



Explanation of Public Hearing Notice & Opportunity to Comment on Proposed Development CIS Oregon Collaboration Center

This notice informs you of your opportunity to comment on a the proposed development of a one single story, 15,744 square foot, office building and associated site development on the southwest corner of Wilsonville Road and Kinsman Road. The planned office tenant is Citycounty Insurance Services (CIS Oregon).

Comments are encouraged to address how specific components of the development such as layout, parking, traffic, landscaping, etc. comply with applicable City standards. All City decisions must be based on the applicable existing standards. A list of standards in the City code applicable to review of the development can be found in the attached Notice of Public Hearing.

Comments should be submitted in writing, or by testifying at the Public Hearing in person or using remote phone and video technology. The City will also endeavor to provide qualified sign language interpreters and/or qualified bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting.

Frequently Asked Question about Providing Written Comments:

To whom should I address my written comments?

Please address comments submitted for Development Review Board (DRB) consideration to "Development Review Board Members."

How do I submit written comments?

Email is best. Comments can be emailed to the Planning Staff Member reviewing the application, Georgia McAlister, at gmcalister@ci.wilsonville.or.us. If email is not possible, comments can be mailed to: Planning Division, Attn: Georgia McAlister, 29799 SW Town Center Loop East, Wilsonville, OR 97070 or delivered in person 8:00 to 5:00 on days City Hall is open (typically Mon-Fri) at the address above.

When should written comments be submitted?

- For comments to be considered and compiled into a memo to be sent to the DRB for their review prior to the Public Hearing they must be received by City Staff no later than 4 p.m. on March 15, 2024.
- For staff to prepare copies of the comments for the hearing they must be received no later than 2 p.m. the day of the hearing.
- You can bring your own copies to the Public Hearing to present when you testify if you do not meet the deadlines above.
- Comments, in any form, must be received prior to the close of the public hearing to be considered and become part of the record.

Where and When to come to attend or testify at the Public Hearing

Where (Public Hearing): City Hall Council Chambers, 29799 SW Town Center Loop East, Wilsonville, OR 97070. If you plan to participate in the meeting remotely, please contact Planning Division staff at 503-682-4960 or planning@ci.wilsonville.or.us as soon as possible but not later than 10 a.m. the day of the hearing to guarantee you receive the Zoom meeting login information and further directions for participation.

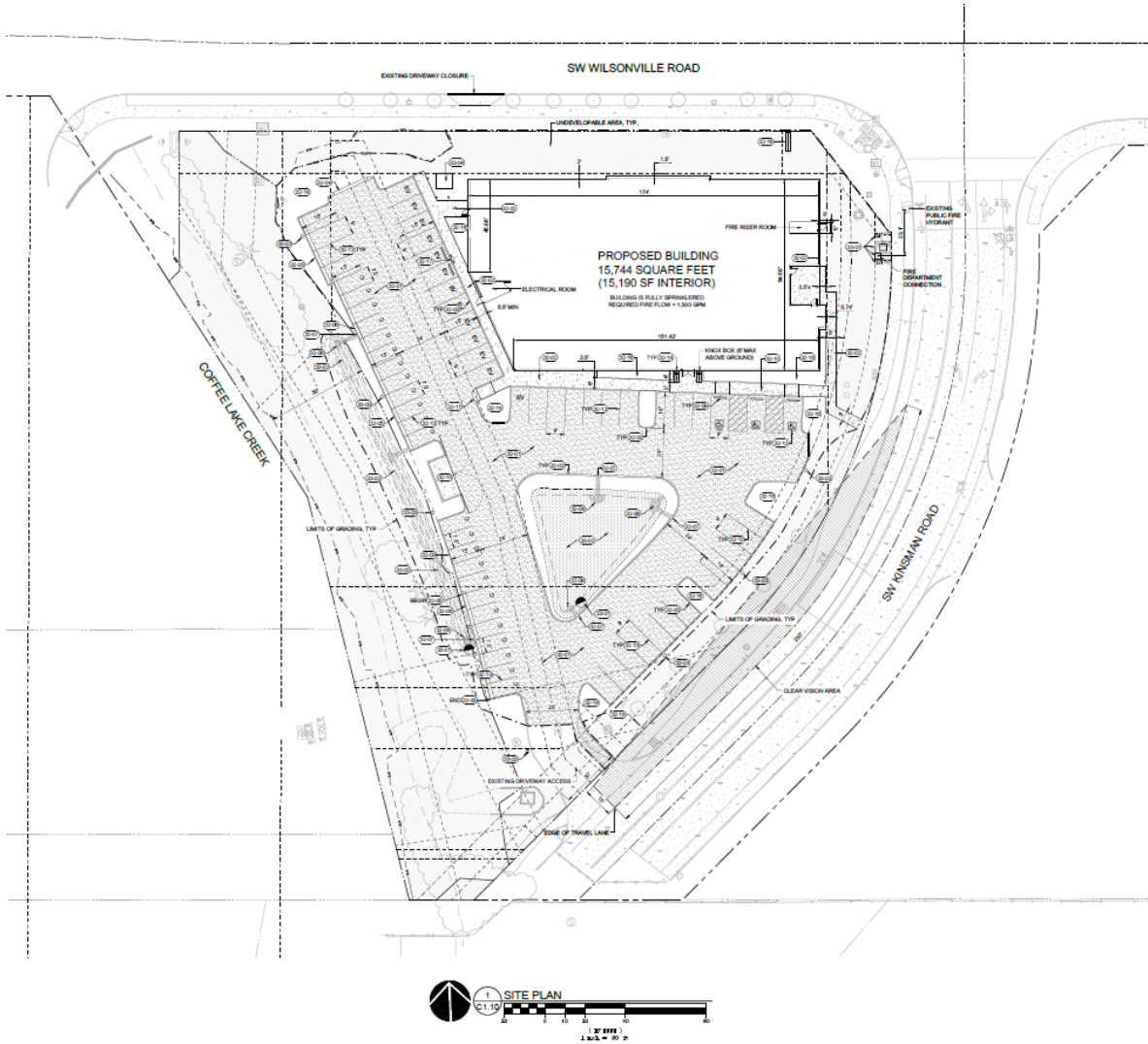
When: March 25, 2024 at 6:30 pm

City Case Files for Application:

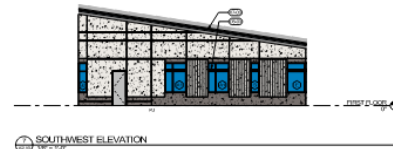
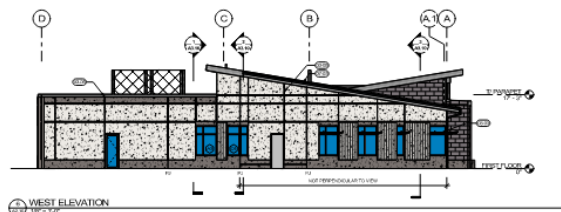
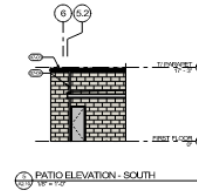
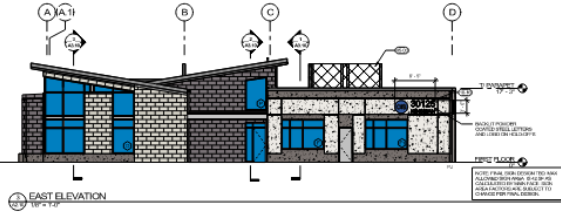
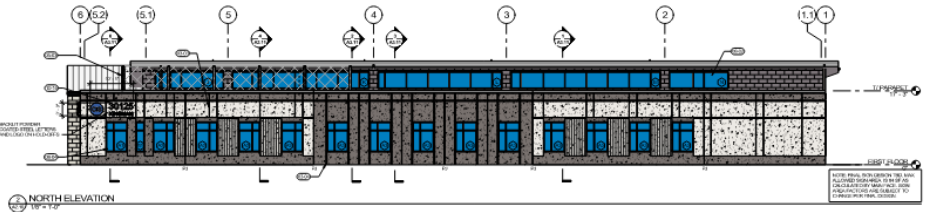
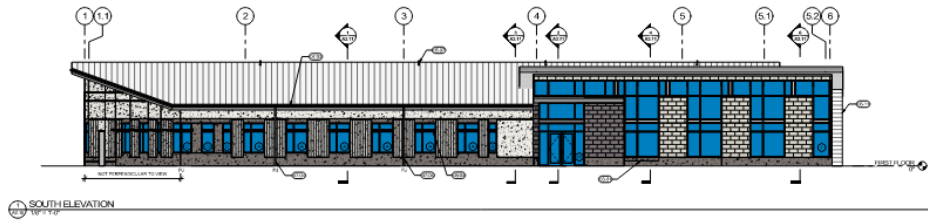
DB23-0015 CIS Collaboration Center

- Stage 2 Final Plan Modification (STG223-0008)
- Site Design Review (SDR23-0010)
- Type C Tree Removal Plan (TPLN23-0005)
- Class 3 Sign Permit (SIGN23-0014)
- Waiver Request (WAIV23-0006)

Proposed Site Plan



Proposed Building Elevations



**PUBLIC NOTICE
CITY OF WILSONVILLE**

DEVELOPMENT REVIEW BOARD PANEL B

NOTICE IS HEREBY GIVEN that a PUBLIC HEARING will be held by the **Development Review Board (DRB)** of the City of Wilsonville on **Monday, March 25, 2024, at 6:30 P.M.** at City Hall, at 29799 SW Town Center Loop E, Wilsonville, Oregon, or to such other place to which the Development Review Board may adjourn. You are invited to participate in person, via Zoom video conferencing, or by submitting written comments in advance of the hearing. The information to participate is available by calling the Planning Division at 503-682-4960 or emailing planning@ci.wilsonville.or.us.

Case Files to be

Considered: DB23-0015 CIS Collaboration Center

- Stage 2 Final Plan Modification (STG223-0008)
- Site Design Review (SDR23-0010)
- Type C Tree Removal Plan (TPLN23-0005)
- Class 3 Sign Permit (SIGN23-0014)
- Waiver Request (WAIV23-0006)

Owner/Applicant: CIS Trust (Patrick Priest)

Authorized

Representative: Gabriela Frask and Sid Hariharan Godt (Mackenzie)

Location: 9770 SW Wilsonville Road, Tax Lot 00100, Section 23B, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon

City Contact: Georgia McAlister, Associate Planner, at (503) 682-4960.

Request: Stage 2 Final Plan Modification, Site Design Review, Type C Tree Removal Plan, Class 3 Sign Permit and Class 3 Waiver for the Proposed CIS Collaboration Center

Applicable Criteria

Planning and Land Development Ordinance: Sections 4.008 through 4.011, Section 4.014, Section 4.031, Section 4.035, Section 4.110, Section 4.117, Section 4.118, Section 4.135, Sections 4.139.00-4.139.11, Section 4.140, Section 4.154, Section 4.155, Sections 4.156.01-4.156.11, Section 4.167, Section 4.171, Section 4.175, Section 4.176, Section 4.177, Section 4.179, Sections 4.199.20-4.199.06, Section 4.300 through 4.320, Sections 4.400- 4.440, Sections 4.600-4.640.20 as applicable. Wilsonville Comprehensive Plan, Transportation System Plan, Previous Land Use Approvals.

Copies of the approval criteria are available from the Wilsonville Planning Division, located at 29799 SW Town Center Loop East. All testimony and evidence shall be directed to the applicable criteria or the person providing testimony shall state which other criteria they believe applies to this application. A complete copy of the relevant file information, including the staff report and recommendations, will be available for inspection seven days prior to the hearing on the City's website. Copies may be provided at the cost of twenty-five cents per page. Copies will also be available for review at the Wilsonville Public Library.

Any interested party may testify at the public hearing, either in person or remotely, or submit written testimony at or prior to the hearing. Please participate remotely if you are exhibiting symptoms of respiratory illness. If you plan to participate in the meeting remotely, please contact Planning Division staff at 503-682-4960 or planning@ci.wilsonville.or.us as soon as possible but not later than 10 a.m. the day of the hearing to guarantee you receive the Zoom meeting login information and further directions for participation. For written testimony, email is best. Send email to Georgia McAlister, Associate Planner, at gmcaster@ci.wilsonville.or.us. If email is not possible, comments can be mailed to: Planning Division, Attn: Georgia McAlister, 29799 SW Town Center Loop East, Wilsonville, OR 97070 or delivered in person 8:00 to 5:00 on days City Hall is open (typically Mon-Fri) at the address above. The procedures that govern the hearing will be stated at the meeting and are found in Chapter 2.560 of the Wilsonville Code and ORS 197.763.

For legal purposes, all testimony/comments received prior to or at the public hearing will become part of the record. Written comment/testimony received after the public hearing has closed cannot be considered.

Please be advised that any issue that is intended to provide a basis for appeal must be raised before the close of the Development Review Board hearing, in person or by letter, with sufficient specificity to afford the Development Review Board and the parties an opportunity to respond to the issue. Failure to raise an issue with sufficient specificity will preclude any appeal on that issue. Parties with standing may appeal the decision of the Development Review Board to the City Council.

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 qualified sign language interpreters and/or qualified bilingual interpreters, without cost, if requested at least 48 hours prior to the meeting. To obtain such services, please call Shelley White, Planning Administrative Assistant at (503) 682-4960.

Inquiries pertaining to these hearings may be made to Georgia McAlister, Associate Planner, at (503) 682-4960.

Project Location

