

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, APRIL 22, 2024**

**6:30 PM**

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Board Member Communications:

6. Recent City Council Action Minutes

City Council Meeting Action Minutes  
March 4, 2024

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Bryan Cosgrove, City Manager  
Dan Pauly, Planning Manager  
Delora Kerber, Public Works Director  
Dwight Brashear, Transit Director  
Jeanna Troha, Assistant City Manager  
Katherine Smith, Assistant Finance Director  
Keith Katko, Finance Director  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Mark Ottenad, Public/Government Affairs Director  
Zach Weigel, City Engineer

**STAFF PRESENT**

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Anne MacCracken, Transit Management Analyst  
Beth Wolf, Senior Systems Analyst

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:01 p.m.</b>
<p>A. SMART Annual Rider Survey Results</p> <p>B. Housing Our Future</p> <p>C. French Prairie Road Pathway Options</p>	<p>Council heard the results of the 2023 SMART Annual Rider Survey.</p> <p>Staff shared data from public outreach activities informing the Housing Our Future project. The project to analyze the City’s future housing needs and capacity is continuing with a Housing Needs and Capacity Analysis (HNCA) to yield an understanding of housing needs for the next 20 years and to confirm if there is sufficient land area for the City to accommodate these needs.</p> <p>Staff summarized steps taken toward the delivery of better walking and biking facilities along the length of French Prairie Road. The City was seeking solutions that would provide safer facilities for residents while addressing the liability and maintenance</p>
<b>URBAN RENEWAL MEETING</b>	
<p><u>Consent Agenda</u></p> <p>A. <b><u>URA Resolution No. 340</u></b> A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing The Assignment Of The Facilities Lease With Wilsonville Community Sharing.</p>	<p>The URA Consent Agenda was approved 5-0.</p>

<p>B. Minutes of the January 18, 2024 Urban Renewal Agency Meeting.</p>	
<p><b>NEW BUSINESS</b></p>	
<p>A. None.</p>	
<p><b>CONTINUING BUSINESS</b></p>	
<p>A. None.</p>	
<p><b>PUBLIC HEARING</b></p>	
<p>A. <u>Resolution No. 349</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing A Supplemental Budget Adjustment For Fiscal Year 2023-24.</p>	<p>URA Resolution No. 349 was adopted by a vote of 5-0.</p>
<p><b>REGULAR MEETING</b></p>	
<p><u>Mayor’s Business</u></p>	
<p>A. Upcoming Meetings</p> <p>B. Diversity, Equity and Inclusion Committee Appointment</p>	<p>Upcoming meetings were announced by the Council President as well as the regional meetings she attended on behalf of the City.</p> <p><b><u>Diversity, Equity and Inclusion (DEI) Committee – Appointment</u></b> Appointment of Elisabeth Garcia Davidson to the Diversity, Equity and Inclusion Committee for a term beginning 3/4/2024 to 12/31/2025. Passed 5-0.</p>
<p><u>Communications</u></p>	
<p>A. Clackamas Community College Bond</p>	
<p><u>Consent Agenda</u></p>	
<p>A. <b>Resolution No. 3106</b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A First Amendment To The Intergovernmental Agreement On Broadband Services And Infrastructure Sharing Between The City Of Wilsonville And The City Of Sherwood.</p> <p>B. <b>Resolution No. 3115</b> A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Autumn Park Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.</p>	<p>The Consent Agenda was approved 5-0.</p>

C. **Resolution No. 3116**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Charleston Apartments, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

D. **Resolution No. 3117**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Creekside Woods LP, A Low-Income Apartment Development Owned And Operated By Northwest Housing Alternatives, Inc.

E. **Resolution No. 3118**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Rain Garden Limited Partnership, A Low-Income Apartment Development Owned And Operated By Caritas Community Housing Corporation.

F. **Resolution No. 3119**

A Resolution Of The City Of Wilsonville Granting An Exemption From Property Taxes Under ORS 307.540 To ORS 307.548 For Wiedemann Park, A Low-Income Apartment Development Owned And Operated By Accessible Living, Inc.

G. **Resolution No. 3127**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Accept Assignment Of And Amend The Facilities Lease With Wilsonville Community Sharing.

H. **Resolution No. 3128**

A Resolution Of The City Of Wilsonville Supporting A 2024 Grant Application To The Oregon State Parks, Local Government Grant Program For The Memorial Park Playground Replacement Project.

I. Minutes of the February 22, 2024 City Council Meeting.

<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 3112</u></b>  A Resolution Of The City Of Wilsonville Authorizing A Preliminary Engineering Report To Consider Possible Formation Of A Local Improvement District For Public Improvements To SW Parkway Avenue And SW Printer Parkway.</p>	<p>Resolution No. 3112 was adopted, 5-0.</p>
<p><u>Continuing Business</u></p> <p>B. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <b><u>Resolution No. 3120</u></b>  A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2023-24.</p> <p>B. <b><u>Ordinance No. 889</u></b>  An Ordinance Of The City Of Wilsonville Amending The Text Of The Development Code To Make Minor Modifications To The Coffee Creek Industrial Design Overlay District Standards.</p>	<p>Resolution No. 3129 was adopted by a vote of 5-0.</p> <p>Ordinance No. 889 was adopted on first reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>8:54 p.m.</p>

City Council Meeting Action Minutes  
March 18, 2024

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Bryan Cosgrove, City Manager  
Cricket Jones, Finance Operations Supervisor  
Delora Kerber, Public Works Director  
Jeanna Troha, Assistant City Manager  
Katherine Smith, Assistant Finance Director  
Keith Katko, Assistant Finance Director  
Kimberly Veliz, City Recorder  
Miranda Bateschell, Planning Director  
Stephanie Davidson, Assistant City Attorney  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Andrew Barrett, Capital Projects Eng. Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:00 p.m.</b>
A. Utility Meter Reader Rate Increase	Council was informed of an amendment to a contract with Metereaders, LLC.
B. Public Contracting Code Update	Council and staff continued discussion on refining the City’s contracting code.
<b>REGULAR MEETING</b>	
<u>Communications</u>	
A. Representative Courtney Neron End of Legislative Session Presentation	Council heard a summary of the actions taken by the State legislature during the 2024 legislative session
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Consent Agenda</u>	
A. <u>Minutes of the March 4, 2024 Council Meeting.</u>	The Consent Agenda was approved 5-0.
<u>New Business</u>	
A. None.	
<u>Continuing Business</u>	
A. <b>Ordinance No. 889</b> An Ordinance Of The City Of Wilsonville Amending The Text Of The Development Code To Make Minor Modifications To The Coffee Creek Industrial Design Overlay District Standards.	Ordinance No. 889 was adopted on second reading by a vote of 5-0.

<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u>	No report.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	8:51 p.m.

# City Council Meeting Action Minutes

April 1, 2024

**COUNCILORS PRESENT**

Mayor Fitzgerald  
 Council President Akervall  
 Councilor Linville  
 Councilor Berry  
 Councilor Dunwell

Dan Carlson, Building Official  
 Dan Pauly, Planning Manager  
 Katherine Smith, Assistant Finance Director  
 Kerry Rappold, Natural Resources Manager  
 Kimberly Rybold, Senior Planner  
 Kimberly Veliz, City Recorder  
 Jeanna Troha, Assistant City Manager  
 Martin Montalvo, Public Works Ops. Manager  
 Mark Ottenad, Public/Government Affairs Director  
 Stephanie Davidson, Assistant City Attorney  
 Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Bryan Cosgrove, City Manager  
 Andrea Villagrana, Human Resource Manager  
 Amanda Guile-Hinman, City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:02 p.m.</b>
A. Republic Services update on Recycling Modernization Act (RMA)	Republic Services provided Council an update on the Recycling Modernization Act. The PowerPoint has been added to the record.
B. Willamette Water Supply Program Quarterly Updates	Representatives from Willamette Water Supply Program (WWSP) presented the quarterly update on the pipeline project.
C. Updating Local Building Codes	The Building Official reported on Resolution No. 3110, which adopts the Residential Specialty Code, the Plumbing Specialty Code, and the Electrical Specialty Code and repealing all prior resolutions that previously adopted a Residential Specialty Code, Plumbing Specialty Code, or Electrical Specialty Code.
D. Public Contracting Code Update	Due to time constraints, this item was moved to Legal Business.
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u>	
A. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. None.	



<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 3110</u></b>  A Resolution Of The City Of Wilsonville Adopting The Residential Specialty Code, The Plumbing Specialty Code, And The Electrical Specialty Code And Repealing All Prior Resolutions That Previously Adopted A Residential Specialty Code, Plumbing Specialty Code, Or Electrical Specialty Code.</p> <p>B. <b><u>Resolution No. 3130</u></b>  A Resolution Of The City Of Wilsonville Authorizing The Increase Of The Rate Agreement With Metereaders LLC.</p> <p>C. <b><u>Resolution No. 3133</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Woodburn Construction CM/GC, LLC, Inc. To Construct The Wilsonville Police Department Interim Renovations.</p> <p>D. Minutes of the March 18, 2024 City Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <b><u>Ordinance No. 890</u></b>  An Ordinance Of The City Of Wilsonville To Adopt The 2024 Stormwater Master Plan As A Sub-Element To The City Of Wilsonville Comprehensive Plan And The Stormwater Capital Improvement Project List.</p>	<p>After a public hearing was conducted, Ordinance No. 890 was adopted on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p> <p>A. Ballot Measure 3-609 Explanatory Statement</p>	<p>Council moved to ratify the Explanatory Statement ballot language for Measure 3-609. Passed 5-0.</p>

<p>B. Consideration Of Scope Of Appeal Proceeding For The Appeal Of Development Review Board Resolution No. 429 To City Council, And The Procedure That City Council Will Follow During This Appeal Proceeding</p> <p>C. Public Contracting Code Update</p>	<p>Council moved to approve the order establishing scope of the appeal proceeding for the appeal of Development Review Board Resolution No. 429 to City Council, and the procedure that City Council will follow during this appeal proceeding. Passed 5-0.</p> <p>The City Attorney sought direction from Council regarding the desired content and level of detail for the report to Council on contracts.</p>
<p><b>ADJOURN</b></p>	<p>9:07 p.m.</p>

Special City Council Meeting Action Minutes  
April 3, 2024

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

**STAFF PRESENT**

Amanda Guile-Hinman, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 7:00 p.m.</b>
A. None.	
<b>REGULAR MEETING</b>	
<u>Mayor's Business</u> A. None.	
<u>Communications</u> A. None.	
<u>Consent Agenda</u> A. None.	
<u>New Business</u> A. <b>Appeal</b> Consideration Of Scope Of Appeal Proceeding For The Appeal Of Development Review Board Resolution No. 429 To City Council, And The Procedure That City Council Will Follow During This Appeal Proceeding	Council moved to continue the Appeal Proceeding to April 15 at 7:00 p.m., Council meeting being held at City Hall at that time. Passed 5-0.
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. None.	
<u>City Manager's Business</u> A. None.	
<u>Legal Business</u> A. None.	
<b>ADJOURN</b>	7:05 p.m.