



**Development Review Board
Panel A Meeting
May 11, 2020
6:30 pm**

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

- Board members are participating virtually, via Zoom videoconferencing
- Anyone experiencing fever or flu-like symptoms should not attend
- Council Chambers capacity is limited to 10 people

To Provide Public Comment

- 1) E-mail Daniel Pauly at pauly@ci.wilsonville.or.us for Zoom login information
- 2) E-mail testimony regarding Resolution No. 377 (Villebois Piazza) to Georgia McAlister at gmcaster@ci.wilsonville.or.us by 3 pm on May 11, 2020.
- 3) E-mail testimony regarding Resolution No. 378 (Republic Services) to Philip Bradford at pbradford@ci.wilsonville.or.us by 3 pm on May 11, 2020.
- 4) In-person testimony is discouraged, but can be accommodated. Please contact Daniel Pauly at pauly@ci.wilsonville.or.us or by phone at 503-682-4960 for information on current safety protocols.



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

Monday, May 11, 2020 - 6:30 P.M.

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

Daniel McKay	Jean Svadlenka
Angela Niggli	Ken Pitta
Katie Hamm	
- IV. Citizens' Input:
- V. Consent Agenda:
 - A. Approval of minutes of the February 10, 2020 DRB Panel A meeting
- VI. Public Hearings:
 - A. **Resolution No. 377. Villebois Piazza Temporary Use Permit Renewal: RCS Villebois Development and Villebois Village Center Master Association – Owners.** The applicant is requesting approval of a Class 3 Temporary Use Permit Request for a Two (2) Year Extension of the temporary use of temporary mailboxes and one coffee cart. The site is located at the Villebois Piazza on Tax Lot 101, 102, and 2800 of Section 15AC, T3S-R1W, Clackamas County; Wilsonville, Oregon. Staff: Georgia McAlister

Case Files: DB20-0025 Two-Year Temporary Use Permit Extension
 - B. **Resolution No. 378. Republic Services Stage I Master Plan Revision and Temporary Use Permit Extension: Ben Altman, Pioneer Design Group, LLC – Representative for Jason Jordan, Republic Services – Applicant.** The applicant is requesting approval of a Stage I Master Plan Revision and Five (5) Year Temporary Use Permit Extension at the northeast corner of SW Garden Acres Road and SW Ridder Road. The site is located on Tax Lots 600, 601, and 1400, Section 2C,

Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville,
Washington County, Oregon. Staff: Philip Bradford

Case Files: DB20-0026 Stage I Master Plan Revision
 DB20-0027 Five-Year Temporary Use Permit Extension

VII. Board Member Communications:

- A. Results of the February 24, 2020 DRB Panel B meeting
- B. Results of the April 27, 2020 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
MAY 11, 2020
6:30 PM

- V. Consent Agenda:
 - A. Approval of minutes of February 10, 2020 DRB
Panel A meeting

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

**Development Review Board – Panel A
Minutes– February 10, 2020 6:30 PM**

I. Call to Order

Chair Daniel McKay called the meeting to order at 6:30 p.m.

II. Chair's Remarks

The Conduct of Hearing and Statement of Public Notice were read into the record.

III. Roll Call

Present for roll call were: Daniel McKay, Angela Niggli, Jean Svadlenka, Ken Pitta, and Katie Hamm

Staff present: Daniel Pauly, Kimberly Rybold, and Kerry Rappold

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. Election of 2020 Chair and Vice-Chair

Daniel Pauly, Planning Manager, reviewed the rules for nominating and electing the Development Review Board Panel A (DRB A) Chair and Vice Chair.

A. Chair

Angela Niggli nominated Daniel McKay as 2020 DRB-Panel A Chair.

Chair McKay confirmed there were no further nominations, and closed the nominations.

Daniel McKay was unanimously elected 2020 DRB A Chair.

B. Vice-Chair

Katie Hamm nominated Angela Niggli as 2020 DRB A Vice-Chair.

Chair McKay confirmed there being no further nominations, and closed the nominations.

Angela Niggli was unanimously elected 2020 DRB A Vice-Chair.

VI. Consent Agenda:

- A. Approval of minutes of September 9, 2019 DRB Panel A meeting
- B. Approval of minutes of December 9, 2019 DRB Panel A meeting
- C. Approval of minutes of January 13, 2020 DRB Panel A meeting

Chair McKay moved to approve the Consent Agenda. Angela Niggli seconded the motion, which passed unanimously.

VII. Public Hearings: None.

VIII. Board Member Communications

Daniel Pauly, Planning Manager, asked Board members to introduce themselves and comment on what aspect of the built environment they liked about the Wilsonville community.

Each of the Board Members introduced themselves, noting how long they had lived in Wilsonville and where, their professional background, and what they most enjoyed about Wilsonville's built environment, which included the city's parks system, open space, walkability, and the priority of natural resources, as well as the how well-planned the city was and the thoughtfulness of City Council to grow Wilsonville slowly and conscientiously.

IX. Staff Communications

A. SROZ Training

Kerry Rappold, Natural Resources Program Manager, presented an overview of the Significant Resource Overlay Zone (SROZ) via PowerPoint. This portion of the Development Code addressed natural resources protection and understanding the nuances of the Code would be helpful when reviewing applications involving SROZ. He reviewed the efforts in creating and adopting the initial program that complied with Statewide Planning Goal 5 and Metro's Title 3 and Title 13 requirements, and how the City's existing Code standards helped protect wetlands, riparian corridors, and wildlife habitat. He also described the SROZ review process and criteria. His responses to Board member questions were as follows:

- A property owner could propose a map change and not go through the Significant Resource Impact Report (SRIR) process if they could demonstrate that none of the functional criteria rated as High.
 - As an example, the existing pond at the Renaissance Boat Club had been part of the SROZ due to the water source that fed the pond, which was described as an old stock pond. After Staff reviewed the information submitted from the developer to show the pond was no longer locally significant, which involved a fairly extensive process, the area was no longer deemed a wetland. As a result, the developer was able to use the pond as an amenity on site, as well as for stormwater management.
- Some riparian corridors had no areas of limited conflicting use (ALCU). For instance, a locally significant wetland would have a 50-ft buffer, which was a prohibited area entirely, so there would be no ALCU. Recently, an applicant was unable to demonstrate that a wetland was not locally significant, so any development had to be outside both the wetland and the buffer. The ALCU was the most important items to understand regarding the SROZ Code, as it was the starting point for everything.

- The Code identified the Approximate Potential Tree Height (APTH) of each tree at maturity, which was used to protect the area in which the tree could fall.
- The mitigation process was fairly prescriptive in the Code, and some mitigation requirements were added to comply with Title 13. The Code was very specific about the types of trees and shrubs that had to be planted, as well as the quantity, size, and spacing and even how the new plantings were protected. A five-year maintenance and monitoring period was required on any mitigation site, so the property owner submits an annual report on how the site was functioning and whether it was successful or not.
 - After the five years, the property owner has fulfilled their obligation and the site was expected to thrive on its own. The City did not take control of the mitigation site.
 - Typically, a two-year establishment period was expected for any restoration or enhancement planting, and hopefully, the owners would be compelled to maintain the site over time.
 - The City required that 80 percent of the mitigation plantings survive over the five-year period.

X. Adjournment

The meeting adjourned at 7:16 p.m.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 377**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A CLASS 3 TEMPORARY USE PERMIT REQUEST FOR A TWO (2) YEAR EXTENSION OF THE TEMPORARY USE OF TEMPORARY MAILBOXES AND ONE COFFEE CART. THE SITE IS LOCATED AT THE VILLEBOIS PIAZZA ON TAX LOT 101, 102, AND 2800 OF SECTION 15AC, T3S-R1W, CLACKAMAS COUNTY, WILSONVILLE, OREGON. RCS VILLEBOIS DEVELOPMENT AND VILLEBOIS VILLAGE CENTER MASTER ASSOCIATION - OWNERS.

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated May 4, 2020, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on May 11, 2020, 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 May 4, 2020, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB20-0025 Class 3 Temporary Use Permit for mailboxes and a Coffee Cart at Villebois Piazza.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 11th day of May, 2020 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Daniel McKay, Chair - Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Planning Division Staff Report
Temporary Mailboxes and Coffee Cart for Villebois Piazza

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

Hearing Date:	May 11, 2020
Date of Report:	May 4, 2020
Application Nos.:	DB20-0025 Temporary Use Permit Renewal for Villebois Piazza
Request/Summary:	The Development Review Board is being asked to review a Class 3 2-year extension of a Temporary Use Permit
Location:	Northwest and northeast side of Villebois Piazza, on the corner of SW Barber St. and SW Villebois Drive. The property is specifically known as Tax Lots 00101, 00102, and 02800 Section 15AC, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.
Owner/Applicant:	RCS Villebois Development, Villebois Village Center Master Association
Applicant's Representative:	Rudy Kadlub, Costa Pacific Communities
Comprehensive Plan Designation:	Residential
Zone Map Classification:	V (Village)
Staff Reviewers:	Georgia McAlister, Assistant Planner

Staff Recommendation: Approve with conditions the requested Temporary Use Permit.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Subsection 4.125 (.02)	Permitted Uses in the Village Zone
Subsection 4.125 (.03) D.	Permitted Accessory Uses in the Village Zone
Subsection 4.125 (.05) C.	Development Standards Applying to All Developments in the Village Zone
Subsection 4.125 (.06)	Standards Applying to Commercial Uses
Subsection 4.125 (.07)	Off-Street Parking, Loading and Bicycle Parking
Subsection 4.125 (.12)	Master Signage and Wayfinding
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.156.01 through 4.156.11	Sign Regulations
Section 4.163	Temporary Structure and Uses
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.300 through 4.320	Underground Utilities

Vicinity Map



Background:

The City originally approved the development of the Villebois Piazza and its surrounding parcels in 2006 in case file DB06-0006.

Condition of Approval PDH 3 of Case File DB06-0006 reads:

“The Applicant/Owner shall accommodate building space for a central post office facility for approximately 1010 post office boxes at Building 1F and provide for two (2) parking spaces and (1) parking space along Villebois Drive within close proximity to the post office at Villebois Drive. See finding H35.”

As the need for postal service in the Village Center came and Building 1F did not have plans for construction the condition was modified to allow for temporary mail boxes until the building was constructed.

The modified condition of approval and revised final development plan were approved in Case Files DB08-0042 and DB08-0043. Condition of Approval PD 4 of this modified approval reads:

“Within sixty (60) months of the date of the action on Case File DB08-0043 the Applicant/Owner shall accommodate a central mailroom in a building on or immediately adjacent to Piazza Villebois approved by the City with sufficient mailboxes to serve all Villebois SAP Central residents. Until the central mailroom is constructed the Applicant shall provide temporary mail boxes in a centralized location near Piazza Villebois approved by the City. The number of

temporary mailboxes shall be sufficient to serve current Villebois SAP Central residents and future residents that move in prior to the construction of the permanent central mailroom. Within one hundred twenty (120) days of the completion of the temporary centralized mail boxes all other temporary mail boxes and kiosks within Villebois SAP Central shall be removed and landscaping and other improvements shall be installed as approved in relevant Preliminary and Final Development Plans. All residences in the Villebois SAP Central, including Community Housing, shall utilize the temporary centralized mail boxes and future central mailroom for mail pickup. (Those persons with special needs who apply for and qualify for special services such as door to door service under federal standards are exempted.) Three (3) parking stalls shall be provided adjacent to the temporary centralized mail boxes and the future central mailroom. Upon request, the Planning Director, through administrative review subject to appeal, may extend the sixty (60) month time period for completion of the central mailroom upon finding that completion of the mailroom is not technically or financially feasible based on the number of residents at the time of the request for extension."

The sixty- (60) month period ended February 11, 2014 and no extensions have been requested. Building 1F still has yet to be built. In addition, there is now interest in expanding interim temporary uses related to the future Building 1F to include a coffee cart. When approached with the request for the coffee cart the City pointed out the outstanding issue of the expired approval of the interim mail kiosks at a time when the Village Center is seeing a significant amount of additional development.

Rather than having the applicant obtain an extension pursuant to the aforementioned condition of approval while pursuing a separate temporary use permit through the DRB for the proposed coffee cart, the requests were combined into a single temporary use permit request to the Development Review Board. The uses are closely related as they are both interim uses which are planned for inclusion in the future Building 1F. The temporary use permit allows the uses to serve the growing neighborhood until the planned mixed use building is designed and built. The 24-month temporary use permit granted in 2017 expired on September 13, 2019.

The property is currently in an enforcement situation since the owners failed to renew a temporary use permit or end the previously approved temporary uses. The City is working with the property owner to renew the temporary use permit to correct violations on the properties. The renewal, if approved, will be dated from the date of expiration of the previous temporary use permit to now expire on September 13, 2021.

Since the TUP was approved in 2017, Building 1F has yet to be constructed, though the property owners have continued to actively market the project. The development of Building 1F is still in the plans for Villebois future and thus the applicant requests this additional 24-month temporary use permit for the coffee cart and mailboxes to allow additional time for development of the building.

Summary:

Temporary Use Permit - Mailboxes

Temporary mailboxes serving the residents around the Piazza were approved as a temporary use for sixty (60) months in 2008. Since the previous approval expired in 2014, there was a request to extend the temporary mailboxes for two (2) additional years. This current request is a renewal of the 2017 temporary use permit to extend the temporary mailboxes for two (2) additional years.

Temporary Use Permit – Coffee Cart

The proposed Temporary Use Permit would allow a food/beverage cart to continue to run at the Piazza. The coffee cart has been open for business since the 2017 the approval of this project. The Piazza is located within the Village Center as described in the Villebois Master Plan. The Village Center is intended to be the core of the community with a mix of residential, shopping, service and mixed-use buildings. By renewing the TUP the coffee cart will continue to be a retail destination in the neighborhood accessible by walking and bicycling, enhancing the pedestrian-oriented neighborhood environment until buildings with similar uses are built.

Discussion Points:

Expired Permit and Enforcement

The 24-month temporary use permit granted in 2017 expired on September 13, 2019. The property is currently in an enforcement situation since the owners failed to renew a temporary use permit or end the previously approved temporary uses. The City is working with the property owner to renew the temporary use permit to correct violations on the properties. The renewal, if approved, will be dated from the date of expiration of the previous temporary use permit to now expire on September 13, 2021. If the DRB does not approve the temporary use permit renewal for one or both of the uses the City will work to pursue additional enforcement actions.

Length of Use

The length of use for the proposed Temporary Use Permit for the mailboxes and coffee cart is twenty-four (24) months. As Villebois is close to being completely built out, the Applicant hopes that future mixed-use building to house the permanent mailboxes and retail space will be designed, approved, and built in the next two years.

Visual Impact

Staff reviewed the visual impact of the proposed mailboxes and coffee cart and concluded that visual impact is minimal. The coffee cart is located on private property that is buffered by the Piazza from the public right-of-way, making it less visually conspicuous. The mailboxes have been at their current location since 2008 and the City has not received concerns about the mailboxes visual impact.

Parking

Impact on on-street parking will be minimal. Since the mailboxes have been there since 2008, they are not expected to generate additional parking demand. A future mailroom and commercial uses around the Piazza were included in previous SAP Central traffic studies, the renewal will not generate any additional traffic that was not already studied. The coffee cart serves local residents and workers in Villebois who can easily walk or bike to the coffee cart. In addition, the pedestrian-oriented design of Villebois will encourages customers to not drive and park near the coffee cart.

Conclusion and Conditions of Approval:

Staff has reviewed the Applicant's application and provided 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 (DB20-0025) with the following conditions:

Planning Division Conditions:

Request: DB20-0025 Temporary Mailboxes and Coffee Cart for Villebois Piazza

<p>PD 1. The Applicant/Owner of the property shall ensure that the approved temporary use is established, operated, removed and the property restored to its pre-temporary use permit state in substantial compliance with the plans approved by the Development Review Board on or prior to September 13, 2021 unless additional approval is granted by the board. Minor revisions may be approved by the Planning Director under a Class I administrative review process.</p>
--

<p>PD 2. No signage is approved with this decision. Future non-exempt signage will require additional review.</p>
--

Master Exhibit List:

Entry of the following exhibits into the public record by the DRB confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case File DB20-0025 and 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. Applicant’s Narrative and Submitted Materials

Exhibit A. Application

Exhibit B. Narrative

Exhibit C. Site Plan

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on March 18, 2020. On April 10, 2020 staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be complete. On April 10, 2020 the application was deemed complete. The City must render a final decision for the request, including any appeals, by August 8, 2020.

2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	V	Vacant
East:	V	Mixed-Use Residential
South:	V	Village Center Information
West:	V	Vacant

3. Previous Planning Approvals:

DB06-0006 Preliminary Development Plan for Phase I

DB08-0042-43 Villebois SAP Central Mail Kiosks- Final Development Plan and Modification of Condition of Approval

DB12-0056-59 Villebois Piazza Development

DB17-0024 Temporary Mailboxes and Coffee Cart for Villebois Piazza

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

Criteria: This section lists general application procedures applicable to a number of types of land use applications and also lists unique features of Wilsonville's development review process.

Response: The application is being processed in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

Criterion: "Except for a Specific Area Plan (SAP), applications involving specific sites may be filed only by the owner of the subject property, by a unit of government that is in the process of acquiring the property, or by an agent who has been authorized by the owner, in writing, to apply."

Response: The application has been submitted on behalf of the property owner, RCS Villebois Development and is signed by Rudy Kadlub , an authorized representative.

Pre-Application Conference Subsection 4.010 (.02)

Criteria: This section lists the pre-application process

Response: A Pre-application conference was not required.

Lien Payment before Approval Subsection 4.011 (.02) B.

Criterion: "City Council Resolution No. 796 precludes the approval of any development application without the prior payment of all applicable City liens for the subject property. Applicants shall be encouraged to contact the City Finance Department to verify that there are no outstanding liens. If the Planning Director is advised of outstanding liens while an application is under consideration, the Director shall advise the applicant that payments must be made current or the existence of liens will necessitate denial of the application."

Response: No applicable liens exist for the subject property. The application can thus move forward.

General Submission Requirements
Subsection 4.035 (.04) A.

Criteria: “An application for a Site Development Permit shall consist of the materials specified as follows, plus any other materials required by this Code.” Listed 1. through 6. j.

Response: The applicant has provided all of the applicable general submission requirements contained in this subsection.

Zoning-Generally
Section 4.110

Criteria: “The use of any building or premises or the construction of any development shall be in conformity with the regulations set forth in this Code for each Zoning District in which it is located, except as provided in Sections 4.189 through 4.192.” “The General Regulations listed in Sections 4.150 through 4.199 shall apply to all zones unless the text indicates otherwise.”

Response: This proposed temporary uses are 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.

Request: DB20-0025 Temporary Mailboxes and Coffee Cart for Villebois Piazza

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

Regulations in the Village Zone

Permitted Uses in the Village Zone
Subsection 4.125 (.02)

1. **Criteria:** This subsection lists the uses typically permitted in the Village Zone, including single-family detached dwellings, row houses, and non-commercial parks, playgrounds, and recreational facilities.

Response: The mailboxes and coffee cart are permitted accessory and temporary uses in the Village Zone. Sales of food are also a permitted use in the Village Zone.

Permitted Accessory Uses in the Village Zone
Subsection 4.125 (.03)D

2. **Criteria:** This subsection lists the permitted accessory uses in the Village Zone among which is “temporary uses per Section 4.163”.

Response: Temporary mailboxes are accessory to the existing and future residential development and a temporary coffee cart is also a permitted accessory use. These temporary uses are being reviewed pursuant to Section 4.163.

Village Zone Development Standards

Subsection 4.125 (.05)C

3. **Criteria:** Trailers, travel trailers, mobile coaches, or any altered variation thereof shall not be used for the purpose of conducting a trade or calling, or for storage of material, unless approved for such purpose as a temporary use.

Response: The coffee cart will be approved only as a temporary use for 24 months and will not be allowed to permanently conduct trade or selling goods in the Village Zone.

Standards Applying to Commercial Uses

Subsection 4.125 (.06)

4. **Criteria:** This subsection establishes standards applying to commercial uses in the Village Zone including location standards and performance standards.

Response: The proposal does not exceed 3,500 sqft of commercial uses, not include drive-through facilities, and is adjacent to a street. Outdoor seating is also permitted. Currently there is a small grouping of chairs and tables for customers. All business activities will be within buildings and will meet the performance standards of Section 4.135 (.05).

Off-Street Parking and Loading and Bicycle Parking

Subsection 4.125 (.07)

5. **Criteria** "Except as required by Subsections (A) through (D), below, the requirements of Section 4.155 shall apply within the Village zone."

Response: A future mailroom and commercial uses around the Piazza were included in previous SAP Central traffic studies, the proposal will not generate any additional traffic that was not already studied. Most coffee cart customers take their food and beverage orders to go. Since the coffee cart is temporary and attract mostly foot traffic, staff expects that there is enough on-street parking near the Piazza to serve coffee cart customers.

Master Signage and Wayfinding

Subsection 4.125 (.12)

6. **Criteria:** This subsection establishes signage and wayfinding standards for the Village Zone.

Response: No signage is proposed at this time. Future temporary signs for the coffee cart must comply with the SAP South Master Signage and Wayfinding Plan and general sign regulations in the Development Code.

On-site Pedestrian Access and Circulation

Section 4.154

7. **Criteria:** This section establishes standards for on-site pedestrian access and circulation.

Response: The Villebois neighborhood was designed and built to be pedestrian-oriented. The existing sidewalk network provides easy and convenient access to the Piazza on foot. The coffee cart and mailboxes does not have any impact on pedestrian access and circulation on site.

Temporary Structure and Uses

Temporary Use Permits-Generally Section 4.163

8. **Criteria:** “The Development Review Board, after hearing as set forth in Section 4.012, may permit the temporary use of a structure or premises in any zone for a purpose or use that does not conform to the regulations prescribed elsewhere in this Code for the zone in which it is located, provided that such use be of a temporary nature and does not involve the erection of a substantial structure. A permit for such use may be granted in the form of a temporary and revocable permit, up to a five (5) year period, subject to a showing of good cause and such conditions as will safeguard the public health, safety, convenience and general welfare. Such permits may be renewable upon re-application to the Development Review Board, provided that the Board finds that the renewal is not likely to result in a permanent situation.”

Response: The coffee cart and mailboxes are located on a site intended to be developed into a mixed-use multi-family residential building (Building 1F in the Background Section), which will become the permanent home of the mailboxes. The applicant is requesting a Temporary Use Permit for the mailboxes and one (1) coffee cart up to 24 months to allow for a flexible time frame for the design and permitting of this future building.

Application Requirements Subsection 4.163 (.02)

9. **Criteria:** “Applications for Temporary Use Permits shall provide:” Listed A through D”
Response: The applicant has submitted the required information including a clear description of the planned use, a statement of the duration, a site plan (See Exhibit B1). Condition of Approval PD 1 will ensure restoration of the site to pre-TUP conditions.

Just Cause for Temporary Use Subsection 4.163 (.03)

10. **Criteria:** Factors and considerations for “good cause” include, but are not limited to:
- A. Availability of appropriately zoned land for the proposed use in the city.
 - B. Availability of and need for the subject property for allowed uses.
 - C. Market conditions, construction costs and other obstructions to the location of the use on appropriately zoned land.
 - D. Due diligence of the applicant to site the use on appropriately zoned land,
 - E. Circumstances of the applicant bearing on the need for the temporary use permit.

Response:

Availability of Appropriate Zoned Land: While sufficient commercial land and tenant spaces exist in the City for the sales of coffee and food, having a temporary coffee cart to the center of the Villebois neighborhood brings more food options to residents and workers in Villebois.

Availability of and need of property for allowed used: The lot on which the mailboxes and the coffee cart is located next to the Piazza is owned by the Villebois Homeowners Association or RCS Villebois.

Market Conditions, etc.: No market conditions are in play. The proposed uses are simply complementary and accessory to the permitted uses.

Due diligence to relocate use: Not applicable. The use is only temporary.

Circumstances of applicant: The applicant owns the parcels adjacent to the Piazza. As the applicant continue to develop designs and plans for a future mixed-use building to house the mailboxes and ground floor retail uses permanently, a temporary coffee cart provides amenities and brings foot traffic to the area, making the Piazza active and lively.

Other: The proposed temporary use is an appropriate and typical limited duration accessory use for mixed-use zones.

Public Safety and Crime Prevention

Subsection 4.163 (.02)

11. Criteria: "All developments shall be designed to deter crime and insure public safety."

Response: Staff finds no evidence and has not received any testimony that the proposal would lead to crime or negatively impact public safety.

Outdoor Lighting

Sections 4.199.20

12. Criteria: This section states that the outdoor lighting ordinance is applicable to "Installation of new exterior lighting systems in public facility, commercial, industrial and multi-family housing projects with common areas" and "Major additions or modifications (as defined in this Section) to existing exterior lighting systems in public facility, commercial, industrial and multi-family housing projects with common areas." In addition the exempt luminaires and lighting systems are listed.

Response: No additional outdoor lighting has been proposed. If the applicant wishes to add anything but exempt lighting, additional review by the City will be necessary.

Underground Utility Installation

Sections 4.300-4.320

13. Criteria: These sections list requirements regarding the underground installation of utilities.

Response: All new utilities associated with the temporary use must be installed underground. No indication of overhead utilities is shown in the submitted materials and there no evidence conflict that the proposal will cause conflict with underground utilities.



WILSONVILLE
OREGON

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

Planning Division
Development Permit Application

Final action on development application or zone change is required within 120 days in accordance with provisions of OR5 227.175

A pre application conference is normally required prior to submittal of an application. Please visit the City's website for submittal requirements

Pre-Application Meeting Date _____

Incomplete applications will not be scheduled for public hearing until all of the required materials are submitted.

Applicant:

Name: Rudy Kadlub
Company: RCS Villebois Development
Mailing Address: 14350 SE Industrial Way
City, State, Zip: Clackamas, OR 97015
Phone: (503) 646-8888 Fax: _____
E-mail: rudy@costapacific.com

Authorized Representative:

Name: Lynn Panzica
Company: AMS-NW
Mailing Address: 15350 SW Sequoia Parkway #200
City, State, Zip: Portland, OR 97224
Phone: 503-598-0552 Fax: 503-598-0554
E-mail: lynn.panzica@ams-nw.com

Property Owner:

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

Property Owner's Signature:

Rudy Kadlub
Printed Name: RUDY KADLUB Date: 2/28/20

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

Printed Name: _____ Date: _____

Site Location and Description:

Project Address if Available: Villebois Piazza Suite/Unit _____
Project Location: Villebois
Tax Map #(s): _____ Tax Lot #(s): 102.102 & b28005 Section 15AC.T35. R1W County: Washington Clackamas

Request:

Class 3 Temporary Use Permit for existing mailboxes, one coffee cart and potentially up to six food carts in the future.

Project Type: Class I Class II Class III

Residential Commercial Industrial Other: _____

Application Type(s):

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





February 23, 2020

Costa Pacific Communities on behalf of RCS Villebois Development, LLC respectfully requests the extension of the Temporary Use Permit for the temporary Mailboxes on Villebois Drive which currently serve the residents of the Villebois Village Center. This mail center was located in this location (adjacent to the Piazza) at the request of the USPS in 2007. The intent is for the Mail Center to move into the mixed-use building which will eventually be built on Royal Scot Ln. This building will likely be one of the last buildings erected in the Village Center as the demand for services and retail will require the construction of all the roof tops currently planned for the Village Center, specifically, and Villebois in general. Because all the non-mixed-use properties in the Village Center have been approved for residential development it is the hope of the developer that the demand for this future building will be met as these properties are built out and occupied within the next 24 months.

In addition, this application requests the permission to extend the Temporary Use Permit for a food/beverage cart on the Piazza. In accordance with recommendations made by the City's retail consultant, Bob Gibbs, in December of 2016, carts are a good way to create traffic and determine the demand for future brick and mortar retail. The initial cart would primarily sell coffee and will be owned and operated by a Villebois Village Center resident.

We respectfully request approval of this Temporary Use Permit application.

Rudy Kadlub
CEO
Costa Pacific Communities



**DEVELOPMENT REVIEW BOARD MEETING
MAY 11, 2020
6:30 PM**

VI. Public Hearing:

B. Resolution No. 378. Republic Services Stage I Master Plan Revision and Temporary Use Permit Extension: Ben Altman, Pioneer Design Group, LLC – Representative for Jason Jordan, Republic Services – Applicant. The applicant is requesting approval of a Stage I Master Plan Revision and Five (5) Year Temporary Use Permit Extension at the northeast corner of SW Garden Acres Road and SW Ridder Road. The site is located on Tax Lots 600, 601, and 1400, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon. Staff: Philip Bradford

Case Files:	DB20-0026	Stage I Master Plan Revision
	DB20-0027	Five-Year Temporary Use Permit Extension

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 378**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A STAGE I MASTER PLAN REVISION AND FIVE (5) YEAR TEMPORARY USE PERMIT EXTENSION AT THE NORTHEAST CORNER OF SW GARDEN ACRES ROAD AND SW RIDDER ROAD. THE SITE IS LOCATED ON TAX LOTS 600, 601, AND 1400, SECTION 2C TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE WASHINGTON COUNTY, OREGON. BEN ALTMAN, PIONEER DESIGN GROUP, LLC – REPRESENTATIVE FOR JASON JORDAN REPUBLIC SERVICES – APPLICANT.

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated May 4, 2020, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on May 11, 2020, 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 May 4, 2020 attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB20-0026 Stage I Master Plan Revision and DB20-00027 Five (5) Year Temporary Use Permit Extension for Republic Services

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 11th day of May, 2020 and filed with the Planning Administrative Assistant on _____. This resolution is final on the 15th calendar day after the postmarked date of the written notice of decision per *WC Sec 4.022(.09)* unless appealed per *WC Sec 4.022(.02)* or called up for review by the council in accordance with *WC Sec 4.022(.03)*.

Daniel McKay, Chair - Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
 Planning Division Staff Report
 Stage I Master Plan Revision & 5 Year Temporary Use Extension – Republic Services

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

Hearing Date: May 11, 2020

Date of Report: May 04, 2020

Application No.: DB20-0026 Stage I Master Plan Revision
 DB20-0027 Five-year Temporary Use Permit Extension

Request/Summary: The Development Review Board is being asked to review a Stage I Preliminary Plan Revision and a Class 3 Temporary Use Permit Extension for Five Years.

Location: 10295 SW Ridder Road. Tax Lots 600, 601, 1400, Section 2C, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Washington County, Oregon.

Owner: Jason Jordan, Republic Services

Applicant: Ben Altman, Pioneer Design Group

Comprehensive Plan Designation: Industrial

Zone Map Classification: PDI (Planned Development Industrial), PDI-RSIA

Staff Reviewer: Philip Bradford, Associate Planner

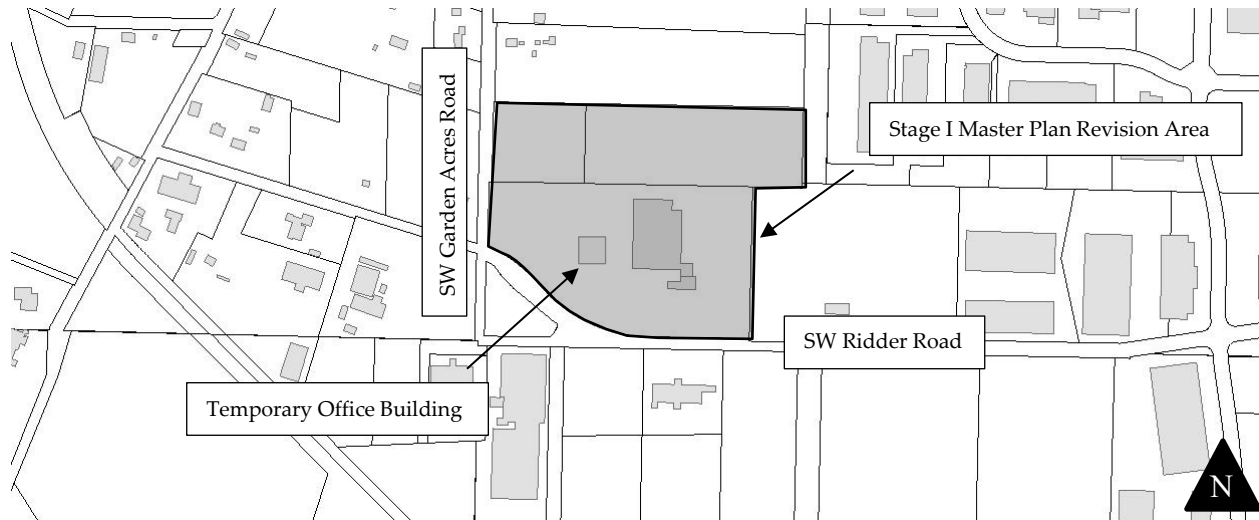
Staff Recommendation: Approve with conditions the requested Stage I Master Plan Revision and Five-year Temporary Use Permit.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Section 4.035	General Submission Requirements
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Sections 4.163	Temporary Structures and Uses

Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.300 through 4.320	Underground Utilities

Vicinity Map



Background/Summary:

In May 2016, a two-year temporary use permit extension was approved by DRB (DB16-0012) for two temporary office trailers to provide needed office space until a permanent office can be constructed. In evaluating short- and long-term needs, Republic has determined that the permanent office would likely be better situated as a stand-alone building. As a result, Republic Services revised the DRB approval via a Class I Administrative Review (AR16-0098) to allow a temporary modular office unit to be located at the west side of the existing shop and remove the previous two existing temporary office units. Per DRB Resolution 350, an extension was approved April 10, 2018, which expires on April 25, 2020.

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

Conclusion and Conditions of Approval:

Staff has reviewed the Applicant's analysis of compliance with the applicable criteria. The Staff report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board approve the proposed application (DB20-0026, DB20-0027) with the following conditions:

Planning Division Conditions:

Request A: DB20-0026 Stage I Master Plan Revision

No conditions for this request

Request B: DB20-0027 Class III Five-year Temporary Use Permit

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

Master Exhibit List:

Entry of the following exhibits into the public record by the DRB confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB20-0026 and DB20-0027 and 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. Application and supporting narrative, site plan, and other materials

Development Review Team Correspondence

None

Other Correspondence

- C1. Jim Clark, Bonneville Power Administration April 24, 2020

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on April 2, 2020. On April 16, 2020, staff conducted a completeness review within the statutorily allowed 30-day review period. On April 16, 2020 the application was deemed complete. The City must render a final decision for the request, including any appeals, by September 29, 2020.
2. Surrounding land uses are as follows:

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

3. Previous Planning Approvals:

See Case File DB14-0032 et. seq.
DB14-0046 Original DRB Approval to establish the subject temporary use.
DB16-0012 Republic Service TUP Extension
AR16-0098 Class I Revision to Republic Service TUP
DB18-0022 Two-year TUP Extension

4. The applicant has complied with Sections 4.013-4.031 of the Wilsonville Code, said sections pertaining to review procedures and submittal requirements. The required public notices have been sent and all proper notification procedures have been satisfied.

Findings:

NOTE: Pursuant to Section 4.014 the burden of proving that the necessary findings of fact can be made for approval of any land use or development application rests with the applicant in the case.

General Information

Application Procedures-In General Section 4.008

The application is being processed in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

The application has been submitted on behalf of the property owner, Republic Services. The application form is signed by Jason Jordan for Republic Services.

Pre-Application Conference Subsection 4.010 (.02)

No pre-application meeting was necessary for the application.

Lien Payment before Approval Subsection 4.011 (.02) B.

No applicable liens exist for the subject property. The application can thus move forward.

General Submission Requirements Subsection 4.035 (.04) A.

The applicant has provided all of the applicable general submission requirements contained in this subsection.

Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district and general development regulations listed in Sections 4.150 through 4.199 have been applied in accordance with this Section.

Request A: DB20-0026 Stage I Preliminary Plan Revision

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

Planned Development Regulations

Planned Development Purpose

Subsection 4.140 (.01)

- A1.** The proposal is to modify and expand a development previously approved as a planned development.

Planned Development Lot Qualifications

Subsection 4.140 (.02)

- A2.** The property is of sufficient size to be developed in a manner consistent the purposes and objectives of Section 4.140. The subject property is greater than 2 acres, is designated for industrial development in the Comprehensive Plan, and is zoned Planned Development Industrial or Planned Development Industrial-Regionally Significant Industrial Area. The property will be developed as a planned development in accordance with this subsection.

Ownership Requirements

Subsection 4.140 (.03)

- A3.** All the land subject to change under the proposal is under a single ownership.

Professional Design Team

Subsection 4.140 (.04)

- A4.** As can be found in the applicant's submitted materials, appropriate professionals have been involved in the planning and permitting process. Ben Altman with Pioneer Design Group is the applicant's representative.

Planned Development Permit Process

Subsection 4.140 (.05)

- A5.** The subject property is greater than 2 acres, is designated for industrial development in the Comprehensive Plan, and is zoned Planned Development Industrial. The property will be developed as a planned development in accordance with this subsection.

Comprehensive Plan Consistency

Subsection 4.140 (.06)

- A6.** The proposed project, as found elsewhere in this report, complies with the Planned Development Industrial zoning designation, which implements the Comprehensive Plan proposed designation of "Industrial" for this property.

Application Requirements

Subsection 4.140 (.07)

- A7. Review of the proposed revised Stage I Master Plan has been scheduled for a public hearing before the Development Review Board, in accordance with this subsection, and the applicant has met all the applicable submission requirements as follows:
- The property affected by the revised Stage I Master Plan is under the sole ownership of Willamette Resources (Republic Services) and the application has been signed by an authorized representative, Jason Jordan, General Manager.
 - The application for a revised Stage I Master Plan has been submitted on a form prescribed by the City.
 - The professional design team and coordinator have been identified. See Finding A4.
 - The applicant has stated the various uses involved in the Master Plan and their locations.
 - The boundary affected by the Stage I Master Plan has been clearly identified and legally described.
 - Sufficient topographic information has been submitted.
 - Information on the land area to be devoted to various uses has been provided.
 - Phasing information has been provided.
 - Any necessary performance bonds will be required.

Planned Development Industrial (PDI) Zone

Planned Development Industrial Zone

Section 4.135

- A8. For the portion of the Stage I master plan area zoned PDI the planned uses are remaining the same as approved in the previous Stage I Plan Revision in Case File DB15-0051. The previously approved Stage I Plan for this area was found to be in compliance with the purpose, allowed uses, and standards of the PDI and PDI-RSIA Zones.

PDI Performance Standards

Industrial Performance Standards

Subsections 4.135 (.05) A. through N.

- A9. The Stage I Master Plan Modification enables conformance with the Industrial performance standards. Final compliance will be reviewed with the Stage II Final Plans.

Other Standards for PDI-RSIA Zone

Lot Size

Subsections 4.135.5 (.07) A.

- A10. Nothing in the Stage I Master Plan would prevent lot size requirements from being met.

Setbacks

Subsections 4.135.5 (.07) C. through E.

- A11. Nothing in the Stage I Master Plan would prevent setback requirements from being met.

Request B: DB20-0027 Class III Temporary Use Permit Extension

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

Pedestrian Access Subsection 4.154 (.01)

- B1.** A painted pedestrian pathway extends in front of the temporary office building to connect to existing pedestrian pathway system. Requirements from the Building Division has ensured ADA compliance for the pathway. In addition, the parking lot area is not being expanded; rather additional spaces have been striped within the existing parking area.

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

- B2.** For office use, the Development Code requires 2.7 spaces per 1000 square feet. At 3,439 square feet, the temporary modular office building requires 9.7 spaces rounded up to 10, which is the amount provided on site.

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

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

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

- A1.** The modular building does not constitute substantial structures, the permit is proposed for five years, good cause is shown as the applicant plans on constructing permanent office but have an immediate need for additional office space that precedes the ability to fund and construct additional office space. No additional renewal is requested, and the Stage I Plans show the office expansion to replace the temporary use, and funding is expected within the approved time frame preventing the temporary use from becoming permanent.

Temporary Use Permit Application Requirements

Subsection 4.163 (.02)

- A2.** The applicant has submitted the required information including a clear description of the planned use, a statement the duration is up to five years, and a site plan (See Exhibit B1). A condition of approval will ensure restoration of the site to pre-TUP conditions.

"Just Cause Factors" for Temporary Use Permits

Subsection 4.163 (.03)

- A3.** The reason for the applicant's request is they plan on constructing permanent offices within the next 5 years but have a continued need for the additional office space that precedes the ability to fund and construct additional office space.

Mixed Solid Waste and Recyclables Storage

Subsection 4.179

- A4.** The nature of the site provides adequate facilities for disposal of solid waste and recyclables generated by the temporary office.

Outdoor Lighting

Section 4.199.20

- A5.** No additional outdoor lighting has been proposed. Certain pathway lighting and entry way lighting is exempt. If the applicant wishes to add anything but exempt lighting additional review by the City will be necessary.

Underground Installation of Utilities

Sections 4.300-4.320

- A6.** All utilities associated with the temporary use must be installed underground. No indication of overhead utilities is shown in the submitted materials.

Proposed Stage 1 Master Plan Revision and Five-year Temporary Use Permit Extension for Republic Services located at 10295 SW Ridder Road

Clark, James L (BPA) - TERR-CHEMAWA <jlclark@bpa.gov>

Fri 4/24/2020 12:05 PM

To: Bradford, Philip <pbradford@ci.wilsonville.or.us>;

[This email originated outside of the City of Wilsonville]

To Development Review Board Members,

The Bonneville Power Administration (BPA) owns property adjacent to the Applicant's property.

All activities that impact the BPA property must be reviewed and approved by BPA prior to occurring. If no property impacts to adjacent landowners will occur, then BPA has no other objections or comments regarding the proposal.

Sincerely,

Jim Clark

Realty Specialist | TERR Chemawa

BONNEVILLE POWER ADMINISTRATION

jlclark@bpa.gov | P 503-304-5906 | C 503-758-3883



City of Wilsonville
Exhibit C1 DB20-0026 et seq

DEVELOPMENT REVIEW BOARD MEETING
MAY 11, 2020
6:30 PM

- VII. Board Member Communications:
 - A. Results of the February 24, 2020 DRB Panel B meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE: FEBRUARY 24, 2020	
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START: 6:30 P.M.	TIME END: 7:31 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Richard Martens	Barbara Jacobson
Samy Nada	Daniel Pauly
Shawn O'Neil	Kimberly Rybold
Ellie Schroeder	Kerry Rappold
Nicole Hendrix	

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
ELECTION OF 2020 CHAIR AND VICE-CHAIR	
A. Chair	A. Samy Nada elected 2020 Chair
B. Vice-Chair	B. Ellie Schroeder unanimously elected 2020 Vice-Chair
CONSENT AGENDA	None.
A. Approval of minutes of November 25, 2019 DRB Panel B meeting	A. The minutes were approved 3-0-2, with Shawn O'Neil and Nicole Hendrix abstaining
PUBLIC HEARING	
BOARD MEMBER COMMUNICATIONS	
	Nicole Hendrix introduced herself to the Board. Staff reviewed actions taken at previous Development Review Board Panel A and City Council meetings and answered questions.
STAFF COMMUNICATIONS	
A. SROZ Training	A. Mr. Rappold presented and addressed clarifying questions about the SROZ Code.

DEVELOPMENT REVIEW BOARD MEETING
MAY 11, 2020
6:30 PM

- VII. Board Member Communications:
 - B. Results of the April 27, 2020 DRB Panel B meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE: APRIL 27, 2020		
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR		
TIME START: 6:30 P.M.		TIME END: 7:39 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Samy Nada	Kimberly Rybold
Ellie Schroeder	Barbara Jacobson
Richard Martens	Daniel Pauly
Shawn O’Neil	Cindy Luxhoj
Nicole Hendrix	Shelley White
	Andy Stone
	Beth Wolf
	Khoi Le

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS’ INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the February 24, 2020 meeting	A. Unanimously approved as presented.
PUBLIC HEARING	
<p>A. Resolution No. 376. Nicoli Pacific Industrial Building and Storage Yard: CIDA Architects & Engineers – Representative for David Nicoli, Nicoli Pacific LLC – Owner. The applicant is requesting approval of a Stage I Master Plan Modification, 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 industrial development. 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</p> <p>Case Files: DB20-0002 Stage I Master Plan Modification DB20-0003 Stage II Final Plan DB10-0004 Site Design Review DB20-0005 Class III Sign Review DB20-0006 Type C Tree Removal Plan</p>	A. Resolution No. 376 was unanimously approved with two corrections to the Staff report and the addition of Exhibit B4.
BOARD MEMBER COMMUNICATIONS	
A. Recent City Council Action Minutes	A. No comments.
STAFF COMMUNICATIONS	

DEVELOPMENT REVIEW BOARD MEETING
MAY 11, 2020
6:30 PM

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

City Council Meeting Action Minutes
January 6, 2020

City Council members present included:

Mayor Knapp
Council President Akervall - Excused
Councilor Lehan
Councilor West
Councilor Linville

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Martin Montalvo, Public Works Ops. Manager
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
WORK SESSION	
There was no Work Session scheduled.	
REGULAR MEETING	
<u>Communications</u> A. Healthy Democracy	The non-profit summarized the services they provide to engage more citizens in public participation.
<u>Mayor's Business</u> A. Municipal Court Judge Contract Renewal B. Placeholder for Reappointments and Appointments	<p>Council renewed the Municipal Court Judge's contract. 4-0.</p> <p><u>Budget Committee – Reappointment</u> Reappointment of Daphnee Legarza to Budget Committee for a term beginning 1/1/20 to 12/31/22. Passed 4-0.</p> <p><u>DRB Panel A – Appointment</u> Appointment of Jean Svadlenka and Ken Pitta to Development Review Board Panel A for a term beginning 1/1/20 to 12/31/20. Passed 4-0.</p> <p><u>DRB Panel B – Reappointment</u> Reappointment of Samy Nada to Development Review Board Panel B for a term beginning 1/1/20 to 12/31/21. Passed 4-0.</p> <p><u>DRB– Appointment</u> Appointment of Katie Hamm and Nicole Hendrix to Development Review Board for a term beginning 1/1/20 to 12/31/21. Passed 4-0.</p> <p><u>Parks and Recreation Advisory Board – Appointment</u> Appointment of Jennifer Link Raschko and Jeffrey Redmon to Parks and Recreation</p>

<p>C. Upcoming Meetings</p>	<p>Advisory Board for a term beginning 1/1/20 to 12/31/23. Passed 4-0.</p> <p><u>Parks and Recreation Advisory Board – Appointment</u> Appointment of Daniel Christensen to Parks and Recreation Advisory Board for a term beginning 1/1/20 to 12/31/20. Passed 4-0.</p> <p><u>Planning Commission - Reappointment</u> Reappointment of Kamran Mesbah to Planning Commission for a term beginning 1/1/20 to 12/31/23. Passed 4-0.</p> <p><u>Planning Commission - Appointment</u> Appointment of Aaron Woods and Jennifer Willard to Planning Commission for a term beginning 1/1/20 to 12/31/23. Passed 4-0.</p> <p><u>Community Enhancement Committee – Appointment</u> Appointment of Amy Day to the Wilsonville-Metro Community Enhancement Committee, Position 4 for a term beginning 1/1/20 to 6/30/21. Passed 4-0.</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. <u>Resolution No. 2784</u> A Resolution Of The City Of Wilsonville Adopting the Intergovernmental Agreement Between The City of Wilsonville And Other Governmental Agencies Who Are Members Of The Managing Oregon Resources Efficiently (MORE-IGA) Assistance Agreement.</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>City Manager’s Business</u></p>	<p>Reported that staff will look into term limits of the various boards/committees and provide Council with findings.</p>
<p><u>Legal Business</u></p>	<p>Invited Council to attend an upcoming elections training by the Secretary of State’s office hosted by Clackamas County.</p>
<p>ADJOURN</p>	<p>8:46 p.m.</p>

City Council Meeting Action Minutes
January 23, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West - Excused
Councilor Linville

Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Keith Katko, Finance Director
Dan Carlson, Building Official
Chris Neamtzu, Community Develop. Director
Cathy Rodocker, Finance Director
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager

Staff present included:

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Annual Urban Renewal Report, FY2018-19	Staff presented Council with the Fiscal Year 2018-2019 Urban Renewal Report.
B. Building Permit Fee Increase	Staff sought Council’s feedback on a proposed building permit fee increase.
C. Monument Sign Designs	Council provided staff with direction on the style and design for the “Welcome to Wilsonville” monument sign.
REGULAR MEETING	
<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.
B. Proposed Initiative Petition 2019-1i	Staff reported that a sufficient number of valid signatures had been verified by Clackamas County Elections for the Proposed Initiative Petition 2019-1i pertaining to term limits for City Mayor and Council positions.
<u>City Manager’s Business</u>	
	No report.
<u>Legal Business</u>	
	No report.
ADJOURN	7:22 p.m.

City Council Meeting Action Minutes
February 3, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Mike McCarty, Community Development Director
Brian Stevenson, Parks & Rec. Program Manager
Zoe Monahan, Assistant to the City Manager
Scott Simonton, Fleet Manager
Mike Nacrelli, Civil Engineer
Dwight Brashear, Transit Director
Zach Weigel, Capital Projects Engineering Manager
Bill Evans, Communications & Marketing Manager
Nancy Kraushaar, Engineer

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
WORK SESSION	
A. Boeckman Dip Bridge Alternatives Analysis (CIP #4212)	Council concurred with staff's suggestions on next steps.
B. 5th to Kinsman Eminent Domain Resolution Amendment	Staff reported that Resolution No. 2790 and URA Resolution No. 340 assists in updating numbers and reaffirm that staff can move forward with property acquisition.
C. Korean War Memorial Interpretative Center Agreement	Council was informed of Resolution No. 2785, authorizing a Korean War Memorial Interpretive Center Agreement between the City and the Korean War Memorial Foundation of Oregon.
D. Grant Funded Bus Purchase	Council heard about Resolution No. 2786, which authorizes SMART to purchase two 21-passenger compressed natural gas buses from Schetky NW Sales, Inc.
REGULAR MEETING	
<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>Communications</u>	
A. None.	

<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2786</u> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase Two 21-Passenger Compressed Natural Gas Buses From Schetky NW Sales, Inc.</p> <p>B. <u>Resolution No. 2792</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Amend A Professional Services Agreement With Murraysmith, Inc. For Design And Construction Engineering Services For The Memorial Park Pump Station Project (Capital Improvement Project #2065).</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2785</u> A Resolution Of The City Of Wilsonville Authorizing A Korean War Memorial Interpretive Center Agreement Between The City Of Wilsonville And The Korean War Memorial Foundation Of Oregon.</p> <p>B. <u>Resolution No. 2790</u> A Resolution Of The City Of Wilsonville Amending Resolution No. 2676 Authorizing Acquisition Of Property And Property Interests Related To Construction Of The 5th Street / Kinsman Road Extension Project Through Eminent Domain.</p> <p>C. <u>Resolution No. 2791</u> – Option 1 A Resolution Adopting Initiative Measure For Term Limits.</p> <p>D. <u>Resolution No. 2791</u> – Option 2 A Resolution Rejecting Initiative Measure For Term Limits.</p>	<p>Resolution No. 2785 was adopted 4-0.</p> <p>Resolution No. 2790 was adopted 4-0.</p> <p>Council chose not to draft a competing ballot measure nor take any action on Resolution No. 2791, Option 1 or Option 2.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 840</u> An Ordinance Of The City Of Wilsonville Authorizing The Preparation, Submittal, And Publication Of Explanatory Statements For Voters’ Pamphlets; And Declaring An Emergency.</p>	<p>After a public hearing was conducted, Ordinance No. 840 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>

URBAN RENEWAL AGENCY	
<u>Consent Agenda</u> A. Minutes of the October 7, 2019 URA Meeting.	The URA Consent Agenda was approved 4-0.
<u>New Business</u> A. <u>URA Resolution No. 340</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Amending URA Resolution No. 281 Authorizing Acquisition Of Property And Property Interests Related To Construction Of The 5th Street / Kinsman Road Extension Project Through Eminent Domain.	URA Resolution No. 340 was adopted 4-0.
ADJOURN	8:37 p.m.

City Council Special Meeting Action Minutes
February 18, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West

Councilor Linville

Staff present included:

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

AGENDA ITEM	ACTIONS
SPECIAL MEETING	
<u>Continuing Business</u>	
<p>A. <u>Ordinance No. 840</u> An Ordinance Of The City Of Wilsonville Authorizing The Preparation, Submittal, And Publication Of Explanatory Statements For Voters' Pamphlets; And Declaring An Emergency.</p>	Ordinance No. 840 was adopted on second reading by a vote of 5-0.
<u>City Manager's Business</u>	Reminded that the Council meets again on Thursday, February 20, 2020, with the Work Session starting at 6:00 p.m.
<u>Legal Business</u>	No report.
ADJOURN	7:37 p.m.

City Council Meeting Action Minutes
February 20, 2020

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
Cathy Rodocker, Finance Director
Keith Katko, Finance Director
Mike Nacrelli, Civil Engineer
Miranda Bateschell, Planning Director
Pat Duke, Library Director
Zach Weigel, Capital Projects Engineer Manager
Dan Pauly, Planning Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Update On Library Strategic Plan	Council heard an overview on the upcoming Library Strategic Plan.
B. Residential Code Modernization	Staff presented on the Residential Zoning Modernization Project. Council requested that staff return to the next Work Session for further discussion.
REGULAR MEETING	
<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. <u>Resolution No. 2777</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With K&E Excavating, Inc. For The French Prairie Road Phase II Project (Capital Improvement Project #2500/4500/7500).	The Consent Agenda was approved 5-0.
<u>Public Hearing</u>	
A. <u>Resolution No. 2788</u> A Resolution Of The City Of Wilsonville Establishing And Imposing Just And Equitable User Fees For The City Water System; Amending Resolution Nos. 1624 And 2447; And Repealing Resolution Nos. 1713, 1829, 1957, And 2204.	After a public hearing was conducted, Resolution No. 2788 was approved by a vote of 5-0.

<p>B. <u>Resolution No. 2789</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.</p>	<p>After a public hearing was conducted, Resolution No. 2789 was approved by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Reported that ODOT signed a contract for the Boone Bridge retrofit study.</p> <p>Announced that the City is working with School District on the possibility of the two agencies co-sponsoring and hosting the World Outdoor Track and Field events.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:45 p.m.</p>

City Council Meeting Action Minutes
March 2, 2020

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
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Dan Pauly, Planning Manager
Zach Weigel, Capital Projects Engineering Manager
Kimberly Rybold, Senior Planner
Martin Montalvo, PW Operations Manager
Bill Evans, Communications & Marketing Manager
Rob Wurpes, Chief of Police

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Residential Code Modernization	Council and staff discussed efforts to modernize the residential zoning standards.
B. Equitable Housing Strategic Plan	Council provided guidance for staff to update the draft Equitable Housing Strategic plan for continued discussion.
C. Coronavirus	Staff provided a summary of actions and protocols in place to safeguard staff and the community from the coronavirus.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. State of the City Address	The Mayor presented the 2020 State of the City Address.
B. League of Women Voters Month Proclamation	The Mayor read a proclamation declaring the month of March as League of Women Voters Month.
C. Appointment	<u>Tourism Promotion Committee</u> Appointment of Rohit Sharma to the Tourism Promotion Committee, Position 1 for a term beginning 3/2/20 to 6/30/22. Passed 5-0.
<u>Consent Agenda</u>	
A. <u>Resolution No. 2793</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.	The Consent Agenda was approved 5-0.

<p>B. <u>Resolution No. 2794</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.</p> <p>C. <u>Resolution No. 2795</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.</p> <p>D. <u>Resolution No. 2796</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation.</p> <p>E. <u>Resolution No. 2797</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc.</p>	
<p><u>City Manager's Business</u></p>	<p>Reported that a joint meeting between the West Linn-Wilsonville School District and City Council is scheduled for April.</p>
<p><u>Legal Business</u></p>	<p>Announced that Kinder Morgan is close to completing the automatic shut off valve installation.</p>
<p>ADJOURN</p>	<p>8:29 p.m.</p>

City Council Meeting Action Minutes
March 16, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Kimberly Veliz, City Recorder
Jordan Vance, Economic Development Director
Mike Nacrelli, Civil Engineer
Dan Carlson, Building Official
Dan Pauly, Planning Manager
Zach Weigel, Capital Projects Engineering Manager
Martin Montalvo, Public Work Operations Manager
Beth Wolf, Information Systems Analyst
Andy Stone, IT Director

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Town Center Implementation Update	Staff updated Council on the timing for upcoming Town Center Plan implementation actions, and sought direction on components of the plan.
B. I-5 Pedestrian Bridge and Gateway Plaza	Council provide staff feedback on guiding features for the design principles.
C. Adoption of Building Permit Fees	Staff presented on Resolution No. 2802, which approves the building, mechanical and plumbing permit fee schedules, and repeals Resolution No. 2780.
D. Alternative Contracting Method Water Treatment Plant Expansion	Council was informed of Resolution No 2801, which authorizes the use of a construction manager and/or general contractor alternative contracting method for the Water Treatment Plant expansion project.
<u>Mayor's Business</u>	
A. <u>Resolution No. 2803</u> A Resolution And Order Declaring A Local State Of Emergency And Authorizing Emergency Measures.	Resolution No. 2803 was adopted 5-0.
B. Elect Council President	Councilor Akervall was reappointed as Council President with a term ending December 2020. Passed 5-0.
C. Upcoming Meetings	Mayor Knapp announced that due to the Coronavirus and the need for social distancing many upcoming meetings have been cancelled or postponed.

<u>Communications</u> A. Get Moving 2020 Transportation Measure Briefing.	Metro Councilor Dirksen presented on the Get Moving 2020 Transportation Measure.
<u>Consent Agenda</u> A. <u>Resolution No. 2799</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With McClure And Sons, Inc. For The Memorial Park Lift Station Project (Capital Improvement Project #2065).	The Consent Agenda was approved 5-0.
<u>New Business</u> A. <u>Resolution No. 2782</u> A Resolution Of The City Of Wilsonville Supporting A 2040 Planning And Development Grant Application To Metro For Frog Pond East And South Master Planning And Related Work	Resolution No. 2782 was adopted 5-0.
<u>Public Hearing</u> A. <u>Resolution No. 2801</u> A Resolution Of The City Of Wilsonville Authorizing The Use Of A Construction Manager / General Contractor (CMGC) Alternative Contracting Method For The Water Treatment Plant (WTP) Expansion Project (Capital Improvement Project #1144). B. <u>Resolution No. 2802</u> A Resolution Of The City Of Wilsonville Approving Building Permit Fee Schedule, Mechanical Permit Fee Schedule, And Plumbing Permit Fee Schedule, And Repealing Resolution No. 2780.	After a public hearing was conducted, Resolution No. 2801 was approved by a vote of 5-0. After a public hearing was conducted, Resolution No. 2802 was approved by a vote of 5-0.
<u>City Manager's Business</u>	Recapped Governor Kate Brown's new orders on social distancing measures, effective March 17, 2020 for at least four weeks. Provided information on the Neighborhood Tree Planting event being held by the Friends of Trees.
<u>Legal Business</u>	No report.
ADJOURN	8:57 p.m.

City Council Meeting Action Minutes
April 6, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Mark Ottenad, Public/Government Affairs Director
Zach Weigel, Capital Projects Engineering Manager
Kimberly Rybold, Senior Planner
Nancy Kraushaar, Engineer
Dominique Huffman, Civil Engineer
Ben Toops, Police Officer
Martin Montalvo, Public Works Ops. Manager
Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Jordan Vance, Economic Development Manager

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Alternative Project Delivery Methods Presentation	Tom Hickmann, of Tualatin Valley Water District, delivered a presentation on alternative project delivery methods.
B. Boeckman Dip Bridge Alternatives Analysis (CIP #4212) and Stormwater Master Plan Amendment	Staff presented updates on work taking place on the Boeckman Dip Bridge.
C. Equitable Housing Strategic Plan	Staff shared an updated draft of the Equitable Housing Strategic Plan.
REGULAR MEETING	
<u>Communications</u>	Updates were provided by representatives of various agencies on the topic of COVID-19.
A. Update on the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act: <ul style="list-style-type: none"> • Ree Armitage, Field Representative, Office of U.S. Senator Ron Wyden • Dan Mahr, Field Representative, Office of U.S. Senator Jeff Merkley 	
B. Update on State of Oregon COVID-19 Emergency Response <ul style="list-style-type: none"> • Representative Courtney Neron, HD-26/Wilsonville 	
C. Update on Clackamas County COVID-19 Emergency Response <ul style="list-style-type: none"> • Commissioner Ken Humberston 	
D. City of Wilsonville Economic Development Update <ul style="list-style-type: none"> • Jordan Vance, Economic Development Manager 	
E. Update from Wilsonville Area Chamber of Commerce <ul style="list-style-type: none"> • Kevin Ferrasci O'Malley, CEO 	

<p><u>Mayor's Business</u></p> <p>A. City Manager Memos: City Business Friendly Practices and Policies; Proposed City Business Grant Programs</p> <p>B. Volunteer Appreciation Month Proclamation</p> <p>C. 22nd Consecutive Tree City USA Designation and Arbor Day Proclamation</p>	<p>Council heard of several proposed assistance programs to help businesses and community members.</p> <p>The Mayor stated that he would sign the Volunteer Appreciation Month and Arbor Day proclamations submitted by staff. There were no objections by Council.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2805</u> A Resolution Of The City Of Wilsonville Authorizing A First Amendment To Grant Agreement With Wilsonville Community Sharing.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2807</u> A Resolution And Order Amending Resolution No. 2803 To Extend The Local State Of Emergency And Emergency Measures, As Authorized by Resolution No. 2803.</p> <p>B. <u>Resolution No. 2808</u> A Resolution And Order Regarding Sign Code Enforcement During Emergency Declaration Period.</p>	<p>Resolution No. 2807 was adopted 5-0.</p> <p>Resolution No. 2808 was adopted 4-1.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2804</u> A Resolution Of The City Of Wilsonville To Amend The Adopted 2012 Stormwater Master Plan Project List (Table 9-2 – Prioritized CIP Projects) To Add Projects SD- 2163-2167 & 2437-2446: Pipeline Upsizing On Ridder Road And Peters Road And St-7: Boeckman Creek At Boeckman Road Stormwater Study.</p>	<p>After a public hearing was conducted, Resolution No. 2804 was approved by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager recapped the feedback received earlier in the meeting regarding the proposed business relief program.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>10:52 p.m.</p>

City Council Meeting Action Minutes
April 20, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Cathy Rodocker, Finance Director
Zoe Monahan, Assistant to the City Manager
Andy Stone, IT Director
Beth Wolf, Senior Systems Analyst
Dan Pauly, Planning Manager
Jordan Vance, Economic & Development Director
Phillip Bradford, Associate Planner
Zach Weigel, Capital Projects Engineering Manager
Bill Evans, Communications & Marketing Manager
Pat Duke, Library Director

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Library Furniture Contract	Council was briefed on Resolution No. 2800, which authorizes the City Manager to execute a goods and services contract with HMI Oregon Dealership, Inc. for the Library furniture project.
B. Wilsonville Small Business COVID Relief Grants Proposal	Staff presented on the proposed small business COVID relief grants program.
C. Residential Code Modernization	Staff informed Council of Ordinance No. 841. The ordinance adopts text amendments to the Wilsonville Comprehensive Plan and Development Code regarding the planned development residential and residential zones.
D. Commercial Recreation in Planned Development Zones	Council requested that staff delay the short-term consideration of a proposed expansion of commercial recreation uses within the PDI zone.
E. Parks Bond	Council agreed with staff's recommendation to withhold the proposed Parks Bond tentatively scheduled for the November 2020 ballot.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	The Mayor announced that the next City Council meeting will be held May 4, 2020.

<p><u>Communications</u></p> <p>A. Measure 26-210 for Supportive Housing Services</p>	<p>Metro Councilor Dirksen shared details of the May ballot Measure No. 26-210 to address the region’s homeless crisis.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2810</u> A Resolution Of The City Of Wilsonville Authorizing A Second Amendment To Wilsonville Community Sharing Support Grant Agreement.</p> <p>B. <u>Resolution No. 2811</u> (<i>UR Program Income Funds</i>) A Resolution Of The City Of Wilsonville Authorizing A City Of Wilsonville Small Business COVID-19 Grant Program.</p> <p>C. <u>Resolution No. 2812</u> (<i>Transient Lodging Tax Funds</i>) A Resolution Of The City Of Wilsonville Authorizing A City Of Wilsonville Small Business COVID-19 Grant Program.</p>	<p>Resolution No. 2810 was adopted 5-0.</p> <p>Resolution No. 2811 was adopted 5-0.</p> <p>Resolution No. 2812 was adopted 5-0.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2787</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods And Services Contract With Pipeline Video Inspection, LLC (DBA Aims Companies) For The Closed Circuit TV (CCTV) Inspection Services Project.</p> <p>B. <u>Resolution No. 2800</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods And Services Contract With HMI Oregon Dealership, Inc. For The Library Furniture Project.</p> <p>C. <u>Resolution No. 2806</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute The First Amendment To Construction Contract With Moore Excavation, Inc. For The Garden Acres Road & PLM_1.2 Water Transmission Line Project.</p>	<p>The Consent Agenda was approved 5-0.</p>

<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2809</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.</p> <p>B. <u>Ordinance No. 841</u> Of The City Of Wilsonville Adopting Text Amendments To The Wilsonville Comprehensive Plan And Development Code Regarding The Planned Development Residential (PDR) And Residential (R) Zones.</p>	<p>After a public hearing was conducted, Resolution No. 2809 was approved 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 841 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Council authorized the City Manager to cancel City-hosted public summer events.</p> <p>Council heard an update on the gift card program. It was reported that currently 35 small business restaurants are involved in the program with 330 gift cards distributed to Wilsonville Community Sharing and 60 to the Police Department.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney reported that the City was granted a motion to abate on the Clackamas County Circuit Court case. Furthermore, the judge in the case declined to rule at this point on the motion to intervene.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Consent Agenda</u></p> <p>A. Minutes of the February 3, 2020 URA Meeting.</p> <p>B. <u>URA Resolution No. 305</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute The First Amendment To Construction Contract With Moore Excavation, Inc. For The Garden Acres Road & PLM_1.2 Water Transmission Line Project.</p>	<p>The URA Consent Agenda was approved 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>URA Resolution No. 306</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2019-20.</p>	<p>After a public hearing was conducted, URA Resolution No. 306 was approved 5-0.</p>
<p>ADJOURN</p>	<p>10:17 p.m.</p>