



Wilsonville City Hall Development Review Board Panel B

Monday, February 26, 2018 - 6:30 P.M.

I. **Call To Order:**

II. **Chairman's Remarks:**

III. **Roll Call:**

Aaron Woods Richard Martens Shawn O'Neil Tracy Meyer Samy Nada

IV. **Citizen's Input:**

V. **Election Of 2018 Chair And Vice-Chair**

- Chair
- Vice-Chair

VI. **Consent Agenda:**

A. Approval of minutes of October 23, 2017 meeting

Documents:

October 23 2017 minutes.pdf

VII. **Public Hearing:**

A. Resolution No. 348

Marion's Carpets Digital Freestanding Sign: Allusa Architecture - Applicant for Bergaso Properties LLC - Owner. The applicant is requesting approval of a Class 3 Sign Permit and Waiver to change the approved pylon sign to a digital changeable copy sign. The subject property is located at 28819 SW Boones Ferry Road on Tax Lot 1300 of Section 14A, T3S, R1W, Clackamas County, Oregon. Staff: Kimberly Rybold

Case File: DB18-0001 Class III Sign Permit with Waiver

Documents:

DB18-0001 SR.Exhibits.pdf

B. Resolution No. 349

Calais East Five Year Temporary Use Permit: Pacific Community Design -

Representative for Polygon WLH LLC - Owner. The applicant is requesting approval of a Five (5) Year Temporary Use Permit for a Sales Office, Temporary Parking and three model homes in the Calais East at Villebois subdivision in Villebois. The subject property is located on Tax Lots 2500, 2600, 2700 and 3900 of Section 15AB, T3S, R1W, Clackamas County, Oregon. Staff: Daniel Pauly

Case File: DB18-0002 Class III Five (5) Year Temporary Use Permit

Documents:

DB18-0002 SR.Exhibits UPDATED.pdf

VIII. **Board Member Communications:**

A. Results of the December 11, 2017 DRB Panel A meeting

Documents:

DRB-A Dec 11 2017 Results.pdf

B. Results of the January 8, 2018 DRB Panel A meeting

Documents:

DRB-A Jan 8 2018 Results.pdf

C. Results of the February 12, 2018 DRB Panel A meeting

Documents:

DRB-A Feb 12 2018 Results.pdf

D. Recent City Council Action Minutes

Documents:

Recent CC Action Minutes.pdf

IX. **Staff Communications:**

X. **Adjournment**

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting.

- Qualified sign language interpreters for persons with speech or hearing impairments.
- Qualified bilingual interpreters.
- To obtain such services, please call the Planning Assistant at 503 682-4960

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, FEBRUARY 26, 2018

6:30 PM

VI. Consent Agenda:

- A. Approval of minutes from the October 23, 2017
DRB Panel B meeting

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

**Development Review Board – Panel B
Minutes–October 23, 2017 6:30 PM**

I. Call to Order

Chair Shawn O’Neil called the meeting to order at 6:30 p.m.

II. Chair’s Remarks

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

III. Roll Call

Present for roll call were: Shawn O’Neil, Richard Martens, Aaron Woods, and Samy Nada Samuel
Scull was absent.

Staff present: Daniel Pauly, Barbara Jacobson, Chris Neamtzu, Steve Adams, and Kimberly Rybold

IV. Citizens’ Input This is an opportunity for visitors to address the Development Review Board on items not on the agenda. There were no comments.

V. Consent Agenda:

A. Approval of minutes of July 24, 2017 meeting

Aaron Woods moved to approve the July 24, 2017 DRB Panel B meeting minutes as presented. Richard Martens seconded the motion, which passed 3 to 0 to 1 with Samy Nada abstaining.

B. Approval of minutes of August 28, 2017 meeting

Richard Martens moved to approve the August 28, 2017 DRB Panel B meeting minutes as presented. Samy Nada seconded the motion, which passed unanimously.

C. Approval of minutes of September 25, 2017 meeting

Samy Nada moved to approve the September 25, 2017 DRB Panel B meeting minutes as presented. Shawn O’Neil seconded the motion, which passed 2 to 0 to 2 with Aaron Woods and Richard Martens abstaining.

VI. Public Hearings:

A. **Resolution No. 343. Site Modifications - 9600 SW Boeckman: Mac Martin, W-4 LLC – Applicant/Owner.** The applicant is requesting approval of a Stage II Final Plan Revision, Site Design Review and Type C Tree Plan for a parking lot expansion, associated landscaping modifications and trash enclosure modifications. The subject property is located at 9600 SW Boeckman Road on Tax

Lots 202, 282, and 292 of Section 14B, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files:	DB17-0008	Stage II Final Plan Revision
	DB17-0009	Site Design Review
	DB17-0010	Type C Tree Plan

This item was remanded back to the Development Review Board by City Council at the October 2, 2017 City Council meeting in order to give the applicant an opportunity to present its case for approval to the DRB and to address any questions and concerns of the Board.

Prior to the meeting, the Applicant distributed a four-page handout that included a conceptual picture of the building, diagrams of the site, and statistics about the project. The handout was entered into the record as Exhibit B3.

Chair O'Neil called the public hearing to order at 6:35 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.

Kimberly Rybold, Associate Planner, announced that the criteria applicable to the application were stated 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.

Ms. Rybold presented the Staff report via PowerPoint, briefly reviewing the site's location and features, as well as the Applicant's requests with these key comments:

- The eastern portion of the site contained an existing manufacturing building of approximately 170,000 sq ft that was currently undergoing renovations.
- The Applicant's requests included a Stage 2 Final Plan Revision, Site Design Review, and a Type C Tree Removal Plan for the construction of an additional 246 parking spaces with associated landscaping and lighting, as well as modifications to the trash enclosures on site and a new building entry ramp.
- DRB review was required because the request involved the addition of more than ten parking spaces. Within the past year, a couple of other administrative approvals had been granted for the site, including revised windows, cornices, building colors, and a new building entryway.
 - The required parking on the site was calculated based on ratios for both manufacturing and office uses. The site currently had 156 parking spaces, and the application would bring that total to 402 onsite parking spaces. The Development Code standards did not indicate any parking maximum for manufacturing uses. Most of the additional proposed parking would be located along the Boeckman Rd frontage. Some other areas of the site that currently had parking would be restriped as a part of the proposed modification.

- In addition to providing required ADA parking, the Applicant also proposed adding 20 carpool/vanpool spaces and nine electrical charging stations near the building's proposed new entryway.
- Pedestrian connections would be provided throughout this part of the parking lot, as well as from the Boeckman Rd sidewalk to the main building entryway.
- A couple of trash enclosures would be located both on the south and east sides of the building. The new entry ramp would be installed on the building's east elevation, adjacent to one of the trash enclosures. The enclosures and the space provided for trash storage exceeded Code standards for mixed solid waste and recyclable storage, and were proposed to be appropriately screened.
 - To meet parking lot screening and landscaping requirements, a mix of trees and evergreen shrubs would form a continuous screen along Boeckman Rd to screen the parking lot and along the east side of the property to screen the proposed trash containers. The Applicant had proposed a couple of plant options to provide some flexibility at the time of landscape installation.
- For parking lot lighting, the Applicant had proposed using the prescriptive option, and the proposed lighting generally met Code requirements for both wattage and lighting levels. The Significant Resource Overlay Zone (SROZ) areas on the west side of the property required either a greater setback distance for luminaires or the installation of a house-side shield.
- Normally the reuse of a building for the same type of use did not require a traffic study; however, the City worked with the Applicant to do an updated study for this site, as the previous analysis was more than 25 years old and had not been done with the level of detail as was done currently. It was important to note that information was not to be used as criteria to approve or deny the current request. It was meant to provide the City with information about the amount of traffic expected to be generated from the site going forward, and to anticipate future transportation needs, as well as provide inputs for other transportation studies that might occur.
 - The traffic study considered the renovation of the existing building into a combined office and manufacturing space as one phase. It also looked at a second, later phase of development that could support up to 70,000 sq ft of high-tech manufacturing and a 4,000 sq ft sit-down restaurant. In both phases of development, all of the intersections that were looked at in the study met the City's Level of Service (LOS) standard for the PM Peak Hour, as well as ODOT's operating standards.
 - While Phase 1 of the traffic study covered the improvements that were currently ongoing, additional DRB review and action through a public hearing process would be required to implement any additional phase of development.
 - No comments had been received regarding traffic or traffic safety.
- The site had four large tree stands, most of which were located on the western and southern portions of the property. In addition, 71 individual trees were inventoried in the arborist's report. Of those trees, seven were proposed for removal either due to poor health or to accommodate construction. Of those seven trees, six were in fair or poor condition and one was in good condition. The mitigation plan for the removal of the trees proposed replacement with a variety of different species as noted on the Landscape Plan.

- Based on the foregoing information, Staff recommended approval of the Stage 2 Modification Site Design Review and Type C Tree Removal Plan applications with the conditions noted in the Staff report.

Samy Nada asked if the new design had been approved by the fire department with regard to fire vehicle access.

Ms. Rybold replied that Staff conducted an internal review of the application and the fire department had an opportunity to review improvements to the existing building and provide comments. The Applicant was adding an area where the fire department could circulate through, so the fire department did not offer any specific comments about access on the site.

Chair O'Neil asked if the City's arrangement with ODOT to help with traffic had been factored into the traffic study.

Steve Adams, Development Engineering Manager, replied ODOT had reached out to Nancy Kraushaar in late August/early September about doing a study on I-5 access, which was mandated by the recently-passed laws in the State. The City agreed to hire the public relations firm, while ODOT agreed to hire the traffic engineer, and together the four intersections between Elligsen Rd and the second exit south of I-5 would be studied. That work had just begun, and the goal was to have some recommendations by June 2018 that could be included in the 2018 Regional Transportation Plan (RTP). However, because the process had just started within the last two months, it was not included in the traffic study.

Mr. Nada noted the roundabout was not in the traffic study. He asked if the roundabout was considered an intersection and what the criteria had been when selecting intersections to be included in the traffic study.

Mr. Adams replied the roundabout was considered to be an intersection, but it was not included because for Zach Weigel's project, the roundabout had been studied and clearly had sufficient capacity. Scott Mansur (DKS) had studied the roundabout for the Kinsman Rd extension and that information was already on hand, so it was not worth reviewing the roundabout a second time.

Mr. Nada asked if it would normally show up in future traffic studies.

Mr. Adams replied that to his knowledge, the roundabout project was three months ahead of schedule and might open as early as March or April 2018 rather than that summer. Other projects that come in would definitely look at the roundabout. Generally, when a new road was built, Staff would go back in nine months or so to see how well it was working and how much actual traffic it was drawing.

Chair O'Neil called for the Applicant's testimony.

Mac Martin, 7565 NE Emerald Way, Bainbridge Island, WA, stated the Applicant proposed redeveloping an existing warehouse built 35 years ago into a high-tech manufacturing hub for DW Fritz, who would move from their two buildings in Wilsonville into this new one. DW Fritz had approached the Applicant a year or so ago to help them accommodate their growth. New construction was not an option due to the limited land available, but the old OrePac building was a perfect fit. The City did a lot of things administratively to get the ball rolling faster for the Applicant, so quite a bit of shell work and seismic upgrades were already done, including the installation of 20-ft windows that would let in a lot of light. It was a great model and template for Wilsonville on how to redevelop an old building. He believed it would be a good project for the whole area.

Bob Wells, Lance Mueller & Associates Architects, 130 Lakeside, Suite 250, Seattle, WA, 98122 understood the hearing was for the site approval, as the building and building design had already been approved. He noted it was a pretty conventional site plan that would add more to the existing parking due to more intense use of the site going forward.

Mr. Martin confirmed the restaurant was still only at the location phase. The restaurant was not part of the subject application, but had been added due to the traffic study because it would impact the same intersection in the future.

Chair O'Neil understood from the previous presentation, the traffic study would be the same one utilized later when the restaurant was presented to the DRB.

Ms. Rybold believed Mr. Adams had stated the traffic study would be valid for a 5-year period and would be used for any development applications that came in within that timeframe.

Daniel Pauly, Senior Planner, added if the Board disagreed with some component of the traffic study related to the restaurant or the future use not currently being reviewed, the Board could say the traffic study was not valid in relation to that use in light of the information they had before them at that point. The Board was not necessarily approving the entire traffic study as it related to those other things.

Barbara Jacobson, City Attorney, agreed.

Chair O'Neil said he only wanted to know if the Board would have another opportunity to examine potential traffic further at a later date when the restaurant went in, or would only the traffic study be used.

Mr. Adams explained that Ms. Kraushaar had allowed the traffic study to be used for five years. The Applicant had been reluctant to pay for a traffic study because it was an existing use building, so Staff worked with the Applicant and brought up various scenarios that a traffic study would cover. The Board would have the option to comment on it in the next five years should the tech building or the restaurant come before the Board. In the meantime, the City would go back and study the intersections, as done with many new projects in town, so there

would be other information available based on other projects or on City-generated traffic studies.

Chair O'Neil confirmed the current traffic study would not foreclose the Board from an opportunity to revisit traffic in the future.

Mr. Pauly added the Applicant might not have to pay for as much of a traffic study in the future; perhaps only a memo update would be needed.

Aaron Woods noted the application/Staff report stated that currently, DW Fritz needed a minimum 364 parking spaces, and asked if that was to support the company's current employees.

Mr. Martin responded that was to support DW Fritz's goal of 2020 employment. They did not have that many employees currently, so that was a projection

Mr. Woods stated the difference between the parking requirement and the Applicant's proposal was about 38 spaces. He asked what the logic was for the increase in spaces.

Mr. Martin replied that it was easier to add the parking now since all of the site work was being done anyway. Also, with loans, the bank would often require a certain amount per square foot. He believed it was all for future expansion and growth.

- He confirmed the EV Parking would be located just to the south of the main entrance at the northwest corner of the building.
- He also confirmed dedicated, covered bike parking would be inside the building for 27 bicycles, in addition to exterior parking.

Mr. Wells added two bicycle parking spaces would be near the lobby.

Mr. Nada asked if delivery trucks were expected, and if so, what route would they use.

Mr. Wells answered delivery trucks could go clockwise or counterclockwise. There would be on-grade and dock doors in the south area, as well as two existing dock doors that faced north.

Mr. Nada noted the site was close to the railway and had an island in the middle, so he was unsure how trucks coming from the east entrance would be able to turn within the site without blocking the railway.

Mr. Wells believed trucks at the east entrance would go counterclockwise, pull up in front of the dock, back down, and then go straight out. The Applicant believed the design was actually quite good for trucks.

Mr. Martins noted that OrePac and other previous tenants had a lot more truckload capacity, up to dozens of trucks per day. DW Fritz would have a lot fewer, and smaller, trucks than previous tenants.

Mr. Nada asked if there would be any access to Kinsman Rd.

Mr. Pauly confirmed the City had said no.

Chair O'Neil confirmed there was no public testimony regarding the application and closed the public hearing at 7:00 pm.

Samy Nada moved to approve Resolution No 343, adopting the Staff report as presented with the addition of Exhibit B3. Shawn O'Neil seconded the motion, which passed unanimously.

Chair O'Neil read the rules of appeal into the record.

- B. Resolution No. 344. Republic Services: Temporary Storage Area for Drop Boxes. Ben Altman, Pioneer Design Group, LLC – Representative for Republic Services–WRI – Owner/Applicant.** The applicant is requesting approval of a Three (3) Year Temporary Use Permit for a gravel-surfaced storage yard for drop boxes at the Republic Services property at 10295 SW Ridder Road. The site is located on Tax Lot 1400, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly

Case File: DB17-0026 3-Year Temporary Use Permit

Chair O'Neil called the public hearing to order at 7:01 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.

Daniel Pauly, Senior Planner, announced that the criteria applicable to the application were stated on page 2 of the Staff report, which was entered into the record. Copies of the report were made available at the side of the room.

Mr. Pauly presented the Staff report via PowerPoint, briefly noting the site's history and location with these key additional comments:

- The Master Plan for the Republic Services campus had seen a number of changes through various applications over the last couple of years. (Slide 3) Waste management was a changing industry that served a lot of businesses and households, and the Applicant had plans for the future.
- Currently the Applicant was borrowing space from Interstate Trucking to the south to store its drop boxes; however, the Interstate Trucking property had recently undergone an ownership change and had asked that the drop boxes be removed.

- Republic Services planned to build a paved area on the northern portion of their property the drop boxes' storage in phases as funding became available. However, space was needed to fill in the gap temporarily, so the Applicant proposed laying gravel and storing the drop boxes in the area near the Ritter/Garden Acres Rd intersection that would be paved in the future.
- The application met the temporary use criteria and the duration was reasonable. The Applicant had justified the three-year duration and a realistic plan to move the drop boxes within that requested time frame. Given all the temporary use criteria, Staff saw the request as approvable.
- The main issue when graveling a vegetative area was screening. To meet the high-screen standard in the Code, the Applicant would extend the existing fencing, and plant shrubs and trees that would grow up to six feet tall to create a screen as required by the Landscape Code. That screening would remain long-term as Republic Services continued to expand in the area.
- As far as stormwater management, the Applicant had planned the storm facilities to handle the future paved areas, so the existing storm facilities could handle stormwater runoff from the proposed pervious area as well.
- Shifting the storage area from across the street would likely eliminate a couple trips from crossing Ritter Rd, but no other traffic impact was anticipated.
- As is standard with temporary uses, a condition of approval required the area to be restored to the precondition use within the three years; however, if approved to build something else in that area, the Applicant could install long-term pavement there.
- He clarified he was not familiar with the proposed temporary space, and the size of the space being used down at Interstate Trucking was not in the application.

Richard Martens asked if the site had some sort of mitigation for stormwater runoff prior to stormwater entering the system and going on to the river.

Mr. Pauly reiterated the Applicant already had existing facilities to handle stormwater. Because they were planning to pave the area in the future, they had built new stormwater facilities a few years ago that were immediately southeast of the temporary storage area. Those facilities were adequate to serve for retention and quality, and the stormwater would be treated.

Ben Altman, Pioneer Design Group, 9020 SW Washington Square Dr, Suite 170, Portland, OR, 97223 noted that Frank Lonergan, Operation Manager for Republic Services, would have been present tonight, but was serving on the city council for the City of Woodburn. He explained that the long-term use of the subject area was for future expansion of the addition of C&G Truck fueling stations and it would be paved. Currently, there were 30 fueling stations that were constructed two years ago for the initial portion of Republic's fleet service, but over time, all 60 of their trucks would be converted to C&G as corporate funding came in. The Applicant's top priority was to put in additional parking for the shop and operations office and that would include the paved container area, but corporate funding was holding up the project at this time.

- Unfortunately, Republic Services Corporation recently put a hold on all capital construction because of disaster relief expenditures in Texas and Florida. Revenue sources needed to be recovered prior to any further capital projects. As soon as that funding was approved, the added parking and paved container area would be the next phase to be constructed, along with or followed by the additional fueling stations that would replace the temporary storage.
- He explained the existing storm facility located just south of the fueling stations was designed to accommodate the full 14 acres that was currently developed, including the future expansion paving. The facility provided both water quality treatment and detention. There was also an existing swale that provided additional treatment for the parking area closer to Ridder Rd. As development occurred to the north, a new storm facility would be provided in conjunction with the new paving and landscaping. He anticipated the new storm system to be more consistent with current City Codes and have a more low-impact design.
- He concluded that the requested Temporary Use Permit would be a temporary fix to allow Republic Services to get by until funding became available to build the paved surface.

Aaron Woods asked what the size of the proposed temporary storage would be compared to the previous location across the street.

Mr. Altman replied that he never saw the previous location or compared the two areas, but he assumed it was about the same size because Republic was using a portion of Interstate's truck trailer parking on the south end of the property. The subject area was simply the area Republic had available on site. Any drop boxes that did not fit on the proposed temporary storage site would be stored at other Republic Services facilities in the region.

Samy Nada asked what construction phase of the Master Plan was currently being done.

Mr. Altman replied the Applicant was doing two things that were not originally on the Master Plan, the temporary storage and a covered facility for recycled glass storage. The next anticipated phase, Phase 5, would be the bioenergy facility on the northeast end of the site. That facility was currently awaiting franchise approval from Metro. SORT was just this month selected as one of two finalists from Metro, along with Waste Management. Metro was currently conducting interviews to make a final decision by the end of the year. The next priority phase for Republic was the parking and the paved area. The additional parking was critical to freeing up other areas of the site and to better align parking with the shop and operations office.

Mr. Nada asked what was currently in the proposed temporary storage area.

Mr. Altman replied the area was just grass; it was unimproved, as was the future storage area. Those ten acres were just annexed as part of the approvals for the SORT facility, which also allowed Republic to do the future expansion planning for that, but currently the ten acres to the north line was undeveloped.

Mr. Nada asked why not put the drop boxes in the location they would eventually be anyway instead of using a temporary location and then moving them.

Mr. Altman replied there were no storm facilities in the future permanent location. The temporary area would be paved eventually, so the gravel was a natural first step that would be regraded and paved for the future expansion of the fuel stations.

Chair O'Neil confirmed there was no public testimony regarding the application and closed the public hearing at 7:22 pm.

Richard Martens moved to approve Resolution No. 344, adopting the Staff report as presented. Aaron Woods seconded the motion, which passed unanimously.

Chair O'Neil read the rules of appeal into the record.

VII. Board Member Communications:

A. Recent City Council Action Minutes

Daniel Pauly, Senior Planner, reported Staff had been working on a design standards book for Old Town Neighborhood Plan and some proposed Code changes to the Old Town Overlay Zone, which City Council heard at work session. The Planning Commission recommended approval to Council and on November 6th, Council would review those documents for potential adoption.

- He noted the Old Town design standard reviews would no longer come before the DRB and explained that when the City Council accepted the Old Town Neighborhood Plan in 2011 there was a direction to get an architectural pattern book with components that the neighborhood had worked on adopted as part of the Old Town Overlay Zone. State statutes also required clear and objective standards, particularly for housing and single-family housing, which Wilsonville did not have for Old Town, so the Old Town Code changes would correct that as well.

Barbara Jacobson, City Attorney, clarified that if an applicant wanted to deviate from the proposed pattern book, the application would come before the DRB. Only if a proposal met the narrow standards would DRB not hear it.

Mr. Pauly anticipated that most builders would stay within the confines of the design guidelines book.

Chair O'Neil referenced the September 25, 2017 meeting, which the Applicant failed to attend, and stated he did not believe his view was properly addressed at City Council. In general, when an applicant was not present or did not provide written testimony, he could only vote to deny the application. He had voted against applicants that did appear and testify, but only agreed with the Staff report and could not answer questions because they were not prepared. He

would have to reconsider voting differently on applications if the applicant appeared to be unprepared to present their application and he were to approve applicants who did not bother to attend the hearing. Comments had been made at the City level about the due process of the applicant, but his concern was the due process of all applicants that chose to show up. Everybody had to be treated equally. He did not believe City Council had addressed the issue properly.

VIII. Staff Communications

Daniel Pauly, Senior Planner, added that in his experience, the September 25th meeting was the first time no representative showed up. He had spoken with Staff and moving forward, Staff would be more formal in confirming attendance one week prior to the meeting, including who exactly would be attending on the applicant's behalf and that they would be prepared to make a presentation that gave their perspective and answer questions.

Chair O'Neil clarified his comments were not meant to criticize Staff. He believed treating all applicants the same was missing and not raised by City Council.

Mr. Woods agreed confirming the applicant's attendance was extremely important. Even though the City had not had a formal confirmation process before, Staff had identified it as a need, and it was a good change to make so the Board would not have to worry in the future about whether or not an applicant would show up.

IX. Adjournment

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, FEBRUARY 26, 2018

6:30 PM

VII. Public Hearing:

- A. Resolution No. 348. Marion's Carpets Digital Freestanding Sign: Allusa Architecture – Applicant for Bergaso Properties LLC – Owner.** The applicant is requesting approval of a Class 3 Sign Permit and Waiver to change the approved pylon sign to a digital changeable copy sign. The subject property is located at 28819 SW Boones Ferry Road on Tax Lot 1300 of Section 14A, T3S, R1W, Clackamas County, Oregon. Staff: Kimberly Rybold

Case File: DB18-0001 Class III Sign Permit with Waiver

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 348**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A CLASS 3 SIGN PERMIT AND WAIVER TO CHANGE THE APPROVED PYLON SIGN TO A DIGITAL CHANGEABLE COPY SIGN. THE SUBJECT PROPERTY IS LOCATED AT 28819 SW BOONES FERRY ROAD ON TAX LOT 1300 OF SECTION 14A, T3S, R1W, CLACKAMAS COUNTY, OREGON. BOB SCHATZ, ALLUSA ARCHITECTURE – APPLICANT FOR BERGASO PROPERTIES LLC – OWNER.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated February 15, 2018, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on February 26, 2018, 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 February 15, 2018, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB18-0001, Class III Sign Permit and Waiver for a freestanding digital sign at Marion’s Carpets.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 26th day of February, 2018 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Shawn O’Neil, Acting Chair - Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
 Planning Division Staff Report
 Class III Sign Permit with Waiver – Marion’s Carpets Digital Sign

Development Review Board Panel ‘B’
 Quasi-Judicial Public Hearing

Hearing Date: February 26, 2018
Date of Report: February 15, 2018

Application No.: DB18-0001 Class III Sign Review and Waiver

Request/Summary: The Development Review Board is being asked to review a Class III Sign Permit and Waiver.

Location: 28819 SW Boones Ferry Road. The property is specifically known as Tax Lot 1300, Section 14A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Owner: Bergaso Properties LLC

Applicant: Bob Schatz, Allusa Architecture

Comprehensive Plan Designation: Industrial

Zone Map Classification: PDI (Planned Development Industrial)

Staff Reviewer: Kimberly Rybold, AICP, Associate Planner

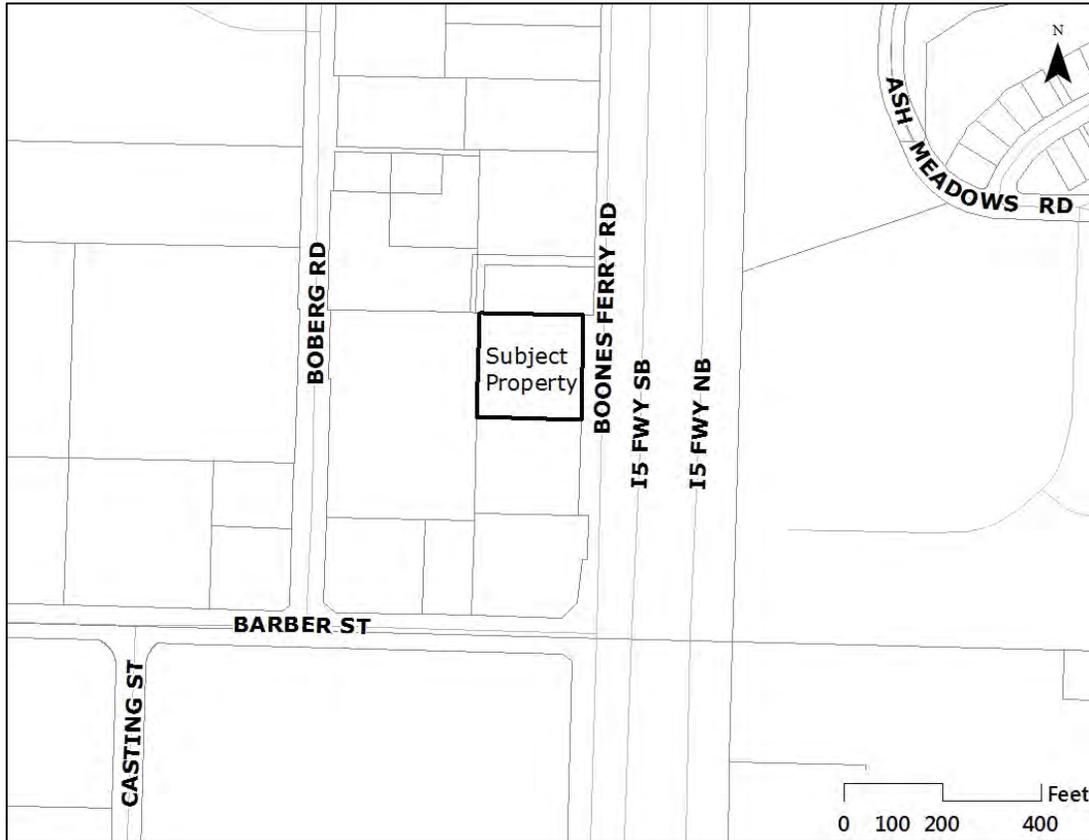
Staff Recommendation: Approve with conditions the requested Class III Sign Review and Waiver.

Applicable Review Criteria:

<u>Development Code:</u>	
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 4.135	Planned Development Industrial Zone (PDI)
Sections 4.156.01 through 4.156.11	Sign Regulations

Sections 4.400 through 4.440 as applicable	Site Design Review
Other Planning Documents:	
Wilsonville Comprehensive Plan	

Vicinity Map



Background/Summary:

A 20-foot pylon sign was a part of the development package approved for Marion’s Carpets by DRB Panel B in August 2017 (see case file DB17-0005). The applicant now wishes to switch to a digital sign, which because it requires a waiver necessitates additional DRB review.



Pylon Sign Approved in August 2017 (DB17-0005)



Proposed Freestanding Digital Sign

Discussion Points:

Approving a Prohibited Sign

Changeable copy signs are listed as prohibited signs in Subsection 4.156.06 (.01) D. However, language is added that a waiver may be granted to allow them as long as it is ensured specific criteria or conditions are met including:

1. The sign shall be equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions and the sign owner shall ensure appropriate functioning of the dimming technology for the life of the sign.

2. The luminance of the sign shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise.

By definition, changeable copy signs must maintain a copy hold-time of at least fifteen (15) minutes.

While grouped under prohibited signs, the intention of the code is to make the signs conditionally permitted. No conditionally permitted sign section exists currently, so they were grouped in the prohibited sign section as that is where language regarding these signs previously existed in the code. Based on previous DRB feedback, Planning staff is working with the City Attorney to potentially bring minor changes to the code language in Section 4.156.06 for City Council review to more clearly differentiate between signs that are prohibited at all times and signs that can be conditionally permitted.

Sign Waiver Criteria – Improved Aesthetics and Functionality

The proposed sign will utilize a brick base that is coordinated with the adjacent building. The electronic sign will allow for additional sign functionality for Marion’s Carpets.

Sign Waiver Criteria – More compatible and complementary to the overall design and architecture of a site, along with adjoining properties, surrounding areas, and the zoning district.

The visual impact to the site, adjoining properties, surrounding areas, and development in general in the PDI zone remains substantially the same. The sign will match the modern industrial type of building being constructed.

Sign Waiver Criteria – Improve or Not Negatively Impact Safety

No safety, particularly traffic safety, concerns have been noted for the revised sign design including the digital price sign.

Conclusion and Conditions of Approval:

Staff has reviewed the Applicant’s analysis of compliance with the applicable criteria. The Staff report adopts the applicant’s responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board approve the proposed application (DB18-0001) with the following conditions:

Planning Division Conditions:

DB18-0001 Class III Sign Permit and Waiver

PD 1.	The approved sign shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
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PD 2.	The Applicant/Owner of the property shall obtain all necessary building and electrical permits for the approved signs, prior to their installation, and shall ensure that the signs are maintained in a commonly-accepted, professional manner.
PD 3.	The Applicant/Owner shall ensure the approved sign maintains a copy hold time of at least fifteen (15) minutes except as authorized in emergency situations by the City Manager or designee. A hold time of less than 15 minutes, except in the specified emergency situations, shall be considered a Public Nuisance and abated accordingly.
PD 4.	The sign shall be equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions, the appropriate functioning of the dimming technology shall be maintained for the life of the sign, and the sign brightness shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, or five hundred (500) candelas per square meter between sunset and sunrise. Not maintaining the dimming technology appropriately or exceeding the allowed brightness shall be considered a Public Nuisance and abated accordingly.
PD 5.	The proposed freestanding sign shall include the address number of the proposed building unless otherwise approved in writing by Tualatin Valley Fire and Rescue (TVF&R).
PD 6.	This action modifies the Class III Sign Permit approved by the DRB in Case Files DB17-0005. Unless expressly modified by this action all findings and conditions related to the sign from the previous approval shall continue to apply.

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

Engineering Division Conditions:

DB18-0001 Class III Sign Permit and Waiver

PF 1.	The applicant shall work with the Engineering Division with final siting of the sign to assure the sign is in conformance with the City's clear sight distance standards.
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Master Exhibit List:

The following exhibits are hereby entered into the public record by the Development Review Board as confirmation of its consideration of the application as submitted. This is the exhibit list that includes exhibits for Planning Case File DB18-0001.

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.** Signed Application

Development Review Team Correspondence

- C1.** Email from Steve Adams

Other Correspondence

N/A

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on January 26, 2018. On February 2, 2018 the application was found to be complete. The City must render a final decision for the request, including any appeals, by June 2, 2018.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Industrial
East:	--	Boones Ferry Road, Interstate 5
South:	PDI	Fuel Station
West:	PDI	Industrial

3. Previous Planning Approvals:
98DB23 Zone Change, Stage I and Stage II Review, Site Design Review, Tree Removal Permit and Sign Review
AR17-0002 Class II Administrative Review of Tentative Partition Plat
AR17-0010 Class I Administrative Review of Final Partition Plat
DB17-0001 through 0006 Stage I Revision, Stage II, Setback Waiver, Site Design Review, Class III Sign Permit, and Type C Tree Removal Plan
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, Bergaso Properties LLC, and is signed by an authorized representative.

Pre-Application Conference
Subsection 4.010 (.02)

No pre-application meeting was necessary for the application.

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.

DB18-0001 Class III Sign Permit and Waiver

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. While the request involves modifications to previously approved signs, it does involve a waiver thus qualifying to be reviewed through the Class III Sign Permit process.

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

3. As indicated in the table below the applicant has satisfied the submission for Class III sign permits, which includes the submission requirements for Class II 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 type="checkbox"/>	

Class III Sign Permit and Waiver Review Criteria

Definitions: Changeable Copy Sign
 Subsection 4.001 267. F.

- The proposed digital price sign will not have moving structural elements, flashing or sequential lights, elements, prisms, or other methods that result in movement. The frequency of text copy changes will not exceed once every 15 minutes. The sign thus meets the definition of a Changeable Copy Sign, “Any sign, digital or manual, which is designed to have the copy changed routinely and where the frequency of copy change does not exceed once every fifteen (15) minutes, except in emergency situations as requested by the City Manager or designee.” Condition of Approval PD 3 will further ensure the 15-minute hold time is maintained.

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

- As indicated in Finding 6 and Findings 27-31, the proposed freestanding digital sign, with a waiver, will satisfy the sign regulations for the applicable zoning district and the regarding Site Design Review criteria.

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

6. The proposed freestanding digital sign is typical of, proportional to, and compatible with development within the PDI zone. 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 signage will maintain a hold time of at least 15 minutes for messages and will have brightness controls such to avoid nuisances with the surrounding development.

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

8. The interaction of the sign with other site elements, landscaping, and building architecture was reviewed and approved as part of Case File DB17-0005. The proposed changes would not impact the location of the sign, and the changed design does not impact the conformance with this subsection.

Sign Waiver Criteria: Design
Subsection 4.156.02 (.08) A. 1.

9. The proposed freestanding sign change will improve both the aesthetics and the functionality of the sign. The proposed sign will utilize a brick base that is coordinated with the adjacent building. The electronic sign will allow for additional sign functionality for Marion's Carpets.

Sign Waiver Criteria: Compatibility
Subsection 4.156.02 (.08) A. 2.

10. The applicant states in their compliance narrative (Exhibit B2) regarding the proposed sign being more compatible with and complementary to the overall design and architecture of the site, along with adjoining properties, surrounding areas, and the zoning district that the proposed sign is consistent with the type of sign that Marion's Carpets has used in the past, matching the modern industrial type of building that is under construction.

Sign Waiver Criteria: Public Safety, Especially Traffic Safety
Subsection 4.156.02 (.08) A. 3.

11. There is no evidence the proposed sign will negatively impact public safety, especially traffic safety. As the LED lights do not flash or change intermittently, they do not pose a distraction to drivers the way a constantly changing copy sign or scrolling reader board would. Condition of Approval PF 1 will ensure that the sign is located to meet the City's vision clearance standards.

Sign Waiver Criteria: Content
Subsection 4.156.02 (.08) A. 4.

12. The content of the subject sign is not being reviewed or considered as part of this application.

Changeable Copy Sign Waiver Criteria: Dimming Technology
Subsection 4.156.06 (.01) D. 1.

13. The proposed electronic sign comes equipped with automatic dimming controls that adjust the sign's brightness in direct correlation with ambient light conditions.

Changeable Copy Sign Waiver Criteria: Luminance
Subsection 4.156.06 (.01) D. 2.

14. Condition of Approval PD 4 ensures in operation the luminance of the sign does not exceed the maximum five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise.

Sign Measurement

Measurement of Cabinet Signs and Similar
Subsection 4.156.03 (.01) A.

15. The proposed freestanding digital sign is measured consistent with the method defined by this section by measuring the area of the shape drawn around the outer dimension of the cabinet, frame, or background. The brick base is not included in the sign calculation as it is the structural support for the sign. The cabinet for the electronic reader board measures 6 feet 9 inches by 9 feet 5 inches, or 63.56 square feet.

Measurement of Sign Height Above Ground
Subsection 4.156.03 (.02) A.

16. The proposed sign has been measured from the average grade directly below the sign to the highest point of the sign, for a height of 20 feet.

Prohibited Signs Unless Approved Through Waiver

Changeable Copy Signs Prohibited Unless Approved Through Waiver and Meeting Certain Criteria.
Subsection 4.156.06 (.01) D.

17. The applicant has requested a waiver to allow for a changeable copy sign as defined in Section 4.001. Condition of Approval PD 4 ensures the specific criteria required for approval of changeable copy signs are met by requiring that the approved sign is equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions, the appropriate functioning of the dimming technology for the life of the sign, and the sign brightness does not exceed five

thousand (5000) candelas per square meter between sunrise and sunset, or five hundred (500) candelas per square meter between sunset and sunrise.

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

General Allowance

Subsection 4.156.08 (.01) A.

18. The subject site has frontage on SW Boones Ferry Road of sufficient length to be sign eligible. As approved in DB17-0005 a single freestanding sign is proposed just north of the driveway off SW Boones Ferry Road.

Allowed Height

Subsection 4.156.08 (.01) B.

19. The allowed height for the sign is 20 feet as it is located along a parallel frontage of Interstate 5. The proposed 20-foot freestanding sign thus meets the requirements of this subsection.

Allowed Area

Subsection 4.156.08 (.01) C.

20. The proposed freestanding sign pertains to a single tenant within a building fronting along Interstate 5. As a result, the maximum sign area is 64 square feet. The proposed freestanding sign is just under 64 square in area, thus meeting the standards of this subsection.

Pole or Sign Support Placement Vertical

Subsection 4.156.08 (.01) D.

21. The freestanding sign and its foundation are proposed to be constructed in a full vertical position.

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

Subsection 4.156.08 (.01) E.

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

Design of Freestanding Signs to Match or Complement Design of Buildings

Subsection 4.156.08 (.01) G.

23. The proposed sign is coordinated with the design of the structure currently under construction on the site.

Width Not Greater Than Height for Signs Over 8 Feet

Subsection 4.156.08 (.01) H.

24. The proposed freestanding sign is 20 feet in height by 6 feet 9 inches in width, and therefore does not exceed the limitations set by this subsection.

Sign Setback

Subsection 4.156.08 (.01) J.

25. The proposed sign location is unchanged from what was previously approved in DB17-0005.

Address Required to be on Sign

Subsection 4.156.08 (.01) K.

26. The site fronts along a road parallel to Interstate 5. Condition of Approval PD 5 requires the address unless otherwise approved by TVF&R.

Site Design Review

Excessive Uniformity, Inappropriateness Design

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

27. **Excessive Uniformity:** The proposed freestanding digital sign is an updated, modern sign, providing more diversity to the signage in the general area.
Inappropriate or Poor Design of Signs: The proposed sign is professionally designed to complement the design of the building and 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 is coordinated with site landscaping as approved in DB17-0005.

Purposes and Objectives

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

28. The freestanding price 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)

29. 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)

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

Conditions of Approval to Insure Proper and Efficient Function
Subsection 4.421 (.05)

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

Applicable Code Sections.

4.156.02 E Class 2 sign permit review criteria.

1. The proposed signage is compatible with developments or uses permitted in the zone in terms of design, materials used, color schemes, proportionality, and location, so that it does not interfere with or detract from the visual appearance of surrounding development;

We feel the sign is compatible with the surroundings because the base of the sign is the same brick as the base of the building on the same lot. Also the size of the sign meets the zoning guidelines in width and height.

2. The proposed signage will not create a nuisance or result in a significant reduction in the value or usefulness of surrounding development;

This sign size meets all the zoning codes, due to that it does not result in a nuisance. The sign is similar in size to other signs in the area so it will not reduce the value of surrounding developments.

3. Special attention is paid to the interface between signs and other site elements including building architecture and landscaping, including trees.

The sign is using the same materials as the existing building. For example the base is the same brick as the base of the existing building. The rest of the sign is the sign itself which is it's own material. The sign is placed in the landscaping strip and does not compete with the ground cover or the shrubbery and the sign will be far enough from the newly planted trees to not interfere.



4.156.02 (.08) Waivers and Variances

Waivers and variances are similar in that they allow deviation from requirements such as area, and height from ground. They differ in that waivers are granted by the DRB as part of a comprehensive review of the design and function of an entire site to bring about an improved design and variances are granted by either the Planning Director or DRB to relieve a specific hardship caused by the regulations.

A. Waivers. The DRB may grant waivers for sign area, sign height from ground (no waiver shall be granted to allow signs to exceed thirty-five (35) feet in height), number of signs, or use of electronic changeable copy signs in order to better implement the purpose and objectives of the sign regulations as determined by making findings that all of the following criteria are met:

1. The waiver will result in improved sign design, in regards to both aesthetics and functionality.

We are seeking a waiver to use an electronic changeable sign. The electronic sign will be an improvement from a traditional sign in aesthetics because the sign will be fresh and easy to change instead of the same sign being there all the time. The sign will be more functional for the owners of the property as they will be able to more easily change the sign. This will allow them to have a smaller sign as they can change the sign easily so over time they can have a full sign display.

2. The waiver will result in a sign or signs more compatible with and complementary to the overall design and architecture of a site, along with adjoining properties, surrounding areas, and the zoning district than signs allowed without the waiver.

We are asking for a waiver to use an electronic changeable sign because first of all it meets the type of sign that Marions Carpets has used in the past and it matches the modern industrial type of building that we are constructing. I would not say this type of sign is more compatible but it certainly is complementary to the existing building and site as it meets the sign sizes but is different in functionality which adds variety to the adjoining properties and surrounding areas.

SIGNNARRATIVE

Marion's Carpet Warehouse - Wilsonville

3. The waiver will result in a sign or signs that improve, or at least do not negatively impact, public safety, especially traffic safety.

The sign will not negatively impact public safety due to it's size already meets the size guidelines allowed per code. The electronic sign is not going to have moving images, like a video, on the sign. The sign will be a fixed message that will stay fixed for a minimum of 15 minutes. This will have the same safety factor as any other sign.

4. Sign content is not being considered when determining whether or not to grant a waiver.

Sign content will be relative to the business on the property, will have the company name and may say Carpets or Rugs on the sign. The content of the sign is not something we are asking a waiver on.

Other information about the sign for consideration:

1. The sign shall be equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions and the sign owner shall ensure appropriate functioning of the dimming technology for the life of the sign.
2. The luminance of the sign shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise.

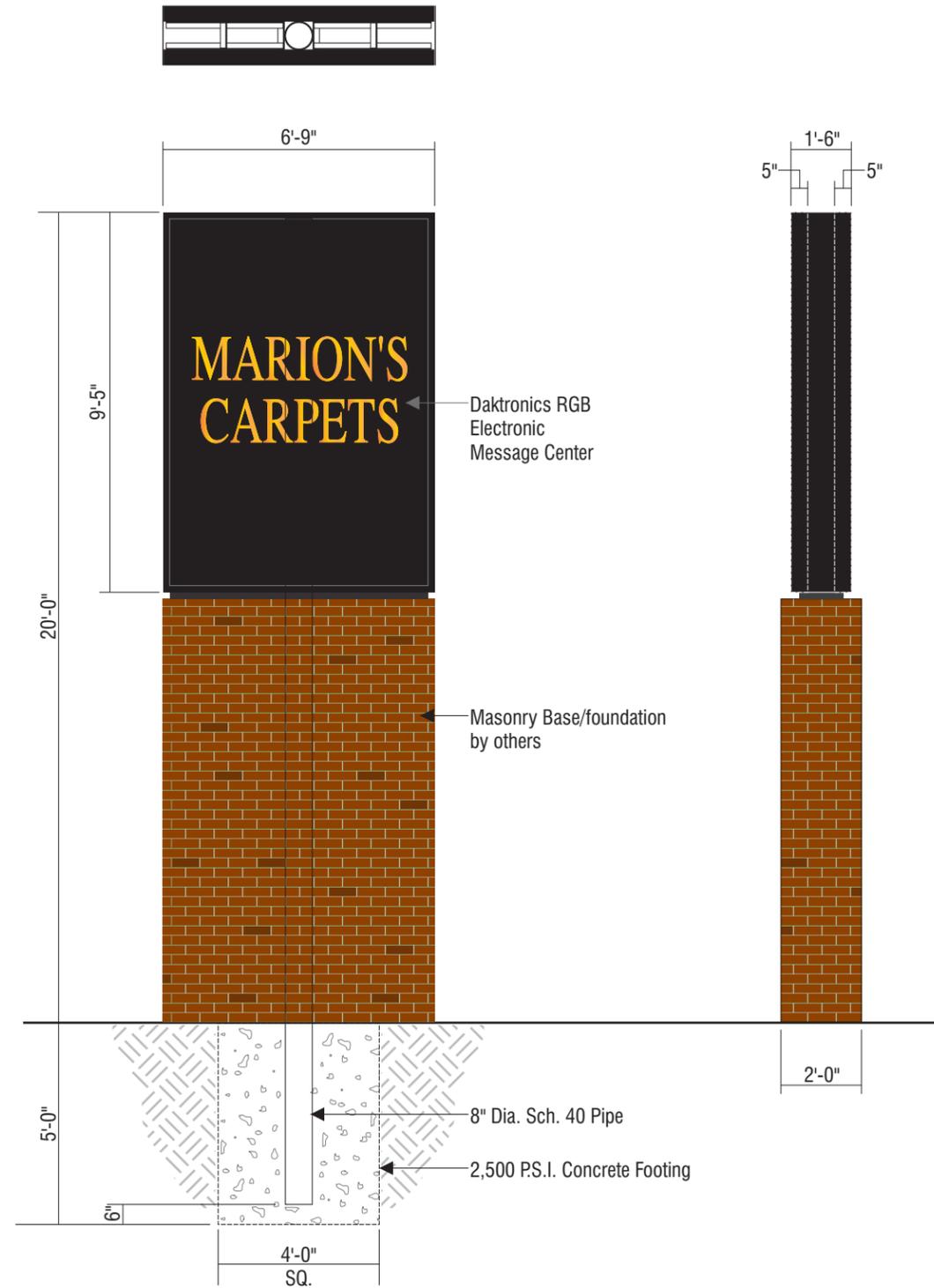
PYLON SIGN WITH ELECTRONIC MESSAGE CENTER



TUBE ART GROUP

Portland Office
 4243-A SE International Way
 Milwaukie, OR 97222
 503.653.1133
 800.562.2854
 Fax 503.659.9191

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Manufacture and Install one (1) D/F Electronic Message Center

Cabinet: L3 x 3 x 1/4" aluminum angle notched around pipe and welded. Bolt Message Centers to angle. Sheathe perimeter with .090" aluminum painted satin black.

Message Center: (2) Back-to-back Daktronics 19.8 mm Full Color LED Message Boards onto existing sign. Model #: GS6-96x140-19.8-LED Color-2V

Pipe: 8" aluminum pipe. Paint satin black. Direct bury pipe with concrete footing (by others).

Base: Masonry by others

$$9'-5" \times 6'-9" = 63.56 \text{ sq. ft.}$$

FINISHES	Paint
	Satin Black

9122

Customer Number

130962

Quote Number

130962 Marion's Carpet r8

File Name

Adam Calabria

Salesperson

Anthony Morrison

Drawn By

**

Checked By

December 29, 2017

Date

January 12, 2017

January 5, 2017

Revisions

Approved

Approved With Changes Noted

Customer Signature

Date

Landlord Signature

Date

**MARION'S
CARPETS**

9325 SW Ridder Rd. #420
 Wilsonville OR

This drawing is intended to provide a reasonable representation of the final manufactured article. Fasteners and seams in materials may not be represented exactly as they will be fabricated. Colors on prints may not accurately depict specific colors.



1 Sign #5 - Illuminated Pylon Sign
 Scale: 1/4" = 1'-0"



TUBE ART GROUP

Portland Office
 4243-A SE International Way
 Milwaukie, OR 97222
 503.653.1133
 800.562.2854
 Fax 503.659.9191

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9122
 Customer Number
130962
 Quote Number
130962 Marion's Carpet r8
 File Name
Adam Calabria
 Salesperson
Anthony Morrison
 Drawn By
 **
 Checked By
December 29, 2017
 Date

January 12, 2017
January 5, 2017

Revisions
 Approved
 Approved With Changes Noted

Customer Signature _____

Date _____

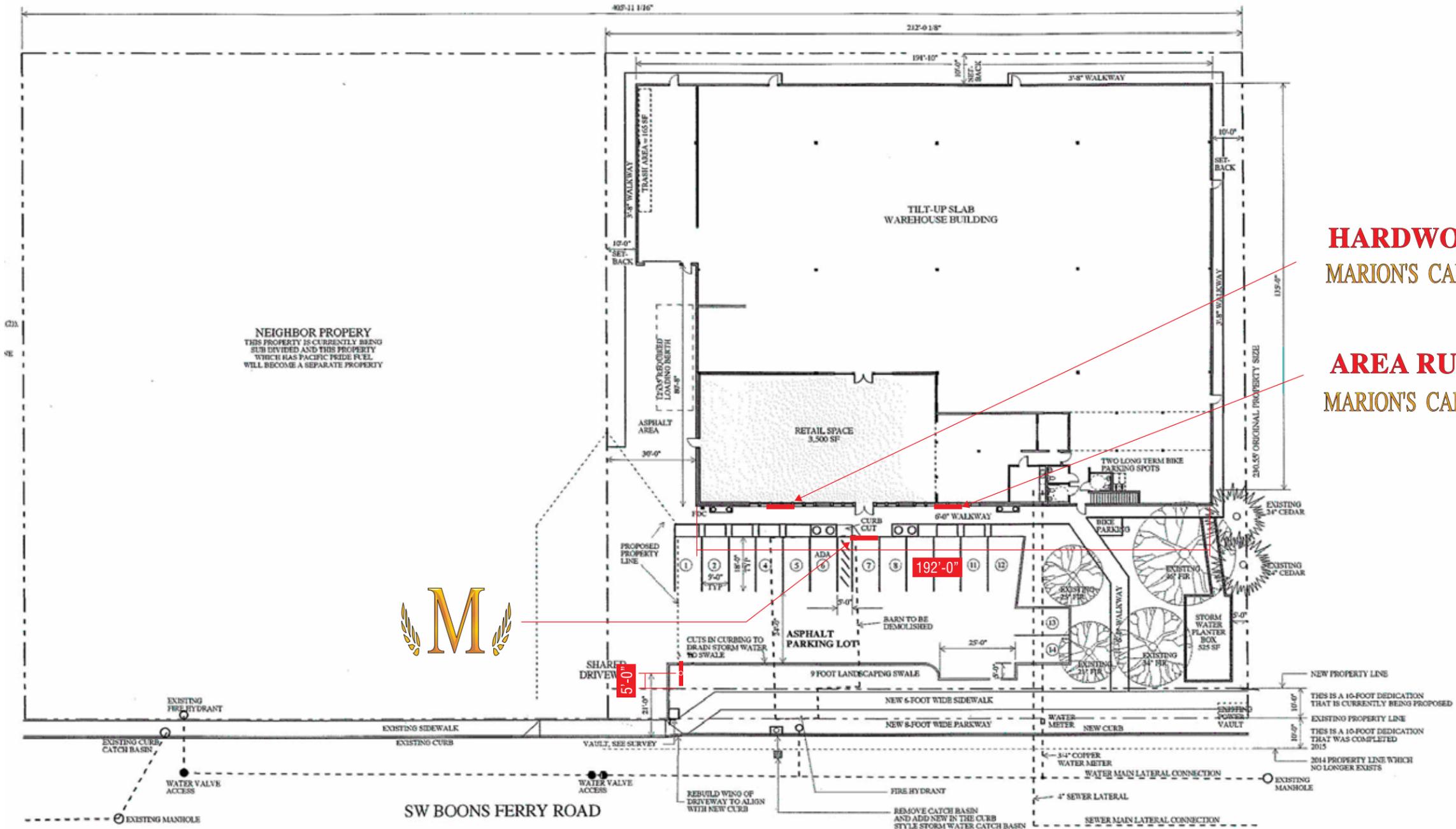
Landlord Signature _____

Date _____



9325 SW Ridder Rd. #420
Wilsonville OR

This drawing is intended to provide a reasonable representation of the final manufactured article. Fasteners and seams in materials may not be represented exactly as they will be fabricated. Colors on prints may not accurately depict specific colors.



HARDWOODS
MARION'S CARPETS

AREA RUGS
MARION'S CARPETS



1 Sign #1 - Halo Lit Prismatic Letters
 Scale: 1/2" = 1'-0"



NORTH



Planning Division
Development Permit Application

Final action on development application or zone change is required within 120 days in accordance with provisions of ORS 227.175

A pre application conference is normally required prior to submittal of an application. Please visit the City's website for submittal requirements

Pre-Application Meeting Date: _____

Incomplete applications will not be scheduled for public hearing until all of the required materials are submitted.

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

Applicant:

Name: BOB SCHATZ
Company: ALLUSA ARCHITECTURE
Mailing Address: 2118 SE DIVISION ST.
City, State, Zip: PORTLAND OR 97202
Phone: 503 235 8585 Fax:
E-mail: BOB@ALLUSAARCHITECTURE.COM

Authorized Representative:

Name: BOB SCHATZ
Company: ALLUSA ARCHITECTURE
Mailing Address: 2118 SE DIVISION ST
City, State, Zip: PORTLAND OR 97202
Phone: 503 235 8585 Fax:
E-mail: BOB@ALLUSAARCHITECTURE.COM

Property Owner:

Name: CARL SKORO
Company: BERGASO PROPERTIES
Mailing Address: 1635 SE GRAND
City, State, Zip: PORTLAND, OR 97214
Phone: 503.239.0528 Fax:
E-mail:

Property Owner's Signature:

Handwritten signature of Carl Skoro

Printed Name: CARL SKORO Date: 1-18-18

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

Handwritten signature of Bob Schatz

Printed Name: BOB SCHATZ Date: 1-18-18

Site Location and Description:

Project Address if Available: 28819 SW BOONS FERRY RD. WILSONVILLE Suite/Unit
Project Location:
Tax Map #(s): Tax Lot #(s): County: Washington Clackamas

Request:

1 SIGN.

Project Type: Class I Class II Class III

Residential Commercial Industrial Other:

Application Type(s):

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



From: [Pauly, Daniel](#)
To: [Rybold, Kim](#)
Subject: FW: Wilsonville Public Hearing Notice for February 26, 2018 DRB Panel B meeting
Date: Wednesday, February 07, 2018 1:50:56 PM
Attachments: [image001.png](#)
[image002.png](#)

Daniel Pauly, AICP
Senior Planner
City of Wilsonville
503.570.1536

From: Adams, Steve
Sent: Wednesday, February 7, 2018 1:18 PM
To: Pauly, Daniel <pauly@ci.wilsonville.or.us>
Subject: RE: Wilsonville Public Hearing Notice for February 26, 2018 DRB Panel B meeting

Hi Dan,

With DB18-0001 I have one condition:

- PF1 Applicant shall work with engineering with final siting of the sign to assure the sign is in conformance with the City's clear sight distance standards.

Engineering has no comment on DB18-0002.

Thanks, Steve

Steve R. Adams, P.E.
Development Engineering Manager
City of Wilsonville

503.682.4960
adams@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

From: White, Shelley
Sent: Tuesday, February 06, 2018 3:04 PM



To: Andy Back <Andy_Back@co.washington.or.us>; Evans, Bill <evans@ci.wilsonville.or.us>; Carl Wikman (carl@wfmcastudios.org) <carl@wfmcastudios.org>; Parent, Gail <parent@ci.wilsonville.or.us>; Ottenad, Mark <ottenad@ci.wilsonville.or.us>; Melody Ashford (melody@wfmcastudios.org) <melody@wfmcastudios.org>; Paula Pinyerd (abc4transcription@yahoo.com) <abc4transcription@yahoo.com>; Region 1 Development Review Applications <Region1DEVREVAApplications@odot.state.or.us>; Adams, Steve <adams@ci.wilsonville.or.us>

Subject: Wilsonville Public Hearing Notice for February 26, 2018 DRB Panel B meeting

Hi all,

Please find the attached Public Hearing Notices for the February 26, 2018 DRB Panel B meeting for your review

DB18-0001 Marions Carpet – Class III Sign Permit & Waiver for LED Sign

Please note that comments are due to Kimberly Rybold by 4 p.m. on February 14, 2018 for inclusion in the staff report.

DB18-0002 Temporary Sales Office and Model Homes – Calais East

Please note that comments are due to Daniel Pauly by 4 p.m. on February 14, 2018 for inclusion in the staff report.

Have a great day!

Shelley White

Administrative Assistant
City of Wilsonville

503.570.1575

swhite@ci.wilsonville.or.us

www.ci.wilsonville.or.us



29799 SW Town Center Loop East, Wilsonville, OR 97070

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, FEBRUARY 26, 2018

6:30 PM

Revised 2/22/2018

VII. Public Hearing:

**B. Resolution No. 349. Calais East Five Year
Temporary Use Permit: Pacific Community Design
– Representative for Polygon WLH LLC – Owner.**

The applicant is requesting approval of a Five (5) Year Temporary Use Permit for a Sales Office, Temporary Parking and three model homes in the Calais East at Villebois subdivision in Villebois. The subject property is located on Tax Lots 2500, 2600, 2700 and 3900 of Section 15AB, T3S, R1W, Clackamas County, Oregon. Staff: Daniel Pauly

Case File: DB18-0002 Class III 5 Year Temporary Use Permit

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 349**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A FIVE-YEAR TEMPORARY USE PERMIT FOR A SALES OFFICE AND MODEL HOMES IN THE CALAIS EAST AT VILLEBOIS SUBDIVISION, ALONG WITH ASSOCIATED LANDSCAPING AND OTHER IMPROVEMENTS. THE SITE IS LOCATED ON TAX LOTS 2500, 2700, AND 3900, SECTION 15AB, T3S-R1W, CLACKAMAS COUNTY, OREGON. PACIFIC COMMUNITY DESIGN, INC. – REPRESENTATIVE FOR POLYGON WLH LLC – OWNER/APPLICANT.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated February 15, 2018 and amended February 22, 2018, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on February 26, 2018, 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 February 15, 2018 as amended February 22, 2018, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB18-0002 5-year temporary use permit for sales office and model homes and associated improvements on Lots 25, 27 and 39 of the Calais East at Villebois subdivision.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 26th day of February, 2018 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Shawn Oneil – Acting Chair, Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
 Planning Division Staff Report
 Temporary Sales Office and Model Homes-Calais East

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

Hearing Date: February 26, 2018
Date of Report: February 15, 2018, Amended February 22, 2018
Application No.: DB18-0002 5-Year Temporary Use Permit

Request/Summary: The applicant requests the Development Review Board review a 5-Year Temporary Use Permit for Sales Office and Model Homes in the Calais East at Villebois subdivision.

Location: The southeast corner of the Calais East at Villebois subdivision, just north of Trocadero Park. The property is specifically known as Tax Lots 2500, ~~2600~~, 2700, and 3900, Section 15AB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Owner/Applicant: Polygon WLH LLC

Applicant's Representative: Pacific Community Design

Comprehensive Plan Designation: Residential-Village

Zone Map Classification: V (Village)

Staff Reviewer: Daniel Pauly AICP, Senior Planner

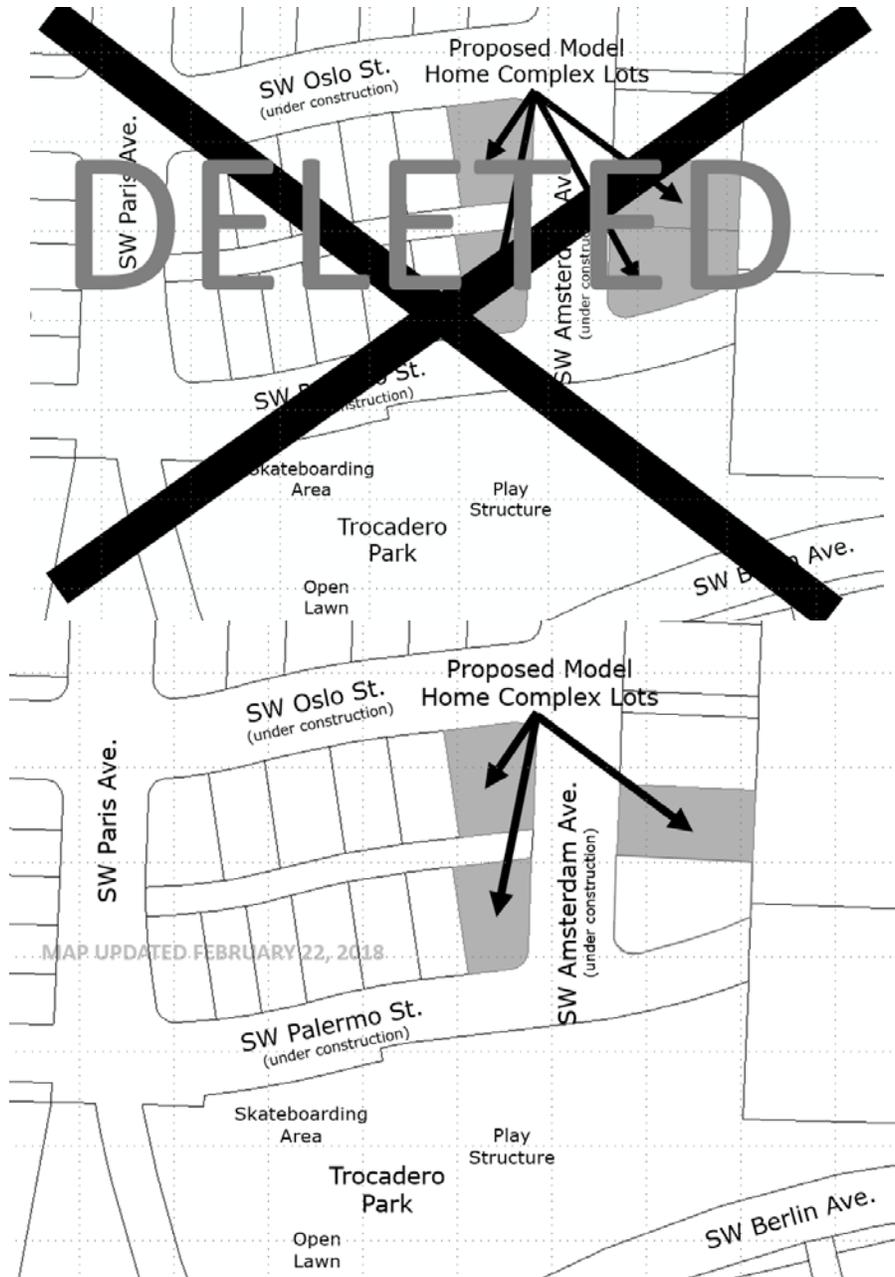
Staff Recommendation: Approve with conditions the requested 5-Year Temporary Use Permit.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.031	Authority of the Development Review Board
Section 4.035	Site Development Permit Application
Section 4.125	V-Village Zone
Section 4.154	On-Site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Sections 4.156.01 through 4.156.11	Sign Regulations
Section 4.167	Access, Ingress, and Egress
Section 4.175	Public Safety and Crime Prevention

Section 4.176	Landscaping, Screening, and Buffering
Sections 4.400 through 4.440 as applicable	Site Design Review
<u>Other Planning Documents:</u>	
SAP North and PDP 4 North Approval Documents	

Vicinity Map



Background/Summary:

Temporary Use

Polygon seeks a 5-year temporary use permit for a sales office and model home complex to sale homes in the 68-lot Calais East at Villebois subdivision. The sales office will be in the model home on Lot 25. Additional model homes will be on Lots 27 and 39. ~~Polygon will build a 5-space parking area on Lot 26.~~ Polygon will also install temporary concrete paths and fencing as well as landscaping. Polygon expects that within 5 years or less all of the homes in the subdivision will sale. Polygon will then no longer need the model home complex. ~~Polygon and~~ will sell model homes, ~~and will remove the parking area and build homes in its place on Lot 26.~~

Discussion Points:

Temporary Signs

Sheet 2 of Exhibit ~~B2-B3~~ shows a number of signs. ~~The only sign reviewed as part of the proposed temporary use permit is the canopy sign on the sales office.~~ All other signs are limited to signs allowed under the SAP North Master Sign and Wayfinding Plan and otherwise exempt under the City's sign regulations or permitted under separate permit.

Conclusion and Conditions of Approval:

Staff has reviewed the applicant's analysis of compliance with the applicable criteria. This staff report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board approve the proposed application (DB18-0002) with the following conditions:

Planning Division Conditions:

Request: DB18-0002 5-Year Temporary Use Permit

PD 1.	All construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. The Planning Division may approve Minor alterations through the Class I Administrative Review process.
PD 2.	The applicant shall install landscaping around the parking area and model homes consistent with the SAP North Community Elements Book and continually maintain all such landscaping, including necessary watering, weeding, pruning, and replacing.
PD 3.	The applicant shall provide at least two short-term and two-long term bicycle parking spaces meeting the access, spacing, and other standards in Section 4.125.

PD 4.	The applicant or their successors shall convert the sales office and model homes to for-sale single-family homes within 5 years of the date of decision. The applicant or their successors shall remove the parking lot within 5 years of the date of decision.
<u>PD 5.</u>	<u>The on-street parking space immediately in front of Lot 25 shall be developed and maintained as an ADA accessible space for the duration of the temporary use.</u>

Master Exhibit List:

The Development Review Board hereby enters the following Exhibits into the public record as confirmation of its consideration of the application, as submitted. The exhibit list includes exhibits for Planning Case File DB18-0002.

Planning Staff Materials

- A1.** Staff report and findings (this document)
- A2.** Public Hearing Presentation (to be available at hearing)
- A3.** Memo Regarding Revised Plans February 23, 2018

Materials from Applicant

- B1.** Applicant’s Narrative and Submitted Materials
- B2.** Drawings and Plans (*Replaced by Exhibit B3*)
- B3.** Updated Drawings and Plans February 21, 2018

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant submitted a complete application on January 30, 2018. The City must render a final decision for the request, including any appeals, by May 30, 2018.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	V	Residential (under construction)
East:	V	EFU (future residential)
South:	V	City Park
West:	V	Residential (under construction)

3. Previous Planning Approvals:

DB07-0054 et seq – SAP-North
 DB07-0087 et seq – PDP-1N, Arbor at Villebois
 DB11-0024 et seq – PDP-1N Modification, SAP North Amendment Polygon NW

DB12-0066 et seq – PDP-1N Modification, SAP North Amendment Polygon NW
DB13-0020 et seq – PDP-2N, SAP North Amendment Polygon NW
DB14-0009 et seq – PDP-3N, SAP North Amendment Polygon NW
DB15-0084 et seq – PDP-4N, SAP North Amendment Polygon NW

4. The applicant has complied with Sections 4.013-4.031 of the Wilsonville Code 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 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 City is processing the application in accordance with the applicable general procedures of this Section.

Initiating Application

Section 4.009

The property owner, Polygon WLH LLC, initiated the application.

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 general development regulations listed in Sections 4.150 through 4.199 in accordance with this Section.

Request: DB18-0003 5-Year Temporary Use Permit

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

Village Zone

Village Zone Permitted Uses

Subsection 4.125 (.02)

1. The Village Zone permits commercial development, such as sales offices, but only in locations master planned for the use. Section 4.163 allows for approval of temporary uses not otherwise allowed, which is the request of the applicant.

Village Zone Accessory Uses
Subsection 4.125 (.03)

2. The temporary use for sales and display of new homes is accessory to the planned residential subdivision, subject to review pursuant to Section 4.163.

Village Zone Development Standards, Including Access and Fencing
Subsection 4.125 (.05)

3. The applicant does not propose access to a lot off a street where the lot also fronts an alley. The SAP North Master Fencing Program remains the standard for all fencing. The applicant does not propose fencing in the front yards exceeding 3 feet in height or made of prohibited materials.

Village Zone Commercial Uses
Subsection 4.125 (.06)

4. All business activities will be within buildings, and will meet the performance standards of Section 4.135 (.05).

Amount of Parking Required
Subsections 4.125 (.07)

5. Table V-2 considers the proposed 1800 square foot sales office “All other commercial” in and requires 2 spaces per 1000 square feet, for a total of 4 spaces. The Village Zone standards and Section 4.155 do not specify a required parking ratio for model homes. Staff’s research shows a variety of approaches used for model homes. Many, but not all, have used the entire square footage of the model homes as commercial space. Based on experience at other model home complexes, this amount exceeds what is necessary to serve a model home complex temporary use. A couple approvals consider model homes the same as single-family homes. Generally, garages meet single-family home parking requirements, but are blocked off in a model home complex. With 2 model homes in addition to the sales office, this method would require 2 additional parking spaces beyond what the sales office requires for a total of 6, which seems like a reasonable amount of parking to require considering also ample on-street parking is available. ~~The applicant provides 5~~ **Eight** parking spaces **are available immediately adjacent to the subject lots and can be counted for meeting parking minimums consistent with Subsection 4.155 (.03) F,** including 1 ADA space in the off street parking area on Lot 26. ~~On street parking immediately adjacent to the subject lots provide 6 additional spaces.~~ **Condition of Approval PD 5 requires the space closest to the sales office to be marked as an ADA space for the duration of the temporary use.**

Table V-2 establishes Bicycle Parking Requirement for “All other commercial” as 1 per 10000 minimum 2 for short-term and 1 per 40000 minimum 2 for long-term.

The applicant has not indicated bicycle parking. Condition of Approval PD 3 ensures provision of the required bicycle parking.

Master Signage and Wayfinding

Subsection 4.125 (.12)

6. Temporary real estate signs must comply with the SAP North Mater Signage and Wayfinding Plan. ~~The SAP North Master Signage and Wayfinding Plan does not address commercial canopy signs like the one proposed on the sales office, but the canopy sign is consistent with canopy signs allowed for commercial uses elsewhere in Villebois, particularly the Village Center. As such, it is appropriate for the temporary commercial real estate sales office.~~

Design Principles and Standards in the Village Zone

Subsections 4.125 (.13) and (.14)

7. The Architectural Pattern Book and Community Elements Book, which the proposed development is required to meet, implements the Village Zone design principles and standards.

On-site Pedestrian Access and Circulation

Continuous Pathway System

Subsection 4.154 (.01) B. 1.

8. The planned permanent public sidewalks will provide a continuous path between the parking area, sales office, and model homes.

Safe, Direct, Convenient Pathways

Subsection 4.154 (.01) B. 2.

9. The planned permanent public sidewalks will provide a smooth and consistent surface and will be free from hazards, provide direct connections between the parking, sales office, and model homes, and are required to meet ADA.

Vehicle/Pathway Separation

Subsection 4.154 (.01) B. 3.

10. The planned permanent public sidewalks are separated from vehicle areas except for approved crosswalks.

Crosswalks

Subsection 4.154 (.01) B. 4.

11. The applicant does not propose new crosswalks across private parking areas or driveways.

Pathway Width and Surface
Subsection 4.154 (.01) B. 5.

12. The planned public sidewalks are the primary pathways and are concrete 5' sidewalks.

Parking

General Parking Provisions
Subsection 4.155 (.02)

13. The applicant has provided sufficient information demonstrating compliance with the applicable provisions in this subsection. Staff specifically notes the following:
- In relation to provision A the applicant has not requested any waivers to parking standards
 - In relation to provision B. all proposed parking is accessible by vehicles for parking.
 - In relation to provisions D. and F. parking is calculated summing the requirements of different uses and considering existing parking.
 - ~~In relation to provision O. all planting areas that vehicles may overhang are 7 feet or greater in depth.~~

~~Functional Design of Parking Areas
Subsection 4.155 (.03) A.~~

- ~~14. The proposed parking area is accessible and have sufficient pavement area around them for maneuvering into the parking stalls. The applicant does not propose any loading/delivery areas. Vehicle and pedestrian parking is separated except as necessary at crosswalks.~~

~~Parking Area Landscaping
Subsection 4.155 (.03) B. 1. 3.~~

- ~~15. The applicant plans plantings consistent with the plant list in the SAP North Community Elements Book.~~

Safe and Convenient Access, ADA Requirement
Subsection 4.155 (.03) C.

- ~~16~~14. The proposed design provides one ADA space as well as sufficient maneuvering area and space size for safe and convenient access.

~~Connectivity to Adjacent Parking Areas and Efficient On-site Circulation
Subsection 4.155 (.03) D.~~

- ~~17. No need exists to connect with parking on adjacent sites as the parking lot site and adjacent properties will be developed as single family homes. The on site parking is of a typical design on a flat site that will allow efficient on-site circulation.~~

Temporary Structures and Uses

Temporary Use Permits-Temporary Use for Uses Not Otherwise Conforming Subsection 4.163 (.01)

1815. While the mixed-use Village Zone permits some commercial development, such as sales offices, it does so only in locations master planned for the use. The Villebois Village Master Plan and land use approvals for the subject properties allow only single-family homes. Thus, the applicant requests a temporary use to allow a temporary commercial use on residential land.

Temporary Use Permits-Temporary Use Does Not Involve Substantial Structures Subsection 4.163 (.01)

1916. While the proposed temporary use will use single-family home structures planned for the subject lots, the applicant does not propose any substantial structures not planned for eventual approved single-family use.

Temporary Use Permits-Revocable, Renewable Permit up to 5-Years Subsection 4.163 (.01)

2017. The applicant requests a 5-year temporary use permit to allow for a flexible time frame as the time to sell all the lots and homes the use will be used to market is uncertain. The applicant understands the permit is revocable upon violations of the approval. The current request is the first request. The applicant does not anticipate needing to renew the application beyond the 5 years.

Application Requirements, Restoration to Pre-TUP Conditions Subsection 4.163 (.02)

2118. The applicant has submitted the required information including a clear description of the planned use, a statement the duration is up to five years, and a site plan (see Exhibit ~~B2B3~~). Condition of Approval PD 4 will ensure restoration of the site to pre-TUP conditions or to conditions as a single-family home subject to the approval of the Calais East at Villebois subdivision.

Good Cause for Temporary Use, Factors and Considerations Subsections 4.163 (.01) and (.03)

2219. Availability of Appropriate Zoned Land: While sufficient commercial land and tenant spaces exist in the City for real estate sales offices, it is typical to have an on-site sales office as part of a model home complex in a new large subdivision. Such uses have existed throughout Villebois during development as well as elsewhere in residential subdivisions. **Availability of and need of property for allowed used:** Upon conclusion of the temporary use, the applicant will convert the subject lots to single-family homes for sale, which is the approved use.

Market Conditions, etc.: No market conditions are in play in terms of their being a lack of appropriately zoned land, the use is simply complementary to the allowed use during the sale of lots and homes in the adjacent subdivision.

Due diligence to relocate use: Not applicable. The use is only necessary during the sale of lots and homes in the adjacent subdivision.

Circumstances of applicant: The applicant owns the adjacent land on which they are developing single-family homes. They wish to increase their effectiveness of marketing and provide greater convenience for customers by providing an on-site sales office along with a model home complex.

Other: The proposed temporary use is a typical limited duration accessory use for new residential subdivisions.

Other Development Standards

Landscape Standards and Compliance

Section 4.176

2320. The applicant will install landscaping for the temporary use consistent with the plant list in the SAP North Community Elements Book.

Mixed Solid Waste and Recyclables Storage

Section 4.179

2421. The temporary use will use residential containers and a typical residential pick-up schedule for solid waste and recyclables.

Outdoor Lighting

Sections 4.199.20

2522. The applicant does not propose any additional outdoor lighting. Certain pathway lighting and entry way lighting is exempt. If the applicant wishes to add anything but exempt lighting, additional review by the City will be necessary.

Underground Utility Installation

Sections 4.300-4.320

2623. The applicant must install all new utilities associated with the temporary use underground. The submitted materials do not indicate any overhead utilities.

Site Design Review

Avoiding Excessive Uniformity and Inappropriate Design

Subsection 4.400 (.01)

2724. Excessive Uniformity: The model homes, including the one with the sales office, will follow home designs approved by the City's consultant architect and found to be consistent with

the SAP North Architectural Pattern Book. The home designs will follow the rules of adjacency from the architectural pattern book ensuring there is not excessive uniformity.

Inappropriate or Poor Design of the Exterior Appearance of Structures: Conformance with the SAP North Architectural Pattern Book ensures good design of the exterior of the homes.

Inappropriate or Poor Design of Signs: All signs are required to be consistent with the SAP North Master Sign and Wayfinding Plan and the City's sign regulations, ensuring appropriate sign design.

Lack of Proper Attention to Site Development: The applicant used the appropriate professional services to design the buildings and site layout, demonstrating appropriate attention to site development.

Lack of Proper Attention to Landscaping: Adherence to the plant list SAP North Community Elements Book will ensure proper attention to landscaping.

Purposes and Objectives of Site Design Review, Serve as Additional Standards
Subsection 4.400 (.02) and Subsection 4.421 (.03)

2825. In staff's professional opinion, the applicant has provided sufficient information demonstrating compliance with the purposes and objectives of site design review. The site structures and features are consistent with the Architectural Pattern Book and Community Element Book, previously found consistent with the Villebois Village Master Plan, which has similar purposes and objectives as site design review.

DRB Jurisdiction and Power, Development Consistent with Approved Plans
Section 4.420

2926. Condition of Approval PD 1 ensures construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents.

Design Standards for Site Design Review
Subsection 4.421 (.01)

3027. Preservation of Landscaping: The proposed temporary use is on previously graded lots with no natural vegetation or grades remaining.

Relation to Proposed Buildings to Environment: The locations of the model homes, including the one with the sales office, are consistent with the approval of home locations in the Calais East at Villebois subdivision. The DRB found home locations in the subdivision have appropriate relationships with the environment.

Drives, Parking, and Circulation: ~~The off street parking is of a typical design with a single access and typical on site circulation. The plans show walkways separated from vehicle traffic except for previously planned crosswalks and driveway cuts. The location and landscaping design of the parking area is located and landscaped prevents the parking area~~

~~form unduly detracting from the neighboring development during its temporary use~~ The proposed on-street parking is typical of single-family neighborhoods.

Surface Water Drainage: The temporary use is consistent with the stormwater management plans developed for the Calais East at Villebois subdivision.

Utility Service: The applicant does not propose any above ground utility installations with the temporary use and provision of sanitary and storm sewage disposal is consistent with the Calais East at Villebois subdivision approval.

Advertising Features: By being consistent with the allowances in the SAP North Master Sign and Wayfinding Plan and the City's sign regulations the proposed advertising will not distract from the design of proposed buildings and structures and the surrounding properties.

Special Features: No special features listed are proposed.

Design Standards Applicable to All Buildings, Structures, Signs, and Site Features Subsection 4.421 (.02)

3128. The application review has applied the design standards to all applicable site features and structures.

Conditions of Approval to Ensure Proper and Efficient Function Subsection 4.421 (.05)

3229. Staff does not recommend any additional conditions of approval to ensure proper and efficient function of the site.

Color or Materials Requirements Subsection 4.421 (.06)

3330. Staff does not recommend any specific requirements for paints, colors, or materials pursuant to this subsection. Staff will review the model homes, including the one with the sales office, for consistency with the Villebois SAP North Architectural Pattern Book.

Landscape Installation or Bonding Subsection 4.450 (.01)

3431. Condition of Approval PD 2 ensures landscape installation with development of the sales office, model homes, and parking lot.

Landscape Maintenance and Watering Subsection 4.450 (.03)

3532. Condition of Approval PD 2 ensures the applicant installs, maintains, and waters the landscaping in accordance with this subsection.



Planning Division Memorandum

From: Daniel Pauly AICP, Senior Planner

To: Development Review Board Panel 'B'

Date: February 23, 2018

RE: Parking and Sign Updates for Temporary Use Permit for Calais East Model Home Complex in Villebois

This week the applicant submitted revised plans, attached as Exhibit B3, for the Temporary Use Permit for the Calais East Model Home Complex in Villebois (DB18-0002). The revisions include removing the canopy sign from the sales office and eliminating the off-street parking lot. In staff's analysis the proposal still meets applicable review criteria, including meeting minimum parking requirements with on-street parking.

An amended staff report, attached, reflects the revisions by removing references to the canopy sign and off-street parking. In addition, the amended staff report provides an updated parking analysis and adds a condition related to ADA parking.

An updated Resolution No. 349 is also attached reflecting the requested changes.

SUPPORTING COMPLIANCE REPORT

TEMPORARY USE PERMIT FOR POLYGON WLH, LLC.
SALES OFFICE & MODEL HOMES IN “CALAIS EAST”

TABLE OF CONTENTS

I. COMPLIANCE WITH CITY OF WILSONVILLE DEVELOPMENT CODE 2
SECTION 4.163 GENERAL REGULATIONS - TEMPORARY STRUCTURES & USES 2
SECTIONS 4.013-4.031, 4.113, 4.118, 4.124 REVIEW PROCEDURES AND SUBMITTAL
REQUIREMENTS 4
SECTIONS 4.400-4.450 SITE DESIGN REVIEW 4
SECTION 4.125 V - VILLAGE ZONE 7
SECTION 4.156 SIGN REGULATIONS 11
SECTION 4.176 LANDSCAPING, SCREENING & BUFFERING 11
SECTION 4.262 IMPROVEMENTS - REQUIREMENTS..... 12
III. CONCLUSION 12



I. COMPLIANCE WITH CITY OF WILSONVILLE DEVELOPMENT CODE

SECTION 4.163 GENERAL REGULATIONS - TEMPORARY STRUCTURES & USES

(.01) The Development Review Board, after hearing as set forth in Section 4.012, may permit the temporary use of a structure or premises in any zone for a purpose or use that does not conform to the regulations prescribed elsewhere in this Code for the zone in which it is located, provided that such use be of a temporary nature and does not involve the erection of a substantial structure. A permit for such use may be granted in the form of a temporary and revocable permit, up to a five (5) year period, subject to a showing of good cause and such conditions as will safeguard the public health, safety, convenience and general welfare. Such permits may be renewable upon reapplication to the Development Review Board, provided that the Board finds that the renewal is not likely to result in a permanent situation.

Response: As provided in Section 4.163, the Development Review Board may grant the temporary use of a structure for a purpose that does not conform to the regulations prescribed elsewhere in the Code when the use does not involve the erection of a substantial structure. The Applicant proposes a sales office, a parking lot, and two (2) model homes, all of which are temporary. The sales office is not a **“substantial”** structure because, unlike a truly permanent site improvement, the sales office is located within a temporary trailer that allows for efficient removal and re-occupancy of the lots as the planned future residences. Additionally, the model homes **are not “substantial” as the residences within which they are located may easily** convert to residential uses once the sales use of the model home is no longer needed. Permanent public, fire, health, and safety improvements necessary for operation of the proposed temporary uses will be in place to serve the site.

The sales office needs to be located as proposed in order to be near the homes that are offered for sale. The model homes are necessary to provide examples of the homes that are for sale by the Applicant. A request to renew this temporary use permit may be made if the sales office and model homes are still needed in this location in 5 years.

(.02) Applications for Temporary Use Permits shall provide:

- a) A clear description of the proposed temporary structure/use and the reasons why a temporary structure/use is necessary at this location for the requested time period.

Response: As described above, the Applicant is requesting approval of a 5-year Temporary Use Permit for their sales office, a temporary parking lot, and model homes. The sales office will be housed within a temporary trailer on Lot 25. The parking lot for the sales office is proposed on lot 26 and the Model homes are proposed within the homes to be built on Lots 27 and 39. The proposed locations are shown on the attached plans. The sales office needs to be located as proposed in order to be near the homes that are offered for sale. The model homes are necessary to provide examples of the homes that are for sale by the Applicant. Polygon desires to use the proposed sales office and model homes until all their homes are sold or 5 years;

whichever comes first. If a longer timeframe is needed, a request for renewal of the permit will be submitted.

- b) A statement of the expected duration of the temporary use/structure, together with documentation supporting the proposed date for termination of the temporary use/structure.

Response: As described above, the Applicant desires to use the sales office and model homes until all their homes are sold or 5 years; whichever comes first. If a longer timeframe is needed, a request for renewal of the permit will be submitted.

- c) A site plan showing the location of the proposed use/structure, access, associated parking, pedestrian connections to the greater site if appropriate, lighting, signage and landscaping.

Response: A Site Plan is attached to this report to illustrate the location of the proposed uses, access, associated parking, pedestrian connections, signage and landscaping.

- d) A plan for removal of the temporary use/structure and restoration of the site to pre-TUP conditions or development of the site for approved permanent structures/uses.

Response: The sales office will be located within a temporary trailer which will allow for efficient removal and re-occupancy of the lot as the planned future single-family home. The model homes will easily convert to residential uses as no substantial alterations of the dwellings will occur to support their use as model homes. Associated landscaping, parking, pedestrian connections and fencing are also easily removable. As described above, the Applicant desires to use the sales office and model homes until they determine this location is no longer needed or 5 years; whichever comes first.

(.03) **Factors and considerations for “good cause” include, but are not limited to:**

- a) Availability of appropriately zoned land for the proposed use in the city.
- b) Availability of and need for the subject property for allowed uses.
- c) Market conditions, construction costs and other obstructions to the location of the use on appropriately zoned land.
- D Due diligence of the applicant to site the use on appropriately zoned land,
- e) Circumstances of the applicant bearing on the need for the temporary use permit.

Response: As described above, both the sales office and the model homes need to be located as proposed in order to be near the homes that are offered for sale. The sales office and model homes are viewed as a temporary situation that will facilitate the sale of Polygon’s homes in Calais East. The model homes will be used as residences once each home is sold and the sales office will be removed once all the homes have been sold. This may occur before the conclusion of the 5 year approval period; however, in the event that these uses are needed beyond 5 years, a request for renewal will be submitted.

SECTIONS 4.013-4.031, 4.113, 4.118, 4.124 REVIEW PROCEDURES AND SUBMITTAL REQUIREMENTS

Response: This application for a Class III Temporary Use Permit is submitted in compliance with the applicable requirements and will be reviewed by the City under the applicable procedures for a Class III application. The City will prepare and send required public notices in compliance with all proper notification procedures.

SECTIONS 4.400-4.450 SITE DESIGN REVIEW

4.421 CRITERIA AND APPLICATION OF DESIGN STANDARDS

(.01) The following standards shall be utilized by the Board in reviewing the plans, drawings, sketches and other documents required for Site Design Review. These standards are intended to provide a frame of reference for the applicant in the development of site and building plans as well as a method of review for the Board. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention and innovation. The specifications of one or more particular architectural styles is not included in these standards.

A. Preservation of Landscape. The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soils removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.

Response: The location of the sales office and model home complex will not impact **the project's ability to preserve existing trees that are identified for retention.** This request does not result in any additional tree removal.

B. Relation of Proposed Buildings to Environment. Proposed structures shall be located and designed to assure harmony with the natural environment, including protection of steep slopes, vegetation and other naturally sensitive areas for wildlife habitat and shall provide proper buffering from less intensive uses in accordance with Sections 4.171 and 4.139 and 4.139.5. The achievement of such relationship may include the enclosure of space in conjunction with other existing buildings or other proposed buildings and the creation of focal points with respect to avenues of approach, street access or relationships to natural features such as vegetation or topography.

Response: The relationship of the proposed sales office and model homes to the environment is illustrated on the attached plans. The proposed structures are located and designed to assure harmony with the natural environment. There are no steep slopes or naturally sensitive areas for wildlife habitat on the site. The only natural vegetation on the site identified for preservation is some of the existing trees. The proposed structures are sited in consideration of trees identified for retention. No additional tree removal is needed to establish the proposed temporary uses. Fencing and landscaping will be provided as shown on the attached plans to assure that the proposed temporary uses are well integrated into this residential area and the surrounding natural environment.

- C. Drives, Parking and Circulation. With respect to vehicular and pedestrian circulation, including walkways, interior drives and parking, special attention shall be given to location and number of access points, general interior circulation, separation of pedestrian and vehicular traffic, and arrangement of parking areas that are safe and convenient and, insofar as practicable, do not detract from the design of proposed buildings and structures and the neighboring properties.

Response: The attached plans demonstrate the provision of parking, vehicular drives and pedestrian circulation related to the proposed temporary uses. These will be established in a safe and convenient manner and will be sited and designed to not detract from the proposed residences and neighboring properties. A temporary parking lot is proposed for the purpose of providing parking for the sales office and the visitors of the model homes.

- D. Surface Water Drainage. Special attention shall be given to proper site surface drainage so that removal of surface waters will not adversely affect neighboring properties of the public storm drainage system.

Response: PDP 4N (“Calais East”) addresses proper site surface drainage; the proposed temporary uses are consistent with the PDP. The site has been designed to assure that proper site surface drainage for the proposed temporary uses will occur so that removal of surface waters will not adversely affect neighboring properties of the public storm drainage system, as shown on the attached plans.

- E. Utility Service. Any utility installations above ground shall be located so as to have a harmonious relation to neighboring properties and site. The proposed method of sanitary and storm sewage disposal from all building shall be indicated.

Response: Utility installations were designed, reviewed and installed through the PDP application and subsequent construction drawings. This review process will assure that any above ground utility installations are located in a manner that achieves a harmonious relation to the site and neighboring properties. The PDP addresses the method of sanitary and storm sewage disposal from the subject homes; the sales office will utilize the same methods.

- F. **Advertising Features.** In addition to the requirements of the City’s sign regulations, the following criteria should be included: the size, location, design, color, texture, lighting and materials of all exterior signs and outdoor advertising structures or features shall not detract from the design of proposed buildings and structures and surrounding properties.

Response: Proposed signage is reviewed in detail in the following sections of this report. Proposed signage will meet the standards of the Master Signage and Wayfinding Plan for SAP North, which will assure that the signage will not detract from the design of the proposed residences and surrounding properties.

- G. Special Features. Exposed storage areas, exposed machinery installations, surface areas, truck loading areas, utility buildings and structures and similar accessory areas and structures shall be subject to such setbacks, screen plantings or other screening methods as shall be required to prevent their being incongruous with the existing or contemplated environment and its surrounding properties. Standards for screening and buffering are contained in Section 4.176.

Response: This proposal does not include any exposed storage areas, exposed machinery installations, surface areas, truck loading areas, utility buildings/structures or similar accessory areas and structures.

4.440 PROCEDURE

(.01) Submission of Documents. A prospective applicant for a building or other permit who is subject to site design review shall submit to the Planning Department, in addition to the requirements of Section 4.035, the following:

- A. A site plan, drawn to scale, showing the proposed layout of all structures and other improvements including, where appropriate, driveways, pedestrian walks, landscaped areas, fences, walls, off-street parking and loading areas, and railroad tracks. The site plan shall indicate the location of entrances and exits and direction of traffic flow into and out of off-street parking and loading areas, the location of each parking space and each loading berth and areas of turning and maneuvering vehicles. The site plan shall indicate how utility service and drainage are to be provided.

Response: The attached plans include a site plan drawn to scale, which shows the layout of the proposed temporary uses. The attached site plan illustrates proposed driveway entrances and exits, pedestrian walks, landscaped areas, fences, parking areas, and how utility service and drainage are to be provided.

- B. A Landscape Plan, drawn to scale, showing the location and design of landscaped areas, the variety and sizes of trees and plant materials to be planted on the site, location and design of landscaped areas, the varieties, by scientific and common name, and sizes of trees and plant materials to be retained or planted on the site other pertinent landscape features, and irrigation systems required to maintain trees and plant materials. An inventory, drawn at the same scale as the Site Plan, of existing **trees of 4" caliper or more is required. However, when large** areas of trees are proposed to be retained undisturbed, only a survey identifying the location and size of all perimeter trees in the mass is necessary.

Response: The attached plans include a landscape plan and tree inventory. The landscape plan is drawn to scale and shows the location and design of proposed landscape areas. The plan includes the variety and sizes of trees and plant materials to be planted and retained on the site.

- C. Architectural drawings or sketches, drawn to scale, including floor plans, in sufficient detail to permit computation of yard requirements and showing all elevations of the proposed structures and other improvements as they will appear on completion of construction. Floor plans shall also be provided in sufficient detail to permit computation of yard requirements based on the relationship of indoor versus outdoor **living area, and to evaluate the floor plan's effect on the exterior design** of the building through the placement and configuration of windows and doors.

Response: Photographs that illustrate the exterior elevations of the proposed temporary trailer, which will be utilized as the sales office, are included in the attached plans. The attached site plan includes the footprint of the sales office, as well as the footprints of the proposed model homes.

- D. A Color Board displaying specifications as to type, color and texture of exterior surfaces of proposed structures. Also, a phased development schedule if the development is constructed in stages.

Response: A color board for the proposed sales office can be provided upon request. The proposed temporary uses will be installed at the same time; therefore, a phased development schedule is not necessary.

- E. A Sign Plan, drawn to scale, showing the location, size, design, material, color and methods of illumination of all exterior signs.

Response: The attached site plan includes the proposed locations of signage. The attached plans also include photographs showing the size, design, material and colors of the proposed signage. None of the subject signs are proposed to be illuminated.

- F. The required application fee.

Response: The required fee for a Temporary Use Permit has been provided.

SECTION 4.125 V - VILLAGE ZONE

(.05) Development Standards Applying to All Developments in the Village Zone. In addition to other applicable provisions of the Wilsonville Planning and Land Development Ordinance, all development in the Village zone shall be subject to Tables V-1 through V-4, and to the following. If there is a conflict between the provisions of the Village zone and other portions of the Code, then the provisions of this section shall apply.

Response: *Table V-1: Development Standards* sets standards for lot sizes and dimensions, as well as placement and massing of buildings on lots. Compliance of the subject lots with the lot size and lot dimensional standards is established with the s and Tentative Plat applications. The attached site plan illustrates that the proposed sales office and model homes will meet the applicable lot coverage, frontage width, and setback standards of *Table V-1*. The proposed sales office and model homes will also meet the maximum building height specified in *Table V-1*.

Single-family dwellings outside the Village Center are subject to the following standards as listed in *Table V-1*.

- Maximum Lot Coverage: 75% on Small lots & 65% on Medium lots
- Minimum Frontage Width: 60%
- **Maximum Building Height: 35'**
- Minimum **Front Building Setback: 12'**
- **Maximum Front Building Setback: 20'**
- **Front Porch Setback: 8'**
- **Side Yard Setback: 5'**
- **Alley Setback to Garage: 3' to 5' or 16'**
- **Rear Setback to Building: 5'**

Allowable exceptions and encroachments are noted in the footnotes associated with *Table V-1*. Compliance with the above-listed standards will be confirmed with review of building permits for the proposed uses.

Table V-2: Off-Street Parking Requirements sets standards for amounts of required parking spaces by use. The closest use category to the proposed temporary use is **“all other commercial uses,”** which specifies that 2 off-street parking spaces per 1,000 square feet of use are required.

The proposed sales office on Lot 25 is 1,800 square feet in size. The model home on Lot 39 is 1,624 square feet of living space. The model home on Lot 27 is 1,551 square feet of living space. The total square footage utilized by the sales office and model homes is 4,975 square feet [1,800 SF + 1,624 SF + 1,551 SF]. Therefore, 10 parking spaces are required [$4,975 \text{ SF} / 1,000 \text{ SF} = 4.975$ (round to 5) x 2 spaces = 10 spaces].

According to Section 4.125(.07).B.3, **“except for detached single-family dwellings and duplexes, on-street parking spaces, directly adjoining and on the same side of the street as the subject property, may be counted towards meeting the minimum off-street parking requirements.”** As the proposed temporary uses are considered **‘commercial uses’, this provision applies.** The attached site plan shows the provision of five (5) parking spaces (includes 1 ADA accessible space) within a temporary parking area on Lot 26, as well as six (6) on-street parking spaces on SW Palermo Street for a total of eleven (11) parking spaces. An ADA accessible route is provided from the temporary parking area to the front door of the sales office.

Tables V-3 and V-4: Permitted Materials and Configurations specify allowable materials on different building types and use/placement of these materials. *Table V-4* is not applicable to the proposed use as it only applies to uses in the Village Center, schools or religious institutions. The proposed model homes and the proposed sales office will use materials and configurations as specified in *Table V-3*. Compliance with the materials and configurations specified by *Table V-3* will be confirmed with review of building permits for the model homes and the sales office.

- B. Access: All lots with access to a public street, and an alley, shall take vehicular access from the alley to a garage or parking area, except as determined by the City Engineer.

Response: As illustrated on the attached site plan, the lot on which the sales office is located and the lots on which the model homes are located all have access to a public

street (either SW Oslo Street, SW Palermo Street or SW Amsterdam Avenue). There are no subject lots with access to an alley.

(.07) General Regulations - Off-Street Parking, Loading & Bicycle Parking. Except as required by Subsections (A) through (D), below, the requirements of Section 4.155 shall apply within the Village zone.

B. Minimum and Maximum Off-Street Parking Requirements:

1. Table V-2, Off-Street Parking Requirements, below, shall be used to determine the minimum and maximum parking standards for noted land uses.
3. Except for detached single-family dwellings and duplexes, on-street parking spaces, directly adjoining and on the same side of the street as the subject property, may be counted towards meeting the minimum off-street parking requirements.

Response: The off-street parking requirements of Table V-2 are addressed in detail in the above response to Code Section 4.125(.05) of this report.

(.12) Master Signage and Wayfinding

- A. All signage and wayfinding elements within the Village Zone shall be in compliance with the adopted Signage and Wayfinding Master Plan for the appropriate SAP.
- B. Provisions of Section 4.156 shall apply in the Village Zone except subsections (.06), (.07), (.08), and the provisions of (.09) other than that of (.09) (C.)(2.). Section 4.156(.09) may be used for comparison purposes to assess conceptually whether signage is allowed in an equitable manner throughout the City. Section 4.156 is not to be used for direct comparison of sign standards.
- C. The Master Signage and Wayfinding Plan is the Master Sign Plan for the applicable SAP.
- D. In the event of conflict between the applicable standards of Section 4.156 and this subsection or the applicable Master Signage and Wayfinding Plan, this subsection and the Master Signage and Wayfinding Plan shall take precedence.
- E. The following signs may be permitted in the Village Zone, subject to conditions in this Section.
 1. Site Signs
 - a. Signs that capture attention establishing a sense of arrival to Villebois and to areas within Villebois.
 2. Site Directional
 - a. Permanent mounted signs informing and directing the public to major destinations within Villebois.
 3. Retail Signs

- a. Signs which identify the retail uses, including bulkhead signs, blade signs, temporary window signs and permanent window signs designed to identify storefronts and provide information regarding the retail uses.
- 4. Informational Signs
 - a. Permanent mounted signs located along and adjacent to travel ways providing information to residents and visitors traveling within Villebois.
- 5. Flags and Banners
 - a. Permanent and temporary pole mounted signage intended to identify the graphic identity of Villebois and to identify seasonal events taking place within the Villebois Community.
- F. Dimensions and square footage of signs are defined in the Master Signage and Wayfinding Plan for the appropriate SAP.
- G. Signage locations are specified in the Master Signage and Wayfinding Plan for the appropriate SAP.
- H. The number of signs permitted is specified in the Master Signage and Wayfinding Plan for the appropriate SAP.

Response: The above code section allows for establishment of site signs, site directional signs, retail signs and banners within the subject area as specified in the SAP North Signage & Wayfinding Plan. Per the Master Signage & Wayfinding Plan for SAP North, temporary signage plans must be approved by Staff. The temporary signage associated with the sales office and model homes is needed for marketing purposes to attract the attention of interested home buyers and direct them into the sales office.

The temporary signage associated with the sales office and model homes includes the following types of signs allowed by the Master Signage & Wayfinding Plan for SAP North.

- *Temporary Site Signs (Page G1.4 of Signage & Wayfinding Plan):*
 - *One (1) larger sign designating the site and the sales office location.*
 - *Two (2) smaller signs designating customer parking/no construction parking along SW Belfast Lane adjacent to the sales office and model homes.*
 - *One (1) A-Board sign at the sidewalk/pathway to the sales office entrance.*
- *Retail Canopy Sign (Page G3.1 of Signage & Wayfinding Plan):*
 - *An awning sign above the entrance to the sales office.*

The attached plans include a Site Plan that shows the locations of proposed signage. The attached plans also include photographs and images of signage that Polygon has used at other sales offices in the area; the same type of signage is proposed to be used at this sales office. The photographs and images of the proposed types of signage are dimensioned to illustrate the size and height of the subject signage. The color

schemes to be used and the typology will be consistent with that allowable within SAP North, as shown on Page GO.3 of the Master Signage & Wayfinding Plan. The information provided demonstrates that the proposed signage meets the dimensional requirements specified in the Master Signage & Wayfinding Plan for SAP North. The information provided demonstrates that the signage complies with the locational requirements for signs as specified in the Master Signage & Wayfinding Plan for SAP North. Additionally, the subject signage complies with the maximum number of temporary signs allowable (which is 8) per the Master Signage & Wayfinding Plan for SAP North. Therefore, the subject temporary signage complies with applicable standards and is shown to be appropriate, attractive and functional.

SECTION 4.156 SIGN REGULATIONS

Response: Compliance with the applicable provisions of Section 4.156 is demonstrated in the above Response to Section 4.125(.12).

SECTION 4.176 LANDSCAPING, SCREENING & BUFFERING

(.03) Landscape Area. Not less than fifteen percent (15%) of the total lot area, shall be landscaped with vegetative plant materials. The ten percent (10%) parking area landscaping required by section 4.155.03(B)(1) is included in the fifteen percent (15%) total lot landscaping requirement. Landscaping shall be located in at least three separate and distinct areas of the lot, one of which must be in the contiguous frontage area. Planting areas shall be encouraged adjacent to structures. Landscaping shall be used to define, soften or screen the appearance of buildings and off-street parking areas. Materials to be installed shall achieve a balance between various plant forms, textures, and heights. The installation of native plant materials shall be used whenever practicable.

Response: The Applicant will install landscaping around the sales office and model homes of not less than 15% of the total area covered per Section 4.176(.03). Proposed landscaping is consistent with the Plant List component of the previously approved Community Elements Book for SAP - North (see attached plans in Exhibit VB).

(.04) Buffering and Screening. Additional to the standards of this subsection, the requirements of the Section 4.137.5 (Screening and Buffering Overlay Zone) shall also be applied, where applicable.

C. All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties.

Response: Any exterior, roof and/or ground mounted, mechanical and/or utility equipment that may be viewed from ground level off-site, adjacent streets or properties will be screened as appropriate.

SECTION 4.262 IMPROVEMENTS - REQUIREMENTS

Response: The PDP application, and the subsequent construction drawings, provide for the utilities and improvements necessary to serve Phase 4. The proposed temporary uses will be installed while construction of Phase 4 takes place, as soon as the necessary utilities and improvements are in place to serve the proposed temporary uses.

III. CONCLUSION

This report and the attached exhibits demonstrate compliance with the applicable provisions of the City of Wilsonville Development Code for a Temporary Use Permit. Therefore, the applicant respectfully requests approval of the requested Temporary Use Permit for 5 years.

CITY OF WILSONVILLE

29799 SW Town Center Loop East
Wilsonville, OR 97070
Phone: 503.682.4960
Fax: 503.682.7025

Web: www.ci.wilsonville.or.us

Pre-Application meeting date:

Planning Division Development Permit Application

Final action on development application or zone change is required within 120 days in accordance with provisions of ORS 227.175

A pre application conference is normally required prior to submittal of an application. Please visit the City's website for submittal requirements

Incomplete applications will not be scheduled for public hearing until all of the required materials are submitted.

TO BE COMPLETED BY APPLICANT:

Please PRINT legibly

Applicant:

Polygon WLH, LLC (Jason Baker)

Address: 703 Broadway St Suite 510 Vancouver, WA

Phone: (360) 695-7700

Fax: (360) 693-4442

E-mail: jason.baker@polygonhomes.com

Property Owner:

Polygon WLH LLC

Address: 703 Broadway St Suite 510

Phone: (360) 695-7700

Fax: (360) 693-4442

E-mail: jason.baker@polygonhomes.com

Authorized Representative:

Pacific Community Design

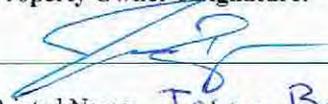
Address: 12564 SW Main St Tigard, OR 97223

Phone: (503) 941-9484

Fax: (503) 941-9485

E-mail: Eric@pacific-community.com

Property Owner's Signature:


Printed Name: Jason Baker Date: _____

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

Printed Name: _____ Date: _____

Site Location and Description:

Project Address if Available: 28316 Amsterdam Ave, Wilsonville, 97070 Suite/Unit _____

Project Location: Villebois, SAP North, PDP 4N

Tax Map #(s): 31W15AB Tax Lot #(s): 2500, 2600, 2700, 3900 County: Washington Clackamas

Request: Temporary Use Permit for 2 model homes, 1 sales office and 1 parking lot.

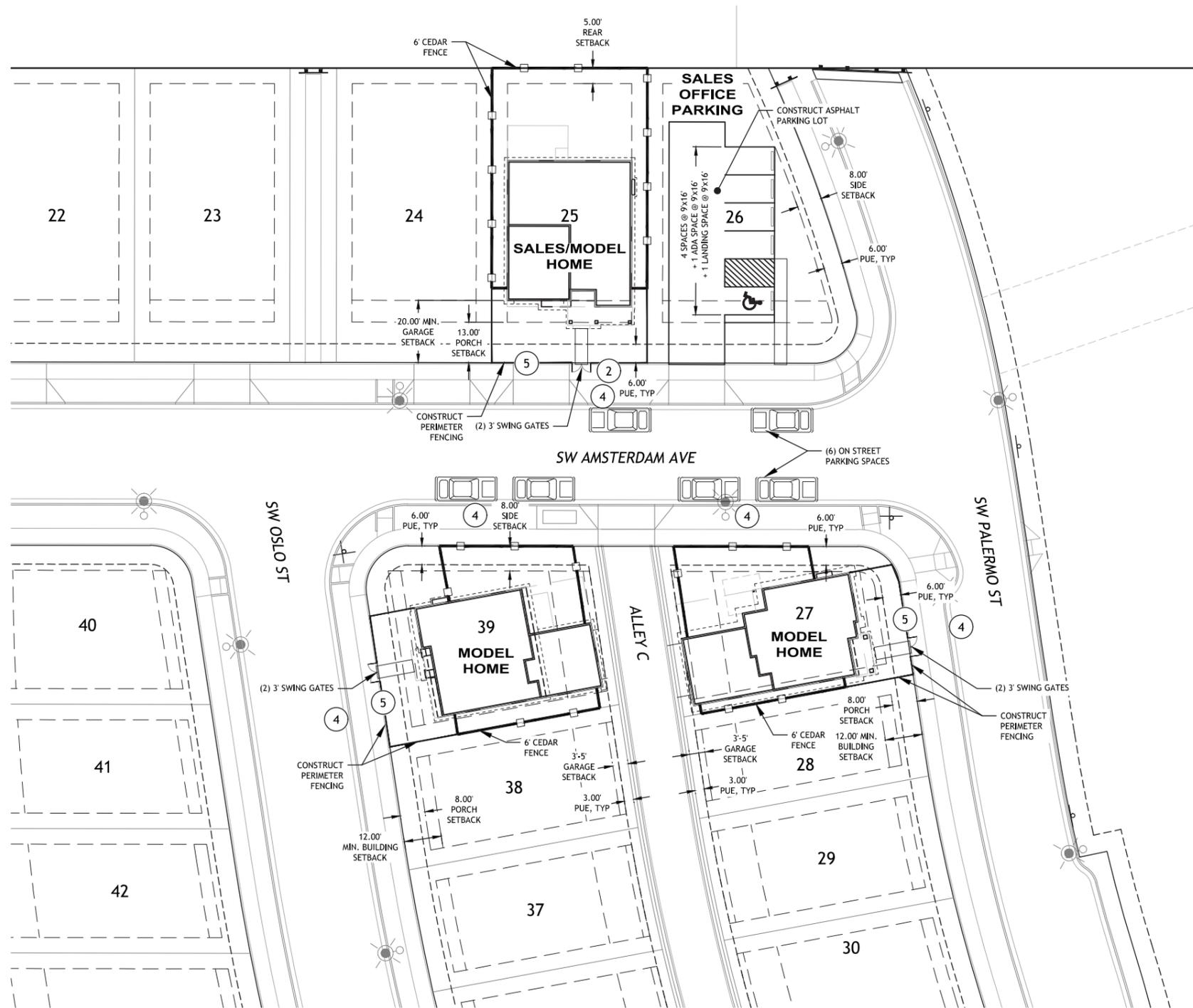
Project Type: Class I Class II Class III

Residential Commercial Industrial Other (describe below)

Application Type:

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

N:\proj\395-040\09 Drawings\04 Civil\Exhibits - Sales Office\395040\MODEL HOMES\CALAIS EAST.dwg - SHEET - SALES SITE - Jan. 26, 18 - 2:39 PM - Brian



KEY MAP

SIGN LOCATION KEY:

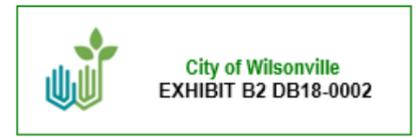
- ① NOT USED
- ② 2' x 2' 4" A-BOARD
- ③ NOT USED
- ④ 1' 6" x 4" CUSTOMER PARKING / NO CONSTRUCTION PARKING SIGNS (2 SIGNS)
- ⑤ PERIMETER FENCING



REVISIONS	
DATE	DESCRIPTION

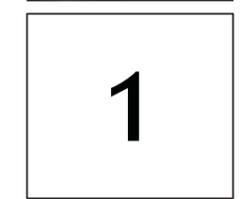
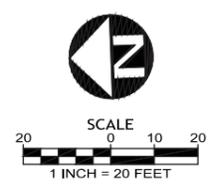
CALAIS EAST AT VILLEBOIS
 Villebois 4N
 Construction Documents

Replaced by Exhibit B3



SALE/MODEL HOME
 SITE PLAN
 TAX MAP 3S1W15

PROJECT NUMBER 395-040
 DATE 01/25/2018



SALES OFFICE & MODEL HOMES
- SIGNAGE -
TAX MAP 3S1W15



1 SITE SIGN
(COPY TO BE DETERMINED)



3 RETAIL CANOPY SIGN



KEY MAP



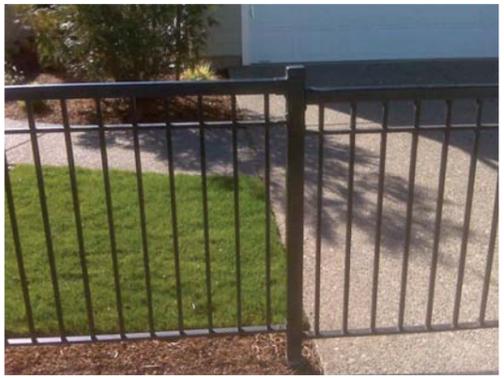
2 A-BOARD
(COPY TO BE DETERMINED)



4 CUSTOMER PARKING / NO CONSTRUCTION
PARKING SIGNS
(2 SIGNS ADJACENT TO ON-STREET PARKING
ON SW BELFAST LANE)

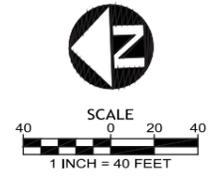
SIGN LOCATION KEY:

- 1 3' 4" x 8' SITE SIGN.
- 2 2' x 2' 4" A-BOARD.
- 3 8' x 10' RETAIL CANOPY SIGN
- 4 1' 6" x 4' CUSTOMER PARKING / NO CONSTRUCTION PARKING SIGNS (2 SIGNS)
- 5 PERIMETER FENCING



5 PERIMETER FENCING
TO MEET STANDARDS OF SAP NORTH
MASTER FENCING PROGRAM

Replaced by Exhibit B3

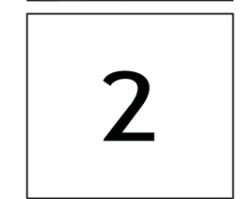


REVISIONS	
DATE	DESCRIPTION

CALAIS EAST
AT VILLEBOIS
Villebois 4N
Construction Documents

SALES OFFICE &
MODEL HOME
SITE PLAN
TAX MAP 3S1W15

PROJECT NUMBER	395-040
DATE	1/15/2018



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SALES OFFICE & MODEL HOMES
- SIGNAGE -
TAX MAP 3S1W15



KEY MAP



1 SITE SIGN
(COPY TO BE DETERMINED)



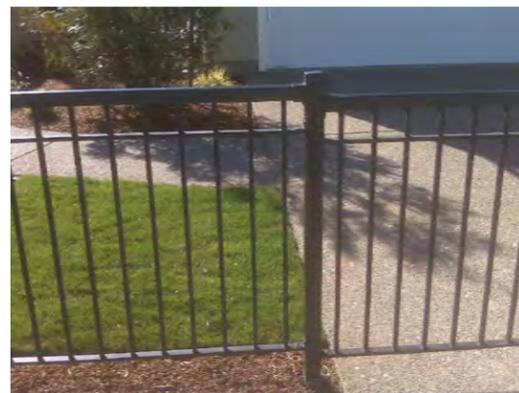
2 A-BOARD
(COPY TO BE DETERMINED)



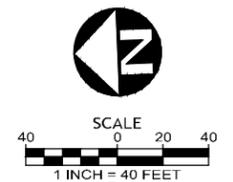
4 CUSTOMER PARKING / NO CONSTRUCTION
PARKING SIGNS
(2 SIGNS ADJACENT TO ON-STREET PARKING
ON SW BELFAST LANE)

SIGN LOCATION KEY:

- 1 3' 4" x 8' SITE SIGN.
- 2 2' x 2' 4" A-BOARD.
- 3 NOT USED
- 4 1' 6" x 4' CUSTOMER PARKING / NO CONSTRUCTION PARKING SIGNS (2 SIGNS)
- 5 PERIMETER FENCING



5 PERIMETER FENCING
TO MEET STANDARDS OF SAP NORTH
MASTER FENCING PROGRAM



Villebois



POLYGON NW COMPANY



REVISIONS	
DATE	DESCRIPTION

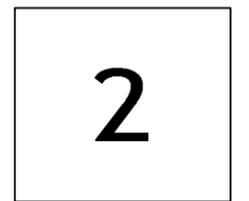
CALAIS EAST
AT VILLEBOIS

Villebois 4N
Construction Documents

SALES OFFICE &
MODEL HOME
SITE PLAN
TAX MAP 3S1W15

PROJECT NUMBER 395-040

DATE 01/25/2018



DEVELOPMENT REVIEW BOARD MEETING

MONDAY, FEBRUARY 26, 2018

6:30 PM

VIII. Board Member Communications:

A. Results of the December 11, 2017 DRB Panel

A meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE: DECEMBER 11, 2017	
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START: 6:30 P.M.	TIME END: 7:03 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Ronald Heberlein, Chair	Daniel Pauly
James Frinell	Barbara Jacobson
Fred Ruby	Eric Mende
Jennifer Willard	Kimberly Rybold

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of September 11, 2017 DRB Panel A meeting	A. Unanimously approved as presented.
PUBLIC HEARING	
<p>A. Resolution No. 345. Annexation of Garden Acres Road, Cahalin Road and Clutter Street Right-of Way: Washington County, Oregon - Owner. City of Wilsonville - Applicant. The applicant is requesting approval of an Annexation of SW Garden Acres Road, SW Cahalin Road and SW Clutter Street Right-of-Way. The property is specifically known as the right-of-way of SW Garden Acres Road extending from SW Day Road to the Clackamas County line; the right-of-way of SW Clutter Street extending from SW Grahams Ferry Road to SW Garden Acres Road, and the right-of-way of unimproved SW Cahalin Road from SW Grahams Ferry Road to SW Garden Acres Road, Sections 2 and 3, T3S, R1W, Willamette Meridian, Washington County, Oregon. Staff: Kimberly Rybold</p> <p>Case Files: DB17-0027 Annexation</p> <p><i>The DRB action on the Annexation is a recommendation to the City Council.</i></p>	A. Resolution No. 345 was unanimously approved as presented.
BOARD MEMBER COMMUNICATIONS	None.
<p>A. Results of the September 25, 2017 DRB Panel B meeting B. Results of the October 23, 2017 DRB Panel B meeting C. Recent City Council Action Minutes</p>	Staff discussed the DRB-B meetings and addressed questions about the City Council Action Minutes.
STAFF COMMUNICATIONS	Staff addressed questions about the Boeckman Dip Project and Frog Pond.

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, FEBRUARY 26, 2018

6:30 PM

VIII. Board Member Communications:

B. Results of the January 8, 2018 DRB Panel A
meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE: JANUARY 8, 2018	
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START: 6:31 P.M.	TIME END: 8:46 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Ronald Heberlein, Chair	Daniel Pauly
James Frinell	Barbara Jacobson
Fred Ruby	Kerry Rappold
Joann Linville	Steve Adams
Jennifer Willard	Mike McCarty
	Brian Stevenson
	Tod Blankenship

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
ELECTION OF 2018 CHAIR AND VICE-CHAIR	
Chair	Fred Ruby unanimously elected 2018 Chair
Vice-Chair	Jennifer Willard unanimously elected 2018 Vice-Chair
CONSENT AGENDA	None.
PUBLIC HEARING	
<p>A. Resolution No. 346. Memorial Park Community Garden & Dog Run Parking Area: AKS Engineering and Forestry. Representative for City of Wilsonville -Applicant/Owner. The applicant is requesting approval of a Site Design Review for the addition of a parking area for approximately 33 passenger vehicle spaces and associated improvements. The site is located on a portion of Tax Lot 691 of Section 24, T3S-R1W, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly</p> <p>Case File: DB17-0028 Class III Site Design Review</p>	<p>A. Resolution No. 346 was approved with additional conditions and exhibits by a 4 to 1 vote with James Frinell opposed.</p>
BOARD MEMBER COMMUNICATIONS	None.
A. Recent City Council Action Minutes	
STAFF COMMUNICATIONS	Hearing anticipated next month

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, FEBRUARY 26, 2018

6:30 PM

VIII. Board Member Communications:

C. Results of the February 12, 2018 DRB Panel A
meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE:	FEBRUARY 12, 2018	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:30 P.M.	TIME END: 6:59 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Fred Ruby, Chair	Daniel Pauly
James Frinell	Barbara Jacobson
Jennifer Willard	Kimberly Rybold

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
<ul style="list-style-type: none"> A. Approval of minutes of December 11, 2017 DRB Panel A meeting B. Approval of minutes of January 8, 2018 DRB Panel A meeting 	<ul style="list-style-type: none"> A. Unanimously approved as presented. B. Unanimously approved as presented.
PUBLIC HEARING	
<ul style="list-style-type: none"> A. Resolution No. 347. South Wilsonville 76 Station Digital Sign Conversion: Double R Products - Applicant for R.C. Petroleum LLC - Owner. The applicant is requesting approval Class 3 Sign Permit and Waiver to allow the previously approved changeable copy fuel station price sign to be converted to a digital sign, along with updates to station canopy signs and the freestanding sign along Interstate 5. The subject property is located at 30085 SW Parkway Avenue and is legally described as Tax Lot 103 of Section 23AA, T3S, R1W, Clackamas County; Wilsonville, Oregon. Staff: Kimberly Rybold <p>Case File: DB17-0029 Class III Sign Permit Waiver</p>	<ul style="list-style-type: none"> A. Resolution No. 347 passed unanimously as presented.
BOARD MEMBER COMMUNICATIONS	None.
<ul style="list-style-type: none"> A. Recent City Council Action Minutes 	Mr. Pauly highlighted the status of the Memorial Park application recently approved by the Board.
STAFF COMMUNICATIONS	
	New Board member Shanti Villarreal to join the DRB at its next meeting.

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, FEBRUARY 26, 2018

6:30 PM

VIII. Board Member Communications:

D. Recent City Council Action Minutes

City Council Meeting Action Minutes
October 16, 2017

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Mark Ottenad
Councilor Starr	Barbara Jacobson	Angela Handran
Councilor Akervall	Jeanna Troha	Eric Loomis
Councilor Stevens	Kimberly Veliz	Chris Neamtzu
Councilor Lehan	Susan Cole	Elli Work
	Nancy Kraushaar	Pat Duke
	Delora Kerber	Dwight Brashear
	Eric Mende	

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Kinder Morgan Letter (Jacobson)	Staff discussed with Council public-safety and environmental issues related to a proposed letter to Kinder Morgan regarding the company's underground pipelines.
B. I-5/Wilsonville Road Congestion Improvements (Mende)	Staff provided Council an update on the I-5 Wilsonville Road congestion improvement projects designed to improve traffic flow and reduce congestion.
C. Bus Stop Improvements (Work)	Staff updated Council on future plans for bus-stop improvements, including new shelters and digital bus-schedule displays.
D. City Council Appointment to Willamette Falls Locks Commission (Ottenad)	Council nominated Councilor Lehan for appointment to the Willamette Falls Locks Commission.
E. "No Right on Red – 4 to 6 p.m." Sign at the Southeast Boones Ferry /Wilsonville Road Intersection (Kraushaar)	Signage for a "No Turn on Red" during 4 to 6 p.m. turning right from northbound Boones Ferry Road onto eastbound Wilsonville Road in order to improve traffic flow through the intersection was discussed as a proposed pilot project for 60-90 days.

REGULAR MEETING	
<u>Communications</u> A. Dr. Naganathan President of OIT to meet/present to the City Council (Ottenad) B. RFID Library Presentation (Duke)	Dr. Naganathan President of Oregon Institute of Technology (OIT) presented an update on Oregon Tech’s educational and workforce preparation programs. Library Director Pat Duke presented on the completed Radio-frequency identification (RFID) project.
<u>Mayor’s Business</u> A. Appointment B. Upcoming Meetings	Council appointed Denise Downs to the Parks and Recreation Board to Fill the Unexpired Term of Elaine Marie Swyt. Term to begin 10/16/17 and end 12/31/19. Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u> A. Resolution No. 2655 - ODOT/City of Wilsonville IGA No. 32069 for I-5 Exit 283 Southbound Entrance Ramp Modification (Mende) B. Minutes of the October 2, 2017 and July 17, 2017 Council Meetings.	The Consent Agenda was adopted 4-0.
<u>City Manager’s Business</u> A. Work Plan Updates Quarter	Third quarter update provided on the progress of the 2017-18 City Council goals and administrative directives.
<u>Legal Business</u>	No report.
ADJOURN	8:44 p.m.

City Council Meeting Action Minutes
November 6, 2017

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Mark Ottenad
Council President Starr - Excused	Barbara Jacobson	Angela Handran
Councilor Akervall	Jeanna Troha	Dwight Brashear
Councilor Stevens	Kimberly Veliz	Chris Neamtzu
Councilor Lehan	Susan Cole	Andy Stone
	Nancy Kraushaar	Daniel Pauly
	Beth Wolf	Kerry Rappold
		Scott Simonton

AGENDA ITEM	ACTIONS
WORK SESSION	
A. CRM and GORequest	Council received an overview of the citizens' relationship management (CRM) software and the GORequest app the City utilizes to respond to citizen concerns.
B. Website Redesign	Staff updated Council on the plans to redesign the City's websites. Staff shared that Aha! Consulting was chosen to work with the City on the website redesign.
C. Transportation Forum	Council and staff discussed the planning of the future Transportation Forum to take place at City Hall.
D. Cutaway Bus Purchase	Staff provided Council with information on the Grant funded Cutaway bus purchase that Council would later be voting on that night at the Council meeting under the consent agenda as Resolution No. 2656.
E. Year 2000 Plan Urban Renewal District Amendment	Council was briefly updated on the upcoming Year 2000 Plan Urban Renewal District Amendment that staff is currently working on to bring to Council.
REGULAR MEETING	
<u>Communications</u>	
A. Prepare Out Loud	Everett Lapp presented on the American Red Cross sponsored event Prepare Out Loud. The event is intended to empower residents to be ready for disasters by taking practical steps to start preparing,

	being vocal about preparedness and encouraging others to start preparing.
<u>Mayor's Business</u> A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u> A. Resolution No. 2656 A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (Smart) To Purchase One Seventeen Passenger Bus From Creative Bus Sales. B. Minutes of the October 16, 2017 Council Meeting.	The Consent Agenda was adopted 4-0.
<u>Public Hearing</u> A. Ordinance No. 810 – 1st reading An Ordinance Of The City Of Wilsonville Adopting The Old Town Single-Family Design Standards And Related Development Code Changes To WC Code Section 4.138 - Old Town Overlay Zone. (Pauly)	After a public hearing was conducted, Ordinance No. 810 was adopted on first reading with updates to be made to the ordinance attachment Exhibit A – Revised Code Section 4.138 Wilsonville Code, Old Town Overlay Zone.
<u>New Business</u> A. Community Enhancement Committee Bylaws/Appointments	Council moved that Kate Johnson (Position #1) and Brad Hughbanks (Position #2) be retroactively appointed to serve from February 1, 2016, through June 30, 2017, and Larry Beck (Position #3) and Jimmy Lee (Position #4) be retroactively appointed to serve from February 1, 2016, through June 30, 2018, to be in agreement with the bylaws approved by the committee on April 26, 2016. Motion carried 4-0.
<u>City Manager's Business</u>	City Manager Cosgrove announced that Councilor Lehan and/or Councilor Akervall are unable to serve on the Willamette Falls Locks Commission. Therefore, there is an opening if Councilor Stevens and/or Councilor Starr (excused) are interested in serving on the commission. The City Manager reported the Korean War Veterans Association (KWVA) is asking for a representative of the City to speak at the Veterans celebration this weekend Saturday, November 11, 2017 at 11:00 a.m., Councilor Stevens volunteered to attend and say a few words.
<u>Legal Business</u>	The City Attorney informed Council that the City received a response from Kinder Morgan and the company's vice president of public affairs has agreed to meet with staff.
ADJOURN	9:21 p.m.

City Council Meeting Action Minutes
December 4, 2017

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Staff present included:

Bryan Cosgrove, City Manager
Jeanna Troha, Assistant City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Nancy Kraushaar, Community Development Director
Susan Cole, Finance Director
Mark Ottenad, Public/Government Affairs Director
Angela Handran, Assistant to the City Manager
Pat Duke, Library Director
Chris Neamtzu, Planning Director
Miranda Bateschell, Planning Manager
Zach Weigel, Civil Engineer
Jennifer Scola, Associate Planner
Eric Mende, Capital Projects Engineering Manager
Jordan Vance, Economic Development Manager
Matt Baker, Facilities Supervisor

Planning Commission Members present:

Gerald (Jerry) Greenfield
Eric Postma
Simon Springall
Peter Hurley
Phyllis Millan
Kamran Mesbah
Albert Levit

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Joint Work Session with Planning Commission Regarding Town Center Redevelopment	Staff presented an update on public feedback received through the various summer events regarding the Town Center Master Plan. Additionally, staff received comments and suggestions from the Council and Commission on the Draft Community Design Concept for the Wilsonville Town Center Plan.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Appointment	Appointment of Brandon Roben, to the Tourism Promotion Committee, Position No. 2, with term ending June 30, 2019.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Consent Agenda</u>	
A. Resolution No 2659 A Resolution of the City of Wilsonville Acting in its Capacity as its Local Contract Review Board Authorizing the Execution of a Professional Services Agreement with Murraysmith, Inc. to Provide Engineering and Consulting Services for the Memorial Park Pump Station Replacement Project (CIP #2065).	The Consent Agenda was adopted 5-0.

B. Minutes of the November 6, 2017 Council Meeting.	
<u>New Business</u> A. Library Improvements Additional Funding (CIP# 8098)	Council moved to proceed with “Notice of Intent to Award” a construction contract to make improvements to the Library. Motion carried 5-0.
<u>City Manager’s Business</u>	No report.
<u>Legal Business</u>	No report.
ADJOURN	7:35 p.m.
URBAN RENEWAL AGENCY MEETING	
<u>Consent Agenda</u> Minutes of the September 18, 2017 URA Meeting.	The Consent Agenda was adopted 5-0.
<u>New Business</u> A. <u>URA Resolution No. 278</u> Year 2000 Urban Renewal Plan 11th Amendment – Approval to Forward the Year 2000 Urban Renewal Plan 11th Amendment Through the Public Review and Approval Process.	Council moved to adopt URA Resolution No. 278. Motion carried 5-0.
ADJOURN	10:42 p.m.

City Council Meeting Action Minutes
December 18, 2017

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Dwight Brashear, SMART Director
Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Chris Neamtzu, Planning Director
Eric Mende, Capital Projects Engineering Manager
Keith Katko, Finance Operations Manager
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Manager
Scott Simonton, Fleet Manager
Steve Adams, Engineering Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Municipal Court Judge’s Contract Renewal	The item was moved from work session order of business. It is to be voted on during the City Council meeting under Mayor’s Business
B. Contract for Technical Support on Battery Electric Bus Project	Staff quickly briefed Council on the Consultant contract with the Center for Transportation and the Environment (CTE), for technical assistance on battery electric bus deployment.
C. I-5 Pedestrian & Bikeway Bridge Funding Plan (CIP #4202)	Staff was directed to move forward with option 2) Proceed with the project using local funds only based on the projected TSDC fund analysis that describes a local funding strategy option for design and construction.
D. Red Light Camera	Council discussed options for installing red light cameras.
E. CIP #4196 -5th to Kinsman Extension Project Update	Staff updated Council on the Capital Improvements Project (CIP) #4196, 5 th to Kinsman Extension Project.
F. Metro/WaCo/Wilsonville/Tualatin Basalt Creek IGA	Staff reported on the IGA between Metro, Washington County, and the Cities of

<p>G. Congestion Improvements Contract Awards</p>	<p>Tualatin and Wilsonville Seeking a Binding Non-Appealable Decision from Metro Concerning One Area, the Central Subarea, of the Basalt Creek Planning Area.</p> <p>Staff gave Council an overview on the I-5 Exit 283 Wilsonville Road Congestion Improvements Contract Awards (CIP #4199). Two separate resolutions 2661 and 2662 are on the Council Agenda to award construction contracts for both of these projects, which are, funded under CIP #4199 – Exit 283 Congestion Improvements.</p>
<p>REGULAR MEETING</p>	
<p><u>Mayor’s Business</u></p>	
<p>A. Employment Contract Renewal (2 year extension) for Municipal Court Judge (Fred Weinhouse)</p> <p>B. Upcoming Meetings</p>	<p>Council renewed the Municipal Court Judge’s contract for an additional 2 years. Motioned passed 4-0.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u></p>	
<p>A. <u>Resolution No. 2660</u> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Contract With The Center For Transportation And The Environment (CTE) For Consulting Work Associated With The Deployment Of Battery Electric Transit Buses. (Simonton)</p> <p>B. Minutes of the, November 20, 2017 and December 4, 2017 Council Meetings.</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>New Business</u></p>	
<p>A. <u>Resolution No. 2657</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Intergovernmental Agreement Between Metro, Washington County, And The Cities Of Tualatin And Wilsonville Seeking A Binding Non-Appealable Decision From Metro Concerning One Area, The Central Subarea, Of The Basalt Creek Planning Area.</p> <p>B. <u>Resolution No. 2658</u> A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With 2KG Contractors Inc. For Construction Of The Library Improvements Project (CIP #8098).</p>	<p>Resolution No. 2657 was adopted 4-0.</p> <p>Resolution No. 2658 was adopted 4-0.</p>

<p>C. <u>Resolution No. 2661</u> A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Kerr Contractors Oregon, Inc. For Construction Of The I-5 Exit 283 Southbound Ramp Modification Project (CIP #4199SBR).</p> <p>D. <u>Resolution No. 2662</u> A Resolution Of The City Of Wilsonville Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Brown Contracting, Inc. For Construction Of The Old Town Square Intersection Modification Project (CIP #4199FME).</p>	<p>Resolution No. 2661 was adopted 4-0.</p> <p>Resolution No. 2662 was adopted 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager requested that Council direct staff on how to proceed with the proposed legislation that would allow the Oregon Department of Aviation to supersite an extension of the Aurora State Airport runway. Council directed staff to work with Clackamas County to oppose the proposed legislation.</p> <p>Additionally, the City Manager advised Council of his work schedule during the holidays, and thanked the Councilors who attended the City Holiday Party.</p>
<p><u>Legal Business</u></p>	<p>City Attorney wished the Council happy holidays.</p>
<p>ADJOURN</p>	<p>8:50 p.m.</p>

City Council Meeting Action Minutes
January 4, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Chris Neamtzu, Planning Director
Daniel Pauly, Senior Planner, Planning
Kimberly Rybold, Associate Planner
Mark Ottenad, Public/Government Affairs Director
Mike McCarty, Parks and Recreation Director
Tod Blankenship, Parks Supervisor
Zach Weigel, Civil Engineer
Miranda Bateschell, Planning Manager
Eric Mende, Engineering Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Council Concerns	Council discussed issuing a joint letter with Clackamas County to legislative leaders opposing possible legislation that would remove public-review processes to allow the Oregon Department of Aviation to ‘supersite’ an extension of the Aurora State Airport runway.
B. I-5 Exit 283 – 282 Interchange Facilities Plan Update	Staff provided an overview of the I-5 Wilsonville Facility Plan, which includes the I-5 SB mainline and SB ramps from the Wilsonville Road interchange (Exit 283) to the Canby-Hubbard interchange (Exits 282A and 282B).
C. Villebois Parks Master Plan Implementation	Staff presented on the history of planning for Villebois Regional Parks 7 and 8.
REGULAR MEETING	
<u>Communications</u>	
A. Comprehensive Annual Financial Report	Auditor Tonya Moffitt, CPA of Merina & Company, LLP updated Council on the annual audit of the City’s 2016-17 Comprehensive Annual Financial Report.
<u>Mayor’s Business</u>	
A. Appointment	Appointment of Dave Pearson, Executive Director of World of Speed, to the Tourism Promotion Committee, Position No. 1, with term ending June 30, 2019.

City Council Meeting Action Minutes
January 18, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Delora Kerber, Public Works Director
Nancy Kraushaar, Community Develop. Director
Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Eric Mende, Capital Projects Engineering Manager
Kimberly Rybold, Associate Planner
Mark Ottenad, Public/Government Affairs Director
Jason LaBrie, Utilities Supervisor
Joshua Seekatz, GIS Intern
Andrew Sheehan, GIS Intern
Rob Wurpes, Chief of Police

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Street Tree Inventory	Public Works staff reported on the process and findings of the Street Tree Inventory conducted from July through December 2017.
B. Emergency Response Cooperative Assistance Agreement	Staff informed the Emergency Response Cooperative Assistance Agreement provides the City a mechanism to request supplemental personnel, equipment and other resources from other participants during an emergency.
C. Mounted Cameras to Capture Violations of Traffic Control Devices – Photo Red Light Enforcement	Staff requested Council direction on whether the City should install mounted cameras to capture violations of traffic control devices. Council directed staff to pause on the project.
D. Condemnation Resolution and Road Authority Resolution – Garden Acres Road	Staff briefed Council on Ordinance No. 811 (annexation), Resolution No. 2663 (condemnation resolution for acquisition) and Resolution No. 2666 (road authority transfer).
E. Boards and Commissions Appointments / Reappointments	Mayor Knapp shared that he is still in the process of interviewing those interested in boards and commissions. Furthermore, Council agreed to hold a shorter than normal republication for the DRB vacancy.
<u>Communications</u>	
A. NW Natural – “Our Low-Carbon Pathway”	Nina Carlson, Government & Community Affairs Consultant for NW Natural presented on the company’s efforts on conserving, offsetting, innovating to address climate change and reduce carbon.

<p>Way Of SW Clutter Street Extending From SW Grahams Ferry Road To SW Garden Acres Road, And The Right-Of-Way Of Unimproved SW Cahalin Road From SW Grahams Ferry Road To SW Garden Acres Road, Sections 2 And 3, T3s, R1W Willamette Meridian, Washington County, Oregon. Washington County, Oregon – Owner. City Of Wilsonville – Applicant.</p>	
<p><u>City Manager’s Business</u></p> <p>A. Proposed Legislation for Land-Use/Public-Process “Carve-Out” for Aurora State Airport Runway Extension Letter</p> <p>B. IGA Between Metro, Washington County, and the Cities of Tualatin and Wilsonville</p> <p>C. New Hire</p>	<p>Council made a motion to authorize the Mayor to sign and present the letter as it was amended. It was approved 4-0-1.</p> <p>Council was briefed that Metro should be signing and executing the IGA.</p> <p>The City Manager shared that the Communications & Marketing Manager has been hired and will begin January 31, 2018.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:13 p.m.</p>

City Council Meeting Action Minutes
February 5, 2018

City Council members present included:

Mayor Knapp
Councilor Starr
Councilor Stevens
Councilor Lehan
Councilor Akervall

Susan Cole, Finance Director
Angela Handran, Assistant to the City Manager
Chris Neamtzu, Planning Director
Kerry Rappold, Natural Resources Manager
Kimberly Rybold, Associate Planner
Mark Ottenad, Public/Government Affairs Director
Mike McCarty, Parks and Recreation Director
Mike Ward, Civil Engineer
Steve Adams, Engineering Manager
Bill Evans, Communications & Marketing Manager
Brian Stevenson, Recreation Coordinator
Jordan Vance, Economic Development Manager
Tod Blankenship, Parks Supervisor

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. City Attorney’s Contract Renewal	The item was moved from work session order of business. It is to be voted on during the City Council meeting.
B. Memorial Park Parking Lot Update	Staff presented an update on the Memorial Park Parking Lot. Council instructed staff to proceed with the plan.
C. 5th to Kinsman Project Cost Update	Staff alerted Council of the projected shortfall for the 5th to Kinsman Project. Staff will return to Council with options at a future meeting.
D. Tooze Road Contract	Staff presented on a pending contract award. The award is scheduled for the URA meeting under the consent agenda.
REGULAR MEETING	
<u>Mayor’s Business</u>	Council renewed the City Attorney’s contract for an additional 2 years.
A. City Attorney’s Contract Renewal	
B. Appointments	<u>Budget Committee</u> Appointment of William Amadon to Budget Committee for a term beginning 2/5/18 to 12/31/20.
	<u>Planning Commission</u>

<p>C. Upcoming Meetings</p>	<p>Appointment of Ronald Heberlein to Planning Commission for a term beginning 2/5/18 to 12/31/21.</p> <p><u>Development Review Board</u> Appointment of Shanti Villarreal and Tracy Meyer to the Development Review Board and giving staff the authority to assign and move members between panels A and B.</p> <p><u>Community Enhancement Committee</u> Appointment of David Davis to Community Enhancement Committee Position 1 to fill the unexpired term of Kate Johnson term to expire 6/30/20.</p> <p>Appointment of Amanda Johnson to Community Enhancement Committee Position 2 to fill the unexpired term of Brad Hughbanks term to expire 6/30/20.</p> <p>Appointment of Purity Case to Community Enhancement Committee Position 3 to fill the unexpired term of Lawrence Beck term to expire 6/30/21.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u> A. Minutes of the January 18, 2018 Council Meeting.</p>	<p>The Consent Agenda was adopted 5-0.</p>
<p><u>Public Hearing</u> A. <u>Ordinance No. 812</u> – 1st Reading An Ordinance Of The City Of Wilsonville Adopting The Coffee Creek Industrial Form-Based Code, Coffee Creek Design Overlay District Pattern Book And Related Comprehensive Plan And Development Code Changes, And Repealing WC Section 4.134 Day Road Design Overlay District, For The Coffee Creek Industrial Master Plan Area.</p> <p>B. <u>Ordinance No. 813</u> – 1st Reading An Ordinance Approving The Willamette Intake Facilities Intergovernmental Agreement To Form The Willamette Intake Facilities Commission, An Intergovernmental Entity Formed Under ORS Chapter 190 Between Tualatin Valley Water District And The Cities Of Wilsonville, Hillsboro, Sherwood, Beaverton, And Tigard.</p>	<p>After a public hearing was conducted, Ordinance No. 812 was adopted on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 813 was adopted on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u> A. Willamette Governance Group</p>	<p>Requested that Council begin to think of who to select as the Willamette Governance Group primary and an alternate members.</p>

B. Budget Committee	Reminded Council that there is a Budget Committee meeting scheduled for February 15 to provide the committee with an overview of PERS.
C. Communications & Marketing Manager	Communications & Marketing Manager Bill Evans was introduced to Council.
<u>Legal Business</u>	No report.
ADJOURN	10:11 p.m.
URA	
<u>Consent Agenda</u>	The Consent Agenda was adopted 5-0.
A. <u>URA Resolution No. 279</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Acting In Its Capacity As Its Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Tapani, Inc. For Construction Of The Tooze Road Project (CIP# 4146).	
B. Minutes of the December 4, 2017 URA Meeting.	
ADJOURN	10:13 p.m.