



**DEVELOPMENT REVIEW BOARD PANEL B  
MEETING MINUTES**

**March 27, 2023 at 6:30 PM**

**City Hall Council Chambers & Remote Video Conferencing**

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**Accepted as presented**

April 24, 2023

**CALL TO ORDER**

A regular meeting of the Development Review Board Panel B was held at City Hall beginning at 6:30 p.m. on Monday, March 27, 2023. Chair Rachelle Barrett called the meeting to order at 6:30 p.m., followed by roll call.

**CHAIR'S REMARKS**

**ROLL CALL**

Present for roll call were: Rachelle Barrett, John Andrews, Megan Chuinard and Alice Galloway. Justin Brown was absent.

Staff present: Daniel Pauly, Amanda Guile-Hinman, Amy Pepper, Kimberly Rybold, Cindy Luxhoj, and Shelley White

**CITIZEN INPUT**

This is an opportunity for visitors to address the Development Review Board (DRB) on items not on the agenda. There were no comments.

**CONSENT AGENDA**

1. Approval of minutes of February 27, 2023 DRB Panel B meeting

**John Andrews made a motion to approve the February 27, 2023 DRB Panel B meeting minutes as presented. Megan Chuinard seconded the motion, which passed unanimously.**

**PUBLIC HEARINGS**

2. **Resolution No. 414. Street Name Change in Frog Pond West.** The applicant is requesting approval of a proposal to change the name of a street in the Frog Pond West neighborhood from SW Columbine Avenue to SW Ponderosa Avenue located on the western edge of the Frog Pond Ridge Subdivision.

Case Files:

DB23-0002 Street Name Change

- Modify Conditions of Approval (MCOA23-0001)

***The DRB action on this item is a recommendation to the City Council.***

**Chair Barrett** called the public hearing to order at 6:35 p.m. and read the conduct of hearing format into the record. Alice Galloway declared for the record that she 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.

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

**Ms. McAlister** presented the Staff report via PowerPoint, briefly noting the site's location and that the subject property was right-of-way owned by the City of Wilsonville. Her additional key comments were as follows:

- Proper noticing was followed for the subject application with the public hearing notice mailed to property owners within 250 ft of the property, onsite posting, and publication in the *Wilsonville Spokesman*. No public comments were received for this project during the comment period.
- The subject application was for the modification of Condition of Approval PFD 2 from the Frog Pond Ridge Subdivision approval, DB22-0002. Review tonight was for the recommendation to City Council to review and approve.
- The Frog Pond Ridge Subdivision was approved in September of 2022. The name was proposed by the developer and reviewed and approved by the City Engineer as a part of the Final Plat approval process. All standards were met in accordance with City Code and the City's Street Naming Policy.
- A Wilsonville resident was interested in changing the name, and that process fell under State statutes that required two hearings. The process for renaming streets was outlined in State Statute ORS 227.120, which required the Commission for the City or County in which the street was being renamed to review and recommend the renaming of the street to City Council. Prior to City Council hearing, Staff would notice within 6 miles of the subject street via newspapers for local jurisdictions. City Council must then review and approve the change at a public hearing.
- The request was to modify Condition of Approval PFD 2, which addressed the process of naming streets, and change the name from SW Columbine Ave to SW Ponderosa Ave. The street name change would trigger City Staff to apply Condition of Approval PDF 2 again, ensuring the new street name followed the City Street Naming Policy and was recorded on the final plat with Clackamas County. The process would allow the subject street name to be changed from SW Columbine Ave. to SW Ponderosa Ave. The requested name met all City Street Naming Policy requirements.

**Alice Galloway** asked what other requirements were involved with a street name change, and what costs were involved.

**Ms. McAlister** replied she did not know the cost of changing the street sign, but in terms of the process, the City was only charging for the cost of the mailings. Next steps involved notifying Clackamas County, which would make the changes. City Engineers would update the address in the City system.

**Daniel Pauly, Planning Manager**, added once the address was changed, Staff would notify the service providers about the new street name as well as others wanting to know addresses. The street name change would not pose a significant expense to either the City or Applicant. Everyone was trying to do what was reasonable.

**John Andrews** confirmed signs with the name SW Columbine Ave had already been made.

**Mr. Pauly** added that signs were required to go up as part of the addressing prior to subdivision approval for wayfinding for emergency response. He confirmed those signs would come down and new ones would go up.

**Chair Barrett** confirmed there were no further questions from the Board and called for the Applicant's presentation.

**Sean Leahy** stated that after ten years of living in Wilsonville he and his wife were building their forever home in the Frog Pond Ridge Development. They looked forward to the next chapter in their lives but were disappointed with the street name chosen for the street their home would be on. He understood columbine was a type of flower, and that the name met City Naming Policy, but he believed he was not alone in immediately recalling the tragic Columbine High School shooting upon hearing the street name. It was also personal for him as multiple family members were schoolteachers. Additionally, the subject street itself was within a mile of three local schools.

- He brought his concerns to City Staff on November 17th, and in the months since, he had received support from multiple Staff members as he navigated the City's policies for changing a street name. Steps completed included submitting a signed letter from the developer, who owned all the lots on the street, that confirmed their lack of objection to the street-name change, and the submission of a complete application through the City's portal, which included the necessary narratives, plat maps, proposed new street name, etc.
- The new name he had proposed was SW Ponderosa Ave. The Willamette Valley Ponderosa Pine was an important tree that supported many forms of life in the local ecosystem. An evergreen conifer tree, it was the only variety of Ponderosa that could withstand the heavy, wet winter soil of the region. The tree stood an impressive 150-200 ft tall when fully mature and was a critical source of food and shelter for caterpillars, pest-eating insects, birds, and small mammals alike.
- City of Wilsonville Street Naming Policy Resolution No. 1924, Section A.8.8 stated, "When practical, streets shall be named using historic surnames or names reflecting Oregon geography, natural features, or native plants and animals." The Ponderosa Pine was a native, awe-inspiring tree that was critical to many species in the region and would be a worthy namesake for SW Ponderosa Ave. He had spoken before City Council twice, and they were in full support of changing the insensitive street name. He appreciated the City Staff's and DRB's work in making this change happen and gave an extra thank-you to Georgia, who had been incredibly helpful throughout the entire process as a lot of parts were involved.

**Chair Barrett** confirmed there were no questions for the Applicant and called for public testimony regarding the application. Staff confirmed there was no one present at City Hall or on Zoom who wanted to testify.

**Chair Barrett** confirmed there were no additional questions or discussion and closed the public hearing at 6:51 pm.

**Alice Galloway moved to adopt the amended Staff report as presented. Megan Chuinard seconded the motion, which passed unanimously.**

**Megan Chuinard moved to adopt Resolution No. 414. The motion was seconded by John Andrews and passed unanimously.**

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

3. **Resolution No. 413. Precision Countertops Project.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review, Waiver, Class 3 Sign Permit, and Type C Tree Removal Plan for development of a 66,000 square foot corporate headquarters and fabrication facility on property located at 25540 SW Garden Acres Road.

Case Files:

DB22-0011 Precision Countertops

- Stage 1 Preliminary Plan (STG122-0006)
- Stage 2 Final Plan (STG222-0007)
- Site Design Review (SDR22-0007)
- Waiver (WAIV22-0003)
- Class 3 Sign Permit (SIGN22-00011)
- Type C Tree Removal Plan (TPLN22-0006)

***This item is being rescheduled to a date to be determined (TBD).***

4. **Resolution No. 411. Delta Logistics Site Expansion.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan Modification, Site Design Review, Waivers, Class 3 Sign Permit, Type C Tree Removal Plan, Standard SROZ Map Verification, Standard SRIR Review and Variance for Development of a 58,116 square foot warehouse / manufacturing building with accessory office space at 9710 SW Day Road, and minor site modifications at 9835 SW Commerce Circle.

Case Files:

DB22-0007 Delta Logistics Site Expansion

- Stage 1 Preliminary Plan (STG122-0005)
- Stage 2 Final Plan (STG222-0006)
- Site Design Review (SDR22-0006)
- Waivers (WAIV22-0001)
- Class 3 Sign Permit (SIGN22-0004)
- Type C Tree Removal Plan (TPLN22-0005)
- Standard SROZ Map Verification (SROZ22-0006)
- Standard SRIR Review (SRIR22-0004)
- Variance (VAR22-0001)

***This item is being rescheduled to a date to be determined (TBD).***

**Daniel Pauly, Planning Manager**, stated it was rare to have two hearings cancelled. Typically, if an item was not heard, it was continued to a date certain. In this case, Staff did not have enough information to be certain of that date, so the public hearings would be renoticed when a new public hearing date was determined. He did not know if the items would come before this Panel or Panel A. He noted Cindy Luxhoj was available to answer any questions or provide further clarification as the Planner assigned to both agenda items.

#### **BOARD MEMBER COMMUNICATIONS**

4. Results of the March 13, 2023 DRB Panel A meeting
5. Recent City Council Action Minutes

There were no comments.

#### **STAFF COMMUNICATIONS**

**Daniel Pauly, Planning Manager**, anticipated an April meeting, adding if nothing was scheduled, Panel B would undergo the same transportation and traffic analysis training in April as Panel A had received.

#### **ADJOURNMENT**

The meeting adjourned at 6:56 p.m.