



Exhibit A1
Staff Report
Wilsonville Planning Division
City of Wilsonville Public Works Complex

Development Review Board Panel 'A'
Quasi-Judicial Public Hearing
Amended and adopted October 11, 2021

Hearing Date:	October 11, 2021
Date of Report:	October 4, 2021 <u>amended and adopted October 11, 2021</u>
Application Nos.:	DB21-0017 Stage I Master Plan DB21-0018 Stage II Final Plan DB21-0019 Site Design Review DB21-0020 Type C Tree Plan DB21-0021 Class 3 Sign Permit AR21-0010 Lot Line Adjustment

Request/Summary: The review before the Development Review Board is a Class 3 Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Class 3 Sign Permit, and Lot Line Adjustment for the new City of Wilsonville Public Works Complex.

Location: The property is specifically known as Tax Lots 1800 and 1900, Section 14A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

Owner / Applicant: City of Wilsonville (Contact: Delora Kerber)

Comprehensive Plan Designation: Industrial

Applicant's

Representative: Scott Edwards Architecture (Contact: Brandon Dole)
AKS Engineering & Forestry (Contact: Nick White)

Zone Map Classification: PDI (Planned Development Industrial)

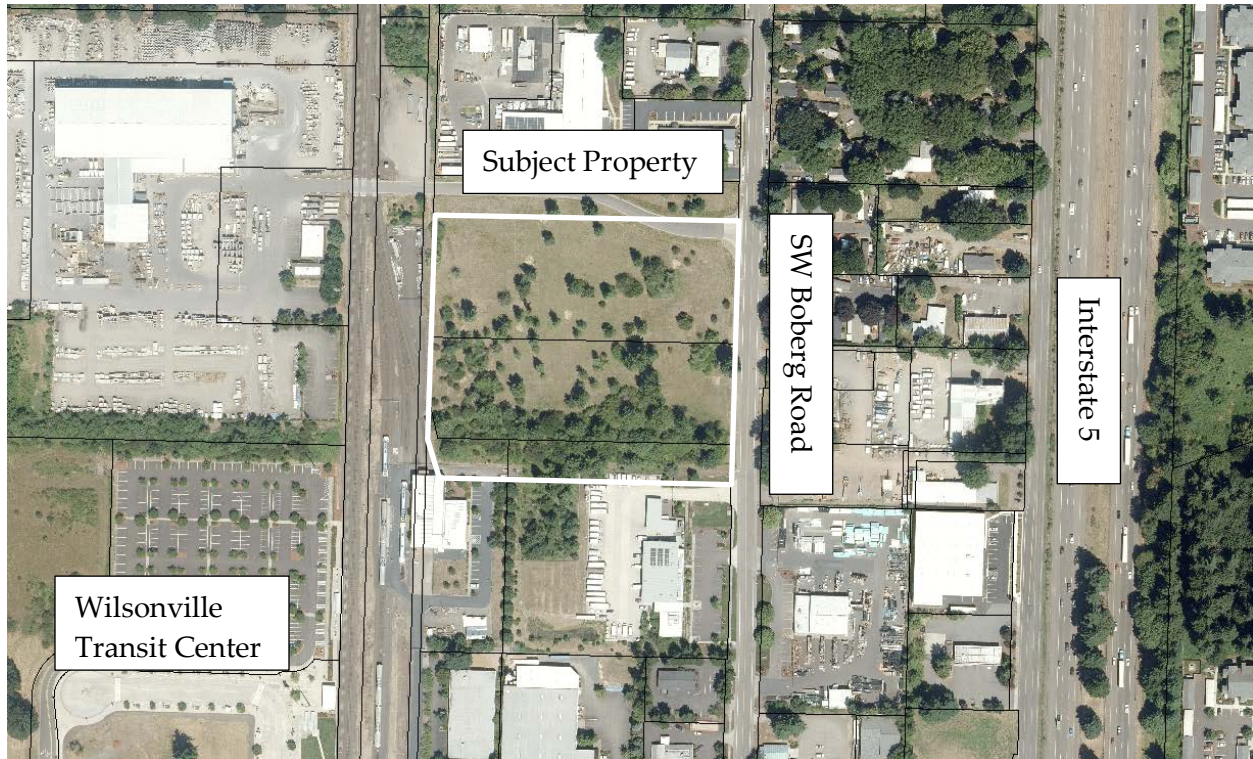
Staff Reviewers: Philip Bradford, Associate Planner
Matt Palmer, Associate Engineer; Matt Huxley, PE Tetra Tech

Staff Recommendation: Approve with conditions the requested Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Class 3 Sign Permit, and Lot Line Adjustment.

Applicable Review Criteria:

Development Code:	
Section 4.001	Definitions
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.116	Standards Applying to Commercial Development in All Zones
Section 4.117	Standards Applying to Industrial Development in All Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.131	Planned Development Commercial (PDC) Zone (as referenced by PDI Zone)
Section 4.135	Planned Development Industrial (PDI) Zone
Section 4.137	Screening and Buffering (SB) Overlay Zone
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.156.01 through 4.156.11	Signs
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.179	Mixed Solid Waste and Recycling
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.200 through 4.290	Land Divisions
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600 through 4.640.20	Tree Preservation and Protection
Other Planning Documents:	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

Vicinity Map



Background:

The City of Wilsonville has been one of the fastest growing cities in Oregon for many years. The Public Works Department currently operates out of the old City Hall building, which was developed in the early 1980's. The current Public Works site is space constrained and as a result Public Works stores materials and fleet vehicles in locations spread throughout the City. The new structure will allow the Public Works department to be more efficient by consolidating their needs into one site, and ensures operational continuity with a modern structure designed to meet current seismic building codes as well as building and yard space for equipment and material storage.

Summary:

Stage I Preliminary Plan (DB21-0017)

The Stage I Preliminary Plan proposes a new Public Works office building and warehouse and service yard for the City of Wilsonville Public Works Department. The overall development, and layout are consistent with the Planned Development Industrial Zone (PDI).

Stage II Final Plan Revision (DB21-0018)

The Stage II Final includes an approximately 25,000 square foot office building and 17,000 square foot warehouse building. The proposed uses of the development are consistent with the Planned Development Industrial (PDI) Zone. All services are available for the site. The site includes parking, circulation areas, pedestrian connection, and landscaping meeting or exceeding City standards.

Site Design Review (DB21-0019)

The applicant used appropriate professional services to design the Public Works office building and warehouse and other accessory structures using quality materials and design. The goal of the consolidation is to provide Public Works with a modern, efficient, and easy to maintain facility that is designed for their current and future operational needs. The office building, which is the most prominent of all the structures on site as it faces SW Boberg Road, provides an attractive mix of durable materials suitable for an industrial office development. The configuration of the new Public Works complex also allows for the preservation and enhancement of existing natural features such as the SROZ area along the southern portion of the site, and the preservation of valuable trees.

Type C Tree Removal Plan (DB21-0020)

The applicant proposes the removal of 89 trees. The majority of the trees on site are Black Cottonwood *Populus trichocarpa*. One Oregon White Oak *Quercus garrana* is planned for preservation and is the only native valuable species on site. 30 other existing trees will be preserved as part of the development of the site. The applicant proposes replanting 117 new trees on the subject property, which is in excess of the 1:1 mitigation ratio as required by the development code.

Class 3 Sign Permit (DB21-0021)

The subject property has frontage on SW Boberg Road No building signs are proposed at this time, however the building is eligible for building signs in the future. One freestanding ground mounted monument style sign is proposed along SW Boberg Road near the private access drive. A condition of approval ensures appropriate location of the monument sign

Lot Line Adjustment (AR21-0002)

The subject property contains Tax Lots 1800 (2.92 AC) and 1900 (4.72 AC). As part of this application the applicant is requesting the approval of a lot line adjustment that combines Tax Lot 1800 and 1900 into one consolidated lot to enable development of the site.

Traffic and Parking:

The Traffic Impact Study in Exhibit B1 contains the Traffic Impact Study completed by DKS for the City of Wilsonville Public Works Facility. The subject property is currently undeveloped with the study analyzing the impact of a proposed development that contained a ~~15,800~~ 17,668 square foot office building and a ~~17,900~~ 14,119 square foot warehouse at the time of submittal.

The tables below are from the Traffic Impact Study and show the general range of PM Peak Trips and total daily trips for the development, along with the Level of Service (LOS) for each of the three intersections studied as part of the study.

For the purpose of parking standards, the proposed development falls into the use category of office or flex space (except medical and dental) and storage warehouse listed in Table 5 of Section 4.155. The parking minimum is 2.7 spaces per 1,000 square feet for the office component and .3 spaces per 1,000 square feet for the warehouse portion. The parking maximum is 4.1 spaces per 1,000 square feet for the office component and .5 per 1,000 square feet for the warehouse. The proposed building contains a ~~15,800~~ 17,668 square foot office building and ~~17,900~~ 14,119 square foot warehouse. The minimum number of parking spaces is 51. The maximum number of parking spaces permitted is 80. The applicant proposes 50 parking spaces for visitors and staff and another 37 parking spaces located in the service yard.

TABLE 4: VEHICLE TRIP GENERATION

LAND USE (ITE CODE)	SIZE ^a	PM PEAK TRIP RATE ^b	PM PEAK TRIPS			DAILY TRIPS
			IN	OUT	TOTAL	
GENERAL OFFICE (710)	15.8 KSF	1.27 trips per KSF	3	17	20	177
WAREHOUSE (150)	17.9 KSF	1.68 trips per KSF	8	22	30	74
TOTAL TRIP GENERATION			11	39	50	251

TABLE 5: FUTURE INTERSECTION OPERATIONS

INTERSECTION	OPERATING STANDARD	EXISTING + PROJECT			EXISTING + STAGE II			EXISTING + STAGE II + PROJECT		
		V/C	DELAY	LOS	V/C	DELAY	LOS	V/C	DELAY	LOS
UNSIGNALIZED										
SW BOECKMAN RD/ SW BOBERG RD*	LOS D	0.74	19.0	C	0.82	23.4	C	0.84	25.1	D
SW BOBERG RD/ SW BARBER ST	LOS D	0.48	16.0	A/C	0.52	17.3	A/C	0.54	18.0	A/C
SW BOONES FERRY RD/ SW BARBER ST	LOS D	0.43	16.4	A/C	0.46	17.2	A/C	0.47	17.4	A/C

Public Comments and Responses:

None Received

Discussion Points:

Screening and Buffering Overlay Zone

The SB Overlay Zone, defined in Subsection 4.137.5 of the Wilsonville Code (WC), requires appropriate screening and buffering for areas where residential and nonresidential land uses abut. For industrial properties, the SB Overlay Zone requires a 10-foot buffer with landscaping to the High Wall standard or a 20-foot-deep buffer with landscaping to the High Screen standard. Further, there are restrictions on motor vehicle access, exterior operations, and signs, and the DRB may impose additional landscape requirements to minimize visual impacts of any approved vehicle access points. The proposed development meets the standards of the SB Overlay Zone as the site is located across SW Boberg Road (60-70 right-of-way width) and provides 30 feet of landscaped area with numerous trees and ground cover, additionally the non-industrial office building provides significant screening meeting the high wall standard. This configuration conceals the industrial uses from off-site view from adjacent residential uses in the mobile home park.

On Site Facilities

The Public Works Facility contains a variety of warehouse, storage, and accessory structures. The service yard is 201,200 square feet, enclosed within an opaque security fence. All access points are secure with controlled access gates. This fenced yard area includes the following: material bin storage, dewater / decant facility, warehouse building, vehicle wash bays, magnesium chloride storage tank, nursery storage area, power generator, trash and recycling area, and parking for fleet vehicles and equipment. The warehouse structure contains six vehicle bay stations, small part and equipment storage, a wood shop, sign shop, paint storage, lock shop, and staging area along with office space and a water quality lab. The warehouse is designed with future growth in mind and can be expanded if future needs deem it necessary. The dewater / decant facility located at the northwestern corner of the site allows for the proper disposal of waste retrieved from catch basins and drywells within the city. This facility enables the City to safely dispose of materials collected in the storm water drainage system. The locations of all the facilities described above are shown on the site plan below.



120-Day Extension

The applicant submitted Request A-E on February 22, 2021, the application was deemed complete on August 11, 2021. Request F was submitted separately on March 8, 2021. This request was deemed complete on April 7, 2021. All requests subject to Development Review Board (DRB) review are typically processed concurrently. Due to the large gap between these applications being deemed complete, the applicant has provided a 120-day extension consistent with the provisions of ORS 227.178 to allow for concurrent review.

Parking Calculation Errors

The applicant's narrative in exhibit B1 contains several errors in the response to the off-street parking requirements. The size of the warehouse component is incorrectly listed as 1,551 square feet. The structure is approximately ~~18,000~~ 14,119 square feet as noted elsewhere in the plans and narrative. Staff has measured the structure and recalculated parking accordingly which results in new minimum and maximum parking requirements. The site contains 57 code compliant off-street parking spaces within the range of the minimum and maximum requirements for the property.

Conclusion and Conditions of Approval:

Staff reviewed the Applicant's analysis of compliance with the applicable criteria. The Staff report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board approve the proposed application (DB21-0017 through DB21-00321; AR21-0010 with the following conditions:

Planning Division Conditions:

Request A: DB21-0017 Stage I Preliminary Plan

No conditions for this request

Request B: DB21-0018 Stage II Final Plan

PDB 1.	General: The approved modified final plan shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. Minor changes in an approved preliminary or final development plan may be approved by the Planning Director through the Class I Administrative Review Process if such changes are consistent with the purposes and general character of the development plan. All other modifications shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. See Finding A13.
PDB 2.	Prior to Non-Grading Building Permit Issuance: All bicycle parking spaces will comply with the 2' width and 6' length requirement and include 5 feet of maneuvering space behind each space.
PDB 3.	Prior to Final Occupancy: All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties.

Request C: DB21-0019 Site Design Review

PDC 1.	General: Construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding C15.
PDC 2.	Prior to Temporary Occupancy: All landscaping required and approved by the Board shall be installed prior to issuance of any occupancy permits, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of

	<p>completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City will be returned to the applicant. See Finding C38.</p>
PDC 3.	<p>Ongoing: The approved landscape plan is binding upon the applicant/owner. Substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan shall not be made without official action of the Planning Director or Development Review Board, pursuant to the applicable sections of Wilsonville’s Development Code. See Finding C39.</p>
PDC 4.	<p>Ongoing: All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Board, unless altered as allowed by Wilsonville’s Development Code. See Findings C40 and C41.</p>
PDC 5.	<p>Prior to Temporary Occupancy: The following requirements for planting of shrubs and ground cover shall be met:</p> <ul style="list-style-type: none"> • Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch. • Native topsoil shall be preserved and reused to the extent feasible. • Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings. • All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10” to 12” spread. • Shrubs shall reach their designed size for screening within three (3) years of planting. • Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4" pot spaced 2 feet on center minimum, 2-1/4" pots spaced at 18 inch on center minimum. • No bare root planting shall be permitted. • Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. • Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations. • Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding C42.

PDC 6. Prior to Temporary Occupancy: Plant materials shall be installed to current industry standards and be properly staked to ensure survival. Plants that die shall be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. See Finding C45.

Request D: DB21-0020 Class III Sign Permit

- PDD 1. Ongoing:** The approved sign shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
- PDD 2. Prior to Sign Installation / Ongoing:** The applicant shall provide an updated site plan showing the proposed freestanding sign in a code compliant location no further than fifteen (15) feet from the property line and no closer than two (2) feet from a sidewalk or other hard surface in the public right-of-way. If an appropriate location cannot be found the sign shall not be installed.
- PDD 3. Prior to Sign Installation / Ongoing:** The applicant shall provide an updated sign plan / drawings showing the future site address on the proposed freestanding monument sign.

Request E: DB21-0021 Type C Tree Plan

- PDE 1. General:** This approval for removal applies only to the 89 trees identified in the applicant’s submitted materials. All other trees on the property shall be maintained unless removal is approved through separate application.
- PDE 2. Prior to Grading Permit Issuance:** The Applicant shall submit an application for a Type ‘C’ Tree Removal Permit on the Planning Division’s Development Permit Application form, together with the applicable fee. In addition to the application form and fee, the applicant shall provide the City’s Planning Division an accounting of trees to be removed within the project site, corresponding to the approval of the Development Review Board. The applicant shall not remove any trees from the project site until the tree removal permit, including the final tree removal plan, have been approved by the Planning Division staff.
- PDE 3. Prior to Temporary Occupancy / Ongoing:** The permit grantee or the grantee’s successors-in-interest shall cause the replacement trees to be staked, fertilized and mulched, and shall guarantee the trees for two (2) years after the planting date. A “guaranteed” tree that dies or becomes diseased during the two (2) years after planting shall be replaced.
- PDE 4. Prior to Commencing Site Grading:** Prior to site grading or other site work that could damage trees, the applicant/owner shall install 6-foot-tall chain-link fencing around the drip line of preserved trees. Removal of the fencing around the identified trees shall only occur if it is determined the trees are not feasible to retain. The fencing shall comply with Wilsonville Public Works Standards Detail Drawing RD-1230. Protective fencing shall not be moved or access granted within the protected zone without arborist supervision and notice of the City of the purpose of proposed movement of fencing or access. See Finding D6.

Request F: AR21-0010 Lot Line Adjustment

PDF 1.	Prior to Final Plat Approval: Any necessary easements or dedications shall be identified on the Final Subdivision Plat.
PDF 2.	General: The applicant / owner shall submit an application for Final Plat review and approval on the Planning Division Site Development Application and Permit form. The applicant/owner shall also provide materials for review by the City’s Planning Division in accordance with Section 4.220 of the City’s Development Code. The final plat shall be prepared in substantial accord with the tentative partition plat as approved by this action and as amended by these conditions, except as may be subsequently altered by minor revisions approved by the Planning Director.

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

Engineering Division Conditions:

CA= Conditional Approval NC=Non-Complying

	City of Wilsonville Public Works Section and Standard	Code	Comments	
PFA 1.	Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1.			
PFA 2.	101.9.04 c.1(b)	Erosion Control	NC	A wheel wash is required at temporary construction entrances as site is >5 acres.
PFA 3.	201.2.23	Driveways	CA	Street trees are shown close to proposed driveways. Provide sight distance triangles to verify vision clearance.

PFA 4.	201.2.25	Sidewalks	NC	Proposed sidewalk to office building and parking lot - separation from roadway should be increased to 5-feet per Table 2.13 of the PWS.
PFA 5.	201.2.25	Sidewalks	NC	Provide ADA ramp from accessible parking stall to proposed sidewalk
PFA 6.	301.1.100	Stormwater and Surface Water Design – General	CA	A catch basin is required at the low point next to north curb in the staff parking lot.
PFA 7.	301.1.100	Stormwater and Surface Water Design – General	CA	Suggest connecting all laterals in the courtyard to a manhole. Will make it easier to inspect and maintain.
PFA 8.	301.1.100	Stormwater and Surface Water Design – General	CA	Suggest eliminating the water quality facility in the northeast corner of maintenance area. It discharges to another water quality facility so serves no purpose.
PFA 9.	301.1.100	Stormwater and Surface Water Design – General	CA	Water quality facility in SW corner – northern portion of facility will be difficult to access behind storage bins. Suggest eliminating this piece and enlarging southern and eastern portion.
PFA 10.	301.4.11	Stormwater Pretreatment Manholes	NC	These are required for all outfalls to stormwater management facilities. Plans show multiple outfalls but a manhole on just one outfall.
PFA 11.	301.12	Source Controls	CA	Required for vehicle washing, above-ground storage of liquid materials, solid waste storage, and exterior storage of bulk materials. Sedimentation tanks are shown for two buildings. Oil/water separators are required at vehicle maintenance bays, and covered spill containment for chemical and fuel storage tanks.
PFA 12.	401.1.00	Sanitary Sewer Design - General	CA	Water and sewer line horizontal separation in front of the maintenance building is 7-feet. 5-feet to 10-feet separation is only allowed if the invert water line is higher than the crown of the sewer line.

PFA 13.	401.2.01.i	Lateral Connections	NC	Sewer laterals from buildings B and D should not connect to manholes.
PFA 14.	501.2.01	Fire Hydrants	CA	Only two fire hydrants are shown and are close to each other at the northwest corner of the site. Confirm fire hydrant spacing, locations, and coverage are adequate with TVF&R
PFA 15.	501.8.05.e.	Bollards	CA	Provide bollards around hydrants in areas exposed to vehicle traffic
PFA 16.	501.2.04	Dead-End Mains	NC	Dead end mains are not allowed. Proposed fire line should be looped instead of dead-ending at the northwest corner of the site.
PFA 17.	501.2.05	Valves	NC	Provide valves at all junctions in mainlines.
PFA 18.	501.2.07	Water Services	CA	Separate meters are required for domestic and irrigation services. Drawing C3.0 shows two water meters but one is not connected to anything. Confirm if this is for irrigation.

Building Division Conditions:

None Received

Natural Resources Division Conditions:

NR1.	Natural Resource Division Requirements and Advisories listed in Exhibit C2 apply to the proposed development.
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Development Review Board Conditions:

All requests

<u>DRB 1.</u>	<u>The applicant shall resubmit a planting plan that does not include future demolition (removal) of Oregon White Oak.</u>
<u>DRB 2.</u>	<u>Encourage a plant selection plan for including additional native plants to the maximum extent possible.</u>

Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB21-0017 – DB21-0021, AR21-0010. The exhibit list below reflects the electronic record posted on the City’s website and retained as part of the City’s permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City’s website and retained as part of the City’s permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

- A1. Staff report and findings (this document)
- A2. Staff’s Presentation Slides for Public Hearing (to be presented at Public Hearing)

Materials from Applicant

- B1.** Land Use Narrative
 - Tree Preservation + Removal Plan
 - Stormwater Management Plan
 - Geotechnical Report
 - Exterior Material Study
 - Pre-Application Summary
 - Traffic Impact Analysis
 - Preliminary Title Report
 - Existing Conditions Survey
 - Republic Services Provider Letter
 - TVF&R Service Provider Letter
- B2. Drawing Package:**
 - G0.01 General Project Information
 - Civil**
 - C0.0 Civil General Notes
 - C0.1 Existing Conditions & Demo Plan
 - C1.0 Overall Civil Site Plan
 - C1.1 Civil Site Plan - West
 - C1.2 Civil Site Plan - East
 - C2.0 Overall Grading Plan
 - C2.1 Grading Plan - Northwest
 - C2.2 Grading Plan - Northeast
 - C2.3 Grading Plan = Southwest
 - C2.4 Grading Plan – Southeast
 - C3.0 Overall Utility Plan

- C3.1 Utility Plan - West
- C3.2 Utility Plan - East
- C4.0 Details
- C4.1 Details
- C4.2 Details
- C4.3 Details
- C4.4 Details
- C4.5 Details
- EC0.0 ESC – Cover Sheet
- EC1.0 ESC – Clearing, Demo, & Mass Grading
- EC2.0 ESC – Utility, Street Construction, Completion of Grading & Final Stabilization
- EC3.0 ESC – Standard Details

Landscape

- L1.0 Tree Mitigation Plan
- L1.1 Landscape Layout Plan
- L1.1 Landscape Details
- L1.2 Landscape Details
- L1.3 Landscape Details
- L1.4 Landscape Details
- L1.5 Landscape Details
- L2.0 Planting Plan - West
- L2.1 Planting - East
- L2.2 Planting Details
- L3.0 Irrigation Plan – West
- L3.1 Irrigation Plan – East
- L3.2 Irrigation Details

Architectural

- A1.01 Site Plan
- A1.02 Sign Plan
- A2.11 Lower Floor Plan – Building A
- A2.12 Upper Floor Plan – Building A
- A2.13 Floor Plans – Warehouse Building B
- A2.14 Floor Plans – Out Buildings C, D, E, F
- A3.01 Exterior Elevations – Building A
- A3.03 Exterior Elevations – Warehouse – Building B
- A3.04 Exterior Elevations Buildings C, D, E
- A3.05 Exterior Elevations – Buildings E, F

Electrical

- E1.12 Site Plan – Lighting Photometrics

B3. Land Use Exhibits

- Aerial Site Plan

- Proposed Site Exhibit
- Parking Site Exhibit
- Site & Parking Lot Coverage Exhibit
- Pedestrian Circulation Exhibit
- Office Building Lower Level
- Office Building Upper Level
- Warehouse Floor Plan
- Exterior Elevations North
- Exterior Elevations East
- Exterior Elevations South & West
- B4.** Lot Line Adjustment Application Materials
 - Narrative
 - Exhibit A – Development Permit Application
 - Exhibit B- Proposed Property Line Adjustment Plan
 - Exhibit C – Counter Assessors Map with Property Ownership Information
 - Exhibit D – Proposed Partition Plat
- B5.** Luminaire Cutsheets
 - SA1 – Lithonia RSX 2
 - SB1 – Lithonia WEDGE4
 - SB2 – Lithonia WEDGE3
 - SC1 – Lithonia DSX0
 - SD1 – Invue Luxescape
 - SD2 – Invue Luxescape
 - SD3 – Invue Luexescape
 - SE1 – Selux Exelia
 - SE2 – Selux Exelia
 - SF1 – Ligman Marvik
 - SG1 – Gotham Evo4sq
 - SH1 – Metalux VT3
 - SH2 – Metalux VT3
 - SJ1 – Concord American Flagpole
 - SJ2 – BK Lighting Saratoga
- B6.** Color Material Boards
 - North Elevation
 - East Elevation
 - South & West Elevation
- B7.** Incomplete Application Response Letter – July 20, 2021
- B8.** 120-Day Extension from August 11,2021 for Preliminary Partition Plat
- B9.** Revised Landscaping Plan

Development Review Team Correspondence

- C1. Engineering Division Conditions
- C2. Natural Resources Findings & Requirements

Other Correspondence

None received

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application for Stage I Preliminary Plan, Stage II Final Plan, Site Design Review, Class 3 Sign Permit, and Type C Tree Plan on February 22, 2021. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on March 23, 2021. The applicant submitted additional material on July 22, 2021. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be complete on August 11, 2021.

The applicant submitted the Lot Line Adjustment Application on March 8, 2021. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be complete on April 7, 2021. As these applications are typically reviewed together with all requests, staff has added the application to this broader land use application for the Public Works Facility. Due to the dates Requests A-E were deemed complete, an extension of the 120-day period set forth in ORS 227.178 has been completed by the applicant and is included with the application as Exhibit B8. The City must render a final decision for all requests, including any appeals, by December 9, 2021.

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Industrial
East:	PDI / RAH-I	Industrial / Residential
South:	PDI	SMART
West:	PDI	WES Railyard

3. Previous Planning Approvals:

None

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

Findings:

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

General Information

Application Procedures-In General Section 4.008

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

Initiating Application Section 4.009

The application has the signature of Delora Kerber, Public Works Director of the City of Wilsonville, an authorized signer for the property owner, the City of Wilsonville.

Pre-Application Conference Subsection 4.010 (.02)

The City held a Pre-application conference on October 29, 2020 (PA20-0014) in accordance with this subsection.

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

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

General Submission Requirements Subsection 4.035 (.04) A.

The applicant has provided all of the applicable general submission requirements.

Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district and City review uses the general development regulations listed in Sections 4.150 through 4.199.

Request A: DB21-0017 Stage I Preliminary Plan

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

Planned Development Regulations

Planned Development Purpose & Lot Qualifications
Subsections 4.140 (.01) and (.02)

A1. The property is of sufficient size to be developed in a manner consistent the purposes and objectives of Section 4.140. The subject property is greater than 2 acres, is designated for industrial development in the Comprehensive Plan. The property will be developed as a planned development in accordance with this subsection.

Ownership Requirements
Subsection 4.140 (.03)

A2. All the land subject to change under the proposal is under a single ownership.

Professional Design Team
Subsection 4.140 (.04)

A3. As can be found in the applicant’s submitted materials, appropriate professionals have been involved in the planning and permitting process. The project architect is Sid Scott with Scott Edwards Architecture, the civil engineer is Alex Simpson and the landscape architect is Daniel Chin, both with Harper Houf Peterson Righellis, Inc. Nick White with AKS Engineering & Forestry has completed the lot line adjustment component of the application.

Planned Development Permit Process
Subsection 4.140 (.05)

A4. The subject property is greater than 2 acres, is designated for industrial development in the Comprehensive Plan, and is zoned Planned Development Industrial. The property will be developed as a planned development in accordance with this subsection.

Comprehensive Plan Consistency
Subsection 4.140 (.06)

A5. The proposed project, as found elsewhere in this report, complies with the Planned Development Industrial zoning designation, which implements the Comprehensive Plan proposed designation of “Industrial” for this property.

Application Requirements
Subsection 4.140 (.07)

- A6. Review of the proposed revised Stage I Preliminary Plan has been scheduled for a public hearing before the Development Review Board, in accordance with this subsection, and the applicant has met all the applicable submission requirements as follows:
- The property affected by the revised Stage I Preliminary Plan is under the sole ownership of the City of Wilsonville and the application has been signed by Delora Kerber, Public Works Director, authorized to sign on behalf of the City of Wilsonville.
 - The application for a Stage I Preliminary Plan has been submitted on a form prescribed by the City.
 - The professional design team and coordinator have been identified. See Finding A3, B4.
 - The applicant has stated the various uses involved in the Preliminary Plan and their locations.
 - The boundary affected by the Stage I Preliminary Plan has been clearly identified and legally described.
 - Sufficient topographic information has been submitted.
 - Information on the land area to be devoted to various uses has been provided.
 - Any necessary performance bonds will be required.

Planned Development Industrial (PDI) Zone

Purpose of PDI-RSIA
Subsection 4.135 (.01)

- A7. The uses proposed in the portion of the Stage I Preliminary Plan area within the PDI zone are limited to industrial uses, supporting the purpose stated in this subsection.

Uses Typically Permitted
Subsection 4.135 (.03)

- A8. The proposed development consists of a Public Facility building where the intended uses are office space, warehousing, equipment storage (covered and uncovered), dewatering and vehicle wash station, and outdoor vehicle storage. These uses are consistent with the uses typically permitted and are therefore allowed uses.

Prohibited Uses
Subsection 4.135 (.04)

- A9. No prohibited uses are proposed by the applicant. Performance standards will be required to be met as part of the Stage II Final Plan review.

Block and Access Standards

Subsections 4.135 (.04) and 4.131 (.03)

A10. The drawings submitted by the applicant show development on the subject property providing adequate pedestrian and vehicle connectivity along SW Boberg Road. No changes to blocks or access spacing are proposed.

PDI Performance Standards

Industrial Performance Standards

Subsections 4.135 (.06) A. through N.

A11. The Stage I Preliminary Plan enables conformance with the Industrial performance standards. Final compliance will be reviewed with the Stage II Final Plans. See Finding B26.

Other Standards for PDI Zone

Lot Size

Subsections 4.135 (.07) A.

A12. Nothing in the Stage I Preliminary Plan would prevent lot size requirements from being met.

Setbacks

Subsections 4.135 (.07) C. through E.

A13. Nothing in the Stage I Preliminary Plan would prevent setback requirements from being met.

Screening and Buffering (SB) Overlay Zone

Purpose of SB Overlay Zone

Subsection 4.137.5 (.01)

A14. The SB Overlay Zone requires appropriate screening and buffering for areas where residential and nonresidential land uses abut. For industrial properties, the SB Overlay Zone requires a 10- to 20-foot-deep buffer area with landscaping to the High Wall or High Screen standard, respectively. Further, there are restrictions on motor vehicle access, exterior operations, and signs, and the DRB may impose additional landscape requirements to minimize visual impacts of any approved vehicle access points.

The subject property is proposed for a variety of nonresidential uses consistent with the PDI zone and abuts a residentially zoned (RA-H) residential use (Walnut Mobile Home Park) to the east, which meets the purpose for applying the SB Overlay Zone and requiring appropriate screening and buffering to assure adequate separation of potentially conflicting land uses.

The subject property is located across the street from the mobile home park. The right of way width varies between 60 and 70 feet along the SW Boberg Road frontage. The PDI zone requires a 30-foot front yard setback, which provides additional buffering from the residential land use. The landscaping provided along with the non-industrial use proposed at the front of the property closest to the adjacent mobile home park provides ample buffering meeting the purpose of the SB Overlay Zone.

Application of SB Overlay Zone

Subsection 4.137.5 (.02)

A15. The criteria for applying the SB Overlay Zone is met along the eastern boundary of the subject property, which abuts the Walnut Mobile Home Park property. Compliance with the SB Overlay Zone requirements is discussed in detail under Request B, Stage II Final Plan.

Landscaped Areas-Industrial Properties

Subsection 4.137.5 (.03) B.

A16. Landscaping of the site is reviewed as part of the Stage II Final Plan. As noted elsewhere in this Staff Report, special care needs to be taken related to buffering and screening from the Walnut Mobile Home Park to the east consistent with Comprehensive Plan language for Area of Special Concern E.

Ingress and Egress

Subsection 4.137.5 (.04)

A17. The proposed development includes an existing private access drive that crosses the portion of the site where the SB Overlay Zone is applied. The drive is densely landscaped and screened ensuring that any industrial uses on site will be screened from off-site view. The second access point to the south does not abut residential uses and therefore is not subject to the requirements of the SB Overlay Zone.

Exterior Work

Subsection 4.137.5 (.05)

A18. No exterior manufacturing, storage, sales, or other similar work is proposed in the SB Overlay Zone area.

Signs

Subsection 4.137.5 (.06)

A19. One monument sign is proposed within the SB Overlay Zone, as allowed by this subsection.

Performance Standards and Off-Site Impacts
Subsection 4.137.5 (.07)

- A20.** Review of conformance with the PDI zone Performance Standards occurs with the Stage II Final Plan (Request B).

Request B: DB21-0018 Stage II Final Plan

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

Planned Development Regulations-Generally

Planned Development Purpose & Lot Qualifications
Subsection 4.140 (.01) and (.02)

- B1.** The proposed Stage II Final Plan for development of the subject property is consistent with the Planned Development Regulations purpose statement.

Ownership Requirements
Subsection 4.140 (.03)

- B2.** The subject parcels are under the ownership of the City of Wilsonville, for whom an authorized signer, Delora Kerber, Public Works Director, signed the application.

Professional Design Team
Subsection 4.140 (.04)

- B3.** The applicant has utilized a professional design team from a variety of firms in accordance with this subsection. The project architect is Sid Scott, AIA with Scott Edwards Architecture, the civil engineer is Alex Simpson, PE and the landscape architect is Daniel Chin, RLS, ASLA, both with Harper Houf Peterson Righellis, Inc. Nick White with AKS Engineering & Forestry has completed the lot line adjustment component of the application.

Stage II Final Plan Submission Requirements and Process

Stage II Submission Within 2 Years of Stage I
Subsection 4.140 (.09) A.

- B4.** The applicant is requesting approval of both Stage I and Stage II Approval, together with Site Design Review, as part of this application. The final plan provides sufficient information regarding conformance with both the preliminary development plan and Site Design Review.

Development Review Board Role
Subsection 4.140 (.09) B.

- B5.** The Development Review Board review considers all applicable permit criteria set forth in the Planning and Land Development Code and staff recommends the Development Review Board approve the application with conditions of approval.

Stage I Conformance, Submission Requirements
Subsection 4.140 (.09) C.

- B6.** The Stage II plans conforms to the proposed Stage I Master Plan. The applicant's submitted drawings and other documents show all the additional information required by this subsection.

Stage II Final Plan Detail
Subsection 4.140 (.09) D.

- B7.** The applicant's submitted materials provide sufficiently detailed information to indicate fully the ultimate operation and appearance of the development, including a detailed site plan, landscape plans, and elevation drawings.

Submission of Legal Documents
Subsection 4.140 (.09) E.

- B8.** The Development Review Board does not require any additional legal documentation for dedication or reservation of public facilities.

Expiration of Approval
Subsection 4.140 (.09) I. and Section 4.023

- B9.** The Stage II Approval, along with other associated applications, will expire two (2) years after approval, absent the granting of an extension in accordance with these subsections.

Consistency with Plans
Subsection 4.140 (.09) J. 1.

- B10.** The site's zoning, Planned Development Industrial, is consistent with the Industrial designation in the Comprehensive Plan. The Transportation Systems Plan calls for no additional frontage or road improvement.

Traffic Concurrency
Subsection 4.140 (.09) J. 2.

- B11.** The City's traffic consultant, DKS Associates, calculates that the proposed ~~15,800~~ **17,668** square foot office building and ~~17,900~~ **14,119** square foot storage warehouse will generate 251 new daily trips and 50 PM peak hour trips (11 in, 39 out). It will generate 8 new trips through the I-5/Wilsonville Road Interchange area, and 10 new trips through the I-5

Elligsen Road Interchange Area. Traffic operations at the three intersections studied as part of the traffic impact analysis are shown to continue meeting the LOS D standard. A traffic impact analysis is included in in Exhibit ~~B7~~ **B1**.

Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

B12. Facilities and services, including utilities in SW Boberg Road, are available and sufficient to serve the proposed development.

Adherence to Approved Plans

Subsection 4.140 (.09) L.

B13. Condition of Approval PDB 1 ensures adherence to approved plans except for minor revisions by the Planning Director.

Standards Applying in All Planned Development Zones

Underground Utilities

Subsection 4.118 (.02)

B14. The applicant's plans show all utilities underground.

Waivers

Subsection 4.118 (.03)

B15. The applicant does not request any waivers.

Other Requirements or Restrictions

Subsection 4.118 (.03) E.

B16. Staff does not recommend any additional requirements or restrictions pursuant to this subsection.

Impact on Development Cost

Subsection 4.118 (.04)

B17. Implementation of standards and imposing conditions beyond minimum standards and requirements do not unnecessarily increase the cost of development. No parties have raised such concerns.

Requiring Tract Dedications or Easements for Recreation Facilities, Open Space, Public Utilities

Subsection 4.118 (.05)

B18. Staff does not recommend any additional tract dedication for recreational facilities, open space, or easements for orderly extension of public utilities consistent with this subsection.

Habitat Friendly Development Practices
Subsection 4.118 (.09)

B19. The applicant will implement habitat-friendly development practices to the extent practicable. Grading will be limited to that needed for the proposed improvements, no significant native vegetation would be retained by an alternative site design, the City's stormwater standards will be met, thus limiting adverse hydrological impacts on water resources, and no impacts on wildlife corridors or fish passages have been identified.

Planned Development Industrial (PDI) Zone

Purpose of PDI Zone
Subsection 4.135 (.01)

B20. The stated purpose of the PDI zone is to provide opportunities for a variety of industrial operations and associated uses. The proposed development includes a Public Facility containing a variety of industrial operations and associated uses consistent with the purpose stated in this subsection.

Typically Permitted Uses
Subsection 4.135 (.03)

B21. The uses proposed in the Stage II Final Plan are consistent with the Stage I Master Plan. The proposed development consists of a Public Facility building where the intended uses are office space, warehousing, equipment storage (covered and uncovered), dewatering and vehicle wash station, and outdoor vehicle storage. These uses are consistent with the uses typically permitted and are allowed outright within the PDI zone.

Block and Access Standards
Subsections 4.131.05 (.07) and 4.131 (.03)

B22. The proposal requests no changes to blocks or access spacing.

Industrial Performance Standards

Industrial Performance Standards
Subsection 4.135 (.05)

B23. The proposed project meets the performance standards of this subsection as follows:

- Pursuant to standard A (enclosure of uses and activities), all non-parking activities and uses will be completely enclosed. The proposed dewater facility, vehicle wash bay, and storage bins will be partially enclosed due to the nature of their function. These structures are located to the rear of the office building and are screened from off-site view by landscaping.
- Pursuant to standard B (vibrations), there is no indication that the proposed development will produce vibrations detectable off site without instruments.

- Pursuant to standard C (emissions), there is no indication the proposed use would produce the odorous gas or other odorous matter.
- Pursuant to standard D (open storage), outdoor storage of mixed solid waste and recycling will be screened from off-site view.
- Pursuant to standard E (night operations and residential areas), the proposed use is will conduct night operations only as part of emergency response events. No openings are within one hundred feet of a residential district.
- Pursuant to standard F (heat and glare), the applicant proposes no exterior operations creating heat and glare.
- Pursuant to standard G (dangerous substances), there are no prohibited dangerous substances expected on the development site.
- Pursuant to standard H (liquid and solid wastes), staff has no evidence that the operations would violated standards defined for liquid and solid waste.
- Pursuant to standard I (noise), staff has no evidence that noise generated from the proposed operations would violate the City's Noise Ordinance and noises produced in violation of the Noise Ordinance would be subject to the enforcement procedures established in WC Chapter 6 for such violations.
- Pursuant to standard J (electrical disturbances), staff has no evidence that the proposed use would have any prohibited electrical disturbances.
- Pursuant to standard K (discharge of air pollutants), staff has no evidence that the proposed use would produce any prohibited discharge.
- Pursuant to standard L (open burning), the applicant proposes no open burning.
- Pursuant to standard M (outdoor storage), the applicant proposes outdoor storage of City fleet vehicles, partially enclosed storage bins, and mixed solid waste and recycling area all of which are screened consistent with City standards.
- Pursuant to standard N (unused area landscaping), no unused areas will be bare.

Screening and Buffering (SB) Overlay Zone

Purpose and Application of SBOZ

Subsection 4.137.5 (.01) and (.02)

B24. The subject property is proposed for a variety of nonresidential uses consistent with the PDI zone and abuts a residentially zoned (RA-H) residential use (Walnut Mobile Home Park) to the east, which meets the purpose for applying the SB Overlay Zone. Appropriate screening and buffering is required to assure adequate separation of potentially conflicting land uses.

Landscaped Areas-Industrial Properties

Subsection 4.137.5 (.03) B.

B25. For land zoned PDI, the SB Overlay Zone requires either a 20-foot-deep area landscaped to at least the High Screen Standard, or a 10-foot-deep area landscaped to at least the High

Wall Standard along all property lines where the SB Overlay Zone is applied. To provide buffering and screening from the Walnut Mobile Home Park to the east the applicant includes a 30 foot wide landscaped area along the eastern portion of the property facing SW Boberg Road and the mobile home park. The non-industrial office building is 33 feet tall, which also provides screening of the industrial uses to the rear of the site fully screening those uses from off-site view. The applicant also includes a 6-foot tall privacy fence providing additional screening of the service yard area.

Ingress and Egress, Exterior Work, Signs, Performance Standards and Off-Site Impacts

Subsection 4.137.5 (.04) through (.07)

- B26.** The applicant has located the new access on the southern portion of the property which is outside of the SB Overlay Zone. The existing private access drive is located within the SB Overlay and will continue to provide access to the property to the west and the subject property also utilize the existing private access drive for two driveway access points. The western access point provides access to the service yard and the eastern driveway will provide access to the guest parking area for the office building.

On-site Pedestrian Access and Circulation

Continuous Pathway System

Subsection 4.154 (.01) B. 1.

- B27.** As shown on the applicant's site plan in Exhibit B2 Sheet C1.0, the proposed pedestrian pathway system (sidewalks) will provide pedestrian access to the existing public sidewalk along SW Boberg Road. The sidewalk continues west along the private access drive to provide a direct connection to the main entrance of the office building which is located on the rear of the building facing the public parking lot. The sidewalk continues from the courtyard around the storage yard and provides a pathway for staff throughout the site.

Safe, Direct, Convenient Pathways

Subsection 4.154 (.01) B. 2.

- B28.** Proposed pedestrian pathways are flat, paved sidewalks. Where crossing the parking area, the applicant proposes a 5-foot wide, striped crosswalk with contrasting paint providing safe crossing through the parking lot. The pathways provide direct access to the building from the parking area on all sides of the site. Pathways connect to all primary (and secondary) building entrances. The pathway system that encircles the rear of the site is intended only for staff use as an amenity that passes through the stormwater facility and adjacent to the SROZ area to the south of the site. All pathways terminate within the plaza between Building A (Office) and Building B (Warehouse) and provide access to all entrances for the public and staff.

Vehicle/Pathway Separation-Vertical or Horizontal
 Subsection 4.154 (.01) B. 3.

B29. The proposed design of pedestrian pathways provide for vertical separation from vehicle circulation areas.

Crosswalks Clearly Marked
 Subsection 4.154 (.01) B. 4.

B30. As shown on the applicant’s site plan A1.01 in Exhibit B2, the primary circulation system is marked using crosswalk striping at the two instances pedestrian circulation areas cross with drive aisles or vehicular gate areas. A striped crosswalk is not shown or required at the location where the public sidewalk crosses the private access drive along SW Boberg Road.

Pathways Width and Surface-5 Foot Wide, Durable Surface
 Subsection 4.154 (.01) B. 5.

B31. The applicant proposes pathways at least five feet wide. The applicant proposes a combination of concrete pathways and contrasting paint pathways throughout the site.

Parking and Loading

Parking Design Standards
 Section 4.155 (.02) and (.03)

B32. The applicable parking designs standards are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. All spaces accessible and usable for Parking	☒	The applicant proposes standard parking spaces that are at least 9’ by 18’ and compact spaces that are at least 9’ by 15’, and 24’ wide drive aisles, meeting the Development Code’s standards.
I. Sturdy bumper guards of at least 6 inches to prevent parked vehicles crossing property line or interfering with screening or sidewalks.	☒	The applicant’s plans show bumper guards of at least 6 inches in width where required to prevent interference with sidewalks, especially for the ADA spaces.
J. Surfaced with asphalt, concrete or other approved material.	☒	Surfaced with asphalt.
Drainage meeting City standards	☒	Drainage is professionally designed and being reviewed to meet City standards

K. Lighting won't shine into adjoining structures or into the eyes of passers-by.	<input checked="" type="checkbox"/>	Lighting is proposed to be fully shielded and meet the City's Outdoor Lighting Standard
N. No more than 40% of parking compact spaces.	<input checked="" type="checkbox"/>	4 of the 50 parking spaces are compact, well below the maximum of 40%.
O. Where vehicles overhang curb, planting areas at least 7 feet in depth.	<input checked="" type="checkbox"/>	The narrowest planting area adjacent to parking spaces exceeds the 7 foot depth requirement.
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate.	<input checked="" type="checkbox"/>	Access drive and drive aisle are 24 feet or more, providing an adequate 12 foot travel lane each direction.
A.1. Loading and delivery areas and circulation separate from customer/employee parking and pedestrian areas.	<input checked="" type="checkbox"/>	The proposal does not include any loading or delivery areas nor does the City require any.
Circulation patterns clearly marked.	<input checked="" type="checkbox"/>	The proposed design is typical commercial parking lot design and intuitive to a driver familiar with typical commercial parking lots.
A.2. To the greatest extent possible, vehicle and pedestrian traffic separated.	<input checked="" type="checkbox"/>	The plans clearly delineate separate vehicle and pedestrian traffic areas and separate them except for crosswalks.
C. Safe and Convenient Access, meet ADA and ODOT Standards.	<input checked="" type="checkbox"/>	The proposed parking and access enable the meeting of ADA and ODOT standards.
For parking areas with more than 10 spaces, 1 ADA space for every 50 spaces.	<input checked="" type="checkbox"/>	The proposal provides 3 ADA parking spaces for 50 parking spaces, One ADA space is located in the public parking area, and the other two ADA spaces are located in the below grade parking area nearest to the doorway.
D. Where possible, parking areas connect to adjacent sites.	<input checked="" type="checkbox"/>	The parking areas connect to SW Boberg Road via an existing private access drive and a new driveway at the southern portion of the site and do not connect to any adjacent properties.
Efficient on-site parking and circulation	<input checked="" type="checkbox"/>	The careful and professional design of the parking provides for safety and efficiency and is a typical design with standard parking space and drive aisle size and orientation.

Minimum and Maximum Number of Parking Spaces
 Subsections 4.155 (.03) G., Table 5, and 4.136 (.05)

B33. The City of Wilsonville Public Works Facility requires a minimum of 51 parking spaces. The applicant proposes 61 parking spaces. The maximum number of spaces for the development is 80. The applicant also provides an additional parking spaces for City of Wilsonville Public Works fleet vehicles and other equipment; however these do not count toward the minimum and maximum parking requirements as they are non-standard sized parking spaces. The applicant’s narrative included several errors in calculating the required number of parking spaces primarily due to utilizing incorrect square footage totals for the various structures on site. Staff has accurately measured the structures and recalculated parking requirements based on these numbers. Based on an evaluation of the site plan provided by the applicant the development meets the off-street parking requirements of the above subsections. The calculation of parking spaces is as follows:

Use and Parking Standard	Square Feet	Minimum Off-street Spaces Required	Maximum Off-street Spaces Allowed	Proposed Off-street Spaces	Minimum Bicycle Parking Spaces	Proposed Bicycle Parking Spaces
Office or flex space (except medical and dental)	17,200 sf <u>17,668 sf</u>	2.7 per 1,000 = 46	4.1 per 1,000 = 71	--	1.0 per 5,000 (min 2) = 5	--
Warehouse	17,900 sf <u>14,119 sf</u>	.3 per 1,000=5	.5 per 1,000 = 9			
Total	33,700 sf <u>31,787 sf</u>	51	80	61	5	6

Parking Area Landscaping

Minimizing Visual Dominance of Parking
 Subsection 4.155 (.03) B.

B34. The applicant proposes landscaping throughout the parking area helping to minimize the visual dominance of the paved parking area.

10% Parking Area Landscape Requirement
 Subsection 4.155 (.03) B. 1.

B35. According to the applicant’s narrative the parking area is 13,830 square feet. 5,100 square feet of the parking, area is landscaped providing 37% of landscaped area. The landscape area provided is well in excess of the 10% requirement. Additionally, a portion of the parking area is underground and screened by the structure, making it exempt from the landscape requirements.

Landscape Screening of Parking

Subsection 4.155 (.03) B. 1.

B36. The proposed design screens the parking area from adjacent properties and adjacent rights-of-way by physical distance and proposed landscaping and vegetation. The design does not warrant additional screening meeting a specific City screening standard. As a previously developed site Parkway Woods Business Park contains a high berm along SW Parkway Avenue, which screens the existing parking area from view. As no changes are proposed to this portion of the site, the berm will continue to screen the proposed parking area and does not warrant additional screening meeting a specific City screening standard.

Tree Planting Area Dimensions

Subsection 4.155 (.03) B. 2.

B37. The landscape plan shows 21 new trees planted in the parking lot areas. 12 of these trees will be planted around the perimeter of the parking area, 9 new trees are provided in landscaped peninsulas within the parking lot. The proposed trees meet the dimensional requirements of the above section.

Parking Area Tree Requirement

Subsection 4.155 (.03) B. 2. and 2. a.

B38. The proposed Public Works Facility contains 39 surface parking spaces. The site contains 11 additional parking spaces below grade do not require parking lot trees. One (1) tree is required for every eight (8) parking spaces. The tree planting requirement for the parking lot is 5 trees. The applicant proposes 21 new trees around the parking lot area, which exceeds the minimum requirement.

Parking Area Landscape Plan

Subsection 4.155 (.03) B. 2. a.

B39. The applicant's landscape plan includes the proposed parking area.

Parking Area Tree Clearance

Subsection 4.155 (.03) B. 2. b.

B40. The applicant will maintain all trees listed for planting in the parking area and expected to overhang the parking areas to provide a 7-foot vertical clearance.

Bicycle Parking

Required Bicycle Parking

Section 4.155 (.04) A. 1.

B41. Office uses require one bicycle parking space per 5,000 square feet or a minimum of two (2) bicycle parking spaces. Warehouse uses require one bicycle parking space per 20,000 square

feet or a minimum of two (2) bicycle parking spaces. The requirement for the office portion of the site is four (4) bicycle parking spaces. The requirement for the warehouse portion of the site is two (2) bicycle parking spaces. The overall requirement for the site is six (6) spaces. While the applicant provides seven (7) bike racks on the property, which have the capacity for two (2) bicycle parking spaces per rack for a total of 14 bicycle parking spaces. The code requires 50% of the total parking requirement for bicycles to be developed as long term bicycle parking spaces when six (6) or more bicycle parking spaces are required. The applicant has included 3 bicycle racks for a total of six (6) short term bicycle parking spaces at the main entrance of the building shown on Sheet L1.1 in Exhibit B2. Additionally, there are six (6) bicycle parking spaces located under the building for long-term parking providing twelve (12) spaces as shown on Sheet A2.11 in Exhibit B2. The breakdown of short and long-term bicycle parking spaces provided by the applicant meets the requirements above.

Bicycle Parking Standards

Section 4.155 (.04) B.

- B42.** The applicant's plans show short term bicycle parking at the main entrance of the building and under the building within 30 feet of the entrance for long bicycle parking requirements. The applicant's narrative states that the bicycle parking spaces will comply with the 2' width and 6' length requirement with 5 feet of maneuvering space behind each space. Sheet A2.11 demonstrates compliance with this standard for the long term bicycle parking spaces, however this is not shown for the short term bicycle parking spaces, therefore a condition of approval PDA 3 ensures compliance with this standard.

Minimum Off-Street Loading Requirements

Section 4.155 (.05)

- B43.** The subject property is not of a use that typically requires the receipt or distribution of materials or merchandise by truck or similar vehicle. Based on the square footage of the use one (1) off-street loading space would be required. The applicant provides one (1) off street loading berth in the warehouse building meeting the size requirements of the above standard.

Carpool and Vanpool Parking Requirements

Section 4.155 (.06)

- B44.** While the property does not contain over 75 parking spaces the applicant has provided two (2) carpool / vanpool parking spaces in the staff parking area. The spaces are clearly marked as carpool / vanpool spaces as shown on Sheet C1.0 in Exhibit B2 and are located near the main staff entrance.

Other Development Standards

Access, Ingress, and Egress

Section 4.167

- B45.** Site access is via an existing private access drive that connects to SW Boberg Road. An additional access point is proposed at the southern portion of the property connecting to SW Boberg Road.

Natural Features and Other Resources

Section 4.171

- B46.** The property is currently undeveloped and contains 119 trees located on site. The site also contains land within the SROZ along the southern portion of the site. The applicant's narrative recognizes that the site contains natural features worthy of preservation, and minimizes disturbance and strives to protect these features to the extent practicable.

Access Drives and Travel Lanes

Subsection 4.177 (.01) E.

- B47.** The design of the access drives provides clear travel lanes, free from obstructions. The design shows all drive aisles as asphalt.

Outdoor Lighting

Sections 4.199.20 through 4.199.60

- B48.** The outdoor lighting standards apply to the proposal is required to meet the Outdoor Lighting Standards. See Request C, Findings C48 through C55.

Underground Installation of Utilities

Sections 4.300-4.320

- B49.** All utilities on site are existing and underground, no new utilities are proposed.

Public Safety and Crime Prevention

Design for Public Safety, Surveillance and Access

Subsections 4.175 (.01) and (.03)

- B50.** The proposed development is designed to a reasonable extent to deter crime and ensure public safety. The proposed development includes a perimeter fence for security around the operations yard, security cameras, electronic controlled access gates, and separated staff and visitor parking areas.

Addressing and Directional Signing
Subsection 4.175 (.02)

B51. Addressing will meet public safety standards. The building permit process will ensure conformance.

Lighting to Discourage Crime
Subsection 4.175 (.04)

B52. Lighting design is in accordance with the City's outdoor lighting standards, which will provide sufficient lighting to discourage crime.

Landscaping Standards

Landscaping Standards Purpose
Subsection 4.176 (.01)

B53. In complying with the various landscape standards in Section 4.176 the applicant has demonstrated the Stage II Final Plan is in compliance with the landscape purpose statement.

Landscape Code Compliance
Subsection 4.176 (.02) B.

B54. The applicant requests no waivers or variances to landscape standards. All landscaping and screening must comply with standards of this section.

Intent and Required Materials
Subsections 4.176 (.02) C. through I.

B55. The applicant's planting plan implements the landscaping standards and integrates general and low screen landscaping throughout the site, consistent with professional landscaping and design best practices. Plantings meeting the low screen standard will be utilized along the periphery of the parking areas. The applicant proposes meeting the fully sight obscuring fence standard around the perimeter of the operations yard.

Landscape Area and Locations
Subsection 4.176 (.03)

B56. The proposed development will exceed the 15% landscaping requirement. The subject property is 322,726 square feet and provides 101,506 square feet of landscaping which is 31% of the site. Of the 13,830 square feet of parking area, 37% or 5,100 square feet will be landscaped. Plantings are proposed along the entire frontage of SW Boberg Road to soften the appearance of the new building, as well as the parking areas of the site. The landscaping will include trees, shrubs, ground cover and grasses planted in parking areas, general landscape areas, stormwater facilities, and within the SROZ.

Buffering and Screening
Subsection 4.176 (.04)

B57. The subject property is zoned PDI and borders PDI zoning to the north, east, and south. To the east, the property also borders RAH zoned property that contains residential uses. The Screening and Buffering Overlay Zone requirements are addressed in findings B25 through B27. The site contains outdoor storage and activity areas on the western portion of the site which has been screened meeting the site obscuring fence standard. The applicant proposes a 6 foot tall chain link metal fence with HDPE privacy slats to provide a sight obscuring screen for these areas. The eastern portion of the site contains an office building and parking areas, which are landscaped with the general landscaping standard and low screen standard.

Landscape Plan Requirements
Subsection 4.176 (.09)

B58. The applicant’s submitted landscape plans are drawn to scale and show the type, installation size, number and placement of materials. Plans include a plant material list identifying plants by both their scientific and common names. A note on the landscape plan indicates the irrigation method.

Mixed Solid Waste and Recyclables Storage

DRB Review of Adequate Storage Area, Minimum Storage Area
Subsections 4.179 (.01)

B59. The subject property currently one combined solid waste and recyclable storage area on site. The enclosure is shown on Sheets A1.01 and A3.05 in Exhibit B2. The structure is 482 square feet and provides 252 square feet of storage within. The minimum requirement for the site is 184 square feet based on the following calculations:

Building	Use	Size	Min. Storage
Administration Building	Office	17,235 <u>17,668</u>	68.94 square feet
Warehouse Building	Warehouse	17,390 <u>14,119</u>	104.34 square feet

The collection area satisfy the existing spatial demands for the site and meets the access standards of the City’s franchised waste hauler. A letter supporting the redesign and trash and recycling locations from Republic Services dated May 21, 2021 is included in Exhibit B1.

Review by Franchise Garbage Hauler
Subsection 4.179 (.07).

- B60.** The applicant’s Exhibit B1 contains a letter from Republic Services indicating coordination with the franchised hauler, and that the proposed storage area and site plan meets Republic Services requirements.

Request C: DB21-0033 Site Design Review

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

Site Design Review

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

- C1.** Staff summarizes the compliance with this subsection as follows:
- Excessive Uniformity:** The proposed development is unique to the particular development context and does not create excessive uniformity.
- Inappropriate or Poor Design of the Exterior Appearance of Structures:** The applicant used appropriate professional services to design structures on the site using quality materials and design. The new warehouse and office building are attractively designed utilizing metal panels, concrete, and wood accents to add visual interest. The site contains five (5) different structures, which all serve different purposes. However, each maintains a cohesive design with the general aesthetic of the office building, the most prominent structure within the development.
- Inappropriate or Poor Design of Signs:** The applicant used appropriate professionals to design signs meeting City sign standards compatible with the architecture of the building.
- Lack of Proper Attention to Site Development:** The applicant employed the skills of the appropriate professional services to design the site, demonstrating appropriate attention to site development.
- Lack of Proper Attention to Landscaping:** The applicant proposes landscaping exceeding the area requirements professionally designed by a landscape architect, incorporating a variety of plant materials, demonstrating appropriate attention to landscaping.

Objectives of Site Design Review

Proper Functioning of the Site
Subsection 4.400 (.02) A. and Subsection 4.421 (.03)

- C2.** The professionally designed site demonstrates significant thought to make the site functional and safe. A drive aisle wide enough for two-way traffic, standard size parking stalls, a complete pathway network, and access meeting City standards are among the site design features contributing to functionality and safety.

High Quality Visual Environment

Subsection 4.400 (.02) A. and Subsection 4.421 (.03)

- C3.** A professionally designed building landscaping and a professional, site specific, layout supports a quality visual environment.

Encourage Originality, Flexibility, and Innovation

Subsection 4.400 (.02) B. and Subsection 4.421 (.03)

- C4.** The applicant proposes buildings, landscaping, and other site elements professionally designed specifically for the site. Sufficient flexibility exists to fit the planned development within the site without seeks waivers or variances.

Discourage Inharmonious Development

Subsection 4.400 (.02) C. and Subsection 4.421 (.03)

- C5.** As indicated in Finding C3 above the professional unique design of the building, landscaping, and other site elements support a high quality visual environment and thus prevent monotonous, drab, unsightly, dreary development. Use of long lasting materials as well as landscaping will make the site more harmonious with adjacent and nearby development.

Proper Relationships with Site and Surroundings

Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- C6.** The applicant prepared a professional site-specific design that carefully considers the relationship of the building, landscaping, and other improvements with other improvements on and adjacent to the site, existing and planned.

Regard to Natural Aesthetics

Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- C7.** The site contains mature native trees within the SROZ corridor along the southern portion of the site. One Oregon White Oak is proposed for retention along the private access drive to the north. The site plan proposed by the applicant in Exhibit B2 provides a layout that preserves the predominant natural feature of the site which is the SROZ corridor and adds numerous new tree species adding to variety and natural aesthetics of the site which help soften the industrial appearance of the development.

Attention to Exterior Appearances

Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- C8.** The applicant used appropriate professional services to design the exterior of the building. The main entrance of the building has been emphasized through the addition of wood siding. The other materials used are standing seam and flat metal panel, and concrete.



Protect and Enhance City's Appeal
 Subsection 4.400 (.02) E. and Subsection 4.421 (.03)

- C9. The applicant is proposing a new public works facility. The proposed development will enhance the appeal of the city by providing more efficient public services through the completion of this facility.

Stabilize Property Values/Prevent Blight

Subsection 4.400 (.02) F. and Subsection 4.421 (.03)

- C10.** The applicant is developing an undeveloped site within the city, and thus prevents blight. As a publically owned building, the structure is exempt and does not contribute to property taxes.

Adequate Public Facilities

Subsection 4.400 (.02) G. and Subsection 4.421 (.03)

- C11.** As found in the Stage II Final Plan review, see Request B, adequate public facilities serve the site.

Pleasing Environments and Behavior

Subsection 4.400 (.02) H. and Subsection 4.421 (.03)

- C12.** The proposed development provides a clearly defined layout and is designed in a configuration that meets defensible space guidelines such as the inclusion of clear sightlines that allow for surveillance and clearly identified structures. See Finding B51 for additional information.

Civic Pride and Community Spirit

Subsection 4.400 (.02) I. and Subsection 4.421 (.03)

- C13.** Through implementing the proposed development of a new City of Wilsonville Public works Facility the project site will help foster civic pride and community spirit.

Favorable Environment for Residents

Subsection 4.400 (.02) J. and Subsection 4.421 (.03)

- C14.** By constructing a new City of Wilsonville Public Works Facility on an undeveloped parcel in a predominantly industrial area of the City the development will provide an overall improved environment of the City along with improved government services.

Jurisdiction and Power of the DRB for Site Design Review

Development Must Follow DRB Approved Plans

Section 4.420

- C15.** Condition of Approval PDC 1 ensures construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. The City will not issue any building permits for portions of the improvements requiring DRB review prior to DRB approval.

Design Standards

Preservation of Landscaping

Subsection 4.421 (.01) A.

- C16.** The development requires the removal of most of the trees within the development footprint. The SROZ area on site is preserved and will be enhanced with new plantings to improve the health of the natural feature. The applicant proposes to remove landscaping in poor health and replace it with new landscaping.

Harmony of Proposed Buildings to Environment

Subsection 4.421 (.01) B.

- C17.** The applicant used appropriate professional services to design the exterior of the building to ensure harmony with the environment. The area surrounding the subject property is predominantly industrial. The applicant has utilized materials that are typically employed in industrial development, but has utilized a variety of colors, materials, and textures to add interest and create harmony with the adjacent environment. Landscaping is included around all structures to either enhance the appearance of or screen industrial uses.

Special Attention to Drives, Parking, and Circulation- Access Points

Subsection 4.421 (.01) C.

- C18.** All new access points are existing and meet City standards. No changes are proposed to existing access points.

Special Attention to Drives, Parking, and Circulation- Interior Circulation

Subsection 4.421 (.01) C.

- C19.** All interior circulation areas are existing and the applicant does not propose changes to the existing circulation areas. The interior circulation is at least 24 feet wide allowing for adequate space for pulling out of the individual spaces and for two-way traffic to pass.

Special Attention to Drives, Parking, and Circulation- Pedestrian and Vehicle Separation

Subsection 4.421 (.01) C.

- C20.** The design separates pedestrian and vehicle circulation except at necessary cross walks.

Special Attention to Drives, Parking, and Circulation- Safe and Convenient Parking Areas

Subsection 4.421 (.01) C.

- C21.** The applicant has worked with a professional design team to ensure the new parking area is safe and convenient. The parking area is conveniently located for access to the building. The parking space size and drive aisle width is a typical design allowing adequate area for safe maneuvering.

Special Attention to Drives, Parking, and Circulation- Parking Detracting from Design
Subsection 4.421 (.01) C.

C22. The proposed development adequately separates vehicular and pedestrian traffic. Drive aisles and crosswalks are clearly indicated. The proposed parking areas are convenient and designed to be screened from off site view either through landscaping or by being located below grade.

Special Attention to Surface Water Drainage
Subsection 4.421 (.01) D.

C23. The proposed development provides parking areas which will contain water quality features consistent with City standards. These features are dispersed throughout the parking lot and will help improve water quality throughout the property. Three facilities are included as part of the development in the following locations: in the plaza area, between the guest parking area and equipment parking spaces within the service yard, and one large facility at the rear of the property. The proposed improvements will not adversely affect neighboring properties through the storm drainage system.

Harmonious Above Ground Utility Installations
Subsection 4.421 (.01) E.

C24. No above ground utility installations are proposed.

Indication of Sewage Disposal
Subsection 4.421 (.01) E.

C25. All sewage disposal will be via standard sewer connections to City sewer lines found to be adequate to serve the site as part of the Stage II Final Plan.

Advertising Features Do Not Detract
Subsection 4.421 (.01) F.

C26. All advertising features are sized and located appropriately to not detract from the design of the existing structure and surrounding properties. See also Request D.

Screening and Buffering of Special Features
Subsection 4.421 (.01) G.

C27. The applicant does not propose any special features requiring additional screening or buffering.

Design Standards Apply to All Buildings, Structures, Signs, and Features
Subsection 4.421 (.02)

C28. The applicant's design considers the design standards for all buildings, structures, and other features. The proposed monument sign is designed in accordance with all standards

for the zone and meets additional requirements of the Screening and Buffering Overlay Zone.

Conditions of Approval to Ensure Proper and Efficient Function
Subsection 4.421 (.05)

C29. Staff does not recommend any additional conditions of approval to ensure the proper and efficient functioning of the development.

Color or Materials Requirements
Subsection 4.421 (.06)

C30. The colors and materials proposed by the applicant are appropriate. Staff does not recommend any additional requirements or conditions related to colors and materials.

Standards for Mixed Solid Waste and Recycling Areas

Mixed Solid Waste and Recycling Areas Colocation
Subsection 4.430 (.02) A.

C31. The proposal provides an exterior storage area for both solid waste and recyclables.

Exterior vs Interior Storage, Fire Code, Number of Locations
Subsections 4.430 (.02) C.-F.

C32. The applicant proposes a single exterior location in a central visible location. Review of the Building Permit will ensure meeting of building and fire code. The screening enclosure is set back from the property line much more than the required 3 feet.

Collection Vehicle Access, Not Obstruct Traffic or Pedestrians
Subsections 4.430 (.02) G.

C33. The applicant has included a letter from Republic Services in Exhibit B1 which indicates the location and arrangement is accessible to collection vehicles. The location of the storage area does not impede sidewalks, parking area aisles, or public street right-of-way.

Dimensions Adequate to Accommodate Planned Containers
Subsections 4.430 (.03) A.

C34. Pursuant to a letter from Republic Services in Exhibit B1, the dimensions are adequate to accommodate the planned containers.

6-Foot Screen, 10-Foot Wide Gate
Subsections 4.430 (.03) C.

C35. The applicant provides the required screening and gate width.

Site Design Review Submission Requirements

Submission Requirements Section 4.440

C36. The applicant submitted a site plan drawn to scale and a detailed landscape plan.

Time Limit on Site Design Review Approvals

Void after 2 Years Section 4.442

C37. The Applicant plans to develop the proposed project within two years and understands that the approval will expire after two years unless the City grants an extension.

Installation of Landscaping

Landscape Installation or Bonding Subsection 4.450 (.01)

C38. Condition of Approval PDC 2 will assure installation or appropriate security.

Approved Landscape Plan Binding Subsection 4.450 (.02)

C39. Condition of Approval PDC 3 provides ongoing assurance approved landscaping is installed and maintained.

Landscape Maintenance and Watering Subsection 4.450 (.03)

C40. Condition of Approval PDC 4 will ensure continual maintenance of landscaping in a substantially similar manner as originally approved by the Board.

Limitation to Modifications of Landscaping Subsection 4.450 (.04)

C41. Condition of Approval PDC 4 provides ongoing assurance of conformance with this criterion by preventing modification or removal without the appropriate City review.

Landscaping Standards

Shrubs and Groundcover Materials Requirements Subsection 4.176 (.06) A.

C42. Condition of Approval PDC 5 requires meeting the detailed requirements of this subsection. Of particular note, the applicant's landscape plan, shows at least 2-gallon containers for shrubs and 1-gallon containers for groundcover.

Plant Materials Requirements-Trees
Subsection 4.176 (.06) B.

- C43.** As stated on the applicant’s landscape plans, the plant material requirements for trees will be met as follows:
- Trees are B&B (Balled and Burlapped)
 - Tree are 2” caliper.

Plant Species Requirements
Subsection 4.176 (.06) E.

- C44.** The applicant’s landscape plan provides sufficient information showing the proposed landscape design meets the standards of this subsection related to use of native vegetation and prohibited plant materials.

Landscape Installation and Maintenance Standards
Subsection 4.176 (.07)

- C45.** The installation and maintenance standards are met or will be met by Condition of Approval PDC 6 as follows:
- Plant materials are required to be installed to current industry standards and be properly staked to ensure survival
 - Within one growing season, the applicant must replace in kind plants that die, unless the City approves appropriate substitute species.
 - Notes on the applicant’s landscape plans provides for an irrigation system.

Landscape Plan Requirements
Subsection 4.176 (.09)

- C46.** Applicant’s landscape plan show all existing and proposed landscape areas. The to-scale plans show the type, installation size, number and placement of materials. Plans include a plant material list. Plants identification is by both their scientific and common names.

Completion of Landscaping
Subsection 4.176 (.10)

- C47.** The applicant has not requested to defer installation and thus must install landscaping prior to occupancy.

Outdoor Lighting

Applicability of Outdoor Lighting Standards

Sections 4.199.20 and 4.199.60

- C48.** The proposed development installs new lighting as part of the development of a new industrial office project to serve as the new City of Wilsonville Public Works Facility in an industrial project. The outdoor lighting standards thus apply.

Outdoor Lighting Zones

Section 4.199.30

- C49.** The subject property is within LZ2.

Optional Lighting Compliance Methods

Subsection 4.199.40 (.01) A.

- C50.** The applicant has the option of the performance or prescriptive method. The applicant has selected to comply with the prescriptive method.

Maximum Lamp Wattage and Shielding

Subsection 4.199.40 (.01) B. 1. and Table 7

- C51.** The applicant has selected the prescriptive option, the project's outdoor lighting design. The applicant's narrative states that the proposed luminaires comply with the maximum luminaire lamp wattage and shielding requirements within Table 7. The luminaire cutsheets are included in Exhibit B5.

Oregon Energy Efficiency Code Compliance

Subsection 4.199.40 (.01) B. 2.

- C52.** The applicant will demonstrate compliance with the Oregon Energy Efficiency Code, Exterior Lighting prior to construction.

Maximum Mounting Height

Subsection 4.199.40 (.01) B. 3.

- C53.** As new building mounted lighting and egress lighting will be installed, this meets the definition of a major addition or modification to pre-existing sites as defined by WC 4.199.60.01. The subject property is located within Lighting Zone 2. The maximum mounting height for lighting for private drives, driveways, parking and bus stops is 40 feet. Lighting for walkways, bikeways, plazas and other pedestrian areas is 18 feet. All other lighting must not exceed a mounting height of 8 feet. The applicant's narrative states that the proposed mounting height for all proposed exterior lighting will comply with the required mounting heights within the Lighting Zone 2 Overlay.

Setback from Property Line
Subsection 4.199.40 (.01) B. 4.

C54. The applicant's narrative states that the proposed development meets the criteria outlined in exception 2 within the above subsection as the property does not abut any parcels that do not share the same based or lighting zone. However, the subject property does abut RAH zoned property to the east. However, no lighting is proposed that would violate the lighting setback provisions of this subsection.

Lighting Curfew
Subsection 4.199.40 (.01) D.

C55. The applicant proposes the standard LZ 2 curfew of 10 PM.

Request D: DB20-0030 Type C Tree Removal Plan

Type C Tree Removal-General

Tree Related Site Access
Subsection 4.600.50 (.03) A.

D1. It is understood the City has access to the property to verify information regarding trees.

Review Authority
Subsection 4.610.00 (.03) B.

D2. The requested removal is connected to site plan review by the Development Review Board for new development. The tree removal is thus being reviewed by the Development Review Board.

Conditions of Approval
Subsection 4.610.00 (.06) A.

D3. No additional conditions are recommended pursuant to this subsection.

Completion of Operation
Subsection 4.610.00 (.06) B.

D4. It is understood the tree removal will be completed prior to construction of the proposed building, which is a reasonable time frame for tree removal.

Security for Permit Compliance
Subsection 4.610.00 (.06) C.

D5. No bond is anticipated to be required to ensure compliance with the tree removal plan as a bond is required for overall landscaping.

Tree Removal Standards
Subsection 4.610.10 (.01)

D6. The standards of this subsection are met as follows:

- Standard for the Significant Resource Overlay Zone: Six (6) trees are proposed for removal within the SROZ and six (6) trees are proposed for removal within the buffer zone. These trees are in poor condition and noted by the arborist as in decline, some of the trees are dead such as Tree #31476 and Tree #30645. These trees meet the criteria for removal within the SROZ, as they are necessary for construction due to the underground utilities planned for construction or due to their condition.
- Preservation and Conservation. The arborist report inventoried 162 trees. 119 of those trees were located on the subject properties. The tree species on site are predominantly Black Cottonwood *Populous trichocarpa* and are not native trees or considered rare or endangered. Some of the trees inventoried were noted within the arborist report as dead and do not count toward mitigation requirements. The applicant proposes to preserve thirty (30) of the existing trees. 89 trees are proposed for removal. The applicant proposes to plant 120 new trees to mitigate for the 89 trees proposed for removal, which exceeds the 1:1 mitigation requirement. Condition of approval PDD 4 will ensure that protective fencing is placed around the drip line of preserved trees prior to site grading or other site work that could damage the trees
- Development Alternatives: The proposed tree removal has been minimized to the extent possible in order to redevelop the subject property.
- Land Clearing: Land clearing and grading is proposed and will be limited to areas necessary for construction of the proposed building, structures, and other site improvements.
- Compliance with Statutes and Ordinances: The necessary tree replacement and protection is planned according to the requirements of the tree preservation and protection ordinance.
- Limitation: Tree removal is limited to where it is necessary for construction (as discussed in Development Alternatives above) or to address nuisances or where the health of the trees warrants removal.
- Additional Standards: A tree survey has been provided, and no utilities are proposed to be located where they would cause adverse environmental consequences.

Review Process
Subsection 4.610.40 (.01)

D7. The plan is being reviewed concurrently with the Stage II Final Plan.

Tree Maintenance and Protection Plan
Section 4.610.40 (.02)

D8. The applicant has provided information on tree maintenance and protection in Exhibit B2. Sheets C0.1 and L1.2. The tree protection fencing shown indicates fencing around the trees

preserved to the north of the site, however no tree protection fencing is shown to protect preserved trees within the SROZ. A condition of approval has been added to require the applicant to provide an updated exhibit showing tree protection fencing around the SROZ area at the southern portion of the property.

Replacement and Mitigation

Tree Replacement Requirement Subsection 4.620.00 (.01)

D9. The applicant proposes removing 89 trees and replanting 120 trees as mitigation on the project site, exceeding a one-to-one ratio and the requirements of this subsection.

Basis for Determining Replacement and Replacement Subsection 4.620.00 (.02) and (.03)

D10. Replacement trees will meet the minimum caliper and other replacement requirements.

Replacement Tree Stock Requirements Subsection 4.620.00 (.04)

D11. The planting notes on the applicant's Sheet L2.0 and L2.1 Exhibit B2 indicate the appropriate quality.

Replacement Trees Locations Subsection 4.620.00 (.05) A.

D12. The applicant proposes to mitigate for all removed trees on site and in the appropriate locations for the proposed development.

Protection of Preserved Trees

Tree Protection During Construction Section 4.620.10

D13. Condition of Approval PDD 4 ensures the applicable requirements of this section will be met.

Request E: DB20-0023 Class III Sign Permit

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

Sign Review and Submission

Class II Sign Permits Reviewed by DRB
 Subsection 4.031 (.01) M. and Subsection 4.156.02 (.03)

E1. The application qualifies as a Class III Sign Permit subject to Development Review Board review.

What Requires Class III Sign Permit Review
 Subsection 4.156.02 (.06)

E2. The request involves a single tenant scenario in a development subject to Site Design Review by the Development Review Board thus requiring a Class III Sign Permit.

Class III Sign Permit Submission Requirements
 Subsection 4.156.02 (.06) A.

E3. As indicated in the table below the applicant has satisfied the submission for Class III sign permits, which includes the submission requirements for Class II sign permits:

Requirement	Submitted	Waiver Granted		Condition of Approval	Not Applicable	Additional findings/notes
		Info Already Available to City	Info Not Necessary for Review			
Completed Application Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sign Drawings or Descriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation of Tenant Spaces Used in Calculating Max. Sign Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Drawings of Sign Placement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Information on Any Requested Waivers or Variances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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Class III Sign Permit and Waiver Review Criteria

Class II Sign Permit Review Criteria: Generally and Site Design Review
 Subsection 4.156.02 (.05) F.

E4. As indicated in Findings below, the proposed sign will satisfy the sign regulations for the applicable zoning district and the relevant Site Design Review criteria.

Class II Sign Permit Review Criteria: Compatibility with Zone
 Subsection 4.156.02 (.05) F. 1.

E5. The proposed sign is typical of, proportional to, and compatible with development in the PDI zone. This includes an internally illuminated freestanding monument sign using a concrete base similar to signs found on many developments in the PDI zone. The applicant proposes one freestanding monument sign at the northeastern portion of the site near private access road that runs through the property. No evidence presented nor testimony received demonstrating the subject sign would detract from the visual appearance of the surrounding development.

Class II Sign Permit Review Criteria: Nuisance and Impact on Surrounding Properties
 Subsection 4.156.02 (.05) F. 2.

E6. There is no evidence, and no testimony has been received suggesting proposed signs would create a nuisance or negatively impact the value of surrounding properties.

Class II Sign Permit Review Criteria: Items for Special Attention
 Subsection 4.156.02 (.05) F. 3.

E7. The sign does not conflict with the design or placement of other site elements, landscaping, or building architecture has been reviewed as part of this application. The appropriate placement of the sign will be ensured by Condition of Approval PDE 3.

Sign Measurement

Measurement of Cabinet Signs
 Subsection 4.156.03 (.01) A.

E8. The sign measurement uses single rectangles, as allowed.

Freestanding and Ground Mounted Signs in the PDC, TC, PDI, and PF Zones

General Allowance

Subsection 4.156.08 (.01) A.

- E9.** The subject site has frontage on SW Boberg Road of sufficient length to be sign eligible. A single freestanding sign is proposed along SW Boberg Road. A condition of approval ensures the sign will be placed in a code compliant location on site.

Allowed Height

Subsection 4.156.08 (.01) B.

- E10.** The allowed height for the sign is 8 feet as it is located within the PDI zone. The proposed 3' 6" - freestanding sign thus meets the requirements of this subsection.

Allowed Area

Subsection 4.156.08 (.01) C.

- E11.** The proposed freestanding sign pertains to a single tenant within several buildings located on one property. The proposed sign measures 28 square feet, which is below the allowable sign area for the subject property as the single tenant occupies more than 26,000 square feet of building area.

Pole or Sign Support Placement Vertical

Subsection 4.156.08 (.01) D.

- E12.** The applicant proposes constructing the freestanding sign and its foundation in a full vertical position.

Extending Over Right-of-Way, Parking, and Maneuvering Areas

Subsection 4.156.08 (.01) E.

- E13.** The subject freestanding sign will not extend into or above right-of-way, parking, and maneuvering areas.

Design of Freestanding Signs to Match or Complement Design of Buildings

Subsection 4.156.08 (.01) G.

- E14.** The proposed sign is coordinated with the design of the building design, as proposed.

Width Not Greater Than Height for Signs Over 8 Feet

Subsection 4.156.08 (.01) H.

- E15.** The proposed freestanding sign does not exceed 8 feet, therefore the requirements of this subsection do not apply.

Sign Setback

Subsection 4.156.08 (.01) J.

- E16.** The applicant's narrative refers to Sheet A1.02 for freestanding sign location which is 147' from the northern property line and 17' from the eastern property line. The sign is roughly 7' from the public sidewalk. The setback requirements intend for freestanding signs to be located no further than 15 feet from the property line and no closer than two feet from a sidewalk or other hard surface in the public right-of-way. A Condition of Approval ensures the sign setback requirements will be met. If an appropriate location cannot be found the sign shall not be installed.

Address Required to be on Sign

Subsection 4.156.08 (.01) K.

- E17.** The site fronts SW Boberg Road. Sheet A1.02 Sign Plan in Exhibit B2 shows the proposed monument sign. The address is not shown on the proposed monument sign, therefore a condition of approval has been added to ensure the monument sign is redesigned to include the building address in compliance with the above subsection.

Site Design Review

Excessive Uniformity, Inappropriate Design

Subsection 4.400 (.01)

- E18.** With quality materials and design, the proposed signs will not result in excessive uniformity, inappropriateness or poor design, and the proper attention has been paid to site development.

Purpose and Objectives

Subsection 4.400 (.02) and Subsection 4.421 (.03)

- E19.** The signs are scaled and designed appropriately related to the subject site and the appropriate amount of attention has been given to visual appearance. The signs will provide local emergency responders and other individuals reference for the location of this development.

Design Standards

Subsection 4.421 (.01)

- E20.** There is no indication that the size, location, design, color, texture, lighting or material of the proposed signs would detract from the design of the surrounding properties.

Design Standards and Signs

Subsection 4.421 (.02)

E21. Design standards have been applied to the proposed sign, as applicable, see Findings E23 – E25 above.

Color or Materials Requirements

Subsection 4.421 (.06)

E22. The proposed coloring is appropriate for the sign and no additional requirements are necessary. The applicant is proposing backlit channel letters including potential tenant logos. No internally illuminated cabinet signs are proposed.

Site Design Review-Procedures and Submittal Requirements

Section 4.440

E23. The applicant has submitted a sign plan as required by this section.

Request F: AR21-0002 Lot Line Adjustment

Jurisdiction and Powers of Planning Director and Community Development Director – Lot Line Adjustments

Subsection 4.030 (.01) B. 6. a.

- F1.** The proposed lot line adjustment will eliminate the property line between Tax Lot 1800 (2.92 acres) and Tax Lot 1900 (4.72 acres). The result will be a 7.64 acre lot fronting SW Boberg Road. The Planning Director, as authorized in Section 4.030, has referred the Class II Administrative Review to the Development Review Board for review as the lot consolidation is associated with the Public Works Facility development and the Development Review Board reviews these requests concurrently.

Authorization of Land Divisions

Subsection 4.202 (.08)

- F2.** The proposed lot line adjustment is subject to the standards and procedures established in Section 4.233, and the boundaries between adjoining lots or parcels are not being altered without compliance with the standards.

Application Procedures for Land Divisions

Section 4.210

- F3.** The applicant's submittal documents satisfy the requirements of this code section. Staff notes that a traffic study is not required for a lot line adjustment. Approval of the lot line adjustment is effective for two (2) years in which time the applicant must take the action to record the adjustment with Clackamas County. Time extension may be granted per Section 4.023. If the lot line adjustment is not recorded with the Clackamas County Surveyor's office prior to its expiration, this approval is void.

Lot Line Adjustments

Section 4.233

- F4.** An application for lot line adjustment is typically reviewed through the Administrative Review procedure outlined in Section 4.035. The applicant applied for the lot line adjustment separately from the broader development of the site outlined in requests A through E. Pursuant to Section 4.030 the Planning Director has referred the administrative review AR21-0010 to the Development Review Board (DRB) for review as the DRB typically reviews land divisions such as tentative subdivision plats and condominium plats. The two lots of the subject property are vacant with no existing structures. A proposed structure would cross the existing property line; therefore, the lots are being consolidated to facilitate the development of the site. The lot consolidation will create a new lot with a total area of 7.64 acres. The requested lot line adjustment will not impact the ability for the property to meet the minimum dimensional (lot size, coverage, area, setbacks) standards required for properties in the PDI Zone.