



**Development Review Board
Panel B Meeting
November 23, 2020
6:30 pm**

This meeting is taking place with social distancing precautions in place:

- Board members are participating virtually, via Zoom videoconferencing
- Anyone experiencing fever or flu-like symptoms should not attend
- Council Chambers capacity is limited to 25 people and social distancing guidelines will be enforced

To Provide Public Comment

- 1) E-mail Shelley White at swhite@ci.wilsonville.or.us for Zoom login information
- 2) E-mail testimony regarding Resolution No. 386 (Wood Middle School Remodel) to Cindy Luxhoj AICP, Associate Planner at luxhoj@ci.wilsonville.or.us by 3 pm on November 23, 2020.
- 3) In-person testimony is discouraged, but can be accommodated. Please contact Daniel Pauly at pauly@ci.wilsonville.or.us by phone at 503-682-4960 for information on current safety protocols



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

Monday, November 23, 2020 - 6:30 P.M.

I. Call to order:

II. Chairman's Remarks:

III. Roll Call:

Richard Martens

Nicole Hendrix

Shawn O'Neil

Samy Nada

IV. Citizens' Input:

V. Consent Agenda:

A. Approval of minutes of the October 26, 2020 DRB Panel B meeting

VI. Public Hearings:

A. **Resolution No. 386. Wood Middle School Remodel and Sign Waiver: Keith Liden Planning Consultant – Representative for West Linn-Wilsonville School District – Owner.** The applicant is requesting approval of a Site Design Review request, Class 3 Sign Permit and Waiver for Wood Middle School. The site is located at 11055 SW Wilsonville Road on Tax Lot 500 of Section 22A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj

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

VII. Board Member Communications:

A. 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, NOVEMBER 23, 2020

6:30 PM

V. Consent Agenda:

- A. Approval of minutes from the October 26, 2020
DRB Panel B meeting

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

**Development Review Board – Panel B
Minutes– October 26, 2020 6:30 PM**

I. Call to Order

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.

Chair Nada apologized for being unable to attend the September Development Review Board (DRB) meeting and thanked **Shawn O’Neil** for filling in as Acting Chair at the last minute.

III. Roll Call

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

Staff present: **Daniel Pauly, Barbara Jacobson, Cindy Luxhoj, Philip Bradford, Kimberly Rybold, and Shelley White**

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

V. Consent Agenda:

A. Approval of minutes of September 28, 2020 DRB Panel B meeting

Shawn O’Neil moved to approve the **September 28, 2020 DRB Panel B meeting minutes as presented. Nicole Hendrix** seconded the motion, which passed 3 to 0 to 1 with **Samy Nada** abstaining.

VI. Public Hearings:

A. **Resolution No. 384. Nicoli Pacific Yard Expansion: Gavin Russell, CIDA Architects & Engineers – Representative for David Nicoli, Nicoli Pacific LLC – Owner.** The applicant is requesting approval of a Stage I Master Plan Modification, Stage II Final Plan Modification, Site Design Review, and Type C Tree Removal Plan for expansion of the outdoor storage yard in Phase 1 of a new three-phase industrial development. The site is located Tax Lots 300 and 500 of Section 14A, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: **Cindy Luxhoj**

Case Files:	DB20-0035	Stage I Master Plan Modification
	DB20-0036	Stage II Final Plan Modification
	DB20-0037	Site Design Review

Chair Nada called the public hearing to order at 6:37 pm and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site. No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

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

Ms. Luxhoj presented the Staff report via PowerPoint, reviewing the site's location and background, including applications previously approved by the City, and describing the current project and requested applications with these key comments:

- Because the subject property was located in Area of Special Concern E in the Comprehensive Plan, it was subject to the requirements of the Screening and Buffering Overlay Zone along the southern boundary that was shared with the Walnut Mobile Home Park.
- In May of 2019, DRB-Panel B approved with conditions, a Zone Map Amendment and Stage I Master Plan for the subject property, which included Tax Lots 300 and 500. The Stage I Master Plan was for a three-phase industrial project on the property. In April 2020, Panel B approved, with conditions, Phase 1 of the three-phase project, located on Tax Lot 500, fronting on SW Boberg Rd, and including a single-story, 13,200 sq ft metal building and a 52,700 sq ft paved outdoor storage yard.
 - The current application requests were to expand the previously approved Phase I Development Area into the adjacent lot, Tax Lot 300, which would increase the area of the outdoor storage yard to allow for a more efficient outdoor storage layout and improve site safety and maneuverability for workers.
- Proper noticing was followed for the application. The Public Notice hearing included clarifying background information about the project and outlined adaptations for the hearing process and for providing testimony that were adopted by the City in response to COVID-19. The Public Hearing Notice was mailed to all residents of the Walnut Mobile home Park, and no public comments have been received to date.
- Stage I Master Plan Modification. As mentioned, the DRB approved the Zone Map Amendment and Stage I Master Plan in 2019. When the DRB subsequently approved the Stage II Final Plan, Site Design Review, and other requests for the project in April 2020, the application modified the Master Plan to locate Phase I on Tax Lot 500 with frontage on Boberg Rd, rather than Tax Lot 300 as previously approved.
 - The current request included a second Stage I Master Plan Modification to expand the Phase I development area into the adjacent Tax Lot 300 and increase the size of the storage yard. No other changes to development phasing or anticipated building size for Phases I and II were proposed, and no changes were proposed to Phase III of the Master Plan.

- She noted the City previously approved a lot line adjustment and partition plat to alter the property line that separated Tax Lots 300 and 500 of the subject site. That approved configuration of lots would not change with the current application.
- The Applicant owned both lots, and the current application did not propose any additional buildings or other permanent structures in the expansion area. Therefore, the proposed outdoor storage yard expansion onto Tax Lot 300 was consistent with the previously approved Stage I Master Plan and Modification.
- The Stage II Final Plan Modification would expand the outdoor storage yard by 33,118 sq ft onto Tax Lot 300, including required landscaping, screening, and buffering, and would result in an 85,818 sq ft yard. This was the only proposed change to the Phase I area of the previously approved Stage II Final Plan. No other changes to the development were proposed. The Stage II Modification reviewed the function and design of the expanded outdoor storage yard, including ensuring the proposal met all the performance standards of the PDI Zone.
 - Traffic and vehicular access would not be affected by the proposed expansion.
 - The proposed development could continue to meet, or would meet with conditions, all the industrial performance standards for factors such as offsite vibrations, screening of outdoor storage, heat and glare, and noise.
 - No changes to pedestrian access to the site or internal circulation would occur as part of the current request.
 - Because the square footage of the building would not change, the parking requirement remained the same, and the proposed parking area with nine spaces along SW Boberg and four bicycle parking spaces continued to meet the requirement.
 - No waivers to development standards had been requested by the Applicant, and a condition of approval would ensure that the outdoor storage area would not begin operation until the required site-obscuring fencing and plantings were installed and improved by the City.
- The Site Design Review applied only to the proposed outdoor storage yard expansion area on Tax Lot 300, which was an extension of the previously approved yard on Tax Lot 500. No changes were proposed to the previously approved building or site design on Tax Lot 500 as part of the current application. Landscaping would remain as previously approved but would be extended to surround the outdoor storage yard on the northeast and south sides.
 - As required by Code, there would be visual separation and sight-obscuring screen of the outdoor storage yard from adjacent properties and the public right-of-way. As proposed, screening of the expanded yard met the required high screen standard, including a 6-ft tall chain link fence with privacy slats on all sides. Landscaping on the north and east sides included emerald green arborvitae on the inside of the fence, and along the east perimeter, a second row of dark green spreader yew, alternated with red knock out rose, provided additional screening west of the arborvitae. Tree Canopy was provided by upright European Hornbeams planted approximately 30 ft on center.
- Screening and Buffering (SB) Overlay Zone. Identified concerns for Area of Special Concern E included continuity and design with other development and protection of the Walnut Mobile Home Park, which was zoned Residential Agricultural Holding and located immediately to the south.

- The previously approved Zone Map Amendment for the property was conditioned to give consideration to those design concerns. Those conditions included that the proposed project should be carefully designed to promote continuity in design with other development in Comprehensive Plan Area of Special Concern E and sufficiently buffered to minimize disturbance of Walnut Mobile Home Park residents. (PDA 1) The proposed project must also be designed to minimize truck traffic conflicts with residential activities, including pedestrians. (PDA 2)
- Additionally, the previously approved Stage I Master Plan included conditions specific to the SB Overlay Zone that required appropriate screening and buffering for areas where residential and nonresidential land uses abut. For industrial properties, either a 10-ft buffer with landscaping to the high wall standard or a 20-ft deep buffer with landscaping to the high screen standard was required. There were also restrictions on motor vehicle access, exterior operations and signs, and an allowance for the DRB to impose additional landscape requirements to minimize visual impacts of any approved vehicle access points.
- Conditions of approval of the previously approved Stage I Master Plan included that the proposed project include appropriate screening and buffering to assure adequate separation of potentially conflicting land uses specifically related to the residentially-zoned residential use to the south, that the SB Overlay Zone be applied along the southern boundary of the property abutting the Walnut Mobile Home Park, and that no motor vehicle access allowed through the landscaped area required in the SB Overlay Zone area.
- The conditions of approval of the Zone Map Amendment and the Stage I Master Plan were applied to the April 2020 development application for the Nicolai Pacific Industrial Development and continue to apply to the current request associated with the Stage I Master Plan Modification to accommodate expansion of the outdoor storage yard onto the adjacent tax lot.
- As previously approved, the area between the south boundary of the development on Tax Lot 500 and the north boundary of the Walnut Mobile Home Park includes a 30-ft-wide buffer with landscaping to the high screen standard, which exceeded the SB Overlay Zone requirements. A 6-ft-tall chain link fence with privacy slats bordered the northern boundary of the buffer area with dense shrub plantings meeting the high screen standard and lining the fence on the south side and providing additional screening of industrial operations to the north. In addition, trees, shrubs, and ground cover in the stormwater swale through the center of the buffer area further screen activities to the north.
- A buffer area matching that previously approved on Tax Lot 500 was proposed to screen the outdoor storage yard expansion area on Tax Lot 300 in the current application. In addition, a tree and dense shrub plantings are proposed at the SE corner of the storage yard to screen and buffer the yard from view for mobile home park residents. The illustration at the top of Slide 9 provided a view of what the buffer area would look like for residents of the mobile home park facing north and looking into the buffer area and the outdoor storage yard expansion area and beyond.

- The Industrial Performance Standards required limitations on noise that might be generated by truck circulation and loading or unloading activities within 100 ft of residential areas, particularly related to night operations. Because the Walnut Mobile Home Park shared the project's southern boundary and the south driveway and drive aisle of the project were located within 100 ft of the property line, the previous approval included a condition that prohibited truck circulation and maneuvering in the area between the hours of 10:00 pm and 7:00 am as long as the property to the south was used for residential purposes. In addition, the condition required that the area be clearly marked with signs or by other means indicating the limitation. A similar condition was included in the current application for the portion of the yard on Tax Lot 300 that was within that noise abatement area.
- Type C Tree Removal Plan. Two trees along the south property boundary of Tax Lot 300 would be affected by expansion of the outdoor storage yard. Both were multi-stemmed big leaf maple trees that measured 7 to 11 inches in diameter at breast height. The trees were in fair-to-poor condition and had poor structure due to pruning for power line clearance.
 - The Applicant proposed removing both trees and mitigating their removal by planting 14 trees along the perimeter of the yard expansion area and additional trees in the stormwater facility in the buffer at the south end of the yard, which substantially exceeded the mitigation requirements.
 - There were no onsite or offsite trees in the expansion area on Tax Lot 300 that required protection during construction.
- Staff recommended approval of all the requested applications with conditions.

Chair Nada confirmed there were no questions of Staff and called for the Applicant's presentation.

Dave Nicoli, Nicoli Pacific, LLC, 17888 McEwan Rd., Lake Oswego, OR 97035 stated he did not have a presentation, but was happy to answer any questions.

Chair Nada asked if Mr. Nicolai knew when the letter regarding the public hearing was sent to the Walnut Mobile Home Park residents.

Mr. Nicoli responded he did not know the exact date, but it was approximately three weeks to one month ago.

Ms. Luxhoj stated that the letter was sent on October 6th.

Barbara Jacobson, City Attorney, suggested that since the Applicant had no presentation, Mr. Nicoli should state that he concurred with the Staff report.

Mr. Nicoli stated he concurred with Staff's recommendation.

Chair Nada confirmed there was no one in Council Chambers or attending via Zoom who wished to provide public testimony in favor of, opposed or neutral to the application. He

confirmed there were no other questions or discussion from the Board and closed the public hearing at 7:03 pm.

Nicole Hendrix moved to adopt Resolution No. 384. Richard Martens seconded the motion.

Shawn O’Neil commented that if it was not for the City Attorney, he would have said that the Applicant failed as he offered no application testimony at all. City Staff had done all the work. He believed it was important that the Applicant have their own presentation, even if just a summary, to present their application and not rely on City Staff.

The motion passed unanimously.

Chair Nada read the rules of appeal into the record.

B. Resolution No. 385. Parkway Woods Business Park Remodel: Keving Apperson, Atwell Group – Representative for PWII Owner, LLC – Applicant/Owner. The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review, Type C Tree Removal Plan, Master Sign Plan and SROZ Review for a parking lot reconfiguration and exterior remodel for Parkway Woods Business Park. The subject site is located at 26600 SW Parkway Avenue on Tax Lots 511 and 581 Of Section 12, Township 3 South, Range 1 West, Clackamas County, Oregon. Staff: Philip Bradford

Case Files:	DB20-0028	Stage II Final Plan Modification
	DB20-0029	Site Design Review
	DB20-0030	Type C Tree Plan
	DB20-0031	Master Sign Plan
	SI20-0002	SROZ Review

Chair Nada called the public hearing to order at 7:08 pm and read the conduct of hearing format into the record. All Board members declared for the record that they had visited the site. No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

Philip Bradford, Associate Planner, announced that the criteria applicable to the application were stated on page 1 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room and on the City’s website.

Mr. Bradford presented the Staff report via PowerPoint, reviewing the site’s location and surrounding land uses, as well as its background, including the applications previously approved by the City, and describing the current project and requested applications with these key comments:

- Background. The site was originally developed in the 1970s for Tektronix and the elevations had not significantly changed since. Xerox eventually acquired the property and had

maintained the property as a primarily single tenant configuration until it was purchased by SKB. (Slide 4)

- The site had a predominantly wooded characteristic. The buildings were large and surrounded by large tree species, such as Willamette Valley Ponderosa Pine and Oregon White Oaks which were viewed by the City as significant.
- Proper noticing was followed for the application. Notice of the Public Hearing was mailed to all property owners within 250 ft of the site and published in the newspaper. Additional posting was done on site and on the City's website. The notice included clarifying background information about the project and outlined adaptations for the hearing process and providing of testimony that were adopted in response to COVID-19. No public comments were received by Staff as a part of the public noticing.
- Stage II Modification. The Applicant proposed a modification to the existing Stage II Master Plan that would change the parking circulation, loading docks, and reconfigure the existing structure to be a multi-tenant industrial flex development that could house a variety of permitted uses in the PDI Zone, such as medical and bio research, corporate headquarters, and technology offices.
 - The Applicant would remove 458 trees and plant more than 700 new trees. The minimum number of parking spaces for this use was 938, and the maximum was 1,616 spaces. The Applicant proposed 1,221 parking spaces, seven of which were compact.
 - A new loading area was also proposed at the southwestern corner of the site which triggered the Significant Resource Impact Report (SRIR) review. No waivers were requested by the Applicant.
- Site Design Review. As part of the site redevelopment, the Applicant proposed a variety of new entrances to the building that would provide new architectural elements and give a refresh to the building, while still honoring the overall architecture of the site. The materials would be a mix of black metal with cedar soffit for the entry canopies, and the other entry would have a dark gray mesh panel with black metal and cedar canopy above the doorway. A large public plaza was proposed for the southern main entry to the building.
 - The public plaza component contained stormwater facilities, enhanced pavement, a pergola, and a variety of seating areas in the form of seating walls and nooks, as well as a basketball court. The plaza would serve as an attractive entrance to the building while incorporating the heavily wooded look of the site, given the existing trees, as it currently existed. (Slide 10)
- Master Sign Plan. The Applicant proposed a new Master Sign Plan that incorporated elements similar to that seen on the new entry, such as the black color and the use of metal that looked like cedar. The Master Sign Plan contained two new monument signs along SW Parkway, which was allowed by the Code as the property had adequate frontage. There would be directional signs, new loading dock numbers, and a design scheme for tenant building signs. The signs were proposed at 32 sq ft below the Code allowance for tenant spaces of that size. The building signs would allow two lines of text with a maximum of ten words, follow the same pantone color scheme of other signs on the site, and allow for internal illumination. The locations of the proposed signs were shown on Slide 12.
- Class C Tree Permit. Per the arborist report, 605 trees were inventoried for the project with 302 trees proposed for removal with the reconfiguration of the parking lot; 137 trees of

which were in Good condition, 79 in Fair condition, 86 in Poor condition, and ten in Very Poor condition. The trees proposed for removal included 71 Ponderosa Pines and 27 Oregon White Oaks. The Applicant proposed planting 462 trees as part of the mitigation, as well as 250 vine maples in the bioswales within the parking lot; however, those trees would not count towards the overall total because as the medium within the swales were replaced, the trees were replaced and would therefore not reach maturity. Ten new dogwood trees would be planted within the plaza area, bringing the overall total trees to be planted to 722 as part of the redevelopment.

- Since the pre-application conference, Staff had made known that with the number of trees on the site, it was important to make a good effort to preserve as many trees on the site as possible, in particular because of the species located there, and the Applicant had continually made a strong effort to preserve the Ponderosa Pine and Oregon White Oak. The Applicant did provide an additional exhibit detailing how that had been achieved through each iteration of the project.
- The Applicant's narrative stated that 115 Ponderosa Pines and 46 Oregon White Oak would be planted onsite as part of the mitigation, even though the Landscaping Plan showed 5 Ponderosa Pine and 6 Oregon White Oak being planted. The Code gave special consideration to Oregon White Oak and other significant native tree species and allowed additional mitigation requirements on a per caliper inch basis. Based on the discrepancy between the narrative and the Landscaping Plan, Staff made note of all the Ponderosa Pine and Oregon White Oak in Good and Fair condition and calculated the total diameter at breast height to add a condition to require additional mitigation based on the removal of these significant and mature tree species. The condition required an additional 278, 2-in caliper trees based on Staff's analysis of the trees proposed for removal. He displayed the proposed Planting Plan that showed the existing trees being preserved as well as the newly-planted trees. (Slide 16)
- The Applicant's SRIR addressed a refinement to the SROZ map as both a lawn area within a larger, locally significant wetland and a section of the drainage swale north of Xerox Dr were deemed non-significant. Although not required, the Applicant provided mitigation within the SROZ, and Staff concurred with the Applicant's finding and Map Refinement request. The Planting Plan detailed the additional mitigation the Applicant agreed to do in the SROZ Area, which contained native seed mix and vine maples.
- Staff recommended approval of all requested applications with conditions.

Nicole Hendrix noted that two SMART transit routes went through and connected into Parkway Dr with bus stops, and asked if the Applicant had coordinated with SMART staff to ensure the public transit option would remain throughout the construction process, as well as after completion of the project.

Mr. Bradford replied that he was unsure if any of those discussions had taken place, but clarified that no changes would take place to the Parkway Dr frontage.

Daniel Pauly, Planning Manager, noted that although the SMART route went through the site, there was nothing in the application that would change that. He deferred to the Applicant for further clarification.

Richard Martens understood the Applicant had not proposed any additions to the buildings currently onsite; however, when he visited the site, it appeared to be excess land. He asked if further development might be expected on the site in the future.

Mr. Bradford confirmed there was additional developable land but deferred to the Applicant as to any future plans for the property.

Chair Nada understood property owners within 250 ft were notified and asked what determined the 250 ft standard, as it did not seem far enough to him. He asked how many actual people were notified about tonight's hearing.

Mr. Pauly replied he believed the State Code requirement was 100 ft, and Wilsonville was well above that. For legal reasons, the City needed to be consistent. If the City expanded the range for one applicant, it could set a precedent in which every subsequent applicant would want to push it out even farther. He reminded that the mailed notice was not the only notification. Notice was also included on the City website, in the newspaper, and posted on the site itself. He stated approximately 50 property owners received notice.

Chair Nada asked if the disc golf would remain.

Mr. Pauly deferred the question to the Applicant.

Shawn O'Neil understood there was a discrepancy in so far as the number of trees that were to be mitigated was inaccurate. He requested clarification as to the current position of both the Applicant and the City regarding the replacement of what he considered to be a huge amount of trees being removed.

Mr. Bradford confirmed there was a discrepancy between the narrative and the Landscaping Plan. The narrative stated 71 Ponderosa Pine and 27 Oregon White Oaks were proposed for removal and 115 Ponderosa Pine and 46 Oregon White Oak would be planted as part of mitigation, which would have satisfied concerns about the removal of the significant tree species. However, the Landscaping Plan only had 5 Ponderosa Pine and 6 Oregon White Oak shown as being planted, which he indicated on the Applicant's Tree Planting Plan. Because the Plan was substantially off from what the narrative stated, he had tried to address that with a condition that required additional mitigation to satisfy the City requirements to maintain the site as wooded and to preserve those significant native tree species.

Mr. O'Neil asked what the Applicant's response was to Staff with regard to the discrepancy.

Mr. Pauly believed it had resulted from different professionals working on the same paperwork, adding that such discrepancies do occur. He did not believe Staff received a direct answer, but such discrepancies were often the case on large applications with many different consultants working on different iterations of the paperwork. He agreed, the Applicant should have paid closer attention.

Chair Nada asked if both Xerox Dr and Printer Pkwy would remain private roads.

Mr. Pauly explained that there had been a change to the Transportation System Plan (TSP) that designated Printer Pkwy as a public street. Currently it was private, but would become a public road at some point in the future when triggered by development on the site.

Chair Nada called for the Applicant's presentation.

Brady Berry, Atwell Group, 9755 SW Barnes RD, Suite 150, Portland, OR, 97225, representing the Applicant, presented the Applicant's proposal with the following key comments:

- The site had a single tenant user with parking and amenities structured towards a single user. When SKB acquired the property, they had considered multiple tenants, but had difficulty leasing the property fully due to circulation issues as the entrance on the west side did not tie directly to the parking field on the north side, and there was no parking on the other side. The current proposal offered better circulation to the SMART transit stop and around the property.
- Multiple loading docks had been added, several on the north side and one on the south to allow better demising of the building and provided parking direct to the various users, which would give individual tenants close proximity to parking, as well as a better look and feel for the property.
- Remodeling the parking and installing low impact development stormwater features within the parking areas would better provide for the large amount of parking. The Applicant had provided low impact development that exceeded the impacted area and was also treating some areas where only additional landscape islands were being installed.
- The disc golf would be eliminated, as it was difficult to maintain given the different users. A smaller version might come back in another area, but that was unclear and had not been fully developed.
- The proposed new parking area would increase safety for the building, as the fire department would be able to get completely around the building. A basketball court was proposed for the large plaza that would activate the cafeteria and common space inside the building.
- There were also walkways with enhanced paving, crosswalks that were metal grates and would activate the storm water facilities within the plaza area itself.
- The Applicant had gone through several iterations to preserve as many significant Oregon White Oaks as possible, while maintaining the objective of making the property leasable, attractive, and desirable for the light industrial tenants being courted to lease space.
- He believed Staff was accurate regarding the trees. Initially, the Landscape Plan, included a large number of trees around the periphery of the southwest parking, which was where he

believed the tree numbers listed in the narrative had come from. When working to address the comments on the SROZ within the sensitive area, the trees planted in that zone were more vine maples, which had not been added to plans. The Applicant would revisit those numbers when submitting for the permit. He assured it was not an attempt to skirt the issue, but as Staff mentioned, when in a hurry addressing one thing, some things slip through the cracks. Part of the arborist report indicated that planting too many trees was not always the best objective, so there was a point of diminishing return if there were too many trees.

- The development team would work with Staff to finish the Final Site Plan and would look at adding trees along the creek corridor to enhance that area, as well as contributing to the City Tree Fund to determine what made the most sense for the property. He also indicated a large forest area that might be donated to the City that would provide an overall benefit to the community in terms of trees.

Todd Gooding, President, Scanlan Kemper Bard (SKB), 222 SW Columbia St., Portland, OR 97201, thanked Staff for their hard work, adding he appreciated how cooperative they were in assisting with the processing of the application.

- SKB had been involved with the property since 2015, and at the time of purchase, Xerox was going to lease back approximately 186,000 ft of space. They had signed a 5-yr lease with the Applicant with the intention of occupying that space in conjunction with their neighboring ink plant. However, within 12 to 18 months of closing, Xerox informed the Applicant that they would be vacating the property and their lease would expire end of November 2020.
- The site had been largely vacant for the past 3.5 years with 3D Systems being the only real occupying tenant. Dealer Spike of Lake Oswego had relocated its headquarters to the site and had leased approximately 65,000 sq ft of office space. At present, the site was primarily designed as office space, and the Applicant had spent 3.5 years trying to find an office tenant. Despite improvements to amenities and common areas, they could not attract office-based tenants, regardless of rental amount due to the nature of the site's back office uses and large blocks of space.
- As their loan was due, they began to look into more manufacturing-oriented uses, such as their tenant 3D Systems. Because that lease had been successful, the Applicant decided to redesign the property to accommodate manufacturing in addition to office use. To that end, the Applicant obtained a new loan with a new capital partner in April 2020 and began the process with the City. Since then, the interest from manufacturing businesses had been extremely well received. The Applicant already had a signed letter of intent with a life sciences company that would be moving from the Bay Area, as well as strong interest from another tenant that would be consolidating and relocating from Hillsboro. He believed it was clear that catering to manufacturing businesses had been the right decision.
- Manufacturing had higher density uses, typically, two people per 1,000 sq ft versus a half a person per 1,000 sq ft in a distribution facility. The tenant the Applicant had the letter of intent with would bring in 150 to 200 jobs with a median income of \$70,000, and the Applicant was very excited about the investment. The buildout would be approximately \$220 per ft after the space was delivered to the tenant, and the tenant would be paying for half of that cost. As such, they were showing a major commitment to the property.

- These items were the rationale for the application currently before the Board. The Applicant had put a lot of thought into the site redesign and would appreciate the Board's approval.

Mr. Martens asked if the Applicant anticipated adding additional square footage on the property in the future.

Mr. Berry responded that they had discussed potential future expansion along Parkway Ave and possibly in an unused parking field as well.

Mr. Gooding added that they intended to lease existing improvements first before entertaining any new development.

Mr. Martens asked how many existing divisible units were potentially.

Mr. Gooding replied that 3D Systems was 115,000 sq ft. They could have as many as 7 to 8 tenants with the smallest suite being 35,000 sq ft and the largest 115,000 sq ft.

Chair Nada noted he worked at Mentor Graphics and had noticed many pedestrians in the area after dark. He asked what the traffic expectations were and if there were plans for improvements to make the area safer.

Mr. Berry stated Xerox Dr would primarily have passenger vehicles with a few trucks entering where the loading dock was located. The site was not a distribution center, so there would not be a high use from large trucks. The primary loading areas were located on the north end of the site and where most of the traffic from Printer Pkwy had entered in the past. There would be improved lighting at the loading docks, but no current plans to add additional streetlights on Printer Pkwy or Xerox Dr.

Mr. Gooding added that he believed when Xerox was in full occupancy at the site, the number of trips were significantly higher on both Printer Pkwy and Xerox Dr than was expected for the Applicant's current proposed use.

Mr. O'Neil appreciated the Applicant responding and asked if any charging stations would be installed in the parking lot.

Mr. Berry responded they had not investigated that. The site currently had zero, but the Applicant would discuss it.

Mr. O'Neil explained that a prior member of the Board had a strong desire for the addition of charging stations and he had come to appreciate that stance. He asked the Applicant to consider adding some.

Chair Nada confirmed there was no one in Council Chambers or attending via Zoom who wished to provide public testimony in favor of, opposed or neutral to the application.

Ms. Hendrix said she appreciated Mr. O'Neil's question about the tree removal, adding it was good they were being replaced.

Chair Nada confirmed there was no other questions or discussion from the Board and closed the public hearing at 7:58 pm.

Nicole Hendrix moved to adopt Resolution No. 385. The motion was seconded by Shawn O'Neil.

Mr. O'Neil stated he was inclined to vote in favor of the application, as long as the trees were addressed, and he was satisfied with what he had heard about the trees tonight. It was a great opportunity for Wilsonville, especially the potential jobs.

Mr. Martens stated that despite driving by the property for years, he had never driven into it to look around, but it appeared to be a very attractive property and underutilized. He was happy to see the owner taking steps to use the property in a way that would benefit the community.

Chair Nada agreed. He had worked next to the property for many years and it was nice to see the development, although he was sad to see the Frisbee golf go. He thanked Staff for their detailed explanation regarding the economic benefit the project would bring to the community, as well as the decision process behind the project.

The motion passed unanimously.

Chair Nada read the rules of appeal into the record.

VII. Board Member Communications:

A. Results of the October 12, 2020 DRB Panel A meeting

There were no comments.

B. Recent City Council Action Minutes

Nicole Hendrix inquired about the ongoing Magnolia Development appeal.

Daniel Pauly, Planning Manager responded that City Council would be considering the appeal on November 2, 2020.

Barbara Jacobson, City Attorney, confirmed the Board members did not need to be present, noting Council would be reviewing the record of the DRB meeting and no new testimony would be taken.

Mr. Pauly added that City Council had expressed appreciation and respect for everything the DRB had done, but there had been pressure from the neighborhood to consider the proposed project.

VIII. Staff Communications

Daniel Pauly, Planning Manager, noted an item was scheduled to go before the Board in November, the week of Thanksgiving.

IX. Adjournment

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

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

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, NOVEMBER 23, 2020

6:30 PM

VI. Public Hearing:

A. Resolution No. 386. Wood Middle School Remodel and Sign Waiver: Keith Liden Planning Consultant – Representative for West Linn-Wilsonville School District – Owner. The applicant is requesting approval of a Site Design Review request, Class 3 Sign Permit and Waiver for Wood Middle School. The site is located at 11055 SW Wilsonville Road on Tax Lot 500 of Section 22A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj

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

**DEVELOPMENT REVIEW BOARD
RESOLUTION NO. 386**

A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A SITE DESIGN REVIEW REQUEST, CLASS III SIGN PERMIT, AND WAIVER FOR WOOD MIDDLE SCHOOL. THE SITE IS LOCATED AT 11055 SW WILSONVILLE ROAD ON TAX LOT 500 OF SECTION 22A, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. KEITH LIDEN PLANNING CONSULTANT – APPLICANT FOR WEST LINN-WILSONVILLE SCHOOL DISTRICT – OWNER.

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

WHEREAS, the Planning Staff has prepared the staff report on the above-captioned subject dated November 16, 2020, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on November 23, 2020, 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 November 16, 2020, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB20-0046 through DB20-0048; Site Design Review, Class III Sign Permit, and Waiver.

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 23rd day of November, 2020, 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)*.

Samy Nada, Chair - Panel B
Wilsonville Development Review Board

Attest:

Shelley White, Planning Administrative Assistant

Exhibit A1
Staff Report
Wilsonville Planning Division
Wood Middle School Remodel

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

Hearing Date:	November 23, 2020
Date of Report:	November 16, 2020
Application Nos.:	DB20-0046 Site Design Review DB20-0047 Class III Sign Permit DB20-0048 Waiver
Request/Summary:	The requests before the Development Review Board include Site Design Review, Class III Sign Permit, and Waiver to construct an addition and detached greenhouse, replace selected entryways, and install an electronic reader board on an existing monument sign at Wood Middle School.
Location:	11055 SW Wilsonville Road. The property is specifically known as Tax Lot 500, Section 22A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon
Owner/Applicant:	West Linn-Wilsonville School District (Contact: Remo Douglas)
Applicant's Representative:	Keith Liden Planning Consultant (Contact: Keith Liden AICP)
Comprehensive Plan Designation:	Public
Zone Map Classification:	PF (Public Facility)
Staff Reviewers:	Cindy Luxhoj AICP, Associate Planner Khoi Le PE, Development Engineering Manager Kerry Rappold, Natural Resources Program Manager
Staff Recommendation:	Approve with conditions the requested Site Design Review, Class III Sign Permit, and Waiver (DB20-0046 through DB20-0048).

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
Section 4.034	Application Requirements
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.136	Public Facility Zone
Sections 4.139.00 through 4.139.11	Significant Resource Overlay Zone (SROZ)
Section 4.140	Planned Development Regulations
Section 4.156.01 through 4.156.11 as applicable	Sign Code Regulations
Section 4.171	Protection of Natural Features and Other Resources
Section 4.176	Landscaping, Screening, and Buffering
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.450 as applicable	Site Design Review
<u>Other Planning Documents:</u>	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

Vicinity Map

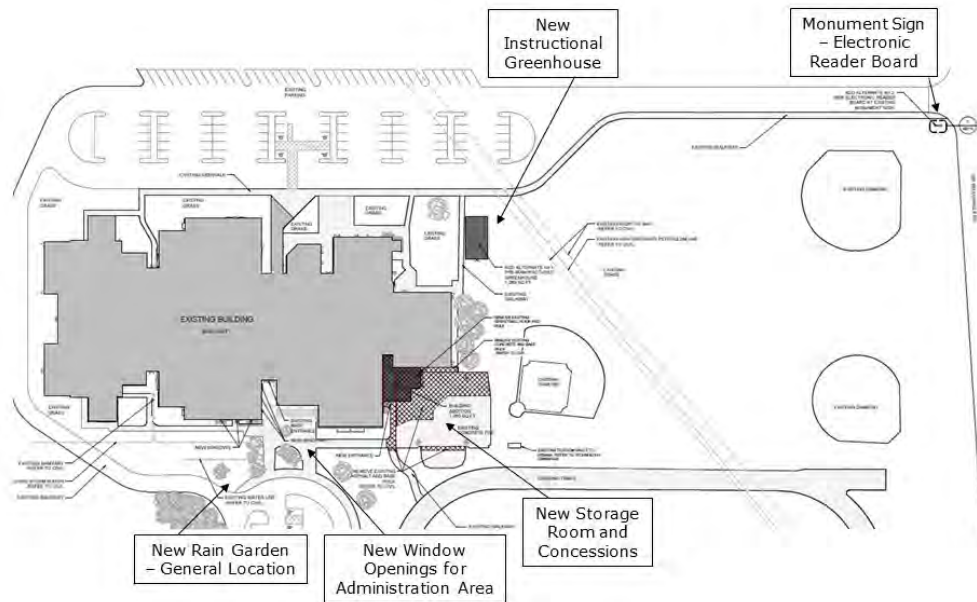


Background:

The subject property is 38.65 acres and is shared between Wood Middle School on its eastern half and Boones Ferry Primary School on its western half. Improvements on the property include parking, athletic fields, playgrounds, and lawn. Wood Middle School includes an 86,613-square-foot building, driveway, parking, and play fields. Two driveways provide access to the property, with the eastern driveway primarily serving Wood Middle School, and the western driveway serving both schools and the CREST Center. There are two monument signs along the SW Wilsonville Road frontage located at each of the two driveway entrances to the school property. A Significant Resource Overlay Zone (SROZ) is located on the northern edge of the property.

The current application requests Site Design Review, Class III Sign Permit, and Waiver for the Wood Middle School remodel project. There are several components to the current application, which are identified in the site plan and described below.

Site Plan



- Administration Area Relocation. The administration area in the center of the building will be relocated to the west side perimeter with a secure vestibule entry. This will include new window openings to accommodate relocated offices that match existing windows. The building footprint and floor area will not change with these improvements.
- Classroom Relocation and New Makerspace Classroom. Classrooms that are displaced by the relocated administrative offices will be moved to the vacated administration offices footprint in the center of the building to provide a new maker space classroom. This component of the project will not affect the building floor area or the enrollment capacity of the school.
- New Storage Room and Concessions. An addition at the southwest corner of the building is proposed to include a single occupant restroom, storage room, and concession stand near the performing arts classrooms, gymnasiums, and the track and athletic field. This addition will be approximately 1,760 square feet with a maximum height of 15 feet. The finish materials will match the existing exterior.
- New Instructional Greenhouse. A new instructional greenhouse of approximately 1,288 square feet with a maximum height of 14.5 feet is proposed southeast of the existing building, west of the parking lot on the east side of the property. The base of the greenhouse will be finished with the same brick as the exterior of the middle school building.
- New Rain Garden and Landscaping Restoration. A new rain garden is proposed on the west side of the school building to accommodate the additional stormwater runoff generated by the building addition and greenhouse, new hardscaping, and utility improvements totaling 8,133 square feet. In addition, disturbed landscaped areas will be restored.

- Rooftop Mechanical Equipment. Replacement of mechanical rooftop units is proposed in the same location as existing units. The existing units are not screened and are not visible from the ground. The new rooftop mechanical unit on the addition will be screened and will not be visible from the ground.
- Exterior Lighting. The existing exterior lighting for the site is proposed to remain unchanged with the exception of three new exterior wall-mounted fixtures for the new building addition. They are intended to illuminate the new building doorways, and they will have virtually no impact on the overall exterior light levels for the school.
- Monument Sign – Electronic Reader Board. Modification of the monument sign for Wood Middle School at the southeast corner of the property is proposed, replacing the existing manual reader board with an electronic reader board of the same size. The remainder of the sign is proposed to remain the same. A waiver is requested to allow a sign capable of digitally changeable copy.

Summary:

Site Design Review (DB20-0046)

The request for Site Design Review applies to all components of the project except the new makerspace classroom, which is entirely inside the building, and the rain garden. The new window openings in the relocated administration area, and the design and materials used in the building addition match or are complementary of the existing school building. The base of the greenhouse, which is pre-manufactured, will be finished with the same brick as the exterior of the middle school building. Any landscaped areas that are disturbed during construction will be restored with the same or similar materials.



1 ADMINISTRATION AREA EXTERIOR VIEW
Scale: 1/8" = 1'-0"



2 BUILDING ADDITION EXTERIOR VIEW
Scale: NTS

Class III Sign Permit and Waiver (DB20-0047 and DB20-0048)

The request for Class III Sign Permit and Waiver applies to the monument sign for Wood Middle School at the southeast corner of the property. It would allow replacement of the existing manual reader board with an electronic reader board of the same size. The existing, previously approved monument sign conforms to standards set forth by the Code and is appropriately designed to be consistent with the type of freestanding signs seen in schools in the PF zone throughout Wilsonville. However, the electronic message board is not permitted without an approved waiver. The applicant has provided response findings to the waiver criteria, addressing why the conversion to an electronic display conforms to the waiver requirements.



ADD ALTERNATE No 2:
EXISTING MANUAL
READER BOARD TO BE
DEMOLISHED

4 EXISTING MONUMENT SIGN PHOTO
Scale: NTS

Discussion Points:

Approving a Prohibited Sign

Changeable copy signs are listed as prohibited signs in Subsection 4.156.06 (.01) D. However, language is added that a waiver may be granted to allow them as long as it is ensured specific criteria or conditions are met including:

1. The sign shall be equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions and the sign owner shall ensure appropriate functioning of the dimming technology for the life of the sign.
2. The luminance of the sign shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise.

By definition, changeable copy signs must maintain a copy hold-time of at least fifteen (15) minutes.

While grouped under prohibited signs, the intention of the code is to make the signs conditionally permitted. No conditionally permitted sign section exists currently, so they were grouped in the prohibited sign section as that is where language regarding these signs previously existed in the code.

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, with the conditions below, the proposed Site Design Review, Class III Sign Permit, and Waiver (DB20-0046 through DB20-0048) for the Wood Middle School Remodel project.

Planning Division Conditions:

Request A: DB20-0046 Site Design Review

PDA 1.	<u>Ongoing:</u> Construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding A3.
PDA 2.	<u>Prior to Temporary Occupancy:</u> All landscaping required and approved by the DRB shall be installed prior to occupancy of the proposed development unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check,

	time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the DRB, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City will be returned to the applicant. See Finding A11.
PDA 3.	Ongoing: The approved landscape plan is binding upon the applicant/owner. Substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan shall not be made without official action of the Planning Director or DRB, pursuant to the applicable sections of Wilsonville’s Development Code. See Findings A12 and A14.
PDA 4.	Ongoing: All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the DRB, unless altered as allowed by Wilsonville’s Development Code. See Finding A13.

Request B: DB20-0047 Class III Sign Permit and Waiver

PDB 1.	Ongoing: Approved signs shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
PDB 2.	Ongoing: The Applicant/Owner of the property shall obtain all necessary building and electrical permits for the approved sign, prior to its installation, and shall ensure that the sign is maintained in a commonly-accepted, professional manner.
PDB 3.	Prior to Temporary Occupancy: The address of the building shall be added to the monument sign unless the Applicant/Owner obtains approval from TVF&R to leave the sign without an address. See Finding B20.

Request C: DB20-0048 Waiver

PDC 1.	Ongoing: The Applicant/Owner shall ensure that the brightness of the approved sign automatically adjusts in direct correlation with ambient light conditions, and appropriate functioning of the dimming technology for the life of the sign. See Finding C5.
PDC 2.	Ongoing: The Applicant/Owner shall ensure that the approved sign does not exceed 5000 candelas per square meter between sunrise and sunset, or 500 candelas per square meter between sunset and sunrise. See Finding C6.
PDC 3.	Ongoing: The Applicant/Owner shall ensure the approved sign maintains a copy hold time of at least fifteen (15) minutes. See Finding C7.

The following Conditions of Approval are provided by the Engineering, Natural Resources, or Building Divisions of the City’s Community Development Department, or Tualatin Valley Fire and Rescue, all of which have authority over development approval. A number of these Conditions of Approval are not related to land use regulations under the authority of the Development Review Board or Planning Director. Only

those Conditions of Approval related to criteria in Chapter 4 of Wilsonville Code and the Comprehensive Plan, including but not limited to those related to traffic level of service, site vision clearance, recording of plats, performance standards, and concurrency, are subject to the Land Use review and appeal process defined in Wilsonville Code and Oregon Revised Statutes and Administrative Rules. Other Conditions of Approval are based on City Code chapters other than Chapter 4, state law, federal law, or other agency rules and regulations. Questions or requests about the applicability, appeal, exemption or non-compliance related to these other Conditions of Approval should be directed to the City Department, Division, or non-City agency with authority over the relevant portion of the development approval.

Engineering Division Findings and Conditions:

PFA 1.	Prior to Issuance of Public Works Permit , Public Works Plans and Public Improvements shall conform to the “Public Works Plan Submittal Requirements and Other Engineering Requirements” in Exhibit A1.
PFA 2.	Prior to Issuance of Public Works Permit , submit a storm drainage report to Engineering for review and approval. The storm drainage report shall demonstrate the proposed development is in conformance with the Low Impact Development (LID) treatment and flow control requirements. Submit infiltration testing results that correspond with the locations of the proposed LID facilities.
PFA 3.	Prior to Site Commencement , an approved Erosion Control Permit must be obtain and erosion control measures must be in place.
PFA 4.	Prior to Issuance of Final Building Certificate of Occupancy , onsite LID facilities must be constructed. These facilities must also be maintained properly in order to provide the required treatment and flow control appropriately. Therefore, the applicant must execute a Stormwater Maintenance Easement Agreement with the City. The Agreement must be recorded at the County prior to Issuance of Building Certificate of Occupancy.

Natural Resources Conditions:

NR 1.	Natural Resource Division Requirements and Advisories listed in Exhibit C1 apply to the proposed development.
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Master Exhibit List:

Entry of the following exhibits into the public record by the DRB confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case Files DB20-0046 through DB20-0048 and reflects the electronic record posted on the City’s website and retained as part of the City’s permanent electronic record. Any inconsistencies between printed or other electronic versions of the same Exhibits are inadvertent and the version on the City’s website and retained as part of the City’s permanent electronic record shall be controlling for all purposes.

Planning Staff Materials

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

Materials from Applicant

- B1. Applicant's Narrative and Submitted Materials
 - Application
 - Narrative including Background Information and Proposed Improvements
 - Response to Applicable Review Criteria
 - Proof of Ownership
 - Attachment A: Preliminary Storm Report
 - Attachment B: Light Fixture Specifications
 - Attachment C: Reader Board Sign Specifications
- B2. Drawing Package
 - G0000 Cover Sheet
 - G1201 Site Plan
 - A1100 Floor Plan - Existing
 - A1101 Floor Plan - Proposed
 - A1401 Overall Roof Plan
 - A2201 Sector/Enlarged Elevations – Restroom/Concessions
 - A2202 Sector/Enlarged Elevations – Admin Exterior
 - A2203 Sector/Enlarged Elevations – Pre-manufactured Greenhouse
 - A5510 New Electronic Reader Board at Existing Monument Sign
 - A8001 Materials Board
 - C1100 Existing Conditions & Demolition Plan
 - C1210 Preliminary Site & Utility Plan
 - C1230 Grading & Erosion Control Plan
 - E0301 Site Plan - Lighting
- B3. Letter from Republic Services Dated September 22, 2020

Development Review Team Correspondence

- C1. Public Works Plan Submittal and Other Engineering Requirements
- C2. Traffic Study Waiver Request

Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on September 21, 2020. On October 16, 2020, staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be complete. The City must render a final decision for the request, including any appeals, by February 13, 2021.

2. Surrounding land uses are as follows:

Compass Direction	Zone	Existing Use
North:	PDR2 EFU (Clackamas County)	Single-family Residential Open Space – Graham Oaks Nature Park
East:	PDR2	Single-family Residential
South:	PDR4, PDR5	Single-family Residential
West:	PF EFU (Clackamas County)	Open Space – Graham Oaks Nature Park Open Space – Graham Oaks Nature Park

3. Previous Planning Approvals:

- 77CU01 – Conditional Use Permit for School Site
- 78CU04 – Conditional Use Permit for School Site
- 89PC23 – Conditional Use Permit – Middle School Expansion
- 94DR15 – Middle School Modification with Two Additions
- 94PC24 – Conditional Use Permit – Middle School Expansion
- 04DB01 – Stage II Modification, Site Design Review, Type C Tree Removal – Middle School Expansion
- 04AR44 – Type C Tree Permit and Class I Administrative Review – Design Changes to New Entry Plaza for Middle School Addition
- 04AR45 – Minor Landscape Revisions to Middle School Addition
- DB11-0028 – Class III Sign Review
- SR11-0001 – New Sign
- AR18-0002 – Class II Administrative Review – Sports Field and Lighting

4. The applicant has complied with Sections 4.008 through 4.011, 4.013-4.031, 4.034 and 4.035 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 owner, West Linn-Wilsonville School District, and is signed by an authorized representative.

Pre-Application Conference Subsection 4.010 (.02)

The City held a Pre-application Conference (PA20-0005) on July 9, 2020, in accordance with this subsection.

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 submissions and the application was deemed completed on October 16, 2020.

Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district (PF) and general development regulations listed in Sections 4.140 through 4.199.

Request A: DB20-0046 Site Design Review

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

Site Design Review

Excessive Uniformity, Inappropriate Design

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

A1. Staff summarizes compliance with this subsection as follows:

- **Excessive Uniformity:** The existing school building is unique to the particular development context and the design of the new entry windows in the administration area and proposed addition matches the architectural style of the existing building. The detached greenhouse location and design is appropriate for the site and compatible with other improvements. The existing building and proposed site modifications do not create excessive uniformity.
- **Inappropriate or Poor Design of the Exterior Appearance of Structures:** The proposed building addition and detached greenhouse use colors and materials that are compatible with the existing building, other facilities on the site, and residential development in the surrounding area and appropriate for the context of the PF zone.
- **Inappropriate or Poor Design of Signs:** The existing monument sign is typical for public facility development and appropriate for the school site and the design would not change with substitution of an electronic reader board for the existing manual reader board portion of the sign.
- **Lack of Proper Attention to Site Development:** The appropriate professional services have been used to design the proposed improvements, demonstrating attention being given to site development.
- **Lack of Proper Attention to Landscaping:** Existing landscaping was professionally designed by a landscape designer, and minimal changes will occur as a result of the proposed remodel and greenhouse addition, demonstrating proper attention to landscaping on the school site.

Purposes and Objectives

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

A2. The applicant has provided sufficient information demonstrating compliance with the objectives of this subsection as follows:

- **Pursuant to Objective A** (assure proper functioning of the site and high quality visual environment), the existing building was previously approved because of its appropriate and functional design. The proposed improvements build upon this design by retaining all of the current functionality and adding additional security.
- **Pursuant to Objective B** (encourage originality, flexibility, and innovation), as described in the applicant's narrative, the design of the school and the proposed facility enhancements demonstrate the West Linn-Wilsonville School District's commitment to innovation, improved instructional methods, and continuing to improve the school site's value to its students and the community.
- **Pursuant to Objective C** (discourage inharmonious development), the existing facility was previously approved and, according to the applicant's narrative, has proven to be an excellent design, which will be further improved with the proposed additions, and

exterior upgrades and finishes.

- **Pursuant to Objective D** (conserve natural beauty and visual character), the architectural integrity of the existing facility will be maintained by matching the architectural style and exterior finishes to be consistent with the existing building.
- **Pursuant to Objective E** (protect and enhance City's appeal), as described in the applicant's narrative, a quality education program is the cornerstone for attracting business and industry to a community. The proposed improvements demonstrate the West Linn-Wilsonville School District's continued commitment to provide a safe and functional facility that meets community needs.
- **Pursuant to Objective F** (stabilize property values/prevent blight), as described by the applicant, the proposed improvements will be well within the property and should not have any negative impact on surrounding properties or their value. The proposed improvements are supported by the community to provide schools that are safe, functional, and support quality educational programs and activities.
- **Pursuant to Objective G** (insure adequate public facilities), the applicant's materials indicate that school enrollment capacity is currently sufficient and the proposed improvements will not increase that capacity. Therefore, the proposed improvements will essentially have no impact on public facilities and services because the overall use of the site will not increase.
- **Pursuant to Objective H** (achieve pleasing environments and behavior), the existing landscaping and open space on the site will be retained or enhanced, maintaining the visual appeal for the neighborhood.
- **Pursuant to Objective I** (foster civic pride and community spirit), as described in the applicant's narrative, in addition to education, the school serves as a community center, fostering civic pride. In particular, the proposed enhancements will provide improved security and educational opportunities for the community.
- **Pursuant to Objective J** (sustain favorable environment for residents), as discussed above, the proposed improvements will provide improved security and educational opportunities, supporting quality educational and recreational facilities, which are contributing factors to sustaining a favorable environment for residents.

Development Review Board Jurisdiction

Section 4.420

- A3.** A condition of approval will ensure construction, site development, and landscaping are carried out in substantial accord with the DRB-approved plans, drawings, sketches, and other documents. No building permits will be granted prior to development review board approval. No variances are requested from site development requirements.

Design Standards

Subsection 4.421 (.01)

- A4.** The applicant has provided sufficient information demonstrating compliance with the standards of this subsection as follows:
- **Pursuant to Standard A** (Preservation of Landscape), as discussed in the applicant's

narrative, the general appearance of the landscaping on the site will be retained, and landscaped areas within and immediately surrounding the building addition and greenhouse will be restored following construction.

- **Pursuant to Standard B** (Relation of Proposed Buildings to Environment), the proposed improvements are minor changes to the existing facility, which fits the context of its surroundings, and the areas of work are a substantial distance from any natural or environmentally sensitive areas.
- **Pursuant to Standard C** (Drives, Parking, and Circulation), as described in the applicant's narrative, the previously approved school campus design successfully accommodates pedestrian, bicycle, vehicle, bus, and emergency access by retaining separate and convenient circulation routes, and the proposed improvements will have no impact on site circulation.
- **Pursuant to Standard D** (Surface Water Drainage), a new raingarden is proposed to accommodate surface water drainage from the building addition, detached greenhouse, and other site utility improvements, and no adverse impacts to surface water drainage are expected to result from the proposal.
- **Pursuant to Standard E** (Utility Service), no above ground utility installations are proposed, and utility locations are indicated on the applicant's Grading and Utility Plans, shown in Exhibit B2.
- **Pursuant to Standard F** (Advertising Features), as described by the applicant, no advertising features are proposed, and the existing and proposed reader board elements of the monument sign have been, and will continue to be, solely intended to keep the community informed regarding school activities and events. A Class III Sign Permit and Waiver are being reviewed concurrently with this request; see Requests B and C.
- **Pursuant to Standard G** (Special Features), the locations of the proposed improvements are a substantial distance from any environmentally sensitive areas and are not expected to affect any special features on the site.

Applicability of Design Standards

Subsection 4.421 (.02)

A5. Design standards have been applied to all buildings, structures, and other site features.

Conditions of Approval

Subsection 4.421 (.05)

A6. No additional conditions of approval are recommended to ensure the proper and efficient functioning of the school facility.

Color or Materials Requirements

Subsection 4.421 (.06)

A7. No specific paints or colors are being required for the proposed school addition or detached greenhouse. The applicant proposes the use of colors and materials that match or are

compatible with those of the previously approved building and other structures on the school campus.

Standards for Mixed Solid Waste and Recycling Areas

Mixed Solid Waste and Recycling Areas

Subsection 4.430 (.02) A. through G., and 4.430 (.03) A. through C.

- A8.** Mixed solid waste and recycling areas on the school campus and for Wood Middle School have been previously approved by the City. Mixed solid waste and recycling are handled for both schools in one shared location at Boones Ferry Primary School. No changes are proposed to current practices, and the existing driveway and circulation system will not be modified or affected in any way by the proposed improvements. The service provider, Republic Services, will continue to have appropriate access and has confirmed that the proposed improvements will not impact their ability to service the school (see Exhibit B3).

Site Design Review Submission Requirements

Submission Requirements

Section 4.440

- A9.** The applicant has submitted materials in addition to the requirements of Section 4.035, as applicable.

Time Limit on Site Design Review Approvals

Void after 2 Years

Section 4.442

- A10.** The applicant has indicated they will pursue development within two (2) years of receiving approval. It is understood that the approval will expire after two (2) years if a building permit has not been issued, unless an extension has been granted by the DRB.

Installation of Landscaping

Landscape Installation or Bonding

Subsection 4.450 (.01)

- A11.** A Condition of Approval will assure installation or appropriate security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director, is filed with the City assuring such installation within six (6) months of occupancy.

Approved Landscape Plan

Subsection 4.450 (.02)

- A12.** Action by the City approving a proposed landscape plan is binding on the applicant. A Condition of Approval will ensure that substitution of plant materials, irrigation systems,

or other aspects of an approved landscape plan will not be made without official action of the Planning Director or DRB and provide ongoing assurance the criterion is met..

Landscape Maintenance and Watering Subsection 4.450 (.03)

A13. As stated in the applicant’s materials, proposed landscaping associated with the rain garden and replacement lawn following construction will be installed subject to City approval. A Condition of Approval will ensure landscaping is continually maintained in accordance with this subsection.

Modifications of Landscaping Subsection 4.450 (.04)

A14. A Condition of Approval will provide ongoing assurance that this criterion is met by preventing modification or removal of landscaping without appropriate City review.

Natural Features and Other Resources

Protection Section 4.171

A15. As stated elsewhere in this Staff Report, the proposed site improvements are located a substantial distance from natural features and other resources on the site. Therefore, the design provides for protection of natural features and other resources consistent with previous approvals for the site, as well as the purpose and objectives of site design review.

Landscaping Standards

Landscape Standards Code Compliance Subsection 4.176 (.02) through (.10)

A16. As stated elsewhere in this Staff Report, proposed landscaping associated with the rain garden and replacement lawn following construction will be installed subject to City approval. No waivers or variances to landscape standards have been requested. The applicant has not requested to defer installation of plant materials.

Outdoor Lighting

Applicability Sections 4.199.20 and 4.199.60

A17. Existing exterior lighting for the site is proposed to remain unchanged with the exception of three new exterior wall-mounted fixtures for the storage room/concessions addition. The outdoor lighting standards thus apply.

Outdoor Lighting Zones and Compliance Methods
 Section 4.199.30 and 4.199.40 (.01) A.

A18. The project site is within the LZ2 outdoor lighting zone. Exterior lighting that is required by the Building Code as exit path lighting is exempt from the exterior lighting requirements (per Subsection 4.199.20 (.02) F.); however, the applicant proposes to comply with the Prescriptive Option for the new exterior wall-mounted fixtures.

Wattage and Shielding
 Subsection 4.199.40 (.01) B. 1.

A19. As shown in Table 7, below, the maximum wattage in the LZ2 zone under the Prescription Option for fully shielded luminaires is 100 watts, for shielded luminaires is 35 watts, and for partly shielded luminaires is 30 watts. The proposed lighting fixtures will be 15 watts with the light directed downward with a 45-degree beam angle, which meets the standard.

Table 7: Maximum Wattage And Required Shielding				
Lighting Zone	Fully Shielded	Shielded	Partly Shielded	Unshielded
LZ 2	100	35	39	Low voltage landscape lighting 50 watts or less

Compliance with Oregon Energy Efficiency Specialty Code
 Subsection 4.199.40 (.01) B. 2.

A20. The applicant is complying with the Oregon Energy Efficiency Specialty Code.

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

A21. The maximum mounting height for lighting in the LZ2 zone is shown below in Table 8. The proposed lights on the building addition are less than 8 feet high, which meets the requirements.

Table 8: Maximum Lighting Mounting Height In Feet			
Lighting Zone	Lighting for private drives, driveways, parking, bus stops and other transit facilities	Lighting for walkways, bikeways, plazas and other pedestrian areas	All other lighting
LZ 2	40	18	8

Lighting Curfew
 Subsection 4.199.40 (.01) D.

A22. Although not required for Building Code required lighting, the applicant proposes to comply with the lighting curfew requirements of this section.

Standards and Submittal Requirements
 Sections 4.199.40 and 4.199.50

A23. All required materials have been submitted.

Request B: DB20-0047 Class III Sign Permit

Sign Review and Submission

Review Process

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

B1. The application requires Class III Sign Permit review by the Development Review Board.

Class III Sign Permits Generally

Subsection 4.156.02 (.06)

B2. As the application involves a waiver request, it requires Class III Sign Permit review.

Class III Sign Permit Submission Requirements

Subsection 4.156.02 (.06) A.

B3. As indicated in the table below the applicant has satisfied the submission requirements:

Requirement	Submitted	Waiver Granted		Condition of Approval	Not Applicable	Additional findings/ notes
		Info Already Available	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 Building/Tenant Space Lengths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Drawings of Sign Placement of Building Facades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Project Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Information on Any Requested Waivers or Variances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Class III Sign Permit Review Criteria

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

B4. As indicated in the Findings in this section these criteria are met.

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

B5. No changes are proposed to the previously approved monument sign with the exception of replacing the existing manual reader board with an electronic reader board of the same size. The remainder of the sign is proposed to remain the same. No evidence exists nor has testimony been received that the subject sign would detract from the visual appearance of the surrounding development.

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

B6. There is no evidence, and no testimony has been received suggesting the subject sign would create a nuisance or negatively impact the value of surrounding properties. The proposed sign improves its functionality by facilitating remote regulation of the sign's operation and allowing easy message changes and real-time updates. It will have brightness controls such as to avoid nuisances with the surrounding development and a condition of approval ensures the sign will maintain a hold-time of at least 15 minutes for messages.

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

B7. The previously approved freestanding monument sign is located in a sparsely landscaped area along SW Wilsonville Road. No landscaping, including trees, will be altered as a result of replacing the manual reader board with an electronic one.

Sign Measurement

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

B8. The previously approved monument sign, which is 8 feet wide by 4 feet tall with a total area of 32 square feet, is measured consistent with this subsection and no changes to sign dimensions are proposed.

Measurement of Individual Element Signs
Subsection 4.156.03 (.01) B.

B9. The previously approved monument sign was measured consistent with this subsection using rectangles and no changes to sign dimensions are proposed.

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

B10. The previously approved sign was measured consistent with this subsection and no change to the sign height above ground is proposed.

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

B11. The previously approved monument sign was measured consistent with this subsection and no change is proposed.

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

General Allowance
Subsection 4.156.08 (.01) A.

B12. The school property has frontage on SW Wilsonville Road and is eligible for the previously approved monument sign, which is located on the west side of the east drive aisle providing access to the school.

Allowed Height
Subsection 4.156.08 (.01) B.

B13. The allowed sign height is 20 feet and the existing monument sign has an overall height of 6 feet. No change is proposed to the height of the sign.

Allowed Area
Subsection 4.156.08 (.01) C.

B14. Although the applicant's narrative states that the previously approved monument sign is 36 square feet in area, field verification by staff confirmed that the actual sign dimensions are 8 feet wide by 4 feet tall with a total area of 32 square feet. The existing reader board occupies approximately 20 square feet of the total area. No change is proposed to the area of the sign with the current application.

Pole or Sign Support Placement
Subsection 4.156.08 (.01) D.

B15. Sign supports on the existing monument sign are in a full vertical position and no change is proposed to support placement.

Extending Over Right-of-Way, Parking, and Maneuvering Areas
Subsection 4.156.08 (.01) E.

B16. The existing monument sign does not extend into or above the listed areas and no change is proposed that would cause the sign to be noncompliant.

Design of Freestanding Signs to Match or Complement Design of Buildings
Subsection 4.156.08 (.01) G.

B17. The existing monument sign has a simple frame and base that is complementary to the school architecture.

Width vs. Height of Signs Over 8 Feet
Subsection 4.156.08 (.01) H.

B18. The previously approved monument sign is less than 8 feet tall.

Sign Setback
Subsection 4.156.08 (.01) J.

B19. The existing monument sign complies with the setback requirements of this section and no change is proposed that would cause it to be noncompliant.

Address Requirement
Subsection 4.156.08 (.01) K.

B20. The previously approved monument sign does not have an address and the current application does not propose to add an address to the sign. A condition of approval ensures the sign will meet the address requirement unless approval is obtained from TVF&R to leave the sign without an address.

Design of Sign Based on Initial Tenant Configuration and Size
Subsection 4.156.08 (.01) L.

B21. The existing monument sign was designed for Wood Middle School, a single tenant, and no change is proposed to the tenant configuration or size that would warrant a change in its design.

Site Design Review

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

B22. Staff summarizes the compliance with this subsection as follows:

Excessive Uniformity: The only change to the existing freestanding sign is replacement of the manual reader board with an electronic one, which does not contribute to excessive uniformity on site or in the general area.

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

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

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

Purposes of Objectives of Site Design Review
Subsections 4.400 (.02) and 4.421 (.03)

B23. It is staff's professional opinion that the previously approved freestanding sign complies with the purposes and objectives of site design review. The existing sign is of a scale and design appropriately related to the subject site, the appropriate amount of attention has been given to visual appearance, and no change is proposed that would take the sign out of compliance with the standards.

Site Design Review-Design Standards
Subsection 4.421 (.01)

B24. There is no indication that the size, location, design, color, texture, lighting or material of the existing sign detracts from the design of the building and the surrounding properties, and changing the manual reader board to an electronic one will not affect compliance with these standards.

Applicability of Design Standards to Signs
Subsection 4.421 (.02)

B25. Design standards have been applied to the existing exterior sign, as applicable.

Site Design Review-Conditions of Approval
Subsection 4.421 (.05)

B26. No additional conditions of approval are recommended to ensure the proper and efficient functioning of the school campus in relation to signs.

Color or Materials Requirements
Subsection 4.421 (.06)

B27. Staff does not recommend any additional requirements for materials or colors related to proposed sign modifications.

Site Design Review-Procedures
Section 4.440

B28. The applicant has submitted a sign plan as required by this section.

Request C: DB20-0048 Sign Waiver

SIGN WAIVER

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

C1. As described in the applicant's narrative and illustrated in the plans, the reader board portion of the existing monument sign is proposed to be replaced with an electronic changeable copy sign. The location of the previously approved monument sign will not

change, and the only difference in design is replacement of the mechanical reader board with an electronic one of the same dimension. This change in design of the sign improves its functionality by facilitating remote regulation of the sign's operation by the school, and allowing easy message changes and real-time updates. An example of how this would be helpful is in the event of inclement weather or cancellation of scheduled events.

Sign Waiver Criteria: Compatibility

Subsection 4.156.02 (.08) A. 2.

- C2.** The existing monument sign is typical of, proportional to, and compatible with school sites within the PF zone. The sign design and location will remain unchanged, except for replacement of the manual reader board with an electronic sign. As described by the applicant and shown in the plans, the electronic reader board display will have a similar visual appearance to the previously approved manual reader board backlit display. No graphics or flashing display of any kind are proposed. No evidence exists nor has testimony been received that the subject sign would detract from the visual appearance of the surrounding development.

Sign Waiver Criteria: Public Safety

Subsection 4.156.02 (.08) A. 3.

- C3.** There is no evidence the proposed sign will negatively impact public safety, especially traffic safety. The current sign location will be retained, which complies with vision clearance standards, allowing for proper visibility near the intersection of the parking lot driveway and SW Wilsonville Road. As noted earlier, the electronic display will not be overly bright, animated, or distracting in any way that could compromise traffic safety. The nearest residence on the north side of SW Wilsonville Road is over 100 feet to the east and buffered by a solid fence and vegetation. The nearest residence on the south side of SW Wilsonville Road is over 140 linear feet from the sign, across three lanes of the road and buffered by trees and landscaping.

Sign Waiver Criteria: Content

Subsection 4.156.02 (.08) A. 4.

- C4.** The content of the subject sign is not being reviewed as part of this application.

Changeable Copy Sign Waiver Criteria: Dimming Technology

Subsection 4.156.06 (.01) D. 1.

- C5.** The proposed Daktronics Galaxy GS6 15.85 MM Red or Amber LED Display electronic sign comes equipped with automatic, scheduled and manual control options for dimming brightness. A condition of approval requires the sign's brightness to automatically adjust in direct correlation with ambient light conditions, and that the sign owner ensures appropriate functioning of the dimming technology for the life of the sign.

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

- C6. The proposed reader board will display text only in one color of red and has a maximum potential brightness of 4500 nits, which is equivalent to 4500 candelas per square meter. Therefore, the sign will not surpass the 5000 candelas per square meter between sunrise and sunset. The sign is equipped with a manual control option which can be used to set the maximum brightness to 500 or fewer candelas per square meter between sunset and sunrise; a condition of approval will ensure this brightness is not exceeded.

Definitions: Changeable Copy Sign
Subsection 4.001 267. F.

- C7. The sign will not have moving structural elements, flashing or sequential lights, elements, prisms, or other methods that result in movement. A condition of approval ensures the frequency of text copy changes will not exceed once every 15 minutes except in emergency situations as requested by the City Manager or designee.



10295 Southwest Ridder Road Wilsonville, OR 97070
o 503.570.0626 f 503.582.9307 republicservices.com

September 22, 2020

Keith Liden

Re: Inza R. Wood Middle School
11055 SW Wilsonville Rd.
Wilsonville, OR 97070

Dear Keith,

Thank you, for sending us the preliminary site plans for this proposed development in Wilsonville.

My Company: Republic Services of Clackamas and Washington Counties has the franchise agreement to service this area with the City of Wilsonville. We will provide complete commercial waste removal and recycling services as needed on a weekly basis for this location

On 9/22/2020 I met with the staff at Inza R. Wood M.S. to review their current trash and recycle service processes. Currently all trash that is generated at this location is transported by staff to the Boones Ferry Primary School and loaded into an onsite trash compactor which we haul as scheduled. We currently service the commingled recycle using an automated side-load truck at Inza R. Woods M.S. at the Southeast side of the building. The design plan that you submitted on 9/16/2020 of the proposed building addition(s) on the Southwest side of the building will not impact our ability to service the recycle. During construction, our truck will continue to utilize the primary driveway (one-way traffic pattern) to access and navigate the site.

Thanks Keith, for your help and concerns for our services prior to this project being developed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kelly Herrod", written over a horizontal line.

Kelly Herrod
Operations Supervisor
Republic Services Inc.

Exhibit C1
Public Works Plan Submittal Requirements
and Other Engineering Requirements

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

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

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



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

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

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

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

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

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

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

From: [Le, Khoi](#)
To: [Luxhoj, Cindy](#)
Subject: FW: Wood Middle School - Traffic Study Waiver Request
Date: Wednesday, October 7, 2020 8:06:00 AM
Attachments: [image001.png](#)

Hi Cindy,

As stated in the statement below from the School District's representative: "The enrollment capacity and staffing for the school will not be increased by any of these improvements"; I am comfortable to waive the Traffic Impact Study requirement.

Please let me know if you have any questions or comments.

Regards,

Khoi Q. Le, PE

Development Engineering Manager
City of Wilsonville

Office: 503.570.1566

Mobile: 503.412.9646

kle@ci.wilsonville.or.us

www.ci.wilsonville.or.us

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



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Le, Khoi

Sent: Wednesday, August 12, 2020 7:51 AM

To: Keith Liden <keith.liden@gmail.com>

Cc: 'Remo Douglas' <douglasr@wlwv.k12.or.us>; blackbua@wlwv.k12.or.us; Bradford, Philip <pbradford@ci.wilsonville.or.us>; Pauly, Daniel <pauly@ci.wilsonville.or.us>; 'Rebecca Grant' <rebecca.grant@IBIGroup.com>

Subject: RE: Wood Middle School - Traffic Study Waiver Request

Got it Keith. I will work with Planning to process the waiver.

Regards,

Khoi Q. Le, PE

Development Engineering Manager
City of Wilsonville

Office: 503.570.1566

Mobile: 503.412.9646

kle@ci.wilsonville.or.us

www.ci.wilsonville.or.us

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



29799 SW Town Center Loop East, Wilsonville, OR 97070

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

From: Keith Liden

Sent: Tuesday, August 11, 2020 3:14 PM

To: Le, Khoi

Cc: 'Remo Douglas' ; blackbua@wlwv.k12.or.us; Bradford, Philip ; Pauly, Daniel ; 'Rebecca Grant'

Subject: Wood Middle School - Traffic Study Waiver Request

[This email originated outside of the City of Wilsonville]

Khoi,

As West Linn-Wilsonville School District is busy producing its land use application for Wood Middle School, the district would like to request a waiver from the traffic study requirement. As the district indicated during its July 9th preapplication meeting, the improvements proposed for Wood include:

- A 1,288 square-foot instructional greenhouse.
- A 1,750 square-foot addition for storage, restrooms, and sporting event concessions.
- Modifications to the building entry and rearranging some interior spaces.
- The on-site circulation will remain as it is currently.

The enrollment capacity and staffing for the school will not be increased by any of these improvements. As a result, the district is submitting the attached traffic study waiver form.

Please feel free to contact me if you have any questions or need additional information. Thanks.

Keith Liden, AICP

503.757.5501

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, NOVEMBER 23, 2020

6:30 PM

VII. Board Member Communications:

A. Recent City Council Action Minutes

City Council Meeting Action Minutes
October 19, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Jordan Vance, Economic Development Manager
Matt Palmer, Associate Engineer
Mike Nacrelli, Civil Engineer
Andy Stone, IT Director
Beth Wolf, Senior Systems Analyst
Mark Ottenad, Public/Government Affairs Director
Zach Weigel, Capital Projects Engineering Manager

Staff present included:

Bryan Cosgrove, City Manager
Barbara Jacobson, City Attorney

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

<p>B. <u>Resolution No. 2854</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Schneider Equipment, Inc. Dba Schneider Water Services For Construction Of The Elligsen Well Upgrades And Maintenance Project (Capital Improvement Project 1128).</p> <p>C. <u>Resolution No. 2855</u> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract With Otak, Inc. For Construction Engineering Services For The 5th Street / Kinsman Road Extension Project (Capital Improvement Project #1139, 2099, 4196).</p> <p>D. Minutes of the April 15, 2019; September 21, 2020; and October 12, 2020 City Council Meetings.</p>	
<p><u>New Business</u></p> <p>A. <u>Resolution No. 2856</u> A Resolution Of The Wilsonville City Council Establishing The Wilsonville Investment Now (WIN) Program Administrative Rules.</p> <p>B. <u>Resolution No. 2858</u> A Resolution And Order Amending Resolution No. 2844 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p>	<p>Resolution No. 2856 was adopted 5-0.</p> <p>Resolution No. 2858 was adopted 5-0.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Informed there was a soft grand opening of the Dog Park and acknowledged the staff members who completed the project.</p> <p>Announced the City is hosting a virtual listening session on December 8, 2020, to hear community perspectives on issues related to diversity, equity, and inclusion.</p>

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

City Council Meeting Action Minutes
November 2, 2020

City Council members present included:

Mayor Knapp
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

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

Staff present included:

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

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

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