



## CITY COUNCIL MEETING STAFF REPORT

<b>Meeting Date:</b>		<b>Subject: Ordinance No. 812</b> Coffee Creek Industrial Form-based Code and Pattern Book	
		<b>Staff Member:</b> Jordan Vance, Economic Development Manager; Kimberly Rybold, Associate Planner	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: February 5, 2018 <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: February 5, 2018 <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: February 22, 2018 <input type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Denial  <input type="checkbox"/> None Forwarded <input type="checkbox"/> Not Applicable	
		<b>Comments:</b> At their January 10, 2018 meeting the Planning Commission unanimously recommended approval of the Administrative Review Option to the City Council.	
<b>Staff Recommendation:</b> Staff recommends that Council adopt Ordinance No. 812 on first reading.			
<b>Recommended Language for Motion:</b> I move to approve Ordinance No. 812 on first reading.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities Complete Form-based Code work currently underway	<input checked="" type="checkbox"/> Adopted Master Plan(s) Coffee Creek Industrial Area Master Plan	<input type="checkbox"/> Not Applicable	

## **ISSUE BEFORE COUNCIL:**

Since 2013, the Coffee Creek Industrial Form-based Code and Pattern Book has been under development, with the goal of creating a regulatory framework for industrial development in the Coffee Creek area located along Wilsonville's northwestern boundary. Development of the Form-based Code and Pattern Book has occurred with the feedback of a wide variety of stakeholders, including a Technical Advisory Committee (TAC), other City agencies, Development Review Board, Planning Commission, and City Council. The final phase of the Form-based Code project addressed process questions raised during Development Review Board, Planning Commission and City Council work sessions in 2015 and 2017. Feedback gathered on these process questions has been incorporated into the final draft Code and Pattern Book.

## **EXECUTIVE SUMMARY:**

The Coffee Creek Industrial Form-based Code and Pattern Book together establish regulations and guidelines for street design and connectivity, site design and circulation, building form and massing, and building design and architecture. The Form-based Code uses clear and objective standards that are specific, discrete requirements and numerical standards, which substantially minimize judgment about compliance. The Form-based Code provides applicants additional flexibility with adjustment criteria for a limited set of standards. Applications that require waivers to standards of the Form-based Code will utilize a Pattern Book with design guidelines that correlate with the Code's clear and objective standards to encourage high-quality site and building design.

The project represents an opportunity to create clear and objective development standards that will simplify and provide more certainty with respect to the approval process for new projects in the Coffee Creek industrial and employment area. The project outcome will support economic development and job creation through regulations that provide the appropriate balance of certainty with a range of flexibility resulting in high-quality design from the public realm to site design and landscaping to the buildings.

The final phase of the Form-based Code project has focused on process questions, most notably, the feasibility of utilizing an administrative review process to evaluate applications using the Form-based Code. Throughout summer and fall 2017, staff conducted work sessions with the Planning Commission, Development Review Board (DRB) panels, and City Council to gather feedback on this issue and related process questions. Concerns were mixed, with some expressing a desire to keep a public hearing setting for citizen concerns to be heard and others noting that a DRB-centered review process could result in less certainty and loss of time for development applications meeting the clear and objective standards of the Form-based Code.

To accommodate the varied feedback that was received during the 2017 work sessions, the Planning Commission reviewed two implementation options at the January 10, 2018 public hearing. The first of these, the Administrative Review Option, implements the clear and objective standards of the Form-based Code using the Class II administrative review process, whereby the Planning Director reviews and approves applications meeting all of the clear and objective standards. The second implementation option, the DRB Option, is a process by which the clear and objective standards of the Form-based Code would be administered using the DRB

as the review and approval authority. In both options, DRB would review applications requesting waivers to any of the clear and objective standards on a discretionary basis. The Planning Commission selected the Administrative Review Option within their recommendation for approval to City Council.

As a part of application review process in Coffee Creek, Annexation, Comprehensive Plan Map Amendment, and Zone Map Amendment applications would proceed on a parallel track for approval by City Council at the same time as other applications not requiring City Council approval (i.e. Stage I Preliminary Plan, Site Design Review, etc.) are reviewed by the Planning Director.

The Form-based Code standards and review process would be subject to a pilot period of three completed development applications or five years, whichever comes first. During the pilot period, staff would track metrics including, but not limited to, number and type of requested waivers, time to approval, and quantity of testimony at public hearings or via other means. Staff would also survey applicants upon conclusion of the review processes to gain feedback from a customer experience standpoint, and would survey nearby citizens to understand any questions or concerns about the administrative review process. The conclusion of this pilot period would allow an opportunity to adjust the Form-based Code and implementation process, as needed, to insure that applications meet the overall objectives of providing a clear development review process that fosters the creation of a connected, high-quality employment center.

**EXPECTED RESULTS:** Adoption of the Coffee Creek Industrial Form-based Code, Pattern Book, and associated Comprehensive Plan and Development Code updates by Ordinance.

**TIMELINE:** The public hearing and first reading is scheduled for February 5, 2018, with a second reading of the Ordinance on February 22, 2018.

**CURRENT YEAR BUDGET IMPACTS:**

A grant from ODOT's Transportation and Growth Management (TGM) Code Assistance Program funded development of the Form-based Code and Pattern Book. Funding to finalize the draft documents, incorporate feedback on Code implementation, and achieve adoption of the Code and Pattern Book was included in the FY 2016-17 budget. The supplemental budget process in September carried over approximately \$27,000 in unspent funds from FY 2016-17 to FY 2017-18.

**FINANCIAL REVIEW / COMMENTS:**

Reviewed by: SCole Date: 1/24/2018

**LEGAL REVIEW / COMMENT:**

Reviewed by: BAJ I believe this is the first effort by a city to establish a Form-based Code for an industrial area in the region and it has been a long, complex process. Staff has put in much hard work but the true test of its viability and effectiveness will not be known until it is implemented Date: 1-24-18

**COMMUNITY INVOLVEMENT PROCESS:**

An internal Project Management Team (PMT) led the development of the draft documents. A Technical Advisory Committee (TAC) comprised of a Planning Commissioner, DRB member, Chamber of Commerce representative, industrial developer, broker, and architect provided input. To date, two public open houses were conducted, in addition to numerous work sessions with the Development Review Board, Planning Commission and City Council. As the project continues through the public hearing phase, there will be additional opportunities for community involvement.

**POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:**

The project has the benefit of creating clear and objective standards for the industrial development community and property owners in the Coffee Creek Industrial Area.

**ALTERNATIVES:**

Of the many concepts and ideas discussed throughout the development of the Form-based Code, the Planning Commission considered two implementation options. The alternative presented is the alternative recommend by the Planning Commission for approval.

**CITY MANAGER COMMENT:**

**ATTACHMENTS:**

Ordinance No. 812 with the following exhibits:

Exhibit A – Section 4.134 Wilsonville Code, Coffee Creek Industrial Design Overlay District

Exhibit B – Coffee Creek Industrial Design Overlay District Pattern Book

Exhibit C – Additional Development Code Modifications

Exhibit D – Comprehensive Plan Modification

Exhibit E – Compliance Narrative

Exhibit F – Planning Commission Record

Exhibit G – Errata Sheet