



# DEVELOPMENT REVIEW BOARD PANEL A AGENDA

October 10, 2022 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/85843043229>

## 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. 408  
to Georgia McAlister, Associate Planner at  
[gmcaster@ci.wilsonville.or.us](mailto:gmcaster@ci.wilsonville.or.us)  
by 2:00 PM on October 10, 2022.

## CALL TO ORDER

## CHAIR'S REMARKS

## ROLL CALL

Daniel McKay  
Kathryn Neil  
Rachelle Barrett

Jean Svadlenka  
Ben Yacob

## CITIZEN INPUT

## CONSENT AGENDA

1. [Approval of minutes of September 12, 2022 DRB Panel A meeting](#)

## PUBLIC HEARINGS

2. [Resolution No. 408 Wilsonville Honda. The applicant is requesting approval of a Class 3 Sign Permit for a 16-foot illuminated pylon sign at Wilsonville Honda](#)

[Case File:](#)  
[DB22-0006 Class 3 Sign](#)

## BOARD MEMBER COMMUNICATIONS

3. [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  
OCTOBER 10, 2022  
6:30 PM

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Item 1.

Consent Agenda:

1. Approval of minutes of September 12, 2022 DRB  
Panel A meeting



**DEVELOPMENT REVIEW BOARD PANEL A  
MEETING MINUTES**

**September 12, 2022 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 A was held at City Hall beginning at 6:30 p.m. on Monday, September 12, 2022. Chair Jean Svadlenka called the meeting to order at 6:30 p.m.

**CHAIR’S REMARKS**

The Conduct of Hearing and Statement of Public Notice were read into the record.

**ROLL CALL**

Present for roll call were: Jean Svadlenka, Daniel McKay, Kathryn Neil, Ben Yacob, Rachelle Barrett.

Staff present: Daniel Pauly, Ryan Adams, Kimberly Rybold, Georgia McAlister, and Shelley White

**COMMUNITY INPUT** – This is an opportunity for visitors to address the Development Review Board on items not on the agenda. There were no comments.

**CONSENT AGENDA**

1. Approval of minutes of August 8, 2022, DRB Panel A meeting

**The August 8, 2022, DRB Panel A meeting minutes were unanimously accepted as written.**

**PUBLIC HEARINGS**

2. **Resolution No. 405 Boones Ferry Gas Station.** The applicant is requesting approval of a Stage I Preliminary Plan Modification, Stage II Final Plan, Site Design Review, Class 3 Sign Permit, Sign Waiver and Type C Tree Plan for construction of a 2,999-square-foot convenience store with drive-thru and 12-pump fuel station.

## Case Files:

DB21-0045 Stage I Preliminary Plan Modification  
 DB21-0046 Stage II Final Plan  
 DB21-0047 Site Design Review  
 DB21-0048 Class 3 Sign Permit  
 WAIV22-0002 Sign Waiver  
 TPLN22-0004 Type C Tree Removal Plan

***This item was continued to this date and time certain at the August 8, 2022 DRB Panel A meeting.***

**Chair Svadlenka** called the public hearing to order at 6:36 p.m. and read the conduct of hearing format into the record. All Board members 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.

**Ryan Adams, Assistant City Attorney** asked that the record reflect that tonight's hearing was a continuation of last month's hearing which was never closed.

**Kimberly Rybold, Senior Planner**, stated the City's traffic consultant, DKS, would provide a short presentation to address questions raised by the Board at the August hearing.

**Scott Mansur, DKS Associates**, noted Staff had shared the questions and concerns related to traffic from the last meeting, as well as the video. In response, he prepared a few slides to answer some of the DRB's traffic-related questions about the proposed development. He overviewed the Traffic Impact Analysis (TIS) conducted for the Boones Ferry Gas Station via PowerPoint, detailing the City's Traffic Study procedure and its conclusions, with these key comments:

- Traffic Assumptions. Typically for a traffic study was scoped and new counts were collected. Unfortunately, Covid-19 had impacted and changed traffic volumes and driver patterns and habits, especially during Peak Hours, due to virtual meetings and people working from home. Although the traffic would likely return in the future, ~~so~~ DKS had to be creative and knowledgeable in its efforts.
  - In 2022, DKS conducted traffic counts on Wilsonville Rd, and numbers were still less than 10 percent lower than they were pre-pandemic, resulting in significantly lower volumes on Wilsonville Rd at the subject intersections. Consequently, DKS used older traffic count data from 2016 and 2019 for the Traffic Study because there were higher traffic volumes at that time than what was counted at present, although those volumes were slowly increasing back to normal.
  - DKS also applied some adjustments, such as adding a 2% annual growth rate on the 2016 and 2019 counts to account for future traffic growth. It was also important to note that DKS worked with City Planning Staff on every traffic study, and prior to any analysis, ~~they~~ the data list was updated with all of the Stage II approved developments within the city limits. For example, if a 100-lot subdivision was approved in Villebois, DKS ensured

all that traffic was included in the model when conducted its analysis. DKS utilized traffic counts, applied adjustments for future growth, and applied all Stage II approved developments within Wilsonville.

- Levels of Service (LOS). The City of Wilsonville had an LOS D standard for all public street intersections. LOS ranged from A to F, with A representing the least amount of traffic and F indicating major traffic congestion and delays, resulting in frustration and angst for drivers.
  - The City's LOS was D at both signalized and unsignalized intersections. DKS took all the volume in that Peak Hour at the Boones Ferry Rd/Wilsonville Rd intersection and looked at the average delay per vehicle, which meant one approach could have a two-minute delay per vehicle, but another approach flowed more freely. DKS then took all that volume over the Peak Hour and calculated an average delay per vehicle, which was then compared to the City's LOS D standard. LOS D was up to a 55-second average delay per vehicle.
  - For the Traffic Study, DKS evaluated the current conditions. Based on the 2021 traffic volumes calculated using the 2016 and 2019 traffic counts that were factored up to represent 2021 volumes, the subject intersection operated at a LOS D with an average delay of 43 seconds. The addition of approved Stage II traffic resulted in an increase of up to 45 seconds of delay, and the subject project added another 3 seconds of delay for a total of 48 seconds per vehicle, which met the City's LOS D in a LOS D standard.
- Boones Ferry/Wilsonville Rd Intersection. In regularly driving through the intersection and having delays up to a couple minutes at times, it feels like there was a lot more congestion than 43 or 45 seconds.
  - One of the biggest bottlenecks in Oregon was the southbound movement on the Boone Bridge during the PM Peak period. ODOT was preparing to conduct a funded study to evaluate that in more detail and attempt improvements to relieve congestion in the area. Back-up onto Wilsonville streets was a problem that resulted from that congestion, particularly from the southbound ramp onto Wilsonville Rd. Recently, he had traveled southbound on Boones Ferry Rd to turn left onto Wilsonville Rd, which took several minutes because the ramp and I-5 were so backed up that it impacted the intersection. However, when evaluating intersections, only the volume of traffic moving through them was evaluated.
  - Currently, when there were no issues on I-5, the intersection performed well. He had personally driven through the intersection during peak periods with little delay and when it was impacted by I-5. This was an example of a regional issue that could still impact city streets but was not part of the operational evaluations when conducting a TIS.
- A pass-by trip was a trip in which a vehicle stopped in while driving by enroute to someplace else, and about 56 percent of trips to gas stations were pass-by trips. Additional diverted trips also occur from facilities such as freeways like I-5. These trips were important to traffic studies because if a vehicle was already driving by a gas station anyway and decided to turn in and then back onto the street, it was not impacting the city street system as that traffic was already on that network.
  - It was important to have accurate numbers for pass-by trips when conducting a traffic analysis. Consequently, DKS determined what the pass-by assumptions were and

ensured those assumptions were applied to the traffic analysis. A large portion of the gas stations trips were pass-by and diverted trips.

- Trip distribution, determining where traffic came to and from the development was also considered in a traffic analysis. DKS used a travel demand model for Wilsonville that looked at land use and the regional traffic on I-5. Based on that land use, DKS evaluated where trips were going to and from, which was used to determine the amount of traffic to various areas around the city, as well as on I-5. That data and model was used in evaluations, as well as fact-checked against existing counts at various interchanges to ensure the proposed numbers made sense.
  - He understood there had been a lot of questions about the amount of traffic. The estimates showed that approximately 40 percent of traffic coming and going from the gas station would be from I-5. From a traffic engineering standpoint and his experience conducting many traffic studies for a lot of gas stations along I-5 in the area, that 40 percent, from all available options, appeared to be a solid assumption and was backed by the Travel Demand Model for that type of land use.

**Daniel McKay** asked if the volume was weighted to look at number of cars per lane or averaged across the number of lanes when the service levels were averaged for the intersection.

**Mr. Mansur** confirmed it was weighted by the number of lanes. The double left turn lanes on the north leg/southbound movement would provide capacity for both left turn lanes. On Wilsonville Rd, if there were two or three eastbound travel lanes, capacity was based on the lane configuration and the signal timing. When DKS did its analysis, traffic counts were collected and plugged in, the number of travel lanes were determined, as well as the storage available in left turn pockets. Clackamas County worked with the City for signal timing, and the signal timing information provided the amount of green time for the north versus the south approach. DKS then modeled all the volume, lane configurations, and signal timing implemented in the PM Peak period.

**Mr. McKay** provided an extreme example of 100 cars in the left lane with a 30-second level and one car in the right lane with a one-second level. He asked if the average would be 15.5 seconds or weighted heavily towards the lane with 100 cars.

**Mr. Mansur** replied it would be weighted heavily by the lane with 100 cars.

**Rachelle Barrett** thanked Mr. Mansur for his presentation, as it answered many questions. She asked if safety factored into the Traffic Study or if that was a different area that was analyzed.

**Mr. Mansur** confirmed the Traffic Study included a safety component. DKS evaluated crash data with a special focus on fatal and severe crashes by investigating if any of the intersections or driveways involved had a history of collisions. If so, DKS would work with the City to fix that. Most times that would not be conditioned upon a developer unless it was tied to their driveway.

- As a part of the subject Traffic Study, DKS had conducted an intersection safety analysis, as well as onsite circulation. One concern with drive-thru windows was traffic backing up onto a City street because that was a safety-related issue. Special attention was paid to pedestrian access from the public street to the development. DKS had also ensured the Site Plan was laid out such that the drive-thru window was located in an area that would not back up traffic onto the public street system. DKS had looked at both offsite safety and onsite circulation.

**Ms. Barrett** explained her primary safety concern was the driveway across the street with the Baskin Robbins and asked how the increased traffic from the proposed development would impact it.

**Mr. Mansur** replied there was no trend of collisions from the driveway on the opposite side. The left turn pocket provided quite a bit of room for queuing, and there were various different routes drivers could take through the area. DKS had not seen any safety-related concerns with entering or existing the proposed development.

**Chair Svadlenka** understood the rush hour backup caused by I-5 southbound was not included because it was not a permanent situation.

**Mr. Mansur** confirmed that was correct.

**Chair Svadlenka** stated that seemed like a worst-case scenario and asked why it was not taken into consideration.

**Mr. Mansur** replied the Traffic Study was based on the City's LOS standards, and LOS was based on the volume and average delay per vehicle at this intersection. When conducting its counts, DKS did not collect counts on a day when traffic was backing up. If the counters went out to conduct a count and discovered traffic was backing up from I-5, DKS stopped the count and waited for a day with typical conditions not impacted by I-5 to study more typical operating conditions. Conducting the Traffic Study in that manner was based on City Code, which was to study the traffic volume through the Wilsonville Rd/Boones Ferry Rd intersection only and not based on any delay or backup from the interchange.

**Chair Svadlenka** asked at what point the delay and backup from I-5 would be considered typical or if it would never be considered typical as it was only during a specific timeframe.

**Mr. Mansur** responded that from DKS' observations and evaluations, it was not a daily occurrence. If it became a daily occurrence in the future, it would require discussion, but it still fell back to the City's concurrency, which was LOS D based on the subject intersection and the volume that moved through it. During congestion, motorists use alternate routes, so DKS conducted its counts and evaluations at a time when all the traffic that wanted to use the intersection was able to; oftentimes when that I-5 backup occurred, the intersection experienced less volume.



**Chair Svadlenka** asked if DKS ever went back after a project was developed to check if its traffic assumptions were correct.

**Mr. Mansur** replied DKS did that quite regularly, for example, when the Argyle Square development was completed. Generally, the trip generation DKS assumed, the ITE traffic rates which provided the trips for fueling position or so many trips per 1,000 sq ft of commercial development, were typically conservative. When conducting after studies, DKS was high, on the range of 5 to 10 percent most of the time. For Costco, DKS had overestimated the trips by approximately 5 percent. Post-development counts were done at Frog Pond and Villebois to see if fewer trips were being generated by the smaller lot subdivisions and the single-family and multi-family units were generating slightly less trips than the ITE had estimated. DKS preferred to use the ITE because it provided a worst-case scenario.

- He confirmed that typically, traffic studies were conducted on Tuesdays, Wednesdays, or Thursdays from 4 PM to 6 PM because Mondays and Fridays often exhibited abnormal traffic volumes. DKS then took the highest hour of traffic volume in that two-hour Peak Period for its study.

**Jenna Bogert** confirmed that DKS had conducted counts at the Wilsonville Rd/Boones Ferry Rd intersection on Thursday, May 9, 2019, and at the interchange ramps on Thursday, November 3, 2016. DKS always checked to ensure school was in session and that there was no irregular traffic backup on I-5.

**Mr. McKay** understood the appendix of the study results showed that some of the lanes that went onto the highway were already at a LOS E and another lane was close to the 55-second mark. He understood the expectation was an average wait of three seconds and asked if DKS expected some of the traffic flow to go to a Level E, possibly worse, but remain, on average, at a Level D at the subject intersection.

**Mr. Mansur** confirmed that was correct. He explained it was common on arterials to favor the highest movement when doing traffic signal timing. On Wilsonville Rd, that was the east-west direction, and oftentimes the east-west movement on Wilsonville Rd was an LOS B or C. For signal timing, signals would hold a lot of the side streets, left turns, and through movements to progress the major street traffic. Consequently, it was common to have a LOS E and F on minor street approaches or left turns to facilitate faster movement on the arterial or higher-volume street.

**Mr. McKay** thanked Mr. Mansur for discussing this with the Board members because they had had concerns due to the subject intersection being the best-known, poor intersection in the city.

**Chair Svadlenka** called for the Applicant's presentation.

**Wayne Kittelson, Traffic Engineer, Kittelson & Associates, 851 SW 6th Ave, Suite 600, Portland, OR, 97224** complimented the Board members on asking great questions, adding he hoped as a result of Mr. Mansur's responses they had a much better understanding of what the traffic analysis undertook and its conclusions that were provided. Additionally, he hoped the Board members understood that the net result of Mr. Mansur's specific Traffic Analysis, and traffic analyses in general, featured conservatively high estimates of the impacts of a proposed development, something that was done on purpose. He agreed with all of Mr. Mansur's and Ms. Bogert's comments. He presented the Applicant's presentation via PowerPoint as follows:

- To measure a LOS, traffic engineers looked at a couple of metrics, which he believed DKS' report included as well. Delay was the LOS measure that had been discussed, but he recalled some questions regarding capacity, which was a tricky measure to define at a signalized intersection because it varied a bit depending on which movements conflicted with each other.
- He displayed the lane configuration at the Boones Ferry/Wilsonville Rd intersection showing the critical movements which controlled how much signal time was allocated between the different approaches and what defined the capacity of the intersection at present. Most of the critical movements were not moving toward or away from the site, except for the one that turned right onto Wilsonville Rd from Boones Ferry Rd or went straight through. The other critical movements were moving in directions that were not affected very much by the site related traffic. (Slide 1)
  - Under this circumstance, the volume-to-capacity ratio at the intersection in the PM Peak Hour using the conservative volumes Mr. Mansur encoded in the Traffic Analysis, was 80 percent, which was about the percentage of capacity typically associated with LOS D.
- There were four basic types of trips to consider: primary, internal, pass-by, and diverted trips. A primary trip was typically home to work and vice versa; they were new to the road system. Typically homes and employment centers were places that generated new trips onto the road system.
  - An internal trip was a trip that occurred between two different uses within the same area and did not require travel onto the transportation system. An example would be driving to Fred Meyer to shop and then getting gas at Fred Meyer.
  - A pass-by trip had no effect on the road system other than at the driveway where the vehicle turned into and out of the site.
  - Diverted trips were trips people made because a new site or new development resulted in more convenience or a shorter trip. Those vehicles potentially diverted from their normal direction to take advantage of that site. Usually that resulted in less traffic on the system as a whole, because drivers shortened their trips but added more trips in the immediate vicinity.
- He reiterated that drivers did not go out and buy more gas just because a new gas station had opened. They redistributed themselves among the available gas stations available, which led to trip distribution, and he agreed with the reasonableness of the trip distribution that Mr. Mansur's analysis suggested. There were a couple things emphasizing this that the DRB needed to be aware of. Beyond the Travel Demand Model, the business model the Applicant was employing would also support a local focus toward trips and away from freeway trips with a focus on repeat customers due to premium service, as opposed to a

lower price point. That business model would also likely detract from trips coming from the freeway as those drivers were generally looking for the lowest cost.

**Ms. Barrett** asked if the convenience factor of motorists seeing the gas station from I-5 was factored into the 40 percent additional trips.

**Mr. Kittelson** replied that 30 percent of the trips were assumed to be coming from and to the freeway. He believed that was reasonable. Although some trips would result from convenience, there were many gas station options along Wilsonville Rd. It could depend upon whether drivers were looking for premium service or lowest price, and there would be some mix back and forth on that. He believed the analysis performed by DKS which showed the distribution in proportion to what the regional Travel Demand Model would have predicted was a pretty reasonable and conservative estimate of where those trips originated.

**Chair Svadlenka** called for public testimony regarding the application.

**Joe Angel, 6454 North Greeley Ave, Portland, OR** stated he was the property owner and supportive of the Shell Gas Station development. He was present to provide any historical context the DRB might want to know. He had purchased the property in approximately 1987 and moved the small real estate office across the freeway and donated it to the Chamber of Commerce. The first development on the property had been a Burger King. Subsequent to that, he had developed a Chili's Restaurant, which had closed due to a variety of reasons. Following that, the RAM Restaurant came in, and the corner of the property was developed into an office building. Today, they were developing the northern parcel into a fueling stop. He thanked the members of the Board for their service to their community.

**Chair Svadlenka** confirmed with Staff that no one was present at City Hall to testify, and no one on Zoom indicated they wanted to testify.

**Ms. Barrett** inquired if a sign had to be included in the motion because she was unsure if that had been done already.

**Chair Svadlenka** understood the motion had been to hold the entire application until tonight's meeting. She asked if Ms. Barrett would like to review that part of the application.

**Mr. McKay** noted the listed applications, noting the only waiver was for the sign.

**Ms. Barrett** confirmed the changes from the last meeting, all the notes and exhibits were already included in the record.

**Chair Svadlenka** confirmed there were no further questions or discussion and closed the public hearing at 7:22 pm.

**Shelley White, Planning Administrative Assistant**, clarified there were no recent exhibits to add to the record. She noted the discrepancy in the exhibit labeling at the August 8th hearing had been corrected in the Staff report and on the exhibits themselves.

The following exhibits were entered into the record:

- Exhibit A3: Memorandum, identifying modifications to the Staff report.
- Exhibit A4: DKS PowerPoint presentation.
- Exhibit B6: Applicant's Transportation PowerPoint presentation.

**Rachel Barrett moved to approve the Staff report, as amended by the modifications in Exhibit A3. Daniel McKay seconded the motion, which passed unanimously.**

**Daniel McKay moved to adopt Resolution No. 405 including the amended Staff report and with the addition of Exhibits A3, A4, and B6. The motion was seconded by Rachelle Barrett and passed unanimously.**

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

**Mr. McKay** thanked the Applicant for attending a second hearing, as well as City and DKS staff. As residents of Wilsonville, the Board members cared about the livability of their city and what was perceived as a highly congested intersection, and the additional clarity was needed for the Board to be comfortable with a decision that was best for the city. He thanked the Applicant for enduring another month for the final decision.

**Ms. Barrett** stated she appreciated the time the City took to educate the Board on traffic, as it would help them make decisions in the future.

3. **Resolution No. 407 Frog Pond Overlook Subdivision.** The applicant is requesting approval of Annexation of approximately 4.07 acres and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) of approximately 3.96 acres, a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Plan, and Abbreviated SROZ Map Verification for a 12-lot residential subdivision.

Case Files:

- DB22-0002 Frog Pond Overlook
  - Annexation (ANNX22-0001)
  - Zone Map Amendment (ZONE22-0002)
  - Stage 1 Preliminary Plan (STG122-0002)
  - Stage 2 Final Plan (STG222-0002)
  - Site Design Review of Parks and Open Space (SDR22-0002)
  - Tentative Subdivision Plat (SUBD22-0001)
  - Type C Tree Plan (TPLN22-0001)
  - Abbreviated SROZ Map Verification (SROZ22-0004)

***The DRB Action on the Annexation and Zone Map Amendment is a recommendation to the City Council.***

**Chair Svadlenka** called the public hearing to order at 7:30 p.m. and read the conduct of hearing format into the record. Chair Svadlenka and Daniel McKay 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.

**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 reviewing the site's location and zoning, as well as the purpose of the Frog Pond Area Plan and Frog Pond Master Plan, with these key additional comments:

- Proper noticing was followed for the application within the public hearing notice mailed to property owners within 250 ft of the subject property, onsite posting, and publication in the Wilsonville Spokesman. No public comments were received during the comment period.
- The eight requests before the DRB were objective in nature, as they involved verifying compliance with Code standards. No requests in the current application that required discretionary review.
  - The area proposed for annexation included Tax Lot 0700 and a portion of SW Frog Pond Lane right-of-way, together comprising roughly 4.92 acres. The annexation area was indicated by the gray area on the map. (Slide 6)
- The proposed Zone Map Amendment would rezone Tax Lot 0700, comprising approximately 4.07 acres, from Clackamas County Rural Residential Farm Forest 5-Acre to the City's Residential Neighborhood Zone. The rezone was consistent with the Comprehensive Plan Map Designation of Residential Neighborhood, as well as with the Frog Pond West Master Plan. (Slide 7)
  - The City Council public hearing for the Annexation and Zone Map Amendment is scheduled for September 19, 2022.
- The Stage 1 Preliminary Plan generally established the proposed residential use, number of lots, preservation of open space, and block and street layout consistent with the Frog Pond West Master Plan. Specifically with regard to residential land use count, the proposed Stage 1 Preliminary Plan area included portions of Large Lot Subdistrict 8, and the subject property was outlined in red. (Slide 8)
  - The Applicant proposed 12 lots in Subdistrict 8, one lot greater than the maximum proportional density calculation for the site. The proposed number of residential lots, preservation of open space, and general block and street layout were generally consistent with the Frog Pond West Master Plan. Specifically with regard to residential lot count, the proposed Stage 1 Area included a portion of Large Lot Subdistrict 8. The table summarized how the proposed residential lots in each subdistrict were consistent with the Master Plan recommendations. (Slide 9)

- The proportional density allocation did not account for site-specific characteristics that influenced the ability of a specific property to accommodate residential lots meeting minimum dimensional standards. The portion of the subject property within Subdistrict 8 that was not dedicated as right-of-way, 82.5 percent, was much greater than any other sub-areas.
- Minimal right-of-way dedication was required because the section of SW Frog Pond Lane adjacent to the site was a local street. This allowed driveway access, and the layout of Street A had been designed to accommodate the Boeckman Creek Trail on the western portion of the property, which resulted in the reduction of anticipated right-of-way dedication. As a result of minimal right-of-way dedication, it was possible for the site to easily accommodate 12 lots, one greater than the maximum density, while meeting all of the lot dimension standards.
- The configuration of lots as proposed would allow for the build out of the Subdistrict consistent with the Master Plan regulations.
- Stage 2 Final Plan. (Slide 10) As illustrated, the Applicant proposed the installation of necessary facilities and services concurrent with development of the proposed residential neighborhood. The Stage 2 Final Plan elements are lot layout and size, block size and access, and street layout and consistency with the Street Demonstration Plan. These elements of the Frog Pond Terrace Subdivision generally demonstrated consistency with development standards established for the RN Zone and Frog Pond West Master Plan.
- Site Design Review addressed elements of the public realm for consistency with the Frog Pond West Master Plan but focused primarily on proposed parks and open space within the proposed subdivision. The Applicant provided two private open spaces in the western and northern portions of the site. Tract A and B included the Boeckman Creek Trail as a private open space with benches along the trail. (Slides 11 and 12)
  - The Boeckman Creek Trail, as proposed, connected to the existing trail to the proposed Frog Pond Terrace Subdivision to the south and to the future subdivisions to the east. The enlargement of the trail and adjacent open space and renderings on the left of Slide 12 provided more detail about proposed amenities including a bench, trees, and landscaping. Conditions of approval ensured the trail would continue through Tract A to connect with the Frog Pond Terrace Subdivision and future subdivisions to the east.
- 1:12:00
- The Tentative Subdivision Plat met technical platting requirements, demonstrated consistency with the Stage 2 Final Plan and the Frog Pond West Master Plan, and did not create barriers to future development of adjacent neighborhoods and sites.
- Type C Tree Removal Plan. There were 150 onsite trees and four offsite trees that were inventoried as a part of the proposed development. The four offsite trees, and 43 of the onsite trees, were proposed to remain. The 107 onsite trees marked with Xs were proposed for removal due to the construction of public streets, residential lots, and private open spaces. (Slide 14)
  - The Applicant proposed the planting of 48 new trees in the form of 27 street trees, 21 trees along the Boeckman Creek Trail and adjacent to the private open space, as well as payment into the City Tree Fund for the remaining 59 trees in the amount of \$17,700.00, bringing the total number of mitigation trees to 107, which was equal to the

number proposed for removal. Proposed tree planting and payment into the City Tree Fund satisfied the one-to-one mitigation.

- Consistent with the Development Code requirements, a verification of the SROZ Boundary was required at the time an applicant requested a land use decision. The SROZ boundary was located just offsite the northwest corner of the subject property with a small portion of the area remaining in the 25-ft SROZ Impact Area.

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

**Li Alligood, Land Use Planner, Otak, 808 SW 3rd Ave, Portland, OR, 97204** presented the Frog Pond Overlook Subdivision via PowerPoint, introducing the Applicant's project team and describing the proposal with these comments:

- The Frog Pond Overlook Project was one property with 12 lots, two tracts, associated infrastructure, an extension of the Boeckman Creek Trail, which was a public trail, associated open space, which would be largely private, a termination of Frog Pond Lane west of the site, and the creation of a trail crossing to connect to the south. [South 1:16:57]
- Frog Pond Overlook was the Applicant's seventh development application in Frog Pond West, so the Board was familiar with the overall area.
- The application included one property on the north side of Frog Pond Lane which had a home and associated out buildings that would be removed for development. The property was relatively flat with steep slopes that begin in the trees along the north and west boundaries, and the SROZ near the site was offsite in this location.
- Subdistrict 8 was a Large Lot District and the Applicant proposed 12 lots with the SROZ and trail in Tract A and the private open space in Tract B. All lots met or exceeded minimum dimensional and area requirements.

**Steve Dixon, Site Designer, Otak, 808 SW 3rd Ave, Portland, OR 97204** stated there were a number of design considerations for the site.

- The first entailed connecting to existing or approved street connections that brought forward the layout and concept of the Frog Pond West Master Plan. A connection to the east on Street A would connect further east and was aligned with proposed development in Frog Pond Oaks and Frog Pond Crossing. Across Frog Pond Lane to the south, it was distanced from the connections for the property line on the east side of Frog Pond Terrace just to the south so that lots would be able to access that, so there was sufficient depth on lots that would front the extension of that southward movement of Street A all the way down to Morgan Farms.
- Topography was the other main driver. The alignment of the trail corresponded, for the most part, to where the topography started to dive off down to Boeckman Creek. The idea was to put the trail on the crest of the slope, which was as far as the trail could go.
- Sight lines to Boeckman Creek were another consideration and were noted in the Frog Pond West Master Plan. One along Frog Pond Lane at the west end, as well as Street A where the Applicant had provided an overlook and a significant trail connection from that. It was

important to note that sight lines were from a pedestrian standpoint because people would walk down to the Boeckman Creek Trail. Pedestrian connectivity was very important.

- All frontage and area requirements were met, and local access could be taken off Frog Pond Lane.
- A lot of open space had been left behind the lots because it was driven by the street configurations. The theoretical maximum of 11 lots had been exceeded, and the Site Plan was seemed to be the best fit in terms of providing the Large Lot Subdivision required by the Master Plan.

**Ms. Alligood** noted some text had been covered on Mr. Dixon's slides, which would be corrected for the record. She continued with the PowerPoint presentation, noting the Applicant was requesting approval of the application, including modified Engineering Condition of Approval PFD11, which required that the Public Work permits for Frog Pond Overlook and Frog Pond Terrace, a previously approved subdivision, be issued together. The Applicant recognized that Engineering conditions were technically outside of the DRB's purview, but it was also important for the Applicant to maintain as much flexibility as possible in the development of the two subdivisions. They were not connected in any other permitting or land use way aside from this condition of approval.

- The current language for Condition PFD11 noted that prior to the issuance of the Public Works Permit, the Applicant shall submit design and construction plans for Frog Pond Terrace and Frog Pond Overlook under one permit application because the disposal, storm water, and sanitary were dependent upon each other, as many subdivisions were. There was an alternative that the Terrace improvements could be constructed and accepted prior to connection for the Frog Pond Overlook Subdivision, but it did not counteract the initial language which was that the Public Works Permit could not be issued until the improvements were constructed and accepted. (Slide 9)
  - The proposed language had been shared with Staff previously that the Frog Pond Terrace improvements must be constructed and accepted by the City to offer connection prior to final completeness and acceptance, so it changed the timeframe to be more concurrent and less dependent.
- The Applicant's desired approach was to permit and construct the projects as standalone, independent projects, recognizing there was some dependency related to utilities. The idea was to submit Frog Pond Terrace plans for Public Works, subsequently submit Frog Pond Overlook plans for Public Works, receive the permits separately, construct the projects separately, if necessary or possible, and then complete them around the same time. This would allow flexibility in the timing of the permit submittals, and also provides flexibility on contractor selection, so rather than having the same contractor construct both projects, there was an opportunity to have two separate contractors, which was helpful given how much development activity was underway.
- The question to Staff was whether this approach would be permissible or acceptable under the current condition of approval, and if not, the Applicant would reiterate their request to revise that condition of approval in the final decision.



**Daniel McKay** asked if the Applicant recalled the proposed width of the streets throughout the neighborhood.

**Ms. Alligood** replied that Street A had a 52-ft right-of-way, and the project would dedicate 9.5 ft to the final Frog Pond Lane dimension.

**Mr. Dixon** believed 32 ft was the ultimate paved width curb-to-curb for Frog Pond Lane.

**Mr. McKay** believed that width would allow for parking on one side of the street.

**Ms. Alligood** replied it should, adding that Frog Pond Lane would actually be 28 ft wide.

**Amy Pepper, Development Engineering Manager**, replied that 28-ft allowed for parking on both sides. For the subject project, the internal streets would be 28-ft wide paved, and the Applicant was required to improve Frog Pond Lane to 20-ft. When the property to the south was developed, that developer would be required to complete Frog Pond Lane to 28-ft wide, allowing for parking on both sides of the street.

**Ms. Alligood** added that was within the full right-of-way, which included sidewalks and planter strips.

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

**Mr. McKay** asked if the developers were already chosen for the subdivision, as he had seen samples of potential houses, something not usually seen at this point in the process.

**Ms. Alligood** replied the Applicant often submitted example house plans to show that the requirements for variety could be met and also to demonstrate that two-car garages would be provided and heights would be within the height limit.

**Mr. McKay** stated it was very helpful to already have those examples and thanked the Applicant.

**Mr. Pauly** clarified that in the end, the actual homes could be something completely different.

**Ms. Barrett** asked if there was anything the Board could not address about the Applicant's request regarding the Engineering condition.

**Ms. Pepper** explained that the Applicant had requested the modification prior to the meeting, and her analysis showed that the condition was written to allow the flexibility they were looking for. It was the City's desire that for purposes of permitting that the subject subdivision

require Terrace improvements be completed for sewer and storm, so without Terrace going forward, the subject project would not be possible.

**Chair Svadlenka** confirmed Staff recommended retaining the existing Condition PDF11 as written.

**Mr. McKay** stated there had been a question of whether the flexibility the Applicant desired could be maintained with the current language, and he understood City Staff had acknowledged that it could.

**Ms. Alligood** replied the ultimate the question was whether the desired approach from the Applicant to submit the permits sequentially and separately rather than combined was possible under the City's interpretation of this condition of approval. If that was the case, the Applicant would be satisfied with that, but it had not been confirmed at the time of hearing.

**Ms. Pepper** stated she also was not sure about the confirmation, but how permits were actually issued was outside the purview of the DRB anyway.

**Ms. Alligood** replied the Applicant understood that but was also concerned about having a final decision being issued that had a condition of approval that was not functional.

**Mike Peebles, Project Manager, OTAK, 808 SW 3rd Ave., Suite 800, Portland, OR, 97204** replied discussions had been had with Ms. Pepper, and he understood the City's purpose because Overlook development was dependent on the Terrace project being completed and infrastructure in place to connect to sanitary and storm drain. He believed the way the condition was written was a bit confusing and did not specifically meet the needs of the developer in that the second part of the condition stated that alternatively, if Terrace was completed, accepted, and finished, that met the condition.

- The Applicant just wanted to ensure they could develop Overlook concurrently, so they wanted to have a plan reviewed and permits issued to enable them to work on Overlook independent of Frog Pond Terrace. The Applicant needed them both to stand alone from a permitting and acceptance standpoint with the condition that the Applicant was aware Frog Pond Terrace had to be completed and accepted by the City before Overlook could be completed and accepted.

**Ms. Pepper** stated the projects could be permitted separately. The timing of the installation and connection would have to be sorted out during the permitting process.

**Mr. Pauly** added there was language in the Staff report that gave authority to Engineering Staff to modify the condition or not enforce it in the future, if that made sense. They were not tied to it just because it was in the Staff report.

**Mr. Peebles** reiterated the Applicant just wanted to ensure that Frog Pond Terrace could be designed, permitted, and constructed as a standalone, and the way the Applicant had read the

condition was that when they started development of Terrace, and had a permit for Terrace to go into the ground, if they tried to start Overlook concurrently or right afterward, they would have to submit it as one permit, and that was not acceptable to the Applicant as it just would not work. If the Engineering Department was acceptable to the scenario put forward, the Applicant was okay with the condition; it just needed to be on the record or have it understood with all parties at this point.

**Ms. Pepper** confirmed that it was understood.

**Ms. Barrett** asked if Terrace had been accepted yet.

**Ms. Alligood** replied Terrace was in the annexation and zone change process, but no permits had been prepared or submitted yet.

**Mr. McKay** stated the issue appeared to be resolved. The discussion was on the record and the Board had clarity.

**Chair Svadlenka** asked if Tract B was part of the open space.

**Ms. Alligood** replied Tract B was a temporary turnaround for fire and garbage until Street A was extended, but would remain a private access for Lot 7. It was a tract, but not part of the open space calculation.

**Mr. Peebles** confirmed it would be a paved driveway, but the owner of Lot 7 would have to allow it to be used as a turnaround until Street A was completed.

**Ms. Barrett** asked if the DRB had to approve 12 lots, as that was one over the maximum, before the Board could approve the motion.

**Kimberly Rybold, Senior Planner**, replied that this was not a waiver request, but a matter for Staff review and assessment of the applicability of the minimum and maximum lots for the entire subdistrict and how that applied to the subdivision. In Staff's interpretation, the subject proposal still met the overall Master Plan intent for the larger subdistrict. She was happy to provide any additional information if needed.

**Ms. Barrett** stated she had assumed the extra lot was to make up for a loss somewhere else.

**Ms. Rybold** explained that when the Master Plan was created, instead of taking the dwelling unit per acre approach typical in other parts of Wilsonville, the Master Plan divided Frog Pond West into different subdistricts that had different requirements for minimum lot size which resulted in small, medium, and large lots. In dealing with smaller subdivisions, the assumptions for developing the unit ranges, particularly for the large lot subdivisions, was that for a given land area, a certain percentage was not developable as a lot because streets, sidewalks, planting strips, street trees, and open spaces needed to be provided. In smaller sites where not

as much right-of-way was dedicated, Staff found for the large lots that when there was an existing street, such as Frog Pond Lane, slightly more development could be accommodated. Consequently, it was not making up for a shortcoming somewhere else, but rather, there was infrastructure that when applied on such a small scale, the math worked out in such a way that extra lot could be accommodated. On the collective whole, the overall maximum would not be exceeded for the subdistrict. These unique circumstances on the small lots were why Staff was comfortable making the findings they did, and the overall intent of the Master Plan was still met.

**Chair Svadlenka** confirmed there were no further questions or discussion and closed the public hearing at 8:12 pm.

**Daniel McKay moved to approve the Staff report as presented. Rachelle Barrett seconded the motion, which passed unanimously.**

**Rachelle Barrett moved to adopt Resolution No. 407, including the approved Staff report. The motion was seconded by Chair Svadlenka and passed unanimously.**

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

**Board Member Communications:**

4. Results of the August 22, 2022 DRB Panel A meeting
5. Recent City Council Action Minutes

There were no questions or comments.

**STAFF COMMUNICATIONS**

**Daniel Pauly, Planning Manager,** noted the Planning Commission would return to meeting in person this week, and DRB would be back in person in October. Staff would reach out to Board members via email, and he invited Board members to contact him with any questions or concerns.

**Adjournment**

The meeting adjourned at 8:16 p.m.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, LLC. for  
Shelley White, Planning Administrative Assistant

DEVELOPMENT REVIEW BOARD MEETING  
OCTOBER 10, 2022  
6:30 PM

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Item 2.

Public Hearing:

2. **Resolution No. 408 Wilsonville Honda.** The applicant is requesting approval of a Class 3 Sign Permit for a 16-foot illuminated pylon sign at Wilsonville Honda

Case File:

DB22-0006    Class 3 Sign

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 408**

**A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A CLASS 3 SIGN PERMIT FOR A NEW 17' PYLON SIGN AT WILSONVILLE HONDA.**

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted by authorized representative Jaylene Paulus of Integrity Signs of Oregon in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the subject sign is located at 30600 SW Parkway Ave on Tax Lot 0400, Section 23A, 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 October 3, 2022, 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 10, 2022, 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 October 3, 2022, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB22-0006 Class III Sign Review for Honda of Wilsonville Pylon Sign

\_\_\_\_\_  
Jean Svadlenka, Chair - Panel A  
Wilsonville Development Review Board

Attest:

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



Exhibit A1  
Planning Division Staff Report  
Class III Sign Permit – Honda

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

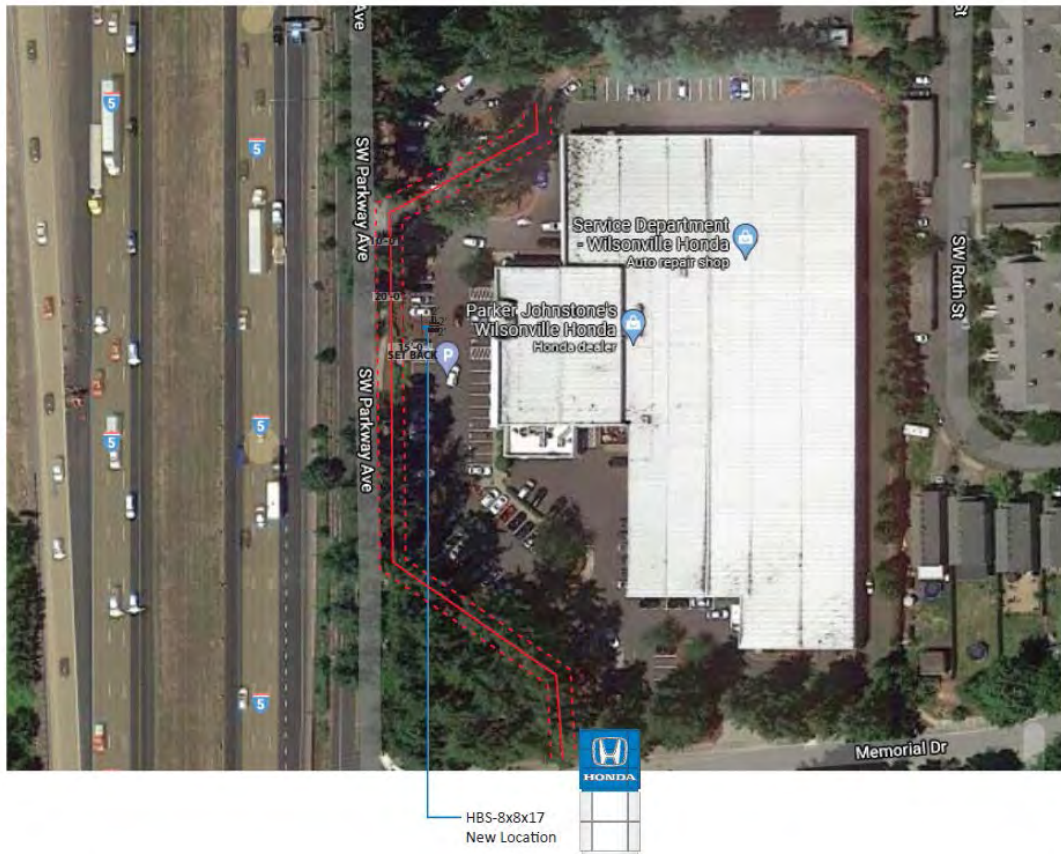
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<b>Hearing Date:</b>	October 10, 2022
<b>Date of Report:</b>	October 3, 2022
<b>Application No.:</b>	DB22-0006 Class III Sign Review
<b>Request/Summary:</b>	The Development Review Board is being asked to review a Class III Sign Permit for Parker Johnstone’s Wilsonville Honda.
<b>Location:</b>	30600 SW Parkway Avenue. The property described as Tax Lot 400, Section 23A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.
<b>Owner:</b>	Parker Johnstone, Go Ducks LLC
<b>Applicant:</b>	Jaylene Paulus, Integrity Signs of Oregon
<b>Comprehensive Plan Designation:</b>	Commercial
<b>Zone Map Classification:</b>	PDC (Planned Development Commercial)
<b>Staff Reviewer:</b>	Georgia McAlister, Associate Planner Jaime Crawford, Winterbrook Planning Amy Pepper PE, Development Engineering Manager
<b>Staff Recommendation:</b>	<u>Approve with conditions</u> the requested Class III Sign Permit request.

**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
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.131	Planned Development Commercial Zone (PDC)
Sections 4.156.01 through 4.156.11	Sign Regulations
Sections 4.400 through 4.440 as applicable	Site Design Review
<b><u>Other Planning Documents:</u></b>	
Wilsonville Comprehensive Plan	

**Vicinity Map**

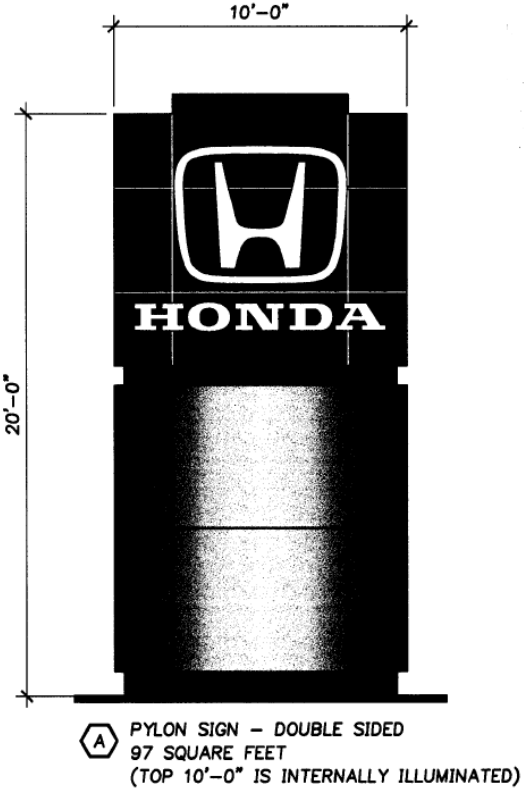




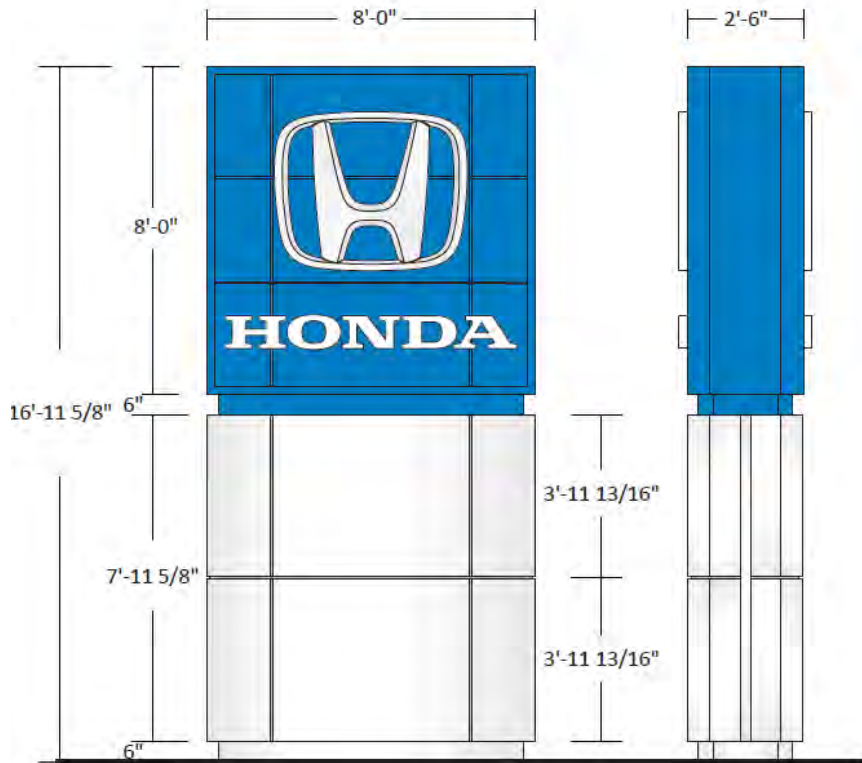
**Background/Summary:**

The owner of the above named business located at 30600 SW Parkway Ave. has requested the existing Honda pylon sign be removed and a new smaller Honda pylon sign be installed in a new location on the same SW Parkway Ave. frontage. This is in order to provide better visibility. The current sign location is blocked by mature trees and landscaping.

The existing sign is 20 feet tall, 97 square feet in size and will be removed. The new sign, which is 17 feet in height and 64 square feet in size, will be installed approximately 130' south of the current location. The new location is closer to the driveway entrance, closer to the existing directional sign, and within an open landscape strip unobstructed by trees. As required, the new sign will be placed at least 2' from the right-of-way easements that run parallel to SW Parkway Ave and no more than 15' from the property line. Because the freestanding monument sign is proposed to be taller than 8', a decision from the Development Review Board is required.



Pylon Sign Approved with 03DB27



Proposed Freestanding Monument Sign

**Discussion Points – Verifying Compliance with Standards:**

This section provides a discussion of key clear and objective development standards that apply to the proposed applications. The Development Review Board will verify compliance of the proposed applications with these standards. Code Section 4.156.02(.06) requires that any freestanding sign over 8 feet in height to be constructed in a new location is reviewed by the Development Review Board. While this sign is replacing an existing sign, it is to be installed 130' south of the original sign, therefore triggering Development Review Board review.

**Conclusion and Conditions of Approval:**

Staff reviewed the applicant’s materials against the applicable criteria. This staff report contains this analysis and is adopted as Findings of Fact. Based on the Findings of Fact, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board approve the proposed application (DB22-0006) with the following conditions:

**Planning Division Conditions:**

DB22-0006 Class III Sign Permit

**PD 1. Ongoing:** The approved sign shall be installed in a manner substantially similar to the plans approved by the DRB and stamped plans approved by the Planning Division with the exception that the sign must be placed within 15 feet of the property line.

PD 2.	<b>Ongoing:</b> The Applicant/Owner of the property shall obtain all necessary building and electrical permits for the approved sign prior to its installation, and shall ensure that the sign is maintained in a commonly-accepted, professional manner.
PD 3.	<b>Ongoing:</b> This action modifies original Site Design Approval approved by the DRB in Case File 03DB27 and the Class I Sign Permit approved by the Planning Director in Case File AR05-0010. Unless expressly modified by this action all findings and conditions related to the sign from the previous approvals shall continue to apply.
PD 4.	<b>Prior to Issuance of Building Permit:</b> Removal of the existing freestanding signage shall occur prior to installation of the new freestanding signage.
PD 5.	<b>Prior to Issuance of the Building Permit:</b> The applicant shall submit a surveyed site plan showing all easements in the vicinity of the proposed sign location. The sign shall be constructed outside of all easement areas.

### 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 DB22-0006. 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. Project Narrative
- B2. Sign Drawings and Plans
- B3. Letter of Authorization

#### Public Comment

- C1. Public Comment from Bruce Wilson

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The application was received on April 14, 2022. On May 3, 2022 the application was deemed incomplete. The City received a second submittal in response to the Notice of Incomplete application on July 13, 2022 which was deemed incomplete on August 11, 2022. The final submittal was received on August 22, 2022 and the application was deemed complete on September 9, 2022. The City must render a final decision for the request, including any appeals, by January 7, 2023.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDC	Commercial offices and services
East:	PDR-5, PDR-6	Residential
South:	PDC	Commercial services and hotel
West:	--	Interstate 5

3. Previous Planning Approvals:

<b>03DB27</b>	Stage I, Stage II Site Design Review	Approved with conditions
<b>04AR17</b>	Class I Modifications to Honda	Approved
<b>04AR53</b>	Class I Modifications to Honda	Approved
<b>05AR09</b>	Class I Modifications to Parking at Honda	Approved
<b>AR05-0010</b>	Class I Sign Permit	Approved

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 application is being processed in accordance with the applicable general procedures of this Section.

#### Initiating Application Section 4.009

The application has been submitted on behalf of the property owner, Go Ducks LLC, and is signed by Parker Johnstone, an authorized representative.

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

The City determined that a pre-application meeting 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 contained in this subsection.

#### Zoning-Generally Section 4.110

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.

**DB22-0006 Class III Sign Permit**

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

**Sign Review and Submission**

Class II Sign Permits Reviewed by DRB  
 Subsection 4.031 (.01) M. and Subsection 4.156.02 (.03)

1. The application qualifies as a Class III Sign Permit and is being reviewed by the Development Review Board.

What Requires Class III Sign Permit Review  
 Subsection 4.156.02 (.06)

2. The request involves a ground mounted monument sign, greater than 8 feet in height. Although the site has an approved master sign plan, the new proposed sign will be in a new location. Because of this, the application is being reviewed through the Class III Sign Permit process.

Class III Sign Permit Submission Requirements  
 Subsection 4.156.02 (.06) A.

3. The applicant has satisfied the submission requirements for Class III sign permits:

Requirement	Submitted	Waiver Granted		Condition of Approval	Not Applicable	Additional findings/notes
		Info Already Available to City	Info Not Necessary for Review			
Completed Application Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sign Drawings or Descriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation of Tenant Spaces Used in Calculating Max. Sign Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Drawings of Sign Placement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Information on Any Requested Waivers or Variances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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**Class III Sign Permit Review Criteria**

Class III Sign Permit Review Criteria  
Subsection 4.156.02 (0.6)(B)

- 4. The approval criteria for Class II sign permits apply as the approval criteria for Class III sign permits.

Class II Sign Permit Review Criteria: Generally and Site Design Review  
Subsection 4.156.02 (.05) E.

- 5. The proposed monument sign will satisfy the sign regulations for the applicable zoning district and the Site Design Review criteria, as evidenced within the “Freestanding and Ground Mounted Signs in the PDC, TC, PDI, and PF Zones” section of this narrative.

Class II Sign Permit Review Criteria: Compatibility with Zone  
Subsection 4.156.02 (.05) E. 1.

- 6. The proposed monument sign is 3 feet shorter and 2 feet narrower than the previously approved monument sign described in the master sign plan. The proposal will remove this existing sign, replace it with a smaller monument sign, and move the sign location approximately 130 feet to the south. This sign is typical of, proportional to, and compatible with development within the PDC zone along Interstate 5 frontage. No evidence exists nor has testimony been received that the subject sign would detract from the visual appearance of the surrounding development.

Class II Sign Permit Review Criteria: Nuisance and Impact on Surrounding Properties  
Subsection 4.156.02 (.05) E. 2.

- 7. There is no evidence, and no testimony has been received suggesting the subject sign would create a nuisance or negatively impact the value of surrounding properties. The proposed sign will be shorter and narrower than the previously approved monument sign. The proposed sign will adhere to all setbacks and other regulations, as evidenced in this staff report.

Class II Sign Permit Review Criteria: Items for Special Attention  
Subsection 4.156.02 (.05) E. 3.

- 8. The proposal is to remove an existing monument sign underneath tree canopy and replace the monument sign in a location without landscaping. The new sign location is outside of any required setbacks or easements, and site circulation will not be impacted. The new sign looks identical to the previously approved monument sign, although the new sign will be shorter and narrower than the existing sign. The proposed colors reflect the corporate identity and will be consistent with the building’s color scheme and architecture.

## Freestanding and Ground Mounted Signs in the PDC, TC, PDI, and PF Zones

### General Allowance

Subsection 4.156.08 (.01) A.

9. The general allowance for signs on the subject site was approved in 03DB27. The proposal will remove one freestanding monument sign and replace it with one freestanding monument sign. The number of signs is not proposed to increase along the property's street frontage.

### Allowed Height

Subsection 4.156.08 (.01) B.

10. The proposed sign will be close to 17 feet tall (16 feet 11 5/8 inches). This is 3 feet shorter than the previously approved monument sign (20 feet). The proposed sign will meet the 20 foot standard in the PDC zone.

### Allowed Area

Subsection 4.156.08 (.01) C.

11. A total of 64 square feet of signage is allowed for the highway sign. At 64 square feet, the standard is met.

### Pole or Sign Support Placement Vertical

Subsection 4.156.08 (.01) D.

12. The freestanding sign and foundation will remain in a full vertical position.

### Extending Over Right-of-Way, Parking, and Maneuvering Areas

Subsection 4.156.08 (.01) E.

13. The subject freestanding sign is not proposed to extend into or above right-of-way, parking, or maneuvering areas.

### Site Distance Clearance

Subsection 4.156.08 (.01) F.

14. The new sign location will be setback approximately 15 feet from the street lot-line. The location meets sight distance clearance, as confirmed by Engineering Staff.

### Design of Freestanding Signs to Match or Complement Design of Buildings

Subsection 4.156.08 (.01) G.

15. The proposed sign is designed to coordinate with previously approved building signs and the structures on site.

### Width Not Greater Than Height for Signs Over 8 Feet

Subsection 4.156.08 (.01) H.



16. The width of the freestanding sign does not exceed the height of the sign. The sign will be approximately 17 feet high and 8 feet wide.

#### Sign Setback

Subsection 4.156.08 (.01) J.

17. The proposed location is more than 2 feet from any hard surface in the right-of-way. A condition of approval will ensure the proposed sign will be setback nor more than 15 feet from the property line.

#### Site Design Review

##### Excessive Uniformity, Inappropriateness, Poor Design

Subsection 4.400 (.01) and Subsection 4.421 (.03)

18. **Excessive Uniformity:** The proposed freestanding sign will be nearly identical to the previously approved sign. The proposed colors reflect the corporate identity and will be consistent with the building's color scheme and architecture. The design will not hinder harmonious development of surrounding properties or the desirability of the area.
- Inappropriate or Poor Design of Signs:** The proposed monuments are professionally designed to match the complement the design of the surrounding area.
- Lack of Proper Attention to Site Development:** The appropriate professional services have been used to design the sign in relation to, and in coherence with, the building on site.
- Lack of Proper Attention to Landscaping:** The proposed sign location coordinates with an opening in existing landscaping. Landscaping impacts are not anticipated.

#### Purposes and Objectives

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

19. The freestanding sign complies with the purposes and objectives of site design review, especially objective D. which specifically mentions signs. The proposed sign is of a scale and design appropriately related to the subject site and the appropriate amount of attention has been given to visual appearance.

#### Design Standards

Subsection 4.421 (.01)

20. The applicant has provided sufficient information demonstrating compliance with the standards of this subsection, specifically objective F. which pertains to advertising features. There is no evidence the proposed sign will detract from the nearby buildings and/or structures due to size, location, design, color, texture, lighting, or materials proposed.

#### Applicability of Design Standards, Including Exterior Signs

Subsection 4.421 (.02)

21. Design standards have been applied to the freestanding sign as required.

#### Conditions of Approval to Insure Proper and Efficient Function

Subsection 4.421 (.05)

- 22. No additional conditions of approval are recommended to ensure the proper and efficient functioning of the development in relation to the sign.



OFFICES AND SHIPPING - 5020 Brooklake Rd. NE Salem, OR 97305 - PHONE 503-981-3743  
MAILING - PO Box 88 Hubbard, OR 97032  
MANUFACTURING - 875 Perrydale Rd. Dallas, OR 97338

BBB Accredited A+ Standing  
Oregon CCB # 194155  
Oregon Electrical Contractor # CLS 20  
Certified 

ELECTRONIC MESSAGE BOARDS / ILLUMINATED SIGNS / LETTERS / BANNERS / LED / NEON / CUSTOM DESIGN / INSTALLATION / SERVICE

March 22<sup>nd</sup>, 2022

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

Re: Parker Johnstones Wilsonville Honda Narrative for Development Review Board

The owner of the above named business located at 30600 SW Parkway Ave. has requested the existing Honda pylon sign be removed and a new smaller Honda pylon sign be installed in a new location on the same SW Parkway Ave. frontage of the property in order to provide better visibility due to the trees on this property frontage. The existing sign is 10' x 30' and will be removed. The new sign of 8'x 17' will be installed approximately 10'- 15' south of the current location. The area is closer to the driveway entrance, the existing directional sign and still in the landscape area along the business frontage of SW Parkway Ave. However there are less trees to cause the sign to be blocked from potential customers traveling along SW Parkway and I-5, and will increase their ability to locate and enter the business. The new sign will not be placed in the right of way or in any easements.

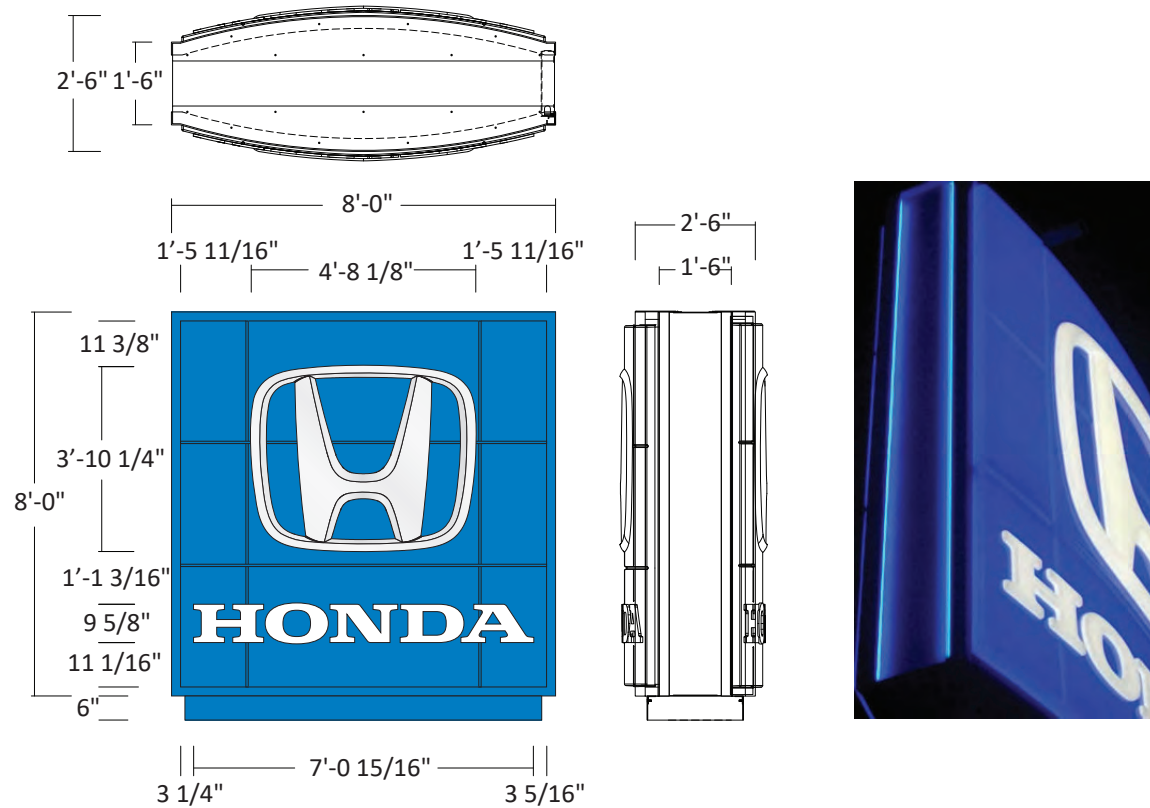
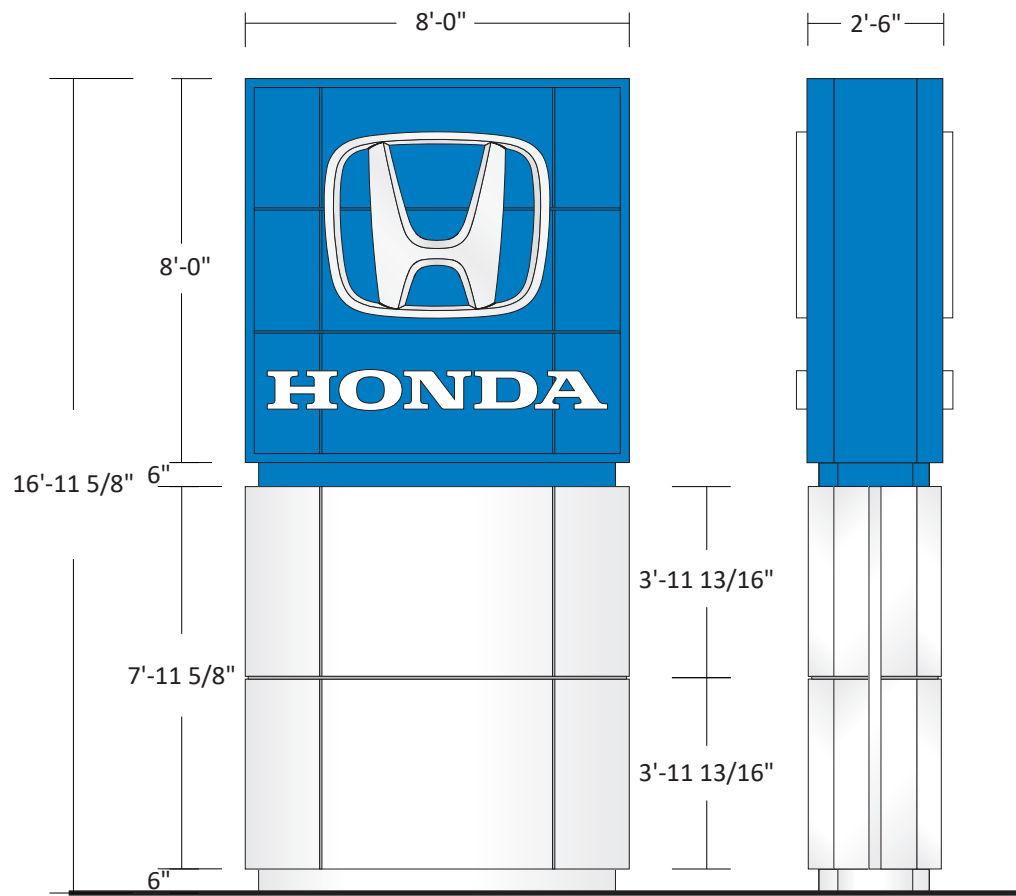
Please consider this request and its importance on the business. The customer's ability to find the Honda location from the I-5 freeway and SW Parkway Avenue is extremely important and this change will be very helpful.

Thank you for your time.

Jaylene Paulus  
Integrity Signs Oregon

503-981-3743

# Gen III Honda Brand Sign Pylon - 8x8x17



**HBS-8x8x17 - GEN 3**  
**Supply & Install (1) One New Double Face Illuminated Pylon**

### Specifications

- Aluminum construction
- Cabinet, EX7 retainers & escutcheon painted to match Honda Blue (PMS 285c)
- Honda blue acrylic molded faces
- Honda logo & Honda letters white acrylic molded cap on
- White LED illumination
- Blue LED recessed lighting on side of cabinet
- Electrical hook-up by others
- Fiberglass cladding, joint cover and bottom escutcheon Honda white

**Project ID:** CF1 **Item 2.**

Date: 11-23-2021  
 Scale: 3/16"=1'-0"  
 Sales: C. Farmer  
 Designer: R. Ferrara

**Rev. #: R3**  
**Date: 02-16-2022**

Revision Note:  
 No change

**Conceptual**

Information Required:

**Master**

**Electrical**

120V  347V  
 Other \_\_\_\_\_

**Customer Approval**

Signature \_\_\_\_\_  
 MM/DD/YYYY \_\_\_\_\_

It is the Customer's responsibility to ensure that the structure of the building is designed and constructed to accept the installation of the signs being ordered. Please ask PSG to provide further details if required.

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**City of Wilsonville**  
 Exhibit B2 DB22-0006

# Photo Mock-up



Existing 10x10x20 pylon to be removed and disposed.



New 8x8x17 pylon installed in new location.

Note: Size of signage in relation to surroundings is approximate. This photo mock-up is intended for location purposes only.

Project ID

CF1 **Item 2.**

Date: 11-23-2021  
 Scale: N.T.S.  
 Sales: C. Farmer  
 Designer: R. Ferrara

**Rev. #: R3**  
**Date: 02-16-2022**

Revision Note:  
 Revised location of pylon

**Conceptual**

Information Required:

**Master**

**Electrical**

120V  347V  
 Other \_\_\_\_\_

**Customer Approval**

Signature \_\_\_\_\_

MM/DD/YYYY \_\_\_\_\_

It is the Customer's responsibility to ensure that the structure of the building is designed and constructed to accept the installation of the signs being ordered. Please ask PSG to provide further details if required.

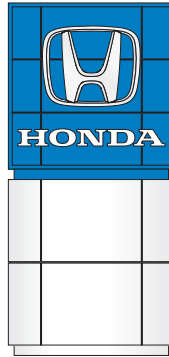
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**208377**  
**Parker Johnstone**  
 30600 SW Parkway Ave.  
 Wilsonville, OR.

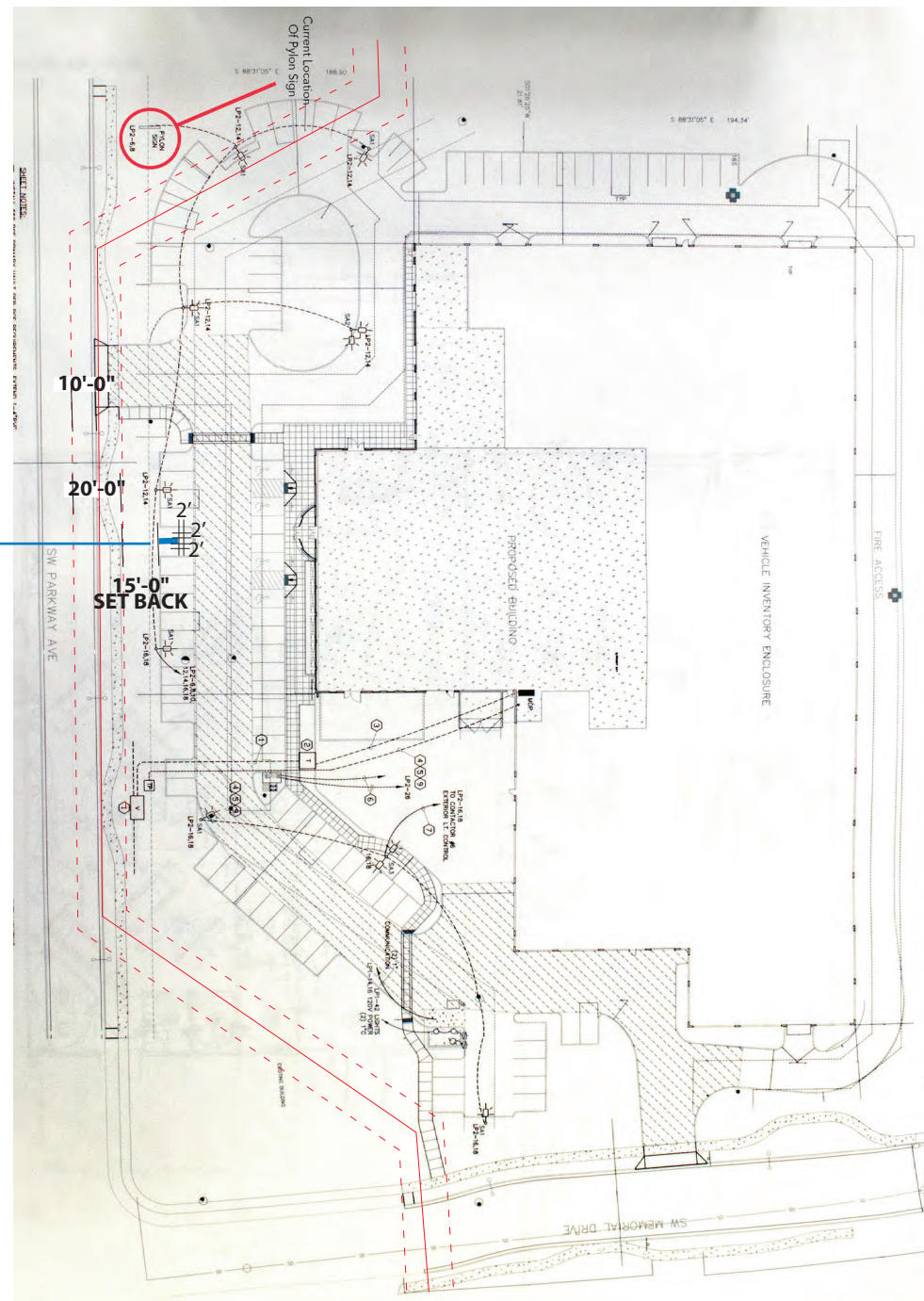
Sign Item **37**

Photo Mock-up

# Site Plan



HBS-8x8x17  
New Location



Project ID

CF1 **Item 2.**

Date: 11-23-2021  
Scale: N.T.S.  
Sales: C. Farmer  
Designer: R. Ferrara

Rev. #: R5-CS  
Date: AUG-22-2022

Revision Note:  
Added easements to site plan

Conceptual

Information Required:

Master

Electrical

120V  347V  
 Other \_\_\_\_\_

Customer Approval

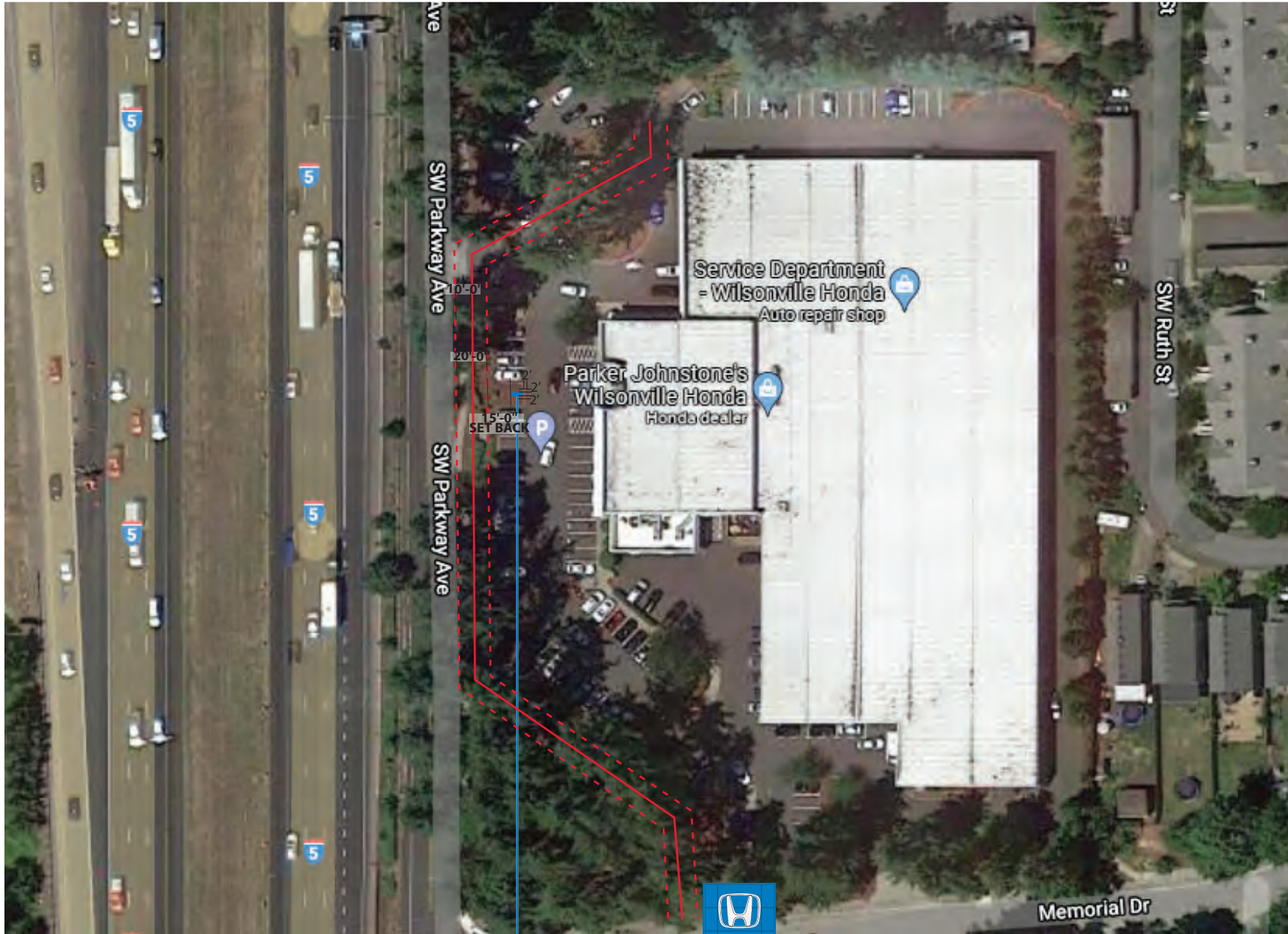
Signature \_\_\_\_\_  
MM/DD/YYYY \_\_\_\_\_

It is the Customer's responsibility to ensure that the structure of the building is designed and constructed to accept the installation of the signs being ordered. Please ask PSG to provide further details if required.

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208377  
Parker Johnstone  
30600 SW Parkway Ave.  
Wilsonville, OR.

Sign Item **38**  
Site Plan



HBS-8x8x17  
New Location



**Project ID**  
CF1 **Item 2.**

Date: 11-23-2021  
Scale: N.T.S.  
Sales: C. Farmer  
Designer: R. Ferrara

**Rev. #: R4**  
**Date: 06-22-2022**

Revision Note:  
Add easements and setback to siteplan

**Conceptual**

Information Required:

**Master**

**Electrical**

120V     347V  
 Other \_\_\_\_\_

**Customer Approval**

Signature \_\_\_\_\_  
MM/DD/YYYY \_\_\_\_\_

It is the Customer's responsibility to ensure that the structure of the building is designed and constructed to accept the installation of the signs being ordered. Please ask PSG to provide further details if required.

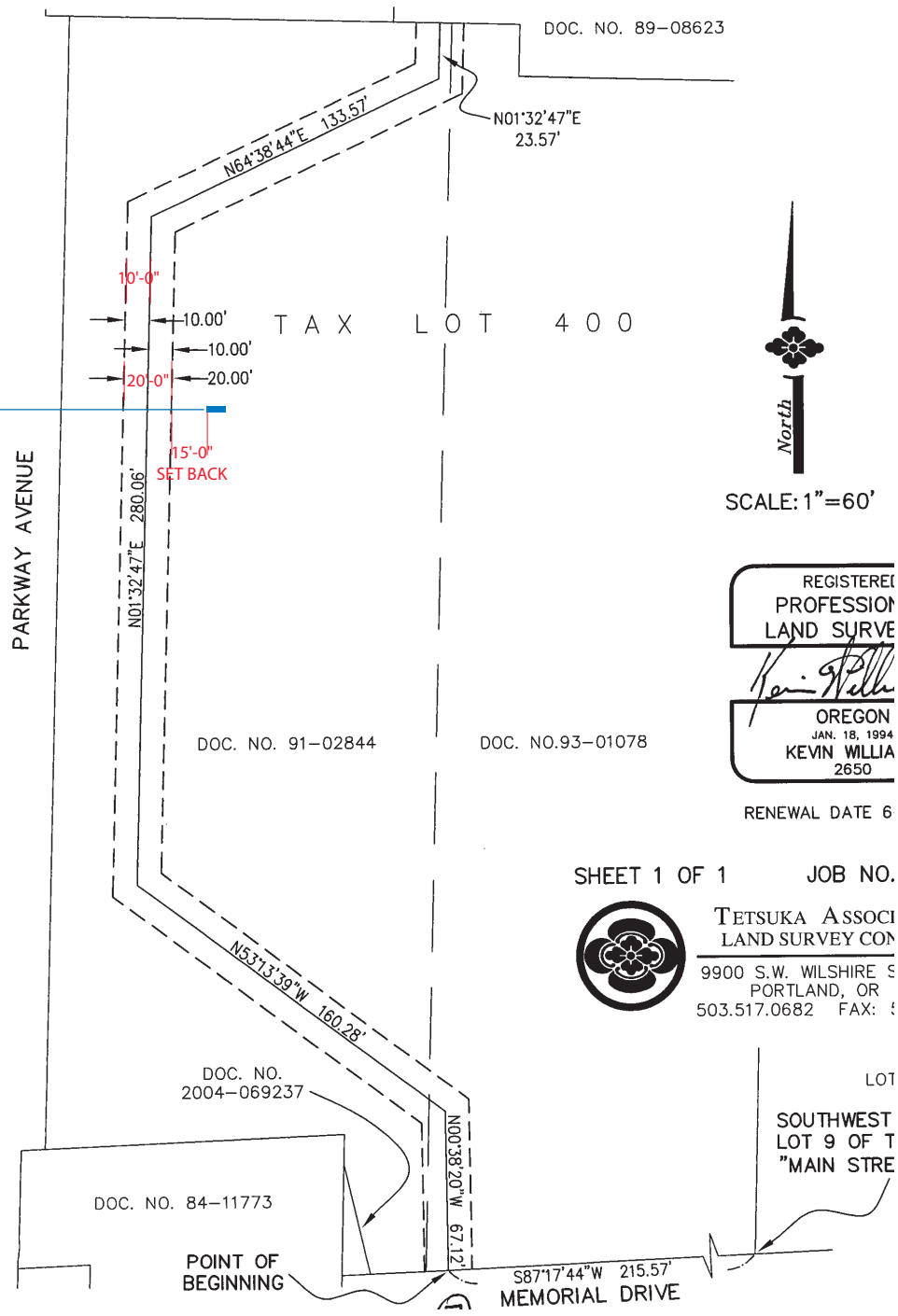
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**208377**  
**Parker Johnstone**  
30600 SW Parkway Ave.  
Wilsonville, OR.

**Sign Item 39**

Google View

8x8x17  
NEW LOCATION



Project ID

CF1 **Item 2.**

Date: JUL-12-2022  
Scale: N.T.S.  
Sales: C. Farmer  
Designer: C.Sabatino

Rev. #:  
Date:

Revision Note:  
Site Plan showing easements

Conceptual

Information Required:

Master

Electrical

120V  347V  
 Other \_\_\_\_\_

Customer Approval

Signature \_\_\_\_\_  
MM/DD/YYYY \_\_\_\_\_

It is the Customer's responsibility to ensure that the structure of the building is designed and constructed to accept the installation of the signs being ordered. Please ask PSG to provide further details if required.

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208377  
Parker Johnstone  
30600 SW Parkway Ave.  
Wilsonville, OR.

Sign Item 40



**PROJECT CONTACTS**  
(REQUIRED IN ORDER TO PROCEED)

PRIMARY DEALERSHIP CONTACT:

Contact name: Dan Horton  
 Title: GM  
 E-Mail Address: dhorton@wilsonvillehonda.com  
 Phone # 503-218-4844  
 Cell # 541-419-7807  
 Fax # \_\_\_\_\_

DEALER PRINCIPLE CONTACT:

Contact name: Parker Johnstone  
 Title: Owner  
 E-Mail Address: Pjohnstone@wilsonvillehonda.com  
 Phone # private  
 Cell # private  
 Fax # \_\_\_\_\_

INVOICING INFORMATION: (If not directly to the dealership)

Contact name: Elizabeth Hoffman  
 Title: Office Manager  
 E-Mail Address: ehoffman@wilsonvillehonda.com  
 Phone # 503-218-4844  
 Cell # DNC  
 Fax # -

DEALER PREFERRED INSTALLER: (If applicable)

Contact name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Cell # \_\_\_\_\_  
 Fax # \_\_\_\_\_

GENERAL CONTRACTOR (if applicable)

Contact name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Cell # \_\_\_\_\_  
 Fax # \_\_\_\_\_

ARCHITECT (if applicable)

Contact name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_  
 Phone # \_\_\_\_\_  
 Cell # \_\_\_\_\_  
 Fax # \_\_\_\_\_



**LETTER OF AUTHORIZATION**

I, Dan Horton, owner/agent of  
Parker Johnstone's Wilsonville Honda  
(Dealership Address), 30600 SW Parkway Ave Wilsonville OR 97070  
property, give PATTISON SIGN GROUP Inc. authorization to install signs at the above  
mentioned property.

This letter is also to serve to authorize PATTISON SIGN GROUP Inc. to act as our agent when applying for the necessary municipal approvals and permits.

The Dealer agrees to pay all of the costs associated with the permit procurement, including but not limited to, the application fees. The Dealer understands and agrees that the associated permit fees will be paid whether or not Pattison is successful in securing the sign permit.

Date:

[Signature]

Owner/Agent:

Legal description of property:

30600 SW Parkway Ave  
Wilsonville, OR 97070

**From:** [Bruce Wilson](#)  
**To:** [McAlister, Georgia](#)  
**Subject:** DRB Members  
**Date:** Tuesday, September 20, 2022 7:47:26 PM

---

**[This email originated outside of the City of Wilsonville]**

---

To: DRB Members,  
C/O Georgia McAlister

Re: DB22-0006

– Class III Sign Permit

Please allow the private business to conduct its business--including its marketing strategy as it may pertain to the class 3 signage to be approved--as it deems fit and necessary to remain competitive and successful.

Sincerely yours,  
Bruce Wilson  
22409 sw Newland Road  
Wilsonville, Oregon 97070

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DEVELOPMENT REVIEW BOARD MEETING  
OCTOBER 10, 2022  
6:30 PM

---

Item 3.

Board Member Communications:

3. Recent City Council Action Minutes

City Council Meeting Action Minutes  
September 8, 2022

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan - Excused  
Councilor West - Excused  
Councilor Linville

Cindy Luxhoj, Associate Planner  
Kelsey Lewis, Grants & Programs Manager  
Robert Wurpes, Chief of Police  
Zachary Keirse, School Resource Officer  
Mark Ottenad, Public/Government Affairs Director  
Delora Kerber, Public Works Director  
Chris Neamtzu, Community Development Director  
Ryan Adams, Assistant City Attorney  
Kimberly Rybold, Senior Planner  
Zoe Mombert, Assistant to the City Manager  
Dwight Brashear, Transit Director  
Martin Montalvo, Public Works Ops. Manager

**Staff present included:**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Dan Pauly, Planning Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:05 p.m.</b>
A. Frog Pond East and South Master Plan	Staff sought feedback on residential policies for Frog Pond East and South.
B. Transit Master Plan Update and Community Engagement Plan	Staff and consultants introduced the public engagement strategy for the Transit Master Plan (TMP) update.
C. City of Wilsonville Flag Policy	City Council reviewed a draft of the City Flag Policy and provide any feedback to staff.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Oregon Highway Plan (OHP) Tolling Policy Amendment	Council directed staff to include language requesting clear standards for public engagement in a comment letter to Oregon Transportation Commission on the proposed OHP Toll Amendment. Approved 3-0.
B. 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. School Resource Officer Vehicle Design	The Police Chief introduced the School Resource Officer (SRO). The SRO then shared details of work with Wilsonville High School students to create an SRO vehicle to make it

<p>B. Employer Support of the Guard and Reserve (ESGR) Military Reservist Appreciation Award</p> <p>C. ODOT Update on Oregon Highway Plan (OHP) Toll Amendment and Regional Mobility Pricing Project (RMPP)</p>	<p>more identifiable to the student community and demonstrate school pride.</p> <p>The City received recognition from Employer Support of the Guard and Reserve (ESGR), a division of the U. S. Department of Defense, for the City of Wilsonville’s support of employees who serve in the National Guard or Military Reserves.</p> <p>The Oregon Department of Transportation (ODOT) shared details of the Regional Mobility Pricing Project and the I-205 Toll Project.</p>
<p><u>Consent Agenda</u></p> <p>A. <b>Resolution No. 2995</b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Professional Services Contract With Leland Consulting Group, Inc. For The Wilsonville Transit Center TOD Study.</p> <p>B. Minutes of the August 15, 2022 City Council Meeting.</p>	<p>The Consent Agenda was approved 3-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <b>Ordinance No. 866</b> An Ordinance Of The City Of Wilsonville Annexing Approximately 11.17 Acres Of Property Located South Of SW Frog Pond Lane At 7480 And 7500 SW Frog Pond Lane For Development Of A 19-Lot Residential Subdivision.</p> <p>B. <b>Ordinance No. 867</b> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 10.94 Acres Located South Of SW Frog Pond Lane At 7480 And 7500 SW Frog Pond Lane For Development Of A 19-Lot Residential Subdivision.</p>	<p>After a public hearing was conducted, Ordinance No. 866 was approved on first reading by a vote of 3-0.</p> <p>After a public hearing was conducted, Ordinance No. 867 was approved on first reading by a vote of 3-0.</p>

<u>City Manager's Business</u>	Reminded Council that a replacement for Tourism Promotion Committee would be needed, as Councilor Lehan would soon be terminating out of office.	<i>Item 3.</i>
<u>Legal Business</u>	The City Attorney announced she would be attending the next City Council meeting remotely as she would be out of office attending the ICMA conference.	
<b>ADJOURN</b>	8:44 p.m.	

## City Council Meeting Action Minutes September 19, 2022

**City Council members present included:**

Mayor Fitzgerald  
 Council President Akervall  
 Councilor Lehan  
 Councilor West  
 Councilor Linville

Dwight Brashear, Transit Director  
 Zoe Mombert, Assistant to the City Manager  
 Mark Ottenad, Public/Government Affairs Director  
 Georgia McAlister, Associate Planner  
 Zach Weigel, City Engineer  
 Andrea Villagrana, Human Resource Manager  
 Miranda Bateschell, Planning Director  
 Cindy Luxhoj, Associate Planner  
 Mike Nacrelli, Civil Engineer  
 Amy Pepper, Engineering Manager  
 Matt Lorenzen, Economic Development Manager  
 Andrew Barrett, Capital Projects Eng. Manager

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:06 p.m.</b>
A. Aurora Airport Comprehensive Plan Policies	Staff presented and Council commented on draft airport good-neighbor policies to add to the Wilsonville Comprehensive Plan.
B. Draft 2023 Legislative Concepts	Council was informed of the draft 2023 Legislative Concepts by Wilsonville’s state legislators for potential introduction as legislation for the 2023 session of the Oregon Legislative Assembly.
C. Construction Excise Tax for Affordable Housing	Council directed staff to continue researching CET and other options for affordable housing.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. 2023 Legislative Concepts Request To Rep. Courtney Neron (HD-26)	Council approved 5-0, a set of legislative concepts to be considered by Wilsonville-area Representative Neron for the 2023 State legislative session.
B. 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.	



Consent Agenda

The Consent Agenda was approved 5-0.

- A. **Resolution No. 2985**  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Murraysmith, Inc. For Owner’s Representative Services For The Boeckman Road Corridor Project (Capital Improvement Project # 2102, 4205, 4206, 4212, And 7067).
  
- B. **Resolution No. 2996**  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A Development Agreement With BTC III Grahams Ferry IC, LLC For Construction Of Oversized Public Water Infrastructure Improvements.
  
- C. **Resolution No. 3000**  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Murraysmith, Inc. To Provide Final Design And Construction Support Services For The Charbonneau Lift Station Rehabilitation Project (Capital Improvement Project #2106).
  
- D. Minutes of the September 8, 2022 City Council Meeting.

New Business

- A. **Resolution No. 2986**  
A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Willamette Water Supply Program Right-Of-Way Enhancement Projects.

Resolution No. 2986 was approved 5-0.

Continuing Business

- A. **Ordinance No. 866**  
An Ordinance Of The City Of Wilsonville Annexing Approximately 11.17 Acres Of Property Located South Of SW Frog Pond Lane At 7480 And 7500 SW Frog Pond Lane For Development Of A 19-Lot Residential Subdivision.

Ordinance No. 866 was adopted on second reading by a vote of 5-0.

<p><b>B. <u>Ordinance No. 867</u></b>          An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 10.94 Acres Located South Of SW Frog Pond Lane At 7480 And 7500 SW Frog Pond Lane For Development Of A 19-Lot Residential Subdivision.</p>	<p>Ordinance No. 867 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u></p> <p><b>A. <u>Ordinance No. 868</u></b>          An Ordinance Of The City Of Wilsonville Annexing Approximately 4.92 Acres Of Property Located North Of SW Frog Pond Lane At 7315 SW Frog Pond Lane For Development Of A 12-Lot Residential Subdivision.</p> <p><b>B. <u>Ordinance No. 869</u></b>          An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 4.07 Acres Located South Of SW Frog Pond Lane At 7314 SW Frog Pond Lane For Development Of A 12-Lot Residential Subdivision.</p>	<p>After a public hearing was conducted, Ordinance No. 868 was approved on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 869 was approved 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>No report.</p>
<p><b>URBAN RENEWAL AGENCY</b></p>	
<p><u>URA Consent Agenda</u></p> <p><b>A. <u>URA Resolution No. 329</u></b>          A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With MurraySmith, Inc. For Owner's Representative Services For The Boeckman Road Corridor Project (Capital Improvement Project # 2102, 4205, 4206, 4212, And 7067).</p> <p><b>B.</b> Minutes of the August 1, 2022 Urban Renewal Agency Meeting.</p>	<p>The URA Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>URA Public Hearing</u></p> <p>A. None.</p>	
<p><b>ADJOURN</b></p>	<p>8:26 p.m.</p>