



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

Monday, September 9, 2019 - 6:30 P.M.

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

| | |
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| Joann Linville | Daniel McKay |
| Jennifer Willard | Angela Niggli |
- IV. Citizens' Input:
- V. Consent Agenda:
 - A. Approval of minutes of the August 12, 2019 DRB Panel A meeting
- VI. Public Hearing:
 - A. **Resolution No. 367. Industrial Focus: Gavin Russell, CIDA Architects & Engineers – Representative for David Nicoli, Nicoli Pacific LLC – Owner.** The applicant is requesting approval of a Stage II Final Plan, Site Design Review, Class III Sign Review and Type C Tree Removal Plan for development of Phase I of a new three-phase multi-tenant industrial complex. The subject site is located on Tax Lots 300 and 500 of Section 14A, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files: DB19-0013 Stage II Final Plan
DB19-0014 Site Design Review
DB19-0015 Class III Sign Review
DB19-0016 Type C Tree Removal Plan

This item was continued to this date and time certain at the August 12, 2019 DRB Panel A meeting.

The applicant has withdrawn the application. No public hearing will be held.

- B. Resolution No. 369. Wilsonville Library Sign: Pat Duke, City of Wilsonville – Applicant/Owner.** The applicant is requesting approval of a Class 3 Sign Permit and Waiver for a new digital changeable copy monument sign at Wilsonville Public Library. The subject property is located at 8200 SW Wilsonville Road on a portion of Tax Lot 601 of Section 24, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files: DB19-0030 Class 3 Sign Permit and Waiver

- VII. Board Member Communications:
A. Results of the August 26, 2019 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
SEPTEMBER 9, 2019
6:30 PM

- V. Consent Agenda:
 - A. Approval of minutes of August 12, 2019 DRB
Panel A meeting

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

**Development Review Board – Panel A
Minutes– August 12, 2019 6:30 PM**

I. Call to Order

Chair **Joann Linville** 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: Joann Linville, Fred Ruby, Daniel McKay, and Angela Niggli. Jennifer Willard 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 July 8, 2019 DRB Panel A meeting

Fred Ruby moved to approve the July 8, 2019 DRB Panel A meeting minutes as presented. Daniel McKay seconded the motion, which passed unanimously.

VI. Public Hearing:

A. **Resolution No. 367. Industrial Focus: Gavin Russell, CIDA Architects & Engineers – Representative for David Nicoli, Nicoli Pacific LLC – Owner.** The applicant is requesting approval of a Stage II Final Plan, Site Design Review, Class III Sign Review and Type C Tree Removal Plan for development of Phase I of a new three-phase multi-tenant industrial complex. The subject site is located on Tax Lots 300 and 500 of Section 14A, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Cindy Luxhoj

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|-------------|-----------|--------------------------|
| Case Files: | DB19-0013 | Stage II Final Plan |
| | DB19-0014 | Site Design Review |
| | DB19-0015 | Class III Sign Review |
| | DB19-0016 | Type C Tree Removal Plan |

This item was continued to this date and time certain at the July 8, 2019 DRB Panel A meeting.

The applicant has requested that this item be postponed to the September 9, 2019 DRB Panel A meeting, date and time certain.

Daniel Pauly, Planning Manager, noted a letter was received from the Applicant's attorney dated August 2, 2019 that requested another continuation to the DRB's next meeting on September 9, 2019. That date was not an issue as it was still within the allotted 120 days and

would allow additional time to work through the questions that surrounded the appropriateness of the Public Works requirements. Planning Staff had no other comments.

Barbara Jacobson, City Attorney, added that the letter was in the packet, so the Board could read the exact language of the letter. She clarified there was still a dispute regarding the same condition previously discussed between the Applicant and Staff, so it had been suggested that the Applicant and Staff meet again to work it out. The Applicant's attorney had indicated they were willing to meet, but they were not available to meet in time for tonight's hearing. Therefore, it was mutually agreed upon that the matter would be continued to the next hearing.

Chair Linville stated that generally a continued hearing would not be open to comments, but she believed that the Applicant, wished to comment and invited him to come forward to speak.

Dave Nicoli, 17888 SW McEwan, Lake Oswego, OR, pointed out that at the end of the last meeting on July 8, it was decided and a commitment was made, that a meeting would be held last month. On July 10, the Applicant sent an email to Cindy Luxhoj, the Planner and point person they were working with, and asked her if she would help facilitate or make the meeting happen. The Applicant was told on July 17, that the City could not meet with them due to time constraints. And, a couple weeks later, the Applicant received a letter from the City's attorney that gave them options. The Applicant did not ask for the meeting to be moved or postponed, which was frustrating. because the City Attorney just framed it in the letter as if the Applicant had asked for the meeting to be postponed. He reiterated it as the Applicant had asked the meeting to be postponed. They had not. The Applicant was backed into a corner and given options, one of which they had to choose. His preference was to decide the issue tonight. His actual preference was to have had the meeting last month as previously agreed to. He stated again, for the record, that they had not asked to go to next month; they were forced into it.

- He stated he was a landowner and had lived in the area, in Tigard, his entire life. His father had been on the Planning Board, and his brother, the mayor. As such, he had driven by the subject property for years, and thought he could build a beautiful monument that was something he could give back to the community. The process had been good, and people had been receptive. But as a businessman, he had set aside assets to go forward, and had the application been approved in August, he would have been committed and full steam ahead. In his opinion, it had been delayed because the City was trying to force him to do something that was not constitutional, but he had a Plan B and a Plan C. The construction season for 2019 was over, as everybody was too busy, and ground had to be broken prior to the rainy season. There was no way he could get started this year, so the soonest he could begin was May 2020. He was not under any serious pressure to move, so that was not a problem; however, he had other opportunities in which to spend that money and thought it was a shame that he and the City were at this point. He reiterated that he had not asked for a delay. The four weeks the City took to respond to an attorney's letter and not conduct a meeting because they were too busy, in his opinion, demonstrated an unwillingness to work with him, as a developer, to try to get something done.

Chair Linville noted the letter received from Attorney Michael Connors at Hathaway Larson requesting a continuance to postpone the hearing until September 9, 2019 to accommodate a meeting was in the packet.

Fred Ruby moved to continue Resolution No. 367 to the September 9, 2019 DRB-Panel A meeting date and time certain. Daniel McKay seconded the motion, which passed unanimously.

Mr. McKay thanked the Applicant for his comments.

B. Resolution No. 368. Bullwinkle's Class 3 Sign: Meyer Sign Company of Oregon – Applicant for Wilsonville Land Partnership – Owner. The applicant is requesting approval of a Class 3 Sign Permit and Waiver for a new electronic reader board on a new pylon sign along I-5. The subject property is located at 29111 SW Town Center Loop West on Tax Lot 100 of Section 14D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files: DB19-0028 Class 3 Sign Review

Chair Linville called the public hearing to order at 6:47 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.

Angela Niggli declared that she worked for Bullwinkle's from 2002 to 2011; however she had no...

Kimberly Rybold, Senior Planner, announced that the criteria applicable to the application were stated on page 1 and 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 via PowerPoint, briefly noting the site's history, location, and surrounding features with these key comments:

- Bullwinkle's, formerly known as the Family Fun Center, had requested a Class III Sign Permit, which was required because of the requested waiver. Some recent architectural modifications to the Bullwinkle's building included the approval of new exterior signs and a rebranding, so the Applicant proposed converting the existing pylon sign, currently along the highway, to a new pylon sign with a cabinet for a digital changeable copy sign, which required a waiver and the Class III Sign Permit.
- Slide 4 showed the history of the evolution of the current pylon sign to the present. The current sign was approved by DRB in 2009 with a waiver to the maximum height and size requirements. The proposed new sign was 29 ft, 9 in in height and 72.5 sq ft in size.
- To coordinate with the new building signs and renovation of the building, the Applicant applied for and received a Class I Sign Permit earlier this year to install a new sign cabinet on the existing poles and foundation. The Applicant had since modified that proposal and now wanted to shrink the first pylon sign cabinet and install a digital changeable copy sign underneath.
- Digital changeable copy signs, as well as a few other types of signs, were listed in the Sign Code as prohibited; however, they were approached more as conditionally permitted, allowable in certain circumstances, and subject to limitations. As such, a digital changeable copy sign required a waiver, as well as a sign proposal that demonstrated that it met the sign waiver criteria. Specific criteria also had to be met for the changeable copy sign itself which included luminance that did not exceed 5,000 candelas per sq meter between sunrise and sunset with a reduction to 500 candelas per sq meter between sunset and sunrise, dimming technology, and a time limit in which a message could be displayed.
 - The Code prohibited changing image signs with movement or copy change at an interval of less than once every 15 minutes was. Changeable copy was defined in the Code as

something that could be conditionally permitted by the DRB with a hold time of at least 15 minutes.

- The sign waiver criteria that applied to all sign waiver requests reflected the Sign Code purpose statement, so in evaluating the proposed request, Staff looked at how the sign would meet those criteria.
 - The proposed sign coordinated with other recently approved signage on the site and was typical in size and placement to other signs along the I-5 frontage in the area.
 - The digital sign would allow the Applicant to display messages that would otherwise require the hanging of temporary banners, which would have also required separate permits, thus providing an enhanced aesthetic to the sign.
 - In meeting the conditions of approval included with the Staff report, the digital changeable copy sign would not negatively impact safety.
 - In addition to meeting the City's Sign Code requirements, the City received comments from ODOT, which had requirements for signs along I-5 as well. The proposed sign as presented before the DRB met those ODOT requirements, which were included in the packet as Exhibit C1.
- Staff recommended approval of the Class III Sign Permit and waiver with the conditions as noted in the Staff report.

Daniel McKay asked if the changing requirement included scrolling text.

Ms. Rybold confirmed that was correct, the image had to be held for at least 15 minutes.

Chair Linville asked for more details about the dimmable feature.

Ms. Rybold stated that although she did not know how the technical aspects worked specifically, she believed this type of digital sign could be controlled from inside with a timer to assign a time for the sign to dim. She confirmed the sign would be brighter during daylight hours.

Mr. McKay understood there were two requirements that needed to be met, minimum and maximum candelas during the day as well as dimming technology that would measure the ambient light and adjust the sign accordingly within the minimum and maximum parameters.

Ms. Rybold believed that was the concept, but deferred to the Applicant to address the technical details.

Chair Linville called for the Applicant's presentation.

Rob Breazile, Sales Representative, Meyer Sign Company, 2800 SW74th Ave, Tigard, OR stated in response to questions regarding the lums and dimming that the sun was 4,800 lums during the day and the sign was automatically preset to run at 5,000 so the content on the sign would be visible. At night, the signs were automatically preset to run at 300, as anything higher became blinding. Those two automatic settings were called Sunset and Sunrise, and the settings were preprogrammed in, but were changeable by wireless control that Bullwinkle's would have access to, although there was no reason to do so except to turn the screen to all white in order to conduct maintenance. Another positive aspect of the proposed sign was the aesthetics, as it would eliminate the need for temporary banners. Bullwinkle's intended have only one message and that image would only change every 24 hours.

Chair Linville asked what would be seen onscreen if the signal was interrupted or the digital portion malfunctioned.

Mr. Breazile replied that in his years of selling the message center, there had only been one incident of malfunction. The screen had gone stagnant and kind of shook; however, businesses had control to immediately turn off the sign if that or anything else occurred. It would only be turned back on once tech support was present to provide maintenance.

Chair Linville asked if the digital display would be on both the park side and freeway side.

Mr. Breazile confirmed the sign would be perpendicular to I-5 and have two sides.

Angela Niggli asked if the text would scroll and how many lines of text there would be.

Mr. Breazile stated scrolling was not permitted per ODOT and City Code. He reiterated that there would be one message per day that would remain stagnant.

Ms. Niggli asked how much information could be displayed on the proposed sign.

Mr. Breazile responded on the proposed sign, Bullwinkle's could display up to four lines with 28 letters each, using letters that were 5½ -in high.

Mr. McKay understood those letters would appear pretty small from the freeway.

Mr. Breazile agreed, stating traffic went by at 75 or 80 mph, and one needed 35 or 40 feet to read each inch of text. Bullwinkle's would most likely opt for only one line with 2-ft letters, such as "Bowling" or "Free Tokens", which would be easily visible from I-5.

Chair Linville called for public testimony in favor of, opposed and neutral to the application. Seeing none, she confirmed the Applicant had no rebuttal.

Mr. McKay asked if the City had any requirements regarding sign maintenance.

Ms. Rybold replied she did not believe the Code addressed maintenance aspects. She noted that prior to making a motion, the second line of the Resolution title language should read, "digital changeable copy sign," instead of the current "electronic reader board," to maintain consistency with the Sign Code language.

Fred Ruby noted Condition PD2 on Page 5 stated that, "The Applicant shall ensure that the sign is maintained in a commonly accepted, professional manner."

Ms. Rybold stated if a malfunction resulted in flickering lights, for example, the City could declare that a public nuisance and abated accordingly.

Chair Linville confirmed with Staff that the Sign Code stated the sign could not flash or be movable.

Chair Linville confirmed that Board members had no recommendations or changes to the conditions and closed the public hearing at 7:08 pm.

Fred Ruby moved approval of Resolution No. 368, amending the Resolution title to state, “...FOR A NEW ELECTRONIC READER BOARD *DIGITAL CHANGEABLE COPY SIGN ON A NEW PYLON SIGN ALONG I-5...*” and adopting the Staff report as presented. The motion was seconded by Angela Niggli and passed unanimously.

Chair Linville read the rules of appeal into the record.

VII. Board Member Communications

A. Recent City Council Action Minutes

Kimberly Rybold, Senior Planner, stated the only action related to land use was the adoption of the ordinance for the Zone Map Amendment at the June meeting for the Nicoli Site. She confirmed it was approved at both the first and the second reading, adding that the he ordinance was now effective.

VIII. Staff Communications

Kimberly Rybold, Senior Planner, announced that tonight was Fred Ruby's last meeting. He had served on DRB Panel A since 2016, including serving as Chair, and Staff was appreciative of the time he had spent with the City and wished him success in his new home in Tigard. She then presented Mr. Ruby with a gift of appreciation.

Chair Linville thanked Mr. Ruby, on behalf of the Board, for his service and great leadership; adding he would be missed and the Board wished him all the best.

Fred Ruby thanked Chair Linville and said the DRB A had been a great Board to serve on.

Mr. McKay thanked Mr. Ruby also, stating that he had looked to Mr. Ruby when learning proper Board decorum, adding that Mr. Ruby had been a great instructor.

Mr. Ruby thanked Mr. McKay for his comment, noting that the Board had had wonderful membership. He had been on the Board long enough to see many changes and thought the City of Wilsonville really appreciated its volunteers. He believed that reputation helped attract qualified people to the Board and it had been his pleasure to serve.

IX. Adjournment

The meeting adjourned at 7:13 p.m.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING
SEPTEMBER 9, 2019
6:30 PM**

VI. Public Hearing:

- A. Resolution No. 367. Industrial Focus: Gavin Russell, CIDA Architects & Engineers – Representative for David Nicoli, Nicoli Pacific LLC – Owner.** The applicant is requesting approval of a Stage II Final Plan, Site Design Review, Class III Sign Review and Type C Tree Removal Plan for development of Phase I of a new three-phase multi-tenant industrial complex. The subject site is located on Tax Lots 300 and 500 of Section 14A, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files: DB19-0013 Stage II Final Plan
DB19-0014 Site Design Review
DB19-0015 Class III Sign Review
DB19-0016 Type C Tree Removal Plan

This item was continued to this date and time certain at the August 12, 2019 DRB Panel A meeting.

The applicant has withdrawn the application. No public hearing will be held.



August 22, 2019

Via Email and Regular Mail

E. Michael Connors
1331 NW Lovejoy Street Suite 950
Portland OR 97209

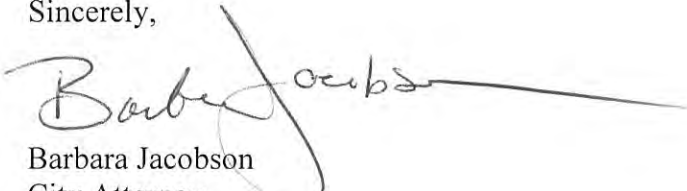
Re: Nicoli Pacific LLC
Project: Industrial Focus Phase 1
Application No. DB19-0013 through DB19-0016

Dear Mr. Connors:

Thank you to you and your client for meeting with City staff last week to discuss some of the proposed development conditions of approval. At that meeting, we learned that your client has determined he does not wish to proceed with the above referenced applications but may submit a new application with a revised site plan at some point in the future. As a result, the hearing that had been continued to September 9, 2019 will be cancelled.

Should we need to discuss anything concerning this matter further, please do not hesitate to contact me.

Sincerely,



Barbara Jacobson
City Attorney

Cc Chris Neamtzu, Community Development Director
Miranda Bateschell, Planning Director
Patty Nelson, City Engineer
Cindy Luxhoj, Associate Planner

**DEVELOPMENT REVIEW BOARD MEETING
SEPTEMBER 9, 2019
6:30 PM**

VI. Public Hearing:

B. Resolution No. 369. Wilsonville Library Sign: Pat Duke, City of Wilsonville – Applicant/Owner. The applicant is requesting approval of a Class 3 Sign Permit and Waiver for a new digital changeable copy monument sign at Wilsonville Public Library. The subject property is located at 8200 SW Wilsonville Road on a portion of Tax Lot 601 of Section 24, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold

Case Files: DB19-0030 Class 3 Sign Permit and Waiver

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 369**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A CLASS 3 SIGN PERMIT AND WAIVER FOR A NEW DIGITAL CHANGEABLE COPY MONUMENT SIGN AT WILSONVILLE PUBLIC LIBRARY. THE SUBJECT PROPERTY IS LOCATED AT 8200 SW WILSONVILLE ROAD ON A PORTION OF TAX LOT 601 OF SECTION 24, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. PAT DUKE, CITY OF WILSONVILLE – APPLICANT/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 a staff report on the above-captioned subject dated August 29, 2019, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on September 9, 2019, 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 August 29, 2019, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB19-0030 Class 3 Sign Permit and Waiver for digital changeable copy monument sign at Wilsonville Public Library

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 9th day of September, 2019 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)*.

Joann Linville – Chair, Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
 Planning Division Staff Report
 Class III Sign Permit with Waiver – Wilsonville Public Library

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

Hearing Date: September 9, 2019
Date of Report: August 29, 2019
Application No.: DB19-0030 Class III Sign Review and Waiver

Request/Summary: The Development Review Board is being asked to review a Class III Sign Permit and Waiver for a digital changeable copy monument sign at Wilsonville Public Library.

Location: 8200 SW Wilsonville Road. The property is specifically known as a portion of Tax Lot 601, Section 24, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Owner/Applicant: Pat Duke, City of Wilsonville

Comprehensive Plan Designation: Public

Zone Map Classification: PF (Public Facility)

Staff Reviewer: Kimberly Rybold, AICP, Senior Planner

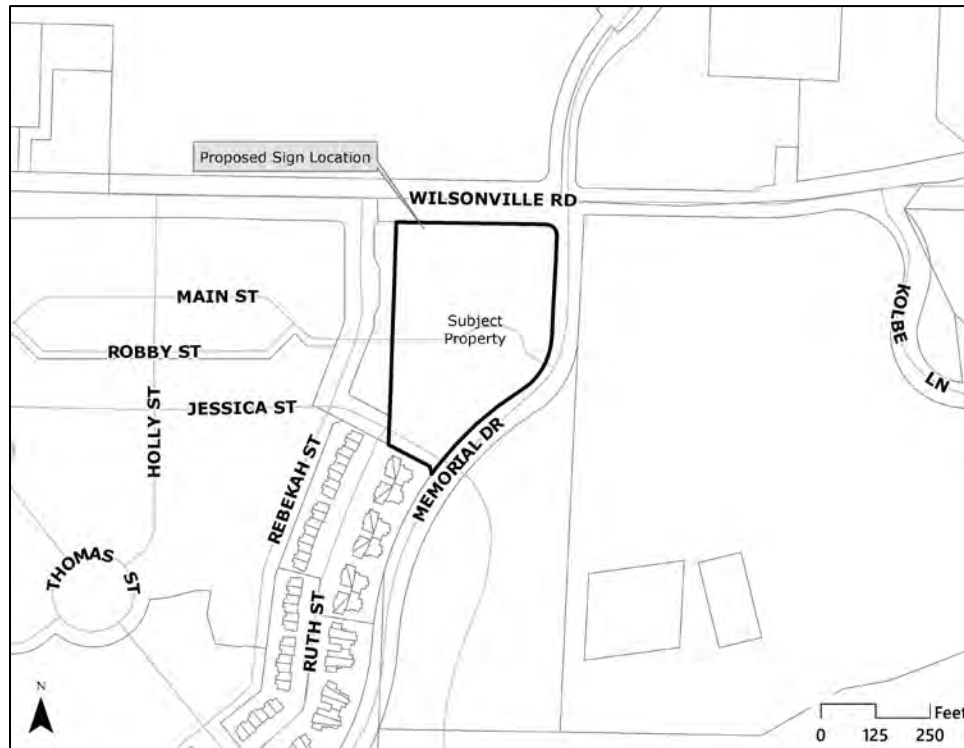
Staff Recommendation: Approve with conditions the requested Class III Sign Review and Waiver.

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 |
| Subsection 4.035 (.04) | Site Development Permit Application |
| Subsection 4.035 (.05) | Complete Submittal Requirement |
| Section 4.110 | Zones |
| Section 4.136 | Public Facility Zone (PF) |
| Sections 4.156.01 through 4.156.11 | Sign Regulations |

| | |
|--|--------------------|
| Sections 4.400 through 4.440 as applicable | Site Design Review |
| Other Planning Documents: | |
| Wilsonville Comprehensive Plan | |

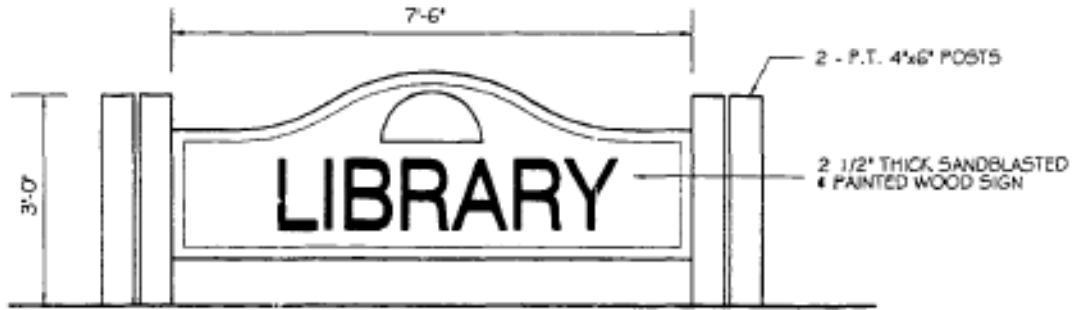
Vicinity Map



Background/Summary:

In March 2019, the City Council approved a Signage and Wayfinding Plan for the City. Among the goals of the Signage and Wayfinding Plan is to develop a coordinated system of signage and gateways for the City to strengthen sense of place, increase foot traffic to businesses, and offer a more enjoyable visitor experience. The Wilsonville Public Library is the first City building to upgrade signage consistent with the City’s Signage and Wayfinding Plan. The proposed monument sign includes key elements of building signs featured in this plan, including a ledgerstone base, aluminum sign cabinet with a corten powder coated finish, and white pin lettering. Because the applicant wishes to include a digital changeable copy display on the freestanding sign, a waiver is required, necessitating DRB review.

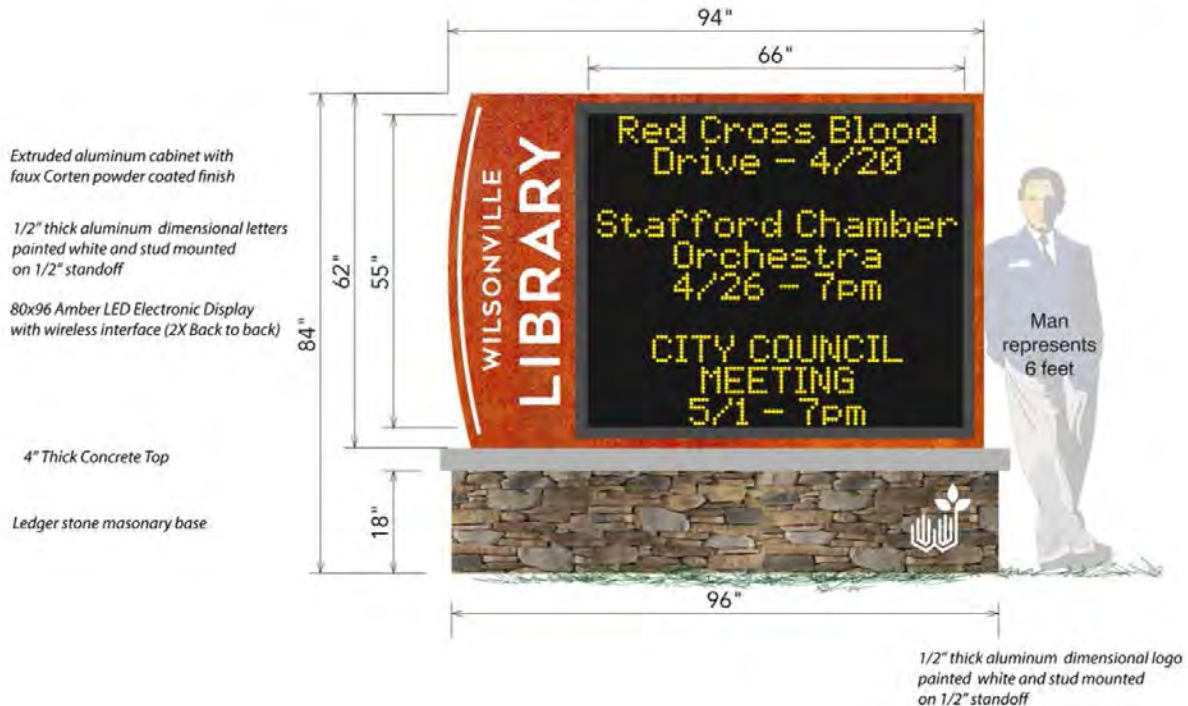
Existing Monument Sign



BUILDING IDENTIFICATION SIGN

Proposed Monument Sign

New Community Message Board (Double Sided) (East Face)



Discussion Points:

Approving a Prohibited Sign

Changeable copy signs are listed as prohibited signs in Subsection 4.156.06 (.01) D. However, language is added that a waiver may be granted to allow them as long as it is ensured specific criteria or conditions are met including:

1. The sign shall be equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions and the sign owner shall ensure appropriate functioning of the dimming technology for the life of the sign.
2. The luminance of the sign shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise.

By definition, changeable copy signs must maintain a copy hold-time of at least fifteen (15) minutes.

While grouped under prohibited signs, the intention of the code is to make the signs conditionally permitted. No conditionally permitted sign section exists currently, so they were grouped in the prohibited sign section as that is where language regarding these signs previously existed in the code.

Sign Waiver Criteria – Improved Aesthetics and Functionality

With limitations on brightness and copy change frequency the sign will result in an improved design aesthetically, as it will provide a sleek technological option to provide information about such things as community events and library programming, and it will ultimately be easier to maintain and keep clean than alternate reader board options such as manual change board.

Sign Waiver Criteria – More compatible and complementary to the overall design and architecture of a site, along with adjoining properties, surrounding areas, and the zoning district.

The visual impact to the site, adjoining properties, surrounding areas, and development in general in the PDC zone remains substantially the same.

Sign Waiver Criteria – Improve or Not Negatively Impact Safety

No safety, particularly traffic safety, concerns have been noted for the revised sign design.

Conclusion and Conditions of Approval:

Staff 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 (DB19-0030) with the following conditions:

Planning Division Conditions:

DB19-0030 Class III Sign Permit and Waiver

| | |
|--------------|--|
| PD 1. | The approved sign shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division. |
| PD 2. | The Applicant/Owner of the property shall obtain all necessary building and electrical permits for the approved sign prior to its installation, and shall ensure that the sign is maintained in a commonly-accepted, professional manner. |
| PD 3. | The Applicant/Owner shall ensure the approved sign maintains a copy hold time of at least fifteen (15) minutes. A hold time of less than 15 minutes, except in the specified emergency situations, shall be considered a Public Nuisance and abated accordingly. |
| PD 4. | The sign shall be equipped with automatic dimming technology which automatically adjusts the sign’s brightness in direct correlation with ambient light conditions, the appropriate functioning of the dimming technology shall be maintained for the life of the sign, and the sign brightness shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, or five hundred (500) candelas per square meter between sunset and sunrise. Not maintaining the dimming technology appropriately or exceeding the allowed brightness shall be considered a Public Nuisance and abated accordingly. |
| PD 5. | Prior to sign installation the applicant must field locate the underground utilities and coordinate with franchise utility owners to ensure the sign is installed to avoid conflict or impact to the utilities. |

Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case File DB19-0030. The exhibit list below reflects the electronic record posted on the City’s website and retained as part of the City’s permanent electronic record. Any inconsistencies between printed or other electronic versions of the same exhibits are inadvertent and the version on the City’s website and retained as part of the City’s permanent electronic record shall be controlling for all purposes.

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.** Project Narrative
- B2.** Sign Drawings and Plans
- B3.** Signed Application

Development Review Team Correspondence

- C1.** Email from Patty Nelson

Other Correspondence

N/A

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on August 6, 2019. On August 16, 2019 the application was found to be complete. The City must render a final decision for the request, including any appeals, by December 14, 2019.
2. Surrounding land uses are as follows:

| Compass Direction | Zone: | Existing Use: |
|-------------------|-----------|--|
| North: | TC | Commercial |
| East: | PF | Memorial Park |
| South: | PDR-5, PF | Multifamily Residential, Memorial Park |
| West: | PDC | Commercial |

3. Previous Planning Approvals:

| | | |
|----------------|--|--------------------------|
| 87DR16 | Architectural & Landscape | Approved with conditions |
| 87PC18 | Stages I & II Minor Partition, CUP | Approved with conditions |
| 89SR21 | 2 Outdoor Library Signs | Approved |
| 90SR14A | Monument Library Sign | Approved |
| 92AR26 | Admin review for sign | Approved |
| 96DB03 | Stage II | Withdrawn |
| 98AR30 | Minor Exterior Modification | Approved |
| 01DB02 | CUP, Stage II, Site Design Review for 21,000 SF addition | Approved with conditions |
| 01AR11 | Minor revisions to architectural and site details approved in 01DB02 and approving a wall-mounted sign | Approved with conditions |
| 04AR57 | Minor Site Plan Revision to City Library | Approved |

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, the City of Wilsonville, and is signed by an authorized representative.

Pre-Application Conference Subsection 4.010 (.02)

The applicant met with the City for a pre-application meeting.

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.

DB19-0030 Class III Sign Permit and Waiver

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

Sign Review and Submission

Class II Sign Permits Reviewed by DRB

Subsection 4.031 (.01) M. and Subsection 4.156.02 (.03)

1. The application qualifies as a Class III Sign Permit and is being reviewed by the Development Review Board.

What Requires Class III Sign Permit Review

Subsection 4.156.02 (.06)

2. While the request involves modifications to a previously approved sign, it does involve a waiver thus qualifying to be reviewed through the Class III Sign Permit process.

Class III Sign Permit Submission Requirements

Subsection 4.156.02 (.06) A.

3. As indicated in the table below the applicant has satisfied the submission for Class III sign permits, which includes the submission requirements for Class II sign permits:

| Requirement | Submitted | Waiver Granted | | Condition of Approval | Not Applicable | Additional findings/notes |
|---|-------------------------------------|--------------------------------|-------------------------------|--------------------------|-------------------------------------|---------------------------|
| | | Info Already Available to City | Info Not Necessary for Review | | | |
| Completed Application Form | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sign Drawings or Descriptions | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Documentation of Tenant Spaces Used in Calculating Max. Sign Area | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Drawings of Sign Placement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Project Narrative | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Information on Any Requested Waivers or Variances | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Class III Sign Permit and Waiver Review Criteria

Definitions: Changeable Copy Sign

Subsection 4.001 267. F.

4. The proposed digital sign will not have moving structural elements, flashing or sequential lights, elements, prisms, or other methods that result in movement. The frequency of text copy changes is proposed to be no more than the limit of once every 15 minutes. The sign thus meets the definition of a Changeable Copy Sign, "Any sign, digital or manual, which is designed to have the copy changed routinely and where the frequency of copy change does not exceed once every fifteen (15) minutes, except in emergency situations as requested by the City Manager or designee." Condition of Approval PD 3 will further ensure the 15-minute hold time is maintained.

Class II Sign Permit Review Criteria: Generally and Site Design Review

Subsection 4.156.02 (.05) E.

5. As indicated in Finding 6 and Findings 26-30, the proposed digital sign, with a waiver, will satisfy the sign regulations for the applicable zoning district and the Site Design Review criteria.

Class II Sign Permit Review Criteria: Compatibility with Zone

Subsection 4.156.02 (.05) E. 1.

6. The proposed sign is compatible with a public library use within the PF zone. This includes a simple design consistent with City branding, along with a clean design for an illuminated electronic message board. No evidence exists nor has testimony been received that the subject signs would detract from the visual appearance of the surrounding development.

Class II Sign Permit Review Criteria: Nuisance and Impact on Surrounding Properties

Subsection 4.156.02 (.05) E. 2.

7. There is no evidence, and no testimony has been received suggesting the subject sign would create a nuisance or negatively impact the value of surrounding properties. The proposed sign will maintain a hold time of at least 15 minutes for messages and will have brightness controls such to avoid nuisances with the surrounding development.

Class II Sign Permit Review Criteria: Items for Special Attention

Subsection 4.156.02 (.05) E. 3.

8. The interaction of the sign with other site elements including landscaping, existing signs and other site features were carefully considered. A multi-disciplinary City team carefully considered the best location and the applicant is confident the proposed location is ideal for avoiding conflicts while maintaining readability and usefulness of the sign.

Sign Waiver Criteria: Design

Subsection 4.156.02 (.08) A. 1.

9. The proposed freestanding reader board will result in an improved design aesthetically, as it will provide a sleek technological option to provide information about such things as community events and library programming, and it will ultimately be easier to maintain and keep clean than alternate reader board options such as a manual changeable copy board. Functionally, the electronic display will improve the process of switching out messages over older reader board types. It will also enable more messages to be displayed increasing the usefulness of the sign to the user.

Sign Waiver Criteria: Compatibility

Subsection 4.156.02 (.08) A. 2.

10. The compatibility of the sign with other site elements including landscaping, existing signs and other site features as well as the library building were carefully considered. A multi-disciplinary City team carefully considered the best location and the applicant is confident the proposed location maximizes compatibility on the site while maintaining readability and usefulness of the sign.

Sign Waiver Criteria: Public Safety, Especially Traffic Safety

Subsection 4.156.02 (.08) A. 3.

11. The proposed digital reader board is alpha-numeric only, and will not display graphics or animation. As the sign proposed can only display text, there will be no graphic-enabled displays that flash aggressively and pose a safety risk to oncoming traffic. Lastly, the proposed sign is to be constructed in a location that meets vision clearance standards.

Sign Waiver Criteria: Content

Subsection 4.156.02 (.08) A. 4.

12. The content of the subject sign is not being reviewed or considered as part of this application.

Changeable Copy Sign Waiver Criteria: Dimming Technology

Subsection 4.156.06 (.01) D. 1.

13. The proposed electronic sign will come equipped with both an automatic and a manual control option for determining brightness. The automatic function utilizes a photocell to adjust brightness in direct correlation to the ambient light conditions.

Changeable Copy Sign Waiver Criteria: Luminance

Subsection 4.156.06 (.01) D. 2.

14. Condition of Approval PD4 ensures in operation the luminance of the sign does not exceed the maximum five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise.

Sign Measurement

Measurement of Cabinet Signs and Similar Subsection 4.156.03 (.01) A.

15. The proposed monument sign has been measured consistent with the method defined by this section by measuring the area of the shape drawn around the outer dimension of the cabinet, frame, or background. The digital sign cabinet is 62 inches by 94 inches, totaling approximately 40.5 square feet in size. In addition, a one-square-foot logo is proposed on the stone base.

Measurement of Sign Height Above Ground Subsection 4.156.03 (.02) A.

16. The proposed sign is measured from the average grade directly below the sign to the highest point of the sign, totaling seven feet in height.

Prohibited Signs Unless Approved Through Waiver

Changeable Copy Signs Prohibited Unless Approved Through Waiver and Meeting Certain Criteria. Subsection 4.156.06 (.01) D.

17. The applicant has requested a waiver to allow for a changeable copy sign as defined in Section 4.001. Condition of Approval PD 4 ensures the specific criteria required for approval of changeable copy signs are met by requiring that the approved sign is equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions, the appropriate functioning of the dimming technology for the life of the sign, and the sign brightness does not exceed five thousand (5000) candelas per square meter between sunrise and sunset, or five hundred (500) candelas per square meter between sunset and sunrise.

Freestanding and Ground Mounted Signs in the PDC, TC, PDI, and PF Zones

General Allowance Subsection 4.156.08 (.01) A.

18. The subject site has frontages on Wilsonville Road, Rebekah Street and Memorial Drive. The existing sign will be removed near the intersection of Rebekah and Wilsonville Road and this will be the only freestanding sign on the Wilsonville Road frontage.

Allowed Height Subsection 4.156.08 (.01) B.

19. The allowed height for the sign is 20 feet. The proposed sign is seven feet tall.

Allowed Area

Subsection 4.156.08 (.01) C.

20. In the PDC, PDI, and PF zones a sign pertaining to a tenant more than 26,000 square feet would be allowed a 64-square-foot sign. The proposed area of the main sign is approximately 40.5 square feet. In addition, a one-square-foot logo is proposed on the stone base.

Pole or Sign Support Placement Vertical

Subsection 4.156.08 (.01) D.

21. The proposed freestanding monument sign and its foundation are proposed to be constructed in a full vertical position.

Extending Over Right-of-Way, Parking, and Maneuvering Areas

Subsection 4.156.08 (.01) E.

22. The subject freestanding sign is not proposed to extend into or above right-of-way, parking, and maneuvering areas.

Design of Freestanding Signs to Match or Complement Design of Buildings

Subsection 4.156.08 (.01) G.

23. The proposed sign uses elements from the Wilsonville Signage and Wayfinding Plan which will unify and complement City facilities throughout the City.

Sign Setback

Subsection 4.156.08 (.01) J.

24. The sign will be placed at a location between two and 15 feet from the sidewalk as required.

Address Required to be on Sign

Subsection 4.156.08 (.01) K.

25. The address will be added to the sign unless otherwise approved by TVF&R.

Site Design Review

Excessive Uniformity, Inappropriateness Design

Subsection 4.400 (.01) and Subsection 4.421 (.03)

26. **Excessive Uniformity:** No other freestanding signs are in the area, and the sign's unique design does not create excessive uniformity.

Inappropriate or Poor Design of Signs: The proposed sign is professionally designed to complement the established City sign and wayfinding program.

Lack of Proper Attention to Site Development: A interdisciplinary City team looked at citing to ensure optimal placement in relation to other sign features.

Lack of Proper Attention to Landscaping: The proposed sign will be placed in an existing grassy area not disturbing other landscaping.

Purposes and Objectives

Subsection 4.400 (.02) and Subsection 4.421 (.03)

27. The proposed sign is of a scale and design appropriately related to the subject site and the appropriate amount of attention, both by professional designers and City staff, has been given to visual appearance.

Design Standards

Subsection 4.421 (.01)

28. The applicant has provided sufficient information demonstrating compliance with the standards of this subsection, specifically objective F. which pertains to advertising features. There is no evidence the proposed sign will detract from the nearby buildings and/or structures due to size, location, design, color, texture, lighting, or materials proposed.

Applicability of Design Standards, Including Exterior Signs

Subsection 4.421 (.02)

29. Design standards have been applied to the freestanding sign as required.

Conditions of Approval to Insure Proper and Efficient Function

Subsection 4.421 (.05)

30. No additional conditions of approval are recommended to ensure the proper and efficient functioning of the development in relation to the sign.



June 4, 2019

RE: Narrative for Application for Digital Sign at Wilsonville Public Library

Sign Review and Submission

What Requires Class III Sign Permit Review

Subsection 4.156.02 (.06)

1. The applicant understands the application will be reviewed as a Class III Sign Permit by the Development review Board due to a request for a waiver.

Class III Sign Permit and Waiver Review Criteria

Definitions: Changeable Copy Sign

Subsection 4.001 267. F.

2. The proposed sign will not have moving structural elements, flashing or sequential lights, elements, prisms, or other methods that result in movement. The frequency of text copy changes will not exceed once every 15 minutes except in emergency situations. The sign thus meets the definition of a Changeable Copy Sign, "Any sign, digital or manual, which is designed to have the copy changed routinely and where the frequency of copy change does not exceed once every fifteen (15) minutes, except in emergency situations as requested by the City Manager or designee."

Class II Sign Permit Review Criteria: Generally and Site Design Review

Subsection 4.156.02 (.05) E.

3. As indicated in below, the proposed sign, with a waiver, will satisfy the sign regulations for the applicable zoning district and the regarding Site Design Review criteria.

Class II Sign Permit Review Criteria: Compatibility with Zone

Subsection 4.156.02 (.05) E. 1.

4. The proposed sign is compatible with a public library use within the PF zone. This includes a simple design consistent with City branding, along with a clean design for an illuminated electronic message board. No evidence exists nor has testimony been received that the subject signs would detract from the visual appearance of the surrounding development.

Class II Sign Permit Review Criteria: Nuisance and Impact on Surrounding Properties
Subsection 4.156.02 (.05) E. 2.

5. There is no evidence, and no testimony has been received suggesting the subject sign would create a nuisance or negatively impact the value of surrounding properties.

Class II Sign Permit Review Criteria: Items for Special Attention
Subsection 4.156.02 (.05) E. 3.

6. The interaction of the sign with other site elements including landscaping, existing signs and other site features were carefully considered. A multi-disciplinary City team carefully considered the best location and the applicant is confident the proposed location is ideal for avoiding conflicts while maintaining readability and usefulness of the sign.

Sign Waiver Criteria: Design
Subsection 4.156.02 (.08) A. 1.

7. The proposed freestanding reader board will result in an improved design aesthetically, as it will provide a sleek technological option to provide information about such things as community events and library programming, and it will ultimately be easier to maintain and keep clean than alternate reader board options such as manual change board.. Functionally, the electronic display will improve the process of switching out messages over older reader board types. It will also enable more messages to be displayed increasing the usefulness of the sign to the user.

Sign Waiver Criteria: Compatibility
Subsection 4.156.02 (.08) A. 2.

8. The compatibility of the sign with other site elements including landscaping, existing signs and other site features as well as the library building were carefully considered. A multi-disciplinary City team carefully considered the best location and the applicant is confident the proposed location maximizes compatibility on the site while maintaining readability and usefulness of the sign.

Sign Waiver Criteria: Public Safety, Especially Traffic Safety
Subsection 4.156.02 (.08) A. 3.

9. There is no evidence the proposed sign will negatively impact public safety, especially traffic safety. The proposed digital reader board is alpha-numeric only, and will not display graphics or animation. As the sign proposed can only display text, there will be no graphic-enabled displays that flash aggressively and pose a safety risk to oncoming traffic. Lastly, the proposed sign is to be located in a location that meets vision clearance standards.

Sign Waiver Criteria: Content
Subsection 4.156.02 (.08) A. 4.

10. The applicant understands content of the subject sign is not being reviewed or considered as part of this application.

Changeable Copy Sign Waiver Criteria: Dimming Technology
Subsection 4.156.06 (.01) D. 1.

11. The proposed electronic sign will come equipped with both an automatic and a manual control option for determining brightness. The automatic function utilizes a photocell to adjust brightness in direct correlation to the ambient light conditions.

Changeable Copy Sign Waiver Criteria: Luminance
Subsection 4.156.06 (.01) D. 2.

12. The applicant is committed to ensuring in operation the luminance of the sign does not exceed the maximum five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise.

Sign Measurement

Measurement of Cabinet Signs and Similar
Subsection 4.156.03 (.01) A.

The proposed monument sign has been measured consistent with the method defined by this section by measuring the area of the shape drawn around the outer dimension of the cabinet, frame, or background.

Measurement of Sign Height Above Ground
Subsection 4.156.03 (.02) A.

13. The proposed sign is measured from the average grade directly below the sign to the highest point of the sign.

Prohibited Signs Unless Approved Through Waiver

Changeable Copy Signs Prohibited Unless Approved Through Waiver and Meeting Certain Criteria.
Subsection 4.156.06 (.01) D.

14. The applicant requests a waiver to allow for a changeable copy sign as defined in Section 4.001. The applicant will ensure the specific criteria required for approval of changeable copy signs are met by including that the sign is equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions, the appropriate functioning of the dimming technology for the life of the sign, and the sign brightness does not exceed five thousand (5000) candelas per square meter between sunrise and sunset, or five hundred (500) candelas per square meter between sunset and sunrise.

Freestanding and Ground Mounted Signs in the PDC, PDI, and PF Zones

General Allowance

Subsection 4.156.08 (.01) A.

15. The subject site has frontages on Wilsonville Road, Rebekah Street and Memorial Drive. The existing sign will be removed near the intersection of Rebekah and Wilsonville Road and this will be the only freestanding sign on the Wilsonville Road Frontage.

Allowed Height

Subsection 4.156.08 (.01) B.

16. The allowed height for the sign is 20 feet. The proposed sign is 7 feet..

Allowed Area

Subsection 4.156.08 (.01) C.

17. In the PDC, PDI, and PF zones a sign pertaining to a tenant more than 26,000 square feet would be allowed a 64 square foot sign. The proposed area of the main sign is approximately 40.5 square feet. In addition a 1 sf logo is proposed on the stone base.

Pole or Sign Support Placement Vertical

Subsection 4.156.08 (.01) D.

18. The proposed freestanding monument sign and its foundation are proposed to be constructed in a full vertical position.

Extending Over Right-of-Way, Parking, and Maneuvering Areas

Subsection 4.156.08 (.01) E.

19. The subject freestanding sign is not proposed to extend into or above right-of-way, parking, and maneuvering areas.

Design of Freestanding Signs to Match or Complement Design of Buildings

Subsection 4.156.08 (.01) G.

20. The proposed sign uses elements from the Wilsonville Signage and Wayfinding program which will unify and complement City facilities throughout the City.

Sign Setback

Subsection 4.156.08 (.01) J.

21. The sign will be placed at a location between 2 and 15 feet from the sidewalk as required.

Response:

Address Required to be on Sign

Subsection 4.156.08 (.01) K.

22. The address will be added to the sign unless otherwise approved by TVF&R.

Site Design Review

Excessive Uniformity, Inappropriateness Design Subsection 4.400 (.01) and Subsection 4.421 (.03)

23. **Excessive Uniformity:** No other freestanding signs are in the area, and the sign's unique design does not create excessive uniformity. .
- Inappropriate or Poor Design of Signs:** The proposed sign is professionally design to complement the established City sign and wayfinding program.
- Lack of Proper Attention to Site Development:** A interdisciplinary City team looked at citing to ensure optimal placement in relation to other sign features.
- Lack of Proper Attention to Landscaping:** The proposed sign will be placed in an existing grassy area not disturbing other landscaping.

Purposes and Objectives

Subsection 4.400 (.02) and Subsection 4.421 (.03)

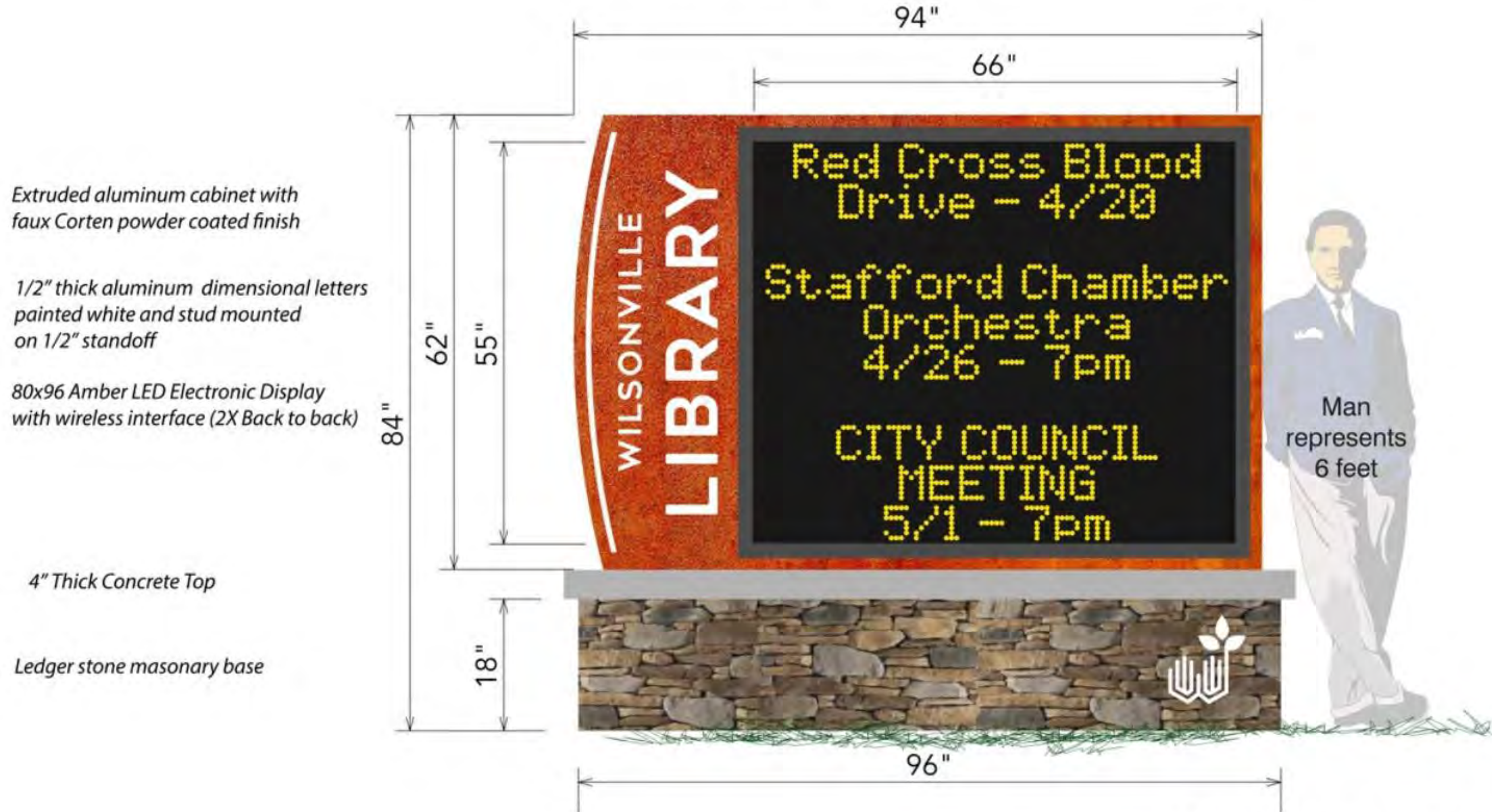
24. The proposed sign is of a scale and design appropriately related to the subject site and the appropriate amount of attention, both by professional designers and City staff, has been given to visual appearance.

Applicability of Design Standards, Including Exterior Signs

Subsection 4.421 (.02)

25. Design standards have been applied to the freestanding sign as required.

New Community Message Board (Double Sided) (East Face)



*Extruded aluminum cabinet with
faux Corten powder coated finish*

*1/2" thick aluminum dimensional letters
painted white and stud mounted
on 1/2" standoff*

*80x96 Amber LED Electronic Display
with wireless interface (2X Back to back)*

4" Thick Concrete Top

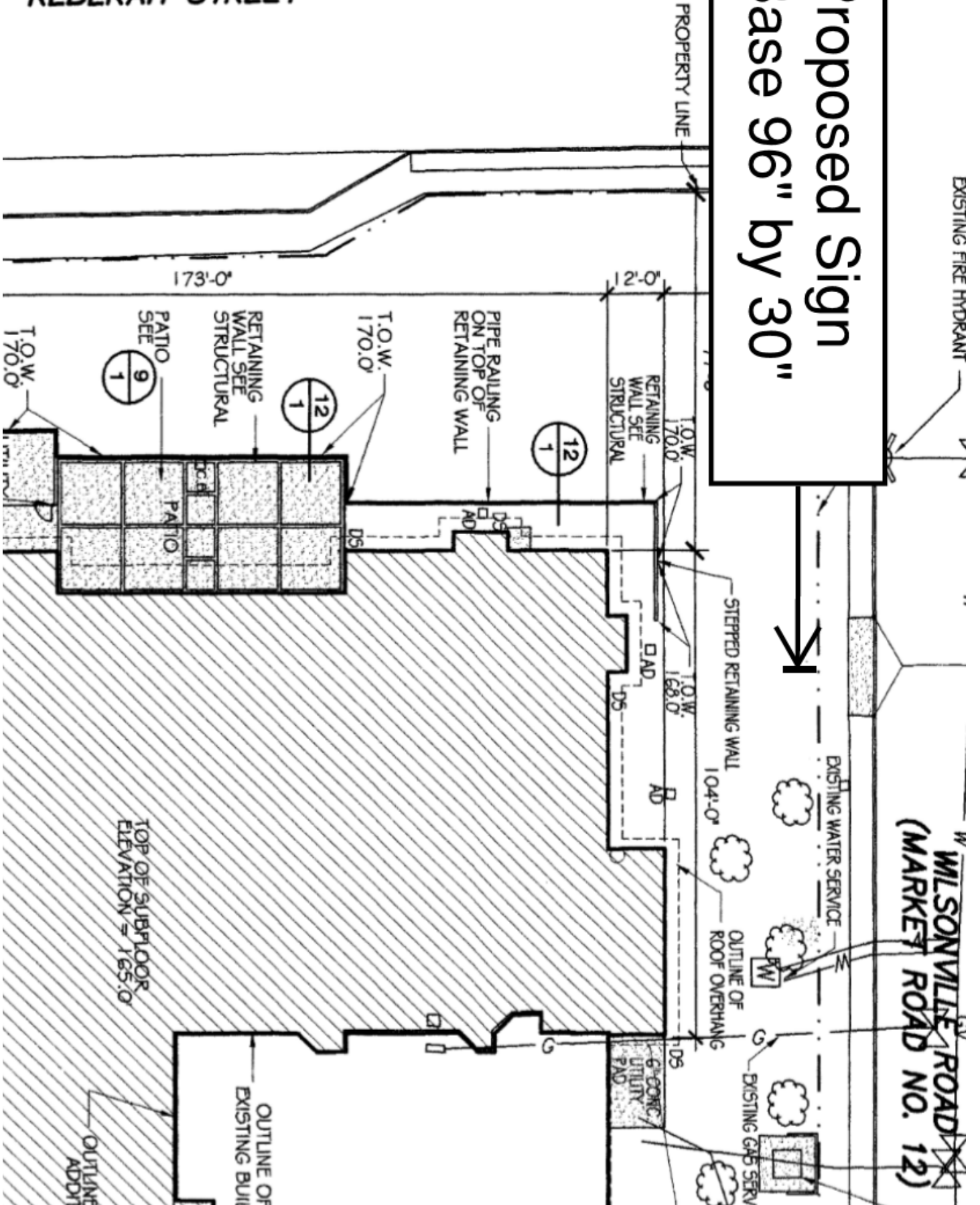
Ledger stone masonry base

*1/2" thick aluminum dimensional logo
painted white and stud mounted
on 1/2" standoff*



REBEKAH STREET

Proposed Sign
Base 96" by 30"





Planning Division
Development Permit Application

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.

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

Applicant:

Name: Pat Duke, Library Director
Company: City of Wilsonville
Mailing Address: 8200 SW Wilsonville Road
City, State, Zip: Wilsonville OR 97070
Phone: 503-570-1590 Fax:
E-mail: duke@ci.wilsonville.or.us

Authorized Representative:

Name:
Company:
Mailing Address:
City, State, Zip:
Phone: Fax:
E-mail:

Property Owner:

Name: same
Company:
Mailing Address:
City, State, Zip:
Phone: Fax:
E-mail:

Property Owner's Signature:

[Handwritten Signature]
Printed Name: PATRICK DUKE Date: 7/8/19

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

Printed Name: Date:

Site Location and Description:

Project Address if Available: 8200 SW Wilsonville Road Suite/Unit
Project Location:
Tax Map #(s): 3S1W24 Tax Lot #(s): 601 County: Washington Clackamas

Request:

Install new freestanding sign with digital reader board along Wilsonville Road. Class III Sign Permit with waiver for digital sign.

Project Type: Class I Class II Class III

Residential Commercial Industrial Other: public

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 Variance
Type C Tree Removal Plan Tree Permit (B or C) Temporary Use Other (describe)
Villebois SAP Villebois PDP Villebois FDP
Zone Map Amendment Waiver(s) Conditional Use

From: [Nelson, Patty](#)
To: [Rybold, Kim](#)
Cc: [White, Shelley](#); [Huffman, Dominique](#)
Subject: FW: Wilsonville Public Hearing Notice for September 9, 2019 DRB Panel A meeting
Date: Thursday, August 22, 2019 2:22:42 PM
Attachments: [image002.png](#)
[image003.png](#)
[Utilities located within AOI for Library.pdf](#)
[image001.png](#)
Importance: High

Kim

I am not sure in what format you need your comments but I am sending them with this email – so hope that works.

The proposed sign appears to be in an area where we have waterlines (underground utilities). For a condition of approval, prior to installation of the sign they must field locate the underground utilities and coordinate with the utility owners to ensure sign is installed to avoid conflict or impact to the utilities. Our initial reviews shows a water line (see attached) but we were not able to confirm other franchise utilities. This will be the responsibility of the applicant to confirm franchise utility locations.

M. Patty Nelson, P.E.

City Engineer
City of Wilsonville

503.570-1567

nelson@ci.wilsonville.or.us


www.ci.wilsonville.or.us

[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



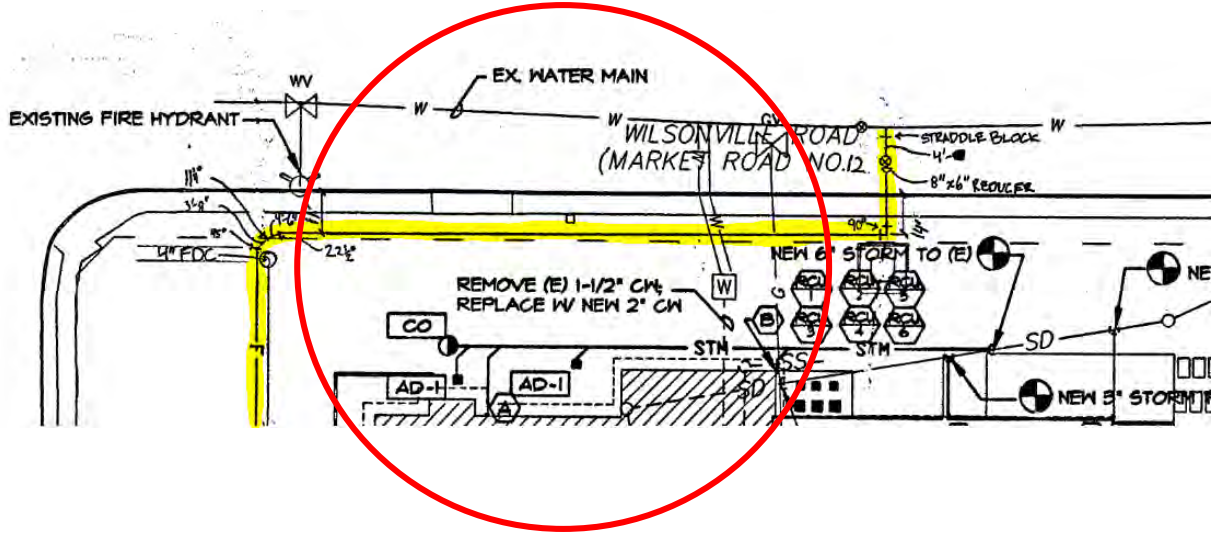
29799 SW Town Center Loop East, Wilsonville, OR 97070

Disclosure Notice: Messages to and from this e-mail address may be subject to the Oregon Public Records Law.



 City of Wilsonville
Exhibit C1 DB19-0030

Proposed sign placement for Wilsonville Public Library (8/22/2019)
Potential Existing Utilities Conflict

Referencing As built plans 2001-01-003 (Page 2)
Area Of Interest north-west corner of lot 31W24 00601



Key

-  AOI for New sign placement
-  Existing water utility

DEVELOPMENT REVIEW BOARD MEETING
SEPTEMBER 9, 2019
6:30 PM

- VII. Board Member Communications:
 - A. Results of the August 26, 2019 DRB Panel B meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

| | | |
|--|--|----------------------------|
| DATE: AUGUST 26, 2019 | | TIME END: 7:07 P.M. |
| LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR | | |
| TIME START: 6:30 P.M. | | |

ATTENDANCE LOG

| BOARD MEMBERS | STAFF |
|-----------------|------------------|
| Richard Martens | Daniel Pauly |
| Samy Nada | Barbara Jacobson |
| Aaron Woods | Patty Nelson |
| Shawn O’Neil | |

AGENDA RESULTS

| AGENDA | ACTIONS |
|---|---|
| CITIZENS’ INPUT | |
| | Staff responded to questions regarding the status of Polygon Phase 5 across Stockholm |
| CONSENT AGENDA | |
| A. Approval of minutes of the June 24, 2019 meeting | A. Unanimously approved as presented |
| PUBLIC HEARING | |
| <p>A. Resolution No. 363. Cherbourg Lane Street Vacation: Polygon at Villebois III LLC and Allen and Victor Chang – Petitioners. The City is vacating SW Cherbourg Lane right-of-way north of SW Berlin Avenue, Section 15AB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly</p> <p style="padding-left: 40px;">Case Files: DB19-0006 Street Vacation</p> <p><i>The DRB action on the Street Vacation is a recommendation to the City Council.</i></p> | A. Resolution 363 passed with amendments to the Staff report by a 3 to 0 to 1 vote with Shawn O’Neil abstaining. |
| BOARD MEMBER COMMUNICATIONS | |
| <p>A. Results of the July 8, 2019 DRB Panel A meeting</p> <p>B. Results of the August 12, 2019 DRB Panel A meeting</p> <p>C. Recent City Council Action Minutes</p> | <p>A. Staff highlighted the Panel A hearings</p> <p>B. Council interviewed the top 5 candidates for the open Council position.</p> <p>Brief discussion regarding the City’s board and commission appointment process.</p> |
| STAFF COMMUNICATIONS | None |
| | |

**DEVELOPMENT REVIEW BOARD MEETING
SEPTEMBER 9, 2019
6:30 PM**

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

City Council Meeting Action Minutes
August 5, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Jeanna Troha, Assistant City Manager
Kim Rybold, Senior Planner
Dan Carlson, Building Official
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Delora Kerber, Public Works Director
Martin Montalvo, Public Works Operations Manager
Beth Wolf, Senior Systems Analyst
Bill Evans, Communications & Marketing Manager

Staff present included:

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

| AGENDA ITEM | ACTIONS |
|---|--|
| WORK SESSION | |
| A. Equitable Housing Strategic Plan | Council heard an update on the progress of the Equitable Housing Strategic Plan and were presented with the draft Housing Market Research Report. |
| B. Declaration of an Emergency – Training and Exercise | Council received a training from staff outlining the procedures to follow should a state of emergency arise. |
| C. Schedule 95 for LED Street Lights | Staff detailed the plan to install LED lighting in the City’s roadways and neighborhoods. |
| D. New Community Engagement Website, LetsTalkWilsonville.com | Staff presented on LetsTalkWilsonville.com the City’s new community engagement website. |
| E. Communications Facility Ground Lease (Clackamas 800 Radio Group) | Council was briefed on Resolution No. 2665, which authorizes 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. |
| REGULAR MEETING | |
| <u>Communications</u> | |
| A. 2019 Legislative Session Report by Senator Kim Thatcher (SD 13) & Senator Alan Olsen (SD 20) | Senators Thatcher and Olsen provided an update from the recently completed Oregon legislative session. |

| | |
|--|--|
| <p><u>Mayor's Business</u> A. Upcoming Meetings</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> A. <u>Resolution No. 2665</u> 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>The Consent Agenda was approved 4-0.</p> |
| <p><u>Continuing Business</u> A. <u>Ordinance No. 837</u> – 2nd Reading An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Sections 8.010 And 4.179.</p> | <p>Ordinance No. 837 was adopted on second reading by a vote of 4-0.</p> |
| <p><u>City Manager's Business</u></p> | <p>Wished Councilor Akervall happy birthday.</p> |
| <p><u>Legal Business</u></p> | <p>Wished Councilor Akervall happy birthday.</p> <p>Furthermore, the City Attorney updated Council on the LUBA appeal on Basalt Creek and the ongoing Subaru case against the City. In addition, mentioned was a litigation case regarding public records law that involves the City of West Linn.</p> |
| <p>ADJOURN</p> | <p>8:22 p.m.</p> |

City Council Meeting Action Minutes
August 19, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West

Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Chris Neamtzu, Community Develop. Director
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Patty Nelson, City Engineer
Matt Palmer, Civil Engineer

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

| AGENDA ITEM | ACTIONS |
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| WORK SESSION | |
| A. Construction Contract with Stettler Supply & Construction for the Gesellschaft Well Facility Rehab and Upgrades | Staff gave a brief update on Resolution No. 2769, authorizing the City Manager to execute a construction contract with Stettler Supply & Construction for construction of the Gesellschaft Well Facility rehab and upgrades project. |
| B. Project 2020 Census | Council heard a presentation on the upcoming 2020 Census. |
| C. I-5 Monument Sign Retrofit Project | Council provided feedback on the I-5 Monument Sign Retrofit project. Staff will return with more options. |
| D. City Council Work Plan 2019-21 | Council received the 2019-21 Council Work Plan. |
| REGULAR MEETING | |
| <u>Communications</u> | Representative Neron provided an update from the recently completed Oregon legislative session. |
| A. 2019 Legislative Session Update: Representative Courtney Neron Wilsonville (House District 26) | |
| <u>Mayor's Business</u> | The Mayor announced that he plans to attend the Metro Transportation Task Force on Wednesday, August 21, 2019. |
| A. Upcoming Meetings | |

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| <p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2769</u> A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Stettler Supply & Construction For Construction Of The Gesellschaft Well Facility Rehab And Upgrades Project.</p> <p>B. Minutes of the December 3, 2018; December 17, 2018; January 7, 2019, March 4, 2019 and March 18, 2019 Council Meetings.</p> | <p>The Consent Agenda was approved 4-0.</p> |
| <p><u>New Business</u></p> <p>A. Council Candidate Interviews</p> | <p>Council interviewed candidates for the open vacancy.</p> |
| <p><u>City Manager's Business</u></p> | <p>No report.</p> |
| <p><u>Legal Business</u></p> | <p>No report.</p> |
| <p>ADJOURN</p> | <p>9:27 p.m.</p> |