

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

**Development Review Board – Panel B
Minutes– November 23, 2020 6:30 PM**

Approved
March 22, 2021

I. Call to Order

Chair Samy Nada called the meeting to order at 6:31 p.m.

II. Chair’s Remarks

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

III. Roll Call

Present for roll call were: Samy Nada, Richard Martens, Shawn O’Neil, and Nicole Hendrix

Staff present: Daniel Pauly, Barbara Jacobson, 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 October 26, 2020 DRB Panel B meeting

Shawn O’Neil moved to approve the October 26, 2020 DRB Panel B meeting minutes as presented. Nicole Hendrix seconded the motion, which passed unanimously.

VI. Public Hearings:

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

Case Files:	DB20-0046	Site Design Review
	DB20-0047	Class III Sign Review
	DB20-0048	Waiver

Chair Nada called the public hearing to order at 6:37 p.m. and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site.

No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

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

Ms. Luxhoj presented the Staff report via PowerPoint, briefly reviewing the project site's location, features, and surrounding land uses, with these key additional comments:

- Wood Middle School site included an 86,613 sq ft building, driveway, parking, and play fields. Two driveways provided access to the subject property. The eastern driveway primarily served Wood Middle School while the western driveway served Wood Middle School, Boones Ferry Primary School, and the Crest Center. There were two monument signs along SW Wilsonville Rd frontage located at each of the two driveway entrances, and a Significant Resource Overlay Zone (SROZ) was located on the northern edge of the property.
- She reviewed the components of the proposed application requests as follows (Slide 3):
 - The administration area that was currently in the center of the building would be relocated to the west side perimeter, which was indicated by the red letter A. Classrooms displaced by the relocated administrative offices would be moved to the center of the building to create a new makerspace classroom (Letter B). Approximately 1760 sq ft would be added to the southwest corner of the building that would include a single-occupancy restroom, storage room, and concession stand near the performing arts classrooms, gymnasiums, and track and athletic field. (Letter C)
 - Rooftop mechanical units would be replaced in the same location as existing units and a new rooftop mechanical unit would be installed on the building addition. Three new exterior wall-mounted fixtures would be installed on the building addition to illuminate doorways.
 - A new instructional greenhouse of approximately 1,288 sq ft would be constructed southeast of the existing building, west of the parking lot on the east side of the property. (Letter D)
 - A new rain garden would be installed on the west side of the school building to accommodate the additional stormwater runoff generated by the improvements. (Letter E)
 - The monument sign at the southeast corner of the property would be modified to replace the existing manual reader board with an electronic reader board of the same size. (Letter F) A waiver was requested to allow a sign capable of digitally changeable copy.
- Proper noticing for the application was followed. The public hearing notice included clarifying background information about the project and outlined adaptations for the hearing process and providing testimony that were adopted by the City in response to the Covid-19 pandemic. No public comments had been received to date.
- The Site Design Review applied to all components of the project except the new makerspace classroom, which was entirely inside the building, and the rain garden. The new window

openings in the relocated administration area, and the design and materials used in the building addition, matched or complemented the existing school building. (Slide 6)

- The base of the premanufactured greenhouse would be finished with the same brick as the exterior of the middle school building. Any landscaped areas disturbed during construction would be restored with the same or similar materials.
- The Class III Sign Permit and Waiver regarded the replacement of the existing manual reader board monument sign for Wood Middle School at the southeast corner of the property with an electronic reader board of the same size. (Slide 7) The existing, previously preapproved, monument sign conformed to the standards set forth in the Code; however, the electronic message board was not permitted without an approved waiver.
 - Changeable copy signs were listed as prohibited in Development Code Subsection 4.156.06 (.01) D with language added that allowed the granting of a waiver as long as it was ensured that specific criteria or conditions were met. Those criteria include:
 - That the sign be equipped with automatic dimming technology that adjusts the sign's brightness in direct correlation with ambient light conditions and the sign owner ensures appropriate functioning of the dimming technology for the life of the sign.
 - That the luminance of the sign not exceed 5,000 candelas per sq meter between sunrise and sunset and 500 candelas per sq meter between sunset and sunrise.
 - By definition, changeable copy signs must maintain a copy hold time of at least 15 minutes.
 - While grouped under prohibited signs, the intention of the Code was to ensure the signs were conditionally permitted. Because no conditionally permitted sign section existed currently, those signs were grouped in the prohibited sign section as that was where language regarding the signs previously existed in the Code.
 - The Applicant had provided response findings to the waiver criteria that addressed why the conversion to an electronic display conformed to the waiver requirements. Additionally, conditions of approval were included in the Staff report to ensure those criteria were met.
- Based on the findings of fact, the information included in the Staff report, and information received from a duly-advertised public hearing, Staff recommended approval of the Applicant's requests with conditions.

Richard Martens asked if the required public noticing area was measured from the exterior perimeter of the property or the building itself.

Ms. Luxhoj confirmed the public noticing distance was 250 ft from the perimeter of the school property boundary and that property included both schools.

Mr. Martens understood that residents to the east would have all been notified. He was sure it was not a controversial project, but was curious how the distance was calculated in general.

Shawn O'Neil stated that regarding the sign, he had to be consistent in his voting record based on a decision from several years ago that he had hoped would be fixed by now. It was his

understanding, from having spoken with Mr. Pauly earlier, that there was a draft in the works to fix signage verbiage in the Code.

Mr. Pauly confirmed that was accurate.

Mr. O'Neil stated he would address the sign issue further at another time.

Chair Nada called for the Applicant's presentation.

Remo Douglas, Capital Construction Program Manager, West Linn-Wilsonville School District (WLWV), thanked the Board and Staff for their time and effort looking over the application. Updating the older schools was an exciting part of the Bond Program. He thanked Staff for their thorough explanation of the application's contents. The District was aware of and agreeable to all the conditions proposed by Staff. He noted he had a number of slides, but in an effort to avoid redundancy offered to answer questions and use the slides to elaborate as the Board deemed appropriate.

Chair Nada asked if the proposed changes included adding space to increase school capacity.

Mr. Douglas replied increasing capacity was not the goal of the project. A major component of the Bond Program was to install secure entries at each school. Currently, the office at Wood Middle School was located centrally in the building with a hallway between the office and exterior, which posed a number of challenges to greeting, checking in, and escorting visitors during the school day. The proposed project would relocate the office into one of the classroom clusters to enable use of the existing entry vestibule and create a new entry system that required all visitors to enter the school there. This system was in place in a number of schools across the District. Under the last Bond Program, the District added four new entry systems, and under the new Bond Program, five more were added this summer.

- Due to the nature of the office at Wood Middle School, this was a much bigger project. Because the front classrooms were largely original construction, they would be completed renovated, including removal of all walls, ceilings, and lights, and replaced with new ones to bring the relocated office up to a modern WLWV standard, which was the primary intent of the project.

Nicole Hendrix stated she appreciated the application, adding the remodel updates looked exciting, especially the new security updates and the greenhouse.

Mr. O'Neil echoed Ms. Hendrix's comments. He was on the Safety Committee for the School District for the primary level and was also active in the bond measure that got passed to fund the proposed changes. He agreed the safety measures were much needed at Wood Middle School. He only took issue with the sign proposal, which he would address later, but reiterated his agreement regarding the installation of needed safety measures and appreciated the Applicant's efforts.

Chair Nada called for public testimony in favor of, opposed and neutral to the application. He confirmed with Staff that no member of the public had any questions or testimony they wished to present. He then confirmed no questions or additional discussion from the Board and closed the public hearing at 6:58 pm.

Nicole Hendrix moved to approve Resolution No. 386. Richard Martens seconded the motion.

Chair Nada called for the Board's deliberation.

Mr. O'Neil explained he had to treat this Applicant like any other applicant. There was a decision several years ago wherein he understood that Mr. Pauly and the City Attorney would work to make changes to the Sign Code. He had voted no on that application because of the sign based on the fact that he believed the sign rules were inadequate. Since then, he has had to vote no on three or four applications due to the signage. He wanted to pass the redesign portion of the application, as it was essential and necessary for the school; however, he had to be consistent with his no votes on previous applications focused on a digital sign and was stuck having to vote no on a District change that he actually supported due to the signage problem. He believed the safety change was necessary, but after having voted no on the other applications, voting yes would be unfair to the previous applicants. He wanted it known that he did not want to vote no but was stuck doing so because the City had failed to move forward with fixing the sign rule in the Code. Per a note from Mr. Pauly he had received earlier that day, although a potential fix had been drafted for some time, it had not moved into the active work program due to a variety of reasons. He appreciated Mr. Pauly's efforts and hoped that someday it would be fixed. He assured the applicant that he fully supported the changes, but he had to be consistent and vote no due to the current, applicable signage verbiage in the Code. He thanked the Board for allowing him time to explain his vote.

Mr. Nada acknowledged the sign issue had been raised several times. He asked what the process was to make changes to the Code, why it was taking so long, and if there was an estimated timeframe for the changes to be implemented.

Mr. Pauly submitted that tonight's meeting was not being held for legislative matters. He was happy to talk about it but wanted to focus on the matter before the Board tonight. He offered to have a conversation offline with anyone who wanted to discuss the status of the Sign Code changes and how Staff worked through that process.

The motion passed 3 to 1 with Shawn O'Neil opposed.

Chair Nada read the rules of appeal into the record.

VII. Board Member Communications:

A. Recent City Council Action Minutes

Daniel Pauly, Planning Manager, noted that City Council did affirm the October decision from the DRB. He confirmed the Board did not have any questions.

VIII. Staff Communications

Daniel Pauly, Planning Manager, noted that long-term Board members, Shawn O'Neil and Richard Martens, had served three, two-year terms and were thus ineligible for reappointment. He expressed his sincere gratitude for all that both gentlemen had meant to the Board and to him personally. He appreciated their willingness to serve, their thoughtful insights, and their hard efforts in chairing, noting both had chaired some difficult meetings over the years and had both done a wonderful job. Mr. O'Neil and Mr. Martens were great members of the community and he looked forward to continue seeing them around town. Staff had some awards and cards prepared for them to acknowledge their time of service. He wished them both the best of luck in their future volunteering endeavors and thanked them for their service.

Richard Martens thanked Mr. Pauly for his kind words, adding it had been a pleasure working with him. He had developed a deep respect and admiration for the Staff and how efficient they were not just with the Board, but with all the details required before projects were ever presented to the DRB. It had been his pleasure to serve; he was thankful for the opportunity, and hoped he had made a contribution in some small way over the years.

Shawn O'Neil echoed Mr. Marten's comments. Mr. Pauly and the Staff had been wonderful. He enjoyed the intellectual challenge the Board members and Staff exchanged with each other. To be an effective DRB member, he believed the process had to be treated like an adjudication. He believed Staff did a great job, and he hoped he had made a contribution. He was sorry for the times he and Staff had disagreed, but as a citizen, part of being appointed to the DRB was to be an independent thinker and input provider. He would miss the other Board members and noted he had a great deal of respect for City Attorney Barbara Jacobson, who had always been very helpful, as well as the entire Staff. He thanked them and the Mayor for allowing him to serve.

Chair Nada, Ms. Hendrix, and Staff thanked Mr. Martens and Mr. O'Neil for their service, noting their thoughtful consideration and acknowledging their valuable experience and wisdom.

Chair Nada confirmed with Staff that no December meeting would be held, but one would likely be held in January. He hoped there would be more Board members at that point. He noted he would contact Staff offline to talk about the sign issue.

Mr. Pauly assured the City was aware of the need and was currently working to get more Board members.

IX. Adjournment

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

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