



**Wilsonville City Hall  
Development Review Board Panel B**

Monday, August 27, 2018 - 6:30 P.M.

- I. Call to order:
- II. Chairman's Remarks:
- III. Roll Call:
  - Aaron Woods
  - Shawn O'Neil
  - Samy Nada
  - Richard Martens
  - Tracy Meyer
- IV. Citizens' Input:
- V. Consent Agenda:
  - A. Approval of minutes of the May 31, 2018 meeting
  - B. Approval of minutes of the June 25, 2018 meeting

*Note: Due to a lack of quorum to approve minutes from the June 25, 2018 minutes in the normal fashion, staff has attained signatures of approval from all attendees. The board is asked to recognize those signatures as valid and therefore adopt those minutes as approved.*

- VI. Public Hearings:
  - A. **Resolution No. 357. Yorkshire – Three (3) Row House Development: Pacific Community Design, Inc. – Representative for RCS–Villebois LLC –Applicant / Owner.** The applicant is requesting approval of a SAP Central PDP 1 Preliminary Development Plan Modification, Final Development Plan and Tentative Subdivision Plat for development of three (3) detached row houses in the Villebois Village Center. The subject property is located on Tax Lot 8600, Section 15DB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly

Case Files:	DB18-0040	SAP-Central PDP 1, Preliminary Development Plan Modification
	DB18-0041	Final Development Plan
	DB18-0042	Tentative Subdivision Plat

VII. Board Member Communications:

- A. Results of the August 13, 2018 DRB Panel A meeting
- B. Recent City Council Action Minutes

VIII. Staff Communications:

IX. Adjournment

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

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

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, AUGUST 27, 2018**

**6:30 PM**

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V. Consent Agenda:

- A. Approval of minutes from the May 31, 2018  
DRB Panel B meeting

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

**Development Review Board – Panel B  
Minutes–May 31, 2018 6:30 PM**

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**I. Call to Order**

Chair Richard Martens called the meeting to order at 6:30 p.m.

**II. Chair’s Remarks**

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

**III. Roll Call**

Present for roll call were: Richard Martens, Shawn O’Neil, Samy Nada, and Tracy Meyer.  
Aaron Woods was absent.

Staff present: Daniel Pauly, Barbara Jacobson, Steve Adams, Kimberly Rybold, and Chris Neamtzu

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

**V. Consent Agenda:**

A. Approval of minutes of February 26, 2018 DRB Panel B meeting

**Shawn O’Neil moved to approve the February 26, 2018 DRB Panel B meeting minutes as presented. Tracy Meyer seconded the motion, which passed unanimously.**

**VI. Public Hearing:**

**A. Resolution No. 352**

**Morgan Farms Subdivision: Ben Altman, Pioneer Design Group - Representative for Jim Wolfston - Owner / Applicant.** The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) for approximately 20 acres of property located on the north side of Boeckman Road just east of Boeckman Creek, along with approval for a Stage I Master Plan, Stage II Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Plan, SRIR Review, and SROZ Boundary Verification for an 82-lot single-family subdivision. The subject site is located on a portion of SW Boeckman Road right-of-way and Tax Lots 2300 (pt), 2400, 2600, and 2700 of Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files: DB18-0015 Annexation  
DB18-0016 Zone Map Amendment

DB18-0017 Stage I Master Plan  
DB18-0018 Stage II Final Plan  
DB18-0019 Site Design Review  
DB18-0020 Tentative Subdivision Plat  
DB18-0021 Type C Tree Plan  
SI18-0003 SRIR Review  
SI18-0004 SROZ Boundary Verification

*The DRB action on the Annexation and Zone Map Amendment is a recommendation to the City Council.*

**Chair Martens** called the public hearing to order at 6:36 p.m. and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site. No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

**Kimberly Rybold, Associate Planner**, announced that the criteria applicable to the application were stated on Pages 2 and 3 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

**Ms. Rybold** presented the Staff report via PowerPoint, briefly noting the project's location and surrounding features, highlighting the background regarding the Frog Pond Area Plan, and reviewing the proposed applications and key elements of the proposal with these comments:

- Following the adoption of the Frog Pond Area Plan, the master planning process for Frog Pond West, currently within the City's urban growth boundary (UGB), looked more closely at specific land use densities, where residential units would be located, lot configuration and sizes, infrastructure funding, open space planning, as well as a future roadway network for the area and other details for how development would be carried out in the area. Throughout that process, numerous meetings and work sessions were held with the Planning Commission and City Council. The Frog Pond West Master Plan was adopted in 2017, and set the vision for implementing development in Frog Pond West.
- A Street Demonstration Plan (Slide 7) was included as a part of the Frog Pond Area master planning effort and provided the framework for connectivity throughout the area, including Frog Pond West Area. Stafford Meadows, another Frog Pond subdivision just to the north and west of Stafford Rd and Boeckman Rd, was reviewed by DRB Panel A earlier this month. Stafford Meadows and Morgan Farms were the first two subdivisions the City was reviewing for development within the Frog Pond West Master Plan area.
- Aside from the public involvement the City had throughout the planning phase of this project, standard land use noticing requirements were also followed for applications coming before the DRB, which was a notice sent to property owners 250 ft from the subject property, newspaper advertisements, a site posting, and having the information available on the City's website.
- Annexation to the City of Wilsonville was the first step in realizing the vision of the Frog Pond West Master Plan. The annexation request included the three main properties that

would be subject to development, as well as a couple of other pieces of property that were either current or future right-of-way.

- She indicated a small piece of property owned by the West Linn-Wilsonville School District. The Street Demonstration Plan showed a roadway straddling the property line, so the Applicant agreed to dedicate that property as right-of-way to develop the street that ran along the edge of the subdivision. The Master Plan showed a future school that would ultimately be developed and that would have some access off the street as well.
- Also included with the annexation request was a small bump-out that was part of the Boeckman Rd right-of-way, but was not currently within the city. Otherwise, it would have been an isolated island that was not annexed in.
- All of the property owners had signed the petition for annexation, making it in accordance with the rules of the Metro government and State statutes.
- The Zone Map Amendment would apply the Development Code regulations created in the Frog Pond Master Plan. The new Residential Neighborhood (RN) Zone had been described as the best elements of the Village Zone used in Villebois, but simplified to still get good design and create a good neighborhood setting in a more straightforward manner than the Village Zone had been implemented in Villebois. The proposed district would be rezoned from the Rural, Residential, Farm, & Forest (RRFF5), a 5-acre minimum zone classification currently within Clackamas County, to the new RN Zone.
- The Stage 1 Master Plan looked more at the density planned for in the Master Plan. The Master Plan broke down the entire Frog Pond West Area into subdistricts; each of which had its own set of standards for lot size and lot coverage, and was laid out in a way that created different patterns. The pattern replicated for Morgan Farm was a similar density to the development south of the site, Arbor Crossing, with lots in the 4,000-6,000 sq ft range, so, a range of 66 to 82 units were permitted. The Master Plan looked at proposed uses, which generally were open space and single-family homes, and both were permitted in the proposed area.
- The Stage II Final Plan addressed how the site would function with close attention paid to street layout, lot layout relative to streets, how circulation worked, and how utilities were provided to the site, as well as traffic impacts from the proposed development. At this stage, refinements of the Stage I Master Plan were done in terms of the overall site layout and function, and to ensure the project was in line with the standards set forth in the Residential Neighborhood Zone.
- Site Design Review looked at the common areas, reviewing landscaping standards in the open space tracts and the right-of-way as well as the improvements along Boeckman Rd. The Master Plan included some recommendations for wall treatment and landscaping treatment. In Site Design Review, Staff looked at the proposed elements to ensure they were in line with the Master Plan recommendations.
- Tentative Subdivision Plat contained the specifics for how the lots were divided and recorded; setting the stage for the final planning process that would occur after DRB review. Staff looked at the various tracts and lots to make sure the lots met the Lot Development Standards and took stock of any easements that were required over different tracts for items such as stormwater or sewer. Thus far, the proposed Tentative Subdivision Plat met all of the requirements for the land division.

- The Type C Tree Plan considered the existing trees onsite and made recommendations for which trees were to be removed and which trees would be retained. A total of 81 trees on the site were proposed for removal. A good degree of grading was needed on the site because while it seemed flat, the site actually sloped downward from east to west about 25 ft until it reached Tract A, which was a Significant Resource Overlay Zone (SROZ), where it dropped off much more steeply. The trees evaluated in the Type C Tree Plan were outside of that SROZ area.
  - A few trees along the edge of Lots 76 through 79, and a couple Oregon White Oak trees were proposed for retention. The Oregon White Oak to the south of Lot 12 was next to the wall along Boeckman Rd, so some conditions in the Staff report addressed the construction of that wall and avoiding the critical root zone for that tree. Another large White Oregon Oak proposed for preservation was in Tract G and was a key feature of one of the open space tracts. That tract was specifically created for the preservation of that tree and designed around it.
  - The number of trees proposed for mitigation between the landscaping trees, in the open space tracts, and streets trees, far exceeded the required 1:1 minimum for mitigation of the trees being removed.
- The Significant Resource Impact Report (SRIR) looked at potential areas where development might be within the 25 ft impact zone from the SROZ boundary line and any allowed impacts within the SROZ. For this proposal, the report looked at the impacts of the residential lots located within the impact area and the proposed Boeckman Creek Trail that was planned to go throughout the Frog Pond West Area. It also looked at the stormwater outfalls farther down toward Boeckman Creek and some of the other stormwater facilities adjacent to the area.
- Table 5 (Slide 21) from the Traffic Impact Analysis Report looked at five different intersections, along with the proposed intersection of the site's new Street A and Boeckman Rd, to analyze PM Peak Hour trip impacts. The PM Peak Hour was the defined time period Staff used to assess whether or not something could be supported by the City's transportation system. The top part of the table looked at existing volumes and the proposed project, along with previous approvals that had not yet been constructed.
  - Table 6 (Slide 21) noted potential mitigation that could occur to offset potential failing conditions. Only the Boeckman/Canyon Creek Rd intersection showed a failing level of service (LOS) with the combination of the subject project, approved Stage 2 developments, and existing development. Currently, the intersection was a four-way stop, but it would ultimately be signalized as a part of the Capital Improvements Plan, and funding had been identified for that signal project.
  - Because signalization would occur within the two-year timeframe Staff usually considered with regard to traffic concurrency, the proposed project would not have any unmitigated impacts that did not meet the City's standards for LOS. Signalizing the intersection would take the intersection from a failing LOS E up to LOS A.
  - Three of the intersections studied were along Boeckman Rd, and two were Town Center Loop East and Town Center Loop West at Wilsonville Rd. (Slide 22) Nearby Stafford Meadows had looked at a couple of other intersection impacts because Staff was trying to obtain a wide-range view of what the transportation impacts would be in the area.

Staff did identify that without signalization, the Boeckman/Canyon Creek Rd intersection was a potential problem; however, it was interesting to note that many of the trips were anticipated to go north from the project site as opposed to south. The project trip impacts during the PM Peak Hour would be mostly coming and going from Stafford Rd going north, Canyon Creek Rd, some down Wilsonville Rd, but not many over in the Town Center Loop West or East area. (Slide 23)

- The Boeckman Rd improvements were part of a City project that would be funded through the development agreements for the Frog Pond Area and would occur within five years.
  - **Steve Adams, Community Development Engineer**, clarified that design would begin in the next 2018-19 fiscal year and construction of the improvements was anticipated for the summer of 2020.
- She displayed street cross-section diagram from the Master Plan, detailing what Boeckman Rd would look like. It was important to note that the Applicant would not build this cross-section. They would build outside of the right-of-way and dedicate some right-of-way to make the sidewalk, planter area improvements, and roadway improvements. The Applicant would be responsible for everything including the landscape buffer and the wall closer to the development. The wall was a consistent feature that would run along the entirety of Boeckman Rd. The wall's design had been coordinated with the Stafford Meadows subdivision to the east.
  - The sidewalks along Boeckman Rd would not be put in right away, so the City needed to ensure that access would still be provided for Morgan Farm residents to get to the city's sidewalk system, particularly because a middle school was close by and safe pedestrian access needed to be provided. A condition of approval required an interim improvement to fill a small gap in the sidewalk between the Arbor Crossing subdivision and Willow Creek Dr, as well as to provide an enhanced crossing at Street A and Boeckman Rd, so pedestrians could safely cross to the south side of Boeckman Rd and access the city sidewalk network.
  - Per the Master Plan, the local streets would have two travel lanes with parking on both sides, a planter strip area, and 5-ft sidewalks.
    - **Mr. Adams** noted one exception and explained that City Engineering, Nancy Kraushaar, and he had decided that Street A, adjacent to the future school site, would be best at 32-ft wide due to the amount of traffic that would be coming and going when the school opened, so the lower  $\frac{3}{4}$  of Street A would be 4 ft wider.
  - She added that the full cross-section of some streets along the edge of the subdivision would not be built with this subdivision, but would be completed when development occurred adjacent to the subject area. The school property was included in the annexation request, so some of the street section could be built on the school property before it was developed.
  - The Woonerf street cross-section (Slide 27) was included in the Master Plan as an option for something unique. The Woonerf was a more pedestrian-friendly street setting that used a narrower cross-section and curvilinear design to calm traffic and also provided more landscape buffer. The planter/stormwater area could range from 7-ft to 15-ft whereas the local street cross-section was 7-ft. The Woonerf option was chosen in this particular section of the subdivision due to a double frontage situation north of Street B

that resulted from the orientation of the lots both to and from Boeckman Rd. The Woonerf was chosen to provide a more pedestrian-friendly street to the first trailhead to the trail and to provide more landscape buffering.

- Subdivision Design. The proposed subdivision included 82 lots. The Master Plan required that any development over 10 acres in size provide 10 percent of the single-family units as either duplexes or attached, single-family units to provide some house plan variety for small lot subdivisions. These units were encouraged to be on corners. The Applicant chose to provide 10 lots, so 12 percent of the units, as attached, single-family units, which would have a property line down the middle to split the lot in two to facilitate feasible ownership of the individual unit. The minimum lot size for the duplexes was 6,000 sq ft, and the Applicant proposed a range of 6,400 sq ft to 7,400 sq ft in the combined lots. (Slide 29)
  - The remainder of the units was proposed as detached units with lot sizes ranging from 4,000 sq ft, the minimum for the district, to 7,723 sq ft. She noted a couple of the larger lots were accessed via Tract D, a private roadway adjacent to the SROZ. Most of the other lots were in the 4,000 sq ft to 4,500 sq ft range.
- In the small lot subdistricts, 10 percent of the developable area of the subdivision was required to be provided as open space. For the subject subdivision, it was Tract A, the area outside of the SROZ, which was 10.3 percent of the net developable area being provided. The Code required that half of that open space be designated as usable open space: a place to walk, sit, and be active, as opposed to an open area that was not accessible. The usable open space exceeded the overall required amount, but that was because the Boeckman Creek Trail was considered to be usable open space as it was an area that people could move through and use. With that and Tract C, a pedestrian connection, and some of the open space in Tracts F and G, the usable open space requirement would be exceeded by quite a bit.
- The intent of the Street Demonstration Plan was to ensure that the level of connectivity desired in the Frog Pond West area was provided. The Applicant needed to ensure the same level of connectivity was provided as set out in the Street Demonstration Plan and City Code standards. Some variances from the Street Demonstration Plan could be allowed, however, due to barriers such as other Code requirements or natural areas. (Slide 30)
  - Although the major road entering the subdivision was proposed to curve to the left and then proceed north in the Street Demonstration Plan, the Applicant's proposed street went straight up to the north. The primary reason was because the curvilinear street pattern and small lots made it difficult to meet the Code standard that the rear side of a lot not face a school or park site. The proposed straight configuration allowed the street to align with the school property, and all of the proposed lots were laid out with the side of the house facing the school. The proposed street pattern still provided the same ability for future connectivity to the north and connectivity into the school site. For that reason, the proposed variances from the conceptual Street Demonstration Plan were considered to be acceptable and appropriate.
- There was also guidance in the Master Plan about street trees, and specific streets were identified in a framework for different types of trees that were to be planted in the Frog Pond area. The categories were Primary Streets, Neighborhood Streets, and Pedestrian Connections. Each type of street or connection had a list of trees to choose from. The idea

was to encourage the planting of the same type of tree along a particular street but a different type of tree on an adjacent street to provide continuity, but also variety.

- Street P1, which equated to Street A in the subdivision, and Street P5, which equated to Street G, were defined as Primary Streets. Street P5 connected to Street P5 on the northern edge of the subdivision where it went through the Stafford Meadows subdivision, so the street tree choice for Street G had been coordinated, so that when that piece was developed in the future, it would have the same street trees down the entire the street. The American Linden had been chosen as the street tree for Street G, and the Green Vase Zelkova as the primary street tree for Street A. The remainder of the streets would be filled in accordingly with a variety of trees found on the Neighborhood Street Tree Plan.
- Street & Pathway Lighting had been planned out to ensure uniformity throughout the entire Frog Pond West Area without having an excessive amount of lighting, but ensuring that local streets were lit appropriately, that there was a coherent look, and that trailheads were lit safely and appropriately.
  - The Applicant did not have to worry about Boeckman Rd because that street lighting would be addressed when the roadway improvements were made.
  - Most of the other streets were local streets and would have the same type of fixture. A similar fixture would be used at the trailheads, but lighting fixtures along pedestrian connections were limited to 10 ft in height.
- For this and the Stafford Meadows applications, Staff had done a lot of work to balance the use of the planting strips where street trees would go and providing the lights called for in the Lighting Plan, as well as looking at other aspects of development like providing utilities and stormwater management facilities. That had been more of a challenge in the small lot subdistrict because the lot frontage was so narrow and there were more driveway cuts into the road, so less space existed to space out the street trees, utilities, and planter facilities without creating any conflicts.
  - Stormwater management facilities were proposed in the right-of-way, on private lots, and in some of the open space tracts. Staff worked to balance providing stormwater as close to the source as possible for the residential units, while recognizing the need to accommodate, first and foremost, aspects of development, like street trees and lighting, needed to provide safety to the subdivision, as well as the tree canopy the City wanted to achieve in the Frog Pond West Area.
- Tract C was currently shown on the Street Demonstration Plan as a pedestrian connection. Slide 35 showed the cross-section for pedestrian connections as a 10-ft wide path with planter areas on both sides to provide trees and lighting for the area. However, because the proposed subdivision had only a single vehicular point of access, Street A, a secondary point of emergency access was needed to allow emergency vehicles into the subdivision if Street A was blocked. As proposed as a 20-ft wide pathway, Tract C provided the emergency access. (Slide 35)
  - A condition of approval required that Tract C be converted back to what would meet the pedestrian connection cross-section once a secondary point of vehicular access was available. This access would either be from the east, if the school property was developed, providing access to Stafford Meadows, or if the property to the north was

developed, providing access to Frog Pond Lane. At that time, the City would require that the paved area in Tract C be reduced to 10 ft and the trees be planted.

- In the interim, there would also need to be lighting, so a condition of approval was added that lighting be provided on one side of the access point for safe pedestrian and cyclist travel.
- The Boeckman Rd wall called for in the Master Plan was approximately 4 ft high. It would be brick with wrought iron fencing on top. The point was to achieve a uniform presence along Boeckman Rd, so the Applicant had coordinated with the applicant's for the Stafford Meadows subdivision to design the wall and ensure it was consistent along Boeckman Rd.
  - A condition of approval would ensure that the excavation would not go under the ground and damage the roots of the tree by Lot 12.
  - Tract B was a 10-ft buffer area just south of the wall. A mix of shrubs would be planted to create soft buffer along the wall; however, because of high voltage lines, no trees would be planted. The shrub plantings had also been coordinated with Stafford Meadows to create a consistent appearance.
- The Master Plan showed the Boeckman Creek Trail, a regional trail, to ultimately extend all the way to Memorial Park. As a part of tonight's proposed development, the Applicant was required to build the section of the Boeckman Creek Trail adjacent to Morgan Farm, a 10-ft to 12-ft wide trail bed. Mr. Adams had worked extensively with the Applicant and the project team to design the trail with the least amount of impacts to the slopes in the area. There would be some retaining walls. Generally speaking, the trail would run to the rear of the yards along Street F, go up to the sidewalk, connect to the trailhead at the northernmost part of the trail in the subdivision, and then go to the south.
  - In the future, as a part of the Boeckman Rd improvements and Boeckman Bridge reconstruction, the City would connect to the Applicant's trail section, extending the trail under the Boeckman Bridge and continue it down into the canyon. The trail would be built on top of a sewer line easement once that was completed.
  - Staff took the proposed trail to the Parks Board and one item the Board had included with its recommendation was that a center dividing line be painted on the trail for safety due to its many twists and turns. Staff had included that as a condition of approval.
  - Three distinct trailheads were provided in the proposal. The northernmost trailhead just had some landscaping and provided access to the trail. The middle one was the largest and had the most open space, along with some benches, an exercise station, and a picnic shelter with tables in the larger part of Tract F. (Slide 39) Some stormwater facilities were also in that area as a part of the regional type of approach. The southernmost trailhead had benches and some boulders that would be integrated into some of the open space areas.
- The Tract G open space was created was to preserve the large oak tree. It would have benches, a mixture of both grass and decomposed granite surfacing to protect the root zone, providing a pocket park type open space with the tree as a major feature.
- Staff recommended approval of the annexation and Zone Map Amendment to the City Council and, contingent upon that City Council approval, approval with conditions of the other component applications.

**Samy Nada** asked about funding and a timeframe to convert the Boeckman/Canyon Creek Rd intersection from a 4-way stop to a signaled intersection as recommended in the Traffic Study.

**Mr. Adams** confirmed the City had funding for the project. Since the budget was created in January/February, the City had decided to combine the projects of the signalized intersection, the Boeckman Bridge, and the Boeckman Rd improvements south of that. New City Engineer Dominick Huffman had been tasked with this project, which would get under design next year. Once the design was completed and Staff knew how the bridge would tie into the intersection, he expected that the intersection work would likely precede the bridge work. If it became a problem, the intersection could be built and a year or two later, the bridge could be connected. Staff just needed to make sure everything tied in well.

**Mr. Nada** understood there was criteria in terms of the intersections that had been studied, but he believed the Stafford Rd/65<sup>th</sup> Ave intersection should be addressed as vehicles attempting to turn onto Stafford Rd from 65<sup>th</sup> and Alexander had to wait a long time, near peak time, to get onto Stafford Rd, and that was at current capacity. The Traffic Study suggested that traffic down Stafford Rd would increase by 50 percent. He asked if there were any plans to address that problem.

**Mr. Adams** explained that there had been a three-way meeting last fall between Washington County, Clackamas County, and the City to discuss Frog Pond and the impact it would bring to that intersection. Elligsen and 65<sup>th</sup> was Washington County, and Stafford Rd and 65<sup>th</sup> was Clackamas County, which created a three-way need for everyone to work to modify the situation. A Road Safety Audit was done by Clackamas County in September of 2017. The initial ideas and recommendations from the consultant, Kittelson & Associates, was to construct a roundabout, but no one currently had money for that. He had been in contact with Clackamas County, which was aware of the situation and knew that the traffic studies indicated a 50 percent increase in the traffic that used Stafford Rd. Wilsonville would continue to work with Clackamas County as traffic increased.

**Mr. Nada** asked if there were any studies conducted that showed the actual impact or extra wait time at peak times.

**Mr. Adams** responded that there had been discussion amongst the Transportation Engineering Staff at Clackamas County regarding what kind of modifications could be done on a short-term basis, such as turning it into an all-way stop, but he did not know what Clackamas County would ultimately do. In the long-term, it would likely be a roundabout.

**Mr. Nada** stated that a large part of the study expected that the majority of traffic would come from that way due to the I-5 connections with the City of Wilsonville, but even if traffic was at current levels, residents of the new subdivision would be encouraged to take the southern exit as opposed to waiting a long time at the northern exit.

**Mr. Adams** responded that the difficult movement was coming off of 65<sup>th</sup> Ave and turning left onto Stafford Rd. For the subject subdivision, residents would go north on Stafford Rd and turn left onto 65<sup>th</sup> Ave.

**Mr. Nada** clarified that he meant vehicles coming from I-5 would have to wait in a long line just to make a right turn.

**Mr. Adams** explained that vehicles coming from I-5 would use Canyon Creek Rd, so it would impact the intersection that the City had to signalize. He agreed that there was an issue with vehicles attempting to turn left onto Stafford Rd stacking up while vehicles proceeded to turn right onto Stafford Rd.

**Chair Martens** stated that when he met with people in the community regarding traffic the interest was almost always at Wilsonville Rd and the freeway. People, not surprisingly and not illogically, would sometimes connect development, wherever it occurred in the city, with the impact on that intersection. When looking at the nearest one, the Traffic Study measured the impact on Town Center Loop West with fairly minimal impacts. He asked how Mr. Adams would characterize the impact on the Wilsonville Rd/I-5 intersection.

**Mr. Adams** replied that the difficulty on Wilsonville Rd was going southbound on I-5. He did not envision many people going south on I-5 to Woodburn at 5:00 PM on an average weekday. He believed most people who used that on ramp were people who had stopped off in Wilsonville to shop on their way home from work, and that Fred Meyer had really impacted that due to increased shoppers who stopped and then went on. However, with both Villebois and Frog Pond, he did not know what would drive someone to go south as most people were coming home from jobs that were either in Wilsonville or north of Wilsonville.

**Chair Martens** asked if the homeowners association (HOA) would be responsible for the maintenance of the trail, the wall, and trees within the development once they were planted.

**Ms. Rybold** responded that ultimately, the trail in Tract A would be a dedicated city trail. Within the conditions of approval, there was some legal documentation that the City would need to see before that could occur. Ultimately, the trail maintenance would be the City's responsibility, along with the associated retaining wall along the trail. The street trees were the responsibility of the property owner for maintenance, although in some places that was structured to be the HOA's responsibility as well.

**Mr. Adams** confirmed the 10-ft tract of the wall on Boeckman Rd would be maintained by the HOA.

**Chair Martens** asked if the wall would extend through the school property and connect to the development to the east in the near-term or at a later date when that property was developed.

**Ms. Rybold** confirmed that would occur when the property was developed and annexed into the City.

**Tracy Meyer** understood the developer had to come back at a later date to make the temporarily-widened walkway narrower and to plant trees.

**Ms. Rybold** answered yes. The language in the condition of approval provided a couple of options. Usually, the most cost-effective was for everyone was for the developer or HOA, depending upon what happened, to pay for and make that improvement. The condition requested a deposit of 150 percent of the engineer's estimate for that project, so that if the developer opted not to do it, the City could come in and do it and whatever cost was incurred could be taken from the deposit.

**Mr. Adams** added that the language of the deposit would be more detailed in the development agreement between the Applicant and the City.

- He confirmed that this situation was fairly unique. In Stafford Meadows, the Applicant was also required to provide a temporary sidewalk connection from the subdivision to the northwest corner of the Advance/Boeckman/Wilsonville Rd intersection. The City had required that the developer, who was benefitting from the project, deposit money to demolish it when Boeckman Rd was completed so the City would not have to spend its own funds or saddle the HOA with the costs.

**Shawn O'Neil** asked if Mr. Adams could elaborate as to how DKS had anticipated the 40 percent, almost 50 percent, of the expected use to Stafford Rd because there might be citizens in the audience that wanted to know.

**Mr. Adams** explained DKS had a full traffic model of the city, and as things develop, they input an expected traffic count coming from and going to the subject development. The computer program would then look at where traffic was expected to go based on parameters inputted from the Metro model. He reiterated that the Traffic Study data from the City showed that most people worked north of Wilsonville, so most of the traffic north of Boeckman Rd tended to head north. Very few people would head south, just to head north on I-5 again.

- The model for 50 percent was looking at the entire Frog Pond development, the West, East, and South neighborhoods. The neighborhood in the far southwest corner might not contribute much to that 50 percent, but may contribute a lot to the 10 percent that used Canyon Creek Rd; while something over by the new middle school or on the east side of Stafford Rd would probably more heavily dominate the Stafford Rd use.

**Chair Martens** called for the Applicant's presentation.

**Ben Altman, Pioneer Design Group, 9020 SW Washington Square Dr., Suite 170, Portland, OR, 97223** representing Pahlisch Homes, noted the key elements of the development, referencing the displayed site plan, Exhibit B3, with these key comments:

- The name Morgan Farm was selected to recognize the prior use of the property, which was for breeding Morgan horses. The Crawford family had moved there in the early 1970s from Boston and raised the magnificent animals. The Crawfords were active in the community while they lived there, until the early 2000s, when they moved to California and continued to raise horses. He displayed a slide of a champion Morgan horse the Crawford family was very proud of.
- Morgan Farm was a very interesting but challenging site. It was a 20-acre site sandwiched between the school district on the east side and Boeckman Creek on the west side. Those two assets set the stage for a very desirable location for the proposed homes given the access to nearby education and to nature along the creek. The development provided a connection between those two features.
- The current operation of the school site was an environmental learning center. The Applicant believed there was a great opportunity, with the connectivity to Boeckman Creek, for environmental education to occur in relation to the creek and the pathway as the area was developed. The Applicant had discussed that at length with the Park Board when they met and discussed the trail. The Park Board was also excited about that opportunity. The plans included some initial environmental signing that would be coordinated with the Parks Board, City Staff, and the school district. There was always an opportunity to add to that as time went on.
- Boeckman Creek, because of its irregular shape, reduced the resource area down to 6.9 acres in the creek canyon, which brought the total site size down to just less than 14 acres. Within that area, the Applicant had to do all of the other things required by the Code as summarized earlier by Staff. Designing the site was like putting together a puzzle that had not been created yet, so the Applicant had to create all of the pieces to make it fit into the irregular box that was the site.
- The Applicant was proud to present a plan that met 100 percent of the Code requirements with no variances or waivers requested. It was a challenge, but they did it. The Applicant also wanted to acknowledge that they had received a lot of guidance and assistance from Staff throughout the process. They had gone through various iterations of the plan to get it finalized and Staff had been very helpful and responsive, which the Applicant appreciated.
  - The alignment of Street A along the school boundary was slightly different than the curve design in the Street Demonstration Plan. While the Street Demonstration Plan was an amended adoption of the plan, City Council had made it very clear that their expectation was to ensure that no lots had rear yards against the school property. City Council wanted the school property framed by streets, and that was exactly what the Applicant had done with Street A and Street G at the north end. Street A aligned across the north end, would extend to the east, and ultimately out to Stafford Rd, which would frame the west and north boundaries of the school property. Three-quarters of Street A would be built with this development and the school would finish it when they constructed their project in approximately five years.
- As development to the east occurred, Street G would extend over and connect with the segment Stafford Meadows was building that extended out to Stafford Rd. Following the street spacing standards and lot spacing, the Applicant had laid the streets out within a 330-ft block grid, which was the maximum allowed without an additional pedestrian link. The

north/south streets were laid out on that 330-ft grid. East/west circulation was provided, in particular, with Street B and Street E that connected the school site directly to trailheads. Street G also connected directly to trailheads, so there were three east/west streets that aligned to the trailheads and provided a pedestrian corridor from the school site to the natural resource area.

- On Street B, because Lots 23 to 30 were double-fronted, the Applicant had created the Woonerf design to add a wider landscape area. The curvilinear design would create more of a pedestrian corridor than would otherwise occur with a regular street pattern.
- The proposed design resulted in a wide variety of product mix with lots on varied street orientations throughout the development. There were front-loaded lots that faced side streets rather than primary streets, particularly Street A, so that only side yards faced the school site. There were also alley-loaded units in the middle, the units that fronted the Woonerf street, one private drive section, and the regular streets on the rest of the application. There were also 10 attached units spread throughout on diagonal corners so they were not clustered in any way.
- Two open space tracts, F and G, the trail, and Tract C provided connectivity out from Boeckman Rd into the site. Combined, those provided almost 42,000 sq ft of active open space within the development, in addition to the six-plus acres of open space in Tract A. He reiterated that the Applicant was saving the 56-inch oak tree as part of the development.
- The brick wall and plantings buffer had been designed in coordination with Stafford Meadows. The plantings were not 100 percent consistent but the format was. As it dropped into the creek and canyon where the bridge eventually would be, there was a slightly different pattern that went more to a natural planting pattern.
- Amenities with the proposed design included tree-lined streets, access from school to nature with the educational opportunities that created, and the three landscaped trailheads. The first 120 ft of the regional trail would be built with this project, and that included lighting and some benches along the trail with overlooks at different points. There was also an exercise station along one trailhead, a feature the Applicant thought fit in with the physical exercise aspect of the trail. There were also 11 picnic benches and two game tables.
- Under the oak tree canopy had to be kept dry as white oaks did not do well around lawn or a lot of water, so the area under the tree would be decomposed granite. There would also be picnic shelter and the preservation of the two big oaks.

**Ms. Meyer** asked if the City had considered local wildlife such as coyotes and birds, as she was concerned about where they would go since coyotes had been seen in the area recently.

**Ms. Rybold** responded that she had seen a coyote right outside the Friday before last. Wildlife was not something that Staff had particularly addressed with the proposed development but they were aware of its presence. One of the bigger picture things the City had looked at with bridge design, roadway projects, and various subdivisions was wildlife underpasses. While Staff had not addressed wildlife directly when reviewing a subdivision, one goal of preserving places like SROZ areas and looking at those crossings was to provide corridors for animals to safely such as undercrossings.

**Ms. Meyer** stated that although animals could not be made to use the undercrossings, she was worried about wildlife wandering into the school yard.

**Mr. Nada** asked if there would be a fence between the school and the neighborhood.

**Mr. Altman** replied the Applicant had spoken with the school district and they did intend to fence the school site. A fence would not be put in initially, but would once the school was built, as the school district fenced all of its schools.

**Mr. Nada** asked what the plan was for parking in the subdivision.

**Mr. Altman** responded that most units would have a two-car garage with driveway and street parking. They were still struggling with the attached units, particularly on the narrower lots. A Code standard limited garage widths to the width of the structure, which would likely result those having single-car garages. Because of the unit configuration, the Applicant could not put garages on side streets. He confirmed all of the units would have a driveway.

**Mike Morse, Pahlisch Homes, 15333 SW Sequoia Parkway, Suite 190, Portland, OR, 97233** stated Pahlisch was excited to be back in Wilsonville, adding the company was also currently developing the Charbonneau Range subdivision in Wilsonville. They had just finished the development portion and had started home construction. The project team had worked well with Staff in the past, and they had been extremely supportive and very gracious to work with as the Applicant had put together a very complicated land use application as it pertained to working within the usable space.

- Pahlisch Homes was excited about the community and considered themselves community builders, not just home builders. The company had its own in-house community management company that would manage a community until it could be handed to the homeowners, at which point the homeowners could manage their HOA themselves or hire Pahlisch to do so on their behalf. As such, they took pride in building subdivisions, not just homes.
- Maintenance of the green space and fencing would be placed into the right entity, whether it was the HOA or individual homeowners. The Applicant took pride in the fact that one could drive through a Pahlisch community ten years later and it was still fresh, as they tried to continue to manage the process and maintain the integrity of the aesthetic look of the subdivision even after they had built the last home.

**Mr. Nada** asked when construction would begin, assuming everything was approved.

**Mr. Morse** replied that with the DRB's approval tonight, the Applicant hoped to continue with the application process and begin moving dirt in August. The development period would take roughly August 1<sup>st</sup> through the end of the year. The first model homes would be built in the first quarter of 2019, hopefully, with a grand opening approximately one year from now.

**Mr. Altman** noted that the Applicant had reviewed and accepted all of the recommended conditions of approval as recommended.

**Chair Martens** called for public testimony in favor of, opposed, and neutral to the application. Seeing none, he confirmed there was no rebuttal from the Applicant.

**Shawn O'Neil** commended Ms. Rybold and Mr. Adams for one of the best presentations he had seen in a while. The materials had been very helpful. By the time the Applicant had presented their piece, everything he had anticipated asking had been answered.

**Chair Martens** asked Staff if there was a reason, other than aesthetics, that no homes would have backyards facing the school.

**Ms. Rybold** replied that it was to prevent creating a walled-off school environment. Looking at the backs of homes was not very inviting from the school's perspective, and it would wall off the school from the subdivision; whereas having the school face front or side yards connected it to the community.

**Chair Martens** confirmed there were no further comments and closed the public hearing at 8:02 pm.

**Samy Nada** moved to approve Resolution No. 352 including the Staff report as presented. **Tracy Meyer** seconded the motion, which passed unanimously.

**Chair Martens** read the rules of appeal into the record.

## **VII. Board Member Communications:**

- A. Results of the April 9, 2018 DRB Panel A meeting
- B. Results of the May 14, 2018 DRB Panel A meeting
- C. Recent City Council Action Minutes

**Dan Pauly, Senior Planner**, noted the April 9<sup>th</sup> meeting regarded the renewal of a temporary use permit and that half of Panel B was present for the May 14<sup>th</sup> meeting and the approval of the other Frog Pond subdivision, which had already been discussed tonight.

**Samy Nada** echoed Mr. O'Neil's comment, adding that the Traffic Study information with the arrows, intersections, and numbers was especially useful.

**Mr. Pauly** explained Staff was using a new template he created and confirmed that the Board wanted to continue seeing that format.

**Shawn O'Neil** reiterated that the presentation was really good because the anticipated questions that he would have asked were addressed in the presentation.

## **VIII. Staff Communications**

**Dan Pauly, Senior Planner**, also thanked the Board for their work, noting tonight's application included a lot of homework.

## **IX. Adjournment**

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, AUGUST 27, 2018

6:30 PM

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V. Consent Agenda:

- B. Approval of minutes from the June 25, 2018  
DRB Panel B meeting

*Note: Due to a lack of quorum to approve minutes from the June 25, 2018 minutes in the normal fashion, staff has attained signatures of approval from all attendees. The board is asked to recognize those signatures as valid and therefore adopt those minutes as approved.*

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

**Development Review Board – Panel B  
Minutes–June 25, 2018 6:30 PM**

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**I. Call to Order**

Chair Richard Martens called the meeting to order at 6:31 p.m.

**II. Chair's Remarks**

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

**III. Roll Call**

Present for roll call were: Richard Martens and Tracy Meyer. Samy Nada, Aaron Woods, and Shawn O'Neil were absent.

DRB-Panel A Member: Fred Ruby

Staff present: Daniel Pauly, Amanda Guile-Hinman, Nancy Kraushaar, and Kimberly Rybold

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

**V. Consent Agenda:**

A. Approval of minutes of May 31, 2018 DRB Panel B meeting

Approval of the May 31, 2017 DRB Panel B meeting minutes were postponed due to the lack of a quorum.

**VI. Public Hearing:**

**A. Resolution No. 355. Aspen Meadows Phase II: Scott Miller, Samm-Miller, LLC– Applicant for David Kersten – Owner.** The applicant is requesting approval of a Comprehensive Plan Map Amendment from Residential 0-1 Dwelling Units Per Acre to Residential 4-5 Dwelling Units Per Acre, a Zone Map Amendment from Residential Agriculture-Holding (RA-H) to Planned Development Residential 3 (PDR-3), along with a Stage I Master Plan, Stage II Final Plan, Tentative Subdivision Plat, Type C Tree Plan and Tentative Partition Plat for a 2-lot Partition and subsequent 5-lot single-family subdivision located at 28600 SW Canyon Creek Road South. The subject site is located on Tax Lot 06200 of Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files: DB18-0027 Comprehensive Plan Map Amendment  
DB18-0028 Zone Map Amendment  
DB18-0029 Stage I Master Plan

DB18-0030 Stage II Final Plan  
DB18-0031 Tentative Subdivision Plat  
DB18-0032 Type C Tree Plan  
DB18-0033 Tentative Partition Plat

*The DRB action on the Comprehensive Plan Map Amendment and Zone Map Amendment is a recommendation to the City Council.*

The following exhibit was distributed to the Board electronically and at the dais and entered into the record:

- Exhibit A3: Memorandum from Kimberly Rybold dated June 21, 2018 amending the Staff report by adding Condition of Approval PDG 4.

**Chair Martens** called the public hearing to order at 6:35 p.m. and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site. No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

**Kimberly Rybold, Associate Planner**, announced that the criteria applicable to the application were stated on pages 2 and 3 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

**Ms. Rybold** presented the Staff report via PowerPoint, briefly reviewing the site's location and surrounding features, the project's background, requested applications, and the unique features of the proposed subdivision design with these key comments:

- Background. The subject property was part of the Bridle Trail Ranchettes subdivision originally created in 1964 and developed prior to Wilsonville's incorporation as a city. At that time, each lot was approximately 2 acres in size. When the current Comprehensive Plan Map was adopted, the density assigned to the area reflected the existing subdivision.
  - In the mid-2000s, some of the lots were redeveloped from the Comprehensive Plan density of 0 to 1 dwelling units per acre to 4 to 5 dwelling units per acre. Areas to the west and north had been approved at that greater density. Of the original 19 lots, 14 had all or a portion of the lot approved for the increased density.
  - She displayed a map showing which parcels had been replanned with the density range increases (Slide 6) noting the first and biggest change was in 2004 with the adoption of Renaissance at Canyon Creek located between Canyon Creek Rd South and Canyon Creek Rd. At that time, findings were made that supported the change, including an identified need for additional single-family homes in Wilsonville due to the limited amount of residential land available for development. The findings also noted that areas both to the south and east had higher residential density, so allocating a higher density range to the area would satisfy the city's needs.
  - She reviewed the other subsequent density changes approved in the area, noting that Aspen Meadows Phase I had been replanned for a density of 4 to 5 units per acre. Tonight's proposed subdivision had a similar pattern to the existing subdivision's

property in that the eastern half of the property was mostly Significant Resource Overlay Zone (SROZ) with some steep slopes that led down to Boeckman Creek. The subject property was proposed as an extension of the Aspen Meadows Subdivision.

- The DRB would be making a recommendation to the City Council on the first two of the seven component applications before the DRB tonight and making recommendations on whether to adopt the changes proposed with the remaining five applications.
- The Comprehensive Plan Map Amendment would change the property's designation from 0 to 1 units per acre to 4 to 5 units per acre, a request consistent with other approvals that had been granted for parcels in the Bridle Trail Ranchette Subdivision.
- The proposed corresponding Zone Map Amendment would implement the Comprehensive Plan Map recommendation. Contingent upon approval of the Comprehensive Plan Map Amendment, the Applicant proposed a corresponding Planned Development Residential 3 (PDR-3), which was generally consistent with Zone Map amendments that had occurred with the other redeveloped parcels in the area.
- The Stage I Master Plan generally established the location of houses, streets, and open space tracts on the parcel with further details being reviewed with the Stage II Final Plan. The Development Code listed the proposed single-family homes and open spaces as allowable within the PDR-3 Zone. She displayed a table that showed the correlation between the PDR-3 Zone and the Comprehensive Planned Density range of 4 to 5 dwelling units per acre. (Slide 12)
- The Stage II Final Plan provided further details about the utilities and street layout being provided. The Applicant proposed installing the necessary facilities and services concurrent with the development of the subdivision. The lot size, lot layout, block size, and access all demonstrated consistency with the Development Standards established in the Development Code for PDR zones.
- Tentative Partition Plat. The subdivision was the first of two land divisions proposed with the subject application. The Tentative Partition Plat request would split the subject property into two parcels: one for the existing single-family home already on the site, which would remain, and the second partitioned parcel would be for the proposed subdivision. The proposal was written as such to pull the existing house out of the Aspen Meadows Phase II Subdivision, so it would not be part of the subdivision and the associated CC&Rs.
  - Both of the proposed land divisions were contingent upon approval of the Zone Map Amendment because under the current zoning classification of Residential-Agricultural Holding (RA-H), the parcels would not meet the minimum lot frontage requirements.
  - Therefore, conditions of approval were included to ensure that the final partition plat was recorded before the subdivision plat and that no home construction occurred on Parcel 2 until the recording of a final subdivision plat. (Exhibit A3)
- The Tentative Subdivision Plat showed the five proposed lots and open space tract. It provided all of the necessary information consistent with the Stage II Final Plan to allow for the subdivision of the property in a manner that facilitated the proposed development, which would occur after the property was partitioned.
- The Type C Tree Plan looked at the site's existing trees and made plans for preserving trees that could be preserved or protected and removing trees if needed. Due to some grading and the location of proposed development, ten trees were proposed for removal, either

because they were not healthy or were located in a proposed road or area that would be graded. To mitigate for the removal of the trees, the Applicant proposed planting 16 trees, a combination of street trees that would go along with the development as well as some additional trees in the SROZ.

- Some unique features of the Subdivision Design included the single, existing house on the property that would remain on its own parcel plus five, new single-family lots. The buildable portion of the site would have the minimum density required for four dwelling units. Because the SROZ covered so much of the site, there was also the ability to transfer some density that would otherwise be able to be developed on that part of the site.
  - Using the density transfer provisions in the Development Code, the Applicant proposed an additional two units for a total of six lots. At 7,357 sq ft, the average lot size was within what was recommended for the PDR-3 District. Lots ranged in size from just over 5,000 sq ft to almost 12,000 sq ft, which was the lot with the existing house. Portions of Lots 3, 4, and 5 had some SROZ in the rear portion, so the SROZ portion would be fenced off and preserved in a conservation easement. That conservation easement would also extend over Tract B, which was proposed as an open space tract.
- Open Space. Because of Tract B's size, the property exceeded the minimum open space requirement of 25 percent, totaling 43 percent with the SROZ portion. Properties with a significant SROZ, such as the subject property, required a quarter acre of usable open space per 100 units. North of the site was a quarter acre proposed as open space to serve the 14 lots currently under construction in the Aspen Meadows subdivision to the north. Because the proposed subdivision was seen as an extension of the Aspen Meadows Phase I, the subject lots were proposed to be integrated into that homeowners' association (HOA), and residents of the subject subdivision would have access to that usable open space. The number of lots being added was so far below that 100-lot threshold for usable open space that Staff deemed the usable open space requirement met via the existing usable open space in Aspen Meadows Phase I.
- Access and Connectivity. The existing home was currently accessed from Canyon Creek Rd South. The orientation of the driveway would not change and would still take access from that road. There would be a new public street along the southern portion of the parcel, proposed as a three-quarter right-of-way section with a sidewalk on the north side only since there would be no lots taking access from the south side. If there was future development to the property to the south, the road could be extended.
  - A private Street, identified as Tract A, was proposed to connect to the private street in Aspen Meadows also labeled as Tract A. (Slide 20)
  - The Development Code limited residential private access drives to four lots taking access from that roadway. Lots 1, 2, and 5 would be required to take access from A St. Lots 3 and 4, as well as two lots to the north in Aspen Meadows, would take access from the private drive.
  - The connection would enable emergency vehicles accessing the subdivision to turnaround more easily, but no access points were provided beyond the immediate area. As the trash provider noted, trash collection would only occur on public streets.

- Connecting the roadways would provide a more orderly pattern of development for the area. Staff believed this met the intent of the Development Code standards for residential private access drives, but because the roads were not intended to provide through access, a condition of approval required signage stating “no through access”, or similar language approved by the City Engineer, to be installed where the private drive accessed the public road.
- Aspen Meadows Reserve Strip. When the City had approved the first phase of Aspen Meadows, a condition of approval required a reserve strip across the private street to prevent access to the current subject property. At that time, it was not anticipated that this property would develop as a part of Aspen Meadows because the Applicant had not secured a right to purchase the subject property and because of the location of the SROZ relative to the property.
  - With the change in circumstances, the Applicant now requested that the reserve strip be removed to facilitate the connection and allow access to those lots. It would not allow for any future connection anywhere else, but only limited to that small segment, being a private street.
  - Because the Development Code stated that reserve strips were under the jurisdiction of City Council, Council would have to pass a resolution to remove the strip to facilitate that connection. If that did not happen, a condition of approval would require the construction of a barrier to prevent vehicular access across that reserve strip. While a technically a feasible approach, emergency vehicle access would be tricky as a gate would have to be installed to allow the vehicles through. Staff believed this was a less coordinated development pattern and that removing the reserve strip was the preferred approach.
- Street Trees and Stormwater Management. Newer subdivisions typically wanted to use the planting strip between the sidewalk and street for stormwater management facilities, but particularly with narrower lots like these, many things competed for that space; most notably street trees and street lights where required and minimizing conflicts between water meters and trees. As such, Staff had worked with the Applicant to ensure street tree placement met the requirements while balancing the need for stormwater management. Some planter tracts were within the planting strip, but there was also a secondary area of stormwater management in Tract A to meet the requirements needed for the subdivision.
- Staff recommended that the DRB recommend approval of the Comprehensive Plan Map Amendment and Zone Map Amendment to City Council, as noted in the Staff report, as well as approve with conditions the other component applications contingent upon City Council approval of the first two requests.

**Tracy Meyer** asked why removal of the reserve strip was such a big deal, and what the downside was to its removal.

**Ms. Rybold** responded that the plat note recorded with the County stated that no vehicular access could be permitted across that strip. (Slide 21) If those private drives were connected, then theoretically, there could be vehicular access across them if no mechanism existed to

prevent that. Some things on the plat would need to be revised when the CC&Rs were changed and being able to remove the reserve strip would make it a lot cleaner.

**Ms. Meyer** asked who would pay for the upkeep of the private street.

**Ms. Rybold** responded the private drives would be maintained by the HOA.

**Ms. Meyer** asked where Lots 3, 4, and 5 ended relative to the SROZ.

**Ms. Rybold** displayed the Tentative Subdivision Plat diagram (Slide 15) on which the boundaries of Lots 3, 4, and 5 were indicated with a dashed line. She noted that a fence would be built along the SROZ boundary, which was indicated with a line of x's.

**Ms. Meyer** asked if Staff knew where the houses would be located.

**Ms. Rybold** replied the light dashed lines on Slide 15 indicated the buildable areas of the lots, and that there was a 25-ft setback from the SROZ line known as the Impact Area.

**Ms. Meyer** understood the conservation easement was for the new owners.

**Ms. Rybold** clarified the easement would be recorded as a part of the other easements recorded with the final plat. The conservation easement would be one easement that would apply to a defined portion of the owner's lot.

**Ms. Meyer** confirmed that homeowners could never build, for example, a tennis court in that area.

**Ms. Rybold** explained the conservation easement was requested because SROZ regulations prevent the removal of native vegetation in SROZ areas. The conservation easement was one more piece to establish that those areas were to be protected.

**Ms. Meyer** noted how close the development was to the SROZ and asked how that would be enforced, adding the HOA would probably track it.

**Ms. Rybold** stated that if reported, it would be a violation of the City's Development Code.

**Fred Ruby** confirmed the heavily wooded area east of the property was the Boeckman Creek Canyon.

**Ms. Rybold** noted the significant slope to the creek and that the proposed grading plan showed that the homes on Lots 3, 4, and 5 were likely to be constructed with the front of the home at one elevation with some daylighting of the back, whether that was a basement or a lower story.

**Mr. Ruby** confirmed that the heavily wooded area extending north and south for quite a distance was the Boeckman Creek Canyon that ran throughout the city and was in the SROZ.

**Ms. Rybold** confirmed the SROZ was a zoning designation that protected special natural features and also tied into regional protected lands. SROZ was the City's term for how the City applied the overlay zone to that protected area.

**Mr. Ruby** inquired how two parallel streets were both named Canyon Creek Rd. The main Canyon Creek Rd skirted the Mentor Graphics Fitness Trail to the west was a distance away and Canyon Creek South seemed to actually be due east of the main Canyon Creek Rd.

**Ms. Rybold** explained that the current Canyon Creek Rd alignment was actually fairly new, probably within the last five years. As the Ranchettes development occurred, the City's Transportation System Plan (TSP) included connecting the northern piece of Canyon Creek Rd, which was originally aligned north/south, but things shifted over here and it was constructed as a newer road. Staff believed "south" referenced the fact that Canyon Creek Rd S was south of Boeckman Rd, and the portion north of that was north.

**Chair Martens** said he understood the motivation for the Parcel 1 partition, but inquired if the public, and particularly, the homeowners in the area, had an interest in that decision one way or the other.

**Ms. Rybold** replied Staff had not received any comments or feedback regarding the subject applications. She would let the Applicant speak to the reasoning for the partition specifically, but the historic pattern had been that existing homes that were not a part of an HOA were exempted if a new development with an HOA came in, so there was a bit of a patchwork of HOAs.

**Daniel Pauly, Senior Planner**, added this was unique; most other properties that had developed had demolished existing homes. This was one of one or two that were being kept. The lots directly to the north were not constructed yet and the homes directly across Canyon Creek Rd South were fairly new, built within the last year or so, and the home to the south had been built within the last five years. It was a rapidly changing area.

**Chair Martens** said he understood if someone owned property and a development was built around them, there was no basis to include that property in the HOA; but in the subject application that piece was being specifically carved out. He presumed there would be homeowners' dues for maintenance of the private streets and landscaping.

**Ms. Rybold** confirmed the CC&Rs for Aspen Meadows, which was currently under construction, would be amended to include the subject five lots as a part of that HOA. The HOA amenities would include the open space tracts, the stormwater planter on Tract A, and the private street.

**Chair Martens** did not believe there would be a significant cost component for the HOA.

**Mr. Pauly** added there was also long-term maintenance of the natural areas on both properties, which involved keeping the invasives under control.

**Chair Martens** called for the Applicant's testimony.

**Steve Miller, Planning Director, Emerio Design, LLC, 6445 SW Fallbrook Place, Suite 100, Beaverton, OR, 97008** thanked Staff for a detailed Staff report and the work they had done on the project to ensure the Applicant's project met all the applicable criteria. Given the detailed and thorough Staff's report, he did not have a lot to add that would not be redundant. He offered to answer any questions, especially if more clarification was needed regarding the partition, maintenance of the private road, the significance of the reserve strip, etc.

**Chair Martens** asked if the Applicant anticipated further partitioning or subdividing Parcel 1 in the future.

**Mr. Miller** clarified it could not be subdivided as it was not large enough for that to occur as a subdivision in the State of Oregon had to be four or more lots. A partition was three lots or fewer, so a partition would be the only option if the home were removed. The home itself was fairly nice and in good shape with nice amenities, so the Applicant chose to save it. The home would have to be demolished, and the land partitioned to get an additional lot.

**Chair Martens** understood and pointed out that the gross area was another 12,000 sq ft.

**Mr. Miller** clarified that there was gross area and then average lot sizes as part of the City's Code, so his instincts told him that two lots was all one could get from the 12,000 sq ft, potentially three, but he did not expect that.

**Chair Martens** called for public testimony in favor of, opposed, and neutral to the application. Seeing none, he confirmed the Board had no further questions and closed the public hearing at 7:13 pm.

**Tracy Meyer moved to approve Resolution No. 355, including the Staff report with the addition of Exhibit A3. Fred Ruby seconded the motion, which passed unanimously.**

[Rules of appeal into the record not read]

## **VII. Board Member Communications:**

### **A. Results of the June 11, 2018 DRB Panel A meeting**

**Fred Ruby** reported that the public hearing regarding the proposed optometry building involved some spirited discussion about adding an electric car charging station, but it was a good hearing and a lot of good ideas were exchanged. Both proposals were approved by DRB-Panel A

B. Recent City Council Action Minutes  
There were no comments.

**VIII. Staff Communications**

Daniel Pauly, Senior Planner, thanked Fred Ruby for filling it tonight.

**IX. Adjournment**

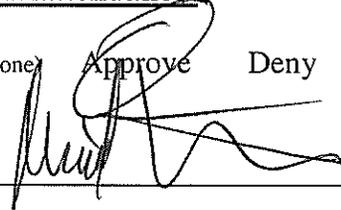
The meeting adjourned at 7:18 p.m.

Respectfully submitted,

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

**DRB Panel B Board Members in Attendance:**

Richard Martens (Please circle one)  Approve  Deny

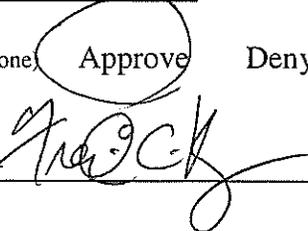
Signature:  Date: 8-8-18

Tracy Meyer (Please circle one)  Approve  Deny

Signature:  Date: 8-8-18

**DRB Panel A Board Members in Attendance:**

Fred Ruby (Please circle one)  Approve  Deny

Signature:  Date: 8-13-18

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, AUGUST 27, 2018**

**6:30 PM**

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**VI. Public Hearing:**

- A. Resolution No. 357. Yorkshire – Three (3) Row House Development: Pacific Community Design, Inc. – Representative for RCS–Villebois LLC – Applicant / Owner.** The applicant is requesting approval of a SAP Central PDP 1 Preliminary Development Plan Modification, Final Development Plan and Tentative Subdivision Plat for development of three (3) detached row houses in the Villebois Village Center. The subject property is located on Tax Lot 8600, Section 15DB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly

Case Files:	DB18-0040	SAP-Central PDP 1, Preliminary Development Plan Modification
	DB18-0041	Final Development Plan
	DB18-0042	Tentative Subdivision Plat

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 357**

**A RESOLUTION ADOPTING FINDINGS APPROVING A SAP CENTRAL PDP 1 PRELIMINARY DEVELOPMENT PLAN MODIFICATION, FINAL DEVELOPMENT PLAN AND TENTATIVE SUBDIVISION PLAT FOR DEVELOPMENT OF THREE DETACHED ROW HOUSES IN THE VILLEBOIS VILLAGE CENTER. THE SUBJECT PROPERTY IS LOCATED ON TAX LOT 8600, SECTION 15DB, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. STACY CONNERY, AICP, PACIFIC COMMUNITY DESIGN, INC. – REPRESENTATIVE FOR RCS – VILLEBOIS DEVELOPMENT, LLC – APPLICANT/OWNER.**

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated August 20, 2018, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on August 27, 2018, at which time exhibits, together with findings and public testimony were entered into the public record, and

WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated August 20, 2018, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB18-0040 through DB18-0042 Villebois Preliminary Development Plan Modification including refinements to Specific Area Plan Central, a Final Development Plan, and a Tentative Subdivision Plat for a three-unit residential development, including one mixed-use unit, and associated improvements.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 27<sup>th</sup> day of August, 2018 and filed with the Planning Administrative Assistant on \_\_\_\_\_. This resolution is final on the 15<sup>th</sup> 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)*.

\_\_\_\_\_  
Richard Martens, Chair, Panel B  
Wilsonville Development Review Board

Attest:

\_\_\_\_\_  
Shelley White, Planning Administrative Assistant

Exhibit A1  
Staff Report  
Wilsonville Planning Division

Villebois Phase 1 Central Modifications 'Yorkshire'  
Development Review Board Panel 'B'  
Quasi-Judicial Public Hearing

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**Hearing Date:** August 27, 2018  
**Date of Report:** August 20, 2018

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**Application Nos.:** DB18-0040 SAP-Central PDP 1, Preliminary Development Plan Modification  
DB18-0041 Final Development Plan  
DB18-0042 Tentative Subdivision Plat

**Request/Summary:** The applicant request the Development Review Board review a Villebois Preliminary Development Plan Modification including refinements to Specific Area Plan Central, a Final Development Plan, and a Tentative Subdivision Plat for a three-unit residential development, including one mixed-use unit, and associated improvements.

**Location:** Villebois Village Center, southeast corner of Barber Street and Villebois Drive. The property is specifically known as Tax Lot 8600, Section 15DB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

**Owner:** Sharon Eshima, RCS- Villebois LLC

**Applicant:** Rudy Kadlub for RCS-Villebois LLC

**Applicant's Rep.:** Stacy Connery, AICP, Pacific Community Design, Inc.

**Comprehensive Plan Designation:** Residential-Village

**Zone Map Classification:** V (Village)

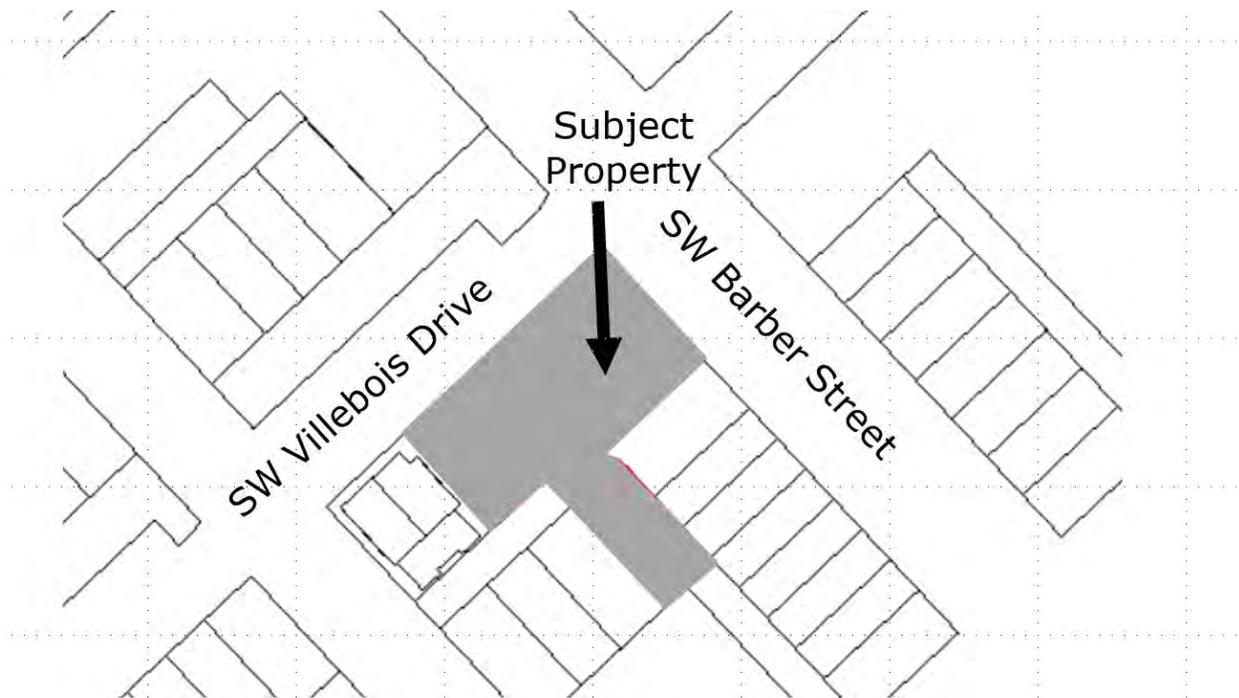
**Staff Reviewers:** Daniel Pauly AICP, Senior Planner  
Steve Adams PE, Development Engineering Manager  
Kerry Rappold, Natural Resource Program Manager

**Staff Recommendation:** Approve with conditions the requested Preliminary Development Plan Modification with SAP Refinements, Final Development Plan, and Tentative Subdivision Plat.

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.033	Authority of City Council
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.113	Residential Development in Any Zone
Section 4.125	V-Village Zone
Section 4.154	Bicycle, Pedestrian, and Transit Facilities
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.167	Access, Ingress, and Egress
Section 4.169	General Regulations-Double Frontage Lots
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Sections 4.200 through 4.220	Land Divisions
Sections 4.236 through 4.270	Land Division Standards
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600 through 4.640.20 as applicable	Tree Preservation and Protection
<b><u>Other City Planning Documents:</u></b>	
Comprehensive Plan	
Villebois Village Master Plan	
SAP Central Approval Documents	

## Vicinity Map



## Background/Summary:

SAP Central Refinement

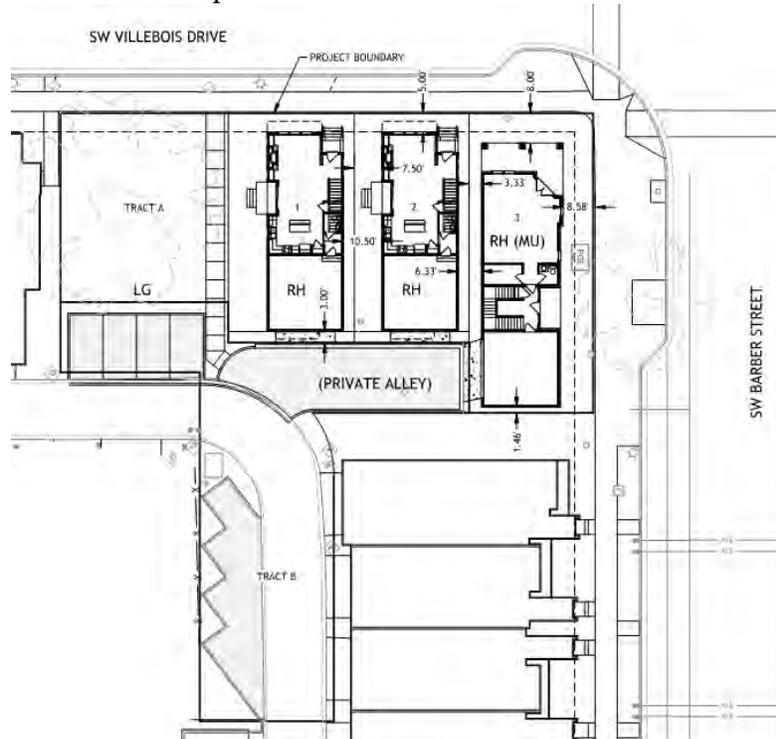
Density and Land Use Mix

As part of the PDP modification request, the applicant can request a density change for the SAP of up to 10%. The original SAP Central unit count used for density calculations is 1,010 units, reflective of Figure 1 of the Villebois Village Master Plan. The most recent unit count for SAP Central (DB16-0032) is 945 units. The proposed unit count is 942 units, 0.3% below the most recent SAP unit count and 6.7% below the original SAP Central unit count. The change is within the 10% cumulative density change allowed from the original SAP approval. The change would result in 2,524 units in Villebois, which would continue to exceed the required 2,300 units.

For the housing type refinement, the code groups housing types into two aggregate land use categories with medium lot single-family and larger single-family homes in one category and small lot single-family and all attached units in a second category. The previous unit types approved (Mixed-use condos) and the proposed detached row houses are within the same aggregate land use category, making the change not quantitatively significant. However, the qualitative test of diversity of unit types also needs consideration, especially in terms of urban design. The mixed-use unit on the corner brings in the ground floor flex space with residential above envisioned for the intersection with the two additional row house buildings facing Villebois Drive with compatible architecture transitioning from the flat roofed mixed use buildings around the piazza to the sloped roof row houses along the Villebois Drive linear green.

## PDP 1C Preliminary Development Plan Modification

The proposed modified Preliminary Development Plan 1 of Specific Area Plan Central comprises 0.6 acres. The applicant proposes development of 3 “detached” row houses, including one mixed-use row house, and associated improvements.



Proposed Housing Type	Number of Units
Detached Mixed-use Row House	1
Detached Row Houses	2
<b>Total</b>	<b>3</b>

### Parking

The 2 row houses require 2 vehicle spaces and no bicycle parking. The mixed-use row house requires 1 space for the house and 2 spaces for the commercial flex space. The project requires a total of 5 spaces. The proposed design provides 6 spaces in garages, 4 off-street spaces on the alley side of Tract A, and 4 spaces along the alley in Tract B. In addition, 4 on-street spaces front the project site. The total parking eligible to count as parking for the project is 18, including 8 off-street non-garage spaces.

### Traffic

The Transportation Study Update (Exhibit B4) states the proposed plan would generate 34 less p.m. peak hour trips than the previously planned development on the property.

## Final Development Plan Modification

The applicant provides details for all the public spaces consistent with the Community Elements Book. The proposed architecture is consistent with the Village Center Architectural Standards, particularly the design of the corner building is consistent with the Plaza Address Overlay.

## Tentative Subdivision Plat

The proposed subdivision includes three row house lots, Tract A open space incorporating a preserved tree and parking, and Tract B incorporating an alley and parking tract, consistent with the proposed modified Preliminary Development Plan.

## Discussion Topics:

### Housing Diversity

In considering a refinement to change unit types, the change must consider the Villebois Village Master Plan policy of “a complete community with a wide range of living choices.” The Master Plan provides limited guidance as to the flexibility of placement of uses within a single aggregate land use category as it relates to this range of living choices policy. It is clear the intent of the aggregation of land uses would not allow a wholesale switch of all attached units to small lot single-family because they are in the same aggregate land use category. The guidance provided and historically used in reviewing requests to modify land uses within an aggregate category is the general idea of a transect of residential uses, in terms of both density per acre and urban form. The densest residential uses with the largest and most urban buildings are focused around the piazza in the Village Center with the least dense and largest lots with single-family homes on the edge of the master plan area.

With the above guidance in mind, the proposed row houses are appropriate with the mixed-use unit at the key corner with the other 2 row houses providing adjacent architecturally compatible bulky housing structures.

### Understanding SAP Central Density Calculations

The original SAP Central approval showed density in two manners. One is a table reflective of Figure 1 of the Villebois Village Master Plan, the other is a map showing minimum and maximum unit count by unit type on each block or sub block. The density numbers in the table are the ones used to calculate density for purposes of refinements. However, the map is important to track the change in the table numbers over time. Of most importance is the relationship between the minimums and maximums shown on the map and the single number shown in the table. The number in the table assumes a certain unit count within the range, which overall is about 81.3% of the maximum unit count shown on the map. However, the percentage of maximum is not the same across all unit types, varying widely from 53.1% to 97.7%. Table 1 below shows the percent of max unit count for each unit type. The number equals the unit number for each unit type in the original SAP table divided by the sum of all the maximum numbers for each unit type on the original map.

Table 1 Percent of Max Unit Count by Unit Type

Unit Type	% of Max Unit Count Reflected in Original SAP Central Land Use Table
Village Apartment	80.9%
Condo	86.1%
Rowhouse	93.5%
Mixed-Use Condo	53.1%
Urban Apartment	90%
Small Lot Single-family	90%
Specialty Condo	97.7%

To calculate the change to the SAP unit count over time staff has first applied the percentages in Table 1 to the maximum of each unit type in each PDP. For example, the maximum number of Rowhouses in PDP 7 shown in the original is 46, 93.5% of which is 43. The maximum number of urban apartments in PDP 7 shown in the original is 24, 90% of which is 22. Summing these two numbers is 65, which is the unit number for PDP 7 reflective of the original SAP table. For the cumulative unit count for PDP 6 and below this number reflective of the original table is used. For the cumulative unit count calculation for PDP 7 and above the PDP approved unit number of 68 units is used. Table 2 below shows the change of unit count over time. PDP 1 and 2 are grouped for simplicity. All the cumulative changes over time are within 10% of the original 1,010 unit count. Note the mixed use for PDP 2 has not been approved. Also, the small amount of mixed-use condos shown in PDP 7 was included with PDP 1 as the number appears on the map within PDP 1. PDP 3 and 5 are parks and do not have any units.

Table 2 Cumulative Unit Count Over Time and % Change from Original

Approval Phase	Cumulative Unit Count (sum of approved unit counts and original unit counts for unapproved phases)	% Difference from original 1,010 SAP Unit Count
PDP 1 and 2	1097	8.62% increase
PDP 4	1098	8.75% increase
PDP 6	1089	7.82% increase
PDP 7	1092	8.16% increase
PDP 8	1063	5.26% increase
PDP 9	1011	0.12% increase
PDP 10	1005	0.50% decrease
PDP 2 Modification 2016 (Berkshire)	966	4.36% decrease
PDP 11	945	6.44% decrease
PDP 1 Modification 2018 (Yorkshire)	942	6.73% decrease

## Existing Alley Easement

Proposed Tract B has a public access and utility easement as shown on the plat of Villebois Village Center. The final plat for Yorkshire will need to address the specifics of this existing easement as it relates to proposed parking spaces within the easement.

### Conclusion and Conditions of Approval:

Staff has reviewed the applicant's analysis of compliance with the applicable criteria. This Staff report adopts the applicant's responses as Findings except as noted in the Findings below. Based on the Findings and information included in this Staff Report, and information received from a duly advertised public hearing, staff recommends the Development Review Board approve the proposed applications (DB18-0040, DB18-0041, and DB18-0042) with the following conditions:

#### Planning Division Conditions:

Request A: DB18-0040 SAP-Central PDP 1, Preliminary Development Plan Modification

<b>PDA 1.</b>	The applicant/owner shall enter into an Operations and Maintenance Agreement for the subdivision or make and record an addendum to a present O&M, that clearly identifies ownership and maintenance for parks, open space, and paths. Such agreement shall ensure maintenance in perpetuity and shall be recorded with the subdivision for 'Yorkshire'. Such agreement or addendum shall be reviewed and approved by the City Attorney prior to recordation.
<b>PDA 2.</b>	Common improvements, including open spaces, alleys, and pedestrian areas shall be completed prior to occupancy of the 2 <sup>nd</sup> of the 3 proposed homes. See Finding A30.

Request B: DB18-0041 Final Development Plan

<b>PDB 1.</b>	Lots 1 and 2 shall have front metal front yard fences consistent with the Village Center Architectural Standards for the Linear Green Address. See Finding B3.
<b>PDB 2.</b>	All plant materials shall be installed consistent with current industry standards.
<b>PDB 3.</b>	All construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor alterations may be approved by the Planning Division through the Class I Administrative Review process. See Finding B15.
<b>PDB 4.</b>	All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Development Review Board. See Finding B10, B23 through B25.
<b>PDB 5.</b>	Soil preparation shall meet the Villebois Rainwater Management Standards. See Finding B16.
<b>PDB 6.</b>	On Lot 3, scuppers and downspouts shall be met or clay. See Finding B3.

Request C DB18-0041 Tentative Subdivision Plat

<b>PDC 1.</b>	Any necessary easements or dedications shall be identified on the Final Subdivision Plat.
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<b>PDC 2.</b>	Alleyways shall remain in private ownership and be maintained by the Homeowner’s Association established by the subdivision’s CC&Rs.
<b>PDC 3.</b>	The Final Subdivision Plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block numbers, parks/open space by name and/or type, and any other information that may be required as a result of the hearing process for the PDP modification (Request A) or the Tentative Plat.
<b>PDC 4.</b>	A non-access reservation strip shall be applied on the final plat to those lots with access to a public street and an alley. All lots with access to a public street and an alley must take vehicular access from the alley to a garage or parking area. A plat note effectuating that same result can be used in the alternative. The applicant shall work with the County Surveyor and City Staff regarding appropriate language. See Finding C2.
<b>PDC 5.</b>	All reserve strips and street plugs shall be detailed on the Final Subdivision Plat. See Finding C2.
<b>PDC 6.</b>	All tracts shall include a public access easement across their entirety.
<b>PDC 7.</b>	The applicant/owner shall submit subdivision bylaws, covenants, and agreements to the City Attorney prior to recordation. See Finding C3
<b>PDC 8.</b>	Being located within the Villebois Village Center Boundary, the proposed lots shall be part of the Villebois Village Center Master Association and shall contribute an equitable amount to the maintenance of the parks and other facilities owned by the Villebois Village Center Master Association. Such relationship shall be reflected in the subdivision’s CC&R’s. See Finding C3.
<b>PDC 9.</b>	The Final Plat and/or associated documents shall ensure the ability to park on the portion of the existing alley area (Tract B) designated as parking.

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

## Engineering Division Conditions:

Request A: DB18-0040 Preliminary Development Plan Modification

<b>PFA 1.</b> Public Works Plans and Public Improvements shall conform to the "Public Works Plan Submittal Requirements and Other Engineering Requirements" in Exhibit C1.
--

Request C: Tentative Subdivision Plat DB18-0042

<b>PFC 1.</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.
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<b>PFC 2.</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.
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## Natural Resources Division Conditions:

All Requests

<b>NR 1.</b> Natural Resource Division Requirements and Advisories listed in Exhibit C2 apply to the proposed development.
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## Master Exhibit List:

The Development Review Board hereby enters the following exhibits into the public record as confirmation of its consideration of the application as submitted. This includes exhibits for Planning Case Files DB18-0040 through DB18-0042.

- A1.** Staff report and findings (this document)
- A2.** Slides and notes for Staff's Public Hearing Presentation (*available at Public Hearing*)
- B1.** Applicant's Notebook: *Under separate cover*
  - Section I: General Information
    - IA) Introductory Narrative
    - IB) Form/Ownership Documentation
    - IC) Fee Calculation
    - ID) Mailing List *This information has been revised*
    - IE) Updated SAP Central Unit Count
  - Section II: Preliminary Development Plan (Includes SAP Refinements)
    - IIA) Supporting Compliance Report
    - IIB) Reduced Drawings
    - IIC) Utility & Drainage Reports
    - IID) Traffic Analysis (not in notebook, see Exhibit B4)
    - IIE) Tree Report
    - IIF) Republic Services Approval of Trash Collection Plan

- Section III: Tentative Subdivision Plat
  - IIIA) Supporting Compliance Report
  - IIIB) Tentative Plat
  - IIIC) Copy of Certification of Assessments and Liens
  - IIIE) Subdivision Name Approval
- Section IV: Final Development Plan
  - IVA) Supporting Compliance Report
  - IVB) Reduced Drawings
  - IVC) Row Homes Elevations & Floor Plans

**B2.** Applicant’s Large Format Plans for PDP Modification (Smaller 11x17 plans included in Sections IIB, and IIIB of the applicant’s notebook Exhibit B1.) *Under separate cover.*

- Sheet 1 Cover Sheet
- Sheet 2 Existing Conditions and Demolition Plan
- Sheet 3 Site and Land Use Plan
- Sheet 4 Preliminary Plat
- Sheet 5 Preliminary Grading Plan
- Sheet 6 Composite Utility Plan
- Sheet 7 Circulation Plan and Street Sections
- Sheet 8 Parking Plan
- Sheet 9 Tree Preservation Plan
- Sheet 10 Master Fencing Plan
- Sheet L1 Planting Plan Notes and Planting Details

**B3.** Large Format Plans for Final Development Plan (Smaller 11x17 plans included in Section IVB of the applicant’s notebook, Exhibit B1.)

- Sheet 3 Site and Land Use Plan
- Sheet 9 Tree Preservation Plan
- Sheet 10 Master Fencing Plan
- Sheet L1 Planting Plan Notes and Planting Details

**B4.** Transportation Study Update

**C1.** Comments and Conditions from Engineering Division

**C2.** Comments, Findings, and Conditions from Natural Resources

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application on June 22, 2018. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application incomplete on July 27, 2018. The City received additional material on August 2, 2018. Planning Staff deemed the application complete on August 3, 2018. The City must render a final decision for the request, including any appeals, by December 1, 2018.
2. Surrounding land uses are as follows:

<b>Compass Direction</b>	<b>Zone:</b>	<b>Existing Use:</b>
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Northeast:	V	SW Barber Street /Mixed Use Apartments
Northwest	V	SW Villebois Drive South, Undeveloped land, detached row houses.
Southwest:	V	Condos
Southeast	V	Row houses, single-family homes

3. Prior land use actions include:

Legislative:

- 02PC06 - Villebois Village Concept Plan
- 02PC07A - Villebois Comprehensive Plan Text
- 02PC07C - Villebois Comprehensive Plan Map
- 02PC07B - Villebois Village Master Plan
- 02PC08 - Village Zone Text
- 04PC02 – Adopted Villebois Village Master Plan
- LP-2005-02-00006 – Revised Villebois Village Master Plan
- LP-2005-12-00012 – Revised Villebois Village Master Plan (Parks and Recreation)
- LP09-0003 – Zone text amendment to allow for detached row houses
- LP10-0001 – Amendment to Villebois Village Master Plan (School Relocation from SAP North to SAP East)
- LP13-0005 – Amendment to Villebois Village Master Plan (Future Study Area)

Quasi Judicial:

- DB06-0005 -
  - Specific Area Plan (SAP) – Central.
  - Village Center Architectural Standards.
  - SAP-Central Architectural Pattern Book.
  - Master Signage and Wayfinding Plan.
  - Community Elements Book Rainwater Management Program and Plan
- DB06-0012 - DB06-0012-Tentative Subdivision Plat (Large Lot)
- DB09-0037 & 38 – Modification to the Village Center Architectural Standards (VCAS) to change/add provision for detached row houses.

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

5. Required and other notices to the public and other agencies have been sent as follows:

A Development Review Team notice soliciting comments was sent August 2, 2018 requesting submittal of comments by August 16, 2018. This notice was sent to City staff and other agencies, franchise utilities, etc. who have requested this type of notice from the City.

A Public Hearing Notice was mailed and posted on August 7, 2018, 20 days prior to the first hearing. The Public Hearing Notice included information on the date and location of the Development Review Board Hearing, information on how to comment on the application, and the nature of the application.

## Findings:

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

### General Information

#### Application Procedures-In General Section 4.008

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

#### Initiating Application Section 4.009

The applications have been submitted on behalf of and signed by the property owner, RCS Villebois LLC.

#### Pre-Application Conference Subsection 4.010 (.02)

A pre-application conference was held in accordance with this subsection.

#### Lien Payment before Approval Subsection 4.011 (.02) B.

No applicable liens exist for the subject property. The application can thus move forward.

#### General Submission Requirements Subsection 4.035 (.04) A.

The applicant has provided all of the applicable general submission requirements contained in this subsection.

#### Zoning-Generally Section 4.110

This proposed development is in conformity with the Village zoning district and general development regulations listed in Sections 4.150 through 4.199 have been applied in accordance with this Section.

## **Request A: DB18-0040 SAP-Central PDP 1, Preliminary Development Plan Modification with SAP Refinements**

The applicant's findings in Section IIA of their notebook, Exhibit B1, respond to the majority of the applicable criteria.

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

### **Village Zone**

#### Permitted Uses

Subsection 4.125 (.02)

- A1.** The uses proposed includes mixed-use development and row, permitted uses in the Village Zone.

### **Development Standards Applying to All Development in the Village Zone**

#### Development Standards

Subsection 4.125 (.05) Table V-1

- A2.** The proposed building types are Row Houses-Village Center. The PDP enables meeting all development standards in Table V-1.

#### Off-Street Parking, Loading & Bicycle Parking

Subsection 4.125 (.07) Table V-2

- A3.** The 2 row houses require 2 vehicle spaces and no bicycle parking. The mixed-use row house requires 1 space for the house and 2 spaces for the commercial flex space. The project requires a total of 5 spaces. The application provides 6 spaces in garages, 4 off-street spaces on the alley side of Tract A, and 4 spaces along the alley in Tract B. In addition, 4 on-street spaces front the project site. The total parking eligible to count as parking for the project is 18, including 8 off-street non-garage spaces..

#### Parks & Open Space

Subsection 4.125 (.08)

- A4.** Figure 5 Parks & Open Space Plan of the Villebois Village Master Plan states that there are a total of 159.73 acres of parks and open space within Villebois, which is approximately 33% of Villebois. The proposed PDP modification does not reduce the amount of dedicated open space master planned.

## **Villebois Street Alignment and Access Improvements**

Conformity with Master Plan, etc.

Subsection 4.125 (.09) A. 1. a.

- A5.** Adjoining streets are existing. Access to the alley areas is via existing alleys. The applicant proposes to access changes.

Access Drives

Subsection 4.125 (.09) A. 6.

- A6.** New access drive areas (alleys) will be paved at least 16-feet in width and be constructed with a hard surface capable of carrying a 23-ton load.

## **Other Villebois Development Standards**

Landscaping, Screening and Buffering

Subsection 4.125 (.11)

- A7.** The applicant provides the appropriate landscaping consistent with the Community Elements Book.

Design Principles Applying to the Village Zone

Subsection 4.125 (.13)

- A8.** The Village Center Architectural Standards and Community Elements Book ensure the design meets the fundamental design concepts and support the objectives of the Villebois Village Master Plan. By complying with an approved Village Center Architectural Standards and Community Elements Book, the design of the modified PDP will satisfy these criteria. See also Final Development Plan, Request B.

Building and Site Design Requirements

Subsection 4.125 (.14) A. 2. a. - e. and h. - k.

- A9.** The application requests PDP approval for row houses and associated development. The Village Center Architectural Standards and Community Elements Book will assure consistency with the Design Standards of subsection (.14). Request B, Final Development Plan, reviews compliance with the Village Center Architectural Standards and Community Elements Book.

Landscape Plans

Subsection 4.125 (.14) A. 2. g.

- A10.** The applicant provided appropriate landscape plans. See Sheet L1 of FDP Plans, Exhibit B3.

Protection of Significant Trees

Subsection 4.125 (.14) A. 2. f.

- A11.** The applicant proposes protection continue for trees requiring protection, including the existing trees along SW Barber Street and in Tract A.

Building Systems & Materials  
Subsection 4.125 (.14) A. 4.

**A12.** Subsequent Building Permit applications will review proposed buildings for consistency with the criteria of Table V-3. Review of the Village Center Architectural Standards in Request B will look at certain criteria related to materials.

**Preliminary Development Plan Approval Process**

PDP Submission Timing, Filed for Entire SAP or Approved Phase  
Subsection 4.125 (.18) G. 1. a.

**A13.** This PDP modification addresses a portion Phase 1 on the SAP Central Phasing Plan.

Owners' Consent  
Subsection 4.125 (.18) G. 1. b.

**A14.** This application is made by and has been signed on behalf of the owner, RCS Villebois LLC.

Proper Form & Fees  
Subsection 4.125 (.18) G. 1. c.

**A15.** The applicant used the prescribed form and paid the required application fees.

Professional Coordinator  
Subsection 4.125 (.18) G. 1. d.

**A16.** A professional design team is working on the project with Stacy Connery AICP from Pacific Community Design as the professional coordinator.

Land Division to be Submitted Concurrently with PDP  
Subsection 4.125 (.18) G. 1. f.

**A17.** The applicant submitted a preliminary subdivision plat concurrently with this request. See Request C.

Information Required for PDP  
Subsection 4.125 (.18) G. 2. a. – c.

**A18.** The applicant submitted all of the applicable information listed in this subsection. See Exhibits B1 and B2.

Land Area Tabulation to be Provided  
Subsection 4.125 (.18) G. 2. d.

**A19.** Following is a tabulation of land area devoted to the various uses and a calculation of net residential density:

Approx. Gross Acreage	0.33 Acres
Lots and Alleys	0..27 Acres

Net Residential Density: 3 lots / 0.27 Acres = 11.11 units per net acre

#### Location of Streets, Alleys, and Trees to be Provided

Subsection 4.125 (.18) G. 2. e.

**A20.** The applicant provides information on planned alleys and streets or the information is readily available. Submitted plans show other relevant features including trees. See Exhibit B2.

#### Building Drawings to be Provided

Subsection 4.125 (.18) G. 2. f.

**A21.** The proposed modified PDP includes row houses. Being in the Village Center the applicant submitted the elevations of all the buildings for review as part of the Final Development Plan, Request B.

#### Utility Plan to be Provided

Subsection 4.125 (.18) G. 2. g.

**A22.** Sheet 6 Exhibit B2 is a composite utility plan providing the required information.

#### Phasing Sequence to be Provided

Subsection 4.125 (.18) G. 2. h.

**A23.** The applicant proposed implementing the modified portion of the PDP in a single phase.

#### Capital Improvements Security

Subsection 4.125 (.18) G. 2. i.

**A24.** The City will obtain the required security as part of the issuance of any Public Works Permits.

#### Traffic Report to be Provided

Subsections 4.125 (.18) G. 2. j. and 4.125 (.18) H. 2.

**A25.** Exhibit B4 is the required traffic report.

### **PDP Application Submittal Requirements**

#### Submittal Requirements: General and Conformity with the SAP

Subsections 4.125 (.18) H. 1. and 4.125 (.18) K. 1. c.

**A26.** The PDP modification matches SAP Central, as requested to be refined in this request, and the application includes all of the requested information.

#### PDP Application Level of Detail

Subsection 4.125 (.18) H. 3.

**A27.** The submitted plans and other information include the required level of detail, similar to other PDP's and PDP modifications approved throughout Villebois.

## Copies of Legal Documents

Subsection 4.125 (.18) H. 4.

**A28.** The applicant provide the required legal documents for review. See Section III in the applicant's notebook, Exhibit B1.

## **PDP Approval Criteria**

### Reasonable Phasing Schedule

Subsection 4.125 (.18) K. 2.

**A29.** The applicant plans to complete construction consistent the PDP modification within 2 years, which is a standard and reasonable schedule.

### Parks Constructed prior to 50% Occupancy

Subsection 4.125 (.18) K. 3.

**A30.** Condition of Approval PDA 2 requires all private open space be completed prior to occupancy of 2<sup>nd</sup> of the proposed row houses.

### DRB Conditions to Ensure Conformance with SAP, Master Plan, Etc.

Subsection 4.125 (.18) K. 5.

**A31.** Staff recommends no additional conditions of approval to ensure conformance per this subsection.

## **Refinements Generally**

### Refinement Process

Subsection 4.125 (.18) J. 1.

**A32.** The request is a SAP Refinement related to density and land use mix. The applicant provided plan sheets and written information showing sufficient information to demonstrate compliance with the applicable criteria. As can be seen in the Findings below, the refinement requests satisfies the criteria set forth in Subsection 4.125 (.18) J. 2..

## **Refinement: Land Use Mix and Density**

### SAP Refinements: Mix of Land Use/Density

Subsection 4.125 (.18) J. 1. a. iv. and v.

**A33.** The Mixed-Use shown in the Master Plan and SAP are in the same aggregate land use category as the proposed row houses. Therefore, there is no significant change to the mix of land uses.

The original SAP Central unit count used for density calculations is 1,010 units reflective of Figure 1 of the Villebois Village Master Plan. The most recent unit count for SAP Central (DB16-0032), is 945 units. The proposed unit count is 942 units, 0.3% below the most recent SAP unit count and 6.7% below the original SAP Central unit count. The change is within

the 10% cumulative density change allowed from the original SAP approval. The change would result in 2,524 units in Villebois, which would continue to exceed the required 2,300 units.

#### Quantifiable Significance

Subsection 4.125 (.18) J. 1. b. i.

**A34.** Quantifiable measures related to this refinement include 1. The number of units within the aggregate land use category, which is not changing as both mixed-use condos and row houses are in the same aggregate land use category. For density, the quantifiable measure is total units. As discussed in Finding A33 the proposed density reduction of units is well below 10% both for this application alone and cumulatively over time for SAP Central.

#### Qualitative Significance

Subsection 4.125 (.18) J. 1. b. ii.

**A35.** This subsection does not provide clear definition of what an important qualitative feature might be. Absent details in this subsection, staff interprets the primary qualitative factors to consider to be the three guiding design principles of the Villebois Village Master Plan: Connectivity, Diversity, and Sustainability. The three guiding design principles are further defined by the goals, policies, and implementation measures of the Master Plan. By virtue of better or equally implementing the goals, policies, and implementation measures of the Villebois Village Master Plan, as described in Findings A5-A10 below, the proposed refinements do not significantly affect land use mix or density in a qualitative sense.

#### Refinements to Equally or Better Meet SAP Conditions and Master Plan

Subsection 4.125 (.18) J. 2. a.

**A36.** No specific conditions of approval from SAP Central have been identified in relation to the proposed changes, so these Findings focus on better or equally meeting the affected goals, policies, and implementation measures of the Villebois Village Master Plan as follows:

#### Refinements and Master Plan- Wide Range of Living Choices

Subsection 4.125 (.18) J. 2. a. and Villebois Village Master Plan General Land Use Plan Policy 1

**A37.** The language regarding a wide range of living choices is the portion of the policy relevant to the proposed refinement. A wide range of living choices is fundamental to the diversity of the Villebois neighborhood. The policy of a wide range of living choices has been implemented by a variety of residential land uses indicated on Figure 1-Land Use Plan, and subsequently in SAP and PDP approvals. The residential land uses in Figure 1 are grouped into two aggregate land use categories, with medium-lot single-family and larger in one category and small-lot single family and smaller in the second, including all attached products ranging from apartments to row houses. No differentiation is made between for sale and for rent unit types in description of units. The aggregation of the residential land uses into two categories recognized a need for flexibility over time to respond to various market and other factors. The Master Plan and other implementing language provides limited guidance as to the flexibility of placement of uses within a single aggregate land use

category as it relates to the range of living choices. The guidance provided and historically used in reviewing requests to modify land uses within an aggregate category is the general idea of a transect of residential uses. In the transect the densest residential uses are focused around the piazza in the Village Center with the least dense and largest lots on the edge of the Villebois Village Master Plan area. The transect can be understood from both a pure residential density perspective, but also an urban design perspective.

With the above guidance in mind, the density reduction keeps density within the allowed range and the design of the proposed row house keep a dense urban feel at the key intersection including vertical mixed use around the piazza.

#### Refinements and Master Plan – Wide Variety of Neighborhood Housing

Subsection 4.125 (.18)J.2. a. & Villebois Village Master Plan Residential Neighborhood Housing Policy 1

**A38.** A wide variety of housing options is fundamental to the diversity of Villebois. Pursuant to the explanation in Finding A37, the proposed row houses are within the same aggregate land use category as land uses they are replacing. Thus by providing a land use choice that is not significantly, as defined by Wilsonville’s Code, different than the previously planned apartments the proposal equally contributes the variety of housing to the central neighborhood of Villebois. The architecture specifically addresses the context of the location in both height and bulk as well as rooflines and materials.

#### Refinements and Master Plan -Minimum Density and Unit Count

Subsection 4.125 (.18) J. 2. a. and Villebois Village Master Plan Residential Neighborhood Housing Policies 3 and 4.

**A39.** The proposal, together with another previously approved development and planned development, will result in a total Villebois unit count of 2,524 units, or 12.83 units per acre exceeding the required 2,300 units and 10 dwelling units per acre.

#### Refinements and Master Plan –Mix of Housing Types to the Greatest Extent Possible

Subsection 4.125 (.18) J. 2. a. and Villebois Village Master Plan Residential Neighborhood Housing Policies 3 and 4.

**A40.** A mix of housing types is fundamental to the diversity of the Villebois. However, determining the greatest extent of housing mix practicable is unclear. The subject property was previously approved for Mixed-Use Condos. The current proposal is for detached row houses including one mixed-use unit. Even with the refinement SAP Central, and Villebois in general will continue to provide a rich variety of housing types.

#### Refinements and Master Plan –Scale and Design of High Density Housing Consistent with Vision for Villebois

Subsection 4.125 (.18) J. 2. a. and Villebois Village Master Plan Residential Neighborhood Housing Policy 9

**A41.** The scale and design of the proposed row houses are a scale and design appropriate for their location at the core of the Village Center. The architecture specifically addresses the context of the location in both height and bulk as well as rooflines, materials, and entrances.

## Refinements and Resource Impacts

Subsection 4.125 (.18) J. 2. b.

**A42.** The proposed refinement does not negatively affect any identified environmental or scenic resources.

## Refinements Impacting Subsequent PDP's and SAP's Impact

Subsection 4.125 (.18) J. 2. c.

**A43.** The proposed refinements do not preclude an adjoining or subsequent PDP or SAP area from developing consistent with the approved SAP or Master Plan.

## Planned Development Permit Review Criteria

### Traffic Level of Service

Subsection 4.140 (.09) J. 2.

**A44.** The location, design, size and uses are such that traffic generated within the PDP at the most heavily used intersection(s) can be accommodated safely and without congestion in excess of Level of Service D. The proposed development will produce 34 fewer p.m. peak hour trips than the previous development planned for the property.

### Concurrency for Other Facilities and Services

Subsection 4.140 (.09) J. 3.

**A45.** As shown in the Utility and Drainage Report, Section IIC of the applicant's notebook, Exhibit B1, and the applicant's Composite Utility Plan, Sheet 6 of Exhibit B2, adequate or immediately planned facilities and services are sufficient to serve the planned development.

## On-site Pedestrian Access and Circulation

### Continuous Pathway System

Subsection 4.154 (.01) B. 1.

**A46.** Plans show the fronts of all the homes connected to public sidewalks. An addition path connects from the parking areas along the alley along Tract A to the Villebois Drive sidewalk.

### Vehicle/Pathway Separation

Subsection 4.154 (.01) B. 3.

**A47.** Plans show all pathways separated from vehicle circulation areas.

### Crosswalks

Subsection 4.154 (.01) B. 4.

**A48.** The plans show no situations requiring crosswalks.

Pathway Width and Surface  
Subsection 4.154 (.01) B. 5.

**A49.** Sidewalks and pathways are concrete 5' wide or greater.

### **Protection of Natural Features & Other Resources**

General Terrain Preparation  
Subsection 4.171 (.02)

**A50.** The PDP modification matches the SAP Central approvals found to limit grading, avoid erosion and pollution, and minimize removal of trees and native vegetation.

Trees and Wooded Area  
Subsection 4.171 (.04)

**A51.** The plans show continued protection for the two trees designated for protection. Removal of the one additional tree is unavoidable to develop the site.

### **Other General Development Standards**

Landscaping, Screening, and Buffering  
Section 4.176

**A52.** The plans show landscaping in accordance with the standards in Section 4.176. All adjacent street trees and street lighting already exists. The applicant developments the landscaping plan in conformance with the *Community Elements Book* and the applicable standards of Section 4.176. Request B, Final Development Plan, will further review landscaping.

### **Street Improvement Standards-Sidewalks**

Sidewalks Required  
Subsection 4.177

**A53.** Required sidewalks meeting City standards, including minimum width, already exist along the frontage of the subject site.

### **Street Improvements Standards- Access Drives and Driveways**

Access Drives Have Clear Travel Lane  
Subsection 4.177 (.08) A.

**A54.** The existing and planned alley areas provide a clear travel lane.

Access Drive Travel Lane Load Capacity: 23-Ton Load Minimum  
Subsection 4.177 (.08) B.

**A55.** The applicant will build alley improvements to carry a 23-ton load.

Access Drive Emergency Vehicle Access  
Subsections 4.177 (.08) C. and D.

A56. The design provides emergency access consistent with access elsewhere in Villebois with parking drive aisles exceeding the 12 foot width and being paved.

### **Request B: DB18-0041 Final Development Plan**

The applicant's findings in Section IVA of their notebook, Exhibit B1, respond to the majority of the applicable criteria.

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

### **Final Development Plans**

FDP Approval Procedure  
Subsection 4.125 (.18) L.

B1. The application is for row homes in the Village Center which require FDP review. The applicant filed for a FDP for the entire development concurrent with the PDP modification. See Request A. The owner signed the appropriate City application form filed with the application. Stacy Connery AICP with Pacific Community Design is the professional coordinator for a professional design team.

FDP Submittal Requirements, Approval Procedures and Criteria  
Subsection 4.125 (.18) M. and N. and P. 1.

B2. The applicant submitted the applicable materials listed in Section 4.034 and the Development Review Board is reviewing the application against the criteria of Section 4.421. See Findings B14 through B20 below.

Community Elements Book  
Village Center Architectural Standards (VCAS)  
Subsection 4.125 (.18) P. 2.

B3. With a location in the Village Center as shown in Figure 2a of the Villebois Village Master Plan the proposed development is subject to the Community Elements Book and Village Center Architectural Standards. The Plaza Address Overlay applies to the corner unit (Lot 3) and the Linear Green Address Overlay applies for the other two units (Lots 1-2).

*Community Elements Book:*

<b>Applicable Requirement</b>	<b>Requirement Met?</b>	<b>Notes</b>
Street Lighting	<input checked="" type="checkbox"/>	Required street lighting exists consistent with previous approvals

Curb Extensions	<input checked="" type="checkbox"/>	Required curb extensions exist consistent with previous approvals.
Street Trees	<input checked="" type="checkbox"/>	Required street trees exist consistent with previous approvals.
Landscape Elements-Site Furnishings	<input type="checkbox"/>	No furnishings are proposed
Tree Protection	<input checked="" type="checkbox"/>	Trees will be protected as required by the City.
Plant List	<input checked="" type="checkbox"/>	All plant materials listed on sheet L1 of Exhibit B3 are on the Villebois plant list or approved by the City. No prohibited plants are proposed

*Village Center Architectural Standards*

Standard	Standard Met?	Notes
<b>All Buildings</b>		
<b>1.2 Building Height &amp; Roof Form</b>		
Required Standards		
1) Max. Building Height according to Table V-1	<input checked="" type="checkbox"/>	At 47'-4" at its highest the mixed-use row house is less than the maximum 60'. At 35' the row houses are less than the maximum 45'
2) Addresses have other height limitations	<input checked="" type="checkbox"/>	Address overlay height limitation are applied
3) Building height measured as defined in 4.001.	<input checked="" type="checkbox"/>	Building measured correctly
4) Rooftop equipment screened from current and future taller buildings	<input checked="" type="checkbox"/>	No rooftop equipment proposed
5) At least 2 roof garden in SAP Central	<input checked="" type="checkbox"/>	No rooftop gardens proposed, more appropriate for other building types in SAP Central
Optional Standards:		
6) Buildings encouraged to reach max. allowable height	<input type="checkbox"/>	The mixed use building is significantly less than the max height, but the other row houses reach near the maximum of the allowable height.
7) Minimize shading of public and private outdoor areas during mid-day	<input checked="" type="checkbox"/>	Private outdoor areas are sited to maximize sun exposure given existing street configurations.
<b>1.3 Horizontal Façade Articulation</b>		
Required		
1) Horizontal facades articulated into smaller units using two or more of the following: change of materials, change of color, façade planes that are	<input checked="" type="checkbox"/>	Longer facades, particularly the one facing Barber Street include bays, recesses, and breaks in roof elevation.

vertical in proportion, bays and recesses, breaks in roof elevation.		
2) Incorporate features such as offsets, projections, reveals, and similar elements to preclude larger expanses of uninterrupted building surfaces.	☒	The elevations show the use of colors and materials as well as projections to break up to large building area facing SW Barber Street
Optional		
3) Articulation should extend to the roof	☒	Articulation, including the break between buildings and architectural detail, extends to the roof.
Vertical Façade Articulation for All Mixed-Use Buildings		
Required		
1) Division between base and top using at least two of listed methods.	☒	The proposed mixed-use unit uses brick at the base as well as different coloring with the brick and a covered entry.
2) Arcade sufficient to differentiate base	☒	The entrance to the proposed flex commercial space is underneath a covered passageway supported by columns. This satisfies the use of an arcade and accomplishes 0.1.
Optional		
• Division between base and top near the floor level of programmatic division	☒	The division occurs at the floor level of programmatic division, as shown in the architectural elevations.
• Storefront design substantially different from the residential window detailing	☒	The ground level flex-space portions of the building have window and door design that is different from the residential unit above.
• Differentiation of base should extend to building's corners but may vary in height.	☒	The base of the Mixed Use Row Home shows differentiation. The use of an arcade and angled doorway breaks up the mass in a creative way.
• Base incorporate features like recessed entries, shielded lighting, projecting signs, masonry storefront base, and/or similar elements.	☒	The base design incorporated a recessed entry to preclude long expanses of undistinguished ground level use.
3.1 Exterior Building Materials & Color		
Required		
1) Visually heavier and more massive materials at base when multiple materials used.	☒	Heavier brick and stone veneer is at the base of the proposed homes.
2) Bright, intense colors reserved for accent trim	☒	While a variety of colors are used, they are not intense.

3) Bright colors not used for commercial purposes	<input checked="" type="checkbox"/>	No bright colors for commercial uses
4) Concrete block shall be split-faced, ground-faced, or scored when facing street or public way. Discouraged around the plaza.	<input checked="" type="checkbox"/>	No use of concrete block.
5) Exteriors constructed of durable and maintainable materials with texture, pattern, or lend themselves to quality detailing.	<input checked="" type="checkbox"/>	The brick, cement fiber siding, precast veneer, and roof materials are all durable and easy to maintain and allow for detailing.
Optional		
6) Exterior materials have an integral color, patterning, and/or texture	<input checked="" type="checkbox"/>	The exterior materials have integral color, patterning, or texture.
7) Sustainable building materials and practices are strongly encouraged	<input checked="" type="checkbox"/>	The builder will participate in the Portland General Electric Earth Advantage program.
3.2 Architectural Character		
Required		
1) A definitive, consistent Architectural Character. All primary facades consistent with Architectural Character	<input checked="" type="checkbox"/>	The row houses have a definitive consistent architectural character that transition from lot 1 to lot 3.
2) No mixing of Architectural Styles	<input checked="" type="checkbox"/>	Each building is consistently in a single style.
3) Secondary facades incorporate primary façade features over 25% of wall length	<input checked="" type="checkbox"/>	Materials including lap siding as well as windows with trim extend on all facades.
4) All visible sides have a similar level of quality and visual interest	<input checked="" type="checkbox"/>	A majority of the detailing and materials wrap around to the street facing side elevations of the buildings. Materials and details included on the front elevations such as finishes, trim, and window patterns are incorporated into the side elevations.
5) Accessory buildings designed and integrated into primary building	<input type="checkbox"/>	No accessory buildings are proposed.
6) Applicants encouraged to consult an architect or architectural historian regarding appropriate elements of architectural style	<input checked="" type="checkbox"/>	An Architect with David Weekly Homes designed the row houses.

7) If not in an address, elevations not repeated on adjacent blocks	<input checked="" type="checkbox"/>	The row homes are within the Plaza and Linear Green Address. The row houses do not repeat an elevation found on an adjacent block.
<b>3.3 Ground Level Building Components</b>		
<b>Required</b>		
1) Building setbacks and frontage widths as required by Table V-1	<input checked="" type="checkbox"/>	The row houses will meet the setbacks established by Table V-1
2) Retail orientation towards street	<input checked="" type="checkbox"/>	The flex space is oriented towards street
3) Differentiating entrances for mixed use buildings	<input checked="" type="checkbox"/>	The flex space has a dedicated entrance from Villebois Drive and a design that differentiates it from adjacent row houses.
4) Entries have weatherproof roof covering appropriately sized but at least 4 feet deep and 4 feet wide	<input checked="" type="checkbox"/>	Weatherproof covering provided by proposed front porches and entrances are at least 4' by 4'
5) Any building lighting, is indirect or shielded	<input checked="" type="checkbox"/>	Lighting is shielded, typical porch lighting.
6) Parking structures screened using at least two of the following: residential or commercial uses, decorative grill work, decorative artwork, vegetation	<input type="checkbox"/>	Not applicable, no parking structure proposed
7) Plaza address mixed-use buildings have canopy or awning	<input type="checkbox"/>	Not applicable
8) Reflective, heavily tinted, or other sight obscuring glass discouraged	<input checked="" type="checkbox"/>	Proposed glass is not reflective, heavily tinted or otherwise sight obscuring.
9) Landscaping or other screening provided when parking is between buildings and the street	<input checked="" type="checkbox"/>	Landscaping provided
<b>Optional</b>		
10) Create indoor/outdoor relationships	<input checked="" type="checkbox"/>	Large windows and fenced front yards help create an indoor/outdoor relationship.
11) Canopies and Awnings primary function is weather protection	<input checked="" type="checkbox"/>	Large windows and fenced front yards help create an indoor/outdoor relationship.
<b>4.1 Façade Components</b>		
<b>Required</b>		
1) Windows and doors recessed 3 inches for shadowing or incorporate shutters (appear operable)	<input checked="" type="checkbox"/>	Windows and doors have substantial trim that helps create shadowing.

and sized for window), railing, and/or visible or substantial trim (contrasting material, color, or creates shadowing.)		
2) Balconies extend no more than 36"	<input type="checkbox"/>	Not applicable, none proposed on front elevations.
3) Shutters sized to appear operable at window and door openings	<input checked="" type="checkbox"/>	The design sizes shutters to appear operable.
4) Except in the plaza address, balconies shall be at least 5 feet deep	<input checked="" type="checkbox"/>	No balconies are proposed.
<b>Optional</b>		
4) <i>(Note: Duplicate numbers in published VCAS)</i> Individual windows square or vertical in proportion. An assembly of windows have horizontal proportion	<input checked="" type="checkbox"/>	All individual windows are square or vertical in proportion.
5) Materials changes occur at a horizontal line or at inside corner of two vertical planes.	<input checked="" type="checkbox"/>	Materials change at horizontal lines or corners
6) Every residential unit have outdoor living space.	<input checked="" type="checkbox"/>	All row houses have fenced front yards and side patios.
7) Expression of rainwater path	<input type="checkbox"/>	Not applicable
8) Building fronts uneven angles to accommodate shape of street	<input checked="" type="checkbox"/>	As discussed, the ground floor entrance to lot 3 has an angled entrance oriented toward the Plaza space. This orientation satisfies this standard.
9) Wide opening windows	<input type="checkbox"/>	Not applicable
10) Discourage use of high window sills	<input checked="" type="checkbox"/>	High window sills are not used
11) Finishing touches and ornament	<input checked="" type="checkbox"/>	The use of finishing touches and ornamentation is provided.
<b>5.1 Fencing</b>		
<b>Required</b>		
1) See all applicable sections of the Village Zone, including but not limited to Section 4.125(.14) Table V-4 Permitted Materials and Configurations and Section 4.125 (.05) D. Fences	<input checked="" type="checkbox"/>	Proposed fencing will comply with these standards and be consistent with architecture. See Sheet 10 of FDP Plan set.
2) The following fencing requirements apply to all fences and walls located	<input checked="" type="checkbox"/>	Proposed fencing will comply.

between rights-of-way and building lines.		
3) Fencing shall be consistent with the Architectural Character of adjacent buildings, See Architectural Character, this section.	<input checked="" type="checkbox"/>	Proposed fencing will comply with these standards and be consistent with architecture.
4) Fencing controlling access to a courtyard, outdoor lobby, or other public entries shall be greater than 50% transparent.	<input checked="" type="checkbox"/>	Required courtyard fencing will be metal greater than 50% transparent.
5) Fencing located within the first 2'0" setback from right-of-ways shall be greater than 50% transparent.	<input checked="" type="checkbox"/>	Fencing will meet this requirement
6) Fencing located within interior side yards or separating buildings on the same lot shall be offset 4'0" or greater behind the adjacent front building line.	<input checked="" type="checkbox"/>	Fencing setback front building line exceeds 4 feet.
7) Posts, pilasters, columns, or bollards may extend an additional 8" above the maximum height of any allowed fencing.	<input type="checkbox"/>	Not applicable. Plans show no posts etc. extending beyond the allowed height.
8) Fencing may not change height at corners. They must level top surfaces and transition at posts to maintain height as required by changes in grade elevation.	<input checked="" type="checkbox"/>	Does not change height at corners
9) Loading facilities, trash enclosures, and ground-level mechanical and utility equipment: These facilities shall be sited at the rear or side of buildings wherever practicable, and shall be screened where visible from the street. Screening shall match the adjacent development in terms of quality of materials and design. Such screening shall minimize light glare and noise levels affecting adjacent residential uses.	<input type="checkbox"/>	No such fencing is proposed.
Optional		

10) Fencing is encouraged to be consistent with building railing at balconies, decks, porches, etc.	<input checked="" type="checkbox"/>	Fencing on the front elevations is consistent with the architectural style of the row houses.
<b>The Plaza Address</b>		<b>Applies to Lot 3</b>
<b>Building Type</b>		
Building Type Mixed-Use Buildings Village Center	<input checked="" type="checkbox"/>	Buildings are Row Houses. The Row Home on Lot 3 has flex commercial space on the ground floor so classifies as a mixed use building in the Development Standards.
<b>Building Height and Roof Form</b>		
<b>Required</b>		
1) Average façade height of 45 feet	<input checked="" type="checkbox"/>	The building exceeds 45 feet in support of this standard
2) Roof Form: Flat or low-slope; sloped roof with parapets/cornices; or mansard roof	<input checked="" type="checkbox"/>	The building on Lot 3 has a low sloped roof with parapets
3) Mansard Roof Definitions	<input type="checkbox"/>	Not Applicable Mansard roof not used
4) Tower elements may have any roof form	<input type="checkbox"/>	Not Applicable No tower component
<b>Optional</b>		
• Mansard roofs encouraged to have dormers, chimneys, light monitors, and similar	<input type="checkbox"/>	Not Applicable Mansard roof not used
• Parapets with substantial overhangs are encouraged	<input checked="" type="checkbox"/>	Parapets have overhang
• Roof decks are encouraged	<input type="checkbox"/>	Roof deck not proposed, more appropriate on larger buildings
<b>Horizontal Façade Articulation</b>		
<b>Required</b>		
1) Facades longer than 60 feet shall be articulated into smaller units using at least 3 of the listed methods.	<input checked="" type="checkbox"/>	The façade of the building on Lot 3 facing Barber Street exceeds 60 feet. The building uses changes in materials, changes of patterns, changes in texture, vertical façade planes, and breaks in roof elevation to articulate the facade.
<b>Corner Massing and Articulation</b>		
<b>Required</b>		
1) Development at intersections shall emphasize this unique site aspect through 3 or more of the listed methods.	<input checked="" type="checkbox"/>	The primary entrance to the flex space is oriented to the corner, the portion of the building closest to the corner is massed as a tower, and has a unique 2-story canopy with a sloped shed like roof different than the rest of the building

2) Buildings near or across from other building corners may use the same strategies.	<input type="checkbox"/>	The building does not use the same strategy of any buildings across the street.
<b>Exterior Building Materials</b>		
<b>Required</b>		
1) Requirements supersede table V-4	<input checked="" type="checkbox"/>	Understood
2) 75% of each building façade subject to standards shall be finished in one or more of the listed materials.	<input checked="" type="checkbox"/>	All street facing facades are composed of brick and stucco board
3) Additional materials must be from the listed materials.	<input checked="" type="checkbox"/>	100% covered by materials in 2)
4) Percentage calculations apply only to facades facing a public or private street	<input checked="" type="checkbox"/>	Applied only to facades facing Barber Street and Villebois Drive
5) Door, windows, and their trim excluded from percentage calculation	<input checked="" type="checkbox"/>	Excluded from percentage calculations
6) Glass less than 20% reflectance	<input checked="" type="checkbox"/>	Less than 20% reflectance, typical residential glass
<b>Ground Level Building Components</b>		
<b>Required</b>		
1) Standard corporate designs adjusted to be compatible with the architectural character of building	<input checked="" type="checkbox"/>	No specific corporate design incorporated
2) Buildings on the Plaza Address shall incorporate at least 3 of the listed elements into any ground-floor, street-facing, façade.	<input checked="" type="checkbox"/>	Brick bases and projecting window sills are used, and the potential for blade or window signs as desired by tenants of the ground floor flex space.
<b>Optional</b>		
• Storefront design should be unique for each tenant	<input checked="" type="checkbox"/>	The building design is unique
• Canopies should be metal or glass	<input type="checkbox"/>	Entrance coverings extend materials used otherwise in the building design
• Awnings should be rolling or otherwise operable	<input type="checkbox"/>	No awnings proposed
<b>Façade Components</b>		
<b>Required</b>		
1) Scuppers and downspouts shall be metal or clay	<input checked="" type="checkbox"/>	No visible downspouts are shown on the street side facades. Condition of Approval PDB 6 will ensure compliance.
2) Where provided, outdoor living area must be recessed into the building façade, projecting balconies and decks not allowed.	<input checked="" type="checkbox"/>	No projecting decks or balconies. The two-story outdoor area is incorporated into the form of the building.

French balconies 2 feet or less in depth allowed.		
3) Wood or simulated wood railing or fencing prohibited.	<input checked="" type="checkbox"/>	No wood or simulated wood railing or fencing is proposed
Optional		
<ul style="list-style-type: none"> <li>French balconies and cantilevered bay windows 2 feet or less in depth are encouraged as predominate outdoor living space components</li> </ul>	<input checked="" type="checkbox"/>	A 4 <sup>th</sup> story cantilevered bump out window is proposed
<b>Linear Green Address</b>		<b>2 row houses, Lots 1 and 2</b>
Building Type		
Shall be Multi-Family Dwellings Village Center	<input checked="" type="checkbox"/>	The applicant proposes "detached" row houses considered the same as multi-family row houses in the Village Center. A majority of other buildings along the Linear Green Address are also "detached" row houses.
Building Height and Form		
Required		
1) 3 stories or greater in height	<input checked="" type="checkbox"/>	The façade of both row houses facing Villebois Drive are 3 stories in height
2) Principal roofs shall have 6:12 or greater pitch towards the address, such that the roof is visible from the street. Gables only at building corners.	<input checked="" type="checkbox"/>	Lots 1 and 2 provide roofs sloping towards Villebois Drive.
Optional		
<ul style="list-style-type: none"> <li>Dormers, light monitors, chimneys, and other roof elements are encouraged to create visual interest.</li> </ul>	<input type="checkbox"/>	While not using these specific elements, the front facades of Building 1 and 2 provide the desired visual interest with other detailing
<ul style="list-style-type: none"> <li>Roof forms along the Parkway Address are encouraged to be substantially similar in character.</li> </ul>	<input type="checkbox"/>	This generally makes sense, but care was taken in this project to appropriately transition from the taller flat roofed buildings in the Plaza Address to the more sloped roofs of the Linear Green Address
Horizontal Façade Articulation		
Required		
1) Horizontal facades longer than 60 feet shall be articulated through consistent and rhythmic facades. At least 2 of the listed methods shall be employed.	<input checked="" type="checkbox"/>	No horizontal facades more than 60 feet face the Linear Green Address.
Optional		

• Each dwelling need not be articulated as an individual unit	<input type="checkbox"/>	Each dwelling is articulated as an individual unit.
• Buildings across Parkway Address encouraged to be bookmatched.	<input type="checkbox"/>	Rather than book matching, the architecture aims to provide an appropriate transition between the Plaza Address with the flat roofs and the shorter sloped roof homes on the Linear Green Address
<b>Exterior Building Materials</b>		
<b>Required</b>		
1) Supersede Table V-4	<input checked="" type="checkbox"/>	Understood
2) 30% façade to be covered by listed materials	<input checked="" type="checkbox"/>	Lot 1 uses 46% brick and Lot 2 uses 100% brick and stucco
3) Additional materials to be from listed materials	<input checked="" type="checkbox"/>	Additional materials include cement fiber wood looking siding, which is an allowed material.
4) Percentage calculation applies only to street facing facades	<input checked="" type="checkbox"/>	Applied to only street facing facades.
5) Doors, windows, and associated trip not counted in percentage calculation	<input checked="" type="checkbox"/>	Not included
6) Glass shall have less than 20% reflectance	<input checked="" type="checkbox"/>	Glass is less than 20% reflectance
<b>Ground Level Building Components</b>		
<b>Required</b>		
1) Development shall include at least 2 of listed at all primary building entrances	<input type="checkbox"/>	
2) Ground level units shall be at grade and have direct access to a yard	<input type="checkbox"/>	Units are at grade and have direct access to the front yard area.
3) Each unit shall have a fence between the yard and street meeting the listed requirements	<input checked="" type="checkbox"/>	Condition of Approval PDB 1 requires the fencing
<b>Optional</b>		
• Vertically stacked units encouraged to share a common entry	<input checked="" type="checkbox"/>	No vertically stacked units
• Raised entries, such as a stoop, are encouraged	<input checked="" type="checkbox"/>	No raised entries
• Fences are strongly encouraged to be metal	<input checked="" type="checkbox"/>	Condition of Approval PDB 1 requires metal courtyard fences
<b>Façade Components</b>		
<b>Optional</b>		
• Building elements that lend themselves to rhythmic patterns are encouraged.	<input type="checkbox"/>	No particular building elements lend themselves specifically to rhythmic patterns.

## Landscape Standards

### Landscape Code Compliance

Subsection 4.176 (.02) B.

- B4.** The applicant has not requested any waivers or variances to landscape standards. Thus all landscaping and screening must comply with standards of this section.

### Landscape Area and Locations

Subsection 4.176 (.03)

- B5.** The applicant proposes landscaping consistent with the Villebois Village Master Plan and SAP and PDP approvals. The plans show a variety of plant materials, with a limited but practicable use of native plant material.

### Shrubs and Groundcover Materials

Subsection 4.176 (.06) A.

- B6.** The submitted plans indicate the proposed plantings will meet the requirements established by this subsection.

### Plant Materials-Trees

Subsection 4.176 (.06) B.

- B7.** The submitted plans indicate the proposed plantings will meet the requirements established by this subsection.

### Types of Plant Species

Subsection 4.176 (.06) E.

- B8.** The Community Elements Book governs the allowed plant materials. All proposed plant materials are consistent with the SAP Central Community Elements Book or otherwise approved as allowed in the Community Elements Book.

### Exceeding Plant Standards Encouraged As Long as Vision Clearance Not Violated

Subsection 4.176 (.06) G.

- B9.** The selected landscape materials do not violate any height or vision clearance requirements.

### Landscape Installation and Maintenance

Subsection 4.176 (.07)

- B10.** The installation and maintenance standards are or will be met as follows:
- Plant materials are required to be installed to current industry standards and be properly staked to ensure survival
  - Plants that die are required to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City.
  - Condition of Approval PDB 4 requires irrigation meeting the standards of this subsection.

Landscape Plans Required  
Subsection 4.176 (.09)

**B11.** The applicant's landscape plans include the required information. See Sheets L1 in Exhibit B3.

**Landscape Standards**

Completion of Landscaping before Occupancy  
Subsection 4.176 (.10)

**B12.** The applicant must complete open space improvements prior to occupancy of the 2<sup>nd</sup> of the 3 proposed unit.

**Site Design Review**

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

**B13.** *Excessive Uniformity:* The proposed building are different from adjoining blocks consistent with the Village Center Architectural Standards.

*Inappropriate or Poor Design of the Exterior Appearance of Structures:* The DRB is reviewing the row houses for conformance with the Community Elements book and Village Center Architecture standard. The professionally designed row houses avoid inappropriate or poor design.

*Lack of Proper Attention to Site Development:* The applicant used appropriate professional services to design the development, demonstrating appropriate attention being given to site development.

*Lack of Proper Attention to Landscaping:* Professionally designed landscaping includes a variety of plant materials and demonstrates appropriate attention to landscaping.

Purposes and Objectives of Site Design Review  
Subsection 4.400 (.02) and Subsection 4.421 (.03)

**B14.** It is staff's professional opinion that the applicant has provided sufficient information demonstrating compliance with the purposes and objectives of site design review. This includes designing the site to in context of the site including size and location within the development. In addition, the row houses are consistent with the Community Element Book and Village Center Architectural Standards, which have previously been reviewed to ensure consistency with the Villebois Village Master Plan which has similar purposes and objectives as site design review.

Development in Accordance with DRB Approved Plans  
Section 4.420

**B15.** Condition of Approval PDB 3 ensures construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans,

drawings, sketches, and other documents. The City will grant no grading or other permits prior to Development Review Board approval.

## Design Standards

Subsection 4.421 (.01)

**B16.** *Preservation of Landscaping:* The design preserved existing trees where the trees are healthy and preservation is practicable.

*Relation of Proposed Buildings to Environment:* The development incorporates the natural slope of the site as much as practicable.

*Drives, Parking and Circulation:* The street, alley, and garage parking is appropriate for the development in terms of typical layout and adequate access.

*Surface Water Drainage:* The project is part of the Villebois master planning efforts for that address surface water drainage, and the design pays appropriate attention to surface water drainage including professionally prepared drainage reports. Condition of Approval PDB 5 requires soil preparation to meet the Villebois Rainwater Management Standards.

*Utility Service:* All utilities are available to serve the development.

*Advertising Features:* No signs or advertising features are proposed.

*Special Features:* No special features, as listed, are proposed.

## Applicability of Design Standards

Subsection 4.421 (.02)

**B17.** This review appropriately applies design standards to all the site features including the buildings and landscaping.

## Conditions of Approval to Ensure Proper and Efficient Site Function

Subsection 4.421 (.05)

**B18.** Staff recommends no additional conditions of approval are recommended.

## Color or Materials Requirements

Subsection 4.421 (.06)

**B19.** Staff does not recommend any additional requirements for Color or Materials.

## Submission Requirements

Section 4.440

**B20.** The applicant has submitted the required additional materials, as applicable.

## Time Limit on Approval-2 Years

Section 4.442

**B21.** It is understood that the approval will expire after 2 years if a building permit hasn't been issued unless an extension has been granted by the board.

Landscape Installation or Bonding  
Subsection 4.450 (.01)

**B22.** Landscaping will be required to be installed with the construction of the buildings.

Approved Landscape Plan  
Subsection 4.450 (.02)

**B23.** Condition of Approval PDB 4 shall provide ongoing assurance this criterion is met.

Landscape Maintenance and Watering  
Subsection 4.450 (.03)

**B24.** Condition of Approval PDB 4 will ensure landscaping is continually maintained in accordance with this subsection.

Modifications of Landscaping  
Subsection 4.450 (.04)

**B25.** Condition of Approval PDB 4 shall provide ongoing assurance that this criterion is met by preventing modification or removal without the appropriate City review.

**Request C: DB18-0041 Tentative Subdivision Plat**

The applicant's findings in Section IIIA of their notebook, Exhibit B1, respond to the majority of the applicable criteria.

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

**Development Standards Applying to All Development in Village Zone**

Block, Alley, Pedestrian, and Bicycle Standards  
Subsection 4.125 (.05) A.

**C1.** The tentative subdivision plat shows blocks, alleys, pedestrian, and bicycle paths consistent with this subsection and the proposed PDP modification.

Access Standards  
Subsection 4.125 (.05) B.

**C2.** Condition of Approval PDC 4 requires a non-access reservation strip on the street side of lots to ensure all lots take access from the alley rather than the street.

Open Space Requirements  
Subsection 4.125 (.08)

**C3.** The tentative subdivision plat shows open space consistent with the requirements of the Village Zone and the proposed modified PDP. Consistent with the requirements of (.08) C.

Condition of Approval PDC 7 requires City Attorney review and approval pertinent bylaws, covenants, or agreements prior to recordation.

## **Street and Improvement Standards**

### General Street Provisions

Subsection 4.125 (.09) A. 1.

**C4.** No new streets are proposed or required.

### Access Drives

Subsections 4.125 (.09) A. 6. and 4.177 (.01) E.

**C5.** The tentative subdivision plat shows alleys of the width and design consistent with the modified PDP.

## **Land Division Authorization**

### Plats Review Authority

Subsection 4.202 (.01) through (.03)

**C6.** The tentative subdivision plat is being reviewed by the Development Review Board. The final plat will be reviewed by the Planning Division under the authority of the Planning Director to ensure compliance with the DRB review of the tentative subdivision plat.

### Legally Lot Requirement

Subsection 4.202 (.04) A.

**C7.** It is understood that no lots will be sold until the final plat has been approved by the Planning Director and recorded.

### Undersized Lots Prohibited

Subsection 4.202 (.04) B.

**C8.** No lots will be divided into a size smaller than allowed by the Village "V" zoning designation.

## **Plat Application Procedure**

### Pre-Application Conference

Subsection 4.210 (.01)

**C9.** A pre-application conference was held in accordance with this subsection.

### Tentative Plat Preparation

Subsection 4.210 (.01) A.

**C10.** Sheet 4 of Exhibit B2 is a preliminary subdivision plats prepared by a licensed land surveyor, Travis Jansen.

Tentative Plat Submission  
Subsection 4.210 (.01) B.

**C11.** The applicant submitted the tentative subdivision plat with the required information.

Phases to be Shown  
Subsection 4.210 (.01) D.

**C12.** The developer proposes execution of the development in a single phase, thus no phasing is shown.

Remainder Tracts to be Shown, All Land to be Accounted For  
Subsection 4.210 (.01) E.

**C13.** The tentative subdivision plat incorporates all affected property.

### **Street Requirements for Land Divisions**

Master Plan or Map Conformance  
Subsection 4.236 (.01)

**C14.** No new streets are proposed, surrounding master planned streets have previously been built.

### **General Land Division Requirements**

Blocks  
Subsection 4.237 (.01)

**C15.** The proposal is within an existing block.

Easements  
Subsection 4.237 (.02)

**C16.** As shown on the preliminary plat, Sheet 4 of Exhibit B2, the required easements have been provided.

Lot Size and Shape  
Subsection 4.237 (.05)

**C17.** Proposed lot sizes, widths, shapes and orientations are appropriate for the proposed development and are in conformance with the Village Zone requirements as discussed under Requests A and B.

Access  
Subsection 4.237 (.06)

**C18.** Each lot has the minimum frontage on a street consistent with the Village Zone.

Lot Side Lines  
Subsection 4.237 (.08)

**C19.** Side lot lines are at right angles with the front lot line.

Large Lot Divisions  
Subsection 4.237 (.09)

**C20.** No future divisions of the lots included in the tentative subdivision plat are planned or anticipated.

Building Line and Built-to Line  
Subsection 4.237 (.10) and (.11)

**C21.** No building lines or built-to lines are proposed or recommended.

Land for Public Purposes  
Subsection 4.237 (.12)

**C22.** No property reservation is recommended as described in this subsection.

Corner Lots  
Subsection 4.237 (.13)

**C23.** The proposed corner lot meets the minimum corner radius of ten (10) feet.

Lots of Record  
Section 4.250

**C24.** The lot being divided is of record, and the resulting subdivision lots will be lots of record. The lot being divided is Lot 71 of Villebois Village Center No. 2 recorded in Clackamas County Records.

## **Public Improvements**

Improvements-Procedures and Requirements  
Sections 4.260 4.262

**C25.** The applicant has stated their intent to meet the requirements for all the types of improvements indicated in this subsection. Conformance with these requirements will be ensured through the Engineering Division's, and Building Division's, where applicable, permit and inspection process. All improvements to public facilities will be required to conform to the Public Works Standards. See Condition of Approval PFC 1 and Exhibit C1.



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# MEMORANDUM



**DATE:** July 20, 2018  
**TO:** Steve Adams, P.E., City of Wilsonville  
**FROM:** Scott Mansur, P.E., PTOE *SM*  
 Jordin Kelly, EIT

**SUBJECT:** Villebois SAP Central PDP 1C Lot 22 (Yorkshire) Transportation Study Update P18005-003

This memorandum documents trip generation estimates and a site plan review for the proposed Villebois PDP 1C development of 3 rowhomes with the corner (piazza facing) home being a live/work space with 711 square-feet of commercial/office space on the ground floor and a residence taking up the 2<sup>nd</sup> and 3<sup>rd</sup> floors, in lot 22 on the southwest corner of the SW Barber Street/SW Villebois Drive intersection.

The purpose of this memorandum is to compare the proposed land use development of Villebois Urban Village Specific Area Plan (SAP) Central to previously analyzed SAP Central land use numbers and ensure the current proposal was adequately analyzed as part of the approved traffic impact study.

## Villebois Land Use

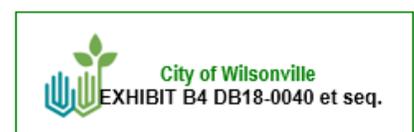
When the *Villebois Village Master Plan* was amended, DKS performed updated traffic impact analysis for the entire Villebois area.<sup>1</sup> Table 1 shows the land use estimates that were the basis of the updated traffic impact analysis.<sup>2</sup>

**Table 1: Villebois Village Land Uses Analyzed in Prior Traffic Impact Study (October 2013)**

SAP	Single Family Units	Condo/Townhouse Units	Apartment Units	Total Residential Units
East	534	42	-	576
Central	49	459	501	1,009
North	423	31	10	464
South	357	103	21	481

<sup>1</sup> The most recent version of the *Villebois Village Master Plan* was adopted October 7, 2013, and included the addition of the "future study area".

<sup>2</sup> *Villebois Future Study Area Transportation Impact Analysis*, DKS Associates, October 21, 2013, page 5.





### SAP Central Residential Land Use/Trip Generation

As shown previously in Table 1, the most recent traffic impact analysis performed for Villebois assumed that SAP Central would include 49 single family units, 459 condo/townhouse units, and 501 apartment units for a total of 1,009 residential units in addition to the 7,829 square feet of commercial use already approved and constructed in PDP 1. The current SAP Central proposal includes 75 single family units, 500 condo/townhouse units, 365 apartment units (for a total of 940 residential units) and 8,500 square feet of commercial space (711 square feet in addition to what was previously approved). Table 2 shows the p.m. peak hour trip generation estimates for both land use breakdowns along with the net change. As shown, the currently planned land uses are estimated to generate 594 (384 in, 210 out) p.m. peak hour trips for SAP Central, which is 34 total trips less than the prior approval.

**Table 2: SAP Central Trip Generation Comparison**

Land Use (ITE Code)	Size	Average Trip Generation Rate	Number of New Trips (p.m. peak)		
			In	Out	Total
<b><i>Basis of Traffic Impact Analysis (October 2013)</i></b>					
Single Family Units (210)	49 units	1.01 trips/unit	31	18	49
Condo/Townhome (230)	459 units	0.52 trips/unit	159	79	238
Apartments (220)	501 units	0.62 trips/unit	202	109	311
Commercial (820)*	7.83 KSF	3.81 trips/KSF	14	16	30
<b>Total Trips</b>			<b>406</b>	<b>222</b>	<b>628</b>
<b><i>Current Plans</i></b>					
Single Family Units (210)	75 units	1.01 trips/unit	48	28	76
Condo/Townhome (230)	500 units	0.52 trips/unit	174	86	260
Apartments (220)	365 units	0.62 trips/unit	147	79	226
Shopping Center (820)	8.5 KSF	3.81 trips/KSF	15	17	32
<b>Total Trips</b>			<b>384</b>	<b>210</b>	<b>594</b>
<b>Net New Trips</b>			<b>-22</b>	<b>-12</b>	<b>-34</b>

\* 7.83 KSF was not included in the Basis of Traffic Impact Analysis memo, however, it was already improved and constructed before the October 2013 document was finalized so it is included in prior approval assumptions.

### SAP Central PDP 1C Lot 22 Trip Generation

SAP Central is broken into approximately 14 Planned Development Phases (PDPs). Table 3 shows the estimated trip generation for PDP 1C based on the currently proposed 3 rowhomes (one shared-use home) for Lot 22. Note that the 10<sup>th</sup> Edition of the ITE Trip Generation Manual combined the apartment and rowhome uses into one land use code: Multifamily Housing (Low-Rise) (ITE Code 220). As shown, the 3 proposed rowhouses (including one shared use rowhome) would generate approximately 5 (2 in, 3 out) p.m. peak hour trips.



**Table 3: SAP Central PDP 1C Lot 22 Trip Generation**

Land Use (ITE Code)	Size	Average Trip Generation Rate	Number of New Trips (p.m. peak)		
			In	Out	Total
Low Rise	3 Units	0.56 trips/unit	1	1	2
Shopping Center (820)	711 SF	3.81 trips/1,000 square feet	1	2	3
<b>Total</b>			<b>2</b>	<b>3</b>	<b>5</b>

Note that the use of the 711 SF of commercial space wasn't made clear through conversations with the developer, so the shopping center land use was assumed. However, if the land use using the space is a coffee shop, the total p.m. peak hour trips for the commercial development would be 26, 21 trips higher than what was assumed for the shopping center land use.

### Site Plan Review

The applicant's preliminary site plan was provided by the project sponsor and is attached to the appendix.<sup>3</sup> It was reviewed to evaluate site access and safety for vehicles and pedestrians as well as evaluate parking. Access to the rowhomes is provided from an alleyway that accesses SW Palermo Street. The site plan shows sidewalks surrounding the rowhomes on all frontages connecting pedestrians to SW Barber Street and SW Villebois Drive. It is recommended to include a pedestrian connection adjacent to the proposed alleyway to connect SW Palermo Street to SW Barber Street. This pedestrian connection is especially significant since it connects to key pedestrian generators such as The Piazza at Villebois to the north of the site.

In total, the 3 proposed residential units require one parking space per dwelling unit, along with an additional 3 parking stalls and 2 bicycle parking stalls for the proposed 711 square feet of commercial space on the corner lot. The site plan shows approximately 150 feet of available on-street parking on SW Barber Street and SW Villebois Drive, which will provide space for approximately 6 vehicles based on 25 feet per vehicle. This, paired with the single car garages provided with each rowhome (3), will be sufficient to meet the vehicle parking demand and code requirements. It is recommended, however, that the developer provide a minimum of 2 bicycle parking stalls on site to serve the proposed commercial space.

### Summary

Key findings for the proposed Villebois Urban Village SAP Central PDP 1C Lot 22 development of three rowhomes and one shared use rowhome in Wilsonville, Oregon are as follows:

- The proposed SAP Central land uses result in 34 less total p.m. peak hour projects trips when compared with the original approved trip generation estimates.

<sup>3</sup> Site plan provided in email from Steve Adams, City of Wilsonville, April 29, 2016.



- The proposed development of 3 rowhomes and 711 square feet of commercial space within PDP 1C are estimated to generate 5 (2 in, 3 out) net new p.m. peak hour trips and will not exceed the original peak hour trip approvals.
- The city code required vehicle parking spaces (3) are provided by the single car garages in each rowhome (3) and on-street parking available (6) on SW Barber Street and SW Villebois Drive.
- It is recommended that the developer provide a minimum of 2 bicycle parking stalls to serve the proposed commercial/office space and meet City of Wilsonville Development Code requirements.

Please let us know if you have any questions.

Exhibit C1  
Public Works Plan Submittal Requirements  
and Other Engineering Requirements

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1. All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards - 2015.
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

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

3. No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, right-of-way and easements have been obtained and Staff is notified a minimum of 24 hours in advance.
4. All public utility/improvement plans submitted for review shall be based upon a 22" x 34" format and shall be prepared in accordance with the City of Wilsonville Public Work's Standards.
5. Plans submitted for review shall meet the following general criteria:
  - a. Utility improvements that shall be maintained by the public and are not contained within a public right-of-way shall be provided a maintenance access acceptable to the City. The public utility improvements shall be centered in a minimum 15-ft. wide public easement for single utilities and a minimum 20-ft wide public easement for two parallel utilities and shall be conveyed to the City on its dedication forms.
  - b. Design of any public utility improvements shall be approved at the time of the issuance of a Public Works Permit. Private utility improvements are subject to review and approval by the City Building Department.
  - c. In the plan set for the 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 printed to PDF, combined to a single file, stamped and digitally signed by a Professional Engineer registered in the State of Oregon.
  - l. All plans submitted for review shall be in sets of a digitally signed PDF and three printed sets.
6. Submit plans in the following general format and order for all public works construction to be maintained by the City:
- a. Cover sheet
  - b. City of Wilsonville construction note sheet
  - c. General construction note sheet
  - d. Existing conditions plan.
  - e. Erosion control and tree protection plan.
  - f. Site plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
  - g. Grading plan, with 1-foot contours.
  - h. Composite utility plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
  - i. Detailed plans; show plan view and either profile view or provide 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.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
  8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with 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.
  9. 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.
  10. The applicant shall be in conformance with all stormwater and flow control requirements for the proposed development per the Public Works Standards.
  11. A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
  12. 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.
  13. 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.
  14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be

maintained between irrigation systems, public water systems, and public sanitary systems. Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.

15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Sidewalks, crosswalks and pedestrian linkages in the public right-of-way shall be in compliance with the requirements of the U.S. Access Board.
17. No surcharging of sanitary or storm water manholes is allowed.
18. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
19. A City approved energy dissipation device shall be installed at all proposed storm system outfalls. Storm outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
20. 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.
21. 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.
22. Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.
23. 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.
24. The applicant shall provide adequate sight distance at all project street intersections, alley intersections and commercial driveways by properly designing intersection alignments, establishing set-backs, driveway placement and/or vegetation control. Coordinate and align proposed streets, alleys and commercial driveways with existing streets, alleys and

commercial driveways located on the opposite side of the proposed project site existing roadways. Specific designs shall be approved by a Professional Engineer registered in the State of Oregon. As part of project acceptance by the City the Applicant shall have the sight distance at all project intersections, alley intersections and commercial driveways verified and approved by a Professional Engineer registered in the State of Oregon, with the approval(s) submitted to the City (on City approved forms).

25. 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.
26. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Allied Waste Management (United Disposal) for access and use of their vehicles.
27. 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.
28. The applicant shall "loop" proposed waterlines by connecting to the existing City waterlines where applicable.
29. Applicant shall provide a minimum 6-foot Public Utility Easement on lot frontages to all public right-of-ways. An 8-foot PUE shall be provided along Collectors. A 10-ft PUE shall be provided along Minor and Major Arterials.
30. 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).
31. Mylar Record Drawings:

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

Exhibit C2  
Natural Resources Findings & Requirements

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Requirements

1. The applicant shall comply with all applicable state and federal requirements for the proposed construction activities (e.g., DEQ NPDES #1200–C permit).
2. Pursuant to the City of Wilsonville’s Ordinance No. 482, the applicant shall submit an erosion and sedimentation control plan. The following techniques and methods shall be incorporated, where necessary:
  - a. Gravel construction entrance;
  - b. Stockpiles and plastic sheeting;
  - c. Sediment fence;
  - d. Inlet protection (Silt sacks are recommended);
  - e. Dust control;
  - f. Temporary/permanent seeding or wet weather measures (e.g., mulch);
  - g. Limits of construction; and
  - h. Other appropriate erosion and sedimentation control methods.

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, AUGUST 27, 2018**

**6:30 PM**

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VII. Board Member Communications:

A. Results of the August 13, 2018 DRB Panel A meeting

# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

<b>DATE:</b>	<b>AUGUST 13, 2018</b>	
<b>LOCATION:</b>	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
<b>TIME START:</b>	<b>6:30 P.M.</b>	<b>TIME END: 7:30 P.M.</b>

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Fred Ruby, Chair	Daniel Pauly
James Frinell	Barbara Jacobson
Jennifer Willard	Zach Weigel
Joann Linville	Dominique Huffman
Shanti Villarreal	

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
<b>CONSENT AGENDA</b>	
<ul style="list-style-type: none"> <li>A. Approval of minutes of May 14, 2018 DRB Panel A meeting</li> <li>B. Approval of minutes of June 11, 2018 DRB Panel A meeting</li> </ul>	<ul style="list-style-type: none"> <li>A. Unanimously approved as presented</li> <li>B. Adopted as approved by signatures; 4 to 0 to 1 with Joann Linville abstaining.</li> </ul>
<b>PUBLIC HEARING</b>	
<p>A. <b>Resolution No. 356. Family Fun Center Expansion and Renovation: Darren Harmon, General Manager – Applicant for Wilsonville Land Partnership – Owner.</b> The applicant is requesting approval of a Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, Type C Tree Plan and Class 3 Sign Permit for expansion and remodel of the Family Fun Center. The site is located at 29111 SW Town Center Loop West on Tax Lot 100 of Section 14D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Jennifer Scola. Presented by Daniel Pauly</p> <p style="margin-left: 40px;">Case Files:   DB18-0034   Stage I Master Plan Modification                            DB18-0035   Stage II Final Plan Modification                            DB18-0036   Site Design Review                            DB18-0037   Type C Tree Plan                            DB18-0038   Class 3 Sign Permit</p>	<ul style="list-style-type: none"> <li>A. Resolution 356 was unanimously adopted amending Condition PDC 9 so that lighting shall be reduced one hour after close but no later than midnight.</li> </ul>
<b>BOARD MEMBER COMMUNICATIONS</b>	
<ul style="list-style-type: none"> <li>A. Results of the June 25, 2018 DRB Panel B meeting</li> <li>B. Recent City Council Action Minutes</li> </ul>	<ul style="list-style-type: none"> <li>A. Staff reviewed results</li> <li>B. Staff noted adoption of Basalt Creek Concept Plan</li> </ul>

STAFF COMMUNICATIONS	
	Introduction of City Civil Engineer Dominique Hoffman

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, AUGUST 27, 2018**

**6:30 PM**

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VII. Board Member Communications:

B. Recent City Council Action Minutes

City Council Meeting Action Minutes  
June 18, 2018

**City Council members present included:**

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

Nancy Kraushaar, Community Develop. Director  
Susan Cole, Finance Director  
Angela Handran, Assistant to the City Manager  
Cathy Rodocker, Assistant Finance Director  
Chris Neamtzu, Planning Director  
Daniel Pauly, Senior Planner, Planning  
Keith Katko, Finance Operations Manager  
Kerry Rappold, Natural Resources Manager  
Kimberly Rybold, Associate Planner  
Mark Ottenad, Public/Government Affairs Director  
Miranda Bateschell, Planning Manager  
Bill Evans, Communications & Marketing Manage

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Establishment of Pro Tem Municipal Court Roster	Council provided staff direction for creating a roster of pro tem judges.
B. Basalt Creek Concept Plan	Council was provided an update on the Basalt Creek Concept Plan.
C. Wilsonville Community Sharing	Staff briefed Council on Resolution No. 2694, authorizing a support grant agreement with Wilsonville Community Sharing.
<b>URBAN RENEWAL AGENCY</b>	
<u>Public Hearing</u>	
A. <b><u>URA Resolution No. 283</u></b> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Adopting The Budget, Making Appropriations, And Declaring The Intent To Collect Tax Increment For Fiscal Year 2018-19.	After a public hearing was conducted, URA Resolution No. 283 was adopted 4-0.
B. <b><u>URA Resolution No. 284</u></b> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.	After a public hearing was conducted, URA Resolution No. 284 was adopted 4-0.
<u>New Business</u>	
A. <b><u>URA Resolution No. 285</u></b> A Resolution Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District For The Purpose Of Funding The Construction Of Capital Improvement Projects By The Agency.	URA Resolution No. 285 was adopted 4-0.



<p>D. <b><u>Ordinance No. 821</u></b> - 1<sup>st</sup> Reading  An Ordinance Of The City Of Wilsonville Annexing Approximately 20 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2400, 2600, And 2700, And Portions Of Tax Lot 2300 And Boeckman Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. James H. Wolfston, Jr., West Linn-Wilsonville School District, And City Of Wilsonville, Petitioners.</p> <p>E. <b><u>Ordinance No. 822</u></b> - 1<sup>st</sup> Reading  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Residential Neighborhood (Rn) Zone On Approximately 20 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2400, 2600, And 2700, And Portions Of Tax Lot 2300 And Boeckman Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Jim Wolfston, Owner / Applicant.</p>	<p>Ordinance No. 821 was adopted on first reading by a vote of 4-0, with the record to remain open until the second reading.</p> <p>Ordinance No. 822 was adopted on first reading by a vote of 4-0, with the record to remain open until the second reading.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 2694</u></b>  A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing.</p> <p>B. <b><u>Resolution No. 2695</u></b>  A Resolution Authorizing An Intergovernmental Agreement With The Urban Renewal Agency Of The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District.</p>	<p>Resolution No. 2694 was adopted 4-0.</p> <p>Resolution No. 2695 was adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. <b><u>Ordinance No. 819</u></b> - 2<sup>nd</sup> Reading  An Ordinance Of The City Of Wilsonville Annexing Approximately 16 Acres On The North Side Of Boeckman Road Just West Of Stafford Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2001, 2100, 2201, 2202 Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Thelma J. Roethe, Dale Krielkamp, Verla Krielkamp, Louie Pike, Gayla Cushman-Pike, Amy Pike, Matt Wingard, And Doris A. Wehler, Petitioners.</p>	<p>Ordinance No.819 was adopted on second reading by a vote of 4-0.</p>

<p><b>B. <u>Ordinance No. 820</u> - 2<sup>nd</sup> Reading</b>  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (Rrff5) Zone To The Residential Neighborhood (Rn) Zone On Approximately 16 Acres On The North Side Of Boeckman Road Just West Of Stafford Road; The Land Is More Particularly Described As Tax Lots 2001, 2100, 2201, 2202 Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.</p>	<p>Ordinance No.820 was adopted on second reading by a vote of 4-0.</p>
<p><u>City Manager's Business</u>  A. Website</p>	<p>Informed that the City's redesigned website is live.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>9:52 p.m.</p>

City Council Meeting Action Minutes  
July 2, 2018

**City Council members present included:**

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

Chris Neamtzu, Planning Director  
Daniel Pauly, Senior Planner, Planning  
Keith Katko, Finance Operations Manager  
Kimberly Rybold, Associate Planner  
Amanda Guile-Hinman, Assistant City Attorney  
Miranda Bateschell, Planning Manager  
Bill Evans, Communications & Marketing Manager  
Zach Weigel, Capital Projects Engineering Manager  
Nicole Hendrix, Transit Management Analyst  
Eric Loomis, Transit Field Supervisor  
Dwight Brashear, SMART Director  
Keith Katko, Finance Operations Manager  
Jake Jensen, Deputy  
Matt Brown, Deputy

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Delora Kerber, Public Works Director  
Nancy Kraushaar, Community Develop. Director

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. ADU Code Updates	Council was briefed on the Accessory Dwelling Unit (ADU) Development Code amendments project.
B. Transit Master Plan Resolution	Council was informed of Resolution No. 2700, clarifying Appendix B – route priorities of the 2017 Transit Master Plan.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u>	
A. Minutes of the May 7, 2018; May 21, 2018 and June 4, 2018 Council Meetings.	The Consent Agenda was adopted 5-0 with an amendment to the May 7, 2018 Council meeting minutes.
<u>Public Hearing</u>	
<b>A. Ordinance No. 818</b> An Ordinance Of The City Of Wilsonville Amending Chapter 8 –Environment Of The Wilsonville Code To Revise WC 8.500 Through 8.536 And To Make Other Revisions And To Repeal Ordinance No. 482.	Council moved to continue the public hearing for Ordinance No. 818 to August 6, 2018. 5-0
<u>New Business</u>	
<b>A. Resolution No. 2700</b> A Resolution Of The City Of Wilsonville Clarifying Appendix B – Route Priorities Of The 2017 Transit Master Plan.	Resolution No. 2700 was adopted 5-0.
<u>Continuing Business</u>	

<p>A. <b>Ordinance No. 821</b> - 2<sup>nd</sup> Reading  An Ordinance Of The City Of Wilsonville Annexing Approximately 20 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2400, 2600, And 2700, And Portions Of Tax Lot 2300 And Boeckman Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. James H. Wolfston, Jr., West Linn-Wilsonville School District, And City Of Wilsonville, Petitioners.</p> <p>A. <b>Ordinance No. 822</b> - 2<sup>nd</sup> Reading  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Residential Neighborhood (Rn) Zone On Approximately 20 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 2400, 2600, And 2700, And Portions Of Tax Lot 2300 And Boeckman Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Jim Wolfston, Owner / Applicant.</p>	<p>Ordinance No. 821 was adopted on second reading as amended by a vote of 5-0.</p> <p>Ordinance No. 822 was adopted on second reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Wished Council a safe 4<sup>th</sup> of July.</p>
<p><u>Legal Business</u></p>	<p>Reported on the recent Kinder Morgan boat tour.</p>
<p><b>ADJOURN</b></p>	<p>8:04 p.m.</p>

City Council Meeting Action Minutes  
July 16, 2018

**City Council members present included:**

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

Daniel Pauly, Senior Planner, Planning  
Nancy Kraushaar, Community Develop. Director  
Susan Cole, Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Andy Stone, IT Manager  
Dwight Brashear, SMART Director  
Miranda Bateschell, Planning Manager  
Nicole Hendrix, Transit Management Analyst  
Eric Loomis, Transit Field Supervisor  
Zach Weigel, Capital Projects Engineering Manager

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. ERP (Eden Replacement Program) Upgrade Approval	Council received an update on plans to upgrade the Enterprise Resource Planning software, also known as the Eden Replacement Program (ERP).
B. Programs Enhancement Strategy Public Comment Results	Staff reported on feedback received from a recent public survey of potential transit program enhancements to be funded by House Bill 2017.
C. Tourism Business Plan Update	Council was briefed on Resolution No. 2699, adopting the FY 2018/19 five-year action plan and annual one-year implementation plan for the Wilsonville Tourism Development Strategy.
D. LOC 2019 Legislative Priorities	Council reviewed and discussed the League of Oregon Cities 2019 legislative priorities survey.
E. Metro I-5 Bike/Pedestrian Crossing: SW Barber – SW Town Center Loop Grant Fund Exchange IGA	This item was moved from Work Session order of business due to time constraints. The item, Resolution No. 2696, was voted on during the City Council meeting.
<b>REGULAR MEETING</b>	
<u>Communications</u>	
A. Arts and Culture Strategic Plan Update presented by Taylor Consulting	Taylor Consulting presented the following: "Public Investment Strategy for Wilsonville Arts & Culture."

<p><u>Mayor's Business</u></p> <p>A. Upcoming Meetings</p>	<p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u></p> <p>A. <b>Resolution No. 2696</b>  A Resolution Of The City Of Wilsonville Authorizing The Mayor To Sign An Intergovernmental Agreement With Metro For A Federal Fund Exchange Associated With The I-5 Pedestrian (And Bikeway) Bridge (Capital Improvement Project #4202).</p> <p>B. Minutes of the June 18, 2018 and July 2, 2018, Council Meetings.</p>	<p>The Consent Agenda was adopted 3-1.</p>
<p><u>Public Hearing</u></p> <p>A. <b>Ordinance No. 823</b> – 1<sup>st</sup> Reading  An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From Residential 0-1 Dwelling Units Per Acre To Residential 4-5 Dwelling Units Per Acre On Approximately 2.22 Acres Located At 28600 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For David Kersten – Owner.</p> <p>B. <b>Ordinance No. 824</b> – 1<sup>st</sup> Reading  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agriculture-Holding (Ra-H) Zone To The Planned Development Residential-3 (Pdr-3) Zone On Approximately 2.22 Acres Located At 28600 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For David Kersten – Owner.</p>	<p>After a public hearing was conducted, the amended redline version of Ordinance No. 823 was adopted on first reading by a vote of 4-0.</p> <p>After a public hearing was conducted, the amended redline version of Ordinance No. 824 was adopted on first reading by a vote of 4-0.</p>
<p><u>New Business</u></p> <p>A. <b>Resolution No. 2699</b>  A Resolution Of The City Of Wilsonville City Council Adopting The FY 2018/19 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy.</p>	<p>Resolution No. 2699 was adopted 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>Brief discussion on process of approving items listed on the Consent Agenda.</p>
<p><b>ADJOURN</b></p>	<p>8:50 p.m.</p>

City Council Meeting Action Minutes  
August 6, 2018

**City Council members present included:**

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

Daniel Pauly, Senior Planner, Planning  
Nancy Kraushaar, Community Develop. Director  
Susan Cole, Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Andy Stone, IT Manager  
Dwight Brashear, SMART Director  
Kimberly Rybold, Associate Planner  
Chris Neamtzu, Planning Director  
Miranda Bateschell, Planning Manager  
Nicole Hendrix, Transit Management Analyst  
Eric Loomis, Transit Field Supervisor

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. TMP Amendment Update & Programs Enhancement Strategy	Council provided feedback on the draft Programs Enhancement Strategy.
B. Basalt Creek Concept Plan	Council was briefed on Resolution No. 2697, adopting a concept plan for the Basalt Creek Planning Area.
C. PSA with Carollo Engineers, Inc. -Water Treatment Surge Tank Project (CIP #1111)	Council was informed of Resolution No. 2704, authorizing the City Manager to execute the first amendment to the professional services agreement with Carollo Engineers, Inc. for bid support and construction engineering services for the Water Treatment Surge Tank Project.
<b>REGULAR MEETING</b>	
<u>Communications</u>	
A. Clackamas County Public Health Division, Tobacco Retail Licensing	Dr. Dawn Emerick presented on the proposed framework for a county-wide Tobacco Retail Licensing (TRL) to prevent youth access to tobacco and nicotine products.
<u>Mayor's Business</u>	
A. Relay for Life Proclamation	The Mayor read a proclamation declaring the 16 <sup>th</sup> day of August, 2018 as "Wilsonville Relay for Life Day" and presented a proclamation to the Relay for Life Committee.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

<p><u>Consent Agenda</u></p> <p>A. <b>Resolution No. 2704</b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute The First Amendment To The Professional Services Agreement With Carollo Engineers, Inc. For Bid Support And Construction Engineering Services For The Water Treatment Plant Surge Tank Project (Capital Improvement Project #1111).</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. <b>Resolution No. 2697</b>  A Resolution Of The City Of Wilsonville Adopting A Concept Plan For The Basalt Creek Planning Area.</p> <p>B. <b>Ordinance No. 818</b>  An Ordinance Of The City Of Wilsonville Repealing And Replacing Chapter 8 – Environment Of The Wilsonville Code And To Repeal Ordinance No. 482.</p> <p>C. <b>Ordinance No. 825</b>  Accessory Dwelling Unit Development Code Amendments.</p>	<p>After a public hearing was conducted, Resolution No. 2697 was adopted on first reading by a vote of 4-0.</p> <p>Council moved to continue the public hearing for Ordinance No. 818 to August 20, 2018. 4-0</p> <p>Council moved to continue the public hearing for Ordinance No. 825 to October 1, 2018. 4-0</p>
<p><u>New Business</u></p> <p>A. <b>Resolution No. 2701</b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Proceed With Upgrading The City’s Core Financial And Permitting Software To Products Within Tyler Technologies.</p> <p>B. <b>Resolution No. 2698</b>  A Resolution Of The City Of Wilsonville Authorizing Removal Of A Non-Vehicular Access Reserve Strip Recorded On The 2017 Aspen Meadows Subdivision Plat.</p>	<p>Resolution No. 2701 was adopted 4-0.</p> <p>Resolution No. 2698 was adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. <b>Ordinance No. 823</b>  An Ordinance Of The City Of Wilsonville Approving A Comprehensive Plan Map Amendment From Residential 0-1 Dwelling Units Per Acre To Residential 4-5 Dwelling Units Per Acre On Approximately 2.22 Acres Located At 28600 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For David Kersten – Owner.</p>	<p>Ordinance No. 823 was adopted on second reading by a vote of 3-0-1.</p>

<p><b>B. Ordinance No. 824</b>  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Residential Agriculture-Holding (RA-H) Zone To The Planned Development Residential-3 (PDR-3) Zone On Approximately 2.22 Acres Located At 28600 SW Canyon Creek Road South; The Land Is More Particularly Described As Tax Lot 6200, Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Scott Miller, Samm-Miller, LLC – Applicant For David Kersten – Owner.</p>	<p>Ordinance No. 824 was adopted on second reading by a vote of 3-0-1.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u>  A. Oregon Department of Aviation letter to Senator Courtney and Representative Kotek dated July 27, 2018.</p>	<p>Council approved a motion for the Mayor Knapp to communicate Council's concerns over the proposed Aurora Airport expansion.  4-0</p>
<p><b>ADJOURN</b></p>	<p>9:18 p.m.</p>