



**Development Review Board
Panel A Meeting
March 8, 2021
6:30 pm**

This meeting is taking place with social distancing precautions in place:

- Board members are participating virtually, via Zoom videoconferencing
- Anyone experiencing fever or flu-like symptoms should not attend
- Council Chambers capacity is limited to 25 people and social distancing guidelines will be enforced

To Provide Public Comment

- 1) E-mail Shelley White at swhite@ci.wilsonville.or.us for Zoom login information
- 2) E-mail testimony regarding Resolution No. 388 (Canyon Creek 8-Lot Subdivision) to Philip Bradford, Associate Planner at pbradford@ci.wilsonville.or.us by 3 pm on March 8, 2021.
- 3) E-mail testimony regarding Resolution No. 389 (WPI Fence) to Philip Bradford, Associate Planner at pbradford@ci.wilsonville.or.us by 3 pm on March 8, 2021.
- 4) In-person testimony is discouraged, but can be accommodated. Please contact Daniel Pauly at pauly@ci.wilsonville.or.us by phone at 503-682-4960 for information on current safety protocols.



**Wilsonville City Hall
Development Review Board Panel A**

Monday, March 8, 2021 - 6:30 P.M.

- I. Call to order:
- II. Chairman's Remarks:
- III. Roll Call:

Daniel McKay	Jean Svadlenka
Kathryn Neil	Ben Yacob
Rachelle Barrett	
- IV. Citizens' Input:
- V. Election of 2021 Chair and Vice-Chair:
 - A. Chair
 - B. Vice-Chair
- VI. Consent Agenda:
 - A. Approval of minutes of the January 11, 2021 DRB Panel A meeting
- VII. Public Hearings:
 - A. **Resolution No. 388. Canyon Creek 8-Lot Subdivision: Scott Miller, SAMM-Miller LLC – Applicant for William Z. Spring – Owner.** The applicant is requesting approval of a Comprehensive Plan Map Amendment from Residential 0-1 Dwelling Units per Acre to Residential 4-5 Dwelling Units per Acre, a Zone Map Amendment from Residential Agriculture-Holding (RA-H) to Planned Development Residential 3 (PDR-3) and adopting findings and conditions approving a Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Tentative Subdivision Plat, and Waiver for an 8-lot single-family subdivision located at 28700 SW Canyon Creek Road South. The subject site is located on Tax Lot 06400 of Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford

Case Files:	DB20-0039	Zone Map Amendment
	DB20-0040	Comprehensive Plan Amendment
	DB20-0041	Stage I Master Plan
	DB20-0042	Stage II Final Plan
	DB20-0043	Site Design Review
	DB20-0044	Type C Tree Plan
	DB20-0045	Tentative Subdivision Plat
	DB20-0053	Waiver

B. Resolution No. 389. WPI Fence: Western Partitions Inc. – Applicant for HGR3, LLC – Owner. The applicant is requesting approval of a Site Design Review for addition of a new 7-foot tall metal perimeter fence and associated vehicular and pedestrian access gates at the existing WPI property. The site is located at 26055 SW Canyon Creek Road on Tax Lot 407 of Section 12, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford

Case File: DB21-0005 Site Design Review

VIII. Board Member Communications:

A. Recent City Council Action Minutes

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
MARCH 8, 2021
6:30 PM

- VI. Consent Agenda:
 - A. Approval of minutes of January 11, 2021 DRB
Panel A meeting

**WILSONVILLE CITY HALL
29799 SW TOWN CENTER LOOP EAST
WILSONVILLE, OREGON**

**Development Review Board – Panel A
Minutes– January 11, 2021 6:30 PM**

I. Call to Order

Chair Daniel McKay 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: Daniel McKay, Jean Svadlenka, Samy Nada (Panel B), and Nicole Hendrix (Panel B)

Staff present: Daniel Pauly, Barbara Jacobson, Kimberly Rybold, Khoi Le, Cindy Luxhoj, and Shelley White

New Board Members: Ben Yacob, Kathryn Neil, Michael Horn, Jason Abernathy, Jami Arbon, Rachelle Barrett

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 October 12, 2020 DRB Panel A meeting

Chair McKay moved to approve the Consent Agenda as presented. Jean Svadlenka seconded the motion, which passed unanimously.

VI. Public Hearing

B. Resolution No. 387. Charbonneau Activity Center and Condominium Plat Amendment: BC Group, Inc. – Applicant for Charbonneau Country Club – Owner. The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review and Tentative Plat for development of a new activity center in Charbonneau Village Center. The site is located at 32050 SW Charbonneau Drive, Unit 8 on Tax Lot 80008 of Section 24CD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj design

Case Files:	DB20-0049	Stage II Final Plan Modification
	DB20-0050	Site Design Review
	DB20-0051	Tentative Plat (Condominium Plat Amendment)

Chair McKay called the public hearing to order at 6:37 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.

Cindy Luxhoj, 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. Luxhoj presented the Staff report via PowerPoint, noting the site's location, background, and surrounding features and land uses. Her presentation included a review of the requested applications and proposed modifications, as well as key discussion points with regard to traffic, parking, tree removal, and pedestrian access and circulation, all of which had been adequately addressed by the Applicant. She concluded that Staff recommended approval of the proposal with the conditions stated in the Staff report.

Staff addressed questions from the Board regarding traffic, noting the restaurant had been vacant for some time before it was demolished a couple years ago. Although the trips had not been active for some time, but were still vested in the Stage II approval and therefore had to be addressed. Trips for community or fitness centers were significantly lower because people come and go at different times, not so much during the peak hour; whereas, restaurants generate more traffic at meal times, which were generally at specific times of the day. The activity center would be owned by the Charbonneau Country Club and questions regarding its operation were deferred to the Applicant.

Chair McKay called for the Applicant's presentation.

Brendan Sanchez, Access Architecture, presented the proposal for the Charbonneau Activity Center via PowerPoint, describing the design and function of proposed building, its architectural compatibility with surrounding structures, landscaping and tree preservation, and how the Applicant had made adjustments in response to requests from adjacent neighbors and the Charbonneau community. The renderings and images referenced were included in the Applicant's materials.

Charbonneau Country Club General Manager, Jim Meierotto and **Mr. Sanchez** addressed questions from the Board. The owners of the condo located directly west of the activity center were part of the community task force and involved in the planning process for the activity center. To enhance the privacy of the neighbors to the west, the building's west façade was pushed back, and based on input from the Task Force, the trash enclosure was also covered and a large evergreen tree preserved. The fitness center portion of the building would be accessible 24 hours a day via key fab, while the entire facility would primarily be used during the day. The

community was aware that the fitness center would be open 24 hours a day; no analysis had been done on the noise that would be generated by facility. The project had been in the planning stage for four or five years, and the Applicant has been extremely communicative with the community and transparent about the project's details. Well before the project started, a robust polling was conducted to help inform the activities and programs provided by the facility. Everyone valued everyone's input and any complaints would be addressed.

The Applicant further addressed clarifying questions about parking, pedestrian circulation, the equipment in the fitness facility, and the impact of lighting from the building, noting one landscaped light pole was planned with low bollards used near walking surfaces, and manual shades would be installed on the windows. The internal layout of the building was described. Service related areas, including storage, mechanical and electrical would all be on the west side to help further buffer impacts to the residential area. The remaining sides of the building were surrounded by commercial uses and the golf course. Residents would have access to the multi-purpose rooms with everything scheduled through Charbonneau Country Club staff.

Samy Nada commended the Applicant for the webinar used to gather the community's input.

Chair McKay called for public testimony in favor of, opposed and neutral to the application.

Anne Shevlin, Director, Charbonneau Country Club Board of Directors, stated she had been a Charbonneau resident for nine years, noting she also co-chaired the task force related to the proposed project. She offered some background on the restaurant that previously occupied the site and stated that both the Board of Directors and the task force fully supported the project.

Larry Walker, Charbonneau Country Club, stated they strongly supported the project, adding the community had been informed about every aspect. He highlighted how the Applicant had been extremely transparent, engaged with the community and was willing to listen to input.

Chair McKay confirmed that there was no further public comment and that the Applicant had no rebuttal. He confirmed the Board had no further discussion and closed the public hearing at 7:33 pm.

Nicole Hendrix moved to approve Resolution No 387. Samy Nada seconded the motion.

The Board members commended the Applicant for a well done presentation, adding their appreciation for engaging with and responding to the community with regard to the project.

The motion passed unanimously.

Chair McKay read the rules of appeal into the record.

VII. Board Member Communications

- A. Results of the October 26, 2020 DRB Panel B meeting
- B. Results of the November 23, 2020 Panel B meeting

C. Recent City Council Action Minutes

Chair McKay thanked DRB Panel B members Samy Nada and Nicole Hendrix for joining Panel A and participating in the meeting.

Daniel Pauly, Planning Manager, noted the upcoming training was for new Board members, so current Board members were welcome to leave the meeting if desired.

VIII. Staff Communications

A. Introduction of new board members

Daniel Pauly, Planning Manager, invited the Board members to introduce themselves, noting that a more in-depth Board training would follow to help orient the Board members to the roles and responsibilities of the DRB.

The current and incoming Board members introduced themselves, noting where they lived, their professional background, their involvement in the community, why they wanted to join the DRB, and their first impression of Wilsonville.

Mr. Pauly, City Attorney Barbara Jacobson, and Kim Rybold provided an introductory training that highlighted the development review process, Staff's role in working with applicants and preparing Staff reports, Wilsonville's unique Development Code, and proper decorum related to social media and the public meetings law. Legal considerations with regard to ex parte contact, conflict of interest and bias were also discussed. Staff addressed several clarifying questions.

Current Board members shared their observations and provided insights about their land use review experiences on the DRB.

Mr. Pauly noted a more detailed training would be held on January 25th during the regularly scheduled DRB-B meeting with additional training on specific scenarios being held potentially in February. The Board members were asked to submit to him via email any specific topics they wanted discussed during training.

IX. Adjournment

The meeting adjourned at 8:52 p.m.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING
MARCH 8, 2021
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VII. Public Hearing:

A. Resolution No. 388. Canyon Creek 8-Lot Subdivision: Scott Miller, SAMM-Miller LLC – Applicant for William Z. Spring – Owner. The applicant is requesting approval of a Comprehensive Plan Map Amendment from Residential 0-1 Dwelling Units per Acre to Residential 4-5 Dwelling Units per Acre, a Zone Map Amendment from Residential Agriculture-Holding (RA-H) to Planned Development Residential 3 (PDR-3) and adopting findings and conditions approving a Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Tentative Subdivision Plat, and Waiver for an 8-lot single-family subdivision located at 28700 SW Canyon Creek Road South. The subject site is located on Tax Lot 06400 of Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford

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DB20-0053 Waiver



Planning Division Memorandum

From: Daniel Pauly AICP, Planning Manager and Philip Bradford, Associate Planner
To: Development Review Board Panel A
Date: March 1, 2021
RE: Continuation of Hearing for Canyon Creek Subdivision, DB20-0039 et. al.

Recommendation to Continue Hearing

Based on a number of contributing circumstances the staff report for this application is not yet complete. Staff recommends the Development Review Board continue the hearing to a date certain of April 12, 2021 to allow additional time for thorough and complete preparation of a staff report. Prior to continuing the hearing Staff recommends the DRB hear any testimony that participants would elect to give during this hearing rather than at the continued hearing in April.

**DEVELOPMENT REVIEW BOARD MEETING
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VII. Public Hearing:

B. Resolution No. 389. WPI Fence: Western Partitions Inc. – Applicant for HGR3, LLC – Owner. The applicant is requesting approval of a Site Design Review for addition of a new 7-foot tall metal perimeter fence and associated vehicular and pedestrian access gates at the existing WPI property. The site is located at 26055 SW Canyon Creek Road on Tax Lot 407 of Section 12, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford

Case File: DB21-0005 Site Design Review

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 389**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A SITE DESIGN REVIEW FOR ADDITION OF A NEW 7-FOOT TALL METAL PERIMETER FENCE AND ASSOCIATED VEHICULAR AND PEDESTRIAN ACCESS GATES AT THE EXISTING WPI PROPERTY. THE SITE IS LOCATED AT 26055 SW CANYON CREEK ROAD ON TAX LOT 407 OF SECTION 12, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. WESTERN PARTITIONS INC. – APPLICANT FOR HGR3, 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 March 1, 2021, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on March 8, 2021, 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 March 1, 2021, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB21-0005 Site Design Review for WPI Security Fence

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 8th day of March, 2021 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)*.

Daniel McKay, Acting Chair - Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Planning Division Staff Report
WPI 7-foot Security Fence

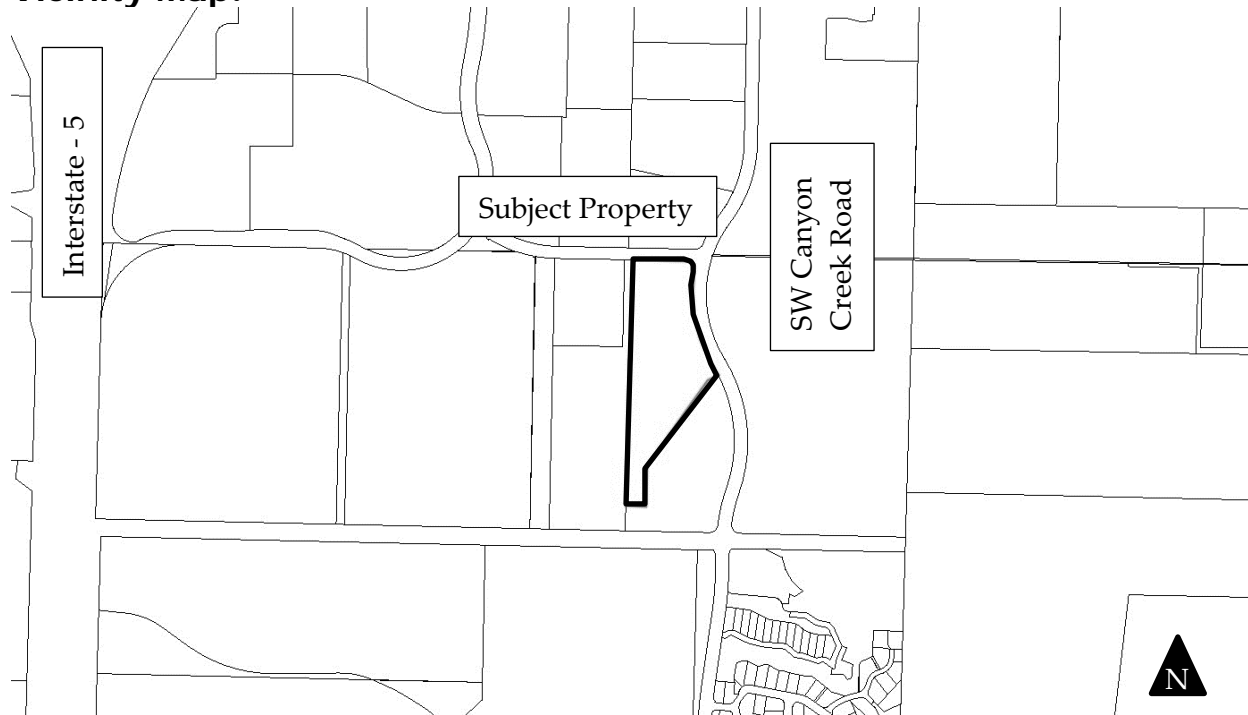
Development Review Board Panel 'A'
Quasi-Judicial Public Hearing

Hearing Date:	March 8, 2021
Date of Report:	March 1, 2021
Application Nos.:	DB21-0005 Site Design Review
Request/Summary:	The Development Review Board is being asked to review a Class 3 Site Design Review for the addition of a 7-foot metal fence and associated pedestrian and vehicular access gates.
Location:	26055 SW Canyon Creek Road. The property is specifically known as Tax Lot 407, Section 12, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.
Owner:	HGR3, LLC
Applicant:	Western Partitions, Inc. (Contact: Angela Roach)
Comprehensive Plan Designation:	Industrial
Zone Map Classification:	PDI (Planned Development Industrial)
Staff Reviewers:	Philip Bradford, Associate Planner
Staff Recommendation:	<u>Approve with conditions</u> the requested Site Design Review request.

Applicable Review Criteria:

Development Code:	
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 4.030	Jurisdiction and Powers of Planning Director and Community Development Director
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 4.117	Standards Applying to Industrial Development in All Zones
Section 4.118	Standards Applying to All Planned Development Zones
Section 4.135	Planned Development Industrial (PDI) Zone
Section 4.140	Planned Development Regulations
Section 4.154	On-Site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.179	Mixed Solid Waste and Recyclables Storage
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440, as applicable	Site Design Review

Vicinity Map:



Background:

The City originally approved the development of the site for Fullman Kinetics in 1997 (Casefile 97DB20). The original approval contained a 70,500 square foot industrial building and associated parking and landscaping areas along SW Canyon Creek Road and SW Burns Way. The site was originally constructed without a perimeter fence. At this time the current tenant Western Partitions, Inc. (WPI) is requesting approval of a 7-foot tall metal perimeter fence two vehicular access gates and pedestrian access gates to provide additional security to the site.

Summary:

Site Design Review (DB14-0043)

The proposed fence is shown as a black metal rail fence that offers a high level of opacity. The fence will be installed to provide additional security rather than screening or buffering from adjacent properties. The type of fence selected by the applicant will be durable and architecturally compatible with the area which transitions from industrial land uses to multi-family residential to the east.

Discussion Points:

Height of Fence

Subsection 4.176(.04)F. of the Development Code states, "In any zone any fence over six (6) feet high measured from soil surface at the outside of fenceline shall require Development Review

Board Approval.” Typically, the addition of a new fence on an industrially zoned property would be reviewed as a Class II Administrative Review. The applicant’s materials shown in Exhibit B2 show the fence at a height of 7’ feet; therefore this application requires review by the Development Review Board.

Comments Received and Responses:

The City received one comment from a representative of an adjacent property owner concerning the request via e-mail (Exhibit D1).

Soften Appearance of the Fence

The ownership group that owns the Canyon Creek Apartments complex adjacent to the WPI property suggested that additional landscaping be added in front of the proposed fence to soften its appearance as the area transitions from industrial to residential in character.

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 (DB21-0005) with the following conditions:

Planning Division Conditions:

Request: DB21-0005 Site Design Review

<p>PD 1. Construction shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding 20.</p>
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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.

Tualatin Valley Fire & Rescue Conditions:

- PF 1.** Gates securing fire apparatus access shall comply with all of the following (OFC D103.5, and 503.6):
- Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).
 - Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.
 - Electric gates shall be equipped with a means for operation by fire department personnel (Knox padlock, or Knox box with keys/swipe card). or override switch inside. <https://www.knoxbox.com/>)
 - Electric automatic gates shall comply with ASTM F 2200 and UL 325.

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 DB21-0005.

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.** Applicant's Narrative and Submitted Materials
 - Exhibit A Application
- B2.** Drawings and Plans
 - Cover Sheet
 - C1.01 Site Plan
 - C1.02 Fence Details

Development Review Team Correspondence

- C1.** Email from Jason Arn, TVF&R

Public Comments

- D1.** Email Correspondence from Linton Young

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on January 26, 2021. On February 2, 2021, the application was deemed complete. The City must render a final decision for the request, including any appeals, by June 2, 2021.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Industrial
East:	PDR-6	Multi-family Residential
South:	PDR-6	Multi-family Residential
West:	PDI	Industrial

3. Previous Planning Approvals:
97DB20 Stage II Site Design Review Fullman Kinetics
99SR03 Monument and Directional Signage
98AR90 Class II Admin Review Minor Site Changes
99AR04 Class II Admin Review Argon Tank
00DB13 Revision to 97DB20
AR07-0013 Zoning Letter
SR13-0013 Class II Sign Permit for Apollo
TR15-0115 Type B Tree Permit
SR18-0020 Class I Sign for WPI
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, HG3R, LLC. The application form is signed by Angela Roach on behalf of HG3R, LLC.

Pre-Application Conference Subsection 4.010 (.02)

The Planning Division determined a pre-application conference was not required for this request.

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 submittal meets 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 4.154 through 4.199, as appropriate, have been applied in accordance with this Section.

Request: DB21-0005 Site Design Review

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

Planned Development Regulations

Conformance with Comprehensive Plan and other Applicable Plans and Ordinances
Subsection 4.140 (.09) J. 1.

1. The proposal does not change the site's consistency with the Comprehensive Plan or other applicable plans.

Traffic Concurrency
Subsection 4.140 (.09) J. 2.

2. The application is for a proposed black metal rail security fence. No expansion of the structures or uses on site are proposed, therefore there is no impact to the trip generation of the site.

Facilities and Services Concurrency
Subsection 4.140 (.09) J. 2.

3. The City does not anticipate the proposed improvements having any impact on facilities and services, including utilities.

Adherence to Approved Plan and Modification Thereof
Subsections 4.140 (.09) L. and 4.030 (.01) B. 1.

4. The proposal involves less than 1,250 square feet of building area and impacts less than 10 parking spaces, no other changes to the site plan are proposed other than the addition of a 7-foot fence which requires Development Review Board approval.

Standards Applying to Industrial Developments in Any Zone

Development Standards Applicability
Section 4.117

5. The subject property is an approved corporate headquarters specializing in interior construction in the PDI zone that meets the standards of this Section. The addition of the proposed 7-foot chain-link security fence will not affect the ability of the site to continue to meet the Industrial Performance Standards.

Standards Applying in All Planned Development Zones

Additional Height Guidelines
Subsection 4.118 (.01)

6. No changes to the height of the existing building are proposed. The request is for the addition of a 7-foot metal rail security fence and will not impact the 35 foot height limit.

Other Requirements or Restrictions
Subsection 4.118 (.03) E.

7. This decision places no additional requirements or restrictions pursuant to this subsection.

Effect of Determination of Compliance and Conditions of Approval on Development Cost

Subsection 4.118 (.04)

8. In staff's professional opinion, the determination of compliance or attached conditions do not unnecessarily increase the cost of development, and no evidence has been submitted to the contrary.

Planned Development Industrial (PDI) Zone

Purpose of Planned Development Industrial Zone

Subsection 4.135

9. The proposed security fence is consistent with the purpose of the PDI zone.

Allowed Uses in PDI Zone

Subsection 4.135 (.03)

10. The site is occupied by a corporate headquarters for a contracting firm, an allowed use in the PDI zone.

Industrial Performance Standards

Subsections 4.117 (.01) and 4.135(.05)

11. The proposed fence does not affect the property's ability to meet industrial performance standards.

Other PDI Standards

Subsection 4.135(.06)

12. The proposed fence does not impact lot coverage, front yard setback, rear and side yard setbacks, corner vision, off-street parking and loading, or signage.

Other Development Standards

On-site Pedestrian Access and Circulation

Section 4.154

13. The existing pedestrian pathway system on the site will not be changed with the current application and, therefore, will continue to comply with the standards of this Section. The proposed fence includes 5 foot wide gates with ADA access buttons at three locations along the fence to maintain accessibility and circulation to the site.

Parking, Loading and Bicycle Parking

Section 4.155

14. The parking, loading, and bicycle parking of the subject property will not be impacted by the proposed fence addition. The proposed fence includes gates at every vehicular and pedestrian access point to maintain accessibility to the site. Keypads are included at the

parking area access gates for employees and TVF&R access is shown at both vehicular access gates.

Design to Deter Crime and Ensure Public Safety
Subsection 4.175 (.01)

15. Staff finds no evidence the proposed fence would lead to crime or negatively affect public safety. The proposed fence is intended to further deter crime by securing all parking areas and easily accessible storage areas located around the primary structure.

Addressing and Directional Signage to Assure Identification
Subsection 4.175 (.02)

16. No changes are proposed to addressing or directional signage with the proposed improvements, and the standard continues to be met.

Lighting to Discourage Crime
Subsection 4.175 (.04)

17. Existing building and parking lot lighting is designed and oriented to discourage crime, and will not be modified by the current proposal.

Landscaping, Screening, and Buffering
Subsection 4.176 (.04)

18. No modifications are proposed to landscaping, screening, and buffering on the site as a result of the current application.

Fences Over 6 Feet Requiring DRB Approval
Subsection 4.176 (.04)F.

19. The applicant's materials indicate a fence height of 7-feet, therefore the proposed fence is being reviewed by the Development Review Board in accordance with this subsection.

Emergency Vehicle Access
4.177(.08)C.

20. The proposed fence includes vehicular access gates at both access points at SW Burns Way and SW Canyon Creek Road. The gates allow emergency vehicle access to the site and Condition of Approval PF 1 ensures compliance with this subsection.

Outdoor Lighting
Sections 4.199.20

21. The applicant does not propose any changes to outdoor lighting.

Underground Utilities
Section 4.300

22. All utility lines are underground and no changes are proposed with the current application.

Site Design Review

Excessive Uniformity, Inappropriateness of Design, Etc.
Sections 4.400 (.01)

23. It is staff's professional opinion that the proposed fence will not result in excessive uniformity, inappropriateness or poor design, and the proper attention has been paid to site development and landscaping.

Purposes and Objectives of Site Design Review
Subsection 4.400 (.02) and Subsection 4.421 (.03)

24. By maintaining architectural design, materials, and site layout consistent with the previous DRB approvals, the proposed fence maintains compliance with these criteria and standards.

Site Design Review-Jurisdiction and Power of the Board
Section 4.420

25. A condition of approval has been included to ensure the applicant carries out construction of the revisions in substantial accord with the approved plans, drawings, sketches, and other documents. The applicant requests no variances from site development requirements.

Site Design Review-Design Standards
Subsection 4.421 (.01) A., C. and D.

26. No changes to on-site landscaping are proposed with the current application. No trees or soils will be removed, no grade changes are anticipated, and no effects on surface drainage are anticipated. The applicant has provided sufficient information demonstrating compliance with the standards of this subsection.

Applicability of Design Standards to Various Site Features
Subsection 4.421 (.02)

27. The review applies design standards to all buildings, structures, and other site features.

Site Design Review-Conditions of Approval
Subsection 4.421 (.05)

28. This decision adds no additional conditions of approval to ensure the proper and efficient functioning of the development.

Color or Materials Requirements
Subsection 4.421 (.06)

29. No changes are proposed to the colors and materials of the existing building with the current application. No specific colors or materials are being required for the proposed fence. The proposed fence is black painted metal, which is appropriate for the context of the site.

Site Design Review-Procedures
Section 4.440

30. The applicant has submitted the required additional materials, as applicable.



Planning Division
Development Permit Application

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

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.

Applicant:

Name: Angela Roach
Company: Western Partitions Inc.
Mailing Address: 26055 SW Canyon Creek Rd.
City, State, Zip: Wilsonville OR 97070
Phone: 503-620-1600 Fax: 503-624-5781
E-mail: angela.roach@wpibuilds.com

Authorized Representative:

Name: Ryan Wilson
Company: Western Partitions Inc.
Mailing Address: 26055 SW Canyon Creek Rd.
City, State, Zip: Wilsonville OR 97070
Phone: 503-572-8826 Fax: 503-624-5781
E-mail: ryan.wilson@wpibuilds.com

Property Owner:

Name: Angela Roach
Company: HG3R LLC
Mailing Address: 26055 SW Canyon Creek Rd.
City, State, Zip: Wilsonville OR 97070
Phone: 503-624-5343 Fax: 503-624-5781
E-mail: angela.roach@wpibuilds.com

Property Owner's Signature:

Handwritten signature of Angela Roach

Printed Name: Angela Roach Date: 12/2/2020

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

Printed Name: _____ Date: _____

Site Location and Description:

Project Address if Available: 26055 SW Canyon Creek Rd. Suite/Unit _____
Project Location: Wilsonville OR 97070
Tax Map #(s): _____ Tax Lot #(s): _____ County: [] Washington [] Clackamas

Request:

Class II Administrative Review (with public notice)
New Fence Construction around perimeter of property

Project Type: Class I [] Class II [x] Class III []

[] Residential [x] 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, 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





WESTERN PARTITIONS, INC.
WPI PERIMETER FENCE

CONSTRUCTION SET

WPI HEADQUARTERS
WILSONVILLE, OR

PROJECT NO. : 21-XXX
ISSUE: 1/26/21



EST. 1972

26055 SW Canyon Creek Rd | Wilsonville, OR
(503) 620-1600 www.wpibuilds.com

OWNER
WESTERN PARTITIONS, INC.
WILSONVILLE, OR 97070

CONTACT: ANGELA ROACH
TEL: 503.620.1600

STRUCTURAL ENGINEER
DCI ENGINEERS
PORTLAND, OR 97205

CONTACT: SHIRLEY CHALUPA
TEL: 503.332.2619

CONTRACTOR
WESTERN PARTITIONS, INC.
WILSONVILLE, OR 97070

CONTACT: RYAN WILSON
TEL: 503.572.8826



City of Wilsonville
Exhibit B2 DB21-0005

From: Arn, Jason S. <Jason.Arn@tvfr.com>
Sent: Thursday, January 7, 2021 11:09 AM
To: Bradford, Philip; Le, Khoi
Subject: RE: Admin Review - Fence and Vehicular Gates
Attachments: Mimecast Large File Send (keyless)

[This email originated outside of the City of Wilsonville]

Hi Philip,

I reviewed the proposed fence and gate arrangements and we just ask that they indicate the means of FD operation. It can be as simple as a Knox padlock, or Knox box with keys/swipe card or override switch inside. <https://www.knoxbox.com/>

GATES: Gates securing fire apparatus roads shall comply with all of the following (OFC D103.5, and 503.6):

1. Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).
2. Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.
3. Electric gates shall be equipped with a means for operation by fire department personnel
4. Electric automatic gates shall comply with ASTM F 2200 and UL 325

Thanks for checking.

Jason Arn | Deputy Fire Marshal

Tualatin Valley Fire & Rescue

Direct: 503-259-1510

www.tvfr.com

From: Bradford, Philip <pbradford@ci.wilsonville.or.us>
Sent: Wednesday, January 6, 2021 1:22 PM
To: Le, Khoi <kle@ci.wilsonville.or.us>; Arn, Jason S. <Jason.Arn@tvfr.com>
Subject: Admin Review - Fence and Vehicular Gates

The sender is from outside TVF&R – Do not click on links or attachments unless you are sure they are safe

I'm using Mimecast to share large files with you. Please see the attached instructions.

Good afternoon,

We have two applications in for fences on commercial properties right now and Melissa didn't have any comments but told me I should run both plans by you to make sure there weren't any issues.

I've attached the plans for WPI which is located at 26055 SW Canyon Creek Road and for BedMart which is located at 10200 SW Commerce Circle.

The WPI fence is essentially enclosing the perimeter of the property and has gated access points for pedestrians and a moving gate for employees to access the parking lot. The BedMart fence is enclosing the truck parking area.

Please let me know if there are any completeness issues or conditions of approval or general issues with either proposal and I will let the applicants know.

Thanks,

Philip Bradford
Associate Planner
City of Wilsonville

503.570.1623
pbradford@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.

City Hall is now open, with physical distancing controls in place. During COVID-19, we wish to remain responsive while prioritizing the health and safety of the Wilsonville community. We are happy to meet by call or teleconference as an alternative to face-to-face meetings.

From: Linton Young <linton@aukum.com>
Sent: Thursday, February 25, 2021 1:11 PM
To: Bradford, Philip
Cc: Linton L. Young
Subject: DB21-0005 - Site Design Review // 26055 SW Canyon Creek Rd fence

[This email originated outside of the City of Wilsonville]

Hi Philip

I am a principal of the ownership group that owns the property located to the south of the subject property and am in receipt of the public hearing notice that was sent out to neighbors in the community regarding construction of a 7' tall metal fence across the property.

Our property, Canyon Creek Apartments, is located about 300' from the WPI site. Canyon Creek has 372 units and our residents drive across this stretch of road in front of WPI frequently. As I look at the proposal, our only request would be to add additional landscaping along the base of the fence to soften up the feel of this large expanse of metal fence. This extra bit of buffer along Canyon Creek Rd would help to give the area a more natural feel and less industrious.

Thank you for your consideration.

Linton Young

--

Linton Young
Principal
415-408-7446 Office
650-823-6388 Cell
Aukum Group LLC



DEVELOPMENT REVIEW BOARD MEETING
MARCH 8, 2021
6:30 PM

- VIII. Board Member Communications:
A. Recent City Council Action Minutes

City Council Meeting Action Minutes
December 21, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Andy Stone, IT Director
Rob Wurpes, Chief of Police

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:11 p.m.
A. Council Compensation	Councilors Akervall and Linville recused themselves from the discussion on Council compensation. The remainder of Council discussed the topic.
B. Diversity, Equity, and Inclusion (DEI) Update	The City Manager updated the Council on the City’s ongoing efforts to develop a long-term Diversity, Equity, and Inclusion (DEI) Strategy. The Council directed City staff to proceed with the establishment of an ad hoc citizen task force to work with a facilitator to identify community needs and establish the priorities and processes.
REGULAR MEETING	
<u>Mayor’s Business</u>	
A. Placeholder for Appointments	<p><u>Budget Committee</u> Appointment of Katie Hamm to the Budget Committee for a term beginning 1/1/2021 to 12/31/2023. Passed 5-0.</p> <p><u>Budget Committee</u> Appointment of Shawn O’Neil to the Budget Committee for a term beginning 1/1/2021 to 12/31/2023. Passed 4-1.</p> <p><u>Development Review Board Panel A (Katie Hamm’s Unexpired Term)</u> Appointment of Kathryn Neil to the Development Review Board Panel A for a term beginning 1/1/2021 to 12/31/2021. 5-0.</p>

Development Review Board (Staff to Assign Panels)

Appointment of Michael Abernathy, Rachelle Barrett, Michael Horn, and Ben Yacob to the Development Review Board, for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.

Council withheld the appointment of Jami Arbon.

Kitakata Sister City Advisory Board (Emeritus Status)

Emeritus status for Susan Raxter, Lois Reimer, and Bev Schalk to the Kitakata Sister City Advisory Board. Passed 5-0.

Kitakata Sister City Advisory Board (1 year)

Appointments of Jason Jones, Aaron Reyna and Cathy Rice to the Kitakata Sister City Advisory Board for a term beginning 1/1/2021 to 12/31/2021. Passed 5-0.

Kitakata Sister City Advisory Board (2 years)

Appointments of Dave Schalk, Seiji Shiratori, and Ashleigh Sumerlin to the Kitakata Sister City Advisory Board for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.

Kitakata Sister City Advisory Board (3 years)

Appointment of Adrienne Phillips, Tracy Sailors, and Robert Yokoyama to the Kitakata Sister City Advisory Board for a term beginning 1/1/2021 to 12/31/2023. Passed 5-0.

Parks and Recreation Advisory Board

Appointment of Nathan Early to the Parks and Recreation Advisory Board for a term beginning 1/1/2021 to 12/31/2024. Passed 5-0.

Wilsonville-Metro Community Enhancement Committee

Appointment of Jordan Snyder to the Wilsonville - Metro Community Enhancement Committee Position 3 for a term beginning 1/1/2021 to 6/30/2021. Passed 5-0.

Mayor Knapp announced that Mayor-Elect Fitzgerald would attend the upcoming meetings.

B. Upcoming Meetings

Communications

A. Soul'd Out Performance

Council watched a video performance from the Wilsonville High School choir, Soul'd Out.

<p>B. Clackamas County Behavioral Health</p>	<p>Council heard about resources available for those in need of mental health help in Clackamas County.</p>
<p><u>Consent Agenda</u> A. Minutes of the November 16, 2020 Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u> A. <u>Resolution No. 2869</u> A Resolution Relating To Stipends And Compensation For The Mayor And City Councilors, And Repealing Resolution No. 2360.</p>	<p>Resolution No. 2869 failed 2-1-2.</p>
<p><u>Continuing Business</u> A. None.</p>	
<p><u>Public Hearing</u> A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Shared Wilsonville's sister city Kitakata, Japan sent over almost a thousand facemasks with specials ones to be distributed to Council</p> <p>Recalled the first meeting of the Citizens Academy was last week and reminded Council they are scheduled to present at the first meeting in January.</p> <p>Wished Council a healthy, safe holiday season and thanked them for their service to the community.</p>
<p><u>Legal Business</u> A. LUBA Case Nos. 2019-123/127/129/130</p>	<p>Council moved to proceed with the appeal of the recent Land Use Board of Appeals decision along with the other appellants Aurora, 1000 Friends, and Joseph Schaefer. Passed 4-1.</p>
<p>ADJOURN</p>	<p>9:55 p.m.</p>

City Council Meeting Action Minutes
January 4, 2021

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Khoi Le, Development Engineering Manager
Kerry Rappold, Natural Resources Manager
Mark Ottenad, Public/Government Affairs Director
Fred Weinhouse, Municipal Court Judge

Staff present included:

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:06 p.m.
A. Emergency Declaration Update	Council was briefed on Resolution No. 2870, which further extends the local state of emergency.
B. Stormwater Master Plan Contract Award	Staff informed Council of Resolution No. 2848. The resolution authorizes the City Manager to execute a professional services agreement with Brown and Caldwell to provide engineering consulting services for the Stormwater Master Plan update.
C. City Council Representation to Regional and State Intergovernmental Boards and Committee Representation Assignments-Introduction.	Council made initial determinations as to who would serve as primary and alternative representatives on the State and regional boards for which the City is represented.
REGULAR MEETING	
<u>Swearing In Ceremony</u>	The honorable Judge Weinhouse swore in Mayor Fitzgerald along with Councilors Akervall and Linville.
<u>Mayor's Business</u>	
A. Elect City Council President	Council re-elected Councilor Akervall to the position of Council President. Passed 4-0-1.
B. Upcoming Meetings	Because of the Martin Luther King Jr. Holiday, the next Council meeting is scheduled to be held on Thursday, January 21, 2021.
<u>Communications</u>	
A. None.	

<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2848</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Brown And Caldwell To Provide Engineering Consulting Services For The Stormwater Master Plan Update Project (Capital Improvement Project #7064).</p> <p>B. <u>Resolution No. 2862</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Keller Associates, Inc. To Provide Engineering Consulting Services For The Elligsen Well Facility Rehab And Upgrades Project (Capital Improvement Project #1083).</p> <p>C. <u>Resolution No. 2870</u> A Resolution And Order Amending Resolution No. 2864 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p> <p>D. Minutes of the December 7, 2020 City Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. Boards & Commission Appointment</p>	<p><u>Development Review Board (Staff to Assign Panel)</u> Appointment of Jami Arbon to the Development Review Board for a term beginning 1/5/2021 to 12/ 31/2022. Passed 4-1.</p>
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Wished Council a happy New Year.</p> <p>Encouraged all to get a COVID vaccination.</p> <p>Reminded Council that they are scheduled to present at the next Citizens Academy.</p>
<p><u>Legal Business</u></p> <p>A. <u>Resolution No. 2869</u> A Resolution Relating To Stipends And Compensation For The Mayor And City Councilors, And Repealing Resolution No. 2360.</p>	<p>Informed the Council that Resolution No. 2869, which was voted on at the December 21, 2020 Council meeting, passed 2-1-2.</p>
<p>ADJOURN</p>	<p>8:07 p.m.</p>

City Council Meeting Action Minutes
January 14, 2021

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West – via telephone
Councilor Linville

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney –via telephone
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:01 p.m.
A. None.	
REGULAR MEETING	
<u>Mayor's Business</u> A. Request from Lake Oswego Mayor Joe Buck	Council made a motion to approve the signing of the letter (<i>Clackamas County Leaders Stand United In Condemnation of County Commissioner Mark Shull and His Social Media Posts</i>) from the Mayor on behalf of the full City Council and any Councilors are able to sign on their own in addition if so inclined. Motion passed 4-1.
<u>Communications</u> A. None.	
<u>Consent Agenda</u> A. None.	
<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u> A. DEI Committee	Council moved to direct the City Manager to move forward with the creation of a standing committee for Diversity, Equity, and Inclusion. Motion passed 5-0.
<u>Legal Business</u>	No report.
ADJOURN	5:51 p.m.

City Council Meeting Action Minutes
January 21, 2021

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst
Keith Katko, Assistant Finance Director
Martin Montalvo, Public Works Ops. Manager
Delora Kerber, Public Works Director
Mark Ottenad, Public/Government Affairs Director
Andy Stone, IT Director

Staff present included:

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:05 p.m.
A. Purchase of a CUES Closed Circuit TV Inspection System and Vehicle	Staff shared details about the possible purchase of a vehicle and CCTV video equipment to inspect the City's underground sewer and stormwater infrastructure.
B. Public Works Complex Update	Staff also provided new design details on the proposed new Public Works Complex.
C. City Participation in Willamette Falls and Landings Heritage Area Coalition	Council accepted an invitation to participate in the Willamette Falls and Landings Heritage Area Coalition.
D. Council Representation Assignments to Regional Intergovernmental Bodies	Council finalized the assignments of member representation among the regional intergovernmental bodies that require an elected official's attendance.
E. 2021-22 State Legislative Agenda	Council approved the 2021-22 State Legislative Agenda.
F. Proposed Aurora State Airport Legislation	Staff informed Council of HB 2497, which prohibits expansion of Aurora State Airport unless under IGA of ODA, Clackamas County, Marion County, Cities of Aurora and Wilsonville. Sets forth required terms of agreement.
G. Annual Urban Renewal Report, FY 2019-20	Council received the report.

REGULAR MEETING	
<u>Mayor's Business</u> A. Upcoming Meetings B. Proposed Aurora State Airport Legislation	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City. Council voted to support House Bill 2497, sponsored by Representative Neron. Passed 4-1.
<u>Communications</u> A. Legislative Update By Representative Neron B. Tualatin Valley Fire & Rescue Update	Representative Neron provided an update on her priorities for the 2021 State legislative session. Chief Weiss provided an update on TVF&R's work to assist public health officials in the distribution of the COVID-19 vaccine.
<u>Consent Agenda</u> A. Minutes of the December 21, 2020 City Council Meeting.	The Consent Agenda was approved 5-0.
<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <u>Resolution No. 2871</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.	After a public hearing was conducted, Resolution No. 2871 was approved 5-0.
<u>City Manager's Business</u>	No report.
<u>Legal Business</u>	No report.
URBAN RENEWAL AGENCY	
<u>URA Consent Agenda</u> A. Minutes of the October 19, 2020 URA Meeting.	The URA Consent Agenda was approved 4-0-1.
<u>New Business</u> A. None.	
<u>URA Public Hearing</u> A. <u>URA Resolution No. 312</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.	After a public hearing was conducted, URA Resolution No. 312 was approved 5-0.
ADJOURN	10:39 p.m.

City Council Meeting Action Minutes
February 1, 2021

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Beth Wolf, Senior Systems Analyst
Kim Rybold, Senior Planner
Dan Pauly, Planning Manager
Miranda Bateschell, Planning Director
Chris Neamtzu, Community Development Director
Philip Bradford, Associate Planner
Cathy Rodocker, Finance Director
Andy Stone, IT Director
Zoe Monahan, Assistant to the City Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:03 p.m.
A. City Council Representation Assignments to Tourism and Wilsonville-Metro Community Enhancement Committee	Council discussed possible reassignments to the Tourism Promotion Committee and Wilsonville-Metro Community Enhancement Committee.
B. Middle Housing Project	Staff shared details of the upcoming Middle Housing Plan project.
C. Town Center Streetscape Plan	Staff presented on three preliminary Town Center Streetscape design concepts for Council's consideration.
D. Refunding of Outstanding Borrowings	Due to time constraints, this item was presented on during the City Council meeting.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. Restaurant Relief Program Update	Staff detailed the results of COVID-19 grant relief program for local restaurants.

<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2872</u> A Resolution Of The City Of Wilsonville Authorizing the City Manager To Execute A Professional Services Agreement Contract Amendment With DOWL, LLC For Advance Engineering Design Services For The I-5 Pedestrian Bridge Project.</p> <p>B. Minutes of the January 4, 2021 Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2878</u> Resolution Authorizing Refunding Of Outstanding Borrowings.</p>	<p>Resolution No. 2878 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Reminded Council of the upcoming implicit bias training and gave an update on DEI.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>7:54 p.m.</p>

City Council Meeting Action Minutes
February 18, 2021

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Zach Weigel, Capital Projects Engineering Manager
Andy Stone, IT Director
Zoe Monahan, Assistant to the City Manager
Dwight Brashear, Transit Director
Eric Loomis, Transit Operations Manager
Miranda Bateschell, Planning Director
Martin Montalvo, Public Works Ops. Manager
Delora Kerber, Public Works Director
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	START: 5:04 p.m.
A. Diversity, Equity and Inclusion Committee Update	Staff provided an update on the City’s ongoing work to establish a DEI Committee, and received go-ahead from the Council to begin the recruitment of committee members this month.
B. Intelligent Transportation System Contract Award	Staff presented on Resolution No. 2860, which authorizes SMART to purchase an intelligent transportation system.
REGULAR MEETING	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
B. City Council Representation Assignments to Tourism and Wilsonville – Metro Community Enhancement Committee	Council moved that Councilor Lehan serve as the representative Council liaison and ex-officio member of the Tourism Promotion Committee. Passed 5-0. Council moved that Councilors Linville and West serve as the City Council voting members on the Wilsonville- Metro Community Enhancement Committee. Passed 5-0.

<p>C. VRF Letter to Clackamas County Board of Commissioners</p>	<p>Council moved to approve a letter be sent expressing the Council's support of the road utility fee. It was approved 4-1.</p>
<p><u>Communications</u></p> <p>A. Clackamas County Sheriff's Department</p> <p>B. ODOT I-5/Boone Bridge & Seismic Improvement Project "Feasibility Study" Presentation</p> <p>C. Response and Recovery – Winter Event 2021</p>	<p>New Clackamas County Sheriff Brandenburg made an introductory visit to discuss current and future law enforcement efforts in the County.</p> <p>ODOT staff shared a summary of the I-5 Boone Bridge and Seismic Improvements Feasibility Study.</p> <p>Staff shared details of the City's response to the recent ice storm.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2860</u> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase An Intelligent Transportation System.</p> <p>B. <u>Resolution No. 2879</u> A Resolution Of The City Of Wilsonville Authorizing The Purchase Of A Closed Circuit TV (CCTV) Inspection Equipment And Vehicle.</p> <p>C. <u>Resolution No. 2880</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A First Amendment To The Agreement For Provision Of Preliminary Engineering Services In Connection With Grade Crossing Improvements With Portland & Western Railroad For Phase II – Preliminary Engineering And Construction Engineering Inspection Services For The 5th Street Railroad Crossing Work Associated With The 5th Street / Kinsman Road Extension Project.</p> <p>D. Minutes of the January 14, 2021; January 21, 2021 and February 1, 2021 City Council Meetings.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. None.</p>	

<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u>	Reported staff, would invite responding partners to a hot wash to debrief on the ice storm event.
<u>Legal Business</u>	Council moved to pay a fine assessed by the Department of Environmental Quality (DEQ) and communicate to the agency the City's intention. Motion passed 5-0.
URBAN RENEWAL AGENCY	
<u>URA Consent Agenda</u> A. <u>URA Resolution No. 313</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute A First Amendment To The Agreement For Provision Of Preliminary Engineering Services In Connection With Grade Crossing Improvements With Portland & Western Railroad For Phase II – Preliminary Engineering And Construction Engineering Inspection Services For The 5 th Street Railroad Crossing Work Associated With The 5 th Street / Kinsman Road Extension Project. B. Minutes of the January 21, 2021 URA Meeting.	The URA Consent Agenda was approved 5-0.
<u>New Business</u> A. None.	
<u>URA Public Hearing</u> A. None.	
ADJOURN	9:46 p.m.