

**WILSONVILLE CITY HALL  
29799 SW TOWN CENTER LOOP EAST  
WILSONVILLE, OREGON**

**Development Review Board – Panel A  
Minutes– January 11, 2021 6:30 PM**

**Approved**  
March 8, 2021

**I. Call to Order**

Chair Daniel McKay called the meeting to order at 6:30 p.m.

**II. Chair’s Remarks**

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

**III. Roll Call**

Present for roll call were: Daniel McKay, Jean Svadlenka, Samy Nada (Panel B), and Nicole Hendrix (Panel B)

Staff present: Daniel Pauly, Barbara Jacobson, Kimberly Rybold, Khoi Le, Cindy Luxhoj, and Shelley White

New Board Members: Ben Yacob, Kathryn Neil, Michael Horn, Jason Abernathy, Jami Arbon, Rachelle Barrett

**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 12, 2020 DRB Panel A meeting

Chair McKay moved to approve the Consent Agenda as presented. Jean Svadlenka seconded the motion, which passed unanimously.

**VI. Public Hearing**

**B. Resolution No. 387. Charbonneau Activity Center and Condominium Plat Amendment: BC Group, Inc. – Applicant for Charbonneau Country Club – Owner.** 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 design

Case Files:	DB20-0049	Stage II Final Plan Modification
	DB20-0050	Site Design Review
	DB20-0051	Tentative Plat (Condominium Plat Amendment)

**Chair McKay** 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, noting the site's location, background, and surrounding features and land uses. Her presentation included a review of the requested applications and proposed modifications, as well as key discussion points with regard to traffic, parking, tree removal, and pedestrian access and circulation, all of which had been adequately addressed by the Applicant. She concluded that Staff recommended approval of the proposal with the conditions stated in the Staff report.

Staff addressed questions from the Board regarding traffic, noting the restaurant had been vacant for some time before it was demolished a couple years ago. Although the trips had not been active for some time, but were still vested in the Stage II approval and therefore had to be addressed. Trips for community or fitness centers were significantly lower because people come and go at different times, not so much during the peak hour; whereas, restaurants generate more traffic at meal times, which were generally at specific times of the day. The activity center would be owned by the Charbonneau Country Club and questions regarding its operation were deferred to the Applicant.

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

**Brendan Sanchez, Access Architecture**, presented the proposal for the Charbonneau Activity Center via PowerPoint, describing the design and function of proposed building, its architectural compatibility with surrounding structures, landscaping and tree preservation, and how the Applicant had made adjustments in response to requests from adjacent neighbors and the Charbonneau community. The renderings and images referenced were included in the Applicant's materials.

**Charbonneau Country Club General Manager, Jim Meierotto** and **Mr. Sanchez** addressed questions from the Board. The owners of the condo located directly west of the activity center were part of the community task force and involved in the planning process for the activity center. To enhance the privacy of the neighbors to the west, the building's west façade was pushed back, and based on input from the Task Force, the trash enclosure was also covered and a large evergreen tree preserved. The fitness center portion of the building would be accessible 24 hours a day via key fab, while the entire facility would primarily be used during the day. The

community was aware that the fitness center would be open 24 hours a day; no analysis had been done on the noise that would be generated by facility. The project had been in the planning stage for four or five years, and the Applicant has been extremely communicative with the community and transparent about the project's details. Well before the project started, a robust polling was conducted to help inform the activities and programs provided by the facility. Everyone valued everyone's input and any complaints would be addressed.

The Applicant further addressed clarifying questions about parking, pedestrian circulation, the equipment in the fitness facility, and the impact of lighting from the building, noting one landscaped light pole was planned with low bollards used near walking surfaces, and manual shades would be installed on the windows. The internal layout of the building was described. Service related areas, including storage, mechanical and electrical would all be on the west side to help further buffer impacts to the residential area. The remaining sides of the building were surrounded by commercial uses and the golf course. Residents would have access to the multi-purpose rooms with everything scheduled through Charbonneau Country Club staff.

**Samy Nada** commended the Applicant for the webinar used to gather the community's input.

**Chair McKay** called for public testimony in favor of, opposed and neutral to the application.

**Anne Shevlin, Director, Charbonneau Country Club Board of Directors**, stated she had been a Charbonneau resident for nine years, noting she also co-chaired the task force related to the proposed project. She offered some background on the restaurant that previously occupied the site and stated that both the Board of Directors and the task force fully supported the project.

**Larry Walker, Charbonneau Country Club**, stated they strongly supported the project, adding the community had been informed about every aspect. He highlighted how the Applicant had been extremely transparent, engaged with the community and was willing to listen to input.

**Chair McKay** confirmed that there was no further public comment and that the Applicant had no rebuttal. He confirmed the Board had no further discussion and closed the public hearing at 7:33 pm.

**Nicole Hendrix moved to approve Resolution No 387. Samy Nada seconded the motion.**

The Board members commended the Applicant for a well done presentation, adding their appreciation for engaging with and responding to the community with regard to the project.

**The motion passed unanimously.**

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

## **VII. Board Member Communications**

- A. Results of the October 26, 2020 DRB Panel B meeting
- B. Results of the November 23, 2020 Panel B meeting

### C. Recent City Council Action Minutes

**Chair McKay** thanked DRB Panel B members Samy Nada and Nicole Hendrix for joining Panel A and participating in the meeting.

**Daniel Pauly, Planning Manager**, noted the upcoming training was for new Board members, so current Board members were welcome to leave the meeting if desired.

### VIII. Staff Communications

#### A. Introduction of new board members

**Daniel Pauly, Planning Manager**, invited the Board members to introduce themselves, noting that a more in-depth Board training would follow to help orient the Board members to the roles and responsibilities of the DRB.

The current and incoming Board members introduced themselves, noting where they lived, their professional background, their involvement in the community, why they wanted to join the DRB, and their first impression of Wilsonville.

**Mr. Pauly, City Attorney Barbara Jacobson, and Kim Rybold** provided an introductory training that highlighted the development review process, Staff's role in working with applicants and preparing Staff reports, Wilsonville's unique Development Code, and proper decorum related to social media and the public meetings law. Legal considerations with regard to ex parte contact, conflict of interest and bias were also discussed. Staff addressed several clarifying questions.

Current Board members shared their observations and provided insights about their land use review experiences on the DRB.

Mr. Pauly noted a more detailed training would be held on January 25th during the regularly scheduled DRB-B meeting with additional training on specific scenarios being held potentially in February. The Board members were asked to submit to him via email any specific topics they wanted discussed during training.

### IX. Adjournment

The meeting adjourned at 8:52 p.m.

Respectfully submitted,

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