



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

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

- I. Call to order:
- II. Chairman's Remarks:
- III. Roll Call:
  - Jennifer Willard Daniel McKay
  - Angela Niggli
- IV. Citizens' Input:
- V. Consent Agenda:
  - A. Approval of minutes of the September 9, 2019 DRB Panel A meeting
- VI. Public Hearing:
  - A. **Resolution No. 372. Stafford Woods Master Sign Plan Update: Security Signs, Inc. – Representative for Stafford Woods LLC – Owner/Applicant.** The applicant is requesting approval of an updated Master Sign Plan for Stafford Woods. The subject property is located at 25030 SW Parkway Avenue on Tax Lot 90000 of Section 2AD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon. Staff: Philip Bradford  
  
Case Files: DB19-0036 Class 3 Master Sign Plan
- VII. Board Member Communications:
  - A. Results of the October 28, 2019 DRB Panel B meeting
  - B. Results of the November 25, 2019 DRB Panel B meeting
  - C. Recent City Council Action Minutes
- 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  
DECEMBER 9, 2019  
6:30 PM

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- V. Consent Agenda:
  - A. Approval of minutes of September 9, 2019 DRB  
Panel A meeting

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

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

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**I. Call to Order**

Chair **Joanne 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, Jennifer Willard, Daniel McKay, and Angela Niggli

Staff present: Daniel Pauly, Barbara Jacobson, Kim 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 August 12, 2019 DRB Panel A meeting

**Daniel McKay moved to approve the August 12, 2019 DRB Panel A meeting minutes as presented. Angela Niggli seconded the motion, which passed 3 to 0 to 1 with Jennifer Willard abstaining.**

**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

**Chair Linville** called the public hearing to order at 6:36 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.

**Kim Rybold, Associate Planner**, announced that the criteria applicable to the application were stated on pages 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 outlining the proposed sign's location and features with these key comments.

- The proposed monument sign contained a digital changeable copy sign within the overall sign area. The inclusion of the digital sign necessitated a Class III sign permit and associated waiver to allow for the electronic changeable copy sign.
- In March of 2019, City Council approved a Signage and Wayfinding Plan in hopes of developing a coordinated system of signage for City buildings, as well as other wayfinding signage and gateways into the city. The Wilsonville Public Library was the first building to upgrade its signage consistent with the Signage and Wayfinding Plan.
  - Features of the proposed sign that aligned with the Signage and Wayfinding Plan included building signs that featured a ledgerstone base, an aluminum sign cabinet with a corten powder coating finish with a bronze-like color, and white pin lettering that identified the library's location along with a font and style consistent with the Signage and Wayfinding Plan.
- Per City Code, certain signs listed as prohibited could be more aptly described as conditionally permitted. As such, a waiver was required for digital changeable copy signs, and specific criteria applied to the sign, such as automatic dimming technology that adjusted for ambient light, and conditions that the luminance could not exceed 5,000 candelas per sq meter between sunrise and sunset, or 500 candelas per sq meter between sunset and sunrise.
  - Also of note was the distinction between a changing image sign and a changeable copy sign. A changing image sign was identified as having the appearance of movement or copy change with a frequency less than once per 15 minutes and was outright prohibited per the Development Code. In contrast, a changeable copy sign had a frequency of copy change of at least 15 minutes or more and could be conditionally permitted through the DRB with a waiver.

- The proposed sign was consistent with the City's Wayfinding Signage Plan and the visual impact to the site and surrounding properties was substantially the same as other signs in the area. The digital sign would provide a sleek technological option to provide information about library activities, including community events and library programming. Ultimately, it would provide for easier maintenance and upkeep than a manual changeable copy sign.
- The proposal met with the conditions of approval listed in the Staff report and would not negatively impact safety. As always, content was not considered in the decision to approve a changeable copy sign.
- Staff recommended approval of the Class III Sign Permit and Waiver with the conditions as noted in the Staff report.

**Chair Linville** confirmed there were no questions for Staff and called for the Applicant's presentation.

**Daniel Pauly, Planning Manager**, noted he was representing the Applicant tonight. He had helped Mr. Duke prepare the application and Ms. Rybold had reviewed it.

**Pat Duke, Library Director**, stated the sign was the result of a Metro Community Enhancement Grant received within the last two years that brought an opportunity to the library and City to provide information for the community. The two-line signs currently on either side of Memorial Dr and Rebecca St would be removed. He believed it was nice that the proposed library sign was the first Wayfinding Plan piece that would be used by the City. The proposed sign would give the library the opportunity to be able to reach out to the community with its services and the services of the City itself. The library would be in control of the sign from day to day, and he believed it would be changed maybe once per day, as the library did not have much going on. However, the new sign would be a nice addition and allow the library to push its services out to the community and make a better connection with the community.

**Daniel McKay** asked why the library was removing the other two signs instead of replacing them.

**Mr. Duke** replied he did not believe the other two signs would be necessary. The existing signs were old, ugly, and at minimum needed to be replaced. At this point, they would simply be removed, and if that turned out to be a mistake, the library would do something else. The smaller signs that directed library patrons into the parking lot along Rebecca St and Memorial Dr might be replaced.

**Mr. McKay** responded the two signs might be good advertising for people coming from Memorial Park since the library was situated in such a way that it was not obvious it was a library until people got to Wilsonville Rd.

**Mr. Duke** responded that was fair, and believed the smaller signs next to the driveways were sufficient for that purpose.

**Chair Linville** noted Mr. Duke said the library would change the sign once per day and asked if the sign would therefore be static, with two or three items on it for the entire day, similar to the example provided to Staff. (Slide 4)

**Mr. Duke** replied that was a reasonable option. If there was more going on in the community or additional events, that approach might be changed. He believed the sign's usage would evolve to a degree over time, but changing the sign once a day would be sufficient to begin.

**Chair Linville** asked if he foresaw a situation in which the sign would change every 15 minutes.

**Mr. Duke** replied that was always a possibility. Changing the sign in that manner would imply that the sign displayed one message at a time. It was originally designed to have two or three messages displayed at a time, although it was possible that displaying only one message at a time was better. If that became the case, particularly in the summer, the sign might be changed more often, and every 15 minutes could be reasonable.

**Chair Linville** asked if the library was able to program how often the sign changed copy and how the technology worked.

**Mr. Duke** replied he believed that was how it worked, but he did not know any technology details other than it was run by a computer.

**Chair Linville** noted there was no one in the audience to provide testimony. She confirmed there were no other questions and closed the hearing at 6:53 pm.

**Jennifer Willard moved to approve Resolution No. 369. 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. Results of the August 26, 2019 DRB Panel B meeting
- B. Recent City Council Action Minutes There were no comments.

**Daniel Pauly, Planning Manager**, stated that in August, DRB Panel B had a hearing regarding last year's DRB approval of a subdivision in Villebois. Presently, Staff did not know when the subdivision would be built or by whom as the property transaction had fallen through. Through the earlier review process, it was determined that the planned street could not be built due to topography and steep grade. During a prior phase, a street stub had been built and the DRB had addressed the vacation of that street stub. The issue would go before City Council for final action on September 16.

**Kimberly Rybold, Senior Planner** noted in August, City Council had made some minor modifications to the City's Mixed and Solid Waste and Recyclables Code to bring it in line with

future changes that might impact storage area relative to food waste. Those Code updates would apply to any future applications that dealt with commercial, industrial, or mixed-use spaces.

### **VIII. Staff Communications**

**Kimberly Rybold, Senior Planner** noted that at the September 16 meeting, City Council would appoint Chair Linville to the City Council. She congratulated Chair Linville and thanked her for her wisdom and time spent on the DRB, wishing her good luck and success in her next endeavor.

**Chair Linville** thanked Staff, noting Ms. Rybold had been very helpful since she came on, and Mr. Pauly had been the standard bearer for the DRB and provided much assistance. She appreciated everything he had done. She thanked Barbara Jacobson for her legal advice that helped DRB run their meetings. She felt guilty leaving her colleagues on DRB without completing her term. She realized that due to Fred's departure and her own, the DRB would be shorthanded but believed they would still do well. She thanked the Board for being good colleagues and for all of the good work they had done. She was excited to join the City Council and looked forward to the opportunity to expand her decision-making, adding her time on the Board would be helpful in her Council work.

**Barbara Jacobson** thanked Chair Linville for all of her hard work on DRB.

**Staff** explained that Vice Chair Willard would chair the meetings on an interim basis until a new Chair was found. A recruitment announcement had already been made, and the DRB's replacements were anticipated to be appointed in October or November. At the next meeting, Ms. Willard would begin the meeting as Chair, but had the option of electing a permanent Chair and Vice Chair. The Chair and Vice Chair positions were usually incumbents, as opposed to new Board members, because incumbents had experience. Because Panel A was down to three Board members, Panel B members might be called on to help until the new appointments were made, especially if a current Board member was absent or to bring the Panel up to five members for major decisions.

### **IX. Adjournment**

The meeting adjourned at 7:02 p.m.

Respectfully submitted,

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



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

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VI. Public Hearing:

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

Case Files:        DB19-0036 Class 3 Master Sign Plan

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 372**

**A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING AN UPDATED MASTER SIGN PLAN FOR STAFFORD WOODS. THE SUBJECT PROPERTY IS LOCATED AT 25030 SW PARKWAY AVENUE ON TAX LOT 90000 OF SECTION 2AD, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, WASHINGTON COUNTY, OREGON. SECURITY SIGNS, INC. – REPRESENTATIVE FOR STAFFORD WOODS LLC – OWNER/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 a staff report on the above-captioned subject dated December 2, 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 December 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 December 2, 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:

DB19-0036 Updated Master Sign Plan for Stafford Woods.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 9<sup>th</sup> day of December, 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)*.

\_\_\_\_\_  
Jennifer Willard – Acting Chair, Panel A  
Wilsonville Development Review Board

Attest:

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



Exhibit A1  
 Planning Division Staff Report  
 Updated Master Sign Plan – Stafford Woods

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

**Hearing Date:** December 9, 2019  
**Date of Report:** December 2, 2019

**Application No.:** DB19-0036 Class 3 Master Sign Plan

**Request/Summary:** The Development Review Board is being asked to review a Master Sign Plan.

**Location:** 25030 SW Parkway Ave. The property is specifically known as Tax Lot 90000, Section 2AD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon.

**Owner:** Stafford Woods LLC

**Applicant:** Joseph Platt, Security Signs

**Comprehensive Plan Designation:** Commercial

**Zone Map Classification:** PDC (Planned Development Commercial)

**Staff Reviewer:** Philip Bradford, Associate Planner

**Staff Recommendation:** Approve with conditions the requested Master Sign Plan.

**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 4.135	Planned Development Industrial Zone (PDI)
Sections 4.156.01 through 4.156.11	Sign Regulations

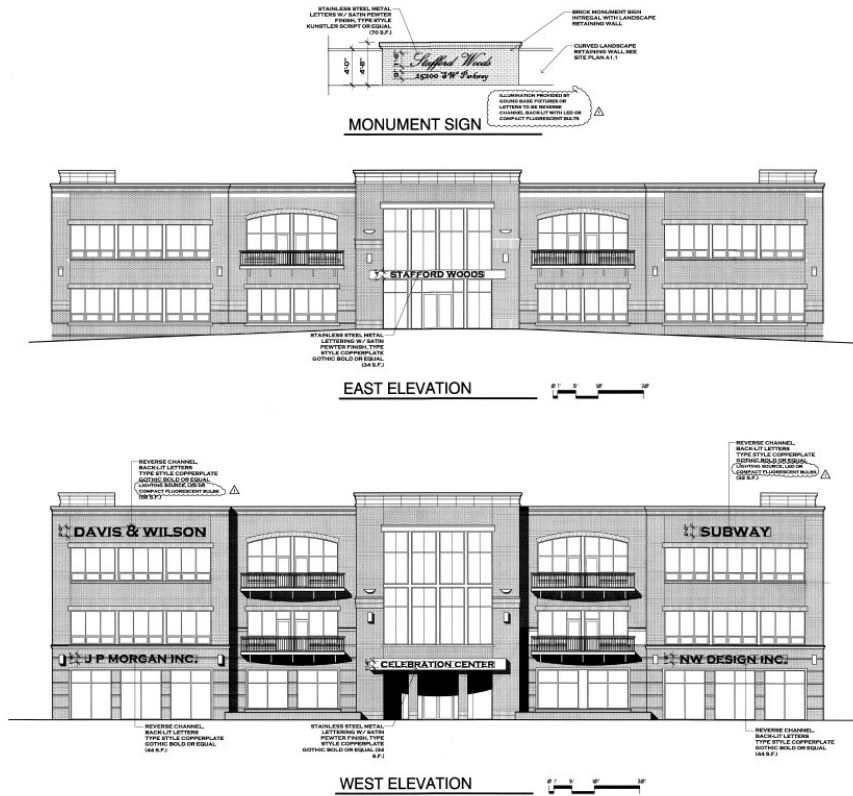
Sections 4.400 through 4.440 as applicable	Site Design Review
<b>Other Planning Documents:</b>	
Wilsonville Comprehensive Plan	

**Vicinity Map**



**Background/Summary:**

The City approved a master sign plan for the Stafford Woods development in 2006. The master sign plan accounted for wall signs based on the tenants intended to occupy the building after completion. Over time, the structure was re-platted as a condominium and multiple commercial tenant improvements have changed the interior layout creating new tenant spaces. The existing master sign plan is quite restrictive in that only one font type (Copperplate Gothic Bold) is allowed and the maximum sign height is restricted to 24". The new master sign plan allows for more flexibility and guarantees future tenants the ability to have external signage while maintaining a cohesive look and similar square footage allowances as the 2006 master sign plan.

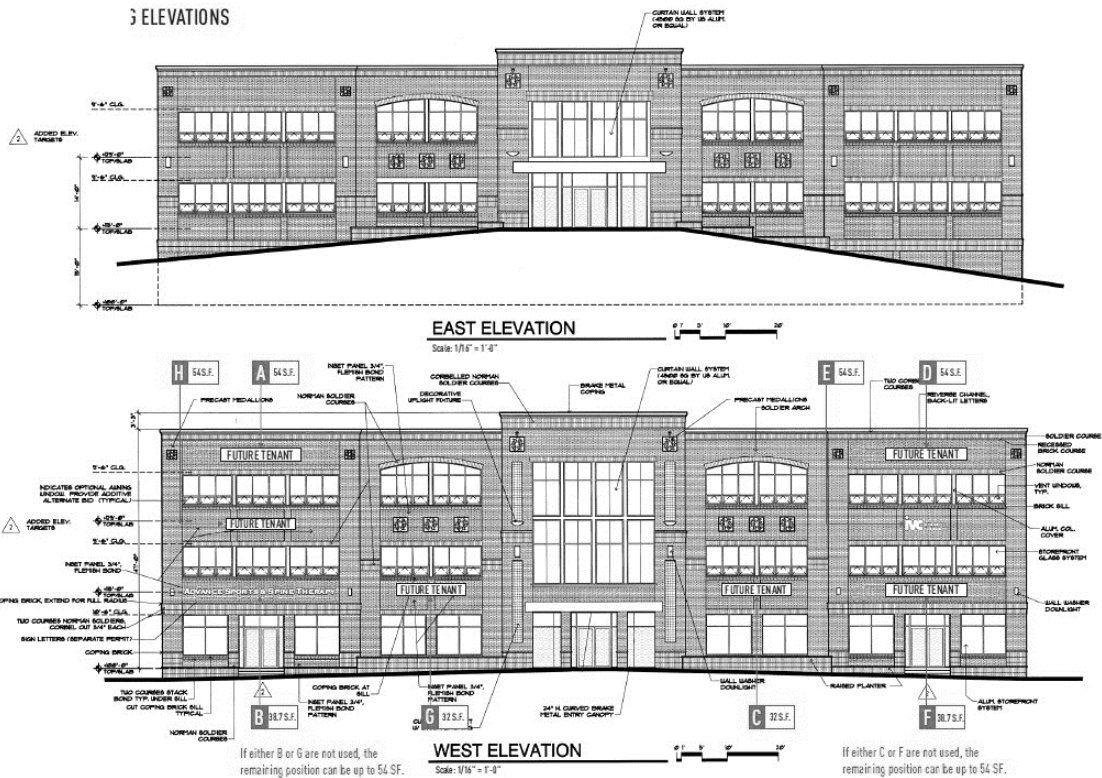


**SIGN SUMMARY**

ZONE PDC  
 SQUARE FOOTAGE OF SIGN ALLOWED +300 SF  
 PLUS INCREASED BY 50% PER FOR CORNER LOTS  
 300 + 50% = 300 + 150 = 450 SF TOTAL ALLOWED  
 MONUMENT SIGN + TO BE ACTUAL  
 MONUMENT SIGN COUNTED AT 50% OF ACTUAL SF  
 10' x 50' = 500 SF

TOTAL SQUARE FOOTAGE OF SIGNAGE FOR PROJECT  
 50' x 44' x 24' = 528 x 20' x 20' SF  
 20' IS LESS THAN 300 SF MAX. REQUIRED

Original Master Sign Plan Excerpt (Case File DB06-0013)



Proposed Building Sign Locations

## Discussion Points:

### Flexibility for Future Tenants

The proposed master plan provides for maximum flexibility for future and existing tenant signage. Since Stafford Woods was built, tenant spaces have been reconfigured and it is possible future changes may occur. The possibility of a ground floor reconfiguration has been accounted for in the master sign plan by providing two scenarios for sign area. If the ground floor tenant spaces are combined into two spaces, the allowable sign area is 54 square feet matching the allowable sign area for all other locations on the building. If the ground floor remains as four separate tenant spaces, they are calculated per the linear length with a transfer of 2.7 square feet from the adjacent façade. The existing signage also fits within the allowable sign area provided by the proposed master sign plan. The existing IVC sign is 16.3 square feet and is shown in the location of Sign E. Advance Sports & Spine Therapy is 32.12 square feet, which is also below the allowable sign area of 38.7 square feet shown in the location of Sign B.

## 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 (DB19-0029) with the following conditions:

## Planning Division Conditions:

### DB19-036 Class 3 Master Sign Plan

PD 1.	Individual tenant signs proposed consistent with this master sign plan shall obtain a Class I Sign Permit from the City and shall be installed in a manner substantially similar to the plans stamped approved by the Planning Division.
PD 2.	The Applicant/Owner of the property shall obtain all necessary building and electrical permits for any approved signs prior to their installation, and shall ensure that all signs are maintained in a commonly-accepted, professional manner.

## 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 DB19-0036. 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

None Received

#### Other Correspondence

None Received

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The application was received on October 4, 2019. On November 12, 2019 the application was found to be complete. The City must render a final decision for the request, including any appeals, by March 11, 2020.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	AF-10	Forested Land
East:	PDC	Commercial
South:	PDC	Commercial
West:	PDC	Commercial

3. Notable Prior Planning Approvals:

<b>DB06-0013</b>	Stage II Final Plan
<b>DB06-0020</b>	Site Design Review
<b>DB06-0021</b>	Master Sign Plan
<b>DB06-0022</b>	Type C Tree Removal Plan
<b>DB06-0023</b>	Building Height Waiver
<b>AR06-0011</b>	Tentative Partition Plat
<b>AR06-0057</b>	Minor Changes to Landscape Plan
<b>AR06-0067</b>	Final Plat Review
<b>SR07-0032</b>	Class I Sign Permit for Monument Sign
<b>AR08-0001</b>	Minor Changes to Landscape Plan
<b>SR09-0008</b>	Class I Sign Permit Advance Sports & Spine Therapy
<b>SR17-0043</b>	Class II Sign Permit for IVC

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 owners, Stafford Woods LLC, and has been signed by an authorized representative.

#### Pre-Application Conference Subsection 4.010 (.02)

The applicant met with the City for a pre-application meeting (PA17-0019) in accordance with this subsection.

#### 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.

## DB19-0029 Master Sign Plan

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

#### Review Process

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

1. The application qualifies as a Master Sign Plan as it involves a multi-tenant complex and is being reviewed by the Development Review Board.

#### Master Sign Plans Generally

Subsection 4.156.02 (.07)

2. The request is for a new Master Sign Plan for a multi-tenant business center with more than three tenants, aimed at meeting the signage needs of current, as well as future tenants.

#### Class III Sign Permit Submission Requirements

Subsection 4.156.02 (.07) A.

3. As indicated in the table below the applicant has satisfied the submission requirements for a Master Sign Plan, which includes the submission requirements for Class II and Class III 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Written explanation of Master Sign Plan flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tenant sign size based on frontage, one sign per tenant
Written explanation of extent to which different sign designs will be allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tenant logos, all fonts, and multi-line sign displays will be allowed.
Written explanation of how sign plan provides consistent and compatible sign design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LED halo illuminated brushed stainless steel and flat cut out stainless steel signs styles will be allowed.

### Master Sign Plan Review Criteria

Class II Sign Permit Review Criteria: Generally and Site Design Review  
 Subsection 4.156.02 (.05) F.

- As indicated in Finding 5 and Findings 19-23, the zoning district and Site Design Review criteria are met.

Class II Sign Permit Review Criteria: Compatibility with Zone  
 Subsection 4.156.02 (.05) E. 1.

- The proposed signage is typical of and compatible with multi-tenant office developments within the PDC zone.

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

- There is no evidence, and no testimony has been received suggesting the subject sign plan 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.

- The sign plan allows wall signage in appropriate locations in relation to site elements such as landscaping. Additionally, all allowed wall signs will be appropriately placed within existing architectural elements of the building. The allowed sign area for signs C and G interfere with brick architectural bump outs on the west elevation. Tenants seeking signage in these sign bands are required to remove the architectural feature if the proposed sign is to span over the architectural feature.

Master Sign Plan Review Criteria: Consistent and Compatible Design  
Subsection 4.156.02 (.07) B. 1.

8. All signs will be constructed using LED halo illuminated brushed stainless steel and flat cut out brushed stainless steel minor tag line lettering, allowing for consistent design and uniformity throughout the development.

Master Sign Plan Review Criteria: Consider Future Needs  
Subsection 4.156.02 (.07) B. 2.

9. Maximum building sign size calculations are based upon tenant frontage size, allowing for modifications to sign area as tenant sizes change. Fonts and colors may vary by tenant if approved by the landlord on a case by case basis.

### **Sign Measurement**

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

10. Any cabinet signs or similar installed pursuant to this master sign plan will be measured consistent with this subsection.

Measurement of Individual Sign Elements  
Subsection 4.156.03 (.01) B.

11. Wall signs for Stafford Woods have been measured consistent with this subsection.

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

12. Monument signs for Stafford Woods been measured consistent with this subsection.

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

General Allowance  
Subsection 4.156.08 (.01) A.

13. The general allowance for monument and directory signs on the subject site was approved in DB06-0021 and SR07-0032, and is illustrated in Exhibit B2. This allowance is to be incorporated into this master sign plan, with no increase in the number or area of signs proposed.

### **Building Signs in the PDC, TC, PDI , and PF Zones**

Establishing whether Building Facades are Eligible for Signs  
Subsection 4.156.08 (.02) A.

14. All proposed sign locations shown on Page 2 of Exhibit B2 are located on sign eligible facades. The structure is situated uniquely on the site and has frontage with two public

streets (SW Parkway Drive and SW St. Helens Drive) on the north, west, and south facades. The east elevation has one public entrance open to the general public. Therefore, all facades of Stafford Woods are sign eligible.

**Building Sign Area Allowed**  
Subsection 4.156.08 (.02) B.

15. As shown in the table below, the proposed master sign plan incorporates the allowances of this subsection in determining the sign allowance of the individual tenant spaces on each floor. Stafford Woods contains four tenant spaces on the ground floor, and two tenant spaces on the second and third floors. The allowable sign area for each is calculated based on the linear length of the façade. Sign area is transferred from the adjacent facades on the second and third floors in accordance with 4.156.08(.02)B.2. with half of the sign area (18 square feet) being transferred to the west elevation. The ground floor tenant spaces containing Sign B and F shown in Exhibit B2 have an allowable sign area of 36 square feet and a transfer of 2.7 square feet, in order not to exceed an area equal to the linear length of these tenant facades. Under the possible scenario the ground floor tenant spaces are combined, the proposed master sign plan calculates allowable signage as on the second and third floors by transferring 18 square feet from the adjacent façade for a total of 54 square feet.

	Sign Area West Façade	Adjacent Façade Allowable Sign Area	Sign Area Transferred	Total Sign Area
Sign A	36	36	18	54
Sign B	36	36	2.7	38.7
Sign C	32	N/A	N/A	32
Sign D	36	36	18	54
Sign E	36	36	18	54
Sign F	36	36	2.7	38.7
Sign G	32	N/A	N/A	32
Sign H	36	36	18	54

**Calculating Linear Length to Determine Sign Area Allowed**  
Subsection 4.156.08 (.02) B. 6.

16. Tenant facades will be measured consistent with this subsection to determine maximum allowed sign area.

**Building Sign Length Not to Exceed 75% of Façade Length**  
Subsection 4.156.08 (.02) C.

17. As reflected in the Applicant’s Exhibits B1 and B2, the length of individual tenant signs will not exceed 75 percent of the length of the tenant space façade.

### Building Sign Height Allowed

Subsection 4.156.08 (.02) D.

18. The proposed building signs will be required to be centered vertically within the existing sign bands, per the proposed master sign plan. With vertical centering, the signs will have a definable space between the sign and the top and bottom of the architectural feature. As noted in Exhibit B1 and B2, the allowed sign area for signs C and G interfere with brick architectural bump outs on the west elevation. Tenants seeking signage in these sign bands are required to remove the architectural feature if the proposed sign is to span the architectural feature.

### Building Sign Types Allowed

Subsection 4.156.08 (.02) E.

19. The proposed master sign plan requires wall flat signage, which is an allowable type.

### Site Design Review

#### Excessive Uniformity, Inappropriateness Design

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

20. With professional design specific to individual tenant spaces and the existing monument and directory signs, the master sign plan will not result in excessive uniformity, inappropriateness or poor design, and the proper attention has been paid to site development.

#### Purposes and Objectives

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

21. The master sign plan complies with the purposes and objectives of site design review, especially objective D. which specifically mentions signs. The proposed signs will be of a scale and design appropriately related to the subject site with the appropriate amount of attention given to visual appearance.

#### Design Standards

Subsection 4.421 (.01)

22. 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 master sign plan 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)

23. Design standards have been applied to the freestanding and building signs as required.

Conditions of Approval to Insure Proper and Efficient Function  
Subsection 4.421 (.05)

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

# STAFFORD WOODS UPDATED MASTER SIGN PLAN

Dated: September 3, 2019

Project address: 25030 SW Parkway Ave. Wilsonville, OR 97070

Tax Lot: 200

Building Ownership: Stafford Woods Condo Association

Comprehensive Plan Designation: Commercial

Zone Map Designation: Planned Development Commercial - PDC

## **NARRATIVE:**

New building ownership requests a modification of existing sign plan to accommodate new ownership's needs for external branding.

The existing sign plan is overly restrictive in that only one font type (Copperplate Gothic Bold) is allowed and maximum sign height is restricted to 24".

This modification keeps the spirit of the original sign plan intact. Sign type and materials are not changing: *Reverse Channel, LED internally halo- illuminated brushed stainless-steel letters*. This modification will keep the original architectural vision for clean looking signs that in appearance match the existing and will guarantee future tenant signage will represent that vision and complement each other. Caveat for Sign placements G & C requires tenant to remove architectural bump out feature if sign spans the entire area indicated.

This modification allows for tenant logos and fonts that reflect individual tenant branding and allowance for non-illuminated, flat cut out letters when needed. It allows for multi-line sign displays.

Since the overall look will be as originally planned and square footage allowances are similar to the original plan, we request approval of this modification.

Regards,

SECURITY SIGNS, INC. on behalf of Building Ownership.

Joseph Platt, Account Manager





# MASTER SIGN PLAN

## Stafford Woods

25030 SW Parkway Ave  
Wilsonville, OR 97070

### SIGN SUMMARY

ZONE: PDC

#### SIGNS AND SQUARE FOOTAGE

MONUMENT SIGN = 213" X 27" = 5751 sq inches – 40 SF (39.94 SF)

#### TENANT SIGNAGE ALLOWANCES:

- A: 54 SF
- B: 38.7 SF (ADVANCED SPORT current tenant)  
If no sign at position G, 54 SF
- C: 32 SF  
If no sign at position F, 54 SF
- D: 54 SF
- E: 54 SF (IVC current tenant)
- F: 38.7 SF  
If no sign at position C, 54 SF
- G: 32 SF  
If no sign at position B, 54 SF
- H: 54 SF

#### Sign manufacturing specs:

LED Halo illuminated brushed stainless steel and Flat Cut Out brushed stainless minor tagline lettering when required.

2424 SE Holgate Boulevard  
Portland, Oregon 97202  
503-232-4172



**SECURITY SIGNS**  
Quality Since 1925


securitysigns.com

OR CCB# 122809  
WA SECURS1020CF



Account Manager: Joseph Platt

Project Name  
**STAFFORD WOODS**      25030 SW Parkway Ave  
Wilsonville, OR 97070

 City of Wilsonville  
Exhibit B2 DB19-0036

Client Approval: \_\_\_\_\_

Landlord Approval: \_\_\_\_\_





**SECURITY SIGNS**  
Quality Since 1925

securitysigns.com

OR CCB# 122809  
WA SECURS1020CF



Account Manager: Joseph Platt

Project Name  
**STAFFORD WOODS**  
25030 SW Parkway Ave  
Wilsonville, OR 97070

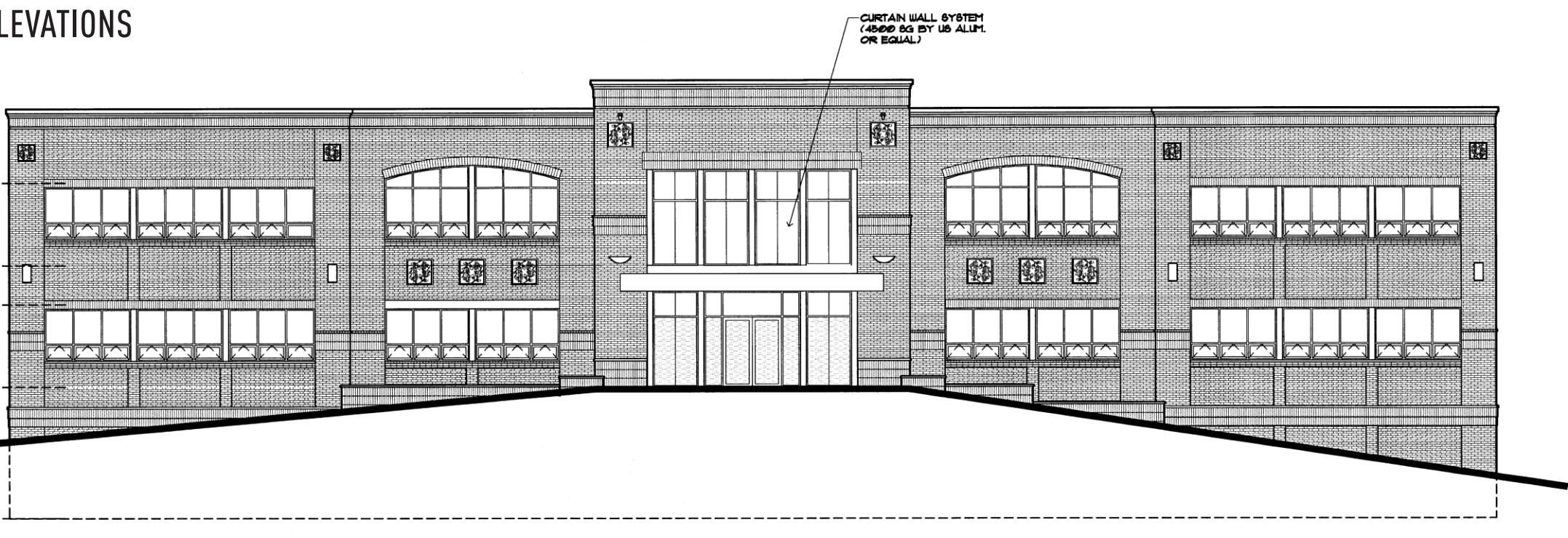
LED Halo Illuminated, brushed stainless letters and Flat Cut Out stainless sign styles.  
All font types allowed, tenant logos allowed, Multi-lines allowed.

No limit to sign heights as long as sign fits appropriately in sign band area.

Signs G & C allowed as long as tenant removes brick architectural bump out if sign spans the entire area. Otherwise, allowed if sign doesn't cover the bump out.

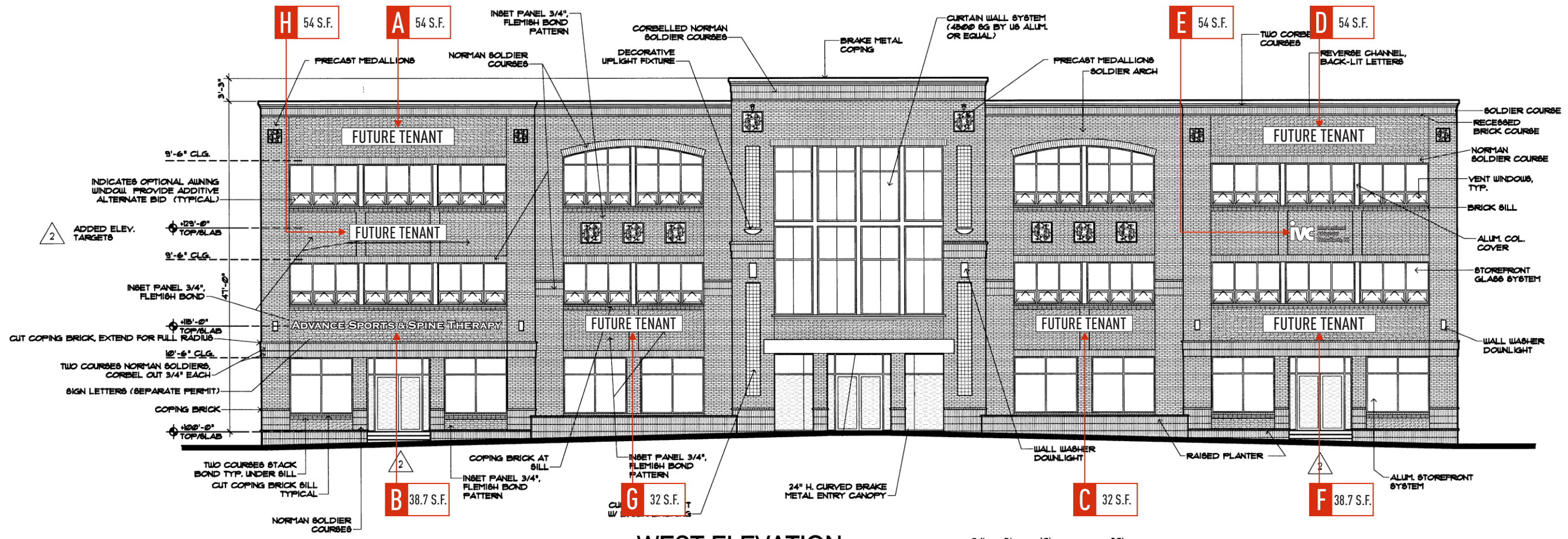
Client Approval: \_\_\_\_\_

Landlord Approval: \_\_\_\_\_



**EAST ELEVATION**

Scale: 1/16" = 1'-0"

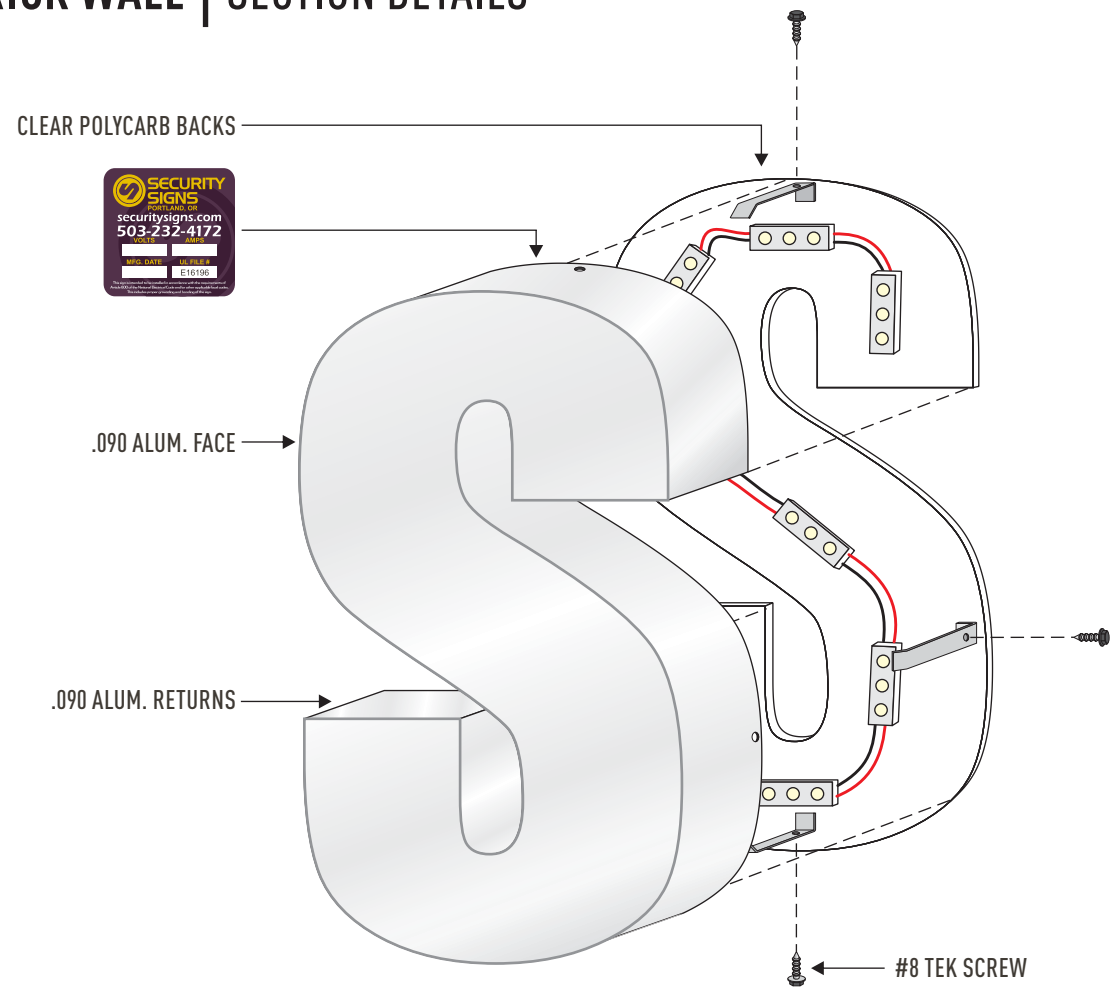


**WEST ELEVATION**

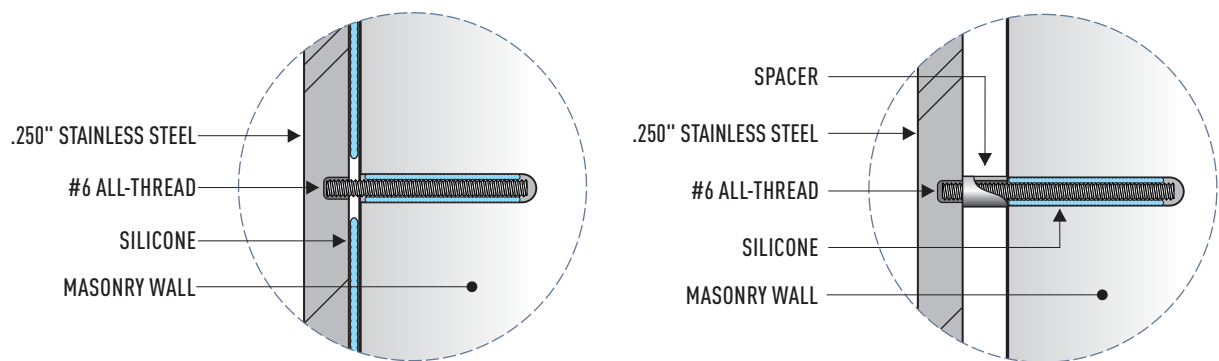
Scale: 1/16" = 1'-0"



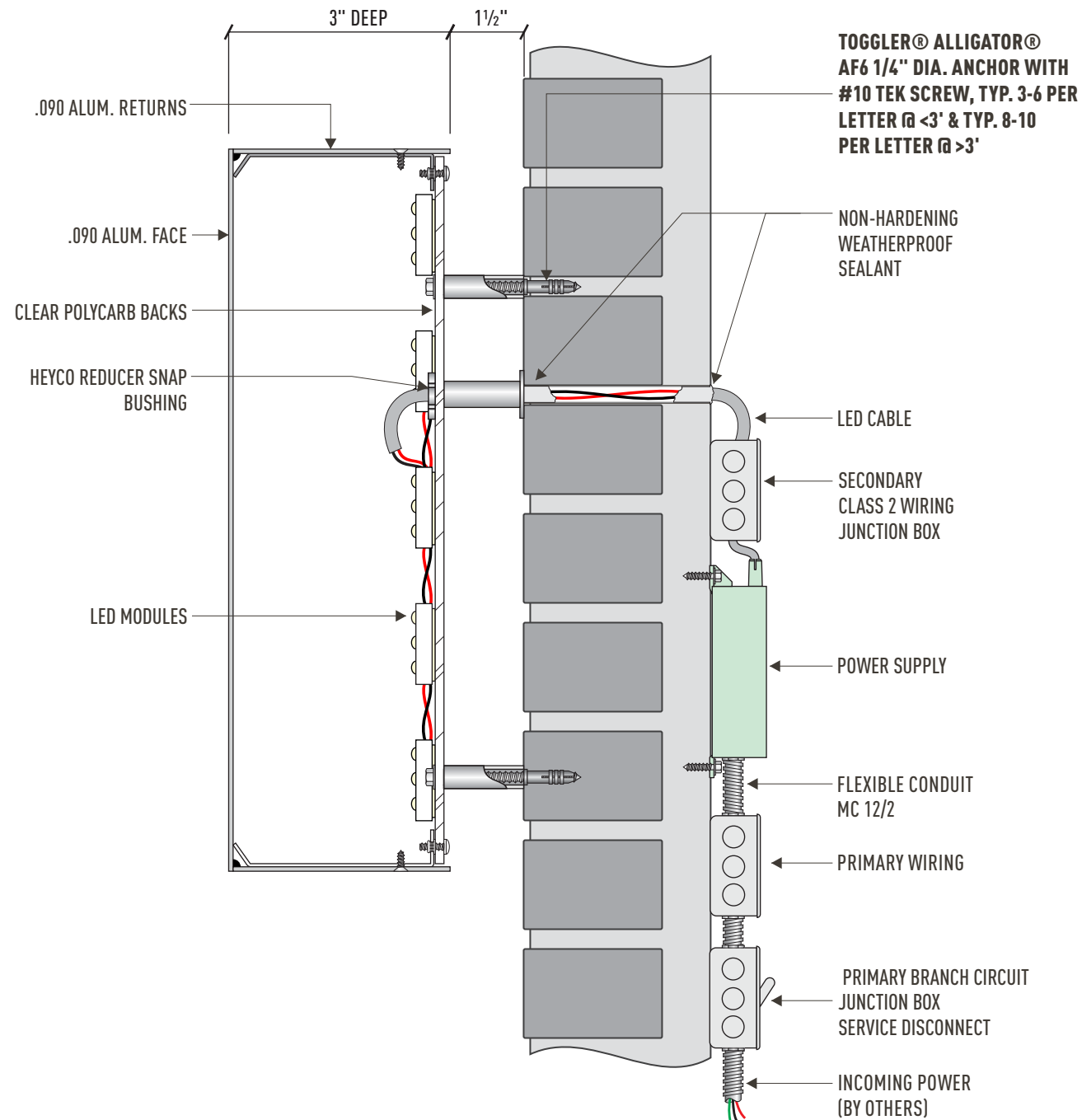
# BRICK WALL | SECTION DETAILS



**EXPLODED VIEW: HALO LIT CHANNEL LETTER**



**FCO ATTACHMENT DETAILS**



**SIDE VIEW: HALO LIT HALO LETTER W/ REMOTE POWER SUPPLIES**

Account Manager: Joseph Platt

Project Name  
**STAFFORD WOODS**  
25030 SW Parkway Ave  
Wilsonville, OR 97070

Client Approval: \_\_\_\_\_

Landlord Approval: \_\_\_\_\_



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: Joseph Platt
Company: Security Signs, Inc
Mailing Address: 2424 SE Holgate Blvd
City, State, Zip: Portland, OR 97202
Phone: 360 607-1622
E-mail: joseph@securitysigns.com

Authorized Representative:

Name: Andy Labunsky
Company: ATIA Management LLC
Mailing Address: 25030 SW Parkway Ave.
City, State, Zip: Wilsonville, OR 97070
Phone:
Fax:
E-mail:

Property Owner:

Name: Stafford Woods
Company: Condo Owners Assoc.
Mailing Address: 25030 SW Parkway Ave
City, State, Zip: Wilsonville, OR 97070
Phone:
Fax:
E-mail:

Property Owner's Signature:

Secretary for Association
[Signature]
Printed Name: Andy Labunsky Date: 11/4/19

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

[Signature]
Printed Name: Joseph K. Platt Date: 11/7/19

Site Location and Description:

Project Address if Available: 25030 SW Parkway Ave. Wilsonville Suite/Unit
Project Location:
Tax Map #(s): Tax Lot #(s): County: Washington Clackamas

Request:

Project Type: Class I Class II Class III

Residential Commercial Industrial Other

Application Type(s):

- Annexation Appeal Comp Plan Map Amend Parks Plan Review
Final Plat Major Partition Minor Partition Request to Modify
Plan Amendment Planned Development Preliminary Plat Conditions
Request for Special Meeting Request for Time Extension Signs Site Design Review
SROZ/SRIR Review Staff Interpretation Stage I Master Plan Stage II Final Plan
Type C Tree Removal Plan Tree Permit (B or C) Temporary Use Variance
Villebois SAP Villebois PDP Villebois FDP Other (describe)
Zone Map Amendment Waiver(s) Conditional Use

RECEIVED NOV 07 2019

BY: \_\_\_\_\_



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

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VII. Board Member Communications:

A. Results of the October 28, 2019 DRB Panel B  
meeting

# City of Wilsonville

## Development Review Board Panel B Meeting Meeting Results

<b>DATE:</b> OCTOBER 28, 2019	
<b>LOCATION:</b> 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
<b>TIME START:</b> 6:30 P.M.	<b>TIME END:</b> 7:03 P.M.

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Richard Martens	Daniel Pauly
Samy Nada	Amanda Guile-Hinman
Aaron Woods	Kimberly Rybold
Shawn O'Neil	

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the August 26, 2019 meeting	A. Approved as amended by a 3 to 0 to 1 vote with Shawn O'Neil abstaining
PUBLIC HEARING	
A. <b>Resolution No. 370. Wilsonville Business Center Master Sign Plan: Ramsay Signs Inc. – Representative for LBA RV-Company XXI, LP and LBA RV Company XXIII, LP – Owners.</b> The applicant is requesting approval of a Master Sign Plan for Wilsonville Business Center. The subject property is located on Tax Lots 100, 200, 300, 400, 601 and 602 of Section 11C and Tax Lot 300 of Section 11D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold.  Case File: DB19-0029 Class 3 Sign Permit for Master Sign Plan	A. Unanimously approved Resolution No. 370
BOARD MEMBER COMMUNICATIONS	None.
A. Results of the September 9, 2019 DRB Panel A meeting	A. Staff addressed clarifying questions
B. Recent City Council Action Minutes	B. Staff noted key decisions
STAFF COMMUNICATIONS	
	Staff updated on newly hired Planning Staff and upcoming applications

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

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- VII. Board Member Communications:
  - B. Results of the November 25, 2019 DRB Panel B meeting

# City of Wilsonville

## Development Review Board Panel B Meeting Meeting Results

<b>DATE:</b> <b>NOVEMBER 25, 2018</b>		<b>TIME END: 7:50 P.M.</b>
<b>LOCATION:</b> 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR		
<b>TIME START:</b> <b>6:30 P.M.</b>		

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Richard Martens	Kimberly Rybold
Samy Nada	Barbara Jacobson
Ellie Schroeder	Cindy Luxhoj
	Miranda Bateschell
	Kerry Rappold
	Khoi Le

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the October 28, 2018 meeting	A. Approved with one correction
PUBLIC HEARING	
<p>A. <b>Resolution No. 371. Willamette Water Supply System Raw Water Facilities: Tualatin Valley Water District and City of Wilsonville – Owners, Willamette Water Supply Program – Applicant.</b> The applicant is requesting approval of a Conditional Use Permit, Site Design Review, Type C Tree Removal Plan, Willamette River Greenway Conditional Use Permit, Abbreviated SROZ Map Refinement and Abbreviated SRIR Review for development of water intake and transmission facilities and associated improvements at the Willamette River Water Treatment Plant. The site is located at 10350 SW Arrowhead Creek Lane on Tax Lots 1800 and 1900 and on temporary and permanent easements on Tax Lot 1700 of Section 23B, Township 3 South Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj</p> <p>Case Files: DB19-0019 Conditional Use Permit                        DB19-0020 Site Design Review                        DB19-0021 Type C Tree Removal Plan                        DB19-0022 Willamette River Greenway Conditional Use Permit                        S119-0001 Abbreviated SROZ Map Refinement                        S119-0002 Abbreviated SRIR Review</p>	<p>A. Resolution No. 371 was unanimously approved with an amendment to Condition PDB 5.</p>
BOARD MEMBER COMMUNICATIONS	



A. Recent City Council Action Minutes	A. Staff highlighted Council's approval of the right-of-way vacation for Cherbourg Lane.
STAFF COMMUNICATIONS	

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

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

City Council Meeting Action Minutes  
September 5, 2019

**City Council members present included:**

Mayor Knapp  
Council President Akervall  
Councilor Lehan  
Councilor West

Cathy Rodocker, Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Amanda Guile-Hinman, Assistant City Attorney  
Zoe Monahan, Assistant to the City Manager  
Patty Nelson, City Engineer  
Cricket Jones, Accountant  
Beth Penner, Finance Operations Manager  
Miranda Bateschell, Planning Director  
Bill Evans, Communications & Marketing Manager  
Pat Duke, Library Director  
Delora Kerber Public Works Director

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Chris Neamtzu, Community Develop. Director

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Updating Charging Station License Agreement	Staff briefed Council on Resolution No. 2763, approving amendment #1 to the charging station license agreement with PGE for installation of electric vehicle charging stations on City property.
B. Granting Easement to PGE at Library	Council was informed about Resolution No. 2764, authorizing a utility easement agreement between the City of Wilsonville and PGE.
C. Continued Discussion on the Water Rate Review	Council and staff discussed the water rate review. Discussion to continue at a future Work Session.
D. 2019 Solid-Waste Franchise Rate Review	Staff also discussed a rate review of the City's waste/recycling franchise with Republic Services.
E. Beauty and the Bridge Interpretive Panel Update	Council heard that by the end of November fabrication and installation of the Beauty and the Bridge Interpretive Panels is to be completed.
<b>REGULAR MEETING</b>	
<u>Communications</u>	
A. West Linn – Wilsonville School District Bond Dr. Kathy Ludwig Superintendent	West Linn – Wilsonville Superintendent Dr. Ludwig updated the Council on details of a \$206.8 million capital bond measure on the November 2019 ballot.

<p><u>Mayor's Business</u></p> <p>A. Appointment</p> <p>B. Upcoming Meetings</p>	<p><b><u>City Council</u></b></p> <p>Appointment of Joann Linville for a term beginning 9/16/2019 to 12/31/2020.</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. 2763</u></b> A Resolution Of The City Of Wilsonville Approving Amendment #1 To The Charging Station License Agreement With Portland General Electric For Installation Of Electric Vehicle Charging Stations On City Property.</p> <p>B. <b><u>Resolution No. 2764</u></b> A Resolution Of The City Of Wilsonville Authorizing An Utility Easement Agreement Between The City Of Wilsonville And Portland General Electric.</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>City Manager's Business</u></p> <p>A. Citizens Academy</p>	<p>The City Manager announced that applications are now being accepted for the 2020 Wilsonville Citizens Academy.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney provided a few recent materials received regarding the Aurora Airport. Informed Council that at the next Work Session the topic of the Aurora Airport will be placed on the agenda for discussion.</p>
<p><b>ADJOURN</b></p>	<p>8:39 p.m.</p>

City Council Meeting Action Minutes  
September 16, 2019

**City Council members present included:**

Mayor Knapp  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Erica Behler, Recreation Coordinator  
Nicole Hendrix, Transit Management Analyst  
Andy Stone, IT Manager  
Cathy Rodocker, Finance Director  
Miranda Bateschell, Planning Director  
Chris Neamtzu, Community Development Director  
Patty Nelson, City Engineer  
Jordan Vance, Economic Development Manager  
Dwight Brashear, Transit Manager  
Mark Ottenad, Public/Government Affairs Director  
Eric Loomis, Transit Operations Manager  
Fred Weinhouse, Municipal Court Judge  
Dan Pauly, Planning Manager  
Pam Munsterman, Accounting Specialist

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Patty Nelson, City Engineer  
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Public Work Complex Update	Council saw a presentation listing several options for the future Public Works complex.
B. Aurora Airport Master Plan Hearing	Council was informed of options for responding to the Aurora Airport Master Plan Hearing
C. Business Retention and Expansion Results	Staff provided a snapshot of the City's ongoing Business Retention and Expansion (BRE) efforts.
D. Kitakata Sister City	Staff discussed plans to establish bylaws for an official Wilsonville Sister City Board that would be established to formalize the City's ongoing cultural exchange with the City of Kitakata, Japan.
E. Dial-a-Ride Committee Outreach	Staff detailed the outreach efforts of the Dial-a-Ride steering committee.
<b>REGULAR MEETING</b>	
<u>Swear In Newly Appointed Councilors</u>	Judge Weinhouse administered the oath of office to Councilor Appointee Joann Linville.
<u>Communications</u>	Council was provided details and invited to attend a Multi-City Equity Summit to be held at Lake Oswego High School on October 19.
A. Multi-City Equity Summit	



City Council Meeting Action Minutes  
October 7, 2019

**City Council members present included:**

Mayor Knapp  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Chris Neamtzu, Community Develop. Director  
Cathy Rodocker, Finance Director  
Keith Katko, Assistant Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Zoe Monahan, Assistant to the City Manager  
Jordan Vance, Economic Development Manager  
Patty Nelson, City Engineer  
Dan Pauly, Planning Manager  
Delora Kerber, Public Works Director  
Dan Carlson, Building Official

**Staff present included:**

Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Council Goal E-1 – Electric Vehicle (EV) Ready Homes	Council agreed with staff’s recommendation to await the October 1, 2020 statewide adoption of construction codes for all new homes to be made EV ready.
B. Tall Wood Structures – Fire Safety During Construction	Staff presented on the fire safety of tall wood structures during construction.
C. PERS Contribution Rate Relief Through the State’s EIF & UALRP	Council concurred with the recommendation to support participation in the State’s contribution rate relief program.
D. Tax Increment Financing Zone Program Expiration and Redesign	Council and staff discussed the Tax Increment Financing (TIF) Zone Program. Discussion to continue at a future Work Session.
E. 2019 Oregon Legislative Report	Staff provided a report on results of the 2019 Oregon legislative session and status of City priorities.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. World Polio Day Proclamation	The Mayor read a proclamation declaring the 24 <sup>th</sup> day of October as World Polio Day and presented a proclamation to Rotary members.
B. Updating 2019 Wilsonville City Council Representative Appointments to Regional and State Intergovernmental Bodies.	Councilor Linville was selected to the French Prairie Forum Local Governments Working Group and Willamette Falls Locks Commission.

<p>C. Council Member Appointment to the Wilsonville-Metro Community Enhancement Committee</p> <p>D. Upcoming Meetings</p>	<p>Councilor Linville was appointed to the Wilsonville-Metro Community Enhancement Committee.</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>Public Hearing</u></p> <p>A. <b>Resolution No. 2768</b> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.</p>	<p>After a public hearing was conducted, Resolutions No. 2768 was approved 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. <b>Ordinance No. 838</b> An Ordinance Of The City Of Wilsonville Declaring And Authorizing The Vacation Of An Approximately 2,075 Square Foot Stub Of SW Cherbourg Lane Public Street Right-Of-Way North Of SW Berlin Avenue In Villebois Legally Described In Attachment 3.</p>	<p>Ordinance No. 838 was adopted on second reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Council was reminded of the Multi-City Equity Summit being held at Lake Oswego High School on Saturday, October 19, 2019.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney updated Council on the following items: Basalt Creek and Aurora Airport.</p>
<p><b>URBAN RENEWAL AGENCY</b></p>	
<p><u>Consent Agenda</u></p> <p>A. Minutes of July 1, 2019 URA Meeting.</p>	<p>The URA Consent Agenda was approved 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <b>URA Resolution No. 303</b> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.</p>	<p>After a public hearing was conducted, URA Resolutions No. 303 was approved 5-0.</p>
<p><b>ADJOURN</b></p>	<p>8:21 p.m.</p>



City Council Meeting Action Minutes  
October 21, 2019

**City Council members present included:**

Mayor Knapp  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Cathy Rodocker, Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Miranda Bateschell, Planning Director  
Patty Nelson, City Engineer  
Delora Kerber, Public Works Director  
Kim Rybold, Senior Planner  
Beth Penner, Finance Operations Manager  
Cricket Jones, Accountant  
Dan Pauly, Planning Manager  
Bill Evans, Communications & Marketing Manager  
Cindy Luxhoj, Associate Planner

**Staff present included:**

Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Chris Neamtzu, Community Develop. Director

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Continued Discussion on the Water Rate Review	Council requested that staff return at a future Work Session to continue discussion.
B. Equitable Housing Strategic Plan	Council heard an update on the progress of the Equitable Housing Strategic Plan and provided feedback.
C. IGA Willamette Water Supply System Commission and Tualatin Valley Water District for Raw Water Facility Project	Staff updated Council on Resolution No. 2770, authorizing the City Manager to enter into an Intergovernmental Agreement (IGA) with Willamette Water Supply Program Commission and Tualatin Valley Water District for the Water District for the Raw Water Facilities Project (RWF_1.0).
D. Washington County FD-20 Zoning Related to Contractor's Establishments in the Coffee Creek and Basalt Creek Industrial Areas	Council provided staff direction to address concerns about Washington County Future Development 20-Acre District zoning in the Coffee Creek and Basalt Creek Industrial Areas.
E. Basalt Creek Parkway Extension	Staff sought Council's input on the preferred alignment for Washington County's planned Basalt Creek Parkway Extension project.

<b>REGULAR MEETING</b>	
<u>Communications</u> A. Republic Services Presentation of 2019 Annual Report	Republic Services presented the annual report for 2019, detailing service goals and a summary of current operations.
<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.
<u>Consent Agenda</u> A. <b><u>Resolution No. 2770</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement With Willamette Water Supply Program Commission And Tualatin Valley Water District For The Raw Water Facilities Project (RWF_1.0).	Council made a motion to move this item to the New Business portion of the agenda. Motion passed 5-0.
<u>New Business</u> A. <b><u>Resolution No. 2770</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement With Willamette Water Supply Program Commission And Tualatin Valley Water District For The Raw Water Facilities Project (RWF_1.0).	Resolution No. 2770 was adopted 5-0.
<u>City Manager's Business</u> A. A Toast to Imagination  B. Meadows Parking Update	Staff reminded Council that they are invited to the Wilsonville Public Library Foundation's annual fundraiser, "A Toast to Imagination" on Saturday, November 9, 2019 from 7-9:30 p.m. at the Wilsonville Public Library.  Staff reported on the concerns brought forth by the Meadows neighborhood and the various ways staff has attempted to alleviate those concerns.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	9:11 p.m.

City Council Meeting Action Minutes  
November 4, 2019

**City Council members present included:**

Mayor Knapp  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Chris Neamtzu, Community Develop. Director  
Mark Ottenad, Public/Government Affairs Director  
Miranda Bateschell, Planning Director  
Jordan Vance, Economic Development Manager  
Bill Evans, Communications & Marketing Manager  
Dan Pauly, Planning Manager  
Zach Weigel, Civil Engineer

**Staff present included:**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, Assistant City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
A. Tax Increment Financing Zone Program Expiration and Redesign	Council provided staff consensus to move forward with the Tax Increment Financing Zone Program.
B. HB 2001 and HB 2003 Briefing	DLCD and City staff presented Council with a summary of two legislative actions, House Bills 2001 and 2003.
C. I-5 Monument Sign Retrofit Project	Council provided further direction on design of the I-5 monument sign located on Wilsonville Road.
<b>REGULAR MEETING</b>	
<u>Communications</u>	
A. 2019 State Legislative Update by Rep. Christine Drazan, House Minority Leader (House Dist. 39, Charbonneau/Canby)	Representative Drazan provided an overview of the 2019 legislative session and informed Council of what to expect during the 2020 session.
<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.
<u>Consent Agenda</u>	
A. <b><u>Resolution No. 2772</u></b> A Resolution Of The City Of Wilsonville Consenting To The Transfer Of Control Of The Cable Franchise From Frontier Communications Corporation To Northwest Fiber, LLC, With Conditions.	The Consent Agenda was approved 5-0.

<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 2771</u></b>  A Resolution Of The City Of Wilsonville Supporting The 2019 Technical Assistance Grant Application To The Oregon Department Of Land Conservation And Development For The Wilsonville Housing Variety Implementation Project.</p>	<p>Resolution No. 2771 was adopted 5-0.</p>
<p><u>City Manager's Business</u></p> <p>A. Leaves</p> <p>B. Day Road</p> <p>C. Street Sweeping</p> <p>D. Citizens Academy</p> <p>E. Beauty and the Bridge</p>	<p>Provided a public service announcement reminding businesses and residents not to rake leaves in the street, as it creates issues with the storm drains.</p> <p>Announced that staff is in the process of looking for solutions for fixing Day Road.</p> <p>Street sweeping contract may have some issues; staff will keep Council notified of any changes.</p> <p>Reported that about 30 applications were received for the 2020 Citizens Academy.</p> <p>Lastly, the Beauty and the Bridge interpretive panels are in the permitting process with ODOT and will be installed once the permits are approved.</p>
<p><u>Legal Business</u></p> <p>A. Subaru Appeal</p> <p>B. Friends of French Prairie vs. the Oregon Department of Aviation</p>	<p>Informed that the Legal department filed a response brief on October 8, 2019 for the Subaru Appeal. The reply brief from Subaru is due to the court of appeals on November 19, 2019.</p> <p>Council heard an update on the Friends of French Prairie vs. the Oregon Department of Aviation LUBA appeal. Following the update Council voted on a motion to direct Legal to proceed to challenge the land use decision and the administrative procedures of the Oregon Aviation Board's October 31, 2019 adoption of Findings of Compatibility and Compliance related to the Aurora State Airport 2012 Master Plan Update. Passed 4-1.</p>
<p><b>ADJOURN</b></p>	<p>8:36 p.m.</p>