



**Development Review Board  
Panel B Meeting  
March 22, 2021  
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](mailto:swhite@ci.wilsonville.or.us) for Zoom login information
- 2) E-mail testimony regarding Resolution No. 390 (Richmond American Homes TUP) to Georgia McAlister, Assistant Planner at [gmcaster@ci.wilsonville.or.us](mailto:gmcaster@ci.wilsonville.or.us) by 3 pm on March 22, 2021.
- 3) In-person testimony is discouraged, but can be accommodated. Please contact Daniel Pauly at [pauly@ci.wilsonville.or.us](mailto: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, March 22, 2021 - 6:30 P.M.

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

Samy Nada	Nicole Hendrix
Michael Horn	Jason Abernathy
- IV. Citizens' Input:
- V. Election of 2021 Chair and Vice-Chair:
  - A. Chair
  - B. Vice-Chair
- VI. Consent Agenda:
  - A. Approval of minutes of the November 23, 2020 DRB Panel B meeting
- VII. Public Hearings:
  - A. **Resolution No. 390. Richmond American Homes Sales Temporary Use Permit: Richmond American Homes of Oregon, Inc. – Applicant/Owner.** The applicant is requesting approval of a Two-Year Temporary Use Permit for one (1) 20' by 8' construction office trailer, and the eventual use of the Richmond American Homes garage as a sales office at the Frog Pond Meadows Subdivision. The site is located at 6672 and 6682 SW Brisband Street and 27781 SW Alder Lane on Tax Lots 7100, 8500 and 8600, Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Georgia McAlister  
  
Case Files:        DB21-0007        Two (2) Year Temporary Use Permit
- VIII. Board Member Communications:
  - A. Results of the January 11, 2021 DRB Panel A meeting

- B. Results of the March 8, 2021 DRB Panel A meeting
- C. Recent City Council Action Minutes

IX. Staff Communications:

X. 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, MARCH 22, 2021**

**6:30 PM**

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VI. Consent Agenda:

- A. Approval of minutes from the November 23, 2020 DRB Panel B meeting

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

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

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**I. Call to Order**

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

**II. Chair’s Remarks**

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

**III. Roll Call**

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

Staff present: Daniel Pauly, Barbara Jacobson, Cindy Luxhoj, and Shelley White

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

**V. Consent Agenda:**

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

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

**VI. Public Hearings:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Mr. Pauly** confirmed that was accurate.

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

**Chair Nada** called for the Applicant's presentation.

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

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

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

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

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

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



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

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

**Chair Nada** called for the Board's deliberation.

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

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

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

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

**Chair Nada** read the rules of appeal into the record.

## **VII. Board Member Communications:**

### **A. Recent City Council Action Minutes**

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

## **VIII. Staff Communications**

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

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

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

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

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

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

## **IX. Adjournment**

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

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

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, MARCH 22, 2021**

**6:30 PM**

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**VII. Public Hearing:**

**A. Resolution No. 390. Richmond American Homes Sales Temporary Use Permit: Richmond American Homes of Oregon, Inc. – Applicant/Owner.** The applicant is requesting approval of a Two-Year Temporary Use Permit for one (1) 20' by 8' construction office trailer, and the eventual use of the Richmond American Homes garage as a sales office at the Frog Pond Meadows Subdivision. The site is located at 6672 and 6682 SW Brisband Street and 27781 SW Alder Lane on Tax Lots 7100, 8500 and 8600, Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Georgia McAlister

Case Files: DB21-0007 Two (2) Year Temporary Use Permit

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 390**

**A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A TWO-YEAR TEMPORARY USE PERMIT FOR ONE (1) 20' BY 8' CONSTRUCTION OFFICE TRAILER, AND THE USE OF THE RICHMOND AMERICAN HOMES MODEL HOME'S GARAGE AS A SALES OFFICE AT THE FROG POND MEADOWS SUBDIVISION. THE SITE IS LOCATED AT 6672 AND 6682 SW BRISBAND STREET AND 27781 SW ALDER LANE ON TAX LOTS 7100, 8500 AND 8600, SECTION 12DD, TOWNSHIP 3 SOUTH, RANGE 1 WEST, WILLAMETTE MERIDIAN, CITY OF WILSONVILLE, CLACKAMAS COUNTY, OREGON. RICHMOND AMERICAN HOMES OF OREGON, INC. – APPLICANT/OWNER.**

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

WHEREAS, the Planning Staff has prepared staff report on the above-captioned subject dated March 1, 2021, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on March 22nd, 2021, 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 March 15, 2021, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB21-0007 Two (2) Year Temporary Use Permit

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 22<sup>nd</sup> day of March, 2021 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, Acting Chair - Panel B  
Wilsonville Development Review Board

Attest:

\_\_\_\_\_  
Shelley White, Planning Administrative Assistant



Exhibit A1  
Planning Division Staff Report  
Temporary Use Permit for Construction Office and Model Home Sales Office

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

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<b>Hearing Date:</b>	March 22, 2021
<b>Date of Report:</b>	March 15, 2021
<b>Application Nos.:</b>	DB21-0007 TUP for a Construction Office Trailer and Model Home Sales Office
<b>Request/Summary:</b>	The Development Review Board is being asked to review a Class 3 2-year Temporary Use Permit
<b>Location:</b>	6672 and 6682 SW Brisband Street and 27781 SW Alder Lane. The properties are specifically known as Tax Lots 7100, 8500, and 8600, Section 12DD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon.
<b>Owner/Applicant:</b>	Richmond American Homes of Oregon, Inc. (Contact: Kathy Delarosa)
<b>Comprehensive Plan Designation:</b>	Residential Neighborhood
<b>Zone Map Classification:</b>	RN (Residential Neighborhood)
<b>Staff Reviewers:</b>	Georgia McAlister, Assistant Planner
<b>Staff Recommendation:</b>	<u>Approve with conditions</u> the requested Two-Year Temporary Use Permit.

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
Section 4.008	Application Procedures-In General
Section 4.009	Who March Initiate Application
Section 4.010	How to Apply
Section 4.011	How Applications are Processed
Section 4.014	Burden of Proof
Section 4.031	Authority of the Development Review Board
Subsection 4.035 (.04)	Site Development Permit Application
Subsection 4.035 (.05)	Complete Submittal Requirement
Section 4.110	Zones
Section 4.113	Standards Applying to Residential Development in All Zones
Section 4.127	Residential Neighborhood (RN) Zone
Section 4.154	On-site Pedestrian Access and Circulation
Subsection 4.155	Off-Street Parking, Loading and Bicycle Parking
Subsection 4.156	Master Signage and Wayfinding
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.156.01 through 4.156.11	Sign Regulations
Section 4.163	Temporary Structure and Uses
Section 4.175	Public Safety and Crime Prevention
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
<b><u>Comprehensive Plan and Sub-elements:</u></b>	
Frog Pond West Master Plan	

# Vicinity Map



## Background/Summary:

Richmond American Home seeks a 2-year temporary use permit for a model home sales office and construction trailer to sell homes in the 78-lot Frog Pond Meadows subdivision. The applicant originally included a sales office trailer to begin operations out located on Lot 26. However, given the current construction timeline the applicant no longer feels they will need the sales office trailer option. Instead when the construction of the model home on Lot 25 is completed the applicant will open a sales office in the model home’s modified garage. Richmond American Homes will construct four gravel parking spaces, including one ADA space, on Lot 26 for the sales office. Richmond American Homes expects that within 2 years all of their homes in the subdivision will sell at which point the office will be converted into a traditional garage. The construction trailer will be located on Lot 11.

## Public Comments and Responses:

None Received

Development Review Board Panel 'B' Staff Report March 15, 2021  
 TUP for Construction Office Trailer and Model Home Sales Office  
 DB21-0007

Exhibit A1

Page 3 of 12



## Conclusion and Conditions of Approval:

Staff has reviewed the Applicant's application and provided analysis of compliance with the applicable criteria. The Staff Report adopts the applicant's responses as Findings of Fact except as noted in the Findings. Based on the Findings of Fact and information included in this Staff Report, and information received from a duly advertised public hearing, Staff recommends that the Development Review Board approve the proposed application (DB21-0007) with the following conditions:

### Planning Division Conditions:

Request: DB21-0007 Two-Year Temporary Use Permit

<b>PD 1.</b>	All construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. The Planning Division may approve minor alterations through the Class I Administrative Review process.
<b>PD 2.</b>	The access aisle for the required ADA parking shall be at least eight feet wide on the passenger side of the ADA space, consistent with the requirements of the Oregon Transportation Commission.
<b>PD 3.</b>	The applicant shall provide at least two bicycle parking spaces meeting the access, spacing, and other standards in Section 4.155.
<b>PD 4.</b>	The applicant shall obtain a sign permit pursuant to the standards of Section 4.156.09 for any proposed signs not exempted from sign permit requirements as noted in Section 4.156.05.
<b>PD 5.</b>	The applicant or their successors shall convert the sales office/model home to a for-sale single-family home within 2 years of the date of decision. The applicant or their successors shall remove the parking lot within 2 years of the date of decision.

### Master Exhibit List:

The Development Review Board hereby enters the following Exhibits into the public record as confirmation of its consideration of the application, as submitted. The exhibit list below includes exhibits for Planning Case File DB21-0007 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.** Development Permit Application Form
- B2.** Plan Set
- B3.** Narrative Updates

**Procedural Statements and Background Information:**

1. The statutory 120-day time limit applies to this application. The application was received on February 8, 2021. On February 24, 2021, the application was deemed complete. The City must render a final decision for the request, including any appeals, by June 24, 2021.
2. Surrounding land uses are as follows:

<b>Compass Direction</b>	<b>Zone:</b>	<b>Existing Use:</b>
North:	RN	Single Family Residential (Under Construction)
East:	RN, EFU	Single Family Residential (Under Construction), Rural Residential /Agriculture
South:	PF	Church
West:	RN	Single Family Residential (Under Construction)

3. Previous Planning Approvals:  
DB18-0060 et seq Frog Pond Meadows Annexation, Zone Map Amendment, Stage I Preliminary Plan, Stage II Final Plan, Site Design Review of Parks and Open Space, Tentative Subdivision Plat, Tentative Partition Plat (Church Property), Tentative Partition Plat (School Property), Type C Tree Plan, Waiver – Minimum Lot Size, Waiver – Front Setback, Abbreviated SRIR Review.
4. The applicant has complied with Sections 4.013-4.031 of the Wilsonville Code, said sections pertaining to review procedures and submittal requirements. The required public notices have been sent and all proper notification procedures have been satisfied.

## Findings:

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

### General Information

#### Application Procedures-In General Section 4.008

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

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

#### Initiating Application Section 4.009

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

**Response:** The application has been submitted on behalf of the property owner, Richmond American Homes and is signed by Kathy Delarosa, an authorized representative.

#### Pre-Application Conference Subsection 4.010 (.02)

**Criteria:** This section lists the pre-application process.

**Response:** A Pre-application conference was not required.

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

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

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

General Submission Requirements  
Subsection 4.035 (.04) A.

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

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

Zoning-Generally  
Section 4.110

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

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

**Request: DB21-0007 Model Home Garage Sales Office and Construction Trailer**

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

**Regulations in the Residential Neighborhood Zone**

Permitted Uses in the Residential Neighborhood Zone  
Subsection 4.127 (.02)

- Criteria:** This subsection lists the uses typically permitted in the Residential Neighborhood Zone, including single-family detached dwellings, row houses, and non-commercial parks, playgrounds, and recreational facilities.

**Response:** The Residential Neighborhood zone does not explicitly permit commercial development, such as sales offices. Section 4.163 allows for approval of temporary uses not otherwise allowed, which is the request of the applicant.

Permitted Accessory Uses in the Residential Neighborhood Zone  
Subsection 4.127 (.03)

- Criteria:** This subsection lists the permitted accessory uses in the Residential Zone among which is “temporary uses per Section 4.163”.

**Response:** The temporary use for sales and display of new homes is accessory to the planned residential subdivision, subject to review pursuant to Section 4.163.

## Parking

### Functional Design of Parking Areas

Subsection 4.155 (.03) A.

- Criteria** This subsection establishes parking and loading or delivery areas design and access standards.

**Response:** The proposed parking area is accessible and has sufficient compacted gravel area for maneuvering into the parking stalls. The applicant does not propose any loading/delivery areas. Vehicle parking and pedestrian areas are separated.

### Parking Area Landscaping

Subsection 4.155 (.03) B. 1.-3.

- Criteria** This subsection establishes parking and loading or delivery area landscaping standards.

**Response:** The applicant proposes parking on a temporary compacted gravel driveway surface on Lot 26. Given the temporary nature of the parking lot and the narrow width of Lot 26, landscaping meeting the standards of this subsection is not required.

### Safe and Convenient Access, ADA Requirement

Subsection 4.155 (.03) C.

- Criteria** This subsection establishes that off street parking shall be designed for safe and convenient access that meets ADA and ODOT standards

**Response:** The proposed design provides four spaces for the model home sales office, including one ADA space with a five-foot access aisle surrounding the space. Condition of Approval PD 2 insures ADA accessibility requirements, including an eight-foot-wide access aisle on the passenger side of the space, are met.

### Connectivity to adjacent Parking Areas and Efficient On-Site Circulation

Subsection 4.155 (.03) D.

- Criteria:** This subsection establishes that parking areas shall be designed to connect with parking areas on adjacent sites so as to eliminate the necessity for any mode of travel of utilizing the public street for multiple accesses or cross movements.

**Response:** No need exists to connect with parking on adjacent sites as the parking lot site and adjacent properties will be developed as single-family homes. The on-site parking is of a typical design on a flat site that will allow efficient on-site circulation.

### Parking Requirements

Subsection 4.155 (.03) G.

- Criteria:** This section establishes parking minimums.

**Response:** Per the requirements detailed in Table 5, office uses require 2.7 spaces per 1,000 sq. ft. of floor area. As such, the 42-square-foot sales office requires a total of two spaces. A total of four gravel parking spots are provided for model home's sales office.

Bicycle Parking Requirements  
Subsection 4.155 (.04)

8. **Criteria** “Except as required by Subsections (A) through (D), below, the requirements of Section 4.155 shall apply within the Residential Neighborhood Zone.”  
**Response:** Table 5 establishes a minimum bicycle parking requirement of two spaces for office use. There is no minimum requirement for single-family homes. The applicant has not indicated bicycle parking. Condition of Approval PD 3 ensures provision of the required bicycle parking.

**On-site Pedestrian Access and Circulation**

On-site Pedestrian Access and Circulation  
Section 4.154 (.01) A.

9. **Criteria:** This section establishes standards for on-site pedestrian access and circulation.  
**Response:** The Frog Pond neighborhood was designed to be pedestrian-oriented. The existing and planned sidewalk network provides access to the model home sales office from the parking area.

Continuous Pathway System  
Section 4.154 (.01) B.

10. **Criteria:** This section establishes a pedestrian pathway system shall extend throughout the development site and connect to adjacent sidewalks, and to all future phases of development, as applicable.  
**Response:** The sidewalk will provide a continuous path between the parking area and sales office/mobile home.

Safe, Direct and Convenient Pathways  
Section 4.154 (.01) B

11. **Criteria:** This section establishes standards for on-site pedestrian access and circulation.  
**Response:** The gravel parking area will be located on Lot 26, adjacent to the model home on Lot 25. Each lot in the Frog Pond Meadows subdivision has direct access to the comprehensive sidewalk network which Richmond American Homes will utilize. The design of the parking area will allow customers to park on Lot 26 and safely take the sidewalk to the model home on Lot 25. The sidewalk is at least 5’ wide and ADA compliant. The ADA parking space will be directly adjacent to the sidewalk providing easy access.

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

12. **Criteria:** This section establishes standards for separation between vehicle circulation areas and pedestrian areas.  
**Response:** The walkway is separated from vehicle circulation areas.

## Crosswalks

Section 4.154 (.01) B. 3.

13. **Criteria:** This section establishes standards for separation pathways crossing a parking area of driveway.

**Response:** The applicant does not propose new crosswalks across private parking areas or driveways.

## Pathway Width and Surface

Section 4.154 (.01) B.

14. **Criteria:** This section establishes standards for sidewalk materials and construction.

**Response:** The planned public sidewalks are the primary pathways and are concrete 5' sidewalks.

## Signs

### Exempt Signs

Subsection 4.156.05 (.03) G.

15. **Criteria:** This subsection establishes signage and wayfinding standards for the Village Zone.

**Response:** No signage is proposed at this time. Signs listed under Section 4.156.05 are exempt from sign permit requirements, including some lawn signs and rigid signs. Condition of Approval PD 4 ensures that a sign permit is obtained pursuant to the standards of Section 4.156.09 for any proposed signs not meeting the requirements of this section.

## Temporary Structures and Uses

### Temporary Use Permits-Generally

Section 4.163

16. **Criteria:** "The Development Review Board, after hearing as set forth in Section 4.012, may permit the temporary use of a structure or premises in any zone for a purpose or use that does not conform to the regulations prescribed elsewhere in this Code for the zone in which it is located, provided that such use be of a temporary nature and does not involve the erection of a substantial structure. A permit for such use may be granted in the form of a temporary and revocable permit, up to a five (5) year period, subject to a showing of good cause and such conditions as will safeguard the public health, safety, convenience and general welfare. Such permits may be renewable upon re-application to the Development Review Board, provided that the Board finds that the renewal is not likely to result in a permanent situation."

**Response:** While the Residential Neighborhood zone permits some commercial development subject to approval of a conditional use permit, it does so only in locations master planned for the use. The Frog Pond West Master Plan and land use approvals for the subject properties do not allow commercial uses. Thus, the applicant requests a

temporary use to allow a temporary commercial use on residential land. The model home sales office and accompanying parking area will be located on lots planned to be developed into single family homes. The applicant is requesting a Temporary Use Permit for a model homes sales office up to 24 months to allow for a flexible time frame to construct and sell the homes in on the lots owned by Richmond American Homes.

#### Temporary Use Permits-Temporary Use Does Not Involve Substantial Structures Subsection 4.163 (.01)

17. **Criteria:** This subsection establishes that no substantial structures can be built as a part of a Temporary Use Permit.

**Response:** While the proposed temporary use will utilize a single-family home structure planned for the subject lots, the applicant does not propose any substantial structures not planned for eventual approved single-family use.

#### Application Requirements, Restoration to Pre-TUP Conditions Subsection 4.163 (.02)

18. **Criteria:** This subsection establishes that no substantial structures can be built as a part of a Temporary Use Permit.

**Response:** The applicant has submitted the required information including a clear description of the planned use, a statement the duration is up to two years, and a site plan (see Exhibit B2). Condition of Approval PD 5 will ensure restoration of the site to pre-TUP conditions or to conditions as a single-family home subject to the approval of the Frog Pond Meadows subdivision.

#### Just Cause for Temporary Use Subsection 4.163 (.03)

19. **Criteria:** Factors and considerations for “good cause” include, but are not limited to:

- A. Availability of appropriately zoned land for the proposed use in the city.
- B. Availability of and need for the subject property for allowed uses.
- C. Market conditions, construction costs and other obstructions to the location of the use on appropriately zoned land.
- D. Due diligence of the applicant to site the use on appropriately zoned land,
- E. Circumstances of the applicant bearing on the need for the temporary use permit.

**Response:**

**Availability of Appropriate Zoned Land:** While sufficient commercial land and tenant spaces exist in the City for real estate sales offices, it is typical to have an on-site sales office as part of a model home in a new large subdivision. Such uses have existed elsewhere in residential subdivisions.

**Availability of and need of property for allowed used:** Upon conclusion of the temporary use, the applicant will convert the subject lots to single-family homes for sale, which is the approved use.



**Market Conditions, etc.:** No market conditions are in play in terms of their being a lack of appropriately zoned land; the use is simply complementary to the allowed use during the sale of lots and homes in the adjacent subdivision.

**Due diligence to relocate use:** Not applicable. The use is only necessary during the sale of lots and homes in the adjacent subdivision.

**Circumstances of applicant:** The applicant owns the adjacent land on which they are developing single-family homes. They wish to increase their effectiveness of marketing and provide greater convenience for customers by providing an on-site sales office along with a model home.

**Other:** The proposed temporary use is a typical limited duration accessory use for new residential subdivisions.

## Other Development Standards

### Public Safety and Crime Prevention Subsection 4.163 (.02)

20. **Criteria:** "All developments shall be designed to deter crime and ensure public safety."  
**Response:** Staff finds no evidence and has not received any testimony that the proposal would lead to crime or negatively impact public safety.

### Outdoor Lighting Sections 4.199.20

21. **Criteria:** This section states that the outdoor lighting ordinance is applicable to "Installation of new exterior lighting systems in public facility, commercial, industrial and multi-family housing projects with common areas" and "Major additions or modifications (as defined in this Section) to existing exterior lighting systems in public facility, commercial, industrial and multi-family housing projects with common areas." In addition the exempt luminaires and lighting systems are listed.  
**Response:** No additional outdoor lighting has been proposed. If the applicant wishes to add anything but exempt lighting, additional review by the City will be necessary.

### Underground Utility Installation Sections 4.300-4.320

22. **Criteria:** These sections list requirements regarding the underground installation of utilities.  
**Response:** All new utilities associated with the temporary use must be installed underground. No indication of overhead utilities is shown in the submitted materials and there no evidence conflict that the proposal will cause conflict with underground utilities.

Exhibit B1



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

Planning Division
Development Permit Application

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

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

Pre-Application Meeting Date:

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

Applicant:

Name: Kathy Delarosa
Company: Richmond American Homes of OR, Inc.
Mailing Address: 402 W. 8th St.
City, State, Zip: Vancouver, WA 98660
Phone: (415)489-8848 Fax:
E-mail: kathy.delarosa@mdch.com

Authorized Representative:

Name: Kathy Delarosa
Company: Richmond American Homes of OR, Inc.
Mailing Address: 402 W. 8th St.
City, State, Zip: Vancouver, WA 98660
Phone: (415)489-8848 Fax:
E-mail: kathy.delarosa@mdch.com

Property Owner:

Name: Kathy Dela
Company: Richmond American Homes of OR, Inc.
Mailing Address: 402 W. 8th St.
City, State, Zip: Vancouver, WA 98660
Phone: (415)489-8848 Fax:
E-mail: kathy.delarosa@mdch.com

Property Owner's Signature:

DocuSigned by: Kathy Delarosa
6B90F648B074446...
Printed Name: Kathy Delarosa Date: January 27, 2021

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

DocuSigned by: Kathy Delarosa
6B90F648B074446...
Printed Name: Kathy Delarosa Date: January 27, 2021

Site Location and Description:

Project Address if Available: 6675 SW Brisband St., Wilsonville, OR 97070 (lot 26) Suite/Unit
Project Location: Frog Pond
Tax Map #(s): 31W12DD Tax Lot #(s): 31W12DD08600 County: Washington Clackamas

Request:

To place and use a temporary sales trailer to conduct real estate sales activities while our model home on lot 25 is being constructed. Duration for this trailer is 120 days.

Project Type: Class I Class II Class III

Residential Commercial Industrial Other:

Application Type(s):

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

# FROG POND MEADOWS LOTS 25-26

Exhibit B2

CLACKAMAS COUNTY TAX LOT: 31W12DD00100, 31W12DD00200  
 ADDRESS: 6682 SW BRISBAND STREET  
 DRB RESOLUTION NO. 360  
 RICHMOND AMERICAN HOMES  
 ATTN: KATHY DELAROSA (360) 869-7487  
 PLAN #G260 JEFFERSON F

### ABBREVIATIONS

EG EXISTING GRADE  
 EL ELEVATION (EG AT PROPERTY CORNERS)  
 FG FINISHED GRADE  
 FFE FINISHED FLOOR ELEVATION  
 HP HIGH POINT  
 PUE PUBLIC UTILITY EASEMENT  
 SD STORM LATERAL  
 SPE STORMWATER PIPELINE EASEMENT  
 SS SANITARY LATERAL

LAND USE DISTRICT AND SETBACKS	
LAND USE DISTRICT	R-5
FRONT YARD TO FRONT BUILDING SETBACK*	12'
FRONT YARD TO GARAGE SETBACK	20'
STREET SIDE YARD SETBACK	10'
SIDE YARD SETBACK	5'
REAR YARD SETBACK	15'

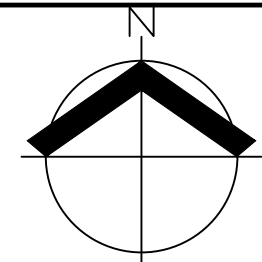
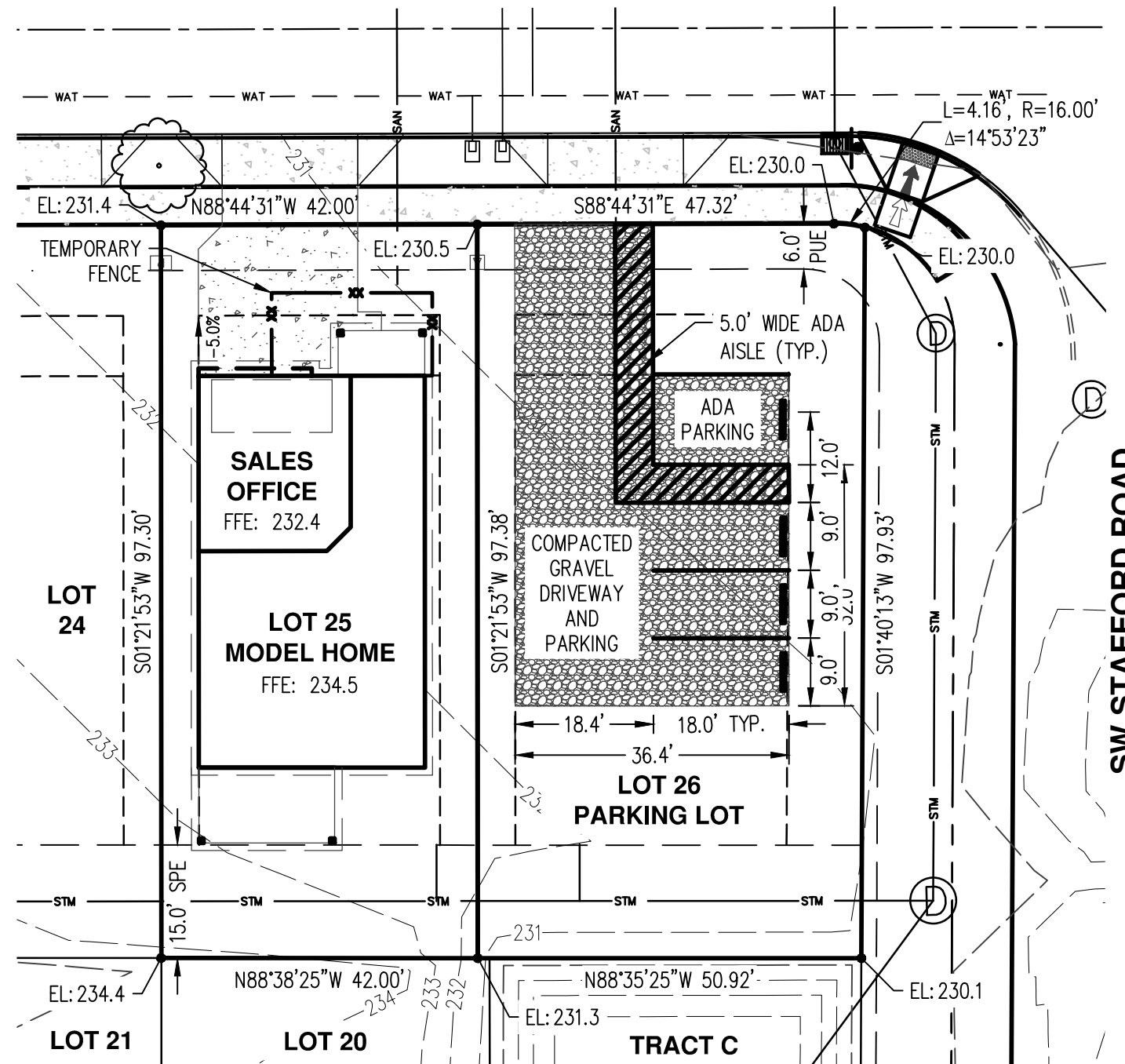
\*FRONT PORCH MAY EXTEND 5' INTO THE FRONT BUILDING SETBACK.

LOT COVERAGE - LOT 25	
LOT AREA	4,088 SF
BUILDING COVERAGE AREA	1,644 SF
BUILDING COVERAGE %	40.2%
IMPERVIOUS AREA	543 SF

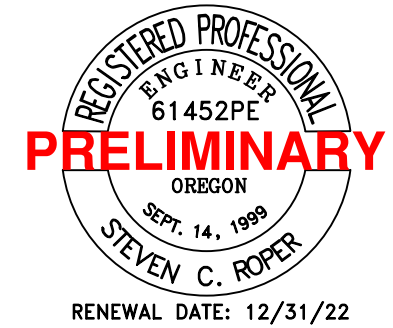
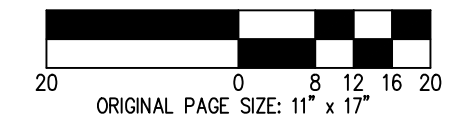
### NOTES:

- AKS MAKES NO GUARANTEE THAT UTILITIES SHOWN CAN SERVE HOME.
- PLOT PLAN SUBJECT TO APPROVAL BY ZONING/ BUILDING AUTHORITY PRIOR TO STAKEOUT.
- GRADE 5% MIN. AWAY FROM BUILDING.
- FLATWORK ELEVATION NOTED AT BUILDING WALL. SLOPE 2% MIN. AWAY FROM BUILDING
- CONTOURS AND LINework PROVIDED BY OTAK.
- LOT BEARINGS AND DISTANCE FROM RECORDED PLAT BY OTAK DATED 8/26/2020.
- UTILITIES BASED OFF OF AS-BUILT PLANS AND LINework PROVIDED BY OTAK.

## SW BRISBAND STREET



SCALE: 1" = 20 FEET



DATE: 03/15/2021

MODEL HOME PLOT PLAN LOT 25-26		EXHIBIT 1
FROG POND MEADOWS		
AKS ENGINEERING & FORESTRY, LLC 12965 SW HERMAN RD, STE 100 TUALATIN, OR 97062 503.563.6151 WWW.AKS-ENG.COM		
DRWN: SRL	CHKD: SCR	
AKS JOB: 8465		

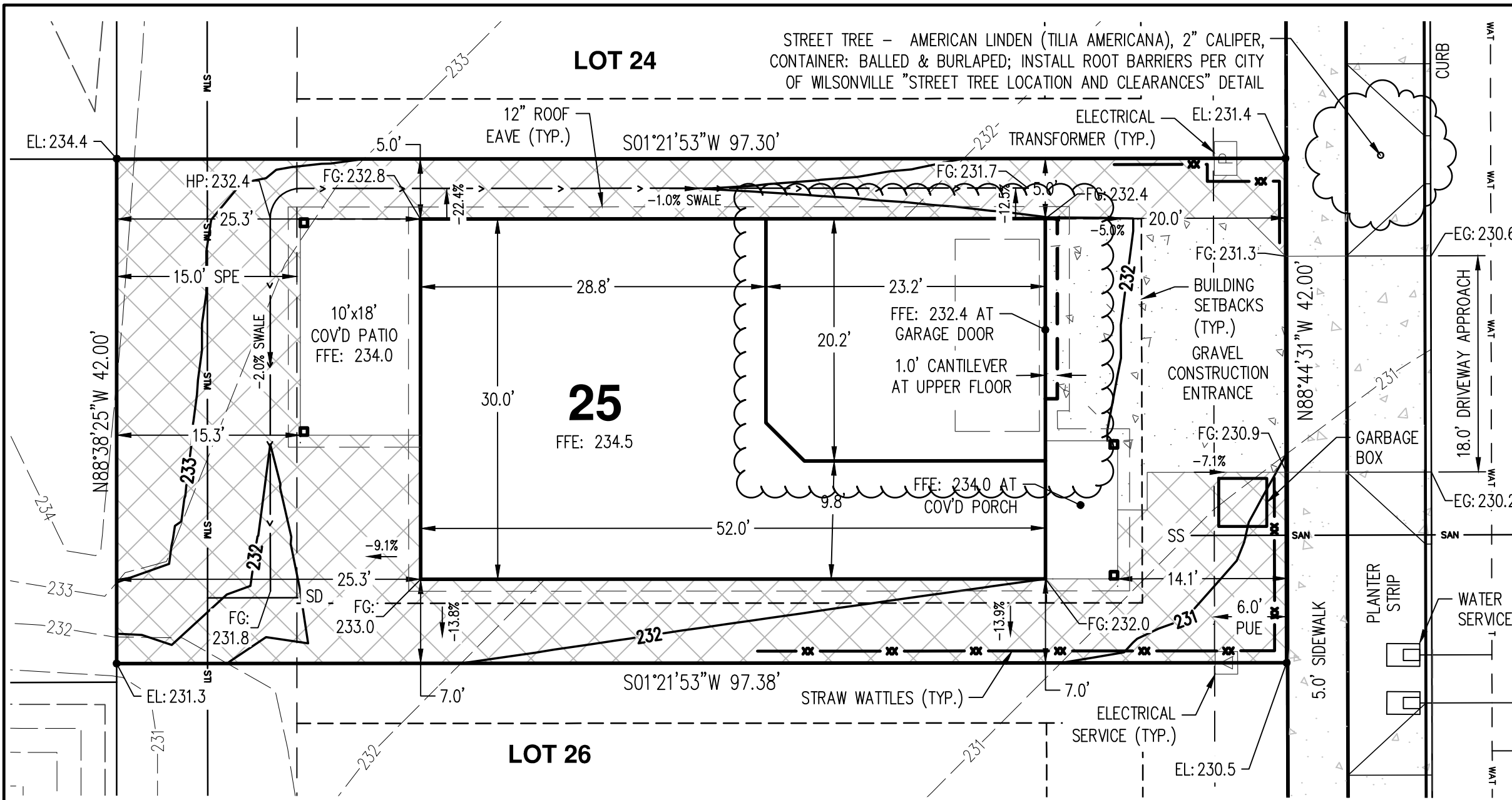
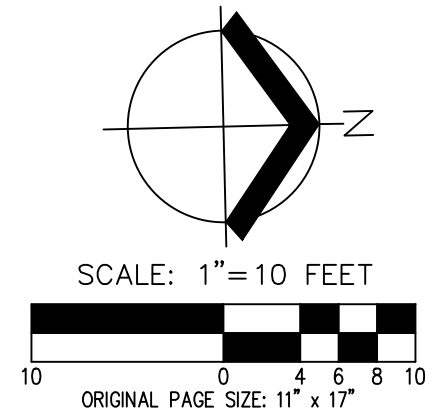
# FROG POND MEADOWS LOT 25

CLACKAMAS COUNTY TAX LOT: 31W12DD00100, 31W12DD00200  
 ADDRESS: 6682 SW BRISBAND STREET  
 DRB RESOLUTION NO. 360  
 RICHMOND AMERICAN HOMES  
 ATTN: KATHY DELAROSA (360) 869-7487  
 PLAN #G260 JEFFERSON F  
 OPTION(S): 8' X 10' OPEN CONCRETE PATIO

LAND USE DISTRICT AND SETBACKS	
LAND USE DISTRICT	R-5
FRONT YARD TO FRONT BUILDING SETBACK*	12'
FRONT YARD TO GARAGE SETBACK	20'
STREET SIDE YARD SETBACK	10'
SIDE YARD SETBACK	5'
REAR YARD SETBACK	15'

\*FRONT PORCH MAY EXTEND 5' INTO THE FRONT BUILDING SETBACK.

SW BRISBAND STREET



LOT COVERAGE	
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**ABBREVIATIONS**

EG	EXISTING GRADE
EL	ELEVATION (EG AT PROPERTY CORNERS)
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FFE	FINISHED FLOOR ELEVATION
HP	HIGH POINT
PUE	PUBLIC UTILITY EASEMENT
SD	STORM LATERAL
SPE	STORMWATER PIPELINE EASEMENT
SS	SANITARY LATERAL

### EROSION CONTROL LEGEND

STRAW WATTLE

STRAW MULCH

CONCRETE WASHOUT FOR RICHMOND AMERICAN HOMES LOTS TO BE ON LOT 37

**FOUNDATION NOTE:**  
 1. MAIN FINISH FLOOR ELEVATION BASED UPON FLOOR JOISTS ON TOP OF FOUNDATION WALL.

- NOTES:**
- AKS MAKES NO GUARANTEE THAT UTILITIES SHOWN CAN SERVE HOME.
  - PLOT PLAN SUBJECT TO APPROVAL BY ZONING/ BUILDING AUTHORITY PRIOR TO STAKEOUT.
  - GRADE 5% MIN. AWAY FROM BUILDING.
  - FLATWORK ELEVATION NOTED AT BUILDING WALL. SLOPE 2% MIN. AWAY FROM BUILDING
  - CONTOURS AND LINework PROVIDED BY OTAK.
  - LOT BEARINGS AND DISTANCE FROM RECORDED PLAT BY OTAK DATED 8/26/2020.
  - UTILITIES BASED OFF OF AS-BUILT PLANS AND LINework PROVIDED BY OTAK.

- WET WEATHER EROSION NOTES:**
- DURING WET WEATHER SEASON (OCTOBER 1 – APRIL 30) ALL SOILS EXPOSED FOR MORE THAN TWO (2) DAYS SHALL BE COVERED WITH PLASTIC SHEETING, OR A 2-INCH LAYER OF MULCH, BARK, WOOD CHIPS, SAWDUST, OR STRAW TO MINIMIZE EROSION POTENTIAL.
  - EXPOSED SOILS SHALL BE SEEDED NO LATER THAN SEPTEMBER 1.

<b>PLOT PLAN LOT 25</b>	DATE: 01/19/2021
<b>FROG POND MEADOWS</b>	EXHIBIT <b>1</b>
AKS ENGINEERING & FORESTRY, LLC 12965 SW HERMAN RD, STE 100 TUALATIN, OR 97062 503.563.6151 WWW.AKS-ENG.COM	DRWN: AC CHKD: SRL AKS JOB: 8465



# OREGON DIVISION 2-CAR SALES OFFICE

**COMMUNITY**  
**FROG POND**  
**PLAN NUMBER/ NAME**  
**G260/JEFFERSON**  
**ADDRESS**  
**TBD**  
**(LOT 25)**

**SCOPE OF WORK:**

CONVERSION OF MODEL HOME GARAGE TO SALES OFFICE. TO INCLUDE NEW NON STRUCTURAL INTERIOR WALLS, ELECTRICAL AND FINISHES.

FINISH SQ. FT: 452

OCCUPANCY LOAD: 4

**TABLE OF CONTENTS**

PAGE 1:	CONSTRUCTION PLAN
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PAGE 4:	FINISH PLAN
PAGE 5:	FURNITURE PLAN
PAGE 6:	INTERIOR ELEVATIONS
PAGE 7:	INTERIOR ELEVATIONS
PAGE 8:	TOUCH SCREEN BUILT-IN DETAIL
PAGE 9:	CREDENZA BUILT-IN DETAIL
PAGE 10:	EXTERIOR FACADE DETAIL
PAGE 11:	EXTERIOR ELEVATION

**CD SET**

**ORIGINAL      1.21.2021**

**MERCHANDISING CONTACT INFORMATION**

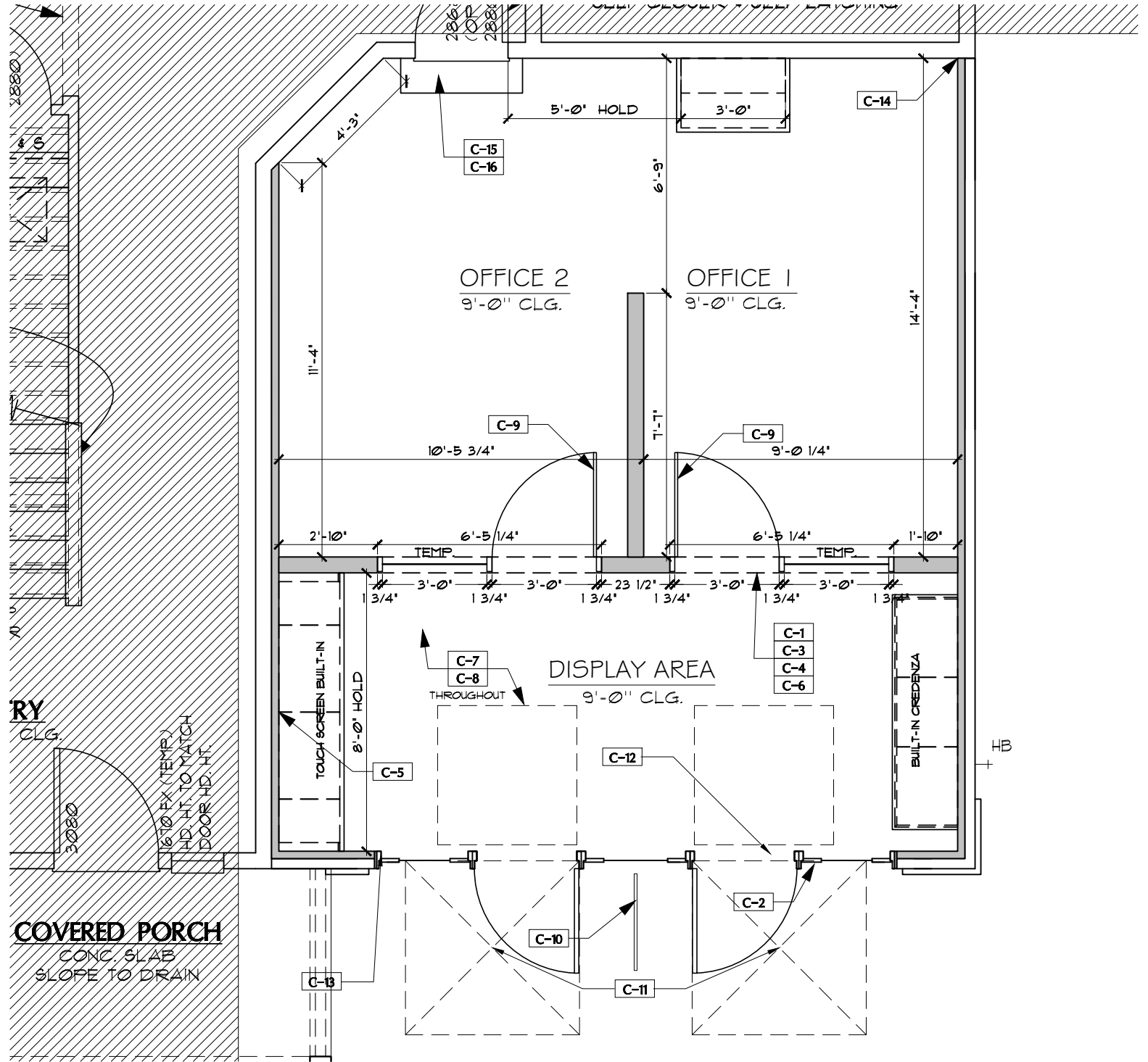
**CHELSEA WILSON                      720-977-3950**  
**CHELSEA.WILSON@MDCH.COM**

**MEGAN OSCARSON                      720-977-3934**  
**MEGAN.OSCARSON@MDCH.COM**



**TO SCALE WHEN PRINTED ON 8.5" X 14"**





**CONSTRUCTION NOTES**

- C-1** INTERIOR STORE FRONT FRAMING:  
MANUFACTURER: KAWNEER  
DARK BRONZE ANODIZED ALUMINUM  
KAWNEER 450VG CENTER GLAZED 1-3/4" x  
4-1/2" STOREFRONT FRAMING GLAZED WITH  
1/4" CLEAR FLOAT GLASS, TEMPERED PER  
CODE.  
REFER TO MANUFACTURERS INSTALLATION  
MANUAL FOR INSTALLATION DETAILS.
- C-2** EXTERIOR FIXED AND ACTIVE DOORS  
MANUFACTURER: THERMA TRU OR EQ.  
DESCRIPTION: 5100 22X64 1 LITE TEMPERED  
INSERT WITH WHITE MINI BLINDS IN GLASS  
SYSTEM. 3" SET BACK FROM WALL MULLION:  
CORRUGATED BUTTED 3/4" INTERIOR AND 1 1/2"  
EXTERIOR  
FINISH: TO BE PAINTED TRIM COLOR OF HOUSE.  
REFER TO EXTERIOR COLOR MATRIX REFER TO  
PAGE 11 FOR EXTERIOR DETAIL
- C-3** FURR OUT WALL TO 5 1/2" TO ALIGN  
WITH SOFFIT
- C-4** SOFFIT TO BE AT 8'-0" A.F.F.
- C-5** PROVIDE BACKING IN WALL FOR WALL  
MOUNTED TOUCH SCREEN DISPLAY
- C-6** HEADER WALL REQUIRED IN SOFFIT FOR  
GLASS WALL INSTALLATION  
(VERIFY HEADER WALL REQUIREMENTS WITH  
MANUFACTURER)
- C-7** FURR OUT WALL AND REMOVE TRACKING AT  
EXISTING GARAGE DOORS.

- C-8** FURR OUT ALL WALLS AND CEILINGS TO BE  
FLUSH WITH ADJACENT
- C-9** TWO KAWNEER 350 SERIES MEDIUM STILE DOORS  
WITH OFFSET PIVOTS, DORMA: 8916 SPAT FMC SN1  
613 - SURFACE MOUNT, HOLD OPEN CLOSURES, MS  
DEADBOLT LOCKS WITH CYLINDERS, BACK TO BACK-  
KAWNEER CO9 PULLS AND 10" BOTTOM RAILS
- C-10** TRAP FENCE TO BE CENTERED ON PANEL.
- C-11** MANEUVERING CLEARANCE (TYP.)
- C-12** SIGNAGE ABOVE ENTRY/EXIT DOORS  
STATING "THIS DOOR TO REMAIN  
UNLOCKED WHEN BUILDING IS OCCUPIED".
- C-13** ACCESSIBLE ENTRANCE SIGNAGE
- C-14** DO NOT INSTALL WATER HEATER, WATER  
SOFTENER, WALL AT WATER HEATER AND 18"  
PLATFORM UNTIL AFTER REMOVAL OF SALES  
OFFICE, FUEL GAS DISCONNECTED AND  
TERMINATED.
- C-15** RAISED CEILING FOR PROPER HEAD  
CLEARANCE.
- C-16** STEPS AS REQUIRED. (7-3/4" MAX RISE, 10"  
MIN. TREAD) PROVIDE HANDRAIL WHEN  
REQUIRED BY CODE.

**GENERAL NOTES**

1. FURR OUT ALL WALLS TO BE FLUSH WITH  
FOUNDATION
2. PROVIDE MINIMUM SLOPE REQUIRED AT  
CONCRETE SLAB FLOOR
3. SECONDARY FURNACE (HEAT & COOL)- TBD BY  
SUPERINTENDENT
4. INTERIOR CASING TYPICAL AT BOTH SIDES OF  
ALL FIXED (FX) WINDOWS
5. INTERIOR WINDOW SILLS ARE TO FACE  
DISPLAY AREA
6. ALL WALLS TO HAVE KNOCKDOWN WALL  
TEXTURE U.N.O.
7. STANDARD INTERIOR BASE AT ALL WALLS TO  
MATCH HOUSE
8. WALL, FLOOR AND CEILING SHALL NOT EXCEED  
THE FLAME SPREAD CLASSIFICATION IN CBC  
TABLE 803.9
9. 1/2" MAX BEVELED THRESHOLD THROUGHOUT
10. EXTERIOR DOORS TO BE ELEVATED AND MADE  
FLUSH WITH WEATHER LIP

**CONSTRUCTION PLAN**  
1/4" = 1'-0"

**OREGON DIVISION  
FROG POND - G260/JEFFERSON  
2-CAR SALES OFFICE  
TBD (LOT 25)**

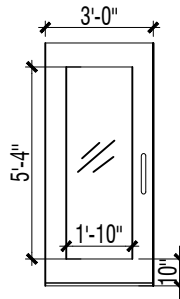


DOOR SCHEDULE

EXTERIOR ACTIVE DOORS

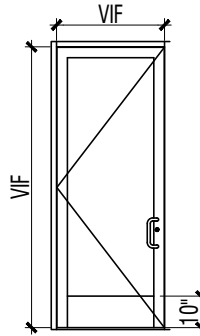
MANUFACTURER: THERMA TRU OR EQ.  
DESCRIPTION: 5100 22X64 1 LITE TEMPERED  
INSERT WITH WHITE MINI BLINDS IN GLASS  
SYSTEM.  
HARDWARE: TO MATCH HOUSE  
FINISH: TO BE PAINTED TRIM COLOR OF HOUSE.  
REFER TO EXTERIOR COLOR MATRIX

DOOR CLOSER  
MANUFACTURER: CAL ROYAL  
SERIES: 900PDL  
FINISH: ALUMINUM



INTERIOR DOORS

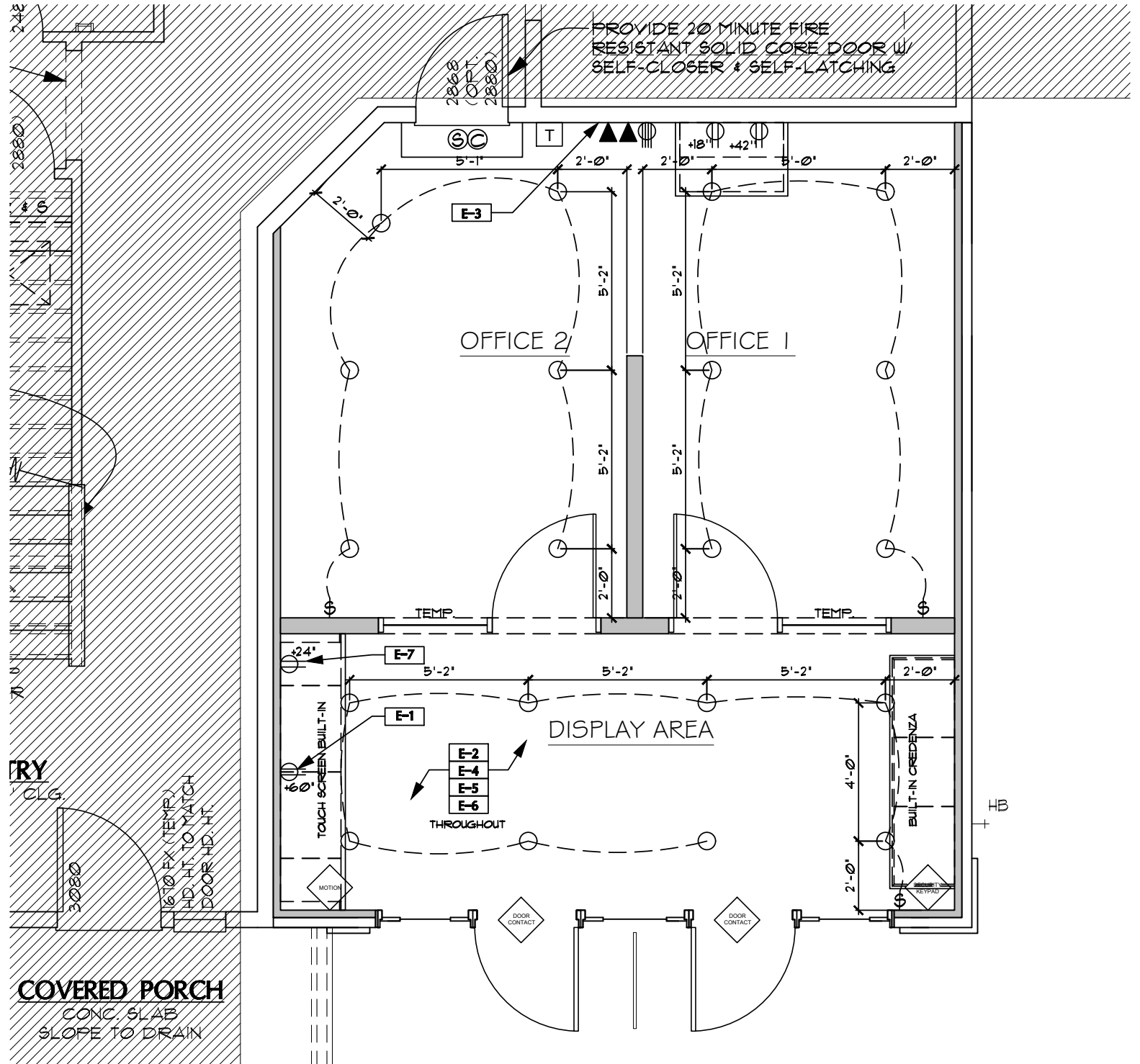
TWO KAWNEER 350 SERIES MEDIUM STILE  
DOORS WITH OFFSET PIVOTS, DORMA: 8916  
SPAT FMC SN1613 - SURFACE MOUNT, HOLD  
OPEN CLOSURES, MS DEADBOLT LOCKS WITH  
CYLINDERS, BACK TO BACK  
KAWNEER CO9 PULLS AND 10" BOTTOM RAILS:  
DOORS TO BE CONSTRUCTED PER FIELD VERIFIED  
DIMENSIONS



**DOOR SCHEDULE AND INSTALLATION DETAIL**  
**NOT TO SCALE**

**OREGON DIVISION**  
**FROG POND - G260/JEFFERSON**  
**2-CAR SALES OFFICE**  
**TBD (LOT 25)**





**LIGHT FIXTURE SCHEDULE**

- RECESSED CAN LIGHT  
NICOR DUR58 LED 120V, 13.1W
- ✪ LIGHT AND FAN PRE-WIRE  
FAN ORDERED AND PAID FOR BY  
CONSTRUCTION  
KICHLER VOLOS 3000325BK, 57W

**ELECTRICAL LEGEND**

- LOCATE CENTERLINE OF ALL WALL MOUNTED ELECTRICAL, TELEPHONE, AND DATA OUTLETS AT 18" A.F.F. IN VERTICAL POSITION U.N.O.  
+ INDICATES HEIGHT A.F.F.
- ◄ RG6 VIDEO/CAT5E DATA PORT
  - ⊕ DUPLEX OUTLET
  - ⊕ QUAD OUTLET
  - ⊙ SMOKE DETECTOR
  - ⊙ CARBON MONOXIDE DETECTOR
  - ⌘ SINGLE-POLE SWITCH
  - T THERMOSTAT
  - ◇ DOOR CONTACT
  - ◇ MOTION DETECTOR
  - ◇ SECURITY KEYPAD

**ELECTRICAL NOTES**

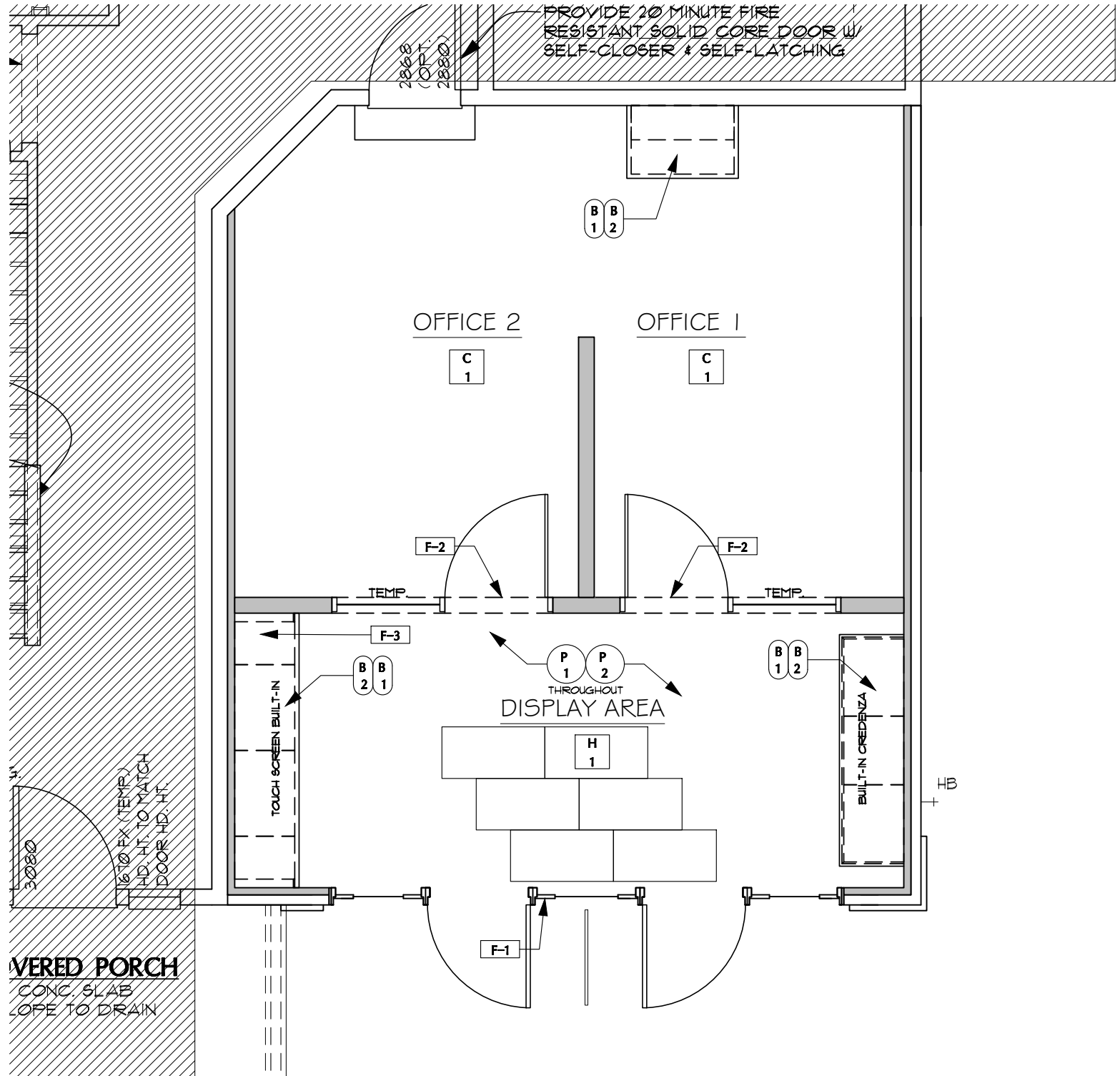
- E-1** RECESSED DUPLEX OUTLET FOR TOUCH-SCREEN/CHROME CAST: 60" A.F.F.
- E-2** MUST TERMINATE ALL DATA WIRING TO PATCH PANEL. PLACE @ ISP/BROADBAND MODEM LOCATION AND LABEL ALL DATA PORTS TO CORRESPOND WITH PATCH PANEL.
- E-3** WIRELESS ACCESS POINT TO BE MOUNTED TO WALL @ 42" A.F.F.
- E-4** ALL DATA WIRING MUST CONNECT TO MDC PROVIDED ROUTER/SWITCH. ISP MODEM AND MDC PROVIDED ROUTER/SWITCH MUST BE CONNECTED VIA CAT5e OR CAT6 DATA CABLE
- E-5** DO NOT INSTALL STANDARD GARAGE OUTLETS UNTIL REMOVAL OF SALES OFFICE AND CONVERSION BACK TO GARAGE
- E-6** DO NOT PLACE ELECTRICAL PANEL IN LOBBY AREA. UTILIZE BACK WALL IF POSSIBLE.
- E-7** PROVIDE DUPLEX OUTLET INSIDE CABINET AT 24" A.F.F. FOR E-REGISTRATION TABLET.

**ELECTRICAL PLAN**  
1/4" = 1'-0"

**OREGON DIVISION  
FROG POND - G260/JEFFERSON  
2-CAR SALES OFFICE  
TBD (LOT 25)**







**FINISH PLAN LEGEND**

- H 1** ITEM: PORCELAIN TILE  
LOCATION: DISPLAY AREA  
MANUFACTURER: DALTILE  
STYLE: ARTICULO  
COLOR: COLUMN GRAY  
SIZE: 18" X 36"  
INSTALLATION: STAGGERED 70/30  
ITEM: GROUT  
MANUFACTURER: CUSTOM  
COLOR: #543 DRIFTWOOD
- C 1** ITEM: CARPET  
INSTALLATION: OVER 3/8" #8 PAD  
LOCATION: OFFICES & STORAGE  
MANUFACTURER: PATCRAFT  
STYLE: CENTERLINE 10523 CROSSROAD 00100  
TYPE: BROADLOOM
- P 1** PAINT  
LOCATION: WALLS  
MANUFACTURER: SHERWIN WILLIAMS  
COLOR: SW7029 AGREEABLE GRAY
- P 2** PAINT  
LOCATION: TRIM/BASEBOARD/CEILINGS  
MANUFACTURER: SHERWIN WILLIAMS  
COLOR: SW7006 EXTRA WHITE

- B 1** ITEM: BUILT-IN CABINET  
LOCATION: REFER TO PLANS  
MANUFACTURER: PACIFIC CREST  
SPECIES: ALDER  
STYLE: QUAKER  
FINISH: EBONY  
HARDWARE: #2430 DECO PULL MATTE BLACK
- B 2** ITEM: SOLID SURFACE COUNTER  
LOCATION: DISPLAY AREA  
MANUFACTURER: SILESTONE  
COLOR: MIAMI WHITE  
EDGE STYLE: SQUARED  
NO BACKSPLASH TO BE INSTALLED

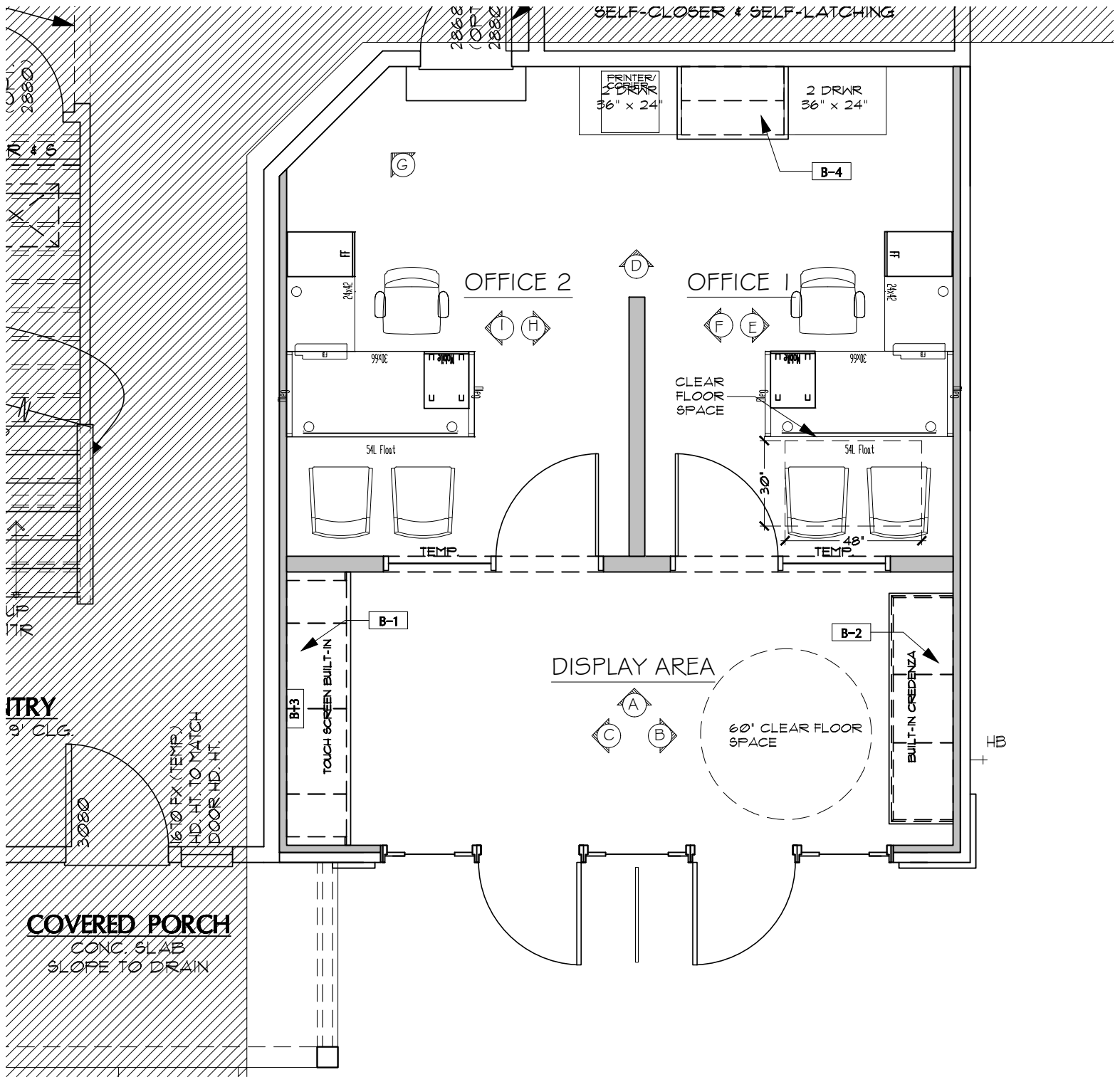
**FINISH PLAN NOTES**

- F-1** EXTERIOR MULLION AND DOOR COLORS: TO BE PAINTED TRIM COLOR OF EXTERIOR OF HOUSE REFER TO EXTERIOR PAINT SCHEME MATRIX
- F-2** FINISH FLOOR TRANSITION: CARPET ROLLED AND TUCKED - TILE THROUGH TRANSITION
- F-3** PROVIDE GROMMET HOLE & GROMMET TO ACCESS E-REGISTRATION TABLET OUTLET.

**FINISH PLAN**  
1/4" = 1'-0"

**OREGON DIVISION**  
**FROG POND - G260/JEFFERSON**  
**2-CAR SALES OFFICE**  
**TBD (LOT 25)**





**FURNITURE NOTES**

- B-1** REFER TO TOUCH SCREEN BUILT-IN DETAIL ON PAGE 8
- B-2** REFER TO BUILT-IN CREDENZA DETAIL ON PAGE 9
- B-3** HANGING RAH LOGO TO BE MOUNTED ON WALL
- B-4** REFER TO BUILT-IN CABINET DETAIL ON PAGE 6 ELEVATION D

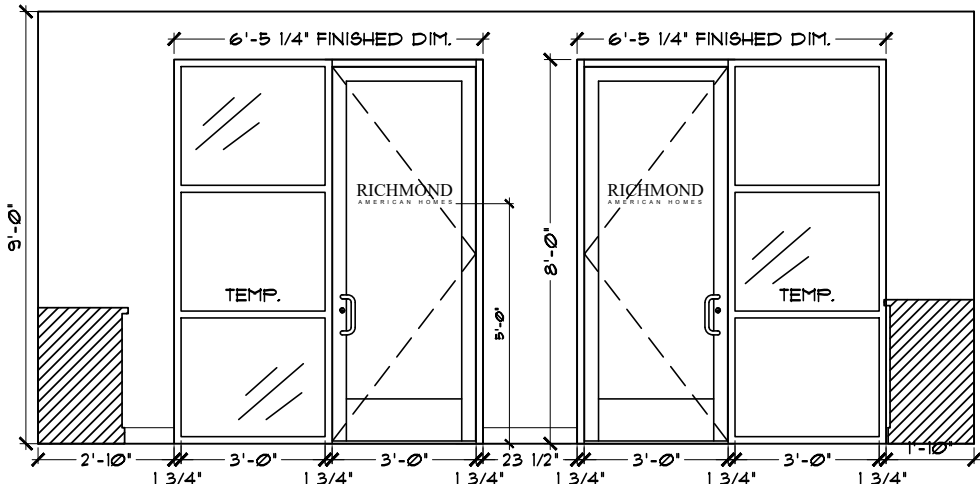
**GENERAL NOTES**

1. MEASURE FOR WOOD BLINDS AT SIDE EXTERIOR WINDOW ONCE DRYWALL IS COMPLETE IF APPLICABLE
2. BOTTLED WATER TO BE PROVIDED TO PUBLIC AND EMPLOYEES AT KITCHEN REFRIGERATOR

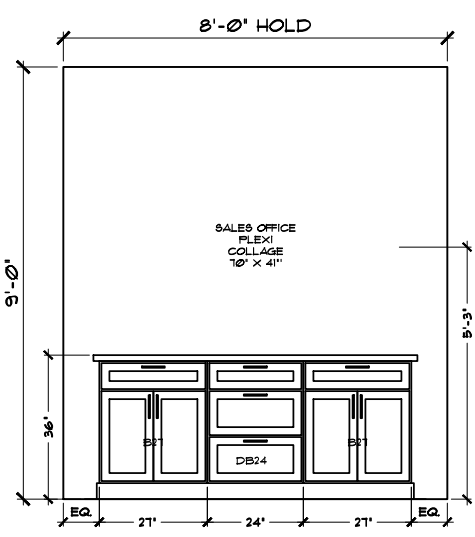
**FURNITURE PLAN**  
1/4" = 1'-0"

**OREGON DIVISION**  
**FROG POND - G260/JEFFERSON**  
**2-CAR SALES OFFICE**  
**TBD (LOT 25)**

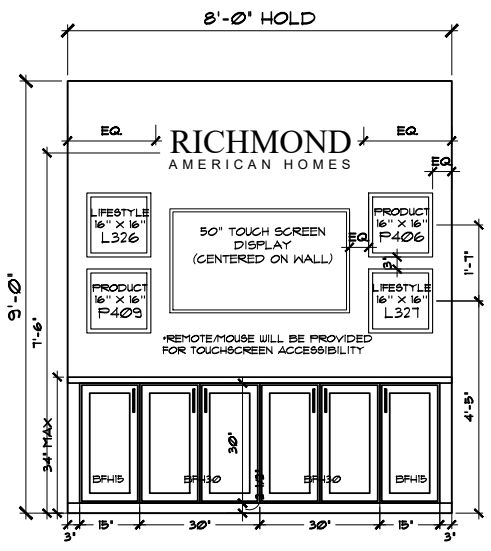




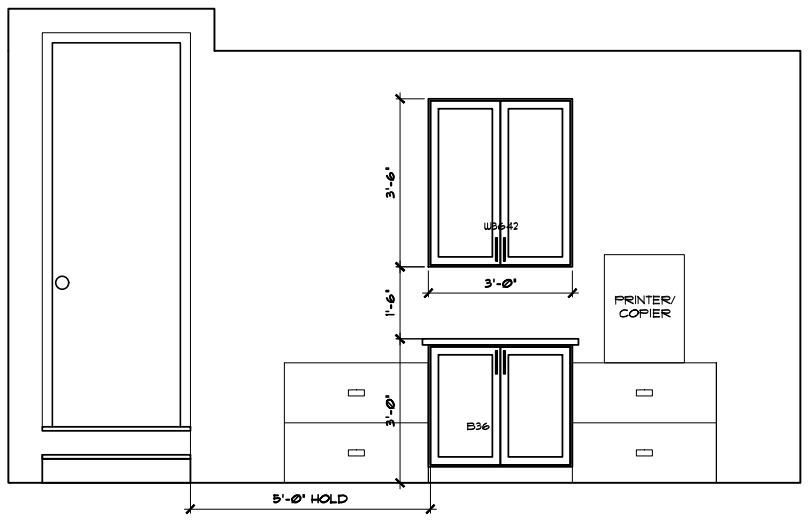
**A** OFFICE ENTRY ELEVATION



**B** CREDENZA ELEV.



**C** TOUCH SCREEN ELEV.

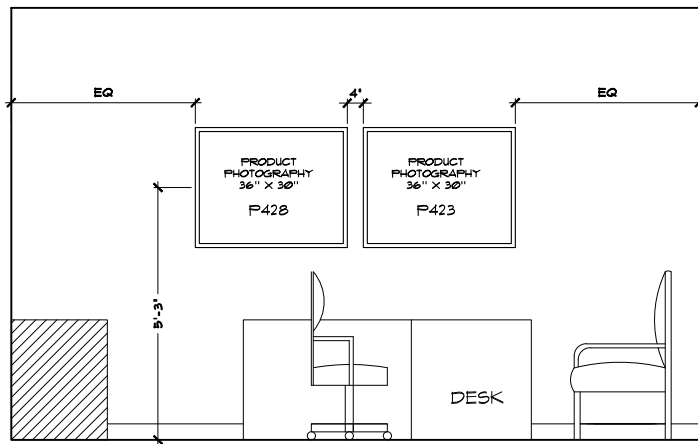


**D** BACK OFFICE WALL ELEV.

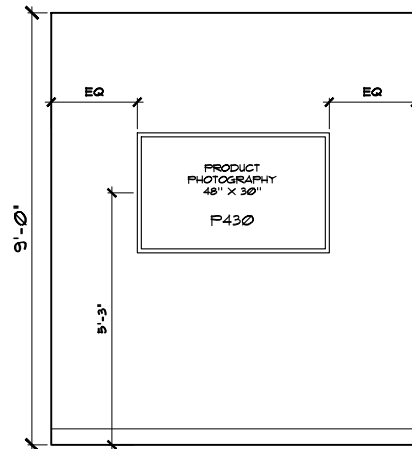
**INTERIOR ELEVATIONS**  
1/4" = 1'-0"

**OREGON DIVISION**  
**FROG POND - G260/JEFFERSON**  
**2-CAR SALES OFFICE**  
**TBD (LOT 25)**

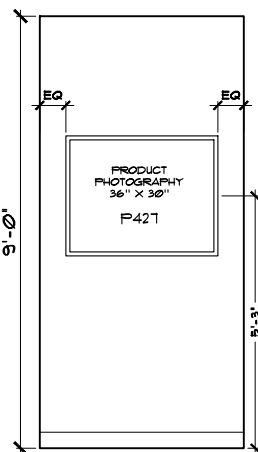




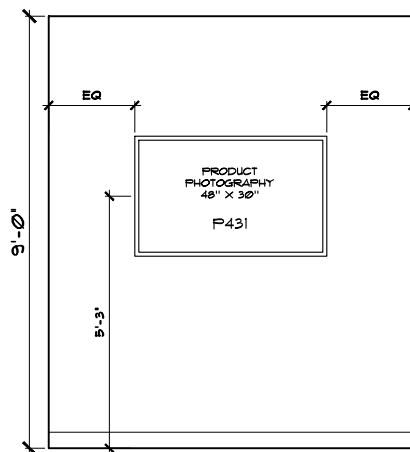
**OFFICE 1 DESK ELEV.**



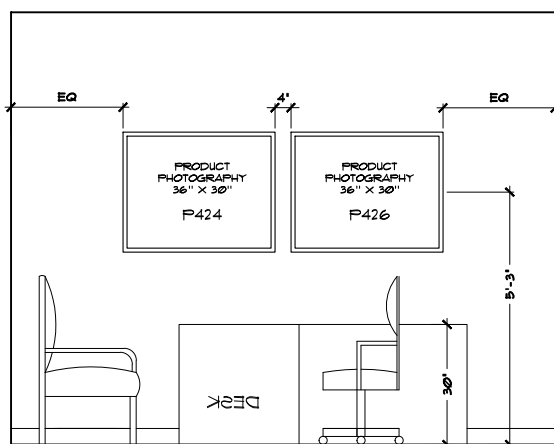
**OFFICE 1 WALL ELEV.**



**OFFICE 2 WALL ELEV.**



**OFFICE 2 WALL ELEV.**

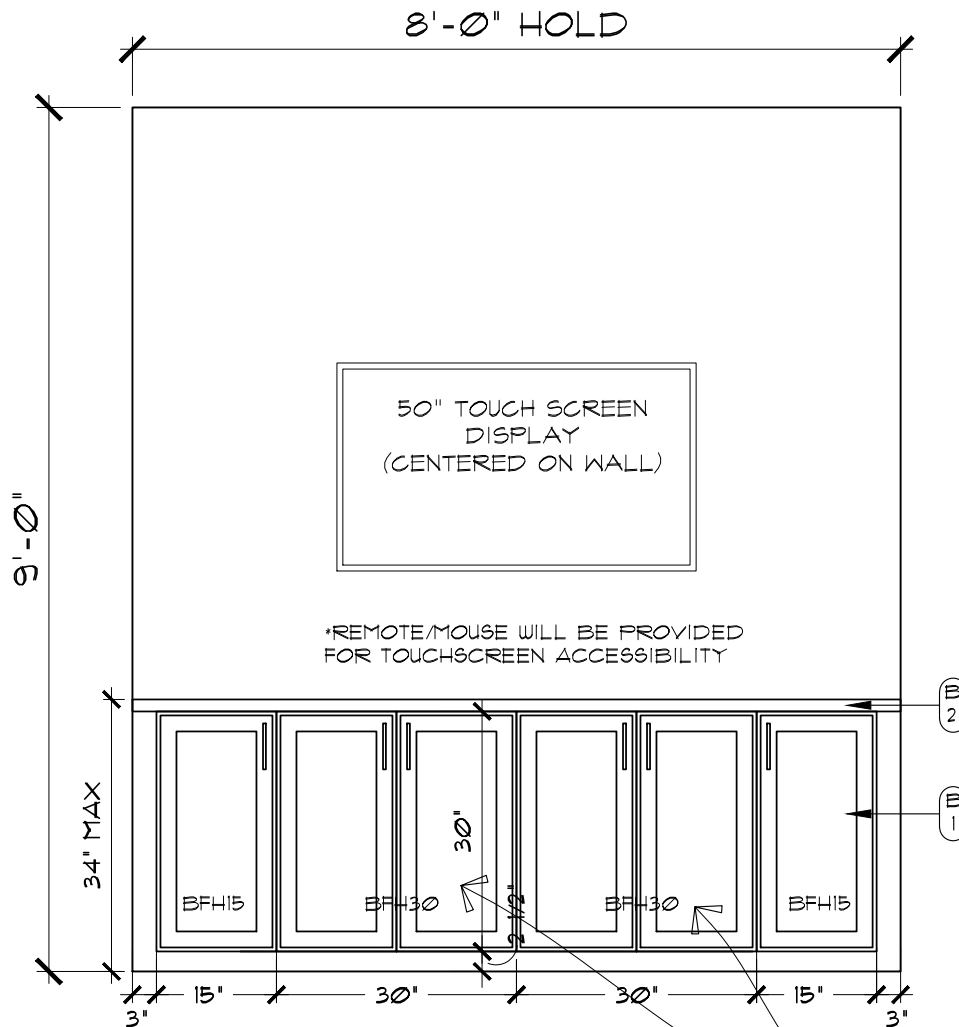
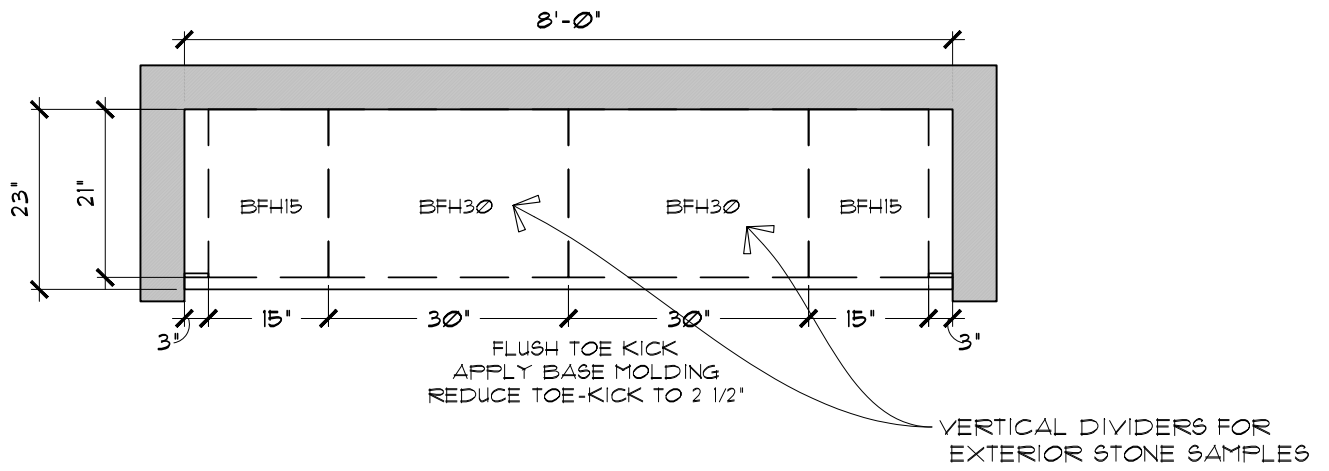


**OFFICE 2 DESK ELEV.**

**INTERIOR ELEVATIONS**  
1/4" = 1'-0"

**OREGON DIVISION**  
**FROG POND - G260/JEFFERSON**  
**2-CAR SALES OFFICE**  
**TBD (LOT 25)**





**INSTALLATION NOTES:**

- INSTALLER TO MODIFY BOTH BFH30B'S TO ACCOMMODATE 5 VERTICAL DIVIDERS EQUALLY SPACED USING SHELF - FBS MATERIAL (21"X30")
- CUT DOWN ADDITIONAL SHELF-FBS MATERIAL (21"X60") FOR USE ON TOP AND FLOOR OF CABINET TO STABILIZE VERTICAL DIVIDERS.
- VERTICAL DIVIDERS TO SLIDE INTO THESE CHANNELS.
- FLUSH TOE KICK APPLY BASE MOLDING REDUCE TOE-KICK TO 2 1/2"

VERTICAL DIVIDERS FOR EXTERIOR STONE SAMPLES

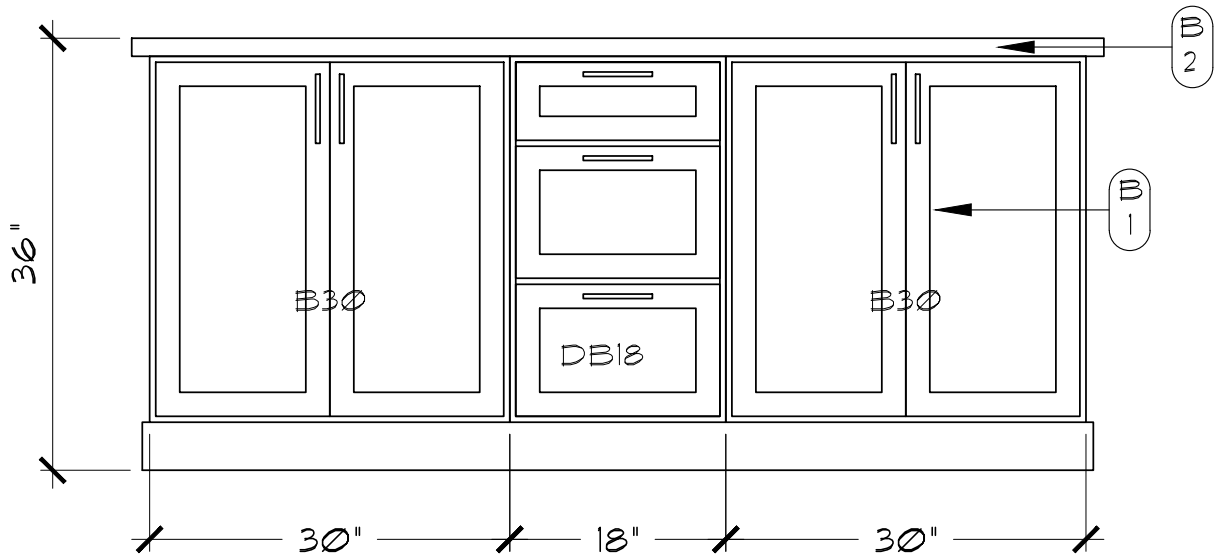
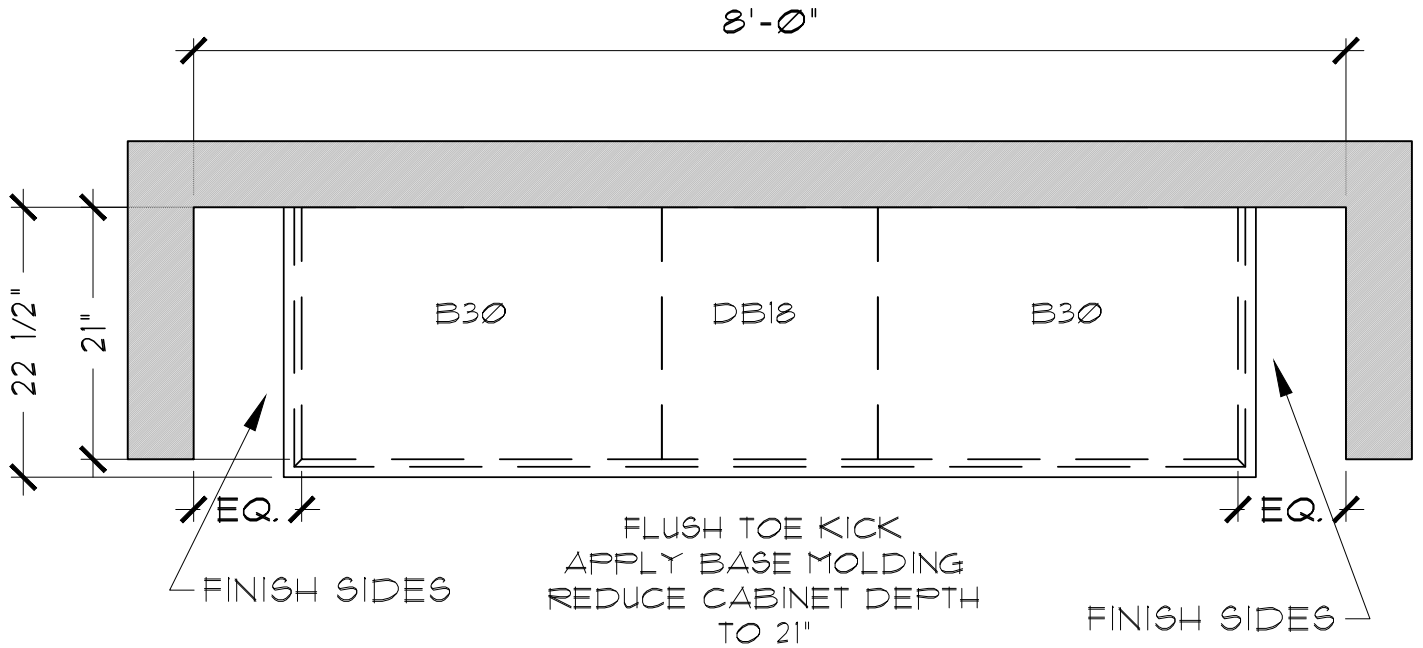
**FINISH PLAN LEGEND**

- B 1** ITEM: BUILT-IN CABINET  
LOCATION: REFER TO PLANS  
MANUFACTURER: PACIFIC CREST  
SPECIES: ALDER  
STYLE: QUAKER  
FINISH: EBONY  
HARDWARE: #2430 DECO PULL MATTE BLACK
- B 2** ITEM: SOLID SURFACE COUNTER  
LOCATION: DISPLAY AREA  
MANUFACTURER: SILESTONE  
COLOR: MIAMI WHITE  
EDGE STYLE: SQUARED  
NO BACKSPLASH TO BE INSTALLED

**TOUCH SCREEN BUILT-IN DETAIL**  
1/2" = 1'-0"

**OREGON DIVISION  
FROG POND - G260/JEFFERSON  
2-CAR SALES OFFICE  
TBD (LOT 25)**





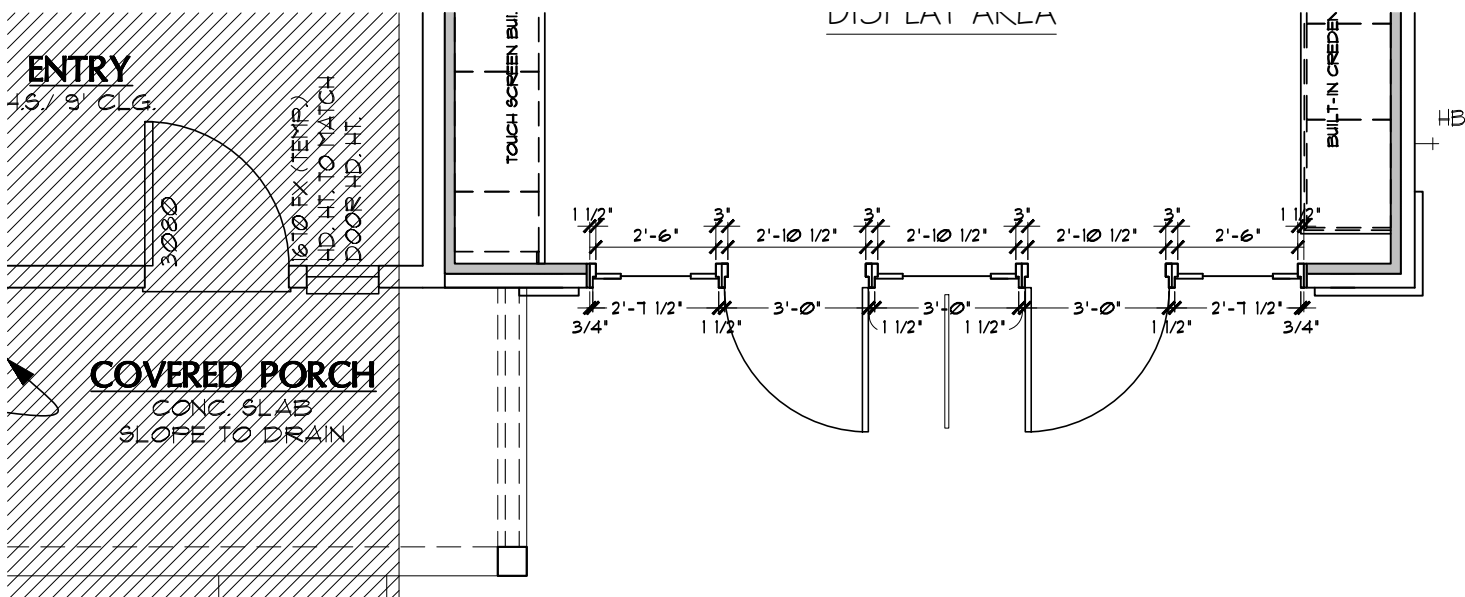
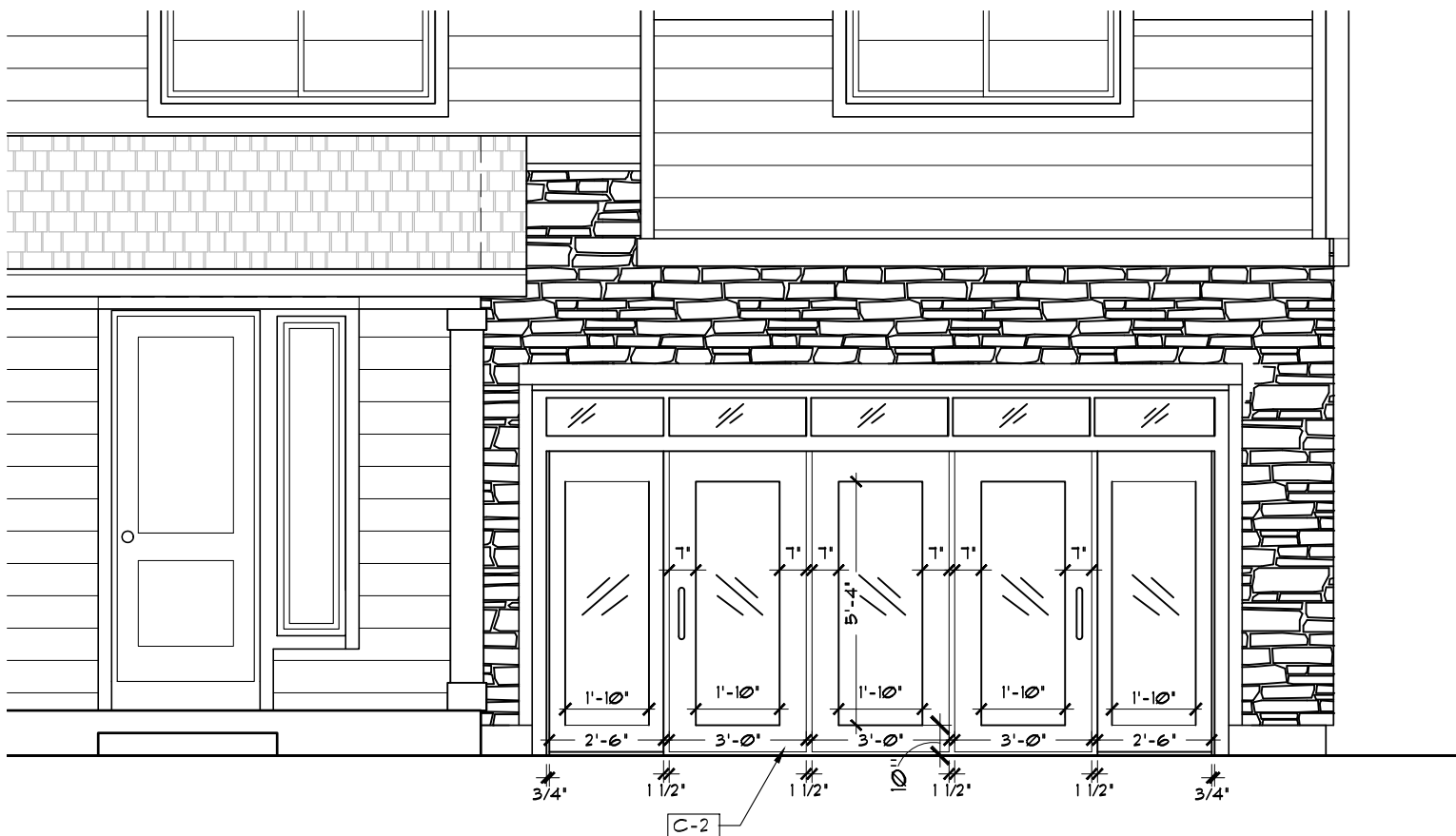
FINISH PLAN LEGEND

- B 1** ITEM: BUILT-IN CABINET  
 LOCATION: REFER TO PLANS  
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 HARDWARE: #2430 DECO PULL MATTE BLACK
- B 2** ITEM: SOLID SURFACE COUNTER  
 LOCATION: DISPLAY AREA  
 MANUFACTURER: SILESTONE  
 COLOR: MIAMI WHITE  
 EDGE STYLE: SQUARED  
 NO BACKSPLASH TO BE INSTALLED

**BUILT-IN CREDENZA DETAIL**  
 3/4" = 1'-0"

**OREGON DIVISION  
 FROG POND - G260/JEFFERSON  
 2-CAR SALES OFFICE  
 TBD (LOT 25)**





**C-2** EXTERIOR FIXED AND ACTIVE DOORS  
 MANUFACTURER: THERMA TRU OR EQ.  
 DESCRIPTION: S100 22X64 1 LITE TEMPERED  
 INSERT WITH WHITE MINI BLINDS IN GLASS  
 SYSTEM. 3" SET BACK FROM WALL  
 MULLION: CORRUGATED BUTTED 3/4" INTERIOR  
 AND 1 1/2" EXTERIOR  
 FINISH: TO BE PAINTED TRIM COLOR OF HOUSE.  
 REFER TO EXTERIOR COLOR MATRIX  
 REFER TO PAGE 11 FOR EXTERIOR DETAIL

**EXTERIOR DETAIL**  
 1/4" = 1'-0"

**OREGON DIVISION**  
**FROG POND - G260/JEFFERSON**  
**2-CAR SALES OFFICE**  
**TBD (LOT 25)**





**EXTERIOR ELEVATION**  
**NOT TO SCALE**

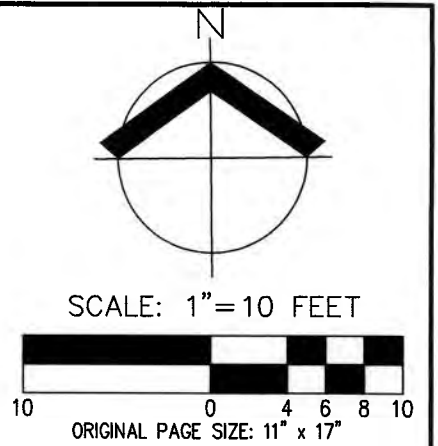
**OREGON DIVISION**  
**FROG POND - G260/JEFFERSON**  
**2-CAR SALES OFFICE**  
**TBD (LOT 25)**





# FROG POND MEADOWS LOT 11

CLACKAMAS COUNTY TAX LOT: 31W12DD07100  
 ADDRESS: 27781 SW ALDER LANE  
 DRB RESOLUTION NO. 360  
 RICHMOND AMERICAN HOMES  
 ATTN: KATHY DELAROSA (360) 869-7487  
 PLAN 8'x20' OFFICE TRAILER



LAND USE DISTRICT AND SETBACKS	
LAND USE DISTRICT	R-5
FRONT YARD TO FRONT BUILDING SETBACK*	12'
FRONT YARD TO GARAGE SETBACK	20'
STREET SIDE YARD SETBACK	10'
SIDE YARD SETBACK	5'
REAR YARD SETBACK	15'

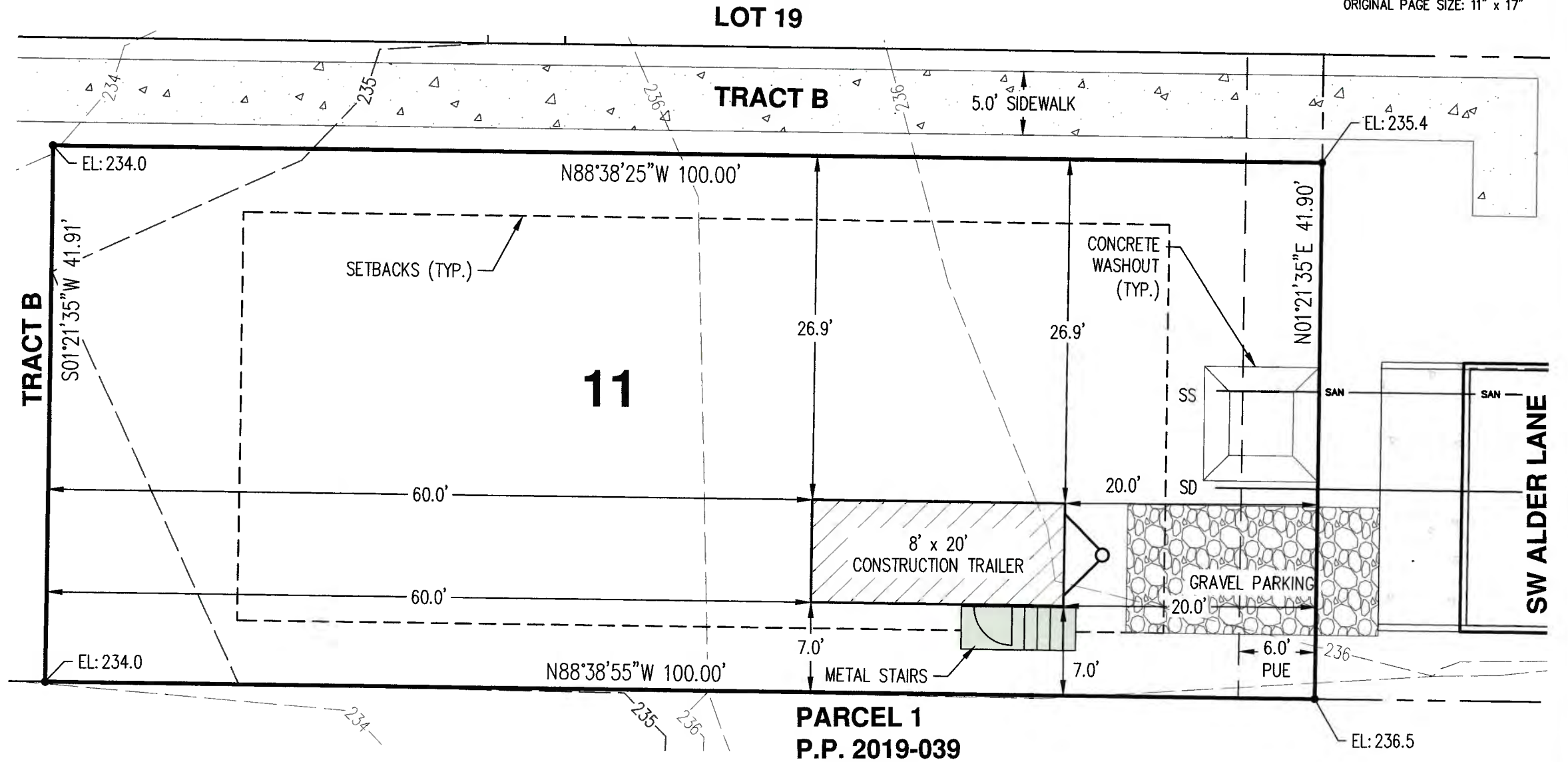
### ABBREVIATIONS

- EG EXISTING GRADE
- EL ELEVATION (EG AT PROPERTY CORNERS)
- FG FINISHED GRADE
- FFE FINISHED FLOOR ELEVATION
- HP HIGH POINT
- PUE PUBLIC UTILITY EASEMENT
- SD STORM LATERAL
- SPE STORMWATER PIPELINE EASEMENT
- SS SANITARY LATERAL

LOT 11 COVERAGE	
LOT AREA	4,191 SF
BUILDING COVERAGE AREA	0 SF
BUILDING COVERAGE %	0.0%
IMPERVIOUS AREA	0 SF

### NOTES:

1. PLOT PLAN SUBJECT TO APPROVAL BY ZONING/ BUILDING AUTHORITY PRIOR TO STAKEOUT.
2. CONSTRUCTION TRAILER & METAL STAIR INSTALLATION BY OTHERS.
3. CONTOURS AND LINEWORK PROVIDED BY OTAK.
4. LOT BEARINGS AND DISTANCE FROM RECORDED PLAT BY OTAK DATED 8/26/2020.
5. UTILITIES BASED OFF OF AS-BUILT PLANS AND LINEWORK PROVIDED BY OTAK.



DATE: 02/08/2021

<b>PLOT PLAN LOT 11</b>		<b>EXHIBIT 1</b>
<b>FROG POND MEADOWS</b>		DRWN: JC
AKS ENGINEERING & FORESTRY, LLC 12965 SW HERMAN RD, STE 100 TUALATIN, OR 97062 503.563.6151 WWW.AKS-ENG.COM		CHKD: SRL
		AKS JOB: 8465





# 8x20 Office Trailer

It's your command center for smaller projects.

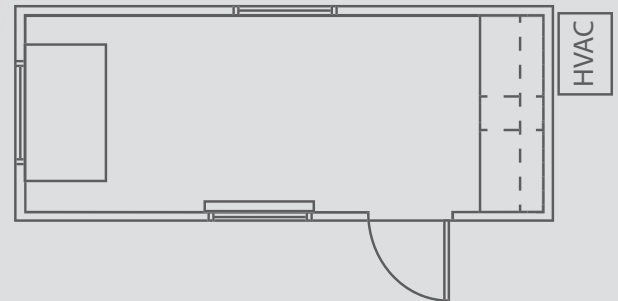


## Specifications

- » 8' x 20' building size,
- » 8' x 24' with towing hitch
- » (1) 8' x 20' main office
- » Sliding windows
- » 8' ceiling height

## Features

- » Central HVAC
- » Built-in furniture (plan table, desk, filing cabinet, bookshelf)
- » Fluorescent lighting
- » Electrical outlets
- » 1/8" vinyl floor



## Ask us about...



**Storage Containers**  
Secure portable storage units in 8' x 20' and 8' x 40' sizes.



**Furniture**  
Various prices and styles to fit any budget.



**Insurance**  
Optional commercial general liability and damage waiver option.



**Portable Sanitation**  
Hand wash stations, holding tanks, and Porta-Johns.



**Accessibility**  
Steps, decks and ramps.

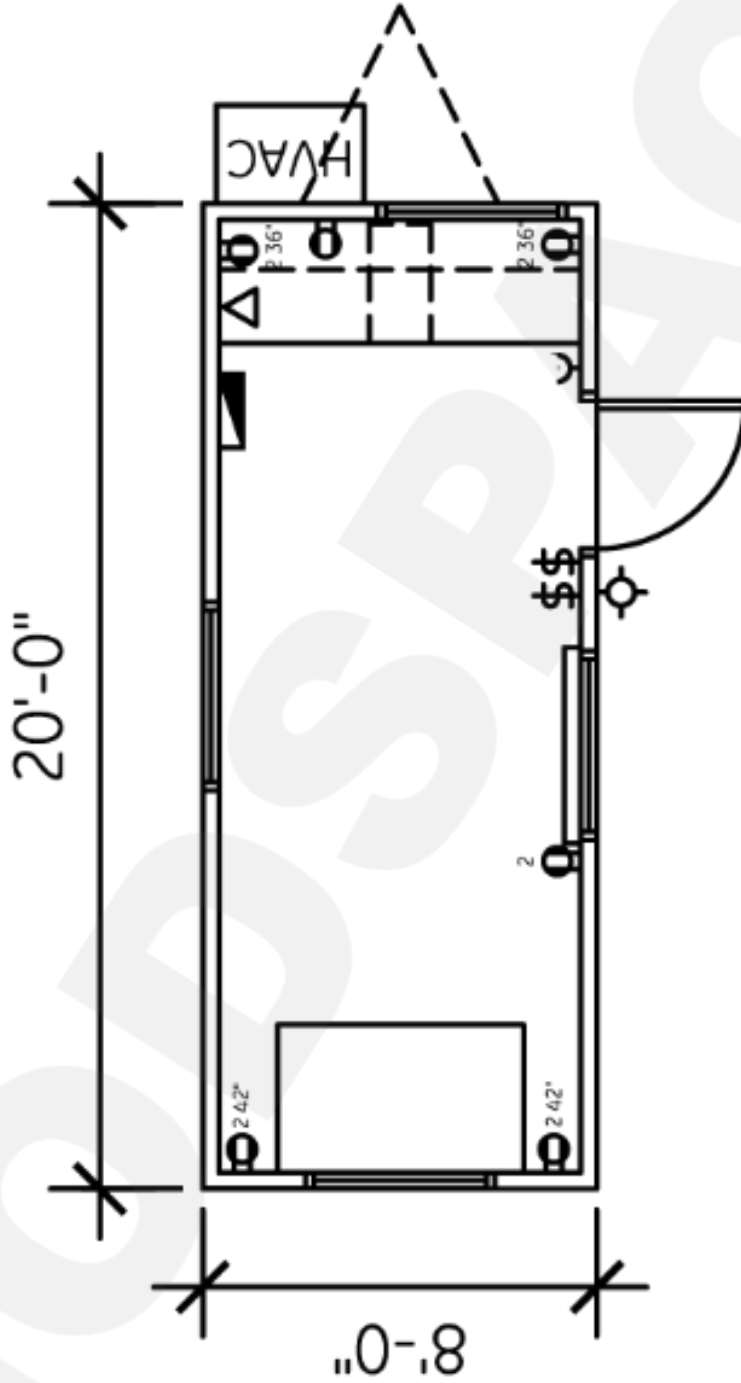
## Experienced ★ Local ★ Proven

World-class service you can count on, with guaranteed on-time delivery, and competitive pricing from 80-plus locations across North America.

Floor plans may vary. Other sizes, floor plans, configurations and specifications are available.

Call today or visit us online: **800-523-7918** [www.modspace.com](http://www.modspace.com)

# 8' x 20' Office Trailer East



**From:** Delarosa, Kathy <Kathy.Delarosa@mdch.com>  
**Sent:** Friday, March 12, 2021 3:22 PM  
**To:** McAlister, Georgia  
**Subject:** Frog Pond lot 25/26 temp use permit updates

[This email originated outside of the City of Wilsonville]

---

Hi Georgia,

I would like to withdraw the temp use permit application for a sales trailer on Frog Pond lot 26. There is no longer a need for that trailer due to timing as our model home on lot 25 will complete construction in the next 1.5 month. However, I would still like to continue the process with lot 25's garage as a temporary sales office and a construction trailer on lot 11. Now that there's no longer a trailer on lot 26, I would like to utilize that lot as parking. There will be one ADA spot and a handful of regular parking spaces. I'm getting an exhibit put together showing that and will send it over as soon as possible.

Please let me know if you have any questions regarding this update and thanks again for your help!

Best,  
Kathy Delarosa  
Manager, Community Development  
Richmond American Homes  
402 W. 8<sup>th</sup> St., Vancouver, WA 98660  
Phone (360)869-7487  
Cell (415)489-8848

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, MARCH 22, 2021**

**6:30 PM**

---

VIII. Board Member Communications:

- A. Results of the January 11, 2021 DRB Panel A meeting.

# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

<b>DATE:</b>	JANUARY 11, 2021	
<b>LOCATION:</b>	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
<b>TIME START:</b>	6:30 P.M.	<b>TIME END: 8:52 P.M.</b>

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Daniel McKay	Daniel Pauly
Jean Svadlenka	Barbara Jacobson
Samy Nada (Panel B)	Kimberly Rybold
Nicole Hendrix (Panel B)	Cindy Luxhoj
	Khoi Le
	Shelley White

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
A. Approval of minutes of October 12, 2020 DRB Panel A meeting	A. Unanimously approved as presented.
PUBLIC HEARING	
A. <b>Resolution No. 387. Charbonneau Activity Center and Condominium Plat Amendment: BC Group, Inc. – Applicant for Charbonneau Country Club – Owner.</b> The applicant is requesting approval of a Stage II Final Plan Modification, Site Design Review and Tentative Plat for development of a new activity center in Charbonneau Village Center. The site is located at 32050 SW Charbonneau Drive, Unit 8 on Tax Lot 80008 of Section 24CD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Cindy Luxhoj Case Files: DB20-0049 Stage II Final Plan Modification DB20-0050 Site Design Review DB20-0051 Tentative Plat (Condominium Plat Amendment)	A. Resolution No. 387 was unanimously approved as presented.
BOARD MEMBER COMMUNICATIONS	No Comments
A. Results of the October 26, 2020 DRB Panel B meeting B. Results of the November 23, 2020 DRB Panel B meeting C. Recent City Council Action Minutes	Chair McKay and Staff thanked DRB-B Board members Samy Nada and Nicole Hendrix for joining Panel A this evening.
STAFF COMMUNICATIONS	
A. Introduction of new board members	A. Staff provided a brief DRB training overview of the development review process and related matters.

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, MARCH 22, 2021**

**6:30 PM**

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VIII. Board Member Communications:

- B. Results of the March 8, 2021 DRB Panel A meeting.

# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

<b>DATE:</b> MARCH 8, 2021	
<b>LOCATION:</b> 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
<b>TIME START:</b> 6:31 P.M.	<b>TIME END:</b> 8:14 P.M.

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Daniel McKay	Daniel Pauly
Jean Svadlenka	Barbara Jacobson
Kathryn Neil	Kimberly Rybold
Ben Yacob	Philip Bradford
Rachelle Barrett	Miranda Bateschell
	Shelley White

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	
	Brief comments complimenting City Staff's work.
ELECTION OF 2021 CHAIR AND VICE-CHAIR	
A. Chair	A. Daniel McKay unanimously elected as Chair.
B. Vice-Chair	B. Jean Svadlenka unanimously elected as Vice Chair
CONSENT AGENDA	
A. Approval of minutes of January 11, 2021 DRB Panel A meeting	A. Unanimously approved as presented
PUBLIC HEARING	
A. <b>Resolution No. 388. Canyon Creek 8-Lot Subdivision: Scott Miller, SAMM-Miller LLC – Applicant for William Z. Spring – Owner.</b> The applicant is requesting approval of a Comprehensive Plan Map Amendment from Residential 0-1 Dwelling Units per Acre to Residential 4-5 Dwelling Units per Acre, a Zone Map Amendment from Residential Agriculture-Holding (RA-H) to Planned Development Residential 3 (PDR-3) and adopting findings and conditions approving a Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Tentative Subdivision Plat, and Waiver for an 8-lot single-family subdivision located at 28700 SW Canyon Creek Road South. The subject site is located on Tax Lot 06400 of Section 13BD, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford	A. Unanimously continued to April 12, 2021 date certain
Case Files: DB20-0039 Zone Map Amendment DB20-0040 Comprehensive Plan Amendment DB20-0041 Stage I Master Plan DB20-0042 Stage II Final Plan	



<p>DB20-0043 Site Design Review  DB20-0044 Type C Tree Plan  DB20-0045 Tentative Subdivision Plat  DB20-0053 Waiver</p> <p>B. Resolution No. No. 389. WPI Fence: Western Partitions Inc. – Applicant for HGR3, LLC – Owner. The applicant is requesting approval of a Site Design Review for addition of a new 7-foot tall metal perimeter fence and associated vehicular and pedestrian access gates at the existing WPI property. The site is located at 26055 SW Canyon Creek Road on Tax Lot 407 of Section 12, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon. Staff: Philip Bradford</p> <p>Case File: DB21-0005 Site Design Review</p>	<p>B. Unanimously approved with corrections and two additional conditions of approval</p>
<p><b>BOARD MEMBER COMUNICATIONS</b></p>	
<p>A. Recent City Council Action Minutes</p>	<p>No comments</p>
<p><b>STAFF COMMUNICATIONS</b></p>	
	<p>No comments</p>

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, MARCH 22, 2021**

**6:30 PM**

---

VIII. Board Member Communications:

C. Recent City Council Action Minutes

City Council Meeting Action Minutes  
November 16, 2020

**City Council members present included:**

Mayor Knapp  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Jeanna Troha, Assistant City Manager  
Andy Stone, IT Director  
Beth Wolf, Senior Systems Analyst  
Cindy Luxhoj, Associate Planner  
Khoi Le, Development Engineering Manager  
Mark Ottenad, Public/Government Affairs Director  
Miranda Bateschell, Planning Director  
Zoe Monahan, Assistant to the City Manager  
Dan Pauly, Planning Manager  
Jordan Vance, Economic Development Director

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>START</b>	5:05 p.m.
<b>WORK SESSION</b>	
A. Kitakata Sister City Advisory Board	Staff presented an update on the bylaws for the Kitakata Sister City Advisory Board.
B. Review of the Solid Waste Collection Rate Report, November 2020	Council heard a summary of the annual solid waste rate review for Republic Services, which detailed operating costs and budget projections for the upcoming year.
C. Employment Site Readiness Report for the Coffee Creek Industrial Area	Staff informed Council of Resolution No. 2861, which accepts the Metro Employment Land Readiness Report for the Coffee Creek Industrial Area.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Small Business Saturday in Wilsonville Proclamation	The Mayor read a proclamation declaring the 28 <sup>th</sup> day of November as Small Business Saturday in Wilsonville.
B. Reappointments / Appointment	<p><b><u>Parks and Recreation Board</u></b> Reappointment of Daniel Christensen to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Passed 5-0.</p> <p><b><u>Parks and Recreation Board</u></b> Reappointment of James Barnes to the Parks and Recreation Board for a term beginning 1/1/2021 to 12/31/2024. Passed 5-0.</p>

<p>C. Upcoming Meetings</p>	<p><b><u>Development Review Board</u></b>  Reappointment of Daniel McKay to the Development Review Board for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.</p> <p><b><u>Planning Commission – Appointment</u></b>  Appointment of Olive Gallagher to the Planning Commission for a term beginning 1/1/2021 to 12/31/2023. Passed 5-0.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.</p>
<p><b><u>Communications</u></b>  A. Metro Update</p>	<p>Council heard the Metro year end report.</p>
<p><b><u>Consent Agenda</u></b>  A. Minutes of the November 2, 2020 City Council meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><b><u>New Business</u></b>  A. <b><u>Resolution No. 2857</u></b>  A Resolution Of The City Of Wilsonville City Council Adopting The Arts, Culture And Heritage Strategy, November 2020.</p> <p>B. <b><u>Resolution No. 2861</u></b>  A Resolution Of The Wilsonville City Council Accepting The Metro Employment Land Readiness Report For The Coffee Creek Industrial Area.</p> <p>C. City Council Review of Development Review Board Resolution No. 382.</p>	<p>Resolution No. 2857 was approved 5-0.</p> <p>Resolution No. 2861 was approved 5-0.</p> <p>Council made a motion to affirm the Development Review Board Resolution No. 382, passed 5-0.</p>
<p><b><u>Continuing Business</u></b>  A. <b><u>Ordinance No. 846</u></b>  An Ordinance Of The City Of Wilsonville Approving Transportation System Plan Amendments Related To The Town Center Plan.</p>	<p>Ordinance No. 846 was adopted on second reading by a vote of 5-0.</p>
<p><b><u>Public Hearing</u></b>  A. None.</p>	
<p><b><u>City Manager’s Business</u></b></p>	<p>Reported the City held a second Zoom meeting on the topic of diversity, equity, and inclusion. Wished Council a happy Thanksgiving appreciated them and City staff.</p>
<p><b><u>Legal Business</u></b></p>	<p>Wished Council a happy Thanksgiving.</p>
<p><b>ADJOURN</b></p>	<p>10:07 p.m.</p>

City Council Meeting Action Minutes  
December 7, 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  
Beth Wolf, Senior Systems Analyst  
Andy Stone, IT Director  
Dominique Huffman, Civil Engineer  
Chris Neamtzu, Community Develop. Director  
Keith Katko, Assistant Finance Director  
Mark Ottenad, Public/Government Affairs Director  
Zoe Monahan, Assistant to the City Manager  
Zach Weigel, Capital Projects Engineering Manager

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
<b>START: 5:03 p.m.</b>	
A. Street Maintenance Program Update	Staff updated the Council on street maintenance activities completed in 2020, and shared the preliminary street maintenance plan for next year.
B. Restaurant Relief Program	Council heard a presentation on Resolution No. 2868, which establishes a Restaurant Relief Program to address impacts associated with COVID-19.
C. Credit Card Processing Software	Staff informed Council of Resolution No. 2866, which authorizes the City Manager to execute a contract with Automated Merchant Services and Merrick Bank.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Reappointments / Appointment	<b>Development Review Board</b> Reappointment of Jean Svadlenka to Development Review Board, Panel A for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.
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. None.	

<p><u>Councilor Comments, Liaison Reports and Meeting Announcements</u></p> <p>A. Proclamation</p> <p>B. Council Compensation</p>	<p>The Council President read a proclamation declaring the 15<sup>th</sup> day of December as “Mayor Tim Knapp Day.”</p> <p>Council motioned to have staff draft a resolution, for consideration at the next meeting, which would provide a stipend for Wilsonville’s elected officials. Motion passed 3-0-2.</p>
<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 2866</u></b> A Resolution Of The City Of Wilsonville, Acting In Its Capacity As The Local Contract Review Board, Authorizing The City Manager To Execute A Contract With Automated Merchant Services And Merrick Bank.</p> <p>B. <b><u>Resolution No. 2867</u></b> A Resolution Adopting The Canvas Of Votes Of The November 3, 2020 General Election.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 2864</u></b> A Resolution And Order Amending Resolution No. 2858 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p> <p>B. <b><u>Resolution No. 2865</u></b> A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendation Of The 2020 Solid Waste Franchise Rate Review Process As Documented In The “Solid Waste Collection Report, November 2020.” (Ottenad)</p> <p>C. <b><u>Resolution No. 2868</u></b> A Resolution of the City of Wilsonville Establishing a Restaurant Relief Program to Address Impacts Associated with COVID-19.</p> <p>D. <b><u>Resolution No. 2863</u></b> A Resolution Of The City Council Creating The Kitakata Sister City Advisory Board.</p>	<p>Resolution No. 2864 was adopted 5-0.</p> <p>Resolution No. 2865 was adopted 5-0.</p> <p>Resolution No. 2868 was adopted 5-0.</p> <p>Resolution No. 2863 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>	

<u>City Manager's Business</u>	Reminded Council of the virtual Diversity, Equity, and Inclusion listening session scheduled for Tuesday, December 8, 2020 at 6:00 p.m.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	9:36 p.m.

City Council Meeting Action Minutes  
December 21, 2020

**City Council members present included:**

Mayor Knapp  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Andy Stone, IT Director  
Rob Wurpes, Chief of Police

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:11 p.m.</b>
A. Council Compensation	Councilors Akervall and Linville recused themselves from the discussion on Council compensation. The remainder of Council discussed the topic.
B. Diversity, Equity, and Inclusion (DEI) Update	The City Manager updated the Council on the City’s ongoing efforts to develop a long-term Diversity, Equity, and Inclusion (DEI) Strategy. The Council directed City staff to proceed with the establishment of an ad hoc citizen task force to work with a facilitator to identify community needs and establish the priorities and processes.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. Placeholder for Appointments	<p><b><u>Budget Committee</u></b> Appointment of Katie Hamm to the Budget Committee for a term beginning 1/1/2021 to 12/31/2023. Passed 5-0.</p> <p><b><u>Budget Committee</u></b> Appointment of Shawn O’Neil to the Budget Committee for a term beginning 1/1/2021 to 12/31/2023. Passed 4-1.</p> <p><b><u>Development Review Board Panel A (Katie Hamm’s Unexpired Term)</u></b> Appointment of Kathryn Neil to the Development Review Board Panel A for a term beginning 1/1/2021 to 12/31/2021. 5-0.</p>



**Development Review Board (Staff to Assign Panels)**

Appointment of Michael Abernathy, Rachelle Barrett, Michael Horn, and Ben Yacob to the Development Review Board, for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.

Council withheld the appointment of Jami Arbon.

**Kitakata Sister City Advisory Board (Emeritus Status)**

Emeritus status for Susan Raxter, Lois Reimer, and Bev Schalk to the Kitakata Sister City Advisory Board. Passed 5-0.

**Kitakata Sister City Advisory Board (1 year)**

Appointments of Jason Jones, Aaron Reyna and Cathy Rice to the Kitakata Sister City Advisory Board for a term beginning 1/1/2021 to 12/31/2021. Passed 5-0.

**Kitakata Sister City Advisory Board (2 years)**

Appointments of Dave Schalk, Seiji Shiratori, and Ashleigh Sumerlin to the Kitakata Sister City Advisory Board for a term beginning 1/1/2021 to 12/31/2022. Passed 5-0.

**Kitakata Sister City Advisory Board (3 years)**

Appointment of Adrienne Phillips, Tracy Sailors, and Robert Yokoyama to the Kitakata Sister City Advisory Board for a term beginning 1/1/2021 to 12/31/2023. Passed 5-0.

**Parks and Recreation Advisory Board**

Appointment of Nathan Early to the Parks and Recreation Advisory Board for a term beginning 1/1/2021 to 12/31/2024. Passed 5-0.

**Wilsonville-Metro Community Enhancement Committee**

Appointment of Jordan Snyder to the Wilsonville - Metro Community Enhancement Committee Position 3 for a term beginning 1/1/2021 to 6/30/2021. Passed 5-0.

Mayor Knapp announced that Mayor-Elect Fitzgerald would attend the upcoming meetings.

B. Upcoming Meetings

**Communications**

A. Soul'd Out Performance

Council watched a video performance from the Wilsonville High School choir, Soul'd Out.

<p>B. Clackamas County Behavioral Health</p>	<p>Council heard about resources available for those in need of mental health help in Clackamas County.</p>
<p><u>Consent Agenda</u> A. Minutes of the November 16, 2020 Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u> A. <b><u>Resolution No. 2869</u></b> A Resolution Relating To Stipends And Compensation For The Mayor And City Councilors, And Repealing Resolution No. 2360.</p>	<p>Resolution No. 2869 failed 2-1-2.</p>
<p><u>Continuing Business</u> A. None.</p>	
<p><u>Public Hearing</u> A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Shared Wilsonville's sister city Kitakata, Japan sent over almost a thousand facemasks with specials ones to be distributed to Council</p> <p>Recalled the first meeting of the Citizens Academy was last week and reminded Council they are scheduled to present at the first meeting in January.</p> <p>Wished Council a healthy, safe holiday season and thanked them for their service to the community.</p>
<p><u>Legal Business</u> A. LUBA Case Nos. 2019-123/127/129/130</p>	<p>Council moved to proceed with the appeal of the recent Land Use Board of Appeals decision along with the other appellants Aurora, 1000 Friends, and Joseph Schaefer. Passed 4-1.</p>
<p><b>ADJOURN</b></p>	<p>9:55 p.m.</p>

City Council Meeting Action Minutes  
January 4, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Andy Stone, IT Director  
Khoi Le, Development Engineering Manager  
Kerry Rappold, Natural Resources Manager  
Mark Ottenad, Public/Government Affairs Director  
Fred Weinhouse, Municipal Court Judge

**Staff present included:**

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:06 p.m.</b>
A. Emergency Declaration Update	Council was briefed on Resolution No. 2870, which further extends the local state of emergency.
B. Stormwater Master Plan Contract Award	Staff informed Council of Resolution No. 2848. The resolution authorizes the City Manager to execute a professional services agreement with Brown and Caldwell to provide engineering consulting services for the Stormwater Master Plan update.
C. City Council Representation to Regional and State Intergovernmental Boards and Committee Representation Assignments-Introduction.	Council made initial determinations as to who would serve as primary and alternative representatives on the State and regional boards for which the City is represented.
<b>REGULAR MEETING</b>	
<u>Swearing In Ceremony</u>	The honorable Judge Weinhouse swore in Mayor Fitzgerald along with Councilors Akervall and Linville.
<u>Mayor's Business</u>	
A. Elect City Council President	Council re-elected Councilor Akervall to the position of Council President. Passed 4-0-1.
B. Upcoming Meetings	Because of the Martin Luther King Jr. Holiday, the next Council meeting is scheduled to be held on Thursday, January 21, 2021.
<u>Communications</u>	
A. None.	

<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 2848</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Brown And Caldwell To Provide Engineering Consulting Services For The Stormwater Master Plan Update Project (Capital Improvement Project #7064).</p> <p>B. <b><u>Resolution No. 2862</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Keller Associates, Inc. To Provide Engineering Consulting Services For The Elligsen Well Facility Rehab And Upgrades Project (Capital Improvement Project #1083).</p> <p>C. <b><u>Resolution No. 2870</u></b>  A Resolution And Order Amending Resolution No. 2864 To Further Extend The Local State Of Emergency And Emergency Measures, As Authorized By Resolution No. 2803.</p> <p>D. Minutes of the December 7, 2020 City Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. Boards &amp; Commission Appointment</p>	<p><b><u>Development Review Board (Staff to Assign Panel)</u></b>  Appointment of Jami Arbon to the Development Review Board for a term beginning 1/5/2021 to 12/ 31/2022. Passed 4-1.</p>
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager's Business</u></p>	<p>Wished Council a happy New Year.</p> <p>Encouraged all to get a COVID vaccination.</p> <p>Reminded Council that they are scheduled to present at the next Citizens Academy.</p>
<p><u>Legal Business</u></p> <p>A. <b><u>Resolution No. 2869</u></b>  A Resolution Relating To Stipends And Compensation For The Mayor And City Councilors, And Repealing Resolution No. 2360.</p>	<p>Informed the Council that Resolution No. 2869, which was voted on at the December 21, 2020 Council meeting, passed 2-1-2.</p>
<p><b>ADJOURN</b></p>	<p>8:07 p.m.</p>

City Council Meeting Action Minutes  
January 14, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West – via telephone  
Councilor Linville

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney –via telephone  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:01 p.m.</b>
A. None.	
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u> A. Request from Lake Oswego Mayor Joe Buck	Council made a motion to approve the signing of the letter ( <i>Clackamas County Leaders Stand United In Condemnation of County Commissioner Mark Shull and His Social Media Posts</i> ) from the Mayor on behalf of the full City Council and any Councilors are able to sign on their own in addition if so inclined. Motion passed 4-1.
<u>Communications</u> A. None.	
<u>Consent Agenda</u> A. None.	
<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u> A. DEI Committee	Council moved to direct the City Manager to move forward with the creation of a standing committee for Diversity, Equity, and Inclusion. Motion passed 5-0.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	5:51 p.m.

City Council Meeting Action Minutes  
January 21, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Barbara Jacobson, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Keith Katko, Assistant Finance Director  
Martin Montalvo, Public Works Ops. Manager  
Delora Kerber, Public Works Director  
Mark Ottenad, Public/Government Affairs Director  
Andy Stone, IT Director

**Staff present included:**

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:05 p.m.</b>
A. Purchase of a CUES Closed Circuit TV Inspection System and Vehicle	Staff shared details about the possible purchase of a vehicle and CCTV video equipment to inspect the City's underground sewer and stormwater infrastructure.
B. Public Works Complex Update	Staff also provided new design details on the proposed new Public Works Complex.
C. City Participation in Willamette Falls and Landings Heritage Area Coalition	Council accepted an invitation to participate in the Willamette Falls and Landings Heritage Area Coalition.
D. Council Representation Assignments to Regional Intergovernmental Bodies	Council finalized the assignments of member representation among the regional intergovernmental bodies that require an elected official's attendance.
E. 2021-22 State Legislative Agenda	Council approved the 2021-22 State Legislative Agenda.
F. Proposed Aurora State Airport Legislation	Staff informed Council of HB 2497, which prohibits expansion of Aurora State Airport unless under IGA of ODA, Clackamas County, Marion County, Cities of Aurora and Wilsonville. Sets forth required terms of agreement.
G. Annual Urban Renewal Report, FY 2019-20	Council received the report.

<b>REGULAR MEETING</b>	
<u>Mayor's Business</u> A. Upcoming Meetings  B. Proposed Aurora State Airport Legislation	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.  Council voted to support House Bill 2497, sponsored by Representative Neron. Passed 4-1.
<u>Communications</u> A. Legislative Update By Representative Neron  B. Tualatin Valley Fire & Rescue Update	Representative Neron provided an update on her priorities for the 2021 State legislative session.  Chief Weiss provided an update on TVF&R's work to assist public health officials in the distribution of the COVID-19 vaccine.
<u>Consent Agenda</u> A. Minutes of the December 21, 2020 City Council Meeting.	The Consent Agenda was approved 5-0.
<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. <b><u>Resolution No. 2871</u></b> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.	After a public hearing was conducted, Resolution No. 2871 was approved 5-0.
<u>City Manager's Business</u>	No report.
<u>Legal Business</u>	No report.
<b>URBAN RENEWAL AGENCY</b>	
<u>URA Consent Agenda</u> A. Minutes of the October 19, 2020 URA Meeting.	The URA Consent Agenda was approved 4-0-1.
<u>New Business</u> A. None.	
<u>URA Public Hearing</u> A. <b><u>URA Resolution No. 312</u></b> A Resolution Authorizing A Supplemental Budget Adjustment For Fiscal Year 2020-21.	After a public hearing was conducted, URA Resolution No. 312 was approved 5-0.
<b>ADJOURN</b>	10:39 p.m.

City Council Meeting Action Minutes  
February 1, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Kim Rybold, Senior Planner  
Dan Pauly, Planning Manager  
Miranda Bateschell, Planning Director  
Chris Neamtzu, Community Development Director  
Philip Bradford, Associate Planner  
Cathy Rodocker, Finance Director  
Andy Stone, IT Director  
Zoe Monahan, Assistant to the City Manager

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:03 p.m.</b>
A. City Council Representation Assignments to Tourism and Wilsonville-Metro Community Enhancement Committee	Council discussed possible reassignments to the Tourism Promotion Committee and Wilsonville-Metro Community Enhancement Committee.
B. Middle Housing Project	Staff shared details of the upcoming Middle Housing Plan project.
C. Town Center Streetscape Plan	Staff presented on three preliminary Town Center Streetscape design concepts for Council's consideration.
D. Refunding of Outstanding Borrowings	Due to time constraints, this item was presented on during the City Council meeting.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u> A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u> A. Restaurant Relief Program Update	Staff detailed the results of COVID-19 grant relief program for local restaurants.



<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 2872</u></b>  A Resolution Of The City Of Wilsonville Authorizing the City Manager To Execute A Professional Services Agreement Contract Amendment With DOWL, LLC For Advance Engineering Design Services For The I-5 Pedestrian Bridge Project.</p> <p>B. Minutes of the January 4, 2021 Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 2878</u></b>  Resolution Authorizing Refunding Of Outstanding Borrowings.</p>	<p>Resolution No. 2878 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>Reminded Council of the upcoming implicit bias training and gave an update on DEI.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>7:54 p.m.</p>

City Council Meeting Action Minutes  
February 18, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Beth Wolf, Senior Systems Analyst  
Andy Stone, IT Director  
Zach Weigel, Capital Projects Engineering Manager  
Andy Stone, IT Director  
Zoe Monahan, Assistant to the City Manager  
Dwight Brashear, Transit Director  
Eric Loomis, Transit Operations Manager  
Miranda Bateschell, Planning Director  
Martin Montalvo, Public Works Ops. Manager  
Delora Kerber, Public Works Director  
Rob Wurpes, Chief of Police

**Staff present included:**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:04 p.m.</b>
A. Diversity, Equity and Inclusion Committee Update	Staff provided an update on the City’s ongoing work to establish a DEI Committee, and received go-ahead from the Council to begin the recruitment of committee members this month.
B. Intelligent Transportation System Contract Award	Staff presented on Resolution No. 2860, which authorizes SMART to purchase an intelligent transportation system.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
B. City Council Representation Assignments to Tourism and Wilsonville – Metro Community Enhancement Committee	Council moved that Councilor Lehan serve as the representative Council liaison and ex-officio member of the Tourism Promotion Committee. Passed 5-0.  Council moved that Councilors Linville and West serve as the City Council voting members on the Wilsonville- Metro Community Enhancement Committee. Passed 5-0.

<p>C. VRF Letter to Clackamas County Board of Commissioners</p>	<p>Council moved to approve a letter be sent expressing the Council's support of the road utility fee. It was approved 4-1.</p>
<p><u>Communications</u></p> <p>A. Clackamas County Sheriff's Department</p> <p>B. ODOT I-5/Boone Bridge &amp; Seismic Improvement Project "Feasibility Study" Presentation</p> <p>C. Response and Recovery – Winter Event 2021</p>	<p>New Clackamas County Sheriff Brandenburg made an introductory visit to discuss current and future law enforcement efforts in the County.</p> <p>ODOT staff shared a summary of the I-5 Boone Bridge and Seismic Improvements Feasibility Study.</p> <p>Staff shared details of the City's response to the recent ice storm.</p>
<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 2860</u></b> A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase An Intelligent Transportation System.</p> <p>B. <b><u>Resolution No. 2879</u></b> A Resolution Of The City Of Wilsonville Authorizing The Purchase Of A Closed Circuit TV (CCTV) Inspection Equipment And Vehicle.</p> <p>C. <b><u>Resolution No. 2880</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A First Amendment To The Agreement For Provision Of Preliminary Engineering Services In Connection With Grade Crossing Improvements With Portland &amp; Western Railroad For Phase II – Preliminary Engineering And Construction Engineering Inspection Services For The 5th Street Railroad Crossing Work Associated With The 5th Street / Kinsman Road Extension Project.</p> <p>D. Minutes of the January 14, 2021; January 21, 2021 and February 1, 2021 City Council Meetings.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. None.</p>	

<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u>	Reported staff, would invite responding partners to a hot wash to debrief on the ice storm event.
<u>Legal Business</u>	Council moved to pay a fine assessed by the Department of Environmental Quality (DEQ) and communicate to the agency the City's intention. Motion passed 5-0.
<b>URBAN RENEWAL AGENCY</b>	
<u>URA Consent Agenda</u> A. <b><u>URA Resolution No. 313</u></b> A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute A First Amendment To The Agreement For Provision Of Preliminary Engineering Services In Connection With Grade Crossing Improvements With Portland & Western Railroad For Phase II – Preliminary Engineering And Construction Engineering Inspection Services For The 5 <sup>th</sup> Street Railroad Crossing Work Associated With The 5 <sup>th</sup> Street / Kinsman Road Extension Project.  B. Minutes of the January 21, 2021 URA Meeting.	The URA Consent Agenda was approved 5-0.
<u>New Business</u> A. None.	
<u>URA Public Hearing</u> A. None.	
<b>ADJOURN</b>	9:46 p.m.

City Council Meeting Action Minutes  
March 1, 2021

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst  
Andy Stone, IT Director  
Zoe Monahan, Assistant to the City Manager  
Zach Weigel, Capital Projects Engineering Manager  
Khoi Le, Development Engineering Manager  
Cathy Rodocker, Finance Director  
Keith Katko, Assistant Finance Director

**Staff present included:**

Bryan Cosgrove, City Manager  
Barbara Jacobson, City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:00 p.m.</b>
A. Transportation Performance Evaluation Report	Staff shared summary data from the recent transportation performance monitoring report.
B. DEI Bylaws Introduction	Council provided feedback on draft bylaws for the Diversity, Equity and Inclusion (DEI) Committee.
C. 5th Street/Kinsman Road Extension Update	Staff heard a presentation on Resolution No. 2881 and URA Resolution No. 314. Both resolutions authorize the City Manager to execute a construction contract with Moore Excavation, Inc. for construction of the 5th Street / Kinsman Road extension project.
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
B. Draft Mayor's Letter to Rep. Courtney Neron, RE Request for Legislation in 2021 Legislative Session to Implement Next Phase in ODOT's Proposed I-5 Boone Bridge and Seismic Improvement Project	The Mayor explained the letter before them supports the next phase of design for ODOT's proposed I-5 Boone Bridge.
<u>Communications</u>	
A. "Solar Harvest" Project at OSU's North Willamette Research and Extension Center (NWREC), Aurora	OSU's NWREC team informed Council of the Solar Harvest Project.

Consent Agenda

The Consent Agenda was approved 5-0.

A. **Resolution No. 2873**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

B. **Resolution No. 2874**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

C. **Resolution No. 2875**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

D. **Resolution No. 2876**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation.

E. **Resolution No. 2877**

A Resolution Granting An Exemption From Property Taxes Under ORS 307.540 to ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc.

F. **Resolution No. 2881**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Moore Excavation, Inc. For Construction Of The 5th Street / Kinsman Road Extension Project.

G. Minutes of the February 18, 2021 City Council meeting.

New Business

A. None.

Continuing Business

A. None.

<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u>	Provided an update on the ice storm debris clean efforts.
<u>Legal Business</u>	No report.
<b>URBAN RENEWAL AGENCY</b>	
<u>URA Consent Agenda</u> A. <b><u>URA Resolution No. 314</u></b> A Resolution Of The City Of Wilsonville Urban Renewal Agency Board Authorizing The City Manager To Execute A Construction Contract With Moore Excavation, Inc. For Construction Of The 5th Street / Kinsman Road Extension Project.  B. Minutes of the February 18, 2021 URA Meeting.	The URA Consent Agenda was approved 5-0.
<u>New Business</u> A. None.	
<u>URA Public Hearing</u> A. None.	
<b>ADJOURN</b>	7:51 p.m.