

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 26, 2020

6:30 PM

VI. Public Hearing:

B. Resolution No. 385. Parkway Woods Business Park Remodel: Keving Apperson, Atwell Group – Representative for PWII Owner, LLC –

Applicant/Owner. The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review, Type C Tree Removal Plan, Master Sign Plan and SROZ Review for a parking lot reconfiguration and exterior remodel for Parkway Woods Business Park. The subject site is located at 26600 SW Parkway Avenue on Tax Lots 511 and 581 Of Section 12, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Philip Bradford

Case Files:

DB20-0028	Stage II Final Plan Modification
DB20-0029	Site Design Review
DB20-0030	Type C Tree Plan
DB20-0031	Master Sign Plan
SI20-0002	SROZ Review

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 385**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A STAGE II FINAL PLAN MODIFICATION, SITE DESIGN REVIEW, TYPE C TREE REMOVAL PLAN, MASTER SIGN PLAN AND SROZ REVIEW FOR A PARKING LOT RECONFIGURATION AND EXTERIOR REMODEL FOR PARKWAY WOODS BUSINESS PARK. THE SUBJECT SITE IS LOCATED AT 26600 SW PARKWAY AVENUE ON TAX LOTS 511 AND 581 OF SECTION 12, TOWNSHIP 3 SOUTH, RANGE 1 WEST, CLACKAMAS COUNTY, OREGON. KEVIN APPERSON, ATWELL GROUP – REPRESENTATIVE FOR PWII OWNER, LLC – APPLICANT/OWNER.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated August 3, 2020, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on October 26, 2020, at which time exhibits, together with findings and public testimony were entered into the public record, and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated October 19, 2020, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB20-0028 through DB20-0031 and SI20-0002; Stage II Modification, Site Design Review, Master Sign Plan, Class C Tree Plan, and SRIR Review.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 26th day of October, 2020 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Samy Nada, Chair – Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Wilsonville Planning Division
Parkway Woods Remodel

Development Review Board Panel 'B'
Quasi-Judicial Public Hearing

Hearing Date:	October 26,, 2020
Date of Report:	October 19, 2020

Application Nos.:	DB20-0028 Stage II Final Plan Modification DB20-0029 Site Design Review DB20-0030 Type C Tree Plan DB20-0031 Master Sign Plan SI20-0002 SROZ Review
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Request/Summary: The review before the Development Review Board is a Class 3 Stage II Final Plan Modification, Site Design Review, Type C Tree Plan, SROZ Review and Master Sign Plan for the remodel of the existing Parkway Woods Business Park.

Location: 26600 SW Parkway Ave. The property is specifically known as Tax Lots 511, 581, 591, Section 12, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

Owner / Applicant: PWII Owner, LLC (Contact: Matt Morvai)

Comprehensive Plan Designation: Industrial

Applicant's

Representative: Atwell, LLC (Contact: Kevin Apperson)

Zone Map Classification: PDI (Planned Development Industrial)

Staff Reviewers: Philip Bradford, Associate Planner
Khoi Le PE, Development Engineering Manager
Kerry Rappold, Natural Resources Manager

Staff Recommendation: Approve with conditions the requested Stage II Final Plan Modification, Site Design Review, Type C Tree Plan, SROZ Review and Master Sign Plan.

Applicable Review Criteria:

<u>Development Code:</u>	
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 4.140	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 4.300 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
<u>Other Planning Documents:</u>	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

Vicinity Map



Background:

The existing building and surrounding properties were once the headquarters of Tektronix. The land use applications were approved in the late 1970's and were designed for a single tenant. Xerox acquired the property when they company acquired Tektronix's printing business. In 2015, a portion of the property was sold to Scanlan Kemper Bard (SKB). Over the next several years SKB carried out improvements with the goal of converting the property into an office park. In order to lease the property and meet current market demands, SKB intends to enhance the property with new parking, landscaping, refreshed architecture, and new signage to finalize the conversion of the property into a multi-tenant office-park.

Summary:

Stage II Final Plan Revision (DB19-0031)

The Stage II Final Plan Revision changes the site layout to accommodate the exterior changes and revised parking and circulation. No building expansion is proposed as part of this application. 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 (DB19-0033)

The applicant used appropriate professional services to design the remodel and addition using quality materials and design. The applicant's narrative states the purpose of the architectural changes to be functional and aesthetic improvements in order to facilitate the conversion of the building to industrial flex space. New windows and loading doors are proposed, along with multiple new entries and the construction of a new outdoor plaza area.

Master Sign Plan (DB19-0034)

The applicant proposes one freestanding sign. The freestanding sign faces the eastern frontage of the property along Parkway Avenue. The freestanding sign is a monument style sign within the size allowable and below the maximum allowance for the site. The sign placement on the site meets City standards and coordinates with the planned landscaping.

Type C Tree Removal Plan (DB20-0035)

The applicant proposes the removal of 458 trees, 146 of the trees proposed for removal are nuisance species, in poor condition or health, or less than 6 inch DBH. Only 163 of the trees proposed for removal are in healthy condition. As the majority of the existing parking lot and some of the landscaped area will be reconfigured as part of the development some healthy Oregon White Oaks and Willamette Valley Ponderosa Pines are shown as proposed for removal. The applicant's narrative states that several iterations of the landscape plans were produced to minimize the removal of the significant native trees. Mitigation is proposed at a 1:1 ratio and includes the planting of over 700 new trees as shown on the landscape plan.

SRIR Review (S120-0002)

Pursuant to Section 4.139.09(.01)(D), the applicant has submitted a Significant Resource Impact Report (SRIR) to justify a map refinement of the Significant Resource Overlay Zone (SROZ). The proposed map refinement is based on an approved wetland delineation and functional assessment for wetlands located on the subject property.

The land area to be amended in the SROZ includes:

1. Remove a portion of a locally significant wetland (Site Number: 1.07), which was identified as part of the City's Natural Resources Inventory. The wetland (i.e., Wetland C) is approximately 3.27 acres in size and includes a 50-foot Title 3 buffer around the perimeter of the wetland.

In addition, a wetland (i.e., A-North), not included in the City's Local Wetland Inventory, was reassessed by the applicant and deemed to be non-significant. All of the other wetlands on the subject property were deemed locally significant and do not require a map refinement.

Traffic and Parking:

Appendix 21 in Exhibit B1 contains the approved Traffic Study Waiver request form. The subject property contains an existing building and expansion of the structure is proposed, therefore the impact trip generation will not change.

For the purpose of parking standards, the proposed development falls into the use category of office or flex space (except medical and dental), listed in Table 5 of Section 4.155. The parking minimum is 2.7 spaces per 1,000 square feet. The parking maximum is 4.1 spaces per 1,000 square feet. The proposed building is 387,453 square feet. The minimum number of parking spaces is 938. The maximum number of parking spaces permitted is 1,616. The applicant proposes 1,221 parking spaces. The applicant's plans show the new parking lot configuration containing 1,214 9' by 18' standard parking spaces and seven (7) compact 9' by 15' compact parking spaces.

Public Comments and Responses:

None Received

Discussion Points:

Tree Removal

As the name Parkway Woods Business Park suggests, the subject property is heavily wooded and the heavily landscaped nature of the site is one of its most predominant features. The property contains numerous significant trees and species with special characteristics such as Oregon White Oak and Willamette Valley Ponderosa Pine. There were 605 trees that were surveyed by the project Arborist, Terragan & Associates. Of the 605 trees, 302 are proposed for removal. Of the 302 trees proposed for removal, only 163 are noted by the arborist to be in healthy condition. The applicant's narrative states that 71 Oregon White Oak and 27 Willamette Valley Ponderosa Pine are proposed for removal with 46 Oregon White Oak and 115 Willamette Valley Ponderosa Pine proposed for mitigation. The planting plan only shows 6 Oregon White Oak and 5 Willamette Valley Ponderosa Pine as being planted. The narrative also notes 275 additional Vine Maples will be planted in the parking lot swales, however only 250 are shown on the landscape plan sheets. Despite the applicant planting 462 mitigation trees for the 302 trees proposed for removal, the landscaping plans indicate that the significant tree species mitigation falls short of the number being removed and staff has included a condition of approval to require additional tree planting to maintain significant species and tree diversity on site to the fullest extent possible.

Architectural Changes

Parkway Woods Business Park is an existing structure clad with red brick. The proposed architectural changes will add new windows, new entries and associated canopies. The west entry will be clad in a dark grey mesh panel with a black canopy and cedar soffit. The corner entry will contain a black steel canopy painted black with a cedar soffit below. The south plaza entry will incorporate similar materials and colors for a cohesive appearance. The new windows will match the existing windows in appearance with green glazing and dark bronze framing. The new architectural elements add a contemporary look to the existing building while leaving most of the major existing architectural features unchanged. The new plaza area will incorporate storm water features, new landscaping, a pergola, and additional seating areas to create a well-designed space for employees and visitors to the site.

Construction Prior to DRB Approval

Interior construction has already commenced at Parkway Woods Business Park. The applicant previously applied for commercial tenant improvement permits in order to meet their construction timeline. The work is limited to interior framing and adding windows consistent with the existing windows in areas not visible from the public right-of-way. Existing building permits do not allow for any work on the exterior of the structure that involve work to be reviewed as part of this application such as architectural changes, landscaping, and signage.

SRIR Review

The SRIR assessed four wetlands (Figure 6): Wetland A (north), Wetland A (south), Wetland B and Tributary to Coffee Lake Creek, and Wetland C. Within the SRIR, a significance determination, based on the approved wetland delineation and updated Oregon Freshwater Wetland Assessment Methodology (OFWAM), was completed for the wetlands.

Wetland A is a linear swale located in the southwestern part of the property. There are two distinct sections to the swale (north and south), which are demarcated by Xerox Drive. To the north of the road, the wetland has degraded functions and values due to the lack of vegetation and maintenance activities. The dominant vegetation in the wetland, south of Xerox Drive, includes Oregon ash, snowberry, slough sedge, and spring beauty. The primary sources of hydrology include seasonal precipitation and stormwater runoff.

Wetland B is located in the forested southeastern part of the property. The wetland is forested in the southeastern corner, north of Xerox Drive with a floodplain/hydrologic connection to an intermittent tributary of Coffee Lake Creek. Dominant vegetation includes Oregon ash, English hawthorn, red osier dogwood, snowberry, bluegrass, slough sedge, common camas, woodland buttercup, and shining crane's bill. The primary sources of hydrology include groundwater, seasonal precipitation, and overflow from the adjacent tributary.

Wetland C is located in the forested southeastern part of the property, beginning north of Wetland B. Primarily a mowed lawn area, the wetland is bisected by a paved pedestrian path. Dominant vegetation includes meadow foxtail, bluegrass, and sweet vernal grass. The primary source of hydrology is irrigation, and due to the upslope nature of the wetland, it receives little groundwater or overflow from the adjacent tributary.

In regards to the City's Natural Resources Inventory (circa 1992-93), a wetland determination, based on OFWAM, provided preliminary boundaries of wetlands in Wilsonville. The mapped boundaries for the wetland determinations relied on aerial photographs, topographic maps, Clackamas County soil survey, and limited field reconnaissance. In contrast to the wetland determination, the state approved wetland delineation, submitted by the applicant, identifies the precise boundaries, location and current condition of the wetlands on the property. The wetland delineation incorporated observations of on-site hydrology, soils and vegetation. In accordance with the Corps of Engineers Wetlands Delineation Manual, Pacific Habitat Services delineated the wetland locations and boundaries.

To be deemed a locally significant wetland (and included in the SROZ), as specified in the City of Wilsonville Natural Resource Inventory, a wetland must satisfy the following functional criteria: diverse wildlife habitat, water quality, and hydrologic control. As documented in the applicant's updated OFWAM assessment, Wetland C is not a locally significant wetland due to degraded functions and values. Staff concurs with the applicant's wetland delineation and determination of local significance. Pursuant to Section 4.139.09(.01)(D), the applicant has demonstrated compliance with the provisions of the SROZ map refinement process for the wetland area.

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 (DB20-0028 through DB20-0031) with the following conditions:

Planning Division Conditions:

Request A: DB20-0031 Stage II Final Plan Modification

PDA 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.
PDA 2.	Prior to Non-Grading Building Permit Issuance: The applicant shall submit a revised site plan showing additional bicycle parking to meet the required 78 bicycle parking spaces.
PDA 3.	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.
PDA 4.	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 B: DB20-0032 Site Design Review

PDB 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 B15.
PDB 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 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

	<p>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 B38.</p>
PDB 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 B39.</p>
PDB 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 B40 and B41.</p>
PDB 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 B42.
PDB 6.	<p>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 B45.</p>

Request C: DB20-0033 Master Sign Plan

PDC 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.
PDC 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.
PDC 3.	Prior to Sign Installation / Ongoing: The applicant shall provide an updated site plan showing the existing signs as removed. No new ground mounted signage shall be installed prior to the removal of the existing signage.

Request D: DB20-0034 Type C Tree Plan

PDD 1.	General: This approval for removal applies only to the 312 trees identified in the applicant’s submitted materials. All other trees on the property shall be maintained unless removal is approved through separate application.
PDD 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.
PDD 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.
PDD 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.
PDD 5.	Prior to Grading Permit Issuance: The applicant shall submit a revised site plan showing additional inch per inch mitigation for the larger healthy Ponderosa Pine and Oregon White Oak species or pay into the City Tree Fund.

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:

PF 1.	Prior to Issuance of Public Works Permit, Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit A1.
PF 2.	Prior to Issuance of Public Works Permit, submit a storm drainage report to Engineering for review and approval. The storm drainage report shall demonstrate the proposed development is in conformance with the Low Impact Development (LID) treatment and flow control requirements. Submit infiltration testing results that correspond with the locations of the proposed LID facilities.
PF 3.	Prior to Site Commencement, an approved Erosion Control Permit must be obtain and erosion control measures must be in place.
PF 4.	Prior to Issuance of Final Building Certificate of Occupancy, onsite LID facilities must be constructed . These facilities must also be maintained properly in order to provide the required treatment and flow control appropriately. Therefore, the applicant must execute a Stormwater Maintenance Easement Agreement with the City. The Agreement must be recorded at the County prior to Issuance of Building Certificate of Occupancy.

Building Division Conditions:

BD1.	Access to a Public Way. The exit discharge from the building must provide direct and unobstructed access to a public way. Where access to a public way cannot be provided, a safe dispersal area shall be provided where all of the exceptions (1-4) are met from section 1028.5 of the 2019 Oregon Structural Specialty Code.
BD2.	<p>Accessible Parking. Included with in the project summary statement; “there will be no net increase in the amount of parking” which will not require an increase to accessible parking if the total number of parking is not increasing. Please refer to the City of Wilsonville, Building pages to download the Accessibility to Existing Buildings, Tenant Improvement Alterations Compliance Report:</p> <p>https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/building/page/6301/c_accessibility_to_existing_buildings_tenant_improvement_alterations_compliance_report_201704071202354138.pdf</p> <p>Complete this form and provide it with your plan packet at time of building permit application and submittal. The completed form will state which accessible elements under ORS 447.241 will provide the greatest access, starting with parking, access, and so on.</p>

Natural Resources Division Conditions:

NR1.	Natural Resource Division Requirements and Advisories listed in Exhibit C3 apply to the proposed development.
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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 DB20-0028 through DB20-0031. 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 Applicant files are available on the DRB Meeting Agendas & Packet on the City's website <https://www.ci.wilsonville.or.us/bc-drbb/page/drb-panel-b-23>

B1. Appendices:

- Appendix 1 – Partition Plat No. 2018-109
- Appendix 2 - TRIO
- Appendix 3 – Assessors Tax Map
- Appendix 4- Comprehensive Plan Map
- Appendix 5 – Zoning Map
- Appendix 6 – Pre Application Submittal
- Appendix 7 – Pre-Application Summary
- Appendix 8 – Staff Report & Notice of Decision AR16-0037
- Appendix 9 – Land Donation Resolution 2731
- Appendix 10- Local Wetland and Riparian Corridor Inventory
- Appendix 11 – Significant Resource Overlay Zone Map
- Appendix 12 – Local Wetland and Riparian Corridor Inventory Wetland Delineation Report
- Appendix 13 – Significant Resource Impact Report (SRIR)
- Appendix 14 – Joint Cut Fill Permit
- Appendix 15 – Approved Jurisdictional Determination
- Appendix 16 – Tree Inventory
- Appendix 17 – Arborist Report
- Appendix 18 – Soils Map
- Appendix 19 – Geotechnical Engineering Report
- Appendix 20 – Storm Water Management Plan
- Appendix 21 – Traffic Impact Study Waiver
- Appendix 22 – TVFR Land Use Review Application

Appendix 23 – WB 67 Semi Truck Vehicle Tracking Exhibit
Appendix 24 – Franchise Garbage Hauler Service Provider Letter
Appendix 25 – Color Materials Board Revised 10.15.20
Appendix 26 – Outdoor Furnishings Manufacturers Product Sheets
Appendix 27 – Entry Renderings Revised 10.15.20
Appendix 28 – Lighting Overlay Zone Map
Appendix 29 – Lighting Manufacturers Product Sheets
Appendix 30 – Master Sign Plan
Appendix 31 – Real Estate Broker Opinion Letter
Appendix 32 – Entry Plaza Rendering
Appendix 33 – Evolution of Tree Preservation Efforts

Application Forms:

Parkway Woods Development Permit Application Signed
Planning Fee Schedule
PWII Owner LLC
SKB Holding Corporation

Narratives:

PWBP – Site Improvements – Cover Sheet
PWBP – Site Improvements – Section A Introduction
PWBP – Site Improvements – Section B Code Narrative Revised 10.15.20
PWBP – Site Improvements – Section B Title Page
PWBP – Site Improvements – Section C Title Page
PWBP – Site Improvements – Section D Title Page
PWB – Site Improvements – Table of Contents

B2. Drawing Package:

01 Cover Sheet
02 Existing Conditions Plan
03 On-Site Analysis
04 Site Plan Revised 10.15.20
05 Grading & Drainage Plan
06 Utility Plan
07 Tree Protection & Removal Overall
08 Tree Protection and Removal NW Quadrant
09 Tree Protection and Removal NE Quadrant
10 Tree Protection & Removal SW Quadrant
11 Tree Protection & Removal SE Quadrant
12 Tree Inventory Table
13 Tree Inventory Table
14 Tree Inventory Table
15 Tree Inventory Table

- 16 Landscape Plan Overall
- 17 Landscape Plan NW Quadrant
- 18 Landscape Plan NE Quadrant
- 19 Landscape Plan SW Quadrant
- 20 Landscape Plan SE Quadrant
- 21 Buffer Enhancement Plan
- 22 Detailed Landscape Plans
- 23 Landscape Details and Plant Schedules
- 24 Plaza Hardscape Plan
- 25 Hardscape Details
- 26 Tree Canopy Coverage Plan
- 27 Lighting Plan
- 28 Floor Plan
- 29 Building Elevations
- 30 Building Elevations
- 31 Building Elevations

Development Review Team Correspondence

- C1. Engineering Division Conditions
- C2. Building Division Requirements & Advisories
- C3. Natural Resources Findings & Requirements
- C4. TVF&R 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 on May 18, 2020. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on June 16, 2020. The applicant submitted additional material on July 13, 2020. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on August 7, 2020. The applicant submitted additional material on August 28, 2020. Planning Staff deemed the application complete on September 22, 2020. The City must render a final decision for the request, including any appeals, by January 20, 2021.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Sysco
East:	PDI	Parkway Avenue/FLIR Systems/OIT
South:	PDI	Grace Chapel
West:	NA	Interstate 5

3. Previous Planning Approvals:

74RZ03 Zone Change from RA-1 to Industrial-Tektronix
74DR08 Tektronix
77DR02 Tektronix Addition
78DR05 Tektronix-Site development and architectural plans
79DR35 Tektronix-Building 83 for materials storage and handling
80DR22 Final site plan for Building 83
88AR40 Divide Tektronix campus into 2 Parcels
AR15-0031 Xerox Campus Partition

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 Todd Gooding, an authorized signer for the property owner PWII Owner, LLC.

Pre-Application Conference Subsection 4.010 (.02)

The City held a Pre-application conference on February 20, 2020 (PA20-0001) 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: DB19-0031 Stage II Final Plan Modification

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)

A1. The proposal is to modify a development previously approved as a planned development meeting the planned development purpose and lot qualifications.

Ownership Requirements
Subsection 4.140 (.03)

A2. The subject parcel is under the ownership of PWII Owner, LLC, for whom an authorized signer, Todd Gooding, signed the application.

Professional Design Team
Subsection 4.140 (.04)

A3. Kevin Apperson, RLA, ASLA is the professional coordinator of a professional design team including an architect (Mildren Design Group), engineers (Atwell, LLC), and a landscape architect (Atwell, LLC, and RVI, LLC) among other professionals.

Stage II Final Plan Submission Requirements and Process

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

A4. The proposal modifies an existing Stage II Plan that the City previously approved within 2 years of the Stage I Master Plan.

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

A5. 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.

A6. The modified Stage II plans conforms to the existing 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.

- A7.** 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.

- A8.** 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

- A9.** 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.

- A10.** 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.

- A11.** The subject property will not undergo any modifications that increase the square footage of the existing structures, therefore no new trips will be generated. No change of use is proposed as part of this application. A traffic study waiver is included in Appendix 21 in Exhibit B1.

Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

- A12.** The existing building has all facilities and services, including utilities, sufficient to serve the expanded building.

Adherence to Approved Plans

Subsection 4.140 (.09) L.

- A13.** 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)

A14. The applicant's plans show all utilities underground.

Waivers Subsection 4.118 (.03)

A15. The applicant does not request any waivers.

Other Requirements or Restrictions Subsection 4.118 (.03) E.

A16. Staff does not recommend any additional requirements or restrictions pursuant to this subsection.

Impact on Development Cost Subsection 4.118 (.04)

A17. 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)

A18. 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)

A19. The applicant will implement habitat-friendly development practices to the extent practicable. This will include minimizing grading, minimizing the amount of native vegetation and disturbance to the extent possible. As part of the parking lot reconfiguration the applicant will incorporate LIDA measures into the parking lot design to minimize adverse impacts to water resources.

Planned Development Industrial (PDI) Zone

Purpose of PDI Zone Subsection 4.135 (.01)

A20. The stated purpose of the PDI zone is to provide opportunities for a variety of industrial operations and associated uses. As an industrial flex building designed for multiple tenants

in manufacturing, technology office, corporate headquarters, and research and development uses, the proposed use is consistent with the purpose of the PDI zone.

Typically Permitted Uses

Subsection 4.135 (.03)

A21. No specific tenant or change of use is proposed as part of this application. Parkway Woods Business Park currently contains several tenants. 3D Systems would most closely be categorized as manufacturing and processing of electronics, technical instrumentation components and health care equipment or research and development. Dealer Spike would most closely fit under office complexes – technology. It is also anticipated that the site could be occupied partially as a corporate headquarters. All current uses are permitted uses within the PDI Zone, in addition all future uses will need to be outright permitted uses within the PDI Zone.

Block and Access Standards

Subsections 4.131.05 (.07) and 4.131 (.03)

A22. The proposal requests no changes to blocks or access spacing.

Industrial Performance Standards

Industrial Performance Standards

Subsection 4.135 (.05)

A23. 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 changes to the building will create a new outdoor plaza space at the primary southern entrance of the building that will be used by employees. The outdoor plaza area does not pose any adverse impacts and is consistent with the performance standards.
- 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 not one customarily used for night operations.
- 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 mixed solid waste and recycling with the appropriate surface material and screening consistent with City standards.
- Pursuant to standard N (unused area landscaping), no unused areas will be bare.

On-site Pedestrian Access and Circulation

Continuous Pathway System

Subsection 4.154 (.01) B. 1.

A24. As shown on the applicant's site plan in Exhibit B2, the proposed pedestrian pathway system (sidewalks) will provide pedestrian access to the existing public sidewalk along SW Parkway Ave. Concrete pathways are provided along the north, east, and south sides of the existing building and connect either directly with the public sidewalk or are linked via striped pedestrian paths through the parking lot. Parkway Woods Business Park currently contains a sidewalk along SW Parkway Ave and another pathway that continues along the southern portion of the property connecting to SW Canyon Creek Road. The parking lot reconfiguration will change the majority of parking lot areas and circulation routes through the site. A continuous pathway system has been added to provide circulation from the public sidewalk at both public streets serving the property, and connect the parking lot areas to all public entrances of the building.

Safe, Direct, Convenient Pathways

Subsection 4.154 (.01) B. 2.

A25. 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 and a connecting to the proposed trash enclosure. 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 proposed pedestrian pathways will directly connect the primary and secondary entrances of the building to the parking areas and the existing (SW Parkway Ave) and future right of way (SW Printer Parkway). The applicant has designed a primary circulation pathway that encircles the building and parking areas which is indicated on Sheet 4 of 31 of the Civil Engineering Drawing Exhibits in Exhibit B2. The applicant also proposes a secondary circulation system that provides safe pathways from the parking areas to the building

entrances, which can be seen crossing the parking lot landscape islands and connecting to building adjacent pathways.

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

A26. The proposed design of pedestrian pathways provide for vertical separation from vehicle circulation areas.

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

A27. As shown on the applicant’s site plan in Exhibit B2, the primary circulation system is marked using concrete inlayed between the asphalt paving to clearly indicate the primary circulation system through the site. The secondary pedestrian circulation system utilizes painted striped crosswalks at each point where crossing a drive aisle or circulation area.

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

A28. 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)

A29. 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"/>	7 of the 1,221 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 25 ADA parking spaces for 1,221 parking spaces, both adjacent to the main entrance.
D. Where possible, parking areas connect to adjacent sites.	<input checked="" type="checkbox"/>	The parking areas connect to SW Parkway Avenue via two driveway entrances 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)

A30. Parkway Woods Business Park requires a minimum of 938 parking spaces and a maximum of 1,616 parking spaces. The applicant proposes 1,221 parking spaces, an additional paved area that is currently existing and intended to remain can provide additional parking if necessary, however the applicant notes the intent for this area is to be a staging area with likely redevelopment in the future. As future tenants are not specified, the proposed

parking calculation is based on the highest parking demand of potential industrial uses. 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)	387,453 sf	2.7 per 1,000 = 938	4.1 per 1,000 = 1,616	--	1.0 per 5,000 (min 2) = 6	--
Total	387,453 sf	938	1,616	1,221	78	72

Parking Area Landscaping

Minimizing Visual Dominance of Parking

Subsection 4.155 (.03) B.

A31. 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.

A32. According to the landscape plan provided by the applicant the parking area is 26.1% landscaped, exceeding the 15% code required minimum.

Landscape Screening of Parking

Subsection 4.155 (.03) B. 1.

A33. 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.

A34. The landscape plan shows 462 new trees planted in the parking lot area. 297 of the trees will be located within and around the perimeter of the parking areas which exceeds the minimum requirement of 204 trees. Of the proposed 297 trees, 244 comply with the 8 foot

by 8 foot dimensional requirement. These planter areas have been reduced in size to accommodate the internal pedestrian walkways.

Parking Area Tree Requirement

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

A35. As a parking lot containing an excess of 200 parking spaces, the code requires one tree for every six parking spaces. With 1,221 parking spaces proposed, a total of 204 parking lot trees are required. A minimum of 51 trees are required to be within the interior of the parking area. The applicant proposes 297 trees, 244 of which count toward the requirement as 53 trees are in planting areas that do not meet the dimensional requirements of 8 foot by 8 foot.

Parking Area Landscape Plan

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

A36. The applicant's landscape plan includes the proposed parking area.

Parking Area Tree Clearance

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

A37. 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.

A38. Office uses require one bicycle parking space per 5,000 square feet or a minimum of 2 bicycle parking spaces. The proposed building requires 78 bicycle parking spaces ($387,453/5000 = 77.4$. rounded up to nearest whole number = 78). The site plan and applicant's narrative note 72 bicycle parking spaces, 36 spaces located within 30 feet of the main entrance, and 24 covered secure long-term bike parking spaces located within 30 feet of a public entrance. The applicant removed internal areas within the building not part of a tenant space in their calculations, which the code does not allow. This standard is met with the addition of Condition of Approval PDA 2.

Bicycle Parking Standards

Section 4.155 (.04) B.

A39. The applicant's plans show multiple bicycle parking spaces located within 30 feet of a public entrance on all sides of the building. The proposed bicycle parking is divided between 36 long term secured and covered spaces and 36 short-term spaces. 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. It is difficult to determine

compliance with the dimensional standards and maneuvering standards based on the information shown on the plans, therefore a condition of approval PDA 3 ensures compliance with this standard.

Other Development Standards

Access, Ingress, and Egress Section 4.167

A40. Site access is via existing driveways along SW Parkway Ave.

Natural Features and Other Resources Section 4.171

A41. The property has an existing building previously occupied by Tektronix and Xerox that is now occupied by multiple tenants. The applicant's narrative recognizes that the site contains significant trees, vegetation and other natural resources in need of protection. The proposed improvements seek to minimize the removal of significant trees such as Oregon White Oak and Willamette Valley Ponderosa Pines and vegetation as well as limit the disturbance of soils to the extent possible. No trees, significant native vegetation, or other resources in need of protection exist on the site.

Access Drives and Travel Lanes Subsection 4.177 (.01) E.

A42. 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

A43. 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

A44. 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)

A45. The location of the proposed building and parking areas are setback significantly from the street. As the building is existing and only the parking lot and exterior landscaped areas are being reconfigured, the applicant has focused on providing a design that allows for

clear visibility and surveillance into and through the site by using drive aisles and landscaping placement to provide better views into the site than the previous configuration.

Addressing and Directional Signing

Subsection 4.175 (.02)

A46. Addressing will meet public safety standards. The building permit process will ensure conformance.

Lighting to Discourage Crime

Subsection 4.175 (.04)

A47. 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)

A48. 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.

A49. 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.

A50. 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.

Landscape Area and Locations

Subsection 4.176 (.03)

A51. The subject site is 71,438 square feet in area, requiring 10,715 square feet of landscaping to meet the 15% landscaping requirement. Proposed non-turf landscaping totals 43% of the site. Parking lot area landscaping is 24% of the site area. Landscaping is provided surrounding the parking area, in front of the building, within the parking area, and screening the trash / recycling enclosure. The proposed landscaping maintains existing tree locations throughout the site, replacing any existing trees in poor condition. Proposed landscaping is a mix of native and non-native vegetation, determined to be most suitable

for the site by landscape architect, Michael Andrews. Materials proposed include 4 species of trees, 9 species of shrubs, and 3 species of ground covers, and 3 species of grasses. The subject site is 88.23 acres, therefore a total of 13.23 acres is required to be landscaped in order to meet the 15% landscaping requirement. Proposed landscape or natural area will be 838,502 square feet (19.25 acres) which is 22.8% of the site area. This exceeds the 15% minimum requirement. Landscaping is provided in around the new parking areas, there are new planting areas in existing large landscaped islands along Printer Parkway, and most notably in a large newly created plaza area located at the southern entry of the building. The applicant's landscape plan set shows a mix of ornamental trees such as Red Maple, Cedar, Douglas Fir, Wilamette Valley Ponderosa Pine, Oregon White Oak, and Douglas Firs, 250 Vine Maples located within the parking lot landscape islands, and Kousa Dogwoods within the plaza area along with a variety of deciduous and evergreen trees proposed to remain throughout the plaza and the remainder of the site.

Buffering and Screening

Subsection 4.176 (.04)

A52. The subject property is zoned PDI and borders PDI zoning to the north, east, and south. To the west the property abuts SW Parkway Ave and Interstate 5. These areas are compatible with the industrial flex office uses proposed as part of the Parkway Woods application and do not warrant any additional screening or buffering. A small portion of PDR-5 zoning abuts the property to the east, however this does not warrant any screening or buffering as there is roughly 1,200 feet of greenspace between the two different land use districts. The existing building contains rooftop mechanical equipment screening and is shown in the Architectural Drawing Exhibits in Exhibit B1. A condition of approval PDA 4 ensures any additional rooftop mechanical equipment will be screened in accordance with the requirements of this subsection.

Landscape Plan Requirements

Subsection 4.176 (.09)

A53. 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)

A54. The subject property currently contains a 30 cubic yard trash compacted located near the building 60 loading dock and a 20 cubic yard trash compactor located near the building 61 loading dock. The current building is 387,453 square feet, which requires 4 square feet per 1,000 square feet of building area. This would require 1,550 square feet of storage for mixed

solid waste. The two collection areas 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 July 8, 2020 is included as Appendix 24 of Exhibit B1.

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

A55. 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. Republic Services also notes that should the applicant pursue the potential third trash and recycle location additional review would be required. Any changes or additions to the solid waste and recycling collection on site would also require an administrative review by planning.

Request B: DB18-0033 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)

B1. 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 applicant’s narrative states that the improvements are intended to enhance and refresh the exterior of the existing building. The exterior changes include new windows, doors and entrances. The existing structure is primarily brick which will remain. The proposed improvements include black steel canopies with cedar soffit siding, and new windows and doors consistent with the existing dark bronze framing and green glazing. A new metal screen structure is proposed to architecturally emphasize the new western entry.

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. See also Request D.

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)

- B2.** 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)

- B3.** 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)

- B4.** The applicant proposes a building, 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)

- B5.** As indicated in Finding B3 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)

- B6.** 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)

- B7.** The site contains many mature trees of valuable species such as Willamette Valley Ponderosa Pine and Oregon White Oak. In order to reconfigure the parking and circulation areas, the removal of many trees are necessary due to construction. The applicant has provided Appendix 33 in Exhibit B1, which shows the various iterations of the tree removal plan as they worked to reduce their impact on the significant trees on site.

Iteration	Date	Percentage of Oregon White Oak Preservation	Percentage of Ponderosa Pine Preservation	Overall Tree Preservation Percentage
#1	January 16, 2020	15.1%	23.9%	22.8%
#2	February 6, 2020	25.3%	30.7%	30.9%
#3	March 11, 2020	50.6%	54.5%	43.6%
#4	April 9, 2020	53.6%	62.5%	46.1%
#5	May 14, 2020	56.0%	65.9%	48.9%
#6	July 7, 2020	57.2%	69.3%	48.4%

The above excerpt from Appendix 33 shows a continued increase in the amount of Oregon White Oak and Ponderosa Pine preserved on site. The applicant also proposed significant planting of a variety of tree species in order to revert the site to its heavily wooded character once the trees mature. The final plan demonstrates that the applicant has preserved the existing landscaping to the fullest extent practicable and balanced their needs with other site considerations such as natural aesthetics.

Attention to Exterior Appearances

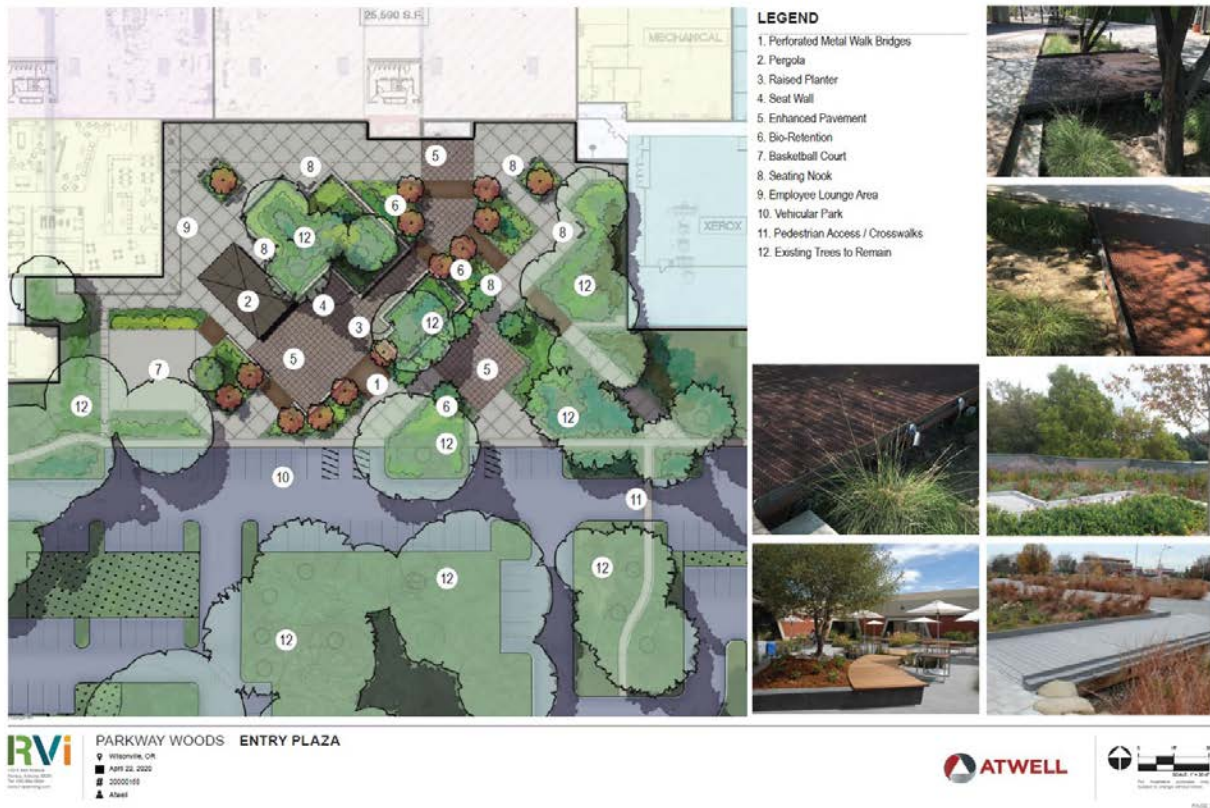
Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- B8.** The applicant used appropriate professional services to design the exterior of the building. The applicant's narrative states that the intent of the design is to improve the overall aesthetics of the property and capitalize on the heavily wooded setting of the site. New parking areas will provide safe and convenient access to all sides of the building, and building improvements that will enhance and refresh the exterior of the existing building. The exterior changes include new architectural features that emphasize the new entrances, and a new windows and doors. A new entry plaza features includes well designed landscape features to provide a welcoming and heavily landscaped entry that is in keeping with the wooded nature of the property.



CORNER ENTRY

Corner Entry shown with black metal and cedar soffit



Entry Plaza Site Plan



WEST ENTRY

West Entry with proposed signage location and dark mesh perforated wall



 **South Plaza Entry Concept**

South Plaza Entry Rendering

Protect and Enhance City's Appeal

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

- B9.** The applicant states that the proposed improvements are intended to increase the appeal of the subject property to prospective tenants which will in turn stimulate other industrial flex space in the immediate vicinity.

Stabilize Property Values/Prevent Blight

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

- B10.** The applicant's narrative states that the financial investment in the property through building and other site improvements is intended to increase the value of the subject property. The goal is to increase building occupancy, which in turn will increase tax revenues.

Adequate Public Facilities

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

B11. As found in the Stage II Final Plan Modification review, see Request A, adequate public facilities serve the site.

Pleasing Environments and Behavior

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

B12. The proposed improvements to the site improve the site layout and defensible space. Increasing access and providing attractive architectural enhancements to the existing building contribute to an overall pleasing environment on site, and minimizes the risk of undesirable behavior.

Civic Pride and Community Spirit

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

B13. Through implementing the proposed site and building improvements that will revitalize the existing building, the newly refreshed project site will help foster civic pride and community spirit.

Favorable Environment for Residents

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

B14. By initiating the proposed improvements the property is in a stronger position to attract new tenants which can attract new residents for the city and provide an overall favorable environment.

Jurisdiction and Power of the DRB for Site Design Review

Development Must Follow DRB Approved Plans

Section 4.420

B15. Condition of Approval PDB 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.

B16. The proposal will not affect significant existing landscaping, including trees or mature groundcover. The area is developed and all landscaping is existing. 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.

B17. The applicant used appropriate professional services to design the exterior of the building to ensure harmony with the environment. The project site is located on a heavily wooded site and the most significant feature of the site is the quantity and quality of large trees. While many trees are proposed for removal, of the 605 trees surveyed, 296 trees have been preserved and incorporated into the new landscaping plans. Additionally, a large portion of the Significant Resource Overlay Zone (SROZ) can be found on site. The applicant intends to emphasize the wooded nature of the site by incorporating wood elements into new architectural features proposed as canopies above the new entries, and planting over 737 new trees on site to reinforce the wooded atmosphere of the site.

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

Subsection 4.421 (.01) C.

B18. All 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.

B19. 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.

B20. 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.

B21. 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.

B22. The proposed development includes a reconfiguration of the majority of parking areas currently located on site. As part of these parking area improvements, new LIDA features are incorporated into the design contributing to the attractiveness of the parking lot design. As a heavily wooded site, the significant landscaping proposed by the applicant helps visually connect the parking area to the heavily wooded property by providing a large amount of trees within and around the parking lot. The applicant has also preserved mature trees within the parking areas to further provide special consideration to the aesthetic and visual impact of the parking areas. The parking lot provides new pedestrian connections that are safe, direct, and convenient. The new access routes provide more direct connections to the building than the existing parking lot, thus improving the design and circulation of the site.

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

B23. The proposed development provides reconfigured and expanded surface parking areas which will contain new water quality features consistent with City standards. These features are dispersed throughout the parking lot and will help improve water quality throughout 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.

B24. No above ground utility installations are proposed.

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

B25. 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.

B26. 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.

B27. 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)

B28. The applicant's design considers the design standards for all buildings, structures, and other features.

Conditions of Approval to Ensure Proper and Efficient Function

Subsection 4.421 (.05)

B29. 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)

B30. 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.

B31. 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.

B32. 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.

B33. The applicant's Appendix 24 in Exhibit B1, a letter from Republic Services, indicates the location and arrangement is accessible to collection vehicles. The location of the storage area does impede sidewalks, parking area aisles, or public street right-of-way.

Dimensions Adequate to Accommodate Planned Containers

Subsections 4.430 (.03) A.

B34. Pursuant to a letter from Republic Services, applicant's Appendix 24 in Exhibit B1, the dimensions are adequate to accommodate the planned containers.

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

B35. The applicant provides the required screening and gate width.

Site Design Review Submission Requirements

Submission Requirements
Section 4.440

B36. 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

B37. 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)

B38. Condition of Approval PD 2 will assure installation or appropriate security.

Approved Landscape Plan Binding
Subsection 4.450 (.02)

B39. Condition of Approval PD 3 provides ongoing assurance approved landscaping is installed and maintained.

Landscape Maintenance and Watering
Subsection 4.450 (.03)

B40. Condition of Approval PD 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)

B41. Condition of Approval PD 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.

B42. Condition of Approval PD 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.

B43. 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.

B44. 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)

B45. 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)

B46. 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)

B47. 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

B48. The proposed development modifies an existing lighting system in an industrial project. The outdoor lighting standards thus apply.

Outdoor Lighting Zones

Section 4.199.30

B49. The subject property is within LZ2.

Optional Lighting Compliance Methods

Subsection 4.199.40 (.01) A.

B50. The applicant has the option of the performance or prescriptive method. The applicant has selected to comply with the performance method.

Maximum Lamp Wattage and Shielding

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

B51. The applicant has selected the performance option, the project's outdoor lighting has a maximum of 5% of the direct upright lumens and has 0.2 foot-candles at the property line. The existing lighting and proposed lighting do not have or propose up lighting in excess of these standards.

Oregon Energy Efficiency Code Compliance

Subsection 4.199.40 (.01) B. 2.

B52. 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.

B53. 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 lighting plan shows parking lot and drive aisle areas is shown at a height of 30 feet which meets the above standard. Building and loading dock lighting is shown mounted at 20 feet and 15 feet depending on the location. Lighting for pedestrian areas is shown mounted at a height of 3 feet.

Setback from Property Line

Subsection 4.199.40 (.01) B. 4.

B54. The subject site abuts property to the east that is not within the same base and lighting zone thus requiring a setback. All lighting fixtures are shown setback from PDR-5 zoned properties well in excess of three times the mounting height.

Lighting Curfew

Subsection 4.199.40 (.01) D.

B55. The applicant proposes the standard LZ 2 curfew of 10 PM.

Request C: DB20-0030 Master Sign Plan

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)

- C1. The application qualifies as a Master Sign Plan as it involves a multi-tenant complex and is being reviewed by the Development Review Board.

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

- C2. The request is for a Master Sign Plan for a mult-tenant industrial flex building containing more than three tenants, aimed at meeting the signage needs of current and future tenants.

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

- C3. 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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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Master Sign Plan Review Criteria

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

C4. As indicated in Finding 5 and Findings 20-24, the zoning district and Site Design Review criteria are met.

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

C5. The proposed signage is typical of and compatible with business park style developments within the PDI zone. This includes a design and style that would consistently reflect Parkway Woods Business Park’s identity throughout the subject site.

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

C6. There is no evidence, and no testimony has been received suggesting the subject sign plan 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.

C7. The sign plan allows wall and monument signage in appropriate locations in relation to site elements such as landscaping. Additionally, all allowed wall signs will be appropriately placed within existing architectural elements of the various buildings.

Master Sign Plan Review Criteria: Consistent and Compatible Design
 Subsection 4.156.02 (.07) B. 1.

C8. The applicant has designed a master sign plan that provides for consistent and compatible design of signs throughout the development. This is demonstrated through the use of consistent materials, color and lettering / font style. Appendix 30 – Master Sign Plan in Exhibit B1 shows all necessary information regarding the proposed signage. The monument signs will be a combination of Pantone 425C and 447C colored steel with a wood look metal to coordinate with the wood elements proposed on the new building entry canopies. Typography will be illuminated along the edge of the letters. Proposed building signs will allow for up to ten (10) words on two (2) lines of text on a Pantone 447C background made of satin finished steel. Logos will be permitted. The directional and secondary monument signs incorporate the same design elements and color palette as described for the other signage proposed on site.

Master Sign Plan Review Criteria: Consider Future Needs
Subsection 4.156.02 (.07) B. 2.

- C9. As many of the tenant spaces within Parkway Woods are very large and contain a longer than normal façade length, the applicant proposes allowing each tenant 32 square feet of sign area. In no case will tenant signage exceed 200 square feet on any façade. By keeping a consistent sign area across the entire property the applicant has proposed a Master Sign Plan that will provide a consistent look in the future should tenant spaces change over time.

Sign Measurement

Measurement of Individual Element Signs
Subsection 4.156.03 (.01) B.

- C10. The sign measurement uses single rectangles, as allowed.

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

General Allowance
Subsection 4.156.08 (.01) A.

- C11. The subject site has frontage on SW Parkway Ave of sufficient length to be sign eligible. Two freestanding signs are proposed just south of the Xerox Drive entrance and to the south of the Printer Parkway entrance along SW Parkway Avenue. The subject property has approximately 990 feet of frontage along SW Parkway Avenue and is thus permitted two freestanding signs. There is an existing monument sign shown on the plans along the SW Parkway Ave frontage. Should this sign remain the property would be over the allowance for freestanding signs, therefore a condition of approval PDC 3 requires the removal of this sign upon the installation of the proposed monument signs.

Allowed Height
Subsection 4.156.08 (.01) B.

- C12. The maximum allowed height for a freestanding sign is 20 feet within the PDI zone. The subject property contains seven (7) tenant spaces that exceed 10,000 square feet in area; therefore the maximum height of the freestanding sign for this property is 35 feet. The proposed monument signs are 34 feet in height, below the height limit for the site. The property is also contiguous to I-5 and contiguous portions of streets identified in Figure S-4, which allows the property to exceed the 8 foot height limit otherwise required for properties in the PDC-TC Zone, Old Town Overlay Zone, and PDI Zone.

Allowed Area

Subsection 4.156.08 (.01) C.

C13. The two proposed freestanding monument signs pertain to multiple tenants within a 387,453 square foot building fronting along SW Parkway Avenue, which is shown on Figure S-4 in WC Section 4.156 as a parallel contiguous street to I-5, which allows for greater sign area. The code allows for 64 square feet for a sign in a multi-tenant building, with an additional 32 square feet for each tenant space in excess of 10,000 square feet with a maximum of 300 square feet. The property contains seven (7) tenant spaces in excess of 10,000 square feet for 224 additional square feet on top of the base allowance of 64 square feet. The applicant proposes 286 total square feet, below the code allowance for the site.

Pole or Sign Support Placement Vertical

Subsection 4.156.08 (.01) D.

C14. 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.

C15. 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.

C16. 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.

C17. The proposed freestanding sign exceeds 8 feet, therefore the requirements of this subsection apply. The proposed freestanding signs are shown at 34 feet tall with a width of 3.5 feet. There is also an attached directory with a width of 4 feet. The combined width of 7.5 feet is less than the overall height of 34 feet.

Sign Setback

Subsection 4.156.08 (.01) J.

C18. Freestanding or ground mounted signs shall be no further than 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. The freestanding signs are both within 15 feet of the property line. The northern freestanding sign does not have an adjacent sidewalk or hard surface, however, the southern freestanding sign has an adjacent public sidewalk and is located in excess of 2 feet from the public sidewalk meeting the above standard.

Address Required to be on Sign
Subsection 4.156.08 (.01) K.

C19. The two monument signs fronting SW Parkway Avenue in Appending 30 Master Sign Plan in Exhibit B2 are shown to contain the address etched and printed onto the top of the monument sign structure, thus meeting the requirements of the above subsection.

Site Design Review

Excessive Uniformity, Inappropriate Design
Subsection 4.400 (.01)

C20. With quality materials and design, the proposed sign 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)

C21. The sign is scaled and designed appropriately related to the subject site and the appropriate amount of attention has been given to visual appearance. This sign will provide local emergency responders and other individuals' reference for the location of this development.

Design Standards
Subsection 4.421 (.01)

C22. There is no indication that the size, location, design, color, texture, lighting or material of the proposed sign would detract from the design of the surrounding properties.

Design Standards and Signs
Subsection 4.421 (.02)

C23. Design standards have been applied to the proposed sign, as applicable, see Finding C20 above.

Color or Materials Requirements
Subsection 4.421 (.06)

C24. The proposed coloring is appropriate for the sign and no additional requirements are necessary.

Site Design Review-Procedures and Submittal Requirements
Section 4.440

C25. The applicant has submitted a sign plan as required by this section.

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. Condition of Approval PDD 5 requires additional mitigation or payment into the tree fund as many large, healthy significant native tree species located on site are proposed for removal. See Finding D10 for additional information on the basis for additional mitigation.

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: The proposed tree removal is not within the Significant Resource Overlay Zone.
- Preservation and Conservation: The applicant has taken tree preservation into consideration as discussed further under development alternatives below. The arborist's report identifies 605 trees on the subject site ranging in diameter at breast height (dbh) from below 6" to 71". Species include Norway maple, a variety of Oaks including Oregon White Oak, Douglas Fir, Ponderosa Pine, Japanese Black Pine,

Cherry, Plum, Birch and Ash trees. . All trees proposed for removal are either fair to poor condition, necessary due to construction, or noted by the arborist report as a nuisance or invasive species. The Arborist’s Report and Applicant’s Narrative indicate that 302 trees are proposed for removal. Of the 302 trees, 137 are in good condition, 79 are in fair condition, and 86 are in poor condition, with 10 rated in very poor condition. 71 Oregon White Oaks and 27 Ponderosa Pines are proposed for removal. The applicant plans on mitigating by planting 462 trees on site. In addition to the 462 new trees planted on site, the applicant is planting 250 Vine Maple trees in the bioswales located in the parking lot. There are also 10 Dogwood trees proposed within the plaza area for a total of 722 new trees planted on site. 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 applicant worked with Staff to develop various alternatives that preserved more trees in particular Oregon White Oaks and Ponderosa Pine with each iteration. Large significant wooded areas exist on site and are part of the SROZ. No development is proposed within these areas.
- 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 submitted the necessary copies of a Tree Maintenance and Protection Plan as shown in Appendix 18 Arborist Report, and Appendix, and the Landscape Drawing Exhibits and Arboricultural Drawing Exhibits Exhibit B2.

Replacement and Mitigation

Tree Replacement Requirement

Subsection 4.620.00 (.01)

D9. This standard is met, see additional discussion on tree replacement requirements in Finding D10.

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

D10. Replacement trees will meet the minimum caliper and other replacement requirements. The applicant’s response to the requirements above indicate that 115 Ponderosa Pine and 46 Oregon White Oaks are being replanted as part of the mitigation requirements. The applicant’s landscape plans in Exhibit B2 only show 5 Ponderosa Pine and 6 Oregon White Oak proposed as part of the new plantings that will count toward mitigation for the removed trees. While the applicant has made an effort to reduce impacts to mature trees on site, many larger Ponderosa Pine and Oregon White Oak are still proposed for removal. Due to the larger size and valuable tree species proposed for removal condition of approval PDD 5 has been added requiring additional mitigation or equivalent payment into the City Tree Fund on a per caliper inch basis. The table below includes all Ponderosa Pine and Oregon White Oak in either good or fair condition with a DBH in excess of 20 inches, which provided the basis for the additional mitigation requirement. The total caliper inches of the trees (DBH) is 1177. The total mitigation requirements are as follows:

Total Trees Proposed for removal: 312

Trees requiring one per one mitigation: 151

One per one mitigation provided: 151

Large trees requiring inch per inch mitigation: 161 totaling 1177 inches

Proposed mitigation trees 311. Approximately 622 inches (assuming 2 inch caliper trees are planted). Would require additional trees if smaller caliper mitigation trees approved.

Additional mitigation required by Condition of Approval, 555 caliper inches, or approximately 278 two-inch caliper trees. Would require additional trees if smaller caliper mitigation trees approved.

The first table below summarizes the removal and mitigation for all the trees, minus the planting of 462 trees, the required additional mitigation is 715.

Tree No	Common Name	Scientific Name	DBH	Condition
2105	Ponderosa Pine	<i>Pinus Ponderosa</i>	32	Good
3794	Ponderosa Pine	<i>Pinus Ponderosa</i>	24	Good
3809	Ponderosa Pine	<i>Pinus Ponderosa</i>	24	Good
3811	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
3813	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
7260	Ponderosa Pine	<i>Pinus Ponderosa</i>	32	Good
7522	Ponderosa Pine	<i>Pinus Ponderosa</i>	31	Fair
7527	Ponderosa Pine	<i>Pinus Ponderosa</i>	29	Fair
7661	Ponderosa Pine	<i>Pinus Ponderosa</i>	27	Fair

7699	Ponderosa Pine	<i>Pinus Ponderosa</i>	31	Fair
7916	Ponderosa Pine	<i>Pinus Ponderosa</i>	29	Good
7917	Ponderosa Pine	<i>Pinus Ponderosa</i>	30	Good
8006	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
8476	Ponderosa Pine	<i>Pinus Ponderosa</i>	24	Good
8920	Ponderosa Pine	<i>Pinus Ponderosa</i>	33	Fair
8951	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
9164	Ponderosa Pine	<i>Pinus Ponderosa</i>	28	Fair
10004	Ponderosa Pine	<i>Pinus Ponderosa</i>	21	Good
10010	Ponderosa Pine	<i>Pinus Ponderosa</i>	25	Good
10157	Ponderosa Pine	<i>Pinus Ponderosa</i>	30	Good
			534	

Tree No	Common Name	Scientific Name	DBH	Condition
4005	Oregon White Oak	<i>Quercus Garryana</i>	36	Fair
4160	Oregon White Oak	<i>Quercus Garryana</i>	29	Fair
8478	Oregon White Oak	<i>Quercus Garryana</i>	22	Good
8479	Oregon White Oak	<i>Quercus Garryana</i>	23	Good
8486	Oregon White Oak	<i>Quercus Garryana</i>	33	Good
8487	Oregon White Oak	<i>Quercus Garryana</i>	33	Good
8488	Oregon White Oak	<i>Quercus Garryana</i>	28	Fair
8498	Oregon White Oak	<i>Quercus Garryana</i>	26	Good
8533	Oregon White Oak	<i>Quercus Garryana</i>	20	Fair
8904	Oregon White Oak	<i>Quercus Garryana</i>	20	Fair
8906	Oregon White Oak	<i>Quercus Garryana</i>	26	Good
8909	Oregon White Oak	<i>Quercus Garryana</i>	21	Fair
8933	Oregon White Oak	<i>Quercus Garryana</i>	28	Good
8953	Oregon White Oak	<i>Quercus Garryana</i>	25	Good
8959	Oregon White Oak	<i>Quercus Garryana</i>	21	Good
8963	Oregon White Oak	<i>Quercus Garryana</i>	23	Good
9151	Oregon White Oak	<i>Quercus Garryana</i>	24	Good
9159	Oregon White Oak	<i>Quercus Garryana</i>	25	Good
9325	Oregon White Oak	<i>Quercus Garryana</i>	26	Fair
9327	Oregon White Oak	<i>Quercus Garryana</i>	38	Good
9345	Oregon White Oak	<i>Quercus Garryana</i>	25	Good
10007	Oregon White Oak	<i>Quercus Garryana</i>	25	Fair
10013	Oregon White Oak	<i>Quercus Garryana</i>	39	Fair
10161.1	Oregon White Oak	<i>Quercus Garryana</i>	27	Good
			643	

Total	1177			
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Replacement Tree Stock Requirements
Subsection 4.620.00 (.04)

D11. The planting notes on the applicant's sheet 22 and 23 on the Landscape Drawing Exhibit in 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: SR20-0002 SRIR Review

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

Findings of Fact:

1. The area designated Significant Resource Overlay Zone (SROZ) includes a portion of a wetland (Local Wetlands Inventory - LWI - Site Number 1.07). Situated on the southeastern side of the property, the wetland is primarily a mowed lawn. The wetland area has a designated 50-foot Title 3 wetland buffer.
2. A wetland delineation prepared by Pacific Habitat Services, and approved by the Oregon Department of State Lands, identified the wetland as jurisdictional.
3. The Significant Resource Overlay Zone ordinance prescribes regulations for development within the SROZ and its associated 25 foot Impact Area. Setbacks from significant natural resources implement the requirements of Metro Title 3 Water Quality Resource Areas and Statewide Planning Goal 5. Wetlands, streams and riparian corridors shall have at least a minimum 50-foot buffer, but buffers may extend to the top of the slope for riparian corridors. All significant natural resources have a 25 foot Impact Area. Development or other alteration activities may be permitted within the SROZ and its associated 25 foot Impact Area through the review of a Significant Resource Impact Report (SRIR).

4. The applicant's Significant Resource Impact Report delineated specific resource boundaries and provided a justification for the proposed map refinement of the SROZ. The applicant's SRIR contained all the required information, including a physical analysis, ecological analysis, and development recommendations.
5. To amend the SROZ boundary, the Development Review Board shall make a "determination that the land area in question is or is not significant". The criteria for determining that land is significant shall be based on finding that the site area has at least one rating of "high" using the function criteria listed in the Natural Resources Inventory. Staff concurs with the applicant that the SROZ area to be amended does not have any "high" function ratings, and should not be included in the SROZ boundary.
6. The SROZ map will be amended, pursuant to Section 4.139.09.01 (D), as part of the land use approval for Parkway Woods Business Park.

SRIR Review Criteria

Section 4.139.03

- E1. Criteria A-J are satisfied due to the removal of the wetland from the Significant Resource Overlay Zone.

Mitigation Standards

Section 4.139.06

- E2. Mitigation standards are not applicable to the proposed map refinement for the wetland area. However, the applicant has proposed an enhancement plan for the area along the west side of the tributary to Coffee Lake Creek.

Map Refinement Process

Section 4.139.09(.01)(D)

- E3. The applicant proposes to amend the Significant Resource Overlay Zone (SROZ) boundary. A Significant Resource Impact Report (SRIR) has been submitted to justify the refinement. To amend the SROZ boundary, the Development Review Board shall make a "determination that the land area in question is or is not significant". The land area to be amended includes a portion of a locally significant wetland (Site Number: 1.07), which was identified as part of the city's Natural Resources Inventory.

Staff concurs with the applicant that the SROZ area to be amended does not have any "high" function ratings, and should not be included in the SROZ boundary.

Engineering Conditions and Requirements for Proposed Development

From: Khoi Le, PE Development Engineering Manager
To: Philip Bradford
Date: October 12, 2020
Proposal: Parkway Woods Business Park

Engineering Division Conditions:

Request: Type I Industrial

PFA 1.	Prior to Issuance of Public Works Permit, Public Works Plans and Public Improvements shall conform to the "Public Works Plan Submittal Requirements and Other Engineering Requirements" in Exhibit A1.
PFA 2.	Prior to Issuance of Public Works Permit, submit a storm drainage report to Engineering for review and approval. The storm drainage report shall demonstrate the proposed development is in conformance with the Low Impact Development (LID) treatment and flow control requirements. Submit infiltration testing results that correspond with the locations of the proposed LID facilities.
PFA 3.	Prior to Site Commencement, an approved Erosion Control Permit must be obtain and erosion control measures must be in place.
PFA 4.	Prior to Issuance of Final Building Certificate of Occupancy, onsite LID facilities must be constructed . These facilities must also be maintained properly in order to provide the required treatment and flow control appropriately. Therefore, the applicant must execute a Stormwater Maintenance Easement Agreement with the City. The Agreement must be recorded at the County prior to Issuance of Building Certificate of Occupancy.

Exhibit C1 DB20-0028 et al

Exhibit C1
Public Works Plan Submittal Requirements
and Other Engineering Requirements

1. All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards - 2017
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

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

3. No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, right-of-way and easements have been obtained and Staff is notified a minimum of 24 hours in advance.
4. All public utility/improvement plans submitted for review shall be based upon a 22" x 34" format and shall be prepared in accordance with the City of Wilsonville Public Work's Standards.
5. Plans submitted for review shall meet the following general criteria:
 - a. Utility improvements that shall be maintained by the public and are not contained within a public right-of-way shall be provided a maintenance access acceptable to the City. The public utility improvements shall be centered in a minimum 15-ft-wide public easement for single utilities and a minimum 20-ft-wide public easement for two parallel utilities and shall be conveyed to the City on its dedication forms.
 - b. Design of any public utility improvements shall be approved at the time of the issuance of a Public Works Permit. Private utility improvements are subject to review and approval by the City Building Department.
 - c. In the plan set for the Public Works Permit, existing utilities and features, and proposed new private utilities shall be shown in a lighter, grey print. Proposed public improvements shall be shown in bolder, black print.

- d. All elevations on design plans and record drawings shall be based on NAVD 88 Datum.
 - e. All proposed on- and off-site public/private utility improvements shall comply with the State of Oregon and the City of Wilsonville requirements and any other applicable codes.
 - f. Design plans shall identify locations for street lighting, gas service, power lines, telephone poles, cable television, mailboxes and any other public or private utility within the general construction area.
 - g. As per City of Wilsonville Ordinance No. 615, all new gas, telephone, cable, fiber-optic and electric improvements, etc. shall be installed underground. Existing overhead utilities shall be undergrounded wherever reasonably possible.
 - h. Any final site landscaping and signing shall not impede any proposed or existing driveway or interior maneuvering sight distance.
 - i. Erosion Control Plan that conforms to City Code and the Public Works Standards.
 - j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
 - k. All engineering plans shall be printed to PDF, combined to a single file, stamped and digitally signed by a Professional Engineer registered in the State of Oregon.
 - l. All plans submitted for review shall be in sets of a digitally-signed PDF and three printed sets.
6. Submit plans in the following general format and order for all public works construction to be maintained by the City:
- a. Cover sheet
 - b. City of Wilsonville construction note sheet
 - c. General construction note sheet
 - d. Existing Conditions plan.
 - e. Erosion Control and Tree Protection Plan.
 - f. Site Plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
 - g. Grading Plan, with 1-foot contours.
 - h. Composite Utility Plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
 - i. Detailed Plans; show plan view and either profile view or provide invert elevations at all utility crossings; include laterals in profile view or provide table with invert elevations at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
 - j. Street Plans.
 - k. Storm Sewer/drainage Plans; number all lines, manholes, catch basins, and cleanouts for easier reference
 - l. Water and Sanitary Sewer Plans; plan; number all lines, manholes, and cleanouts for easier reference.
 - m. Detailed Plan for stormwater management facilities (both plan and profile views), including water quality orifice diameter, manhole and beehive rim elevations, growing medium, and a summary table with planting area, types and quantities. Provide details of inlet structure, energy dissipation device, drain inlets, structures, and piping for outfall

structure. Note that although stormwater facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.

- n. Composite Franchise Utility Plan.
 - o. City of Wilsonville detail drawings.
 - p. Illumination Plan.
 - q. Striping and Signage Plan.
 - r. Landscape Plan.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
 8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with City Code and the Public Works Standards during construction and until such time as approved permanent vegetative materials have been installed.
 9. Applicant shall notify City before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
 10. The applicant shall be in conformance with all stormwater treatment and flow control requirements for the proposed development per the Public Works Standards. Unless the City approves the use of an Engineered Method, the City's BMP Sizing Tool shall be used to design and size stormwater facilities.
 11. A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
 12. Proprietary stormwater management facilities are only allowed where conditions limit the use of infiltration (e.g., steep slopes, high groundwater table, well-head protection areas, or contaminated soils). If a proprietary stormwater management facility is approved by the City, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.
 13. Stormwater management facilities shall have approved landscape planted and approved by the City of Wilsonville prior to paving.
 14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems.

Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.

15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Sidewalks, crosswalks and pedestrian linkages shall be in compliance with the requirements of the U.S. Access Board.
17. No surcharging of sanitary or storm water manholes is allowed.
18. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
19. The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
20. The applicant shall provide adequate sight distance at all project street intersections, alley intersections and commercial driveways by properly designing intersection alignments, establishing set-backs, driveway placement and/or vegetation control. Coordinate and align proposed streets, alleys and commercial driveways with existing streets, alleys and commercial driveways located on the opposite side of the proposed project site existing roadways. Specific designs shall be approved by a Professional Engineer registered in the State of Oregon. As part of project acceptance by the City the Applicant shall have the sight distance at all project intersections, alley intersections and commercial driveways verified and approved by a Professional Engineer registered in the State of Oregon, with the approval(s) submitted to the City (on City-approved forms).
21. Access requirements, including sight distance, shall conform to the City's Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
22. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Republic Services for access and use of their vehicles.

23. The applicant shall provide the City with a Stormwater Maintenance Easement Agreement (on City-approved forms) for City inspection of those portions of the storm system to be privately maintained.
24. Stormwater management facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all stormwater management facilities.
25. The applicant shall “loop” proposed waterlines by connecting to the existing City waterlines where applicable.
26. Mylar Record Drawings:

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

Building Division Requirements and Advisories For DB20-0028, Parkway Woods

1. Access to a Public Way. The exit discharge from the building must provide direct and unobstructed access to a public way. Where access to a public way cannot be provided, a safe dispersal area shall be provided where all of the exceptions (1-4) are met from section 1028.5 of the 2019 Oregon Structural Specialty Code.
2. Accessible Parking. Included with in the project summary statement; “there will be no net increase in the amount of parking” which will not require an increase to accessible parking if the total number of parking is not increasing. Please refer to the City of Wilsonville, Building pages to download the Accessibility to Existing Buildings, Tenant Improvement Alterations Compliance Report:

https://www.ci.wilsonville.or.us/sites/default/files/fileattachments/building/page/6301/c_accessibility_to_existing_buildings_tenant_improvement_alterations_compliance_report_201704071202354138.pdf

Complete this form and provide it with your plan packet at time of building permit application and submittal. The completed form will state which accessible elements under ORS 447.241 will provide the greatest access, starting with parking, access, and so on.

Natural Resource Findings, Conditions, and Requirements for Proposed Development

From: Kerry Rappold, Natural Resources Manager
To: Philip Bradford, Associate Planner
Date: October 15, 2020
Proposal: Parkway Woods Business Park

Natural Resources Division Conditions:

All Requests

NR 1. Natural Resource Division Requirements and Advisories listed in Exhibit C3 apply to the proposed development.
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Exhibit C3
Natural Resources Findings & Requirements

Findings for S120-0002

(if SRIR include related findings here)

Significant Resource Overlay Zone

1. The applicant shall submit the SROZ mapping as ARCGIS shape files or a compatible format.
2. All landscaping, including herbicides used to eradicate invasive plant species and existing vegetation, in the SROZ shall be reviewed and approved by the Natural Resources Program Manager. Native plants are required for landscaping in the SROZ.
3. Provide an alternative mitigation plan that includes native plant species compatible and consistent with the existing vegetation in the enhancement area.
4. Prior to any site grading or ground disturbance, the applicant is required to delineate the boundary of the SROZ. Six-foot (6') tall cyclone fences with metal posts pounded into the ground at 6'-8' centers shall be used to protect the significant natural resource area where development encroaches into the 25-foot Impact Area.
5. The Significant Resource Overlay Zone (SROZ) shall be identified in a conservation easement. The applicant shall record the conservation easement with Clackamas Court Clerk's office. The conservation easement shall include language prohibiting any disturbance of natural vegetation without first obtaining approval from the City Planning Division and the Natural Resources Program Manager. The conservation easement shall be reviewed by the City Attorney prior to recording.

From: [Arn, Jason S.](#)
To: [Gitt, Melissa](#)
Cc: [Bradford, Philip](#)
Subject: FW: Wilsonville Development Review Team Mailing (DB20-0028 et al Parkway Woods DRT)
Date: Tuesday, October 6, 2020 8:52:06 AM
Attachments: [image002.png](#)

[This email originated outside of the City of Wilsonville]

Melissa,

I have reviewed DB20-0028 for the Parkway Woods project and because of the parking lot reconfiguration the Fire District will need to review and approved a fire department access which should include the following:

1. **FIRE ACCESS ROAD DISTANCE FROM BUILDINGS:** The access shall extend to within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. (OFC 503.1.1)
2. **NO PARKING SIGNS:** Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, “No Parking” signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read “NO PARKING - FIRE LANE” and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)
3. **NO PARKING:** Parking on emergency access roads shall be as follows (OFC D103.6.1-2):
 - 20-26 feet road width – no parking on either side of roadway
 - 26-32 feet road width – parking is allowed on one side
 - Greater than 32 feet road width – parking is not restricted

Note: For specific widths and parking allowances, contact the local municipality.

4. **PAINTED CURBS:** Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked “NO PARKING FIRE LANE” at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background (or as approved). (OFC 503.3)
5. **TURNING RADIUS:** The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3)
6. **KNOX BOX:** A Knox Box for building access may be required for structures and gates. See Appendix B for further information and detail on required installations. Order via www.tvfr.com or contact TVF&R for assistance and instructions regarding installation and placement. (OFC 506.1)

7. **PREMISES IDENTIFICATION:** New and existing buildings shall have approved address numbers; building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1)

Please let me know if you have any questions or need further.

Best,

Jason Arn | Deputy Fire Marshal

Tualatin Valley Fire & Rescue

Direct: 503-259-1510

www.tvfr.com

From: White, Shelley <swhite@ci.wilsonville.or.us>

Sent: Monday, October 5, 2020 3:11 PM

To: Amy Berger (BergerA@wlwv.k12.or.us) <BergerA@wlwv.k12.or.us>; Stone, Andy <astone@ci.wilsonville.or.us>; Jacobson, Barbara <jacobson@ci.wilsonville.or.us>; Ben Baldwin (DevelopmentReview@trimet.org) <DevelopmentReview@trimet.org>; Evans, Bill <evans@ci.wilsonville.or.us>; Brian Kelley (Brian.Kelley@nwnatural.com) <Brian.Kelley@nwnatural.com>; Stevenson, Brian <stevenson@ci.wilsonville.or.us>; Cosgrove, Bryan <cosgrove@ci.wilsonville.or.us>; Brown, Carl <cbrown@ci.wilsonville.or.us>; Neamtzu, Chris <neamtzu@ci.wilsonville.or.us>; Pan, Mia <mpan@ci.wilsonville.or.us>; Clackamas County (developmentengineering@clackamas.us) <developmentengineering@clackamas.us>; Carlson, Dan <carlson@ci.wilsonville.or.us>; Stark, Dan <stark@ci.wilsonville.or.us>; Pauly, Daniel <pauly@ci.wilsonville.or.us>; Darrell McNeal (Darrell_McNeal@comcast.com) <Darrell_McNeal@comcast.com>; Kerber, Delora <kerber@ci.wilsonville.or.us>; Brashear, Dwight <brashear@ridesmart.com>; Loomis, Eric <loomis@ridesmart.com>; Heather Peck (heather.peck@aviation.state.or.us) <heather.peck@aviation.state.or.us>; Arn, Jason S. <Jason.Arn@tvfr.com>; John Olivares (jolivares@republicservices.com) <jolivares@republicservices.com>; Dr. Kathy Ludwig (ludwigk@wlwv.k12.or.us) <ludwigk@wlwv.k12.or.us>; Rappold, Kerry <rappold@ci.wilsonville.or.us>; Le, Khoi <kle@ci.wilsonville.or.us>; Rybold, Kim <rybold@ci.wilsonville.or.us>; Lance Cheeley (Lance.Cheeley@nwnatural.com) <Lance.Cheeley@nwnatural.com>; Mark Lindley (mark.lindley@pgn.com) <mark.lindley@pgn.com>; Ottenad, Mark <ottenad@ci.wilsonville.or.us>; Montalvo, Martin <montalvo@ci.wilsonville.or.us>; Baker, Matt <mbaker@ci.wilsonville.or.us>; Gitt, Melissa <gitt@ci.wilsonville.or.us>; Metro Land Use Notifications (landusenotifications@oregonmetro.gov) <landusenotifications@oregonmetro.gov>; McCarty, Mike <mccarty@ci.wilsonville.or.us>; Bateschell, Miranda <bateschell@ci.wilsonville.or.us>; Nina Carlson (nina.carlson@nwnatural.com) <nina.carlson@nwnatural.com>; Nina DeConcini (deconcini.nina@deq.state.or.us) <deconcini.nina@deq.state.or.us>; Duke, Pat <Duke@wilsonvillelibrary.org>; Pat McGough - West Linn-Wilsonville School District (mcgoughp@wlwv.k12.or.us) <mcgoughp@wlwv.k12.or.us>; Region 1 Development Review Applications 10. 19 (ODOT_R1_DevRev@odot.state.or.us) <ODOT_R1_DevRev@odot.state.or.us>; Rich Girard <r2g@nwnatural.com>; Simonton, Scott <simonton@ci.wilsonville.or.us>; Theresa

Cherniak (lutplan@co.washington.or.us) <lutplan@co.washington.or.us>; Tiffany Delgado (tiffany.delgado@pgn.com) <tiffany.delgado@pgn.com>; Tiffany Ritchey (tiffany.ritchey@pgn.com) <tiffany.ritchey@pgn.com>

Cc: Bradford, Philip <pbradford@ci.wilsonville.or.us>

Subject: Wilsonville Development Review Team Mailing (DB20-0028 et al Parkway Woods DRT)

*****The sender is from outside TVF&R – Do not click on links or attachments unless you are sure they are safe*****

Development Review Team members,

Please review the materials linked here

<https://app.box.com/s/g2wpu39tqh7lu2p0r0lybfmgzarug0zx> and submit written comments, requirements, or conditions of approval as follows:

Comments, requirements relating to Public Works Standards, right-of-way, or otherwise needing coordination with Engineering Division: Submit by **4:00 PM, October 12, 2020** via email to Khoi Le PE, Development Engineering Manager, at kle@ci.wilsonville.or.us.

Comments, requirements relating to Building Code or otherwise needing coordination with Building Division: Submit by **4:00 PM, October 12, 2020** via email to Melissa Gitt, Lead Plans Examiner, at gitt@ci.wilsonville.or.us.

All other comments, requirements, and final comments, requirements, and conditions from Engineering/Building to Planning: Submit by **4:00 PM, October 14, 2020** via email to Philip Bradford, Associate Planner, at pbradford@ci.wilsonville.or.us.

Thanks for your help!

Shelley White

Administrative Assistant

City of Wilsonville

503.570.1575

swhite@ci.wilsonville.or.us

www.ci.wilsonville.or.us



29799 SW Town Center Loop East, Wilsonville, OR 97070

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

City Hall is now open, with physical distancing controls in place. During COVID-19, we wish to remain

responsive while prioritizing the health and safety of the Wilsonville community. We are happy to meet by call or teleconference as an alternative to face-to-face meetings.