

**Development Review Board – Panel A
Minutes– December 9, 2019 6:30 PM**

I. Call to Order

Acting Chair Shawn O’Neil called the meeting to order at 6:31 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 (Panel B), Daniel McKay, and Angela Niggli

Staff present: Daniel Pauly, Barbara Jacobson, Kimberly Rybold, and Philip Bradford

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 September 9, 2019 DRB Panel A meeting

This item was postponed due to the lack of a quorum.

Kimberly Rybold, Senior Planner, introduced new Associate Planner Phillip Bradford, who had joined Staff from the City of Columbus, Ohio, where he worked in development review. She noted that he brought a very good eye to detail in his review of projects that would be very useful.

Philip Bradford, Associate Planner, stated that prior to working at the City of Columbus, he worked in the Portland, Oregon area in the private sector, including a lot of projects in Villebois and noted that his background was in planning and architecture.

VI. Public Hearing:

A. **Resolution No. 372. Stafford Woods Master Sign Plan Update: Security Signs, Inc. – Representative for Stafford Woods LLC – Owner/Applicant.** The applicant is requesting approval of an updated Master Sign Plan for Stafford Woods. The subject property is located at 25030 SW Parkway Avenue on Tax Lot 90000 of Section 2AD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon. Staff: Philip Bradford

Case Files: DB19-0036 Class 3 Master Sign Plan

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.

Philip Bradford, Associate 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. Bradford presented the Staff report via PowerPoint, noting the subject site's location and highlighting the background regarding the request for the updated Master Sign Plan with these key comments:

- A Master Sign Plan was approved for the Stafford Woods development in 2006 with the land use application and accounted for the wall signs based on the tenants intended to occupy the building after completion. (Slide 3) The building was eventually replatted as a condominium and multiple commercial tenant improvements had changed the interior layout, creating new tenant spaces.
 - In 2017, IVC received approval for a new building sign, which included channel letter signs of a height and location not approved in the original Master Sign Plan. (Slide 4)
- The proposed Master Sign Plan would allow for more flexibility for future tenants, along with the ability to have external signage while maintaining a cohesive look with a similar square footage allowance to that of the 2006 Master Sign Plan. (Slide 5)
 - The proposed Master Sign Plan also incorporated prior signage approvals and provided a framework for the approval of future tenant signs, sizes, and placement requirements for areas not accounted for in the original Master Sign Plan.
- He reviewed the applicable Master Sign Plan criteria (Slide 6), noting the proposed signage was compatible with multi-tenant office buildings consistent with the Planned Development Commercial (PDC) zone. No evidence or testimony had been received that indicated the updated Master Sign Plan would create a nuisance or negative impact on surrounding properties.
- The proposed Master Sign Plan allowed for building signs in appropriate locations relative to existing design elements, such as landscaping and architecture. Specifically, if Signs C and G (Slide 5) were proposed, the tenants would be required to remove the brick bump-out in the structure.
 - All signs would be consistently constructed out of LED halo illuminated brushed stainless steel. The plan also considered future needs by accounting for future interior changes to the building, such as consolidation of ground floor tenant spaces from four to two.
 - If Signs B or G were not used, the remaining position could be 54 sq ft per the tenant frontage allowances, and an 18 sq ft transfer from the adjacent facades.
 - If that did not occur, the signs would be as shown on Slide 5, based on the square footage of the existing tenant spaces.
- Based on the information provided, Staff recommended approval of the Class 3 Sign Permit, with conditions as noted in the Staff report.

Chair O'Neil confirmed there were no questions of Staff and called for the Applicant's presentation.

Joseph Platt, Security Signs, 2424 SE Holgate, Portland, OR noted the original Sign Plan was pretty restrictive and presented quite a few challenges, even requiring a very specific font, which resulted in not being able to use the font that the tenant had.

- IVC was one of the first to be outside of that font, and while it did require some extra work with the Planning Department, it did not require a full DRB meeting. Now that halo illuminated letters and flat cut out letters were part of the Sign Plan, signs could be created for tenants that looked good and did not take away from the general flavor of the original plan. Signs would not just be copper plate font as indicated initially by the original architect and the building owner, Heather Westing. He noted sample sign was displayed at the back of the room.

Angela Niggli inquired about the placement for Signs G and C. The notes on the building elevation shown on Page 16 of 18 of the Staff report indicated that Signs G and C were allowed as long as the brick bump-out was removed. She asked if that meant the full height of the brick bump-out, or only where the sign was being placed.

Mr. Platt confirmed the entire bump-out would have to be removed in that particular sign band area. He also confirmed the sign could be placed to the left or right of the bump-out if the sign was small enough to fit in that area.

Ms. Niggli stated her concern was that the building was symmetrical, with the current signs centered over the space so signs placed to the left or right of either space would not look right. She proposed that future signage be centered and the bump-out removed regardless of the sign's size, so it would be centered in that bay. She asked if there would be any situation in those spaces where there would be a different tenant on either side of the windows.

Mr. Platt replied he did not think so.

Andy Labunsky, Atlas Property Management, 25030 SW Parkway Ave, Wilsonville, OR stated he represented the Stafford Woods Condominium Association and was also an owner in the building. He stated the space in question was about 2,500 sq ft, so it was possible that there could be two tenants, but it was pretty unlikely that someone would want to have that small of a space and put two different signs up.

- He confirmed he would be fine with having the signage centered and the bump-out removed.
- He explained that the Master Sign Plan revision was initially sparked by Tenant C wanting the sign to be the width of that space as represented in the building elevation and removing the architectural element had been discussed.

Chair O'Neil asked whether Board Member Niggli's proposal, while not necessarily the Board's position, was something Mr. Labunsky was willing to adopt.

Mr. Labunsky replied yes, noting the opportunity and flexibility now available would not restrict anyone too far.

Daniel Pauly, Planning Manager, stated Staff concurred with Board Member Niggli's suggestion, adding that having signage consistently placed at the center of the tenant space made sense from an architectural and compatibility standpoint.

Chair O'Neil noted no citizens in the audience were present to provide public testimony and therefore, no rebuttal from the Applicant was necessary. He closed the public hearing at 6:49 pm.

There was a brief discussion regarding how to best phrase the motion.

Daniel McKay asked if the signs were vertically centered or if that was part of the original Master Sign Plan.

Kimberly Rybold, Senior Planner, confirmed the two existing signs as shown on the west elevation appeared to be both vertically and horizontally centered in the sign band. (Page 16)

Daniel Pauly, Planning Manager, added the only clarification regarded the sign band, because on the lower tenant spaces where the possibility existed for two sign locations, if a tenant took up the entire half of that space on the bottom floor, the sign was not to be centered on the tenant space.

Ms. Rybold confirmed that signage would be centered on the defined sign band.

Daniel McKay moved to approve Resolution No. 372, with an amendment to ensure that all signs are centered vertically and horizontally on the sign band. Angela Niggli seconded the motion, which passed unanimously.

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

VII. Board Member Communications

- A. Results of the October 28, 2019 DRB Panel B meeting
- B. Results of the November 25, 2019 DRB Panel B meeting
- C. Recent City Council Action Minutes

Kimberly Rybold, Senior Planner, highlighted the projects reviewed during the October and November DRB Panel B meetings, noting the October meeting included a similar application to update the Master Sign Plan for the Wilsonville Business Center.

- The November Panel B meeting addressed the Willamette Water Supply Program. A new raw water intake facility would be constructed on the City's water treatment plant property, which would include modifications to the lower site with additional park improvements

along the river bank, as well as a new electrical building to support that project on the upper site, which was a bit farther north where Arrowhead Creek Ln came in. Construction for those projects was expected to start sometime in 2020.

VIII. Staff Communications

Kimberly Rybold, Senior Planner, stated two items would likely come before DRB Panel A in January, a pump station in Memorial Park and a Dutch Bros. Coffee shop in the Town Center area. The public hearing notices were expected to go out during the week of Christmas.

Daniel Pauly, Planning Manager, noted the pump station proposed at Memorial Park would replace the current sewer pump station located at the bottom of the drive.

Daniel McKay asked for an update about recruiting new Board members since the Board had lost a Board member in September.

Barbara Jacobson, City Attorney, stated the Mayor was in the process of interviewing candidates for several boards, including DRB Panel A.

IX. Adjournment

The meeting adjourned at 6:57 p.m.

Respectfully submitted,

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