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## TECHNICAL MEMORANDUM

**To:** Cindy Luxhoj, Associate Planner  
City of Wilsonville

**From:** Ben Altman, Senior Planner  
Pioneer Design Group, Inc.

**Project:** **Meridian United church of Christ (Frog Pond Church)**  
**DB21-0029 – DB21-0033**

**PDG No. 999-255**

**Date:** October 20, 2021

**RE: Revisions to Partition Lot Configuration**

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Based on our video discussions October 18, 2021, we are making the following revisions to the lot configuration in order to better comply with the public street frontage standard of 35 feet:

1. The flag accesses for Parcels 2 & 3 have been relocated and widened to 35 feet each. The access flag for Parcel 2 is generally centered along the existing drive isle serving the church parking area.

The Parcel 2 flag extends over portions of the existing development, in particular the parking and associate landscaping. This will be addressed by reciprocal easements for Parcel 1 & 3, providing for preservation of required parking and landscaping, together with shared maintenance responsibilities.

2. The flag access for Parcel 3 runs parallel and east of the flag for Parcel 2.

This access flag extends over a small portion of the landscaping along the west side of Parcel 1. Again, this will be addressed by reciprocal easement between Parcels 1 & 3, providing for preservation and continued use of the walkways and landscaping, together with shared maintenance responsibilities.

3. Tract A is enlarged to encompass the net west side parking and landscaping outside of the Parcel 2 access flag. Tract A is to remain owned by the Church (Parcel 1, Phase 1) and (Parcels 1 & 3, Phase 2). Provision will be made to allow for potential

modifications to the storm facility to accommodate Parcel 2, if it will improve the site plan layout for intended residential development.

Except for resulting changes to lot areas, as reflected on the Revised Plans and herein, we do not believe other code compliance issues are significantly affected, as they were addressed in the July 28, 2021 Code Compliance Narrative. Specific revisions to the July Narrative are proposed as follows:

**Proposed Revisions at Page 5 of the July 28 Narrative:**

The applicant is proposing a two-phased partitioning of the property as follows:

1. Phase 1: This partition will create Parcel 2, continues to contain 17,480 square feet, plus a 35 foot flag access (11,485 square feet) to meet public street frontage requirements. This Parcel is located at the south end of the property. This Parcel is intended to be sold for residential development.

Public street access for Parcel 2 will be provided by a flag lot configuration, providing 35 feet of frontage on SW Boeckman Road centered over the existing parking lot drive isle. An access, parking and utilities easement will be provided for the benefit of the church (Parcel 1) for continued use of the existing parking, with the addition of 13 new spaces, and also covered shared maintenance responsibilities.

It is hoped that sale of Parcel 2 will help stabilize the church's financial condition.

2. Phase 2: However, if following the sale of Parcel 2 does not resolve the church's financial struggles, then the second Partition would be recorded to create Parcel 3, which includes the newer large sanctuary plus additional land. Parcel 3 will contain 43,785 square feet. The intent is to sell this Parcel to another church or non-profit organization with large assemble area requirements.

Creation of Parcel 3 involves constructing a property line, ownership partition party wall to physically separate the large sanctuary from the remainder of the church building. This partition wall will allow sale of the sanctuary to another church or similar user.

In addition, a second 35 foot wide flag access will be created for Parcel 3 to provide the required street frontage. This 35 foot flag access will run parallel to and east of the flag access for Parcel 2. As noted above, a reciprocal easement with Parcel 1 will be provided for continued use of the walkways and landscaping

along the west side of Parcel 1. The easement will also address long term shared maintenance responsibilities.

Based on strict Building Code limitations relative to the proposed partition party wall, the existing door will be removed and the entire Partition Wall will be designed and constructed to meet the required fire rating.

It is noted that the applicant is requesting approval for both phases of this partition, in order to avoid the costs of two separate applications. However, it is emphasized that Parcel 3 will only be created if determined necessary.

This revised lot configuration does not significantly affect the proposed phase plat recording.

**Proposed Revisions at Page 9 of the July Narrative:**

Proposed Phased Platting and Site Improvements

The applicant intends to phase the platting in an effort to control costs and generate revenue. The proposed phasing is as follows:

Phase 1:

The first priority is to secure a purchaser for Parcel 2 for residential development. Once a purchaser is identified the Phase 1 Final Plat will be prepared and submitted for final approval and recording. This phase will include the following site improvements:

- Phase 1 Plat will create Parcels 1 & 2:
  - Provide reciprocal access, parking and utilities easement for the initial two Parcels.
  - Tract A will be owned and maintained by Parcel 1. However, provisions will be made to allow potential modification to accommodate Parcel 2, if found to be appropriate for better site planning.
- Modify the existing private sanitary sewer line (Tract G), providing a public line, with manholes per Master Utilities Plan to provide separate lateral service to each Parcel.
- Connect the church to City water, with meter and lateral connected to the line in SW Boeckman Road. Separate water service for Parcel 2 will be provided via Tract G, connecting to the line in SW Morgan Street.
- Add 13 additional parking spaces per Stage II Development Plan.
- Replace missing or storm damage trees, per approved Landscaping Plan (98DB35), per updated Landscaping Plan (Sheet L1.0).

- Repave access as needed per parking and utilities modifications.

Phase 2:

The applicant is hoping that sale of Parcel 2, and recovery from covid restrictions will allow the church to grow membership sufficient to maintain all of the existing building.

However, if it is determined necessary, than the Phase 2 Partition will be completed, with recording of the plat creating Parcel 3 (Newer Sanctuary) at the south end of the building. The following modification and improvements will be provided prior to or in conjunction with the Phase 2 Final Plat:

- Complete separation of existing utilities to individually serve each Parcels 1 & 3.
- Construct fire rated Partition Party Wall to establish a property line between two portions of the building (Parcels 1 & 3).
- Tract A will be jointly owned and maintained by Parcels 1 & 3, while maintaining the reciprocal access, parking and utilities easement for all three Parcels.

**Proposed Revisions at Page 43 of the July Narrative:**

Revised Phase 2 Land Areas

For this application, the City requested an updated landscaping inventory, together with a planting plan to ensure compliance with the prior approved plans (98DB35).

**Table 3  
Proposed Land Use Areas  
Phase 2 Plat  
Parcels 1 & 3**

Area Use	Parcel 1		Parcel 3	
	Square Footage	Percent of Site	Square Footage	Percent of Site
Buildings	5,727	30.0	7,462	17.0
Parking/paved	2,209	11.6	22,128	50.5
Landscaping	11,147	58.4	14,195	32.4
Existing Total	19,083	100.0%	43,785	100.0%

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**Proposed Revisions at Page 49 of the July Narrative:**

Revised Tentative Partition Plat

- A. *Preparation of Tentative Plat. The Planning staff shall provide information regarding procedures and general information having a direct influence on the proposed development, such as elements of the Comprehensive Plan, existing and proposed streets, roads and public utilities. The applicant shall cause to be prepared a tentative plat, together with improvement plans and other supplementary material as specified in this Section. The Tentative Plat shall be prepared by an Oregon licensed professional land surveyor or engineer. An affidavit of the services of such surveyor or engineer shall be furnished as part of the submittal.*

**RESPONSE:** The applicant is proposing a 2-Phased, 3-Parcel Partition. Information regarding submittal requirements were addressed at the Pre-application Conference.

**Table 4  
3-Parcel Partition  
Land Area Allocation**

Parcel	Lot Area Square Feet
1	19,063
2	17,480 (less flag access)**
3 (Phase 2)	43,785
<b>Total</b>	<b>104,271*</b>

\*The base lot contains 104,271 square feet, per boundary survey.

\*\*The flag access for Parcel 2 is 11,485 square feet, but is not counted for density calculation.

The land area allocation summary for Phase 1 is shown in Table 5 later herein.

**Proposed Revisions at Page 63 of the July Narrative:**

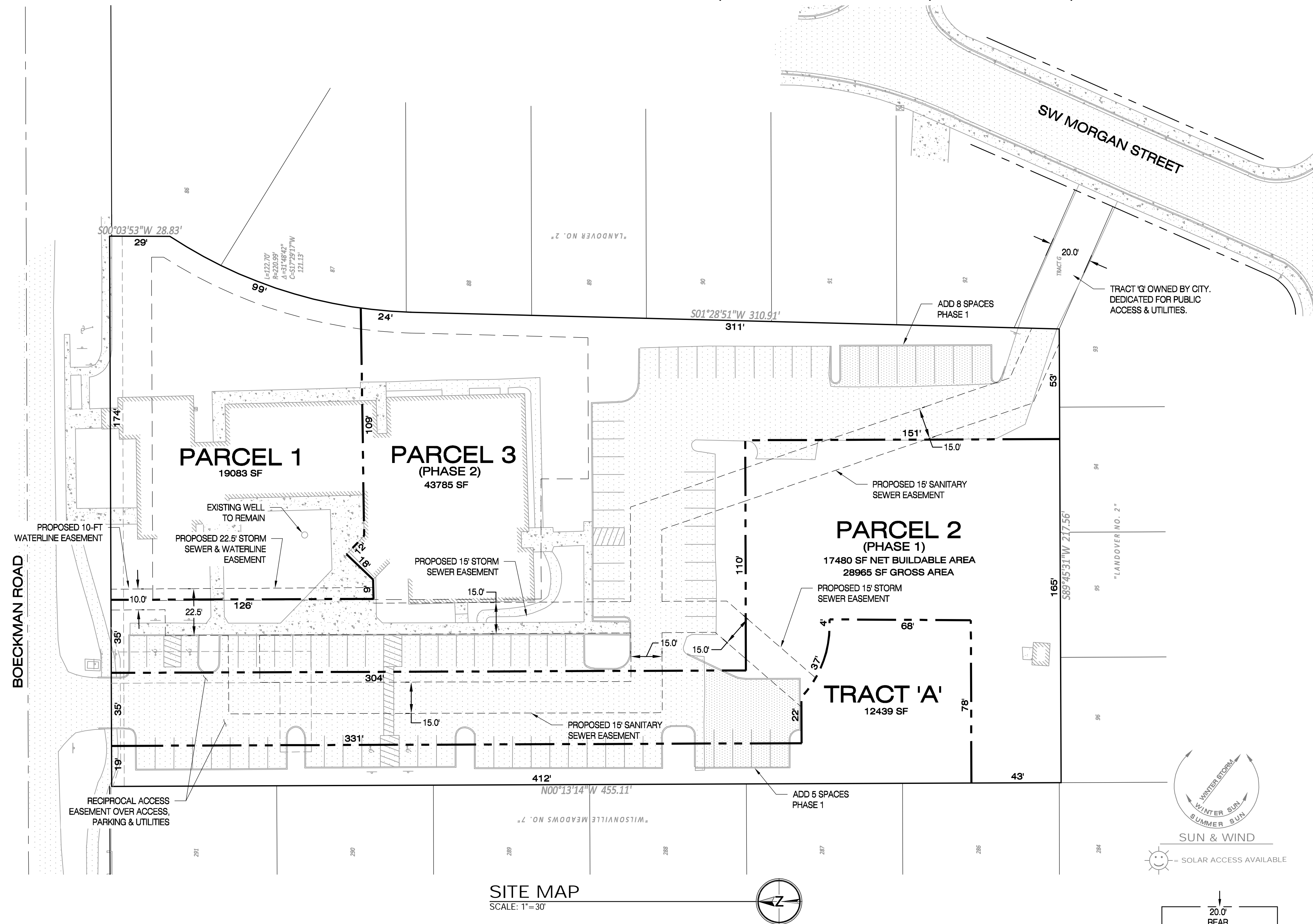
**Table 5  
Phase 1 Plat  
Land Use Areas  
Parcels 1 & 2**

Area Use	Parcel 1		Parcel 2	
	Square Footage	Percent of Site	Square Footage	Percent of Site
Buildings	13,189	21.0	115*	0.4
Parking/paved	24,337	38.7	11,364	39.2
Landscaping	25,342	40.3	17,486	60.4
Total	62,868	100.0	17,480, plus Flag Access 11,485 Total 28,965	100.0

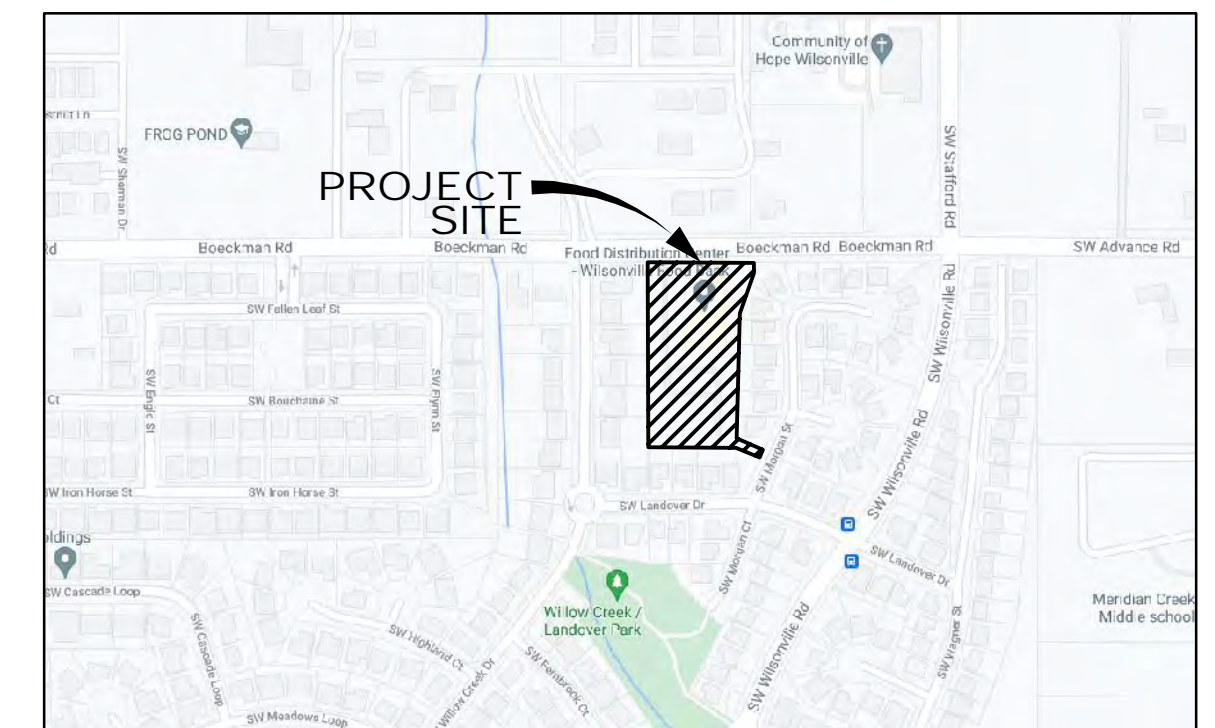
\*Shed to be remove

# FROG POND CHURCH

A 3 LOT PARTITION ON TAX LOT 5500, TAX MAP 3S1W 13AA  
6750 BOECKMAN RD, WILSONVILLE, OREGON, 97070



SITE MAP  
SCALE: 1"=30'



VICINITY MAP  
N.T.S.

### OWNER/APPLICANT

MERIDIAN UNITED CHURCH OF CHRIST  
6750 SW BOECKMAN ROAD  
WILSONVILLE, OR 97070  
PHONE: (503) 682-0339 & (971) 344-6990  
CONTACT: MARISA GUNTER & RICHARD TRUITT

### PLANNING/ENGINEERING/SURVEYING

PIONEER DESIGN GROUP, INC.  
9020 SW WASHINGTON SQ RD., SUITE 170  
PORTLAND, OR 97223  
PHONE (503) 643-8286  
CONTACT: BEN ALTMAN

### SITE INFORMATION

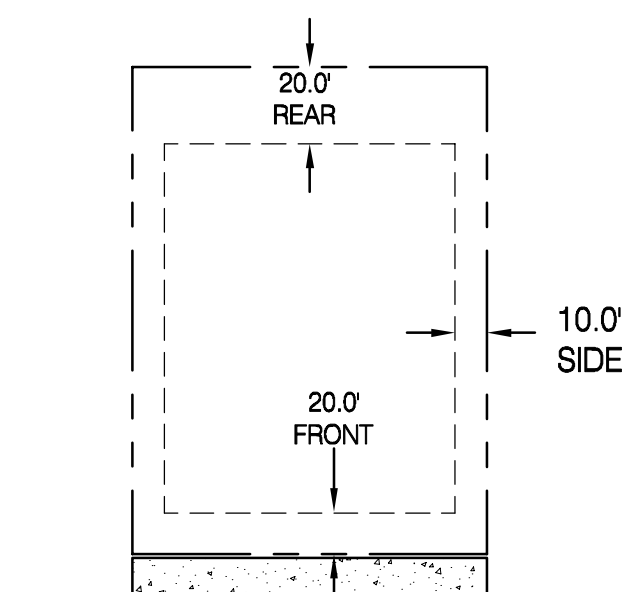
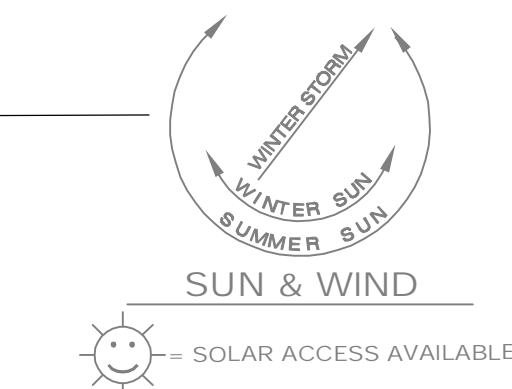
TAX MAP: 3S1W 13AA  
TAX LOTS: TL#05500  
SITE ADDRESS: 6750 BOECKMAN RD  
SITE SIZE: 2.39 ACRES  
ZONING: PDR-4

### SHEET INDEX

SHEET NUMBER	SHEET DESCRIPTION
P1.0	PRELIMINARY PLAT & STAGE I MASTER PLAN
P2.0	EXISTING CONDITIONS & DEMOLITION PLAN
P3.0	ZONE CHANGE EXHIBIT
P3.1	PHASE I PRELIMINARY PLAT
P3.2	PHASE II PRELIMINARY PLAT & STAGE II DEVELOPMENT PLAN
P4.0	UTILITIES MASTER PLAN
P4.1	PHASE I UTILITY PLAN
P5.0	TVF&R FS1 PLAN
P6.0	AERIAL CIRCULATION PLAN
L1.0	EXISTING AND PROPOSED LANDSCAPE PLAN

### TRACT NOTES

- TRACT 'A' TO BE COMMONLY OWNED AND MAINTAINED BY PARCELS 1 & 3.



PDR-4 SETBACKS  
NTS

AREA USE	PARCEL 1		PARCEL 2, EXCLUDING FLAG ACCESS		PARCEL 2 FLAG ACCESS ONLY		PARCEL 3		TRACT 'A'	
	SQUARE FOOTAGE	PERCENT OF SITE	SQUARE FOOTAGE	PERCENT OF SITE	SQUARE FOOTAGE	PERCENT OF SITE	SQUARE FOOTAGE	PERCENT OF SITE	SQUARE FOOTAGE	PERCENT OF SITE
BUILDINGS	5,727	30.0%	115	0.7%	0	0.0%	7,462	17.0%	0	0.0%
PARKING/PAVED	2,209	11.6%	268	1.5%	11,096	96.6%	22,128	50.5%	3,298	26.5%
LANDSCAPING	11,147	58.4%	17,097	97.8%	389	3.4%	14,195	32.4%	9,141	73.5%
EXISTING TOTAL	19,083	100.0%	17,480	100.0%	11,485	100.0%	43,785	100.0%	12,439	100.0%

Designed by	Date	Reviewed by	Date
BA	5/2021	JB	5/2021
Drawn by	Date	Reviewed by	Date
JB	5/2021	BA	5/2021

Project No: 999-255  
Horiz. Scale:  
Vert. Scale:

Revision No.	Date	Description
1	7/21/2021	LOT LAYOUT REVISIONS
2	7/26/2021	LOT LAYOUT REVISIONS

Project No. 999-255  
Type: PLANNING  
Sheet