

DEVELOPMENT REVIEW BOARD MEETING  
MARCH 11, 2024  
6:30 PM

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Public Hearing:

3. **Resolution No. 430. Boeckman Creek Primary School Readerboard.** The applicant is requesting approval of a Class 3 Sign Permit and Waiver for a new electronic reader board sign at Boeckman Creek Primary School.

Case Files:

- DB23-0009 Boeckman Creek Primary School  
Reader Board
- Class 3 Sign Permit (SIGN23-0009)
  - Waiver (WAIV23-0002)

**DEVELOPMENT REVIEW BOARD  
RESOLUTION NO. 430**

**A RESOLUTION ADOPTING FINDINGS AND CONDITIONS OF APPROVAL, APPROVING A CLASS 3 SIGN PERMIT AND WAIVER FOR A NEW ELECTRONIC READER BOARD SIGN AT BOECKMAN CREEK PRIMARY SCHOOL.**

WHEREAS, an application, together with planning exhibits for the above-captioned development, has been submitted by Tony McCormick, Meyer Sign Company of Oregon – Applicant and Jeff Chambers, West Linn-Wilsonville School District – Owner in accordance with the procedures set forth in Section 4.008 of the Wilsonville Code, and

WHEREAS, the subject site is located at 6700 SW Wilsonville Road on Tax Lot 100, Section 13, 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 March 4, 2024 and

WHEREAS, said planning exhibits and staff report were duly considered by the Development Review Board Panel B at a scheduled meeting conducted on March 11, 2024, 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 adopt the staff report dated March 4, 2024, attached hereto as Exhibit A1, with findings and recommendations contained therein, and authorizes the Planning Director to issue permits consistent with said recommendations for:

DB23-0009 Boeckman Creek Primary School Reader Board Sign: Class 3 Sign Permit (SIGN23-0009) and Waiver (WAIV23-0002).

ADOPTED by the Development Review Board of the City of Wilsonville at a regular meeting thereof this 11<sup>th</sup> day of March, 2024, 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)*.

\_\_\_\_\_  
Jean Svedlenka, Chair - Panel A  
Wilsonville Development Review Board

Attest:

\_\_\_\_\_  
**Shelley White, Planning Administrative Assistant**



Exhibit A1  
Staff Report  
Wilsonville Planning Division  
Boeckman Creek Primary School Reader Board Sign

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

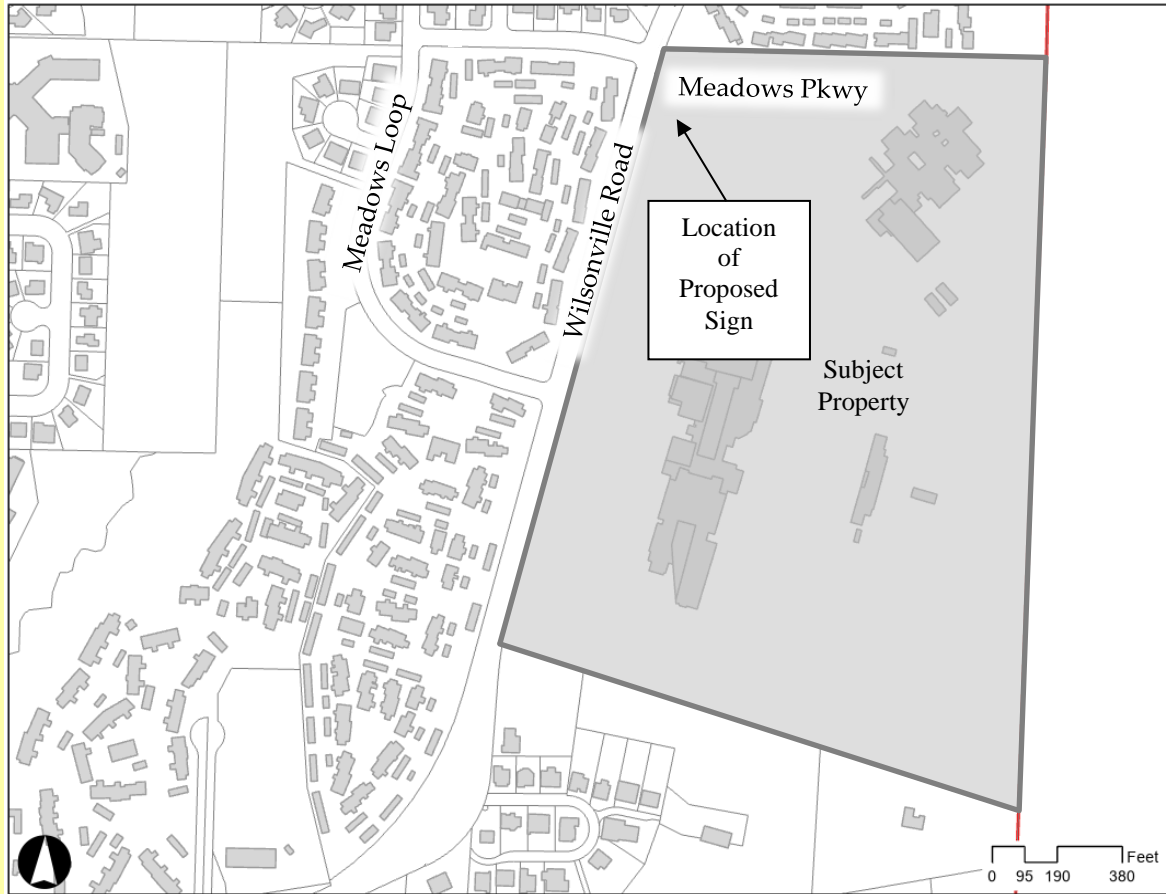
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<b>Hearing Date:</b>	March 11, 2024
<b>Date of Report:</b>	March 4, 2024
<b>Application Nos.:</b>	DB23-0009 Boeckman Creek Primary School Reader Board Sign
<b>Request/Summary:</b>	The requests before the Development Review Board include a Class 3 Sign Permit and Waiver to install an electronic reader board sign in place of the existing monument sign at Boeckman Creek Primary School.
<b>Location:</b>	6700 SW Wilsonville Road. The property is specifically known as Tax Lot 100, Section 13, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon
<b>Owner:</b>	West Linn-Wilsonville School District (Contact: Jeff Chambers)
<b>Applicant:</b>	Meyer Sign Company of Oregon (Contact: Tony McCormick)
<b>Comprehensive Plan Designation:</b>	Public
<b>Zone Map Classification:</b>	PF (Public Facility)
<b>Staff Reviewers:</b>	Sarah Pearlman, Assistant Planner
<b>Staff Recommendation:</b>	<u>Approve with conditions</u> the requested Class 3 Sign Permit and Waiver.

**Applicable Review Criteria:**

<b><u>Development Code:</u></b>	
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 4.136	Public Facility Zone
Section 4.156.01 through 4.156.11 as applicable	Sign Code Regulations
Sections 4.400 through 4.450 as applicable	Site Design Review
<b><u>Other Planning Documents:</u></b>	
Wilsonville Comprehensive Plan	
Previous Land Use Approvals	

## Vicinity Map



## Background:

In 1989, the Planning Commission approved the conditional use of site for an elementary school (See Case File No. 89PC36) and the Design Review Board approved the architecture, landscaping, and original monument sign for Boeckman Creek Primary School (See Case File No. 89DR26). The approved monument sign was approximately 2 feet in height with an area of 18.67 square feet. In 2005, the Development Review Board approved an approximately 6-foot tall, 32-square-foot manual reader board sign replacing the original monument sign (See Case File No. DB05-0100). This reader board was revised to its current design through a Class 1 Sign Permit in 2005.

## Summary:

### Class 3 Sign Permit and Waiver (DB23-0009)

The request for Class 3 Sign Permit and Waiver applies to the monument sign for Boeckman Creek Primary School at the northeast corner of the property. It would allow replacement of the cabinet and existing manual reader board with a new sign cabinet and electronic reader board of the same size. The existing, previously approved, monument sign conforms to standards set forth by the Code and is appropriately designed to be consistent with the type of freestanding signs

seen in schools in the PF zone throughout Wilsonville. However, the electronic message board is not permitted without an approved waiver. The applicant has provided response findings to the waiver criteria, addressing why the conversion to an electronic display conforms to the waiver requirements.



**Current Reader Board Sign**



**Proposed Electronic Reader Board Sign**

## **Discussion Points:**

### **Approving a Prohibited Sign**

Changeable copy signs are listed as prohibited signs in Subsection 4.156.06 (.01) D. However, language is added that a waiver may be granted to allow them as long as it is ensured specific criteria or conditions are met including:

1. The sign shall be equipped with automatic dimming technology which automatically adjusts the sign's brightness in direct correlation with ambient light conditions and the sign owner shall ensure appropriate functioning of the dimming technology for the life of the sign.
2. The luminance of the sign shall not exceed five thousand (5000) candelas per square meter between sunrise and sunset, and five hundred (500) candelas per square meter between sunset and sunrise.

By definition, changeable copy signs must maintain a copy hold-time of at least fifteen (15) minutes.

While grouped under prohibited signs, the intention of the code is to make the signs conditionally permitted. No conditionally permitted sign section exists currently, so they were grouped in the prohibited sign section as that is where language regarding these signs previously existed in the code.

## Similar Changeable Copy Signs at Other Schools

Similar changeable copy signs have been approved at other schools throughout Wilsonville, including Wilsonville High School, Meridian Creek Middle School, and Inza R. Wood Middle School. Except at Meridian Creek, where the sign was constructed with the new school, each of these signs replaced an existing, manual, reader board sign with an electronic reader board.

## Conclusion and Conditions of Approval:

Staff has 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, with the conditions below, the proposed Class 3 Sign Permit and Waiver (DB23-0009) for the Boeckman Creek Primary School Reader Board Sign project.

## Planning Division Conditions:

### Request A: SIGN23-0009 Class 3 Sign Permit

<b>PDA 1.</b>	<b>Ongoing:</b> Approved signs shall be installed in a manner substantially similar to the plans approved by the DRB and stamped approved by the Planning Division.
<b>PDA 2.</b>	<b>Ongoing:</b> The Applicant/Owner of the property shall obtain all necessary building and electrical permits for the approved sign, prior to its installation, and shall ensure that the sign is maintained in a commonly-accepted, professional manner.
<b>PDA 3.</b>	<b>Prior to Building Permit Issuance:</b> The address of the building shall be added to the monument sign unless the Applicant/Owner obtains approval from TVF&R to leave the sign without an address. See Finding A19.

### Request B: WAIV23-0002 Waiver

<b>PDB 1.</b>	<b>Ongoing:</b> The Applicant/Owner shall ensure that the brightness of the approved sign automatically adjusts in direct correlation with ambient light conditions, and appropriate functioning of the dimming technology for the life of the sign. See Finding B5.
<b>PDB 2.</b>	<b>Ongoing:</b> The Applicant/Owner shall ensure that the approved sign does not exceed 5000 candelas per square meter between sunrise and sunset, or 500 candelas per square meter between sunset and sunrise. See Finding B6.
<b>PDB 3.</b>	<b>Ongoing:</b> The Applicant/Owner shall ensure the approved sign maintains a copy hold time of at least fifteen (15) minutes. See Finding B7.

## Master Exhibit List:

Entry of the following exhibits into the public record by the Development Review Board confirms its consideration of the application as submitted. The list below includes exhibits for Planning Case File No. DB23-0009 and 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. Applicant's Narrative and Submitted Materials
  - Application
  - Narrative including Responses to Code Criteria
- B2. Drawing Package
  - Site Plan
  - New Electronic Reader Board at Existing Monument Sign
  - Sign Engineering and Structural Calculations



## Procedural Statements and Background Information:

1. The statutory 120-day time limit applies to this application. The application was received on August 1, 2023. Staff conducted a completeness review within the statutorily allowed 30-day review period and found the application to be incomplete on August 28, 2023. The applicant submitted additional materials on December 20, 2023. Staff conducted a second completeness review within the statutorily allowed 30-day review period and found the application to be complete on January 12, 2024. The City must render a final decision for the request, including any appeals, by May 11, 2024.
2. Surrounding land uses are as follows:

Compass Direction	Zone:	Existing Use:
North:	PDR-4, PDR-5	Multi-family Residential
East:	EFU	Rural
South:	FDA-H, PDR-2	Single-family Residential
West:	PDR-5	Multi-family Residential

3. Previous Planning Approvals:

89PC36 – Conditional Use Permit

89DR26 – Architectural and Landscape Review

90SR07A – Signage (Plans Not Available)

92PC26 – Zone Map Amendment, Stage 1 Master Plan, Stage 2 Final Plan, and Height Variance for Wilsonville High School

DB05-0100 – Reader Board Sign Review

SR05-0035 – Class 1 Sign Permit (Reader Board)

4. The applicant has complied with Sections 4.008 through 4.011, 4.013-4.031, 4.034 and 4.035 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 application is being processed in accordance with the applicable general procedures of this Section.

#### Initiating Application Section 4.009

The application has been submitted on behalf of the property owner, West Linn-Wilsonville School District, and is signed by an authorized representative.

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

The Planning Division determined a pre-application conference was not required for this request.

#### 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 submissions and the application was deemed completed on January 12, 2024.

#### Zoning-Generally Section 4.110

This proposed development is in conformity with the applicable zoning district (PF) and general development regulations listed in Sections 4.140 through 4.199 have been applied in accordance with this Section.

### Request A: Class 3 Sign Permit (SIGN23-0009)

As described in the Findings below, the applicable criteria for this request are met or will be met by Conditions of Approval.

### Sign Review and Submission

**Review Process**

Subsection 4.031 (.01) M. and Subsection 4.156.02 (.03)

- A1.** The application qualifies as a Class 3 Sign Permit and is being reviewed by the Development Review Board.

**Class 3 Sign Permits Generally**

Subsection 4.156.02 (.06)

- A2.** While the request involves a singles sign for a previously approved development and is less than 8 feet tall, it involves a waiver request and therefore qualifies to be reviewed through the Class 3 Sign Permit process.

**Class 3 Sign Permit Submission Requirements**

Subsection 4.156.02 (.06) A.

- A3.** As indicated in the table below the applicant has satisfied the submission requirements:

Requirement	Submitted	Waiver Granted		Condition of Approval	Not Applicable	Additional findings/ notes
		Info Already Available	Info Not Necessary for Review			
Completed Application Form	<input checked="" type="checkbox"/>	<input 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 Building/Tenant Space Lengths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Drawings of Sign Placement of Building Facades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Class 3 Sign Permit Review Criteria**

Class 2 Sign Permit Review Criteria: Generally and Site Design Review

Subsection 4.156.02 (.05) F.

- A4.** As indicated in the Findings in this section these criteria are met.

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

- A5.** The proposed sign is similar in size, shape, and color to the previously approved monument sign with the exception of replacing the existing cabinet and manual reader board with a new cabinet and electronic reader board of the same size. No evidence exists nor has testimony been received that 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.

- A6.** There is no evidence, and no testimony has been received suggesting the subject sign would create a nuisance or negatively impact the value of surrounding properties. The proposed sign improves its functionality by facilitating remote regulation of the sign's operation and allowing easy message changes and real-time updates. It will have brightness controls such to avoid nuisances with the surrounding development; see Finding B6. Condition of Approval PDB 3 ensures the sign will maintain a hold-time of at least 15 minutes for messages.

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

- A7.** The previously approved freestanding monument sign is located in a sparsely landscaped area along SW Wilsonville Road. No landscaping, including trees, will be altered as a result of replacing the cabinet and manual reader board sign with a new cabinet and electronic reader board.

### **Sign Measurement**

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

- A8.** The proposed monument sign, which is 8 feet wide by 4 feet tall with a total area of 32 square feet, is measured consistent with this subsection.

Measurement of Sign Height Above Ground  
Subsection 4.156.03 (.02) A.

- A9.** The previously approved sign was measured consistent with this subsection and no change to the sign height above ground is proposed.

Measurement of Sign Height and Length  
Subsection 4.156.03 (.03) A.-B.

- A10.** The previously approved monument sign was measured consistent with this subsection and no change is proposed.

## **Freestanding and Ground Mounted Signs in the PDC, PDI , and PF Zones**

### **General Allowance**

Subsection 4.156.08 (.01) A.

**A11.** The school property has frontage on SW Wilsonville Road and is eligible for the previously approved monument sign, which is located on the southwest side of the north drive aisle (SW Meadows Parkway) providing access to the school.

### **Allowed Height**

Subsection 4.156.08 (.01) B.

**A12.** The applicant proposes to replace the sign cabinet within the existing support structure. The allowed sign height is 20 feet and the existing monument sign has an overall height of 6 feet. No change is proposed to the height of the sign.

### **Allowed Area**

Subsection 4.156.08 (.01) C.

**A13.** The applicant is allowed 32 square feet of sign area based on the allowance for PF zoned properties. The proposed sign is 32 square feet consistent with this maximum and with the previously approved monument sign (Case File No. DB05-0100).

### **Pole or Sign Support Placement**

Subsection 4.156.08 (.01) D.

**A14.** Sign supports on the existing monument sign are in a full vertical position and no change is proposed to support placement.

### **Extending Over Right-of-Way, Parking, and Maneuvering Areas**

Subsection 4.156.08 (.01) E.

**A15.** The existing monument sign does not extend into or above the listed areas and no change is proposed that would cause the sign to be noncompliant.

### **Design of Freestanding Signs to Match or Complement Design of Buildings**

Subsection 4.156.08 (.01) G.

**A16.** The existing monument sign has a simple frame and colors that are complementary to the school architecture.

### **Width vs. Height of Signs Over 8 Feet**

Subsection 4.156.08 (.01) H.

**A17.** The proposed monument sign is less than 8 feet tall.

### **Sign Setback**

Subsection 4.156.08 (.01) J.

**A18.** No change is proposed to the location of the sign. It will continue to be in the location that was approved in Case File Nos. 89DR26 and DB05-0100, approximately 19 feet from the property line, which is greater than 15 feet, and 19 feet from the hard surface of the right-of-way, more than the minimum 2 feet.

#### Address Requirement

Subsection 4.156.08 (.01) K.

**A19.** The current application does not propose to add an address to the sign. Condition of Approval PDA 3 ensures the sign will meet the address requirement unless approval is obtained from TVF&R to leave the sign without an address.

#### Design of Sign Based on Initial Tenant Configuration and Size

Subsection 4.156.08 (.01) L.

**A20.** The existing monument sign was designed for Boeckman Creek Primary School, a single tenant, and no change is proposed to the tenant configuration or size that would warrant a change in its design.

### Site Design Review

#### Excessive Uniformity, Inappropriateness of Design

Subsections 4.400 (.01) and 4.421 (.03)

**A21.** Staff summarizes the compliance with this subsection as follows:

**Excessive Uniformity:** The only change to the existing freestanding sign is replacement of the cabinet and manual reader board with a new cabinet and electronic reader board, which does not contribute to excessive uniformity on site or in the general area.

**Inappropriate or Poor Design of Signs:** The proposed monument sign is a simple design that is typical of other school sites found to be appropriate throughout the City.

**Lack of Proper Attention to Site Development:** The appropriate professional services were used to design the existing sign in relation to, and in coherence with, the building on site.

**Lack of Proper Attention to Landscaping:** The proposed modification of the existing monument sign will not have an effect on the landscaping on site.

#### Purposes of Objectives of Site Design Review

Subsections 4.400 (.02) and 4.421 (.03)

**A22.** It is staff's professional opinion that the previously approved freestanding sign complies with the purposes and objectives of site design review. The existing sign is of a scale and design appropriately related to the subject site, the appropriate amount of attention has been given to visual appearance, and no change is proposed that would take the sign out of compliance with the standards.

#### Site Design Review-Design Standards

Subsection 4.421 (.01)

**A23.** There is no indication that the size, location, design, color, texture, lighting or material of the existing sign detracts from the design of the building and the surrounding properties, and updating the cabinet and changing the manual reader board to an electronic one will not affect compliance with these standards.

Applicability of Design Standards to Signs  
Subsection 4.421 (.02)

**A24.** Design standards have been applied to the existing exterior sign, as applicable.

Site Design Review-Conditions of Approval  
Subsection 4.421 (.05)

**A25.** No additional conditions of approval are recommended to ensure the proper and efficient functioning of the school campus in relation to signs.

Color or Materials Requirements  
Subsection 4.421 (.06)

**A26.** Staff does not recommend any additional requirements for materials or colors related to proposed sign modifications.

Site Design Review-Procedures  
Section 4.440

**A27.** The applicant has submitted a sign plan as required by this section.

## **Request B: Sign Waiver (WAIV23-0002)**

### **SIGN WAIVER**

Sign Waiver Criteria: Design  
Subsection 4.156.02 (.08) A. 1.

**B1.** As described in the applicant's narrative and illustrated in the plans, the cabinet and reader board portion of the existing monument sign is proposed to be replaced with an electronic changeable copy sign. The location of the previously approved monument sign will not change, and the only differences in design are an updated cabinet and replacement of the mechanical reader board with an electronic one of the same dimension. This change in design of the sign improves its functionality by facilitating remote regulation of the sign's operation by the school, and allowing easy message changes and real-time updates. An example of how this would be helpful is in the event of inclement weather or cancellation of scheduled events.

Sign Waiver Criteria: Compatibility  
Subsection 4.156.02 (.08) A. 2.

**B2.** The proposed monument sign and electronic reader board is typical of, proportional to, and compatible with school sites within the PF zone. The sign location will remain unchanged.

The applicant proposes an updated cabinet and replacement of the manual reader board with an electronic sign. The proposed cabinet sign features an updated logo with colors and design typically of and compatible with the primary school. No flashing display of any kind is proposed. No evidence exists nor has testimony been received that the subject sign would detract from the visual appearance of the surrounding development.

#### Sign Waiver Criteria: Public Safety

Subsection 4.156.02 (.08) A. 3.

- B3.** There is no evidence the proposed sign will negatively impact public safety, especially traffic safety. The current sign location will be retained, which complies with vision clearance standards, allowing for proper visibility near the intersection of the parking lot driveway and SW Wilsonville Road. As noted earlier, the electronic display will not be overly bright, animated, or distracting in any way that could compromise traffic safety. The nearest residence on the north side of SW Wilsonville Road is over 120 feet to the east and buffered by a solid fence and vegetation. The nearest residence on the south side of SW Wilsonville Road is over 200 linear feet from the sign and buffered by trees and landscaping.

#### Sign Waiver Criteria: Content

Subsection 4.156.02 (.08) A. 4.

- B4.** The content of the subject sign is not being reviewed as part of this application.

#### Changeable Copy Sign Waiver Criteria: Dimming Technology

Subsection 4.156.06 (.01) D. 1.

- B5.** The proposed Watchfire 16 MM RGB LED Display electronic sign comes equipped with automatic, scheduled and manual control options for dimming brightness. Condition of Approval PDB 1 requires the sign's brightness to automatically adjust in direct correlation with ambient light conditions, and that the sign owner ensures appropriate functioning of the dimming technology for the life of the sign.

#### Changeable Copy Sign Waiver Criteria: Luminance

Subsection 4.156.06 (.01) D. 2.

- B6.** The proposed reader board will display can display text in multiple colors as needed by the school and has a maximum potential brightness of 10,000 nits, which is equivalent to 10,000 candelas per square meter. Condition of Approval PDB2 ensures the sign will not surpass the 5000 candelas per square meter between sunrise and sunset. The sign is equipped with a manual control option which can be used to set the maximum brightness to 500 or fewer candelas per square meter between sunset and sunrise; Condition of Approval PDB 2 also ensures this brightness is not exceeded.

#### Definitions: Changeable Copy Sign

Subsection 4.001 267. F.



- B7.** The sign will not have moving structural elements, flashing or sequential lights, elements, prisms, or other methods that result in movement. Condition of Approval PDB 3 ensures the frequency of text copy changes will not exceed once every 15 minutes except in emergency situations as requested by the City Manager or designee.