

ORDINANCE NO. 605

AN ORDINANCE OF THE CITY OF WILSONVILLE APPROVING A ZONE MAP AMENDMENT FROM THE RESIDENTIAL AGRICULTURAL - HOLDING (RA-H) ZONE TO THE PLANNED DEVELOPMENT COMMERCIAL (PDC) ZONE ON APPROXIMATELY .14 ACRES OF TAX LOT 1300, SECTION 14D, T3S, R1W, CLACKAMAS COUNTY, OREGON. URBAN SOLUTIONS, ACTING AS AGENT FOR THE PROPERTY OWNER, MR. JAY PUPPO.

WHEREAS, *Urban Solutions*, agent for Jay Puppo, property owner, has requested a Zone Map Amendment of certain property described in Attachment 1 of this ordinance; and

WHEREAS, the Wilsonville Planning Staff analyzed the request and prepared a staff report, with conditions, to the Development Review Board dated January 16, 2006, wherein it reported that the request is consistent with and meets requirements for approval of a Zone Map Amendment; and

WHEREAS, the Development Review Board Panel 'B' held a public hearing on this request on January 23, 2006, and after taking testimony, gave full consideration to the matter and recommended approval of the request; and

WHEREAS, the Wilsonville Planning Staff prepared a staff report to the Development Review Board dated January 16, 2006 (Exhibit A) and supplemental staff report to the City Council dated January 25, 2006 (Exhibit B); and

WHEREAS, on February 6, 2006, the Wilsonville City Council held a public hearing regarding the above described matter, considered the record before the Development Review Board and staff reports, took testimony, and, upon deliberation, finds and concludes that the proposed Zone Map Amendment meets the applicable approval criteria under the City's land development code,

NOW, THEREFORE, THE CITY OF WILSONVILLE ORDAINS AS FOLLOWS:

Section 1. Findings. The City Council adopts as findings, conclusions, and conditions of approval, the forgoing recitals and the staff reports in this matter labeled as Exhibit A and B, as amended, which Exhibits are attached hereto and incorporated herein as if fully set forth.

Section 2. Order. Based upon the foregoing findings and conditions of approval, the official City of Wilsonville Zone Map is hereby amended in Zoning Order DB-2005-10-00103, attached hereto, from *Residential Agricultural - Holding (RA-H)* zone to *Planned Development Commercial (PDC)* zone on Tax Lot 1300, Section 14D, T3S, R1W, Clackamas County, Oregon, depicted on the attached map (Attachment 1), and in the attached Legal Description (Attachment 2), Clackamas County, Wilsonville, Oregon.

SUBMITTED to the Wilsonville City Council and read the first time at a meeting thereof on the 6th day of February, 2006, commencing at the hour of 7 p.m. at the Wilsonville Community Center, 7965

SW Wilsonville Road, Wilsonville, OR, and scheduled for second reading at a special meeting on February 28th, 2006.



Sandra C. King, MMC, City Recorder

ENACTED by the City Council on the 28th day of February, 2006, by the following votes:

Yes: -4 No: -0- Abstain -1-


Sandra C. King, MMC, City Recorder

DATED and signed by the Mayor this 1st day of March, 2006.


CHARLOTTE LEHAN, MAYOR

SUMMARY OF VOTES:

Mayor Lehan	Yes
Councilor Kirk	Yes
Councilor Holt	Yes
Councilor Knapp	Abstain
Councilor Ripple	Yes

Attachments:

- Exhibit A Wilsonville Planning Staff Report to Development Review Board dated January 16, 2006
- Exhibit B: Supplemental Staff Report to the City Council dated January 25, 2006
- Attachment 1: Map
- Attachment 2: Legal Description

**BEFORE THE CITY COUNCIL OF THE
CITY OF WILSONVILLE, OREGON**

In the Matter of the Application of)
Urban Solutions., acting as agent for)
the property owner, *Mr. Jay Puppo*)
for a Rezoning of Land and Amendment of)
the City of Wilsonville Zoning Map)
Incorporated in Section 4.102 of the)
Wilsonville Code.)

ZONING ORDER DB-2005-10-00103

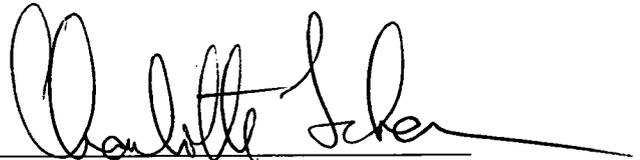
The above-entitled matter is before the Council to consider the application of *Urban Solutions.*, acting as agent for the property owner, Mr. Jay Puppo, for a Zone Map Amendment and an order amending the official Zoning Map as incorporated in Section 4.102 of the Wilsonville Code.

It appears to the Council that the property, which is the subject of this application, is described as follows: Tax Lot 1300 in Section 14D, T3S R1W, Clackamas County, Wilsonville, Oregon, and such property has heretofore appeared on the Wilsonville Zoning Map as *Residential Agricultural – Holding (RA-H)*.

The Council having heard and considered all matters relevant to the application, including the Development Review Board record and recommendation, finds that the application should be approved, and it is therefore,

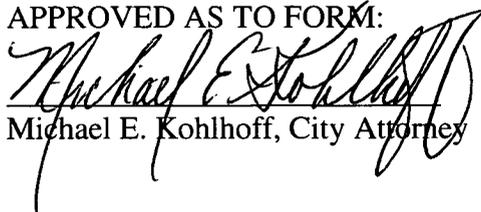
ORDERED that approximately .14 acres of Tax Lot 1300 in Section 14D, T3S R1W, Wilsonville, Clackamas County, Oregon, more particularly described in Attachment 2 to this order, is hereby rezoned to *Planned Development Commercial (PDC)*, and such rezoning is hereby declared an amendment to the Wilsonville Zoning Map (Section 4.102 WC) and shall appear as such from and after entry of this Order.

Dated: This 15th day of March, 2006.



CHARLOTTE LEHAN, MAYOR

APPROVED AS TO FORM:



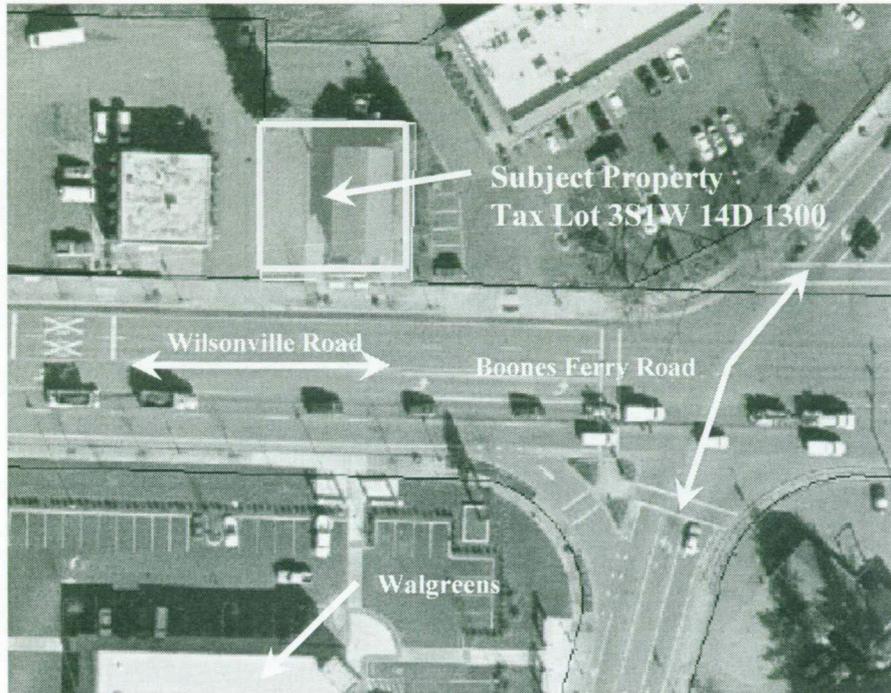
Michael E. Kohlhoff, City Attorney

ATTEST:



Sandra C. King, MMC, City Recorder

Attachment 1 to Staff Report for DB05-0103 (Puppo Zone Change)



Preliminary Report

Order No. 7073-638938

Real property in the County of Clackamas, State of Oregon, described as follows:

A tract of land in the Southeast quarter of Section 14, Township 3 South, Range 1 West of the Willamette Meridian, in the City of Wilsonville, County of Clackamas and State of Oregon, described as follows:

Beginning at a point 340 feet East from the center of the Oregon Electric Railroad Track, and in the center of Market Road No. 12; thence running 150 feet East; thence running North 130 feet; thence West 150 feet; thence South 130 feet to the point of beginning.

EXCEPTING THEREFROM that portion lying within the boundaries of Market Road No. 12 (shown as M.R. No. 6 on the County Assessor's Map).

ALSO EXCEPTING THEREFROM the West 75 feet conveyed to Tualatin Rural Fire Protection District by instrument recorded June 23, 1971 as Fee No. 71 14279.

FURTHER EXCEPTING THEREFROM that certain 19 foot strip conveyed to Wilsonville Urban Renewal Agency by instrument recorded May 8, 1998 as Fee No. 98-040135.

Tax Parcel Number: 00812071

ADOPTED STAFF REPORT
WILSONVILLE PLANNING DIVISION
 Jay Puppo
DEVELOPMENT REVIEW BOARD PANEL 'B'

Public Hearing Date: January 23, 2006
Date of Report: January 16, 2006
Application Number: DB-2005-10-103; Zone Change
Property Owner: Jay Puppo
Professional Design Team: Urban Solutions

Project Summary: Zone Change/Zone Map Amendment; *Urban Solutions*, acting as agent for the property owner, *Jay Puppo*, is proposing to change the existing zoning designation of Residential Agricultural – Holding (RA-H) to Planned Development Commercial (PDC). The project site is approximately .14 acres.

Applicant's Request: **DRB Recommendation of approval to the City Council to change zoning from RA-H to PDC and amend the Wilsonville Zone Map accordingly.**

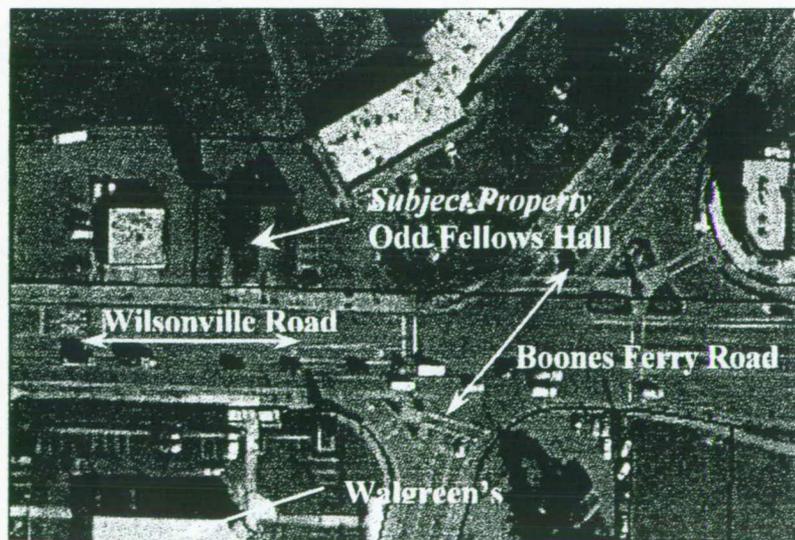
Staff Recommendation: Approve request, with conditions of approval beginning on page 4 of this report.

Comprehensive Plan Designation: Commercial; Special Area of Concern F

Zone Map Designation: Residential Agricultural – Holding (RA-H)

Staff Reviewer: Paul Cathcart AICP, Associate Planner

Project Location: The subject property is located at 9375 SW Wilsonville Road, on the north side of the road, between SW Boones Ferry Road and the (Oregon Electric) Railroad, on Tax Lot 1300; Section 14D, T3S-R1W; Clackamas County; Wilsonville, Oregon.



Applicable Review Criteria: Wilsonville Planning and Land Development Ordinance: Planning and Land Development Ordinance: Sections 4.008-4.035; 4.116; 4.120; 4.131; 4.141; 4.176; 4.177; 4.197. Other Planning Documents: Comprehensive Plan.

Note: The statutory 120-day time limit applies to this application. The application was received on October 3, 2005. Staff deemed the application incomplete on November 2, 2005. The applicant submitted materials to complete the application on November 9, 2005 at which staff deemed the application complete. Staff requested a continuance of the public hearing of the December 12, 2005 and January 9, 2006 public hearings to allow time for the consideration of the traffic impacts of the proposed change of use. At its January 9, 2006 meeting, Panel A of the DRB continued the public hearing of this application to January 23, 2006 at 7:00 pm (Panel B meeting). The City must render a final decision, for the request, including any appeals, by March 9, 2006.

REQUEST: ZONE CHANGE

The Development Review Board is being asked to recommend to the City Council approval of zone change for the subject property from the existing designation of Residential Agricultural – Holding (RA-H) to Planned Development Commercial (PDC).

APPLICANT'S DESCRIPTION OF PROPOSED ZONE CHANGE

The following proposal is found on Page 2 of the applicant's narrative:

The site is currently developed with an historic structure, known as the Odd Fellows Lodge. The building was originally constructed in 1931. Over the past several decades this building has been used by the Odd Fellows for lodge meetings, plus by a number of churches, and also for various special fund raising events.

The applicant proposes to convert the building to a commercial office. The intended primary use is a State Farm Insurance agency. The applicant, however, intends to seek additional tenants, consisting of 1-3 small 1-2 person operations. These other tenants would be located in the basement, which will require some interior remodeling. The exterior of the building will retain its historic character, but it does need maintenance upgrades, including new siding and paint.

The property is currently zoned RA-H. However, it is designated for commercial use on the Comprehensive Plan Map. Even though the property is designated for commercial use, the current RA-H zoning does not allow for commercial uses. This zone is intended as an interim holding zone, allowing for single family residential and other non-permanent rural type uses. Therefore, in order to accommodate the intended use, a zone change is required.

It is noted, however, that while the RA-H zone allows for churches as a Conditional Use, the church use of this property actually predates the incorporation of the City and its land use regulations, see Exhibit 2. But, even though the property has been used as both a fraternal lodge and a church, the city does not have any zoning or land use records documenting such uses.

STAFF SUMMARY

The Comprehensive Plan Map designation for the subject property is Commercial. It is surrounded by commercial uses. The proposed use of the property as an office is a use that is typically recommended in the Planned Development Commercial (PDC) Zone. The property is served by existing public facilities. The traffic generation memo conducted for the project estimates a de minimis traffic impact (three (3) or fewer p.m. peak hour trips above and beyond existing traffic generation). The subject property is less than two acres and is therefore not required to obtain a Planned Development Permit (see Findings 13-16). The applicant/owner is not proposing any building or site improvements that would require Site Design Review. In staff's opinion, a zone change from the existing RA-H to PDC is appropriate.

ADOPTED CONDITIONS OF APPROVAL

The application and supporting documents are hereby adopted for approval with the following conditions:

Development Review Board Conditions:

DRB 1 This action recommends the City Council approve a zone change from RA-H to PDC on Tax Lot 1300 of Map T3SR1W14D. Recommendation for approval of a Zone Change and Zone Map Amendment is limited to the .14 acres of Tax Lot 1300 of Section 14D as recorded with Clackamas County.

DRB 2 The applicant/owner shall provide the City's Legal Department with a draft driveway and access easement over tax lot 1301, Section 14 D, T3S-R1W (City of Wilsonville) to be reviewed and approved as to form and content. The applicant/owner shall provide the City's Planning Division with a copy of the easement recorded with Clackamas County within one month of recordation once approved by the City's Legal Department. See Finding 6. (Modified by DRB on 1/23/06)

ATTACHMENT 1 - FINDINGS OF FACT

1. Adjacent land uses:

Compass Direction	Existing Use
<i>North:</i>	Commercial property zoned PDC
<i>East:</i>	Commercial property zoned PDC
<i>South:</i>	Wilsonville Road; Commercial property zoned PDC
<i>West:</i>	Public property (SMART) property zoned RA-H

- 2. Prior Planning Approvals:** It appears the subject property was recorded with the County Surveyor's office prior to the incorporation of the City. Previous approvals for the subject properties include the following:

Planning Case File	Approved Plan
97AR24	Minor architectural modification to building due to Wilsonville Road widening
98TR29	Type A tree permit

- 3. Natural Characteristics:** The site is relatively flat. All on-site vegetation consists of installed landscaping.
- 4. Easements:** Staff is unaware of any recorded easements over the property.

ATTACHMENT 2 - CONCLUSIONARY FINDINGS:

The subject property is currently zoned Residential Agricultural Holding (Residential) (RA-H). The purpose of the RA-H Zone is set forth in Section 4.120 of the Development Code. The proposed Zone Map amendment from RA-H to PDC is intended to serve as a procedure to evaluate the conversion of urbanizable land to urban land consistent with the Comprehensive Plan. Because the service levels vary throughout the City, the zoning process allows for a case-by-case analysis of the availability of public facilities and services and to determine specific conditions related to needed public facilities improvements. All land development proposals are reviewed for conformity with the Comprehensive Plan and specific standards set forth in the zoning ordinance. As set forth in Subsection 4.197(.02) of the Development Code, in recommending approval or denial of a proposed zone map amendment, the DRB must at a minimum, adopt findings addressing Criteria A-G, below.

Staff has reviewed the Applicant's narrative and response finding for the proposed zone change against the applicable criteria. In most cases, the analysis adequately demonstrates compliance with the applicable criteria found in the City's Development Code and Comprehensive Plan. Furthermore, the Staff Report adopts the Applicant's responses as findings on pages 3 through 16 of the applicant's narrative (Exhibit 2) and pages 2 through 7 of the applicant's supplement findings (Exhibit 3) except as noted in the staff findings and as modified by proposed Conditions of Approval above.

Criterion 'A': *"That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008 or, in the case of a Planned Development, Section 4.140."*

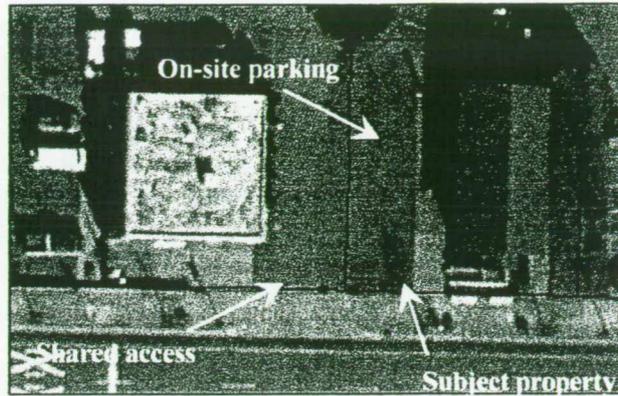
1. **Finding:** The applicant's narrative provides (starting on page 3 of the applicant's narrative) findings addressing the zone map amendment criteria. This criterion is met.

Criterion 'B': *"That the proposed amendment is consistent with the Comprehensive Plan map designation and substantially complies with the applicable goals, policies and objectives, set forth in the Comprehensive Plan text."*

2. **Finding:** The subject property is designated Commercial on the City's Comprehensive Plan Map and Residential Agricultural – Holding (RA-H) on the City's Zoning Map. The applicant proposes to change the zoning designation for the property to Planned Development Commercial (PDC). Subsection 4.131(.01)A. 3. (uses that are typically permitted in the PDC Zone) lists "offices and clinics". The applicant is proposing an office use for the subject property which is consistent with the uses typically allowed in the PDC Zone.
3. **Finding:** The applicant's response findings regarding the applicable Comprehensive Plan goals, policies and objectives begin on page 4 of the applicant's narrative and page 2 of the supplemental findings. Staff concurs with these findings. These criteria are met.
4. **Finding:** The Comprehensive Plan Map identifies the subject property in Area of Special Concern F. The majority of the Comprehensive Plan text for this special area of concern

relates to the Old Town Overlay District. Of the design objectives beginning on page F-5 of the Comprehensive Plan, staff believes the following are applicable to the subject application:

3. *Coordinate public facilities, and in particular master planning of commercial accesses and circulation options, consistent with Old Town Overlay zoning regulations. These requirements apply to all properties in Area F.*
 5. *Maintaining reasonable access is an important factor in accommodating additional commercial development in this area. Commercial development will create additional traffic. Therefore, it will be necessary to balance maintaining an acceptable level of service and safety while providing reasonable and functional commercial access.*
 6. *Almost all of the long-standing businesses in this area of the community are now in need of modernization or redevelopment, and may also be planning to expand. Therefore, allowing for appropriate remodeling and/or redevelopment of the existing commercial sites or buildings is a concern for the current owners of these properties. There needs to be flexibility allowed to accommodate normal modernization and even redevelopment of existing commercial operations while still making provisions for coordinated design, access, and circulation.*
5. **Finding:** The existing building is connected to public water and sewer. Evaluation of whether the existing fixtures meet the requirements of the applicable building code(s) for the proposed office use will be evaluated at the time of building permits for the proposed use. Any public utilities that may be required to accommodate any needed expansion of fixture to meet building code requirements are available to the project in Wilsonville Road.
6. **Finding:** The subject property does not have direct street access to Wilsonville Road. Shared access with the adjacent property to the west (City of Wilsonville, SMART dispatching facility) had been ongoing for number of years through a verbal agreement. The applicant is not proposing any additional access points and intends to maintain the shared access. The applicant has also submitted a draft driveway and access easement that would allow access across the SMART property to the subject property. Staff is currently reviewing this document. See condition of approval DRB 2.



7. **Finding:** The applicant has indicated a desire to maintain the historic character of the existing building and only intends to paint and re-roof the building.
8. **Finding:** The requirements of Criterion B have been met.

Criterion 'C': *"In the event that the subject property, or any portion thereof, is designated as "Residential" on the City's Comprehensive Plan Map; specific findings shall be made addressing substantial compliance with Implementation Measures 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text."*

9. **Finding:** The subject property is designated Commercial on the City's Comprehensive Plan Map. Therefore this criterion is not applicable to the subject application.

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

10. **Finding:** The applicant's response finding is found on page 11 of the applicant's narrative. Staff concurs with the applicant's response finding. At the request of staff, a traffic trip generation memo was prepared for the proposed change of use (Exhibit 4). This traffic study concluded that the ~~three~~ two (23) new p.m. peak hour (4-6 p.m., Monday-Friday) trips through the Wilsonville Road interchange area would be de minimus (three (3) or fewer peak hour trips). This criterion is met.

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

11. **Finding:** Staff concurs with the applicant's response findings on page 11 of the applicant's narrative. This criterion is met.

Criterion 'F': *"That the applicant is committed to a development schedule demonstrating that development of the property is reasonably expected to commence within two (2) years of the initial approval of the zone change."*

12. Finding: The applicant's response finding on page 12 of the narrative indicates that the applicant is "committed to initiate the change of use as soon as possible following approvals for all required permits". This criterion is met.

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

Planned Development Permit

13. Finding: The applicant's response findings regarding compliance with development standards begins on page 14 of the applicant's narrative.

14. Finding: Subsection 4.140(.02)B. (Lot Qualifications) states:

"Any site designated for development in the Comprehensive Plan may be developed as a Planned Development, provided that it is zoned "PD." All sites which are greater than two (2) acres in size, and designated in the Comprehensive Plan for commercial, residential, or industrial use shall be developed as Planned Developments, unless approved for other uses permitted by the Development Code. Smaller sites may also be developed through the City's PD procedures, provided that the location, size, lot configuration, topography, open space and natural vegetation of the site warrant such development".

15. Finding: Additionally, Subsection 4.140(.05)A. (Planned Development Permit Process) only requires that:

"All parcels of land exceeding two (2) acres in size that are to be used for residential, commercial or industrial development, shall, prior to the issuance of any building permit:

1. Be zoned for planned development;
2. Obtain a planned development permit; and
3. Obtain Development Review Board, or, on appeal, City Council approval".

16. Finding: The subject property is .14 acres in size and is therefore not required to obtain a planned development permit. Staff is recommending conditions of approval for the proposed zone change that should bring it into compliance with all other applicable development standards. This criterion is met.

17. Finding: The applicant notes on page 14 of the narrative that "there is an historic verbal agreement between the city the Odd Fellows to share parking available between the City's SMART office and the Odd Fellows Lodge. So, parking standards are met". The applicant also notes (same page of narrative) that the seven (7) on-site parking spaces meets the parking requirements for the proposed use. Staff, and the traffic generation memo concurs

with this finding and presumes the parking spaces of the adjacent property to the west are not needed to meeting the parking requirements or demands for the proposed use. Finding 6 above notes the need for a shared access agreement. Should the owner desire a shared parking arrangement with the property owner to the west, this will need to be done through a reciprocal parking agreement.

Subsection 4.197(.03): *“If affirmative findings cannot be made for all applicable criteria listed above the Planning Commission or Development Review Board shall recommend that the proposed text or map amendment, as the case may be, be denied.”*

18. Finding: Staff has made affirmative findings for subsection 4.197(.02)(A)-(G), above. Staff is also recommending conditions of approval for the project to ensure compliance with the subject code criteria. See page 6.

Subsection 4.197(.04): *“City Council action approving a change in zoning shall be in the form of a Zoning Order.”*

19. Finding: A City Council Zoning Order will be required prior to approval of the remaining applications (DB-2005-10-00101 - signage).

Subsection 4.197(.05): *“In cases where a property owner or other applicant has requested a change in zoning and the City Council has approved the change subject to conditions, the owner or applicant shall sign a statement accepting, and agreeing to complete the conditions of approval before the zoning shall be changed.”*

20. Finding: Staff is recommending a condition of approval that would implement the City Council Zoning Order, contingent on the completion of the conditions of approval adopted by City Council. The owner will need to sign a statement agreeing to all conditions of approval adopted by City Council relative to the zoning order for the subject property.

SUMMARY FINDINGS FOR DB-2005-10-00103:

21. The applicant’s request to change the existing zoning of Residential Agricultural – Holding (RA-H) to Planned Development Commercial can meet the applicable Development Code and Comprehensive Plan criteria with conditions of approval contained herein.

STAFF RECOMMENDATION:

Based on the findings of fact, analysis and conclusionary findings 1 through 21, staff recommends that the Development Review Board recommend **approval** of the proposed Zone Change to the City Council.

EXHIBITS LIST

The following exhibits are hereby entered into the public record by the Development Review Board as confirmation of its consideration of the application as submitted:

Exhibit No.	Description
A.	Staff Report and Findings (this document)
1.	Vicinity Map
2.	Applicant's narrative date stamped October 3, 2005 (bound booklet)
3.	Applicant's supplemental findings date stamped November 9, 2005
4.	Odd Fellows trip generation memo to Steve Adams, P.E., Deputy City Engineer from Scott Mansur, P.E. DKS Associates dated January 18, 2006

ADOPTED STAFF REPORT
WILSONVILLE PLANNING DIVISION
Jay Puppo
DEVELOPMENT REVIEW BOARD PANEL 'B'

Public Hearing Date: January 23, 2005
Date of Report: January 16, 2005
Application Number: *DB-2005-10-00101; Signage*
Property Owner: Jay Puppo
Professional Design Team: Urban Solutions; Professional Sign & Graphics

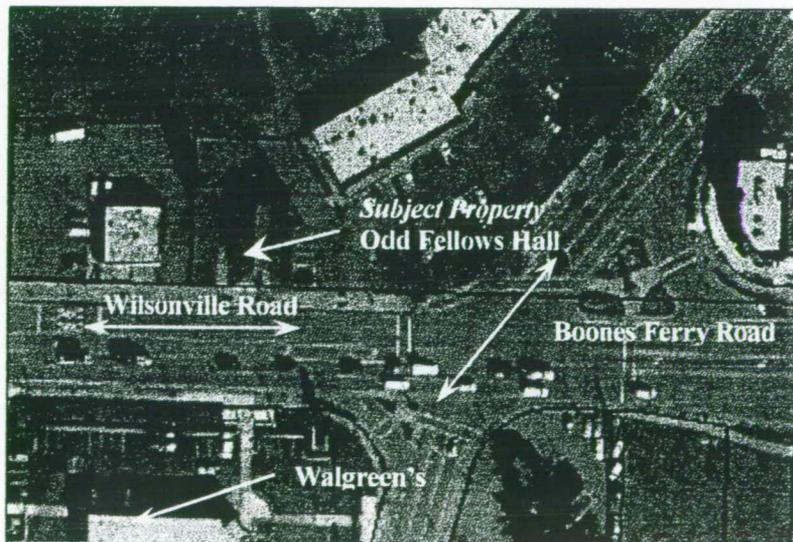
Project Summary: New Monument Sign; *Urban Solutions* and *Professional Sign & Graphics*, acting as agent for the property owner, *Jay Puppo*, is proposing the installation of one (1) new, 32 SF monument sign.

Request: Approve Proposed Monument Sign
Staff Recommendation: Approve request, with conditions of approval beginning on page 4 of this report.

Comprehensive Plan Designations: Commercial; Special Area of Concern F
Zone Map Designations: *Current:* Residential Agricultural – Holding (RA-H); *Proposed in DB-2005-10-00103:* Planned Development Commercial (PDC)

Staff Reviewer: Paul Cathcart AICP, Associate Planner

Project Location: The subject property contains .14 acres and is located north side of SW Wilsonville Road between SW Boones Ferry Road and the (Oregon Electric) Railroad, on Tax Lot 1300; Section 14D, T3S-R1W; Clackamas County; Wilsonville, Oregon.



Applicable Review Criteria: Planning and Land Development Ordinance: Sections 4.008-4.035; 4.156. Other Planning Documents: Comprehensive Plan

Note: The statutory 120-day time limit applies to this application. The application was received on October 3, 2005. Staff deemed the application incomplete on November 2, 2005. The applicant submitted materials to complete the application on November 9, 2005 at which staff deemed the application complete. Staff requested a continuance of the public hearing of the December 12, 2005 and January 9, 2006 public hearings to allow time for the consideration of the traffic impacts of the proposed change of use. At its January 9, 2006 meeting, Panel A of the DRB continued the public hearing of this application to January 23, 2006 at 7:00 pm (Panel B meeting). The City must render a final decision, for the request, including any appeals, by March 9, 2006.

REQUEST: NEW SIGNAGE

The Development Review Board is being asked to approve a new monument sign for the subject property.

APPLICANT'S DESCRIPTION OF PROPOSED SIGN

The following proposal is found on Page 15 of the applicant's narrative:

"One free standing sign is proposed. The sign will be a freestanding monument, which will be located at the east side of the building, within the landscape area. The sign will contain a total of 32 square feet in sign area, and will 6.8 feet in height. This sign will provide space for the applicant's business (State Farm Insurance) plus space for three potential tenants".

STAFF SUMMARY

The proposed monument sign meets the requirements of the City's sign code (Subsection 4.156 of the Development Code) for the Planned Development Commercial Zone. The applicant/owner have applied (Planning Case File DB-2005-10-00103) to change the zoning of the subject property from Residential Agricultural – Holding (RA-H) to Planned Development Commercial (PDC). Approval of the proposed sign is contingent on approval of this proposed zone change by City Council.

The applicant will need to verify with the City's Engineering Division that the placement of the proposed monument sign will not interfere with sight vision requirements of the City's Public Works Standards at the intersection of surrounding project driveways and Wilsonville Road.

STAFF RECOMMENDATION

On the basis of the Applicants Findings and Staff Findings 1 through 16, staff recommends the Development Review Board **approve** the proposed sign with the following conditions of approval:

ADOPTED CONDITIONS OF APPROVAL

The application and supporting documents are hereby adopted for approval with the following conditions:

- DRB 1.** This action approves the proposed sign as modified with these conditions of approval. The sign is limited to one 32 SF, double faced, monument sign as submitted. This action is contingent on City Council approval of Planning Case File DB-2005-10-00103.
- DRB 2.** The existing building signs shall be removed prior to the installation of the sign approved with this action. Retention of the existing signs on the building will require a separate sign permit.
- DRB 3.** The Applicant/Owner of the property shall ensure that the sign is installed in substantial compliance with the plans approved by the Development Review Board. Minor changes to the approved signage may be reviewed by the Planning Division through a Class I Administrative Review.
- DRB 4.** The Applicant/owner shall obtain all necessary building permits and all applicable electrical codes and permits from the City of Wilsonville needed for the installation of the proposed signage. Illumination of the sign shall not shine or interfere with roadway. (Modified by the DRB on 1/23/06)
- DRB 5.** The applicant shall work with the City's Engineering Division, prior to the issuance of a building permit for the sign, to stake the outline of the proposed sign to assure that the placement of the sign meets sight distance requirements for the intersection of the adjoining project driveways, Wilsonville Road and the proposed sign would not be in any utility easement.

ATTACHMENT 1 - FINDINGS OF FACT

1. The applicant is proposing a double-faced monument sign of approximately 32 SF, to be located on the east side of the subject property, east of the project driveway and north of Wilsonville Road. The subject property currently has no signage.
2. Adjacent land uses to the subject property include:

Compass Direction	Existing Use
<i>North:</i>	Commercial property zoned PDC
<i>East:</i>	Commercial property zoned PDC
<i>South:</i>	Wilsonville Road; Commercial property zoned PDC
<i>West:</i>	City of Wilsonville (SMART) property zoned RA-H

3. **Natural Characteristics:** The site is relatively flat. All on-site vegetation consists of installed landscaping.
 4. **Easements:** Staff is unaware of any recorded easements over the property.
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ATTACHMENT 2 - CONCLUSIONARY FINDINGS

Subsection 4.156(.02)(B)(2): *Any decision for approval of a sign proposal shall include written findings addressing the following criteria: **Subsection 4.156(.02)(B)(2)(a):** Compliance with objectives of sign code (Subsection 4.156(.01)).*

Subsection 4.156(.01)(A): *Public and traffic safety.*

1. **Finding:** Sign contractors should obtain building permits when necessary to ensure public safety is provided and the owner of the facility has the responsibility to ensure that routine maintenance is performed. The applicant's submittal materials do not provide a site plan showing the location of the proposed sign. The applicant has requested (page 2 of the Applicant's Exhibit 4 in the narrative) a waiver from the 10 foot setback requirement of Subsection 4.156(.08)A..5 for freestanding signs. Definition 229.I. (Subsection 4.001) of the Development Code would define the proposed sign as a "ground-mounted sign", "which places the bottom of the sign less than two (2) feet from the ground" which is the case with the proposed sign. As the subject sign is not a freestanding sign per Definition 229.H. of the Development Code, the requirements of 4.156(.08) do not apply to the proposed sign and therefore no waiver is required. However the requirements of the City's Public Works Standards, including sight vision requirements at the intersection of driveways and streets, are applicable. As the sign would not be placed in the public sidewalk and the applicant indicates that the viewshed of the proposed sign would be obscured from the west by landscaping and from the east by the adjacent parking lot, closer placement of the sign to the street seems reasonable. The applicant will need to verify with the City's Engineering Division that the location of the proposed sign will not encroach into the vision triangle requirements of the access used by the subject or adjoining properties. See condition of approval DRB 5.

Subsection 4.156(.01)(B): *Avoiding nuisances to nearby properties and the community overall.*

2. **Finding:** The proposed sign will increase the visibility of the existing building and its new use (if DB-2005-10-00103 is approved), reducing confusion about its location, and safe route of travel to reach it. This criterion is met.

Subsection 4.156(.01)(C): *Support desired character of development pattern of the various zones.*

3. **Finding:** The use of the proposed sign as the sole identification of the property's use is the objective of the Code. Its construction will support the desired character of development and of other commercial development on Wilsonville Road. This criterion is met.

Subsection 4.156(.01)(D): *Variety of signs; prevent visual domination of sign.*

4. **Finding:** The commercial development on Wilsonville and Boones Ferry Roads supports a variety of signage types including monument, pylon, and building signs constructed of wood, metal, and composite materials, with and without illumination. The proposed sign would contribute to the variety of signs in this area. The size, scale, and design of the proposed

signage would generally be smaller than other monument signs in the area, and should not be a visually dominating. This criterion is met.

Subsection 4.156(.01)(E): *Prevent detractor from the design of adjacent buildings.*

5. **Finding:** The surrounding commercial development, including the subject building, is of a size and character that should not be affected by the proposed monument sign. This criterion is met.

Subsection 4.156(.01)(F): *Provide adequate opportunity for signage.*

6. **Finding:** The applicant's proposed sign package would provide the public with adequate opportunity for needed information about the proposed project through identification of the project from off-site. This criterion is met.

Subsection 4.156(.01)(G): *Improve property values; prevent blight.*

7. **Finding:** Through its use as a property identification tool, the proposed signage would improve the value of the subject property and the proposed project. This criterion is met.

Subsection 4.156(.01)(H): *Clear identification of structures.*

8. **Finding:** The proposed monument sign, oriented toward the flow of traffic on Wilsonville Road, would enable clear identification of the subject property. This code criterion is met.

Subsection 4.156(.01)(I): *Protect constitutionally guaranteed speech.*

9. **Finding:** The applicant's proposed monument sign is consistent with the constitutionally guaranteed right of free speech and the Wilsonville Code. This right would not be altered by the applicant's proposed sign. This criterion is met.

Subsection 4.156(.02)(B)(2)(b): *Compatibility of signage with uses permitted in zone.*

10. **Finding: Note:** At the writing of this staff report, the subject property is zoned Residential Agricultural – Holding (RA-H). The owner/applicant has applied for (Planning Case File DB-2005-10--00103) a zone change to Planned Development Commercial (PDC). Approval of the subject sign is contingent on approval of the requested zone change by City Council. The Planned Development Commercial Zone supports a wide variety of sign styles and sizes, as do the other uses in the Wilsonville Road / Boones Ferry Road intersection area (see below). In staff's opinion, the proposed sign would be compatible with other signs in the area.

Subsection 4.156(.02)(B)(2)(c): *Avoid nuisance and property values reduction.*

11. **Finding:** The subject building has one sign on the east and west side (two total) advertising the Church of Christ. Staff cannot find evidence of approval of these signs by the City of Wilsonville. They will either need to be removed or permits obtained for them prior to the installation of the subject sign. See condition of approval DRB2? The installation of a monument sign would inform motorists and others of the location of the existing facility and its proposed use (insurance office – see Planning Case File DB-2005-10-00103). The size, design, and location of the proposed sign are such as to not visually overpower the existing or neighboring properties and therefore should not lead to property value reduction. To assure that the monument sign is properly installed, the applicant will be required to obtain a building permit. With condition of approval DRB 4, this code criterion is met.

Subsection 4.156(.02)(B)(2)(d): *Temporary signs.*

12. **Finding:** Temporary signs are not proposed.

Subsection 4.156(.02)(B)(2)(e): *Variance.*

13. **Finding:** A variance is not being sought as part of the subject application.

Subsection 4.156(.02)(B)(2)(f): *Relevant application filing requirements.*

14. **Finding:** The applicant has met all of the relevant filing requirements for DRB review of this application.

Subsection 4.156(.06): *Sign Area; (Table 6)*

15. **Finding:** Table 6 allows 200 square feet (SF) of signage per lot for lots in the PDC, as is the case with the subject application. Footnote d. to Table 6 allows, total sign area per lot not to exceed 1 sq. ft. for each 1 linear foot of building, on the building's longest side, where a building exists. Staff estimates the longest ~~sign~~ side of the building to be approximately 55 feet. This would limit the site to 55 SF of signage.

16. **Finding:** The applicant is proposing 32 SF of signage with the proposed monument sign, which would not exceed the area allowed by the sign code. This criterion is met.

SUMMARY FINDING

17. As demonstrated in findings 1 through 16 the **proposed monument sign** meets, with the conditions of approval referenced therein, the applicable signage criteria.

RECOMMENDATION FOR PROPOSED SIGN

Staff recommends **approval** of the proposed monument sign with the conditions of approval reference in findings 1 through 17.

EXHIBITS:

The Development Review Board in consideration of the application as submitted hereby enters the following exhibits into the public record:

Exhibit No.	Description
A.	Staff Report and Findings (this document)
1.	Vicinity Map
2.	Applicant's narrative date stamped October 3, 2005 (bound booklet)
3.	Applicant's supplemental findings date stamped November 9, 2005

PLANNING DIVISION
STAFF REPORT & RECOMMENDATION
Quasi Judicial Public Hearing

DATE: January 25, 2006

TO: Honorable Mayor and City Councilors

FROM: Blaise Edmonds, Manager of Current Planning

SUBJECT: **Zone Change/Zone Map Amendment;** Approve Zone Map Amendment from Residential Agricultural - Holding Zone (RA-H) to Planned Development Commercial (PDC). [Note: A companion application (DB-2005-10-00101), to approve a Master Sign Plan is subject to Council approval of the proposed Zone Map Amendment]

SUMMARY:

On January 23, 2006, Panel B of the Development Review Board voted 4-0 to recommend approval of the proposed Zone Map Amendment (File No. DB-2005-10-00103). The findings and conclusions in Exhibit 'A' (*adopted staff report with findings*) support the Development Review Board decision for approval.

The Development Review Board adopted staff recommendations and findings included as Exhibit A of DRB Resolution No. 51, imposing two conditions:

DRB1. This action recommends the City Council approve a zone change from RA-H to PDC on Tax Lot 1300 of Map T3SR1W14D. Recommendation for approval of a Zone Change Zone, Zone Map Amendment is limited to the .14 acres of Tax Lot 1300 of Section 14D as recorded with Clackamas County.

DRB2. The applicant/owner shall provide the City's Legal Department with a draft driveway and access easement over tax lot 1301, Section 14 D, T3S-R1W (City of Wilsonville) to be reviewed and approved as to form and content. The applicant/owner shall provide the City's Planning Division with a copy of the easement recorded with Clackamas County within one month of recordation once approved by the City's Legal Department. See Finding 6. (Modified by DRB on 1/23/06)

RECOMMENDATION:

After conducting a duly advertised public hearing, that the City Council act favorably on the Development Review Board recommendation of January 26, 2006 to approve the request. Appropriate Council action would be adoption of proposed Ordinance No.605.

DISCUSSION/BACKGROUND

Under the applicant's proposal, the Zone Map designation would change from Residential Agricultural – Holding (RA-H) to Planned Development Commercial (PDC). In a separate, companion application, the Development Review Board approved a Master Sign Plan (DB-2005-10-00101).

The subject property is located 9375 SW Wilsonville Road, Wilsonville, OR on the north side of the road, between SW Boones Ferry Road and the (Oregon Electric) Railroad, on Tax Lot 1300 in Section 14D, T3S, R1W, Clackamas County; Wilsonville, Oregon.

The applicant, *Urban Solutions*, acting as agent for the property owner, *Jay Puppo*, proposes to convert the historic Odd Fellows Lodge to a commercial office use (State Farm Insurance agency). The applicant will lease the basement to small office tenants. He also intends to preserve the historic structure with minor remodeling. The subject premise is currently zoned RA-H, but it is designated Commercial on the Comprehensive Plan. The proposed rezone to PDC would allow office use.

The following apply to the subject property:

- **Land Use:** The proposal meets the Planning and Land Development Ordinance and with the goals, policies, and implementation measures of the City of Wilsonville Comprehensive Plan.
- **Primary facilities:** Public facilities i.e., roadways, water and sanitary sewer, are available and are of adequate size to serve the subject property.
- **Traffic:** The traffic generation memo conducted for the project estimates a total of four (4) net new PM peak hour trips including two (2) through the Wilsonville Road interchange area for an overall de minimis traffic impact of three (3) or fewer p.m. peak hour trips above and beyond existing traffic generation.
- **Planned Development:** The subject property is less than two acres and is therefore not required to obtain a Planned Development Permit. The applicant/owner is not proposing any building or site improvements that would require Site Design Review.
- The public interest is best served by granting the Zone Map Amendment at this time since it would utilize an existing historic building for office use.

See the adopted Development Review Board adopted Staff Report, Exhibit A, to DRB Resolution No. 51, for additional detail and findings of fact.

The decision of the January 23rd Development Review Board meeting:

Approval of subject application. The Development Review Board's action on this Zone Change and Zone Map Amendment request is a recommendation of approval to City Council. General background documents for the above approval are included in the City Council packet.

Attachment 1 to Staff Report for DB05-0103 (Puppo Zone Change)





30000 SW Town Center Loop E
Wilsonville, Oregon 97070
(503) 682-1011
(503) 682-1015 Fax
(503) 682-0843 TDD

VIA: Certified Mail, Return Receipt Requested

January 26, 2006

Mr. Jay Puppo
30775 SW Boones Ferry Rd Suite F
Wilsonville OR 97070

Re: Case Files **DB-2005-10-00101: Signage**
 DB-2005-10-00103: Zone Change from RA-H to PDC

Two copies of the Development Review Board's Decision and Resolution No. 51 including adopted conditions of approval rendered on the above signage application are attached. **Please note that your signature acknowledging receipt and acceptance of the Conditions of Approval is required to be returned to the Planning Division before the decision is effective.** One copy is provided for this purpose. Please sign and return to the undersigned.

The DRB's action on the Zone Change is a recommendation to the City Council. A hearing is scheduled for February 6, 2006 on this item. Approval of your signage is contingent upon City Council's approval of the Zone Change.

Please call us if you have any questions.

Sally Hartill
Planning Administrative Assistant II
City of Wilsonville
30000 SW Town Center Loop E
Wilsonville OR 97070

Cc: Urban Solutions
Ben Altman
PO Box 4063
Wilsonville OR 97070

EXHIBIT A

January 26, 2006



30000 SW Town Center Loop E
Wilsonville, Oregon 97070
(503) 682-1011
(503) 682-1015 Fax
(503) 682-0843 TDD

DEVELOPMENT REVIEW BOARD PANEL B

NOTICE OF DECISION

Project Name: Mr. Jay Puppo

Case File No(s): DB-2005-10-00103: Zone Map Amendment
DB-2005-10-00101: Signage

Applicant: Urban Solutions/Mr. Ben Altman

Owner: Mr. Jay Puppo

Proposed Action: Approval of a Zone Map Amendment from Residential Agriculture-Holding (RA-H) to Planned Development Commercial (PDC) and approval of signage

Property Description: Tax Lot 1300, Section 14D, T3S-R1W, Clackamas, County, Wilsonville, Oregon

Location: North side of Wilsonville Road between SE Boones Ferry Road and the railroad tracks.

On January 23, 2006, at the meeting of the Development Review Board the following action was granted on the above-referenced proposed development application:

- The signage was approved with conditions of approval; this approval is contingent upon the City Council's approval of a Zone Map Amendment.
- The DRB recommends with conditions of approval, that the City Council approve a zone map amendment. A City Council hearing date is scheduled for February 6, 2006.

Any appeals by anyone who has participated in this hearing, orally or in writing, must be filed with the City Recorder within fourteen (14) calendar days of the mailing of the Notice of Decision. *WC Sec. 4.022(.02).*

This decision has been finalized in written form and placed on file in the City records at the Wilsonville City Annex this 26th day of January 2006 and is available for public inspection. This decision shall become effective on the fifteenth (15th) calendar day after the postmarked date of the written Notice of Decision, unless appealed or called up for review by the Council in accordance with this Section. *WC Sec. 4.022(.09)*

Written decision is attached

This approval will expire on January 23, 2008. *See WC Section 4.163 for renewal.*

For further information, please contact the Wilsonville Planning Division at the Community Development Building, 8445 SW Elligsen Road, Wilsonville Oregon 97070 or phone 503-682-496

Attachments: DRB Resolution No 51, including adopted staff reports with conditions of approval.

**DEVELOPMENT REVIEW BOARD PANEL B
RESOLUTION NO. 51**

A RESOLUTION ADOPTING FINDINGS APPROVING:

- A. Case File #DB-2005-10-00103:** Review of a Zone Map Amendment to zone the subject property 'Planned Development Commercial'. Current zoning designation is 'Residential Agricultural Holding (RA-H)'. The subject property has a City Comprehensive Plan Map designation of 'Commercial'. Proposed uses are those permitted under W.C. 4.131.

The Development Review Board's action on Case File #DB-2005-10-00103 will be a recommendation to the City Council for final action. A City Council hearing date is scheduled for February 6, 2006 to hear this item.

- B. Case File #DB-2005-10-00101:** Approval of a 32 square foot monument sign on the subject property.

The Development Review Board's action on Case File #DB-2005-10-00101 will be contingent on City Council action on Case File #DB-2005-10-00103.

THE PROPERTY IS LOCATED ON TAX LOT 1300, SECTION 14D, T3S, R1W, CLACKAMAS COUNTY, OREGON. APPLICANT IS URBAN SOLUTIONS FOR JAY PUPPO., 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 reports on the above-captioned subject dated January 16, 2006, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board at a regularly scheduled meeting conducted on January 23, 2006, 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 applications.

RESOLUTION NO. 51

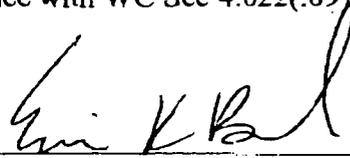
Jay Puppo

Page 1 of 2

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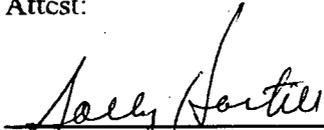
NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report attached hereto as Exhibit A contained therein, as amended, and approves requests A and B as listed above with said recommendations.

ADOPTED by Panel B of the Development Review Board of the City of Wilsonville at a regular meeting thereof this 23rd day of January 2006, and filed with the Planning Administrative Assistant on 1-26-2006. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision unless appealed or called up for review by the council in accordance with WC Sec 4.022(.09).



Eric Bohard, Chair Panel B
Wilsonville Development Review Board

Attest:



Sally Hartill, Planning Admin Assistant II

RESOLUTION NO. 51

Jay Puppo

Page 2 of 2

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VII. Public Hearings:

A. Property owner: Mr. Jay Puppo, Applicant: Urban Solutions for Mr. Jay Puppo

- 1. DB-2005-10-00101: Signage**
- 2. DB-2005-10-00103: Zone Change from RA-H to PDC**

The site is located on the north side of SW Wilsonville Road between SE Boones Ferry Road and the (Oregon Electric) Railroad, on Tax Lot 1300, Section 14D, T3S-R1W, Clackamas County, Oregon in the current "Odd Fellows Hall" building. Proposed use would be office use.

This item was continued to this date and time certain at the January 9, 2006 Panel A meeting.

Note: Item 2 will be a recommendation to City Council. A City Council public hearing date has been scheduled for February 6, 2006. Final approval on Item 1 is contingent upon Council's approval of Item 2. Staff: Paul Cathcart

MOTION:

Dave Lucas moved to adopt the findings and conditions of the submitted Staff report and the amendments as read into the record by Staff for DB-2005-10-00101.

(Note: The Staff Report was amended as follows with new language in bold, italic text and deleted language struck through.)

- Amend DRB4 to state, "The Applicant/owner shall obtain all necessary building permits *and all applicable electrical codes and permits* from the City of Wilsonville needed for the installation of the proposed signage. *Illumination of the sign shall not shine or interfere with roadway.*"
- Amend the fourth line of Finding 11 on page 8 of 9 to read, "installation of subject sign. See condition of approval ~~?~~ *DRB2*. The installation of a monument"
- The second to the last sentence of Finding 15, also on page 8, should read, "Staff estimates the longest ~~sign~~ *side* of the building to be approximately 55 feet."

Celia Nunez seconded the motion, which passed 4-0.

MOTION:

Dave Lucas moved to adopt the findings and conditions of the submitted Staff report and the amendments as read into the record by Staff for DB-2005-10-00103, Zone Change.

(Note: The Staff Report was amended as follows with new language in bold, italic text and deleted language struck through.)

- Amend Condition DRB2 to read, "The applicant/owner shall provide the City's Legal Department with a draft driveway and access ~~agreement~~ *easement* over tax lot 1301, Section 14 D, T3S-RTW (City of Wilsonville) to be reviewed and approved as to form and content. The applicant/owner shall provide the City's Planning Division with a copy of the easement recorded with Clackamas County within one month of recordation once approved by the City's Legal Department. See Finding 6."
- Amend the fourth line of Finding 10 on page 8 of 50 to read, "concluded that the three (3) ~~two~~ (2) new p.m. peak hour (4-6 p.m., Monday-Friday) trips through the"

Celia Nunez seconded the motion, which passed 4-0.

MOTION:

Dave Lucas moved to adopt Resolution No. 51 with the changes as read into the record by Staff.

(Note: The ^{Resolution} Staff Report was amended as follows with new language in bold, italic text and deleted language struck through.)

- The "NOW, THEREFORE, BE IT RESOLVED" paragraph on the second page was corrected to state, "as read ~~into the record~~ *amended*,"

Phyllis Straight-Millan seconded the motion, passing 4-0.

Land Use Application Zone Change and Change of Use Odd Fellows Lodge

File Number:	
Type of Action:	Zone Change, and Change of Use, with Site Design Review for Sign Approval
Applicant:	Jay Puppo 30775 SW Boones Ferry Road, Suite F Wilsonville, OR 97070 503-582-8181
Owners:	Jay Puppo
Proposed Use:	Commercial Office
Site Location,	9375 SW Wilsonville Road, just west of Boones Ferry Road, next to Smart Office and Riverwood Center.
Tax Lot(s), and Lot Size	Tax Lot: 1300; Map T3S R1W 14D Total Lot Area = .14 acres

Design Team:	Urban Solutions PO Box 4063 Wilsonville, OR 97070 503-682-9361
---------------------	--

Date of Report:	September 28, 2005
------------------------	--------------------

Exhibits

1. Tax Map and legal description.
2. Letter related to historic use of building as a church.
3. Site and Architectural plans, existing conditions.
4. Proposed Sign Plan.
5. Letter granting waiver for Traffic Impact Study, and declaring de minimus impact.

RECEIVED
OCT 03 2005

BY:.....

EXHIBIT No 2

I. INTRODUCTION

This application is submitted by Urban Solutions on behalf of Jay Puppo. It involves a single Tax Lot, 1300, Map T3S R1W 14D, which contains .14 acres. Exhibit 1 provides the Tax Lot and legal description for this property.

The site is currently developed with an historic structure, known as the Odd Fellows Lodge. The building was originally constructed in 1931. Over the past several decades this building has been used by the Odd Fellows for lodge meetings, plus by a number of churches, and also for various special fund raising events.

The applicant proposes to convert the building to a commercial office. The intended primary use is a State Farm Insurance agency. The applicant, however, intends to seek additional tenants, consisting of 1-3 small 1-2 person operations. These other tenants would be located in the basement, which will require some interior remodeling. The exterior of the building will retain its historic character, but it does need maintenance upgrades, including new siding and paint.

The property is currently zoned RA-H. However, it is designated for commercial use on the Comprehensive Plan Map. Even though the property is designated for commercial use, the current RA-H zoning does not allow for commercial uses. This zone is intended as an interim holding zone, allowing for single family residential and other non-permanent rural type uses. Therefore, in order to accommodate the intended use, a zone change is required.

It is noted, however, that while the RA-H zone allows for churches as a Conditional Use, the church use of this property actually predates the incorporation of the City and its land use regulations, see Exhibit 2. But, even though the property has been used as both a fraternal lodge and a church, the city does not have any zoning or land use records documenting such uses.

Location

The subject site is situated on the north side of Wilsonville Road, between Boones Ferry Road and the Rail Road. It is sandwiched between the City's Smart building and the Riverwood Commercial Center.

Application

This application includes the following requests for land use actions:

1. A Zone Change from RA-H to PDC; and
2. A Change of Use from fraternal lodge and church to commercial office, see Exhibit 3.
3. Design Review for Signage, See Exhibit 4.

The following report addresses the applicable Comprehensive Plan and Development Code provisions related to each of the proposed land use actions. It is formatted with the applicable policy, criterion or standard set out in **bold** followed by a narrative response presenting findings and conclusions relative to how this proposed development complies with that policy, criterion, or standard.

II. COMPREHENSIVE PLAN AMENDMENT

Plan Compliance and Map Amendment

This section of the report addresses compliance with the Comprehensive Plan policies.

The proposed use is for commercial office. This use is consistent with the Comprehensive Plan designation of commercial. However, the property is not currently zoned commercial.

The properties are currently zoned RA-H, Residential Agricultural – Holding Zone. This zone, as specified in Section 4.120 (.01) of the Development Code, states, *“It is the purpose of this zone the serve as a holding zone to preserve the future urban level development potential as undeveloped property designated for more intensive development. This zone has been applied to all urbanizable properties within the city which are planned for development and which have not previously received development approval in accordance with the Comprehensive Plan.”*

As noted, this property was initially developed prior to the incorporation of the City of Wilsonville. The date of original construction was 1931. Therefore this property has not *“previously received development approval in accordance with the Comprehensive Plan”*, but was originally permitted through Clackamas County regulations, as may have been in effect in the 1930’s. The property is, however, planned for commercial development consistent with the adjacent properties in the immediate neighborhood.

The City’s commercial land use designation is implemented through the PDC, Planned Development Commercial zone. Therefore, this application requests rezoning to PDC.

A. City of Wilsonville Comprehensive Plan

1. Citizen Involvement

Policy 1.1.1 The City of Wilsonville shall provide opportunities for a wide range of public involvement in City planning programs and processes.

Policy 1.2.1 The City of Wilsonville shall provide user-friendly information to assist the public in participating in City planning programs and processes.

Policy 1.3 The City of Wilsonville shall coordinate with other agencies and organizations involved with Wilsonville’s planning programs and policies.

Response

The City has developed a citizen involvement program, which provides a variety of opportunities in different formats to encourage and accommodate citizen input. More specific to this application, the City has established a public hearing process for public review of land use decisions. This process provides for mailed notices to surrounding landowners, plus published notices of scheduled public hearings.

Since this application involves a zone map amendment, there will actually be at least two public hearings. The first hearing will be before the Development Review Board, and the second hearing before the City Council, to confirm the rezoning. The city will provide public notices for both hearings. In addition, the City Council meetings are produced on the local public access cable TV network.

Once the city planning department determines that the application is complete, and notice of the hearing(s) have been made, the application information is made available to any interested person or party prior to the hearing.

Therefore the policies and procedures for citizen involvement will be met by public review of the proposed development, as provide for within the Development Code.

B. Urban Growth Management

Policy 2.1.1. The City of Wilsonville shall support the development of all land within the City, other than designated open space lands, consistent with the land use designations of the Comprehensive Plan.

Implementation Measure 2.1.1.e. Allow new development to proceed concurrently with the availability of adequate public services and facilities as specified in Public Facilities and Services Section (Section C) of the Comprehensive Plan.

Implementation Measure 2.1.1.f. To insure timely, orderly and efficient use of public facilities and services, while maintaining livability within the community, the City shall establish and maintain growth management policies consistent with the City's regional growth allocation and coordinated with a Capital Improvements Plan.

1. The Planning Commission shall periodically review growth-related data, e.g., the availability of public facilities, scheduled capital improvements, need for housing, commercial development and/or industrial development, etc.; and shall, as determined necessary following a public hearing, make recommendations to the City Council regarding Growth Management Plans.
2. To maximize design quality and conformity to the Comprehensive Plan, the City shall encourage master planning of large land areas. However, as an added growth management tool, the Development Review Board may, as a condition of approval, set an annual phasing schedule coordinated with scheduled Capital Improvements, particularly streets and related transportation facilities.

Policy 2.2.1. The City of Wilsonville shall plan for the eventual urbanization of land within the local planning area, beginning with land within the Urban Growth Boundary.

Response

This area of the City has long been a central portion of the City limits and Urban Growth Boundary (UGB). It was part of the land originally included in the incorporation of the city in 1969.

As noted earlier, the existing building was actually built before the city was incorporated. At the time of incorporation, and in subsequent Comprehensive Plan updates, there was no compelling reason to rezone the property consistent with the land use designation, because it was currently developed and being used for uses consistent with the interim RA-H zoning (previously RA-1).

Significant development and some major redevelopment has occurred surrounding this area of town over the past three decades. The Riverwood Commercial Center has replaced the old Silver Leaf Inn and a couple of homes. The Forum West office building was also constructed, and more recently Trammel Crow built a large multi-tenant industrial complex on properties to the north of the subject site. In addition, across Wilsonville Road to the south, the old Lowries Shopping Center and the old elementary school have now been redeveloped into a new larger shopping center.

Urban services are also now available, and the subject property is connected to full urban services. The Odd Fellows are not an active organization in Wilsonville any more. Therefore, consistent with surrounding development and uses, it is now timely and appropriate to convert the existing building to commercial use.

Urban Compliance with the public facilities provisions identified in Measures 2.1.1.e. and 2.1.1f. have been addressed in the following section.

Therefore it is concluded that urban level development of this area is consistent with this section of the Comprehensive Plan.

3. PUBLIC FACILITIES AND SERVICES

Policy 3.1.2 The City of Wilsonville shall provide, or coordinate the provision of, facilities and services concurrent with need (created by new development, redevelopment, or upgrades of aging infrastructure).

Implementation Measure 3.1.2.a Urban development will be allowed only in areas where necessary facilities and services can be provided.

Implementation Measure 3.1.2.e When development is proposed in areas of the City where full urban services/facilities are not yet available, development approval shall be conditioned on the provision of adequate facilities and services to serve the subject property. Where the development can reasonably proceed in phases prior to the availability of full urban services/facilities, such development may be permitted. However, the use of on-site sewage disposal and private water systems shall only be approved where permitted by City ordinance.

Response

This area of the community has long been developed with a full range of urban services. Consequently, all required services are available and adequate to support urban level development as proposed. And, the existing building is connected to City water and sanitary sewer services.

Policy 3.1.3 The City of Wilsonville shall take steps to assure that the parties causing a need for expanded facilities and services, or those benefiting from such facilities and services, pay for them.

Implementation Measure 3.1.3.a Developers will continue to be required to pay for demands placed on public facilities/services that are directly related to their developments. The City may establish and collect systems development charges (SDC's) for any or all public facilities/services, as allowed by law. An individual exception to this standard may be justified, or SDC credits given, when a proposed development is found to result in public benefits that warrant public investment to support the development.

Response

The City has recently completed and adopted updates to the utilities master plans, including sanitary sewer, storm drainage, and most recently water. System improvements related to the proposed subdivision will be designed and constructed in accordance with these master plans.

The City has established financing mechanism for each of the utility systems, which all include system development charges (SDC's). However, this development will not require any on or off-site improvements of the public facilities systems.

Sanitary Sewer Plan

Policy 3.1.4: The City of Wilsonville shall continue to operate and maintain the wastewater treatment plant and system in conformance with federal, state, and regional water quality standards.

Implementation Measure 3.1.4.b The City shall continue to manage growth consistent with the capacity of sanitary sewer facilities.

Implementation Measure 3.1.4.f The cost of all line extensions and individual services shall be the responsibility of the developer and/or property owners(s) seeking service. When a major line is to be extended, the City may authorize and administer formation of a Local Improvement District (LID). All line extensions shall conform to the City Sanitary Sewer Collection System Master Plan, urbanization policies, and Public Works Standards.

Response

The subject site is served by the sewer system in Wilsonville Road. The property was connected in 1981. This portion of the system generally has adequate current capacity, and no significant additional capacity is required to support the proposed change of use.

Water Service Plan

Policy 3.1.5 The City shall continue to develop, operate and maintain a water system, including wells, pumps, reservoirs, transmission mains and a surface water treatment plant capable of serving all urban development within the incorporated City limits, in conformance with federal, state, and regional water quality standards. The City shall also continue to maintain the lines of the distribution system once they have been installed and accepted by the City.

Implementation Measure 3.1.5.c Extensions shall be made at the cost of the developer or landowner of the property being served.

Implementation Measure 3.1.5.d. All water lines shall be installed in accordance with the City's urban growth policies and Public Works Standards.

Response

As with sewer service, the subject site is served by the water line in Wilsonville Road. The property was connected in 2001. No significant additional system capacity is required to support the proposed change of use.

Roads And Transportation Plan

The city has recently adopted an updated Transportation System Plan (TSP). The new TSP replaced the 1991 Transportation Master Plan.

The new TSP includes additional upgrades to the I-5 interchange at Wilsonville Road. It also anticipates additional intersection and lane improvements at the Wilsonville/Boones Ferry Roads intersection, but primarily to the south to support development in Old Town. However, the City Council has recently begun to reconsider what level of improvements they actually want to support through these road segments.

The subject site fronts on Wilsonville Road, which is designated as a minor arterial. In front of the subject site, Wilsonville Road is currently improved with 5 lanes, in-street bike lane, and sidewalks.

But, regardless of any future transportation system decisions, there are no anticipated road improvements related to the proposed change of use, as there will be de minimus impact. See Exhibit 5, regarding traffic impacts.

Storm Drainage Plan

Policy 3.1.7 The City of Wilsonville shall develop and maintain an adequate storm drainage system. However, where the need for new facilities is the result of new development, the financial burden for drainage system improvements shall remain primarily the responsibility of developers. The City will use systems development charges, user fees, and/or other funding sources to construct facilities to improve storm water quality and control the volume of runoff.

Response

The subject site is served by the storm system in Wilsonville Road. No significant site improvements are proposed that would create increased demand for storm system improvements.

Fire Protection Plan

Policy 3.1.8 The City of Wilsonville shall continue to coordinate planning for fire safety with the Tualatin Valley Fire and Rescue District.

Police Protection And Public Safety

Policy 3.1.9 The City of Wilsonville shall continue to provide adequate police protection.

Response

Fire protection is provided by Tualatin Valley Fire & Rescue. The subject site is within a half mile of the Kinsman Road fire station.

Police services are provided by Clackamas County through a service contract with the City. The local police services are now located in the Town Center, east of the freeway, but within about 1 mile of the site. There are regular police patrols throughout the city.

There is nothing unusual about this development that would cause undue service demands on either of these agencies. In fact, the proposed use already exists within the city. The applicant is simply proposing to relocate his office from Old Town to the subject site.

There are existing streetlights long Wilsonville Road, which provide adequate public safety.

School And Educational Services

Policy 3.1.10 The City of Wilsonville shall continue to coordinate planning for educational facilities with all three local school districts and Clackamas Community College.

Implementation Measure 3.1.10.e It is the basic reasoning of these policies that development within the City should not be regulated based on the availability of school facilities and services. Rather, these services should be planned for and provided to meet the demands created by development. If, however, school facilities and/or services were determined to be severely inadequate and the school districts unable to provide satisfactory improvement, then growth limitations would be appropriate.

Response

As noted, the availability of school facilities is not a primary permit criterion. And, commercial use does not directly impact schools.

Semi-Public Utilities

Policy 3.1.13 The City of Wilsonville shall coordinate planning activities with the utility companies, to insure orderly and efficient installation of needed service lines and equipment.

Response

PGE, Verizon, Comcast, and Northwest Natural provide electric power, telephone, natural gas, and cable TV service throughout the City. These services are all available to serve the development.

Therefore it is concluded that the proposed development complies with all applicable public facilities and transportation master plans and policies.

4. LAND USE AND DEVELOPMENT

COMMERCIAL DEVELOPMENT

Policy 4.1.2: The City of Wilsonville shall encourage commercial growth primarily to serve local needs as well as adjacent rural and agricultural lands.

Implementation Measure 4.1.2.a Encourage commercial uses which are compatible with the residential nature of the community, and are complementary to or supportive of industrial development in the City.

Implementation Measure 4.1.2.b Provide opportunities for a basic mix of needed goods and services.

Implementation Measure 4.1.2.d Cluster commercial activity near the freeway interchanges and encourage service and freeway-oriented commerce to locate near the Stafford Interchange. Encourage retail and other local-oriented commerce to locate in commercial districts along Wilsonville Road to minimize transient traffic impacts on the Wilsonville Interchange.

Response

The subject site is located in an established commercial district along Wilsonville Road, near the freeway interchange. The surrounding uses are generally all commercial. In fact, the subject site is the only property in this immediate neighborhood that is not zoned PDC.

The proposed zone change and change of use is consistent with the Plan Map designation and adjacent zoning. The proposed use is local-oriented serving the insurance needs of all types of uses within the city.

ENVIRONMENTAL RESOURCES AND COMMUNITY DESIGN

Policy 4.1.5: Protect valuable resource lands from incompatible development and protect people and property from natural hazards.

Response

There are no environmentally sensitive areas identified within this immediate area. There are no known natural hazards associated with the property. And, there is no flood plain associated with this property.

Conclusion

The proposed zone change and change in use complies with the applicable comprehensive plan provisions.

II. ZONE CHANGE

The following section addresses compliance with the criteria required for a zone change. The applicant is requesting a change from RA-H, Residential Agricultural to PDC, Planned Development Commercial.

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

- (.02) **In recommending approval or denial of a proposed zone map amendment, the Planning Commission or Development Review Board shall at a minimum, adopt findings addressing the following criteria:**
- A. **That the application before the Commission or Board was submitted in accordance with the procedures set forth in Section 4.008 or, in the case of a Planned Development, Section 4.140;**

Response

We met with city staff in a pre-application conference to assure that appropriate issues were being addressed and that the applicable criteria, standards and process were clearly identified. The specific requirements for submittal were reviewed in detail to ensure a complete application.

Once an application is submitted the city planning staff is required to review it for completeness. This staff review ensures that the submittal conforms to the standards and procedures set forth in Section 4.008 and 4.140, prior to scheduling of a public hearing.

- B. **That the proposed amendment is consistent with the Comprehensive Plan map designation and substantially complies with the applicable goals, policies and objectives, set forth in the Comprehensive Plan text;**

Response

As discussed in the previous section, the requested zone change is consistent with the commercial designation on Plan Map. And, the requested PDC zoning is listed as the implementing zone for the commercial land use designation.

This zoning category is also complimentary to and consistent with the designations for the immediately adjacent properties, to the east and west. As noted, this is the only property in this immediate commercial district that is not zoned commercial. Compliance with the applicable policies of the comprehensive plan was addressed above.

- C. In the event that the subject property, or any portion thereof, is designated as "Residential" on the City's Comprehensive Plan Map; specific findings shall be made addressing substantial compliance with Implementing Measure 4.1.4.b, d, e, q, and x of Wilsonville's Comprehensive Plan text;**

Response

This is commercial land and therefore this criteria does not apply.

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

Response

All urban level services are available and currently serve the subject development. Specifics were addressed above in the comprehensive plan section. Additional details relative to code compliance are found in the following section of this report.

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

Response

As noted, there are no identified significant resources and potential geologic hazards associated with the subject site.

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

Response

The applicant is committed to initiate the change of use as soon as possible following approvals for all required permits. Construction will consist primarily of interior improvements, and new signage. There are also some basic exterior maintenance improvements that will be performed to maximize the visual quality of the development, such as painting and landscaping.

This development is not proposed in phases.

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

Response

As addressed within this report, this development is in full compliance with the zoning and planned development regulations.

Conclusion

The proposed zone change and change of use complies with the applicable comprehensive plan provisions and satisfies the applicable plan and zoning map amendment criteria.

III. COMPLIANCE WITH DEVELOPMENT CODE

This section presents information related to the proposed zoning and addresses compliance with the code provisions under the PDC regulations.

Section 4.131. PDC:

The following standards shall apply in PDC zone.

Section 4.131(.01) A. Uses that are typically permitted:

3. Offices and Clinics.

Section 4.116. Standards Applying to Commercial Development in Any Zone. Any commercial use shall be subject to the applicable provisions of this Code and to the following:

(.01) Commercial developments shall be planned in the form of centers or complexes as provided in the City's Comprehensive Plan. As noted in the Comprehensive Plan, Wilsonville's focus on centers or complexes is intended to limit strip commercial development.

(.02) Where the land use map of Wilsonville's Comprehensive Plan calls for "Office Commercial" development, not less than 60% of the total square footage of the ground floors of buildings within the development shall be in office use. Total floor area dedicated to retail use shall not exceed 30%. On-site parking may be limited in order to control traffic generation.

(.03) Where the land use map of Wilsonville's Comprehensive Plan calls for "Commercial/Industrial mixed use" development, not more than 50% of the total floor area of the development shall consist of retail space.

(.04) Where the land use map of Wilsonville's Comprehensive Plan calls for "Residential/Commercial mixed use" development, not less than 50% of the total floor area of the development shall consist of residential units.

(.05) All businesses, service or processing, shall be conducted wholly within a completely enclosed building; except for the sale of automotive fuel, lubricants, and fluids at service stations and except for off-street loading. Except, however, that exterior sales may be specifically authorized through temporary use permit or development permit approval, subject to conditions of approval. Exterior sales that may be permitted are those that are limited in time duration, such as sidewalk sales, grand openings, or farmers' markets.

(.06) In any Commercial Development directly across the street from any Residential District, the loading facilities shall be at least twenty (20) feet from the street, shall be sited whenever practicable at the rear of side, and if facing a residential area, shall be properly screened. Screening shall be provided in a manner that is compatible with the adjacent residential development in terms of quality of materials and design. Such screening shall effectively minimize light glare and noise levels to those of adjacent residential areas.

(.07) Uses shall be limited to those which will meet the performance standards specified in Section 4.135(.07), with the exception of 4.135(.07)(L)(3).

(.08) Corner lots shall conform to the vision clearance standards set forth in Section 4.177.

(.09) Trailer, trailer houses, mobile coaches, or any altered variation thereof shall be used for the purpose of conducting a trade or calling or for storage of materials unless approved for such purpose as a temporary use.

(.10) Commercial developments generally.

- A. No structure shall be erected closer than the right-of-way line then existing or officially planned right-of-way of any public, county, or state road.
- B. Minimum Front Yard Setback: None required except when front yard abuts a more restrictive district. When front yard abuts a more restrictive district, setbacks shall be the same as for the abutting district.
- C. Minimum Rear Yard Setback: None required except when rear yard abuts a more restrictive district. When rear yard abuts a more restrictive district, setbacks shall be the same as for the abutting district.
- D. Minimum Side Yard Setback: None required except when side yard abuts a more restrictive district. When side yard abuts a more restrictive district, setbacks shall be one and one-half (1 ½) times the setback required for the abutting district.
- E. Maximum Building Height: Thirty-five (35) feet, unless taller buildings are specifically allowed in the zone.

- F. **Minimum Lot Size:** No limitation, save and except as may otherwise be affected by other provisions of this Code.
- G. **Minimum Lot Coverage:** No limitation, save and except as may otherwise be affected by other provisions of this Code.
- H. **Minimum Street Frontage:** No limitation, save and except as may otherwise be affected by other provisions of this Code.

(.12) **Off-street Parking** is to be as specified in Section 4.155.

(.13) **Signs** are subject to the standards of Section 4.156.

Response

The proposed use of the building is for office, which is consistent with permitted uses in the PDC zone. This site is located within a commercial district designated on the Comprehensive Plan. And, while the site is designated commercial it is not designated for any mixed use on the Comprehensive Plan. There are no abutting residential or other more restrictive zones, which would require additional setbacks or screening and buffering. And, all proposed uses and activities will be conducted wholly within the existing building.

The existing site improvements, include building, parking and landscaping, see Exhibit 3. The building is setbacks 15.5 feet from the front property line. However, there are stairs and a porch that extend to within 4 feet of the front property line. It is noted, however, that the City's Urban Renewal Agency acquired 19 feet of frontage from the subject site in 1998 for widening of Wilsonville Road, thus reducing the front setback to the current 15.5 feet.

The side yard setback for the existing building is 30.5 feet on the west side and 17 feet on the east side. There is parking, landscaping, and a sidewalk within this setback area on the west side. The rear setback is 15.5 feet. And, again, there are stairs and a sidewalk within this setback area.

The building has a maximum height of 22 feet, which complies with the maximum of 35 feet.

Existing landscaping is provided equal to 36% of the total site area, which equals 2,158 square feet. This amount of landscaping significantly exceeds the minimum standard of 15%.

Therefore the development is consistent with all applicable PDC standards.

As previously discussed, the proposed development will meet all these standards, so no waivers are required or requested.

Parking, as specified in Section 4.155 for office use is required at 2.7 per/1000 sq ft minimum and 4.1/1000 sq ft maximum. The building contains 2,000 square feet, so the required parking ranges from 5 to 8 spaces. There are 7 spaces provided. Plus, there is

an historic verbal agreement between the city and the Odd Fellows to share parking available between the City's SMART office and the Odd Fellows Lodge. So, parking standards are met.

Section 4.156. Sign Regulation. (Note some sub-section numbering does not match those in the Code, for example A.a should be A.1., etc.).

(.08) Sign Permit Requirements In PDC and PDI Zones. In implementing the permanent sign footage per lot allowed by the provisions of the Sign Table 6, the following standards and conditions shall apply to all signs in PDC and PDI zones, other than the Town Center:

A. Freestanding Signs

- a. *One freestanding sign is allowed for the first two-hundred (200) linear feet of site frontage. One additional freestanding sign may be added for through lots having at least two-hundred (200) feet of frontage on one street and one-hundred (100) feet on the other street.*
- b. *The maximum height of a freestanding sign shall be twenty (20) feet. If there is a building on the site, the maximum height shall be twenty (20) feet above the average grade of the building footprint.*
- c. *Pole placement shall be installed in a vertical position (see Figure 16: Sign Position).*
- d. *Freestanding signs shall not extend into or above public rights-of-way.*
- e. *Street side setbacks for freestanding signs may be reduced to ten (10) feet without requiring a waiver or variance.*

B. Signs on Buildings

- a. *Total area of building signs shall be determined as follows:*
 - i. *Square feet of all building signs shall not exceed the longest side of the largest building (i.e., one square foot of sign area for each linear foot of building) occupied by the use advertised, up to a maximum of two-hundred (200) square feet, whichever amount is less, except as provided in "ii" and "iii" below.*
 - ii. *The two-hundred (200) square foot maximum noted in "i" above shall be increased by twenty (20) percent to allow for building signs at separate building entrances; or*
 - iii. *The two-hundred (200) square foot maximum noted in "i" above shall be increased by fifty (50) percent to allow for building signs at separate building entrances that are located at least fifty (50) feet apart or on different sides of the building.*
- b. *Types of signs permitted on buildings include wall flat, fascia, projecting, marquee and awning signs. Roof-top signs are prohibited.*

Response

The site frontage is 75 feet in width and the site is not a corner or through lot. Therefore only one freestanding sign is allowed. The longest side of the existing building is 50 feet in length. Therefore a total of 50 square feet of signage is allowed for this lot.

The applicant proposes new signage, as shown in Exhibit 4, and as described follows:

- **Free Standing Sign** One free standing sign is proposed. The sign will be a freestanding monument, which will be located at the east

side of the building, within the landscaped area. The sign will contain a total of 32 square feet in sign area, and will 6.8 feet in height. This sign will provide space for the applicant's business (State Farm Insurance) plus space for three potential tenants.

Total allowed sign area is based on one square foot per linear foot of the longest side of the building. The longest side of the building is 52 feet, therefore 52 square feet of sign is allowed. The proposed sign contains 46 square feet.

Therefore the proposed signage complies with the PDC standards.

Except for the new sign, there are no exterior building modifications or site plan revisions proposed. However, the parking area may be re-stripped as shown in the existing conditions plan. This parking layout was approved when the city did the frontage modifications related to widening Wilsonville Road. However, the re-stripping was never completed. This action is not necessary to meet code requirements, but it does result in one additional space.

Conclusion

This report demonstrates that the proposed zone change and change of use for an existing development, complies with all applicable comprehensive plan provisions. It further satisfies all the applicable Zoning Map amendment criteria. And, the existing site improvements, together with a proposed new sign all comply with the requested PDC zoning standards.

Therefore it should be approved.

- END -



First American Title Insurance Company of Oregon

An assumed business name of TITLE INSURANCE COMPANY OF OREGON

This map is provided as a convenience in locating property
First American Title Insurance Company assumes no liability for any variations as may be disclosed by an actual survey

Reference Parcel Number 31W14D 01300

Exhibit 1

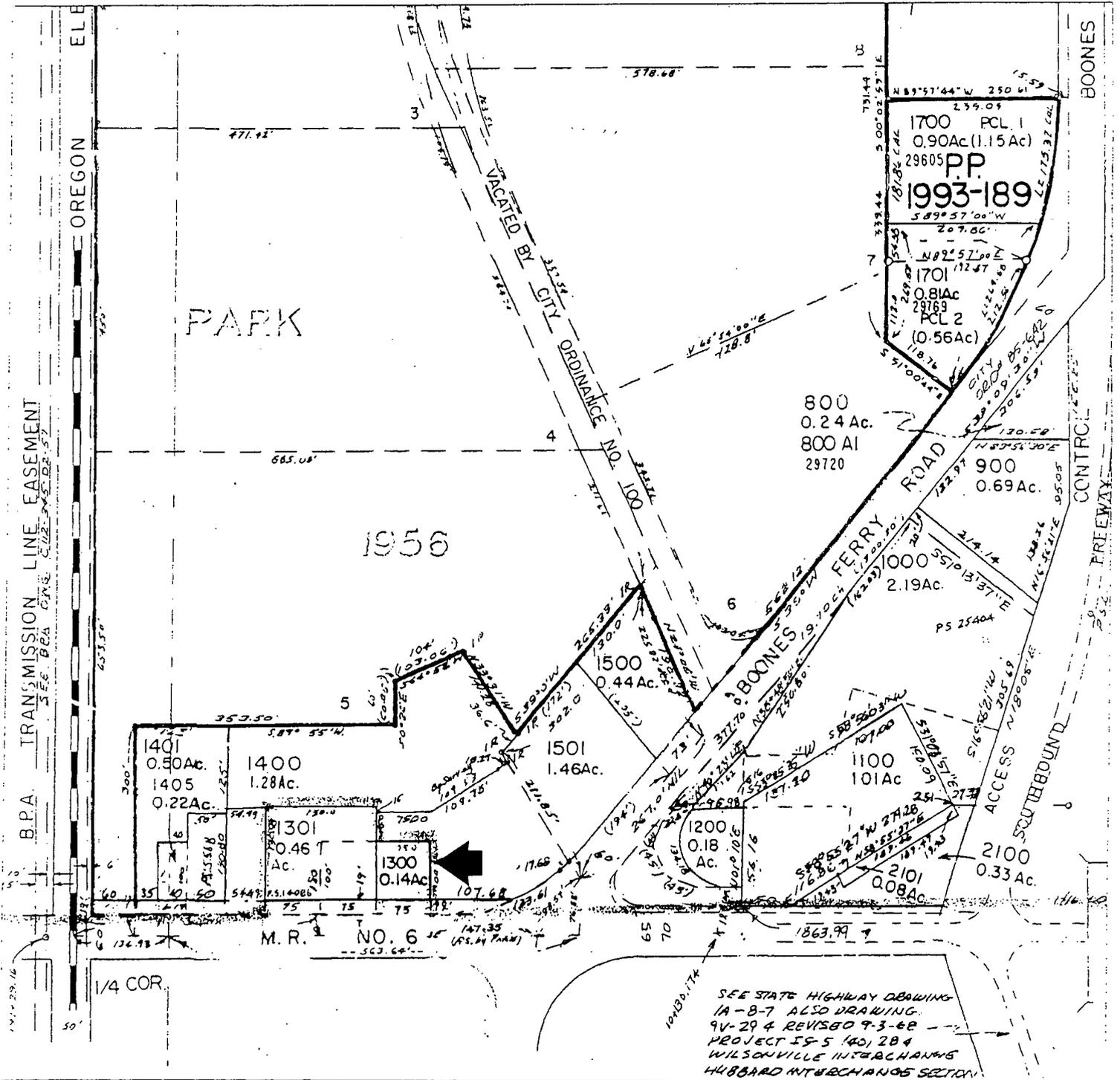


Exhibit "A"

Real property in the County of Clackamas, State of Oregon, described as follows:

A tract of land in the Southeast quarter of Section 14, Township 3 South, Range 1 West of the Willamette Meridian, in the City of Wilsonville, County of Clackamas and State of Oregon, described as follows:

Beginning at a point 340 feet East from the center of the Oregon Electric Railroad Track, and in the center of Market Road No. 12; thence running 150 feet East; thence running North 130 feet; thence West 150 feet; thence South 130 feet to the point of beginning.

EXCEPTING THEREFROM that portion lying within the boundaries of Market Road No. 12 (shown as M.R. No. 6 on the County Assessor's Map).

ALSO EXCEPTING THEREFROM the West 75 feet conveyed to Tualatin Rural Fire Protection District by instrument recorded June 23, 1971 as Fee No. 71 14279.

FURTHER EXCEPTING THEREFROM that certain 19 foot strip conveyed to Wilsonville Urban Renewal Agency by instrument recorded May 8, 1998 as Fee No. 98-040135.

Tax Parcel Number: 00812071

Our pastor Howard Libby

Howard was born in Coeur d'Alene, Idaho and attended grade, Jr. High, High School and North Idaho College in that city. He graduated from CHS in 1951 and North Idaho in 1957. While attending the college Howard and his wife Dorothy served 1st Baptist Church of Coeur d'Alene as youth directors. Howard was active at the college in speech and journalism with a major in education.

Howard's parents were active in the First Baptist Church following their marriage in 1930. Howard took part in the youth activities of the church and served as Eastern Washington/North Idaho vice president of Baptist Youth Fellowship. He was employed as a staff member of Ross Point Baptist camp near Post Falls Idaho in the late 1940s. He considers the late Eugene C. Knautz, (pastor of the 1st Baptist Church of Coeur d'Alene, Idaho & Manager of Ross Point Camp) as his mentor. Under Pastor Knautz direction Howard was often song leader in church services, from time to time ran the radio controls for, "We take you to Church", (Sunday morning hour broadcast of 1st Baptist services) In high school Howard was BYF president, During college Knautz sent him to preach in a number of churches in the area: Pinehurst Baptist, 1st Christian CDA, Sandpoint 1st, Worley Community Baptist, Union Park Baptist, Spokane. Later Howard was to speak at a number of the ASSU churches In North Idaho.

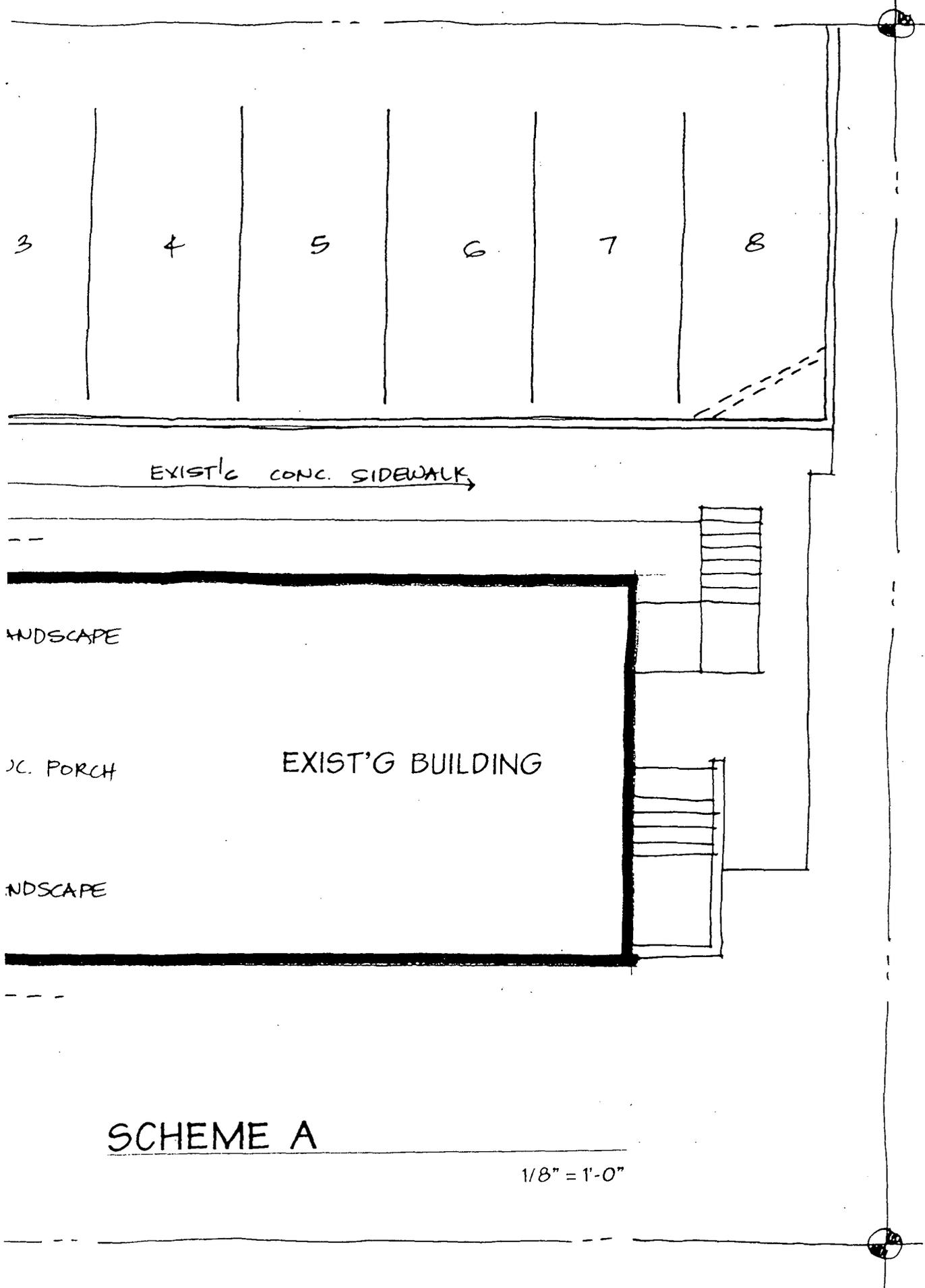
Howard attended Multnomah School of The Bible where he met Dorothy Grove and they were married in 1955. Howard attended Western Baptist Seminary in Portland in 1957 & 1958. Howard & Dorothy have four children, ten grandchildren and one great grandson. All of the children are involved in Bible teaching local churches.

During his year at Western, Howard accepted the pastorate of Canaan Community Church at Deer Island, Or. During the Summer of 1958 Howard & Dorothy and oldest son Doug moved to Canaan and lived in the back of the church. Howard drove School bus at Deer Island until they moved to Tualatin in 1960 to pastor Norwood Bible Church.

As the result of a Bible study with two couples in Wilsonville, the Libbys organized Faith Baptist Church and began meeting in a home in the village of Wilsonville April 1st, 1962. The church met in the Wilsonville IOOF Hall for five years and moved into their own building on Boeckman Road in 1967.

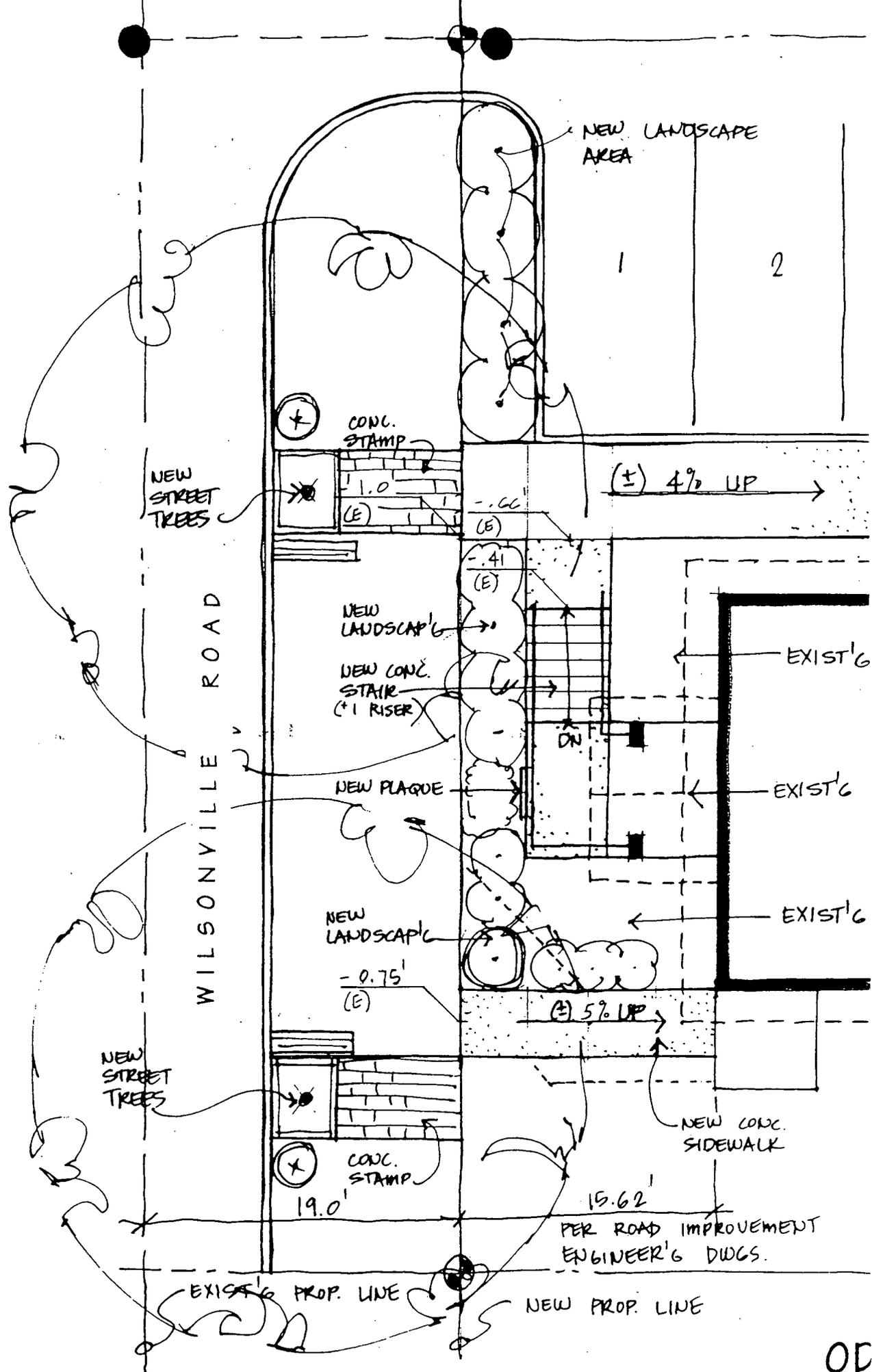
In 1971 the Libbys were called to the Conservative Baptist Church in Sweet Home, Oregon. The church had been organized in 1964 and met in an old funeral home on Long Street. The church purchased a home and 2 1/2 acres on Elm Street and in 1973 built a 5,000 sq ft. building on that property. During the Libbys tenure the church added youth, radio, bus and outreach ministries and a second building in 1979. Three of the Libby kids are graduates of Sweet Home High School. Attendance reach 200 prior to the

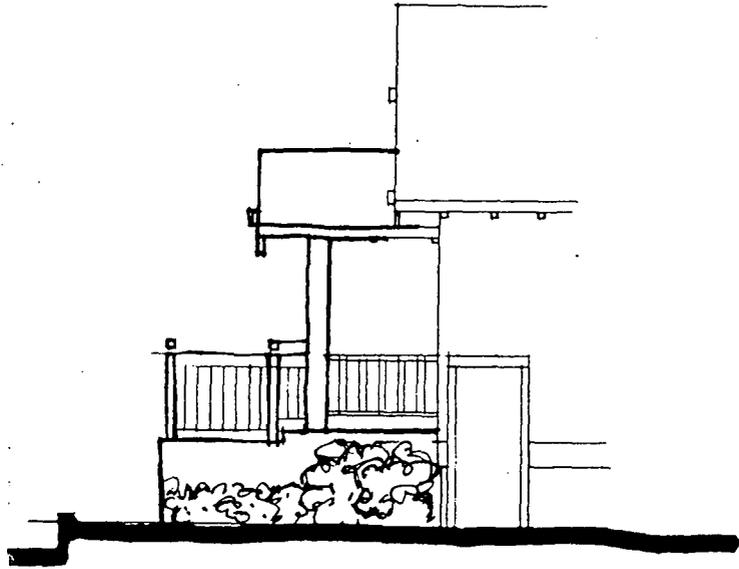
Libbys leaving to work with the Rockwood Baptist Church in Portland.
The pastorates of Rockwood, Heritage in Tigard, Dodge Community near Estacada followed for the Libbys. During the Heritage ministry Howard began driving bus for Lake Oswego public schools as well as pastoring churches. He retired from the school district in 1998 and began to give full time to Immanuel in the Fall of 2000.



SCHEME A

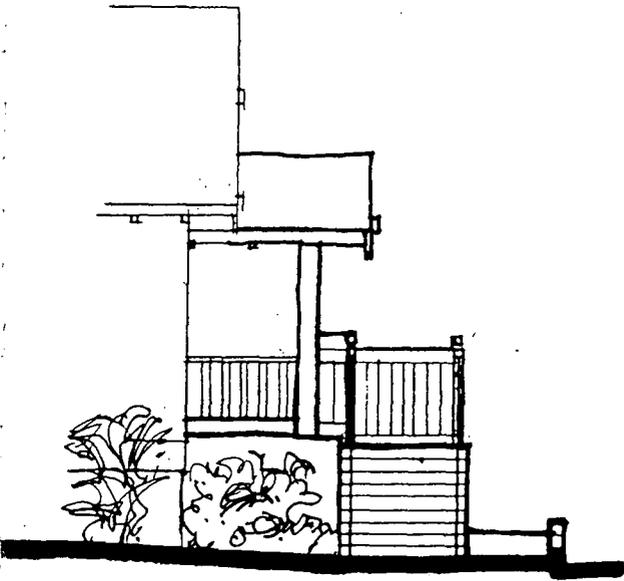
1/8" = 1'-0"





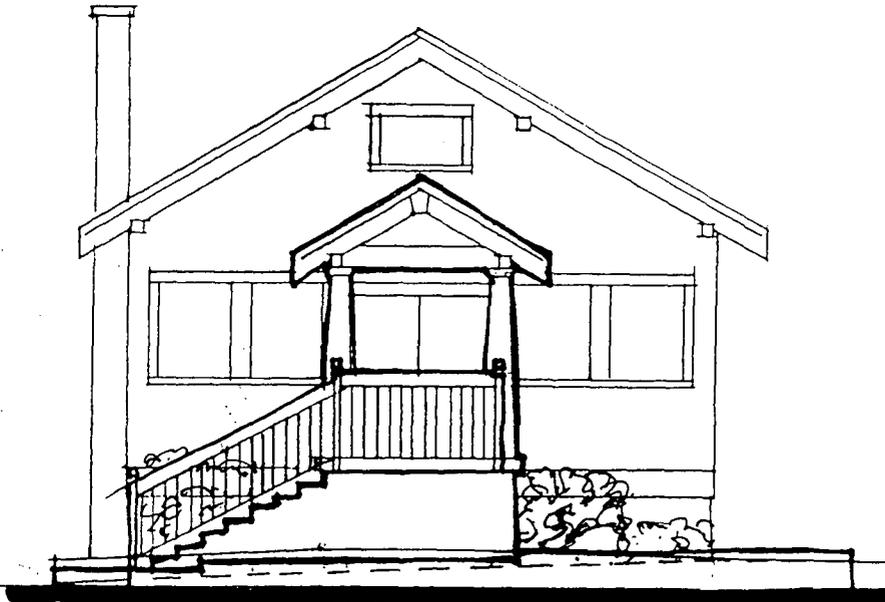
EAST ELEVATION

1/8" = 1'-0"



WEST ELEVATION

1/8" = 1'-0"



SOUTH ELEVATION

1/8" = 1'-0"

SCHEME B

1/8" = 1'-0"

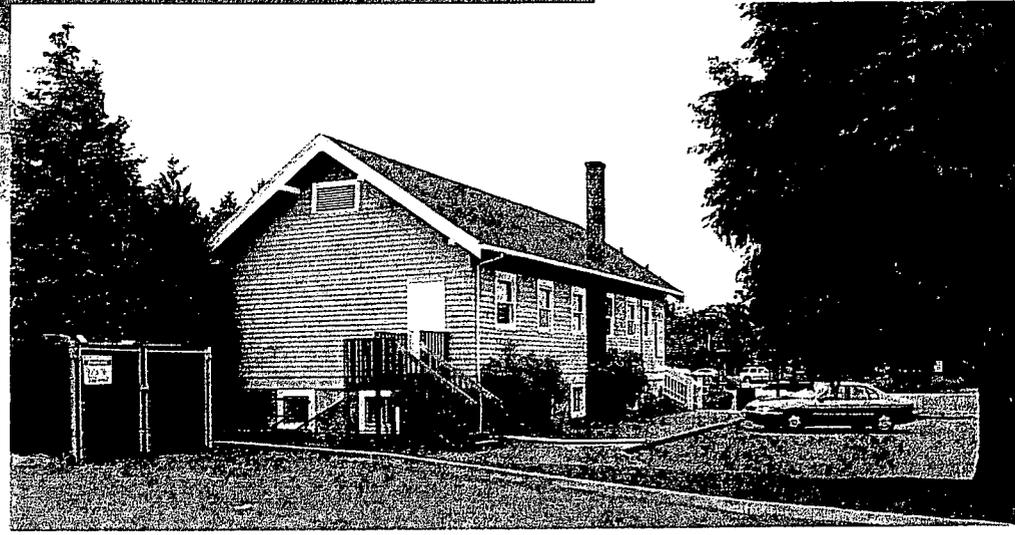
ODD FELLOWS LODGE ENTRY MODIFICATIONS

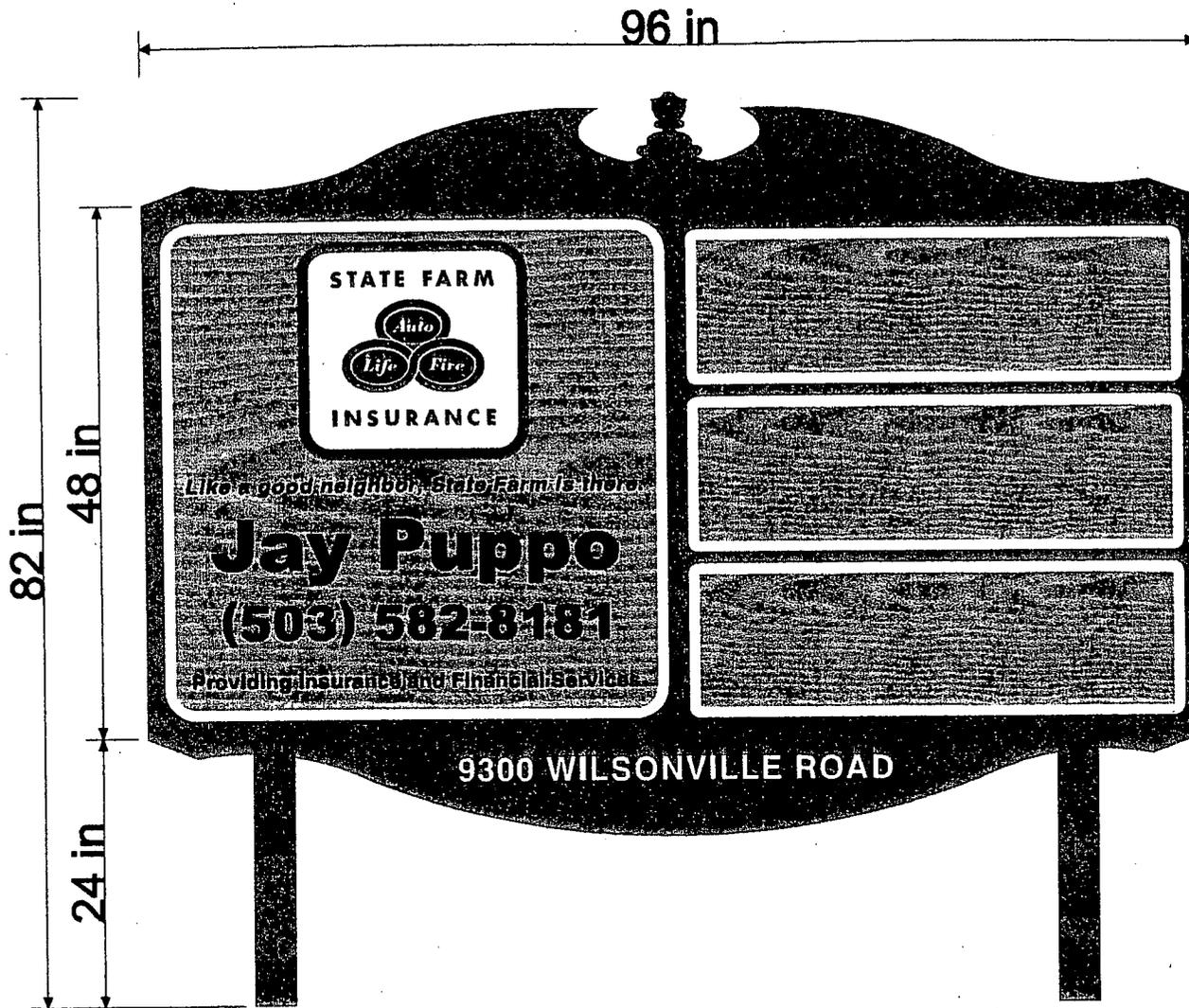
URBAN SOLUTION

▲▲▲ Delivering Desired Futures



Odd Fellows Lodge
Existing Conditions





This is a proof of your job. Please review this proof carefully for correct copy, layout, spelling, punctuation, font choice, font size, and color. An approval signature indicates your acceptance of responsibility for correctness of all copy and specifications.

Professional Sign & Graphics 8593 SW Main Street Suite 403 Wilsonville, OR 97070 (503) 582-1006 Fax: (503) 582-9837	PROJECT MANAGER: Mark Pruitt	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <small>(Please Note Changes)</small> <input type="checkbox"/> Approved w/Changes <small>(Please Note Changes)</small>
	DATE: 09/26/05 TITLE: Sandblasted Wood Sign Customer: State Farm Insurance (Jay Puppo)	Signature: _____ Name <small>(Please Print)</small> : _____ Date: _____

These plans are the exclusive property of Professional Sign & Graphics and are the result of the original work of its employees. They are submitted to your company for the sole purpose of your consideration of whether to purchase these plans or to purchase from Professional Sign & Graphics a sign manufactured according to these plans. Distribution or exhibition of these plans without the written permission of Professional Sign & Graphics, to anyone other than employees of your company, or use of these plans to construct a sign similar to the one embodied herein, is expressly forbidden. In the event that such exhibition occurs, Professional Sign & Graphics expects to be reimbursed for all time and effort to create these plans with a minimum charge of not less than \$500.

Proposed New Sign

The proposed sign will be located on the east side of building in the grassy area. It will be setback from the sidewalk 4 feet and 8 feet from the east property line. This setback is similar to that for the handrail on the sidewalk next to the building, which is at 4 feet, as shown in the photo below.

This location will provide reasonable visibility from both directions on Wilsonville Road. However, sign visibility will be restricted from the west view by the landscaping in front of the building. And, as shown in the photo, a car parked in the stall adjacent to the sidewalk (Riverwood Center) will partially block the sign for vehicles west bound on Wilsonville Road.

Because of these site and vision angles we are requesting a waiver of the 10 foot setback from the front property line.





30000 SW Town Center Loop E
Wilsonville, Oregon 97070
(503) 682-1011
(503) 682-1015 Fax
(503) 682-0843 TDD

Exhibit 5

September 21, 2005

Mr. Ben Altman
Urban Solutions
PO Box 4063
Wilsonville, OR 97070

**RE: Request for Waiver of Traffic Study Requirement – Jay Puppo, Odd
Fellows Lodge Hall**

Dear Ben:

This letter is in response to your request for approval of a waiver of the requirement for a traffic impact study. It is understood the proposal is to convert the lodge hall to commercial office to house his State Farm Agency.

The letter we received from you dated August 18, 2005 stated that the change of use will fall within the de minimum impact of 3 or less trips. We concur. On the basis of the facts outlined in your letter, it is my determination that waiver of a traffic study in this situation would be appropriate.

Irrespective of the above waiver, the Development Review Board (under a call-up) may determine that a traffic impact study and analysis is necessary to make an informal recommendation or decision concerning the project.

Sincerely,



David R. Waffle
Community Development Director

cc: Sandi Young, Planning Director
Mike Stone, City Engineer

DRW/bgs

Urban Solutions

ΔΔΔ Delivering Desired Futures
PO Box 4063 Δ Wilsonville, OR 97070 Δ 503-682-9361
Fax 503-682-9365 Δ Email: urban.solutions@verizon.net

August 18, 2005

David Waffle, Community Development Director
30000 SW Town Center Loop E.
Wilsonville, OR 97070

RE: Request for Waiver of Traffic Study Requirement – Jay Puppo, Odd Fellows Lodge Hall.

Dear David:

I am preparing a Zone Change, Change of use application for Jay Puppo for the Odd Fellows Lodge, located at 9375 SW Wilsonville Road. As we discussed in our Pre-Application Conference, Jay proposes to covert the lodge hall to commercial office to house his State Farm Agency. I have attached a site plan, which reflects the existing conditions.

As part of this application, I am requesting a waiver of the requirement for a Traffic Impact Study, as it appears this change of use will fall within the de minimus impact of 3 or less trips.

The building contains 2,000 square feet, 1,000 per floor. The building has been used for various activities over the years, but since 1962, see attached "Our Pastor Howard Libby", it has been used as a church.

Based on the trip generation numbers you provided by email, the trip comparison would be as follows:

Use	Trips/1,000 SF	PM Trips	Difference
Church @ 2,000 SF	.66	1.32	
Office @ 2,000 SF	1.74	3.48	+2.16

The existing access is via shared curbcut with the Smart Building, plus cross easements for the Forum West Office Building and The Riverwood Commercial Center. There are 7 parking spaces on-site, plus apparently there is an oral agreement for shared parking with the City's Smart Office.

No building expansion is proposed, although we are looking at potential minor site plan modifications to provide for a couple employee parking spaces at the rear of the site. We have not made any final decision on these changes, however.

If you have any questions or need additional information, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Ben Altman".

Ben Altman

Urban Solutions

ΔΔΔ Delivering Desired Futures
PO Box 4063 Δ Wilsonville, OR 97070 Δ 503-682-9361
Fax 503-682-9365 Δ Email: urban.solutions@verizon.net

November 8, 2005

Paul Cathcart, Associate Planner
City of Wilsonville
30000 SW Town Center Loop E.
Wilsonville, OR 97070

RE: Supplemental Findings for Application No. DB-2005-10-00103 and DB-2005-10-101 – Jay Puppo, Odd Fellows Lodge Hall.

Dear Paul:

I am submitting the following supplemental findings in response to your letter notifying us that our application was determined to be Incomplete. This letter will be an addendum to our original bound compliance report, rather than revising and reprinting the entire report.

First, I will answer your #6 question regarding the site, building, and landscaping plans submitted. Yes, you are correct that these plans reflect the existing conditions and do not reflect proposed improvements. The original building predates the incorporation of the City, so there was no previous City file or City approvals. But, the modifications to the front of the building and landscaping were completed as part of City improvements made when Wilsonville Road was widened (97-AR-24). The site and building improvements shown on the submitted plans were made as part of the right-of-way acquisition by the Urban Renewal Agency.

However, it is also noted that the parking lot has not been re-stripped to the diagonal layout, as shown on the plans. The applicant may elect to make this change, which results in one additional parking space. The only consideration in not re-stripping is that the circulation pattern allows access either directly from Wilsonville Road (south) or through the adjoining parking lots (north). If the spaces are angled as shown on the plans, entry from the north side becomes more difficult, but not impossible.

EXHIBIT No. 3

The only improvements planned are re-roofing, re-siding and repainting. The applicant is coordinating with the Wilsonville Historic Society to get their input. We are asking for input, particularly on the color scheme, see attached letter. It is Jay's intent to retain the historic character of the building, which was constructed in 1931.

Request #2.

You ask for findings related to Comprehensive Plan Implementing Measures 4.1.2.g and 4.1.2.i.

Measure 4.1.2.g states, "The location and development of commercial areas within the community should be given very careful consideration. Although they may occupy a relatively small percentage of the total land area, commercial developments customarily occur at points of maximum traffic movement and, therefore, have a tremendous impact on people's impressions of the visual quality of the community. If Wilsonville is to retain an image as a desirable place to live, its commercial areas must reflect that quality."

Response

The existing building was constructed in 1931, many years before the city was incorporated. It was located within the general commercial district, which occurred at that time. The majority of the surrounding commercial development is relatively new, being constructed over the past 30 years. So, this building has been an architectural feature in the community for many decades. The requested zone change simply brings the last parcel in this district into conformance with the Comprehensive Plan.

The applicant is not proposing to establish a new commercial area. The subject property and building are already located in a long established commercial district. This application seeks to bring the zoning into conformance with the designated use and established commercial character of this district. The rezoning will then allow for the proposed change of use from fraternal lodge and church to commercial office.

Relative to retaining the desired image of the community, this application does not involve new construction. Rather this application involves appropriate reuse of an existing building, which represents a piece of the community's past. There is an historic place plaque located on the front of the front porch of the building noting its history. The applicant intends to retain the historic character of this building, so while the use will change, the long established character of this site will not change. The applicant will actual be providing long over due maintenance and rehabilitation of this historic structure. Approval of this application will facilitate the rehabilitation, which will help to retain and enhance the character of the community.

Therefore this criteria is met.

Measure 4.1.2.i states, "As existing businesses are renovated and new ones are constructed, the Development Review Board will require high standards of compatibility with surrounding development, landscaping, architecture, and signage. The ability of a site to function properly in relation to the surrounding area will be emphasized."

Response

As noted in response to Request #6, this application involves changing the use of an existing building, and does not involve any new construction. The property is designated for Commercial use, but zoned RA-H. The current zoning was based on the historic use of this building as a fraternal lodge and church, which actually pre-dated the incorporation of the City. The rezoning and change of use to commercial office will bring the site into conformance with the Plan Map designation and also with surrounding commercial uses, which have occurred since the property was development in 1931.

The existing site improvements are a combination of the original construction and subsequent modifications over the years. The most recent site and building modifications were made by the city as part of the widening of Wilsonville Road. And, except for the requested change of use, the site and building modifications shown were previously approved (97-AR-24)

This application focuses on the change of use and not on the site and building design, as they are not being changed. But, the rezoning to PDC requires a Stage I and Stage II review, so we are requesting Stage I and II approvals, based on the existing conditions.

The change of use will not negatively affect the functional aspects of the site. The proposed use will not be a high traffic generator so the existing parking, access and circulation for this site will function adequately. As confirmed by Exhibit 5, the traffic impact of this change is considered de minimus.

The applicant, who runs an insurance business, operates the business as what is classified as a "paperless office". They do almost all transactions by email, phone, or regular mail. There are very few clients who actually come to the office. All files are maintained electronically, and the majority of clients pay premiums either by regular mail or electronically. Typical client visits to the office include random new clients and current clients for which annual reviews are conducted. All annual reviews are scheduled at a rate of 2 per day, while new client drop-ins may run 1-2 per day.

The building, paving and landscaping all exist with no proposed changes, except for possible re-stripping of the parking lot, as noted above. But, even the parking lot configuration was previously approved under File 97-AR-24. The only new site design element is the proposed monument sign, which is addressed in Response #4 herein, and in the original compliance report.

The proposed sign is functional and is designed consistent with the establish character of this commercial district. Therefore this application meets this criteria.

Request #3.

You ask for findings related to Section 4.141(.01)A, which states, A. Conversion to a use that is listed as permitted outright in the zone shall be permitted without discretionary review, provided that the existing use was not specifically approved through a Planned Development review process. If the existing use is non-conforming as to site conditions, the conversion shall be subject to the applicable standards and procedures of Sections 4.189 through 4.191.”

Response

We do not believe this particular section is applicable to this application. Section 4.141(.01).A. appears to apply to a change of use within the same zone. This application involves a change in zoning, which in turn allows for the proposed use as commercial office. Under the requested PDC zoning, office use is a “typically permitted use”, but office use is not an allowed use in the current RA-H zone.

The current church use and historic fraternal lodge use of this property was authorized as a Conditional Use under the RA-H zoning. However, under the PDC zoning, there are no “out right permitted uses”, rather, this zone provides a list of “typically permitted uses” for which a discretionary review (Stage I & II) is required. Therefore, we believe to review of the zone change replaces the type of review addressed in Section 4.141(.01).A. In that context, by addressing the zone change criteria, the intent of this particular code section is met.

As demonstrated in this application, we do not believe the existing site conditions are non-conforming. Compliance with the PDC standards was addressed in our original application narrative report. Therefore Sections 4.189 through 4.191 do not apply.

Request #4.

You ask for findings related to Section 4.156(.02)a-f, which I believe should be (.02)B.2.a-f, which states:

“2. Any decision for approval of a sign proposal shall include written findings addressing the following criteria:

- a. The proposed signage complies with the specific objectives in subsection 4.151(1) of this Code;
- b. The proposed signage is compatible with developments or uses permitted in the zone in terms of design, materials used, color schemes, proportionality, and location, so that it does not interfere with or detract from the visual appearance of adjacent developments;
- c. The proposed signage will not create a nuisance or result in a significant reduction in the value or usefulness of adjacent properties;
- d. If the proposed signage is to be temporary, the length of time for which it is permitted shall be reasonable in terms of the purpose and nature of the signs that are proposed, but not to exceed one (1) year from the date of approval;
- e. If the application involves a Variance, it shall be subject to the standards and criteria listed in Section 4.196; and
- f. All of the relevant application filing requirements of Chapter 4 have been met.”

Response

- A. There is no Section 4.151 in the Code. It is assumed that the reference should be to Section 4.156(.01), which is the purpose of the sign Regulations. This error was confirmed by city staff. Section 4.156(.01) states as follows:

“Purpose. The purpose of this Section is to provide one of the principal means of implementing the Wilsonville Comprehensive Plan by promoting public safety, providing locational and directional information, ensuring continued aesthetic improvement of the City’s environment, and providing adequate opportunity for signage to meet the needs of individuals, businesses, institutions, and public agencies. These provisions classify and regulate the variety, number, size, location, and type of signs for a site. They do not necessarily assure or provide for a property owner’s desired level of sign visibility. Regulations for signs have one or more of the following specific objectives:

- A. To ensure that signs are designed, constructed, installed and maintained so that public safety and traffic safety are not compromised;
- B. To also and promote positive conditions for meeting the needs of sign users while avoiding nuisances to nearby properties and the community overall;
- C. To reflect and support the desired character and development patterns of the various zones;
- D. To allow for variety in number and type of signs in appropriate locations, while preventing signs from dominating the visual appearance of the area;
- E. To prevent the construction or use of signs that would otherwise detract from the design of adjacent buildings or properties;
- F. To provide the public with adequate opportunity for needed information that can be supplied through signage;
- G. To stabilize and improve property values and prevent the creation of blighted areas;
- H. To provide for the clear identification of structures in order to enhance public safety; and
- I. To ensure the protection of the constitutionally guaranteed right of free speech.”

The allowed square footage as compared to proposed sign area was addressed in the original compliance report. The following are findings related to the criteria listed above.

The proposed sign has been professional designed to ensure high quality and affective communications of tenant information. The location was selected to ensure appropriate visibility while ensuring public safety, and not compromising traffic safety. The address of the building is also prominently displayed to ensure adequate identity for the public and emergency vehicles.

This sign provides sufficient tenant information in a tasteful and aesthetic manner. The size of the sign is consistent with the sign standard, which are proportional to the length of the building.

The height of the sign is a reasonable compromise of options considering the potential conflicts with adjacent parking, frontage landscaping, and street trees. The resulting visibility is not ideal, but adequate to serve the tenants and the general public.

This sign helps to reflect the commercial character of this district, and provides a different, but complimentary look as compared to other commercial signs in the immediate area.

Therefore the intent, purpose, and objectives of this Section is met.

- B. The proposed signage has been designed to be compatible with surrounding commercial developments and uses in terms of design, materials used, color schemes, proportionality, and location. This sign is appropriately located and sized for reasonable visibility and identity of tenants. The color scheme adds to the attractiveness of the sign and is subtle and not garish. Therefore the sign will not interfere with or detract from the visual appearance of adjacent developments.
- C. The proposed sign will not create a nuisance or result in a significant reduction in the value or usefulness of adjacent properties. This sign is a wood sign, which is similar to signs used by the City. This is an attractive sign, which will not negatively affect values in the area.
- D. This is not a temporary sign, s this subsection does not apply.
- E. No Variance is being requested, so section 4.196 does not apply.

We are, however, requesting a waiver of the 10 foot setback to allow the sign to be locate 4 feet from the sidewalk. We are not actually sure this waiver is necessary, as we read the Code, but we are requesting it to make sure the issue is appropriately considered.

Section 4.156(.08)4. states, "freestanding signs shall not extend into or above public rights-of-way. Then subsection (.08)5. states, "Street side setbacks for freestanding signs may be reduced to ten (10) feet without requiring a waiver or variance."

Subsection 4 seems to imply that commercial signs conform to the front setback standard for commercial buildings, which is a zero setback, thus not allowing the sin to extend into or over the right-

of-way. As used elsewhere in the Code, the terms street side setback refers to the side yard on a corner lot, rather than the front setback. The subject site is not a corner lot, so there is no street side yard. We therefore do not believe that subsection 5 is applicable.

The proposed sign setback matches the building setback, as measured to the front of the porch. As addressed in our original compliance report, we believe the sign location is necessary to allow reasonable visibility, particularly from the west. The sign visibility from the west is limited by landscaping in and adjacent to the right-of-way.

Visibility from the east is also limited by the parking stall on adjacent the Riverwood Center site, which is immediately adjacent to the sidewalk. In addition, we emphasize that the front yard depth of the subject site has been reduced by 19 feet, which was acquired by the City for widening of Wilsonville Road. Therefore, the options for located a functional sign are limited.

We have elected to use a freestanding monument sign rather than a taller pole mounted sign. This design is less intrusive into the visual environment and it also avoids visibility conflicts with the street trees along the site frontage.

- F. As confirmed by staff's determination of completeness, all applicable application requirements have been met.

We believe these findings satisfactorily address the Plan and Code criteria listed in the letter of incomplete application.

If you have any questions or need additional information, please contact me.

Sincerely,


Ben Altman



MEMORANDUM

TO: Steve Adams, P.E., City of Wilsonville

FROM: Scott Mansur, P.E., DKS Associates *SM*

DATE: January 18, 2006

SUBJECT: Odd Fellows Trip Generation Memo

P06003-001

This memorandum summarizes transportation engineering services performed by DKS Associates in regard to the existing Odd Fellows Lodge located at 9375 SW Wilsonville Road in the City of Wilsonville. It is our understanding that the existing 2,000 square foot building was used historically as a meeting/gathering hall for the Odd Fellows organization as well as various church groups. This building is currently being considered for a State Farm Insurance office with up to four employees as well as some additional rental office space that could add up to six additional employees.

Trip Generation

Since the Odd Fellows Lodge is currently vacant, driveway surveys could not be conducted during the PM peak hour (4 to 6 PM) to determine the historical trip generation. Historical trip generation for the Odd Fellows Lodge and various Church uses has been based on information provided in the *ITE Trip Generation Information Report*¹. The historical trip generation is summarized in Table 1.

Table 1: Historical Odd Fellows Lodge Trip Generation PM Peak Hour

Use	Size	Trip Rate	In%/Out%	Trips (In/Out)
Lodge/Fraternal Organization	20 Members	0.03/Member	50%/50%	1 (1/0)
Church	2.0 KSF	0.66/KSF	52%/48%	1 (0/1)

KSF = Thousand Square Feet

The historical Odd Fellows building would generate approximately 1 trip during the PM peak hour (4-6 PM) as either a church or a fraternal organization use.

Information provided by the project sponsor stated that the State Farm offices would have four employees in the main floor as well as some additional rental office space that could add up to six

¹ *Trip Generation 7th Edition*, Institute of Transportation Engineers, 2003, Codes 591 and 560

EXHIBIT No 4

additional employees in the bottom floor². Table 2 summarizes the trip generation per floor based on the estimated employees.

Table 2: State Farm Office Estimated Trip Generation PM Peak Hour

Use	Size	Trip Rate	In%/Out%	Trips (In/Out)
Phase 1: State Farm Offices (Main Floor)	4 Employees	0.46/Emp.	17%/83%	2 (0/2)
Phase 2: Rental Offices (Bottom Floor)	6 Employees	0.46/Emp.	17%/83%	3 (1/2)
Total	10 Employees	0.46/Emp.	17%/83%	5 (1/4)

The proposed four State Farm employees associated with the first floor of the Odd Fellows building would generate approximately 2 PM peak hour trips. The six additional employees associated with the bottom floor would generate approximately 3 PM peak hour trips for a total of 5 PM peak hour trips. With 1 PM peak hour trip associated with historical use, the proposed office building would generate 4 net new PM peak hour trips. If the project were phased, the first phase (main floor State Farm office) would generate 1 net new PM peak hour trip.

Parking

The City code would require a minimum of 5 parking spaces and a maximum of 8 spaces based on the proposed building square footage³. Information provided by the project sponsor indicates that the project site would have 7 parking spaces. The proposed 7 parking spaces would fall within the City's minimum/maximum code requirements for the proposed office building as well as expected demand. An analysis of the proposed State Farm office site parking is summarized in Table 3.

Table 3: Parking Analysis

Land Use	City Code Parking Requirements Per KSF		Expected Demand ⁴	Proposed Spaces
	Minimum	Maximum	Total	Total
Office (2.0 KSF)	5	8	6	7

Interchange Trips

The proposed office building with 10 total employees (5 PM peak hour vehicle trips) would generate approximately three trips through the interchange area. The prior use generated 1 PM peak hour trip through the Wilsonville Road interchange area which results in 2 additional net new PM peak hour trips through the Wilsonville Road interchange area.

² Letter from Ben Altman, Urban Solutions, January 3, 2006.
³ City of Wilsonville Code, Section 4.155, February 2004.
⁴ Parking Generation, ITE, 204, Code 701.

Steve Adams
January 18, 2006
Page 3 of 3

Summary

- The prior use of the Odd Fellows building is estimated to have generated 1 PM peak hour trip.
- The proposed office building with 10 total employees would generate 5 PM peak hour trips (4 net new PM peak hour trips) including 2 net new PM peak hour trips through the Wilsonville Road interchange area.
- The proposed 7 parking stalls would meet the City's code requirements and the expected demand.

If you have any questions or comments about the memorandum please do not hesitate to contact us.