



PLANNING COMMISSION

WEDNESDAY, MAY 13, 2026

ADMINISTRATIVE MATTERS

1. Consideration of the March 30 & April 8, 2026 Planning Commission minutes



Wilsonville Planning Commission
Regular Meeting Minutes
March 30, 2026

Wilsonville City Hall & Remote Video Conferencing
<https://www.ci.wilsonville.or.us/meetings/pc>

CALL TO ORDER - ROLL CALL

Chair Semenova called the meeting to order at 6:00 pm.

Present: Yana Semenova, Matt Constantine, Nicole Hendrix, Andrew Karr, Rob Candrian, and Jeff Zundel. Tabi Traugher arrived after Roll Call.

Excused: None

Staff Present: Miranda Bateschell, Kim Rybold, and Mandi Simmons

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZEN INPUT

There was none.

ADMINISTRATIVE MATTERS

1. Consideration of the February 11, 2026 Planning Commission Minutes
The February 11, 2026 Planning Commission minutes were accepted as presented.

WORK SESSION

2. Housing Statutory Compliance-Part 1 (Rybold)

Senior Planner Rybold and **Heather Austin, 3J Consulting**, presented the Housing Statutory Compliance-Part 1 via PowerPoint, updating and reviewing the proposed Development Code amendments related to residential process to comply with recent State legislation that must be in effect by July 1, 2026. Part 2 of the Compliance project would be addressed afterward with a goal for completion at the end of December 2026. Key updates made after feedback at the Commission's December work session included the following:

- New information regarding House Bill 4037 (HB 4037), passed during the 2026 legislative short session and requiring compliance by July 1, 2026, was included in the meeting packet. The proposed amendments now included updated language to address HB 4037, namely that all straightforward residential development reviews, those involving clear and objective standards, with no waivers or adjustments, would now be a Staff level Type 2 Administrative Review; that mailed public notice would now be limited to a 100-foot radius for all projects under 20 units, which would be applied citywide for consistency and to minimize procedural liability; and that appeal rights would now be restricted solely to the applicant, rather than including anyone with standing.

- Implementation of Housing Production Strategy (HPS) Action C and the required changes to Class II Administrative Review under SB 974 remained as discussed previously. (Slide 4) (Slide 5)
- A new Code Section 4.119 Waivers was being created to make clear that the waivers process is the City's process for discretionary review of residential development applications, in addition to the clear and objective process, which the State is moving toward.
- Appeals Section 4.022 was rewritten to make clear which applications will maintain public appeals rights, namely those with discretionary items like waivers and variances.
- Increasing the Class II Modifications Threshold from 1,250 to 10,000 square feet while maintaining the existing 25% cap of the building or site area was proposed to support small business expansions without requiring a full Development Review Board (DRB) hearing. This threshold would only apply to existing development or where architectural and site development plans have been approved, not to enable new development under 10,000 square feet, which would still go before DRB. (Slide 7)
- While not impacted by the State's statutes, a new expedited residential annexation process was proposed based on the feedback received. The process was currently used in the Coffee Creek Industrial Design Overlay District and involved a single, public hearing before City Council without a prior recommendation from the DRB.
- Other proposed Code updates included:
 - Adding new definitions for "residential development" and "review authority"
 - Updating the Site Design Review Code Section with clear and objective language
 - Implementing a one-year expiration for pre-application meetings to ensure applicants were working with current standards
 - Removing conflicting timelines to remain consistent with the 120-day State statutory requirements
 - Updating procedures to reflect current digital application practices

Senior Planner Rybold reported on the information sessions with current DRB members, noting Board members did not feel they were serving the community given so many cancelled meetings, which also impacted their readiness and sharpness when reviewing complex applications. Given the feedback also received from City Council and the Planning Commission, Staff proposed consolidating the two DRB panels into a single, seven-member Board effective in 2027. The new structure would increase the quorum requirement to four members, providing greater flexibility for hearings.

Commissioner comments and feedback on the Discussion Questions (Slide 11) were as follows with the project team addressing questions as noted:

- The reasons for DRB waiver requests often varied or seemed less compelling, so were there specific recommendations for standards that should remain ineligible for waivers.
 - **Planner Rybold** noted that draft Section 4.119(.02)B. listed the standards that shall not be waived without substantial evidence in the whole record. For example, a higher level of scrutiny was applied to waivers for residential open space standards; minimum

density and housing variety standards; and minimum landscaping, screening and buffering standards.

- Historically, these were standards where the City wanted to limit flexibility unless the record is very clear that the standard is being met in an alternative way and substantial evidence is provided to support the request. The benefit of the DRB was to listen to the evidence and provide feedback where a clear and objective standard may not exist or where a deviation from that standard is requested, and public debate and hearings have historically been beneficial to that process.
- Despite being reviewed administratively, waivers would remain appealable and subject to call up by the DRB.
- The project team sought feedback on whether the criteria in the Code for waivers should just be made more clear or whether waivers should even be allowed with administrative decisions made outside adopted Code standards.
- **Planner Rybold** explained the reason the review threshold for non-residential uses was being considered now due to an equity question regarding land uses. Under State law, the City was now required to review multi-hundred-unit residential subdivisions administratively, without a public hearing before the DRB. Therefore, it did not seem equitable that minor non-residential expansions, like a 3,000-square-foot (SF) storage room, should be forced through a more onerous public hearing process.
 - **Planning Director Bateschell** added that feedback from Commissioners who served on the DRB had also noted that small amendments to a commercial site should not require a DRB hearing.
- **Planner Rybold** explained the 10,000 SF maximum was added to the 25% limitation to set a maximum for larger buildings, though impact analyses would still be done.
 - **Ms. Austin** added the current 1,250 SF threshold seemed too small for an 80,000 SF building, for example. A 10,000 SF addition would likely have a minimal impact on neighboring properties given the scale. The 25% limitation also kept smaller project from adding the full 10,000 SF as an addition. Having both the percentage and square footage threshold provided balance.
 - Staff provided examples of larger buildings in the city, including Standard TV & Appliance at 30,000+ SF, Fry's Electronics at 130,000 SF, industrial buildings and buildings at shopping centers like Argyle Square.
 - **Ms. Austin** noted that like residential, non-residential applications would still have public notice requirements and be appealable by anyone receiving the notice and submitting comment for the record.
- **Planning Director Bateschell** clarified the purpose of the maximum square footage cap regarded the level of desired involvement by the community in the review of larger development applications. Wilsonville has had a history of lot of involvement from the community, boards, and commissions in making development review decisions. While the 25% limit might be generous, the 1,250 SF cap was quite conservative, so Staff would consider what could go wrong if no maximum threshold was set.
 - Staff sought the Commission's feedback on using square footage or a flat percentage limit with no cap, and to consider which applications would still go to DRB and

whether the community would feel comfortable with that, noting there were not a lot of large buildings in the city. The Commission could add further expansion limits if waivers were requested. Staff would still review all applications against all the City's clear and objective Code standards.

- In making the required revisions for residential uses, the City also wanted to be conscious of the impact to commercial/industrial reviews and continue to support business without over penalizing.
- **Planner Rybold** added that industrial buildings in Garden Acres were 100,000 SF to 120,000 SF, but other standards limited their expansion. Parking requirements used to be a substantial factor in limiting development potential and now developers had the option to use more land for bigger buildings as long as all other standards were met.
 - She clarified that Metro's maximum parking standards were not affected by the Climate-Friendly & Equitable Communities (CFEC) parking rule changes, so the maximum parking requirements must remain in the Code.
- Removing caps or increasing higher thresholds would appeal to developers and make land more valuable if businesses have the space to expand. The counter balance was to ensure the appropriate level of public involvement, so people feel they have a say in what happens in the community.
- Commissioner comments noted the tension between the new State-mandated 100-foot public mailing notice radius for residential development and the desire to maintain public trust. What threshold would make the City more business friendly without weakening public trust or avenues for public input?
 - **Planner Rybold** stated the City would use "Let's Talk Wilsonville" to gather input on how citizens prefer to receive information on what is happening, such as site postings, posting administrative reviews online, and other things that do not require Code requirements.
- **Planner Rybold** confirmed the City of Wilsonville and its legislative team, in coordination with the League of Oregon Cities (LOC), actively tracks the legislation and the legislative process and provides feedback and testimony wherever possible. Testimony was submitted regarding SB 974, and the City was tracking and the Mayor submitted testimony in opposition to HB 4037. Staff hoped to be able to provide opportunities for future updates, but meanwhile, the City had to be compliant with State statutes.
 - **Planning Director Bateschell** added the City had to be nimble to meet the July 1, 2026, deadline, having scoped the project before the legislation was even officially signed. Council and Staff identify the priorities for each legislative session and housing has been on that list for several years given the number of legislative bills and many letters had been submitted by several City Mayors as well as herself. She offered to provide copies of past submittal letters, noting the City's Government Affairs employee does a great job tracking legislation.
 - She described the various ways legislation is applied and implemented, noting that some bills, like SB 974 and HB 4037, are clear about what needs to change and how to change it, as well as the State's iterative amendment process, [58:33] as seen with CFEC and Middle Housing, where tweaks continue to be made, resulting in the

City doing more Code amendment cycles. Agencies like the Land Conservation and Development Commission (LCDC) often refine rules after hearing feedback from cities regarding implementation difficulties.

- **Planner Rybold** explained the fast deadline to implement HB 4037 was set recognizing that SB 974 existed and required similar, but not the same things as HB 4037, and because the legislation had no rulemaking, the City had to determine how to best apply it but Staff was prepared because the City had been tracking it. The State does provide housing planning grants as a resource to cities to navigate some of these issues and Staff appreciated Ms. Austin and 3J Consulting for being a second set of eyes and ears as the City worked through the legislation to inform what to present to the Commission.
 - **Ms. Austin** added that with no rulemaking direction provided in either SB 974 or HB 4037, the State likely intended that the bills were clear and ready to be implemented.
- **Planner Rybold** explained the “Let’s Talk Wilsonville” website was intended to be a consolidated place, and counterpart to the City website, for public input on specific City projects using a number of interactive tools, like surveys, quick polls, and story shares; however, the content regarding the Housing Statutory Compliance project is still being developed for “Let’s Talk Wilsonville”.
 - **Ms. Austin** added that for this project specifically, the website will be used to poll people on how they prefer to receive information from the City, whether through social media, the website, physical site postings, etc. knowing the 100-ft for mailing notices limited how information will be received.
- **Planner Rybold** and **Ms. Austin** noted that accessory dwelling units (ADUs) are typically processed as building permits, which required no review process, but their inclusion in the Code’s list of residential units would be verified.
- **Planner Rybold** clarified that with regard to the new one-year expiration for pre-application meetings, Staff would take stock of the existing pre-applications to date as many process changes had occurred even over the last two years. Staff also asks developers for a new pre-application meeting following development team changes. She confirmed the new deadline would be communicated in the materials provided after pre-application meetings.

Chair Semenova reiterated her opposition to the reduced public mailing notification radius but understood why Staff proposed the amendment.

Throughout the discussion, the Commission expressed support for Staff’s recommendations as presented.

Chair Semenova confirmed there was no public comment.

INFORMATIONAL

3. City Council Action Minutes (February 2, 12, 13, & 19, 2026) (No Staff presentation)
4. 2026 PC Work Program (No Staff presentation)

Planning Director Bateschell confirmed that work sessions on Town Center building heights had been added to the Planning Commission's Work Program. She was uncertain about the Town Center Task Force's timeline, but she believed the work sessions were scheduled for May and June.

ADJOURNMENT

The meeting was adjourned at 7:12 p.m.

ABC Transcription DRAFT



**Wilsonville Planning Commission
Regular Meeting Minutes
April 8, 2026**

Wilsonville City Hall & Remote Video Conferencing
<https://www.ci.wilsonville.or.us/meetings/pc>

CALL TO ORDER - ROLL CALL

Chair Semenova called the meeting to order at 6:00 pm.

Present: Yana Semenova, Matt Constantine, Nicole Hendrix, Andrew Karr, Rob Candrian, Jeff Zundel, and Tabi Traugher

Excused: None

Staff Present: Miranda Bateschell, Delora Kerber, Chris Meyers, Matt Lorenzen, and Mandi Simmons.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

CITIZEN INPUT

There was none.

WORK SESSION

1. Wilsonville Industrial Land Readiness (West Railroad, Basalt Creek Master Plan)
(Myers/Lorenzen)

Chris Myers, Senior Planner, introduced the preliminary Preferred Concept for the West Railroad area within the Basalt Creek planning area. The presentation served as a follow-up to the October 2025 joint session with the City Council, aiming to finalize a direction that balances economic development with environmental stewardship. Feedback from the Commission would be integrated into the project team's presentation to City Council on April 20th.

Lauren Scott, MIG, reviewed via PowerPoint the project timeline, the Basalt Creek Concept Plan guiding principles, as well as the existing conditions, the three draft concept plans presented at the October 2025 joint work session with Council. Based on the feedback received on those plans, the project team developed a Preliminary Preferred Concept that blends elements of Concept 1: Tonquin Environment and Concept 2: Manufacturing & Industry. (Slides 10-11) The Preferred Concept maximizes developable industrial land, primarily Industrial Park and Craft Industrial, while preserving the creek edge and habitat. (Slide 18) Key features of the Preferred Concept were reviewed, including a new internal north/south local street to serve as the primary route for traffic; integrating the Ice Age Tonquin Trail along the western edge with a potential loop around the

existing wetland; stormwater infrastructure; new east/west connections and internal circulation; and landscaping.

- The 20-year horizon traffic analysis conducted by DKS and Associates identified six transportation projects, assumed no new I-5 overcrossings, and prioritized the following: A northern connection to Tonquin Road requiring Washington County coordination, a southern connection to Grahams Ferry Road, and a potential, optional public rail crossing at Cahalin Road, pending ongoing discussions with the railroad operator . The findings indicated that no major off-site upgrades are required beyond those already identified in the City's Transportation System Plan (TSP) During the presentation, the project team addressed clarifying questions and concluded by requesting feedback about the Preliminary Preferred Concept.

Commissioner comments were as follows with the project team addressing questions as noted:

- **Ms. Scott** and **Staff** responded to comments regarding the Grahams Ferry Road railroad undercrossing, specifically concerning the high cost and logistical difficulty of modifying the structure and clarified that while the project is technically challenging and requires significant funding as well as coordination with the railroad operator, it remains a viable part of the long-term vision in the Preferred Concept.
 - Regardless of whether development moves forward in West Railroad, the Grahams Ferry Rd access improvements are necessary. (Slide 27) Both the Engineering and Public Works Departments also confirmed that improving the undercrossing would be necessary for future development and traffic flow citywide, particularly given the increased traffic with the full build out of Villebois, and if land north of Villebois develops. The upgrades are costly and involve a lot of considerations, including the wetlands, which present geotechnical challenges.
 - The undercrossing project is within the Coffee Creek Urban Renewal Area. Urban renewal funding could be spent on the undercrossing without West Railroad development; however, the Coffee Creek Plan does not anticipate that urban renewal funding to be sufficient to build out the undercrossing project, only to do planning and design work, so additional funding strategies will be required for physical construction.
 - Where development begins is where infrastructure improvements get built first. Having the Basalt Creek Master Plan establish the critical points of access and improvements ensures that future development can be approved in conjunction with, or preceded by, critical infrastructure improvements.
 - The timeline for West Railroad development is likely at least a decade or two, and by then the City is expected to have a plan in place for funding construction of the undercrossing.
- In response to comments regarding the balance between preserving natural spaces and maximizing developable industrial land to meet the City's economic opportunity goals, **Ms. Scott** explained that the Preferred Concept focuses building out development on the purple areas while intentionally preserving the upland tree habitat and enhancing the Coffee Lake Creek edge. (Slide 18) The industrial developments require large sites to accommodate

internal freight circulation, off-street parking, and stormwater management, and the current concept aims to maximize these areas while respecting environmental constraints.

- **Planning Director Bateschell** confirmed that a specific wildlife strike analysis has not yet been conducted considering the potential for increased wildlife impacts due to higher industrial traffic on Grahams Ferry Road; however, Wilsonville maintains a robust wildlife crossing program, and Staff will coordinate with the Natural Resources Program manager to evaluate potential mitigations or infrastructure improvements that could be integrated as the plan moves forward.
- **Planning Director Bateschell** clarified that while the Bonneville Power Administration (BPA) strictly prohibits permanent structures and trees in its easements due to height and access requirements, the City has successfully negotiated for paths and parking in other BPA easements. Such agreements typically involve a negotiation where the City or developer assumes the risk of removal and replacement if the BPA must access the easement for powerline work. The City has not initiated any negotiations about West Railroad easements.
 - **Alex Dupey, MIG**, added that while there was flexibility to allocate parking there, MIG assumed no development anywhere near the BPA easement areas when doing the broader transportation infrastructure analysis for West Railroad late last year.
- The goal for West Railroad was to be industrial land, although currently many contractor yards existed, which were contrary to the City's plan. Comments regarding Zoning noted having flexibility in the market-driven arena versus aspirational job growth targets even if near-term use is different from the City's long-range aspirations. Land uses like contractor yards should not be easy to continue, and too much building should not be allowed without understanding the City's long-term aspirations.
- Did "explore opportunities for public realm investment" mean the area would be specifically named West Railroad Area or be renamed with an entry sign? Was the goal to let people know they were driving into a special industrial area or district?
- **Economic Development Manager Lorenzen** clarified that the West Railroad Area was not currently covered by an urban renewal district. The Coffee Creek Urban Renewal Area was on the other side of the tracks. An infrastructure funding analysis was done for the greater Basalt Creek area, but West Railroad was not included in the analysis. Because much of the West Railroad land is already aggregated under a few owners, development could occur on a larger scale and with less need for the City to facilitate development through infrastructure investments, so there was a question about whether urban renewal would be needed. Regional projects, like the undercrossing, would be needed, but private development would hopefully cover many improvement projects within the area, such as local roads.
 - He clarified that the Cahalin Rd improvements/rail crossing is not contemplated in the Coffee Creek Urban Renewal Plan, but the Grahams Ferry Rd undercrossing was named as a project in the Coffee Creek Urban Renewal Plan.
- Having the draft Basalt Creek Funding Analysis was helpful to see how that part was supposed to pencil out.
- **Economic Development Manager Lorenzen** explained that while the City does consider market realities and development feasibility, approaching specific developers about developing West Railroad is generally outside the City's current purview, especially given the

timeline for development in the area. As part of the greater Basalt Creek effort and the Wilsonville Industrial Land Readiness (WILR) project generally, Staff has been talking with and getting input from the development community.

- Larger employers also plan 10 to 20 years out, so it would be good for them to have Wilsonville's plan in mind as they moved forward. It would be interesting to supplement this material to understand what uses or companies might be a good fit for the area.
 - **Economic Development Manager Lorenzen** replied he understood the intent; however, tech-related companies would probably struggle in West Railroad due to their sensitivity to vibration. Additionally, no large-scale employer has self-developed in the Portland Metro area since the late 1990s. With Intel's Ronler Acres, the City of Hillsboro aggregated that property through urban renewal to orchestrate a specific outcome. As in Coffee Creek, Basalt Creek and the West Railroad area was more likely to see demand for speculative development, where private capital risks building speculatively, without tenants in place, banking that their build is marketable and attractive to companies wanting to move in.
 - Supplementing the West Railroad analysis with information on the companies and industries the City has talked to along with their forecasted growth would make it easier for the City to show increases in property values and other benefits if a new urban renewal zone is created or the Coffee Creek Urban Renewal Zone expands versus the uncertainty of speculative development, relying on the developers to bring in tenants which could take longer to see those benefits.
- **Planning Director Bateschell** clarified that a wide variety of commercial uses are allowed in industrial areas, including restaurants, though the Development Code currently limits retail in industrial areas to 5,000 square feet, which would accommodate most standard restaurants serving the area. For businesses such as breweries, the City categorizes the manufacturing portion of the facility separately from the retail or tasting room area, allowing for larger overall footprints while staying within Code-defined retail caps.
 - Basalt Creek included High-Tech, Light Industrial, and Craft Industrial designations, resulting in some differences between allowed uses, some limitations on certain uses and certain subdistricts.
 - Staff would consider what limitations seem most appropriate for West Railroad given its additional constraints and the Commission would review the revised draft Code, first presented last year, during a work session in June. The draft Code applies the form-based overlay used in Coffee Creek to the NW Industrial District and the City's PDI and PDI-RSIA (Planned Development Industrial - Regionally Significant Industrial Area) land uses to the West Railroad area.
- Because the water in the Coffee Creek Wetland flowed very slowly, concerns were expressed about mosquitos being an issue for restaurants and retail spaces.
- **Senior Planner Meyers** addressed concerns about potential cut-through traffic between Tonquin Road and Grahams Ferry Road, noting that the proposed road must accommodate heavy industrial traffic and large freight vehicles. From an engineering perspective, differentiating mitigation to allow trucks to flow freely while slowing cars might be

challenging. Traditional traffic-calming measures, such as speed humps, are problematic for tractor-trailers, but signalization or specific controls at intersections could be explored.

- **Mr. Dupey** added that the current traffic analysis was conducted at a coarse planning level to ensure the general system functionality. As specific parcels develop, each project will be required to conduct detailed traffic impact studies to evaluate local demand and intersection performance based on the conditions at that time. Given the timeline for West Railroad development, traffic demand could be completely different than today.
- **Economic Development Manager Lorenzen** noted that Grahams Ferry Road would be improved and widened in the future, which would enable traffic from Tualatin, for instance, to travel more efficiently than winding through an industrial park, so theoretically, the problem should take care of itself.
- **Planning Director Bateschell** noted other projects associated with the Basalt Creek Transportation Refinement Plan, including expanding Basalt Creek Parkway to five lanes and improving and widening Day Road, would improve the large arterial and collector streets that would serve as the primary freight avenues through the area. The proposed north/south road is designed as a local industrial street, not an arterial or collector, and not as a City project. As development begins, developers would identify the alignment that works best for them, ensuring the alignment allows access to the next parcel of development, and eventually the connection could happen at Tonquin Rd. This local north/south road would not likely see the same level of traffic as that seen on arterials like Basalt Creek Parkway or Day Road in the future.

During the discussion, the Commissioners agreed that the Preliminary Preferred Concept reflected previous conversations, including the regional Ice Age Tonquin Trail connection and retaining the green space, while also providing enough density to achieve the West Railroad's employment offerings. The Preferred Concept was a nice combination of Concepts 1 and 2, reflecting that the project team had heard the Commission's feedback.

Chair Semenova confirmed there was no public comment.

INFORMATIONAL

2. City Council Action Minutes (February 3 & 20, 2026) (No Staff presentation)

No comments.

3. 2026 PC Work Program (No Staff presentation)

No comments.

ADJOURNMENT

The meeting was adjourned at 7:10 p.m.