



**PLANNING COMMISSION  
WEDNESDAY, JANUARY 10, 2018  
6:00 PM**

**AGENDA**

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**I. 6:00 PM CALL TO ORDER - ROLL CALL**

Jerry Greenfield, Chair      Eric Postma, Vice Chair Peter Hurley  
Kamran Mesbah      Phyllis Millan  
Simon Springall

**PLEDGE OF ALLEGIANCE**

**CITIZEN'S INPUT**

*This is the time that citizens have the opportunity to address the Planning Commission regarding any item that is not already scheduled for a formal Public Hearing tonight. Therefore, if any member of the audience would like to speak about any Work Session item or any other matter of concern, please raise your hand so that we may hear from you now.*

**CONSIDERATION OF THE MINUTES**

I. A. Consideration Of The December 13, 2017 PC Minutes

Documents:

[I. A. Consideration Of The Minutes.pdf](#)

**II. 6:15 PM LEGISLATIVE HEARING**

II. A. CC Industrial Form-Based Code (Rybold/Vance)

Documents:

[II. A. CC Industrial Form-Based Code.pdf](#)

**III. 7:00 PM INFORMATIONAL**

III. A. Metro Area Value Pricing (Kraushaar)

Documents:

[III. A. Metro Area Value Pricing.pdf](#)

III. B. City Council Action Minutes (Dec. 4 & Dec. 18, 2017)

Documents:

[III. B. City Council Action Minutes.pdf](#)

III. C. 2018 Planning Commission Work Program

Documents:

#### IV. 7:45 PM ADJOURNMENT

*Time frames for agenda items are not time certain.*

##### Public Testimony

*The Commission places great value on testimony from the public. People who want to testify are encouraged to:*

- *Provide written summaries of their testimony*
- *Recognize that substance, not length, determines the value of testimony*
- *Endorse rather than repeat testimony of others*

*Thank you for taking the time to present your views.*

For further information on Agenda items, call Tami Bergeron, Planning Administrative Assistant, at (503) 570-1571 or e-mail her at [bergeron@ci.wilsonville.or.us](mailto:bergeron@ci.wilsonville.or.us).

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 services, please call the Planning Administrative Assistant at (503) 682-4960



# **PLANNING COMMISSION**

## **WEDNESDAY, JANUARY 10, 2018**

### **I. CONSIDERATION OF THE MINUTES**

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

**PLANNING COMMISSION  
WEDNESDAY, DECEMBER 13, 2017  
6:00 P.M.**

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

*Draft Minutes to be  
reviewed/approved  
at the 01.10.2018  
PC Meeting*

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**Minutes**

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**I. CALL TO ORDER - ROLL CALL**

Chair Jerry Greenfield called the meeting to order at 6:06 p.m. Those present:

Planning Commission: Jerry Greenfield, Peter Hurley, Al Levit, Simon Springall, and Phyllis Millan. Eric Postma arrived at 6:46 pm. Kamran Mesbah was absent.

City Staff: Chris Neamtzu, Amanda Guile-Hinman, Miranda Bateschell, Nancy Kraushaar, Eric Mende, Kimberly Rybold, and Jordan Vance.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was recited.

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

**CONSIDERATION OF THE MINUTES**

A. Consideration of the November 8, 2017 Planning Commission minutes  
The November 8, 2017 Planning Commission minutes were accepted as presented.

**II. WORK SESSION**

A. Water Treatment Plant Master Plan

Chris Neamtzu, Planning Director, explained that the proposed Water Treatment Plant Master Plan used components from the larger 2015 Master Plan that applied to the Tualatin water supply system to develop a plan specifically for Wilsonville.

Jude Grounds, Assoc. Vice President at Carollo Engineers, and Mr. Mende presented the 2017 Water Treatment Plant Master Plan Update via PowerPoint. A brief history and purpose of the Master Plan Update and reviewing key elements of the Master Plan was provided, including the project's purpose, level of service goals, and plans for 20 and 30 MGD capacity expansions. Also shared was the Implementation Plan with regard to the CIP and schedule.

Discussion and feedback from the Planning Commission was as follows with responses to Commissioner questions as noted:

- The life expectancy for seismic upgrades was based on rates of return, not anticipated time periods for seismic events. The worst-case scenario was used to develop the level of service goals.
- Current capacities would remain the same for Wilsonville and Sherwood after the 20 million gallons per day (MGD) capacity upgrades. However, after the 30 MGD capacity upgrades, Wilsonville would receive 20 MGD and Sherwood would receive 10 MGD. Growth rate models show water usage would plateau at times due to economic downturns and other conditions, so usage would vary over the years.

- A lot of sediment was found in the raw water intake pipe during a recent cleaning. Willamette Water Supply (WWS) was considering doing sedimentation on the raw water received from the water system, but currently the design did not call for any prefiltration before the raw water was pumped through the pipeline. WWS would need to consider how the sediment would impact their capacity.
  - Many facilities in the region pump raw water, so provisions for cleaning the pipelines had been implemented. Additionally, screens filter out most of the large debris. The pumps were able to handle the smaller material that got through. The intake pipe was sized for 120 to 150 MGD, but only 15 MGD was being pumped through it; therefore, sediment was expected.
  - Many clams were found in the sediment during the cleaning; however, none were invasive species.
- The water system's entire infrastructure was built outside the 100-year flood plain, including the lower plant, so a major flood event was not a concern.
- The raw water intake pipeline was sized for 150 MGD, but the screens on top were only sized for 70 MGD. The cities that use this water system would simply need to replace the screens as part of their regular maintenance, which would not require any in-water work permitting. The pipeline, screens, and raw water facilities were all shared facilities. The pumps owned by individual jurisdictions would be co-located and would accommodate up to 10 pumps.
  - Wilsonville, Tualatin Valley, and WWS had entered into agreements that cover all aspects of the financials. The Master Plan would not reference those agreements, but Staff could provide more details about which entities would be financially responsible for improvements to the shared facilities and the legal basis behind the agreements.

#### B. Coffee Creek Industrial Form-Based Code

Chris Neamtzu, Planning Director, introduced the project team, including Consultant Marcy McInnelly of Urbsworks and noted their most recent efforts to engage the City's boards and commissions as well as the input received that influenced the updated Form-based Code. The team was preparing for the public hearing in January and the Commission would see a lot of Code edits in next month's hearing packet due to the cascading effect that Code changes typically had throughout the Code.

Kimberly Rybold, Associate Planner, presented a brief update on the Coffee Creek Industrial Form-based Code (FBC) via PowerPoint, highlighting the project's background; the feedback from the Planning Commission, and Joint DRB and City Council work sessions; the resulting modifications made to the FBC; and the recommended pilot parameters for determining the success of the Code amendments.

Mr. Neamtzu clarified that currently, application approvals could take from 60 to 120 days, depending on the project and if City Council was involved, which pushed approvals up against the maximum 120-day statutory requirement. He was uncertain how this compared to other cities, but many in the development community believed Wilsonville had one of the most efficient development review processes in the area. However, this had not always been the case. City Manager Cosgrove's leadership and using a customer service driven approach in the City's review of applications had enhanced the City's processes, which involved providing a balance between a good, efficient review process and affording the opportunity for citizen input. He suggested getting input from Commissioner Postma, who has done work in other communities.

Commissioner Postma stated Mr. Neamtzu's comments were accurate and he agreed the City had made vast improvements. He believed Wilsonville was probably faster than most jurisdictions without sacrificing thoroughness, but how did that translate to dollars, as it could still be expensive.

- He said he was disappointed because the Commission endeavored to make Code modifications to lower developers' costs, and yet they would still incur an expense. Additionally, developers would still go into the review process with cost and development uncertainties, despite having a new pattern book type of process. When speaking with the City, developers tend to indicate their acceptance of new processes because they believe their responses or preferences could impact the approval of future applications. However, he believed developers would be bothered that the City has back tracked to create a public hearing process.

The goal from the beginning, about 7 or 8 years ago, was to create a less expensive and more efficient process by putting the public hearing on the front end. If the City cared about small businesses, property values, and creating efficiencies for developers, he was disappointed to see the City backtracking from that goal and he could be a no vote on the FBC.

- When interacting with multiple people from the Development Review Board (DRB), he heard they were a bit bothered by the fact that the public hearing would go away. The public would still have the opportunity to speak on applications seeking waivers; but then to see it go to Council with that as the critical issue was disappointing.
- If a project met the guidelines and requirements of the pattern book, the application should be exempt from part of the process and expense, but now the City was backtracking from that which bothered him.

Comments from the Planning Commission and responses to Commissioner questions from Staff continued as follows:

- Language stating “shall be approved” should not be considered equal to “must be approved.” It seemed disingenuous that some of the language seemed to imply that an application would essentially be pre-approved if clear and objective standards were met, but then an approval process would also be required.
  - Ms. Rybold confirmed City Council requested the Code modifications be reviewed after a pilot review period and that an administrative review be implemented if the Code modifications were successful.
- Triggers for any future area-wide traffic studies would be determined during the initial traffic study. Staff had a good sense of the improvements already planned for the area and how those improvements would impact future capacity. Some minimums or maximums would be established for individual sites from the initial traffic study. Similar to the process in Villebois, Staff would keep track of the trips with regard to the traffic trip cap. If the trips allocated were exceeded, either by an individual project or toward build out, traffic would need to be studied further. The traffic impacts could depend on the type of industry and their specific traffic needs.
- Pilot parameters recommended that a review should be done after three applications or five years. Staff believed they would have a good sense of how things were going after processing three applications. Additionally, if the City only receives one application in five years, the Code modifications should be revisited. An urban renewal district was in place in the area and it would take time to build up urban renewal funds. It would take the City several years to realize meaningful infrastructure construction in the area that would incentivize development.
  - As an additional parameter, the DRB could propose changes to applications, which the City could track to determine how much change was implemented during the DRB review. However, Staff believed the type of feedback given by the DRB would be related more to aesthetics rather than the success of the Code modifications.
- Public input about this new process would be taken at the City Council hearing. However, in order to be really targeted, the City needed to see if the public was using the DRB forum.
  - Commissioners expressed concern about the public input that would be received after the Code modifications were implemented. Historically, commercial projects not near residential areas have not typically received much public input. Instead of waiting five years to hear from the public, Staff could just look back on the records of projects that were already approved.
  - The number of waivers requested would be very informative and instructive about changes that should be made to the Code. Many waivers would indicate where the Code was weak and patterns revealed by the details of the waivers would indicate what needed to be changed within the Code.
- Areas that prosper with new development have processes that allow developers to get approval in one to three days, not one to three months like here in Wilsonville. This was rare, but the Code modification project was an opportunity for Wilsonville to move in the same direction in a world that was edging toward on-demand development permits. However, the proposed recommendations seemed to be stepping backwards.
  - Wilsonville was not the only place to build, and other jurisdictions would be watching to see how these Code modifications work for Wilsonville.

- The Commission generally agreed the FBC review process should be put in place after a period of time and without the DRB review. The FBC process should be reviewed after a pilot time period, to consider such metrics like the number of requested waivers, time of approval, concerns from the public, etc. The City might determine FBC was not working after analyzing the metrics.
  - Other jurisdictions would want to know about any improvements or concerns regarding the FBC. If there were any cost savings experienced by developers? It was important that the Code modifications made sense, especially if the FBC was extended into Basalt Creek.
  - After several years, the Commission would also have actual buildings to see whether the FBC was achieving on the ground what was desired.
- Mr. Neamtzu confirmed that with or without DRB review, Staff's general level of effort would be similar; however, no DRB review would mean fewer night meetings and less Staff overtime. Fees were generally lower for an administrative review process than a public hearing.
  - The higher level of administrative authority would be new to Staff, but it would still allow Staff to hear from the community about issues, external impacts, and other performance related things that were beyond what the Code addressed.
    - The eventual turnover of Staff personnel was also a consideration with regard to increased administrative authority.
  - Coffee Creek still had neighbors close to the industrial area; residents that lived there a long time. The DRB wanted to hear from people about issues beyond what the FBC addressed or things that might not be captured in Staff's review.
    - Subsequently, he gravitated back to liking the pilot project and continuing to provide that venue for neighbors to provide input.
  - With clear and objective standards being created, like the Old Town Architectural Pattern Book and the FBC, to provide more certainty, the DRB's concerns about their role in the future were legitimate because the City had a legacy of generations of citizens owning and driving the way the community looks and feels. From that viewpoint, he believed both Council and the DRB were keyed in on the issues and took a respectful, conservative approach to give the bold, new FBC a chance via the pilot time period before taking next steps.

Commissioner Postma understood Mr. Neamtzu's comments, but noted the Planning Commission had been working on the Code modifications for several years within a citizen driven process. Now the City was backtracking. He recounted the number of public hearing opportunities available as land was annexed and developed, as well as the number of public meetings held regarding the FBC, so it had been vetted like crazy.

- He understood the apprehension about shifting from a more citizen-driven process and that the DRB was being removed from the process, but he wanted to give Economic Development Manager, Jordan Vance, something to sell. He wanted buildings going up faster in Wilsonville than anywhere else because the City was bold enough to step out and make a process that the development community was excited about, but the City had stepped away from that in the last couple of months.
- Residents in Coffee Creek have been watching this FBC process and some were excited because if the City could save developers money that would result in a slightly higher property value for those selling to the developers.
- The City had spent years developing the FBC and everyone needed to step away from their trepidations about the way things were done before, so Wilsonville could be the first to have this advantage over other jurisdictions in the area.
- He was excited about the City moving forward with FBC and the Code modifications; they could review their success in a few years.

Mr. Neamtzu noted the Commission would make a recommendation to Council next month at the public hearing when the public would be invited to give feedback on the recommended FBC process and the Code modifications. He would like see the recommendation include the option of a DRB review pilot.

- He confirmed administrative review would still involve noticing adjacent property owners and offering the option for a public hearing if Staff did not believe an application should be approved administratively.

Commissioner Postma noted it also incentivized developers to address any issues before submitting an application to Staff.

Commissioner Millan said she would be fine with the pilot process, but wanted to clean up the pilot parameters.

Chair Greenfield called for a brief recess and reconvened the meeting at 7:54 pm.

### III. LEGISLATIVE HEARING

#### A. Year 2000 URA – Boeckman Creek Bridge

Chair Greenfield read the legislative hearing procedure into the record and opened the public hearing at 7:56 pm.

Chris Neamtzu, Planning Director, explained the proposed amendment would add the Boeckman Creek Bridge to the Year 2000 Urban Renewal Plan. The transportation facility did not meet minimum street standards as it lacked on-street bicycle facilities, sidewalks, and safe grades. This specific project and how it should be funded was discussed during the Frog Pond Plan and subsequent Infrastructure Funding Plan. Staff provided recommendations to City Council, which directed Staff to determine whether a substantial amendment to the Year 2000 Plan would be an acceptable way to fund and build this project. The project team would share their findings and ask for the Planning Commission's specific recommendation on whether the amendment was in compliance with the Comprehensive Plan, which was the scope of the Commission's review in this meeting.

Jordan Vance, Economic Development Manager, stated Staff had drafted the amendment and were working to obtain concurrence from the various taxing jurisdictions. The proposed amendment would increase the maximum indebtedness (MI) by approximately \$14 million to pay for the Boeckman Creek Bridge. The purpose of the hearing was to determine whether the Year 2000 Plan Amendment was in conformance with the Comprehensive Plan.

Scott Vanden Bos, Elaine Howard Consulting, LLC., noted details regarding the conformance of the amendment to the Comprehensive Plan were included in the meeting packet. He presented the Wilsonville Urban Renewal Amendment via PowerPoint, highlighting the background and bridge project details and reviewing the financial implications and the amendment's approval process with these key additional comments:

- The Wilsonville Urban Renewal Task Force unanimously supported the Plan Amendment.
- The Year 2000 urban renewal boundary included some unincorporated properties from Clackamas County, which was why the County had to improve the entirety of the proposed Plan amendment.
- The amendment would increase the Year 2000 Plan's MI and extend tax increment financing by three years. The Plan's original closure date was 2020.
- Concurrence was needed by the other taxing districts because the MI would be increased by more than 20 percent of the original MI as indexed for inflation. And, since the current MI already exceeded the 20 percent threshold, any further MI increase required concurrence.
  - Concurrence was also advised by Council because the Year 2000 Plan was in an alternative, not the statutory, review sharing program.
- Approval from Clackamas County was needed due to the unincorporated properties in the Year 2000 Plan Area.
- He offered to review the Comprehensive Plan Findings included in the meeting packet, and noted the suggested motion included very specific language required by statute. (Page 38 of 38 of the Staff report)

Commissioner Postma:

- Noted the proposed motion language stated that the Planning Commission was recommending that City Council adopt the proposed Year 2000 Urban Renewal Plan Amendment, but the resolution did not indicate the Commission was recommending anything. It provided the findings, but not a recommendation.
  - Mr. Vanden Bos responded that the Commission could strike the language from the motion that did not match the resolution. ORS Chapter 457 did not require that the language be in the motion.
- Confirmed that City Council could move on the issue without a recommendation preceding it and that only the findings were required. The motion could be revised and the resolution unchanged.

Chair Greenfield stated he had read the entire report with the references to the Comprehensive Plan as well as the responses, and he believed the amendment was in order.

Commissioner Springall:

- Asked how the Boeckman Bridge Project related to the Boeckman Creek Trail that ran underneath the bridge. Noting that Section 5 on Page 15 of the Staff report referenced the Bicycle and Pedestrian Master Plan and Frog Pond West Master Plan, he asked if the bridge project included development of the trail in that area or if it was entirely separate.
  - Nancy Kraushaar, Community Development Manager, replied the project would include construction of the trail immediately underneath the bridge, but not beyond reasonable limits of the bridge because that work would increase the budget and could extend outside the urban renewal boundary.
- Commented that since the trail was part the Comprehensive Plan, he wanted to ensure the Commission was moving forward on the trail as well as the bridge itself.
  - Ms. Kraushaar noted the Sanitary Sewer Master Plan included a sanitary sewer project linked to development of Frog Pond East that involved upsizing a gravity sewer line that went down Boeckman Creek, and pieces of the trail going to the south would be worked on during that project. The sewer line replacement was in the Capital Improvement Program (CIP), somewhere in the 4 to 7 year range. As Frog Pond developed, the focus would be on the trail north of Boeckman Rd.

Chair Greenfield:

- Asked when the Commission would see more details about the construction and design of the bridge, assuming the proposed Comprehensive Plan amendment was approved.
  - Ms. Kraushaar replied some preliminary conceptual planning had been done which developed some baseline footprint schematics of the bridge's cross section. Once the amendment was approved, the bridge project needed to be included in the budget, hopefully in 2018-2019 in order to start doing the design work. The City also wanted to coordinate the project with the Boeckman Rd improvements. The Boeckman Bridge Project would take quite a bit of time due to environmental permitting and working to find a way to build it with as little inconvenience to the public as possible. Boeckman Rd could be closed for two years to build the bridge, but the City preferred finding contractors with ideas about how to construct the bridge with limited road closures, which could get complicated. When choosing the consultant and contracting teams, the City would look for experience with more creative design and construction options.
- Confirmed the Comprehensive Plan required the Commission to move ahead on this project and how that would be done was yet to be determined. The decision tonight regarded whether the amendment conformed to the Comprehensive Plan.
  - Ms. Kraushaar added the project was in the Transportation System Plan, as well as the Frog Pond Master Plan. In terms of community connections, the project would play a big role in improving what was currently a barrier for pedestrians, bicyclists, and trucks, especially in winter weather. The bridge project would greatly increase the ability to connect the east and west sides of Canyon Creek Rd.

**Commissioner Postma moved that the Wilsonville Planning Commission finds, based upon the information provided in the staff report, that the Year 2000 Urban Renewal Plan Amendment conforms to**

**the Wilsonville Comprehensive Plan and adopts Resolution No. LP17-0005. Commissioner Millan seconded the motion, which passed unanimously.**

Chair Greenfield closed the public hearing at 8:18 pm.

Ms. Kraushaar said she was honored that Commissioner Levit's last vote was on the Boeckman Bridge Project.

#### **IV. INFORMATIONAL**

##### **A. City Council Action Minutes 11-06-17 & 11/20/17**

There were no comments.

##### **B. 2018 Planning Commission Work Program**

Chris Neamtzu, Planning Director, explained the geographical boundaries of the Arrowhead Creek Planning Area, which was a man-made small drainage area. City Council had identified working in this area as a goal to consider some land uses, potential riverfront access, and the transportation network building off of the road the City would be constructing soon. Once done, it would look like a mini master plan for that vacant land area south of Wilsonville Rd. Funding for the master plan was anticipated next year.

- He confirmed the City would run into environmental issues given the water in the area.
- He confirmed Phase I of the road project was from Kinsman Rd east and would start next year. The design phase was more than 50 percent complete. He highlighted some elements of the project. He was not certain about the timing for Phase II.
- He described the Density Inconsistency Revisions Project, which was intended to synchronize the Development Code and the Comprehensive Plan to provide increased clarity for anyone applying the development standards. Senior Planner Daniel Pauly would be the project manager.
- The City hoped to have a preferred alternative for the French Prairie Bridge site by July and then discussions would commence about the preferred bridge alignment and a bridge type. The planning process for funding the project was ongoing during each budget cycle as Community Development projects were prioritized. Once the location selection and design were far enough along, then a meaningful approach could be made about the funding. No cost estimate was yet available.

Miranda Bateschell, Planning Manager, clarified that the Town Center Master Plan should be adopted in or by October. The majority of the planning process would be complete by next summer and then it was just a matter of scheduling between the Planning Commission and City Council.

Mr. Neamtzu clarified the public hearing for the Town Center Master Plan was inadvertently placed in the work session column of the Work Program.

Mr. Neamtzu recognized Commissioner Levit for his 14 years of public service, which included two terms on the DRB and two terms on Planning Commission, in addition to his service on other committees. He commended the wonderful legacy and significant imprint he had left on the Wilsonville community and shared how proud he was of the work they had been able to do together. He looked forward to engaging Mr. Levit in some activities in the future.

Commissioner Levit noted one of the weirdest corrections he ever found was when he served on the DRB and he noticed an expired engineer stamp. He recounted his beginnings on the DRB which was only working on Villebois at the time. He clarified that he did not finish his 2<sup>nd</sup> term on the DRB and acknowledged how great the Staff is to work with and how hard they work. He commended the other Commissioners, noting how much he had enjoyed working with them.

Mr. Neamtzu presented Commissioner Levit with plaque of recognition and a card from the Planning Commission and Planning Staff, thanking him for his years of service.

**V. ADJOURNMENT**

Chair Greenfield adjourned the regular meeting of the Wilsonville Planning Commission at 8:27 pm.

Respectfully submitted,

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



**PLANNING COMMISSION**  
**WEDNESDAY, JANUARY 10, 2018**

**II. LEGISLATIVE HEARING**

A. Coffee Creek Industrial Form-based Code (Rybold/Vance) (45 minutes)



## PLANNING COMMISSION STAFF REPORT

<b>Meeting Date:</b> January 10, 2018		<b>Subject:</b> Coffee Creek Industrial Form-based Code and Pattern Book <b>Staff Members:</b> Jordan Vance, Economic Development Manager; Kimberly Rybold, Associate Planner <b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable  <b>Comments:</b> Following work sessions in July and December the Planning Commission is now requested to hold a public hearing and make a recommendation to City Council.	
<b>Staff Recommendation:</b> Staff recommends the Planning Commission conduct the public hearing, and when complete, forward a recommendation to adopt the proposed Form-based Code, Pattern Book, and associated Development Code updates to City Council.			
<b>Recommended Language for Motion:</b> I move to adopt Resolution LP18-0001 recommending adoption of the Coffee Creek Industrial Form-based Code, Pattern Book, and associated Development Code amendments to City Council.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Complete Form-based Code work currently underway		<input checked="" type="checkbox"/> Adopted Master Plan(s) Coffee Creek Industrial Area Master Plan	
		<input type="checkbox"/> Not Applicable	

### ISSUE BEFORE COMMISSION:

Since 2013, the Coffee Creek Industrial Form-based Code and Pattern Book has been under development, with the goal of creating a regulatory framework for industrial development in the

Coffee Creek area located along Wilsonville's northwestern boundary. Development of the Form-based Code and Pattern Book has occurred with the feedback of a wide variety of stakeholders, including a Technical Advisory Committee (TAC), other City agencies, Development Review Board, Planning Commission, and City Council. The final phase of the Form-based Code project addressed process questions raised during Development Review Board, Planning Commission and City Council work sessions in 2015 and 2017. Feedback gathered on these process questions has been incorporated into the final draft Code and Pattern Book.

### **EXECUTIVE SUMMARY:**

The Coffee Creek Industrial Form-based Code and Pattern Book together establish regulations and guidelines for street design and connectivity, site design and circulation, building form and massing, and building design and architecture. The Form-based Code, as drafted, uses clear and objective standards that are specific, discrete requirements and numerical standards, which substantially minimize judgment about compliance. Additional flexibility is built into the Form-based Code with adjustment criteria for a limited set of standards that provide additional flexibility to applicants. For applications that require waivers to standards of the Form-based Code, a Pattern Book with design guidelines that correlate with the Code's clear and objective standards would be utilized to encourage high-quality site and building design.

The project represents an opportunity to create clear and objective development standards that will simplify and provide more certainty with respect to the approval process for new projects in the Coffee Creek industrial and employment area. The project outcome will support economic development and job creation through regulations that provide the appropriate balance of certainty with a range of flexibility resulting in high-quality design from the public realm to site design and landscaping to the buildings.

The final phase of the Form-based Code project has focused on process questions, most notably, the feasibility of utilizing an administrative review process to evaluate applications using the Form-based Code. Throughout summer and fall 2017, staff conducted work sessions with the Planning Commission, Development Review Board (DRB) panels, and City Council to gather feedback on this issue and related process questions. Concerns were mixed, with some expressing a desire to keep a public hearing setting for citizen concerns to be heard and others noting that a DRB-centered review process could result in less certainty and loss of time for development applications meeting the clear and objective standards of the Form-based Code.

To accommodate the varied feedback that was received during the 2017 work sessions, the final adoption package consists of two implementation options. The first of these, the Administrative Review Option (Attachment A), implements the clear and objective standards of the Form-based Code using the Class II administrative review process. Applications meeting all of the clear and objective standards would be reviewed and approved by the Planning Director. Applications requesting waivers would be reviewed by the DRB under the City's existing development review process. Public notification would be provided to parties consistent with those provided as part of a public hearing.

The second implementation option is the DRB Option (Attachment B). Under this option, the clear and objective standards of the Form-based Code would be administered using the DRB as

the review and approval authority. Applications meeting all of the clear and objective standards would be reviewed and approved by the DRB, while applications requesting waivers to any of the clear and objective standards would be reviewed on a discretionary basis by the DRB.

Under both options, Annexation, Comprehensive Plan Map Amendment, and Zone Map Amendment applications could proceed on a parallel track for approval by City Council at the same time as other applications not requiring City Council approval (i.e. Stage I Preliminary Plan, Site Design Review, etc.) are reviewed by the Planning Director or DRB.

Both options would be subject to a pilot period of three completed development applications or five years, whichever comes first, as illustrated in Attachment C. During the pilot period, staff would track metrics including, but not limited to, number and type of requested waivers, time to approval, and quantity of testimony at public hearings or via other means. Staff would also survey applicants upon conclusion of the review processes to gain feedback from a customer experience standpoint. The conclusion of this pilot period would allow an opportunity to adjust the Form-based Code and implementation process, as needed, to insure that the overall objectives of providing a clear development review process that fosters the creation of a connected, high-quality employment center are met.

**EXPECTED RESULTS:**

Recommendation to the City Council to adopt one of the two options for the Coffee Creek Industrial Form-based Code, Pattern Book, and related Development Code changes.

**TIMELINE:**

The Planning Commission is scheduled to hold the first public hearing on January 10, 2018 and a City Council public hearing has tentatively been scheduled on February 5, 2018.

**CURRENT YEAR BUDGET IMPACTS:**

Development of the Form-based Code and Pattern Book was funded by a grant from ODOT's Transportation and Growth Management (TGM) Code Assistance Program. Funding to finalize the draft documents, incorporate feedback on Code implementation, and achieve adoption of the Code and Pattern Book was included in the FY 2016-17 budget. Unspent funds from FY 2016-17 were carried over to FY 2017-18 through the supplemental budget process.

**FINANCIAL REVIEW / COMMENTS:**

N/A

**LEGAL REVIEW / COMMENT:**

N/A

**COMMUNITY INVOLVEMENT PROCESS:**

The development of the draft documents was led by an internal Project Management Team (PMT), as well as a Technical Advisory Committee (TAC) made up of a Planning Commissioner, DRB member, Chamber of Commerce representative, industrial developer, broker, and architect. To date, two public open houses were conducted, in addition to numerous work sessions with the Development Review Board, Planning Commission and City Council. As

the project enters the public hearing phase, there will be additional opportunities for community involvement.

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

The project has the benefit of creating clear and objective standards for the industrial development community and property owners in the Coffee Creek Industrial Area.

**ALTERNATIVES:**

Of the many concepts and ideas discussed throughout the development of the Form-based Code, the two implementation options presented here best reflect the feedback received from the DRB, Planning Commission, and City Council.

**CITY MANAGER COMMENT:** N/A

**ATTACHMENTS:**

- A. Administrative Review Option Documents
  - 1. Section 4.134 Coffee Creek Industrial Design Overlay District
  - 2. Coffee Creek Industrial Design Overlay District Pattern Book
  - 3. Additional Development Code Modifications
- B: DRB Review Option Documents
  - 1. Section 4.134 Coffee Creek Industrial Design Overlay District
  - 2. Coffee Creek Industrial Design Overlay District Pattern Book excerpt
  - 3. Additional Development Code Modifications
- C. Comprehensive Plan Modification
- D. Pilot Evaluation Handout
- E. Compliance Findings
- F. Citizen Comments
- G. Coffee Creek Industrial Form-based Code Record Index

**PLANNING COMMISSION  
RESOLUTION NO. LP18-0001**

**A WILSONVILLE PLANNING COMMISSION RESOLUTION RECOMMENDING THAT THE WILSONVILLE CITY COUNCIL ADOPT THE COFFEE CREEK INDUSTRIAL FORM-BASED CODE, COFFEE CREEK DESIGN OVERLAY DISTRICT PATTERN BOOK AND RELATED DEVELOPMENT CODE CHANGES, INCLUDING A REPEAL OF THE DAY ROAD DESIGN OVERLAY DISTRICT, FOR THE 216-ACRE COFFEE CREEK INDUSTRIAL MASTER PLAN AREA.**

WHEREAS, the Wilsonville Planning Commission has held six (6) work sessions to discuss and take public testimony on the Coffee Creek Industrial Form-based Code and Pattern Book; and

WHEREAS, the Wilsonville Planning Director, taking into consideration input and suggested revisions provided by the Planning Commission members and the public, submitted the proposed Coffee Creek Industrial Form-based Code, Pattern Book and related Development Code changes to the Planning Commission, along with a Staff Report, in accordance with the public hearing and notice procedures that are set forth in Sections 4.008, 4.011, 4.012 and 4.198 of the Wilsonville Code (WC); and

WHEREAS, the Planning Commission, after Public Hearing Notices were provided to a list of interested parties, property owners, and affected agencies, and posted in three locations throughout the City and on the City website, held a Public Hearing on January 10, 2018 to review the proposed Coffee Creek Industrial Form-based Code, Pattern Book and related Development Code changes, and to gather additional testimony and evidence regarding the proposed Plan; and

WHEREAS, the Planning Commission has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of its proceeding, including written citizen comments, attached hereto as Attachment F; and

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

NOW, THEREFORE, BE IT RESOLVED that the Wilsonville Planning Commission does hereby adopt the Planning Staff Report (attached hereto as Exhibit A) and Attachments A,

C, D, and E, as presented at the January 10, 2018 public hearing, including the findings and recommendations contained therein, but does not adopt Attachment B therein;

BE IT FURTHER RESOLVED that the Wilsonville Planning Commission does hereby recommend that the Wilsonville City Council adopt the proposed Coffee Creek Industrial Form-based Code, Pattern Book and related Development Code changes as approved on January 10, 2018 by the Planning Commission; and

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

ADOPTED by the Planning Commission of the City of Wilsonville at a regular meeting thereof this 10th day of January 2018, and filed with the Planning Administrative Assistant on

\_\_\_\_\_, 2018.

\_\_\_\_\_  
Wilsonville Planning Commission

Attest:

\_\_\_\_\_  
Tami Bergeron, Administrative Assistant III

SUMMARY of Votes:

- Chair Jerry Greenfield: \_\_\_\_\_
- Commissioner Peter Hurley: \_\_\_\_\_
- Commissioner: Kamran Mesbah \_\_\_\_\_
- Commissioner Phyllis Millan: \_\_\_\_\_
- Commissioner Eric Postma: \_\_\_\_\_
- Commissioner Simon Springall: \_\_\_\_\_

Attachments:

Attachment A – Administrative Review Option Documents

Attachment C – Comprehensive Plan Modification

Attachment D – Pilot Evaluation Handout

Attachment E – Compliance Findings

**PLANNING COMMISSION  
RESOLUTION NO. LP18-0001**

**A WILSONVILLE PLANNING COMMISSION RESOLUTION RECOMMENDING THAT THE WILSONVILLE CITY COUNCIL ADOPT THE COFFEE CREEK INDUSTRIAL FORM-BASED CODE, COFFEE CREEK DESIGN OVERLAY DISTRICT PATTERN BOOK AND RELATED DEVELOPMENT CODE CHANGES, INCLUDING A REPEAL OF THE DAY ROAD DESIGN OVERLAY DISTRICT, FOR THE 216-ACRE COFFEE CREEK INDUSTRIAL MASTER PLAN AREA.**

WHEREAS, the Wilsonville Planning Commission has held six (6) work sessions to discuss and take public testimony on the Coffee Creek Industrial Form-based Code and Pattern Book; and

WHEREAS, the Wilsonville Planning Director, taking into consideration input and suggested revisions provided by the Planning Commission members and the public, submitted the proposed Coffee Creek Industrial Form-based Code, Pattern Book and related Development Code changes to the Planning Commission, along with a Staff Report, in accordance with the public hearing and notice procedures that are set forth in Sections 4.008, 4.011, 4.012 and 4.198 of the Wilsonville Code (WC); and

WHEREAS, the Planning Commission, after Public Hearing Notices were provided to a list of interested parties, property owners, and affected agencies, and posted in three locations throughout the City and on the City website, held a Public Hearing on January 10, 2018 to review the proposed Coffee Creek Industrial Form-based Code, Pattern Book and related Development Code changes, and to gather additional testimony and evidence regarding the proposed Plan; and

WHEREAS, the Planning Commission has afforded all interested parties an opportunity to be heard on this subject and has entered all available evidence and testimony into the public record of its proceeding, including written citizen comments, attached hereto as Attachment F; and

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

NOW, THEREFORE, BE IT RESOLVED that the Wilsonville Planning Commission does hereby adopt the Planning Staff Report (attached hereto as Exhibit A) and Attachments B,

C, D, and E, as presented at the January 10, 2018 public hearing, including the findings and recommendations contained therein, but does not adopt Attachment A therein;

BE IT FURTHER RESOLVED that the Wilsonville Planning Commission does hereby recommend that the Wilsonville City Council adopt the proposed Coffee Creek Industrial Form-based Code, Pattern Book and related Development Code changes as approved on January 10, 2018 by the Planning Commission; and

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

ADOPTED by the Planning Commission of the City of Wilsonville at a regular meeting thereof this 10th day of January 2018, and filed with the Planning Administrative Assistant on

\_\_\_\_\_, 2018.

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Wilsonville Planning Commission

Attest:

\_\_\_\_\_  
Tami Bergeron, Administrative Assistant III

SUMMARY of Votes:

- Chair Jerry Greenfield: \_\_\_\_\_
- Commissioner Peter Hurley: \_\_\_\_\_
- Commissioner: Kamran Mesbah \_\_\_\_\_
- Commissioner Phyllis Millan: \_\_\_\_\_
- Commissioner Eric Postma: \_\_\_\_\_
- Commissioner Simon Springall: \_\_\_\_\_

Attachments:

Attachment B – DRB Review Option Documents

Attachment C – Comprehensive Plan Modification

Attachment D – Pilot Evaluation Handout

Attachment E – Compliance Findings

## **Attachment A1 – Section 4.134 Coffee Creek Industrial Design Overlay District (Administrative Review Option)**

*The Day Road Design Overlay District in Section 4.134 of the Wilsonville Code is proposed to be repealed and replaced with a new Section 4.134 as drafted below.*

### **Section 4.134 Coffee Creek Industrial Design Overlay District**

- (.01) Purpose. The Coffee Creek Industrial Design Overlay District (Coffee Creek DOD) is an overlay district within the Planned Development Industrial - Regionally Significant Industrial Area (RSIA) Zone Section 4.135.5. The purpose of this Coffee Creek DOD is to implement the Coffee Creek Industrial Area Master Plan (2007) by establishing standards for street design and connectivity, site design and circulation, building form, and building architecture and landscape for all development located within the master plan area. These standards are intended to result in:
- A. An industrial district featuring cohesive and high-quality site, landscape, and building design that is well integrated with adjacent streetscapes and other public spaces.
  - B. A multi-modal transportation network accommodating pedestrians, bicyclists, transit riders, motorists, and freight in the context of a modern light industrial district.
  - C. Preservation of trees and natural features.
  - D. Minimization of adverse impacts to adjacent properties from development that detracts from the character and appearance of the area.
  - E. Minimization of the off-site visibility of vehicular parking, circulation and loading areas.
  - F. Creation of a pleasant and functional industrial district for employees and visitors.
  - G. A predictable and timely process for reviewing light industrial development applications.
- (.02) Applicability. The Coffee Creek DOD shall apply to all properties within the Coffee Creek Industrial Area Master Plan as shown in the Regulating Plan (Figure CC-1). The provisions of this section shall apply to:
- A. All new building construction.
  - B. Any exterior modifications to existing, non-residential buildings, subject to Section 4.134 (.03).
  - C. All development of site improvements including but not limited to new paved parking lots, outdoor storage, display areas, signs, and landscaping.
  - D. All building expansions greater than 1,250 square feet.
- (.03) Exceptions. This section does not apply to the following:

- A. Maintenance of the exterior of an existing industrial/employment structure, such as painting to the approved color palette, reroofing, or residing with the same or similar materials.
  - B. Interior remodeling.
  - C. Essential public facilities.
  - D. Maintenance of existing dwellings and accessory buildings.
  - E. Maintenance of agricultural buildings.
- (.04) Uses that Are Typically Permitted. The uses permitted shall be governed by Section 4.135.5(.03).
- (.05) Prohibited Uses. The uses prohibited shall be governed by Section 4.135.5(.04).
- (.06) Overview of Coffee Creek DOD Standards.
- A. Section 4.134(.09) Regulating Plan. The Regulating Plan organizes all existing and future streets, drives, and shared-use paths within the Coffee Creek Industrial Area into a hierarchy of Addressing Streets, Supporting Streets and Through Connections.
  - B. Section 4.134(.10) Connectivity Standards.
    - 1. New Supporting Streets and Through Connections are required within the Coffee Creek DOD to meet Connectivity Requirements as shown on Figure CC-4.
    - 2. The Street Types specify the cross sections for each of the street and shared-use path types within the Regulating Plan. These cross section specifications apply to both existing and proposed new streets. A range of cross sections for Supporting Streets and Through Connections is permitted and detailed in Figures CC-2 and CC-3.
  - C. Section 4.134(.11) Development Standards Table.
    - 1. The Development Standards Table provides an overview of all applicable development standards. The development standards for any given parcel are determined by the existing or future street or shared-use path type on which the parcel fronts, as detailed in Table CC-1.
    - 2. Areas bounded by new Supporting Streets and Through Connections are designated as Parcels and are required to comply with Development Standards governing site design, building orientation and frontage. The development standards for site design, building façade and landscape design are intended to work in tandem with the street types to create a cohesive and unified public realm.
    - 3. Adjustments to Development Standards may be granted by the Planning Director for quantifiable provisions, as noted in Tables CC-1 through CC-4, if the Planning Director finds that the adjusted Development Standard will perform as well as the Development Standard.

- D. Coffee Creek DOD Pattern Book. The Coffee Creek DOD Pattern Book provides supplemental design guidelines, which are intended to allow additional design flexibility than the Development Standards while satisfying the purpose of the Coffee Creek DOD.
- (.07) Review Process. Development applications shall follow the application review process described in:
- A. Section 4.197 Zone Changes and Amendments.
  - B. Section 4.198 Comprehensive Plan Changes.
  - C. Section 4.700 Annexation and Urban Growth Boundary Amendments
  - D. Section 4.140 Planned Development Regulations.
- (.08) Waivers. The Development Review Board may waive standards as listed in Section 4.134 (.11), consistent with the provisions of Section 4.118 (.03).
- A. The following standards shall not be waived, unless there is substantial evidence in the whole record to support a finding that the intent and purpose of the standards will be met in alternative ways:
    - 1. Required minimum building height as provided in Section 4.134 (.11) Table CC-4;
    - 2. Parking location and design along addressing streets in Section 4.134 (.11) Table CC-3; and
    - 3. Parcel pedestrian access as listed in Section 4.134 (.11) Table CC-3.
  - B. In addition to meeting the purposes and objectives of Section 4.140, any waivers granted in the Coffee Creek DOD must be found to be consistent with the intent of the Coffee Creek DOD Pattern Book.
- (.09) Coffee Creek DOD Regulating Plan, Figure CC-1.
- A. Components of the Regulating Plan Map
    - 1. Addressing Streets. Existing and planned streets within the Regulating Plan Area are called Addressing Streets and include Cahalin Road, Day Road, Clutter Street, Grahams Ferry Road, Garden Acres Road, and “Future” Street.
    - 2. Overlay District. Land area identified within the Coffee Creek DOD on Figure CC-1 is subject to additional Connectivity Standards as detailed in Figure CC-4 and Table CC-1.



Figure CC-1 - Regulating Plan

(.10) Coffee Creek Connectivity Standards

A. Street Types, Figure CC-1. Within the land area bounded by Addressing Streets, connectivity shall be provided through new streets or private drives and shared use paths. The location, alignment and cross-section of required streets or private drives and shared-use paths is flexible, as long as they comply with spacing and minimum cross section standards. New connections may be one of the following types:

1. Supporting Streets. Supporting Streets are new public streets or public easements. They shall meet the development standards set out in Figure CC-2.
  - a. A Required Supporting Street is one that intersects with an Addressing Street as shown on Figure CC-1. The exact location and design of these connections will be determined at the time of development review.
  - b. Planned Intersections are locations where Existing and Planned Addressing Streets intersect with required Supporting Streets, and Planned Pathways, as generally shown in Figure CC-1.

2. Through Connections. Through Connections are new public streets or public easements with multi-use paths, or streets or public easements that combine characteristics of streets and multi-use paths. They shall meet the Development Standards set out in Figure CC-3.
- B. Planned Pathways are multi-use paths or pedestrian connections that are planned in the Transportation Systems Plan to occur in the location generally shown in Figure CC-1. A Planned Pathway may be employed to meet required connectivity, if it complies with Through Connection Standards for Connection Spacing and Connection Type, see Figure CC-6.
  - C. Maximum Connection Spacing.
    1. Addressing Streets. When intersecting with an Addressing Street, new Supporting Streets and Through Connections shall meet maximum spacing standards as set out in Table CC-1.
    2. Internal Supporting Streets and Through Connections. See Figure CC-4 and Table CC-1.
  - D. Required Connectivity Master Plan. Connectivity Master Plans are required for all development within the Coffee Creek DOD. Development proposals shall show conceptually how the Connectivity Requirements will be met. In addition, the Connectivity Master Plan should generally indicate how parking, driveways, walkways, waysides, etc., will relate or connect to adjacent parcels.

Attachment A – Administrative Review Option Documents  
 January 3, 2018

Wilsonville Code Section 4.134 - Coffee Creek Design Overlay District

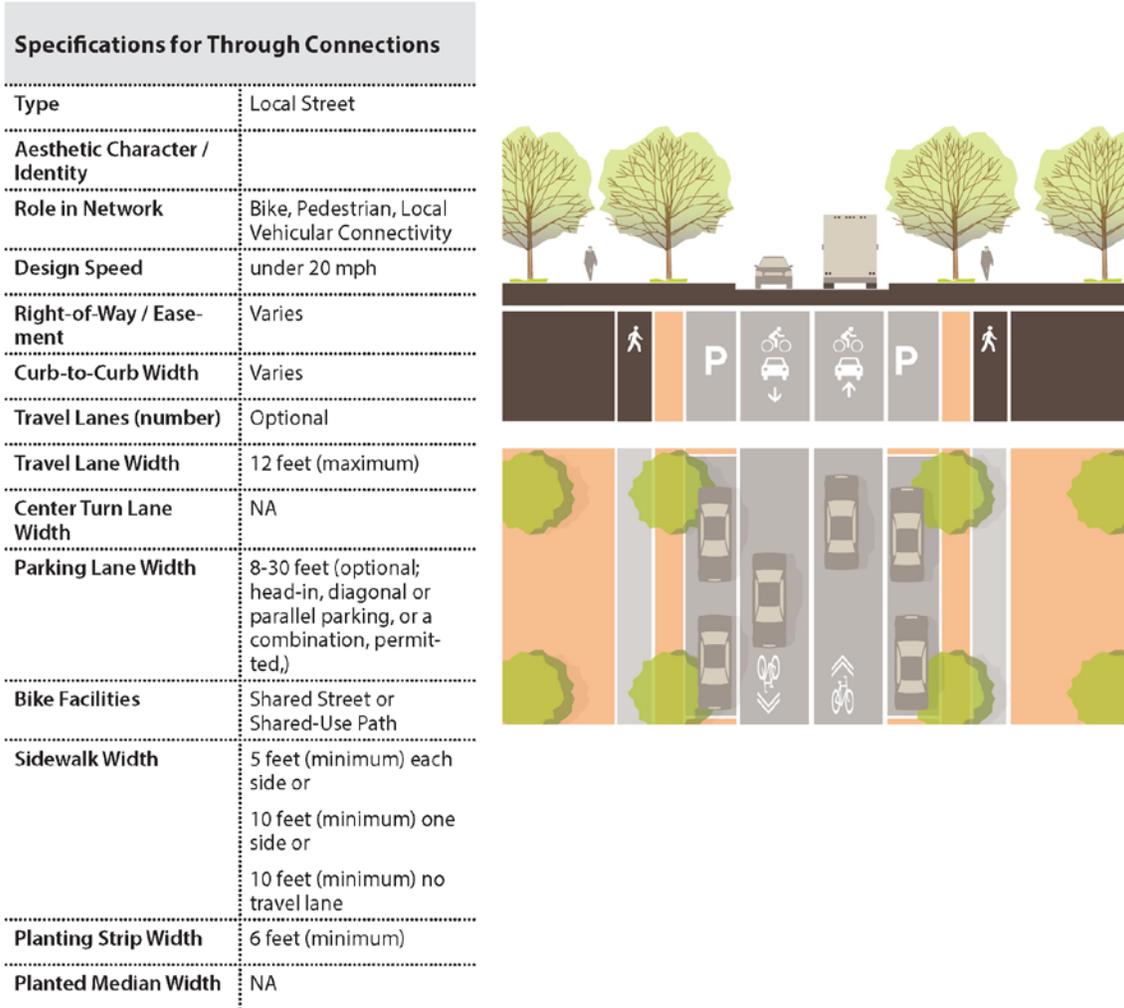
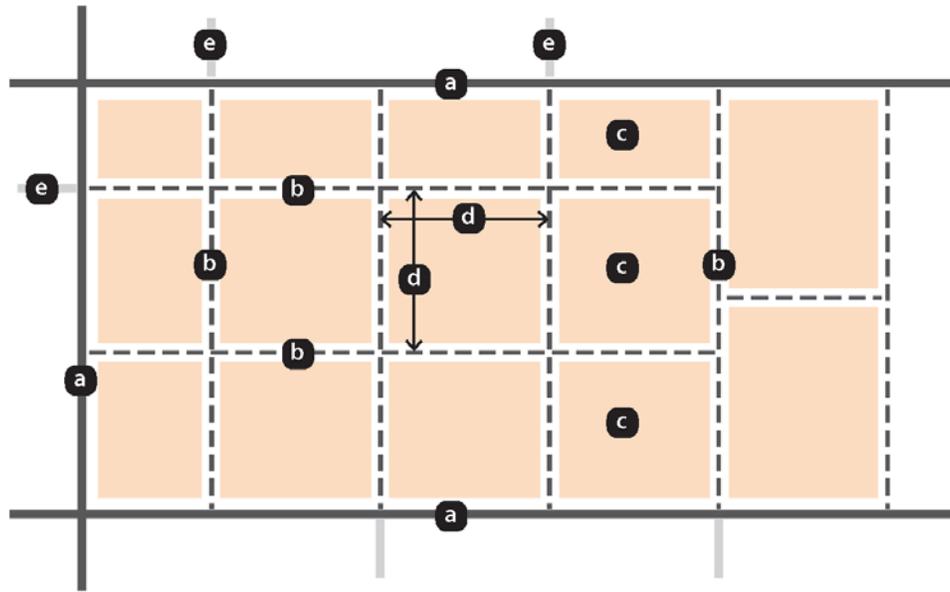


Figure CC-3 - Through Connections Standards



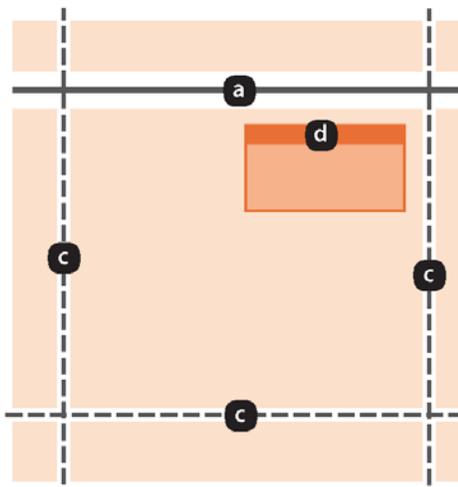
- a** Addressing Street
- b** Supporting Street or Through Connection
- c** Parcel (typical)
- d** Maximum Spacing
- e** Existing Road

Figure CC-4 - Connectivity Standards

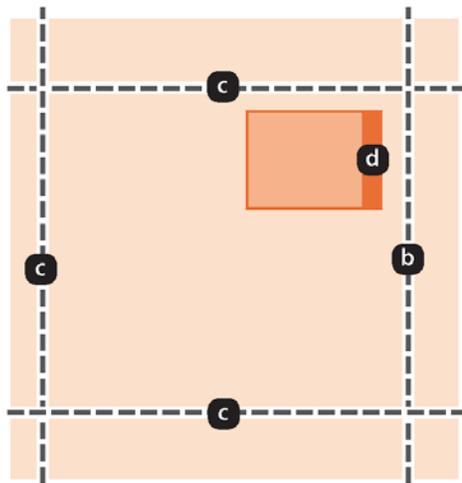
- (.11) Development Standards Table. Areas bounded by Addressing Streets, Supporting Streets and Through Connections shall be designated as a Parcel and subject to the Development Standards in Tables CC-1 through CC-4.

<b>Table CC-1: Street Design and Connectivity</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
General	Development Standards within this table are not adjustable.		
Connection Spacing	Not applicable, Addressing Streets exist or are planned	600-feet, maximum, centerline to centerline. Supporting Streets and Through Connections shall intersect with Garden Acres Road as shown on Figure CC-1, Regulating Plan; or if the Addressing Street is Day Road, no less than 1,000 feet apart, centerline to centerline.	
Connection Type	Addressing Streets are Day Road, Grahams Ferry Road, Cahalin Road, Garden Acres Road, Clutter Street, and "Future" Street.	Supporting Streets are those meeting Specifications, Figure CC-2. A Required Supporting Street is one that intersects with an Addressing Street. The exact location and design of these connections will be determined at the time of development review.	Through Connections are those meeting Specifications, Figure CC-3. Through Connections may be multimodal or used exclusively for bicycle and pedestrian access.
Connection Hierarchy and Primary Frontage	If one of the streets or connections bounding a parcel is an Addressing Street, the Addressing Street shall be the Primary Frontage. If none of the bounding streets or connections is an Addressing Street, a Supporting Street shall be the Primary Frontage. See Figure CC-5.		

Parcel with Addressing Street Frontage



Parcel without Addressing Street Frontage



- a** Addressing Street
- b** Supporting Street
- c** Supporting Street or Through Connection
- d** Primary Frontage / Front Façade of Building

Figure CC-5 - Connection Hierarchy and Primary Frontage

Attachment A – Administrative Review Option Documents  
January 3, 2018

Wilsonville Code Section 4.134 - Coffee Creek Design Overlay District

<b>Table CC-2: District-Wide Planning and Landscaping</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
General	The following provisions apply: <ul style="list-style-type: none"> <li>• Section 4.176 for landscaping standards</li> <li>• Section 4.610.10 for tree removal, relocation or replacement.</li> <li>• Section 4.610.10(.01)(C.) for consideration of development alternatives to preserve wooded areas &amp; trees.</li> </ul>		

<b>Table CC-3: Site Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
<b>1. Parcel Access</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>• Section 4.177(.02) for street design;</li> <li>• Section 4.177(.03) to (.10) for sidewalks, bike facilities, pathways, transit improvements, access drives &amp; intersection spacing.</li> </ul> The following Development Standards are adjustable: <ul style="list-style-type: none"> <li>• Parcel Driveway Spacing: 20%</li> <li>• Parcel Driveway Width: 10%</li> </ul>		
Parcel Driveway Access	Not applicable	Limited by connection spacing standards Parcel Driveway Access may be employed to meet required connectivity, if it complies with Supporting Street Standards for Connection Spacing and Connection Type, see Figure CC-6. Subject to approval by City Engineer	Limited by connection standards for motorized vehicle access. Parcel Driveway Access may be employed to meet required connectivity, if it complies with Through Connection Standards for Connection Spacing and Connection Type, see Figure CC-6. Subject to approval by City Engineer
Parcel Driveway Spacing	Not applicable	150-feet, minimum See Figure CC-6	150-feet, minimum See Figure CC-6
Parcel Driveway Width	Not applicable	24-foot, maximum or complies with Supporting Street Standards	24-foot, maximum or complies with Through Connection Standards

<b>Table CC-3: Site Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
<b>2. Parcel Pedestrian Access</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>• Section 4.154 (.01) for separated &amp; direct pedestrian connections between parking, entrances, street ROW &amp; open space</li> <li>• Section 4.167 (.01) for points of access</li> </ul>		
Parcel Pedestrian Access Spacing	No restriction		
Parcel Pedestrian Access Width	8 feet wide minimum		
Parcel Pedestrian Access to Transit	Provide separated & direct pedestrian connections between transit stops and parking, entrances, street ROW & open space.		
<b>3. Parcel Frontage</b>			
Parcel Frontage, Defined	Parcel Frontage shall be defined by the linear distance between centerlines of the perpendicular Supporting Streets and Through-Parcel Connections. Where Parcel Frontage occurs on a curved segment of a street, Parcel Frontage shall be defined as the linear dimension of the Chord.		
Primary Frontage, Defined	The Primary Frontage is the Parcel Frontage on an Addressing Street. If the parcel is not bounded by Addressing Streets, it is the Parcel Frontage on a Supporting Street. See Figure CC-5.		
Parcel Frontage Occupied by a Building	A minimum of 100 feet of the Primary Frontage shall be occupied by a building. The maximum Primary Frontage occupied by a building shall be limited only by required side yard setbacks.	No minimum	
<b>4. Parking Location and Design</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>• Section 4.155 (03) Minimum and Maximum Off-Street Parking Requirements</li> <li>• Section 4.155 (04) Bicycle Parking</li> <li>• Section 4.155 (06) Carpool and Vanpool Parking Requirements</li> <li>• Section 4.176 for Parking Perimeter Screening and Landscaping - permits the parking landscaping and screening standards as multiple options</li> </ul> The following Development Standards are adjustable: <ul style="list-style-type: none"> <li>• Parking Location and Extent: up to 20 spaces permitted on an Addressing Street</li> </ul>		

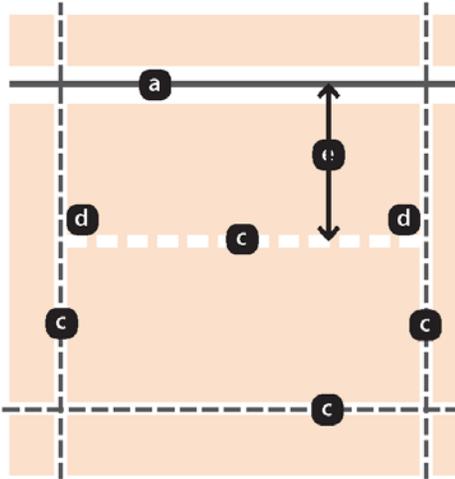
**Table CC-3: Site Design**

	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
Parking Location and Extent	Limited to one double-loaded bay of parking, 16 spaces, maximum, designated for short-term (1 hour or less), visitor, and disabled parking only between right-of-way of Addressing Street and building.	Parking is permitted between right-of-way of Supporting Street and building.	Parking is permitted between right-of-way of Through Connection and building.
Parking Setback	20 feet minimum from the right-of-way of an Addressing Street.	15 feet minimum from the right-of-way of a Supporting Street.	10 feet minimum from the right-of-way of a Through Connection.
Parking Lot Sidewalks	Where off-street parking areas are designed for motor vehicles to overhang beyond curbs, sidewalks adjacent to the curbs shall be increased to a minimum of seven (7) feet in depth.	Where off-street parking areas are designed for motor vehicles to overhang beyond curbs, planted areas adjacent to the curbs shall be increased to a minimum of nine (9) feet in depth.	
Parking Perimeter Screening and Landscaping	Screen parking area from view from Addressing Streets and Supporting Streets by means of one or more of the following: a. General Landscape Standard, Section 4.176 (.02) C. b. Low Berm Standard, Section 4.176 (.02) E., except within 50 feet of a perpendicular Supporting Street or Through Connection as measured from the centerline.		Screen parking area from view from Through Connections by means of a. Low Screen Landscape Standard, Section 4.176 (.02) D., or b. High Wall Standard, Section 4.176 (.02) G., or c. High Screen Landscaping Standard, Section 4.176 (.02) H. d. Partially Sight-obscuring Fence Standard, Section 4.176 (.02) I.
Off-Street Loading Berth	One loading berth is permitted on the front façade of a building facing an Addressing Street. The maximum dimensions for a loading are sixteen (16) feet wide and eighteen (18) feet tall. A clear space thirty-five (35) feet, minimum is required in front of the	No limitation. Shall meet minimum standards in Section 4.155 (.05).	

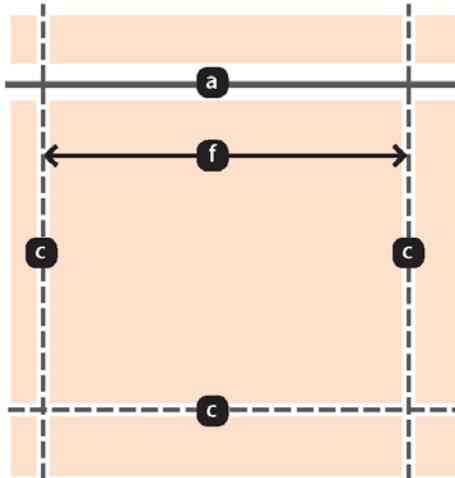
<b>Table CC-3: Site Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
	<p>loading berth.</p> <p>The floor level of the loading berth shall match the main floor level of the primary building. No elevated loading docks or recessed truck wells are permitted.</p> <p>Access to a Loading Berth facing an Addressing Street may cross over, but shall not interrupt or alter, a required pedestrian path or sidewalk. All transitions necessary to accommodate changes in grade between access aisles and the loading berth shall be integrated into adjacent site or landscape areas.</p> <p>Architectural design of a loading berth on an Addressing Street shall be visually integrated with the scale, materials, colors, and other design elements of the building.</p>		
Carpool and Vanpool Parking	No limitation		
<b>5. Grading and Retaining Walls</b>			
General	<p>The following Development Standards are adjustable:</p> <ul style="list-style-type: none"> <li>Retaining Wall Design: 20%</li> </ul>		
Maximum height	<p>Where site topography requires adjustments to natural grades, landscape retaining walls shall be 48-inches tall maximum.</p> <p>Where the grade differential is greater than 30-inches, retaining walls may be stepped.</p>		
Required Materials	<p>Materials for retaining walls shall be unpainted cast-in-place, exposed-aggregate, or board-formed concrete; brick masonry; stone masonry; or industrial-grade, weathering steel plate.</p>		
Retaining Wall Design	<p>Retaining walls longer than 50 linear feet shall introduce a 5-foot, minimum horizontal offset to reduce their apparent mass.</p>		

<b>Table CC-3: Site Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
<b>6. Planting</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>Section 4.176 Landscaping and Screening Standards</li> </ul>		
Landscaping Standards Permitted	General Landscape Standard, Section 4.176(.02)(C.) Low Berm Standard, Section 4.176(.02)(G.), except within 50 feet of a perpendicular Supporting Street or Through Connection as measured from the centerline	General Landscape Standard, Section 4.176(.02)(C.) Low Screen Landscape Standard, Section 4.176(.02)(D.) Screen loading areas with High Wall Standard, Section 4.176(.02)(F.), and High Screen Landscaping Standard, Section 4.176(.02)(E.)	
<b>7. Location and Screening of Utilities and Services</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>Sections 4.179 and 4.430. Mixed Solid Waste and Recyclables Storage in New Multi-Unit Residential and Non-Residential Buildings</li> </ul>		
Location and Visibility	Site and building service, equipment, and outdoor storage of garbage, recycling, or landscape maintenance tools and equipment is not permitted	Site and building service, utility equipment, and outdoor storage of garbage, recycling, or landscape maintenance tools and equipment is not permitted within the setback	No limitation
Required Screening	Not permitted	High Screen Landscaping Standard, Section 4.176(.02)(F.) and/ or High Wall Standard, Section 4.176(.02)(G.)	

Parcel Access



Parcel Frontage



- a** Addressing Street
- b** Supporting Street
- c** Supporting Street or Through Connection
- d** Parcel Driveway Access
- e** Parcel Driveway Spacing
- f** Parcel Frontage

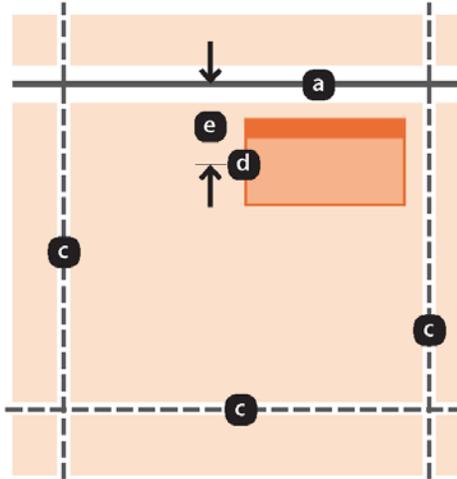
Figure CC-6 - Site Design - Parcel Access

<b>Table CC-4: Building Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
<b>1. Building Orientation</b>			
Front Façade	<p>Buildings shall have one designated front façade and two designated side façades.</p> <p>If one of the streets or connections bounding a parcel is an Addressing Street, the front façade of the building shall face the Addressing Street.</p> <p>If two of the streets or connections bounding a parcel are Addressing Streets, the front façade of the building may face either Addressing Street, except when one of the Addressing Streets is Day Road. In that case, the front façade must face Day Road.</p> <p>If none of the bounding streets or connections is an Addressing Street, the front façade of the building shall face a Supporting Street.</p> <p>See Figure CC-5.</p>		
Length of Front Façade	<p>A minimum of 100 feet of the Primary Frontage shall be occupied by a building.</p> <p>The maximum Primary Frontage occupied by a building shall be limited only by required side yard setbacks.</p>		
Articulation of Front Façade	<p>Applies to a Front Façade longer than 175 feet that has more than 5,250 square feet of street-facing façade area:</p> <p>At least 10% of the street-facing façade of a building facing an Addressing Street must be divided into façade planes that are offset by at least 2 feet from the rest of the façade.</p> <p>Façade area used to meet this standards may be recessed behind, or project out from, the primary façade plane.</p>		
<b>2. Primary Building Entrance</b>			
General	<p>The following Development Standards are adjustable:</p> <ul style="list-style-type: none"> <li>• Required Canopy: 10%</li> <li>• Transparency: 20%</li> </ul>		
Accessible Entrance	<p>The Primary Building Entrance shall be visible from, and accessible to, an Addressing Street (or a Supporting Street if there is no Addressing Street frontage). A continuous pedestrian pathway shall connect from the sidewalk of an Addressing Street to the Primary Building Entrance with a safe, direct and convenient path of travel that is free from hazards and provides a reasonably smooth and consistent surface consistent with the requirements of Americans with Disabilities Act (ADA).</p> <p>The Primary Building Entrance shall be 15 feet wide, minimum and 15 feet tall, minimum.</p>		
Location	150-feet, maximum from right-of-way of an Addressing Street, see Figure CC-7.	150-feet, maximum from right-of-way of a Supporting Street, if there is no Addressing Street Frontage, see Figure CC-7.	
Visibility	Direct line of sight from an Addressing Street to the Primary Building Entrance.		
Accessibility	Safe, direct, and convenient path from adjacent public sidewalk.		

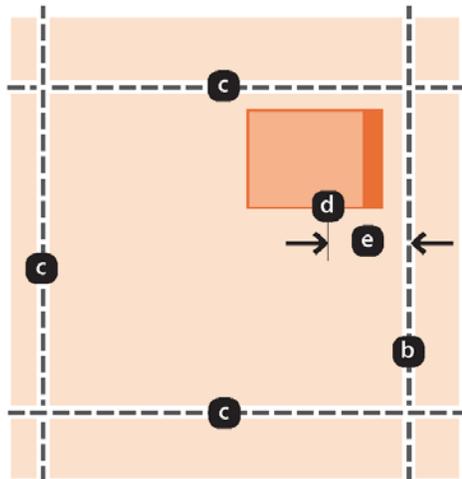
<b>Table CC-4: Building Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
Required Canopy	Protect the Primary Building Entrance with a canopy with a minimum vertical clearance of 15-feet and an all-weather protection zone that is 8-feet deep, minimum and 15-feet wide, minimum.		
Transparency	Walls and doors of the Primary Building Entrance shall be a minimum of 65% transparent.		
Lighting	The interior and exterior of the Primary Building Entrance shall be illuminated to extend the visual connection between the sidewalk and the building interior from day to night. Pathway lighting connecting the Primary Building Entrance to the adjacent sidewalk on an Addressing Street shall be scaled to the needs of the pedestrian. Comply with Outdoor Lighting, Section 4.199		
<b>3. Overall Building Massing</b>			
General	The following Development Standards are adjustable: <ul style="list-style-type: none"> <li>• Required Minimum Height: 10%</li> <li>• Ground Floor Height: 10%</li> <li>• Base, Body, and Top Dimensions: 10%</li> <li>• Base Design: 10%</li> <li>• Top Design: 10%</li> </ul>		
Front Setback	30-feet, minimum, except as provided below	30 feet maximum	30 feet maximum
Allowance of Primary Building Entrance	Where the Primary Building Entrance is located on an Addressing Street it may extend into the required front yard setback by 15-feet maximum provided that: <ol style="list-style-type: none"> <li>It has a two-story massing with a minimum height of 24-feet;</li> <li>The Parcel Frontage on the Addressing Street is limited to 100-feet;</li> <li>The building extension is 65% transparent, minimum;</li> <li>The entrance is protected with a weather-protecting canopy with a minimum vertical clearance of 15-feet; and</li> <li>The standards for site design and accessibility</li> </ol>	Not applicable	Not applicable

<b>Table CC-4: Building Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
	are met.		
Required Minimum Height	30-foot minimum.		
Ground Floor Height	The Ground Floor height shall measure 15-feet, minimum from finished floor to finished ceiling (or 17.5-feet from finished floor to any exposed structural member).		
Base, Body, and Top Dimensions	<p>Buildings elevations shall be composed of a clearly demarcated base, body and top.</p> <p>a. For Buildings 30 feet in height (unless lower by adjustment):</p> <ol style="list-style-type: none"> <li>i. The base shall be 30-inches, minimum.</li> <li>ii. The body shall be equal to or greater than 75% of the overall height of the building.</li> <li>iii. The top of the building shall be 18-inches, minimum.</li> </ol> <p>b. For Buildings between 30 feet and 5-stories in height:</p> <ol style="list-style-type: none"> <li>i. The base shall be 30-inches, minimum; 2-stories, maximum.</li> <li>ii. The body shall be equal to or greater than 75% of the overall height of the building.</li> <li>iii. The top of the building shall be 18-inches, minimum.</li> </ol> <p>c. For Buildings greater than 6-stories in height:</p> <ol style="list-style-type: none"> <li>i. The base shall be 1-story, minimum, 3-stories, maximum.</li> <li>ii. The body shall be equal to or greater than 75% of the overall height of the building.</li> <li>iii. The top of the building shall be 18-inches, minimum.</li> </ol>		
Base Design	<p>The design of the building Base shall:</p> <ol style="list-style-type: none"> <li>a. Use a material with a distinctive appearance, easily distinguished from the building Body expressed by a change in material, a change in texture, a change in color or finish;</li> <li>b. Create a change in surface position where the Base projects beyond the Body of the building by 1 -1/2 -inches, minimum; and/ or</li> <li>c. Low Berm Landscape Standard, Section 4.176(.02)(E).</li> </ol>		
Top Design	<p>Building Tops define the skyline.</p> <p>The design of the Building Top shall:</p> <ol style="list-style-type: none"> <li>a. Use a material with a distinctive appearance, easily distinguished from the building Body expressed by a change in material, a change in texture, a change in color or finish; and/ or</li> <li>b. Create a change in surface position where the Top projects beyond, or recesses behind, the Body of the building by 1 -1/2 -inches, minimum.</li> </ol>		
Required Screening of Roof-mounted Equipment	Screen roof-mounted equipment with architectural enclosures using the materials and design of the building Body and/ or the building Top. No roof-mounted equipment shall be visible from an Addressing Street or Supporting Street.		

Parcel with Addressing Street Frontage



Parcel without Addressing Street Frontage



- a** Addressing Street
- b** Supporting Street
- c** Supporting Street or Through Connection
- d** Primary Building Entrance
- e** Primary Building Entrance Location

Figure CC-7 - Building Design - Primary Building Entrance

(.12) Waysides.

- A. Purpose. This section consists of standards and regulations for use throughout the Coffee Creek Design Overlay District. The regulations address materials, placement, layout, installation, and maintenance of Industrial Waysides. The City recognizes the need to:
1. Provide multiple, distributed destinations for passive and active recreation for the public and employees along a network of streets and trails;
  2. Be convenient, usable and accessible. Industrial Waysides should be physically and visually accessible from the adjacent Addressing Street, Supporting Street or Through Connection;
  3. Connect Industrial Waysides to transit;
  4. Be inviting. Inviting open spaces feature designs that encourage users to explore the Industrial Wayside and design elements that support a sense of the human scale. These elements include landscaping, benches and other seating areas, and pedestrian-scaled lighting.
  5. Provide access. Provide access to the employees and the public between the hours of 6:00am and 8:00pm;
  6. Be safe. Safe open spaces incorporate principles of natural surveillance, lighting, and prominent entrances;
  7. Provide facilities appropriate for the scale of the proposed development; and
  8. Be easy to maintain. Industrial Waysides should be constructed of commercial grade materials that will endure and are readily maintainable.
- B. Applicability. All projects in the Coffee Creek Master Plan Area shall provide waysides according to the standards in Table CC-5.
- C. General. The following development standards apply to all Waysides:
1. Required Wayside Area is exclusive of required landscape screening.
  2. Required Minimum Dimension of 20 feet (either width or depth).
- D. Criteria. Waysides shall meet the following criteria:
1. Perimeter Landscaping. In addition to the minimum size and dimensions, landscape three sides of the Industrial Wayside to a depth of 20 feet, minimum according to Section 4.176 (.02). Permitted screening includes: Section 4.176 (.02) D. Low Screen Landscaping Standard; Section 4.176 (.02) E. High Screen Landscaping Standard; or Section 4.176 (.02) G. Low Berm Standard. Perimeter landscaping shall not obscure visual access to the Industrial Wayside. Unscreened surface parking lots, chain link fencing, or service yards are prohibited adjacent to Industrial Waysides.
  2. Visibility. Industrial Waysides shall be visible from and accessible to Addressing Streets.

3. Accessible Pathway. A paved walking surface, width: 5 feet, minimum, meeting ADA standards is required to connect Industrial Wayside with Addressing Street.
  4. Accessible Surface. Industrial Waysides shall have an accessible surface, 100 square feet, minimum; dimensions 10 feet, minimum meeting ADA standards.
  5. Required Amenities.
    - a) Seating. Outdoor seating shall be provided. Publicly accessible plazas, courtyards, and pocket parks shall include at least one linear foot of seating per each 40 square feet of plaza, courtyard or pocket park space on site. Outdoor seating shall be in the form of:
      - 1) Free standing outdoor benches consistent with the standards; or
      - 2) Seating incorporated into low walls, berms, or raised planters.
    - b) Landscaping. The landscaping must be planted and maintained according to Section 4.176 (.02) C.
    - c) Lighting.
    - d) Recycling/ Waste Receptacle. Locate waste and recycling stations nearest to the accessible path and away from stormwater facilities.
  6. Installation and Maintenance. Industrial Waysides shall be programmed, planned, constructed, and maintained at the expense of the applicant. The landscaping must be planted and maintained according to Section 4.176 (.07). Recycling, waste receptacles, and pet waste stations shall be serviced at an acceptable professional interval to prevent being over filled or creating unsanitary or visually messy appearances.
  7. Solar Access. Exposure to sunlight. Southern exposure is encouraged. Design facilities to permit direct sunlight to enter the Industrial Wayside and strike the required accessible surface between the hours of 10:00am and 2:00pm local time.
  8. Lighting. Lighting for Industrial Waysides is required to permit reasonable use, utility, security, and nighttime safety. Lighting installed in Industrial Waysides shall conform to the requirements of Section 4.199. All outside lighting shall be so arranged and shielded so as not to shine into adjacent areas and to prevent any undue glare or reflection and any nuisance, inconvenience, and hazardous interference of any kind on adjoining streets or property.
- E. Optional Amenities include the following:
1. Picnic tables and benches. Locate picnic tables and benches on the Accessible Surface;
  2. Arbors or trellises;
  3. Drinking Fountains. Locate drinking fountains and benches on the Accessible Surface;

4. Sculpture and other works of art;
5. Bicycle repair stations;
6. Exercise stations; or
7. Pet waste stations. Locate pet waste stations nearest to the accessible path and away from stormwater facilities.

<b>Table CC-5: Waysides</b>			
<b>Parcel Area</b>	<b>Required Wayside Area</b>	<b>Number of Waysides</b>	<b>Enhanced Transit Plaza ‡</b>
Less than or equal to 5.0 acres	Not required	n/a	n/a
Greater than 5.0 acres, less than or equal to 8.0 acres	400 square feet, minimum	One	Not permitted
Greater than 8.0 acres, less than or equal to 13.0 acres	600 square feet, minimum	One	Not permitted
Greater than 13.0 acres, less than or equal to 23.0 acres	800 square feet, minimum	One, minimum	Permitted*. Up to 400 square feet.
Greater than 23.0 acres, less than or equal to 36.0 acres	1,600 square feet, minimum	One, minimum	Permitted*. Up to 400 square feet.
Greater than 36.0 acres, less than or equal to 51.0 acres	3,200 square feet, minimum	Two, minimum	Permitted*. Up to 400 square feet.
*** Greater than 51.0 acres, less than or equal to 70.0 acres	6,400 square feet, minimum	Two, minimum	Permitted**. Up to 800 square feet.
*** Greater than 70.0 acres, less than or equal to 92.0 acres	12,800 square feet, minimum	Two, minimum	Permitted**. Up to 800 square feet.

‡ In the future when SMART serves Coffee Creek, Industrial Waysides may comply with the standards for Enhanced Transit Plazas, as follows:

\*Up to 400 square feet of the space requirement for Industrial Waysides may be satisfied by installation of an enhanced transit stop. An enhanced transit stop must provide weather protection, paved surface, and seating, as approved by SMART Transit.

\*\*Up to 800 square feet of the space requirement for Industrial Waysides may be satisfied by installation of an enhanced transit stop, provided parcel fronts on two or more Addressing Streets. An enhanced transit stop must provide weather protection, paved surface, and seating, as approved by SMART Transit.

\*\*\*For Parcel Frontage greater than 1,500 feet, and area greater than 51.0 acres, up to fifty percent of the space requirement for Industrial Waysides may be satisfied by restoration of wetlands, riparian zones, or other habitat because of the significant passive recreation opportunities provided.

(.13) Signs.

A. Applicability. PDI Zone requirements of Section 4.156.01 through 4.156.11 apply to the Coffee Creek DOD with the following modifications and adjustments.

B. General.

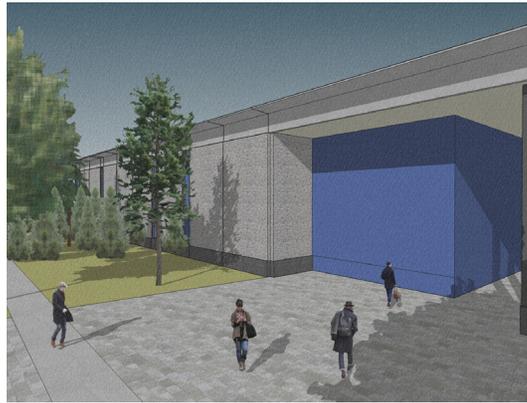
1. Site Frontage as described in Section 4.156.01 is the Primary Frontage.
2. Monument-style signs are required. Pole-style freestanding signs are not permitted.
3. Maximum area for signs on buildings is based on linear length (in feet) of the façade adjacent to the Primary Frontage.
4. Directional and Wayfinding Signs shall be placed at the intersection of Supporting Streets and Through Connections.

**Attachment A2**

**COFFEE CREEK INDUSTRIAL DESIGN OVERLAY DISTRICT**

**PATTERN BOOK**

DECEMBER 2017



CITY OF WILSONVILLE | TRANSPORTATION GROWTH MANAGEMENT (TGM)

URBSWORKS INC | BAINBRIDGE.

Planning Commission Meeting - January 10, 2018  
CC Industrial Form-based Code

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The contents of this document do not necessarily reflect views or policies of the State of Oregon.

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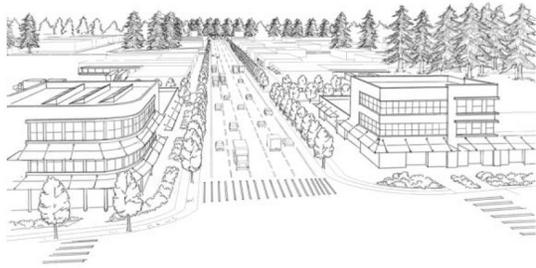
**INTRODUCTION**



# Introduction

## GOALS OF THE PATTERN BOOK

The Coffee Creek Industrial Design Overlay District (Coffee Creek DOD) is an overlay district within the Planned Development Industrial - Regionally Significant Industrial Area (RSIA) Zone Section 4.135.5 of the Wilsonville Code. It is the purpose of the Coffee Creek DOD to implement the Coffee Creek Industrial Area Master Plan (2007) by establishing standards and guidelines for development. Wilsonville Code Section 4.134 (Form-based Code, or FBC) and the Pattern Book together establish regulations and guidelines for street design and connectivity, site design and circulation, building form, and building architecture and landscape of all development located within the Coffee Creek Industrial Area Master Plan area. Together, or separately, the clear and objective standards of the FBC and the Pattern Book (Design Guidelines) are intended to result in:



Rendering of the Coffee Creek Master Plan area

Coffee Creek DOD  
Regulating Plan



Regulating Plan from Section 4.134 Coffee Creek Industrial Design Overlay District

- A multi-modal transportation network that accommodates pedestrians, bicyclists, transit riders, motorists, and freight in the context of a modern light industrial district;
- A complete network of existing and new streets, paths, and trails that will support a sense of place and identity within the City of Wilsonville;
- An industrial district featuring cohesive and high-quality site, landscape, and building design through a de-emphasis on building design and more appropriate emphasis on the design of the public realm;
- Minimization of the visibility of vehicular parking, circulation, and loading areas;
- Public realm design that considers the contribution that landscape design has made to the design quality of other industrial lands in Wilsonville, where landscaping is effective at breaking down the scale of industrial development and providing a human scale to the public realm;
- Preservation of trees and natural features, which supports the creation of a special place with a distinctive image and identity;
- Minimization of adverse impacts on adjacent properties from development that detracts from the character and appearance of the area; and
- Connectivity requirements that achieve City policy objectives but are appropriate for industrial scale sites and buildings, establish connectivity between parcels, and address challenges of shared site access between landlocked parcels.

## INTRODUCTION

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### **RELATIONSHIP TO THE WILSONVILLE CODE**

The Form-based Code for industrial areas sets the standards for development and defines the essential determinants for design that are critical to development. These standards are clear, objective, and represent a baseline minimum for the sound development of employment uses in industrial areas. Because the community standards for design are high, the expectation for the design for all new development is correspondingly high. The design guidelines in this Pattern Book encourage and promote the design of buildings and landscapes that exceed the minimum functional standards established in the Wilsonville Code. The design guidelines illustrate how the provisions of the Form-based Code can be practically applied with examples from specific context zones. However, no single guideline or illustration is capable of representing the full, complete, and exhaustive range of possible design solutions. Rather than representing an ultimate design, the design guidelines and their illustrative examples are intended to promote a creative response to the development regulations and foster a collaborative discussion of design that includes City staff and members of the Development Review Board.

The City of Wilsonville expects new development in industrial areas to be successful contributors to the quality of life in the city by:

- Constructing well-designed, high-quality buildings that serve current needs and are adaptable to future uses;
- Integrating industrial land uses with all modes of transportation including active modes of transportation of walking, biking, and transit;
- Preserving existing trees and natural features and enhancing the character and qualities of a unique landscape with a distinctive image and identity;
- Preserving existing jobs and creating new ones; and
- Creating a quality workplace for employees.

## OVERVIEW OF THE DESIGN GUIDELINES

Coffee Creek Industrial Design Overlay District **Design Guidelines**

Pattern Book Chapter	Design Guideline Section	Design Guidelines
A   Street Design and Connectivity	1. Network	1.1 Connection spacing 1.2 Large parcels
	2. Addressing Streets	2.1 Park-like character 2.2 Serving multiple modes 2.3 Prominent address 2.4 Enclosed public realm
	3. Supporting Streets	3.1 Role of Supporting Streets. 3.2 High-quality Supporting Streets 3.3 Extension of the public realm 3.4 Supporting Street as the primary access 3.5 Supporting Street as the secondary access
	4. Through Connections	4.1 Balancing extension of the public realm with flexible design 4.2 Serving pedestrians 4.3 Serving bicyclists 4.4 Wayfinding 4.5 Flexible alignment 4.6 Flexible width

INTRODUCTION

Coffee Creek Industrial Design Overlay District **Design Guidelines**

Pattern Book Chapter	Design Guideline Section	Design Guidelines
B   District-Wide Planning and Landscaping	1. The Natural Landscape	1.1 Water flow to Coffee Lake Creek 1.2 Natural landscape as visual unifier 1.3 Naturalistic landscape, native planting 1.4 Access to nature 1.5 Ice Age artifacts 1.6 Tree preservation within setbacks 1.7 Informal park-like landscaping
	2. Special Landscape Features	2.1 City of Wilsonville themes 2.2 Existing tree groves at points of access 2.3 Water features 2.4 Selective use of non-native plants 2.5 Intentional aesthetic use of industrial materials
	3. Strong Gateways	3.1 Coffee Creek gateways 3.2 Buildings as gateway markers 3.3 Monument signs 3.4 Iconic elements

Coffee Creek Industrial Design Overlay District **Design Guidelines**

Pattern Book Chapter	Design Guideline Section	Design Guidelines
C   Site Design	1. Parcel Access	1.1 Distinctive identity of visitor arrival point 1.2 Converging parcel access points 1.3 Formal landscape design that contrasts 1.4 Parcel access from an Addressing Street 1.5 Parcel access from a Supporting Street 1.6 Parcel access from a Through Connection 1.7 Pedestrian and bicycle access network 1.8 Accessible paths 1.9 Adjust paths to incorporate site features 1.10 Front yards that contribute to the public realm 1.11 Signs 1.12 Outdoor rooms
	2. Parking Location and Design	2.1 Front yard surface parking on an Addressing Street 2.2 Through Connections that provide parking 2.3 Surface parking 2.4 From the parking spot to the primary entry 2.5 Stormwater run-off 2.6 Planting
	3. Location and Screening of Utilities and Services	3.1 Geometry 3.2 Screening materials 3.3 Native plant material
	4. Exterior Lighting	4.1 Nighttime safety 4.2 Highlighting 4.3 No flood lighting 4.4 Sustainable lighting 4.5 Addressing and Supporting streets at night 4.6 Through Connections at night 4.7 Fixture heights 4.8 Night sky

INTRODUCTION

Coffee Creek Industrial Design Overlay District **Design Guidelines**

Pattern Book Chapter	Design Guideline Section	Design Guidelines
D   Building Design	1. Primary Building Orientation and Entries	1.1 Primary building entry relationship to Addressing Street 1.2 Primary entry as significant building feature 1.3 Primary entry characteristics 1.4 Visual interest and human scale
	2. Building Façades	2.1 Façade articulation 2.2 Office building façades 2.3 Multi-story building façades 2.4 Addressing Street façades 2.5 Addressing Street enclosure and street wall
	3. Roof Forms	3.1 Fifth elevation 3.2 Natural light 3.3 Roof edge 3.4 Roof forms 3.5 Incorporation of mechanical systems 3.6 Roof stormwater
	4. Materials and Colors	4.1 Coffee Creek colors 4.2 Emphasize base, body, and top 4.3 Muted color palette
	5. Sustainable Building Design	5.1 Solar advantage and daylight 5.2 Shading 5.3 Non-mechanical light and ventilation 5.4 Minimal site alteration

## OVERVIEW OF THE TWO TRACK SYSTEM

# The Two Tracks

### TRACK ONE

The Planning Director determines your project complies with all Development Standards, or that

Your project complies with all Development Standards and all needed Adjustment Allowances.

**Your project will be approved by the Planning Director.**

### TRACK TWO

Your project does not comply with all Development Standards.

Your project must comply with some or all Design Guidelines in the Pattern Book.

**Your project is reviewed and may be approved by the Development Review Board.**

**Track One: Reduced timeline, approval certainty**

**Track Two: Design flexibility**

### HOW THE DEVELOPMENT STANDARDS AND DESIGN GUIDELINES ARE INTENDED TO BE USED

The clear and objective standards in Section 4.134, found within Chapter 4 of the Wilsonville Planning and Land Development Code, are written to allow streamlined development approval. As long as a proposed development meets the numerical standards it will be approved.

The Design Guidelines within this Pattern Book provide the basis for an optional “waiver track.” An applicant may elect to apply for the waiver track, instead of the clear and objective track. In this case, the Design Guidelines, including the Intent Statements and other contents of this Pattern Book, will guide approval of the project.

### **TRACK ONE: CLEAR AND OBJECTIVE TRACK (SECTION 4.134)**

Track One is a ministerial review process, intended to result in automatic project approval if all criteria are met.

The development applicant must meet Development Standards (numerical standards) for Connectivity, District-wide Planning, Site Design, Building Design, Waysides and Signage. Limited adjustments are permitted, as noted in Section 4.134.

### **TRACK TWO: WAIVER TRACK**

Track Two is a discretionary review process for projects not meeting all of the clear and objective standards of Section 4.134.

When choosing this track, applicants must meet Design Guidelines within the Pattern Book for development standards to be waived. Clear and objective standards eligible for the waiver track are found in subsections 2) District-wide Planning and Landscaping, 3) Site Design, and 4) Building Design.

The clear and objective standards of subsection 1) Street Design and Connectivity, may elect to use the waiver track by providing a Connectivity Master Plan that complies with the Design Guidelines and the Pattern Book.

Projects are reviewed and may be approved by the Development Review Board.

## RELATIONSHIP OF THE DESIGN GUIDELINES TO SECTION 4.134 DEVELOPMENT STANDARDS

### TRACK ONE: CLEAR AND OBJECTIVE TRACK (SECTION 4.134)

Track One is a ministerial review process, intended to result in automatic project approval if all criteria are met. The development applicant must meet **Development Standards** (numerical standards) for Connectivity, District-wide Planning, Site Design, and Building Design. Projects will be approved by the **Planning Director**.

### TRACK TWO: WAIVER TRACK

Track Two is a discretionary review process for projects not meeting all of the clear and objective standards of Section 4.134. The development applicant must meet **Design Guidelines** for the applicable waiver track section. Projects are reviewed and may be approved by the **Development Review Board**.

#### Section 4.134 Coffee Creek Industrial Design Overlay District



1

#### TRACK ONE: CLEAR AND OBJECTIVE TRACK Section 4.134 Development Standards

##### CC - 1 | Street Design and Connectivity

- Connection Spacing
- Connection Type
- Connection Hierarchy and Primary Frontage

##### CC - 1 | Street Design and Connectivity

Connectivity Master Plan, per Section 4.134 (.10)D.  
"Required Connectivity Master Plan".

##### CC - 2 | District-wide Planning and Landscaping

- Tree Removal
- Tree Protection



#### TRACK TWO: WAIVER TRACK Design Guidelines (this document)

Waiver Track only permitted using the  
Connectivity Master Plan (see below)

##### A | Street Design and Connectivity

- Network
- Addressing Streets
- Supporting Streets
- Through Connections

##### B | District-wide Planning and Landscaping

- The Natural Landscape
- Special Landscape Features
- Strong Gateways



2

RELATIONSHIP OF THE DESIGN GUIDELINES TO SECTION 4.134 DEVELOPMENT STANDARDS CONTINUED

**Section 4.134 Coffee Creek Industrial Design Overlay District**



**TRACK ONE: CLEAR AND OBJECTIVE TRACK**  
**Section 4.134 Development Standards**

- CC - 3 | Site Design
- Parcel Access (Adjustable)
  - Parcel Pedestrian Access
  - Parcel Frontage
  - Parking Location and Design (Adjustable)
  - Grading and Retaining Walls (Adjustable)
  - Planting
  - Location and Screening of Utilities

- CC - 4 | Building Design
- Building Orientation
  - Primary Building Entrance
  - Overall Building Massing (Adjustable)

- (.12) | Waysides
- Size and Dimensions
  - Perimeter Landscaping
  - Required and Optional Amenities

- (.13) | Signs
- Applicability
  - General

**TRACK TWO: WAIVER TRACK**  
**Design Guidelines (this document)**

- C | Site Design
- Parcel Access
  - Parking Location and Design
  - Location and Screening of Utilities and Services
  - Exterior Lighting

- D | Building Design
- Primary Building Orientation and Entries
  - Building Façades
  - Roof Forms
  - Materials and Colors
  - Sustainable Building Design

Per Section 4.134 (.08)

Per Section 4.156.02 (.08)



**EXAMPLE 1**

Approval using Clear and Objective Track only.

Section 4.134 Coffee Creek Industrial Design Overlay District	
TRACK ONE: CLEAR AND OBJECTIVE TRACK Section 4.134 Development Standards	TRACK TWO: WAIVER TRACK Design Guidelines (this document)
<p><b>CC - 1   Street Design and Connectivity</b></p> <ul style="list-style-type: none"> <li>• Connection Spacing</li> <li>• Connection Type</li> <li>• Connection Hierarchy and Primary Frontage</li> </ul>	<p>Waiver Track only permitted using the Connectivity Master Plan (see below)</p>
<p>CC - 1   Street Design and Connectivity Connectivity Master Plan, per Section 4.134 (.10)D. "Required Connectivity Master Plan".</p>	<p><b>A   Street Design and Connectivity</b></p> <ul style="list-style-type: none"> <li>• Network</li> <li>• Addressing Streets</li> <li>• Supporting Streets</li> <li>• Through Connections</li> </ul>
<p><b>CC - 2   District-wide Planning and Landscaping</b></p> <ul style="list-style-type: none"> <li>• Tree Removal</li> <li>• Tree Protection</li> </ul>	<p><b>B   District-wide Planning and Landscaping</b></p> <ul style="list-style-type: none"> <li>• The Natural Landscape</li> <li>• Special Landscape Features</li> <li>• Strong Gateways</li> </ul>
<p><b>CC - 3   Site Design</b></p> <ul style="list-style-type: none"> <li>• Parcel Access (Adjustable)</li> <li>• Parcel Pedestrian Access</li> <li>• Parcel Frontage</li> <li>• Parking Location and Design (Adjustable)</li> <li>• Grading and Retaining Walls (Adjustable)</li> <li>• Planting</li> <li>• Location and Screening of Utilities</li> </ul>	<p><b>C   Site Design</b></p> <ul style="list-style-type: none"> <li>• Parcel Access</li> <li>• Parking Location and Design</li> <li>• Location and Screening of Utilities and Services</li> <li>• Exterior Lighting</li> </ul>
<p><b>CC - 4   Building Design</b></p> <ul style="list-style-type: none"> <li>• Building Orientation</li> <li>• Primary Building Entrance</li> <li>• Overall Building Massing (Adjustable)</li> </ul>	<p><b>D   Building Design</b></p> <ul style="list-style-type: none"> <li>• Primary Building Orientation and Entries</li> <li>• Building Façades</li> <li>• Roof Forms</li> <li>• Materials and Colors</li> <li>• Sustainable Building Design</li> </ul>
<p><b>(.12)   Waysides</b></p> <ul style="list-style-type: none"> <li>• Size and Dimensions</li> <li>• Perimeter Landscaping</li> <li>• Required and Optional Amenities</li> </ul>	<p>Waiver Track Not Permitted</p>
<p><b>(.13)   Signage</b></p> <ul style="list-style-type: none"> <li>• Applicability</li> <li>• General</li> </ul>	<p>Per Section 4.156.02 (.08)</p>

**EXAMPLE 2**

Approval using both Clear and Objective and Waiver Tracks.

Section 4.134 Coffee Creek Industrial Design Overlay District	
TRACK ONE: CLEAR AND OBJECTIVE TRACK Section 4.134 Development Standards	TRACK TWO: WAIVER TRACK Design Guidelines (this document)
<p><b>CC - 1   Street Design and Connectivity</b></p> <ul style="list-style-type: none"> <li>• Connection Spacing</li> <li>• Connection Type</li> <li>• Connection Hierarchy and Primary Frontage</li> </ul>	<p>Waiver Track only permitted using the Connectivity Master Plan (see below)</p>
<p>CC - 1   Street Design and Connectivity Connectivity Master Plan, per Section 4.134 (.10)D. "Required Connectivity Master Plan".</p>	<p><b>A   Street Design and Connectivity</b></p> <ul style="list-style-type: none"> <li>• Network</li> <li>• Addressing Streets</li> <li>• Supporting Streets</li> <li>• Through Connections</li> </ul>
<p><b>CC - 2   District-wide Planning and Landscaping</b></p> <ul style="list-style-type: none"> <li>• Tree Removal</li> <li>• Tree Protection</li> </ul>	<p><b>B   District-wide Planning and Landscaping</b></p> <ul style="list-style-type: none"> <li>• The Natural Landscape</li> <li>• Special Landscape Features</li> <li>• Strong Gateways</li> </ul>
<p><b>CC - 3   Site Design</b></p> <ul style="list-style-type: none"> <li>• Parcel Access (Adjustable)</li> <li>• Parcel Pedestrian Access</li> <li>• Parcel Frontage</li> <li>• Parking Location and Design (Adjustable)</li> <li>• Grading and Retaining Walls (Adjustable)</li> <li>• Planting</li> <li>• Location and Screening of Utilities</li> </ul>	<p><b>C   Site Design</b></p> <ul style="list-style-type: none"> <li>• Parcel Access</li> <li>• Parking Location and Design</li> <li>• Location and Screening of Utilities and Services</li> <li>• Exterior Lighting</li> </ul>
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<p><b>(.12)   Waysides</b></p> <ul style="list-style-type: none"> <li>• Size and Dimensions</li> <li>• Perimeter Landscaping</li> <li>• Required and Optional Amenities</li> </ul>	<p>Waiver Track Not Permitted</p>
<p><b>(.13)   Signage</b></p> <ul style="list-style-type: none"> <li>• Applicability</li> <li>• General</li> </ul>	<p>Per Section 4.156.02 (.08)</p>

## HOW TO USE THE PATTERN BOOK

The Pattern Book for Coffee Creek uses design guidelines and prototypes to illustrate the principles that inform the Coffee Creek Industrial Design Overlay District. For those projects where the clear and objective standards of the Form-based Code do not provide sufficient flexibility to address specific issues for site design, landscape design, or building design the Pattern Book provides guidance to the applicant and the Development Review Board.

**What is an Intent Statement?** Intent statements summarize the fundamental principles for the four primary patterns and their typologies that guide development in Coffee Creek.

**What is a Design Guideline?** Every design guideline is intended to promote a carefully articulated and well-crafted design response that is consistent with the principles of the Intent Statement.

**What is a Precedent Photo?** Each image is intended to provide a visual reference to the text that represents a level of quality and aesthetics appropriate to the industrial context of Coffee Creek. They are intended to inspire creativity and a thoughtful, considered design response to addressing the unique conditions of street, site, building, and landscape design.

**Intent Statement**

**Design Guideline**

**Precedent photo**

Design Guidelines

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**SECTION A | CONNECTIVITY AND STREET DESIGN**

**INTENT STATEMENT**  
Streets do much more than provide access to buildings, blocks, parcels, and sites. Streets are the primary generators of urban form and their design determines the quality of the public realm and the character of our neighborhoods and cities. The Form-based Code sets standards for streets as well as standards for development of sites, parcels, and buildings. In the Form-based Code the Regulating Plan establishes an overall framework for access and mobility in the Coffee Creek industrial area by building upon those roads that already exist. Existing rural roads and new streets will become the major streets of Coffee Creek and will set the character for its development. The Regulating Plan sets forth only a rough framework for new development with standards for Connection Spacing that are appropriate to the large scale of industrial development, and to ensure that connectivity to, and through, all sites is supported. The Form-based Code sets minimum standards for connectivity, and establishes a hierarchy of Addressing Streets, Supporting Streets, and Through Connections. The nature of many of these connections, their function, and their typology is flexible so that their ultimate design can be a reflection of their unique context. Supporting Streets and Through Connections should work together to provide a complete network that serves people getting around no matter what form of transportation they use. It's not necessary for every connection to serve everyone, but the network should make it possible to get to, through and around parcels and the district.

**Addressing Streets**  
Addressing Streets are the structural framework of the street network in Coffee Creek. They link all other Supporting Streets and Through Connections to each other and to the larger community of Wilsonville. In addition to this essential network role, Addressing Streets are the front doors for all development in Coffee Creek. They define the quality of the public realm and create the first impression of Coffee Creek for new visitors. Where new development includes planning and construction of an Addressing Street, the design must reinforce the distinctive regional landscape and support the intent of high-quality urban design for the public realm with a park-like atmosphere.



Wilsonville Light Industrial Pattern Book page 15

DESIGN GUIDELINES

**1. NETWORK OF STREETS AND PATHS**

**1.1 Connection spacing**  
The intent for all streets and paths in Coffee Creek is to create an integrated district with a robust, resilient, and connected network that supports economic and environmental sustainability. There is a fixed structural framework of Addressing Streets that provide access from within Coffee Creek to the rest of the region. That framework is intended to support a well-integrated and fine-grained system of streets and paths where a multi-use path might be the connecting link between an Addressing Street and a Supporting Street or Through Connection. The design intent is to maximize connectivity – of all kinds – to the extent practicable.

**1.2 Large parcels**  
Where the building program for industrial projects requires parcel configurations that exceed the minimum connectivity standards of the Form-based Code, the site design, landscape design, and architectural design of projects shall provide additional on-site employee amenities as mitigation. Elements could include dedicated indoor or outdoor recreation facilities, such as a soccer pitch or basketball court; dedicated indoor or outdoor food service facilities, such as a landscaped outdoor plaza or indoor canteen, and/or landscaped area for passive recreation, such as a fountain or a piece of sculpture.

**2. ADDRESSING STREETS**

**2.1 Park-like character**  
Design Addressing Streets to establish and support a park-like character of the public realm. Addressing Streets shall provide continuous sidewalks on both sides of the street that protect the pedestrian with a landscaped planting strip. Addressing Streets may also include a planted central median.

**2.2 Serving multiple modes**  
Addressing Streets should support pedestrian, bicycle, automobile, freight, and transit access and mobility equally.



Wilsonville Light Industrial Pattern Book page 17

INTRODUCTION

Example projects, or Prototypes—representing a range of possible building and development typologies—are modeled in dimensionally accurate illustrations. Each of the prototypes illustrates how a development may comply with the Design Guidelines and Intent Statements.

In the Patterns and Prototypes section starting on page 33, Prototypes and Design Guidelines are arrayed side-by-side to demonstrate different ways that a project may comply with the Design Guidelines.

**What is a Prototype?** Prototypes are models of possible development, designed to-scale for a particular context. Development prototypes are used in a wide variety of applications—to illustrate design objectives, to test development capacity for a specific site, to model a real estate development proforma, or to test proposed zoning designations and development standards. Prototypes provide an easy-to-understand visual representation of complex spatial information and are often drawn in three dimensions to help users visualize results. The Coffee Creek

Industrial prototypes are aimed at City staff, the Development Review Board, developers who want clear guidance about the type of development that is permitted by the Coffee Creek Industrial Design Overlay District, and neighborhood representatives trying to visualize the effect of the zoning.

**Excerpts from Design Guidelines**

PATTERNS AND TYPOLOGIES

## Prototype 2

**A. 2.1 PARK-LIKE CHARACTER**  
Design Addressing Streets to establish and support a park-like character of the public realm. Addressing Streets shall provide continuous sidewalks on both sides of the street that protect the pedestrian with a landscaped planting strip. Addressing Streets may also include a planted central median.

**A. 2.3 PROMINENT ADDRESS**  
Design Addressing Streets to serve as the “front door” or “address” for new buildings and development. New Addressing Streets shall include sidewalks on both sides that provide safe, continuous access for pedestrians to all abutting sections of the primary street network of Addressing Streets. Unless interrupted another Addressing Street or a Supporting Street, the sidewalks shall be protected by a continuous planted landscape strip.

**A. 2.4 ENCLOSE THE PUBLIC REALM**  
Orient building massing, form, architecture, and programmatic function along Addressing Streets to help define the public realm, create a distinctive frame for the streets, and support the sense of place in Coffee Creek.

**A. 3.3 EXTENSION OF PUBLIC REALM**  
Design Supporting Streets to establish and support the extension of the public realm established by the network of Addressing Streets.

**SECTION C. INTENT STATEMENT**  
Trees help to define place. Whether individually, or in groves of native species, trees enhance the public realm by giving context and scale to the Coffee Creek Industrial Area. Landscape planting in front, side, and rear yards and as screening for parking lots, service drives, and service enclosures gives form and defines the public realm and parcels. The landscape design, installation, and maintenance help to define the Coffee Creek industrial district and to diminish the large-scale industrial buildings. It also helps to define and direct people to building entries. The native plant material are climate adaptive, have low water and maintenance requirements, and visually blend with adjacent, undisturbed landscapes. Native trees should be preserved and employed as the visual anchors of new landscapes.

**D. 1.3 VISUAL INTEREST AND HUMAN SCALE**  
Locate the office and support spaces for warehouse and industrial buildings on the Addressing Street or Supporting Street instead of burying these functions in the interior of a large monolithic structure. The smaller-scale first floor can help soften the bulk of large buildings and add visual interest and a human scale to the public realm. This guideline may be accomplished by wrapping the high-bay industrial form with lower-scaled structures on the street; extending a discrete element of the building that contains these functions and giving this element a distinctive, contrasting architectural expression; or providing a visual break in the building mass and structure that creates an impression of two separate buildings.

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**Prototype illustration demonstrating compliance with Design Guidelines**

PATTERNS AND TYPOLOGIES

Wilsonville Light Industrial Pattern Book

page 53

# Design Guidelines

## SECTION A | STREET DESIGN AND CONNECTIVITY

### INTENT STATEMENT

Streets do much more than provide access to buildings, blocks, parcels, and sites. Streets are the primary generators of urban form and their design determines the quality of the public realm and the character of our neighborhoods and cities. The Form-based Code sets standards for streets as well as standards for development of sites, parcels, and buildings. In the Form-based Code, the Regulating Plan establishes an overall framework for access and mobility in the Coffee Creek Industrial Area by building upon those roads that already exist. Existing rural roads and new streets will become the major streets of Coffee Creek and will set the character for its development. The Regulating Plan sets forth only a rough framework for new development with standards for Connection Spacing that are appropriate to the large scale of industrial development, and to ensure that connectivity to, and through, all sites is supported. The Form-based Code sets minimum standards for connectivity, and establishes a hierarchy of Addressing Streets, Supporting Streets, and Through Connections. The nature of many of these connections, their function, and their typology is flexible so that

their ultimate design can be a reflection of their unique context. Supporting Streets and Through Connections should work together to provide a complete network that serves people getting around no matter what form of transportation they use. It's not necessary for every connection to serve everyone, but the network should make it possible to get to, through and around parcels and the district.

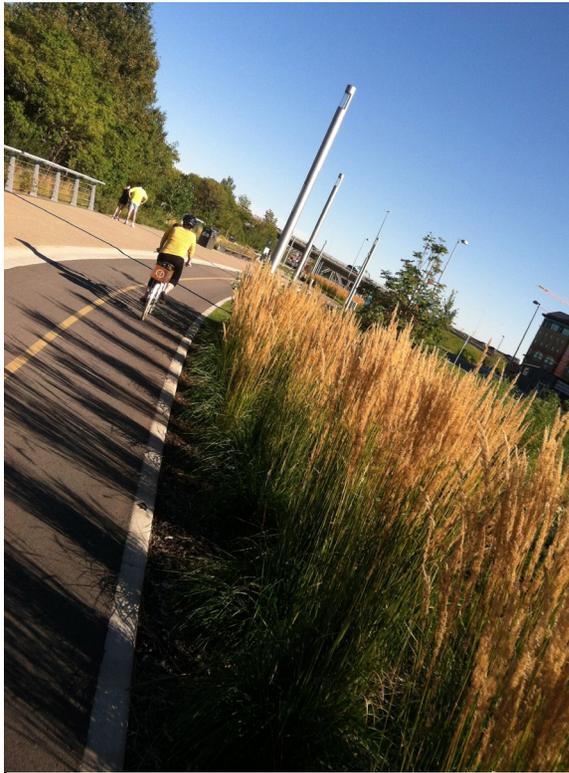
### Addressing Streets

Addressing Streets are the structural framework of the street network in Coffee Creek. They link Supporting Streets and Through Connections to each other and to the larger community of Wilsonville. In addition to this essential network role, Addressing Streets are the front doors for all development in Coffee Creek. They define the quality of the public realm and create the first impression of Coffee Creek for new visitors. Where new development includes planning and construction of an Addressing Street, the design must reinforce the distinctive regional landscape and support the intent of high-quality urban design for the public realm with a park-like atmosphere.



### Example of a Supporting Street

On the largest sites in Coffee Creek where multiple buildings are developed, Supporting Streets may share the same function of defining the public realm as Addressing Streets: they may provide the “address” and “front door” for a building located on the interior of a parcel.



**Example of a Through Connection**

Through Connections may serve as a multi-use path for bicycles and pedestrians.

**Supporting Streets**

Supporting Streets are primarily intended to be the flexible links between Addressing Streets and destinations. They play a significant role in supporting freight and automobile access, but they also connect people on foot or bike to transit. They have a fundamental role in providing fine-grained connectivity within the large scale of industrial blocks. On the largest sites in Coffee Creek where multiple buildings are developed, Supporting Streets may share the same function of defining the public realm as Addressing Streets: they may provide the “address” and “front door” for a building located on the interior of a parcel. Where they do, Supporting Streets should contribute to the overall urban design quality of Coffee Creek. Design elements of Supporting Streets may share many of the same characteristics as Addressing Streets: continuous sidewalks on both sides of the street protected by landscaped park strips.

In other contexts Supporting Streets may be more utilitarian in service to the nature of their program and function. Supporting Streets can provide access to services and utilities. Their design expression may be simple and functional.

**Through Connections**

Through Connections offer a broad range of design possibilities that support specific needs for access and mobility. Through Connections may look like Addressing Streets or Supporting Streets and function like any other street; they may look like a street and at the same time function as access to parking within a surface parking lot. They may serve as a multi-use path for bicycles and pedestrians; or they may look and function like a sidewalk. Regardless of their ultimate appearance or configuration, Through Connections are intended to link the Coffee Creek Industrial Area together as a network of streets, routes, and paths that support multi-modal transportation. Through Connections are also intended to link Coffee Creek to other local and regional destinations, such as the Ice Age Tonquin Trail or Coffee Lake Creek Natural Area.

The design of the landscape along Through Connections is intended primarily as a visual relief from the large-scale industrial development. A simple, natural landscape of native plant materials will result in an attractive contribution to the quality of this limited part of the public realm.

## DESIGN GUIDELINES

### 1. NETWORK OF STREETS AND PATHS

#### 1.1 Connection spacing

The intent for all streets and paths in Coffee Creek is to create an integrated district with a robust, resilient, and connected network that supports economic and environmental sustainability. There is a fixed structural framework of Addressing Streets that provide access from within Coffee Creek to the rest of the region. That framework is intended to support a well-integrated and fine-grained system of streets and paths where a multi-use path might be the connecting link between an Addressing Street and a Supporting Street or Through Connection. The design intent is to maximize connectivity of all kinds to the extent feasible.

#### 1.2 Large parcels

Where the building program for industrial projects requires parcel configurations that exceed the minimum connectivity standards of the Form-based Code, the site design, landscape design, and architectural design of projects shall provide additional on-site employee amenities as mitigation. Elements could include dedicated indoor or outdoor recreation facilities, such as a soccer field or basketball court; dedicated indoor or outdoor food service facilities, such as a landscaped outdoor plaza or indoor canteen, and/or landscaped area for passive recreation, such as a fountain or a piece of sculpture.

### 2. ADDRESSING STREETS

#### 2.1 Park-like character

Design Addressing Streets to establish and support a park-like character of the public realm. Addressing Streets shall provide continuous sidewalks on both sides of the street that protect the pedestrian with a planting strip landscaped with shade trees. Addressing Streets may also include a planted central median.

#### 2.2 Serving multiple modes

Addressing Streets should support pedestrian, bicycle, automobile, freight, and transit access and mobility equally.



**Example of a Through Connection**

Through Connections may function as access to parking within a surface parking lot.

DESIGN GUIDELINES

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**2.3 Prominent address**

Design Addressing Streets to serve as the “front door” or “address” for new buildings and development. New Addressing Streets shall include sidewalks on both sides that provide safe, continuous access for pedestrians to all abutting sections of the primary street network of Addressing Streets. Unless interrupted by another Addressing Street or a Supporting Street, the sidewalks shall be protected by a continuous landscape strip planted with shade trees.

**2.4 Enclosed public realm**

Orient building massing, form, architecture, and programmatic function along Addressing Streets to help define the public realm, create a distinctive enclosure of the public realm, and support the sense of place in Coffee Creek.

**3. SUPPORTING STREETS**

**3.1 Role of Supporting Streets**

Supporting Streets are the flexible links between Addressing Streets and destinations throughout the Coffee Creek area. Supporting Streets may sometimes function as the “front door” or “address for new buildings and development. In other contexts Supporting Streets may be more utilitarian in service to the nature of their program and function. Supporting Streets can provide access to services and utilities. Their design expression may be simple and functional.

**3.2 High-quality Supporting Streets**

Where appropriate to the master plan for large development sites, design Supporting Streets to the same standards as Addressing Streets. Match street design standards for Addressing Streets, including street profiles, street trees, and sidewalks.

**3.3 Extension of the public realm**

Design Supporting Streets to establish and support the extension of the public realm established by the network of Addressing Streets.

**3.4 Supporting Street as the primary access**

If the Supporting Street serves as the development’s primary access street, it should be developed to the same standards as Addressing Streets and serve as the “front door” or “address” for new buildings and development.



**Extension of public realm**

Design Supporting Streets to establish and support the extension of the public realm established by the network of Addressing Streets.

### 3.5 Supporting Street as the secondary access

If the Supporting Streets does not serve as the development's primary access street, it should be developed as a secondary service connection from the designated Addressing Streets.

## 4. THROUGH CONNECTIONS

### 4.1 Balancing extension of the public realm with flexible design

Design Through Connections to fully support the extension of the public realm while responding to a wide range of functions.

### 4.2 Serving pedestrians

Through Connections must serve pedestrians and function as an extension of the sidewalk network in Coffee Creek.

### 4.3 Serving bicyclists

Through Connections must serve as multi-use paths and support the effective use of bicycles for transportation

### 4.4 Wayfinding

Install a system of signage that serves to orient people to their location and assist them in wayfinding to their destination.

### 4.5 Flexible alignment

Adjust the alignment of Through Connections to accommodate natural features and resources.

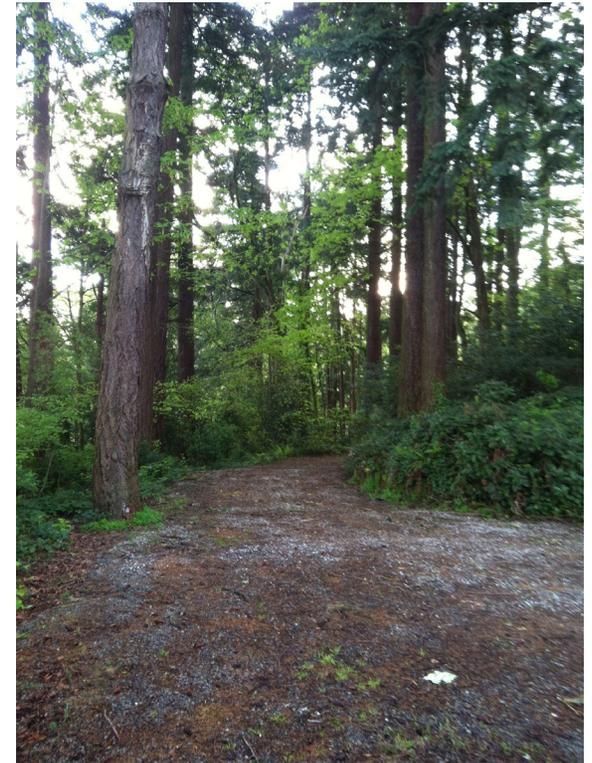
### 4.6 Flexible width

Increase the width of a Through Connection designed as a multi-use path to incorporate amenities such as benches, lighting, or trash receptacles, and to create visual interest.



### Serving pedestrians

Through Connections must serve pedestrians and function as an extension of the sidewalk network in Coffee Creek.



**Naturalistic landscape, native planting**

Promote a landscape that supports ecological function and habitat by using native species in a naturalized manner

## SECTION B | DISTRICT-WIDE SITE PLANNING AND LANDSCAPING

### INTENT STATEMENT

The impact of the Ice Age floods on the Willamette Valley defies the imagination. The cataclysmic effects of the Missoula Floods created the modern-day landscape that includes Coffee Lake Wetlands and Coffee Lake Creek. These remnants of the geologic events of 12,000 years ago and the landscape that has emerged since that time are authentic elements that establish our sense of place and contribute to creating a distinctive image and identity that is unique to the City of Wilsonville. In Coffee Creek, the oak savanna is the most distinctive and significant landscape feature visible today that emerged as a result of the Missoula Floods. The effects of settlement have diminished the extent of this oak forest and groves of fir trees are now a distinctive part of the skyline. There may well be elements of the floods still to be discovered; the glacial erratics of the Willamette Valley were scattered here as the ice rafts that they arrived with melted.

The City's commitment to preserving and enhancing the heritage of this distinctive landscape is reflected in several of the patterns and guidelines. At the scale of the district, the City expects development to promote visual and physical connections from the industrial district to the Coffee Lake Creek Natural Area and the future Tonquin Ice Age Trail.

The themes that express the unique character, quality, and culture of Coffee Creek are still emerging as the district becomes fully integrated with the larger, more established city. Existing stands of Douglas Fir acknowledge both the city's status as a Tree City USA and its commitment to maintaining its natural beauty. The city is also home to three water features by the celebrated Pacific Northwest landscape architect Bob Murase: water features are strongly encouraged as part of the Coffee Creek Industrial Master Plan.

Within the Coffee Creek Industrial Area the design of individual buildings should be linked by unifying elements. The public realm of Addressing Streets provides unity to the district by establishing a pastoral character of place with the regular planting of street trees, sidewalks, and front yard setbacks. Trees help to define place, and enhance the public realm by giving context and scale to the Coffee Creek Industrial Area.

Improving existing and providing new pedestrian and bicycle connections to and through natural areas strengthens the sense of place by developing the character of place.

Gateways reinforce a sense of arrival or departure and mark the transition from one precinct of the city to another.



#### Trees

Trees help to define place, and enhance the public realm by giving context and scale to the Coffee Creek Industrial Area.

DESIGN GUIDELINES

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**GUIDELINES**

**1. THE NATURAL LANDSCAPE**

**1.1 Water flow to Coffee Lake Creek**

Design landscapes to acknowledge the Ice Age heritage of Coffee Creek by orienting patterns of new landscape plantings reflecting the natural flows of water from the industrial district to Coffee Lake Creek.

**1.2 Natural landscape as visual unifier**

Use the unifying elements of the natural landscape to visually connect and functionally integrate the industrial district.

**1.3 Naturalistic landscape, native planting**

Promote a landscape that supports ecological function and habitat by using native species in a naturalized manner.

**1.4 Access to nature**

Pedestrian and bicycle connection is critical and incorporating public connections through large-scale industrial sites is encouraged. Access connections to the creek, natural areas, and greenway trails should be clearly marked and provide safe and convenient passage.

**1.5 Ice Age artifacts**

Identify, preserve, and enhance any Ice Age elements found on site, such as erratics the foreign boulders carried to the site on ice rafts as elements that influence site design and development.

**1.6 Tree preservation within setbacks**

Whether individually or in groves of native species, preserve trees within the setbacks of the development, particularly when they occur within the setback of an Addressing Street, or a Supporting Street that serves as the development's primary access street.

**1.7 Informal park-like landscaping**

The park-like character of the design of the Addressing Streets should be complemented by landscaping around buildings, parking lots, and open space that reflects the informal,



**Tree preservation within setbacks**

Whether individually or in groves of native species, preserve trees within the setbacks of the development, particularly when they occur within the setback of an Addressing Street, or a Supporting Street that serves as the development's primary access street.

natural, and original landscape that preceded development and persists in places across the site.

## 2. SPECIAL LANDSCAPE FEATURES

### 2.1 City of Wilsonville themes

Integrate the themes related to the City of Wilsonville as unifying elements in the conceptual design for new development, and into the landscape design.

### 2.2 Existing tree groves at points of access

Incorporate elements such as existing stands of native trees to emphasize points of site access and/ or building access.

### 2.3 Water features

Integrate fountains and water features to emphasize important places, such as parcel access, building entries, and employee amenities.

### 2.4 Selective use of non-native plants

Non-native, ornamental plants, shrubs, and trees should be used sparingly and strategically as elements that accent special elements of the site or building, such as entries.

### 2.5 Intentional aesthetic use of industrial materials

Integrate the materials of industry at an industrial scale. This guideline may be accomplished by designing buildings, enclosures, and retaining walls with the simple, natural, unembellished materials common to industry. Use unfinished steel, raw aluminum, and plain concrete as the finish materials for the construction of site and building elements.

## 3. STRENGTHEN GATEWAYS

### 3.1 Coffee Creek gateways

Design gateway locations to promote a sense of place and to reinforce the distinct identity of Coffee Creek. This guideline may be accomplished by placing new buildings strategically at areas that define boundaries and edges to create gateways in conjunction with other buildings or with significant landscape features.



### Existing tree groves at points of access

Incorporate elements such as existing stands of native trees to emphasize points of site access and/ or building access.



### Informal park-like landscaping

The park-like character of the design of the Addressing Streets should be complemented by landscaping around buildings, parking lots, and open space that reflects the informal, natural, and original landscape that preceded development and persists in places across the site.

DESIGN GUIDELINES

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**3.2 Buildings as gateway markers**

Develop gateway buildings at strategic intersections.

**3.3 Monument signs**

Use freestanding monument signs to mark gateways.

**3.4 Iconic elements**

Install iconic elements within the right-of-way, such as signs, monuments, or art, that help identify a specific address as a district-wide or site-specific gateway to Coffee Creek.



**Natural landscape as visual unifier**

Use the unifying elements of the natural landscape to visually connect and functionally integrate the industrial district.

## SECTION C | SITE DESIGN

### INTENT STATEMENT

#### Access and mobility

Access and mobility are essential elements of successful industrial development. We tend to think of tractor-trailer rigs as essential to industry, and they are, but equally essential to industry is an educated work force that can get to their shifts with a full range of transportation options: options that offer employees real choices that include driving alone, but also support and encourage transit, walking, and biking.

Automobile and freight access from Addressing Streets and Supporting Streets to a parcel should be obvious, clear, simple, and safe. Parcel access provides an opportunity to create a gateway and reinforce a strong sense of place.

Bicycle and pedestrian access to a parcel from Addressing Streets and Supporting Streets can also reinforce the sense of place in Coffee Creek. Bicycle and pedestrian access from an Addressing Street to a parcel should be convenient, direct, and complete. Cyclists and walkers should be able to clearly perceive their ultimate destination from the Addressing Street.

Access and mobility are for all people. The pedestrian system is successful only when

all people can conveniently reach their destinations. Universal and equitable barrier-free design is most successful when designed and developed systematically from initial site design through final building design and construction.

#### Parking Design

Surface parking is permitted in the front yard setback for development along Addressing Streets with limitations. Surface parking lots are limited in scale and designated for short-term parking for visitors, people with disabilities, and deliveries. The design guidelines are intended to establish the character for surface parking lots in a manner that supports the City's goals for pedestrian convenience, comfort, and safety.

Ensure that the parking lot landscape is planned, installed, and maintained to promote the informal design character associated with each landscape frontage type.

#### Design that Contributes to the Site

Minimize site grading to preserve the natural character of the site. Contoured slopes are generally preferred to the installation of retaining walls. Where retaining walls are necessary to support site development, ensure that they facilitate surface drainage, limit soil erosion, and avoid increasing instability of



#### Access from an Addressing Street

Walkers should be able to clearly perceive their ultimate destination from the Addressing Street.

DESIGN GUIDELINES

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native soils. Integrate retaining walls with other site design features, such as stairs, ramps, and planters wherever possible.

To the extent possible, site development should maintain and enhance natural drainage patterns. Incorporate features for the storage, cleaning, transport, and re-infiltration of stormwater into site design and landscaping. Stormwater facilities such as swales should be designed to reinforce the natural quality and visual continuity of the landscape at the scale of the site and the district.

Trees help to define place. Whether individually, or in groves of native species, trees enhance the public realm by giving context and scale to the Coffee Creek Industrial Area. Landscape planting in front, side, and rear yards and as screening for parking lots, service drives, and service enclosures gives form and defines the public realm and parcels. Landscape design, installation, and maintenance helps to define the Coffee Creek Industrial District and to diminish the large scale of industrial buildings. Landscaping also helps direct people to building entries. The native plant materials are climate adaptive, have low water and maintenance requirements, and visually blend with adjacent, undisturbed landscapes. Native trees should be preserved and employed as the visual anchors of new landscapes.

Industrial building types typically need extensive, relatively flat surfaces for buildings, parking lots, service yards, access lanes, and truck maneuvering areas. It may still be possible to fit a multistory building into the terrain of Coffee Creek. Integrating buildings with their sites is strongly encouraged.

**Landscape that Contributes to the Building**

Building designs should acknowledge and respect the natural character of their sites. The Coffee Creek Industrial Area has a strong character that derives from context, topography, and native vegetation. New site development, landscaping, and building design can reinforce this distinctive character.

Provide a consistent and high-quality environment for the Coffee Creek Industrial Area by obscuring views of loading areas, work yards, above-grade utilities and services, and recycling and refuse areas from Addressing Streets, Supporting Streets and Through Connections. Whenever possible, group utilities and services to minimize visual clutter.

The primary building entry is a significant element of building design in Coffee Creek. The design guidelines recommend that the primary entrance for all buildings front on an Addressing Street. This is not a requirement

of the Form-based Code; an entrance on a Supporting Street or Through Connection is acceptable provided the entry is clearly visible from the Addressing Street and a clear public route to the entry is provided. Emphasize the importance of the primary building entry with glass, canopies, signage, public art, landscaping, and lighting.

## GUIDELINES

### 1. PARCEL ACCESS

#### 1.1 Distinctive identity of visitor arrival point

Where parcel access is also the primary automobile access to a building for visitors, use landscaping and signage to create a distinctive sense of arrival.

#### 1.2 Converging parcel access points

Use routes providing parcel access to build active intersections where pedestrians, bicyclists, and motorists have access to site amenities.

#### 1.3 Formal landscape design that contrasts

Design guidelines for the landscape of front yards along Addressing Streets encourage a natural, irregular pattern of native plant materials. Along parcel access routes consider breaking this informal character of the landscape frontage with design and plant materials that are more formal, regular, and ornamental.

#### 1.4 Parcel access from an Addressing Street

Where parcel access connects the primary building entrance to the Addressing Street extend the design, character, scale, and materials of the entry to the public sidewalk.

#### 1.5 Parcel access from a Supporting Street

Where parcel access from a Supporting Street is the primary automobile access to a building for visitors use landscaping and signage to create a distinctive sense of arrival.

#### 1.6 Parcel access from a Through Connection

Where parcel access connects only with a pedestrian walkway or multi-use path with the Coffee Creek pedestrian and bicycle network, design the walkway or multi-use path for safety, comfort, and convenience of pedestrians and cyclists.

#### 1.7 Pedestrian and bicycle access network

Develop an integrated system for pedestrians and bicycles that includes good connections to other parts of the Coffee Creek Industrial Area and to the larger city beyond.

#### 1.8 Accessible paths

Make paths accessible for all.

DESIGN GUIDELINES

**1.9 Adjust paths to incorporate site features**

Add character and interest to the path by adjusting its direction and/ or width to incorporate unique natural features of the site, such as streams, pools, or rock outcroppings.

**1.10 Front yards that contribute to the public realm**

Design the landscape in front yards along Addressing Streets to result in an attractive contribution to the quality of the public realm.

**1.11 Signs**

Plan the size and location of signs and their structure so that they do not detract from the natural quality of the native landscape.

**1.12 Outdoor rooms**

Establish and maintain a sense of the public realm as an outdoor room where building elevations serve as walls and the streets, sidewalks, and landscape serve as the floor. Use buildings to create and maintain a sense of urban enclosure.

**2. PARKING LOCATION AND DESIGN**

**2.1 Front yard surface parking on an Addressing Street**

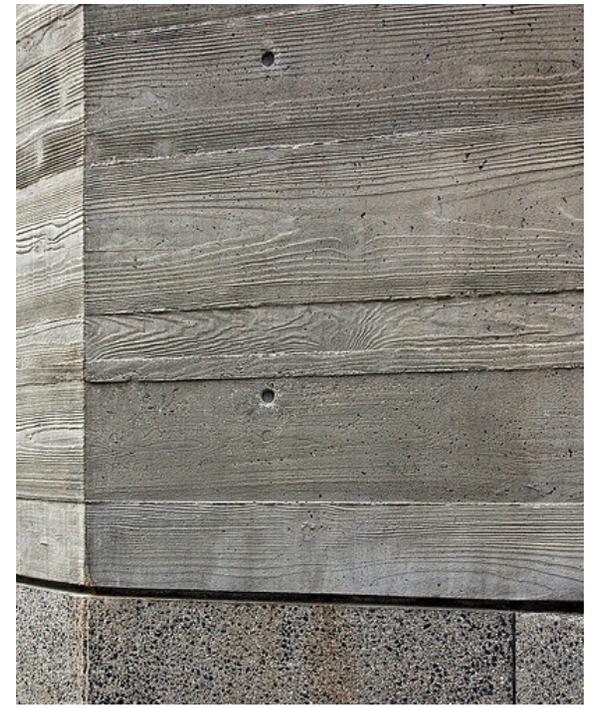
Surface parking is permitted in the front yard setback for development along Addressing Streets and Supporting Streets with limitations. Design parking lots to result in an attractive and functional experience for staff and visitors arriving by car. To enhance the design quality of parking lots in front yards along Addressing Streets, consider increasing the quality of the materials used and treating the surface of the parking lot and walkway system as a plaza that connects to, and integrates with, the primary building entrance.

**2.2 Through Connections that provide parking**

Through Connections can support a wide range of on street parking options including parallel, diagonal, or perpendicular parking. Choose the type of parking most appropriate to the context: consider natural features and resources as well as programmatic needs associated with building use. Adjust the layout of parking lots to accommodate natural features and resources.

**2.3 Surface parking**

Vary the scale of parking lots, the pattern of landscape elements and lighting to add visual



**Screening materials**

Walls used for screening may be constructed from stone, self-weathering sheet steel, or smooth-finished cast-in-place or board-formed concrete.

interest and reduce the monotonous effect of large extents of surface parking.

**2.4 From the parking spot to the primary entry**

Design parking lots for the comfort and convenience of visitors and the disabled. The accessible route from one’s parking spot to the primary building entrances should be clear, obvious, and unobstructed.

**2.5 Stormwater run-off**

Consider the integration of permeable paving to reduce stormwater run-off.

**2.6 Planting**

Design and install new landscapes with plantings grouped in natural, irregular masses to establish and support a continuous, integrated, and natural district-wide appearance. Landscapes and plant materials shall be maintained throughout the year.



**3. LOCATION AND SCREENING OF UTILITIES AND SERVICES**

**3.1 Geometry**

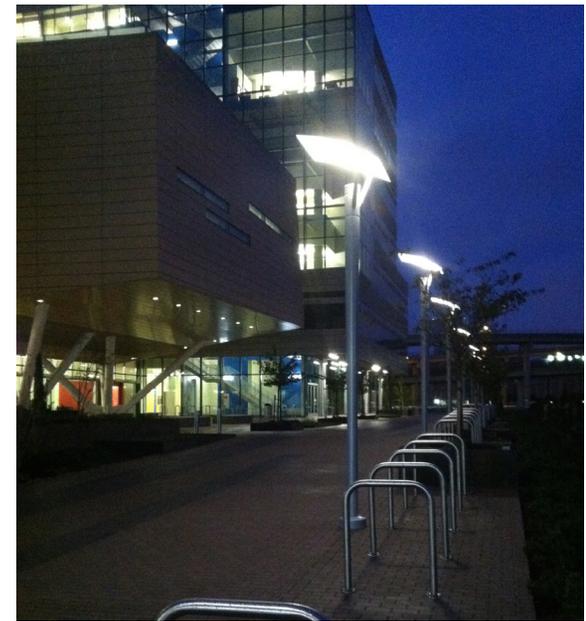
Organize above-grade services elements, such as transformers, with the geometry of the adjacent streets or nearby site elements and buildings.

**3.2 Screening materials**

Walls used for screening may be constructed from stone, self-weathering sheet steel, or smooth-finished cast-in-place or board-formed concrete. Long extents of fencing should be modulated with the use of reveals and other techniques. Where required, service access gates and doors should be constructed of high-quality, durable materials that complement the design of screening walls and receive regular maintenance.

**3.3 Native plant material**

Where appropriate, screening walls should be enhanced with native plant material to diminish the visual mass and integrate with the landscape.



**4. EXTERIOR LIGHTING**

**4.1 Nighttime safety**

Exterior lighting should support safe access and use of sites in the evening and nighttime.

**Nighttime safety**

Exterior lighting should support safe access and use of sites in the evening and nighttime.

DESIGN GUIDELINES

**4.2 Highlighting**

The selective highlighting of significant architectural elements, such as building entries and circulation to those entries from the street and landscape elements such as sculpture or other featured elements in the landscape will contribute to the high-quality design of the Coffee Creek Industrial Area.

**4.3 Flood lighting**

Surface parking lots, building entries and courtyards, and loading areas and service yards should be illuminated, but the use of flood lighting is discouraged.

**4.4 Sustainable lighting**

Exterior lighting should be selected for maximum energy-efficiency, durability, and maintainability.

**4.5 Addressing and Supporting Streets at night**

Lighting plays a significant role in supporting the design character of Addressing Streets and Supporting Streets in the evening and nighttime by encouraging the selective highlighting of significant architectural elements, such as building entries and circulation to those entries from the street and landscape elements such as sculpture or other featured elements in the landscape frontages required along Addressing Streets.

**4.6 Through Connections at night**

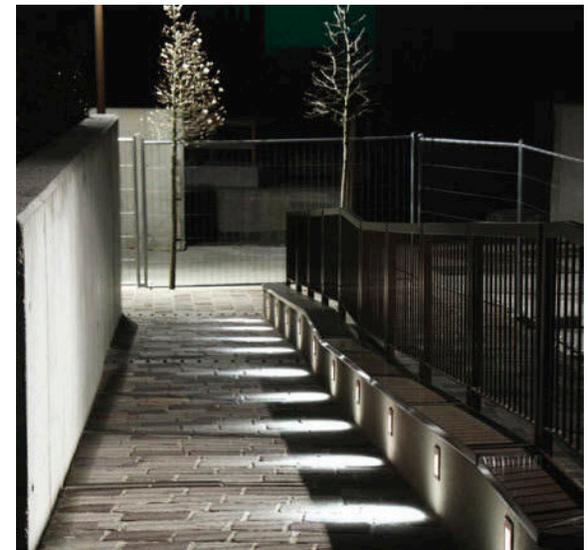
Lighting plays a supporting role in the design character of Through Connections in the evening and nighttime by promoting safety and security along routes of pedestrian access as well as the selective highlighting of significant architectural elements, such as building entries and circulation to those entries from the street and landscape elements.

**4.7 Fixture heights**

Fixture heights of 15-20' are preferred for surface parking lots and loading areas and service yards. Through Connections, internal walks, courtyards, and paths should be illuminated with pedestrian-scaled lighting.

**4.8 Night sky**

Lighting shall protect night skies, and not extend beyond site boundaries. Light fixtures shall be cast downward with full cut-off shades. In-ground up-lighting should be avoided.



**Highlighting**

The selective highlighting of significant architectural elements, such as building entries and circulation to those entries from the street and landscape elements such as sculpture or other featured elements in the landscape will contribute to the high-quality design of the Coffee Creek Industrial Area.

## SECTION D | BUILDING DESIGN

### INTENT STATEMENT

Building massing and the architectural expression of building design elements define the scale, quality, and character of the built environment. The design guidelines for buildings focus on the following elements:

- Prominent building entrance visible from an Addressing Street
- Overall building mass and bulk
- Composition of building elevations
- Roof forms
- Materials and colors
- Sustainable building design

The massive size, enormous bulk, and large surface areas of many industrial buildings represent design challenges and opportunities. Not all of the buildings developed in the Coffee Creek will be warehouses or factories. Some will be office buildings or industrial hybrid buildings that incorporate office, research, assembly, manufacturing, distribution or warehousing. Buildings designed to support industrial or warehouse functions should have strong, simple forms and use windows and doors to create visual interest. Office buildings may have more varied forms that emphasize windows into, and views from, the office floors. While methods for reducing building bulk, mass,

and scale will differ, the design for all buildings should consider architectural techniques that reduce their perceived scale along streets and adjacent to public spaces and help them blend into the district-wide landscape context for the aesthetic benefit of motorists, bicyclists, and pedestrians.

Interaction between the private enterprise inside of a building and the public contributes to the vitality of the streets in the Coffee Creek Industrial Area. Transparency in front façade of buildings adds a subtle message that behavior in the public realm is being observed which contributes to the overall safety of the neighborhood. When passersby can sense activity that occurs inside of a building, they get a sense of people participating in their community.

Many types of businesses incorporate programmatic functions that require and benefit from daylighting. These functions include dining areas, lobbies, lounges, fitness centers, waiting rooms, conference rooms, lunch/break rooms, as well as related outdoor seating areas. Placing these types of rooms within view of Addressing and Supporting Streets and Through Connections enhances safety of the public realm and creates a sense of connection.



#### Visual connection to the public realm

Many types of businesses incorporate programmatic functions that require and benefit from daylighting. These functions include dining areas, lobbies, lounges, fitness centers, waiting rooms, conference rooms, lunch/break rooms, as well as related outdoor seating areas. Placing these types of rooms within view of Addressing and Supporting Streets and Through Connections enhances safety of the public realm and creates a sense of connection.

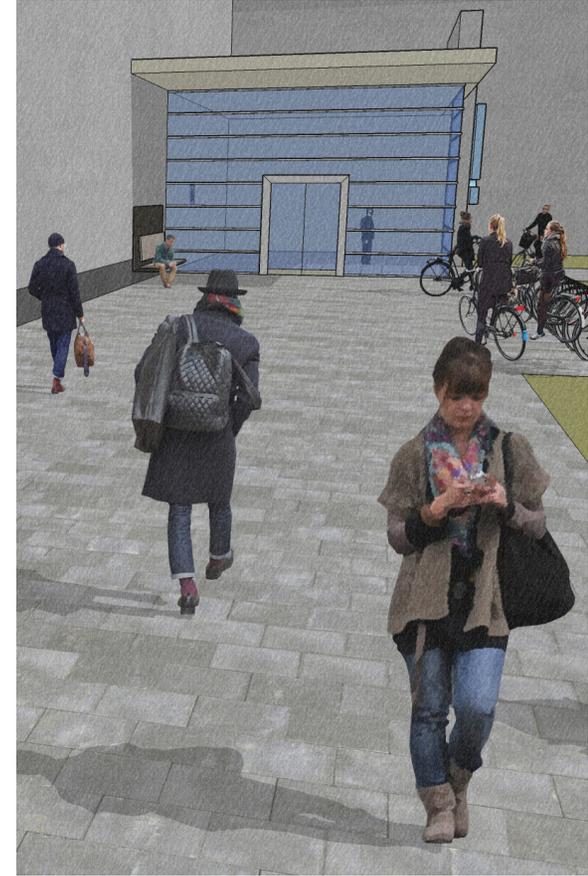
DESIGN GUIDELINES

Every address, business, and destination in Coffee Creek deserves a good entrance. Every destination is ultimately reached on foot, so making every building entrance clearly visible and fully accessible is fundamental. The intent of the design guidelines is that every primary entrance of every building will contribute to the quality and vitality of the public realm by creating a clear sense of entry.



**Primary entry as significant building feature**

Make the primary building entry a significant element of building design in Coffee Creek. Emphasize the importance of the primary building entry with elements that could include a landscaped forecourt; a wide pedestrian path from the sidewalk with special paving; accent and pathway lighting; special plantings and landscape; a prominent roof form at the building's entrance; a generous canopy of metal or glass that offers protection from the elements; a major recess in the façade; seating elements such as benches, ledges, and movable chairs; or an open, transparent building lobby or vestibule that projects beyond the body of the building. Place these functional elements on an Addressing Street or Supporting Street and make their function visible from the streets and sidewalks.



**Primary entry as significant building feature**

Example of prominent entrance that is visible from Addressing Street, sidewalks and parking areas. Entrance is human-scaled with transparent vestibule, weather protection and a generous pedestrian walkway.

DESIGN GUIDELINES

**GUIDELINES**

**1. BUILDING ORIENTATION AND ENTRIES**

**1.1 Primary building entry relationship to Addressing Street**

The primary building entrance shall be visible to and accessible from an Addressing Street.

**1.2 Primary entry as significant building feature**

Make the primary building entry a significant element of building design in Coffee Creek. Emphasize the importance of the primary building entry with elements that could include a landscaped forecourt; a wide pedestrian path from the sidewalk with special paving; accent and pathway lighting; special plantings and landscape; a prominent roof form at the building's entrance; a generous canopy of metal or glass that offers protection from the elements; a major recess in the façade; seating elements such as benches, ledges, and movable chairs; or an open, transparent building lobby or vestibule that projects beyond the body of the building. Place these functional elements on an Addressing Street or Supporting Street and make their function visible from the streets and sidewalks.

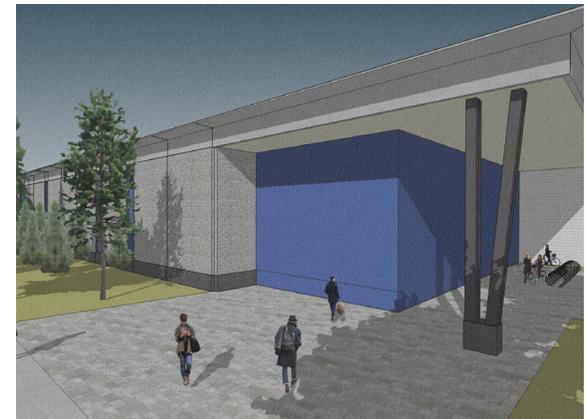
**1.3 Visual interest and human scale**

Locate the office and support spaces for warehouse and industrial buildings on the Addressing Street or Supporting Street instead of burying these functions in the interior of a large monolithic structure. The smaller-scale first floor can help soften the bulk of large buildings and add visual interest and a human scale to the public realm. This guideline may be accomplished by wrapping the high-bay industrial form with lower-scaled structures on the street; extending a discrete element of the building that contains these functions and giving this element a distinctive, contrasting architectural expression; or providing a visual break in the building mass and structure that creates an impression of two separate buildings.

**2. BUILDING FAÇADES**

**2.1 Façade articulation**

Articulate façades with a sense of depth by including design elements that create shadow lines, change color or materials, or incorporate other details that together with the required landscape breakdown large expanses of flat, unembellished surfaces.



**Building entrance**

Every destination is ultimately reached on foot, so making every building entrance clearly visible and fully accessible is fundamental. The intent of the design guidelines is that every primary entrance of every building will contribute to the quality and vitality of the public realm by creating a clear sense of entry.

## 2.2 Office building façades

Office building windows and doors offer opportunities to decrease apparent building mass and promote a sense of the human scale. Express the programmatic elements of office buildings including lobbies, conference rooms, lunch rooms, and fitness centers as distinct elements on the building exterior, especially the front façade.

## 2.3 Multi-story building façades

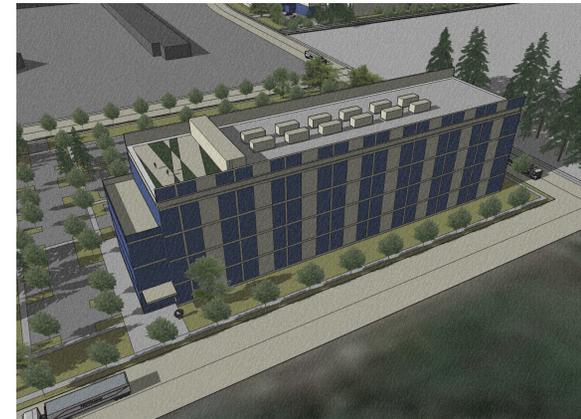
Because their building program is more flexible than industrial or warehouse projects, multi-story office buildings in Coffee Creek should incorporate elements such as jogs or offsets in street-facing building elevations, building step-backs at upper floor levels, projections that create shadow lines, deep roof overhangs, major recesses in the building elevation to mark entries, or the bold expression of the building's structural system.

## 2.4 Addressing Street façades

Building elevations fronting Addressing Streets offer an initial impression of design quality and deserve special design attention. The design for all elevations for all buildings facing an Addressing Street shall clearly delineate a distinctive three-part design of base, body, and top. The intent of this guideline is to visually ground all buildings in the Coffee Creek landscape and provide a distinctive silhouette of each building against the skyline.

## 2.5 Addressing Street enclosure and street wall

Site and building design shall support a uniform street wall of buildings along Addressing Streets that frames the public realm and supports a unified streetscape.



## 3. ROOF FORMS

### 3.1 Fifth elevation

The roof forms of office buildings and industrial buildings in the Coffee Creek Industrial Area should be considered as the “fifth elevation” of the building and their design should be fully considered as one element in the overall design of any building.

### 3.2 Natural light

For manufacturing or warehousing facilities, the design guidelines strongly encourage the historic “saw tooth” roof form with integrated north-facing clerestory windows.

#### Roof forms

The roof forms of buildings should be considered as the “fifth elevation” and their design should be fully considered as one element in the overall design. Collection, storage, and discharge of stormwater should be expressed as architectural features.

DESIGN GUIDELINES

**3.3 Roof edge**

At a minimum, the roof edge of all buildings will create a distinctive profile against the sky when seen from the public realm. In the case of warehouse or factory buildings with large floor plates, the roof may not be visible from grade and other elements of the building –the primary building entry, landscape plantings, signage, or elements of the building façade will be the prominent design features.

**3.4 Roof forms**

Buildings in the Coffee Creek Industrial Area are encouraged to include prominent roof forms. This guideline may be accomplished by accentuating the required building top with upturned eaves or projections, using sloped roofs, extending roofs beyond the building elevation to create deep overhangs, adding architectural elements like braces or brackets, and prominent vertical features such as towers or vertical circulation.

**3.5 Incorporation of mechanical systems**

Design roof forms to incorporate a building’s mechanical systems and fully screen roof-mounted equipment from view from the public realm. Minimize any visual clutter of multiple, isolated roof-top equipment by grouping such elements and screening them from view with architectural elements.

**3.6 Roof stormwater**

Collection, storage, and discharge of stormwater from building roofs should be expressed as distinct architectural features, integrated into building design using the design of sloping roofs, gutters, scuppers, downspouts, and cisterns that collect and store rain water. Green roof technologies could be appropriate in new buildings in Coffee Creek as an integrated element in stormwater management.

**4. MATERIALS AND COLORS**

**4.1 Coffee Creek colors**

Use of authentic, durable, and sustainable materials that derive their color from the natural setting of Coffee Creek support a consistent image and identity of the industrial area as a high-quality employment hub of the City of Wilsonville. Simple, basic, industrial materials, such as board-formed or cast-in-place concrete, architectural metal panels, corrugated steel, brick masonry, and architecturally-finished concrete masonry units are encouraged.



**Natural light**

For manufacturing or warehousing facilities, the design guidelines strongly encourage the historic “saw tooth” roof form with integrated north-facing clerestory windows.



**Roof edge**

At a minimum, the roof edge of all buildings will create a distinctive profile against the sky when seen from the public realm.

#### 4.2 Emphasize base, body, and top

Materials should be organized on each building elevation to emphasize the three zones of base, body, and top and to highlight important features such as entrances.

#### 4.3 Muted color palette

Site features and buildings should incorporate the subtle color palette derived from the natural landscape. Larger building forms can be made less prominent by employing a muted color palette drawn from the colors prevalent on the site.

### 5. SUSTAINABLE BUILDING DESIGN

#### 5.1 Solar advantage and daylight

Sustainable building practices help to create healthy communities and ecosystems. To the extent possible, building orientation should consider solar exposure and capture the energy of the sun in a passive manner. Entries and public spaces should be sited where they can benefit from daylight.

#### 5.2 Shading

Building elevations facing south and west should incorporate deep roof overhangs, projections, or sun shading devices.

#### 5.3 Non-mechanical light and ventilation

Introduce natural light into buildings using clerestory windows and skylights. In those areas, such as offices, operable windows, and natural ventilation is encouraged.

#### 5.4 Minimal site alteration

Where possible, buildings, surface parking lots, drive aisles, service yards, and loading areas should merge with the existing grades, rather than significantly altering them.



#### Base, body, and top

Materials should be organized on each building elevation to emphasize the three zones of base, body, and top and to highlight important features such as entrances.



# Coffee Creek Light Industrial Patterns and Typologies

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Prototypes

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Connectivity and Street Design Patterns

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Street and Path Typology

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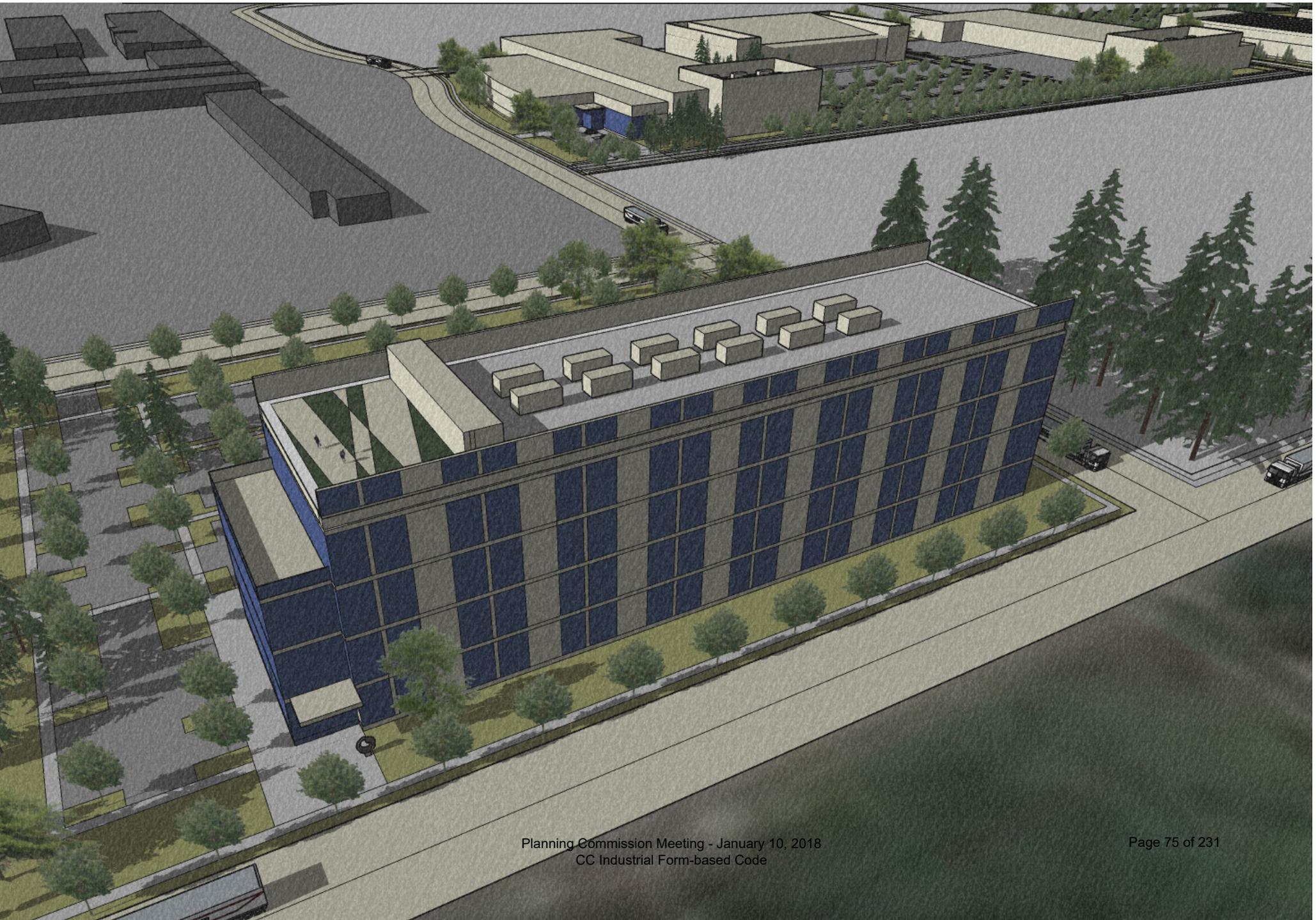
Site Design Patterns

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Building Design Patterns

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**PATTERNS AND TYPOLOGIES**

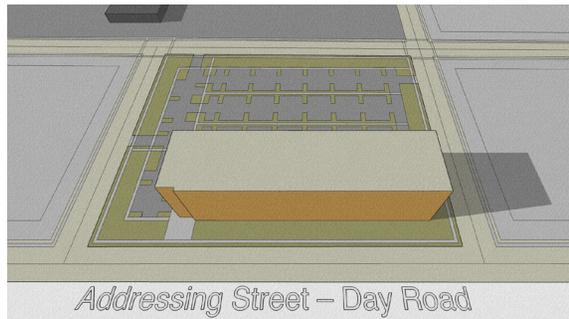


# Overview of the Prototypes

## Prototype 1

### HYPOTHETICAL SITE AND BUILDING PROGRAM

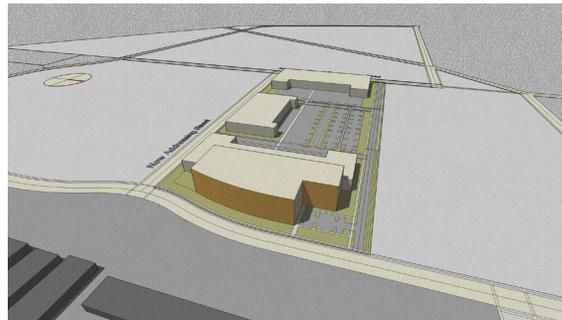
- 142,000 square feet located on Day Road
- Multi-story office building
- 40,000 square feet for office, research, lab, fabrication
- Building footprint of 20,000 square feet



## Prototype 2

### HYPOTHETICAL SITE AND BUILDING PROGRAM

- 700,000 square feet located on Garden Acres Road
- Industrial / warehouse building with loading docks and service bays
- 400,000 square feet for warehouse, office



## Prototype 3

### HYPOTHETICAL SITE AND BUILDING PROGRAM

- Existing 525,000 square foot industrial site on Grahams Ferry Road
- Combines existing structures with new development
- Hypothetical: 261,000 square feet for industrial fabrication and office

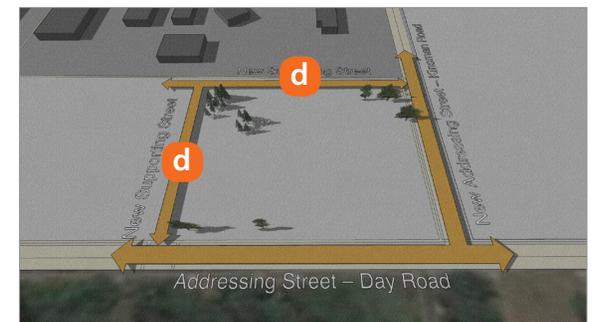


# Connectivity and Street Design Patterns

## A.1.1 CONNECTION SPACING

The intent for all streets and paths in Coffee Creek is to create an integrated district with a robust, resilient, and connected network that supports economic and environmental sustainability. There is a fixed structural framework of Addressing Streets that provides access from within Coffee Creek to the rest of the region. That framework is intended to support a well-integrated and fine-grained system of streets and paths where a multi-use path might be the connecting link between an Addressing Street and a Supporting Street or Through Connection. The design intent is to maximize connectivity –of all kinds– to the extent feasible.

- a** Potential industrial development site
- b** Location of nearest existing or planned Addressing Street
- c** Priority Addressing Street
- d** Location of Through Connections



## Prototype 1



## Prototype 2



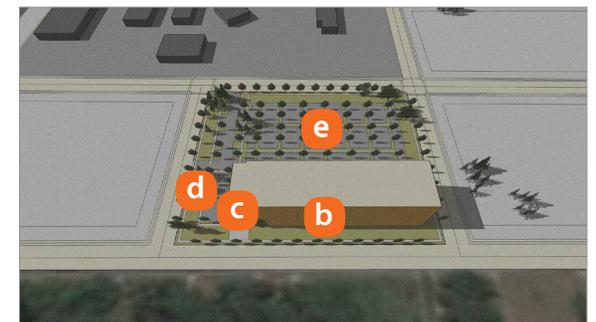
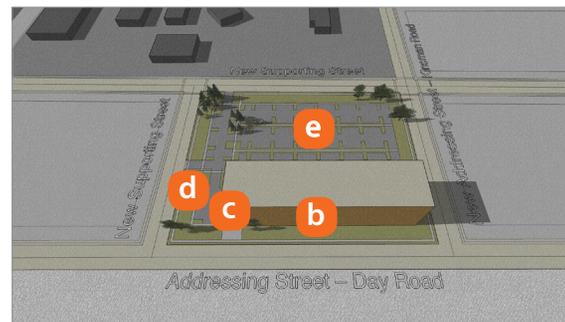
## Prototype 3

# Site Design Patterns

## SECTION C. INTENT STATEMENT

The primary building entry is a significant element of building design in Coffee Creek. The design guidelines recommend that the primary entrance for all buildings front on an Addressing Street. This is not a requirement of the Form-based Code; an entrance on a Supporting Street or Through Connection is acceptable provided the entry is clearly visible from the Addressing Street and a clear public route to the entry is provided. Emphasize the importance of the primary building entry with glass, canopies, signage, public art, landscaping, and lighting.

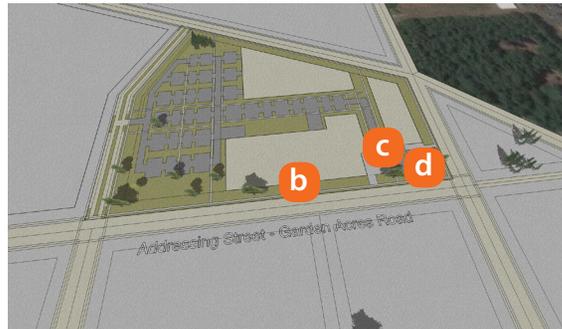
- a** Development parcel delineated by Addressing and Supporting Streets
- b** Primary building frontage
- c** Primary entrance
- d** Location of limited front yard surface parking
- e** Surface parking



## Prototype 1



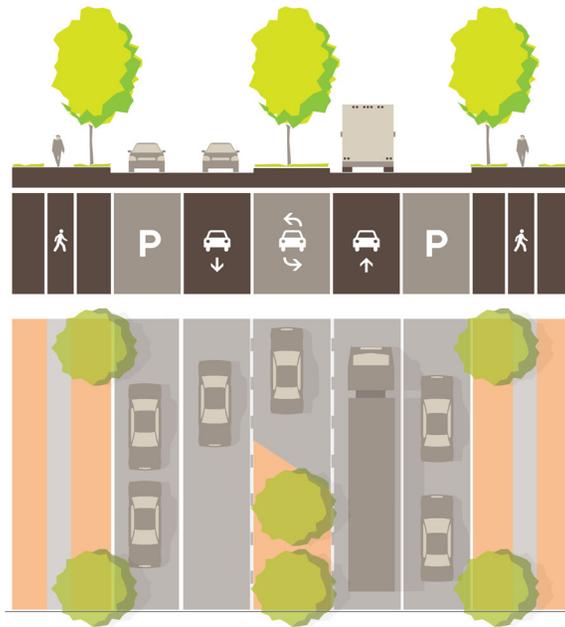
Prototype 2



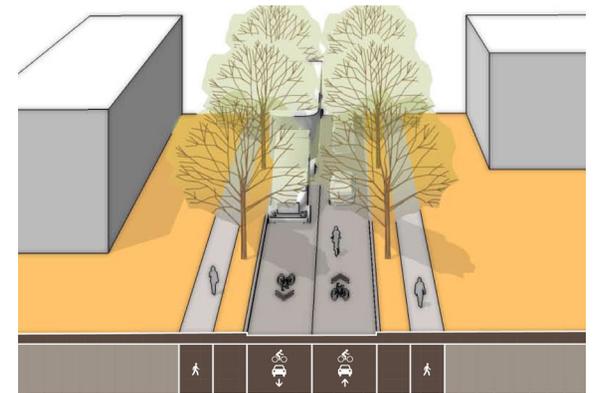
Prototype 3

# Supporting Street Typology

Supporting Street

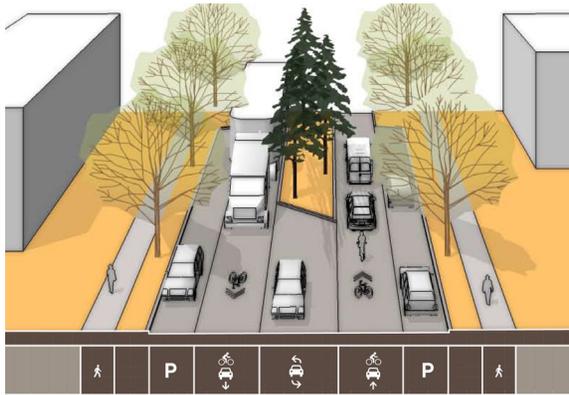


Supporting Street—Possible street section and plan



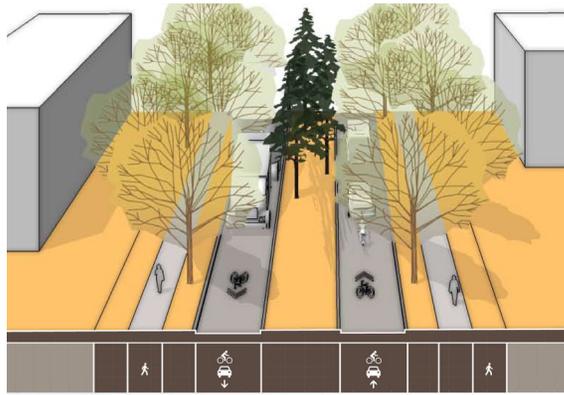
## Minimal

- Vehicular access
- Pedestrian access—in sidewalks
- Bicycle access—in shared lane
- Street trees—in continuous planted park strip
- Planted median
- Left turn lane
- On-street parking



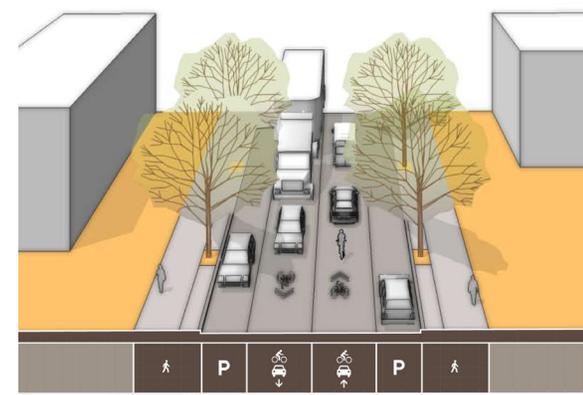
## Monumental

- Vehicular access
- Pedestrian access—in sidewalks
- Bicycle access—in shared lane
- Street trees—in continuous planted park strip
- Planted median
- Left turn lane
- On-street parking



## Park-like character

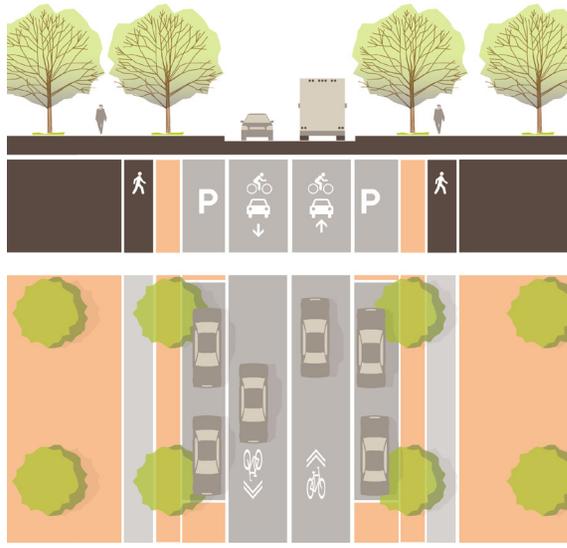
- Vehicular access
- Pedestrian access—sidewalks
- Bicycle access—shared lane
- Street trees—in continuous planted park strip
- Planted median
- Left turn lane
- On-street parking



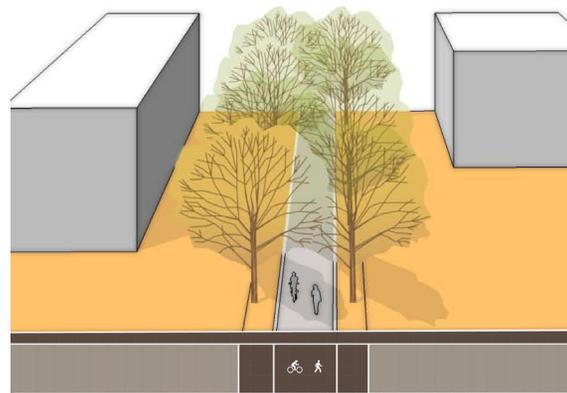
## Urban character

- Vehicular access
- Pedestrian access—in sidewalks
- Bicycle access—in shared lane
- Street trees—in tree wells
- Planted median
- Left turn lane
- On-street parking

# Through Connection Typology

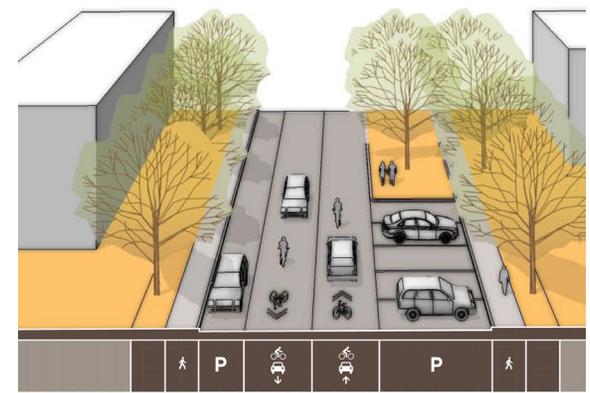


Through Connection—  
Possible street section and  
plan



## Minimal bike-ped

- Vehicular access
- Pedestrian access—in multi-use path
- Bicycle access—in multi-use path
- Street trees—in continuous planted park strip
- Pocket parks
- Planted median
- On-street parking

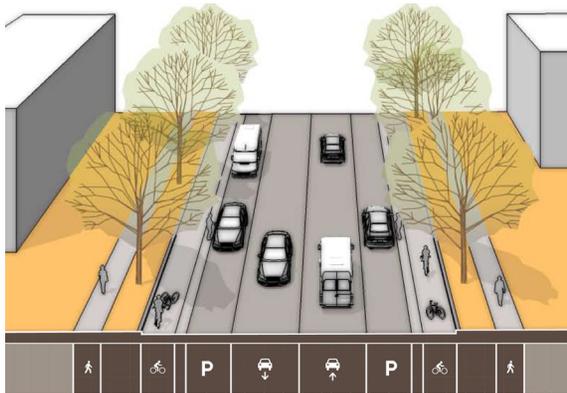


## Park-like

- Vehicular access
- Pedestrian access—in sidewalks
- Bicycle access—in shared lane
- Street trees—in continuous planted park strip
- Pocket parks—in parklets\*
- Planted median
- On-street parking—head-in

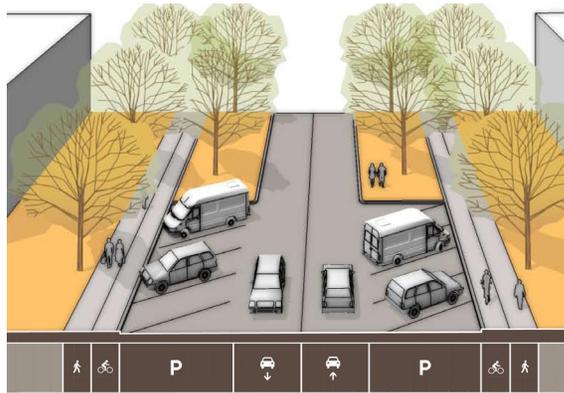
\*A "parklet" is a pocket park within the parking width

CONNECTIVITY AND STREET DESIGN PATTERNS: STREET AND MULTI-USE PATHS



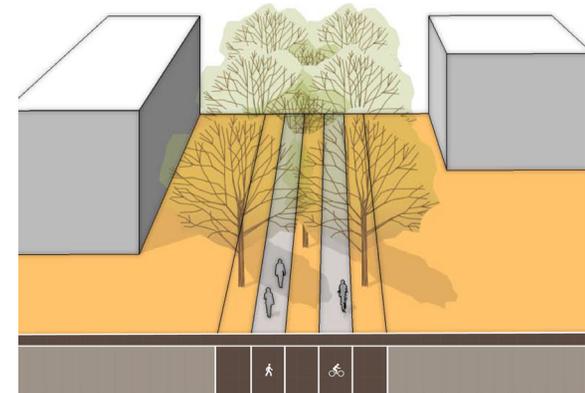
## Bike priority

- Vehicular access
- Pedestrian access—in sidewalk
- Bicycle access—in buffered bike lane
- Street trees—in continuous planted park strip
- Pocket parks
- Planted median
- On-street parking—parallel



## Maximum parking

- Vehicular access
- Pedestrian access—in sidewalks
- Bicycle access—in buffered bike lane
- Street trees—in continuous planted park strip
- Pocket parks—in parklets\*
- Planted median
- On-street parking—diagonal



## Bike-ped

- Vehicular access
- Pedestrian access—multi-use path
- Bicycle access—multi-use path
- Street trees—in continuous planted park strip
- Pocket parks—in parklets\*
- Planted median
- On-street parking

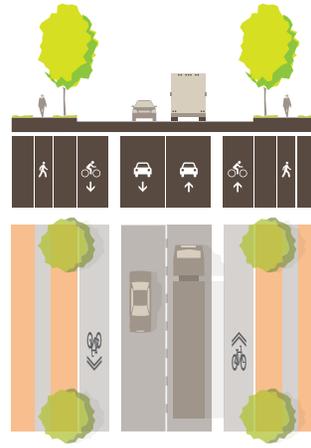
\*A "parklet" is a pocket park within the parking width

# Addressing Street Typology



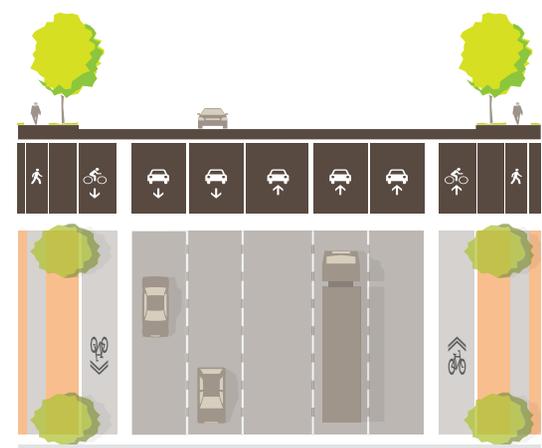
## Day Road

Type	Major Arterial
Role in Network	Freight and Bike Route
Design Speed	Under 35 mph
Right-of-Way Easement	110 feet
Curb-to-Curb Width	82 feet
Travel Lanes (number)	4
Travel Lane Width	10-12 feet
Center Turn Lane Width	14 feet
Parking Lane Width	0
Bike Facilities Width	10 feet Buffered Bike Lane
Sidewalk Width	6 feet each side
Planting Strip Width	8 feet



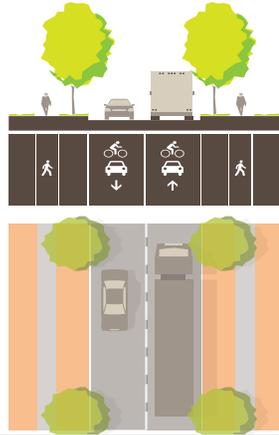
## Cahalin Road

Type	Local Street
Role in Network	Bike Route
Design Speed	Under 20 mph
Right-of-Way Easement	72 feet
Curb-to-Curb Width	44 feet
Travel Lanes (number)	2
Travel Lane Width	10-11 feet
Center Turn Lane Width	NA
Parking Lane Width	0
Bike Facilities Width	10 feet Buffered Bike Lane
Sidewalk Width	6 feet each side
Planting Strip Width	8 feet



## Grahams Ferry Rd

Type	Minor Arterial
Role in Network	Freight and Bike Route
Design Speed	Under 30 mph
Right-of-Way Easement	110 feet
Curb-to-Curb Width	82 feet
Travel Lanes (number)	4
Travel Lane Width	10-12 feet
Center Turn Lane Width	14 feet
Parking Lane Width	0
Bike Facilities Width	10 feet Buffered Bike Lane
Sidewalk Width	6 feet each side
Planting Strip Width	8 feet



## Garden Acres Rd

Type	Minor Arterial
Role in Network	
Design Speed	Under 25 mph
Right-of-Way Easement	52 feet
Curb-to-Curb Width	24 feet
Travel Lanes (number)	2
Travel Lane Width	10-11 feet
Center Turn Lane Width	NA
Parking Lane Width	0
Bike Facilities Width	Cycle track
Sidewalk Width	6 feet each side
Planting Strip Width	8 feet



## Clutter Road

Type	Collector
Role in Network	Freight Route
Design Speed	Under 25 mph
Right-of-Way Easement	86 feet
Curb-to-Curb Width	58 feet
Travel Lanes (number)	2
Travel Lane Width	10-12 feet
Center Turn Lane Width	14 feet
Parking Lane Width	0
Bike Facilities Width	10 feet Buffered Bike Lane
Sidewalk Width	6 feet each side
Planting Strip Width	8 feet

# Prototype 1

## **B. 2.2 EXISTING TREE GROVES AT POINTS OF ACCESS**

Incorporate elements such as existing stands of native trees to emphasize points of site access and building access.

## **C. 1.4 PARCEL ACCESS FROM AN ADDRESSING STREET**

Where parcel access connects the primary building entrance to the Addressing Street extend the design, character, scale, and materials of the entry to the public sidewalk.

## **C. 1.10 FRONT YARDS THAT CONTRIBUTE TO THE PUBLIC REALM**

Design the landscape in front yards along Addressing Streets to result in an attractive contribution to the quality of the public realm.

## **SECTION D. INTENT STATEMENT**

Interaction between the private enterprise inside of a building and the public contributes to the vitality of the streets in the Coffee Creek Industrial Area. Transparency in front façade of buildings adds a subtle message that behavior in the public realm is being observed which contributes to the overall safety of the neighborhood. When passersby can sense activity that occurs inside of a building, they get a sense of people participating in their community.

## **D. 1.2 PRIMARY ENTRY AS SIGNIFICANT BUILDING FEATURE**

Make the primary building entry a significant element of building design in Coffee Creek. Emphasize the importance of the primary building entry with elements that could include a landscaped forecourt; a wide pedestrian path from the sidewalk with special paving; accent and pathway lighting; special plantings and landscape; a prominent roof form at the building's entrance; a generous canopy of metal or glass that offers protection from the elements; a major recess in the façade; seating elements such as benches, ledges, and movable chairs; or an open, transparent building lobby or vestibule that projects beyond the body of the building. Place these functional elements on an Addressing Street or Supporting Street and make their function visible from the streets and sidewalks.

## **D. 2.5 ADDRESSING STREET ENCLOSURE AND STREET WALL**

Site and building design shall support a uniform street wall of buildings along Addressing Streets that frames the public realm and supports a unified streetscape.



- a** Primary Addressing Street
- b** Existing tree groves at points of access
- c** Front yards that contribute to the public realm
- d** Enhanced public realm safety through interaction of public and private spaces
- e** Primary building entry relationship to Addressing Street
- f** Primary entrance

## Prototype 2

### **A. 2.1 PARK-LIKE CHARACTER**

Design Addressing Streets to establish and support a park-like character of the public realm. Addressing Streets shall provide continuous sidewalks on both sides of the street that protect the pedestrian with a planting strip landscaped with shade trees. Addressing Streets may also include a planted central median.

### **A. 2.3 PROMINENT ADDRESS**

Design Addressing Streets to serve as the “front door” or “address” for new buildings and development. New Addressing Streets shall include sidewalks on both sides that provide safe, continuous access for pedestrians to all abutting sections of the primary street network of Addressing Streets. Unless interrupted by another Addressing Street or a Supporting Street, the sidewalks shall be protected by a continuous landscape strip planted with shade trees.

### **A. 2.4 ENCLOSED PUBLIC REALM**

Orient building massing, form, architecture, and programmatic function along Addressing Streets to help define the public realm, create a distinctive enclosure of the public realm, and support the sense of place in Coffee Creek.

### **A. 3.3 EXTENSION OF PUBLIC REALM**

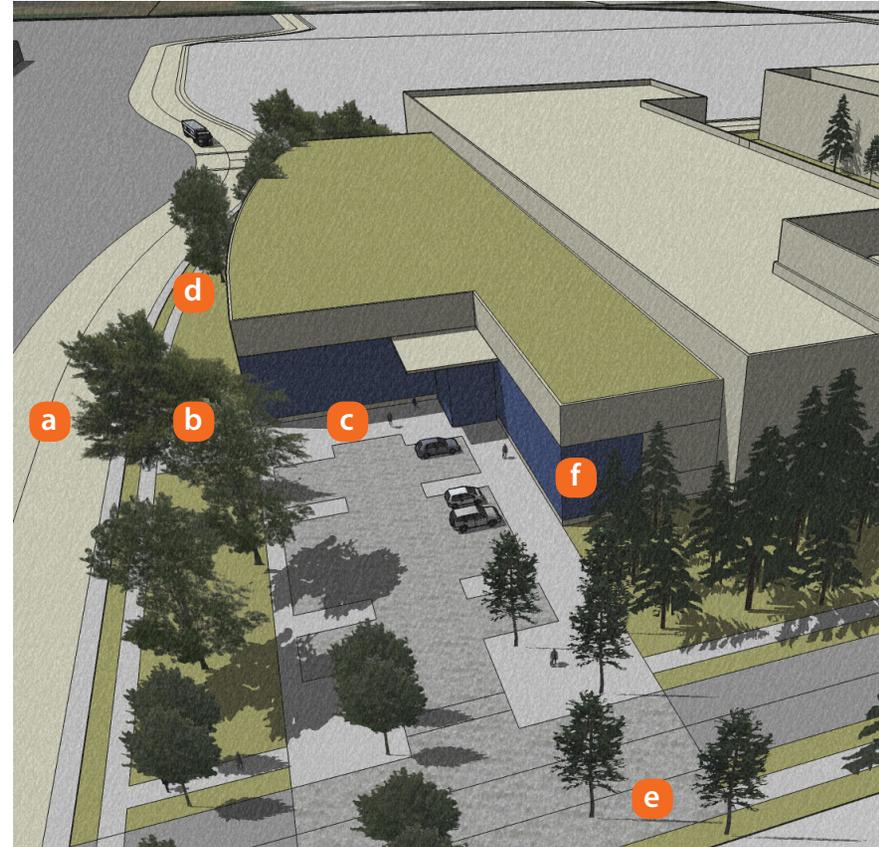
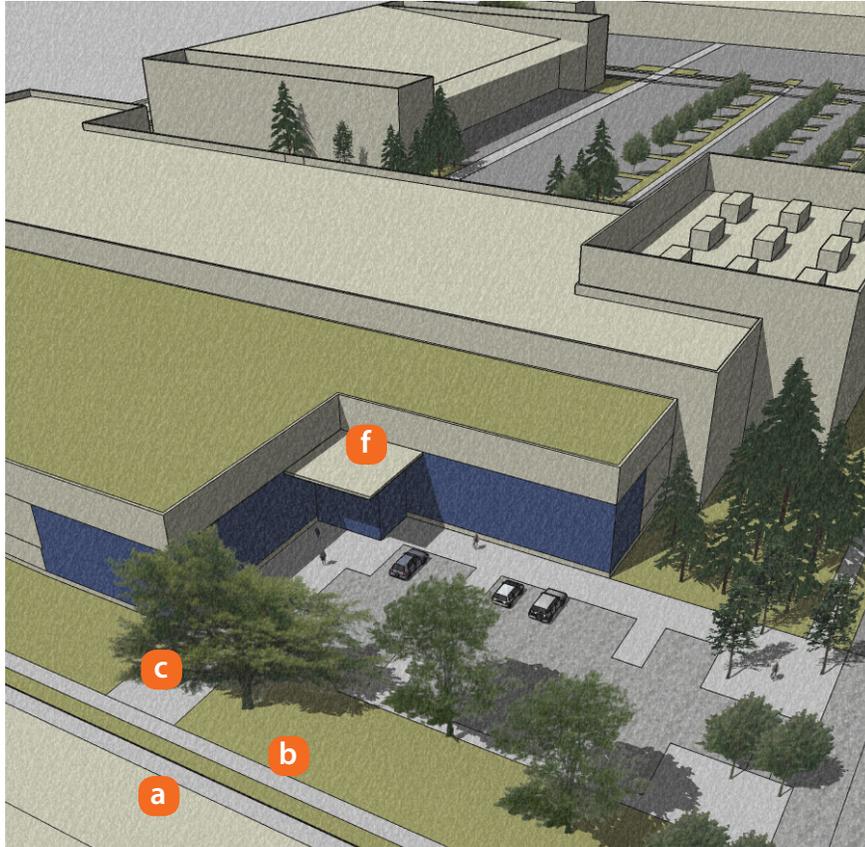
Design Supporting Streets to establish and support the extension of the public realm established by the network of Addressing Streets.

### **SECTION C. INTENT STATEMENT**

Trees help to define place. Whether individually, or in groves of native species, trees enhance the public realm by giving context and scale to the Coffee Creek Industrial Area. Landscape planting in front, side, and rear yards and as screening for parking lots, service drives, and service enclosures gives form and defines the public realm and parcels. Landscape design, installation, and maintenance helps to define the Coffee Creek Industrial Area and to diminish the large scale of industrial buildings. Landscaping also helps direct people to building entries. The native plant materials are climate adaptive, have low water and maintenance requirements, and visually blend with adjacent, undisturbed landscapes. Native trees should be preserved and employed as the visual anchors of new landscapes.

### **D. 1.3 VISUAL INTEREST AND HUMAN SCALE**

Locate the office and support spaces for warehouse and industrial buildings on the Addressing Street or Supporting Street instead of burying these functions in the interior of a large monolithic structure. Expressing the smaller-scale of these programmatic functions on the ground floor can help soften the bulk of large buildings and add visual interest and a human scale to the public realm. This guideline may be accomplished by wrapping the high-bay industrial form with lower-scaled structures on the street; extending a discrete element of the building that contains these functions and giving this element a distinctive, contrasting architectural expression; or providing a visual break in the building mass and structure that creates an impression of two separate buildings.



- a** Primary Addressing Street
- b** Addressing Street park-like character
- c** Addressing Street as front door
- d** Enclosed public realm
- e** Native trees in the setback
- f** Visual interest and human scale

PATTERNS AND TYPOLOGIES

# Prototype 3

## B. 1.6 TREE PRESERVATION WITHIN SETBACKS

Whether individually or in groves of native species, preserve trees within the setbacks of the development, particularly when they occur within the setback of an Addressing Street, or a Supporting Street that serves as the development's primary access street.

## B. 1.7 INFORMAL PARK-LIKE LANDSCAPING

The park-like character of the design of the Addressing Streets should be complemented by landscaping around buildings, parking lots, and open space that reflects the informal, natural, and original landscape that preceded development and persists in places across the site.

## SECTION C. INTENT STATEMENT

Surface parking is permitted in the front yard setback for development along Addressing Streets with limitations. Surface parking lots are limited in scale and designated for short-term parking for visitors, people with disabilities, and deliveries only. The design guidelines are intended to establish the character for surface parking lots in a manner that supports the City's goals for pedestrian convenience, comfort, and safety.

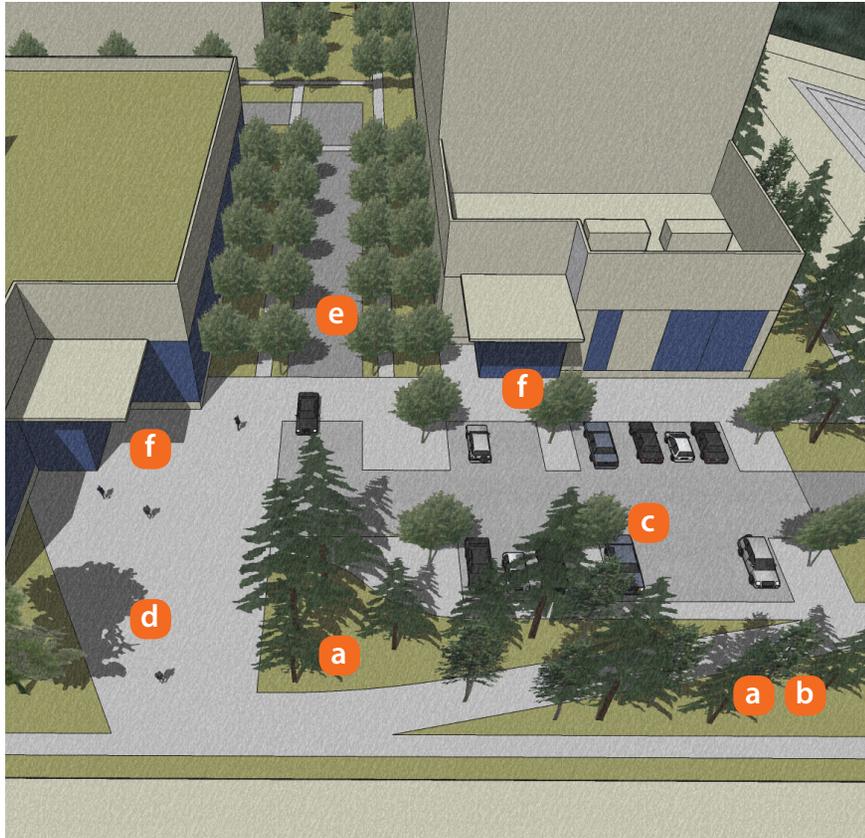
## C. 1.1 DISTINCTIVE IDENTITY OF VISITOR ARRIVAL POINT

Where parcel access is also the primary automobile access to a building for visitors, use landscaping and signage to create a distinctive sense of arrival.



## C. 1.3 FORMAL LANDSCAPE DESIGN THAT CONTRASTS

Design guidelines for the landscape of front yards along Addressing Streets encourage a natural, irregular pattern of native plant materials. Along parcel access routes consider breaking this informal character of the landscape frontage with design and plant materials that are more formal, regular, and ornamental.



**D. 1.1 PRIMARY BUILDING ENTRY RELATIONSHIP TO ADDRESSING STREET**

The primary building entrance shall be visible to and accessible from an Addressing Street.

- a** Tree preservation within setbacks
- b** Informal park-like landscaping
- c** Limited surface parking in the front setback
- d** Distinctive identity of visitor arrival point
- e** Formal landscaping that contrasts
- f** Primary entrance



**Attachment A3 - Additional Development Code Modifications - Administrative Review Option**

**Administration**

**Sections 4.000 – 4.035**

**Section 4.001 Definitions.**

*The following definitions, related to the Coffee Creek Industrial Design Overlay District, are proposed to be added to this section in alphabetical order.*

Addressing street: A major existing or planned street within the Coffee Creek Industrial Design Overlay District as defined in Section 4.134.

Master Plan: A plan with a series of detailed components covering one or more distinct areas.

- See Villebois Village Master Plan.
- See Coffee Creek Design Overlay District.

Pattern Book: An illustrative document that depicts the site development, landscaped design, and/ or architectural character of a proposed development.

- See Section 4.125.15, Pattern Book for projects in Villebois.
- See Section 4.134 (.06) F, Pattern Book for projects in the Coffee Creek Design Overlay District.

Parcel: Within the Coffee Creek Industrial Design Overlay District, areas bounded by addressing streets, supporting streets and/or through connections are defined as a parcel.

Regulating Plan: A plan that organizes the system of existing and future streets and multi-use paths within the Coffee Creek Industrial Design Overlay District.

Supporting streets: New streets within the Coffee Creek Industrial Design Overlay District, which may be located within public rights-of-way or public easements.

Through connections: New streets, multi-use paths, or streets that combine characteristics of local streets and multi-use paths. They are located within the Coffee Creek Industrial Design Overlay District and may be located within public rights-of-way or public easements.

**Section 4.030. Jurisdiction and Powers of Planning Director and Community Development Director.**

(.01) Authority of Planning Director. The Planning Director shall have authority over the daily administration and enforcement of the provisions of this Chapter, including dealing with non-discretionary matters, and shall have specific authority as follows:

A. A Class I application shall be processed as a ministerial action without public hearing, shall not require public notice, and shall not be subject to appeal or call-up, except as noted below. Pursuant to Class I procedures set forth in Section 4.035, and upon finding that a proposal is consistent with the provisions of this Code and any applicable Conditions of Approval, shall approve the following, with or without conditions:

1. Minor site clearing and grading, prior to the approval of a Site Development Plan, provided that:
  - a. no clearing or grading occurs within the Significant Resource Overlay Zone. Clearing or grading in the Significant Resource Overlay Zone shall require, at a minimum, approval of a Class II permit through the procedures specified below;

- b. no clearing or grading occurs within twenty-five (25) feet of an area that has been identified by the City as a wetland;
  - c. not more than three (3) trees are proposed to be removed;
  - d. no fill or removal is proposed;
  - e. adequate measures are utilized to control erosion and runoff from the site and that the applicant will submit a final Site Development application within seven (7) days of submitting the minor site grading application. All grading activities require compliance with the requirements of the applicable building code and City Public Works standards.
2. Class I Sign Permits, and Temporary Sign Permits for thirty (30) days or less. [Amended by Ord. No. 704, 6/18/12.]
  3. Architectural, landscape, tree removal, grading and building plans that substantially conform to the plans approved by the Development Review Board and/or City Council. The Planning Director’s approval of such plans shall apply only to Development Code requirements and shall not alter the authority of the Building Official or City Engineer on these matters.
  4. Building permits for single family or two-family dwellings, and in the Village zone, row houses or apartments, meeting zoning requirements and located on lots that have been legally created. The Planning Director’s approval of such plans shall apply only to Development Code requirements and shall not alter the authority of the Building Official or City Engineer on these matters. [Amended by Ord 557 adopted 9/5/03].
  5. Lot line adjustments, where none of the lots increase in area by fifty percent (50%) or more, subject to the standards specified in Section 4.233.
  6. A temporary use permit for not more than thirty (30) days, subject to the following standards:
    - a. the applicant has the written permission of the property owner to use the site;
    - b. the proposed use will not create an obstruction within a sight vision clearance area that would impair the vision of motorists entering onto or passing by the property;
    - c. adequate parking is provided;
    - d. signs shall meet the standards of Section 4.156.09. A maximum of two signs, not exceeding a combined total of 24 square feet, are allowed; and
    - e. the proposed use has the approval of the Fire Marshal.
  7. Determination that an existing use or structure is a non-conforming use or non-conforming structure, as defined in this Code. Except, however, that the Planning Director may, in cases where there is any uncertainty as to the history of the property, choose to process such determinations through the Class II procedures below.
  8. Actions taken subject to Site Development Permits which have been approved by the appropriate decision-making body of the City.

9. Final plats for condominiums, subdivisions, or partitions that are substantially the same as tentative plats approved by the City and which are submitted for review and signature prior to recordation with the appropriate county.
  10. Type A tree removal permits as provided in Section 4.600.
  11. Determination, based upon consultation with the City Attorney, whether a given development application is quasi-judicial or legislative. Except, however, that the Planning Director may, in cases where there is any uncertainty as to the nature of the application, choose to process such determinations through the Class II procedures below.
  12. Expedited land divisions. Applications for expedited land divisions, as provided for in Section 4.232 of this Code and ORS Chapter 197 shall be processed without public hearing, and shall be subject to appeal through the special appeal procedures specified in Section 4.232.
    - a. Authority of Planning Director. The Planning Director shall have authority to review applications for expedited land divisions and to take action approving, approving with conditions, or denying such applications, based on findings of fact.
    - b. Tentative Plat Requirements for Expedited Land Divisions. Tentative plats and all other application requirements for expedited land divisions shall be the same as for other forms of land divisions, except as those requirements are specifically altered by the Oregon Revised Statutes.
    - c. Administrative Relief Not Available. In taking action on an application for an expedited land division, the Planning Director is not authorized to grant Variances or waivers from the requirements of the Code.
    - d. Residential Areas Only. As specified in ORS 197, expedited land divisions shall only be approved in areas zoned for residential use.
- B. A Class II application shall be processed as an administrative action, with or without a public hearing, shall require public notice, and shall be subject to appeal or call-up, as noted below. Pursuant to Class II procedures set forth in Section 4.035, the Director shall approve, approve with conditions, deny, or refer the application to the Development Review Board for a hearing:
1. Minor alterations to existing buildings or site improvements of less than twenty-five percent (25%) of the previous floor area of a building, but not to exceed 1,250 square feet, or including the addition or removal of not more than ten (10) parking spaces. Minor modifications to approved Architectural and Site Development Plans may also be approved, subject to the same standards.
  2. Residential accessory buildings or structures with less than one hundred and twenty (120) square feet of floor area located within the Willamette River Greenway Boundary pursuant to Section 4.500 and subject to the flood plain development standards of Section 4.172. Approval of such accessory structures in the Greenway shall be based on all of the following findings of fact:

- a. The building or structure is located so that the maximum amount of landscape area, open space and/or vegetation is provided between the river and the building;
  - b. Public access to the river is preserved or is provided in accordance with an approved and adopted plan; and
  - c. That the change of use, intensification of use, or development will be directed away from the river to the greatest possible degree while allowing a reasonable use of the property.
3. Written interpretations of the text or maps of this Code, the Comprehensive Plan or sub-elements of the Comprehensive Plan, subject to appeal as provided in Section 4.022. The Planning Director may review and interpret the provisions and standards of Chapter 4 (Planning) of the Wilsonville Code upon receiving the required filing fee along with a specific written request. The Director shall publish and mail notice to affected parties and shall inform the Planning Commission and City Attorney prior to making a final written decision. The Director's letter and notice of decision shall be provided to the applicant, the Planning Commission, the City Council, and City Attorney and the notice shall clearly state that the decision may be appealed in accordance with Section 4.022 (Appeal Procedures). A log of such interpretations shall be kept in the office of the Planning Department for public review.
4. A permit to locate an accessory use on a lot adjacent to the site of the principal use.
5. Subdivisions located within the Coffee Creek Industrial Design Overlay District and land partitions, other than expedited land divisions, pursuant to Section 4.210. ~~Approval of land partitions~~ shall be based on all of the following findings of fact:
- a. The applicant has made a complete submittal of materials for the Director to review, as required in Section 4.210;
  - b. The proposed plan meets the requirements of the Code regarding minimum lot size and yard setbacks;
  - c. The approval will not impede or adversely affect the orderly development of any adjoining property or access thereto;
  - d. The public right-of-way bordering the lots or parcels will meet City standards;
  - e. Any required public dedications of land have been approved for acceptance by the City and will be recorded with the County prior to final plat approval;
  - f. Adequate easements are proposed where an existing utility line crosses or encroaches upon any other parcel to be created by the partition;
  - g. All public utilities and facilities are available or can be provided prior to the issuance of any development permit for any lot or parcel; and
  - h. Roads extended or created as a result of the land division will meet City standards.
6. Decisions on the following:

- a. Lot line adjustments, where any of the lots increase by more than fifty percent (50%) in area, subject to the provisions of Section 4.233.
- b. Temporary use permits for periods exceeding thirty (30) days. Temporary use permits may allow specific activities associated with the primary use or business located on the property for up to 120 days provided that:
  - i. the property owners have given written permission;
  - ii. no structure, sign or any other object shall exceed 20 feet in height;
  - iii. adequate parking is provided in designated spaces;
  - iv. signs are limited to a maximum of two and shall not exceed a total combined area of 24 square feet;
  - v. electrical and building permits are obtained as required;
  - vi. undue traffic congestion will not result and, if traffic congestion is expected, a traffic control plan is submitted along with the application that identifies the traffic control procedures that will be used;
  - vii. the activity and/or use shall not unduly interfere with motorists driving on adjacent roads and streets, including I-5; and
  - viii. public notice has been provided and the comments of interested parties have been considered in the action that has been taken.

7. Solar access permits, as specified in Section 4.137.3.

[Correction of numbering order for Section 4.030(.01)(B.) by Ordinance No. 538, 2/21/02.]

8. Class II Sign Permits. [Added by Ord. No. 704, 6/18/12.]

9. Site design review, as authorized in Section 4.400 for properties located within the Coffee Creek Industrial Design Overlay District, which satisfy all applicable standards and adjustment criteria in Section 4.134.

10. Review of Stage I and Stage II Planned Development applications for properties located within the Coffee Creek Industrial Design Overlay District, which satisfy all applicable standards and adjustment criteria in Section 4.134.

11. Type C tree removal permits as provided in Section 4.600 for properties located within the Coffee Creek Industrial Design Overlay District.

- C. Other specific actions or duties delegated by Planning Commission or Development Review Board Resolution, or by order of the Council, setting forth the review procedure guided by clear and objective standards for administration.
- D. Administrative Relief: In issuing the permits in subsection “B,” above, the Planning Director may grant limited relief in cases of hardship. The Director shall follow the Class II - Administrative Approval procedures to determine whether administrative relief shall be granted. If the Director receives a complete application, along with the required filing fee, and the request involves only the expansion or reduction by not more than 20 percent of one or more quantifiable provisions of yard, area, lot dimension, or parking requirements of the zone, the Director may approve the application, based upon findings of fact supported by evidence in the record. The Variance procedures and standards specified in Section 4.196 shall be used in determining whether administrative relief shall be granted.

- E. Emergency Situations: The Planning Director may review and approve any reasonable and necessary emergency measure, including the removal of trees and vegetation from the Willamette River Greenway, Significant Resource Overlay Zone and wetlands, necessary for the safety and/or protection of persons or property. The standard shall be that the least amount of activity or disruption is used to provide the necessary protection to the property or to avert damage to the property. The Director may require restoration of landscaping, vegetation or soil to repair any damage resulting from enacting emergency protection measures.
- (.02) Authority of Community Development Director. The Community Development Director shall serve as the City's Flood Plain Administrator and shall have specific additional authority as follows:
- A. Reviewing proposed site development applications to assure compliance with the requirements of Section 4.172 (Flood Plain Regulations);
  - B. Reviewing proposed site development applications to determine whether sufficient information exists to waive the requirement of a traffic study.
  - C. Reviewing and determining the adequacy of security provided in lieu of improvements for a development.
  - D. Reviewing final plats for compliance with conditions of approval and City engineering standards.

## **Zoning**

### **Sections 4.100 – 4.141**

**Section 4.110. Zoning - Zones.**

- (.01) The following Base Zones are established by this Code:
- A. Residential Agricultural H Holding, which shall be designated "RA-H".
  - B. Residential, which shall be designated "R".
  - C. Planned Development Residential, which shall be designated "PDR," and further divided into:
    - PDR-1
    - PDR-2
    - PDR-3
    - PDR-4
    - PDR-5
    - PDR-6
    - PDR-7.
  - D. Planned Development Commercial, which shall be designated "PDC," including PDC-TC (Town Center).
  - E. Planned Development Industrial, which shall be designated "PDI."
  - F. Public Facility, which shall be designated "PF."
  - G. Public Facility - Corrections, which shall be designated "PF-C."
  - H. Village, which shall be designated "V". (Added by Ord 557, adopted 9/5/03)
  - I. Residential Neighborhood, which shall be designated "RN". The RN zone is a Planned Development Residential zone. (Added by Ord. 806 adopted 07/17)
- (.02) The following Overlay Zones, to be used in combination with the underlying base zones, are established by this Code.
- A. Solar-Friendly (S) overlay zone;
  - B. Screening and Buffering (SB) overlay zone;
  - C. Old Town (O) overlay zone; and
  - D. Coffee Creek Industrial Design Overlay District (CCDOD).
- (.03) The use of any building or premises or the construction of any development shall be in conformity with the regulations set forth in this Code for each Zoning District in which it is located, except as provided in Sections 4.189 through 4.192.
- (.04) The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise.

**Section 4.135.5: Planned Development Industrial – Regionally Significant Industrial Area**

- (.01) Purpose. The purpose of the PDI-RSIA Zone is to provide opportunities for regionally significant industrial operations along with a limited and appropriate range of related and compatible uses; to provide the flexibility to accommodate the

changing nature of industrial employment centers, to protect industrially zoned lands for industrial uses, primarily in those areas near significant transportation facilities for the movement of freight and to facilitate the redevelopment of under-utilized industrial sites.

- (.02) The PDI-RSIA Zone shall be governed by Section 4.140, Planned Development Regulations, and as otherwise set forth in this Code.
- (.03) Uses that are typically permitted:
- A. Wholesale houses, storage units, and warehouses.
  - B. Laboratories, storage buildings, warehouses, and cold storage plants.
  - C. Assembly of electrical equipment, including the manufacture of small parts.
  - D. The light manufacturing, simple compounding or processing packaging, assembling and/or treatment of products, cosmetics, drugs, and food products, unless such use is inconsistent with air pollution, excess noise, or water pollution standards.
  - E. Office Complexes-Technology (as defined in Section 4.001).
  - F. Experimental, film or testing laboratories.
  - G. Storage and distribution of grain, livestock feed, provided dust and smell is effectively controlled.
  - H. Motor vehicle service facilities complementary or incidental to permitted uses.
  - I. Any use allowed in a PDC Zone or any other light industrial uses provided that any such use is compatible with industrial use and is planned and developed in a manner consistent with the purposes and objectives of Sections 4.130 to 4.140 and is subject to the following criteria:
    - 1. Service Commercial (defined as professional services that cater to daily customers such as financial, insurance, real estate, legal, medical or dental offices) shall not exceed 3000 square feet of floor space in a single building or 20,000 square feet of combined floor area within a multiple building development.
    - 2. Office Use (as defined in Section 4.001) shall not exceed 20% of total floor area within a project site.
    - 3. Retail uses not to exceed 3000 square feet of indoor and outdoor sales, service, or inventory storage area for a single building or 20,000 square feet of indoor and outdoor sales, service or inventory storage area for multiple buildings.
    - 4. Combined uses under I.1 and 3. above shall not exceed a total of 3000 square feet of floor area in a single building or 20,000 square feet of combined floor area within a multi-building development.
  - J. Residential uses shall not exceed 10% of total floor area.

- K. Accessory uses, buildings and structures customarily incidental to any of the aforesaid principal permitted uses.
  - L. Temporary buildings or structures for uses incidental to construction work, which buildings or structures shall be removed upon completion or abandonment of the construction work.
  - M. Expansion of a building, structure or use approved prior to October 25, 2004 of up to 20% additional floor area and/or 10% additional land area.
  - N. Other similar uses which in the judgment of the Planning Director are consistent with the purpose of the PDI-RSIA Zone.
- (.04) Prohibited uses.
- A. Retail operations exceeding 3,000 square feet of area for sales, service area or storage area for retail inventory in a single building, or 20,000 square feet of sales, service or storage area for multiple buildings, except training facilities whose primary purpose is to provide training to meet industrial needs.
  - B. Any use or activity that violates the performance standards specified in Subsection 4.135.5(.06), below.
- (.05) Block and Access Standards. The PDI-RSIA Zone shall be subject to:
- A. The same block and access standards as the PDC Zone [Section 4.131(.02) and (.03)] for properties located outside of the Coffee Creek Industrial Design Overlay District; or
  - B. The access and block size standards in Section 4.134 for those properties located within the Coffee Creek Industrial Design Overlay District. ~~the same block and access standards as the PDC Zone [Section 4.131(.02) and (.03)].~~
- (.06) Performance Standards. The following performance standards apply to all industrial properties and sites within the PDI-RSIA Zone, and are intended to minimize the potential adverse impacts of industrial activities on the general public and on other land uses or activities. They are not intended to prevent conflicts between different uses or activities that may occur on the same property or site.
- A. All uses and operations except storage, off-street parking, loading and unloading shall be confined, contained and conducted wholly within completely enclosed buildings, unless outdoor activities have been approved as part of Stage II, Site Design or Administrative Review.
  - B. **Vibration:** Every use shall be so operated that the ground vibration inherently and recurrently generated from equipment other than vehicles is not perceptible without instruments at any boundary line of the property or site on which the use is located.
  - C. Emission of odorous gases or other odorous matter in quantities detectable at any time and at any point on any boundary line of the property or site on which the use is located are prohibited.

- D. Any open storage shall comply with the provisions of Section 4.176 and this Section.
- E. No building customarily used for night operation, such as a bakery, bottling and distribution plant or other similar use, shall have any opening, other than stationary windows or required fire exits, within one hundred (100) feet of any residential district and any space used for loading or unloading commercial vehicles in connection with such an operation shall not be within one hundred (100) feet of any residential district.
- F. Heat and Glare.
1. Operations producing heat or glare shall be conducted entirely within an enclosed building.
  2. Exterior lighting on private property shall be screened, baffled, or otherwise directed away from adjacent residential properties. This is not intended to apply to street lighting.
- G. Dangerous Substances: Any use which involves the presence, storage or handling of any explosive, nuclear waste product or any other substance in a manner which would cause a health or safety hazard on any adjacent land use or site shall be prohibited.
- H. Liquid and Solid Wastes:
1. Any storage of wastes which would attract rodents or insects or otherwise create a health hazard shall be prohibited.
  2. Waste products which are stored outside shall be concealed from view from any property line by a sight-obscuring fence or planting as required by Section 4.176.
  3. No connection with any public sewer shall be made or maintained in violation of applicable City or State standards.
  4. No wastes conveyed shall be allowed to or permitted, caused to enter, or allowed to flow into any public sewer in violation of applicable City or State standards.
  5. All drainage permitted to discharge into a street gutter, caused to enter or allowed to flow into any pond, lake, stream or other natural water course shall be limited to surface waters or waters having similar characteristics as determined by the City, County, and State Department of Environmental Quality.
  6. All operations shall be conducted in conformance with the city's standards and ordinances applying to sanitary and storm sewer discharges.
- I. Noise: Noise generated by the use, with the exception of traffic uses from automobiles, trucks and trains, shall not violate any applicable standards adopted by the Oregon Department of Environmental Quality and W.C. 6.204 governing noise control in the same or similar locations. [Amended by Ord. 631, 7/16/07]
- J. Electrical Disturbances. Except for electrical facilities wherein the City is pre-empted by other governmental entities, electrical disturbances generated by uses

within the PDI-RSIA Zone which interfere with the normal operation of equipment or instruments within the PDI-RSIA Zone are prohibited. Electrical disturbances which routinely cause interference with normal activity in abutting residential uses are also prohibited.

- K. Discharge Standards: There shall be no emission of smoke, fallout, fly ash, dust, vapors, gases or other forms of air pollution that may cause a nuisance or injury to human, plant or animal life or to property. Plans for construction and operation shall be subject to the recommendations and regulations of the State Department of Environmental Quality. All measurements of air pollution shall be by the procedures and with equipment approved by the State Department of Environmental Quality or equivalent and acceptable methods of measurement approved by the City. Persons responsible for a suspected source of air pollution upon request of the City shall provide quantitative and qualitative information regarding the discharge that will adequately and accurately describe operation conditions.
- L. Open burning is prohibited.
- M. Storage.
  - 1. Outdoor storage must be maintained in an orderly manner at all times.
  - 2. Outdoor storage areas shall be gravel surfaced or better and shall be sufficient for the materials being handled and stored. If a gravel surface is not sufficient to meet the performance standards for the use, the area shall be suitably paved.
  - 3. Any open storage that would otherwise be visible at the property line shall be concealed from view at the abutting property line by a sight obscuring fence or planting not less than 6' in height.
- N. Landscaping.
  - 1. Unused property, or property designated for expansion or other future use shall be landscaped and maintained as approved by the Development Review Board. Landscaping for unused property disturbed during construction shall include such materials as plantings of ornamental shrubs, lawns, native plants, and mowed, seeded fieldgrass.
  - 2. Contiguous unused areas of undisturbed fieldgrass may be maintained in their existing state. Large stands of invasive weeds such as Himalayan blackberry, English ivy, cherry laurel, reed canary grass or other identified invasive species shall be removed and/or mowed at least annually to reduce fire hazard. These unused areas, located with a phased development project or a future expansion cannot be included in the area calculated to meet the landscape requirements for the initial phase(s) of the development.
  - 3. Unused property shall not be left with disturbed soils that are subject to siltation and erosion. Any disturbed soil shall be seeded for complete erosion cover germination and shall be subject to applicable erosion control standards.

(.07) Other Standards.

A. Lot Size:

1. Parcels less than 50 acres in size at the time of adoption of this amended Section: Land divisions may occur in conformance with an approved Master Plan consistent with the requirements of this section. No lot size limit, save and except as shall be consistent with the other provisions of this code.
2. Parcels 50 acres or greater in size existing on October 25, 2004 may be divided into any number of parcels or lots pursuant to an approved Master Plan provided that at least one lot or parcel of at least 50 acres in size remains. Provided further however, at least forty percent (40%) of the lot or parcel so created has been developed or planned for industrial uses and associated accessory uses and no portion has been developed or planned for the uses listed in Section 4.135.5(03)(I)(1.) through (3).
3. Uses not subject to the foregoing lot size provisions:
  - a. Public facilities and services
  - b. Separation of a lot or parcel in order to protect a natural resource, to provide a public amenity, or to implement a remediation plan for a site identified by DEQ pursuant to ORS 465.225.
  - c. Separation of a lot or parcel containing a nonconforming use from the remainder of the site in order to improve the utility of the remainder site for the intended industrial uses
  - d. Separation for the purposes of financing when the new lot or parcel is consistent with the approved Master Plan.
  - e. Division of lots or parcels consistent with a Master Plan approved by the City prior to July 1, 2004.

B. Maximum Lot Coverage. No limit save and except as shall be consistent with the other provisions of this code.

C. Front Yard Setback. Thirty (30) feet. Except as otherwise provided for properties within the Coffee Creek Industrial Design Overlay District, sStructures on corner or through lots shall observe the minimum front yard setback on both streets. Setbacks shall also be maintained from the planned rights-of-way shown on any adopted City street plan.

D. Rear and Side Yard Setback. Thirty (30) feet. Except as otherwise provided for properties within the Coffee Creek Industrial Design Overlay District, sStructures on corner or through lots shall observe the minimum rear and side yard setback on both streets. Setbacks shall also be maintained from the planned rights-of-way shown on any adopted City street plan.

E. No setback is required when rear or side yards abut a railroad siding.

F. Corner Vision. Corner lots shall have no lot obstruction to exceed the vision clearance standards of Section 4.177.

G. Off-street Parking and Loading. As required in Section 4.155.

H. Signs. As required in Sections 4.156.01 through 4.156.11. [Amended by Ord. No. 704, 6/18/12]

[Section 4.135.5 added by Ordinance No. 574, 11/1/04.]

**Section 4.140. Planned Development Regulations.**

(.01) Purpose .

- A. The provisions of Section 4.140 shall be known as the Planned Development Regulations. The purposes of these regulations are to encourage the development of tracts of land sufficiently large to allow for comprehensive master planning, and to provide flexibility in the application of certain regulations in a manner consistent with the intent of the Comprehensive Plan and general provisions of the zoning regulations and to encourage a harmonious variety of uses through mixed use design within specific developments thereby promoting the economy of shared public services and facilities and a variety of complimentary activities consistent with the land use designation on the Comprehensive Plan and the creation of an attractive, healthful, efficient and stable environment for living, shopping or working.
- B. It is the further purpose of the following Section:
1. To take advantage of advances in technology, architectural design, and functional land use design;
  2. To recognize the problems of population density, distribution and circulation and to allow a deviation from rigid established patterns of land uses, but controlled by defined policies and objectives detailed in the comprehensive plan;
  3. To produce a comprehensive development equal to or better than that resulting from traditional lot land use development.
  4. To permit flexibility of design in the placement and uses of buildings and open spaces, circulation facilities and off-street parking areas, and to more efficiently utilize potentials of sites characterized by special features of geography, topography, size or shape or characterized by problems of flood hazard, severe soil limitations, or other hazards;
  5. To permit flexibility in the height of buildings while maintaining a ratio of site area to dwelling units that is consistent with the densities established by the Comprehensive Plan and the intent of the Plan to provide open space, outdoor living area and buffering of low-density development.
  6. To allow development only where necessary and adequate services and facilities are available or provisions have been made to provide these services and facilities.
  7. To permit mixed uses where it can clearly be demonstrated to be of benefit to the users and can be shown to be consistent with the intent of the Comprehensive Plan.

8. To allow flexibility and innovation in adapting to changes in the economic and technological climate.

(.02) Lot Qualification.

- A. Planned Development may be established on lots which are suitable for and of a size to be planned and developed in a manner consistent with the purposes and objectives of Section 4.140.
- B. Any site designated for development in the Comprehensive Plan may be developed as a Planned Development, provided that it is zoned “PD” or specifically defined as a PD zone by this code. All sites which are greater than two (2) acres in size, and designated in the Comprehensive Plan for commercial, residential, or industrial use shall be developed as Planned Developments, unless approved for other uses permitted by the Development Code. Smaller sites may also be developed through the City’s PD procedures, provided that the location, size, lot configuration, topography, open space and natural vegetation of the site warrant such development.

(.03) Ownership.

- A. The tract or tracts of land included in a proposed Planned Development must be in one (1) ownership or control or the subject of a joint application by the owners of all the property included. The holder of a written option to purchase, with written authorization by the owner to make applications, shall be deemed the owner of such land for the purposes of Section 4.140.
- B. Unless otherwise provided as a condition for approval of a Planned Development permit, the permittee may divide and transfer units or parcels of any development. The transferee shall use and maintain each such unit or parcel in strict conformance with the approval permit and development plan.

(.04) Professional Design.

- A. The applicant for all proposed Planned Developments shall certify that the professional services of the appropriate professionals have been utilized in the planning process for development.
- B. Appropriate professionals shall include, but not be limited to the following to provide the elements of the planning process set out in Section 4.139:
  1. An architect licensed by the State of Oregon;
  2. A landscape architect registered by the State of Oregon;
  3. An urban planner holding full membership in the American Institute of Certified Planners, or a professional planner with prior experience representing clients before the Development Review Board, Planning Commission, or City Council; or
  4. A registered engineer or a land surveyor licensed by the State of Oregon.
- C. One of the professional consultants chosen by the applicant from either 1, 2, or 3, above, shall be designated to be responsible for conferring with the planning staff with respect to the concept and details of the plan.

- D. The selection of the professional coordinator of the design team will not limit the owner or the developer in consulting with the planning staff.
- (.05) Planned Development Permit Process.
- A. All parcels of land exceeding two (2) acres in size that are to be used for residential, commercial or industrial development, shall, prior to the issuance of any building permit:
1. Be zoned for planned development;
  2. Obtain a planned development permit; and
  3. Obtain Planning Director, Development Review Board, or, on appeal, City Council approval.
- B. Zone change and amendment to the zoning map are governed by the applicable provisions of the Zoning Sections, inclusive of Section 4.197
- C. Development Review Board and Planning Director approval is governed by Sections 4.400 to 4.450
- D. All planned developments require a planned development permit. The planned development permit review and approval process consists of the following multiple stages, the last two or three of which can be combined at the request of the applicant:
1. Pre-application conference with Planning Department;
  2. Preliminary (Stage I) review by the Development Review Board or the Planning Director for properties within the Coffee Creek Industrial Design Overlay District. When a zone change is necessary, application for such change shall be made simultaneously with an application for preliminary approval ~~to the Board~~; and
  3. Final (Stage II) review by the Development Review Board or the Planning Director for properties within the Coffee Creek Industrial Design Overlay District.
  4. In the case of a zone change and zone boundary amendment, City Council approval is required to authorize a Stage I preliminary plan except for properties within the Coffee Creek Industrial Design Overlay District, which may receive separate zone map amendment approvals.
- (.06) Staff Report:
- A. The planning staff shall prepare a report of its findings and conclusions as to whether the use contemplated is consistent with the land use designated on the Comprehensive Plan. If there is a disagreement as to whether the use contemplated is consistent, the applicant, by request, or the staff, may take the preliminary information provided to the Development Review Board for a use interpretation.
- B. The applicant may proceed to apply for Stage I - Preliminary Approval - upon determination by either staff or the Development Review Board that the use contemplated is consistent with the Comprehensive Plan.

(.07) Preliminary Approval (Stage One):

- A. Applications for preliminary approval for planned developments shall:
1. Be made by the owner of all affected property or the owner's authorized agent; and
  2. Be filed on a form prescribed by the City Planning Department and filed with said Department.
  3. Set forth the professional coordinator and professional design team as provided in subsection (.04), above.
  4. State whether the development will include mixed land uses, and if so, what uses and in what proportions and locations.
- B. The application shall include conceptual and quantitatively accurate representations of the entire development sufficient to judge the scope, size, and impact of the development on the community; and, in addition to the requirements set forth in Section 4.035, shall be accompanied by the following information:
1. A boundary survey or a certified boundary description by a registered engineer or licensed surveyor.
  2. Topographic information as set forth in Section 4.035
  3. A tabulation of the land area to be devoted to various uses, and a calculation of the average residential density per net acre. Developments within the RN zone shall show how the proposed number of units complies with the applicable maximum and minimum provisions of the RN zone.
  4. A stage development schedule demonstrating that the developer intends receive Stage II approval within two (2) years of receiving Stage I approval, and to commence construction within two (2) years after the approval of the final development plan, and will proceed diligently to completion; unless a phased development schedule has been approved; in which case adherence to that schedule shall be considered to constitute diligent pursuit of project completion.
  5. A commitment by the applicant to provide in the Final Approval (Stage II) a performance bond or other acceptable security for the capital improvements required by the project.
  6. If it is proposed that the final development plan will be executed in stages, a schedule thereof shall be provided.
  7. Statement of anticipated waivers from any of the applicable site development standards.
- C. An application for a Stage I approval shall be considered by the Development Review Board as follows:
1. A public hearing as provided in Section 4.013.
  2. After such hearing, the Board shall determine whether the proposal conforms to the permit criteria set forth in this Code, and may approve or disapprove the application and the accompanying preliminary development plan or require

such changes therein or impose such conditions of approval as are in its judgment, necessary to ensure conformity to said criteria and regulations. In so doing, the Board may, in its discretion, authorize submission of the final development plan in stages, corresponding to different units or elements of the development. It shall do so only upon evidence assuring completion of the entire development in accordance with the preliminary development plan and stage development schedule.

3. A final decision on a complete application and preliminary plan shall be rendered within one hundred and twenty (120) days after the application is deemed complete unless a continuance is agreed upon by the applicant and the appropriate City decision-making body.
4. The determination of the Development Review Board shall become final at the end of the appeal period for the decision, unless appealed to the City Council in accordance with Section 4.022 of this Code.

D. As provided in Section 4.134, an application for a Stage I approval within the Coffee Creek Industrial Design Overlay District may be considered by the Planning Director as follows:

1. A Class II – Administrative Review as provided in Section 4.035(.03).
2. After considering available information, the Planning Director shall determine whether the proposal conforms to the permit criteria set forth in this Code and may approve or disapprove the application and the accompanying preliminary development plan or require such changes therein or impose such conditions of approval as are in his or her judgment, necessary to ensure conformity to said criteria and regulations. In so doing, the Planning Director may, in his or her discretion, authorize submission of the final development plan in stages, corresponding to different units or elements of the development. The Planning Director shall do so only upon receiving evidence assuring completion of the entire development in accordance with the preliminary development plan and stage development schedule.
3. A final decision on a complete application and preliminary plan shall be rendered within one hundred and twenty (120) days after the application is deemed complete unless a continuance is agreed upon by the applicant and the Planning Director.
4. The determination of the Planning Director shall become final at the end of the appeal period for the decision, unless appealed to the Development Review Board in accordance with Section 4.022 of this Code.

(.09) Final Approval (Stage Two):

[Note: Outline Number is incorrect.]

- A. Unless an extension has been granted by the Development Review Board or Planning Director, as applicable, within two (2) years after the approval or modified approval of a preliminary development plan (Stage I), the applicant shall file with the City Planning Department a final plan for the entire development or when submission in stages has been authorized pursuant to Section 4.035 for the first unit of the development, a public hearing shall be held on each such

application as provided in Section 4.013. As provided in Section 4.134, an application for a Stage II approval within the Coffee Creek Industrial Design Overlay District may be considered by the Planning Director without a public hearing as a Class II Administrative Review as provided in Section 4.035(.03).

- B. ~~After such hearing,~~ The Development Review Board or Planning Director, as applicable, shall determine whether the proposal conforms to the permit criteria set forth in this Code, and shall approve, conditionally approve, or disapprove the application.
- C. The final plan shall conform in all major respects with the approved preliminary development plan, and shall include all information included in the preliminary plan plus the following:
1. The location of water, sewerage and drainage facilities;
  2. Preliminary building and landscaping plans and elevations, sufficient to indicate the general character of the development;
  3. The general type and location of signs;
  4. Topographic information as set forth in Section 4.035;
  5. A map indicating the types and locations of all proposed uses; and
  6. A grading plan.
- D. The final plan shall be sufficiently detailed to indicate fully the ultimate operation and appearance of the development or phase of development. However, Site Design Review is a separate and more detailed review of proposed design features, subject to the standards of Section 4.400.
- E. Copies of legal documents required by the Development Review Board or Planning Director, as applicable, for dedication or reservation of public facilities, or for the creation of a non-profit homeowner's association, shall also be submitted.
- F. Within thirty (30) days after the filing of the final development plan, the Planning staff shall forward such development plan and the original application to the Tualatin Valley Fire and Rescue District, if applicable, and other agencies involved for review of public improvements, including streets, sewers and drainage. The Development Review Board or Planning Director, as applicable, shall not act on a final development plan until it has first received a report from the agencies or until more than thirty (30) days have elapsed since the plan and application were sent to the agencies, whichever is the shorter period.
- G. Upon receipt of the final development plan, the Development Review Board or Planning Director, as applicable shall ~~conduct a public hearing and~~ examine such plan and determine:
1. Whether it conforms to all applicable criteria and standards; and
  2. Whether it conforms in all substantial respects to the preliminary approval; or

3. Require such changes in the proposed development or impose such conditions of approval as are in its judgment necessary to insure conformity to the applicable criteria and standards.
- H. If the Development Review Board or Planning Director, as applicable, permits the applicant to revise the plan, it shall be resubmitted as a final development plan within sixty (60) days. If the Board or Planning Director approves, disapproves or grants such permission to resubmit, the decision of the Board shall become final at the end of the appeal period for the decision, unless appealed to the City Council, in accordance with Sections 4.022 of this Code.
- I. All Stage II Site Development plan approvals shall expire two years after their approval date, if substantial development has not occurred on the property prior to that time. Provided, however, that the Development Review Board or Planning Director, as applicable, may extend these expiration times for up to three (3) additional periods of not more than one (1) year each. Applicants seeking time extensions shall make their requests in writing at least thirty (30) days in advance of the expiration date. Requests for time extensions shall only be granted upon (1) a showing that the applicant has in good faith attempted to develop or market the property in the preceding year or that development can be expected to occur within the next year, and (2) payment of any and all Supplemental Street SDCs applicable to the development. Upon such payment, the development shall have vested traffic generation rights under 4.140 (.10), provided however, that if the Stage II approval should expire, the vested right to use trips is terminated upon City repayment, without interest, of Supplemental Street SDCs. For purposes of this Ordinance, “substantial development” is deemed to have occurred if the required building permits or public works permits have been issued for the development, and the development has been diligently pursued, including the completion of all conditions of approval established for the permit. [Amended by Ord 561, adopted 12/15/03.]
- J. A planned development permit may be granted by the Development Review Board or Planning Director, as applicable, only if it is found that the development conforms to all the following criteria, as well as to the Planned Development Regulations in Section 4.140:
1. The location, design, size and uses, both separately and as a whole, are consistent with the Comprehensive Plan, and with any other applicable plan, development map or Ordinance adopted by the City Council.
  2. That the location, design, size and uses are such that traffic generated by the development at the most probable used intersection(s) can be accommodated safely and without congestion in excess of Level of Service D, as defined in the Highway Capacity Manual published by the National Highway Research Board, on existing or immediately planned arterial or collector streets and will, in the case of commercial or industrial developments, avoid traversing local streets. Immediately planned arterial and collector streets are those listed in the City’s adopted Capital Improvement Program, for which funding has been approved or committed, and that are scheduled for completion within two years of occupancy of the development or four year if they are an

associated crossing, interchange, or approach street improvement to Interstate 5.

- a. In determining levels of Service D, the City shall hire a traffic engineer at the applicant's expense who shall prepare a written report containing the following minimum information for consideration by the Development Review Board:
    - i. An estimate of the amount of traffic generated by the proposed development, the likely routes of travel of the estimated generated traffic, and the source(s) of information of the estimate of the traffic generated and the likely routes of travel; [Added by Ord. 561, adopted 12/15/03.]
    - ii. What impact the estimate generated traffic will have on existing level of service including traffic generated by (1) the development itself, (2) all existing developments, (3) Stage II developments approved but not yet built, and (4) all developments that have vested traffic generation rights under section 4.140(.10), through the most probable used intersection(s), including state and county intersections, at the time of peak level of traffic. This analysis shall be conducted for each direction of travel if backup from other intersections will interfere with intersection operations. [Amended by Ord 561, adopted 12/15/03.]
  - b. The following are exempt from meeting the Level of Service D criteria standard:
    - i. A planned development or expansion thereof which generates three (3) new p.m. peak hour traffic trips or less;
    - ii. A planned development or expansion thereof which provides an essential governmental service.
  - c. Traffic generated by development exempted under this subsection on or after Ordinance No. 463 was enacted shall not be counted in determining levels of service for any future applicant. [Added by Ord 561, adopted 12/15/03.]
  - d. Exemptions under 'b' of this subsection shall not exempt the development or expansion from payment of system development charges or other applicable regulations. [Added by Ord 561, adopted 12/15/03.]
  - e. In no case will development be permitted that creates an aggregate level of traffic at LOS "F". ([Added by Ord 561, adopted 12/15/03.]
3. That the location, design, size and uses are such that the residents or establishments to be accommodated will be adequately served by existing or immediately planned facilities and services.
- K. Mapping: Whenever a Planned Development permit has been granted, and so long as the permit is in effect, the boundary of the Planned Development shall be indicated on the Zoning Map of the City of Wilsonville as the appropriate "PD" Zone.
- L. Adherence to Approved Plan and Modification Thereof: The applicant shall agree in writing to be bound, for her/himself and her/his successors in interest, by

the conditions prescribed for approval of a development. The approved final plan and stage development schedule shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. Minor changes in an approved preliminary or final development plan may be approved by the Director of Planning if such changes are consistent with the purposes and general character of the development plan. All other modifications, including extension or revision of the stage development schedule, shall be processed in the same manner as the original application and shall be subject to the same procedural requirements.

- M. In the event of a failure to comply with the approved plan or any prescribed condition of approval, including failure to comply with the stage development schedule, the Development Review Board may, after notice and hearing, revoke a Planned Development permit. General economic conditions that affect all in a similar manner may be considered as a basis for an extension of a development schedule. The determination of the Board shall become final thirty (30) days after the date of decision unless appealed to the City Council.

- (.10) Early Vesting of Traffic Generation. Applicants with Stage I or Master Plan approvals occurring after June 2, 2003 may apply to vest the right to use available transportation capacity at the intersections of Wilsonville Road with Boone’s Ferry Road and with Town Center Loop West, and/or the I-5 interchange. Vesting for properties with such approvals shall occur upon execution of a vesting agreement satisfactory to the city, which agreement shall include a proposed development schedule or phasing plan and either provide for the payment of any and all Supplemental Street SDCs or provide other means of financing public improvements. Vesting for properties pending such approvals shall occur upon such agreement and the date the approvals are final.

The number of trips vested is subject to modification based upon updated traffic analysis associated with subsequent development approvals for the property. A reduction in vested trips shall attend repayment of vesting fees by the City. An increase in available vested trips shall occur upon payment of necessary vesting fees.

Vesting shall remain valid and run with the property, unless an approval that is necessary for vesting to occur is terminated or a vesting agreement is terminated. If the vested right to use certain trips is lost or terminated, as determined by the Community Development Director with the concurrence of City Council, such trips shall be made available to other development upon City repayment, without interest, of associated vesting fees. [Added by Ord. 561, adopted 12/15/03.]

## **General Development Regulations**

### **Sections 4.154 – 4.199**

**Section 4.156.02. Sign Review Process and General Requirements.**

- (.01) Permit Required. Unless exempt under Section 4.156.05, no sign, permanent or temporary, shall be displayed or installed in the City without first obtaining a sign permit.
- (.02) Sign Permits and Master Sign Plans. Many properties in the City have signs pre-approved through a Master Sign Plan. For the majority of applications where a Master Sign Plan has been approved the applicant need not consult the sign requirements for the zone, but rather the Master Sign Plan, copies of which are available from the Planning Division. Signs conforming to a Master Sign Plan require only a Class I Sign Permit.
- (.03) Classes of Sign Permits, Master Sign Plans, and Review Process. The City has three classes of sign permits for permanent signs: Class I, Class II, and Class III. In addition, non-residential developments with three or more tenants require a Master Sign Plan. Class I sign permits are reviewed through the Class I Administrative Review Process as outlined in Subsection 4.030(.01)(A.). Class II sign permits are reviewed through the Class II Administrative Review Process as outlined in Subsection 4.030 (.01)(B.). Class III Sign Permits and Master Sign Plans are reviewed by the Development Review Board (DRB) as outlined in Section 4.031.
- (.04) Class I Sign Permit. Sign permit requests shall be processed as a Class I Sign Permit when the requested sign or signs conform to a Master Sign Plan or other previous sign approval. In addition, a Minor Adjustment to a Master Sign Plan or other previous sign approval may be approved in connection with a Class I Sign Permit.
- A. Class I Sign Permit Submission Requirements: Application for a Class I Sign Permit shall include two (2) copies of the following along with all required application fees:
1. Completed application form prescribed by the City and signed by the property owner or the property owner's representative,
  2. Sign drawings showing all materials, the sign area and dimensions used to calculate sign areas, and other details sufficient to judge the full scale of the associated sign or signs and related improvements,
  3. Information showing how the proposed sign or signs conform with all applicable code requirements, Master Sign Plans, or other previous sign approvals for the property, and
  4. Information supporting any minor adjustment requests.
- B. Class I Sign Permit Review Criteria: The sign or signs conform with the applicable master sign plan or other previous sign approvals, and applicable code requirements.
- C. Minor Adjustments: Notwithstanding approved Master Sign Plans or other previous sign approvals, as part of a Class I Sign Permit Minor Adjustments may be approved as described in 1. and 2. below. Minor Adjustments are valid only for

the Sign Permit with which they are associated and do not carry over to future sign permits or copy changes.

1. Adjustment to Sign Height or Length: Adjustment of not more than ten (10) percent from the sign height (not height from ground) and/or length may be approved for the reasons listed in a. through d. below, unless otherwise specifically prohibited in the Master Sign Plan. Minor adjustments to sign height and length shall not cause the sign to cross the edge of any fascia, architectural element or area of a building facade identified as a sign band. The area of the sign exceeding the height or length as part of a minor adjustment shall not count against the sign area indicated in a Master Sign Plan or other previous sign approval.
  - a. To accommodate the descender on the lower case letters “q, y, p g, or j”, not otherwise accommodated by the measurement method used, where the letter matches the font of other letters in the sign, the descender is no more than 1/2 the cap height of the font, and the descender is no wider than the main body of the letter;
  - b. To accommodate stylized fonts where bowls, shoulders, or serifs of the stylized letters extend beyond the cap height;
  - c. To accommodate an arching or other non-straight baseline; or
  - d. To accommodate a federally registered trademark logo where compliance with the defined maximum sign height would result in the cap height of the text in the logo being ninety (90) percent or less of the cap height for letters otherwise allowed. (i.e. if a Master Sign Plan allowed 24” letters and 24” total sign height, and a 24” logo would result in the cap height of the text within the logo being less than 21.6”, the total height of the logo could be increased to 26.4”)
2. Lateral Adjustment of Building Sign Location: Lateral adjustment of a building sign location identified in drawings or plans for a Master Sign Plan or other sign approval when all of the following are met:
  - a. The lateral distance being moved does not exceed fifty (50) percent of the sign length or ten (10) feet, whichever is greater;
  - b. The exact location is not specifically supported or required by written findings or a condition of approval;
  - c. The sign remains within the same architectural feature and sign band, except if the location is on a pillar, column, or similar narrow architectural support feature, the sign may be moved to a sign band on the architecture feature which it supports if no other sign is already placed in that sign band for the tenant space; and
  - d. The placement maintains any spacing from the edge of an architectural feature, building, or tenant space specifically identified in the Master Sign plan or other sign approval or if no spacing is identified, maintains a definable space between the sign and the edge of architectural features, the tenant space, and building.

(.05) Class II Sign Permit. Sign permit requests for meeting one or more of the descriptions listed in A. through C. below shall be processed as a Class II Sign Permit when the request does not conform with a Master Sign Plan or other previous sign approval but meets the requirements of the applicable sign regulations, unless the request would modify a condition of approval specifically imposed by the DRB or City Council:

- A. Existing residential development;
- B. Existing non-residential development with less than three (3) tenants unless the request involves a freestanding or ground mounted sign greater than eight (8) feet in height in a new location;

C. New development or redevelopment in the Coffee Creek Industrial Design Overlay District subject to a Class II administrative review process;

CD. Major Adjustments to a Master Sign Plan when all of the following criteria are met:

- 1. The request is compatible with the pattern of signage established in the sign plan in terms of locations, placement on buildings, proportionality to fascia and building facade, architectural design, and materials used;
- 2. The request is due to special conditions or circumstances that make it difficult to comply with the established Master Sign Plan;
- 3. The request involves signs for a single tenant, a single multi-tenant freestanding or ground mounted sign, or a series of similar related multi-tenant freestanding or ground mounted signs in the same development; and
- 4. The request does not involve a freestanding or ground mounted sign greater than eight (8) feet in height at a new location.

DE. Class II Sign Permit Submission Requirements: Application for a Class II Sign Permit shall include two (2) paper copies and one (1) electronic copy of the following in addition to all required fees:

- 1. Completed application form prescribed by the City and signed by the property owner or their authorized representative;
- 2. Sign drawings or descriptions of all materials, sign area and dimensions used to calculate areas, lighting methods, and other details sufficient to judge the full scale of the signs and related improvements;
- 3. Documentation of the lengths of building or tenant space facades used in calculating maximum allowed sign area;
- 4. Drawings of all building facades on which signs are proposed indicating the areas of the facades on which signs will be allowed;
- 5. Narrative describing the scope of the project, including written findings addressing all applicable review criteria, along with any other information showing how the proposed signage conforms with requirements for the applicable zone;

- EF. Class II Sign Permit Review Criteria: Class II Sign Permits shall satisfy the sign regulations for the applicable zoning district and the Site Design Review Criteria in Sections 4.400 through 4.421, as well as the following criteria:
1. The proposed signage is compatible with developments or uses permitted in the zone in terms of design, materials used, color schemes, proportionality, and location, so that it does not interfere with or detract from the visual appearance of surrounding development;
  2. The proposed signage will not create a nuisance or result in a significant reduction in the value or usefulness of surrounding development; and
  3. Special attention is paid to the interface between signs and other site elements including building architecture and landscaping, including trees.
- (.06) Class III Sign Permit. Sign permit requests shall be processed as a Class III Sign Permit when associated with new development, except as noted in Subsection 4.156.02 (.05) C., or redevelopment requiring DRB review, and not requiring a Master Sign Plan; when a sign permit request is associated with a waiver or non-administrative variance; or when the sign permit request involves one or more freestanding or ground mounted signs greater than eight (8) feet in height in a new location.
- A. Class III Sign Permit Submission Requirements: Ten (10) paper and electronic copies of the submission requirements for Class II Sign Permits plus information on any requested waivers or variances in addition to all required fees.
  - B. Class III Sign Permit Review Criteria: The review criteria for Class II Sign Permits plus waiver or variance criteria when applicable.
- (.07) Master Sign Plans. A Master Sign Plan is required for non-residential developments with three (3) or more tenants. In creating a Master Sign Plan thought should be given to needs of initial tenants as well as the potential needs of future tenants.
- A. Master Sign Plan Submission Requirements: Applications for Master Sign Plans shall include ten (10) paper and electronic copies of all the submission requirements for Class II and III Sign Permits and the following in addition to all required fees:
    1. A written explanation of the flexibility of the Master Sign Plan for different potential tenant space configurations over time;
    2. A written explanation of the extent to which different sign designs, including those incorporating logos, stylized letters, multiple lines of text, non-straight baselines, or different materials and illumination will be allowed and if allowed how the flexibility of the master sign plan will allow these different sign designs over time;
    3. A written explanation of how the sign plan provides for a consistent and compatible sign design throughout the subject development.
  - B. Master Sign Plan Review Criteria: In addition to the review criteria for Class II and Class III Sign Permits, Master Sign Plans shall meet the following criteria:

1. The Master Sign Plan provides for consistent and compatible design of signs throughout the development; and
  2. The Master Sign Plan considers future needs, including potential different configurations of tenant spaces and different sign designs, if allowed.
- C. Modifications of a Master Sign Plan: Modifications of a Master Sign Plan, other than Minor and Major Adjustments, shall be reviewed the same as a new Master Sign Plan.
- (.08) Waivers and Variances. Waivers and variances are similar in that they allow deviation from requirements such as area, and height from ground. They differ in that waivers are granted by the DRB as part of a comprehensive review of the design and function of an entire site to bring about an improved design and variances are granted by either the Planning Director or DRB to relieve a specific hardship caused by the regulations.
- A. Waivers. The DRB may grant waivers for sign area, sign height from ground (no waiver shall be granted to allow signs to exceed thirty-five (35) feet in height), number of signs, or use of electronic changeable copy signs in order to better implement the purpose and objectives of the sign regulations as determined by making findings that all of the following criteria are met:
1. The waiver will result in improved sign design, in regards to both aesthetics and functionality.
  2. The waiver will result in a sign or signs more compatible with and complementary to the overall design and architecture of a site, along with adjoining properties, surrounding areas, and the zoning district than signs allowed without the waiver.
  3. The waiver will result in a sign or signs that improve, or at least do not negatively impact, public safety, especially traffic safety.
  4. Sign content is not being considered when determining whether or not to grant a waiver.
- B. Variances.
1. Administrative Variance: In reviewing a Sign Permit the Planning Director may grant or deny a variance to relieve a hardship through the Class II Administrative Review process. Such a variance shall only be approved where the variance does not exceed twenty percent (20%) of area, height, or setback requirements. The Planning Director shall approve such a variance only upon finding that the application complies with all of the required variance criteria listed in Section 4.196.
  2. Other Variances: In addition to the authority of the Planning Director to issue administrative variances as noted above, the Development Review Board may authorize variances from sign requirements of the Code, subject to the standards and criteria listed in Section 4.196.
- (.09) Temporary Sign Permits. Temporary sign permits shall be reviewed as follows:
- A. 30 days and less- Class I Administrative Review

- B. 31 days up to 120 days- Class II Administrative Review
  - C. **Submission Requirements:** Applications for a temporary sign permit shall include the following in addition to the required application fee:
    - 1. Completed application form prescribed by the City and signed by the property owner or their authorized representative,
    - 2. Two (2) copies of sign drawings or descriptions showing all materials, sign area and dimensions used to calculate areas, number of signs, location and placement of signs, and other details sufficient to judge the full scale of the sign or signs,
    - 3. Information showing the proposed sign or signs conform with all applicable code requirements.
  - D. **Review Criteria:** Temporary Sign Regulations in Section 4.156.09
  - E. When a temporary sign permit request is submitted as part of the broader temporary use permit request of the same duration, the sign request shall not require an additional fee.
- (.10) **Waiver of Documentation.** The Planning Director may, in his or her discretion, waive an application document for Class I, Class II, and temporary sign permits where the required information has already been made available to the City, or where the Planning Director determines the information contained in an otherwise required document is not necessary to review the application.

**Section 4.176. Landscaping, Screening, and Buffering.**

*Note: the reader is encouraged to see Section 4.179, applying to screening and buffering of storage areas for solid waste and recyclables.*

- (.01) Purpose. This Section consists of landscaping and screening standards and regulations for use throughout the City. The regulations address materials, placement, layout, and timing of installation. The City recognizes the ecological and economic value of landscaping and requires the use of landscaping and other screening or buffering to:
- A. Promote the re-establishment of vegetation for aesthetic, health, erosion control, flood control and wildlife habitat reasons;
  - B. Restore native plant communities and conserve irrigation water through establishment, or re-establishment, of native, drought-tolerant plants;
  - C. Mitigate for loss of native vegetation;
  - D. Establish and enhance a pleasant visual character which recognizes aesthetics and safety issues;
  - E. Promote compatibility between land uses by reducing the visual, noise, and lighting impacts of specific development on users of the site and abutting sites or uses;
  - F. Unify development and enhance and define public and private spaces;

- G. Promote the retention and use of existing topsoil and vegetation. Amended soils benefit stormwater retention and promote infiltration;
  - H. Aid in energy conservation by providing shade from the sun and shelter from the wind; and
  - I. Screen from public view the storage of materials that would otherwise be considered unsightly.
  - J. Support crime prevention, create proper sight distance clearance, and establish other safety factors by effective landscaping and screening.
  - K. Provide landscaping materials that minimize the need for excessive use of fertilizers, herbicides and pesticides, irrigation, pruning, and mowing to conserve and protect natural resources, wildlife habitats, and watersheds.
- (.02) Landscaping and Screening Standards.
- A. Subsections “C” through “I,” below, state the different landscaping and screening standards to be applied throughout the City. The locations where the landscaping and screening are required and the depth of the landscaping and screening is stated in various places in the Code.
  - B. All landscaping and screening required by this Code must comply with all of the provisions of this Section, unless specifically waived or granted a Variance as otherwise provided in the Code. The landscaping standards are minimum requirements; higher standards can be substituted as long as fence and vegetation-height limitations are met. Where the standards set a minimum based on square footage or linear footage, they shall be interpreted as applying to each complete or partial increment of area or length (e.g., a landscaped area of between 800 and 1600 square feet shall have two trees if the standard calls for one tree per 800 square feet.
  - C. General Landscaping Standard.
    - 1. Intent. The General Landscaping Standard is a landscape treatment for areas that are generally open. It is intended to be applied in situations where distance is used as the principal means of separating uses or developments and landscaping is required to enhance the intervening space. Landscaping may include a mixture of ground cover, evergreen and deciduous shrubs, and coniferous and deciduous trees.
    - 2. Required materials. Shrubs and trees, other than street trees, may be grouped. Ground cover plants must fully cover the remainder of the landscaped area (see Figure 21: General Landscaping). The General Landscaping Standard has two different requirements for trees and shrubs:
      - a. Where the landscaped area is less than 30 feet deep, one tree is required for every 30 linear feet.
      - b. Where the landscaped area is 30 feet deep or greater, one tree is required for every 800 square feet and two high shrubs or three low shrubs are required for every 400 square feet.

D. Low Screen Landscaping Standard.

1. Intent. The Low Screen Landscaping Standard is a landscape treatment that uses a combination of distance and low screening to separate uses or developments. It is intended to be applied in situations where low screening is adequate to soften the impact of one use or development on another, or where visibility between areas is more important than a total visual screen. The Low Screen Landscaping Standard is usually applied along street lot lines or in the area separating parking lots from street rights-of-way.
2. Required materials. The Low Screen Landscaping Standard requires sufficient low shrubs to form a continuous screen three (3) feet high and 95% opaque, year-round. In addition, one tree is required for every 30 linear feet of landscaped area, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area. A three (3) foot high masonry wall or a berm may be substituted for the shrubs, but the trees and ground cover plants are still required. When applied along street lot lines, the screen or wall is to be placed along the interior side of the landscaped area. (See Figure 22: Low Screen Landscaping).

E. Low Berm Landscaping Standard.

1. Intent. The Low Berm Standard is intended to be applied in situations where moderate screening to reduce both visual and noise impacts is needed to protect abutting uses or developments from one-another, and where it is desirable and practical to provide separation by both distance and sight-obscuring materials. This screening is most important where either, or both, of the abutting uses or developments can be expected to be particularly sensitive to noise or visual impacts.
2. Required materials. The Low Berm Standard requires a berm at least two feet six inches (2' 6") high along the interior side of the landscaped area (see Figure 23: Low Berm Landscaping). If the berm is less than three (3) feet high, low shrubs meeting the Low Screen Landscaping Standard, above, are to be planted along the top of the berm, assuring that the screen is at least three (3) feet in height. In addition, one tree is required for every 30 linear feet of berm, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area.

EF. High Screen Landscaping Standard.

1. Intent. The High Screen Landscaping Standard is a landscape treatment that relies primarily on screening to separate uses or developments. It is intended to be applied in situations where visual separation is required.
2. Required materials. The High Screen Landscaping Standard requires sufficient high shrubs to form a continuous screen at least six (6) feet high and 95% opaque, year-round. In addition, one tree is required for every 30 linear feet of landscaped area, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area. A six (6) foot high masonry wall or a berm may be

substituted for the shrubs, but the trees and ground cover plants are still required. When applied along street lot lines, the screen or wall is to be placed along the interior side of the landscaped area. (See Figure 243: High Screen Landscaping).

FG. High Wall Standard.

1. Intent. The High Wall Standard is intended to be applied in situations where extensive screening to reduce both visual and noise impacts is needed to protect abutting uses or developments from one-another. This screening is most important where either, or both, of the abutting uses or developments can be expected to be particularly sensitive to noise or visual impacts, or where there is little space for physical separation.
2. Required materials. The High Wall Standard requires a masonry wall at least six (6) feet high along the interior side of the landscaped area (see Figure 254: High Wall Landscaping). In addition, one tree is required for every 30 linear feet of wall, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area.

GH. High Berm Standard.

1. Intent. The High Berm Standard is intended to be applied in situations where extensive screening to reduce both visual and noise impacts is needed to protect abutting uses or developments from one-another, and where it is desirable and practical to provide separation by both distance and sight-obscuring materials. This screening is most important where either, or both, of the abutting uses or developments can be expected to be particularly sensitive to noise or visual impacts.
2. Required materials. The High Berm Standard requires a berm at least four (4) feet high along the interior side of the landscaped area (see Figure 265: High Berm Landscaping). If the berm is less than six (6) feet high, low shrubs meeting the Low Screen Landscaping Standard, above, are to be planted along the top of the berm, assuring that the screen is at least six (6) feet in height. In addition, one tree is required for every 30 linear feet of berm, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area.

HI. Partially Sight-Obscuring Fence Standard.

1. Intent. The Partially Sight-Obscuring Fence Standard is intended to provide a tall, but not totally blocked, visual separation. The standard is applied where a low level of screening is adequate to soften the impact of one use or development on another, and where some visibility between abutting areas is preferred over a total visual screen. It can be applied in conjunction with landscape plantings or applied in areas where landscape plantings are not necessary and where nonresidential uses are involved.
2. Required materials. Partially Sight-Obscuring Fence Standard are to be at least six (6) feet high and at least 50% sight-obscuring. Fences may be made of

wood (other than plywood or particle-board), metal, bricks, masonry or other permanent materials (see Figure 276: Partially Sight-Obscuring Fence).

**H. Fully Sight-Obscuring Fence Standard.**

1. Intent. The Fully Sight-Obscuring Fence Standard is intended to provide a totally blocked visual separation. The standard is applied where full visual screening is needed to reduce the impact of one use or development on another. It can be applied in conjunction with landscape plantings or applied in areas where landscape plantings are not necessary.
2. Required materials. Fully sight-obscuring fences are to be at least six (6) feet high and 100% sight-obscuring. Fences may be made of wood (other than plywood or particle-board), metal, bricks, masonry or other permanent materials (see Figure 287: Totally Sight-Obscuring Fence).

(.03) Landscape Area. Not less than fifteen percent (15%) of the total lot area, shall be landscaped with vegetative plant materials. The ten percent (10%) parking area landscaping required by section 4.155.03(B)(1) is included in the fifteen percent (15%) total lot landscaping requirement. Landscaping shall be located in at least three separate and distinct areas of the lot, one of which must be in the contiguous frontage area. Planting areas shall be encouraged adjacent to structures. Landscaping shall be used to define, soften or screen the appearance of buildings and off-street parking areas. Materials to be installed shall achieve a balance between various plant forms, textures, and heights. The installation of native plant materials shall be used whenever practicable. (For recommendations refer to the Native Plant List maintained by the City of Wilsonville). [Amended by Ord. # 674 11/16/09]

(.04) Buffering and Screening. Additional to the standards of this subsection, the requirements of the Section 4.137.5 (Screening and Buffering Overlay Zone) shall also be applied, where applicable.

- A. All intensive or higher density developments shall be screened and buffered from less intense or lower density developments.
- B. Activity areas on commercial and industrial sites shall be buffered and screened from adjacent residential areas. Multi-family developments shall be screened and buffered from single-family areas.
- C. All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties.
- D. All outdoor storage areas shall be screened from public view, unless visible storage has been approved for the site by the Development Review Board or Planning Director acting on a development permit.
- E. In all cases other than for industrial uses in industrial zones, landscaping shall be designed to screen loading areas and docks, and truck parking.
- F. In any zone any fence over six (6) feet high measured from soil surface at the outside of fenceline shall require Development Review Board approval.

- (.05) Sight-Obscuring Fence or Planting. The use for which a sight-obscuring fence or planting is required shall not begin operation until the fence or planting is erected or in place and approved by the City. A temporary occupancy permit may be issued upon a posting of a bond or other security equal to one hundred ten percent (110%) of the cost of such fence or planting and its installation. (See Sections 4.400 to 4.470 for additional requirements.)
- (.06) Plant Materials.
- A. Shrubs and Ground Cover. All required ground cover plants and shrubs must be of sufficient size and number to meet these standards within three (3) years of planting. Non-horticultural plastic sheeting or other impermeable surface shall not be placed under mulch. Native topsoil shall be preserved and reused to the extent feasible. Surface mulch or bark dust are to be fully raked into soil of appropriate depth, sufficient to control erosion, and are confined to areas around plantings. Areas exhibiting only surface mulch, compost or barkdust are not to be used as substitutes for plant areas. [Amended by Ord. # 674 11/16/09]
1. Shrubs. All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10” to 12” spread.
  2. Ground cover. Shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4” pot spaced 2 feet on center minimum, 2-1/4” pots spaced at 18 inch on center minimum. No bare root planting shall be permitted. Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. Where wildflower seeds are designated for use as a ground cover, the City may require annual re-seeding as necessary.
  3. Turf or lawn in non-residential developments. Shall not be used to cover more than ten percent (10%) of the landscaped area, unless specifically approved based on a finding that, due to site conditions and availability of water, a larger percentage of turf or lawn area is appropriate. Use of lawn fertilizer shall be discouraged. Irrigation drainage runoff from lawns shall be retained within lawn areas.
  4. Plant materials under trees or large shrubs. Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations.
  5. Integrate compost-amended topsoil in all areas to be landscaped, including lawns, to help detain runoff, reduce irrigation and fertilizer needs, and create a sustainable, low-maintenance landscape. [Added by Ord. # 674 11/16/09]
- B. Trees. All trees shall be well-branched and typical of their type as described in current American Association of Nurserymen (AAN) Standards and shall be balled and burlapped. The trees shall be grouped as follows:
1. Primary trees which define, outline or enclose major spaces, such as Oak, Maple, Linden, and Seedless Ash, shall be a minimum of 2” caliper.

2. Secondary trees which define, outline or enclose interior areas, such as Columnar Red Maple, Flowering Pear, Flame Ash, and Honeylocust, shall be a minimum of 1-3/4" to 2" caliper.
  3. Accent trees which, are used to add color, variation and accent to architectural features, such as Flowering- Pear and Kousa Dogwood, shall be 1-3/4" minimum caliper.
  4. Large conifer trees such as Douglas-Fir or Deodar Cedar shall be installed at a minimum height of eight (8) feet.
  5. Medium-sized conifers such as Shore Pine, Western Red Cedar or Mountain Hemlock shall be installed at a minimum height of five to six (5 to 6) feet.
- C. Where a proposed development includes buildings larger than twenty-four (24) feet in height or greater than 50,000 square feet in footprint area, the Planning Director or the Development Review Board, as applicable, may require larger or more mature plant materials:
1. At maturity, proposed trees shall be at least one-half the height of the building to which they are closest, and building walls longer than 50 feet shall require tree groups located no more than fifty (50) feet on center, to break up the length and height of the façade.
  2. Either fully branched deciduous or evergreen trees may be specified depending upon the desired results. Where solar access is to be preserved, only solar-friendly deciduous trees are to be used. Where year-round sight obscuring is the highest priority, evergreen trees are to be used.
  3. The following standards are to be applied:
    - a. Deciduous trees:
      - i. Minimum height of ten (10) feet; and
      - ii. Minimum trunk diameter (caliper) of 2 inches (measured at four and one-half [4 1/2] feet above grade).
    - b. Evergreen trees: Minimum height of twelve (12) feet.
- D. Street Trees. In order to provide a diversity of species, the Development Review Board may require a mix of street trees throughout a development. Unless the Board waives the requirement for reasons supported by a finding in the record, different types of street trees shall be required for adjoining blocks in a development.
1. All trees shall be standard base grafted, well branched and typical of their type as described in current AAN Standards and shall be balled and burlapped (b&b). Street trees shall be planted at sizes in accordance with the following standards:
    - a. Arterial streets - 3" minimum caliper
    - b. Collector streets - 2" minimum caliper.
    - c. Local streets or residential private access drives - 1-3/4" minimum caliper. [Amended by Ord. 682, 9/9/10]
    - d. Accent or median tree -1-3/4" minimum caliper.

2. The following trees and varieties thereof are considered satisfactory street trees in most circumstances; however, other varieties and species are encouraged and will be considered:
  - a. Trees over 50 feet mature height: *Quercus garryana* (Native Oregon White Oak), *Quercus rubra borealis* (Red Oak), *Acer Macrophyllum* (Native Big Leaf Maple), *Acer nigrum* (Green Column Black Maple), *Fraxinus americanus* (White Ash), *Fraxinus pennsylvannica* 'Marshall' (Marshall Seedless Green Ash), *Quercus coccinea* (Scarlet Oak), *Quercus pulustris* (Pin-Oak), *Tilia americana* (American Linden).
  - b. Trees under 50 feet mature height: *Acer rubrum* (Red Sunset Maple), *Cornus nuttallii* (Native Pacific Dogwood), *Gleditsia triacanthos* (Honey Locust), *Pyrus calleryana* 'Bradford' (Bradford Pear), *Tilia cordata* (Little Leaf Linden), *Fraxinus oxycarpa* (Flame Ash).
  - c. Other street tree species. Other species may be specified for use in certain situations. For instance, evergreen species may be specified where year-round color is desirable and no adverse effect on solar access is anticipated. Water-loving species may be specified in low locations where wet soil conditions are anticipated.

[Section 4.176(.06)(D.) amended by Ordinance No. 538, 2/21/02.]

E. Types of Plant Species.

1. Existing landscaping or native vegetation may be used to meet these standards, if protected and maintained during the construction phase of the development and if the plant species do not include any that have been listed by the City as prohibited. The existing native and non-native vegetation to be incorporated into the landscaping shall be identified.
2. Selection of plant materials. Landscape materials shall be selected and sited to produce hardy and drought-tolerant landscaping. Selection shall be based on soil characteristics, maintenance requirements, exposure to sun and wind, slope and contours of the site, and compatibility with other vegetation that will remain on the site. Suggested species lists for street trees, shrubs and groundcovers shall be provided by the City of Wilsonville.
3. Prohibited plant materials. The City may establish a list of plants that are prohibited in landscaped areas. Plants may be prohibited because they are potentially damaging to sidewalks, roads, underground utilities, drainage improvements, or foundations, or because they are known to be invasive to native vegetation.

[Section 4.176(.06)(E.) amended by Ordinance No. 538, 2/21/02.]

F. Tree Credit.

Existing trees that are in good health as certified by an arborist and are not disturbed during construction may count for landscaping tree credit as follows (measured at four and one-half feet above grade and rounded to the nearest inch):

Existing trunk diameter	Number of Tree Credits
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18 to 24 inches in diameter	3 tree credits
25 to 31 inches in diameter	4 tree credits
32 inches or greater	5 tree credits

[Amended by Ord. # 674 11/16/09]

1. It shall be the responsibility of the owner to use reasonable care to maintain preserved trees. Trees preserved under this section may only be removed if an application for removal permit under Section 4.610.10(01)(H) has been approved. Required mitigation for removal shall be replacement with the number of trees credited to the preserved and removed tree.
2. Within five years of occupancy and upon notice from the City, the property owner shall replace any preserved tree that cannot be maintained due to disease or damage, or hazard or nuisance as defined in Chapter 6 of this code. The notice shall be based on complete information provided by an arborist. Replacement with the number of trees credited shall occur within one (1) growing season of notice.

G. Exceeding Standards. Landscape materials that exceed the minimum standards of this Section are encouraged, provided that height and vision clearance requirements are met. [Amended by Ordinance No. 538, 2/21/02.]

H. Compliance with Standards. The burden of proof is on the applicant to show that proposed landscaping materials will comply with the purposes and standards of this Section. [Amended by Ordinance No. 538, 2/21/02.]

(.07) Installation and Maintenance.

A. Installation. Plant materials shall be installed to current industry standards and shall be properly staked to assure survival. Support devices (guy wires, etc.) shall not be allowed to interfere with normal pedestrian or vehicular movement.

B. Maintenance. Maintenance of landscaped areas is the on-going responsibility of the property owner. Any landscaping installed to meet the requirements of this Code, or any condition of approval established by a City decision-making body acting on an application, shall be continuously maintained in a healthy, vital and acceptable manner. Plants that die are to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. Failure to maintain landscaping as required in this Section shall constitute a violation of this Code for which appropriate legal remedies, including the revocation of any applicable land development permits, may result.

C. Irrigation. The intent of this standard is to assure that plants will survive the critical establishment period when they are most vulnerable due to a lack of watering and also to assure that water is not wasted through unnecessary or inefficient irrigation. Approved irrigation system plans shall specify one of the following:

1. A permanent, built-in, irrigation system with an automatic controller. Either a spray or drip irrigation system, or a combination of the two, may be specified.

2. A permanent or temporary system designed by a landscape architect licensed to practice in the State of Oregon, sufficient to assure that the plants will become established and drought-tolerant.
  3. Other irrigation system specified by a licensed professional in the field of landscape architecture or irrigation system design.
  4. A temporary permit issued for a period of one year, after which an inspection shall be conducted to assure that the plants have become established. Any plants that have died, or that appear to the Planning Director to not be thriving, shall be appropriately replaced within one growing season. An inspection fee and a maintenance bond or other security sufficient to cover all costs of replacing the plant materials shall be provided, to the satisfaction of the Community Development Director. Additionally, the applicant shall provide the City with a written license or easement to enter the property and cause any failing plant materials to be replaced.
- D. Protection. All required landscape areas, including all trees and shrubs, shall be protected from potential damage by conflicting uses or activities including vehicle parking and the storage of materials.
- (.08) Landscaping on Corner Lots. All landscaping on corner lots shall meet the vision clearance standards of Section 4.177. If high screening would ordinarily be required by this Code, low screening shall be substituted within vision clearance areas. Taller screening may be required outside of the vision clearance area to mitigate for the reduced height within it.
- (.09) Landscape Plans. Landscape plans shall be submitted showing all existing and proposed landscape areas. Plans must be drawn to scale and show the type, installation size, number and placement of materials. Plans shall include a plant material list. Plants are to be identified by both their scientific and common names. The condition of any existing plants and the proposed method of irrigation are also to be indicated. Landscape plans shall divide all landscape areas into the following categories based on projected water consumption for irrigation:
- A. High water usage areas (+/- two (2) inches per week): small convoluted lawns, lawns under existing trees, annual and perennial flower beds, and temperamental shrubs;
  - B. Moderate water usage areas (+/- one (1) inch per week): large lawn areas, average water-using shrubs, and trees;
  - C. Low water usage areas (Less than one (1) inch per week, or gallons per hour): seeded fieldgrass, swales, native plantings, drought-tolerant shrubs, and ornamental grasses or drip irrigated areas.
  - D. Interim or unique water usage areas: areas with temporary seeding, aquatic plants, erosion control areas, areas with temporary irrigation systems, and areas with special water-saving features or water harvesting irrigation capabilities.

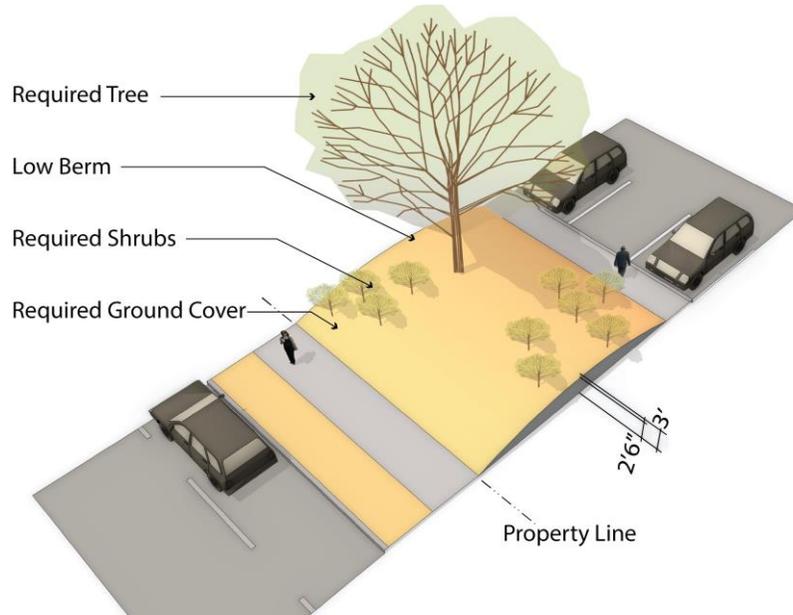
These categories shall be noted in general on the plan and on the plant material list.

- (.10) Completion of Landscaping. The installation of plant materials may be deferred for a period of time specified by the Board or Planning Director acting on an application, in order to avoid hot summer or cold winter periods, or in response to water shortages. In these cases, a temporary permit shall be issued, following the same procedures specified in subsection (.07)(C)(3), above, regarding temporary irrigation systems. No final Certificate of Occupancy shall be granted until an adequate bond or other security is posted for the completion of the landscaping, and the City is given written authorization to enter the property and install the required landscaping, in the event that the required landscaping has not been installed. The form of such written authorization shall be submitted to the City Attorney for review.
- (.11) Street Trees Not Typically Part of Site Landscaping. Street trees are not subject to the requirements of this Section and are not counted toward the required standards of this Section. Except, however, that the Development Review Board may, by granting a waiver or variance, allow for special landscaping within the right-of-way to compensate for a lack of appropriate on-site locations for landscaping. See subsection (.06), above, regarding street trees.
- (.12) Mitigation and Restoration Plantings. A mitigation plan is to be approved by the City's Development Review Board before the destruction, damage, or removal of any existing native plants. Plantings intended to mitigate the loss of native vegetation are subject to the following standards. Where these standards conflict with other requirements of this Code, the standards of this Section shall take precedence. The desired effect of this section is to preserve existing native vegetation.
- A. Plant Sources. Plant materials are to be native and are subject to approval by the City. They are to be non-clonal in origin; seed source is to be as local as possible, and plants must be nursery propagated or taken from a pre-approved transplantation area. All of these requirements are to be addressed in any proposed mitigation plan.
- B. Plant Materials. The mitigation plan shall specify the types and installation sizes of plant materials to be used for restoration. Practices such as the use of pesticides, fungicides, and fertilizers shall not be employed in mitigation areas unless specifically authorized and approved.
- C. Installation. Install native plants in-suitable soil conditions. Plant materials are to be supported only when necessary because of extreme winds at the site. Where support is necessary, all stakes, guy wires or other measures are to be removed as soon as the plants can support themselves. Protect from animal and fowl predation and foraging until establishment.
- D. Irrigation. Permanent irrigation systems are generally not appropriate in restoration situations, and manual or temporary watering of new plantings is often necessary. The mitigation plan shall specify the method and frequency of manual watering, including any that may be necessary after the first growing season.
- E. Monitoring and Reporting. Monitoring of native landscape areas is the on-going responsibility of the property owner. Plants that die are to be replaced in kind and quantity within one year. Written proof of the survival of all plants shall be

required to be submitted to the City’s Planning Department one year after the planting is completed.

[Section 4.176 amended by Ordinance No. 536, 1/7/02]

**Add new Figure 23: Low Berm Landscaping - subsequent figures to be renumbered**



**Section 4.180. Exceptions and Modifications - Projections into Required Yards.**

(.01) Certain non-structural architectural features are permitted to project into required yards or courts, without requiring the approval of a Variance or Reduced Setback Agreement, as follows:

A. Into any required yard:

1. Architectural features may project into the required yard not more than two (2) inches for each foot of required setback.
2. Architectural features on buildings within the Coffee Creek Industrial Design Overlay District shall be subject to the applicable requirements in Section 4.134.
3. Open, unenclosed fire escapes may project a distance not exceeding forty-eight (48) inches.

B. Into any required yard, adjoining a street or tract with a private drive: [Amended by Ord. 682, 9/9/10]

1. Architectural features may project a distance not exceeding forty (40) inches.
2. An uncovered porch, terrace, or patio extending no more than two and one-half (2 1/2) feet above the finished elevation may extend within three (3) feet of an interior side lot line, or within ten (10) feet of a front lot line or of an exterior side lot line.

**Section 4.197. Zone Changes and Amendments To This Code – Procedures.**

(.01) The following procedure shall be followed in applying for an amendment to the text of this Chapter:

- A. The Planning Commission shall conduct a public hearing on the proposed amendment at its earliest practicable meeting after it is proposed and shall, within forty (40) days after concluding the hearing, provide a report and recommendation to the City Council regarding the proposed amendment. The findings and recommendations of the Commission shall be adopted by resolution and shall be signed by the Chair-of the Commission.
- B. In recommending approval of a proposed text amendment, the Planning Commission shall, at a minimum, adopt findings relative to the following:
  - 1. That the application was submitted in compliance with the procedures set forth in Section 4.008; and
  - 2. The amendment substantially complies with all applicable goals, policies and objectives set forth in the Comprehensive Plan; and
  - 3. The amendment does not materially conflict with, nor endanger, other provisions of the - text of the Code; and
  - 4. If applicable, the amendment is in compliance with Statewide Land Use Planning Goals and related administrative rules; and
  - 5. If applicable, the amendment is necessary to ensure that the City's Land Use and Development Ordinance complies with mandated requirements of State or Federal laws and/or statutes.

(.02) ~~In recommending approval or denial of a proposed zone map amendment, the Planning Commission or Development Review Board shall at a minimum, adopt findings addressing the following criteria~~The following procedures shall be followed for zone map amendments.

- A. When a requested quasi-judicial zone map amendment within the Coffee Creek Industrial Design Overlay District is consistent with the adopted or concurrently proposed Comprehensive Plan Map designation and only one option exists for a zone map amendment consistent with the Comprehensive Plan Map the amendment shall be reviewed by the City Council without prior review or recommendation by the Development Review Board or Planning Commission.
  - 1. The Zoning Order adopting such zone map amendments shall state the zone map amendment expires 120 days from Council adoption unless a Stage II Final Plan receives final local approval for the area subject to the zone map amendment. In the event of a LUBA appeal of the final local approval, the 120-day expiration period will be tolled pending completion of the appeal process.
  - 2. Notwithstanding the process described above an applicant may elect to have the zone map amendment reviewed by the Development Review Board for a recommendation to City Council concurrently with other land use applications for the subject property.

3. If the Planning Director anticipates that individuals other than the applicant can be expected to question the requested zone map amendment's compliance with the Comprehensive Plan the Planning Director may require the zone map amendment be first reviewed by the Development Review Board to make a recommendation to City Council.
- B. All other quasi-judicial zone map amendments shall be reviewed by the Development Review Board to make a recommendation to City Council and all legislative zone map amendments shall be reviewed by the Planning Commission to make a recommendation to City Council.
- C. In recommending approval or denial of a proposed zone map amendment, the Planning Commission or Development Review Board shall at a minimum, adopt findings addressing the following criteria:
- 1A. That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008, Section 4.125 (.18)(B)(2) or, in the case of a Planned Development, Section 4.140; and [Amended by Ord 557, adopted 9/5/03]
- 2B. That the proposed amendment is consistent with the Comprehensive Plan map designation and substantially complies with the applicable goals, policies and objectives, set forth in the Comprehensive Plan text; and
- 3C. In the event that the subject property, or any portion thereof, is designated as "Residential" on the City's Comprehensive Plan Map; specific findings shall be made addressing substantial compliance with Implementation Measures 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text; and [Amended by Ordinance No. 538, 2/21/02.]
- 4D. That the existing primary public facilities, i.e., roads and sidewalks, water, sewer and storm sewer are available and are of adequate size to serve the proposed development; or, that adequate facilities can be provided in conjunction with project development. The Planning Commission and Development Review Board shall utilize any and all means to insure that all primary facilities are available and are adequately sized; and
- 5E. That the proposed development does not have a significant adverse effect upon Significant Resource Overlay Zone areas, an identified natural hazard, or an identified geologic hazard. When Significant Resource Overlay Zone areas or natural hazard, and/or geologic hazard are located on or abut the proposed development, the Planning Commission or Development Review Board shall use appropriate measures to mitigate and significantly reduce conflicts between the development and identified hazard or Significant Resource Overlay Zone and
- 6F. That the applicant is committed to a development schedule demonstrating that development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change; and
- 7G. That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are

attached that insure that the project development substantially conforms to the applicable development standards.

8H. Adequate public facilities, services, and transportation networks are in place, or are planned to be provided concurrently with the development of the property. The applicant shall demonstrate compliance with the Transportation Planning Rule, specifically by addressing whether the proposed amendment has a significant effect on the transportation system pursuant to OAR 660-012-0060. A Traffic Impact Analysis (TIA) shall be prepared pursuant to the requirements in Section 4.133.05.(01).

- (.03) If affirmative findings cannot be made for all applicable criteria listed above ~~the Planning Commission or Development Review Board shall recommend that~~ the proposed text or map amendment, as the case may be, shall be denied.
- (.04) City Council action approving a change in zoning shall be in the form of a Zoning Order.
- (.05) In cases where a property owner or other applicant has requested a change in zoning and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the zoning shall be changed.

In the Matter of the Application of )  
)  
) ZONING ORDER NO.  
)  
for a rezoning of land and amendment )  
of the City of Wilsonville Zoning Map )  
as incorporated in Section 4.102 )  
of the Wilsonville Code )

The above-entitled matter is before the Council to consider the application of  
for a zone change and an order amending the official Zoning Map as incorporated in Section 4.102 of  
the Wilsonville Code, and

It appearing to the Council that the property which is the subject of this application is described  
as follows:

(Legal Description)

and such property has heretofore appeared on the official Zoning Map zoned as follows:

and the Council having heard and considered all matters relevant to the application, including the  
Planning Commission and/or Development Review Board resolution and minutes, finds that the  
application should be (approved/denied), and it is therefore,

(Incorporated Conditions)

ORDERED that the property above-described is hereby rezoned as follows:

and such rezoning be and the same is hereby declared an amendment to the Wilsonville Zoning Map  
(Section 4.102 WC) and shall appear as such from and after entry of this Order.

The property subject to this Zoning Order is also subject to the Order of the City Council in  
respect thereto made.

DATED: This \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

- Mayor

Approved as to form:  
ATTEST:  
City Recorder  
City of Wilsonville, Oregon

by:  
City Recorder

**Section 4.198. Comprehensive Plan Changes - Adoption by the City Council.**

- (.01) Proposals to amend the Comprehensive Plan, or to adopt new elements or sub-elements of the Plan, shall be subject to the procedures and criteria contained in the Comprehensive Plan. Each such amendment shall include findings in support of the following:
- A. That the proposed amendment meets a public need that has been identified;
  - B. That the proposed amendment meets the identified public need at least as well as any other amendment or change that could reasonably be made;
  - C. That the proposed amendment supports applicable Statewide Planning Goals, or a Goal exception has been found to be appropriate; and
  - D. That the proposed change will not result in conflicts with any portion of the Comprehensive Plan that is not being amended.
- (.02) When a requested quasi-judicial Comprehensive Plan Map amendment within the Coffee Creek Industrial Design Overlay District is consistent with an adopted master plan that is a sub-element of the Comprehensive Plan and only one option exists for a Comprehensive Plan Map amendment consistent with the adopted area plan the amendment shall be reviewed by the City Council without prior review or recommendation by the Development Review Board or Planning Commission.
- A. The ordinance adopting such Comprehensive Plan Map amendments shall state the Comprehensive Plan Map amendment expires 120 days from Council adoption unless a Stage II Final Plan receives final local approval for the area subject to the Comprehensive Plan Map amendment. In the event of a LUBA appeal of the final local approval, the 120-day expiration period will be tolled pending completion of the appeal process.
  - B. Notwithstanding the process described above an applicant may elect to have the Comprehensive Plan Map amendment reviewed by the Development Review Board for a recommendation to City Council concurrently with other land use applications for the subject property.
  - C. If the Planning Director anticipates that individuals other than the applicant can be expected to question the requested Comprehensive Plan Map amendment's compliance with the adopted master plan the Planning Director may require the Comprehensive Plan Map amendment be first reviewed by the Development Review Board to make a recommendation to City Council.
- (.03) All other quasi-judicial Comprehensive Plan Map Amendments shall be reviewed by the Development Review Board to make a recommendation to City Council and all legislative Comprehensive Plan Map Amendments shall be reviewed by the Planning Commission to make a recommendation to City Council.

- (.042) As applicable Following the adoption and signature of the - Resolution by the Development Review Board or Planning Commission, together with minutes of public hearings on the proposed Amendment, the matter shall be shall be scheduled for public hearing before the City Council.
- (.053) Notice of the Council's consideration of the matter shall be provided as set forth in Section 4.012.
- (.064) Upon conclusion of its public hearing on the matter, the Council shall adopt its decision by ordinance, authorizing the Planning Director to amend the official zoning map, Comprehensive Plan Map or the text of Chapter 4 as set forth in Section 4.102.
- (.075) In cases where a property owner or other applicant has requested an amendment to the Comprehensive Plan map and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the Comprehensive Plan map shall be changed.

**Site Design Review**  
Sections 4.400 – 4.450

**Section 4.420. Jurisdiction and Powers of the Board.**

- (.01) Application of Section. Except for single-family or two-family dwellings in any residential zoning district, and in the Village zone-, row houses or apartments, and Class II applications in the Coffee Creek Industrial Design Overlay District, no Building Permit shall be issued for a new building or major exterior remodeling of an existing building, and no Sign Permit, except as permitted in Sections 4.156.02 and 4.156.05, shall be issued for the erection or construction of a sign relating to such new building or major remodeling, until the plans, drawings, sketches and other documents required for a Sign Permit application have been reviewed and approved by the Board. [Amended by Ord. No. 538, 2/21/02.] [Amended by Ord. No. 557, 9/5/03.] [Amended by Ord. No. 704, 6/18/12]
- (.02) Development in Accord with Plans. Construction, site development and landscaping shall be carried out in substantial accord with the plans, drawings, sketches and other documents approved by the Board, unless altered with Board approval. Nothing in this subsection shall be construed to prevent ordinary repair, maintenance and replacement of any part of the building or landscaping which does not involve a substantial change from the purpose of Section 4.400. If the Board objects to such proposed changes, they shall be subject to the procedures and requirements of the site design review process applicable to new proposals.
- (.03) Variances. The Board may authorize variances from the site development requirements, based upon the procedures, standards and criteria listed in Section 4.196. Variances shall be considered in conjunction with the site design review process.

## **Tree Preservation and Protection**

### **Sections 4.600 – 4.640.20**

**Section 4.610.00. Application Review Procedure**

- (.01) The permit applicant shall provide complete information as required by this subchapter in order for the City to review the application.
- (.02) Departmental Review. All applications for Tree Removal Permits must be deemed complete by the City Planning Department before being accepted for review. When all required information has been supplied, the Planning Department will verify whether - the application is complete. Upon request of either the applicant or the City, the City may conduct a field inspection or review meeting. City departments involved in the review shall submit their report and recommendations to the Planning Director who shall forward them to the appropriate reviewing authority.
- (.03) Reviewing Authority.
- A. Type A or B. Where site plan review or plat approval by the Development Review Board is not required by City ordinance, the grant or denial of the Tree Removal Permit application shall be the responsibility of the Planning Director. The Planning Director has the authority to refer a Type B permit application to the DRB under the Class II administrative review procedures of this Chapter. The decision to grant or deny a permit shall be governed by the applicable review standards enumerated in WC 4.610.10
- B. Type C. Where the site is proposed for development necessitating site plan review or plat approval by the Development Review Board, the Development Review Board shall be responsible for granting or denying the application for a Tree Removal Permit, and that decision may be subject to affirmance, reversal or modification by the City Council, if subsequently reviewed by the Council. For site development applications subject to a Class II administrative review process in the Coffee Creek Industrial Design Overlay District, the Planning Director shall be responsible for the granting or denial of the Tree Removal Permit application.
- C. Type D. Type D permit applications shall be subject to the standards and procedures of Class I administrative review and shall be reviewed for compliance with the Oregon Forest Practice Rules and Statutes. The Planning Director shall make the decision to grant or deny an application for a Type D permit.
- D. Review period for complete applications. Type A permit applications shall be reviewed within 10 (ten) working days. Type B permit applications shall be reviewed by the Planning Director within thirty (30) calendar days, except that the DRB shall review any referred application within sixty (60) calendar days. Type C permit applications shall be reviewed within the time frame established by this Chapter. Type D permit applications shall be reviewed within 15 calendar days.
- (.04) Notice. Before the granting of a Type C Tree Removal Permit, notice of the application shall be sent by regular mail to all owners within two hundred fifty feet (250') of the property where the trees are located as provided for in WC 4.010. The notice shall indicate where the application may be inspected and when a public hearing on the application will be held.

- (.05) Denial of Tree Removal Permit. Whenever an application for a Tree Removal Permit is denied, the permit applicant shall be notified, in writing, of the reasons for denial.
- (.06) Grant of a Tree Removal Permit. Whenever an application for a Type B, C or D Tree Removal Permit is granted, the reviewing authority shall:
- A. Conditions. Attach to the granting of the permit any reasonable conditions considered necessary by the reviewing authority including, but not limited to, the recording of any plan or agreement approved under this subchapter, to ensure that the intent of this Chapter will be fulfilled and to minimize damage to, encroachment on or interference with natural resources and processes within wooded areas;
  - B. Completion of Operations. Fix a reasonable time to complete tree removal operations; and
  - C. Security. Require the Type C permit grantee to file with the City a cash or corporate surety bond or irrevocable bank letter of credit in an amount determined necessary by the City to ensure compliance with Tree Removal Permit conditions and this Chapter.
    - 1. This requirement may be waived by the Planning Director if the tree removal must be completed before a plat is recorded, and the applicant has complied with WC 4.264(1) of this Code.

**Section 4.610.40. Type C Permit**

- (.01) Approval to remove any trees on property as part of a site development application may be granted in a Type C permit. A Type C permit application shall be reviewed by the standards of this subchapter and all applicable review criteria of Chapter 4. Application of the standards of this section shall not result in a reduction of square footage or loss of density, but may require an applicant to modify plans to allow for buildings of greater height. If an applicant proposes to remove trees and submits a landscaping plan as part of a site development application, an application for a Tree Removal Permit shall be included. The Tree Removal Permit application will be reviewed in the Stage II development review process; The DRB shall review all Type C permits, with the exception of Class II development review applications located within the Coffee Creek Industrial Design Overlay District, where the Planning Director shall have review authority. ~~and a~~ Any plan changes made that affect trees after Stage II review of a development application shall be subject to review by ~~DRB~~ the original approval authority. Where mitigation is required for tree removal, such mitigation may be considered as part of the landscaping requirements as set forth in this Chapter. Tree removal shall not commence until approval of the required Stage II application and the expiration of the appeal period following that decision. If a decision approving a Type C permit is appealed, no trees shall be removed until the appeal has been settled.
- (.02) The applicant must provide ten copies of a Tree Maintenance and Protection Plan completed by an arborist that contains the following information:

- A. A plan, including a topographical survey bearing the stamp and signature of a qualified, registered professional containing all the following information:
1. Property Dimensions. The shape and dimensions of the property, and the location of any existing and proposed structure or improvement.
  2. Tree survey. The survey must include:
    - a. An accurate drawing of the site based on accurate survey techniques at a minimum scale of one inch (1”) equals one hundred feet (100’) and which provides a) the location of all trees having six inches (6”) or greater d.b.h. likely to be impacted, b) the spread of canopy of those trees, (c) the common and botanical name of those trees, and d) the approximate location and name of any other trees on the property.
    - b. A description of the health and condition of all trees likely to be impacted on the site property. In addition, for trees in a present or proposed public street or road right-of-way that are described as unhealthy, the description shall include recommended actions to restore such trees to full health. Trees proposed to remain, to be transplanted or to be removed shall be so designated. All trees to remain on the site are to be designated with metal tags that are to remain in place throughout the development. Those tags shall be numbered, with the numbers keyed to the tree survey map that is provided with the application.
    - c. Where a stand of twenty (20) or more contiguous trees exist on a site and the applicant does not propose to remove any of those trees, the required tree survey may be simplified to accurately show only the perimeter area of that stand of trees, including its drip line. Only those trees on the perimeter of the stand shall be tagged, as provided in "b," above.
    - d. All Oregon white oaks, native yews, and any species listed by either the state or federal government as rare or endangered shall be shown in the tree survey.
  3. Tree Protection. A statement describing how trees intended to remain will be protected during development, and where protective barriers are necessary, that they will be erected before work starts. Barriers shall be sufficiently substantial to withstand nearby construction activities. Plastic tape or similar forms of markers do not constitute "barriers."
  4. Easements and Setbacks. Location and dimension of existing and proposed easements, as well as all setbacks required by existing zoning requirements.
  5. Grade Changes. Designation of grade changes proposed for the property that may impact trees.
  6. Cost of Replacement. A cost estimate for the proposed tree replacement program with a detailed explanation including the number, size and species.
  7. Tree Identification. A statement that all trees being retained will be identified by numbered metal tags, as specified in subsection "A," above in addition to clear identification on construction documents.

# **Annexations and Urban Growth Boundary Amendments**

## **Section 4.700**

## **ANNEXATIONS AND URBAN GROWTH BOUNDARY AMENDMENTS**

### **Section 4.700. Procedures Relating To The Processing Of Requests For Annexation And Urban Growth Boundary Amendments.**

- (.01) The City of Wilsonville is located within the Portland Metropolitan Area, and is therefore subject to regional government requirements affecting changes to the city limits and changes to the Urban Growth Boundary (UGB) around Wilsonville. The City has the authority to annex properties as prescribed in State law, but the City's role in determining the UGB is primarily advisory to Metro, as provided in Oregon Revised Statutes. The following procedures will be used to aid the City Council in formulating recommendations to those regional entities. [Amended by Ordinance No. 538, 2/21/02.]
- A. Proponents of such changes shall provide the Planning Director with all necessary maps and written information to allow for review by city decision-makers. The Planning Director, after consultation with the City Attorney, will determine whether each given request is quasi-judicial or legislative in nature and will make the necessary arrangements for review based upon that determination.
  - B. Written information submitted with each request shall include an analysis of the relationship between the proposal and the City's Comprehensive Plan, applicable statutes, as well as the Statewide Planning Goals and any officially adopted regional plan that may be applicable.
  - C. The Planning Director shall review the information submitted by the proponents and will prepare a written report for the review of the City Council and the Planning Commission or Development Review Board. If the Director determines that the information submitted by the proponents does not adequately support the request, this shall be stated in the Director's staff report.
  - D. If the Development Review Board, Planning Commission, or City Council determine that the information submitted by the proponents does not adequately support the request, the City Council may oppose the request to the regional entity having the final decision making authority.
- (.02) Each quasi-judicial request shall be reviewed by the Development Review Board, which shall make a recommendation to the City Council after concluding a public hearing on the proposal, except in the following circumstance:
- A. When an annexation in the Coffee Creek Industrial Design Overlay District is requested concurrent with a quasi-judicial Comprehensive Plan Map amendment and/or zone map amendment as specified in Section 4.197 (.02) A. and Section 4.198 (.02), the annexation shall be reviewed by the City Council without prior review or recommendation by the Development Review Board.
    - a. The ordinance adopting such annexation request shall state the annexation expires 120 days from Council adoption unless a Stage II Final Plan receives final local approval for the area subject to the annexation. In the event of a

LUBA appeal of the final local approval, the 120-day expiration period will be tolled pending completion of the appeal process.

- b. Notwithstanding the process described above an applicant may elect to have the annexation reviewed by the Development Review Board for a recommendation to City Council concurrently with other land use applications for the subject property.
- c. If the Planning Director anticipates that individuals other than the applicant can be expected to question the requested annexation's compliance with the applicable criteria the Planning Director may require the annexation be first reviewed by the Development Review Board to make a recommendation to City Council.

- (.03) Each legislative request shall be reviewed by the Planning Commission, which shall make a recommendation to the City Council after concluding a public hearing on the proposal.
- (.04) As applicable, Tthe City Council shall consider the information in the record of the Development Review Board or Planning Commission and shall, after concluding a public hearing on the request, determine the appropriate course of action. That course of action may be:
  - A. In the case of a proposed amendment to the Regional Urban Growth Boundary: forward its recommendation in the form of a Resolution to the Metro Council.
  - B. In the case of a proposed annexation to the City, select from the following as allowed by State law (ORS 222):
    - 1. Take no action;
    - 2. Declare the subject property, or some portion thereof, to be annexed;
    - 3. Set the matter for election of the voters residing within the affected territory;  
or
    - 4. Set the matter for election of City voters.
- (.05) The City Council may adopt a development agreement with the owners of property that is proposed for annexation to the City, and such agreement may include an agreement to annex at a future date. A development agreement with an agreement to annex shall be subject to the same procedural requirement as other annexations in terms of staff report preparation, public review, and public hearings.

**Attachment B1 –Section 4.134 Coffee Creek Industrial Design Overlay District (DRB Review Option)**

*The Day Road Design Overlay District in Section 4.134 of the Wilsonville Code is proposed to be repealed and replaced with a new Section 4.134 as drafted below.*

**Section 4.134 Coffee Creek Industrial Design Overlay District**

- (.01) Purpose. The Coffee Creek Industrial Design Overlay District (Coffee Creek DOD) is an overlay district within the Planned Development Industrial - Regionally Significant Industrial Area (RSIA) Zone Section 4.135.5. The purpose of this Coffee Creek DOD is to implement the Coffee Creek Industrial Area Master Plan (2007) by establishing standards for street design and connectivity, site design and circulation, building form, and building architecture and landscape for all development located within the master plan area. These standards are intended to result in:
- A. An industrial district featuring cohesive and high-quality site, landscape, and building design that is well integrated with adjacent streetscapes and other public spaces.
  - B. A multi-modal transportation network accommodating pedestrians, bicyclists, transit riders, motorists, and freight in the context of a modern light industrial district.
  - C. Preservation of trees and natural features.
  - D. Minimization of adverse impacts to adjacent properties from development that detracts from the character and appearance of the area.
  - E. Minimization of the off-site visibility of vehicular parking, circulation and loading areas.
  - F. Creation of a pleasant and functional industrial district for employees and visitors.
  - G. A predictable and timely process for reviewing light industrial development applications.
- (.02) Applicability. The Coffee Creek DOD shall apply to all properties within the Coffee Creek Industrial Area Master Plan as shown in the Regulating Plan (Figure CC-1). The provisions of this section shall apply to:
- A. All new building construction.
  - B. Any exterior modifications to existing, non-residential buildings, subject to Section 4.134 (.03).
  - C. All development of site improvements including but not limited to new paved parking lots, outdoor storage, display areas, signs, and landscaping.
  - D. All building expansions greater than 1,250 square feet.
- (.03) Exceptions. This section does not apply to the following:

- A. Maintenance of the exterior of an existing industrial/employment structure, such as painting to the approved color palette, reroofing, or residing with the same or similar materials.
  - B. Interior remodeling.
  - C. Essential public facilities.
  - D. Maintenance of existing dwellings and accessory buildings.
  - E. Maintenance of agricultural buildings.
- (.04) Uses that Are Typically Permitted. The uses permitted shall be governed by Section 4.135.5(.03).
- (.05) Prohibited Uses. The uses prohibited shall be governed by Section 4.135.5(.04).
- (.06) Overview of Coffee Creek DOD Standards.
- A. Section 4.134(.09) Regulating Plan. The Regulating Plan organizes all existing and future streets, drives, and shared-use paths within the Coffee Creek Industrial Area into a hierarchy of Addressing Streets, Supporting Streets and Through Connections.
  - B. Section 4.134(.10) Connectivity Standards.
    - 1. New Supporting Streets and Through Connections are required within the Coffee Creek DOD to meet Connectivity Requirements as shown on Figure CC-4.
    - 2. The Street Types specify the cross sections for each of the street and shared-use path types within the Regulating Plan. These cross section specifications apply to both existing and proposed new streets. A range of cross sections for Supporting Streets and Through Connections is permitted and detailed in Figures CC-2 and CC-3.
  - C. Section 4.134(.11) Development Standards Table.
    - 1. The Development Standards Table provides an overview of all applicable development standards. The development standards for any given parcel are determined by the existing or future street or shared-use path type on which the parcel fronts, as detailed in Table CC-1.
    - 2. Areas bounded by new Supporting Streets and Through Connections are designated as Parcels and are required to comply with Development Standards governing site design, building orientation and frontage. The development standards for site design, building façade and landscape design are intended to work in tandem with the street types to create a cohesive and unified public realm.
    - 3. Adjustments to Development Standards may be granted by the Development Review Board for quantifiable provisions, as noted in Tables CC-1 through CC-4, if the Development Review Board finds that the adjusted Development Standard will perform as well as the Development Standard.

- D. Coffee Creek DOD Pattern Book. The Coffee Creek DOD Pattern Book provides supplemental design guidelines, which are intended to allow additional design flexibility than the Development Standards while satisfying the purpose of the Coffee Creek DOD.
- (.07) Review Process. Development applications shall follow the application review process described in:
- A. Section 4.197 Zone Changes and Amendments.
  - B. Section 4.198 Comprehensive Plan Changes.
  - C. Section 4.700 Annexation and Urban Growth Boundary Amendments
  - D. Section 4.140 Planned Development Regulations.
- (.08) Waivers. The Development Review Board may waive standards as listed in Section 4.134 (.11), consistent with the provisions of Section 4.118 (.03).
- A. The following standards shall not be waived, unless there is substantial evidence in the whole record to support a finding that the intent and purpose of the standards will be met in alternative ways:
    - 1. Required minimum building height as provided in Section 4.134 (.11) Table CC-4;
    - 2. Parking location and design along addressing streets in Section 4.134 (.11) Table CC-3; and
    - 3. Parcel pedestrian access as listed in Section 4.134 (.11) Table CC-3.
  - B. In addition to meeting the purposes and objectives of Section 4.140, any waivers granted in the Coffee Creek DOD must be found to be consistent with the intent of the Coffee Creek DOD Pattern Book.
- (.09) Coffee Creek DOD Regulating Plan, Figure CC-1.
- A. Components of the Regulating Plan Map
    - 1. Addressing Streets. Existing and planned streets within the Regulating Plan Area are called Addressing Streets and include Cahalin Road, Day Road, Clutter Street, Grahams Ferry Road, Garden Acres Road, and “Future” Street.
    - 2. Overlay District. Land area identified within the Coffee Creek DOD on Figure CC-1 is subject to additional Connectivity Standards as detailed in Figure CC-4 and Table CC-1.



Figure CC-1 - Regulating Plan

(.10) Coffee Creek Connectivity Standards

- A. Street Types, Figure CC-1. Within the land area bounded by Addressing Streets, connectivity shall be provided through new streets or private drives and shared use paths. The location, alignment and cross-section of required streets or private drives and shared-use paths is flexible, as long as they comply with spacing and minimum cross section standards. New connections may be one of the following types:
1. Supporting Streets. Supporting Streets are new public streets or public easements. They shall meet the development standards set out in Figure CC-2.
    - a. A Required Supporting Street is one that intersects with an Addressing Street as shown on Figure CC-1. The exact location and design of these connections will be determined at the time of development review.
    - b. Planned Intersections are locations where Existing and Planned Addressing Streets intersect with required Supporting Streets, and Planned Pathways, as generally shown in Figure CC-1.

2. Through Connections. Through Connections are new public streets or public easements with multi-use paths, or streets or public easements that combine characteristics of streets and multi-use paths. They shall meet the Development Standards set out in Figure CC-3.
- B. Planned Pathways are multi-use paths or pedestrian connections that are planned in the Transportation Systems Plan to occur in the location generally shown in Figure CC-1. A Planned Pathway may be employed to meet required connectivity, if it complies with Through Connection Standards for Connection Spacing and Connection Type, see Figure CC-6.
  - C. Maximum Connection Spacing.
    1. Addressing Streets. When intersecting with an Addressing Street, new Supporting Streets and Through Connections shall meet maximum spacing standards as set out in Table CC-1.
    2. Internal Supporting Streets and Through Connections. See Figure CC-4 and Table CC-1.
  - D. Required Connectivity Master Plan. Connectivity Master Plans are required for all development within the Coffee Creek DOD. Development proposals shall show conceptually how the Connectivity Requirements will be met. In addition, the Connectivity Master Plan should generally indicate how parking, driveways, walkways, waysides, etc., will relate or connect to adjacent parcels.

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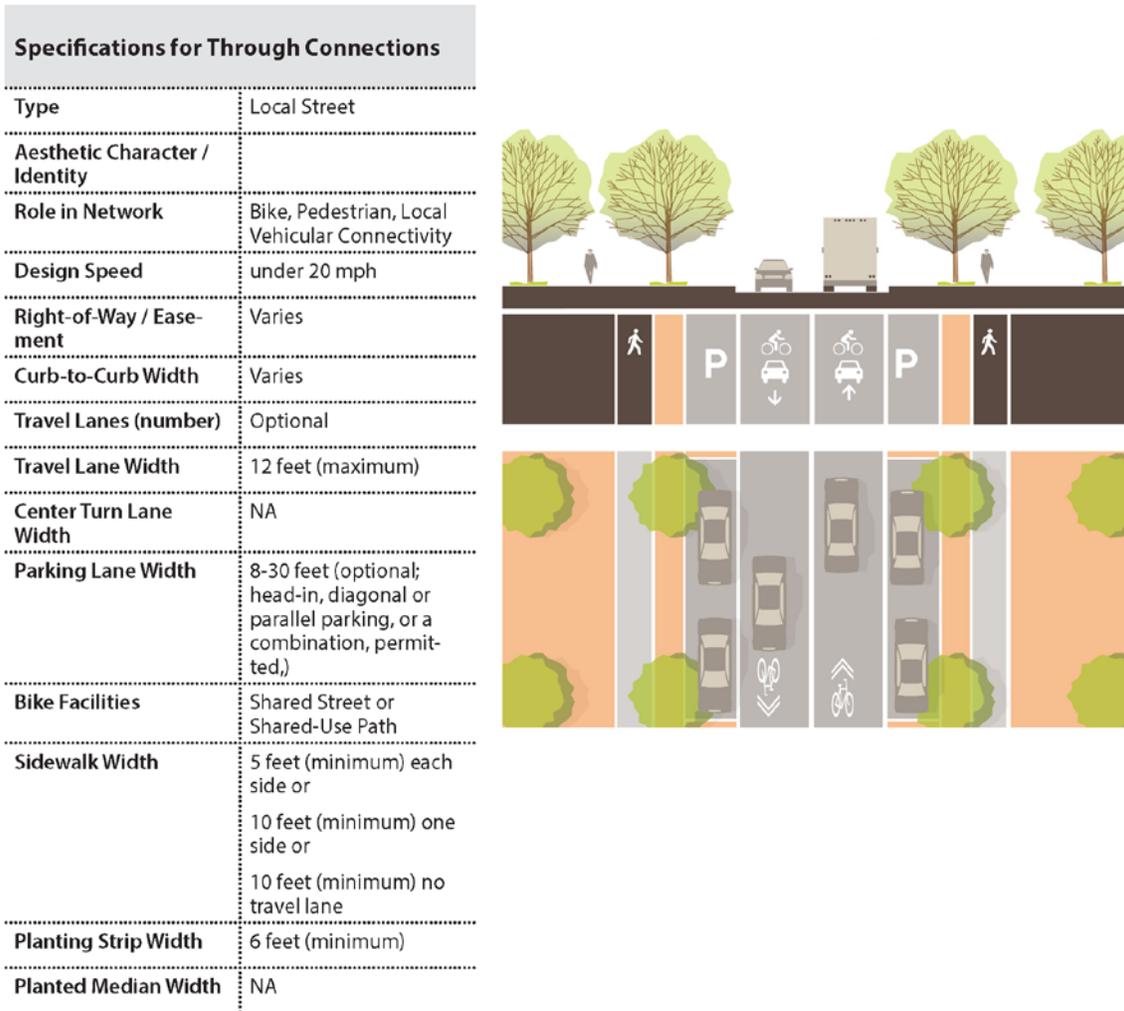
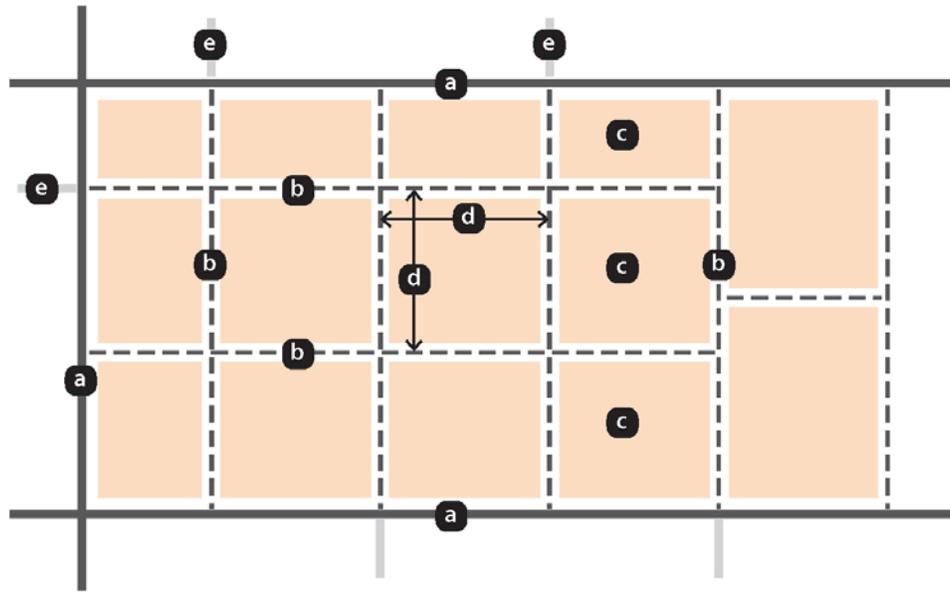


Figure CC-3 - Through Connections Standards



- a** Addressing Street
- b** Supporting Street or Through Connection
- c** Parcel (typical)
- d** Maximum Spacing
- e** Existing Road

Figure CC-4 - Connectivity Standards

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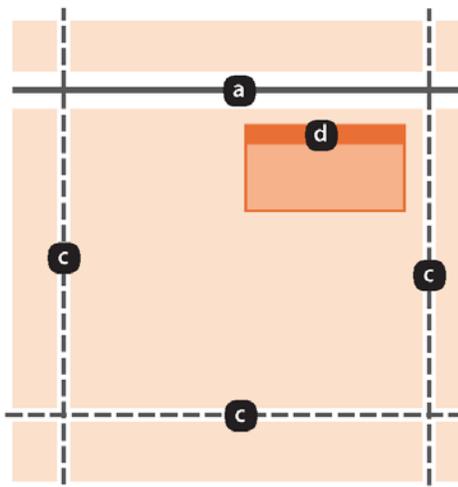
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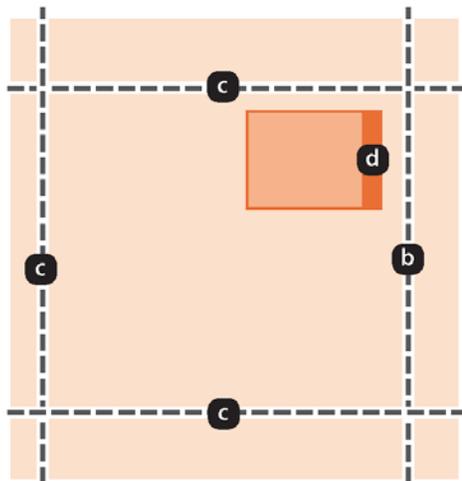
- (.11) Development Standards Table. Areas bounded by Addressing Streets, Supporting Streets and Through Connections shall be designated as a Parcel and subject to the Development Standards in Tables CC-1 through CC-4.

<b>Table CC-1: Street Design and Connectivity</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
General	Development Standards within this table are not adjustable.		
Connection Spacing	Not applicable, Addressing Streets exist or are planned	600-feet, maximum, centerline to centerline. Supporting Streets and Through Connections shall intersect with Garden Acres Road as shown on Figure CC-1, Regulating Plan; or if the Addressing Street is Day Road, no less than 1,000 feet apart, centerline to centerline.	
Connection Type	Addressing Streets are Day Road, Grahams Ferry Road, Cahalin Road, Garden Acres Road, Clutter Street, and "Future" Street.	Supporting Streets are those meeting Specifications, Figure CC-2. A Required Supporting Street is one that intersects with an Addressing Street. The exact location and design of these connections will be determined at the time of development review.	Through Connections are those meeting Specifications, Figure CC-3. Through Connections may be multimodal or used exclusively for bicycle and pedestrian access.
Connection Hierarchy and Primary Frontage	If one of the streets or connections bounding a parcel is an Addressing Street, the Addressing Street shall be the Primary Frontage. If none of the bounding streets or connections is an Addressing Street, a Supporting Street shall be the Primary Frontage. See Figure CC-5.		

Parcel with Addressing Street Frontage



Parcel without Addressing Street Frontage



- a** Addressing Street
- b** Supporting Street
- c** Supporting Street or Through Connection
- d** Primary Frontage / Front Façade of Building

Figure CC-5 - Connection Hierarchy and Primary Frontage

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<b>Table CC-2: District-Wide Planning and Landscaping</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
General	The following provisions apply: <ul style="list-style-type: none"> <li>• Section 4.176 for landscaping standards</li> <li>• Section 4.610.10 for tree removal, relocation or replacement.</li> <li>• Section 4.610.10(.01)(C.) for consideration of development alternatives to preserve wooded areas &amp; trees.</li> </ul>		

<b>Table CC-3: Site Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
<b>1. Parcel Access</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>• Section 4.177(.02) for street design;</li> <li>• Section 4.177(.03) to (.10) for sidewalks, bike facilities, pathways, transit improvements, access drives &amp; intersection spacing.</li> </ul> The following Development Standards are adjustable: <ul style="list-style-type: none"> <li>• Parcel Driveway Spacing: 20%</li> <li>• Parcel Driveway Width: 10%</li> </ul>		
Parcel Driveway Access	Not applicable	Limited by connection spacing standards Parcel Driveway Access may be employed to meet required connectivity, if it complies with Supporting Street Standards for Connection Spacing and Connection Type, see Figure CC-6. Subject to approval by City Engineer	Limited by connection standards for motorized vehicle access. Parcel Driveway Access may be employed to meet required connectivity, if it complies with Through Connection Standards for Connection Spacing and Connection Type, see Figure CC-6. Subject to approval by City Engineer
Parcel Driveway Spacing	Not applicable	150-feet, minimum See Figure CC-6	150-feet, minimum See Figure CC-6
Parcel Driveway Width	Not applicable	24-foot, maximum or complies with Supporting Street Standards	24-foot, maximum or complies with Through Connection Standards

<b>Table CC-3: Site Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	
<b>2. Parcel Pedestrian Access</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>• Section 4.154 (.01) for separated &amp; direct pedestrian connections between parking, entrances, street ROW &amp; open space</li> <li>• Section 4.167 (.01) for points of access</li> </ul>		
Parcel Pedestrian Access Spacing	No restriction		
Parcel Pedestrian Access Width	8 feet wide minimum		
Parcel Pedestrian Access to Transit	Provide separated & direct pedestrian connections between transit stops and parking, entrances, street ROW & open space.		
<b>3. Parcel Frontage</b>			
Parcel Frontage, Defined	Parcel Frontage shall be defined by the linear distance between centerlines of the perpendicular Supporting Streets and Through-Parcel Connections. Where Parcel Frontage occurs on a curved segment of a street, Parcel Frontage shall be defined as the linear dimension of the Chord.		
Primary Frontage, Defined	The Primary Frontage is the Parcel Frontage on an Addressing Street. If the parcel is not bounded by Addressing Streets, it is the Parcel Frontage on a Supporting Street. See Figure CC-5.		
Parcel Frontage Occupied by a Building	A minimum of 100 feet of the Primary Frontage shall be occupied by a building. The maximum Primary Frontage occupied by a building shall be limited only by required side yard setbacks.	No minimum	
<b>4. Parking Location and Design</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>• Section 4.155 (03) Minimum and Maximum Off-Street Parking Requirements</li> <li>• Section 4.155 (04) Bicycle Parking</li> <li>• Section 4.155 (06) Carpool and Vanpool Parking Requirements</li> <li>• Section 4.176 for Parking Perimeter Screening and Landscaping - permits the parking landscaping and screening standards as multiple options</li> </ul> The following Development Standards are adjustable: <ul style="list-style-type: none"> <li>• Parking Location and Extent: up to 20 spaces permitted on an Addressing Street</li> </ul>		

**Table CC-3: Site Design**

	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
Parking Location and Extent	Limited to one double-loaded bay of parking, 16 spaces, maximum, designated for short-term (1 hour or less), visitor, and disabled parking only between right-of-way of Addressing Street and building.	Parking is permitted between right-of-way of Supporting Street and building.	Parking is permitted between right-of-way of Through Connection and building.
Parking Setback	20 feet minimum from the right-of-way of an Addressing Street.	15 feet minimum from the right-of-way of a Supporting Street.	10 feet minimum from the right-of-way of a Through Connection.
Parking Lot Sidewalks	Where off-street parking areas are designed for motor vehicles to overhang beyond curbs, sidewalks adjacent to the curbs shall be increased to a minimum of seven (7) feet in depth.	Where off-street parking areas are designed for motor vehicles to overhang beyond curbs, planted areas adjacent to the curbs shall be increased to a minimum of nine (9) feet in depth.	
Parking Perimeter Screening and Landscaping	Screen parking area from view from Addressing Streets and Supporting Streets by means of one or more of the following: a. General Landscape Standard, Section 4.176 (.02) C. b. Low Berm Standard, Section 4.176 (.02) E., except within 50 feet of a perpendicular Supporting Street or Through Connection as measured from the centerline.		Screen parking area from view from Through Connections by means of a. Low Screen Landscape Standard, Section 4.176 (.02) D., or b. High Wall Standard, Section 4.176 (.02) G., or c. High Screen Landscaping Standard, Section 4.176 (.02) H. d. Partially Sight-obscuring Fence Standard, Section 4.176 (.02) I.
Off-Street Loading Berth	One loading berth is permitted on the front façade of a building facing an Addressing Street. The maximum dimensions for a loading are sixteen (16) feet wide and eighteen (18) feet tall. A clear space thirty-five (35) feet, minimum is required in front of the	No limitation. Shall meet minimum standards in Section 4.155 (.05).	

<b>Table CC-3: Site Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
	<p>loading berth.</p> <p>The floor level of the loading berth shall match the main floor level of the primary building. No elevated loading docks or recessed truck wells are permitted.</p> <p>Access to a Loading Berth facing an Addressing Street may cross over, but shall not interrupt or alter, a required pedestrian path or sidewalk. All transitions necessary to accommodate changes in grade between access aisles and the loading berth shall be integrated into adjacent site or landscape areas.</p> <p>Architectural design of a loading berth on an Addressing Street shall be visually integrated with the scale, materials, colors, and other design elements of the building.</p>		
Carpool and Vanpool Parking	No limitation		
<b>5. Grading and Retaining Walls</b>			
General	<p>The following Development Standards are adjustable:</p> <ul style="list-style-type: none"> <li>Retaining Wall Design: 20%</li> </ul>		
Maximum height	<p>Where site topography requires adjustments to natural grades, landscape retaining walls shall be 48-inches tall maximum.</p> <p>Where the grade differential is greater than 30-inches, retaining walls may be stepped.</p>		
Required Materials	<p>Materials for retaining walls shall be unpainted cast-in-place, exposed-aggregate, or board-formed concrete; brick masonry; stone masonry; or industrial-grade, weathering steel plate.</p>		
Retaining Wall Design	<p>Retaining walls longer than 50 linear feet shall introduce a 5-foot, minimum horizontal offset to reduce their apparent mass.</p>		

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<b>Table CC-3: Site Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
<b>6. Planting</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>Section 4.176 Landscaping and Screening Standards</li> </ul>		
Landscaping Standards Permitted	General Landscape Standard, Section 4.176(.02)(C.) Low Berm Standard, Section 4.176(.02)(G.), except within 50 feet of a perpendicular Supporting Street or Through Connection as measured from the centerline	General Landscape Standard, Section 4.176(.02)(C.) Low Screen Landscape Standard, Section 4.176(.02)(D.) Screen loading areas with High Wall Standard, Section 4.176(.02)(F.), and High Screen Landscaping Standard, Section 4.176(.02)(E.)	
<b>7. Location and Screening of Utilities and Services</b>			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> <li>Sections 4.179 and 4.430. Mixed Solid Waste and Recyclables Storage in New Multi-Unit Residential and Non-Residential Buildings</li> </ul>		
Location and Visibility	Site and building service, equipment, and outdoor storage of garbage, recycling, or landscape maintenance tools and equipment is not permitted	Site and building service, utility equipment, and outdoor storage of garbage, recycling, or landscape maintenance tools and equipment is not permitted within the setback	No limitation
Required Screening	Not permitted	High Screen Landscaping Standard, Section 4.176(.02)(F.) and/ or High Wall Standard, Section 4.176(.02)(G.)	

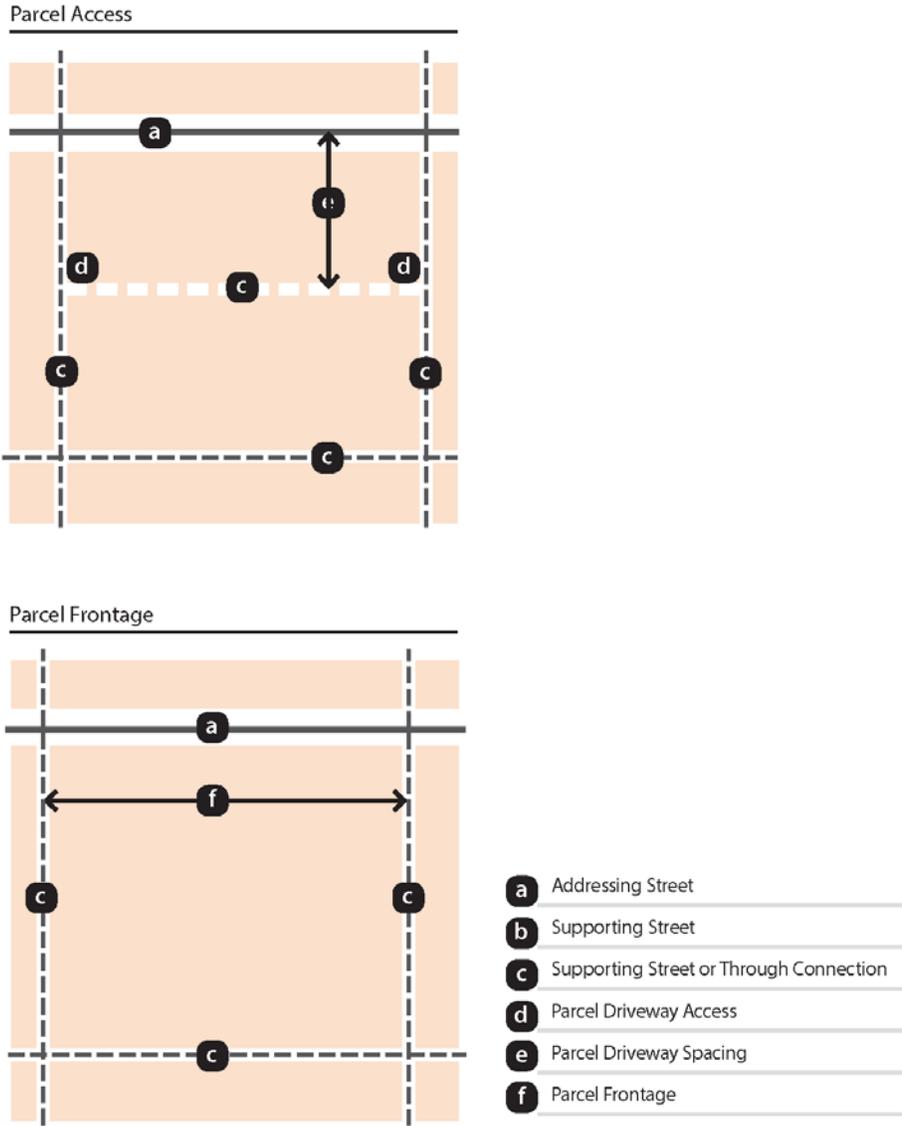


Figure CC-6 - Site Design - Parcel Access

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<b>Table CC-4: Building Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
<b>1. Building Orientation</b>			
Front Façade	<p>Buildings shall have one designated front façade and two designated side façades.</p> <p>If one of the streets or connections bounding a parcel is an Addressing Street, the front façade of the building shall face the Addressing Street.</p> <p>If two of the streets or connections bounding a parcel are Addressing Streets, the front façade of the building may face either Addressing Street, except when one of the Addressing Streets is Day Road. In that case, the front façade must face Day Road.</p> <p>If none of the bounding streets or connections is an Addressing Street, the front façade of the building shall face a Supporting Street.</p> <p>See Figure CC-5.</p>		
Length of Front Façade	<p>A minimum of 100 feet of the Primary Frontage shall be occupied by a building.</p> <p>The maximum Primary Frontage occupied by a building shall be limited only by required side yard setbacks.</p>		
Articulation of Front Façade	<p>Applies to a Front Façade longer than 175 feet that has more than 5,250 square feet of street-facing façade area:</p> <p>At least 10% of the street-facing façade of a building facing an Addressing Street must be divided into façade planes that are offset by at least 2 feet from the rest of the façade.</p> <p>Façade area used to meet this standards may be recessed behind, or project out from, the primary façade plane.</p>		
<b>2. Primary Building Entrance</b>			
General	<p>The following Development Standards are adjustable:</p> <ul style="list-style-type: none"> <li>• Required Canopy: 10%</li> <li>• Transparency: 20%</li> </ul>		
Accessible Entrance	<p>The Primary Building Entrance shall be visible from, and accessible to, an Addressing Street (or a Supporting Street if there is no Addressing Street frontage). A continuous pedestrian pathway shall connect from the sidewalk of an Addressing Street to the Primary Building Entrance with a safe, direct and convenient path of travel that is free from hazards and provides a reasonably smooth and consistent surface consistent with the requirements of Americans with Disabilities Act (ADA).</p> <p>The Primary Building Entrance shall be 15 feet wide, minimum and 15 feet tall, minimum.</p>		
Location	150-feet, maximum from right-of-way of an Addressing Street, see Figure CC-7.	150-feet, maximum from right-of-way of a Supporting Street, if there is no Addressing Street Frontage, see Figure CC-7.	
Visibility	Direct line of sight from an Addressing Street to the Primary Building Entrance.		
Accessibility	Safe, direct, and convenient path from adjacent public sidewalk.		

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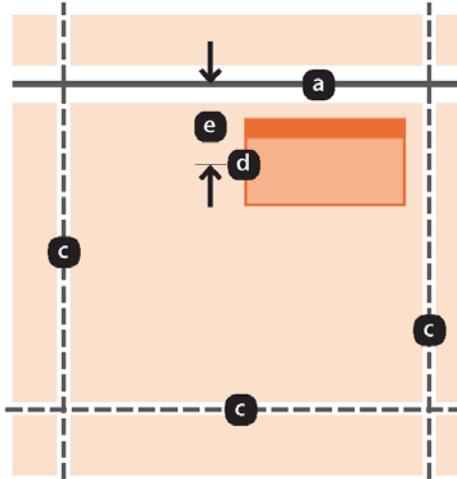
<b>Table CC-4: Building Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
Required Canopy	Protect the Primary Building Entrance with a canopy with a minimum vertical clearance of 15-feet and an all-weather protection zone that is 8-feet deep, minimum and 15-feet wide, minimum.		
Transparency	Walls and doors of the Primary Building Entrance shall be a minimum of 65% transparent.		
Lighting	The interior and exterior of the Primary Building Entrance shall be illuminated to extend the visual connection between the sidewalk and the building interior from day to night. Pathway lighting connecting the Primary Building Entrance to the adjacent sidewalk on an Addressing Street shall be scaled to the needs of the pedestrian. Comply with Outdoor Lighting, Section 4.199		
<b>3. Overall Building Massing</b>			
General	The following Development Standards are adjustable: <ul style="list-style-type: none"> <li>• Required Minimum Height: 10%</li> <li>• Ground Floor Height: 10%</li> <li>• Base, Body, and Top Dimensions: 10%</li> <li>• Base Design: 10%</li> <li>• Top Design: 10%</li> </ul>		
Front Setback	30-feet, minimum, except as provided below	30 feet maximum	30 feet maximum
Allowance of Primary Building Entrance	Where the Primary Building Entrance is located on an Addressing Street it may extend into the required front yard setback by 15-feet maximum provided that: <ol style="list-style-type: none"> <li>a. It has a two-story massing with a minimum height of 24-feet;</li> <li>b. The Parcel Frontage on the Addressing Street is limited to 100-feet;</li> <li>c. The building extension is 65% transparent, minimum;</li> <li>d. The entrance is protected with a weather-protecting canopy with a minimum vertical clearance of 15-feet; and</li> <li>e. The standards for site design and accessibility</li> </ol>	Not applicable	Not applicable

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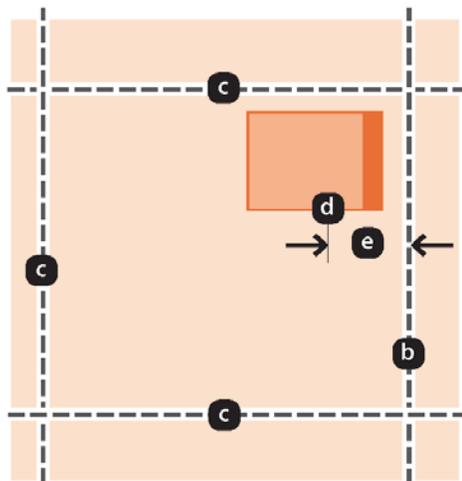
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<b>Table CC-4: Building Design</b>			
	<b>Addressing Streets</b>	<b>Supporting Streets</b>	<b>Through Connections</b>
	are met.		
Required Minimum Height	30-foot minimum.		
Ground Floor Height	The Ground Floor height shall measure 15-feet, minimum from finished floor to finished ceiling (or 17.5-feet from finished floor to any exposed structural member).		
Base, Body, and Top Dimensions	<p>Buildings elevations shall be composed of a clearly demarcated base, body and top.</p> <p>a. For Buildings 30 feet in height (unless lower by adjustment):</p> <ul style="list-style-type: none"> <li>i. The base shall be 30-inches, minimum.</li> <li>ii. The body shall be equal to or greater than 75% of the overall height of the building.</li> <li>iii. The top of the building shall be 18-inches, minimum.</li> </ul> <p>b. For Buildings between 30 feet and 5-stories in height:</p> <ul style="list-style-type: none"> <li>i. The base shall be 30-inches, minimum; 2-stories, maximum.</li> <li>ii. The body shall be equal to or greater than 75% of the overall height of the building.</li> <li>iii. The top of the building shall be 18-inches, minimum.</li> </ul> <p>c. For Buildings greater than 6-stories in height:</p> <ul style="list-style-type: none"> <li>i. The base shall be 1-story, minimum, 3-stories, maximum.</li> <li>ii. The body shall be equal to or greater than 75% of the overall height of the building.</li> <li>iii. The top of the building shall be 18-inches, minimum.</li> </ul>		
Base Design	<p>The design of the building Base shall:</p> <ul style="list-style-type: none"> <li>a. Use a material with a distinctive appearance, easily distinguished from the building Body expressed by a change in material, a change in texture, a change in color or finish;</li> <li>b. Create a change in surface position where the Base projects beyond the Body of the building by 1 -1/2 -inches, minimum; and/ or</li> <li>c. Low Berm Landscape Standard, Section 4.176(.02)(E).</li> </ul>		
Top Design	<p>Building Tops define the skyline.</p> <p>The design of the Building Top shall:</p> <ul style="list-style-type: none"> <li>a. Use a material with a distinctive appearance, easily distinguished from the building Body expressed by a change in material, a change in texture, a change in color or finish; and/ or</li> <li>b. Create a change in surface position where the Top projects beyond, or recesses behind, the Body of the building by 1 -1/2 -inches, minimum.</li> </ul>		
Required Screening of Roof-mounted Equipment	Screen roof-mounted equipment with architectural enclosures using the materials and design of the building Body and/ or the building Top. No roof-mounted equipment shall be visible from an Addressing Street or Supporting Street.		

Parcel with Addressing Street Frontage



Parcel without Addressing Street Frontage



- a** Addressing Street
- b** Supporting Street
- c** Supporting Street or Through Connection
- d** Primary Building Entrance
- e** Primary Building Entrance Location

Figure CC-7 - Building Design - Primary Building Entrance

(.12) Waysides.

- A. Purpose. This section consists of standards and regulations for use throughout the Coffee Creek Design Overlay District. The regulations address materials, placement, layout, installation, and maintenance of Industrial Waysides. The City recognizes the need to:
1. Provide multiple, distributed destinations for passive and active recreation for the public and employees along a network of streets and trails;
  2. Be convenient, usable and accessible. Industrial Waysides should be physically and visually accessible from the adjacent Addressing Street, Supporting Street or Through Connection;
  3. Connect Industrial Waysides to transit;
  4. Be inviting. Inviting open spaces feature designs that encourage users to explore the Industrial Wayside and design elements that support a sense of the human scale. These elements include landscaping, benches and other seating areas, and pedestrian-scaled lighting.
  5. Provide access. Provide access to the employees and the public between the hours of 6:00am and 8:00pm;
  6. Be safe. Safe open spaces incorporate principles of natural surveillance, lighting, and prominent entrances;
  7. Provide facilities appropriate for the scale of the proposed development; and
  8. Be easy to maintain. Industrial Waysides should be constructed of commercial grade materials that will endure and are readily maintainable.
- B. Applicability. All projects in the Coffee Creek Master Plan Area shall provide waysides according to the standards in Table CC-5.
- C. General. The following development standards apply to all Waysides:
1. Required Wayside Area is exclusive of required landscape screening.
  2. Required Minimum Dimension of 20 feet (either width or depth).
- D. Criteria. Waysides shall meet the following criteria:
1. Perimeter Landscaping. In addition to the minimum size and dimensions, landscape three sides of the Industrial Wayside to a depth of 20 feet, minimum according to Section 4.176 (.02). Permitted screening includes: Section 4.176 (.02) D. Low Screen Landscaping Standard; Section 4.176 (.02) E. High Screen Landscaping Standard; or Section 4.176 (.02) G. Low Berm Standard. Perimeter landscaping shall not obscure visual access to the Industrial Wayside. Unscreened surface parking lots, chain link fencing, or service yards are prohibited adjacent to Industrial Waysides.
  2. Visibility. Industrial Waysides shall be visible from and accessible to Addressing Streets.

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3. Accessible Pathway. A paved walking surface, width: 5 feet, minimum, meeting ADA standards is required to connect Industrial Wayside with Addressing Street.
  4. Accessible Surface. Industrial Waysides shall have an accessible surface, 100 square feet, minimum; dimensions 10 feet, minimum meeting ADA standards.
  5. Required Amenities.
    - a) Seating. Outdoor seating shall be provided. Publicly accessible plazas, courtyards, and pocket parks shall include at least one linear foot of seating per each 40 square feet of plaza, courtyard or pocket park space on site. Outdoor seating shall be in the form of:
      - 1) Free standing outdoor benches consistent with the standards; or
      - 2) Seating incorporated into low walls, berms, or raised planters.
    - b) Landscaping. The landscaping must be planted and maintained according to Section 4.176 (.02) C.
    - c) Lighting.
    - d) Recycling/ Waste Receptacle. Locate waste and recycling stations nearest to the accessible path and away from stormwater facilities.
  6. Installation and Maintenance. Industrial Waysides shall be programmed, planned, constructed, and maintained at the expense of the applicant. The landscaping must be planted and maintained according to Section 4.176 (.07). Recycling, waste receptacles, and pet waste stations shall be serviced at an acceptable professional interval to prevent being over filled or creating unsanitary or visually messy appearances.
  7. Solar Access. Exposure to sunlight. Southern exposure is encouraged. Design facilities to permit direct sunlight to enter the Industrial Wayside and strike the required accessible surface between the hours of 10:00am and 2:00pm local time.
  8. Lighting. Lighting for Industrial Waysides is required to permit reasonable use, utility, security, and nighttime safety. Lighting installed in Industrial Waysides shall conform to the requirements of Section 4.199. All outside lighting shall be so arranged and shielded so as not to shine into adjacent areas and to prevent any undue glare or reflection and any nuisance, inconvenience, and hazardous interference of any kind on adjoining streets or property.
- E. Optional Amenities include the following:
1. Picnic tables and benches. Locate picnic tables and benches on the Accessible Surface;
  2. Arbors or trellises;
  3. Drinking Fountains. Locate drinking fountains and benches on the Accessible Surface;

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4. Sculpture and other works of art;
5. Bicycle repair stations;
6. Exercise stations; or
7. Pet waste stations. Locate pet waste stations nearest to the accessible path and away from stormwater facilities.

<b>Table CC-5: Waysides</b>			
<b>Parcel Area</b>	<b>Required Wayside Area</b>	<b>Number of Waysides</b>	<b>Enhanced Transit Plaza ‡</b>
Less than or equal to 5.0 acres	Not required	n/a	n/a
Greater than 5.0 acres, less than or equal to 8.0 acres	400 square feet, minimum	One	Not permitted
Greater than 8.0 acres, less than or equal to 13.0 acres	600 square feet, minimum	One	Not permitted
Greater than 13.0 acres, less than or equal to 23.0 acres	800 square feet, minimum	One, minimum	Permitted*. Up to 400 square feet.
Greater than 23.0 acres, less than or equal to 36.0 acres	1,600 square feet, minimum	One, minimum	Permitted*. Up to 400 square feet.
Greater than 36.0 acres, less than or equal to 51.0 acres	3,200 square feet, minimum	Two, minimum	Permitted*. Up to 400 square feet.
*** Greater than 51.0 acres, less than or equal to 70.0 acres	6,400 square feet, minimum	Two, minimum	Permitted**. Up to 800 square feet.
*** Greater than 70.0 acres, less than or equal to 92.0 acres	12,800 square feet, minimum	Two, minimum	Permitted**. Up to 800 square feet.

‡ In the future when SMART serves Coffee Creek, Industrial Waysides may comply with the standards for Enhanced Transit Plazas, as follows:

## Attachment B – DRB Review Option Documents

January 3, 2018

Wilsonville Code Section 4.134 - Coffee Creek Design Overlay District

\*Up to 400 square feet of the space requirement for Industrial Waysides may be satisfied by installation of an enhanced transit stop. An enhanced transit stop must provide weather protection, paved surface, and seating, as approved by SMART Transit.

\*\*Up to 800 square feet of the space requirement for Industrial Waysides may be satisfied by installation of an enhanced transit stop, provided parcel fronts on two or more Addressing Streets. An enhanced transit stop must provide weather protection, paved surface, and seating, as approved by SMART Transit.

\*\*\*For Parcel Frontage greater than 1,500 feet, and area greater than 51.0 acres, up to fifty percent of the space requirement for Industrial Waysides may be satisfied by restoration of wetlands, riparian zones, or other habitat because of the significant passive recreation opportunities provided.

### (.13) Signs.

A. Applicability. PDI Zone requirements of Section 4.156.01 through 4.156.11 apply to the Coffee Creek DOD with the following modifications and adjustments.

#### B. General.

1. Site Frontage as described in Section 4.156.01 is the Primary Frontage.
2. Monument-style signs are required. Pole-style freestanding signs are not permitted.
3. Maximum area for signs on buildings is based on linear length (in feet) of the façade adjacent to the Primary Frontage.
4. Directional and Wayfinding Signs shall be placed at the intersection of Supporting Streets and Through Connections.

**Attachment B2**

# COFFEE CREEK INDUSTRIAL DESIGN OVERLAY DISTRICT

\*Note: Attachment B2 consists of the same text as Attachment A2, with the exception of Pages 7 and 8 as included within this attachment.

## PATTERN BOOK

DECEMBER 2017



CITY OF WILSONVILLE | TRANSPORTATION GROWTH MANAGEMENT (TGM)

URBSWORKS INC | BAINBRIDGE.

Planning Commission Meeting - January 10, 2018  
CC Industrial Form-based Code

## OVERVIEW OF THE TWO TRACK SYSTEM

### The Two Tracks

#### TRACK ONE

The Development Review Board determines your project complies with all Development Standards, or that

Your project complies with all Development Standards and all needed Adjustment Allowances.

**Your project will be approved by the Development Review Board.**

#### TRACK TWO

Your project does not comply with all Development Standards.

Your project must comply with some or all Design Guidelines in the Pattern Book.

**Your project is reviewed and may be approved by the Development Review Board.**

**Track One: Reduced timeline, approval certainty**

**Track Two: Design flexibility**

#### HOW THE DEVELOPMENT STANDARDS AND DESIGN GUIDELINES ARE INTENDED TO BE USED

The clear and objective standards in Section 4.134, found within Chapter 4 of the Wilsonville Planning and Land Development Code, are written to allow streamlined development approval. As long as a proposed development meets the numerical standards it will be approved.

The Design Guidelines within this Pattern Book provide the basis for an optional “waiver track.” An applicant may elect to apply for the waiver track, instead of the clear and objective track. In this case, the Design Guidelines, including the Intent Statements and other contents of this Pattern Book, will guide approval of the project.

#### **TRACK ONE: CLEAR AND OBJECTIVE TRACK (SECTION 4.134)**

Track One is a ministerial review process, intended to result in automatic project approval if all criteria are met.

The development applicant must meet Development Standards (numerical standards) for Connectivity, District-wide Planning, Site Design, Building Design, Waysides and Signage. Limited adjustments are permitted, as noted in Section 4.134.

#### **TRACK TWO: WAIVER TRACK**

Track Two is a discretionary review process for projects not meeting all of the clear and objective standards of Section 4.134.

When choosing this track, applicants must meet Design Guidelines within the Pattern Book for development standards to be waived. Clear and objective standards eligible for the waiver track are found in subsections 2) District-wide Planning and Landscaping, 3) Site Design, and 4) Building Design.

The clear and objective standards of subsection 1) Street Design and Connectivity, may elect to use the waiver track by providing a Connectivity Master Plan that complies with the Design Guidelines and the Pattern Book.

Projects are reviewed and may be approved by the Development Review Board.

**RELATIONSHIP OF THE DESIGN GUIDELINES TO SECTION 4.134 DEVELOPMENT STANDARDS**

**TRACK ONE: CLEAR AND OBJECTIVE TRACK (SECTION 4.134)**

Track One is a ministerial review process, intended to result in automatic project approval if all criteria are met. The development applicant must meet **Development Standards** (numerical standards) for Connectivity, District-wide Planning, Site Design, and Building Design. Projects will be approved by the **Development Review Board**.

**TRACK TWO: WAIVER TRACK**

Track Two is a discretionary review process for projects not meeting all of the clear and objective standards of Section 4.134. The development applicant must meet **Design Guidelines** for the applicable waiver track section. Projects are reviewed and may be approved by the **Development Review Board**.

**Section 4.134 Coffee Creek Industrial Design Overlay District**



1

**TRACK ONE: CLEAR AND OBJECTIVE TRACK**  
**Section 4.134 Development Standards**

CC - 1 | Street Design and Connectivity

- Connection Spacing
- Connection Type
- Connection Hierarchy and Primary Frontage

CC - 1 | Street Design and Connectivity

Connectivity Master Plan, per Section 4.134 (.10)D.  
"Required Connectivity Master Plan".

CC - 2 | District-wide Planning and Landscaping

- Tree Removal
- Tree Protection



2

**TRACK TWO: WAIVER TRACK**  
**Design Guidelines (this document)**

Waiver Track only permitted using the  
Connectivity Master Plan (see below)

A | Street Design and Connectivity

- Network
- Addressing Streets
- Supporting Streets
- Through Connections

B | District-wide Planning and Landscaping

- The Natural Landscape
- Special Landscape Features
- Strong Gateways



**Attachment B3 - Additional Development Code Modifications - DRB Review Option**

**Administration**

**Sections 4.000 – 4.035**

**Section 4.001 Definitions.**

*The following definitions, related to the Coffee Creek Industrial Design Overlay District, are proposed to be added to this section in alphabetical order.*

Addressing street: A major existing or planned street within the Coffee Creek Industrial Design Overlay District as defined in Section 4.134.

Master Plan: A plan with a series of detailed components covering one or more distinct areas.

- See Villebois Village Master Plan.
- See Coffee Creek Design Overlay District.

Pattern Book: An illustrative document that depicts the site development, landscaped design, and/ or architectural character of a proposed development.

- See Section 4.125.15, Pattern Book for projects in Villebois.
- See Section 4.134 (.06) F, Pattern Book for projects in the Coffee Creek Design Overlay District.

Parcel: Within the Coffee Creek Industrial Design Overlay District, areas bounded by addressing streets, supporting streets and/or through connections are defined as a parcel.

Regulating Plan: A plan that organizes the system of existing and future streets and multi-use paths within the Coffee Creek Industrial Design Overlay District.

Supporting streets: New streets within the Coffee Creek Industrial Design Overlay District, which may be located within public rights-of-way or public easements.

Through connections: New streets, multi-use paths, or streets that combine characteristics of local streets and multi-use paths. They are located within the Coffee Creek Industrial Design Overlay District and may be located within public rights-of-way or public easements.

## **Zoning**

### **Sections 4.100 – 4.141**

**Section 4.110. Zoning - Zones.**

- (.01) The following Base Zones are established by this Code:
- A. Residential Agricultural H Holding, which shall be designated "RA-H".
  - B. Residential, which shall be designated "R".
  - C. Planned Development Residential, which shall be designated "PDR," and further divided into:
    - PDR-1
    - PDR-2
    - PDR-3
    - PDR-4
    - PDR-5
    - PDR-6
    - PDR-7.
  - D. Planned Development Commercial, which shall be designated "PDC," including PDC-TC (Town Center).
  - E. Planned Development Industrial, which shall be designated "PDI."
  - F. Public Facility, which shall be designated "PF."
  - G. Public Facility - Corrections, which shall be designated "PF-C."
  - H. Village, which shall be designated "V". (Added by Ord 557, adopted 9/5/03)
  - I. Residential Neighborhood, which shall be designated "RN". The RN zone is a Planned Development Residential zone. (Added by Ord. 806 adopted 07/17)
- (.02) The following Overlay Zones, to be used in combination with the underlying base zones, are established by this Code.
- A. Solar-Friendly (S) overlay zone;
  - B. Screening and Buffering (SB) overlay zone;
  - C. Old Town (O) overlay zone; and
  - D. Coffee Creek Industrial Design Overlay District (CCDOD).
- (.03) The use of any building or premises or the construction of any development shall be in conformity with the regulations set forth in this Code for each Zoning District in which it is located, except as provided in Sections 4.189 through 4.192.
- (.04) The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise.

**Section 4.135.5: Planned Development Industrial – Regionally Significant Industrial Area**

- (.01) Purpose. The purpose of the PDI-RSIA Zone is to provide opportunities for regionally significant industrial operations along with a limited and appropriate range of related and compatible uses; to provide the flexibility to accommodate the

- changing nature of industrial employment centers, to protect industrially zoned lands for industrial uses, primarily in those areas near significant transportation facilities for the movement of freight and to facilitate the redevelopment of under-utilized industrial sites.
- (.02) The PDI-RSIA Zone shall be governed by Section 4.140, Planned Development Regulations, and as otherwise set forth in this Code.
- (.03) Uses that are typically permitted:
- A. Wholesale houses, storage units, and warehouses.
  - B. Laboratories, storage buildings, warehouses, and cold storage plants.
  - C. Assembly of electrical equipment, including the manufacture of small parts.
  - D. The light manufacturing, simple compounding or processing packaging, assembling and/or treatment of products, cosmetics, drugs, and food products, unless such use is inconsistent with air pollution, excess noise, or water pollution standards.
  - E. Office Complexes-Technology (as defined in Section 4.001).
  - F. Experimental, film or testing laboratories.
  - G. Storage and distribution of grain, livestock feed, provided dust and smell is effectively controlled.
  - H. Motor vehicle service facilities complementary or incidental to permitted uses.
  - I. Any use allowed in a PDC Zone or any other light industrial uses provided that any such use is compatible with industrial use and is planned and developed in a manner consistent with the purposes and objectives of Sections 4.130 to 4.140 and is subject to the following criteria:
    - 1. Service Commercial (defined as professional services that cater to daily customers such as financial, insurance, real estate, legal, medical or dental offices) shall not exceed 3000 square feet of floor space in a single building or 20,000 square feet of combined floor area within a multiple building development.
    - 2. Office Use (as defined in Section 4.001) shall not exceed 20% of total floor area within a project site.
    - 3. Retail uses not to exceed 3000 square feet of indoor and outdoor sales, service, or inventory storage area for a single building or 20,000 square feet of indoor and outdoor sales, service or inventory storage area for multiple buildings.
    - 4. Combined uses under I.1 and 3. above shall not exceed a total of 3000 square feet of floor area in a single building or 20,000 square feet of combined floor area within a multi-building development.
  - J. Residential uses shall not exceed 10% of total floor area.

- K. Accessory uses, buildings and structures customarily incidental to any of the aforesaid principal permitted uses.
  - L. Temporary buildings or structures for uses incidental to construction work, which buildings or structures shall be removed upon completion or abandonment of the construction work.
  - M. Expansion of a building, structure or use approved prior to October 25, 2004 of up to 20% additional floor area and/or 10% additional land area.
  - N. Other similar uses which in the judgment of the Planning Director are consistent with the purpose of the PDI-RSIA Zone.
- (.04) Prohibited uses.
- A. Retail operations exceeding 3,000 square feet of area for sales, service area or storage area for retail inventory in a single building, or 20,000 square feet of sales, service or storage area for multiple buildings, except training facilities whose primary purpose is to provide training to meet industrial needs.
  - B. Any use or activity that violates the performance standards specified in Subsection 4.135.5(.06), below.
- (.05) Block and Access Standards. The PDI-RSIA Zone shall be subject to:
- A. The same block and access standards as the PDC Zone [Section 4.131(.02) and (.03)] for properties located outside of the Coffee Creek Industrial Design Overlay District; or
  - B. The access and block size standards in Section 4.134 for those properties located within the Coffee Creek Industrial Design Overlay District. ~~the same block and access standards as the PDC Zone [Section 4.131(.02) and (.03)].~~
- (.06) Performance Standards. The following performance standards apply to all industrial properties and sites within the PDI-RSIA Zone, and are intended to minimize the potential adverse impacts of industrial activities on the general public and on other land uses or activities. They are not intended to prevent conflicts between different uses or activities that may occur on the same property or site.
- A. All uses and operations except storage, off-street parking, loading and unloading shall be confined, contained and conducted wholly within completely enclosed buildings, unless outdoor activities have been approved as part of Stage II, Site Design or Administrative Review.
  - B. Vibration: Every use shall be so operated that the ground vibration inherently and recurrently generated from equipment other than vehicles is not perceptible without instruments at any boundary line of the property or site on which the use is located.
  - C. Emission of odorous gases or other odorous matter in quantities detectable at any time and at any point on any boundary line of the property or site on which the use is located are prohibited.

- D. Any open storage shall comply with the provisions of Section 4.176 and this Section.
- E. No building customarily used for night operation, such as a bakery, bottling and distribution plant or other similar use, shall have any opening, other than stationary windows or required fire exits, within one hundred (100) feet of any residential district and any space used for loading or unloading commercial vehicles in connection with such an operation shall not be within one hundred (100) feet of any residential district.
- F. Heat and Glare.
1. Operations producing heat or glare shall be conducted entirely within an enclosed building.
  2. Exterior lighting on private property shall be screened, baffled, or otherwise directed away from adjacent residential properties. This is not intended to apply to street lighting.
- G. Dangerous Substances: Any use which involves the presence, storage or handling of any explosive, nuclear waste product or any other substance in a manner which would cause a health or safety hazard on any adjacent land use or site shall be prohibited.
- H. Liquid and Solid Wastes:
1. Any storage of wastes which would attract rodents or insects or otherwise create a health hazard shall be prohibited.
  2. Waste products which are stored outside shall be concealed from view from any property line by a sight-obscuring fence or planting as required by Section 4.176.
  3. No connection with any public sewer shall be made or maintained in violation of applicable City or State standards.
  4. No wastes conveyed shall be allowed to or permitted, caused to enter, or allowed to flow into any public sewer in violation of applicable City or State standards.
  5. All drainage permitted to discharge into a street gutter, caused to enter or allowed to flow into any pond, lake, stream or other natural water course shall be limited to surface waters or waters having similar characteristics as determined by the City, County, and State Department of Environmental Quality.
  6. All operations shall be conducted in conformance with the city's standards and ordinances applying to sanitary and storm sewer discharges.
- I. Noise: Noise generated by the use, with the exception of traffic uses from automobiles, trucks and trains, shall not violate any applicable standards adopted by the Oregon Department of Environmental Quality and W.C. 6.204 governing noise control in the same or similar locations. [Amended by Ord. 631, 7/16/07]
- J. Electrical Disturbances. Except for electrical facilities wherein the City is pre-empted by other governmental entities, electrical disturbances generated by uses

within the PDI-RSIA Zone which interfere with the normal operation of equipment or instruments within the PDI-RSIA Zone are prohibited. Electrical disturbances which routinely cause interference with normal activity in abutting residential uses are also prohibited.

- K. Discharge Standards: There shall be no emission of smoke, fallout, fly ash, dust, vapors, gases or other forms of air pollution that may cause a nuisance or injury to human, plant or animal life or to property. Plans for construction and operation shall be subject to the recommendations and regulations of the State Department of Environmental Quality. All measurements of air pollution shall be by the procedures and with equipment approved by the State Department of Environmental Quality or equivalent and acceptable methods of measurement approved by the City. Persons responsible for a suspected source of air pollution upon request of the City shall provide quantitative and qualitative information regarding the discharge that will adequately and accurately describe operation conditions.
- L. Open burning is prohibited.
- M. Storage.
  - 1. Outdoor storage must be maintained in an orderly manner at all times.
  - 2. Outdoor storage areas shall be gravel surfaced or better and shall be sufficient for the materials being handled and stored. If a gravel surface is not sufficient to meet the performance standards for the use, the area shall be suitably paved.
  - 3. Any open storage that would otherwise be visible at the property line shall be concealed from view at the abutting property line by a sight obscuring fence or planting not less than 6' in height.
- N. Landscaping.
  - 1. Unused property, or property designated for expansion or other future use shall be landscaped and maintained as approved by the Development Review Board. Landscaping for unused property disturbed during construction shall include such materials as plantings of ornamental shrubs, lawns, native plants, and mowed, seeded fieldgrass.
  - 2. Contiguous unused areas of undisturbed fieldgrass may be maintained in their existing state. Large stands of invasive weeds such as Himalayan blackberry, English ivy, cherry laurel, reed canary grass or other identified invasive species shall be removed and/or mowed at least annually to reduce fire hazard. These unused areas, located with a phased development project or a future expansion cannot be included in the area calculated to meet the landscape requirements for the initial phase(s) of the development.
  - 3. Unused property shall not be left with disturbed soils that are subject to siltation and erosion. Any disturbed soil shall be seeded for complete erosion cover germination and shall be subject to applicable erosion control standards.

(.07) Other Standards.

A. Lot Size:

1. Parcels less than 50 acres in size at the time of adoption of this amended Section: Land divisions may occur in conformance with an approved Master Plan consistent with the requirements of this section. No lot size limit, save and except as shall be consistent with the other provisions of this code.
2. Parcels 50 acres or greater in size existing on October 25, 2004 may be divided into any number of parcels or lots pursuant to an approved Master Plan provided that at least one lot or parcel of at least 50 acres in size remains. Provided further however, at least forty percent (40%) of the lot or parcel so created has been developed or planned for industrial uses and associated accessory uses and no portion has been developed or planned for the uses listed in Section 4.135.5(03)(I)(1.) through (3).
3. Uses not subject to the foregoing lot size provisions:
  - a. Public facilities and services
  - b. Separation of a lot or parcel in order to protect a natural resource, to provide a public amenity, or to implement a remediation plan for a site identified by DEQ pursuant to ORS 465.225.
  - c. Separation of a lot or parcel containing a nonconforming use from the remainder of the site in order to improve the utility of the remainder site for the intended industrial uses
  - d. Separation for the purposes of financing when the new lot or parcel is consistent with the approved Master Plan.
  - e. Division of lots or parcels consistent with a Master Plan approved by the City prior to July 1, 2004.

B. Maximum Lot Coverage. No limit save and except as shall be consistent with the other provisions of this code.

C. Front Yard Setback. Thirty (30) feet. Except as otherwise provided for properties within the Coffee Creek Industrial Design Overlay District, sStructures on corner or through lots shall observe the minimum front yard setback on both streets. Setbacks shall also be maintained from the planned rights-of-way shown on any adopted City street plan.

D. Rear and Side Yard Setback. Thirty (30) feet. Except as otherwise provided for properties within the Coffee Creek Industrial Design Overlay District, sStructures on corner or through lots shall observe the minimum rear and side yard setback on both streets. Setbacks shall also be maintained from the planned rights-of-way shown on any adopted City street plan.

E. No setback is required when rear or side yards abut a railroad siding.

F. Corner Vision. Corner lots shall have no lot obstruction to exceed the vision clearance standards of Section 4.177.

G. Off-street Parking and Loading. As required in Section 4.155.

H. Signs. As required in Sections 4.156.01 through 4.156.11. [Amended by Ord. No. 704, 6/18/12]

[Section 4.135.5 added by Ordinance No. 574, 11/1/04.]

**Section 4.140. Planned Development Regulations.**

(.01) Purpose .

- A. The provisions of Section 4.140 shall be known as the Planned Development Regulations. The purposes of these regulations are to encourage the development of tracts of land sufficiently large to allow for comprehensive master planning, and to provide flexibility in the application of certain regulations in a manner consistent with the intent of the Comprehensive Plan and general provisions of the zoning regulations and to encourage a harmonious variety of uses through mixed use design within specific developments thereby promoting the economy of shared public services and facilities and a variety of complimentary activities consistent with the land use designation on the Comprehensive Plan and the creation of an attractive, healthful, efficient and stable environment for living, shopping or working.
- B. It is the further purpose of the following Section:
1. To take advantage of advances in technology, architectural design, and functional land use design;
  2. To recognize the problems of population density, distribution and circulation and to allow a deviation from rigid established patterns of land uses, but controlled by defined policies and objectives detailed in the comprehensive plan;
  3. To produce a comprehensive development equal to or better than that resulting from traditional lot land use development.
  4. To permit flexibility of design in the placement and uses of buildings and open spaces, circulation facilities and off-street parking areas, and to more efficiently utilize potentials of sites characterized by special features of geography, topography, size or shape or characterized by problems of flood hazard, severe soil limitations, or other hazards;
  5. To permit flexibility in the height of buildings while maintaining a ratio of site area to dwelling units that is consistent with the densities established by the Comprehensive Plan and the intent of the Plan to provide open space, outdoor living area and buffering of low-density development.
  6. To allow development only where necessary and adequate services and facilities are available or provisions have been made to provide these services and facilities.
  7. To permit mixed uses where it can clearly be demonstrated to be of benefit to the users and can be shown to be consistent with the intent of the Comprehensive Plan.

8. To allow flexibility and innovation in adapting to changes in the economic and technological climate.

(.02) Lot Qualification.

- A. Planned Development may be established on lots which are suitable for and of a size to be planned and developed in a manner consistent with the purposes and objectives of Section 4.140.
- B. Any site designated for development in the Comprehensive Plan may be developed as a Planned Development, provided that it is zoned “PD” or specifically defined as a PD zone by this code. All sites which are greater than two (2) acres in size, and designated in the Comprehensive Plan for commercial, residential, or industrial use shall be developed as Planned Developments, unless approved for other uses permitted by the Development Code. Smaller sites may also be developed through the City’s PD procedures, provided that the location, size, lot configuration, topography, open space and natural vegetation of the site warrant such development.

(.03) Ownership.

- A. The tract or tracts of land included in a proposed Planned Development must be in one (1) ownership or control or the subject of a joint application by the owners of all the property included. The holder of a written option to purchase, with written authorization by the owner to make applications, shall be deemed the owner of such land for the purposes of Section 4.140.
- B. Unless otherwise provided as a condition for approval of a Planned Development permit, the permittee may divide and transfer units or parcels of any development. The transferee shall use and maintain each such unit or parcel in strict conformance with the approval permit and development plan.

(.04) Professional Design.

- A. The applicant for all proposed Planned Developments shall certify that the professional services of the appropriate professionals have been utilized in the planning process for development.
- B. Appropriate professionals shall include, but not be limited to the following to provide the elements of the planning process set out in Section 4.139:
  1. An architect licensed by the State of Oregon;
  2. A landscape architect registered by the State of Oregon;
  3. An urban planner holding full membership in the American Institute of Certified Planners, or a professional planner with prior experience representing clients before the Development Review Board, Planning Commission, or City Council; or
  4. A registered engineer or a land surveyor licensed by the State of Oregon.
- C. One of the professional consultants chosen by the applicant from either 1, 2, or 3, above, shall be designated to be responsible for conferring with the planning staff with respect to the concept and details of the plan.

- D. The selection of the professional coordinator of the design team will not limit the owner or the developer in consulting with the planning staff.
- (.05) Planned Development Permit Process.
- A. All parcels of land exceeding two (2) acres in size that are to be used for residential, commercial or industrial development, shall, prior to the issuance of any building permit:
1. Be zoned for planned development;
  2. Obtain a planned development permit; and
  3. Obtain Development Review Board, or, on appeal, City Council approval.
- B. Zone change and amendment to the zoning map are governed by the applicable provisions of the Zoning Sections, inclusive of Section 4.197
- C. Development Review Board approval is governed by Sections 4.400 to 4.450
- D. All planned developments require a planned development permit. The planned development permit review and approval process consists of the following multiple stages, the last two or three of which can be combined at the request of the applicant:
1. Pre-application conference with Planning Department;
  2. Preliminary (Stage I) review by the Development Review Board except as noted in Section 4.197 for applications within the Coffee Creek Industrial Design Overlay District. When a zone change is necessary, application for such change shall be made simultaneously with an application for preliminary approval ~~to the Board~~; and
  3. Final (Stage II) review by the Development Review Board
  4. In the case of a zone change and zone boundary amendment, City Council approval is required to authorize a Stage I preliminary plan except for properties within the Coffee Creek Industrial Design Overlay District, which may receive separate zone map amendment approvals.
- (.06) Staff Report:
- A. The planning staff shall prepare a report of its findings and conclusions as to whether the use contemplated is consistent with the land use designated on the Comprehensive Plan. If there is a disagreement as to whether the use contemplated is consistent, the applicant, by request, or the staff, may take the preliminary information provided to the Development Review Board for a use interpretation.
- B. The applicant may proceed to apply for Stage I - Preliminary Approval - upon determination by either staff or the Development Review Board that the use contemplated is consistent with the Comprehensive Plan.
- (.07) Preliminary Approval (Stage One):
- A. Applications for preliminary approval for planned developments shall:

1. Be made by the owner of all affected property or the owner's authorized agent; and
  2. Be filed on a form prescribed by the City Planning Department and filed with said Department.
  3. Set forth the professional coordinator and professional design team as provided in subsection (.04), above.
  4. State whether the development will include mixed land uses, and if so, what uses and in what proportions and locations.
- B. The application shall include conceptual and quantitatively accurate representations of the entire development sufficient to judge the scope, size, and impact of the development on the community; and, in addition to the requirements set forth in Section 4.035, shall be accompanied by the following information:
1. A boundary survey or a certified boundary description by a registered engineer or licensed surveyor.
  2. Topographic information as set forth in Section 4.035
  3. A tabulation of the land area to be devoted to various uses, and a calculation of the average residential density per net acre. Developments within the RN zone shall show how the proposed number of units complies with the applicable maximum and minimum provisions of the RN zone.
  4. A stage development schedule demonstrating that the developer intends receive Stage II approval within two (2) years of receiving Stage I approval, and to commence construction within two (2) years after the approval of the final development plan, and will proceed diligently to completion; unless a phased development schedule has been approved; in which case adherence to that schedule shall be considered to constitute diligent pursuit of project completion.
  5. A commitment by the applicant to provide in the Final Approval (Stage II) a performance bond or other acceptable security for the capital improvements required by the project.
  6. If it is proposed that the final development plan will be executed in stages, a schedule thereof shall be provided.
  7. Statement of anticipated waivers from any of the applicable site development standards.
- C. An application for a Stage I approval shall be considered by the Development Review Board as follows:
1. A public hearing as provided in Section 4.013.
  2. After such hearing, the Board shall determine whether the proposal conforms to the permit criteria set forth in this Code, and may approve or disapprove the application and the accompanying preliminary development plan or require such changes therein or impose such conditions of approval as are in its judgment, necessary to ensure conformity to said criteria and regulations. In so doing, the Board may, in its discretion, authorize submission of the final

development plan in stages, corresponding to different units or elements of the development. It shall do so only upon evidence assuring completion of the entire development in accordance with the preliminary development plan and stage development schedule.

3. A final decision on a complete application and preliminary plan shall be rendered within one hundred and twenty (120) days after the application is deemed complete unless a continuance is agreed upon by the applicant and the appropriate City decision-making body.
4. The determination of the Development Review Board shall become final at the end of the appeal period for the decision, unless appealed to the City Council in accordance with Section 4.022 of this Code.

(.09) Final Approval (Stage Two):

[Note: Outline Number is incorrect.]

- A. Unless an extension has been granted by the Development Review Board, within two (2) years after the approval or modified approval of a preliminary development plan (Stage I), the applicant shall file with the City Planning Department a final plan for the entire development or when submission in stages has been authorized pursuant to Section 4.035 for the first unit of the development, a public hearing shall be held on each such application as provided in Section 4.013.
- B. After such hearing, the Development Review Board shall determine whether the proposal conforms to the permit criteria set forth in this Code, and shall approve, conditionally approve, or disapprove the application.
- C. The final plan shall conform in all major respects with the approved preliminary development plan, and shall include all information included in the preliminary plan plus the following:
  1. The location of water, sewerage and drainage facilities;
  2. Preliminary building and landscaping plans and elevations, sufficient to indicate the general character of the development;
  3. The general type and location of signs;
  4. Topographic information as set forth in Section 4.035;
  5. A map indicating the types and locations of all proposed uses; and
  6. A grading plan.
- D. The final plan shall be sufficiently detailed to indicate fully the ultimate operation and appearance of the development or phase of development. However, Site Design Review is a separate and more detailed review of proposed design features, subject to the standards of Section 4.400.
- E. Copies of legal documents required by the Development Review Board for dedication or reservation of public facilities, or for the creation of a non-profit homeowner's association, shall also be submitted.

- F. Within thirty (30) days after the filing of the final development plan, the Planning staff shall forward such development plan and the original application to the Tualatin Valley Fire and Rescue District, if applicable, and other agencies involved for review of public improvements, including streets, sewers and drainage. The Development Review Board shall not act on a final development plan until it has first received a report from the agencies or until more than thirty (30) days have elapsed since the plan and application were sent to the agencies, whichever is the shorter period.
- G. Upon receipt of the final development plan, the Development Review Board shall conduct a public hearing and examine such plan and determine:
1. Whether it conforms to all applicable criteria and standards; and
  2. Whether it conforms in all substantial respects to the preliminary approval; or
  3. Require such changes in the proposed development or impose such conditions of approval as are in its judgment necessary to insure conformity to the applicable criteria and standards.
- H. If the Development Review Board permits the applicant to revise the plan, it shall be resubmitted as a final development plan within sixty (60) days. If the Board approves, disapproves or grants such permission to resubmit, the decision of the Board shall become final at the end of the appeal period for the decision, unless appealed to the City Council, in accordance with Sections 4.022 of this Code.
- I. All Stage II Site Development plan approvals shall expire two years after their approval date, if substantial development has not occurred on the property prior to that time. Provided, however, that the Development Review Board may extend these expiration times for up to three (3) additional periods of not more than one (1) year each. Applicants seeking time extensions shall make their requests in writing at least thirty (30) days in advance of the expiration date. Requests for time extensions shall only be granted upon (1) a showing that the applicant has in good faith attempted to develop or market the property in the preceding year or that development can be expected to occur within the next year, and (2) payment of any and all Supplemental Street SDCs applicable to the development. Upon such payment, the development shall have vested traffic generation rights under 4.140 (.10), provided however, that if the Stage II approval should expire, the vested right to use trips is terminated upon City repayment, without interest, of Supplemental Street SDCs. For purposes of this Ordinance, “substantial development” is deemed to have occurred if the required building permits or public works permits have been issued for the development, and the development has been diligently pursued, including the completion of all conditions of approval established for the permit. [Amended by Ord 561, adopted 12/15/03.]
- J. A planned development permit may be granted by the Development Review Board only if it is found that the development conforms to all the following criteria, as well as to the Planned Development Regulations in Section 4.140:
1. The location, design, size and uses, both separately and as a whole, are consistent with the Comprehensive Plan, and with any other applicable plan, development map or Ordinance adopted by the City Council.

2. That the location, design, size and uses are such that traffic generated by the development at the most probable used intersection(s) can be accommodated safely and without congestion in excess of Level of Service D, as defined in the Highway Capacity Manual published by the National Highway Research Board, on existing or immediately planned arterial or collector streets and will, in the case of commercial or industrial developments, avoid traversing local streets. Immediately planned arterial and collector streets are those listed in the City’s adopted Capital Improvement Program, for which funding has been approved or committed, and that are scheduled for completion within two years of occupancy of the development or four year if they are an associated crossing, interchange, or approach street improvement to Interstate 5.
  - a. In determining levels of Service D, the City shall hire a traffic engineer at the applicant’s expense who shall prepare a written report containing the following minimum information for consideration by the Development Review Board:
    - i. An estimate of the amount of traffic generated by the proposed development, the likely routes of travel of the estimated generated traffic, and the source(s) of information of the estimate of the traffic generated and the likely routes of travel; [Added by Ord. 561, adopted 12/15/03.]
    - ii. What impact the estimate generated traffic will have on existing level of service including traffic generated by (1) the development itself, (2) all existing developments, (3) Stage II developments approved but not yet built, and (4) all developments that have vested traffic generation rights under section 4.140(.10), through the most probable used intersection(s), including state and county intersections, at the time of peak level of traffic. This analysis shall be conducted for each direction of travel if backup from other intersections will interfere with intersection operations. [Amended by Ord 561, adopted 12/15/03.]
  - b. The following are exempt from meeting the Level of Service D criteria standard:
    - i. A planned development or expansion thereof which generates three (3) new p.m. peak hour traffic trips or less;
    - ii. A planned development or expansion thereof which provides an essential governmental service.
  - c. Traffic generated by development exempted under this subsection on or after Ordinance No. 463 was enacted shall not be counted in determining levels of service for any future applicant. [Added by Ord 561, adopted 12/15/03.]
  - d. Exemptions under ‘b’ of this subsection shall not exempt the development or expansion from payment of system development charges or other applicable regulations. [Added by Ord 561, adopted 12/15/03.]
  - e. In no case will development be permitted that creates an aggregate level of traffic at LOS “F”. ([Added by Ord 561, adopted 12/15/03.]

3. That the location, design, size and uses are such that the residents or establishments to be accommodated will be adequately served by existing or immediately planned facilities and services.
- K. Mapping: Whenever a Planned Development permit has been granted, and so long as the permit is in effect, the boundary of the Planned Development shall be indicated on the Zoning Map of the City of Wilsonville as the appropriate "PD" Zone.
- L. Adherence to Approved Plan and Modification Thereof: The applicant shall agree in writing to be bound, for her/himself and her/his successors in interest, by the conditions prescribed for approval of a development. The approved final plan and stage development schedule shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. Minor changes in an approved preliminary or final development plan may be approved by the Director of Planning if such changes are consistent with the purposes and general character of the development plan. All other modifications, including extension or revision of the stage development schedule, shall be processed in the same manner as the original application and shall be subject to the same procedural requirements.
- M. In the event of a failure to comply with the approved plan or any prescribed condition of approval, including failure to comply with the stage development schedule, the Development Review Board may, after notice and hearing, revoke a Planned Development permit. General economic conditions that affect all in a similar manner may be considered as a basis for an extension of a development schedule. The determination of the Board shall become final thirty (30) days after the date of decision unless appealed to the City Council.
- (.10) Early Vesting of Traffic Generation. Applicants with Stage I or Master Plan approvals occurring after June 2, 2003 may apply to vest the right to use available transportation capacity at the intersections of Wilsonville Road with Boone's Ferry Road and with Town Center Loop West, and/or the I-5 interchange. Vesting for properties with such approvals shall occur upon execution of a vesting agreement satisfactory to the city, which agreement shall include a proposed development schedule or phasing plan and either provide for the payment of any and all Supplemental Street SDCs or provide other means of financing public improvements. Vesting for properties pending such approvals shall occur upon such agreement and the date the approvals are final.

The number of trips vested is subject to modification based upon updated traffic analysis associated with subsequent development approvals for the property. A reduction in vested trips shall attend repayment of vesting fees by the City. An increase in available vested trips shall occur upon payment of necessary vesting fees.

Vesting shall remain valid and run with the property, unless an approval that is necessary for vesting to occur is terminated or a vesting agreement is terminated. If the vested right to use certain trips is lost or terminated, as determined by the Community Development Director with the concurrence of City Council, such trips shall be made available to other development upon City repayment, without interest, of associated vesting fees. [Added by Ord. 561, adopted 12/15/03.]

## **General Development Regulations**

### **Sections 4.154 – 4.199**

**Section 4.176. Landscaping, Screening, and Buffering.**

*Note: the reader is encouraged to see Section 4.179, applying to screening and buffering of storage areas for solid waste and recyclables.*

- (.01) Purpose. This Section consists of landscaping and screening standards and regulations for use throughout the City. The regulations address materials, placement, layout, and timing of installation. The City recognizes the ecological and economic value of landscaping and requires the use of landscaping and other screening or buffering to:
- A. Promote the re-establishment of vegetation for aesthetic, health, erosion control, flood control and wildlife habitat reasons;
  - B. Restore native plant communities and conserve irrigation water through establishment, or re-establishment, of native, drought-tolerant plants;
  - C. Mitigate for loss of native vegetation;
  - D. Establish and enhance a pleasant visual character which recognizes aesthetics and safety issues;
  - E. Promote compatibility between land uses by reducing the visual, noise, and lighting impacts of specific development on users of the site and abutting sites or uses;
  - F. Unify development and enhance and define public and private spaces;
  - G. Promote the retention and use of existing topsoil and vegetation. Amended soils benefit stormwater retention and promote infiltration;
  - H. Aid in energy conservation by providing shade from the sun and shelter from the wind; and
  - I. Screen from public view the storage of materials that would otherwise be considered unsightly.
  - J. Support crime prevention, create proper sight distance clearance, and establish other safety factors by effective landscaping and screening.
  - K. Provide landscaping materials that minimize the need for excessive use of fertilizers, herbicides and pesticides, irrigation, pruning, and mowing to conserve and protect natural resources, wildlife habitats, and watersheds.
- (.02) Landscaping and Screening Standards.
- A. Subsections “C” through “I,” below, state the different landscaping and screening standards to be applied throughout the City. The locations where the landscaping and screening are required and the depth of the landscaping and screening is stated in various places in the Code.
  - B. All landscaping and screening required by this Code must comply with all of the provisions of this Section, unless specifically waived or granted a Variance as otherwise provided in the Code. The landscaping standards are minimum requirements; higher standards can be substituted as long as fence and vegetation-height limitations are met. Where the standards set a minimum based on square

footage or linear footage, they shall be interpreted as applying to each complete or partial increment of area or length (e.g., a landscaped area of between 800 and 1600 square feet shall have two trees if the standard calls for one tree per 800 square feet).

C. General Landscaping Standard.

1. Intent. The General Landscaping Standard is a landscape treatment for areas that are generally open. It is intended to be applied in situations where distance is used as the principal means of separating uses or developments and landscaping is required to enhance the intervening space. Landscaping may include a mixture of ground cover, evergreen and deciduous shrubs, and coniferous and deciduous trees.
2. Required materials. Shrubs and trees, other than street trees, may be grouped. Ground cover plants must fully cover the remainder of the landscaped area (see Figure 21: General Landscaping). The General Landscaping Standard has two different requirements for trees and shrubs:
  - a. Where the landscaped area is less than 30 feet deep, one tree is required for every 30 linear feet.
  - b. Where the landscaped area is 30 feet deep or greater, one tree is required for every 800 square feet and two high shrubs or three low shrubs are required for every 400 square feet.

D. Low Screen Landscaping Standard.

1. Intent. The Low Screen Landscaping Standard is a landscape treatment that uses a combination of distance and low screening to separate uses or developments. It is intended to be applied in situations where low screening is adequate to soften the impact of one use or development on another, or where visibility between areas is more important than a total visual screen. The Low Screen Landscaping Standard is usually applied along street lot lines or in the area separating parking lots from street rights-of-way.
2. Required materials. The Low Screen Landscaping Standard requires sufficient low shrubs to form a continuous screen three (3) feet high and 95% opaque, year-round. In addition, one tree is required for every 30 linear feet of landscaped area, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area. A three (3) foot high masonry wall or a berm may be substituted for the shrubs, but the trees and ground cover plants are still required. When applied along street lot lines, the screen or wall is to be placed along the interior side of the landscaped area. (See Figure 22: Low Screen Landscaping).

E. Low Berm Landscaping Standard.

1. Intent. The Low Berm Standard is intended to be applied in situations where moderate screening to reduce both visual and noise impacts is needed to protect abutting uses or developments from one-another, and where it is desirable and practical to provide separation by both distance and sight-

obscuring materials. This screening is most important where either, or both, of the abutting uses or developments can be expected to be particularly sensitive to noise or visual impacts.

2. Required materials. The Low Berm Standard requires a berm at least two feet six inches (2' 6") feet high along the interior side of the landscaped area (see Figure 23: Low Berm Landscaping). If the berm is less than three (3) feet high, low shrubs meeting the Low Screen Landscaping Standard, above, are to be planted along the top of the berm, assuring that the screen is at least three (3) feet in height. In addition, one tree is required for every 30 linear feet of berm, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area.

EF. High Screen Landscaping Standard.

1. Intent. The High Screen Landscaping Standard is a landscape treatment that relies primarily on screening to separate uses or developments. It is intended to be applied in situations where visual separation is required.
2. Required materials. The High Screen Landscaping Standard requires sufficient high shrubs to form a continuous screen at least six (6) feet high and 95% opaque, year-round. In addition, one tree is required for every 30 linear feet of landscaped area, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area. A six (6) foot high masonry wall or a berm may be substituted for the shrubs, but the trees and ground cover plants are still required. When applied along street lot lines, the screen or wall is to be placed along the interior side of the landscaped area. (See Figure 243: High Screen Landscaping).

FG. High Wall Standard.

1. Intent. The High Wall Standard is intended to be applied in situations where extensive screening to reduce both visual and noise impacts is needed to protect abutting uses or developments from one-another. This screening is most important where either, or both, of the abutting uses or developments can be expected to be particularly sensitive to noise or visual impacts, or where there is little space for physical separation.
2. Required materials. The High Wall Standard requires a masonry wall at least six (6) feet high along the interior side of the landscaped area (see Figure 254: High Wall Landscaping). In addition, one tree is required for every 30 linear feet of wall, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area.

GH. High Berm Standard.

1. Intent. The High Berm Standard is intended to be applied in situations where extensive screening to reduce both visual and noise impacts is needed to protect abutting uses or developments from one-another, and where it is

desirable and practical to provide separation by both distance and sight-obscuring materials. This screening is most important where either, or both, of the abutting uses or developments can be expected to be particularly sensitive to noise or visual impacts.

2. Required materials. The High Berm Standard requires a berm at least four (4) feet high along the interior side of the landscaped area (see Figure ~~265~~: High Berm Landscaping). If the berm is less than six (6) feet high, low shrubs meeting the Low Screen Landscaping Standard, above, are to be planted along the top of the berm, assuring that the screen is at least six (6) feet in height. In addition, one tree is required for every 30 linear feet of berm, or as otherwise required to provide a tree canopy over the landscaped area. Ground cover plants must fully cover the remainder of the landscaped area.

H. Partially Sight-Obscuring Fence Standard.

1. Intent. The Partially Sight-Obscuring Fence Standard is intended to provide a tall, but not totally blocked, visual separation. The standard is applied where a low level of screening is adequate to soften the impact of one use or development on another, and where some visibility between abutting areas is preferred over a total visual screen. It can be applied in conjunction with landscape plantings or applied in areas where landscape plantings are not necessary and where nonresidential uses are involved.
2. Required materials. Partially Sight-Obscuring Fence Standard are to be at least six (6) feet high and at least 50% sight-obscuring. Fences may be made of wood (other than plywood or particle-board), metal, bricks, masonry or other permanent materials (see Figure ~~276~~: Partially Sight-Obscuring Fence).

I. Fully Sight-Obscuring Fence Standard.

1. Intent. The Fully Sight-Obscuring Fence Standard is intended to provide a totally blocked visual separation. The standard is applied where full visual screening is needed to reduce the impact of one use or development on another. It can be applied in conjunction with landscape plantings or applied in areas where landscape plantings are not necessary.
2. Required materials. Fully sight-obscuring fences are to be at least six (6) feet high and 100% sight-obscuring. Fences may be made of wood (other than plywood or particle-board), metal, bricks, masonry or other permanent materials (see Figure ~~287~~: Totally Sight-Obscuring Fence).

- (.03) Landscape Area. Not less than fifteen percent (15%) of the total lot area, shall be landscaped with vegetative plant materials. The ten percent (10%) parking area landscaping required by section 4.155.03(B)(1) is included in the fifteen percent (15%) total lot landscaping requirement. Landscaping shall be located in at least three separate and distinct areas of the lot, one of which must be in the contiguous frontage area. Planting areas shall be encouraged adjacent to structures. Landscaping shall be used to define, soften or screen the appearance of buildings and off-street parking areas. Materials to be installed shall achieve a balance between various plant forms, textures, and heights. The installation of native plant materials shall be used whenever

- practicable. (For recommendations refer to the Native Plant List maintained by the City of Wilsonville). [Amended by Ord. # 674 11/16/09]
- (.04) Buffering and Screening. Additional to the standards of this subsection, the requirements of the Section 4.137.5 (Screening and Buffering Overlay Zone) shall also be applied, where applicable.
- A. All intensive or higher density developments shall be screened and buffered from less intense or lower density developments.
  - B. Activity areas on commercial and industrial sites shall be buffered and screened from adjacent residential areas. Multi-family developments shall be screened and buffered from single-family areas.
  - C. All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties.
  - D. All outdoor storage areas shall be screened from public view, unless visible storage has been approved for the site by the Development Review Board or Planning Director acting on a development permit.
  - E. In all cases other than for industrial uses in industrial zones, landscaping shall be designed to screen loading areas and docks, and truck parking.
  - F. In any zone any fence over six (6) feet high measured from soil surface at the outside of fenceline shall require Development Review Board approval.
- (.05) Sight-Obscuring Fence or Planting. The use for which a sight-obscuring fence or planting is required shall not begin operation until the fence or planting is erected or in place and approved by the City. A temporary occupancy permit may be issued upon a posting of a bond or other security equal to one hundred ten percent (110%) of the cost of such fence or planting and its installation. (See Sections 4.400 to 4.470 for additional requirements.)
- (.06) Plant Materials.
- A. Shrubs and Ground Cover. All required ground cover plants and shrubs must be of sufficient size and number to meet these standards within three (3) years of planting. Non-horticultural plastic sheeting or other impermeable surface shall not be placed under mulch. Native topsoil shall be preserved and reused to the extent feasible. Surface mulch or bark dust are to be fully raked into soil of appropriate depth, sufficient to control erosion, and are confined to areas around plantings. Areas exhibiting only surface mulch, compost or barkdust are not to be used as substitutes for plant areas. [Amended by Ord. # 674 11/16/09]
    - 1. Shrubs. All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10” to 12” spread.
    - 2. Ground cover. Shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4" pot spaced 2 feet on center minimum, 2-1/4" pots spaced at 18 inch on center minimum. No bare root planting shall be permitted. Ground

cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. Where wildflower seeds are designated for use as a ground cover, the City may require annual re-seeding as necessary.

3. Turf or lawn in non-residential developments. Shall not be used to cover more than ten percent (10%) of the landscaped area, unless specifically approved based on a finding that, due to site conditions and availability of water, a larger percentage of turf or lawn area is appropriate. Use of lawn fertilizer shall be discouraged. Irrigation drainage runoff from lawns shall be retained within lawn areas.
  4. Plant materials under trees or large shrubs. Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations.
  5. Integrate compost-amended topsoil in all areas to be landscaped, including lawns, to help detain runoff, reduce irrigation and fertilizer needs, and create a sustainable, low-maintenance landscape. [Added by Ord. # 674 11/16/09]
- B. Trees. All trees shall be well-branched and typical of their type as described in current American Association of Nurserymen (AAN) Standards and shall be balled and burlapped. The trees shall be grouped as follows:
1. Primary trees which define, outline or enclose major spaces, such as Oak, Maple, Linden, and Seedless Ash, shall be a minimum of 2" caliper.
  2. Secondary trees which define, outline or enclose interior areas, such as Columnar Red Maple, Flowering Pear, Flame Ash, and Honeylocust, shall be a minimum of 1-3/4" to 2" caliper.
  3. Accent trees which, are used to add color, variation and accent to architectural features, such as Flowering- Pear and Kousa Dogwood, shall be 1-3/4" minimum caliper.
  4. Large conifer trees such as Douglas-Fir or Deodar Cedar shall be installed at a minimum height of eight (8) feet.
  5. Medium-sized conifers such as Shore Pine, Western Red Cedar or Mountain Hemlock shall be installed at a minimum height of five to six (5 to 6) feet.
- C. Where a proposed development includes buildings larger than twenty-four (24) feet in height or greater than 50,000 square feet in footprint area, the Development Review Board may require larger or more mature plant materials:
1. At maturity, proposed trees shall be at least one-half the height of the building to which they are closest, and building walls longer than 50 feet shall require tree groups located no more than fifty (50) feet on center, to break up the length and height of the façade.
  2. Either fully branched deciduous or evergreen trees may be specified depending upon the desired results. Where solar access is to be preserved, only solar-friendly deciduous trees are to be used. Where year-round sight obscuring is the highest priority, evergreen trees are to be used.

3. The following standards are to be applied:
  - a. Deciduous trees:
    - i. Minimum height of ten (10) feet; and
    - ii. Minimum trunk diameter (caliper) of 2 inches (measured at four and one-half [4 1/2] feet above grade).
  - b. Evergreen trees: Minimum height of twelve (12) feet.
- D. Street Trees. In order to provide a diversity of species, the Development Review Board may require a mix of street trees throughout a development. Unless the Board waives the requirement for reasons supported by a finding in the record, different types of street trees shall be required for adjoining blocks in a development.
  1. All trees shall be standard base grafted, well branched and typical of their type as described in current AAN Standards and shall be balled and burlapped (b&b). Street trees shall be planted at sizes in accordance with the following standards:
    - a. Arterial streets - 3" minimum caliper
    - b. Collector streets - 2" minimum caliper.
    - c. Local streets or residential private access drives - 1-3/4" minimum caliper. [Amended by Ord. 682, 9/9/10]
    - d. Accent or median tree -1-3/4" minimum caliper.
  2. The following trees and varieties thereof are considered satisfactory street trees in most circumstances; however, other varieties and species are encouraged and will be considered:
    - a. Trees over 50 feet mature height: Quercus garryana (Native Oregon White Oak), Quercus rubra borealis (Red Oak), Acer Macrophyllum (Native Big Leaf Maple), Acer nigrum (Green Column Black Maple), Fraxinus americanus (White Ash), Fraxinus pennsylvannica 'Marshall' (Marshall Seedless Green Ash), Quercus coccinea (Scarlet Oak), Quercus pulustris (Pin-Oak), Tilia americana (American Linden).
    - b. Trees under 50 feet mature height: Acer rubrum (Red Sunset Maple), Cornus nuttallii (Native Pacific Dogwood), Gleditsia triacanthos (Honey Locust), Pyrus calleryana 'Bradford' (Bradford Pear), Tilia cordata (Little Leaf Linden), Fraxinus oxycarpa (Flame Ash).
    - c. Other street tree species. Other species may be specified for use in certain situations. For instance, evergreen species may be specified where year-round color is desirable and no adverse effect on solar access is anticipated. Water-loving species may be specified in low locations where wet soil conditions are anticipated.

[Section 4.176(.06)(D.) amended by Ordinance No. 538, 2/21/02.]

E. Types of Plant Species.

1. Existing landscaping or native vegetation may be used to meet these standards, if protected and maintained during the construction phase of the development and if the plant species do not include any that have been listed by the City as

prohibited. The existing native and non-native vegetation to be incorporated into the landscaping shall be identified.

2. Selection of plant materials. Landscape materials shall be selected and sited to produce hardy and drought-tolerant landscaping. Selection shall be based on soil characteristics, maintenance requirements, exposure to sun and wind, slope and contours of the site, and compatibility with other vegetation that will remain on the site. Suggested species lists for street trees, shrubs and groundcovers shall be provided by the City of Wilsonville.
3. Prohibited plant materials. The City may establish a list of plants that are prohibited in landscaped areas. Plants may be prohibited because they are potentially damaging to sidewalks, roads, underground utilities, drainage improvements, or foundations, or because they are known to be invasive to native vegetation.

[Section 4.176(.06)(E.) amended by Ordinance No. 538, 2/21/02.]

F. Tree Credit.

Existing trees that are in good health as certified by an arborist and are not disturbed during construction may count for landscaping tree credit as follows (measured at four and one-half feet above grade and rounded to the nearest inch):

Existing trunk diameter	Number of Tree Credits
18 to 24 inches in diameter	3 tree credits
25 to 31 inches in diameter	4 tree credits
32 inches or greater	5 tree credits

[Amended by Ord. # 674 11/16/09]

1. It shall be the responsibility of the owner to use reasonable care to maintain preserved trees. Trees preserved under this section may only be removed if an application for removal permit under Section 4.610.10(01)(H) has been approved. Required mitigation for removal shall be replacement with the number of trees credited to the preserved and removed tree.
2. Within five years of occupancy and upon notice from the City, the property owner shall replace any preserved tree that cannot be maintained due to disease or damage, or hazard or nuisance as defined in Chapter 6 of this code. The notice shall be based on complete information provided by an arborist. Replacement with the number of trees credited shall occur within one (1) growing season of notice.

G. Exceeding Standards. Landscape materials that exceed the minimum standards of this Section are encouraged, provided that height and vision clearance requirements are met. [Amended by Ordinance No. 538, 2/21/02.]

H. Compliance with Standards. The burden of proof is on the applicant to show that proposed landscaping materials will comply with the purposes and standards of this Section.[Amended by Ordinance No. 538, 2/21/02.]

(.07) Installation and Maintenance.

- A. Installation. Plant materials shall be installed to current industry standards and shall be properly staked to assure survival. Support devices (guy wires, etc.) shall not be allowed to interfere with normal pedestrian or vehicular movement.
- B. Maintenance. Maintenance of landscaped areas is the on-going responsibility of the property owner. Any landscaping installed to meet the requirements of this Code, or any condition of approval established by a City decision-making body acting on an application, shall be continuously maintained in a healthy, vital and acceptable manner. Plants that die are to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. Failure to maintain landscaping as required in this Section shall constitute a violation of this Code for which appropriate legal remedies, including the revocation of any applicable land development permits, may result.
- C. Irrigation. The intent of this standard is to assure that plants will survive the critical establishment period when they are most vulnerable due to a lack of watering and also to assure that water is not wasted through unnecessary or inefficient irrigation. Approved irrigation system plans shall specify one of the following:
  - 1. A permanent, built-in, irrigation system with an automatic controller. Either a spray or drip irrigation system, or a combination of the two, may be specified.
  - 2. A permanent or temporary system designed by a landscape architect licensed to practice in the State of Oregon, sufficient to assure that the plants will become established and drought-tolerant.
  - 3. Other irrigation system specified by a licensed professional in the field of landscape architecture or irrigation system design.
  - 4. A temporary permit issued for a period of one year, after which an inspection shall be conducted to assure that the plants have become established. Any plants that have died, or that appear to the Planning Director to not be thriving, shall be appropriately replaced within one growing season. An inspection fee and a maintenance bond or other security sufficient to cover all costs of replacing the plant materials shall be provided, to the satisfaction of the Community Development Director. Additionally, the applicant shall provide the City with a written license or easement to enter the property and cause any failing plant materials to be replaced.
- D. Protection. All required landscape areas, including all trees and shrubs, shall be protected from potential damage by conflicting uses or activities including vehicle parking and the storage of materials.

(.08) Landscaping on Corner Lots. All landscaping on corner lots shall meet the vision clearance standards of Section 4.177. If high screening would ordinarily be required by this Code, low screening shall be substituted within vision clearance areas. Taller

screening may be required outside of the vision clearance area to mitigate for the reduced height within it.

- (.09) Landscape Plans. Landscape plans shall be submitted showing all existing and proposed landscape areas. Plans must be drawn to scale and show the type, installation size, number and placement of materials. Plans shall include a plant material list. Plants are to be identified by both their scientific and common names. The condition of any existing plants and the proposed method of irrigation are also to be indicated. Landscape plans shall divide all landscape areas into the following categories based on projected water consumption for irrigation:
- A. High water usage areas (+/- two (2) inches per week): small convoluted lawns, lawns under existing trees, annual and perennial flower beds, and temperamental shrubs;
  - B. Moderate water usage areas (+/- one (1) inch per week): large lawn areas, average water-using shrubs, and trees;
  - C. Low water usage areas (Less than one (1) inch per week, or gallons per hour): seeded fieldgrass, swales, native plantings, drought-tolerant shrubs, and ornamental grasses or drip irrigated areas.
  - D. Interim or unique water usage areas: areas with temporary seeding, aquatic plants, erosion control areas, areas with temporary irrigation systems, and areas with special water-saving features or water harvesting irrigation capabilities.

These categories shall be noted in general on the plan and on the plant material list.

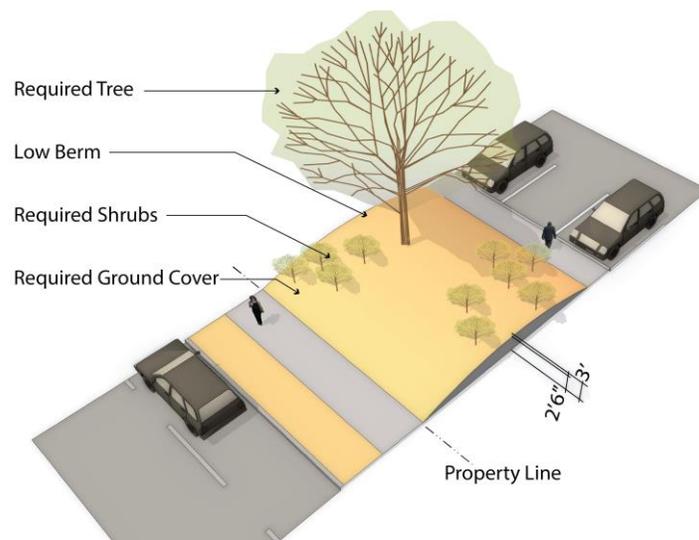
- (.10) Completion of Landscaping. The installation of plant materials may be deferred for a period of time specified by the Board or Planning Director acting on an application, in order to avoid hot summer or cold winter periods, or in response to water shortages. In these cases, a temporary permit shall be issued, following the same procedures specified in subsection (.07)(C)(3), above, regarding temporary irrigation systems. No final Certificate of Occupancy shall be granted until an adequate bond or other security is posted for the completion of the landscaping, and the City is given written authorization to enter the property and install the required landscaping, in the event that the required landscaping has not been installed. The form of such written authorization shall be submitted to the City Attorney for review.
- (.11) Street Trees Not Typically Part of Site Landscaping. Street trees are not subject to the requirements of this Section and are not counted toward the required standards of this Section. Except, however, that the Development Review Board may, by granting a waiver or variance, allow for special landscaping within the right-of-way to compensate for a lack of appropriate on-site locations for landscaping. See subsection (.06), above, regarding street trees.
- (.12) Mitigation and Restoration Plantings. A mitigation plan is to be approved by the City's Development Review Board before the destruction, damage, or removal of any existing native plants. Plantings intended to mitigate the loss of native vegetation are subject to the following standards. Where these standards conflict with other

requirements of this Code, the standards of this Section shall take precedence. The desired effect of this section is to preserve existing native vegetation.

- A. Plant Sources. Plant materials are to be native and are subject to approval by the City. They are to be non-clonal in origin; seed source is to be as local as possible, and plants must be nursery propagated or taken from a pre-approved transplantation area. All of these requirements are to be addressed in any proposed mitigation plan.
- B. Plant Materials. The mitigation plan shall specify the types and installation sizes of plant materials to be used for restoration. Practices such as the use of pesticides, fungicides, and fertilizers shall not be employed in mitigation areas unless specifically authorized and approved.
- C. Installation. Install native plants in-suitable soil conditions. Plant materials are to be supported only when necessary because of extreme winds at the site. Where support is necessary, all stakes, guy wires or other measures are to be removed as soon as the plants can support themselves. Protect from animal and fowl predation and foraging until establishment.
- D. Irrigation. Permanent irrigation systems are generally not appropriate in restoration situations, and manual or temporary watering of new plantings is often necessary. The mitigation plan shall specify the method and frequency of manual watering, including any that may be necessary after the first growing season.
- E. Monitoring and Reporting. Monitoring of native landscape areas is the on-going responsibility of the property owner. Plants that die are to be replaced in kind and quantity within one year. Written proof of the survival of all plants shall be required to be submitted to the City’s Planning Department one year after the planting is completed.

[Section 4.176 amended by Ordinance No. 536, 1/7/02]

**Add new Figure 23: Low Berm Landscaping - subsequent figures to be renumbered**



**Section 4.180. Exceptions and Modifications - Projections into Required Yards.**

- (.01) Certain non-structural architectural features are permitted to project into required yards or courts, without requiring the approval of a Variance or Reduced Setback Agreement, as follows:
- A. Into any required yard:
1. Architectural features may project into the required yard not more than two (2) inches for each foot of required setback.
  2. Architectural features on buildings within the Coffee Creek Industrial Design Overlay District shall be subject to the applicable requirements in Section 4.134.
  3. Open, unenclosed fire escapes may project a distance not exceeding forty-eight (48) inches.
- B. Into any required yard, adjoining a street or tract with a private drive: [Amended by Ord. 682, 9/9/10]
1. Architectural features may project a distance not exceeding forty (40) inches.
  2. An uncovered porch, terrace, or patio extending no more than two and one-half (2 1/2) feet above the finished elevation may extend within three (3) feet of an interior side lot line, or within ten (10) feet of a front lot line or of an exterior side lot line.

**Section 4.197. Zone Changes and Amendments To This Code – Procedures.**

- (.01) The following procedure shall be followed in applying for an amendment to the text of this Chapter:
- A. The Planning Commission shall conduct a public hearing on the proposed amendment at its earliest practicable meeting after it is proposed and shall, within forty (40) days after concluding the hearing, provide a report and recommendation to the City Council regarding the proposed amendment. The findings and recommendations of the Commission shall be adopted by resolution and shall be signed by the Chair-of the Commission.
- B. In recommending approval of a proposed text amendment, the Planning Commission shall, at a minimum, adopt findings relative to the following:
1. That the application was submitted in compliance with the procedures set forth in Section 4.008; and
  2. The amendment substantially complies with all applicable goals, policies and objectives set forth in the Comprehensive Plan; and
  3. The amendment does not materially conflict with, nor endanger, other provisions of the - text of the Code; and
  4. If applicable, the amendment is in compliance with Statewide Land Use Planning Goals and related administrative rules; and

5. If applicable, the amendment is necessary to ensure that the City's Land Use and Development Ordinance complies with mandated requirements of State or Federal laws and/or statutes.

(.02) ~~In recommending approval or denial of a proposed zone map amendment, the Planning Commission or Development Review Board shall at a minimum, adopt findings addressing the following criteria~~ The following procedures shall be followed for zone map amendments.

A. When a requested quasi-judicial zone map amendment within the Coffee Creek Industrial Design Overlay District is consistent with the adopted or concurrently proposed Comprehensive Plan Map designation and only one option exists for a zone map amendment consistent with the Comprehensive Plan Map the amendment shall be reviewed by the City Council without prior review or recommendation by the Development Review Board or Planning Commission.

1. The Zoning Order adopting such zone map amendments shall state the zone map amendment expires 120 days from Council adoption unless a Stage II Final Plan receives final local approval for the area subject to the zone map amendment. In the event of a LUBA appeal of the final local approval, the 120-day expiration period will be tolled pending completion of the appeal process.
2. Notwithstanding the process described above an applicant may elect to have the zone map amendment reviewed by the Development Review Board for a recommendation to City Council concurrently with other land use applications for the subject property.
3. If the Planning Director anticipates that individuals other than the applicant can be expected to question the requested zone map amendment's compliance with the Comprehensive Plan the Planning Director may require the zone map amendment be first reviewed by the Development Review Board to make a recommendation to City Council.

B. All other quasi-judicial zone map amendments shall be reviewed by the Development Review Board to make a recommendation to City Council and all legislative zone map amendments shall be reviewed by the Planning Commission to make a recommendation to City Council.

C. In recommending approval or denial of a proposed zone map amendment, the Planning Commission or Development Review Board shall at a minimum, adopt findings addressing the following criteria:

- 1A. That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008, Section 4.125 (.18)(B)(2) or, in the case of a Planned Development, Section 4.140; and [Amended by Ord 557, adopted 9/5/03]
- 2B. That the proposed amendment is consistent with the Comprehensive Plan map designation and substantially complies with the applicable goals, policies and objectives, set forth in the Comprehensive Plan text; and

~~3C~~. In the event that the subject property, or any portion thereof, is designated as "Residential" on the City's Comprehensive Plan Map; specific findings shall be made addressing substantial compliance with Implementation Measures 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text; and [Amended by Ordinance No. 538, 2/21/02.]

~~4D~~. That the existing primary public facilities, i.e., roads and sidewalks, water, sewer and storm sewer are available and are of adequate size to serve the proposed development; or, that adequate facilities can be provided in conjunction with project development. The Planning Commission and Development Review Board shall utilize any and all means to insure that all primary facilities are available and are adequately sized; and

~~5E~~. That the proposed development does not have a significant adverse effect upon Significant Resource Overlay Zone areas, an identified natural hazard, or an identified geologic hazard. When Significant Resource Overlay Zone areas or natural hazard, and/or geologic hazard are located on or abut the proposed development, the Planning Commission or Development Review Board shall use appropriate measures to mitigate and significantly reduce conflicts between the development and identified hazard or Significant Resource Overlay Zone and

~~6F~~. That the applicant is committed to a development schedule demonstrating that development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change; and

~~7G~~. That the proposed development and use(s) can be developed in compliance with the applicable development standards or appropriate conditions are attached that insure that the project development substantially conforms to the applicable development standards.

~~8H~~. Adequate public facilities, services, and transportation networks are in place, or are planned to be provided concurrently with the development of the property. The applicant shall demonstrate compliance with the Transportation Planning Rule, specifically by addressing whether the proposed amendment has a significant effect on the transportation system pursuant to OAR 660-012-0060. A Traffic Impact Analysis (TIA) shall be prepared pursuant to the requirements in Section 4.133.05.(01).

- (.03) If affirmative findings cannot be made for all applicable criteria listed above ~~the Planning Commission or Development Review Board shall recommend that~~ the proposed text or map amendment, as the case may be, shall be denied.
- (.04) City Council action approving a change in zoning shall be in the form of a Zoning Order.
- (.05) In cases where a property owner or other applicant has requested a change in zoning and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the zoning shall be changed.

In the Matter of the Application of )  
)  
) ZONING ORDER NO.  
)  
for a rezoning of land and amendment )  
of the City of Wilsonville Zoning Map )  
as incorporated in Section 4.102 )  
of the Wilsonville Code )

The above-entitled matter is before the Council to consider the application of  
for a zone change and an order amending the official Zoning Map as incorporated in Section 4.102 of  
the Wilsonville Code, and

It appearing to the Council that the property which is the subject of this application is described  
as follows:

(Legal Description)

and such property has heretofore appeared on the official Zoning Map zoned as follows:

and the Council having heard and considered all matters relevant to the application, including the  
Planning Commission and/or Development Review Board resolution and minutes, finds that the  
application should be (approved/denied), and it is therefore,

(Incorporated Conditions)

ORDERED that the property above-described is hereby rezoned as follows:

and such rezoning be and the same is hereby declared an amendment to the Wilsonville Zoning Map  
(Section 4.102 WC) and shall appear as such from and after entry of this Order.

The property subject to this Zoning Order is also subject to the Order of the City Council in  
respect thereto made.

DATED: This \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

- Mayor

Approved as to form:  
ATTEST:  
City Recorder  
City of Wilsonville, Oregon

by:  
City Recorder

**Section 4.198. Comprehensive Plan Changes - Adoption by the City Council.**

- (.01) Proposals to amend the Comprehensive Plan, or to adopt new elements or sub-elements of the Plan, shall be subject to the procedures and criteria contained in the Comprehensive Plan. Each such amendment shall include findings in support of the following:
- A. That the proposed amendment meets a public need that has been identified;
  - B. That the proposed amendment meets the identified public need at least as well as any other amendment or change that could reasonably be made;
  - C. That the proposed amendment supports applicable Statewide Planning Goals, or a Goal exception has been found to be appropriate; and
  - D. That the proposed change will not result in conflicts with any portion of the Comprehensive Plan that is not being amended.
- (.02) When a requested quasi-judicial Comprehensive Plan Map amendment within the Coffee Creek Industrial Design Overlay District is consistent with an adopted master plan that is a sub-element of the Comprehensive Plan and only one option exists for a Comprehensive Plan Map amendment consistent with the adopted area plan the amendment shall be reviewed by the City Council without prior review or recommendation by the Development Review Board or Planning Commission.
- A. The ordinance adopting such Comprehensive Plan Map amendments shall state the Comprehensive Plan Map amendment expires 120 days from Council adoption unless a Stage II Final Plan receives final local approval for the area subject to the Comprehensive Plan Map amendment. In the event of a LUBA appeal of the final local approval, the 120-day expiration period will be tolled pending completion of the appeal process.
  - B. Notwithstanding the process described above an applicant may elect to have the Comprehensive Plan Map amendment reviewed by the Development Review Board for a recommendation to City Council concurrently with other land use applications for the subject property.
  - C. If the Planning Director anticipates that individuals other than the applicant can be expected to question the requested Comprehensive Plan Map amendment's compliance with the adopted master plan the Planning Director may require the Comprehensive Plan Map amendment be first reviewed by the Development Review Board to make a recommendation to City Council.
- (.03) All other quasi-judicial Comprehensive Plan Map Amendments shall be reviewed by the Development Review Board to make a recommendation to City Council and all legislative Comprehensive Plan Map Amendments shall be reviewed by the Planning Commission to make a recommendation to City Council.

- (.042) As applicable Following the adoption and signature of the - Resolution by the Development Review Board or Planning Commission, together with minutes of public hearings on the proposed Amendment, the matter shall be shall be scheduled for public hearing before the City Council.
- (.053) Notice of the Council's consideration of the matter shall be provided as set forth in Section 4.012.
- (.064) Upon conclusion of its public hearing on the matter, the Council shall adopt its decision by ordinance, authorizing the Planning Director to amend the official zoning map, Comprehensive Plan Map or the text of Chapter 4 as set forth in Section 4.102.
- (.075) In cases where a property owner or other applicant has requested an amendment to the Comprehensive Plan map and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the Comprehensive Plan map shall be changed.

## **Annexations and Urban Growth Boundary Amendments**

### **Section 4.700**

## **ANNEXATIONS AND URBAN GROWTH BOUNDARY AMENDMENTS**

### **Section 4.700. Procedures Relating To The Processing Of Requests For Annexation And Urban Growth Boundary Amendments.**

- (.01) The City of Wilsonville is located within the Portland Metropolitan Area, and is therefore subject to regional government requirements affecting changes to the city limits and changes to the Urban Growth Boundary (UGB) around Wilsonville. The City has the authority to annex properties as prescribed in State law, but the City's role in determining the UGB is primarily advisory to Metro, as provided in Oregon Revised Statutes. The following procedures will be used to aid the City Council in formulating recommendations to those regional entities. [Amended by Ordinance No. 538, 2/21/02.]
- A. Proponents of such changes shall provide the Planning Director with all necessary maps and written information to allow for review by city decision-makers. The Planning Director, after consultation with the City Attorney, will determine whether each given request is quasi-judicial or legislative in nature and will make the necessary arrangements for review based upon that determination.
  - B. Written information submitted with each request shall include an analysis of the relationship between the proposal and the City's Comprehensive Plan, applicable statutes, as well as the Statewide Planning Goals and any officially adopted regional plan that may be applicable.
  - C. The Planning Director shall review the information submitted by the proponents and will prepare a written report for the review of the City Council and the Planning Commission or Development Review Board. If the Director determines that the information submitted by the proponents does not adequately support the request, this shall be stated in the Director's staff report.
  - D. If the Development Review Board, Planning Commission, or City Council determine that the information submitted by the proponents does not adequately support the request, the City Council may oppose the request to the regional entity having the final decision making authority.
- (.02) Each quasi-judicial request shall be reviewed by the Development Review Board, which shall make a recommendation to the City Council after concluding a public hearing on the proposal, except in the following circumstance:
- A. When an annexation in the Coffee Creek Industrial Design Overlay District is requested concurrent with a quasi-judicial Comprehensive Plan Map amendment and/or zone map amendment as specified in Section 4.197 (.02) A. and Section 4.198 (.02), the annexation shall be reviewed by the City Council without prior review or recommendation by the Development Review Board.
    - a. The ordinance adopting such annexation request shall state the annexation expires 120 days from Council adoption unless a Stage II Final Plan receives final local approval for the area subject to the annexation. In the event of a

LUBA appeal of the final local approval, the 120-day expiration period will be tolled pending completion of the appeal process.

b. Notwithstanding the process described above an applicant may elect to have the annexation reviewed by the Development Review Board for a recommendation to City Council concurrently with other land use applications for the subject property.

c. If the Planning Director anticipates that individuals other than the applicant can be expected to question the requested annexation's compliance with the applicable criteria the Planning Director may require the annexation be first reviewed by the Development Review Board to make a recommendation to City Council.

(.03) Each legislative request shall be reviewed by the Planning Commission, which shall make a recommendation to the City Council after concluding a public hearing on the proposal.

(.04) As applicable, ~~¶~~the City Council shall consider the information in the record of the Development Review Board or Planning Commission and shall, after concluding a public hearing on the request, determine the appropriate course of action. That course of action may be:

A. In the case of a proposed amendment to the Regional Urban Growth Boundary: forward its recommendation in the form of a Resolution to the Metro Council.

B. In the case of a proposed annexation to the City, select from the following as allowed by State law (ORS 222):

1. Take no action;
2. Declare the subject property, or some portion thereof, to be annexed;
3. Set the matter for election of the voters residing within the affected territory;  
or
4. Set the matter for election of City voters.

(.05) The City Council may adopt a development agreement with the owners of property that is proposed for annexation to the City, and such agreement may include an agreement to annex at a future date. A development agreement with an agreement to annex shall be subject to the same procedural requirement as other annexations in terms of staff report preparation, public review, and public hearings.

## Attachment C – Comprehensive Plan Modification

To accommodate a parallel review of Comprehensive Plan Map amendments at the same time as other applications not requiring City Council approval, the following modification is proposed:

Introduction Section, Procedures, Plan Amendments (pages 7-8, July 2013 edition):

3. The Consideration of Plan Amendments:
  - a. Amendments to the maps or text of the Comprehensive Plan shall only be considered by the City Council after receiving findings and recommendations from the Planning Commission (legislative) or Development Review Board (quasi-judicial) at their regular or special meetings, except as specifically noted in Section 4.198 of the Development Code.
  - b. Amendments must be initiated as provided in this section, sufficiently in advance of the first evidentiary hearing on the proposal to allow adequate time for providing public notice and preparing a staff report on the proposal. The first evidentiary hearing is usually the first public hearing held by the Planning Commission or Development Review Board on the proposal.
  - c. This Plan, and each of its elements, is always open for amendments that consider compliance with the Statewide Planning Goals and Plans of Metro. Amendment and revision for compliance with the above regional Goals, Objectives, and Plans shall be consistent with any re-opening of local Plans as approved by the Land Conservation and Development Commission (LCDC). This provision is not to be construed as waiving any legal rights which the City may have to challenge the legality of a regional Goal, Objective or Plan provision.
  - d. The Planning Commission or City Council may conduct a public hearing at any time to consider an amendment to the Plan text or Plan map when the Commission or Council finds that the consideration of such amendments are necessary to comply with the rules, regulations, goals, guidelines or other legal actions of any governmental agency having jurisdiction over matters contained in said text or Plan map.

## **Attachment D – Pilot Evaluation Options**

**Purpose:** To determine process effectiveness, both the Administrative Review Option and the DRB Option would be subject to a pilot period of three completed development applications or five years, whichever comes first. The pilot period allows staff to track key data points relating to development applications reviewed under the Form-based Code, with the compiled information serving as a basis from which to determine what, if any, adjustments to the Form-based Code standards and review process are needed in the future. During the pilot period, staff will track metrics including, but not limited to:

- Number and type of requested waivers
- Time from completed application to approval
- Amount and type of testimony received (email, phone, etc.)
- Staff would also survey applicants upon conclusion of application review and approval to gain feedback from a customer experience standpoint.
- A review of the urban form constructed to determine if the standards meet community expectations.

### **Administrative Review Option**

**Key Questions:** *Is administrative review working as intended? Are any adjustments to the development standards or the review process needed?*

Under this option, the purpose of the pilot period is to ensure administrative review of applications meeting the clear and objective standards of the Form-based Code works as intended. This represents a test of the Form-based Code's ultimate intended outcome, maximizing certainty for applicants through the option of an administrative review process.

### **DRB Option**

**Key Questions:** *Can administrative review ultimately be used in place of DRB review to administer the clear and objective standards of the Form-based Code? Are any adjustments to the development standards needed?*

Under this option, the purpose of the pilot period is to test the clear and objective standards of the Form-based Code, with the DRB serving as the review and approval authority. Once the review of pilot period applications has been completed, review and approval of applications meeting the clear and objective standards could transition from the DRB to an administrative process. This represents a more conservative approach to implementing the Form-based Code, testing the clear and objective standards without testing the administrative review process.

**Attachment E**  
 Planning Commission Resolution LP18-0001 Staff Report  
 Compliance Findings

Coffee Creek Industrial Form-based Code and Pattern Book and  
 Related Development Code and Comprehensive Plan Changes

**Date of Findings:** January 3, 2018

**Request:** Amend Section 4.134 and related sections of the Wilsonville Code to establish a new Coffee Creek Industrial Design Overlay District (repealing and replacing the current Day Road Design Overlay District) using clear and objective standards established in Section 4.134 and related sections of the code along with discretionary criteria in the Coffee Creek Industrial Form-based Code and Pattern Book.

**Affected Properties:** Properties within the Coffee Creek Industrial Design Overlay District area as shown in the vicinity map on page 2.

**Staff Reviewer:** Kimberly Rybold AICP, Associate Planner

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

**Applicable Review Criteria:**

<b><u>Oregon Revised Statutes:</u></b>	
197.723 (4)	Regionally significant industrial areas
<b><u>Statewide Planning Goals:</u></b>	
Goal 1	Citizen Involvement
Goal 2	Land Use Planning
Goal 5	Natural Resources, Scenic and Historic Area, and Open Space
Goal 9	Economic Development
Goal 11	Public Facilities and Services
Goal 12	Transportation
Goal 14	Urbanization
<b><u>Wilsonville Comprehensive Plan:</u></b>	
Goal 1.1 and applicable Policy and Implementation Measures	Encourage public involvement
Goal 1.2 and applicable Policy and Implementation Measures	Interested, informed, and involved citizenry
Goal 2.1 and applicable Policy and Implementation Measures	Supporting appropriate development of land

Goal 3.2 and applicable Policy and Implementation Measures	Plan for increased access for alternative modes of transportation, such as bicycling, transit and walking
Goal 3.3 and applicable Policy and Implementation Measures	Create land use patterns that make walking, cycling, and transit use highly convenient
Goal 3.4 and applicable Policy and Implementation Measures	Facilitate the safe, efficient and economic flow of freight and other goods and services
Goal 4.1 and applicable Policy and Implementation Measures	Develop an attractive and economically sound community
Area of Special Concern H	Day Road Area
<b>Development Code:</b>	
Section 4.197	Amendments to the Development Code

## Vicinity Map

### Coffee Creek DOD

#### Regulating Plan



## Compliance Findings

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

### Oregon Revised Statutes - Regionally Significant Industrial Areas

#### Protection from Conflicting Development ORS 197.723 (4)

1. The proposed amendments are consistent with this section of the ORS because the same mix of industrial and employment uses will continue to be permitted within this industrial area of regional significance. The amount of land available for industrial development will not be reduced by these amendments. In addition, the new standards and guidelines are expected to enhance the overall quality and functionality of the Coffee Creek Industrial Design Overlay District and its attractiveness for new businesses to locate here.

### Statewide Planning Goals

#### Citizen Involvement Goal 1

2. As discussed in Findings 9 through 14 below, the citizen involvement processes and requirements established in Wilsonville's Comprehensive Plan consistent with Goal 1 are being followed.

#### Land Use Planning Goal 2

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

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

4. No natural resources, scenic areas, or open spaces will be adversely impacted by the proposed code changes and design standards. The proposed amendments will leave the City's current environmental protections in place.

#### Economic Development Goal 9

5. The proposed code changes and design standards will continue to allow the City to meet its economic development goals in the Comprehensive Plan that pertain to industrial uses and employment opportunities. See Findings 22 and 23.

## Public Facilities and Services

### Goal 11

6. The proposed amendments are consistent with, and supportive of, the Comprehensive Plan goals regarding the timely provision of public facilities and services. The amendments will not change the City's goals and policies regarding the planning and provision of public facilities and services. The amendments will influence the design and location of streets and pathway connections in a manner that is consistent with Comprehensive Plan goals and Statewide Planning Goal 12 Transportation. See Findings 19 and 21.

## Transportation

### Goal 12

7. The proposed amendments are specifically designed to create a multi-modal transportation system for the Coffee Creek Industrial Area. The combination of creating a pedestrian-oriented transportation network along with complementary urban design elements are expected to promote non-motorized modes of travel. See Findings 19 through 21.

## Urbanization

### Goal 14

8. The proposed amendments will continue to allow the City to meet its planning obligations to provide for orderly and efficient transitions from rural to urban land use. The City's requirements for orderly provision of necessary urban services along with, or in advance of, urbanization (industrial and employment uses in this case) will not be altered by the proposed amendments.

## **Wilsonville Comprehensive Plan - Public Involvement**

### Public Involvement-In General

#### Goal 1.1, Policy 1.1.1.

9. By following the applicable implementation measures, as noted in Findings 10 through 14 below, opportunities were provided for a wide range of public involvement throughout the process encouraging, and providing means for, interested parties to be involved.

### Early Involvement

#### Implementation Measure 1.1.1.a.

10. The public involvement included early interaction with area property owners and industrial realtors and developers, along with open houses and work sessions before the Wilsonville Development Review Boards, Planning Commission, and City Council. All affected properties were mailed notices in advance of these open houses. Input was incorporated, where appropriate, into subsequent drafts. Notices have been sent to all impacted parties to attend the public hearings before the Planning Commission and City Council.

## Encourage Participation of Certain Individuals, Including Residents and Property Owners

Implementation Measure 1.1.1.e.

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

## Procedures to Allow Interested Parties to Supply Information

Implementation Measure 1.1.1.f.

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

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

Implementation Measure 1.1.1.g.

13. Prior to the scheduled public hearing on the proposed amendments, work sessions were held with the Development Review Boards, Planning Commission, and City Council during which public suggestions related to the matter were considered and incorporated as appropriate into the current draft.

## Public Notices for Planning Commission Meetings

Implementation Measure 1.1.1.h.

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

## **Wilsonville Comprehensive Plan - Interested, Informed, and Involved Citizenry**

### User Friendly Information for Public

Goal 1.2, Policy 1.2.1, Implementation Measures 1.2.1.a., b., and c.

15. The published notecard mailings and notices provided user-friendly information about the purpose, location, and nature of the meetings. Different ways for affected parties to participate have been widely publicized. The information given to impacted parties gave access to the information upon which the Planning Commission recommendation and City Council decision will be based.

Coordinate Planning Activities with Affected Agencies  
Policy 1.3, Implementation Measure 1.3.1.b.

16. The City has worked extensively with DLCD, the state agency which oversees City compliance with state land use regulations. This state involvement included a Transportation and Growth Management (TGM) grant and direct involvement of a DLCD grant manager in the early stages of this code amendment project. Because this is a Development Code amendment, notice of the proposed amendments was provided to DLCD prior to the Planning Commission hearing.

**Wilsonville Comprehensive Plan - Supporting Appropriate Development of Land**

Allowing Development Where Zoning and Comprehensive Plan Requirements Are Met  
Goal 2.1, Policy 2.1.1, Implementation Measure 2.1.1.a.

17. The proposed code changes and development standards support allowing industrial development and other employment uses as they are allowed by Comprehensive Plan and Zoning designations by modifying the approval process approval criteria and guidelines for allowed development within the proposed Coffee Creek Industrial Design District.

Planning for eventual urbanization of land within the local planning areas and the UGB  
Policy 2.2.1, Implementation Measure 2.2.1.e.

18. The proposed amendments will continue to promote the orderly provision of public facilities and services, including a transportation network that encourages active transportation modes.

**Transportation – Encourage a Variety of Transportation Choices**

Plan for increased access for alternative modes of transportation, such as bicycling, transit and walking  
Goal 3.2, Policies 3.2.1, 3.2.2, Implementation Measure 3.2.1.a.

19. The proposed amendments are designed to provide a pedestrian-scaled transportation system within the Coffee Creek Industrial Area by providing street and pathway connections to make walking, bicycling, and taking transit more pleasant and practical.

Create land use patterns that make walking, cycling, and transit use highly convenient  
Goal 3.3, Policies 3.3.1, 3.3.2, Implementation Measures 3.3.1.c. and d.

20. The mix of allowable land uses will not be changed by these amendments. They are intended to create greater accessibility for pedestrians, cyclists, and transit riders by providing more

guidance regarding the location and design of pedestrian- and bicycling-friendly streets and local connections.

Facilitate the safe, efficient and economic flow of freight and other goods and services

Goal 3.4, Policy 3.4.1, Implementation Measure 3.4.1.a.

21. The proposed amendments continue to support current street designations in the Transportation System Plan, and therefore, the City's overall goal of facilitating efficient freight movement will be maintained.

## **Industrial Development**

Develop an attractive and economically sound community

Goal 4.1, Implementation Measures 4.1.3.a, b, and d.

22. The proposed amendments are crafted to improve the aesthetic and functional character of industrial and employment development, provide a high-quality environment, and to strengthen the local economy by providing a district that will foster future business development and economic activity.

## **Wilsonville Comprehensive Plan - Areas of Special Concern**

Day Road Area

Area H

23. The proposed amendments are consistent with the expressed need to have a master plan for this area. The proposed code amendments and pattern book provide much improved guidance regarding the form and function of future development in this area following annexation.

## **Wilsonville Development Code - Amendments to the Code**

Planning Commission Public Hearing, Recommendation to City Council

Subsection 4.197 (.01) A.

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

Findings Required: Compliance with Procedures of 4.008

Subsection 4.197 (.01) B. 1., Section 4.008, Sections 4.009 through 4.024 as applicable

25. The proposed changes and design standards are a response to the direction of City Council to improve development outcomes in the current Day Road Design Overlay District;

however, this direction does not predetermine City Council approval of the proposed code changes and design standards. Notices have been mailed to affected properties consistent with established procedures for legislative actions. Written findings of fact regarding the application have been produced in this document for adoption by the Planning Commission.

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

26. Findings 9 through 23 above indicate how the applicable goals, policies, objectives, and implementation measures of Wilsonville's Comprehensive Plan are satisfied.

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

27. Care has been taken to ensure the proposed code changes and design standards do not conflict with or endanger other provisions of the Development Code. In addition to the replacement of the Day Road Design Overlay District and the creation of the Coffee Creek Industrial Design Overlay District Pattern Book, minor amendments are proposed in various sections of the Development Code to ensure consistency and clarity throughout.

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

28. Findings 1 through 8 above provide findings related to compliance with the applicable Statewide Land Use Planning Goals as well as applicable state statutes regarding regionally significant industrial areas.

**Affirmative Findings Required**  
Subsection 4.197 (.03)

29. Findings 1 through 28 provide the required affirmative findings on which a recommendation can be made to City Council for adoption of the requested development code text changes and design standards.

## Attachment F - Citizen Comments

Rybold, Kim

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**From:** Greg Blefgen <gregb@vlmk.com>  
**Sent:** Tuesday, January 02, 2018 1:21 PM  
**To:** Rybold, Kim  
**Cc:** Robert Hausserman; Peter Stalick  
**Subject:** RE: FBC Comments: LP18-0001  
**Attachments:** 002 SCHEMATIC MASTER PLAN 2.1 REV18-01-02.pdf

Kim,

Attaching site plan exhibits that can be attached to my FBC development standards review comments provided in the subsequent email.

Please note, we would need to add required parking within the yard of the FBC Schematic plan.

Happy to discuss if desired.

Thanks

**Greg Blefgen, P.E., S.E. | Principal**  
VLMK Engineering + Design  
3933 SW Kelly Avenue | Portland, OR 97239 | tel: 503.222.4453 | [VLMK.COM](http://VLMK.COM)  
direct: 971.254.8290 | cell: 503.539.0451 | email: [gregb@vlmk.com](mailto:gregb@vlmk.com)

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**From:** Rybold, Kim [<mailto:rybold@ci.wilsonville.or.us>]  
**Sent:** Tuesday, January 2, 2018 11:27 AM  
**To:** Greg Blefgen <gregb@vlmk.com>  
**Subject:** RE: FBC Comments: LP18-0001

Greg,  
Thank you for your comments. We will include these an any additional information you submit prior to 2 p.m. as a part of the packet.

**Kimberly Rybold, AICP**  
Associate Planner  
City of Wilsonville

503.570.1583  
[rybold@ci.wilsonville.or.us](mailto:rybold@ci.wilsonville.or.us)  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

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**From:** Greg Blefgen [<mailto:gregb@vlmk.com>]  
**Sent:** Tuesday, January 02, 2018 8:54 AM  
Planning Commission Meeting - January 10, 2018  
CC Industrial Fqrm-based Code

To: Rybold, Kim <[rybold@ci.wilsonville.or.us](mailto:rybold@ci.wilsonville.or.us)>

Cc: Neamtzu, Chris <[neamtzu@ci.wilsonville.or.us](mailto:neamtzu@ci.wilsonville.or.us)>; Robert Hausserman <[robert.h@precisioncountertops.com](mailto:robert.h@precisioncountertops.com)>; Peter Stalick <[pstalick@kiddermathews.com](mailto:pstalick@kiddermathews.com)>

Subject: FBC Comments: LP18-0001

Kim,

The following comments are in response to specific development standards outlined in the proposed Form-Based Code for the Coffee Creek Industrial Design Overlay District. We understand that the Planning Commission will be meeting on January 10<sup>th</sup>, 2018 to consider adoption of the Section 4.134 Wilsonville Code amendment.

As you are aware, we have been working with the Precision Countertops group to assist them with the proposed development of the Terrell property (25400 SW Garden Acres Rd.). This property and several of the adjacent properties along the east side of SW Garden Acres are narrow lots with frontage widths approximating 300ft. Although the proposed design standards might be appropriate for large scale industrial developments (multiple aggregated properties), designing these narrow properties as standalone developments to comply with certain standards as proposed in the FBC creates dysfunctional site plans.

In our opinion, the following proposed development standards should be revisited;

Table CC-1 A. Street Design and Connectivity

- Connection Spacing – With lot widths of approximately 300ft, the 600ft maximum spacing limits access drives to every other parcel, assuming that adjacent properties are combined.

Table CC-3 C. Site Design

- 1. Parcel Access: Parcel Driveway width – The 24ft drive width, expandable to 26.4ft with administrative adjustment does not work for industrial access drives that have in-going and out-going tractor trailer traffic. Turning templates would suggest the need for drive widths exceeding 40ft.
- 3. Parcel Frontage: Parcel Frontage Occupied by a Building – Requiring 50% of the property frontage to be occupied by a building, specifically on these narrow lots does not allow for effective site designs for industrial developments that require fire apparatus access and/or a truck maneuvering court on the sides of the building.
- 4. Parking Location & Extent: In addition to the building frontage requirement noted above (CC-3 C.3), the addressing street frontage parking limitation of one double row of parking (16 spaces max) between the ROW and building further limits the ability to create effective site plans specifically on these narrow lots and the desired effect of locating the required parking in proximity to the higher intensity use (ie; office areas fronting the addressing street).

The aforementioned development standards significantly limit our ability to create an effective and efficient site plan for the Proposed Precision Countertops development on the referenced property and will create challenges with development on the neighboring properties that have similar lot dimensions.

We are in the process of updating our current site plan to reflect Steve Adams response to our inquiry regarding the access drive locations and I'm preparing an exhibit to reflect impacts to the site plan with the proposed FBC development standards. I hope to forward these exhibits to you by the 2pm deadline.

Please confirm receipt of this email and call me with any questions.

Thanks Kim and Happy New Year



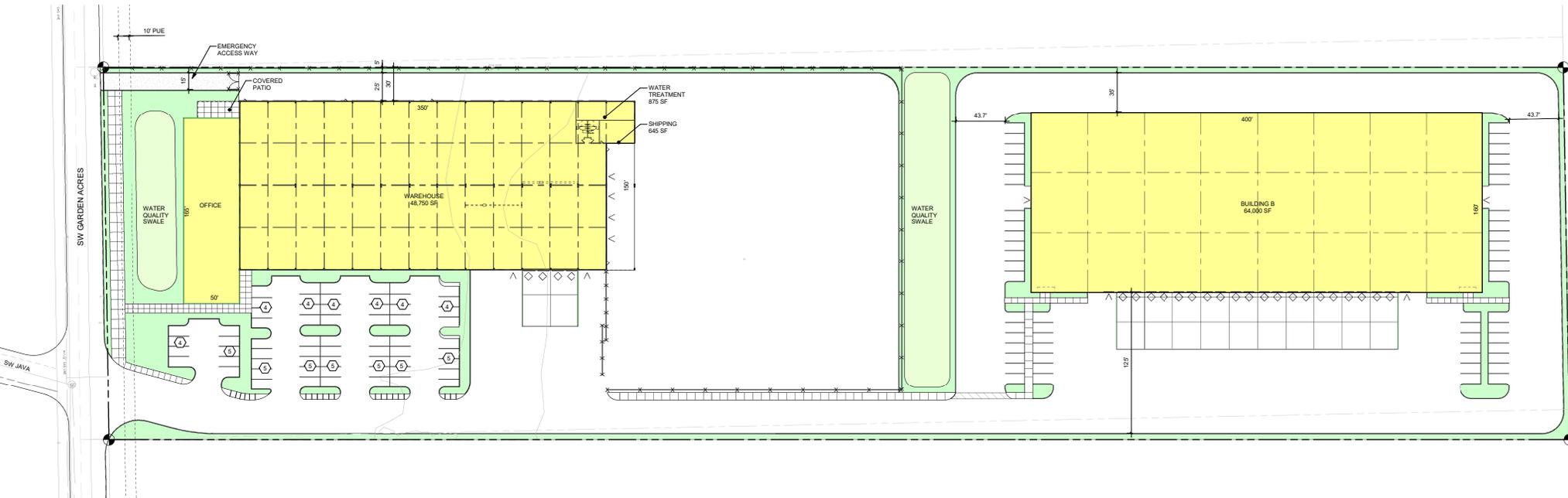
Greg Blefgen, P.E., S.E. | Principal

VLMK Engineering + Design

3933 SW Kelly Avenue | Portland, OR 97239 | tel: 503.222.4453 | [VLMK.COM](http://VLMK.COM)

direct: 971.254.8290 | cell: 503.539.0451 | email: [gregb@vlmk.com](mailto:gregb@vlmk.com)





1 OVERALL SITE PLAN  
 1" = 40'-0"

- LEGEND
- x—x— FENCING
  - ∨ GRADE LEVEL OVERHEAD DOOR
  - DOCK HIGH OVERHEAD DOOR
  - ⊕ QTY PARKING SPACES
  - ⬤ PROPOSED FIRE HYDRANT
  - ⬤ FIRE SPRINKLER RISER
  - INDUSTRIAL BUILDING
  - LANDSCAPED AREA
  - S6 - S5 EXISTING SANITARY LINE



Planning Commission Meeting - January 10, 2018  
 CC Industrial Form-based Code

**Planning Commission  
Industrial Form-Base Code  
LP18-0001  
Record Index**

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**Documents Distributed to the Planning Commission for Work Sessions and as Informational Items:**

The Coffee Creek Industrial Area Form-based Code documents of record can be accessed:  
<http://www.ci.wilsonville.or.us/665/Coffee-Creek-Industrial-Area-Form-Based->

**2018 RECORDS**

**January 10, 2018 PC Hearing**

- Hearing Notifications
- CC FBC Packet (Pending)
- PP Presentation (Pending)
- Minutes Excerpt (Pending)

**2017 RECORDS**

**December 13, 2017 Planning Commission Work Session**

- CC FBC Packet
- PP Presentation
- Minutes Excerpt - unapproved

**October 5, 2017 Informational Meeting and Open House**

- Postcard Notifications
- Open House Agenda
- Open House Attendees
- Open House Comments

**August 7, 2017 City Council Work Session**

**July 12, 2017 Planning Commission Work Session**

- CC FBC Packet
- PP Presentation
- Minutes Excerpt

**2015 RECORDS**

**July 20, 2015 City Council Work Session**

**July 8, 2015 Planning Commission Work Session**

- Meeting Minutes Excerpt
- PowerPoint shown at the meeting, "City of Wilsonville
- Staff Report dated 1 July 2015 from Marcy McInnelly of Urbsworks with Attachments:
  - A. Coffee Creek Industrial Design Overlay District Code Amendments Summary Table
  - B. June 23, 2015 Memo and Code Comment/Response Summary Table
  - C. July 1, 2015 Wilsonville Draft Development Code Coffee Creek Industrial Area Form-based Code Amendments

**Planning Commission  
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- 
- D. Wilsonville Pattern Book – Design Guidelines for Coffee Creek Industrial Design Overlay District, draft dated June 2015

**May 13, 2015 Planning Commission Work Session**

- Meeting Minutes Excerpt
- PowerPoint shown at the meeting, “City of Wilsonville
- A memorandum dated May 6, 2015, from Joseph Readdy of Urbsworks Inc., regarding 13 May 2015 Planning Commission Briefing with attached:
  - Schematic representations of the more complete presentation to be shown at the meeting.

**2014 RECORDS**

**October 30, 2014 Open House**

**July 9, 2014 Planning Commission Work Session**

- Meeting Minutes Excerpt
- PowerPoint shown at the meeting, “City of Wilsonville Light-Industrial Form-Based Code & Pattern Book”
- Staff Report for July 9, 2014 Planning Commission meeting regarding Coffee Creek Industrial Area Form Based Code and Pattern Book with Attachments:
  - A. A Memo from the Consultant Team including:
    - July 2, 2014 Draft Form-based Code for Coffee Creek Industrial Design Overlay District
    - July 2, 2014 Draft Pattern Book for Coffee Creek Industrial Design Overlay District
  - B. Day Road Design Overlay Zone
  - C. February 19<sup>th</sup> Planning Commission worksession minutes
  - D. February 19<sup>th</sup> Technical Advisory Committee meeting minutes
  - E. February 19<sup>th</sup> PC and TAC meeting PowerPoint slides

**February 19, 2014 Planning Commission Work Session:**

- Meeting Minutes Excerpt
- PowerPoint shown at the meeting, “City of Wilsonville Light-Industrial Form-Based Code & Pattern Book”.
- Staff Report for February 19, 2014 Planning Commission re: Creation of a Light Industrial Form Based Code (FBC) and Pattern Book for the Coffee Creek Industrial Area with:
  - Attachment A: Sacramento Area Council of Governments Form Based Code Handbook (The link is <http://www.sacog.org/projects/form-based-codes.cfm>. *(Included after Attachment D)*)
  - Attachment B: Case study research on projects that have innovative design standards and review processes
  - Attachment C: City Code evaluation memorandum and sketches
  - Attachment D: Regulation memorandum

**Planning Commission  
Industrial Form-Base Code  
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**2013 RECORDS**

**November 13, 2013 Planning Commission Informational Items:**

- Meeting Minutes Excerpt
- TGM Grant Agreements
  - A. Statement of Work
  
  - B. Project Background and Objectives
  - C. General Provisions
  - D. Work Tasks and Deliverables
    - Lump Sum per Deliverable and Project Schedule

**MEDIA**

- Various articles



**PLANNING COMMISSION**  
**WEDNESDAY, JANUARY 10, 2018**

**III. INFORMATIONAL**

A. Metro Area Value Pricing (Kraushaar)



# Portland Metro Area Value Pricing Feasibility Analysis

## DRAFT Initial Value Pricing Concepts

**SUBJECT:** Summary of Initial Value Pricing Concepts for Preliminary Analysis

**DATE:** December 6, 2017

**FROM:** WSP Project Team

The purpose of this brief memorandum is to provide a description of value pricing concepts along the I-5 and I-205 corridors in the Portland metro area that will be advanced for analysis to learn more information, including evaluation of traffic, constructability, and other factors. **These concepts do not represent proposals or recommendations – they are for testing and learning about potential effects of value pricing applications.**

The initial concepts are consistent with legislative direction and are “bookend” concepts. They are intended to demonstrate the full spectrum of benefits and impacts and serve as a launching point for technical analysis and public discussion. Though one of these concepts could end up as all or part of the Policy Advisory Committee (PAC) recommendation or in the Oregon Transportation Commission (OTC) report to the Federal Highway Administration (FHWA), project staff expects to refine the concepts (looking at segments, etc.) after reviewing the preliminary analysis with the PAC and the public.

### 1. BASELINE (YEAR 2027)

The baseline concept does not implement a pricing or tolling system on either I-5 or I-205. The baseline conditions reflect growth forecasts and projects identified in the Portland Metro's Regional Transportation Plan (RTP). The projects include those identified in the financially constrained project list through year 2027 for consistency with the regional plan.<sup>1</sup> The list includes over 700 regional multimodal transportation investments that were submitted by transportation agencies in the region and have been approved by Metro Council. It is a representative concept to present the effects of not tolling I-5 and I-205 and will be used for comparative purposes.

### 2. PRICED ROADWAY

This concept converts all general purpose lanes to congestion-priced lanes, usable by the payment of a variably priced fee (which changes to prevent congestion within the priced lanes). This strategy does not affect the overall corridor footprint, but some technology installations would be required to properly assess and collect toll payments.

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<sup>1</sup> Oregon Metro. 2018 Regional Transportation Plan. <https://www.oregonmetro.gov/public-projects/2018-regional-transportation-plan/call-projects>



## Potential benefits

- Reduces congestion for all travelers on the roadway
- Highest potential improvement in travel time reliability and efficiency for all users
- Higher person and vehicular throughput during peak periods
- Minimizes construction requirements

## Potential implementation issues

- Public acceptance can be a challenge when converting un-tolled to priced freeways
- Requires federal (USDOT) concurrence to convert existing lanes
- Still constrained by geometric and other bottlenecks which reduce overall pricing effectiveness
- May create incentive for diversion to unpriced corridors

## Relevant examples of priced roadways

- Many toll road facilities throughout the U.S. price all lanes; most are legacy toll roads in the Northeast, California, and/or Texas
- SR-520 in Seattle converted a previously toll-free freeway to a variably-priced roadway to reduce congestion and generate funds to construct a new bridge across Lake Washington



**SR-520 in Seattle: Conversion of previous general purpose roadway to full-time priced roadway to fund newly constructed bridge and related infrastructure**

## 3. PRICED LANE

The priced lane concept involves dedicating lanes for use by any combination of passenger vehicles (single or high occupancy), buses, trucks, or any other vehicle meeting eligibility requirements and willing to pay the prevailing fee. Priced lanes are adjacent to general purpose lanes, and offer a choice to travelers for either 1) paying a fee and using the priced lane for better travel times, or, 2) to avoid payment by using the general purpose lanes or another route.

Priced lanes may be created through reallocation of existing lanes or shoulders in either full- or part-time applications or through highway widening or restriping. Access control is often accomplished by physically separating a priced lane from other facilities via barrier, such as concrete barriers or plastic delineators, or using painted buffers to signal separation from other adjacent lanes.



## **Priced lanes: convert one existing general purpose lane**

This priced lane concept describes where the existing leftmost general purpose lane (closest to the median barrier) is converted to a priced lane. Providing a recommended buffer often requires restriping and accommodation within existing shoulders. This concept does not provide any new capacity.

### **Potential benefits**

- Highest potential improvement in travel time reliability and efficiency for express lane users
- Higher person and vehicular throughput during peak periods

### **Potential implementation issues**

- Loss of vehicle carrying capacity may worsen the onset of peak conditions
- Public acceptance can be a challenge with conversion of existing lanes
- Only permissible with USDOT concurrence, like pricing all lanes
- Not feasible in segments with only 2 lanes of travel in each direction
- Oregon restrictions prohibit large trucks in the left lane

## **Priced lanes: construct a new priced lane**

This priced lane concept describes an instance where a new priced lane is provided through construction or restriping, potentially using existing shoulder space to accommodate the new lane. The capacity is typically implemented on the leftmost side of each direction (closest to the median barrier).

### **Potential benefits**

- Highest potential improvement in travel time reliability and efficiency for express lane users; potentially more limited improvement for general purpose lane users
- Higher person and vehicular throughput during peak periods
- New capacity can be priced under Federal law

### **Implementation issues**

- Public acceptance of new capacity requires concurrence with long range transportation planning
- Segments with geometric constraints may require costly and impactful reconstruction efforts (may be cost prohibitive)
- Oregon restrictions prohibit large trucks in the left lane

## **Relevant examples of priced lanes**

There are over 45 operational priced lanes in the U.S.

- Some were created from highway widening



- Some priced lanes were created using existing shoulder space (I-35W in Minneapolis, I-25 in Denver) or combination widening / shoulder (I-95 in Miami, I-10 in Los Angeles)
- Only one existing general purpose lane conversion to priced lanes (a 1 mile segment of I-35E near St. Paul, Minnesota).

## 4. INITIAL ANALYSIS

In addition to the concepts described above – Baseline, Priced Roadway, and two Priced Lane strategies – combination concepts will also be examined using the regional model to help inform understanding about the potential range of impacts and benefits. **These concepts do not represent proposals or recommendations – they are for testing and learning about potential effects of value pricing applications.** The following concepts are depicted on Figure 1, and described as:

- Baseline: no tolls on any lanes or roadways
- Priced Roadway: toll all lanes on I-5 and I-205
- Priced Lane Convert: convert one existing general purpose lane on I-5 and I-205 to a priced lane each travel direction
- Priced Lane Construct: construct a new priced lane on I-5 and I-205 in each travel direction
- Combination: Baseline on I-5 with Priced Lane Construct on I-205
- Combination: Priced Roadway on I-5 with Baseline on I-205
- Combination: Priced Lane Convert on I-5 with Priced Roadway on I-205
- Combination: Priced Lane Convert on I-5 with Priced Lane Construct on I-205

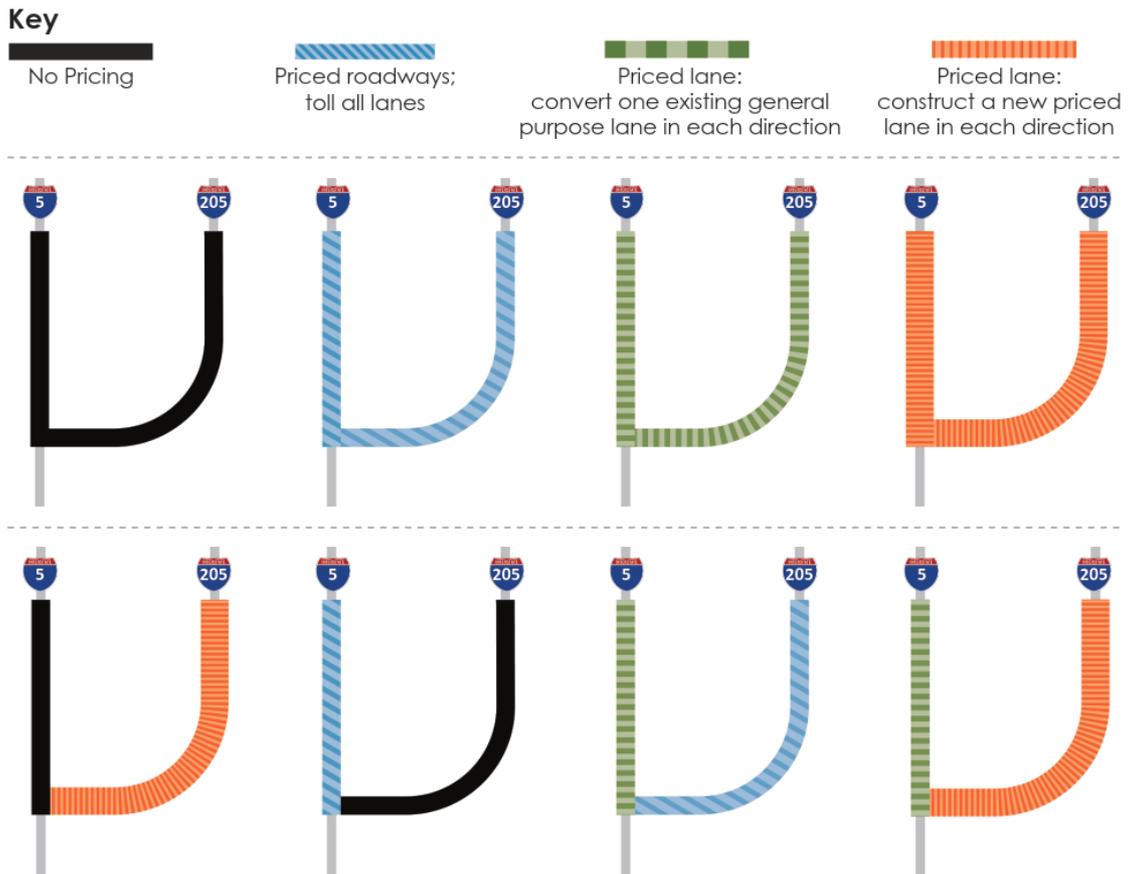
These concepts were developed to portray the broadest range of potential value pricing application in the Portland metro area to set a foundation for technical concept evaluation and conversation with the public. The concept evaluation stage will provide additional information that will help determine what pricing applications work best and where. At the next PAC meeting in February, the PAC will use findings from the evaluation and public input on these concepts to identify a set of concepts for further consideration. These future concepts may include some of the initial concepts or new combinations, but will also consider pricing treatments on specific segments of the freeways. A second round of technical evaluation and public engagement will be conducted using this refined set of concepts.

After the evaluation stage, the PAC will develop a recommendation to the OTC regarding value pricing type, location, and potential mitigation opportunities to consider further. The OTC will then develop a report for submittal to FHWA by December 2018. After the FHWA submittal, next steps will be determined with FHWA and depend on the type of value pricing concept(s) selected to move forward. After 2018 we expect that ODOT would conduct additional public outreach and environmental analysis under the National Environmental Policy Act and prepare documentation required as part of the FHWA systems engineering process for developing traffic management and toll systems. Some proposals also require approval by the U.S.



Secretary of Transportation before Oregon would have permission to deploy value pricing on I-5 and I-205. This post-feasibility analysis process could take from 1-5 years or more.

**Figure 1. Initial Value Pricing Concepts for Preliminary Analysis**





# Portland Metro Area Value Pricing Feasibility Analysis

## FACT SHEET

## We have a congestion problem

It's not your imagination — more people and merchandise are sitting in Portland-area traffic longer. Buses, bicycles and pedestrians also are affected as the system slows. Regional growth has strained the Portland metro area's six major highways — including I-5 and I-205, the primary north-south routes for the state. Congestion and delays are increasing throughout all hours of the day creating unpredictability, costing people and businesses, and increasing crashes.

### Not one single solution

In 2017, the Oregon Legislature authorized funding to substantially improve area highways, transit, biking and walking facilities, and use technology to make the system work better. The Legislature also directed the Oregon Transportation Commission (OTC) to seek federal approval to implement value pricing on I-5 and I-205 to address the congestion problem.

### What is value pricing?

Pricing strategies have been used successfully for years by utilities, sporting events and movie theaters. The cost is determined by how many users want to use a limited service.

Value pricing is a proven tool resulting in faster, more reliable and predictable trips. It has been implemented with success in the United States and around the world.

Value pricing uses fees or tolls to manage congestion. During more congested times of the

day a higher fee is charged, encouraging some drivers to consider other travel options such as alternate routes, carpools, transit or travel at less congested times. This improves mobility for all drivers who pay the fee, and potentially for the entire system. Fees are collected electronically so drivers do not have to stop at toll booths.

The main types of value pricing strategies that will be considered include:

- **Priced lanes**, which give drivers a choice to pay to use the lane to save time or to use the adjacent, unpriced lanes.
- **Priced roadways**, a concept under which all lanes would be priced.

Both types of value pricing tools could be applied to the entire highway or to specific highway segments, which could include bridges.

Implementation of priced lanes in the Portland metro area requires a decision about whether to construct new lanes or convert general travel lanes.

**+30,761**  
MORE PEOPLE

Portland area  
population growth  
2014 - 2015

**+13.6%**  
MORE CONGESTION

Hours of weekday congestion  
in the Portland area  
2013 - 2015

**+22.6%**  
MORE TRAFFIC DELAYS

In the Portland  
metro region  
2013 - 2015

## BENEFITS OF VALUE PRICING

### FOR SAFETY

Reducing congestion, particularly at bottlenecks, smooths and steadies traffic flow, and reduces the opportunity for rear-end crashes.

### FOR COMMUTERS

Improvement in travel time reliability and efficiency for priced lane users.

### FOR FREIGHT

Congestion relief through value pricing allows businesses to reduce travel time which saves costs and reduces truck trips.

## Value pricing: A tool to reduce congestion in the Portland metro area

The Oregon Department of Transportation (ODOT) is conducting a feasibility analysis to determine if value pricing could improve mobility by allowing people to choose to pay a fee to get a more reliable and predictable trip on I-5 or I-205 during peak travel times. Those who do not want to pay a fee may choose to travel during off-peak hours and pay a lower fee, or choose other modes of transportation. Some may not make the trip at all. There are many ways value pricing could be applied.

The Oregon Transportation Commission (OTC) has directed a public input process and technical analysis of potential value pricing options.

### Any proposal will reflect our values

To make sure that any proposal reflects our values around fairness and equity, OTC created a Policy Advisory Committee (PAC) so diverse perspectives can inform a final proposal. The PAC will consider

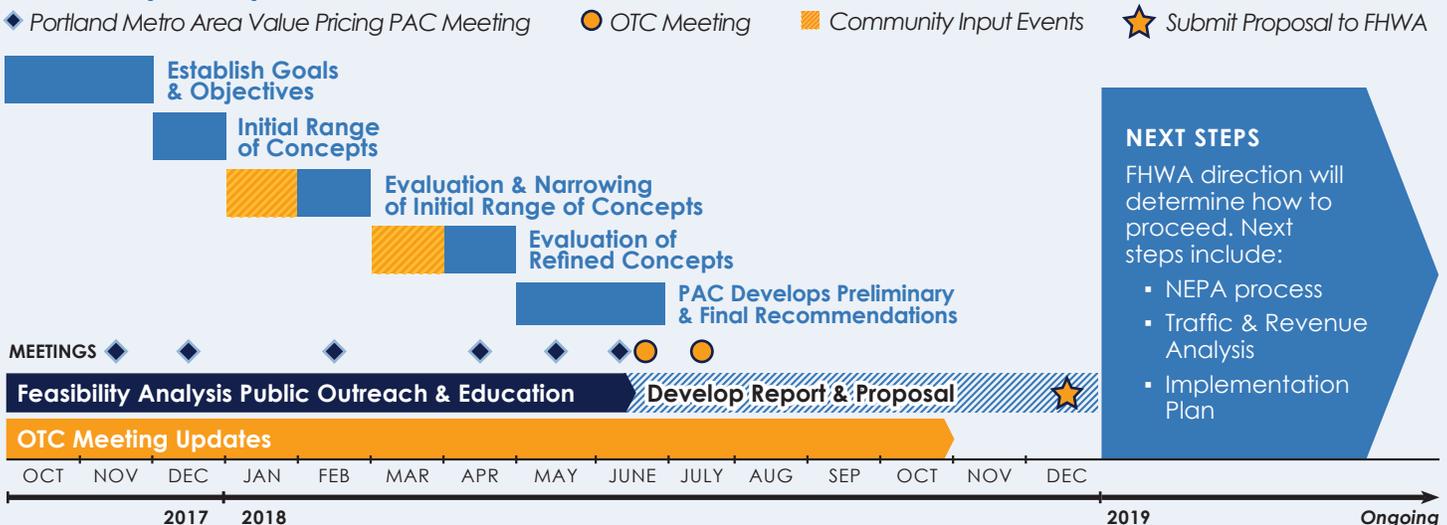
the benefits to congested corridors and effects to travelers and adjacent neighborhoods. The PAC will recommend to the OTC the best location and type of value pricing for the region. The OTC is the tolling authority in the state and will submit its proposal to the Federal Highway Administration (FHWA) by the end of December 2018. Next steps include additional public outreach; environmental, traffic, and revenue analysis; and a tolling agreement.

### Make your voice heard

Public review and input on value pricing is essential to help fully evaluate value pricing to determine how best to implement it.

- **Ask a question or provide a comment:**  
ValuePricingInfo@odot.state.or.us
- **Provide input to the Policy Advisory Committee:**  
ValuePricingPAC@odot.state.or.us
- **Learn more:**  
[www.oregon.gov/ODOT/Pages/Value-Pricing.aspx](http://www.oregon.gov/ODOT/Pages/Value-Pricing.aspx)

## Feasibility Analysis Schedule



# HB 2017-10

- a brief overview -

## Transportation Investments



### Safety, Preservation, Maintenance & Seismic

Raises funds to improve state's bridges, highways and culverts, and make safety and seismic investments.

Provides historic levels of investment to cities and counties for maintenance of local infrastructure.



### Multimodal Transportation

Provides funding in the first biennium to Connect Oregon program and directs funds for both the Treasure Valley Transmodal Facility and the MidWillamette Valley Transmodal Facility. Creates a funding mechanism that makes Connect Oregon a permanent program.



### Public Transit

Makes new substantial statewide investment in public transit to improve the connectivity and frequency of bus service in rural and urban communities.



### Bicycle & Pedestrian

Creates dedicated investments for bicycle and pedestrian commuter paths in Connect Oregon.

Provides \$10 million per year for Safe Routes to Schools increasing to \$15 million in 2023. Plus 1 percent of state highway fund revenue for bike and pedestrian projects on the highway system.



### Marine Investment

Provides funding for marine dredging and derelict vessel removal.



### Electric Vehicles

Provides \$12 million per year for rebates for electric and other zero emission vehicles to promote their use in Oregon.



### Roadside Rest Areas

Adds six rest areas and three state parks to the portfolio of rest areas managed by the Travel Information Council and provides funds to upgrade facilities.



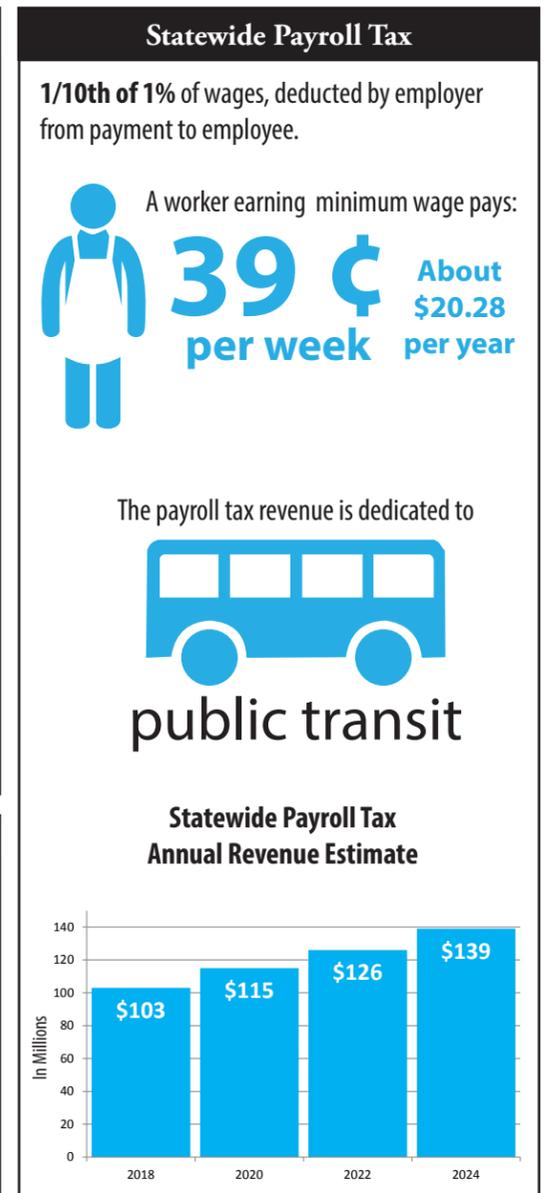
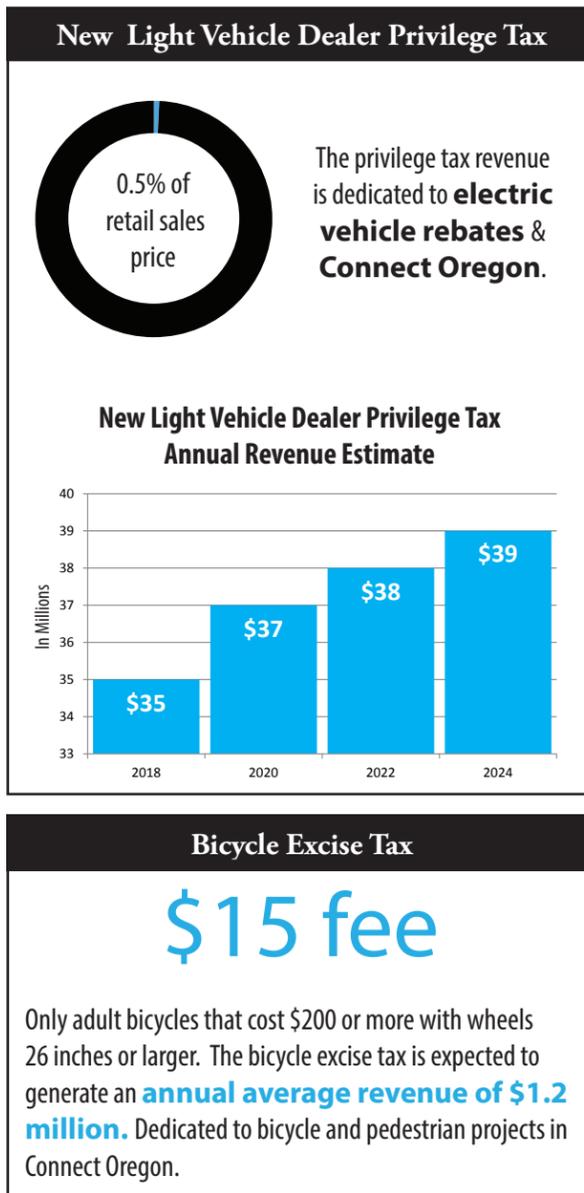
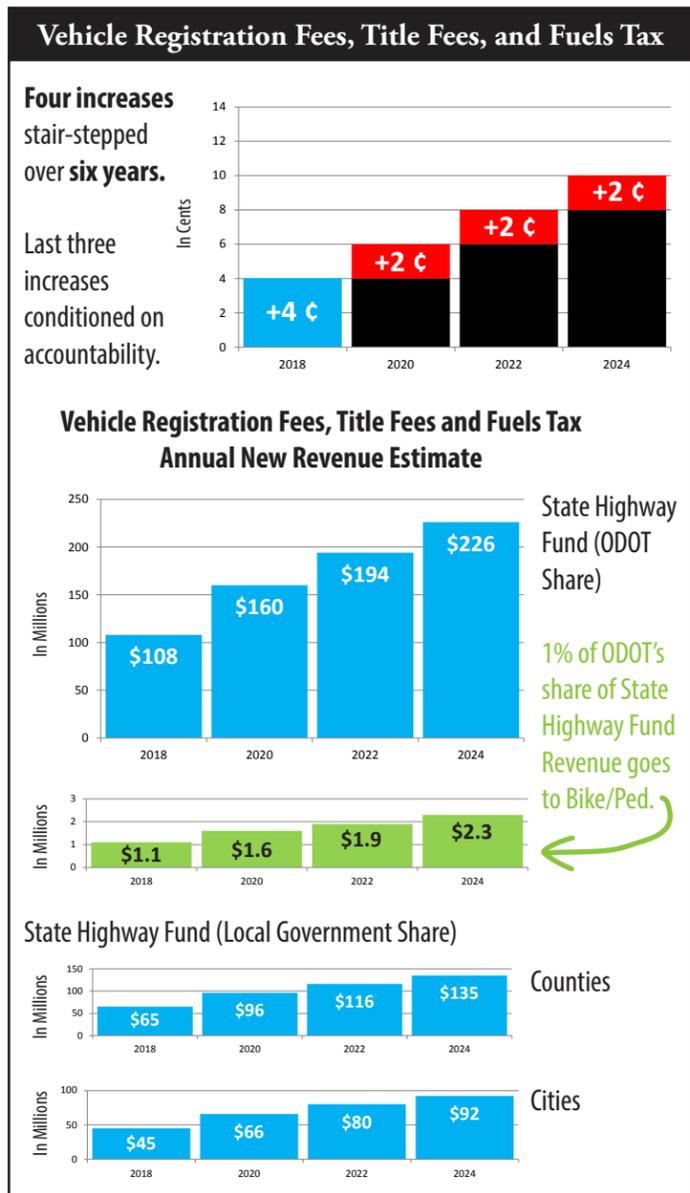
### Congestion Relief & Freight Mobility

OR 217: Makes full investment in bottleneck relief.

I-205: Widens northbound I-205 from Powell Boulevard to I-84. Uses technology to ease congestion. Requires planning to widen the freeway from Stafford Road to the Abernethy Bridge.

I-5 Rose Quarter: Invests in new lanes to improve reliability and plan for connectivity improvements across the freeway.

## Funding Investments



## Policy

### Accountability

Directs the commission to create a Continuous Improvement Advisory Committee for ODOT, measure and report on transportation system condition for all jurisdictions, create a transparency website, conduct benefit cost analysis for capacity building projects and create a stronger connection between the commission and the internal auditor of ODOT.

### Value Pricing

Creates a pathway for use of value pricing to relieve Portland Metro area congestion.

### Clean Fuels

Guarantees certainty with cost containment measures in statute for consumer protection.

### Use of Salt

Requires a statewide winter maintenance strategy that includes the use of salt.

### Jurisdictional Transfers

Transfers Outer Powell Boulevard in Portland, Pacific Highway West in Eugene, Springfield Highway in Springfield, Territorial Highway and Springfield-Creswell Highway in Lane County to local governments. Transfers Cornelius Pass Road in Multnomah and Washington Counties to ODOT.



**PLANNING COMMISSION**  
**WEDNESDAY, JANUARY 10, 2018**

**III. INFORMATIONAL**

B. City Council Action Minutes (Dec. 4 & Dec. 18, 2017)

City Council Meeting Action Minutes  
December 4, 2017

**City Council members present included:**

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

**Staff present included:**

Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Nancy Kraushaar, Community Development Director  
Susan Cole, Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Angela Handran, Assistant to the City Manager  
Pat Duke, Library Director  
Chris Neamtzu, Planning Director  
Miranda Bateschell, Planning Manager  
Zach Weigel, Civil Engineer  
Jennifer Scola, Associate Planner  
Eric Mende, Capital Projects Engineering Manager  
Jordan Vance, Economic Development Manager  
Matt Baker, Facilities Supervisor

**Planning Commission Members present:**

Gerald (Jerry) Greenfield  
Eric Postma  
Simon Springall  
Peter Hurley  
Phyllis Millan  
Kamran Mesbah  
Albert Levit

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Joint Work Session with Planning Commission Regarding Town Center Redevelopment	Staff presented an update on public feedback received through the various summer events regarding the Town Center Master Plan. Additionally, staff received comments and suggestions from the Council and Commission on the Draft Community Design Concept for the Wilsonville Town Center Plan.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Appointment	Appointment of Brandon Roben, to the Tourism Promotion Committee, Position No. 2, with term ending June 30, 2019.
B. 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. <b>Resolution No 2659</b> A Resolution of the City of Wilsonville Acting in its Capacity as its Local Contract Review Board Authorizing the Execution of a Professional Services Agreement with Murraysmith, Inc. to Provide Engineering and Consulting Services for the Memorial Park Pump Station Replacement Project (CIP #2065).	The Consent Agenda was adopted 5-0.

B. Minutes of the November 6, 2017 Council Meeting.	
<u>New Business</u> A. Library Improvements Additional Funding (CIP# 8098)	Council moved to proceed with “Notice of Intent to Award” a construction contract to make improvements to the Library. Motion carried 5-0.
<u>City Manager’s Business</u>	No report.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	7:35 p.m.
<b>URBAN RENEWAL AGENCY MEETING</b>	
<u>Consent Agenda</u> Minutes of the September 18, 2017 URA Meeting.	The Consent Agenda was adopted 5-0.
<u>New Business</u> A. <b><u>URA Resolution No. 278</u></b> Year 2000 Urban Renewal Plan 11th Amendment – Approval to Forward the Year 2000 Urban Renewal Plan 11th Amendment Through the Public Review and Approval Process.	Council moved to adopt URA Resolution No. 278. Motion carried 5-0.
<b>ADJOURN</b>	10:42 p.m.

City Council Meeting Action Minutes  
December 18, 2017

**City Council members present included:**

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

Dwight Brashear, SMART Director  
Nancy Kraushaar, Community Develop. Director  
Susan Cole, Finance Director  
Angela Handran, Assistant to the City Manager  
Chris Neamtzu, Planning Director  
Eric Mende, Capital Projects Engineering Manager  
Keith Katko, Finance Operations Manager  
Mark Ottenad, Public/Government Affairs Director  
Miranda Bateschell, Planning Manager  
Scott Simonton, Fleet Manager  
Steve Adams, Engineering Manager

**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. Municipal Court Judge’s Contract Renewal	The item was moved from work session order of business. It is to be voted on during the City Council meeting under Mayor’s Business
B. Contract for Technical Support on Battery Electric Bus Project	Staff quickly briefed Council on the Consultant contract with the Center for Transportation and the Environment (CTE), for technical assistance on battery electric bus deployment.
C. I-5 Pedestrian & Bikeway Bridge Funding Plan (CIP #4202)	Staff was directed to move forward with option 2) Proceed with the project using local funds only based on the projected TSDC fund analysis that describes a local funding strategy option for design and construction.
D. Red Light Camera	Council discussed options for installing red light cameras.
E. CIP #4196 -5th to Kinsman Extension Project Update	Staff updated Council on the Capital Improvements Project (CIP) #4196, 5 <sup>th</sup> to Kinsman Extension Project.
F. Metro/WaCo/Wilsonville/Tualatin Basalt Creek IGA	Staff reported on the IGA between Metro, Washington County, and the Cities of

<p>G. Congestion Improvements Contract Awards</p>	<p>Tualatin and Wilsonville Seeking a Binding Non-Appealable Decision from Metro Concerning One Area, the Central Subarea, of the Basalt Creek Planning Area.</p> <p>Staff gave Council an overview on the I-5 Exit 283 Wilsonville Road Congestion Improvements Contract Awards (CIP #4199). Two separate resolutions 2661 and 2662 are on the Council Agenda to award construction contracts for both of these projects, which are, funded under CIP #4199 – Exit 283 Congestion Improvements.</p>
<p><b>REGULAR MEETING</b></p>	
<p><u>Mayor's Business</u></p>	
<p>A. Employment Contract Renewal (2 year extension) for Municipal Court Judge (Fred Weinhouse)</p> <p>B. Upcoming Meetings</p>	<p>Council renewed the Municipal Court Judge's contract for an additional 2 years. Motioned passed 4-0.</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><u>Resolution No. 2660</u></b> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Contract With The Center For Transportation And The Environment (CTE) For Consulting Work Associated With The Deployment Of Battery Electric Transit Buses. (Simonton)</p> <p>B. Minutes of the, November 20, 2017 and December 4, 2017 Council Meetings.</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>New Business</u></p>	
<p>A. <b><u>Resolution No. 2657</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Intergovernmental Agreement Between Metro, Washington County, And The Cities Of Tualatin And Wilsonville Seeking A Binding Non-Appealable Decision From Metro Concerning One Area, The Central Subarea, Of The Basalt Creek Planning Area.</p> <p>B. <b><u>Resolution No. 2658</u></b> A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With 2KG Contractors Inc. For Construction Of The Library Improvements Project (CIP #8098).</p>	<p>Resolution No. 2657 was adopted 4-0.</p> <p>Resolution No. 2658 was adopted 4-0.</p>

<p>C. <b><u>Resolution No. 2661</u></b>  A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Kerr Contractors Oregon, Inc. For Construction Of The I-5 Exit 283 Southbound Ramp Modification Project (CIP #4199SBR).</p> <p>D. <b><u>Resolution No. 2662</u></b>  A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Brown Contracting, Inc. For Construction Of The Old Town Square Intersection Modification Project (CIP #4199FME).</p>	<p>Resolution No. 2661 was adopted 4-0.</p> <p>Resolution No. 2662 was adopted 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager requested that Council direct staff on how to proceed with the proposed legislation that would allow the Oregon Department of Aviation to supersite an extension of the Aurora State Airport runway. Council directed staff to work with Clackamas County to oppose the proposed legislation.</p> <p>Additionally, the City Manager advised Council of his work schedule during the holidays, and thanked the Councilors who attended the City Holiday Party.</p>
<p><u>Legal Business</u></p>	<p>City Attorney wished the Council happy holidays.</p>
<p><b>ADJOURN</b></p>	<p>8:50 p.m.</p>



# **PLANNING COMMISSION**

## **WEDNESDAY, JANUARY 10, 2018**

### **III. INFORMATIONAL**

C. 2018 Planning Commission Work Program

## 2018 WORK PROGRAM Planning Commission

updated: 1/3/2018

DATE	AGENDA ITEMS		
	Informational	Work Sessions	Public Hearings
Jan. 10, 2018	Metro Area Value Pricing (Kraushaar)		Coffee Creek Industrial Form-based Code
Feb. 14, 2018	I-5 Exit 283-282 Interchange Facility Plan		Water Treatment Plant Master Plan
Mar. 14, 2018	Annual Housing Report Center Plan French Prairie Bridge I-5 Exit 283-282 Interchange Facility Plan	Town Parks and Recreation Master Plan	
April 11, 2018	Citywide signage and wayfinding project Basalt Creek Concept Plan French Prairie Bridge		Parks and Recreation Master Plan I-5 Exit 283-282 Interchange Facility Plan
May 9, 2018	UGB Expansion Request	Town Center Plan	
June 13, 2018	Town Center Plan	Density Inconsistency Revisions Creek Concept Plan	Basalt
July 11, 2018	French Prairie Bridge		Basalt Creek Concept Plan
Aug. 8, 2018		Density Inconsistency Revisions	
Sept. 12, 2018			Density Inconsistency Revisions
Oct. 10, 2018			Town Center Plan
Nov. 14, 2018			
Dec. 12, 2018			
Jan. 9, 2019			

### 2018

- 1 Basalt Creek Concept Plan
- 2 Town Center Plan
- 3 Arrowhead Creek Planning Area
- 4 French Prairie Bike/Ped Bridge
- 5 Water Treatment Plant Master Plan
- 6 Solid Waste Code Amendments
- 7 Wayfinding
- 8 I-5 Exit 283-282 Interchange Facilities Plan Report
- 9 Density Inconsistency Revisions
- 10 Parks and Recreation Master Plan