



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

Monday, October 28, 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 August 26, 2019 DRB Panel B meeting
- VI. Public Hearings:
 - A. **Resolution No. 370. Wilsonville Business Center Master Sign Plan: Ramsay Signs Inc. – Representative for LBA RV-Company XXI, LP and LBA RV-Company XXIII, LP – Owners.** The applicant is requesting approval of a Master Sign Plan for Wilsonville Business Center. The subject property is located on Tax Lots 100, 200, 300, 400, 601 and 602 of Section 11C and Tax Lot 300 of Section 11D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold.

Case Files: DB19-0029 Class 3 Sign Permit for Master Sign Plan
- VII. Board Member Communications:
 - A. Results of the September 9, 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, OCTOBER 28, 2019

6:30 PM

V. Consent Agenda:

- A. Approval of minutes from the August 26, 2019
DRB Panel B meeting

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

**Development Review Board – Panel B
Minutes August 26, 2019 6:30 PM**

I. Call to Order

Chair **Richard Martens** 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: Richard Martens, Samy Nada, Shawn O'Neil, and Elizabeth Schroeder. Tracy Meyer was absent.

Staff present: Daniel Pauly, Barbara Jacobson, and Patty Nelson.

IV. Citizens' Input This is an opportunity for visitors to address the Development Review Board on items not on the agenda.

Karl Kahlan stated that he and his wife had put a deposit down in April on a home on Stockholm in Villebois across from Polygon's anticipated Phase 5, which he had understood would include building out the street in front of his future home. He asked if Phase 5 had been stopped.

Daniel Pauly, Planning Manager, responded that the Phase 5 approval was still valid, and by law Polygon had up to two years to develop the property, but the matter actually regarded a real estate transaction. Polygon had requested an additional option to continue their due diligence period as they looked over the costs of constructing the subdivision. At that time, the property owners did not accept that so the contract between the owners and Polygon expired, and the property returned to the open market. Since then, the City had received inquiries from other developers, but the property was not yet sold nor were any offers to purchase it under contract. He did not know if it would be sold in the future to another developer or Polygon. If the property was purchased by another developer who wanted to do something substantially different than what was already approved for Phase 5, they would have to go through the full public process, so they would likely just follow the approval already in place. He confirmed that if the property was purchased by another developer who had to go through the full public process, he would be added to the interested parties list and notified.

Mr. Kahlan stated that the certificate of occupancy for the home he had put a deposit on was completed but he could not get the certificate because neither the retaining wall nor the street

had been built. The home had no curb appeal because the curb stopped short 40-ft before their home.

Mr. Pauly explained much of that was controlled by the State Building Code and Building Official. The DRB was responsible for approving the layout of the subdivision. Structural elements, such as the granting of a certificate of occupancy were under the purview of the building official. He advised Mr. Kahlan to contact ~~Mr.~~ Dan Carlson, the building official, to discuss his concerns.

Mr. Kahlan asked when the opportunity to purchase had expired.

Mr. Pauly replied he did not know the exact date, but it was a few months ago.

Mr. Kahlan noted it was interesting that Polygon had not bothered to communicate with them whatsoever that something had happened to what they had anticipated would be in front of their home and that would affect the perceived value of the property.

Mr. Pauly stated he was fairly certain Polygon still hoped to pursue the property.

Mr. Kahlan asked if anything he had discussed would be a part of tonight's agenda.

Mr. Pauly responded that tonight's agenda item was connected to Phase 5 in that a little stub of a street off of Berlin was no longer needed and would therefore be turned back over to the private entities.

V. Consent Agenda:

A. Approval of minutes of June 24, 2019 DRB Panel B meeting

Shawn O'Neil moved to approve the June 24, 2019 DRB Panel B meeting minutes as presented. Samy Nada seconded the motion, which passed unanimously.

VI. Public Hearing:

A. Resolution No. 363. Cherbourg Lane Street Vacation: Polygon at Villebois III LLC and Allen and Victor Chang – Petitioners. The City is vacating 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

Case Files: DB19-0006 Street Vacation

The DRB action on the Street Vacation is a recommendation to the City Council.

Chair Martens called the public hearing to order at 6:41 p.m. and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site.

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

Daniel Pauly, Planning Manager, announced that the criteria applicable to the application were stated on page 1 or 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 explained that Polygon had requested delaying the hearing back in May or June due to the option expiring on the property. Subsequently, the City had received a petition to vacate the right-of-way, which was a specific type of request governed primarily by State statute. He had discussed the issue with Barbara Jacobson, and the City was also interested in Phase 5 going forward, so although Polygon might not ultimately be the developer, it was in the City's best interest to vacate that portion of land for eventual use as private property. Vacation was the return of public property to the adjacent private property owners. In this instance, half of the property would return to Polygon for a future development tract they currently own, and half would return to the Chang family. He presented the Staff report via PowerPoint with these comments:

- The property in question, as was typically required, was a street stub that had been built per the Villebois Village Master Plan as part of a previous phase of Tonquin Woods with the expectation that a street would continue north at this location into Phase 5 North. A lot of topography was involved at Phase 5 North, and as it was considered in more detail, it became apparent that it was not feasible or desirable to do a street connection at that point. A pedestrian connection would work better with the topography and did not require a right-of-way.
- While the preliminary plat of Phase 5 North (Slide 3) did not reflect the subsequent administrative approval per City Council direction of moving a couple of additional lots to save additional trees, it was accurate with regard to the subject area. The area to be vacated was shown in pink. Under the currently approved plans, that area would be a tract for a pedestrian path, a tract for an alley, and small portions of two small lots. As the City no longer had a purpose for the subject property, it was reasonable to vacate it. All of the State statutes and City codes related to street vacations had been met. City Engineer Patty Nelson was the City authority that controlled right-of-way and was present as the applicant for purposes of tonight's hearing.
- Initially, tonight's Staff report was pretty simple. He had updated it by changing a few dates and removing Steve Adams as City Engineer, as he had left to pursue other opportunities, and listing Dominique Huffman as the Engineer who reviewed the application.
- He noted Condition of Approval PFC2 on Page 3 of 7 of the Staff report stated, "The applicant shall provide public or private utility easements on City approved forms." However, for this item, there was no applicant per se that such language made sense for, so he recommended amending Condition PFC2 as follows: "~~...Applicant shall provide public or private utility easements on City approved forms.~~ **Public or private utility easements shall be provided concurrent with the transfer of the property.** For public easements..."

Shawn O'Neil asked if the Applicant was actually the City because he noticed there were petitioners with different names, and the Staff report did not specifically name the City as applicant. He asked if Mr. Pauly was trying to fancy a maneuver because he was aware that some Board members might have a problem if no applicant present.

Mr. Pauly explained this was a unique type of application in that it was not a development permit application per se, which was what the Board typically saw. It was a specific action of a street vacation, which under City Code could be petitioned for by a private property owner or instigated by the City. He confirmed there was no actual applicant.

Mr. O'Neil suggested it would be helpful for future reference to show somewhere in the report that the City was the entity seeking the land vacation.

Mr. Pauly replied someone else had petitioned the vacation, Staff had to do something with the request in front of them, and the requirements were not the same as if someone had petitioned to build something.

Mr. O'Neil understood Polygon had simply changed their minds, so the land was reverting back.

Mr. Pauly clarified Polygon had not necessarily changed their minds; they had become neutral on the matter, but did not want to withdraw the application. Therefore, the City had to take action, which was unique.

Mr. O'Neil stated it was odd that the exhibits showed the petitioner as the applicant representative, but did not reference to the City. It would have been a simple matter to add that, and it looked better for the record if there was ever an issue before City Council.

Barbara Jacobson, City Attorney, explained that in this particular case, there was not an issue of the Applicant not being present as the Applicant did not care; it was the City that wanted to move forward. However, she agreed with Mr. O'Neil, adding she had also been confused when she read the report. She advised that to make the record clear, language could be added to the motion to clarify that the City was requesting the vacation move forward.

Mr. O'Neil stated he had a difficult time with all of the changes and edits that seemed to take place at hearings because due to expediency, Staff had to revise a pre-existing form and missed something. As a result, the Board members had to take time to figure out how to make the amendments, which he believed did a disservice to both the Board and the citizens who had to watch the Board try to figure things out.

Chair Martens understood the City's position was that under no circumstances would the City want a street there.

Mr. Pauly believed it would be too steep adding the City did not see a scenario that included a street in that area.

Patty Nelson, City Engineer, confirmed the topography was too steep to build a road.

Ms. Jacobson added that vacation would return the land to the original property owners, which relieved the City of maintenance responsibilities.

Ms. Nelson confirmed the angle from Berlin St downward was too steep.

Ellie Schroeder stated she had visited the location and noted it had a beautiful view, but would be a terrible build.

Chair Martens called for public testimony in favor of, opposed, and neutral to the application. Seeing none, he closed the public hearing at 6:56 pm.

Mr. Pauly apologized for the last minute changes to the Staff report and noted that Engineering was short staffed. The report had been written by one engineer and then passed onto another who had to pick it up. He reread his proposed change into the record and confirmed references to Steve Adams would be removed as well.

Mr. O'Neil asked if the City would be noted as the Applicant. Since the City was making the request, they were therefore, for the purposes of tonight's hearing, technically the applicant. Staff was making the presentation and the City was requesting action.

Mr. Pauly explained that the City had not petitioned for the vacation under State law. Another way to look at it was that an applicant was not necessary for the City to take the proposed action.

Ms. Jacobson stated she believed they could say the City was requesting that the property be vacated.

Mr. O'Neil reiterated it would be nice to have the record referencing the City was making the request.

Ellie Schroeder understood the petitioner and applicant names would not change.

Mr. Pauly explained the original petitioners who paid the fee and signed the documents requesting it were still the same two as they never withdrew the application or petition, so the City was still acting on that.

Ellie Schroeder moved to adopt Resolution No. 363 and accept the Staff report with the following changes:

- Remove all references to Steve Adams, former City Development Engineering Manager.

- Amend Condition PFC2 as follows: “...~~Applicant shall provide public or private utility easements on City approved forms.~~ *Public or private utility easements shall be provided concurrent with the transfer of the property.* For public easements...”

Samy Nada seconded the motion, which passed 3 to 0 to 1 with Shawn O’Neil abstaining.

Chair Martens read the rules of appeal into the record.

VII. Board Member Communications:

- A. Results of the July 8, 2019 DRB Panel A meeting
- B. Results of the August 12, 2019 DRB Panel A meeting
- C. Recent City Council Action Minutes

Daniel Pauly, Planning Manager, confirmed the Board had no questions regarding the recent Panel A actions and noted the applicant was likely to withdraw the application.

Barbara Jacobson, City Attorney, stated at the last Council meeting, five finalists were interviewed by the City Council for the position left vacant by Susie Stevens. The Council would deliberate and vote at the next Council meeting, and the new Councilor would start at the September 16th Council meeting if all went according to plan. She confirmed the deliberation would be an open session.

Chair Martens asked if the Council was permitted, under statute, to have any discussions in an executive session.

Ms. Jacobson clarified the Council could discuss in an executive session, but the decision and reasons for the decision needed to be discussed in the public session. The current plan was to do everything in an open session.

Shawn O’Neil stated he had heard feedback that appointees were picked based on friendships and bias. He had also heard discussions about term limits and that term limits should apply to appointees like Board members. He had been appointed by the Mayor, whom he did not know and with whom he disagreed with on many occasions, and yet had agreed to let him volunteer and serve. He knew there were a lot of other people who volunteered and served who may or may not agree to whoever was on City Council, and he believed it was a disservice when he heard in the press or in comments that somehow the volunteers were picked similar to a presidential cabinet. There were some very good volunteers from all sides of the aisle that served. He noted that there were term limits on volunteers, as he was on his last term. He found it difficult to criticize volunteers, as they were not politicians, and the comments regarding bias and term limits had been driving him up a wall. He encouraged those who volunteered to speak up and state that their choice to serve had nothing to do with where they stood on issues with City Council.

Ellie Schroeder confirmed she had heard the same rumor. Long before she had volunteered for her current position on the Board, she had disagreed with the Mayor at a public meeting and made him mad. When she later went in for her interview, she asked him why he was the only one to decide on Board members, and he stated because that was the way the Council wanted it as the Council did not have time to interview all of the applicants. She believed the Mayor appointed volunteers for various reasons, such as experience and balance on a committee. She did not see any prejudice, as she believed if he would have had prejudice, it would have been against her.

Mr. O'Neil stated he fully agreed with Ms. Schroeder.

VIII. Staff Communications

IX. Adjournment

The meeting adjourned at 7:07 p.m.

Respectfully submitted,

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 28, 2019

6:30 PM

VI. Public Hearing:

A. Resolution No. 370. Wilsonville Business Center Master Sign Plan: Ramsay Signs Inc. – Representative for LBA RV-Company XXI, LP and LBA RV-Company XXIII, LP – Owners.

The applicant is requesting approval of a Master Sign Plan for Wilsonville Business Center. The subject property is located on Tax Lots 100, 200, 300, 400, 601 and 602 of Section 11C and Tax Lot 300 of Section 11D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold.

Case Files: DB19-0029 Class 3 Sign Permit for Master Sign Plan

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 370**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS APPROVING A MASTER SIGN PLAN FOR WILSONVILLE BUSINESS CENTER. THE SUBJECT PROPERTY IS LOCATED ON TAX LOTS 100, 200, 300, 400, 601 AND 602 OF SECTION 11C AND TAX LOT 300 OF SECTION 11D, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. RAMSAY SIGNS INC. – REPRESENTATIVE FOR LBA RV-COMPANY XXI, LP AND LBA RV-COMPANY XXIII, LP – OWNERS.

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 October 21, 2019, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel A at a scheduled meeting conducted on October 28, 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 October 28, 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:

DB19-0029 Master Sign Plan for Wilsonville Business Center.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 28th day of October, 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
 Planning Division Staff Report
 Master Sign Plan – Wilsonville Business Center

Development Review Board Panel ‘B’
 Quasi-Judicial Public Hearing

Hearing Date: October 28, 2019

Date of Report: October 21, 2019

Application No.: DB19-0029 Class III Sign Review and Waiver

Request/Summary: The Development Review Board is being asked to review a Master Sign Plan.

Location: 9025, 9720, 9730, 9740, and 9750 SW Hillman Court; 27350, 27501, 27595, and 27695 SW 95th Avenue. The property is specifically known as Tax Lots 100, 200, 300, 400, 601, and 602, Section 11C, and Tax Lot 300, Section 11D, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.

Owners: LBA RV-Company XXI, LP
 LBA RV-Company XXIII, LP

Applicant: Darin Hauer, Ramsay Signs, Inc.

Comprehensive Plan Designation: Industrial

Zone Map Classification: PDI (Planned Development Industrial)

Staff Reviewer: Kimberly Rybold, AICP, Senior Planner

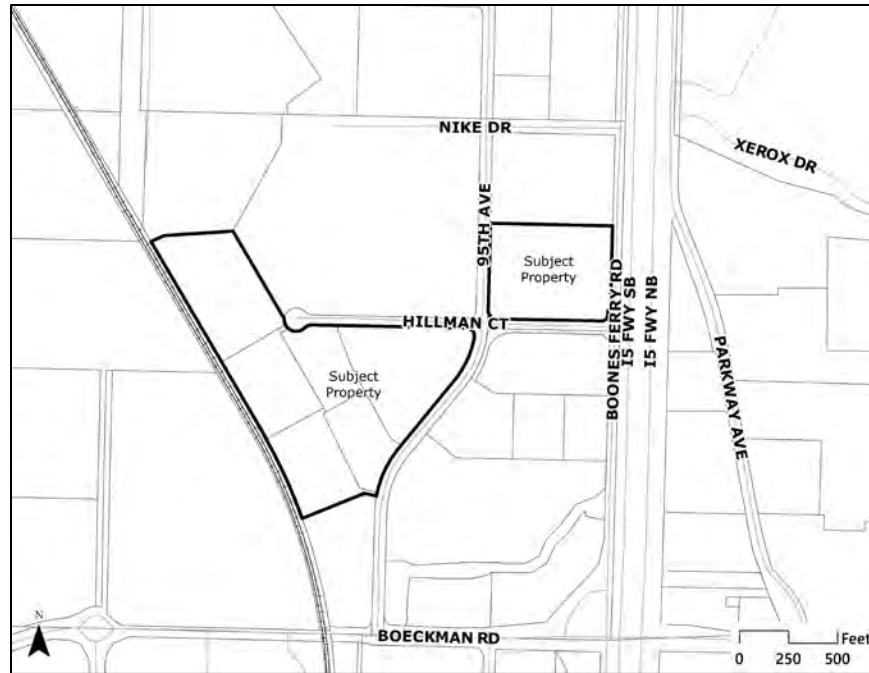
Staff Recommendation: Approve with conditions the requested Master Sign Plan.

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 4.135	Planned Development Industrial Zone (PDI)

Sections 4.156.01 through 4.156.11	Sign Regulations
Sections 4.400 through 4.440 as applicable	Site Design Review
<u>Other Planning Documents:</u>	
Wilsonville Comprehensive Plan	

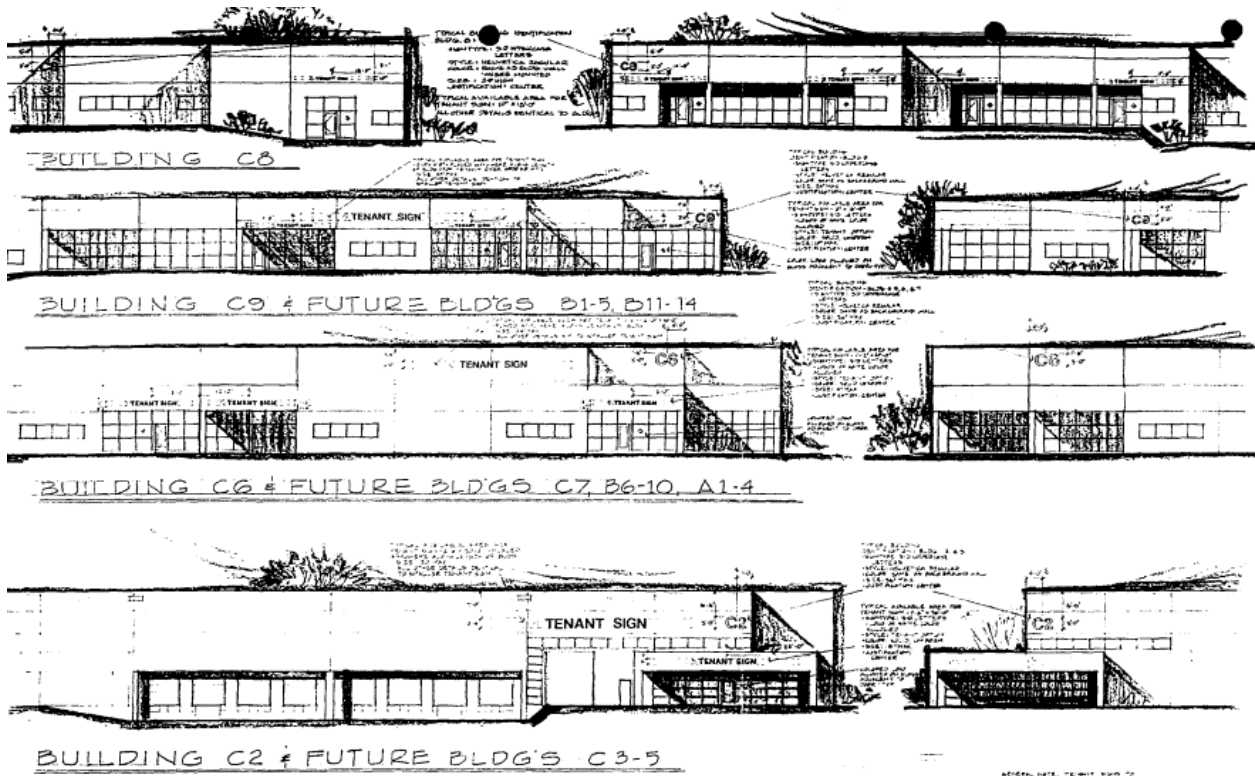
Vicinity Map



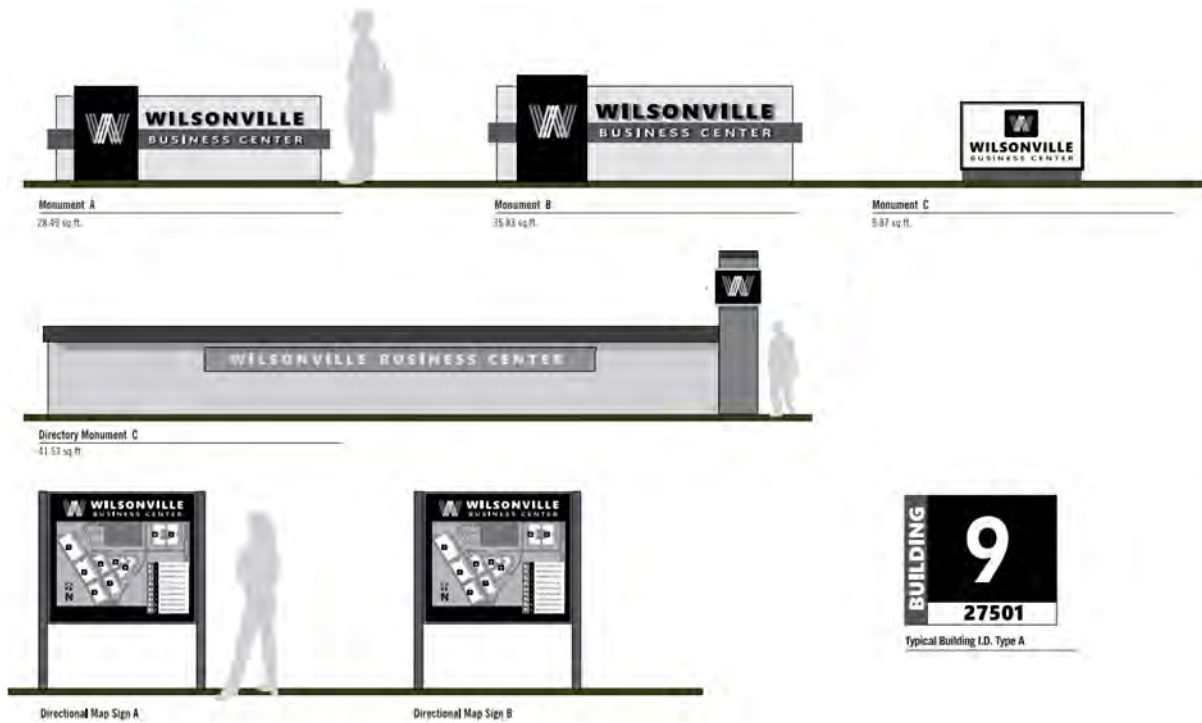
Background/Summary:

The City approved a master sign plan for the Wilsonville Business Center development in 1988. This master sign plan encompassed the entire multi-building complex, which is divided into individual taxlots with several different property owners. Over time, legibility of the previously approved master sign plan has presented challenges for the property owner and City staff in determining sign allowances for individual tenants and achieving a consistent sign style throughout the development.

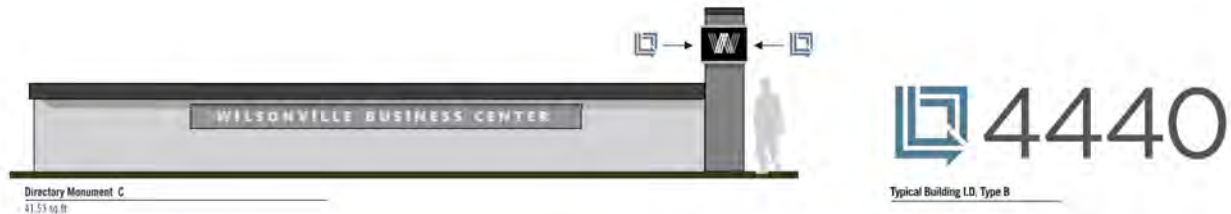
In 2017, the owner of the subject property, LBA Realty, received approval for revised monument, directory, and building identification signs in Case Files SR17-0007 and SR17-0008. These revised signs utilize a more modern design, creating a uniform system of identification and wayfinding for the portion of the Wilsonville Business Center owned by LBA Realty. The proposed master sign plan would incorporate these prior approvals, with a minor modification to the directory monument signs to add a small logo and additional building address identification signs throughout the complex. Most critically, the proposed master sign plan will provide a framework for the approval of future tenant signs, including materials, size, and placement requirements.



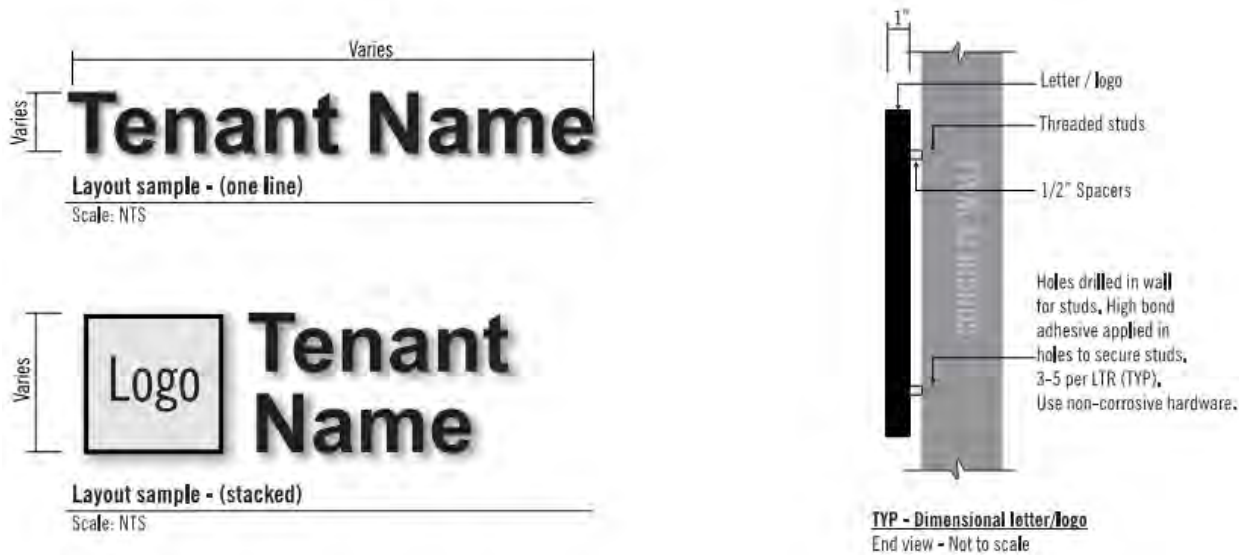
Original Master Sign Plan Excerpt (Case File 88SR05)



Monument and Wayfinding Signs Approved in 2017 (Case Files and SR17-0008)



Proposed Directory Sign Modifications and Building Address Signs



Proposed Generic Tenant Sign Detail

Discussion Points:

Existing Tenant Signs

Since this proposed master sign plan will apply to existing development, there are several existing building signs that may not meet the requirements of the master sign plan, as shown in Exhibit B2. Per the proposed master sign plan, these signs would be considered legally non-conforming but allowed to remain in place, with any new signs or alterations to the existing signs subject to the standards of the proposed master sign plan.

Conclusion and Conditions of Approval:

Staff reviewed the Applicant’s analysis of compliance with the applicable criteria. The staff report adopts the applicant’s responses as Findings of Fact 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 (DB19-0029) with the following conditions:

Planning Division Conditions:

DB19-0029 Class III Sign Permit and Waiver

PD 1.	Individual tenant signs proposed consistent with this master sign plan shall obtain a Class I Sign Permit from the City and shall be installed in a manner substantially similar to the plans stamped approved by the Planning Division.
PD 2.	The Applicant/Owner of the property shall obtain all necessary building and electrical permits for any approved signs prior to their installation, and shall ensure that all signs are maintained in a commonly-accepted, professional manner.
PD 3.	This action modifies the Class I and Class II Sign Permits approved by the Planning Division in Case Files SR17-0007 and SR17-0008. Unless expressly modified by this action all findings and conditions related to these signs from the previous approvals shall continue to apply.

Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case File DB19-0029. 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.** Project Narrative
- B2.** Sign Drawings and Plans
- B3.** Signed Application

Development Review Team Correspondence

None Received

Other Correspondence

None Received

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on June 28, 2019. On October 4, 2019 the application was found to be complete. The City must render a final decision for the request, including any appeals, by February 1, 2020.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Industrial
East:	PDI	Industrial, Interstate 5
South:	PDI	Industrial
West:	PDI	Industrial, Open Space

3. Notable Prior Planning Approvals:

87PC19	Stage I & II Bldg. A, Master Plan
88DR05	Architectural, Signs & Landscaping Review
88PC06	Stage I and II 2A & 2B
88SR05	Master Sign Plan Revisions
89DR18	Architectural & Landscape
89PC24	Revision to Stage I, Master Plan
89PC31	Stage II – Bldgs. 30, 31, 32 & 33
89SR05	Entry Monument Signs
91AR48	Minor revisions
91DR13	Buildings 3 & 7
92AR12	Minor architectural revision
92AR25	Modifications to Bldg. 3
92DR23	Revise Landscape Plans & Parking
92DR33	Architectural & Landscape Warehouse/Office
93SR02	2 Tenant Signs (West and South Elevations)
96DB21	Modify Stage I Master Plan to Allow Service Commercial Use Within an Industrial Zone
96DB32	Revised Stage I
98DB42	Change of Use Permit
02SR11	New Tenant Sign
04SR45	Tenant Sign Review
SR07-0033	Class I Wall sign
SR08-0038	Class I Wall Sign
SR10-0039	Class I Wall Sign
AR11-0035	Class I Architecture
AR14-0039	Class II Architecture and Site Modifications

SR15-0029	Class I Wall Sign
SR17-0007	Class II Monument Signs, Wayfinding, Building ID Signs
SR17-0008	Class II Monument Sign
SR18-0013	Class I Wall Sign
SR18-0017	Class I Wall Sign

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

Findings:

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

General Information

Application Procedures-In General Section 4.008

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

Initiating Application Section 4.009

The application has been submitted on behalf of the property owners, LBA RV-Company XXI, LP and LBA RV-Company XXIII, LP, and is signed by an authorized representative.

Pre-Application Conference Subsection 4.010 (.02)

The applicant met with the City for a pre-application meeting.

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

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

General Submission Requirements Subsection 4.035 (.04) A.

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

Zoning-Generally Section 4.110

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

DB19-0029 Master Sign Plan

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. The application qualifies as a Master Sign Plan as it involves a multi-tenant complex and is being reviewed by the Development Review Board.

Master Sign Plans Generally

Subsection 4.156.02 (.07)

2. The request is for a new Master Sign Plan for a multi-tenant business center with more than three tenants, aimed at meeting the signage needs of current, as well as future tenants.

Class III Sign Permit Submission Requirements

Subsection 4.156.02 (.07) A.

3. As indicated in the table below the applicant has satisfied the submission requirements for a Master Sign Plan, which includes the submission requirements for Class II and Class III sign permits:

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

Information on Any Requested Waivers or Variances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Written explanation of Master Sign Plan flexibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tenant sign size based on frontage, one sign per tenant
Written explanation of extent to which different sign designs will be allowed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No illumination unless approved by landlord – limited to face or halo lit channel letters; fonts and colors subject to landlord approval
Written explanation of how sign plan provides consistent and compatible sign design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aluminum pan letters with aluminum face to be used throughout complex; fonts and colors may vary subject to landlord approval

Master Sign Plan Review Criteria

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

- As indicated in Finding 5 and Findings 20-24, the zoning district and Site Design Review criteria are met.

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

- The proposed signage is typical of and compatible with business park style developments within the PDI zone. This includes a design and style that would consistently reflect the Wilsonville Business Center’s identity throughout the subject sites.

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

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

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

- The sign plan allows wall and monument signage in appropriate locations in relation to site elements such as landscaping. Additionally, all allowed wall signs will be appropriately placed within existing architectural elements of the various buildings.

Master Sign Plan Review Criteria: Consistent and Compatible Design
Subsection 4.156.02 (.07) B. 1.

8. All signs will be constructed of a minimum of one-inch-deep individually fabricated aluminum pan letters with aluminum face and returns, creating a consistent design throughout the complex. The monument and building identification signs have a consistent design, providing a uniform identity throughout the site.

Master Sign Plan Review Criteria: Consider Future Needs
Subsection 4.156.02 (.07) B. 2.

9. Maximum building sign size calculations are based upon tenant frontage size, allowing for modifications to sign area as tenant sizes change. Fonts and colors may vary by tenant if approved by the landlord on a case by case basis.

Sign Measurement

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

10. Monument signs within the Wilsonville Business Center have been measured consistent with this subsection.

Measurement of Individual Sign Elements
Subsection 4.156.03 (.01) B.

11. Any wall signs installed pursuant to this master sign plan will be measured consistent with this subsection.

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

12. Monument signs within the Wilsonville Business Center have been measured consistent with this subsection.

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

General Allowance
Subsection 4.156.08 (.01) A.

13. The general allowance for monument and directory signs on the subject site was approved in SR17-0007 and SR17-0008, and is illustrated in Exhibit B2. This allowance is to be incorporated into this master sign plan, with no increase in the number or area of signs proposed.

Building Signs in the PDC, TC, PDI , and PF Zones

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

14. Pages 5 to 14 of Exhibit B2 illustrate eligible facades for tenant building signs. All permitted building sign locations are on facades that either have one or more public entrances for each tenant space, and/or are adjacent to the primary parking area for each tenant.

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

15. As shown in Exhibits B1 and B2, the proposed master sign plan incorporates the allowances of this subsection in determining the sign allowance of individual tenant spaces. Tenants will be limited to one sign per building frontage.

Calculating Linear Length to Determine Sign Area Allowed
Subsection 4.156.08 (.02) B. 6.

16. Tenant facades will be measured consistent with this subsection to determine maximum allowed sign area.

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

17. As reflected in the Applicant's Exhibits B1 and B2, the length of individual tenant signs will not exceed 75 percent of the length of the tenant space façade.

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

18. The proposed building signs will be required to be centered vertically within the existing sign bands, per the proposed master sign plan. Any alternate sign locations are subject to landlord approval. With vertical centering, the signs will have a definable space between the sign and the top and bottom of the architectural feature. Allowable sign height varies depending on tenant façade length as detailed in Exhibits B1 and B2.

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

19. The proposed master sign plan requires wall flat signage, which is an allowable type.

Site Design Review

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

20. With professional design specific to individual tenant spaces and the existing monument and directory signs, the master sign plan will not result in excessive uniformity,

inappropriateness or poor design, and the proper attention has been paid to site development.

Purposes and Objectives

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

21. The master sign plan complies with the purposes and objectives of site design review, especially objective D. which specifically mentions signs. The proposed signs will be of a scale and design appropriately related to the subject site with the appropriate amount of attention given to visual appearance.

Design Standards

Subsection 4.421 (.01)

22. 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 master sign plan will detract from the nearby buildings and/or structures due to size, location, design, color, texture, lighting, or materials proposed.

Applicability of Design Standards, Including Exterior Signs

Subsection 4.421 (.02)

23. Design standards have been applied to the freestanding and building signs as required.

Conditions of Approval to Insure Proper and Efficient Function

Subsection 4.421 (.05)

24. No additional conditions of approval are recommended to ensure the proper and efficient functioning of the development in relation to the master sign plan.



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: _____

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

Applicant:

Name: Darin Hauer
 Company: Ramsay Signs, Inc.
 Mailing Address: 9160 SE 74th Ave
 City, State, Zip: Portland, OR 97206
 Phone: 503-777-4555 Fax: 503-777-0220
 E-mail: darin@ramsaysigns.com

Authorized Representative:

Name: Darin Hauer
 Company: Ramsay Signs, Inc.
 Mailing Address: 9160 SE 74th Ave
 City, State, Zip: Portland, OR 97206
 Phone: 503-777-4555 Fax: 503-777-0220
 E-mail: _____

Property Owner:

Name: _____
LBA RV-Company XXI, LP & LBA RV-Company XXIII, LP
 Company: LBA Realty
 Mailing Address: 600 Univeristy Street Suite 3025
 City, State, Zip: Seattle, WA 98101
 Phone: 206-812-1000 Fax: _____

Property Owner's Signature:

Digitally signed by Kim Ospina
 Kim Ospina
 Date: 2019.07.30 10:08:07 -0700
 Printed Name: Kim Ospina Date: 7/30/2019

Applicant's Signature: (if different from Property Owner)

DocuSigned by:

 F086DFE08F6C457...
 Printed Name: Darin Hauer Date: 7/30/2019

Site Location and Description:

Project Address if Available: 9025, 9720, 9730, 9740 & 9750 SW Hillman Ct. and 27350, 27501, 27595 & 27695 SW 95th Ave Suite/Unit _____
 Project Location: Wilsonville Business Center
 Tax Map #(s): T3S-R1W Tax Lot #(s): _____ County: Washington Clackamas

Request:

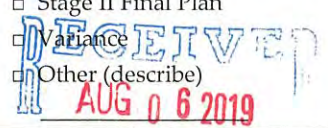
New Master Sign Program for existing Wilsonville Business Center

Project Type: **Class I** **Class II** **Class III**

Residential Commercial Industrial Other: _____

Application Type(s):

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



DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 28, 2019

6:30 PM

VII. Board Member Communications:

- A. Results of the September 9, 2019 DRB Panel A meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE:	SEPTEMBER 9, 2019	
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
TIME START:	6:30 P.M.	TIME END: 7:02 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Joann Linville, Chair	Daniel Pauly
Jennifer Willard	Barbara Jacobson
Angela Niggli	Kimberly Rybold
Daniel McKay	Pat Duke

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	None.
A. Approval of minutes of August 12, 2019 DRB Panel A meeting	A. Approved 3 to 0 to 1 as presented with Jennifer Willard abstaining.
PUBLIC HEARING	
<p>A. Resolution No. 367. Industrial Focus: Gavin Russell, CIDA Architects & Engineers – Representative for David Nicoli, Nicoli Pacific LLC – Owner. The applicant is requesting approval of a Stage II Final Plan, Site Design Review, Class III Sign Review and Type C Tree Removal Plan for development of Phase I of a new three-phase multi-tenant industrial complex. 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: DB19-0013 Stage II Final Plan DB19-0014 Site Design Review DB19-0015 Class III Sign Review DB19-0016 Type C Tree Removal Plan</p> <p><i>This item was continued to this date and time certain at the August 12, 2019 DRB Panel A meeting.</i></p> <p><i>The applicant has withdrawn the application. No public hearing will be held.</i></p>	<p>A. No action taken; application withdrawn</p>
<p>B. Resolution No. 369. Wilsonville Library Sign: Pat Duke, City of Wilsonville – Applicant/Owner. The applicant is requesting approval of a Class 3 Sign Permit and Waiver for a new digital</p>	<p>B. Unanimously approved Resolution No. 369</p>

<p>changeable copy monument sign at Wilsonville Public Library. The subject property is located at 8200 SW Wilsonville Road on a portion of Tax Lot 601 of Section 24, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Kimberly Rybold</p> <p>Case Files: DB19-0030 Class 3 Sign Permit and Waiver</p>	
BOARD MEMBER COMUNICATIONS	
<p>A. Results of the August 26, 2019 DRB Panel B meeting B. Recent City Council Action Minutes</p>	<p>Staff highlighted the results and action minutes</p>
STAFF COMMUNICATIONS	
	<p>Staff and the Board congratulated Chair Linville on her appointment to City Council.</p>

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, OCTOBER 28, 2019

6:30 PM

VII. Board Member Communications:

B. Recent City Council Action Minutes

City Council Meeting Action Minutes
August 5, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Stevens
Councilor Lehan
Councilor West

Jeanna Troha, Assistant City Manager
Kim Rybold, Senior Planner
Dan Carlson, Building Official
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Delora Kerber, Public Works Director
Martin Montalvo, Public Works Operations Manager
Beth Wolf, Senior Systems Analyst
Bill Evans, Communications & Marketing Manager

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Equitable Housing Strategic Plan	Council heard an update on the progress of the Equitable Housing Strategic Plan and were presented with the draft Housing Market Research Report.
B. Declaration of an Emergency – Training and Exercise	Council received a training from staff outlining the procedures to follow should a state of emergency arise.
C. Schedule 95 for LED Street Lights	Staff detailed the plan to install LED lighting in the City’s roadways and neighborhoods.
D. New Community Engagement Website, LetsTalkWilsonville.com	Staff presented on LetsTalkWilsonville.com the City’s new community engagement website.
E. Communications Facility Ground Lease (Clackamas 800 Radio Group)	Council was briefed on Resolution No. 2665, which authorizes the City Manager to enter into a lease agreement with Clackamas 800 Radio Group for the use of City-owned property on Level C Reservoir parcel as a wireless communication facility tower site.
REGULAR MEETING	
<u>Communications</u>	
A. 2019 Legislative Session Report by Senator Kim Thatcher (SD 13) & Senator Alan Olsen (SD 20)	Senators Thatcher and Olsen provided an update from the recently completed Oregon legislative session.

<p><u>Mayor's Business</u> A. Upcoming Meetings</p>	<p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u> A. <u>Resolution No. 2665</u> A Resolution Authorizing The City Manager To Enter Into A Lease Agreement With Clackamas 800 Radio Group For The Use Of City-Owned Property On Level C Reservoir Parcel As A Wireless Communication Facility Tower Site.</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>Continuing Business</u> A. <u>Ordinance No. 837</u> – 2nd Reading An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Sections 8.010 And 4.179.</p>	<p>Ordinance No. 837 was adopted on second reading by a vote of 4-0.</p>
<p><u>City Manager's Business</u></p>	<p>Wished Councilor Akervall happy birthday.</p>
<p><u>Legal Business</u></p>	<p>Wished Councilor Akervall happy birthday.</p> <p>Furthermore, the City Attorney updated Council on the LUBA appeal on Basalt Creek and the ongoing Subaru case against the City. In addition, mentioned was a litigation case regarding public records law that involves the City of West Linn.</p>
<p>ADJOURN</p>	<p>8:22 p.m.</p>

City Council Meeting Action Minutes
August 19, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West

Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Chris Neamtzu, Community Develop. Director
Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Miranda Bateschell, Planning Director
Zoe Monahan, Assistant to the City Manager
Patty Nelson, City Engineer
Matt Palmer, Civil Engineer

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Construction Contract with Stettler Supply & Construction for the Gesellschaft Well Facility Rehab and Upgrades	Staff gave a brief update on Resolution No. 2769, authorizing the City Manager to execute a construction contract with Stettler Supply & Construction for construction of the Gesellschaft Well Facility rehab and upgrades project.
B. Project 2020 Census	Council heard a presentation on the upcoming 2020 Census.
C. I-5 Monument Sign Retrofit Project	Council provided feedback on the I-5 Monument Sign Retrofit project. Staff will return with more options.
D. City Council Work Plan 2019-21	Council received the 2019-21 Council Work Plan.
REGULAR MEETING	
<u>Communications</u>	Representative Neron provided an update from the recently completed Oregon legislative session.
A. 2019 Legislative Session Update: Representative Courtney Neron Wilsonville (House District 26)	
<u>Mayor's Business</u>	The Mayor announced that he plans to attend the Metro Transportation Task Force on Wednesday, August 21, 2019.
A. Upcoming Meetings	

<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2769</u> A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Construction Contract With Stettler Supply & Construction For Construction Of The Gesellschaft Well Facility Rehab And Upgrades Project.</p> <p>B. Minutes of the December 3, 2018; December 17, 2018; January 7, 2019, March 4, 2019 and March 18, 2019 Council Meetings.</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>New Business</u></p> <p>A. Council Candidate Interviews</p>	<p>Council interviewed candidates for the open vacancy.</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>9:27 p.m.</p>

City Council Meeting Action Minutes
September 5, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West

Cathy Rodocker, Finance Director
Mark Ottenad, Public/Government Affairs Director
Amanda Guile-Hinman, Assistant City Attorney
Zoe Monahan, Assistant to the City Manager
Patty Nelson, City Engineer
Cricket Jones, Accountant
Beth Penner, Finance Operations Manager
Miranda Bateschell, Planning Director
Bill Evans, Communications & Marketing Manager
Pat Duke, Library Director
Delora Kerber Public Works Director

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	
A. Updating Charging Station License Agreement	Staff briefed Council on Resolution No. 2763, approving amendment #1 to the charging station license agreement with PGE for installation of electric vehicle charging stations on City property.
B. Granting Easement to PGE at Library	Council was informed about Resolution No. 2764, authorizing a utility easement agreement between the City of Wilsonville and PGE.
C. Continued Discussion on the Water Rate Review	Council and staff discussed the water rate review. Discussion to continue at a future Work Session.
D. 2019 Solid-Waste Franchise Rate Review	Staff also discussed a rate review of the City's waste/recycling franchise with Republic Services.
E. Beauty and the Bridge Interpretive Panel Update	Council heard that by the end of November fabrication and installation of the Beauty and the Bridge Interpretive Panels is to be completed.
REGULAR MEETING	
<u>Communications</u>	
A. West Linn – Wilsonville School District Bond Dr. Kathy Ludwig Superintendent	West Linn – Wilsonville Superintendent Dr. Ludwig updated the Council on details of a \$206.8 million capital bond measure on the November 2019 ballot.

<p><u>Mayor's Business</u></p> <p>A. Appointment</p> <p>B. Upcoming Meetings</p>	<p><u>City Council</u></p> <p>Appointment of Joann Linville for a term beginning 9/16/2019 to 12/31/2020.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><u>Consent Agenda</u></p> <p>A. <u>Resolution No. 2763</u> A Resolution Of The City Of Wilsonville Approving Amendment #1 To The Charging Station License Agreement With Portland General Electric For Installation Of Electric Vehicle Charging Stations On City Property.</p> <p>B. <u>Resolution No. 2764</u> A Resolution Of The City Of Wilsonville Authorizing An Utility Easement Agreement Between The City Of Wilsonville And Portland General Electric.</p>	<p>The Consent Agenda was approved 4-0.</p>
<p><u>City Manager's Business</u></p> <p>A. Citizens Academy</p>	<p>The City Manager announced that applications are now being accepted for the 2020 Wilsonville Citizens Academy.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney provided a few recent materials received regarding the Aurora Airport. Informed Council that at the next Work Session the topic of the Aurora Airport will be placed on the agenda for discussion.</p>
<p>ADJOURN</p>	<p>8:39 p.m.</p>

City Council Meeting Action Minutes
September 16, 2019

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Erica Behler, Recreation Coordinator
Nicole Hendrix, Transit Management Analyst
Andy Stone, IT Manager
Cathy Rodocker, Finance Director
Miranda Bateschell, Planning Director
Chris Neamtzu, Community Development Director
Patty Nelson, City Engineer
Jordan Vance, Economic Development Manager
Dwight Brashear, Transit Manager
Mark Ottenad, Public/Government Affairs Director
Eric Loomis, Transit Operations Manager
Fred Weinhouse, Municipal Court Judge
Dan Pauly, Planning Manager
Pam Munsterman, Accounting Specialist

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Patty Nelson, City Engineer
Delora Kerber, Public Works Director

AGENDA ITEM	ACTIONS
WORK SESSION	
A. Public Work Complex Update	Council saw a presentation listing several options for the future Public Works complex.
B. Aurora Airport Master Plan Hearing	Council was informed of options for responding to the Aurora Airport Master Plan Hearing
C. Business Retention and Expansion Results	Staff provided a snapshot of the City's ongoing Business Retention and Expansion (BRE) efforts.
D. Kitakata Sister City	Staff discussed plans to establish bylaws for an official Wilsonville Sister City Board that would be established to formalize the City's ongoing cultural exchange with the City of Kitakata, Japan.
E. Dial-a-Ride Committee Outreach	Staff detailed the outreach efforts of the Dial-a-Ride steering committee.
REGULAR MEETING	
<u>Swear In Newly Appointed Councilors</u>	Judge Weinhouse administered the oath of office to Councilor Appointee Joann Linville.
<u>Communications</u>	Council was provided details and invited to attend a Multi-City Equity Summit to be held at Lake Oswego High School on October 19.
A. Multi-City Equity Summit	

