

**DEVELOPMENT REVIEW BOARD MEETING
NOVEMBER 14, 2022
6:30 PM**

Consent Agenda:

1. Approval of minutes of October 10, 2022 DRB Panel
A meeting



**DEVELOPMENT REVIEW BOARD PANEL A
MEETING MINUTES**

October 10, 2022 at 6:30 PM

City Hall Council Chambers & Remote Video Conferencing

CALL TO ORDER

A regular meeting of the Development Review Board Panel A was held at City Hall beginning at 6:30 p.m. on Monday, October 10, 2022. Chair Jean Svadlenka called the meeting to order at 6:31 p.m.

CHAIR'S REMARKS

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

ROLL CALL

Present for roll call were: Jean Svadlenka, Daniel McKay, Kathryn Neil, Ben Yacob, Rachelle Barrett

Staff present: Kimberly Rybold, Ryan Adams, Georgia McAlister, and Shelley White

CITIZEN INPUT This is an opportunity for visitors to address the Development Review Board on items not on the agenda. There were no comments.

CONSENT AGENDA

1. Approval of minutes of September 12, 2022, DRB Panel A meeting

Rachelle Barrett moved to approve the Consent Agenda. Daniel McKay seconded the motion, which passed unanimously.

PUBLIC HEARING

2. **Resolution No. 408. Wilsonville Honda.** The applicant is requesting approval of a Class 3 Sign Permit for a 16-foot illuminated pylon sign at Wilsonville Honda.

Case File:

DB22-0006 Class 3 Sign

Chair Svadlenka called the public hearing to order at 6:36 p.m. and read the conduct of hearing format into the record. Chair Svadlenka, Daniel McKay, Kathryn Neil, and Rachelle Barrett

declared for the record that they had visited the site. No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

Georgia McAlister, Associate Planner, announced that the criteria applicable to the application were stated starting on page 2 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room and on the City's website.

Ms. McAlister presented the Staff report via PowerPoint, briefly reviewing the site's location and surrounding land uses, with these key comments:

- Proper noticing was followed for the application. Notice of public hearing was mailed to all property owners within 250 ft of the subject property and published in the newspaper. Additional postings were placed on site and on the City's website. The notice included clarifying background information about the project, outlined adaptations for the hearing process, and provided testimony that were adopted by the City in response to Covid-19.
- One public comment was received during the comment period which voiced support for the sign.
- The request under review tonight for the DRB to verify compliance for was the Class III Sign Permit for a 17-ft pylon sign located to the south of the original pylon sign. There were no requests in the current application that required discretionary review.
- The proposed sign was over 8-ft in height and in a new location, which required review by the DRB for compliance and a Class III Sign Permit. The proposed sign, including the sign base, which was approximately 17-ft in height and 8-ft in width, and a sign area totaling 64 sq ft, which was within the Sign Allowance for the site.
- The design reflected Honda's national branding and the design for the existing Honda dealership.
- A condition of approval ensured that the existing pylon sign would be removed prior to installation of the proposed sign.
- The proposed sign would be located approximately 130 ft to the south of the original pylon sign, and a condition of approval would ensure the sign would not be constructed within any easements.
- She offered to answer questions, noting the Applicant was present to do same.

Daniel McKay asked if the comment from Integrity Signs in favor of the application was Item No. 2 in the Staff packet.

Ms. McAlister replied it was Exhibit C-1 and from Mr. Bruce Wilson.

Kimberly Rybold, Senior Planner explained there might be confusion because the PDF had Item No. 2 labeled on all of the exhibits. She directed Mr. McKay to Page 43, which had the Exhibit C-1 label at the bottom right corner. She noted that the Item No. 2 referred to the agenda item as the second item.

Mr. McKay replied that he now saw the correct exhibit and thanked Ms. Rybold.

Chair Svadlenka called for the Applicant's presentation.

Dan Horton, General Manager, 30600 SW Parkway, Wilsonville, OR, 97070 stated that a tree limb had gone through the top of the old sign, so a decision was made to move the sign to a location without as many trees.

Shelley White, Planning Administrative Assistant, stated no one was present in the audience or on the Zoom call, so there was no public testimony this evening. She confirmed the name of the property owner was Go Ducks, LLC.

Chair Svadlenka confirmed there was no further discussion and closed the public hearing at 6:46 pm.

Kathryn Neil moved to approve the Staff report as presented. **Ben Yacob** seconded the motion, which passed unanimously.

Ben Yacob moved to adopt Resolution No. 408, including the approved Staff report. **Chair Svadlenka** seconded the motion, which passed unanimously.

Chair Svadlenka read the rules of appeal into the record.

BOARD MEMBER COMMUNICATIONS

3. Recent City Council Action Minutes

Rachelle Barrett requested motions verbiage be given to Board members to aid in making motions appropriately.

Kimberly Rybold, Senior Planner, confirmed the scripts taken from the PowerPoint provided during training would be emailed to Board members, as well as printed copies.

Mr. Yacob stated he was familiar with parliamentary procedures, but the motions Board members made were more detailed.

Ms. Rybold agreed and added consistency would be helpful to ensure a clear record, clarity around the Staff report, and accompanying recommendations and clarity on the resolution number and any action taken. Breaking it down into a couple of motions would make it easier to digest and would make it clear in the record.

STAFF COMMUNICATIONS

Kimberly Rybold, Senior Planner, welcomed the Board members back to City Hall. Staff was excited to have them back. She apologized for the delay in bringing them back, and explained Staff had wanted to ensure their experience was smooth, comfortable, and not thrown off by

construction and remodeling. She anticipated a hearing next month for Panel A and noted that the notice for that hearing would be out next week.

Ryan Adams, Assistant City Attorney, stated if any Board members ever had questions on Board member packet items related to legal, they should feel free to call him, as he was always available.

ADJOURN

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

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