



MEMORANDUM

DATE: April 8, 2019
TO: Mark Scheibmeir, Hearing Examiner
FROM: Tim Smith, Principal Planner
SUBJECT: Village at Mill Pond, Project No. 18-2776

This memorandum serves to add a text amendment that was omitted from the staff report dated April 8, 2019. The following underlined/bolded text is proposed by the applicant and should have been included under amendments #12 and 20 on page 10 of the staff report. The Design Review Board recommendation on the proposed language is addressed in the staff report under the staff response.

#12 and 20. Removal of unclear sentence: ~~Windows shall be either recessed or protruding (such as a bay window).~~ This implies all models to get bay window. Windows will be trimmed out on all four sides and installed in plane with wall.

Add sentence: **Windows not facing the front or street may be 'picture framed' with same size trim piece around all four sides.**

See attachment 12-A of Attachment 2 Window Trim for example of how this criteria is addressed in existing site.

Staff Response: The DRB does not recommend the removal of the entire sentence since it is also a guideline in OMC 18.05A.225: "Build windows either recessed or protruding." The DRB does recommend the removal of "such as bay window" since there are other methods for meeting this requirement. The Design Review Board supports the proposed language for picture frame trim for windows not facing the front or street.