



Approved
February 9, 2026

**DEVELOPMENT REVIEW BOARD PANEL A
MEETING MINUTES**

October 13, 2025 at 6:30 PM

Wilsonville City Hall & 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 13, 2025. Chair Candrian called the meeting to order at 6:30 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: Rob Candrian, Janis Sanford, Megan Chuinard (Panel B), and Kamran Mesbah (Panel B). Alice Galloway and Jordan Herron were absent.

Staff present: Daniel Pauly, Stephanie Davidson, and Kimberly Rybold

CITIZENS 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 the March 10, 2025 DRB Panel A meeting.

Janis Sanford moved to approve the March 10, 2025 DRB Panel A meeting minutes as presented. Megan Chuinard seconded the motion, which passed unanimously.

PUBLIC HEARINGS

2. **Resolution No. 442, Republic Services Modular Offices.** The applicant is requesting approval of a Stage 2 Final Plan Modification and Site Design Review request to keep modular office buildings on the service site long-term.

Case Files:

DB25-0003 Republic Services Modular Offices

-Stage 2 Final Plan Modification (STG225-0002)

-Site Design Review (SDR25-0003)

Chair Candrian called the public hearing to order at 6:35 p.m. and read the conduct of hearing into the record. Kamran Mesbah and Chair Candrian declared for the record that they had visited the site. No Board member declared a conflict of interest, ex-parte contact, bias, or

conclusion from a site visit. No Board member participation was challenged by any member of the audience.

Planning Manager Pauly announced that the criteria applicable to the application were found in the Staff report, and copies of the report were made available to the side of the room and on the City's website.

Planning Manager Pauly presented the Staff report via PowerPoint, briefly reviewing the project's background, location and surrounding features, as well as the requested applications with these key comments:

- The current modular office buildings at Republic Services were approved concurrent with the maintenance shop as a temporary use. At that time, the Applicant had sought temporary offices because they did not have the funding for a permanent structure.
 - When seeking to renew an existing temporary use permit, an applicant should have a clear and specific end date to avoid the temporary use turning permanent. Because a permanent use was not approvable as a continued temporary use, the DRB would need to explore options to approve any such building as permanent, which was the case with tonight's proposal.
- The subject application included a basic Stage 2 Plan Modification and a Site Design Review; no trees were being removed, and no signage was being added.
 - The Stage 2 Plan addressed the function, overall look, and traffic. When the Stage 2 Master Plan was approved, an office was planned in this location, and the traffic to support the office was already assumed in the traffic report conducted when the maintenance shop was built. The traffic trips for the subject office were vested, meaning the Applicant had done enough development at that time to save the trips for future expansion. No additional traffic study was conducted.
 - The subject office was farther back on the site and would not generate visits from the public. The admin offices visited by the public were located elsewhere on the site. As such, parking was already sufficient.
 - No changes to existing site circulation or landscaping were proposed. The site itself was fairly well screened from offsite view, and the blue shades of the buildings blended well with the environment.

Chair Candrian asked if the proposed building would meet the Building Code for a permanent structure. He recalled that temporary school classroom buildings only had a limited lifespan.

Planning Manager Pauly explained the intent was approving the resolution did not necessarily approve that structure; the idea was that this approval was flexible enough that if the Applicant wanted to bring in another building or make substantial modifications to meet the Building Code that the office building would be within the subject footprint, the same color and same type of roof; however, the exact structure type were unknown. The Applicant was fully aware of the Building Code challenges they needed to work through.

Megan Chuinard asked if a more standard structure was planned long term.

Planning Manager Pauly understood the local Republic Services team wanted to build something more permanent, but that was dependent on funding from the corporate office and the priorities of their capital projects.

Kamran Mesbah asked if the Board denying the application would incentivize corporate.

Chair Candrian called for the Applicant's presentation.

Matt Ketchem, General Manager, Republic Services Wilsonville, stated Republic Services had been on the site for a long time. He doubted denying the application would change corporate's opinion, adding that the Applicant owned the land behind the building which was ideally situated and he believed further capital development would occur. He noted that the existing temporary office space worked well for the site, and the buildings were in good shape, being regularly maintained by the leasing company. From an aesthetic standpoint and work space, the building was a good space for employees.

Victoria Tomlinson, Pioneer Design Group, presented the Applicant's proposal via PowerPoint with these comments:

- The subject site was an industrial site that functioned as a solid waste transfer and recycling center. The modular office building was added to the site in 2014 and was intended to be used temporarily, having temporary use permits up until 2025 when the City determined the building no longer qualified for the renewal of the temporary use permit.
- The current land use application for the Stage 2 Final Plan Modification and Site Design Review request was to approve the modular building for permanent use and allow Republic Services to continue to utilize the office space.
- The site plan submitted as part of the application included building updates to have a permanent office building. While the site plan essentially looked the same, Republic Services was working to ensure all the Building Code standards were met, making any changes necessary for the building to remain approved as a permanent structure. (Slide 4)
 - The required bicycle parking would be located within the office building.
 - The Engineering Division conditions requested a covered outdoor trash enclosure for the mixed solid waste and recyclables storage area. However, based on the Staff report, the nature of the site provided the required storage area for both solid waste and recyclables; therefore, the Applicant proposed utilizing indoor trash and recycling collection and then managing the materials onsite.
- The Applicant agreed with the City's conditions of approval.

Janis Sanford asked about the estimated lifespan of the modular units and if they would be replaced at some point.

Mr. Ketchem confirmed the units were 11 years old, noting they were designed for a 30-year life.

Chair Candrian called for public testimony regarding the application, noting no one was present at City Hall to testify, and confirmed with Staff that no one was in attendance on Zoom indicated they wanted to testify, and that no testimony had been received via email.

Chair Candrian confirmed the Applicant had no rebuttal and that there were no further questions or discussion. He closed the public hearing at 6:54 pm.

Kamran Mesbah moved to adopt the Staff report, including all findings and exhibits as written. Megan Chuinard seconded the motion, which passed by a 4 to 0 vote. (Ayes: Sanford, Chuinard, Mesbah, Candrian Nays: None.)

Kamran Mesbah moved to adopt Resolution No. 442. The motion was seconded by Janis Sanford and passed by a 4 to 0 vote. (Ayes: Sanford, Chuinard, Mesbah, Candrian Nays: None.)

Chair Candrian read the rules of appeal into the record.

BOARD MEMBER COMMUNICATIONS:

3. Results of the July 28, 2025 DRB Panel B meeting
 4. Recent City Council Action Minutes
- No comments.

STAFF COMMUNICATIONS

Planning Manager Pauly stated this was the last DRB meeting for both Assistant City Attorney Stephanie Davidson and himself, noting that working with DRB members was a highlight of his more than 17 years at the City. He added that no DRB Panel A agenda items were anticipated in the next couple months.

Senior Planner Rybold acknowledged both Attorney Davidson's and Planning Manager Pauly's assistance, support, and contributions to Staff, the DRB panel and the City of Wilsonville.

ADJOURN

The meeting adjourned at 6:59 p.m.

Respectfully submitted,

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