



## DEVELOPMENT REVIEW BOARD PANEL B AGENDA

April 24, 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>

### CALL TO ORDER

### CHAIR'S REMARKS

### ROLL CALL

John Andrews  
Justin Brown  
Alice Galloway

Rachelle Barrett  
Megan Chuinard

### CITIZEN INPUT

### CONSENT AGENDA

1. Approval of Minutes of the March 27, 2023 DRB Panel B meeting

### PUBLIC HEARINGS

### BOARD MEMBER COMMUNICATIONS

2. Results of the April 10, 2023 DRB Panel A meeting
3. Recent City Council Action Minutes

### STAFF COMMUNICATIONS

4. DRB Member Training: Transportation

### 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, APRIL 24, 2023  
6:30 PM**

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Consent Agenda:

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



**DEVELOPMENT REVIEW BOARD PANEL B  
MEETING MINUTES**

**March 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, March 27, 2023. Chair Rachelle Barrett called the meeting to order at 6:30 p.m., followed by roll call.

**CHAIR'S REMARKS**

**ROLL CALL**

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

Staff present: Daniel Pauly, Amanda Guile-Hinman, Amy Pepper, Kimberly Rybold, Cindy Luxhoj, 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 February 27, 2023 DRB Panel B meeting

**John Andrews made a motion to approve the February 27, 2023 DRB Panel B meeting minutes as presented. Megan Chuinard seconded the motion, which passed unanimously.**

**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.***

**Chair Barrett** called the public hearing to order at 6:35 p.m. and read the conduct of hearing format into the record. Alice Galloway declared for the record that she 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.

**Georgia McAlister, Associate 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.

**Ms. McAlister** presented the Staff report via PowerPoint, briefly noting the site's location and that the subject property was right-of-way owned by the City of Wilsonville. Her additional key comments were as follows:

- Proper noticing was followed for the subject application with the public hearing notice mailed to property owners within 250 ft of the property, onsite posting, and publication in the *Wilsonville Spokesman*. No public comments were received for this project during the comment period.
- The subject application was for the modification of Condition of Approval PFD 2 from the Frog Pond Ridge Subdivision approval, DB22-0002. Review tonight was for the recommendation to City Council to review and approve.
- The Frog Pond Ridge Subdivision was approved in September of 2022. The name was proposed by the developer and reviewed and approved by the City Engineer as a part of the Final Plat approval process. All standards were met in accordance with City Code and the City's Street Naming Policy.
- A Wilsonville resident was interested in changing the name, and that process fell under State statutes that required two hearings. The process for renaming streets was outlined in State Statute ORS 227.120, which required the Commission for the City or County in which the street was being renamed to review and recommend the renaming of the street to City Council. Prior to City Council hearing, Staff would notice within 6 miles of the subject street via newspapers for local jurisdictions. City Council must then review and approve the change at a public hearing.
- The request was to modify Condition of Approval PFD 2, which addressed the process of naming streets, and change the name from SW Columbine Ave to SW Ponderosa Ave. The street name change would trigger City Staff to apply Condition of Approval PDF 2 again, ensuring the new street name followed the City Street Naming Policy and was recorded on the final plat with Clackamas County. The process would allow the subject street name to be changed from SW Columbine Ave. to SW Ponderosa Ave. The requested name met all City Street Naming Policy requirements.

**Alice Galloway** asked what other requirements were involved with a street name change, and what costs were involved.

**Ms. McAlister** replied she did not know the cost of changing the street sign, but in terms of the process, the City was only charging for the cost of the mailings. Next steps involved notifying Clackamas County, which would make the changes. City Engineers would update the address in the City system.

**Daniel Pauly, Planning Manager**, added once the address was changed, Staff would notify the service providers about the new street name as well as others wanting to know addresses. The street name change would not pose a significant expense to either the City or Applicant. Everyone was trying to do what was reasonable.

**John Andrews** confirmed signs with the name SW Columbine Ave had already been made.

**Mr. Pauly** added that signs were required to go up as part of the addressing prior to subdivision approval for wayfinding for emergency response. He confirmed those signs would come down and new ones would go up.

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

**Sean Leahy** stated that after ten years of living in Wilsonville he and his wife were building their forever home in the Frog Pond Ridge Development. They looked forward to the next chapter in their lives but were disappointed with the street name chosen for the street their home would be on. He understood columbine was a type of flower, and that the name met City Naming Policy, but he believed he was not alone in immediately recalling the tragic Columbine High School shooting upon hearing the street name. It was also personal for him as multiple family members were schoolteachers. Additionally, the subject street itself was within a mile of three local schools.

- He brought his concerns to City Staff on November 17th, and in the months since, he had received support from multiple Staff members as he navigated the City's policies for changing a street name. Steps completed included submitting a signed letter from the developer, who owned all the lots on the street, that confirmed their lack of objection to the street-name change, and the submission of a complete application through the City's portal, which included the necessary narratives, plat maps, proposed new street name, etc.
- The new name he had proposed was SW Ponderosa Ave. The Willamette Valley Ponderosa Pine was an important tree that supported many forms of life in the local ecosystem. An evergreen conifer tree, it was the only variety of Ponderosa that could withstand the heavy, wet winter soil of the region. The tree stood an impressive 150-200 ft tall when fully mature and was a critical source of food and shelter for caterpillars, pest-eating insects, birds, and small mammals alike.
- City of Wilsonville Street Naming Policy Resolution No. 1924, Section A.8.8 stated, "When practical, streets shall be named using historic surnames or names reflecting Oregon geography, natural features, or native plants and animals." The Ponderosa Pine was a native, awe-inspiring tree that was critical to many species in the region and would be a worthy namesake for SW Ponderosa Ave. He had spoken before City Council twice, and they were in full support of changing the insensitive street name. He appreciated the City Staff's and DRB's work in making this change happen and gave an extra thank-you to Georgia, who had been incredibly helpful throughout the entire process as a lot of parts were involved.

**Chair Barrett** confirmed there were no questions for the Applicant and called for public testimony regarding the application. Staff confirmed there was no one present at City Hall or on Zoom who wanted to testify.

**Chair Barrett** confirmed there were no additional questions or discussion and closed the public hearing at 6:51 pm.

**Alice Galloway moved to adopt the amended Staff report as presented. Megan Chuinard seconded the motion, which passed unanimously.**

**Megan Chuinard moved to adopt Resolution No. 414. The motion was seconded by John Andrews and passed unanimously.**

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

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).***

**Daniel Pauly, Planning Manager**, stated it was rare to have two hearings cancelled. Typically, if an item was not heard, it was continued to a date certain. In this case, Staff did not have enough information to be certain of that date, so the public hearings would be renoticed when a new public hearing date was determined. He did not know if the items would come before this Panel or Panel A. He noted Cindy Luxhoj was available to answer any questions or provide further clarification as the Planner assigned to both agenda items.

#### **BOARD MEMBER COMMUNICATIONS**

4. Results of the March 13, 2023 DRB Panel A meeting
5. Recent City Council Action Minutes

There were no comments.

#### **STAFF COMMUNICATIONS**

**Daniel Pauly, Planning Manager**, anticipated an April meeting, adding if nothing was scheduled, Panel B would undergo the same transportation and traffic analysis training in April as Panel A had received.

#### **ADJOURNMENT**

The meeting adjourned at 6:56 p.m.



**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, APRIL 24, 2023  
6:30 PM**

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Board Member Communications:

2. Results of the April 10, 2023 DRB Panel A meeting

# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

<b>DATE:</b> APRIL 10, 2023	
<b>LOCATION:</b> 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
<b>TIME START:</b> 6:34 P.M.	<b>TIME END:</b> 9:28 P.M.

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Clark Hildum	Daniel Pauly
Rob Candrian	Amanda Guile-Hinman
Yara Alatawy	Kimberly Rybold
	Amy Pepper
	Cindy Luxhoj
	Zach Weigel
	Shelley White

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None
CONSENT AGENDA	
1. Approval of minutes of the March 13, 2023 DRB Panel A meeting	1. Unanimously approved as presented.
PUBLIC HEARING	
2. <b>Resolution No. 413. Precision Countertops Project.</b> The applicant is requesting <b>approval</b> 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 <ul style="list-style-type: none"> <li>- Stage 1 Preliminary Plan (STG122-0006)</li> <li>- Stage 2 Final Plan (STG222-0007)</li> <li>- Site Design Review (SDR22-0007)</li> <li>- Waiver (WAIV22-0003)</li> <li>- Class 3 Sign Permit (SIGN22-00011)</li> <li>- Type C Tree Removal Plan (TPLN22-0006)</li> </ul>	2. Resolution No. 413 was unanimously adopted with the Staff report and addition of Exhibit B7.
3. <b>Resolution No. 415. Primary School in Frog Pond.</b> The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review, Class 3 Sign Permit and Waivers, and Type C Tree Removal Plan for construction of a new primary school on property located at 7151 SW Boeckman Road.	3. Resolution No. 415 was unanimously adopted with the amended Staff report, modifying Conditions PFB 2 and PFB 10, adding Exhibit D7 and requiring

<p>Case Files:</p> <p>DB22-0012 Frog Pond Primary School</p> <ul style="list-style-type: none"><li>- Stage 1 Preliminary Plan (STG122-0008)</li><li>- Stage 2 Final Plan (STG222-0010)</li><li>- Site Design Review (SDR22-0011)</li><li>- Class 3 Sign Permit and Waivers (SIGN22-00012)</li><li>- Type C Tree Removal Plan (TPLN22-0009)</li></ul>	<p>the freestanding monument to be relocated to the southwest corner of the school site.</p>
<b>BOARD MEMBER COMUNICATIONS</b>	
4. Results of the March 27, 2023 DRB Panel B meeting 5. Recent City Council Action Minutes	4. No comments. 5. No comments.
<b>STAFF COMMUNICATIONS</b>	
None	

**DEVELOPMENT REVIEW BOARD MEETING**

Item 3.

**MONDAY, APRIL 24, 2023  
6:30 PM**

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Board Member Communications:

- 3. Recent City Council Action Minutes

City Council Meeting Action Minutes  
 March 20, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
 Council President Akervall  
 Councilor Linville  
 Councilor Berry  
 Councilor Dunwell

Kimberly Veliz, City Recorder  
 Jeanna Troha, Assistant City Manager  
 Beth Wolf, Senior Systems Analyst  
 Keith Katko, Assistant Finance Director  
 Katherine Smith, Assistant Finance Director  
 Zach Weigel, City Engineer  
 Delora Kerber, Public Works Director  
 Kris Ammerman, Parks and Recreation Director  
 Andrea Villagrana, Human Resource Manager

**STAFF PRESENT**

Bryan Cosgrove, City Manager  
 Amanda Guile-Hinman, City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:00 p.m.</b>
A. Prohibited Camping Code Update Project  B. City Council Work Plan Goal 5/Strategy 5.1	Council provided feedback on draft revisions to the City’s prohibited camping code.  Staff provided guidance for the Council on alternative funding mechanisms that the City might consider for funding several planned future Parks and Facilities infrastructure projects Council then directed staff to gather additional public input to inform the funding priorities.
<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> A. <b>Resolution No. 2989</b> A Resolution of the City of Wilsonville Authorizing the City Manager to Enter into a Master License and Right-of-Way Use Agreement for Small Wireless Facilities in the Public Rights-of-Way with New Cingular Wireless PCS, LLC.	The Consent Agenda was approved 5-0.

**B. Resolution No. 3035**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Intergovernmental Agreement For The Lending Of Personnel Within Clackamas County When Personnel Are Unable To Get To Their Normal Reporting Location.

**C. Resolution No. 3051**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Water Systems Consulting, Inc. To Provide Capital Project Engineering Services Assistance To The Wilsonville Engineering Division.

D. Minutes of the February 23, 2023 and March 6, 2023 City Council Meeting.

**New Business**

**A. Resolution No. 3055**

A Resolution of the City of Wilsonville Authorizing the Mayor to Execute an Intergovernmental Agreement between the City of Wilsonville and the Tri-County Metropolitan Transportation District of Oregon for the Adjustment of TriMet District Boundaries and an Associated Memorandum of Understanding between the City of Wilsonville and the Tri-County Metropolitan Transportation District of Oregon Regarding Future Adjustment of TriMet District Boundaries.

Resolution No. 3055 was adopted 5-0.

**Continuing Business**

A. None.

**Public Hearing**

**B. Resolution No. 3045**

A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2022-23.

After a public hearing was conducted, Resolution No. 3045 was adopted 5-0.

**C. Ordinance No. 875**

An Ordinance of the City of Wilsonville Annexing Approximately 9.63 Acres of Property Located at 25540 SW Garden Acres Road for Development of a Corporate Headquarters/Fabrication Facility and Associated Site Improvements.

After a public hearing was conducted, Ordinance No. 875 was adopted on first reading by a vote of 5-0.

<p><b>D. Ordinance No. 876</b>          An Ordinance of the City of Wilsonville Approving a Zone Map Amendment from the Washington County Future Development - 20 Acre (FD-20) Zone to the Planned Development Industrial - Regionally Significant Industrial Area (PDI-RSIA) Zone on Approximately 9.63 Acres Located at 25540 SW Garden Acres Road for Development of a Corporate Headquarters/Fabrication Facility and Associated Site Improvements.</p>	<p>After a public hearing was conducted, Ordinance No. 876 was adopted on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney publically appreciated those assisting the Legal Department with the Prohibited Camping Code Update Project.</p>
<p><b>EXECUTIVE SESSION</b></p>	<p>Executive Session held pursuant to:</p> <ul style="list-style-type: none"> <li>• ORS 192.660(2)(h) Legal Counsel/Litigation</li> <li>• ORS 192.660(2)(i) Performance Evaluations of Public Officer and Employees</li> </ul>
<p><b>ADJOURN</b></p>	<p>9:59 p.m.</p>

City Council Meeting Action Minutes  
April 3, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Andy Stone, IT Director  
Beth Wolf, Senior Systems Analyst  
Bill Evans, Communications & Marketing Manager  
Bryan Cosgrove, City Manager  
Cindy Luxhoj, Associate Planner  
Dan Pauly, Planning Manager  
Dwight Brashear, Transit Director  
Jeanna Troha, Assistant City Manager  
Kelsey Lewis, Grants & Programs Manager  
Kimberly Veliz, City Recorder  
Zach Weigel, City Engineer

**STAFF PRESENT**

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Andrew Barrett, Capital Projects Eng. Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:04 p.m.</b>
A. Regional Transportation Plan Project List Endorsement	Council was briefed on Resolution No. 3052, which endorses the Wilsonville/Smart Regional Transportation Plan project list and authorizing the Mayor to sign a letter to Metro stating as such.
B. Frog Pond East and South Implementation: Development Code	Council provided input and guidance on the draft Development Code amendments for Frog Pond East and South Implementation.
C. Prohibited Camping Code Update Project	Staff sought additional feedback to inform the draft overnight camping Code being established to put the City in compliance with new state and federal law before July 1, 2023.
D. City Council Retreat Follow Up & Council Goals Confirmation	Council reviewed and provided feedback on draft 2023-2025 City Council Goals.
<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.
B. Wilsonville Wildcats Week Proclamation	The Mayor read a proclamation declaring April 3-7, 2023 as Wilsonville Wildcats Week.



<p>C. Municipal Court Judge Employment Agreement Amendment</p> <p>D. Council Goals Adoption</p>	<p>Council moved to approve the contract included in the packet for Wilsonville. Judge Fred Winehouse. Passed 5-0.</p> <p>Council made a motion to approve the goals as included in the packet and amended in Council discussion during the Work Session. Passed 5-0.</p>
<p><u>Communications</u></p> <p>A. Fiber Update</p>	<p>Staff briefed Council on the City’s fiber infrastructure being developed for future benefit in conjunction with road development projects, which provide opportunities to underground new cable.</p>
<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 3050</u></b>  A Resolution of the City of Wilsonville Authorizing the City Manager to Execute an Intergovernmental Agreement on Broadband Services and Infrastructure Sharing Between the City of Wilsonville and the City of Sherwood.</p> <p>B. <b><u>Resolution No. 3052</u></b>  A Resolution Of The City Of Wilsonville Endorsing The Wilsonville / Smart Regional Transportation Plan Project List And Authorizing The Mayor To Sign A Letter To Metro Stating As Such.</p> <p>C. Minutes of the March 20, 2023 City Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 3053</u></b>  A Resolution of the City of Wilsonville Authorizing the City Manager to Execute a Real Estate Purchase and Sale Agreement between the West Linn-Wilsonville School District and the City of Wilsonville for the Purchase of Approximately 2.93 Acres for a Neighborhood Park Located in Frog Pond West.</p>	<p>Resolution No. 3053 was approved 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. <b><u>Ordinance No. 875</u></b>  An Ordinance of the City of Wilsonville Annexing Approximately 9.63 Acres of Property Located at 25540 SW Garden Acres Road for Development of a Corporate Headquarters/Fabrication Facility and Associated Site Improvements.</p>	<p>Ordinance No. 875 was adopted on second reading by a vote of 5-0.</p>

<p><b>B. Ordinance No. 876</b> An Ordinance of the City of Wilsonville Approving a Zone Map Amendment from the Washington County Future Development - 20 Acre (FD-20) Zone to the Planned Development Industrial - Regionally Significant Industrial Area (PDI-RSIA) Zone on Approximately 9.63 Acres Located at 25540 SW Garden Acres Road for Development of a Corporate Headquarters/Fabrication Facility and Associated Site Improvements.</p>	<p>Ordinance No. 876 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u> A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Shared the City and TriMet were scheduled to meet on April 14, 2023.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>EXECUTIVE SESSION</b></p>	<p>Pursuant to:</p> <ul style="list-style-type: none"><li>• ORS 192.660(2)(i) Performance Evaluations of Public Officer and Employees</li></ul>
<p><b>ADJOURN</b></p>	<p>9:16 p.m.</p>