



DEVELOPMENT REVIEW BOARD PANEL A AGENDA

October 13, 2025 at 6:30 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/85843043229>

TO PROVIDE PUBLIC TESTIMONY:

Individuals must submit a testimony card online:

<https://www.wilsonvilleoregon.gov/DRB-SpeakerCard>

and email testimony regarding Resolution No. 442

to Daniel Pauly, Planning Manager at

pauly@wilsonvilleoregon.gov

by 2:00 PM on October 13, 2025.

CALL TO ORDER

CHAIR'S REMARKS

ROLL CALL

Rob Candrian Alice Galloway
Jordan Herron Janis Sanford

Megan Chuinard (Panel B)
Kamran Mesbah (Panel B)

CITIZEN INPUT

This is an opportunity for visitors to address the Development Review Board on items not on the agenda. Staff and the Board will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.

CONSENT AGENDA

1. [Approval of minutes of the March 10, 2025 DRB Panel A meeting](#)

PUBLIC HEARINGS

2. [Resolution No. 442. Republic Services Modular Offices. The applicant is requesting approval of a Stage 2 Final Plan Modification and Site Design Review request to keep modular office buildings on the Republic Services site long-term.](#)

Case Files:

DB25-0003 Republic Services Modular Offices
-Stage 2 Final Plan Modification (STG225-0002)
-Site Design Review (SDR25-0003)

BOARD MEMBER COMMUNICATIONS

3. [Results of the July 28, 2025 DRB Panel B meeting](#)
4. [Recent City Council Action Minutes](#)

STAFF COMMUNICATIONS

ADJOURN

The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Shelley White, Planning Administrative Assistant at drba@wilsonvilleoregon.gov or 503-682-4960: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-682-4960.

DEVELOPMENT REVIEW BOARD MEETING

Item 1.

**MONDAY, OCTOBER 13, 2025
6:30 PM**

Consent Agenda:

1. Approval of minutes from the March 10, 2025 DRB
Panel A meeting



**Development Review Board-Panel A
Regular Meeting Minutes
March 10, 2025**

Wilsonville City Hall & Remote Video Conferencing

CALL TO ORDER - ROLL CALL

Vice-Chair Alice Galloway called the meeting to order at 6:30 pm.

Present: Clark Hildum, Jordan Herron, Alice Galloway and Janis Sanford

Excused: Rob Candrian

Staff Present: Daniel Pauly, Stephanie Davidson, Kimberly Rybold and Shelley White

CHAIR'S REMARKS

CITIZEN INPUT

There was none.

CONSENT AGENDA

1. Consideration of the January 13, 2025 Development Review Board Minutes

Jordan Herron moved to approve the January 13, 2025 DRB Panel A meeting minutes. Clark Hildum seconded the motion, which passed unanimously. (Ayes: Herron, Galloway, Hildum, Sanford; Nays: None.)

PUBLIC HEARING

2. **Resolution No. 439. ParkWorks Class 3 Sign Permit and Waiver.** The applicant is requesting approval of a Class 3 Sign Permit and Waiver for a 603 square foot wall sign at the ParkWorks Industrial Building.

Case Files:

DB24-0010 ParkWorks Class 3 Sign Permit and Waiver

-Class 3 Sign Permit (SIGN24-0013)

-Waiver (WAIV24-0003)

This item was continued to this time and date certain at the January 13, 2025 DRB meeting. No public hearing will be held - the application has been withdrawn.

BOARD MEMBER COMMUNICATIONS

3. Results of the January 27, 2025 DRB Panel B meeting
4. Results of the February 24, 2025 DRB Panel B meeting
5. Recent City Council Action Minutes

No comment.

STAFF COMMUNICATIONS

6. Oregon Government Ethics Commission Public Meeting Training

Stephanie Davidson, Assistant City Attorney, presented the Oregon Public Meetings Law and Regulations Update via PowerPoint, highlighting the historical requirements and describing changes to the Oregon Government Ethics Commission (OGEC) rulemaking, including HB 2805.

Staff provided additional comments as follows:

- Historically, serial communication had not been an issue for DRB, as Staff clarified any questions and shared items with applicants and the general public as needed.
- If Board members sought legal guidance on any matters pertaining to meeting content, the best way to maintain compliance would be to direct any questions to the relevant Staff member for a private conversation. If necessary, Staff could loop in legal counsel, who could address specific questions at the DRB meeting. Any answers provided by Staff would be made part of the record.
 - Board members were cautioned against sending an email to all Board members, Staff and legal counsel or asking Staff to relay information to other Board members which would be a serial communication. Board members were cautioned against using “Reply All.”
- The definition of communication under the Oregon Administrative Rules now includes non-verbal gestures, but the impact and intent of that change was unclear.
 - **Assistant City Attorney Davidson** stated after briefly searching “communications” within the relevant parts of the statute and Administrative Rules, it was unclear why the non-verbal gestures clarification was added to the definition.
- There were no questions. She informed Board members that they were required to attend the Oregon Government Ethics Commission Public Meeting Law training.

7. Waiver Training

Daniel Pauly, Planning Manager, noted waiver guide included in the packet which was created to help guide the applicants to provide better application materials up front. Waiver criteria were not clearly delineated in the code in one consolidated location, so the guide was a good resource for applicants and for staff.

Alice Galloway asked if there was a case example where a waiver was involved.

Daniel Pauly referenced height waivers as a common waiver that was requested. An applicant would need to make a case for how the waiver would make the project better or more functional than what the code would allow. Reduced side-yard setbacks were often requested in new developments. Applicants would need to explain how a reduced setback would make the space better.

Kimberly Rybold, Senior Planner, mentioned setback waivers in industrial zones mentioned that tree preservation might be a reasonable reason for a reduced setback waiver. There should be a compelling reason that would result in a better layout.

Daniel Pauly said that setback, height, and parking waivers were some of the more common waivers requested, but that more recently height waivers and industrial setback waivers were the more frequently requested waivers.

Kimberly Rybold said that Coffee Creek code has language that anticipated that waivers could happen and gave a little more guidance. Certain areas of the code provided more specific criteria, such as sign waivers.

Daniel Pauly agreed and said that there was no way to cover every scenario in code. Waivers allowed flexibility for variation.

Alice Galloway asked if it was possible to ask for a waiver after DRB approval.

Daniel Pauly said it didn't happen very often and was not recommended. He encouraged the Board to get familiar with Frog Pond East and South Development Code as there may be waivers in future applications.

ADJOURNMENT

The meeting was adjourned at 6:56 p.m.

DEVELOPMENT REVIEW BOARD MEETING

Item 2.

**MONDAY, OCTOBER 13, 2025
6:30 PM**

Public Hearing:

2. **Resolution No. 442. Republic Services Modular Offices.** The applicant is requesting approval of a Stage 2 Final Plan Modification and Site Design Review request to keep modular office buildings on the Republic Services site long-term.

Case Files:

DB25-0003 Republic Services Modular Offices
-Stage 2 Final Plan Modification (STG225-0002)
-Site Design Review (SDR25-0003)

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 442**

Item 2.

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, AND APPROVING A STAGE 2 FINAL PLAN MODIFICATION AND SITE DESIGN REVIEW REQUEST TO KEEP MODULAR OFFICE BUILDINGS ON THE REPUBLIC SERVICES SITE LONG-TERM.

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted by the Republic Services – Owner/Applicant, in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code; and

WHEREAS, the subject site is located at 10299 SW Ridder Road on Tax Lot 1400, Section 02C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon; and

WHEREAS, the Planning Staff has prepared the staff report on the above-captioned subject dated October 6, 2025; and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on October 13, 2025, 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.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby incorporate as part of this resolution, as if fully set forth herein, the staff report, as adopted with any amendments and attached hereto, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB25-0003 Republic Services Modular Offices: Stage 2 Final Plan Modification (STG225-0002), and Site Design Review (SDR25-0003).

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 13th day of October, 2025, and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the Council in accordance with *WC Sec 4.022(.03)*.

Rob Candrian, Chair - Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



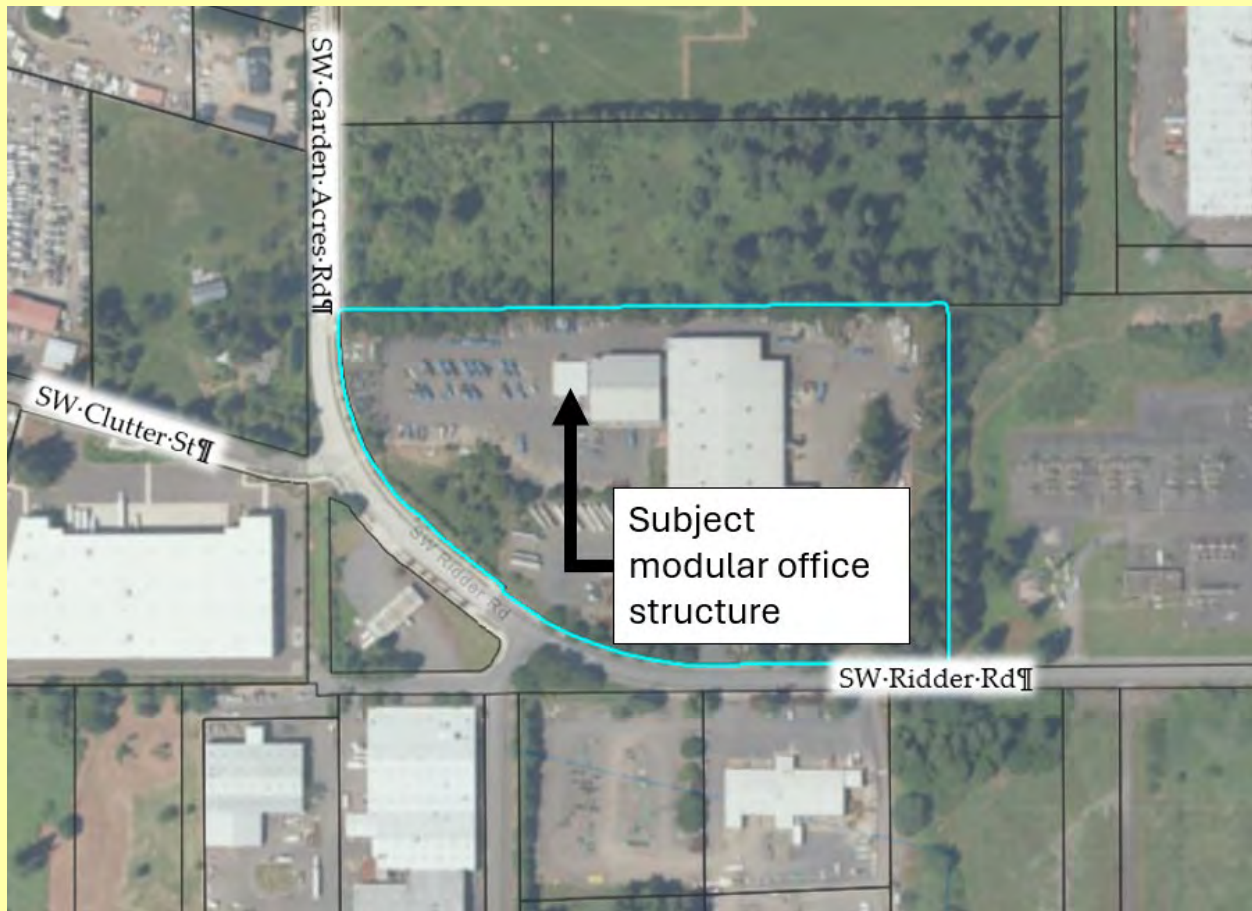
Exhibit A1
Staff Report
Wilsonville Planning Division
Republic Services Modular Office Units
Development Review Board Panel 'A'
Quasi-Judicial Public Hearing

Hearing Date:	October 13, 2025
Date of Report:	October 6, 2025
Application No.:	DB25-0003 Republic Services Modular Offices
Request/Summary:	The requests before the Development Review Board include a Stage 2 Final Plan Modification and Site Design Review.
Location:	10299 SW Ridder Road, Tax Lot 1400, Section 02C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon
Owner/Applicant:	Republic Services (Contact: Matt Ketchem)
Authorized Representative:	Pioneer Design Group (Contact: Wayne Hayson)
Comprehensive Plan Designation:	Industrial
Zone Map Classification:	PDI (Planned Development Industrial)
Staff Reviewers:	Georgia McAlister, Associate Planner Daniel Pauly AICP, Planning Manager Amy Pepper, Development Engineering Manager
Staff Recommendation:	<u>Approve with conditions</u> the requested Stage 2 Final Plan Modification, and Site Design Review.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.001	Definitions
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.117	Standards Applying to Industrial Development in All Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.135	Planned Development Industrial (PDI) Zone
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.156.01 through 4.156.11	Signs
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.179	Mixed Solid Waste and Recycling
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.200 through 4.290	Land Divisions
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600 through 4.640.20	Tree Preservation and Protection
<u>Other Planning Documents:</u>	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

Vicinity Map:



Background:

Republic Services established their Solid Waste Transfer Center and Recycling Center in the early 1990s. In 2014 the need to expand the center was identified and the City of Wilsonville approved a Master Plan for the expansion of the site as a part of Case Files DB14-0032 et al. which included the addition of a 13,750 sq. ft. maintenance building as a part of Phase 1 and a 3,960 sq. ft. office space as a part of Phase 2, along with associated site improvements. The expansion plan assumed development would occur within 1-3 years of the 2014 approval. Following the 2014 approval of the expansion, the City approved a two-year temporary use permit for Modular Office Units, scheduled to expire in 2016, at which point Republic Services planned to move forward with Phase 2 of the expansion. In 2016 the two-year temporary use permit was renewed for an additional two years as construction of the office had not been initiated. In 2018, the temporary use permit was renewed for another two years. When the temporary use permit expired in 2020, Republic Services applied for a five-year temporary use permit due to economic uncertainty making it difficult to determine a timeline for the construction of the office space. After applying to renew the temporary use permit for an additional five-years in 2025 the City determined the modular office units no longer met the criteria for a temporary use permit due to the fact it had

been over ten years since the first temporary use permit had been granted and there was still no certainty regarding the timeline for constructing the permanent office space. This application will approve the modular office units as a permanent use and structure which will allow Republic Services to continue to use the office space while the timeline for construction is not yet determined, without needing to periodically renew a temporary use permit.

Summary:

Stage 2 Plan Modifications

The applicant proposes updating the Stage 2 plans to reflect the modular office buildings as a permanent use. The proposed uses of the development are consistent with the Planned Development Industrial (PDI) Zone. All necessary services are available for the site. The site includes parking, circulation areas, pedestrian connection, and landscaping meeting or exceeding City standards.

Site Design Review

The modular buildings have minimal visibility from off-site locations and are painted to match the surrounding development. No changes to materials or design have been identified to better meet City standards.

Public Comments and Responses:

No public comments were received during the comment period for the project.

Discussion Points

Approving Permanent Use, Still Need to Meet Building Code

The applicant is requesting land use approval to utilize modular office buildings on the site for an indefinite period, pending a future corporate decision and funding for a permanent structure. While this request pertains solely to land use approval for the long-term placement of modular buildings, it does not address building code compliance. The applicant has been informed that, in addition to securing land use approval, they must also ensure full compliance with all applicable building code requirements for long-term occupancy.

Conclusion and Conditions of Approval:

Staff reviewed the Applicant's analysis of compliance with the applicable criteria. The Staff report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board approve the proposed application (DB25-0003) with the following conditions:

Planning Division Conditions:

Request A: Stage 2 Final Plan Modification (STG225-0002)

PDA 1.	General: The approved modified final plan shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. Any modification to the approved plan, including development that does not align with the plan, must receive additional land use approval consistent with Wilsonville Code. See Finding A13.
PDA 2.	Prior to Non-Grading Building Permit Issuance: All bicycle parking spaces will comply with the 2' width and 6' length requirement and include 5 feet of maneuvering space behind each space.

Request B: Site Design Review (SDR25-0003)

PDB 1.	General: Construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Any development not in substantial accord with the approval must receive additional land use approval consistent with Wilsonville Code. See Finding C15.
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The following Conditions of Approval are provided by the Engineering, Natural Resources, or Building Divisions of the City's Community Development Department or Tualatin Valley Fire and Rescue, all of which have authority over development approval. A number of these Conditions of Approval are not related to land use regulations under the authority of the Development Review Board or Planning Director. Only those Conditions of Approval related to criteria in Chapter 4 of Wilsonville Code and the Comprehensive Plan, including but not limited to those related to traffic level of service, site vision clearance, recording of plats, and concurrency, are subject to the Land Use review and appeal process defined in Wilsonville Code and Oregon Revised Statutes and Administrative Rules. Other Conditions of Approval are based on City Code chapters other than Chapter 4, state law, federal law, or other agency rules and regulations. Questions or requests about the applicability, appeal, exemption or non-compliance related to these other Conditions of Approval should be directed to the City Department, Division, or non-City agency with authority over the relevant portion of the development approval.

Engineering Division Conditions:

PF 1.	<u>With the building permit submittal:</u> Submit plans showing all outdoor trash enclosures shall be covered and hydraulically isolated in accordance with Chapter 3 of the Public Works Construction Standards.
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Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case File DB25-0003. The exhibit list below reflects the electronic record posted on the City's website and retained as part of the City's permanent electronic record. Any

inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City's website and retained as part of the City's permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

- A1.** Staff report and findings (this document)
- A2.** Staff's Presentation Slides for Public Hearing (to be presented at Public Hearing)

Materials from Applicant

- B1.** Signed Development Application
- B2.** Applicant's Narrative
- B3.** Site Plan
- B4.** Existing Modular Offices Information
- B5.** Tax Map and Plat
- B6.** Applicant's Incomplete Application Response

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application for the Stage 2 Final Plan Modification and Site Design review was received on May 20, 2025. Based on the information submitted City staff determined the application to be incomplete on June 12, 2025. A second submittal was received on July 21, 2025. Based on the information submitted the application was deemed complete on August 12, 2025. The City must rendered a final decision on the application, including any appeals, by December 10, 2025.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI-RSIA	Greenfield
East:	PF	BPA Substation
South:	PDI	Sunbelt Rentals
West:	PDI/N/A	Jubitz Gas Station/Washington County

3. Previous Planning Approvals:

91PC33 – Stage I Master Plan

94DR18 – Site Design Review

99DB03 – Site Design Review

DB14-0032 et al. – Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan

DB14-0046 – Two-year Temporary Use Permit

DB16-0012 – Two-year Temporary Use Permit Extension

AR16-0098 – Class I Revision to Temporary Use Permit

DB18-0022 – Two-year Temporary Use Permit Extension

DB20-0026 and DB20-0027 – Stage I Master Plan Revision, Five-Year Temporary Use Permit Extension

4. The applicant has complied with Sections 4.013-4.031 of the Wilsonville Code, said sections pertaining to review procedures and submittal requirements. The required public notices have been sent and all proper notification procedures have been satisfied.

Findings:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

General Information

Application Procedures-In General Section 4.008

The processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

The application has the signature of Matt Ketchem, General Manager for Republic Services, an authorized signer for the property owner, Republic Services.

Pre-Application Conference Subsection 4.010 (.02)

The City determined a Pre-application conference on was not necessary for this project.

Lien Payment before Approval Subsection 4.011 (.02) B.

No applicable liens exist for the subject property. The application can thus move forward.

General Submission Requirements Subsection 4.035 (.04) A.

The applicant has provided all of the applicable general submission requirements.

Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district and City review uses the general development regulations listed in Sections 4.150 through 4.199.

Request A: Stage 2 Final Plan Modification (STG225-0002)

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Planned Development Regulations

Planned Development Purpose & Lot Qualifications

Subsection 4.140 (.01) and (.02)

- A1.** The proposed Stage 2 Final Plan Modification to permanently approve the formally temporary approved modular offices is consistent with the Planned Development Regulations purpose statement.

Ownership Requirements

Subsection 4.140 (.03)

- A2.** The subject parcels are under the ownership of the Republic Services, for whom an authorized signer, Matt Ketchem, General Manager, signed the application.

Professional Design Team

Subsection 4.140 (.04)

- A3.** The applicant has utilized a professional design team, Pioneer Design Group and Pacific Mobile Structures, in accordance with this subsection. Planning and civil engineering services were provided by Pioneer Design Group with Wayne Hayson as Project Manager and Senior Planner.

Development Review Board Role

Subsection 4.140 (.09) B.

- A4.** The Development Review Board review considers all applicable permit criteria set forth in the Planning and Land Development Code and staff recommends the Development Review Board approve the application with conditions of approval.

Conformance with Comprehensive Plan and other Applicable Plans and Ordinances

Subsection 4.140 (.09) J. 1.

- A5.** The proposal does not change the site's consistency with the Comprehensive plan's Industrial designating of the site or other applicable plans. The site's use, which includes a waste Material Recovery Facility, storage, and office space, is allowed in the Planned Development Industrial zone. The Transportation Systems Plan calls for no additional frontage or road improvements along Ridder Road.

Expiration of Approval

Subsection 4.140 (.09) I. and Section 4.023

- A6.** The Stage 2 approval, along with associated applications, is subject to expiration two (2) years from the date of approval unless an extension is granted pursuant to applicable provisions. However, the modular offices subject to this application have already been placed on the site under a previously approved temporary use permit. As such, substantial development has occurred, thereby vesting the proposed modified Stage 2 Development Plan.

Traffic Concurrency

Subsection 4.140 (.09) J. 2.

- A7.** The application is a request to modify a previously approved Stage 2 Final Plan by making a temporary use a permanent use. The Traffic Impact Analysis conducted as a part of the original approval, DB14-0032 through DB14-0035, considered the impact of the addition of 3,960 sq. ft. of office space and therefore a traffic study was not required as a part of the application as there is no expected impact to traffic as assessed with the original approval.

Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

- A8.** Facilities and services are available and sufficient to serve the proposed development.

Adherence to Approved Plan and Modification Thereof

Subsection 4.140 (.10) A. and 4.030 (.01) B. 1.

- A9.** Condition of Approval PDB 1 ensures adherence to approved plans except for minor revisions by the Planning Director.

Standards Applying to Industrial Development in Any Zone

Development Standards Applicability

Subsection 4.117

- A10.** The subject property is an approved industrial use in the PDI zone that meets the standards of this Section. The modifications to the Stage 2 Final Plan will continue to support the industrial use of the site with 10% of the site including office use and 90% continuing as industrial use.

Standards Applying in All Planned Development Zones

Underground Utilities

Subsection 4.118 (.02)

- A11.** The applicant's plans show all utilities underground.

Waivers

Subsection 4.118 (.03)

- A12.** The applicant does not request any waivers.

Other Requirements or Restrictions

Subsection 4.118 (.03) E.

A13. Staff does not recommend any additional requirements or restrictions pursuant to this subsection.

Impact on Development Cost

Subsection 4.118 (.04)

A14. Implementation of standards and imposing conditions beyond minimum standards and requirements do not unnecessarily increase the cost of development. No parties have raised such concerns.

Habitat Friendly Development Practices

Subsection 4.118 (.09)

A15. No grading, vegetation removal, or additional impervious surfaces are included as a part of this application.

Planned Development Industrial (PDI) Zone

Purpose of PDI Zone

Subsection 4.135 (.01)

A16. The stated purpose of the PDI zone is to provide opportunities for a variety of industrial operations and associated uses. The proposed development includes a waste disposal complex containing a variety of industrial operations and associated uses consistent with the purpose stated in this subsection.

Typically Permitted Uses

Subsection 4.135 (.03)

A17. The proposal to modify the Stage 2 Final Plan to make the 3,600 sq. ft. modular offices a permanent use and structure is consistent with the approved Stage 1 Master Plan and PDI Zone. The site includes a variety of industrial and associated uses, including the 56,992 sq. ft. Materials Recovery Facility, 13,754 sq. ft. shop, 3,900 administrative office, and storage areas. The addition of the 3,600 sq. ft. office space will support the main industrial uses of the site. The combination of the administrative office space and staff office space will comprise 10% of the use on site, which is below the 30% office space maximum. These uses are consistent with the uses typically permitted and are allowed outright within the PDI zone.

Block and Access Standards

Subsections 4.131.05 (.07) and 4.131 (.03)

A18. The proposal requests no changes to blocks or access spacing.

Industrial Performance Standards

Industrial Performance Standards

Subsection 4.135 (.05)

A19. The proposed project meets the performance standards of this subsection as follows:

- Pursuant to standard A (enclosure of uses and activities), no changes to site activity are proposed with this application and all activities associated with the office space will occur within the modular structure.
- Pursuant to standard B (vibrations), there is no indication that approving the modular offices as a permanent use and structure will produce vibrations detectable off site without instruments.
- Pursuant to standard C (emissions), there is no indication the proposed use would produce the odorous gas or other odorous matter.
- Pursuant to standard D (open storage), no changes to open storage are proposed with this application.
- Pursuant to standard E (night operations and residential areas), no changes to operations are proposed with this application.
- Pursuant to standard F (heat and glare), the applicant proposes no exterior operations creating heat and glare.
- Pursuant to standard G (dangerous substances), there are no prohibited dangerous substances associated with the proposed office use.
- Pursuant to standard H (liquid and solid wastes), staff has no evidence that the operations would violated standards defined for liquid and solid waste.
- Pursuant to standard I (noise), staff has no evidence that noise generated from the proposed operations would violate the City's Noise Ordinance and noises produced in violation of the Noise Ordinance would be subject to the enforcement procedures established in WC Chapter 6 for such violations.
- Pursuant to standard J (electrical disturbances), staff has no evidence that the proposed use would have any prohibited electrical disturbances.
- Pursuant to standard K (discharge of air pollutants), staff has no evidence that the proposed use would produce any prohibited discharge.
- Pursuant to standard L (open burning), the applicant proposes no open burning.
- Pursuant to standard M (outdoor storage), no changes to open storage are proposed with this use.
- Pursuant to standard N (unused area landscaping), no unused areas will be bare.

On-site Pedestrian Access and Circulation

Site Circulation and Pathways

Subsection 4.154 (.01) B.

A20. No changes to site circulation are proposed under this application. The modular office buildings are centrally located within an active industrial operation where established

safety protocols govern employee and visitor movement. The buildings serve as operational and maintenance offices for Republic Services and are not accessible to the general public or pedestrians who are not following industrial safety procedures. Public pedestrian access areas within the broader site remain unchanged and continue to operate under previously approved circulation plans.

Parking and Loading

Parking Standards

Section 4.155 (.02) and (.03)

A21. No changes to vehicle parking are proposed or required with this application.

Bicycle Parking

Required Bicycle Parking

Section 4.155 (.04) A. 1.

A22. Office uses require one bicycle parking space per 5,000 square feet or a minimum of two (2) bicycle parking spaces. The applicant proposes two (2) bicycle parking spaces within the modular offices.

Bicycle Parking Standards

Section 4.155 (.04) B.

A23. The applicant's plans show two (2) internal bicycle parking spaces. A Condition of Approval will ensure adequate maneuvering space is provided prior to issuance of Certificate of Occupancy.

Other Development Standards

Access, Ingress, and Egress

Section 4.167

A24. The site takes access from SW Ridder Road. No changes to the access are proposed with this project.

Natural Features and Other Resources

Section 4.171

A25. No natural resources or features will be impacted by the proposal to make the modular offices a permanent use.

Access Drives and Travel Lanes

Subsection 4.177 (.08)

A26. The design of the access drives provides clear travel lanes, free from obstructions. The design shows all drive aisles as asphalt. No changes to access and travel lanes are proposed with this project.

Outdoor Lighting

Sections 4.199.20 through 4.199.60

A27. No changes to outdoor lighting are proposed with this project. This standard will continue to be met.

Underground Installation of Utilities

Sections 4.300-4.320

A28. All utilities on site are existing and underground, no new utilities are proposed.

Public Safety and Crime Prevention

Design for Public Safety, Surveillance and Access

Subsections 4.175 (.01) and (.03)

A29. The proposed development is designed to a reasonable extent to deter crime and ensure public safety. The proposed development includes a perimeter fence for security around the operations yard, security cameras, electronic controlled access gates, and separated staff and visitor parking areas.

Lighting to Discourage Crime

Subsection 4.175 (.04)

A30. No changes to outdoor lighting are proposed or required in connection to this application.

Landscaping Standards

Landscaping Standards Purpose

Subsection 4.176 (.01)

A31. No changes to landscaping are proposed with this application.

Mixed Solid Waste and Recyclables Storage

DRB Review of Adequate Storage Area, Minimum Storage Area

Subsections 4.179 (.01)

A32. By virtue of having the regional material recovery facility (MRF) onsite the site far exceeds any solid waste storage area requirements.

Review by Franchise Garbage Hauler

Subsection 4.179 (.07).

A33. The applicant is the franchised hauler and will handle solid waste consistent with their standards.

Request B: Site Design Review (SDR25-0003)

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Site Design Review

Excessive Uniformity, Inappropriateness Design
Subsection 4.400 (.01) and Subsection 4.421 (.03)

B1. Staff summarizes the compliance with this subsection as follows:

Excessive Uniformity: The proposed development is unique to the particular development context and does not create excessive uniformity.

Inappropriate or Poor Design of the Exterior Appearance of Structures: The proposed modular buildings are designed and finished in a manner that minimizes visual impact and promotes compatibility with the existing built environment. Although the structures have limited off-site visibility, they are painted to match the primary color palette of existing buildings on the site. This design choice reflects a thoughtful adaptation of standard modular construction to the site context, contributing to visual cohesion and maintaining the aesthetic character of the area.

Inappropriate or Poor Design of Signs: No signs are proposed.

Lack of Proper Attention to Site Development: The applicant employed the skills of the appropriate professional services to design the site, demonstrating appropriate attention to site development. Painting the modular buildings to match the color palette of the site and placing them in a manner that supports operations and circulation on the site demonstrates proper attention to site development.

Lack of Proper Attention to Landscaping: No impacts to landscaping are proposed.

Objectives of Site Design Review

Objectives of Site Design Review
Subsection 4.400 (.02) and Subsection 4.421 (.03)

B2. The professionally designed site demonstrates adequate thought to ensure proper functioning of the site. This includes placing the modular offices in a manner that supports operations and circulation on the site demonstrates proper attention to site development.

High Quality Visual Environment
Subsection 4.400 (.02) A. and Subsection 4.421 (.03)

B3. The thoughtful placement of the modular offices as well as painting the buildings to match the color palette of the site supports a quality visual environment.

Proper Relationships with Site and Surroundings
Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- B4.** The applicant prepared a professional site-specific design that carefully considers the relationship of the modular offices with other improvements with other improvements on the site.

Regard to Natural Aesthetics

Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- B5.** The proposal does not impact the site's natural aesthetic, including preserved trees and existing screening landscaping.

Attention to Exterior Appearances

Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- B6.** The applicant used painted the exterior of the standard modular offices to match the color palette of the broader campus demonstrating appropriate attention to exterior appearance.



Protect and Enhance City's Appeal and Environment

Subsection 4.400 (.02) E.-F., H.-J. and Subsection 4.421 (.03)

- B7.** The limited visibility of the modular office units, located on an industrial site, will not significantly affect the City's visual character, overall appeal, or surrounding property values, nor will it contribute to visual blight.

Adequate Public Facilities

Subsection 4.400 (.02) G. and Subsection 4.421 (.03)

- B8.** As found in the Stage 2 Final Plan modifications, see Request A, adequate public facilities serve the site.

Jurisdiction and Power of the DRB for Site Design Review

Development Must Follow DRB Approved Plans

Section 4.420

- B9.** Condition of Approval PDC 1 ensures construction, site development, and landscaping are carried out in substantial accord with the approved plans, drawings, sketches, and other documents. The City will not issue any building permits for portions of the improvements prior to land use approval.

Design Standards

Preservation of Landscaping Subsection 4.421 (.01) A.

- B10.** No changes to landscaping or existing natural resources are proposed with this application.

Harmony of Proposed Buildings to Environment Subsection 4.421 (.01) B.

- B11.** The proposed modular offices sits appropriately next to the operation areas of a large industrial site to provide office space to support operations creating. It does not negatively impact the overall site's harmony with the surrounding natural environment.

Special Attention to Drives, Parking, and Circulation Subsection 4.421 (.01) C.

- B12.** No changes to drives, parking, and circulation are proposed or required with this application. Special attention is demonstrated by meeting the various related standards, including in Sections 4.154 and 4.155 as reviewed as part of Request A.

Special Attention to Surface Water Drainage Subsection 4.421 (.01) D.

- B13.** The review process is paying special attention to storm drainage as required by the Public Works Standards.

Harmonious Above Ground Utility Installations Subsection 4.421 (.01) E.

- B14.** No above ground utility installations are proposed.

Indication of Sewage Disposal Subsection 4.421 (.01) E.

- B15.** No changes to sewage disposal are proposed with this application.

Screening and Buffering of Special Features Subsection 4.421 (.01) G.

- B16.** The applicant does not propose any special features requiring additional screening or buffering.

Design Standards Apply to All Buildings, Structures, Signs, and Features

Subsection 4.421 (.02)

- B17.** No exempt buildings, structures, signs, or features are proposed that are not being reviewed under the Site Design Review standards.

Color or Materials Requirements

Subsection 4.421 (.06)

- B18.** The existing modular offices are painted blue to match the color of the other existing buildings on the Republic Services campus and have very limited off-site visibility. The materials used are typical for modular buildings. Staff does not recommend any additional requirements or conditions related to colors and materials.

Standards for Mixed Solid Waste and Recycling Areas

Mixed Solid Waste and Recycling Areas Colocation

Subsection 4.430 (.02) A.

- B19.** By virtue of sharing the site with a regional materials recovery facility (MRF), the proposal provides far above the required storage area for both solid waste and recyclables.

Site Design Review Submission Requirements

Submission Requirements

Section 4.440

- B20.** The applicant submitted a site plan drawn to scale.

Outdoor Lighting

Applicability of Outdoor Lighting Standards

Sections 4.199.20 and 4.199.60

- B21.** No changes to outdoor lighting are proposed as a part of this application and the Outdoor Lighting Standards will continue to be met.



29799 SW Town Center Loop E, Wilsonville, OR 97070
 Phone: 503.682.4960 Fax: 503.682.7025
 Web: www.ci.wilsonville.or.us

Planning Division Development Permit Application

Item 2.

Final action on development application or zone change is required within 120 days per ORS 227.175 or as otherwise required by state or federal law for specific application types.

A pre application conference may be required.

The City will not accept applications for wireless communication facilities or similar facilities without a completed copy of a Wireless Facility Review Worksheet.

The City will not schedule incomplete applications for public hearing or send administrative public notice until all of the required materials are submitted.

Applicant:

Name: Matt Ketchem, GM
 Company: Republic Services
 Mailing Address: 10925 SW Ridder Rd
Wilsonville, OR 97070
 Phone: 503-404-4176 Fax: _____
 E-mail: MKetchem@republicservices.com

Property Owner:

Name: WRI/Republic Services (same as applicant)
 Company: _____
 Mailing Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

Authorized Representative:

Name: Wayne Hayson
 Company: Pioneer Design Group
 Mailing Address: 9020 SW Washington Sq. Rd, #170
Portland, OR 97223
 Phone: 503-643-8286 Fax: _____
 E-mail: whayson@pd-grp.com

Property Owner's Signature:

Matthew D Ketchem

Printed Name: Matthew Ketchem Date: 5/13/2025

Applicant's Signature: (if different from Property Owner)

Printed Name: _____ Date: _____

Site Location and Description:

Project Address if Available: 10925 SW Ridder Road Suite/Unit _____
 Project Location: NE quadrant Ridder/Garden Acres Road
 Tax Map #(s): T3S R1W 2C Tax Lot #(s): 1400 County: ☒ Washington ☐ Clackamas

Request:

Site Design Review and Stage II Final Plan for changing temporary office building into a
permanent structure.

Project Type: ☒ Class I ☐ Class II ☐ Class III ☒

☐ Residential ☐ Commercial ☒ Industrial ☐ Other: _____

Application Type(s):

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Appeal | <input type="checkbox"/> Comp Plan Map Amend | <input type="checkbox"/> Parks Plan Review |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Major Partition | <input type="checkbox"/> Minor Partition | <input type="checkbox"/> Request to Modify Conditions |
| <input type="checkbox"/> Plan Amendment | <input type="checkbox"/> Planned Development | <input type="checkbox"/> Preliminary Plat | <input checked="" type="checkbox"/> Site Design Review |
| <input type="checkbox"/> Request for Special Meeting | <input type="checkbox"/> Request for Time Extension | <input type="checkbox"/> Signs | <input checked="" type="checkbox"/> Stage II Final Plan |
| <input type="checkbox"/> SROZ/SRIR Review | <input type="checkbox"/> Staff Interpretation | <input type="checkbox"/> Stage I Master Plan | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Type C Tree Removal Plan | <input type="checkbox"/> Tree Permit (B or C) | <input type="checkbox"/> Temporary Use | <input type="checkbox"/> Other (describe) |
| <input type="checkbox"/> Villebois SAP | <input type="checkbox"/> Villebois PDP | <input type="checkbox"/> Villebois FDP | |
| <input type="checkbox"/> Zone Map Amendment | <input type="checkbox"/> Waiver(s) | <input type="checkbox"/> Conditional Use | |



**Land Use Application
City of Wilsonville**

**Class III
Stage 2 Final Plan Modification and
Site Design Review
Modular Office Building

Republic Services**

Updated July 18, 2025

APPLICANT/OWNER:

**Republic Services - Willamette Resources Inc. (WRI)
10295 SW Ridder Road
Wilsonville, OR 97070
Contact: Matt Ketchem
MKetchem@republicservices.com
503-404-4176**

APPLICANT'S REPRESENTATIVES:

**Pioneer Design Group – Planning, Civil Engineering, Surveying
9020 SW Washington Square Dr., Suite 170
Portland, OR 97223
Contact: Wayne Hayson
whayson@pd-grp.com
503-643-8286**



FACT SHEET:

Project Name: Republic Services Modular Buildings

Type of Application: Site Design Review and Stage II Final Plan Revision

Site Location: 10295 SW Ridder Road

Tax Lots: T3S R1W, Map 2C, Lot 1400, Washington County

Land Area: Portion of 16.84 acres

Comp. Plan/Zoning: Industrial/PDI, Planned Development Industrial

Property Owner: Willamette Resources, Inc., Wholly-owned subsidiary of Republic Services, Inc.

Design Team:

Planning and Civil Engineering
Pioneer Design Group
Wayne Hayson, Senior Planner/Project Manager
whayson@pd-grp.com

Pacific Mobile Structures
13970 Fir St
Oregon City, OR 97045
(503) 722-2998

I. INTRODUCTION

The applicant seeks approval for the permanent use of the Modular Offices located west of the Maintenance Shop through a Type II Site Design Review and Stage II Final Plan. The Modular Offices had been previously approved as a temporary structure through a Temporary Use Permit, originally approved in May 2016 (DB16-0012). Per DRB Resolution No. 378, a 5-Year Temporary Use Permit Extension was approved in May 2020 (DB20-0027), along with an update to the original Master Plan. The current Temporary Use Permit expires May, 27 2025.

Republic Services is located at 10925 SW Ridder Road, also identified as Tax Lot 1400, Map 3S1W 02C, City of Wilsonville, Washington County, Oregon.

As per AR-16-0098, the temporary offices were relocated from south side of the Materials Recovery Facility (MRF) to west of the Maintenance Shop in November 2016. The previous two single-wide units were replaced with one larger (triple-wide) modular office structure. Plans for the existing office building are included with this submittal.

While Republic desires construction of the permanent offices as soon as possible, corporate funding is not easily secured, given competition of other facilities throughout the United States. Additionally, the existing office structure continues to meet current employee space needs and the current location is functioning very well. This location offers good orientation and efficient coordination of the operations, drivers, and maintenance shop functions.

The current zoning of the primary site is PDI, Planned Development Industrial. The site is currently developed with:

- Administrative Offices;
- Solid Waste Material Recovery Facility (MRF) (94DR18 and 99DB03);
- Fleet Maintenance Shop (DB14-0032-0035); and
- CNG Fueling facilities (DB15-0051-0053 & DB15-0057)

However, the north annexed property (Tax Lot 600) is zoned PDI-RSIA, consistent with the Coffee Creek Industrial Area Master Plan.

Surrounding Development

To the north and west of the Material Recovery Facility is undeveloped industrial land, which is currently not within the City Limits, but is within the urban growth boundary.

To the east is a BPA Substation.

To the south is the Tarr Oil Card-lock fuel station, Hartung (Oregon) Glass and Interstate Trucking.

Existing Access and Road Improvements

The subject site has excellent collector street access via Ridder Road, which intersects with 95th Avenue, approximately one-half mile to the east. 95th Avenue intersects with SW Boones Ferry Road (arterial) just under a half mile to the north, and with Boeckman Road (arterial) about one mile to the south. The existing facility has two access drives off of Ridder Road.

As part of the 2014 land use approvals, Republic dedicated 6.5 feet for additional right-of-way along the site frontage of Ridder and 11.5 feet along their frontage on Garden Acres Roads. Frontage improvements along Ridder and Garden Acres Roads were constructed by the City.

Proposed – Site Design Review & Stage II Final Plan Revision

The existing modular office structure is to remain in place as constructed and become a permanent building on site. The location is shown on the updated Master Plan, which will now show the office building as a permanent structure.

The applicant has also included the building design plans and elevations with this submittal.

Traffic Impact Assessment

The current traffic impacts for Republic's operations have been considered as part of all the prior approvals for the maintenance shop and accounted for the existing 60 truck fleet. The approval of the existing office structure will not have any net effect on the existing trip generation. Therefore, a traffic impact assessment is not required.

II. Comprehensive Plan Compliance

The subject property is designated for industrial use on the Comprehensive Plan Map. Consistent with the Industrial Plan designation, the property is zoned Planned Development Industrial (PDI).

There are no identified flood plains, natural hazards or significant natural resource areas associated with this property. The property is also not within a designated Area of Special Concern.

Industrial Development

Wilsonville is basically a compact City, for this reason all industrial development should be compatible with adjacent or nearby commercial and/or residential areas. Therefore, there is little need for more than one industrial designation. For all practical purposes, all development should be guided by the same general standards dealing with intensity, etc.

RESPONSE

The current and proposed uses for the property are industrial; and they are consistent with the prior land use approvals, thereby being consistent with the Industrial Plan and Zone designations. The original planning approvals confirmed that the MRF is an appropriate industrial use, consistent with Wilsonville's goals and design objectives.

The company's waste hauling and material recovery activities are an essential function within an urban environment.

Conclusion – Urban Services

All necessary primary urban services are available and serving the existing buildings with adequate capacities.

CONCLUSION – Comprehensive Plan Compliance

Although the phasing schedule has changed, the Stage I Master Plan has previously been approved as being consistent with the Comprehensive Plan and PDI zoning.

Based on the findings above, the application demonstrates that the proposed Development Plans will be in full compliance with the applicable policies, objectives, and implementing measures of the Comprehensive Plan, Transportation System Plan, and Coffee Creek Industrial Area Master Plan.

III. Development Code Compliance

Consistent with the Industrial designation in the Comprehensive Plan, the current developed portion of the subject property is zoned PDI, Planned Development Industrial.

To simplify the format, Code provisions are generally addressed in the order in which they appear in the Code.

Chapter 4 – Planning and Land Development

Administration

4.008 Application Procedures – In General

(.02) *Unique features of Wilsonville's development review processes. The Wilsonville Land Development and Planning Ordinance is structured and implemented differently than the Codes of most other cities. These differences are summarized below:*

F. For a Planned Development there are four phases of project approval. Some of the phases may be combined, but generally the approvals

move from the conceptual stage through to detailed architecture, landscape, and site plan review in stages:

- 1. Rezoning*
- 2. Stage 1 – Preliminary Plan;*
- 3. Stage 2 – Final Plan; and*
- 4. Site Design Review.*

RESPONSE: In order to permit the modular office building, the applicant is submitting a Site Design Review and Stage II Final Plan. These steps are part of the Planned Development Process as described above.

4.035 Site Development Permits

- (.01) Procedures for Processing Site Development Permit.*
- A. Unless the matter is subject to a public hearing process for a land development permit, an application for a Site Development Permit shall be processed through a Class I or II procedure as set forth below.*
 - B. When an application and proposed development plan is submitted, the Planning Director shall determine the appropriate procedure specified by the Code, together with the determination of affected departments, public agencies and property owners. Where there is a question as to the appropriate type of procedure, the Director may elect to process the application as a Class II Administrative Review item.*
 - C. The Planning Director shall be responsible for the coordination of the Development Permit application and decision-making procedure and shall only issue a Development Permit to an applicant whose application and proposed development are found to be in compliance with all of the applicable provisions set forth in the Comprehensive Plan and Chapter 4 of this Code. Before issuing the Development Permit, the Director shall be provided with the detail required to establish full compliance with the requirements of this Code.*

RESPONSE: The applicant is aware of the procedures as listed above for the submitted Site Development Permit application and has provided the necessary documentation per the following sections.

(.02) Class I Administrative Review

(.03) Class II Administrative Review

(.04) Site Development Permit Application.

- A. An application for a Site Development Permit shall consist of the materials specified as follows, plus any other materials required by this Code.*
 - 1. A completed Permit application form, including identification of the project coordinator, or professional design team.*

2. *An explanation of intent, stating the nature of the proposed development, reasons for the Permit request, pertinent background information, information required by the development standards and other information specified by the Director as required by other sections of this Code because of the type of development proposal or the area involved or that may have a bearing in determining the action to be taken. As noted in Section 4.014, the applicant bears the burden of proving that the application meets all requirements of this Code.*

RESPONSE: The applicant has provided a completed application form and the information required of this section within this narrative and other materials submitted. This criterion is met.

3. *Proof that the property affected by the application is in the exclusive ownership of the applicant, or that the applicant has the consent of all individuals or partners in ownership of the affected property.*
4. *Legal description of the property affected by the application.*

RESPONSE: The applicant has provided a partition plat of the property with this submittal. This criterion is met.

5. *The application shall include conceptual and quantitatively accurate representations of the entire development sufficient to judge the scope, size and impact of the development on the community, public facilities and adjacent properties; and except as otherwise specified in this Code, shall be accompanied by the following information,*
6. *Unless specifically waived by the Director, the submittal shall include: ten copies folded to 9" × 12" or (one set of full-sized scaled drawings and nine 8½" × 11" reductions of larger drawings) of the proposed Site Development Plan, including a small-scale vicinity map and showing:*
 - a. *Streets, private drives, driveways, sidewalks, pedestrian ways, off-street parking, loading areas, garbage and recycling storage areas, power lines and railroad tracks, and shall indicate the direction of traffic flow into and out of off-street parking and loading areas, the location of each parking space and each loading berth and areas of turning and maneuvering vehicles.*
 - b. *The Site Plan shall indicate how utility service, including sanitary sewer, water and storm drainage, are to be provided. The Site Plan shall also show the following off-*

site features: distances from the subject property to any structures on adjacent properties and the locations and uses of streets, private drives, or driveways on adjacent properties.

RESPONSE: The applicant seeks permanent approval for modular office building that was previously permitted as a temporary structure. As such, the Site Plan includes the existing site conditions and features. The applicant does not propose any changes to the existing site with this submittal.

- c. Location and dimensions of structures, utilization of structures, including activities and the number of living units.*

RESPONSE: The locations of the modular office building are shown on the Existing Site Plan and the dimensions and building details are included with the building elevation sheets.

- d. Major existing landscaping features including trees to be saved, and existing and proposed contours.*
e. Relevant operational data, drawings and/or elevations clearly establishing the scale, character and relationship of buildings, streets, private drives, and open space.

RESPONSE: The applicant has included the relevant building plans and elevations for the existing modular buildings. This criterion is met.

- f. Topographic information sufficient to determine direction and percentage of slopes, drainage patterns, and in environmentally sensitive areas, e.g., flood plain, forested areas, steep slopes or adjacent to stream banks, the elevations of all points used to determine contours shall be indicated and said points shall be given to true elevation above mean sea level as determined by the City Engineer. The base data shall be clearly indicated and shall be compatible to City datum, if bench marks are not adjacent. The following intervals shall be shown...*

RESPONSE: The applicant has provided the current topographic conditions in existing site plan and the updated Master Plan. Contours are shown on the existing conditions sheet. Additionally, the site grading was approved at the time of building and no major changes have occurred to the slopes or drainage patterns of the site. This criterion is met.

- g. A tabulation of land area, in square feet, devoted to various uses such as building area (gross and net rentable), parking and paving coverage, landscaped area coverage and average residential density per net acre.*

RESPONSE: Land areas and the corresponding uses are shown on the updated Master Plan. This development is industrial; therefore the average residential density is zero.

h. An application fee as set by the City Council.

RESPONSE: The applicant has provided the application fee of \$6,257 (\$2,685 for the Site Design Review and \$3,572 for the Stage 2 Final Plan Modification), per the current City of Wilsonville Development fee schedule.

i. If there are trees in the development area, an arborist's report, as required in Section 4.600. This report shall also show the impacts of grading on the trees.

RESPONSE: There are no trees in the development area, therefore an arborist's report was not included and this criterion does not apply.

j. A list of all owners of property within 250 feet of the subject property, printed on label format. The list is to be based on the latest available information from the County Assessor.

RESPONSE: Public notice for the proposed development is not required for this Site Development permit. This criterion does not apply.

Section 4.117. Standards Applying to Industrial Developments in any Zone

(.01) All industrial developments, uses, or activities are subject to performance standards. If not otherwise specified in the Planning and Development Code, industrial developments, uses, and activities shall be subject to the performance standards specified in Section 4.135 (.07) (PDI Zone).

Section 4.118. Standards applying to all Planned Development Zones:

(.01) Height Guidelines: In "S" overlay zones, the solar access provisions of Section 4.137 shall be used to determine maximum building heights. In cases that are subject to review by the Development Review Board, the Board may further regulate heights as follows:

- A. Restrict or regulate the height or building design consistent with adequate provision of fire protection and fire-fighting apparatus height limitations.*
- B. To provide buffering of low density developments by requiring the placement of three or more story buildings away from the property lines abutting a low density zone.*
- C. To regulate building height or design to protect scenic vistas of Mt. Hood or the Willamette River.*

RESPONSE: The City has not adopted an “S” Overlay zone for the area of Republic’s facility.

The height of each modular office building is approximately 15.25 feet from grade to the maximum building height and is consistent with adequate provisions for fire protection and fire-fighting height limitations.

There is limited nearby rural residential development. However, screening and buffering has already been provided from the developed portion of the property.

(.02) Underground Utilities shall be governed by Sections 4.300 to 4.320. All utilities above ground shall be located so as to minimize adverse impacts on the site and neighboring properties.

RESPONSE: All existing utilities have been undergrounded consistent with code requirements. No new utilities are necessary for the conversion from a temporary to a permanent structure. This criterion does not apply.

(.03) Notwithstanding the provisions of Section 4.140 to the contrary, the Development Review Board, in order to implement the purposes and objectives of Section 4.140, and based on findings of fact supported by the record may:

A. Waive the following typical development standards:

- 1. minimum lot area;*
- 2. lot width and frontage;*
- 3. height and yard requirements;*
- 4. lot coverage;*
- 5. lot depth;...*

RESPONSE: The applicant is not requesting any waivers from code provisions listed in this Section. This criterion does not apply.

Section 4.135 PDI - Planned Development Industrial Zone.

(.01) Purpose. The purpose of the PDI zone is to provide opportunities for a variety of industrial operations and associated uses.

(.02) The PDI Zone shall be governed by Section 4.140, Planned Developments Regulations and as otherwise set forth in this Code

(.03) Uses that are typically permitted:

A. Warehouses and other buildings for storage of wholesale goods, including cold storage plants.

- B. Storage and wholesale distribution of agricultural and other bulk products, provided that dust and odors are effectively contained within the site.*
- C. Assembly and packing of products for wholesale shipment*
- D. Manufacturing and processing*

...

RESPONSE: As stated, “*the purpose of the PDI zone is to provide opportunities for a variety of industrial operations and associated uses*”. The MRF and General Solid Waste Disposal operations conducted at this site have previously been approved as allowable industrial uses in the PDI Zone. The prior approved truck maintenance operations and the CNG fueling are a normal and customary accessory uses to the current permitted operations.

There is no retail use associated with this development or the campus in general. Therefore, the proposed development and uses are allowed uses consistent with the purpose of the PDI Zone.

- (.04) *Block and access standards:*
The PDI zone shall be subject to the same block and access standards as the PDC zone, Section 4.131(.02) and (.03).

The existing development, lot pattern and abutting road network establish the block spacing. No new blocks or points of access are proposed in the current site plan.

Therefore, we conclude that the proposed design complies with the PDI zoning provisions in this section.

- (.05) *Performance Standards.**The following performance standards apply to all industrial properties and sites within the PDI Zone, and are intended to minimize the potential impacts of industrial activities on the general public and on other land uses or activities. They are not intended to prevent conflicts between different uses or activities that may occur on the same property.*

- A. All uses and operations except storage, off-street parking, loading, and unloading shall be confined, contained, and conducted wholly within completely enclosed buildings, unless outdoor activities have been approved as part of Stage II, Site Design or Administrative Review.*

RESPONSE: Republic Services provides trash and recycling service to the surrounding area. All operations and use of the modular office building are contained within the building. All existing uses and activities conducted on the site maintain compliance with (.05)A. This criterion is met.

- B. *Vibration...*
- C. *Emission of odorous gases...*
- D. *Any open storage...*
- E. *No building customarily used for night operations...*
- F. *Heat and Glare...*
- G. *Dangerous Substances...*
- H. *Liquid and Solid Wastes*
- I. *Noise...*
- J. *Electrical Disturbances...*
- K. *Discharge Standards...*
- L. *Open Burning...*
- M. *Storage...*
- N. *Landscaping...*

RESPONSE: The modular office building exists on site and is currently in use. This application seeks to approve the current modular office building as a permanent structure. Consistent with prior approvals, all existing building and operations comply with the above performance standards.

This is an existing operation, so no additional parking is needed.

ZONING On-site Pedestrian Access and Circulation

4.140 – Planned Development Regulations

(.04) Professional Design.

- A. *The applicant for all proposed Planned Developments shall certify that the professional services of the appropriate professionals have been utilized in the planning process for development.*
- B. *Appropriate professionals shall include, but not be limited to the following to provide the elements of the planning process set out in Section 4.139:*
 - 1. *An architect licensed by the State of Oregon;*
 - 2. *A landscape architect registered by the State of Oregon;*
 - 3. *An urban planner holding full membership in the American Institute of Certified Planners, or a professional planner with prior experience representing clients before the Development Review Board, Planning Commission, or City Council; or*
 - 4. *A registered engineer or a land surveyor licensed by the State of Oregon.*

- C. *One of the professional consultants chosen by the applicant from either 1, 2, or 3, above, shall be designated to be responsible for conferring with the planning staff with respect to the concept and details of the plan.*
- D. *The selection of the professional coordinator of the design team will not limit the owner or the developer in consulting with the planning staff.*

RESPONSE: The Planned Development Regulations require a Design Team. The Professional Design Team for this project is listed on pages 6 this report. The team meets the qualifications of this section.

(.07) Preliminary Approval (Stage One):

- A. *Applications for preliminary approval for planned developments shall:*
 - 1. *Be made by the owner of all affected property or the owner's authorized agent; and*
 - 2. *Be filed on a form prescribed by the City Planning Department and filed with said Department.*
 - 3. *Set forth the professional coordinator and professional design team as provided in subsection (.04), above.*
 - 4. *State whether the development will include mixed land uses, and if so, what uses and in what proportions and locations.*
- B. *The application shall include conceptual and quantitatively accurate representations of the entire development sufficient to judge the scope, size, and impact of the development on the community; and, in addition to the requirements set forth in Section 4.035, shall be accompanied by the following information:*
 - 1. *A boundary survey or a certified boundary description by a registered engineer or licensed surveyor.*
 - 2. *Topographic information as set forth in Section 4.035*
 - 3. *A tabulation of the land area to be devoted to various uses, and a calculation of the average residential density per net acre.*
 - 4. *A stage development schedule demonstrating that the developer intends receive Stage II approval within two years of receiving Stage I approval, and to commence construction within two years after the approval of the final development plan, and will proceed diligently to completion; unless a phased development schedule has been approved; in which case adherence to that schedule shall be considered to constitute diligent pursuit of project completion.*
 - 5. *A commitment by the applicant to provide in the Final Approval (Stage II) a performance bond or other acceptable security for the capital improvements required by the project.*

6. *If it is proposed that the final development plan will be executed in stages, a schedule thereof shall be provided.*
7. *Statement of anticipated waivers from any of the applicable site development standards.*

RESPONSE: The current Master Plan was approved in March 2020. This application includes phasing updates to the Master Plan to reflect the permanent modular office building, and current local Site Improvement Priorities.

PDC Stage II, Final Development Plan

(.09) Final Approval (Stage II).

- A. *Unless an extension has been granted by the Planning Director, within two years after the approval or modified approval of a preliminary development plan (Stage I), the applicant shall file with the City Planning Department a final plan for the entire development or when submissions in stages has been authorized pursuant to Section 4.035 for the first unit of the development, a public hearing shall be held on each such application as provided in Section 4.013. As provided in Section 4.134, an application for a Stage II approval within the Coffee Creek Industrial Design Overlay District may be considered by the Planning Director without a public hearing as a Class II Administrative Review as provided in Section 4.035(.03).*
- B. *The Development Review Board or Planning Director, as applicable shall determine whether the proposal conforms to the permit criteria set forth in this Code, and shall approve, conditionally approved, or disapprove the application.*
- C. *The final plan shall conform in all major respects with the approved preliminary development plan, and shall include all information included in the preliminary plan plus the following:*
 1. *The location of water, sewerage and drainage facilities;*
 2. *Preliminary building and landscaping plans and elevations, sufficient to indicate the general character of the development;*
 3. *The general type and location of signs;*
 4. *Topographic information as set forth in Section 4.035;*
 5. *A map indicating the types and locations of all proposed uses; and*
 6. *A grading plan.*
- D. *The final plan shall be sufficiently detailed to indicate fully the ultimate operation and appearance of the development or phase of development. However, Site Design Review is separate and more detailed review of proposed design features, subject to the standards of Section 4.400.*

- E. *Copies of legal documents required by the Development Review Board for dedication or reservation of public facilities, or for creation of non-profit homeowner's association, shall also be submitted.*

RESPONSE:

This application includes a request for an updated Stage I Master Plan and Administrative approval for the existing modular office buildings in order for them to be utilized as permanent structures.

The two-year time line for submitting a Stage II application has previously been met and is no longer applicable for this development.

GENERAL DEVELOPMENT REGULATIONS

4.154 - On-site Pedestrian Access and Circulation

(.01) On-site Pedestrian Access and Circulation:

- A. *The purpose of this section is to implement the pedestrian access and connectivity policies of the Transportation System Plan. It is intended to provide for safe, reasonably direct, and convenient pedestrian access and circulation.*
- B. *Standards. Development shall conform to all of the following standards:*
1. *Continuous Pathway System. A pedestrian pathway system shall extend throughout the development site and connect to adjacent sidewalks, and to all future phases of the development, as applicable*

RESPONSE: A pedestrian pathway extends in front of the modular office to connect to the existing pedestrian pathway system. This pathway system is shown on the Site Plan, as provided.

2. *Safe, Direct, and Convenient. Pathways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, recreational areas/playgrounds, and public rights-of-way and crosswalks based on all of the following criteria:*
 - a. *Pedestrian pathways are designed primarily for pedestrian safety and convenience, meaning they are free from hazards and provide a reasonably smooth and consistent surface.*
 - b. *The pathway is reasonably direct. A pathway is reasonably direct when it follows a route between destinations that*

does not involve a significant amount of unnecessary out-of-direction travel.

- c. The pathway connects to all primary building entrances and is consistent with the Americans with Disabilities Act (ADA) requirements.*
- d. All parking lots larger than three acres in size shall provide an internal bicycle and pedestrian pathway pursuant to Section 4.155(.03)B.3.d.*

RESPONSE: No hazards are apparent for the pedestrian pathway and it is a direct path in front of the modular office to the striped pedestrian pathway. Requirements from the Building Division have ensured ADA compliance.

- 3. Vehicle/Pathway Separation. Except as required for crosswalks, per subsection 4, below, where a pathway abuts a driveway or street it shall be vertically or horizontally separated from the vehicular lane. For example, a pathway may be vertically raised six inches above the abutting travel lane, or horizontally separated by a row of bollards.*

RESPONSE: The pedestrian pathway does not abut a driveway or street.

- 4. Crosswalks. Where a pathway crosses a parking area or driveway, it shall be clearly marked with contrasting paint or paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast).*

RESPONSE: No crosswalks are associated with the pedestrian pathway for the modular building.

- 5. Pathway Width and Surface. Primary pathways shall be constructed of concrete, asphalt, brick/masonry pavers, or other durable surface, and not less than five feet wide. Secondary pathways and pedestrian trails may have an alternative surface except as otherwise required by the ADA*

RESPONSE: Primary pedestrian pathways are constructed out of concrete and asphalt. There is a concrete sidewalk near the site entrance and the remainder of the primary pathway to the modular building is clearly striped onto the asphalt.

- 6. All pathways shall be clearly marked with appropriate standard signs.*

RESPONSE: No signs are required in relation to the pedestrian pathway.

4.155 – General Regulations – Parking, Loading and Bicycle Parking.

(0.4) Bicycle Parking:

A. Required Bicycle Parking—General Provisions:

1. *The required minimum number of bicycle parking spaces for each use category is shown in Table 5, Parking Standards.*

RESPONSE: See below for a section from Table 5 which specifies the minimum number of bicycle parking spaces. Based on this standard, the minimum number of spaces is 2.

f. Industrial	
1. Manufacturing establishment	1 per 10,000 sq. ft. Min. of 6
2. Storage warehouse, wholesale establishment, rail or trucking freight terminal	1 per 20,000 sq. ft. Min. of 2
g. Park & Ride or Transit Parking	10 per acre, with 50% in lockable enclosures

2. *Bicycle parking spaces are not required for accessory buildings. If a primary use is listed in Table 5, bicycle parking is not required for the accessory use.*
3. *When there are two or more primary uses on a site, the required bicycle parking for the site is the sum of the required bicycle parking for the individual primary uses.*
4. *Bicycle parking space requirements may be waived by the Development Review Board per Section 4.118(.03)A.9. and 10.*

RESPONSE: Any bicycle parking, 2 required, not accommodated by existing facilities can be accommodated inside of the modular office building.

B. Standards for Required Bicycle Parking:

1. *Each space must be at least two feet by six feet in area and be accessible without moving another bicycle.*
2. *An aisle at least five feet wide shall be maintained behind all required bicycle parking to allow room for bicycle maneuvering. Where the bicycle parking is adjacent to a sidewalk, the maneuvering area may extend into the right-of-way.*
3. *When bicycle parking is provided in racks, there must be enough space between the rack and any obstructions to use the space properly.*
4. *Bicycle lockers or racks, when provided, shall be securely anchored.*
5. *Bicycle parking shall be located within 30 feet of the main entrance to the building or inside a building, in a location that is easily accessible for bicycles. For multi-tenant developments, with*

multiple business entrances, bicycle parking may be distributed on-site among more than one main entrance.

6. *With Planning Director approval, on street vehicle parking can also be used for bicycle parking.*

RESPONSE: No exterior bicycle parking is required to meet this standards.

4.179 – Mixed Solid Waste and Recyclables Storage in New Multi-family and Non-Residential Building.

- (0.1) *All site plans for multi-family residential and non-residential buildings submitted to the Wilsonville Development Review Board for approval shall include adequate storage space for mixed solid waste and source separated recyclables.*
- (0.2) *The floor area of an interior or exterior storage area shall be excluded from the calculation of building floor area for purposes of determining minimum storage requirements.*
- (0.3) *The storage area requirement shall be based on the predominant use(s) of the building. If a building has more than one of the uses listed herein and that use occupies 20 percent or less of the floor area of the building, the floor area occupied by that use shall be counted toward the floor area of the predominant use(s). If a building has more than one of the uses listed herein and that use occupies more than 20 percent of the floor area of the building, then the storage area requirement for the whole building shall be the sum of the requirement for the area of each use.*
- (0.4) *Storage areas for multiple uses on a single site may be combined and shared*
- (0.5) *The specific requirements are based on an assumed storage height of four feet for solid waste/recyclables. Vertical storage higher than four feet but no higher than seven feet may be used to accommodate the same volume of storage in a reduced floor space. Where vertical or stacked storage is proposed, the site plan shall include drawings to illustrate the layout of the storage area and dimensions for the containers.*
- (0.6) *The specific requirements for storage area are as follows:*
 - A. *multi-family residential buildings containing five-ten units shall provide a minimum storage area of 50 square feet. Buildings containing more than ten residential units shall provide an additional five square feet per unit for each unit above ten.*
 - B. *Non-residential buildings shall provide a minimum storage area of ten square feet, plus:*
 1. *Office: Four square feet per 1,000 square feet gross floor area (GFA);*

RESPONSE: The GFA of the modular office building is approximately 3,500 sq ft. Therefore, the required storage space is 24 square feet as shown on the included site plan. This criterion is met.

- (0.7) *The applicant shall work with the City's franchised garbage hauler to ensure that site plans provide adequate access for the hauler's equipment and that storage area is adequate for the anticipated volumes, level of service and any other special circumstances which may result in the storage area exceeding its capacity. The hauler shall notify the City by letter of their review of site plans and make recommendations for changes in those plans pursuant to the other provisions of this section.*
- (0.8) *Existing multi-family residential and non-residential developments wishing to retrofit their structures to include storage areas for mixed solid waste and recycling may have their site plans reviewed and approved through the Class I Administrative Review process, according to the provisions of Section 4.035. Site plans for retrofitting existing developments must conform to all requirements of this Section, "Mixed Solid Waste and Recyclables Storage In New Multi-Family Residential and Non-Residential Buildings," and 4.430, "Location, Design and Access Standards for Mixed Solid Waste and Recycling Areas," of the Wilsonville City Code.*
- (0.9) *When applicable, the applicant must comply with Wilsonville Code Section 8.010.*

Conclusion – Planned Development Permit and PDI Zoning

Based on the above findings the proposed development is found to comply with the applicable provisions of Section 4.140(.09). The above findings demonstrate that the location, design, size, and uses, both separately and as a whole, are consistent with the Comprehensive Plan and prior approved Stage II Development Plans.

The findings within this report, together with the previous DKS Traffic Impact Study, demonstrate that the traffic generated by the current operations, will not be affected by this proposed site improvement.

The modular office building is currently in use. Therefore, site generated traffic is accommodated safely and without congestion in excess of level of service “D” on existing arterial and collector streets.

The above findings also demonstrate that the proposed development will continue to be adequately served by all primary public facilities and services. No new City services are required by the existing modular office building.

Therefore, Administrative Approval should be granted, as requested.

IV. SITE DESIGN REVIEW

4.400. Purpose

- (.01) *Excessive uniformity, inappropriate or poor design of the exterior appearance of structures and signs and the lack of proper attention to site development and landscaping in the business, commercial, industrial and certain residential areas of the City hinders the harmonious development of the City, impairs the desirability of residence, investment or occupation in the City, limits the opportunity to attain the optimum use in value and improvements, adversely affects the stability and value of property, produces degeneration of property in such areas and with attendant deterioration of conditions affecting the peace, health and welfare, and destroys a proper relationship between the taxable value of property and the cost of municipal services thereof.*

RESPONSE: The modular office building is located west of the main shop and the MRF. This location is easily accessible and allows for vehicular access and circulation through the site. The building has been well maintained throughout its use and the design matches the other buildings on the site.

4.421. *Criteria and Application of Design Standards.*

- (.01) *The following standards shall be utilized by the Board in reviewing the plans, drawings, sketches and other documents required for Site Design Review. These standards are intended to provide a frame of reference for the applicant in the development of site and building plans as well as a method of review for the Board. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention and innovation. The specifications of one or more particular architectural style is not included in these standards. (Even in the Boones Ferry Overlay Zone, a range of architectural styles will be encouraged.)*
- A. *Preservation of Landscape. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.*
- B. *Relation of Proposed Buildings to Environment. Proposed structures shall be located and designed to assure harmony with the natural environment, including protection of steep slopes, vegetation and other naturally sensitive areas for wildlife habitat and shall provide buffering from less intensive uses in accordance with Sections 4.171 and 4.139 and 4.139.5. The achievement of*

such relationship may include enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, street access or relationships to natural features such as vegetation or topography.

- C. *Drives, Parking, and Circulation. With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not detract from the design of proposed buildings and structures and the neighboring properties.*
- D. *Surface Water Drainage. Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties of the public storm drainage system.*
- E. *Utility Service. Any utility installations above ground shall be located so as to have an harmonious relation to neighboring properties and site. The proposed method of sanitary and storm sewage disposal from all buildings shall be indicated.*
- F. *Advertising Features. In addition to the requirements of the City's sign regulations, the following criteria should be included: the size, location, design, color, texture, lighting and materials of all exterior signs and outdoor advertising structures or features shall not detract from the design of proposed buildings and structures and the surrounding properties.*
- G. *Special Features. Exposed storage area, exposed mechanical installations, surface areas, truck loading areas, utility buildings and structures and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall be required to prevent their being incongruous with the existing or contemplated environment and its surrounding properties. Standards for screening and buffering are contained in Section 4.176.*

- (.02) *The standards of review outlined in Sections (a) through (g) shall also apply to all accessory buildings, structures, exterior signs and other site features, however related to the major buildings or structures.*
- (.03) *The Board shall also be guided by the purposes of Section 4.400 and such objectives shall serve as additional criteria and standards.*

RESPONSE:

Preservation of Landscape. This Republic site is surrounded on all four sides by other industrially designated properties including developed and undeveloped land. The undeveloped or under-developed properties are generally to the north, which includes Republic's Tax Lots 600, which was recently annexed to the City; and to the west, where there are currently a few rural residential uses.

Approximately 98% of the subject property (Lot 1400), which fronts on Ridder Road has been developed. The modular office building is within the existing paved area on the west side of the MRF, just west of the main shop building. Therefore, no existing landscaping is affected by this site improvement, and the development remains in compliance with landscaping standards.

Relation of Proposed Buildings to Environment. Within the development site, there are no naturally sensitive areas or wildlife habitats that require protection or buffering (SROZ). The only more sensitive uses are some rural residential properties along Garden Acres Road. These residential properties are well screened from the modular office building by existing trees and other perimeter landscaping.

The existing structure has been located and designed to assure reasonable harmony with the natural environment, including protection of vegetation and to provide appropriate buffering from less intensive uses to the north in accordance with Sections 4.139 and 4.139.5.

Site buffering has been achieved through retention and planting of trees along the perimeter (north) and by minimizing building openings, to the degree practicable on the north side. Perimeter buffer landscaping has also been provided along the two street frontages, consistent with high screen standards. As such, the modular office building is not visible from SW Riddler Road.

Drives, Parking, and Circulation. Access for the modular office building will continue to be via existing paved circulation around the buildings. There will not be any alteration of existing off-site traffic patterns or volumes.

Appropriate attention has previously been given to location and number of access points, general interior circulation, and the separation of pedestrian and vehicular traffic, to the degree practicable given the site operations. Existing employee parking has been located in front of and to the east side of the administrative offices, and parking is available along the south end of the modular office building. Appropriate ADA access is also provided consistent with code requirements.

To the degree practicable, the existing parking configuration provides safe, convenient and direct access and circulation throughout the site. It does not detract from the design of the existing or proposed structure nor neighboring properties.

Surface Water Drainage. Special attention has been given to proper site surface drainage so that removal of surface waters does not adversely affect neighboring properties or the public storm drainage system. Necessary water quality treatment and quantity control has been designed into the system consistent with City standards.

The modular office building area is already paved and there will be no net change in impervious cover or grading of the site.

Utility Service. All utility serving the site have been undergrounded. The proposed method of sanitary and storm sewage disposal from all buildings has been indicated.

Advertising Features. There is an existing entry sign at the east entrance. The applicant is not proposing any changes to existing signage at this time. Therefore, this design criterion is not applicable to this application.

Special Features. Appropriate screening and buffering of exposed storage area, exposed mechanical installations, surface areas, truck loading areas, and utility buildings and structures has been provided as approved for the existing site improvements. Screen plantings have been provided along the site frontage, as previously approved. The applicant believes this existing screening remains adequate for the Phase 4 improvements.

Existing access points from public streets will be retained and unaltered. All access for the storage areas will remain from Ridder Road at the two existing driveways, and via existing on-site paved circulation.

4.400 – Purpose.

- (.01) *Excessive uniformity, inappropriateness or poor design of the exterior appearance of structures and signs and the lack of proper attention to site development and landscaping in the business, commercial, industrial and certain residential areas of the City hinders the harmonious development of the City, impairs the desirability of residence, investment or occupation in the City, limits the opportunity to attain the optimum use in value and improvements, adversely affects the stability and value of property, produces degeneration of property in such areas and with attendant deterioration of conditions affecting the peace, health and welfare, and destroys a proper relationship between the taxable value of property and the cost of municipal services therefor.*
- (.02) *The City Council declares that the purposes and objectives of site development requirements and the site design review procedure are to:*
 - A. *Assure that Site Development Plans are designed in a manner that insures proper functioning of the site and maintains a high quality visual environment.*

RESPONSE: The proposed site development plan allows for the continued use of the modular office building which allows for the proper functioning of the Republic Services Waste Management site.

- B. Encourage originality, flexibility and innovation in site planning and development, including the architecture, landscaping and graphic design of said development.*

RESPONSE: The proposed use of the modular office building encourages flexibility in the site planning process by allowing the previously temporary building to continue to be used as a permanent building.

- C. Discourage monotonous, drab, unsightly, dreary and inharmonious developments;*

RESPONSE: The design of the modular office building is harmonious with the other buildings on site. The building is painted blue which matches the Republic Service sign but it is different than the blue siding of the adjacent building, which prevents the design of the buildings from becoming monotonous.

- D. Conserve the City's natural beauty and visual character and charm by assuring that structures, signs and other improvements are properly related to their sites, and to surrounding sites and structures, with due regard to the aesthetic qualities of the natural terrain and landscaping, and that proper attention is given to exterior appearances of structures, signs and other improvements;*

RESPONSE: As mentioned, the modular office building is painted to match the Republic Services sign and contrast with the adjacent building. The natural terrain of the surrounding area is not impacted by this site design, as it is located near the center of the Republic Services Site.

- E. Protect and enhance the City's appeal and thus support and stimulate business and industry and promote the desirability of investment and occupancy in business, commercial and industrial purposes;*
- F. Stabilize and improve property values and prevent blighted areas and, thus, increase tax revenues;*

RESPONSE: This application seeks to keep the existing modular office building as a permanent structure which would maintain the current value of the property. This design element is met.

- G. Insure that adequate public facilities are available to serve development as it occurs and that proper attention is given to site*

planning and development so as to not adversely impact the orderly, efficient and economic provision of public facilities and services.

RESPONSE: The modular office building has been served by the existing public facilities and services for the duration of the temporary building permits. This design element is met.

H. Achieve the beneficial influence of pleasant environments for living and working on behavioral patterns and, thus, decrease the cost of governmental services and reduce opportunities for crime through careful consideration of physical design and site layout under defensible space guidelines that clearly define all areas as either public, semi-private, or private, provide clear identity of structures and opportunities for easy surveillance of the site that maximize resident control of behavior—particularly crime;

RESPONSE: The modular office building is not for residential use. This design element is not applicable.

I. Foster civic pride and community spirit so as to improve the quality and quantity of citizen participation in local government and in community growth, change and improvements;

RESPONSE: The proposed site development does not involve citizen participation in local government or community growth. This design element is not applicable.

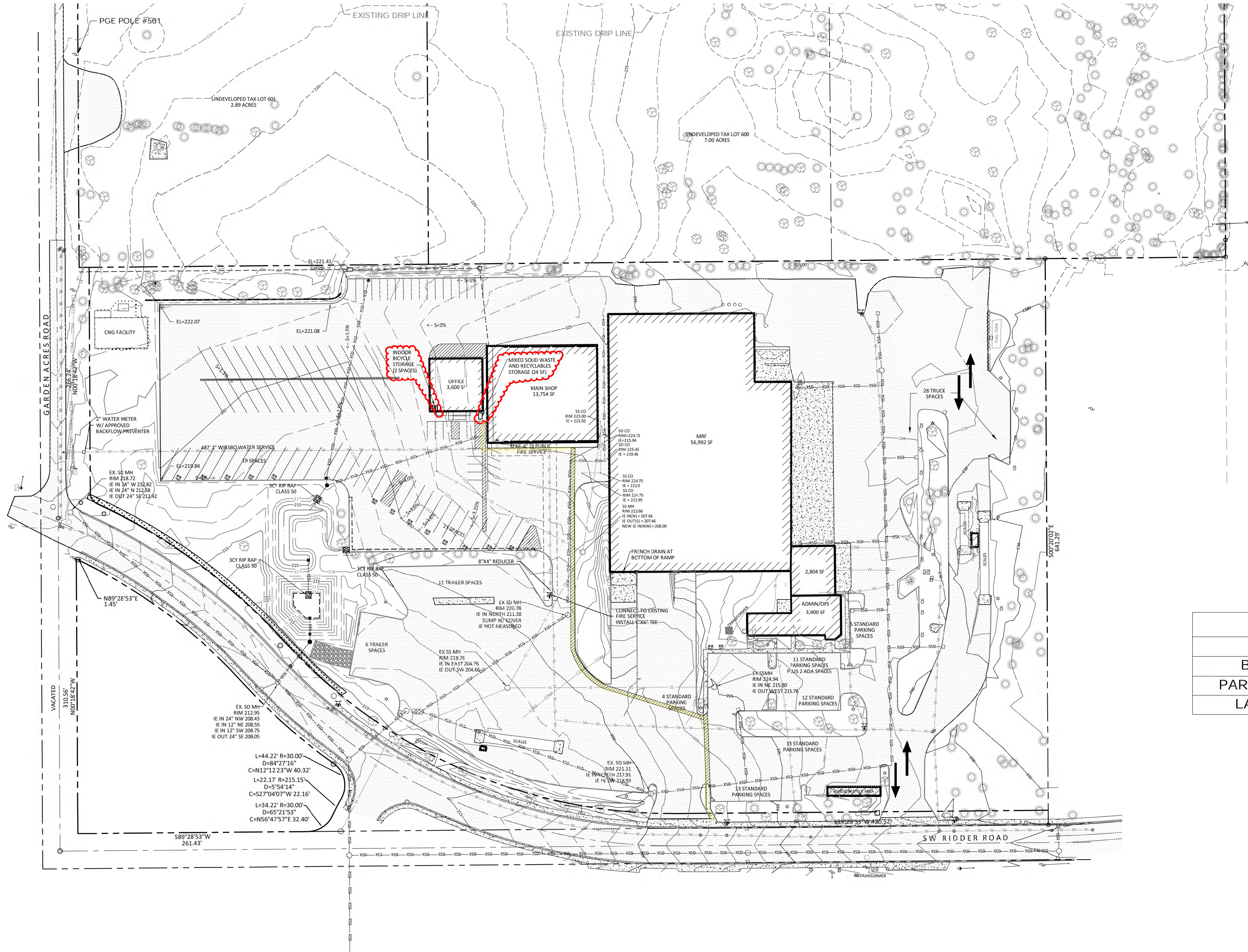
J. Sustain the comfort, health, tranquility and contentment of residents and attract new residents by reason of the City's favorable environment and, thus, to promote and protect the peace, health and welfare of the City.

RESPONSE: The proposed site development is in an industrial planned unit development and therefore does not impact the residents of area. This design element is not applicable.

V. FINAL CONCLUSION

Based on the findings presented herein, the applicant has demonstrated substantial compliance with the the applicable PDI and Design Review Code Criteria for the proposed Stage 2 Final Plan modification and Site Design Review.

Therefore, Republic Services respectfully requests approval for the modular office building as a permanent structure.

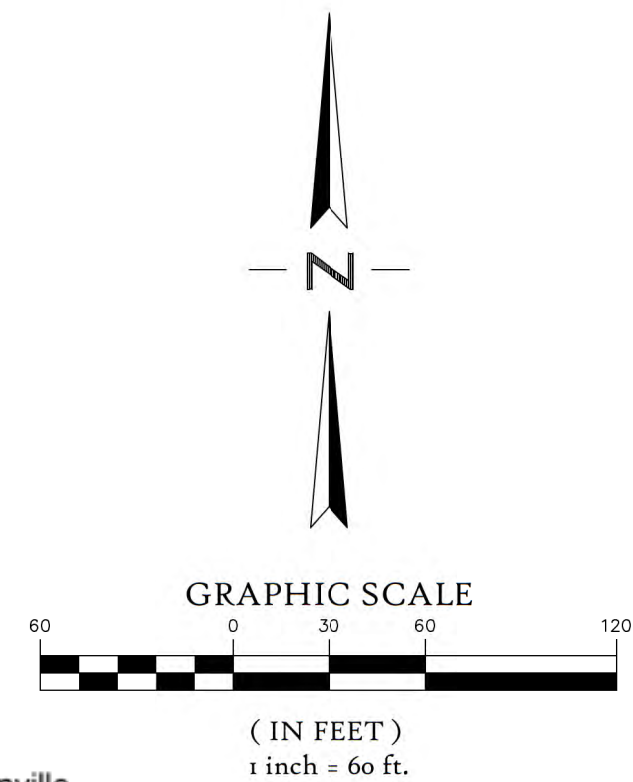


LEGEND

- CONIFEROUS TREE
- DECIDUOUS TREE
- WATER VALVE
- WATER METER
- GAS METER
- FIRE HYDRANT
- UTILITY POLE WITH ANCHOR
- STORM MANHOLE
- SANITARY MANHOLE
- LIGHT POLE
- CATCH BASIN/AREA DRAIN
- MAILBOX
- COMMUNICATION PEDESTAL
- GAS VALVE
- EV CHARGING STATION
- STORM DRAINAGE LINE
- SANITARY SEWER LINE
- WATER LINE
- GAS LINE
- COMMUNICATION LINE
- UNDERGROUND POWER LINE
- LOT LINE
- RIGHTOFWAY LINE
- RIGHTOFWAY CENTERLINE
- BOUNDARY LINE
- FENCE AS NOTED
- 1' CONTOUR
- 5' CONTOUR
- CONCRETE CURB
- EXISTING CONCRETE
- EXISTING ASPHALT PAVEMENT
- EXISTING BUILDING FOOTPRINT

LAND USE AREAS

USE	AREA
BUILDINGS	80,980 SF
PARKING/PAVING	308,998 SF
LANDSCAPE	174,353 SF



EXISTING CONDITIONS/SITE PLAN

REPUBLIC SERVICES
WILSONVILLE, OREGON

Designed by	LRL	Date	05/2025
Drawn by	VAK	Date	05/2025
Reviewed by	BEF	Date	05/2025
Project No.	999-158b	REF.	
Horiz. Scale	1"=60'		
Vert. Scale	1"=20'		

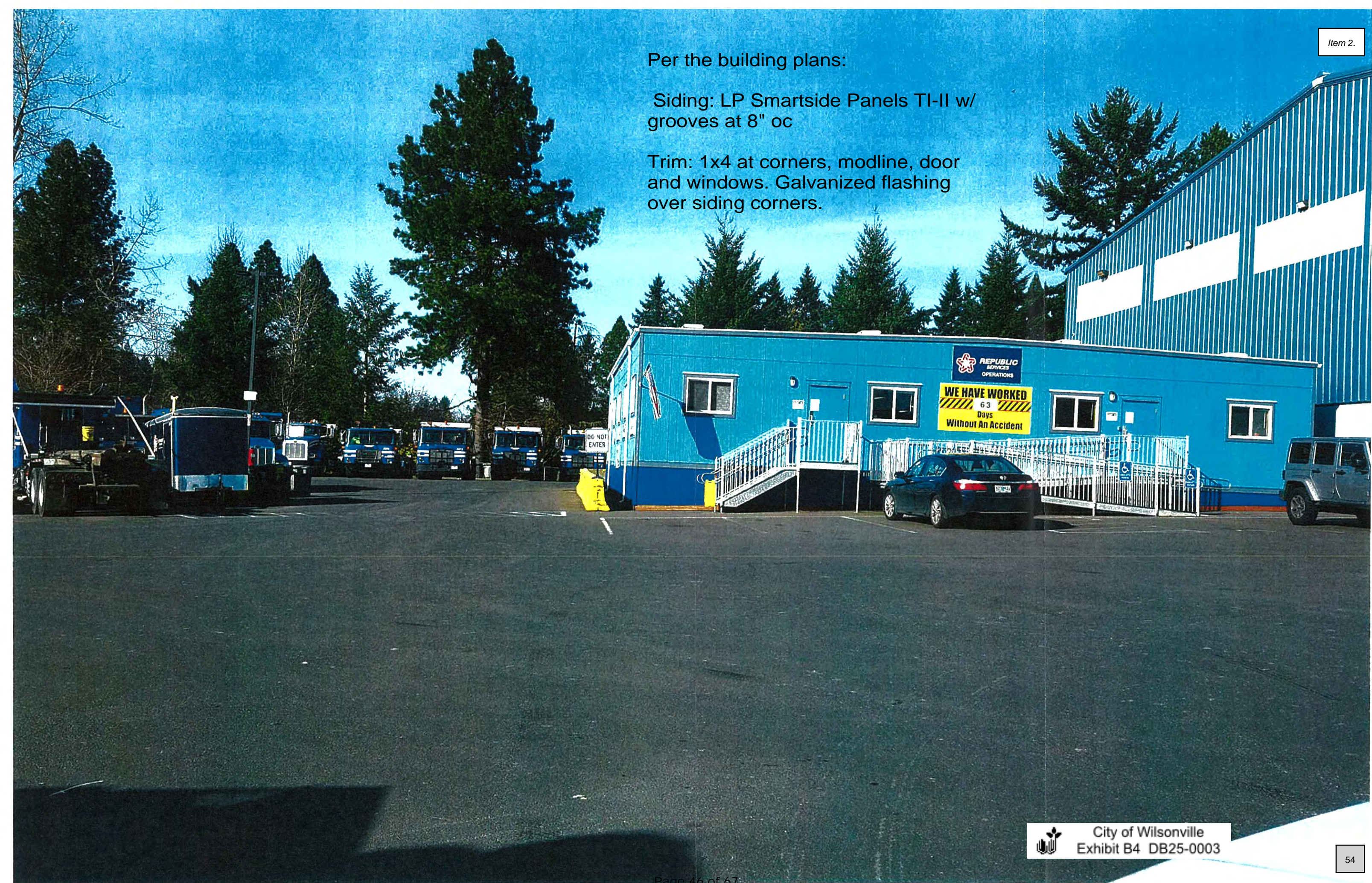
By	Revision	Date	No.

Project	REPUBLIC SERVICES
No.	999-159b
Type	ENGINEERING
Sheet	

Per the building plans:

Siding: LP Smartside Panels TI-II w/
grooves at 8" oc

Trim: 1x4 at corners, modline, door
and windows. Galvanized flashing
over siding corners.



Code Compliance

Type of Construction:	VB
Description:	Office
Occupancy:	B
Floor Area:	3439 square feet
Gross Wall Area:	2242 square feet
Occupant Load:	34
Job Number:	18826
Climate Zone:	6b

General Notes

- The Structural Design Details Herein are Specific to the Building Size and Module Configuration Shown on the Floor Plan of These Drawings.
- No Authorization is Given or Implied for use of the Modules in the Initial or Subsequent Installation Which Results in a Building Size or Installed Module Configuration Different Than Shown on These Drawings.
- This Building will be sited a minimum of 10 feet from all Property Lines and 10 feet from any assumed Property Lines between existing structures on this site.
- Site contractor bears responsibility for providing handicap accessibility to this structure in conformance with appropriate codes.

Project Information

Design Loads

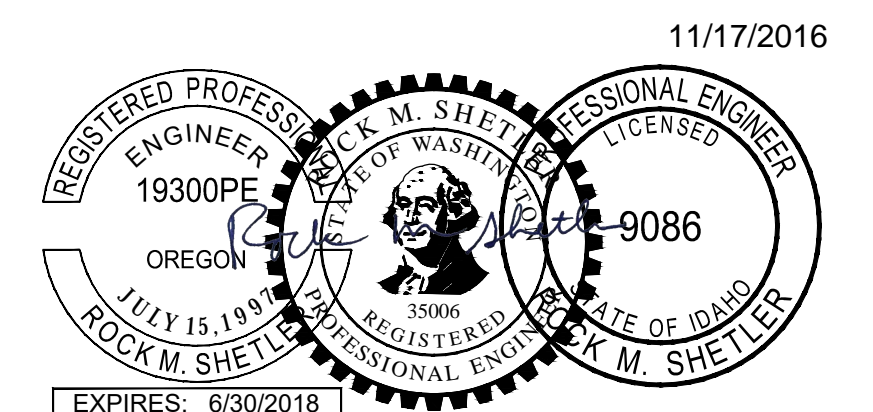
Roof 40 psf (Snow)
Wind 120 mph Exposure "C" (V_{ULT})
Floor 50 psf or 2000 lb.
Seismic Site Class D, $S_{DS}=1.0$, $S_{D1}=0.6$
Risk Category II

Index to Drawing

T-1	Title Sheet
A-1	Floor Plan, Door & Window Schedule and Interior Elevations
A-2	Section A-A, Material List & Fastening Schedule
A-2.1	Section B-B
A-3	Exterior Elevations
A-4	Details
A-5	Reflected Ceiling Plan
M-1	Mechanical Plan
P-1	Plumbing Schematics
E-1	Electrical Power Schematic
E-2	Electrical Lighting Plan
E-3	Electrical Schedules and Load Calculations
S-1	Foundation Plan and Details

N.L.E.A.'S

- | | |
|--|---|
| 1. Electrical connection to service | 8. Insulation (i.e. modline $\frac{1}{2}$ ") vapor barriers, and draftstops at modline installed on site |
| 2. Plumbing connection to service | 9. Gutters and downspouts |
| 3. On site electrical service grounding and bonding | 10. Removal of axles, drawbars, spring hangers and related running gear from the steel transporting frame |
| 4. Available fault current field markings per NEC 110.24 | 11. Foundation plan review and inspection |
| 5. Installation of 400A MDP | 12. Fire extinguisher installed near door on site |
| 6. Feeders, raceways from 400A MDP to subpanels | 13. Air barrier test |
| 7. Water heater pressure relief valve terminating at the building exterior | |



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DATE	REVISION	BY	DATE	REVISION	BY	DATE	REVISION	BY		

<div>MOBILE</div>	
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OR, WA., ID. GOLD	

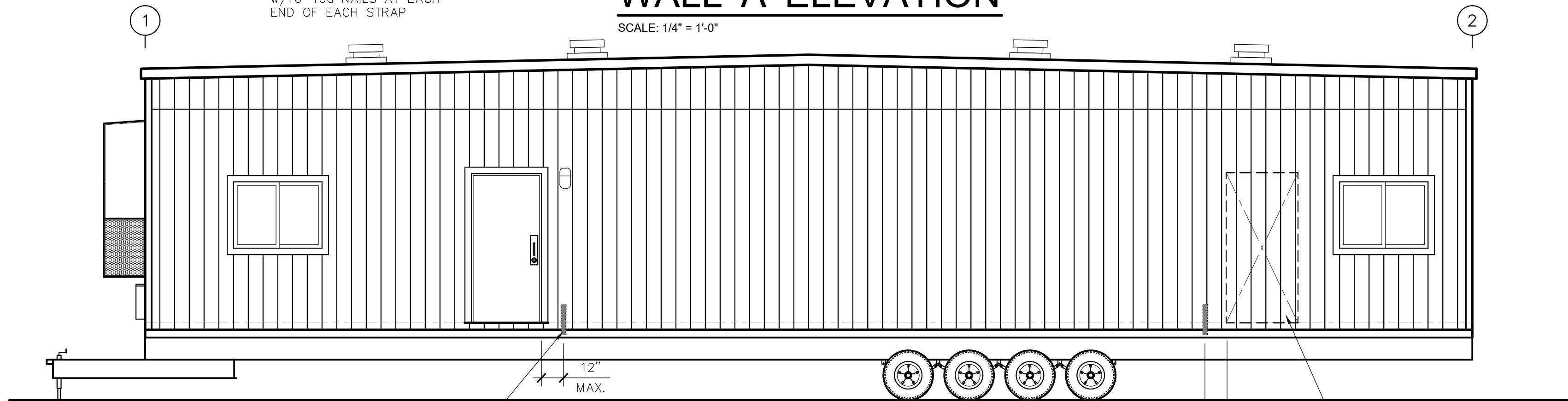
Approved for Const:	Job No: 18826
File Copy:	T-1
Drawn By: AJB	
Issue Date: 11-14-16	

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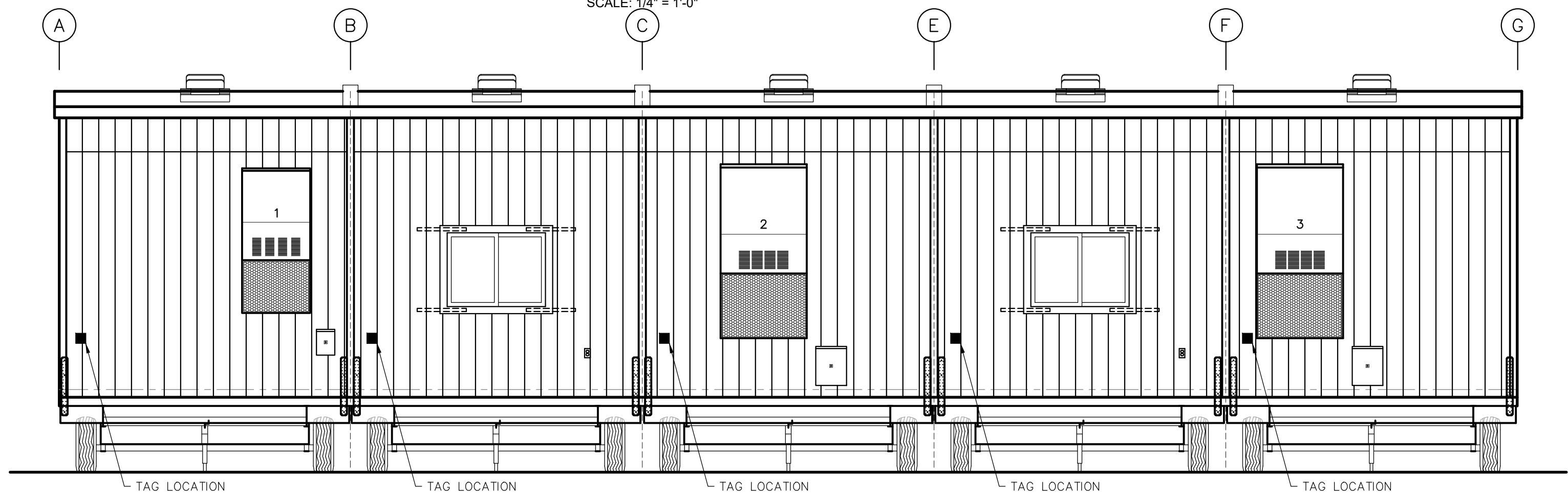
- SIMPSON ST6224 STRAP
w/10-10d NAILS AT EACH
END OF EACH STRAP

SCALE: 1/4" = 1'-0"



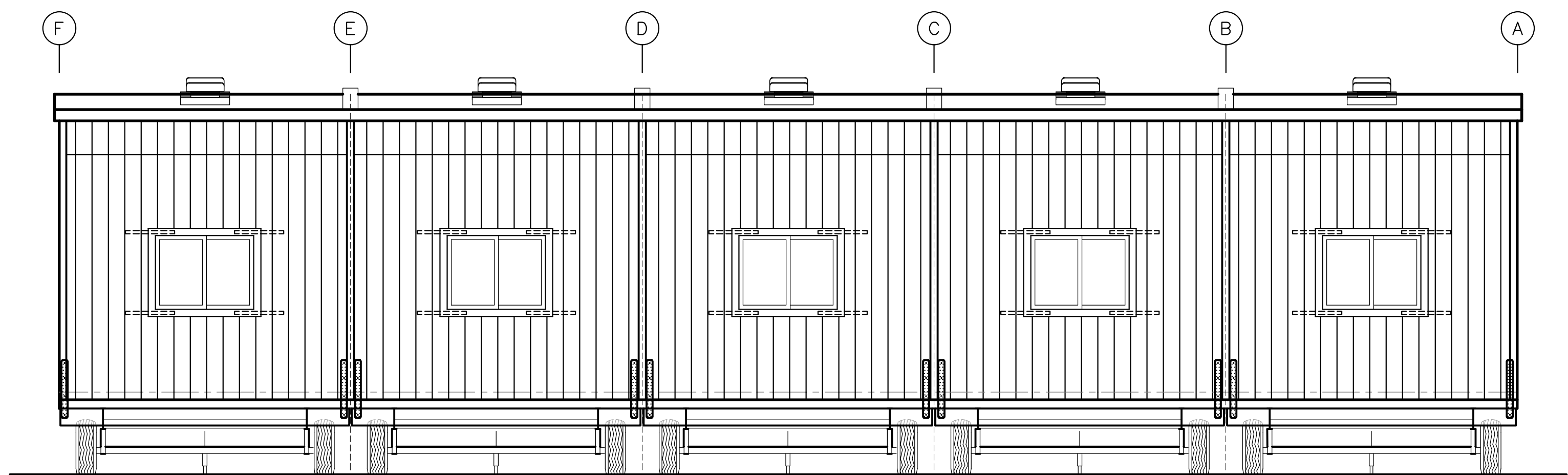
SIMPSON ST2215 STRAP_
w/9-10d NAILS AT EACH
END OF EACH STRAP

SCALE: 1/4" = 1'-0"

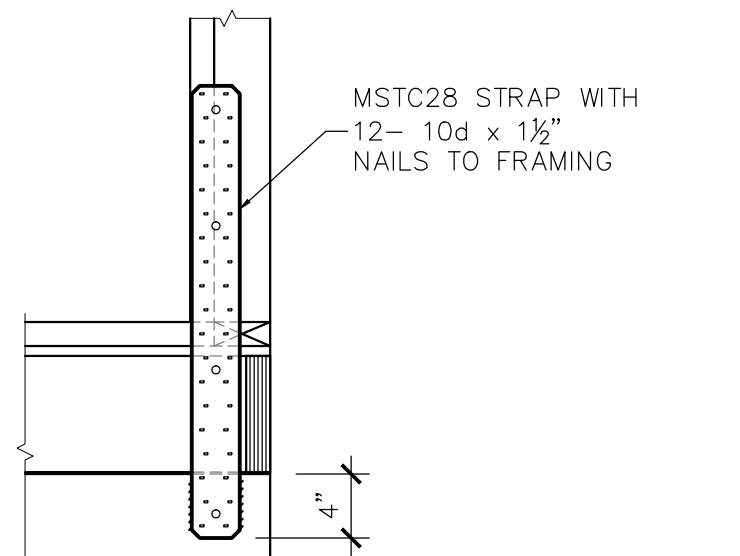


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SCALE: 1/4" = 1'-0"

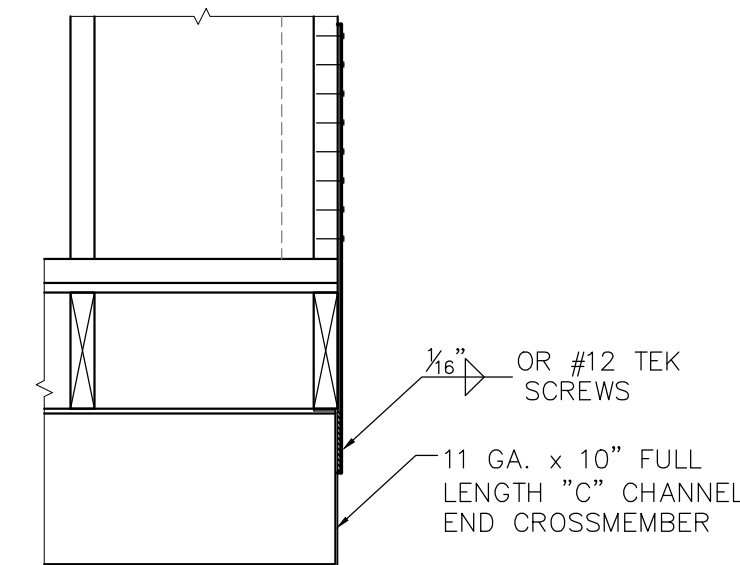


SCALE: 1/4" = 1'-0"



WELD STRAP WITH 3" FILLET
EACH SIDE OR INSTALL
4- #12 TEK SCREWS.

FRONT VIEW



SIDE VIEW

1 STRAPPING DETAIL

$$1'' = 1' - 0''$$

ENDWALLS 1 & 2 FASTENING:

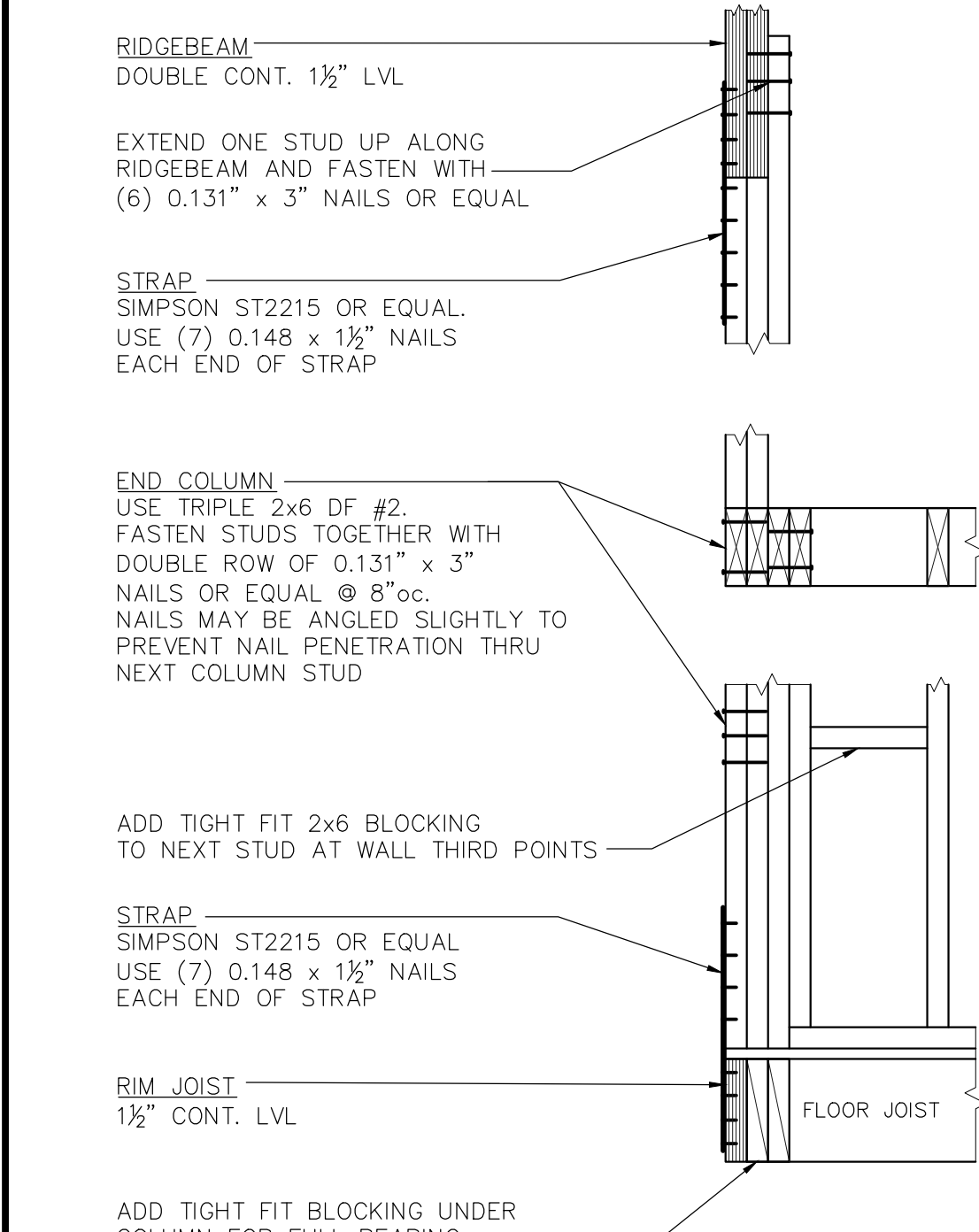
-INSTALL $\frac{7}{16}$ " LP SMARTSIDE PANEL SIDING w/ ALL EDGES SUPPORTED.
FASTEN w/ 0.113"x 2 $\frac{3}{8}$ " GALV. NAILS @ 4"oc EDGE, 12"oc FIELD

-BLOCK WINDOWS AS SHOWN, AND STRAP CORNERS w/ 1½" x 30 GA.
x 24"± STRAPS w/ 6 - 16 GA. x 1" WIDE CROWN STAPLES EA. END

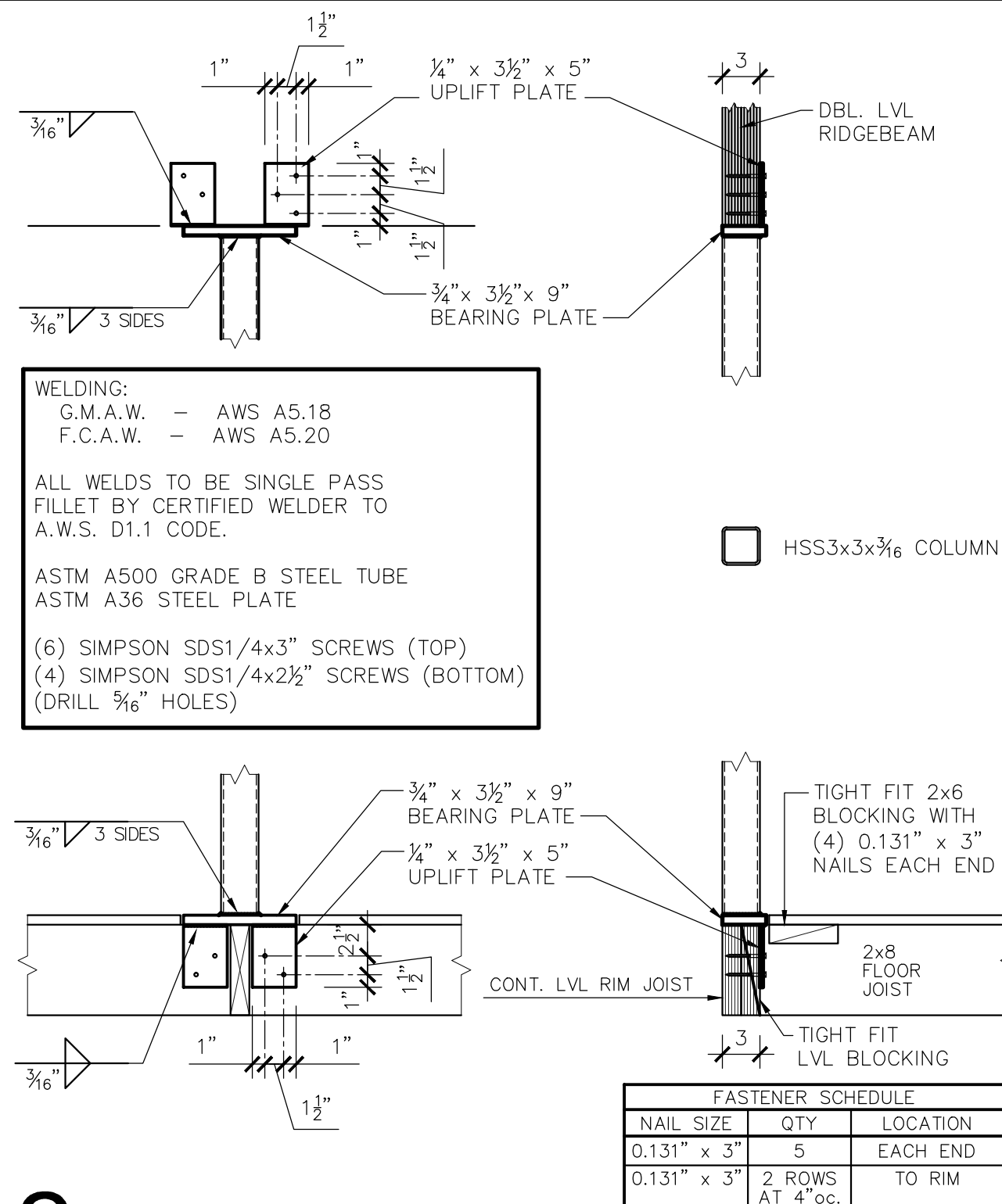
-INSTALL MSTC28 STRAPS PER DETAIL 1/A-3



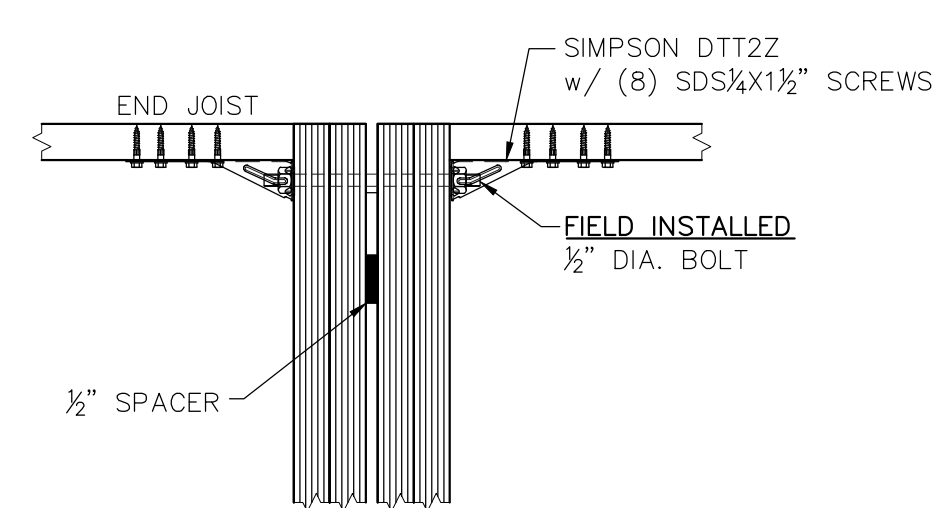
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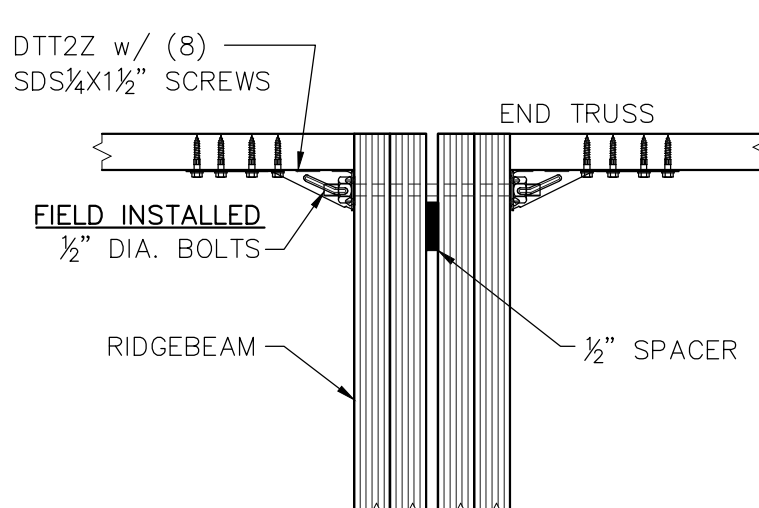
1 EC326-2M - END COLUMN - DBL L.V.L.
1" = 1'-0"



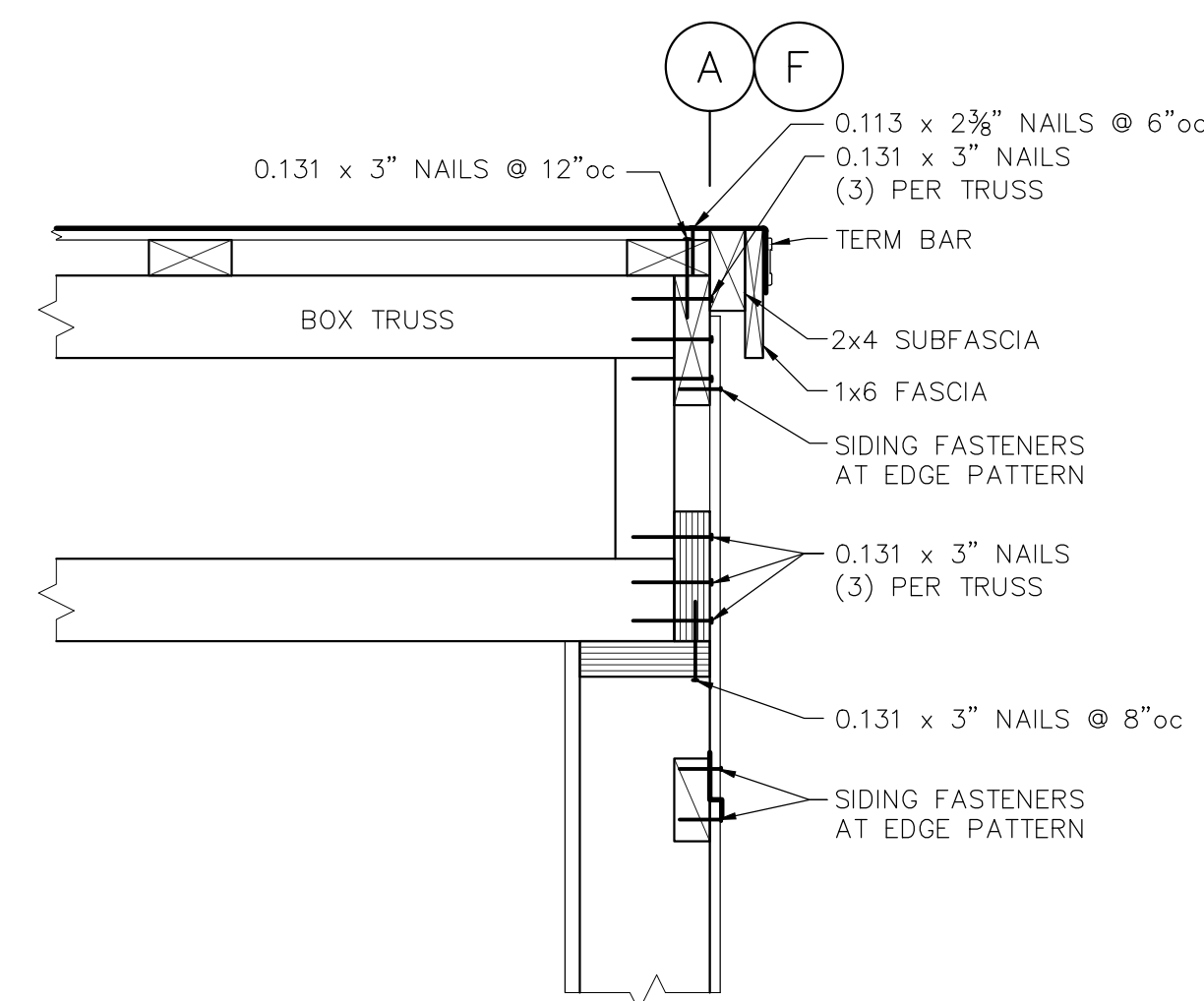
2 ICSTL-2M: INTERIOR COLUMN - STEEL



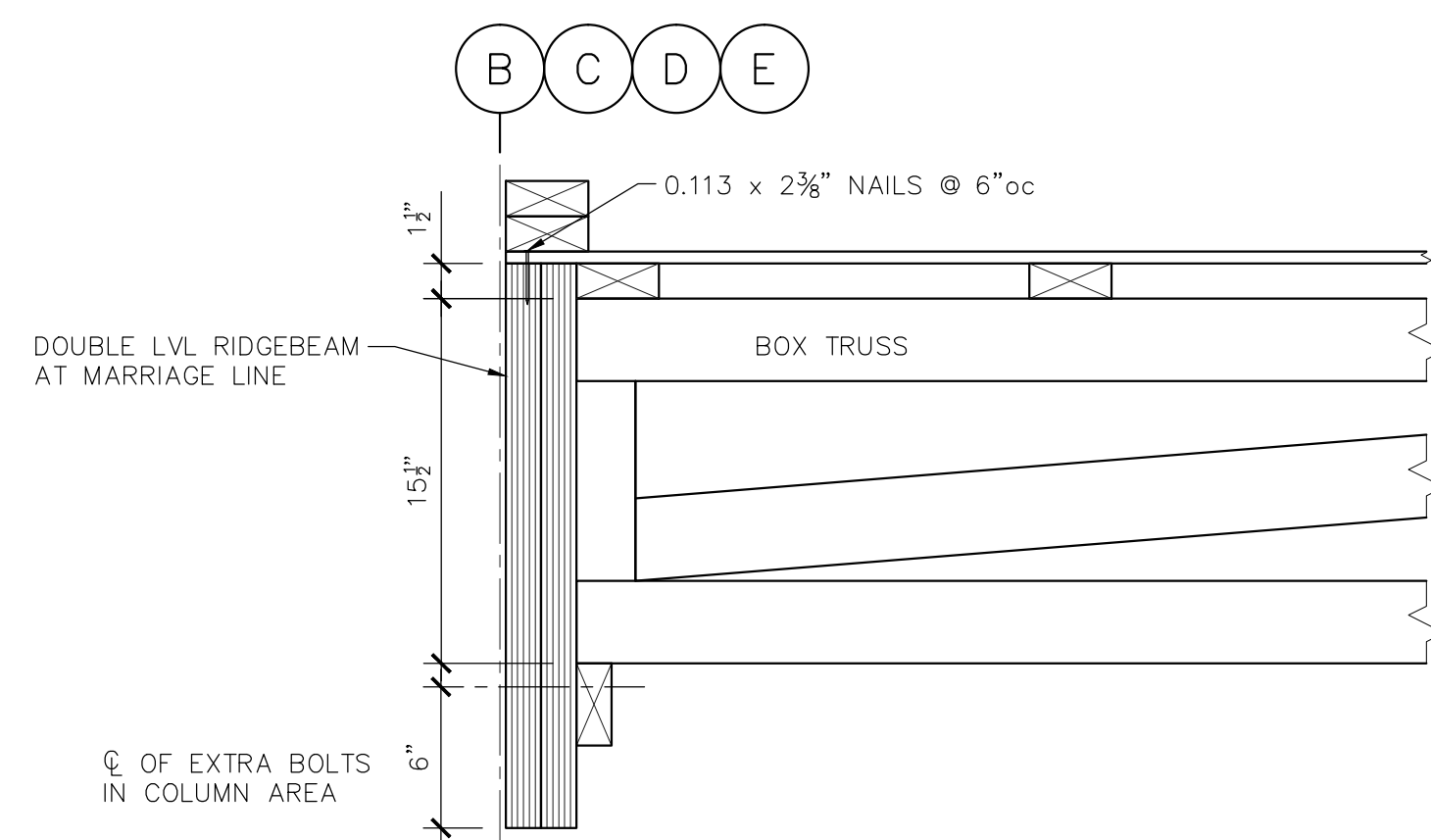
3 CHORD SPLICE @ FLOOR



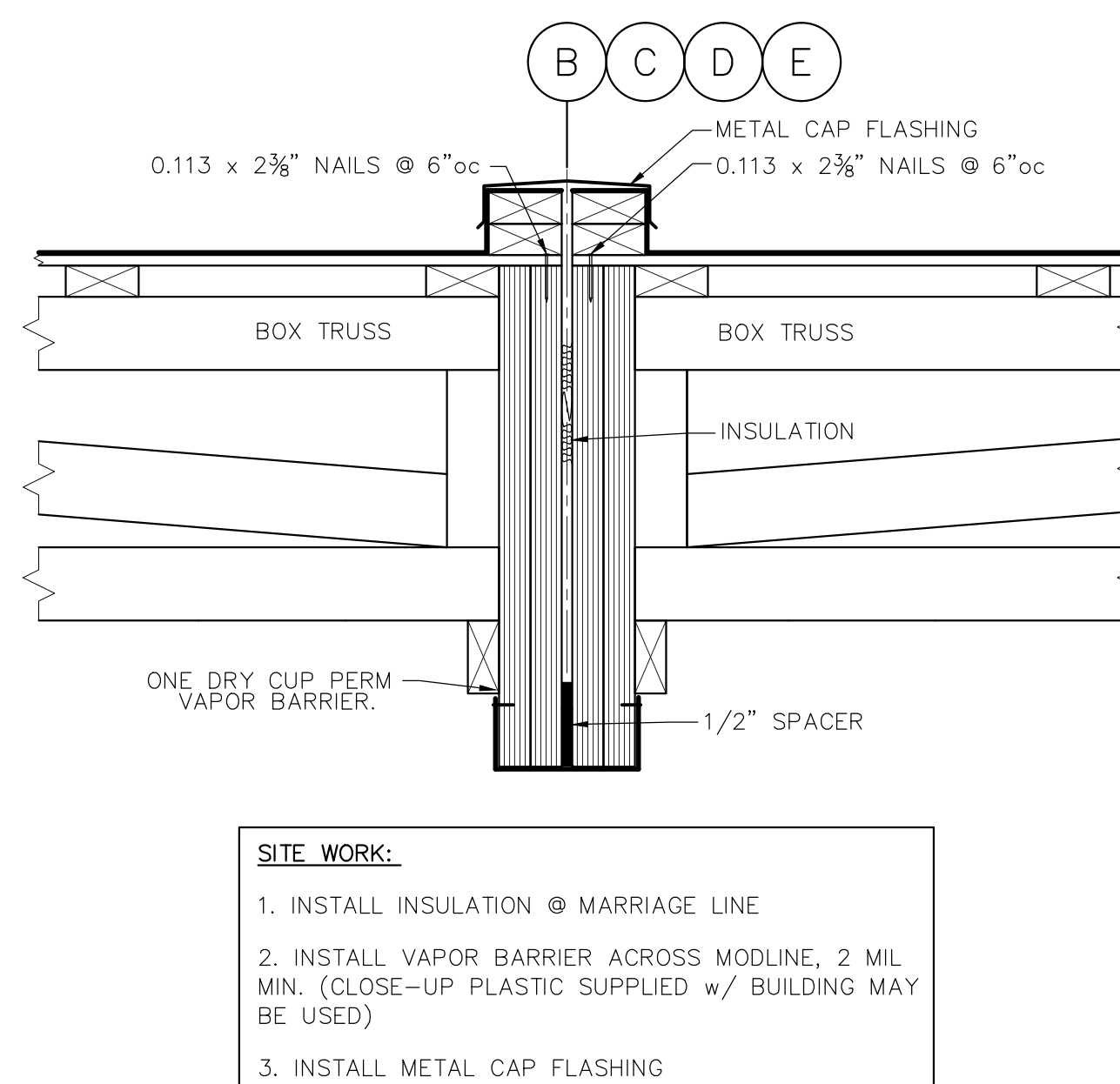
4 CHORD SPLICE @ ROOF



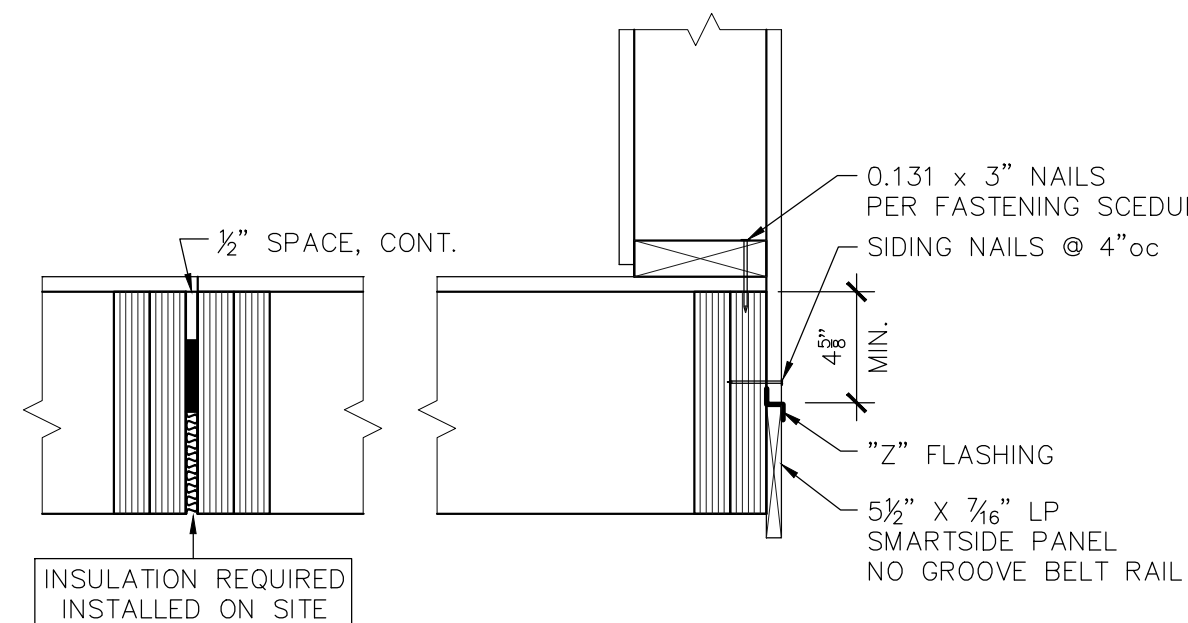
5 SIDEWALL DETAIL



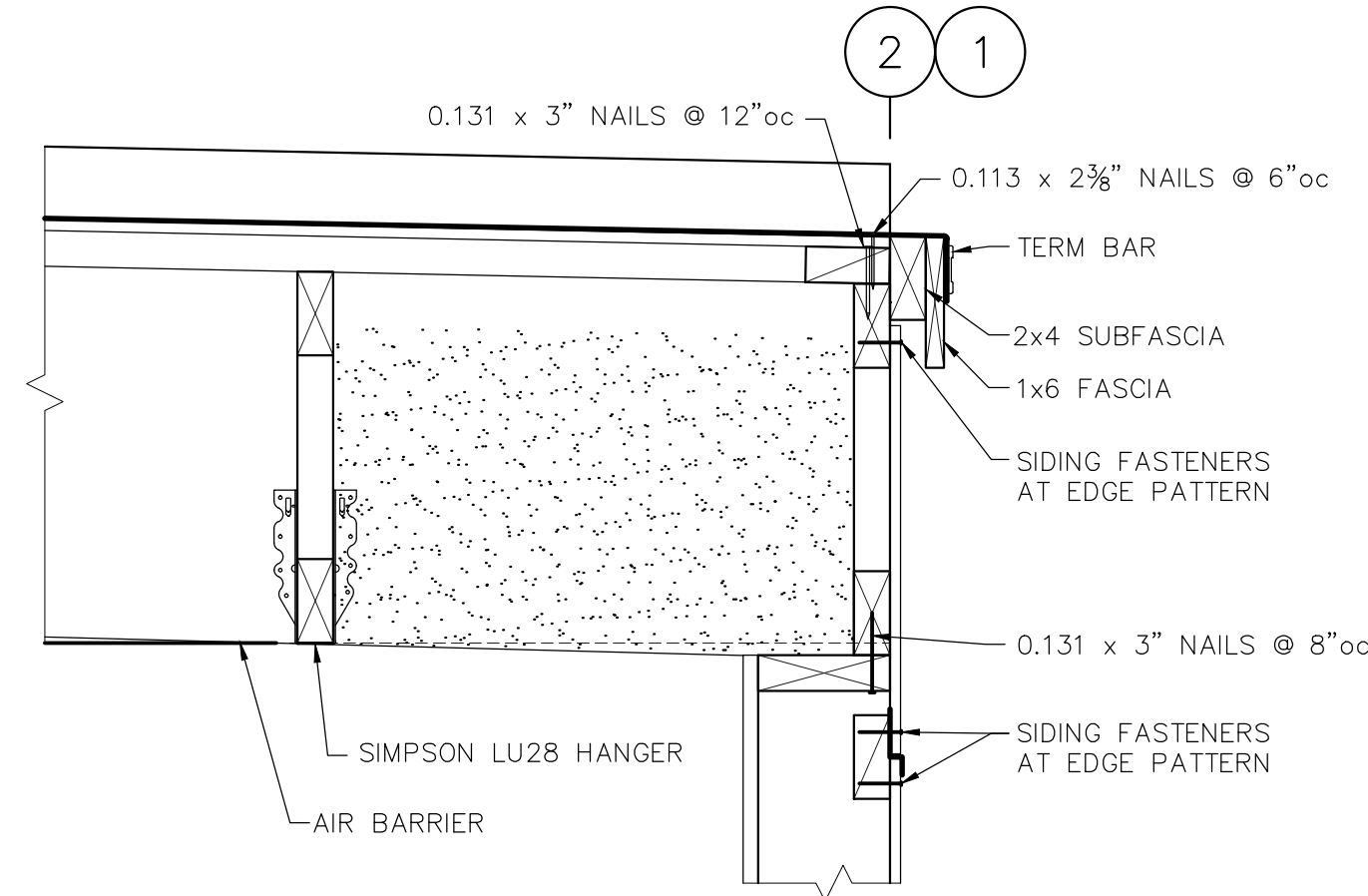
6 ROOF BEAM BRACING



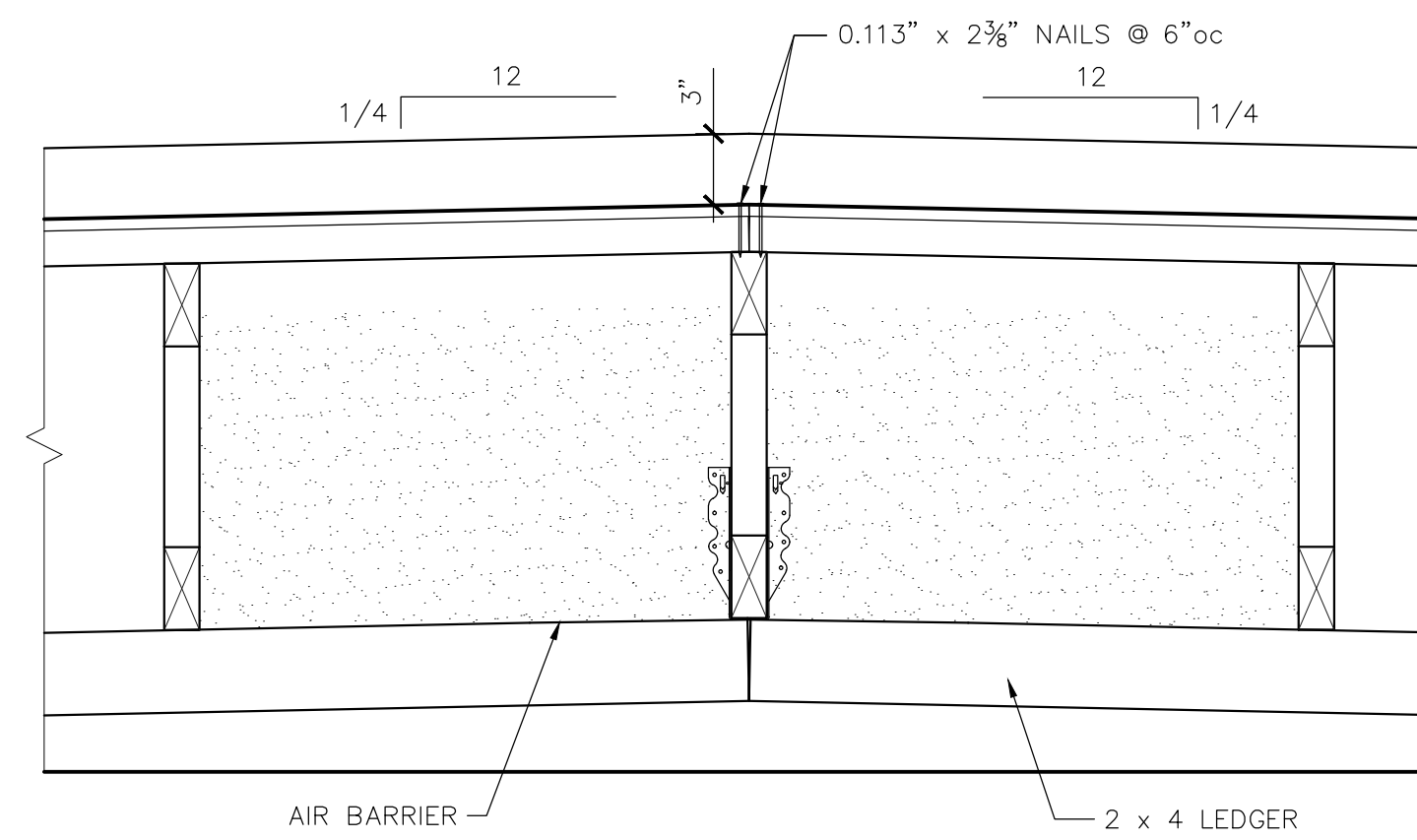
7 ROOF AT MODLINE



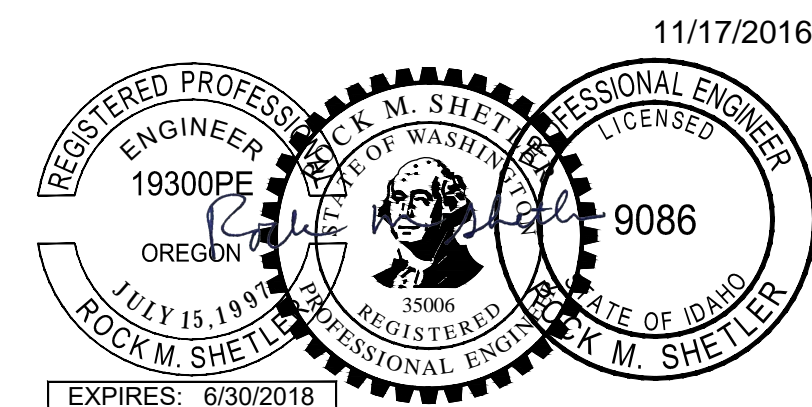
8 FLOOR DETAIL



9 ENDWALL DETAIL

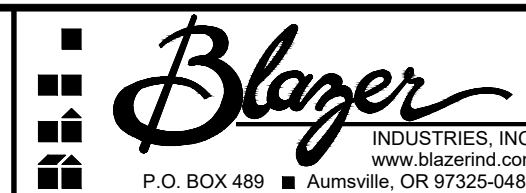


10 RIDGE DETAIL



DATE	REVISION	BY	DATE	REVISION	BY	DATE	REVISION	BY		

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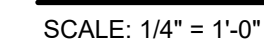
A-4



3" = 1'-0" [ARMSTRONG SEISMIC 'Rx' SUSPENSION SYSTEM (ESR 1308)]



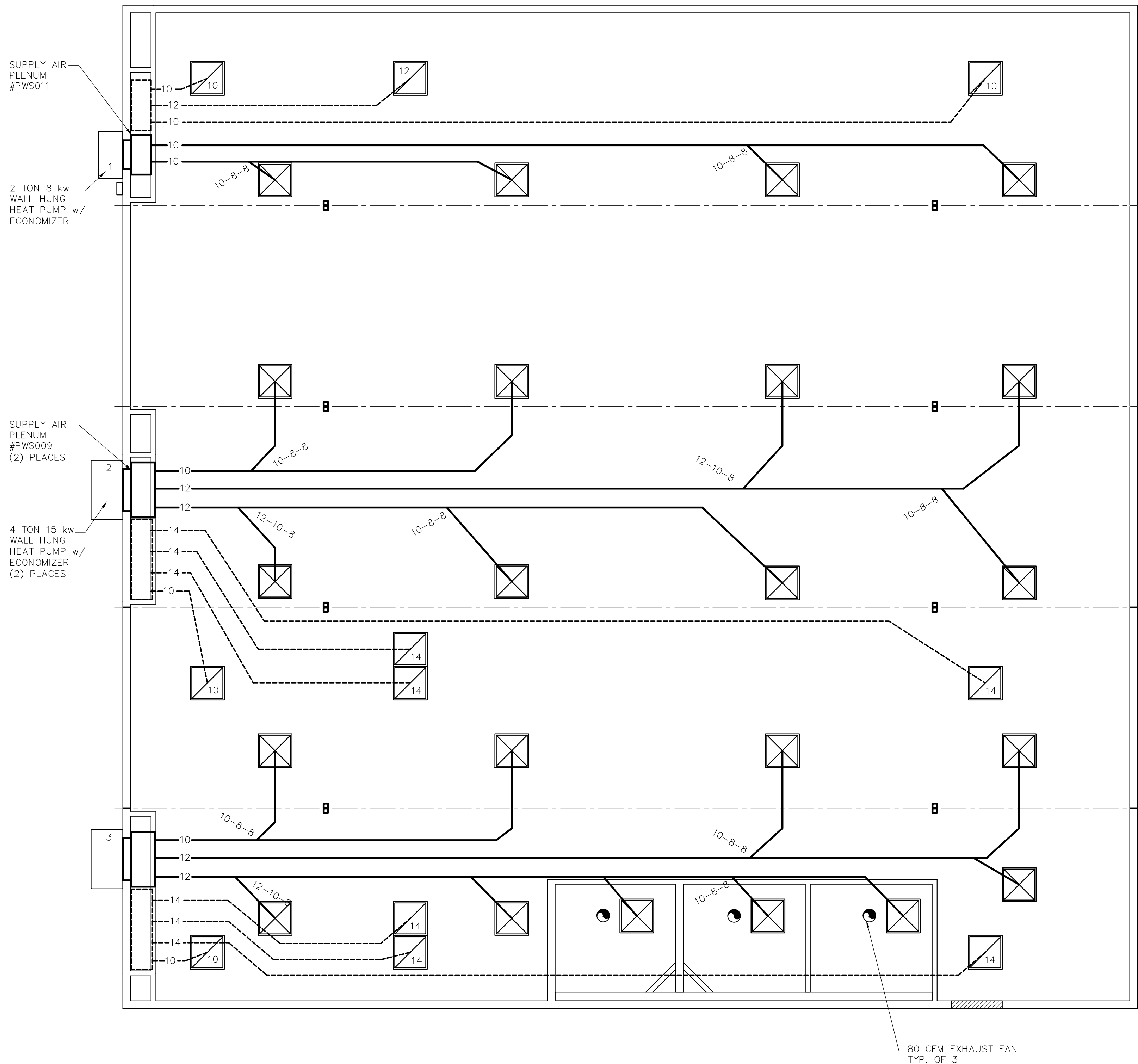
[ARMSTRONG SEISMIC 'Rx' SUSPENSION SYSTEM (ESR 1308)]

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MINIMUM VENTILATION RATES PER IMC SECTION 403									
room #	name	Az (sf)	sf/1000	Occ. Dens	Pz (calc)	Pz (used)	Rp (cfm/sf)	Ra (cfm/sf)	Vbz (cfm)
5	UNISEX H.C.R.R.	43	0.043	n/a	n/a	n/a	5	0.06	n/a
5	WOMENS H.C.R.R.	45	0.045	n/a	n/a	n/a	5	0.06	n/a
5	MENS H.C.R.R.	43	0.043	n/a	n/a	n/a	5	0.06	n/a
6	GENERAL OFFICE	3222	3.222	5	17	17	5	0.06	278
									278 cfm
Az = room area (sf)									
Occ. Dens = occupant density (from Table 403.3)									
Pz (calc) = zone population or occupant quantity (calculated)									
Pz (calc) = zone population or occupant quantity (calculated)									
Rp = people outdoor airflow rate in breathing zone (cfm/person)									
Ra = area outdoor airflow rate in breathing zone (cfm/sf)									
Vbz = Breathing zone outdoor air flow rate per eq. 4-1 ($R_p * P_z + R_a * A_z$)									

MECHANICAL NOTES:

1. DUCT MATERIAL IS 26 GA. GALV. AND FLEX DUCT. DUCTWORK SHALL BE SUPPORTED PER IMC CHAPTER 6, SECTION 603.
2. MATERIAL IN DUCTS SHALL HAVE A FLAME SPREAD INDEX OF LESS THAN 25, SMOKE DEVELOPMENT OF 50 PER IMC CHAPTER 6, SECTION 602.
3. LOW PRESSURE DUCT SYSTEMS SHALL HAVE LONGITUDINAL AND TRANSVERSE JOINTS, SEAMS AND CONNECTIONS OF SUPPLY AND RETURN DUCTS AND PLENUMS SECURELY FASTENED AND SEALED WITH WELDS, GASKETS, MASTICS (ADHESIVES), MASTIC-PLUS EMBEDDED-FABRIC SYSTEMS OR APPROVED TAPES INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
4. WHEN ISOLATION SLEEVES ARE USED AT LINE CONNECTIONS TO PLENUMS, THEN THEY SHALL COMPLY WITH IMC CHAPTER 6.
5. 8" DIFFUSERS TYPICAL. FLOW CONTROLS AT WYES.
6. SEE VENTILATION SCHEDULE FOR MINIMUM OUTSIDE AIR REQUIRED.
7. OUTSIDE AIR DAMPERS SHALL COMPLY WITH WSEC 1412.4.1.

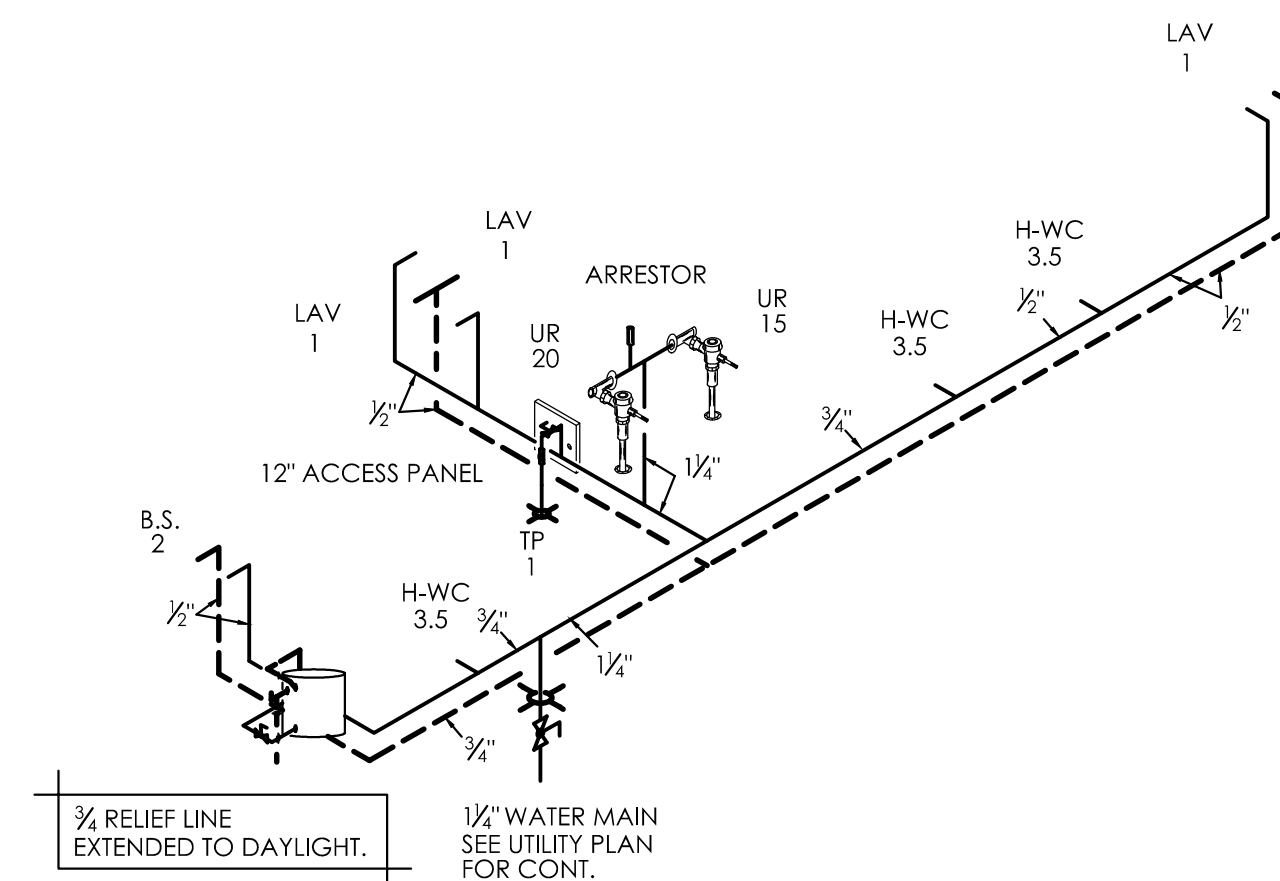


MECHANICAL PLAN

SCALE: 1/4" = 1'-0"

	QTY.	SIZE	DESCRIPTION
H.V.A.C. #1, #2,	2	4 TON	15 kW BARD WALL HUNG HEAT PUMP w/ ECONOMIZER
H.V.A.C. #3	1	2 TON	8 kW BARD WALL HUNG HEAT PUMP w/ ECONOMIZER
INDOOR THERMOSTAT	3		BARD #8403-060 w/ MICROPROCESSOR- 7 DAY PROGRAMMABLE AUTOMATIC SETBACK- DEADBAND CONTROL
OUTDOOR THERMOSTAT	1		CMH-28
	2		CMH-23

10-14-16	PRELIM REVIEW - SP	LDG																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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WATER PIPING:

- FIXTURE UNITS _____ 51.5
- DEVELOPED LENGTH _____ 20'
- ELEVATION DIFFERENCE _____ 0'
- STREET PRESSURE _____ 46 to 60
- METER SIZE _____ 1"
- BUILDING SUPPLY SIZE _____ 1 1/4"

GENERAL NOTES:

- OREGON: SIZED TO UPC 2014 OREGON PLUMBING SPECIALTY CODE. WASHINGTON: SIZED TO UPC 2015
- POTABLE WATER MATERIAL - COPPER AND AQUAPEX
- ANGLE STOP AND SUPPLY ON ACCESSIBLE FIXTURES SHALL BE INSULATED.
- HAMMER ARRESTORS INSTALLED TO UPC 609.10.
- CONTINUATION OF WATER MAIN DONE ON SITE BY OTHERS.
- AS PER UPC 608.3, A TEE WITH A PLUG WILL BE PROVIDED FOR A THERMAL EXPANSION DEVICE TO BE INSTALLED ON SITE BY OTHERS IF NEEDED.
- 3/4" RELIEF LINE EXTENDED TO DAYLIGHT.
- WATER HEATER PAN WITH 3/4" DRAIN. DAYLIGHT ON SITE BY OTHERS.
- WATER HEATERS SHALL BE ANCHORED OR STRAPPED PER CODE UPC 507.2
- WATER HEATER ENERGY FACTOR SHALL BE 97% MINIMUM.
- WATER HEATER SHALL HAVE HEAT TRAP NIPPLES
- INSULATE FIRST 8' ON WATER HEATER PIPING.


PLUMBING FIXTURE SCHEDULE		
QTY	FIXTURE	DESCRIPTION
1	HC-PATT FLUSH-Right	GERBER 21-318-R 1.6 GPF
2	HC-PATT FLUSH-left	GERBER 21-318 L 1.6 GPF
2	URINALS	GERBER 27-750 1.0 GPF
3	LAVATORY SINK-wall	GERBER 12-314
1	BAR SINK 15 x 15	MOEN G224562
3	FAUCET- H-Lav	A/S 7385.004 2.2 GPM
1	FAUCET- H-bar	A/S 7500.170.002 2.2 GPM
1	WATER HEATER - 6 GALLON	AO SMITH EJC-6 1650 WATT
2	FLOOR DRAINS 2-4	SIoux CHIEF 8222PNR
1	TRAP PRIMER / Access Panel	PROFLO PF2500 ANSI/ASME Rated
1	HAMMER ARRESTOR	SIoux CHIEF

Job: 18826 Drawn by Paul: 11-10-2016

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GENERAL NOTES:

1. WHEN STRANDED WIRE IS USED, ALL TERMINATIONS ARE MADE BY A PRESSURE TERMINAL, BY TAILING OFF WITH SOLID CONDUCTORS OR OTHER APPROVED MEANS OF TERMINATION.
2. ALL CONDUCTORS ARE COPPER; TYPE THHN / THWN
3. RATING OF STANDARD PANEL IS 22,000 A.I.C.
4. WIRING METHOD IN METALLIC CONDUIT OR M.C. CABLE.
5. HVAC DISCONNECTS SHALL BE LABELED WITH AN IDENTIFICATION PLATE SHOWING CIRCUIT NUMBER AND EQUIPMENT SERVED.
WAC 296-46B-AA0 022
6. EXTERIOR WEATHER PROOF GFCI SHALL HAVE A "HEAVY DUTY" WEATHER PROOF "IN USE" COVER. 2014 NEC 406.9(B)(1)
7. WATER HEATER BRANCH CIRCUIT BREAKER SHALL BE CAPABLE OF BEING LOCKED OUT IN THE "OFF" POSITION. 2014 NEC 422.31 (B)
8. HEAT TRACE RECEPTACLE SHALL BE PROTECTED BY A GROUND FAULT EQUIPMENT PROTECTION DEVICE. 2014 NEC 426.28
9. CONTROLLED RECEPTACLES SHALL BE LABELED PER 2014 NEC 406.3(E) WITH THE TEXT "CONTROLLED" AND THIS SYMBOL . The symbol is a circle with a horizontal line through it, and a vertical line with a semi-circle at the bottom.
10. THIS PLAN IS NOT AN "AS-BUILT" CIRCUITS MAY BE RUN DIFFERENT THAN SHOWN BASED ON OBSTACLES ENCOUNTERED.











	QTY.	SIZE	DESCRIPTION
ELECTRICAL PANEL	2	200 AMP	120/240V – SINGLE PHASE – NEMA 1 – METALLIC RACEWAY SYSTEM
LIGHTING	35	2 x 4	LED VOLUMETRIC TROFFER– nLIGHT ENABLED– 6000 LUMEN– 53 WATTS– 4000K WITH EMBEDDED OCCUPANCY AND DAYLIGHT SENSORS COMMUNICATING ON CAT5E LOCAL NETWORK LITHONIA – 2BLT460LADPEZ1LP840N100NES7ADCX
	3	40 WATT	LED WALL PACK– 4000 LUMEN– 4000K COLOR– INTEGRAL PHOTOCELL
EXHAUST FANS	3	80 CFM	LOCATED IN RESTROOMS CONTROLLED BY nLIGHT OCCUPANCY SENSOR
HVAC	2	4 TON	15 KW BARD WALL HUNG HEAT PUMP w/ ECONOMIZER– 10 EER RATED
	1	2 TON	8 KW BARD WALL HUNG HEAT PUMP w/ ECONOMIZER– 10 EER RATED
THERMOSTAT	1		BARD 8403–060 w/ MICROPROCESSOR– 7 DAY PROGRAMMABLE AUTOMATIC SETBACK– DEADBAND CONTROL
	2		REMOTE SENSORS
	3		CMH–23 OUTDOOR SENSOR

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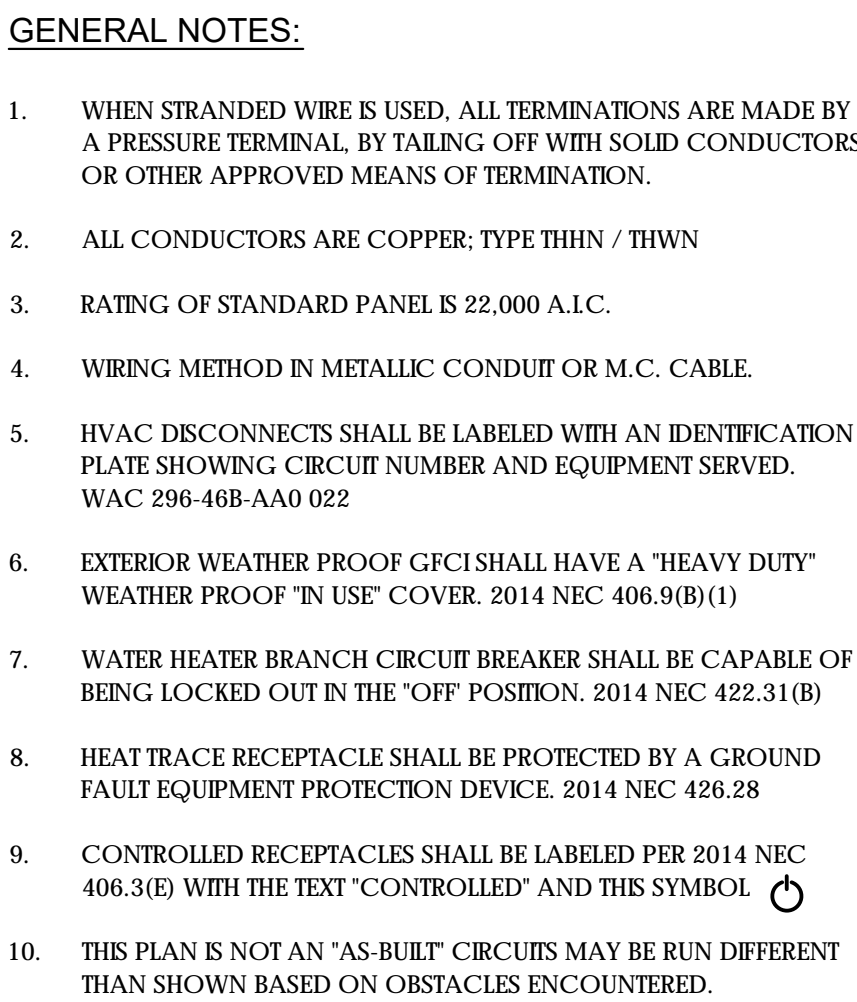
ELECTRICAL SYMBOLS			
SYMBOL	DESCRIPTION	AFF TO TOP	REMARKS
	nLIGHT nPDM2PDX CONTROL SWITCH	48"	CATSE CONNECTED 2 ZONE DIMMING CONTROL
	nLIGHT nPDM CONTROL SWITCH	48"	CATSE CONNECTED 1 ZONE CONTROL
	nLIGHT nP2OPL PLUG LOAD CONTROL RELAY	ABOVE CEILING	CONTROLLED BY nLIGHT ENABLED FIXTURE OCCUPANCY SENSORS
	nLIGHT nP16 FAN CONTROL RELAY	ABOVE CEILING	CONTROLLED BY nLIGHT ENABLED FIXTURE OCCUPANCY SENSORS
	DUPLEX RECEPTACLE HALF CONTROLLED HALF HOT	20"	180 VA EACH
	STANDARD DUPLEX RECEPTACLE	20"	180 VA EACH
	GFCI RECEPTACLE	AS NOTED	180 VA EACH
	FLOOR RECEPTACLE / DATA ROUGH-IN	FLOOR	360 VA EACH STUB DOWN 3/4" MINIMUM FOR DATA
	FLOOR RECEPTACLE / DATA ROUGH-IN	FLOOR	180 VA EACH STUB DOWN 3/4" MINIMUM FOR DATA
	DEDICATED WP RECEPTACLE FOR HEAT TREAT	UNDER FLOOR	500 VA EACH -GROUND FAULT EQUIPMENT PROTECTION DEVICE
	DATA OUTLET	20"	4" SQ BOX SINGLE GANG MR WITH 3/4" CONDUIT UP AND DOWN
	80 CFM EXHAUST FAN	CEILING	44 VA EACH
	6 GALLON TANK TYPE WATER HEATER		1650 VA EACH PROVIDE BREAKER LOCK OUT DEVICE
	SIGN CIRCUIT ROUGH-IN	20"	1200 VA
	THERMOSTAT	48"	
	REMOTE SENSOR	48"	
	FLUORESCENT WALL PACK WITH INTEGRAL PHOTOCCELL	84"	42 VA EACH
	nLIGHT ENABLED LED TROFFER w/ INTEGRAL SENSORS	CEILING	53 VA EACH
	ELECTRICAL PANEL	72"	

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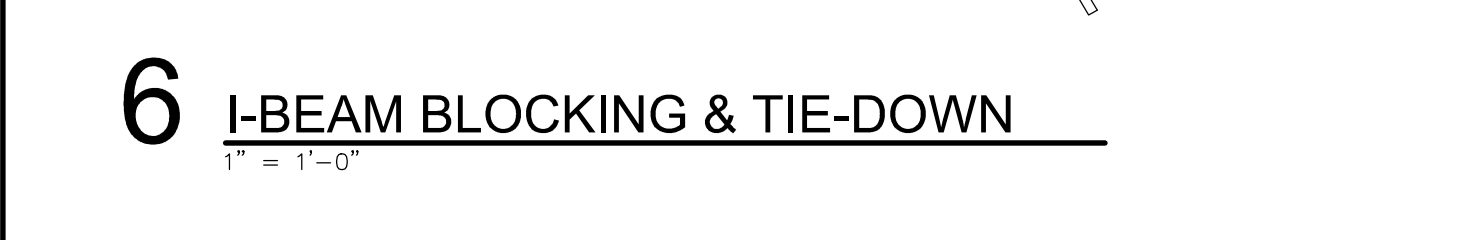
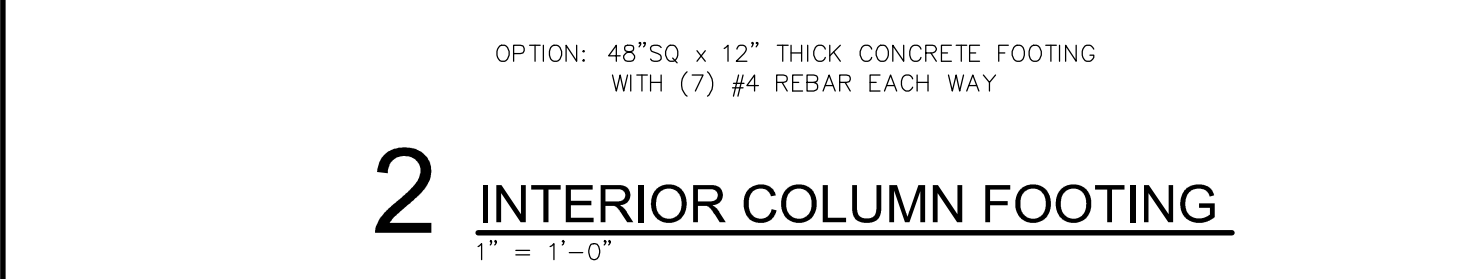
PANEL SCHEDULE "B"												
NOTE: ALL CONDUCTORS COPPER.					200 AMP		1φ		22,000 AIC			
CKT NO.	DESCRIPTION	TRIP AMPS	WIRE SIZE	VOLT AMPS	200		VOLT AMPS	WIRE SIZE	TRIP AMPS	DESCRIPTION	CKT NO.	
					A	B						
1	DC J-BOX	20	12	1500			7724	3	90	HVAC 2	2	
3	DC J-BOX	20	12	1500			7724	/	/	/	4	
5	DC J-BOX	20	12	1500			5512	4	70	HVAC 1	6	
7	DC J-BOX	20	12	1500			5512	/	/	/	8	
9	DC J-BOX	20	12	1500			-	-	-	SPACE	10	
11	DC J-BOX	20	12	1500			-	-	-	SPACE	12	
13	SPACE	-	-	-			-	-	-	SPACE	14	
15	SPACE	-	-	-			-	-	-	SPACE	16	
17	SPACE	-	-	-			-	-	-	SPACE	18	
19	SPACE	-	-	-			-	-	-	SPACE	20	

ELECTRICAL PLAN REVIEW					
LOAD CALCULATION PANEL "A"					
VOLTAGE: <u>120/208</u>			PHASE: <u>1ϕ</u>		
		CONNECTED LOAD		CALC. LOAD	
LIGHTING					
EXTERIOR		126 VA	x 125 % =		158 VA
INTERIOR		1855 VA	x 125 % =		2319 VA
EXHAUST FANS		132 VA	x 125 % =		165 VA
SIGN CIRCUIT		1200 VA	x 125 % =		1500 VA
RECEPTACLES					
THRU 10,000		4860 VA	x 100 % =		4860 VA
OVER 10,000		0 VA	x 50 % =		0 VA
MOTORS, COMPR.					
TOTAL		5448 VA	x 100 % =		5448 VA
LARGEST		(4272) VA	x 25 % =		1068 VA
HEATING					
		10000 VA	x 100 % =		10000 VA
WATER HEATER					
		1650 VA	x 100 % =		1650 VA
HEAT TRACE					
		500 VA	x 100 % =		500 VA
TOTAL	KVA	25.77	TOTAL	KVA	19.41
CONNECTED			CALCULATED		
LOAD	AMPS	107.38	LOAD	AMPS	93.31

ELECTRICAL PLAN REVIEW LOAD CALCULATIONS TOTAL				
VOLTAGE: 120/208		PHASE: 1 ϕ		
		CONNECTED LOAD		CALC. LOAD
LIGHTING				
EXTERIOR	126 VA	x 125 % =	158 VA	
INTERIOR	1855 VA	x 125 % =	2319 VA	
EXHAUST FANS	132 VA	x 125 % =	165 VA	
SIGN CIRCUIT	1200 VA	x 125 % =	1500 VA	
RECEPTACLES				
THRU 10,000	4860 VA	x 100 % =	4860 VA	
OVER 10,000	0 VA	x 50 % =	0 VA	
MOTORS, COMPR.				
TOTAL	13920 VA	x 100 % =	13920 VA	
LARGEST	(4272) VA	x 25 % =	1068 VA	
HEATING				
	28000 VA	x 100 % =	28000 VA	
DC J-BOX (6)				
	9000 VA	x 100 % =	9000 VA	
WATER HEATER				
	1650 VA	x 100 % =	1650 VA	
HEAT TRACE				
	500 VA	x 100 % =	500 VA	
TOTAL		61.24	TOTAL	63.14
CONNECTED LOAD	KVA AMPS	255.18	CALCULATED LOAD	KVA AMPS
				263.08



4 TON - 15 KW (TYPICAL OF 2)			
H V A C	(MOTOR, COMPRESSOR, HEATER SIZES)		
OPERATION VOLTAGE	197 MIN.	253 MAX.	
COMPRESSOR	17.8 RLA	117 LRA	
OUTDOOR BLOWER FAN	2.6 FLA	1/3 HP	
INDOOR BLOWER FAN	2.3 FLA	1/2 HP	
HEAT STRIP *	15 KVA	240 VOLT	
MINIMUM CIRCUIT AMPS			87 AMPS
MAXIMUM OVERCURRENT PROTECTION			90 AMPS
OVERCURRENT PROTECTION SHALL BE DUAL ELEMENT TIME DELAY FUSE OR HACR CIRCUIT BREAKER			
* ACTUAL KW RATING SHALL BE BASED ON APPLIED VOLTAGE. A MAXIMUM OF 10 KW CAN OPERATE IN CONJUNCTION WITH THE HEAT PUMP.			



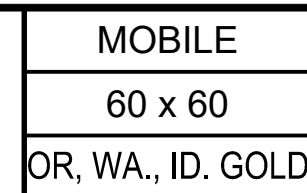
1. FOUNDATION SYSTEM ENGINEERED ONLY FOR USE WITH RELOCATABLE BUILDINGS MANUFACTURED BY BLAZER INDUSTRIES, INC. PERIODIC INSPECTIONS FOR STRUCTURAL INTEGRITY ARE REQUIRED (LOOSE OR SETTLED PIERS, P.T. TIMBER DETERIORATION, LOOSE TIE-DOWNS, ETC.)
2. MINIMUM PROPERTY LINE SETBACK IS 10'.
3. BUILDING DESIGN LOADS:
 - ROOF.....40 P.S.F. (SNOW)
 - WIND.....120 M.P.H. EXPOSURE 'C' (V_{u17})
 - FLOOR.....50 P.S.F. OR 2000 lbs.
 - SEISMIC.....SITE CLASS D, SDS=1.0, SD1=0.6
 - RISK CATEGORY II
4. ASSUMED SOIL ALLOWABLE BEARING PRESSURE TO BE 1500 P.S.F. (VERIFY WITH LOCAL BUILDING OFFICIAL).
5. AT GRADE PERIMETER FOOTINGS TO BE ACCEPTABLE TO LOCAL BUILDING OFFICIAL.
6. OVERALL DIMENSIONS ARE FROM OUTSIDE OF 2 x 8 SKIRTING RIM TO 2 x 8 SKIRTING RIM.
7. USE 6 MIL. BLACK POLYETHYLENE UNDER ENTIRE BUILDING WITH JOINTS OVERLAPPED 12".
8. WOOD:
 - ALL P.T. WOOD SHALL BE H.F. OR D.F.
 - ALL WOOD SHALL BE MARKED "SUITABLE FOR GROUND CONTACT".
 - 2 x 12 x 24" P.T. WOOD FOOTINGS TO BE CUT TO LENGTH BEFORE PRESSURE TREATING.
9. MINIMUM CLEARANCE FROM BOTTOM OF FLOOR JOISTS TO GROUND TO BE 18".

10. CONCRETE MASONRY UNIT (C.M.U.) MINIMUM NET COMPRESSIVE STRENGTH = 1350 P.S.I.
11. PIER BLOCKS:
 - BLOCKS SHALL BE 8 x 8 x 16 C.M.U.
 - ALL BLOCKS SHALL BE SET WITH CORES PLACED VERTICALLY.
 - A SINGLE STACK OF BLOCKS SHALL BE INSTALLED AT RIGHT ANGLES TO MARRIAGE LINE AND MIDSPAN BEAM.
 - HEIGHT OF STACK SHALL NOT EXCEED 3 BLOCKS.
12. TIE-DOWN SYSTEM MUST BE INSTALLED BEFORE THE BUILDING MODULES ARE SET IN PLACE.
13. TIE-DOWN ANCHORS:
 - ANCHORS SHALL BE AUGER TYPE UNLESS NOTED OTHERWISE.
 - USE ANCHORS, STRAPS & CONNECTORS WHICH INDIVIDUALLY HAVE MIN. ULTIMATE CAPACITY OF 4725 lbs. AND MIN. INSTALLED WORKING CAPACITY OF 3150 lbs.
 - INSTALL ANCHORS PER MANUFACTURER'S INSTRUCTIONS.
 - ANCHORS MUST BE PERIODICALLY TIGHTENED TO ASSURE CORRECT TENSION.
14. THE AMOUNT OF VENTING REQUIRED IS DETERMINED BY DIVIDING THE SQUARE FOOTAGE OF THE BUILDING BY 1500. THE RESULT EQUALS THE NET SQUARE FOOTAGE OF VENTING REQUIRED. THE AMOUNT OF VENTING REQUIRED IS DETERMINED BY DIVIDING THE SQUARE FOOTAGE OF THE BUILDING BY 1500. THE RESULT EQUALS THE NET SQUARE FOOTAGE OF VENTING REQUIRED. THE GROUND SURFACE SHALL BE TREATED WITH AN APPROVED VAPOUR RETARDER MATERIAL AND REQUIRED VENT OPENINGS PLACED SO AS TO PROVIDE CROSS VENTILATION OF THE SPACE. DON'T PLACE VENTS UNDER DOORS OR WHERE THEY MIGHT BE COVERED BY PORCHES, OR DECKS.



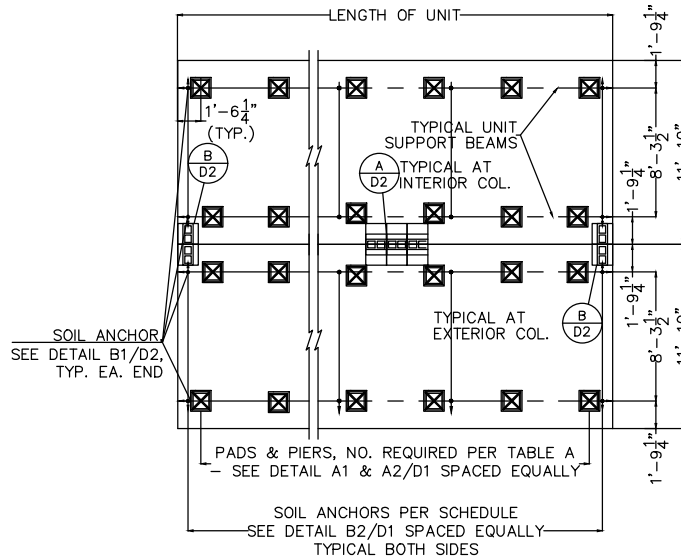
11/17/2016

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OR	Approved for Const:
	File Copy:
	Drawn By: <i>AJB</i>
	Issue Date: <i>11-14-16</i>

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① FOUNDATION PLAN
12'-0" MULTI-WIDE MOBILE OFFICE
SCALE: 1/8" = 1'-0"

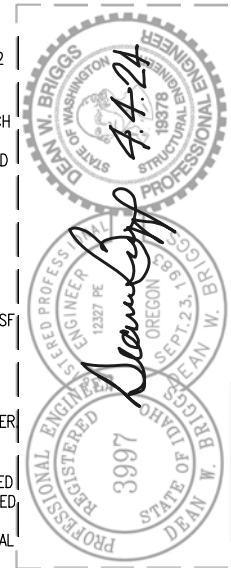
TABLE A
MOBILE MODULE RAIL PIER/PAD & LATERAL RESISTING ASSEMBLY SPACING

- INSTALL PIER/PADS UNDER EACH CHASSIS SUPPORT RAIL, SPACED EQUALLY BETWEEN END PIERS. SEE DETAILS SHEET D1S
- INSTALL LATERAL RESISTING ASSEMBLIES ON EACH OF FOUR WALLS, SPACED EQUALLY BETWEEN END ASSEMBLIES. SEE DETAILS SHEET D1S & D2S

WIDTH OF UNIT	LENGTH OF UNIT	# PADS & PIERS		#AUGER ANCHORS			
		ROOF LOAD		110/120 MPH WIND, C EXPOSURE			
		<u>OUTSIDE RAILS/INSIDE RAILS</u>		<u>EA.SIDE</u>		<u>EA.END</u>	
		30 PSF	40PSF	110	120	110	120
24'-0"	36'-0"	9/6	9/6	3	4	3	3
24'-0"	40'-0"	10/7	10/7	3	4	3	3
24'-0"	50'-0"	12/8	13/8	4	5	4	4
24'-0"	60'-0"	14/10	15/10	5	6	5	5
24'-0"	64'-0"	15/10	16/10	5	6	5	5
24'-0"	70'-0"	16/11	18/11	6	7	5	5
36'-0"	60'-0"	14/10	15/10	6	6	6	6
48'-0"	60'-0"	14/10	15/10	8	8	8	8
60'-0"	60'-0"	14/10	15/10	10	10	10	10
72'-0"	60'-0"	14/10	15/10	11	11	11	11

STRUCTURAL NOTES:

- GENERAL:
- 1.1. VERIFY MODULAR DIMENSIONS PRIOR TO PREPARATION FOR FOUNDATION INSTALLATION.
 - 1.2. BUILDING MODULE DIMENSIONS FROM THE MODULAR BUILDING MANUFACTURER MAY VARY AND INSIGNIFICANT ADJUSTMENTS MAY BE MADE IN THE FIELD.
 - 1.3. A GEOTECHNICAL REPORT WAS NOT SUPPLIED BY THE OWNER FOR THE DESIGN OF THESE FOUNDATIONS. THE OWNER IS RESPONSIBLE FOR PROVIDING A SUITABLE STABLE SUBGRADE FOR THE BUILDING FOUNDATION.
 2. DESIGN INFORMATION & LOADING:
 - 2.1. BUILDING CODE IBC 2021, ASCE 7-16, OSSC-22, 51-50WAC
 - 2.2. ROOF LIVE LOAD 30/40 PSF, SNOW
 - 2.3. FLOOR LIVE LOAD 50 PSF OR 2,000# CONC.
 - 2.4. WIND CRITERION 110/120 MPH, EXP C, Kzt=1.0
 - 2.5. SEISMIC CRITERION SDS=1.2, Ie=1.0, SEISMIC CATEGORY D
 - 2.6. ASSUMED SOIL BEARING 1,500 PSF, SOIL CLASS D
 - 2.7. WALL PLATE HEIGHT 9'-0"
 - 2.8. ROOF SLOPE 2:12 OR FLATTER
 3. CONCRETE:
 - 3.1. DESIGN COMP. STRENGTH 2,500 PSI
 - 3.2. REINFORCING STEEL YIELD 60 KSI
 4. MASONRY:
 - 4.1. 8X16 UNITS, 4" OR 8" UNITS ASTM C-90, GRADE N
 - 4.2. SET UNITS W/ CORES VERTICAL, PER PLAN.
 - 4.3. STACKS OF 24-INCHES OR LESS TO BE SINGLE UNIT DRY-STACKED.
 - 4.4. STACKS OF 24"-48" UNITS TO BE DOUBLED UNIT, 16" SQUARE, DRY-STACKED W/EACH COURSE ROTATED 90° FROM COURSE BELOW.
 - 4.5. STACKS OF 48"-72" UNITS TO BE DOUBLE UNITS, 16" SQUARE, STACKED W/EACH COURSE ROTATED 90° FROM COURSE BELOW, GROUTED FULL WITH (1) #4 IN EACH OF THE (4) CELLS.
 - 4.6. STACKS OVER 72" REQUIRE SPECIAL ENGINEERING.
 5. SPECIALTY ITEMS: AUGER ANCHORS "MINUTE MAN ANCHORS, INC." (800) 438-7277, OR EQUIVALENT. SHOULD AN ALTERNATE MANUFACTURER BE USED FOR ANY ANCHOR OR ASSEMBLY, MANUFACTURER DOCUMENTATION OF ANCHOR ALLOWABLE LOADS SHALL BE SUBMITTED AND ANCHOR SPACING MODIFIED PER ALLOWABLE LOADS FOR THE ANCHOR USED.
 - 5.1. METAL PIERS TO BE CAPABLE OF SUPPORTING 6,000#
 - 5.2. HOLD-DOWNS SET IN SOIL AND LOOSE GRAVEL SHALL BE MMA-92 OR GW-2 SOIL AUGER W/ STABILIZER HEAD SET VERTICAL W/ ALLOWABLE LOAD CAPACITY OF 3150#. NUMBER OF ANCHORS AS INDICATED ON TABLE. ALTERNATE: (2) MMA-35 DRIVEN ANCHORS W/ MMASD2 STABILIZER PLATE OR AZTEC ANCHORS PER ANCHORS SHOWN ON TABLE.
 - 5.2. HOLD-DOWNS SET IN STABLE ASPHALT SHALL BE (2) MMA-35 DRIVEN ANCHORS PER ANCHORS SHOWN ON TABLE W/ AN ALLOWABLE DESIGN LOAD CAPACITY OF 1800# FOR EACH ANCHOR.
 - 5.3. TIE-DOWNS TO STABLE CONCRETE SHALL BE EITHER A MMA-21 ANCHOR FOR PRE-POURED CONCRETE OR MMA-18 ANCHOR SET PRIOR TO INSTALLING POURED IN PLACE CONCRETE. NUMBER OF ANCHORS TO BE DOUBLE SHOWN ON TABLE.
 - 5.4. INSTALL GROUND PORTION OF THE ANCHOR PRIOR TO SETTING THE BUILDING. CONNECT ANCHOR TIES TO BUILDING ONLY AFTER BUILDING IS FULLY BLOCKED AND LEVELLED.
 - 5.5. INSTALL ALL SPECIALTY ITEMS PER THE MANUFACTURER'S RECOMMENDATIONS. SEE MANUFACTURER'S INSTALLATION INSTRUCTION MANUAL ON THE WEB SITE.
 6. VENTING:
 - 6.1. PROVIDE UNDER FLOOR VENTILATION PER IBC CODE AND LOCAL REQUIREMENTS AT 1 NET SF OF VENTILATION PER 150 SF OF FLOOR AREA.
 - 6.2. IF A CLASS I VAPOR RETARDER IS INSTALLED THE RATIO MAY BE INCREASED TO 1/500.
 7. ACCESS:
 - 7.1. PROVIDE ACCESS TO THE UNDER FLOOR AREA PER THE CODE.
 - 7.2. PROVIDE 18" MIN. CLEARANCE FROM SOIL TO UNDERSIDE OF ANY UNTREATED WOOD MEMBER
 - 7.3. PROVIDE 12" MIN. CLEARANCE FROM SOIL TO UNDERSIDE OF ALL BUILDING MEMBERS.
 8. SITE CONDITIONS:
 - 8.1. FOUNDATION SUBGRADE TO BE UNDISTURBED NATIVE SOILS OR STRUCTURAL FILL COMPACTED TO 95% OF THE STANDARD PROCTOR DENSITY PER ASTM D-698; ASPHALT OVER COMPACTED ROADMIX GRAVEL BASE; OR CONCRETE
 - 8.2. ALL WORK SHALL CONFORM TO LOCAL, STATE, AND FEDERAL CONSTRUCTION, ENVIRONMENTAL AND SAFETY STANDARDS.

STANDARD MOBILE OFFICE
PAD & PIER FOUNDATION

PLANS AND NOTES
12'-0" STD. OFFICE MULTI-WIDE

DWG DATE: APRIL 2024	DWG NO. 2401.01.5-F12M-1	SCALE: AS SHOWN
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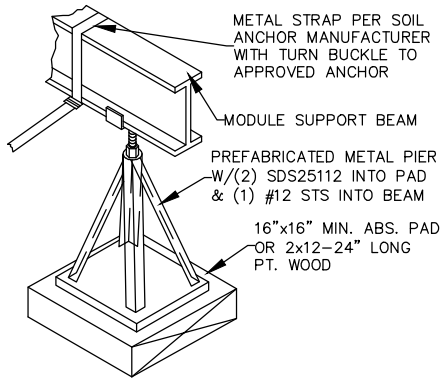
DWG DATE: APRIL 2024	DWG NO. 2401.01.5-F12M-1
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REVISION DATE:
4/4/2024

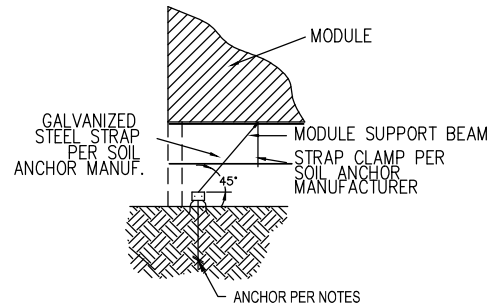
F12M

SHEET : 1 OF 3

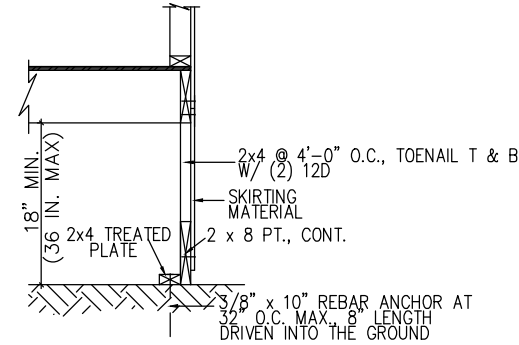
JESSYCA FAIRWEATHER



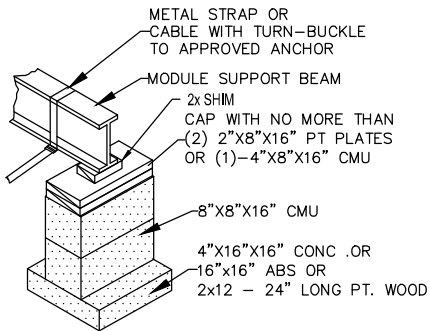
A1 PAD & PIER
N.T.S.



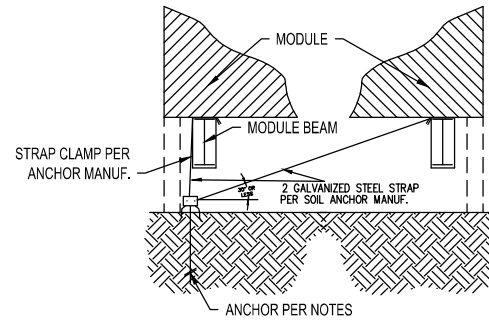
B1 SOIL ANCHOR-ENDWALL
N.T.S.



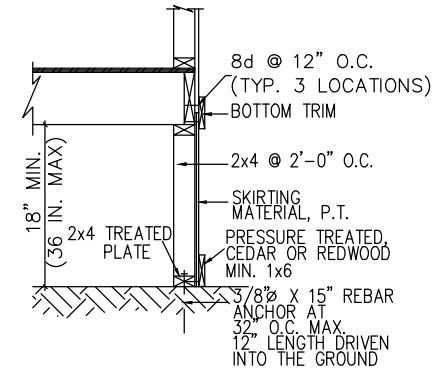
C1 SKIRTING DETAIL-NONBEARING
N.T.S.



A2 CMU PIER
N.T.S.



B2 SOIL ANCHOR-SIDEWALL
N.T.S.



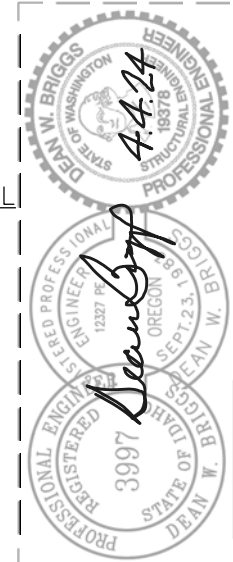
C2 SKIRTING DETAIL-STRUCTURAL
N.T.S.

BRIGGS ENGINEERING, INC



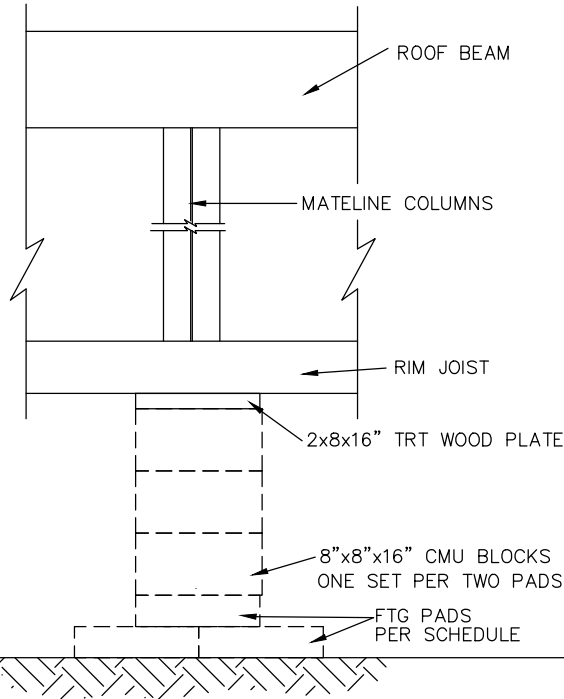
SERVING THE WESTERN UNITED STATES
599 W. STATE ST., N. GARDEN CITY, ID 83703 (208) 344-9700
THESE DRAWINGS, OR ANY PORTION THEREOF, SHALL NOT BE USED ON ANY PROJECT OR EXTENSION OF THE PROJECT EXCEPT BY WRITTEN AGREEMENT OF BRIGGS ENGINEERING, INC.

Pacific Mobile
Mobile & Modular Buildings



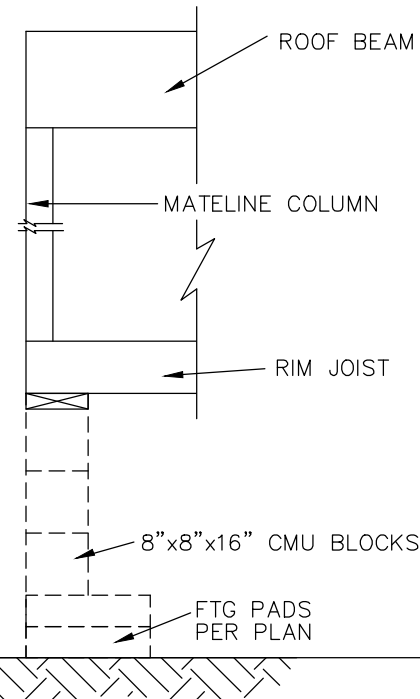
STANDARD MOBILE OFFICE PAD & PIER FOUNDATION		DETAILS FOUNDATION DETAILS	
DWG DATE: APRIL 2024	DWG NO. 2401.01.5-D1M-1	SCALE: AS SHOWN	
REVISION DATE: 4/4/2024			
D1M			
SHEET : 2 OF 3			
JESSICA FAIRWEATHER			

INTERIOR



A INTERIOR COLUMN SUPPORTS
N.T.S.

EXTERIOR



B EXTERIOR COLUMN SUPPORTS
N.T.S.

PADS REQUIRED AT ROOF BEAM SUPPORT COLUMNS

- 30 PSF ROOF LIVE LOAD**
 - 12-FT. MODULES: (2) 16"x16" PADS PER 10'-6" EFFECTIVE SPAN
 - 14-FT. MODULES: (2) 16"x16" PADS PER 9'-0" EFFECTIVE SPAN
40 PSF ROOF LIVE LOAD
 - 12-FT. MODULES: (2) 16"x16" PADS PER 8'-6" EFFECTIVE SPAN
 - 14-FT. MODULES: (2) 16"x16" PADS PER 7'-4" EFFECTIVE SPAN

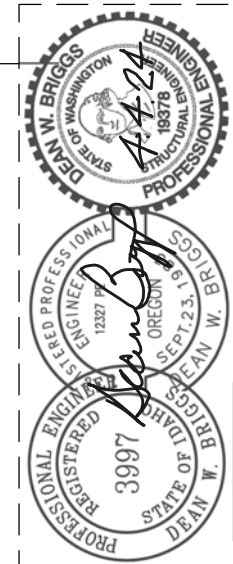
EFFECTIVE SPAN = $\frac{1}{2}$ BEAM SPAN EACH SIDE OF COLUMN

BRIGGS ENGINEERING, INC



SERVING THE WESTERN UNITED STATES
 5999 W. STATE ST., N. GARDEN CITY, ID 83703-344-9700
 THESE DRAWINGS, OR ANY PORTION THEREOF, SHALL NOT BE USED ON ANY PROJECT OR EXTENSION OF THE PROJECT EXCEPT BY WRITTEN AGREEMENT FROM BRIGGS ENGINEERING, INC.

Pacific Mobile
 Mobile & Modular Buildings



REVISIONS: 9/30/2024, 9/27/2025

STANDARD MOBILE OFFICE
 PAD & PIER FOUNDATION

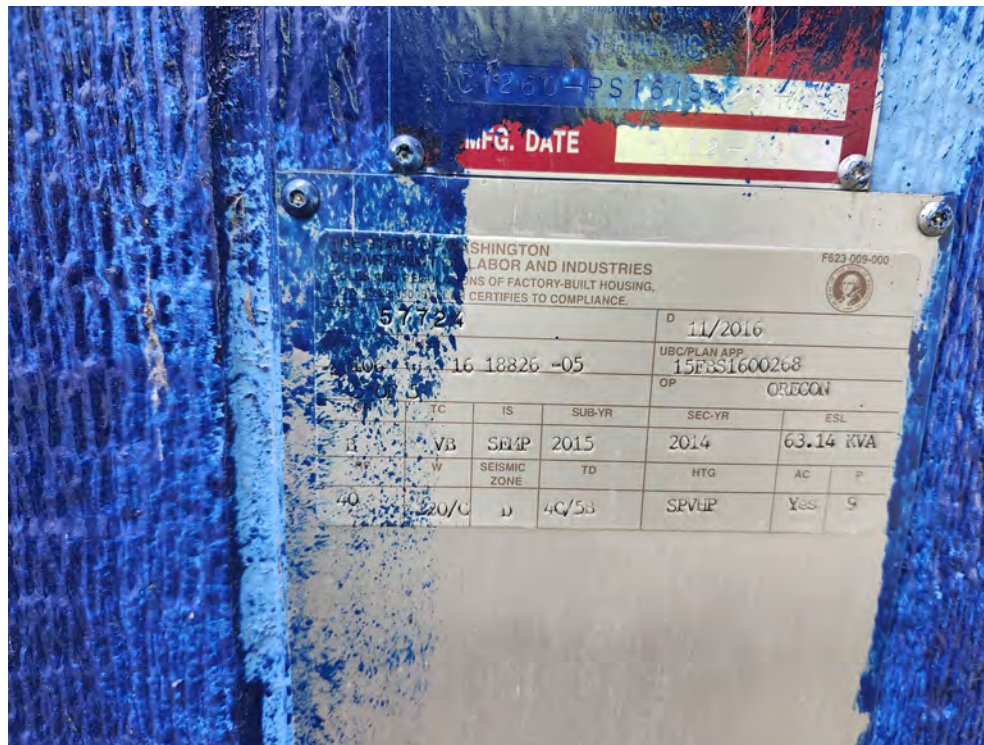
DETAILS
 MOBILE FOUNDATION DETAILS
 DWG NO.: 2401.01.5-D2M-1
 SCALE: AS SHOWN
 DWG DATE: APRIL 2024

REVISION DATE:
 4/4/2024

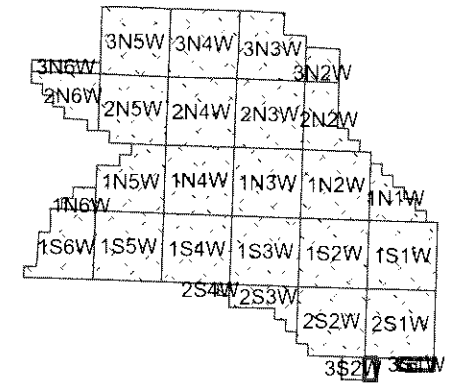
D2M

SHEET : 3 OF 3

JESSYCA FAIRWEATHER



WASHINGTON COUNTY OREGON
SW 1/4 SECTION 2 T3S R1W
SCALE 1"= 200'



36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6
12	7	8	9	10	11	12	7
13	18	17	16	15	14	13	18
24	19	20	21	22	23	24	19
25	30	29	28	27	26	25	30
36	31	32	33	34	35	36	31
1	6	5	4	3	2	1	6

BB	BA	AB	AA
BC	BD	AC	AD
CB	CA	DB	DA
CC	CD	DC	DD

SECTION 2

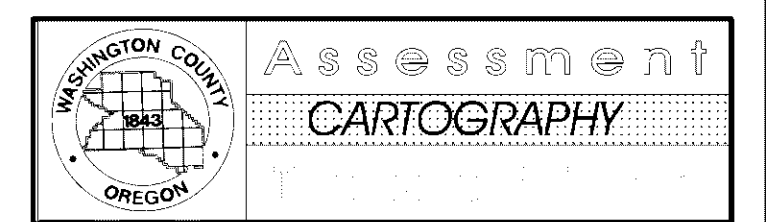
FOR ADDITIONAL MAPS VISIT OUR WEBSITE AT
www.washingtoncountyor.gov/gis

Cancelled Taxlots For: 3S102C

101, 102, 100, 700-1300, 1001, 801, 400, 200, 1500

City of Wilsonville
Exhibit B5 DB25-0003

Feet
0 100 200 400 600



PLOT DATE: 6/4/2024
FOR ASSESSMENT PURPOSES
ONLY - DO NOT RELY ON
FOR OTHER USE

Map areas delineated by either gray shading or a cross-hatched pattern are for reference only and may not indicate the most current property boundaries. Please consult the appropriate map for the most current information.

Prepared by:
DEHAAS & ASSOC., INC.
SUITE 300 - A.G.C. CENTER
9450 S.W. COMMERCE CIRCLE
WILSONVILLE, OREGON 97070
PHONE: (503) 682-2450
FAX: 682-4018

Prepared for:
WILLAMETTE RESOURCES, INC.
2215 NORTH FRONT STREET
WOODBURN, OREGON 97071
PHONE: (503) 222-6565

PARTITION PLAT

A Replat in a portion of Lots 13 and 14, Garden Acres, Page 37, Book 4 in the Southwest One-quarter of Section 2, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon.

May 5, 1995

Partition Plat No. 1995-101

Recorded as Document No. 95065676

Sheet 1 of 2

LEGEND

- Found 5/8" iron rod unless otherwise noted.
- Set 5/8" x 30" iron rod with a yellow plastic cap marked: "DEHAAS & ASSOC., INC." Set on May 5, 1995.
- + Computed Position - Not Monumented
- ⊕ Centerline
- R/W Right of way
- ℙ Property line
- ⊙ Public Land Survey Corner
- S.N. Survey Number
- () Record Data
- C.R. County Road

Scale: 1"=100'

State of Oregon)
County of Washington) S. S.

I do hereby certify that this tracing is a copy certified to me by the Surveyor of this Partition Plat, to be a true and exact copy of the original and that was recorded on the 15 day of September, 1995 at 10:50 O'clock A.M and recorded in the County Clerk Records.

By: Malcolm N. Clark
Deputy County Clerk

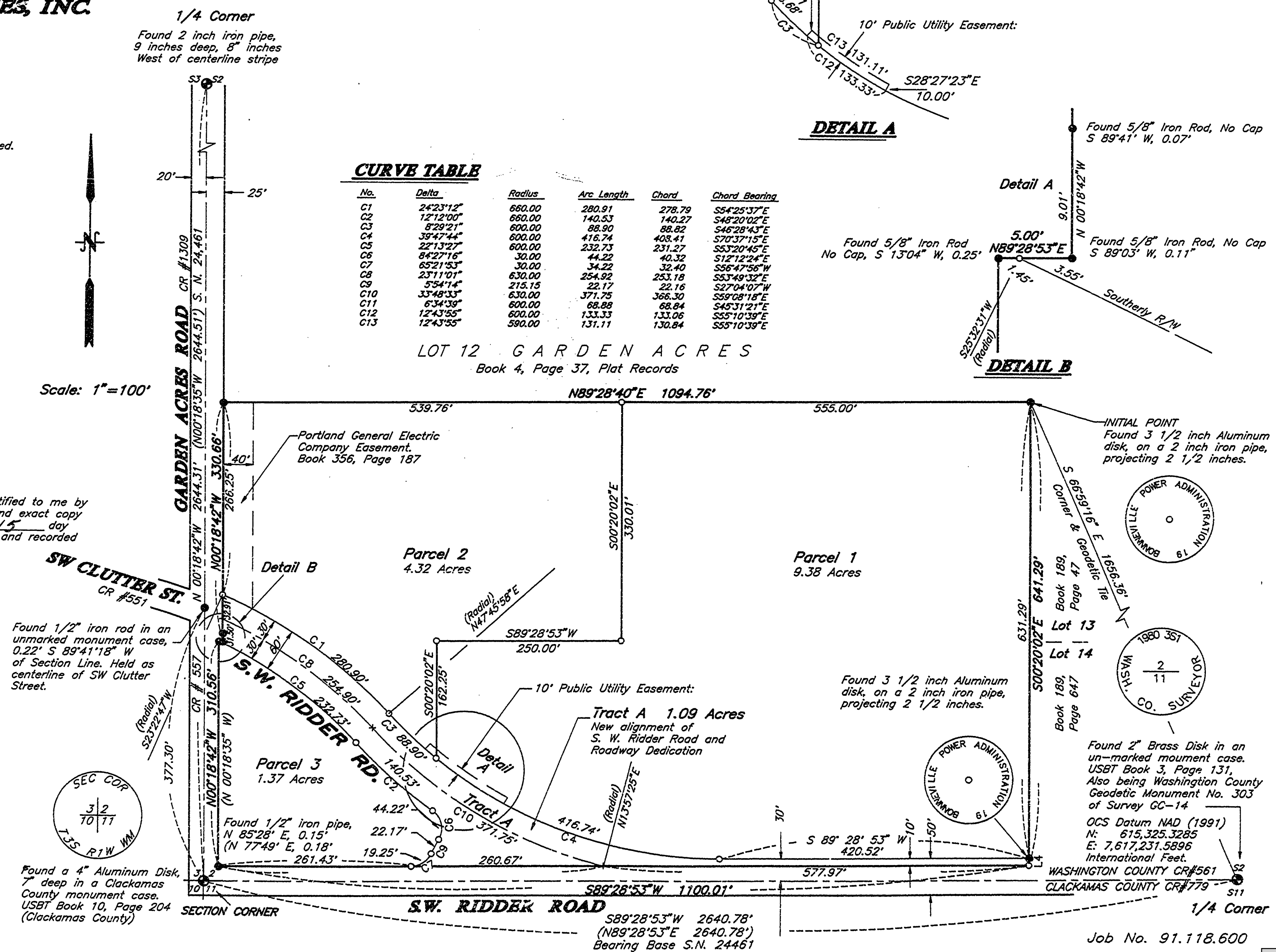
Expires 12/31/95

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Malcolm N. Clark
OREGON
JULY 12, 1993
MALCOLM N. CLARK
601

I hereby certify that this tracing is a true and exact copy of the original Partition Plat.

Malcolm N. Clark 7/17/95
Malcolm N. Clark P.L.S. 601

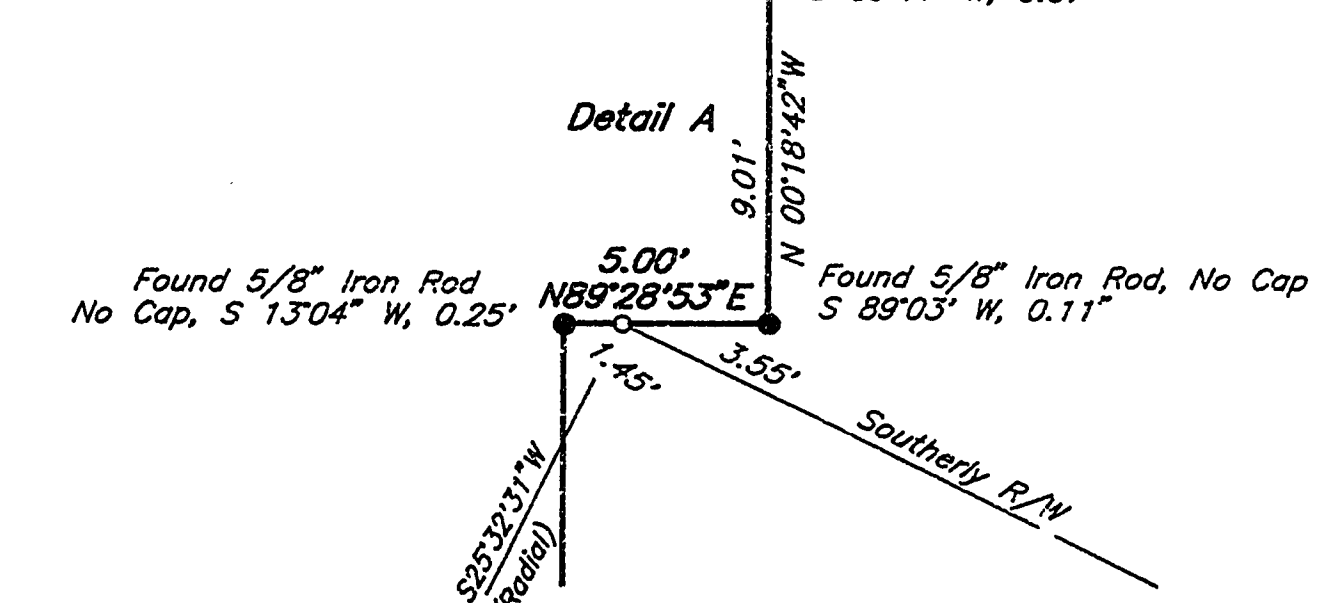


CURVE TABLE

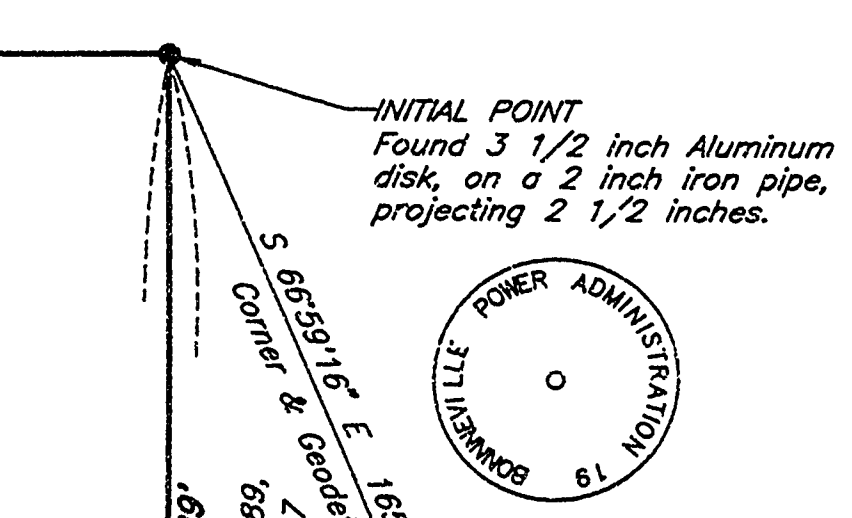
No.	Delta	Radius	Arc Length	Chord	Chord Bearing
C1	24°23'12"	660.00	280.91	278.79	S54°25'37"E
C2	12°12'00"	660.00	140.53	140.27	S48°20'02"E
C3	8°29'21"	600.00	88.90	88.82	S46°28'43"E
C4	39°47'44"	600.00	416.74	403.41	S70°37'15"E
C5	22°13'27"	600.00	232.73	231.27	S53°20'45"E
C6	84°27'16"	30.00	44.22	32.40	S56°47'56"W
C7	65°21'53"	30.00	34.22	40.32	S12°12'24"E
C8	23°11'01"	630.00	254.92	253.18	S53°49'32"E
C9	5°54'14"	215.15	22.17	22.16	S27°04'07"W
C10	33°48'33"	630.00	371.75	366.30	S59°08'18"E
C11	6°34'36"	600.00	68.88	68.84	S45°31'21"E
C12	12°43'55"	600.00	133.33	133.06	S55°10'39"E
C13	12°43'55"	590.00	131.11	130.84	S55°10'39"E

LOT 12 GARDEN ACRES
Book 4, Page 37, Plat Records

DETAIL A



DETAIL B



July 15, 2025

Planning Division
Community Development Division
City of Wilsonville
Attn: Georgia McAlister
29799 SW Town Center Loop Drive E
Wilsonville, OR 97070

RE: Completeness Review Letter for a Type III Final Site Modification and Site Design Review for the Modular Office Building at Republic Services.

Dear Georgia,

This letter is intended to address the Notice of Incomplete Application dated June 12, 2025 for Planning Case File No. DB25-0003. Please find responses to specific completeness items below.

1. *Narrative lacks information addressing how pedestrian access and connectivity standards included in Section 4.154(.01)B.1-6 will be met. Site plans indicate pedestrian access is provided to the modular office unit via a concrete sidewalk, However aerial images show pedestrian access is paved with asphalt. If a new concrete pedestrian access is proposed, indicate the proposed changes within the narrative. If the pedestrian access will remain, asphalt indicate how compliance with Section 4.154(.01)B.1-6 will be met.*

RESPONSE: Pedestrian access is provided via painted asphalt instead of the concrete sidewalk around the building as previously shown. The updated plan set is included with this submittal. The narrative and plan set have been updated as described and are included with this submittal.

2. *Insufficient detail in submitted plans and drawings. While some information is provided, the following is specific information still missing:*
 - *Site plans do not include landscape area calculations as part of the land area use tabulation. Update site plans to include landscape area to demonstrate compliance with Section 4.035(.04)S.6.g.*

RESPONSE: The plans have been updated to include landscape areas and demonstrate compliance with Section 4.035(0.4)S.6.g.

- *Modular office elevations do not indicate color and materials of the building. Update plans to include a materials board and colored elevations or photos of the unit to address Section 4.440(.01)C and Section 4.440(.01)D.*

RESPONSE: A color image of the modular building indicating the color and materials of the building is included in the updated submittal packet. The materials are also listed on sheet A-2 of the building plans provided.

- *Site plans indicate pedestrian access is provided to the modular office unit via a concrete sidewalk. However, aerial images show pedestrian access is paved with asphalt. Plans need to be updated for consistency to demonstrate conformance with Section 4.154(.01)B1-6. If a new concrete pedestrian access is proposed indicate the proposed changes on the site plan.*

RESPONSE: The existing site plan has been updated to reflect the current conditions of the site. Pedestrian access to the modular office and other locations on site is via the striped painting on the asphalt.

- *Site plans do not include the location and number of bicycle parking spaces. Update plans to show location and number of bicycle parking spaces to demonstrate compliance with Section 4.155(.04).*

RESPONSE: The site plan has been updated to show the location and number of bicycle parking spaces. The proposed bicycle parking will be located within the modular building as shown on the site plan.

- *Site plans do not indicate the location of the solid waste storage area. Update site plans to include location of solid waste storage area to demonstrate compliance with Section 4.430.*

RESPONSE: The site plan has been updated to show the location of the solid waste storage area.

3. *To demonstrate the modular building can continue to be used as a permanent structure the applicant needs to provide plans or a statement describing how the Modular Office Units will meet Building Code requirements for a permanent structure.*

RESPONSE: The building and foundation plans for the modular building are included in the submittal. The original structure was approved by the State Department of Labor and Industries, based on the Rules and Regulations of factory-built housing. The applicant has provided images of the building indicating that the modular office units meet the building code requirements, and showing the Modular building seals remain attached to the structure.

I trust that with this information, the application can be accepted as complete for review.

Sincerely,
Pioneer Design Group, Inc.



Wayne Hayson
 Planning Manager

DEVELOPMENT REVIEW BOARD MEETING

Item 3.

**MONDAY, OCTOBER 13, 2025
6:30 PM**

Board Member Communications:

3. Results of the July 28, 2025 DRB Panel B Meeting

Development Review Board Panel B Meeting Meeting Results

DATE:	JULY 28, 2025	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:30 PM	TIME END: 7:53 PM

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Rachelle Barrett	Daniel Pauly
Megan Chuinard	Stephanie Davidson
Kamran Mesbah	Kimberly Rybold
Dana Crocker	Georgia McAlister
	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	
	None.
CONSENT AGENDA	
1. Approval of the February 24, 2025 DRB Panel B Minutes	1. Approved as presented with one abstention.
PUBLIC HEARING	
2. Resolution No. 441. ParkWorks. The applicant is requesting approval of a Class 3 Sign Permit, Waiver, and Site Design Review for the installation of a 355-square-foot wall sign and a mural on an industrial building visible from SW Parkway Avenue and Interstate 5. Case Files: DB25-0002 ParkWorks -Class 3 Sign Permit (SIGN25-0007) -Waiver (WAIV25-0001) -Site Design Review (SDR25-0002)	2. Adopted Resolution No. 441, as well as the approved Staff report with the addition of Exhibit A3, by a 3 to 1 vote.
BOARD MEMBER COMMUNICATIONS	
3. Results of the March 10, 2025 DRB Panel A meeting	3. No comments.
4. Recent City Council Action Minutes	4. None.
STAFF COMMUNICATIONS	
	Staff responded to a question on Town Center and discussed upcoming Code amendments.

DEVELOPMENT REVIEW BOARD MEETING

Item 4.

**MONDAY, OCTOBER 13, 2025
6:30 PM**

Board Member Communications:

4. Recent City Council Action Minutes



ACTION MINUTES

March 03, 2025 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Kimberly Veliz, City Recorder
Matt Lorenzen, Economic Development Manager
Miranda Bateschell, Planning Director
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

WORK SESSION [5:00 PM]

REVIEW OF AGENDA

There was none.

COUNCILORS' CONCERNS

Councilor Cunningham mentioned feedback about Town Center and Urban Renewal, expressing his wish to require a binding advisory vote before proceeding with Urban Renewal.

PRE-COUNCIL WORK SESSION

1. City Manager Recruitment Process

The Human Resources Manager detailed the steps to fill the City Manager role in anticipation of Bryan Cosgrove's retirement, scheduled for the end of 2025.

2. Town Center Planning Process

To equip the Council for their forthcoming goal-setting discussions, staff presented an overview of the community engagement efforts undertaken to develop the Town Center Plan, alongside details on the timeline, costs, and staffing resources involved in the initiative.

ADJOURN [7:31 PM]



CITY COUNCIL ACTION MINUTES

March 17, 2025 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Anne MacCracken, Transit Management Analyst
Bryan Cosgrove, City Manager
Dwight Brashear, Transit Director
Jeanna Troha, Assistant City Manager
Katherine Smith, Assistant Finance Director
Kimberly Veliz, City Recorder
Zoe Mombert, Assistant to the City Manager

WORK SESSION [6:00 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There were none.

COUNCILORS' CONCERNS

There were none.

PRE-COUNCIL WORK SESSION

A. SMART Annual Rider Survey Results

The City Council heard the results of the SMART Annual Rider Survey.

B. Property Tax Exemptions

The City Council was informed of Resolution Nos. 3189, 3190, 3191, 3192, and 3193 which grant exemptions from property taxes under ORS 307.540 to ORS 307.548 for low-income apartment development.

ADJOURN [6:31 PM]

CITY COUNCIL MEETING [7:01 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings

The Mayor reported on City Council's goal setting session which occurred on Friday, March 14, and Saturday, March 15, 2025.

COMMUNICATIONS

There were none.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

5. Council President Berry

6. Councilor Dunwell
7. Councilor Cunningham
8. Councilor Shevlin

CONSENT AGENDA

9. **Resolution No. 3189**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

10. **Resolution No. 3190**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

11. **Resolution No. 3191**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

12. **Resolution No. 3192**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation.

13. **Resolution No. 3193**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc.

14. Minutes of the February 20, 2025 City Council Meeting.

The Consent Agenda was approved 5-0.

NEW BUSINESS

There were none.

CONTINUING BUSINESS

There were none.

PUBLIC HEARING

There were none.

CITY MANAGER'S BUSINESS

There were none.

LEGAL BUSINESS

15. Wilsonville Code Chapter 3 Interpretation

The City Council moved to adopt the interpretations of Wilsonville Code 3.340 and 4.300 through 4.320, as described in the presented memorandum. Passed 5-0.

ADJOURN [8:26 PM]



ACTION MINUTES

April 07, 2025, at 6:30 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Kimberly Veliz, City Recorder
Zoe Mombert, Assistant to the City Manager

WORK SESSION [6:30 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

There was none.

PRE-COUNCIL WORK SESSION

1. Tourism Development Strategy

The Council heard a presentation on Resolution No. 3195, which adopts the April 2025 Tourism Development Strategy.

ADJOURN [6:53 PM]

CITY COUNCIL MEETING [7:01 PM]

CALL TO ORDER

1. Roll Call

City Council
April 07, 2025

2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Moved to approve the agenda 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COMMUNICATIONS

5. A Safe Place Family Justice Center Presentation

The director of A Safe Place Family Justice Center provided an overview of the organization's work to help individuals and families in Clackamas County by providing support and safety planning for those victimized by family violence, sexual violence, stalking, elder abuse and other forms of domestic violence.

6. State of the Police Department

The Police Chief reported on the City of Wilsonville's recent crime data, including a detailed look at the impact of the department's Behavioral Health Specialist over the last two years.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

7. **Resolution No. 3194**

A Resolution Of The City Of Wilsonville Adopting The FY 2025/26 Five-Year Action Plan And Annual One-Year Implementation Plan For The Wilsonville Tourism Development Strategy.

8. **Resolution No. 3195**

A Resolution Of The City Of Wilsonville Adopting The Tourism Development Strategy, April 2025.

9. Minutes of the March 17, 2025 City Council Meeting.

The Consent Agenda was adopted 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

The City Manager expressed appreciation for the volunteer community members whose work supported the City Council and City staff in the service of Wilsonville.

LEGAL BUSINESS

There was none.

ADJOURN [8:31 PM]



ACTION MINUTES

April 21, 2025 at 7:30 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Bryan Cosgrove, City Manager
Dan Pauly, Planning Manager
Jeanna Troha, Assistant City Manager
Kimberly Rybold, Senior Planner
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

WORK SESSION [5:01 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

There was none.

PRE-COUNCIL WORK SESSION

1. Housing Our Future

Staff sought final feedback from the Council on the draft Housing Needs and Capacity Analysis (HNCA) and draft Housing Production Strategy (HPS), which together comprise the Housing Our Future project.

2. Climate Friendly and Equitable Communities (CFEC) Parking Compliance and Standards Reform

Staff sought the Council's feedback on Code amendments drafted to comply with the State Climate Friendly and Equitable Communities (CFEC) parking reforms designed to yield more efficient land use and reduce impacts to the climate by removing minimum parking requirements. The Council directed staff to support the Planning Commission's recommendations on new design standards to apply to medium-sized parking lots.

3. Sewer & Storm Utility Rate Review

Staff walked the Council through the results of a recent Sewer and Storm Utility Rate Review, which was informed by inflationary construction costs and an assessment of operational support and capital improvements identified in the Wastewater Treatment Plant Master Plan and the Stormwater Master Plan to meet the City's future need.

WORK SESSION ADJOURN [6:38 PM]

EXECUTIVE SESSION [6:46 PM]

4. ORS 192.660(2)(h) Legal Counsel/Litigation

EXECUTIVE SESSION ADJOURN [7:13 PM]

CITY COUNCIL MEETING [7:30 PM]

CALL TO ORDER

5. Roll Call
6. Pledge of Allegiance
7. Motion to approve the following order of the agenda.

Moved to approve the agenda 5-0.

MAYOR'S BUSINESS

Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

The Mayor read proclamations recognizing Vietnamese American Remembrance Day, Building Month, and Mental Health Awareness Month.

COMMUNICATIONS

8. Tualatin Valley Fire & Rescue State of the District

The Tualatin Valley Fire and Rescue Chief provided the agencies 2025 State of the District Address.

9. Urban & Community Forestry Organization Presidents Award Recipient Chris Neamtzu

Community Development Director Chris Neamtzu was presented with the Urban & Community Forestry President's Award from Oregon Community Trees and the Oregon Department of Forestry.

The City Manager acknowledged Chris Neamtzu, Community Development Director's April 30, 2025 retirement, thanking him for 30 years of service to Wilsonville and highlighting many of the projects he helped advance during his tenure.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

10. Minutes of the April 7, 2025 City Council Meeting.

The Consent Agenda was adopted 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

The City Manager expressed condolences to Aaron Woods family.

LEGAL BUSINESS

11. Public Contracting Quarterly Report

The City Attorney shared the Public Contracts Quarterly Report was included in the packet for Council's information.

CITY COUNCIL ADJOURN [9:04 PM]



ACTION MINUTES

May 05, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andy Stone, IT Director
Bryan Cosgrove, City Manager
Delora Kerber, Public Works Director
Dwight Brashear, Transit Director
Jeanna Troha, Assistant City Manager
Katherine Smith, Assistant Finance Director
Keith Katko, Finance Director
Kimberly Veliz, City Recorder
Kris Ammerman, Parks and Recreation Director
Mark Ottenad, Public/Government Affairs Director
Nancy Kraushaar, Engineer
Shasta Sasser, Library Director
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

WORK SESSION [5:00 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

There was none.

PRE-COUNCIL WORK SESSION

1. Community Enhancement Program

Staff updated Council on the Wilsonville – Metro Community Enhancement grants for fiscal year (FY) 2025-26.

2. Tourism Promotion Marketing Contract

Council heard a presentation on Resolution No. 3186, which if passed authorized the City Manager to execute a PSA with JayRay Ads & PR, Inc, for 'Explore Wilsonville' Tourism Promotion and Development and Destination Marketing Services.

3. French Prairie Road Pedestrian Plan Project Update

Council received an update on the French Prairie Road Pathway Plan project, a pathway project located in Charbonneau.

WORK SESSION ADJOURN [5:47 PM]

EXECUTIVE SESSION [5:53 PM]

- ORS 192.660(2)(f) Exempt Public Records
- ORS 192.660(2)(h) Legal Counsel/Litigation

EXECUTIVE SESSION ADJOURN [6:20 PM]

CITY COUNCIL MEETING [7:00 PM]

CALL TO ORDER

4. Roll Call
5. Pledge of Allegiance
6. Motion to approve the following order of the agenda.

There was a motion to approve the City Council agenda as amended, 5-0.

MAYOR'S BUSINESS

7. State of the City Address

The Mayor presented the 2025 State of the City Address.

RECESS

There was a brief recess for the reception.

COMMUNICATIONS

There was none.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

8. Minutes of the April 21, 2025, City Council Meeting.

The Consent Agenda was adopted 5-0.

Resolution No. 3186 was pulled from the Consent Agenda and moved to New Business.

NEW BUSINESS

9. Adoption of Council Goals

The Council Goals were adopted 5-0.

10. **Resolution No. 3186**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With JayRay Ads & PR, Inc, For 'Explore Wilsonville' Tourism Promotion And Development And Destination Marketing Services.

Resolution No. 3186 was adopted 5-0.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

There was none.

LEGAL BUSINESS

The City Attorney announced the Legal team would be at a conference Thursday May 8, 2025, and Friday, May 9, 2025.

CITY COUNCIL ADJOURN [8:57 PM]



ACTION MINUTES

May 19, 2025 at 7:30 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell - Excused
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrea Villagrana, Human Resource Manager
Bryan Cosgrove, City Manager
Cindy Luxhoj, Associate Planner
Dan Pauly, Planning Manager
Dwight Brashear, Transit Director
Jeanna Troha, Assistant City Manager
Kimberly Rybold, Senior Planner
Kimberly Veliz, City Recorder
Mark Ottenad, Public/Government Affairs Director
Matt Lorenzen, Economic Development Manager
Zoe Mombert, Assistant to the City Manager

WORK SESSION [5:00 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

It was shared that community members had expressed concerns about the RV's parked at Safeway.

PRE-COUNCIL WORK SESSION

1. City Manager Recruitment Process

Human Resources staff sought Council direction on how to proceed with a recruitment process for the City Manager position.

2. Wilsonville Industrial Land Readiness – Basalt Creek

Staff reviewed with Council the background information and regulatory context of the Basalt Creek industrial area.

3. Utilizing Opioid Settlement Funds for Mental Health and Addiction Peer Support Services

The Council heard about an option to pursue a pilot program for the provision of mental health and addiction peer support services funded through the City's opioid settlement funds.

ADJOURN [6:26 PM]

EXECUTIVE SESSION [6:34 PM]

4. ORS 192.660(2)(h) Legal Counsel/Litigation

ADJOURN [7:15 PM]

CITY COUNCIL MEETING [7:30 PM]

CALL TO ORDER

5. Roll Call

6. Pledge of Allegiance

7. Motion to approve the following order of the agenda.

There was a motion to approve the City Council agenda, 4-0.

MAYOR'S BUSINESS

8. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

The Mayor read proclamations recognizing the Rotary's 50th Anniversary, and June 2025 as Pride Month.

9. Boards/Commission Appointments/Reappointments

Arts, Culture, and Heritage Commission – Reappointment

Reappointment of Deborah Zundel and Susan Schenk to the Arts, Culture, and Heritage Commission for a term beginning 7/1/2025 to 6/30/2028. Passed 4-0.

Arts, Culture, and Heritage Commission – Appointment

Appointment of Douglas Parker to the Arts, Culture, and Heritage Commission for a term beginning 7/1/2025 to 6/30/2028. Passed 4-0.

Diversity, Equity and Inclusion Committee – Appointment

Appointment of Rick Wallace and Wilnise Jasmin to the Diversity, Equity and Inclusion Committee for a term beginning 5/19/2025 to 12/31/2026. Passed 4-0.

Diversity, Equity and Inclusion Committee – Appointment

Appointment of Mina Lemke to the Diversity, Equity and Inclusion Committee for a term beginning 5/19/2025 to 12/31/2027. Passed 4-0.

Kitakata Sister City Advisory Board – Appointment

Appointment of Wendy Hall to the Kitakata Sister City Advisory Board for a term beginning 5/19/2025 to 12/31/2026. Passed 4-0.

Kitakata Sister City Advisory Board – Appointment

Appointment of Theodore Russell to the Kitakata Sister City Advisory Board for a term beginning 5/19/2025 to 12/31/2027. Passed 4-0.

Library Board – Reappointment

Reappointment of Richard Spence to the Library Board for a term beginning 7/1/2025 to 6/30/2029. Passed 4-0.

Library Board – Appointment

Appointment of Sarah Ebersole to the Library Board for a term beginning 5/19/2025 to 6/30/2026. Passed 4-0.

Parks and Recreation Advisory Board – Appointment

Appointment of John West and Kristi Corno to the Parks and Recreation Advisory Board for a term beginning 5/19/2025 to 12/31/2028. Passed 4-0.

Tourism Promotion Committee – Reappointment

Reappointment of Elizabeth Crawford and Brandon Roben to the Tourism Promotion Committee for a term beginning 7/1/2025 to 6/30/2028. Passed 4-0.

Tourism Promotion Committee – Appointment

Appointment of Gus Castaneda to the Tourism Promotion Committee for a term beginning 5/19/2025 to 6/30/2026. Passed 4-0.

COMMUNICATIONS

There was none.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA**10. Resolution No. 3197**

A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2025/2026.

The Consent Agenda was adopted 4-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

The City Manager recognized Mark Ottenad, Public/Government Affairs Director who was scheduled to retire from the City of Wilsonville at the end of the month.

LEGAL BUSINESS

The Council moved to authorize the City Attorney to engage in affirmative litigation on behalf of the City to protect the City's ability to receive federal funding. Passed 4-0.

CITY COUNCIL ADJOURN [9:14 PM]



ACTION MINUTES

June 02, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Bill Evans, Communications & Marketing Manager
Bryan Cosgrove, City Manager
Dan Pauly, Planning Manager
Dwight Brashear, Transit Director
Erika Valentine, Arts & Culture Program Coordinator
Jeanna Troha, Assistant City Manager
Katherine Smith, Assistant Finance Director
Keith Katko, Finance Director
Kelsey Lewis, Grants & Programs Manager
Kimberly Rybold, Senior Planner
Kimberly Veliz, City Recorder
Matt Lorenzen, Economic Development Manager
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

WORK SESSION [5:00 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

Councilors commented on the important agenda items for the regular meeting, highlighting the need for professionalism and respect in discussions.

PRE-COUNCIL WORK SESSION

1. Sewer & Storm System Development Charge Update

Staff provided a briefing on the updated sewer and storm System Development Charge (SDC) and discussed the next steps with Council.

2. Wilsonville Industrial Land Readiness (Basalt Creek)

Staff sought Council input on policy direction for the Basalt Creek Planning Area to inform the Master Plan.

ADJOURN [6:12 PM]

EXECUTIVE SESSION [6:19 PM]

- ORS 192.660(2)(h) Legal Counsel/Litigation

ADJOURN [6:35 PM]

CITY COUNCIL MEETING [7:00 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Moved to approve the order of the agenda 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COMMUNICATIONS

5. heARTs of Wilsonville: Many Cultures, One Heart Public Art Project Update

Staff summarized the process undertaken to execute “heARTs of Wilsonville: Many Cultures, One Heart,” a public art project that temporarily installed ten hand-painted fiberglass hearts at visible locations throughout Wilsonville. This project was funded by a Wilsonville-Metro Community Enhancement grant award.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

6. Resolution No. 3196

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With VSS International, Inc For The Fiscal Year (FY) 2026 Slurry Seal Project (Capital Improvement Project 4014).

7. Minutes of the May 5, 2025, City Council Meeting.

8. Minutes of the May 19, 2025, City Council Meeting.

The Consent Agenda was adopted 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

9. Ordinance No. 898

An Ordinance Of The City Of Wilsonville Adopting The 2025-2045 Housing Needs And Capacity Analysis As A Sub-Element Of The Comprehensive Plan And Related Comprehensive Plan Text Amendments.

After a public hearing Ordinance No. 898 was adopted on first reading 5-0.

10. Resolution No. 3203

A Resolution Of The City Of Wilsonville Adopting The Housing Production Strategy.

After a public hearing Resolution No. 3203 was adopted 5-0.

11. Resolution No. 3198

A Resolution Declaring The City's Eligibility To Receive State Shared Revenues.

After a public hearing Resolution No. 3198 was adopted 5-0.

12. Resolution No. 3199

A Resolution Declaring The City's Election To Receive State Shared Revenues.

After a public hearing Resolution No. 3199 was adopted 5-0.

13. Resolution No. 3200

A Resolution Of The City Of Wilsonville Adopting The Budget, Making Appropriations, Declaring The Ad Valorem Tax Levy, And Classifying The Levy As Provided By ORS 310.060(2) For Fiscal Year 2025-26.

After a public hearing Resolution No. 3200 was adopted 3-2.

14. Resolution No. 3201

A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2024-25.

After a public hearing Resolution No. 3201 was adopted 5-0.

CITY MANAGER'S BUSINESS

There was none.

LEGAL BUSINESS

There was none.

ADJOURN [10:49 PM]

URBAN RENEWAL AGENCY MEETING [10:49 PM]

CALL TO ORDER

1. Roll Call
2. Motion to approve the following order of the agenda.

Moved to approve the order of the agenda 5-0.

CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the Urban Renewal Agency will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

CONSENT AGENDA

3. Minutes of the October 7, 2024, Urban Renewal Agency Meeting.

The Consent Agenda was adopted 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

4. **URA Resolution No. 353**

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Adopting The Budget, Making Appropriations, And Declaring The Intent To Collect Tax Increment For Fiscal Year 2025-26.

After a public hearing URA Resolution No. 353 was adopted 5-0.

ADJOURN [10:56 PM]



ACTION MINUTES

June 16, 2025 at 5:30 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Bill Evans, Communications & Marketing Manager
Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Jim Cartan, Environmental Specialist
Kerry Rappold, Natural Resources Manager
Kimberly Veliz, City Recorder
Stephanie Davidson, Assistant City Attorney
Zoe Mombert, Assistant to the City Manager

WORK SESSION [5:30 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

The Council addressed several matters, including the meeting process, decorum, and Town Center.

PRE-COUNCIL WORK SESSION

1. Overview of Solid Waste Franchise and Rate Review Process

Staff provided an update on the annual rate review with Republic Services that will take place to establish 2026 waste and recycling rates.

2. Peer Support Services Data Points

The City Attorney summarized the staff report for Resolution No. 3202, which authorizes procurement for peer support services as a pilot project pursuant to ORS 279B.075.

ADJOURN [6:08 PM]

EXECUTIVE SESSION [6:15 PM]

- ORS 192.660(2)(h) Legal Counsel/Litigation

ADJOURN [6:40 PM]

CITY COUNCIL MEETING [7:00 PM]

CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Motion to approve the following order of the agenda.

Passed 5-0.

MAYOR'S BUSINESS

3. Upcoming Meetings

COMMUNICATIONS

4. Republic Services Update

Republic Services staff provided an overview of Oregon legislation in process that pertains to waste and recycling collection.

5. Stormwater Stewards Recognition Program

Staff recognized the inaugural honorees of the City's new Stormwater Stewards Recognition Program.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

6. **Resolution No. 3202**

A Resolution Of The City Of Wilsonville Authorizing Procurement For Peer Support Services As A Pilot Project Pursuant To ORS 279B.075.

7. Minutes of the June 2, 2025 City Council Meeting.

The Consent Agenda was approved 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

8. **Ordinance No. 898**

An Ordinance Of The City Of Wilsonville Adopting The 2025-2045 Housing Needs And Capacity Analysis As A Sub-Element Of The Comprehensive Plan And Related Comprehensive Plan Text Amendments.

Ordinance No. 898 was adopted 5-0, on second reading.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

The City Manager shared the Public/Government Affairs Director had been hired with a start date of June 30, 2025.

In addition, the City Manager noted that he would be out of the office.

LEGAL BUSINESS

The City Attorney noted dates that she would be out of office.

ADJOURN [8:16 PM]



ACTION MINUTES

July 21, 2025 at 7:00 PM

Wilsonville City Hall

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Andrew Barrett, Capital Projects Engineering Manager
Beth Wolf, Senior Systems Analyst
Bryan Cosgrove, City Manager
Bill Evans, Communications & Marketing Manager
Dan Pauly, Planning Manager
Hannah Young, Law Clerk
Jeanna Troha, Assistant City Manager
Kerry Rappold, Natural Resources Manager
Kimberly Veliz, City Recorder
Everett Wild, Government Affairs Manager
Matt Lorenzen, Economic Development Manager
Marissa Rauthause, Civil Engineer
Martin Montalvo, Public Works Ops. Manager
Sarah Pearlman, Assistant Planner
Zach Weigel, City Engineer

WORK SESSION [5:00 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

There was none.

PRE-COUNCIL WORK SESSION

1. Coffee Creek Land Aggregation Strategy

The Council directed Economic Development staff to explore a Coffee Creek Land Aggregation Strategy to catalyze new industrial development in the area.

2. Public Safety Project Update - Enforcement Solutions for RVs and Abandoned Vehicles

The Council provided Legal staff input on an alternatives analysis to address a Council goal to improve public safety by updating the City's enforcement of code pertaining to abandoned vehicles and those (including large recreational vehicles) that remain parked for 72 hours or more.

ADJOURN [6:48 PM]

Brief break to switch Zoom accounts

EXECUTIVE SESSION [6:53 PM]

- ORS 192.660(2)(h) Legal Counsel/Litigation

ADJOURN [7:04 PM]

CITY COUNCIL MEETING [7:10 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COMMUNICATIONS

5. Senator Neron Misslin's End of Session Presentation

The Senator presented a PowerPoint on the ended legislative session.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

6. Resolution No. 3176

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Gt Landscape Solutions For Construction Of The Frog Pond West Neighborhood Park Project (Capital Improvement Project #9175).

7. Resolution No 3188

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Dowl, LLC To Provide Engineering Consulting Services For The Stafford Road Improvements Project (Capital Improvement Project No. 4219, 2111, And 1158).

8. Resolution No. 3204

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Garland/DBS, Inc. To Provide Services For Water Treatment Plant Re-Roofing Project.

9. Resolution No. 3206

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Professional Services Agreement With Dowl, LLC For The Willamette Water Supply Pipeline Main 1.3 (PLM 1.3): Construction Inspection Of City Infrastructure Project (Capital Improvement Project No. 1127).

10. Resolution No. 3207

A Resolution Of The City Of Wilsonville Approving Master Professional Services Agreements For On-Call Civil Engineering Services And Related Services.

11. Minutes of the June 16, 2025 City Council Meeting.

The Consent Agenda was adopted 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

12. **Ordinance No. 899** -1st Reading (Legislative Land Use Hearing)

An Ordinance Of The City Of Wilsonville Adopting The Climate Friendly And Equitable Communities (CFEC) Parking Compliance Development Code Amendments.

Ordinance No. 889 was adopted 5-0, on first reading.

CITY MANAGER'S BUSINESS

13. Update on Town Center Public Engagement Strategies

The City Manager updated City Council on next steps to be taken for public engagement strategies for Town Center.

LEGAL BUSINESS

14. Public Contracting Quarterly Report

Informational only, no action required.

ADJOURN [8:36 PM]



ACTION MINUTES

August 04, 2025, at 7:00 PM

Wilsonville City Hall

PRESENT:

Mayor O'Neil
 Councilor President Berry
 Councilor Dunwell – Only Attended Executive Session
 Councilor Cunningham
 Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
 Andrew Barrett, Capital Projects Engineering Manager
 Arush Goswami, Admin Intern
 Bryan Cosgrove, City Manager
 Bill Evans, Communications & Marketing Manager
 Cindy Luxhoj, Associate Planner
 Dan Pauly, Planning Manager
 Jeanna Troha, Assistant City Manager
 Kimberly Veliz, City Recorder
 Everett Wild, Government Affairs Manager
 Marissa Rauthause, Civil Engineer
 Zach Weigel, City Engineer
 Zoe Mombert, Assistant to the City Manager

EXECUTIVE SESSION [5:00 PM]

- ORS 192.660(2)(h) Legal Counsel/Litigation

ADJOURN [5:41 PM]

There was a brief break to switch Zoom accounts.

WORK SESSION [5:47 PM]

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

There was none.

PRE-COUNCIL WORK SESSION

1. Parks Amenity Update

The Administration Student Intern detailed work to inventory park assets for the purpose of updating the City's website with more detailed information about each park's amenities, including accessibility features, parking, seating areas, restrooms, trails, and other information.

2. Wilsonville Industrial Land Readiness – Citywide Economic Opportunities Analysis

Staff sought input from the Council on two key work products that informed the Economic Opportunities Analysis (EOA) for the Citywide portion of the Wilsonville Industrial Land Readiness (WILR) project.

3. Special Legislative Session Update

The Government Affairs Manager informed Council of outcomes of the Special Legislative Session.

ADJOURN [6:34 PM]

CITY COUNCIL MEETING [7:00 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 4-0.

MAYOR'S BUSINESS

4. Transportation Package Legislative Advocacy

The Council moved to direct staff to work with the League of Oregon Cities and the State Legislature to support a transportation package that retains local revenue sharing, eliminates the threat of tolls on the Boone Bridge, and includes accountability measures to minimize financial burden on Wilsonville residents and businesses. Passed 3-1.

5. Board/Commission Appointments

Arts, Culture, and Heritage Commission – Appointment

Appointment of Creed Harmon to the Arts, Culture, and Heritage Commission for a term beginning 8/4/2025 to 6/30/2027. Passed 4-0.

Diversity, Equity and Inclusion Committee – Appointment

Appointment of Jason Smith to the Diversity, Equity and Inclusion Committee for a term beginning 8/4/2025 to 12/31/2026. Passed 4-0.

Kitakata Sister City Advisory Board – Appointment

Appointment of Devan Olmstead to the Kitakata Sister City Advisory Board for a term beginning 8/4/2025 to 12/31/2025. Passed 4-0.

6. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COMMUNICATIONS

7. Civics Academy Project Presentation & Graduation

A representative from the Civics Academy presented to City Council on their interest to reboot and relaunch the Boones Ferry Days Event.

Certificates and street signs were awarded to the graduates of the Civics Academy, Class of 2025.

8. Recess for Photos & Refreshments

The Council recessed to celebrate the Civics Academy graduates.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

9. **Resolution No. 3208**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Water Systems Consultants, Inc. To Provide Engineering Consulting Services For The Water Distribution System Master Plan Project (Capital Improvement Project #1154).

10. Minutes of the July 21, 2025, City Council Meeting.

The Consent Agenda was approved 4-0.

NEW BUSINESS

11. **Resolution No. 3205**

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Brown Road Improvements Project, Capital Improvements Project (CIP) #4216.

Resolution No. 3205 was adopted 4-0.

CONTINUING BUSINESS

12. **Ordinance No. 899** - *2nd Reading (Legislative Land Use)*

An Ordinance Of The City Of Wilsonville Adopting The Climate Friendly And Equitable Communities (CFEC) Parking Compliance Development Code Amendments.

Ordinance No. 899 was adopted 4-0, on second reading.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

The City Manager reported that the City has been awarded \$6 million to fund construction of the Boeckman Trail underneath the new Boeckman Bridge. Updated the Council on the City's work to identify executive recruitment agencies to guide the City's search for a new City Manager and discussed preliminary strategies to gauge the sentiment of the Council and the community on how to proceed with the Wilsonville Town Center Plan in the community's best interest.

LEGAL BUSINESS

There was none.

ADJOURN [8:37 PM]

URBAN RENEWAL AGENCY MEETING [8:37 PM]**CALL TO ORDER**

1. Roll Call
2. Motion to approve the following order of the agenda.

Passed 4-0.

CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the Urban Renewal Agency will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

There was none.

CONSENT AGENDA

3. Minutes of the June 2, 2025, Urban Renewal Agency Meeting.

The URA Consent Agenda was approved 4-0.

NEW BUSINESS

4. **URA Resolution No. 354**

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Brown Road Improvements Project, Capital Improvements Project (CIP) #4216.

URA Resolution No. 354 was adopted 4-0.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

ADJOURN [8:40 PM]



ACTION MINUTES

September 04, 2025, at 5:00 PM

Wilsonville City Hall

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Bryan Cosgrove, City Manager
Cricket Jones, Finance Operations Supervisor
Jeanna Troha, Assistant City Manager
Kerry Rappold, Natural Resources Manager
Kimberly Rybold, Senior Planner
Kimberly Veliz, City Recorder
Everett Wild, Government Affairs Manager
Tommy Reeder, Parks Maintenance Specialist
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

REVIEW OF AGENDA AND ITEMS ON CONSENT [5:00 PM]

There was none.

COUNCILORS' CONCERNS

There was none.

PRE-COUNCIL WORK SESSION

1. 2025 Legislative Session Recap

The Government Affairs Manager and City Lobbyist shared a recap of the 2025 Legislative Session. The recap included major themes of the session, bills of importance to Wilsonville, and a summary of the adopted state budget.

2. Sewer and Storm System Development Charge Update

Staff provided a briefing on the updated sewer and storm System Development Charge (SDC). This work session. This work session serves as the final scheduled discussion prior to a public hearing September 15, 2025.

3. Draft Natural Area Management Plan

Staff provided an overview of the draft Natural Area Management Plan (NAMP). This work session served as the final scheduled discussion prior to a public hearing in October.

4. Draft Climate Action Plan

Staff provided an overview of the draft Climate Action Plan (CAP), which the City Council previously reviewed during its meetings on October 7, 2024, and February 3, 2025. This work session serves as the final scheduled discussion prior to a public hearing in November.

ADJOURN [7:02 PM]

CITY COUNCIL MEETING [7:11 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COMMUNICATIONS

5. Wilsonville Community Sharing Update

Wilsonville Community Sharing updated City Council on how City's grant funding helps Wilsonville residents in need.

6. Watching Wilsonville Wildlife – Community Enhancement Program

Staff shared details of Watching Wilsonville Wildlife, a project funded by the Wilsonville-Metro Community Enhancement Program. The project allowed staff to observe and better protect beavers, foxes, otters, weasels, coyotes, bobcats, and countless other critters who make their homes in Wilsonville.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

7. Resolution No. 3212

A Resolution Of The City Of Wilsonville Supporting An Application With The Oregon Department Of Land Conservation And Development (DLCD) For A 2025-2027 Housing Planning Assistance Grant For The Housing Statutory Compliance Project.

8. Minutes of the August 4, 2025, City Council Meeting.

The Consent Agenda was approved 5-0.

NEW BUSINESS

There was none.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

There was none.

CITY MANAGER'S BUSINESS

The City Manager alerted the Council to anticipate soon evaluating proposals to select a preferred executive search firm to lead the recruitment for the next City Manager.

LEGAL BUSINESS

The City Attorney updated the Council on a process underway to consider changes to policies in City code pertaining to the parking of recreational vehicles (RVs) and abandoned vehicles.

ADJOURN [8:43 PM]

There was a brief break to switch Zoom accounts.

EXECUTIVE SESSION [8:49 PM]

- ORS 192.660(2)(h) Legal Counsel/Litigation

ADJOURN [9:14 PM]



ACTION MINUTES

September 15, 2025, at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Dunwell
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Jeanna Troha, Assistant City Manager
Hannah Young, Law Clerk
Andrea Villagrana, Human Resource Manager
Dan Pauly, Planning Manager
Miranda Bateschell, Planning Director
Kimberly Veliz, City Recorder
Zach Weigel, City Engineer
Zoe Mombert, Assistant to the City Manager

WORK SESSION

REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

COUNCILORS' CONCERNS

There was none.

PRE-COUNCIL WORK SESSION

1. Parks and Recreation Department Staffing Assessment

Staff summarized the findings of a study that assessed Parks and Recreation operations and developed a five-year staffing plan. The project supports the Council's two-year goal around maintaining park service levels as additional acreage is added and helps ensure that the department has the capacity to develop and maintain programs and public spaces that meet the community's needs.

2. Public Safety Project Update – Solutions for Graffiti Abatement and Adding Administrative Warrants Process

Staff sought the Council's input on alternatives to address the City's response to reports of graffiti and other code enforcement challenges. In conjunction, the Council guided staff to pursue an administrative warrant process that would aid staff and police when likely violations of City code occur on private property.

ADJOURN [6:15 PM]

EXECUTIVE SESSION [6:21 PM]

- ORS 192.660(2)(f) Exempt Public Records - *To consider information or records that are exempt by law from public inspection.*
- ORS 192.660(2)(h) Legal Counsel/Litigation - *To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

ADJOURN [7:20 PM]

CITY COUNCIL MEETING [7:31 PM]

CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

The agenda was approved 5-0.

MAYOR'S BUSINESS

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

COMMUNICATIONS

5. Rotary Peace City Initiative

Wilsonville Rotary representative Dr. Laura Lajoie discussed a Rotary initiative to establish Wilsonville as an International City of Peace.

6. Community Enhancement PSU/CCCF Art Behind the Walls

Portland State University (PSU) professor Deb Arthur summarized the university's recent collaboration with inmates from the Coffee Creek Correctional Facility. "Art Behind the Walls," funded by the Wilsonville-Metro Community Enhancement Program, allowed inmates to earn college credits developing personal collages that were later displayed at the Wilsonville Library.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

CONSENT AGENDA

There was none.

NEW BUSINESS

7. Executive Recruitment Firm Selection

After completing its evaluation of executive search firms that were under consideration to lead the upcoming City Manager recruitment process, the Council selected GMP Consultants.

Passed 4-1.

CONTINUING BUSINESS

There was none.

PUBLIC HEARING

8. Resolution No. 3209 (*Legislative Non-Land Use Hearing*)

A Resolution of the City of Wilsonville Adopting the Sewer System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 1987.

After a public hearing Resolution No. 3209 passed 5-0.

9. **Resolution No. 3210** (*Legislative Non-Land Use Hearing*)

A Resolution of the City of Wilsonville Adopting the Stormwater System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 2353.

After a public hearing Resolution No. 3210 passed 5-0.

CITY MANAGER’S BUSINESS

Council was reminded that on October 6, 2025, there would be a joint meeting with Planning Commission and the City Council.

LEGAL BUSINESS

The City Attorney noted that she and the City were among those recognized by the Oregon City Attorneys Association with an Outstanding Achievement Award for “monumental efforts relating to public camping regulations in Oregon.”

ADJOURN [8:50 PM]



SPECIAL CITY COUNCIL MINUTES

September 25, 2025 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

PRESENT:

Mayor O'Neil
Councilor President Berry
Councilor Cunningham
Councilor Shevlin

STAFF PRESENT:

Amanda Guile-Hinman, City Attorney
Jeanna Troha, Assistant City Manager
Bryan Cosgrove, City Manager
Zoe Mombert, Assistant to the City Manager

CALL TO ORDER [5:00 PM]

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 4-0.

MAYOR'S BUSINESS

None.

COMMUNICATIONS

None.

CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

None.

CONSENT AGENDA

None.

NEW BUSINESS

4. City Council Vacancy

Council moved to approve the September 24, 2025, Mayor's proposal with the edit that applications must be received by the City Recorder by Friday, October 10, 2025 at 5:00 p.m. and striking for the purposes of this motion, subsection 9 appointment application. Motion passed unanimously, 4-0.

Council moved to approve the application as edited. Motion passed unanimously, 4-0.

CONTINUING BUSINESS

None.

PUBLIC HEARING

None.

CITY MANAGER'S BUSINESS

None.

LEGAL BUSINESS

None.

ADJOURN [5:52 PM]