



## DEVELOPMENT REVIEW BOARD PANEL B AGENDA

March 27, 2023 at 6:30 PM

Wilsonville City Hall & Remote Video Conferencing

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### PARTICIPANTS MAY ATTEND THE MEETING AT:

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

Zoom: <https://us02web.zoom.us/j/81495007189>

### TO PROVIDE PUBLIC TESTIMONY:

Individuals must submit a testimony card online:  
<https://www.ci.wilsonville.or.us/DRB-SpeakerCard>  
and email testimony regarding Resolution No. 414  
to Georgia McAlister, Associate Planner at  
[gmcalister@ci.wilsonville.or.us](mailto:gmcalister@ci.wilsonville.or.us)  
by 2:00 PM on the March 27, 2023.

E-mail testimony regarding Resolution Nos. 413 and 411  
to Cindy Luxhoj ACIP, Associate Planner at  
[luxhoj@ci.wilsonville.or.us](mailto:luxhoj@ci.wilsonville.or.us)  
by 2:00 PM on the March 27, 2023.

### CALL TO ORDER

### CHAIR'S REMARKS

### ROLL CALL

John Andrews	Rachelle Barrett
Justin Brown	Megan Chuinard
Alice Galloway	

### CITIZEN INPUT

### CONSENT AGENDA

- [1.](#) Approval of minutes of the February 27, 2023 DRB Panel B meeting

### PUBLIC HEARINGS

- [2.](#) **Resolution No. 414. Street Name Change in Frog Pond West.** The applicant is requesting approval of a proposal to change the name of a street in the Frog Pond West neighborhood from SW Columbine Avenue to SW Ponderosa Avenue located on the western edge of the Frog Pond Ridge Subdivision.

Case Files:

DB23-0002 Street Name Change

- Modify Conditions of Approval (MCOA23-0001)

***The DRB action on this item is a recommendation to the City Council.***

- 3. Resolution No. 413. Precision Countertops Project.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review, Waiver, Class 3 Sign Permit, and Type C Tree Removal Plan for development of a 66,000 square foot corporate headquarters and fabrication facility on property located at 25540 SW Garden Acres Road.

Case Files:

DB22-0011 Precision Countertops

- Stage 1 Preliminary Plan (STG122-0006)
- Stage 2 Final Plan (STG222-0007)
- Site Design Review (SDR22-0007)
- Waiver (WAIV22-0003)
- Class 3 Sign Permit (SIGN22-00011)
- Type C Tree Removal Plan (TPLN22-0006)

***This item is being rescheduled to a date to be determined (TBD).***

- 4. Resolution No. 411. Delta Logistics Site Expansion.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan Modification, Site Design Review, Waivers, Class 3 Sign Permit, Type C Tree Removal Plan, Standard SROZ Map Verification, Standard SRIR Review and Variance for Development of a 58,116 square foot warehouse / manufacturing building with accessory office space at 9710 SW Day Road, and minor site modifications at 9835 SW Commerce Circle.

Case Files:

DB22-0007 Delta Logistics Site Expansion

- Stage 1 Preliminary Plan (STG122-0005)
- Stage 2 Final Plan (STG222-0006)
- Site Design Review (SDR22-0006)
- Waivers (WAIV22-0001)
- Class 3 Sign Permit (SIGN22-0004)
- Type C Tree Removal Plan (TPLN22-0005)
- Standard SROZ Map Verification (SROZ22-0006)
- Standard SRIR Review (SRIR22-0004)
- Variance (VAR22-0001)

***This item is being rescheduled to a date to be determined (TBD).***

## **BOARD MEMBER COMMUNICATIONS**

**Development Review Board Panel B  
March 27, 2023**

**Page 2 of 3**

- [5.](#) Results of the March 13, 2023 DRB Panel A meeting
- [6.](#) 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 Shelley White, Administrative Assistant at 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**

**MONDAY, MARCH 27, 2023  
6:30 PM**

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Consent Agenda:

1. Approval of minutes from the February 27, 2023  
DRB Panel B meeting



**DEVELOPMENT REVIEW BOARD PANEL B  
MEETING MINUTES**

**February 27, 2023 at 6:30 PM**

**City Hall Council Chambers & Remote Video Conferencing**

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**CALL TO ORDER**

A regular meeting of the Development Review Board Panel B was held at City Hall beginning at 6:30 p.m. on Monday, February 27, 2023. Chair Rachelle Barrett called the meeting to order at 6:30 p.m.

**CHAIR'S REMARKS**

**ROLL CALL**

Present for roll call were: Rachelle Barrett, John Andrews, Justin Brown, Megan Chuinard and Alice Galloway.

Staff present: Daniel Pauly, Kimberly Rybold, Sarah Pearlman, and Shelley White

**CITIZEN INPUT**

This is an opportunity for visitors to address the Development Review Board (DRB) on items not on the agenda. There were no comments.

**CONSENT AGENDA**

1. Approval of minutes of January 23, 2023 DRB Panel B meeting

**Megan Chuinard moved to approve the January 23, 2023, DRB Panel B meeting minutes as presented. John Andrews seconded the motion, which passed 4 to 0 to 1 with Alice Galloway abstaining.**

**PUBLIC HEARINGS**

2. **Resolution No. 412. Frog Pond Crossing Five-Year Temporary Use Permit.** The applicant is requesting approval of a five (5) year Temporary Use Permit for one (1) 48-foot by 12-foot sales trailer and the eventual use of the Pulte Homes Model Home's garage as a sales office at the Frog Pond Crossing Subdivision.

Case Files:

DB22-0013 Five-Year Temporary Use Permit

**Chair Barrett** called the public hearing to order at 6:36 p.m. and read the conduct of hearing format into the record. Chair Barrett and John Andrews declared for the record that they had visited the site.

No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

**Daniel Pauly, Planning Manager**, introduced Sarah Pearlman, new Assistant Planner with the City.

**Sarah Pearlman, Assistant Planner**, announced that the criteria applicable to the application were stated starting on page 2 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room and on the City's website.

**Justin Brown** asked what constituted temporary [inaudible].

**Mr. Pauly** explained that temporary meant up to five years, and nothing would be authorized beyond five years. For Code purposes, that was considered semipermanent. Some items were approved as permanent but then only existed for a decade before being torn down and rebuilt.

- He clarified temporary permits could be extended as the Code did not preclude an Applicant from reapplying for a Temporary Use Permit of any level. If nothing had changed after five years and the Applicant had justification, there could be questions as to whether or not it was really temporary. If there was a justification, it would be acceptable to extend the temporary use permit. Per City Code, Staff could only approve up to 120 days; anything more automatically went to the DRB, even for something minor.

**Mr. Brown** understood that meant the subject application would have to be reviewed by the DRB. [inaudible]

**Mr. Pauly** confirmed that was correct, even though it was pretty straightforward.

**Sarah Pearlman, Assistant Planner**, presented the Staff report via PowerPoint, briefly noting the site's location and background and reviewing the requested applications with these key comments:

- On Lot 6, a 576 sq ft sales trailer on a temporary asphalt pad, along with four parking spaces, was proposed for use until the model home was built. On Lot 7, a 402.25 sq ft sales office was proposed in the model home's garage with the four parking spaces remaining on Lot 6 for use by the model home. At the conclusion of the Temporary Use Permit, the sales trailer and parking lot would be removed, the model home converted to a for-sale home, and a for-sale home would be constructed on Lot 6.
- A showing of good cause was required for the DRB to grant a Temporary Use Permit. The factors and considerations used to evaluate good cause for a Temporary Use request were listed on Slide 5. The proposed application demonstrated good cause, as the Applicant owned the adjacent land on which single family homes would be developed and wished to market the homes from an onsite sales office, along with a model home, which would provide convenience for their customers. Onsite sales offices were a typical part of model homes in residential subdivisions, including Frog Pong Crossing, as a limited-duration accessory use.
- Staff recommended DRB approval of the Temporary Use Permit with conditions as noted in the Staff report.

**John Andrews** asked if the subject application proposal was typical of most developments.

**Mr. Pauly** replied that most developers requested Temporary Use Permits for model home sales offices but not all. Some opted to use the office of a local realtor. He noted the original applicant, Mission Homes, typically did not have model homes, but instead worked with a local real estate company. Generally, if an applicant knew they were going to have a model home, they would include it in their subdivision package that went before DRB. However, Mission Homes subsequently sold the subdivision to Pulte Homes, a developer that typically used model homes, which was why the application was separated from the subdivision package in this instance.

**Chair Barrett** asked how the Engineering Division conditions differed for the proposed model home versus the model home previously approved.

**Ms. Pearlman** replied she believed the engineering conditions applied to both the model home and the sales trailer in this instance, since the application addressed both, and that it had to do with ensuring the erosion control standards were met when the homes were built.

**Mr. Pauly** added that the trailer and parking lot were specific to this application. For the model home, they were a bit duplicative of what would be required anyway with a Building Permit, and that did not go through DRB. He clarified that no Building Permit had been approved, but the Engineering Division would require erosion control with the Building Permit.

**Chair Barrett** confirmed there were no further questions from the Board and called for the Applicant's presentation.

**Razvan Mosu, Pulte Homes**, stated that Ms. Pearlman's presentation covered the bulk of what the Applicant wanted to achieve, but clarified that the sales trailer would only stay up until the design studio was operational within the garage of the model home. At that time, the trailer would be removed from the site. While the trailer was onsite during construction of the model home, landscaping would be present that was visually pleasing. They were proud of their site, and it would be presented to the best of their abilities. The trailer that housed the design studio would be a nice building.

**Alice Galloway** asked how long he anticipated the trailer would be onsite.

**Mr. Mosu** replied he hoped to submit for a Building Permit sometime in March but did not know the process for building and planning review or how long it would take to get said permit. Once the Applicant received the Building Permit, however, construction would likely start within the week, while the approval process from building inspectors generally took a few months. He understood the application was for five years, but he hoped the trailer would not be onsite for more than one year.

**Chair Barrett** called for public testimony regarding the application and confirmed with Staff that no one was present at City Hall to testify, no one on Zoom indicated they wanted to testify, and that no testimony was received via email.

**Chair Barrett** confirmed there was no additional questions or discussion and closed the public hearing at 6:58 pm.

**Justin Brown moved to approve the Staff report as presented. Megan Chuinard seconded the motion, which passed unanimously.**

**Megan Chuinard moved to adopt Resolution No. 412, incorporating the approved Staff report. Justin Brown seconded the motion, which passed unanimously.**

**Chair Barrett** read the rules of appeal into the record.

### **BOARD MEMBER COMMUNICATIONS**

3. Results of the February 13, 2023 DRB Panel A meeting

There were no comments.

4. Recent City Council Action Minutes

There were no comments.

### **STAFF COMMUNICATIONS**

5. DRB Member Training

The DRB member training was conducted after the meeting was adjourned.

**Daniel Pauly, Planning Manager**, welcomed Alice Galloway to the Board.

The DRB members introduced themselves, noting how long they have served on the DRB and their reasons for serving on the Board.

### **ADJOURNMENT**

The meeting adjourned at 7:05 p.m. and the Board continued with DRB Member Training.



MONDAY, MARCH 27, 2023  
6:30 PM

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Public Hearing:

2. **Resolution No. 414. Street Name Change in Frog Pond West.** The applicant is requesting approval of a proposal to change the name of a street in the Frog Pond West neighborhood from SW Columbine Avenue to SW Ponderosa Avenue located on the western edge of the Frog Pond Ridge Subdivision.

Case Files:

DB23-0002 Street Name Change

- Modify Conditions of Approval (MCOA23-0001)

*The DRB action on this item is a recommendation to the City Council.*

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 413**

**A RESOLUTION ADOPTING FINDINGS RECOMMENDING APPROVAL TO CITY COUNCIL OF A CLASS 3 MODIFICATION TO CONDITION OF APPROVAL FOR THE RENAMING OF SW COLUMBINE AVENUE TO SW PONDEROSA AVENUE IN THE FROG POND RIDGE SUBDIVISION LOCATED AT PUBLIC RIGHT-OF-WAY (CURRENTLY NAMED SW COLUMBINE AVENUE) SECTION 12DD, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON.**

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted by Sean Leahy, Applicant, in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the subject site is located at Public right-of-way (currently named SW Columbine Avenue), Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon, and

WHEREAS, the Planning Staff has prepared the staff report on the above-captioned subject dated March 20, 2023, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on March 27, 2023, 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 adopt the staff report dated March 20, 2023, attached hereto as Exhibit A1, with findings and recommendations contained therein, pertaining to the Modification to Condition of Approval (DB23-0002), forwards the recommendation for approval City Council for their consideration.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 20th day of March, 2023, and filed with the Planning Administrative Assistant on \_\_\_\_\_. This resolution is final on the 15<sup>th</sup> 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)*.

\_\_\_\_\_  
Rachelle Barrett, Chair - Panel B  
Wilsonville Development Review Board

Attest:

\_\_\_\_\_  
Shelley White, Planning Administrative Assistant



Exhibit A1  
Planning Division Staff Report  
Street Name Change

Development Review Board Panel 'B'  
Quasi-Judicial Public Hearing

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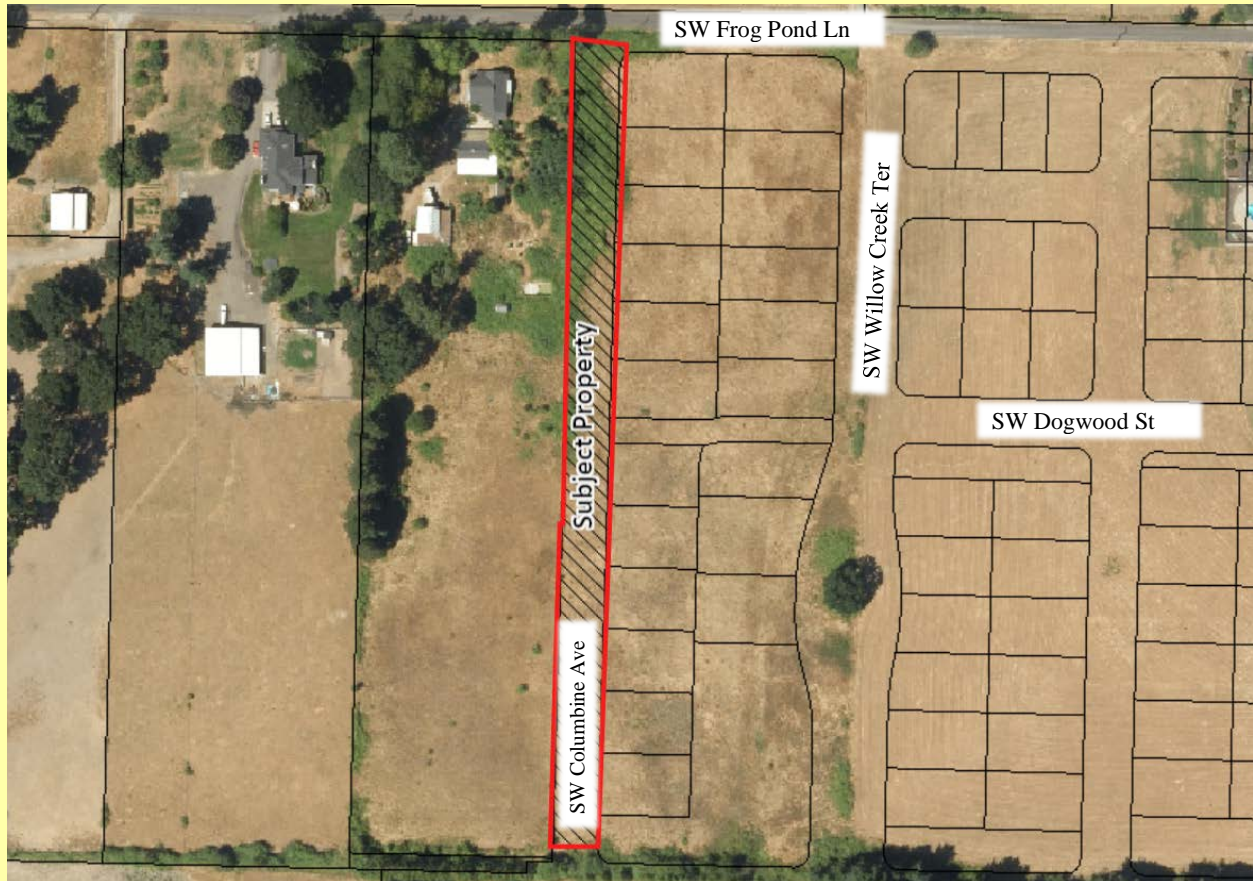
<b>Hearing Date:</b>	March 27, 2023
<b>Date of Report:</b>	March 20, 2023
<hr/>	
<b>Application Nos.:</b>	DB23-0002 Modification to Condition of Approval
<b>Request/Summary:</b>	The Development Review Board is being asked to review a Class 3 Modification to Condition of Approval for the Renaming of SW Columbine Avenue to SW Ponderosa Avenue in the Frog Pond Ridge Subdivision
<b>Location:</b>	Public right-of-way (currently named SW Columbine Avenue), Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon
<b>Owner:</b>	City of Wilsonville
<b>Applicant:</b>	Sean Leahy
<b>Comprehensive Plan Designation:</b>	Residential Neighborhood
<b>Zone Map Classification:</b>	Residential Neighborhood (RN)
<b>Staff Reviewers:</b>	Georgia McAlister, Associate Planner

**Staff Recommendation:** Recommend approval with conditions to the City Council for the requested Modification to Condition of Approval

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
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
Section 4.236	Land Division
<b><u>Resolution:</u></b>	
Resolution 1924	City of Wilsonville Street Naming Policy
<b><u>Other Planning Documents:</u></b>	
Wilsonville Comprehensive Plan	
<b><u>Oregon Statutes:</u></b>	
ORS 227.120	Procedure and approval for renaming streets
<b><u>Prior Land Use Approvals:</u></b>	
DB20-0002- DB20-0014	Frog Pond Ridge Subdivision
AR21-0040 and AR21-0041	Frog Pond Ridge Phase One and Two Final Plat

## Vicinity Map



### Background:

The Development Review Board (DRB) and Subsequently City Council approved the 71-lot Frog Pond Ridge Subdivision in the Summer of 2020. The approval included approval of a preliminary subdivision plat, including a number of new streets to be dedicated to the City. The subject street was included labeled on the preliminary plat as "Street I". Subsequently, the developer submitted a final plat to the City for Staff review to ensure conformity with the DRB and City Council approval and other technical considerations. As part of this final plat administrative process the developer proposed a name for each street which was checked by City staff to conform with the City Street Naming Policy adopted in Resolution No. 1924. The proposed name of SW Columbine Avenue for "Street I" was approved as it met the City's adopted policy of using names of native trees and other plants (*see* Resolution No. 1924). No error was made and the correct process and all policies were followed. The applicant, who has purchased a home on the street, has requested the name be changed from SW Columbine Avenue to SW Ponderosa Avenue.

### Summary:

Modification to Condition of Approval (DB23-0002)

This application is a request to modify Condition of Approval PFD 2 from the Frog Pond Ridge Subdivision approval, DB22-0002. This condition of approval required the proper review and procedure for the naming of the streets in Frog Pond Ridge during the Final Subdivision Plat review. Staff conducted this review accordingly, prior to the recording of the final plat. The modification of a condition is the application type identified by the City to facilitate the hearings process identified by Oregon Statute related to changing street names. The street name change will trigger City staff to apply Condition of Approval PFD 2 again, ensuring the new street name also follows the City Street Naming Policy and the new street name is recorded on the final plat with Clackamas County. Going through this process will allow for the subject street name to be changed from SW Columbine Avenue to SW Ponderosa Avenue.

**Conclusion and Conditions of Approval:**

Staff has 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 (DB23-0002) with the following conditions:

**Planning Division Conditions:**

<b>PF 1.</b>	All new street signs shall be installed 60 days after approval of this application by the City Council unless an extension is granted by the City in writing. Applicant is responsible for paying for and coordinating timely installation of the new signs.
<b>PF 2.</b>	All street signs shall utilize the City-approved sign cap on street name signs throughout the entirety of the subdivision, matching the design used in the Frog Pond Meadows, Stafford Meadows, and Morgan Farm subdivisions. The sign caps shall be purchased from the City.

**Master Exhibit List:**

The following exhibits are hereby entered into the public record by the Development Review Board as confirmation of its consideration of the application as submitted. This is the exhibit list that includes exhibits for Planning Case File DB23-0002.

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.** Applicant's Narrative
- B2.** Owners Signatures
- B3.** Vicinity Map



**Procedural Statements and Background Information:**

- 1. The statutory 120-day time limit applies to this application. The application was received on March 3, 2023. On March 7, 2023, the application was deemed complete. The City must render a final decision for the request, including any appeals, by July 5, 2023.
- 2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	N/A	Farmland
East:	RN	Single-Family Housing
South:	RN	Single-Family Housing
West:	RN	Single-Family Housing

- 3. Previous Planning Approvals:
  - DB20-0007 Annexation
  - DB20-0008 Zone Map Amendment
  - DB20-0009 State I Preliminary Plan
  - DB20-0010 Stage II Final Plan
  - DB20-0012 Tentative Subdivision Plat
  - DB20-0013 Type C Tree Removal Plan
  - DB20-0014 Waiver – Front Setback
  - SI20-0001 Abbreviated SRIR Review
  - AR21-0040 Phase One Final Plat
  - AR21-0041 Phase Two Final Plat
- 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

**Criteria:** This section lists general application procedures applicable to a number of types of land use applications and also lists unique features of Wilsonville’s development review process.

**Response:** The application is being processed in accordance with the applicable general procedures of this Section.

#### Initiating Application Section 4.009

**Criterion:** “Except for a Specific Area Plan (SAP), applications involving specific sites may be filed only by the owner of the subject property, by a unit of government that is in the process of acquiring the property, or by an agent who has been authorized by the owner, in writing, to apply.”

**Response:** The application has been submitted by Sean Leahy, City resident, who has purchased a home on the street. The street has already been dedicated by the developer to the City. The City allows street name changes in accordance with the City Street Naming Policy, and thus, authorizes the application.

#### Pre-Application Conference Subsection 4.010 (.02)

**Criteria:** This section lists the pre-application process

**Response:** A Pre-application conference was determined to be unnecessary for this review.

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

**Criterion:** “City Council Resolution No. 796 precludes the approval of any development application without the prior payment of all applicable City liens for the subject property. Applicants shall be encouraged to contact the City Finance Department to verify that there are no outstanding liens. If the Planning Director is advised of outstanding liens while an application is under consideration, the Director shall advise the applicant that payments must be made current or the existence of liens will necessitate denial of the application.”

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

#### General Submission Requirements

Subsection 4.035 (.04) A.

**Criteria:** “An application for a Site Development Permit shall consist of the materials specified as follows, plus any other materials required by this Code.” Listed 1. through 6. j.

**Response:** The applicant has provided all of the applicable general submission requirements contained in this subsection.

Zoning-Generally  
Section 4.110

**Criteria:** “The use of any building or premises or the construction of any development shall be in conformity with the regulations set forth in this Code for each Zoning District in which it is located, except as provided in Sections 4.189 through 4.192.” “The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise.”

**Response:** This proposed development is in conformity with the applicable zoning district and general development regulations listed in Sections 4.150 through 4.199 have been applied in accordance with this Section.

**Request: DB23-0002 Modification to Condition of Approval for Street Name Change**

As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

**Street Rename Regulations and Process**

Condition of Approval Modification  
Planning Division Condition PFD 2. (DB22-0002)

**A1. Criterion:** “Prior to final approval: The Final Subdivision Plat shall indicate dimensions of all lots, lot area, minimum lot size, easements, proposed lot and block number, parks/open space by name and/or type, and any other information that may be required as a result of the hearing process for the Stage II Final Plan of the Tentative Plat”

**Response:** Street names are reviewed as part of Final Subdivision Plat permitting process by the City Engineer. The correct review was conducted according to the City Street Naming Policy and the Planning Division Condition of Approval PFD 2. This application is a request to modify Condition of Approval PFD 2 to allow for the street on the eastern side of Frog Pond Ridge, currently named SW Columbine Avenue, to be renamed SW Ponderosa Avenue and appear as such on the Final Plat. The applicable criteria for review for PFD 2, as it relates to street naming, will need to be reapplied as part of this application to rename the street.

Procedure and Approval for Renaming Streets  
ORS 227.120

**A2. Criterion:** This State Statute regulates the approval procedure for street name changes in the State of Oregon.

Development Review Board Panel ‘B’ Staff Report March 27, 2023 Exhibit A1  
Modification to Condition of Approval for Street Name Change  
DB23-0002

“Within six miles of the limits of any city, the commission, if there is one, or if no such commission legally exists, then the city engineer, shall recommend to the city council the renaming of any existing street, highway or road, other than a county road or state highway, if in the judgment of the commission, or if no such commission legally exists, then in the judgment of the city engineer, such renaming is in the best interest of the city and the six mile area. Upon receiving such recommendation the council shall afford persons particularly interested, and the general public, an opportunity to be heard, at a time and place to be specified in a notice of hearing published in a newspaper of general circulation within the municipality and the six mile area not less than once within the week prior to the week within which the hearing is to be held. After such opportunity for hearing has been afforded, the city council by ordinance shall rename the street or highway in accordance with the recommendation or by resolution shall reject the recommendation. A certified copy of each such ordinance shall be filed for record with the county clerk or recorder, and a like copy shall be filed with the county assessor and county surveyor. The county surveyor shall enter the new names of such streets and roads in red ink on the county surveyor’s copy of any filed plat and tracing thereof which may be affected, together with appropriate notations concerning the same. The original plat may not be corrected or changed after it is recorded with the county clerk.”

**Response:** The Development Review Board is considered “the commission” and “such commission” as referenced in this Statute. Holding a hearing before the Development Review Board and having the Board forward a recommendation to City Council fulfills the requirements of the Statute. The City Council hearing is scheduled for April 17, 2023, as is required. All required noticing procedures for the hearing, including notification of residents within 6 miles via the newspaper have been followed.

### Street Naming Section 4.236(.09)

**A3. Criterion:** Street Names. No street names will be used which will duplicate or be confused with the names of existing streets, except for extensions of existing streets. Street names and numbers shall conform to the established name system in the City, and shall be subject to the approval of the City Engineer.

**Response:** The proper procedure and criteria were followed for the naming of SW Columbine Avenue. The Frog Pond Ridge subdivision conforms to the City’s established name system. The streets were proposed by the developer and approved by the City Engineer according to the City Street Naming Policy, at the time of final plat review, as all naming standards were met.

The proposed street name change and name, SW Ponderosa Avenue, is also subject to approval by the City Engineer according to the City Street Naming Policy. The proposed name is not duplicative of existing streets within the City of Wilsonville and conforms to the City Street Naming Policy. See Findings A4-A8.

### Avoiding Duplicity

Resolution No. 1924 (City Street Naming Policy)

**A4. Criterion:** “No street names shall be used which will duplicate, sound like or closely resemble the names of existing streets, except for extensions of existing streets or when eventual connection cannot be anticipated.”

**Response:** The proposed name is not duplicative of any existing streets within the City.

### Street Designation

Resolution No. 1924 (City Street Naming Policy)

**A5. Criterion:** “All other streets that generally run north-south shall be designated "Avenues". All other streets that generally run east-west shall be designated "Streets".”

**Response:** The subject street runs north-south therefore, the renamed street will continue to be designated as Avenue.

### Name Selection

Resolution No. 1924 (City Street Naming Policy)

**A6. Criterion:** When practical, streets shall be named using historic surnames or names reflecting Oregon geography, natural features or native plants and animals. Utilization of first names is discouraged. Names to be considered may include, but are not limited to the following:

- a. Early homesteaders or settlers in the Wilsonville area.
- b. Original holders of Donation Land Claims in the Wilsonville area.
- c. Heirs of original settlers or long-time residents of the Wilsonville area.
- d. Early community leaders and pioneers of eminence.
- e. Native American tribes indigenous to Oregon.
- f. Pioneers of the Champoeg I Butteville area.
- g. Native animal and bird names
- h. Native tree and plant names
- i. Agrarian and cultural themes

**Response:** The proposed name, SW Ponderosa Avenue, fits the naming criteria in the City street naming policy. Ponderosa trees are native trees that grow throughout the Willamette Valley.

### Street Suffix

Resolution No. 1924 (City Street Naming Policy)

**A7. Criterion:** “All streets shall have a suffix name. Only street suffix names from the USPS Postal Addressing Standards are permitted.”

**Response:** The proposed street name SW Ponderosa Avenue meets this standard.

### Renaming Naming Policy

Resolution No. 1924 (City Street Naming Policy)

**A8. Criterion:** “Individuals wishing to rename a street must provide written approval from the major of property owners along said street and are subject to approval by the City Council. Applicant must pay cost associate with replacing signage.”

**Response:** The applicant submitted documentation showing written consent of all property owners. See Exhibit B2. The City Council hearing date is scheduled for April 17, 2023. A condition of approval will ensure that the applicant pays the cost associated with replacing the street signs.

## **Development Review Board (Master Plan) Application: Request Narrative**

I am requesting an offensive, insensitive street name in the new Frog Pond Ridge Development be renamed.

### **Existing Street Name: SW Columbine Ave**

While “Columbine” is a type of flower, I know I’m not alone in hearing that word and immediately recalling the tragic Columbine High School shooting, which left 13 dead and 20 more wounded. In fact, when “Columbine” is typed into Google, 13 of the first 14 results are related to this horrific event, and only *one* result is related to the flower. The fact that this name was approved is disappointing. However, when one considers this new street is located half a mile from Meridian Creek Middle School, one mile from Wilsonville High School and mere *blocks* from the planned Primary School at Frog Pond, it is tasteless and sickening.

I spoke before the Wilsonville City Council during their meetings on both February 6<sup>th</sup> and February 23<sup>rd</sup>. The Council was understanding, empathetic and supportive:

***“I agree [this really unfortunate naming] brings up a heartbreaking aspect of our time in the United States.” – Mayor Julie Fitzgerald, City Council Legal Review, February 23<sup>rd</sup>, 2023***

### **Proposed New Street Name: SW Ponderosa Ave**

The Willamette Valley Ponderosa Pine, a sub-population of Ponderosa Pine that is native to the Willamette Valley in Oregon, is an important tree that supports many forms of life in our local ecosystem. The Willamette Valley Ponderosa, an evergreen conifer tree which produces large cones, is the only variety of ponderosa that can withstand the heavy wet winter soil of our region. This beautiful tree, which stands an impressive 150-200 feet tall when fully mature, is a critical source of food and shelter for caterpillars and pest-eating insects alike. Additionally, many species of birds and small mammals rely on the nutritious seeds for nourishment and use the needles for nesting materials. The Lewis’s woodpecker and the slender-billed nuthatch, among other bird species, nest in the tree’s tall branches and cavities. This native, awe-inspiring tree is critical to many species in our region, and would be a worthy namesake for SW Ponderosa Ave.



February 21, 2023

City of Wilsonville  
29799 SW Town Center Loop E  
Wilsonville, OR 97070

Re: Street name change, SW Columbine Way

To whom it may concern:

Stone Bridge Homes NW has no objection to a street name change on SW Columbine Way.

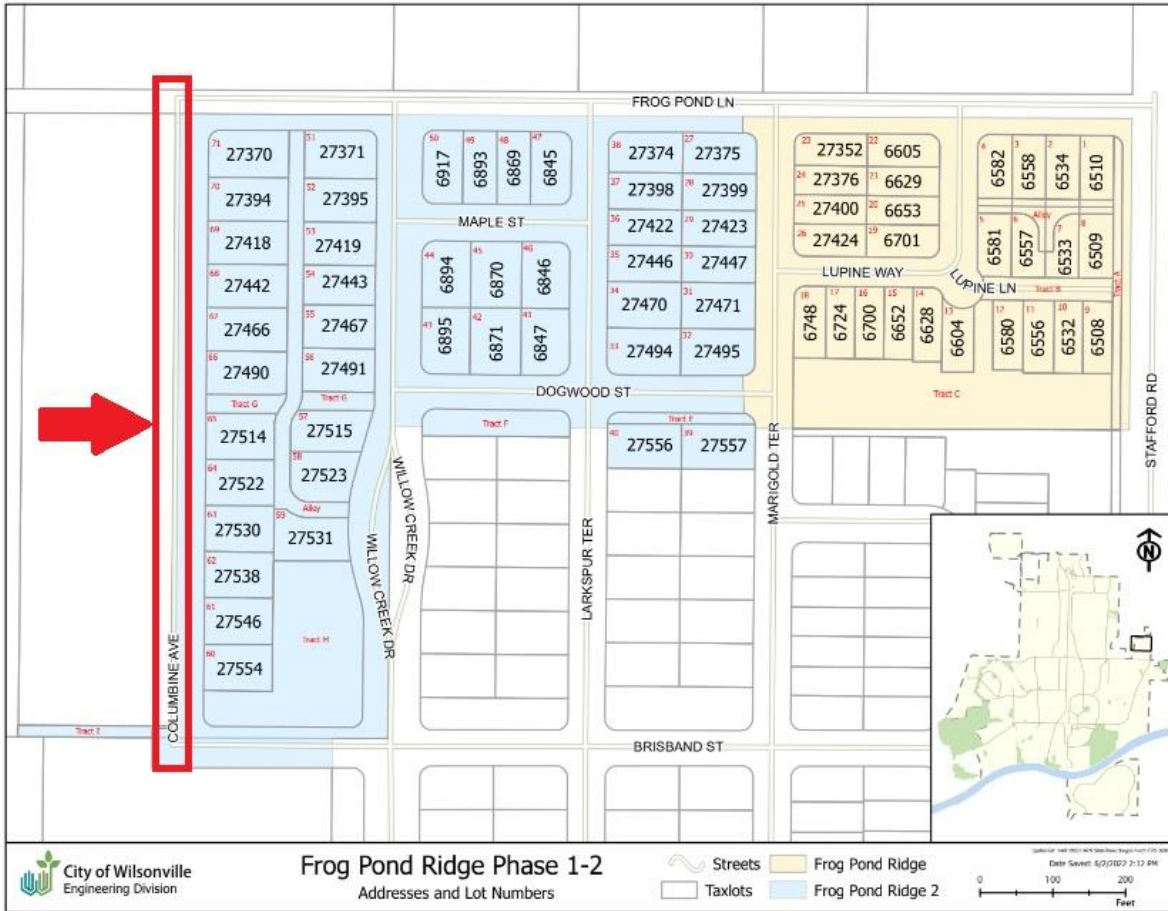
Sincerely,

A handwritten signature in blue ink, appearing to read 'Kelly Ritz', with a long horizontal stroke extending to the right.

Kelly Ritz  
President







MONDAY, MARCH 27, 2023  
6:30 PM

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*The scheduled and noticed hearing below has been cancelled and will be rescheduled and re-noticed for a new hearing date. No action by the board is required.*

Public Hearing:

3. **Resolution No. 413. Precision Countertops Project.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review, Waiver, Class 3 Sign Permit, and Type C Tree Removal Plan for development of a 66,000 square foot corporate headquarters and fabrication facility on property located at 25540 SW Garden Acres Road.

Case Files:

DB22-0011 Precision Countertops

- Stage 1 Preliminary Plan (STG122-0006)
- Stage 2 Final Plan (STG222-0007)
- Site Design Review (SDR22-0007)
- Waiver (WAIV22-0003)
- Class 3 Sign Permit (SIGN22-00011)
- Type C Tree Removal Plan (TPLN22-0006)

*This item is being rescheduled to a date to be determined (TBD).*



## Planning Division Memorandum

**From:** Cindy Luxhoj AICP, Associate Planner  
**To:** Development Review Board Panel B  
**Date:** March 27, 2023  
**RE:** DB22-0011 Precision Countertops – Request to Reschedule Public Hearing

The DB22-0011 Precision Countertops application includes the following requests:

- Stage 1 Preliminary Plan (STG122-0006)
- Stage 2 Final Plan (STG222-0007)
- Site Design Review (SDR22-0007)
- Waiver (WAIV22-0003)
- Class 3 Sign Permit (SIGN22-0011)
- Type C Tree Removal Plan (TPLN22-0006)

This application was originally scheduled for public hearing before Development Review Board (DRB) Panel B on March 27, 2023. In reviewing the applicant's materials during preparation of the DRB staff report, City staff identified issues with the proposed site plan and met with the applicant on March 9, 2023, to address these concerns. Because achieving compliance with the Code will result in revisions to the submitted materials, delaying the DRB public hearing to a future date is necessary to provide adequate time for changes to be made.

The applicant previously requested to extend the 120-day review period on this application to May 3, 2023. However, if needed, the review period could be extended to December 14, 2023, which is 365 days from to date the application was deemed complete. Therefore, rescheduling the DRB public hearing to a future date is well within the extended 120-day review period.

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MARCH 27, 2023  
6:30 PM

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*The scheduled and noticed hearing below has been cancelled and will be rescheduled and re-noticed for a new hearing date. No action by the board is required.*

Public Hearing:

4. **Resolution No. 411. Delta Logistics Site Expansion.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan Modification, Site Design Review, Waivers, Class 3 Sign Permit, Type C Tree Removal Plan, Standard SROZ Map Verification, Standard SRIR Review and Variance for Development of a 58,116 square foot warehouse / manufacturing building with accessory office space at 9710 SW Day Road, and minor site modifications at 9835 SW Commerce Circle.

Case Files:

DB22-0007 Delta Logistics Site Expansion

- Stage 1 Preliminary Plan (STG122-0005)
- Stage 2 Final Plan (STG222-0006)
- Site Design Review (SDR22-0006)
- Waivers (WAIV22-0001)
- Class 3 Sign Permit (SIGN22-0004)
- Type C Tree Removal Plan (TPLN22-0005)
- Standard SROZ Map Verification (SROZ22-0006)
- Standard SRIR Review (SRIR22-0004)
- Variance (VAR22-0001)

***This item is being rescheduled to a date to be determined (TBD).***



## Planning Division Memorandum

**From:** Cindy Luxhoj AICP, Associate Planner  
**To:** Development Review Board Panel B  
**Date:** March 27, 2023  
**RE:** DB22-0007 Delta Logistics Site Expansion – Request to Reschedule Public Hearing

The DB22-0007 Delta Logistics Site Expansion application includes the following requests:

- Stage 1 Preliminary Plan (STG122-0005)
- Stage 2 Final Plan (STG222-0006)
- Site Design Review (SDR22-0006)
- Waivers (WAIV22-0001)
- Class 3 Sign Permit (SIGN22-0004)
- Type C Tree Removal Plan (TPLN22-0005)
- Standard SROZ Map Verification (SROZ22-0006)
- Standard SRIR Review (SRIR22-0004)
- Variance (VAR22-0001)

This application was originally scheduled for public hearing before Development Review Board (DRB) Panel B on January 23, 2023. However, after City staff met with the applicant on January 4, 2023, about anticipated denial of the variance request (VAR22-0001), the public hearing was rescheduled to a future date to allow sufficient time for the applicant to revise their plans.

The applicant's revised plans, which were subsequently submitted, include three site design options related to the SROZ; however, all three options develop the remainder of the site in the same way, with semi-tractor trailer parking/storage in the center and an industrial building on the east of the site. This common design includes a retaining wall along the north, east and south sides of the building with a maximum height of roughly 18 feet, for which the applicant has requested a waiver to the Coffee Creek Industrial Design Overlay standards for retaining wall maximum height and design.

In reviewing the applicant's materials during preparation of the DRB staff report for the March 27, 2023 public hearing, City staff determined that it is not possible to recommend approval of this waiver request. Because addressing this concern likely will precipitate substantial revision to the applicant's site plans, delaying the DRB public hearing is necessary to provide adequate time for changes to be made. In addition, this delay will allow time to address other City staff concerns



such as those raised in the letter from the applicant's attorney Schwabe Williamson & Wyatt that City staff received on March 15, 2023, about undergrounding of utilities.

City staff has proposed a meeting with the applicant to discuss the above concerns. The applicant previously requested to extend the 120-day review period on this application to June 30, 2023. However, if needed, the review period could be extended to October 14, 2023, which is 365 days from to date the application was deemed complete. Therefore, rescheduling the DRB public hearing to a future date is well within the extended 120-day review period.

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, MARCH 27, 2023  
6:30 PM**

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Board Member Communications:

5. Results of the March 13, 2023 DRB Panel A meeting

# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

<b>DATE:</b>	<b>MARCH 13, 2023</b>	
<b>LOCATION:</b>	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
<b>TIME START:</b>	<b>6:25 P.M.</b>	<b>TIME END: 6:30 P.M.</b>

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Jean Svadlenka	Daniel Pauly
Clark Hildum	Kimberly Rybold
Rob Candrian	Amy Pepper
Yara Alatawy	Shelley White
Jordan Herron	

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS INPUT	None
CONSENT AGENDA	
1. Approval of minutes of the February 13, 2023 DRB Panel A meeting	1. Unanimously approved as presented.
PUBLIC HEARINGS	None
BOARD MEMBER COMMUNICATIONS	
2. Results of the February 27, 2023 DRB Panel B meeting	2. No comments.
3. Recent City Council Action Minutes	3. No comments.
STAFF COMMUNICATIONS	
4. DRB Member Training: Transportation	4. Training conducted after meeting adjournment.



**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, MARCH 27, 2023  
6:30 PM**

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Board Member Communications:

6. Recent City Council Action Minutes

City Council Meeting Action Minutes  
February 23, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Andy Stone, IT Director  
Andrew Barrett, Capital Projects Eng. Manager  
Mark Ottenad, Public/Government Affairs Director  
Cricket Jones, Finance Operations Supervisor  
Martin Montalvo, Public Works Ops. Manager  
Zach Weigel, City Engineer  
Dwight Brashear, Transit Director

**STAFF PRESENT**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney  
Kimberly Veliz, City Recorder

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START:</b> 5:00 p.m.
A. Prohibited Camping Code Update Project	Council heard a presentation on Clackamas County’s supportive housing services programs, and part of staff’s presentation on the update on the City’s prohibited-camping code project.
B. Updated ‘Explore Wilsonville’ Visual Identify	Council was shown the new logo for the ‘Explore Wilsonville’ tourism-promotion program.
C. Kiva Building Architectural Assessment and Recommendations	Staff shared the architectural assessment and recommendations for the City of Wilsonville owned “Kiva” building.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. None.	
<u>Consent Agenda</u>	The Consent Agenda was approved 5-0.
A. <b><u>Resolution No. 3020</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Guaranteed Maximum Price Amendment No. 1 To The Progressive Design-Build Agreement For The Boeckman Road Corridor Project With Tapani Sundt A Joint Venture.	

<p><b>B. <u>Resolution No. 3027</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods And Services Contract With Urban Solar For Smart Bus Station Electronic Display Signage.</p>	
<p><b><u>New Business</u></b>  A. Minutes of the February 6, 2023 City Council Meeting.   <b>B. <u>Resolution No. 3036</u></b>  A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Boeckman Road Corridor Project.</p>	<p>The amended minutes were approved 5-0.   Resolution No. 3036 was adopted 5-0.</p>
<p><b><u>Continuing Business</u></b>  A. None.</p>	
<p><b><u>Public Hearing</u></b>  A. None.</p>	
<p><b><u>City Manager’s Business</u></b></p>	<p>The City Manager checked in with Council about the City Council Retreat and Goal Setting scheduled for February 24-25, 2023.</p>
<p><b><u>Legal Business</u></b></p>	<p>Continuation of staff’s presentation on the update on the City’s prohibited-camping code project.</p>
<p><b>URBAN RENEWAL AGENCY</b></p>	
<p><b><u>URA Consent Agenda</u></b>  A. <b><u>URA Resolution No. 334</u></b>  A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Boeckman Road Corridor Project.   B. <b><u>URA Resolution No. 335</u></b>  A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute Guaranteed Maximum Price Amendment No. 1 To The Progressive Design-Build Agreement For The Boeckman Road Corridor Project With Tapani Sundt A Joint Venture.</p>	<p>The URA Consent Agenda was approved 5-0.</p>

<p>C. <b><u>URA Resolution No. 343</u></b>  A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The Termination Of Tax Increment Collection For The Year 2000 Plan.</p> <p>D. Minutes of the January 5, 2023 Urban Renewal Agency Meeting.</p>	
<p><u>New Business</u>  A. None.</p>	
<p><u>URA Public Hearing</u>  A. None.</p>	
<p><b>ADJOURN</b></p>	<p>9:36 p.m.</p>

City Council Meeting Action Minutes  
March 6, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Amanda Guile-Hinman, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Katherine Smith, Assistant Finance Director  
Dan Pauly, Planning Manager  
Zach Weigel, City Engineer  
Scott Simonton, Fleet Services Manager  
Chris Neamtzu, Community Development Director

**STAFF PRESENT**

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START:</b> 5:01 p.m.
A. Transportation System Plan Amendments for Frog Pond East and South	Council heard a review and provided feedback on the draft amendments to the City’s Transportation System Plan to integrate the Frog Pond East and South Master Plan transportation projects.
B. Prohibited Camping Code Update Project	Staff continued discussion with Council on the prohibited camping code project.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. Climate-Friendly and Equitable Communities Overview	Staff provided a presentation on the Climate-Friendly and Equitable Communities (CFEC), which addresses climate change with land use and transportation strategies aimed at reducing greenhouse gas emissions.
<u>Consent Agenda</u>	The Consent Agenda was approved 5-0.
A. <b><u>Resolution No. 3040</u></b> 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.	

**B. Resolution No. 3041**

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.

**C. Resolution No. 3042**

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.

**D. Resolution No. 3043**

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.

**E. Resolution No. 3044**

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.

**F. Resolution No. 3048**

A Resolution Of The City Of Wilsonville Supporting A 2023 Grant Application To The Oregon State Parks, Local Government Grant Program For The Boones Ferry Restroom Replacement Project.

**G. Resolution No. 3049**

A Resolution Of The City Of Wilsonville Authorizing The Purchase Of One 40' Bucket Truck From Global Rental Co.

New Business

A. None.

Continuing Business

A. None.

<p><u>Public Hearing</u> A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Council was shown a video on the City of Wilsonville that was created August 7, 1984. The video was entitled "<i>City With A Lot Growing On.</i>"</p> <p>The City Manager reminded Council of the process for adopting Council Goals.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>8:16 p.m.</p>