.4.f, 4.1.4.l, and 4.1.4.p of the Comprehensive Plan speak to the City's desire to see the development of housing that is affordable to and serves employees working in the City. The proposed project would provide an incremental net increase of seven (7) new single-family homes within the City.

A7. The applicant has not provided findings relative to affordability of the homes in the project.

A8. The traffic study completed for this project (Section 7 of Exhibit B1), indicating that the proposed entry streets provide sufficient access for emergency vehicles and comply with the traffic level of service requirements of the Development Code and the Transportation Systems Plan.

A9. The property within the proposed project site is currently large lot, which includes a single-family home that was developed on what was rural residential land. The proposed project is currently surrounded by higher density, single-family homes on the south, east and west sides. Implementation Measures 4.1.4.b, d, and o speak to the City's desire to see a diversity of housing types and affordability. The applicant's proposal would provide eight (8) new homes, adding to the diversity of single family home choices in the City. Through the conditions of approval proposed by staff, the project could be adequately served with urban services and would minimize off-site impacts.

A10. Metro's Functional Plan limits cul-de-sac lengths and the distance between local roads. The applicant has provided findings addressing these concerns (Section 2 of Exhibit B1).

#### **Public Notice**

A11. Public Notice of the March 10, 2014, Development Review Board public hearing regarding this application was mailed and posted on February 18, 2014. A notice regarding the April 7, 2014, City Council will follow.

#### **Wilsonville Development Code (WC) – Comprehensive Plan Changes**

**Subsection 4.198(.01) of the Development Code stipulates, "Proposals to amend the Comprehensive Plan, or to adopt new elements or sub-elements of the Plan, shall be subject to the procedures and criteria contained in the Comprehensive Plan. Each such**



**amendment shall include findings in support of the following:**

**Approval Criterion A: "That the proposed amendment meets a public need that has been identified;"**

A12. The adjoining Renaissance at Canyon Creek subdivision is designated on the Comprehensive Plan as Residential 4 - 5 dwelling units per acre which is medium residential density. The "Residential Development" portion of the Comprehensive Plan (Policy 4.1.4) identifies the need for additional housing within the City to serve housing and economic needs of residents and employees working within the City. The March 2012 Development Summary completed by the City indicates that approximately 23% of 4,502 acres of land within the City is zoned Planned Development Residential (PDR).

**City Wide Housing Units**

<b>Type</b>	<b>New</b>	<b>YTD</b>	<b>Total</b>
Apartment	0	0	4591
Condominium	0	0	563
Duplex	0	0	68
Mobile Homes	0	0	20
Mobile Home park	0	0	143
Single Family	21	21	3696
<b>Totals</b>	<b>21</b>	<b>21</b>	<b>9081</b>

On the basis of the above inventory there are 56.75% multi-family (including 563 condominiums), 41.5% single-family (including 68 duplexes) and 1.75% mobile homes. Adjusting the housing units to include the recently approved Brenchley Estates - North project comprising 320 apartment units and 39 single-family units, the revised housing unit split is 58.4% multi-family, 40.3% single family and 1.3% mobile homes. The proposed 15 apartment unit project would increase the percentage of land in PDR zoning and apartment units by a negligible amount. The proposed project would increase the percentage of land in PDR zoning and the number of additional single-family houses by a negligible amount.

Though the City has historically through an older version of the Comprehensive Plan sought to achieve 50 percent in single-family houses, 40 percent in multi-family units and 10 percent in manufactured houses at mobile home parks those percentages the Comprehensive Plan no longer has a stated goal of maintaining those percentages. The Comprehensive Plan was revised in its entirety by City Council Ordinance No. 517 on October 16, 2000. Housing is now determined by density ranges in Table 1 in Finding B2 for each mapped zoning district. Residential development must also be balanced with Policy 4.1.4 and its implementation measures that seek to "provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville." In the near future, multi-family and single-family housing percentages will become more balanced with the construction of Tonquin Woods (27 homes); Tonquin Woods 2 (168 homes); Copper Creek (21 homes); Jory Trail at the Grove (30 homes); Brenchley Estates - North (27 homes); Retherford Meadows (88 homes); SAP-East, Phase 3 (185 homes) and Willamette Landing (33 homes), for



total 579 homes.

**Approval Criterion B: “That the proposed amendment meets the identified public need at least as well as any other amendment or change that could reasonably be made;”**

A13. The current Comprehensive Plan designation for the subject properties is Residential with a density range of 0-1 dwelling units per acre. The Zoning Map identifies the subject properties as Residential Agricultural – Holding (RA-H). The Planned Development Regulations of the Development Code require that the subdivision of properties such as the subject properties (over two acres) result in a Planned Development community. The applicant proposes a net density of 5.16 dwelling units per acre. The Comprehensive Plan allows a range of densities from 0-1 dwelling units per acre to over 20 dwelling units per acre. The properties to the north, south, and east of the proposed project are designated residential on the Comprehensive Plan Map of the City. The subject property has a Comprehensive Plan designation of ‘Residential’ with a density of 0-1 dwelling units per acre, while the properties to the north, south and east have a designation of 4-5 dwelling unit per acre. It is appropriate to continue to designate these properties as Residential. In addition, the proposed subdivision has similarities in site density and housing product to other subdivisions nearby such as Renaissance at Canyon Creek, Wilsonville Meadows and Landover subdivisions, making the proposed transitional density of 4-5 du/ac appropriate. Comparisons to the single family density of Wilsonville Meadows need to consider the overall density of the project that includes multi-family projects such as Berkshire Court and Hathaway Village that are part of the overall master plan.

**Approval Criterion C: “That the proposed amendment supports applicable Statewide Planning Goals, or a Goal exception has been found to be appropriate;”**

A14. With the implementation of the proposed conditions of approval, the project supports the applicable Statewide Planning Goals.

**Approval Criterion D: “That the proposed change will not result in conflicts with any portion of the Comprehensive Plan that is not being amended.”**

A15. The applicant is requesting an amendment of the Comprehensive Plan Map for the subject properties. The applicant does not propose to modify or amend any other portion of the Comprehensive Plan or Plan Map.

## **METRO'S URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN**

A16. Title 1 of the Urban Growth Management Functional Plan (UGMFP) requires 80% Maximum density at build-out of any particular parcel. With the rewrite of the City's Development Code in November 2000, the lower end of the planned density range was increased to reflect this 80% requirement. The applicant is requesting a zone change to Planned Development Residential (PDR-3), which corresponds to a Comprehensive Plan Map density of 4-5 dwelling units per acre.

### **SUMMARY FINDING FOR REQUEST (A):**

A17. The applicant's proposed Comprehensive Plan Map Amendment meets all applicable requirements, and its approval may be recommend to the City Council.

### **STAFF RECOMMENDATION FOR REQUEST (A):**

Based on findings of fact 1 - 3, analysis and conclusionary findings A1 through A17, staff recommends that the Development Review Board forward the Comprehensive Plan Map Amendment to City Council for a hearing on April 7, 2014, along with the recommended conditions necessary to fully comply with the requirements of the Code. Proposed conditions of approval are found beginning on page 7 of this report.

## **REQUEST 'B' – DB13-0051 ZONE MAP AMENDMENT**

---

The subject property is currently zoned Residential Agricultural Holding (RA-H). The purpose of the RA-H Zone is set forth in the 4.120 of the Code. The proposed Zone Map amendment from RA-H to PDR-3 is intended to serve as a procedure to evaluate the conversion of urbanizeable land to urban land consistent with the Comprehensive Plan. Because the service levels vary throughout the City, the zoning process allows for a case-by-case analysis of the availability of public facilities and services and to determine specific conditions related to needed public facilities improvements. All land development proposals are reviewed for conformity with the Comprehensive Plan and specific standards set forth in the zoning ordinance. As set forth in Subsection 4.197(.02) of the Wilsonville Code, in recommending approval or denial of a proposed zone map amendment, the Development Review Board must at a minimum, adopt findings addressing Criteria A-G, below.

### **Criterion 'A'**

**"That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008 or, in the case of a Planned Development, Section 4.140."**

B1. The applicant has provided findings in Section 2 of Exhibit B1 addressing the tentative plat criteria and the zone map amendment criteria.



## **Criterion 'B'**

**“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.”**

B2. The applicant has provided findings in Section 2 of Exhibit B1 in response to these Code criteria. Staff is recommending approval of the proposed Comprehensive Plan Map amendment, with conditions of approval contained in this staff report. Approval of the proposed amendment to the zoning map is contingent upon approval of the Comprehensive Plan map amendment by the City Council.

B3. The land area of the proposed subdivision is 1.79 acres. The applicant is proposing to change the Comprehensive Plan designation from 0-1 dwelling units per acre to 4-5 dwelling units per acre. Proposed are a total of eight (8) lots, making the gross density of the proposed subdivision 4.47 dwelling units per acre. Net density (gross minus streets) is 5.16 dwelling units per acre.

## **Comprehensive Plan – Residential Development**

### **Variety/Diversity of Housing**

**Implementation Measures 4.1.4.c, 4.1.4.g, 4.1.4.j, 4.1.4.k, 4.1.4.l, and 4.1.4.p speak to the City’s desire to plan for and establish a variety and diversity of housing types that meet the social and economic needs of the residents, including the need for affordable housing and a balance of housing with jobs.**

B4. The applicant’s proposal would provide an incremental net addition of seven (7) single-family houses to the one (1) existing dwelling. Response findings to 4.198(.01)(A) speak to the need for additional single-family housing in the City.

**Implementation Measures 4.1.1.j, 4.1.4.i, 4.1.4.o, and 4.1.4.r speak to the City’s desire to approve new residential development concurrent with the availability of public facilities.**

B5. Water, sanitary sewer, and storm sewer are either available to the proposed project (with appropriate connections) or can be supplied to the project. The applicant/owner will be responsible for providing on-site storm water detention for water quality and quantity. The applicant will also be responsible for providing public streets within the project with appropriate right-of-way. The applicant will be required to cap all existing on-site utilities prior to the issuance of building permits by the City.

**Implementation Measure 4.1.4.h: “Require new housing developments to pay an equitable share of the cost of required capital improvements for public services.”**

B6. The applicant/owner will be required to pay the equitable share (as determined by the Community Development Director) of the capital improvement costs for public services.

B7. The entirety of the subject properties has a Comprehensive Plan designation of Residential, 0-1 dwelling units per acre. The applicant is proposing a Comprehensive Plan Map designation of 4-5 dwelling units per acre. See Request A, beginning on page 21 of this report.



### **Zone Map**

B8. The subject properties are currently zoned Residential Agricultural – Holding (RA-H). The applicant proposes a change to Planned Development Residential (PDR-3) zone to accommodate a total of eight (8) single-family lots averaging 5,969 SF (Section 2 of Exhibit B1).

### **Significant Natural Resources**

B9. While vegetation exists throughout the site, it is not found to be within an area identified by the Comprehensive Plan as Significant Resource Overlay Zone.

### **Area of Special Concern**

B10. The Comprehensive Plan does not identify the subject property as an area of special concern.

### **Criterion ‘C’**

**“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 goal 4.3, Objective 4.3.3, Objective 4.3.4, Policy 4.4.2 and Policy 4.4.8 of Wilsonville's Comprehensive Plan text.”**

B11. The subject properties are designated “Residential” on the City’s Comprehensive Plan Map. The above section of the Comprehensive Plan, mentioned by the applicant regarding this subsection of the Development Code, refers to an older version of the Comprehensive Plan. The corrected references are shown below:

<b>Goal 4.3</b>	<b>Implementation Measure 4.1.4.b</b>
<b>Objective 4.3.3</b>	<b>Implementation Measure 4.1.4.d</b>
<b>Objective 4.3.4</b>	<b>Implementation Measure 4.1.4.e</b>
<b>Policy 4.4.2</b>	<b>Implementation Measure 4.1.4.q</b>
<b>Policy 4.4.8</b>	<b>Implementation Measure 4.1.4.x</b>

The current text is as follows:

**“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 Measures 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text...”**

### **Implementation Measure 4.1.4.b – Variety in Housing Type**

**“Plan for and permit a variety of housing types consistent with the objectives and policies set forth under this section of the Comprehensive Plan, while maintaining a reasonable balance between the economics of building and the cost of supplying public services. It is the City's desire to provide a variety of housing types needed to meet a wide range of personal preferences and income levels. The City also recognizes the fact that adequate public facilities and services must be available in order to build and maintain a decent, safe, and healthful living environment.”**



B12. The applicant has indicated that the proposed project would develop a housing type similar to that of surrounding subdivisions. The applicant has not provided findings as to how the proposed housing project of this proposal meets the affordability criteria of the Comprehensive Plan. The low vacancy rates of similar subdivisions in the City provide circumstantial evidence that there is demand for the housing product proposed by the applicant. Adequate public services could be made available to the site.

#### **Implementation Measure 4.1.4.d – Diversity of Housing Types**

**“Encourage the construction and development of diverse housing types, but maintain a general balance according to housing type and geographic distribution, both presently and in the future. Such housing types may include, but shall not be limited to: Apartments, single-family detached, single-family common wall, manufactured homes, mobile homes, modular homes, and condominiums in various structural forms.”**

B13. The applicant has not indicated whether a variety of house models are proposed for the subdivision.

#### **Implementation Measure 4.1.4.e**

**“Targets are to be set in order to meet the City’s Goals for housing and to assure compliance with State and regional standards.”**

B14. The City has established a 50% multi-family, 40% single-family target for housing in the City. The December 2012 Housing Inventory Report shows a mix of 57% multi-family, and 43% single-family (including rowhouses) dwellings.

#### **Implementation Measure 4.1.4.q**

**“The City will continue to allow for mobile homes and manufactured dwellings, subject to development review processes that are similar to those used for other forms of housing. Individual units will continue to be allowed on individual lots, subject to design standards. Mobile home parks and subdivisions shall be subject to the same procedures as other forms of planned developments.”**

B15. The applicant is not proposing mobile homes in this application.

#### **Implementation Measure 4.1.4.x**

**“Apartments and mobile homes are to be located to produce an optimum living environment for the occupants and surrounding residential areas. Development criteria includes:**

- 1. Buffering by means of landscaping, fencing, and distance from conflicting uses.**
- 2. Compatibility of design, recognizing the architectural differences between apartment buildings and houses.**

3. On-site recreation space as well as pedestrian and bicycle access to parks, schools, mass transit stops and convenience shopping.

4. The siting of buildings to minimize the visual effects of parking areas and to increase the availability of privacy and natural surveillance for security.”

B16. The applicant is proposing neither apartments nor mobile homes in this application.

#### **Criterion ‘D’ – Public Facilities**

“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.”

B17. The City Engineer’s Public Facilities (PF) conditions, imposed upon the subsequent Stage II Final Plan application, will require the applicant to provide adequate road, water, and sewer infrastructure to serve the proposed project. These conditions require that all Public Works permits granted to the applicant/owner will be in accordance with the need determined by the City Engineer to serve the proposed project.

#### **Criterion ‘E’ – Significant Resource Overlay Zone**

“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.”

B18. The SROZ does not affect the subject property.

#### **Criterion ‘F’**

“That the applicant is committed to a development schedule demonstrating that development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change.”

B19. The applicant indicates that the full build-out of the proposed lots will begin in 2014.

#### **Criterion ‘G’**

“That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are attached that insure that the project development substantially conforms to the applicable development standards.”



B20. Staff is recommending conditions of approval for the proposed project where necessary to bring the project into compliance with all applicable development standards.

**Subsection 4.197(.03) provides that “If affirmative findings cannot be made for all applicable criteria listed above the Planning Commission or Development Review Board shall recommend that the proposed text or map amendment, as the case may be, be denied.”**

B21. Staff has made affirmative findings for subsection 4.197(.02)(A)-(G), above. Staff is also recommending conditions of approval for the project to ensure compliance with the subject code criteria.

**Subsection 4.197(.04) stipulates that the “City Council action approving a change in zoning shall be in the form of a Zoning Order.”**

B22. Staff is recommending approval of the Stage I Preliminary Plan of the proposed project, together with conditions of approval, and a recommendation for approval of the proposed Zone Map Amendment. A City Council Zoning Order will be required prior to approval of the remaining applications, reviewed later in this report.

**Subsection 4.197(.05) provides “In cases where a property owner or other applicant has requested a change in zoning and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the zoning shall be changed.”**

B23. Staff is recommending a condition of approval that would implement the City Council Zoning Order, contingent on the completion of the conditions of approval adopted by City Council.

#### **SUMMARY FINDING FOR REQUEST (B):**

B24. The applicant’s proposed Zone Map Amendment meets all applicable requirements, and its approval may be recommend to the City Council.

#### **STAFF RECOMMENDATION FOR REQUEST (B):**

Based on findings of fact 1 - 3, analysis and conclusionary findings B1 through B24, staff recommends that the Development Review Board forward the Zone Map Amendment to City Council for a hearing on April 7, 2014, together with the recommended conditions necessary to fully comply with the requirements of the Code. Proposed conditions of approval are found on page 7 of this report.

#### **REQUEST ‘C’ – DB13-0053 STAGE I PRELIMINARY PLAN**

---

#### **CONCLUSIONARY FINDINGS FOR REQUEST (C):**

**Tentative Plat Submission – 4.210(.01)(B)(19)**

- C1. As enabled by the section referenced above, the tentative subdivision plat "...shall be considered as the Stage I Preliminary Plan." The tentative plat is reviewed in Request C, this section.
- C2. The applicant proposes to develop eight (8) lots. Calculations demonstrating compliance with applicable review criteria are found in Sections 1 Exhibit B1.

**Site Information. Subsections 4.009(.01) and 4.140(.07)(A)(1):**

- C3. The applicant has demonstrated ownership of the subject property in the form of written consent of the two current property owners (Section 1 of Exhibit B1).
- C4. The subject property is proposed to be rezoned from Residential Agricultural - Holding Zone (RA-H) to a Planned Development Residential (PDR-3) zone. The proposed residential use of the property is in compliance with uses typically found in the zone.

**Subsection 4.140(.05): Planned Development Permit Process**

- C5. The applicant's response to these criteria is found in the narrative (Section 2 of Exhibit B1). The proposed project is not allowed to proceed nor receive a building permit until all applicable review criteria have been satisfied. By the applicant's submittal, these criteria have been met.

**Subsection 4.140(.07)(A): Preliminary Approval (Stage One) Application Requirements**

- C6. The applicant's proposal is provided by professional services in response to this criterion, as found in Section 2 of Exhibit B1. This criterion is satisfied.

**Subsections 4.140(.07)(B) & 4.035(.04): Preliminary Approval (Stage One) Application Requirements and Site Development Permit Application**

- C7. The applicant's response to Subsection 4.140(.07)(B) can be found in Section 2 of Exhibit B1. The applicant has submitted evidence of the intention to commence construction of the project in 2014, within two years of receiving Stage II Final Plan approval, and a commitment to install, or provide acceptable security for the capital improvements required by the project, at the time of Stage II Final Plan. These criteria are met.



### **SUMMARY FINDING FOR REQUEST (C):**

C8. The applicant's proposal satisfies all applicable Code requirements and standards, as discussed above.

### **STAFF RECOMMENDATION FOR REQUEST (C):**

Based on findings of fact 1 - 3, analysis and conclusionary findings C1 through C8, staff recommends that the Development Review Board approve the applicant's request for Stage I Preliminary Plan as illustrated in the Preliminary Plat (Sheet 1 of Exhibit B2), together with the recommended conditions necessary to fully comply with the requirements of the Code. Proposed conditions of approval are found on page 7 of this report.

### **REQUEST 'D' – DB13-0053 – STAGE II FINAL DEVELOPMENT PLAN**

---

The applicant is proposing a Stage II Final Plan for eight (8) lots, each for a single family dwelling, and related site improvements. Staff has reviewed the proposed Stage II Final Plan to determine compliance with the Planned Development Regulations. Proposed is a single phase development plan (Sheet 1 of Exhibit B2). The key Stage II Final Plan review standards are the following:

#### **Subsections 4.140.09(C-F): *Stage II Final Plan***

D1. The applicant's submittal documents provide sufficient detail to satisfy the requirements of Section 4.140.09(C) & (D). These criteria are met.

#### **Subsection 4.140(.09)(J) – Final Plan approval**

Subsection 4.140(.09)(J)(1-3) stipulates the following criteria for Final Plan approval:

1. 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.
2. That the location, design, size and uses are such that traffic generated by the development can be accommodated safely and without congestion in excess of level service "D" 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.
3. 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.

#### **ZONING, Sections 4.100-4.141**

Subsection 4.140(.09)(J): A planned development permit may be granted by the Development Review Board only if it is found that the development conforms to all the following criteria, as well as to the planned development regulations in Section 4.140.

Additionally, Subsection 4.140(.09)(J)(1) states: 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.

**Comprehensive Plan and Zoning:** *Planned Development Residential zone*

- D2. The subject property contains one zoning district Residential Agricultural - Holding Zone (RA-H) for which the applicant has requested a Zone Map Amendment to Planned Development Residential (PDR-3). The Comprehensive Plan currently identifies the subject property as Residential 0 - 1 dwelling units per acre, although the applicant has requested a Comprehensive Plan Map Amendment to Residential 4 – 5 dwelling units per acre. Required minimum density is achieved by the applicant's proposal. See page 24 for a discussion of density.

**Subsection 4.118.03(B):** *Waivers.*

- D3. The applicant is seeking one (1) waiver to the Planned Development Regulations. This requested waiver is discussed in Request E of this report.

**Subsection 4.113:** *Standards Applying to Residential Developments in any Zone:*

Subsection 4.113 provides for the required open space in new residential developments. In addition, Implementation Measures 4.1.5.d, 4.1.5.j, and 4.1.5.k speak to the Comprehensive Plan's desire to create and conserve open space in the City for specified objectives.

**Subsection 4.113.02(A) – Outdoor Recreational Area - Standards Applying To Residential Developments In Any Zone.**

**(.01) Outdoor Recreational Area in Residential Developments.**

**A. Purpose.** The purposes of the following standards for outdoor recreational area are to provide adequate light, air, open space and usable recreational facilities to occupants of each residential development. Outdoor recreational area shall be:

1. Designed with a reasonable amount of privacy balanced between indoor and outdoor living areas. Such outdoor recreational area shall be provided consistent with the requirements of this Section.
2. Recreational areas shall be provided in keeping with the needs of the prospective tenants and shall not be located in required yards, parking, or maneuvering areas, or areas that are inaccessible. Standards for outdoor recreational areas may be waived by the Development Review Board upon finding that the recreational needs of the residents will be adequately met through the use of other recreational facilities that are available in the area.
3. In mixed-use developments containing residential uses, the Development Review Board shall establish appropriate requirements for outdoor recreational area, consistent with this Section.
4. The Development Review Board may establish conditions of approval to alter the amount of required outdoor recreation area, based on findings of projected need for the development. Multi-family developments shall provide at least the following minimum recreational area:



- a. For ten (10) or fewer dwelling units, 1000 square feet of usable recreation area;
  - b. For eleven (11) through nineteen (19) units, 200 square feet per unit;
  - c. For twenty (20) or more units, 300 square feet per unit.
5. Outdoor recreational area shall be considered to be part of the open space required in the following subsection.

( 02) Open Space Area shall be provided in the following manner:

A. In all residential subdivisions including subdivision portions of mixed use Development where (1) the majority of the developed square footage is to be in residential use or (2) the density of residential units is equal or greater than 3 units per acre, at least twenty-five percent (25%) of the area shall be in open space excluding streets. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations and usable open space such as public park area, tot lots, swimming and wading pools, grass area for picnics and recreational play, walking paths, and other like space. For subdivisions with less than 25% SROZ lands and those with no SROZ lands, the minimum requirement shall be  $\frac{1}{4}$  acre of usable park area for 50 or less lots  $\frac{1}{2}$  acre of usable park area for 51 to 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. Front, side and rear yards of individual residential lots shall not be counted towards the 25% open space.

Provided, however, where SROZ is greater than 25% of the developable area for any development, the development must also provide  $\frac{1}{4}$  acre of usable park area for a development of less than 100 lots, and  $\frac{1}{2}$  acre of usable park area for a development of 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. The Development Review Board may waive the usable open space requirement if there is substantial evidence in the record to support a finding that the intent and purpose of the requirement will be met in alternative ways. Irrespective of the amount of SROZ, a development may not use phasing to avoid the minimum usable space requirement.

Multi-family developments shall provide a minimum of 25% open space excluding streets. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations, and outdoor recreational area as provided in 4.113(.01)(A)(1) through (5) [Amended by Ord. 589 8/15/05]

- B. 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 parks 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.



**C. 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 any pertinent bylaws, covenants, or agreements prior to recordation.**

- D4. The above residential development standards require that 25% of the site be set aside for outdoor and recreation space. Those requirements are met through proposed Tracts A and B, totaling 19,934 sq. ft., which is 25.6% of the site area, meeting code. The nearest public park is Canyon Creek Park.
- D5. The above criteria also require that a minimum of one-quarter acre (10,890 square feet) of usable recreation area be provided. This recreation area can be included in the 25% parks and open space requirement. A total of 19,934 sq. ft. is proposed, satisfying this minimum Code requirement.
- D6. Covenants, Conditions, and Restrictions of the Homeowner's Association will be required, in order to place the ownership and maintenance responsibilities for the common areas upon the Homeowners Association (HOA). Condition PDF 2.k is recommended to achieve this result.

**Subsection 4.113(.03)(B) – Building Setbacks**

- D7. See Request E, below, for the discussion of proposed waivers to building setbacks.

**Subsection 4.113(.04) – Building Height**

- D8. The applicant does not propose to exceed the maximum 35' height limitation. This criterion is satisfied as a result.

**Subsection 4.113(.07) – Fences**

- D9. The applicant is proposing to complete the existing masonry wall along SW Canyon Creek Road (west), connecting the existing segments with masonry pilasters and wooden fence panels (Sheet L.1 of Exhibit B2). Sideline fences are proposed between the proposed lots, completing the pattern of existing fences constructed as part of Renaissance at Canyon Creek.

**Subsection 4.171(.04): Natural Resource Protection – Trees and Wooded Areas**

- D10. The applicant's arborist report (Section 4 of Exhibit B1), identifies 28 on-site trees. Only one of these trees is a native species (Douglas-fir). The applicant proposes to retain eight (8) trees. Conformance of the proposed project with the City's tree ordinance is considered in a report regarding proposed tree removal (Case File DB13-0057), which is a companion to this application, and found in Request H of this report.

**Parking - Section 4.155** of the Wilsonville Code sets forth the minimum parking standards for off-street parking. The applicable subsections of this code are the following:



**Subsection 4.155(.03)(B)(8) and Table 5: Parking Standards.**

- D11. Each proposed dwelling would be required to provide one (1) off-street parking space, which is accomplished with garage or driveway parking on each of the eight (8) proposed home sites.

**Schools**

- D12. The applicant has not estimated how many school-age children will reside within the project at full build-out, but has provided response findings regarding schools (page 12 of Section 2 of Exhibit B1). Given the small number of proposed dwelling units, the impact to existing schools will be equally small. While not required by the Development Code, staff suggests the applicant provide the West Linn/Wilsonville School District with this estimate to aid in the school district's planning of future facilities.

**Traffic**

**Comprehensive Plan– Implementation Measures 3.1.6a-3.1.6.cc - Transportation**

- D13. The street layout aligns to the existing topography. Proposed are two (2) public streets and sidewalks, providing to access the proposed houses.

**Subsection 4.140(.09)(J)(2): Traffic Concurrency.**

**Subsection 4.140(.09)(J)(2)** of the Wilsonville Code stipulates review criteria for Stage II of the planned development process:

“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.”

Additionally, Subsection 4.140(.09)(J)(2)(a)(ii) requires that the traffic study performed to determine whether a proposed project will generate traffic in excess of Level of Service D (LOS D) look at “what impact the estimate generated traffic will have on existing level of service including traffic generated by (1) the development itself, (2) all existing developments, (3) Stage II developments approved but not yet built, and (4) all developments that have vested traffic generation rights under section 4.140(.10), through the most probable used intersection(s), including state and county intersections, at the time of peak level of traffic.”

- D14. The traffic study for the project estimates eight (8) total daily trips, seven (7) of which are new p.m. peak hour trips<sup>1</sup> (Section 7 of Exhibit B1).

<sup>1</sup> The number of approved dwellings reviewed in the original Traffic Impact Analysis was for 86 lots, but was reduced to 79 lots (including future partitions), based upon materials in the original case file.



- D15. Prior to the issuance of building permits by the City, the property owner shall be responsible for paying all applicable systems development charges (SDCs) for the proposed project.
- D16. The Oregon Department of Transportation (ODOT) seeks to preserve traffic capacity on the freeway system, so ODOT was notified of this proposal. No comments have been received from ODOT.

#### **Streets**

- D17. No additional dedication of right-of-way is required along SW Canyon Creek Road (west). A dedicated public right-of-way connection between two existing segments of SW Morningside Avenue is proposed, to provide access through the project. The Engineering Division staff further requires widening of the 21.5-foot-wide paved existing improvement of SW Summerton Street, from SW Morningside Avenue to SW Canyon Creek Road South, located on the east side of the project. In addition, the Engineering Division will require a 14-foot-wide half-street improvement to SW Canyon Creek Road South. See Conditions PFD 32, PFD 33, and PFD 34.

#### **Section 4.167: Access, Ingress, and Egress**

##### **Subsection 4.177(.01)(H): Access Drives and Lanes**

- D18. The applicant's proposed vehicular circulation and access from SW Morningside Avenue to SW Canyon Creek Road South is depicted in Sheet 1 of Exhibit B2. The Engineering Division staff requires a 32-foot-wide paved improvement for the proposed connection of SW Morningside Avenue at the west end of the project, and a widened 32-foot-wide paved improvement of the existing segment of SW Summerton Street, from SW Morningside Avenue to the existing right-of-way of SW Canyon Creek Road South, located on the east side of the project (Exhibit D1.2). Conditions PFD 32, PFD 33, and PFD 34 are recommended to achieve these requirements.

##### **Subsection 4.177.01(B): Sidewalk Requirements**

- D19. The applicant's proposed pedestrian circulation is found on Sheet 5 of Exhibit B2, which includes sidewalks along all proposed public streets. A pedestrian walkway is proposed for Tract B, with a proposed connection to the private drive located abutting to the north.

##### **Subsection 4.140(.09)(J)(3): Public Facilities.**

**Subsection 4.140.09(J)(3)** stipulates, "*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.*"

#### **Public Services**

- D20. Staff has requested comment from public service providers (e.g., Wilsonville Police, Tualatin Valley Fire & Rescue, South Metro Area Rapid Transit, etc.) within the City about the potential of providing service to the subject project. No comments were subsequently received.

##### **Subsection 4.140.09(J)(3) – Adequate Facilities and Services**

- D21. Policy 3.1.2 and Implementation Measures 3.1.2.a and 3.1.2.e of the Comprehensive Plan



require that urban development only be allowed where necessary facilities and services can be provided. The proposed project has available to it, or will be required to make available to it, adequate facilities to serve the project.

#### **Sanitary Sewer**

- D22. Policy 3.1.4 and Implementation Measures 3.1.4.b and 3.1.4.f specify the responsibilities for providing sanitary sewer service to new development. A 12-inch sanitary sewer line running parallel to the westerly property line of the site in SW Canyon Creek Road serves the project, as well as 8-inch lines in SW Morningside Avenue, SW Summerton Street, and SW Canyon Creek Road South. The applicant/owner will be required to install and fund, including the payment of system development charges, all improvements necessary to provide the project with sanitary sewer service. Any existing septic systems on site shall be removed prior to the issuance of a final grading permit of that particular phase.

#### **Water**

- D23. Policy 3.1.5 and Implementation Measures 3.1.5.c and 3.1.5.d specify the responsibility for providing water service to new development. Public water is available to the site in a 12-inch water line running parallel to the westerly property line of the site in SW Canyon Creek Road (west), as well as 8-inch lines in SW Morningside Avenue, SW Summerton Street, and SW Canyon Creek Road South.. The applicant illustrates that a water line will be looped through the project to ensure adequate fire flows. Any existing wells will need to be capped prior to the issuance of building permits.

#### **Storm Drainage**

- D24. A 12-inch storm drainage line running parallel to the westerly property line of the site in SW Canyon Creek Road serves the project, as well as 12-inch lines in SW Morningside Avenue, and SW Summerton Street. There is currently not a storm drainage line available in SW Canyon Creek Road South. The developer of the project has the responsibility to fund and install all necessary storm water facilities to meet the requirements of the City's Storm Water Master Plan. The final design and installation of all storm water facilities will require a public works permit from the City's Engineering Division. See Condition PFD 11.

#### **Semi-Public Utilities**

- D25. The applicant will need to consult with the private utility providers (e.g., gas, electric, cable, waste collection, etc.) within the City about the potential of providing service to the subject project. Allied Waste Services (now named Republic Services) provided input in the initial review of Renaissance at Canyon Creek, indicating their ability to serve the project. The currently proposed circulation design was considered at that time. Although that design is proposed to be adjusted (eliminating access for two lots from the existing private drive), the circulation design remains largely as originally conceived.

#### **Subsection 4.140(.09)(I): Duration of Stage II Approval**

- D26. Approval of the Stage II Final Plan will expire two years after the approval date, if substantial development has not occurred on the property in that time. Upon application, the DRB may grant three (3) subsequent one-year extensions to this approval, upon findings of good faith efforts to develop the property per this code criterion.

#### **SUMMARY FINDINGS FOR REQUEST D:**

---

As demonstrated in findings D1 through D27, the proposed Stage II Final Plan **meets** all the City criteria in Subsection 4.140(.09)(J)(1) - Land Use, as follows:

- D27. The location and uses of the proposed housing project are consistent with the Comprehensive Plan, and with any other applicable plan, development map or Ordinance adopted by the City Council. The project's modified density complies with the proposed density range required by the Comprehensive Plan.
- D28. The location, design, size and uses of the proposed housing project are such that traffic generated by the development can be accommodated safely and without congestion in excess of level service "D" defined in the highway capacity manual published by the National Highway Research Board on existing or immediately planned arterial or collector streets.
- D29. The location, design, size and uses of the proposed housing project are such that the residents or establishments to be accommodated will be adequately served by existing or immediately planned facilities and services.

#### **REQUEST 'E' – DB13-0054 WAIVER**

---

**Section 4.118.03 Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:**

##### **A. Waive the following typical development standards:**

- 1. minimum lot area;**
- 2. lot width and frontage;**
- 3. height and yard requirements;**
- 4. Lot coverage;**
- 5. lot depth;**
- 6. street widths;**
- 7. sidewalk requirements;**
- 8. height of buildings other than signs;**
- 9. parking space configuration;**
- 10. minimum number of parking or loading spaces;**
- 11. shade tree islands in parking lots, provided that alternative shading is provided;**
- 12. fence height;**
- 13. architectural design standards;**
- 14. transit facilities; and**
- 15. solar access standards, as provided in Section 4.137.**



- E1. The code (Section 4.140(.07)(B)(7)) requires that all waivers be specified at the time of Stage I Preliminary Plan (i.e., Preliminary Plat) approval. Regarding this requirement, the applicant is requesting the following waiver from the PDR-3 zone requirements:
- Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet for 2+ stories.**
- E2. The applicant's response findings, found in Section 1 of Exhibit B1, provide evidence necessary for the Board to approve the proposed waiver.
- E3. Staff finds that the requested waiver is necessary to enable construction of single-family dwellings similar to those in the existing portions of Renaissance at Canyon Creek.

**SUMMARY FINDINGS FOR REQUEST E:**

---

- E4. Based upon the applicant's response findings found in Section 1 of Exhibit B1, the request for one (1) waiver may be approved.

## **REQUEST 'F' – DB13-0055 TENTATIVE SUBDIVISION PLAT**

---

### **Tentative Plat Submission – 4.210(.01)(B)**

- F1. The proposed tentative subdivision plat (Sheet 1 of Exhibit B2) illustrates eight (8) lots, and shows existing and proposed easements, meeting this criterion.

### **General Requirements – Streets**

#### **Section 4.236(.01) – Conformity to the Master Plan or Map**

- F2. Canyon Creek Road (west) is listed in the City's 2013 Transportation System Plan as a minor arterial. The existing improvement was constructed in 2004 to accommodate the traffic impact of this classification, meeting this criterion.
- F3. Summerton Street and Canyon Creek Road South are both local streets, each of which will require improvements as a part of this action. See the discussion found beginning on page 37.

#### **Section 4.236(.02)(A) - Relation to Adjoining Streets**

- F4. The existing circulation pattern in the Renaissance at Canyon Creek subdivision (in two recorded plats), abutting to the west, north and south, provides an opportunity for a through-street connection (i.e., SW Morningside Avenue), and widening of SW Summerton Street, enabling a loop configuration through the intervening subject parcel, Tax Lot 5000.

#### **Section 4.236(.08) – Existing Streets**

- F5. The City Engineer's Public Facilities conditions require that all right-of-way dedications, easements and street improvements are to be completed to the requirements of the City's 2013 Transportation System Plan.
- F6. An existing private street, west of SW Morningside Avenue, abutting to the north side of the subject property, is ineligible to provide access, due to provision of the Development Code enacted in 2010 (Section 4.178(.02)(A)). Access to Lots 7 and 8 is proposed from the proposed extension of SW Morningside Avenue.

#### **Subsection 4.177(.01)(G) – Dead End Streets**

This section requires that "new dead-end streets or cul-de-sacs shall not exceed 200 feet in length, unless the adjoining land contains barriers such as existing buildings, railroads or freeways, or environmental constraints such as steep slopes, or major streams or rivers, that prevent future street extension and connection."

- F7. No dead-end streets or culs-de-sac are proposed as part of this project.



#### **Section 4.237(.02) – Easements**

- F8. Engineering Division staff have noted that an existing 8-inch public water line in SW Morningside Avenue must be extended through the site. See Condition PFD 39.
- F9. The applicant's submittal documents indicate that appropriate easements will be provided as part of the final plat. The Engineering Division requires that all easements on the final plat be specified per the City's Public Works Standards and approved by the City Engineer prior to the issuance of Engineering Division permits for the project.

#### **Section 4.237(.03) – Pedestrian and bicycle pathways.**

- F10. The proposed Tentative Subdivision Plat specifies five (5) foot-wide sidewalks along the proposed frontages of SW Morningside Avenue, SW Summerton Street and SW Canyon Creek Road South.

#### **Section 4.237(.04) – Tree Planting**

- F11. Sheet L1 of Exhibit B2 identifies the location and species of proposed street trees. The applicant will be required to provide a recorded instrument guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.

#### **Section 4.237(.05) – Lot Size and Shape**

**Subsection 4.124.3, PDR-3 specifies the following for lot size and shape:**

- “(01) Average lot size: 7,000 square feet.**
- (.02) Minimum lot size: 5,000 square feet.**
- (.03) Minimum density at build-out: One unit per 8,000 square feet.**
- (.04) Other standards:**
  - A. Minimum lot width at building line: Forty (40) feet.**
  - B. Minimum street frontage of lot: Forty (40) feet...**
  - C. Minimum lot depth: Sixty (60) feet.**
  - D. Setbacks: per Section 4.113(.03).**
  - E. Maximum building or structure height: Thirty-five (35) feet.**
  - F. Maximum lot coverage: Fifty percent (50%) for lots containing less than 7,000 square feet...**

- F12. The applicant proposes to comply with all but one of the requirements listed above. The applicant is requesting one (1) waiver from the setbacks required by Section 4.113(.03), as follows:

- Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet, including 2+ stories.**

See Request E, beginning on page 39 of this report, for the staff analysis of the proposed waiver.

- F13. The proposed dwellings will be less than 35 feet in height, meeting code.

**Subsection 4.124.3(.04)(A) – Minimum Lot Width at Building Line**

- F14. The PDR-3 Zone requires a minimum lot width at the building line of 40 feet. All proposed lots meet this requirement.
- F15. The applicant is proposing to provide intersection improvements to SW Canyon Creek Road South, which will provide one of three public access points for the project.

**Section 4.237(.08) – Side Lot Lines**

- F16. The applicant has requested a waiver to the minimum side yard, requesting that it be less than 7 feet for two stories. The proposed minimum side yard is five (5) feet, including structures with two or more stories. See the discussion of the waiver in Request E, beginning on page 39 of this report.

**Section 4.237(.10) – Building Line**

- F17. The proposed Stage II Final Plan (Sheet 1 of Exhibit B2) illustrates building lines relative to yard setbacks, for which one (1) waiver has been requested. See Request E for proposed waiver.

**Section 4.237(.11) – Build-To-Line**

- F18. The proposed Stage II Final Plan (Sheet 1 of Exhibit B2) does not propose build-to-lines.

**Section 4.237(.12) – Land for Public Purposes**

- F19. The applicant will be required to dedicate all public utility easements deemed necessary by the City Engineer for the project, prior to approval of any final inspection requested subsequent to this action, if approved.

**Section 4.237(.13) – Corner Lots**

- F20. All radii within the proposed subdivision are in excess of 10 feet, which meet this criterion.

**Section 4.262 – Improvements – Requirements**

- F21. The City Engineer's conditions require the installation of all public utilities to the City's Public Works standards.



#### **4.264 – Improvements – Assurance**

- F22. The applicant has not yet furnished an assurance to the City for the complete installation of all improvements. The applicant will be required to provide a cost estimate and security acceptable to the City Engineer for the completion of all public improvements.

#### **SUMMARY FINDING FOR REQUEST F:**

---

- F23. With the proposed 14,438 sq. ft. of usable open space, and 5,496 sq. ft. of additional open space, for a total of 19,934 sq. ft. overall, the proposed Tentative Subdivision Plat for eight (8) lots has demonstrated compliance with all applicable Code requirements.

## **REQUEST 'G' – DB13-0056 SITE DESIGN REVIEW:**

---

**Subsection 4.125.18(P)(1):** An application for approval of a Site Design Review Plan shall be subject to the provisions of Section 4.421.

- G1. The applicant has provided response findings to the applicable criteria (Section 1 of Exhibit B1). Staff concurs with these findings except where otherwise noted.

### **Section 4.421: Site and Design Review - Criteria and Application of Design Standards**

- (.01)** The following standards shall be utilized by 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 or innovation. The specification of one or more particular architectural styles is not included in these standards.

**A. Preservation of Landscape.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soils removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

- G2. The proposed Type C Tree Removal Plan requires the review and approval of the Development Review Board (DRB), and is being processed concurrently with this request. Removal of 20 trees is proposed (Section 4 of Exhibit B1). This proposed removal is reviewed in Request H, beginning on page 49 of this report.

**B. Relation of Proposed Buildings to Environment.** Proposed structures shall be located and designed to assure harmony with the natural environment, including protection of steep slopes, vegetation and other naturally sensitive areas for wildlife habitat and shall provide proper buffering from less intensive uses in accordance with Sections 4.171 and 4.139 and 4.139.5. The achievement of such relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, street access or relationships to natural features such as vegetation or topography.

- G3. This proposal includes a review of the medium density residential requirements. It also includes the review of landscaping and open space. The purpose of this Site Design Plan is to provide more detailed landscape information.

**C. Drives, Parking and Circulation.** With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not detract from the design of proposed buildings and structures and the neighboring properties.



- G4. The proposed project is large enough to provide a circulation system for transportation options (automobiles, bicyclists and pedestrians). The current design provides for all of these methods of transportation, as required by the City's engineering standards.

**Parking Analysis:**

- G5. Table 5 of Section 4.155 requires 1 parking space per dwelling unit. The eight (8) dwelling units proposed require a minimum of eight (8) parking spaces. Sheet of Exhibit B2 and Section 2 of Exhibit B1 indicates the ability to provide a total of eight (8) garage or driveway parking spaces.

**Lighting:**

- G6. Although site lighting appears to be comprised of mast lighting, this is not confirmed by the applicant's utility plan. To assure compliance, a condition will be imposed, requiring lighting to comply with the current provisions of Section 4.199.10 – 4.199.60. See Condition PFD 20.

**Section 4.176: Landscaping**

- G7. A detailed landscape plan is provided with this request, in accordance with the requirements of Section 4.176(.09), and 4.440(.01)(B) [Sheet L1 of Exhibit B2]. The proposed landscape design meets minimum code requirements.
- G8. Street trees are a major component of proposed landscaping (Sheet L1 of Exhibit B2). Proposed are 17 street trees at 2.5" caliper.

**Subsection 4.176.02(D): Low Screen Landscape Standard**

- G9. The proposed landscape plan (Sheet L1 of Exhibit B2) illustrates the plant materials proposed, according to the landscape plan. The landscape plan lists a combination of 11 different types of grasses and large and small shrubs. A combination of primarily deciduous trees is proposed throughout the site. The proposed landscape plan meets this criterion.

**Subsection 4.176.03: Landscape Area.**

- G10. As illustrated on the landscape plan (Sheet L1 of Exhibit B2), the proposed landscape exceeds 15% minimum coverage (i.e., the total area of Tracts A and B), meeting code.

**Subsection 4.176.04(C) & (D): Buffering and Screening**

- G11. The submittal documents do not indicate the location of the heating, ventilation, and air condition (HVAC) equipment. The City reserves the right to require further screening of the HVAC equipment should it be visible from off-site, ground level view.

**Subsection 4.176(.06)(A-E): Plant Materials.**

- G12. This request includes landscaping treatment on common property, Tracts A and B. Installation of landscaping on private property is the developer's responsibility. A homeowners association will be made responsible for professional maintenance of the landscaping. The proposed landscape plan meets this criterion.
- G13. The proposed landscape plan (Sheet L1 of Exhibit B2) will be required to meet the spread requirement of 10" to 12". The specified tree and ground cover types are of a size and spacing that can meet the criteria of 4.176(.06)(A)(1) and (2), and (B).
- G14. The proposed landscape specifications for secondary and accent trees meet code criterion for caliper size and/or height. This code criterion is met.

**Subsection 4.176(.07)(A-D): Installation and Maintenance**

- G15. Plant materials, once approved by the DRB, shall be installed to current industry standards and shall be properly staked to assure survival. Support devices (guy wires, etc.) shall not be allowed to interfere with normal pedestrian or vehicular movement. Maintenance of landscaped areas is the on-going responsibility of the property owner. Any landscaping installed to meet the requirements of this code, or any condition of approval established by city decision-making body acting on an application, shall be continuously maintained in a healthy, vital and acceptable manner. Plants that die are to be replaced in kind, within one growing season, unless the city approves appropriate substitute species. Failure to maintain landscaping as required in this subsection shall constitute a violation of the city code for which appropriate legal remedies, including the revocation of any applicable land development permits, may result.

**Subsection 4.176(.10): Completion of Landscaping**

- G16. The applicant's submittal documents do not specify whether a deferment of the installation of the proposed planting plan is requested. The applicant will be required to post a bond or other security acceptable to the Community Development Director for the installation of the approved landscaping, should the approved landscaping not be installed by the time of final occupancy.

**Section 4.175: Public Safety and Crime Prevention**

- G17. The utility plan (Sheet 5 of Exhibit B2) depicts the proposed location of lighting fixtures. A final lighting plan will be required to be submitted as a condition of this action. See Condition PFD 20.

**Section 4.450: Installation of Landscaping**

- G18. All landscaping approved by the Development Review Board must be installed prior to issuance of occupancy permits, unless security equal to one hundred and ten percent (110%) of the cost for landscaping is filed with the City.



**Subsection 4.176(.10) – Completion of Landscaping**

- G19. The applicant will be required to post a bond or other security acceptable to the Community Development Director for the installation of the landscaping. If the proposed project proceeds in more than one phase, the applicant will be required to post a bond or other security for each phase of the project.

**Section 4.176(.12)(D): Irrigation**

- G20. A conceptual irrigation plan has not been provided. A permanent underground irrigation system is required to be provided for all lawn, shrub and tree plantings at the time building permits are issued for projects. Irrigation must not be excessive to harm existing trees. The City may approve temporary irrigation to beautify selected landscaped areas for marketing reasons, but irrigation must be above ground installation, and it must be removed to comply with the final landscape and in-ground irrigation plans as determined by the City. The irrigation plan will need to be provided, including the information required in Subsections 4.179.09(A)-(D). See condition PDG 5.d.

**Section 4.800: Wireless communications facilities**

- G21. A conditional use permit is required for any wireless communications pursuant to Section 4.800 of the Wilsonville Code. No such facilities are currently proposed.

**SUMMARY FINDING FOR REQUEST G:**

---

- G22. As demonstrated in findings G1 through G21, with conditions of approval referenced therein, the proposed Site Design Review Plans may be approved.

## **REQUEST 'H' – DB13-0057 TYPE 'C' TREE PLAN**

---

### **Section 4.600 – Tree Preservation and Protection**

#### **(.50) Application for Tree Removal Permit**

- (.02) Time of Application:** Application for a Tree Removal Permit shall be made before removing or transplanting trees, except in emergency situations as provided in WC 4.600.40 (1)(B) above. Where the site is proposed for development necessitating site plan or plat review, application for a Tree Removal Permit shall be made as part of the site development application as specified in this subchapter,

#### **Also Subsection 4.610.40: Type C Permit**

- H1. An arborist report has been provided (Section J of Exhibit B2). The arborist report documents the condition, viability, and which trees will be retained on the site and which will be removed because of construction or condition on the project site. The inventory that was provided by the arborist lists tree species, size, condition and recommended treatment. The recommended treatments were based on tree characteristics as well as location within the site.

A total of 13 different tree species was inventoried on the site, of which only one (1) is a native species.

#### **Subsection 4.620.00: Tree Relocation, Mitigation, or Replacement**

- H2. The City of Wilsonville requires mitigation planting when live trees are removed. The 20 trees currently proposed for removal are subject to mitigation requirements. The 17 proposed street trees and six (6) trees proposed in the open space (west), to be planted as shown on the landscape plan (Sheet L1 of Exhibit B2), are sufficient to replace those proposed to be removed. Staff recommends Condition PDH 1 to assure compliance with this criterion.
- H3. **Tree Protection During Construction:** Tree protection specifications are proposed and are included in the arborist report, meeting code.

### **SUMMARY FINDINGS FOR REQUEST H:**

---

- H4. The proposed Type C Tree Removal Plan is in substantial compliance with the applicable provisions of Subsection 4.610.40 and 4.620.00, subject to compliance with the recommended conditions of approval.



8  
DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MARCH 10, 2014

6:30 PM

---

**VII. Public Hearing:**

- A. Resolution No. 271. Renaissance at Canyon Creek II: SFA Design Group – Representative for Renaissance Development – Applicant.** The applicant is requesting approval of a Comprehensive Plan Map Amendment, Zone Map Amendment, Stage I Preliminary Plan, Stage II Final Plan, Waiver, Tentative Subdivision Plat, Site Design Review and Type 'C' Tree Plan for Development of eight (8) residential lots. The subject 1.79 acre property is located on Tax Lot 5000 of Section 13BA, T3S R1W, Clackamas County, Oregon. Staff: Michael Wheeler

Case Files: DB13-0050 – Comprehensive Plan Map Amendment  
DB13-0051 – Zone Map Amendment  
DB13-0052 – Stage I Preliminary Plan  
DB13-0053 – Stage II Final Plan  
DB13-0054 – Waiver  
DB13-0055 – Tentative Subdivision Plat  
DB13-0056 – Site Design Review  
DB13-0057 – Type 'C' Tree Plan

***The DRB action on the Comprehensive Plan Map Amendment and Zone Map Amendment is a recommendation to the City Council.***

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 271**

**A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL OF A COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL 0-1 DU/AC TO RESIDENTIAL 4-5 DU/AC AND A ZONE MAP AMENDMENT FROM RA-H TO PDR-3 AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I PRELIMINARY PLAN, STAGE II FINAL PLAN, WAIVER, TENTATIVE SUBDIVISION PLAT, SITE DESIGN REVIEW AND TYPE 'C' TREE PLAN FOR DEVELOPMENT OF EIGHT (8) RESIDENTIAL LOTS. THE SUBJECT 1.79 ACRE PROPERTY IS LOCATED ON TAX LOT 5000 OF SECTION 13BA, T3S, R1W, CLACKAMAS COUNTY, OREGON. SFA DESIGN GROUP - REPRESENTATIVE FOR RENAISSANCE DEVELOPMENT - 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 March 3, 2014, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on March 10, 2014, 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 Panel A of the City of Wilsonville recommends that the City Council approve a Comprehensive Plan Map Amendment a Zone Map Amendment (Case Files DB13-0050 and DB13-0051), approve a Stage I Preliminary Plan, Stage II Final Plan, Waiver, Tentative Subdivision Plat, Site Design Review and Type 'C' Tree Plan, and does hereby adopt the staff report attached hereto as Exhibit A1 with modified findings, recommendations and conditions placed on the record herein and authorizes the Planning Director to issue approvals consistent with said recommendations for Case File(s):

**DB13-0050 (A) Comprehensive Plan Map Amendment  
DB13-0051 (B) Zone Map Amendment  
DB13-0052 (C) Stage I Preliminary Plan  
DB13-0053 (D) Stage II Final Plan  
DB13-0054 (E) Waiver  
DB13-0055 (F) Tentative Subdivision Plat  
DB13-0056 (G) Site Design Review  
DB13-0057 (H) Type 'C' Tree Plan**



ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 10th day of March 2014 and filed with the Planning Administrative Assistant on \_\_\_\_\_. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

\_\_\_\_\_,  
Mary Fierros-Bower, Chair, Panel A  
Wilsonville Development Review Board

Attest:

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

**WILSONVILLE PLANNING DIVISION  
DEVELOPMENT REVIEW BOARD PANEL 'A'  
QUASI -JUDICIAL STAFF REPORT  
RENAISSANCE AT CANYON CREEK II SUBDIVISION**

---

<b>Public Hearing Date:</b>	<b>March 10, 2014</b>
<b>Date of Report:</b>	<b>March 3, 2014</b>
<b>Application Numbers:</b>	<b>DB13-0050 (A) Comprehensive Plan Map Amendment DB13-0051 (B) Zone Map Amendment DB13-0052 (C) Stage I Preliminary Plan DB13-0053 (D) Stage II Final Plan DB13-0054 (E) Waiver DB13-0055 (F) Tentative Subdivision Plat DB13-0056 (G) Site Design Review DB13-0057 (H) Type 'C' Tree Plan</b>
<b>Property Owners:</b>	<b>James Dillon and Debra Gruber</b>
<b>Applicant:</b>	<b>Renaissance Development Corp.</b>

**REQUEST:** SFA Design Group, LLC, acting as agent for Renaissance Development Corp., applicant, proposes the development of eight (8) residential lots in one phase, along with associated site improvements, for the property located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The development site area is comprised of one parcel, the area of which is approximately 1.79 acres.

The following requests apply to the subject property, as defined in the applicant's submittal documents: Approve a Comprehensive Plan Map Amendment, Zone Map Amendment, Tentative Subdivision Plat, Stage I Preliminary Plan, Stage II Final Plan, Type 'C' Tree Removal Plan, and Site Design Review Plan for the common elements of the proposed subdivision, and one (1) waiver.

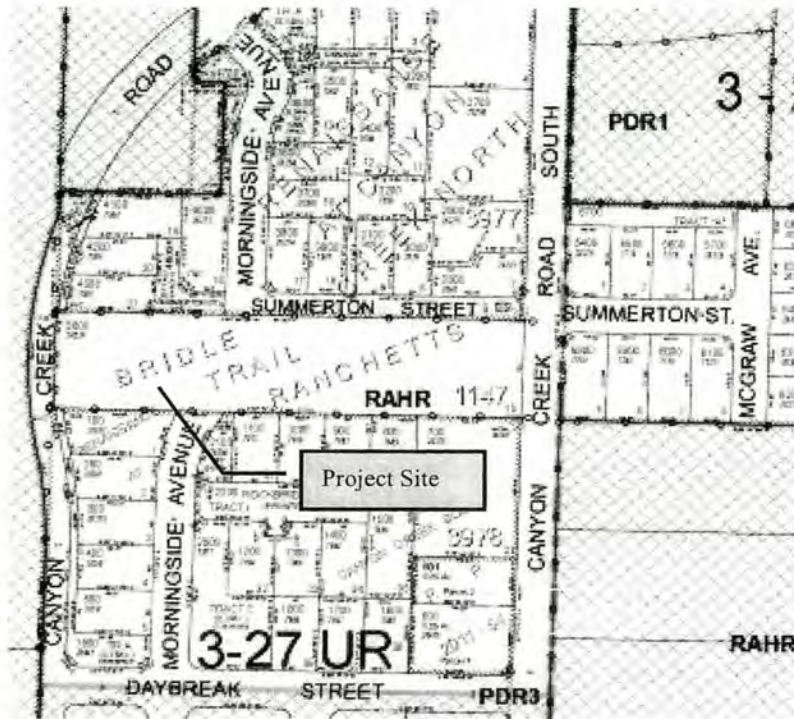
**Current Comprehensive Plan Designation:** Residential 0 - 1 du/ac

**Current Zone Map Designation:** Residential Agricultural - Holding Zone (RA-H)

**STAFF RECOMMENDATION:** Approve the applications, with recommended conditions.



**Project Location:** 28325 SW Canyon Creek Road South. The property lies east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The subject property is more particularly described as being Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.



Vicinity and Tax Map

**APPLICABLE REVIEW CRITERIA:**

<b>Zoning Review Criteria:</b>	<b>Description</b>
Sections 4.008-4.015	Application Procedures
Section 4.113	Standards Applying to Residential Development in Any Zone
Section 4.118 (as applicable)	Standards Applying to All Planned Development Zones
Section 4.120 (as applicable)	Residential Agricultural - Holding (RA-H) Zone
Section 4.124	Standards Applying to All Planned Development Residential Zones
Section 4.124.3 (as applicable)	Planned Development Residential (PDR-3) Zone
Section 4.140	Planned Development Regulations
Section 4.140(.07)	Planned Development Regulations – Stage I
Section 4.140(.08)	Planned Development Regulations – Stage II
Section 4.154	Bicycle, Pedestrian and Transit Facilities
Section 4.155	Parking, Loading and Bicycle Parking
Section 4.167	Access, Ingress and Egress
Section 4.171	Protection of Natural Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening and Buffering
Section 4.177	Street Improvement Standards
Section 4.178	Sidewalk and Pathway Standards
Section 4.197	Zone Map Amendments
Section 4.198	Comprehensive Plan Map Amendments
Section 4.199	Outdoor Lighting
Section 4.200 – 4.270	Land Divisions
Section 4.300 – 4.320	Underground Utilities
Sections 4.400 – 4.450	Site Design Review
Sections 4.600 -4.620(.20)	Tree Preservation and Protection
<b>Other Planning Documents:</b>	
Metro's Urban Growth Management Functional Plan	
Storm Water Master Plan	
Transportation Systems Plan	

**Staff Reviewer:** Michael R. Wheeler, Associate Planner



## **BACKGROUND**

---

On August 23, 2004, Development Review Board approved 03 DB 43 for a 79-lot residential planned development (i.e., Renaissance at Canyon Creek). A companion Comprehensive Plan Map Amendment and Zone Map Amendment was approved by the City Council on September 20, 2004. Four of the nine approved phases have been constructed; more partitions are enabled, in order to achieve full build-out of the project.

The subject site was not a part of the approval of Renaissance at Canyon Creek, although the parcel's development potential was accounted for during the review, illustrating compliance with code provisions in effect at that time. Despite the fact that some code provisions have been revised since then, the applicant proposes to implement most of the original concept for Tax Lot 5000. Staff's review of the modified proposal begins next, below.

## **SUMMARY AND ISSUES**

---

A project narrative is provided by the applicant, found in Section 2 of Exhibit B1. The applicant's narrative adequately describes the proposed application components, and provides proposed findings regarding applicable review criteria. Except where necessary to examine issues identified in this report, staff has relied upon the applicant's submitted documents, rather than repeat their contents again here.

### **Request A - Comprehensive Plan Map Amendment**

---

The applicant proposes to amend the current Comprehensive Plan residential density range from 0 – 1 du/ac to 4 – 5 du/ac, to correspond with that of the previous Renaissance at Canyon Creek development.

### **Request B – Zone Map Amendment**

---

The applicant proposes a Zone Map Amendment from the current RA-H (Residential Agricultural - Holding Zone) zone to a PDR-3 (Planned Development Residential) zone.

### **Request C – Stage I Preliminary Plan**

---

The applicant's intent is for the site to be used for residential development in compliance with the proposed Comprehensive Plan designation of 4 - 5 dwelling units per acre. This intent, typically achieved through a preliminary plan, is implemented per Section 4.210(.01)(B)(19), as reviewed in Request C, and the Tentative Subdivision Plat, as reviewed in Request F, below.

#### **Request D – Stage II Final Plan**

---

The location, design, size and residential use of the proposed project are consistent with the proposed Comprehensive Plan, proposed zone, and with other applicable plan, development map or ordinance adopted by the City Council.

The location, design, size and uses of the proposed project are such that traffic generated by the development can be accommodated safely and without congestion in excess of level service "D", defined in the highway capacity manual published by the National Highway Research Board on existing or immediately planned arterial or collector streets.

The location, design, size and uses of the proposed project are such that the residents or establishments to be accommodated will be adequately served by "existing or immediately planned facilities and services."

#### **Request E – One (1) Waiver**

---

The applicant is requesting one (1) waiver to required minimum side yard setback, as identified in Section and 2 of Exhibit B1.

#### **Request F – Tentative Subdivision Plat**

---

The applicant proposes to record a subdivision plat for eight (8) lots, together with two (2) tracts to be held in common by the collective owners of those lots.

The configuration of the subdivision's proposed vehicle and pedestrian circulation has been found to satisfy applicable Code provisions.

The solid waste franchisee previously noted that garbage service can be provided, based upon the circulation design.

The project provides the requisite 'usable' open space necessary to satisfy the minimum acreage requirement for a project of this size (i.e., eight lots). The applicant proposes 14,438 sq. ft. of usable open space in Tract A; 5,496 sq. ft. of open space in Tract B; resulting in a 'usable' area, totaling 19,934 sq. ft. (Sheet 1 of 6 of Exhibit B2).

The configuration of a proposed Tentative Subdivision Plat can be made to meet all applicable Code requirements regarding vehicle circulation, through the imposition of related conditions of approval (Exhibit D1.2).

#### **Request G – Site Design Review**

---

Due to the provision of usable open space, compliance with the minimum open space required, and the submitted landscape plan, approval of the proposed Site Design Review plan may be granted.



### **Request H – Type C Tree Plan**

---

The proposed Type C Tree Plan for the removal of 20 trees is in substantial compliance with the applicable provisions of Subsection 4.610.40 and 4.620.00. The Board may approve the Type C Tree Removal Plan, together with recommended conditions of approval.

### **ANALYSIS OF ISSUES**

---

**Issue – Lighting Plan Not Clear:** The applicant has illustrated and labeled the location of proposed street lights, but has not provided specifications or 'cut sheets' illustrating the composition of those lights. See the discussion found beginning on page 46.

**Issue – Waiver:** The applicant is requesting one (1) waiver from the PDR-3 standards:

- Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet for 2+ stories.**

The proposed waiver is reasonable, and its merits demonstrated by the applicant. See Request E of this report beginning on page 39 for a discussion regarding the requested waivers.

## RECOMMENDED CONDITIONS OF APPROVAL

<b>Condition Numbering Key</b>	
<b>(Prefix = Division or Department)</b>	
<b>PD = Planning Division Conditions</b>	
<b>BD = Building Division Conditions</b>	
<b>PF = Engineering Conditions.</b>	
<b>NR = Natural Resources Conditions</b>	
<b>TR = SMART/Transit Conditions</b>	
<b>FD = Tualatin Valley Fire &amp; Rescue Conditions</b>	

### *Request A: DB13-0050: Comprehensive Plan Map Amendment*

#### **Planning Division Conditions:**

On the basis of findings A1 through A17 this action recommends approval of the proposed Comprehensive Plan Map Amendment from Residential 0 – 1 du/ac to Residential 4 – 5 du/ac, and forwards this recommendation to the City Council with no conditions of approval.

### *Request B: DB13-0051: Zone Map Amendment*

#### **Planning Division Conditions:**

On the basis of findings B1 through B24 this action recommends approval of the proposed Zone Map Amendment from Residential Agricultural - Holding Zone (RA-H) to Planned Development Residential (PDR-3), and forwards this recommendation to the City Council with no proposed conditions of approval.

### *Request C: DB13-0052: Stage I Preliminary Plan*

#### **Planning Division Conditions:**

**PDC 1.** On the basis of findings C1 through C6, this action approves the Stage I Preliminary Plan submitted with this application for eight (8) residential lots (Sheet 1 of Exhibit B2), as entered into the record on March 10, 2014, approved by the Development Review Board, and stamped “Approved Planning Division.” Approval of the Stage I preliminary Plan is contingent on City Council approval of Requests A and B for a Comprehensive Plan Map Amendment and a Zone Map Amendment, respectively.

### *Request D: DB13-0053: Stage II Final Plan*

#### **Planning Division Conditions:**

**PDD 1.** This action approves the request regarding DB13-0053, for the plans submitted with this application, approved by the Development Review Board, and stamped “Approved Planning Division”. Approval for the Stage II Final Plan will expire two years after this action, per Section 4.140(.09)(I).

**PDD 2.** The Applicant/Owner shall develop the site for use as an eight (8) lot residential planned development, unless altered by a subsequent Board approval, or minor



	revisions are approved by the Planning Director under a Class I administrative review process.
<b>PDD 3.</b>	The Applicant/Owner shall provide the general contractor for the proposed project with a copy of the approved plans and conditions of approval adopted by the City.
<b>PDD 4.</b>	The Applicant/Owner shall provide all future purchasers of lots in the project with a copy of the conditions of approval adopted by the City.

<b><u>Building Division Conditions:</u></b>	
<b>BDD 1.</b>	<b>FIRE HYDRANTS.</b> Tualatin Valley Fire & Rescue shall approve the design of the fire hydrant system serving these homes.

<b><u>Engineering Division Conditions:</u></b>													
<b>Standard Comments:</b>													
<b>PFD 1.</b>	All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards.												
<b>PFD 2.</b>	Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts: <table> <tr> <td>General Aggregate</td><td>\$2,000,000</td></tr> <tr> <td>Products-Completed Operations Aggregate</td><td>\$2,000,000</td></tr> <tr> <td>Each Occurrence</td><td>\$2,000,000</td></tr> <tr> <td>Automobile Insurance</td><td>\$1,000,000</td></tr> <tr> <td>Fire Damage (any one fire)</td><td>\$ 50,000</td></tr> <tr> <td>Medical Expense (any one person)</td><td>\$ 10,000</td></tr> </table>	General Aggregate	\$2,000,000	Products-Completed Operations Aggregate	\$2,000,000	Each Occurrence	\$2,000,000	Automobile Insurance	\$1,000,000	Fire Damage (any one fire)	\$ 50,000	Medical Expense (any one person)	\$ 10,000
General Aggregate	\$2,000,000												
Products-Completed Operations Aggregate	\$2,000,000												
Each Occurrence	\$2,000,000												
Automobile Insurance	\$1,000,000												
Fire Damage (any one fire)	\$ 50,000												
Medical Expense (any one person)	\$ 10,000												
<b>PFD 3.</b>	No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, right-of-way and easements have been obtained and Staff is notified a minimum of 24 hours in advance.												
<b>PFD 4.</b>	All public utility/improvement plans submitted for review shall be based upon a 22"x 34" format and shall be prepared in accordance with the City of Wilsonville Public Work's Standards.												
<b>PFD 5.</b>	Plans submitted for review shall meet the following general criteria: <ol style="list-style-type: none"> <li>Utility improvements that shall be maintained by the public and are not contained within a public right-of-way shall be provided a maintenance access acceptable to the City. The public utility improvements shall be centered in a minimum 15-ft. wide public easement for single utilities and a minimum 20-ft wide public easement for two parallel utilities and shall be conveyed to the City on its dedication forms.</li> <li>Design of any public utility improvements shall be approved at the time of the issuance of a Public Works Permit. Private utility improvements are subject to</li> </ol>												



- review and approval by the City Building Department.
- c. In the plan set for the PW Permit, existing utilities and features, and proposed new private utilities shall be shown in a lighter, grey print. Proposed public improvements shall be shown in bolder, black print.
- d. All elevations on design plans and record drawings shall be based on NAVD 88 Datum.
- e. All proposed on and off-site public/private utility improvements shall comply with the State of Oregon and the City of Wilsonville requirements and any other applicable codes.
- f. Design plans shall identify locations for street lighting, gas service, power lines, telephone poles, cable television, mailboxes and any other public or private utility within the general construction area.
- g. As per City of Wilsonville Ordinance No. 615, all new gas, telephone, cable, fiber-optic and electric improvements etc. shall be installed underground. Existing overhead utilities shall be undergrounded wherever reasonably possible.
- h. Any final site landscaping and signing shall not impede any proposed or existing driveway or interior maneuvering sight distance.
- i. Erosion Control Plan that conforms to City of Wilsonville Ordinance No. 482.
- j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
- k. All engineering plans shall be stamped by a Professional Engineer registered in the State of Oregon.

**PFD 6.** Submit plans in the following general format and order for all public works construction to be maintained by the City:

- a. Cover sheet
- b. City of Wilsonville construction note sheet
- c. General construction note sheet
- d. Existing conditions plan.
- e. Erosion control and tree protection plan.
- f. Site plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
- g. Grading plan, with 1-foot contours.
- h. Composite utility plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
- i. Detailed plans; show plan view and either profile view or provide i.e.'s at all utility crossings; include laterals in profile view or provide table with i.e.'s at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
- j. Street plans.
- k. Storm sewer/drainage plans; number all lines, manholes, catch basins, and cleanouts for easier reference
- l. Water and sanitary sewer plans; plan; number all lines, manholes, and cleanouts for easier reference.
- m. Detailed plan for storm water detention facility (both plan and profile views),



	<p>including water quality orifice diameter and manhole rim elevations. Provide detail of inlet structure and energy dissipation device. Provide details of drain inlets, structures, and piping for outfall structure. Note that although storm water detention facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.</p> <ul style="list-style-type: none"> <li>n. Detailed plan for water quality facility (both plan and profile views). Note that although storm water quality facilities are typically privately maintained they will be inspected by Natural Resources, and the plans must be part of the Public Works Permit set.</li> <li>o. Composite franchise utility plan.</li> <li>p. City of Wilsonville detail drawings.</li> <li>q. Illumination plan.</li> <li>r. Striping and signage plan.</li> <li>s. Landscape plan.</li> </ul>
<b>PFD 7.</b>	Prior to manhole and sewer line testing, design engineer shall coordinate with the City and update the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to the updated numbering system. Design engineer shall also show the updated numbering system on As-Built drawings submitted to the City.
<b>PFD 8.</b>	The applicant shall install, operate and maintain adequate erosion control measures in conformance with the standards adopted by the City of Wilsonville Ordinance No. 482 during the construction of any public/private utility and building improvements until such time as approved permanent vegetative materials have been installed.
<b>PFD 9.</b>	Applicant shall work with City's Natural Resources office before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
<b>PFD 10.</b>	To lessen the impact of the proposed project on the downstream storm drain system, and adjacent properties, project run-off from the site shall be detained and limited to the difference between a developed 25-year storm and an undeveloped 25-year storm. The detention and outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
<b>PFD 11.</b>	A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City to address appropriate pipe and detention facility sizing.
<b>PFD 12.</b>	The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as



	designed.
<b>PFD 13.</b>	Storm water quality facilities shall have approved landscape planted and/or some other erosion control method installed and approved by the City of Wilsonville prior to streets and/or alleys being paved.
<b>PFD 14.</b>	Fire hydrants shall be located in compliance with TVF&R fire prevention ordinance and approval of TVF&R.
<b>PFD 15.</b>	The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems. Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.
<b>PFD 16.</b>	All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
<b>PFD 17.</b>	Sidewalks, crosswalks and pedestrian linkages in the public right-of-way shall be in compliance with the requirements of the U.S. Access Board.
<b>PFD 18.</b>	No surcharging of sanitary or storm water manholes is allowed.
<b>PFD 19.</b>	The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
<b>PFD 20.</b>	The applicant shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets and pedestrian alleyways.
<b>PFD 21.</b>	All required pavement markings, in conformance with the Transportation Systems Plan and the Bike and Pedestrian Master Plan, shall be completed in conjunction with any conditioned street improvements.
<b>PFD 22.</b>	Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.
<b>PFD 23.</b>	The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
<b>PFD 24.</b>	Access requirements, including sight distance, shall conform to the City's



	Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
<b>PFD 25.</b>	The applicant shall provide the City with a Stormwater Maintenance and Access Easement (on City approved forms) for City inspection of those portions of the storm system to be privately maintained. Stormwater or rainwater LID facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all LID storm water components and private conventional storm water facilities; maintenance shall transfer to the respective homeowners association when it is formed.
<b>PFD 26.</b>	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 Minor and Major Collectors. A 10-ft PUE shall be provided along Minor and Major Arterials.
<b>PFD 27.</b>	For any new public easements created with the project the Applicant shall be required to produce the specific survey exhibits establishing the easement and shall provide the City with the appropriate Easement document (on City approved forms).
<b>PFD 28.</b>	<p>Mylar Record Drawings:</p> <p>At the completion of the installation of any required public improvements, and before a 'punch list' inspection is scheduled, the Engineer shall perform a record survey. Said survey shall be the basis for the preparation of 'record drawings' which will serve as the physical record of those changes made to the plans and/or specifications, originally approved by Staff, that occurred during construction. Using the record survey as a guide, the appropriate changes will be made to the construction plans and/or specifications and a complete revised 'set' shall be submitted. The 'set' shall consist of drawings on 3 mil. Mylar and an electronic copy in AutoCAD, current version, and a digitally signed PDF.</p>
<b>PFD 29.</b>	<p>Subdivision or Partition Plats:</p> <p>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.</p>
<b>PFD 30.</b>	<p>Subdivision or Partition Plats:</p> <p>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.</p>
<b>Specific Comments:</b>	



<b>PFD 31.</b>	At the request of Staff, DKS Associates completed a Subdivision Trip Generation Update dated September 26, 2013. The project is hereby limited to no more than the following impacts.  Estimated New PM Peak Hour Trips 8  Estimated Weekday PM Peak Hour Trips 1 Through Wilsonville Road Interchange Area
<b>PFD 32.</b>	On Morningside Avenue applicant has proposed to maintain the 32-foot curb-to-curb street width within a 51-foot street right-of-way dedication for the extension of this street. Improvements shall include asphalt roadway, curb and gutter, sidewalk, stormwater system, street trees, and streetlights.
<b>PFD 33.</b>	Summerton Street was previously approved with a 21.5-foot half street right-of-way. Applicant is approved to match the existing street design on the south side by dedicating an additional 13.5 feet of right-of-way (43 feet total), widening the road by 8 feet (32 foot total) and installing curb and gutter, 5-ft sidewalk, stormwater system, street trees, and streetlights.
<b>PFD 34.</b>	On frontage to Canyon Creek Road South the applicant shall be required to construct a 14-foot half-street improvement, face of curb to street centerline (asphalt roadway, curb and gutter, sidewalk, stormwater system, street trees, and streetlights) in compliance with Residential Street Standards as provided in the 2013 Transportation Systems Plan (note that this sidewalk needs to be offset.) Existing street right-of-way is 50 feet; no additional right-of-way dedication is required.
<b>PFD 35.</b>	The proposed site straddles two stormwater basins. Applicant shall design the project so that no net out-of-basin transfers will occur.
<b>PFD 36.</b>	Applicant shall connect storm service lines of lots to the existing or proposed storm systems where feasible; this would include lots 1 and 3 through 8.
<b>PFD 37.</b>	Applicant shall connect sanitary service lines of lots to the existing or proposed sanitary systems.
<b>PFD 38.</b>	Applicant shall be required to connect the existing 8" water systems in Morningside Avenue with extension of this street.
<b>PFD 39.</b>	Applicant shall obtain water service from the existing or proposed water systems.

***Request E: DB13-0054: One (1) Waiver***

**Planning Division Conditions:**

**PDE 1.** This action approves one (1) waiver, as follows:

- a. Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet for 2+ stories, except adjacent to streets.**



***Request F: DB13-0055: Tentative Subdivision Plat for Eight (8) lots***

**Planning Division Conditions:**

**PDF 1.** This action approves the Tentative Subdivision Plat for eight (8) lots (Sheet 1 of Exhibit B2), as entered into the record on March 10, 2014, for the proposed project.

**PDF 2.** Prior to approval of the Final Subdivision Plat, the applicant/owner shall:

- a. Assure that the lots shall not be sold or conveyed until such time as the final plat is recorded with Clackamas County.
- b. Submit final construction plans, to be reviewed and approved by the Planning Director, City Engineer, the Tualatin Valley Fire and Rescue District, Natural Resources Manager, and the City Building Official, prior to the project's construction.
- c. The Applicant/Owners shall work with United Disposal Services, Inc (Allied Waste Company) which reviews access. The plat will be evaluated for compliance and conformance at the time of Final Subdivision Plat review.
- d. Submit final drawings and construction plans for the water quality/detention facilities and their outfalls for review and approval of the City Engineer, the Natural Resources Manager and the Environmental Services Division. These plans shall show the SROZ boundary over the development proposal.
- e. Supply the City with a performance bond, or other security acceptable to the Community Development Director, for all capital improvements required by the project.
- f. Submit an application for Final Plat review and approval on the Planning Division Site Development Application and Permit form. The Applicant/Owners shall also provide materials for review by the City's Planning Division in accordance with Section 4.220 of City's Development Code. Prepare the Final Plat in substantial accord with the Tentative Subdivision Plat dated February 20, 2014, as approved by the Development Review Board, and as amended by these conditions, except as may be subsequently altered by Board approval, or by minor revisions by the Planning Director.
- g. Illustrate existing and proposed easements, on the Final Plat.
- h. Dedicate all rights-of-way and easements necessary to construct all private and public improvements required for the project.
- i. Submit a waiver of the right of remonstrance against any local improvement district that may be formed to provide public improvements to serve the subject site.
- j. Provide the City with a recordable instrument guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.
- k. Provide the City Attorney Conditions, Covenants, and Restrictions



	<p>(CC&amp;Rs) for a Homeowners' Association that shall be formed as specified in Section 4.210.01(B)(17), for the development. The Association shall have responsibility for maintenance of all shared private drives, recreation facilities, treatment facilities, open spaces, and fences within the development. The CC&amp;Rs shall be reviewed and approved by the City Attorney, prior to recording the Final Plat.</p> <p>1. The Applicant/Owners shall coordinate the proposed locations and associated infrastructure design with the franchise utilities. Should permanent/construction easements or rights-of-way be required to construct the public improvements or to relocate a franchised utility, the Applicant/Owners shall provide a copy of the recorded documents. Should the construction of public improvements impact existing utilities within the general area, the Applicant/Owners shall obtain written approval from the appropriate utility prior to commencing any construction. Any easements shall be shown on the final plat.</p>
<b>PDF 3.</b>	Prior to the Start of Construction, the applicant/owner shall:
	<p>a. Assure that construction and site development shall be carried out in substantial conformance with the Tentative Subdivision Plat dated February 20, 2014, as approved by the Development Review Board, and as amended by these conditions, except as may be subsequently altered by Board approval, or with minor revisions by the Planning Director.</p>
<b>PDF 4.</b>	The applicant/owner shall install all public streets and utilities.
<b>PDF 5.</b>	Prior to Final Plat approval, the applicant/owner shall provide the City with a recordable instrument guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.
<b>PDF 6.</b>	The applicant/owner shall secure signatures of approval of the Final Plat from the Planning Director and Community Development Director. Following such authorization, the Final Plat may be recorded, according to the procedures employed by the City Engineer.
<b>PDF 7.</b>	The recommended conditions of the Development Engineering Manager and Building Plans Examiner, are hereby incorporated as conditions of approval (Exhibits D1.1, and D1.2).
<b>PDF 8.</b>	Approval of the Tentative Subdivision Plat will expire two years after final approval if substantial development has not occurred on the property within that time, unless extended by the DRB for just cause.
<b>PDF 9.</b>	All construction workers' vehicles and job shacks associated with this project shall be parked and located on site.
<b>PDF 10.</b>	The applicant/owner shall be required to provide the proportionate share of all system development charges that apply to this project. Such amount and proportion of these charges shall be determined by the Community Development Director.
<b>PDF 11.</b>	The City Engineer shall have the authority to grant final approval of the driveway alignments for all lots.



***Request G: DB13-0056: Site Design Review***

**Planning Division Conditions:**

**PDG 1.** This action approves the request regarding DB13-0056, for the Site Design Review plans dated February 20, 2014, submitted with this application, approved by the Development Review Board, and stamped "Approved Planning Division". Approval for the Site Design Review Plans will expire two years after this action, per Section 4.140(.09)(I).

**PDG 2.** The Applicant/Owner shall develop the site for use as a residential planned development, unless altered by a subsequent Board approval, or minor revisions are approved by the Planning Director under a Class I administrative review process.

**PDG 3.** The Applicant/Owner shall provide the general contractor for the proposed project with a copy of the approved plans and conditions of approval adopted by the City.

**PDG 4.** The Applicant/Owner shall provide all future purchasers of lots in the project with a copy of the conditions of approval adopted by the City.

**PDG 5.** Prior to installation of required landscape materials, the applicant/owner shall:

- a. Assure that construction and site development shall be carried out in substantial accord with the Site Design Review plans identified in condition PDG 1, above, as approved by the Development Review Board, and as amended by these conditions, except as may be subsequently altered by Board approval, or by minor revisions approved by the Planning Director.
- b. Submit final plant specifications for shrubs and street trees in the project's rights-of-way, planter strips, and pedestrian pathway/bicycle easements to Planning Division staff for review and approval. Prior to and during construction, Planning Division staff shall consider revisions to these specifications as a Class I development application. The applicant shall note that such approval does not require public notice. Following construction, Planning Division staff shall consider revisions to these specifications as a Class II development application. The applicant shall note that such approval requires public notice.
- c. Assure that all shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon cans when available. The landscaping plan shall be planted at such a density so as to provide a minimum of 95% coverage of landscape areas with vegetation, within a 3 year time period.
- d. Install water-wise or drip-type irrigation to ensure the longevity of all landscaped common areas. Such irrigation plan shall be submitted with the Building Permit drawings and shall be reviewed and approved by the Planning Division for consistency with this approval and landscape plan. Further, landscaping shall be professionally maintained by weeding, pruning and replacing dead plant material as necessary.



e.	Improve open space and recreation areas prior to occupancy of any dwelling or structure within the subdivision, in accordance with the plans approved at the March 10, 2014, public hearing.
f.	Assure that street light standards shall be positioned to illuminate the entrances to intersecting pedestrian paths. Exterior lights shall be positioned in such a way to prevent glare on adjacent streets. Repositioning of light standards and/or installation of hoods or baffles may subsequently be required by Planning Division staff to achieve this requirement.
g.	Coordinate with the U.S. Postal Service regarding the locations of mailbox stations. The U.S. Postmaster has specific standards for locating mail stations so as to provide convenient mail delivery and pickup and not obstruct handicapped accessibility. Furthermore, the mail stations shall be located so as to not diminish required sidewalk or pathway widths, nor obstruct pedestrian movement, nor interfere with fire hydrants or public and private utilities.
<b>PDG 6.</b> In the event that fences are proposed along Canyon Creek Road North, the applicant shall submit, and receive approval for, an application for Class I administrative review by the Planning Division staff, regarding the design of such fences.	
<b>PDG 7.</b> Planning Division staff shall have authority to approve all retaining walls reviewed by the City's Building Division relative to materials and encroachment to the SROZ and its associated Impact Area.	
<b>PDG 8.</b> The applicant shall submit a request to the Planning Division staff for review and approval of the final landscaping installation, prior to occupancy of any dwellings.	
<b>PDG 9.</b> The applicant shall submit a final street tree planting plan, illustrating, at a minimum, one street tree per lot, and demonstrating compliance with the provisions of Section 4.176(.06)(D).	
<b>PDG 10.</b> The applicant shall construct a minimum six (6) foot-wide pedestrian path per Section 4.237(.03)(B), over Tract "B" (Sheet L1 of Exhibit B2).	
<b>PDG 11.</b> The applicant shall submit a final street lighting plan demonstrating compliance with the provisions of Section 4.199.10 – Section 4.199.60.	

***Request H: DB13-0057: Type C Tree Removal Plan***

**Planning Division Conditions:**

- PDH 1.** The applicant shall provide the City's Planning Division with an accounting of trees to be removed in the required Type 'C' tree removal plan per the approval of the Development Review Board. Tree mitigation shall replace 20 trees, per Section 4.620 WC. See Finding H2.
- PDH 2.** The applicant shall obtain a Type 'C' tree removal permit prior to the issuance of a grading permit by the City's Building Division.
- PDH 3.** Prior to construction, the Applicant/Owner shall install six-foot-tall chain-link fencing, with ground-mounted metal stakes a maximum of eight (8) feet on centers, along the



driplines of all trees proposed to remain. This fencing shall remain in place throughout construction of the adjacent dwellings.

## MASTER EXHIBITS LIST:

Note: The following exhibits are hereby entered into the public record by the Development Review Board in consideration of the current applications, as submitted:

### Staff Materials:

- A. Staff Report

### Applicant's Written and Graphic Materials:

#### **B1. Land Use application, date received December 19, 2013, and including:**

Section	Item
1	Application
2	Compliance Report
3	Zone Change Legal Description
4	Arborist's Report, dated 11/5/2013
5	Storm Drainage Report, dated 11/15/2013
6	Title Report, dated 11/27/2012
7	Traffic Impact Report, dated 9/26/2013
8	Notice Mailing List, dated 10/30/2013
9	Preliminary Plat (and Preliminary Plans, reduced size; see list below) (7 drawings)
10	Prior Approval

#### **B2. Full Size Drawings/Plan Sheets:**

Sheet No.	Sheet Title
1	Cover Sheet, Sheet Index, and Preliminary Plat
2	Comprehensive Plan Map Amendment/Zone Map Amendment
3	Existing Conditions
4	Preliminary Grading and Demolition Plan
5	Site and Utility Plan
6	Aerial Photo
L1	Landscape Plan

- C1. Letters (neither For nor Against): None submitted

- C2. Letters (In Favor): None submitted

- C3. Letters (Opposed): None submitted

#### **D1. Staff Submittals**

1. Memo from D. Walters; Building Plans Examiner; dated 2/26/2014
2. E-mail from S. Adams, Development Engineering Manager, with attachments; dated 2/26/2014
3. Comments from Public Works staff; dated 1/30/2014
4. Tax Map, 3S 1W Section 13BA; not dated
5. Tax Map, 3S 1W Section 13BA (relevant portion); not dated

- E1. Exhibits Submitted at Hearing (Reserved)



## FINDINGS OF FACT

### 1. Existing Site Conditions:

The subject site is comprised of one parcel, totaling 1.79 acres. The applicant has provided a site description in the project narrative (Section 2 of Exhibit B1). The subject property is currently zoned Residential Agricultural - Holding Zone (RA-H).

**Surrounding Development:** The adjacent land uses are as follows:

Compass Direction	Existing Use(s)
North	Residential Planned Development
East	Residential
South	Residential Planned Development
West	Vacant Industrial (Mentor Graphics)

### Natural Characteristics:

The subject site contains gently-sloping terrain. A variety of evergreen and deciduous trees are scattered throughout the site. An existing house and accessory structures at 28325 SW Canyon Creek Road South (Tax Lot 5000) currently remain.

### Streets:

The site abuts SW Canyon Creek Road (arterial) on the west, SW Summerton Street on the north, and SW Canyon Creek Road South on the east.

### Previous Planning Applications Relevant to the subject property:

03 DB 43 (A – H)	Renaissance at Canyon Creek
AR13-0056	Venture Properties Interpretation

- 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.
- Notice of the proposed project has been sent to the appropriate agencies involved in the review of public improvements. Comments and conditions of approval from the Building and Engineering Divisions, and Public Works comments were received and are incorporated into this staff report.
- The statutory 120-day time limit applies to this application. The application was received on November 15, 2013. Additional materials were submitted on December 19, 2013. On January 31, 2014, staff conducted a completeness review, on which date the application was deemed complete. The City must render a final decision for the request, including any appeals, by May 31, 2014.

## **CONCLUSIONARY FINDINGS**

---

The applicant's response findings to the applicable land development criteria and Comprehensive Plan goals, policies and implementation measures found in Section 2 of Exhibit B1, are hereby incorporated in this staff report as findings for the recommended action.

### **REQUEST 'A' – DB13-0050 COMPREHENSIVE PLAN MAP AMENDMENT**

---

#### **CONCLUSIONARY FINDINGS FOR REQUEST (A):**

##### **Comprehensive Plan – Comprehensive Plan Changes**

Pages 7 through 10 of the City of Wilsonville's Comprehensive Plan updated April, 2013, provide the following procedure for amending the Comprehensive Plan:

##### **Who May Initiate Plan Amendments**

A1. The subject property owners through their authorized agent (the applicant) have made application to modify the Comprehensive Plan map designation for their property from 0-1 du/ac to 4-5 du/ac.

##### **Application for Plan Amendment**

A2. The applicant has met all applicable filing requirements for a Comprehensive Plan Map amendment.

##### **Consideration of Plan Amendment**

A3. The Planning Division received the application on November 11, 2013. Staff met with the applicant subsequent to the submittal of the application to discuss the completeness of the application and perceived deficiencies of the application. The Planning Division received revised plans on December 19, 2013. The application was deemed complete on January 31, 2014.

A4. The findings and recommended conditions of approval adopted by the Development Review Board in review of the application to modify the Comprehensive Plan Map designation will be forwarded as a recommendation to the City Council.

##### **Standards for Development Review Board and City Council Approval of Plan Amendments (page 8 of the Comprehensive Plan):**

- a. The proposed amendment is in conformance with those portions of the Plan that are not being considered for amendment.
- b. The granting of the amendment is in the public interest.
- c. The public interest is best served by granting the amendment at this time.
- d. The following factors have been adequately addressed in the proposed amendment:

Suitability of the various areas for particular land uses and improvements;  
Land uses and improvements in the area;  
Trends in land improvement;



Density of development;  
Property values;  
Needs of economic enterprises in the future development of the area;  
Transportation access;  
Natural resources; and  
Public need for healthful, safe and aesthetic surroundings and conditions.

e. **Proposed changes or amendments to the Comprehensive Plan do not result in conflicts with applicable Metro requirements.**

A5. At the writing of this report, the applicant has satisfied Plan requirements of citizen involvement.

A6. Policy 4.1.4 and Implementation Measures 4.1.4.f, 4.1.4.l, and 4.1.4.p of the Comprehensive Plan speak to the City's desire to see the development of housing that is affordable to and serves employees working in the City. The proposed project would provide an incremental net increase of seven (7) new single-family homes within the City.

A7. The applicant has not provided findings relative to affordability of the homes in the project.

A8. The traffic study completed for this project (Section 7 of Exhibit B1), indicating that the proposed entry streets provide sufficient access for emergency vehicles and comply with the traffic level of service requirements of the Development Code and the Transportation Systems Plan.

A9. The property within the proposed project site is currently large lot, which includes a single-family home that was developed on what was rural residential land. The proposed project is currently surrounded by higher density, single-family homes on the south, east and west sides. Implementation Measures 4.1.4.b, d, and o speak to the City's desire to see a diversity of housing types and affordability. The applicant's proposal would provide eight (8) new homes, adding to the diversity of single family home choices in the City. Through the conditions of approval proposed by staff, the project could be adequately served with urban services and would minimize off-site impacts.

A10. Metro's Functional Plan limits cul-de-sac lengths and the distance between local roads. The applicant has provided findings addressing these concerns (Section 2 of Exhibit B1).

#### **Public Notice**

A11. Public Notice of the March 10, 2014, Development Review Board public hearing regarding this application was mailed and posted on February 18, 2014. A notice regarding the April 7, 2014, City Council will follow.

#### **Wilsonville Development Code (WC) – Comprehensive Plan Changes**

**Subsection 4.198(.01) of the Development Code stipulates, "Proposals to amend the Comprehensive Plan, or to adopt new elements or sub-elements of the Plan, shall be subject to the procedures and criteria contained in the Comprehensive Plan. Each such**



amendment shall include findings in support of the following:

**Approval Criterion A: "That the proposed amendment meets a public need that has been identified;"**

A12. The adjoining Renaissance at Canyon Creek subdivision is designated on the Comprehensive Plan as Residential 4 - 5 dwelling units per acre which is medium residential density. The "Residential Development" portion of the Comprehensive Plan (Policy 4.1.4) identifies the need for additional housing within the City to serve housing and economic needs of residents and employees working within the City. The March 2012 Development Summary completed by the City indicates that approximately 23% of 4,502 acres of land within the City is zoned Planned Development Residential (PDR).

**City Wide Housing Units**

Type	New	YTD	Total
Apartment	0	0	4591
Condominium	0	0	563
Duplex	0	0	68
Mobile Homes	0	0	20
Mobile Home park	0	0	143
Single Family	21	21	3696
Totals	21	21	9081

On the basis of the above inventory there are 56.75% multi-family (including 563 condominiums), 41.5% single-family (including 68 duplexes) and 1.75% mobile homes. Adjusting the housing units to include the recently approved Brenchley Estates - North project comprising 320 apartment units and 39 single-family units, the revised housing unit split is 58.4% multi-family, 40.3% single family and 1.3% mobile homes. The proposed 15 apartment unit project would increase the percentage of land in PDR zoning and apartment units by a negligible amount. The proposed project would increase the percentage of land in PDR zoning and the number of additional single-family houses by a negligible amount.

Though the City has historically through an older version of the Comprehensive Plan sought to achieve 50 percent in single-family houses, 40 percent in multi-family units and 10 percent in manufactured houses at mobile home parks those percentages the Comprehensive Plan no longer has a stated goal of maintaining those percentages. The Comprehensive Plan was revised in its entirety by City Council Ordinance No. 517 on October 16, 2000. Housing is now determined by density ranges in Table 1 in Finding B2 for each mapped zoning district. Residential development must also be balanced with Policy 4.1.4 and its implementation measures that seek to "provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville." In the near future, multi-family and single-family housing percentages will become more balanced with the construction of Tonquin Woods (27 homes); Tonquin Woods 2 (168 homes); Copper Creek (21 homes); Jory Trail at the Grove (30 homes); Brenchley Estates - North (27 homes); Retherford Meadows (88 homes); SAP-East, Phase 3 (185 homes) and Willamette Landing (33 homes), for



total 579 homes.

**Approval Criterion B: “That the proposed amendment meets the identified public need at least as well as any other amendment or change that could reasonably be made;”**

A13. The current Comprehensive Plan designation for the subject properties is Residential with a density range of 0-1 dwelling units per acre. The Zoning Map identifies the subject properties as Residential Agricultural – Holding (RA-H). The Planned Development Regulations of the Development Code require that the subdivision of properties such as the subject properties (over two acres) result in a Planned Development community. The applicant proposes a net density of 5.16 dwelling units per acre. The Comprehensive Plan allows a range of densities from 0-1 dwelling units per acre to over 20 dwelling units per acre. The properties to the north, south, and east of the proposed project are designated residential on the Comprehensive Plan Map of the City. The subject property has a Comprehensive Plan designation of ‘Residential’ with a density of 0-1 dwelling units per acre, while the properties to the north, south and east have a designation of 4-5 dwelling unit per acre. It is appropriate to continue to designate these properties as Residential. In addition, the proposed subdivision has similarities in site density and housing product to other subdivisions nearby such as Renaissance at Canyon Creek, Wilsonville Meadows and Landover subdivisions, making the proposed transitional density of 4-5 du/ac appropriate. Comparisons to the single family density of Wilsonville Meadows need to consider the overall density of the project that includes multi-family projects such as Berkshire Court and Hathaway Village that are part of the overall master plan.

**Approval Criterion C: “That the proposed amendment supports applicable Statewide Planning Goals, or a Goal exception has been found to be appropriate;”**

A14. With the implementation of the proposed conditions of approval, the project supports the applicable Statewide Planning Goals.

**Approval Criterion D: “That the proposed change will not result in conflicts with any portion of the Comprehensive Plan that is not being amended.”**

A15. The applicant is requesting an amendment of the Comprehensive Plan Map for the subject properties. The applicant does not propose to modify or amend any other portion of the Comprehensive Plan or Plan Map.

## **METRO'S URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN**

A16. Title 1 of the Urban Growth Management Functional Plan (UGMFP) requires 80% Maximum density at build-out of any particular parcel. With the rewrite of the City's Development Code in November 2000, the lower end of the planned density range was increased to reflect this 80% requirement. The applicant is requesting a zone change to Planned Development Residential (PDR-3), which corresponds to a Comprehensive Plan Map density of 4-5 dwelling units per acre.

### **SUMMARY FINDING FOR REQUEST (A):**

A17. The applicant's proposed Comprehensive Plan Map Amendment meets all applicable requirements, and its approval may be recommend to the City Council.

### **STAFF RECOMMENDATION FOR REQUEST (A):**

Based on findings of fact 1 - 3, analysis and conclusionary findings A1 through A17, staff recommends that the Development Review Board forward the Comprehensive Plan Map Amendment to City Council for a hearing on April 7, 2014, along with the recommended conditions necessary to fully comply with the requirements of the Code. Proposed conditions of approval are found beginning on page 7 of this report.

## **REQUEST 'B' – DB13-0051 ZONE MAP AMENDMENT**

---

The subject property is currently zoned Residential Agricultural Holding (RA-H). The purpose of the RA-H Zone is set forth in the 4.120 of the Code. The proposed Zone Map amendment from RA-H to PDR-3 is intended to serve as a procedure to evaluate the conversion of urbanizeable land to urban land consistent with the Comprehensive Plan. Because the service levels vary throughout the City, the zoning process allows for a case-by-case analysis of the availability of public facilities and services and to determine specific conditions related to needed public facilities improvements. All land development proposals are reviewed for conformity with the Comprehensive Plan and specific standards set forth in the zoning ordinance. As set forth in Subsection 4.197(.02) of the Wilsonville Code, in recommending approval or denial of a proposed zone map amendment, the Development Review Board must at a minimum, adopt findings addressing Criteria A-G, below.

### **Criterion 'A'**

**"That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008 or, in the case of a Planned Development, Section 4.140."**

B1. The applicant has provided findings in Section 2 of Exhibit B1 addressing the tentative plat criteria and the zone map amendment criteria.



## **Criterion 'B'**

**"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."**

B2. The applicant has provided findings in Section 2 of Exhibit B1 in response to these Code criteria. Staff is recommending approval of the proposed Comprehensive Plan Map amendment, with conditions of approval contained in this staff report. Approval of the proposed amendment to the zoning map is contingent upon approval of the Comprehensive Plan map amendment by the City Council.

B3. The land area of the proposed subdivision is 1.79 acres. The applicant is proposing to change the Comprehensive Plan designation from 0-1 dwelling units per acre to 4-5 dwelling units per acre. Proposed are a total of eight (8) lots, making the gross density of the proposed subdivision 4.47 dwelling units per acre. Net density (gross minus streets) is 5.16 dwelling units per acre.

### **Comprehensive Plan – Residential Development**

#### **Variety/Diversity of Housing**

**Implementation Measures 4.1.4.c, 4.1.4.g, 4.1.4.j, 4.1.4.k, 4.1.4.l, and 4.1.4.p speak to the City's desire to plan for and establish a variety and diversity of housing types that meet the social and economic needs of the residents, including the need for affordable housing and a balance of housing with jobs.**

B4. The applicant's proposal would provide an incremental net addition of seven (7) single-family houses to the one (1) existing dwelling. Response findings to 4.198(.01)(A) speak to the need for additional single-family housing in the City.

**Implementation Measures 4.1.1.j, 4.1.4.i, 4.1.4.o, and 4.1.4.r speak to the City's desire to approve new residential development concurrent with the availability of public facilities.**

B5. Water, sanitary sewer, and storm sewer are either available to the proposed project (with appropriate connections) or can be supplied to the project. The applicant/owner will be responsible for providing on-site storm water detention for water quality and quantity. The applicant will also be responsible for providing public streets within the project with appropriate right-of-way. The applicant will be required to cap all existing on-site utilities prior to the issuance of building permits by the City.

**Implementation Measure 4.1.4.h: "Require new housing developments to pay an equitable share of the cost of required capital improvements for public services."**

B6. The applicant/owner will be required to pay the equitable share (as determined by the Community Development Director) of the capital improvement costs for public services.

B7. The entirety of the subject properties has a Comprehensive Plan designation of Residential, 0-1 dwelling units per acre. The applicant is proposing a Comprehensive Plan Map designation of 4-5 dwelling units per acre. See Request A, beginning on page 21 of this report.



### **Zone Map**

B8. The subject properties are currently zoned Residential Agricultural – Holding (RA-H). The applicant proposes a change to Planned Development Residential (PDR-3) zone to accommodate a total of eight (8) single-family lots averaging 5,969 SF (Section 2 of Exhibit B1).

### **Significant Natural Resources**

B9. While vegetation exists throughout the site, it is not found to be within an area identified by the Comprehensive Plan as Significant Resource Overlay Zone.

### **Area of Special Concern**

B10. The Comprehensive Plan does not identify the subject property as an area of special concern.

### **Criterion ‘C’**

**“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 goal 4.3, Objective 4.3.3, Objective 4.3.4, Policy 4.4.2 and Policy 4.4.8 of Wilsonville's Comprehensive Plan text.”**

B11. The subject properties are designated “Residential” on the City’s Comprehensive Plan Map. The above section of the Comprehensive Plan, mentioned by the applicant regarding this subsection of the Development Code, refers to an older version of the Comprehensive Plan. The corrected references are shown below:

<b>Goal 4.3</b>	<b>Implementation Measure 4.1.4.b</b>
<b>Objective 4.3.3</b>	<b>Implementation Measure 4.1.4.d</b>
<b>Objective 4.3.4</b>	<b>Implementation Measure 4.1.4.e</b>
<b>Policy 4.4.2</b>	<b>Implementation Measure 4.1.4.q</b>
<b>Policy 4.4.8</b>	<b>Implementation Measure 4.1.4.x</b>

The current text is as follows:

**“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 Measures 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text...”**

### **Implementation Measure 4.1.4.b – Variety in Housing Type**

**“Plan for and permit a variety of housing types consistent with the objectives and policies set forth under this section of the Comprehensive Plan, while maintaining a reasonable balance between the economics of building and the cost of supplying public services. It is the City's desire to provide a variety of housing types needed to meet a wide range of personal preferences and income levels. The City also recognizes the fact that adequate public facilities and services must be available in order to build and maintain a decent, safe, and healthful living environment.”**



B12. The applicant has indicated that the proposed project would develop a housing type similar to that of surrounding subdivisions. The applicant has not provided findings as to how the proposed housing project of this proposal meets the affordability criteria of the Comprehensive Plan. The low vacancy rates of similar subdivisions in the City provide circumstantial evidence that there is demand for the housing product proposed by the applicant. Adequate public services could be made available to the site.

**Implementation Measure 4.1.4.d – Diversity of Housing Types**

**“Encourage the construction and development of diverse housing types, but maintain a general balance according to housing type and geographic distribution, both presently and in the future. Such housing types may include, but shall not be limited to: Apartments, single-family detached, single-family common wall, manufactured homes, mobile homes, modular homes, and condominiums in various structural forms.”**

B13. The applicant has not indicated whether a variety of house models are proposed for the subdivision.

**Implementation Measure 4.1.4.e**

**“Targets are to be set in order to meet the City’s Goals for housing and to assure compliance with State and regional standards.”**

B14. The City has established a 50% multi-family, 40% single-family target for housing in the City. The December 2012 Housing Inventory Report shows a mix of 57% multi-family, and 43% single-family (including rowhouses) dwellings.

**Implementation Measure 4.1.4.q**

**“The City will continue to allow for mobile homes and manufactured dwellings, subject to development review processes that are similar to those used for other forms of housing. Individual units will continue to be allowed on individual lots, subject to design standards. Mobile home parks and subdivisions shall be subject to the same procedures as other forms of planned developments.”**

B15. The applicant is not proposing mobile homes in this application.

**Implementation Measure 4.1.4.x**

**“Apartments and mobile homes are to be located to produce an optimum living environment for the occupants and surrounding residential areas. Development criteria includes:**

- 1. Buffering by means of landscaping, fencing, and distance from conflicting uses.**
- 2. Compatibility of design, recognizing the architectural differences between apartment buildings and houses.**



3. On-site recreation space as well as pedestrian and bicycle access to parks, schools, mass transit stops and convenience shopping.

4. The siting of buildings to minimize the visual effects of parking areas and to increase the availability of privacy and natural surveillance for security.”

B16. The applicant is proposing neither apartments nor mobile homes in this application.

#### **Criterion ‘D’ – Public Facilities**

“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.”

B17. The City Engineer’s Public Facilities (PF) conditions, imposed upon the subsequent Stage II Final Plan application, will require the applicant to provide adequate road, water, and sewer infrastructure to serve the proposed project. These conditions require that all Public Works permits granted to the applicant/owner will be in accordance with the need determined by the City Engineer to serve the proposed project.

#### **Criterion ‘E’ – Significant Resource Overlay Zone**

“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.”

B18. The SROZ does not affect the subject property.

#### **Criterion ‘F’**

“That the applicant is committed to a development schedule demonstrating that development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change.”

B19. The applicant indicates that the full build-out of the proposed lots will begin in 2014.

#### **Criterion ‘G’**

“That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are attached that insure that the project development substantially conforms to the applicable development standards.”



B20. Staff is recommending conditions of approval for the proposed project where necessary to bring the project into compliance with all applicable development standards.

**Subsection 4.197(.03) provides that “If affirmative findings cannot be made for all applicable criteria listed above the Planning Commission or Development Review Board shall recommend that the proposed text or map amendment, as the case may be, be denied.”**

B21. Staff has made affirmative findings for subsection 4.197(.02)(A)-(G), above. Staff is also recommending conditions of approval for the project to ensure compliance with the subject code criteria.

**Subsection 4.197(.04) stipulates that the “City Council action approving a change in zoning shall be in the form of a Zoning Order.”**

B22. Staff is recommending approval of the Stage I Preliminary Plan of the proposed project, together with conditions of approval, and a recommendation for approval of the proposed Zone Map Amendment. A City Council Zoning Order will be required prior to approval of the remaining applications, reviewed later in this report.

**Subsection 4.197(.05) provides “In cases where a property owner or other applicant has requested a change in zoning and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the zoning shall be changed.”**

B23. Staff is recommending a condition of approval that would implement the City Council Zoning Order, contingent on the completion of the conditions of approval adopted by City Council.

#### **SUMMARY FINDING FOR REQUEST (B):**

B24. The applicant’s proposed Zone Map Amendment meets all applicable requirements, and its approval may be recommend to the City Council.

#### **STAFF RECOMMENDATION FOR REQUEST (B):**

**Based on findings of fact 1 - 3, analysis and conclusionary findings B1 through B24, staff recommends that the Development Review Board forward the Zone Map Amendment to City Council for a hearing on April 7, 2014, together with the recommended conditions necessary to fully comply with the requirements of the Code. Proposed conditions of approval are found on page 7 of this report.**

#### **REQUEST ‘C’ – DB13-0053 STAGE I PRELIMINARY PLAN**

---

#### **CONCLUSIONARY FINDINGS FOR REQUEST (C):**

**Tentative Plat Submission – 4.210(.01)(B)(19)**

- C1. As enabled by the section referenced above, the tentative subdivision plat "...shall be considered as the Stage I Preliminary Plan." The tentative plat is reviewed in Request C, this section.
- C2. The applicant proposes to develop eight (8) lots. Calculations demonstrating compliance with applicable review criteria are found in Sections 1 Exhibit B1.

**Site Information. Subsections 4.009(.01) and 4.140(.07)(A)(1):**

- C3. The applicant has demonstrated ownership of the subject property in the form of written consent of the two current property owners (Section 1 of Exhibit B1).
- C4. The subject property is proposed to be rezoned from Residential Agricultural - Holding Zone (RA-H) to a Planned Development Residential (PDR-3) zone. The proposed residential use of the property is in compliance with uses typically found in the zone.

**Subsection 4.140(.05): Planned Development Permit Process**

- C5. The applicant's response to these criteria is found in the narrative (Section 2 of Exhibit B1). The proposed project is not allowed to proceed nor receive a building permit until all applicable review criteria have been satisfied. By the applicant's submittal, these criteria have been met.

**Subsection 4.140(.07)(A): Preliminary Approval (Stage One) Application Requirements**

- C6. The applicant's proposal is provided by professional services in response to this criterion, as found in Section 2 of Exhibit B1. This criterion is satisfied.

**Subsections 4.140(.07)(B) & 4.035(.04): Preliminary Approval (Stage One) Application Requirements and Site Development Permit Application**

- C7. The applicant's response to Subsection 4.140(.07)(B) can be found in Section 2 of Exhibit B1. The applicant has submitted evidence of the intention to commence construction of the project in 2014, within two years of receiving Stage II Final Plan approval, and a commitment to install, or provide acceptable security for the capital improvements required by the project, at the time of Stage II Final Plan. These criteria are met.



### **SUMMARY FINDING FOR REQUEST (C):**

C8. The applicant's proposal satisfies all applicable Code requirements and standards, as discussed above.

### **STAFF RECOMMENDATION FOR REQUEST (C):**

Based on findings of fact 1 - 3, analysis and conclusionary findings C1 through C8, staff recommends that the Development Review Board approve the applicant's request for Stage I Preliminary Plan as illustrated in the Preliminary Plat (Sheet 1 of Exhibit B2), together with the recommended conditions necessary to fully comply with the requirements of the Code. Proposed conditions of approval are found on page 7 of this report.

### **REQUEST 'D' – DB13-0053 – STAGE II FINAL DEVELOPMENT PLAN**

---

The applicant is proposing a Stage II Final Plan for eight (8) lots, each for a single family dwelling, and related site improvements. Staff has reviewed the proposed Stage II Final Plan to determine compliance with the Planned Development Regulations. Proposed is a single phase development plan (Sheet 1 of Exhibit B2). The key Stage II Final Plan review standards are the following:

#### **Subsections 4.140.09(C-F): *Stage II Final Plan***

D1. The applicant's submittal documents provide sufficient detail to satisfy the requirements of Section 4.140.09(C) & (D). These criteria are met.

#### **Subsection 4.140(.09)(J) – Final Plan approval**

Subsection 4.140(.09)(J)(1-3) stipulates the following criteria for Final Plan approval:

1. 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.
2. That the location, design, size and uses are such that traffic generated by the development can be accommodated safely and without congestion in excess of level service "D" 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.
3. 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.

#### **ZONING, Sections 4.100-4.141**

Subsection 4.140(.09)(J): A planned development permit may be granted by the Development Review Board only if it is found that the development conforms to all the following criteria, as well as to the planned development regulations in Section 4.140.

Additionally, Subsection 4.140(.09)(J)(1) states: 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.

**Comprehensive Plan and Zoning:** *Planned Development Residential zone*

- D2. The subject property contains one zoning district Residential Agricultural - Holding Zone (RA-H) for which the applicant has requested a Zone Map Amendment to Planned Development Residential (PDR-3). The Comprehensive Plan currently identifies the subject property as Residential 0 - 1 dwelling units per acre, although the applicant has requested a Comprehensive Plan Map Amendment to Residential 4 – 5 dwelling units per acre. Required minimum density is achieved by the applicant's proposal. See page 24 for a discussion of density.

**Subsection 4.118.03(B):** *Waivers.*

- D3. The applicant is seeking one (1) waiver to the Planned Development Regulations. This requested waiver is discussed in Request E of this report.

**Subsection 4.113:** *Standards Applying to Residential Developments in any Zone:*

Subsection 4.113 provides for the required open space in new residential developments. In addition, Implementation Measures 4.1.5.d, 4.1.5.j, and 4.1.5.k speak to the Comprehensive Plan's desire to create and conserve open space in the City for specified objectives.

**Subsection 4.113.02(A) – Outdoor Recreational Area - Standards Applying To Residential Developments In Any Zone.**

**(.01) Outdoor Recreational Area in Residential Developments.**

**A. Purpose.** The purposes of the following standards for outdoor recreational area are to provide adequate light, air, open space and usable recreational facilities to occupants of each residential development. Outdoor recreational area shall be:

1. Designed with a reasonable amount of privacy balanced between indoor and outdoor living areas. Such outdoor recreational area shall be provided consistent with the requirements of this Section.
2. Recreational areas shall be provided in keeping with the needs of the prospective tenants and shall not be located in required yards, parking, or maneuvering areas, or areas that are inaccessible. Standards for outdoor recreational areas may be waived by the Development Review Board upon finding that the recreational needs of the residents will be adequately met through the use of other recreational facilities that are available in the area.
3. In mixed-use developments containing residential uses, the Development Review Board shall establish appropriate requirements for outdoor recreational area, consistent with this Section.
4. The Development Review Board may establish conditions of approval to alter the amount of required outdoor recreation area, based on findings of projected need for the development. Multi-family developments shall provide at least the following minimum recreational area:



- a. For ten (10) or fewer dwelling units, 1000 square feet of usable recreation area;
  - b. For eleven (11) through nineteen (19) units, 200 square feet per unit;
  - c. For twenty (20) or more units, 300 square feet per unit.
5. Outdoor recreational area shall be considered to be part of the open space required in the following subsection.

**(02) Open Space Area shall be provided in the following manner:**

A. In all residential subdivisions including subdivision portions of mixed use Development where (1) the majority of the developed square footage is to be in residential use or (2) the density of residential units is equal or greater than 3 units per acre, at least twenty-five percent (25%) of the area shall be in open space excluding streets. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations and usable open space such as public park area, tot lots, swimming and wading pools, grass area for picnics and recreational play, walking paths, and other like space. For subdivisions with less than 25% SROZ lands and those with no SROZ lands, the minimum requirement shall be  $\frac{1}{4}$  acre of usable park area for 50 or less lots  $\frac{1}{2}$  acre of usable park area for 51 to 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. Front, side and rear yards of individual residential lots shall not be counted towards the 25% open space.

Provided, however, where SROZ is greater than 25% of the developable area for any development, the development must also provide  $\frac{1}{4}$  acre of usable park area for a development of less than 100 lots, and  $\frac{1}{2}$  acre of usable park area for a development of 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. The Development Review Board may waive the usable open space requirement if there is substantial evidence in the record to support a finding that the intent and purpose of the requirement will be met in alternative ways. Irrespective of the amount of SROZ, a development may not use phasing to avoid the minimum usable space requirement.

Multi-family developments shall provide a minimum of 25% open space excluding streets. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations, and outdoor recreational area as provided in 4.113(.01)(A)(1) through (5) [Amended by Ord. 589 8/15/05]

- B. 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 parks 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.



**C. 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 any pertinent bylaws, covenants, or agreements prior to recordation.**

- D4. The above residential development standards require that 25% of the site be set aside for outdoor and recreation space. Those requirements are met through proposed Tracts A and B, totaling 19,934 sq. ft., which is 25.6% of the site area, meeting code. The nearest public park is Canyon Creek Park.
- D5. The above criteria also require that a minimum of one-quarter acre (10,890 square feet) of usable recreation area be provided. This recreation area can be included in the 25% parks and open space requirement. A total of 19,934 sq. ft. is proposed, satisfying this minimum Code requirement.
- D6. Covenants, Conditions, and Restrictions of the Homeowner's Association will be required, in order to place the ownership and maintenance responsibilities for the common areas upon the Homeowners Association (HOA). Condition PDF 2.k is recommended to achieve this result.

**Subsection 4.113(.03)(B) – Building Setbacks**

- D7. See Request E, below, for the discussion of proposed waivers to building setbacks.

**Subsection 4.113(.04) – Building Height**

- D8. The applicant does not propose to exceed the maximum 35' height limitation. This criterion is satisfied as a result.

**Subsection 4.113(.07) – Fences**

- D9. The applicant is proposing to complete the existing masonry wall along SW Canyon Creek Road (west), connecting the existing segments with masonry pilasters and wooden fence panels (Sheet L.1 of Exhibit B2). Sideline fences are proposed between the proposed lots, completing the pattern of existing fences constructed as part of Renaissance at Canyon Creek.

**Subsection 4.171(.04): Natural Resource Protection – Trees and Wooded Areas**

- D10. The applicant's arborist report (Section 4 of Exhibit B1), identifies 28 on-site trees. Only one of these trees is a native species (Douglas-fir). The applicant proposes to retain eight (8) trees. Conformance of the proposed project with the City's tree ordinance is considered in a report regarding proposed tree removal (Case File DB13-0057), which is a companion to this application, and found in Request H of this report.

**Parking - Section 4.155** of the Wilsonville Code sets forth the minimum parking standards for off-street parking. The applicable subsections of this code are the following:



**Subsection 4.155(.03)(B)(8) and Table 5: Parking Standards.**

- D11. Each proposed dwelling would be required to provide one (1) off-street parking space, which is accomplished with garage or driveway parking on each of the eight (8) proposed home sites.

**Schools**

- D12. The applicant has not estimated how many school-age children will reside within the project at full build-out, but has provided response findings regarding schools (page 12 of Section 2 of Exhibit B1). Given the small number of proposed dwelling units, the impact to existing schools will be equally small. While not required by the Development Code, staff suggests the applicant provide the West Linn/Wilsonville School District with this estimate to aid in the school district's planning of future facilities.

**Traffic**

**Comprehensive Plan– Implementation Measures 3.1.6a-3.1.6.cc - Transportation**

- D13. The street layout aligns to the existing topography. Proposed are two (2) public streets and sidewalks, providing to access the proposed houses.

**Subsection 4.140(.09)(J)(2): Traffic Concurrency.**

Subsection 4.140(.09)(J)(2) of the Wilsonville Code stipulates review criteria for Stage II of the planned development process:

“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.”

Additionally, Subsection 4.140(.09)(J)(2)(a)(ii) requires that the traffic study performed to determine whether a proposed project will generate traffic in excess of Level of Service D (LOS D) look at “what impact the estimate generated traffic will have on existing level of service including traffic generated by (1) the development itself, (2) all existing developments, (3) Stage II developments approved but not yet built, and (4) all developments that have vested traffic generation rights under section 4.140(.10), through the most probable used intersection(s), including state and county intersections, at the time of peak level of traffic.”

- D14. The traffic study for the project estimates eight (8) total daily trips, seven (7) of which are new p.m. peak hour trips<sup>1</sup> (Section 7 of Exhibit B1).

<sup>1</sup> The number of approved dwellings reviewed in the original Traffic Impact Analysis was for 86 lots, but was reduced to 79 lots (including future partitions), based upon materials in the original case file.



- D15. Prior to the issuance of building permits by the City, the property owner shall be responsible for paying all applicable systems development charges (SDCs) for the proposed project.
- D16. The Oregon Department of Transportation (ODOT) seeks to preserve traffic capacity on the freeway system, so ODOT was notified of this proposal. No comments have been received from ODOT.

#### **Streets**

- D17. No additional dedication of right-of-way is required along SW Canyon Creek Road (west). A dedicated public right-of-way connection between two existing segments of SW Morningside Avenue is proposed, to provide access through the project. The Engineering Division staff further requires widening of the 21.5-foot-wide paved existing improvement of SW Summerton Street, from SW Morningside Avenue to SW Canyon Creek Road South, located on the east side of the project. In addition, the Engineering Division will require a 14-foot-wide half-street improvement to SW Canyon Creek Road South. See Conditions PFD 32, PFD 33, and PFD 34.

#### **Section 4.167: Access, Ingress, and Egress**

##### **Subsection 4.177(.01)(H): Access Drives and Lanes**

- D18. The applicant's proposed vehicular circulation and access from SW Morningside Avenue to SW Canyon Creek Road South is depicted in Sheet 1 of Exhibit B2. The Engineering Division staff requires a 32-foot-wide paved improvement for the proposed connection of SW Morningside Avenue at the west end of the project, and a widened 32-foot-wide paved improvement of the existing segment of SW Summerton Street, from SW Morningside Avenue to the existing right-of-way of SW Canyon Creek Road South, located on the east side of the project (Exhibit D1.2). Conditions PFD 32, PFD 33, and PFD 34 are recommended to achieve these requirements.

##### **Subsection 4.177.01(B): Sidewalk Requirements**

- D19. The applicant's proposed pedestrian circulation is found on Sheet 5 of Exhibit B2, which includes sidewalks along all proposed public streets. A pedestrian walkway is proposed for Tract B, with a proposed connection to the private drive located abutting to the north.

##### **Subsection 4.140(.09)(J)(3): Public Facilities.**

**Subsection 4.140.09(J)(3) stipulates, "*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.*"**

#### **Public Services**

- D20. Staff has requested comment from public service providers (e.g., Wilsonville Police, Tualatin Valley Fire & Rescue, South Metro Area Rapid Transit, etc.) within the City about the potential of providing service to the subject project. No comments were subsequently received.

##### **Subsection 4.140.09(J)(3) – Adequate Facilities and Services**

- D21. Policy 3.1.2 and Implementation Measures 3.1.2.a and 3.1.2.e of the Comprehensive Plan



require that urban development only be allowed where necessary facilities and services can be provided. The proposed project has available to it, or will be required to make available to it, adequate facilities to serve the project.

#### **Sanitary Sewer**

- D22. Policy 3.1.4 and Implementation Measures 3.1.4.b and 3.1.4.f specify the responsibilities for providing sanitary sewer service to new development. A 12-inch sanitary sewer line running parallel to the westerly property line of the site in SW Canyon Creek Road serves the project, as well as 8-inch lines in SW Morningside Avenue, SW Summerton Street, and SW Canyon Creek Road South. The applicant/owner will be required to install and fund, including the payment of system development charges, all improvements necessary to provide the project with sanitary sewer service. Any existing septic systems on site shall be removed prior to the issuance of a final grading permit of that particular phase.

#### **Water**

- D23. Policy 3.1.5 and Implementation Measures 3.1.5.c and 3.1.5.d specify the responsibility for providing water service to new development. Public water is available to the site in a 12-inch water line running parallel to the westerly property line of the site in SW Canyon Creek Road (west), as well as 8-inch lines in SW Morningside Avenue, SW Summerton Street, and SW Canyon Creek Road South.. The applicant illustrates that a water line will be looped through the project to ensure adequate fire flows. Any existing wells will need to be capped prior to the issuance of building permits.

#### **Storm Drainage**

- D24. A 12-inch storm drainage line running parallel to the westerly property line of the site in SW Canyon Creek Road serves the project, as well as 12-inch lines in SW Morningside Avenue, and SW Summerton Street. There is currently not a storm drainage line available in SW Canyon Creek Road South. The developer of the project has the responsibility to fund and install all necessary storm water facilities to meet the requirements of the City's Storm Water Master Plan. The final design and installation of all storm water facilities will require a public works permit from the City's Engineering Division. See Condition PFD 11.

#### **Semi-Public Utilities**

- D25. The applicant will need to consult with the private utility providers (e.g., gas, electric, cable, waste collection, etc.) within the City about the potential of providing service to the subject project. Allied Waste Services (now named Republic Services) provided input in the initial review of Renaissance at Canyon Creek, indicating their ability to serve the project. The currently proposed circulation design was considered at that time. Although that design is proposed to be adjusted (eliminating access for two lots from the existing private drive), the circulation design remains largely as originally conceived.



**Subsection 4.140(.09)(I): Duration of Stage II Approval**

- D26. Approval of the Stage II Final Plan will expire two years after the approval date, if substantial development has not occurred on the property in that time. Upon application, the DRB may grant three (3) subsequent one-year extensions to this approval, upon findings of good faith efforts to develop the property per this code criterion.

**SUMMARY FINDINGS FOR REQUEST D:**

---

As demonstrated in findings D1 through D27, the proposed Stage II Final Plan **meets** all the City criteria in Subsection 4.140(.09)(J)(1) - Land Use, as follows:

- D27. The location and uses of the proposed housing project are consistent with the Comprehensive Plan, and with any other applicable plan, development map or Ordinance adopted by the City Council. The project's modified density complies with the proposed density range required by the Comprehensive Plan.
- D28. The location, design, size and uses of the proposed housing project are such that traffic generated by the development can be accommodated safely and without congestion in excess of level service "D" defined in the highway capacity manual published by the National Highway Research Board on existing or immediately planned arterial or collector streets.
- D29. The location, design, size and uses of the proposed housing project are such that the residents or establishments to be accommodated will be adequately served by existing or immediately planned facilities and services.

**REQUEST 'E' – DB13-0054 WAIVER**

---

Section 4.118.03 Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:

**A. Waive the following typical development standards:**

1. minimum lot area;
2. lot width and frontage;
3. height and yard requirements;
4. Lot coverage;
5. lot depth;
6. street widths;
7. sidewalk requirements;
8. height of buildings other than signs;
9. parking space configuration;
10. minimum number of parking or loading spaces;
11. shade tree islands in parking lots, provided that alternative shading is provided;
12. fence height;
13. architectural design standards;
14. transit facilities; and
15. solar access standards, as provided in Section 4.137.



- E1. The code (Section 4.140(.07)(B)(7)) requires that all waivers be specified at the time of Stage I Preliminary Plan (i.e., Preliminary Plat) approval. Regarding this requirement, the applicant is requesting the following waiver from the PDR-3 zone requirements:
- Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet for 2+ stories.**
- E2. The applicant's response findings, found in Section 1 of Exhibit B1, provide evidence necessary for the Board to approve the proposed waiver.
- E3. Staff finds that the requested waiver is necessary to enable construction of single-family dwellings similar to those in the existing portions of Renaissance at Canyon Creek.

**SUMMARY FINDINGS FOR REQUEST E:**

---

- E4. Based upon the applicant's response findings found in Section 1 of Exhibit B1, the request for one (1) waiver may be approved.

## **REQUEST 'F' – DB13-0055 TENTATIVE SUBDIVISION PLAT**

---

### **Tentative Plat Submission – 4.210(.01)(B)**

- F1. The proposed tentative subdivision plat (Sheet 1 of Exhibit B2) illustrates eight (8) lots, and shows existing and proposed easements, meeting this criterion.

### **General Requirements – Streets**

#### **Section 4.236(.01) – Conformity to the Master Plan or Map**

- F2. Canyon Creek Road (west) is listed in the City's 2013 Transportation System Plan as a minor arterial. The existing improvement was constructed in 2004 to accommodate the traffic impact of this classification, meeting this criterion.
- F3. Summerton Street and Canyon Creek Road South are both local streets, each of which will require improvements as a part of this action. See the discussion found beginning on page 37.

#### **Section 4.236(.02)(A) - Relation to Adjoining Streets**

- F4. The existing circulation pattern in the Renaissance at Canyon Creek subdivision (in two recorded plats), abutting to the west, north and south, provides an opportunity for a through-street connection (i.e., SW Morningside Avenue), and widening of SW Summerton Street, enabling a loop configuration through the intervening subject parcel, Tax Lot 5000.

#### **Section 4.236(.08) – Existing Streets**

- F5. The City Engineer's Public Facilities conditions require that all right-of-way dedications, easements and street improvements are to be completed to the requirements of the City's 2013 Transportation System Plan.
- F6. An existing private street, west of SW Morningside Avenue, abutting to the north side of the subject property, is ineligible to provide access, due to provision of the Development Code enacted in 2010 (Section 4.178(.02)(A)). Access to Lots 7 and 8 is proposed from the proposed extension of SW Morningside Avenue.

#### **Subsection 4.177(.01)(G) – Dead End Streets**

This section requires that "new dead-end streets or cul-de-sacs shall not exceed 200 feet in length, unless the adjoining land contains barriers such as existing buildings, railroads or freeways, or environmental constraints such as steep slopes, or major streams or rivers, that prevent future street extension and connection."

- F7. No dead-end streets or culs-de-sac are proposed as part of this project.



#### **Section 4.237(.02) – Easements**

- F8. Engineering Division staff have noted that an existing 8-inch public water line in SW Morningside Avenue must be extended through the site. See Condition PFD 39.
- F9. The applicant's submittal documents indicate that appropriate easements will be provided as part of the final plat. The Engineering Division requires that all easements on the final plat be specified per the City's Public Works Standards and approved by the City Engineer prior to the issuance of Engineering Division permits for the project.

#### **Section 4.237(.03) – Pedestrian and bicycle pathways.**

- F10. The proposed Tentative Subdivision Plat specifies five (5) foot-wide sidewalks along the proposed frontages of SW Morningside Avenue, SW Summerton Street and SW Canyon Creek Road South.

#### **Section 4.237(.04) – Tree Planting**

- F11. Sheet L1 of Exhibit B2 identifies the location and species of proposed street trees. The applicant will be required to provide a recorded instrument guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.

#### **Section 4.237(.05) – Lot Size and Shape**

**Subsection 4.124.3, PDR-3 specifies the following for lot size and shape:**

- “(01) Average lot size: 7,000 square feet.**
  - (.02) Minimum lot size: 5,000 square feet.**
  - (.03) Minimum density at build-out: One unit per 8,000 square feet.**
  - (.04) Other standards:**
    - A. Minimum lot width at building line: Forty (40) feet.**
    - B. Minimum street frontage of lot: Forty (40) feet...**
    - C. Minimum lot depth: Sixty (60) feet.**
    - D. Setbacks: per Section 4.113(.03).**
    - E. Maximum building or structure height: Thirty-five (35) feet.**
    - F. Maximum lot coverage: Fifty percent (50%) for lots containing less than 7,000 square feet...**
- F12. The applicant proposes to comply with all but one of the requirements listed above. The applicant is requesting one (1) waiver from the setbacks required by Section 4.113(.03), as follows:
- **Minimum side yard less than 7 feet for two stories - Proposed minimum side yard five (5) feet, including 2+ stories.**

See Request E, beginning on page 39 of this report, for the staff analysis of the proposed waiver.

- F13. The proposed dwellings will be less than 35 feet in height, meeting code.

**Subsection 4.124.3(.04)(A) – Minimum Lot Width at Building Line**

- F14. The PDR-3 Zone requires a minimum lot width at the building line of 40 feet. All proposed lots meet this requirement.
- F15. The applicant is proposing to provide intersection improvements to SW Canyon Creek Road South, which will provide one of three public access points for the project.

**Section 4.237(.08) – Side Lot Lines**

- F16. The applicant has requested a waiver to the minimum side yard, requesting that it be less than 7 feet for two stories. The proposed minimum side yard is five (5) feet, including structures with two or more stories. See the discussion of the waiver in Request E, beginning on page 39 of this report.

**Section 4.237(.10) – Building Line**

- F17. The proposed Stage II Final Plan (Sheet 1 of Exhibit B2) illustrates building lines relative to yard setbacks, for which one (1) waiver has been requested. See Request E for proposed waiver.

**Section 4.237(.11) – Build-To-Line**

- F18. The proposed Stage II Final Plan (Sheet 1 of Exhibit B2) does not propose build-to-lines.

**Section 4.237(.12) – Land for Public Purposes**

- F19. The applicant will be required to dedicate all public utility easements deemed necessary by the City Engineer for the project, prior to approval of any final inspection requested subsequent to this action, if approved.

**Section 4.237(.13) – Corner Lots**

- F20. All radii within the proposed subdivision are in excess of 10 feet, which meet this criterion.

**Section 4.262 – Improvements – Requirements**

- F21. The City Engineer's conditions require the installation of all public utilities to the City's Public Works standards.



#### **4.264 – Improvements – Assurance**

- F22. The applicant has not yet furnished an assurance to the City for the complete installation of all improvements. The applicant will be required to provide a cost estimate and security acceptable to the City Engineer for the completion of all public improvements.

#### **SUMMARY FINDING FOR REQUEST F:**

---

- F23. With the proposed 14,438 sq. ft. of usable open space, and 5,496 sq. ft. of additional open space, for a total of 19,934 sq. ft. overall, the proposed Tentative Subdivision Plat for eight (8) lots has demonstrated compliance with all applicable Code requirements.

**REQUEST 'G' – DB13-0056 SITE DESIGN REVIEW:**

---

**Subsection 4.125.18(P)(1):** An application for approval of a Site Design Review Plan shall be subject to the provisions of Section 4.421.

- G1. The applicant has provided response findings to the applicable criteria (Section 1 of Exhibit B1). Staff concurs with these findings except where otherwise noted.

**Section 4.421: Site and Design Review - Criteria and Application of Design Standards**

- (.01)** The following standards shall be utilized by 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 or innovation. The specification of one or more particular architectural styles is not included in these standards.

**A. Preservation of Landscape.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soils removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

- G2. The proposed Type C Tree Removal Plan requires the review and approval of the Development Review Board (DRB), and is being processed concurrently with this request. Removal of 20 trees is proposed (Section 4 of Exhibit B1). This proposed removal is reviewed in Request H, beginning on page 49 of this report.

**B. Relation of Proposed Buildings to Environment.** Proposed structures shall be located and designed to assure harmony with the natural environment, including protection of steep slopes, vegetation and other naturally sensitive areas for wildlife habitat and shall provide proper buffering from less intensive uses in accordance with Sections 4.171 and 4.139 and 4.139.5. The achievement of such relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, street access or relationships to natural features such as vegetation or topography.

- G3. This proposal includes a review of the medium density residential requirements. It also includes the review of landscaping and open space. The purpose of this Site Design Plan is to provide more detailed landscape information.

**C. Drives, Parking and Circulation.** With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not detract from the design of proposed buildings and structures and the neighboring properties.



- G4. The proposed project is large enough to provide a circulation system for transportation options (automobiles, bicyclists and pedestrians). The current design provides for all of these methods of transportation, as required by the City's engineering standards.

**Parking Analysis:**

- G5. Table 5 of Section 4.155 requires 1 parking space per dwelling unit. The eight (8) dwelling units proposed require a minimum of eight (8) parking spaces. Sheet of Exhibit B2 and Section 2 of Exhibit B1 indicates the ability to provide a total of eight (8) garage or driveway parking spaces.

**Lighting:**

- G6. Although site lighting appears to be comprised of mast lighting, this is not confirmed by the applicant's utility plan. To assure compliance, a condition will be imposed, requiring lighting to comply with the current provisions of Section 4.199.10 – 4.199.60. See Condition PFD 20.

**Section 4.176: Landscaping**

- G7. A detailed landscape plan is provided with this request, in accordance with the requirements of Section 4.176(.09), and 4.440(.01)(B) [Sheet L1 of Exhibit B2]. The proposed landscape design meets minimum code requirements.
- G8. Street trees are a major component of proposed landscaping (Sheet L1 of Exhibit B2). Proposed are 17 street trees at 2.5" caliper.

**Subsection 4.176.02(D): Low Screen Landscape Standard**

- G9. The proposed landscape plan (Sheet L1 of Exhibit B2) illustrates the plant materials proposed, according to the landscape plan. The landscape plan lists a combination of 11 different types of grasses and large and small shrubs. A combination of primarily deciduous trees is proposed throughout the site. The proposed landscape plan meets this criterion.

**Subsection 4.176.03: Landscape Area.**

- G10. As illustrated on the landscape plan (Sheet L1 of Exhibit B2), the proposed landscape exceeds 15% minimum coverage (i.e., the total area of Tracts A and B), meeting code.

**Subsection 4.176.04(C) & (D): Buffering and Screening**

- G11. The submittal documents do not indicate the location of the heating, ventilation, and air condition (HVAC) equipment. The City reserves the right to require further screening of the HVAC equipment should it be visible from off-site, ground level view.

**Subsection 4.176(.06)(A-E): Plant Materials.**

- G12. This request includes landscaping treatment on common property, Tracts A and B. Installation of landscaping on private property is the developer's responsibility. A homeowners association will be made responsible for professional maintenance of the landscaping. The proposed landscape plan meets this criterion.
- G13. The proposed landscape plan (Sheet L1 of Exhibit B2) will be required to meet the spread requirement of 10" to 12". The specified tree and ground cover types are of a size and spacing that can meet the criteria of 4.176(.06)(A)(1) and (2), and (B).
- G14. The proposed landscape specifications for secondary and accent trees meet code criterion for caliper size and/or height. This code criterion is met.

**Subsection 4.176(.07)(A-D): Installation and Maintenance**

- G15. Plant materials, once approved by the DRB, shall be installed to current industry standards and shall be properly staked to assure survival. Support devices (guy wires, etc.) shall not be allowed to interfere with normal pedestrian or vehicular movement. Maintenance of landscaped areas is the on-going responsibility of the property owner. Any landscaping installed to meet the requirements of this code, or any condition of approval established by city decision-making body acting on an application, shall be continuously maintained in a healthy, vital and acceptable manner. Plants that die are to be replaced in kind, within one growing season, unless the city approves appropriate substitute species. Failure to maintain landscaping as required in this subsection shall constitute a violation of the city code for which appropriate legal remedies, including the revocation of any applicable land development permits, may result.

**Subsection 4.176(.10): Completion of Landscaping**

- G16. The applicant's submittal documents do not specify whether a deferment of the installation of the proposed planting plan is requested. The applicant will be required to post a bond or other security acceptable to the Community Development Director for the installation of the approved landscaping, should the approved landscaping not be installed by the time of final occupancy.

**Section 4.175: Public Safety and Crime Prevention**

- G17. The utility plan (Sheet 5 of Exhibit B2) depicts the proposed location of lighting fixtures. A final lighting plan will be required to be submitted as a condition of this action. See Condition PFD 20.

**Section 4.450: Installation of Landscaping**

- G18. All landscaping approved by the Development Review Board must be installed prior to issuance of occupancy permits, unless security equal to one hundred and ten percent (110%) of the cost for landscaping is filed with the City.



**Subsection 4.176(.10) – Completion of Landscaping**

- G19. The applicant will be required to post a bond or other security acceptable to the Community Development Director for the installation of the landscaping. If the proposed project proceeds in more than one phase, the applicant will be required to post a bond or other security for each phase of the project.

**Section 4.176(.12)(D): Irrigation**

- G20. A conceptual irrigation plan has not been provided. A permanent underground irrigation system is required to be provided for all lawn, shrub and tree plantings at the time building permits are issued for projects. Irrigation must not be excessive to harm existing trees. The City may approve temporary irrigation to beautify selected landscaped areas for marketing reasons, but irrigation must be above ground installation, and it must be removed to comply with the final landscape and in-ground irrigation plans as determined by the City. The irrigation plan will need to be provided, including the information required in Subsections 4.179.09(A)-(D). See condition PDG 5.d.

**Section 4.800: Wireless communications facilities**

- G21. A conditional use permit is required for any wireless communications pursuant to Section 4.800 of the Wilsonville Code. No such facilities are currently proposed.

**SUMMARY FINDING FOR REQUEST G:**

---

- G22. As demonstrated in findings G1 through G21, with conditions of approval referenced therein, the proposed Site Design Review Plans may be approved.

## **REQUEST 'H' – DB13-0057 TYPE 'C' TREE PLAN**

---

### **Section 4.600 – Tree Preservation and Protection**

#### **(.50) Application for Tree Removal Permit**

- (.02) Time of Application:** Application for a Tree Removal Permit shall be made before removing or transplanting trees, except in emergency situations as provided in WC 4.600.40 (1)(B) above. Where the site is proposed for development necessitating site plan or plat review, application for a Tree Removal Permit shall be made as part of the site development application as specified in this subchapter,

#### **Also Subsection 4.610.40: Type C Permit**

- H1. An arborist report has been provided (Section J of Exhibit B2). The arborist report documents the condition, viability, and which trees will be retained on the site and which will be removed because of construction or condition on the project site. The inventory that was provided by the arborist lists tree species, size, condition and recommended treatment. The recommended treatments were based on tree characteristics as well as location within the site.

A total of 13 different tree species was inventoried on the site, of which only one (1) is a native species.

#### **Subsection 4.620.00: Tree Relocation, Mitigation, or Replacement**

- H2. The City of Wilsonville requires mitigation planting when live trees are removed. The 20 trees currently proposed for removal are subject to mitigation requirements. The 17 proposed street trees and six (6) trees proposed in the open space (west), to be planted as shown on the landscape plan (Sheet L1 of Exhibit B2), are sufficient to replace those proposed to be removed. Staff recommends Condition PDH 1 to assure compliance with this criterion.
- H3. **Tree Protection During Construction:** Tree protection specifications are proposed and are included in the arborist report, meeting code.

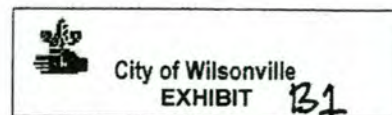
### **SUMMARY FINDINGS FOR REQUEST H:**

---

- H4. The proposed Type C Tree Removal Plan is in substantial compliance with the applicable provisions of Subsection 4.610.40 and 4.620.00, subject to compliance with the recommended conditions of approval.



This exhibit is too large to reproduce.



This exhibit is too large to reproduce.



City of Wilsonville  
EXHIBIT **B2**



# *Development Review Template*

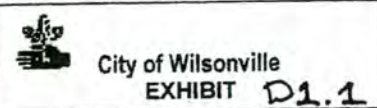
**DATE:** 2/26/14  
**TO:** MIKE WHEELER, ASSOCIATE PLANNER  
**FROM:** DON WALTERS  
**SUBJECT:** DEVELOPMENT REVIEW # DB13-0050-57

**WORK DESCRIPTION:** CANYON CREEK II. A NEW 8-LOT SUBDIVISION

\*\*\*\*\*

## **Building Division Conditions:**

BD 1. FIRE HYDRANTS. Tualatin Valley Fire & Rescue shall approve the design of the fire hydrant system serving these homes.



**Wheeler, Mike**

---

**From:** Adams, Steve  
**Sent:** Wednesday, February 26, 2014 12:04 PM  
**To:** Wheeler, Mike  
**Subject:** Renaissance @ Canyon Creek II (DB13-0050).doc  
**Attachments:** Renaissance @ Canyon Creek II (DB13-0050).doc

Mike,

Here you go.

*Steve R. Adams, P.E.*

Development Engineering Manager  
City of Wilsonville  
29799 SW Town Center Loop E  
Wilsonville, OR 97070

ph: 503-682-4960  
email: [adams@ci.wilsonville.or.us](mailto:adams@ci.wilsonville.or.us)

PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address is a public record of the City of Wilsonville and may be subject to public disclosure. This e-mail is subject to the State Retention Schedule.



City of Wilsonville

EXHIBIT **D1.2**



**EXHIBIT A  
PLANNING DIVISION  
STAFF REPORT**

**RENAISSANCE @ CANYON CREEK II**

**DEVELOPMENT REVIEW BOARD PANEL ' \_\_\_\_ '**  
**QUASI JUDICIAL HEARING**

---

**Public Hearing Date:**

**Date of Report:**

**Application Numbers:**

**Request A: DB13-0053 Stage II Final Plan**

**Property**

**Owners/Applicants:**

**PD = Planning Division conditions**

**BD = Building Division Conditions**

**PF = Engineering Conditions.**

**NR = Natural Resources Conditions**

**TR = SMART/Transit Conditions**

**FD = Tualatin Valley Fire and Rescue Conditions**

<b>Standard Comments:</b>													
<b>PFA 1.</b>	All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards.												
<b>PFA 2.</b>	<p>Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:</p> <table> <tr> <td>General Aggregate</td><td>\$2,000,000</td></tr> <tr> <td>Products-Completed Operations Aggregate</td><td>\$2,000,000</td></tr> <tr> <td>Each Occurrence</td><td>\$2,000,000</td></tr> <tr> <td>Automobile Insurance</td><td>\$1,000,000</td></tr> <tr> <td>Fire Damage (any one fire)</td><td>\$ 50,000</td></tr> <tr> <td>Medical Expense (any one person)</td><td>\$ 10,000</td></tr> </table>	General Aggregate	\$2,000,000	Products-Completed Operations Aggregate	\$2,000,000	Each Occurrence	\$2,000,000	Automobile Insurance	\$1,000,000	Fire Damage (any one fire)	\$ 50,000	Medical Expense (any one person)	\$ 10,000
General Aggregate	\$2,000,000												
Products-Completed Operations Aggregate	\$2,000,000												
Each Occurrence	\$2,000,000												
Automobile Insurance	\$1,000,000												
Fire Damage (any one fire)	\$ 50,000												
Medical Expense (any one person)	\$ 10,000												
<b>PFA 3.</b>	No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, right-of-way and easements have been obtained and Staff is notified a minimum of 24 hours in advance.												
<b>PFA 4.</b>	All public utility/improvement plans submitted for review shall be based upon a 22"x 34" format and shall be prepared in accordance with the City of Wilsonville Public Work's Standards.												
<b>PFA 5.</b>	<p>Plans submitted for review shall meet the following general criteria:</p> <ol style="list-style-type: none"> <li>Utility improvements that shall be maintained by the public and are not contained within a public right-of-way shall be provided a maintenance access acceptable to the City. The public utility improvements shall be centered in a minimum 15-ft. wide public easement for single utilities and a minimum 20-ft wide public easement for two parallel utilities and shall be conveyed to the City on its dedication forms.</li> <li>Design of any public utility improvements shall be approved at the time of the issuance of a Public Works Permit. Private utility improvements are subject to review and approval by the City Building Department.</li> <li>In the plan set for the PW Permit, existing utilities and features, and proposed new private utilities shall be shown in a lighter, grey print. Proposed public improvements shall be shown in bolder, black print.</li> <li>All elevations on design plans and record drawings shall be based on NAVD 88 Datum.</li> <li>All proposed on and off-site public/private utility improvements shall comply with the State of Oregon and the City of Wilsonville requirements and any other applicable codes.</li> <li>Design plans shall identify locations for street lighting, gas service, power lines, telephone poles, cable television, mailboxes and any other public or private utility within the general construction area.</li> <li>As per City of Wilsonville Ordinance No. 615, all new gas, telephone, cable, fiber-optic and electric improvements etc. shall be installed underground. Existing overhead utilities shall be undergrounded wherever reasonably possible.</li> <li>Any final site landscaping and signing shall not impede any proposed or existing driveway or interior maneuvering sight distance.</li> </ol>												



- i. Erosion Control Plan that conforms to City of Wilsonville Ordinance No. 482.
- j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
- k. All engineering plans shall be stamped by a Professional Engineer registered in the State of Oregon.

**PFA 6.** Submit plans in the following general format and order for all public works construction to be maintained by the City:

- a. Cover sheet
- b. City of Wilsonville construction note sheet
- c. General construction note sheet
- d. Existing conditions plan.
- e. Erosion control and tree protection plan.
- f. Site plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
- g. Grading plan, with 1-foot contours.
- h. Composite utility plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
- i. Detailed plans; show plan view and either profile view or provide i.e.'s at all utility crossings; include laterals in profile view or provide table with i.e.'s at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
- j. Street plans.
- k. Storm sewer/drainage plans; number all lines, manholes, catch basins, and cleanouts for easier reference
- l. Water and sanitary sewer plans; plan; number all lines, manholes, and cleanouts for easier reference.
- m. Detailed plan for storm water detention facility (both plan and profile views), including water quality orifice diameter and manhole rim elevations. Provide detail of inlet structure and energy dissipation device. Provide details of drain inlets, structures, and piping for outfall structure. Note that although storm water detention facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.
- n. Detailed plan for water quality facility (both plan and profile views). Note that although storm water quality facilities are typically privately maintained they will be inspected by Natural Resources, and the plans must be part of the Public Works Permit set.
- o. Composite franchise utility plan.
- p. City of Wilsonville detail drawings.
- q. Illumination plan.
- r. Striping and signage plan.
- s. Landscape plan.

**PFA 7.** Prior to manhole and sewer line testing, design engineer shall coordinate with the City and update the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to the updated numbering system. Design engineer shall also show the updated numbering system on As-Built drawings submitted to the City.

**PFA 8.** The applicant shall install, operate and maintain adequate erosion control measures in conformance with the standards adopted by the City of Wilsonville Ordinance No. 482 during the construction of any public/private



	utility and building improvements until such time as approved permanent vegetative materials have been installed.
<b>PFA 9.</b>	Applicant shall work with City's Natural Resources office before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
<b>PFA 10.</b>	To lessen the impact of the proposed project on the downstream storm drain system, and adjacent properties, project run-off from the site shall be detained and limited to the difference between a developed 25-year storm and an undeveloped 25-year storm. The detention and outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
<b>PFA 11.</b>	A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City to address appropriate pipe and detention facility sizing.
<b>PFA 12.</b>	The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.
<b>PFA 13.</b>	Storm water quality facilities shall have approved landscape planted and/or some other erosion control method installed and approved by the City of Wilsonville prior to streets and/or alleys being paved.
<b>PFA 14.</b>	Fire hydrants shall be located in compliance with TVF&R fire prevention ordinance and approval of TVF&R.
<b>PFA 15.</b>	The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems. Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.
<b>PFA 16.</b>	All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
<b>PFA 17.</b>	Sidewalks, crosswalks and pedestrian linkages in the public right-of-way



	shall be in compliance with the requirements of the U.S. Access Board.
<b>PFA 18.</b>	No surcharging of sanitary or storm water manholes is allowed.
<b>PFA 19.</b>	The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
<b>PFA 20.</b>	The applicant shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets and pedestrian alleyways.
<b>PFA 21.</b>	All required pavement markings, in conformance with the Transportation Systems Plan and the Bike and Pedestrian Master Plan, shall be completed in conjunction with any conditioned street improvements.
<b>PFA 22.</b>	Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.
<b>PFA 23.</b>	The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
<b>PFA 24.</b>	Access requirements, including sight distance, shall conform to the City's Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
<b>PFA 25.</b>	The applicant shall provide the City with a Stormwater Maintenance and Access Easement (on City approved forms) for City inspection of those portions of the storm system to be privately maintained. Stormwater or rainwater LID facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all LID storm water components and private conventional storm water facilities; maintenance shall transfer to the respective homeowners association when it is formed.
<b>PFA 26.</b>	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 Minor and Major Collectors. A 10-ft PUE shall be provided along Minor and Major Arterials.
<b>PFA 27.</b>	For any new public easements created with the project the Applicant shall be required to produce the specific survey exhibits establishing the easement and shall provide the City with the appropriate Easement document (on City approved forms).
<b>PFA 28.</b>	<p>Mylar Record Drawings:</p> <p>At the completion of the installation of any required public improvements, and before a 'punch list' inspection is scheduled, the Engineer shall perform a record survey. Said survey shall be the basis for the preparation of 'record drawings' which will serve as the physical record of those changes made to the plans and/or specifications, originally approved by Staff, that occurred</p>



	during construction. Using the record survey as a guide, the appropriate changes will be made to the construction plans and/or specifications and a complete revised 'set' shall be submitted. The 'set' shall consist of drawings on 3 mil. Mylar and an electronic copy in AutoCAD, current version, and a digitally signed PDF.				
<b>PFA 29.</b>	<p>Subdivision or Partition Plats:</p> <p>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.</p>				
<b>PFA 30.</b>	<p>Subdivision or Partition Plats:</p> <p>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.</p>				
<b>Specific Comments:</b>					
<b>PFA 31.</b>	<p>At the request of Staff, DKS Associates completed a Subdivision Trip Generation Update dated September 26, 2013. The project is hereby limited to no more than the following impacts.</p> <table> <tr> <td>Estimated New PM Peak Hour Trips</td><td>8</td></tr> <tr> <td>Estimated Weekday PM Peak Hour Trips Through Wilsonville Road Interchange Area</td><td>1</td></tr> </table>	Estimated New PM Peak Hour Trips	8	Estimated Weekday PM Peak Hour Trips Through Wilsonville Road Interchange Area	1
Estimated New PM Peak Hour Trips	8				
Estimated Weekday PM Peak Hour Trips Through Wilsonville Road Interchange Area	1				
<b>PFA 32.</b>	On Morningside Avenue applicant has proposed to maintain the 32-foot curb-to-curb street width within a 51-foot street right-of-way dedication for the extension of this street. Improvements shall include asphalt roadway, curb and gutter, sidewalk, stormwater system, street trees, and streetlights.				
<b>PFA 33.</b>	Summerton Street was previously approved with a 21.5-foot half street right-of-way. Applicant is approved to match the existing street design on the south side by dedicating an additional 13.5 feet of right-of-way (43 feet total), widening the road by 8 feet (32 foot total) and installing curb and gutter, 5-ft sidewalk, stormwater system, street trees, and streetlights.				
<b>PFA 34.</b>	On frontage to Canyon Creek Road South the applicant shall be required to construct a 14-foot half-street improvement, face of curb to street centerline (asphalt roadway, curb and gutter, sidewalk, stormwater system, street trees, and streetlights) in compliance with Residential Street Standards as provided in the 2013 Transportation Systems Plan (note that this sidewalk needs to be offset.) Existing street right-of-way is 50 feet; no additional right-of-way dedication is required.				
<b>PFA 35.</b>	The proposed site straddles two stormwater basins. Applicant shall design				

	the project so that no net out-of-basin transfers will occur.
<b>PFA 36.</b>	Applicant shall connect storm service lines of lots to the existing or proposed storm systems where feasible; this would include lots 1 and 3 through 8.
<b>PFA 37.</b>	Applicant shall connect sanitary service lines of lots to the existing or proposed sanitary systems.
<b>PFA 38.</b>	Applicant shall be required to connect the existing 8" water systems in Morningside Avenue with extension of this street.
<b>PFA 39.</b>	Applicant shall obtain water service from the existing or proposed water systems.

<b><u>Engineering Division Conditions:</u></b>	
<b>PFB 1.</b>	
<b>PFB 2.</b>	

<b><u>Engineering Division Conditions:</u></b>	
<b>PFC 1.</b>	
<b>PFC 2.</b>	
<b>PFC 3.</b>	



Public Works Plan Review Comments

Plans for Review:

Renaissance at Canyon Creek II

Return All Comments To: Mike Wheeler

Issue Date:

January 30, 2014

Due Date: February 20, 2014

Name	Page No.	Comments	Engineering's Response
Randy Watson			
Matt Baker			
Steve Munsterman		No Comments	
Arnie Gray		No Comments	
Ralph Thorp			
Jason Labrie / Steve Gering		No Comments	
Mark Folz / Paul Havens			

Page 62 of 64



City of Wilsonville

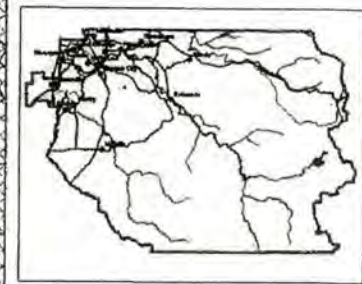
EXHIBIT D1.3




31 W 13 BA  
WILSONVILLE  
N.E.1/4 N.W.1/4 SEC.13 T.3S. R.1W. W.M.  
Clackamas County  
1" = 100'

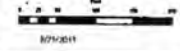
Cancelled Texts

- Parcel Boundary
- Private Road ROW
- Historical Boundary
- Railroad Centerline
- Text Code Lines
- Map Index
- Water Lines
- Land Use Zoning
- Plats
- Water
- Corner
- Section Corner
- 1/16th Line
- Govt Lot Line
- DLC Line
- Meander Line
- PLSS Section Line
- Historic Corridor 40'
- Historic Corridor 20'

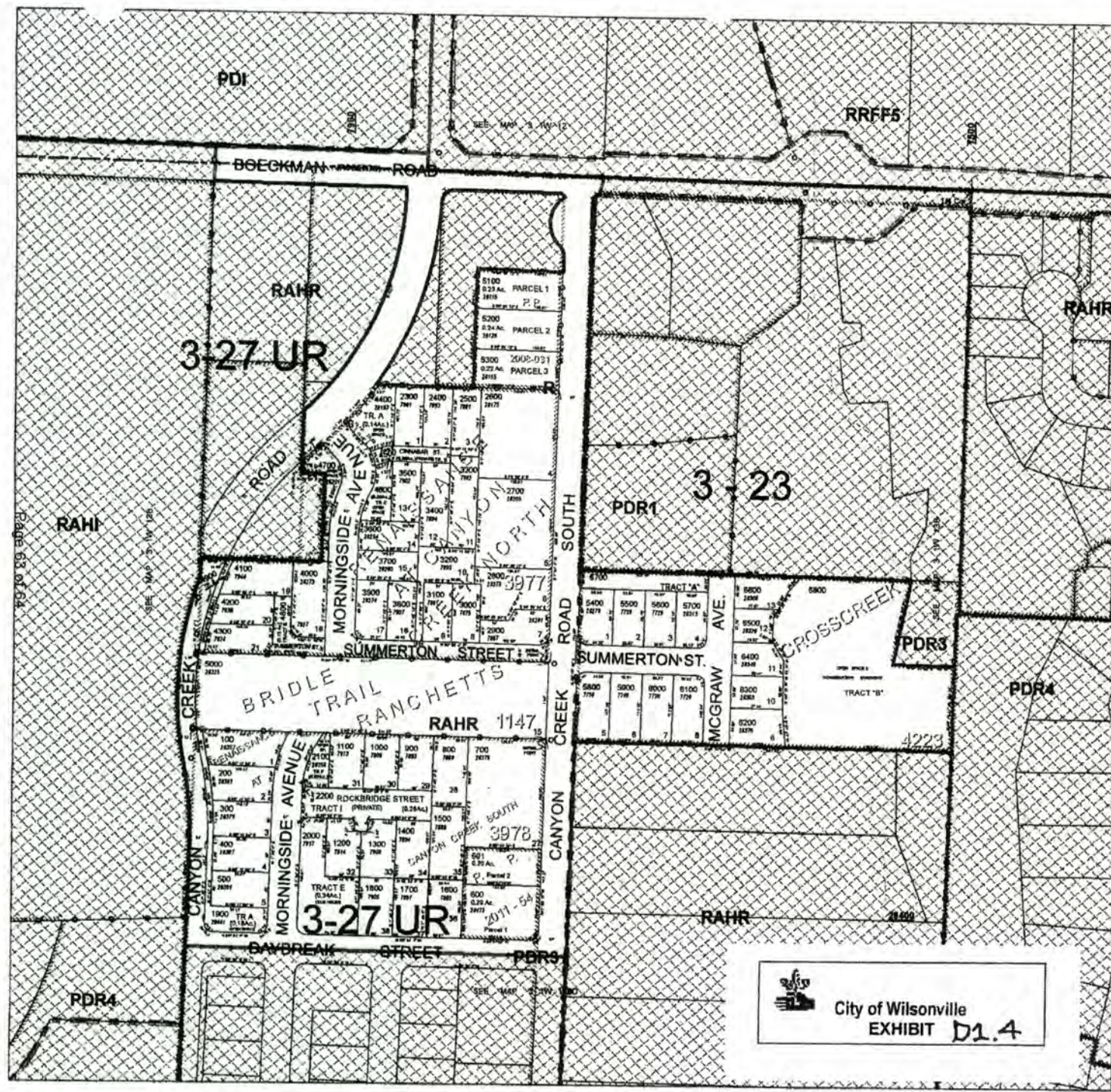


 City of Wilsonville  
EXHIBIT D1.4

THIS MAP IS FOR ASSESSMENT  
PURPOSES ONLY

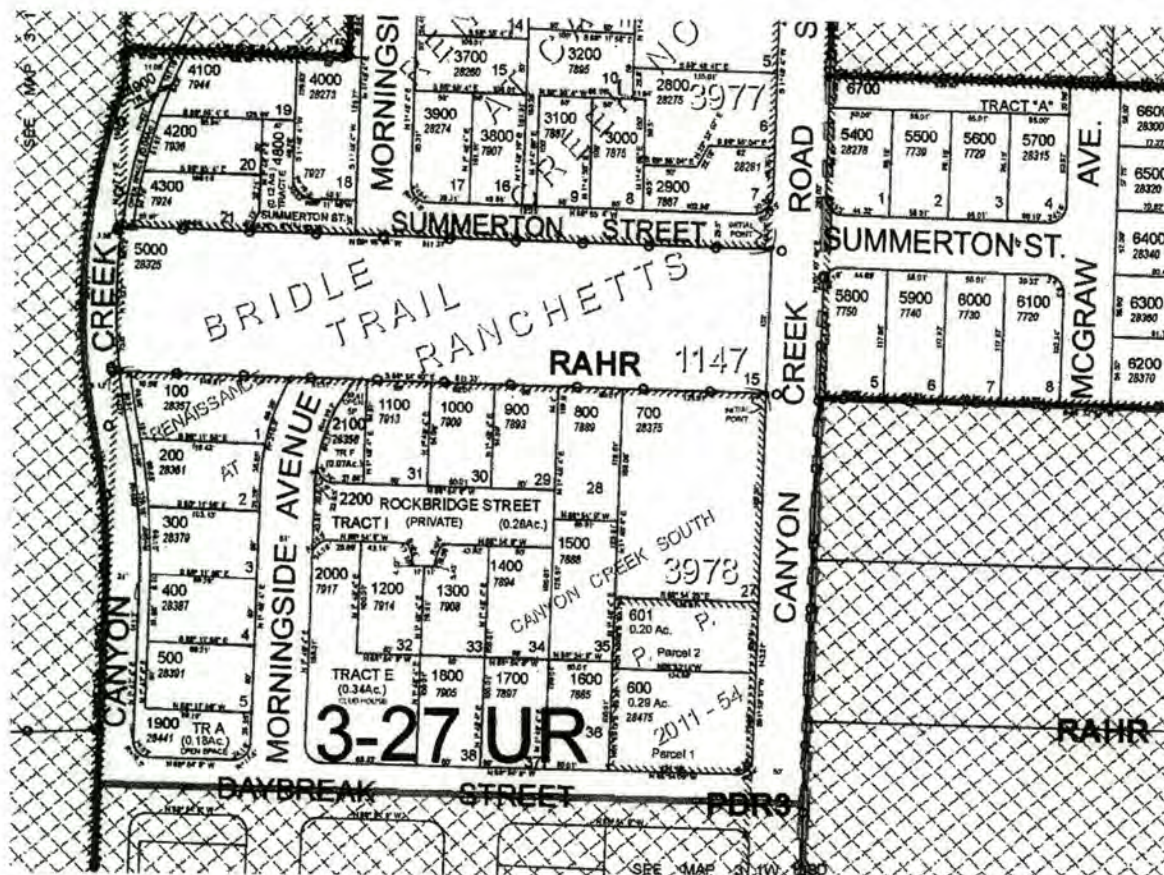


31 W 13 BA  
WILSONVILLE



Page 03 of 06

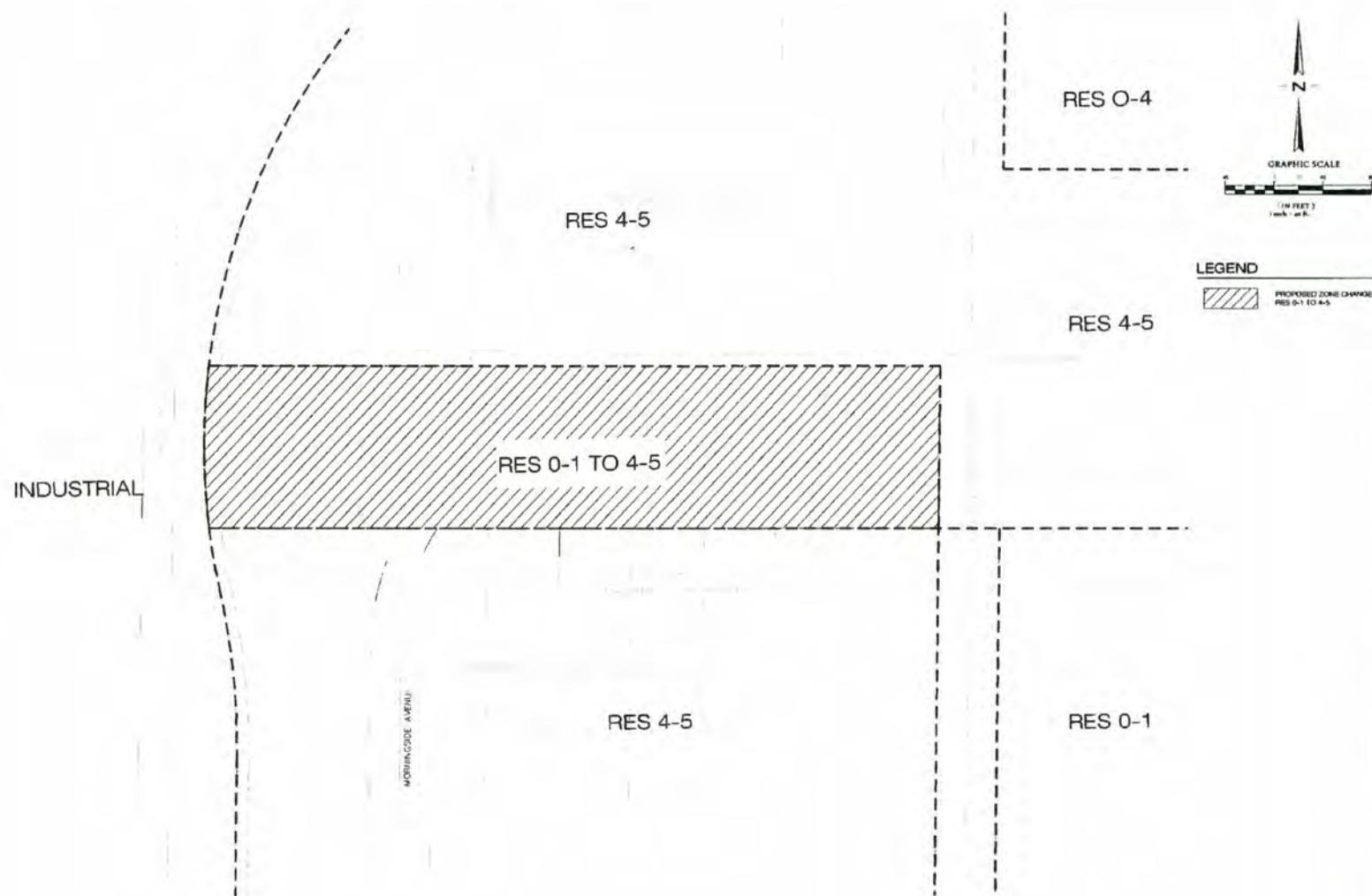




## **PLEASE NOTE:**

**THE LARGE EXHIBITS FOR  
ORDINANCE Nos. 738  
AND 739 ARE ON THE  
CD INCLUDED IN YOUR  
PACKET.**






City of Wilsonville  
EXHIBIT B2.7

SHEET	DESIGNED BY	DATE	NO.	DATE	REVISION	BY
	2A	DAE 12/28/04				
PROJECT	DRAWN BY	DATE				
	2A	DAE 12/28/04				
PROJECT NO.	PROJECT NO.	SCALE				
	05	1" = 40'				
PROJECT NAME	PROJECT NAME	SCALE				
	06	1" = 40'				

City of Wilsonville  
EXHIBIT B2.8

**SFA Design Group, LLC**  
 ARCHITECTURAL / CIVIL / PLANNING / INTERIORS  
 802 SW Washington Square Ste 300  
 Portland, OR 97205  
 PH (503) 541-1111 FAX (503) 541-7998  
<http://www.sfgroup.com>



**ZONE MAP**  
**CANYON CREEK II**  
 38325 SW OLD CANYON CREEK ROAD  
 CLACKAMAS COUNTY, OREGON

SHEET	REVISED BY	DATE	REVISION	BY	DATE	REVISION
2	OF					
6						

PROJECT: CANYON CREEK II

NO: 000-000

TYPE: PLANNING

DATE: 03/04/04



32 ALPES 2000  
**Land Use Application  
City of Wilsonville, Oregon**

## **Renaissance Development**

**Comprehensive Plan Map Amendment, Zone Map  
Amendment; Modified Stage I Master Plan; PDR-3,  
Stage II with Preliminary Plat, with Setback Waiver;  
Type C Tree Removal and Preservation Plan; and Site  
Design Review**

**Canyon Creek II  
8-Lot  
Planned Residential Development**

**November 15, 2013  
Revised for Completeness 12-17-13**

**APPLICANT:**

**Renaissance Development  
16771 SW Boones Ferry Road  
Lake Oswego, OR 97035  
Phone: (503) 496-0616 Fax: (503) 635-8400  
Contact: Amy Schnell**

**APPLICANT'S REPRESENTATIVE:**

**SFA Design Group, LLC  
9020 SW Washington Square Drive, Suite 505  
Portland, OR 97223  
Phone: (503) 641-8311 Fax: (503) 643-7905  
Contact: Ben Altman**

**RECEIVED**

**DEC 19 2013**



**City of Wilsonville  
EXHIBIT B1 DB13-0050 et seq**

**King, Sandy**

---

**From:** Wheeler, Mike  
**Sent:** Monday, April 07, 2014 2:53 PM  
**To:** Kraushaar, Nancy  
**Cc:** Mayor Tim Knapp; Cosgrove, Bryan; Neamtzu, Chris; Edmonds, Blaise  
**Subject:** FW: Ord.738 & 739 for Council tonight  
**Attachments:** 140407m1.pdf; 140407m2.pdf

Dear Nancy,

Per Blaise Edmond's instruction below, I have prepared two memos for presentation at tonight's hearings regarding the Comprehensive Plan Map Amendment and Zone Map Amendment for Renaissance at Canyon Creek II, a residential planned development. A copy of each memo is attached, for your convenience.

If you have any questions, please phone me, or reply to this message. Thank you.

Sincerely,

Mike

**Michael R. Wheeler**

Associate Planner

Ext. 1583

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

---

**From:** Edmonds, Blaise  
**Sent:** Monday, April 07, 2014 11:01 AM  
**To:** Wheeler, Mike  
**Subject:** FW: Ord.738 & 739 for Council tonight

Hi Mike, please create memo corrections for tonight's hearing.

Thank you,

**Blaise Edmonds**

Manager of Current Planning

City of Wilsonville

29799 SW Town Center Loop E

Wilsonville, OR 97070

503-682-4960 Business

503-682-7025 Fax

[edmonds@ci.wilsonville.or.us](mailto:edmonds@ci.wilsonville.or.us)

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

**From:** Mayor Tim Knapp  
**Sent:** Monday, April 07, 2014 10:14 AM  
**To:** Kraushaar, Nancy



**Cc:** Edmonds, Blaise

**Subject:** Ord.738 & 739 for Council tonight

Hi N & B- It appears to me that the Staff Reports in tonights packet contains several errors, possibly from carry over of language from prior, unrelated applications:

- 1) Page 8 of 9, 2nd pp - "the proposed 15 unit apartment project" and likely the % calculations in same pp.
- 2) DRB Staff Report P23 of 49: same as #1 above.
- 3) DB13-0051 Staff Report on Ord. 739: P. 7 of 13, #1 Existing Site Cond, Surrounding Uses "Boones Ferry Primary, Wood Middle School, Valley Christian Church, Fox Chase Subdivision". Same under pp's titled "Natural Characteristics, Streets, Previous Planning".
- 4) Same page as #3, pp #4: Application dates, ending with "City must render a final decision.....by January 8, 2013".

I have not read all the supporting documents in equal detail, but would like to be confident that Staff has. Thx/TK

*Sent from my Verizon Wireless Droid*

## Memorandum

Date: April 7, 2014  
To: City Council  
From: Michael R. Wheeler, Associate Planner  
Subject: Ord. No. 738 (DB13-0050);  
**Comprehensive Plan Map Amendment;  
Renaissance at Canyon Creek II**

---

The following errata were recently brought to staff's attention:

- 1) Page 8 of 9, 2nd paragraph - "the proposed 15 unit apartment project", and likely the % calculations in same paragraph; and,
- 2) DRB Staff Report Page 23 of 49: same as #1 above.

The phrase in Item 1, above, appearing in the City Council Staff Report should be corrected to read, "...the proposed ~~15 unit apartment~~ **eight (8) lot residential planned development** project...". The calculations need not be altered.

The original source language appearing in the DRB Staff Report had been copied, and imported from an earlier, unrelated case file, but unfortunately the project reference was not corrected. That incorrect text is referenced in Item 2, above. This element of the DRB record cannot be corrected, but the need for correction may be acknowledged in the City Council's Staff Report and decision.



## Memorandum

Date: April 7, 2014  
To: City Council  
From: Michael R. Wheeler, Associate Planner  
Subject: Ord. No. 739 (DB13-0051);  
**Zone Map Amendment;**  
**Renaissance at Canyon Creek II**

---

The following errata were recently brought to staff's attention:

- 1) DB13-0051 Staff Report on Ord. 739: Page 7 of 13, #1 Existing Site Cond, Surrounding Uses " Boones Ferry Primary, Wood Middle School, Valley Christian Church, Fox Chase Subdivision". Same under paragraphs titled "Natural Characteristics, Streets, Previous Planning".
- 2) Same page as #1, paragraph #4: Application dates, ending with "City must render a final decision.....by January 8, 2013".

The content appearing in the City Council Staff Report on page 7 of 13 should be deleted in its entirety. The original source language appearing in the City Council Staff Report had been copied, and replaced, as it appears on page 6 of 13, but the original language, appearing on page 7 of 13 was not deleted. This element of the City Council packet may be deleted.


**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b>  April 7, 2014	<b>Subject: Ordinance No. 739,</b> Zone Map Amendment from RA-H to PDR-3, Renaissance at Canyon Creek II, Residential Planned Development.  <b>Staff:</b> Blaise Edmonds, Manager of Current Planning; and Michael R. Wheeler, Associate Planner <b>Department:</b> Planning Division	
<b>Action Required</b> <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Dates: April 7, 2014 <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: April 21, 2014 <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	<b>Development Review Board Recommendation</b> <input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable  <b>Comment:</b> Development Review Board Panel A recommends approval of the Zone Map Amendment.	
<b>Staff Recommendation:</b> Staff recommends the City Council adopt Ordinance No. 739.		
<b>Recommended Language for Motion:</b> I move to Adopt Ordinance No. 739 on the 1 <sup>st</sup> reading.		
<b>PROJECT / ISSUE RELATES TO:</b> Comprehensive Plan, Land Development Code and Renaissance at Canyon Creek II Stage I Preliminary Plan.		
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s)	<input type="checkbox"/> Not Applicable

**ISSUE BEFORE COUNCIL:**

Approve or Deny Ordinance No. 739 for a Zone Map Amendment on 1.79 acres comprising property east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. Renaissance Development Corp., Applicant.

**EXECUTIVE SUMMARY:**

After a public hearing, the proposed Zone Map Amendment is being forwarded to the City Council by Development Review Board Panel 'A' (DRB) with a recommendation of approval. Also proposed in companion Ordinance No. 738 is a Comprehensive Plan Map Amendment



from Residential 0 – 1 dwelling units per acre to Residential 4 – 5 dwelling units per acre. The Board approved a companion application for the Stage I Preliminary Plan for Renaissance at Canyon Creek II. The proposed Comprehensive Plan Map Amendment will enable the development of Renaissance at Canyon Creek II Residential Planned Development, which is comprised of eight (8) residential subdivision lots and open space. The DRB also approved a Stage I Preliminary Plan, Stage II Final Plan, a Waiver (setback), Tentative Subdivision Plat, Site Design Review and a Type 'C' Tree Plan. Those approvals are contingent on Council approval of the companion Comprehensive Plan Map Amendment and this Zone Map Amendment.

**EXPECTED RESULT:**

Adoption of Ordinance No 739 will enable development of eight (8) residential lots.

**TIMELINE:**

Construction of an eight (8) lot residential subdivision would begin in 2014.

**CURRENT YEAR BUDGET IMPACTS:**

Proposed Renaissance at Canyon Creek II residential planned development is a private development so the Applicant is responsible to make all public and private improvements, and pay City application fees and systems development charges for parks, storm sewer and streets.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: \_\_\_\_\_, Date: \_\_\_\_\_, 2014

**LEGAL REVIEW / COMMENT:**

Reviewed by: \_\_\_\_\_ JB \_\_\_\_\_, Date: 3/24/14

The recommended action by the DRB would make the zoning and densities of this remaining parcel consistent with the surrounding properties contained within the same subdivision, as previously approved by the City Council.

**COMMUNITY INVOLVEMENT PROCESS:**

The required public hearing notices have been mailed.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY**

Ordinance No. 739 will provide:

- Eight (8) new residential lots and new homes; seven (7) dwellings in addition to one (1) existing.

**ALTERNATIVE:**

To deny the Applicant's request.

**CITY MANAGER COMMENT:**

## **ATTACHMENTS:**

Ordinance No. 739

Exhibit A - Zoning Order DB13-0051

Attachment 1: Map depicting Zone Map Amendment

Attachment 2: Legal Description

Exhibit B - Planning Staff Report, Zone Map Amendment Findings, and Recommendation to City Council, April 7, 2014

Exhibit C - DRB Panel A, Notice of Decision and Resolution No. 271.

Exhibit D - Adopted Staff Report and DRB Recommendation (Exhibit A) and Renaissance at Canyon Creek II application on compact disk.

Exhibit E – Additional exhibits submitted at DRB March 10, 2014 hearing

Exhibit F – March 10, 2014 DRB Minutes



## ORDINANCE NO. 739

**AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A ZONE MAP AMENDMENT FROM THE RESIDENTIAL AGRICULTURAL - HOLDING (RA-H) ZONE TO THE PLANNED DEVELOPMENT RESIDENTIAL - 3 (PDR-3) ZONE ON 1.79 ACRES COMPRISING TAX LOT 5000 OF SECTION 13BA, T3S, R1W, CLACKAMAS COUNTY, OREGON. RENAISSANCE DEVELOPMENT CORP., APPLICANT.**

### RECITALS

WHEREAS, Renaissance Development Corp. ("Applicant"), acting in behalf of James Dillon and Debra Gruber ("Owners") of real property legally shown and described on **Exhibit A**, Attachments 1 and 2, attached hereto and incorporated by reference herein ("Property"), has made a development application requesting, among other things, a Zone Map Amendment of the Property; and

WHEREAS, the City of Wilsonville Planning Staff analyzed the request and prepared a staff report, finding that the application met the requirements for a Zone Map Amendment and recommending approval of the Zone Map Amendment, attached hereto as **Exhibit B**, and incorporated by reference herein, which staff report was presented to the Development Review Board on March 10, 2014; and,

WHEREAS, the Development Review Board Panel 'A' held a public hearing on the application for a Zone Map Amendment (DB13-0051) and other related development applications (DB13-0050, DB13-0052, DB13-0053, DB13-0054, DB13-0055, DB13-0056 and DB13-0057) on March 10, 2014, and after taking public testimony and giving full consideration to the matter, adopted Resolution No. 271, attached hereto as **Exhibit C**, and incorporated by reference herein, which recommends that the City Council approve a request for a Zone Map Amendment (Case File DB13-0051); approves all other related applications; adopts the staff report with modified findings, recommendations, all as placed on the record at the hearing; and contingent upon City Council approval of the Zone Map Amendment, authorizes the Planning Director to issue approvals to the Applicant consistent with the amended staff report, as adopted by DRB Panel A; and,

WHEREAS, on April 7, 2014, 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 staff report, which record was incorporated into the City Council public hearing record, 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 staff report, as contained in the record of the above-described DRB hearing, and incorporates them by reference herein, as if fully set forth.

Section 2. Order. The official City of Wilsonville Zone Map is hereby amended by Zoning Order DB13-0051, attached hereto as **Exhibit A**, from Residential Agricultural - Holding Zone (RA-H) Zone to Planned Development Residential - 3 (PDR-3) Zone.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 7<sup>th</sup> day of April 2014, and scheduled for the second and final reading on April 21, 2014, 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 \_\_\_\_\_, 2014, by the following votes: Yes: \_\_\_\_ No: \_\_\_\_

\_\_\_\_\_  
Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
TIM KNAPP, MAYOR



## SUMMARY OF VOTES:

### Attachments:

Exhibit A – Zoning Order DB13-0051

Attachment 1 – Map Depicting Zone Amendment

Attachment 2 – Legal Description

Exhibit B – Zone Map Amendment Findings (DRB Staff Report DB13-0050 et seq)

Exhibit C – DRB Resolution No. 271

**BEFORE THE CITY COUNCIL OF THE  
CITY OF WILSONVILLE, OREGON  
Renaissance at Canyon Creek II**

In the Matter of an Application of )  
SRA Design Group, LLC, Agent for )  
Renaissance Development Corp., Applicant, )  
Acting in behalf of Owners James Dillon )  
and Debra Gruber, Rezoning of Land and )  
Amendment of the City of Wilsonville )  
Zoning Map Incorporated in Section 4.102 )  
of the Wilsonville Code. )

**ZONING ORDER NO. DB13-0051**

The above-entitled matter is before the Council to consider the application of DB13-0051, 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 shown and described on Attachments 1 and 2, has heretofore appeared on the City of Wilsonville Zoning Map as Residential Agricultural - Holding Zone (RA-H).

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 1.79 acres of Tax Lot 5000 of Section 13BA, T3S, R1W, as more particularly shown in the Zone Map Amendment Map, Attachment 1, and described in Attachment 2, is hereby rezoned to Planned Development Residential - 3 (PDR-3). 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 \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
TIM KNAPP, MAYOR



APPROVED AS TO FORM:

---

Michael E. Kohlhoff, City Attorney

ATTEST:

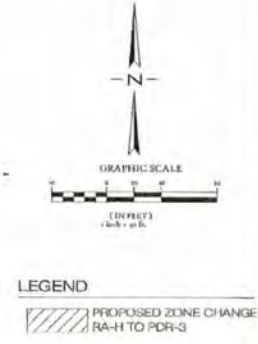
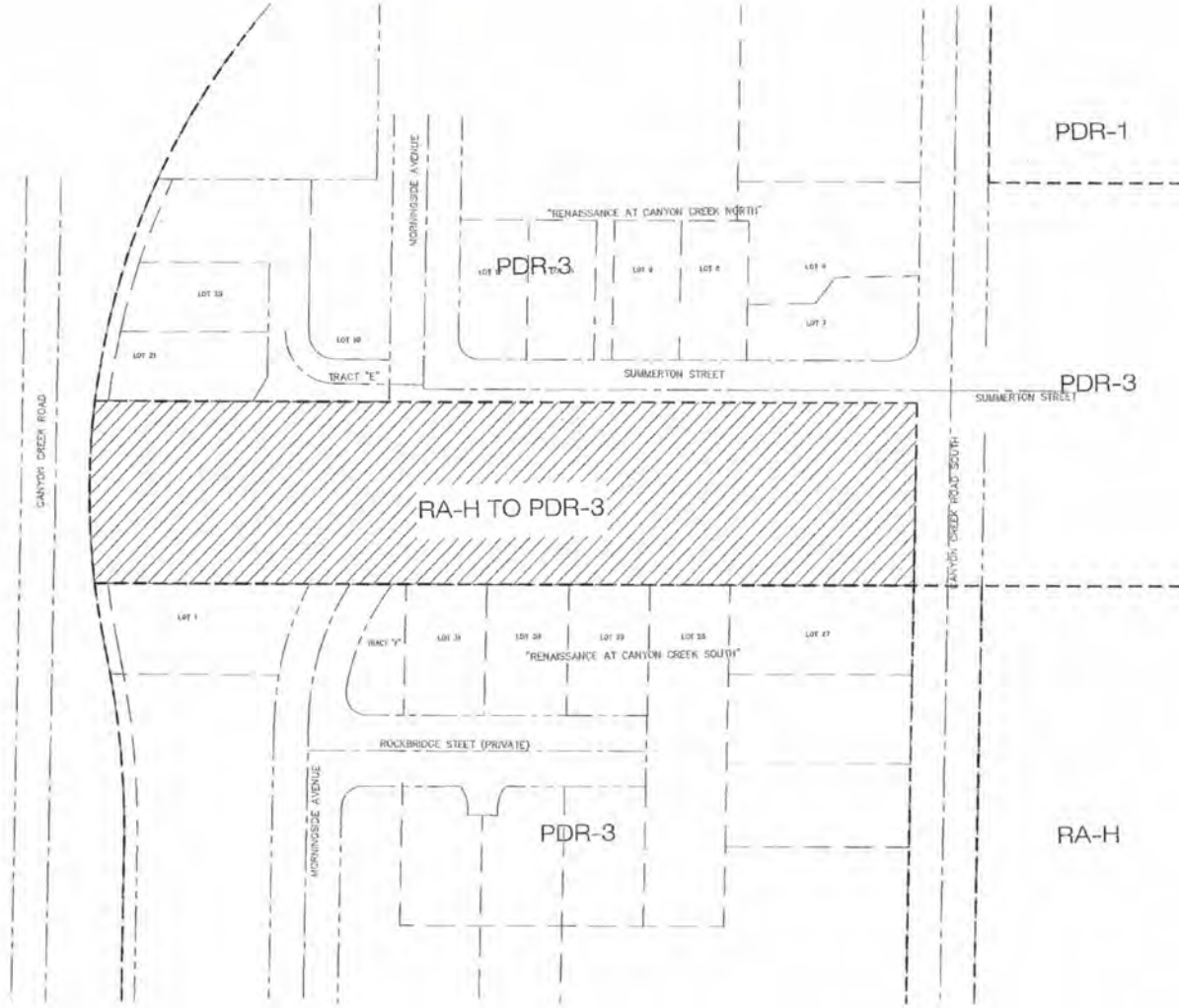
---

Sandra C. King, CMC, City Recorder

Attachment 1: Map depicting Zone Map Amendment

Attachment 2: Legal Description

RAHI



<b>SFA Design Group, LLC</b> PROFESSIONAL DESIGN & ARCHITECTURE 1000 SW 10th Avenue, Suite 100, Portland, OR 97204 Tel: (503) 444-1234 Fax: (503) 444-1235 www.sfa-design.com	
<b>ZONE MAP</b> <b>CANYON CREEK II</b> 38325 SW OLD CANYON CREEK ROAD CLACKAMAS COUNTY, OREGON	
SHEET 2 OF 6	DESIGNED BY: JAL DATE: 08/08/2008 DRAWN BY: JAL DATE: 08/08/2008 REVIEWED BY: JAL DATE: 08/08/2008 PROJECT NO: 080808 SCALE: 1"=40'
PROJECT: CANYON CREEK II NO.: 08-08	US DATE: REVISION: BY:





## SFA Design Group, LLC

STRUCTURAL | CIVIL | LAND USE PLANNING | SURVEYING

9020 SW Washington Square Dr. • Suite 505 • Portland, Oregon 97223  
P: 503-641-8311 • F: 503-643-7905 • www.sfadg.com

### COMPREHENSIVE PLAN & ZONE MAP AMENDMENTS CANYON CREEK II (DB13-0050 & DB13-0051)

#### Tax Lot 5000 Description (3 1W 13BA)

#### Bridle Trail Ranchetts

SFA Job No. 106-016

March 12, 2014

A portion of Lot 15 of "Bridle Trail Ranchetts" located in the Northwest one-quarter of Section 13, Township 3 South, Range 1 West of the Willamette Meridian, City of Wilsonville, Clackamas County, Oregon being more particularly described as follows:

Beginning at the Southeast corner of the plat "Renaissance at Canyon Creek North", said corner located on the West right-of-way line of Canyon Creek Road; thence South 01°45'05" West along said right-of-way line 130.19 feet to the North line of "Renaissance at Canyon Creek South"; thence leaving said right-of-way line North 88°54'40" West along the North line of said plat 606.07 feet to the most northerly Northwest corner of Tract "A" of said plat; thence leaving said North plat line, 130.44 feet tracing a non-tangent 527.00 foot radius curve concave easterly, through a central angle of 14°10'54", said curve having a chord bearing North 00°48'19" East, 130.11 feet to the most southerly Southwest corner of Tract "F" of the plat "Renaissance at Canyon Creek North"; thence South 88°55'04" East along the South line of "Renaissance at Canyon Creek North" 608.22 feet to said Northeast corner thereof and the Point of Beginning.

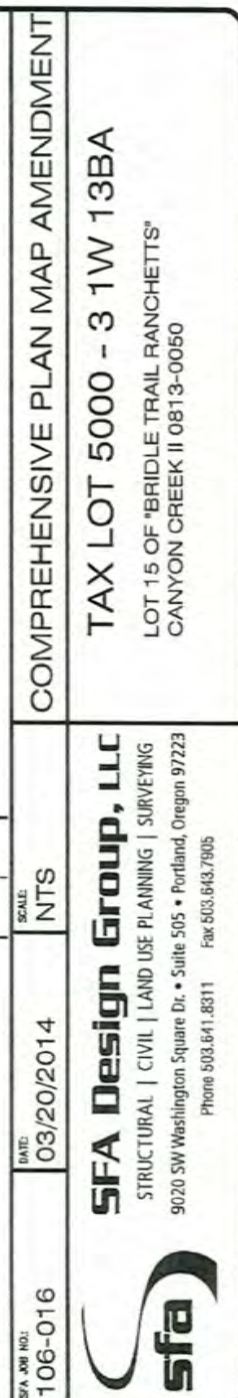
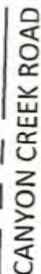
Containing approximately 79,365 square feet more or less.

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

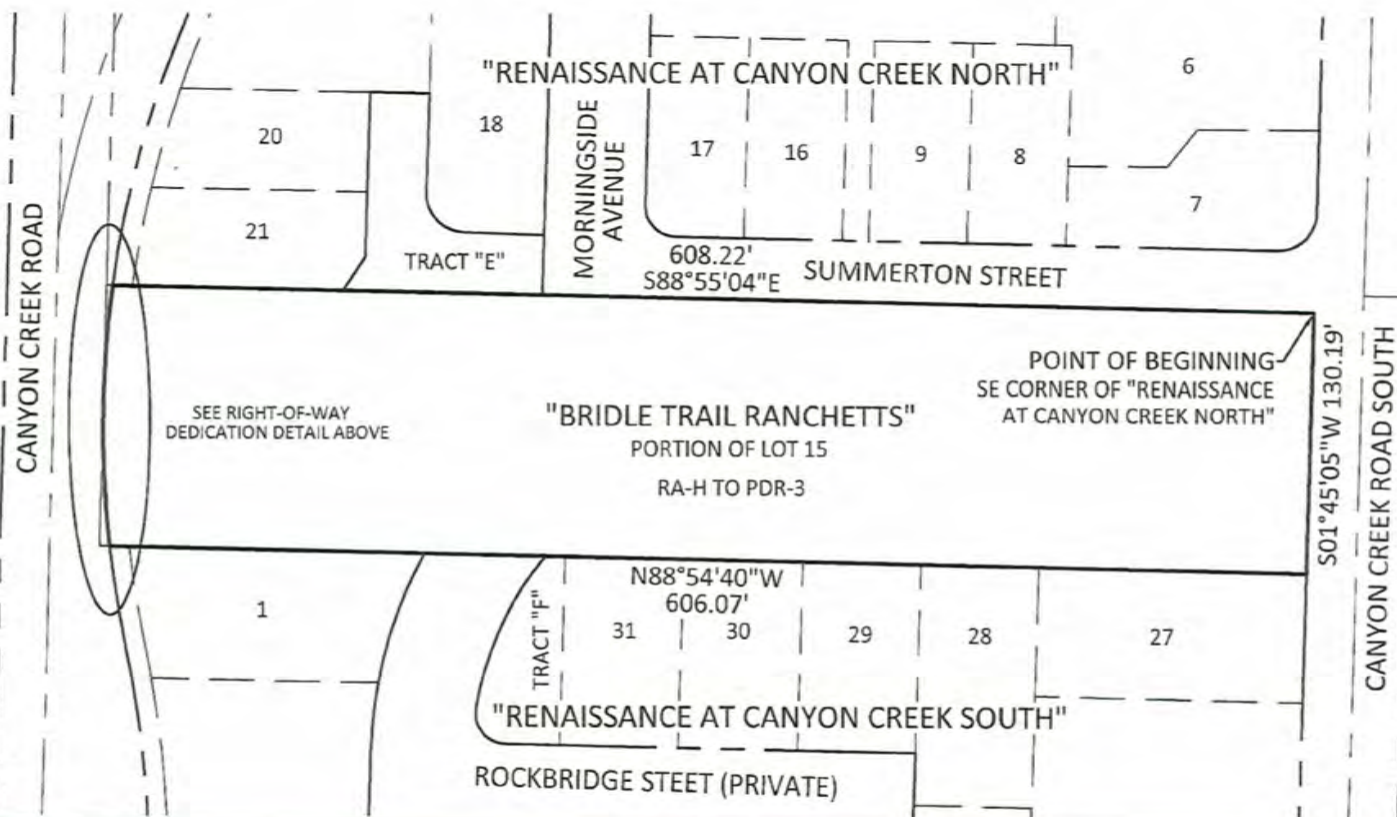
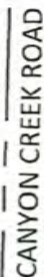
*Michael H. Harris*

OREGON  
JULY 11, 2000  
MICHAEL H. HARRIS  
57863

VALID UNTIL 6-30-15







CSA JOB NO.:  
106-016

DATE: 03/20/2014

SCALE  
NTS

**ZONE MAP AMENDMENT**



**SFA Design Group, LLC**

STRUCTURAL | CIVIL | LAND USE PLANNING | SURVEYING  
99020 SW Washington Square Dr. • Suite 505 • Portland, Oregon 97223

Phone 503.641.8311 Fax 503.643.7905

TAX LOT 5000 - 3 1W 13BA

LOT 15 OF "BRIDLE TRAIL RANCHETTS"  
CANYON CREEK II 0813-0051



**First American**

*First American Title Company of Oregon*  
121 SW Morrison St, FL 3  
Portland, OR 97204  
Phn - (503)222-3651 (800)929-3651  
Fax - (877)242-3513

Order No.: 7000-1983686  
November 27, 2012

**FOR QUESTIONS REGARDING YOUR CLOSING, PLEASE CONTACT:**

**GLORIA MILLER**, Escrow Officer/Closer  
Phone: (503)350-5005 - Fax: (866)656-1602- Email:gmiller@firstam.com  
First American Title Company of Oregon  
5335 SW Meadows Rd #100, Lake Oswego, OR 97035

**FOR ALL QUESTIONS REGARDING THIS PRELIMINARY REPORT, PLEASE CONTACT:**

**James J. Welch**, Title Officer  
Toll Free: (800)929-3651 - Direct: (503)795-7669 - Fax: (877)242-2911 - Email: jwelch@firstam.com

**2nd Supplemental Preliminary Title Report**

**County Tax Roll Situs Address:** 28325 SW Canyon Creek Road S, Wilsonville, OR 97070

**Proposed Insured Lender: TBD**

2006 ALTA Owners Standard Coverage	Liability \$	550,000.00	Premium \$	1,425.00
2006 ALTA Owners Extended Coverage	Liability \$		Premium \$	
2006 ALTA Lenders Standard Coverage	Liability \$		Premium \$	
2006 ALTA Lenders Extended Coverage	Liability \$		Premium \$	
Endorsement			Premium \$	
Govt Service Charge			Cost \$	25.00
City Lien/Service District Search			Cost \$	
Other			Cost \$	

We are prepared to issue Title Insurance Policy or Policies in the form and amount shown above, insuring title to the following described land:

THE NORTH 130 FEET OF LOT 15, BRIDLE TRAIL RANCHETTES, IN THE COUNTY OF CLACKAMAS AND STATE OF OREGON.

EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE CITY OF WILSONVILLE BY THAT CERTAIN WARRANTY DEED RECORDED APRIL 20, 2005 AS FEE NO. 2005035448.

and as of October 22, 2012 at 8:00 a.m., title to the fee simple estate is vested in:

James W. Dillon and Debra Ann Gruber, as tenants in common

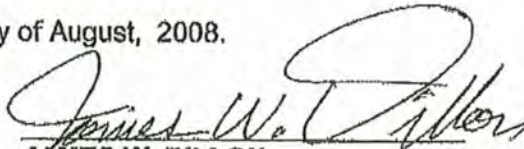
Subject to the exceptions, exclusions, and stipulations which are ordinarily part of such Policy form and the following:

This report is for the exclusive use of the parties herein shown and is preliminary to the issuance of a title insurance policy and shall become void unless a policy is issued, and the full premium paid.



FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007.


DATED this 22 day of August, 2008.

  
JAMES W. DILLON

STATE OF OREGON       )  
                                  ) ss.  
County of Multnomah   )

This instrument was acknowledged before me on August 22<sup>nd</sup>, 2008, by  
JAMES W. DILLON, TRUSTEE..



  
Notary Public for Oregon  
My commission expires: Dec 18<sup>th</sup>, 2011

2- BARGAIN AND SALE DEED

(2)

**CITY COUNCIL STAFF REPORT**

**WILSONVILLE PLANNING DIVISION**  
**QUASI - JUDICIAL PUBLIC HEARING**  
*Renaissance at Canyon Creek II*

**Public Hearing Date:** April 7, 2014  
**Application Number:** DB13-0051 (Zone Map Amendment)  
DB13-0052 (Stage I Preliminary Plan)  
**Property Owner:** James Dillon and Debra Gruber  
**Applicant:** Renaissance Development Corp.

**REQUEST:** SFA Design Group, LLC, acting as agent for Renaissance Development Corp., Applicant, proposes the development of eight (8) residential lots in one phase, along with associated site improvements, for the property located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South.

The applicant proposes a Zone Map Amendment from the current RA-H (Residential Agricultural - Holding Zone) zone to a PDR-3 (Planned Development Residential) zone.

**Current Comprehensive Plan Map Designation:** Residential 0 – 1 du/ac

**Proposed Comp. Plan Map Designation:** Residential 4 – 5 du/ac

**Current Zone Map Designation:** Residential Agricultural - Holding Zone (RA-H).

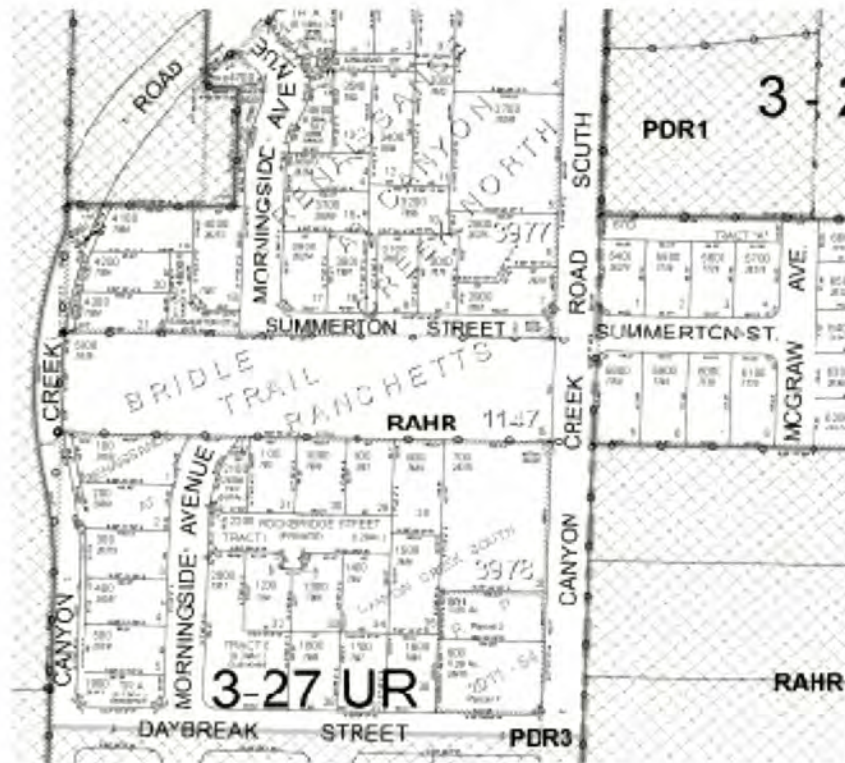
**Proposed Zone:** Planned Development Residential – 3 (PDR-3); see proposed Ordinance No. 739.

**STAFF RECOMMENDATION:** Approve the application with no conditions of approval.

**Location:** 28325 SW Canyon Creek Road South. The property lies east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The subject property is more particularly described as being Tax Lot 5000 in Section 13BA; Township 3S; Range 1W; Clackamas County; Wilsonville, Oregon.



## VICINITY MAP



## APPLICABLE REVIEW CRITERIA:

Wilsonville Code Section(s)	Description
Sections 4.008-4.015	Application Process – Findings and Conditions
Section 4.100	Zoning - Purpose
Section 4.113 (as applicable)	Standards for Residential Development in Any Zone
Section 4.118 (as applicable)	Standards for All Planned Development Zones
Section 4.120	Residential Agricultural - Holding Zone (RA-H)
Section 4.124.3	Planned Development Residential – 3 (PDR-3) Zone
Section 4.140	Planned Development Regulations
Section 4.140.07	Stage I Preliminary Plan
Section 4.197(.02)(A) through (G)	Zone Map Amendment

## Other Planning Documents:

Storm Water Master Plan

Transportation Systems Plan

Comprehensive Plan

Renaissance at Canyon Creek II Stage I Preliminary Plan

**Staff Reviewer:** Blaise Edmonds, Manager of Current Planning.

**DB13-0051 • Staff Report**

City Council • April 7, 2014

## **BACKGROUND:**

On August 23, 2004, Development Review Board approved 03 DB 43 for a 79-lot residential planned development (i.e., Renaissance at Canyon Creek). A companion Comprehensive Plan Map Amendment and Zone Map Amendment was approved by the City Council on September 20, 2004. Four of the nine approved phases have been constructed; more partitions are enabled, in order to achieve full build-out of the project.

The subject site was not a part of the approval of Renaissance at Canyon Creek, although the parcel's development potential was accounted for during the review, illustrating compliance with code provisions in effect at that time. Despite the fact that some code provisions have been revised since then, the applicant proposes to implement most of the original concept for Tax Lot 5000.

On March 10, 2014, the Development Review Board considered the Applicant's proposal for an eight (8) lot residential planned development (DB13-0050 et seq). The Board approved the project, and recommended that the City Council approve the proposed Comprehensive Plan Map Amendment and proposed Zone Map Amendment. Staff's summary of the Applicant's proposal begins next, below.

## **PROJECT SUMMARY:**

A project narrative is provided by the applicant, found in Section 2 of Exhibit B1. The applicant's narrative adequately describes the proposed application components, and provides proposed findings regarding applicable review criteria. Except where necessary to examine issues identified in this report, staff has relied upon the applicant's submitted documents, rather than repeat their contents again here. The application component is described briefly, below:

## **PROJECT SUMMARY AND RECOMMENDATIONS:**

A detailed project introduction and compliance report in support of the application is provided by the Applicant found in Exhibits B1 and B9. The Applicant's introduction on pages 1 and 2 of Exhibit B1 adequately describes the project, the requested application components, and compliance findings regarding applicable review criteria. Except where necessary to examine issues identified in this report, Staff has relied upon the Applicant's submittal documents and compliance findings, rather than repeat their contents again here. The application components are described briefly, below:

### **Zone Map Amendment**

The applicant proposes a Zone Map Amendment from the current RA-H (Residential Agricultural - Holding Zone) zone to a PDR-3 (Planned Development Residential) zone.



**Stage I Preliminary Plan**

The applicant's intent is for the site to be used for residential development in compliance with the proposed Comprehensive Plan designation of 4 - 5 dwelling units per acre. This intent, typically achieved through a preliminary plan, is implemented per Section 4.210(.01)(B)(19), as reviewed in Request C, and the Tentative Subdivision Plat, as reviewed in Request F, below.

**RECOMMENDATION:**

---

***DB13-0051: Zone Map Amendment***

On the basis of findings B1 through B24 this action recommends approval of the proposed Zone Map Amendment from Residential Agricultural - Holding Zone (RA-H) to Planned Development Residential (PDR-3).

***DB13-0052: Stage I Preliminary Plan***

**PDC 1.** On the basis of findings C1 through C6, this action approves the Stage I Preliminary Plan submitted with this application for eight (8) residential lots (Sheet 1 of Exhibit B2), as entered into the record on March 10, 2014, approved by the Development Review Board, and stamped "Approved Planning Division."

## **EXHIBIT LIST**

Note: The following exhibits are hereby entered into the public record by the Development Review Board in consideration of the current application, as submitted:

### **Staff Materials:**

#### **A. Staff Report**

### **Applicant's Written and Graphic Materials:**

#### **B1. Land Use application, date received December 19, 2013, and including:**

Section	Item
1	Application
2	Compliance Report
3	Zone Change Legal Description
4	Arborist's Report, dated 11/5/2013
5	Storm Drainage Report, dated 11/15/2013
6	Title Report, dated 11/27/2012
7	Traffic Impact Report, dated 9/26/2013
8	Notice Mailing List, dated 10/30/2013
9	Preliminary Plat (and Preliminary Plans, reduced size; see list below) (7 9 drawings) [Amended by the DRB on 3/10/2014.]
10	Prior Approval

#### **B2. Full Size Drawings/Plan Sheets:**

Sheet No.	Sheet Title
1	Cover Sheet, Sheet Index, and Preliminary Plat
2	Comprehensive Plan Map Amendment/Zone Map Amendment
3	Existing Conditions
4	Preliminary Grading and Demolition Plan
5	Site and Utility Plan
6	Aerial Photo
7	<b>Comprehensive Plan Map [Amended by the DRB on 3/10/2014.]</b>
8	<b>Zone Map [Amended by the DRB on 3/10/2014.]</b>
L1	Landscape Plan

#### **C1. Letters (neither For nor Against):** None submitted

#### **C2. Letters (In Favor):** None submitted

#### **C3. Letters (Opposed):** None submitted

#### **D1. Staff Submittals**

1. Memo from D. Walters; Building Plans Examiner; dated 2/26/2014
2. E-mail from S. Adams, Development Engineering Manager, with attachments; dated 2/26/2014
3. Comments from Public Works staff; dated 1/30/2014
4. Tax Map, 3S 1W Section 13BA; not dated
5. Tax Map, 3S 1W Section 13BA (relevant portion); not dated



## FINDINGS OF FACT

### 1. Existing Site Conditions:

The subject site is comprised of one parcel, totaling 1.79 acres. The applicant has provided a site description in the project narrative (Section 2 of Exhibit B1). The subject property is currently zoned Residential Agricultural - Holding Zone (RA-H).

**Surrounding Development:** The adjacent land uses are as follows:

Compass Direction	Existing Use(s)
North	Residential Planned Development
East	Residential
South	Residential Planned Development
West	Vacant Industrial (Mentor Graphics)

### Natural Characteristics:

The subject site contains gently-sloping terrain. A variety of evergreen and deciduous trees are scattered throughout the site. An existing house and accessory structures at 28325 SW Canyon Creek Road South (Tax Lot 5000) currently remain.

### Streets:

The site abuts SW Canyon Creek Road (arterial) on the west, SW Summerton Street on the north, and SW Canyon Creek Road South on the east.

### Previous Planning Applications Relevant to the subject property:

03 DB 43 (A – H)	Renaissance at Canyon Creek
AR13-0056	Venture Properties Interpretation

2. 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.
3. Notice of the proposed project has been sent to the appropriate agencies involved in the review of public improvements. Comments and conditions of approval from the Building and Engineering Divisions, and Public Works comments were received and are incorporated into this staff report.
4. The statutory 120-day time limit applies to this application. The application was received on November 15, 2013. Additional materials were submitted on December 19, 2013. On January 31, 2014, staff conducted a completeness review, on which date the application was deemed complete. The City must render a final decision for the request, including any appeals, by May 31, 2014.



## FINDINGS OF FACT

---

1. **Existing Site Conditions:** The Applicant has provided a full project description in Exhibit B1. The subject property is currently zoned PDC.

**Surrounding Development:** The adjacent land uses are as follows:

Compass Direction	Existing Use(s)
North	Boones Ferry Primary and Wood Middle School – PF Zone
East	Valley Christian Church
South	Fox Chase Subdivision
West	Fox Chase Subdivision

**Natural Characteristics:** The relatively level property is 1.14 acres which includes a group of eleven conifer and deciduous trees.

**Streets:** The subject property is a corner lot with three side fronting Wilsonville Road at the north, Willamette Way East on the east and Chantilly at the south.

**Previous Planning Applications Relevant to the subject property:** See the background statement on page 3 of this staff report. Also;

83PC09: Fox Chase, Stage I Preliminary Plan (Master Plan)

95PC21: Stage II Final Plan for retail center.

96DB23: Site Design Review for retail center.

2. 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.
3. Notice of the proposed project has been sent to the appropriate agencies involved in the review of public improvements. Comments and conditions of approval from the Building and Engineering Divisions, and Natural Resources Program Manager were received and are incorporated into this staff report.
4. The statutory 120-day time limit applies to this application. The application was initially received on June 15, 2012. Staff conducted a completeness review within the statutorily allowed 30-day review period, and advised the Applicant by letter on June 25, 2012, of missing items. On July 13, 2012, the Applicant submitted additional materials intended to complete the application. On July 16, 2012 the application was deemed complete. On August 13 the Board conducted a public hearing on the subject and continued the public hearing to October 8. The Applicant granted a 56 – day extension which moved the date for issuing the city decision from November 12, 2012 to January 8, 2013. Thus the City must render a final decision for the request, including any appeals, by January 8, 2013.



## **REQUEST 'B' – DB13-0051 ZONE MAP AMENDMENT**

---

The subject property is currently zoned Residential Agricultural Holding (RA-H). The purpose of the RA-H Zone is set forth in the 4.120 of the Code. The proposed Zone Map amendment from RA-H to PDR-3 is intended to serve as a procedure to evaluate the conversion of urbanizeable land to urban land consistent with the Comprehensive Plan. Because the service levels vary throughout the City, the zoning process allows for a case-by-case analysis of the availability of public facilities and services and to determine specific conditions related to needed public facilities improvements. All land development proposals are reviewed for conformity with the Comprehensive Plan and specific standards set forth in the zoning ordinance. As set forth in Subsection 4.197(.02) of the Wilsonville Code, in recommending approval or denial of a proposed zone map amendment, the Development Review Board must at a minimum, adopt findings addressing Criteria A-G, below.

### **Criterion 'A'**

**“That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008 or, in the case of a Planned Development, Section 4.140.”**

B1. The applicant has provided findings in Section 2 of Exhibit B1 addressing the tentative plat criteria and the zone map amendment criteria.

### **Criterion 'B'**

**“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.”**

B2. The applicant has provided findings in Section 2 of Exhibit B1 in response to these Code criteria. Staff is recommending approval of the proposed Comprehensive Plan Map amendment, with conditions of approval contained in this staff report. Approval of the proposed amendment to the zoning map is contingent upon approval of the Comprehensive Plan map amendment by the City Council.

B3. The land area of the proposed subdivision is 1.79 acres. The applicant is proposing to change the Comprehensive Plan designation from 0-1 dwelling units per acre to 4-5 dwelling units per acre. Proposed are a total of eight (8) lots, making the gross density of the proposed subdivision 4.47 dwelling units per acre. Net density (gross minus streets) is 5.16 dwelling units per acre.

## **Comprehensive Plan – Residential Development**

### **Variety/Diversity of Housing**

**Implementation Measures 4.1.4.c, 4.1.4.g, 4.1.4.j, 4.1.4.k, 4.1.4.l, and 4.1.4.p speak to the City's desire to plan for and establish a variety and diversity of housing types that meet the social and economic needs of the residents, including the need for affordable housing and a balance of housing with jobs.**

B4. The applicant's proposal would provide an incremental net addition of seven (7) single-family houses to the one (1) existing dwelling. Response findings to 4.198(.01)(A) speak to the need for additional single-family housing in the City.

**Implementation Measures 4.1.1.j, 4.1.4.i, 4.1.4.o, and 4.1.4.r speak to the City's desire to approve new residential development concurrent with the availability of public facilities.**



B5. Water, sanitary sewer, and storm sewer are either available to the proposed project (with appropriate connections) or can be supplied to the project. The applicant/owner will be responsible for providing on-site storm water detention for water quality and quantity. The applicant will also be responsible for providing public streets within the project with appropriate right-of-way. The applicant will be required to cap all existing on-site utilities prior to the issuance of building permits by the City.

**Implementation Measure 4.1.4.h: "Require new housing developments to pay an equitable share of the cost of required capital improvements for public services."**

B6. The applicant/owner will be required to pay the equitable share (as determined by the Community Development Director) of the capital improvement costs for public services.

B7. The entirety of the subject properties has a Comprehensive Plan designation of Residential, 0-1 dwelling units per acre. The applicant is proposing a Comprehensive Plan Map designation of 4-5 dwelling units per acre. See Request A, beginning on page 21 of this report.

**Zone Map**

B8. The subject properties are currently zoned Residential Agricultural – Holding (RA-H). The applicant proposes a change to Planned Development Residential (PDR-3) zone to accommodate a total of eight (8) single-family lots averaging 5,969 SF (Section 2 of Exhibit B1).

**Significant Natural Resources**

B9. While vegetation exists throughout the site, it is not found to be within an area identified by the Comprehensive Plan as Significant Resource Overlay Zone.

**Area of Special Concern**

B10. The Comprehensive Plan does not identify the subject property as an area of special concern.

**Criterion 'C'**

**"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 goal 4.3, Objective 4.3.3, Objective 4.3.4, Policy 4.4.2 and Policy 4.4.8 of Wilsonville's Comprehensive Plan text."**

B11. The subject properties are designated "Residential" on the City's Comprehensive Plan Map. The above section of the Comprehensive Plan, mentioned by the applicant regarding this subsection of the Development Code, refers to an older version of the Comprehensive Plan. The corrected references are shown below:

<b>Goal 4.3</b>	<b>Implementation Measure 4.1.4.b</b>
<b>Objective 4.3.3</b>	<b>Implementation Measure 4.1.4.d</b>
<b>Objective 4.3.4</b>	<b>Implementation Measure 4.1.4.e</b>
<b>Policy 4.4.2</b>	<b>Implementation Measure 4.1.4.q</b>
<b>Policy 4.4.8</b>	<b>Implementation Measure 4.1.4.x</b>

The current text is as follows:

**"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 Measures 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text..."

**Implementation Measure 4.1.4.b – Variety in Housing Type**

**"Plan for and permit a variety of housing types consistent with the objectives and policies set forth under this section of the Comprehensive Plan, while maintaining a reasonable balance between the economics of building and the cost of supplying public services. It is the City's desire to provide a variety of housing types needed to meet a wide range of personal preferences and income levels. The City also recognizes the fact that adequate public facilities and services must be available in order to build and maintain a decent, safe, and healthful living environment."**

B12. The applicant has indicated that the proposed project would develop a housing type similar to that of surrounding subdivisions. The applicant has not provided findings as to how the proposed housing project of this proposal meets the affordability criteria of the Comprehensive Plan. The low vacancy rates of similar subdivisions in the City provide circumstantial evidence that there is demand for the housing product proposed by the applicant. Adequate public services could be made available to the site.

**Implementation Measure 4.1.4.d – Diversity of Housing Types**

**"Encourage the construction and development of diverse housing types, but maintain a general balance according to housing type and geographic distribution, both presently and in the future. Such housing types may include, but shall not be limited to: Apartments, single-family detached, single-family common wall, manufactured homes, mobile homes, modular homes, and condominiums in various structural forms."**

B13. The applicant has not indicated whether a variety of house models are proposed for the subdivision.

**Implementation Measure 4.1.4.e**

**"Targets are to be set in order to meet the City's Goals for housing and to assure compliance with State and regional standards."**

B14. The City has established a 50% multi-family, 40% single-family target for housing in the City. The December 2012 Housing Inventory Report shows a mix of 57% multi-family, and 43% single-family (including rowhouses) dwellings.

**Implementation Measure 4.1.4.q**

**"The City will continue to allow for mobile homes and manufactured dwellings, subject to development review processes that are similar to those used for other forms of housing. Individual units will continue to be allowed on individual lots, subject to design standards. Mobile home parks and subdivisions shall be subject to the same procedures as other forms of planned developments."**

B15. The applicant is not proposing mobile homes in this application.

**Implementation Measure 4.1.4.x**

**"Apartments and mobile homes are to be located to produce an optimum living environment for the occupants and surrounding residential areas. Development criteria includes:**



1. **Buffering by means of landscaping, fencing, and distance from conflicting uses.**
2. **Compatibility of design, recognizing the architectural differences between apartment buildings and houses.**
3. **On-site recreation space as well as pedestrian and bicycle access to parks, schools, mass transit stops and convenience shopping.**
4. **The siting of buildings to minimize the visual effects of parking areas and to increase the availability of privacy and natural surveillance for security.”**

B16. The applicant is proposing neither apartments nor mobile homes in this application.

**Criterion ‘D’ – Public Facilities**

**“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.”**

B17. The City Engineer’s Public Facilities (PF) conditions, imposed upon the subsequent Stage II Final Plan application, will require the applicant to provide adequate road, water, and sewer infrastructure to serve the proposed project. These conditions require that all Public Works permits granted to the applicant/owner will be in accordance with the need determined by the City Engineer to serve the proposed project.

**Criterion ‘E’ – Significant Resource Overlay Zone**

**“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 abut 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.”**

B18. The SROZ does not affect the subject property.

**Criterion ‘F’**

**“That the applicant is committed to a development schedule demonstrating that development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change.”**

B19. The applicant indicates that the full build-out of the proposed lots will begin in 2014.



**Criterion 'G'**

**"That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are attached that insure that the project development substantially conforms to the applicable development standards."**

B20. Staff is recommending conditions of approval for the proposed project where necessary to bring the project into compliance with all applicable development standards.

**Subsection 4.197(.03) provides that "If affirmative findings cannot be made for all applicable criteria listed above the Planning Commission or Development Review Board shall recommend that the proposed text or map amendment, as the case may be, be denied."**

B21. Staff has made affirmative findings for subsection 4.197(.02)(A)-(G), above. Staff is also recommending conditions of approval for the project to ensure compliance with the subject code criteria.

**Subsection 4.197(.04) stipulates that the "City Council action approving a change in zoning shall be in the form of a Zoning Order."**

B22. Staff is recommending approval of the Stage I Preliminary Plan of the proposed project, together with conditions of approval, and a recommendation for approval of the proposed Zone Map Amendment. A City Council Zoning Order will be required prior to approval of the remaining applications, reviewed later in this report.

**Subsection 4.197(.05) provides "In cases where a property owner or other applicant has requested a change in zoning and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the zoning shall be changed."**

B23. Staff is recommending a condition of approval that would implement the City Council Zoning Order, contingent on the completion of the conditions of approval adopted by City Council.

**SUMMARY FINDING FOR REQUEST (B):**

B24. The applicant's proposed Zone Map Amendment meets all applicable requirements, and its approval may be recommend to the City Council.

## **REQUEST 'C' – DB13-0053 STAGE I PRELIMINARY PLAN**

---

### **CONCLUSIONARY FINDINGS FOR REQUEST (C):**

#### **Tentative Plat Submission – 4.210(.01)(B)(19)**

- C1. As enabled by the section referenced above, the tentative subdivision plat "...shall be considered as the Stage I Preliminary Plan." The tentative plat is reviewed in Request C, this section.
- C2. The applicant proposes to develop eight (8) lots. Calculations demonstrating compliance with applicable review criteria are found in Sections 1 Exhibit B1.

#### **Site Information: Subsections 4.009(.01) and 4.140(.07)(A)(1)**

- C3. The applicant has demonstrated ownership of the subject property in the form of written consent of the two current property owners (Section 1 of Exhibit B1).
- C4. The subject property is proposed to be rezoned from Residential Agricultural - Holding Zone (RA-H) to a Planned Development Residential (PDR-3) zone. The proposed residential use of the property is in compliance with uses typically found in the zone.

#### **Subsection 4.140(.05): Planned Development Permit Process**

- C5. The applicant's response to these criteria is found in the narrative (Section 2 of Exhibit B1). The proposed project is not allowed to proceed nor receive a building permit until all applicable review criteria have been satisfied. By the applicant's submittal, these criteria have been met.

#### **Subsection 4.140(.07)(A): Preliminary Approval (Stage One) Application Requirements**

- C6. The applicant's proposal is provided by professional services in response to this criterion, as found in Section 2 of Exhibit B1. This criterion is satisfied.

#### **Subsections 4.140(.07)(B) & 4.035(.04): Preliminary Approval (Stage One) Application Requirements and Site Development Permit Application**

- C7. The applicant's response to Subsection 4.140(.07)(B) can be found in Section 2 of Exhibit B1. The applicant has submitted evidence of the intention to commence construction of the project in 2014, within two years of receiving Stage II Final Plan approval, and a commitment to install, or provide acceptable security for the capital improvements required by the project, at the time of Stage II Final Plan. These criteria are met.

### **SUMMARY FINDING FOR REQUEST (C):**

- C8. The applicant's proposal satisfies all applicable Code requirements and standards, as discussed above.



March 13, 2014

**DEVELOPMENT REVIEW BOARD PANEL A**

**DEVELOPMENT REVIEW BOARD NOTICE OF DECISION AND  
RECOMMENDATION TO CITY COUNCIL**

**Project Name:** Renaissance at Canyon Creek II Subdivision

**Case Files:** DB13-0050 (A) Comprehensive Plan Map Amendment  
DB13-0051 (B) Zone Map Amendment  
DB13-0052 (C) Stage I Preliminary Plan  
DB13-0053 (D) Stage II Final Plan  
DB13-0054 (E) Waiver  
DB13-0055 (F) Tentative Subdivision Plat  
DB13-0056 (G) Site Design Review  
DB13-0057 (H) Type 'C' Tree Plan

**Property Owners:** James Dillon and Debra Gruber

**Applicant:** Renaissance Development

**Applicant's  
Representative:** SFA Design Group LLC

**Property  
Description:** Tax Lots 5000 of Section 13BA; T3S R1W; Clackamas County;  
Wilsonville, Oregon.

**Location:** 28325 SW Canyon Creek Road South

On March 10, 2014, 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, April 7, 2014 to hear these items.*

**Requests C, D, E, F, G and H:**  
Approved, together with conditions of approval.  
*These approvals are contingent upon City Council's approval of Requests A and B.*

An appeal of Requests C, D, E, F, G and H 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 13<sup>th</sup> day of March 2014 and is available for public inspection. The decision regarding Requests C, D, E, F, G and H 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. 271, including adopted staff report with conditions of approval.



**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 271**

**A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL OF A COMPREHENSIVE PLAN MAP AMENDMENT FROM RESIDENTIAL 0-1 DU/AC TO RESIDENTIAL 4-5 DU/AC AND A ZONE MAP AMENDMENT FROM RA-H TO PDR-3 AND ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I PRELIMINARY PLAN, STAGE II FINAL PLAN, WAIVER, TENTATIVE SUBDIVISION PLAT, SITE DESIGN REVIEW AND TYPE 'C' TREE PLAN FOR DEVELOPMENT OF EIGHT (8) RESIDENTIAL LOTS. THE SUBJECT 1.79 ACRE PROPERTY IS LOCATED ON TAX LOT 5000 OF SECTION 13BA, T3S, R1W, CLACKAMAS COUNTY, OREGON. SFA DESIGN GROUP - REPRESENTATIVE FOR RENAISSANCE DEVELOPMENT - 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 March 3, 2014, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on March 10, 2014, at which time exhibits, together with findings and public testimony were entered into the public record, and

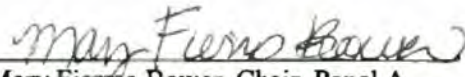
WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

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 Panel A of the City of Wilsonville recommends that the City Council approve a Comprehensive Plan Map Amendment a Zone Map Amendment (Case Files DB13-0050 and DB13-0051), approve a Stage I Preliminary Plan, Stage II Final Plan, Waiver, Tentative Subdivision Plat, Site Design Review and Type 'C' Tree Plan, and does hereby adopt the staff report attached hereto as Exhibit A1 with modified findings, recommendations and conditions placed on the record herein and authorizes the Planning Director to issue approvals consistent with said recommendations for Case File(s):

**DB13-0050 (A) Comprehensive Plan Map Amendment  
DB13-0051 (B) Zone Map Amendment  
DB13-0052 (C) Stage I Preliminary Plan  
DB13-0053 (D) Stage II Final Plan  
DB13-0054 (E) Waiver  
DB13-0055 (F) Tentative Subdivision Plat  
DB13-0056 (G) Site Design Review  
DB13-0057 (H) Type 'C' Tree Plan**

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 10th day of March 2014 and filed with the Planning Administrative Assistant on March 13, 2014. 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



**WILSONVILLE PLANNING DIVISION  
DEVELOPMENT REVIEW BOARD PANEL 'A'  
AMENDED AND ADOPTED QUASI-JUDICIAL STAFF REPORT  
RENAISSANCE AT CANYON CREEK II SUBDIVISION**

---

<b>Public Hearing Date:</b>	<b>March 10, 2014</b>
<b>Date of Report:</b>	<b>March 3, 2014</b>
<b>Application Numbers:</b>	<b>DB13-0050 (A) Comprehensive Plan Map Amendment DB13-0051 (B) Zone Map Amendment DB13-0052 (C) Stage I Preliminary Plan DB13-0053 (D) Stage II Final Plan DB13-0054 (E) Waiver DB13-0055 (F) Tentative Subdivision Plat DB13-0056 (G) Site Design Review DB13-0057 (H) Type 'C' Tree Plan</b>
<b>Property Owners:</b>	<b>James Dillon and Debra Gruber</b>
<b>Applicant:</b>	<b>Renaissance Development Corp.</b>

**REQUEST:** SFA Design Group, LLC, acting as agent for Renaissance Development Corp., applicant, proposes the development of eight (8) residential lots in one phase, along with associated site improvements, for the property located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The development site area is comprised of one parcel, the area of which is approximately 1.79 acres.

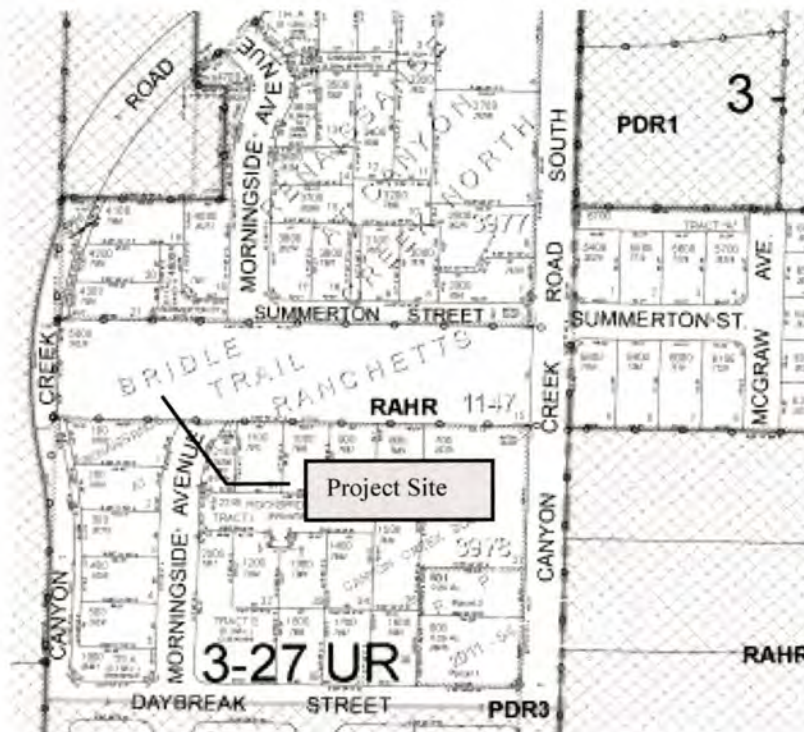
The following requests apply to the subject property, as defined in the applicant's submittal documents: Approve a Comprehensive Plan Map Amendment, Zone Map Amendment, Tentative Subdivision Plat, Stage I Preliminary Plan, Stage II Final Plan, Type 'C' Tree Removal Plan, and Site Design Review Plan for the common elements of the proposed subdivision, and one (1) waiver.

**Current Comprehensive Plan Designation:** Residential 0 - 1 du/ac

**Current Zone Map Designation:** Residential Agricultural - Holding Zone (RA-H)

**STAFF RECOMMENDATION:** Approve the applications, with recommended conditions.

**Project Location:** 28325 SW Canyon Creek Road South. The property lies east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The subject property is more particularly described as being Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.



Vicinity and Tax Map



**APPLICABLE REVIEW CRITERIA:**

<b>Zoning Review Criteria:</b>	<b>Description</b>
Sections 4.008-4.015	Application Procedures
Section 4.113	Standards Applying to Residential Development in Any Zone
Section 4.118 (as applicable)	Standards Applying to All Planned Development Zones
Section 4.120 (as applicable)	Residential Agricultural - Holding (RA-H) Zone
Section 4.124	Standards Applying to All Planned Development Residential Zones
Section 4.124.3 (as applicable)	Planned Development Residential (PDR-3) Zone
Section 4.140	Planned Development Regulations
Section 4.140(.07)	Planned Development Regulations – Stage I
Section 4.140(.08)	Planned Development Regulations – Stage II
Section 4.154	Bicycle, Pedestrian and Transit Facilities
Section 4.155	Parking, Loading and Bicycle Parking
Section 4.167	Access, Ingress and Egress
Section 4.171	Protection of Natural Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening and Buffering
Section 4.177	Street Improvement Standards
Section 4.178	Sidewalk and Pathway Standards
Section 4.197	Zone Map Amendments
Section 4.198	Comprehensive Plan Map Amendments
Section 4.199	Outdoor Lighting
Section 4.200 – 4.270	Land Divisions
Section 4.300 – 4.320	Underground Utilities
Sections 4.400 – 4.450	Site Design Review
Sections 4.600 -4.620(.20)	Tree Preservation and Protection
<b>Other Planning Documents:</b>	
Metro's Urban Growth Management Functional Plan	
Storm Water Master Plan	
Transportation Systems Plan	

**Staff Reviewer:** Michael R. Wheeler, Associate Planner

---

## BACKGROUND

---

On August 23, 2004, Development Review Board approved 03 DB 43 for a 79-lot residential planned development (i.e., Renaissance at Canyon Creek). A companion Comprehensive Plan Map Amendment and Zone Map Amendment was approved by the City Council on September 20, 2004. Four of the nine approved phases have been constructed; more partitions are enabled, in order to achieve full build-out of the project.

The subject site was not a part of the approval of Renaissance at Canyon Creek, although the parcel's development potential was accounted for during the review, illustrating compliance with code provisions in effect at that time. Despite the fact that some code provisions have been revised since then, the applicant proposes to implement most of the original concept for Tax Lot 5000. Staff's review of the modified proposal begins next, below.

---

## SUMMARY AND ISSUES

---

A project narrative is provided by the applicant, found in Section 2 of Exhibit B1. The applicant's narrative adequately describes the proposed application components, and provides proposed findings regarding applicable review criteria. Except where necessary to examine issues identified in this report, staff has relied upon the applicant's submitted documents, rather than repeat their contents again here.

---

### **Request A - Comprehensive Plan Map Amendment**

---

The applicant proposes to amend the current Comprehensive Plan residential density range from 0 – 1 du/ac to 4 – 5 du/ac, to correspond with that of the previous Renaissance at Canyon Creek development.

---

### **Request B – Zone Map Amendment**

---

The applicant proposes a Zone Map Amendment from the current RA-H (Residential Agricultural - Holding Zone) zone to a PDR-3 (Planned Development Residential) zone.

---

### **Request C – Stage I Preliminary Plan**

---

The applicant's intent is for the site to be used for residential development in compliance with the proposed Comprehensive Plan designation of 4 - 5 dwelling units per acre. This intent, typically achieved through a preliminary plan, is implemented per Section 4.210(.01)(B)(19), as reviewed in Request C, and the Tentative Subdivision Plat, as reviewed in Request F, below.



---

**Request D – Stage II Final Plan**

---

The location, design, size and residential use of the proposed project are consistent with the proposed Comprehensive Plan, proposed zone, and with other applicable plan, development map or ordinance adopted by the City Council.

The location, design, size and uses of the proposed project are such that traffic generated by the development can be accommodated safely and without congestion in excess of level service "D", defined in the highway capacity manual published by the National Highway Research Board on existing or immediately planned arterial or collector streets.

The location, design, size and uses of the proposed project are such that the residents or establishments to be accommodated will be adequately served by "existing or immediately planned facilities and services."

---

**Request E – One (1) Waiver**

---

The applicant is requesting one (1) waiver to required minimum side yard setback, as identified in Section and 2 of Exhibit B1.

---

**Request F – Tentative Subdivision Plat**

---

The applicant proposes to record a subdivision plat for eight (8) lots, together with two (2) tracts to be held in common by the collective owners of those lots.

The configuration of the subdivision's proposed vehicle and pedestrian circulation has been found to satisfy applicable Code provisions.

The solid waste franchisee previously noted that garbage service can be provided, based upon the circulation design.

The project provides the requisite 'usable' open space necessary to satisfy the minimum acreage requirement for a project of this size (i.e., eight lots). The applicant proposes 14,438 sq. ft. of usable open space in Tract A; 5,496 sq. ft. of open space in Tract B; resulting in a 'usable' area, totaling 19,934 sq. ft. (Sheet 1 of 6 of Exhibit B2).

The configuration of a proposed Tentative Subdivision Plat can be made to meet all applicable Code requirements regarding vehicle circulation, through the imposition of related conditions of approval (Exhibit D1.2).

---

**Request G – Site Design Review**

---

Due to the provision of usable open space, compliance with the minimum open space required, and the submitted landscape plan, approval of the proposed Site Design Review plan may be granted.

### **Request H – Type C Tree Plan**

---

The proposed Type C Tree Plan for the removal of 20 trees is in substantial compliance with the applicable provisions of Subsection 4.610.40 and 4.620.00. The Board may approve the Type C Tree Removal Plan, together with recommended conditions of approval.

### **ANALYSIS OF ISSUES**

---

**Issue – Lighting Plan Not Clear:** The applicant has illustrated and labeled the location of proposed street lights, but has not provided specifications or ‘cut sheets’ illustrating the composition of those lights. See the discussion found beginning on page 46.

**Issue – Waiver:** The applicant is requesting one (1) waiver from the PDR-3 standards:

- Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet for 2+ stories.**

The proposed waiver is reasonable, and its merits demonstrated by the applicant. See Request E of this report beginning on page 39 for a discussion regarding the requested waivers.



### RECOMMENDED CONDITIONS OF APPROVAL

<b>Condition Numbering Key</b>	
<b>(Prefix = Division or Department)</b>	
<b>PD = Planning Division Conditions</b>	
<b>BD = Building Division Conditions</b>	
<b>PF = Engineering Conditions.</b>	
<b>NR = Natural Resources Conditions</b>	
<b>TR = SMART/Transit Conditions</b>	
<b>FD = Tualatin Valley Fire &amp; Rescue Conditions</b>	

#### ***Request A: DB13-0050: Comprehensive Plan Map Amendment***

##### **Planning Division Conditions:**

On the basis of findings A1 through A17 this action recommends approval of the proposed Comprehensive Plan Map Amendment from Residential 0 – 1 du/ac to Residential 4 – 5 du/ac, and forwards this recommendation to the City Council with no conditions of approval.

#### ***Request B: DB13-0051: Zone Map Amendment***

##### **Planning Division Conditions:**

On the basis of findings B1 through B24 this action recommends approval of the proposed Zone Map Amendment from Residential Agricultural - Holding Zone (RA-H) to Planned Development Residential (PDR-3), and forwards this recommendation to the City Council with no proposed conditions of approval.

#### ***Request C: DB13-0052: Stage I Preliminary Plan***

##### **Planning Division Conditions:**

**PDC 1.** On the basis of findings C1 through C6, this action approves the Stage I Preliminary Plan submitted with this application for eight (8) residential lots (Sheet 1 of Exhibit B2), as entered into the record on March 10, 2014, approved by the Development Review Board, and stamped "Approved Planning Division." Approval of the Stage I preliminary Plan is contingent on City Council approval of Requests A and B for a Comprehensive Plan Map Amendment and a Zone Map Amendment, respectively.

#### ***Request D: DB13-0053: Stage II Final Plan***

##### **Planning Division Conditions:**

**PDD 1.** This action approves the request regarding DB13-0053, for the plans submitted with this application, approved by the Development Review Board, and stamped "Approved Planning Division". Approval for the Stage II Final Plan will expire two years after this action, per Section 4.140(.09)(I).

**PDD 2.** The Applicant/Owner shall develop the site for use as an eight (8) lot residential planned development, unless altered by a subsequent Board approval, or minor



	revisions are approved by the Planning Director under a Class I administrative review process.
<b>PDD 3.</b>	The Applicant/Owner shall provide the general contractor for the proposed project with a copy of the approved plans and conditions of approval adopted by the City.
<b>PDD 4.</b>	The Applicant/Owner shall provide all future purchasers of lots in the project with a copy of the conditions of approval adopted by the City.

<b><u>Building Division Conditions:</u></b>	
<b>BDD 1.</b>	<b>FIRE HYDRANTS.</b> Tualatin Valley Fire & Rescue shall approve the design of the fire hydrant system serving these homes.

<b><u>Engineering Division Conditions:</u></b>													
<b>Standard Comments:</b>													
<b>PFD 1.</b>	All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards.												
<b>PFD 2.</b>	Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts: <table> <tr> <td>General Aggregate</td><td>\$2,000,000</td></tr> <tr> <td>Products-Completed Operations Aggregate</td><td>\$2,000,000</td></tr> <tr> <td>Each Occurrence</td><td>\$2,000,000</td></tr> <tr> <td>Automobile Insurance</td><td>\$1,000,000</td></tr> <tr> <td>Fire Damage (any one fire)</td><td>\$ 50,000</td></tr> <tr> <td>Medical Expense (any one person)</td><td>\$ 10,000</td></tr> </table>	General Aggregate	\$2,000,000	Products-Completed Operations Aggregate	\$2,000,000	Each Occurrence	\$2,000,000	Automobile Insurance	\$1,000,000	Fire Damage (any one fire)	\$ 50,000	Medical Expense (any one person)	\$ 10,000
General Aggregate	\$2,000,000												
Products-Completed Operations Aggregate	\$2,000,000												
Each Occurrence	\$2,000,000												
Automobile Insurance	\$1,000,000												
Fire Damage (any one fire)	\$ 50,000												
Medical Expense (any one person)	\$ 10,000												
<b>PFD 3.</b>	No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, right-of-way and easements have been obtained and Staff is notified a minimum of 24 hours in advance.												
<b>PFD 4.</b>	All public utility/improvement plans submitted for review shall be based upon a 22"x 34" format and shall be prepared in accordance with the City of Wilsonville Public Work's Standards.												
<b>PFD 5.</b>	Plans submitted for review shall meet the following general criteria: <ol style="list-style-type: none"> <li>Utility improvements that shall be maintained by the public and are not contained within a public right-of-way shall be provided a maintenance access acceptable to the City. The public utility improvements shall be centered in a minimum 15-ft. wide public easement for single utilities and a minimum 20-ft wide public easement for two parallel utilities and shall be conveyed to the City on its dedication forms.</li> <li>Design of any public utility improvements shall be approved at the time of the issuance of a Public Works Permit. Private utility improvements are subject to</li> </ol>												



review and approval by the City Building Department.

- c. In the plan set for the PW Permit, existing utilities and features, and proposed new private utilities shall be shown in a lighter, grey print. Proposed public improvements shall be shown in bolder, black print.
- d. All elevations on design plans and record drawings shall be based on NAVD 88 Datum.
- e. All proposed on and off-site public/private utility improvements shall comply with the State of Oregon and the City of Wilsonville requirements and any other applicable codes.
- f. Design plans shall identify locations for street lighting, gas service, power lines, telephone poles, cable television, mailboxes and any other public or private utility within the general construction area.
- g. As per City of Wilsonville Ordinance No. 615, all new gas, telephone, cable, fiber-optic and electric improvements etc. shall be installed underground. Existing overhead utilities shall be undergrounded wherever reasonably possible.
- h. Any final site landscaping and signing shall not impede any proposed or existing driveway or interior maneuvering sight distance.
- i. Erosion Control Plan that conforms to City of Wilsonville Ordinance No. 482.
- j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
- k. All engineering plans shall be stamped by a Professional Engineer registered in the State of Oregon.

**PFD 6.** Submit plans in the following general format and order for all public works construction to be maintained by the City:

- a. Cover sheet
- b. City of Wilsonville construction note sheet
- c. General construction note sheet
- d. Existing conditions plan.
- e. Erosion control and tree protection plan.
- f. Site plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
- g. Grading plan, with 1-foot contours.
- h. Composite utility plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
- i. Detailed plans; show plan view and either profile view or provide i.e.'s at all utility crossings; include laterals in profile view or provide table with i.e.'s at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
- j. Street plans.
- k. Storm sewer/drainage plans; number all lines, manholes, catch basins, and cleanouts for easier reference
- l. Water and sanitary sewer plans; plan; number all lines, manholes, and cleanouts for easier reference.
- m. Detailed plan for storm water detention facility (both plan and profile views),



	<p>including water quality orifice diameter and manhole rim elevations. Provide detail of inlet structure and energy dissipation device. Provide details of drain inlets, structures, and piping for outfall structure. Note that although storm water detention facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.</p> <ul style="list-style-type: none"><li>n. Detailed plan for water quality facility (both plan and profile views). Note that although storm water quality facilities are typically privately maintained they will be inspected by Natural Resources, and the plans must be part of the Public Works Permit set.</li><li>o. Composite franchise utility plan.</li><li>p. City of Wilsonville detail drawings.</li><li>q. Illumination plan.</li><li>r. Striping and signage plan.</li><li>s. Landscape plan.</li></ul>
<b>PFD 7.</b>	Prior to manhole and sewer line testing, design engineer shall coordinate with the City and update the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to the updated numbering system. Design engineer shall also show the updated numbering system on As-Built drawings submitted to the City.
<b>PFD 8.</b>	The applicant shall install, operate and maintain adequate erosion control measures in conformance with the standards adopted by the City of Wilsonville Ordinance No. 482 during the construction of any public/private utility and building improvements until such time as approved permanent vegetative materials have been installed.
<b>PFD 9.</b>	Applicant shall work with City's Natural Resources office before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
<b>PFD 10.</b>	To lessen the impact of the proposed project on the downstream storm drain system, and adjacent properties, project run-off from the site shall be detained and limited to the difference between a developed 25-year storm and an undeveloped 25-year storm. The detention and outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
<b>PFD 11.</b>	A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City to address appropriate pipe and detention facility sizing.
<b>PFD 12.</b>	The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as



	designed.
<b>PFD 13.</b>	Storm water quality facilities shall have approved landscape planted and/or some other erosion control method installed and approved by the City of Wilsonville prior to streets and/or alleys being paved.
<b>PFD 14.</b>	Fire hydrants shall be located in compliance with TVF&R fire prevention ordinance and approval of TVF&R.
<b>PFD 15.</b>	The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems. Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.
<b>PFD 16.</b>	All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
<b>PFD 17.</b>	Sidewalks, crosswalks and pedestrian linkages in the public right-of-way shall be in compliance with the requirements of the U.S. Access Board.
<b>PFD 18.</b>	No surcharging of sanitary or storm water manholes is allowed.
<b>PFD 19.</b>	The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
<b>PFD 20.</b>	The applicant shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets and pedestrian alleyways.
<b>PFD 21.</b>	All required pavement markings, in conformance with the Transportation Systems Plan and the Bike and Pedestrian Master Plan, shall be completed in conjunction with any conditioned street improvements.
<b>PFD 22.</b>	Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.
<b>PFD 23.</b>	The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
<b>PFD 24.</b>	Access requirements, including sight distance, shall conform to the City's



	Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
<b>PFD 25.</b>	The applicant shall provide the City with a Stormwater Maintenance and Access Easement (on City approved forms) for City inspection of those portions of the storm system to be privately maintained. Stormwater or rainwater LID facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all LID storm water components and private conventional storm water facilities; maintenance shall transfer to the respective homeowners association when it is formed.
<b>PFD 26.</b>	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 Minor and Major Collectors. A 10-ft PUE shall be provided along Minor and Major Arterials.
<b>PFD 27.</b>	For any new public easements created with the project the Applicant shall be required to produce the specific survey exhibits establishing the easement and shall provide the City with the appropriate Easement document (on City approved forms).
<b>PFD 28.</b>	<b>Mylar Record Drawings:</b> At the completion of the installation of any required public improvements, and before a 'punch list' inspection is scheduled, the Engineer shall perform a record survey. Said survey shall be the basis for the preparation of 'record drawings' which will serve as the physical record of those changes made to the plans and/or specifications, originally approved by Staff, that occurred during construction. Using the record survey as a guide, the appropriate changes will be made to the construction plans and/or specifications and a complete revised 'set' shall be submitted. The 'set' shall consist of drawings on 3 mil. Mylar and an electronic copy in AutoCAD, current version, and a digitally signed PDF.
<b>PFD 29.</b>	<b>Subdivision or Partition Plats:</b> 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.
<b>PFD 30.</b>	<b>Subdivision or Partition Plats:</b> 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.
<b>Specific Comments:</b>	



<b>PFD 31.</b>	At the request of Staff, DKS Associates completed a Subdivision Trip Generation Update dated September 26, 2013. The project is hereby limited to no more than the following impacts.
	Estimated New PM Peak Hour Trips 8
	Estimated Weekday PM Peak Hour Trips 1
	Through Wilsonville Road Interchange Area
<b>PFD 32.</b>	On Morningside Avenue applicant has proposed to maintain the 32-foot curb-to-curb street width within a 51-foot street right-of-way dedication for the extension of this street. Improvements shall include asphalt roadway, curb and gutter, sidewalk, stormwater system, street trees, and streetlights.
<b>PFD 33.</b>	Summerton Street was previously approved with a 21.5-foot half street right-of-way. Applicant is approved to match the existing street design on the south side by dedicating an additional 13.5 feet of right-of-way (43 feet total), widening the road by 8 feet (32 foot total) and installing curb and gutter, 5-ft sidewalk, stormwater system, street trees, and streetlights.
<b>PFD 34.</b>	On frontage to Canyon Creek Road South the applicant shall be required to construct a 14-foot half-street improvement, face of curb to street centerline (asphalt roadway, curb and gutter, sidewalk, stormwater system, street trees, and streetlights) in compliance with Residential Street Standards as provided in the 2013 Transportation Systems Plan (note that this sidewalk needs to be offset.) Existing street right-of-way is 50 feet; no additional right-of-way dedication is required.
<b>PFD 35.</b>	The proposed site straddles two stormwater basins. Applicant shall design the project so that no net out-of-basin transfers will occur.
<b>PFD 36.</b>	Applicant shall connect storm service lines of lots to the existing or proposed storm systems where feasible; this would include lots 1 and 3 through 8.
<b>PFD 37.</b>	Applicant shall connect sanitary service lines of lots to the existing or proposed sanitary systems.
<b>PFD 38.</b>	Applicant shall be required to connect the existing 8" water systems in Morningside Avenue with extension of this street.
<b>PFD 39.</b>	Applicant shall obtain water service from the existing or proposed water systems.

***Request E: DB13-0054: One (1) Waiver***

**Planning Division Conditions:**

**PDE 1.** This action approves one (1) waiver, as follows:

- a. Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet for 2+ stories, except adjacent to streets.**



<b><i>Request F: DB13-0055: Tentative Subdivision Plat for Eight (8) lots</i></b>	
<b><u>Planning Division Conditions:</u></b>	
<b>PDF 1.</b>	This action approves the Tentative Subdivision Plat for eight (8) lots (Sheet 1 of Exhibit B2), as entered into the record on March 10, 2014, for the proposed project.
<b>PDF 2.</b>	Prior to approval of the Final Subdivision Plat, the applicant/owner shall:
	<ul style="list-style-type: none"><li>a. Assure that the lots shall not be sold or conveyed until such time as the final plat is recorded with Clackamas County.</li><li>b. Submit final construction plans, to be reviewed and approved by the Planning Director, City Engineer, the Tualatin Valley Fire and Rescue District, Natural Resources Manager, and the City Building Official, prior to the project's construction.</li><li>c. The Applicant/Owners shall work with United Disposal Services, Inc (Allied Waste Company) which reviews access. The plat will be evaluated for compliance and conformance at the time of Final Subdivision Plat review.</li><li>d. Submit final drawings and construction plans for the water quality/detention facilities and their outfalls for review and approval of the City Engineer, the Natural Resources Manager and the Environmental Services Division. These plans shall show the SROZ boundary over the development proposal.</li><li>e. Supply the City with a performance bond, or other security acceptable to the Community Development Director, for all capital improvements required by the project.</li><li>f. Submit an application for Final Plat review and approval on the Planning Division Site Development Application and Permit form. The Applicant/Owners shall also provide materials for review by the City's Planning Division in accordance with Section 4.220 of City's Development Code. Prepare the Final Plat in substantial accord with the Tentative Subdivision Plat dated February 20, 2014, as approved by the Development Review Board, and as amended by these conditions, except as may be subsequently altered by Board approval, or by minor revisions by the Planning Director.</li><li>g. Illustrate existing and proposed easements, on the Final Plat.</li><li>h. Dedicate all rights-of-way and easements necessary to construct all private and public improvements required for the project.</li><li>i. Submit a waiver of the right of remonstrance against any local improvement district that may be formed to provide public improvements to serve the subject site.</li><li>j. Provide the City with a recordable instrument guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.</li><li>k. Provide the City Attorney Conditions, Covenants, and Restrictions</li></ul>



	<p>(CC&amp;Rs) for a Homeowners' Association that shall be formed as specified in Section 4.210.01(B)(17), for the development. The Association shall have responsibility for maintenance of all shared private drives, recreation facilities, treatment facilities, open spaces, and fences within the development. The CC&amp;Rs shall be reviewed and approved by the City Attorney, prior to recording the Final Plat.</p> <p>l. The Applicant/Owners shall coordinate the proposed locations and associated infrastructure design with the franchise utilities. Should permanent/construction easements or rights-of-way be required to construct the public improvements or to relocate a franchised utility, the Applicant/Owners shall provide a copy of the recorded documents. Should the construction of public improvements impact existing utilities within the general area, the Applicant/Owners shall obtain written approval from the appropriate utility prior to commencing any construction. Any easements shall be shown on the final plat.</p>
<b>PDF 3.</b>	Prior to the Start of Construction, the applicant/owner shall:
a.	Assure that construction and site development shall be carried out in substantial conformance with the Tentative Subdivision Plat dated February 20, 2014, as approved by the Development Review Board, and as amended by these conditions, except as may be subsequently altered by Board approval, or with minor revisions by the Planning Director.
<b>PDF 4.</b>	The applicant/owner shall install all public streets and utilities.
<b>PDF 5.</b>	Prior to Final Plat approval, the applicant/owner shall provide the City with a recordable instrument guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.
<b>PDF 6.</b>	The applicant/owner shall secure signatures of approval of the Final Plat from the Planning Director and Community Development Director. Following such authorization, the Final Plat may be recorded, according to the procedures employed by the City Engineer.
<b>PDF 7.</b>	The recommended conditions of the Development Engineering Manager and Building Plans Examiner, are hereby incorporated as conditions of approval (Exhibits D1.1, and D1.2).
<b>PDF 8.</b>	Approval of the Tentative Subdivision Plat will expire two years after final approval if substantial development has not occurred on the property within that time, unless extended by the DRB for just cause.
<b>PDF 9.</b>	All construction workers' vehicles and job shacks associated with this project shall be parked and located on site.
<b>PDF 10.</b>	The applicant/owner shall be required to provide the proportionate share of all system development charges that apply to this project. Such amount and proportion of these charges shall be determined by the Community Development Director.
<b>PDF 11.</b>	The City Engineer shall have the authority to grant final approval of the driveway alignments for all lots.



<b><i>Request G: DB13-0056: Site Design Review</i></b>	
<b><u>Planning Division Conditions:</u></b>	
<b>PDG 1.</b>	This action approves the request regarding DB13-0056, for the Site Design Review plans dated February 20, 2014, submitted with this application, approved by the Development Review Board, and stamped "Approved Planning Division". Approval for the Site Design Review Plans will expire two years after this action, per Section 4.140(.09)(I).
<b>PDG 2.</b>	The Applicant/Owner shall develop the site for use as a residential planned development, unless altered by a subsequent Board approval, or minor revisions are approved by the Planning Director under a Class I administrative review process.
<b>PDG 3.</b>	The Applicant/Owner shall provide the general contractor for the proposed project with a copy of the approved plans and conditions of approval adopted by the City.
<b>PDG 4.</b>	The Applicant/Owner shall provide all future purchasers of lots in the project with a copy of the conditions of approval adopted by the City.
<b>PDG 5.</b>	Prior to installation of required landscape materials, the applicant/owner shall: <ul style="list-style-type: none"><li>a. Assure that construction and site development shall be carried out in substantial accord with the Site Design Review plans identified in condition PDG 1, above, as approved by the Development Review Board, and as amended by these conditions, except as may be subsequently altered by Board approval, or by minor revisions approved by the Planning Director.</li><li>b. Submit final plant specifications for shrubs and street trees in the project's rights-of-way, planter strips, and pedestrian pathway/bicycle easements to Planning Division staff for review and approval. Prior to and during construction, Planning Division staff shall consider revisions to these specifications as a Class I development application. The applicant shall note that such approval does not require public notice. Following construction, Planning Division staff shall consider revisions to these specifications as a Class II development application. The applicant shall note that such approval requires public notice.</li><li>c. Assure that all shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon cans when available. The landscaping plan shall be planted at such a density so as to provide a minimum of 95% coverage of landscape areas with vegetation, within a 3 year time period.</li><li>d. Install water-wise or drip-type irrigation to ensure the longevity of all landscaped common areas. Such irrigation plan shall be submitted with the Building Permit drawings and shall be reviewed and approved by the Planning Division for consistency with this approval and landscape plan. Further, landscaping shall be professionally maintained by weeding, pruning and replacing dead plant material as necessary.</li></ul>



e.	Improve open space and recreation areas prior to occupancy of any dwelling or structure within the subdivision, in accordance with the plans approved at the March 10, 2014, public hearing.
f.	Assure that street light standards shall be positioned to illuminate the entrances to intersecting pedestrian paths. Exterior lights shall be positioned in such a way to prevent glare on adjacent streets. Repositioning of light standards and/or installation of hoods or baffles may subsequently be required by Planning Division staff to achieve this requirement.
g.	Coordinate with the U.S. Postal Service regarding the locations of mailbox stations. The U.S. Postmaster has specific standards for locating mail stations so as to provide convenient mail delivery and pickup and not obstruct handicapped accessibility. Furthermore, the mail stations shall be located so as to not diminish required sidewalk or pathway widths, nor obstruct pedestrian movement, nor interfere with fire hydrants or public and private utilities.
<b>PDG 6.</b> In the event that fences are proposed along Canyon Creek Road North, the applicant shall submit, and receive approval for, an application for Class I administrative review by the Planning Division staff, regarding the design of such fences.	
<b>PDG 7.</b> Planning Division staff shall have authority to approve all retaining walls reviewed by the City's Building Division relative to materials and encroachment to the SROZ and its associated Impact Area.	
<b>PDG 8.</b> The applicant shall submit a request to the Planning Division staff for review and approval of the final landscaping installation, prior to occupancy of any dwellings.	
<b>PDG 9.</b> The applicant shall submit a final street tree planting plan, illustrating, at a minimum, one street tree per lot, and demonstrating compliance with the provisions of Section 4.176(.06)(D).	
<b>PDG 10.</b> The applicant shall construct a minimum six (6) foot-wide pedestrian path per Section 4.237(.03)(B), over Tract "B" (Sheet L1 of Exhibit B2).	
<b>PDG 11.</b> The applicant shall submit a final street lighting plan demonstrating compliance with the provisions of Section 4.199.10 – Section 4.199.60.	

***Request H: DB13-0057: Type C Tree Removal Plan***

**Planning Division Conditions:**

- |   |
|---|
| <b>PDH 1.</b> The applicant shall provide the City's Planning Division with an accounting of trees to be removed in the required Type 'C' tree removal plan per the approval of the Development Review Board. Tree mitigation shall replace 20 trees, per Section 4.620 WC. See Finding H2. |
| <b>PDH 2.</b> The applicant shall obtain a Type 'C' tree removal permit prior to the issuance of a grading permit by the City's Building Division.  |
| <b>PDH 3.</b> Prior to construction, the Applicant/Owner shall install six-foot-tall chain-link fencing, with ground-mounted metal stakes a maximum of eight (8) feet on centers, along the   |

driplines of all trees proposed to remain. This fencing shall remain in place throughout construction of the adjacent dwellings.



**MASTER EXHIBITS LIST:**

Note: The following exhibits are hereby entered into the public record by the Development Review Board in consideration of the current applications, as submitted:

**Staff Materials:**

- A. Staff Report

**Applicant's Written and Graphic Materials:**

**B1. Land Use application, date received December 19, 2013, and including:**

Section	Item
1	Application
2	Compliance Report
3	Zone Change Legal Description
4	Arborist's Report, dated 11/5/2013
5	Storm Drainage Report, dated 11/15/2013
6	Title Report, dated 11/27/2012
7	Traffic Impact Report, dated 9/26/2013
8	Notice Mailing List, dated 10/30/2013
9	Preliminary Plat (and Preliminary Plans, reduced size; see list below) ( <del>7</del> 9 drawings) [Amended by the DRB on 3/10/2014.]
10	Prior Approval

**B2. Full Size Drawings/Plan Sheets:**

Sheet No.	Sheet Title
1	Cover Sheet, Sheet Index, and Preliminary Plat
2	Comprehensive Plan Map Amendment/Zone Map Amendment
3	Existing Conditions
4	Preliminary Grading and Demolition Plan
5	Site and Utility Plan
6	Aerial Photo
7	<b>Comprehensive Plan Map [Amended by the DRB on 3/10/2014.]</b>
8	<b>Zone Map [Amended by the DRB on 3/10/2014.]</b>
L1	Landscape Plan

- C1. Letters (neither For nor Against): None submitted

- C2. Letters (In Favor): None submitted

- C3. Letters (Opposed): None submitted

**D1. Staff Submittals**

1. Memo from D. Walters; Building Plans Examiner; dated 2/26/2014
2. E-mail from S. Adams, Development Engineering Manager, with attachments; dated 2/26/2014
3. Comments from Public Works staff; dated 1/30/2014
4. Tax Map, 3S 1W Section 13BA; not dated
5. Tax Map, 3S 1W Section 13BA (relevant portion); not dated

- E1. Exhibits Submitted at Hearing (Reserved)

## FINDINGS OF FACT

### 1. Existing Site Conditions:

The subject site is comprised of one parcel, totaling 1.79 acres. The applicant has provided a site description in the project narrative (Section 2 of Exhibit B1). The subject property is currently zoned Residential Agricultural - Holding Zone (RA-H).

**Surrounding Development:** The adjacent land uses are as follows:

Compass Direction	Existing Use(s)
North	Residential Planned Development
East	Residential
South	Residential Planned Development
West	Vacant Industrial (Mentor Graphics)

### Natural Characteristics:

The subject site contains gently-sloping terrain. A variety of evergreen and deciduous trees are scattered throughout the site. An existing house and accessory structures at 28325 SW Canyon Creek Road South (Tax Lot 5000) currently remain.

### Streets:

The site abuts SW Canyon Creek Road (arterial) on the west, SW Summerton Street on the north, and SW Canyon Creek Road South on the east.

### Previous Planning Applications Relevant to the subject property:

03 DB 43 (A – H)	Renaissance at Canyon Creek
AR13-0056	Venture Properties Interpretation

- 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.
- Notice of the proposed project has been sent to the appropriate agencies involved in the review of public improvements. Comments and conditions of approval from the Building and Engineering Divisions, and Public Works comments were received and are incorporated into this staff report.
- The statutory 120-day time limit applies to this application. The application was received on November 15, 2013. Additional materials were submitted on December 19, 2013. On January 31, 2014, staff conducted a completeness review, on which date the application was deemed complete. The City must render a final decision for the request, including any appeals, by May 31, 2014.



---

## CONCLUSIONARY FINDINGS

---

The applicant's response findings to the applicable land development criteria and Comprehensive Plan goals, policies and implementation measures found in Section 2 of Exhibit B1, are hereby incorporated in this staff report as findings for the recommended action.

---

### REQUEST 'A' – DB13-0050 COMPREHENSIVE PLAN MAP AMENDMENT

---

#### CONCLUSIONARY FINDINGS FOR REQUEST (A):

##### **Comprehensive Plan – Comprehensive Plan Changes**

Pages 7 through 10 of the City of Wilsonville's Comprehensive Plan updated April, 2013, provide the following procedure for amending the Comprehensive Plan:

##### **Who May Initiate Plan Amendments**

A1. The subject property owners through their authorized agent (the applicant) have made application to modify the Comprehensive Plan map designation for their property from 0-1 du/ac to 4-5 du/ac.

##### **Application for Plan Amendment**

A2. The applicant has met all applicable filing requirements for a Comprehensive Plan Map amendment.

##### **Consideration of Plan Amendment**

A3. The Planning Division received the application on November 11, 2013. Staff met with the applicant subsequent to the submittal of the application to discuss the completeness of the application and perceived deficiencies of the application. The Planning Division received revised plans on December 19, 2013. The application was deemed complete on January 31, 2014.

A4. The findings and recommended conditions of approval adopted by the Development Review Board in review of the application to modify the Comprehensive Plan Map designation will be forwarded as a recommendation to the City Council.

##### **Standards for Development Review Board and City Council Approval of Plan Amendments (page 8 of the Comprehensive Plan):**

- a. The proposed amendment is in conformance with those portions of the Plan that are not being considered for amendment.
- b. The granting of the amendment is in the public interest.
- c. The public interest is best served by granting the amendment at this time.
- d. The following factors have been adequately addressed in the proposed amendment:

Suitability of the various areas for particular land uses and improvements;

Land uses and improvements in the area;

Trends in land improvement;

**Density of development;  
Property values;  
Needs of economic enterprises in the future development of the area;  
Transportation access;  
Natural resources; and  
Public need for healthful, safe and aesthetic surroundings and conditions.**

**e. Proposed changes or amendments to the Comprehensive Plan do not result in conflicts with applicable Metro requirements.**

A5. At the writing of this report, the applicant has satisfied Plan requirements of citizen involvement.

A6. Policy 4.1.4 and Implementation Measures 4.1.4.f, 4.1.4.l, and 4.1.4.p of the Comprehensive Plan speak to the City's desire to see the development of housing that is affordable to and serves employees working in the City. The proposed project would provide an incremental net increase of seven (7) new single-family homes within the City.

A7. The applicant has not provided findings relative to affordability of the homes in the project.

A8. The traffic study completed for this project (Section 7 of Exhibit B1), indicating that the proposed entry streets provide sufficient access for emergency vehicles and comply with the traffic level of service requirements of the Development Code and the Transportation Systems Plan.

A9. The property within the proposed project site is currently large lot, which includes a single-family home that was developed on what was rural residential land. The proposed project is currently surrounded by higher density, single-family homes on the south, east and west sides. Implementation Measures 4.1.4.b, d, and o speak to the City's desire to see a diversity of housing types and affordability. The applicant's proposal would provide eight (8) new homes, adding to the diversity of single family home choices in the City. Through the conditions of approval proposed by staff, the project could be adequately served with urban services and would minimize off-site impacts.

A10. Metro's Functional Plan limits cul-de-sac lengths and the distance between local roads. The applicant has provided findings addressing these concerns (Section 2 of Exhibit B1).

#### **Public Notice**

A11. Public Notice of the March 10, 2014, Development Review Board public hearing regarding this application was mailed and posted on February 18, 2014. A notice regarding the April 7, 2014, City Council will follow.

#### **Wilsonville Development Code (WC) – Comprehensive Plan Changes**

**Subsection 4.198(.01) of the Development Code stipulates, "Proposals to amend the Comprehensive Plan, or to adopt new elements or sub-elements of the Plan, shall be subject to the procedures and criteria contained in the Comprehensive Plan. Each such**



**amendment shall include findings in support of the following:**

**Approval Criterion A: “That the proposed amendment meets a public need that has been identified;”**

A12. The adjoining Renaissance at Canyon Creek subdivision is designated on the Comprehensive Plan as Residential 4 - 5 dwelling units per acre which is medium residential density. The “Residential Development” portion of the Comprehensive Plan (Policy 4.1.4) identifies the need for additional housing within the City to serve housing and economic needs of residents and employees working within the City. The March 2012 Development Summary completed by the City indicates that approximately 23% of 4,502 acres of land within the City is zoned Planned Development Residential (PDR).

**City Wide Housing Units**

Type	New	YTD	Total
Apartment	0	0	4591
Condominium	0	0	563
Duplex	0	0	68
Mobile Homes	0	0	20
Mobile Home park	0	0	143
Single Family	21	21	3696
<b>Totals</b>	<b>21</b>	<b>21</b>	<b>9081</b>

On the basis of the above inventory there are 56.75% multi-family (including 563 condominiums), 41.5% single-family (including 68 duplexes) and 1.75% mobile homes. Adjusting the housing units to include the recently approved Brenchley Estates - North project comprising 320 apartment units and 39 single-family units, the revised housing unit split is 58.4% multi-family, 40.3% single family and 1.3% mobile homes. The proposed 15 apartment unit project would increase the percentage of land in PDR zoning and apartment units by a negligible amount. The proposed project would increase the percentage of land in PDR zoning and the number of additional single-family houses by a negligible amount.

Though the City has historically through an older version of the Comprehensive Plan sought to achieve 50 percent in single-family houses, 40 percent in multi-family units and 10 percent in manufactured houses at mobile home parks those percentages the Comprehensive Plan no longer has a stated goal of maintaining those percentages. The Comprehensive Plan was revised in its entirety by City Council Ordinance No. 517 on October 16, 2000. Housing is now determined by density ranges in Table 1 in Finding B2 for each mapped zoning district. Residential development must also be balanced with Policy 4.1.4 and its implementation measures that seek to “provide opportunities for a wide range of housing types, sizes, and densities at prices and rent levels to accommodate people who are employed in Wilsonville.” In the near future, multi-family and single-family housing percentages will become more balanced with the construction of Tonquin Woods (27 homes); Tonquin Woods 2 (168 homes); Copper Creek (21 homes); Jory Trail at the Grove (30 homes); Brenchley Estates – North (27 homes); Retherford Meadows (88 homes); SAP-East, Phase 3 (185 homes) and Willamette Landing (33 homes), for



total 579 homes.

**Approval Criterion B: "That the proposed amendment meets the identified public need at least as well as any other amendment or change that could reasonably be made;"**

A13. The current Comprehensive Plan designation for the subject properties is Residential with a density range of 0-1 dwelling units per acre. The Zoning Map identifies the subject properties as Residential Agricultural – Holding (RA-H). The Planned Development Regulations of the Development Code require that the subdivision of properties such as the subject properties (over two acres) result in a Planned Development community. The applicant proposes a net density of 5.16 dwelling units per acre. The Comprehensive Plan allows a range of densities from 0-1 dwelling units per acre to over 20 dwelling units per acre. The properties to the north, south, and east of the proposed project are designated residential on the Comprehensive Plan Map of the City. The subject property has a Comprehensive Plan designation of 'Residential' with a density of 0-1 dwelling units per acre, while the properties to the north, south and east have a designation of 4-5 dwelling unit per acre. It is appropriate to continue to designate these properties as Residential. In addition, the proposed subdivision has similarities in site density and housing product to other subdivisions nearby such as Renaissance at Canyon Creek, Wilsonville Meadows and Landover subdivisions, making the proposed transitional density of 4-5 du/ac appropriate. Comparisons to the single family density of Wilsonville Meadows need to consider the overall density of the project that includes multi-family projects such as Berkshire Court and Hathaway Village that are part of the overall master plan.

**Approval Criterion C: "That the proposed amendment supports applicable Statewide Planning Goals, or a Goal exception has been found to be appropriate;"**

A14. With the implementation of the proposed conditions of approval, the project supports the applicable Statewide Planning Goals.

**Approval Criterion D: "That the proposed change will not result in conflicts with any portion of the Comprehensive Plan that is not being amended."**

A15. The applicant is requesting an amendment of the Comprehensive Plan Map for the subject properties. The applicant does not propose to modify or amend any other portion of the Comprehensive Plan or Plan Map.



## **METRO'S URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN**

A16. Title 1 of the Urban Growth Management Functional Plan (UGMFP) requires 80% Maximum density at build-out of any particular parcel. With the rewrite of the City's Development Code in November 2000, the lower end of the planned density range was increased to reflect this 80% requirement. The applicant is requesting a zone change to Planned Development Residential (PDR-3), which corresponds to a Comprehensive Plan Map density of 4-5 dwelling units per acre.

### **SUMMARY FINDING FOR REQUEST (A):**

A17. The applicant's proposed Comprehensive Plan Map Amendment meets all applicable requirements, and its approval may be recommend to the City Council.

### **STAFF RECOMMENDATION FOR REQUEST (A):**

Based on findings of fact 1 - 3, analysis and conclusionary findings A1 through A17, staff recommends that the Development Review Board forward the Comprehensive Plan Map Amendment to City Council for a hearing on April 7, 2014, along with the recommended conditions necessary to fully comply with the requirements of the Code. Proposed conditions of approval are found beginning on page 7 of this report.

## **REQUEST 'B' – DB13-0051 ZONE MAP AMENDMENT**

---

The subject property is currently zoned Residential Agricultural Holding (RA-H). The purpose of the RA-H Zone is set forth in the 4.120 of the Code. The proposed Zone Map amendment from RA-H to PDR-3 is intended to serve as a procedure to evaluate the conversion of urbanizeable land to urban land consistent with the Comprehensive Plan. Because the service levels vary throughout the City, the zoning process allows for a case-by-case analysis of the availability of public facilities and services and to determine specific conditions related to needed public facilities improvements. All land development proposals are reviewed for conformity with the Comprehensive Plan and specific standards set forth in the zoning ordinance. As set forth in Subsection 4.197(.02) of the Wilsonville Code, in recommending approval or denial of a proposed zone map amendment, the Development Review Board must at a minimum, adopt findings addressing Criteria A-G, below.

### **Criterion 'A'**

**"That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008 or, in the case of a Planned Development, Section 4.140."**

B1. The applicant has provided findings in Section 2 of Exhibit B1 addressing the tentative plat criteria and the zone map amendment criteria.



**Criterion 'B'**

**"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."**

B2. The applicant has provided findings in Section 2 of Exhibit B1 in response to these Code criteria. Staff is recommending approval of the proposed Comprehensive Plan Map amendment, with conditions of approval contained in this staff report. Approval of the proposed amendment to the zoning map is contingent upon approval of the Comprehensive Plan map amendment by the City Council.

B3. The land area of the proposed subdivision is 1.79 acres. The applicant is proposing to change the Comprehensive Plan designation from 0-1 dwelling units per acre to 4-5 dwelling units per acre. Proposed are a total of eight (8) lots, making the gross density of the proposed subdivision 4.47 dwelling units per acre. Net density (gross minus streets) is 5.16 dwelling units per acre.

**Comprehensive Plan – Residential Development**

**Variety/Diversity of Housing**

**Implementation Measures 4.1.4.c, 4.1.4.g, 4.1.4.j, 4.1.4.k, 4.1.4.l, and 4.1.4.p speak to the City's desire to plan for and establish a variety and diversity of housing types that meet the social and economic needs of the residents, including the need for affordable housing and a balance of housing with jobs.**

B4. The applicant's proposal would provide an incremental net addition of seven (7) single-family houses to the one (1) existing dwelling. Response findings to 4.198(.01)(A) speak to the need for additional single-family housing in the City.

**Implementation Measures 4.1.1.j, 4.1.4.i, 4.1.4.o, and 4.1.4.r speak to the City's desire to approve new residential development concurrent with the availability of public facilities.**

B5. Water, sanitary sewer, and storm sewer are either available to the proposed project (with appropriate connections) or can be supplied to the project. The applicant/owner will be responsible for providing on-site storm water detention for water quality and quantity. The applicant will also be responsible for providing public streets within the project with appropriate right-of-way. The applicant will be required to cap all existing on-site utilities prior to the issuance of building permits by the City.

**Implementation Measure 4.1.4.h: "Require new housing developments to pay an equitable share of the cost of required capital improvements for public services."**

B6. The applicant/owner will be required to pay the equitable share (as determined by the Community Development Director) of the capital improvement costs for public services.

B7. The entirety of the subject properties has a Comprehensive Plan designation of Residential, 0-1 dwelling units per acre. The applicant is proposing a Comprehensive Plan Map designation of 4-5 dwelling units per acre. See Request A, beginning on page 21 of this report.



**Zone Map**

B8. The subject properties are currently zoned Residential Agricultural – Holding (RA-H). The applicant proposes a change to Planned Development Residential (PDR-3) zone to accommodate a total of eight (8) single-family lots averaging 5,969 SF (Section 2 of Exhibit B1).

**Significant Natural Resources**

B9. While vegetation exists throughout the site, it is not found to be within an area identified by the Comprehensive Plan as Significant Resource Overlay Zone.

**Area of Special Concern**

B10. The Comprehensive Plan does not identify the subject property as an area of special concern.

**Criterion 'C'**

**"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 goal 4.3, Objective 4.3.3, Objective 4.3.4, Policy 4.4.2 and Policy 4.4.8 of Wilsonville's Comprehensive Plan text."**

B11. The subject properties are designated "Residential" on the City's Comprehensive Plan Map. The above section of the Comprehensive Plan, mentioned by the applicant regarding this subsection of the Development Code, refers to an older version of the Comprehensive Plan. The corrected references are shown below:

<b>Goal 4.3</b>	<b>Implementation Measure 4.1.4.b</b>
<b>Objective 4.3.3</b>	<b>Implementation Measure 4.1.4.d</b>
<b>Objective 4.3.4</b>	<b>Implementation Measure 4.1.4.e</b>
<b>Policy 4.4.2</b>	<b>Implementation Measure 4.1.4.q</b>
<b>Policy 4.4.8</b>	<b>Implementation Measure 4.1.4.x</b>

The current text is as follows:

**"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 Measures 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text..."**

**Implementation Measure 4.1.4.b – Variety in Housing Type**

**"Plan for and permit a variety of housing types consistent with the objectives and policies set forth under this section of the Comprehensive Plan, while maintaining a reasonable balance between the economics of building and the cost of supplying public services. It is the City's desire to provide a variety of housing types needed to meet a wide range of personal preferences and income levels. The City also recognizes the fact that adequate public facilities and services must be available in order to build and maintain a decent, safe, and healthful living environment."**



B12. The applicant has indicated that the proposed project would develop a housing type similar to that of surrounding subdivisions. The applicant has not provided findings as to how the proposed housing project of this proposal meets the affordability criteria of the Comprehensive Plan. The low vacancy rates of similar subdivisions in the City provide circumstantial evidence that there is demand for the housing product proposed by the applicant. Adequate public services could be made available to the site.

**Implementation Measure 4.1.4.d – Diversity of Housing Types**

**“Encourage the construction and development of diverse housing types, but maintain a general balance according to housing type and geographic distribution, both presently and in the future. Such housing types may include, but shall not be limited to: Apartments, single-family detached, single-family common wall, manufactured homes, mobile homes, modular homes, and condominiums in various structural forms.”**

B13. The applicant has not indicated whether a variety of house models are proposed for the subdivision.

**Implementation Measure 4.1.4.e**

**“Targets are to be set in order to meet the City’s Goals for housing and to assure compliance with State and regional standards.”**

B14. The City has established a 50% multi-family, 40% single-family target for housing in the City. The December 2012 Housing Inventory Report shows a mix of 57% multi-family, and 43% single-family (including rowhouses) dwellings.

**Implementation Measure 4.1.4.q**

**“The City will continue to allow for mobile homes and manufactured dwellings, subject to development review processes that are similar to those used for other forms of housing. Individual units will continue to be allowed on individual lots, subject to design standards. Mobile home parks and subdivisions shall be subject to the same procedures as other forms of planned developments.”**

B15. The applicant is not proposing mobile homes in this application.

**Implementation Measure 4.1.4.x**

**“Apartments and mobile homes are to be located to produce an optimum living environment for the occupants and surrounding residential areas. Development criteria includes:**

- 1. Buffering by means of landscaping, fencing, and distance from conflicting uses.**
- 2. Compatibility of design, recognizing the architectural differences between apartment buildings and houses.**



3. On-site recreation space as well as pedestrian and bicycle access to parks, schools, mass transit stops and convenience shopping.

4. The siting of buildings to minimize the visual effects of parking areas and to increase the availability of privacy and natural surveillance for security.”

B16. The applicant is proposing neither apartments nor mobile homes in this application.

**Criterion ‘D’ – Public Facilities**

“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.”

B17. The City Engineer’s Public Facilities (PF) conditions, imposed upon the subsequent Stage II Final Plan application, will require the applicant to provide adequate road, water, and sewer infrastructure to serve the proposed project. These conditions require that all Public Works permits granted to the applicant/owner will be in accordance with the need determined by the City Engineer to serve the proposed project.

**Criterion ‘E’ – Significant Resource Overlay Zone**

“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 abut 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.”

B18. The SROZ does not affect the subject property.

**Criterion ‘F’**

“That the applicant is committed to a development schedule demonstrating that development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change.”

B19. The applicant indicates that the full build-out of the proposed lots will begin in 2014.

**Criterion ‘G’**

“That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are attached that insure that the project development substantially conforms to the applicable development standards.”



B20. Staff is recommending conditions of approval for the proposed project where necessary to bring the project into compliance with all applicable development standards.

**Subsection 4.197(.03) provides that “If affirmative findings cannot be made for all applicable criteria listed above the Planning Commission or Development Review Board shall recommend that the proposed text or map amendment, as the case may be, be denied.”**

B21. Staff has made affirmative findings for subsection 4.197(.02)(A)-(G), above. Staff is also recommending conditions of approval for the project to ensure compliance with the subject code criteria.

**Subsection 4.197(.04) stipulates that the “City Council action approving a change in zoning shall be in the form of a Zoning Order.”**

B22. Staff is recommending approval of the Stage I Preliminary Plan of the proposed project, together with conditions of approval, and a recommendation for approval of the proposed Zone Map Amendment. A City Council Zoning Order will be required prior to approval of the remaining applications, reviewed later in this report.

**Subsection 4.197(.05) provides “In cases where a property owner or other applicant has requested a change in zoning and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the zoning shall be changed.”**

B23. Staff is recommending a condition of approval that would implement the City Council Zoning Order, contingent on the completion of the conditions of approval adopted by City Council.

#### **SUMMARY FINDING FOR REQUEST (B):**

B24. The applicant’s proposed Zone Map Amendment meets all applicable requirements, and its approval may be recommend to the City Council.

#### **STAFF RECOMMENDATION FOR REQUEST (B):**

Based on findings of fact 1 - 3, analysis and conclusionary findings B1 through B24, staff recommends that the Development Review Board forward the Zone Map Amendment to City Council for a hearing on April 7, 2014, together with the recommended conditions necessary to fully comply with the requirements of the Code. Proposed conditions of approval are found on page 7 of this report.

#### **REQUEST ‘C’ – DB13-0053 STAGE I PRELIMINARY PLAN**

---

#### **CONCLUSIONARY FINDINGS FOR REQUEST (C):**

**Tentative Plat Submission – 4.210(.01)(B)(19)**



- C1. As enabled by the section referenced above, the tentative subdivision plat "...shall be considered as the Stage I Preliminary Plan." The tentative plat is reviewed in Request C, this section.
- C2. The applicant proposes to develop eight (8) lots. Calculations demonstrating compliance with applicable review criteria are found in Sections 1 Exhibit B1.

**Site Information. Subsections 4.009(.01) and 4.140(.07)(A)(1):**

- C3. The applicant has demonstrated ownership of the subject property in the form of written consent of the two current property owners (Section 1 of Exhibit B1).
- C4. The subject property is proposed to be rezoned from Residential Agricultural - Holding Zone (RA-H) to a Planned Development Residential (PDR-3) zone. The proposed residential use of the property is in compliance with uses typically found in the zone.

**Subsection 4.140(.05): Planned Development Permit Process**

- C5. The applicant's response to these criteria is found in the narrative (Section 2 of Exhibit B1). The proposed project is not allowed to proceed nor receive a building permit until all applicable review criteria have been satisfied. By the applicant's submittal, these criteria have been met.

**Subsection 4.140(.07)(A): Preliminary Approval (Stage One) Application Requirements**

- C6. The applicant's proposal is provided by professional services in response to this criterion, as found in Section 2 of Exhibit B1. This criterion is satisfied.

**Subsections 4.140(.07)(B) & 4.035(.04): Preliminary Approval (Stage One) Application Requirements and Site Development Permit Application**

- C7. The applicant's response to Subsection 4.140(.07)(B) can be found in Section 2 of Exhibit B1. The applicant has submitted evidence of the intention to commence construction of the project in 2014, within two years of receiving Stage II Final Plan approval, and a commitment to install, or provide acceptable security for the capital improvements required by the project, at the time of Stage II Final Plan. These criteria are met.

**SUMMARY FINDING FOR REQUEST (C):**

C8. The applicant's proposal satisfies all applicable Code requirements and standards, as discussed above.

**STAFF RECOMMENDATION FOR REQUEST (C):**

Based on findings of fact 1 - 3, analysis and conclusionary findings C1 through C8, staff recommends that the Development Review Board approve the applicant's request for Stage I Preliminary Plan as illustrated in the Preliminary Plat (Sheet 1 of Exhibit B2), together with the recommended conditions necessary to fully comply with the requirements of the Code. Proposed conditions of approval are found on page 7 of this report.

**REQUEST 'D' – DB13-0053 – STAGE II FINAL DEVELOPMENT PLAN**

The applicant is proposing a Stage II Final Plan for eight (8) lots, each for a single family dwelling, and related site improvements. Staff has reviewed the proposed Stage II Final Plan to determine compliance with the Planned Development Regulations. Proposed is a single phase development plan (Sheet 1 of Exhibit B2). The key Stage II Final Plan review standards are the following:

**Subsections 4.140.09(C-F): *Stage II Final Plan***

D1. The applicant's submittal documents provide sufficient detail to satisfy the requirements of Section 4.140.09(C) & (D). These criteria are met.

**Subsection 4.140(.09)(J) – Final Plan approval**

**Subsection 4.140(.09)(J)(1-3) stipulates the following criteria for Final Plan approval:**

1. 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.
2. That the location, design, size and uses are such that traffic generated by the development can be accommodated safely and without congestion in excess of level service "D" 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.
3. 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.

**ZONING, Sections 4.100-4.141**

**Subsection 4.140(.09)(J):** A planned development permit may be granted by the Development Review Board only if it is found that the development conforms to all the following criteria, as well as to the planned development regulations in Section 4.140.

**Additionally, Subsection 4.140(.09)(J)(1) states:** 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.**

**Comprehensive Plan and Zoning:** *Planned Development Residential zone*

- D2. The subject property contains one zoning district Residential Agricultural - Holding Zone (RA-H) for which the applicant has requested a Zone Map Amendment to Planned Development Residential (PDR-3). The Comprehensive Plan currently identifies the subject property as Residential 0 - 1 dwelling units per acre, although the applicant has requested a Comprehensive Plan Map Amendment to Residential 4 – 5 dwelling units per acre. Required minimum density is achieved by the applicant's proposal. See page 24 for a discussion of density.

**Subsection 4.118.03(B):** *Waivers.*

- D3. The applicant is seeking one (1) waiver to the Planned Development Regulations. This requested waiver is discussed in Request E of this report.

**Subsection 4.113:** *Standards Applying to Residential Developments in any Zone:*

Subsection 4.113 provides for the required open space in new residential developments. In addition, Implementation Measures 4.1.5.d, 4.1.5.j, and 4.1.5.k speak to the Comprehensive Plan's desire to create and conserve open space in the City for specified objectives.

**Subsection 4.113.02(A) – Outdoor Recreational Area - Standards Applying To Residential Developments In Any Zone.**

**(.01) Outdoor Recreational Area in Residential Developments.**

**A. Purpose.** The purposes of the following standards for outdoor recreational area are to provide adequate light, air, open space and usable recreational facilities to occupants of each residential development. Outdoor recreational area shall be:

1. Designed with a reasonable amount of privacy balanced between indoor and outdoor living areas. Such outdoor recreational area shall be provided consistent with the requirements of this Section.
2. Recreational areas shall be provided in keeping with the needs of the prospective tenants and shall not be located in required yards, parking, or maneuvering areas, or areas that are inaccessible. Standards for outdoor recreational areas may be waived by the Development Review Board upon finding that the recreational needs of the residents will be adequately met through the use of other recreational facilities that are available in the area.
3. In mixed-use developments containing residential uses, the Development Review Board shall establish appropriate requirements for outdoor recreational area, consistent with this Section.
4. The Development Review Board may establish conditions of approval to alter the amount of required outdoor recreation area, based on findings of projected need for the development. Multi-family developments shall provide at least the following minimum recreational area:



- a. For ten (10) or fewer dwelling units, 1000 square feet of usable recreation area;
  - b. For eleven (11) through nineteen (19) units, 200 square feet per unit;
  - c. For twenty (20) or more units, 300 square feet per unit.
5. Outdoor recreational area shall be considered to be part of the open space required in the following subsection.

( 02) Open Space Area shall be provided in the following manner:

A. In all residential subdivisions including subdivision portions of mixed use Development where (1) the majority of the developed square footage is to be in residential use or (2) the density of residential units is equal or greater than 3 units per acre, at least twenty-five percent (25%) of the area shall be in open space excluding streets. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations and usable open space such as public park area, tot lots, swimming and wading pools, grass area for picnics and recreational play, walking paths, and other like space. For subdivisions with less than 25% SROZ lands and those with no SROZ lands, the minimum requirement shall be  $\frac{1}{4}$  acre of usable park area for 50 or less lots  $\frac{1}{2}$  acre of usable park area for 51 to 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. Front, side and rear yards of individual residential lots shall not be counted towards the 25% open space.

Provided, however, where SROZ is greater than 25% of the developable area for any development, the development must also provide  $\frac{1}{4}$  acre of usable park area for a development of less than 100 lots, and  $\frac{1}{2}$  acre of usable park area for a development of 100 lots, and pro rata amounts based on this formula for subdivisions exceeding 100 lots. The Development Review Board may waive the usable open space requirement if there is substantial evidence in the record to support a finding that the intent and purpose of the requirement will be met in alternative ways. Irrespective of the amount of SROZ, a development may not use phasing to avoid the minimum usable space requirement.

Multi-family developments shall provide a minimum of 25% open space excluding streets. Open space must include, as a minimum natural areas that are preserved under the City's SROZ regulations, and outdoor recreational area as provided in 4.113(.01)(A)(1) through (5) [Amended by Ord. 589 8/15/05]

- B. 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 parks 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.



**C. 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 any pertinent bylaws, covenants, or agreements prior to recordation.**

- D4. The above residential development standards require that 25% of the site be set aside for outdoor and recreation space. Those requirements are met through proposed Tracts A and B, totaling 19,934 sq. ft., which is 25.6% of the site area, meeting code. The nearest public park is Canyon Creek Park.
- D5. The above criteria also require that a minimum of one-quarter acre (10,890 square feet) of usable recreation area be provided. This recreation area can be included in the 25% parks and open space requirement. A total of 19,934 sq. ft. is proposed, satisfying this minimum Code requirement.
- D6. Covenants, Conditions, and Restrictions of the Homeowner's Association will be required, in order to place the ownership and maintenance responsibilities for the common areas upon the Homeowners Association (HOA). Condition PDF 2.k is recommended to achieve this result.

**Subsection 4.113(.03)(B) – Building Setbacks**

- D7. See Request E, below, for the discussion of proposed waivers to building setbacks.

**Subsection 4.113(.04) – Building Height**

- D8. The applicant does not propose to exceed the maximum 35' height limitation. This criterion is satisfied as a result.

**Subsection 4.113(.07) – Fences**

- D9. The applicant is proposing to complete the existing masonry wall along SW Canyon Creek Road (west), connecting the existing segments with masonry pilasters and wooden fence panels (Sheet L.1 of Exhibit B2). Sideline fences are proposed between the proposed lots, completing the pattern of existing fences constructed as part of Renaissance at Canyon Creek.

**Subsection 4.171(.04): Natural Resource Protection – Trees and Wooded Areas**

- D10. The applicant's arborist report (Section 4 of Exhibit B1), identifies 28 on-site trees. Only one of these trees is a native species (Douglas-fir). The applicant proposes to retain eight (8) trees. Conformance of the proposed project with the City's tree ordinance is considered in a report regarding proposed tree removal (Case File DB13-0057), which is a companion to this application, and found in Request H of this report.

**Parking - Section 4.155** of the Wilsonville Code sets forth the minimum parking standards for off-street parking. The applicable subsections of this code are the following:



**Subsection 4.155(.03)(B)(8) and Table 5: Parking Standards.**

- D11. Each proposed dwelling would be required to provide one (1) off-street parking space, which is accomplished with garage or driveway parking on each of the eight (8) proposed home sites.

**Schools**

- D12. The applicant has not estimated how many school-age children will reside within the project at full build-out, but has provided response findings regarding schools (page 12 of Section 2 of Exhibit B1). Given the small number of proposed dwelling units, the impact to existing schools will be equally small. While not required by the Development Code, staff suggests the applicant provide the West Linn/Wilsonville School District with this estimate to aid in the school district's planning of future facilities.

**Traffic**

**Comprehensive Plan– Implementation Measures 3.1.6a-3.1.6.cc - Transportation**

- D13. The street layout aligns to the existing topography. Proposed are two (2) public streets and sidewalks, providing to access the proposed houses.

**Subsection 4.140(.09)(J)(2): Traffic Concurrency.**

**Subsection 4.140(.09)(J)(2)** of the Wilsonville Code stipulates review criteria for Stage II of the planned development process:

**“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.”**

Additionally, Subsection 4.140(.09)(J)(2)(a)(ii) requires that the traffic study performed to determine whether a proposed project will generate traffic in excess of Level of Service D (LOS D) look at “what impact the estimate generated traffic will have on existing level of service including traffic generated by (1) the development itself, (2) all existing developments, (3) Stage II developments approved but not yet built, and (4) all developments that have vested traffic generation rights under section 4.140(.10), through the most probable used intersection(s), including state and county intersections, at the time of peak level of traffic.”

- D14. The traffic study for the project estimates eight (8) total daily trips, seven (7) of which are new p.m. peak hour trips<sup>1</sup> (Section 7 of Exhibit B1).

<sup>1</sup> The number of approved dwellings reviewed in the original Traffic Impact Analysis was for 86 lots, but was reduced to 79 lots (including future partitions), based upon materials in the original case file.



- D15. Prior to the issuance of building permits by the City, the property owner shall be responsible for paying all applicable systems development charges (SDCs) for the proposed project.
- D16. The Oregon Department of Transportation (ODOT) seeks to preserve traffic capacity on the freeway system, so ODOT was notified of this proposal. No comments have been received from ODOT.

#### **Streets**

- D17. No additional dedication of right-of-way is required along SW Canyon Creek Road (west). A dedicated public right-of-way connection between two existing segments of SW Morningside Avenue is proposed, to provide access through the project. The Engineering Division staff further requires widening of the 21.5-foot-wide paved existing improvement of SW Summerton Street, from SW Morningside Avenue to SW Canyon Creek Road South, located on the east side of the project. In addition, the Engineering Division will require a 14-foot-wide half-street improvement to SW Canyon Creek Road South. See Conditions PFD 32, PFD 33, and PFD 34.

#### **Section 4.167: Access, Ingress, and Egress**

##### **Subsection 4.177(.01)(H): Access Drives and Lanes**

- D18. The applicant's proposed vehicular circulation and access from SW Morningside Avenue to SW Canyon Creek Road South is depicted in Sheet 1 of Exhibit B2. The Engineering Division staff requires a 32-foot-wide paved improvement for the proposed connection of SW Morningside Avenue at the west end of the project, and a widened 32-foot-wide paved improvement of the existing segment of SW Summerton Street, from SW Morningside Avenue to the existing right-of-way of SW Canyon Creek Road South, located on the east side of the project (Exhibit D1.2). Conditions PFD 32, PFD 33, and PFD 34 are recommended to achieve these requirements.

##### **Subsection 4.177.01(B): Sidewalk Requirements**

- D19. The applicant's proposed pedestrian circulation is found on Sheet 5 of Exhibit B2, which includes sidewalks along all proposed public streets. A pedestrian walkway is proposed for Tract B, with a proposed connection to the private drive located abutting to the north.

##### **Subsection 4.140(.09)(J)(3): Public Facilities.**

**Subsection 4.140.09(J)(3)** stipulates, "*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.*"

#### **Public Services**

- D20. Staff has requested comment from public service providers (e.g., Wilsonville Police, Tualatin Valley Fire & Rescue, South Metro Area Rapid Transit, etc.) within the City about the potential of providing service to the subject project. No comments were subsequently received.

##### **Subsection 4.140.09(J)(3) – Adequate Facilities and Services**

- D21. Policy 3.1.2 and Implementation Measures 3.1.2.a and 3.1.2.e of the Comprehensive Plan



require that urban development only be allowed where necessary facilities and services can be provided. The proposed project has available to it, or will be required to make available to it, adequate facilities to serve the project.

#### **Sanitary Sewer**

- D22. Policy 3.1.4 and Implementation Measures 3.1.4.b and 3.1.4.f specify the responsibilities for providing sanitary sewer service to new development. A 12-inch sanitary sewer line running parallel to the westerly property line of the site in SW Canyon Creek Road serves the project, as well as 8-inch lines in SW Morningside Avenue, SW Summerton Street, and SW Canyon Creek Road South. The applicant/owner will be required to install and fund, including the payment of system development charges, all improvements necessary to provide the project with sanitary sewer service. Any existing septic systems on site shall be removed prior to the issuance of a final grading permit of that particular phase.

#### **Water**

- D23. Policy 3.1.5 and Implementation Measures 3.1.5.c and 3.1.5.d specify the responsibility for providing water service to new development. Public water is available to the site in a 12-inch water line running parallel to the westerly property line of the site in SW Canyon Creek Road (west), as well as 8-inch lines in SW Morningside Avenue, SW Summerton Street, and SW Canyon Creek Road South.. The applicant illustrates that a water line will be looped through the project to ensure adequate fire flows. Any existing wells will need to be capped prior to the issuance of building permits.

#### **Storm Drainage**

- D24. A 12-inch storm drainage line running parallel to the westerly property line of the site in SW Canyon Creek Road serves the project, as well as 12-inch lines in SW Morningside Avenue, and SW Summerton Street. There is currently not a storm drainage line available in SW Canyon Creek Road South. The developer of the project has the responsibility to fund and install all necessary storm water facilities to meet the requirements of the City's Storm Water Master Plan. The final design and installation of all storm water facilities will require a public works permit from the City's Engineering Division. See Condition PFD 11.

#### **Semi-Public Utilities**

- D25. The applicant will need to consult with the private utility providers (e.g., gas, electric, cable, waste collection, etc.) within the City about the potential of providing service to the subject project. Allied Waste Services (now named Republic Services) provided input in the initial review of Renaissance at Canyon Creek, indicating their ability to serve the project. The currently proposed circulation design was considered at that time. Although that design is proposed to be adjusted (eliminating access for two lots from the existing private drive), the circulation design remains largely as originally conceived.



**Subsection 4.140(.09)(I): Duration of Stage II Approval**

- D26. Approval of the Stage II Final Plan will expire two years after the approval date, if substantial development has not occurred on the property in that time. Upon application, the DRB may grant three (3) subsequent one-year extensions to this approval, upon findings of good faith efforts to develop the property per this code criterion.

**SUMMARY FINDINGS FOR REQUEST D:**

---

As demonstrated in findings D1 through D27, the proposed Stage II Final Plan **meets** all the City criteria in Subsection 4.140(.09)(J)(1) - Land Use, as follows:

- D27. The location and uses of the proposed housing project are consistent with the Comprehensive Plan, and with any other applicable plan, development map or Ordinance adopted by the City Council. The project's modified density complies with the proposed density range required by the Comprehensive Plan.
- D28. The location, design, size and uses of the proposed housing project are such that traffic generated by the development can be accommodated safely and without congestion in excess of level service "D" defined in the highway capacity manual published by the National Highway Research Board on existing or immediately planned arterial or collector streets.
- D29. The location, design, size and uses of the proposed housing project are such that the residents or establishments to be accommodated will be adequately served by existing or immediately planned facilities and services.

**REQUEST 'E' – DB13-0054 WAIVER**

---

**Section 4.118.03 Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:**

**A. Waive the following typical development standards:**

1. minimum lot area;
2. lot width and frontage;
3. height and yard requirements;
4. Lot coverage;
5. lot depth;
6. street widths;
7. sidewalk requirements;
8. height of buildings other than signs;
9. parking space configuration;
10. minimum number of parking or loading spaces;
11. shade tree islands in parking lots, provided that alternative shading is provided;
12. fence height;
13. architectural design standards;
14. transit facilities; and
15. solar access standards, as provided in Section 4.137.

- E1. The code (Section 4.140(.07)(B)(7)) requires that all waivers be specified at the time of Stage I Preliminary Plan (i.e., Preliminary Plat) approval. Regarding this requirement, the applicant is requesting the following waiver from the PDR-3 zone requirements:
- Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet for 2+ stories.**
- E2. The applicant's response findings, found in Section 1 of Exhibit B1, provide evidence necessary for the Board to approve the proposed waiver.
- E3. Staff finds that the requested waiver is necessary to enable construction of single-family dwellings similar to those in the existing portions of Renaissance at Canyon Creek.

**SUMMARY FINDINGS FOR REQUEST E:**

---

- E4. Based upon the applicant's response findings found in Section 1 of Exhibit B1, the request for one (1) waiver may be approved.



## **REQUEST 'F' – DB13-0055 TENTATIVE SUBDIVISION PLAT**

---

### **Tentative Plat Submission – 4.210(.01)(B)**

- F1. The proposed tentative subdivision plat (Sheet 1 of Exhibit B2) illustrates eight (8) lots, and shows existing and proposed easements, meeting this criterion.

### **General Requirements – Streets**

#### **Section 4.236(.01) – Conformity to the Master Plan or Map**

- F2. Canyon Creek Road (west) is listed in the City's 2013 Transportation System Plan as a minor arterial. The existing improvement was constructed in 2004 to accommodate the traffic impact of this classification, meeting this criterion.
- F3. Summerton Street and Canyon Creek Road South are both local streets, each of which will require improvements as a part of this action. See the discussion found beginning on page 37.

#### **Section 4.236(.02)(A) - Relation to Adjoining Streets**

- F4. The existing circulation pattern in the Renaissance at Canyon Creek subdivision (in two recorded plats), abutting to the west, north and south, provides an opportunity for a through-street connection (i.e., SW Morningside Avenue), and widening of SW Summerton Street, enabling a loop configuration through the intervening subject parcel, Tax Lot 5000.

#### **Section 4.236(.08) – Existing Streets**

- F5. The City Engineer's Public Facilities conditions require that all right-of-way dedications, easements and street improvements are to be completed to the requirements of the City's 2013 Transportation System Plan.
- F6. An existing private street, west of SW Morningside Avenue, abutting to the north side of the subject property, is ineligible to provide access, due to provision of the Development Code enacted in 2010 (Section 4.178(.02)(A)). Access to Lots 7 and 8 is proposed from the proposed extension of SW Morningside Avenue.

#### **Subsection 4.177(.01)(G) – Dead End Streets**

This section requires that "new dead-end streets or cul-de-sacs shall not exceed 200 feet in length, unless the adjoining land contains barriers such as existing buildings, railroads or freeways, or environmental constraints such as steep slopes, or major streams or rivers, that prevent future street extension and connection."

- F7. No dead-end streets or culs-de-sac are proposed as part of this project.

**Section 4.237(.02) – Easements**

- F8. Engineering Division staff have noted that an existing 8-inch public water line in SW Morningside Avenue must be extended through the site. See Condition PFD 39.
- F9. The applicant's submittal documents indicate that appropriate easements will be provided as part of the final plat. The Engineering Division requires that all easements on the final plat be specified per the City's Public Works Standards and approved by the City Engineer prior to the issuance of Engineering Division permits for the project.

**Section 4.237(.03) – Pedestrian and bicycle pathways.**

- F10. The proposed Tentative Subdivision Plat specifies five (5) foot-wide sidewalks along the proposed frontages of SW Morningside Avenue, SW Summerton Street and SW Canyon Creek Road South.

**Section 4.237(.04) – Tree Planting**

- F11. Sheet L1 of Exhibit B2 identifies the location and species of proposed street trees. The applicant will be required to provide a recorded instrument guaranteeing the City the right to enter the site and plant, remove, or maintain approved street trees that are located on private property.

**Section 4.237(.05) – Lot Size and Shape**

**Subsection 4.124.3, PDR-3 specifies the following for lot size and shape:**

- “(01) Average lot size: 7,000 square feet.**
  - (.02) Minimum lot size: 5,000 square feet.**
  - (.03) Minimum density at build-out: One unit per 8,000 square feet.**
  - (.04) Other standards:**
    - A. Minimum lot width at building line: Forty (40) feet.**
    - B. Minimum street frontage of lot: Forty (40) feet...**
    - C. Minimum lot depth: Sixty (60) feet.**
    - D. Setbacks: per Section 4.113(.03).**
    - E. Maximum building or structure height: Thirty-five (35) feet.**
    - F. Maximum lot coverage: Fifty percent (50%) for lots containing less than 7,000 square feet...**
- F12. The applicant proposes to comply with all but one of the requirements listed above. The applicant is requesting one (1) waiver from the setbacks required by Section 4.113(.03), as follows:
- Minimum side yard less than 7 feet for two stories - **Proposed minimum side yard five (5) feet, including 2+ stories.**



See Request E, beginning on page 39 of this report, for the staff analysis of the proposed waiver.

- F13. The proposed dwellings will be less than 35 feet in height, meeting code.

**Subsection 4.124.3(.04)(A) – Minimum Lot Width at Building Line**

- F14. The PDR-3 Zone requires a minimum lot width at the building line of 40 feet. All proposed lots meet this requirement.
- F15. The applicant is proposing to provide intersection improvements to SW Canyon Creek Road South, which will provide one of three public access points for the project.

**Section 4.237(.08) – Side Lot Lines**

- F16. The applicant has requested a waiver to the minimum side yard, requesting that it be less than 7 feet for two stories. The proposed minimum side yard is five (5) feet, including structures with two or more stories. See the discussion of the waiver in Request E, beginning on page 39 of this report.

**Section 4.237(.10) – Building Line**

- F17. The proposed Stage II Final Plan (Sheet 1 of Exhibit B2) illustrates building lines relative to yard setbacks, for which one (1) waiver has been requested. See Request E for proposed waiver.

**Section 4.237(.11) – Build-To-Line**

- F18. The proposed Stage II Final Plan (Sheet 1 of Exhibit B2) does not propose build-to-lines.

**Section 4.237(.12) – Land for Public Purposes**

- F19. The applicant will be required to dedicate all public utility easements deemed necessary by the City Engineer for the project, prior to approval of any final inspection requested subsequent to this action, if approved.

**Section 4.237(.13) – Corner Lots**

- F20. All radii within the proposed subdivision are in excess of 10 feet, which meet this criterion.

**Section 4.262 – Improvements – Requirements**

- F21. The City Engineer's conditions require the installation of all public utilities to the City's Public Works standards.

**4.264 – Improvements – Assurance**

- F22. The applicant has not yet furnished an assurance to the City for the complete installation of all improvements. The applicant will be required to provide a cost estimate and security acceptable to the City Engineer for the completion of all public improvements.

**SUMMARY FINDING FOR REQUEST F:**

---

- F23. With the proposed 14,438 sq. ft. of usable open space, and 5,496 sq. ft. of additional open space, for a total of 19,934 sq. ft. overall, the proposed Tentative Subdivision Plat for eight (8) lots has demonstrated compliance with all applicable Code requirements.



**REQUEST 'G' – DB13-0056 SITE DESIGN REVIEW:**

---

**Subsection 4.125.18(P)(1):** An application for approval of a Site Design Review Plan shall be subject to the provisions of Section 4.421.

- G1. The applicant has provided response findings to the applicable criteria (Section 1 of Exhibit B1). Staff concurs with these findings except where otherwise noted.

**Section 4.421: Site and Design Review - Criteria and Application of Design Standards**

- (.01)** The following standards shall be utilized by 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 or innovation. The specification of one or more particular architectural styles is not included in these standards.

**A. Preservation of Landscape.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soils removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

- G2. The proposed Type C Tree Removal Plan requires the review and approval of the Development Review Board (DRB), and is being processed concurrently with this request. Removal of 20 trees is proposed (Section 4 of Exhibit B1). This proposed removal is reviewed in Request H, beginning on page 49 of this report.

**B. Relation of Proposed Buildings to Environment.** Proposed structures shall be located and designed to assure harmony with the natural environment, including protection of steep slopes, vegetation and other naturally sensitive areas for wildlife habitat and shall provide proper buffering from less intensive uses in accordance with Sections 4.171 and 4.139 and 4.139.5. The achievement of such relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, street access or relationships to natural features such as vegetation or topography.

- G3. This proposal includes a review of the medium density residential requirements. It also includes the review of landscaping and open space. The purpose of this Site Design Plan is to provide more detailed landscape information.

**C. Drives, Parking and Circulation.** With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not detract from the design of proposed buildings and structures and the neighboring properties.

- G4. The proposed project is large enough to provide a circulation system for transportation options (automobiles, bicyclists and pedestrians). The current design provides for all of these methods of transportation, as required by the City's engineering standards.

**Parking Analysis:**

- G5. Table 5 of Section 4.155 requires 1 parking space per dwelling unit. The eight (8) dwelling units proposed require a minimum of eight (8) parking spaces. Sheet of Exhibit B2 and Section 2 of Exhibit B1 indicates the ability to provide a total of eight (8) garage or driveway parking spaces.

**Lighting:**

- G6. Although site lighting appears to be comprised of mast lighting, this is not confirmed by the applicant's utility plan. To assure compliance, a condition will be imposed, requiring lighting to comply with the current provisions of Section 4.199.10 – 4.199.60. See Condition PFD 20.

**Section 4.176: Landscaping**

- G7. A detailed landscape plan is provided with this request, in accordance with the requirements of Section 4.176(.09), and 4.440(.01)(B) [Sheet L1 of Exhibit B2]. The proposed landscape design meets minimum code requirements.
- G8. Street trees are a major component of proposed landscaping (Sheet L1 of Exhibit B2). Proposed are 17 street trees at 2.5" caliper.

**Subsection 4.176.02(D): Low Screen Landscape Standard**

- G9. The proposed landscape plan (Sheet L1 of Exhibit B2) illustrates the plant materials proposed, according to the landscape plan. The landscape plan lists a combination of 11 different types of grasses and large and small shrubs. A combination of primarily deciduous trees is proposed throughout the site. The proposed landscape plan meets this criterion.

**Subsection 4.176.03: Landscape Area.**

- G10. As illustrated on the landscape plan (Sheet L1 of Exhibit B2), the proposed landscape exceeds 15% minimum coverage (i.e., the total area of Tracts A and B), meeting code.

**Subsection 4.176.04(C) & (D): Buffering and Screening**

- G11. The submittal documents do not indicate the location of the heating, ventilation, and air condition (HVAC) equipment. The City reserves the right to require further screening of the HVAC equipment should it be visible from off-site, ground level view.



**Subsection 4.176(.06)(A-E): Plant Materials.**

- G12. This request includes landscaping treatment on common property, Tracts A and B. Installation of landscaping on private property is the developer's responsibility. A homeowners association will be made responsible for professional maintenance of the landscaping. The proposed landscape plan meets this criterion.
- G13. The proposed landscape plan (Sheet L1 of Exhibit B2) will be required to meet the spread requirement of 10" to 12". The specified tree and ground cover types are of a size and spacing that can meet the criteria of 4.176(.06)(A)(1) and (2), and (B).
- G14. The proposed landscape specifications for secondary and accent trees meet code criterion for caliper size and/or height. This code criterion is met.

**Subsection 4.176(.07)(A-D): Installation and Maintenance**

- G15. Plant materials, once approved by the DRB, shall be installed to current industry standards and shall be properly staked to assure survival. Support devices (guy wires, etc.) shall not be allowed to interfere with normal pedestrian or vehicular movement. Maintenance of landscaped areas is the on-going responsibility of the property owner. Any landscaping installed to meet the requirements of this code, or any condition of approval established by city decision-making body acting on an application, shall be continuously maintained in a healthy, vital and acceptable manner. Plants that die are to be replaced in kind, within one growing season, unless the city approves appropriate substitute species. Failure to maintain landscaping as required in this subsection shall constitute a violation of the city code for which appropriate legal remedies, including the revocation of any applicable land development permits, may result.

**Subsection 4.176(.10): Completion of Landscaping**

- G16. The applicant's submittal documents do not specify whether a deferment of the installation of the proposed planting plan is requested. The applicant will be required to post a bond or other security acceptable to the Community Development Director for the installation of the approved landscaping, should the approved landscaping not be installed by the time of final occupancy.

**Section 4.175: Public Safety and Crime Prevention**

- G17. The utility plan (Sheet 5 of Exhibit B2) depicts the proposed location of lighting fixtures. A final lighting plan will be required to be submitted as a condition of this action. See Condition PFD 20.

**Section 4.450: Installation of Landscaping**

- G18. All landscaping approved by the Development Review Board must be installed prior to issuance of occupancy permits, unless security equal to one hundred and ten percent (110%) of the cost for landscaping is filed with the City.

**Subsection 4.176(.10) – Completion of Landscaping**

- G19. The applicant will be required to post a bond or other security acceptable to the Community Development Director for the installation of the landscaping. If the proposed project proceeds in more than one phase, the applicant will be required to post a bond or other security for each phase of the project.

**Section 4.176(.12)(D): Irrigation**

- G20. A conceptual irrigation plan has not been provided. A permanent underground irrigation system is required to be provided for all lawn, shrub and tree plantings at the time building permits are issued for projects. Irrigation must not be excessive to harm existing trees. The City may approve temporary irrigation to beautify selected landscaped areas for marketing reasons, but irrigation must be above ground installation, and it must be removed to comply with the final landscape and in-ground irrigation plans as determined by the City. The irrigation plan will need to be provided, including the information required in Subsections 4.179.09(A)-(D). See condition PDG 5.d.

**Section 4.800: Wireless communications facilities**

- G21. A conditional use permit is required for any wireless communications pursuant to Section 4.800 of the Wilsonville Code. No such facilities are currently proposed.

**SUMMARY FINDING FOR REQUEST G:**

---

- G22. As demonstrated in findings G1 through G21, with conditions of approval referenced therein, the proposed Site Design Review Plans may be approved.



## **REQUEST 'H' – DB13-0057 TYPE 'C' TREE PLAN**

---

### **Section 4.600 – Tree Preservation and Protection**

#### **(.50) Application for Tree Removal Permit**

- (.02) Time of Application:** Application for a Tree Removal Permit shall be made before removing or transplanting trees, except in emergency situations as provided in WC 4.600.40 (1)(B) above. Where the site is proposed for development necessitating site plan or plat review, application for a Tree Removal Permit shall be made as part of the site development application as specified in this subchapter,

#### **Also Subsection 4.610.40: Type C Permit**

- H1. An arborist report has been provided (Section J of Exhibit B2). The arborist report documents the condition, viability, and which trees will be retained on the site and which will be removed because of construction or condition on the project site. The inventory that was provided by the arborist lists tree species, size, condition and recommended treatment. The recommended treatments were based on tree characteristics as well as location within the site.

A total of 13 different tree species was inventoried on the site, of which only one (1) is a native species.

#### **Subsection 4.620.00: Tree Relocation, Mitigation, or Replacement**

- H2. The City of Wilsonville requires mitigation planting when live trees are removed. The 20 trees currently proposed for removal are subject to mitigation requirements. The 17 proposed street trees and six (6) trees proposed in the open space (west), to be planted as shown on the landscape plan (Sheet L1 of Exhibit B2), are sufficient to replace those proposed to be removed. Staff recommends Condition PDH 1 to assure compliance with this criterion.
- H3. **Tree Protection During Construction:** Tree protection specifications are proposed and are included in the arborist report, meeting code.

### **SUMMARY FINDINGS FOR REQUEST H:**

---

- H4. The proposed Type C Tree Removal Plan is in substantial compliance with the applicable provisions of Subsection 4.610.40 and 4.620.00, subject to compliance with the recommended conditions of approval.

## **PLEASE NOTE:**

**THE LARGE EXHIBITS FOR  
ORDINANCE Nos. 738  
AND 739 ARE ON THE  
CD INCLUDED IN YOUR  
PACKET.**



MORRINGSIDE AVENUE

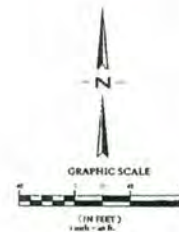
RES 4-5

RES 0-1 TO 4-5

RES 4-5

RES O-4

RES 4-5



### LEGEND

 PROPOSED ZONE CHANGE  
RES 0-1 TO 4-5

City of Wilsonville  
EXHIBIT B2.7

**SFA Design Group, LLC**  
STRUCTURAL | CIVIL | PLUMBING | MECHANICAL  
1628 200 Washington Square Dr, Suite 105  
Portland, Oregon 97225  
PH (503) 641-4211 FAX (503) 641-7000  
<http://www.sfdsg.com>

COMP PLAN MAP  
CANYON CREEK II  
38325 SW OLD CANYON CREEK ROAD  
CLACKAMAS COUNTY, OREGON

SHEET	2A	RECORD BY <u>MA</u> DATE <u>3/28/84</u>	NO. DATE	REVISION	BY
	05	DRAWN BY <u>DM</u> DATE <u>3/28/84</u>			
PROJECT NO. <u>10-06</u> REF.	SCALE <u>1"=6'</u>	REVIEWED BY <u>MA</u> DATE <u>3/28/84</u>			
PROJECT 1 CANYON CREEK					
MAY 1984					
1"=6'					





## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>  April 7, 2014	<b>Subject: Ordinance No. 740</b> A Moratorium on Medical Marijuana Facilities within the City of Wilsonville  <b>Staff Member:</b> Barbara Jacobson and Mike Kohlhoff  <b>Department:</b> Legal
<b>Action Required</b> <input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda	<b>Advisory Board/Commission Recommendation</b> <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b>  
<b>Staff Recommendation:</b> Passage of Proposed Ordinance No. 740.	
<b>Recommended Language for Motion:</b> I move to approve Ordinance No. 740 on first reading.	
<b>PROJECT / ISSUE RELATES TO:</b> <i>[Identify which goal(s), master plans(s) 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:

Whether or not to impose a one-year moratorium on the location of medical marijuana dispensaries within the boundaries of the City of Wilsonville, as permitted under the recently passed Senate Bill 1521c.

### EXECUTIVE SUMMARY:

Senate Bill 1531c, passed by the Oregon Legislature during the short 2014 legislative session, allows for a one (1) year ban on registered medical marijuana facilities by local jurisdictions,

provided that the ban is put into place no later than May 1, 2014. If the moratorium is put into place by the City of Wilsonville, the ban will remain in place until May 1, 2015. Earlier passage of an Oregon law (House Bill 3460 (2013)) that legalized medical marijuana dispensaries in Oregon was unpopular and controversial, with many local jurisdictions who, through a variety of legal measures, attempted to ban or restrict medical marijuana dispensaries within their respective jurisdictions. Along those lines, and as City Council is aware, the City of Wilsonville enacted Ordinance No. 734, which prohibits the issuance of a business license to any business that, by its very nature, is illegal under either state or federal law. Federal law still holds that any use or sale of marijuana is illegal. Due to the outcry from local governments, the Oregon Legislature reconsidered their action during the 2014 session and enacted Senate Bill 1521c, which establishes a clear process for local jurisdictions who wish to impose a ban on medical marijuana dispensaries, at least temporarily. In response to passage of this new legislation and the ongoing potential legal challenge to the City's business license Ordinance No. 734, legal staff recommends that it is prudent to adopt the ban, in the manner approved by the Oregon Legislature, as a safe harbor, rather than relying solely on our existing Ordinance No. 734, especially given the possibility it could be overturned by the courts if successfully challenged. As noted above, the ban allowed by the Oregon Legislature is temporary (May 1, 2014 to May 1, 2015), with the Legislature anticipating that a more permanent resolution will occur during the next legislative session.

**EXPECTED RESULTS:**

The proposed Ordinance is expected to prevent medical marijuana dispensaries from locating within the City of Wilsonville City limits and will avoid potential legal challenges to doing so.

**TIMELINE:**

Immediate. Due to time constraints imposed by the Oregon Legislature for passage of this moratorium, the proposed Ordinance also declares an emergency to allow for immediate passage.

**CURRENT YEAR BUDGET IMPACTS:**

None, but passage could help avoid potential costly legal challenges to the City's existing Ordinance No. 734.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: CAR      Date: 3/26/14

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ      Date: 3/26/14

The legal department prepared this Ordinance based on a model ordinance drafted by legal counsel for the League of Oregon Cities.

**COMMUNITY INVOLVEMENT PROCESS:**

This matter has been of ongoing discussion during past City Council meetings and work sessions open to the public.



**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The goal is that this Ordinance will prevent the location of medical marijuana dispensaries within the City of Wilsonville until clear and proper regulations can be promulgated to help prevent related crime and negative impacts to the community and neighboring businesses.

**ALTERNATIVES:**

The Council has the following options for consideration of this Ordinance:

- 1) To approve Ordinance No. 740;
- 2) To not approve Ordinance No. 740.

**CITY MANAGER COMMENT:****ATTACHMENTS**

A. Ordinance No. 740

## **ORDINANCE NO. 740**

### **AN ORDINANCE OF THE CITY OF WILSONVILLE DECLARING A MORATORIUM ON MEDICAL MARIJUANA FACILITIES, AND DECLARING AN EMERGENCY**

WHEREAS, the Oregon Legislature enacted House Bill 3460 (2013), which requires the Oregon Health Authority to develop and implement a process to register medical marijuana facilities; and

WHEREAS, House Bill 3460 (2013) directed that persons who operate or are employed by a registered medical marijuana facility would enjoy immunity from state prosecution; and

WHEREAS, the issue of whether a local government believes a certain type of business should operate within its jurisdictional limits is a local government decision, the enforcement of which is subject to the general and police powers of that jurisdiction; and

WHEREAS, The Oregon Legislature enacted Senate Bill 1531 (2014), which removes immunity from state prosecution for a person who is responsible for or employed by a registered medical marijuana facility located in an area subject to the jurisdiction of a city or county that enacts a moratorium prohibiting the operation of a medical marijuana facility; and

WHEREAS, the City Council believes it is in the best interests of the health, safety, and welfare of the citizens of the City of Wilsonville to enact such a moratorium prohibiting the operation of a medical marijuana facility within the jurisdictional boundaries of the City of Wilsonville; and

WHEREAS, the City of Wilsonville, pursuant to Ordinance No. 734 already prohibits the issuance of a City of Wilsonville business license for any business that is, by its nature, illegal under state or federal law; and

WHEREAS, this moratorium is consistent with Ordinance No. 734, which remains in effect.

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

1. The City of Wilsonville hereby prohibits the operation of any medical marijuana facility in any area subject to the jurisdiction of the City of Wilsonville. As used in this section, "medical marijuana facility" includes any facility that dispenses marijuana pursuant to ORS 475.314 or any other provision of Oregon law.



2. The moratorium imposed by this Ordinance shall be effective until May 1, 2015, unless rescinded sooner.
3. The Clackamas County Sheriff's Department, pursuant to its law enforcement agreement with the City of Wilsonville, is charged with enforcement of the moratorium.
4. The remedies available under Senate Bill 1531 (2014) for a violation of the moratorium imposed by this Ordinance are not exclusive of any other remedies available under any applicable federal, state, or local law. It is within the discretion of the City of Wilsonville to seek cumulative remedies for a violation of the moratorium imposed by this Ordinance.
5. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.
6. This Ordinance is necessary for the immediate preservation of the public peace, health, and safety; an emergency is therefore declared to exist, and this Ordinance takes effect immediately on its passage.

SUBMITTED to the Wilsonville City Council and read for the first time at a meeting thereof on the 7<sup>th</sup> day of April, 2014, and scheduled for second reading on April 21, 2014, 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 \_\_\_\_\_, 2014, by the following votes:                      Yes: \_\_\_\_                      No: \_\_\_\_

---

Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2014.

---

TIM KNAPP, MAYOR

**SUMMARY OF VOTES:**

Mayor Knapp  
Council President Starr  
Councilor Goddard  
Councilor Fitzgerald  
Councilor Stevens



## Medical Marijuana Facility Moratorium Ordinance

### Introduction

In March 2014, the Oregon Legislature passed Senate Bill 1531, which purports to restrict local government regulation of medical marijuana facilities to only time place and manner restrictions,<sup>1</sup> unless a city or county (local jurisdiction) enacts<sup>2</sup> an ordinance declaring a moratorium and notifies the Oregon Health Authority of such moratorium by May 1, 2014. SB 1531 limits the moratorium to May 1, 2015, after which it is replaced by the time, place, and manner restrictions.

This model moratorium ordinance is intended to aid local jurisdictions in implementing local decisions. The model is not a substitute for legal advice. Any local jurisdiction considering a moratorium should consult with legal counsel to obtain advice regarding the advantages, disadvantages, limitations, and applicability of such an ordinance to local circumstances. This sample is intended to be a starting, not an ending point, for any jurisdiction considering a moratorium on medical marijuana facilities. The law in this area is complex, and jurisdictions might face unintended consequences by simply adopting the following model without adequate legal counsel.

This model is predicated on the understanding that the moratorium represents an exercise of the jurisdiction's home rule authority and police powers to prohibit certain activities within the territorial limits of the city or county.<sup>3</sup> Pursuant to SB 1531, the moratorium has the additional effect of removing the immunity provisions of the Oregon Medical Marijuana Act for anyone operating a medical marijuana facility in an area of a moratorium, notwithstanding that they may be a medical marijuana card holder or previously registered with the Oregon Health Authority under ORS 475.314.

Jurisdictions that adopted a moratorium type ordinance prior to the effective date of SB 1531 are advised to consult with legal counsel to determine the adequacy of the prior enactment and its relationship to SB 1531.

Finally, it is important to note the jurisdictions that adopt a moratorium must notify the Oregon Health Authority. The Oregon Health Authority is currently developing a process by which local jurisdictions may provide such notice. LOC and AOC are monitoring that issue and will provide additional guidance when known.

## **Model Ordinance**

### **AN ORDINANCE OF THE {CITY/ COUNTY} OF {NAME} DECLARING A MORATORIUM ON MEDICAL MARIJUANA FACILITIES, AND DECLARING AN EMERGENCY**

*WHEREAS*, the Oregon Legislature enacted House Bill 3460 (2013) which requires the Oregon Health Authority to develop and implement a process to register medical marijuana facilities;

*WHEREAS*, House Bill 3460 (2013) directed that persons who operate or are employed by a registered medical marijuana facility would enjoy immunity from state prosecution;

*WHEREAS*, the issue of whether a local government believes a certain type of business should operate within its jurisdictional limits is a local government decision, the enforcement of which is subject to the general and police powers of that jurisdiction;

*WHEREAS*, the Oregon Legislature enacted Senate Bill 1531 (2014) which removes immunity from state prosecution for a person who is responsible for or employed by a registered medical marijuana facility located in an area subject to the jurisdiction of a city or county that enacts a moratorium prohibiting the operation of a medical marijuana facility; and

*WHEREAS*, the {City Council/County Board of Commissioners} believes it is in the best interests of the health, safety and welfare of the citizens of {City/County Name} to enact such a moratorium prohibiting the operation of medical marijuana facilities within the jurisdictional boundaries of {City/County Name};

**NOW THEREFORE, BASED ON THE FOREGOING, THE {CITY/COUNTY NAME}  
ORDAINS AS FOLLOWS:**

**MORATORIUM DECLARED.** The {City/County} of {Name} hereby prohibits the operation of any medical marijuana facility in any area subject to the jurisdiction of {City/County} of {Name}. As used in this section, "medical marijuana facility" includes any facility that dispenses marijuana pursuant to ORS 475.314 or any other provision of Oregon law.

**DURATION OF MORATORIUM.** The moratorium imposed by this ordinance shall be effective until May 1, 2015, unless rescinded sooner.<sup>4</sup>

**ENFORCEMENT.** The {title of public official, i.e., chief of police, sheriff} is charged with enforcement of the moratorium.

**REMEDIES NOT EXCLUSIVE.** The remedies available under Senate Bill 1531 (2014) for a violation of the moratorium imposed by this ordinance are not exclusive of any other remedies available under any applicable federal, state or local law. It is within the discretion of the {City/County} of {Name} to seek cumulative remedies for a violation of the moratorium imposed by this ordinance.

**SEVERABILITY.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this



Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

EMERGENCY. This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance takes effect on its passage.<sup>5</sup>

---

<sup>1</sup> SB 1531 is predicated on the assumption that the preemption in SB 863 (adopted in the 2013 Special Session and codified at ORS 633.738) includes medical marijuana. SB 863, known as the so called "Genetic Modified Organism (GMO) Bill," preempts local regulations of certain agricultural products. Specifically, SB 1531 states that, notwithstanding the preemption in SB 863, local governments may impose reasonable time, place, and manner regulations on medical marijuana. Likewise, SB 1531 assumes that HB 3460 (the so called "dispensary bill" codified at ORS 475.314) may preempt local authority to regulate medical marijuana facilities. However, it is debatable whether SB 863 or HB 3460 indeed preempt local control of medical marijuana, and if so, whether that preemption is, in turn, preempted by federal law under the analysis set out by the Oregon Supreme Court in *Emerald Steel Fabricators, Inc. v. Bureau of Labor and Industries*, 348 Or. 159, 230 P.3d 518 (2010). Consequently, local jurisdictions are encouraged to consult with their legal counsel to obtain an opinion on the relationship of SB 863 and HB 3460 to SB 1531 and federal law, to determine whether the jurisdiction is limited to only "reasonable time, place, and manner" restrictions, either without or after a moratorium.

<sup>2</sup> SB 1531 expressly uses the term "enact." The Oregon Court of Appeals has held that the term "enact" refers to the date upon which the governing body took the final action required under its rules, and not necessarily its effective date. *American Energy v. City of Sisters*, 250 Or App 243, 280 P3d 985, *rev den* 352 Or 377, 290 P3d 813 (2012). In order to make the May 1, 2014, deadline, cities that desire to impose a moratorium should examine their rules and determine whether they are able to suspend certain rules to expedite the adoption of the ordinance.

<sup>3</sup> As an exercise of the jurisdiction's police powers, this model is separate and distinct from a land use moratorium that operates to suspend a local jurisdiction's land use actions for a period of time. Consequently, as drafted, this model prohibits the operation of a medical marijuana facility, but does not suspend the application of business license or land use ordinances, which could already restrict the issuance of a license or permit if the proposed business or land use activity is unlawful under local, state, or federal law. Nonetheless, local jurisdictions should consult with their legal counsel on the applicability of ORS 197.610 to their situation.

<sup>4</sup> The Oregon Health Authority has indicated it might not acknowledge a moratorium ordinance unless it includes an end date of May 1, 2015.

<sup>5</sup> Although SB 1531 requires a governing body desiring to impose a moratorium to enact the ordinance by May 1, 2014, this ordinance includes an emergency clause to make the ordinance effective upon adoption.

# **City of Wilsonville**

## **February 2014**



**Clackamas County Sheriff's Office**  
**2223 Kaen Rd**  
**Oregon City, OR 97045**

[www.co.clackamas.or.us/sheriff](http://www.co.clackamas.or.us/sheriff)



## Monthly Summary

During February 2014, 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 456 calls for service, which was an average of 15.7 calls per day.

The monthly average for calls for service during the past three years has been 485.5. The 456 calls in the City during the month of February reflect a 6.1% 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>
2009	6,273	522.8	17.2
2010	5,803	483.6	15.9
2011	5,539	461.6	15.2
2012	5,709	475.8	15.6
2013	6,230	519.2	17.1

An overall look at the shift activity reflects the following percentages of calls taken, traffic stops made and reports written for February.

	<u>Percentage of Calls Taken</u>	<u>Percentage of Traffic Stops</u>
Graveyard:	17.1%	21.1%
Day Shift:	46.1%	58.3%
Swing Shift:	36.8%	20.7%

During February 2014, 242 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:	242	=	51	21.1%	141	58.3%	50	20.7%
Citations Issued:	151	=	15	9.9%	110	72.8%	26	17.2%

Included in the above totals are 113 traffic stops (46.7%) and 92 citations (60.9%) issued by the Traffic Unit.

### **Calls for Service**

<b>Number of Calls Per Shift</b>	<b>February 2014</b>	<b>Monthly Average 2013</b>
	<b>456</b>	<b>519.2</b>
<b>Graveyard</b> (2100-0700)	<b>78     17.1%</b>	<b>103.3     19.9%</b>
<b>Day Shift</b> (0700-1700)	<b>210     46.1%</b>	<b>228.4     44.0%</b>
<b>Swing Shift</b> (1100-0300)	<b>168     36.8%</b>	<b>187.4     36.1%</b>
<b>Average Number of Calls Per Day</b>	<b>15.7</b>	<b>17.1</b>

### **Other Officer Activity**

<b>Type of Activity</b>	<b>February 2014</b>	<b>2013 Monthly Average</b>
<b>Follow-Up Contact</b>	<b>72</b>	<b>73.4</b>
<b>Foot Patrol</b>	<b>6</b>	<b>4.2</b>
<b>Premise Check</b>	<b>74</b>	<b>97.0</b>
<b>Subject Stop</b>	<b>24</b>	<b>31.6</b>
<b>Suspect Contact</b>	<b>3</b>	<b>4.3</b>
<b>Suspicious Vehicle Stop</b>	<b>32</b>	<b>38.5</b>
<b>Warrant Service</b>	<b>13</b>	<b>15.1</b>
<b>Total:</b>	<b>224</b>	<b>264.0</b>

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. For actual criminal activity during the month see the "Reports Written" chart.



### Types of Calls

Type of Calls	February 2014	2013 Monthly Average
Abandoned Vehicle	1	0.8
Accidents (All)	29	25.2
Alarms	65	49.8
Animal Complaint	3	8.8
Assault	4	4.1
Assist Outside Agency	17	11.6
Assist Public	43	36.7
Burglary	12	6.2
Criminal Mischief	11	14.3
Death Investigation	1	2.2
Disturbance	23	26.7
Extra Patrol Request	3	19.5
Fire Services	8	7.1
Fraud	5	11.5
Hazard	14	12.6
Juvenile Problem	11	14.4
Kidnap		.0
Mental	3	5.6
Minor In Possession	1	0.8
Missing Person	2	2.0
Noise Complaints	6	8.6
Open Door / Window	1	2.5
Promiscuous Shooting	2	1.3
Property Found / Lost / Recovered	3	13.9
Provide Information	15	27.2
Prowler	1	0.8
Recovered Stolen Vehicle	3	2.3
Robbery		0.9
Runaway Juvenile	6	5.3
Sexual Crime (All)	1	3.1
Shooting		0.2
Stolen Vehicle / UUMV	5	4.9
Suicide Attempt / Threat	6	6.7
Suspicious Circumstances	10	12.4
Suspicious Person	10	25.3
Suspicious Vehicle	10	11.3
Theft / Shoplift	43	37.9
Threat / Harassment / Menacing	12	14.8
Traffic Complaint	23	26.9
Unknown / Incomplete Call	0	13.3
Unwanted / Trespassing	8	10.9
Vice Complaints (Drugs)	5	6.3
Violation of Restraining Order	2	1.5
Welfare Check	13	13.5
Other Not Listed Above	5	7.7
Total:	<b>456</b>	<b>519.2</b>

### Reports Written

Type of Report	February 2014	2013 Monthly Average
Accident	Not available at this time	15.4
Theft		30.1
Criminal Mischief		11.0
Burglary		4.5
Stolen Vehicle		3.8
Identity Theft		1.9
Assault		2.1
Drug Crimes		4.8
Miscellaneous Reports		127.9
<b>Report Totals:</b>		<b>201.5</b>

Shift Totals	February 2014	2013 Monthly Average	
Graveyard Shift:		38.7	19.2%
Day Shift:		103.4	51.3%
Swing Shift:		59.4	29.5%





## Juvenile Department

### 2013 Quick Facts

- **Referrals:** 30 Wilsonville youth were referred to the City Diversion Panel.
- **Completions:** 93% of the youth who entered an agreement successfully completed the program.
- **Service Hours:** 52 hours of restorative community service work were performed in your community by youth.
- **Re-Offense Rate:** Youth who were referred to a City Diversion Panel re-offended 7.9% compared to 27.1% for youth statewide.
- **Volunteers:** Wilsonville had a total of 2 Diversion Panel volunteers in 2013.
- **Volunteer Hours:** Volunteers contributed 20 hours of volunteer time in 2013.
- **Latino Youth:** Two regional Diversion Panels served 52 Latino youth in Clackamas County in 2013.



## Wilsonville City Diversion Panel

### 2013 Summary

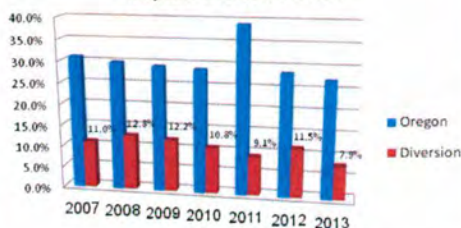
In 2002, the Wilsonville City Diversion Panel was created as a collaborative and cooperative project between Clackamas County Juvenile Department and the City of Wilsonville.

The Diversion Panel model was based on the underlying assumption that the youth, the community and the City benefit when minor offenders are held accountable within their own communities.



When youth are held accountable in their own communities they are able to see and experience the impact their actions had on those around them. These youth are also given the opportunity to restore the community and victims for harm done to them.

Clackamas County Diversion Panel Repeat Offender Rate



(Recidivism is measured by youth who were referred to diversion panels in the prior year.)



### City Diversion Panels

- Teens contribute to *their* community
- Community members volunteer
- Teens are held accountable in Wilsonville
- Service projects are identified by your community
- Proven low re-offense rate
- Teens and volunteers develop healthy working relationships
- Positive outcome-oriented results

### Your City Diversion Panel Works

*"We may not be able to prepare the future for our children, but we can at least prepare our children for the future."*

~Franklin D. Roosevelt





## History of Clackamas County City Diversion Panels

The development of the Clackamas County City Diversion Panels was based on a restorative justice model which has the underlying assumptions that community involvement with minor offenders is beneficial to all involved and that holding youth accountable in their own town provides the youth an opportunity to make logical cause and effect associations about actions and consequences.

In July of 2002, the Clackamas County Juvenile Department officially began the City Diversion Panel Project. Several forces came together which led to their creation. One important development coming forward was a funding source. A State Juvenile Crime Prevention initiative was implemented and as a result, each participating County received State money to prevent juvenile crime. Secondly, research had recently been released which indicated "low risk" offenders should be held accountable for their behavior but the consequence should be quick, appropriate and not excessive. Thirdly, some cities felt more could be done to hold juvenile offenders accountable and were asking for an opportunity to work with juvenile offenders who live in their communities. Lastly, the Juvenile Department knew that 80% of juvenile crime is committed by 8% of the offenders. The Juvenile Department was anxious to identify these "High Risk" offenders and focus the bulk of its attention on having a serious impact on juvenile crime. Hence, the creation of the City Diversion Panels allowed the Cities to be involved with its low risk offenders; they allowed more juveniles to be held accountable and they provided an opportunity for the Juvenile Department to focus its attention on "High Risk" juvenile offenders.

In July of 2002, Canby, Gladstone, Lake Oswego, Milwaukie, Molalla, Oregon City, Sandy, West Linn and Wilsonville began their City Diversion Panels. Estacada came on board in January of 2003. In January 2008, Happy Valley developed their City Diversion Panel.

The "Low Risk" youth referred to Diversion Panels are typically first time offenders who were involved in violations like possession of alcohol or marijuana and misdemeanors such as criminal mischief or theft.

Because of the language barrier, Latino youth in Clackamas County have historically been more difficult to divert to alternative resources such as City Diversion Panels. A small grant was obtained in 2009 and as a result, Clackamas County Juvenile Department developed two Latino City Diversion Panels - one in Canby and one in Milwaukie. As the result of these two panels, all Latino youth eligible for diversion are referred to either the Canby or Milwaukie Latino Diversion Panels.

Over the years, the City Diversion Panel partnerships have evolved to a point that the communities have become integrally involved in key Diversion Panel decisions, design, planning and work site selection.

Today each city has a Diversion Panel Coordinator who coordinates panel activities and is employed by a local nonprofit. A Juvenile Department supervisor acts as a liaison to facilitate communication and trainings. Youth appear before a panel of volunteer community members who decide upon an appropriate intervention. In 2013, City Diversion Panels received 502 new referrals and 313 "completions" - several youth are still completing their assignments.



King, Sandy

---

**From:** White, Shelley  
**Sent:** Thursday, March 06, 2014 11:03 AM  
**To:** Straessle, Linda  
**Cc:** King, Sandy  
**Subject:** Please Post: Notices  
**Attachments:** 1400305 Revised PHN DRB and CC mrw.doc

Linda – Would you please post this REVISED notice to the City Website for Renaissance at Canyon Creek II. The Case File numbers have been corrected and a City Council Hearing Date has been added. We are not re-sending to the paper as Sandy King has sent a notice to the paper for publishing on March 18 (19?) for the April 7 CC hearing, but I HAVE re-sent it to the mail list and posted as per usual.

DB13-0050 et al – Renaissance at Canyon Creek II

Thanks,

*Shelley White*

Administrative Assistant  
City of Wilsonville  
Ph: 503 570-1575  
[swhite@ci.wilsonville.or.us](mailto:swhite@ci.wilsonville.or.us)

DISCLOSURE NOTICE: Messages to and from this E-mail address may be subject to the Oregon Public Records Law.

---

**From:** White, Shelley  
**Sent:** Thursday, March 06, 2014 10:19 AM  
**To:** ComCenter Temp; Erickson, Andrea  
**Subject:** RE: Please Post: Notices

Would you please use this version instead of the previous one for Renaissance at Canyon Creek? I forgot to BOLD the items that were being Revised.

Thanks!

*Shelley White*

Administrative Assistant  
City of Wilsonville  
Ph: 503 570-1575  
[swhite@ci.wilsonville.or.us](mailto:swhite@ci.wilsonville.or.us)

DISCLOSURE NOTICE: Messages to and from this E-mail address may be subject to the Oregon Public Records Law.

---

**From:** White, Shelley  
**Sent:** Thursday, March 06, 2014 9:59 AM  
**To:** ComCenter Temp; Erickson, Andrea  
**Subject:** Please Post: Notices

Hi Ladies!

Would you please post the following notices for me? (Some are in PDF version because Word was acting up for me)

- 1) Notice of Pending Administrative Action: SR14-0006 – Microsoft Signs
- 2) Notice of Pending Administrative Action: AR14-0011 – Charbonneau Homeowners Assoc – storage shed addition
- 3) Revised Notice of Public Hearing: DB13-0050 et al – Renaissance at Canyon Creek II
  - This notice *replaces* a previous version that listed the case files as DB~~14~~**13**-0050 instead of DB~~13~~**13**. A City Council hearing date was also added. Please leave it up until after the City Council meeting on April 7.

*Shelley White*

Administrative Assistant  
City of Wilsonville  
Ph: 503 570-1575  
[swhite@ci.wilsonville.or.us](mailto:swhite@ci.wilsonville.or.us)

DISCLOSURE NOTICE: Messages to and from this E-mail address may be subject to the Oregon Public Records Law.



**REVISED NOTICE OF PUBLIC HEARING**  
**CITY OF WILSONVILLE**  
**DEVELOPMENT REVIEW BOARD, PANEL A**  
**CITY COUNCIL**

---

Notice is hereby given that the **WILSONVILLE DEVELOPMENT REVIEW BOARD PANEL A** will hold a **PUBLIC HEARING** on **MONDAY, March 10, 2014, AT 6:30 P.M.**, at **CITY HALL, 29799 TOWN CENTER LOOP EAST**, Wilsonville, Oregon.

Notice is hereby given that the **WILSONVILLE CITY COUNCIL** will hold a **PUBLIC HEARING** on **MONDAY, APRIL 7, 2014, AT 7:00 P.M.**, at **CITY HALL, 29799 TOWN CENTER LOOP EAST**, Wilsonville, Oregon.

---

**CASE FILES:**

DB13-0050 Comprehensive Plan Map Amendment  
DB13-0051 Zone Map Amendment  
DB13-0052 Stage I Preliminary Plan  
DB13-0053 Stage II Final Plan  
DB13-0054 Waiver  
DB13-0055 Tentative Subdivision Plat  
DB13-0056 Site Design Review  
DB13-0057 Type 'C' Tree Plan

**APPLICANT:** Renaissance Development

**LOCATION:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**REVIEW CRITERIA:** *Planning and Land Development Ordinance:* Sections 4.008-4.015; 4.113; 4.118; 4.120; 4.124; 4.124.4 and 4.124.5; 4.139.00 – 4.139.10; 4.140; 4.140(.07); 4.140(.09); 4.154; 4.155; 4.167; 4.171; 4.175; 4.176; 4.177; 4.178; 4.197; 4.198; 4.199; 4.210 – 4.270; 4.300 – 4.320; 4.400 through 4.450; 4.600 – 4.600.50 and 4.620.00 – 4.620.10; *Other Planning Documents:* Storm Water Master Plan; Transportation Systems Plan; Bicycle And Pedestrian Master Plan and Comprehensive Plan.

**PROJECT SUMMARY:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**CONTACT PERSON:** Michael R. Wheeler, Associate Planner; (503) 682-4960.



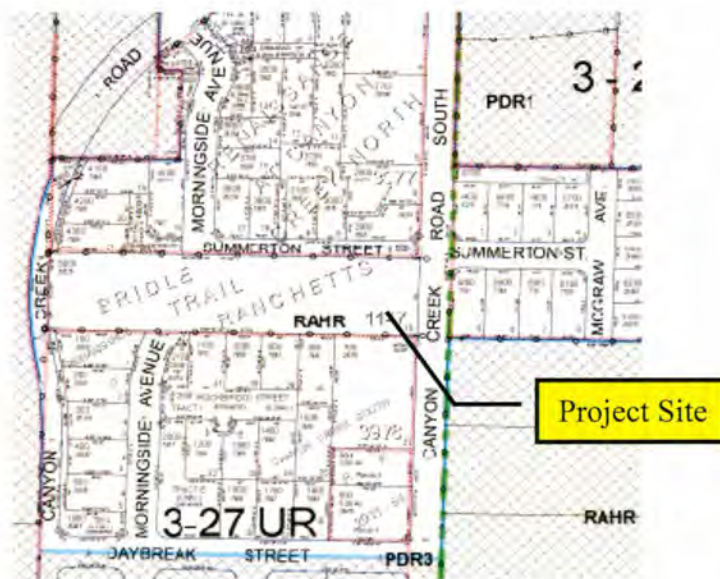
Copies of the approval criteria are available from the Wilsonville Planning Division, located at the City Hall at 29799 Town Center Loop East, and may be purchased at the cost of 25 cents per page. A complete copy of the relevant file information, including the staff report and recommendations, will be available for inspection seven days prior to the public hearing. Copies will also be available for review at the Wilsonville Public Library.

Any interested party may testify at the public hearing or submit written testimony at or prior to the hearing. **Written comments must be received at Wilsonville City Hall, Planning Division by February 27, 2014**, to be included in the staff report. **Mail written statements to the City of Wilsonville Planning Division; 29799 Town Center Loop East; Wilsonville, OR 97070.** The procedures that govern the hearing will be stated at the meeting and are found in Chapter 2.560 of the Wilsonville Code and ORS 197.763.

Please be advised that any issue that is intended to provide a basis for appeal must be raised before the close of the Development Review Board hearing, in person or by letter, with sufficient specificity to afford the Development Review Board and the parties an opportunity to respond to the issue. Failure to raise an issue with sufficient specificity will preclude any appeal on that issue. The decision of the Development Review Board may be appealed to the City Council by parties with standing.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide qualified sign language interpreters and/or qualified bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Shelley White, Planning Administrative Assistant, at (503) 682-4960.

#### TAX MAP (PORTION)





**EXPLANATION OF REVISED PUBLIC HEARING NOTICE**  
**RENAISSANCE AT CANYON CREEK II**

---

**WHAT (*Case Files*):**

DB13-0050 Comprehensive Plan Map Amendment  
DB13-0051 Zone Map Amendment  
DB13-0052 Stage I Preliminary Plan  
DB13-0053 Stage II Final Plan  
DB13-0054 Waiver  
DB13-0055 Tentative Subdivision Plat  
DB13-0056 Site Design Review  
DB13-0057 Type 'C' Tree Plan

**WHERE (*Subject property*):** See vicinity map on last page of this public hearing notice

**WHERE (*Public Hearing*):** City Hall Council Chambers, 29799 SW Town Center Loop East, Wilsonville, OR 97070

**WHEN:** Development Review Board on March 10, 2014, at 6:30 pm  
**City Council on April 7, 2014 at 7:00 pm**

**WHO:** City of Wilsonville Development Review Board, Panel A; the City Council; the Applicant; Interested Parties

**WHY:** Renaissance Development, is requesting approval for an eight (8) lot single family planned development.

**Property Owner:** James Dillon and Debra Gruber

**Applicant:** Renaissance Development

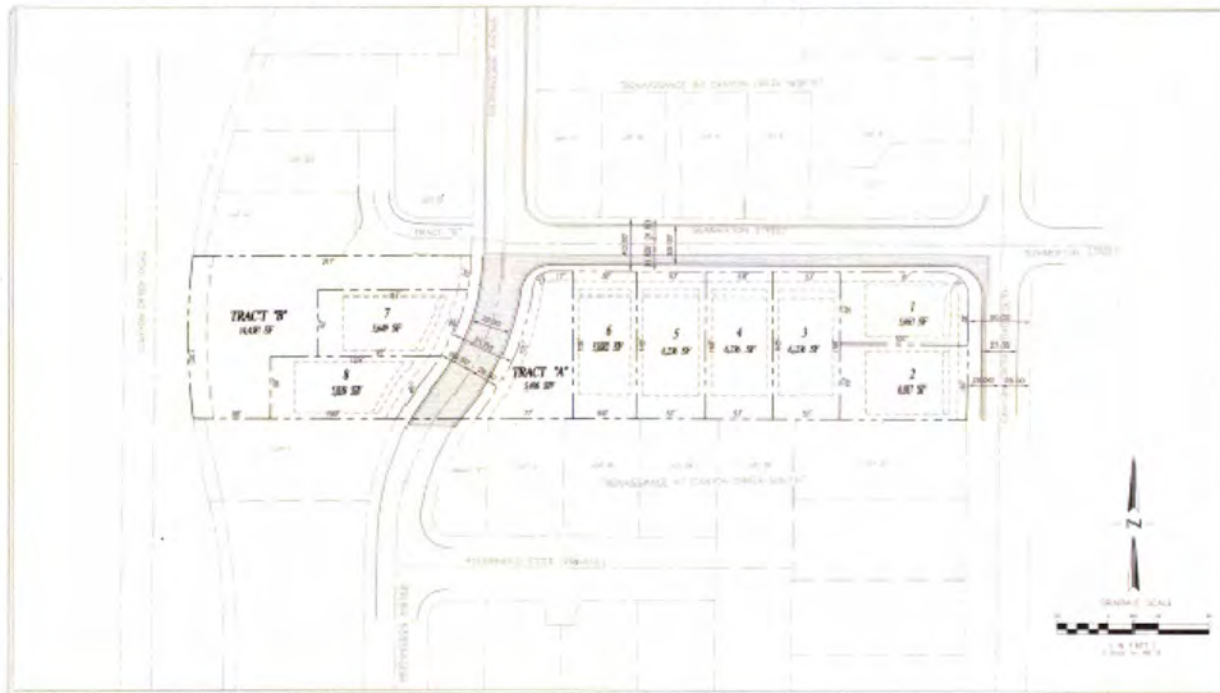
**REQUEST:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**Project Location:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**SITE PLAN**

# CANYON CREEK II

AN 8 LOT SUBDIVISION PROJECT ON TAX LOT 5000 MAP 3 1W 13BA





King, Sandy

---

**From:** LFaxon@CommNewspapers.com  
**Sent:** Tuesday, February 25, 2014 12:54 PM  
**To:** King, Sandy  
**Subject:** RE: CORRECTION TO PUBLIC HEARING NOTICE

Good Afternoon Sandy.

**Revised notice received.** I have replaced the original notice with this one and will get it in the March 19<sup>th</sup> edition.

*Thank you,*

**Louise Faxon**

**Legal Advertising**

Community Newspapers/Portland Tribune

6605 SE Lake Rd, Portland 97222-2161

PO Box 22109, Portland OR 97269-2109

(503) 546-0752; fax (503) 620-3433

Legals Notices are online at: <http://publicnotices.portlandtribune.com>

**From:** King, Sandy [<mailto:king@ci.wilsonville.or.us>]

**Sent:** Tuesday, February 25, 2014 12:21 PM

**To:** Louise Faxon

**Subject:** CORRECTION TO PUBLIC HEARING NOTICE

**Importance:** High

Louise;

I have just learned of a correction to this public hearing notice. The case file numbers are incorrect. I originally set it to you on February 20, 2014 for publication in the March 19<sup>th</sup> edition of the Spokesman.

I still want it published in the March 19<sup>th</sup> edition of the Spokesman, but please use this corrected version of the hearing notice.

Thank you.

Sandra C. King, MMC

City Recorder

City of Wilsonville

29799 SW Town Center Loop East

Wilsonville, OR 97070

503-570-1506

**PUBLIC RECORDS LAW DISCLOSURE:** Messages to and from this e-mail address is a public record of the City of Wilsonville and may be subject to public disclosure. This e-mail is subject to the State Retention Schedule.

**CITY OF WILSONVILLE  
CITY COUNCIL  
NOTICE OF PUBLIC HEARING**

---

Notice is hereby given that the **WILSONVILLE CITY COUNCIL** will hold a **PUBLIC HEARING** on **MONDAY, APRIL 7, 2014, AT 7 P.M.**, at **CITY HALL, 29799 TOWN CENTER LOOP EAST**, Wilsonville, Oregon.

---

**CASE FILES:**

DB13-0050 Comprehensive Plan Map Amendment  
DB13-0051 Zone Map Amendment  
DB13-0052 Stage I Preliminary Plan  
DB13-0053 Stage II Final Plan  
DB13-0054 Waiver  
DB13-0055 Tentative Subdivision Plat  
DB13-0056 Site Design Review  
DB13-0057 Type 'C' Tree Plan

**APPLICANT:** Renaissance Development

**LOCATION:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**REVIEW CRITERIA:** *Planning and Land Development Ordinance:* Sections 4.008-4.015; 4.113; 4.118; 4.120; 4.124; 4.124.4 and 4.124.5; 4.139.00 – 4.139.10; 4.140; 4.140(.07); 4.140(.09); 4.154; 4.155; 4.167; 4.171; 4.175; 4.176; 4.177; 4.178; 4.197; 4.198; 4.199; 4.210 – 4.270; 4.300 – 4.320; 4.400 through 4.450; 4.600 – 4.600.50 and 4.620.00 – 4.620.10; *Other Planning Documents:* Storm Water Master Plan; Transportation Systems Plan; Bicycle And Pedestrian Master Plan and Comprehensive Plan.

**PROJECT SUMMARY:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**CONTACT PERSON:** Michael R. Wheeler, Associate Planner; (503) 682-4960.

Copies of the approval criteria are available from the Wilsonville Planning Division, located at the City Hall at 29799 Town Center Loop East, and may be purchased at the cost of 25 cents per page. A complete copy of the relevant file information, including the staff report and recommendations,



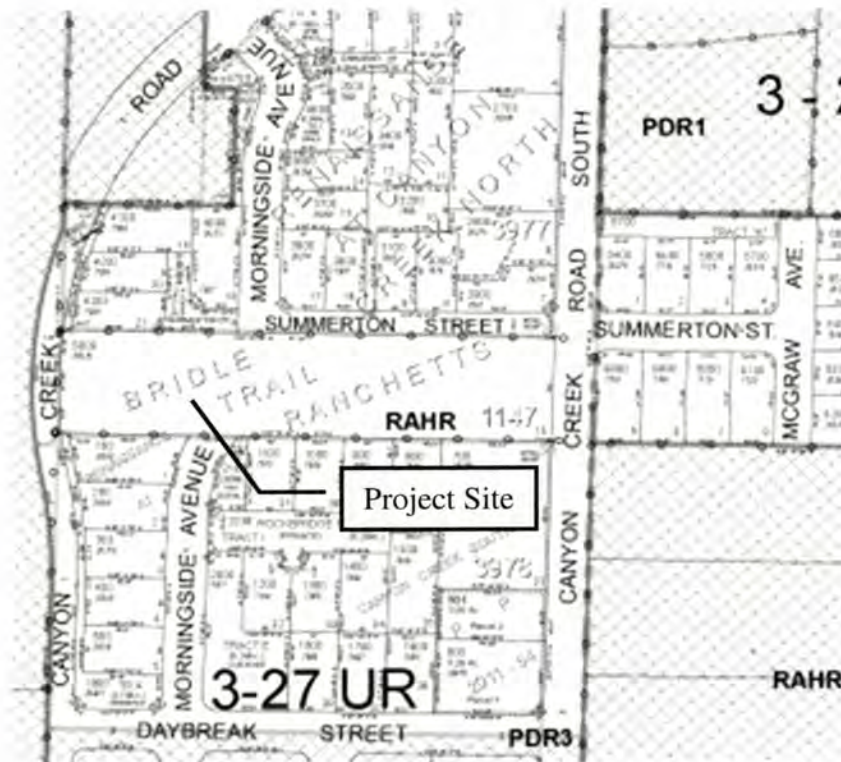
will be available for inspection seven days prior to the public hearing. Copies will also be available for review at the Wilsonville Public Library.

Any interested party may testify at the public hearing or submit written testimony at or prior to the hearing. **Mail written statements to the City of Wilsonville Planning Division; 29799 Town Center Loop East; Wilsonville, OR 97070.** The procedures that govern the hearing will be stated at the meeting and are found in Chapter 2.560 of the Wilsonville Code and ORS 197.763.

Please be advised that any issue that is intended to provide a basis for appeal must be raised before the close of the City Council hearing, in person or by letter, with sufficient specificity to afford the City Council and the parties an opportunity to respond to the issue. Failure to raise an issue with sufficient specificity will preclude any appeal on that issue. The decision of the City Council may be appealed to LUBA by parties with standing.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide qualified sign language interpreters and/or qualified bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Sandra King, City Recorder at (503)570-1506.

#### TAX MAP (PORTION)



King, Sandy

---

**From:** King, Sandy  
**Sent:** Tuesday, February 25, 2014 12:21 PM  
**To:** 'LFaxon@CommNewspapers.com'  
**Subject:** CORRECTION TO PUBLIC HEARING NOTICE  
**Attachments:** Renaissance at Canyon Creek II case files corrected to 2013.docx  
  
**Importance:** High

Louise;

I have just learned of a correction to this public hearing notice. The case file numbers are incorrect. I originally set it to you on February 20, 2014 for publication in the March 19<sup>th</sup> edition of the Spokesman.

I still want it published in the March 19<sup>th</sup> edition of the Spokesman, but please use this corrected version of the hearing notice.

Thank you.

Sandra C. King, MMC  
City Recorder  
City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, OR 97070  
503-570-1506

PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address is a public record of the City of Wilsonville and may be subject to public disclosure. This e-mail is subject to the State Retention Schedule.



**CITY OF WILSONVILLE  
CITY COUNCIL  
NOTICE OF PUBLIC HEARING**

---

Notice is hereby given that the **WILSONVILLE CITY COUNCIL** will hold a **PUBLIC HEARING** on **MONDAY, APRIL 7, 2014, AT 7 P.M.**, at **CITY HALL, 29799 TOWN CENTER LOOP EAST**, Wilsonville, Oregon.

---

**CASE FILES:**

DB13-0050 Comprehensive Plan Map Amendment  
DB13-0051 Zone Map Amendment  
DB13-0052 Stage I Preliminary Plan  
DB13-0053 Stage II Final Plan  
DB13-0054 Waiver  
DB13-0055 Tentative Subdivision Plat  
DB13-0056 Site Design Review  
DB13-0057 Type 'C' Tree Plan

**APPLICANT:** Renaissance Development

**LOCATION:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**REVIEW CRITERIA:** *Planning and Land Development Ordinance:* Sections 4.008-4.015; 4.113; 4.118; 4.120; 4.124; 4.124.4 and 4.124.5; 4.139.00 – 4.139.10; 4.140; 4.140(.07); 4.140(.09); 4.154; 4.155; 4.167; 4.171; 4.175; 4.176; 4.177; 4.178; 4.197; 4.198; 4.199; 4.210 – 4.270; 4.300 – 4.320; 4.400 through 4.450; 4.600 – 4.600.50 and 4.620.00 – 4.620.10; *Other Planning Documents:* Storm Water Master Plan; Transportation Systems Plan; Bicycle And Pedestrian Master Plan and Comprehensive Plan.

**PROJECT SUMMARY:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**CONTACT PERSON:** Michael R. Wheeler, Associate Planner; (503) 682-4960.

Copies of the approval criteria are available from the Wilsonville Planning Division, located at the City Hall at 29799 Town Center Loop East, and may be purchased at the cost of 25 cents per page. A complete copy of the relevant file information, including the staff report and recommendations,



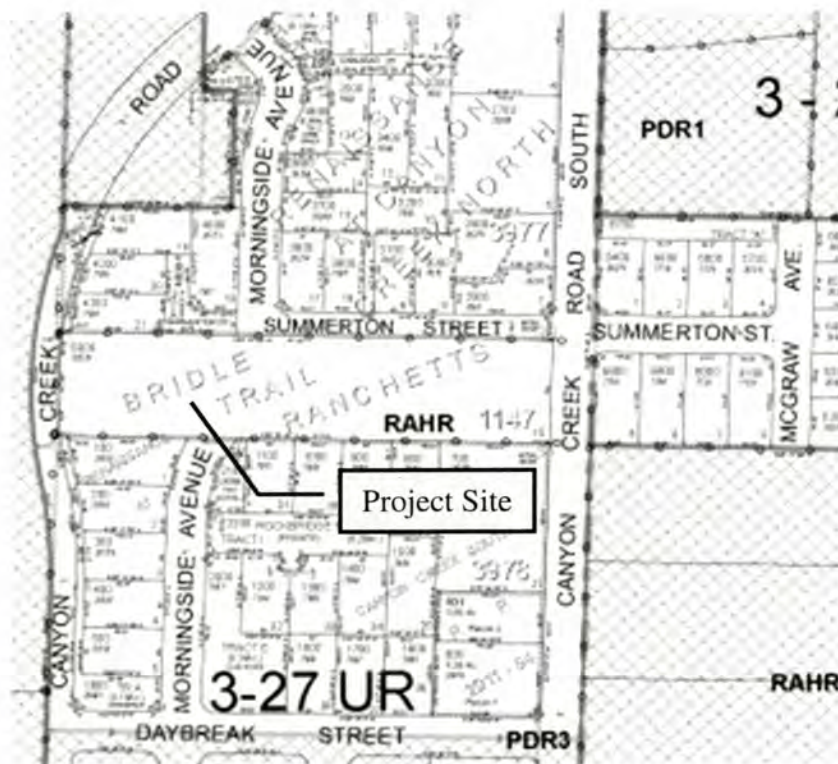
will be available for inspection seven days prior to the public hearing. Copies will also be available for review at the Wilsonville Public Library.

Any interested party may testify at the public hearing or submit written testimony at or prior to the hearing. **Mail written statements to the City of Wilsonville Planning Division; 29799 Town Center Loop East; Wilsonville, OR 97070.** The procedures that govern the hearing will be stated at the meeting and are found in Chapter 2.560 of the Wilsonville Code and ORS 197.763.

Please be advised that any issue that is intended to provide a basis for appeal must be raised before the close of the City Council hearing, in person or by letter, with sufficient specificity to afford the City Council and the parties an opportunity to respond to the issue. Failure to raise an issue with sufficient specificity will preclude any appeal on that issue. The decision of the City Council may be appealed to LUBA by parties with standing.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide qualified sign language interpreters and/or qualified bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Sandra King, City Recorder at (503)570-1506.

#### TAX MAP (PORTION)





King, Sandy

---

**From:** King, Sandy  
**Sent:** Thursday, February 20, 2014 3:04 PM  
**To:** 'LFaxon@CommNewspapers.com'  
**Subject:** Public hearing notice  
**Attachments:** Renaissance at Canyon Creek II.docx

Louise;

I'm attaching a public hearing notice to be published in the March 19, 2014 edition of the Spokesman. Once published please send proof of publication.

Many thanks.

Sandra C. King, MMC  
City Recorder  
City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, OR 97070  
503-570-1506

*Revised &  
resent 2/25/14  
ack*

PUBLIC RECORDS LAW DISCLOSURE: Messages to and from this e-mail address is a public record of the City of Wilsonville and may be subject to public disclosure. This e-mail is subject to the State Retention Schedule.

**CITY OF WILSONVILLE  
CITY COUNCIL  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the **WILSONVILLE CITY COUNCIL** will hold a **PUBLIC HEARING** on **MONDAY, APRIL 7, 2014, AT 7 P.M.**, at **CITY HALL, 29799 TOWN CENTER LOOP EAST**, Wilsonville, Oregon.

**CASE FILES:**

DB14-0050 Comprehensive Plan Map Amendment  
DB14-0051 Zone Map Amendment  
DB14-0052 Stage I Preliminary Plan  
DB14-0053 Stage II Final Plan  
DB14-0054 Waiver  
DB14-0055 Tentative Subdivision Plat  
DB14-0056 Site Design Review  
DB14-0057 Type 'C' Tree Plan

SHOULD BE  
DATED 2013

Not 2014

Now NOTICE SENT TO  
L. FAXON AT SPOKESMAN  
2/25/14 Ack.

**APPLICANT:** Renaissance Development

**LOCATION:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**REVIEW CRITERIA:** *Planning and Land Development Ordinance:* Sections 4.008-4.015; 4.113; 4.118; 4.120; 4.124; 4.124.4 and 4.124.5; 4.139.00 – 4.139.10; 4.140; 4.140(.07); 4.140(.09); 4.154; 4.155; 4.167; 4.171; 4.175; 4.176; 4.177; 4.178; 4.197; 4.198; 4.199; 4.210 – 4.270; 4.300 – 4.320; 4.400 through 4.450; 4.600 – 4.600.50 and 4.620.00 – 4.620.10; *Other Planning Documents:* Storm Water Master Plan; Transportation Systems Plan; Bicycle And Pedestrian Master Plan and Comprehensive Plan.

**PROJECT SUMMARY:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**CONTACT PERSON:** Michael R. Wheeler, Associate Planner; (503) 682-4960.

Copies of the approval criteria are available from the Wilsonville Planning Division, located at the City Hall at 29799 Town Center Loop East, and may be purchased at the cost of 25 cents per page. A complete copy of the relevant file information, including the staff report and recommendations,



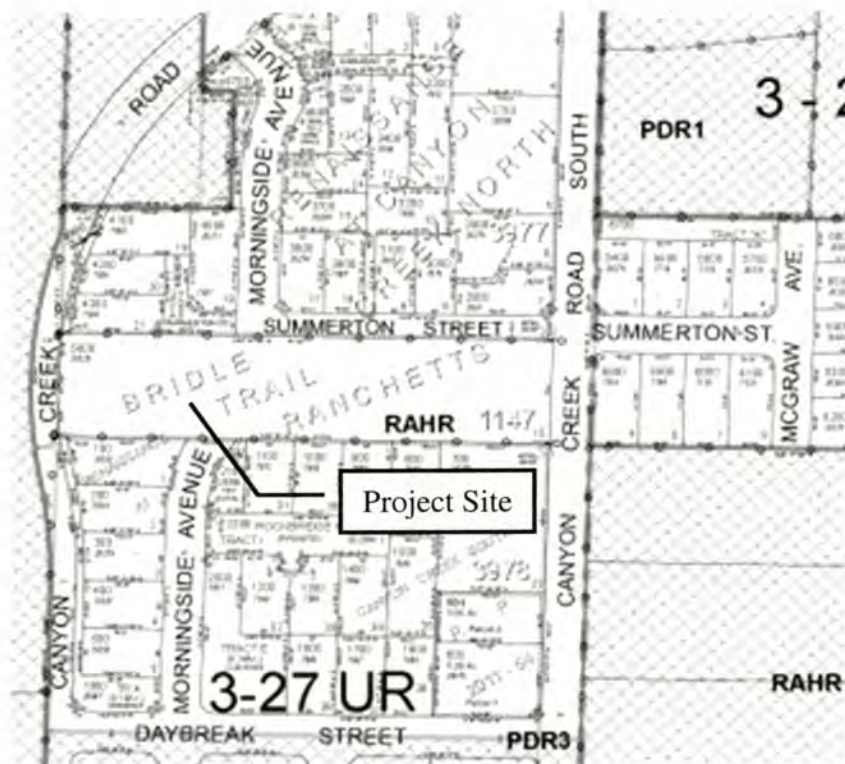
will be available for inspection seven days prior to the public hearing. Copies will also be available for review at the Wilsonville Public Library.

Any interested party may testify at the public hearing or submit written testimony at or prior to the hearing. **Mail written statements to the City of Wilsonville Planning Division; 29799 Town Center Loop East; Wilsonville, OR 97070.** The procedures that govern the hearing will be stated at the meeting and are found in Chapter 2.560 of the Wilsonville Code and ORS 197.763.

Please be advised that any issue that is intended to provide a basis for appeal must be raised before the close of the City Council hearing, in person or by letter, with sufficient specificity to afford the City Council and the parties an opportunity to respond to the issue. Failure to raise an issue with sufficient specificity will preclude any appeal on that issue. The decision of the City Council may be appealed to LUBA by parties with standing.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide qualified sign language interpreters and/or qualified bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Sandra King, City Recorder at (503)570-1506.

#### **TAX MAP (PORTION)**





**NOTICE OF PUBLIC HEARING  
CITY OF WILSONVILLE  
DEVELOPMENT REVIEW BOARD, PANEL A**

---

Notice is hereby given that the **WILSONVILLE DEVELOPMENT REVIEW BOARD PANEL A** will hold a **PUBLIC HEARING** on **MONDAY, March 10, 2014, AT 6:30 P.M.**, at **CITY HALL, 29799 TOWN CENTER LOOP EAST**, Wilsonville, Oregon.

---

**CASE FILES:**

*wrong case #s*  
DB14-0050 Comprehensive Plan Map Amendment  
DB14-0051 Zone Map Amendment  
DB14-0052 Stage I Preliminary Plan  
DB14-0053 Stage II Final Plan  
DB14-0054 Waiver  
DB14-0055 Tentative Subdivision Plat  
DB14-0056 Site Design Review  
DB14-0057 Type 'C' Tree Plan

**APPLICANT:** Renaissance Development

**LOCATION:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**REVIEW CRITERIA:** *Planning and Land Development Ordinance:* Sections 4.008-4.015; 4.113; 4.118; 4.120; 4.124; 4.124.4 and 4.124.5; 4.139.00 – 4.139.10; 4.140; 4.140(.07); 4.140(.09); 4.154; 4.155; 4.167; 4.171; 4.175; 4.176; 4.177; 4.178; 4.197; 4.198; 4.199; 4.210 – 4.270; 4.300 – 4.320; 4.400 through 4.450; 4.600 – 4.600.50 and 4.620.00 – 4.620.10; *Other Planning Documents:* Storm Water Master Plan; Transportation Systems Plan; Bicycle And Pedestrian Master Plan and Comprehensive Plan.

**PROJECT SUMMARY:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**CONTACT PERSON:** Michael R. Wheeler, Associate Planner; (503) 682-4960.

Copies of the approval criteria are available from the Wilsonville Planning Division, located at the City Hall at 29799 Town Center Loop East, and may be purchased at the cost of 25 cents per page. A complete copy of the relevant file information, including the staff report and recommendations,



NOTICE FOR  
APRIL 7 CC  
MTG.

---

SENT TO  
SPOKESMAN  
2/20/14 ACK

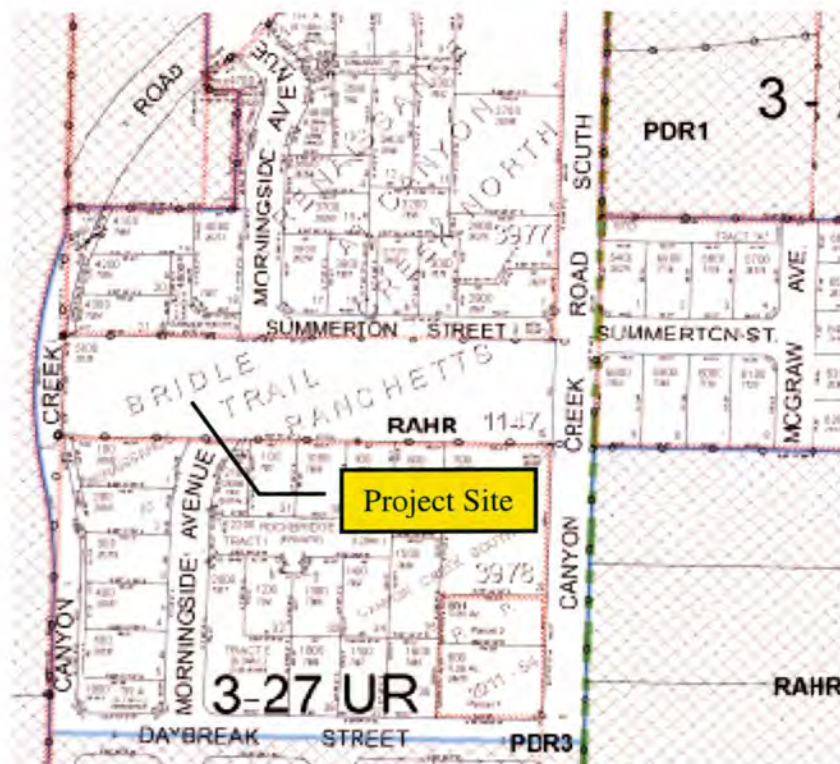
will be available for inspection seven days prior to the public hearing. Copies will also be available for review at the Wilsonville Public Library.

Any interested party may testify at the public hearing or submit written testimony at or prior to the hearing. **Written comments must be received at Wilsonville City Hall, Planning Division by February 27, 2014**, to be included in the staff report. **Mail written statements to the City of Wilsonville Planning Division; 29799 Town Center Loop East; Wilsonville, OR 97070.** The procedures that govern the hearing will be stated at the meeting and are found in Chapter 2.560 of the Wilsonville Code and ORS 197.763.

Please be advised that any issue that is intended to provide a basis for appeal must be raised before the close of the Development Review Board hearing, in person or by letter, with sufficient specificity to afford the Development Review Board and the parties an opportunity to respond to the issue. Failure to raise an issue with sufficient specificity will preclude any appeal on that issue. The decision of the Development Review Board may be appealed to the City Council by parties with standing.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide qualified sign language interpreters and/or qualified bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Shelley White, Planning Administrative Assistant, at (503) 682-4960.

#### TAX MAP (PORTION)





**EXPLANATION OF PUBLIC HEARING NOTICE  
RENAISSANCE AT CANYON CREEK II**

**WHAT (Case Files):**

DB14-0050 Comprehensive Plan Map Amendment  
DB14-0051 Zone Map Amendment  
DB14-0052 Stage I Preliminary Plan  
DB14-0053 Stage II Final Plan  
DB14-0054 Waiver  
DB14-0055 Tentative Subdivision Plat  
DB14-0056 Site Design Review  
DB14-0057 Type 'C' Tree Plan

**WHERE (Subject property):** See vicinity map on last page of this public hearing notice

**WHERE (Public Hearing):** City Hall Council Chambers, 29799 SW Town Center Loop East, Wilsonville, OR 97070

**WHEN:** March 10, 2014, at 6:30 pm

**WHO:** City of Wilsonville Development Review Board, Panel A; the Applicant; Interested Parties

**WHY:** Renaissance Development, is requesting approval for an eight (8) lot single family planned development.

**Property Owner:** James Dillon and Debra Gruber

**Applicant:** Renaissance Development

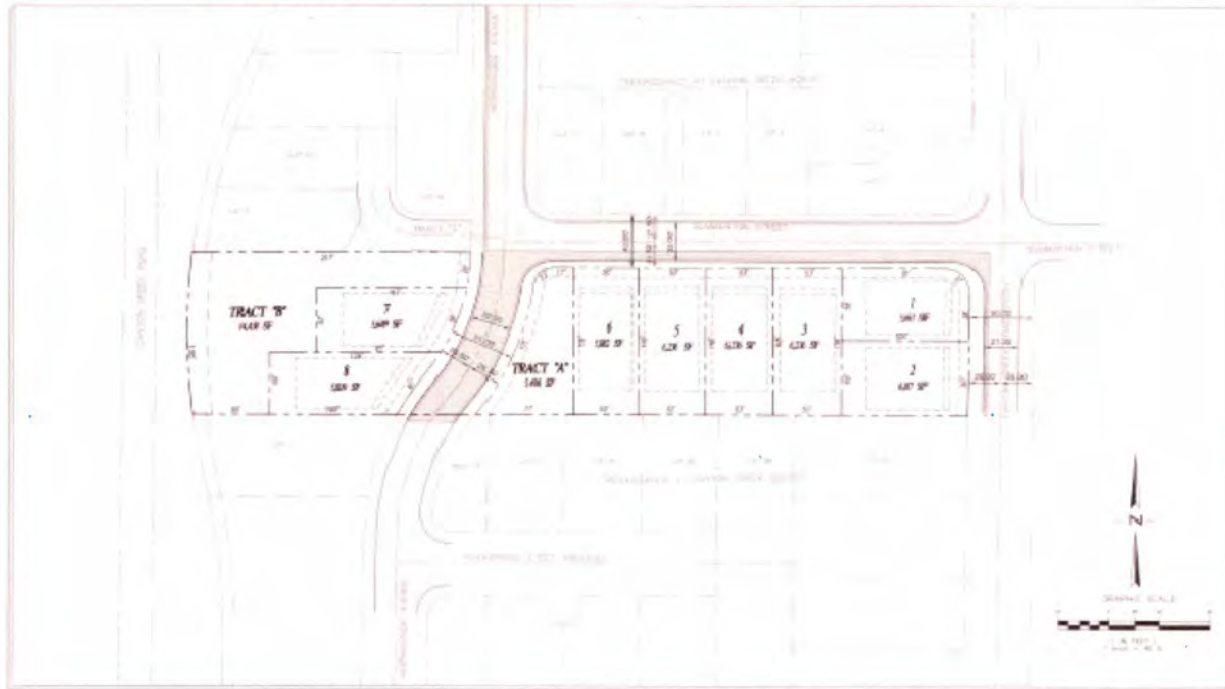
**REQUEST:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**Project Location:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**SITE PLAN**

# CANYON CREEK II

AN 8 LOT SUBDIVISION PROJECT ON TAX LOT 5000 MAP 3 1W 13BA





**EXPLANATION OF PUBLIC HEARING NOTICE  
RENAISSANCE AT CANYON CREEK II**

**WHAT (*Case Files*):**

DB14-0050 Comprehensive Plan Map Amendment  
DB14-0051 Zone Map Amendment  
DB14-0052 Stage I Preliminary Plan  
DB14-0053 Stage II Final Plan  
DB14-0054 Waiver  
DB14-0055 Tentative Subdivision Plat  
DB14-0056 Site Design Review  
DB14-0057 Type 'C' Tree Plan

**WHERE (*Subject property*):** See vicinity map on last page of this public hearing notice

**WHERE (*Public Hearing*):** City Hall Council Chambers, 29799 SW Town Center Loop East, Wilsonville, OR 97070

**WHEN:** March 10, 2014, at 6:30 pm

**WHO:** City of Wilsonville Development Review Board, Panel A; the Applicant; Interested Parties

**WHY:** Renaissance Development, is requesting approval for an eight (8) lot single family planned development.

**Property Owner:** James Dillon and Debra Gruber

**Applicant:** Renaissance Development

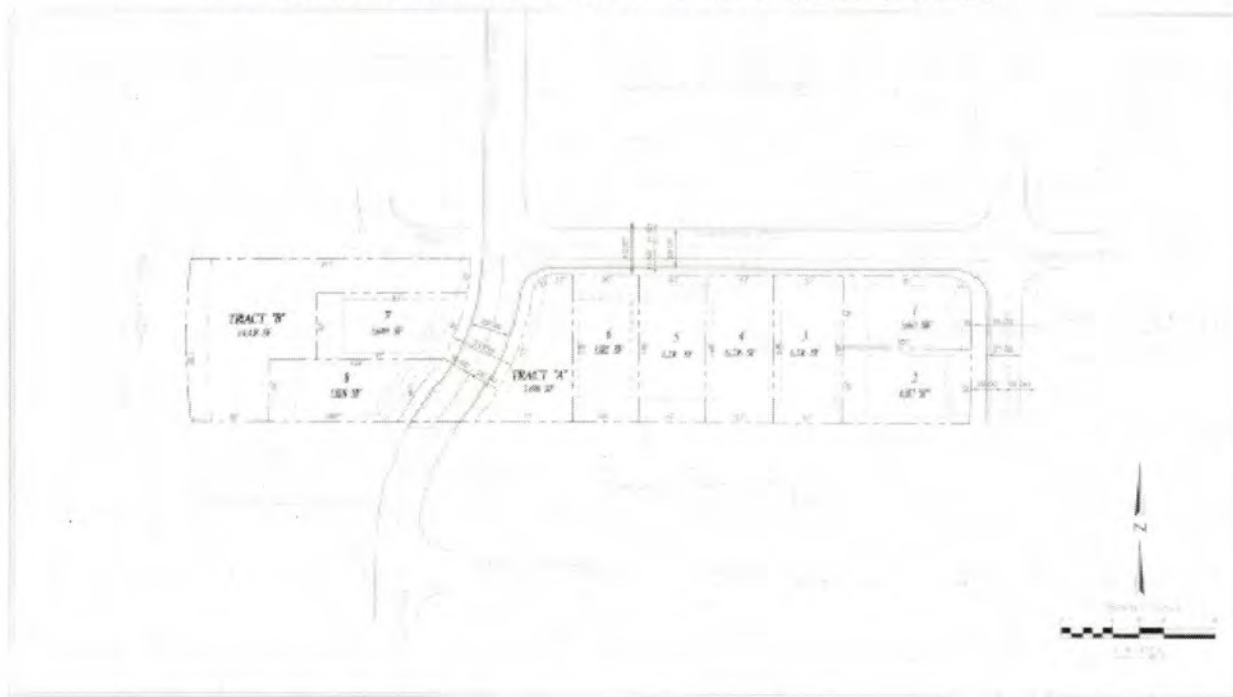
**REQUEST:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**Project Location:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**SITE PLAN**

# CANYON CREEK II

AN 8 LOT SUBDIVISION PROJECT ON TAX LOT 5000 MAP 3 1W 13BA





**NOTICE OF PUBLIC HEARING  
CITY OF WILSONVILLE  
DEVELOPMENT REVIEW BOARD, PANEL A**

---

Notice is hereby given that the **WILSONVILLE DEVELOPMENT REVIEW BOARD PANEL A** will hold a **PUBLIC HEARING** on **MONDAY, March 10, 2014, AT 6:30 P.M.**, at **CITY HALL, 29799 TOWN CENTER LOOP EAST**, Wilsonville, Oregon.

---

**CASE FILES:**

DB14-0050 Comprehensive Plan Map Amendment  
DB14-0051 Zone Map Amendment  
DB14-0052 Stage I Preliminary Plan  
DB14-0053 Stage II Final Plan  
DB14-0054 Waiver  
DB14-0055 Tentative Subdivision Plat  
DB14-0056 Site Design Review  
DB14-0057 Type 'C' Tree Plan

**APPLICANT:** Renaissance Development

**LOCATION:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**REVIEW CRITERIA:** *Planning and Land Development Ordinance:* Sections 4.008-4.015; 4.113; 4.118; 4.120; 4.124; 4.124.4 and 4.124.5; 4.139.00 – 4.139.10; 4.140; 4.140(.07); 4.140(.09); 4.154; 4.155; 4.167; 4.171; 4.175; 4.176; 4.177; 4.178; 4.197; 4.198; 4.199; 4.210 – 4.270; 4.300 – 4.320; 4.400 through 4.450; 4.600 – 4.600.50 and 4.620.00 – 4.620.10; *Other Planning Documents:* Storm Water Master Plan; Transportation Systems Plan; Bicycle And Pedestrian Master Plan and Comprehensive Plan.

**PROJECT SUMMARY:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**CONTACT PERSON:** Michael R. Wheeler, Associate Planner; (503) 682-4960.

Copies of the approval criteria are available from the Wilsonville Planning Division, located at the City Hall at 29799 Town Center Loop East, and may be purchased at the cost of 25 cents per page. A complete copy of the relevant file information, including the staff report and recommendations,



will be available for inspection seven days prior to the public hearing. Copies will also be available for review at the Wilsonville Public Library.

Any interested party may testify at the public hearing or submit written testimony at or prior to the hearing. **Written comments must be received at Wilsonville City Hall, Planning Division by February 27, 2014**, to be included in the staff report. **Mail written statements to the City of Wilsonville Planning Division; 29799 Town Center Loop East; Wilsonville, OR 97070.** The procedures that govern the hearing will be stated at the meeting and are found in Chapter 2.560 of the Wilsonville Code and ORS 197.763.

Please be advised that any issue that is intended to provide a basis for appeal must be raised before the close of the Development Review Board hearing, in person or by letter, with sufficient specificity to afford the Development Review Board and the parties an opportunity to respond to the issue. Failure to raise an issue with sufficient specificity will preclude any appeal on that issue. The decision of the Development Review Board may be appealed to the City Council by parties with standing.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide qualified sign language interpreters and/or qualified bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Shelley White, Planning Administrative Assistant, at (503) 682-4960.

#### TAX MAP (PORTION)





**EXPLANATION OF REVISED PUBLIC HEARING NOTICE**  
**RENAISSANCE AT CANYON CREEK II**

---

**WHAT (Case Files):**

DB13-0050 Comprehensive Plan Map Amendment  
DB13-0051 Zone Map Amendment  
DB13-0052 Stage I Preliminary Plan  
DB13-0053 Stage II Final Plan  
DB13-0054 Waiver  
DB13-0055 Tentative Subdivision Plat  
DB13-0056 Site Design Review  
DB13-0057 Type 'C' Tree Plan

**WHERE (Subject property):** See vicinity map on last page of this public hearing notice

**WHERE (Public Hearing):** City Hall Council Chambers, 29799 SW Town Center Loop East, Wilsonville, OR 97070

**WHEN:** Development Review Board on March 10, 2014, at 6:30 pm  
**City Council on April 7, 2014 at 7:00 pm**

**WHO:** City of Wilsonville Development Review Board, Panel A; the City Council; the Applicant; Interested Parties

**WHY:** Renaissance Development, is requesting approval for an eight (8) lot single family planned development.

**Property Owner:** James Dillon and Debra Gruber

**Applicant:** Renaissance Development

**REQUEST:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**Project Location:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

[illegible]



**REVISED NOTICE OF PUBLIC HEARING**  
**CITY OF WILSONVILLE**  
**DEVELOPMENT REVIEW BOARD, PANEL A**  
**CITY COUNCIL**

---

Notice is hereby given that the **WILSONVILLE DEVELOPMENT REVIEW BOARD PANEL A** will hold a **PUBLIC HEARING** on **MONDAY, March 10, 2014, AT 6:30 P.M.**, at **CITY HALL, 29799 TOWN CENTER LOOP EAST**, Wilsonville, Oregon.

Notice is hereby given that the **WILSONVILLE CITY COUNCIL** will hold a **PUBLIC HEARING** on **MONDAY, APRIL 7, 2014, AT 7:00 P.M.**, at **CITY HALL, 29799 TOWN CENTER LOOP EAST**, Wilsonville, Oregon.

---

**CASE FILES:**

DB13-0050 Comprehensive Plan Map Amendment  
DB13-0051 Zone Map Amendment  
DB13-0052 Stage I Preliminary Plan  
DB13-0053 Stage II Final Plan  
DB13-0054 Waiver  
DB13-0055 Tentative Subdivision Plat  
DB13-0056 Site Design Review  
DB13-0057 Type 'C' Tree Plan

**APPLICANT:** Renaissance Development

**LOCATION:** The subject site is a 1.79 acre parcel, which is generally located east of SW Canyon Creek Road (arterial), south of SW Summerton Street, and west of SW Canyon Creek Road South. The property is more particularly described as Tax Lot 5000 in Section 13BA; Township 3S, Range 1W; Clackamas County; Wilsonville, Oregon.

**REVIEW CRITERIA:** *Planning and Land Development Ordinance:* Sections 4.008-4.015; 4.113; 4.118; 4.120; 4.124; 4.124.4 and 4.124.5; 4.139.00 – 4.139.10; 4.140; 4.140(.07); 4.140(.09); 4.154; 4.155; 4.167; 4.171; 4.175; 4.176; 4.177; 4.178; 4.197; 4.198; 4.199; 4.210 – 4.270; 4.300 – 4.320; 4.400 through 4.450; 4.600 – 4.600.50 and 4.620.00 – 4.620.10; *Other Planning Documents:* Storm Water Master Plan; Transportation Systems Plan; Bicycle And Pedestrian Master Plan and Comprehensive Plan.

**PROJECT SUMMARY:** SFA Design Group, LLC, acting as agent for the applicant, Renaissance Development, proposes a Comprehensive Plan Map Amendment, Zone Map Amendment, tentative subdivision plat, and associated applications, for development of eight (8) residential lots. Also proposed are two (2) areas of permanent, private open space.

**CONTACT PERSON:** Michael R. Wheeler, Associate Planner; (503) 682-4960.



Copies of the approval criteria are available from the Wilsonville Planning Division, located at the City Hall at 29799 Town Center Loop East, and may be purchased at the cost of 25 cents per page. A complete copy of the relevant file information, including the staff report and recommendations, will be available for inspection seven days prior to the public hearing. Copies will also be available for review at the Wilsonville Public Library.

Any interested party may testify at the public hearing or submit written testimony at or prior to the hearing. **Written comments must be received at Wilsonville City Hall, Planning Division by February 27, 2014**, to be included in the staff report. **Mail written statements to the City of Wilsonville Planning Division; 29799 Town Center Loop East; Wilsonville, OR 97070.** The procedures that govern the hearing will be stated at the meeting and are found in Chapter 2.560 of the Wilsonville Code and ORS 197.763.

Please be advised that any issue that is intended to provide a basis for appeal must be raised before the close of the Development Review Board hearing, in person or by letter, with sufficient specificity to afford the Development Review Board and the parties an opportunity to respond to the issue. Failure to raise an issue with sufficient specificity will preclude any appeal on that issue. The decision of the Development Review Board may be appealed to the City Council by parties with standing.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide qualified sign language interpreters and/or qualified bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Shelley White, Planning Administrative Assistant, at (503) 682-4960.

#### TAX MAP (PORTION)





# RENAISSANCE AT CANYON CREEK II SUBDIVISION

## ZONE MAP AMENDMENT Zoning Order DB13-0051

### INDEX OF RECORD

#### Related Case Files:

DB13-0050 (A) Comprehensive Plan Map Amendment

**DB13-0051 (B) Zone Map Amendment**

DB13-0052 (C) Stage I Preliminary Plan

DB13-0053 (D) Stage II Final Plan

DB13-0054 (E) Waiver

DB13-0055 (F) Tentative Subdivision Plat

DB13-0056 (G) Site Design Review

DB13-0057 (H) Type 'C' Tree Plan

1. City Council Meeting Staff Report, dated March 24, 2014
2. City Council Ordinance No. 739, approving and adopting Zoning Order DB13-0051
3. Council Exhibit A: Zoning Order DB13-0051
  - Attachment 1: Map depicting Zone Map Amendment
  - Attachment 2: Legal description
4. Council Exhibit B: Development Review Board Zone Map Amendment Adopted Findings, and Recommendation to City Council, March 10, 2014
5. Council Exhibit C: Development Review Board Panel A, Notice of Decision and Resolution No. 271.
6. Council Exhibit D: Development Review Board adopted staff report
7. Council Exhibit E: Minutes from March 10, 2014 Development Review Board Panel A meeting (*DRAFT minutes will be made available once they have been prepared*)
8. Packet items for the March 10, 2014 Development Review Board Panel A meeting, including staff report and exhibits, Exhibit B1 (applicant's submittal documents) and Exhibit B2 (plan set)
9. New exhibits entered into the record at the March 10, 2014 Development Review Board Panel A meeting:
  - Exhibit B2.7: Comprehensive Plan Map
  - Exhibit B2.8: Zone Map

Ord 738

**RENAISSANCE AT CANYON CREEK II SUBDIVISION**

**COMPREHENSIVE PLAN MAP AMENDMENT  
Comprehensive Plan Order DB13-0050**

**INDEX OF RECORD**

**Related Case Files:**

**DB13-0050 (A) Comprehensive Plan Map Amendment**

DB13-0051 (B) Zone Map Amendment  
DB13-0052 (C) Stage I Preliminary Plan  
DB13-0053 (D) Stage II Final Plan  
DB13-0054 (E) Waiver  
DB13-0055 (F) Tentative Subdivision Plat  
DB13-0056 (G) Site Design Review  
DB13-0057 (H) Type 'C' Tree Plan

1. City Council Meeting Staff Report, dated March 24, 2014
2. City Council Ordinance No. 738 approving and adopting Comprehensive Plan Order DB13-0050
3. Council Exhibit A: Comprehensive Plan Order DB13-0050
  - Attachment 1: Map depicting Comprehensive Plan Map Amendment
  - Attachment 2: Legal description
4. Council Exhibit B: DRB Comprehensive Plan Map Amendment Adopted Findings, and Recommendation to City Council, March 10, 2014
5. Council Exhibit C: Development Review Board Panel A, Notice of Decision and Resolution No. 271
6. Council Exhibit D: Development Review Board Panel A adopted staff report
7. Council Exhibit E: Minutes from March 10, 2014 DRB Panel A meeting (*DRAFT minutes will be made available once they have been prepared*)
8. Packet items for the March 10, 2014 DRB Panel A meeting, including staff report and exhibits, Exhibit B1 (applicant's submittal documents) and Exhibit B2 (plan set)
9. New exhibits entered into the record at the March 10, 2014 DRB Panel A meeting:
  - Exhibit B2.7: Comprehensive Plan Map
  - Exhibit B2.8: Zone Map



**CITY OF WILSONVILLE  
CITY COUNCIL  
NOTICE OF PUBLIC HEARING**

**PUBLIC NOTICE IS HEREBY GIVEN** that the Wilsonville City Council will conduct a public hearing on April 7, **2014**, 7 p.m. at City Hall, 29799 SW Town Center Loop, Wilsonville, Oregon.

The purpose of this public hearing is to consider public testimony on a proposed ordinance entitled:

**Ordinance No. 740 - An Ordinance Of The City Of Wilsonville Declaring A Moratorium On Medical Marijuana Facilities, And Declaring An Emergency.**

Copies may be obtained at a cost of 25 cents per page, at City Hall or by calling the City Recorder at 503-570-1506 and requesting a copy to be mailed to you.

Specific suggestions or questions concerning the proposed ordinance may be directed to the Assistant City Attorney at 503-570-1509. Public testimony, both oral and written will be accepted at the public hearing. Written statements are encouraged and may be submitted to Sandra C. King, MMC, City Recorder, 29799 SW Town Center Loop E, Wilsonville, OR 97070.

Assistive listening devices are available for persons with impaired hearing and can be scheduled for this meeting. The City will endeavor to provide qualified sign language interpreters without cost if requested at least 48 hours prior to the meeting. To obtain such services call the office of the City Recorder at 682-1011.

Published in the Wilsonville Spokesman April 2, 2014.

King, Sandy

---

**From:** Cosgrove, Bryan  
**Sent:** Thursday, March 27, 2014 11:00 AM  
**To:** King, Sandy  
**Subject:** FW: Visitor Kiosks

Sandy,

Can you add this to City Manager update section of agenda. Thx

Bryan Cosgrove,  
City Manager

503.570.1504 (work)  
503.754.0978 (cell)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

**DISCLOSURE NOTICE:** Messages to and from this E-mail address may be subject to the Oregon Public Records Law.

**"The last of human freedoms - the ability to chose one's attitude in a given set of circumstances." Viktor E. Frankl**

---

**From:** Cosgrove, Bryan  
**Sent:** Wednesday, March 26, 2014 10:25 AM  
**To:** 'Steve Gilmore'  
**Cc:** Mayor Tim Knapp  
**Subject:** RE: Visitor Kiosks

Steve,

I'm happy to bring this issue to Council and, yes, there is funding available to continue the program if Council directs me to do so. I'll bring this up under City Manager report during the next Council meeting.

Bryan Cosgrove,  
City Manager

503.570.1504 (work)  
503.754.0978 (cell)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop



Wilsonville, Oregon 97070

**DISCLOSURE NOTICE:** Messages to and from this E-mail address may be subject to the Oregon Public Records Law.

**"The last of human freedoms - the ability to chose one's attitude in a given set of circumstances." Viktor E. Frankl**

---

**From:** Steve Gilmore [<mailto:Steve@wilsonvillechamber.com>]  
**Sent:** Wednesday, March 26, 2014 9:41 AM  
**To:** Cosgrove, Bryan  
**Cc:** Eric Postma ([epostma@bittner-hahs.com](mailto:epostma@bittner-hahs.com)); Darren Harmon ([DarrenH@Fun-Center.com](mailto:DarrenH@Fun-Center.com))  
**Subject:** Visitor Kiosks

Bryan,

Currently the Chamber has over 20 kiosks in the community that we provide brochures and other information to not only our residents, businesses, but also tourists. The cost of running that program is \$6,000 for a year for mileage and staff time. Dick Spence currently does that work for us. Do you have any funds that the Chamber could use to keep this program going currently through at least December of 2014? I can't continue to ask Dick to volunteer his time and resources (gas and car), which he has done very graciously. This is also a request that was included in the Chamber's letter to the city regarding the TLT. This was paid for through the contracts with the city previously.

**Steve Gilmore, IOM**  
CEO, Wilsonville Area Chamber of Commerce  
8565 SW Salish Lane Suite 150  
Wilsonville, OR 97070

Phone: (503) 682-0411  
Cell: (971) 506-7771  
<http://www.wilsonvillechamber.com>

[Like Us On Facebook](#)

[Follow Us On Twitter](#)

**Our Vision:**

*To create and promote economic vitality for business in the south metro region*

**Our Mission:**

*Business is the priority*

**King, Sandy**

---

**From:** Cosgrove, Bryan  
**Sent:** Thursday, March 27, 2014 9:56 AM  
**To:** Kraushaar, Nancy; Ottenad, Mark; Lashbrook, Stephan  
**Cc:** King, Sandy; Kohlhoff, Mike  
**Subject:** RE: More TMAC news

If we're going to ask for support or non-support at the next meeting then we need to include this on the work session and provide some advance material.

Bryan Cosgrove,  
City Manager

503.570.1504 (work)  
503.754.0978 (cell)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

**DISCLOSURE NOTICE:** Messages to and from this E-mail address may be subject to the Oregon Public Records Law.

**"The last of human freedoms - the ability to chose one's attitude in a given set of circumstances." Viktor E. Frankl**

---

**From:** Kraushaar, Nancy  
**Sent:** Thursday, March 27, 2014 9:38 AM  
**To:** Ottenad, Mark; Cosgrove, Bryan; Lashbrook, Stephan  
**Cc:** King, Sandy; Kohlhoff, Mike  
**Subject:** RE: More TMAC news

All: I recommend that we include the T4 America item on the April 7 agenda for a Council vote of support or non-support. Whether or not it should be by resolution or a less formal head nod is something we should discuss. JPACT will be meeting on April 10 and it would be best for Donna Jordan, the Clackamas County cities rep to know the Wilsonville Council position for that meeting.

Question: Should we introduce the information and give them a packet to digest at this coming Monday's work session to give them time to think about it before being asked for their position on April 7?

Thank you. -nancy

---

**From:** Ottenad, Mark  
**Sent:** Monday, March 24, 2014 1:57 PM



**To:** Cosgrove, Bryan; Lashbrook, Stephan; Kraushaar, Nancy  
**Cc:** Mayor Tim Knapp; Kohlhoff, Mike  
**Subject:** RE: More TMAC news

We may have an additional option to consider; see prior note.

Thank you.

- Mark

---

**From:** Cosgrove, Bryan  
**Sent:** Monday, March 24, 2014 1:12 PM  
**To:** Lashbrook, Stephan; Kraushaar, Nancy  
**Cc:** Ottenad, Mark; Mayor Tim Knapp; Kohlhoff, Mike  
**Subject:** RE: More TMAC news

I agree. Let's queue it up soon. The problem is, both agendas for April are pretty brutal.

Bryan Cosgrove,  
City Manager

503.570.1504 (work)  
503.754.0978 (cell)  
[cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)  
29799 SW Town Center Loop  
Wilsonville, Oregon 97070

**DISCLOSURE NOTICE:** Messages to and from this E-mail address may be subject to the Oregon Public Records Law.

"The last of human freedoms - the ability to chose one's attitude in a given set of circumstances." Viktor E. Frankl

---

**From:** Lashbrook, Stephan  
**Sent:** Monday, March 24, 2014 1:01 PM  
**To:** Kraushaar, Nancy  
**Cc:** Ottenad, Mark; Mayor Tim Knapp; Cosgrove, Bryan; Kohlhoff, Mike  
**Subject:** RE: More TMAC news

I think it is worth having the Council discuss it.

SL

---

**From:** Kraushaar, Nancy  
**Sent:** Monday, March 24, 2014 12:56 PM  
**To:** Lashbrook, Stephan

**Cc:** Ottenad, Mark; Mayor Tim Knapp; Cosgrove, Bryan; Kohlhoff, Mike  
**Subject:** Re: More TMAC news

All: we need to decide if we want to take T4 America to our council.  
Nancy

Sent from my iPhone

On Mar 21, 2014, at 2:22 PM, "Lashbrook, Stephan" <[lashbrook@ridesmart.com](mailto:lashbrook@ridesmart.com)> wrote:

Here is more from this morning's meeting:

Alan Lehto handed out a questionnaire intended to inform a revised agenda for future DC trips. (Given that it was primarily intended for JPACT members, I will send that separately to Mayor Knapp.)

Most of the meeting was spent talking about the region's "tepid" approach to the federal transportation funding crisis. It was noted that we heard repeatedly that Congressman Blumenauer's gas tax proposal is DOA, but nobody pushed his peers to tell us what they would support as an alternative. We discussed the fact that the regional delegation did not have a solid "do this" mandate to take back there, and that made the whole effort somewhat anemic (or "too polite," according to Judith Grey). We obviously need to start the regional discussion a lot earlier if we hope to have a consensus around a strong position to convey in DC.

Different dates for future DC trips were discussed, but it seemed that every new proposal had reasons why it would not work. That too needs more discussion well before next spring.

The discussion took a more interesting turn when we got to the subject of the Highway Trust Fund running out of money just before MAP-21 expires. ODOT is already beginning to ramp down assumptions about federal project funding. Given how slowly the wheels of government turn, there is the prospect of losing a construction season as a result. This then led to a discussion of ODOT and the OTC having to reduce the size of the STIP pot in future years. I suggested that communities all around the state might become energized if they learned that their STIP projects could be delayed or pushed off the table altogether. My recent involvement with the regional STIP selection committee convinces me that most of the smaller jurisdictions (and maybe some of the larger ones) have no idea that their projects could be at risk because of federal budget uncertainties. We spent some time talking about how to convey that message without coming across like Chicken Little.

The T4America proposal is going to JPACT/Metro Council in April. Gary Schmidt said that the Clackamas County Board voted 4-1 (Savas opposed, saying he needed more information) to support it. I hope City Councils around the region discuss it soon. I found myself wondering if the various Councils would be more interested if they knew that Lake Oswego's Boones Ferry Road project, Canby's South Ivy project, Molalla's Highway 211 project or our own Kinsman Road extension funding could be at risk.

I expect these discussions to get more interesting over the next couple of months, and maybe in connection to the May primary election.

*Stephan*

**Stephan A. Lashbrook**  
Transit Director  
City of Wilsonville



(503) 570-1576

[lashbrook@ridesmart.com](mailto:lashbrook@ridesmart.com)

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

King, Sandy

---

**From:** Retherford, Kristin  
**Sent:** Thursday, March 06, 2014 2:42 PM  
**To:** King, Sandy  
**Subject:** RE: Mentor Graphics acquisition resolution and staff report

Sorry,

I'd said we were pushing both out, but it looks like Nancy had a chance to review the Vbois RW dedication and we'll keep that on the 17<sup>th</sup>. The Mentor acquisition we'll postpone.

Kristin Retherford  
Economic Development Manager  
City of Wilsonville  
503-570-1539  
[retherford@ci.wilsonville.or.us](mailto:retherford@ci.wilsonville.or.us)

---

**From:** Retherford, Kristin  
**Sent:** Thursday, March 06, 2014 2:06 PM  
**To:** King, Sandy  
**Subject:** Fwd: Mentor Graphics acquisition resolution and staff report

FYI, both resolutions will be postponed

Begin forwarded message:

**From:** "Kraushaar, Nancy" <[kraushaar@ci.wilsonville.or.us](mailto:kraushaar@ci.wilsonville.or.us)>  
**Date:** March 6, 2014 at 2:03:38 PM PST  
**To:** "Retherford, Kristin" <[retherford@ci.wilsonville.or.us](mailto:retherford@ci.wilsonville.or.us)>  
**Subject:** RE: Mentor Graphics acquisition resolution and staff report

Let's push it out to the first meeting in April. -Nancy

---

**From:** Retherford, Kristin  
**Sent:** Thursday, March 06, 2014 12:15 PM  
**To:** Kraushaar, Nancy; Adams, Steve  
**Subject:** RE: Mentor Graphics acquisition resolution and staff report

Nancy, Sandy is wondering if this is ready to go. Have you been able to review it and send it on to legal? Would you like us to push it out to April?

Kristin Retherford  
Economic Development Manager  
City of Wilsonville  
503-570-1539  
[retherford@ci.wilsonville.or.us](mailto:retherford@ci.wilsonville.or.us)



City of Wilsonville  
April 7, 2014 City Council Meeting

SPEAKER CARD

NAME: Barbara Peschiera & Hilary Simon Sand

ADDRESS: 1713 Penn Lane

TELEPHONE: 503-655-7725 E-MAIL barbara@childrenscenter.org

AGENDA ITEM YOU WANT TO ADDRESS: \_\_\_\_\_

Child Abuse Prevention month

Please limit your comments to 3 minutes. Thank you.

**City of Wilsonville  
City Council Meeting  
April 7, 2014 Sign In Sheet**

[illegible]



## City of Wilsonville

### April 7, 2014 City Council Meeting Action Minutes

COUNCILORS	STAFF	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Stan Scherer	Mike Wheeler
Councilor Goddard	Barbara Jacobson	Mark Ottenad	Angela Handran
Councilor Starr	Jeanna Troha	Jon Gail	
Councilor Fitzgerald	Sandra King	Cathy Rodocker	
Councilor Stevens - Excused	Stephan Lashbrook	Kristen Retherford	
	Nancy Kraushaar	Delora Kerber	
		Chris Neamtzu	

AGENDA	ACTIONS
<b>WORK SESSION</b>	
<p><b><u>Review of Agenda</u></b> Councilor Starr wanted to know more about the criteria for residents in the tax exempt apartments</p>	Staff will report back on the amount of rent reduction provided to renters, residents' length of rental, and renter evaluation process and frequency.
<p><b><u>Council Concerns</u></b></p> <ul style="list-style-type: none"> <li>Councilor Goddard –complimented staff on the Memorial Park parking lot repaving project</li> <li>Councilor Starr – shared a Landover resident's concern with speeding on Wilsonville Road</li> <li>Councilor Starr – housing type percentages shown in Canyon Creek staff report, is there a stated goal towards housing type percentages</li> <li>Mayor Knapp – birch trees along ODOT right-of-way and freeway frontage at Brenchley Estates are dead; can the buffer along the concrete wall be replanted and maintained? ODOT is agreeable to replanting on ODOT r-o-w as long as a maintenance agreement is in place.</li> <li>Draft Tourism Development Strategy</li> <li>Willamette River Water Supply Update</li> <li>Transportation for America (T4 America)</li> </ul>	<p>Speed studies are being conducted throughout town and on Wilsonville Rd.</p> <p>Staff would pull the history to round out the conversation about the Housing Needs Analysis study set to come before the Planning Commission</p> <p>Staff will bring back information on who owns the right-of-way and the protocol for replanting.</p> <p>Councilor Fitzgerald, Consultant Bill Baker, and Mark Ottenad presented the draft document to Council and asked for comments.</p> <p>An update on the planning activities of the City of Hillsboro and TVWD for placement of a water transmission line was given. The two entities would be providing more in depth information at the May 5<sup>th</sup> Council Work Session.</p> <p>Council supported endorsing the T4 America platform to stabilize federal transportation funding and sending a letter of endorsement.</p>



<b>REGULAR MEETING</b>	
<b><u>Mayor's Business</u></b> <ul style="list-style-type: none"> <li>• Proclamation declaring April as Volunteer Appreciation Month</li> <li>• 2014 Arbor Day Proclamation</li> <li>• Proclamation declaring April Child Abuse Prevention Month</li> </ul>	<p>The three proclamations were read into the record by the Mayor.</p> <p>Certificates of appreciation were presented to Hilly Anderson, Gale Lasko, Dick Spence, Al Steiger and Helen Meade to recognize their volunteer efforts in the community.</p>
<b><u>Communications</u></b> <ul style="list-style-type: none"> <li>• Wilsonville Police Department Annual Report</li> <li>• Metro Activities Update – Craig Dirksen, Metro Councilor</li> <li>• Wastewater Treatment Plant Update</li> </ul>	<p>Chief Smith provided a synopsis of the undertakings of the police department.</p> <p>Councilor Dirksen briefed Council on Metro activities.</p> <p>Staff presented the final WWTP quarterly report to Council.</p>
<b><u>Consent Agenda</u></b> <ul style="list-style-type: none"> <li>• <u>Resolution No. 2461</u> - 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.</li> <li>• <u>Resolution No. 2462</u> - 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.</li> <li>• <u>Resolution No. 2463</u> - 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.</li> <li>• <u>Resolution No. 2464</u> - 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.</li> <li>• <u>Resolution No. 2465</u> - 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.</li> </ul>	<p>Consent Agenda adopted 4-0</p>
<b><u>New Business</u></b> <ul style="list-style-type: none"> <li>• Transportation for America (T4 America)</li> </ul>	<p>Council supported endorsing the T4 America platform to stabilize federal transportation funding and sending a letter of endorsement.</p>
<b><u>Public Hearing</u></b> <ul style="list-style-type: none"> <li>• <u>Ordinance No. 735</u> – 1st hearing - An Ordinance Amending</li> </ul>	<p>Adopted on first reading 3-1</p>



<p>City Of Wilsonville Miscellaneous Code Provisions To Prohibit Smoking At Or Within Twenty Feet Of A Bus Stop Or Transit Shelter.</p> <ul style="list-style-type: none"> <li>• <u>Resolution No. 2459</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2013-14.</li> <li>• <u>Resolution No. 2460</u> - A Resolution Authorizing A Transfer Of Budget Appropriations Within Certain Funds For Fiscal Year 2013-14.</li> <li>• <u>Ordinance No. 738</u> – 1st reading - An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From Residential 0 – 1 Du/Ac To Residential 4 – 5 Du/Ac On 1.79 Acres Comprising Tax Lot 5000 Of Section 13BA, T3S, R1W, Clackamas County, Oregon; Renaissance At Canyon Creek II; Renaissance Development, Applicant.</li> <li>• <u>Ordinance No. 739</u> – 1st reading - An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agricultural - Holding (Ra-H) Zone To The Planned Development Residential - 3 (PDR-3) Zone On 1.79 Acres Comprising Tax Lot 5000 Of Section 13BA, T3S, R1W, Clackamas County, Oregon. Renaissance Development Corp., Applicant.</li> <li>• <u>Ordinance No. 740</u> – 1st reading - An Ordinance Of The City Of Wilsonville Declaring A Moratorium On Medical Marijuana Facilities, And Declaring An Emergency.</li> </ul>	<p>Adopted 4-0</p> <p>Adopted 4-0</p> <p>Adopted on first reading 4-0</p> <p>Adopted on first reading 4-0</p> <p>Adopted on first reading 4-0</p>
<p><b><u>City Manager's Business</u></b></p> <p>Visitor Kiosk funding</p>	<p>The chamber of commerce is asking for \$6000 to fund the restocking of the information kiosks throughout town. Council wanted to see information on how those funds would be spent before making a decision.</p>
<p><b><u>Legal Business</u></b></p>	<p>There was no report.</p>

**URBAN RENEWAL**

**PUBLIC HEARING**

**A. URA Resolution No. 241**

A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2013-14. Adopted 4-0

**NEW BUSINESS**

**A. URA Resolution No.242**

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To The Construction Of Canyon Creek Road Extension To Town Center Loop East (CIP 4184) And Amending URA Resolution No. 239. Adopted 4-0

**CONSENT AGENDA**

**A.** Minutes of the March 17, 2014 URA Meeting. Adopted 4-0

**RECORDED BY: SCK**