



**Development Review Board
Panel A Meeting
October 12, 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 25 people and social distancing guidelines will be enforced

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. 381 (I & E Construction) to Philip Bradford at pbradford@ci.wilsonville.or.us by 3 pm on October 12, 2020.
- 3) In-person testimony is discouraged, but can be accommodated. Please contact Daniel Pauly at pauly@ci.wilsonville.or.us by phone at 503-682-4960 for information on current safety protocols



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

Monday, October 12, 2020 - 6:30 P.M.

I. Call to order:

II. Chairman's Remarks:

III. Roll Call:

Daniel McKay
Angela Niggli
Katie Hamm

Jean Svadlenka
Ken Pitta

IV. Citizens' Input:

V. Consent Agenda:

- A. Approval of minutes of the August 10, 2020 DRB Panel A meeting
- B. Approval of minutes of the August 31, 2020 DRB Panel A meeting

VI. Public Hearings:

A. **Resolution No. 381. I & E Construction: David Hardister, Woodblock**

Architecture – Representative for I & E Construction – Owner/ Applicant. The applicant is requesting approval of a Site Design Review for exterior changes and a Class 3 Sign Permit and Waiver for I & E Construction. The site is located at 27375 SW Parkway Avenue on Tax Lot 303 of Section 11, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford

Case Files: DB20-0033 Site Design Review
 DB20-0034 Class 3 Sign Permit and Waiver

This item was continued to a date and time certain of September 14, 2020 at the August 10, 2020 DRB Panel A meeting. Due to poor air quality in City Hall Facilities, the September 14, 2020 DRB hearing was cancelled and postponed to October 14, 2020.

VII. Board Member Communications:

- A. Results of the August 24, 2020 DRB Panel B meeting
- B. Results of the September 28, 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
OCTOBER 12, 2020
6:30 PM

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

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

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

I. Call to Order

Chair Daniel McKay called the meeting to order at 6:40 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: Kimberly Rybold, Barbara Jacobson, Miranda Bateschell, Philip Bradford, Cindy Luxhoj, Khoi Le, and Shelley White. Daniel Pauly attended via Zoom.

IV. Citizens’ Input This is an opportunity for visitors to address the Development Review Board on items not on the agenda. There were no comments.

V. Consent Agenda:

A. Approval of minutes of May 11, 2020 DRB Panel A meeting

Jean Svadlenka moved to approve the Consent Agenda. Katie Hamm seconded the motion, which passed unanimously.

VI. Public Hearings

A. **Resolution No. 380. Frog Pond Ridge Subdivision: Li Alligood, AICP, Otak – Representative for West Hills Land Development, LLC – Applicant.** The applicant is requesting approval of an Annexation and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) for approximately 15.93 acres of property located on the west side of Stafford Road south of SW Frog Pond Lane, and adopting findings and conditions approving a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Plan, Waiver to Minimum Front Setback, and Abbreviated SRIR Review on 16.25 acres for a 71-lot single-family subdivision. The subject site is located on Tax Lots 1500 and 1700, a portion of 1800, and a portion of Stafford Road right-of-way, Section 12D, and a portion of Tax Lot 400, Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files: DB20-0007 Annexation

- DB20-0008 Zone Map Amendment
- DB20-0009 Stage I Preliminary Plan
- DB20-0010 Stage II Final Plan
- DB20-0011 Site Design Review of Parks and Open Space
- DB20-0012 Tentative Subdivision Plat
- DB20-0013 Type C Tree Plan
- DB20-0014 Waiver – Front Setback
- SI20-0001 Abbreviated SRIR Review

The DRB action on the Annexation and Zone Map Amendment is a recommendation to the City Council.

Chair McKay called the public hearing to order at 6:46 p.m.

Cindy Luxhoj, Associate Planner, explained the key reasons for continuing the hearing were as follows:

- The initial mailing list for the public hearing notice omitted six property owners to the north and east of the Frog Pond Ridge properties. On August 10, 2020, a revised public hearing notice was mailed to all property owners, including those who received tonight’s hearing notice, in order to meet the 21-day Development Review Board (DRB) noticing requirement for parts of the application under DRB jurisdiction.
- Clarification was needed on the jurisdiction of the right-of-way of Southwest Frog Pond Ln from Clackamas County to Wilsonville. The Applicant had elected to include a portion of the right-of-way in the annexation request. City Engineering Staff would coordinate with Clackamas County to initiate the jurisdictional transfer and annexing the right-of-way with the current application more clearly delineated the transfer. Continuing this hearing allowed this correction to be made to the record.
- Upon review of the DRB conditions of approval, the Applicant had numerous questions about the language and timing of the conditions. The Applicant also sought clarification about the tree protection easement on Lots 63, 64, 67, and 68 and wanted the opportunity to propose revisions to the Staff report and public record. Continuing the hearing provided the necessary time to accomplish those tasks.
- She noted continuing the hearing to a special meeting on August 31, 2020 would still allow the City Council hearing on the Annexation and Zone Map Amendment to be held as scheduled on September 10, 2020.

Chair McKay confirmed no one on Zoom or in Council Chambers was present to provide public testimony on the resolution.

Angela Niggli moved to continue Resolution No. 380 to August 31, 2020 date certain. The motion was seconded by Ken Pitta and passed unanimously.

B. Resolution No. 381. I & E Construction: David Hardister, Woodblock Architecture – Representative for I & E Construction – Owner/ Applicant. The

applicant is requesting approval of a Site Design Review for exterior changes and a Class 3 Sign Permit and Waiver for I & E Construction. The site is located at 27375 SW Parkway Avenue on Tax Lot 303 of Section 11, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford

Case Files: DB20-0033 Site Design Review
 DB20-0034 Class 3 Sign Permit and Waiver

Chair McKay called the public hearing to order at 6:38 p.m. and read the conduct of hearing format into the record. Chair McKay, Angela Niggli, Katie Hamm, and Jean Svadlenka declared for the record that they had visited the site. No Board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No Board member participation was challenged by any member of the audience.

Philip Bradford, Associate Planner, announced that the criteria applicable to the application were stated on page 1 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

Mr. Bradford presented the Staff report via PowerPoint, briefly reviewing the site's location and surrounding features, with these key comments:

- Background. The building originally housed Print-Right Copy Center and then Lazerquick in the 1990s. In the 2000s, Pioneer Pacific utilized the structure as a laboratory and classroom space. I & E Construction obtained DRB approval for the renovation and expansion of the building at the January 10, 2020 DRB Panel A hearing. In April 2020, while monitoring the site during construction, Staff noticed the design did not match the DRB approval from January 2020. Both the Applicant and their representative were notified.
 - Since April 2020, Staff had been working with the project team to find a solution that could bring the project into substantial compliance with the DRB approval. However, the Applicant felt strongly about the changes to the final building design and wanted to reincorporate the building sign originally included with the 2019 application and replaced with a plain, perforated screen wall when reviewed by the DRB in January 2020. The Applicant wanted to reincorporate the logo design into the screen wall and move forward with the predominately black design.
 - Given the scope of the project and the type of changes made, Staff determined the best course of action would be to return to the DRB to address the design changes and sign waiver.
- Standard noticing procedures were followed for the application, which included mailing notice to all property owners within 250 ft of the subject property. Notice was also published in the newspaper and posted both on-site and on the City's website.
- Site Design Review. The Applicant's original site design proposed at the January 2020 DRB Panel A hearing included fiber cement panels in gray and metal panels painted silver with Russian oak siding on the second-floor terrace and an aluminum screen wall. (Top photo, Slide 7) The mix of gray, silver, and natural tones created breaks in the façade and provided

a cohesive look on all sides of the building. The Staff report had also referenced compatibility with the Grace Chapel project to the south as part of the rationale for the design to meet site design criteria.

- The current proposal used the differences between the black metal panels and black fiber cement panel to provide changes in texture. However, the contrast did not create the same variety or break up the façade in the same way as the original proposal.
 - To provide articulation, vertical trellis structures with greenery were proposed to unify the building's appearance and break up the facade. (Bottom photo, Slide 7)
 - The dynamic window pattern with the white interior of the building created additional interest and variety along the Parkway Ave façade.
 - On the I-5 side of the building, the perforated aluminum screen was proposed to incorporate the company's logo.
 - A revised landscaping plan was submitted shortly after the DRB approval Class I application approval. The new landscaping plan enhanced planting along Parkway Ave and changed various proposed tree types. The plan also provided additional verticality on the I-5 portion of the site that broke up the façade more than the original landscaping plan.
- Photos of Grace Chapel were displayed along with the Applicant's proposed design. (Slide 8) Cohesion was still maintained with the Grace Chapel property through the use of wood, angular design elements with the roof, as well as black color and use of aluminum, which read as a silver gray tone that was also used on the Grace Chapel project.
- Staff had been working with the Applicant to explore various design alternatives that could either meet substantial compliance, be processed as a Class II application, or other alternatives that would need to return to the DRB.
 - He highlighted some of Design Alternatives (Slide 10) considered, noting the two images on the left would have brought the project into substantial compliance. The two images on the right would leave the project as-is, requiring DRB approval. The top right image showed a previous iteration of the project with a different type of trellis structure, which was currently proposed.
- He explained that the site design review standards encouraged harmonious development and originality and avoiding excessive uniformity and monotonous development.
- Class III Sign Permit and Waiver. The Applicant proposed a 134 sq ft building sign on the western façade facing I-5 that would be incorporated into the aluminum screen wall. This change would be accomplished by changing the size of the perforations in the panel to create the appearance of the I & E logo within the perforated panel.
 - The default allowed by Code for a sign on the western side would be 64 sq ft, which would be from transferring the sign area allowed from the freestanding sign onto the building.
 - The sign would also function to further breakup the façade and add visual interest to the building on the western elevation.
 - Staff did not believe the sign would draw attention from passing drivers on I-5 or pose a safety hazard.

- The Applicant also revised the monument sign. The current sign was smaller than the previously approved sign. The limit for a freestanding sign along the Parkway Ave frontage was also 64 sq ft with an 8 ft height limit. The revised sign contained a different base than originally proposed and more accurately reflected the architecture of the building. Staff included a condition of approval to ensure the sign would have the address of the building incorporated.

Angela Niggli inquired about the materials used on the front façade.

Mr. Bradford replied that the sides and a majority of the front of the building were built with fiber cement panel that had been painted black. The central portion with the window pattern was black aluminum panel. Natural cedar was used above and around the windows and on the second-floor outdoor terrace area.

Chair McKay asked if the aluminum structure in the back pictured as part of the original DRB proposal approved in January 2020 on Slide 7 was part of the previously approved proposal.

Mr. Bradford stated the structure, which was an overrun of a stairwell, was not part of the approval and was not included in the original building plans included with the application. The structure was only included on the rendering. He confirmed the shrubbery shown along the building were already in place.

Katie Hamm asked about the trellis' materials and the plants that would be used against the black wall to maintain a nice visual appeal over time.

Kimberly Rybold, Senior Planner suggested asking the Applicant for more information about the materials and planting types.

Jean Svadlenka asked if the only change was the color of the façade or if the windows were also changed.

Mr. Bradford confirmed the only change was the color of the façade, adding the original rendering did not reflect the actual windows proposed.

Daniel Pauly, Planning Manager, clarified minor revisions had been made to the windows, but they were considered to be in substantial compliance with the DRB approval.

Mr. Bradford confirmed the screen wall was approved with the original application and had appeared in the original design. (Slide 13) The logo was the only new change to the screen wall, which had not yet been installed due to the pending decision on whether the logo could be incorporated. He clarified the screen wall was a matter of building code. Without the sign on the screen wall, it would not have been part of any sign review for planning purposes.

Ms. Svadlenka asked about the size of sign for Al's Garden along I-5.

Ms. Rybold said she did not know the size of the sign, but noted the Al's Garden sign was a newer sign and she did not believe it had required any waiver. It could be assumed the sign was less than the 64 sq ft maximum.

Ms. Svadlenka asked if Grace Chapel would be putting a sign on the I-5 facing wall of its building.

Mr. Bradford replied he recently approved signs for the Grace Chapel building that were less than the 64 sq ft limit allowed by Code that would face I-5. Those signs were visible on Slide 8; however, changes had been made so that the words "Grace Chapel" were now on one façade and no longer split between the two sides on the corner. He confirmed the new sign was still less than 64 sq ft.

Ms. Svadlenka stated the I & E logo would be at 134 sq ft and the largest sign in the vicinity.

Ken Pitta noted 137 sq ft would be more than double the allowed limit.

Chair McKay asked if the logo or the entire sign would be 134 sq ft.

Mr. Bradford clarified the dimensions of the sign were calculated as prescribed in the Code standards by drawing a rectangle around the actual I & E logo, not around the entire mesh screen panel. He confirmed the sign's dimensions were calculated based on the black dotted line shown in the diagram on Slide 13.

Mr. Pitta noted the documentation stated the I & E logo would be 137 sq ft and did not say anything about the mesh panel. This needed to be clarified to avoid giving leeway to use the entire panel, which he believed was much bigger than 137 sq ft.

Ms. Rybold explained the panel was an existing approved architectural feature. Any sign permit and waiver granted by the DRB would limit the use of the panel to the maximum 134 sq ft requested sign. If a sign greater than 134 sq ft were to be installed, the Applicant would be in violation of the approval.

Mr. Pitta asked why it is stated as a 137 sq ft sign and logo in Finding B23.

Ms. Rybold confirmed 137 sq ft was a typo and would be corrected to read 134 sq ft as part of the resolution.

Mr. Pitta continued that it was currently not clear if the Applicant wanted the entire panel or the I & E logo to be 134 sq ft. He believed the language needed to be clarified.

Chair McKay asked if Staff had received any renderings of the screen wall with the I & E logo that show whether drivers on I-5 might be distracted by the sign potentially changing when seen at varying angles.

Ms. Rybold reminded that a materials board would have been included in the approval of the actual panel itself. She reminded that with regard to the sign and sign waiver was that the sign was content neutral and the appearance would be based more on the material itself. She suggested the DRB approve or disapprove the sign based on the sign area and not on the content of the sign.

Chair McKay clarified his concerns were less about the content and more about the aesthetic standard being set and any safety issues and.

Mr. Pauly noted the Sign Code prohibited both movement and the appearance of movement. A specific condition of approval could address any concern about the appearance of movement with the graphic.

Mr. Pitta stated there was no rendering showing what the logo would look like on its finished surface on the side of the building, and it would actually be a sign.

Mr. Bradford displayed the materials board from the approved application, noting the mesh screen material proposed for the sign. He understood the sign would be made solely from the mesh and that the perforations in the metal would vary in size to create the appearance of the logo from a distance with no moving parts or illumination on the actual panel.

Ms. Svadlenka asked if the aluminum material was brushed or reflective.

Mr. Bradford replied the aluminum was not very reflective. He had taken the materials board to the site on a sunny day to assess the reflectiveness. While the aluminum did brighten up in the sun, it was not as severely reflective as glass, for example. The material was comparable to other common sign and building materials.

Ms. Svadlenka asked if there would be any issues with driver visibility due to the reflection of direct sunlight.

Mr. Bradford replied he was not certain, but there did not appear to be any issue while he was on site with the material.

Ms. Niggli requested clarification about sign's actual placement. The drawing showed the sign centered under the shed roof, while rendering showed the sign more to the left under what looked like a gable. (Slide 13)

Mr. Bradford stated the sign would be centered, adding the roof pictured in the right image created an incorrect optical illusion of the logo's alignment.

Mr. Pitta voiced concern about approving a sign double the size of an allowable sign. He believed this would cause other businesses along I-5 would also seek approval for larger signs.

Ms. Niggli responded that anything smaller than the proposed sign size would appear out of proportion on the giant metal screen

Chair McKay called for the Applicant's presentation.

Ryan McTague, Woodblock Architecture, 7945 North Chautauqua Blvd, Portland, OR, representing David Hardister stated the objective for redesigning the building was to show off the scale of the company and have something that fit into the context, but remained distinctive. Changing the color allowed the building to remain unique and more contemporary, particularly compared to the prior design. More contrast was provided with the interior lobby and exterior of the building to bring people into the building.

- He noted the sign was not as explicit as a typical sign. It would only contain the logo, which would be created by varying the size of the perforations in the metal. It was not an advertisement and would not include contact information. The sign was not contrasting and would not stand out as much on the façade of the building. It was a modern way to show off the company's skill.

Ms. Niggli confirmed with Mr. McTague that the black aluminum panels could be painted.

Chair McKay noted the revised application stated there was an issue with acquiring the proper materials needed for the gray cement fiber panel. He asked what issues prevented using the original materials.

Mr. McTague stated the original gray metal panels were out of stock and were not available for installation within the short construction timeframe, so the Applicant decided to go with black panels.

Chair McKay inquired why the Applicant was requesting such a large logo compared to those in the surrounding area.

Mr. McTague said studies had been done on the logo size and a smaller size made it difficult to achieve enough contrast to make the logo visible.

With the custom fabrication, shrinking the size made it difficult to achieve the contrast and maintain the definition needed to make the complex I & E logo visible. The larger size was also more appropriate for the size of the overall screen wall.

Chair McKay asked if any renderings of the proposed sign were available.

Mr. McTague stated 2D drawings of the sign had been created, but he did not have them available this evening. He added 3D renderings could be produced as well.

Ms. Svadlenka asked why the City had not been notified of the unavailable building materials and material changes.

Mr. McTague replied he did not believe the Applicant though the change would be that significant. He was not completely familiar with the Development Code, however, working with the City helped both him and his company understand its nuances. At the time, he believed the site plan was the issue, not the elevation.

Ms. Svadlenka inquired about the size of the perforations to make the logo on the screen wall.

Mr. McTague clarified the sizes would vary. Three different sizes, 1-in, 2-in, and 3-in perforations would be used that changed depending on the design. The blank main screen wall would have 3-inch perforations. He clarified the logo was not included in the original application because the manufacturer developing the logo in the screen wall was not ready. His company was still working on the final design. They were planning to submit the application at a later date.

Ms. Hamm confirmed the design did not use colors but rather achieved the appearance of the logo by the varying the sizes of perforation.

Chair McKay asked if the Applicant was familiar with this type of perforated metal design and if it had been used elsewhere in the community.

Mr. McTague replied the process was new, even to the manufacturer. The Applicant wanted to use what the manufacturer had available to create this new sign design concept that did not currently exist in Oregon.

Chair McKay asked if the logo was static or might appear to move or change either in color or location depending upon the angle from which the sign was seen. He was concerned about distracting drivers on I-5.

Mr. McTague confirmed there were no visual changes in size or color, regardless of angle. The size of the perforations would not change, the logo would appear flat. He did not believe the sign would appear to move. The Applicant had done studies at off angles with the perforated metal, but not the logo. The logo's design did not have any components that would give it any depth.

Chair McKay confirmed that no one was present on Zoom or in City Council Chambers to provide public testimony on the application. He called for discussion from the Board.

Chair McKay said he had doubts about the use of new technology for the logo. He did not understand what the sign would look like and if it would create some nuisance. Additional renderings would have helped allay his concerns and inform his decision.

Mr. Pitta asked why the studies regarding similar signs and how the signs did or did not reflect had not been included in the packet.

Barbara Jacobson, City Attorney, explained DRB approval had already been given, and the Applicant was asking for a different approval. She advised the Board to continue if they had additional questions.

Mr. Pauly noted there had been precedence where the Board had continued with part of an application and made a decision on a different portion, so the building changes and sign could be addressed separately.

Ms. Niggli expressed concern about the building being entirely black. She did not believe it had enough contrast or tied into the current surroundings enough. With the vertical windows in the front, driving by all the windows reflected black, so the building looked like a solid black surface. The white outlines of the windows shown in the renderings did not appear that way in person. She suggested painting the black aluminum entry area back to silver aluminum to break up the façade.

Ms. Pitta reiterated his concern about approving the 134 sq ft sign size resulting in other businesses along I-5 requesting larger signs.

Ms. Svadlenka agreed the sign size could set a precedent and be an issue in the future. She also agreed with the comments about the color, noting no other buildings were that dark anywhere in the city limits or along the I-5 corridor.

Ms. Niggli believed the screen wall helped break up the black façade along the I-5 side of the building, but adding some cedar elements on the I-5 elevation might create a more cohesive look all around the building.

Ms. Hamm said she was concerned about reducing the size of the sign because the logo would lose definition. She believed the new technology was an innovative way to present a logo, and while the Board might be setting a precedent, the sign seemed pretty cool looking.

Ms. Niggli agreed, adding it was a perforated logo so the Board was not setting a precedent for a three dimensional, illuminated or flashy sign.

Chair McKay believed both concerns were valid and reiterated that renderings or photographs of similar sign designs would have been helpful. He agreed the design could be innovative and might promote Wilsonville for it was so different. However, he did not feel comfortable approving until he could determine if the design was different in a positive or negative way.

Ms. Svadlenka suggested the Applicant provide renderings of the logo at 134 sq ft and 64 sq ft.

Ms. Hamm added the logo's orientation should also be more accurately depicted on the building as it did not appear to be centered in the existing renderings.

Mr. Pitta stated he was concerned about upsetting other business owners who had followed the 64 sq ft requirement. The I-5 corridor was a prime location for advertising and he believed other business owners would start asking for the same variance.

Chair McKay asked if Mr. Pitta was worried about there being billboards, essentially, along I-5 in Wilsonville.

Mr. Pitta replied it was a prime location and the logo would be very visible. Nothing was stopping I & E from illuminating the logo. The building was beautiful with great architecture, and the Applicant did a great job with the black and gray colors, which were daring. The perforated metal was a nice architectural touch, but it was free advertising for the company. The variance would have consequences later on as all the businesses on that side of the freeway would be requesting variances as well.

Ms. Niggli noted that currently, there were no buildings past I & E on I-5 before the exit, and no room for another building except for the other side of Parkway Ave. She asked if businesses on the other side of I-5 had signs larger than 64 sq ft.

Mr. Pitta stated the body shop, World of Speed, Chevrolet, the motel, and other businesses had complied with the signage rules.

Mr. Pauly noted the Sign Code was revised in 2012 and there had been no other sign area waivers along I-5 since the revision. Signs approved prior to the revision might be larger than 64 sq ft, but under the current Code, this would be the first waiver of this magnitude.

Mr. Pitta reiterated his concern about other businesses asking for variances which could result in large signs cluttering the I-5 corridor. Once the door was opened, the requests could not be denied.

Ms. Niggli believed it would be helpful to continue the sign request until the Applicant could provide more information.

Chair McKay confirmed there were no further questions of the Applicant and closed the public hearing at 7:53 pm.

Mr. Pitta said for the Board's discussion, he proposed modifying the sign to the allowable Code, denying the waiver to the sign's size from 64 sq ft to 134 sq ft.

Angela Niggli moved to continue Resolution No. 380 and request additional details from the Applicant about the sign's size and better renderings of the proposed sign, as well as

renderings showing the aluminum panels painted silver. Jean Svadlenka seconded the motion.

Chair McKay clarified the motion did not separate the site design review and sign permit requests, so the entire Resolution would be continued for discussion at the next meeting.

Mr. Pauly noted the record would need to remain open if the meeting was continued.

Mr. Pitta stated he would like to see more accurate, detailed renderings of the sign at 134 sq ft and also at 64 sq ft. The existing renderings did not show the scale of the sign to the size of the building or the sign's placement. He also requested clarifications about the perforation sizes to better understand the difference between a casual embossed sign and a really distinct sign.

Ms. Jacobson understood the Board wanted more information about the sign's details before they felt comfortable voting. She noted Miranda Bateschell had worked on the project and suggested she share her comments about the project.

Ms. Niggli agreed the Board would like to hear Ms. Bateschell's thoughts regarding the sign.

Miranda Bateschell, Planning Director, Wilsonville, stated Staff had been in discussions with the Applicant over the last four months about what concepts were not coming through in the submitted materials. She believed the Board had asked great questions. When approving a waiver, it was always good to be very specific about the waiver's parameters to avoid setting a broad, unclear precedence. The Board's questions were good and helped refine materials the Applicant could submit to would help the Board make a very clear and informed decision. As far as setting any precedent, it was important to be specific about the items requested and clear about what was unique about the project as well as the limits of the waiver. Both Staff and the Applicant were tracking the Board's questions, so she suggested the Board be clear about what was needed to make a decision.

Chair McKay confirmed with the transcriptionist that different renderings of the different sign sizes had been requested in the motion.

Ms. Rybold added the renderings were to provide a better understanding of the scale of the sign and a more exact representation of its placement on the building.

Chair McKay requested to modify the motion to also request a rendering to better understand the scale and the sign's representation on the building.

Angela Niggli and Jean Svadlenka agreed to the addition to the motion.

Mr. Pauly suggested the motion also clarify the meeting date for the continuance.

Ms. Niggli said she did not have a date preference.

Ms. Svadlenka suggested the continuance be scheduled for the next regular DRB A meeting in September because the special meeting scheduled on August 31st would be [pretty substantial](#).

Chair McKay asked that given the change to the design the Board previously approved if there were any violations or potential repercussions for moving the hearing into September.

Ms. Rybold stated both Staff and the Applicant had been working together in good faith. She believed they would be open and willing to continue the conversation so the Board could have all the information it needed to make a decision. Staff would not seek to create any additional issues for the Applicant as they worked to rectify the issues.

Chair McKay asked if the Board wanted to see anything else related to the building design, noting that the Applicant's requests were being addressed together.

Ms. Niggli clarified that her motion did request additional renderings of the façade with silver.

Ms. Hamm suggested offering the Applicant some leeway regarding the color on the panels; rather than specifying silver, request that a lighter, contrasting color be used in the requested renderings.

Ms. Niggli agreed to add the request for a rendering showing a contrasting color on the black aluminum panels at the front entrance to her motion.

Chair McKay restated the final modified motion as follows:

The motion was to continue the public hearing for Resolution No. 381 to September 14, 2020 date certain, requesting that the Applicant provide additional renderings of the 64 sq ft and 134 sq ft sign sizes, the perforated metal, and the front façade showing lighter, contrasting colors on the black aluminum panels at the front entrance, as well as renderings to better show the scale and location of the proposed sign on the building.

Ms. Niggli agreed to the modified motion.

The modified motion was seconded by Jean Svadlenka and passed unanimously.

Ms. Jacobson clarified that due to the continuance, the public hearing would still be open for input and public testimony.

VII. Board Member Communications

- A. Results of the July 27, 2020 DRB Panel B meeting
- B. Recent City Council Action Minutes

Kimberly Rybold, Senior Planner, highlighted the results from the DRB Panel B and City Council Action Minutes.

VIII. Staff Communications

Kimberly Rybold, Senior Planner, stated Staff had been working on sending out communications regarding the upcoming special meeting. The Board would be receiving information about what the meeting would look like and who would be participating.

- She updated that Staff had been busy with a number of applications that would be coming before the DRB Panels in the coming months. A survey regarding the I-5 Pedestrian Bridge and Gateway was available on the City's website until August 24, 2020, and three online open houses would take place on Thursday at three different times. Each open house would have the same information. She invited the Board members to attend, provide feedback and ask questions.

Chair McKay noted that this had been the most lively discussion he had had since joining the Board. Board members had asked good questions and he appreciated their thoughtfulness, adding he was proud to be serving on the Board.

IX. Adjournment

The meeting adjourned at 8:17 p.m.

Respectfully submitted,

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

DEVELOPMENT REVIEW BOARD MEETING
OCTOBER 12, 2020
6:30 PM

- V. Consent Agenda:
 - B. Approval of minutes of August 31, 2020 DRB
Panel A meeting

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

**Development Review Board – Panel A
Minutes– August 31, 2020 6:30 PM**

I. Call to Order

Chair Daniel McKay called the meeting to order at 6:31 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, Barbara Jacobson, Miranda Bateschell, Kimberly Rybold, Khoi Le, Cindy Luxhoj, and Shelley White

IV. Citizens’ Input This is an opportunity for visitors to address the Development Review Board on items not on the agenda. There were no comments.

V. Consent Agenda: None

VI. Public Hearings

A. Resolution No. 380. Frog Pond Ridge Subdivision: Li Alligood, AICP, Otak – Representative for West Hills Land Development, LLC – Applicant. The applicant is requesting approval of an Annexation of approximately 17.6 acres and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) for approximately 15.9 acres of property located on the west side of Stafford Road south of SW Frog Pond Lane, and adopting findings and conditions approving a Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Plan, Waiver to Minimum Front Setback, and Abbreviated SRIR Review for a 71-lot single-family subdivision. The subject site is located on Tax Lots 1500 and 1700, a portion of 1800, a portion of SW Frog Pond Lane, and a portion of Stafford Road right-of-way, Section 12D, and a portion of Tax Lot 400, Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files: DB20-0007 Annexation
DB20-0008 Zone Map Amendment
DB20-0009 Stage I Preliminary Plan
DB20-0010 Stage II Final Plan
DB20-0011 Site Design Review of Parks and Open Space

DB20-0012 Tentative Subdivision Plat
DB20-0013 Type C Tree Plan
DB20-0014 Waiver – Front Setback
SI20-0001 Abbreviated SRIR Review

The DRB action on the Annexation and Zone Map Amendment is a recommendation to the City Council.

Chair McKay called the public hearing to order at 6:36 p.m. and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site. No Board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No Board member participation was challenged by any member of the audience.

Cindy Luxhoj, Associate Planner, announced that the criteria applicable to the application were stated beginning on page 2 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

Ms. Luxhoj presented the Staff report via PowerPoint, noting the subject site's location and features with these comments:

- Most of the property, which included two tax lots, was undeveloped, and a single-family house and accessory structures were located roughly in the middle of the tax lot on the east side of the site. Surrounding land uses included rural residential and agriculture to the west, north, and east, as well as property owned by the West Linn-Wilsonville School District to the south, and single-family residential in the Frog Pond Meadows Subdivision, currently under construction.
- Background. Metro added the 181-acre Frog Pond West area to the urban growth boundary (UGB) in 2002 to accommodate future residential growth. (Slide 4) Wilsonville adopted the Frog Pond Area Plan in November of 2015 to guide development of the area as well as the urban reserve areas to the east and southeast. In July of 2017, the Frog Pond West Master Plan was adopted for the area within the UGB. The Frog Pond West Master Plan included details on land use, including residential types and unit count ranges, residential and community design, transportation, parks and open space, community elements such as lighting, street trees, gateways and signs, and an infrastructure financing plan. The Master Plan established 12 sub-districts to specify minimum and maximum allowed residential dwellings and grouped the sub-districts into three zones, including R-10 Large Lot, R-7 Medium Lot, and R-5 Small Lot.
 - The proposed 71-lot Frog Pond Ridge subdivision area, indicated within the red dashed line, was located in R-7 Medium Lot Sub-districts 4 and 5, shown in green, and R-5 Small Lot Sub-district 6, shown in yellow. The subdivision was the fourth development proposal in Frog Pond West, following the 44-lot Stafford Meadows and 74-lot Frog Pond Meadows subdivisions to the south, and the 78-lot Morgan Farm subdivision to the west.
 - Frog Pond Ridge would connect to Frog Pond Meadows and Stafford Meadows, to create one consistent neighborhood in the Frog Pond West Master Plan.

- Proper noticing procedures were followed for the application that included clarifying background information about the project and outlined adaptations for the hearing process and for providing testimony as adopted by the City in response to the COVID-19 pandemic.
 - A second public hearing notice was distributed on August 10, 2020 because the mailing list for the first notice, distributed on July 21, 2020, did not include all property owners within 250 feet of Tax Lot 1700. Both notices included information about the DRB public hearing as well as the City Council public hearing on the annexation and zone map amendment scheduled for September 10, 2020.
 - Two comments had been received. The first was a letter included as Exhibit C4 from Clackamas County Engineering about the jurisdiction of SW Frog Pond Ln. Following discussions with the City, the County agreed that Frog Pond Ln would transfer jurisdiction from the County to the City through an intergovernmental agreement (IGA), and thus, City standards and conditions of approval applied to the road, so the County was no longer requesting the conditions in its letter. The City's response letter was included as Exhibit A3.
 - The second comment, a letter received from Garet Prior dated August 31, 2020, was forwarded to the DRB and entered into the record as Exhibit D1. Mr. Prior had referred to the 2020 Housing Needs Analysis (HNA) and Equitable Housing Strategic Plan with respect to needed housing and housing affordability in the Frog Pond area.
 - Staff noted that the City's 2014 Residential Land Study identified the City's needed housing in accordance with the Statewide Planning Goals, and that the analysis of zoning code requirements was a specific task in the City's review of Development Code updates related to House Bill 2001 implementation, which would begin later this year. Also, an additional action item in the Strategic Plan would focus on affordability goals for master planning in Frog Pond East and South.
 - These actions did not immediately impact the approved Frog Pond West Master Plan and, therefore, did not affect the ability of the DRB to approve the current application for Frog Pond Ridge.
- Annexation. Approximately 17.57 acres were proposed for annexation. (Slide 7). The property was in the UGB, contiguous to land within the city and master planned for residential development. In addition to 15.93 acres in Tax Lots 1500 and 1700, the annexation area included a portion of the right-of-ways of Frog Pond Ln and SW Stafford Rd, comprising 1.64 acres.
 - All property owners and a majority of electors had consented in writing to the annexation, and as a result, the DRB was able to move forward with recommending to City Council that the two properties and adjacent right-of-ways be annexed.
- Zone Map Amendment. Concurrent with adoption of the Frog Pond West Master Plan, the City added a new zoning district, Residential Neighborhood (RN), intended for application to the Master Plan area.
 - The Frog Pond Ridge Subdivision property was currently zoned Residential Farm Forest 5-Acre by Clackamas County. The Applicant proposed applying the RN Zone to the

15.93 acres to be annexed, consistent with the intention of the Frog Pond West Master Plan. (Slide 8)

- Tracts J and L of Frog Pond Meadows, which would be replatted as part of the Frog Pond Ridge Subdivision, shown in orange, would continue as RN Zone, and a right-of-way dedication from the West Linn-Wilsonville School District to extend SW Brisband St would continue as Public Facility Zone (PF).
- Stage I Preliminary Plan. The Frog Pond Ridge Subdivision was subject to the Stage I Preliminary Plan application. (Slide 9) The proposed single-family use, number of units, preservation of open space, and general block and street layout as proposed in the Stage I Plan were generally consistent with the Frog Pond West Master Plan. There were some proposed adaptations to street cross-sections and the Street Demonstration Plan in the Master Plan resulting from the site's unique characteristics.
 - The proposed Stage I Preliminary Plan area included portions of the R-7 Medium Lot Sub-districts 4 and 5 and R-5 Small Lot Sub-district 6. The table on Slide 9 showed the minimum and maximum number of dwelling units permitted in each of those sub-districts according to the Frog Pond West Master Plan.
 - The DRB Staff report discussed how the Frog Pond Ridge subdivision complied with the density ranges in the Frog Pond West Master Plan. (Slide 10) To summarize the findings, the range for the subdivision was 64 to 79 dwelling units, and the proposed subdivision included 71 lots, which was roughly in the midpoint of this range. Of the 71 lots, 33 were in the R-7 Medium Lot Sub-districts 4 and 5, and 38 were in the R-5 Small Lot Sub-district 6. Of the 38 lots in Sub-district 6, 30 were single-family detached and 8 were single-family attached.
 - Generally, the configuration of lots within the proposed subdivision would allow for buildout of Sub-districts 4, 5, and 6, consistent with the Master Plan recommendations.
- The Stage II Final Plan focused on the overall layout and function of the subdivision. The Applicant proposed installing necessary facilities and services concurrent with development of the proposed subdivision. Various aspects of the Stage II Final Plan were discussed, such as traffic and adaptations made in the subdivision layout to accommodate the site's unique characteristics.
 - Traffic. The study intersections as listed on Slide 12 would continue to perform at Level of Service (LOS) D or better, meeting City standards, with the exception of the SW Boeckman Rd/Canyon Creek Rd intersection, which would fall to LOS E if no improvements were made. The City had identified fully signalizing this intersection as part of project UU-01 in the Transportation System Plan (TSP), which would allow the intersection to function at the required LOS. Funding for design and construction was identified as Capital Improvements Program (CIP) 4206 in the adopted Fiscal Year (FY) 2020-21 budget, with an estimated date of completion in FY 2021-22.
 - Adaptations. The proposed lot layout and size, as well as block size and access, demonstrated general consistency with development standards established for the Residential Neighborhood Zone and in the Frog Pond West Master Plan. But some adaptations to the design were needed to address the unique characteristics of the site.
 - One such adaptation was a 2-ft landscape and non-vehicular access easement at the back of Lots 5 through 12 due to a change in grade that required retaining

walls of 1 to 3 ft in height along the rear of the lots. This made the lots inaccessible from Private Alley Q, so the garages needed to be oriented to Street I rather than the private alley, and the lots would take access from the street.

- Another adaptation was for Lots 28 through 31, which were through lots that take access from Street M and back to Frog Pond Ln. The homes on these lots would be subject to front yard setbacks on both streets at the time of building permit review. The minimum front and rear yard setback in the RN Zone was 15 feet.
- In addition, Lots 63, 64, 67, and 68 encroached into the root protection zone of protected trees in Tract E. These lots were subject to a tree protection easement so that building footprints are outside the root protection zone. Alternative construction techniques were required where intrusion into the root protection zone could not be avoided, and branch and root pruning must be supervised by an International Society of Arboriculture (ISA) Certified Arborist.
- Street Demonstration Plan. The Frog Pond West Master Plan included a Street Demonstration Plan that was a detailed guide to the desired level of connectivity and overall street pattern for the Frog Pond West Neighborhood. It showed a conceptual layout of local streets, alleyways, pedestrian and bicycle connections, and trails. The Street Demonstration Plan was illustrative, not binding, and showed one way of achieving the transportation and connectivity goals of the plan. It was intended to be used as a consistency standard during development review. With regard to the Frog Pond Ridge subdivision, all the north-south alignments were generally consistent with the Street Demonstration Plan. In many cases these alignments were extensions of streets already established in the Stafford Meadows and Frog Pond Meadows subdivisions to the south. The east-west alignment of SW Brisband St also was generally consistent with the Street Demonstration Plan, but some adaptations to the other east-west alignments were proposed.
 - For consistency with the block configuration in Frog Pond Meadows, one east-west alignment north of SW Brisband St was eliminated to allow for a consistent streetscape along SW Willow Creek Dr where the median was widened to accommodate preservation of a large Oregon White Oak tree. (Slide 14)
 - A new Street M was included to provide driveway access for Lots 28 through 31 which back to Frog Pond Ln.
 - One other adaptation shifted pedestrian connections in Tracts A and E, and Streets K and L, slightly north or south to provide a continuous connection from SW Stafford Rd to Street I and to preserve trees in the oak grove in Tract E.
- Cross-Sections for the various functional classifications of roadways in the city were included in the City's TSP and depicted typical roadway elements and widths for arterial, collector, and local streets, as well as shared-use paths. The Frog Pond West Master Plan provided a street classification that was consistent with the TSP, but more specific and tailored to the neighborhood. As with all street design in Wilsonville, the City had authority to require or allow variations from the typical cross-sections to respond to unique site conditions.

- Modifications to some street cross-sections were proposed which included revision of the SW Brisband St to minimize impacts to the Significant Resource Overlay Zone (SROZ) where the street crossed the Willow Creek drainage. (Slide 15) A revised cross-section for Willow Creek Dr was approved as part of the Frog Pond Meadows application. This would be mirrored on the western side of the street in Frog Pond Ridge to complete the expanded median for protection of the Oregon White Oak tree.
- Additionally, there was a slight narrowing of Street K to allow a stormwater facility to expand slightly and the southern sidewalk to better align with the pedestrian connection in Tract A to the west.
- The cross-section for Street L was modified to preserve trees in Tract E, while providing adequate development area within lots backing to the open space.
- These cross-section modifications were reviewed and approved by the City's Engineering Division, as noted in Exhibit C2.
- Local Improvement District (LID) Waiver. Development Code Section 4.177 required that a waiver of remonstrance against formation of a local improvement district be recorded with the final plat. This requirement was contained in the Development and Annexation Agreement the developer must enter into before the City issued any Public Works permits within the annexation area for the project.
 - One of the terms of that agreement was that the developer must pay an Infrastructure Supplemental Fee and Boeckman Bridge Fee for the Frog Pond Ridge development. Because they already were obliged to pay these additional fees, the Applicant requested that the template of the Development and Annexation Agreement be revised to provide for release of the restrictive covenant waiving the right of remonstrance.
 - City Council would consider this revision to the template at its September 10, 2020 meeting, prior to the public hearing considering the Frog Pond Ridge annexation and zone map amendment. A condition of approval in the DRB Staff Report addressed this change.
- The scope of the Site Design Review included design of common tracts and the streetscape. The Frog Pond West Master Plan provided guidance about aspects of parks and open space, public lighting, street trees, gateways and signage throughout the Master Plan area. Overall, the design of these spaces as proposed in the Frog Pond Ridge subdivision was consistent with the Site Design Review standards and the Frog Pond West Master Plan. In particular, the proposed streetscape design conformed or would conform with conditions of approval to the street tree and street lighting elements, provided the required wall and landscaping along the SW Stafford Rd frontage, and included the required open space tracts consistent with the Master Plan. There were, however, a few conditions unique to the site that Staff would like to highlight.
 - Street Trees. The Frog Pond West Master Plan included a Street Tree Plan with the overall intent to beautify and unify the neighborhood, while providing a variety of tree species. For the purpose of the Street Tree Plan, streets were identified as either Primary Streets or Neighborhood Streets, and a recommended list of trees was provided for each. In addition, there was a recommended tree list for pedestrian

connections. Proposed street trees and trees in pedestrian connections in the Frog Pond Ridge subdivision generally were consistent with the Street Tree Plan. However, the trees proposed for SW Frog Pond Ln and Street I, as well as the trees along the pedestrian connection in Tract A were not on the recommended lists. (Slide 18) Conditions of approval required that the Applicant select trees from the recommended lists for these streets.

- Key Intersection Lighting. The Frog Pond West Master Plan recommended that placement of fixtures at key intersections be carefully considered to ensure there were not conflicts between arterial and neighborhood-scale lighting. The Plan recommended that key intersections be more brightly lit to act as a wayfinding beacon when they were approached by drivers, pedestrians, and cyclists.
 - The Frog Pond West Master Plan identified three key intersections in the Frog Pond West Neighborhood including SW Willow Creek Dr/SW Boeckman Rd, Stafford, Boeckman, Wilsonville Rds/Advance Rd, and SW Frog Pond Ln/SW Stafford Rd. Because of their prominence at the edges of the neighborhood and because they acted as transition zones between urban-scale arterial lighting and more neighborhood-scale lighting types, the Master Plan provided guidance about lighting at these intersections.
 - The Frog Pond Ln/Stafford Rd intersection was one of these key intersections for the purposes of public lighting. (Slide 19) Because only one quadrant of this key intersection was within the Frog Pond Ridge subdivision, it was difficult to determine if lighting at this intersection would be adequate to satisfy this recommendation when it was fully developed. A condition of approval was included that required the Applicant to submit a street and intersection lighting photometric analysis to address this question and to guide lighting provided at that intersection.
- Tentative Subdivision Plat. The proposed tentative plat met technical platting requirements, demonstrated consistency with the Stage II Final Plan, and therefore, the Frog Pond West Master Plan, and did not create barriers to the future development of adjacent neighborhoods and sites.
- Type C Tree Removal Plan. The 50 trees on the subject site were concentrated in four areas: the School District right-of-way dedication area at the southwest corner of the site; on the south side of Frog Pond Ln in the north part of the site; south of the existing house and outbuildings in the center of the site; and in a grove of Oregon white oaks at the southeast corner of the site along Stafford Rd (Tract E). (Slide 21)
 - Of the 50 trees, 21 would be retained and protected, 20 of which were part of the oak grove located within Tract E. The other protected tree was the Oregon white oak located within the Willow Creek Dr median. Additionally, 11 trees located on adjacent property to the south, which were a continuation of the oak grove, would also require protection to ensure off-site tree health.
 - The 29 trees proposed for removal were primarily for the construction of road and other site improvements.
 - The Applicant's proposed planting of street trees and trees in landscape areas substantially exceeded the mitigation required for the proposed tree removal.

- Waiver – Front Setback. During review of the Frog Pond Meadows subdivision, a 34-inch Oregon white oak was identified for preservation. To accommodate protection of the tree, the east right-of-way of Willow Creek Dr and related public utilities were realigned in Frog Pond Meadows to allow a 22-ft protection zone around the tree’s roots. A front setback waiver was approved for the lots in Frog Pond Meadows with frontage on this segment of Willow Creek Dr. (Slide 22)
 - Lots 19 through 21 in the Frog Pond Ridge subdivision front on the west side of this realigned right-of-way. Therefore, to accommodate preservation of the tree on the west side of the right-of-way, the Applicant had requested a waiver to the minimum setback requirement for those lots.
 - Reducing the size of these lots was necessary to provide the required space for the street improvements and to allow the lots to be developed with adequate space for single-family homes. The requested waiver would reduce the front yard setback from 15 ft to 12 ft. The waiver would meet the purpose of the Code requirement in that it provided flexibility and allowed a site design that was able to respond to site characteristics.
- The Abbreviated SRIR Review focused on where SW Brisband St would be constructed along the southwest edge of the Frog Pond Ridge subdivision as an extension of the street already constructed in Frog Pond Meadows to the east. (Slide 23)
 - West of Willow Creek Dr, the Brisband St must cross Willow Creek, an intermittent stream that flows north to south in this area. Proposed exempt development in the Significant Resource Overlay Zone (SROZ) and its associated 25-ft Impact Area included crossing SW Brisband St with an 18-inch culvert.
 - As shown in the road cross-section, impacts to the SROZ were minimized by reducing the right-of-way width utilizing a curb-tight sidewalk, eliminating planter strips, and incorporating retaining walls at the SW Brisband St crossing. Proposed mitigation included enhancement to the stream riparian corridor by planting native trees and shrubs.
- Staff Report Revisions. Because the noticing was flawed, and the Applicant suggested changes to some of the conditions of approval, the August 10, 2020 public hearing was continued to tonight’s special meeting. Some revisions were made to the August 3 DRB Staff report, and it was reissued on August 24, 2020. The revisions included:
 - Updating the area to be annexed to include the SW Frog Pond Ln right-of-way.
 - Adding a table to the Background section summarizing acreages included in the various applications.
 - Adding a comment letter from Clackamas County Engineering about the SW Frog Pond Lane right-of-way, which was included in Exhibit C4 and Staff’s response in Exhibit A3.
 - Revising the legal description and map for the annexation in Exhibit B5.
 - Adding the legal description and map for the zone map amendment in Exhibit B6.
 - Revising the language of some of the findings for clarity and to reflect the revised conditions of approval including Findings A10 and A11, D5 and D32, and E13, E24, E26, and E31.

- Revising several conditions of approval, primarily to reflect changes in timing of required improvements and to clarify condition language, as well as to correct a few typographical errors, which included:
 - Conditions PDD 7 and 8, and PFD 2, 5, 7, 8, and 19 of the Stage II Final Plan request.
 - Conditions PDE 2, 3, 9, 10, and 14 of the Site Design Review request.
 - Condition PFF 2 of the Tentative Subdivision Plan request.
 - Condition PDG 4 of the Type C Tree Plan request.
 - Condition PD 1, which applied to all requests.
- Based on the Findings of Fact and information included in the Staff report and received from a duly advertised public hearing, Staff recommended that DRB Panel A recommend approval of the Annexation and Zone Map Amendment to City Council and approve with conditions, contingent on City Council approval of the Annexation and Zone Map Amendment, the Applicant's requests for the Frog Pond Ridge subdivision.

Chair McKay stated he had read the comments from the County and the City's response. He asked if the City's street standards were comparable or more stringent than the County's.

Khoi Le, Development Engineer Manager, stated the County was generally less stringent when compared to the City's street cross-sections. In this particular case, the City wanted to have full control of the improvements in this part of the neighborhood, so a jurisdiction transfer of Frog Pond Ln was requested so the City could develop and improve the road according to the City's street design and construction standards.

Chair McKay asked if the jurisdiction transfer was permanent or if the IGA had some associated conditions.

Mr. Le responded that the jurisdictional transfer was done via the IGA.

Chair McKay stated that he appreciated the comments from Garet Prior regarding the Equitable Housing Plan and leveraging development in Frog Pond Ridge for more equitable housing. He asked if the Equitable Housing Plan was primarily focused on Frog Pond East and South, as Frog Pond West was being developed currently whereas it would be some time before Frog Pond East and South developed.

Kimberly Rybold, Senior Planner, replied that was correct. Different actions referred to Frog Pond, which was the primary area of future residential growth in Wilsonville. The action referring to Frog Pond East and South was related to that master planning process. Frog Pond West's Master Plan was adopted in 2017. The action from the Equitable Housing Strategic Plan was to think about affordability targets and things to incorporate into that Master Plan that would guide development in those Frog Pond areas.

Mr. Le confirmed the traffic study was conducted in April 2018.

Jean Svadlenka noted the Local Improvement District (LID) waiver of remonstrance and asked what the typical monetary value was for the infrastructure supplemental fee and the bridge fee. She asked what the cost would be of supporting a LID if one was needed in the future.

Mr. Le responded the supplemental fee for the Frog Pond area was more than \$19,000 per door, which did not include the fee for the bridge improvement. The City was in the process of designing and assessing the cost to build the bridge, but he believed it would cost approximately \$19,000,000, which would be divided by the number of households in the area in addition to the supplemental fee.

Ms. Svadlenka asked for an estimated monetary value of the developer having to support a LID if needed in the future.

Ms. Rybold explained this condition and discussion came up when working through the final plat process for Frog Pond Meadows. Essentially, a Code provision required a waiver of remonstrance, a legal document recorded with the property at the time of final plat that said individual properties were waiving their right to protest the formation of a LID. It did not mean the City could not try to form an LID, but the property owner was giving up the right to protest the formation of an LID. As the City had not utilized LIDs in at least 20 years, it was hard to give a financial dollar figure on the estimated monetary value. An LID was used when the Town Center area was being developed, and many of the property owners invested the money to create the loop road to service the properties better [in Town Center](#). The type of improvement desired dictated the dollar value of the assessment. With the existing infrastructure fee, a funding mechanism had already been developed to help improve the roads, so the requirement was a bit conflicting. The Community Development Director was working with the Applicant in this case to consider how the development agreement could be changed to avoid a potential dual financial requirement.

Chair McKay noted the Applicant proposed 12,025 sq ft of usable open space, which was 69 percent of the required open space. He understood the Applicant had much more usable open space than the City required. He requested clarification on the City's open space requirements and whether 50 percent of the open space had to be usable, which would be more than the 12,025 sq ft of the useable open space being provided. (Finding D14, Page 42 of 76 of the Staff report)

Ms. Rybold explained the open space requirement was derived from 10 percent of the net developable area of the Small-Lot Sub-districts, which resulted in 17,000 sq ft of open space, and half of that 17,000 sq ft had to be considered usable with features like open grass areas, active spaces, and paths. At a minimum, the Applicant only needed to provide 8,000 sq ft to meet the 50 percent requirement, but was exceeding both requirements.

Chair McKay confirmed the City's open space requirement was based on 50 percent of the proposed minimum open space area.

Katie Hamm asked if any landscaping studies had been done to ensure there was enough spacing around the remaining trees to keep the trees alive for the long-term.

Ms. Luxhoj stated the health and condition of all the trees was assessed by an ISA-Certified arborist and was included in the arborist's report. There would not be any construction around the trees, and they would be protected during construction. Trees with root zones extending into the four lots to the north would also be protected to ensure their health was maintained.

Chair McKay asked if the narrowed width of Street K would cause issues with ingress, egress, or stopping on the street that would not apply to the other streets proposed.

Ms. Luxhoj replied that Mr. Le had reviewed all of the proposed modifications to the streets and did not see any issues.

Mr. Le added Street K was reduced from a 52 ft to a 49 ft right-of-way, so the change was a very minimal.

Angela Niggli confirmed that each side of the Willow Creek that split around the oak tree was one way, and asked if Private Alley Q would be a one-way, one-lane alley.

Ms. Luxhoj said the access from Willow Creek Dr to Private Alley Q would be right-in/right-out only, because that was the southbound side of Willow Creek Dr. (Slide 22)

Mr. Le said he did not believe the streets were connected because no driveway approach was shown, but he deferred to the Applicant for confirmation.

Ms. Luxhoj believed the right-in/right-out access to the alley was shown on the Street Trees slide. (Slide 18)

Ms. Rybold suggested that the Applicant confirm the access details during their presentation.

Ms. Niggli inquired if the alley could handle two-way traffic.

Ms. Luxhoj believed it could, but also deferred to the Applicant for confirmation.

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

Michael Robinson, Schwabe, Williamson & Wyatt, 1211 SW 5th Ave, Suite #1900, Portland, Oregon 97204, introduced the Applicant's project team. He noted the Applicant agreed with the Staff report, its findings, and its recommended conditions of approval, and he thanked the Staff for working out some last-minute items. With regard to Exhibit D1, the Applicant agreed with Staff's analysis of the testimony, stating the study Mr. Prior cited was adopted in June 2020. The subject application was submitted in January 2020 and completed within 180 days, so anything

submitted after the January submission would not be applicable to this application. He concluded saying the Applicant would appreciate the Board approving and recommending approval of the application as recommended by Staff.

Mike Peebles, Civil Engineer, Otak Inc., agreed there had been great coordination with the Staff in terms of completing the application and working through the revised conditions of approval. He presented the Applicant's proposal via PowerPoint with these comments:

- He introduced the project team and highlighted the project information and background, stating the Frog Pond Ridge Project was the third piece developed by West Hills Land Development in Frog Pond West. They started with Stafford Meadows north of Boeckman Rd, just completed the Frog Pond Meadows, which reached out to Stafford Rd on the east, and now Frog Pond Ridge would be located north of that and fill in up to Frog Pond Ln. The proposed plan tied in well with the existing Master Plan and tied in well as a continuation of both Stafford Meadows and Frog Pond Meadows.
- The key component of the existing conditions was the tree grove on the east side, which would be maintained within the open space, and also the continuation of the north/south drainage going down to Boeckman Rd where a street crossing was installed the Stafford Meadows project, and a similar street crossing would be constructed with the east/west Brisband St at the southwest end of Frog Pond Ridge.
- The Site Plan was driven by vehicular as well as pedestrian connectivity and meeting the requirements of the Frog Pond West Plan. Willow Creek Dr was a key determination in terms of protecting the existing oak tree, which resulted in mirroring the swerve on Willow Creek Dr from Frog Pond Meadows.
 - He confirmed no driveway access was shown for Private Alley Q, but there was access at both ends of the alley on the west side of project. Traffic southbound on Willow Creek Drive could turn right-in or right-out to leave. The two connection points were important for fire and garbage collection considerations as those services preferred driving through alleys, rather than having to turnaround. The access would provide good circulation for homeowners and services.
 - On Street K, the pavement width was kept the same, but the planter strips were reduced to create more room for stormwater ponds to function as larger rain garden facilities rather than the typical Low Impact Development Approaches (LIDA) swales seen in many planter strips.
 - The entryway at Frog Pond Ln and Stafford Rd would have a brick wall with Frog Pond signage, similar to the entryway at Boeckman Rd and Willow Creek Dr.
 - Before and after pictures of Willow Creek Dr and the protected oak tree following construction at Frog Pond Meadows were displayed. He commended the contractor and developer for adhering to tree protection measures, noting an arborist was on-site during construction and paid very close attention to the health and preservation of the tree, and noted that teamwork would continue in Frog Pond Ridge with protection of the oak grove and other tree preservation, including the completion of the west side of Willow Creek Dr where the 34-in white oak was being protected. (Slides 8 and 9)
- The open space for Frog Pond Ridge was a continuation of the open space from Frog Pond Meadows and would be a great amenity for the neighborhood and community. The plan

showed the walkways, as well as the expanded usable open space not taken up by trees or the tree canopy, all of which met the open space and useable open space Code requirements. (Slide 10)

Ms. Niggli appreciated the clarification regarding the access for Private Alley Q. The cross-section showed Private Alley Q was 18-ft wide, which she understood could handle two-way traffic.

Mr. Peebles confirmed the alley was two-way and 18-ft wide, curb to curb.

Ms. Niggli asked where the proposed garage was for Lot 21 and if access to the house was off of the alley.

Mr. Peebles responded the intent was to have a driveway or access off the alley on the back with the garage also in back, similar to alley-loaded products with a side-garage or back garage. Otak had worked through that with West Hills, which had a footprint and house type that fit that configuration. (Slide 6)

- He confirmed the alley would not continue behind the house and that the house would have its own driveway off the alley and off-street parking, etc.

Ms. Niggli asked why it was decided to empty the alley in a one-way only location versus off of Street K.

Mr. Peebles responded the alley did not extend to Street K due to an access restriction onto Willow Creek Dr. Driveways fronting onto Willow Creek Dr were not allowed per the roadway classification, and if the alley extended to Street K, there would be no access to Lots 19, 20, and 21.

Ms. Svadlenka noted the sidewalks that end at Stafford Rd and the sidewalks in Frog Pond Meadows and Stafford Meadows off Brisband that curved around and ended. The proposal showed a sidewalk on Frog Pond Ln and she asked whether sidewalks would be constructed to connect an entire path from Frog Pond Ln all the way to SW Brisband St.

Mr. Peebles explained that with the Stafford Road improvements project, sidewalks would be developed all along the west side of Stafford Rd that would connect Frog Pond Ln and Brisband St and the other streets. The Stafford Road improvements project was a City project being funded through fees from the residents.

Ms. Niggli asked why there was a setback on both sides of Lots 28 through 31 when a double frontage lot would work.

Mr. Peebles responded the design team had considered many scenarios for the area, as the block had access restrictions for Willow Creek Dr and Frog Pond Ln. The double-fronted lot design was the best solution available considering the access restrictions, lotting pattern to the

south and the stormwater facilities, which could be maintained on the perimeter with the access on Street M. He noted a similar situation existed in Stafford Meadows for a short block.

Chair McKay confirmed that no one was present on Zoom or in City Council Chambers to provide public testimony on the application.

Chair McKay confirmed there were no further questions of Staff or the Applicant, and that the Board had no recommended modifications to the Staff report or the Applicant's proposal.

Chair McKay closed the public hearing at 7:51 pm.

Ken Pitta moved to approve Resolution No. 380 with the addition of Exhibit D1. The motion was seconded by Katie Hamm.

Ms. Svadlenka stated she would like to see a traffic study done at the Boeckman Rd/Willow Creek Dr south intersection, and possibly at Frog Pond Ln and Stafford Rd as well.

Mr. Le said at the time the traffic analysis was done, the traffic consultant engineer looked at the intersections that would be most impactful to the system and recommended an analysis on five intersections. A traffic study was not requested for the Frog Pond Ln/Stafford Rd or Willow Creek Dr/Boeckman Rd intersections. He asked if Ms. Svadlenka had a particular concern to address with an analysis on the two intersections.

Ms. Svadlenka stated that Willow Creek Dr going through Stafford Meadows, Frog Pond Meadows, and Frog Pond Ridge looked offset from Willow Creek Dr south, but in reality, the streets were straight across from each other, which should warrant a study, to see how it would impact Willow Creek Dr south of Boeckman Rd because drivers could now go straight through the Frog Pond development onto Boeckman Rd. Frog Pond Ln and Stafford Rd warranted a study as well, as that intersection would be a major point for individual residents in Frog Pond to access Stafford Rd.

Mr. Le said he did not believe the amount of traffic on the two roads was ~~not~~ significant enough to warrant a study at those intersections. There was enough sight distance for the two intersections, and the volume of traffic entering and exiting the intersections was not significant enough to delay the intersection into an unacceptable level of service. Therefore, a traffic analysis of those intersections was not done.

Ms. Svadlenka said she understood, but believed it might be an issue today, as Stafford Rd got extremely busy in the mornings and evenings, and someone coming off of Frog Pond Ln and attempting to turn left on Stafford Rd could have a significant wait time. Willow Creek Dr south of Boeckman Rd was also busy with a number of cars waiting at the intersection. She asked how the traffic from Frog Pond would impact the community in those areas.

Daniel Pauly, Planning Manager, explained there was a traffic component of the Frog Pond West Master Plan that anticipated all the intersections and traffic. Additionally, the build out of all the roads was not yet complete, so it was hard to understand exactly how traffic would function until Boeckman Rd and Stafford Rd were built, and the traffic lights put in at the Canyon Creek/Boeckman Rd intersection. These issues were studied and well understood during the master planning and at the development level to decide the infrastructure and traffic controls that would be used at the intersections in the future. The Code allowed a two-year period for projects to be funded and allow the intersections to function at the level of service, and this one did.

Mr. Le stated that even though Frog Pond Ln and Willow Creek Dr were connected, residents who lived south of Boeckman Rd would use Boeckman Rd to get to Stafford Rd instead of going through the neighborhood up north to get out on Stafford Rd. Right now, the two roads were only serving new residents. When the roads were completed and connected further north, and when the area was fully developed, those intersections would likely be analyzed in the future.

Chair McKay asked if the DRB would review the development of the new elementary school that was planned next to that intersection in a couple of years.

Ms. Rybold confirmed that any new construction projects would come to one of the DRB panels and an additional traffic analysis would be performed to look at the impacts of that particular use on area intersections.

Chair McKay understood Willow Creek Dr, the closest intersection, would be analyzed.

Ms. Rybold responded the traffic study scope would include analysis of the highest impacted intersections.

Mr. Pauly noted that according to the Frog Pond West Master Plan, a traffic signal would be installed at the Frog Pond Ln/Stafford Rd intersection.

Ms. Svadlenka understood that any new development was an opportunity for a traffic study at Willow Creek Dr south of Boeckman Rd.

Ms. Rybold replied that was correct. She also noted that oftentimes, similar intersections were selected while progressing through each development proposal to see how the impacts evolved over time. This was now the fourth Frog Pond project, and while it might not involve the same set of intersections for each project, certain intersections, such as Canyon Creek Rd and Boeckman Rd, were tracked with each study. The City would continue to be mindful of the major intersections in the surrounding area.

Ms. Svadlenka agreed that Boeckman Rd and Canyon Creek Rd was a major intersection, but she did not want small intersections to get lost in the mix. People depended on being able to get

out of their communities in a reasonable amount of time, especially established communities south of Boeckman Rd.

The motion passed unanimously.

Chair McKay read the rules of appeal into the record.

VII. Board Member Communications

A. Recent City Council Action Minutes

Kimberly Rybold, Senior Planner, noted the recent City Council Action Minutes were provided but no DRB minutes since this was a special meeting. The minutes from the last Panel B meeting would be in the next packet.

VIII. Staff Communications

Kimberly Rybold, Senior Planner, appreciated the Board's participation at tonight's special meeting and noted the next regularly scheduled meeting would be on September 14, 2020.

IX. Adjournment

The meeting adjourned at 8:09 p.m.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING
OCTOBER 12, 2020
6:30 PM**

VI. Public Hearing:

- A. Resolution No. 381. I & E Construction: David Hardister, Woodblock Architecture – Representative for I & E Construction – Owner/Applicant.** The applicant is requesting approval of a Site Design Review for exterior changes and a Class 3 Sign Permit and Waiver for I & E Construction.. The site is located at 27375 SW Parkway Avenue on Tax Lot 303 of Section 11, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford

Case Files:

DB20-0033 Site Design Review

DB20-0034 Class 3 Sign Permit and Waiver

This item was continued to a date and time certain of September 14, 2020 at the August 10, 2020 DRB Panel A meeting. Due to poor air quality in City Hall Facilities, the September 14, 2020 DRB hearing was cancelled and postponed to October 14, 2020.

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 381**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A SITE DESIGN REVIEW FOR EXTERIOR CHANGES AND A CLASS 3 SIGN PERMIT AND WAIVER FOR I & E CONSTRUCTION. THE SITE IS LOCATED AT 27375 SW PARKWAY AVENUE ON TAX LOT 303 OF SECTION 11, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. DAVID HARDISTER, WOODBLOCK ARCHITECTURE – REPRESENTATIVE FOR I & E CONSTRUCTION – OWNER/ APPLICANT.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated August 3, 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 August 10, 2020, at which time exhibits, together with findings and public testimony were entered into the public record, and

WHEREAS, at the August 10, 2020 meeting Development Review Board Panel A continued the hearing to a date certain of September 14, 2020, the September 14, 2020 DRB hearing was cancelled and postponed to October 14, 2020. and

WHEREAS, Development Review Board Panel A held a scheduled meeting on October 12, 2020, at which time additional exhibits and additional 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, as amended September 3, 2020, and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated August 3, 2020, as amended September 3, 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:

DB20-0033 through DB20-0034; Site Design Review, Class 3 Sign Permit.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 12th day of October, 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, Panel A Chair
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report
Wilsonville Planning Division
I&E Construction – Exterior Changes and Sign Waiver

Development Review Board Panel 'A'
Quasi-Judicial Public Hearing
Amended September 3, 2020

Hearing Date: August 10, 2020; ~~September 14, 2020~~ October 12, 2020
Date of Report: August 3, 2020; ~~September 14, 2020~~ September 3, 2020

Application Nos.: DB20-0033 Site Design Review
DB20-0034 Class 3 Sign Permit and Waiver

Request/Summary: The review before the Development Review Board is a Site Design Review, and Sign Permit with Waiver for I&E Construction.

Location: 27375 SW Parkway Ave. The property is specifically known as Tax Lot 00303, Section 11, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

Owner / Applicant: I&E Construction

Comprehensive Plan Designation: Industrial

Applicant's Representative: Woodblock Architecture (Contact: David Hardister)

Zone Map Classification: PDI (Planned Development Industrial)

Staff Reviewers: Philip Bradford, Associate Planner

Staff Recommendation: Approve with conditions the requested Site Design Review and Class 3 Sign Permit and Waiver.

Applicable Review Criteria:

Development Code:	
Section 4.001	Definitions
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 4.156.01 through 4.156.11	Signs
Sections 4.400 through 4.440 as applicable	Site Design Review
Other Planning Documents:	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

Vicinity Map



Background:

The existing 25,800 square foot building is a two-story asymmetrical structure approved in January 2020 (Casefile DB19-0031 – DB19-0035) for I&E Construction to remodel the building for use as their corporate headquarters. The building originally housed Lazerquick and then became part of Pioneer Pacific College, I&E significantly modernized the exterior appearance of the building with a contemporary design that was aesthetically compatible with the adjacent Grace Chapel property. During construction the applicant changed the exterior of the building from the DRB approved grey fiber cement panel and silver metal panel design to a primarily black design. The decision was driven by a lack of availability and short timeframe. Staff observed the changes early on and contacted the applicant to discuss potential options for complying with the conditions of approval. The applicant has opted to return to the DRB for review of these design changes, along with the requested sign waiver.

The August 10, 2020 DRB Panel A hearing was unanimously continued to September 14, 2020. For Site Design Review (DB20-0033), DRB members requested additional contrast by incorporating a color change on the metal panels on the front façade, additional information regarding the trellis structures and plants shown in the renderings, and the possibility of incorporating additional cedar on the I-5 facing façade. For the Class 3 Sign Permit and Waiver, DRB members requested additional renderings of the proposed building sign showing scale and proportion to the building and additional information and material samples for the perforated aluminum screen wall. In response to the requested information, the applicant provided a response on September 2, 2020, which is included in the staff report as Exhibit B4. As a result, staff revised the findings A1, A6, A15, B9, and B10 based on the updated information from the applicant.

Summary:

Site Design Review (DB20-0033)

The applicant uses appropriate professional services to design the revised exterior elevation using quality materials and design. Due to the applicant's time frame and lack of availability, the colors and materials approved by the DRB in January 2020 were not used. The architect's description of the changes illustrate that the applicant selected a revised design that maintains the same level of appropriateness and quality of design as the initial proposal. The applicant articulates that the project integrates well with the adjacent Grace Chapel development and the predominantly black design results in a dynamic contemporary design, which will become more unified with the inclusion of cedar trellises that match the wood accents used surrounding the roof deck.

Class 3 Sign Permit (DB20-0034)

The applicant proposes a revised freestanding sign facing the eastern frontage of the property along SW Parkway Avenue. The monument sign remains below the maximum allowance for the site. The sign placement on the site meets City standards and coordinates with the planned landscaping. The applicant is also proposing a 134 square foot building sign integrated into the aluminum mesh screen wall on the western façade. The maximum allowable square footage for a sign in the proposed location is 64 square feet therefore this sign requires a waiver.

Public Comments and Responses:

None Received

Discussion Points:

Architectural Changes without DRB Approval

The DRB-approved site design in January 2020 consisted of fiber cement panels in grey, cedar finish fiber cement panels in Russian Oak, and corrugated and perforated aluminum panels in a silver and bare metal finish. In the spring when the building was being painted, City staff observed the building being clad in materials that did not match the DRB-approved renderings and materials board. The project currently is finished with fiber cement panels in black, natural cedar panels along the second floor terrace, center roofline, and aluminum panels in black. The perforated aluminum screen wall on the west façade is now proposed with the company logo within the perforations whereas the original proposal only showed a plain perforated aluminum screen. Staff has been working with the applicant on a solution to the exterior of the building since the changes were first noted in April. Multiple designs were proposed, shown in Exhibit A2, however, the applicant felt strongly about moving forward with the predominantly black exterior. The original design utilized muted colors and aimed to be cohesive with the adjacent Grace Chapel redevelopment and also stated in the narrative that the different colors and materials used break up the façade. When reviewing the changes against the development code and the findings in the staff report for the previous design, staff determined that the level of changes to the exterior requires DRB approval.



Originally Approved Design – January 13, 2020



Finished building – July 2020



Elevation showing proposed vertical trellis structures and greenery

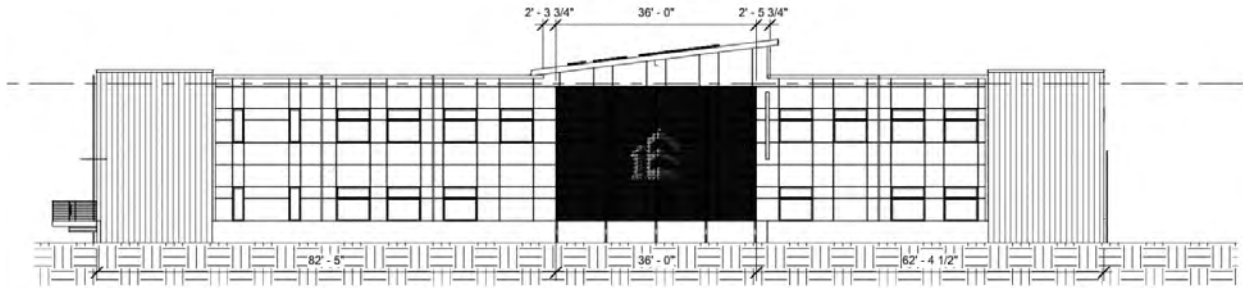


Elevation showing alternative painting scheme – September 2020

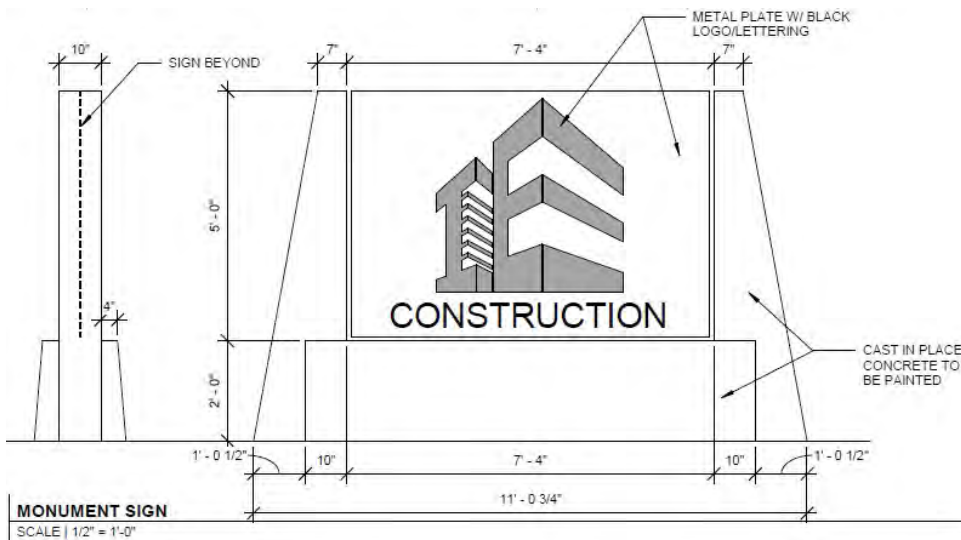
At the August 10 hearing, the DRB members requested additional renderings integrating a color change to break up the front façade where the metal panels are installed at the center of the building. The applicant responded with the above rendering that incorporates white on the southeastern corner of the building to provide additional contrast to the SW Parkway Avenue facing façade. The applicant stated that due to the factory finish of the metal panels, quality and maintenance issues would arise should they be painted. The portion of the façade depicted with white paint is made of fiber cement panels rather than the metal. The three trellis structures that were presented at the August 10 hearing remain. The application provided additional detail regarding the plant type and characteristics. Common Jasmine or Star Jasmine is the recommended plant species by the project Landscape Architect. Both will grow up the trellis structure to a height of 12 feet, require minimal maintenance, and offer the seasonal characteristics desired to maintain greenery on the trellises year-round.

Building Sign Waiver

The proposed building sign and waiver request is for a 134 square foot non-illuminated sign integrated into the perforated aluminum facing I-5. The façade is sign eligible as it faces I-5, and the applicant is allowed 64 square feet of sign area by transferring the allowable sign area from their allowance for a ground mounted sign. This waiver would allow an increase of 70 square feet from the maximum allowable sign area. Integrating the sign into the façade is a unique and innovative way of incorporating the corporate logo onto the building. The logo will be visible through differently sized perforations within the aluminum screen wall and will add additional visual interest to the building.



The DRB requested additional renderings of the proposed sign to better understand the location and scale. The above images come from Exhibit B4, which was submitted by the applicant on September 2, 2020.



Conclusion and Conditions of Approval:

Staff reviewed the Applicant's analysis of compliance with the applicable criteria. The Staff report adopts the applicant's responses as Findings of Fact, *including the additional materials submitted on September 2, 2020*, 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 (DB20-0033 through DB20-0034) with the following conditions:

Planning Division Conditions:

Request A: DB20-0033 Site Design Review

PDA 1.	Construction, site development, and landscaping shall be carried out in substantial accord with the plans, drawings, sketches, and other documents approved by the Development Review Board. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding A15.
PDA 2.	The applicant shall submit an addendum to the current building permit incorporating the trellis and building sign additions.

Request B: DB20-0034 Class III Sign Permit

PDB 1.	The approved sign shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
PDB 2.	The applicant shall provide an updated drawing for the proposed free standing sign along SW Parkway Ave showing the address of the building on the sign.
PDB 3.	<u><i>The applicant shall utilize a matte, brushed, or otherwise non-reflective material that prevents glare impacting vehicles on I-5 for the screen wall containing the I&E logo.</i></u>

Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB20-0033 through DB20-0034. The exhibit list below reflects the electronic record posted on the City's website and retained as part of the City's permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City's website and retained as part of the City's permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

- A1. Staff report and findings (this document)
- A2. Additional Design Alternatives Proposed by the Applicant
- A3. Staff's Presentation Slides for Public Hearing (to be presented at Public Hearing) August 10, 2020
- A4. Staff's Presentation Slides for Continued Hearing (to be presented at Public Hearing) September 14, 2020

Materials from Applicant

- B1. Development Permit Application
- B2. Applicant's Narrative
- B3. Drawing Package
 - A000 – Cover Sheet
 - A030 – Plan & Elevation
 - A031 – Renderings
 - A010 – Architectural Site Plan
 - A020 – Site Details
 - A4.8 – Screen Wall Details
- B4. Design Review Continuation Response – September 2, 2020
- B5. Memorandum – LA21 Landscape Architecture

Development Review Team Correspondence

None received

Other Correspondence

None received

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application on July 20, 2020. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be complete on July 21, 2020. The City must render a final decision for the request, including any appeals, by November 18, 2020.
2. Surrounding land uses are as follows:

Development Review Board Panel 'A' Staff Report August 3, 2020
Amended September 3, 2020

Exhibit A1

Exterior Changes and Sign Waiver for I&E Construction
DB20-0033 through DB20-0034

Page 10 of 29

Compass Direction	Zone:	Existing Use:
North:	PDI	Parkway Avenue / Sig Sauer
East:	PDI	Parkway Avenue/FLIR Systems/OIT
South:	PDI	Grace Chapel
West:	NA	Interstate 5

3. Previous Planning Approvals:

79DR11 Site Development Plan Approval for Print-Right Copy Center
80DR28 Sign Approval and Modified Landscape Plan for Print Right Copy Center
03DB12 Modify Stage I Modify Stage II Site & Design for Graphic Properties
04AR41 Class I Modification of Color Scheme for Pioneer Pacific
DB08-0046 Signage for Pioneer Pacific
SR08-0051 Class I Sign Review for Pioneer Pacific College
AR13-0034 Class II Change of Use from Warehouse to Laboratory for Pioneer Pacific College
TR13-0062 Type B Tree Removal of three (3) trees for Pioneer Pacific College
DB19-0031 – 0035 I&E Construction remodel and addition
AR20-0007 – Class I I&E Landscape Plan Revision

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 processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application Section 4.009

The application has the signature of Karl Ivanov, an authorized signer for the property owner I&E Construction.

Pre-Application Conference Subsection 4.010 (.02)

The City held a Pre-application conference (PA19-0010) in accordance with this subsection.

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

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

General Submission Requirements Subsection 4.035 (.04) A.

The applicant has provided all of the applicable general submission requirements.

Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district and City review uses the general development regulations listed in Sections 4.150 through 4.199.

Request A: DB20-0033 Site Design Review

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

Site Design Review

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

A1. Staff summarizes the compliance with this subsection as follows:

Inappropriate or Poor Design of the Exterior Appearance of Structures: The applicant used appropriate professional services to design structures on the site using quality materials and design. The architect's description of the purpose of design further illustrates the revised design still maintains the appropriateness and quality of design: "We have adhered to the approval criteria for the previously approved project. However, exterior colors have deviated from the approved colors due to lack of availability for the grey metal panel products that were part of the previous Design Review submittal. Based on available materials options, the project team decided during construction that a black façade with contrasting glass and wood elements would create a dynamic façade".

Excessive Uniformity: The proposed facade changes avoid excessive uniformity by adding wood accents, cedar trellises to break up the eastern elevation, and the metal screen wall with integrated logo to add visual interest to the I-5 frontage.

During the August 10 hearing, the DRB discussed whether the predominantly black façade facing SW Parkway Ave with the addition of the trellis structures was sufficient or not in breaking up the façade and avoiding excessive uniformity. The hearing was continued in order for the applicant to provide additional information and renderings regarding the trellises and plantings as well as an alternative with contrasting paint on the building. The applicant provided an alternative rendering showing the building with the area of the front façade beneath the second floor terrace painted white.



During the August 10 public hearing the potential to paint the metal panels was discussed. In Exhibit B4, the applicant states that the metal panels are factory finished and would age rapidly and require significant maintenance should they be painted. Therefore, the alternate proposal paints the fiber cement panels on the southeast corner of the building instead. This design alternative includes the contrasting paint color in the portion of the front façade that already had a contrasting material and color with the cedar siding on the upper deck; the contrasting paint is not depicted on any other portion of the façade with fiber cement panels, maintaining primary variation in color to one area of the front façade. The various materials submitted by the applicant provide a number of options and variety of design alternatives that would meet this site design review criteria. Additional discussion by the DRB is necessary to determine which ones sufficiently break up the front façade and avoid excessive uniformity.

Inappropriate or Poor Design of Signs: The applicant used appropriate professionals to design signs meeting City sign standards compatible with the architecture of the building. See also Request D.

Lack of Proper Attention to Site Development: The applicant employed the skills of the appropriate professional services to design the site, demonstrating appropriate attention to site development.

Lack of Proper Attention to Landscaping: The applicant proposes no changes to the site landscaping. Plantings will be added to the proposed trellis structures. Exhibit B5 contains a memorandum from the project Landscape Architect clarifying additional detail regarding the plant species proposed with the trellis structures. Star Jasmine and Common Jasmine are two varieties recommended for the trellises. The landscape architect recommends 2 Jasmine vines per trellis that will be secured using garden tape to grow to 12' over time.

Objectives of Site Design Review

Proper Functioning of the Site

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

- A2.** The applicant does not propose any functional site changes effecting the function of the site as part of this application.

High Quality Visual Environment

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

- A3.** A professionally designed building landscaping and a professional, site specific, layout supports a quality visual environment.

Encourage Originality, Flexibility, and Innovation

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

- A4.** The applicant proposes a façade changes, a building sign with a waiver, and revised freestanding monument sign that are professionally designed specifically for the site. The unique window patterns integrated into the two-story lobby and wood accents create a unique, dynamic, and contemporary design. The building sign and requested waiver are original and innovative as the proposed sign will be integrated into the metal perforated sun shade on the western façade which breaks up this elevation and adds visual interest to the building. The revised monument sign evokes the architecture of the building and uses similar materials for a cohesive design.

Discourage Inharmonious Development

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

- A5.** As indicated in Finding A4 above the professional unique design of the building and other site elements support a high quality visual environment and thus prevent monotonous, drab, unsightly, dreary development. The project was originally approved with muted grey and silver tones in a variety of materials. The revised design changes the structure to a predominantly black façade, which is intended to create a strong contrast with other materials uses on the building facades, including on the east façade between the wood elements of the second floor terrace and proposed vertical cedar trellises that break up the façade and unify the building's exterior appearance, as well as on the west facade. The development still maintains compatibility with the adjacent Grace Chapel property as discussed in Finding A6.

Proper Relationships with Site and Surroundings
Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- A6. The applicant prepared a professional site-specific design that carefully considers the relationship of the building and other improvements with other development conditions adjacent to the site. The staff report for DB19-031 – 035 which approved the renovation expansion of the I&E building discussed compatibility with the adjacent Grace Chapel building. The original proposal used muted grey and silver to maintain a cohesive appearance across both properties. he revised black and wood exterior maintains compatibility with the Grace Chapel (shown in the renderings below) as both buildings utilize natural wood and black elements that continue to maintain cohesiveness between the two buildings in light of the exterior changes to the I&E building. The inclusion of white in the revised elevation of the I&E building maintains compatibility with Grace Chapel as this is a color that is featured in that project's color palette.



Grace Chapel from NE



Grace Chapel from SW

Attention to Exterior Appearances
Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- A7. The applicant used appropriate professional services to design the exterior of the building. The architect's description of the revised exterior further illustrates attention to exterior appearances: "With the addition of cedar trellises, the concept becomes more unified and articulated. The project team decided during construction that the all black façade with contrasting natural wood elements would create an incredibly dynamic façade. This in

conjunction with the building lighting, landscaping, unique window design, and a white contrasting interior has produced a vibrant contemporary rehabilitation of an existing building that was in need of attention.” The exterior utilizes the same materials as the original proposal; however the color of the fiber cement and corrugated metal siding has been changed to black.

Protect and Enhance City’s Appeal

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

A8. The revised proposal adds services and amenities with a quality design to enhance the appeal of SW Parkway Ave. The completed project brings 85 new jobs to the city bringing additional employment to Wilsonville.

Stabilize Property Values/Prevent Blight

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

A9. The site is located along SW Parkway Ave. Adding services and amenities with a quality design add value to SW Parkway Ave prevent additional blight on the property.

Adequate Public Facilities

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

A10. Adequate public facilities serve the site.

Pleasing Environments and Behavior

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

A11. The long vacant site is located on SW Parkway Ave. Adding services and amenities with a quality design increase the pleasing environment of the SW Parkway Ave and consequently contribute positively to the behavior referenced.

Civic Pride and Community Spirit

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

A12. SW Parkway Avenue contributes to civic pride and community spirit tied to being a minor arterial road home to many notable businesses within the city and highly visible to passing traffic. Adding a new business and renovating a vacant property with a high quality design enhances SW Parkway Avenue’s contribution to civic pride and community spirit.

Favorable Environment for Residents

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

A13. The SW Parkway Ave area contributes to a favorable environment for residents by providing employment opportunities for residents. Adding a new business and renovating

a previously vacant property. Adding a new business with a quality design enhances SW Parkway Avenue's favorable environment.

Jurisdiction and Power of the DRB for Site Design Review

Development Must Follow DRB Approved Plans Section 4.420

A14. Condition of Approval PDB 1 ensures construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents.

Design Standards

Harmony of Proposed Buildings to Environment Subsection 4.421 (.01) B.

A15. The proposed trellis structures add additional landscaping to the building which will grow vertically and provide new focal points to the building. *The trellis structures will contain either Star or Common Jasmine plantings which will grow to a height of 12 feet and provide year-round greenery where planted.*

Advertising Features Do Not Detract Subsection 4.421 (.01) F.

A16. All advertising features are sized and located appropriately to not detract from the design of the existing structure and surrounding properties. See also Request B.

Design Standards Apply to All Buildings, Structures, Signs, and Features Subsection 4.421 (.02)

A17. The project does not include any accessory structures on site.

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

A18. Staff does not recommend any additional conditions of approval to ensure the proper and efficient functioning of the development.

Color or Materials Requirements Subsection 4.421 (.06)

A19. The applicant is proposing the addition of the three vertical trellises along the SW Parkway façade and an integrated sign located on the aluminum screen wall facing I-5. The colors

and materials chosen for each are appropriate for the development. Staff does not recommend any additional requirements or conditions related to colors and materials.

Site Design Review Submission Requirements

Submission Requirements
Section 4.440

A20. The applicant submitted a site plan drawn to scale and a detailed sign plan.

Time Limit on Site Design Review Approvals

Void after 2 Years
Section 4.442

A21. The Applicant plans to develop the proposed project within two years and understands that the approval will expire after two years unless the City grants an extension.

Request B: DB20-0034 Class III Sign Permit

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

Sign Review and Submission

Class II Sign Permits Reviewed by DRB
Subsection 4.031 (.01) M. and Subsection 4.156.02 (.03)

B1. The application qualifies as a Class III Sign Permit and the Development Review Board is reviewing.

What Requires Class III Sign Permit Review
Subsection 4.156.02 (.06)

B2. The request involves a single tenant in a development subject to Site Design Review by the Development Review Board thus requiring a Class III Sign Permit.

Class III Sign Permit Submission Requirements
Subsection 4.156.02 (.06) A.

B3. As indicated in the table below the applicant has satisfied the submission for Class III sign permits, which includes the submission requirements for Class II sign permits:

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

Information on Any Requested Waivers or Variances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Class III Sign Permit and Waiver Review Criteria

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

- B4.** As indicated in Findings below, the proposed sign will satisfy the sign regulations for the applicable zoning district and the relevant Site Design Review criteria.

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

- B5.** The proposed signs are proportional to, and compatible with development in the PDI zone. This includes a freestanding monument sign using cast-in-place concrete with powder coated steel logo and text similar to cut signs found on many developments in the PDI zone. The size of the freestanding monument sign is slightly smaller than what was previously approved by the DRB, the monument sign consists of a taller concrete base and triangular elements similar to the design of the building. This request also includes a 134 square foot building sign integrated into the perforated aluminum panel along the I-5 frontage. This sign requires a waiver which is included as part of this request. No evidence presented nor testimony received demonstrates the subject sign would detract from the visual appearance of the surrounding development.

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

- B6.** There is no evidence, and no testimony has been received suggesting the subject sign would create a nuisance or negatively impact the value of surrounding properties.

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

- B7.** The sign does not conflict with the design or placement of other site elements, landscaping, or building architecture has been reviewed as part of this application.

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

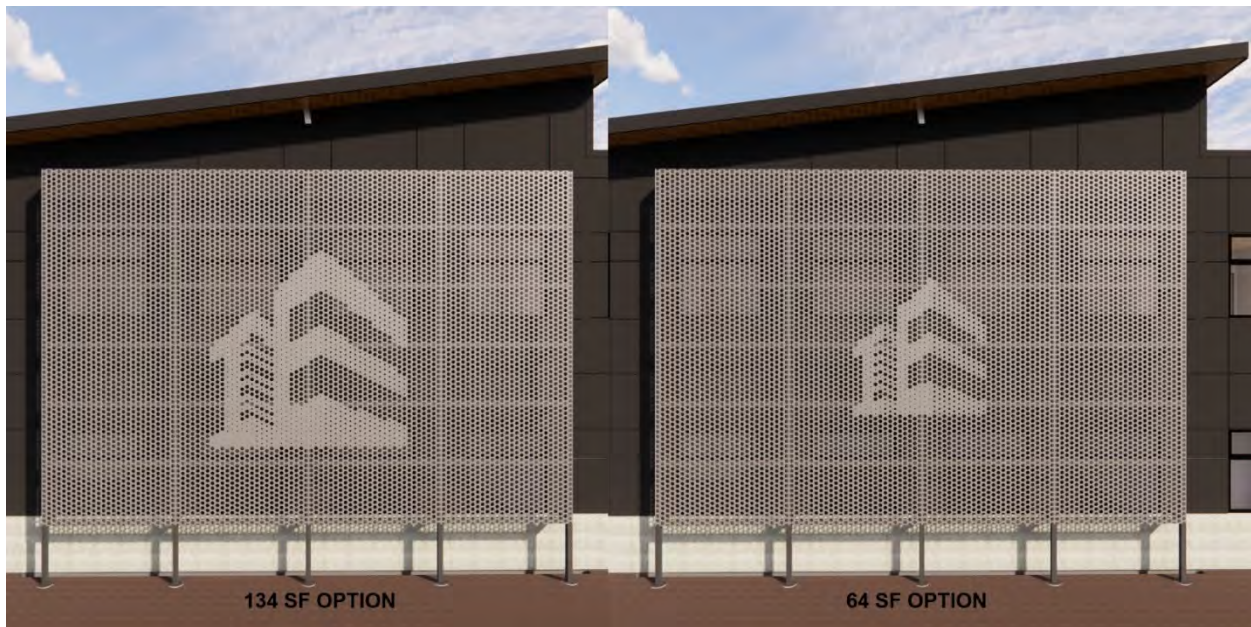
- B8.** The proposed signage will result in improved design in regard to aesthetics and functionality in numerous ways. The proposed sign is integrated within the perforated sunshade on the western I-5 facing façade of the building. This will reduce noise transmission into the office areas and shade the building from the afternoon sun. Integrating the sign within a metal sunscreen is much more subtle than a traditional

building sign using channel letters, sign cabinets, and a variety of colors. The materials used are durable and not prone to fading or weathering as most signs are.

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

B9. ~~The applicant states in their compliance narrative (Exhibit B2) regarding the proposed sign being more compatible with and complementary to the overall design and architecture of the site, along with adjoining properties, surrounding areas, and the zoning district. The updated base and frame of the monument sign better represents the on site building, and coordinates better with the building sign, the business as a whole and the neighboring businesses. The proposed building sign is integral to the architecture of the structure and adds visual interest to the building by breaking up the mass of the western façade. The unique sign which has not been utilized elsewhere in Oregon will represent a step forward in the design aesthetic for the area.~~

The applicant proposes a unique building sign that is integrated into a large aluminum sunscreen. The aluminum panel is perforated with numerous holes of various sizes that when viewed from a distance give the appearance of the I&E corporate logo. In order for the visual effect to be seen properly, the sign is proposed at a 134 square feet rather than the 64 square feet permitted by code.



During the August 10 hearing, multiple DRB panel members had concerns whether the size of the logo in the metal screen was appropriate and compatible fronting I-5 as well as whether approval would set a new precedent for signs along I-5. The applicant submitted additional information regarding the building sign as there were questions about the appearance of the sign should it be revised to meet the 64 square feet limit of the

Development Code. The 134 square foot building sign is more proportional to the size of the perforated panel and the building façade compared to the 64 square foot option. The applicant provided renderings from various angles and distances to show that the 64 square foot sign would have legibility issues.



The image above shows the sign at 134 square feet within the context of the overall building. At this size the sign is still subtle and differs significantly from traditional sign types such as a cabinet sign, a freestanding ground sign, or channel letters on a raceway attached directly to the building. The logo is integrated into an architectural feature of the building and does not incorporate additional materials, colors, or lighting. More traditional signs would contain colors, illumination, and other elements that would draw more attention to the sign and associated business. The I&E sign is sufficiently unique that it would not set a precedent for approving more traditionally constructed signs above the 64-square foot sign maximum.

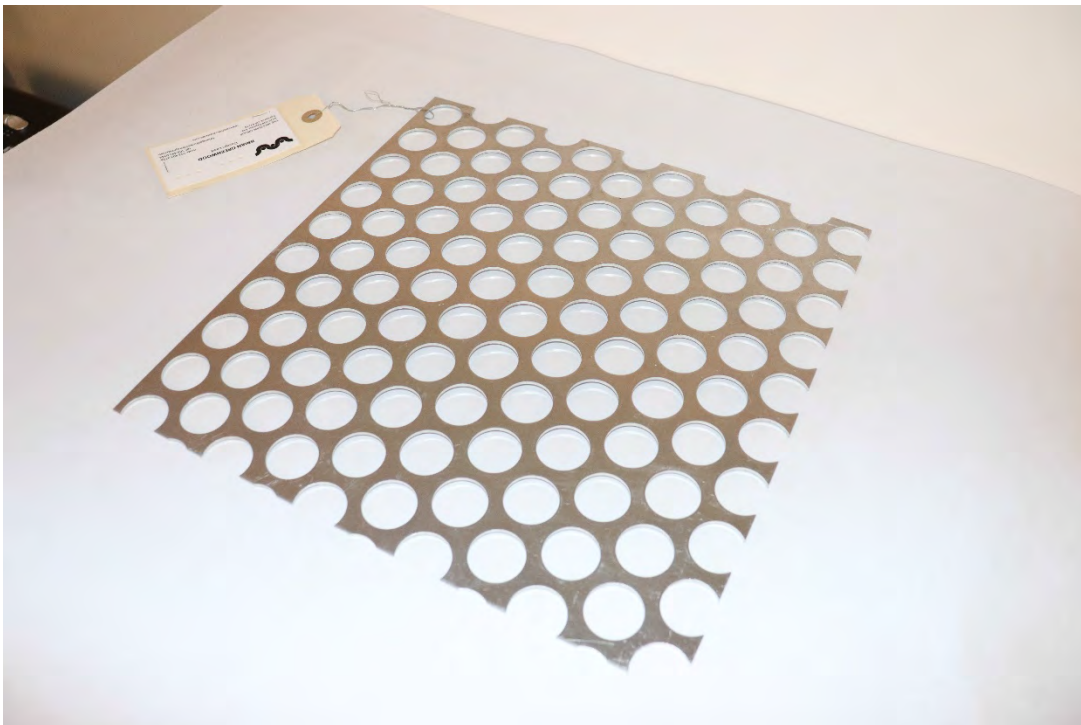


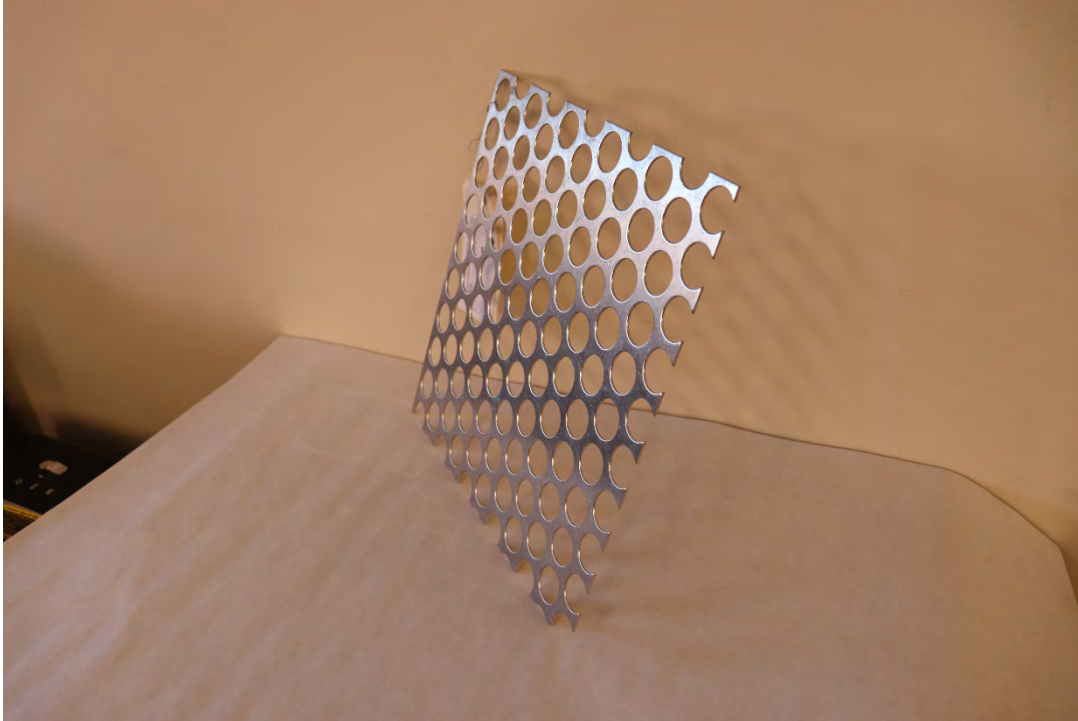
The applicant also provided additional renderings of the sign from various angles and distances to illustrate how the legibility of the sign changes depending on the size of the logo. As seen in the image above the 134 square foot proposed sign is legible from I-5, however should the sign be reduced to 64 square feet in the image on the right, the appearance of the logo is barely noticeable within the screen wall. With the additional details and information provided by the applicant, the sign meets the compatibility standard as it is proportional to the building and site, maintains a cohesive look with adjoining properties, and is appropriate for the zoning district.

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

- B10.** There is no evidence the proposed sign will negatively impact public safety, especially traffic safety. The sign is non-illuminated and visually integrated into the architecture of the building. The sign is not designed to stand out such that it would attract unusual attention from drivers on I-5.

During the DRB hearing on August 10, 2020 members of DRB Panel A requested additional information regarding the materials used for the screen wall which will contain the perforations that give the appearance of the I&E logo. On September 2, 2020 the applicant responded with additional information and exhibits with the requested information.





In the above images of the proposed material, the perforated aluminum panel appears to be significantly more reflective than the material sample provided with the initial application approved in January (DB19-0031 – DB19-0035), which was shown again in the August 10, 2020 hearing. With a Condition of Approval requiring a matte, brushed, or otherwise non-reflective material that prevents glare impacting vehicles on I-5, the perforated metal appears to be an appropriate material for the screen with the embedded sign.

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

B11. The content of the subject sign is not being reviewed or considered as part of this application.

Sign Measurement

Measurement of Individual Element Signs
Subsection 4.156.03 (.01) B.

B12. The sign measurement uses single rectangles, as allowed.

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

General Allowance

Subsection 4.156.08 (.01) A.

B13. The subject site has frontage on SW Parkway Ave of sufficient length to be sign eligible. A single freestanding sign is proposed just south of the northern most driveway along SW Parkway Ave.

Allowed Height

Subsection 4.156.08 (.01) B.

B14. The allowed height for the sign is 8 feet as it is located within the PDI zone. The proposed 7-foot freestanding sign thus meets the requirements of this subsection.

Allowed Area

Subsection 4.156.08 (.01) C.

B15. The proposed freestanding sign pertains to a single tenant within a 25,800 square foot building fronting along SW Parkway Avenue. As a result, the maximum sign area is 62 square feet. The proposed freestanding sign is just under 37 square in area, thus meeting the standards of this subsection.

Pole or Sign Support Placement Vertical

Subsection 4.156.08 (.01) D.

B16. The applicant proposes constructing the freestanding sign and its foundation in a full vertical position.

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

Subsection 4.156.08 (.01) E.

B17. The subject freestanding sign will not extend into or above right-of-way, parking, and maneuvering areas.

Design of Freestanding Signs to Match or Complement Design of Buildings

Subsection 4.156.08 (.01) G.

B18. The proposed sign is coordinated with the design of the building as it contains triangular and geometric elements similar to the structure. The original approval for the monument sign was a traditional rectangular shape. The revised proposal for the free-standing sign better compliments the design of the building.

Width Not Greater Than Height for Signs Over 8 Feet
 Subsection 4.156.08 (.01) H.

B19. The proposed freestanding sign does not exceed 8 feet, therefore the requirements of this subsection do not apply.

Sign Setback
 Subsection 4.156.08 (.01) J.

B20. The setback requirements intend for freestanding signs to be located no further than 15 feet from the property line and no closer than two feet from a sidewalk or other hard surface in the public right-of-way. Sheet A010 in Exhibit B2 shows the location of the freestanding sign meeting the sign setback standard.

Address Required to be on Sign
 Subsection 4.156.08 (.01) K.

B21. The site fronts SW Parkway Avenue. Sheet A020 in Exhibit B2 shows the sign without the address of the associated building. Condition of Approval PDC2 ensures the freestanding sign will meet the address requirement.

Building Signs in the PDC, PDI, and PF Zones

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

B22. The east, south and west facades are sign eligible while the north is not as follows:

Façade	Sign Eligible	Criteria making sign eligible
North	No	
East	Yes	Entrance open to general public, faces a lot line with frontage on a street, adjacent to primary parking area.
South	Yes	Adjacent to primary parking area.
West	Yes	Sign area transfer from allowed 64 square foot ground sign facing I-5

Building Sign Area Allowed
 Subsection 4.156.08 (.02) B.5.a

B23. There is a total of one proposed building sign. The 134 square foot I&E logo exceeds the allowed sign area and the applicant is requesting a waiver discussed in Findings B8 – B11. The sign area allowed for a building sign in this location would be 64 square feet. The

allowed sign area of 64 square feet is based on a sign area transfer from the 64 square foot freestanding sign that is permitted along the I-5 frontage.

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

B24. The proposed building sign does not exceed 75 percent of the length of the façade.

Building Sign Height Allowed
Subsection 4.156.08 (.02) D.

B25. The proposed building sign is within a definable architectural feature and has a definable space between the sign and the top and bottom of the architectural feature.

Building Sign Types Allowed
Subsection 4.156.08 (.02) E.

B26. The proposed building sign is a wall flat sign, which is an allowable type.

Site Design Review

Excessive Uniformity, Inappropriate Design
Subsection 4.400 (.01)

B27. With quality materials and design, the proposed building and monument signs will not result in excessive uniformity, inappropriateness or poor design, and the proper attention has been paid to site development.

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

B28. The building and monument signs are scaled and designed appropriately related to the subject site and the appropriate amount of attention has been given to visual appearance. Condition of Approval PDC2 will ensure that local emergency responders and other individuals reference for the location of this development.

Design Standards
Subsection 4.421 (.01)

B29. There is no indication that the size, location, design, color, texture, lighting or material of the proposed signs would detract from the design of the surrounding properties.

Design Standards and Signs
Subsection 4.421 (.02)

B30. Design standards have been applied to the proposed signs, as applicable.

Color or Materials Requirements
Subsection 4.421 (.06)

B31. The proposed coloring is appropriate for the signs and no additional requirements are necessary.

Site Design Review-Procedures and Submittal Requirements
Section 4.440

B32. The applicant has submitted a sign plan as required by this section.

September 3, 2020

CC:

RE:

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

Subject: Design Review Continuation Response

At the previous Design Review Board meeting we attended on August 10, 2020 a number of requests were made by the board for additional information, specifically:

1. Show additional contrasting colors on the façade, suggest painting the metal panels.
2. Provide renderings which more clearly demonstrate the design intent of the screen wall facing I-5.
3. The current proposal for the screen wall has the I&E logo at approximately 134 square feet which is more than double the allowable amount, provide an example of the screen wall at the 64 square foot limit.
4. Demonstrate that the screen wall will not be a disturbance to highway traffic, demonstrate how it will appear to cars on the highway from both directions.
5. Provide an elevation showing the location of the screen wall, there is concern that its proposed location is not centered on the building.
6. Provide additional samples of the perforated metal screen wall material.
7. Suggest a plant to be grown on the proposed trellises.

We have endeavored to address each of these questions completely, I will write a narrative explanation of our response to each and provide pictures and renderings to demonstrate our proposed solutions.

1. Show additional contrasting colors on the façade, suggest painting the metal panels.

In discussion with I&E about painting the metal panels it was determined that paint would not hold up over time. The product is factory finished and not made to receive paint, we are concerned that if the panels were painted they would degrade quickly and require an excessive amount of maintenance. In conversations with AEP Span they confirmed that painting the panels would void the warranty and the result would likely turn into a maintenance issue over the lifetime of the building. Without repainting the finish on the panels has a warranted lifespan of 40 years and would likely last much longer, if we pursued painting them they would likely be to chip and/or fade within a few years.

We are proposing an alternative which you can see in the attached images "Exhibit 1". On the SW Parkway facing façade of the building we are proposing painting the fiber cement panels in the single-story portion of the building a contrasting color.

2. Provide renderings which more clearly demonstrate the design intent of the screen wall facing I-5.

See attached images "Exhibit 2", we have modeled the screen wall in three dimensions from a variety of angles. The intent is to have three different sizes of perforations which together will reveal the image of I&E's logo in the screen wall. The primary size of perforation will be 3" in diameter which covers most of the screen wall. For the logo there will be two different sizes of perforation: 1" diameter which make up the letters of the logo and 2" diameter which make up the "shadow" extensions of the letters.



Additionally see precedent images from similar projects in other states.

3. The current proposal for the screen wall has the I&E logo at approximately 134 square feet which is more than double the allowable amount, provide an example of the screen wall at the 64 square foot limit.

See attached images "Exhibit 3". At the previous meeting I indicated that the logo loses a definition when it is that small which is why we made it larger in the first place. In the side-by-side images provided you can see the logo clearly in both head-on images, however, at oblique angles most drivers will experience the screen wall at the logo at 64 square feet is largely lost.

4. Demonstrate that the screen wall will not be a disturbance to highway traffic, demonstrate how it will appear to cars on the highway from both directions.

See attached images "Exhibit 4". The screen wall material itself is intended to be factory finished aluminum, it will not be highly reflective and will also not be a distracting color or include integral lighting as the sheets themselves are only about 1/16th of an inch thick. There will be back lighting from the interior of the building at night but the wall itself is not lit.

5. Provide an elevation showing the location of the screen wall, there is concern that its proposed location is not centered on the building.

See attached image "Exhibit 5". The screen wall is to be centered under the sloped roof which extends over the lobby. It is not centered at the midpoint of the entire back wall, dimensions on image have been provided.

6. Provide additional samples of the perforated metal screen wall material.

See attached picture "Exhibit 6". We have a sample of aluminum punched with 1" diameter holes as an example of the proposed screen wall material.

7. Suggest a plant to be grown on the proposed trellises.

See attached memo from landscape designer Mike Andrews with LA 21. Suggests two flowering evergreen vine species: Star Jasmine and Common Jasmine. Images of both plants included in "Exhibit 7".

Sincerely,

Ryan McTague
ryan@wblock.com
503.889.0604

Exhibit 1: Front façade renderings



Figure 1 – Current Condition of Building



Figure 2 - Proposed Painting Scheme

Exhibit 2: Screen Wall Design Intent



Figure 3 - Screen Wall Head On



Figure 4 - Screen Wall Close

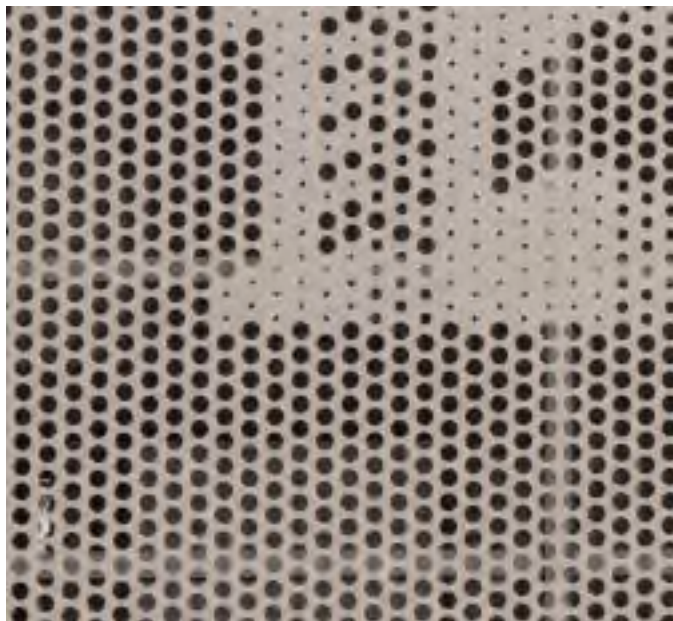


Figure 5 - Metal Panel Zoomed In

Exhibit 2a - Precedent Images



Figure 6 - Hendrick Corp Project in San Jose, CA



Figure 7 - Hendrick Corp Project in Dallas, TX

Exhibit 3: Logo Area Examples



Figure 8 - Logo Comparison Head On



Figure 9 - Logo Comparison Oblique

Exhibit 4: Highway Impact



Figure 10 - I-5 North Current Condition



Figure 11 - I-5 North Close



Figure 12 - I-5 North Far



Figure 13 - I-5 South Current Condition



Figure 14 - I-5 South Close

Exhibit 5: Screen Wall Location

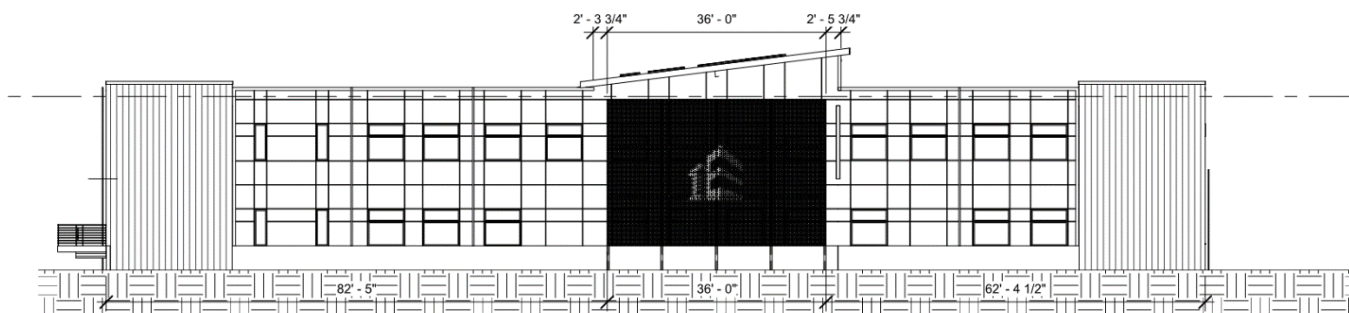


Exhibit 6: Screen Wall Samples

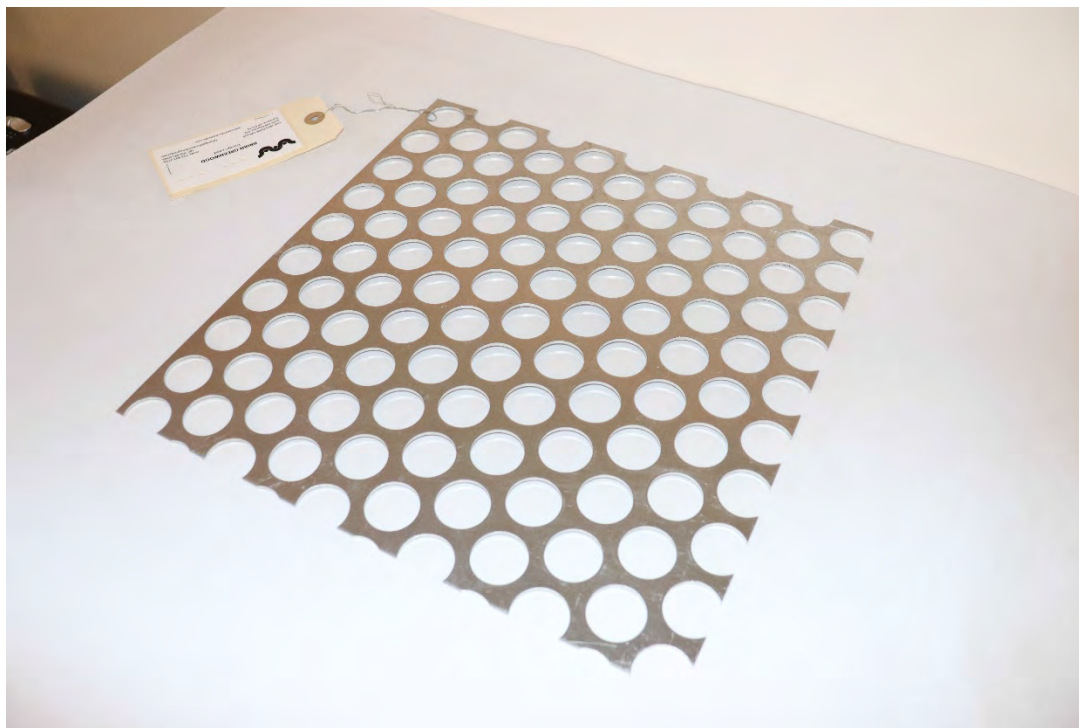


Figure 15 - 1" Diameter Example

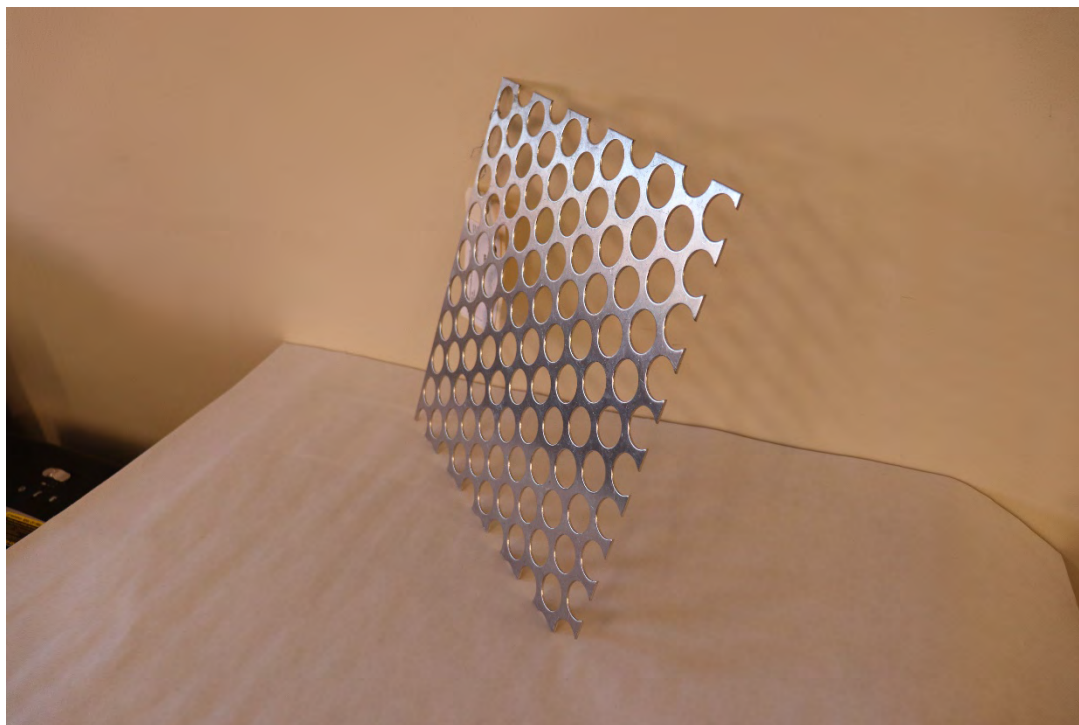


Figure 16 - 1" Diameter Example

Exhibit 7: Trellis Plant Recommendations



Figure 17 - Star Jasmine



Figure 18 - Common Jasmine

MEMORANDUM

Date: September 1, 2020

To: Ryan McTague - Woodblock Architecture

From: Mike Andrews, RLA - LA21

Subject: I&E Building Remodel – Vine Selection for Trellises

Based on our conversation on August 31, 2020, I understand that there is a desire by the City of Wilsonville representatives to have trellises placed on the east side of building, near the main entrance. The desire to add trellises is in response to the color selection of the building and comments from design review.

You have asked that I provide suggestions of vine species that would be suitable for the trellises, climate, and compliment the new planting. With that in mind, and the review of your color illustration sent to LA21 on 8/31/20, I am providing two options for the Owners' consideration.

I understand the Owner favors white flowers and evergreen foliage. Two vine species that will perform well in this climate are Star Jasmine and Common Jasmine (variety 'Fiona Sunrise'). Both species are;

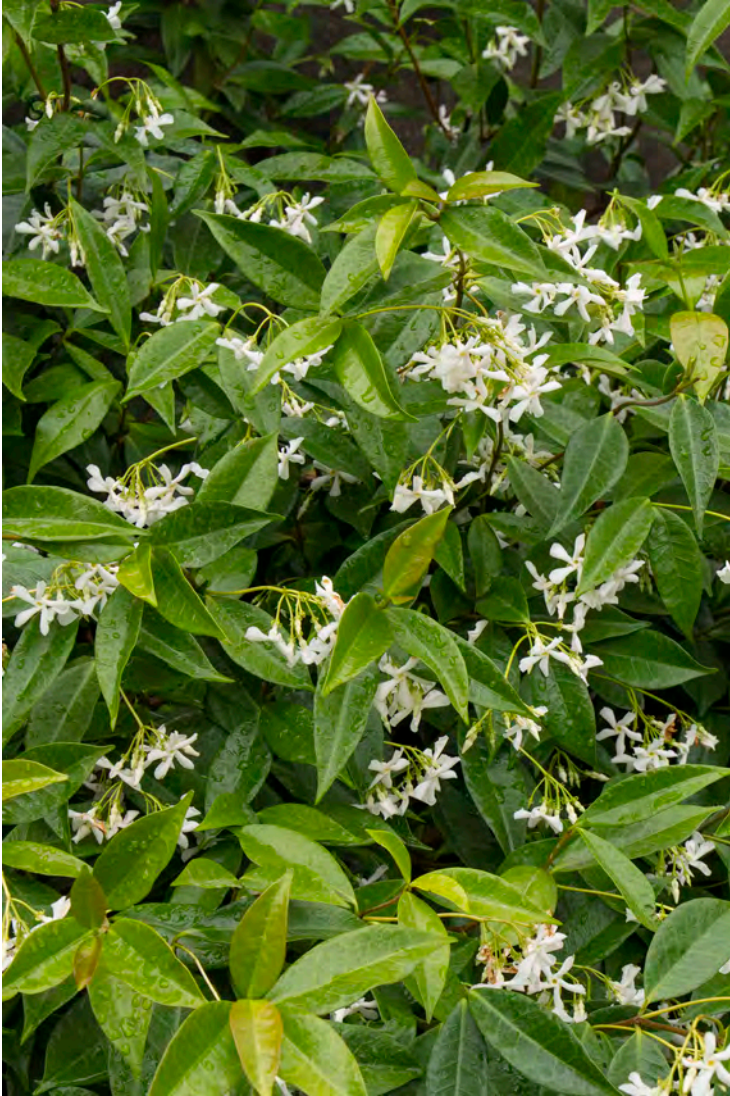
1. fragrant and hardy, growing to about 12' in height over time, and do well with east and south-east exposure.
2. require summer water, which can be provided by the irrigation system, and do best with rich well amended organic topsoil.
3. are available in our area. I understand Portland Nursery may carry both species.

Regarding planting - I would recommend that these vines (minimum of two vines per trellis) be planted 3' from each other, at the base of each trellises, and that 2-4 main leaders from each vine be secured to the trellis with garden tape, (and twine/guy wire if the trellis is above the reach of the new vines) to start upward growth. Plant container size should be a minimum of one, (up to two) gallon. Planting soil should be well drained, and a cover mulch should be applied over the soil surface after planting.

Images, of both species, are provided for your consideration on the next page. If you have any questions please let me know.

Cc: Cory Riedel – I & E Construction

Star Jasmine – *Trachelospermum jasminoides*



Common Jasmine – *Jasminum officinale* 'Fiona Sunrise'



DEVELOPMENT REVIEW BOARD MEETING
OCTOBER 12, 2020
6:30 PM

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

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE:	AUGUST 24, 2020	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:32 P.M.	TIME END: 10:12 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Samy Nada	Daniel Pauly
Richard Martens	Barbara Jacobson
Ellie Schroeder	Miranda Bateschell
Shawn O'Neil	Cindy Luxhoj
Nichole Hendrix	Khoi Le
	Melissa Gitt
	Kimberly Rybold
	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the July 27, 2020 meeting	A. Unanimously approved as presented
PUBLIC HEARING	
A. Resolution No. 382. Magnolia 6-Unit Townhome Development: Base Design + Architecture, LLC. – Applicant for Hillebrand Construction, Inc. – Owner. The applicant is requesting approval of a Stage II Final Plan, Site Design Review, and Type C Tree Removal Plan for development of a 6-unit townhome development. The site is located at 30535 SW Magnolia Avenue on Tax Lot 2101 of Section 23AB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj Case Files: DB19-0047 Stage II Final Plan DB19-0048 Site Design Review DB19-0049 Type C Tree Removal Plan	A. Resolution No. 382 was unanimously continued to the September 28, 2020 DRB-B meeting. The Applicant was encouraged to address the neighborhood's concerns.
BOARD MEMBER COMMUNICATIONS	
A. Results of the August 10, 2020 DRB Panel A meeting B. Recent City Council Action Minutes	A. Staff highlighted the results. B. No comments
STAFF COMMUNICATIONS	
A. Change of Use and New Tenants B. Town Center Loop West Safety	A. Staff presented update and responded to questions. B. Staff updated the Board and addressed questions.

DEVELOPMENT REVIEW BOARD MEETING
OCTOBER 12, 2020
6:30 PM

- VII. Board Member Communications:
 - B. Results of the September 28, 2020 DRB Panel B meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE: SEPTEMBER 28, 2020	
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START: 6:31 P.M.	TIME END: 9:17 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Shawn O'Neil	Daniel Pauly
Richard Martens	Barbara Jacobson
Ellie Schroeder	Kimberly Rybold
Nicole Hendrix	Cindy Luxhoj
	Philip Bradford
	Miranda Bateschell
	Khoi Le
	Ryan Adams
	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the August 24, 2018 meeting	A. Unanimously approved as presented
PUBLIC HEARING	
<p>A. Resolution No. 382. Magnolia 6-Unit Townhome Development: Base Design + Architecture, LLC. – Applicant for Hillebrand Construction, Inc. – Owner. The applicant is requesting approval of a Stage II Final Plan, Site Design Review, and Type C Tree Removal Plan for development of a 6-unit townhome development. The site is located at 30535 SW Magnolia Avenue on Tax Lot 2101 of Section 23AB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj</p> <p>Case Files: DB19-0047 Stage II Final Plan DB19-0048 Site Design Review DB19-0049 Type C Tree Removal Plan</p> <p><i>This item was continued to this date and time certain at the August 24, 2020 DRB Panel B meeting.</i></p>	<p>A. Resolution No. 382 was approved by a 3 to 1 vote with Shawn O'Neil opposed.</p>
<p>B. Resolution No. 383. Coffee Creek Logistics Center: Lee Leighton, AICP, Mackenzie – Applicant's Representative for Panattoni Development Company – Applicant and Chris and Sonya Bickford – Owners. The applicant is requesting approval of a Stage I Preliminary Plan, Stage II</p>	<p>B. Resolution No. 383 was unanimously approved with a correction to Finding C38 in the Staff report.</p>

<p>Final Plan, Site Design Review, Waivers, Class 3 Sign Permit and Type C Tree Removal Plan for development of a 110,366 square foot warehouse / manufacturing building with accessory office space on SW Clutter Street. The subject site is located on Tax Lot 2100 of Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Staff: Philip Bradford</p> <p>Case Files: DB20-0019 Stage I Preliminary Plan DB20-0020 Stage II Final Plan DB20-0021 Site Design Review DB20-0022 Waivers DB20-0023 Class 3 Sign Permit DB20-0024 Type C Tree Removal Plan</p>	
<p>BOARD MEMBER COMMUNICATIONS</p>	
<p>A. Results of the August 31, 2020 DRB Panel A meeting B. Recent City Council Action Minutes</p>	<p>A. Staff noted Panel A’s approval of Frog Pond Ridge. B. No comments</p> <p>Ellie Schroeder’s last DRB meeting and she was acknowledged for her service on the Board.</p>
<p>STAFF COMMUNICATIONS</p>	

DEVELOPMENT REVIEW BOARD MEETING
OCTOBER 12, 2020
6:30 PM

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

City Council Meeting Action Minutes
August 17, 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
Zoe Monahan, Assistant to the City Manager
Beth Wolf, Information Systems Analyst,
Eric Loomis, Transit Operations Manager
Dwight Brashear, Transit Director
Andy Stone, IT Director
Delora Kerber, Public Works Director
Zach Weigel, Civil Engineer

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	
<p>A. Charbonneau Shuttle Pilot Program Update</p> <p>B. Community Enhancement Allocation FY 20-21</p> <p>C. Willamette River Water Treatment Plant (WRWTP) Filtration Pilot Study</p>	<p>Staff discussed plans to discontinue the Charbonneau-area shuttle.</p> <p>Council was briefed on Resolution No. 2837, which allocates Community Enhancement funds for FY 2020/2021.</p> <p>Staff informed Council of Resolution No. 2840, which authorizes the City Manager to enter into an IGA with the Willamette Water Supply System Commission to fund the Willamette River Water Treatment Plant Filtration Pilot Study.</p>
REGULAR MEETING	
<p><u>Mayor's Business</u></p> <p>A. Placeholder for Planning Commission Appointment</p> <p>B. City of Aurora Request</p> <p>C. Upcoming Meetings</p>	<p><u>Planning Commission</u></p> <p>Appointment of Breanne Tusinski to Planning Commission for a term beginning 8/17/2020 to 12/31/2022. Approved 5-0.</p> <p>City of Aurora Planning Commission Chair presented on behalf of the Aurora regarding a prospective appeal to LUBA on a Marion County land-use decision to re-zone EFU property near the Aurora State Airport to a rural industrial use.</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>Communications</u></p> <p>A. Oregon Department of Transportation Presentation on Tolling</p>	<p>ODOT updated the Council on five tolling alternatives under consideration to improve I-205 traffic flow and fund future road improvements.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2835</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Banzer Construction Company For Construction Of The I-5 Undercrossing Trail Improvement, Phase 2 (Capital Improvement Project #9146).</p> <p>B. <u>Resolution No. 2837</u> A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2020/2021.</p> <p>C. <u>Resolution No. 2838</u> A Resolution Of The City Of Wilsonville Approving The City’s Membership In The Regional Water Providers Consortium (RWPC).</p> <p>D. <u>Resolution No. 2840</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement With Willamette Water Supply System Commission For The Willamette River Water Treatment Plant (WRWTP) Filtration Pilot Study.</p> <p>E. Minutes of May 20, 2019; June 3 & 17, 2019; July 1 & 15, 2019; August 5 & 19, 2019; October 7, 2019; November 18, 2019; December 2, 2019; January 6 & 23, 2020; February 3 & 18 2020; and August 3, 2020 Council Meetings.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. Minutes of June 1, 2020 Council Meeting.</p>	<p>Minutes modified and approved 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager’s Business</u></p>	<p>Shared the City would be hosting a shredding event on Saturday, September 26, 2020.</p>

	Informed a survey went out to staff regarding COVID-19 and any anxieties or concerns for the upcoming school year. Additionally, a focus group will be conducted to try to figure out how the City can assist employees with school age children.
<u>Legal Business</u>	No report.
ADJOURN	8:14 p.m.

City Council Meeting Action Minutes
September 10, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Chris Neamtzu, Community Develop. Director
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Dan Pauly, Planning Manager
Jordan Vance, Economic Develop. Manager
Kimberly Rybold, Senior Planner
Martin Montalvo, Public Works Ops. Manager
Beth Wolf, Systems Analyst
Zoe Monahan, Assistant to the City Manager
Andy Stone, IT Director

Staff present included:

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

AGENDA ITEM	ACTIONS
START TIME	5:05 p.m.
WORK SESSION	
A. Coffee Creek Logistics Center	Council was informed about Ordinance Nos. 844 & 845. The ordinances annex and rezone approximately 5.85 acres on the south side of SW Clutter Street, west of SW Garden Acres Road.
B. Wilsonville Investment Now (WIN) Proposal Update	Staff sought input on a draft of the new WIN program.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. ODOT I-205 Toll Project	Council made a motion to submit the draft letter with amendments to ODOT regarding the I-205 NEPA alternatives comment period. It was approved 5-0.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
C. <u>Resolution No. 2851</u> A Resolution And order Declaring A Local State Of Emergency And Authorizing Emergency Measures.	Resolution No. 2851 was adopted 5-0.
<u>Communications</u>	
A. Wildfires Update	Council was briefed on the current wildfire situation.

<p><u>Consent Agenda</u></p> <p>A. Minutes of April 1, 2019; September 5, 2019; November 4, 2019; February 20, 2020; March 2 & 16 2020; April 20, 2020; May 4, 2020; June 15, 2020 and July 6 & 20, 2020; August 17, 2020 Council Meetings.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2844</u> A Resolution And Order Amending Resolution No. 2834 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p>	<p>Resolution No. 2844 was adopted 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 842</u> An Ordinance Of The City Of Wilsonville Annexing Approximately 17.57 Acres Of Property Located On The West Side Of SW Stafford Road South Of SW Frog Pond Lane Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 1500 And 1700, A Portion Of SW Frog Pond Lane Right-Of-Way, And A Portion Of SW Stafford Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Walter Remmers, William Ray Morgan, And Janice Ellen Morgan, Petitioners.</p> <p>B. <u>Ordinance No. 843</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 15.93 Acres On The West Side Of SW Stafford Road South Of SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 1500 And 1700, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.</p> <p>C. <u>Ordinance No. 844</u> An Ordinance Of The City Of Wilsonville Annexing Approximately 5.85 Acres Of Property Located On The South Side Of SW Clutter Street Just West Of SW Garden Acres Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 2100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Chris And Sonya Bickford Petitioners.</p>	<p>Council moved to continue Ordinance No. 842 to a date certain of September 21, 2020. Passed 5-0.</p> <p>Council moved to continue Ordinance No. 843 to a date certain of September 21, 2020. Passed 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 844 was approved on first reading by a vote of 5-0.</p>

<p>D. <u>Ordinance No. 845</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Washington County Future Development, 20-Acre (FD-20) Zone To The Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 5.85 Acres On The South Side Of SW Clutter Street Just West Of SW Garden Acres Road; The Land Is More Particularly Described As Tax Lot 2100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Panattoni Development Company, Inc., Applicant.</p>	<p>After a public hearing was conducted, Ordinance No. 845 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>The City Manager reiterated the importance of being prepared in the event of evacuations due to the wildfires.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney shared that September 20, 2020 is the due date for the brief to Land Use Board of Appeals (LUBA) with respects to the Aurora Airport.</p> <p>Informed there were no updates on the City of Aurora’s ask at the last Council meeting regarding TLM Holding.</p> <p>Wished the City Manager happy birthday.</p>
<p>ADJOURN</p>	<p>8:55 p.m.</p>

City Council Meeting Action Minutes
September 21, 2020

City Council members present included:

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

Jeanna Troha, Assistant City Manager
Andrea Villagrana, Human Resources Manager
Dan Pauly, Planning Manager
Kimberly Rybold, Senior Planner
Martin Montalvo, Public Works Ops. Manager
Beth Wolf, Systems Analyst
Andy Stone, IT Director
Zach Weigel, Capital Projects Engineering Manager
Cindy Luxhoj, Associate Planner
Kerry Rappold, Natural Resources Manager
Delora Kerber, Public Works Director

Staff present included:

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

AGENDA ITEM	ACTIONS
START TIME	5:05 p.m.
WORK SESSION	
A. I-5 Pedestrian Bridge Update	Staff provided a summary of public feedback collected on preliminary concepts for the I-5 Pedestrian Bridge and Plaza.
B. Street Lighting LED Conversion Phase 1	Council heard about the LED street light conversion phase 1 project and Resolution Nos. 2836 and 2850.
C. Sole Source Contract Backyard Habitat & Friends of Trees	Staff briefed Council on Resolution Nos. 2846 and 2847. Resolution No. 2846 authorizes the sole source selection of the Backyard Habitat Certification Program for FY 2020-2021 through FY 2022-2023. While Resolution No. 2847 authorizes the sole source selection of the Friends of Trees for FY 2020-2021 through FY 2022-2023.
D. Middle Housing Contract Award & Project Update	Staff informed Council about Resolution No. 2843, which authorizes the City Manager to execute a PSA with Angelo Planning Group to collaborate on the City's middle housing project.
E. Frog Pond Ridge	Council was informed about Ordinance Nos. 842 and 843. The ordinances annex and rezone acres on the west side of SW Stafford Road south of SW Frog Pond Lane within the Frog Pond West Master Plan area.

<p>REGULAR MEETING</p>	
<p><u>Mayor's Business</u></p> <p>A. Upcoming Meetings</p>	<p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2836</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Northstar Electrical Contractors, Inc. To Construct CIP 4722 - LED Street Light Conversion – Phase 1 Project.</p> <p>B. <u>Resolution No. 2850</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Amend An Existing Personal Services Agreement Contract With Murraysmith Associates For The Design And Construction Oversight Of CIP# 4722 Led Street Light Conversion Phase 1 Project.</p> <p>C. <u>Resolution No. 2845</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Personal Services Agreement Contract With Tetra Tech For Development Of The City's Water System Risk And Resilience Assessment And Emergency Response Plan As Required By The America's Water Infrastructure Act Of 2018.</p> <p>D. <u>Resolution No. 2846</u> A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of The Backyard Habitat Certification Program For FY 2020-2021 Through FY 2022-2023.</p> <p>E. <u>Resolution No. 2847</u> A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of Friends Of Trees For FY 2020-2021 Through FY 2022-2023.</p> <p>F. Minutes of the May 6, 2019 City Council Meeting.</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2843</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Contract With Angelo Planning Group, Inc. For The Middle Housing In Wilsonville Project.</p>	<p>Resolution No. 2843 was adopted 4-0.</p>

Continuing Business

A. **Ordinance No. 844** – 2nd Reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 5.85 Acres Of Property Located On The South Side Of SW Clutter Street Just West Of SW Garden Acres Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lot 2100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Chris And Sonya Bickford Petitioners.

Ordinance No. 844 was adopted on second reading by a vote of 4-0.

B. **Ordinance No. 845** – 2nd Reading

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Washington County Future Development, 20-Acre (FD-20) Zone To The Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) Zone On Approximately 5.85 Acres On The South Side Of SW Clutter Street Just West Of SW Garden Acres Road; The Land Is More Particularly Described As Tax Lot 2100, Section 3D, Township 3 South, Range 1 West, Willamette Meridian, Washington County, Oregon. Panattoni Development Company, Inc., Applicant.

Ordinance No. 845 was adopted on second reading by a vote of 4-0.

Public Hearing

A. **Ordinance No. 842** – 1st Reading

An Ordinance Of The City Of Wilsonville Annexing Approximately 17.57 Acres Of Property Located On The West Side Of SW Stafford Road South Of SW Frog Pond Lane Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 1500 And 1700, A Portion Of SW Frog Pond Lane Right-Of-Way, And A Portion Of SW Stafford Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Walter Remmers, William Ray Morgan, And Janice Ellen Morgan, Petitioners.

After a public hearing was conducted, Ordinance No. 842 was approved on first reading by a vote of 4-0.

B. **Ordinance No. 843**

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 15.93 Acres On The West Side Of SW Stafford Road South Of SW Frog Pond Lane; The Land Is More Particularly Described As Tax Lots 1500 And 1700, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.

After a public hearing was conducted, Ordinance No. 843 was approved on first reading by a vote of 4-0.

<p>C. <u>Resolution No. 2849</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.</p>	<p>After a public hearing was conducted, Resolution No. 2849 was approved by a vote of 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>Shared many City facilities had been closed due to hazardous air quality.</p> <p>Reported that the City has its first positive COVID-19 case.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Consent Agenda</u> A. Minutes of July 20, 2020 URA Meeting.</p>	<p>The URA Consent Agenda was approved 4-0.</p>
<p><u>Public Hearing</u> A. <u>URA Resolution No. 310</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.</p>	<p>After a public hearing was conducted, URA Resolution No. 310 was approved by a vote of 4-0.</p>
<p>ADJOURN</p>	<p>9:00 p.m.</p>