



Wilsonville City Hall Development Review Board Panel B

Monday, May 22, 2017 - 6:30 P.M.

I. Call To Order:

II. Chairman's Remarks:

III. Roll Call:

Aaron Woods	Richard Martens
Shaw n O'Neil	Samuel Scull
Samy Nada	

IV. Citizen's Input:

V. Consent Agenda:

A. Approval of minutes of February 27, 2017 meeting

Documents:

[Feb 27 2017 Minutes.pdf](#)

VI. Public Hearing:

A. Resolution No. 335

Wilsonville High School Electronic Readerboard: West Linn-Wilsonville School District - Applicant/Owner. The applicant is requesting approval of a Class 3 Sign Permit and Waiver for conversion of an existing freestanding sign to a digital sign at Wilsonville High School. The subject property is located at 6700 SW Wilsonville Road and is legally described as Tax Lot 100 of Section 13, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon.
Staff: Jennifer Scola

Case Files: DB17-0012 Class 3 Sign Permit with Waiver

Documents:

[Wilsonville High School Staff Report.pdf](#)

VII. Board Member Communications:

A. Results of the March 13, 2017 DRB Panel A meeting

Documents:

[DRB-A March 13 2017 Results.pdf](#)

B. Recent City Council Action Minutes

Documents:

[Feb. 23 2017 CC Action Minutes.pdf](#)
[March 6 2017 CC Action Minutes.pdf](#)
[March 20 2017 CC Action Minutes.pdf](#)
[April 17 2017 CC Action Minutes.pdf](#)
[May 1 2017 CC Action Minutes.pdf](#)

VIII. Staff Communications:

IX. Adjournment

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

MONDAY, MAY 22, 2017

6:30 PM

V. Consent Agenda:

- A. Approval of minutes from the February 27, 2017
DRB Panel B meeting

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

**Development Review Board – Panel B
Minutes–February 27, 2017 6:30 PM**

I. Call to Order

Chair Shawn O’Neil 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: Aaron Woods, Richard Martens, Shawn O’Neil, Samuel Scull and Samy Nada.

Staff present: Daniel Pauly and Amanda Guile-Hinman

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

V. Election of 2017 Chair and Vice-Chair

A. Chair

Aaron Woods nominated Shawn O’Neil for 2017 Chair. Richard Martens seconded the nomination.

There were no further nominations.

Shawn O’Neil was re-elected as the 2017 DRB-Panel B Chair by a 4 to 0 to 1 vote with Shawn O’Neil abstaining.

B. Vice-Chair

Shawn O’Neil nominated Richard Martens for 2017 Vice-Chair. Aaron Woods seconded the nomination.

There were no further nominations.

Richard Martens was unanimously re-elected as the 2017 DRB-Panel B Vice-Chair.

VI. Consent Agenda:

A. Approval of minutes of the August 22, 2016 meeting

Richard Martens moved to approve the August 22, 2016 DRB Panel B meeting minutes as presented. Samy Nada seconded the motion, which passed 4 to 0 to 1 with Shawn O’Neil abstaining.

B. Approval of minutes of the September 26, 2016 meeting

Shawn O'Neil moved to approve the September 26, 2016 DRB Panel B meeting minutes as presented. Samy Nada seconded the motion, which passed 3 to 0 to 2 with Aaron Woods and Samuel Scull abstaining.

VII. Public Hearing: There were no public hearing items.

VIII. Board Member Communications:

A. Results of the November 14, 2016 DRB Panel A meeting

IX. Staff Communications

A. Development Code Update Discussion

Daniel Pauly, Senior Planner, congratulated Shawn O'Neil, Richard Martens and Aaron Woods on their reappointments to the Board.

He explained to the Board a change recently made by the City Council concerning the Council Liaison. Council had discussed at length and had decided not to have a liaison attend board meetings, in part because of the time involved and partly due to a concern about Councilors having access to quasi-judicial hearings prior to an appeal to Council and having to declare such at a Council meeting. In lieu, each meeting packet will include action items from the previous council meetings since the last board meeting. In addition, the Council plans to have a summit with boards and commissions once a year to discuss different issues. Councilors are also open to convening joint work sessions on an as-needed basis. Staff will also prepare a report on DRB activity for City Council.

Aaron Woods shared that he felt the Summit was a great idea.

Mr. Pauly shared that the Frog Pond Neighborhood planning process was nearly finished, but that the comment period was still open so Board members were encouraged to share comments and concerns with Staff to be forwarded to the Planning Commission. He shared that the approach to reviewing the Frog Pond Neighborhood differed from other zones as far as density and open space were concerned. Consultants and Staff decided that modifying the existing Planned Development Residential (PDR) process made more sense than adopting the Villebois-style approach.

Richard Martens asked him to explain what he meant.

Mr. Pauly explained that whereas Villebois had a code section all to itself and required an architectural pattern book and had detailed architectural standards to follow, the Planned Development Residential was more focused on density than architectural review. A Frog Pond review would be more similar to the recent review of the project along Canyon Creek Road.

He shared a slide showing the Frog Pond area, depicting sub-districts with small, medium or large lot sizes. Each sub-district had a minimum and maximum number of dwelling units allowed.

Mr. Martens asked how the idea of sub-districts was decided upon. Was it correlated by ownership?

Mr. Pauly replied that it did relate to owner or developer request. It was also related to location. He explained that it made sense that the areas closest to the Town Center and along the SROZ would be higher density with smaller lot sizes. There had been a lot of discussion throughout the process.

Chair Shawn O'Neil asked if Staff anticipated any potential issues that the Board should be prepared for.

Mr. Pauly said that the Board would not be reviewing architecture as they had in previous Villebois reviews. Architecture would be reviewed at the Building permit stage. He also mentioned that the lot sizes in Frog Pond on average would be larger than the lot sizes in Villebois. A small lot size would be, at minimum, 4,000 square feet.

Samuel Scull asked about range: If the low end (small lot) was 4,000 square feet, what was the range at the high end?

Mr. Pauly answered that for large lots, the minimum lot size was 8,000 square feet.

Mr. Martens asked about setbacks and side-yards.

Mr. Pauly replied that those were all established in the table. Side setbacks were typical of other PDR reviews. Front and rear setbacks were typical of current PDR standards as well.

Mr. Woods noted that, according to the slide, manufactured homes were a permitted use. Was this limited to specific lots or allowed anywhere?

Mr. Pauly said that, in his understanding, it was tied to state law. Manufactured homes were considered the same as stick-built homes.

Mr. Woods asked if it was possible to have a stick-built home on one lot and a manufactured home next to it?

Mr. Pauly confirmed. That was true of any of the PDR zones. In reality, it hadn't happened much in Wilsonville, but it could even happen in Villebois.

Mr. Martens clarified that it was driven by state statute.

Mr. Pauly said that he would have to do some further research, but that it was his understanding that it was driven by state statute.

Chair O'Neil suggested that developers would generally avoid the issue.

Mr. Pauly agreed and said that land values also drove it. It was more common to get finished home developers than individual lot/home developers.

Chair O'Neil rephrased his earlier question regarding potential issues surrounding Frog Pond. He noted that the discussion surrounding Frog Pond had been controversial, and asked if staff anticipated any of that controversy continuing to DRB review.

Mr. Pauly replied that there would likely be a mix. Many of the neighbors had seen efforts to meet their concerns about traffic and were satisfied. As with any project being built next to an existing neighborhood, however, there would be some residents who would feel that one more house and one more car would increase traffic to an unacceptable level. For the most part, those people were involved in the process and were heard. Those efforts should minimize controversy in future reviews.

Mr. Martens recalled that he had heard that utilities may not be underground.

Mr. Pauly assured him that utility placement was a clear standard in the Code. The only case in which a utility may not be underground, aside from Bonneville Power lines, would possibly be for higher voltage PGE lines.

Mr. Martens asked if utilities connecting homes would be underground.

Mr. Pauly confirmed they would all be underground and that the standards would absolutely still apply.

Mr. Pauly continued his presentation, stating that in the past there had been a lot of discussion and lack of clarity surrounding density but that, going forward, it should pretty cut and dried which would allow for more time to focus other design issues. Another issue that had generated discussion in the past was the amount of open space. As drafted now, medium and large districts would not require any additional open space. If there was a clear need, the DRB could still require open space. It was determined that any space declared open space would usable and would need to be at least 2,000 square feet. Fifty percent of that space would need to be programmed for active use.

Samy Nada asked if it would be possible for minimum lot sizes to be changed.

Mr. Pauly said that the minimum lot size had been thoroughly discussed and that changing lot size minimums wasn't enabled. It was still subject to waiver, but he thought that there was precedence in the Master Plan for them to stay as they were planned. Lot types in the Frog Pond plan were more defined so it wouldn't be as easy to change lot sizes.

Chair O'Neil wondered if there would be pressure to reevaluate lot sizes if an economic downturn happened or if interest rates rose similar to what happened in Villebois.

Mr. Pauly answered that lot size changes in Villebois primarily happened independent from the economic downturn or were based on developer request.

Samuel Scull asked, at what point in time or at what percentage of development needed to take place before the City would consider building a school?

Mr. Pauly answered that the school was originally planned to be next to the middle school. Relatively late in the process, the District informed staff that there would be a primary school on this site. It would likely depend on the district passing the school bond needed to develop the school and the needs of the City.

Mr. Woods asked about the "civic" subdistrict classification.

Mr. Pauly answered that it was given the "civic" classification due to the existing church.

Mr. Martens asked how much property was in the hands of the developers versus prior owners or speculators.

Mr. Pauly said that there was quite a bit of activity amongst developers, but was not up to speed about others who had "options."

He went on to discuss design standards in Frog Pond. There were some specific design standards, but there was also a "menu" approach where customers could pick from available options to implement. Staff did not want to recreate Villebois – Villebois was unique and should stay that way. Quality design could still be achieved without as many details, and would be easier to administer. The idea of adjacency

– not having the same floor plan and design adjacent or across the street from – had been very successful in Villebois, so that concept would continue to be implemented. He went on to explain some of the design standards.

Mr. Nada asked when the final decision would be reached.

Mr. Pauly explained that it was scheduled for Planning Commission. There were some questions about the financing plan that could delay the overall project a bit, but this portion of the plan was essentially ready to go in front of Planning Commission.

Assistant City Attorney Amanda Guile-Hinman said that it was going to public hearing on March 8th for the Master Plan, amendments to the Code and the Comp Plan. It was currently scheduled to go before City Council for the first reading on April 17th, but could be pushed back because of questions regarding infrastructure funding. The earliest it would go to City Council for public hearing would be April 17th.

Mr. Pauly said that, later in the year, he would lead a project to look at density inconsistencies. Another big code project being worked on had to do with Old Town. The board had reviewed Site Design Review for single family homes in Old Town in a public hearing, which was not ideal. The plan was to move towards reviewing single family homes administratively by integrating a pattern book into the Code.

Chair O’Neil inquired as to whether there had been follow up discussions between Staff and the people in Old Town.

Mr. Pauly said that there had been some recent discussions with the leaders of the Old Town Neighborhood Association. Staff would continue to reach out to the people in Old Town. One of the big questions was how to integrate different architectural styles into the Old Town Neighborhood Plan.

Mr. Martens referred to a quote from a recent newspaper article, in which someone said “Old Town is a dead end, and we like it that way!”

Chair O’Neil referred to the Subaru Dealership. He remembered that there was a lot of discussion and that everyone was heard. He observed a very cooperative community and it had worked out well, but the press focused on the negative. The people who had complained had not shown up to or testified at the meetings, and it was frustrating.

Mr. Pauly said that any development in Old Town would be sensitive to the Boones Ferry Road/Wilsonville Road intersection due to back-ups on I-5. People often had difficulty thinking of how a development would impact them until it was already impacting them.

Chair O’Neil suggested that most neighbors would not look at the notices posted. Had there been a thought as to how to approach public notices differently, perhaps in the form of electronic notice or even in various open-group formats....

Mr. Pauly said that there was some issue with electronic comments in a public record and the ability to archive those comments. It was a concern.

Chair O’Neil admitted that he didn’t look at the signs for public hearing as he drove by. He wondered if there was supplemental way to communicate with people for people to submit comments. It could be through social media...

Mr. Pauly said that some things were posted to social media. Outside of social media, as with Charbonneau, numerous meetings were held by developers to engage with neighbors. Those meetings were encouraged by Staff. He appreciated the thought as to how to make things better.

Chair O'Neil admitted that, before becoming a DRB member, he did not know that those notices even existed.

Mr. Nada seconded Chair O'Neil's point regarding frustration with the turn out for meetings. For a small project, sometimes 14 people would show. For a larger project/subdivision, sometimes nobody would show.

Mr. Pauly said that a lot of larger subdivisions were bordered by fewer neighbors and that could impact the turnout. New development surrounded by more neighbors would likely have a larger turnout. Smaller projects were more challenging to integrate with adjoining projects, whereas larger projects could be planned altogether to fit together.

Mr. Woods stressed the importance of communication when development (for Frog Pond) did start to happen. Homes that were south of Boeckman Road would possibly be up in arms and have issues with the traffic. It wasn't possible to over-communicate.

Chair O'Neil stressed that preparedness in presentation was also key. He appreciated when Staff was prepared to answer questions. He referenced traffic in particular and said it helped to have oral testimony to back up the information presented.

Mr. Pauly agreed. Staff had been thinking about how to make traffic issues clearer in the staff report in the future, whether by using layman's terms or in presenting the numbers more clearly. Staff would try to find a better way to communicate those facts.

Chair O'Neil said that people wanted to be heard and to hear a well-prepared response. He appreciated it when contractors come in prepared to hold their own. He didn't like it when a contractor came in and simply agreed with the City without stating their case.

Mr. Pauly said the structure made it challenging. He said that Staff knew that if they needed the DRB needed to hear evidence, then Staff needed to address it in their presentation. Developers were coached and encouraged to share their story and narrative for the public.

Chair O'Neil said it was frustrating when the developer didn't come prepared.

Mr. Martens asked in the infrastructure issue referred to earlier was related to improving Boeckman Road.

Mr. Pauly said that it was part of it.

Mr. Scull asked if any of the infrastructure cost was shared with the developer.

Mr. Pauly said that the school district was paying for quite a bit of the improvement cost.

Mr. Scull asked about HOA requirements and CC&R's for Frog Pond since it was a less dense development. Would there be HOA requirements there?

Mr. Pauly anticipated that there would be. Ownership and maintenance agreements tended to work very well to provide clarity for who owned what and maintained what and would likely continue as a model.

Mr. Nada said that most of the complaints were traffic related and wondered if the City had plans to provide more transparency with traffic information, such as supplying live traffic data. Or traffic sensors. Did the City have plans to provide something that people could understand?

Mr. Pauly said that beyond the traffic studies provided with the developments, the City had undertaken a traffic survey and would conduct one every couple of years at the City's expense, to see if traffic had reached the levels predicted by the development studies. It would be best to have clarity in information.

Chair O'Neil asked if it was possible to have someone testify/appear by phone.

Mr. Pauly said that it was.

Chair O'Neil suggested that it could save people money if they didn't have to appear in person.

Mr. Woods suggested Skype might be a good tool to use.

Mr. Pauly said he thought that it was a possibility.

Mr. Nada asked if some changes could be made to the traffic report provided by the third party.

Mr. Pauly didn't think the traffic report itself would change, but that Staff could change the staff report to include a layman's summary at the beginning and present the traffic numbers more clearly rather than having them buried in the Engineering conditions of approval. Presentations could be made more clear as well.

Chair O'Neil said that a thorough presentation with answers to an anticipated criticism might diffuse the criticism.

Mr. Pauly said that Staff realized that traffic was a main topic in most developments and agreed that presentations and the report would better reflect that going forward.

He mentioned that there would likely be another meeting soon. An appeal had been filed for a recent Planning Director's Interpretation.

X. Adjournment

The meeting adjourned at 7:49 PM.

Respectfully submitted,

Shelley White, Planning Administrative Assistant

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 22, 2017

6:30 PM

VI. Public Hearing:

- A. **Resolution No. 335. Wilsonville High School Electronic Readerboard: West Linn-Wilsonville School District- Applicant/Owner.** The applicant is requesting approval of a Class 3 Sign Permit and Waiver for conversion of an existing freestanding sign to a digital sign at Wilsonville High School. The subject property is located at 6700 SW Wilsonville Road and is legally described as Tax Lot 100 of Section 13, Township 3 South, Range 1 West, Willamette Meridian, City Of Wilsonville, Clackamas County, Oregon. Staff: Jennifer Scola

Case Files: DB17-0012 Class 3 Sign Permit with Waiver

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 335**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A CLASS III SIGN PERMIT AND WAIVER FOR THE CONVERSION OF AN EXISTING FREESTANDING SIGN TO A DIGITAL SIGN AT WILSONVILLE HIGH SCHOOL. THE SUBJECT PROPERTY IS LOCATED AT 6700 SW WILSONVILLE ROAD AND IS LEGALLY DESCRIBED AS TAX LOT 100 OF SECTION 13, T3S, R1W, CLACKAMAS COUNTY, OREGON. WEST LINN – WILSONVILLE SCHOOL DISTRICT – OWNER/APPLICANT.

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated May 12, 2017, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on May 22, 2017, at which time exhibits, together with findings and public testimony were entered into the public record, and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Development Review Board of the City of Wilsonville does hereby adopt the staff report dated May 15, 2017, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB17-0012, Class III Sign Permit and Waiver for the conversion of an existing freestanding sign at Wilsonville High School to an electronic readerboard sign.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 22nd day of May, 2017 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)*.

Shawn O’Neil, Chair - Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
 Planning Division Staff Report
 Class III Sign Permit with Waiver – Wilsonville High School

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

Hearing Date: May 22, 2017

Date of Report: May 15, 2017

Application No.: DB17-0012 Class III Sign Review and Waiver

Request/Summary: The Development Review Board is being asked to review a Class III Sign Permit and Waiver.

Location: 6800 SW Wilsonville Road. The property is specifically known as Tax Lot 00100, Section 13, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Owner/Applicant: West Linn – Wilsonville School District

Applicant's

Representative: Dan Schumaker
 Wilsonville High School

Comprehensive Plan Designation: Public

Zone Map Classification: PF (Public Facility)

Staff Reviewer: Jennifer Scola, Associate Planner

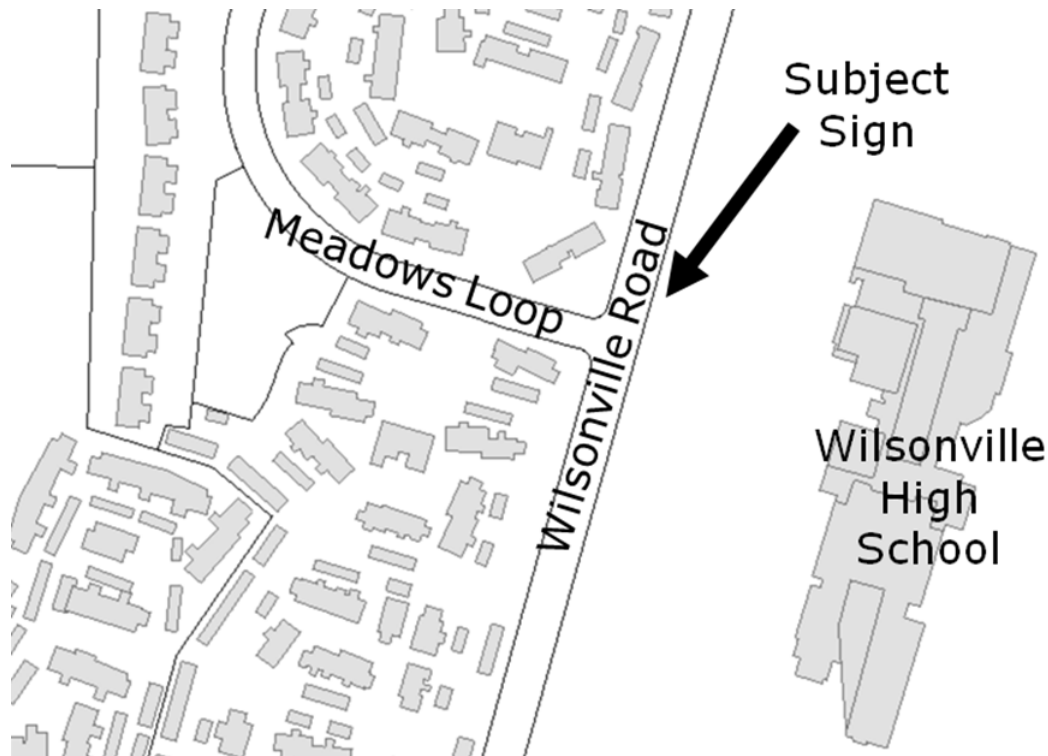
Staff Recommendation: Approve with conditions the requested Class III Sign Review and Waiver.

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 4.136	Public Facility Zone (PF)
Sections 4.156.01 through 4.156.11	Sign Regulations
Sections 4.400 through 4.440 as applicable	Site Design Review
Other Planning Documents:	
Wilsonville Comprehensive Plan	

Vicinity Map



Background:

In 1999, the City approved a Class III Sign Permit for a 14’ tall pole sign, measuring 32 SF, located along Wilsonville Road for Wilsonville High School. The location of the sign was noted to be inside the 25’ buffer area to the Significant Resource Overlay Zone, although the encroachment was noted to be minor and therefore was accommodated. Later, in 2011, the City approved a replacement to the subject sign of the same area in the same location, although considerably shorter: 10.5’. Both of the previous sign reviews were for manual-change readerboards.

Summary:

The proposed Class III Sign Permit would allow for the replacement of the site’s current monument sign adjacent to Wilsonville Road. Dimensionally, the proposed replacement freestanding sign is in conformance with standards set forth by the Code, pending approval of

Site Design Review, and is appropriately designed to be consistent with the type of freestanding signs seen throughout schools in the Public Facilities Zone throughout Wilsonville. However, the proposed sign's electronic message board is not permitted without an approved waiver. The Applicant has provided response findings to the waiver criteria, addressing why the conversion to an electronic display conforms to the waiver requirements and would ultimately be an improved design.



Current Readerboard Sign



Proposed Electronic Readerboard Sign

Discussion Points:

Sign Waiver Criteria – Electronic Readerboard

The proposed changeable copy sign that uses lighting changed digitally is classified as a “prohibited sign” as outlined in Subsection 4.156.06(.01), unless specifically approved through a waiver process connected with a Class III Sign Permit. In granting a waiver for an electronic readerboard sign, the DRB shall ensure the sign will be equipped with automatic dimming technology that adjusts the sign's brightness in direct correlation with ambient light conditions, as well as ensure the luminance of the sign shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise, and lastly maintain a copy hold-time of at least fifteen (15) minutes.

Conclusion and Conditions of Approval:

Staff has reviewed the Applicant's analysis of compliance with the applicable criteria. The Staff report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board approve the proposed application (DB17-0012) with the following conditions:

Planning Division Conditions:

DB17-0012 Class III Sign Permit and Waiver

PD 1.	Approved sign shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
PD 2.	The proposed monument sign shall include the building address for the complex unless otherwise approved in writing by Tualatin Valley Fire & Rescue and submitted to the City’s Planning Division. See Finding 26.
PD 3.	The Applicant/Owner of the property shall obtain all necessary building and electrical permits for the approved signs, prior to their installation, and shall ensure that the signs are maintained in a commonly-accepted, professional manner.
PD 4.	The Applicant/Owner shall ensure the approved sign maintains a copy hold time of at least fifteen (15) minutes.
PD 5.	The Applicant/Owner shall ensure that the approved sign does not exceed five thousand (5000) candelas per square meter between sunrise and sunset, or five hundred (500) candelas per square meter between sunset and sunrise.

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 DB17-0012.

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. Narrative
- B2. Signed Application
- B3. Reader Board Technical Details
- B4. Sign Plan
- B5. Photographs
- B6. Waiver Criteria Narrative

Development Review Team Correspondence

N/A

Other Correspondence

N/A

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on April 20, 2017. On April 20, 2017 staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete. On May 2, 2017, the Applicant submitted new materials and the application was deemed complete. The City must render a final decision for the request, including any appeals, by October 18, 2017.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDR-4, PDR-5	Multifamily Residential
East:	EFU	Rural
South:	RA-H, PDR-2	Single-family Residential
West:	PDR-5	Multifamily Residential

3. Previous Planning Approvals:
 - 92PC26 Zone Change, Stage I Master Plan, Stage II Final Plan, Building Height Variance for construction of Wilsonville High School
 - 92DR36 Site Design Review for Wilsonville High School
 - 93DR12 Site Design Review – architecture and landscape revisions
 - 99SR19 Class III Sign Permit – freestanding sign
 - 00DB32 Modified Stage I Master Plan, Site Design Review for modular classrooms
 - 03AR28 Class II Administrative Review of outdoor restrooms
 - 03DB33 Stage II Final Plan, Site Design Review, Building Height Waiver for Wilsonville High School expansion
 - 04TR35 Type C Tree Removal Plan
 - AR05-0082 Class I Administrative Review of concessions and restrooms
 - AR05-0101 Class II Temporary Use Permit Extension for modular classrooms
 - AR09-0046 Class I Administrative Review of dugouts and scoring booth for softball field
 - DB09-0040 Site Design Review of tennis court expansion and equipment building
 - SR09-0028 No charge permit for softball scoreboard
 - TR10-0050 Type B Tree Removal Permit
 - SR11-0029 Class I Sign Permit – freestanding sign replacement
 - TR12-0095 Type A Tree Removal Permit
 - AR15-0080 Class II Administrative Review of performing arts addition
 - TR15-0047 Type B Tree Removal Permit
 - TR17-0012 Type A Tree Removal Permit
 - AR17-0022 Class I Administrative Review of new door and canopy cover

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

Findings:

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

General Information

Application Procedures-In General

Section 4.008

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

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

Initiating Application

Section 4.009

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

Response: The application has been submitted on behalf of the property owner, West-Linn – Wilsonville School District, and is signed by an authorized representative.

Pre-Application Conference

Subsection 4.010 (.02)

Criteria: This section lists the pre-application process

Response: A pre-application conference was held on January 30, 2017 (PA17-0001) in accordance with this subsection.

Lien Payment before Approval

Subsection 4.011 (.02) B.

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

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

General Submission Requirements

Subsection 4.035 (.04) A.

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

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

Zoning-Generally

Section 4.110

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

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

DB17-0012 Class III Sign Permit and Waiver

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

Sign Review and Submission

Review Process

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

1. **Criteria:** These subsections establish that Class III Sign Permits are reviewed by the Development Review Board.

Response: The application qualifies as a Class III Sign Permit and is being reviewed by the Development Review Board.

Class III Sign Permits Generally

Subsection 4.156.02 (.06)

2. **Criterion:** “Sign permit requests shall be processed as a Class III Sign Permit when associated with new development, or redevelopment requiring DRB review, and not requiring a Master Sign Plan; when a sign permit request is associated with a waiver or non-administrative variance; or when the sign permit request involves one or more freestanding or ground mounted signs greater than eight (8) feet in height in a new location.”

Response: As the application involves a waiver request, the application qualifies as a Class III Sign Permit.

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

3. **Criterion:** This subsection identifies submission requirements for Class III Sign Permits, which includes the submission requirements for Class II sign permits.

Response: As indicated in the table below the applicant has satisfied the submission requirements:

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

Class III Sign Permit and Waiver Review Criteria

Definitions: Changeable Copy Sign
 Subsection 4.001 267. F.

4. **Criterion:** “Any sign, digital or manual, which is designed to have the copy changed routinely and where the frequency of copy change does not exceed once every fifteen (15) minutes, except in emergency situations as requested by the City Manager or designee.”

Response: The sign will not have moving structural elements, flashing or sequential lights, elements, prisms, or other methods that result in movement. The frequency of text copy

changes will not exceed once every 15 minutes except in emergency situations; a condition of approval will ensure this 15 minute hold time.

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

5. **Criteria:** "Class III Sign Permits shall satisfy the sign regulations for the applicable zoning district and the Site Design Review Criteria in Sections 4.400 through 4.421,"
Response: As indicated in Finding 6 below and Findings 27-33 regarding Site Design Review, these criteria are met.

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

6. **Criterion:** "The proposed signage is compatible with developments or uses permitted in the zone in terms of design, materials used, color schemes, proportionality, and location, so that it does not interfere with or detract from the visual appearance of surrounding development;"
Response: The proposed sign is typical of, proportional to, and compatible with school sites within the PF zone. This includes a simple design and neutral colors, along with a clean design for an illuminated electronic message board for the High School on site. No evidence exists nor has testimony been received that the subject signs would detract from the visual appearance of the surrounding development.

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

7. **Criterion:** "The proposed signage will not create a nuisance or result in a significant reduction in the value or usefulness of surrounding development;"
Response: There is no evidence, and no testimony has been received suggesting the subject sign would create a nuisance or negatively impact the value of surrounding properties. The proposed signage will be easier to maintain, have a cleaner appearance than the existing sign, maintain a hold-time of at least 15 minutes for messages, and will have brightness controls such to avoid nuisances with the surrounding development.

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

8. **Criterion:** "Special attention is paid to the interface between signs and other site elements including building architecture and landscaping, including trees."
Response: The proposed freestanding monument sign would be located on an existing base in a scarcely landscaped area along Wilsonville Road. No landscaping, including trees, will be altered as a result of this sign. The Applicant is proposing neutral colors and a clean design that will not conflict with the building's color scheme and architecture.

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

9. **Criterion:** "The waiver will result in improved sign design, in regards to both aesthetics and functionality."

Response: The proposed freestanding readerboard will result in an improved design aesthetically, as it will provide a sleek technological update to the current sign type, and it will ultimately be easier to maintain and keep clean; the current manual-change board utilizes tracks to hold individual letter tiles, which collect dirt and grime over time. Moreover, the current manual-change readerboard's white plastic face has become yellow over time due to UV light, thus a new black electronic face will improve the look of Wilsonville High's freestanding sign. Functionally, the electronic display will improve the process of switching out messages, as the sign can be updated remotely and will eliminate the need for students and/or faculty members to physically update the sign throughout the year.

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

10. **Criterion:** "The waiver will result in a sign or signs more compatible with and complementary to the overall design and architecture of a site, along with adjoining properties, surrounding areas, and the zoning district than signs allowed without the waiver."

Response: The proposed sign is typical of, proportional to, and compatible with school sites within the PF zone. Dimensionally, the proposed signage is maintaining the same 32 SF area, and is of an appropriate height as determined by Code. The proposed sign is also complimentary to the overall design and architecture of the site, with a simple silhouette and neutral colors, along with a clean design for an illuminated electronic message board for the High School. No evidence exists nor has testimony been received that the subject signs would detract from the visual appearance of the surrounding development.

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

11. **Criterion:** "The waiver will result in a sign or signs that improve, or at least do not negatively impact, public safety, especially traffic safety."

Response: There is no evidence the proposed sign will negatively impact public safety, especially traffic safety. The proposed electronic readerboard is alpha-numeric only, and will not display graphics or animation. As the sign proposed can only display text, there will be no graphic-enabled displays that flash aggressively and pose a safety risk to oncoming traffic. Lastly, the proposed sign is to be located on an existing sign base that is found to be compatible with vision clearance standards.

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

12. **Criterion:** "Sign content is not being considered when determining whether or not to grant a waiver."
Response: The content of the subject sign is not being reviewed as part of this application.

Changeable Copy Sign Waiver Criteria: Dimming Technology
Subsection 4.156.06 (.01) D. 1.

13. **Criterion:** "The sign shall be equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions and the sign owner shall ensure appropriate functioning of the dimming technology for the life of the sign"
Response: The proposed Daktronics "Galaxy eCCB Series 19.8 mm Red LED Display" electronic sign comes equipped with both an automatic and a manual control option for determining brightness. The automatic function utilizes a photocell to adjust brightness in direct correlation to the ambient light conditions.

Changeable Copy Sign Waiver Criteria: Luminance
Subsection 4.156.06 (.01) D. 2.

14. **Criterion:** "The luminance of the sign shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise."
Response: The proposed sign has a maximum brightness of four thousand (4000) nits, which is equivalent to four thousand (4000) candelas per square meter; therefore the sign will not surpass the five thousand (5000) candelas per square meter between sunrise and sunset. The sign is equipped with a manual control option which can be used to set the maximum brightness to five hundred (500) or fewer candelas per square meter between sunset and sunrise; a condition of approval will ensure this brightness is not exceeded.

Sign Measurement

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

15. **Criteria:** "The area for signs enclosed by cabinet, frame, or other background (including lighted surface) not otherwise part of the architecture of a building or structure shall be the area of a shape drawn around the outer dimension of the cabinet, frame, or background."
Response: The proposed monument sign has been measured consistent with this subsection.

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

16. **Criteria:** “The height above ground of a freestanding or ground-mounted sign is measured from the average grade directly below the sign to the highest point of the sign or sign structure except as follows:” Listed 1.-2.
Response: The proposed signs have been measured consistent with this subsection.

Measurement of Sign Height and Length
Subsection 4.156.03 (.03) A.-B.

17. **Criteria:** “Height of a sign is the vertical distance between the lowest and highest points of the sign.”
Length of a sign is the horizontal distance between the furthest left and right points of the sign.”
Response: The proposed sign has been measured consistent with this subsection.

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

General Allowance
Subsection 4.156.08 (.01) A.

18. **Criterion:** “One freestanding or ground mounted sign is allowed for the first two-hundred (200) linear feet of site frontage. One additional freestanding or ground mounted sign may be added for through and corner lots having at least two-hundred (200) feet of frontage on one street or right-of-way and one-hundred (100) feet on the other street or right-of-way.”
Response: The subject site has frontage on SW Wilsonville Road, and is thus eligible for one freestanding sign along this property line. The Applicant is seeking to replace its existing sign with a more modern, electronic-change reader board sign on the existing freestanding sign’s base. Therefore, the Applicant’s request to maintain only one freestanding sign along its frontage meets the requirements of this subsection.

Allowed Height
Subsection 4.156.08 (.01) B.

19. **Criteria:** “The allowed height above ground of a freestanding or ground mounted sign is twenty (20) feet except as noted in 1-2 below:
1. The maximum allowed height above ground for signs along the frontage of Interstate 5, and parallel contiguous portions of streets, as identified in Figure S-4, associated with multiple tenants or businesses may be increased by three (3) feet for each tenant space or ten thousand (10,000) square feet or more of gross floor area up to a maximum of thirty-five (35) feet.
 2. The allowed height above ground for signs in the PDC-TC Zone, Old Town Overlay Zone, and PDI Zone is eight (8) feet, except those signs along the

frontage of Interstate 5 and parallel contiguous portions of streets identified in Figure S-4.”

Response: The proposed freestanding sign is located within the PF Zone and is not on property along I-5 frontage or parallel contiguous portions of streets as identified in Figure S-4 of Section 4.156. Therefore, Code limits freestanding monument signs on this property to twenty (20) feet in height. The Applicant is proposing a freestanding sign of 7’10” in height, thus meeting the requirements of this subsection.

Allowed Area

Subsection 4.156.08 (.01) C.

20. **Criteria:** This subsection identifies the allowed area for freestanding signs.

Response: The proposed freestanding sign pertains to one sign located within the PF zone, adjacent to residential zoned land, therefore the maximum area allowed per code is 32 SF. The applicant is proposing a 32 SF sign, thus meeting the standards of this Subsection.

Pole or Sign Support Placement

Subsection 4.156.08 (.01) D.

21. **Criterion:** “Pole or sign support placement shall be installed in a full vertical position.”

Response: The proposed freestanding monument sign and its foundation are proposed to be constructed in a full vertical position.

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

Subsection 4.156.08 (.01) E.

22. **Criterion:** “Freestanding and ground mounted signs shall not extend into or above public rights-of-way, parking areas, or vehicle maneuvering areas.”

Response: The subject freestanding sign is not proposed to extend into or above the listed areas.

Design of Freestanding Signs to Match or Complement Design of Buildings

Subsection 4.156.08 (.01) G.

23. **Criterion:** “Freestanding and ground mounted signs shall be designed to match or complement the architectural design of buildings on the site.”

Response: The proposed monument sign is set on a basic concrete/masonry base, as shown in the model picture features in Exhibit B5. The sign face and electronic area are solid black, with the text displayed as red. Staff finds the simple design will be complimentary to the existing architectural style of the buildings on site.

Width vs. Height of Signs Over 8 Feet

Subsection 4.156.08 (.01) H.

24. **Criterion:** “For freestanding and ground mounted signs greater than eight (8) feet in height, the width of the sign shall not exceed the height.”

Response: The proposed monument sign is less than 8’ in height, and therefore the limitations set by this subsection do not apply.

Sign Setback

Subsection 4.156.08 (.01) J.

25. **Criterion:** "Freestanding and ground mounted signs shall be no further than fifteen (15) feet from the property line and no closer than two (2) feet from a sidewalk or other hard surface in the public right-of-way."

Response: The subject freestanding monument sign is replacing an existing sign, the foundation of which was previously conditioned to be located 10' from the property line (see 11SR29 and 99SR19). As the existing base will not be relocated as a result of this application, the sign will remain no further than fifteen (15) feet from the property line and no closer than two (2) feet from a sidewalk or other hard surface in the public right-of-way.

Address Requirement

Subsection 4.156.08 (.01) K.

26. **Criterion:** "Except for those signs fronting Interstate 5, freestanding and ground mounted signs shall include the address number of associated buildings unless otherwise approved in writing by the City and the Fire District."

Response: A condition of approval requires the address unless otherwise approved by TVF&R.

Site Design Review

Excessive Uniformity, Inappropriateness Design

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

27. **Criteria:** "The Board shall also be guided by the purpose of Section 4.400, and such objectives shall serve as additional criteria and standards." "Excessive uniformity, inappropriateness or poor design of the exterior appearance of structures and signs and the lack of proper attention to site development and landscaping in the business, commercial, industrial and certain residential areas of the City hinders the harmonious development of the City, impairs the desirability of residence, investment or occupation in the City, limits the opportunity to attain the optimum use in value and improvements, adversely affects the stability and value of property, produces degeneration of property in such areas and with attendant deterioration of conditions affecting the peace, health and welfare, and destroys a proper relationship between the taxable value of property and the cost of municipal services therefor."

Response: Staff summarizes the compliance with this subsection as follows:

Excessive Uniformity: The proposed freestanding sign is an updated, more modern replacement of the existing sign on site, providing more diversity to the signage not only on the property, but also in the general area.

Inappropriate or Poor Design of Signs: The proposed sign is a simple, sleek design that is typical of other school sites found to be appropriate throughout the City.

Lack of Proper Attention to Site Development: The appropriate professional services have been used to design the sign in relation to, and in coherence with, the building on

site.

Lack of Proper Attention to Landscaping: The proposed sign will not have an effect on the current landscaping on site.

Purposes and Objectives

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

28. **Criteria:** "The Board shall also be guided by the purpose of Section 4.400, and such objectives shall serve as additional criteria and standards." "The City Council declares that the purposes and objectives of site development requirements and the site design review procedure are to:" Listed A through J.

Response: It is staff's professional opinion that the sign complies with the purposes and objectives of site design review, especially objective D. which specifically mentions signs. The proposed sign is of a scale and design appropriately related to the subject site and the appropriate amount of attention has been given to visual appearance.

Design Standards

Subsection 4.421 (.01)

29. **Criteria:** "The following standards shall be utilized by the Board in reviewing the plans, drawings, sketches and other documents required for Site Design Review. These standards are intended to provide a frame of reference for the applicant in the development of site and building plans as well as a method of review for the Board. These standards shall not be regarded as inflexible requirements. They are not intended to discourage creativity, invention and innovation. The specifications of one or more particular architectural styles is not included in these standards." Listed A through G.

Response: The applicant has provided sufficient information demonstrating compliance with the standards of this subsection, specifically objective F. which pertains to advertising features. There is no evidence the proposed sign will detract from the nearby buildings and/or structures due to size, location, design, color, texture, lighting, or materials proposed.

Applicability of Design Standards

Subsection 4.421 (.02)

30. **Criteria:** "The standards of review outlined in Sections (a) through (g) above shall also apply to all accessory buildings, structures, exterior signs and other site features, however related to the major buildings or structures."

Response: Design standards have been applied to the freestanding sign, therefore this criteria has been satisfied.

Conditions of Approval

Subsection 4.421 (.05)

31. **Criterion:** "The Board may attach certain development or use conditions in granting an approval that are determined necessary to insure the proper and efficient functioning of

the development, consistent with the intent of the Comprehensive Plan, allowed densities and the requirements of this Code.”

Response: No additional conditions of approval are recommended to ensure the proper and efficient functioning of the development in relation to the sign.

Color or Materials Requirements

Subsection 4.421 (.06)

32. **Criterion:** “The Board or Planning Director may require that certain paints or colors of materials be used in approving applications. Such requirements shall only be applied when site development or other land use applications are being reviewed by the City.”

Response: This application pertains only to the review of one new monument sign, and does not coincide with any additional site development or other land use applications being reviewed by the City. Therefore, this subsection does not apply

Submission Requirements

Section 4.440

33. **Criteria:** “A prospective applicant for a building or other permit who is subject to site design review shall submit to the Planning Department, in addition to the requirements of Section 4.035, the following:” Listed A through F.

Response: The applicant has submitted the required additional materials, as applicable.

SUMMARY FINDING:

34. Staff finds the proposed freestanding monument sign to be consistent with Section 4.156.

Wilsonville High School Electronic Readerboard Narrative

Section 4.001: Definition

Our sign will not have moving structural elements, flashing or sequential lights, elements, prisms, or other methods, that result in movement, the appearance of movement, or change of sign image or text. Our frequency of our copy change more than once within a fifteen minute period, except in emergency situations as requested by the city manager or designee.

Section 4.156.06: Prohibited Signs

(.01) Our sign is permissible because:

- a. It does not have search lights, strobe lights, and /or other flashing lights.
- b. It does not interfere in anyway with free use of any fire escape, exit, hydrant, standpipe, or the exterior of any window.
- c. It does not require changing image signs, including those within windows.
- d. It was approved through a waiver process connected with a class III Sign Permit or Master Sign Plan.

Section 4.156.02. Sign review process and general requirements

(.01) Applying for sign permit.

(.02) Sign does not conform to a Master Sign Plan, applying for Class III sign permit.

(.03) Structure requires Class II sign permit and review by the DRB.

(.06)

- a. Class III sign permit, redevelopment from manual to electronic.
- b. 10 paper copies and one electronic copy has been submitted, including requested waivers, variances and fees. Class III sign permit plus waiver and variance criteria included. The review is to be scheduled upon submission of packet.

(.08)

- a. Waiver requested:
 1. The waiver will result in improved sign design, in regards to both aesthetics and function.



2. The waiver will result in a sign more compatible with and complementary to the overall design and architecture of a site, along with adjoining properties, surrounding areas, and the zoning district than signs allowed without the waiver.
3. The waiver will result in a sign or signs that improve, or at least do not negatively impact, public safety, especially traffic safety.
4. Sign content is not being considered when determining whether or not to grant waiver.

Section 4.156.08. Sign Regulations in the PDC, PDI and PF Zones

(.01) Free standing and ground mounted signs

- a. No change to structure.
- b. No change to height of structure.
- c. No change to maximum allowed area to structure.
 - Public facility zoned property adjacent to residential zoned land maximum allowed area does not exceed 32 sq. ft.
- d. No change in pole or sign support.
- e. No change to structure impact on public rights of way, parking areas, or vehicle maneuvering areas.
- f. No change to Public Right-of-Way. Structure is in compliance with City's Public Works Standards for sight distance clearance.
- g. No change to architectural design.
- h. Ground mounted sign does not exceed 8 ft in height.
- i. No change in architectural design.
- j. No change in location of sign.
- k. No change in roadway.
- l. No change in sign location/space.



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

Planning Division Development Permit Application

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

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

Pre-Application Meeting Date: _____

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

Applicant:

Name: West Linn-Wilsonville SD
Company: Wilsonville High School
Mailing Address: 6800 SW Wilsonville Rd.
City, State, Zip: Wilsonville, OR, 97070
Phone: (503) 673-7600 Fax: _____
E-mail: schumakd@wlwv.k12.or.us

Authorized Representative:

Name: Dan Schumaker, Principal
Company: WLWV
Mailing Address: 6800 SW Wilsonville Rd.
City, State, Zip: Wilsonville, OR, 97070
Phone: (503) 673-7605 Fax: _____
E-mail: schumakd@wlwv.k12.or.us

Property Owner:

Name: West Linn-Wilsonville School District
Company: Department of Operations
Mailing Address: 2755 SW Borland Road
City, State, Zip: Tualatin, OR, 97062
Phone: (503) 673-7977 Fax: _____
E-mail: woodleyt@wlwv.k12.or.us

Property Owner's Signature:

[Handwritten Signature]

Printed Name: Tim K. Woodley

Applicant's Signature:

[Handwritten Signature]

Printed Name: Dan Schumaker

Site Location and Description:

Project Address if Available: 6800 SW Wilsonville Road, Wilsonville, OR 97070 Suite/Unit _____
Project Location: Wilsonville High School
Tax Map #(s): 35 NW Section 13 Tax Lot #(s): 100 County: Washington Clackamas

Request:

Replace existing readerboard on Wilsonville Road frontage with electronic reader board.

Project Type: Class I Class II Class III

Residential Commercial Industrial Other Public Facility

Application Type(s):

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



GALAXY® ECCB PRODUCT SPECIFICATIONS

The Galaxy eCCB (electronic changeable copy board) offers organizations a product that will attract more business than a manual changeable copy board. Users control the display from any Wi-Fi ready mobile phone or tablet through a web browser; little training is needed.

19.8 MM TECHNICAL SPECIFICATIONS

Lines of Text:

1–4 lines of text
depending on display size

Line Spacing:

19.8 mm (0.78")

Pixel Configuration:

1 red

Maximum Brightness:

4,000 nits

Color Capability:

Red

Optimal Viewing Angle:

140 degrees horizontal by
70 degrees vertical

Readability Angle:

160 degrees horizontal by
90 degrees vertical

Minimum Viewing Distance:

45'



PRODUCT FEATURES



EASY INSTALLATION

- › Cabinet retrofits into existing copyboard structure

SIMPLIFIED INTERFACE

- › Requires no set up for control

POWER CONNECTIONS

- › Uses the power already on-site

A100 SERIES SPECIFICATIONS

Estimated LED Lifetime:

100,000+ hours

Contrast Enhancement:

Non-reflective black louvers and module face grooves disperse light

Cabinet Configuration:

Front-ventilated single cabinet

Graphic Capability:

Fixed format text only

Control Software:

Web Browser Based Interface

Control Device/Range:

Popular smartphone and tablet devices;
Up to 400 ft.—device & environment dependent

Power:

120 VAC single phase

Display Dimming:

64 levels (automatic or manual control)

Communication Method:

Wi-Fi Access

Operating Temperature:

-40°F to 120°F with 99% RH non-condensing

Compliance Information:

UL and cUL Recognized, UL and cUL Classified, FCC compliance

Warranty Coverage:

2 Years

Galaxy eCCB Product Support:

Parts support for 7 years

MODEL NUMBER GUIDE

eCCB - A100 x 3FT x 8FT - 19.8 - R - SF

Series	Generation	Height	Width	Line Spacing	LED Color	Single Face or Two View

DISPLAY CONFIGURATIONS



Single-face (SF)
Standard sizes available



Two-view (2V)
Standard sizes available

DAKTRONICS.COM COMMERCIAL@DAKTRONICS.COM

201 Daktronics Drive PO Box 5128 Brookings, SD 57006-5128
tel 888-325-7446 605-692-0200 ext 57220 fax 605-692-0381
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City of Wilsonville
Exhibit B3 DB17-0012



GALAXY® ECCB PRODUCT SPECIFICATIONS

MODEL SPECIFICATIONS

Standard Sizes	Lines and Columns	Single-face Cabinet Feet and Inches (H x W x D)	Single-face Cabinet Meters (H x W x D)	Single-face Weight Pounds (kg)	Max. Watts per face Red	Character Height	Number of Lines	Number of Characters per Line
3' x 8'	32x100	3'0" x 8'0" x 5"	0.91 x 2.44 x 0.13	140 (64)	275	10" – 16.5"	1	6 – 8
							2	11 – 13
4' x 6'	48x80	4'0" x 6'0" x 5"	1.22 x 1.83 x 0.13	135 (61)	265	11" – 16.5"	1	4 – 6
							2	6 – 8
							3	8 – 10
4' x 8'	48x100	4'0" x 8'0" x 5"	1.22 x 2.44 x 0.13	180 (82)	325	11" – 16.5"	1	6 – 8
							2	8 – 10
							3	11 – 13
5' x 8'	64x100	5'0" x 8'0" x 5"	1.52 x 2.44 x 0.13	220 (100)	375	12.5" – 22"	1	4 – 6
							2	6 – 8
							3	8 – 10
							4	11 – 13
5' x 10'	64x140	5'0" x 10'0" x 5"	1.52 x 3.05 x 0.13	290 (132)	510	12.5" – 22"	1	7 – 8
							2	9 – 11
							3	12 – 14
							4	16 – 18

Measurements are approximate. For precise measurements, request a Daktronics shop drawing.

DAKTRONICS.COM COMMERCIAL@DAKTRONICS.COM

201 Daktronics Drive PO Box 5128 Brookings, SD 57006-5128
 tel 888-325-7446 605-692-0200 ext 57220 fax 605-692-0381
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To: Jennifer Scola, City of Wilsonville
From: Brandon Howard, ES&A Sign & Awning, 503-867-7714, bhoward@esasigns.com
Subject: Sign Permit Application, Waiver Criteria Narrative
Date: 5/1/2017
cc: Kristen Rott, Wilsonville High School

Hi Jennifer,

Wilsonville High School is looking for waiver consideration for use of an electronic readerboard to replace their manual-change non-electronic readerboard in current use. To address the City's waiver criteria, please consider the following.

1. An electronically-controlled readerboard is an improved sign design.
 - a. Aesthetically, electronic displays are easier to maintain and keep clean. Manual-change boards, such as the one in current use, utilize tracks to hold the individual letter-tiles, and these tracks collect dirt and grime, and are difficult to clean. Secondly, the white plastic readerboard face yellows from ultra-violet light over time.
 - b. Functionally, this electronic display is a great improvement to the current manual-change readerboard. To change a message with the current readerboard, a faculty member (or student) needs to walk out in the rain and physically exchange letters. This is a time-consuming process. There's a safety concern with this as well, as the grass becomes very slick in rain and snow. With the electronic option, messages can be updated remotely.
2. This sign, as proposed, will present no detriment to the design/architecture of the school, or surrounding area. A clean, easy-to-read, readerboard illuminated by red LED will, in fact, improve the aesthetic appearance of the Wilsonville High School's entrance.

Other factors worth consideration...

- The proposed electronic readerboard is alpha-numeric only; it will not display graphics or animation. Some have concerns that the graphic-enabled displays flash aggressively and pose a safety risk to oncoming traffic. The electronic readerboard proposed can only display text.
- The existing readerboard is backlit with fluorescent lamps and draws more electricity than the proposed electronic readerboard (LED-illuminated, and only individual letters/numbers illuminate). The electronic message display is a better option for displaying messages in Wilsonville's green-minded community.

Please do not hesitate to contact me if you have any questions or concerns (contract info above)

RECEIVED
MAY 01 2017

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 22, 2017

6:30 PM

VII. Board Member Communications:

A. Results of the March 13, 2017 DRB Panel A meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE: MARCH 13, 2017	
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START: 6:30 P.M.	TIME END: 7:33 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Ronald Heberlein	Barbara Jacobson
Fred Ruby	Daniel Pauly
Joann Linville	
Jennifer Willard	

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
ELECTION OF 2017 CHAIR AND VICE-CHAIR	
A. Chair B. Vice-Chair	Ronald Heberlein was elected as Chair Fred Ruby was elected as Vice-Chair
CONSENT AGENDA	
A. Approval of minutes of the November 14, 2016 DRB Panel A meeting	A. Postponed due to lack of a quorum.
PUBLIC HEARING	None
BOARD MEMBER COMMUNICATIONS	
A. Results of the February 27, 2017 DRB Panel B meeting B. Action Minutes from the February 23, 2017 City Council Meeting	
STAFF COMMUNICATIONS:	
A. Development Code Update Discussion	Staff Pauly discussed the Draft Frog Pond Development Code with Board members and answered questions

RECORDED BY: S. WHITE

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 22, 2017

6:30 PM

VII. Board Member Communications:

B. Recent City Council Action Minutes

**City Council Meeting Action Minutes
February 23, 2017**

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Scott Simonton
Councilor Starr	Barbara Jacobson	Jon Gail
Councilor Akervall	Jeanna Troha	Chris Neamtzu
Councilor Stevens - excused	Sandra King	Cathy Rodocker
Councilor Lehan	Susan Cole	
	Nancy Kraushaar	
	Delora Kerber	

AGENDA ITEM	ACTIONS
WORK SESSION	
<ul style="list-style-type: none"> • Purchase of Vactor Truck • Low Income Housing Property Tax Exemptions • Red Light Camera • Community Development Planning Fees 	<ul style="list-style-type: none"> • Staff explained the purchase was needed since the truck was 24 years old, and had reached the end of its reliable service life. • After an explanation of the program, Councilors had heard concerns about the maintenance of these properties. Staff would look into whether the city's building official can do an annual inspection of the buildings. • Council directed staff to investigate the requirements for implementing a red light camera system at the intersections of Wilsonville Rd and Boones Ferry Rd, and Wilsonville Rd and Town Center Loop East on a trial basis to see if it would change driver behavior. • Staff presented the proposed Planning Fees changes. Councilors asked staff to come back with more competitive fees, and scalable fees. Staff will look at flat or base fees, and return with additional information.
REGULAR MEETING	
<u>Mayor's Business</u> City Attorney Contract Renewal	<ul style="list-style-type: none"> • Ms. Jacobson's employment contract was renewed for one year by a vote of 4-0.
<u>Communications</u> <ul style="list-style-type: none"> • Oregon Travel Information Council/Oregon Travel Experience 	<ul style="list-style-type: none"> • Representatives of the organization provided an overview of the function of the agency. They spoke about the French Prairie Rest Area Heritage Grove revitalization project.

<u>Consent Agenda</u> <ul style="list-style-type: none"> • Resolution 2614 – authorizing the purchase of a Vactor Truck • Minutes of the 2/6/17 Council Meeting 	Consent Agenda adopted 4-0.
<u>City Manager’s Business</u>	<ul style="list-style-type: none"> • Council Goals for 2017-19 will be on the March 6th agenda for adoption, as will the revised Protocol Manual. • Staff has been informed on the changes to the Liaison assignments. • He is working on a Sanctuary City response. • Management staff will be attending a retreat March 2-3 and will be out of the office.
<u>Legal Business</u>	No report.
Adjourn	8 p.m.

**CITY COUNCIL MEETING ACTION MINUTES
MARCH 6, 2017**

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Nancy Kraushaar
Councilor Starr-excused	Barbara Jacobson	Jon Gail
Councilor Akervall	Jeanna Troha	Chris Neamtzu
Councilor Stevens -excused	Sandra King	Delora Kerber
Councilor Lehan	Mark Ottenad	Eric Mende
	Dwight Brashear	Eric Loomis

AGENDA ITEM	ACTIONS
<p>WORK SESSION</p> <ul style="list-style-type: none"> • Cost of Services Analysis for SMART • Frog Pond West Maser Plan Residential Neighborhood Zone • Water Treatment Plant Master Plan and Willamette Water Supply Program Coordination 	<ul style="list-style-type: none"> • Staff presented the financial issues outlined in the proposed Transit Master Plan and the service priorities with and without new funding. • An overview of the new development zoning code created as part of the Frog Pond West Master Plan was provided. • Staff briefed Council on the recently completed Willamette River Water Treatment Plant 2015 Master Plan Update, and identified the next steps for a more focused look at the existing WRWTP, as well as the efforts between the City and the WWSP for near term projects.
REGULAR MEETING	
<u>Mayor's Business</u>	<ul style="list-style-type: none"> • Mayor Knapp presented his 2017 State of the City Address
<u>Consent Agenda</u>	
<ul style="list-style-type: none"> • Minutes of the 2/23/17 Council Meeting 	Consent Agenda adopted 3-0.
<u>New Business</u>	
<ul style="list-style-type: none"> • 2017-19 Council Goals • Council Protocol Manual Revisions 	Both of these items were continued to March 20 th so all Councilors could attend.
<u>City Manager's Business</u>	<ul style="list-style-type: none"> • Reminder of the March 15th Mid-Year Budget Review Meeting
<u>Legal Business</u>	No report.
Adjourn	8:55 p.m.

Prepared by SCK

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**City Council Meeting Action Minutes
March 20, 2017**

COUNCILORS	STAFF	STAFF	
Mayor Knapp	Bryan Cosgrove	Mark Ottenad	Nancy Kraushaar
Councilor Starr	Barbara Jacobson	Jon Gail	Delora Kerber
Councilor Akervall	Jeanna Troha	Cathy Rodocker	Miranda Bateschell
Councilor Stevens	Sandra King	Zach Weigel	Jordan Vance
Councilor Lehan	Susan Cole	Dwight Brashear	Steve Adams
	Eric Loomis	Dan Pauly	

AGENDA ITEM	ACTIONS
WORK SESSION	
<ul style="list-style-type: none"> • A. Year 2000 Urban Renewal Plan (Kraushaar/Cole) • B. Wastewater Collection System Master Plan Project List Amendment (Adams) • C. Water distribution master plan project list amendment (Adams) • D. Basalt Creek Update (Bateschell) • E. Equitable Housing Strategic Plan Update (Bateschell/Gail) • F. Acceptance of the Audit RFP (staff - Cole) 	<ul style="list-style-type: none"> • After staff presented their report, Council decided to re-convene the Task Force to review the addition of the Boeckman Dip project and bring a recommendation to Council. • Staff described the reasons for items B and C, which will be addressed on the Consent Agenda. • Staff updated Council on the status of the Basalt Creek project in light of the most recent proposal made by the city of Tualatin. Council remained committed to the area developing as employment lands. • An update on the grant status and milestone and deliverables schedule for the release of the funds was presented. It was determined a task force representing public, private partners, residents and representatives in the housing industry would be convened. Councilor Starr volunteered to chair the task force. • Staff outlined the process used to select the new auditor for the City.
REGULAR MEETING	
Mayor's Business	
<ul style="list-style-type: none"> A. 2017-19 City Council Goals B. Adopt 2017 Council Protocol Manual 	<ul style="list-style-type: none"> • Council adopted their 2017-19 Goals and the revised Council Protocol Manual. (The Goals are attached.)

<p>C. Upcoming Meetings</p>	<p>Mayor Knapp reported on the meetings he attended on behalf of the City.</p>
<p>Consent Agenda</p> <p>A. <u>Resolution No. 2615</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff - Rodocker)</p> <p>B. <u>Resolution No. 2616</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff - Rodocker)</p> <p>C. <u>Resolution No. 2617</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc. (staff - Rodocker)</p> <p>D. <u>Resolution No. 2618</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation. (staff - Rodocker)</p> <p>E. <u>Resolution No. 2619</u> A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc. (staff - Rodocker)</p> <p>F. <u>Resolution No. 2621</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager Or His Designee To Appoint Audit Firm. (staff – Katko)</p> <p>G. <u>Resolution No. 2622</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Moore Excavation, Inc. For The Charbonneau High Priority Utility Repair Phase II Project (Capital Improvement Project #2500 & 7500). (staff - Weigel)</p> <p>H. <u>Resolution No. 2623</u></p>	<p>The Consent Agenda was adopted 5-0.</p>

<p>A Resolution Of The City Of Wilsonville To Amend The 2015 Wastewater Collection System Master Plan Project List (Table 7-3 Capital Improvement Program, New Infrastructure For Future Development) By Adding Project CIP-58 – Arrowhead Creek Planning Area – 5th Street / Kinsman Road Extension. (staff - Adams)</p> <p>I. <u>Resolution No. 2624</u> A Resolution Of The City Of Wilsonville To Amend The Adopted 2012 Water System Master Plan Project List (Table 5.2 – Priority Capital Improvements) To Add Project 176 – 12-Inch Loop On 5th/Kinsman/Brown Extensions. (staff – Adams)</p>	
<p>Public Hearing</p> <p>A. <u>Resolution No. 2625</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17. (staff – Rodocker)</p> <p>B. Ordinance No. – An Ordinance Amending the Comprehensive Plan Adopting a 21017 Transit Master Plan for the City of Wilsonville and Repealing Ordinance No. 653. (staff – Loomis)</p>	<ul style="list-style-type: none"> • After conducting the public hearing, Council adopted Res. 2625 by a vote of 5-0. • This item was continued to April 17, 2017.
<p>New Business</p> <p>A. <u>Resolution No.2620</u> A Resolution Of The City Of Wilsonville Adopting A New Fee Schedule For Land Use Development And Planning Review Fees, And Repealing Resolution No. 2529 (staff – Kraushaar/Cole)</p>	<ul style="list-style-type: none"> • Resolution No. 2620 adopted 5-0.
<p>City Manager’s Business</p>	<ul style="list-style-type: none"> • The Residential Parking Permit program is moving forward. • Wilsonville High School’s Basketball Team will be honored April 17th for becoming state champions for a second year in a row. • Due to lack of business, the April 3rd Council meeting has been cancelled
<p>Legal Business</p>	<ul style="list-style-type: none"> • A tour of the Rain Garden Apartments has been scheduled for Tuesday, March 21, 2017.
<p>ADJOURN</p>	<p>9:21 p.m.</p>
<p>URBAN RENEWAL AGENCY MEETING</p>	
<p>PUBLIC HEARING</p> <p>A. <u>URA Resolution No. 271</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2016-17. (staff – Rodocker)</p>	<p>URA Resolution 271 adopted 5-0.</p>
<p>NEW BUSINESS</p>	

<p>A. <u>URA Resolution No. 272</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute A Professional Services Agreement With Otak, Inc. For The 5th Street / Kinsman Road Extension Project (Boones Ferry Road To Brown Road Connector Corridor Plan Phase 1 Construction) – Capital Improvement Project 4196.(staff - Adams)</p>	<p>URA Resolution 272 adopted 5-0.</p>
<p>CONSENT AGENDA</p> <p>A. Minutes of the June 20, 2016 and October 3, 2016 URA Meetings (staff – King)</p>	<p>Consent Agenda adopted 4-0-1 with Councilor Akervall abstaining.</p>
<p>ADJOURN</p>	<p>9:31 p.m.</p>

Council Long Term Objectives and 2017-19 Council Goals

On February 11, 2017, the Wilsonville City Council met at an all-day retreat to generate a set of long-term policy objectives and biennium goals for 2017-2019. The long-term objectives offer broad policy direction for the City for approximately the next 10 years. The 2017-19 Council goals provide more specific short-term policy level actions for the City to take in the upcoming biennium to help achieve the long-term objectives. During the discussions, the City Council also identified some general administrative directives. As a result of their discussion the Council agreed on the following objectives, goals, and administrative directives:

Bold -= Objectives

Goal listed under objective

- 1. Revise the Development Code to streamline and modernize it.**
 - Complete form-based code work currently underway.
- 2. Promote stronger connectivity and access to the Willamette River.**
 - Conduct a study of the Arrowhead Creek Area considering river access options, transportation, and land use issues.
 - Complete design work and seek funding for the East-West Bridge.
- 3. Enhance tourism, recreation, resiliency, redundancy, economic development, and connectivity.**
 - Complete the French Prairie Bridge feasibility study.
 - Complete the preliminary work necessary to begin soliciting bids on Phase I of the Boones Ferry / Brown Road project.
- 4. Promote and make available numerous options for convenient sustainable choices.**
- 5. Create a parks and recreation system, in conjunction with partners, that includes high-capacity use, multi-use facilities, and revenue generating capabilities.**
 - Complete the Parks Master Plan and, subsequently, master planning for Boones Ferry Park.
- 6. Pursue a balanced housing mix with a variety of choices to meet the needs of current and future residents of varying financial levels.**
 - Hold educational town hall / summit meeting(s) regarding traffic challenges, affordable housing, building elevation, and density policy trade-offs.

- Evaluate the results of the housing affordability study and begin policy development, including addressing housing mix.
7. **Develop a robust, attractive, and viable commercial center with amenities to serve the community.**
 - Complete the Town Center Master Plan, including an International Square.
 8. **Promote vibrant arts, cultural, and heritage programs and facilities.**
 - Explore the establishment of an Arts and Culture Commission, based on the results of the Arts and Culture Commission Study, and develop a strategy to reinstitute the sculpture program.
 - Organize Library archives; capture history as it happens and before it changes, including coordinating photography.
 - Install interpretive signage for Beauty and the Bridge and on Murase architectural features; inventory all public art with interpretive recognition.
 9. **Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government.**
 - Develop a wayfinding program.
 - Complete the preliminary work necessary to begin soliciting bids on Phase I of the Boones Ferry / Brown Road project.
 10. **Promote farm and forest land protection.**
 11. **Promote a healthy urban forest.**
 - Develop and implement a street tree replacement program.
 - Become a bee city.
 12. **Enable and promote healthy living.**
 - Improve Wilsonville's Walk Score.
 13. **Embrace technology proactively in future planning, operations, and customer service.**
 - Complete the fiber business plan.

Administrative Directives 2017-19

1. Advocate for an auxiliary lane on Interstate 5 southbound over the Boone Bridge.
2. Advocate for more funding for all transportation facilities.
3. Continue to monitor volumes on major transportation corridors entering Wilsonville.
4. Complete congestion mitigation projects related to Interstate 5.
5. Explore sustainable funding for SMART.
6. Advocate for increased WES service.
7. Explore the Blue Zone concept.
8. Educate, inform, and monitor the Big Pipe project.
9. Update the City website including a database of City plants with recommendations of hearty plants suited to the area.
10. Create a coordinated calendar for Councilor-attended events.
11. Continue to negotiate with TriMet to adjust its service boundaries.
12. Update the solid waste franchise agreement and consider curbside composting options.

City Council Meeting Action Minutes April 17, 2017

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Mark Ottenad
Councilor Starr	Barbara Jacobson	Jon Gail
Councilor Akervall	Jeanna Troha	Mike McCarty
Councilor Stevens	Sandra King	Miranda Bateschell
Councilor Lehan	Susan Cole	Jordan Vance
	Nancy Kraushaar	Amanda Guile
	Delora Kerber	Adam Phillips
	Dwight Brashear	Mike McCarty

AGENDA ITEM	ACTIONS
WORK SESSION	
<ul style="list-style-type: none"> • Resolution No. 2626 Inclusion • Parks and Recreation Master Plan • Wilsonville Road Truck Traffic Count Results • Frog Pond Infrastructure Funding • Basalt Creek Concept Plan Update 	<ul style="list-style-type: none"> • Council reviewed a red-line version of the resolution, and made further changes. The Resolution will be on the May 1st Council Agenda for adoption. • The consultants for the Parks and Recreation Comprehensive Master Plan were introduced. • Staff presented the results of the latest traffic count and speed data collections. Council felt the “No Thru Truck” signs should remain in place until next February. • Information about the funding challenges was presented. The scheduled public hearing will be continued to June 5th. • A development feasibility analysis for the central subarea was contracted to determine what employment uses were achievable. The findings will be brought to Council May 1st.
REGULAR MEETING	
<u>Mayor’s Business</u> <ul style="list-style-type: none"> • Wilsonville High School Basket Ball Team • Appointment of Emily Bryant Utz, Group/Tourism Specialist for World of Speed Museum, for the Tourism Promotion Committee for Position No. 1 with a term ending 6/30/2019. She will be eligible to re-apply to serve another full three-year 	<ul style="list-style-type: none"> • The Mayor read a proclamation recognizing members of the Wilsonville H.S. Basket Ball team for their outstanding performance this season. • Ms. Utz was appointed to the Tourism Promotion Committee Position # 1 by a vote of 5-0.

<p>term.</p> <ul style="list-style-type: none"> • Construction Safety Week Proclamation – Bill Kalapsa Safe Building Alliance • Arbor Day Proclamation (staff – Scola) 	<ul style="list-style-type: none"> • The Mayor read both proclamations into the record.
<p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> • Resolution No. 2627 Authorizing A Change Order With Northstar Electrical Contractors Inc. For Additional Street Lighting Improvements. • Minutes of the March 6, 2017 and March 20, 2017 Council Meetings. 	<ul style="list-style-type: none"> • Resolution No. 2627 was removed from the agenda. • Adopted 5-0.
<p><u>Public Hearing</u></p> <ul style="list-style-type: none"> • Transit Master Plan Public Hearing • Frog Pond Master Plan Public Hearing 	<ul style="list-style-type: none"> • Continued to June 5, 2017 by a vote of 5-0. • Continued to June 19, 2017 by a vote of 5-0.
<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>8:55 P.M.</p>

City Council Meeting Action Minutes May 1, 2017

COUNCILORS	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Mark Ottenad
Councilor Starr	Barbara Jacobson	Jon Gail
Councilor Akervall	Jeanna Troha	Eric Loomis
Councilor Stevens	Sandra King	Miranda Bateschell
Councilor Lehan	Susan Cole	Zach Weigel
	Nancy Kraushaar	Pam Munsterman
	Delora Kerber	Amanda Guile-Hinman
	Adam Phillips	Keith Katko
	Dwight Brashear	

AGENDA ITEM	ACTIONS
WORK SESSION	
<ul style="list-style-type: none"> Judge Weinhouse – Red-light Camera and Adult Diversion Program (Cole) Basalt Creek Concept Plan (Bateschell) Transit Funding (Brashear/Cole) French Prairie Bridge Evaluation Criteria (Weigel) 	<ul style="list-style-type: none"> Council thought implementing both the red light camera and adult diversion programs were warranted. Staff will bring additional information regarding the adult diversion program to the May 15th meeting and begin preparing implementing legislation for both programs. Staff presented the results of the draft Basalt Creek Feasibility Study. Councilors restated their commitment to developing the area for employment lands. SMART will need to explore additional revenue sources to continue to provide the level of service the community and employers have come to expect. Staff presented revenue options for SMART to explore. Staff distributed Draft Evaluation Criteria for the French Prairie Bridge prepared by the Task Force and asked Council if there were items that should be added. Council suggested adding connection to commercial uses to Criterion F.
REGULAR MEETING	
<u>Mayor's Business</u>	<ul style="list-style-type: none"> The Mayor reported on the meetings he attended on behalf of the City.
<u>Communications</u>	

<ul style="list-style-type: none"> • Republic Services Annual Wilsonville Community Garbage and Recycling Report (Cindy Dolezel, Republic Services) • Community Outreach/Neighborhood BBQ's (staff – Handran) 	<ul style="list-style-type: none"> • Cindy Dolezel of Republic Services provided an update on Republic Services solid waste franchise services in Wilsonville. She also presented a franchise fee check in the amount of \$192,000 to the City. • Staff asked Council to consider revamping the neighborhood BBQ program to one large summer city-wide event to increase attendance and make better use of city resources and staff time. Councilors felt this was an excellent idea.
<p><u>Consent Agenda</u></p> <ul style="list-style-type: none"> • Minutes of the April 17, 2017 Council Meeting 	<p>The consent agenda was adopted 5-0.</p>
<p><u>New Business</u></p> <ul style="list-style-type: none"> • Resolution No. 2626 A Resolution Declaring The City Of Wilsonville A Welcoming And Inclusive City (staff – Jacobson) • Resolution No. 2628 – A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into: (1) The First Amendment To Agreement Regarding Water Treatment Plant Design, Construction, Operation, And Property Ownership; (2) The Willamette Water Supply System Intake Facility Agreement With Tualatin Valley Water District; And (3) The Ground Lease For Raw Water Pipeline With Tualatin Valley Water District And The City Of Hillsboro 	<p>Resolution No. 2626 was adopted 5-0.</p> <p>Resolution No. 2628 was adopted 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>10:00 p.m.</p>