

From: [Sid Hariharan Godt](#)
To: [Cindy Luxhoj](#)
Subject: RE: OrePac Clarification Items
Date: Friday, September 6, 2024 3:04:06 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[Oregon Charter School ROW signed petition.pdf](#)



Hi Cindy,

Attached to this email is an additional signed petition that just came in. This brings the total consent area up to 446,040 SF, or approximately 81% of the "Affected Area". I can also bring copies and enter this record at Monday's hearing, if that is more convenient. If you'd prefer that I bring copies, could you let me know how many?

Thanks,

Sid

Sid Hariharan Godt Land Use Planning
D 971-346-3700 C 503-708-6339 Associate
[Professional Licenses & Certifications](#)

From: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Sent: Thursday, August 29, 2024 12:35 PM
To: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Subject: RE: OrePac Clarification Items

Hi Cindy,

Sorry – I've been slow to respond. Filled to the brim this week.

I've filled in the blanks in your below email in blue. I've reached out to the surveyor for updated graphic and will provide when available (don't think it will come today).

-Sid

Sid Hariharan Godt Land Use Planning
D 971-346-3700 C 503-708-6339 Associate
[Professional Licenses & Certifications](#)

From: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Sent: Thursday, August 29, 2024 12:01 PM
To: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Subject: RE: OrePac Clarification Items
Importance: High

Hi Sid – Just left you a voicemail. I have one more clarifying question – hopefully the last for now. See below – I need the highlighted numbers to fill in the blanks in Finding F6:

Consent of All Adjoining Properties and 2/3 of Affected Properties
ORS 271.080 (2)

F6. The petition has been signed by all owners of the abutting property, who are also the owners of at least two-thirds (2/3) of real property affected thereby. The total size of real property affected thereby is **548,581** SF. The sum of the area of real property affected thereby that is also within the abutting tax lots is **395,075** SF, or **72%** of the total real property affected thereby. Given that the petition has been signed by all owners of abutting property, consent of property owners for **72%** (i.e. greater than two-thirds) of the area of the real property affected has been provided on the attached petitions (Exhibit B2).

Thanks,



Cindy Luxhoj AICP

Associate Planner
City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Sent: Thursday, August 29, 2024 9:15 AM
To: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Subject: RE: OrePac Clarification Items

Thanks, Sid! I didn't see this come in and appreciate you resending.

Cindy Luxhoj AICP

Associate Planner
City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Sent: Thursday, August 29, 2024 8:39 AM
To: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Subject: RE: OrePac Clarification Items

Hi Cindy,

Please see the attached email I sent around 3 PM yesterday. I believe this will provide the clarification needed.

-Sid

Sid Hariharan Godt Land Use Planning
D 971-346-3700 C 503-708-6339 Associate
[Professional Licenses & Certifications](#)

From: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Sent: Thursday, August 29, 2024 8:36 AM
To: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Subject: RE: OrePac Clarification Items
Importance: High

Hi Sid,

Checking in on the parking information. I'm wrapping up the staff report this morning and this information is critical to the findings.

Also, it would be helpful to include the fencing clarification.

Thanks,

Cindy Luxhoj AICP
Associate Planner
City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Sent: Wednesday, August 28, 2024 3:14 PM
To: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Cc: Amy Pepper <apecpper@ci.wilsonville.or.us>
Subject: RE: OrePac Clarification Items

Thanks, Cindy. Will follow up as soon as I hear back from the private utility agencies.

-Sid

Sid Hariharan Godt Land Use Planning
D 971-346-3700 C 503-708-6339 Associate
[Professional Licenses & Certifications](#)

From: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Sent: Wednesday, August 28, 2024 3:06 PM
To: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Cc: Amy Pepper <apecpper@ci.wilsonville.or.us>
Subject: RE: OrePac Clarification Items

Hi Sid,

Private utilities receive the DRT Notice that the City sends, but it covers all the components of the application and isn't specific to the ROW vacation. The private utilities and contact persons that received the notice are listed below – Where there are multiple contacts, I'm not certain who the most appropriate one is for the ROW request:

- NW Natural:
 - nina.carlson@nwnatural.com
 - ryan.winfree@nwnatural.com
 - Brian.Kelley@nwnatural.com
- PGE:
 - mark.lindley@pgn.com
 - Matt.McHill@pgn.com
 - tiffany.ritchey@pgn.com
- Comcast:

Darrell_McNeal@comcast.com

ZiPLY Fiber didn't receive the DRT Notice, but Andy Barrett in Engineering provided the following contact from the SW Boeckman Road CIP project:

- Scott Binney scott.binney@ziPLY.com

Per Amy Pepper (note following Teams meeting on 07.03.2024), "if OrePac would like the vacated ROW to not be encumbered with a PUE, approval from all franchised utilities is required".

There is an example letter from PGE in the record for the Fred Meyer ROW vacation in 2008 (on page 49 of the PDF) that Amy provided on 07.03.2024. I've attached it for ease of reference. An email with similar letter attachment from each private utility is probably adequate for the current application.

I hope this helps.

Thanks,

Cindy Luxhoj AICP
Associate Planner
City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us
Facebook.com/CityofWilsonville



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Sent: Wednesday, August 28, 2024 9:58 AM
To: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Subject: RE: OrePac Clarification Items

Hi Cindy, I'll send over the information early this afternoon. Thanks for your patience.

On the private utilities, I thought from the discussion that we had with me, you, and Amy some time back, that the utilities are noticed and can provide input as part of the City's process. It does not sound like that is the case. Could you provide contact info for the private utilities, if available?

Thanks,
Sid

Sid Hariharan Godt Land Use Planning
D 971-346-3700 C 503-708-6339 Associate
[Professional Licenses & Certifications](#)

From: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Sent: Wednesday, August 28, 2024 9:51 AM
To: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Subject: RE: OrePac Clarification Items
Importance: High

Thanks, Sid

I'm curious when you'll be sending over information responding to the other questions we discussed yesterday?

- Square footage of various uses in building for parking calculation: Office, Manufacturing, Warehouse, Total of all uses; whether and in what use the small building at SW corner is included in calculations.
- Clarification about fencing in area between north and south parts of new parking area and interaction with striped walkway and gates.

Also I left you a voicemail after we talked about the ROW vacation. Per Amy Pepper, the applicant needs to obtain letters from private utilities stating that they don't need an easement in Tract A; utilities include:

- Ziplly
- Comcast
- NW Natural
- PGE

It would be ideal to have these letters for the DRB packet or at the public hearing. If that's not possible, then the letters will absolutely be needed to include in the City Council packet.

The staff report publishes tomorrow, so please make every effort to provide this information later today or tomorrow morning at latest.

Thanks!

Cindy Luxhoj AICP
Associate Planner
City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Sent: Tuesday, August 27, 2024 4:47 PM
To: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Subject: RE: OrePac Clarification Items

Cindy,

Thanks for the chat this morning. I've attached a diagram regarding the landscape area percentages.

-Sid

Sid Hariharan Godt Land Use Planning
D 971-346-3700 C 503-708-6339 Associate
[Professional Licenses & Certifications](#)

From: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Sent: Tuesday, August 27, 2024 7:27 AM
To: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Subject: RE: OrePac Clarification Items

Hi Cindy,

I'll plan to give you a call this morning, but also wanted to provide answer to your questions via email prior. [Responses below, in blue.](#)

Thanks,
Sid

Sid Hariharan Godt Land Use Planning
D 971-346-3700 C 503-708-6339 Associate
[Professional Licenses & Certifications](#)

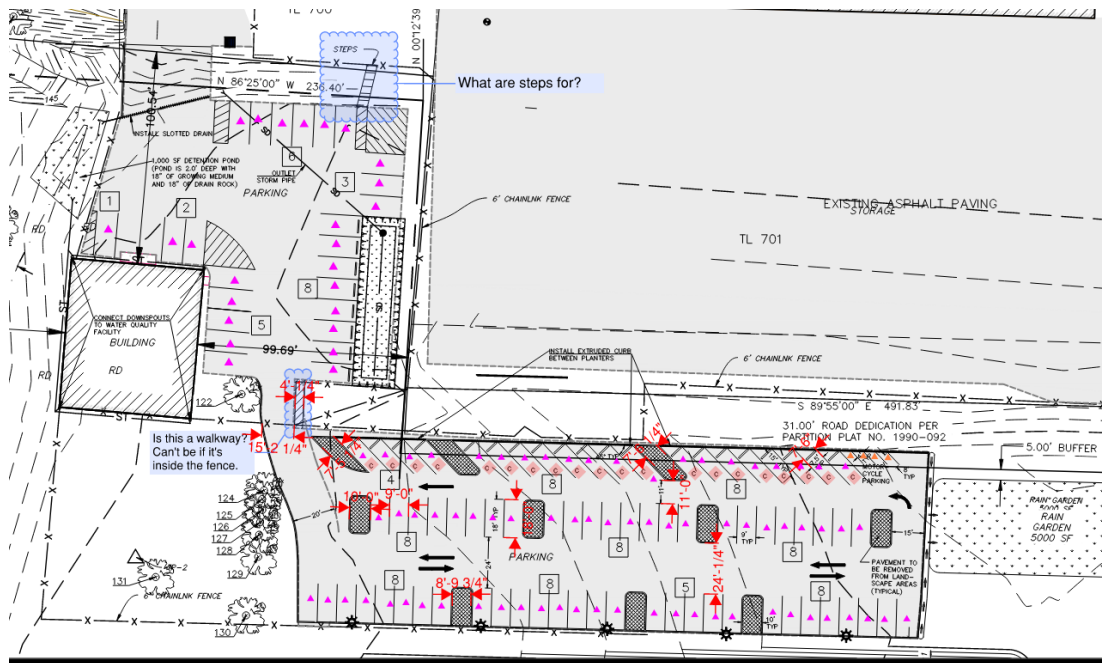
From: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>
Sent: Monday, August 26, 2024 11:12 AM
To: Sid Hariharan Godt <SHariharanGodt@mcknze.com>
Subject: RE: OrePac Clarification Items
Importance: High

Hi Sid,

Thanks for the information in your email. It's helpful, but I still have questions – see below. Please call me this afternoon at 4:30 to discuss.

- On-site pedestrian access and circulation – Section 4.154 (.01) B.: The information you provided is helpful, but where are building entrances located in relation to the walkways? Building entrances aren't shown on the plans so it's impossible to determine how pedestrian circulation will function in relation to building access. Also, the steps appear to end at a fence. Is there a gate in the fence? Please also see note about striping along drive aisle between the new northern and southern parking areas. [In response to the "what are these steps for" comment in the graphic below, these steps provide employee access from the parking area to building access. There is a man door in the fence for this purpose. I've included a screengrab below. A building entrance is located where the stairs, pictured below, exit to the north. The striped area between the southern parking area and northern parking area is walkway, and a man door will be provided to provide access.](#)

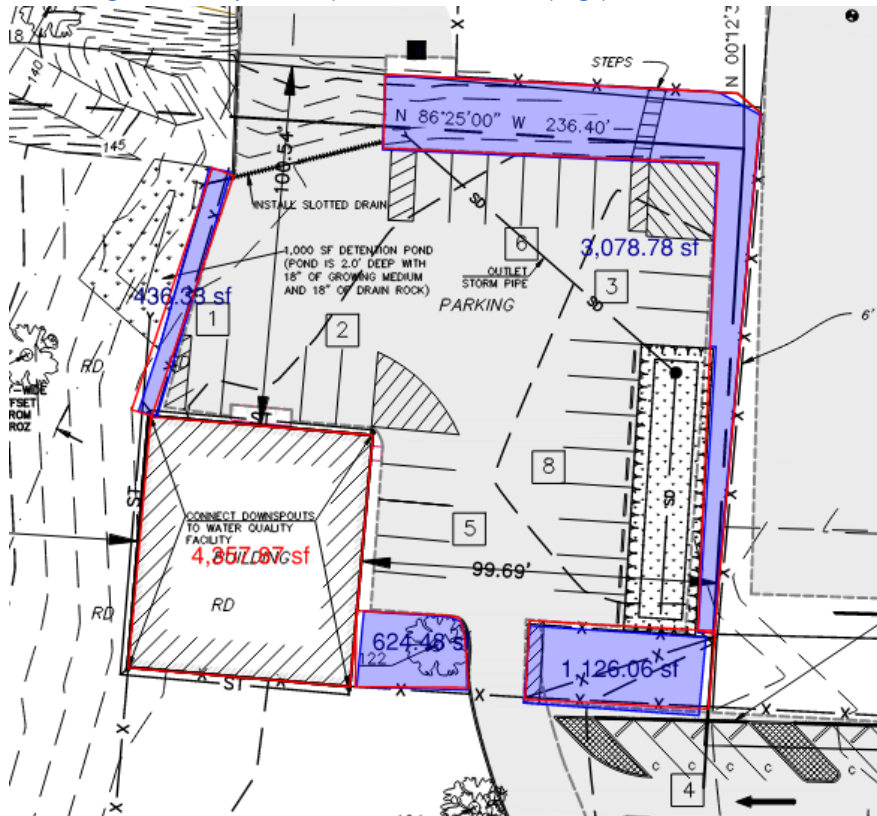




- General Parking Regulations – Section 4.155 (.02) J. and K.: Will the entirety of the new parking areas be surrounded by a 6-inch curb? It's unclear from the plans and, if not, how will stormwater be appropriately directed to the stormwater facilities rather than sheet flowing to surrounding areas? [The parking area will be surrounded by curb and gutter. The parking lot slopes west to east \(as shown on the Grading Plan\) which will direct the water to the rain garden.](#)
- Minimum and maximum parking calculations – Section 4.155 (.03) and Table 5: It's correct that there are no parking minimums; however, the parking maximums still apply. The plans (Sheet C2) provide square footage for two uses: Office (32,152 sf) and Warehouse (188,937 sf). It's unclear whether this includes the square footage of the small square building in the southwest corner of the site – Is this building used by OrePac and, if so, for what purpose? Is the square footage of this building included in the total building square footage and, if so, for what use?
 - Using the allowance from Table 5 for the Office and Warehouse uses, not including the small building above, results in the calculation in the table below. A total of 229 spaces are proposed (per Sheet C2), which is two over the allowed maximum. However, if some of the building area is considered manufacturing, which doesn't have a maximum, then there is no maximum for the site. On page 36 of the applicant's narrative it states "the Manufacturing use does not have a maximum parking ratio, per Table 5" – What part of the building is considered "Manufacturing"? [I have a question out to OrePac on the manufacturing SF and will provide this number as soon as available. It does not appear that the building in the SW corner was considered in the SF calcs, for purposes of the parking min/max. With the addition of the building \(Office use\), the total office space is approximately 36,652, which provides for a maximum off-street parking space count of 150 \(\(36,152/1,000\)*4.1\). This revised SF figure would raise the maximum to 245. I can revise the applicant's narrative to reflect this change, if that would be beneficial.](#)

Use and Parking Standard	Square Feet	Minimum Off-street Spaces Required	Maximum Off-street Spaces Allowed	Proposed Off-street Spaces	Minimum Bicycle Parking Spaces	Proposed Bicycle Parking Spaces
Office or flex space (except medical and dental)	32,152 sf	Not Applicable	4.1 per 1,000 = 132	--	Not Applicable	Not Applicable
Warehouse	188,937 sf	Not Applicable	.5 per 1,000 = 95			
Total	221,089 sf	--	227	229	--	--

- Four motorcycle spaces are shown, not three, at the NE corner of the new southern parking area. This is consistent with the narrative (pg 37), but not with the calculation table on Sheet C2. Please clarify. *Four (4) motorcycle parking spaces are proposed. The plan Sheet C2 incorrectly shows three (3) in the parking table.*
- Parking Lot Landscaping – Section 4.155 (.03) B.: Why are there no landscape islands or landscaping proposed (Sheet L1.10) in the new northern parking area? Are existing trees along the north and east sides being considered parking lot landscaping? *That is correct, the areas in blue boxed in the image below are considered as landscape islands and are provided at an aggregate from the northern parking lot area. The impervious area of the L-shaped parking area is ~15,850 SF, and approximately ~5,200 SF of parking area landscaping is provided, satisfying the 10% requirement. These areas have mature trees which will provide shade to the parking area. Additionally, the new storm facility in the northern parking area is a vegetated facility that can provide similar landscaping qualities.*



I might have other questions as I continue drafting the staff report and, if so, will email those to you later today.

Looking forward to discussing with you this afternoon.

Thanks,

Cindy Luxhoj AICP
Associate Planner
City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Sid Hariharan Godt <SHariharanGodt@mcknze.com>

Sent: Monday, August 26, 2024 10:15 AM

To: Cindy Luxhoj <luxhoj@ci.wilsonville.or.us>

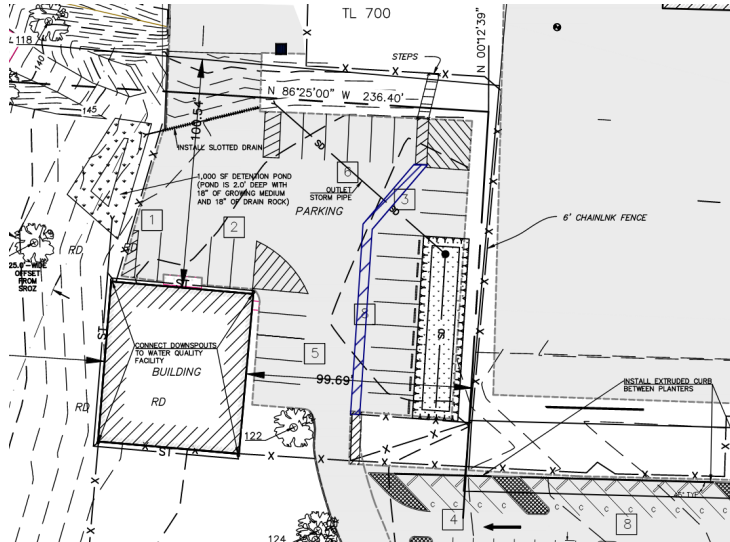
Subject: OrePac Clarification Items

Hi Cindy,

Thanks for your messages. Sorry I have not been able to answer – I'm quite tied up today. I've provided some answers, to what I believe are your questions, below. I could give you a call around 4:30 today, or tomorrow between 8-9 if that would be helpful.

1. Connectivity

- a. As part of the permitting documents, we anticipate providing a marked path through the parking lot, to tie into the existing steps as roughly shown in the below graphic:



2. Parking

- a. Parking count is based on existing mix of warehouse and manufacturing. Manufacturing does not have a maximum parking ratio, therefore the site does not have a maximum allowable parking ratio.

Thanks,
Sid

Sid Hariharan Godt
D 971-346-3700 C 503-708-6339

Land Use Planning
Associate
[Professional Licenses & Certifications](#)



Mackenzie.
ARCHITECTURE ■ INTERIORS ■ STRUCTURAL, CIVIL, AND TRAFFIC ENGINEERING
LAND USE AND TRANSPORTATION PLANNING ■ LANDSCAPE ARCHITECTURE
PORTLAND, OR | VANCOUVER, WA | SEATTLE, WA
www.MACKENZIE.inc

STREET VACATION PETITION

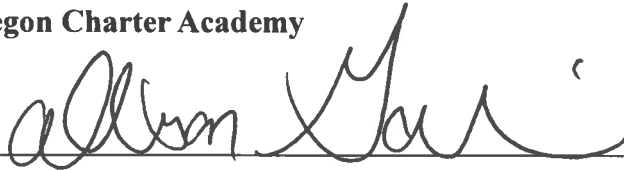
This petition must be signed by all abutting property owners, and the owners of not less than 2/3 of the area of the real property "affected thereby," as defined in ORS 271.080(2) and shown on the attached Street Vacation Map, attached hereto as Exhibit A. All signatures must be **in ink**. A listing of the names and addresses of all abutting and affected area property owners, as shown on the attached Street Vacation Map, was obtained from the Clackamas County real property tax roll records, and is attached hereto as Exhibit B.

REQUIRED SIGNATURES:

We, the owner in fee simple of the following described real properties consent to the vacation of Tract 'A', Partition Plat No. 1990-92, Clackamas County Plat Records, situated in the N.W. ¼ of Section 23, T.3S, R.1W., W.M. in the City of Wilsonville, Clackamas County, Oregon, as shown on the attached Street Vacation Map.

Property Owner:

Oregon Charter Academy

By: 

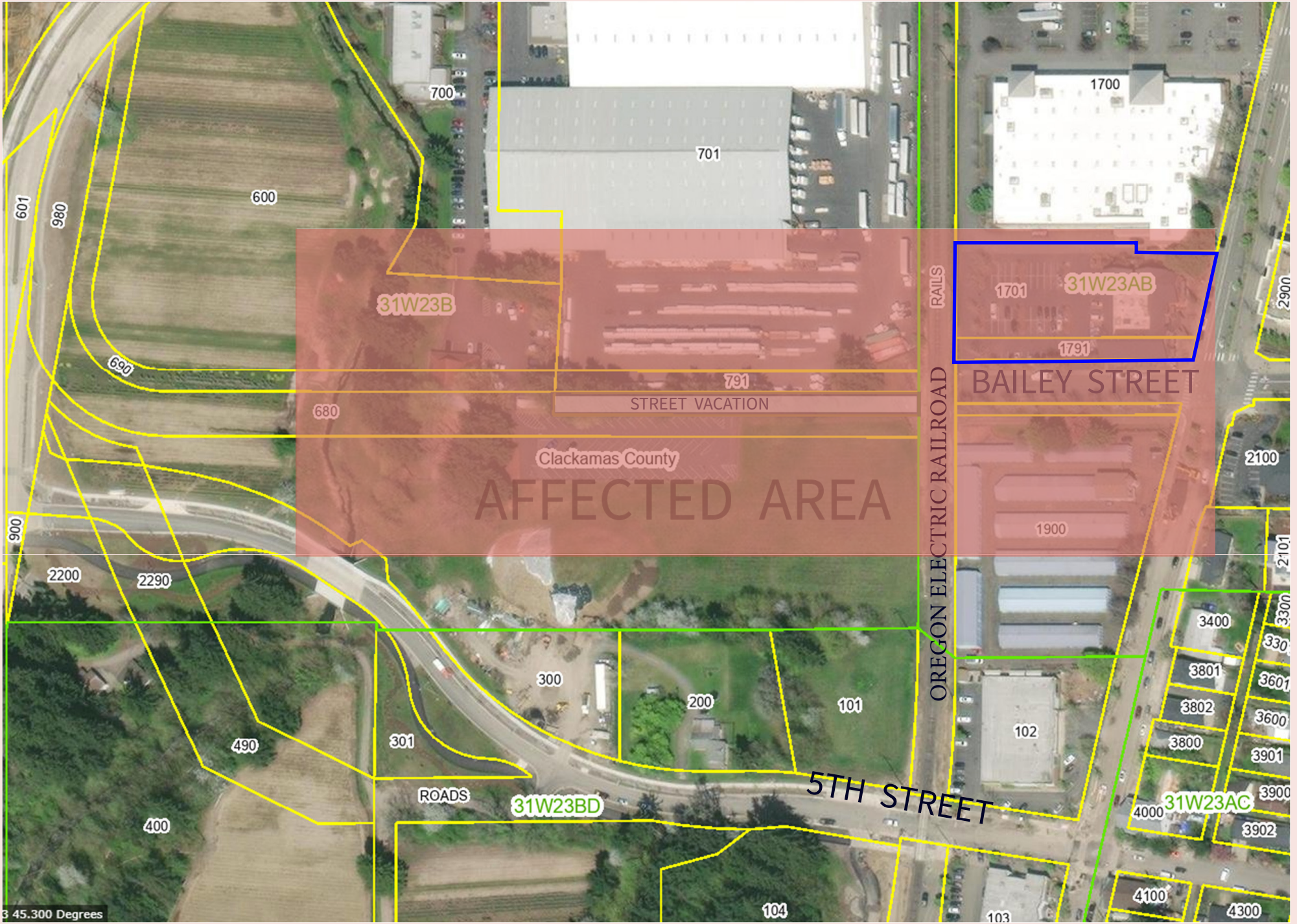
Print Name: Allison Galvin

Print Title: Executive Director

Property Street Address and Legal Description:
30485 SW Boones Ferry Rd., Wilsonville, OR

Tax Account Nos: 31W23AB01701; 31W23AB01791.
Parcel IDs: 05007200; 05031594.

9-3-2024
Date



Layout : Main Map Frame

Wilsonville School

SW Bailey St

SW Boones Rd

122.7776744°W 45.2994244°N

Selected Features: 2

TAX LOTS

Field: Add Calculate Selection: Select By Attributes Zoom To Switch Clear Delete Copy Highlighted: Unselect Reselect Zoom To Switch Clear Delete Copy

	OWNERADDR	OWNERCITY	OWNERSTATE	OWNERZIP	SITEADDR	SITECITY	SITEZIP	LANDVAL	BLDGVAL	TOTALVAL	BLDGSQFT	A_T_ACRES	YEARBUILT	PROP_CODE	LANDUSE	TAXCODE
1	30485 SW BOONES FE...	WILSONVILLE	OR	97070	30485 SW BOONES FE...	WILSONVILLE	97070	2137797	3726100	5863897	0	0.95	0	201	COM	003023
2	30485 SW BOONES FE...	WILSONVILLE	OR	97070	NO SITUS	ADDRESS	97070	534450	1625720	2160170	0	0.22	0	201	COM	003053