

Housing Statutory Compliance (Part 1): Project Introduction



CITY COUNCIL WORK SESSION – OCTOBER 20, 2025

Work Session Objectives

- Explain project purpose
- Provide overview of City's current land use review process
- Discuss project deliverables and timeline
- Gather input to inform process



Project Scope and Goals

- Implement HPS Action C consistent with SB 974 requirements
- Compliance required by July 1, 2026
- Balance statutory requirements with a customer service friendly process
- Maintain public access to and transparency of land review process



Recommended Actions

Planning Work Program Actions

Action A.
Redesignating or
Rezoning Land

Action B.
Housing Variety

Action C.
Administrative
Review

Action D.
Accessibility
Requirements

Foundational Actions for the Future

Action F.
Housing Specialist

Action G.
Establish a Funding
Source

Wilsonville's Land Use Review Processes

- Class I Administrative Review
 - Decision issued by Planning Director, no public notice
 - Only appealable by applicant
- Class II Administrative Review
 - Decision issued by Planning Director with public notice period
 - Can be appealed or called up by DRB
- Class III Quasi-Judicial Review
 - Decision made by DRB after public hearing
 - Can be appealed or called up by City Council



Coffee Creek Design Overlay District

- Adopted in 2018
- Enabled Class II Administrative Review for applications meeting clear and objective code standards
- Applications with waiver requests reviewed by DRB
- Possible framework for changes

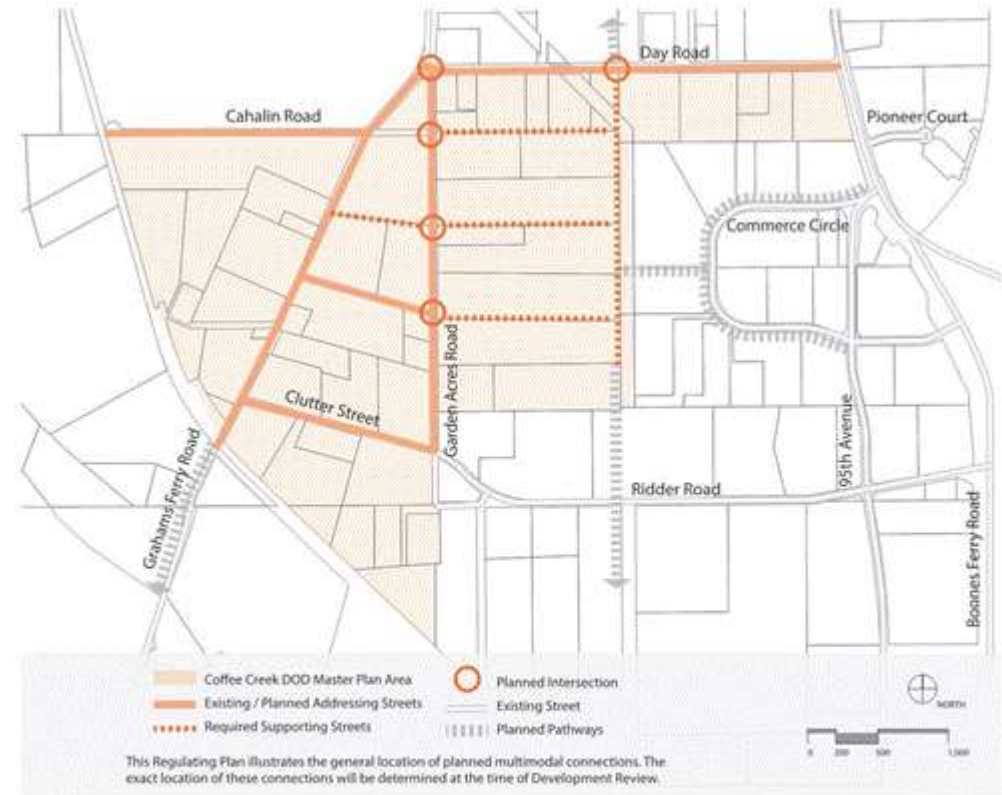


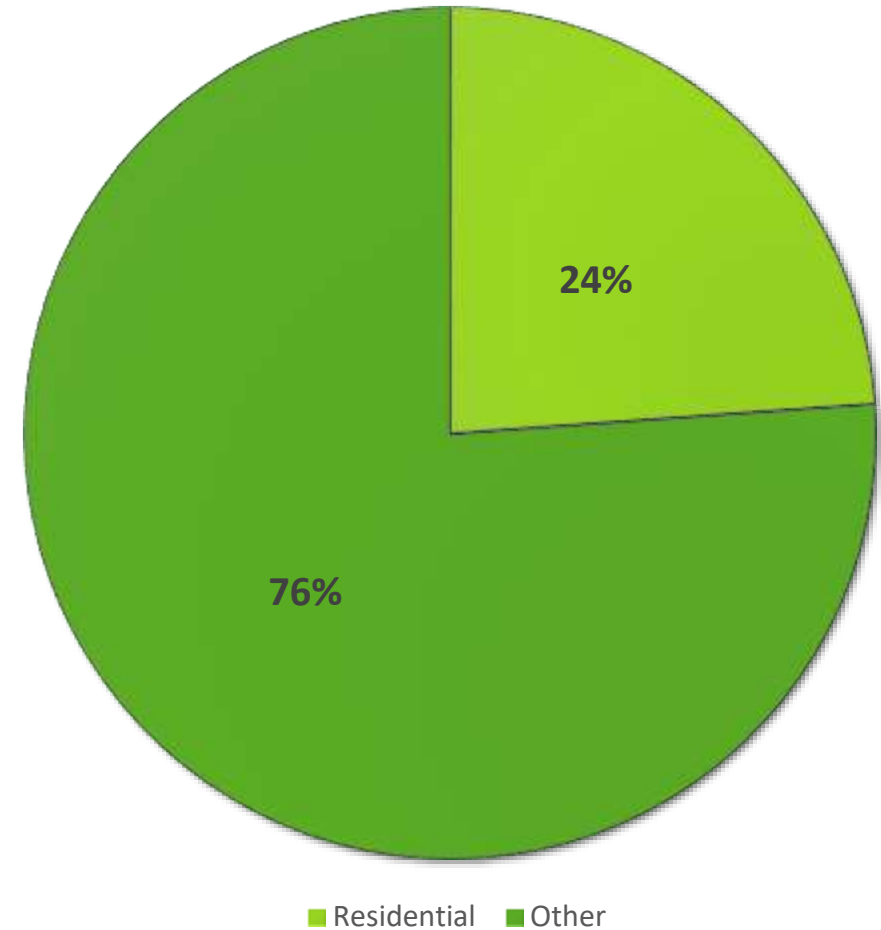
Figure CC-1 - Regulating Plan



Wilsonville's Land Use Review Boards

- Different roles for Planning Commission and DRB
 - Legislative and quasi-judicial
- Two DRB panels since late 1990s
 - Maintain scheduling flexibility
- Meeting frequency varies
 - Time of year
 - Year to year


DRB Applications Since 2020



Current Public Notice Methods

- DRB Public Hearing
 - Mailed notices to property owners within 250 feet
 - Site posting
 - Staff report and exhibits published on City website
 - Notice of Decision sent to City Council
- Class II Administrative Review
 - Mailed notices to property owners within 250 feet
 - Notice of Decision sent to DRB





Explanation of Public Hearing Notice &
Opportunity to Comment on Proposed Development
Frog Pond Ridgecrest 28-Lot Residential Subdivision
7400 SW Frog Pond Lane

This notice informs you of your opportunity to comment on the proposed annexation to the City of Wilsonville and rezoning of approximately 9.00 acres and development plans for a 28-lot residential subdivision located at 7400 SW Frog Pond Lane.

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

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

Frequently Asked Question about Providing Written Comments:

To whom should I address my written comments?
Please address comments to "Development Review Board Members"

How do I submit written comments?
Email is best. Comments can be emailed to the Planning Staff Member reviewing the application, Cindy Luxhoj AICP, at luxhoj@c.wilsonville.or.us. If email is not possible, comments can be mailed to: Planning Division, Attn: Cindy Luxhoj AICP, 29799 SW Town Center Loop East, Wilsonville, OR 97070 or delivered in person 8:00 to 5:00 on days City Hall is open (typically Mon-Fri) at the address above.

When should written comments be submitted?

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

PUBLIC HEARING NOTICE FOR HEARING **OCTOBER 14 AND NOVEMBER 18, 2024**
Wilsonville Development Review Board Panel 'A' and City Council Notice Date: September 24, 2024

Next steps

- Code Assessment Memo
 - Assess required process changes
 - Evaluate HAPO guidance
 - Provide options for implementation
 - Identify affected Development Code sections
- Public Outreach
 - Inform community of process changes
 - Gather input on notification options



Project Schedule

October 2025

- City Council work session

December 2025

- Finalize Code Assessment Memo
- Planning Commission and City Council work sessions

Early 2026

- Project outreach

March 2026

- Draft Development Code Amendments
- Planning Commission and City Council work sessions

April 2026

- Final Development Code Amendments
- Planning Commission Public Hearing

May 2026

- City Council Public Hearing

July 1, 2026

- SB 974 Land Use Process Requirements Effective Date



Discussion Questions

- What type of community input will best assist you in making policy decisions about these updates?
- Are there any modifications to the current board structure that you want the project team to consider?
- Are there other questions or information that the project team should consider for the Code Assessment Memo?

