

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

Approved  
May 14, 2018

Development Review Board – Panel A  
Minutes–April 9, 2018 6:30 PM

---

---

**I. Call to Order**

Chair Fred Ruby 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 during the Public Hearing.

**III. Roll Call**

Present for roll call were: Fred Ruby, Joann Linville, James Frinnell, Jennifer Willard and Shanti Villarreal.

Staff present: Daniel Pauly, Charles Tso, and Barbara Jacobson

**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 February 12, 2018 DRB Panel A meeting

Joann Linville moved to approve the February 12, 2018 DRB Panel A meeting minutes as presented. Jennifer Willard seconded the motion, which passed 4-0-1 with Shanti Villarreal abstaining.

**VI. Public Hearing:**

**A. Resolution No. 350. Republic Services Temporary Use Permit Extension: Ben Altman, Pioneer Design Group, LLC – Representative for Jason Jordan, Republic Services – Applicant.** The applicant is requesting approval of a Class 3 Temporary Use Permit Extension for up to 2 years to allow Republic Services to continue use of a modular office building adjacent to the maintenance facility at the center of the property along SW Ridder Road. The site is located on Tax Lot 1400, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon. Staff: Charles Tso

*Case File: DB18-0022 Class 3 Temporary Use Permit*

**Chair Ruby** called the public hearing to order at 6:35 p.m. and read the conduct of hearing format into the record. Joann Linville declared for the record that she had visited the site. No other members had visited the site. No board member 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**, introduced assistant planner Charles Tso to the board as it was his first time presenting in front of Panel A.

**Charles Tso, Assistant Planner**, announced that the criteria applicable to the application were stated on page 1 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

**Mr. Tso** presented the staff report on the Republic Services Temporary Use Permit Extension application via PowerPoint, briefly noting location and background information with these key comments:

- The proposed temporary use permit extension was located at 10295 SW Ridder Road, where the current Republic Services facility was located.
- The temporary office building, which the temporary use permit was for, was located just west of the maintenance shop on the site.
- The location provided better orientation and more efficient coordination of the operations of drivers and maintenance workers at the facility.
- He gave a little bit of background on the facility:
  - In 2014, Republic Services received Stage I approval for a permanent office building on site, at about the same location where the temporary office was currently located.
  - Later that year, a two-year temporary use permit was approved by the Development Review Board for two temporary office trailers to provide office space until the permanent office could be constructed.
  - In May 2016, a two-year temporary use permit extension was approved by the Development Review Board for the same two temporary office trailers.
  - In evaluating the short-term and long-term needs, Republic Services decided that one permanent office would better suit their needs. As a result, the 2016 DRB approval was amended by a Class I administrative review to allow one temporary modular office structure to be located at the west side of the existing maintenance shop and to remove the previous two existing temporary office trailers. That permit was due to expire on May 28, 2018.
- The request in front of the Board was for a Class 3 Temporary Use Permit two-year extension for the 60 by 60 foot modular office building that currently existed on the site.
- As the applicant noted in the application, it had always been Republic Services intent to construct a permanent office building. However, in 2017, Republic Services experienced unanticipated costs related to various weather and natural disaster events, which forced their improvements and construction schedules for facilities to change, including the site

in Wilsonville. The need for additional office space had not changed, thus the request for the extension.

**Joann Linville** asked where the permanent building was to be on the site.

**Mr. Tso** answered that the permanent building would be roughly located at the same location as the temporary office building, just to the west of the maintenance shop facility in the middle of the property.

**Mr. Pauly** affirmed that it would be in the same location. The exact location could be refined when the applicant came in for Stage II approval.

**Chair Ruby** asked if there was a rule of thumb or City practice about how many extensions would be supported by the City for this kind of temporary facility.

**Mr. Pauly** answered that there was no limit as long as the applicant showed good cause by actively pursuing a permanent solution.

There were no further questions.

**Chair Ruby** called for the Applicant's testimony.

**Ben Altman, Pioneer Design Group**, 9020 SW Washington Square Road, Portland, OR 97223, introduced himself as representative for the applicant. He said that Mr. Tso had given a good summary. As for the location of the permanent building, the original plan was for the office attached to the **maintenance facility** in the same general location. However, it was more than likely that the building would be moved to the north side of the site and actually would be on the adjacent property, which was annexed to the City two years earlier. It would include additional parking for the permanent facility and a storage area for drop boxes. By moving the building location, space on site would be freed up for additional fueling lanes for the fleet trucks. It would also allow the **temporary facility** to remain functional until the new building was in place.

A key issue in terms of timing had to do with getting corporate approval for the budget to build the facility. The approval was delayed due to significant costs that Republic incurred nationwide over the last year and a half for disaster relief projects and the like. At this time, it was unknown when the budget would be approved, but staff continually requested approval from corporate for that purpose.

**Chair Ruby** asked if there were questions for the applicant. There were none. He noted that no member of the audience wished to give testimony and that there were no further questions for staff and closed the public hearing at 6:48 pm.

**James Frinell moved to approve Resolution No. 350. Jennifer Willard seconded the motion.**

**Ms. Linville** asked if the permit was for two years and the funding and design would not happen until 2018/2019, what was reasonable for actual construction and removal of the this facility. Would it require another two-year extension?

**Mr. Pauly** answered that it was possible.

Seeing no further questions or comments, **Chair Ruby** called for a vote.

**The motion passed unanimously.**

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

**VII. Board Member Communications**

- A. Results of the February 26, 2018 DRB Panel B meeting
- B. Recent City Council Action Minutes

**VIII. Staff Communications**

**Mr. Pauly** informed the board that they would likely see the first Frog Pond application at public hearing next month. He encouraged Board members to look at the Frog Pond Master Plan and the residential neighborhood zone.

He also took a moment to welcome Shanti Villarreal to the Development Review Board and asked if she wanted to say a brief word of introduction to the other Board members.

**Shanti Villarreal** said that she was glad to be part of the Board.

**IX. Adjournment**

The meeting adjourned at 6:54 pm.

Respectfully submitted,

Shelley White, Planning Administrative Assistant