



**Development Review Board
Panel A Meeting
January 11, 2021
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 Shelley White at swhite@ci.wilsonville.or.us for Zoom login information
- 2) E-mail testimony regarding Resolution No. 387 (Charbonneau Activity Center) to Cindy Luxhoj AICP, Associate Planner at luxhoj@ci.wilsonville.or.us by 3 pm on January 11, 2021.
- 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, January 11, 2021 - 6:30 P.M.

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

Daniel McKay	Jean Svadlenka
Samy Nada (Panel B)	Nicole Hendrix (Panel B)
- IV. Citizens' Input:
- V. Consent Agenda:
 - A. Approval of minutes of the October 12, 2020 DRB Panel A meeting
- VI. Public Hearings:
 - A. **Resolution No. 387. Charbonneau Activity Center and Condominium Plat Amendment: BC Group, Inc. – Applicant for Charbonneau Country Club – Owner.** The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review and Tentative Plat for development of a new activity center in Charbonneau Village Center. The site is located at 32050 SW Charbonneau Drive, Unit 8 on Tax Lot 80008 of Section 24CD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj

Case Files:	DB20-0049	Stage II Final Plan Modification
	DB20-0050	Site Design Review
	DB20-0051	Tentative Plat (Condominium Plat Amendment)
- VII. Board Member Communications:
 - A. Results of the October 26, 2020 DRB Panel B meeting
 - B. Results of the November 23, 2020 DRB Panel B meeting

C. Recent City Council Action Minutes

VIII. Staff Communications:

A. Introduction of new board members

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
JANUARY 11, 2021
6:30 PM

- V. Consent Agenda:
 - A. Approval of minutes of October 12, 2020 DRB
Panel A meeting

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

**Development Review Board – Panel A
Minutes– October 12, 2020 6:30 PM**

I. Call to Order

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

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, and Ken Pitta. Katie Hamm was absent.

Staff present: Daniel Pauly, Barbara Jacobson, Kimberly Rybold, Philip Bradford, 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:

A. Approval of minutes of August 10, 2020 DRB Panel A meeting

Chair McKay moved to approve the August 10, 2020 DRB Panel A meeting minutes with the following corrections:

- Page 7, third paragraph, delete "and" at the end of the second line.
- Page 9, second paragraph, correct the first line as follows, "...did not believe the Applicant thought the change..."

Jean Svadlenka seconded the motion, which passed unanimously.

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

Angela Niggli moved to approve the August 31, 2020 DRB Panel A meeting minutes as presented. The motion was seconded by Ken Pitta and passed unanimously.

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.

Chair McKay reconvened the public hearing to order at 6:38 pm 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.

Philip Bradford, Associate Planner, presented the Staff report, reviewing the I&E Construction Exterior Changes and Sign Waiver via PowerPoint, briefly noting the project's location and surrounding features with these key additional comments:

- At the August 10th meeting, the DRB requested additional renderings for the Site Design Review that incorporated additional articulation and a color change on the metal panels on the center of the building, as well as the types of trellis plantings and their seasonal characteristics.
 - For the Sign Waiver, the Applicant was requested to provide additional renderings to show the Code compliance size for the sign, as well as renderings of the entire building with the sign in order to demonstrate the scale and proportion of the sign in relation to the rest of the building. An updated material sample of the sign was also requested to clarify the size of the perforations and the material type being used.
- Since the prior meeting, the Applicant had provided additional materials to address the DRB's concerns. The Applicant proposed painting the fiber cement panels underneath the second-floor terrace white with the trellis structures at the front of the building remaining the same. This additional exterior paint option was entered into the record. (Slide 5)
 - The Applicant had noted that the metal panels, which were factory finished, were not good candidates for repainting due to maintenance issues. Therefore, the Applicant was no longer proposing a change to the center metal panel as requested in the previous hearing.
- Additional proposed renderings were included in the packet as Exhibit A2 with several of those additional design alternatives presented in Slide 6.
- Additional renderings were provided for the sign and Slide 7 showed the logo at the 134 sq ft size that was part of the waiver request in relation to the rest of the building. The left and right corners of the rear of the building facing I-5 were also painted metal panels. The portion of the building where the sign was going, along with the area where there were windows, was the other material. In previous renderings, the full back of the building was not shown.

- As requested, renderings of the difference in the logos were provided showing the requested 134 sq ft size, which required the waiver, as well as the 64 sq ft size allowed by Code. (Slide 8) The legibility of the sign decreased from the angled view from I-5. (Slide 9)
 - The most up-to-date information about the sign material was shinier than what was on the original Materials Board on August 10th. A condition of approval now required the sign to be finished with a matte finish upon installation, so it would not produce glare to passing-by traffic on I-5.
- As part of the revised materials, the Applicant also provided information from the landscape architect. Either two or three common jasmine or star jasmine plants would be planted per trellis that would grow to an ultimate height of 12 ft. These jasmine varieties were low-maintenance and evergreen, providing greenery year round.
- Another topic discussed at the previous hearing was precedent with regard to the sign. An architecturally integrated sign was more different from the common types of signs like cabinet signs and channel letters on a raceway. The architecturally integrated sign proposed as part of the waiver request had a different nature compared to more traditional sign types with a more of a subtle look than a cabinet or traditional wall sign. He briefly highlighted the sign types on Slide 12.
- Staff recommended that the project be approved with the revised conditions in the Staff report.

Chair McKay noted the grey and white designs on Slide 6, showing the Other Design Alternatives, only showed the east side of the building. He asked if the cement fiber panels on the south side would be painted as well.

Mr. Bradford responded he understood that only the eastern elevation would be changed to the colors shown. The design alternatives were provided to Staff as something that was seeking substantial compliance with the original approval. The other walls might be left as is, but he would let the Applicant speak to that.

Chair McKay agreed to ask the Applicant about the south side of the building. He asked if the trim along the front façade windows was also a design change.

Mr. Bradford replied the most recent rendering did not show the trim, and that trim was not actually on the building currently, so the trim did not likely reflect what was built or proposed. This rendering was a more accurate reflection of the window trim as built.

Chair McKay believed the original rendering on Page 5 of 29 of Staff report, Exhibit A1, showed light brown colored doors on the south side that were now shown as black in the most recent rendering (Slide 5) and asked if that had been a design change. The brown elements had broken up the uniformity and now the building just looked completely black. Were there any suggested enhancements to the south side that would break up that uniform black on the south side? He noted a large grey door was there.

Mr. Bradford confirmed there was a grey door there, and that no changes were recommended from Staff. He believed the garage door near the blue truck was glass (Slide 5), but he deferred to the Applicant to speak to the garage door material.

Chair McKay asked if the Applicant was using that light wood coloring for the window coverings to help break up the south side.

Mr. Bradford replied that in the previous hearing, Ryan McTague had mentioned that window shades would be installed in that tone. He did not know if they had installed the window shades yet or if the Applicant still planned on that color palette for the blinds.

Ken Pitta understood the UTS sign was on a 10-story building, compared to the other signs shown, which were single-level, strip mall signs. (Slide 12)

Mr. Bradford responded the UTS sign was on at least, an 8-story building and the other sign examples were on single-story buildings. He explained the UTS sign example was to illustrate the type of sign rather than the context. The UTS sign was a good representation of a similar laser-cut sign design into a panel.

- He confirmed that the original rendering of the exterior showed the same color scheme as presented on the Materials Board and had been approved. The center metal panel was proposed to be more silver, though it appeared more white on a screen.

Chair McKay said he appreciated the sign renderings that showed the back of the building, which were helpful. He asked if the railing shown behind and underneath the sign was a design element that would be incorporated. (Slide 9)

Mr. Bradford noted that what appeared to be a concrete bar in the renderings was not on the actual building. To his knowledge, that would not change when the sign was installed.

Chair McKay said that he would ask the Applicant, noting the concrete bar made the building look nice and did a great job of breaking up the back of the building that faced I-5. He called for the Applicant's presentation.

David Hardister, Architect of Record, Woodblock Architecture, 3754 SE Market St, Portland, OR 97214, noted Mr. Bradford had covered most of his presentation, but he did have some new photographs to show of the building, some comparisons, and perhaps, one additional color scheme. He presented the Applicant's proposal via PowerPoint with these comments:

- In its current condition, the building was a spectacular design that had garnered a lot of recognition from the design and construction industry. (Slide 1) Mr. Ivanov's idea was to make the building a showcase for I&E Construction and to reflect I&E Construction's branding, which was all black with some white accents. The current design was achieved by

turning the building all black and using natural wood colors as accent colors. There was a lot of transparency into the two-story lobby.

- Previously, the building had been rather nondescript, neglected, 1970s with T1-11 siding; but now it had been transformed into something architecturally special. (Slide 2 & 3)
- The proposed changes would make the lower, one-story volume/mass white and add in the trellis elements. Another schematic was all black with the trellis elements and a vertical wood accent at the northeast corner. (Slide 4)
- The sign renderings included illustrations showing how the perforations work by changing sizes to create the I&E logo (Slide 6) and the sign's size at 134 sq ft and 64 sq ft. (Slide 8)
- He believed the renderer included the concrete band to represent a foundation line that did not exist for the actual building.

Karl Ivanov, Owner, I&E Construction, 27375 SW Parkway Ave, Wilsonville, OR 97070,

clarified that when I&E first began the remodel, the foundation line was leaking very heavily. After a heavy rain, the entire floor was wet, which required the foundation line to be repaired. The soil was graded to slope the water from the building to stop the leaking and to repair the foundation, which was now black because it was covered by tar waterproofing.

Mr. Hardister concluded the PowerPoint presentation with these comments:

- The proposed 134 sq ft logo was shown as seen from both directions on I-5. In response to a question at the last meeting, he clarified the sign logo would be centered over the central atrium element. (Slide 11)
- A rendering of a standard lit sign that would meet the 64 sq ft requirement was shown, which he noted was not as subtle as the perforated panel logo. (Slide 12)
- The last slides featured renderings of the proposed white mass at different angles.

Mr. Ivanov asked that the Board consider the way the building currently sat. (Slide 1) The all black was part of I&E Construction's branding and they would love to keep it that way. One reason I&E had come to Wilsonville was for the I-5 exposure. All of I&E Construction's trucks, equipment, and branding were blacked out. I&E had received many compliments on the building and some construction magazines had featured it last year. Other magazines were hoping to feature it this year as well. When I&E first submitted its application, it was a fast process and its other facility was being sold, and the designers had not gotten together with the architects and the architects included colors that were never going to work. The last option would be to add the white on the corner, though he would not be happy about it. He urged the DRB to consider I&E's branding and leaving the building as it currently existed.

Jean Svadlenka noted in the alternative color schemes presented by Staff (Exhibit A2, Slide 6), the areas to the left and right of the front door were painted different colors than black.

However, the Applicant's proposal showed only the area left of the front door as being white. She asked if the material to the right of the front door was unpaintable

Cory Riedel, I&E Construction, 27375 SW Parkway Ave, Wilsonville, OR 97070, confirmed the material to the right of the main entry was the prefinished metal, which was unpaintable because the manufacturer's warranty would be loss and the paint would just peel off, creating an eyesore in a short time period. Further north on the building, not quite halfway down, the material changed to Hardiplank, which could be painted. Painting that area would be an option to break up the black if need be. The City had been phenomenal to work with through the entire process and the Applicant had worked through many different options.

- He assured that I&E Construction was not trying to disrespect the City or the Board, or pull a bait and switch. I&E's team did not get a chance to review the design review package as this was all something that had moved very quickly. Within four months, I&E had to make the deal, get it permitted, and get in. The color issue had been an oversight and was not I&E's intention.

Chair McKay appreciated knowing the Applicant's preference for the building, adding the updating I&E Construction had done to the building was nice. He asked if the vertical accent on the northeast side of the building, which appeared to be a trellis support, would serve to break up the black rather than painting the panels on the left side of the door.

Mr. Hardister answered that was correct, adding the intent was if the Applicant reached an agreement to keep the building black, then they was also on board with the vertical trellis and plantings.

Chair McKay noted the Applicant had proposed another design not presented by Staff and asked if I&E preferred that design.

Mr. Ivanov emphasized I&E was trying to do everything possible to keep the building black, which was why the design was added. He hoped adding more wood in that corner would enable I&E to keep the branding by keeping the building black.

Chair McKay said he did not believe the City or the Panel had an issue with I&E's all black branding, rather, the desire was to break up any excessive uniformity for the structure. He appreciated hearing the Applicant's perspective.

Daniel Pauly, Planning Manager, clarified that in all the renderings, I&E had been exploring what could be done to achieve substantial compliance without returning to the DRB, but now that the Applicant was before the Board, it really opened the options. The earlier renderings explored what could be done without having to go through a full design review process.

Mr. Hardister added the Applicant went through a lot of back and forth before deciding to return to the Board. He clarified the roll up door on the building's south side would be glass.

Mr. Ivanov stated that he would like to eliminate the options from the original proposal since the DRB was willing to consider the options on Slide 4. (Exhibit B7) The Applicant's order of preference was as follows: Option 1, keeping the existing, all black building; with the addition of the trellises and greenery; Option 2 would be to add the vertical wood accent; and Option 3 would be to add the white to the left corner of the building.

Chair McKay wanted to ensure that is something the Board could do, and that Staff was okay with modifying their design proposals.

Mr. Ivanov added I&E Construction would do whatever possible to work with the City to make this a successful process. He reiterated that leaving the building as is was preferred.

Mr. Pauly added if the Board believed any of the current designs met the standards, then there was no reason to not go against the precedent in the DRB's previous decision. This was a new hearing, and the Board could do what it thought best in this context.

Chair McKay confirmed no one was present in Council Chambers or via Zoom for public testimony regarding the application.

Mr. Pitta asked how often sign waivers had been issued since the 64 sq ft requirement was introduced into City Code.

Mr. Pauly noted several size waivers had been approved for size, not for sign's like the one proposed, but to allow electronic changing message boards. He noted the sign needed to stand on its own merits, and because of the sign's uniqueness, it was understood that approving the waiver would not create a precedent for another type of sign. The idea of a waiver was to improve design and allow a unique approach that made sense in the context. If it did, the sign could be larger without creating a precedent due to the unique context.

Chair McKay recalled comments from Miranda Bateschell at last month's meeting, stating, "When approving a waiver, it is always good to be very specific about the waiver's parameters to avoid setting a broad or unclear precedent." He asked if the Board could state for the record the reason the waiver was being granted to ensure that a precedent was not being set for other types of signs.

Mr. Pauly explained there were a couple points the Board could use to form a relationship as to why approving the waiver made sense. First, the metal panel was already approved without a sign, and the relationship to that existing panel and what made sense proportionally to the architectural feature that the sign was being integrated into, and the fact that the sign was integrated in this unique form. Additionally, the material was essentially constant, which was often a big deal. While the image could be seen, visually, no difference in material could be seen, which could make a major aesthetic difference.

Chair McKay asked how the Board could best state the reasons for granting the sign waiver in the approval.

Mr. Pauly said if the Board could not identify any findings to the matter, Staff could be directed to add specific findings to explain the findings used for the final decision. If the Board did not believe the Applicant made a strong point or that the sign made sense under the sign waiver criteria, then the smaller sign was another option. He clarified the Board could add findings if it wanted, but anything stated in the public meeting was legally part of the public record.

Chair McKay noted the Board had a lengthy discussion at the prior meeting about the building design and requested sign waiver. He asked if any Board member wanted to add or modify any conditions of approval.

Ms. Svadlenka stated she preferred Option 3 of the Applicant's design alternatives. (Exhibit B7, Slide 4) Compared to the other buildings in the area, the black needed to be broken up because it was too much of the same mono color for what was trying to be achieved in Wilsonville. When viewed from Parkway Ave, the building looked very dramatic at night, but during the day, it was just a black façade. A combination of Options 2 and 3 would be nice. Option 2 had the vertical oak trim on the corner, and Option 3 had the area to the left of the front doors painted white, and both options had trellises with jasmine out front.

Chair McKay stated he preferred Option 2, which was in keeping with the Applicant's design wishes. The vertical accent broke up the front as well as the side viewed when heading south on I-5, rather than only the front with the white paint to the left of the front door. The original design presented to the Board in January had a sort of silver or gray color that covered the front of the building except for the middle piece. The suggested design with the white to the left of the front door seemed awkward and did not seem to solve the need to break up the black. He asked if the Board wanted to add any modifications to the conditions on Page 9 of the Staff report.

Mr. Pitta said he would like to see if the sign [inaudible].

Chair McKay understood the sign permit for the panel was already approved, but a condition was being added requiring the panel to be a matte, brushed, or otherwise non-reflective material. He confirmed with Staff that condition would apply to both the sign and the entire panel. He also confirmed that if the Board proceeded with Mr. Pitta's suggestion of reducing the sign to 64 sq ft, the Board would just deny the waiver and approve the Class 3 Sign Permit, which was required for a sign of any size. He noted that none of the conditions related at all to the size of the sign and could be discussed during deliberation.

Chair McKay confirmed there was no additional discussion and closed the public hearing at 7:39 pm.

Mr. Pauly suggested making a motion on each application separately in order to more easily discuss each item separately.

Angela Niggli moved to approve DB20-0033 Site Design Review with Staff's recommendation and changing the façade to represent the Applicant's preferred Option 2 with the wood corner accent, as well as the trellises and jasmine plantings proposed for the front of the building. Chair McKay seconded the motion.

Chair McKay called for discussion, noting it did not seem like the design option with the wood corner accent was the favorite of the Board.

Ms. Niggli stated she appreciated the design of the building and the intention of the Applicant to express their brand in the building's design. At night, the building was stunning visually, but during the day, it was a blank, black façade because the windows reflected black and there was nothing to break it up. She had been a huge proponent of having some contrast and breaking up the façade. Last time, she had suggested painting the middle section in a lighter color, not only to break up the façade, but to also make the vertical window designs pop during the day; so, it was unfortunate the Applicant could not paint that middle portion of the building. Hearing the Applicant's explanation about why it was so important to keep the building black, she believed Option 2 with the wood corner accent and trellises would satisfy the desire to break up the black façade and tie the wood across the front. She also believed the bottom white part seemed almost too contrasting from the black as it already had wood on top of it, making it stick out. Knowing the Applicant wanted to keep the façade all black, she believed the Applicant had provided some nice options.

Ms. Svadlenka agreed Option 3 was unbalanced and a bit awkward without the white being able to be on both the left and right sides of the front door. Combining both options would likely be awkward as well. She still had some concerns about the building being only black when driving north on Parkway Ave. She did not know what else the Applicant could propose or modify, but having the accent on the opposite corner would tie in with the trellis, and it did break it up coming south on Parkway Ave.

Ms. Niggli believed the trellises and the plantings, which were not currently present, would do a nice job of breaking up the black and connect the top wood feature across to the other side.

Ms. Svadlenka noted no trellis was planned for the south side of the building.

Chair McKay believed one design had showed a trellis on the south side, but the Board could include that in the motion. He noted the beautiful windows on the east side provided some breakup of the black, but the south side had one glass door and the other doors were painted black, so he supported having at least one trellis, and another if space was available.

Barbara Jacobson, City Attorney, advised how the Board could include the additional trellis in the motion making process.

Chair McKay stated adding another trellis was his preference, noting it looked like there was space between the glass door and the other windows. He did not believe the Board needed to be that prescriptive, but adding it would be good.

Angela Niggli amended her motion to add a fourth trellis with jasmine plantings along the south side to break up the black façade. [No second, though implied as the amendment was from Chair McKay, who seconded the original motion.]

Ms. Svadlenka questioned jasmine would work on that side given its light requirements.

Chair McKay suggested the Board vote against the motion, and then rephrase the motion to not specify jasmine.

Mr. Pauly suggested looking at the Landscape Plan to ensure there was space for the trellis. If the sidewalk was tight to the building, adding the trellis might not be possible. He added the hearing could also be reopened, if necessary.

Ms. Svadlenka suggested adding the language, "if possible".

Chair McKay asked if the Board included that language and it was not possible, would the Applicant have to return to the Board to request an amendment.

Mr. Pauly suggested clarifying what would not make it possible to place the trellis, like having no landscaping area available, making it either/or, so it would not have to return to the Board.

Ms. Jacobson noted if the Board wanted a trellis, "if possible" language would not be a good option. The Board could just make the trellis a requirement if it was deemed necessary.

Mr. Pauly confirmed that according to the approved Landscape Plan, the sidewalk was tight to the building on the south side. There was a planting area between the sidewalk and parking lot, so a trellis could not be close to the building like the others. Another treatment would be needed or the trellises would not match. He was not sure how feasible building a new planter area with a new sidewalk would be without understanding the impacts of the elevations, ADA requirements, etc.

Chair McKay asked how strongly the Board felt about adding the trellis or something else to break up the south side façade.

Ms. Svadlenka noted some low shrubs were pictured in Exhibit A, Page 7, the Applicant's rendering for the design change with the white to the left of the front door. She believed a taller landscaping element could help break up the south side of the building when passing by.

Chair McKay noticed several trees in the renderings and asked if additional trees been added in the rendering or if those trees were already present. The tree pictured behind the truck on Page 7, would also break up the façade, but he could not remember if the tree was actually there.

Ms. Svadlenka said she could not recall if the trees were there either, but when visiting the site, they did not strike her as significantly breaking up the flat black façade at this point. If the tree on Page 6 was bigger, it could be helpful for the view from Parkway Ave.

Mr. Pauly confirmed the tree was on site and was a village green zelkova, which would mature to a medium to large tree with a canopy.

Ms. Svadlenka said she did not believe it was necessary to remove concrete to put in a trellis.

Chair McKay agreed and confirmed Ms. Niggli also agreed with not requiring a trellis on the south side of the building. He restated the original motion and proposed amendment to add a single trellis on the south side of the building and called for the vote.

The motion failed 0 to 4.

Chair McKay moved to approve DB20-0033 Site Design Review with Staff's recommendations with the addition of the Option 2 design with the vertical wood accent on the northeast side of building and wood contrasting trellises on the east side of the building. Angela Niggli seconded the motion, which passed unanimously.

Mr. Pitta said that the building's design and architecture looked great and he appreciated I&E Construction moving into Wilsonville and having the respect to ask the community about the design. His only concern was that approving a larger sign would lead the neighbors requesting larger signs. He believed the panel would be taken as a sign and not a design element.

Ms. Svadlenka believed putting the 134 sq ft logo on the panel made the entire panel look like one big sign. However, the design was nice and different enough that specific findings could be added to deter the sign from becoming a precedent in the future, because if the very specific material and the fact that the screen panel was approved prior to the sign being added.

Ms. Niggli believed it was a neat, architecturally integrated sign and was different from signs used by other businesses. She did not think the smaller scale made sense on the building, so she supported the waiver.

Chair McKay said he was also concerned about setting a precedent, noting the potential risk that the sign could appear to be a 400 sq ft sign. He suggested that language be added in the waiver stating that the design was approved because the sign was incorporated into the design of the building itself and was also aesthetically pleasing. The proposed sign did not incorporate any 3D, flashy, high contrast elements, it was not lit or distracting, and was not a traditional cabinet or channel letter sign. This would help prevent having billboards in Wilsonville.

Mr. Pitta noted the building was 65 ft from the I-5, making it the closest structure to the road in the Wilsonville area with a sign that would probably be viewed as being larger than expected. He was not as concerned about the sign's size as he was about possible legal ramifications in the future from a different applicant being denied a larger sign. He identified numerous other businesses located along I-5, including Toyota, Artistic Auto Body, Subaru, Fred Meyer, and Bullwinkle's.

Chair McKay said one caveat with the subject sign verses other businesses wanting similar integrated panels, was that the panel was already an approved design element of the building. Even if the 64 sq ft sign was added, it would still not be seen as just a sign. He wondered how this would differ and whether some kind of permit would be needed if some other design element were incorporated on the building; if the window was used as a logo or something like that. But, he believed the panel piece being part of the building should be considered.

Mr. Pitta confirmed the monument sign the Applicant was proposing on the front side of the building was the legal size. If the rest of the Board was okay with it, then so was he. Being a coach and a father and knowing what the schools needed in Wilsonville, he got nervous thinking about having to pay for a decision the Board made. He was on the Wilsonville Youth Sports Board, which was always looking for money, and if the City was paying for legal fees in the future, he would be upset.

Chair McKay understood Mr. Pitta's concern, which made it even more important to include findings to clarify the narrow parameters for why the waiver was being approved.

Mr. Pauly entered the following exhibits into the record:

- **Exhibit B6:** Three-page handout received October 12, 2020 from the Applicant showing key slides from the Applicant's PowerPoint presentation.
- **Exhibit B7:** The Applicant's PowerPoint presentation.

Chair McKay inquired about wording the motion to direct Staff to include the findings or if the conversation already on the record was sufficient.

Mr. Pauly suggested that the motion could include condition, such as, "The sign of [this size] shall be of the specific material indicated." That way, no one in the future could buy the building and put in any other type of sign. The condition would make it clear that the waiver was just for this material and just in this case. A motion might be, "I move to adopt Resolution No. 381 as it regards to the Class 3 Sign requested waiver, DB20-0034, and approve with an

added condition that the sign is only approved to be made of the perforated metal material indicated." He confirmed the sign was not lit.

Chair McKay asked if the condition should include language reiterating that the sign was not lit, high contrast, did not distract the public eye, etc.

Mr. Pauly agreed that was entirely appropriate, adding the motion language would indicate that the sign portion was the same color as the rest of the material, that there was no change in color between the sign portion and the rest of the material, and include Exhibits B6 and B7 as well as the Staff report.

Ms. Niggli noted an existing condition of approval already stated, "a matte, brushed, or other non-reflective material that prevents glare impacting vehicles on I-5."

Mr. Pauly noted the language was broad regarding material if the Board wanted to be very specific to the sign.

The Board briefly discussed the language needed for the motion.

Chair McKay moved to adopt Resolution No. 381 and approve DB-0034 Class 3 Sign Permit and Waiver with Staff's recommendation and the addition of Exhibits B6 and B7 and adding a condition of approval stating, "The sign is only approved using the perforated metal material indicated; it will not be high contrast; it will not be illuminated; there is no change in color, and it is not distracting to drivers on adjacent roadways." Ken Pitta seconded the motion, which passed unanimously.

Mr. Pauly suggested making another motion to adopt the Staff report to make the record clear.

Chair McKay moved to adopt the Staff report for Resolution No. 381. Angela Niggli seconded and the motion passed unanimously.

Chair McKay read the rules of appeal into the record.

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

Daniel Pauly, Planning Manager, noted the results of Panel B's meetings were available, adding that City Council held a special meeting today to discuss the Board's recent decision regarding Resolution No. 382, the Magnolia Townhome Development.

Barbara Jacobson, City Attorney, explained that several neighbors were not happy with the decision and City Council agreed to review the decision on the record as a courtesy. The matter

would be considered at the November 2nd meeting at which time Council would affirm, reverse, or send back the DRB's decision.

Mr. Pauly added that Council had great appreciation and deference for the hard work done by the DRB Panels.

C. Recent City Council Action Minutes

There were no comments.

VIII. Staff Communications

There were no comments.

IX. Adjournment

The meeting adjourned at 8:23 PM.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING
JANUARY 11, 2021
6:30 PM**

VI. Public Hearing:

A. Resolution No. 387. Charbonneau Activity Center and Condominium Plat Amendment: BC Group, Inc. – Applicant for Charbonneau Country Club – Owner. The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review and Tentative Plat for development of a new activity center in Charbonneau Village Center. The site is located at 32050 SW Charbonneau Drive, Unit 8 on Tax Lot 80008 of Section 24CD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.
Staff: Cindy Luxhoj

Case Files: DB20-0049 Stage II Final Plan Modification
DB20-0050 Site Design Review
DB20-0051 Tentative Plat (Condominium Plat
Amendment)

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 387**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A STAGE II FINAL PLAN MODIFICATION, SITE DESIGN REVIEW AND TENTATIVE PLAT FOR DEVELOPMENT OF A NEW ACTIVITY CENTER IN CHARBONNEAU VILLAGE CENTER. THE SITE IS LOCATED AT 32050 SW CHARBONNEAU DRIVE, UNIT 8 ON TAX LOT 80008 OF SECTION 24CD, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. BC GROUP, INC. – APPLICANT FOR CHARBONNEAU COUNTRY CLUB – OWNER.

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

WHEREAS, the Planning Staff has prepared the staff report on the above-captioned subject dated January 4, 2021, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on January 11, 2021, at which time exhibits, together with findings and public testimony were entered into the public record, and

WHEREAS, the Development Review Board considered the subject and the recommendations contained in the staff report, and

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

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated January 4, 2021, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB20-0049 through DB20-0051; Stage II Final Plan Modification, Site Design Review and Tentative Plat.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 11th day of January, 2021, 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, Acting Chair - Panel A
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant

Exhibit A1
Staff Report
Wilsonville Planning Division
Charbonneau Activity Center

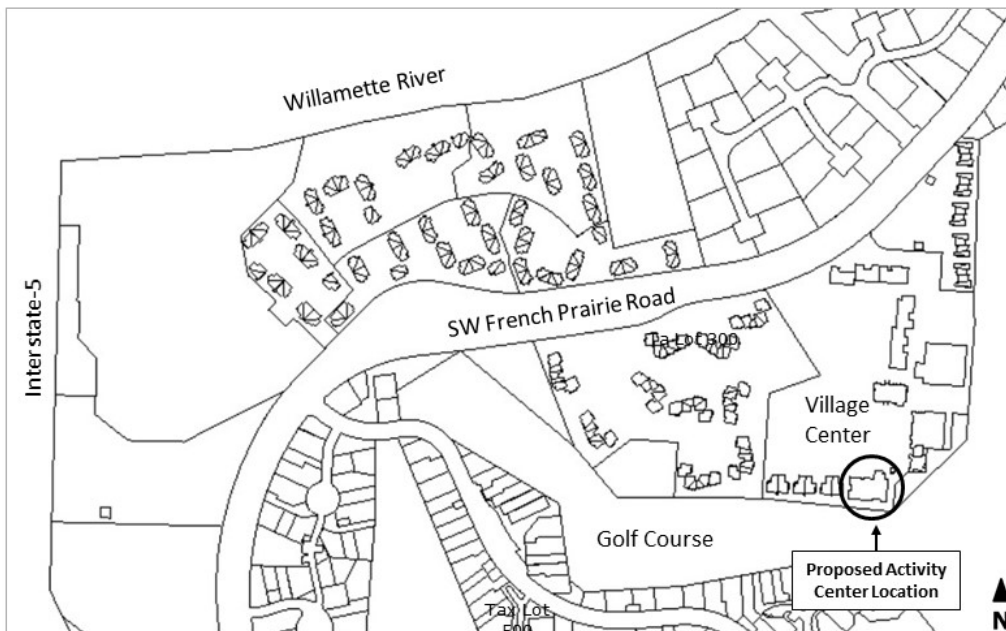
Development Review Board Panel 'A'
Quasi-Judicial Public Hearing

Hearing Date:	January 11, 2021
Date of Report:	January 4, 2021
Application Nos.:	DB20-0049 Stage II Final Plan Modification DB20-0050 Site Design Review DB20-0051 Tentative Plat (Condominium Plat Amendment)
Request/Summary:	The requests before the Development Review Board include a Stage II Final Plan Modification, Site Design Review, and Tentative Plat (Condominium Plat Amendment) for development of an Activity Center in the Charbonneau Village Center.
Location:	32050 SW Charbonneau Drive, Unit 8. The property is specifically known as Tax Lot 80008 (Unit 8 & LCE 8), Section 24CD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon
Owner/Applicant:	Charbonneau Country Club (Contact: Jim Meierotto)
Applicant's Representative:	BC Group, Inc. (Contact: Timon Manongi)
Comprehensive Plan Designation:	Commercial
Zone Map Classification:	PDC (Planned Development Commercial)
Staff Reviewers:	Cindy Luxhoj AICP, Associate Planner Khoi Le PE, Development Engineering Manager Kerry Rappold, Natural Resources Program Manager
Staff Recommendation:	<u>Approve with conditions</u> the requested Stage II Final Plan Modification, Site Design Review, and Tentative Plat (Condominium Plat Amendment).

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.116	Standards Applying to Commercial Development in Any Zone
Section 4.118	Standards Applying to Planned Development Zones
Section 4.131	Planned Development Commercial Zone (PDC)
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.200 through 4.220	Land Divisions
Sections 4.236 through 4.270	
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.450 as applicable	Site Design Review
<u>Other Documents:</u>	
Wilsonville Comprehensive Plan	
Charbonneau Master Plan "Village at Wilsonville"	
Previous Land Use Approvals	

Vicinity Map



Background/Summary:

The Charbonneau District was the first major Planned Development in Wilsonville and initial development started in the early 1970s. The Village Center was rezoned Planned Commercial and Industrial (PC&I) in 1972, and this was changed in 1990 by City legislative action to the current Planned Development Commercial (PDC) zoning.

The Charbonneau Village Center Condominium currently includes 8 separate Units, including 5 commercial structures and 6 residential units. The Village Center Condominium Plat was last amended (replatted) in 2015 to correct prior violations and errors, and to document current conditions and unit ownership boundaries.

There is an existing valid Stage I Master Plan for the Charbonneau Village Center. This Master Plan provides for a variety of uses in the Village Center including offices, multi-use facilities, recreation facilities, conference facilities, and similar uses. The current application to construct an activity center in Unit 8 to replace the demolished restaurant proposes the same or similar uses including office administration for the Country Club, board room, library/lounge, large gathering room, game room, exercise facilities and multi-purpose meeting rooms, but no commercial kitchen. Therefore, the proposed use maintains consistency with the mix of uses and buildings anticipated by the previously-approved Master Plan, as well as with access, circulation, parking, and open space configuration. A Stage II Final Plan Modification is required, however, because the current application replaces the previously-approved restaurant use in Unit 8 with an activity center.

The current application requires Site Design Review for the proposed activity center building and site improvements. The improvements also require amendment of Unit 8 of the Village Center Condominium Plat to reflect a change in ownership (from ICON Construction to Charbonneau Country Club), and change in building configuration and net Unit 8 Limited Common Element (LCE) resulting from the change in building footprint. The replat does not alter any other existing Units within the Village Center.

Stage II Final Plan Modification (DB20-0049)

As described previously in this staff report, uses proposed in the new 2-story 16,760-square-foot activity center maintain consistency with the mix of uses and buildings anticipated by the previously-approved Stage I Master Plan for the Charbonneau Village Center. A Stage II Final Plan Modification is required, however, because the new activity center will replace the previously-approved restaurant use in Unit 8 of the Village Center Condominium Plat. The proposed development in Unit 8 includes parking, circulation areas, pedestrian connection, and landscaping meeting or exceeding City standards.

Site Design Review (DB20-0050)

The applicant used appropriate professional services to design the activity center and associated improvements with attention to site context while providing a “modern version of the existing Village Center architecture”. The applicant’s description of the design, including a modified mansard roof, windows that “create order and symmetry”, and pergolas that “add depth and articulation” illustrates its appropriateness and quality. The description of context influences and precedent imagery, material palette, and architectural renderings provided in the application demonstrate the materials used throughout, as well as project design, are meant to be purposeful and appropriate (see Sheets A0.01 through A0.03 and A0.30 in Exhibit B2). Overall design of the building and landscaping blends into the Village Center while being functional and attractive, and proposed landscaping materials meet or exceed City standards.

RENDERING - SITE APPROACH



RENDERING - NORTHEAST CORNER



Tentative Plat (Condominium Plat Amendment) (DB20-0051)

The Tentative Plat (Condominium Plat Amendment) of Unit 8 of the Village Center Condominium Plat is required to reflect a change in ownership and change in building footprint. The amendment does not alter any other existing Units within the Village Center. The Tentative Plat included in the application materials shows all the necessary information consistent with the Stage II Final Plan Modification in a manner to allow development of the proposed activity center.

Discussion Points:

Traffic and Parking

The proposed activity center is anticipated to generate substantially fewer trips (approximately 39 trips) than the demolished restaurant that previously occupied the site (approximately 90 trips). The applicant, therefore, requested and was granted a waiver to the requirement to prepare a Traffic Impact Study.

Parking for the Charbonneau Village Center is shared common area, and requirements were previously set based on the existing buildings and uses, with approved reduced parking ratios based on the extensive use of golf carts by Charbonneau residents. Counting the former restaurant use, the required parking for the Village Center is 210 spaces and 228 spaces are provided in the existing parking area, exceeding the minimum required by 18 spaces. The proposed activity center is expected to reduce parking requirements in Unit 8 of the Village Center by 23 spaces, from 95 to 72, compared with parking needed for the former restaurant use. In addition, the activity center provides separate golf cart parking on the west side of the building, which was not previously available for the former restaurant, thereby further reducing parking demand for the new building. Therefore, the existing parking is adequate to support the proposed activity center use.

Pedestrian Access and Circulation

The subject site (Unit 8) shares current access, parking, sidewalks and other common spaces with other uses in the Village Center. The existing sidewalk along the north edge of Unit 8, as well as all other existing Village Center improvements, will remain and will not be affected by construction of the proposed activity center. Pedestrian circulation and golf cart paths, including cart parking, are designed to connect the site with the existing pedestrian and cart routes serving the Village Center. As stated in the applicant's materials, the proposed improvements complement and enhance the existing overall circulation systems.

Tree Removal

The proposed development will result in removal of 5 existing trees, while 9 trees will be protected. Six (6) replacement trees are proposed as mitigation, at the northeast and southwest corners of the new building. Per Subsection 4.600.40 (.01) F., the applicant is not required to submit a Type C Tree Permit application because the Charbonneau District, including its golf course, is exempt from the requirements of Subsection 4.600.30 (.01) on the basis that by and through the current CC&R's of the Charbonneau Country Club, the homeowners' association complies with all requirements of Subsection 4.610.30 (.01) C. 1. of the Tree Preservation and Protection standards.

Comments Received and Responses:

A comment was received from the following individual during the public comment period and is included in Exhibit D1 of this Staff Report:

- Email from P. Hughes

Mr. Hughes expressed concerns about the proposed development related to financial liability for maintenance and operation, and transparency of the design process followed by the Charbonneau Country Club Board.

Conclusion and Conditions of Approval:

Staff has reviewed the applicant's analysis of compliance with the applicable criteria. This staff report adopts the applicant's responses as findings except as noted in staff's findings. Based on the findings 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 applications (DB20-0049 through DB20-0051) with the following conditions:

Planning Division Conditions:

Request A: DB20-0049 Stage II Final Plan Modification

PDA 1. <u>General:</u> The approved final plan shall control the issuance of all building permits and shall restrict the nature, location and design of the subdivision. Minor changes in an approved plan may be approved by the Planning Director through the Class I Administrative Review Process if such changes are consistent with the purposes and general character of the development plan. All other modifications shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. See Finding A14.
PDA 2. <u>Prior to Final Occupancy:</u> All exterior, roof, and ground mounted mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties. See Finding A44.

Request B: DB20-0050 Site Design Review

PDB 1. <u>Ongoing:</u> Construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding B3.
PDB 2. <u>Prior to Temporary Occupancy:</u> All landscaping required and approved by the Development Review Board shall be installed unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City will be returned to the applicant. See Finding B15.
PDB 3. <u>Ongoing:</u> The approved landscape plan is binding upon the applicant/owner. Substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan shall not be made without official action of the Planning Director or

	Development Review Board, pursuant to the applicable sections of Wilsonville’s Development Code. See Findings B16 and B18
PDB 4.	<u>Ongoing:</u> All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Development Review Board, unless altered as allowed by Wilsonville’s Development Code. See Findings B17.
PDB 5.	<u>Prior to Temporary Occupancy:</u> All trees shall be balled and burlapped and conform in grade to “American Standards for Nursery Stock” current edition. Tree size shall be a minimum of 2-inch caliper. See Finding B23.
PDB 6.	<u>Prior to Temporary Occupancy:</u> The following requirements for planting of shrubs and ground cover shall be met: <ul style="list-style-type: none"> • Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch. • Native topsoil shall be preserved and reused to the extent feasible. • Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings. • All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10” to 12” spread. • Shrubs shall reach their designed size for screening within three (3) years of planting. • Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4" pot spaced 2 feet on center minimum, 2-1/4" pots spaced at 18 inch on center minimum. • No bare root planting shall be permitted. • Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting. • Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations. • Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Findings B21 and B22.
PDB 7.	<u>Prior to Temporary Occupancy:</u> Plant materials shall be installed and irrigated to current industry standards and be properly staked to ensure survival. Plants that die shall be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. See Finding B28.
PDB 8.	<u>Prior to Non-Grading Building Permit Issuance:</u> Final review of the proposed building lighting’s conformance with the Outdoor Lighting Ordinance will be determined at the time of Building Permit issuance. See Finding B34.
PDB 9.	<u>Ongoing:</u> Lighting shall be reduced one hour after close, but in no case later than 10 p.m., to 50% of the requirements set forth in the Oregon Energy Efficiency Specialty Code. See Finding B39.

Request C: DB20-0051 Tentative Plat (Condominium Plat Amendment)

PDC 1.	<u>Ongoing</u> : The applicant/owner shall assure that the parcels not be sold or conveyed until such time as the final plat is recorded with the county.
PDC 2.	<u>Prior to Final Plat Approval</u> : The applicant/owner shall submit an application for Final Plat review and approval on the Planning Division Site Development Application and Permit form. The applicant/owner shall also provide materials for review by the City’s Planning Division in accordance with Section 4.220 of the City’s Development Code. The Final Plat shall be prepared in substantial accord with the Tentative Plat as approved by this action and as amended by these condition, except as may be subsequently altered by minor revisions approved by the Planning Director. See Finding C1.
PDC 3.	<u>Prior to Final Plat Approval</u> : The applicant/owner shall illustrate existing and proposed easements on the Final Plat.

The following Conditions of Approval are provided by the Engineering, Natural Resources, or Building Divisions of the City’s Community Development Department or Tualatin Valley Fire and Rescue, all of which have authority over development approval. A number of these Conditions of Approval are not related to land use regulations under the authority of the Development Review Board or Planning Director. Only those Conditions of Approval related to criteria in Chapter 4 of Wilsonville Code and the Comprehensive Plan, including but not limited to those related to traffic level of service, site vision clearance, recording of plats, and concurrency, are subject to the Land Use review and appeal process defined in Wilsonville Code and Oregon Revised Statutes and Administrative Rules. Other Conditions of Approval are based on City Code chapters other than Chapter 4, state law, federal law, or other agency rules and regulations. Questions or requests about the applicability, appeal, exemption or non-compliance related to these other Conditions of Approval should be directed to the City Department, Division, or non-City agency with authority over the relevant portion of the development approval.

Engineering Division Conditions:

All Requests

PF 1.	<u>Prior to Issuance of Public Works Permit</u> , Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit C1. Plans must also show all existing and proposed easements.
PF 2.	<u>Prior to Issuance of Public Works Permit</u> , submit a storm drainage report to Engineering for review and approval. The storm drainage report shall demonstrate the proposed development is in conformance with the Low Impact Development (LID) treatment and flow control requirements. Submit infiltration testing results that correspond with the locations of the proposed LID facilities.
PF 3.	<u>Prior to Commencing Site Improvements</u> , an approved Erosion Control Permit must be obtained and erosion control measures must be in place.
PF 4.	<u>Prior to Issuance of Final Building Certificate of Occupancy</u> , onsite LID facilities must be constructed. These facilities must also be maintained properly in order to

	provide the required treatment and flow control appropriately. Therefore, the applicant must execute a Stormwater Maintenance Easement Agreement with the City. The Agreement must be recorded at the County prior to Issuance of Building Certificate of Occupancy.
PF 5.	<u>Prior to Issuance of Final Building Certificate of Occupancy</u> , as-built plans must be approved and submitted for City's record.
PF 6.	<u>Prior to Issuance of Final Building Certificate of Occupancy</u> , all new proposed easements must be recorded.

Building Division Conditions:

BD 1.	<u>Prior to Submittal for Building Plan Review</u> , a fire-rated assembly shall be provided between the trash enclosure and the building, or a sprinkler head shall be provided to protect the building from combustible waste materials. as required by the City's Building Department and the fire marshal.
BD 2.	<u>Prior to Submittal for Building Permit</u> , the potable water double check assembly shown on Sheet C4.0 shall be sized the same as the potable water service, which is 2.5", and the plans shall be updated to reflect this change.

Master Exhibit List:

The following exhibits are hereby entered into the public record by the Development Review Board as confirmation of its consideration of the application as submitted. This is the exhibit list that includes exhibits for Planning Case File DB20-0049 through DB20-0051. The exhibit list below reflects the electronic record posted on the City's website and retained as part of the City's permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City's website and retained as part of the City's permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

- A1. Staff report and findings (this document)
- A2. Staff's presentation slides for Public Hearing (to be presented at Public Hearing)

Materials from Applicant

- B1. Applicant's Notebook: (under separate cover)
 - Completeness Review Response
 - Application
 - Cover Page, Fact Sheet, Design Team
 - Table of Contents
 - Project Description
 - Comprehensive Plan Compliance
 - Development Code Compliance
 - Title Report
 - Deeds
 - Case File No. 90PC28 Parking Variance
 - Pre-Application Meeting Notes
 - Republic Service Letter
 - Arborist's Report
 - Preliminary Stormwater Drainage Report
 - Geotechnical Report
 - Lighting Energy Calculations
 - Tax Map and Existing Plat
- B2. Drawings and Plans (under separate cover)
 - G0.00 Cover
 - G0.01 Project Information
 - G0.02 Survey
 - A0.01 Context Photos
 - A0.02 Precedent Imagery
 - A0.03 Material Palette
 - A0.30 Massing Diagram

- A1.01 Architectural Site Plan
- A1.02 Architectural Site Lighting Plan
- A2.01 First Floor Plan
- A2.02 Second Floor Plan
- A2.03 Roof Plan
- A3.01 Exterior Elevations – North and East
- A3.02 Exterior Elevations – South and West
- A4.01 Rendering – Site Approach
- A4.02 Rendering – Main Entry
- A4.03 Rendering – Northeast Corner
- A4.04 Rendering - Veranda
- A4.05 Rendering Night Time
- L1.01 Landscape Materials Plan
- L1.02 Landscape Materials Details
- L2.01 Tree Plan
- L3.01 Planting Plan
- L3.02 Stormwater Planting Plan
- C2.0 Site Plan
- C3.0 Grading Plan
- C4.0 Utility Plan
- C5.0 Details
- C5.1 Standard Details
- C5.2 Standard Details
- PM01 Site Photometric Plan
- PM02 Luminaire Specifications
- Tentative Plat – Sheet 1 of 4
- Tentative Plat – Sheet 2 of 4
- Tentative Plat – Sheet 3 of 4
- Tentative Plat – Sheet 4 of 4
- Parking Exhibit

B3. Applicant’s Supplemental Materials, Dated December 22 and 29, 2020

Development Review Team Correspondence

C1. Public Works Plan Submittal Requirements and Other Engineering Requirements

C2. Email from Khoi Le PE, Dated November 17, 2020, Waiving Requirement for Traffic Impact Study

Other Correspondence/Public Comments

D1. Email from P. Hughes Dated December 29, 2020

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on September 23, 2020 Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on October 16, 2020. On October 29, 2020, the Applicant submitted new materials. On November 18, 2020, the application was deemed complete. The City must render a final decision for the request, including any appeals, by March 18, 2021.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDC	Village Center Parking Lot
East:	PDC	Golf Pro Shop and Putting Green
South:	PDR-3	Golf Club – Red 9 Course
West:	PDC	Residential Condo Units 10A-10F

3. Previous Planning Approvals:

72PC10, 72RZ01 Village Center Rezone
84DR11 Country Club Expansion
90AR06 Plat Review
90PC28 Parking Variance (Golf Cart Adjustment)
DB13-0058 Village Center Condominium Replat

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

Findings:

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

General Information

Application Procedures-In General Section 4.008

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

Applications Must be Filed by Owner Section 4.009

The application has been submitted on behalf of the property owner, Charbonneau Country Club, as authorized by the Charbonneau Village Center Condominium Board of Directors, and is signed by an authorized representative, Jim Meierotto, General Manager.

Pre-Application Conference Required Subsection 4.010 (.02)

A Pre-application Conference was held in accordance with this subsection on May 7, 2020 (Case File No. PA20-0004).

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

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

General Submission Requirements Subsection 4.035 (.04) A.

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

Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district (PDC) and general development regulations listed in Sections 4.140 through 4.199 have been applied in accordance with this Section.

Request A: DB20-0049 Stage II Final Plan Modification

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

Planned Development Regulations-Generally

Planned Development Purpose and Lot Qualifications
Subsection 4.140 (.01) and (.02)

- A1.** The proposed Stage II Final Plan Modification to construct an activity center on Unit 8 of the Charbonneau Village Center, which was previously occupied by a restaurant, is consistent with the previously approved planned development and the Planned Development Regulations purpose and lot qualifications.

Ownership Requirements
Subsection 4.140 (.03)

- A2.** An application has been made and signed by the owner of the property involved, Charbonneau Country Club.

Professional Design Team
Subsection 4.140 (.04)

- A3.** Brendan Sanchez, Access Architecture AA, is the project manager of a professional design team including a planner, architect, engineers, surveyors, and a landscape architect.

Planned Development Permit Process
Subsection 4.140 (.05)

- A4.** The subject site (Unit 8) is part of the larger Village Center Master Plan, which exceeds two acres in land area. The current application does not substantially alter any prior approvals. The proposed activity center will be developed as part of a previously-approved planned development in accordance with this subsection.

Consistency with Comprehensive Plan and Other Applicable Plans
Subsections 4.140 (.06) and 4.140 (.09) J. 1.

- A5.** The location, design, size and uses, both separately and as a whole, are consistent with the Comprehensive Plan, effective Stage I Master Plan, and other applicable plans. The proposed site development plan revisions are consistent and compatible with the prior approvals and the overall design context of the Charbonneau Village Center.

Stage II Final Plan Modification Submission Requirements and Process

Stage II Submission Within 2 Years of Stage I

Subsection 4.140 (.09) A.

- A6.** The current application is for modification of the previously approved Stage II Final Plan, which was submitted within the required timeframe following approval of the Stage I Master Plan approval. The existing Charbonneau Village Center Stage I Master Plan remains in effect and no changes are proposed with the current proposal. This application does not substantially alter any prior approvals, and only one new building, which replaces the demolished restaurant with an activity center, is proposed, to be located in Unit 8 of the Village Center Condominium Plat.

Development Review Board Role

Subsection 4.140 (.09) B.

- A7.** The Development Review Board review considers all applicable permit criteria set forth in the Planning and Land Development Code and staff recommends the Development Review Board approve the application with conditions of approval.

Stage I Conformance, Submission Requirements

Subsection 4.140 (.09) C.

- A8.** The Stage II Final Plan Modification substantially conforms to the previously approved Master Plan. The applicant's submitted drawings and other documents show all the additional information required by this subsection.

Stage II Final Plan Detail

Subsection 4.140 (.09) D.

- A9.** The applicant's submitted materials provide sufficiently detailed information to indicate fully the ultimate operation and appearance of the development, including a detailed site plan, landscape plans, and elevation drawings.

Submission of Legal Documents

Subsection 4.140 (.09) E.

- A10.** The Development Review Board does not require any additional legal documentation for dedication or reservation of public facilities.

Expiration of Approval

Subsection 4.140 (.09) I and Section 4.023

- A11.** The Stage II Final Plan Modification approval, along with other associated applications, will expire two (2) years after approval, absent the granting of an extension in accordance with these subsections.

Traffic Concurrency
Subsection 4.140 (.09) J. 2.

A12. As stated in the applicant’s narrative, it is anticipated that the proposed activity center will not substantially alter existing traffic impacts or parking requirements. The improvements are primarily being provided for the benefit of the Charbonneau residents, as well as activities linked to the Golf Club. The application includes the following with regard to whether a Traffic Impact Study is required from Khoi Le, PE, Wilsonville Development Engineering Manager:

“Below are the PM Peak Trips between 4:00 pm to 6:00 pm for the two uses:

<i>Restaurant:</i>	<i>7.8 trips/1000 square feet of gross floor area</i>
<i>Community Center:</i>	<i>2.31 trips/1000 square feet of gross floor area</i>

If the proposed Activities Center has a similar gross floor area as the previous restaurant, trips generations will be less so no Traffic Impact Study will be required. If the floor area is significantly larger, you can calculate the different. When the difference is 3 trips or greater, a TIS will be required.”

The demolished restaurant/bar was 11,502 square feet in area, which, based on the above factor, is estimated to have generated approximately 90 trips. The proposed activity center will be 16,757 square feet in area, which is estimated to generate approximately 39 trips, substantially fewer than the previous use.

Based on the reduced number of trips and minimal anticipated impact, the applicant requested and was granted a waiver of the requirement to prepare a Traffic Impact Study (see Exhibit C2).

Facilities and Services Concurrency
Subsection 4.140 (.09) J. 3.

A13. Sufficient facilities and services, including utilities, are available to serve the project.

Adherence to Approved Plans
Subsection 4.140 (.09) L.

A14. A condition of approval ensures adherence to approved plans except for minor revisions approved by the Planning Director through the Class I Administrative Review Process if such changes are consistent with the purposes and general character of the development plan.

Standards Applying in All Planned Development Zones

Underground Utilities Required
Subsection 4.118 (.02) and Sections 4.300 to 4.320

A15. All utilities will be installed underground as required.

Waivers

Subsection 4.118 (.03)

A16. The applicant has not requested any waivers to the standards applying to all planned development zones.

Other Requirements or Restrictions

Subsection 4.118 (.03) E.

A17. No additional requirements or restrictions are recommended pursuant to this subsection.

Impact on Development Cost

Subsection 4.118 (.04)

A18. In staff's professional opinion, the determination of compliance or attached conditions do not unnecessarily increase the cost of development and no evidence has been submitted to the contrary.

Requiring Tract Dedications or Easements for Recreation Facilities, Open Space, Public Utilities

Subsection 4.118 (.05)

A19. No additional tracts are being required for recreational facilities, open space area, or easements.

Habitat Friendly Development Practices to be Used to the Extent Practicable

Subsection 4.118 (.09)

A20. The subject property does not contain any water resources, wildlife corridors, fish passages, or Significant Resource Overlay Zone (SROZ) designations. As the building site is a previous pad site for a restaurant, minimal grading will be required to install site improvements. Water, sewer, and stormwater are designed, and will be constructed, in accordance with the applicable City requirements in order to minimize adverse impacts on the site, adjacent properties, and surrounding resources.

Planned Development Commercial (PDC) Zone

Typically Permitted Uses

Subsections 4.131 (.01) and (.02)

A21. The uses proposed for the activity center include office administration for the Country Club, board room, library/lounge, large gathering room, game room, exercise facilities and multi-purpose meeting rooms, but no commercial kitchen. These are all activities that are the same or similar to those already existing within the Village Center. Therefore, the proposed use maintains consistency with the mix of uses anticipated by the Village Center Master Plan. The applicant is not proposing any uses listed as Prohibited Uses in the PDC zone.

Block and Access Standards
Subsection 4.131 (.03)

A22. The proposal will not affect and requests no changes to blocks or access spacing.

On-site Pedestrian Access and Circulation

Continuous Pathway System
Section 4.154 (.01) B. 1.

A23. As shown on the applicant's site plan in Exhibit B2, the subject site (Unit 8) is located at the south end of the Village Center and shares current access, parking, sidewalks and other common spaces. The existing sidewalk along the north edge of Unit 8, as well as all other existing Village Center improvements, will remain and will not be affected by construction of the proposed activity center.

Multiple indoor and outdoor spaces are proposed in and around the activity center. Pedestrian circulation and golf cart paths, including cart parking, are designed to connect the site with the existing pedestrian and cart routes serving the Village Center. As stated in the applicant's materials, the proposed improvements complement and enhance the overall circulation systems within the Village Center.

Safe, Direct, Convenient Pathways
Section 4.154 (.01) B. 2.

A24. Pedestrian pathways around the proposed activity center are flat, paved sidewalks. No changes are proposed where existing pathways cross parking areas. Proposed pathways provide direct access to building entrances from the parking area and other common areas.

Vehicle/Pathway Separation-Vertical or Horizontal
Section 4.154 (.01) B. 3.

A25. The proposed pedestrian pathways around the building integrate with the existing sidewalks, which provide for vertical separation from vehicle circulation areas.

Crosswalks Clearly Marked
Section 4.154 (.01) B. 4.

A26. The existing pedestrian pathways are clearly marked where they cross parking areas, and no changes to these crossings are proposed.

Pathway Width and Surface-5 Feet Wide, Durable Surface
Section 4.154 (.01) B. 5.

A27. The applicant proposes all pathways to be concrete or asphalt, and meeting or exceeding the 5-foot required width.

Parking Area Design Standards

Minimum and Maximum Parking

Subsection 4.155 (.03) G., Table 5, and 4.135 (.05)

A28. Parking requirements for non-residential uses are generally based on spaces per 1,000 square feet of floor area for various uses, as specified by Table 5 in Section 4.155. Parking for the Charbonneau Village Center is shared common area, and requirements were previously set based on the existing buildings and uses, with approved reduced parking ratios based on the extensive use of golf carts by Charbonneau residents. The following table, included in the applicant's materials, provides a summary of parking requirements for the Charbonneau Village Center based on prior approvals:

**Village Center Existing
Combined Parking Requirements**
(Per 90PC28 and 90DR18, With Variance)

Use	Floor Area*	Code Std. Per SF	Required Spaces	Existing Spaces
Unit 8	Banquet/Bar 7,834	5/1000	39	
	Restaurant 2,444	15.3/1000	38	
Units 1-3	Retail 9,648	4.1/1000	40	
Unit 4	Tennis 15,000	1/1000	15	
Unit 5	Banquet/Bar/etc. 9,199	5/1000	46	
	Office 460	2.7/1000	1	
Unit 6	Retail (The Turn) 546	4.1/1000	2	
Unit 7***	Pro Shop 1,977	4.1/1000	8	
Unit 9	Office 6,154	2.7/1000	17	
Unit 10 A-F	Residential Condos 4	1/Unit	4	
Variable C	Not Built (9,360)	4.1/1000	0	
TOTAL			210	228**

*Not all floor areas are net rentable. Therefore, the required parking is considered conservative.

**Existing parking has been confirmed by supplemental site survey, See PDG Parking Plan Sheet 1 of 1.

***Table 5 does not provide a standard for golf course (27 holes), as confirmed by Planning Manager, the City does not require parking for outdoor facilities.

As shown in the above table, counting the former restaurant, the existing parking exceeds the minimum required.

As described in the applicant's materials, before the restaurant closed, the two uses that tended to generate the most demand for parking were it and the Country Club, both of which included banquet facilities. Historically, however, both facilities were not heavily used at the same time. Typically, higher use of the restaurant occurred during the work day hours, while the Country Club tended to be used more heavily in the evening and/or on

weekends. Since the restaurant closed, parking has continued to be available for its use.

A parking variance based on extensive use of golf carts within Charbonneau was approved in 1990 when the Country Club (Unit 5) was expanded. At that time, the 228 existing parking spaces were found to be adequate for all existing uses in the Village Center. The proposed activity center will function as an extension of the Country Club facilities and operations, with some current activities at the Country Club, such as the administrative offices and board room, being moved to the new building. The following table compares parking requirements for the demolished restaurant with those of the proposed new activity center:

**Unit 8 Comparative Parking Requirements
Restaurant versus Activity Center**

Area Use	Floor Area	Code Standard	Required Spaces
Former Restaurant:*			
1 st Floor Conference/Bar	7,834	5/1000	39
2 nd Floor Dining	3,651	15.3/1000	56
Total			95

Area Use	Floor Area	Code Standard	Required Spaces
Activity Center:**	16,757	4.3/1000	72
Total			72

*floor area based on (90PC28 and 90DR18), net rental is not known, and was not previously considered in establishing parking requirements.

**Gross Floor for the Activity Center. Per discussion with Planning Manager, an average of 4.3/1000 is to be applied for all Activity Center Uses.

As shown above, the proposed building and site improvements will not increase parking requirements, but rather reduce the requirement by 23 spaces. In addition, the activity center provides separate golf cart parking on the west side of the building, which was not previously available for the former restaurant, thereby further reducing parking demand for the new building.

Other Parking Area Design Standards

Subsections 4.155 (.02) and (.03)

A29. The applicable standards are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. All spaces accessible and usable for parking	<input checked="" type="checkbox"/>	No changes are proposed to parking spaces in the existing Village Center parking lot.
I. Sturdy bumper guards of at least 6 inches to prevent parked vehicles	<input checked="" type="checkbox"/>	No changes are proposed to curbs, parking spaces, or sidewalks adjacent to parking areas in the existing Village Center parking lot.

crossing property line or interfering with screening or sidewalks.		
J. Surfaced with asphalt, concrete or other approved material.	<input checked="" type="checkbox"/>	The new service area and drive on the west side of the activity center, and walkways and pathways surrounding the building will be surfaced with the approved materials.
Drainage meeting City standards	<input checked="" type="checkbox"/>	No changes are proposed to the existing Village Center parking lot or drainage facilities in the lot, which were professionally approved as meeting City standards.
K. Lighting won't shine into adjoining structures or into the eyes of passers-by.	<input checked="" type="checkbox"/>	No changes are proposed to parking lot lighting in the current application.
N. No more than 40% of parking compact spaces.	<input checked="" type="checkbox"/>	No changes are proposed to parking spaces in the existing Village Center parking lot.
O. Where vehicles overhang curb, planting areas at least 7 feet in depth.	<input checked="" type="checkbox"/>	No changes are proposed to planting areas adjacent to the existing parking lot.
Subsection 4.155 (.03) General Standards		
A. Access and maneuvering areas adequate.	<input checked="" type="checkbox"/>	No changes to access and maneuvering areas in the existing Village Center parking lot are proposed.
A.1. Loading and delivery areas and circulation separate from customer/employee parking and pedestrian areas.	<input checked="" type="checkbox"/>	Access and circulation for the proposed service and golf cart parking area on the west side of the new building is separate from customer/employee parking and pedestrian areas.
Circulation patterns clearly marked.	<input checked="" type="checkbox"/>	No changes are proposed to existing circulation patterns in the Village Center Parking lot, which are clearly marked.
A.2. To the greatest extent possible, vehicle and pedestrian traffic separated.	<input checked="" type="checkbox"/>	No changes are proposed to the existing parking lot, which clearly delineates vehicle and pedestrian traffic areas and separates them except for crosswalks.
C. Safe and Convenient Access, meet ADA and ODOT Standards.	<input checked="" type="checkbox"/>	No changes are proposed to the existing parking lot, which meets ADA and ODOT standards.
For parking areas with more than 10 spaces, 1 ADA space for every 50 spaces.	<input checked="" type="checkbox"/>	No changes are proposed to the Village Center parking lot, which provides sufficient ADA spaces to meet the requirement.
D. Where possible, parking areas connect to adjacent sites.	<input checked="" type="checkbox"/>	No changes are proposed to the existing parking lot, which provides interconnected parking for the Village Center.

Efficient on-site parking and circulation	☒	The careful and professional design of the existing parking provides for safety and efficiency and is a typical design with standard parking space and drive aisle size and orientation.
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Bicycle Parking

Required Bicycle Parking
Section 4.155 (.04) A. 1.

A30. The new 16,760-square-foot activity center requires one bicycle space per 20 vehicle parking spaces, or a minimum of two spaces, using the standard for Commercial Residential, Clubs/Lodges, in Table 5. Since the activity center requires 72 vehicle parking spaces, at least three bicycle parking spaces are required. The site plan shows three bicycle parking spaces northwest of the new building, which meets the requirement.

Bicycle Parking Standards
Section 4.155 (.04) B.

A31. The applicant’s plans show bicycle parking spaces at least 2 feet by 6 feet in area with an aisle at least 5 feet wide behind the required spaces to allow room for maneuvering. A plan detail shows bicycle racks anchored to the pavement as required. The location of bicycle parking is approximately 40 feet from the main building entrance, which is 10 feet greater than the required 30-foot maximum. However, per the applicant’s supplemental materials (Exhibit B3), the bicycle parking is located “as close to the main entry as possible while allowing bicyclists to easily use the driveway to access the bicycle racks”. In addition, the “racks are located just south of the planter to not block pedestrian circulation from the adjacent pathway to the west”. It is Staff’s opinion that this is a reasonable explanation and the intent of the standard is met.

Other Development Standards

Access, Ingress and Egress
Subsection 4.167

A32. Site access is via existing private drives and the parking lot in the Village Center.

Natural Features and Other Resources
Section 4.171

A33. The development area is a graded pad previously prepared for development. No significant native vegetation or other resources in need of protection exist on the site. Existing trees to remain will be protected during constructed as required.

Access Drives and Travel Lanes
Subsection 4.177 (.01) E.

A34. Existing access drives provide clear travel lanes, free from obstruction, and all travel lanes are asphalt. Existing drives provide sufficient emergency access.

Outdoor Lighting
Sections 4.199.20 through 4.199.60

A35. The proposal is required to meet the lighting standards. See Request B, Findings B32 through B39.

Underground Installation of Utilities
Sections 4.300 through 4.320

A36. The existing Unit 8 is served by underground utilities, and all services for the demolished restaurant building remain available for reconnection to the proposed activity center. Per the applicant's materials, it is not anticipated that the replacement building will substantially alter demand on these utilities. There are existing utility easements for Unit 8 and, if any new easements are required, they will be provided as part of the replat.

Public Safety and Crime Prevention

Design for Public Safety, Surveillance and Access
Section 4.175 (.01) and (.03)

A37. As described in the applicant's narrative, the proposed activity center has been designed to deter crime and ensure public safety to the degree practicable by minimizing areas vulnerable to crime and maximizing visual surveillance around the building. Outdoor area improvements are expected to enhance easy site surveillance from the parking lot, surrounding buildings, and the adjacent golf course, and ample light is provided to minimize shadowed areas. The activity center will have the address clearly displayed and visible from the parking lot. Existing parking areas, which will not be affected by the proposed project, are designed to ensure maximum visibility and customer safety, as well as easy police surveillance in the course of routine patrol duties.

Addressing and Directional Signing
Subsection 4.175 (.02)

A38. As described above, the activity center will have the address clearly displayed and visible from the parking lot. The building permit process will ensure conformance with public safety standards.

Lighting to Discourage Crime
Subsection 4.175 (.04)

A39. Lighting design is in accordance with the City's outdoor lighting standards (see Request B, Findings B32 through B39), which will provide sufficient lighting to discourage crime.

Landscaping Standards

Landscaping Standards Purpose Subsection 4.176 (.01)

A40. In complying with the various landscape standards in Section 4.176 the applicant has demonstrated the Stage II Final Plan Modification is in compliance with the landscape purpose statement.

Landscape Code Compliance Subsection 4.176 (.02) B.

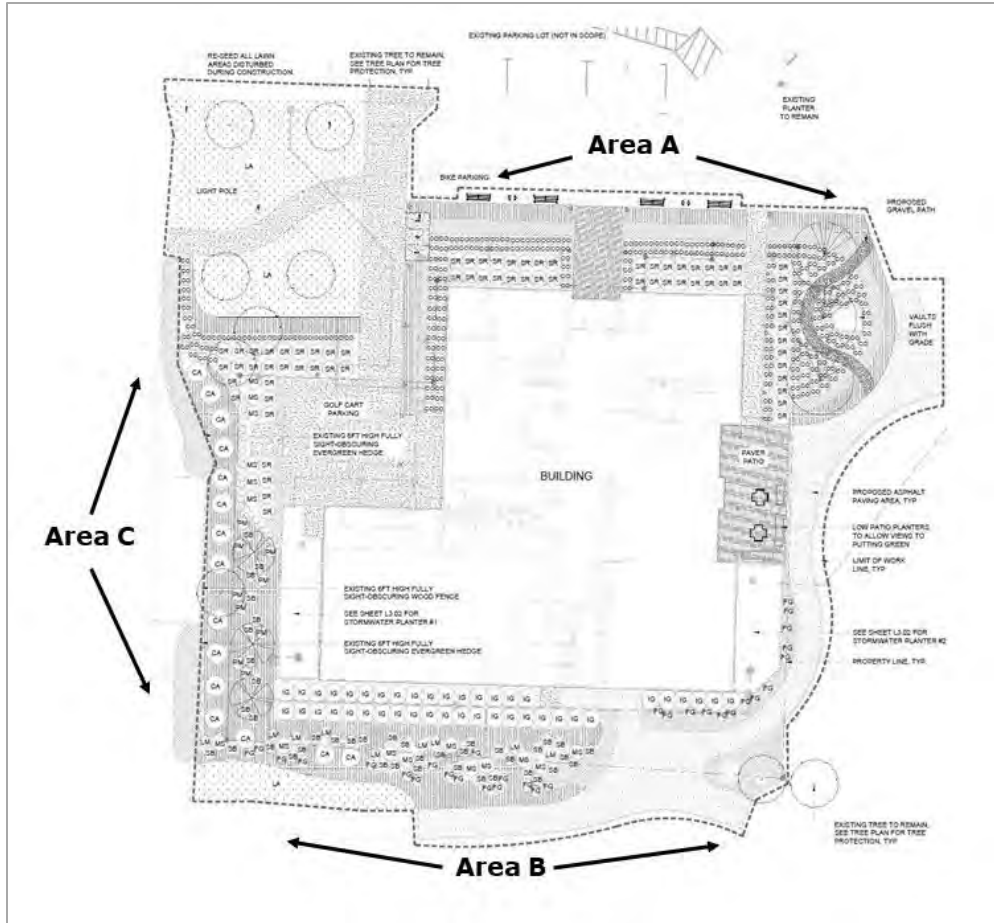
A41. The applicant requests no waivers or variances to landscape standards. All landscaping and screening must comply with the standards of this section.

Intent and Required Materials Subsections 4.176 (.02) C. through I.

A42. The project site (Unit 8) is part of the Village Center and shares common access, parking and open space areas. As described in the applicant's materials, and shown in the plans, site improvements for the activity center will include:

- Enhanced outdoor plazas, patios and walkways;
- Outdoor seating;
- Enhanced perimeter landscaping, and
- Additional outdoor lighting.

As shown on Sheets L1.01 through L3.02 (Exhibit B2) materials required to meet the landscaping standards are provided as follows:



Landscape Area A

- Area Description:** Landscape planting areas at front (north), northeast and northwest corners of activity center facing parking lot and pro shop
- Landscaping Standard:** General
- Comments on Intent:** Applied in areas that are generally open and distance is principal means of separating uses or developments and landscaping is required to enhance intervening space
- Required Materials:** Fully cover, shrubs and trees may be grouped, one tree every 30 feet when landscaped area less than 30 feet deep, one tree every 800 square feet and two high shrubs or three low shrubs every 400 square feet when landscaped area 30 feet deep or greater
- Materials Provided:** Fragrant sweetbox closest to building with border of feather falls sedge, hebe, and kinnikinnick along sidewalk at front and walkway on northeast corner of building, same on northwest corner without fragrant sweetbox. Required trees are three Japanese snowbells grouped in planting area at northeast corner of building along gravel walking path.

Landscape Area B

Area Description:	Landscape planting areas at the back (south) and southeast corner of activity center facing golf course and .putting green
Landscaping Standard:	General
Comments on Intent:	Same as Landscape Area A
Required Materials:	Same as Landscape Area A
Materials Provided:	Inkberry closest to building with border of Elijah blue fescue and hebe at southeast corner. Mixed planting of birchleaf spirea, Munstead lavender, Elijah blue fescue, maiden grass, ivory halo dogwood, hebe, and kinnikinnick closest to golf course. Required trees are existing preserved trees at southeast corner of building and three starlight dogwoods grouped on west side and in southwest corner of building.

Landscape Area C

Area Description:	Landscape planting area on west side of activity center, including golf cart parking, service area, and trash enclosure, facing condominium building and open area
Landscaping Standard:	High Screen
Comments on Intent:	Relies primarily on screening to separate uses or developments. Applied where visual separation is required.
Required Materials:	Sufficient high shrubs to form continuous screen at least 6 feet high and 95% opaque, year-round. Trees every 30 linear feet or as required to provide canopy over landscaped area. Groundcover plants must fully cover remainder of landscaped area.
Materials Provided:	Existing 6-foot-high wood fence in part and 6-foot-high evergreen arborvitae hedge in remainder along site boundary with condominium forming fully sight-obscuring landscape screen. Proposed ivory halo dogwood along east side of fence/hedge. Birchleaf spirea, sword fern, and kinnikinnick at southwest corner of building. Fragrant sweetbox, maiden grass, and feather falls sedge on west and north side of golf cart parking and service area. Three starlight dogwood trees proposed at southwest corner of building; other existing trees along west side and at northwest corner of building to remain.

Landscape Area and Locations Subsection 4.176 (.03)

A43. Unit 8 has an overall lot area of 15,894 square feet, which requires a minimum of 2,384 square feet (15%) in landscaping. The proposed vegetative landscape coverage is 5,237 square feet (33%), which includes 4,464 square feet in vegetated planting areas, 612 square

feet in decorative pavers, and 161 square feet in the gravel pedestrian pathway, exceeding the requirement.

Staff notes that the proposed development will result in removal of 5 existing trees, while 9 trees will be protected (see Sheet L2.01). Three (3) Japanese snowbell trees will be planted at the northeast corner of the activity center building, and 3 starlight dogwood will be planted at the southwest corner for mitigation (see Sheet L3.01). Per Subsection 4.600.40 (.01) F., the applicant is not required to submit a Type C Tree Permit application because the Charbonneau District, including its golf course, is exempt from the requirements of Subsection 4.600.30 (.01) on the basis that by and through the current CC&R's of the Charbonneau Country Club, the homeowners' association complies with all requirements of Subsection 4.610.30 (.01) C. 1. of the Tree Preservation and Protection standards.

Buffering and Screening

Subsection 4.176 (.04)

A44. The same PDC zone borders the activity center site on all sides; however, staff notes that the PDC zone between the border of Unit 8 and the golf course to the south is 20-30 feet wide and the golf course is zoned PDR-3. There are comparable uses and parking areas to the northwest, north and northeast of the activity center site, golf course to the east and south, and condominium development to the west. These adjacent uses, including the golf course which is in the PDR-3 zone but not a residential use, do not warrant any screening or buffering. An exception is the condominiums, which already are screened by a 6-foot-high fence/hedge. The modified mansard roof design screens rooftop equipment as required by this section. All ground-mounted utility equipment is proposed to be appropriately screened with landscaping. A condition of approval ensures the requirements are met.

Landscape Plan Requirements

Subsection 4.176 (.09)

A45. The applicant's submitted landscape plans are drawn to scale and show the type, installation size, number and placement of materials. Plans include a plant material list identifying plants by both their scientific and common names. A note on the landscape plan (Sheet L.3.01) indicates the irrigation method.

Mixed Solid Waste and Recyclables Storage

DRB Review of Adequate Storage Area, Minimum Storage Area

Subsections 4.179 (.01)

A46. The proposed activity center is a multi-use facility, including office, exercise, library, and meeting rooms, but without a commercial kitchen. These activities fall under the uses listed in Subsection 4.179 (.06) B. 1. and 4., Office and Other, which require 4 square feet of mixed solid waste and recyclables storage per 1,000 square feet of gross floor area of a building. The proposed activity center is a 16,757-square-foot 2-story building, which requires 67

square feet of solid waste/recyclables storage. The applicant proposes an enclosure of 110 square feet, which exceeds the minimum. (The design of the proposed enclosure is discussed in detail under Request B, Findings B8 through B12.)

Review by Franchise Garbage Hauler
Subsection 4.179 (.07).

A47. The applicant's materials (Exhibit B2) include a letter from Republic Services indicating coordination with the franchise hauler, and that the proposed storage area and site plan meets Republic Services requirements (see Request B, Findings B8 through B12).

Request B: DB20-0050 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)

B1. Staff summarizes compliance with this subsection as follows:

Excessive Uniformity: The proposed project is unique to the particular development context and does not create excessive uniformity.

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. As described in the applicant's narrative, the building design represents "a modern version of the existing Village Center architecture". The modified mansard roof "relates to the adjacent commercial buildings while reducing the perceived scale of the activity center in relation to its context". Windows are "located in a way that creates order and symmetry, bringing a sense of balance and timelessness to the facades", making the building "feel contemporary yet rooted in the enduring principles of architectural design". Pergolas add "depth and articulation", and combined with the landscaping design "enhance the user experience between the sidewalk and building".

Inappropriate or Poor Design of Signs: No signs are proposed as part of the current application.

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

Lack of Proper Attention to Landscaping: The applicant proposes landscaping that is professionally designed by a landscape architect and incorporates a variety of plant materials, demonstrating appropriate attention to landscaping.

Purpose and Objectives-Proper Functioning of the Site
Subsection 4.400 (.02) and Subsection 4.421 (.03)

B2. The applicant has provided sufficient information demonstrating compliance with the objectives of this subsection as follows:

- **Pursuant to Objective A** (assure proper functioning of the site and high quality visual environment), a professionally designed building and landscaping and a professional, site-specific layout ensures proper and improved function of the site while maintaining a high quality visual environment consistent with the Charbonneau Village Center.
- **Pursuant to Objective B** (encourage originality, flexibility, and innovation), as described in the applicant's materials, the proposed design "incorporates originality, flexibility and innovation in site planning and landscaping to create an attractive and functional group activity facility for Charbonneau residents and golf course users". Sufficient flexibility exists to fit the planned development within the site without the applicant seeking waivers or variances.
- **Pursuant to Objective C** (discourage inharmonious development), the professional design of the proposed building and landscaping supports a quality visual environment that is "a modern interpretation of the architectural character within the Village Center" and thus prevents monotonous, drab, unsightly, and dreary development.
- **Pursuant to Objective D** (conserve natural beauty and visual character), as described by the applicant, the proposed design "conserves and enhances the City's natural beauty, visual character and charm by assuring that structures and coordinated site improvements are properly related to the site and contribute to the surroundings with due regard to the aesthetic qualities of the existing terrain, facilities, and landscaping".
- **Pursuant to Objective E** (protect and enhance City's appeal), as discussed above, the proposed activity center replaces a deteriorated, demolished restaurant with an attractive and functional group activity facility in the Charbonneau Village Center, thus protecting and enhancing the City's appeal.
- **Pursuant to Objective F** (stabilize property values/prevent blight), the applicant's materials state that the design "will contribute to stabilized and improved property values and prevent blighted areas by removal and replacement of the deteriorated restaurant building" with the proposed activity center.
- **Pursuant to Objective G** (insure adequate public facilities), the design ensures that "adequate public facilities are available to serve development as it occurs and that proper attention is given to site planning and development so as to not adversely impact the orderly, efficient and economic provision of public facilities and services".
- **Pursuant to Objective H** (achieve pleasing environments and behavior), as described in the applicant's materials, the design "achieves the beneficial influence of pleasant environments for living, working and social interaction, thus decreasing the cost of government services". The design "reduces opportunities for crime through careful consideration of physical design, site layout, and lighting under defensible space guidelines, providing clearly defined areas as either public, semi-public, or private, and

provides clear identity of structures and opportunities for easy surveillance of the site that maximize resident control of behavior”.

- **Pursuant to Objective I** (foster civic pride and community spirit), replacing the deteriorated restaurant building with a new activity center adds services and amenities with a quality design that enhances the Village Center, contributing to civic pride and community spirit.
- **Pursuant to Objective J** (sustain favorable environment for residents), as described by the applicant, the design “will help to sustain the comfort, health, tranquility and contentment of local residents by providing a more attractive and functional area for group activities” in the Village Center.

Development Review Board Jurisdiction Section 4.420

- B3.** A condition of approval ensures landscaping is carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. No building permits will be granted prior to Development Review Board approval. No variances are requested from site development requirements.

Design Standards Subsection 4.421 (.01)

- B4.** The applicant has provided sufficient information demonstrating compliance with the standards of this subsection as follows:
- **Pursuant to Standard A** (Preservation of Landscape), all site work will occur within the platted boundaries of Unit 8, and all landscaping outside of Unit 8 will be maintained and protected during construction. Existing trees are preserved to the maximum extent possible.
 - **Pursuant to Standard B** (Relation of Proposed Buildings to Environment), the applicant used appropriate professional services to design the exterior of the building, and the “building and landscaping have been thoughtfully designed to blend into the existing character of the Village Center while providing a modern interpretation of the architecture”.
 - **Pursuant to Standard C** (Drives, Parking, and Circulation), Unit 8 shares access, parking, and general pedestrian circulation with the rest of the Village Center, and no changes are proposed to these existing improvements. The activity center will be located at the south edge of the parking lot and adjacent to the first tee of the Red 9 golf course. Pedestrian and golf cart circulation for the activity center is “designed to seamlessly connect with the existing sidewalks and pathways”.
 - **Pursuant to Standard D** (Surface Water Drainage), surface water drainage has been professionally designed showing the proper attention has been paid. The stormwater design provides water quality and quantity management consistent with the City’s current stormwater management standards, utilizing LIDA planters within the perimeter landscaping (see Sheet L1.01). No adverse impacts to surface water drainage

will result from the proposal.

- **Pursuant to Standard E** (Utility Service), all services are immediately available, as they served the former restaurant, and no above ground utility installations are proposed, nor will any new connections be made to the activity center. Stormwater and sanitary sewage disposal facilities are indicated on the applicant's Grading and Utility Plans, shown in Exhibit B2.
- **Pursuant to Standard F** (Advertising Features), no signage is proposed with the current application. A separate application will be submitted in the future for building and site signage.
- **Pursuant to Standard G** (Special Features), no exposed storage areas, exposed machinery installations, surface areas, truck loading areas, utility buildings and structures, or similar accessory areas and structures exist or are proposed that require screening. The proposed solid waste and recyclables storage area will be covered, consistent with stormwater standards, and gated as required by the service provider.

Applicability of Design Standards

Subsection 4.421 (.02)

- B5.** The applicant's design considers the design standards for all buildings, structures, and other features.

Conditions of Approval Ensuring Proper and Efficient Functioning of Development

Subsection 4.421 (.05)

- B6.** No additional conditions of approval are recommended to ensure the proper and efficient functioning of the development.

Color or Materials Requirements

Subsection 4.421 (.06)

- B7.** The colors and materials proposed by the applicant are appropriate. These include tongue and groove cedar siding with clear sealer or semi-transparent stain, fiber cement cladding in secondary siding locations, large panel glass windows, a storefront system in "areas of high visual prominence and user experience", standing seam metal roofing, and steel connections at exterior pergolas as "functional ornamentation" to "help root the building in its time and place". Staff does not recommend any additional requirements or conditions related to colors and materials.

Standards for Mixed Solid Waste and Recycling Areas

Mixed Solid Waste and Recycling Areas Colocation

Subsection 4.430 (.02) A.

- B8.** The proposal provides an exterior storage area for both solid waste and recyclables.

Exterior vs Interior Storage, Fire Code, Number of Locations
Subsections 4.430 (.02) C.-F.

- B9.** The applicant proposes a single, covered exterior enclosure for mixed solid waste and recyclables storage on the west side of the activity center building in a visible and easily accessible location. Review of the Building Permit will ensure compliance with building and fire codes.

Collection Vehicle Access, Not Obstruct Traffic or Pedestrians
Subsections 4.430 (.02) G.

- B10.** The applicant has coordinated with Republic Services to maintain safe and convenient access to the solid waste/recyclables storage area, similar to service provided to the former restaurant on the site. Access to the enclosure is via the paved golf cart driveway to the cart parking area on the side of the building. The location of the enclosure does not impede sidewalks, parking area aisles, or public street right-of-way. Carts will be moved out to the curb for scheduled pick up by the hauler on collection day, as described in the letter from Republic Services in Exhibit B2 and the applicant's supplemental materials in Exhibit B3.

Dimensions Adequate to Accommodate Planned Containers
Subsections 4.430 (.03) A.

- B11.** The enclosure is proposed to measure 10 feet 6 inches by 10 feet 5 1/8 inches, with a 6'3" gate opening on the north side. Two 3-foot gates will have an outward swing radius of 120 degrees and wind pins to secure the gates in the open position. Pursuant to a letter from Republic Services (see Exhibit B2), the dimensions are adequate to accommodate the planned containers, including one front load mixed solid waste container (maximum 3 yards) and 4-90 gallon recycling carts.

6-Foot Screen, 10-Foot Wide Gate
Subsections 4.430 (.03) C.

- B12.** The applicant provides the required screening. The gate width of 6 feet, which is narrower than the 10-foot standard, is acceptable to Republic Services, as confirmed in their letter (see Exhibit B2 and applicant's supplemental materials in Exhibit B3). The carts will be moved out to the curb, where the collection truck can empty them, for scheduled pick up by the hauler on collection day.

Site Design Review Submission Requirements

Submission Requirements
Section 4.440

- B13.** The applicant has submitted materials in addition to the requirements of Section 4.035, as applicable.

Time Limit on Site Design Review Approvals

Void after 2 Years
Section 4.442

- B14.** The approval will expire after 2 years if a building permit has not been issued, unless an extension has been granted by the Development Review Board.

Installation of Landscaping

Landscape Installation or Bonding
Subsection 4.450 (.01)

- B15.** A condition of approval ensures all landscaping will be installed prior to issuance of occupancy permits, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the 6-month period, or within an extension of time authorized by the Development Review Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City shall be returned to the applicant.

Approved Landscape Plan
Subsection 4.450 (.02)

- B16.** A condition of approval ensures the approved landscape plan is binding upon the applicant. It prevents substitution of plant materials, irrigation systems, or other aspects of an approved landscape without official action of the Planning Director or Development Review Board, as specified in this Code.

Landscape Maintenance and Watering
Subsection 4.450 (.03)

- B17.** A condition of approval ensures the landscape is continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Development Review Board, unless altered with appropriate City approval.

Modifications of Landscaping
Subsection 4.450 (.04)

- B18.** A condition of approval provides ongoing assurance that this criterion is met by preventing modification or removal without the appropriate City review.

Landscaping Standards

Landscape Standards Code Compliance Subsection 4.176 (.02) B.

B19. No waivers or variances to landscape standards have been requested; thus, all landscaping and screening must comply with standards of this section.

Intent and Required Materials Subsections 4.176 (.02) C. through I.

B20. The landscape standards have been applied throughout different landscape areas of the site and landscape materials are proposed to meet each standard in the different areas. Site Design Review is being reviewed concurrently with the Stage II Final Plan Modification, which includes an analysis of the functional application of the landscaping standards. See Findings A40 through A45 under Request A.

Quality and Size of Plant Material Subsection 4.176 (.06)

B21. A note on the landscape plans ensures the quality of the plant materials will meet American Association of Nurserymen (AAN) standards for top grade. A condition of approval ensures other requirements of this subsection are met including use of native topsoil, mulch, and not using plastic sheeting

Shrubs and Groundcover Materials Requirements Subsection 4.176 (.06) A.

B22. As shown on the applicant's landscape plans (Sheet L3.01), shrubs are all specified 2 gallon or greater in size. Ground cover is all specified as greater than 4 inches. Turf or lawn is used for a minimal amount of the proposed public landscape area. A condition of approval requires meeting the detailed requirements of this subsection.

Plant Materials Requirements-Trees Subsection 4.176 (.06) B.

B23. As shown on the applicant's landscape plans (Sheet L3.01), trees are specified at 2" caliper or greater than 6 foot for evergreen trees. A condition of approval requires all trees to be balled and burlapped (B&B), well-branched, and typical of their type as described in current American Association of Nurserymen (AAN) standards.

Plant Materials-Buildings Larger than 24 Feet in Height or Greater than 50,000 Square Feet in Footprint Area Subsection 4.176 (.06) C.

B24. The proposed building, as shown on Sheets A3.01 and A3.02, measures 29 feet 11 3/16 inches to the deck line of the mansard roof, which meets the threshold for requiring larger or more mature plant materials as defined by this subsection. However, the proposed

building is less than 50,000 square feet in footprint area and the design provides architectural interest by using a variety of materials. In addition, the applicant's landscape plan (Sheets L3.01) proposes to include several trees around the perimeter of the building and there are additional existing trees in landscape areas that soften views of the building from surrounding areas. It is staff's professional opinion that larger or more mature plant materials are not needed to achieve the intent of this subsection.

Plant Species Requirements

Subsection 4.176 (.06) E.

B25. The applicant's landscape plan provides sufficient information showing the proposed landscape design meets the standards of this subsection related to use of native vegetation and prohibited plant materials.

Tree Credit

Subsection 4.176 (.06) F.

B26. The applicant is not proposing to preserve any trees to be counted as tree credits.

Exceeding Plant Standards

Subsection 4.176 (.06) G. C31.

B27. The selected landscape materials do not violate any height or vision clearance requirements.

Landscape Installation and Maintenance

Subsection 4.176 (.07)

B28. A condition of approval ensures that installation and maintenance standards are or will be met including that plant materials be installed to current industry standards and properly staked to ensure survival, and that plants that die are required to be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. Notes on the applicant's Sheet L3.01 provide for an irrigation system.

Landscape Plans

Subsection 4.176 (.09)

B29. The applicant's Sheets L1.01 through L3.02 in Exhibit B2 provide the required information.

Completion of Landscaping

Subsection 4.176 (.10)

B30. The applicant has not requested to defer installation of plant materials.

Natural Features and Other Resources

Protection

Section 4.171

- B31.** The proposed design of the site provides for protection of natural features and other resources consistent with the proposed Stage II Final Plan Modification for the site as well as the purpose and objectives of Site Design Review. See Finding A33 under Request A.

Outdoor Lighting

Applicability of Outdoor Lighting Standards

Sections 4.199.20 and 4.199.60

- B32.** A new outdoor lighting system is being installed for the proposed development; the Outdoor Lighting standards thus apply.

Outdoor Lighting Zones

Section 4.199.30

- B33.** The project site is within the LZ 2 lighting zone and the proposed outdoor lighting systems are reviewed under the standards of this zone. LZ 2 is intended to be the default condition for the majority of the City and is applied in low-density suburban neighborhoods and suburban commercial districts, and industrial parks and districts.

Optional Lighting Compliance Methods

Subsection 4.199.40 (.01) A.

- B34.** The applicant has the option of the Performance or Prescriptive method, and has elected to comply with the Prescriptive Option.

Maximum Lamp Wattage and Shielding

Subsection 4.199.40 (.01) B. 1. and Table 7

- B35.** The proposed lighting plan (Sheets A1.02, PM01 and PM02 in Exhibit B2) has been designed to be "Dark Sky" compliant while providing appropriate lighting for public safety. The lighting plan includes a combination of fully shielded building-mounted, partially shielded low-level bollard, and fully shielded pole-mounted fixtures, ranging from 9.3 to 40 watts, which is less than the maximum 100 watts for shielded fixtures in LZ 2 (Table 7). All lighting will be photocell controlled, with 50% auto-dimming set consistent with curfew provisions. General notes on Sheet PM01 include that lighting will comply with Section 4.199 and 2019 Oregon Zero Energy Ready Commercial Code.

Oregon Energy Efficiency Code Compliance

Subsection 4.199.40 (.01) B. 2.

- B36.** A condition of approval ensures the applicant will demonstrate compliance with the Oregon Energy Efficiency Code, Exterior Lighting prior to construction.

Maximum Mounting Height
Subsection 4.199.40 (.01) B. 3.

B37. The applicant proposes a mounting height of 11.2 feet for the pole-mounted light, less than the maximum 40 feet. Building-mounted fixtures are a proposed maximum of 10.5 feet, less than the maximum of 18 feet, and bollards are 3.5 feet, less than the maximum of 8 feet.

Setback from Property Line
Subsection 4.199.40 (.01) B. 4.

B38. The subject site and all surrounding properties are the same LZ 2 and base zone (PDC); therefore, no luminaire setback is required.

Lighting Curfew
Subsection 4.199.40 (.01) D.

B39. The applicant proposes auto-dimming consistent with curfew provisions of 10:00 pm in LZ2. A condition of approval ensures compliance with this section.

**Request C: DB20-0051 Tentative Plat
(Condominium Plat Amendment)**

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

Land Division Authorization

Plat Review Authority
Subsection 4.202 (.01) through (.03)

C1. The tentative plat is being reviewed by the Development Review Board according to these subsections. The final plat will be reviewed by the Planning Division under the authority of the Planning Director to ensure compliance with the Development Review Board review of the tentative plat.

Undersized Lots Prohibited
Subsection 4.202 (.04) B.

C2. No lots will be divided, nor will new lots be created, with the current request for Tentative Plat (Condominium Plat Amendment). The specific revisions to the Village Center Condominium Plat are limited to a change in building configuration and new Unit 8 Limited Common Element (LCE) resulting from the change in building footprint for the new activity center. No other Units, LCEs, or General Common Elements (GCE) are affected by the Unit 8 revisions, and the amendment does not include any revisions to any recorded CC&R's.

Plat Application Procedure

Pre-Application Conference Subsection 4.210 (.01)

- C3.** A Pre-application Conference was held in accordance with this subsection on May 7, 2020 (Case File No. PA20-0004).

Tentative Plat Preparation Subsection 4.210 (.01) A.

- C4.** Michael H. Harris, a registered professional land surveyor in the State of Oregon, prepared the tentative plat as required. The proposed tentative plat includes 4 pages in Exhibit B2.

Tentative Plat Submission Subsection 4.210 (.01) B.

- C5.** The applicant has submitted a tentative plat with all the required information.

Phases to Be Shown Subsection 4.210 (.01) D.

- C6.** The activity center will be developed in a single phase; as a result, there are no future phases to be considered.

Remainder Tracts Subsection 4.210 (.01) E.

- C7.** The tentative plat accounts for all land within the plat area as lots, tracts, or right-of-way.

Replats Subject to Same Procedures as New Plats Subsection 4.210 (.01) F.

- C8.** The tentative plat is a replat that is following all the same procedures and standards as the tentative plat approval.

General Land Division Requirements-Streets

Street Requirements for Land Divisions Subsections 4.236 (.01) through (.09)

- C9.** No changes to the street system are proposed as part of this application.

General Land Division Requirements-Blocks

Blocks for Adequate Building Sites in Conformance with Zoning Subsection 4.237 (.01) A. and B.

- C10.** No changes to existing blocks are proposed as part of the tentative plat.

General Land Division Requirements-Easements

Utility Line and Water Course Easements
Subsection 4.237 (.02) A. and B.

C11. All existing easements are shown on the tentative plat and no new easements are proposed as part of the current application.

General Land Division Requirements-Pathways

Pedestrian and Bicycle Pathways
Subsection 4.237 (.03) A. and B.

C12. No changes to existing pedestrian circulation or pathways are proposed as part of the tentative plat.

General Land Division Requirements-Lot Size and Shape

Lot Size and Shape Appropriate, Waivers
Subsection 4.237 (.05) A. through C.

C13. The existing condominium plat was approved in 1990. Only minor changes to the boundaries of Unit 8 are currently proposed in order to enable the condominium plat to reflect changes in ownership and building footprint for the new activity center. The applicant has not requested any waiver to the requirements of this section.

General Land Division Requirements-Access

Minimum Street Frontage
Subsection 4.237 (.06)

C14. No changes are proposed to existing access within the tentative plat.

General Land Division Requirements-Other

Through Lots
Subsection 4.237 (.07)

C15. No through lots are found within the recorded condominium plat and none are proposed as part of the tentative plat.

Lot Side Lines
Subsection 4.237 (.08)

C16. No changes to side lot lines of units are proposed that would affect compliance with this standard.

Building Line and Build-to Line
Subsection 4.237 (.10) and (.11)

C17. No special building setbacks to allow for future re-division or other development of the property or special build-to lines for the development have been required for the tentative plat.

Lots of Record

Lots of Record
Section 4.250

C18. The existing parcel is a lot of record and the resulting parcel will be of record.

From: [Brendan Sanchez](#)
To: [Luxhoj, Cindy](#)
Cc: [Sasha Frenkel](#)
Subject: RE: Charbonneau Activity Center
Date: Tuesday, December 29, 2020 8:40:28 AM
Attachments: [image005.png](#)
[SP1.pdf](#)
[Trio Bollard_PDS.pdf](#)

[This email originated outside of the City of Wilsonville]

Hi Cindy,

The "SP1" pedestrian pole-mount is 11.2ft in height. See attached highlighted info from the manufacturer.

For fixture shielding:

- SP1 is fully shielded.
- SB1 is partly shielded, but classified as low voltage 50 watts or less (listed as 24 watts on attached product data).
- Building-mounted lighting will be fully shielded.

Regarding the SB1 fixture, we see that we've mislabeled the wattage on the photometric. What's the best way to correct this at this point? And on a related note, we are looking into swapping this fixture for a more efficient LED fixture. What would be the best way to go about doing this without holding up the land use review timeline?

Thanks,
Brendan



Brendan Sanchez | Principal

AIA, NCARB, LEED AP BD+C
pronouns: he/him/his
400 Columbia Street, Ste. 120
Vancouver, WA 98660-3413
D: 360.326.1221
C: 503.756.9213

From: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>
Sent: Monday, December 28, 2020 1:55 PM
To: Brendan Sanchez <Brendan@access-arch.com>
Cc: Sasha Frenkel <SashaF@access-arch.com>
Subject: RE: Charbonneau Activity Center

Hi Brendan,

I have a couple more quick questions, this time about outdoor lighting. Here's the information I've compiled from the plans and narrative:

- SB1 bollard 1800 lumens/52 wattage; 43" tall
 - SR1 canister surface mount 965 lumens/9.3 wattage; 10'6" mounting height
 - SP1 pole-mount 4015 lumens/40 wattage; [REDACTED] height
 - SW1 wall-mount 1658 lumens/15.0178 wattage; 8'2" mounting height
 - SW2 wall-mount 965 lumens/9.3 wattage; 6'4" mounting height
-
- Could you confirm this information and provide the proposed mounting height for the SP1 (pole-mounted) light fixture?
 - Also, will all the fixtures be unshielded, partly shielded or fully shielded?

I'm attempting to determine compliance with Tables 7 and 8 in Section 4.199 and not finding all the information needed.

Thanks,

Cindy

Cindy Luxhoj AICP
Associate Planner
City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)



29799 SW Town Center Loop East, Wilsonville, OR 97070

City Hall is now open, with physical distancing controls in place. During COVID-19, we wish to remain responsive while prioritizing the health and safety of the Wilsonville community. We are happy to meet by call or teleconference as an alternative to face-to-face meetings.

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

From: Luxhoj, Cindy
Sent: Wednesday, December 23, 2020 10:14 AM
To: 'Brendan Sanchez' <Brendan@access-arch.com>
Cc: Sasha Frenkel <SashaF@access-arch.com>
Subject: RE: Charbonneau Activity Center

Thank you, Brendan.

Cindy Luxhoj AICP

Associate Planner

City of Wilsonville

503.570.1572

luxhoj@ci.wilsonville.or.us

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



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From: Brendan Sanchez <Brendan@access-arch.com>

Sent: Tuesday, December 22, 2020 5:01 PM

To: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>

Cc: Sasha Frenkel <SashaF@access-arch.com>

Subject: RE: Charbonneau Activity Center

[This email originated outside of the City of Wilsonville]

Hi Cindy,

See responses below in **red**. Let me know if you have any other questions!

Best,

Brendan



Brendan Sanchez | Principal

AIA, NCARB, LEED AP BD+C

pronouns: he/him/his

400 Columbia Street, Ste. 120

Vancouver, WA 98660-3413

D: 360.326.1221

C: 503.756.9213

From: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>
Sent: Tuesday, December 22, 2020 10:11 AM
To: Brendan Sanchez <Brendan@access-arch.com>
Subject: RE: Charbonneau Activity Center

Hi Brendan,

I'm in the office at my desk most of the day, except for a meeting at 4:00-5:00 pm, so please call me at your convenience.

Here's a brief list of my questions:

- Bicycle parking –
 - I see 3 parking spaces on the plan. What factor/multiplier was used to determine number of required spaces? Is this discussed in the response findings; if so, could you tell me where? **We added the (3) bike spaces based on comments received from the Charbonneau committees. Section 4.155 Table 5 under "Commercial Residential" states that "CLUBS" require 1 bicycle parking space per 20 parking spaces or Min. of 2. We've provided 3, meeting this requirement since we are not adding any car parking.**
 - The plans note that the racks will be "surface mount"; is there a detail that shows how they will be anchored? **See attached detail for bike rack surface mount.**
 - A rough straight-line measurement of distance between the bike spaces and main building entrance is about 40 feet. Distance to walk between the spaces and entrance is actually more because one has to go around the planter at the front of the building. The Code specifies maximum 30 feet separation. Is there a reason for the discrepancy? **We placed the bike parking spaces as close to the main entry as we felt possible, while allowing bicyclists to easily use the driveway to access the bike racks. The bike racks have been located just south of the planter to not block pedestrian circulation from the adjacent pathway to the west.**
- Waste/Recyclables Enclosure –
 - I see the dimensions (footprint) of the enclosure on Sheet A1.01 and Sheet 3.01 notes "wood screening" and "fiber cement panel" for materials, but I don't see any details/cut sheet. Could you provide? **See attached elevations. The enclosure itself will be wood slat screening. The fiber cement is at the exterior building wall.**
 - Will the enclosure be covered? **It will be covered.**
 - There's some discrepancy between the Republic Services letter and discussion in the response findings about how the enclosure will be serviced. Will the carts be taken to the curb for collection, or will service vehicles drive to the enclosure to service? **Carts will be taken to the curb (by Republic Services) for collection. Their staff will roll the bins out to the curb, where the truck can empty them.**
- Landscaping –
 - I note that no trees are proposed to be planted at the front and back of the building. Is this because tree plantings are grouped at the northeast and southwest corners of the

building and because existing trees to remain are included in the calculation? Or another reason? **Correct, proposed trees have been grouped at the northeast and southwest corners of the building. Removed trees have been replaced 1 to 1.**

Thanks,

Cindy

Cindy Luxhoj AICP

Associate Planner

City of Wilsonville

503.570.1572

luxhoj@ci.wilsonville.or.us

www.ci.wilsonville.or.us

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29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Brendan Sanchez <Brendan@access-arch.com>

Sent: Monday, December 21, 2020 4:28 PM

To: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>

Subject: Charbonneau Activity Center

[This email originated outside of the City of Wilsonville]

Hi Cindy,

Just returned your call and left a message. Let me know a good time to call you back.

Thanks!

Brendan

Brendan Sanchez | Principal

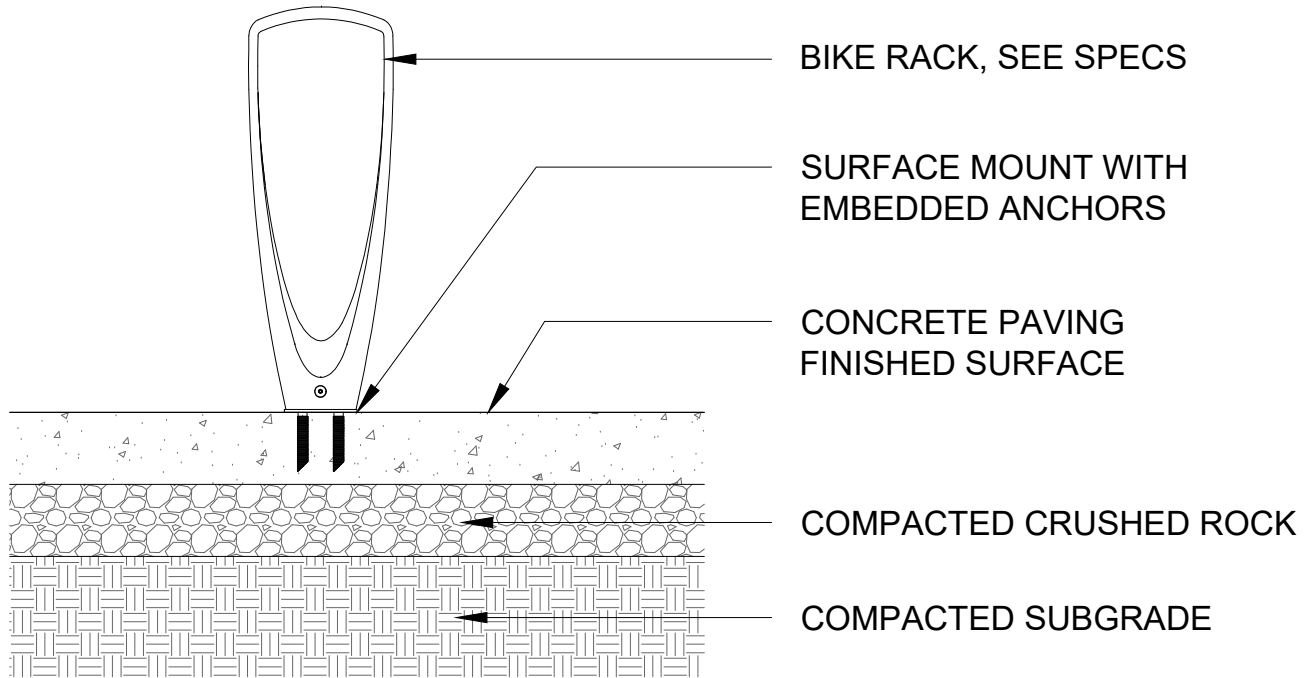
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pronouns: he/him/his



400 Columbia Street, Ste. 120
Vancouver, WA 98660-3413
D: 360.326.1221
C: 503.756.9213

NOTE:
SURFACE MOUNT INSTALL
PER MANUFACTURER'S
SPECIFICATIONS



SIDE VIEW

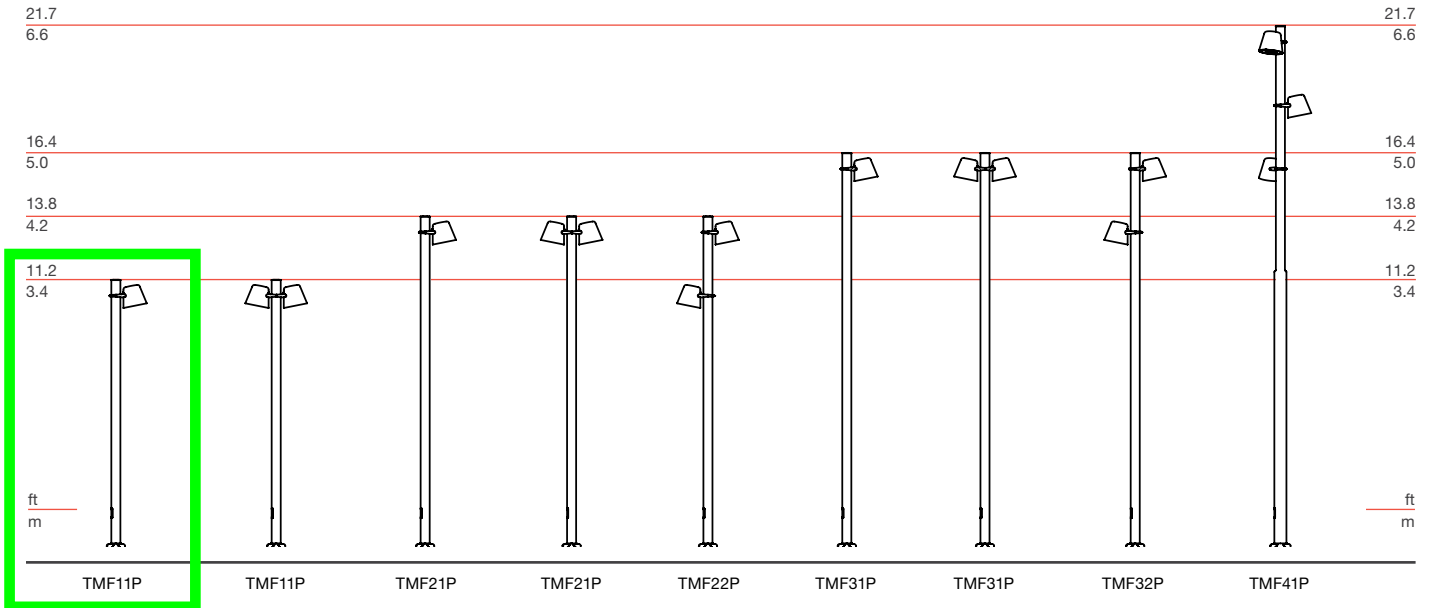
Tumbler

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Product Data Sheet | TML



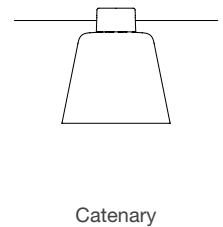
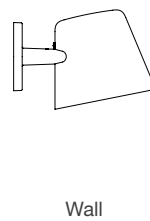
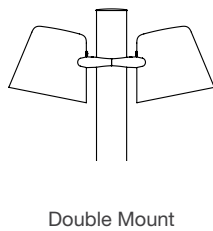
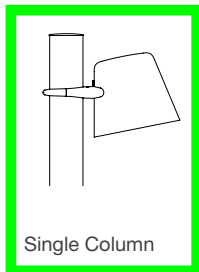
Line Drawings



Pole Description

Round pole is 4.5" and manufactured from seamless 6061 aluminum tubing and heat treated to produce a T6 temper. Nominal wall thickness is 0.125". Flush mounted hand hole cover includes two magni-coated fasteners.

Mounting Offering







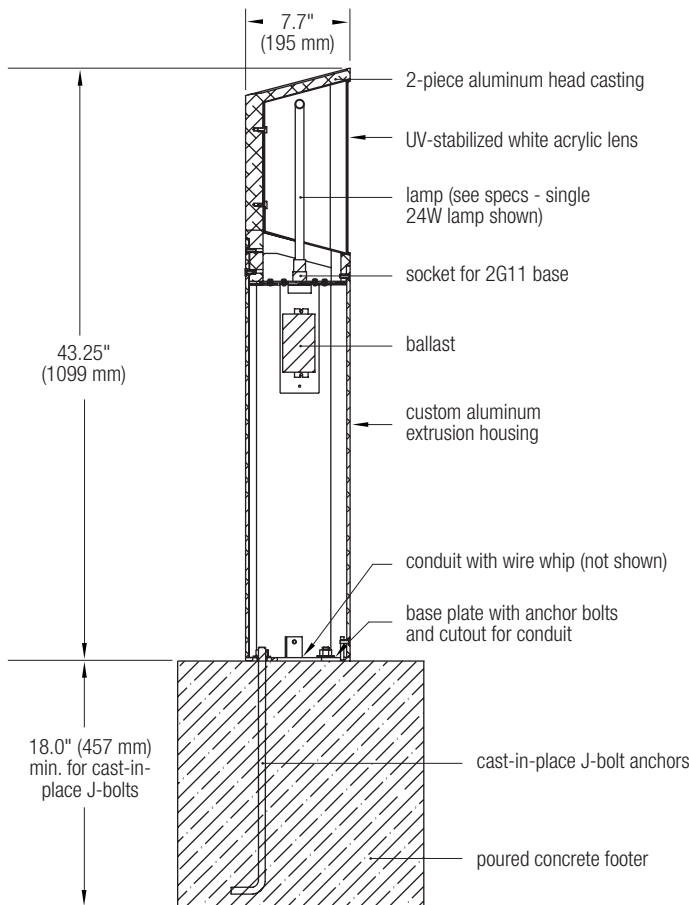
The **Trio Bollard** is designed to blend seamlessly with our Trio family of products. Inspired by design elements that span the entire Trio product line, we've created a bollard that draws upon the open-angled shape, swept detail and exaggerated void that is seen in our Trio bench. Contemporary in design, Trio's minimalist linear form allows it to be integrated into a myriad of settings while showcasing design in its purist form.

MATERIAL & CONSTRUCTION DETAILS

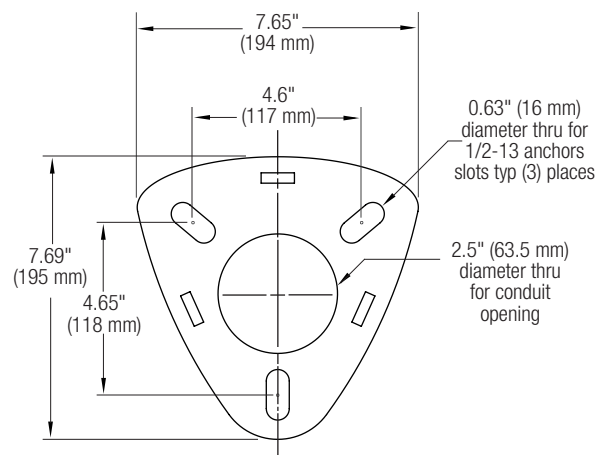
INSTALLATION & MAINTENANCE

COLUMN	FINISH	LAMP	INSTALLATION
<ul style="list-style-type: none"> Column is made from a formed aluminum extrusion. 	<ul style="list-style-type: none"> See the Forms+Surfaces Powdercoat Chart for details. Custom RAL colors are available for an upcharge. Due to the inherent nature of metal castings, gloss powdercoats are not offered for cast components. 	<ul style="list-style-type: none"> Compact fluorescent (CFL) lamps are 24 Watts. See lamp information on page 2. 	<ul style="list-style-type: none"> Standard mounting is surface mount with 1/2"-13x18" galvanized steel J-bolt anchors and 1/4" thick stainless steel base plate. Installation of a surge protector as part of each units wiring is recommended. Necessary hardware is included. Template is available upon request.
TOP CAP	WEIGHT	BALLAST	MAINTENANCE
<ul style="list-style-type: none"> Cast aluminum cap is attached with recessed security socket cap screws. 	<ul style="list-style-type: none"> 34 lbs (15 kg) 	<ul style="list-style-type: none"> Electronic, thermally protected (universal input voltage) 120/277V for one 24W or two 24W single twin tube 4-pin fluorescent lamp(s), instant start, -20 °F starting temperature. 	<ul style="list-style-type: none"> Metal surfaces can be cleaned as needed using a soft cloth or brush with warm water and a mild detergent. Avoid abrasive cleaners.

NOMINAL DIMENSIONS



BASE PLATE MOUNTING DETAIL





LAMP DESCRIPTIONS

LAMP	DESCRIPTION	BASE	COLOR TEMPERATURE	LUMINAIRE LUMENS*	B.U.G. RATING
(1) F T24 BX	24W single twin tube 4-pin compact fluorescent	2G11	4,000K	1376	B1-U4-G2
(2) FT24 BX	24W single twin tube 4-pin compact fluorescent	2G11	4,000K	2606	B1-U5-G2

*Luminaire lumens represents the absolute photometry for the luminaire, and indicates the lumens out of the entire fixture.

NOTE: Polar candela and isofootcandle plots can be found on the Lighthouse Bollard product page on our website

CERTIFICATION

- LBTRO-CF is UL and C-UL listed for wet locations.

ENVIRONMENTAL CONSIDERATIONS

- Please refer to the Trio Bollard Environmental Data Sheet for detailed environmental impact information.
- Metal components have a long life cycle and are 100% recyclable; Trio Bollard has 75% recycled content.
- Powdercoat finishes are no- or low-VOC, depending on color.
- Low maintenance; easy to disassemble.

MODEL NUMBERS AND DESCRIPTIONS

MODEL	DESCRIPTION
LBTRO-CF	Trio Bollard, CFL

PRODUCT OPTIONS

The following options are available for an upcharge

Premium Texture Colors from Forms+Surfaces Powdercoat Chart
Custom RAL powdercoat color

LEAD TIME: 6 to 8 weeks. Shorter lead times may be available upon request. Please contact us to discuss your specific timing requirements.

PRICING: Please contact us at **800.451.0410** or **sales@forms-surfaces.com**. At Forms+Surfaces, we design, manufacture and sell our products directly to you. Our sales team is available to assist you with questions about our products, requests for quotes, and orders. Territory Managers are located worldwide to assist with the front-end specification and quoting process, and our in-house Project Sales Coordinators follow your project through from the time you place an order to shipment.

TO ORDER SPECIFY: Quantity, powdercoat color, lamp, and voltage. Quote/Order Forms are available on our website to lead you through the specification process in a simple checkbox format.

Exhibit C1
Public Works Plan Submittal Requirements
and Other Engineering Requirements

1. All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards – 2017.
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

Coverage (<i>Aggregate, except where noted</i>)	Limit
<u>Commercial General Liability:</u>	
▪ General Aggregate (per project)	\$3,000,000
▪ General Aggregate (per occurrence)	\$2,000,000
▪ Fire Damage (any one fire)	\$50,000
▪ Medical Expense (any one person)	\$10,000
<u>Business Automobile Liability Insurance:</u>	
▪ Each Occurrence	\$1,000,000
▪ Aggregate	\$2,000,000
<u>Workers Compensation Insurance</u>	\$500,000

3. No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, right-of-way and easements have been obtained and Staff is notified a minimum of 24 hours in advance.
4. All public utility/improvement plans submitted for review shall be based upon a 22" x 34" format and shall be prepared in accordance with the City of Wilsonville Public Work's Standards.
5. Plans submitted for review shall meet the following general criteria:
 - a. Utility improvements that shall be maintained by the public and are not contained within a public right-of-way shall be provided a maintenance access acceptable to the City. The public utility improvements shall be centered in a minimum 15-ft-wide public easement for single utilities and a minimum 20-ft-wide public easement for two parallel utilities and shall be conveyed to the City on its dedication forms.
 - b. Design of any public utility improvements shall be approved at the time of the issuance of a Public Works Permit. Private utility improvements are subject to review and approval by the City Building Department.
 - c. In the plan set for the Public Works Permit, existing utilities and features, and proposed new private utilities shall be shown in a lighter, grey print. Proposed public improvements shall be shown in bolder, black print.



- d. All elevations on design plans and record drawings shall be based on NAVD 88 Datum.
 - e. All proposed on- and off-site public/private utility improvements shall comply with the State of Oregon and the City of Wilsonville requirements and any other applicable codes.
 - f. Design plans shall identify locations for street lighting, gas service, power lines, telephone poles, cable television, mailboxes and any other public or private utility within the general construction area.
 - g. As per City of Wilsonville Ordinance No. 615, all new gas, telephone, cable, fiber-optic and electric improvements, etc. shall be installed underground. Existing overhead utilities shall be undergrounded wherever reasonably possible.
 - h. Any final site landscaping and signing shall not impede any proposed or existing driveway or interior maneuvering sight distance.
 - i. Erosion Control Plan that conforms to City Code and the Public Works Standards.
 - j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
 - k. All engineering plans shall be printed to PDF, combined to a single file, stamped and digitally signed by a Professional Engineer registered in the State of Oregon.
 - l. All plans submitted for review shall be in sets of a digitally-signed PDF and three printed sets.
6. Submit plans in the following general format and order for all public works construction to be maintained by the City:
- a. Cover sheet
 - b. City of Wilsonville construction note sheet
 - c. General construction note sheet
 - d. Existing Conditions plan.
 - e. Erosion Control and Tree Protection Plan.
 - f. Site Plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
 - g. Grading Plan, with 1-foot contours.
 - h. Composite Utility Plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
 - i. Detailed Plans; show plan view and either profile view or provide invert elevations at all utility crossings; include laterals in profile view or provide table with invert elevations at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
 - j. Street Plans.
 - k. Storm Sewer/drainage Plans; number all lines, manholes, catch basins, and cleanouts for easier reference
 - l. Water and Sanitary Sewer Plans; plan; number all lines, manholes, and cleanouts for easier reference.
 - m. Detailed Plan for stormwater management facilities (both plan and profile views), including water quality orifice diameter, manhole and beehive rim elevations, growing medium, and a summary table with planting area, types and quantities. Provide details of inlet structure, energy dissipation device, drain inlets, structures, and piping for outfall

structure. Note that although stormwater facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.

- n. Composite Franchise Utility Plan.
 - o. City of Wilsonville detail drawings.
 - p. Illumination Plan.
 - q. Striping and Signage Plan.
 - r. Landscape Plan.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
 8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with City Code and the Public Works Standards during construction and until such time as approved permanent vegetative materials have been installed.
 9. Applicant shall notify City before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
 10. The applicant shall be in conformance with all stormwater treatment and flow control requirements for the proposed development per the Public Works Standards. Unless the City approves the use of an Engineered Method, the City's BMP Sizing Tool shall be used to design and size stormwater facilities.
 11. A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
 12. Proprietary stormwater management facilities are only allowed where conditions limit the use of infiltration (e.g., steep slopes, high groundwater table, well-head protection areas, or contaminated soils). If a proprietary stormwater management facility is approved by the City, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.
 13. Stormwater management facilities shall have approved landscape planted and approved by the City of Wilsonville prior to paving.
 14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems.

Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.

15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Sidewalks, crosswalks and pedestrian linkages shall be in compliance with the requirements of the U.S. Access Board.
17. No surcharging of sanitary or storm water manholes is allowed.
18. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
19. The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.
20. The applicant shall provide adequate sight distance at all project street intersections, alley intersections and commercial driveways by properly designing intersection alignments, establishing set-backs, driveway placement and/or vegetation control. Coordinate and align proposed streets, alleys and commercial driveways with existing streets, alleys and commercial driveways located on the opposite side of the proposed project site existing roadways. Specific designs shall be approved by a Professional Engineer registered in the State of Oregon. As part of project acceptance by the City the Applicant shall have the sight distance at all project intersections, alley intersections and commercial driveways verified and approved by a Professional Engineer registered in the State of Oregon, with the approval(s) submitted to the City (on City-approved forms).
21. Access requirements, including sight distance, shall conform to the City's Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
22. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Republic Services for access and use of their vehicles.

23. The applicant shall provide the City with a Stormwater Maintenance Easement Agreement (on City-approved forms) for City inspection of those portions of the storm system to be privately maintained.
24. Stormwater management facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all stormwater management facilities.
25. The applicant shall “loop” proposed waterlines by connecting to the existing City waterlines where applicable.
26. Mylar Record Drawings:

At the completion of the installation of any required public improvements, and before a 'punch list' inspection is scheduled, the Engineer shall perform a record survey. Said survey shall be the basis for the preparation of 'record drawings' which will serve as the physical record of those changes made to the plans and/or specifications, originally approved by Staff, that occurred during construction. Using the record survey as a guide, the appropriate changes will be made to the construction plans and/or specifications and a complete revised 'set' shall be submitted. The 'set' shall consist of drawings on 3 mil. mylar and an electronic copy in AutoCAD, current version, and a digitally signed PDF.

From: [Le, Khoi](#)
To: [Luxhoj, Cindy](#)
Subject: RE: Charbonneau Activity Center
Date: Tuesday, November 17, 2020 2:02:09 PM
Attachments: [image001.png](#)

Hi Cindy,

Vehicle trips generated by the proposed Activities Center will be lesser than ones generated by the previous Restaurant and therefore a Traffic Impact Study will not be required.

Regards,

Khoi Q. Le, PE

Development Engineering Manager
City of Wilsonville

Office: 503.570.1566

Mobile: 503.412.9646

kle@ci.wilsonville.or.us

www.ci.wilsonville.or.us

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



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

City Hall is now open, with physical distancing controls in place. During COVID-19, we wish to remain responsive while prioritizing the health and safety of the Wilsonville community. We are happy to meet by call or teleconference as an alternative to face-to-face meetings.

From: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>

Sent: Tuesday, November 17, 2020 1:44 PM

To: Le, Khoi <kle@ci.wilsonville.or.us>

Subject: RE: Charbonneau Activity Center

Hi Khoi,

Could you forward me a copy of your email or letter to the applicant waiving the traffic study requirement for this project? I've attached a screen shot of the discussion from the applicant's narrative that references it.

Thanks.

Cindy Luxhoj AICP
Associate Planner

From: [Paul C. Hughes](#)
To: [Luxhoj, Cindy](#)
Subject: Re: Charbonneau Activity Center
Date: Tuesday, December 29, 2020 3:10:24 PM

[This email originated outside of the City of Wilsonville]

Hi Cindy, I have no more questions on the project. Thank you.

Sent from my iPhone

On Dec 29, 2020, at 12:02 PM, Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us> wrote:

Hi Paul,

This email is to acknowledge receipt of your comment about the Charbonneau Activity Center. Also, thank you for the follow-up phone call.

Please let me know if you have any more questions about the land use review process or this project.

Thank you,

Cindy

Cindy Luxhoj AICP
Associate Planner
City of Wilsonville

503.570.1572
luxhoj@ci.wilsonville.or.us
www.ci.wilsonville.or.us
[Facebook.com/CityofWilsonville](https://www.facebook.com/CityofWilsonville)
<image001.png>

29799 SW Town Center Loop East, Wilsonville, OR 97070

City Hall is now open, with physical distancing controls in place. During COVID-19, we wish to remain responsive while prioritizing the health and safety of the Wilsonville community. We are happy to meet by call or teleconference as an alternative to face-to-face meetings.

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

From: PAUL HUGHES <hughes.paul@comcast.net>
Sent: Tuesday, December 29, 2020 11:29 AM
To: Luxhoj, Cindy <luxhoj@ci.wilsonville.or.us>
Subject: Fwd: Charbonneau Activity Center

[This email originated outside of the City of Wilsonville]

----- Original Message -----

From: PAUL HUGHES <hughes.paul@comcast.net>
To: "luxhoj@ci.wilsonville.or.us." <luxhoj>
Date: 12/29/2020 11:22 AM
Subject: Charbonneau Activity Center

Cindy,

In response to the documents I received in the mail on the opportunity to comment on the proposed development in Charbonneau, I really don't have any comments on the proposed development, other than the fact, in my opinion, it wasn't needed. It's just a lot of liability and expenses, taxes, and maintenance that will, I believe, be difficult for this community to endure over time and fall upon the residents or taxpayers or whoever will be financially responsible for this facility. The process didn't seem to transparent either, even with ideas from the residents, it seems like the board was just going to move forward with what they wanted to do, irregardless.

Thank you.

DEVELOPMENT REVIEW BOARD MEETING
JANUARY 11, 2021
6:30 PM

- VII. Board Member Communications:
 - A. Results of the October 26, 2020 DRB Panel B meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE: OCTOBER 26, 2020		TIME END: 8:07 P.M.
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR		
TIME START: 6:30 P.M.		

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Samy Nada	Daniel Pauly
Richard Martens	Barbara Jacobson
Shawn O'Neil	Kimberly Rybold
Nichole Hendrix	Cindy Luxhoj
	Philip Bradford
	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the September 28, 2020 meeting	A. Approved as presented with Samy Nada abstaining.
PUBLIC HEARING	
<p>A. Resolution No. 384. Nicoli Pacific Yard Expansion: Gavin Russell, CIDA Architects & Engineers – Representative for David Nicoli, Nicoli Pacific LLC – Owner. The applicant is requesting approval of a Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, and Type C Tree Removal Plan for expansion of the outdoor storage yard in Phase 1 of a new three-phase industrial development. The site is located Tax Lots 300 and 500 of Section 14A, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Cindy Luxhoj</p> <p style="margin-left: 40px;">Case Files: DB20-0035 Stage I Master Plan Modification DB20-0036 Stage II Final Plan Modification DB20-0037 Site Design Review DB20-0038 Type C Tree Removal Plan</p>	<p>A. Resolution No. 384 was unanimously approved as presented.</p>
<p>B. Resolution No. 385. Parkway Woods Business Park Remodel: Kevin Apperson, Atwell Group – Representative for PWII Owner, LLC – Applicant/Owner. The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review, Type C Tree Removal Plan, Master Sign Plan and SROZ Review for a parking lot reconfiguration and exterior remodel for Parkway Woods Business Park. The subject site is located at 26600 SW Parkway Avenue on Tax Lots 511 and 581 Of Section 12, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Philip Bradford</p>	<p>B. Resolution No. 385 was unanimously approved as presented.</p>

<p>Case Files: DB20-0028 Stage II Final Plan Modification DB20-0029 Site Design Review DB20-0030 Type C Tree Plan DB20-0031 Master Sign Plan SI20-0002 SROZ Review</p>	
<p>BOARD MEMBER COMMUNICATIONS</p>	
<p>A. Results of the October 12, 2020 DRB Panel A meeting B. Recent City Council Action Minutes</p>	<p>A. No comments B. Staff noted the Magnolia Development would be heard at Council on November 2nd.</p>
<p>STAFF COMMUNICATIONS</p>	
	<p>A. Panel B would meet in November.</p>

DEVELOPMENT REVIEW BOARD MEETING
JANUARY 11, 2021
6:30 PM

- VII. Board Member Communications:
 - B. Results of the November 23, 2020 DRB Panel B meeting

City of Wilsonville

Development Review Board Panel B Meeting Meeting Results

DATE:	NOVEMBER 23, 2020	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:31 P.M.	TIME END: 7:18 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Samy Nada	Daniel Pauly
Richard Martens	Barbara Jacobson
Shawn O’Neil	Cindy Luxhoj
Nicole Hendrix	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS’ INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of the October 26, 2020 meeting	A. Approved as presented
PUBLIC HEARING	
A. Resolution No. 386. Wood Middle School Remodel and Sign Waiver: Keith Liden Planning Consultant – Representative for West Linn-Wilsonville School District – Owner. The applicant is requesting approval of a Site Design Review request, Class 3 Sign Permit and Waiver for Wood Middle School. The site is located at 11055 SW Wilsonville Road on Tax Lot 500 of Section 22A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <div>Case Files:</div> <div>DB20-0046</div> <div>Site Design Review</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <div></div> <div>DB20-0047</div> <div>Class III Sign Review</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <div></div> <div>DB20-0048</div> <div>Waiver</div> </div>	A. Resolution No. 386 was approved by a 3 to 1 vote with Shawn O’Neil opposed.
BOARD MEMBER COMMUNICATIONS	None.
A. Recent City Council Action Minutes	A. Staff noted Council affirmed the Board’s decision on the Magnolia Development.
STAFF COMMUNICATIONS	
	Richard Martens and Shawn O’Neil were recognized for their years of service on the Board.

DEVELOPMENT REVIEW BOARD MEETING
JANUARY 11, 2021
6:30 PM

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

City Council Meeting Action Minutes
October 5, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Dwight Brashear, Transit Director
Scott Simonton, Fleet Services Manager
Dan Pauly, Planning Manager
Zach Weigel, Capital Projects Engineering Manager
Kim Rybold, Senior Planner
Chris Neamtzu, Community Development Director

Staff present included:

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
START	6:04 p.m.
WORK SESSION	
A. Grant Funded Trolley Purchase	Staff briefed Council on Resolution No. 2852, which authorizes SMART to purchase one CNG fueled trolley from Creative Bus Sales.
B. Frog Pond West Development Agreement	Council was informed of Resolution No. 2842, which revises the template for a development and annexation agreement for Frog Pond West Development.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
B. Tourism Promotion Committee Appointment	Tourism Promotion Committee Appointment of Brian Everest to the Tourism Promotion Committee, Position 6 for a term beginning 10/5/2020 to 6/30/2021. Passed 5-0.
<u>Communications</u>	
A. None.	
<u>Consent Agenda</u>	
A. <u>Resolution No. 2852</u> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase One CNG Fueled Trolley From Creative Bus Sales.	The Consent Agenda was approved 5-0.

<p>B. Minutes of the September 16, 2019; October 21, 2019; December 16, 2019 and September 10, 2020 City Council Meetings.</p>	
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2842</u> A Resolution Of The City Of Wilsonville Revising The Template For A Development And Annexation Agreement For Frog Pond West Development And Amending Resolution No. 2649.</p> <p>B. <u>Resolution No. 2853</u> A Resolution Of The City Of Wilsonville To Select The Preferred Bridge Alternative For The I-5 Pedestrian Bridge Project (CIP #4202).</p>	<p>Resolution No. 2842 was adopted 5-0.</p> <p>Resolution No. 2853 was adopted 5-0.</p>
<p><u>Continuing Business</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>Ordinance No. 842 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 843 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Denounced several rumors about the City posted on social media.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:48 p.m.</p>

City Council Meeting Action Minutes
October 19, 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
Jordan Vance, Economic Development Manager
Matt Palmer, Associate Engineer
Mike Nacrelli, Civil Engineer
Andy Stone, IT Director
Beth Wolf, Senior Systems Analyst
Mark Ottenad, Public/Government Affairs Director
Zach Weigel, Capital Projects Engineering Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
START	5:03 p.m.
WORK SESSION	
A. Draft Arts, Culture and Heritage Strategy (ACHS)	Council reviewed the draft Arts, Culture and Heritage Strategy.
B. Wilsonville Investment Now (WIN) – Final Program	Staff briefed Council on Resolution No. 2856, which establishes the Wilsonville Investment Now (WIN) program administrative rules.
REGULAR MEETING	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Communications</u>	
A. None.	
<u>Consent Agenda</u>	The Consent Agenda was approved 5-0.
A. <u>Resolution No. 2841</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Murraysmith To Provide Engineering Consulting Services For The Corral Creek And Rivergreen Lift Stations Rehabilitation Project (Capital Improvement Project #2105).	

<p>B. <u>Resolution No. 2854</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Schneider Equipment, Inc. Dba Schneider Water Services For Construction Of The Elligsen Well Upgrades And Maintenance Project (Capital Improvement Project 1128).</p> <p>C. <u>Resolution No. 2855</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract With Otak, Inc. For Construction Engineering Services For The 5th Street / Kinsman Road Extension Project (Capital Improvement Project #1139, 2099, 4196).</p> <p>D. Minutes of the April 15, 2019; September 21, 2020; and October 12, 2020 City Council Meetings.</p>	
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2856</u> A Resolution Of The Wilsonville City Council Establishing The Wilsonville Investment Now (WIN) Program Administrative Rules.</p> <p>B. <u>Resolution No. 2858</u> A Resolution And Order Amending Resolution No. 2844 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p>	<p>Resolution No. 2856 was adopted 5-0.</p> <p>Resolution No. 2858 was adopted 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>Informed there was a soft grand opening of the Dog Park and acknowledged the staff members who completed the project.</p> <p>Announced the City is hosting a virtual listening session on December 8, 2020, to hear community perspectives on issues related to diversity, equity, and inclusion.</p>

<p><u>Legal Business</u></p>	<p>The City Attorney informed Council the Marion County Board of Commissioners plans to adopt an ordinance on the application of TLM Holding, LLC. Furthermore, Marion County would like to speak directly to Council at a future meeting. Council agreed to place Marion County on the November 2, 2020 agenda.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>Consent Agenda</u></p> <p>A. <u>URA Resolution No. 311</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute A Professional Services Agreement Contract With Otak, Inc. For Construction Engineering Services For The 5th Street / Kinsman Road Extension Project (Capital Improvement Project #1139, 2099, 4196).</p> <p>B. Minutes of the September 21, 2020 URA Meeting.</p>	<p>The URA Consent Agenda was approved 5-0.</p>
<p>ADJOURN</p>	<p>8:22 p.m.</p>

City Council Meeting Action Minutes
November 2, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Miranda Bateschell, Planning Director
Kim Rybold, Senior Planner
Jordan Vance, Economic Development Director
Khoi Le, Development Engineering Manager
Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Dwight Brashear, Transit Director
Eric Loomis, Transit Operations Manager

Staff present included:

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

AGENDA ITEM	ACTIONS
START	5:04 p.m.
WORK SESSION	
A. Town Center Transportation System Plan (TSP) Amendments	Council was briefed of Ordinance No. 846, which approves TSP amendments related to the Town Center Plan.
B. COVID-19 Economic Recovery Strategy Ideas	City staff and the Wilsonville Chamber of Commerce director discussed strategies that the Council might consider adopting to aide local businesses in the wake of COVID-19.
C. Employment Site Readiness Report for the Coffee Creek Industrial Area	Staff shared the results of a readiness assessment of the future Coffee Creek Industrial Area, a roadmap of recommended innovations and best practices.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Veterans Day Proclamation	The Mayor read a proclamation declaring the 11 th day of November as Veterans Day.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Communications</u>	
A. Marion County	Council listened to a presentation regarding the TLM Holdings, LLC application case # 19-002 for zone changes, comprehensive plan amendment, and conditional use.

<p>B. Republic Services' City of Wilsonville 2019 Annual Report</p>	<p>Republic Services' staff presented their 2019 annual report.</p>
<p><u>Consent Agenda</u> A. Minutes of the April 6, 2020; October 5, 2020 and October 19, 2020 City Council Meetings.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u> A. City Council Review of Development Review Board Resolution No. 382.</p>	<p>This item has been rescheduled for the November 16, 2020 City Council meeting.</p>
<p><u>Continuing Business</u> A. None.</p>	
<p><u>Public Hearing</u> A. <u>Resolution No. 2859</u> A Resolution Of The Wilsonville City Council Authorizing The Discontinuation Of South Metro Area Regional Transit's (SMART) Charbonneau Shuttle Route. B. <u>Ordinance No. 846</u> An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan.</p>	<p>After a public hearing was conducted, Resolutions No. 2859 was approved 5-0. After a public hearing was conducted, Ordinance No. 846 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:54 p.m.</p>

City Council Meeting Action Minutes
November 16, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Jeanna Troha, Assistant City Manager
Andy Stone, IT Director
Beth Wolf, Senior Systems Analyst
Cindy Luxhoj, Associate Planner
Khoi Le, Development Engineering Manager
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Dan Pauly, Planning Manager
Jordan Vance, Economic Development Director

Staff present included:

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

AGENDA ITEM	ACTIONS
START	5:05 p.m.
WORK SESSION	
A. Kitakata Sister City Advisory Board	Staff presented an update on the bylaws for the Kitakata Sister City Advisory Board.
B. Review of the Solid Waste Collection Rate Report, November 2020	Council heard a summary of the annual solid waste rate review for Republic Services, which detailed operating costs and budget projections for the upcoming year.
C. Employment Site Readiness Report for the Coffee Creek Industrial Area	Staff informed Council of Resolution No. 2861, which accepts the Metro Employment Land Readiness Report for the Coffee Creek Industrial Area.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Small Business Saturday in Wilsonville Proclamation	The Mayor read a proclamation declaring the 28 th day of November as Small Business Saturday in Wilsonville.
B. Reappointments / Appointment	<p><u>Parks and Recreation Board</u> Reappointment of Daniel Christensen to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Passed 5-0.</p> <p><u>Parks and Recreation Board</u> Reappointment of James Barnes to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Passed 5-0.</p>

<p>C. Upcoming Meetings</p>	<p><u>Development Review Board</u> Reappointment of Daniel McKay to the Development Review Board for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.</p> <p><u>Planning Commission – Appointment</u> Appointment of Olive Gallagher to the Planning Commission for a term beginning 1/1/2021 to 12/31/2023. Passed 5-0.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Communications</u> A. Metro Update</p>	<p>Council heard the Metro year end report.</p>
<p><u>Consent Agenda</u> A. Minutes of the November 2, 2020 City Council meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u> A. <u>Resolution No. 2857</u> A Resolution Of The City Of Wilsonville City Council Adopting The Arts, Culture And Heritage Strategy, November 2020.</p> <p>B. <u>Resolution No. 2861</u> A Resolution Of The Wilsonville City Council Accepting The Metro Employment Land Readiness Report For The Coffee Creek Industrial Area.</p> <p>C. City Council Review of Development Review Board Resolution No. 382.</p>	<p>Resolution No. 2857 was approved 5-0.</p> <p>Resolution No. 2861 was approved 5-0.</p> <p>Council made a motion to affirm the Development Review Board Resolution No. 382, passed 5-0.</p>
<p><u>Continuing Business</u> A. <u>Ordinance No. 846</u> An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan.</p>	<p>Ordinance No. 846 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u> A. None.</p>	
<p><u>City Manager’s Business</u></p>	<p>Reported the City held a second Zoom meeting on the topic of diversity, equity, and inclusion. Wished Council a happy Thanksgiving appreciated them and City staff.</p>
<p><u>Legal Business</u></p>	<p>Wished Council a happy Thanksgiving.</p>
<p>ADJOURN</p>	<p>10:07 p.m.</p>

City Council Meeting Action Minutes
December 7, 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
Beth Wolf, Senior Systems Analyst
Andy Stone, IT Director
Dominique Huffman, Civil Engineer
Chris Neamtzu, Community Develop. Director
Keith Katko, Assistant Finance Director
Mark Ottenad, Public/Government Affairs Director
Zoe Monahan, Assistant to the City Manager
Zach Weigel, Capital Projects Engineering Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	
START: 5:03 p.m.	
A. Street Maintenance Program Update	Staff updated the Council on street maintenance activities completed in 2020, and shared the preliminary street maintenance plan for next year.
B. Restaurant Relief Program	Council heard a presentation on Resolution No. 2868, which establishes a Restaurant Relief Program to address impacts associated with COVID-19.
C. Credit Card Processing Software	Staff informed Council of Resolution No. 2866, which authorizes the City Manager to execute a contract with Automated Merchant Services and Merrick Bank.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Reappointments / Appointment	Development Review Board Reappointment of Jean Svadlenka to Development Review Board, Panel A for a term beginning 1/1/2021 to 12/31/2022. Passed 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.
<u>Communications</u>	
A. None.	

<p><u>Councilor Comments, Liaison Reports and Meeting Announcements</u></p> <p>A. Proclamation</p> <p>B. Council Compensation</p>	<p>The Council President read a proclamation declaring the 15th day of December as “Mayor Tim Knapp Day.”</p> <p>Council motioned to have staff draft a resolution, for consideration at the next meeting, which would provide a stipend for Wilsonville’s elected officials. Motion passed 3-0-2.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2866</u> A Resolution Of The City Of Wilsonville, Acting In Its Capacity As The Local Contract Review Board, Authorizing The City Manager To Execute A Contract With Automated Merchant Services And Merrick Bank.</p> <p>B. <u>Resolution No. 2867</u> A Resolution Adopting The Canvas Of Votes Of The November 3, 2020 General Election.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2864</u> A Resolution And Order Amending Resolution No. 2858 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p> <p>B. <u>Resolution No. 2865</u> A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendation Of The 2020 Solid Waste Franchise Rate Review Process As Documented In The “Solid Waste Collection Report, November 2020.” (Ottenad)</p> <p>C. <u>Resolution No. 2868</u> A Resolution of the City of Wilsonville Establishing a Restaurant Relief Program to Address Impacts Associated with COVID-19.</p> <p>D. <u>Resolution No. 2863</u> A Resolution Of The City Council Creating The Kitakata Sister City Advisory Board.</p>	<p>Resolution No. 2864 was adopted 5-0.</p> <p>Resolution No. 2865 was adopted 5-0.</p> <p>Resolution No. 2868 was adopted 5-0.</p> <p>Resolution No. 2863 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. None.</p>	

<u>City Manager's Business</u>	Reminded Council of the virtual Diversity, Equity, and Inclusion listening session scheduled for Tuesday, December 8, 2020 at 6:00 p.m.
<u>Legal Business</u>	No report.
ADJOURN	9:36 p.m.