

**CITY OF WILSONVILLE
DEVELOPMENT REVIEW BOARD**

2.330 Development Review Board Purpose and Members.

(1)(a) There is hereby created a Development Review Board for the purpose of reviewing, and taking action on, quasi-judicial land use applications. In the interest of efficiency, the Development Review Board shall sit as two separate panels, each of which is hereby empowered to sit separately and make decisions or recommendations on applications. Each panel of the Development Review Board shall consist of five (5) members who are not elected officials or employees of the City. One member of each panel shall be designated as a liaison to attend City Council meetings and represent the Development Review Board when applications previously reviewed by the Board require City Council action. The liaison position may be rotated among the Board Members.

(b) Except as provided in this subsection, members of the Development Review Board shall be residents of the City who are appointed by the Mayor with the consent of the City Council and may be removed by the Mayor with the consent of the City Council. Provided, however, that for the purpose of encouraging participation by the Wilsonville business community, not more than one member of each Development Review Board panel may be appointed who does not reside within the City of Wilsonville if he/she is a property owner, or actively engaged in business or employment in the City.
(Amended by Ord. 518, adopted April 17, 2000)

(c) Not more than one member of each Development Review panel shall be engaged principally in the buying, selling or developing of real estate for profit as an individual, or be a member of any partnership or officer or employee of any corporation engaged principally in the buying, selling or developing of real estate for profit. Not more than one voting member of each panel shall be engaged in the same kind of business, trade or profession.

(2) Development Review Board members shall make every effort to attend all meetings of their respective panels and to notify the chair to prearrange absences other than emergencies. Unexcused absences from three meetings in any calendar year may be grounds for removal.

(3) The members of one panel of the Development Review Board may replace absent members of the other panel at any meeting in order to assure that a quorum is present to conduct business. Three (3) members shall constitute a quorum for each panel.

(4) Each panel of the Development Review Board shall annually elect a person to chair meetings and a vice-chair, who shall be voting members. This election shall take place at the first regular meeting each year.

(5) Notwithstanding the provision of two panels in Section 2.330(1) above, if the Planning Director and the Chair of each panel determine that a development application is of such a large scale that the public interests will be better served by combining the panels, the chairs may call the two panels together, *en banc*, to hear the application. Six members shall constitute a quorum when the two panels convene jointly.
(Section added by Ord. 453, dated march 18, 1996, effective May 1, 1996.)

2.331 Development Review Board Terms of Office.

Each member of the Development Review Board shall serve a two-year term, or until a successor is appointed. Provided, however, that the terms of two (2) of the members of each panel shall expire at the end of calendar year 1996, and the terms of three (3) members of each panel shall expire at the end of 1997. Any vacancy shall be filled for the unexpired term of the predecessor in the office. No member shall hold appointment for more than three (3) full consecutive terms, but any person may be appointed again to the Board after an interval of one (1) year. However, an appointee may subsequently be appointed to a maximum of three consecutive two-year terms after completing the unexpired term of another board member.

(Section added by Ord. 453, dated March 18, 1996, effective May 1, 1996.)

2.332 Development Review Board Powers and Duties.

(1) Except as otherwise provided by law, it shall be the duty of the Development Review Board, and it shall have power to take action on all quasi-judicial land use applications assigned for review to the Planning Commission or Design Review Board in Chapter Four of this Code.

(2) Applications to be reviewed by the Development Review Board typically include: subdivisions and major partitions, other than those processed as “expedited land divisions”, planned developments, site level review of specific development proposals, design review applications, street naming and vacations, zoning variances and conditional use permits, and quasi-judicial amendments to Comprehensive Plan designations or zoning.

(3) The Development Review Board shall conduct its meetings and deliberations in accordance with the laws of the State of Oregon and the Wilsonville Code.

(4) All recommendations made to the Council by the Development Review Board shall be in writing, except under emergency circumstances, in which case the Planning Director, or the Director’s designee, shall be authorized to convey such recommendations orally. Before taking final action on any such matters, the City Council shall carefully consider the reports and recommendations of the Development Review Board.

(5) The Development Review Board shall have all the quasi-judicial powers which are now or may hereafter be given to land use hearings officers or planning commissions under the laws of the State of Oregon and the Wilsonville Code.

(6) The Planning Director shall be responsible for determining whether an application is quasi-judicial or legislative in nature, after consultation with the City Attorney.

(Section added by Ord. 453, dated march 18, 1996, effective May 1, 1996.)

2.333 Development Review Board Expenditures.

(1) The Development Review Board shall have no authority to make any expenditures on behalf of the City, or to obligate the City for the payment of any sums of money.

(2) Development Review Board members shall receive no compensation but shall be reimbursed for expenses.

(Section added by Ordinance 453, dated March 18, 1996, effective May 1, 1996.)