



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> March 4, 2024		<b>Subject: Ordinance No. 889 – 1<sup>st</sup> Reading</b> Coffee Creek Code Amendments	
		<b>Staff Member:</b> Cindy Luxhoj AICP, Associate Planner	
		<b>Department:</b> Community Development	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input checked="" type="checkbox"/> Public Hearing Date: March 4, 2024 <input checked="" type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: March 4, 2024 <input checked="" type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: March 18, 2024 <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> The Planning Commission adopted Resolution No. LP24-0001 on February 14, 2024, recommending adoption of the Coffee Creek Code Amendments by City Council	
<b>Staff Recommendation:</b> Staff recommends Council adopt Ordinance 889 on 1 <sup>st</sup> Reading.			
<b>Recommended Language for Motion:</b> I move to adopt Ordinance No. 889 on 1 <sup>st</sup> Reading.			
<b>Project / Issue Relates To:</b>			
<input checked="" type="checkbox"/> Council Goals/Priorities: Attract high-quality industry and increase investment in industrial areas	<input checked="" type="checkbox"/> Adopted Master Plan(s): Coffee Creek Master Plan	<input type="checkbox"/> Not Applicable	

**ISSUE BEFORE COUNCIL:**

Proposed Development Code amendments of the Coffee Creek Industrial Design Overlay District in Section 4.134 of City Code to more closely align the standards with current and future needs of prospective industrial users while not compromising the City’s ability to continue creating a connected, high-quality employment center in Coffee Creek.

## **EXECUTIVE SUMMARY:**

At the September 18 and December 18, 2023 City Council work sessions, staff presented the results of the assessment of the Coffee Creek Industrial Design Overlay District form-based code (FBC) and recommended minor modifications to the standards. The objective of the Development Code amendments is to enable applicants to use the Class 2 Administrative Review track while not compromising the City's ability to continue creating a connected, high-quality employment center in Coffee Creek.

Specifically, staff identified the following nine standards in Table CC-3 and Table CC-4 of Subsection 4.134 (.11) to which minor modifications are warranted, as summarized below:

- **Table CC-3: Site Design**
  - Parcel Access: Parcel Driveway Width – Modify to include two driveway width maximums, one for trucks and one for passenger vehicles
  - Parcel Pedestrian Access: Parcel Pedestrian Access Width – Modify to limit where an access width of eight feet is required
  - Parking Location and Design: Parking Location and Extent – Modify to eliminate the parking bay limitation and require 50% of spaces to be designated for short-term uses
  - Grading and Retaining Walls: Maximum Height; Retaining Wall Design – Modify to increase allowed height of walls not visible from adjacent streets and clarify meaning of “horizontal offset” by providing explanatory text
  
- **Table CC-4: Building Design**
  - Primary Building Entrance: Accessible Entrance; Required Canopy – Modify to increase the allowed adjustment for canopy height from 10% to 20% and add a footnote to Table CC-4 to allow corresponding reduction in minimum height of the primary building entrance and ground floor when an applicant elects to use the allowed adjustment to reduce required canopy height
  - Overall Building Massing: Allowance of Primary Building Entrance; Ground Floor Height – Modify to add a footnote allowing reduction in height of building entrance and ground floor corresponding to canopy height reduction
  - Overall Building Massing: Base Design – Add “and/or” after “finish” under (a.) to clarify the intent of the standard

The final draft of the proposed Development Code amendments (Attachment 1, Exhibit A) incorporates minor modifications to the standards based on feedback from stakeholders and comments received by Planning Commission and City Council at work sessions in fall 2023. The Planning Commission held a public hearing on LP24-0001 on February 14, 2024, and recommended that the City Council adopt the proposed Development Code amendments. Planning Commission Resolution LP24-0001 and the associated record and findings of fact are attached as Exhibit B to Ordinance 889.

**EXPECTED RESULTS:**

City Council adoption of the proposed Development Code amendments to make compliance with the Class 2 Administrative Review process more achievable for applicants in the Coffee Creek Industrial Design Overlay District.

**TIMELINE:**

The public hearing is scheduled with the City Council on March 4, 2024, with second reading scheduled for March 18, 2024.

**CURRENT YEAR BUDGET IMPACTS:**

Funding for the Coffee Creek Code Assessment work is allocated in the fiscal year 2023-2024 Planning Division budget.

**COMMUNITY INVOLVEMENT PROCESS:**

The Coffee Creek Master Plan, as well as the Coffee Creek Industrial Design Overlay District drafting and review process, included comprehensive community involvement to gather input. For the current Coffee Creek Code Assessment project, staff has focused on gathering input from recent applicants and their consultant teams to inform the evaluation and provide input on the process and standards to inform the recommended Development Code amendments.

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

Refinement of the Coffee Creek form-based code to facilitate future development while continuing to create the desired connected, high-quality employment center envisioned in the Master Plan will result in efficiencies for future industrial users, as well as inform planning for the Basalt Creek industrial area to the north, which will benefit all members of the Wilsonville community who live nearby and work in these industrial areas.

**ALTERNATIVES:**

- Adopt the proposed amendments.
- Make no modifications to the Coffee Creek Industrial Design Overlay District standards.
- Propose alternative modifications to the Coffee Creek Industrial Design Overlay District Code standards.
- Modify the Coffee Creek Industrial Design Overlay District standards related to the land use review process for applicants.

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Ordinance No. 889
  - A. Proposed Development Code Amendments – February 2024
  - B. Resolution No. LP24-0001 Planning Commission Record