



**PLANNING COMMISSION
WEDNESDAY, JULY 12, 2017
6:00 PM**

AGENDA

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

Jerry Greenfield, Chair Eric Postma, Vice Chair Peter Hurley
Al Levit 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 May 10, 2017 Planning Commission Meeting Minutes

Documents:

[I. A. CONSIDERATION OF THE MINUTES.pdf](#)

II. 6:15 PM WORK SESSION

II.A. Old Town Development Code (Pauly)(60 Minutes)

Documents:

[II.A. OLD TOWN DEV. CODE.pdf](#)

II. A. Old Town Dev. Code Presentation

Documents:

[Presentation1.Pdf](#)

II.A. Old Town Development Code Presentation - Pauly

Documents:

[PC WS Presentation 7.12 - Pauly.pdf](#)

II.B. Coffee Creek Industrial Form-Based Code (Rybold/Vance)(60 Minutes)

Documents:

[II. B. COFFEE CREEK IND. FORM BASED CODE.pdf](#)

II.B. Coffee Creek Industrial Form-Based Code Presentation

Documents:

[PC WS Presentation Coffee Creek FBC Adoption Final.pdf](#)

III. 8:15 PM INFORMATIONAL

III.A. Town Center Update (Bateschell)(10 Minutes)

Documents:

[III.A. TOWN CENTER UPDATE.pdf](#)

III.B. CC Action Minutes (05.01.2017, 05.15.2017, 06.05.2017, And 06.19.2017)

Documents:

[III.B. CC ACTION MINUTES.pdf](#)

III.C. 2017 PC Work Program

Documents:

[III.C. 2017 PC WORK PROGRAM.pdf](#)

IV. 8:30 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.

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, JULY 12, 2017

I. CONSIDERATION OF THE MINUTES

A. Consideration of the May 10, 2017 Planning Commission minutes.

**PLANNING COMMISSION
WEDNESDAY, MAY 10, 2017
6:00 P.M.**

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

*DRAFT MINUTES
FOR APPROVAL
JULY 12, 2017*

Minutes

I. CALL TO ORDER - ROLL CALL

Chair Jerry Greenfield called the meeting to order at 6:03 p.m. Those present:

Planning Commission: Jerry Greenfield, Eric Postma, Al Levit, Phyllis Millan, and Kamran Mesbah. Peter Hurley and Simon Springall were absent.

City Staff: Chris Neamtzu, Amanda Guile-Hinman, Jeanna Troha, Dwight Brashear, Eric Loomis, Nicole Hendrix, and Michelle Marston

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.

Chair Greenfield announced that the Basalt Creek Concept Plan agenda item would be addressed at the next Planning Commission meeting.

CONSIDERATION OF THE MINUTES

A. Consideration of the April 12, 2017 Planning Commission minutes
The April 12, 2017 Planning Commission minutes were accepted as presented.

II. LEGISLATIVE PUBLIC HEARING

A. Transit Master Plan (Brashear)

Chair Greenfield read the legislative hearing procedure into the record and opened the public hearing at 6:08 pm.

Chris Neamtzu, Planning Director, briefly highlighted the background of the Transit Master Plan review process, noting the public hearing on March 8, 2017 was continued to this evening. He introduced SMART team members, Dwight Brashear, Eric Loomis and Nicole Hendrix, the primary authors of the Master Plan. He encouraged the Commission to provide comments to the project team and forward a recommendation to City Council.

Dwight Brashear, SMART Transit Director, said he hoped the Commission could approve and support the proposed Transit Master Plan, which started back in 2015 and had been developed with a great deal of consideration and input from the public. SMART had hired consultants specifically to conduct the public involvement phase of the project. He firmly believed that transit was about serving the people who depended on it each day.

Mr. Brashear and SMART Operations Manager Eric Loomis presented the Transit Master Plan (TMP) via PowerPoint with these key additional comments:

- SMART's Vision Statement (Slide 3) was created by the TMP Task Force, and the first sentence was especially important transit was critical to vulnerable segments of the population, even more so than police or fire services because they relied on transit every day.
- Public involvement was so important that the Federal Transit Administration required public involvement whenever transit departments receiving federal grant funds changed their routes or increased fares. SMART took this obligation very seriously. The public outreach methods, which began primarily in 2016, were reviewed (Slide 5) and all the meeting notes and relevant documents were included in the exhibits attached to the TMP.
- Regarding concerns about what employers were saying and their involvement, SMART met multiple times with many Wilsonville employers, many of which were listed on Slide 6, so a great deal of business input was included in the TMP.
- SMART also received input from riders and the community-at-large through various outreach methods, such as talking with people at grocery stores, the library and the farmers market. Many public notices were emailed to more than 1,200 interested parties, and were also published in the *Spokesman*, *Boones Ferry Messenger*, and via social media.
 - In summary, more than 1,300 comments were received about the initial and revised TMP drafts. Some comments included moving away from a rush-hour service to a more all-day, all-week service, providing a balanced service that allowed ridership options throughout the day. People wanted to see more frequent bus routes in town in exchange for less coverage to outer areas, and more inter-city service to Salem or Portland rather than local service. SMART was also asked to develop more transit options.
 - An additional 36 comments were received after January 25th, when Staff requested more time for revisions. These comments requested more Charbonneau service; retaining the bus stop at Rockwell Collins on Route 6; and retaining the Barbur Transit Center service on the 2X Route.
 - The public comments were heard loud and clear, and many of them had been incorporated into the TMP.
- The routes proposed for the transit system were very similar to the ideas and input provided by the Task Force and the public. The cost-neutral proposal was developed using three factors: public input, service efficiency, and funding considerations. The changes being proposed were reviewed route-by-route and compared to the existing conditions. (Slides 11-21) Additional key comments were as follows:
 - Route 2X Tigard/Tualatin. The Task Force and public input agreed the service should switch from the Barbur to the Tigard Transit Center. Because this route mirrored the WES route, SMART would only run the 2X route at midday when WES was not running.
 - Route 3X Canby. If funding became available, a midday route would be considered. Because the Charbonneau stop would be eliminated, a pilot service (Slide 16) would service Charbonneau that would provide off route options, such as to Old Town or the post office. This Charbonneau service was anticipated to be even more successful than the Villebois shuttle.
 - 4 Crosstown Route. In response to public comment, SMART Staff and the Task Force worked to shorten the duration of the route and the areas this route served. Service hours were also extended in the morning and on Saturday and weekday evenings. The times shown on Slide 17 denoted the beginning times for the routes.
 - Route 5 95th Avenue. Shelters and sidewalks would be added in the Commerce Circle area. This route would expand as development occurred in the Basalt Creek area.
 - Route 6 Canyon Creek. In response to public comment, the bus would run more frequently, but the route up along Elligsen Rd was removed. Continuing to provide service to Rockwell Collins, Mentor Graphics, and FLIR was also requested, which was indicated by the dotted line. (Slide 19)
- The TMP considered various transportation options to bring to Wilsonville. (Slide 22) SMART would do whatever it could to convince people to give up their single-occupancy vehicles, but transit had to be attractive for that to occur.
 - The HR manager at Hartung Glass Industries on Ridder Rd recently commented that his biggest problem was that the closest bus stop was about a mile away. He was excited about the vanpool idea and would

be working with Nicole Hendrix of SMART on adding four vanpools to help transport Hartung employees.

- SMART was considering adding lunchtime corporate shuttles to accommodate employees at businesses like Mentor Graphics who trying to get into Wilsonville proper for lunch.

Mr. Brashear recapped the public outreach involved in updating the TMP, which was last updated about 10 years ago. He emphasized that the proposed changes were cost-neutral and that the route changes were based on public comment, funding, and efficiency. The proposed Transit Master Plan would guide future decisions for SMART service and work to benefit Wilsonville businesses, residents, and visitors.

Chair Greenfield complimented SMART on the TMP document, adding he was impressed with its thoroughness and its multilevel relevance, from the overview to the small details.

Commissioner Postma said he appreciated the vanpools because he knew businesses were concerned about what to do for their employees that were a bit off of line or worked different hours. There were too many options not to get creative, so he appreciated all the outreach SMART had done. It was important for businesses to understand there were other options, and that SMART was about not just running busses, but finding creative solutions, and he appreciated seeing them in the Master Plan.

Commissioner Millan:

- Liked that the TMP considered options for getting from the east side of town to the transit center on the west side, and she would like to see a push in that direction. Another solution would be to a centralized station on the east side to get people to the transit center if the goal was to get people off the road. While the pedestrian access bridge over I-5 would help, it would be a long distance for many people to walk.
- Noted Page 98 of the Transit Master Plan discussed a reduced geographic area for the out-of-town medical Dial-A-Ride trips. She was surprised to see this as a priority level cut given the incomplete evaluation of the transit system, its accessibility and how that related to meeting peoples' needs for out-of-town medical.
 - Mr. Loomis referenced Page 13 of the TMP which showed all of the Dial-A-Ride service, and specifically those out-of-town. Dial-A-Ride was one of the most-costly services SMART provided, though some regional grant funding helped with that program. To decrease costs, SMART would consider decreasing or minimizing service areas to save on fuel and drivers' time, as well as to better consolidate rides and logistically schedule them better, perhaps by finding and helping riders move to medical facilities that provided needed services closer to town.
- Reiterated she had a large concern about this issue and would be looking to see what would happen.

Commissioner Levit:

- Said he liked the way the TMP was written as well.
- Asked how people using the Charbonneau Shuttle would know about the deviated route options, noting the route maps did not show any deviations.
 - Mr. Loomis replied the deviation would be advertised or marketed in the Charbonneau neighborhood, including the apartment complexes and businesses. This service would start differently than the Villebois shuttle, which came from the Dial-A-Ride program, and SMART would work to help the public understand what the deviation to the west side of town meant.
 - Mr. Brashear noted the Villebois route had turned out to be a deviated, fixed route. People knew the driver very well and would just say where they wanted to go. The driver would do his best to accommodate the requests. The Villebois shuttle did a lot more than just go to major businesses, like Safeway and Fred Meyer, which was appreciated by the riders.
- Said it seemed like Route 6 was being rerouted and confirmed the stop on Parkway next to Argyle Square was being removed. He asked if a bus stop could be added next to Target where Parkway turned sharply, as it was easily accessible and safe for the bus. The new stop would be useful.
 - Mr. Loomis replied absolutely.

- Asked how the vanpools would be funded.
 - Nicole Hendrix, SMART, replied SMART had been working with Enterprise Rideshare, which supplied the vanpools for the businesses at no cost to the employer. The employees that use the service would pay a portion for the van. SMART was acting as a facilitator by setting up meetings between Enterprise and the employers, making sure the paperwork was done, etc.
 - Mr. Brashear added that as a grantee, SMART could seek out federal or state grants to help offset the costs to the employee. He added that Hartung Glass had said they were prepared to pay the entire cost for their employees due to the difficulty of recruiting, and the vanpool could be offered as a benefit. Hartung would provide the four vans and pay for the fuel.
- Encouraged everyone to keep advocating for bike lanes. He had biked recently from Tualatin to Wilsonville during rush hour and was surprised at the number of bike riders, who were obviously commuters, since Boones Ferry Rd had been improved. Prior to the improvements, this was a dangerous place to ride a bike.
- Noted Page 109 of Master Plan featured a diagram from 2010, which seemed outdated, especially since the loop through Morey's Landing had been discontinued, but was still on the map. At some point, SMART would have to redo the signage on its bus shelters, especially on Wilsonville Rd, where the route map on the outside still showed the loop through Morey's Landing.

Commissioner Mesbah stated he had made most of his comments at the last meeting. He believed this was a good plan, and hoped to see more creative approaches to make transit more streamlined, more pleasant, and more used. As congestion increased, he believed SMART would become a low-hanging fruit because people did not want to be stuck in traffic if they could help it, especially if some of the amenities discussed in the TMP were provided. A one-hour commute that included Wi-Fi access without the worry about texting while driving would become useful time, especially if more employment centers could be found, such as those who commuted to Tualatin, for example. He encouraged SMART to look for those opportunities.

Chair Greenfield:

- Asked about how often and what mechanism would be used for updating the priorities.
 - Mr. Brashear responded for SMART, the TMP was a working, living document. SMART was very excited to get to work on many of the concepts once the Plan was adopted. Because SMART would be dealing with the TMP on a daily basis, it would be updated regularly and Staff would keep the Commission and City Council updated, especially about the milestones being reached. There was no fixed update schedule, but that would be done regularly.
 - He believed the Master Plan's timeline might stretch to about seven years, but a lot of exciting changes were occurring with transit, such as electric vehicles. SMART was currently working on an application for two entirely electric vehicles that would operate in the city. Given Wilsonville's location between Salem and Portland, it was an ideal testing ground for many ideas.
- Complimented the report for providing the most succinct and helpful overview of the town, including the history, descriptions of neighborhoods, etc.
 - Mr. Brashear responded the Plan represented a lot of work. He had come in toward the end of the process, but he commended Mr. Loomis, Ms. Marston, Ms. Hendrix and others not present for working very hard and doing a great job on the TMP.

Chair Greenfield confirmed there were no audience comments and no further Commissioner questions or comments. He closed the public hearing at 6:54 pm.

Commissioner Postma moved to adopt Resolution LP17-0003 as amended on May 10, 2017, which included a recommendation for approval of the Transit Master Plan to City Council. Commissioner Millan seconded the motion, which passed unanimously.

III. INFORMATIONAL

A. City Council Action Minutes: (04.03.2017 cancelled) and 04.17.2017 (Staff)

Key discussion items and responses to Commissioner questions about Council's Action Minutes were as follows:

- The hearing date noted for the Frog Pond Infrastructure Funding was incorrect; the hearing would be on June 19th. A lot of time had been spent working on the Infrastructure Funding Plan with the City's development partners, and while progress had been made, a funding gap remained. No individual developer had enough land tied up to adequately carry any substantial public infrastructure costs for any period of time, given the uncertainty of repayment.
- Some creative ideas being considered included delaying construction of Boeckman Rd and potentially building it in two phases commensurate with the adjacent development on the east side, and then the school with a partner on the western leg.
- An idea being investigated deeply was the concept of a single fee-per-door that would be put in one bucket to be used for any projects identified as framework infrastructure projects. This would allow cash flow to come in and build up more quickly to be utilized on more short-term projects in a more timely manner.
- Many policy implications were involved with delaying road construction and allowing some homes to be built, so Council would need to provide input. The final report would be a very short, concise appendage to the back of the Master Plan document. There had been no other testimony about the Plan at this point. Staff wanted to make sure the concepts were legally defensible and that they made sense for the City and all the parties involved including developers. More meetings were scheduled in the next two weeks. Ms. Guile-Hinman had been rewriting Code and Reimbursement District Code language and working on system development charge ordinances. City Staff members Steve Adams, Nancy Kraushaar, and Susan Cole were also acknowledged for their work.
- The information presented to City Council on the Frog Pond Infrastructure Funding would be provided to the Commission and a presentation would also be given about the specifics.
- Staff, the Urban Renewal Board, and Council were in ongoing discussions about considering a substantial amendment to that urban renewal district to include the Boeckman Bridge project. The Council had shown some willingness to the point that they reconvened the Urban Renewal Task Force to discuss the feasibility of having most, all, or part of the bridge paid for by urban renewal funds. This option had been discussed previously. There had been a number that was per million of unfunded bridge project, from \$161 to \$2,650 based on the proportionate impact to the West Neighborhood in 20 years. Given the current discussions about this being an urban renewal project, there would be more conversations and subsequent discussions with the taxing entities around the feasibility. Representatives on the Task Force included the fire district and other significant entities who were the decision-makers on whether this would move forward.
 - Depending on the process, the City was not necessarily looking at Boeckman Rd being done at the same time as the Boeckman Bridge, although there was the potential for that. At this time, the City anticipated that Boeckman Rd would be done by developers and the Boeckman Bridge would probably be done by the City. It was doubtful that a developer would take on the bridge project. If the timeframes worked out, both projects could be done concurrently.
 - While there would be considerable advantages doing the projects together, Mr. Wolfston still did not have an identified home builder, so he was still independent. However, he was engaging with City Staff around these concepts and talking with a number of different individuals who were interested in his site. Until that deal was solidified, the City did not know who it would be dealing with on the west side.
 - West Hills was continuing to look for additional property, though Staff was unaware of anything happening yet. Acquiring another 20 to 25 acres of contiguous land might change their position and ability to carry a large public project; presently, with the limited holdings and relatively few lots West Hills had, it would be difficult to finance the public cost while waiting for more development to occur.
 - Frog Pond was quite a different situation than large planned developments like Villebois. Trying to protect the community and make the project a reality was a difficult challenge.

- Mr. Neamtzu confirmed he would send the actual traffic count numbers to the Commission, adding the truck count was not an insignificant number. Breaking down the traffic counts as to how many were related to construction at Meridian Creek School, pass-through, deliveries, etc. was difficult.

B. Basalt Creek Concept Plan (Bateschell)

This item was postponed to the June Planning Commission meeting due to Ms. Bateschell absence.

C. 2017 Planning Commission Work Program (Bateschell)

Chris Neamtzu, Planning Director, noted Staff was considering cancelling the August meeting in lieu of having the Commission participate in a community event in Town Center on the Town Center Plan. He highlighted the Work Program with these key additional comments:

- City Staff and the consultants were working on the Form-Based Code, which would return to the Commission for review and adoption over the next six months.
- Urban Collaborative, an architectural/planning firm, had been hired to create a clear and objective pattern book to guide single-family home construction in Old Town to wrap up the final piece of the Old Town Neighborhood Plan. The pattern book would be a highly-illustrative document based on six primary design types of the neighborhood with new graphics and a new approach.
 - The pattern book the neighborhood adopted did not address the actual implementation. The pattern book would work with the Old Town Overlay Zone, so any residential development proposed in Old Town would be able to use the Code and this clear and objective pattern book to guide the design of homes in the neighborhood. Certain clear architectural standards would have to be met for projects to be approvable for construction in Old Town.
 - As far as the number of units available, the neighborhood had some existing units that were tear-downs, some mobile homes, and a couple sites with potential infill. A pre-application meeting was held for the vacant parcel on First St that was the nexus for all the Neighborhood Plan work done since 2005. The applicant builds homes and was currently looking at designs. The Neighborhood Plan might not be adopted in time to address that particular site, but it would apply to other applications that come in from time to time.
 - The Old Town Neighborhood was very excited about this and Daniel Pauley was leading the effort. Steve Coyle, the City's third-party architect, was also involved and had also advised the City on the Villebois pattern books.

Mr. Neamtzu said he would send links to the packet for City Council's Monday night meeting to the Commission. The work session would start at 5:00 pm and the joint meeting with the Planning Commission was the only agenda item. No Executive Session would be held beforehand.

IV. ADJOURNMENT

Chair Greenfield adjourned the regular meeting of the Wilsonville Planning Commission at 7:11 pm.

Respectfully submitted,

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



PLANNING COMMISSION

WEDNESDAY, JULY 12, 2017

II. WORK SESSION

- A. Old Town Development Code and Architectural Pattern Book (Pauly) (60 minutes)



PLANNING COMMISSION MEETING STAFF REPORT

Meeting Date: July 12, 2017		Subject: Old Town Single-family Design Standards Work Session	
		Staff Member: Daniel Pauly, Senior Planner Department: Community Development, Planning	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable	
		Comments: The Commission's feedback and discussion will inform the design guidelines and code changes coming before the board in the coming months.	
Staff Recommendation: Staff recommends the Planning Commission provide the requested feedback to inform the project.			
Recommended Language for Motion: NA			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities	<input checked="" type="checkbox"/> Adopted Master Plan(s) City Council Acceptance of Old Town Neighborhood Plan	<input type="checkbox"/> Not Applicable	

ISSUE BEFORE COMMISSION: In accepting the Old Town Neighborhood Plan in 2011 the City Council, among other items, directed staff to review and incorporate the architectural pattern book developed by residents into the City's Development Code, and create process efficiencies for single-family development in Old Town. The Resolution also gave direction on addressing Accessory Dwelling Units (ADU). Draft Code language has been prepared in response to this direction.

The currently adopted Old Town Overlay Zone language requires discretionary review of new single-family homes and substantial remodels by the Development Review Board. The Commission is requested to provide feedback on the approach the consultant is taking to finalize and operationalize the pattern book as well as the code language planning staff is developing to allow ministerial staff review of new single-family homes (including duplexes), and accessory buildings.

EXECUTIVE SUMMARY: The project aims to develop clear and objective architectural standards for use in ministerial review of new single-family homes (including duplexes), single-family additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use in the Old Town Overlay Zone consistent with the vision established in the Old Town Overlay Zone and Neighborhood Plan. The architectural standards will ensure development authentically reflects the current character of the neighborhood, which includes simply designed homes on predominantly 50 foot wide lots. The architectural standards must be easily understood by staff, residents, builders, and designers without formal architectural training. The architectural standards developed by the consultants will be a stand-alone document, building upon the significant work created by the neighborhood, referenced by the revised Development Code. At the work session, staff will first ask for the Planning Commission's feedback on the approach taken for the architectural standards. The second part of the work session will focus on the draft Development Code changes.

EXPECTED RESULTS: Guidance for consultants and staff as they move forward with the project.

TIMELINE: Drafts of the design standards and code changes will be brought back to the Planning Commission in September for an additional work session, with a Planning Commission Public Hearing and recommendation to City Council in October.

CURRENT YEAR BUDGET IMPACTS: The project is funded through available Planning Division professional services budget.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS: Much public involvement previously occurred in the development of the Old Town Neighborhood Plan. For the current project to implement components of the plan, staff and consultants have met with a number of key community members on the project. Electronic communication about the work session was sent through the neighborhood association with a request to distribute to the neighborhood. In addition, post cards advertising the work session and encouraging attendance were mailed to all property owners south of Bailey Street between the railroad and I-5.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): The adoption of design standards and creating process efficiencies will enable implementation of the desired design of the Old Town Neighborhood over time while providing clear expectations to residents, land owners, developers, and the community

ALTERNATIVES: A number of alternatives exist for the approach to design standards. The consultant will provide their recommendations and reasoning. Feedback on other alternatives from the Planning Commission and public are welcome.

CITY MANAGER COMMENT: NA

ATTACHMENTS:

Attachment 1: Project Summary Memo dated June 30, 2017

Attachment 2: Preliminary draft of Old Town Overlay Zone code language update

WILSONVILLE OLD TOWN

SINGLE-FAMILY ARCHITECTURAL STANDARDS

Prepared for:
City of Wilsonville, Oregon

Summary Memo
June 28, 2017



TAUCHMAN HOUSE

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INTRODUCTION

The Urban Collaborative (UC) team is preparing the Wilsonville Old Town Single-Family Architectural Standards. This memo outlines our current understanding and initial findings. Further engagement with City staff and the community will continue throughout the summer and will help to develop a draft architectural pattern book.

Historic architecture offers important lessons about making buildings work at both the street and pedestrian scale. The process of developing architectural standards will 'design-test' various historically accurate design ideas against the context of the existing urban form, function, and the needs of developers, residents, and the community. Our team's unique approach of participatory planning has led us to consult previous planning documents, conduct on-site analysis, and engage the community to refine our understanding of the neighborhood, its planning context, and the regulatory environment.



NEIGHBORHOOD CONTEXT

Old Town Wilsonville has a rich history with development beginning in the 1880s. Some of the first buildings date back to 1850. It is the oldest neighborhood in Wilsonville due to the establishment of Boone's Ferry as more and more people made their way West. Most of the first buildings in Old Town were commercial buildings to support the passengers and trading near the Willamette River. This included stores, hotels, saloons, and other businesses, some of which have now been converted into private residences. The fabric of Old Town is distinct from the rest of Wilsonville, not only because of its age, but also because of its general character of smaller homes, traditional lots, rural road types, mature vegetation and large trees, gridded street network, and historical architectural styles.

The Urban Collaborative team completed an extensive site analysis on June 22, 2017 in order to document each individual house in the Old Town Neighborhood. The resulting analysis map can be found on page five. In addition, our team met with key members of the community and city planning staff to better understand the community's vision. The community members of Old Town care deeply about their neighborhood and are concerned about possible changes to the area's urban form and historical architecture as the City of Wilsonville grows. The initial impetus for the 2011 Old Town Neighborhood Plan was an objection to a proposed subdivision between 4th and 5th Streets and east of Fir Avenue. This led the community, with the help of City planning staff, to draft a neighborhood plan and architectural pattern book. These documents do not currently have legal standing. However, they are often referred to and used to direct development efforts. Our purpose is to take the substantial work that has been done by the community and formalize it into a regulatory document that provides clear and objective standards to guide future residential development.

PLANNING CONTEXT

In order to understand the planning context for the Old Town Single-Family Architectural Standards, our team analyzed prior planning efforts including the Wilsonville West Side Master Plan, Wilsonville Old Town Neighborhood Plan, Boones Ferry Historic District Architectural Pattern Book, Villebois Architectural Pattern Book, Old Town Overlay Zone and other code language related to single-family development. These planning efforts are a good base from which to create an official architectural standards pattern book that will be adopted by the City and accurately represent the goals of the neighborhood.

During a meeting with City planning staff on June 6, 2017, the project team discussed several architectural standards currently in place in Wilsonville. This discussion helped define the level of detail desired for the Old Town Architectural Standards. The Old Town neighborhood is one of the only neighborhoods in Wilsonville that is not a planned development with an HOA; however, it has very active and interested community members. The UC team's priority is to listen to the community and respond to their planning goals.

There are several land use zones within the Old Town Neighborhood that have differing regulatory standards, including Planned Development Industrial (PDI), Planned Development Commercial (PDC), Planned Development Residential (PDR-4), Residential Agricultural-Holding (RAH), and Residential (R) along Boones Ferry Road and throughout the neighborhood. The UC team analyzed the Wilsonville Planning and Land Development Ordinance, specifically paying attention to the Old Town overlay zone currently designated as "O," as well as the Oregon Statewide Planning Goals and Federal Fair Housing laws, to better understand the regulatory environment that will inform the single-family architectural standards.

The O zoning code overrides some components of other residential zoning codes in the neighborhood. A new draft of the O overlay zone is being developed by the City. Simultaneously refining the O overlay zone regarding single-family homes and architectural standards will help create a cohesive and clear set of standards.

The resulting architectural pattern standards will form simple guidelines for future development, including massing, setbacks, landscaping, etc. The UC team will provide an aesthetic, clear, and objective pattern book that fits with the residential context of the Old Town neighborhood. The standards will define characteristics of the following styles found in Old Town:

- Western Farmhouse: 1840-1925
- Bungalow: 1900-1930
- Craftsman: 1900-1930
- Ranch: 1945-1965
- Modern Mix: 1955-present day

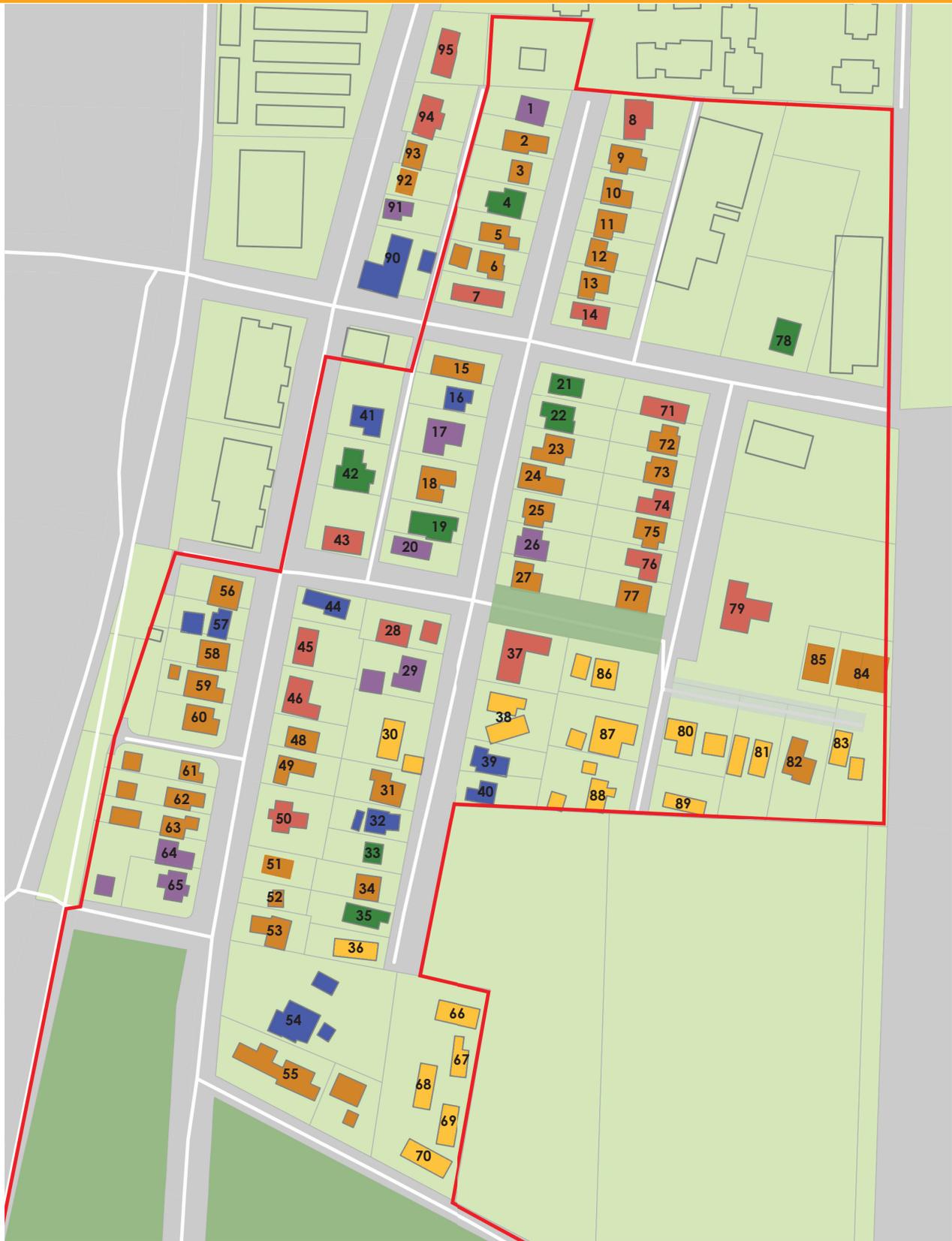
These date ranges represent the general definitions of each style. The on-site analysis, revealed that the neighborhood has two prominent historical architectural styles: Western Farmhouse and Craftsman or Bungalow. With the understanding that the community wishes to retain and enhance the original historic character of the neighborhood, the pattern book will focus on these earlier historical styles. Our efforts will include making these styles clear and objective for future development to reference. These styles will pertain to single family houses and duplexes only; all other development types will continue to go through existing Site Design Review and Old Town Overlay standards.

Issues that will need to be addressed beyond the characteristics of the historical styles of future development include:

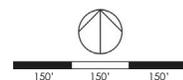
- Accessory Dwelling Units - size and location requirements
- Edges - addressing property and parking edges
- Garages - both attached and detached
- Porches - scale and to enhance streetscape and community
- Facades that face public right-of-ways
- Lot coverage - both for built percentage and pervious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

Any new planning documents concerning Old Town should protect the historical integrity of the neighborhood, ensuring that proposed development or renovations fit the scale and massing of the residential neighborhood.

ANALYSIS MAP



- Western Farmhouse
- Craftsmen
- Bungalow
- Ranch
- Modern Mix (including new build)
- Other (Prefab)
- Residential Scope Border
- City Parks
- Roads
- Tax Lots



ATTACHMENT 2

Section 4.138. Old Town (O) Overlay Zone.

(.01) Purpose. The purpose of this overlay zone is to establish the design standards that will be applied to developments within the Old Town neighborhood, mapped as the Boones Ferry District in the City's West Side Master Plan. The following purpose statement is not intended as a set of additional permit criteria. Rather, it is a description of the desired outcome as development occurs incrementally, over time. This overlay district is intended to create a modern interpretation of a traditional old town Main Street and mixed use neighborhood. It is recognized that the Old Town neighborhood is of unique significance because of its existing pattern of mixed uses, its access to the Willamette River and because it was the original center of housing and commerce for the community.

- A. The standards of the "O" overlay zone are intended to assure that, through the appropriate use of architectural details, windows, building orientation, facades, and construction materials, new structures, and major alterations of existing structures, create a pleasing and pedestrian-friendly environment.
- B. It is the desire of the City to have commercial, industrial, multi-family, and mixed use buildings in the "O" overlay zone reflect a range of architectural types and styles that were popular in the Willamette Valley from approximately 1880 to 1930 and for single-family homes to be consistent with and enhance the existing character of the neighborhood. The following design standards are intended to further define those characteristics that will convey the desired architecture.
- C. These standards are intended to encourage quality design, to enhance public safety, and to provide a comfortable and attractive street environment by providing features and amenities of value to pedestrians. Quality design will result in an arrangement of buildings that are in visual harmony with one-another, leading to a neighborhood that is vital, interesting, attractive, and safe. These qualities contribute to the health and vitality of the overall community.
- D. These standards shall be used by the City's Planning Dlvision and Development Review Board in reviewing development applications within the Old Town neighborhood.

Deleted: Department

(.02) The "O" Overlay zone shall be applied in conjunction with the underlying base zones in the Old Town neighborhood.

(.03) Review Process in the "O" Overlay zone.

- A. The following shall require site design review for conformance with the standards in Subsections (.05) through (.17) as well the Site Design Review standards (Sections 4.421) and other applicable standards:
 - 1. New commercial, industrial, public facility, multi-family residential, and mixed use building construction and the substantial redevelopment of existing buildings, ; and

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Deleted: including the construction of new single family dwellings

ATTACHMENT 2

2. Any exterior remodeling of commercial, industrial, public facility, multi-family residential, or mixed use building that requires a building permit, when that remodeling is visible from a public street (other than an alley).

B. The following (except as noted in 1.a. below) shall require review for conformance with the Old Town Residential Pattern Book as a Class I administrative review concurrent with building plan review.

1. New single-family homes (including duplexes), single-family home additions, remodels, accessory dwelling units, garages, and other buildings accessory to a single-family use.

a. Except, however, an applicant may elect to go through the site design review process identified in A. above for approval if the project is not in conformance with the Old Town Residential Pattern Book but otherwise can be found to conform with the standards of the "O" Overlay Zone.

Deleted: Except, however, that exterior remodeling of residential units other than those facing Boones Ferry Road shall be reviewed through the Class I Administrative Review procedures of Sections 4.009 through 4.012. This review will be applied only to the portions of buildings that are visible from public streets (not including alleys) and is intended to assure that the design of the portion of the building being remodeled will either match the standards of the Old Town Overlay Zone or be consistent with the existing design of the structure.

(.04) Development standards.

A. Single-family development (including duplexes and accessory buildings). These standards shall take precedence over setback, lot coverage, height, and accessory dwelling unit standards otherwise established in the Development Code. All other standards of the base zone shall apply. For PDR Zones, the setback and lot coverage standards are subject to the waiver provisions of Section 4.118.

1. The setback and lot coverage standards in the Old Town Residential Pattern Book shall apply to single-family development in the "O" Overlay Zone.

2. The following standards shall apply to ADU's within the "O" Overlay Zone. Review of ADU's is through a Class I administrative review process as identified in Subsection 4.113 (.11) B. 4.:

a. Size: ADU's shall be limited to 600 square feet of living space.

b. Design: ADU's shall be detached from the primary dwelling, be single-story, and be of substantially the same exterior design and architecture (i.e. siding, windows, color, roof pitch, doors and roofing materials) as the primary dwelling unit on the property.

c. Parking: Each ADU shall have one standard sized paved parking space on the same lot. On-street parking may be considered to satisfy this requirement if on-street parking exists along the frontage of the lot..

Deleted: C. - Those proposing to build or remodel the exterior of any building in the area are encouraged to contact the City about the availability of funds for historic façade treatment.¶

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B. All other development:

1. Building Setbacks - Buildings fronting Boones Ferry Road shall abut the public sidewalk except where public plazas, courtyards, approved landscaping, or other public pedestrian amenities are approved. Except, however, that residential garages or carports shall be set back a minimum of twenty (20) feet from any sidewalk or traveled portion of a street across which access to the

Deleted: <#>A. - Lot area, width, depth - As specified in the underlying base zone. Single family and two-family dwelling units, other than those on lots fronting Boones Ferry Road, shall be subject to the following minimum setbacks:¶
1. - Front and rear yard: - 15 feet;¶
2. - Street side of corner lots: - 10 feet;¶
3. - Other side yards: - 5 feet.¶
B. -

ATTACHMENT 2

garage or carport is taken. The Development Review Board may approve other setbacks to accommodate sidewalks, landscaping, or other streetscape features located between the street right-of-way and the building.

2. Landscaping - Not less than fifteen (15) percent of the development site shall be landscaped. In the event that a building is set back from a street side property line, along Boones Ferry Road, Bailey Street, or 5th Street, the intervening area shall be landscaped. In reviewing proposals for parking lots in locations between buildings and streets, the Development Review Board may require special landscaping treatments or designs to screen the view of the parking lot from the public right-of-way.

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

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4. Street access to Boones Ferry Road. Ingress and egress points along Boones Ferry Road shall be designed and constructed such that access points on one side of the road shall coordinate with access points on the other side of the road. New developments along Boones Ferry Road and north of Bailey Street will have access points designed and constructed in a pattern that replicates the shape of Main Street blocks.

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(.05) Pedestrian environment. In order to enhance the pedestrian scale of the neighborhood:

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- A. Special attention shall be given to the primary building entrances, assuring that they are both attractive and functional.
- B. The pedestrian environment shall be enhanced by amenities such as street furniture, landscaping, awnings, and movable planters with flowers, as required by the Development Review Board.
- C. Sidewalk width may vary from block to block, depending upon the nature of adjacent land uses and the setbacks of existing buildings. Provided, however, that a continuity of streetscape design is maintained along Boones Ferry Road, generally following the pattern that has been started with the 1996 approval for Old Town Village on the west side of Boones Ferry Road from Fourth Street to Fifth Street. [Amended by Ordinance No. 538, 2/21/02.]
 1. North of Bailey Street, where the most intense commercial development is anticipated, the widest sidewalks and most mature landscaping are required.
 2. In situations where existing buildings are located at the right-of-way line, special sidewalk designs may be necessary to assure pedestrian access.
- D. When practicable, buildings along Boones Ferry Road shall occupy 100% of the street frontage between block segments. Up to 25% of street frontage may be in public plazas, courtyards, and similar landscape or streetscape features that provide public spaces adjacent to the sidewalk. For smaller lots, which may not have functional alternatives for parking, up to 40% of lot frontage may be used for parking, provided that appropriate screening and visual enhancement is

ATTACHMENT 2

created between the parking area and the sidewalk. Appropriate pedestrian connections shall be constructed between such parking lots and sidewalks.

(.06) Building compatibility.

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- A. The design and materials of proposed buildings shall reflect the architectural styles of the Willamette Valley during the period from 1880 to 1930.
- B. Commercial and manufacturing buildings shall be designed to reflect the types of masonry or wood storefront buildings that were typical in the period from 1880 to 1930. Larger modern buildings shall be designed with facades that are divided to give the appearance of a series of smaller buildings or distinctive store fronts, and/or multi-storied structures with, at least, the appearance of second stories.
- C. Residential buildings shall be designed to reflect the size and shape of traditional dwellings from the period from 1880 to 1930. Where larger multiple family residential buildings are proposed, their building facades shall be divided into units that give the appearance of a series of smaller dwellings.
- D. Manufactured housing units and mobile homes, if located outside of approved manufactured or mobile home parks, shall meet the design standards applied to other single family dwellings in the area.

(.07) Building materials.

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- A. Facades shall be varied and articulated to provide visual interest to pedestrians. Within larger developments, variations in facades, floor levels, architectural features, and/or exterior finishes shall be used to create the appearance of a series of smaller buildings.
- B. Exterior building materials shall be durable, and shall convey a visual impression of durability. Materials such as masonry, stone, stucco, and wood will generally provide such an appearance. Other materials that replicate the appearance of those durable materials may also be used.
- C. Where masonry is to be used for exterior finish, varied patterns are to be incorporated to break up the appearance of larger surfaces.
- D. Wood siding is to be bevel, shingle siding or channel siding or the equivalent. T-111 and similar sheathed siding shall not be used unless it is incorporated with batten treatment to give the appearance of boards.
- E. Exterior materials and colors are to match the architecture of the period.

(.08) Roof materials, roof design and parapets.

Deleted: 07

- A. Pitched roof structures shall have a minimum pitch of 4:12.
- B. Roofs with a pitch of less than 4:12 are permitted, provided that they have detailed, stepped parapets or detailed masonry coursing.
- C. Parapet corners are to be stepped. Parapets are to be designed to emphasize the center entrance or primary entrance(s).

ATTACHMENT 2

- D. Sloped roofs that will be visible from the adjoining street right-of-way shall be of a dark, non-ornamental color.
- E. Preferred roofing materials that are visible from a public street include wood or architectural grade composition shingle, tile, or metal with standing or batten seams. Metal roofs without raised seams shall not be used in visible locations.
- F. All roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes are to be completely screened from public view by parapets, walls or other approved means; or , alternatively, may be effectively camouflaged to match the exterior of the building.
 - 1. "Public view" is intended to mean the view from the sidewalk directly across the street from the site.
 - 2. Roof and wall-mounted mechanical, electrical, communications, and service equipment, including satellite dishes, wireless communication equipment, and vent pipes that are visible from Interstate-5 shall be effectively camouflaged to match the exterior of the building

~~(.09) **Building entrances.** If visible from the street, entrances to commercial, industrial, or multi-family residential buildings are to be architecturally emphasized, with coverings as noted in subsection (.09), below.~~

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- A. The Development Review Board may establish conditions concerning any or all building entrances, especially where such entrances are adjacent to parking lots. For buildings fronting on Boones Ferry Road, at least one entrance shall be from the sidewalk.
- B. Secondary building entrances may have lesser architectural standards than primary entrances.

~~(.10) **Building facades.**~~

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- A. Ornamental devices, such as moldings, entablature, and friezes, are encouraged at building roof lines. Where such ornamentation is to be in the form of a linear molding or board, it shall match or complement the architecture of the building.
- B. ~~B~~uildings are to incorporate amenities such as alcoves, awnings, roof overhangs, porches, porticoes, and/or arcades to protect pedestrians from the rain and sun. Awnings and entrances may be designed to be shared between two adjoining structures. (See subsection (.08), above.)
- C. Commercial and manufacturing buildings with frontage on Boones Ferry Road shall incorporate the following traditional storefront elements:
 - 1. Building fronts to be located at the right-of-way line for streets, except in cases where an approved sidewalk or other streetscape features are located between the street right-of-way and the building. Intervening areas are to be attractively landscaped.
 - 2. Upper and lower facades are to be clearly delineated.

Deleted: Commercial, industrial, and multi-family residential b

ATTACHMENT 2

3. Lower facades shall include large windows, as specified in subsection "(.10)," below, and recessed entries.
 4. Tops of facades shall have decorative cornices.
- D. Buildings are to have variations in relief, including such things as cornices, bases, fenestration, fluted masonry, and other aesthetic treatments to enhance pedestrian interest.

(.11) Windows in buildings adjacent to Boones Ferry Road.

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- A. Windows shall include amenities such as bottom sills, pediments, or awnings. Glass curtain walls, highly reflective glass, and painted or darkly tinted glass are not permitted other than stained or leaded glass.
- B. Ground-floor windows on commercial or industrial buildings shall include the following features:
 1. Windows shall be designed to allow views into interior activity areas and display areas along street frontages.
 2. Sills shall be no more than four (4) feet above grade, unless a different design is necessitated by unusual interior floor levels.
 3. At least twenty percent (20%), of ground floor wall area along Boones Ferry Road, Bailey Street, or 5th Street shall be in windows or entries. No blank walls shall be permitted abutting any street other than an alley.
- C. Upper-floor windows on commercial, industrial, or multi-family residential buildings shall include the following features:
 1. Glass dimensions shall not exceed five (5) feet wide by seven (7) feet high.
 2. Windows shall be fully trimmed with molding that is at least two (2) inches wide.
 3. Multiple-light windows or windows with grid patterns may be required by the Development Review Board when architecturally consistent with the building.

(.12) Landscapes and streetscapes.

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- A. The street lights to be used in the area shall be of a standardized design throughout the Old Town Overlay District.
- B. Benches, outdoor seating, and trash receptacles are to be designed to match the architecture in the area.
- C. Benches and other streetscape items placed within the public right-of-way must not block the free movement of pedestrians, including people with disabilities. A minimum pedestrian walkway of five (5) feet shall be maintained at all times. Standards of the Americans with Disabilities Act (ADA) shall be observed.

(.13) Lighting.

Deleted: 12

ATTACHMENT 2

- A. All building entrances and exits shall be well-lit. The minimum lighting level for commercial, industrial, or multi-family residential building entrances is to be four (4) foot-candles. The maximum standard is to be ten (10) foot-candles. A lighting plan shall be submitted for review by the Development Review Board.
- B. Exterior lighting is to be an integral part of the architectural design and must complement the street lighting of the area, unless it is located at the side or rear of buildings in locations that are not facing a public street that is not an alley.
- C. In no case is lighting to produce glare on neighboring properties or public rights-of-way such that a nuisance or safety hazard results.

(.14) Exterior storage.

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- A. Exterior storage of merchandise or materials shall be subject to the fencing or screening standards of Section 4.176 of the Wilsonville Code. The Development Review Board may prescribe special standards for landscaping or other screening of walls or fences.
- B. Temporary outdoor displays of merchandise shall be permitted, subject to the conditions of the development permit or temporary use permit for the purpose. Where pedestrian access is provided, a minimum walkway width of five (5) feet shall be maintained at all times.

(.15) Storage of Trash and Recyclables. Storage areas for trash and recyclables shall meet the applicable City requirements of Sections 4.179 and 4.430 of the Wilsonville Code.

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(.16) Signs. Signs shall match the architecture of buildings in the area, and shall be subject to the provisions of Sections 4.156.01 through 4.156.11 of the Wilsonville Code. [Amended by Ord. No. 704, 6/18/12]

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WILSONVILLE OLD TOWN

SINGLE-FAMILY ARCHITECTURAL STANDARDS

Prepared for:
City of Wilsonville, Oregon

Planning Commission Working Session
July 12, 2017

INTRODUCTIONS

Zoe Anton, Project Manager
The Urban Collaborative

Steve Coyle, Architect and Planner
Town Green

Jason Fajardo,
Architectural Designer
The Urban Collaborative



Background

Scope

- Develop clear and objective architectural standards for single-family homes
- To include: duplexes, additions, remodels, accessory dwelling units, garages, and other accessory buildings
- Six home types:
 - Western Farmhouse
 - Bungalow
 - Craftsman
 - Colonial Revival
 - Ranch
 - Modern Mix
- Reflect the current character of the neighborhood
- Pattern Book or Design Guide referenced by the Development Code

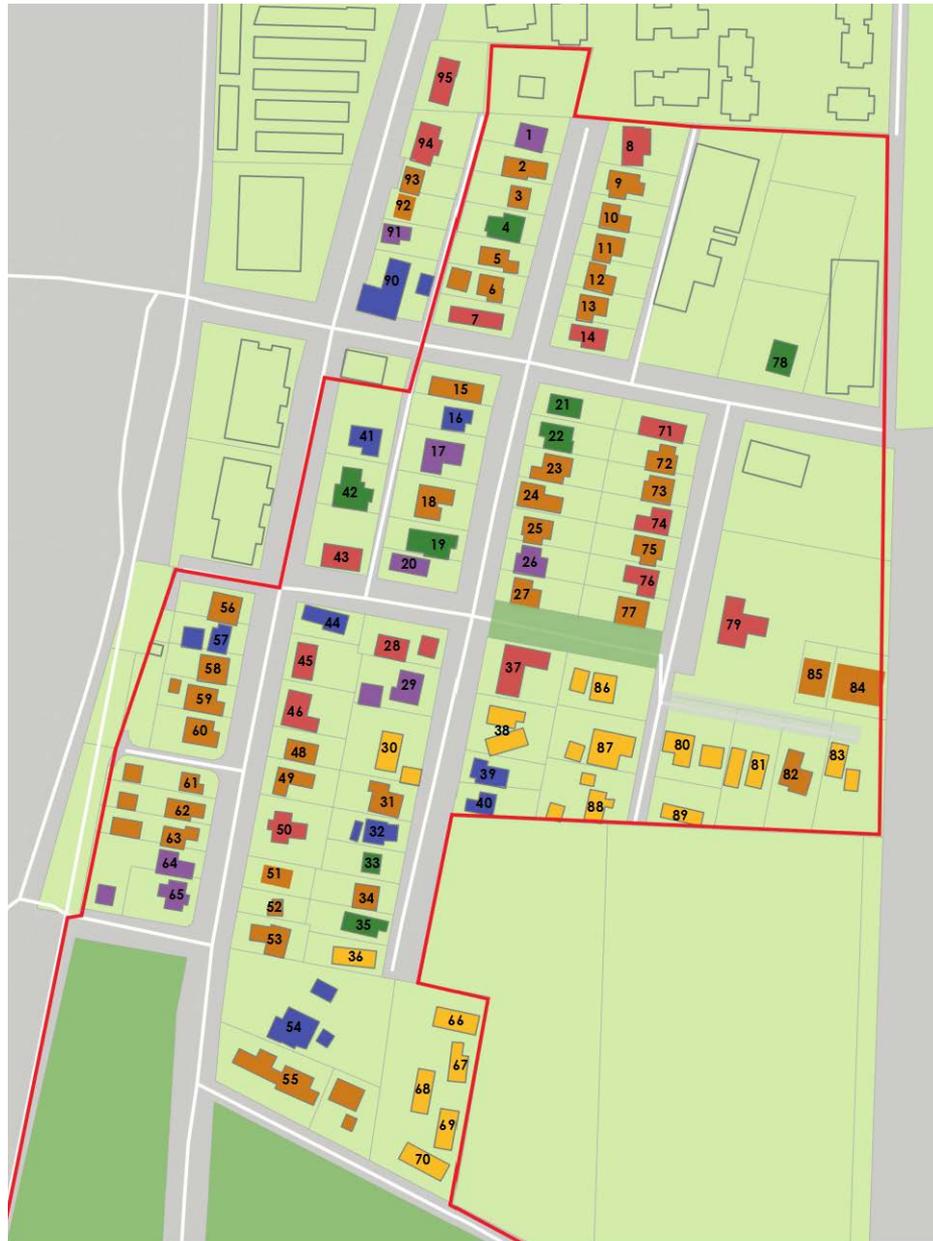
Schedule

Tasks		
Item	Deliverable	Date
Background and Context Research	Matrix of ideas, questions, and concerns	6/6/17
Initial Kickoff Meeting	Onsite meeting with City staff	6/6/17
Summary memo	Less than 5-page memo summarizing findings and context	6/27/17
Planning Commission Working Session 1	Onsite Working Session	7/12/17
Predraft Report	Electronic submission of PDF	9/1/17
Planning Commission Working Session 2	Onsite Working Session	9/13/17
Draft Report	Electronic submission of PDF	9/20/17
City Council Working Session	Onsite Working Session	10/2/17
Prefinal Report	Electronic submission of PDF	10/4/17
Planning Commission Public Hearing	Onsite presentation	10/11/17
Final Report	Electronic submission of PDF	10/25/17
City Council Public Hearing	Onsite Adoption Meeting	11/6/17

Current Zoning and Study Area



Architectural Styles



- 11 Western Farmhouse
- 8 Craftsmen
- 8 Bungalow (*1 Colonial)
- 15 Ranch
- 35 Modern Mix
- 17 Other (Prefab)



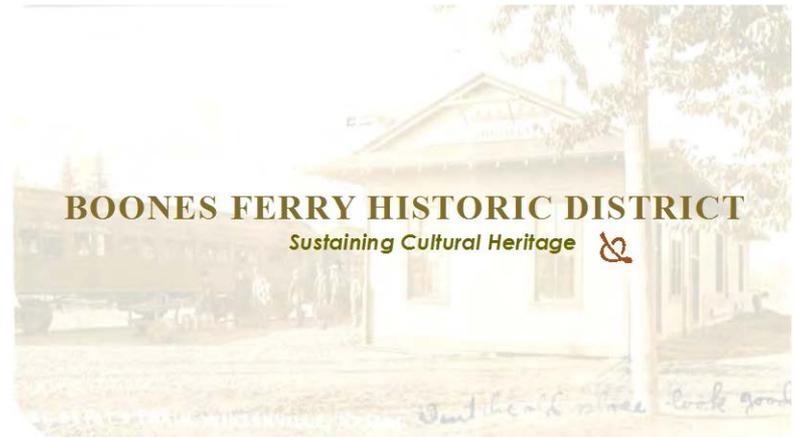
Planning Context

Wilsonville West Side Master Plan, 1996

Wilsonville Old Town Neighborhood Plan, 2011

Boones Ferry Historic District Architectural Pattern Book, 2011

Villebois Architectural Pattern Book, 2013



Prepared by Boones Ferry Historic District Neighborhood Association June 2011

BOONES FERRY HISTORIC DISTRICT & ARCHITECTURAL PATTERN BOOK

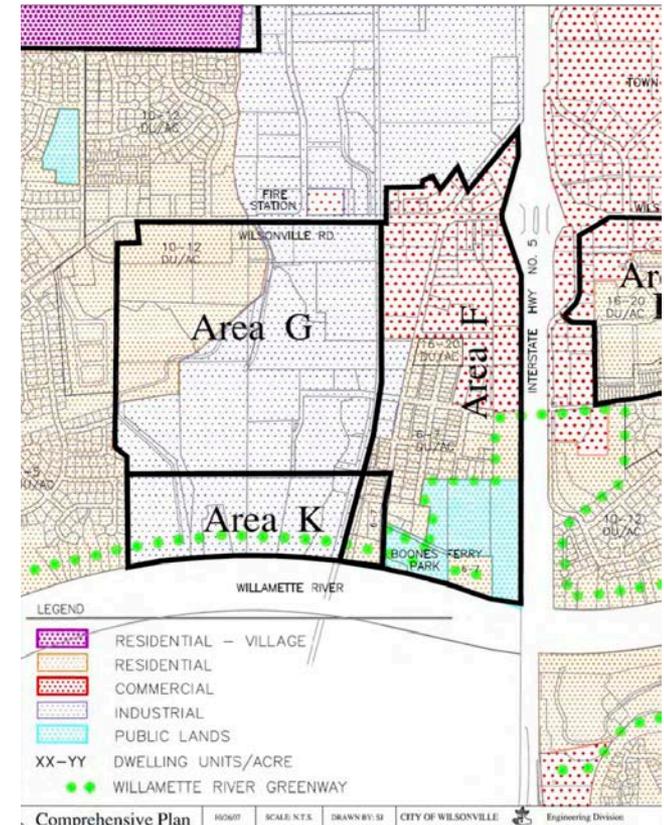
Regulatory Context

Wilsonville Code-Planning and Land Development, 2013

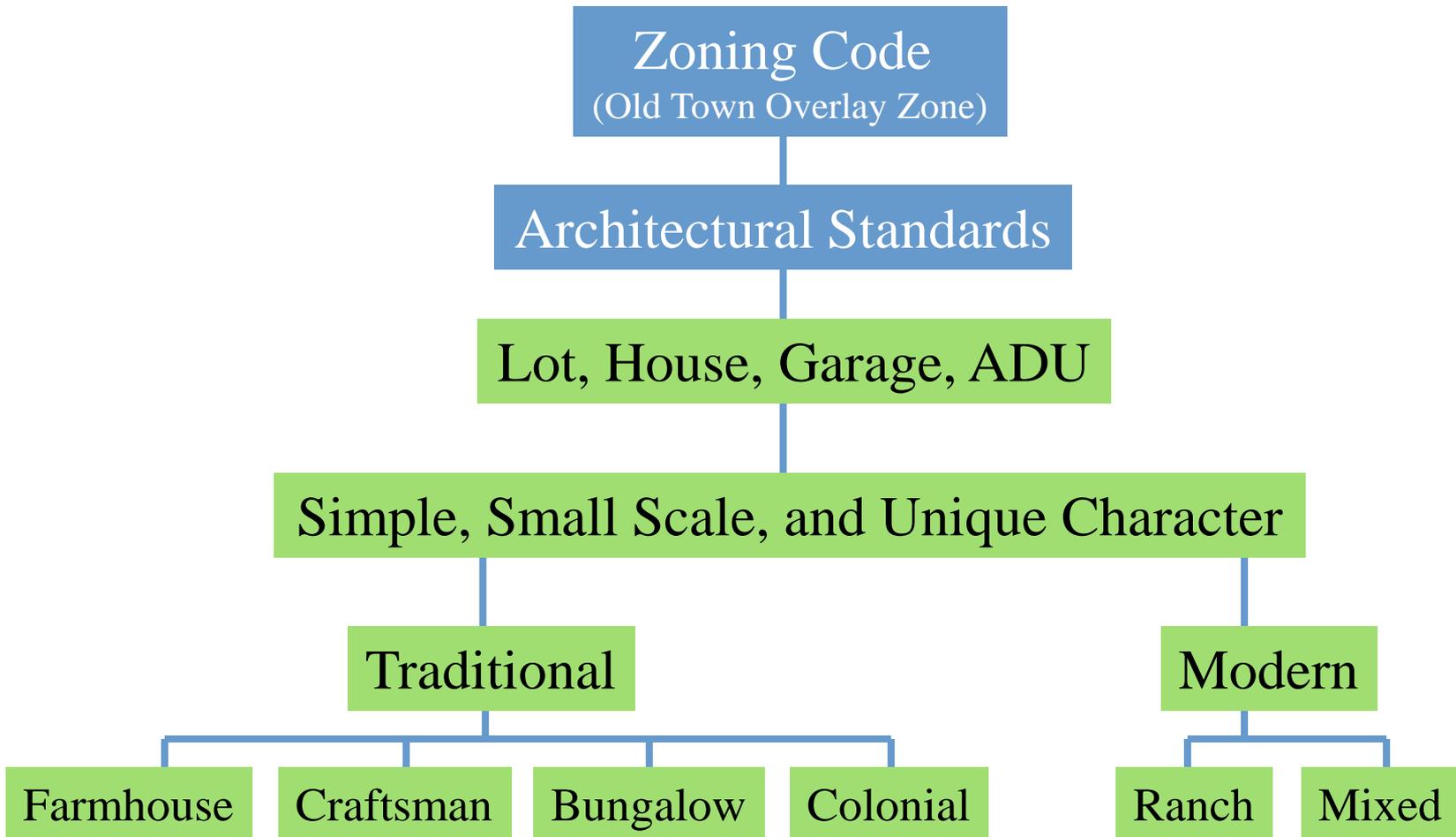
Old Town (O) Overlay Zone, updated July 2017

Oregon Statewide Planning Goals, 2010

Senate Bill 1051, July 2017



Design Standards Organization



Purpose

Old Town Neighborhood Plan

The purpose of the Old Town Neighborhood Plan is to identify the essence of what makes Old Town a special place, and to provide guidance on how to move Old Town into the 21st Century while maintaining its unique character.

The intent of the Old Town Neighborhood Plan is to retain those aspects that contribute to its unique character: older buildings with simple design and small scale, stands of mature trees, and streets with a rural feel which are safely shared with bikes and pedestrians.

Old Town Single-Family Design Standards

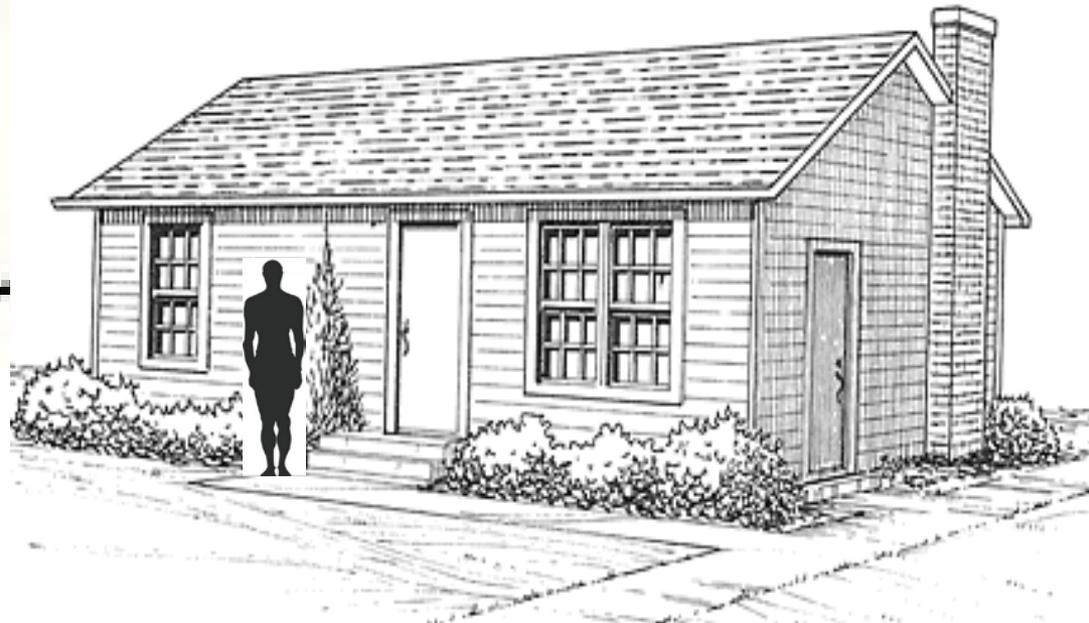
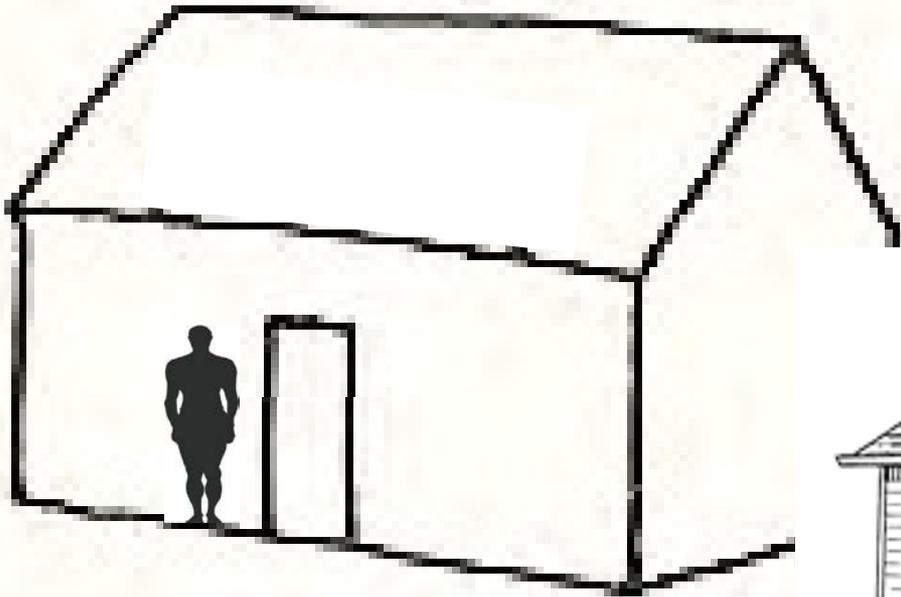
The purpose of the Old Town Design Standards is to identify what makes Old Town homes special, and to provide guidance on 21st century design standards for homes that maintain their unique character.

The intent of the Old Town Design Standards is to develop home design standards that retain those aspects that contribute to the neighborhood's unique character: buildings with simple design and small scale.

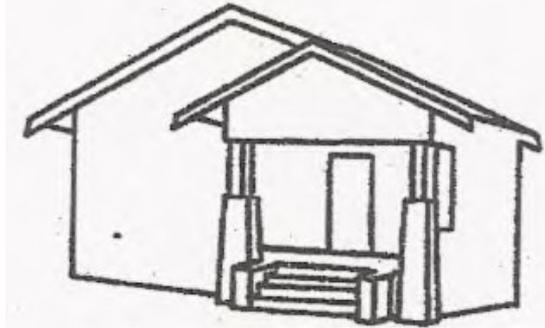
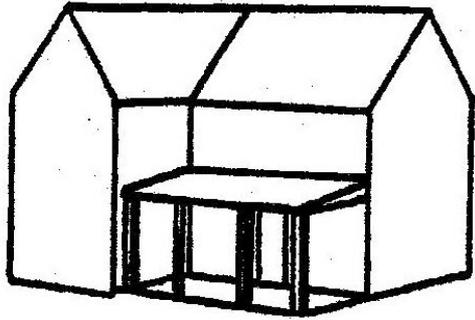
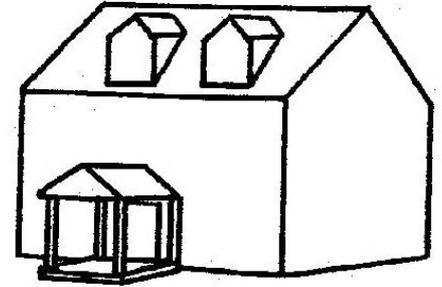
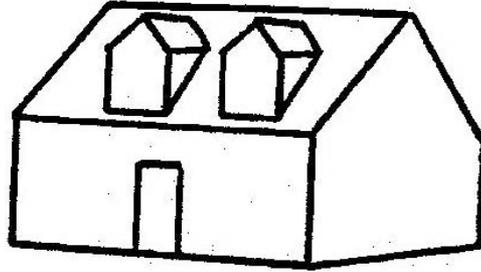
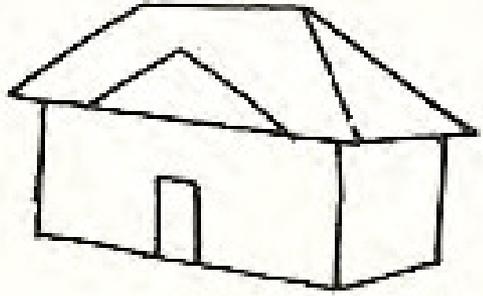
Unique Character Aspects: Small Scale

Human Scale Proportions

1 to 2 Stories



Unique Character Aspects: Simple Design

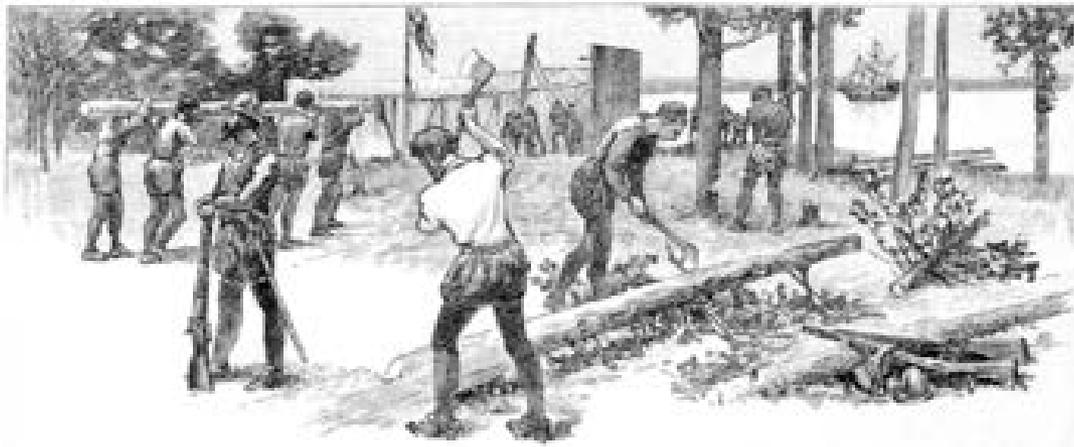


Simple,
Proportional
Shapes



Unique Character Aspect: Vernacular Design

An **architectural style** based on local needs, availability of **construction materials** and **reflecting local traditions**. Vernacular architecture relies on the **design skills and tradition of local builders**.



Vernacular Design (regardless of style)



The Result of Standard-less Designs

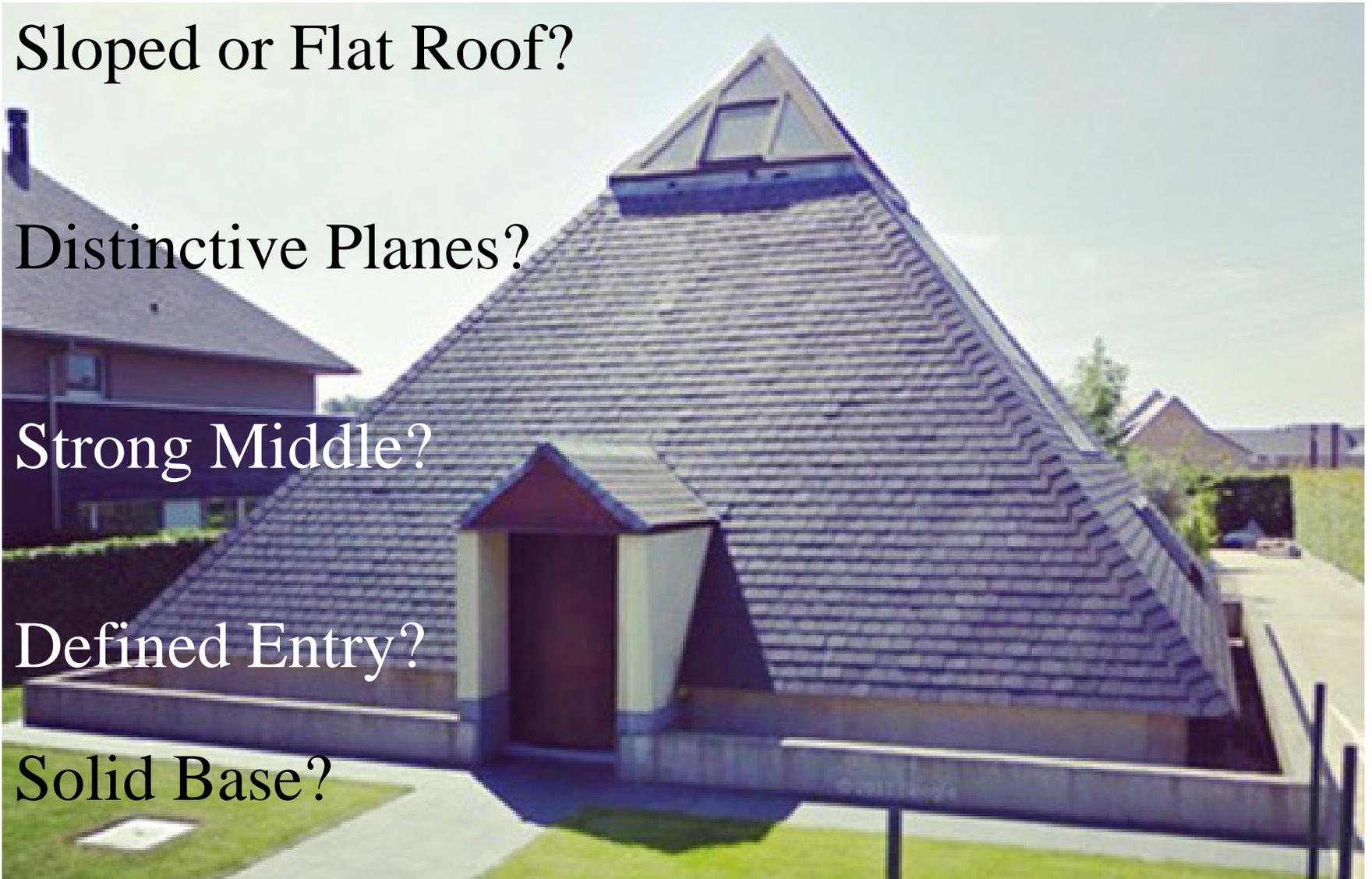
Sloped or Flat Roof?

Distinctive Planes?

Strong Middle?

Defined Entry?

Solid Base?



A Primer on 6 Styles

1. Farmhouse Design

Square or
Rectangular
Plan

Dormers

Grouped Windows

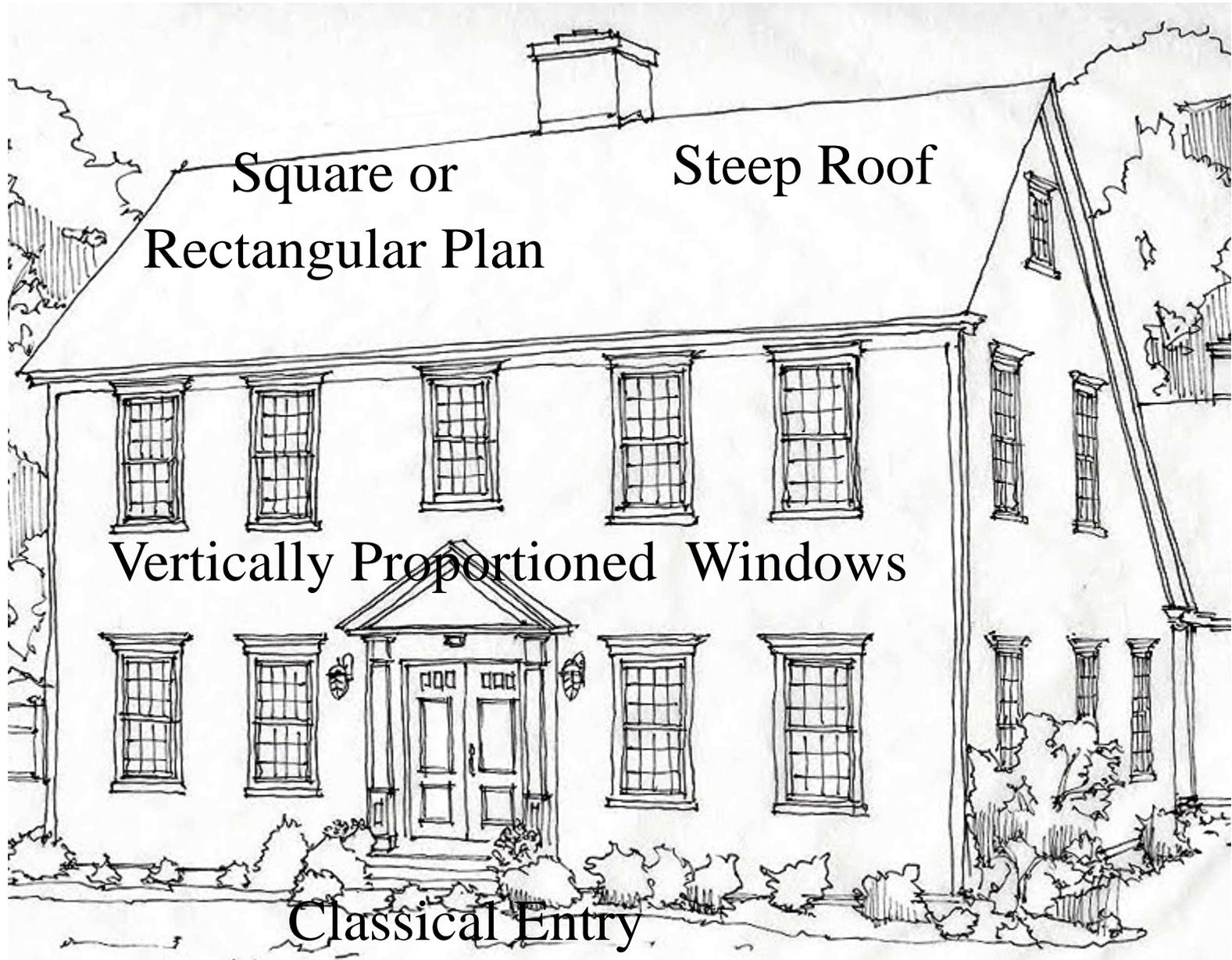
Generous Porch



Local Farmhouse Design



2. Colonial Design



Local Colonial Design



3. Craftsman Design

1 to 2 Storys

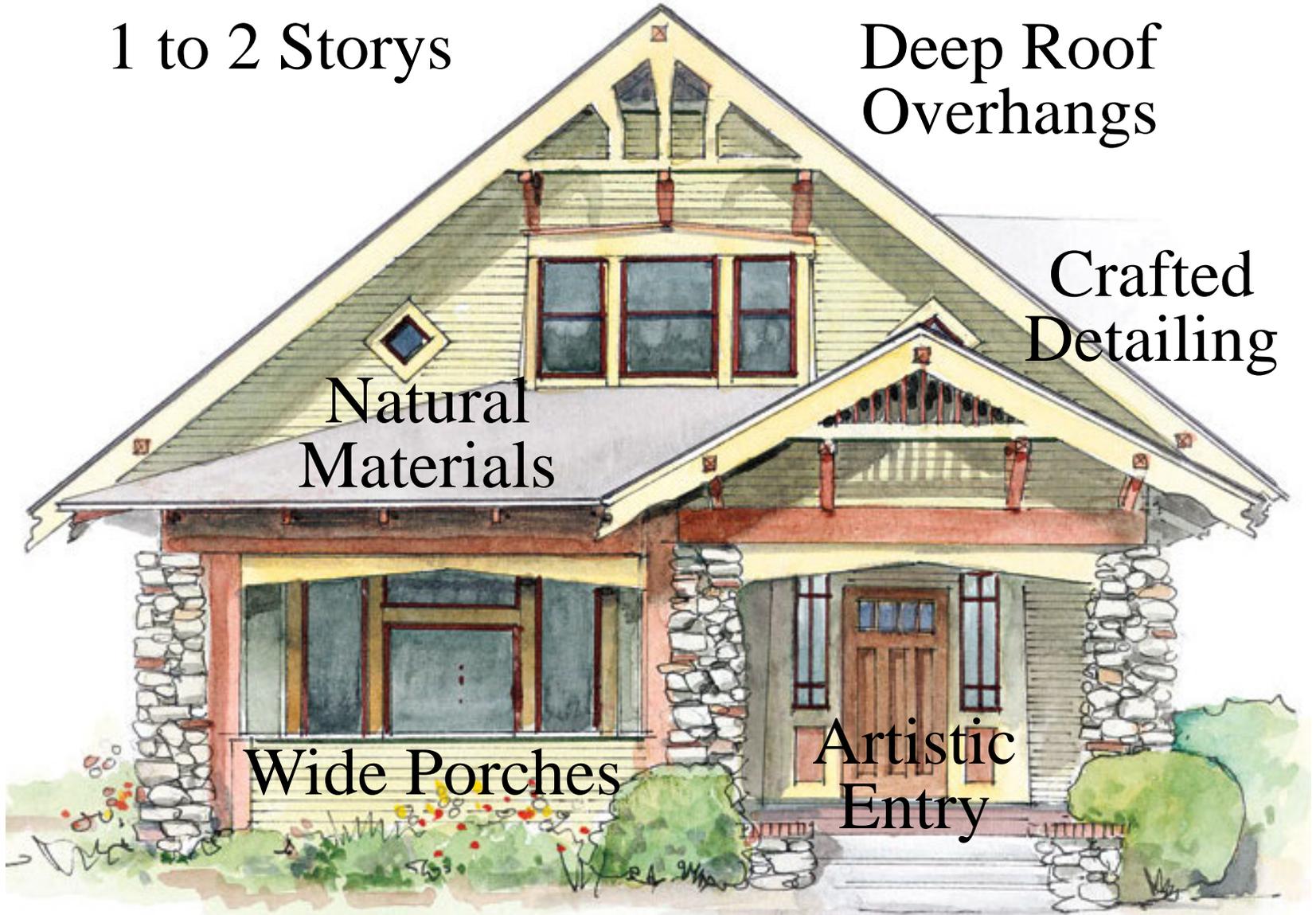
Deep Roof
Overhangs

Crafted
Detailing

Natural
Materials

Wide Porches

Artistic
Entry



Local Craftsman Design



4. Craftsman-Bungalow Design

Smaller Scale - One to 1-1/2 Stories

Roof Brackets

Porch with Columns



Local Bungalow Design



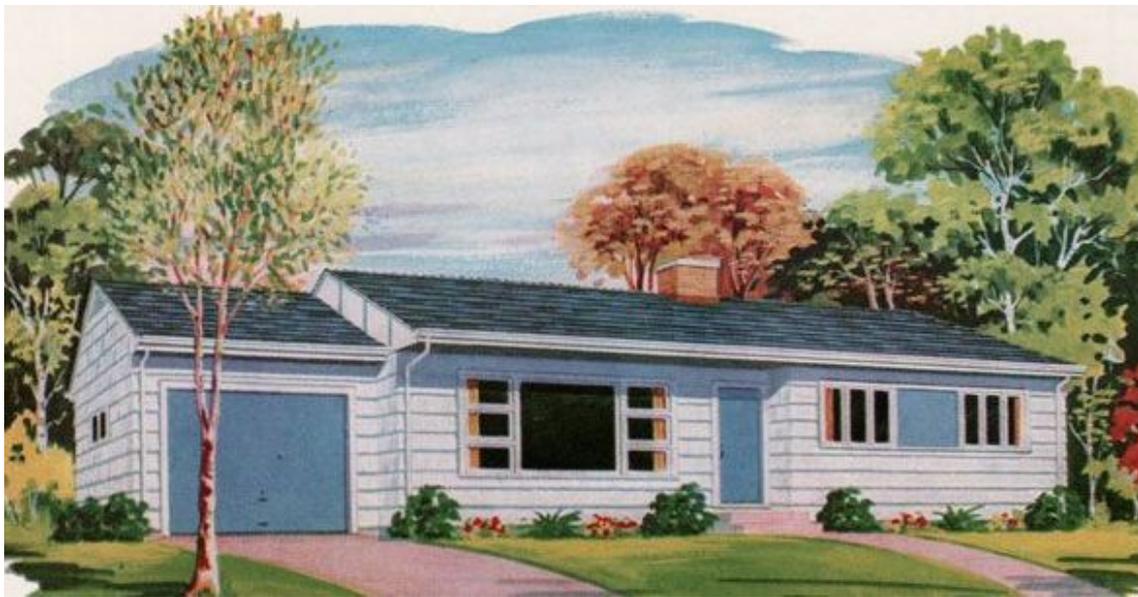
5. Ranch

One Story or Split Level

Horizontal Proportions

Low Slope Roof

Attached Garage



- One-story plan with low horizontal massing
- Low-pitched or flat roof and a wide entry porch.
- A garage frequently integrated into the design and attached to the residence.
- Rectangular, L-or-U-shaped floor plan around an outdoor patio area.
- Board-and-batten façade, broad eaves and exposed rafter tails or enclosed overhangs.
- Sub-styles include Modern and Custom Ranch

Local Ranch Design



6. Modern Mix

One or more levels

Sloped or Flat Roof

Distinctive Planes

Strong Middle

Defined Entry

Solid Base

- Wood or steel frame structure
- Floor-to-ceiling glass
- Strong roof lines including flat, gabled, shed, or butterfly
- Angular massing
- Attached garages or carports
- Open interior floor plan
- Non-traditional exterior finishes
- Absence of applied decoration



Local Modern Mix Design



Establishing Appropriate Styles for Old Town

1. Generally: What Fits Old Town?

Farmhouse, Bungalow, Ranch – one/two story; front porches required (farmhouse and bungalow) or stoops (ranch)

2. Historic Styles: How Authentic?

Focus on primary distinguishing characteristics of each style on not on nit-picky details

3. Modern Styles: What is Acceptable?

To maintain Old Town character of homes built between 1880 and 1930, modern is not acceptable

4. Garages: Design and Location?

Garages should be to the rear or side and setback at least 8' from the main facade

5. What About Remodels and Additions?

Remodels should match the character of the existing home and be as consistent as possible with style standards

6. What About Materials and Colors?

Materials and colors should be consistent with the neighborhood and style

7. What About ADUs and Duplexes?

ADUs should be allowed provided they complement the main home and style standard. Duplexes or other attached homes should not be allowed since that is inconsistent with the historic 1880-1930 model

Which Designs Belong in Old Town?



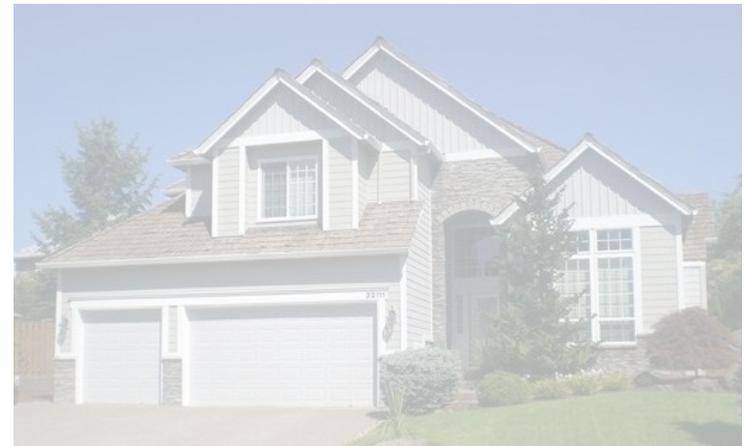
Which Designs Belong in Old Town?



Which Garages Belong in Old Town?



Which Garages Belong in Old Town?



Where to Locate Garages?

Recessed Side or Back of Lot



Garage in Front

Front-Forward Garages – Auto-Focused Design,
Not Pedestrian-Focused



Garage Rear or Recessed

Recess Garage at Least Four Feet from Front Facade



Acceptable Remodels and Additions Designs?



Acceptable Remodels and Additions Designs?



Acceptable Materials and Colors?



Acceptable Materials and Colors?



Accessory Dwellings

“Natural” Affordable Housing
With Good Architecture and Right Location



Two New Accessory Dwelling

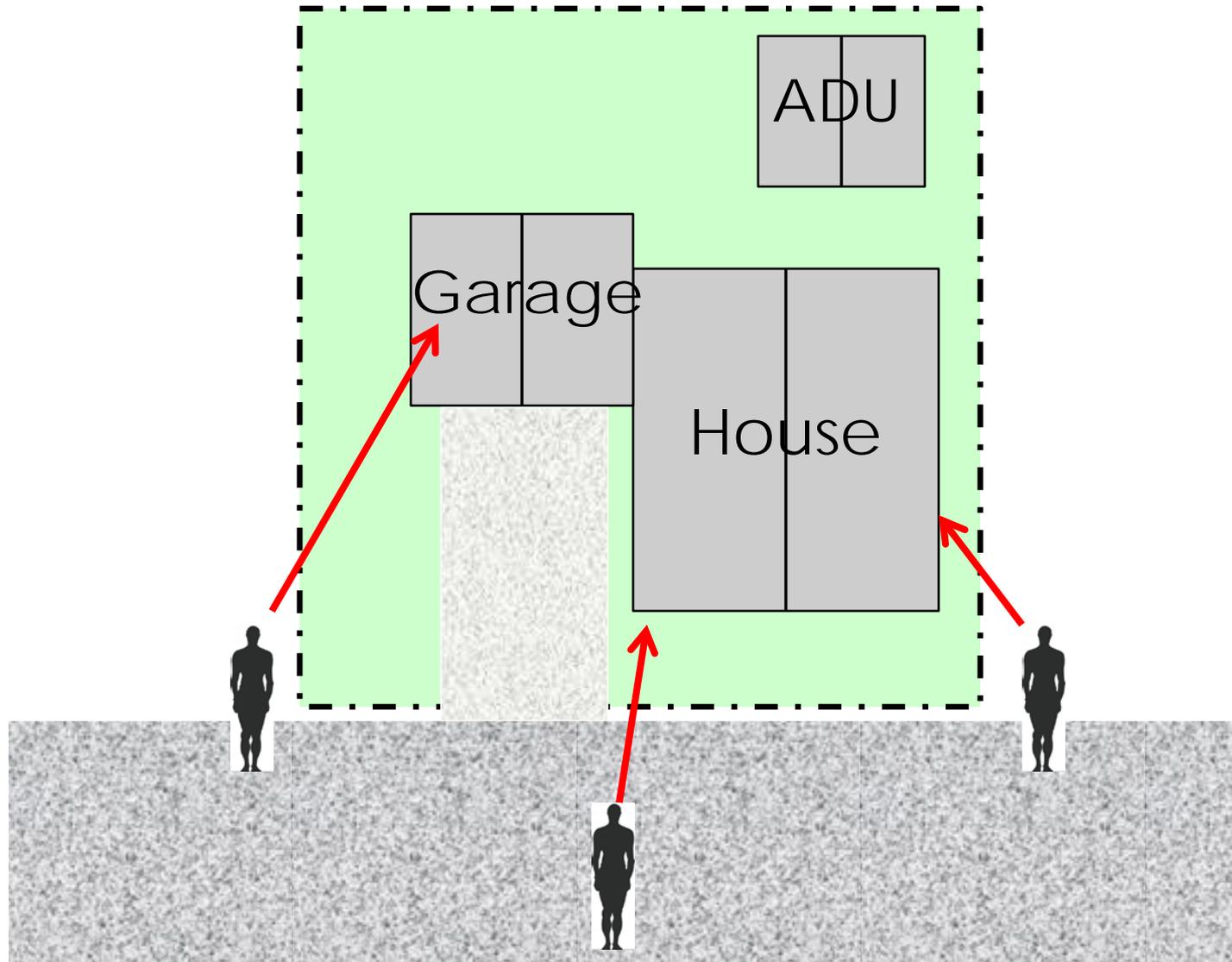
Detached, Similar Design, Recessed Side or Back of Lot



Traditional Duplexes? More Affordable



Design Visibility



Formatting Clear, Objective, and Useable Standards

Suggested Guidelines to Find the Right Balance

1. Discretionary standards require a consistent, rigorous and competent review process.
2. Prescriptive standards require a simplified format, more check list than interpretative.
3. Illustrations show where, text tells how, why and when.
4. Standards must accommodate the new, additions, renovations, and replacements.

Format Questions

1. Design Standards: How Prescriptive or Discretionary?

More prescriptive – shall not should

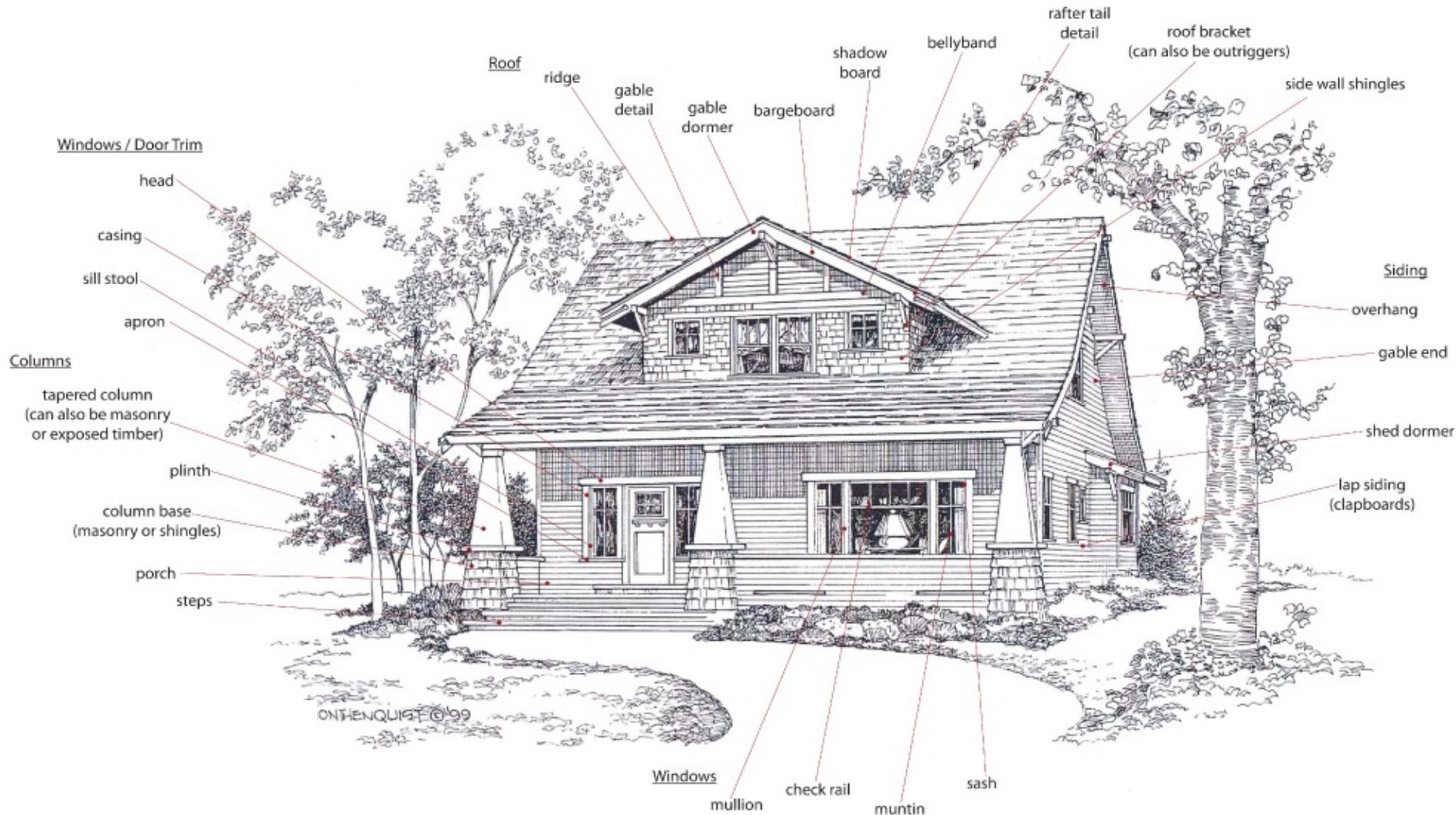
2. Design Standards: More Text or Graphics?

More graphics and less text

Standards: How Simple, How Detailed?

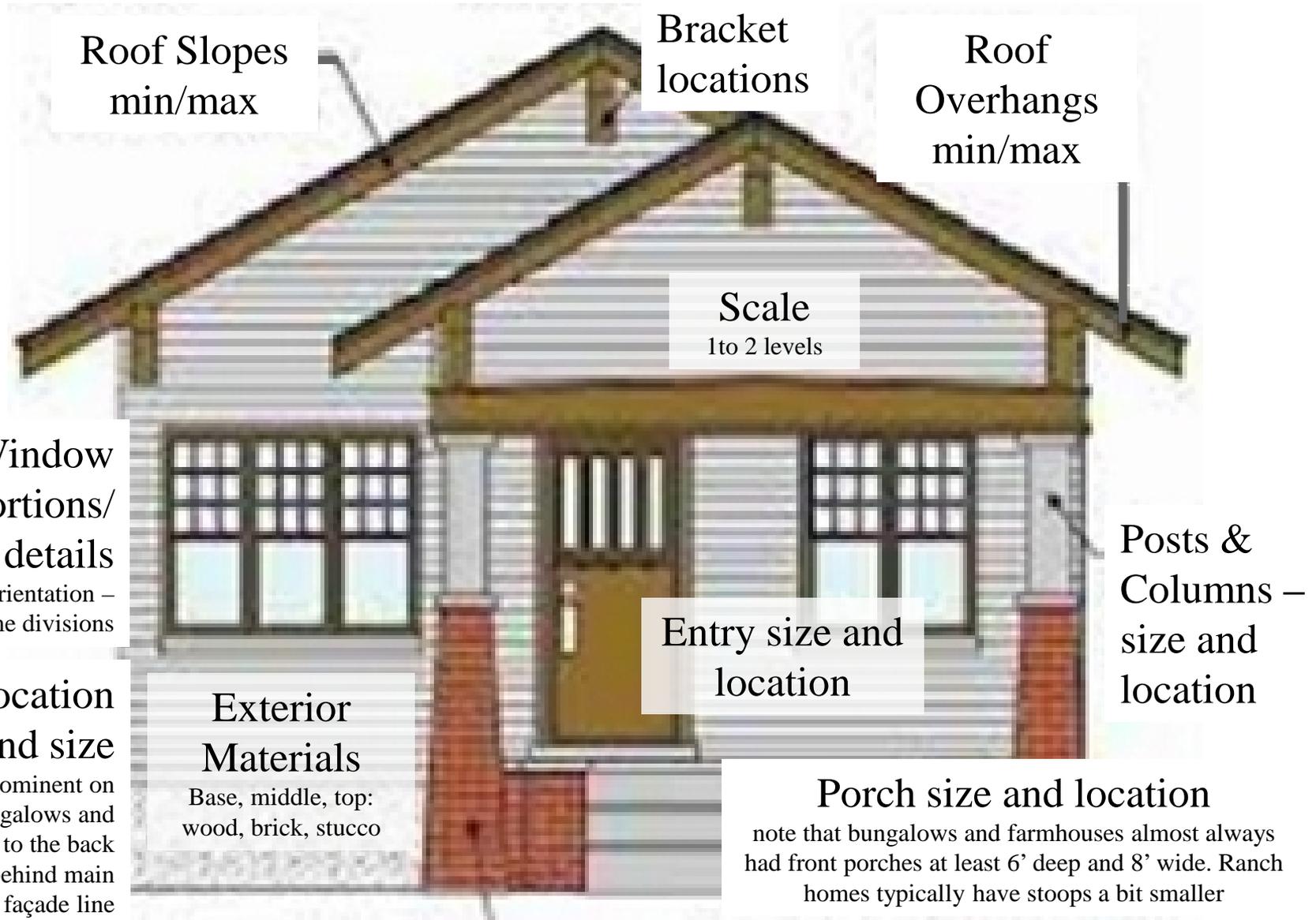
1. Sufficient design flexibility for applicants
2. Simplified enough for timely and efficient review process by staff and officials
3. Adequately detailed for consistency between built outcomes and neighborhood vision

Detailed Historic Design Standards? Bungalow Example



Simpler Historic Standards?

Bungalow Example

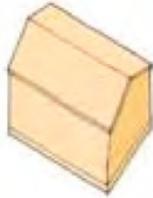


Massing and Composition Standards

MASSING DIAGRAMS



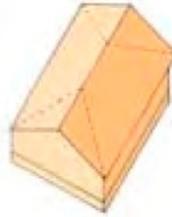
Hipped



Broad Front

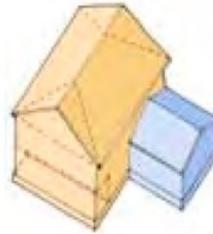
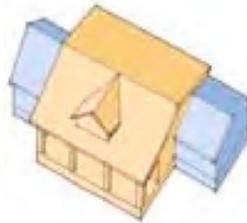
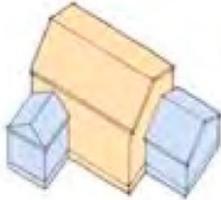
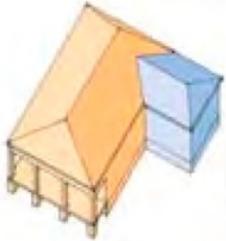


Bungalow

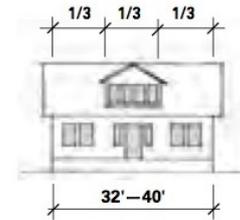


Narrow Front

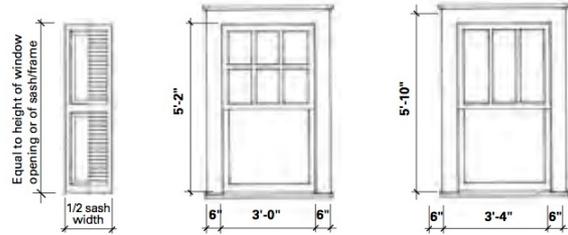
MASSING COMBINATIONS



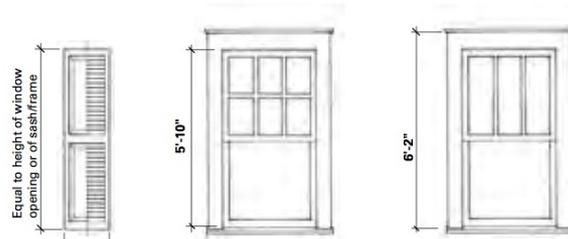
FACADE COMPOSITION DIAGRAMS



Window and Door Standards

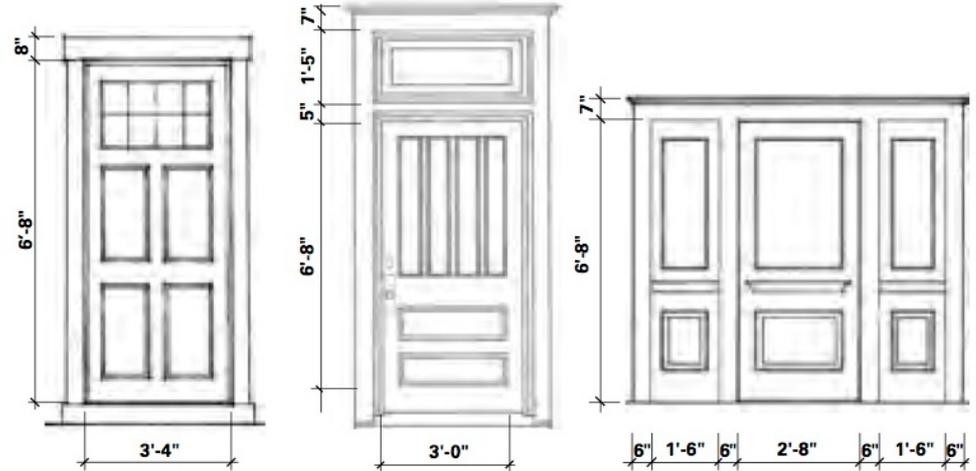


Second floor



First floor

DOORS



Materials and Applications Standards

Roofing

- Cedar shakes, slate (including manufactured slate products), laminated asphalt or composition shingles, or clay tile with flat or barrel profile

Soffits

- Smooth-finish composition board, tongue-and-groove wood boards, or fiber-cement panels

Gutters & Downspouts

- Half-round or ogee profile gutters with round or rectangular downspouts in copper, painted or prefinished metal



Cladding

- Smooth-finish wood or fiber-cement lap siding, 4 to 8 inches exposure, with mitered corners or 3/4 x 6-inch corner board trim
- Random-width cut wood or fiber-cement shingles with mitered corners or 3/4 x 6-inch corner board trim
- Smooth-finish brick in Common bond pattern
- Light sand-finish stucco



Foundations, Piers & Chimneys

- Brick, stucco or stone veneer

Trim

- Wood, composite, cellular PVC or polyurethane millwork

Windows

- Painted wood or solid cellular PVC, or clad wood or vinyl with brick veneer only; true divided light or simulated divided light (SDL) sash with traditional exterior muntin profile (7/8 inch wide)

Shutters

- Wood or composite, sized to match window sash and mounted with hardware to appear operable

Doors

- Wood, fiberglass or steel with traditional stile-and-rail proportions and panel profiles, painted or stained



Columns

- Wood, fiberglass, or composite material with Classical proportions and details

Railings

- Wood top and bottom rails with square balusters
- Solid rails clad in siding, shingles, stucco, brick or stone veneer

Brackets

- Wood

Porch Ceilings

- Plaster, tongue-and-groove wood or composite boards, or beaded-profile plywood



Front Yard Fences

- Wood picket, masonry with stucco, brick or stone finish, or combination

Lighting

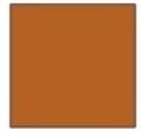
- Porch pendant or wall-mounted lantern



Color Standards

H. Colors:

- Cladding:** Paint colors may be white, off-white, light grey, brown, red, or blue. Stone should be a similar color and texture to local stone in the Heritage Valley. Metal may also be unfinished. Additional colors conditional upon approval.
- Windows:** Sashes and frames may be white or off-white, red, blue, grey, or anodized metal finish. Additional colors conditional upon approval.
- Gutters and Downspouts:** White, off-white, grey, or anodized metal finish. Additional colors conditional upon approval.
- Columns:** Stone and concrete may be left unfinished or painted white, off-white, light grey, brown or red. Steel columns may be anodized metal finish, dark grey, blue, or black. Additional colors conditional upon approval.
- Railings:** White, off-white, grey, black, or anodized metal finish. Additional colors conditional upon approval.



*Illustrative
Color Palette*

Discussion

1. Generally: What Fits Old Town?

Farmhouse, Bungalow, Ranch – one/two story; front porches required (farmhouse and bungalow) or stoops (ranch)

2. Historic Styles: How Authentic?

Focus on primary distinguishing characteristics of each style on not on nit-picky details

3. Modern Styles: What is Acceptable?

To maintain Old Town character of homes built between 1880 and 1930, modern is not acceptable

4. Garages: Design and Location?

Garages should be to the rear or side and setback at least 8' from the main facade

5. What About Remodels and Additions?

Remodels should match the character of the existing home and be as consistent as possible with style standards

6. What About Materials and Colors?

Materials and colors should be consistent with the neighborhood and style

7. What About ADUs and Duplexes?

ADUs should be allowed provided they complement the main home and style standard. Duplexes or other attached homes should not be allowed since that is inconsistent with the historic 1880-1930 model

Format Questions

1. Design Standards: How Prescriptive or Discretionary?

More prescriptive – shall not should

2. Design Standards: More Text or Graphics?

More graphics and less text

Standards: How Simple, How Detailed?

1. Sufficient design flexibility for applicants
2. Simplified enough for timely and efficient review process by staff and officials
3. Adequately detailed for consistency between built outcomes and neighborhood vision



Old Town Single-Family Development Code Updates

Planning Commission Work Session

July 12, 2017

Presented by: Daniel Pauly AICP, Senior Planner

Impacted Properties



Create Ministerial Review Process

- New process for single-family homes:
 - Ministerial review using adopted design guidelines (pattern book)
 - Option to go through existing process
- Process for commercial, industrial, public facility, multi-family, and mixed-use development remain the same (DRB review).

Single-family Development Standards

- Design guidelines (pattern book) take precedence over underlying code requirements
- Old Town specific standards for Accessory Dwelling Units

Accessory Dwelling Units

- Smaller square footage allowance than remainder of City
- Only detached units allowed
- No limitation on number of ADU's

Questions & Comments





PLANNING COMMISSION

WEDNESDAY, JULY 12, 2017

II. WORK SESSION

B. Coffee Creek Industrial Form-based Code (Rybold/Vance) (60 minutes)

DRAFT July 2015 Coffee Creek Form-based Code available online: <http://www.ci.wilsonville.or.us/DocumentCenter/View/12011>

DRAFT June 2015 Pattern Book available online: <http://www.ci.wilsonville.or.us/DocumentCenter/View/12010>



PLANNING COMMISSION WORK SESSION STAFF REPORT

Meeting Date: July 12, 2017		Subject: Coffee Creek Industrial Form-based Code and Pattern Book Staff Members: Jordan Vance, Economic Development Manager; Kimberly Rybold, Associate Planner Department: Community Development	
Action Required		Advisory Board/Commission Recommendation	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Conduct the work session and provide staff with direction on approaches for adoption of the Code.			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
<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:

Staff will provide an update on the Coffee Creek Industrial Area Form-based Code project and present process options for future adoption.

EXECUTIVE SUMMARY:

The final phase of the Coffee Creek Industrial Area Form-based Code project seeks to address process questions raised during the last round of Planning Commission and City Council work sessions in July 2015. The purpose of this work session is to gather feedback on process options for implementation of the Code.

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 and can be administered by staff. 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 streamline the approval process for new projects in Coffee Creek. 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.

Procedural questions identified during the previous review in July 2015 include land-use applications requiring City Council review and approval (annexation, Comprehensive Plan Map amendments, and Zone Map amendments), traffic study analysis for individual development sites, and tree removal review. Feedback on these procedural questions will help staff and the project consultant to determine whether the streamlined development review process currently envisioned in the draft Code and Pattern Book is achievable. Alternatively, the Form-based Code standards would be applied using the City's existing development review process.

Any changes to the Code to address the outstanding process questions will be incorporated into the final draft Code and Pattern Book. Staff appreciates feedback on these process options as the final draft of the Code and Pattern Book is prepared.

EXPECTED RESULTS:

The intent of the project is to create:

1. An attractive and functional industrial and employment district featuring cohesive and high-quality site, landscape and building design through an emphasis on the design of the public realm; and
2. A complete network of existing and new streets, paths, and trails that will support a sense of place and identity; and
3. A multi-modal transportation network that accommodates pedestrians, bicyclists, transit riders, motorists, and freight in the context of a modern light industrial and employment district.

TIMELINE:

The project team has scheduled additional work sessions in July and August with the Development Review Board panels and the City Council. The Planning Commission public hearing for the Code and Pattern Book is tentatively planned in November, with City Council hearings following the Planning Commission review and recommendation.

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 the FY 2016-17 FY will be requested to be carried over to the 2017-18 FY through the supplemental budget process.

FINANCIAL REVIEW / COMMENTS:

Reviewed by: Date:

LEGAL REVIEW / COMMENT:

Reviewed by: Date:

COMMUNITY INVOLVEMENT PROCESS:

This work is ongoing. 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, one public open house was conducted, in addition to a number of work sessions with the Planning Commission and City Council. Ample opportunities for additional community involvement exist over the next several months as the Code is finalized for public hearing.

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY (businesses, neighborhoods, protected and other groups): The project has the benefit of creating clear and objective standards for the industrial development community. Balancing the needs of the community with that of developers will continue to be a focus of the project.

ALTERNATIVES:

There have been numerous alternatives considered throughout the creation of the new Code. The Commission and Council are being asked to provide feedback on process alternatives that will shape the implementation of the Form-based Code.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

A - Process Options Memo – June 30, 2017

B - Development Review Process Diagram

DRAFT July 2015 Coffee Creek Form-based Code available

online: <http://www.ci.wilsonville.or.us/DocumentCenter/View/12011>

DRAFT June 2015 Pattern Book available

online: <http://www.ci.wilsonville.or.us/DocumentCenter/View/12010>

ATTACHMENT A



Date 17_0630 | **Subject** Wilsonville Coffee Creek | **To** Kim Rybold, Jordan Vance, City of Wilsonville | **From** Marcy McInelly, Urbsworks, Inc. | **Copy** Keith Liden, Bainbridge

WILSONVILLE COFFEE CREEK FBC ADOPTION PROJECT – PROCESS OPTIONS

The current development review process involves approval of each application by the Development Review Board (DRB), with some applications requiring adoption by City Council. In order to achieve a streamlined administrative review process using the Form-based Code, specific process modifications have been identified by staff and the consultant, as follows:

Process Component	The process today	Streamlined process: Proposed modification options
Review Process Structure - Annexation, Comprehensive Plan and Zone Change	<ul style="list-style-type: none"> While review of these applications is conducted concurrently with others at the DRB, these applications must subsequently go to the City Council for an additional public hearing and two ordinance readings, followed by a 30-day waiting period prior to ordinance enactment. 	<ul style="list-style-type: none"> Permit FBC projects to take advantage of a streamlined, parallel process that initiates the annexation, Comprehensive Plan Map amendment and Zone Map amendment at the onset of development review. Conduct review of other applications administratively as the applications requiring City Council adoption are processed.
Review Process Structure – Other Applications	<ul style="list-style-type: none"> This step currently is conducted by the DRB, and the development standards of the Form-based Code do not apply. 	<ul style="list-style-type: none"> Permit a Class II administrative review for applications that do not require City Council review and adoption. Require development to meet the clear and objective standards in the Form Based Code (for street and path network connectivity, site design, building orientation, prominent address façade design). Applicants unable to meet selected standards within the Form-based Code may apply for waivers, which would be reviewed under the current DRB process. Development applying for waivers would still be expected to meet the intent of the Form-based Code.
Traffic Study	<ul style="list-style-type: none"> A detailed traffic study is required as a part of the site development permit, for every site 	<ul style="list-style-type: none"> City sponsors a district-wide study. Individual development applications would not conduct a separate traffic study provided that

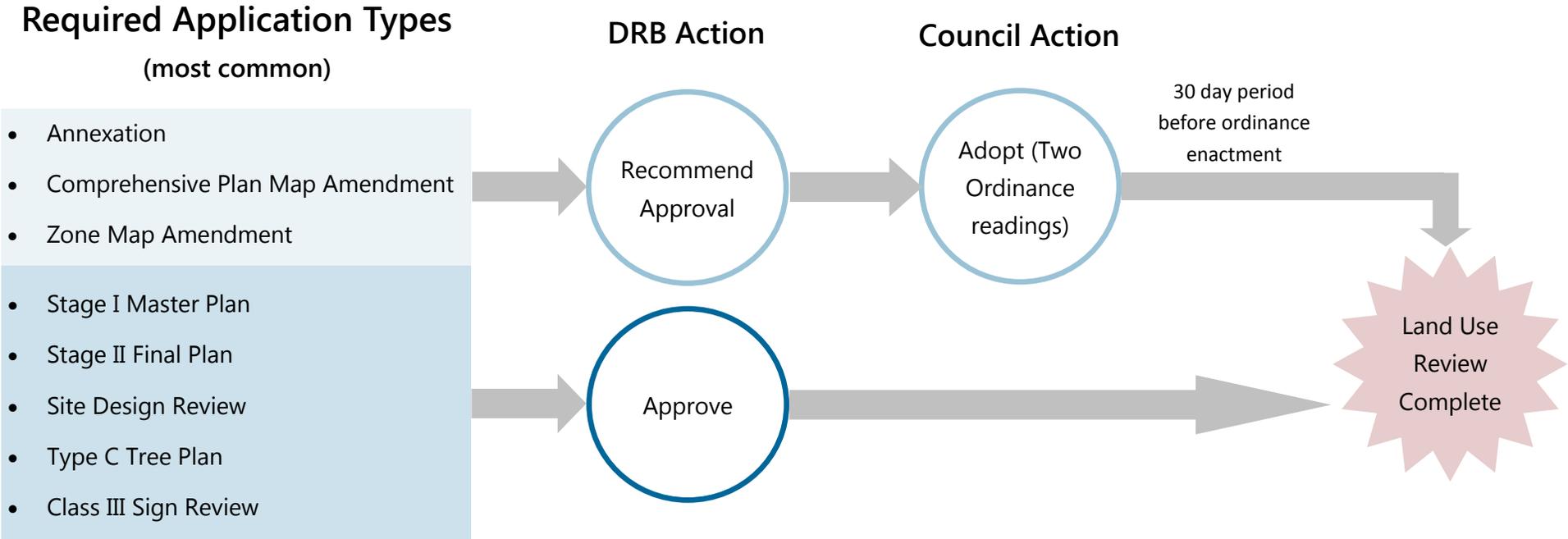
ATTACHMENT A



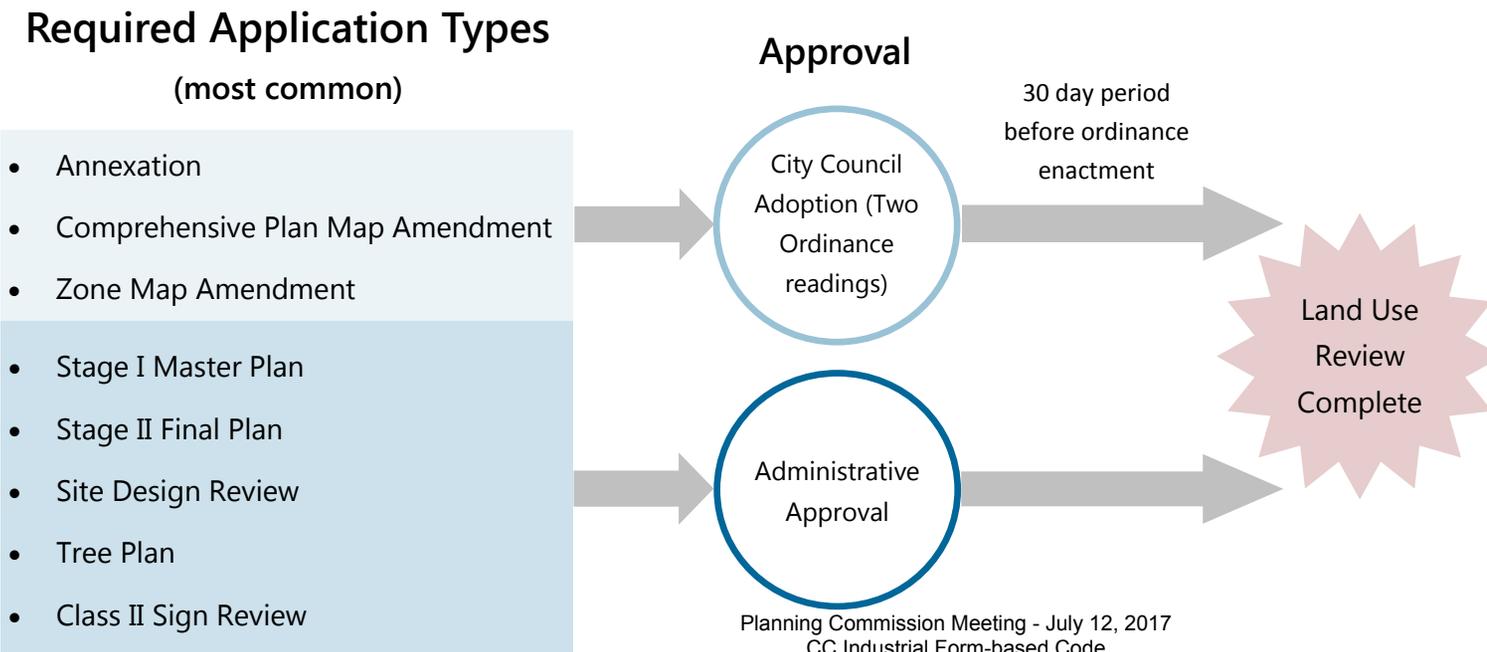
		<p>the number of trips generated remains under an established trip threshold. This would involve a less burdensome comparison to a baseline / sensitivity analysis.</p> <ul style="list-style-type: none"> • Villebois has employed a similar streamlined approval process
Type C Tree Plan	<ul style="list-style-type: none"> • The Type C tree permit process presently requires DRB approval. 	<p>There are several possible approaches to streamlining the review of tree plans. Options include the following:</p> <ul style="list-style-type: none"> • Staff develops a district-wide Tree Master Plan. <ul style="list-style-type: none"> ○ Staff surveys existing conditions and identifies specifically which trees are important to protect. ○ If an application being reviewed administratively did not protect noted trees, it would be subject to the DRB waiver process. ○ Parcels not containing trees that should be protected may be able to be “greenlighted” while other sites would need a more detailed review • The Form-based Code amendments for Coffee Creek could include location-based standards for preservation. <ul style="list-style-type: none"> ○ Trees along the sides and front of a site and in parking areas have the potential for preservation while others in the middle of the building envelope may not be able to be preserved.
Sign Review	<ul style="list-style-type: none"> • DRB reviews all signs for new buildings 	<ul style="list-style-type: none"> • Review signs through Class II administrative review based on City’s existing sign regulations • Add clear and objective signage requirements (size, location, other design attributes) to the Form-based Code.

ATTACHMENT B

CURRENT DEVELOPMENT REVIEW PROCESS: DEVELOPMENT REVIEW BOARD AND CITY COUNCIL



PROPOSED DEVELOPMENT REVIEW PROCESS: ADMINISTRATIVE REVIEW AND CITY COUNCIL





Coffee Creek Industrial Form-based Code and Pattern Book

- » *Project Purpose*
- » *Project Background*
- » *Paths to Adoption*
- » *Policy Options*

Purpose of this project

- » *Adopt the Coffee Creek Light Industrial District Form Based Code along with a streamlined approval process*
- » *Completed: Form Based Code, Development Code amendments and a Pattern Book*
- » *Remaining effort: Determine how streamlined the approval process can become*

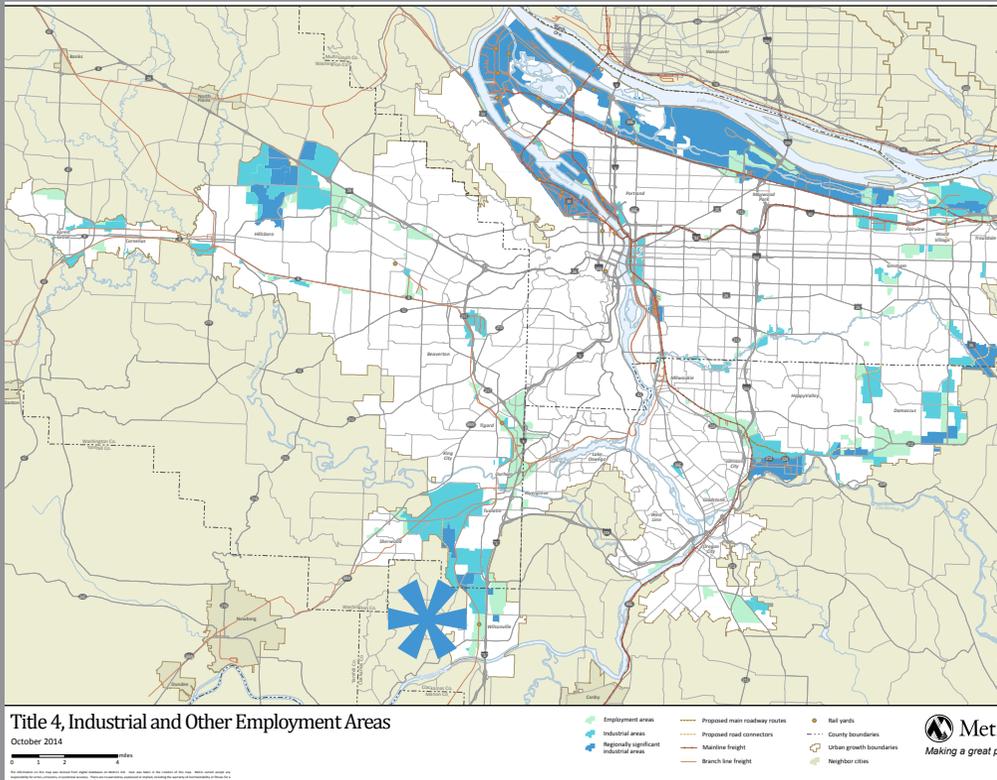
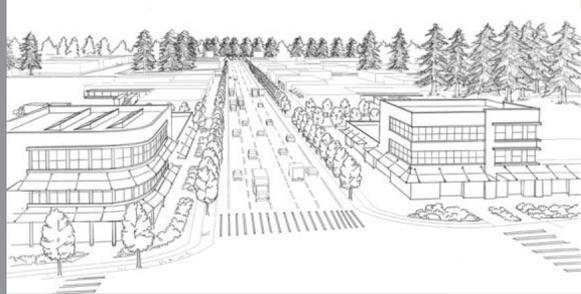
***For true streamlining, specific policies
would need to be modified:***

- » *Address the point at which annexation, Comprehensive Plan map amendment and zone map amendment occur*
- » *Modify how development review is conducted*
- » *Modify when a traffic study is required, or how much detail is required*
- » *Modify the way that Type C Tree Plan is handled*
- » *Modify the way signs are reviewed*

Quick review

- » *The envisioned result of this project is an industrial district with a special, new process*
- » *Create a Coffee Creek Light Industrial district:
A connected, campus-like employment area featuring high-quality industrial design*
- » *Facilitate jobs*
- » *Process could potentially be adapted for use in future development areas like Basalt Creek*

PROJECT BACKGROUND



Coffee Creek Light Industrial Area

- » Regionally Significant Industrial Area (RSIA)
- » Coffee Creek Master Plan
- » Day Road Design Overlay

Brief history of the project

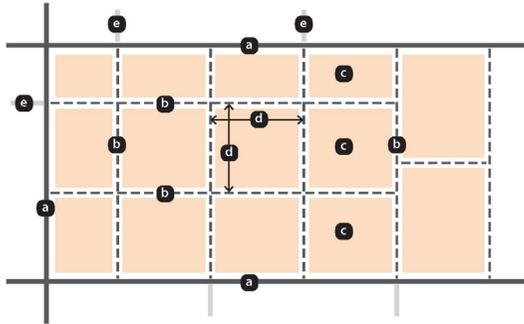
- » *Transportation Growth Management Code Assistance Grant*
- » *Coffee Creek District was selected to*
 - » *Ensure high quality urban design that enables multi-modal transportation*
 - » *Increase developer interest*
 - » *Create jobs in Wilsonville*
 - » *Potentially make the approval process administrative*
- » *An industrial district is a good candidate for a form based code*

Status of project today

- » *Form Based Code and necessary amendments*
- » *A Pattern Book illustrating ways to meet the clear and objective development standards of the Form Based Code*
- » *A process that involved the Development Review Board (liaison), the Planning Commission and City Council, as well as a Stakeholder Meetings of developers, administrative staff, property owners and the public.*

Form-based code

Wilsonville Code Section 4.134 - Coffee Creek Design Overlay District



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

Figure CC-4 - Connectivity Standards

(10) Development Standards Table

A. Site Design

1. Applicability. Areas bounded by Addressing Streets, Supporting Streets and Through-Parcel Connections shall be designated as a Parcel and subject to the Development Standards in Table CC-1 Development Standards.

Table CC -1: Development Standards			
	Addressing Streets	Supporting Streets	Through Connections
A. Street Design and Connectivity			
General	The following Development Standards are adjustable: <ul style="list-style-type: none"> • Connection Spacing, 20% 		

Pattern Book

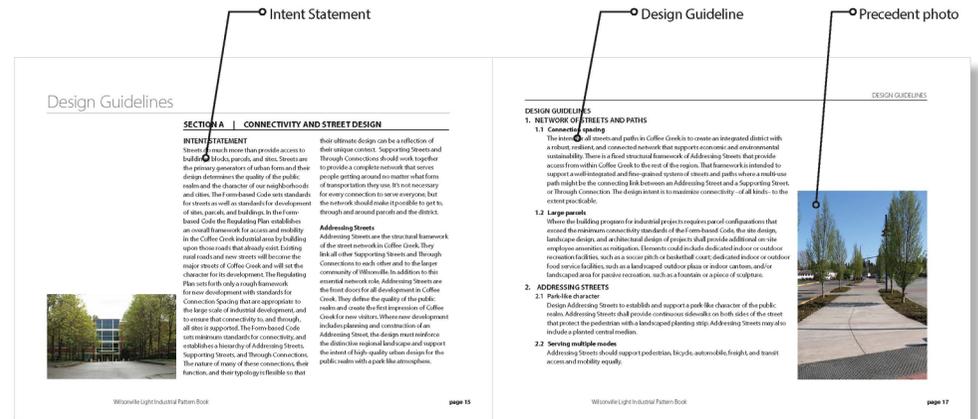
HOW TO USE THE PATTERN BOOK

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.



Wilsonville Light Industrial Pattern Book

How to Use the Pattern Book

Form-based code

Wilsonville Code Section 4.134 - Coffee Creek Design Overlay District

Table CC-3: Development Standards			
	Addressing Streets	Supporting Streets	Through Connections
C. Site Design			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> 4.154(.01) for separated & direct pedestrian connections between parking, entrances, street ROW & open space 4.167(.01) for points of access. 		
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.		
3. Parcel Frontage			
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.		
Parcel Frontage Occupied by a Building	A minimum of 50% of the Parcel Frontage shall be occupied by a building. The maximum Parcel Frontage occupied by a building shall be limited only by required side yard setbacks.	No minimum	
4. Parking Location and Design			
General	Unless noted otherwise below, the following provisions apply: <ul style="list-style-type: none"> Section 4.155 (03) Minimum and Maximum Off-Street Parking Requirements: Section 4.155 (04) Bicycle Parking Section 4.155 (06) Carpool and Vanpool Parking Requirements Section 4.176 for Parking Perimeter Screening and Landscaping - permits the parking landscaping and screening standards as multiple options The following Development Standards are adjustable: <ul style="list-style-type: none"> Parking Location and Extent: up to 20 spaces permitted on an Addressing Street 		
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-foot minimum from the right-of-way of a Supporting Street.	10-foot minimum from the right-of-way of a Through Connection.

Final Draft - 30 June 2015

11

Pattern Book

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.

page 50

Final Draft June 2015

Form-based code

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

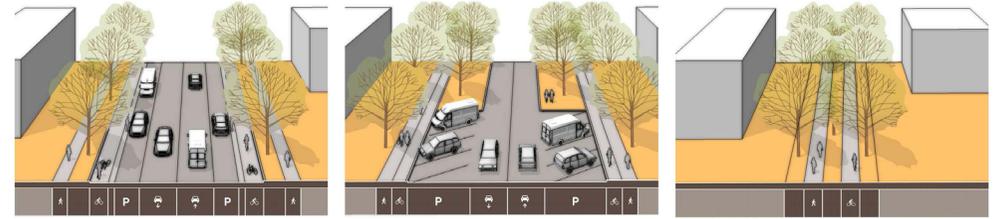
Park-like

- 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

Pattern Book

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

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

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

Wilsonville Light Industrial Pattern Book

Through Connection Street Typology

page 43

Street and Path Cross Sections—clear and objective standards for streets and paths to meet the connectivity requirements (FBC Component)

Different ways of complying with the clear and objective standards (Pattern Book Component)

FBC: SUITE OF REGULATIONS

Additional pieces are in place

- » *Creation of Urban Renewal District*
- » *Council prioritization of Coffee Creek FBC adoption*
- » *Dedicated staff support*
- » *Other plans and projects: Universal Health development proposal, Basalt Creek*

Urban Renewal District

Figure 1 – Coffee Creek Urban Renewal Plan Area Boundary



Source: ECONorthwest

FBC Regulating Plan

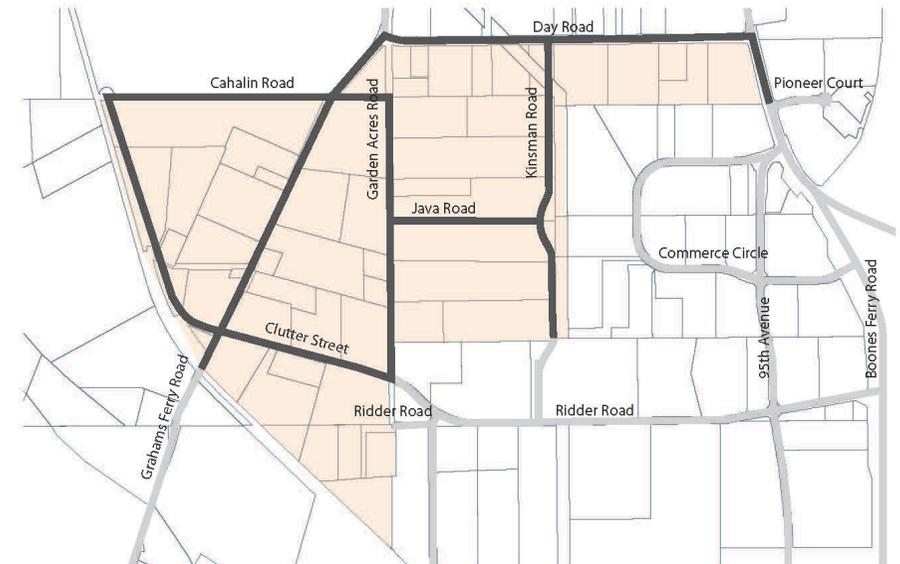
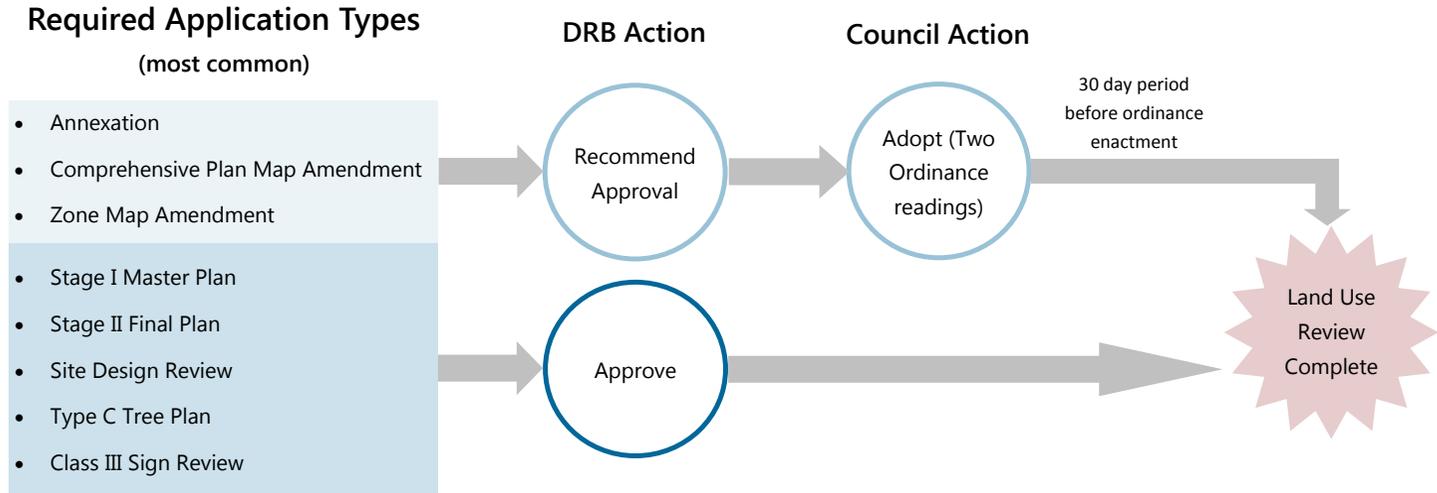


Figure CC-1 - Regulating Plan

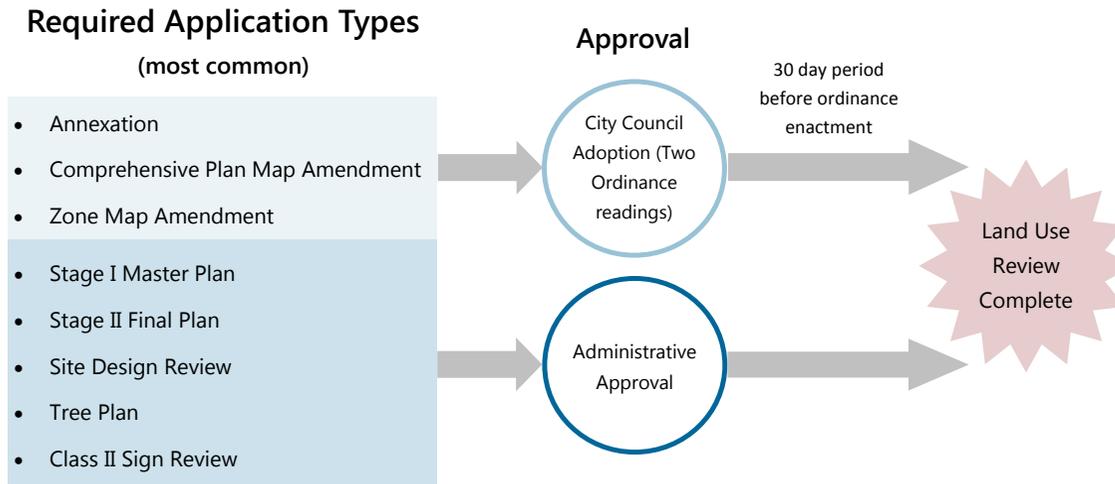
PROJECT UPDATE

Streamlining the process

CURRENT DEVELOPMENT REVIEW PROCESS: DEVELOPMENT REVIEW BOARD AND CITY COUNCIL



PROPOSED DEVELOPMENT REVIEW PROCESS: ADMINISTRATIVE REVIEW AND CITY COUNCIL



Process components

- » *Review Process Structure – Annexation, Comprehensive Plan and Zone Change*
- » *Review Process Structure – Other Applications*
- » *Traffic Study*
- » *Type C Tree Plan*
- » *Sign Review*

Review Process Structure - Annexation, Comprehensive Plan and Zone Change

Process today

- » *Review is conducted concurrently with other reviews at the DRB*
- » *Applications then go to City Council for additional public hearing and two ordinance readings*
- » *A 30-day waiting period prior to ordinance enactment follows*

Streamlined process: Proposed modification options

- » *Permit FBC projects to take advantage of a streamlined, parallel process that initiates the annexation, Comprehensive Plan Map amendment and Zone Map amendment at the onset of development review.*
- » *Conduct review of other applications administratively as the applications requiring City Council adoption are processed.*

Review Process Structure - Other Applications

Process today

- » *This step currently is conducted by the DRB, and the development standards of the Form-based Code do not apply.*

Streamlined process: Proposed modification options

- » *Permit a Class II administrative review for applications that do not require City Council review and adoption.*
- » *Require development to meet the clear and objective standards in the Form Based Code (for street and path network connectivity, site design, building orientation, prominent address façade design).*

Review Process Structure - Other Applications

Process today

- » *This step currently is conducted by the DRB, and the development standards of the Form-based Code do not apply.*

Streamlined process: Proposed modification options (continued)

- » *Applicants unable to meet selected standards within the Form-based Code may apply for waivers, which would be reviewed under the current DRB process.*
- » *Development applying for waivers would still be expected to meet the intent of the Form-based Code.*

Traffic Study

Process today

- » *A detailed traffic study is required as a part of the site development permit, for every site*

Streamlined process: Proposed modification options

- » *City sponsors a district-wide study.*
- » *Individual development applications would not be required to conduct a separate traffic study, provided that trips generated remain under an established trip threshold.*
- » *A similar streamlined approval process exists for Villebois.*

Type C Tree Plan

Process today

- » *The Type C tree permit process presently requires DRB approval.*

Streamlined process: Proposed modification options

- » *Staff develops a district-wide Tree Master Plan.*
- » *Staff surveys existing conditions and identifies important trees to protect.*
- » *If an application does not protect noted trees, it would be subject to the DRB waiver process.*
- » *Parcels not containing identified trees may be “greenlighted;” other sites would need a more detailed review.*

» ***Streamlined process: Proposed modification options (continued)***

» *The Form-based Code amendments for Coffee Creek could include location-based standards for preservation.*

» *Trees along the sides and front of a site and in parking areas have the potential for preservation; others in the middle of the building envelope may not be able to be preserved.*



Sign Review

Process today

- » *DRB reviews all signs for new buildings*

Streamlined process: Proposed modification options

- » *Review signs through Class II administrative review based on City's existing sign regulations*
- » *Add clear and objective signage requirements (size, location, other design attributes) to the Form-based Code.*

Options for Adoption of the FBC

- » *Address all policy questions detailed above*
- » *Address some but not all policy questions detailed above*
- » *Provide additional information about these procedures, including detailed steps, duration and cost (like an illustrated roadmap)*
- » *A combination*

How much do you support each of the following streamlining modifications?

- » *Address the process for when annexation, Comprehensive Plan Map amendments and zone maps change occur*
- » *Modify how the development review is conducted*
- » *Modify when a traffic study is required, or how much detail is required*
- » *Modify the way that Type C Tree Plan is handled*
- » *Modify the way building signs are reviewed*

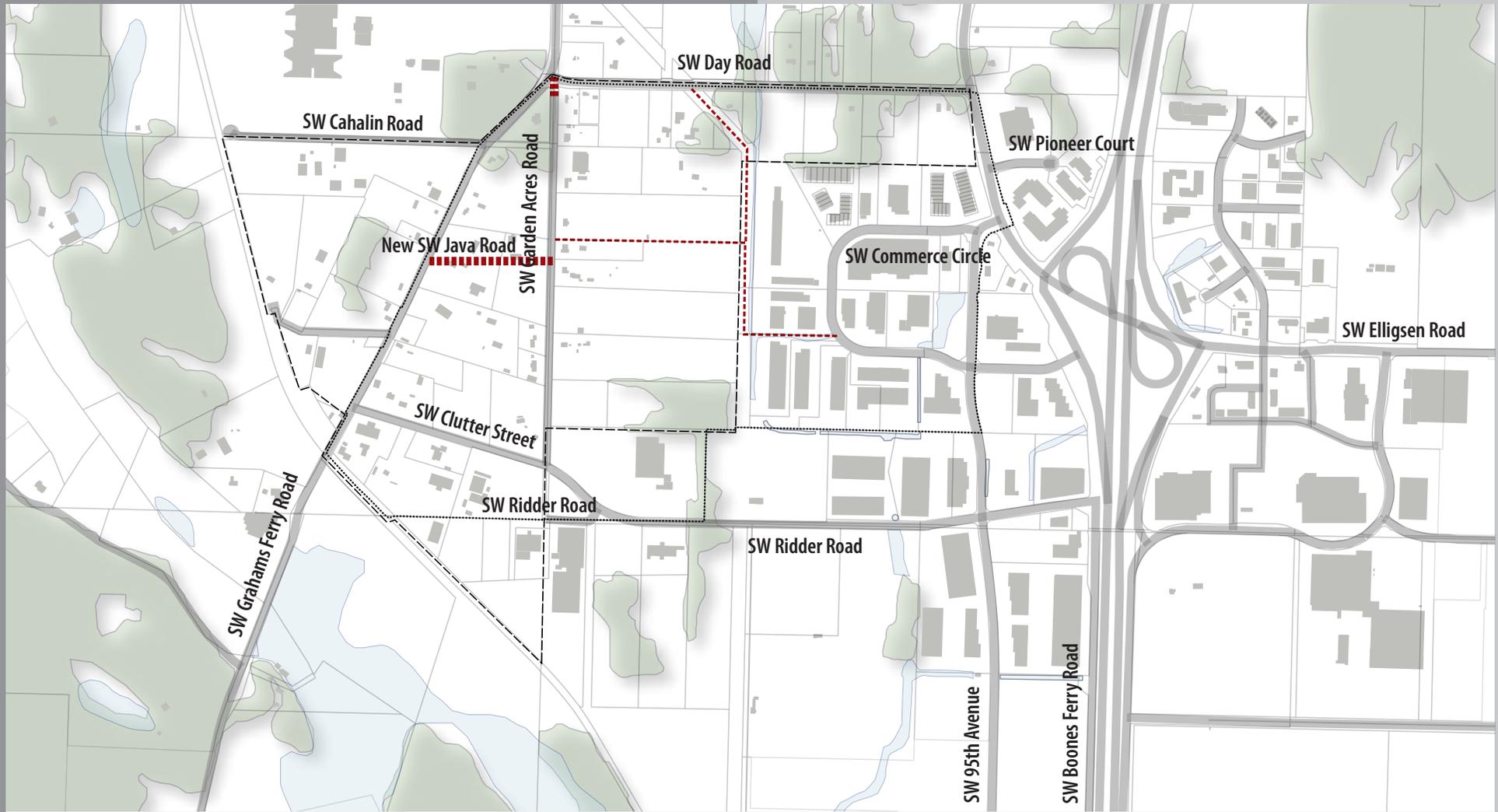
What happens next?

- » *Work sessions with Planning Commission, Development Review Board and City Council*
- » *Based on responses, draft refined streamlining options*
- » *Return with an adoption package in the Fall*

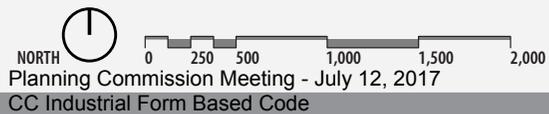


Coffee Creek Industrial Form-based Code and Pattern Book

» *Thank you!*



Coffee Creek Light Industrial & Urban Renewal Districts



- Coffee Creek Light Industrial District
- Urban Renewal District
- Tree Canopy
- Wetlands
- Existing Streets
- Existing Trails
- UR Project Streets
- Proposed Trails



PLANNING COMMISSION

WEDNESDAY, JULY 12, 2017

III. INFORMATIONAL

A. Town Center Update (Bateschell) (10 minutes)

Placeholder - information will be shared via oral presentation



PLANNING COMMISSION

WEDNESDAY, JULY 12, 2017

III. INFORMATIONAL

- B. City Council Action Minutes: (05.01.2017, 05.15.2017, 06.05.2017, and 06.19.2017)

City Council Meeting Action Minutes May 1, 2017

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Mark Ottenad
Councilor Starr	Barbara Jacobson	Jon Gail
Councilor Akervall	Jeanna Troha	Eric Loomis
Councilor Stevens	Sandra King	Miranda Bateschell
Councilor Lehan	Susan Cole	Zach Weigel
	Nancy Kraushaar	Pam Munsterman
	Delora Kerber	Amanda Guile-Hinman
	Adam Phillips	Keith Katko
	Dwight Brashear	

AGENDA ITEM	ACTIONS
WORK SESSION	
<ul style="list-style-type: none"> • Judge Weinhouse – Red-light Camera and Adult Diversion Program (Cole) • Basalt Creek Concept Plan (Bateschell) • Transit Funding (Brashear/Cole) • French Prairie Bridge Evaluation Criteria (Weigel) 	<ul style="list-style-type: none"> • Council thought implementing both the red light camera and adult diversion programs were warranted. Staff will bring additional information regarding the adult diversion program to the May 15th meeting and begin preparing implementing legislation for both programs. • Staff presented the results of the draft Basalt Creek Feasibility Study. Councilors restated their commitment to developing the area for employment lands. • SMART will need to explore additional revenue sources to continue to provide the level of service the community and employers have come to expect. Staff presented revenue options for SMART to explore. • Staff distributed Draft Evaluation Criteria for the French Prairie Bridge prepared by the Task Force and asked Council if there were items that should be added. Council suggested adding connection to commercial uses to Criterion F.
REGULAR MEETING	
<u>Mayor's Business</u>	<ul style="list-style-type: none"> • The Mayor reported on the meetings he attended on behalf of the City.
<u>Communications</u>	

<ul style="list-style-type: none"> • Republic Services Annual Wilsonville Community Garbage and Recycling Report (Cindy Dolezel, Republic Services) • Community Outreach/Neighborhood BBQ's (staff – Handran) 	<ul style="list-style-type: none"> • Cindy Dolezel of Republic Services provided an update on Republic Services solid waste franchise services in Wilsonville. She also presented a franchise fee check in the amount of \$192,000 to the City. • Staff asked Council to consider revamping the neighborhood BBQ program to one large summer city-wide event to increase attendance and make better use of city resources and staff time. Councilors felt this was an excellent idea.
<p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> • Minutes of the April 17, 2017 Council Meeting 	<p>The consent agenda was adopted 5-0.</p>
<p><u>New Business</u></p> <ul style="list-style-type: none"> • Resolution No. 2626 A Resolution Declaring The City Of Wilsonville A Welcoming And Inclusive City (staff – Jacobson) • Resolution No. 2628 – A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into: (1) The First Amendment To Agreement Regarding Water Treatment Plant Design, Construction, Operation, And Property Ownership; (2) The Willamette Water Supply System Intake Facility Agreement With Tualatin Valley Water District; And (3) The Ground Lease For Raw Water Pipeline With Tualatin Valley Water District And The City Of Hillsboro 	<p>Resolution No. 2626 was adopted 5-0.</p> <p>Resolution No. 2628 was adopted 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>Adjourn</p>	<p>10:00 p.m.</p>

City Council Meeting Action Minutes May 15, 2017

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Mark Ottenad
Councilor Starr	Barbara Jacobson	Jon Gail
Councilor Akervall	Jeanna Troha	Miranda Bateschell
Councilor Stevens	Sandra King	Zach Weigle
Councilor Lehan	Susan Cole	Adam Phillips
	Nancy Kraushaar	Delora Kerber

AGENDA ITEM	ACTIONS								
WORK SESSION									
<ul style="list-style-type: none"> Joint work session with the Planning Commission <p>Planning Commission Members present:</p> <table style="width: 100%;"> <tr> <td>Eric Postma – absent</td> <td>Phyllis Millan</td> </tr> <tr> <td>Albert Levit</td> <td>Gerald Greenfield</td> </tr> <tr> <td>Simon Springall – excused</td> <td>Kamran Mesbah</td> </tr> <tr> <td>Peter Hurley</td> <td></td> </tr> </table>	Eric Postma – absent	Phyllis Millan	Albert Levit	Gerald Greenfield	Simon Springall – excused	Kamran Mesbah	Peter Hurley		<ul style="list-style-type: none"> Staff presented an update on the status of the Town Center Master Plan, and received comments and suggestions from the Council and Commission about the Goals and Vision Statement.
Eric Postma – absent	Phyllis Millan								
Albert Levit	Gerald Greenfield								
Simon Springall – excused	Kamran Mesbah								
Peter Hurley									
REGULAR MEETING									
<u>Mayor’s Business</u> <ul style="list-style-type: none"> National Public Works Week Proclamation: <i>Public Works Connects Us</i> 	<ul style="list-style-type: none"> Mayor Knapp read the proclamation into the record. 								
<u>Communications</u> <ul style="list-style-type: none"> 2016-17 Community Enhancement Program Project Report Wilsonville Police Annual Report 	<ul style="list-style-type: none"> Staff reported on the status of the Community Enhancement projects. Chief Phillips presented the 2016 Annual Report which can be found on the City’s website at this link: http://www.ci.wilsonville.or.us/police 								
<u>New Business</u> <ul style="list-style-type: none"> Resolution No. 2630 – adopting Wilsonville-Metro Community Enhancement Committee’s 2017-18 Funding Recommendations 	Resolution No. 2630 was adopted 5-0. (The list of award recipients is on the second page.)								
<u>City Manager’s Business</u>	The July 3 rd City Council meeting was cancelled due to the July 4 th Holiday falling on Tuesday.								
<u>Legal Business</u>	Council was reminded of the Executive Session that would immediately follow adjournment.								
Adjourn	8:36 p.m.								

The community enhancement projects recommended for funding are, in descending dollar-amounts:

1. Art and Culture Survey and Strategic Plan: \$26,100
2. Beauty and the Bridge Interpretive Signs: \$20,000
3. Graham Oaks Nature Park Pedestrian Safety Crossing: \$20,000
4. Community Reader Board and Wilsonville Public Library Signage: \$15,000
5. Beauty and the Bridge Lighting Feasibility Study: up to \$10,000
6. 2017 Community Health Fair: \$5,000
7. Clackamas Community College–Wilsonville Campus Public Art Project: \$4,000

**City Council Meeting Action Minutes
June 5, 2017**

COUNCILORS	STAFF	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Mark Ottenad	Nicole Hendrix
Councilor Starr - Excused	Barbara Jacobson	Jon Gail	Miranda Bateschell
Councilor Akervall	Jeanna Troha	Dwight Brashear	Jordan Vance
Councilor Stevens	Sandra King	Eric Loomis	Chris Neamtzu
Councilor Lehan	Susan Cole	Nancy Kraushaar	Michelle Marston
	Delora Kerber		

AGENDA ITEM	ACTIONS
WORK SESSION	
<ul style="list-style-type: none"> Willamette River Water Treatment Plant Operations and Maintenance Contract Res. 2629 Transit Master Plan Ord. 805 Transportation SDC Methodology Res. 2634 Year 2000 URA Update 	<ul style="list-style-type: none"> Staff recommended the contract agreement with Veolia Water be extended for an additional five years. The item is on the Consent Agenda. A high level overview of the Transit Master Plan was presented. The item is on the agenda for public hearing. Changes to the SDC methodology calculations were explained. The item is on the agenda for public hearing. Staff asked for direction on whether or not to proceed with a major amendment to the Year 2000 Plan to use that funding for the construction of the Boeckman Dip Bridge. The URA Task Force was reconvened to consider that action and recommended adding the major amendment for the bridge construction. Council directed Staff to proceed with the major amendment.
REGULAR MEETING	
<u>Mayor's Business</u> <ul style="list-style-type: none"> Historical Society decision to name the "Three Sister Oaks" as Heritage Trees – Councilor Lehan Recognition of Wilsonville High School's State Champion Girls Golf Team 	<ul style="list-style-type: none"> The Heritage Tree item was moved to the June 19th agenda to allow the 4th grade students to attend the meeting and make a presentation. The Mayor read a proclamation declaring June 5-11 Wilsonville Wildcats Week and presented certificates to the Golf Team members.
<u>Consent Agenda</u> <ul style="list-style-type: none"> Resolution No. 2629 -A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute First Amendment Of Operations And Maintenance Contract Between The City Of Wilsonville, Tualatin Valley Water District, And Veolia Water North America – West, LLC. Resolution No. 2631 A Resolution Of The City Of Wilsonville 	<p>The Consent Agenda was adopted 4-0.</p>

<p>Amending The 2013 Official Zoning Map To Incorporate Previously Approved Quasi-Judicial Zoning Map Amendments And Editorial Corrections And Adopting A New 2017 Official Zoning Map.</p> <ul style="list-style-type: none"> Resolution No.2635 A Resolution Of The City Of Wilsonville To Accept Transfer Of Roadway Authority On Portions Of Stafford Road And Advance Road From Clackamas County To The City Of Wilsonville. Minutes of the May 5, and May 15, 2017, Council Meetings. 	
<p><u>Public Hearing</u></p> <ul style="list-style-type: none"> Ordinance No. 805 – 1st reading An Ordinance Of The City Of Wilsonville Adopting An Updated Transit Master Plan As A Sub-Element Of The Transportation System Plan, Replacing All Prior Transit Master Plans, And Repealing Ordinance No. 653. Resolution No.2634 A Resolution Of The City Of Wilsonville Adopting The Transportation System Development Charge Methodology Report And Establishing The Charge Rate 	<p>Ordinance No. 805 was adopted on first reading by a vote of 4-0.</p> <p>An amended Resolution was adopted by a vote of 4-0.</p>
<p><u>New Business</u></p> <ul style="list-style-type: none"> Resolution No. 2633 A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And Wilsonville Municipal Employees Association (WILMEA) Resolution No.2632 A Resolution Of The City Of Wilsonville To Establish A Traffic Infraction Diversion Program As An Option Available Through The City's Municipal Court Violations Bureau. Renewal of Art Tech High School Contract 	<p>Resolution 2633 was adopted 4-0.</p> <p>Resolution 2632 was adopted 4-0.</p> <p>This item has been added to the URA agenda for June 19th.</p>
<p><u>City Manager's Business</u></p> <ul style="list-style-type: none"> Republic Services – Recycling Household Waste Library Interactive Wall Need direction from Council re: Council Compensation 	<p>The CM is talking with Republic Services on the proposal to implement curbside household recycling of food waste.</p> <p>The new interactive children's play wall at the Library was complimented.</p> <p>The CM will need formal direction from council regarding the issue of Council Compensation. He will bring information from other cities to the Council at a future meeting.</p>
<p><u>Legal Business</u></p> <ul style="list-style-type: none"> Tualatin Valley Water District Letter "Notice of Intent to Transfer Intake Facility Assets, Notice of Intent to Expand Intake Facility Assets. 	<p>Council moved to authorize the CM to send a letter to TVWD stating the City will waive its first right of refusal for the 59.7 mgd.</p>
<p>Adjourn</p>	<p>10:02 p.m.</p>

City Council Meeting Action Minutes June 19, 2017

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Mark Ottenad
Councilor Starr - Excused	Barbara Jacobson	Jon Gail
Councilor Akervall	Jeanna Troha	Cathy Rodocker
Councilor Stevens	Sandra King	Dwight Brashear
Councilor Lehan	Susan Cole	Chris Neamtzu
	Nancy Kraushaar	Angela Handran
	Delora Kerber	

AGENDA ITEM	ACTIONS
WORK SESSION	
<ul style="list-style-type: none"> Snow and Ice Control Plan (Kerber) LED Street Light conversion Update (Kerber) Frog Pond Infrastructure Funding Plan (Neamtzu) Food Scraps Recycling Presentation by Clackamas County and Metro (Ottenad) Wilsonville Community Sharing Support Grant Agreement. (Cole) 	<ul style="list-style-type: none"> Staff explained the purpose of the proposed plan is to let the public know the City's policy on the clearing of city streets and sidewalks in the event of a snow/ice storm, and what residents' responsibilities are. Once finalized the policy will be posted on the City's website. An update on the progress towards converting street lights to LED fixtures was given. Staff presented the Infrastructure Funding Plan for Frog Pond West which is based on analysis of funding options and discussions with developers and property owners. The funding plan will be adopted as part of the final Frog Pond West Master Plan. After hearing the report Council supported moving forward on the proposal. A brief synopsis of the purpose of the resolution was presented. The item will be addressed under New Business.
REGULAR MEETING	
<u>Mayor's Business</u>	
<ul style="list-style-type: none"> Citizen Academy Graduation (staff – Handran) 	<ul style="list-style-type: none"> Certificates were awarded to the graduates of the third Citizens Academy, Class of 2017.
<u>Communications</u>	
<ul style="list-style-type: none"> Three Sisters Heritage Tree Nomination (Councilor Lehan) 	<ul style="list-style-type: none"> After a presentation by students from Ms. Hanlon's 4th Grade Class, the Council moved

	to designate The Three Sisters White Oak Trees on Kinsman Road as Heritage Trees.
<p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> Resolution No. 2636 - A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Carollo Engineers, Inc. For Master Planning And Design Services. (staff – Mende) Resolution No. 2637 -A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement And Contract Amendment With Woofter Architecture Pc For Design And Construction Phase Support Services For The Library Improvements Project (CIP #8098) (Staff – Mende) Resolution No. 2644-A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With VSS International, Inc. For The 2017 Street Maintenance – Slurry Seal Project (Capital Improvement Project #4014). (staff – Ward) 	The Consent Agenda was adopted 4-0.
<p><u>Public Hearing</u></p> <ul style="list-style-type: none"> A. Resolution No. 2638 -A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17 (staff – Rodocker) Resolution No. 2639 -A Resolution Declaring The City’s Eligibility To Receive State Shared Revenues. (staff – Cole) Resolution No. 2640 -A Resolution Declaring The City’s Election To Receive State Shared Revenues (staff – Cole) Resolution No. 2641-A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2017-18 (staff – Cole) Ordinance No. 806 1st reading-An Ordinance Of The City Of Wilsonville Amending The Text Of The Comprehensive Plan, The Comprehensive Plan Map, The Wilsonville Development Code, And The Significant Resource Overlay Zone Map, And Adopting The Frog Pond West Master Plan As A Sub-Element Of The Comprehensive Plan. (staff – Neamtzu) 	<p>After public hearings were conducted, Resolutions No. 2638, 2639, 2640, and 2641 were adopted 4-0.</p> <p>Council held the public hearing and adopted the ordinance on first reading. The second reading will take place July 17th. Clarifications will be made regarding glazing, the number of lots that would trigger Stafford Rd improvements, fencing behind the brick wall on Boeckman Rd, and use of back alley ways for the lots fronting the school and park property.</p>
<p><u>Continuing Business</u></p> <ul style="list-style-type: none"> Ordinance No. 805 – 2nd reading-An Ordinance Of The City Of Wilsonville Adopting An Updated Transit Master Plan As A Sub-Element Of The Transportation System Plan, Replacing All Prior Transit Master Plans, And Repealing Ordinance No. 	Ordinance No. 805 was adopted on second reading by a vote of 4-0.

653. (staff – Brashear)	
<u>New Business</u> <ul style="list-style-type: none"> Resolution No. 2642-A Resolution Of The City Of Wilsonville Authorizing Support Grant Agreement With Wilsonville Community Sharing (Staff – Cole) Resolution No. 2646-A Resolution Of The City Of Wilsonville Amending Resolution No. 2588 , Support Grant Agreement With Wilsonville Community Sharing For FY 2016-17. (staff – Cole) Adoption Of Annual Update To Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy (staff – Ottenad) Resolution No. 2645-A Resolution Adopting Collective Bargaining Agreement Between The City Of Wilsonville And SEIU Local 503. (staff – Troha) 	<p>Adopted 4-0.</p> <p>Adopted 4-0.</p> <p>Adopted 4-0.</p> <p>Adopted 4-0.</p>
<u>City Manager’s Business</u>	Mr. Cosgrove presented the gift from Mayor Kim of Osan, Korea to the Mayor. He would be out of the office the remainder of the week.
<u>Legal Business</u>	Ms. Jacobson distributed copies of an appeal filed on behalf of BL & DJ, LLC and Lanphere Construction and Development, LLC. The matter will be brought to Council July 17 th .
Adjourn	10:31 PM
URBAN RENEWAL AGENCY MEETING	
<u>Public Hearing</u> <p>A. URA Resolution No. 275-A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Adopting The Budget, Making Appropriations, And Declaring The Intent To Collect Tax Increment For Fiscal Year 2017-18. (staff – Cole)</p> <p>A. URA Resolution No. 273-A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17. (staff – Rodocker)</p>	The Board conducting public hearings on URA Resolutions 275 and 273 and adopted them 4-0.
<u>New Business</u> <p>URA Resolution No. 274-A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Execution Of A First Amendment To School Facilities Lease With The West Linn/Wilsonville School District For Property Known As The “Town Center School Site” (staff – Jacobson)</p>	Adopted 4-0.
<u>Consent Agenda</u> <p>Minutes of the March 20, 2017 URA Meeting. (staff – King)</p>	Adopted 4-0.
Adjourn	10:42 PM



PLANNING COMMISSION
WEDNESDAY, JULY 12, 2017

III. INFORMATIONAL

C. 2017 Planning Commission Work Program

2017 WORK PROGRAM Planning Commission

updated:

7/5/2017

DATE	AGENDA ITEMS		
	Informational	Work Sessions	Public Hearings
January 18 <small>(rescheduled from Jan. 11 - weather)</small>	PC Chair & Vice-Chair Election	Frog Pond West Master Plan (Neamtzu)	
February 8		Frog Pond West Master Plan (Neamtzu) Water Treatment Plant Master Plan (Mende)	
Feb. 22	French Prairie Bridge Open House hosted by the Committee for Citizen Involvement (CCI)		
Feb. 28	Town Center Plan Public Kick-Off Event - City Hall		
March 8			Frog Pond Master Plan (Neamtzu) Transit Master Plan (Lashbrook) Continued to May
April 12	2016 Housing Report (Scola) Basalt Creek Concept Plan Update (Bateschell)	Transit Master Plan (Brashear)	
May 10	Basalt Creek Concept Plan Update (Bateschell)		Transit Master Plan (Brashear)
May 15	Joint Planning Commission / City Council Work Session - Town Center Plan		
June 14	<i>June 14, 2017 Planning Commission Meeting Cancelled</i>		
June 26	Town Center Plan Design Workshop - Clackamas Community College		
July 12	Town Center Plan (Bateschell)	Old Town Development Code (Pauly) Industrial Form-based Code (Rybold / Vance)	
August 9	<i>August 9, 2017 Planning Commission Meeting Cancelled</i>		
August 16	City Sponsored Community Block Party		
September 13		French Prairie Bridge (Weigel)	Old Town Development Code (Pauly)
October 11		Water Treatment Plant Master Plan (Mende)	
November 8		Citywide Wayfinding & Signage Plan (Scola)	Industrial Form-based Code (Rybold / Vance)
December 13		Town Center Plan (Bateschell)	Water Treatment Plant Master Plan (Mende)

2017

- 1 Frog Pond Master Plan
- 2 Basalt Creek Concept Plan
- 3 Town Center Plan
- 4 Transit Master Plan
- 5 Coffee Creek Industrial Area Form-Based Code
- 6 French Prairie Bike/Ped Bridge
- 7 Parks & Rec MP Update
- 8 Old Town Code Amendments
- 9 Parking Code Update
- 10 Water Treatment Plant Master Plan