



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

Thursday, May 30, 2019 - 6:30 P.M.

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

Richard Martens	Tracy Meyer
Shawn O'Neil	Ellie Schroeder
Samy Nada	
- IV. Citizens' Input:
- V. Consent Agenda:
 - A. Approval of minutes of the February 25, 2019 meeting
- VI. Public Hearings:
 - A. **Resolution No. 365. Boeckman Creek Primary Temporary Use Permit: Keith Liden, Bainbridge – Representative for West Linn-Wilsonville School District – Owner/Applicant.** The applicant is requesting approval of a Five-Year Temporary Use Permit for temporary placement of a modular classroom building at Boeckman Creek Primary School. The site is located at 6700 SW Wilsonville Road on Tax Lot 100 of Section 13, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Charles Tso

Case Files: DB19-0018 Five-Year Temporary Use Permit
- VII. Board Member Communications:
 - A. Results of the May 13, 2019 DRB Panel A meeting
 - B. Recent City Council Action Minutes
- VIII. Staff Communications:
- IX. Adjournment

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. The City will also endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting.

- Qualified sign language interpreters for persons with speech or hearing impairments.
- Qualified bilingual interpreters.
- To obtain such services, please call the Planning Assistant at 503 682-4960

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 30, 2019

6:30 PM

V. Consent Agenda:

- A. Approval of minutes from the February 25, 2019
DRB Panel B meeting

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

**Development Review Board – Panel B
Minutes–February 25, 2019 6:30 PM**

I. Call to Order

Acting Chair Samy Nada called the meeting to order at 6:30 p.m.

II. Chair's Remarks

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

III. Roll Call

Present for roll call were: Samy Nada, Shawn O'Neil, Tracy Meyer and Ellie Schroeder.

Staff present: Daniel Pauly and Miranda Bateschell

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 2019 Chair and Vice-Chair

- A. Chair
- B. Vice-Chair

Shawn O'Neil moved to have Richard Martens serve as the 2019 DRB-Panel A Vice-Chair and Samy Nada as the 2019 Vice-Chair. Tracy Meyer seconded the motion, which passed unanimously.

VI. Consent Agenda:

- A. Approval of minutes of the November 26, 2018 meeting

Shawn O'Neil moved to approve the November 26, 2018 DRB Panel B meeting minutes as presented. Tracy Meyer seconded the motion, which passed 3 to 0 to 1 with Ellie Schroeder abstaining.

VII. Public Hearing:

- A. **Resolution No. 361. FLIR Systems Flag Pole: Desmond Amper, LRS Architects – Applicant for FLIR Systems, Inc. – Owner.** The applicant is requesting approval of a Class 3 Sign Permit and Waivers to allow a third thirty-five foot flag pole. The subject property is located at 27700 SW Parkway Avenue on Tax Lot 510 of Section 12, T3S, R1W, Clackamas County, Oregon. Staff: Daniel Pauly

Case Files: DB19-0001 Class 3 Sign Permit and Waivers

Chair Nada called the public hearing to order at 6:37 p.m. and read the conduct of hearing format into the record. All 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.

Daniel Pauly, Senior Planner, announced that the criteria applicable to the application were stated on Page 1 and 2 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room.

Mr. Pauly presented the Staff report via PowerPoint, briefly noting the project's location with these comments:

- The location was on the north side of FLIR Systems building off of Parkway Avenue
- The project entailed three flagpoles, two of which were at 30 feet and one of which was at 35 feet, and a new concrete plaza with a brick-accented seat wall.
- Typically, the two flag poles at 30 feet would be permit exempt, not requiring any permit through the City in terms of land use. The seat wall would normally be a Class I Administrative Review.
- The driving factor for this application to be reviewed by the Development Review Board was the third thirty-five foot flagpole. FLIR desired to have three flags: The Oregon state flag, the FLIR corporate flag, and the American flag.
- This application was for a Class III Sign Permit with three waiver requests:
 - Increase the number of signs on the site. The applicant already had, as code allowed, a monument and freestanding sign along Parkway Avenue.
 - Increase the sign area since by de-facto an additional sign would not have a sign area granted to it.
 - Increase the sign height, as the sign limit for a freestanding sign would be limited to 8 feet in this zone.
- A decade ago, Board members saw a lot of sign permits. Virtually every sign request went to the DRB unless it was an exact match for what the previous sign was. At that time, there was not much guidance to the DRB about these waivers. That changed in the early 2010's. Staff tried to give a bit more direction, but there was still interpretation to be done on the part of the Board. As explained in the sign code the purpose of the sign waivers was to enable to DRB to do a "comprehensive review of the design and function of the entire site to bring about an improved design." The idea was that the design would be improved over what would be allowed without the waiver.
 - In this case, the two flagpoles and the plaza would be allow without the waivers, so it was really about the third flagpole.
- The sign code went on further to explain what the criteria was that a waiver request would need to meet. The intention was to reflect the sign code purpose statement to be able to provide some flexibility while still meeting the purpose of the sign regulation:
 - Improved functional and aesthetic design
 - More compatible and complementary to the site and the surrounding area
 - Improve or not negatively impact safety.

- There were no concerns about safety for this application.
- Content not considered.
 - Legal staff had advised staff over the years to consider the content as a blank slate for decision-making purposes. Some codes had exemptions for American flags, but the City's code, due to legal concerns, did not give preference to the American flag in terms of being a flag or a sign.
- The arguments the applicants had put forward in regards to the waiver criteria were that they wanted the three flags and having three poles for three flags was more functional and aesthetic.
- The height of the flags functioned well in identifying the building, which was located back off the road.
- The wayfinding for customers and clients to find the front of the building was a big consideration put forward by the applicant.
- The height also matched well with the front of the building in terms of compatibility.

Tracy Meyer asked if there was lighting that went up towards the flags

Mr. Pauly answered that lighting of flags was exempt under the outdoor lighting ordinance.

Shawn O'Neil asked if there were other sites within the City with three flagpoles.

Mr. Pauly answered that he was not aware of any.

Mr. O'Neil asked if the third pole was going to be taller than the building.

Mr. Pauly confirmed that it would be taller by 3 feet.

Chair Nada asked the applicant to present their testimony.

Donald Billings, Facilities Operations Manager for FLIR Systems, 27700 SW Parkway, Wilsonville, OR 97070, spoke on behalf of the applicant.

- Most of FLIR Systems staff were ex-military and flags meant a lot to them.
- The reason for the request for three flags was so that FLIR could hang the American flag, the Oregon flag and the FLIR flag, as this was the corporate headquarters.
- Mentor Graphics and Rockwell Collins also had three flagpoles.
- As to the height difference, the flags would be directly in front of the building, whereas the other two sites had flagpoles on an island some distance from the building itself. The size to them (Mentor Graphics and Rockwell Collins) did not mean as much as it would for FLIR considering the building height.
- The desire was for the American flag to be above the FLIR sign on the building itself and higher than the other two flags to show recognition of it.

Ellie Schroeder commented that the picture showed the American flag in the middle and noted that the flag code said that the American flag should be to the right.

Mr. Billings answered that was for the two-pole flag system.

Ms. Schroeder disagreed and said it was for any flagpole system.

Mr. Billings apologized and said he did not know that.

Ms. Schroeder noted that her comment was an aside and nothing that the Board could control but thought that veterans would notice.

Chair Nada asked for testimony from audience. There was none. He declared the Public Hearing closed at 6:52 pm.

Tracy Meyer moved to approve Resolution No. 361. Ellie Schroeder seconded the motion.

Mr. O'Neil noted that the law required them to pretend that the American flag was not a topic of conversation. He had to consider the height and number of poles in relationship to what could happen down the road with other projects- what would happen with respect to the next applicant that came in with a similar request? He could not support a motion with a pole that was taller than the building. He had to assume that it could be any type of flag. He could not address the improper location of the flag, because the Board had to make a decision based on content neutrality. He could not support the current motion as it was presented based on the height, but had no problem with a third pole.

Ms. Schroeder asked if he would support a pole at the same height.

Mr. O'Neil answered that he would consider it. That was his view based on the current motion that was put forth.

Ms. Schroeder noted that the American flag would not fly higher than the other two.

Mr. O'Neil said that his decision would not be based on the type of flag. He could not lawfully be concerned about that. He was sympathetic to the veterans and to the processes, but by law he could not consider it. He struggled with it, because he would love to have the American flag high, but he could not consider it as part of the decision.

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

Chair Nada read the rules of appeal into the record.

VIII. Board Member Communications:

- A. Results of the February 11, 2019 DRB Panel A meeting
- B. Recent City Council Action Minutes

Daniel Pauly, Senior Planner, shared that Panel A had recently approved another Frog Pond subdivision, which would be in front of City Council on March 4.

Chair Nada asked when the construction process for the bridge at Boeckman Road would start.

Mr. Pauly answered that there were specific timelines for the intersection to be constructed. There was still some discussion about whether to build the intersection by itself and then build the bridge. By code, the intersection had to be complete within two years.

IX. Staff Communications:

A. Welcome Ellie Schroeder!

Daniel Pauly, Senior Planner, updated the board on post-DRB developments with the Clermont application:

- There had been some controversy with trees and park space. After Council gave additional direction for removing some lots and reorienting a pathway, staff gathered initial feedback from neighbors regarding their preferences and shared it with the design team.
- The new design was sent to the interested parties. Staff had received positive feedback thus far from everyone that had commented.
- The decision would remove two lots. There was an existing bump out where a trail came between lots on the south side of Berlin Avenue. The trail would continue directly across the bump out and go through the additional groves that had been preserved and up to intersect with the new larger park with tree preservation.

He felt that it ended up a better design in the end.

Tracy Meyer asked if there was any change to the trees.

Mr. Pauly answered that two additional lots had been taken out to preserve the Doug Fir.

Shawn O'Neil noted that it was a concession made by the developer at City Council.

Mr. Pauly said that there would now be 87 lots rather than 89 lots.

He welcomed Ellie Schroeder to the Board.

X. Adjournment

The meeting adjourned at 7:09 p.m.

Respectfully submitted,

Shelley White, Planning Administrative Assistant

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 30, 2019

6:30 PM

VI. Public Hearing:

- A. Resolution No. 365. Boeckman Creek Primary Temporary Use Permit: Keith Liden, Bainbridge – Representative for West Linn-Wilsonville School District – Owner/Applicant.** The applicant is requesting approval of a Five-Year Temporary Use Permit for temporary placement of a modular classroom building at Boeckman Creek Primary School. The site is located at 6700 SW Wilsonville Road on Tax Lot 100 of Section 13, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Charles Tso

Case Files: DB19-0018 Five-Year Temporary Use Permit

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 365**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A FIVE-YEAR TEMPORARY USE PERMIT FOR TEMPORARY PLACEMENT OF A MODULAR CLASSROOM BUILDING AT BOECKMAN CREEK PRIMARY SCHOOL. THE SITE IS LOCATED AT 6700 SW WILSONVILLE ROAD ON TAX LOT 100 OF SECTION 13, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. KEITH LIDEN, BAINBRIDGE – REPRESENTATIVE FOR WEST LINN-WILSONVILLE SCHOOL DISTRICT, APPLICANT/OWNER.

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

WHEREAS, the Planning Staff has prepared a staff report on the above-captioned subject dated May 21, 2019, 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 30, 2019, 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 21, 2019, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB19-0018 Five-year temporary use permit for modular classroom building at Boeckman Creek Primary School.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 30th day of May, 2019 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)*.

Richard Martens – Chair, Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant



Exhibit A1
Staff Report

Temporary Use Permit for a Modular Classroom Building at Boeckman Creek
Primary School

Development Review Board Panel 'B'
Quasi-Judicial Public Hearing
May 30, 2019

Hearing Date: May 30, 2019
Date of Report: May 21, 2019
Application Nos.: DB19-0018 5-Year Temporary Use Permit

Request/Summary: The applicant requests the Development Review Board review a 5-Year Temporary Use Permit for a modular classroom building at Boeckman Creek Primary School, which will contain four classrooms.

Location: 6700 SW Wilsonville Rd. The property is specifically known as Tax Lots 100, Section 12, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

Owner/Applicant: West Linn-Wilsonville School District

Comprehensive Plan Designation: Public Facility

Zone Map Classification: PF (Public Facility)

Staff Reviewer: Charles Tso, Assistant Planner

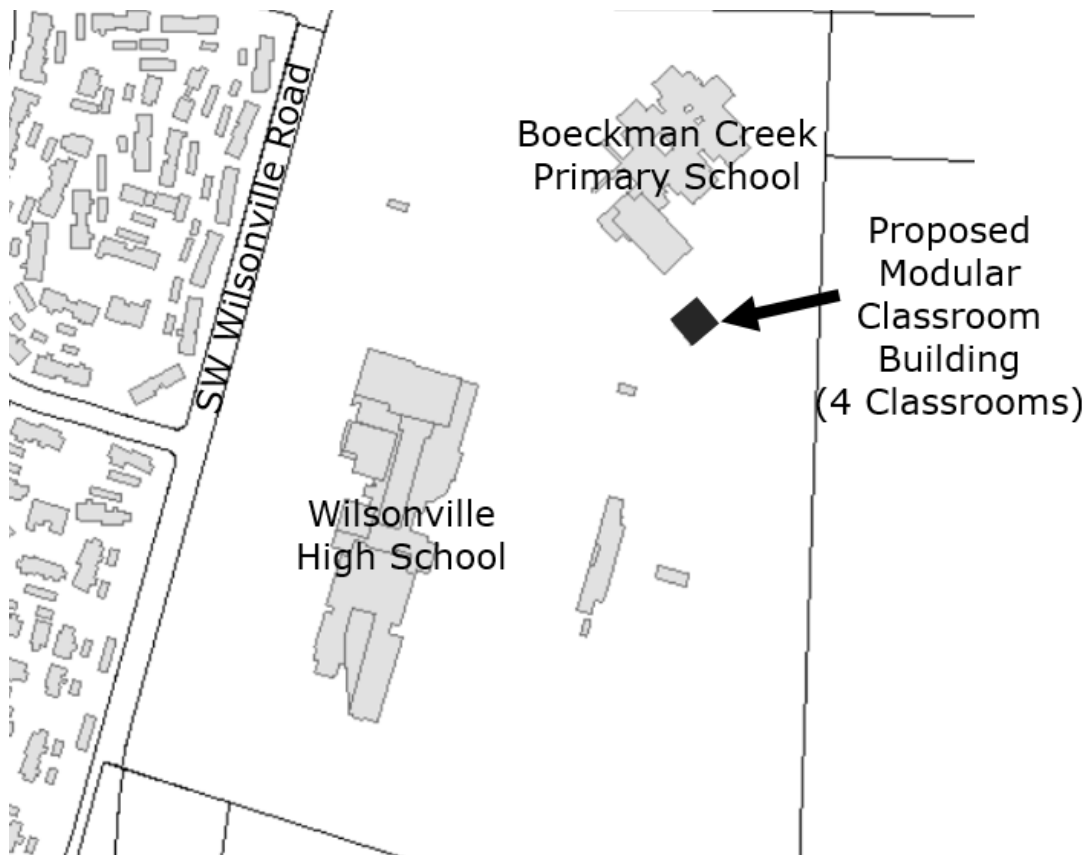
Staff Recommendation: Approve with conditions the requested 5-Year Temporary Use Permit.

Applicable Review Criteria:

<u>Development Code:</u>	
Section 4.008	Application Procedures-In General
Section 4.009	Who May Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.136	Public Facility Zone

Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Sections 4.400 through 4.440 as applicable	Site Design Review

Vicinity Map



Background/Summary:

The West Linn-Wilsonville School District seeks a 5-year temporary use permit to place one portable classroom building at Boeckman Creek Primary School through 2024. The site is developed with Boeckman Creek Primary School, including a 65,000± square foot building, driveway, parking, and play fields. The entire site is 60.52 acres, including the adjacent Wilsonville High School land and facilities.

A district-wide re-evaluations of school capacity were conducted in 2006 and 2018 to ensure that school capacity is based on current teaching methods and programs. The district concludes that the optimal learning space capacity for Boeckman Creek Primary School is now 550 students. The enrollment as of September 30, 2018 was 550 students. With new residential development occurring in Frog Pond, the district anticipates increased enrollment in the coming years.

The district proposes to install one portable classroom building containing 4 classrooms and 3 restrooms with a floor area of approximately 4760 square feet. The building is proposed to be located where the district has previously had two portable classroom buildings with a total of four classrooms. The two modular buildings were removed after additional primary school capacity was provided with the opening of Lowrie Primary School.

The portable classrooms are viewed as only a temporary solution until more permanent school capacity is created. The district is considering placing a school bond before the voters to provide facility improvements, including a new primary school in Frog Pond. A school board decision regarding a ballot measure will be made in the coming months.

Public Comments and Responses:

None Received

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 (DB19-0018) with the following conditions:

Planning Division Conditions:

Request: DB19-0018 Five-Year Temporary Use Permit

PD 1.	All construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. The Planning Division may approve Minor alterations through the Class I Administrative Review process.
PD 2.	All landscaping disturbed by the temporary classroom buildings shall be returned to its pre-construction status when they are removed.
PD 3.	The applicant or their successors shall convert the modular classroom building to the pre-existing condition within 5 years of the date of decision.

Master Exhibit List:

The Development Review Board hereby enters the following Exhibits into the public record as confirmation of its consideration of the application, as submitted. The exhibit list includes exhibits for Planning Case File DB19-0018. The exhibit list below reflects the electronic record posted on the City's website and retained as part of the City's permanent electronic record. Any inconsistencies between printed or other electronic versions of the same exhibits are inadvertent and the version on the City's website and retained as part of the City's permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

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

Materials from Applicant

- B1. Land Use Application Form
- B2. Applicant's Narrative
- B3. Drawings and Plans

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant submitted a complete application on May 7, 2019. The City must render a final decision for the request, including any appeals, by September 4, 2019.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDR5	Residential
East:	NA	Agriculture
South:	RA-H, PDR-2	SROZ
West:	PDR5	Residential

3. Previous City Planning Approvals:

DB08-0013 – One (1) year Temporary Use Permit for two portable classrooms
DB09-0031 – Three (3) Year Temporary Use Permit for two portable classrooms

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

5. The City's processing of the application is in accordance with the applicable general procedures of this Section.

Initiating Application

Section 4.009

6. The property owner, West Linn-Wilsonville School District, initiated the application. The application was signed by Tim Woodley.

Lien Payment before Approval

Subsection 4.011 (.02) B.

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

General Submission Requirements

Subsection 4.035 (.04) A.

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

Zoning-Generally

Section 4.110

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

Request: DB19-0018 Five-Year Temporary Use Permit

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

Public Facility Zone

Permitted Uses

Subsection 4.136 (.02)

10. The proposal is to install one (1) modular building as a temporary use to support the operation of an existing public elementary school. Public schools are permitted outright in this zone.

Dimensional Standards

Subsection 4.136 (.04)

11. The school currently meets the applicable standards in this section, and the proposed temporary classrooms will not affect this level of compliance for the following criteria:
 - The property is over 60 acres, exceeding the minimum 1-acre lot size.
 - The front yard setback is currently over 900 feet to the center of Wilsonville Road and the rear yard setback is over 270 feet, both of which exceed the 30-foot minimum, and the temporary portable buildings will not reduce these setbacks.
 - The side yard setback is over 688 feet to northern property line, exceeding the 10-foot minimum, and the temporary portable classrooms will be located southeast of the existing building. All setback requirements are exceeded.
 - The minimum street frontage far exceeds the 75-foot minimum standard.
 - The temporary portable building is less than 20 feet in height.

Requirements in sections (.05) through (.08) pertaining to off-street parking, signs, landscaping, corner vision, and special regulations for site design review are addressed later in this section of the application.

On-site Pedestrian Access and Circulation

Continuous Pathway System

Subsection 4.154 (.01) B. 1.

12. As part of the previous modular classrooms, a sidewalk connection was constructed between the modular building and the main building. This sidewalk will again be used to provide a direct connection.

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

13. A paved walkway will provide a smooth and consistent surface, free from hazards, and provide direct connections between the main building and the modular building, and is required to meet ADA access standards.

Vehicle/Pathway Separation
Subsection 4.154 (.01) B. 3.

14. The walkway is separated from vehicle circulation areas.

Crosswalks
Subsection 4.154 (.01) B. 4.

15. The applicant does not propose new crosswalks across private parking areas or driveways.

Pathway Width and Surface
Subsection 4.154 (.01) B. 5.

16. The planned walkway is five feet wide and will be constructed of concrete.

Parking

General Parking Provisions
Subsection 4.155 (.02)

17. The applicant has provided sufficient information demonstrating compliance with the applicable provisions in this subsection. Staff specifically notes the following:
 - In relation to provision A. the applicant has not requested any waivers to parking standards.
 - In relation to provision C. The proposed modular building is similar in size (approximately 1,200 square feet larger) as the portable classrooms approved in 2008. When portable classrooms were approved in 2008, it was determined parking, as it existed, was adequate. The number of enrolled students is expected to increase with or without the temporary modular building. Therefore, the proposal will not impact parking demand.

Connectivity to Adjacent Parking Areas and Efficient On-site Circulation
Subsection 4.155 (.03) D.

18. The walkway that connects the modular building to the main building will also provide access to the existing parking lot serving the primary school. Since the proposed modular building will not impact the number of enrolled student, the on-site circulation will remain consistent to previous approvals.

Parking Requirements

Subsection 4.155 (.03) G.

19. Per Table 5 under Section 4.155, elementary school use requires 0.2 to 0.3 spaces per student and staff. When the elementary school was originally approved, 201 parking spaces (196 standard and 5 handicapped) were to be shared between Boeckman Creek Elementary and Wilsonville High Schools. The standard of 0.2 to 0.3 vehicle parking spaces per student and staff would require between 114 and 171 spaces for Boeckman Creek Elementary. As such, the site currently is non-conforming to the parking standards. This is further discussed under Section 4.191 Non-Conforming Site Conditions.

Bicycle Parking Requirements

Subsection 4.155 (.04)

20. The current site is conforming to the bicycle parking standards. The modular building will not impact existing bicycle parking on-site.

Temporary Structures and Uses

Temporary Use Permits-Temporary Use for Uses Not Otherwise Conforming

Subsection 4.163 (.01)

21. Public schools are accessory uses allowed in the PF zone.

Temporary Use Permits-Temporary Use Does Not Involve Substantial Structures

Subsection 4.163 (.01)

22. The modular building is proposed to provide temporary additional capacity until more permanent school capacity is created. While the proposed portable building will be installed to meet building code requirements for a permanent building, it is not “substantial” because: (1) it is relatively small compared to the other permanent school facilities on the site; and (2) unlike a truly permanent structure, the modular construction allows for efficient removal and reuse.

Temporary Use Permits-Revocable, Renewable Permit up to Five Years

Subsection 4.163 (.01)

23. The applicant understands the permit is revocable upon violations of the approval. The current request is the applicant’s third request. The applicant does not anticipate needing to renew the application beyond the five-year timeframe.

Application Requirements, Restoration to Pre-TUP Conditions

Subsection 4.163 (.02)

24. The applicant has submitted the required information including a clear description of the planned use, a statement that the duration is up to five years, and a site plan (see Exhibit B3). Condition of Approval PD 3 will ensure restoration of the site to pre-TUP conditions.

Good Cause for Temporary Use, Factors and Considerations
Subsections 4.163 (.01) and (.03)

25. Availability of Appropriate Zoned Land: The temporary portable classrooms are appropriately located because the PF Zone allows school use, and the modular building must be close to the main school building in order to be properly integrated with all school activities. They cannot realistically be located anywhere else.

Availability of and need of property for allowed used: Upon conclusion of the temporary use, the applicant will return the site to its previous condition, which is green field as part of an elementary school's campus.

Market Conditions, etc.: No market conditions are in play. The modular building is simply a temporary solution to the anticipated increase in student enrollment due to new residential development in Frog Pond.

Due diligence to relocate use: Not applicable. The use is only necessary during the sale of properties.

Circumstances of applicant: The district is considering placing a school bond before the voters to provide facility improvements, including a new primary school in Frog Pond. A school board decision regarding a ballot measure will be made in the coming months.

Other: The proposed temporary use is a typical limited duration accessory use for a school site.

Other Development Standards

Landscape Standards and Compliance Section 4.176

26. The existing landscaping will continue to be retained and the modular building will not impact any landscaping.

Mixed Solid Waste and Recyclables Storage Section 4.179

27. The waste and recycling collection facilities will not be changed.

Non-Conforming Site Conditions Section 4.191

28. The code allows expansion on a non-conforming site as long as there is a comparable decrease in the level of non-conformity. When Boeckman Creek Elementary School was first approved by the city, the parking requirements allowed the applicant and city to exercise judgment in determining the required number of spaces for schools. The 201 spaces were considered appropriate for a student enrollment of approximately 574. The portable classrooms will help the school accommodate the anticipated enrollment for 2019-2024, and the parking remains consistent with the original land use approval for the school.

Outdoor Lighting
Sections 4.199.20

29. The existing exterior lighting will be retained, and the portable building will be equipped with exterior wall mounted lighting. No other additional site lighting is proposed.

Underground Utility Installation
Sections 4.300-4.320

30. On-site utilities are serving the existing school, and no new utility lines or service capacity increases are necessary. Underground utilities are available to the modular building site.

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 30, 2019

6:30 PM

VII. Board Member Communications:

A. Results of the May 13, 2019 DRB Panel A
meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE: MAY 13, 2019	
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START: 6:30 P.M.	TIME END: 7:23 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Fred Ruby, Chair	Daniel Pauly
Jennifer Willard	Barbara Jacobson
Joann Linville	Kimberly Rybold
Daniel McKay	Cindy Luxhoj
Angela Niggli	

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of February 11, 2019 DRB Panel A meeting	A. Unanimously approved as presented.
PUBLIC HEARING	
<p>A. Resolution No. 362. Industrial Focus: Gavin Russell, CIDA Architects & Engineers – Representative for David Nicoli, Nicoli Pacific LLC – Owner. The applicant is requesting approval of a Zone Map Amendment from Residential Agricultural Holding (RA-H) Zone to Planned Development Industrial (PDI) Zone, and adopting findings and conditions approving a Stage I Master Plan For three industrial/flex buildings totaling approximately 96,000 square feet. The subject site is located on Tax Lots 300 and 500 of Section 14A, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Cindy Luxhoj</p> <p>Case Files: DB19-0004 Zone Map Amendment DB19-0005 Stage I Master Plan</p> <p><i>The DRB action on the Annexation and Zone Map Amendment is a recommendation to the City Council.</i></p>	<p>A. Resolution No. 362 unanimously approved with the addition of Exhibit A3.</p>
<p>B. Resolution No. 363. Cherbourg Lane Street Vacation: Stacy Connery, AICP, Pacific Community Design, Inc. – Representative for Polygon at Villebois III LLC and Allen and Victor Chang – Petitioners. The applicant is requesting approval of a request for the City to vacate SW Cherbourg Lane right-of-way north of SW Berlin Avenue, Section 15AB, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Daniel Pauly</p>	<p>B. Removed from the agenda.</p>

<p>Case Files: DB19-0006 Street Vacation</p> <p><i>The applicant has requested that this item be removed from the agenda to be heard at a future date.</i></p> <p>C. Resolution No. 364. Morgan Farm TUP: Margaret Lowe, Pahlisch Homes – Owner/Applicant. The applicant is requesting approval of a Five-Year Temporary Use Permit for a sales office, temporary parking lot and model home in the Morgan Farm Subdivision. The Subject Property Is Located At 7210 and 7218 SW Bay Lane on Tax Lots 100 and 200 Of Section 12DC, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold</p> <p>Case File: DB19-0017 Five-Year Temporary Use Permit</p>	<p>C. Resolution No. 364 unanimously approved as presented.</p>
<p>BOARD MEMBER COMUNICATIONS</p>	<p>No comments.</p>
<p>A. Results of the February 25, 2019 DRB Panel B meeting B. Recent City Council Action Minutes</p>	
<p>STAFF COMMUNICATIONS</p>	
	<p>Introduction of new Associate Planner Cindy Luxhoj.</p>

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 30, 2019

6:30 PM

VII. Board Member Communications:

B. Recent City Council Action Minutes

City Council Meeting Action Minutes
February 4, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West - Arrived at 6:36 p.m.

Kerry Rappold, Natural Resources Manager
Chris Neamtzu, Community Develop. Director
Delora Kerber, Public Works Director
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Manager
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Zoe Monahan, Assistant to the City Manager
Jordan Vance, Economic Development Manager
Patty Nelson, City Engineer

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Resolution No. 2724 – Water SDCs Development Charges	Staff briefed Council on Resolution No. 2724, adopting the water System Development Charge (SDC) methodology report and establishing the charge rate and amending Resolution No. 1624.
B. Wilsonville Town Center Plan	Staff updated Council on the draft Wilsonville Town Center Plan.
C. Proposed Tobacco Retail Licensing Resolution	Council heard that Clackamas County is proposing Tobacco Retail Licensing (TRL).
D. Vertical Clackamas County Housing Development Zone (VHDZ) in Villebois	Staff and Council discussed a proposal that would create a Vertical Housing Development Zone in the Villebois neighborhood.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Public Hearing</u>	
A. Resolution No. 2724 A Resolution Of The City Of Wilsonville Adopting The Water System Development Charge Methodology Report And Establishing The Charge Rate And Amending Resolution No. 1624.	Council opened the public hearing on Resolution No. 2724 and moved to continue the hearing to a date certain of February 21, 2019. 5-0.
<u>City Manager's Business</u>	
	The City Manager provided Council with City's Ice and Snow Removal Plan. In addition, an invitation was extended to Council to attend the West Linn Wilsonville School District Bond Summit on February 23.
<u>Legal Business</u>	
	No report.
ADJOURN	
	8:10 p.m.

City Council Meeting Action Minutes
February 21, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Stevens - *Excused*
Councilor Lehan
Councilor West

Jeanna Troha, Assistant City Manager
Chris Neamtzu, Community Develop. Director
Delora Kerber, Public Works Director
Cathy Rodocker, Finance Director
Keith Katko, Assistant Finance Director
Kimberly Rybold, Associate Planner
Miranda Bateschell, Planning Director
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Zoe Monahan, Assistant to the City Manager
Patty Nelson, City Engineer

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Establishment of Pro Tem Municipal Court Roster	Council was briefed that Resolution No. 2729, allows staff to establish a pool of eligible pro tem judges for occasions when the current Municipal Court Judge is unavailable.
B. Financial Services Advisor PSA	Staff recommended that Council adopt Resolution No. 2738, authorizing the City Manager to execute an agreement with PFM Financial Advisors, LLC for financial advisory services.
C. Basalt Creek Comprehensive Plan, TSP, and UPAA Amendments	Staff provided an update on amendments to the City's Comprehensive Plan and Transportation System Plan. In addition, staff presented the updated Urban Planning Area Agreement with Washington County.
D. Update to Water System Development Charges	Council heard additional information and a recap on Resolution No. 2724, followed by time for questions and answers from staff.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.
<u>Councilor's Comments</u>	
A. Motion introduced requesting that Council draft a resolution to recommend SB 608 stay in committee longer to allow for further debate.	Motion defeated 1-3.

<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2729</u> A Resolution Of The City Of Wilsonville Establishing A Pool Eligible Pro Tem Judges For The City's Municipal Court.</p> <p>B. <u>Resolution No. 2738</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With PFM Financial Advisors, LLC For Financial Advisor Services.</p> <p>C. Minutes of the October 15, 2018, November 5, 2018 and February 4, 2019 Council Meetings.</p>	<p>The Consent Agenda passed 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. <u>Resolution No. 2724</u> A Resolution Of The City Of Wilsonville Adopting The Water System Development Charge Methodology Report And Establishing The Charge Rate And Amending Resolution No. 1624.</p>	<p>Resolution No. 2724 was adopted on second reading by a vote of 3-0-1.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager informed Council that he would represent the City at the Chamber of Commerce's February 28, 2019, ribbon cutting at Wong's Building Supply.</p>
<p><u>Legal Business</u></p>	<p>No Report.</p>
<p>ADJOURN</p>	<p>8:24 p.m.</p>

City Council Meeting Action Minutes
March 4, 2019

City Council members present included:

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

Daniel Pauly, Senior Planner, Planning
Chris Neamtzu, Community Develop. Director
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Amanda Guile-Hinman, Assistant City Attorney
Kimberly Rybold, Associate Planner
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Patty Nelson, City Engineer
Andrea Villagrana, Human Resources Manager
Dan Carlson, Building Official

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Frog Pond Meadows	Staff briefed Council on Ordinance Nos. 832 and 833.
B. Citywide Signage & Wayfinding Plan	Council provided direction on project phasing and design materials.
C. Resolution No. 2726 - Amending the Wilsonville – Washington County Urban Planning Area Agreement (UPAA)	Staff presented on Resolution No. 2726, authorizing the Mayor to execute an UPAA with Washington County to acknowledge City of Wilsonville planning authority in the Basalt Creek Planning Area. The item is be voted on during the regular meeting under the consent agenda.
D. Basalt Creek Parkway Extension Alignment Study	Council heard preliminary details about a project to extend the Basalt Creek Parkway to Boones Ferry Road.
REGULAR MEETING	
<u>Communications</u>	
A. Metro Update	Metro Councilor Craig Dirksen shared details of the agency’s broad agenda.
<u>Citizen Input & Community Announcements</u>	
A. Resolution No. 2724 A Resolution Of The City Of Wilsonville Adopting The Water System Development Charge Methodology Report And Establishing The Charge Rate And Amending Resolution No. 1624.	Motion made and seconded to change the implementation date for Resolution No. 2724 to March 15, 2019. Motion passed 3-0.
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

<p>B. Tourism Promotion Committee Appointment</p>	<p><u>Tourism Promotion Committee</u> Appointment of Lizabeth Price to Tourism Promotion Committee, Position 7 for a term beginning 3/4/19 to 6/30/21. Appointment approved 3-0.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2726</u> A Resolution Of The City Of Wilsonville Authorizing The Mayor To Execute A New Urban Planning Area Agreement With Washington County To Acknowledge City Of Wilsonville Planning Authority In The Basalt Creek Planning Area.</p>	<p>The Consent Agenda was approved 3-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 832</u> An Ordinance Of The City Of Wilsonville Annexing Approximately 24 Acres Of Property Located On The West Side Of Stafford Road Just North Of Boeckman Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 1800, 1902, 1903, 2000 And 2200 And A Portion Of Stafford Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Kathleen E. Ludwig, Clifton Molatore, Brenda L. Melum, Lynette E. Eaton, Theodore W. Eaton, Robert Kessler, Bonnie Kessler, And Diane Hillier, Petitioners.</p> <p>B. <u>Ordinance No. 833</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Residential Neighborhood (Rn) Zone On Approximately 15 Acres And To The Public Facility (Pf) Zone On Approximately 7 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek; The Land Is More Particularly Described As Tax Lots 1800, 1902, 1903, 2000 And 2200, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.</p>	<p>After a public hearing was conducted, Ordinance No. 832 was approved on first reading by a vote of 3-0.</p> <p>After a public hearing was conducted, Ordinance No. 833 was approved on first reading by a vote of 3-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2727</u> A Resolution Of The City Of Wilsonville Supporting A Clackamas County Tobacco Retail License.</p>	<p>Resolution No. 2727 was adopted 3-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager announced that he attended the Wong's Building Supply ribbon cutting.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>9:10 p.m.</p>

City Council Meeting Action Minutes
March 18, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Delora Kerber, Public Works Director
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Keith Katko, Assistant Finance Director
Dwight Brashear, SMART Director
Amanda Guile-Hinman, Assistant City Attorney
Steve Adams, Engineering Manager
Kimberly Rybold, Associate Planner
Miranda Bateschell, Planning Director
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Zoe Monahan, Assistant to the City Manager
Patty Nelson, City Engineer

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Chris Neamtzu, Community Develop. Director

AGENDA ITEM	ACTIONS
WORK SESSION	
<p>A. Transfer of Road Authority Stafford Road with Frog Pond Meadows</p> <p>B. PGE Street Lights Pilot Project</p> <p>C. Revisions to Chapter 11 of the Wilsonville Code Regarding System Development Charges.</p>	<p>Council was briefed on Resolution No. 2739, which requests a transfer of roadway authority on a portion of Stafford Road from Clackamas County to the City of Wilsonville. This item is schedule for the regular meeting under the consent agenda.</p> <p>Staff provided an update on a pilot program with PGE to install LED street lights.</p> <p>Council heard proposed revisions to City Code regarding System Development Charges.</p>
REGULAR MEETING	
<p><u>Mayor's Business</u></p> <p>A. State of the City Address</p> <p>B. Wilsonville-Metro Community Enhancement Committee – Appointment</p>	<p>Mayor Knapp presented the 2019 State of the City Address.</p> <p><u>Wilsonville-Metro Community Enhancement Committee</u> Appointment of Olive Gallagher to the Wilsonville-Metro Community Enhancement Committee, Position 3 for a term beginning 3/18/19 to 6/30/21. Appointment passed 5-0.</p>

Consent Agenda

A. **Resolution No. 2732**

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.

B. **Resolution No. 2733**

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.

C. **Resolution No. 2734**

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.

D. **Resolution No. 2735**

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.

E. **Resolution No. 2736**

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.

F. **Resolution No. 2739**

A Resolution Of The City Of Wilsonville Requesting Transfer Of Roadway Authority On A Portion Of Stafford Road From Clackamas County To The City Of Wilsonville.

G. Minutes of the January 24, 2019 and February 21, 2019 Council Meetings.

The Consent Agenda passed 5-0.

Public Hearing

A. **Resolution No. 2728**

A Wilsonville City Council Resolution Approving The Citywide Signage & Wayfinding Plan.

After a public hearing was conducted, Resolution No. 2728 was approved 5-0.

<p>B. <u>Resolution No. 2740</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.</p>	<p>After a public hearing was conducted, Resolution No. 2740 was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2741</u> A Resolution Of The City Of Wilsonville, Oregon Authorizing Financing Of The Capital Project Described In The Coffee Creek Urban Renewal Plan.</p> <p>B. City Manager Pro Tem Appointment</p>	<p>Resolution No. 2741 was adopted 5-0.</p> <p>Appointment of Assistant City Manager as City Manager Pro Tem from the period April 1 through April 5, 2019, passed 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 832</u> An Ordinance Of The City Of Wilsonville Annexing Approximately 24 Acres Of Property Located On The West Side Of Stafford Road Just North Of Boeckman Road Into The City Limits Of The City Of Wilsonville, Oregon; The Land Is More Particularly Described As Tax Lots 1800, 1902, 1903, 2000 And 2200 And A Portion Of Stafford Road Right-Of-Way, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Kathleen E. Ludwig, Clifton Molatore, Brenda L. Melum, Lynette E. Eaton, Theodore W. Eaton, Robert Kessler, Bonnie Kessler, And Diane Hillier, Petitioners.</p> <p>B. <u>Ordinance No. 833</u> An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5 (RRFF5) Zone To The Residential Neighborhood (RN) Zone On Approximately 15 Acres And To The Public Facility (Pf) Zone On Approximately 7 Acres On The North Side Of Boeckman Road Just East Of Boeckman Creek; The Land Is More Particularly Described As Tax Lots 1800, 1902, 1903, 2000 And 2200, Section 12D, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. West Hills Land Development LLC, Applicant.</p>	<p>Ordinance No. 832 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 833 was adopted on second reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Wished Mayor Knapp a happy birthday and thanked Council for approving his absence from the April 1, 2019 Council meeting.</p>

<u>Legal Business</u>	Wished Mayor Knapp happy birthday.
URBAN RENEWAL AGENCY	
<u>Consent Agenda</u> A. Minutes of the January 24, 2019 URA Meeting.	The URA Consent Agenda was approved 5-0.
<u>New Business</u> A. <u>URA Resolution No. 295</u> A Resolution Authorizing The Creation Of The Coffee Creek Plan Capital Project Fund. B. <u>URA Resolution No. 296</u> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville, Oregon Authorizing Indebtedness For A Capital Project Described In The Urban Renewal Plan For The Coffee Creek Urban Renewal Area.	URA Resolution No. 295 was adopted 5-0. URA Resolution No. 296 was adopted 5-0.
<u>Public Hearing</u> A. <u>URA Resolution No. 297</u> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2018-19.	After a public hearing was conducted, URA Resolution No. 297 was approved by a vote of 5-0.
ADJOURN	9:18 p.m.

City Council Meeting Action Minutes
April 1, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Kimberly Rybold, Associate Planner
Mike McCarty, Parks and Recreation Director
Miranda Bateschell, Planning Director
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Zoe Monahan, Assistant to the City Manager
Patty Nelson, City Engineer
Dan Carlson, Building Official
Rob Wurpes, Chief of Police
Charlie Tso, Assistant Planner
Andy Stone, IT Manager
Martin Montalvo, Public Works Operations Manager

Staff present included:

Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Kerry Rappold, Natural Resources Manager
Mark Ottenad, Public/Government Affairs Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Garden Acres/WWSP IGA	Council was informed of Resolution No. 2743, which authorizes the City Manager to enter into an intergovernmental agreement (IGA) with Tualatin Valley Water District and the City of Hillsboro for the Willamette Water Supply Program (WWSP) to jointly design and construct the Garden Acres Road and PLM_1.2 Garden Acres to 124 th Pipeline projects.
B. Transfer of Ownership/Maintenance for Hathaway, Willow Creek and Landover Parks	Staff recommended that the City assume ownership and terminate homeowner's association (HOA) maintenance responsibility for Landover, Hathaway and Willow Creek Parks.
C. Canyon Creek Land Donation	Staff presented the proposal of a 31-acre parcel land donation of a forested area and BPA easement on the Parkway Woods Business Park from the ScanlanKemperBard (SKB) Companies.
D. Comprehensive Plan & TSP Amendments Related to Basalt Creek Concept Plan	Staff briefed Council on Ordinance No. 834, which is scheduled for a public hearing and first reading during the regular meeting.
E. Change Order with Paul Brothers, Inc. for the Memorial Park Dog Park and Community Garden Parking Lot Project	Council heard about Resolution No. 2742, which authorizes a change order with Paul Brothers, Inc. for the Memorial Park Dog Park and Community Garden parking lot project.

<p>F. Break to move downstairs into Council Chambers.</p> <p>G. Status and Update on the Villebois Fire</p>	<p>Council recessed and moved to Council Chambers to complete the rest of Work Session.</p> <p>Staff along with Tualatin Valley Fire and Rescue (TVF&R) gave an update on the fire that occurred in the Villebois neighborhood on March 31, 2019.</p>
REGULAR MEETING	
<u>Mayor's Business</u>	
<p>A. Volunteer Appreciation Proclamation</p> <p>B. 21st Consecutive Tree City USA Designation, Sterling Tree City USA Designation (10th Growth Award), and Arbor Day Proclamation</p> <p>C. Upcoming Meetings</p>	<p>The Mayor read a proclamation declaring the Month of April as Volunteer Appreciation Month.</p> <p>Staff informed that the City has been recognized for the 21st consecutive year as a Tree City USA and certified as a Sterling Tree City USA for receiving its 10th growth award as designated by the National Arbor Day Foundation. Mayor Knapp then read a proclamation declaring Arbor Day in the City of Wilsonville.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<u>Consent Agenda</u>	
<p>A. Resolution No. 2743 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement With Tualatin Valley Water District And The City Of Hillsboro To Jointly Design And Construct The Garden Acres Road Project (CIP #4201) And Willamette Water Supply Plm_1.2 Garden Acres To 124th Pipeline Project.</p> <p>B. Minutes of the November 19, 2018 Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<u>Public Hearing</u>	
<p>A. Ordinance No. 834 An Ordinance Of The City Of Wilsonville Approving Comprehensive Plan Text And Map Amendments And Transportation System Plan Amendments Related To The Basalt Creek Concept Plan And Approving A Comprehensive Plan Map Amendment Related To The Coffee Creek Master Plan.</p>	<p>After a public hearing was conducted, Ordinance No. 834 was approved on first reading by a vote of 5-0.</p>

<p><u>New Business</u></p> <p>A. <u>Resolution No. 2730</u> A Resolution Of The City Of Wilsonville Authorizing The City Parks And Recreation Department To Assume Ownership Of And All Maintenance Responsibilities For The Following Neighborhood Parks: Hathaway Court, Landover And Willow Creek Park.</p> <p>B. <u>Resolution No. 2742</u> A Resolution Of The City Of Wilsonville Authorizing A Change Order With Paul Brothers, Inc. For The Memorial Park Dog Park And Community Garden Parking Lot Project (Capital Improvement Project #9132).</p>	<p>Resolution No. 2730 was adopted 5-0.</p> <p>Resolution No. 2742 was adopted 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Pro Tem City Manager thanked Council for their leadership, commitment and compassion while handling the aftermath of the Villebois fire. In addition, staff were appreciated for their help on these efforts.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>9:36 p.m.</p>

City Council Meeting Action Minutes
April 15, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Chris Neamtzu, Community Develop. Director
Delora Kerber, Public Works Director
Pat Duke, Library Director
Amanda Guile-Hinman, Assistant City Attorney
Miranda Bateschell, Planning Director
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Zoe Monahan, Assistant to the City Manager
Patty Nelson, City Engineer
Dan Carlson, Building Official
Michelle Marston, Program Coordinator
Sheilagh Griffin, Transit Demand Management Tech.
Elli Work Grants & Program Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Kerry Rappold, Natural Resources Manager

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Public Works/Police Seismic Upgrade Update	Staff presented an update on the postponement of project to make seismic upgrades to the Public Works/Police building.
B. Charbonneau Emergency Outfall Repair Project Update	Staff provided a summary of a recent project to complete an emergency outfall repair in Charbonneau.
C. Town Center Plan Adoption	Staff briefed Council on Ordinance No. 835, which is scheduled for a public hearing and first reading during the regular meeting.
REGULAR MEETING	
<u>Communications</u>	
A. Wilsonville Boys Basketball Proclamation	The Mayor read a proclamation declaring April 15 -21, 2019 as Wilsonville Wildcats Week and presented a proclamation to the team.
B. TVF&R	Tualatin Valley Fire & Rescue (TVF&R) outgoing Chief, Mike Duyck, and incoming Chief, Deric Weiss, provided a report of the transition-taking place upon Duyck's retirement.
C. Dolly Parton's Imagination Library	
<u>Mayor's Business</u>	
A. Building Safety Month 2019 Proclamation	The Mayor read a proclamation declaring May 2019 as Building Proclamation Month and presented a proclamation to staff.

<p>B. Bike Month 2019 Proclamation</p> <p>C. Earth Day Proclamation</p> <p>D. Upcoming Meetings</p>	<p>The Mayor read a proclamation declaring the May 2019 as Bike month and presented a proclamation to staff.</p> <p>The Mayor read a proclamation declaring the day 22nd of April as Earth Day and presented a proclamation to staff.</p> <p>The Mayor chose not to present on upcoming meetings as many were already mentioned previously.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2731</u> A Resolution Of The City Of Wilsonville To Accept A Land Donation Of Approximately 31 Forested Acres In The Parkway Woods Business Park.</p> <p>B. <u>Resolution No. 2737</u> A Resolution Of The City Of Wilsonville Adopting An Intergovernmental Agreement With Clackamas County To Support The Work Of The Willamette Falls Locks Commission.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 835</u> An Ordinance Of The City Of Wilsonville Adopting The Wilsonville Town Center Plan As A Sub-Element Of The Comprehensive Plan And Amending The Text Of The Wilsonville Comprehensive Plan, Comprehensive Plan Map, Zoning Map, And Development Code.</p>	<p>After a public hearing was conducted, Ordinance No. 835 was approved on first reading by a vote of 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 834</u> An Ordinance Of The City Of Wilsonville Approving Comprehensive Plan Text And Map Amendments And Transportation System Plan Amendments Related To The Basalt Creek Concept Plan And Approving A Comprehensive Plan Map Amendment Related To The Coffee Creek Master Plan.</p>	<p>Ordinance No. 834 was adopted on second reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>Appreciated the Assistant City Manager and staff for all of their work on the recent Villebois fire.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>9:53 p.m.</p>

City Council Meeting Action Minutes
May 6, 2019

City Council members present included:

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

Chris Neamtzu, Community Develop. Director
Mark Ottenad, Public/Government Affairs Director
Andy Stone, IT Manager
Miranda Bateschell, Planning Director
Bill Evans, Communications & Marketing Manager
Zach Weigel, Capital Projects Engineering Manager
Zoe Monahan, Assistant to the City Manager
Jordan Vance, Economic Development Manager
Patty Nelson, City Engineer
Matt Palmer, Civil Engineer
Robert Wurpes, Chief of Police
Kerry Rappold, Natural Resources Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Richard Gross, Network Administrator,

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Accepting the Jurisdictional Surrender for a Portion of Ridder Road by Clackamas County Pursuant to ORS 373.270(5).	Staff quickly briefed Council on Resolution No. 2746, a resolution accepting the jurisdictional surrender for a portion of Ridder Road by Clackamas County pursuant to ORS 373.270.
B. Business Retention and Expansion Program	Staff provided an update on the development of a Business Retention and Expansion (BRE) program.
C. Telecommunications Replacement Project	Council heard a presentation on Resolution No. 2745, authorizing the City Manager to execute a contract with Structured Communication Systems, Inc. for the telecommunications replacement project.
D. Community Enhancement Program Recommendations	Staff informed Council of the Community Enhancement Committee recommendations. Council to vote on the recommendations during the Regular meeting as New Business.
REGULAR MEETING	
<u>Communications</u>	
A. 2019 Oregon Urban & Community Forestry Award	Representatives from the Oregon Department of Forestry and Oregon Community Trees presented Natural Resources Manager Kerry Rappold with the Oregon Urban and Community Forest Award.

<p>B. Police Department Annual Report</p> <p>C. Clackamas County Behavioral Health Unit</p>	<p>The Police Department 2018 Annual Report was presented by Chief Wurpes.</p> <p>The Behavioral Health Unit (BHU) presented on the Clackamas County Sheriff's Office partnership with Clackamas County Behavioral Health.</p>
<p><u>Mayor's Business</u></p> <p>A. Budget Committee Appointment</p>	<p><u>Budget Committee</u></p> <p>Appointment of Daphnee Legarza for a term beginning 5/6/19 to 6/31/19. Appointment passed 3-0.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2745</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Contract With Structured Communication Systems, Inc. For The Telecommunications Replacement Project.</p> <p>B. <u>Resolution No. 2746</u> A Resolution Of The City Of Wilsonville Accepting The Jurisdictional Surrender For A Portion Of Ridder Road By Clackamas County Pursuant To ORS 373.270.</p>	<p>The Consent Agenda was approved 3-0.</p>
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2747</u> A Resolution To Allocate Community Enhancement Funds For Fiscal Year 2019/2020.</p> <p>B. <u>Resolution No. 2748</u> A Resolution Of The City Of Wilsonville Approving Completion Of The Acquisition Of Wilsonville Town Center Lot 1.</p>	<p>Resolution No. 2747 was adopted 3-0.</p> <p>Resolution No. 2748 was adopted 3-0.</p>
<p><u>Continuing Business</u></p> <p>A. <u>Ordinance No. 835</u> An Ordinance Of The City Of Wilsonville Adopting The Wilsonville Town Center Plan As A Sub-Element Of The Comprehensive Plan And Amending The Text Of The Wilsonville Comprehensive Plan, Comprehensive Plan Map, Zoning Map, And Development Code.</p>	<p>Ordinance No. 835 was adopted on second reading by a vote of 3-0.</p>
<p><u>City Manager's Business</u></p>	<p>The City Manager informed Council that staff learned there was no valid master plan for the Aurora State Airport. The City Manager also shared that Damascus is still a city.</p>

	Lastly, it was mentioned that Tualatin Valley Fire & Rescue (TVF&R) would hold their annual Fill the Boot fundraiser for the Muscular Dystrophy Association (MDA) in Wilsonville on May 14, 2019.
<u>Legal Business</u>	The City Attorney provided an update on Kinder Morgan.
ADJOURN	8:41 p.m.