

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, MAY 11, 2026

6:30 PM

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Public Hearing:

2. **Resolution No. 443. iONNA Electric Vehicle Charging Station.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review, and Class 3 Sign Permit for an electric vehicle (EV) charging station with 16 EV charging stalls and an amenities building housing restrooms and vending machines.

Case Files:

DB25-0004 iONNA Electric Vehicle Charging Station

-Stage 1 Preliminary Plan (STG125-0002)

-Stage 2 Final Plan (STG225-0003)

-Site Design Review (SDR25-0004)

-Class 3 Sign Permit (SIGN25-0009)

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 443**

**A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, AND APPROVING A STAGE 1 PRELIMINARY PLAN, STAGE 2 FINAL PLAN, SITE DESIGN REVIEW, AND CLASS 3 SIGN PERMIT REQUEST FOR AN ELECTRIC VEHICLE (EV) CHARGING STATION WITH 16 EV CHARGING STALLS AND AN AMENITIES BUILDING HOUSING RESTROOMS AND VENDING MACHINES.**

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted by Quinn Duffy, Kimley-Horn & Associates, Inc. – Applicant and David Wales, Barber Street Wildcats LLC– Owner in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the subject site is located at 9025 SW Barber St on Tax Lot 1400, Section 14A, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon, and

WHEREAS, the Planning Staff has prepared the staff report on the above-captioned subject dated May 4, 2026, and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on May 11, 2026, 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 incorporate as part of this resolution, as if fully set forth herein, the staff report, as adopted with any amendments and attached hereto, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB25-0004 iONNA Electric Vehicle (EV) Charging Station: Stage 1 Preliminary Plan (STG125-0002), Stage 2 Final Plan (STG25-0003), Site Design Review (SDR25-0004), Class 3 Sign Permit (SIGN25-0009).

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 11<sup>TH</sup> day of May, 2026, and filed with the Planning Administrative Assistant on \_\_\_\_\_. This resolution is final on the 15<sup>th</sup> 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)*.

\_\_\_\_\_  
Alice Galloway, Chair - Panel A  
Wilsonville Development Review Board

Attest:

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**Shelley White, Planning Administrative Assistant**



Exhibit A1  
Staff Report  
Wilsonville Planning Division  
iONNA Electric Vehicle Charging Infrastructure

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

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<b>Hearing Date:</b>	May 11, 2026
<b>Date of Report:</b>	May 4, 2026
<b>Application No.:</b>	DB25-0004 iONNA Electric Vehicle Charging Infrastructure
<b>Request/Summary:</b>	The requests before the Development Review Board include a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review, and Class 3 Sign Permit.
<b>Location:</b>	The property is specifically known as Tax Lot 1400, Section 14A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon
<b>Owner/Applicant:</b>	David Wales Barber Street Wildcats LLC
<b>Applicant's Representative:</b>	Quinn Duffy Kimley-Horn & Associates, Inc.
<b>Comprehensive Plan Designation:</b>	Industrial
<b>Zone Map Classification:</b>	PDI (Planned Development Industrial)
<b>Staff Reviewers:</b>	Hanna Tuia, Associate Planner Amy Maag, Development Engineering Manager

**Staff Recommendation:** Approve with conditions the requested Stage I Preliminary Plan, Stage II Final Plan, Site Design Review, and Class 3 Sign Permit.

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
Section 4.001	Definitions
Section 4.008	Application Procedures-In General
Section 4.009	Who May 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 4.116	Standards Applying to Commercial Development in All Zones
Section 4.117	Standards Applying to Industrial Development in All Zones
Section 4.118	Standards Applying to Planned Development Zones
Section 4.135	Planned Development Industrial (PDI) Zone
Section 4.140	Planned Development Regulations
Section 4.154	On-site Pedestrian Access and Circulation
Section 4.155	Parking, Loading, and Bicycle Parking
Section 4.156.01 through 4.156.11	Signs
Section 4.167	Access, Ingress, and Egress
Section 4.171	Protection of Natural Features and Other Resources
Section 4.175	Public Safety and Crime Prevention
Section 4.176	Landscaping, Screening, and Buffering
Section 4.177	Street Improvement Standards
Section 4.179	Mixed Solid Waste and Recycling
Sections 4.199.20 through 4.199.60	Outdoor Lighting
Sections 4.200 through 4.290	Land Divisions
Sections 4.300 through 4.320	Underground Utilities
Sections 4.400 through 4.440 as applicable	Site Design Review
Sections 4.600 through 4.640.20	Tree Preservation and Protection
<b><u>Other Planning Documents:</u></b>	
Wilsonville Comprehensive Plan	

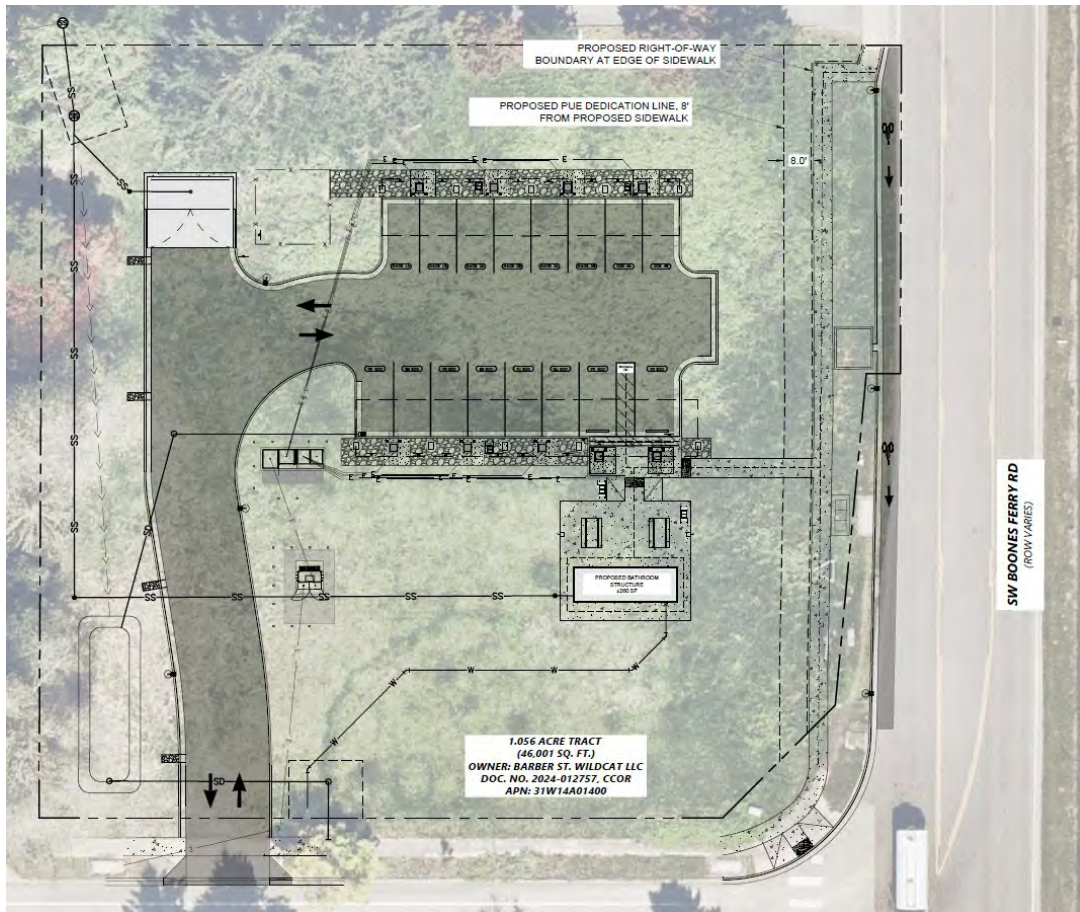
**Vicinity Map:**



**Background:**

The iONNA electric charging infrastructure is proposed to be installed on an unimproved parcel. The subject property’s zoning was changed from Rural Agricultural (RA-1) to Planned Commercial and Industrial (PC&I) in 1980. The PC&I zone was subsequently renamed the Planned Development Industrial (PDI) zone in the same year. The subject property does not have an existing Stage I master plan or any other previous approvals.

The proposed iONNA facility contains EV charging infrastructure, a pet relief area, a new amenity building, and accessory structures. The charging infrastructure includes nine (9) EV chargers serving 16 EV charging stalls (including two (2) ADA compliant EV charging stalls), and will include two canopies covering the charging stalls. The amenity building will include restrooms and vending machines, and other accessory structures include a trash enclosure and outdoor seating for customer and public use. The locations of all the facilities described above are shown on the site plan below.



**Summary:**

**Stage 1 Preliminary Plan**

The Stage 1 Preliminary Plan proposes a new electric vehicle (EV) charging station and an amenity building. The overall development and layout are consistent with the Planned Development Industrial Zone (PDI), which allows for limited service commercial uses.

**Stage 2 Final Plan**

The Stage 2 Final Plan includes 16 EV charging stalls covered by canopies, an approximately 260 square foot amenities building housing restrooms and vending machines, and a pet relief area. The proposed uses of the development are consistent with the Planned Development Industrial (PDI) Zone. All services are available for the site. The site includes parking, circulation areas, pedestrian connection, and landscaping meeting or exceeding City standards.

**Site Design Review**

The applicant used appropriate professional services to design the amenities building and canopy and other accessory structures using quality materials and design. The amenities building and canopy both provide an attractive mix of durable materials suitable for an industrial service

commercial development. The configuration of the site also allows for the preservation of valuable trees.

### Class 3 Sign Permit

The subject property has frontage on SW Boones Ferry Rd. and SW Barber St. and also faces Interstate 5. Two building signs are proposed for the building, with two additional signs integrated into the canopy fascia.

### Public Comments and Responses:

One public comment was received in support of the proposed EV charging station and is included as Exhibit D1.

### Discussion Points – Verifying Compliance with Standards:

This section provides a discussion of key clear and objective development standards that apply to the proposed applications. The Development Review Board will verify compliance of the proposed applications with these standards. The ability of the proposed applications to meet these standards may be impacted by the Development Review Board’s consideration of discretionary review items as noted in the next section of this report.

### Traffic and Parking

The Traffic Impact Study in Exhibit B1 contains the Trip Generation Study completed by DKS for the City of Wilsonville Public Works Facility. The subject property is currently undeveloped with the study analyzing the impact of a proposed development that contained a parking lot with 16 EV chargers.

The table below is from the Trip Generation Study and shows the general range of AM and PM Peak Trips and total daily trips for the development.

The proposed development is not providing any parking outside of the 16 stalls that serve as EV charging stalls. The EV charging stalls are the primary use of the site, and this is not a use with vehicular or bicycle parking requirements listed in Table 5 of Section 4.155. Thus, maximum parking requirements and bicycle parking requirements are not applicable to this proposal.

**TABLE 2: TRIP GENERATION ESTIMATE**

LOCATION AND SIZE	AM PEAK TRIP ESTIMATE	PM PEAK TRIP ESTIMATE	WEEKDAY TRIP ESTIMATE
9025 SW BARBER ST PROJECT SITE	0.30 trips per charger	0.30 trips per charger	3.60 trips per charger
16 CHARGERS	<b>5 (3 in, 2 out)</b>	<b>5 (2 in, 3 out)</b>	<b>58 (29 in, 29 out)</b>

## Service Commercial Uses in the PDI Zone

The PDI Zone allows for up to 5,000 square feet of Service Commercial uses, which are defined as professional services that cater to daily customers. The intent of allowing these uses is to provide support for surrounding industrial uses. The combined total of the EV charging parking area, EV charging units, and amenity building, is approximately 3,650 square feet, which falls below the 5,000 square foot threshold specified in Subsection 4.135 (.03) O.1. The proposed EV charging facility can provide critical infrastructure to electric vehicles that are part of the operations of surrounding industrial uses as intended by the PDI Zone.

### **Discussion Points – Discretionary Review:**

This section provides a discussion of discretionary review requests that are included as part of the proposed applications. The Development Review Board may approve or deny items in this section based upon a review of evidence submitted by the applicant. There are no discretionary review requests included as part of the proposed application.

## Conclusion and Conditions of Approval:

Staff reviewed the Applicant's 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 (DB25-0004) with the following conditions:

### Planning Division Conditions:

#### Request A: Stage 1 Preliminary Plan (STG125-0002)

No conditions for this request
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#### Request B: Stage 2 Final Plan (STG25-0003)

<b>PDB 1. General:</b> The approved modified final plan shall control the issuance of all building permits and shall restrict the nature, location and design of all uses. Minor changes in an approved preliminary or final development plan may be approved by the Planning Director through the Class 1 Administrative Review Process if such changes are consistent with the purposes and general character of the development plan. All other modifications shall be processed in the same manner as the original application and shall be subject to the same procedural requirements. See Finding B13.
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<b>PDB 2. Prior to Temporary Occupancy:</b> In landscape tree planting areas, root barriers shall be installed for any hard surfaces located within eight feet of the center of the tree trunk. See Finding B34.
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<b>PDB 3. Prior to Temporary Occupancy:</b> Parking lot trees shall be suitably sized, located, and maintained to provide a branching minimum of 7 feet clearance at maturity. See Finding B34.
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<b>PDB 4. Prior to Final Occupancy:</b> All exterior, roof and ground mounted, mechanical and utility equipment shall be screened from ground level off-site view from adjacent streets or properties. See Finding B51.
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#### Request C: Site Design Review (SDR25-0004)

<b>PDC 1. General:</b> Construction, site development, and landscaping shall be carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. Minor revisions may be approved by the Planning Director through administrative review pursuant to Section 4.030. See Finding C15.
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<b>PDC 2. Prior to Temporary Occupancy:</b> All landscaping required and approved by the Board shall be installed prior to issuance of any occupancy permits, unless security equal to one hundred and ten percent (110%) of the cost of the landscaping as determined by the Planning Director is filed with the City assuring such installation within six (6) months of occupancy. "Security" is cash, certified check, time certificates of deposit, assignment of a savings account or such other assurance of completion as shall meet with the approval of the City Attorney. In such cases the developer shall also provide written authorization, to the satisfaction of the City
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	<p>Attorney, for the City or its designees to enter the property and complete the landscaping as approved. If the installation of the landscaping is not completed within the six-month period, or within an extension of time authorized by the Board, the security may be used by the City to complete the installation. Upon completion of the installation, any portion of the remaining security deposited with the City will be returned to the applicant. See Finding C39.</p>
<p><b>PDC 3.</b></p>	<p><b>Ongoing:</b> The approved landscape plan is binding upon the applicant/owner. Substitution of plant materials, irrigation systems, or other aspects of an approved landscape plan shall not be made without official action of the Planning Director or Development Review Board, pursuant to the applicable sections of Wilsonville’s Development Code. See Finding C40.</p>
<p><b>PDC 4.</b></p>	<p><b>Ongoing:</b> All landscaping shall be continually maintained, including necessary watering, weeding, pruning, and replacing, in a substantially similar manner as originally approved by the Board, unless altered as allowed by Wilsonville’s Development Code. See Findings C41 and C42.</p>
<p><b>PDC 5.</b></p>	<p><b>Prior to Temporary Occupancy:</b> The following requirements for planting of shrubs and ground cover shall be met:</p> <ul style="list-style-type: none"> <li>• Non-horticultural plastic sheeting or other impermeable surface shall not be placed under landscaping mulch.</li> <li>• Native topsoil shall be preserved and reused to the extent feasible.</li> <li>• Surface mulch or bark dust shall be fully raked into soil of appropriate depth, sufficient to control erosion, and shall be confined to areas around plantings.</li> <li>• All shrubs shall be well branched and typical of their type as described in current AAN Standards and shall be equal to or better than 2-gallon containers and 10” to 12” spread.</li> <li>• Shrubs shall reach their designed size for screening within three (3) years of planting.</li> <li>• Ground cover shall be equal to or better than the following depending on the type of plant materials used: gallon containers spaced at 4 feet on center minimum, 4” pot spaced 2 feet on center minimum, 2-1/4” pots spaced at 18 inch on center minimum.</li> <li>• No bare root planting shall be permitted.</li> <li>• Ground cover shall be sufficient to cover at least 80% of the bare soil in required landscape areas within three (3) years of planting.</li> <li>• Appropriate plant materials shall be installed beneath the canopies of trees and large shrubs to avoid the appearance of bare ground in those locations.</li> <li>• Compost-amended topsoil shall be integrated in all areas to be landscaped, including lawns. See Finding C43.</li> </ul>
<p><b>PDC 6.</b></p>	<p><b>Prior to Temporary Occupancy:</b> Plant materials shall be installed to current industry standards and be properly staked to ensure survival. Plants that die shall be replaced in kind, within one growing season, unless appropriate substitute species are approved by the City. See Finding C46.</p>

<b>PDC 7.</b>	<b>Prior to Non-Grading Building Permit Issuance:</b> The trash enclosure shall be designed with a roof canopy that completely covers the enclosure at a height sufficient to allow adequate clearance for collection vehicles. See Finding C35.
<b>PDC 8.</b>	<b>Prior to Non-Grading Building Permit Issuance:</b> Final review of the proposed development lighting's conformance with the Outdoor Lighting Ordinance will be determined at the time of Building Permit issuance. See Findings C49 through C56.

Request D: Class 3 Sign Permit (SIGN25-0009)

<b>PDD 1.</b>	<b>Ongoing:</b> The approved signs shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
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*The following Conditions of Approval are provided by the Engineering, Natural Resources, or Building Divisions of the City's Community Development Department or Tualatin Valley Fire and Rescue, all of which have authority over development approval. A number of these Conditions of Approval are not related to land use regulations under the authority of the Development Review Board or Planning Director. Only those Conditions of Approval related to criteria in Chapter 4 of Wilsonville Code and the Comprehensive Plan, including but not limited to those related to traffic level of service, site vision clearance, recording of plats, and concurrency, are subject to the Land Use review and appeal process defined in Wilsonville Code and Oregon Revised Statutes and Administrative Rules. Other Conditions of Approval are based on City Code chapters other than Chapter 4, state law, federal law, or other agency rules and regulations. Questions or requests about the applicability, appeal, exemption or non-compliance related to these other Conditions of Approval should be directed to the City Department, Division, or non-City agency with authority over the relevant portion of the development approval.*

**Engineering Division Conditions:**

<b>PF 1.</b>	Public Works Plans and Public Improvements shall conform to the "Public Works Plan Submittal Requirements and Other Engineering Requirements" in Exhibit C1.
<b>PF 2.</b>	The Traffic Impact Study for the project (DKS, December 2025), found that all intersections impacted with the proposed development would operate above the City's acceptable level of service (LOS) D.
<b>PF 3.</b>	<b><u>Prior to Issuance of the Public Works Permit:</u></b> Submit site plans to Engineering showing street improvements along the development's frontage on SW Boones Ferry Road, including a new bike lane, curb and gutter, planter/stormwater facility, street trees, street lights, ADA ramp and street trees. The plans shall also show street improvements along the development's frontage on SW Barber Street including street trees, a driveway and ADA compliant sidewalk. Additionally, the plans shall show all stormwater facilities, located onsite and in the right-of-way, including planting plans. Any damaged sidewalk panels shall be replaced in whole. Any unused utility stubs, including sanitary sewer laterals, storm laterals and water services, not intended to be utilized for this development shall be located and properly abandoned. Improvements shall be constructed in accordance with the Public Works Standards. The new sewer lateral shall be privately owned and maintained to the connection at the existing manhole.

PF 4.	<b><u>Prior to Issuance of Final Permit Approvals:</u></b> The applicant shall provide a site distance certification by an Oregon Registered Professional Engineer for all driveway accesses per the Traffic Impact Study.
PF 5.	<b><u>Prior to the Issuance of the Public Works Permit:</u></b> Applicant shall apply for City of Wilsonville Erosion Control and Grading Permits. The erosion control permit shall be issued and erosion control measures shall be installed, inspected and approved prior to any onsite work occurring.
PF 6.	<b><u>Prior to the Issuance of Public Works Permit:</u></b> A final stormwater report shall be submitted for review and approval. The stormwater report shall include information and calculations to demonstrate how the proposed development meets the treatment and flow control requirements. <b><u>Prior to Final Approval of the Public Works Permit:</u></b> Storm facilities shall be constructed, inspected and approved by the City.
PF 7.	<b><u>Prior to Any Paving:</u></b> Onsite stormwater facilities must be constructed and vegetated facilities planted. <b><u>Prior Issuance of Final Permit Approvals:</u></b> The applicant must execute and record with the County Stormwater Maintenance and Access Easement Agreements with the City.
PF 8.	<b><u>Prior to Issuance of Final Permit Approvals:</u></b> The applicant shall record an adequate variable width right-of-way dedication along SW Boones Ferry Road to encompass all the new public improvements, including the sidewalk.
PF 9.	<b><u>Prior to Issuance of Final Permit Approvals:</u></b> The applicant shall record a 8-foot wide public utility easement along the SW Boones Ferry Road right-of-way.
PF 10.	<b><u>Prior to Issuance of Final Permit Approvals:</u></b> A waiver of remonstrance against formation of a local improvement district (LID) shall be recorded in the County Recorder’s Office as well as the City’s Lien Docket in accordance with Wilsonville Code 4.177(.02)C.2.

## Master Exhibit List:

The entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The exhibit list below includes exhibits for Planning Case File DB25-0004. The exhibit list below 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 (Available Under Separate Cover)

- B1. Development Permit Application Form
  - Land Use Narrative
  - Geotechnical Report
  - Pre-Application Summary
  - Traffic Impact Analysis
  - Stormwater Report
  - Driveway and Location Justification
  - Republic Services Provider Letter
  - TVF&R Service Provider Letter
- B2. **Drawing Package:**
  - G0.0 Cover Sheet
  - G1.0 General Notes
  - G2.0 Charger Spec Sheets
  - Civil**
    - C1.0 ALTA Survey
    - C2.0 Site Plan
      - C2.1 Enlarged Site Plan
      - C2.2 FFE Plan
      - C2.3 Finish Plan
      - C2.4 Garbage Disposal Plan
    - C3.0 Demo Plan
    - C4.0 Grading Plan
      - C4.1 Utility Plan
      - C4.2 Utility Profiles
      - C4.3 Utility Profiles
    - C5.0 E&S Details
    - C6.0 Civil Details
      - C6.1 Civil Details

C6.2 Civil Details

C6.3 Civil Details

C6.4 Civil Details

C6.5 Canopy Details

C6.6 Signage Details

E3.0 Single Line Diagram

E5.0 Photometric Site Plan

E5.1 Lighting Details

E5.2 Lighting Details

E5.3 Lighting Details

**Restroom & Vending/ Trash Enclosure Structure**

Construction Plan

Exterior Elevations

Exterior Paint Specifications

Framing Plan and Details

**Landscape**

L0.0 Landscape Cover

L0.1 Tree Inventory Plan

L1.0 Material Plan

L2.0 Soil Plan

L3.0 Irrigation Schedules and Notes

L3.1 Irrigation Plan

L4.0 Planting Schedule and Notes

L4.1 Planting Plan

L5.0 Irrigation Details

L5.1 Planting Details

**Architectural**

C01-C05 Cover

P01 Plan/RCP

E01-E04 Plans/Elevations

S01-S04 Struct. Details

D01-D04 Canopy Details

D05 Footing Details

D06 Signage Details

**B3. Mechanical Application**

**B4. Plumbing Application**

**B5. Completeness Comment Response – Received February 26, 2026**

Development Review Team Correspondence

**C1.** Public Works Plan Submittal Requirements and Other Engineering Requirements

Public Comment

**D1.** G. Prior Comment dated 04/10/2026

## Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The applicant first submitted the application for Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review, and Class 3 Sign Permit on September 4, 2025. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on October 3, 2025. The applicant submitted additional material on January 7, 2026. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on February 4, 2026. The applicant submitted additional material on February 26, 2026. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be complete on March 3, 2026. The City must render a final decision for all requests, including any appeals, by July 1, 2026.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDI	Industrial
East:	N/A	I-5
South:	PDI	Industrial
West:	PDI	Industrial

3. Previous Planning Approvals:

None

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

The processing of the application is in accordance with the applicable general procedures of this Section.

#### Initiating Application Section 4.009

The application has the signature of David Wales, an authorized signer for the property owner, Barber St Wildcat, LLC.

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

The City held a Pre-application conference on July 10, 2025 (PRE25-0006) in accordance with this subsection.

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

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

#### General Submission Requirements Subsection 4.035 (.04) A.

The applicant has provided all of the applicable general submission requirements.

#### Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district and City review uses the general development regulations listed in Sections 4.150 through 4.199.

## Request A: Stage 1 Preliminary Plan (STG122-0003)

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

### Planned Development Regulations

#### Planned Development Purpose & Lot Qualifications

Subsections 4.140 (.01) and (.02)

**A1.** The property is located in the Planned Development Industrial (PDI) zone and is designated for industrial development in the Comprehensive Plan. The property will be developed as a planned development in accordance with this subsection.

#### Ownership Requirements

Subsection 4.140 (.03)

**A2.** All the land subject to change under the proposal is under a single ownership.

#### Professional Design Team

Subsection 4.140 (.04)

**A3.** As can be found in the applicant's submitted materials, appropriate professionals have been involved in the planning and permitting process. The project design specialist is David Knudtson with RBA Structural Engineering, the civil engineer is Quinn Duffy, and the landscape architect is Alan McWain, both with Kimley-Horn & Associates.

#### Planned Development Permit Process

Subsection 4.140 (.05)

**A4.** The subject property is designated for industrial development in the Comprehensive Plan and is zoned Planned Development Industrial. The property will be developed as a planned development in accordance with this subsection.

#### Comprehensive Plan Consistency

Subsection 4.140 (.06)

**A5.** The proposed project, as found elsewhere in this report, complies with the Planned Development Industrial zoning designation, which implements the Comprehensive Plan proposed designation of "Industrial" for this property.

#### Application Requirements

Subsection 4.140 (.07)

**A6.** Review of the proposed revised Stage 1 Preliminary Plan has been scheduled for a public hearing before the Development Review Board, in accordance with this subsection, and the applicant has met all the applicable submission requirements as follows:

- The property affected by the revised Stage 1 Preliminary Plan is under the sole ownership of Barber St Wildcat, LLC and the application has been signed by David

Wales, authorized to sign on behalf of Barber St Wildcat, LLC.

- The application for a Stage 1 Preliminary Plan has been submitted on a form prescribed by the City.
- The professional design team and coordinator have been identified. See Findings A3, B4.
- The applicant has stated the various uses involved in the Preliminary Plan and their locations.
- The boundary affected by the Stage 1 Preliminary Plan has been clearly identified and legally described.
- Sufficient topographic information has been submitted.
- Information on the land area to be devoted to various uses has been provided.
- Any necessary performance bonds will be required.

## **Planned Development Industrial (PDI) Zone**

### **Purpose of PDI Zone**

Subsection 4.135 (.01)

- A7.** The uses proposed in the portion of the Stage 1 Preliminary Plan area within the PDI zone are limited to service commercial uses, which are an allowed associated use that supports the purpose stated in this subsection.

### **Uses Typically Permitted**

Subsection 4.135 (.03)

- A8.** The proposed development consists of 16 EV charging stalls covered by two canopies, an approximately 260 square foot amenities building housing restrooms and vending machines, and a pet relief area. These uses are considered Service Commercial uses and are not to exceed 5,000 square feet of floor area in a single building. The proposed building is approximately 260 square feet, while the combined total of the EV charging spaces, EV charging units, and amenity building comes to approximately 3,650 square feet, thus meeting this requirement.

### **Prohibited Uses**

Subsection 4.135 (.04)

- A9.** No prohibited uses are proposed by the applicant. Performance standards will be required to be met as part of the Stage 2 Final Plan review.

### **Block and Access Standards**

Subsections 4.135 (.04) and 4.131 (.03)

- A10.** The drawings submitted by the applicant show development on the subject property providing adequate pedestrian and vehicle connectivity along SW Boones Ferry Road and SW Barber Street. No changes to blocks or access spacing are proposed.

## **PDI Performance Standards**

Industrial Performance Standards  
Subsections 4.135 (.06) A. through N.

**A11.** The Stage 1 Preliminary Plan enables conformance with the Industrial performance standards. Final compliance will be reviewed with the Stage 2 Final Plans. See Finding B26.

## **Other Standards for PDI Zone**

Lot Size  
Subsections 4.135 (.07) A.

**A12.** Nothing in the Stage 1 Preliminary Plan would prevent lot size requirements from being met.

Setbacks  
Subsections 4.135 (.07) C. through E.

**A13.** Nothing in the Stage 1 Preliminary Plan would prevent setback requirements from being met.

## **Request B: Stage 2 Final Plan (STG222-0003)**

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

## **Planned Development Regulations-Generally**

Planned Development Purpose & Lot Qualifications  
Subsection 4.140 (.01) and (.02)

**B1.** The proposed Stage 2 Final Plan for development of the subject property is consistent with the Planned Development Regulations purpose statement.

Ownership Requirements  
Subsection 4.140 (.03)

**B2.** The subject parcels are under the ownership of the Barber St Wildcat LLC, for whom an authorized signer, David Wales, signed the application.

Professional Design Team  
Subsection 4.140 (.04)

**B3.** The applicant has utilized a professional design team from a variety of firms in accordance with this subsection. The project civil engineer is Quinn A. Duffy, and the project planner is Dylan Clayton, both P.E. with Kimley-Horn & Associates, Inc.. The landscape architect is Alan McWain, PLA, and the electrical engineer is Forrest Turner, P.E., both also with Kimley-Horn & Associates, Inc.

## Stage 2 Final Plan Submission Requirements and Process

### Stage 2 Submission Within 2 Years of Stage 1

Subsection 4.140 (.09) A.

- B4.** The applicant is requesting approval of both Stage 1 and Stage 2 Approval, together with Site Design Review, as part of this application. The final plan provides sufficient information regarding conformance with both the preliminary development plan and Site Design Review.

### Development Review Board Role

Subsection 4.140 (.09) B.

- B5.** The Development Review Board review considers all applicable permit criteria set forth in the Planning and Land Development Code and staff recommends the Development Review Board approve the application with conditions of approval.

### Stage 1 Conformance, Submission Requirements

Subsection 4.140 (.09) C.

- B6.** The Stage 2 plans conform to the proposed Stage 1 Master Plan. The applicant's submitted drawings and other documents show all the additional information required by this subsection.

### Stage 2 Final Plan Detail

Subsection 4.140 (.09) D.

- B7.** The applicant's submitted materials provide sufficiently detailed information to indicate fully the ultimate operation and appearance of the development, including a detailed site plan, landscape plans, and elevation drawings.

### Submission of Legal Documents

Subsection 4.140 (.09) E.

- B8.** The Development Review Board does not require any additional legal documentation for dedication or reservation of public facilities.

### Expiration of Approval

Subsection 4.140 (.09) I. and Section 4.023

- B9.** The Stage 2 approval, along with other associated applications, will expire two (2) years after approval, absent the granting of an extension in accordance with these subsections.

### Consistency with Plans

Subsection 4.140 (.09) J. 1.

- B10.** The site's zoning, Planned Development Industrial, is consistent with the Industrial designation in the Comprehensive Plan.

### Traffic Concurrency

Subsection 4.140 (.09) J. 2.

**B11.** The City's traffic consultant, DKS Associates, calculates that the proposed Electric Vehicle charging station with 16 EV chargers will generate 58 new daily trips and five (5) PM peak hour trips (2 in, 3 out). A trip generation estimate is included in Exhibit B1.

### Facilities and Services Concurrency

Subsection 4.140 (.09) J. 3.

**B12.** Facilities and services, including utilities in SW Barber Street and SW Boones Ferry Road, are available and sufficient to serve the proposed development.

### Adherence to Approved Plans

Subsection 4.140 (.10) A.

**B13.** Condition of Approval PDB 1 ensures adherence to approved plans except for minor revisions by the Planning Director.

## Standards Applying in All Planned Development Zones

### Underground Utilities

Subsection 4.118 (.02)

**B14.** The applicant's plans show all utilities underground.

### Waivers

Subsection 4.118 (.03)

**B15.** The applicant does not request any waivers.

### Other Requirements or Restrictions

Subsection 4.118 (.03) E.

**B16.** Staff does not recommend any additional requirements or restrictions pursuant to this subsection.

### Impact on Development Cost

Subsection 4.118 (.04)

**B17.** Implementation of standards and imposing conditions beyond minimum standards and requirements do not unnecessarily increase the cost of development. No parties have raised such concerns.

### Requiring Tract Dedications or Easements for Recreation Facilities, Open Space, Public Utilities

Subsection 4.118 (.05)

**B18.** Staff does not recommend any additional tract dedication for recreational facilities, open space, or easements for orderly extension of public utilities consistent with this subsection.

Habitat Friendly Development Practices  
Subsection 4.118 (.09)

**B19.** The applicant will implement habitat-friendly development practices to the extent practicable. Grading will be limited to that needed for the proposed improvements, no significant native vegetation would be retained by an alternative site design, the City's stormwater standards will be met, thus limiting adverse hydrological impacts on water resources, and no impacts on wildlife corridors or fish passages have been identified.

**Planned Development Industrial (PDI) Zone**

Purpose of PDI Zone  
Subsection 4.135 (.01)

**B20.** The stated purpose of the PDI zone is to provide opportunities for a variety of industrial operations and associated uses, including limited commercial uses. The proposed development includes 16 EV charging stalls covered by canopies, an approximately 260 square foot amenities building housing restrooms and vending machines, and a pet relief area. The proposed limited commercial uses are consistent with the purpose stated in this subsection.

Typically Permitted Uses  
Subsection 4.135 (.03)

**B21.** The uses proposed in the Stage 2 Final Plan are consistent with the Stage 1 Master Plan. The proposed development consists of EV charging stations and an amenity building. These uses are consistent with the Service Commercial use, which is typically permitted and allowed outright within the PDI zone so long as it does not exceed 5,000 square feet of floor area in a single building. The proposed building is 260 square feet.

Block and Access Standards  
Subsections 4.131.05 (.07) and 4.131 (.03)

**B22.** The proposal requests no changes to blocks or access spacing.

**Standards Applying to Commercial Development in any Zone**

Commercial Development Operational Standards  
Subsections 4.116 (.05)

**B23.** The proposed operations of the EV chargers will take place outdoors and not within an enclosed building. This meets the exception for the sale of automotive fuel at service stations, which is substantially similar to EV charging. The proposed restrooms will be fully indoors.

The proposed vending machines are recessed into the building and covered by a flat roof, making them compliant with Subsection 4.116 (.05) G. which requires the exterior sales area to be accessory to the primary retail operation, covered by a permanent structure of a

design, construction and architecture compatible with that of the structure of the primary retail operation, and that allows all required ADA and pedestrian access ways to remain clear at all times.

#### Performance Standards

Subsections 4.116 (.07) and 4.135(.05)

**B24.** Commercial operations are required to meet the performance standards outlined in Subsection 4.135.(05) of the PDI Zone. The proposed project meets the performance standards of this subsection as follows:

- Pursuant to standard A (enclosure of uses and activities), all non-parking activities and uses will be completely enclosed. As described in finding B23, the amenities building is enclosed, and the exterior sales area housing vending machines meets minimum development and performance standards.
- Pursuant to standard B (vibrations), there is no indication that the proposed development will produce vibrations detectable off site without instruments.
- Pursuant to standard C (emissions), there is no indication the proposed use would produce the odorous gas or other odorous matter.
- Pursuant to standard D (open storage), outdoor storage of mixed solid waste and recycling will be screened from off-site view.
- Pursuant to standard E (night operations and residential areas), the proposed use is not located within one hundred feet of a residential district.
- Pursuant to standard F (heat and glare), the applicant proposes no exterior operations creating heat and glare. Any glare produced from sunlight reflection from vehicles would be consistent with that produced from any off-street parking area and will be mitigated by the canopies over the vehicle charging stalls and site landscaping.
- Pursuant to standard G (dangerous substances), there are no prohibited dangerous substances expected on the development site.
- Pursuant to standard H (liquid and solid wastes), staff has no evidence that the operations would violate standards defined for liquid and solid waste.
- Pursuant to standard I (noise), staff has no evidence that noise generated from the proposed operations would violate the City's Noise Ordinance and noises produced in violation of the Noise Ordinance would be subject to the enforcement procedures established in WC Chapter 6 for such violations.
- Pursuant to standard J (electrical disturbances), staff has no evidence that the proposed use would have any prohibited electrical disturbances.
- Pursuant to standard K (discharge of air pollutants), staff has no evidence that the proposed use would produce any prohibited discharge.
- Pursuant to standard L (open burning), the applicant proposes no open burning.
- Pursuant to standard M (outdoor storage), the applicant proposes no outdoor storage.
- Pursuant to standard N (unused area landscaping), no unused areas will be bare.

## On-site Pedestrian Access and Circulation

### Continuous Pathway System

Subsection 4.154 (.01) B. 1.

**B25.** As shown on the applicant’s site plan in Exhibit B2 Sheet C2.1, the proposed pedestrian pathway system (sidewalks) will provide pedestrian access to the existing public sidewalk along SW Boones Ferry Road and SW Barber Street. The sidewalk continues west from Boones Ferry Road to provide a direct connection to the main entrance of the amenities building.

### Safe, Direct, Convenient Pathways

Subsection 4.154 (.01) B. 2.

**B26.** Proposed pedestrian pathways are flat, paved sidewalks. The applicant does not propose any crosswalks across the parking lot. The pathway provides direct access to the building from the parking area and connects with the public sidewalk.

### Vehicle/Pathway Separation-Vertical or Horizontal

Subsection 4.154 (.01) B. 3.

**B27.** The proposed design of pedestrian pathways provides for vertical separation from vehicle circulation areas.

### Crosswalks Clearly Marked

Subsection 4.154 (.01) B. 4.

### Pathways Width and Surface-5 Foot Wide, Durable Surface

Subsection 4.154 (.01) B. 5.

**B28.** The applicant proposes pathways at least five feet wide. The applicant proposes concrete pathways around the site.

## Parking and Loading

### Parking Design Standards

Section 4.155 (.02) and (.03)

**B29.** The applicable parking designs standards are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.02) General Standards		
B. Area is accessible and usable for parking, and has maneuvering area for the vehicles.	<input checked="" type="checkbox"/>	The area has adequate aisle widths for maneuvering and includes a ten-foot-wide area for backing out.
E. Conducting of any business activity shall not be permitted in parking areas, unless a temporary use permit is approved.	<input checked="" type="checkbox"/>	The applicant is proposing vehicle charging at each parking stall. Because the purpose of each parking stall is to support EV charging, that business activity is allowed outright.

I. Surfaced with asphalt, concrete or other approved material.	<input checked="" type="checkbox"/>	Surfaced with asphalt.
J. Lighting won't shine into adjoining structures or into the eyes of passers-by.	<input checked="" type="checkbox"/>	Lighting is proposed to be fully shielded and meet the City's Outdoor Lighting Standards
K. Up to 40% of parking may be compact spaces.	<input checked="" type="checkbox"/>	The applicant is not proposing compact spaces.
L. Where vehicles overhang curb, planting areas at least 7 feet in depth.	<input checked="" type="checkbox"/>	The narrowest planting area adjacent to parking spaces exceeds the 7 foot depth requirement.
<b>Subsection 4.155 (.03) General Standards</b>		
A. Access and maneuvering areas adequate.	<input checked="" type="checkbox"/>	Access drive and drive aisle are 24 feet or more, providing an adequate 12 foot travel lane each direction.
A.1. Loading and delivery areas and circulation separate from customer/employee parking and pedestrian areas.	<input checked="" type="checkbox"/>	The proposal does not include any loading or delivery areas nor does the City require any.
Circulation patterns clearly marked.	<input checked="" type="checkbox"/>	The proposed design includes directional arrows.
A.2. To the greatest extent possible, vehicle and pedestrian traffic separated.	<input checked="" type="checkbox"/>	The plans clearly delineate separate vehicle and pedestrian traffic areas and separate them.
C. Safe and Convenient Access, meet ADA and ODOT Standards.	<input checked="" type="checkbox"/>	The proposed parking and access enable the meeting of ADA and ODOT standards.
For parking areas with more than 10 spaces, 1 ADA space for every 50 spaces.	<input checked="" type="checkbox"/>	The proposal provides 2 ADA parking spaces for 16 parking spaces.
D. Where possible, parking areas connect to adjacent sites.	<input checked="" type="checkbox"/>	The parking area connects to SW Barber Street via a new driveway at an existing curb cut.
Efficient on-site parking and circulation	<input checked="" type="checkbox"/>	The careful and professional design of the parking provides for safety and efficiency and is a typical design with standard parking space and drive aisle size and orientation.

**Maximum Number of Parking Spaces**  
Subsections 4.155 (.03) F., Table 5

**B30.** The proposed use is an EV charging facility, and the proposed 16 spaces exist to facilitate that charging rather than to act as parking spaces. Thus, no parking spaces are being provided, and no maximum number of parking spaces apply except as otherwise limited by the commercial use allowances of the PDI zone.

Electrical Vehicle (EV) Charging Infrastructure Requirements  
 Subsections 4.155 (.03) G.

**B31.** The applicant proposes 16 parking spaces, all of which will have EV chargers thereby meeting the requirements of this subsection.

**Parking Area Landscaping**

Minimizing Visual Dominance of Parking  
 Subsection 4.155 (.03) B.

**B32.** The applicant proposes landscaping surrounding the parking area helping to minimize the visual dominance of the paved parking area.

10% Parking Area Landscape Requirement  
 Subsection 4.155 (.03) B. 1.

**B33.** According to the applicant’s narrative the asphalt area is approximately 14,000 square feet in size, which would require approximately 1,400 square feet of parking area landscaping. While there is no landscaping in the parking area itself, the applicant is proposing approximately 30,262 square feet of landscaping in total, or approximately 65.5 percent of the total site area. This landscaping is adjacent to and provides screening of the parking area, meeting this requirement. This vegetation includes continuous landscaping across both frontages, with the exception of sidewalk and vehicle access, which will screen it from view from the public right-of-way and adjacent properties.

Tree Planting Requirements  
 Subsection 4.155 (.03) B. 2.

**B34.** The applicable tree planting requirements are met as follows:

Standard	Met	Explanation
Subsection 4.155 (.03) B. 2. Tree Planting Requirements		
a. One tree planted for every eight spaces in parking lots with fewer than 40 spaces One tree planted for every six spaces in parking lots with 40 spaces or more	☒	The applicant is required to plant two trees. The proposed site plan shows 12 trees adjacent to the parking area.
b. Calculating required trees by rounding up any non-whole number.	☒	The proposed site plan includes 16 parking spaces. No rounding was required.
c. i. Landscape tree planting areas have a minimum dimension of eight feet in both width and length or provide equivalent soil volume within the top 36 inches. Root barriers installed for any hard surfaces located within eight feet of the center of the tree trunk.	☒	The applicant shows adequate planting areas for the proposed trees. A Condition of Approval ensures that landscape tree planting areas include root barriers installed for any hard surfaces located within eight feet of the center of the tree trunk.

<p>c. ii. Evenly spaced planting areas where 90% of spaces are within 5 spaces of a tree and a 64 SF planting area is provided every 6 or 8 spaces as required by Subsection a.</p>	<input checked="" type="checkbox"/>	<p>The applicant provides three planting areas greater than 64 square feet. The applicant meets both the 90 percent of spaces within five parking spaces of a tree and the planting area size requirements and is thus considered to have evenly spaced planting areas.</p>
<p>e. Required trees planted within parking area or perimeter provided:</p> <ul style="list-style-type: none"> <li>• 30% shade for parking areas with less than 40 spaces</li> <li>• 40% shade for parking areas with 40 or more spaces</li> <li>• Alternative arrangement with solar panel installation</li> </ul>	<input checked="" type="checkbox"/>	<p>This application proposes less than 40 spaces, so 30 percent shade is required.</p>
<p>f. Trees must be deciduous and suitably sized, located, and maintained to provide a branching minimum of seven feet clearance at maturity</p>	<input checked="" type="checkbox"/>	<p>A Condition of Approval ensures that parking lot trees to be planted are deciduous and suitably sized, located, and maintained to provide a branching minimum of 7 feet clearance at maturity.</p>
<p>g. Required trees not placed in stormwater facilities designed for future soil media replacement.</p>	<input checked="" type="checkbox"/>	<p>There are no parking lot trees located in stormwater facilities designed for future soil media replacement.</p>

Coordination of Landscaping with Sign Plans  
 Subsection 4.155 (.03) B. 3.

**B35.** The applicant has submitted their proposed sign application concurrently with this application. No monument signs are proposed requiring coordination with landscaping.

**Other Parking Standards**

Required Bicycle Parking  
 Section 4.155 (.04) A. 1.

**B36.** The proposed development is not providing any parking outside of its primary use of EV charging stalls. As this use is not listed in Table 5, maximum parking requirements and bicycle parking requirements are not applicable to this proposal. Additionally, the building in this instance is an accessory use and is approximately 260 square feet in size, making bicycle traffic to this site unlikely.

Minimum Off-Street Loading Requirements  
 Section 4.155 (.05)

**B37.** The proposed building is less than 5,000 square feet in size. This standard does not apply.

Carpool and Vanpool Parking Requirements  
Section 4.155 (.06)

**B38.** The proposed development does not include 75 or more parking spaces. This standard does not apply.

**Other Development Standards**

Access, Ingress, and Egress  
Section 4.167

**B39.** Site access is via an existing curb cut that connects to SW Barber St. While this location does not meet all access spacing requirements, the traffic impact study indicated that this is the best location and has been approved by the City Engineer pursuant to this section.

Natural Features and Other Resources  
Section 4.171

**B40.** The property is currently undeveloped and contains 24 trees located on site. The applicant's proposed landscape plan includes preserving all 24 trees and appropriate tree protection during construction.

Access Drives and Travel Lanes  
Subsection 4.177 (.08)

**B41.** The design of the access drives provides clear travel lanes, free from obstructions. The design shows all drive aisles as asphalt.

Outdoor Lighting  
Sections 4.199.20 through 4.199.60

**B42.** The outdoor lighting standards apply to the proposal. See Request C, Findings C48 through C55.

Underground Installation of Utilities  
Sections 4.300-4.320

**B43.** All new utilities will be installed underground, according to the City's Public Works Standards.

**Public Safety and Crime Prevention**

Design for Public Safety, Surveillance and Access  
Subsections 4.175 (.01) and (.03)

**B44.** The proposed development is designed to a reasonable extent to deter crime and ensure public safety. Pedestrian pathways are designed to minimize blind corners and maintain long sight distances. Restroom facilities are designed to comply with relevant Building Code standards and will include digital terminals for patrons to utilize to access the facilities, mitigating the risks of criminal activity.

Addressing and Directional Signing  
Subsection 4.175 (.02)

**B45.** Addressing will meet public safety standards. The building permit process will ensure conformance.

Lighting to Discourage Crime  
Subsection 4.175 (.04)

**B46.** Lighting design is in accordance with the City's outdoor lighting standards, which will provide sufficient lighting to discourage crime.

**Landscaping Standards**

Landscaping Standards Purpose  
Subsection 4.176 (.01)

**B47.** In complying with the various landscape standards in Section 4.176 the applicant has demonstrated the Stage 2 Final Plan is in compliance with the landscape purpose statement.

Landscape Code Compliance  
Subsection 4.176 (.02) B.

**B48.** The applicant requests no waivers or variances to landscape standards. All landscaping and screening must comply with standards of this section.

Intent and Required Materials  
Subsections 4.176 (.02) C. through I.

**B49.** The applicant's planting plan implements the landscaping standards and integrates both high and low shrubs throughout the site, consistent with professional landscaping and design best practices. Plantings meeting the low screen standard will be utilized along the periphery of the parking areas.

Landscape Area and Locations  
Subsection 4.176 (.03)

**B50.** The proposed development will exceed the 15% landscaping requirement. The subject property is 46,001 square feet and provides approximately 30,262 square feet of landscaped area, or approximately 65.5% of the site. Excepting the proposed sidewalk and vehicle access, the proposed development includes continuous landscaping along the frontage on both SW Boones Ferry Rd. and SW Barber St. Additionally, significant landscape areas are included adjacent to the proposed structures and between the development area and the property lines with adjacent parcels. Plantings along the public right-of-way and property lines provide screening of the site.

Buffering and Screening  
Subsection 4.176 (.04)

**B51.** The subject property is zoned PDI and borders PDI zoning to the north, east, and south and is not located within the Screening and Buffering Overlay Zone. Landscaped screening is provided along both interior property lines to provide screening from adjacent development, and landscaping, including street trees, is also provided along both street frontages. A condition of approval ensures any exterior, roof and ground mounted, mechanical and utility equipment will be screened from ground level off-site view from adjacent streets or properties.

Landscape Plan Requirements  
Subsection 4.176 (.09)

**B52.** The applicant’s submitted landscape plans are drawn to scale and show the type, installation size, number and placement of materials. Plans include a plant material list identifying plants by both their scientific and common names. A note on the landscape plan indicates the irrigation method.

**Mixed Solid Waste and Recyclables Storage**

DRB Review of Adequate Storage Area, Minimum Storage Area  
Subsections 4.179 (.01)

**B53.** The subject property proposes one combined solid waste and recyclable storage area on site. The enclosure is shown on the Trash Enclosure Structure details in Exhibit B2. The structure is 200 square feet and provides space for solid waste and recycling storage bins. The minimum requirement for the site is 1.04 square feet based on the following calculations:

<b>Building</b>	<b>Use</b>	<b>Size</b>	<b>Min. Storage</b>
<b>Other</b>	Restrooms/Vending Machine	260 square feet	1.04 square feet

The collection area satisfies the existing spatial demands for the site and meets the access standards of the City’s franchised waste hauler. A letter supporting the trash and recycling locations from Republic Services dated November 13, 2025 is included in Exhibit B1.

Review by Franchise Garbage Hauler  
Subsection 4.179 (.07).

**B54.** The applicant’s Exhibit B1 contains a letter from Republic Services indicating coordination with the franchised hauler, and that the proposed storage area and site plan meets Republic Services requirements.

## Request C: Site Design Review (SDR22-0003)

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

### Site Design Review

Excessive Uniformity, Inappropriateness Design  
Subsection 4.400 (.01) and Subsection 4.421 (.03)

C1. Staff summarizes the compliance with this subsection as follows:

**Excessive Uniformity:** The proposed development is unique to the particular development context and does not create excessive uniformity.

**Inappropriate or Poor Design of the Exterior Appearance of Structures:** The applicant used appropriate professional services to design structures on the site using quality materials and design. The amenity building is attractively designed utilizing Hardie plank siding and includes accents of different colors to create visual interest.

**Inappropriate or Poor Design of Signs:** The applicant used appropriate professionals to design signs meeting City sign standards compatible with the architecture of the building.

**Lack of Proper Attention to Site Development:** The applicant employed the skills of appropriate professional services to design the site, demonstrating appropriate attention to site development.

**Lack of Proper Attention to Landscaping:** The applicant proposes landscaping exceeding the area requirements professionally designed by a landscape architect, incorporating a variety of plant materials, demonstrating appropriate attention to landscaping.

### Objectives of Site Design Review

Proper Functioning of the Site  
Subsection 4.400 (.02) A. and Subsection 4.421 (.03)

C2. The professionally designed site demonstrates significant thought to make the site functional and safe. A drive aisle wide enough for two-way traffic, standard size parking stalls, a complete pathway network, and access meeting City standards are among the site design features contributing to functionality and safety.

High Quality Visual Environment  
Subsection 4.400 (.02) A. and Subsection 4.421 (.03)

C3. A professionally designed building landscaping and a professional, site specific, layout supports a quality visual environment.

Encourage Originality, Flexibility, and Innovation  
Subsection 4.400 (.02) B. and Subsection 4.421 (.03)

C4. The applicant proposes a building, landscaping, and other site elements professionally designed specifically for the site. Sufficient flexibility exists to fit the planned development within the site without seeking waivers or variances.

### Discourage Inharmonious Development

Subsection 4.400 (.02) C. and Subsection 4.421 (.03)

- C5. As indicated in Finding C3 above the professional unique design of the building, landscaping, and other site elements support a high quality visual environment and thus prevent monotonous, drab, unsightly, dreary development. Use of long lasting materials as well as landscaping will make the site more harmonious with adjacent and nearby development.

### Proper Relationships with Site and Surroundings

Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- C6. The applicant prepared a professional site-specific design that carefully considers the relationship of the building, landscaping, and other improvements with other improvements on and adjacent to the site, existing and planned.

### Regard to Natural Aesthetics

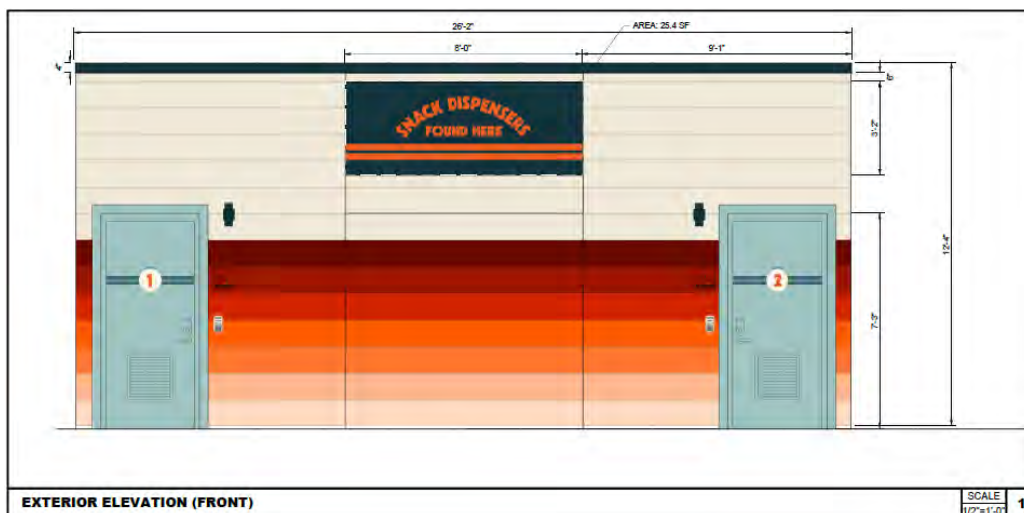
Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

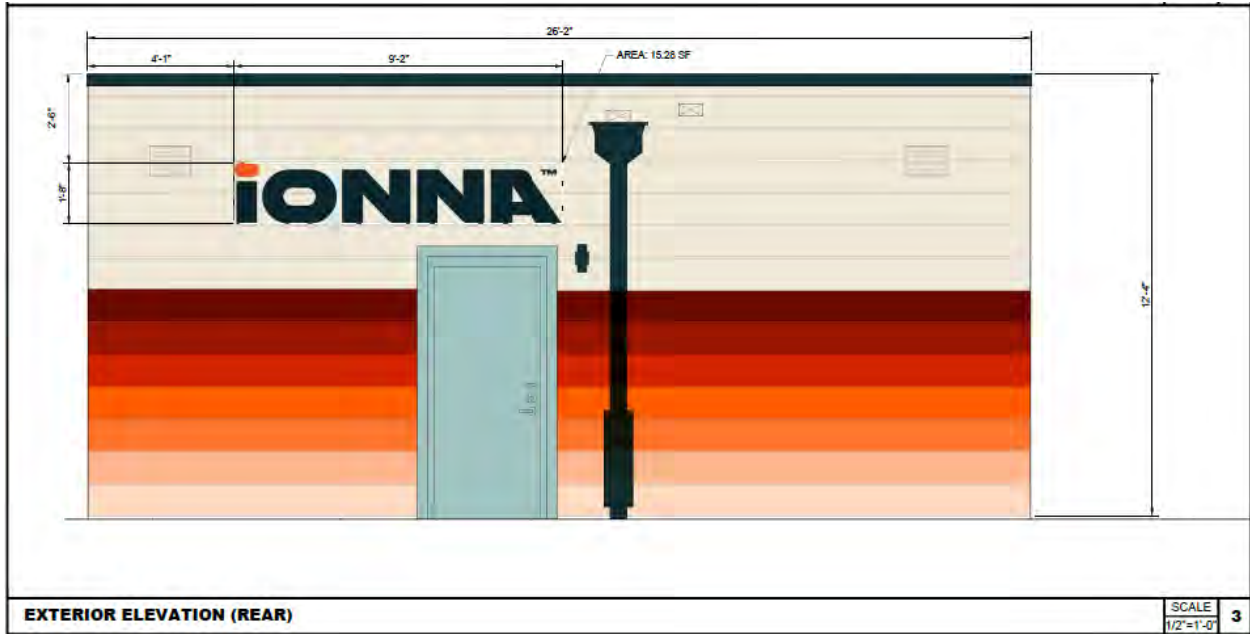
- C7. The site contains 24 mature trees throughout the site and proposes retention of all 24 trees. The site plan proposed by the applicant on Sheet C2.0 in Exhibit B2 provides a layout that preserves the existing trees and adds numerous new tree species adding to variety and natural aesthetics of the site which help soften the industrial appearance of the development.

### Attention to Exterior Appearances

Subsection 4.400 (.02) D. and Subsection 4.421 (.03)

- C8. The applicant used appropriate professional services to design the exterior of the building. The building will be built using Hardie plank siding and will use color to create visual interest.





Protect and Enhance City's Appeal  
 Subsection 4.400 (.02) E. and Subsection 4.421 (.03)

**C9.** The applicant is proposing a new EV charging station. The proposed development will enhance the appeal of the city by providing opportunities to charge electric vehicles on a currently vacant site.

Stabilize Property Values/Prevent Blight  
 Subsection 4.400 (.02) F. and Subsection 4.421 (.03)

**C10.** The applicant is developing an undeveloped site within the city, and thus both prevents blight and contributes to property taxes.

Adequate Public Facilities  
 Subsection 4.400 (.02) G. and Subsection 4.421 (.03)

**C11.** As found in the Stage 2 Final Plan review, see Request B, adequate public facilities serve the site.

Pleasing Environments and Behavior  
 Subsection 4.400 (.02) H. and Subsection 4.421 (.03)

**C12.** The proposed development provides a clearly defined layout and is designed in a configuration that meets defensible space guidelines such as the inclusion of clear sightlines that allow for surveillance and clearly identified structures. See Finding B44 for additional information.

Civic Pride and Community Spirit  
 Subsection 4.400 (.02) I. and Subsection 4.421 (.03)

**C13.** The project site is currently a vacant property. The proposed EV charging station will improve the use of the site by improving underutilized land for EV charging, adding additional landscaped area, and providing revenue generating opportunities in the community.

#### Favorable Environment for Residents

Subsection 4.400 (.02) J. and Subsection 4.421 (.03)

**C14.** The proposed development would introduce reliable and fast electric vehicle charging. This would increase comfort for residents and visitors as additional charging would be available for electric vehicle users.

### **Jurisdiction and Power of the DRB for Site Design Review**

#### Development Must Follow DRB Approved Plans

Section 4.420

**C15.** Condition of Approval PDC 1 ensures construction, site development, and landscaping are carried out in substantial accord with the Development Review Board approved plans, drawings, sketches, and other documents. The City will not issue any building permits for portions of the improvements requiring DRB review prior to DRB approval.

### **Design Standards**

#### Preservation of Landscaping

Subsection 4.421 (.01) A.

**C16.** The applicant is proposing to preserve all existing trees on site and will appropriately protect all retained trees during construction. The applicant also proposes adding new trees.

#### Harmony of Proposed Buildings to Environment

Subsection 4.421 (.01) B.

**C17.** The applicant used appropriate professional services to design the exterior of the building to ensure harmony with the environment. The area surrounding the subject property is predominantly industrial. The applicant has utilized materials that are typically employed in industrial development, but has utilized a variety of colors, materials, and textures to add interest and create harmony with the adjacent environment. Landscaping is included around all structures to either enhance the appearance of or screen industrial uses.

#### Special Attention to Drives, Parking, and Circulation- Access Points

Subsection 4.421 (.01) C.

**C18.** All new access points are existing. While this location does not meet all spacing requirements, the traffic impact study indicated that this is the best location for the access point. The City of Wilsonville Engineering Division concurred with the traffic study. No changes are proposed to existing access points.

Special Attention to Drives, Parking, and Circulation- Interior Circulation  
Subsection 4.421 (.01) C.

- C19.** The proposed interior circulation was designed by a professional and licensed engineer. Drive aisles are at least 24 feet wide allowing for adequate space for pulling out of the individual spaces and for two-way traffic to pass.

Special Attention to Drives, Parking, and Circulation- Pedestrian and Vehicle Separation  
Subsection 4.421 (.01) C.

- C20.** The design separates pedestrian and vehicle circulation as required.

Special Attention to Drives, Parking, and Circulation- Safe and Convenient Parking Areas  
Subsection 4.421 (.01) C.

- C21.** The applicant has worked with a professional design team to ensure the new parking area is safe and convenient. The parking area is conveniently located for access to the building. The parking space size and drive aisle width is a typical design allowing adequate area for safe maneuvering.

Special Attention to Drives, Parking, and Circulation- Parking Detracting from Design  
Subsection 4.421 (.01) C.

- C22.** The proposed development adequately separates vehicular and pedestrian traffic. Drive aisles are clearly indicated. The proposed parking areas are convenient and designed to be screened from off site view either through landscaping or by being located below grade.

Special Attention to Surface Water Drainage  
Subsection 4.421 (.01) D.

- C23.** The proposed development provides parking areas with stormwater management consistent with City standards. The proposed improvements will not adversely affect neighboring properties through the storm drainage system.

Harmonious Above Ground Utility Installations  
Subsection 4.421 (.01) E.

- C24.** No above ground utility installations are proposed.

Indication of Sewage Disposal  
Subsection 4.421 (.01) E.

- C25.** All sewage disposal will be via standard sewer connections to City sewer lines found to be adequate to serve the site as part of the Stage 2 Final Plan.

Advertising Features Do Not Detract  
Subsection 4.421 (.01) F.

**C26.** All advertising features are sized and located appropriately to not detract from the design of the existing structure and surrounding properties. See also Request D.

#### Screening and Buffering of Special Features

Subsection 4.421 (.01) G.

**C27.** The applicant does not propose any special features requiring additional screening or buffering.

#### Design Standards Apply to All Buildings, Structures, Signs, and Features

Subsection 4.421 (.02)

**C28.** The applicant's design considers the design standards for all buildings, structures, and other features. The proposed canopy and painted signs are designed in accordance with all standards for the zone.

#### Conditions of Approval to Ensure Proper and Efficient Function

Subsection 4.421 (.05)

**C29.** Staff does not recommend any additional conditions of approval to ensure the proper and efficient functioning of the development.

#### Color or Materials Requirements

Subsection 4.421 (.06)

**C30.** The colors and materials proposed by the applicant are appropriate. Staff does not recommend any additional requirements or conditions related to colors and materials.

### **Standards for Mixed Solid Waste and Recycling Areas**

#### Mixed Solid Waste and Recycling Areas Colocation

Subsection 4.430 (.02) A.

**C31.** The proposal provides an exterior storage area for both solid waste and recyclables.

#### Exterior vs Interior Storage, Fire Code, Number of Locations

Subsections 4.430 (.02) C.-F.

**C32.** The applicant proposes a single exterior location in a central visible location. Review of the Building Permit will ensure meeting of building and fire code. The screening enclosure is set back from the property line much more than the required 3 feet.

#### Collection Vehicle Access, Not Obstruct Traffic or Pedestrians

Subsection 4.430 (.02) G.

**C33.** The applicant has included a letter from Republic Services in Exhibit B1 which indicates the location and arrangement is accessible to collection vehicles. The location of the storage area does not impede sidewalks, parking area aisles, or public street right-of-way.

#### Dimensions Adequate to Accommodate Planned Containers

Subsection 4.430 (.03) A.

**C34.** Pursuant to a letter from Republic Services in Exhibit B1, the dimensions are adequate to accommodate the planned containers.

Containers Situated in Covered Area  
Subsection 4.430 (.03) B.

**C35.** Condition of Approval PDC 7 will ensure that the trash enclosure is designed with a roof canopy having adequate clearance for collection vehicles.

6-Foot Screen, 10-Foot Wide Gate  
Subsections 4.430 (.03) C.

**C36.** The applicant provides the required screening and gate width.

### **Site Design Review Submission Requirements**

Submission Requirements  
Section 4.440

**C37.** The applicant submitted a site plan drawn to scale and a detailed landscape plan.

### **Time Limit on Site Design Review Approvals**

Void after 2 Years  
Section 4.442

**C38.** The Applicant plans to develop the proposed project within two years and understands that the approval will expire after two years unless the City grants an extension.

### **Installation of Landscaping**

Landscape Installation or Bonding  
Subsection 4.450 (.01)

**C39.** Condition of Approval PDC 2 will assure installation or appropriate security.

Approved Landscape Plan Binding  
Subsection 4.450 (.02)

**C40.** Condition of Approval PDC 3 provides ongoing assurance approved landscaping is installed and maintained.

Landscape Maintenance and Watering  
Subsection 4.450 (.03)

**C41.** Condition of Approval PDC 4 will ensure continual maintenance of landscaping in a substantially similar manner as originally approved by the Board.

Limitation to Modifications of Landscaping  
Subsection 4.450 (.04)

**C42.** Condition of Approval PDC 4 provides ongoing assurance of conformance with this criterion by preventing modification or removal without the appropriate City review.

### **Landscaping Standards**

#### Shrubs and Groundcover Materials Requirements

Subsection 4.176 (.06) A.

**C43.** Condition of Approval PDC 5 requires meeting the detailed requirements of this subsection.

#### Plant Materials Requirements-Trees

Subsection 4.176 (.06) B.

**C44.** As stated on the applicant's landscape plans, the plant material requirements for trees will be met as follows:

- Trees are B&B (Balled and Burlapped)
- Tree are 2" caliper.

#### Plant Species Requirements

Subsection 4.176 (.06) E.

**C45.** The applicant's landscape plan provides sufficient information showing the proposed landscape design meets the standards of this subsection related to use of native vegetation and prohibited plant materials.

#### Landscape Installation and Maintenance Standards

Subsection 4.176 (.07)

**C46.** The installation and maintenance standards are met or will be met by Condition of Approval PDC 6 as follows:

- Plant materials are required to be installed to current industry standards and be properly staked to ensure survival
- Within one growing season, the applicant must replace in kind plants that die, unless the City approves appropriate substitute species.
- Notes on the applicant's landscape plans provides for an irrigation system.

#### Landscape Plan Requirements

Subsection 4.176 (.09)

**C47.** Applicant's landscape plan show all existing and proposed landscape areas. The to-scale plans show the type, installation size, number and placement of materials. Plans include a plant material list. Plants identification is by both their scientific and common names.

#### Completion of Landscaping

Subsection 4.176 (.10)

**C48.** The applicant has not requested to defer installation and thus must install landscaping prior to occupancy.

## Outdoor Lighting

### Applicability of Outdoor Lighting Standards

Sections 4.199.20 and 4.199.60

**C49.** The proposed development installs new lighting as part of the development of a new industrial service commercial project. The outdoor lighting standards thus apply.

### Outdoor Lighting Zones

Section 4.199.30

**C50.** The subject property is within LZ2.

### Optional Lighting Compliance Methods

Subsection 4.199.40 (.01) A.

**C51.** The applicant has the option of the performance or prescriptive method. The applicant has selected to comply with the prescriptive method.

### Maximum Lamp Wattage and Shielding

Subsection 4.199.40 (.01) B. 1. and Table 7

**C52.** The applicant has selected the prescriptive option for the project's outdoor lighting design. The applicant's narrative states that the proposed luminaires comply with the maximum luminaire lamp wattage and shielding requirements within Table 7. The luminaire cutsheets are included in Exhibit B2. A condition of approval will ensure the requirements of the Outdoor Lighting Ordinance are met at the time of building permit issuance.

### Oregon Energy Efficiency Code Compliance

Subsection 4.199.40 (.01) B. 2.

**C53.** The applicant will demonstrate compliance with the Oregon Energy Efficiency Code, Exterior Lighting prior to construction.

### Maximum Mounting Height

Subsection 4.199.40 (.01) B. 3.

**C54.** The subject property is located within Lighting Zone 2. The maximum mounting height for lighting for private drives, driveways, parking and bus stops is 40 feet. Lighting for walkways, bikeways, plazas and other pedestrian areas is 18 feet. All other lighting must not exceed a mounting height of 8 feet. The applicant's narrative states that the proposed mounting height for all proposed exterior lighting will comply with the required mounting heights within the Lighting Zone 2 Overlay. A condition of approval will ensure the requirements of the Outdoor Lighting Ordinance are met at the time of building permit issuance.

### Setback from Property Line

Subsection 4.199.40 (.01) B. 4.

**C55.** The applicant’s narrative states that the proposed development meets the criteria outlined in exception 1 within the above subsection as the property does not abut any parcels that do not share the same based or lighting zone.

Lighting Curfew  
 Subsection 4.199.40 (.01) D.

**C56.** The applicant meets the criteria outlined in exception 3. The proposed EV charging station is intended to operate continuously.

**Request D: Class 3 Sign Permit (SIGN22-0003)**

As described in the Findings below, the request meets the applicable criteria or will by Conditions of Approval.

**Sign Review and Submission**

Class 2 Sign Permits Reviewed by DRB  
 Subsection 4.031 (.01) M. and Subsection 4.156.02 (.03)

**D1.** The application qualifies as a Class 3 Sign Permit subject to Development Review Board review.

What Requires Class 3 Sign Permit Review  
 Subsection 4.156.02 (.06)

**D2.** The request involves a single tenant scenario in a development subject to Site Design Review by the Development Review Board thus requiring a Class 3 Sign Permit.

Class 3 Sign Permit Submission Requirements  
 Subsection 4.156.02 (.06) A.

**D3.** As indicated in the table below the applicant has satisfied the submission for Class 3 sign permits, which includes the submission requirements for Class 2 sign permits:

Requirement	Submitted	Waiver Granted	Condition of Approval	Not Applicable	Additional findings/notes
		Info Already Available to City	Info Not Necessary for Review		
<b>Completed Application Form</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sign Drawings or Descriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documentation of Tenant Spaces Used in Calculating Max. Sign Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Drawings of Sign Placement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project Narrative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Information on Any Requested Waivers or Variances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

### Class 3 Sign Permit and Waiver Review Criteria

Class 2 Sign Permit Review Criteria: Generally and Site Design Review  
Subsection 4.156.02 (.05) F.

**D4.** As indicated in Findings below, the proposed sign will satisfy the sign regulations for the applicable zoning district and the relevant Site Design Review criteria.

Class 2 Sign Permit Review Criteria: Compatibility with Zone  
Subsection 4.156.02 (.05) F. 1.

**D5.** The proposed signs are typical of, proportional to, and compatible with development in the PDI zone. This includes four proposed signs: two channel letterset signs on the canopies above the charging stations, and two painted signs on the building. No evidence presented nor testimony received demonstrating the subject sign would detract from the visual appearance of the surrounding development.

Class 2 Sign Permit Review Criteria: Nuisance and Impact on Surrounding Properties  
Subsection 4.156.02 (.05) F. 2.

**D6.** There is no evidence, and no testimony has been received suggesting proposed signs would create a nuisance or negatively impact the value of surrounding properties.

Class 2 Sign Permit Review Criteria: Items for Special Attention  
Subsection 4.156.02 (.05) F. 3.

**D7.** The signs do not conflict with the design or placement of other site elements, landscaping, or building architecture reviewed as part of this application.

### Sign Measurement

Measurement of Cabinet Signs  
Subsection 4.156.03 (.01) A.

**D8.** Both the building and canopy signs fall into the category “cabinet signs or similar.” The proposed signs are measured consistently with this subsection.

Measurement of Painted Wall Signs  
Subsection 4.156.03 (.01) E.

**D9.** One painted wall sign has a background and the other does not. Both sign measurements are calculated according to the appropriate code sections.

**Signs on Buildings in the PDC, TC, PDI, and PF Zones**

Sign Eligible Facades  
Subsection 4.156.08 (.02) A.

**D10.** The south and north building facades are sign eligible. The south façade qualifies because it has an entrance open to the public. The north façade qualifies because it is adjacent to the primary parking area for the building. The applicant has proposed signs on both the south and north elevations. Both sides of the fuel canopy facing the charging stations are considered sign eligible as they are open to the general public.

Allowed Area  
Subsection 4.156.08 (.02) C.

**D11.** Both the north and south facades of the building are 26 feet two (2) inches in length; therefore, the allowed sign area for each façade is 32 square feet. The applicant is proposing two signs. On the southern façade, the applicant is proposing a sign that is 15.28 square feet in size. On the northern façade, the applicant is proposing a sign that is 25.4 square feet in size.

The proposed fuel canopy structure is considered a separate building for the purpose of determining allowed sign area. Both canopy facades are approximately 101 feet, seven (7) inches long and are therefore allowed 48 square feet of sign area each. Each façade contains five signs that are 3.96 square feet in size each, for a total of 19.8 square feet of signage on each canopy façade.

Length of Building Signs  
Subsection 4.156.08 (.02) C.

**D12.** On the southern façade of the building, the building sign proposed by the applicant is eight (8) feet wide. The width of the sign is less than 75 percent of the length of the building elevation, which would be approximately 19.62 feet. Similarly, the width of the proposed sign on the northern façade is nine (9) feet two (2) inches, which is less than 19.62 feet. Likewise, the canopy signs are approximately four (4) feet seven and one-quarter inches (7 ¼) feet wide, which is less than 75 percent of all canopy façade lengths.

Height of Building Signs – Definable Sign Band  
Subsection 4.156.08 (.02) D.

**D13.** The proposed building signs are attached to a background fascia element on the side of the building. The design leaves a noticeable gap between the signs and the upper and lower

extent of the sign band. Likewise, the proposed canopy signs are located on a defined sign band.

**Allowed Building Sign Types**  
Subsection 4.156.08 (.01) E.

**D14.** The proposed signs are wall flat signs, an allowed type.

**Site Design Review**

**Excessive Uniformity, Inappropriate Design**  
Subsection 4.400 (.01)

**D15.** With quality materials and design, the proposed signs will not result in excessive uniformity, inappropriateness or poor design, and the proper attention has been paid to site development.

**Purpose and Objectives**  
Subsection 4.400 (.02) and Subsection 4.421 (.03)

**D16.** The signs are scaled and designed appropriately related to the subject site and the appropriate amount of attention has been given to visual appearance.

**Design Standards**  
Subsection 4.421 (.01)

**D17.** There is no indication that the size, location, design, color, texture, lighting or material of the proposed signs would detract from the design of the surrounding properties.

**Design Standards and Signs**  
Subsection 4.421 (.02)

**D18.** Design standards have been applied to the proposed sign, as applicable, see Findings D14 – D16 above.

**Color or Materials Requirements**  
Subsection 4.421 (.06)

**D19.** The proposed coloring is appropriate for the signs and no additional requirements are necessary. The applicant is proposing two painted signs as well as two canopy signs with backlit channel letters. No internally illuminated cabinet signs are proposed.

**Site Design Review-Procedures and Submittal Requirements**  
Section 4.440

**D20.** The applicant has submitted a sign plan as required by this section.

Exhibit C1  
Public Works Plan Submittal Requirements  
and Other Engineering Requirements

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1. All construction or improvements to public works facilities shall be in conformance to the City of Wilsonville Public Works Standards - 2017.
2. Applicant shall submit insurance requirements to the City of Wilsonville in the following amounts:

<b>Coverage</b> ( <i>Aggregate, accept where noted</i> )	<b>Limit</b>
<b><u>Commercial General Liability:</u></b>	
▪ General Aggregate (per project)	\$3,000,000
▪ General Aggregate (per occurrence)	\$2,000,000
▪ Fire Damage (any one fire)	\$50,000
▪ Medical Expense (any one person)	\$10,000
<b><u>Business Automobile Liability Insurance:</u></b>	
▪ Each Occurrence	\$1,000,000
▪ Aggregate	\$2,000,000
<b><u>Workers Compensation Insurance</u></b>	<b>\$500,000</b>

3. No construction of, or connection to, any existing or proposed public utility/improvements will be permitted until all plans are approved by Staff, all fees have been paid, all necessary permits, right-of-way and easements have been obtained and Staff is notified a minimum of 24 hours in advance.
4. All public utility/improvement plans submitted for review shall be based upon a 22" x 34" format and shall be prepared in accordance with the City of Wilsonville Public Work's Standards.
5. Plans submitted for review shall meet the following general criteria:
  - a. Utility improvements that shall be maintained by the public and are not contained within a public right-of-way shall be provided a maintenance access acceptable to the City. The public utility improvements shall be centered in a minimum 15-ft. wide public easement for single utilities and a minimum 20-ft wide public easement for two parallel utilities and shall be conveyed to the City on its dedication forms.
  - b. Design of any public utility improvements shall be approved at the time of the issuance of a Public Works Permit. Private utility improvements are subject to review and approval by the City Building Department.
  - c. In the plan set for the PW Permit, existing utilities and features, and proposed new private utilities shall be shown in a lighter, grey print. Proposed public improvements shall be shown in bolder, black print.



- d. All elevations on design plans and record drawings shall be based on NAVD 88 Datum.
  - e. All proposed on and off-site public/private utility improvements shall comply with the State of Oregon and the City of Wilsonville requirements and any other applicable codes.
  - f. Design plans shall identify locations for street lighting, gas service, power lines, telephone poles, cable television, mailboxes and any other public or private utility within the general construction area.
  - g. As per City of Wilsonville Ordinance No. 615, all new gas, telephone, cable, fiber-optic and electric improvements etc. shall be installed underground. Existing overhead utilities shall be undergrounded wherever reasonably possible.
  - h. Any final site landscaping and signing shall not impede any proposed or existing driveway or interior maneuvering sight distance.
  - i. Erosion Control Plan that conforms to City of Wilsonville City Code Section 8.317.
  - j. Existing/proposed right-of-way, easements and adjacent driveways shall be identified.
  - k. All engineering plans shall be printed to PDF, combined to a single file, stamped and digitally signed by a Professional Engineer registered in the State of Oregon.
  - l. All plans submitted for review shall be in sets of a digitally signed PDF and three printed sets.
6. Submit plans in the following general format and order for all public works construction to be maintained by the City:
- a. Cover sheet
  - b. City of Wilsonville construction note sheet
  - c. Land Use Conditions of Approval sheet
  - d. General construction note sheet
  - e. Existing conditions plan.
  - f. Erosion control and tree protection plan.
  - g. Site plan. Include property line boundaries, water quality pond boundaries, sidewalk improvements, right-of-way (existing/proposed), easements (existing/proposed), and sidewalk and road connections to adjoining properties.
  - h. Grading plan, with 1-foot contours.
  - i. Composite utility plan; identify storm, sanitary, and water lines; identify storm and sanitary manholes.
  - j. Detailed plans; show plan view and either profile view or provide i.e.'s at all utility crossings; include laterals in profile view or provide table with i.e.'s at crossings; vertical scale 1"= 5', horizontal scale 1"= 20' or 1"= 30'.
  - k. Street plans.
  - l. Storm sewer/drainage plans; number all lines, manholes, catch basins, and cleanouts for easier reference.
  - m. Stormwater LID facilities (Low Impact Development): provide plan and profile views of all LID facilities.
  - n. Water and sanitary sewer plans; plan; number all lines, manholes, and cleanouts for easier reference.

- o. Where depth of water mains are designed deeper than the 3-foot minimum (to clear other pipe lines or obstructions), the design engineer shall add the required depth information to the plan sheets.
  - p. Detailed plan for water quality facility (both plan and profile views), including water quality orifice diameter and manhole rim elevations. Provide detail of inlet structure and energy dissipation device. Provide details of drain inlets, structures, and piping for outfall structure. Note that although storm water facilities are typically privately maintained they will be inspected by engineering, and the plans must be part of the Public Works Permit set.
  - q. Composite franchise utility plan.
  - r. City of Wilsonville detail drawings.
  - s. Illumination plan.
  - t. Striping and signage plan.
  - u. Landscape plan.
7. Design engineer shall coordinate with the City in numbering the sanitary and stormwater sewer systems to reflect the City's numbering system. Video testing and sanitary manhole testing will refer to City's numbering system.
  8. The applicant shall install, operate and maintain adequate erosion control measures in conformance with City Code Section 8.317 during the construction of any public/private utility and building improvements until such time as approved permanent vegetative materials have been installed.
  9. Applicant shall work with City Engineering before disturbing any soil on the respective site. If 5 or more acres of the site will be disturbed applicant shall obtain a 1200-C permit from the Oregon Department of Environmental Quality. If 1 to less than 5 acres of the site will be disturbed a 1200-CN permit from the City of Wilsonville is required.
  10. The applicant shall be in conformance with all stormwater and flow control requirements for the proposed development per the Public Works Standards.
  11. A storm water analysis prepared by a Professional Engineer registered in the State of Oregon shall be submitted for review and approval by the City.
  12. The applicant shall be in conformance with all water quality requirements for the proposed development per the Public Works Standards. If a mechanical water quality system is used, prior to City acceptance of the project the applicant shall provide a letter from the system manufacturer stating that the system was installed per specifications and is functioning as designed.
  13. Storm water quality facilities shall have approved landscape planted and approved by the City of Wilsonville prior to paving.

14. The applicant shall contact the Oregon Water Resources Department and inform them of any existing wells located on the subject site. Any existing well shall be limited to irrigation purposes only. Proper separation, in conformance with applicable State standards, shall be maintained between irrigation systems, public water systems, and public sanitary systems. Should the project abandon any existing wells, they shall be properly abandoned in conformance with State standards.
15. All survey monuments on the subject site, or that may be subject to disturbance within the construction area, or the construction of any off-site improvements shall be adequately referenced and protected prior to commencement of any construction activity. If the survey monuments are disturbed, moved, relocated or destroyed as a result of any construction, the project shall, at its cost, retain the services of a registered professional land surveyor in the State of Oregon to restore the monument to its original condition and file the necessary surveys as required by Oregon State law. A copy of any recorded survey shall be submitted to Staff.
16. Streetlights shall be in compliance with City dark sky, LED, and PGE Option C requirements.
17. Sidewalks, crosswalks and pedestrian linkages in the public right-of-way shall be in compliance with the requirements of the U.S. Access Board.
18. No surcharging of sanitary or storm water manholes is allowed.
19. The project shall connect to an existing manhole or install a manhole at each connection point to the public storm system and sanitary sewer system.
20. A City approved energy dissipation device shall be installed at all proposed storm system outfalls. Storm outfall facilities shall be designed and constructed in conformance with the Public Works Standards.
21. The applicant shall provide a 'stamped' engineering plan and supporting information that shows the proposed street light locations meet the appropriate AASHTO lighting standards for all proposed streets and pedestrian alleyways.
22. All required pavement markings, in conformance with the Transportation Systems Plan and the Bike and Pedestrian Master Plan, shall be completed in conjunction with any conditioned street improvements.
23. Street and traffic signs shall have a hi-intensity prismatic finish meeting ASTM 4956 Spec Type 4 standards.
24. The applicant shall provide adequate sight distance at all project driveways by driveway placement or vegetation control. Specific designs to be submitted and approved by the City

Engineer. Coordinate and align proposed driveways with driveways on the opposite side of the proposed project site.

25. The applicant shall provide adequate sight distance at all project street intersections, alley intersections and commercial driveways by properly designing intersection alignments, establishing set-backs, driveway placement and/or vegetation control. Coordinate and align proposed streets, alleys and commercial driveways with existing streets, alleys and commercial driveways located on the opposite side of the proposed project site existing roadways. Specific designs shall be approved by a Professional Engineer registered in the State of Oregon. As part of project acceptance by the City the Applicant shall have the sight distance at all project intersections, alley intersections and commercial driveways verified and approved by a Professional Engineer registered in the State of Oregon, with the approval(s) submitted to the City (on City approved forms).
26. Access requirements, including sight distance, shall conform to the City's Transportation Systems Plan (TSP) or as approved by the City Engineer. Landscaping plantings shall be low enough to provide adequate sight distance at all street intersections and alley/street intersections.
27. Applicant shall design interior streets and alleys to meet specifications of Tualatin Valley Fire & Rescue and Allied Waste Management (United Disposal) for access and use of their vehicles.
28. The applicant shall provide the City with a Stormwater Maintenance and Access Easement Agreement (on City approved forms) for City inspection of those portions of the storm system to be privately maintained. Applicant shall provide City with a map exhibit showing the location of all stormwater facilities which will be maintained by the Applicant or designee. Stormwater LID facilities may be located within the public right-of-way upon approval of the City Engineer. Applicant shall maintain all LID storm water components and private conventional storm water facilities; maintenance shall transfer to the respective homeowners association when it is formed.
29. The applicant shall "loop" proposed waterlines by connecting to the existing City waterlines where applicable.
30. Applicant shall provide a minimum 6-foot Public Utility Easement on lot frontages to all public right-of-ways. An 8-foot PUE shall be provided along Collectors. A 10-ft PUE shall be provided along Minor and Major Arterials.
31. For any new public easements created with the project the Applicant shall be required to produce the specific survey exhibits establishing the easement and shall provide the City with the appropriate Easement document (on City approved forms).
32. Record Drawings:

At the completion of the installation of any required public improvements, and before a 'punch list' inspection is scheduled, the Engineer shall perform a record survey. Said survey shall be the basis for the preparation of 'record drawings' which will serve as the physical record of those changes made to the plans and/or specifications, originally approved by Staff, that occurred during construction. Using the record survey as a guide, the appropriate changes will be made to the construction plans and/or specifications and a complete revised 'set' shall be submitted. The 'set' shall consist of drawings in an electronic copy in AutoCAD, current version, and a digitally signed PDF.

**From:** [Garet Prior](#)  
**To:** [Planning](#)  
**Subject:** Approve DB25-0004 iONNA Electric Vehicle (EV) Charging Station  
**Date:** Friday, April 10, 2026 6:58:47 AM

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Hello, DRB members,

Please approve DB25-0004 iONNA Electric Vehicle (EV) Charging Station. Having more charging infrastructure for EVs is essential to fighting climate change by curbing and ending emissions from vehicles. This is an ideal property with a close proximity to the highway and adjacent to gas and diesel stations along Boones Ferry.

With your approval, please send the City Council comments on ways to reduce or remove regulatory barriers to EV charging stations in Wilsonville. Any additional processes add time, cost, and uncertainty to a project. For infrastructure like this, it is critical to our city's resilience and the national fight against climate change.

Thank you for your service in our community!

--

**Garet Prior**  
[A Garet in Wilsonville](#)

