



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: September 21, 2026		Subject: Public Safety Project Update – Updating Wilsonville Code Enforcement Provisions	
		Staff Member: Amanda Guile-Hinman, City Attorney	
		Department: Legal	
Action Required		Advisory Board/Commission Recommendation	
☐ Motion ☐ Public Hearing Date: ☐ Ordinance 1 st Reading Date: ☐ Ordinance 2 nd Reading Date: ☐ Resolution ☒ Information or Direction ☐ Information Only ☐ Council Direction ☐ Consent Agenda		☐ Approval ☐ Denial ☐ None Forwarded ☒ Not Applicable	
		Comments: N/A	
Staff Recommendation: N/A			
Recommended Language for Motion: N/A			
Project / Issue Relates To:			
☒ Council Goals/Priorities: 2025-27 Council Goal No. 2: Public Safety; Strategy 2.2	☐ Adopted Master Plan(s):	☐ Not Applicable	

ISSUE BEFORE COUNCIL:

Continued Council discussion and input on proposed new administrative process for enforcing most of the Wilsonville Code (WC).

EXECUTIVE SUMMARY:

As part of its 2025-27 Council Goals, the City Council adopted Goal 2: Public Safety. The first outcome identified in Goal 2 is to “streamline response to code enforcement challenges.” To achieve this outcome, Strategies 2.2 calls for the City to “update Chapter 1 code enforcement process and penalties” and to “investigate the potential implementation of an administrative process.” At the August 17, 2026 City Council work session, staff provided an overview of each of the steps to the proposed new administrative code enforcement process and proposed exemptions to this process. At the September 10, 2026 City Council work session, the City Council reviewed details of the structure of the proposed new administrative code enforcement process that would be adopted into Chapter 1 of the Wilsonville Code and the list of provisions in the Wilsonville Code that are proposed to be exempted from that process.

This staff report reviews the proposed updates to other provisions in the Wilsonville Code to align with the draft revisions to Chapter 1. The proposed updates are provided in **Attachment 1** and **Attachment 2** to this staff report. **Attachment 1** represents updates to various code provisions that will continue to reference the updated administrative code enforcement process in Chapter 1. **Attachment 2** provides updates needed to other parts of the code that will continue to have their own code enforcement process(es).

I. BACKGROUND

The City interdepartmental project team, led by the Legal Department, began working on Strategy 2.2 in Summer 2025. As part of that process, staff: (1) undertook a comprehensive review of the Wilsonville Code to identify current enforcement provisions throughout the Wilsonville Code; (2) determined whether such provisions should be incorporated into a potential administrative enforcement process; and (3) researched other jurisdictions’ enforcement processes to develop a proposed administrative process for Council consideration.

As mentioned above, at the August 17, 2026 and September 10, 2026 work sessions, staff discussed with Council the steps of the proposed new administrative code enforcement process and provided draft code language for the update to Chapter 1, where the new code enforcement process would be provided. Council expressed agreement with the proposed administrative process.

II. UPDATES TO CONFORM TO CHAPTER 1

Attachment 1 to this staff report provides the proposed revisions to various code provisions to conform to the updates in Chapter 1. The updates generally provide similar language – that violations will be enforced pursuant to Chapter 1, in addition to any other laws and regulations that may be available to the City. The additional language is to ensure that other laws and processes, such as criminal laws or equitable or injunctive relief, may still be utilized by the City when necessary.

Below is a chart that summarizes the proposed revisions reflected in Attachment 1.

Section	Summary of Proposed Revision
2.003 – City Council Meetings	Violations of the decorum rules in Council meetings will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
2.358 – Library Board Fines and Penalties	Detaining library property will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
3.030 – Enforcement of parks regulations	Violations of park regulations will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
3.106 – Water Rules and Regulations	Violations of regulations governing the City’s public water system will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
3.294 – Public Works Standards	Violations of the City’s Public Works Standards (for construction of public infrastructure) will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
3.430 – Right-of Way and Public Easement Management (New Section)	Violations of requirements and regulations concerning the City’s public rights-of-way and public easement areas will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
4.004 – Development Permit Required	Clarifies that the Planning Director, who is responsible for administering and enforcing Chapter 4 under WC 4.025, may enforce Chapter 4, along with the building official’s obligation to withhold issuing building permits for developments that do not have a development permit.
4.025 – Enforcement and Administration	Clarifies that compliance with and enforcement of Chapter 4 will be conducted pursuant to the provisions in Chapter 1.
4026 – Enforcement Procedures and Penalties	Enforcement of Chapter 4 is conducted pursuant to Chapter 1, rather than Chapter 4 having its own processes. Also clarifies that applications submitted by a person who is currently in noncompliance will not be reviewed by the City until requirements are met.
4.137.3 – Solar Access Permit Standards	Violations of solar access permit will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
4.156.11 – Sign Enforcement	Violations of the sign code provisions will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
4.290 – Penalties (Land Divisions)	Violations of the land division code provisions will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
4.630.10, 4.640.00, 4.640.10, 4.640.20 – Tree Code enforcement provisions	Violations of the tree code provisions will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City. Retains mitigation requirements provided in 4.640.00. Recommend deleting WC 4.640.10, as relevant provisions have been incorporated into proposed Chapter 1.
4.808 – Inspections (Wireless Communication Facilities) (WCF)	Clarifies that inspections may occur on private property by: (1) consent; (2) consent through a permit, agreement, license, etc.; or (3) administrative warrant.
4.813 – Mandatory Permit Conditions for 6409(a) WCFs	Clarifies that inspections may occur on private property by: (1) consent; (2) consent through a permit, agreement, license, etc.; or (3) administrative warrant.

6.020 – Violations (social gambling regulations)	Violations of the social gambling code provisions will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
6.170 – Penalties (special events)	Violations of the special events code provisions will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
6.200-6.260 - Nuisances	Violations of the nuisance code provisions will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City. Deletion of enforcement/abatement procedures currently in Chapter 6, and provided in Chapter 1.
6.391 – Enforcement (mobile home park closures)	Violations of the mobile home park code provisions will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
6.550 – Violation of the Film Permit or Film Permit Process	Violations of a film permit or film permit process will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
6.610, 6.615 – Violation and Remedies (marijuana facilities)	Violations of the prohibition against marijuana facilities will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
7.080 – Penalty (peddlers and solicitors)	Violations of the requirements of peddlers and solicitors under WC 7.010-7.040 will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
7.280 – Violations (transient lodging tax)	Violations of the transient lodging tax requirements in WC 7.200-7.270 will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
7.370 – Penalty (business licenses)	Violations of the business license requirements in WC 7.300-7.360 will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
7.446 – False Information, Failure to File, Penalty (transit payroll tax)	Violations of the transit payroll tax requirements will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
7.550 – Violations (marijuana products tax)	Violations of the marijuana products tax requirements will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City. **NOTE – since the City prohibits marijuana facilities, this tax is not collected**
8.111 – Penalties (water conservation)	Violations of the water conservation requirements in WC 8.100-8.110 will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
10.760 – Enforcement (camping on city property and rights-of-way)	Violations of the camping on public property requirements in WC 10.720-10.740 will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.
10.860 – Enforcement of Parking Rules (parking in city-owned parking lots)	Violations of the parking requirements in city-owned parking lots will be subject to the administrative process in Chapter 1, in addition to other laws and regulations available to the City.

III. UPDATES TO OTHER PROVISIONS EXEMPT FROM CHAPTER 1 ENFORCEMENT PROCESS

Attachment 2 to this staff report provides the proposed revisions to various code provisions that will continue to have separate enforcement process(es). The chart below notes the particular code provision, the proposed update, and the reason for the update.

Section	Summary of Update	Reason for Update
5.030 – Violation, Penalties, and Fines (vehicles and traffic)	Vehicle and traffic violations are to be punished in accordance with Oregon law. Fines are established by state law, but added that fines cannot be less than \$25.	Violations described in ORS Chapter 153 (e.g., traffic violations) apply the procedures provided in ORS 153.030-156.064, including citation requirements stated in ORS 153.045
10.250 – Animals - Penalties	Recommend deleting	WC 10.430 generally covers all violations/crimes provided in WC 10.000-10.530. Further, the fine(s) will likely be the statutorily provided penalties, rather than the local penalties.
10.400 – Diving from Public Pilings	Recommend deleting provision applying Chapter 1 enforcement	Enforcement incorporated into WC 10.430, which retains the current process (citation)
10.430 – Penalties	Violations to be punished in accordance with ORS 153.008-153.800 (Violations) through the Municipal Court; maximum fine of \$500 per violation per day; not exclusive remedy for the City	Retains the city's current process of issuing citations for violations/crimes. Enforcement against criminal conduct will generally be conducted pursuant to Oregon law, rather than the Wilsonville Code.
10.600-10.680 – Transit Rider Rules	Updates to include the new Welcome Center and to clarify that the transit rider rules apply to all SMART facilities and vehicles.	With the new welcome center, in addition to the SMART transit center, the code needs to be clarified to encompass all transit facilities for enforcement of transit rider rules.

STAFF RECOMMENDATION:

Staff recommends that Chapter 1 is updated to include an overarching code enforcement administrative process, including references to each Chapter that falls under its purview. Additionally, staff recommends that other references in Wilsonville Code are updated to reflect any new Chapter 1 processes and that Chapter 1 includes language that specifies which Chapters of the Code it does not apply to.

EXPECTED RESULTS:

Streamlined, efficient, and clear code enforcement procedures for any violations of Wilsonville

Code provisions.

TIMELINE:

Proposed public hearing before Planning Commission in October and before City Council in November, with an effective date of January 1, 2027.

CURRENT YEAR BUDGET IMPACTS:

Staff do not anticipate current year budget impacts. This project is currently being managed in-house by City staff.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Council's Public Safety Goal aims to ensure that City staff and community members have the tools necessary to address different public safety and livability concerns. An administrative code enforcement process to streamline responses to code violations within the City and ensuring that there is fair and equal application of penalties to violators overall will ensure that any future issues are clearly resolved to benefit the overall community.

ALTERNATIVES:

Council could determine not to pursue code enforcement updates or to exclusively rely on the Municipal Court as the venue for prosecuting violations of the Wilsonville Code.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

- 1 – Proposed revisions to code provisions subject to the Chapter 1 administrative enforcement process
- 2 – Proposed revisions to code provisions that would be exempt from the Chapter 1 administrative process