



## Explanation of Public Hearing Notice & Opportunity to Comment on Proposed Development City of Wilsonville Public Works Facility

***This notice informs you of your opportunity to comment on proposed construction of a new 23,900 square foot office building, 19,900 square foot warehouse and other associated structures, and parking facilities for staff, visitors, and fleet vehicles for the City of Wilsonville Department of Public Works.***

Comments are encouraged to address specific components of the development such as architecture, parking, traffic, landscaping, etc. A list of criteria 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 using remote video technology to participate during the Public Hearing. See below for information about precautionary measures during the COVID-19 outbreak. 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 and particularly strongly encouraged during the COVID-19 outbreak. Comments can be emailed to the Planning Staff Member reviewing the application. Philip Bradford, at pbradford@ci.wilsonville.or.us. If e-mail is not possible, comments can be mailed to: Planning Division, Attn: Philip Bradford, 29799 SW Town Center Loop East, Wilsonville, OR 97070 or delivered in person 8:00 to 5:00 on days City Hall is opened (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 for their review prior to the Public Hearing they must be received by City Staff no later than 4 p.m. on October 1, 2021.
- 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. However, due to COVID-19 protocols we cannot distribute paper copies to the DRB panel you bring during the hearing.
- Comments, in any form, must be received prior to the close of the public hearing to be considered and become part of the record.

### **How might the COVID-19 Outbreak impact the public hearing?**

A Zoom video conference is the preferred method for live participation for upcoming public hearings under Governor Brown's current emergency order. No members of the public exhibiting COVID-19 symptoms will be allowed into City Hall. Individuals wishing to contest an agenda item before a public hearing may attend the meeting at City Hall, however, are encouraged to participate, along with all others, via Zoom. If you plan to participate in the meeting, please contact Planning Division staff at 503-682-4960 or [planning@ci.wilsonville.or.us](mailto:planning@ci.wilsonville.or.us) as soon as possible but not later than 10 a.m. the day of the hearing to guarantee you receive the Zoom meeting login information and further directions for participation. All DRB Board members will also be participating via remote video conferencing. If you are unable to participate via remote video technology, please contact the Planning Division at 503-682-4960. Due to the COVID-19 outbreak, it may be necessary, with little advance notice, to postpone or continue the hearing to a future date certain.

### **Where and When to come to attend or testify at the Public Hearing**

**Where (*Public Hearing*):** City Hall Council Chambers, 29799 SW Town Center Loop East, Wilsonville, OR 97070. All participants besides City staff will be participating via Zoom or similar video conferencing technology. The information to participate is available by calling the Planning Division at 503-682-4960 or emailing [planning@ci.wilsonville.or.us](mailto:planning@ci.wilsonville.or.us).

**When:** October 11, 2021 at 6:30 pm.

#### **City Case Files for Application:**

DB21-0017 – Stage I Master Plan  
DB21-0018 – Stage II Final Plan  
DB21-0019 – Site Design Review  
DB21-0020 – Type C Tree Plan  
DB21-0021 – Class 3 Sign Permit  
AR21-0010 – Lot Line Adjustment

**Proposed Public Works Facility**



**Proposed Site Plan**



**PUBLIC HEARING NOTICE  
CITY OF WILSONVILLE**

**DEVELOPMENT REVIEW BOARD PANEL A**

NOTICE IS HEREBY GIVEN that a PUBLIC HEARING will be held by the **Development Review Board (DRB)** of the City of Wilsonville on **Monday, October 11, 2021 at 6:30 P.M.** at City Hall, at 29799 SW Town Center Loop E, Wilsonville, Oregon. DRB Board members will be participating via Zoom video conference. All others participants, besides City staff, are also encouraged to participate via Zoom video conferencing or by submitting written comments in advance of the hearing. The information to participate is available by calling the Planning Division at 503-682-4960 or emailing [planning@ci.wilsonville.or.us](mailto:planning@ci.wilsonville.or.us). If you are unable to participate via remote video technology, please contact the Planning Division at 503-682-4960.

**Case Files to be**

**Considered:** DB21-0017 – Stage I Master Plan  
DB21-0018 – Stage II Final Plan  
DB21-0019 – Site Design Review  
DB21-0020 – Type C Tree Plan  
DB21-0021 – Class 3 Sign Permit  
AR21-0010 – Lot Line Adjustment

**Owner/Applicant:** City of Wilsonville (Contact: Delora Kerber)

**Applicant's Representative:** Scott Edwards Architecture (Contact: Brandon Dole)  
AKS Engineering & Forestry (Contact: Nick White)

**Location:** The property is specifically known as Tax Lots 1800 and 1900, Section 14A, Township 3 South, Range 1 West, Willamette Meridian, City of Wilsonville, Clackamas County, Oregon

**Contact:** Philip Bradford, Associate Planner, at (503) 682-4960.

**Request:** Stage I Master Plan, Stage II Final Plan, Site Design Review, Type C Tree Plan, Class 3 Sign Permit, and Lot Line Adjustment to construct a new Public Works Facility for the City of Wilsonville.

**Applicable Criteria**

**Planning and Land Development Ordinance:** Section 4.008, Section 4.009, Section 4.010, Section 4.011, Section 4.014, Section 4.031, Subsection 4.035 (.04), Subsection 4.035 (.05), Section 4.110, Section 4.117, Section 4.118, Section 4.135 through Section 4.135.5, Section 4.140, Section 4.154, Section 4.155, Sections 4.156.01 through 4.156.11, Section 4.167, Section 4.171, Section 4.175, Section 4.176, Section 4.177, Section 4.197, Sections 4.200 through 4.290, Sections 4.300 through 4.320, Sections 4.400 through 4.440 as applicable, Sections 4.600 through 4.640.20, and Section 4.700.

Copies of the approval criteria are available from the Wilsonville Planning Division, located at 29799 SW Town Center Loop East. All testimony and evidence shall be directed to the applicable criteria or the person providing testimony shall state which other criteria they believe applies to this application. A complete copy of the relevant file information, including the staff report and recommendations, will be available for inspection seven days prior to the hearing on the City's website.

Any interested party may testify at the public hearing or submit written testimony at or prior to the hearing. A Zoom video conference is the preferred method for live participation for upcoming public hearings under Governor Brown's current emergency order. No members of the public exhibiting COVID-19 symptoms will be allowed into City Hall. Individuals wishing to contest an agenda item before a public hearing may attend the meeting at City Hall; however, they are encouraged to participate, along with all others, via Zoom. If you plan to participate in the meeting, please contact Planning Division staff at 503-682-4960 or [planning@ci.wilsonville.or.us](mailto:planning@ci.wilsonville.or.us) as soon as possible but not later than 10 a.m. the day of the hearing to guarantee you receive the Zoom meeting login information and further directions for participation. For written testimony, email is best and strongly encouraged during the COVID-19 outbreak. Email to Philip Bradford, Associate Planner, at [pbradfordd@ci.wilsonville.or.us](mailto:pbradfordd@ci.wilsonville.or.us). If email is not possible, comments can be mailed to: Planning Division, Attn: Philip Bradford, 29799 SW Town Center Loop East, Wilsonville, OR 97070 or delivered in person 8:00 a.m. to 5:00 p.m. Mon-Fri at the address above. The procedures that govern the hearing will be stated at the meeting and are found in Chapter 2.560 of the Wilsonville Code and ORS 197.763.

Written testimony/comments may be submitted by mail or by email to the address shown below, at any time prior to the time of the public hearing or at the public hearing. Testimony may also be given in person at the Public Hearing. For legal purposes, all testimony/comments received prior to or at the public hearing will become part of the record. Written comment/testimony received after the public hearing has closed cannot be considered.

Please be advised that any issue that is intended to provide a basis for appeal must be raised before the close of the Development Review Board hearing, in person or by letter, with sufficient specificity to afford the Development Review Board and the parties an opportunity to respond to the issue. Failure to raise an issue with sufficient specificity will preclude any appeal on that issue. Parties with standing may appeal the decision of the Development Review Board to the City Council.

Assistive Listening Devices (ALD) are available for persons with impaired hearing and can be scheduled for this meeting. 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. To obtain such services, please call Shelley White, Planning Administrative Assistant at (503) 682-4960.

Inquiries pertaining to these hearings may be made to Philip Bradford, Associate Planner, at (503) 682-4960.

