

**Development Review Board – Panel B  
Minutes– March 22, 2021 6:30 PM**

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**I. Call to Order**

Chair **Samy Nada** called the meeting to order at 6:30 p.m.

**II. Chair’s Remarks**

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

**III. Roll Call**

Present for roll call were: **Samy Nada, Nicole Hendrix, Michael Horn, and Jason Abernathy**

Staff present: **Daniel Pauly, Barbara Jacobson, Kim Rybold, Georgia McAlister, 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. Election of 2021 Chair and Vice-Chair**

**A. Chair**

Michael Horn nominated **Samy Nada** for 2021 DRB-Panel B Chair. Nicole Hendrix seconded the nomination.

There were no further nominations.

**Jason Abernathy moved to elect Samy Nada as the 2021 DRB-Panel B Chair. Nicole Hendrix seconded the motion. Samy Nada was unanimously elected as 2021 Chair.**

**B. Vice-Chair**

Samy Nada nominated Nicole Hendrix for 2021 DRB-Panel B Vice-Chair. Jason Abernathy seconded the motion.

There were no further nominations.

Jason Abernathy moved to elect Nicole Hendrix as the 2021 DRB-Panel B Vice-Chair. Michael Horn seconded the motion. Nicole Hendrix was unanimously elected as 2021 Vice-Chair.

**VI. Consent Agenda:**

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

Nicole Hendrix moved to approve the November 23, 2020 DRB Panel B meeting minutes as presented. Jason Abernathy seconded the motion, which passed unanimously.

**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

**Chair Nada** called the public hearing to order at 6:39 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.

**Georgia McAlister, Assistant 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. McAlister** presented the Staff report via PowerPoint, briefly reviewing the history of the Frog Pond Meadows subdivision to date and noting the project's location. This would be the third subdivision to begin construction in the Frog Pond neighborhood. Her key additional comments were as follows:

- The subject proposal regarded Lots 25, 26, and 11. The Applicant proposed a temporary use sales office within the garage of the model home on Lot 25. The adjacent lot was proposed as a temporary parking area, with access from the parking area to the sales office via the sidewalks. Four parking spots were proposed with one being ADA compliant with easy access for the ADA with a walking aisle. (Slide 2 & 3)
  - A construction trailer would be located on Lot 11 and was a pretty minor use.
- The proposed Temporary Use Permit met all the required Good Cause Factors. (Slide 5) The temporary sales office was adjacent to the land being developed as single-family homes.

Marketing the homes from the onsite sales office ~~which~~ would provide easy access and utilize a space that would already be constructed upon. Using the garage would be both convenient and provide access for anyone looking at the Frog Pond Meadows subdivision.

- Staff recommended approval of the proposed two-year Temporary Use Permit with the conditions noted in the Staff report. Those conditions included ensuring an 8-ft access for the ADA space between the parking area and the office, as well as the addition of two bicycle spaces. Any signs that were a part of the project would need to go through the proper process. Any landscaping should conform to the already-approved development. At the end of the two-years, the office must be reconverted into an actual garage space and the Temporary Use Permit would expire.
- She corrected Finding 7 to state, "As such, the ~~42~~ 460-square-foot sales office requires a total of two spaces." (Page 8 of 31, Staff report)

**Nicole Hendrix** asked if the garage space had to be converted back into an actual garage by the end of the two-year period or did the Applicant just have to be out of the garage at the two-year period and the garage could be converted later.

**Ms. McAlister** replied she understood the Applicant had to stop using the garage as an office at the end of the two-year approval period.

**Kimberly Rybold** confirmed the approval period pertained to the use itself, so the Applicant could convert the space back to a for-sale home after the Temporary Use Permit expired.

**Michael Horn** asked if the portable mobile door on the construction trailer on Lot 11 was oriented to face the church on purpose.

**Ms. McAlister** deferred the question to the Applicant.

**Ms. Rybold** noted that the construction trailer, while included within the plan for context for this application, did not require the Temporary Use Permit. The subject of the application was the temporary use for the office.

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

**Kathy Delarosa, 402 West 8th St., Vancouver, WA, 98660**, said she agreed with the Staff presentation. The Applicant was going to use the model home and convert the garage for use as a sales office for as long as homes were for sale, which would be for approximately two years, possibly less. After that, the Applicant would convert the sales office back to a garage, obtain the final certificate for occupancy, and sell the home.

**Ms. Hendrix** asked if additional signage, such as yard type signs, would be used from Stafford Rd to direct people to the sales office.

**Ms. Delarosa** replied there would be some temporary A-frame signs to direct people into the area. Although she did not know exactly what type of signs the marketing team planned to install, she confirmed they were aware of the Sign Code and would apply for any required permits for approval ahead of installation. She assured the Applicant would approach Ms. McAlister with any questions to ensure compliance.

**Chair Nada** confirmed there was no public testimony in favor of, opposed and neutral to the application. He confirmed there was no additional and closed the hearing at 6:54 pm.

**Nicole Hendrix moved to approve Resolution No. 390 and adopt the Staff report as amended during the hearing.**

- The following correction was made to the Staff report:
  - Finding 7 was corrected to state, "As such, the ~~42~~ **460**-square-foot sales office requires a total of two spaces." (Page 8 of 31)

**Michael Horn seconded the motion, which passed unanimously.**

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

#### **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

**Kim Rybold, Senior Planner**, highlighted the meeting results from DRB Panel A, noting the extensive City Council Action minutes recent since December

#### **IX. Staff Communications**

**Kim Rybold, Senior Planner**, welcomed the new DRB Panel B members, adding that Shelley White would contact the Board members about the upcoming DRB Panel B meetings.

#### **X. Adjournment**

The meeting adjourned at 6:59 p.m.

Respectfully submitted,

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