



## Wilsonville City Hall Development Review Board Panel A

Monday, April 9, 2018 - 6:30 P.M.

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

Fred Ruby	Joann Linville
James Frinell	Jennifer Willard
Shanti Villarreal	
- IV. Citizens' Input:
- V. Consent Agenda:
  - A. Approval of minutes of February 12, 2018 DRB Panel A meeting
- 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
- VII. Board Member Communications:
  - A. Results of the February 26, 2018 DRB Panel B meeting
  - B. Recent City Council Action Minutes
- VIII. Staff Communications:
- IX. 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, APRIL 9, 2018**

**6:30 PM**

---

V. Consent Agenda:

- A. Approval of minutes of February 12, 2018 DRB  
Panel A meeting

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

**Development Review Board – Panel A  
Minutes–February 12, 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, Jennifer Willard, and James Frinell. Joann Linville was absent.

Staff present: Daniel Pauly, Barbara Jacobson, 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 December 11, 2017 DRB Panel A meeting  
**James Frinell moved to approve the December 11, 2017 DRB Panel A meeting minutes as presented. Jennifer Willard seconded the motion, which passed unanimously.**

B. Approval of minutes of January 8, 2018 DRB Panel A meeting  
**Jennifer Willard moved to approve the January 8, 2018 DRB Panel A meeting minutes as presented. The motion was seconded by James Frinell and passed unanimously.**

**VI. Public Hearing:**

**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

Case Files: DB17-0029 Class III Sign Permit Waiver

**Chair Ruby** called the public hearing to order at 6:36 p.m. and read the conduct of hearing format into the record. Fred Ruby and Jennifer Willard 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 on the South Wilsonville 76 Signs via PowerPoint, briefly noting the site's location and the locations of the existing 76 signs, with these key comments:

- The request for a Class III Sign Permit was necessitated by the waiver request for an electronic changeable copy sign for the proposed fuel sign along SW Parkway Ave. The main focus of the application was a brand refresh for the gas station signs, which involved refacing the highway sign, putting new sign cabinets on the freestanding sign along Parkway Ave, and some additional changes to the canopy sign.
- The existing location and size of signs were approved as a part of a DRB application in 2010. Some of the signs were older than that, but that approval granted all of the existing square footage that was allowed. It also incorporated previous sign waiver approvals that were granted for the LED price lights on the highway sign along I-5.
- She showed the proposed changes to the highway sign face and the proposed canopy sign. (Slide 4) The signs were all in line with the previous approval, so normally would not undergo a Class 3 approval process; however, they were included with the application so that the whole package was under one sign permit.
- The Development Code listed digital changeable copy type signs under the Prohibited Signs Section of the Sign Code. However, the DRB should look at it as something that could be conditionally permitted, which meant an applicant had to go through a waiver request and meet the specific conditions that were a part of the waiver. Those conditions included having automatic dimming technology on the LED displays and both day and night luminance limits on the signs.
  - Another important point was the Sign Code's definition of Changing Image versus Changeable Copy. The Sign Code did not allow Changing Image signs, which were signs with a frequency of copy change of less than once per 15 minutes. However, a Changeable Copy sign could be conditionally permitted by the DRB. Per the definition, the frequency of the copy change had to be no more than once per 15 minutes.
- The Sign Waiver Criteria were spelled out in the Sign Code and reflected the Sign Code Purpose Statement. These criteria included having improved functional and aesthetic design over what would otherwise be allowed; being more compatible and complementary, both to the site itself and the surrounding development in the zone; and either improving or not negatively impacting safety in the area. The sign's content was not considered as a part of the waiver criteria.
- The portion of the application subject to the waiver was the proposed digital fuel sign, which would result from the changes the Applicant made to the existing fuel price sign. (Slide 8)
  - The upper and lower cabinets without the price element were consistent in size with the existing sign. The same sign supports would be used and the cabinet would simply be switched out. The sign area, without the fuel price panel, was about 38.5 sq ft. The actual fuel price cabinet itself, by Code, was measured separately and not counted towards the approved allocation of square footage of the sign; however, the fuel displays could only be a maximum of 11 sq ft per type of fuel.
  - The overall cabinet was just over 25 sq ft in size, which was consistent with the City's current standards for fuel price cabinets.
  - The application proposed that fuel prices would change no more than a couple of times per day which would meet the 15-minute standard related to Changeable Copy.
- Staff recommended approval of the Class 3 Sign Permit and Waiver with the conditions as outlined in the Staff report.

**James Frinell** noted Condition PD 6 required the freestanding sign to have an address and asked if the Applicant was relying on a waiver for the address rather than putting it on the sign.

**Ms. Rybold** replied that currently, the sign along Parkway Ave did not have an address; however, it was one of TVF&R's Code requirements, so the Applicant would either need to put it on the sign or submit a letter to Staff that stated TVF&R was not requiring it on that sign. Although a condition of approval, she did not know which option the Applicant would choose. However, the Applicant was present and could address that question.

**Jennifer Willard** confirmed the heights of the signs on Parkway Ave and along the highway were not changing.

**Chair Ruby** understood that back in history, a waiver was granted for both the installation of the digital lights and the 75 ft height for the highway sign.

**Ms. Rybold** said that was correct. She explained that the highway sign had a more storied history than any other sign because it predated Wilsonville and was brought into the city as a non-conforming sign. The waivers were granted back in 2009 with a request for the LED price signs. And then, due to some I-5 improvements, they wanted to move the sign, which was the impetus behind the application in 2010, which included a handful of waivers and variances that approved the existing height and location.

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

**Brian Myers, Double R Products Construction, 901 NW E Street Grants Pass, OR,** stated Double R would be performing the work on the site, and offered to answer any questions.

**Chair Ruby** asked if Mr. Myers could answer the earlier question about the address listing on the sign.

**Mr. Myers** answered that he was unfamiliar regarding those requirements, or any requirements or restrictions, as he was fairly new to the company.

**Daniel Pauly, Senior Planner,** explained that when the Sign Code was rewritten, TVF&R had used that as an opportunity to get a visible address, but most of the time, TVF&R would waive the requirement if asked, as long as the Applicant could prove the address was on the building and clearly visible from the street. It was a routine condition on almost every monument sign application that went through the City.

**Mr. Frinell** noted it looked like there was space available.

**Mr. Pauly** confirmed Staff would ensure the matter was addressed. He added that the address area was exempt from the other sign area.

**Chair Ruby** noted there was no one in the audience and closed the public hearing at 6:51 pm.

**Jennifer Willard moved to approve Resolution No. 347. James Frinell seconded the motion, which passed unanimously.**

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

## **VII. Board Member Communications**

### **A. Recent City Council Action Minutes**

**Mr. Pauly** commended the Board for a job well done listening to residents' concerns regarding the proposed changes at Memorial Park. After listening to same and hearing the discussion about Kolbe Ln, Project Staff members Mr. Rappold and Mr. Blankenship believed it prudent to take the matter back to City Council, which the City Council did affirm that was the direction they wanted to go in with the project. They were currently working on completing the design details and moving forward.

## **VIII. Staff Communications**

**Mr. Pauly** announced Shanti Villarreal was appointed as a new DRB Panel A member. He did not believe DRB Panel A would meet next month, but he informed the Board that Staff had recently received two big applications, one of which was the first application for the Frog Pond area. He expected a few more applications in the next week or so, adding the Board would likely be quite busy after March.

**Jennifer Willard** asked if applications stayed with one Panel for the duration of a project like Frog Pond.

**Mr. Pauly** explained that with small projects, Staff usually stayed with one Panel, but with large master plan areas like Villebois or Frog Pond, Staff would utilize both Boards due to the volume of applications. He confirmed Ms. Villarreal would replace Ron Heberlein, who resigned following his appointment to the Planning Commission.

## **IX. Adjournment**

The meeting adjourned at 6:59 pm.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, APRIL 9, 2018**

**6:30 PM**

---

**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



**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 350**

**A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A CLASS 3 TEMPORARY USE PERMIT EXTENSION FOR UP TO 2 YEARS TO ALLOW REPUBLIC SERVICES TO CONTINUE THE 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. BEN ALTMAN, PIONEER DESIGN GROUP, LLC – REPRESENTATIVE FOR JASON JORDAN, REPUBLIC SERVICES – 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 April 2, 2018, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on April 9, 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 April 9, 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:

DB18-0022 Class 3 Temporary Use Permit extension for up to 2 years to allow Republic Services to continue the use of a modular office building.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 9<sup>th</sup> day of April, 2018 and filed with the Planning Administrative Assistant on \_\_\_\_\_. This resolution is final on the 15<sup>th</sup> 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)*.

\_\_\_\_\_  
Fred Ruby, Chair - Panel A  
Wilsonville Development Review Board

Attest:

\_\_\_\_\_  
Shelley White, Planning Administrative Assistant



Exhibit A1  
 Planning Division Staff Report  
 Class III Temporary Use Permit Two-Year Extension – Republic Services

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

**Hearing Date:** April 9, 2018  
**Date of Report:** April 2, 2018  
**Application No.:** DB18-0022 Two-year Temporary Use Permit Extension

**Request/Summary:** The Development Review Board is being asked to review a Class 3 Temporary Use Permit Extension for Two Years.

**Location:** 10295 SW Ridder Road. Tax Lots 1400, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon.

**Owner:** Jason Jordan, Republic Services

**Applicant:** Ben Altman, Pioneer Design Group

**Comprehensive Plan Designation:** Industrial

**Zone Map Classification:** PDI (Planned Development Industrial)

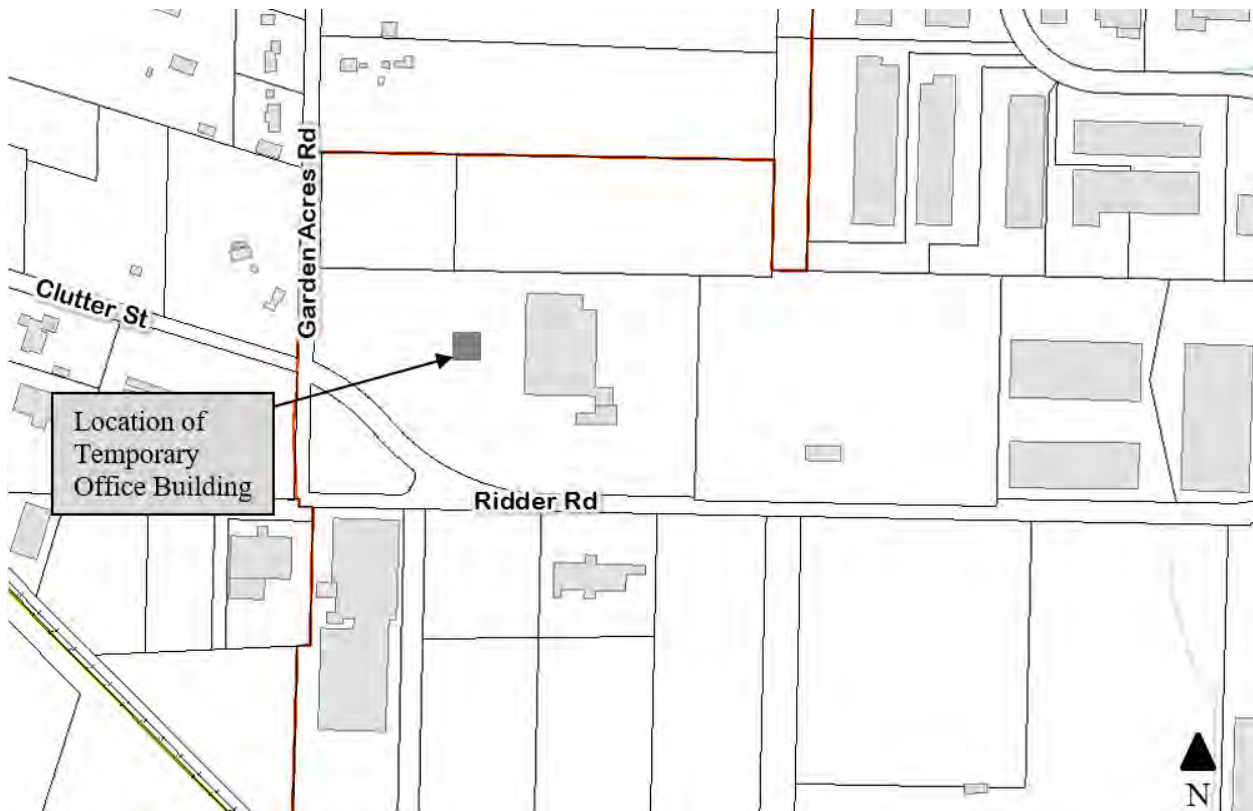
**Staff Reviewer:** Charles Tso, Assistant Planner

**Staff Recommendation:** Approve with conditions the requested Two-year Temporary Use Permit.

**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
Section 4.035	General Submission Requirements
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Sections 4.163	Temporary Structures and Uses
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.300 through 4.320	Underground Utilities

## Vicinity Map



## Background/Summary:

In May 2016, a two-year temporary use permit extension was approved by DRB (DB16-0012) for two temporary office trailers to provide needed office space until a permanent office can be constructed. In evaluating short- and long-term needs, Republic has determined that the permanent office would likely be better situated as a stand-alone building. As a result, Republic Services revised the DRB approval via a Class I Administrative Review (AR16-0098) to allow a temporary modular office unit to be located at the west side of the existing shop and remove the previous two existing temporary office units. The permit currently expires on May 28, 2018.

In 2017, Republic Services (Corporate) experienced significant unanticipated costs related to various national disaster recovery events. These un-budgeted expensive, have forced schedule shifts for planned site improvements for many facilities, including Wilsonville. Therefore, construction of the planned permanent Operations Offices, per the Stage I Master Plan, has been delayed for, at least two years. Thus, Republic Services is hereby requesting a two-year extension of the permit

## 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 (DB18-0022) with the following conditions:

**Planning Division Conditions:**

DB18-0022 Class III Two-year Temporary Use Permit

<p><b>PD 1.</b> The Applicant/Owner of the property shall ensure that the approved temporary use is established, operated, removed and the property restored to its pre-temporary use permit state in substantial compliance with the plans approved by the Development Review Board. Minor revisions may be approved by the Planning Director under a Class I administrative review process.</p>
---

**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 DB18-0022.

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. Application and supporting narrative, site plan, and other materials

Development Review Team Correspondence

None

Other Correspondence

None

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The application was received on February 20, 2018. On March 13, 2016, staff conducted a completeness review within the statutorily allowed 30-day review period. On March 13, 2016 the application was deemed complete. The City must render a final decision for the request, including any appeals, by June 20, 2018.

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Vacant
East:	PF	BPA Substation
South:	PDI	Industrial
West:	FD-20	Rural

3. Previous Planning Approvals:

See Case File DB14-0032 et. seq.

DB14-0046 Original DRB Approval to establish the subject temporary use.

DB16-0012 Republic Service TUP Extension

AR16-0098 Class I Revision to Republic Service TUP

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, Republic Services. The application form is signed by Jason Jordan Republic Services.

### 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.

**DB18-0022 Class III Temporary Use Permit Extension**

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

Pedestrian Access  
Subsection 4.154 (.01)

- A1.** A painted pedestrian pathway extends in front of the temporary office building to connect to existing pedestrian pathway system. Requirements from the Building Division has ensured ADA compliance for the pathway. In addition, the parking lot area is not being expanded; rather additional spaces have been striped within the existing parking area.

Parking and Loading  
Subsection 4.155(.02) – 4.155 (.04)

- A2.** For office use, the Development Code requires 2.7 spaces per 1000 square feet. At 3,600 square feet, the temporary modular office building requires 9.7 spaces rounded up to 10, which is the amount provided on site.

The applicant is not proposing changes to parking under the previous approval. All parking requirements are satisfied.

TABLE 5: PARKING STANDARDS			
USE	PARKING MINIMUMS	PARKING MAXIMUMS	BICYCLE MINIMUMS
<b>e. Commercial</b>			
1. Retail store except supermarkets and stores selling bulky merchandise and grocery stores 1500 sq. ft. gross floor area or less	4.1 per 1000 sq. ft.	6.2 per 1000 sq. ft.	1 per 4000 sq. ft. Min. of 2
2. Commercial retail, 1501 sq. ft. or more	4.1 per 1000 sq. ft.	6.2 per 1000 sq. ft.	1 per 4000 sq. ft. Min. of 2
3. Service or repair shops	4.1 per 1000 sq. ft.	6.2 per 1000 sq. ft.	1 per 4000 sq. ft.
4. Retail stores and outlets selling furniture, automobiles or other bulky merchandise where the operator can show the bulky merchandise occupies the major areas of the building	1.67 per 1000 sq. ft.	6.2 per 1000 sq. ft.	1 per 8000 sq. ft. Min. of 2
5. Office or flex space (except medical and dental)	2.7 per 1000 sq. ft.	4.1 per 1000 sq. ft.	1 per 5000 sq. ft. Min. of 2
Bank with drive-thru	4.3 per 1000 sq. ft.	6.5 per 1000 sq. ft.	

General Regulations for Temporary Structures and Uses  
Subsection 4.163 (.01)

**A3.** The modular building does not constitute substantial structures, the permit is proposed for two years, good cause is shown as the applicant plans on constructing permanent office but have an immediate need for additional office space that precedes the ability to fund and construct additional office space. No additional renewal is requested, and the Stage I Plans show the office expansion to replace the temporary use, and funding is expected within the approved time frame preventing the temporary use from becoming permanent.

Temporary Use Permit Application Requirements  
Subsection 4.163 (.02)

**A4.** The applicant has submitted the required information including a clear description of the planned use, a statement the duration is up to two years, a site plan (See Exhibit B1). A condition of approval will ensure restoration of the site to pre-TUP conditions.

“Just Cause Factors” for Temporary Use Permits  
Subsection 4.163 (.03)

**A5.** The reason for the applicant’s request is they plan on constructing permanent offices within the next 2 years, but have an immediate need for additional office space that precedes the ability to fund and construct additional office space.

Mixed Solid Waste and Recyclables Storage  
Subsection 4.179

- A6.** The nature of the site provides adequate facilities for disposal of solid waste and recyclables generated by the temporary office.

Outdoor Lighting  
Section 4.199.20

- A7.** No additional outdoor lighting has been proposed. 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 Installation of Utilities  
Sections 4.300-4.320

- A8.** All utilities associated with the temporary use must be installed underground. No indication of overhead utilities is shown in the submitted materials.





CIVIL LAND USE PLANNING SURVEY  
P 503.643.8286 F 844.715.4743 www.pd-grp.com  
9020 SW Washington Square Rd Suite 170  
Portland, Oregon 97223

February 20, 2018

Development Review Board  
City of Wilsonville  
29799 SW Town Center Loop E.  
Wilsonville, OR 97070

RE: Republic Services – Two-Year Extension Request, Temporary Use Permit,  
Modular Office, (DB16-0012)

Pioneer Project No.: 999-158.B

Dear Chair and Board Members:

On behalf of Republic Services, this letter requests a Two-Year Extension of the Temporary Use Permit for the Modular Offices, located west of the Maintenance Shop. The temporary use permit was approved in May 2016 (DB16-0012)>

Republic Service's is located at 10925 SW Ridder Road, also identified as (Tax Lot 1400, Map 3S1W 02C), City of Wilsonville, Washington County, Oregon.

In accordance with AR-16-0098, the temporary offices were relocated from south side of the MRF to west of the Maintenance Shop in November 2016. The previous two single-wide units were replaced with one larger (triple-wide) modular office structure.

The new structure meets current employee space needs. The new location is functioning very well. This new location offers better orientation and more efficient coordination of the operations, drivers and maintenance shop functions.

Section 4.163 provides for extension of a Temporary use Permit, as follows:

***Section 4.163. General Regulations - Temporary Structures and 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 re-application to the Development Review Board, provided that the Board finds that the renewal is not likely to result in a permanent situation.*



City of Wilsonville  
Exhibit B1 DB18-0022

- (.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.*

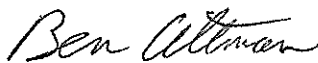
**Response:** In 2017 Republic Services (Corporate) experienced significant unanticipated costs related to various national disaster recovery events. These un-budgeted expensive, have forced schedule shifts for planned site improvements for many facilities, including Wilsonville. Therefore construction of the planned permanent Operations Offices, per the Stage I Master Plan, have been delayed for, at least two years.

However, the need for the additional space for the operations staff has not changed. The temporary offices are essential to maintain current operations and operational efficiencies.

Never-the-less, construction of the permanent offices, together with added employee parking, and drop box storage remains a high priority for the Wilsonville facility. It is the applicant's intent to continue to pursue the necessary corporate funding as soon as possible.

Therefore Republic Services is hereby requesting a two-year extension of the Permit.

Sincerely,  
**Pioneer Design Group, Inc.**



Ben Altman  
Senior Planner/Project Manager

Attachments: Prior Code Compliance Narrative, 10-26-16  
Site Plan, AR-16-0098  
Stage I Master Plan October 2016

**Land Use Application  
City of Wilsonville**

# **Modified Temporary Use Permit**

## **Republic Services**

**October 26, 2016**

**APPLICANT /OWNER:**

**Republic Services - Willamette Resources Inc. (WRI)  
10295 SW Ridder Road  
Wilsonville, OR 97070  
Contact: Jason Jordan, GM  
[jjordan4@republicservices.com](mailto:jjordan4@republicservices.com)  
503-570-0626, Ext 228**

**APPLICANT'S REPRESENTATIVES:**

**Pioneer Design Group – Planning, Civil Engineering, Surveying  
9020 SW Washington Square Dr., Suite 170  
Portland, OR 97223  
Contact: Ben Altman, Senior Planner/Project Manager  
[baltman@pd-grp.com](mailto:baltman@pd-grp.com)  
503-643-8286 Dir. 971-708-6258**

**FACT SHEET:**

**Project Name:** Republic Services Modified Temporary Offices  
**Type of Application:** Type I, Modified Temporary Use Permit (DB16-0012)  
**Site Location:** 10295 SW Ridder Road  
**Tax Lots:** T3S R1W, Map 2C, Lot 1400, Washington County  
**Land Area:** 16.84 acres  
  
**Comp. Plan/Zoning:** Industrial/PDI, Planned Development Industrial  
**Property Owner:** Willamette Resources, Inc., Wholly-owned subsidiary of Republic Services, Inc.

**Design Team:**

Planning, Civil Engineering  
Pioneer Design Group  
Ben Altman, Planning  
[baltman@pd-grp.com](mailto:baltman@pd-grp.com)

Pacific Mobile Structures  
13970 Fir St  
Oregon City, OR 97045  
(503) 722-2998

## I. INTRODUCTION

On May 9, 2016 the DRB approved a 2-Year Extension of Temporary Use Permit DB14-0046 (DB-16-0012 & Resolution 326). That permit authorized a two-year continuation of two Temporary Offices, located behind the main offices at the above referenced address. The Permit currently expires May 28, 2018.

Republic Services is now requesting a modification of the current Temporary Use Permit (DB16-0012). The requested modification includes:

1. Removal of the two existing temporary units (12' x 42' = 504 sf each), with restoration of the yard area to grass and plantings consistent with the prior landscaping.
2. Installation of a new larger modular structure (60' x 60' = 3,600 sf), to be located on the west side of the Maintenance Shop. This new modular unit will be installed on the paved area, now being used for shop parking. This location is where the permanent office is currently shown on the Master Plan.

In evaluating short and long term needs, Republic has determined that the permanent office would likely be better situated as a stand-alone building more closely linked with the planned future north parking area. Consequently we have revised the Master Plan to reflect this change. With this revision we are proposing to locate the new large modular unit adjacent to the west side of the shop, where the permanent office has been proposed. Relocating the future office will allow the temporary unit to remain in place while the permanent building is being constructed.

This new larger unit will support the operations staff, and also serves as a locker room for the drivers. The proposed new location will be more appropriately oriented with the shop and the truck fueling/parking stations.

Republic Services is in need of additional office space, but has not, yet, received corporate approval for construction of the master planned Operations Office Addition. The budgeting target for the Operations Office is 2018. However, this target date remains subject to corporate approval.

With the installation of the CNG fueling, the trucks are now parked on the west side, instead of the east side. For this reason, the driver's locker room needs to be more conveniently located in relation to the driver's access to the trucks. The same is the case for the operations staff. These employees are using the existing temp offices, but are functionally more closely associated with the shop and the drivers than activities in the main offices on the east side. Therefore the operations offices and the driver's locker room are more appropriately located on the west side, as planned for the intended Operations Office addition.

The new larger modular unit will provide space for the operations staff and the drivers. This unit will be the same color (Gray/Blue Trim) as the two existing units, but will be equipped with plumbing facilities, which are not available in the current units.

We have attached our original Code Compliance Narrative, together with the Staff Report and DRB's decision in approving the Temporary Use Permit, DB14-0046. Also attached are photos of the current Temporary Units, as installed.

Generally the prior adopted findings remain valid to the current modification request. However, we are providing supplemental findings, more specifically related to the new location.

### **Surrounding Development**

To the north and west of the Material Recovery Facility is undeveloped industrial land, which is currently not within the City Limits, but is within the urban growth boundary.

To the east is BPA Substation.

To the south is the Tarr Oil Card-lock fuel station, Hartung (Oregon) Glass and Interstate Trucking.

### **Existing Access and Road Improvements**

The subject site has excellent collector street access via Ridder Road, which intersects with 95<sup>th</sup> Avenue, approximately one half mile to the east. 95<sup>th</sup> Avenue intersects with SW Boones Ferry Road (arterial) just under a half mile to the north, and with Boeckman Road (arterial) about one mile to the south. The existing facility has two access drives off of Ridder Road.

As part of the 2014 land use approvals, Republic dedicated 6.5 feet for additional right-of-way along the site frontage of Ridder and 11.5 feet along their frontage on Garden Acres Roads. However frontage improvements were deferred. Scheduling of these frontage improvements is being coordinated with the City through a Development Agreement, to coincide with Urban Renewal funded improvements, particularly Garden Acres Road, and associate utilities.

In conjunction with the anticipated improvements for Garden Acres Road, Republic anticipates adding a third driveway access to the west off of Garden Acres, to serve the planned maintenance/operations employee parking area.

### **2016 Stage I Master Plan, with Annexation**

Following the CNG conversion, Republic entered into a partnership with SORT Bioenergy, for development of an organic waste recovery facility (anaerobic digester) on property owned by Republic Services. This partnership is designed to initiate new programs with new technologies to help protect the environment through landfill diversion, energy recovery and nutrient recycling.

To facilitate the SORT development, Republic Services initiated annexation and rezoning, of their properties to the north of the existing facilities. A Modified Stage I Master Plan was prepared (DB2016-0004, DB16-0005 & 0006). The new Master Plan reflects the annexation of Tax Lot 600 (Consolidated) and the proposed SORT Facility (DB16-0007-0011). It also reflects anticipated additional site development by Republic on the remainder of Tax Lot 600.

The updated plan reflects infrastructure changes being coordinated with the City, related to facilitating implementation of the Coffee Creek Industrial Area Master Plan. The new road alignment minimizes any further significant on-site impacts to Republic.

With the Garden Acres/Ridder re-alignment Republic's Master Plan has been revised to eliminate the third (west) access from Ridder Road. With this update, a third access is proposed for the annexed property from Garden Acres Road, at the north end of the property.

The timing for phasing of anticipated site improvements is somewhat of a guessing game, and, of course subject to corporate budget approval. The Master Plan has been updated based on Republic's (locally preferred) schedule, and also to coordinate with the Coffee Creek Urban Renewal Plan schedule.

Adjustments to the Master Plan have occurred over the years, based on changing priorities. For example, the operations office addition was originally targeted for 2016 construction, together with additional parking on the annexed land. However, with shifting priorities, such as the SORT proposal and the CNG fueling conversion, Corporate did not allocate funding for the office addition for 2016. Consequently, funding for the office addition is now anticipated for 2018, or sometime beyond.

The proposed SORT facility has been incorporated into Republic's updated Master Plan. The following summarizes the scope of planned future development, with the (locally preferred) phasing priorities and approximate timelines:

- Phase 3 - (2017) In addition to the SORT facility, Republic anticipates adding employee parking must go on Tax Lot 601 (annexed area). This phase will include supplemental landscaping, expansion of the storm water quality/detention to pick-up existing east side storm water. This parking area will be accessed by a third driveway off of Garden Acres Road.
- Phase 4 - (2018) Coordinated funding the City urban renewal schedule for improvements to Ridder and Garden Acres Roads.
- Phase 5 - (2018-19) Construction of the 3,960+/- square foot Operations Office. As noted, this office will likely be moved to the north edge of the existing paved area, and if sufficient funding is secured, the employee parking and container storage area on the annexed property to the north will be packaged with the office improvements.
- Phase 6 - (2019-20) The truck parking/fueling area will be expanded to the west, adding fueling stations along the south edge to accommodate 20 more trucks.

- The paved parking area will be expanded by approximately 9,200 square feet. This additional pavement may be installed earlier than 2019.

Full buildout of the truck

fueling is designed for 60 stations, with 30 existing stations. The final 10 fueling stations will be along the north edge of the truck area, and will be installed as soon as possible.

- Phase 7 - At some time in the future, WRI anticipates a need to expand the MRF to the north, or add an advanced material recovery facility (AMR) in this area of Tax Lot 600. But no specific timeline is set for this addition at this time. There is also a possibility for adding additional truck wash bays associated with the Maintenance Shop, or the expansion of the MRF.

The Master Plan submitted for the SORT facility anticipated the operations office to be constructed in 2018. However, that is also now the target year for funding the required frontage improvements, in coordination with the City's urban renewal schedule. While Republic desires construction of the permanent offices as soon as possible, corporate funding may not be available for both the frontage improvements and the office construction at the same time.

## II. CODE COMPLIANCE

### *Section 4.163. General Regulations - Temporary Structures and 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 re-application to the Development Review Board, provided that the Board finds that the renewal is not likely to result in a permanent situation.*

*(.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.*

*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*

*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.*



*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 two existing units are to be removed. The new unit will be installed west of the MRF and south of the Maintenance Shop in the paved area currently being used for container storage.

Once the new modular unit is installed and the two existing units removed, the area of the existing units will be restored with the original landscaping, consisting primarily of grass, with perimeter shrubs (pre-TUP conditions). The same restoration conditions will be met for the new location, once the permanent Operations Office addition is completed.

However, the new area is paved, rather than being lawn, and will remain so even after the unit is removed. When the unit is removed, the parking for the shop will be re-established.

The new unit location will be appropriately screened from view from Ridder Road by both distance and existing landscaping. The unit will be over of 400 feet from Ridder Road. It will also be separated from the MRF by 135 feet and within 5 feet of the Maintenance Shop.

If allowed by the Building Code, the setback will be reduced to 3 feet, to allow maximum travel lane clearance to the west. At this location, the structure will be well screened from street view by distance and existing landscaping.

This new location will provide convenient accessibility for the operations, maintenance staff and truck drivers, more closely associated with the Maintenance Shop. It also accommodates ADA parking immediately adjacent to the unit and the access ramp/deck to the entry doors.

*(.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:**

The availability of available zoned land is not an issue that is particularly relevant or supportive of Republic's needs. Republic has the land available for the Operations Offices, but currently lacks the corporate funding to construct them. Republic's local team is coordinating closely with corporate to secure the funding necessary to construct the Operations Offices during the 2018-19 budget cycle.

This new modular office unit will provide interim space for Operations and Maintenance staff until such time as the Operations Office Addition is constructed west of the Maintenance Shop (DB14-0032-DB14-0035). As noted the target for construction of the Operations Office is 2018.

The operations office addition was originally planned for the year following the completion of the maintenance shop. However, corporate priorities changed, with a priority shift for conversion of the truck fleet to CNG fuel (DB15-0051-0053 & 0057). The CNG Conversion is now constructed and operational. The official "Ribbon Cutting" was held 4-15-16.

More recently, a new partnership with SORT Bioenergy further shifted phasing priorities (DB2016-0004-0011). The application for this proposed food waste processing facility (anaerobic digester) was approved by the DRB May 9, 2016. Construction of the SORT facility is now pending approval of a Metro franchise agreement, anticipated later this year.

The current schedule for the operations office addition is for construction in 2018-19. It is anticipated that application for design review approval would occur in 2018. However, this schedule is not guaranteed as it is subject to corporate budget approval.

### **Site Location**

The location selected for the new modular office is based on the following factors:

1. Close proximity to the Maintenance Shop and truck parking/fueling;
2. Minimizing conflicts with existing site activities;
3. Maintaining available space for planned Operations Office Addition, which is relocated north of the shop;
4. Provides good yard visibility for operations staff;
5. Providing convenient employee parking;
6. Maintains an area for roll cart storage south of the shop; and
7. Providing site visibility screening from public roads.

The location is setback over 400 feet from Ridder Road in the paved area currently stripped for shop parking. However, the modular unit will not be separated from the shop by at least 20 feet. Therefore special fire protection is required, as is the case with the existing units.

In order to provide the maximum clearance for truck circulation, the unit will be setback only 3-5 feet from the west wall of the shop, depending upon what is allowed by the Building Code. The adjacent wall of the shop is tilt-up concrete, so it has at least a 2-hour fire wall rating.

Consistent with the alarm system for the existing modular units, the applicant is proposing an automatic and manual fire alarm system (smoke detection in each room and manual pulls at each exit) and connected into the existing water flow alarm in the existing service shop panel.

Access to the modular unit will be by re-use of the existing ramp/deck for two units being removed. The access ramp will be along the south side of the unit. Therefore with less than 20 foot building separation, the applicant proposes to implement the same alternative fire alarm system that is being used for the existing temporary units.

This location provides good visual screening from the road by both distance and existing landscaping. It further provides more convenient orientation to employee parking than the current temporary location. Windows are oriented to provide the operations staff with good visibility of the surrounding yard activities. And, it preserves the maximum amount of existing paved area to be retained for re-use for container and equipment storage and truck parking at it is currently being used.

### **Access to Utilities**

Necessary utilities are generally readily available on-site to accommodate temporary connections to the modular unit. Because utilities serving the modular unit will be temporary, Republic obviously desires to minimize the need to extend services, which might result in lengthy trenching, that will ultimately be abandoned. The location selected affords relatively simple access to existing utilities, which were located to support the future Operations Office. Utilities are available as follows:

- Sanitary sewer is immediately available, via stubbing into the line from the Shop, which is located to serve the future operations office.
- Storm drainage (roof drains) can be directed to the curb, where the water will flow to the WQ/detention facility. There is also an existing storm line located at the southwest corner of the shop.
- Water service is also immediately available from the line serving the shop, which runs to the southwest corner of the shop.
- Similarly electrical power is immediately available from the Maintenance Shop.

### **Parking and Pedestrian Circulation**

City staff flagged particular concerns about the safe and convenient location of parking and pedestrian access, given the heavy amount of truck maneuvering activity related to the shop and fueling stations.

The location selected allows the paved area adjacent to the unit to be utilized for employee parking. This location further minimizes the distance between the offices, shop and parking, including parking for the truck drivers. It also provides for safer and more convenient pedestrian circulation to the shop and trucks. Appropriate pedestrian crosswalks will be stripped between the building and the parking.

Office parking standards call for a minimum of 2.7 spaces per 1,000 square feet, with a maximum of 4.1 spaces per 1,000. Bike parking requires 1/5,000 square feet, with a minimum of 2 spaces.

The proposed new modular unit contains 3,600 square feet. Therefore the minimum parking requirement for the new unit is 10, with a maximum of 15 spaces for cars, and a minimum of 2 bike space, see Table 1.

There are 10 existing parking spaces, plus 2 ADA stalls adjacent to the shop. These spaces will need to be relocated to accommodate the modular unit.

The proposed Site Plan provides for relocation of the existing 10 spaces for the shop, plus an additional 10 spaces to the south of the shop. This area is currently stripped for truck and container storage, so it will be re-stripped for standard car spaces. Two additional spaces will be stripped along the north property line.

**Table 1  
Existing and Proposed Parking**

Use	Floor Area	Minimum Code Auto	Minimum Code Bike	Proposed Auto	Proposed Bike
Existing Shop	13,750 sf	10 existing	2	10 + 2 ADA	2 existing, inside shop
New Office	3,600 sf	10	1	10	2
Total	17,350 sf	13	3	20 + 3 ADA	4

The two existing ADA stalls, adjacent to the shop, together with 1 more ADA stall are relocated to the south side of the modular unit, adjacent to the access ramp/deck.

A total of 18 spaces, plus the 3 ADA stalls are being provided to the south, with 2 more spaces provided to the north. Two additional bike racks will be installed adjacent to or within the modular unit. With this configuration, the minimum parking is met and all the spaces are provided adjacent to or in close proximity to the modular unit, shop and trucks.

### **Building Access**

Pedestrian access to the new larger modular unit will be direct from the parking areas in close proximity to the entry doors. This layout minimizes truck/pedestrian conflicts to the degree practicable. A cross-walk between the unit and the shop will be painted across the drive isle to the sidewalk along the west side of the shop for pedestrian safety.

Pedestrian access for the relocated unit is simplified with the most direct and shortest practical walk across active truck lanes. Access to the modular unit via ramp and deck along the south side of the unit, with ADA spaces provides adjacent to the ramp. This design maintains the maximum available width for vehicle circulation west of the modular unit.

This location will have adequate light from existing poles and wall mounted fixtures. Therefore no additional lighting will be necessary.

*(.04) The Planning Director of the City and the Director's staff shall be authorized to issue, without public hearing and upon application for Administrative Review pursuant to Section 4.035, a temporary permit for a use of less than two (2) weeks duration which does not involve the erection of a substantial structure. Examples of such uses are farmer's market sales, Fourth of July fireworks stands, Christmas tree sales and Boones Ferry Days. For the purposes of this provision, those structures and signs commonly associated with these special events are not "substantial structures."*

#### **RESPONSE:**

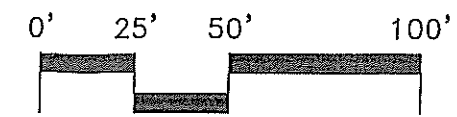
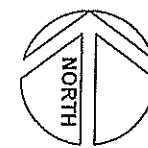
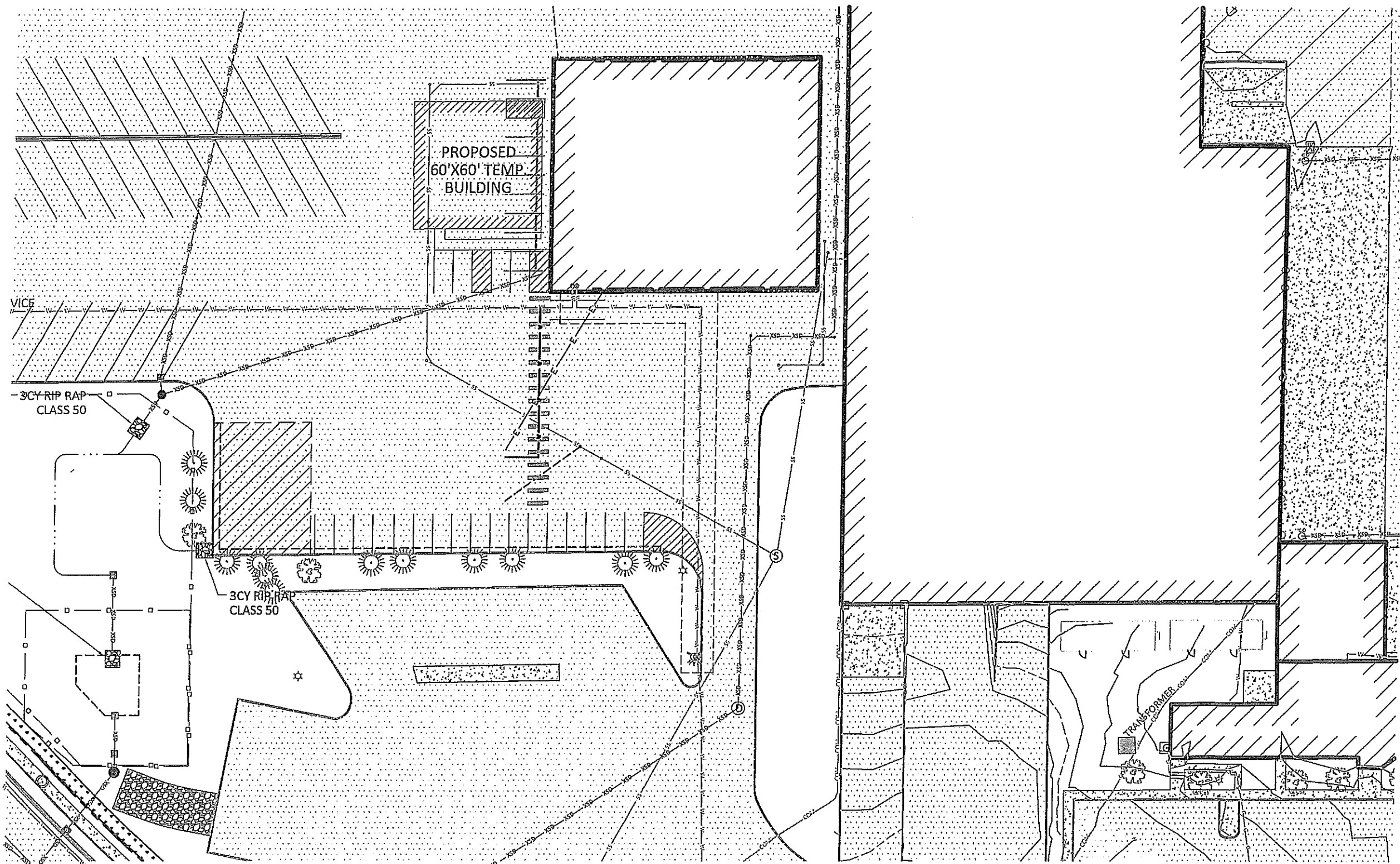
This Section is not applicable, as the current permit, as approved by the DRB extends for two years. However, this requested modification is being reviewed as an Administrative Decision, holding consistency with the originally adopted findings and Conditions of Approval.

#### **III. FINAL CONCLUSION**

Based on the original findings (DB14-0046), the Extension findings (DB16-0012, and the supplemental findings presented herein, the applicant has demonstrated compliance with the applicable code provisions for Temporary Use, and maintains substantial compliance with the original Temporary Use Permit.

# SITE PLAN

## REPUBLIC SERVICES - TEMPORARY MODULAR OFFICES



9020 SW WASHINGTON SQUARE RD.  
SUITE 170  
PORTLAND, OREGON 97223  
p 503.643.8286  
f 844.715.4743  
www.pd-grp.com

**PIONEER DESIGN GROUP, INC.**

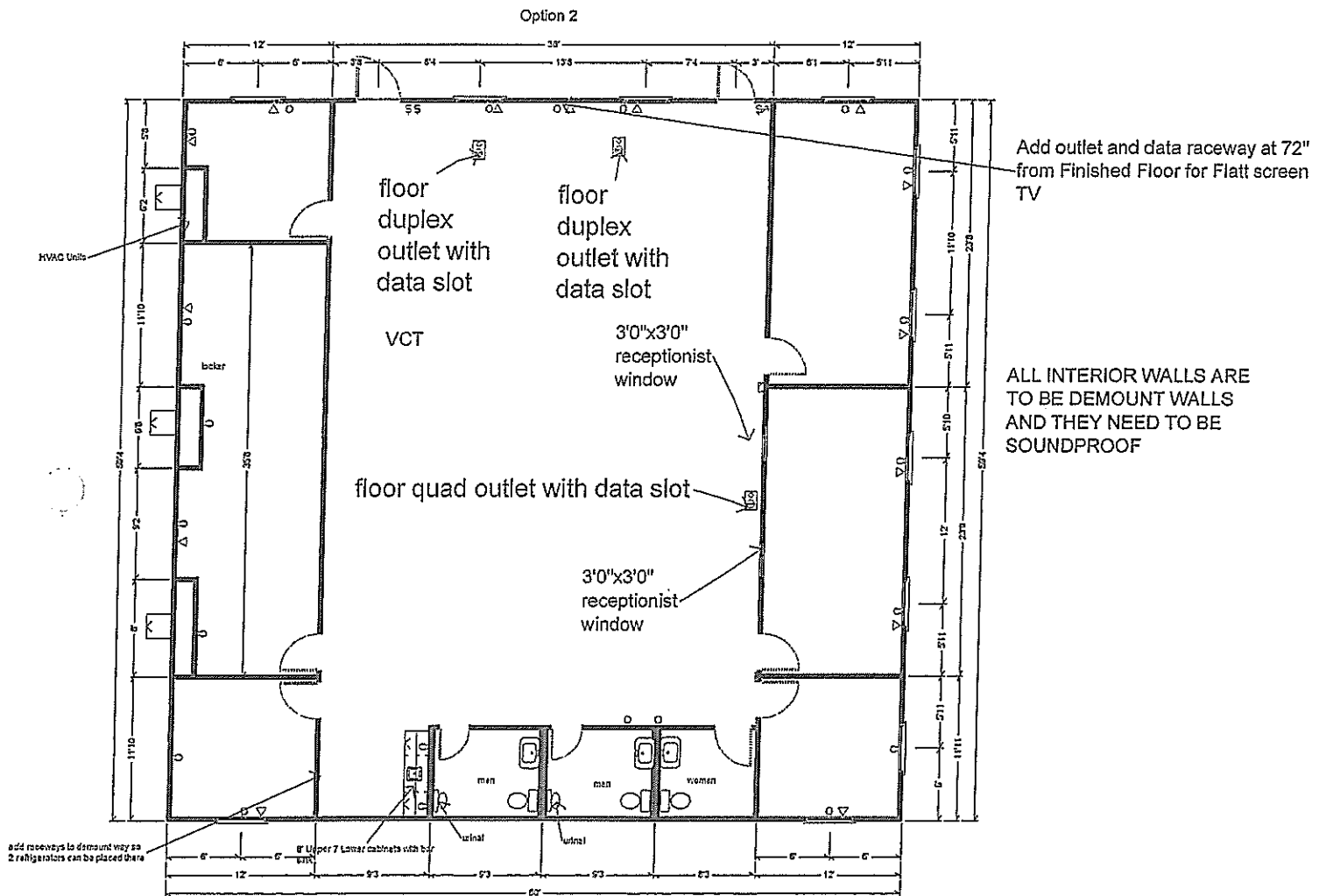
Designed by	BA	Date	08/16
Drawn by	TCC	Date	08/16
Reviewed by	BA	Date	08/16
Project No.	999-158b	REF.	
Horiz. Scale:		1"=50'	
Vert. Scale:			

**Project**  
REPUBLIC SERVICES

**No.**  
999-158b

**Type**  
PLANNING

**Sheet**  
1 of 1



I clarified with the factory and there would be (2) 200 amp panels needed to support this building

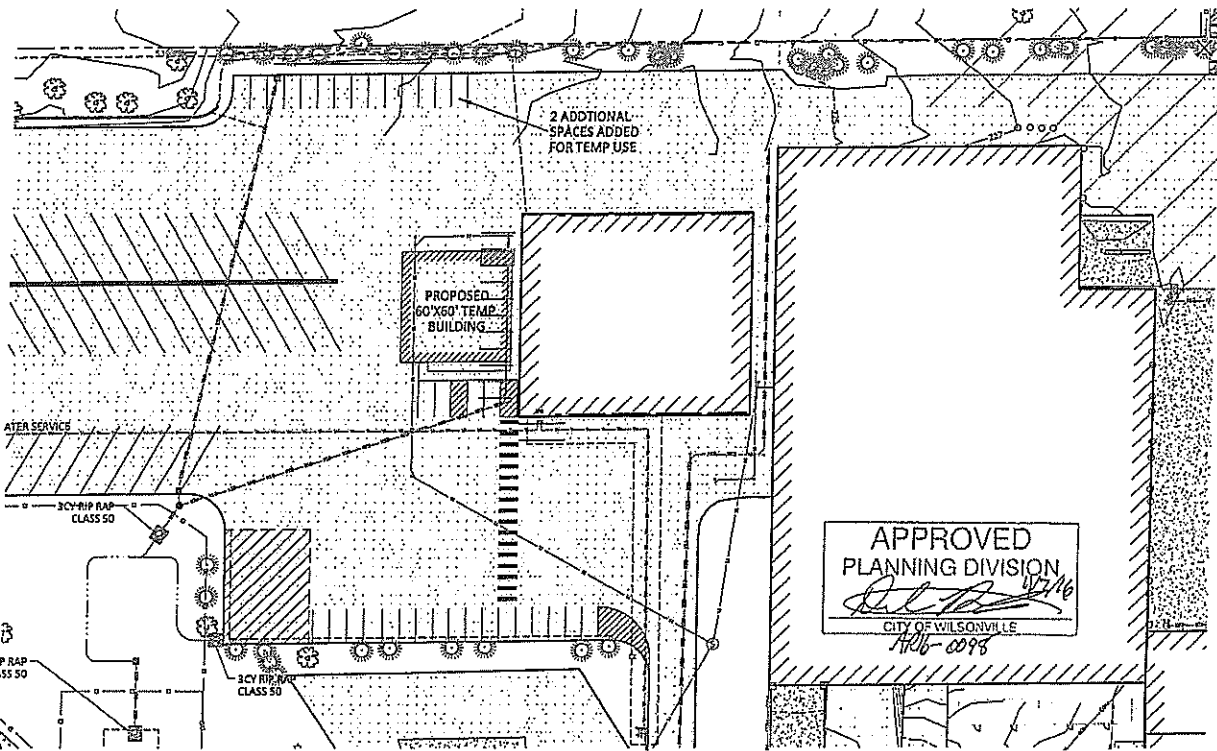
The outlets and data raceways I am showing are the approximate location. I will need you to indicate where you would want additional ones for the demount walls.



APPROVED  
PLANNING DIVISION  
*[Signature]* 8/17/16  
CITY OF WILSONVILLE  
AR16-0098



**SITE PLAN**  
**REPUBLIC SERVICES - TEMPORARY MODULAR OFFICES**



**APPROVED**  
**PLANNING DIVISION**  
*[Signature]*  
 CITY OF WILSONVILLE  
 11/16-0098

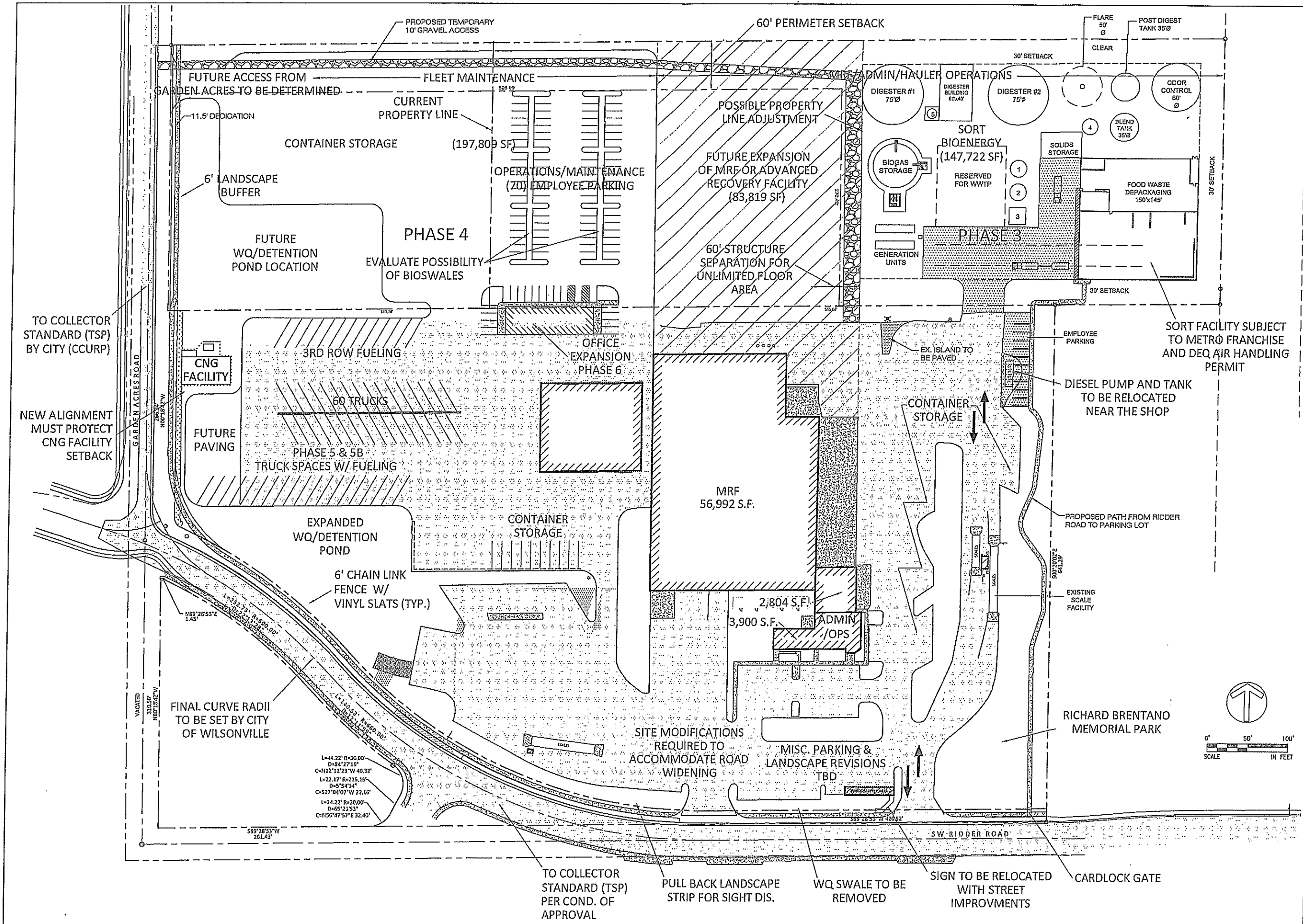


9003 SW WASHINGTON SQUARE 10A  
 SUITE 170  
 PORTLAND, OREGON 97223  
 P 503.441.2233  
 F 503.441.7433  
 www.pdg.com



Designed by	BA	Date	08/16
Drawn by	TCC	Date	08/16
Reviewed by	BA	Date	08/16
Project No.	999-158b	REF.	
Horiz. Scale:	1"=50'		
Vert. Scale:			

Project  
 REPUBLIC SERVICES  
 No.  
 999-158b  
 Type  
 PLANNING  
 Sheet  
**1 of 1**



800 SW WASHINGTON SQUARE RD.  
 SUITE 170  
 PORTLAND, OREGON 97239  
 (503) 251-4242  
 www.pioneer.com

**PIONEER**  
 PIONEER DESIGN GROUP, INC.

**MASTER PLAN - STAGE I**  
**OCTOBER 2016**

REPUBLIC SERVICES ANNEXATION ZONE CHANGE  
 CITY OF WILSONVILLE, OREGON

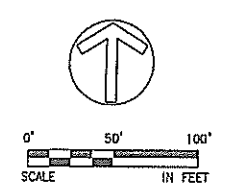
Designed by	BA	Date	10/2015
Drawn by	TTC	Date	10/2015
Reviewed by	BA	Date	10/2015
Project No.	999-158b	REF.	
Herit. Scale	AS NOTED		
Vert. Scale	999:158b, 0:158b		

By: TTC

Revised: 07/27/16 REVISED PER MEETING ON 07/27/16

No. 1

Project: REPUBLIC SERVICES  
 No. 999-158b  
 Type: PLANNING  
 Sheet: 1 of 5



L=44.22' R=30.00'  
 D=84°27'16"  
 C=112°12'23" W 40.32'  
 L=22.17' R=215.15'  
 D=5°54'14"  
 C=527°04'07" W 22.16'  
 L=34.22' R=30.00'  
 D=65°21'53"  
 C=1156°47'57" E 32.40'

SCALE

SITE MODIFICATIONS  
 REQUIRED TO  
 ACCOMMODATE ROAD  
 WIDENING

MISC. PARKING &  
 LANDSCAPE REVISIONS  
 TBD

RICHARD BRENTANO  
 MEMORIAL PARK

SW RIDDER ROAD

VACATED 310.5F  
 100' 20.24' W

FINAL CURVE RADII  
 TO BE SET BY CITY  
 OF WILSONVILLE

TO COLLECTOR  
 STANDARD (TSP)  
 BY CITY (CCURP)

NEW ALIGNMENT  
 MUST PROTECT  
 CNG FACILITY  
 SETBACK

PROPOSED TEMPORARY  
 10' GRAVEL ACCESS

60' PERIMETER SETBACK

30' SETBACK

FLARE 50' Ø  
 CLEAR  
 POST DIGEST  
 TANK 35' Ø

ODOR CONTROL 60' Ø

BLEND TANK 35' Ø

FOOD WASTE  
 DEPACKAGING  
 150'x145'

RESERVED FOR WWTP

GENERATION  
 UNITS

PHASE 3

PHASE 4

PHASE 5 & 5B  
 TRUCK SPACES W/  
 FUELING

PHASE 6

OFFICE  
 EXPANSION

EX. ISLAND TO  
 BE PAVED

EMPLOYEE  
 PARKING

DIESEL PUMP AND TANK  
 TO BE RELOCATED  
 NEAR THE SHOP

PROPOSED PATH FROM RIDDER  
 ROAD TO PARKING LOT

EXISTING SCALE  
 FACILITY

500' 20.00' E  
 64.12'

FUTURE ACCESS FROM  
 GARDEN ACRES TO BE DETERMINED

11.6' DEDICATION

6' LANDSCAPE  
 BUFFER

FUTURE  
 WQ/DETENTION  
 POND LOCATION

EVALUATE POSSIBILITY  
 OF BIOSWALES

CONTAINER STORAGE  
 (197,809 SF)

OPERATIONS/MAINTENANCE  
 (70) EMPLOYEE PARKING

CURRENT  
 PROPERTY LINE

0259.92

ADMIN/AULER OPERATIONS

DIGESTER #1  
 75' Ø

DIGESTER BUILDING  
 60'x40'

DIGESTER #2  
 75' Ø

BIOGAS STORAGE

RESERVED FOR WWTP

PHASE 3

PHASE 4

PHASE 5 & 5B  
 TRUCK SPACES W/  
 FUELING

PHASE 6

OFFICE  
 EXPANSION

EX. ISLAND TO  
 BE PAVED

EMPLOYEE  
 PARKING

DIESEL PUMP AND TANK  
 TO BE RELOCATED  
 NEAR THE SHOP

PROPOSED PATH FROM RIDDER  
 ROAD TO PARKING LOT

EXISTING SCALE  
 FACILITY

500' 20.00' E  
 64.12'

60' STRUCTURE  
 SEPARATION FOR  
 UNLIMITED FLOOR  
 AREA

POSSIBLE PROPERTY  
 LINE ADJUSTMENT

FUTURE EXPANSION  
 OF MRF OR ADVANCED  
 RECOVERY FACILITY  
 (83,819 SF)

MRF  
 56,992 S.F.

2,804 S.F.  
 3,900 S.F.

ADMIN  
 /OPS

CONTAINER  
 STORAGE

EX. ISLAND TO  
 BE PAVED

EMPLOYEE  
 PARKING

DIESEL PUMP AND TANK  
 TO BE RELOCATED  
 NEAR THE SHOP

PROPOSED PATH FROM RIDDER  
 ROAD TO PARKING LOT

EXISTING SCALE  
 FACILITY

500' 20.00' E  
 64.12'

TO COLLECTOR  
 STANDARD (TSP)  
 PER COND. OF  
 APPROVAL

PULL BACK LANDSCAPE  
 STRIP FOR SIGHT DIS.

WQ SWALE TO BE  
 REMOVED

SIGN TO BE RELOCATED  
 WITH STREET  
 IMPROVMENTS

CARDLOCK GATE

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, APRIL 9, 2018**

**6:30 PM**

---

VII. Board Member Communications:

- A. Results of the February 26, 2018 DRB Panel B meeting

# City of Wilsonville

## Development Review Board Panel B Meeting Meeting Results

<b>DATE:</b>	FEBRUARY 26, 2018	
<b>LOCATION:</b>	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
<b>TIME START:</b>	6:30 P.M.	<b>TIME END: 7:38 P.M.</b>

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Aaron Woods	Daniel Pauly
Shawn O'Neil	Barbara Jacobson
Richard Martens	Kimberly Rybold
Samy Nada	
Tracy Meyer	

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
ELECTION OF 2018 CHAIR AND VICE-CHAIR	
<ul style="list-style-type: none"> <li>• Chair</li> <li>• Vice-Chair</li> </ul>	<p>Richard Martens elected 2018 Chair</p> <p>Samy Nada elected 2018 Vice-Chair</p>
CONSENT AGENDA	
A. Approval of October 23, 2017 Minutes	A. Approved as presented with Tracy Meyer abstaining
PUBLIC HEARING	
<p><b>A. Resolution No. 348. Marion's Carpets Digital Freestanding Sign: Allusa Architecture - Applicant for Bergaso Properties LLC - Owner.</b> 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.</p> <p>Case Files:      DB18-0001      Class III Sign Permit with Waiver</p> <p><b>B. Resolution No. 349. Calais East Five Year Temporary Use Permit: Pacific Community Design - Representative for Polygon WLH LLC - Owner.</b> 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.</p> <p>Case Files:      DB18-0002 Class III Five (5) Year Temporary Use Permit</p>	<p>A. Approved 4 to 1 with the addition of Exhibit C2; Shawn O'Neil opposed.</p> <p>B. Unanimously approved with the addition of Exhibit A3</p>

BOARD MEMBER COMUNICATIONS	
A. Results of the December 11, 2017 DRB Panel A meeting B. Results of the January 8, 2018 DRB Panel A meeting C. Results of the February 12, 2018 DRB Panel A meeting D. Recent City Council Action Minutes	Introduction of new DRB B Member, Tracy Meyer. Staff reviewed the DRB A meeting results.
STAFF COMUNICATIONS	
	Staff updated on the Universal Health Services project approved by the Board last January.

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, APRIL 9, 2018**

**6:30 PM**

---

- VII. Board Member Communications:
  - B. Recent City Council Action Minutes

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
<b>WORK SESSION</b>	
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.
<b>REGULAR MEETING</b>	
<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	<b><u>Budget Committee</u></b> Appointment of William Amadon to Budget Committee for a term beginning 2/5/18 to 12/31/20.
	<b><u>Planning Commission</u></b>

<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><b><u>Development Review Board</u></b>  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><b><u>Community Enhancement Committee</u></b>  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><b><u>Consent Agenda</u></b>  A. Minutes of the January 18, 2018 Council Meeting.</p>	<p>The Consent Agenda was adopted 5-0.</p>
<p><b><u>Public Hearing</u></b>  A. <b><u>Ordinance No. 812</u></b> – 1<sup>st</sup> 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. <b><u>Ordinance No. 813</u></b> – 1<sup>st</sup> 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><b><u>City Manager’s Business</u></b>  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.
<b>ADJOURN</b>	10:11 p.m.
<b>URA</b>	
<u>Consent Agenda</u>	The Consent Agenda was adopted 5-0.
<b>A. <u>URA Resolution No. 279</u></b> 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.	
<b>ADJOURN</b>	10:13 p.m.

## City Council Meeting Action Minutes February 22, 2018

**City Council members present included:**

Mayor Knapp  
 Councilor Starr  
 Councilor Stevens - Excused  
 Councilor Lehan - Arrived 5:24 p.m.  
 Councilor Akervall

Delora Kerber, Public Works Director  
 Nancy Kraushaar, Community Develop. Director  
 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 Ward, Civil Engineer  
 Zach Weigel, Civil Engineer  
 Bill Evans, Communications & Marketing 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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Urban Renewal - Year 2000 Amendment 11	Council was briefed that the public hearing for the Ordinance No. 817 was scheduled and noticed for the February 22, 2018 meeting. However, due to unanticipated delays, staff requested that during the Council meeting Councilors make a motion to continue the public hearing to May 7, 2018.
B. I-5 Undercrossing Change Order	Council had no objections to the I-5 Undercrossing Trail Improvement Project - Change Order.
C. Garden Acres Cross-section	Council approved the proposed modifications to the Garden Acres Cross-section.
D. C800 Cell Tower Lease Agreement	Staff requested that Council pull the item from the Council meeting agenda.
E. Integrated Pest Management	There was discussion between staff and Council regarding the development of a more comprehensive Integrated Pest Management plan.
F. Recreation in Industrial Zones	Council requested that staff further research this topic and provide more information regarding conditional usage.
G. Tourism Marketing Plan	Council was briefed that the Tourism Promotion Committee, unanimously recommended adoption by City Council of the Tourism Promotion Marketing Plan.
<b>REGULAR MEETING</b>	
<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.

<p><u>Consent Agenda</u></p> <p>A. <b>Resolution No. 2667</b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Braun Construction &amp; Design LLC For The Charbonneau High Priority Utility Repair Phase III Project (CIP #7500).</p> <p>B. <b>Resolution No. 2668</b> A Resolution Of The City Of Wilsonville Authorizing A Change Order With 3Kings Environmental, Inc. For The I-5 Undercrossing Trail Improvement Phase I Project (CIP #9146).</p>	<p>The Consent Agenda was adopted 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. <b>Ordinance No. 817</b> Making Certain Determinations And Findings Relating To And Approving Year 2000 Urban Renewal Plan–11<sup>th</sup> Amendment And Directing That Notice Of Approval Be Published.</p>	<p>Council moved to continue the Year 2000 Urban Renewal 11<sup>th</sup> Amendment public hearing to the May 7, 2018 meeting. Motion was approved 4-0.</p>
<p><u>New Business</u></p> <p>A. <b>Resolution No. 2665</b> A Resolution Authorizing The City Manager To Enter Into A Lease Agreement With Clackamas 800 Radio Group For The Use Of City-Owned Property On Level C Reservoir Parcel As A Wireless Communication Facility Tower Site.</p> <p>B. <b>Resolution No. 2669</b> A Resolution Of The City Of Wilsonville City Council Adopting The FY17/18 &amp; 18/19 Tourism Promotion Marketing Plan.</p>	<p>Resolution No. 2665 was pull from the Council agenda.</p> <p>Resolution No. 2669 was adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. <b>Ordinance No. 812</b> – 2<sup>nd</sup> 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. <b>Ordinance No. 813</b> – 2<sup>nd</sup> 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>Ordinance No. 812 was adopted on second reading by a vote of 4-0.</p> <p>Ordinance No. 813 was adopted on second reading by a vote of 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager reported that Mayor Knapp will be the City's primary member for the Willamette Intake Facilities (WIF) Commission. It was announced that an alternative member was still needed.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney mentioned that Metro has set a briefing schedule and a timeframe to render its decision on Basalt Creek.</p>
<p><b>ADJOURN</b></p>	<p>8:47 p.m.</p>

City Council Meeting Action Minutes  
March 5, 2018

**City Council members present included:**

Mayor Knapp  
Councilor Starr  
Councilor Stevens  
Councilor Lehan  
Councilor Akervall

Jeanna Troha, Assistant City Manager  
Nancy Kraushaar, Community Develop. Director  
Susan Cole, Finance Director  
Angela Handran, Assistant to the City Manager  
Cathy Rodocker, Assistant Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Zach Weigel, Civil Engineer  
Miranda Bateschell, Planning Manager  
Steve Adams, Engineering Manager  
Bill Evans, Communications & Marketing Manager

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Property Tax Exemptions	Staff provided a review of the property tax exemptions program. The program allows properties located within the city limits that offer subsidized rent to families, seniors and individuals meeting certain income requirements set forth by the federal government to request property tax exemptions.
B. I-5 Southbound Boone Bridge Congestion Study	Staff gave a presentation on the I-5 Southbound Boone Bridge Congestion Study called <i>Opening the bottleneck at the Portland region's southern gateway</i> .
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Soul'd Out Week Proclamation	The Mayor read a proclamation declaring the week of March 5-11 as Soul'd Out Week and presented a proclamation to the Wilsonville High School Soul'd Out choir.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Councilor Comments</u>	
A. Donation to the Soul'd Out Choir	Council moved to contribute up to \$3,000 to the Soul'd Out Choir. Motion was approved 5-0.

<p><u>Public Hearing</u>  A. <b><u>Ordinance No. 815</u></b>  An Ordinance Of The City Of Wilsonville Adopting The 2017 Water Treatment Plant Master Plan Update As A Sub-Element Of The City’s Comprehensive Plan And The Capital Improvement Project List For The Water Treatment Plant.</p>	<p>Staff requested the hearing be continued to April 16, 2018. Council moved to continue the public hearing for Ordinance No. 815 to the April 16, 2018 meeting. Motion was approved 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>7:30 p.m.</p>

City Council Meeting Action Minutes  
March 19, 2018

**City Council members present included:**

Mayor Knapp  
Councilor Starr - Excused  
Councilor Stevens  
Councilor Lehan - Excused  
Councilor Akervall

Dwight Brashear, SMART Director  
Nancy Kraushaar, Community Develop. Director  
Susan Cole, Finance Director  
Angela Handran, Assistant to the City Manager  
Cathy Rodocker, Assistant Finance Director  
Chris Neamtzu, Planning Director  
Mark Ottenad, Public/Government Affairs Director  
Mike McCarty, Parks and Recreation Director  
Bill Evans, Communications & Marketing Manager  
Nicole Hendrix, Transit Management Analyst  
Eric Loomis, Transit Field Supervisor  
Steve Adams, Engineering Manager

**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
<b>WORK SESSION</b>	
A. House Bill 2017/STIF Plan	Staff briefed Council on HB 2017 and discussed future amendments to the TMP to accommodate the bill.
B. Canby Area Transit (CAT) IGA	SMART staff reported on an upcoming IGA with CAT to extend services between Canby and Wilsonville.
C. Charbonneau Shuttle Pilot Program	Council heard about the Charbonneau Shuttle Pilot Program. The program is intended to improve services and access from Charbonneau to other desired Wilsonville locations.
D. Janitorial Services Contract Award	Staff updated Council on the 1-year contract extension with TVW, Inc.
E. Boat Dock Regulation Resolution	Council requested that staff bring back additional options regarding fishing at the Memorial Park Boat Dock.
F. City-wide Signage and Wayfinding Plan	Discussed the city-wide signage and wayfinding plan of which, Alta Planning and Design was selected as the consultant for the project.
<u>City Manager's Business</u>	Informed that staff has addressed traffic concerns brought by Wilsonville Meadows residents. Moreover, staff will be attending their HOA meeting on May 8.
<u>Legal Business</u>	The Willamette Intake Facilities issue was resolved, allowing the City to move forward with the Willamette Intake Facilities IGA.

<b>REGULAR MEETING</b>	
<p><u>Mayor's Business</u></p> <p>A. Proclamation - Supporting the Designation of April as Parkinson's Awareness Month.</p> <p>B. Upcoming Meetings</p>	<p>The Mayor read a proclamation declaring the Month of April as Parkinson's Awareness Month.</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. <b><u>Resolution No. 2670</u></b> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.</p> <p>B. <b><u>Resolution No. 2671</u></b> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.</p> <p>C. <b><u>Resolution No. 2672</u></b> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.</p> <p>D. <b><u>Resolution No. 2673</u></b> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation.</p> <p>E. <b><u>Resolution No. 2674</u></b> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc.</p> <p>F. <b><u>Resolution No. 2677</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Alta Planning And Design To Create A Citywide Sign Design And Wayfinding Signage Plan Including Implementation (CIP #3003 And #8118).</p> <p>G. <b><u>Resolution No. 2678</u></b> A Resolution Of The City Of Wilsonville Approving An Agreement With TWV, Inc. (D/B/A Sustainable Cleaning Systems) For The Project Known As Janitorial Services.</p> <p>H. <b><u>Resolution No. 2681</u></b> A Resolution Of The City Of Wilsonville Approving The Professional Services Agreement With Vertigo Marketing, LLC To Implement The Fy17/18 &amp; 18/19 Tourism Promotion Marketing Plan.</p> <p>I. Minutes of the February 5, 2018; February 22, 2018; and March 5, 2018 Council Meetings.</p>	<p>The Consent Agenda was adopted 3-0.</p>

<u>Public Hearing</u> A. <b><u>Resolution No. 2675</u></b> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.	After a public hearing was conducted, Resolution No. 2675 was adopted 3-0.
<b>URA</b>	
<u>Public Hearing</u> A. <b><u>URA Resolution No. 282</u></b> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2017-18.	After a public hearing was conducted, URA Resolution No. 282 was adopted 3-0.
<u>Consent Agenda</u> A. Minutes of the February 5, 2018 URA Meeting.	The Consent Agenda was adopted 3-0.
<b>ADJOURN</b>	7:30 p.m.