



# PLANNING COMMISSION

## WEDNESDAY, JANUARY 10, 2024

### INFORMATIONAL

4. City Council Action Minutes (December 4 & 18 , 2023) *(No staff presentation)*

City Council Meeting Action Minutes  
December 4, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville - Excused  
Councilor Berry  
Councilor Dunwell

Dwight Brashear, Transit Director  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Kerry Rappold, Natural Resources Manager  
Mark Ottenad, Public/Government Affairs Director  
Marissa Rauthause, Civil Engineer  
Matt Lorenzen, Economic Development Manager  
Nancy Kraushaar, PE, Civil Engineer  
Andy Stone, IT Director  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney  
Andrew Barrett, Capital Projects Eng. Manager  
Bill Evans, Communications & Marketing Manager  
Chris Neamtzu, Community Development Director  
Dan Pauly, Planning Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:00 p.m.</b>
A. Boeckman Road Corridor Project	Staff informed Council of the Boeckman Road Corridor Project, Resolution No. 3022, and URA Resolution No. 338. The resolutions authorize the City Manager to execute Guaranteed Maximum Price amendment no. 3 to the progressive design-build agreement for the Boeckman Road Corridor Project with Tapani Sundt A Joint Venture.
B. Town Center Urban Renewal Feasibility Study (Update)	Staff provided an update on the nearly complete Urban Renewal Feasibility Study for Town Center. The Council reviewed the list of projects that would – if funded through a future Urban Renewal Plan – create the infrastructure that would stimulate walkable, private development as envisioned by the community in the 2019 Town Center Plan.
C. Frog Pond East and South Development Code	Council’s input was sought on development standards to be established within the Frog Pond East and South Master Plan area to regulate the size and location of new buildings to provide more flexibility for developers to meet objectives set forth in the Frog Pond East and South Master Plan and other housing policies, including the Equitable Housing Strategic Plan.

<b>REGULAR MEETING</b>	
<p>Mayor's Business</p> <p>A. Wilsonville Wildcats Week Proclamation</p> <p>B. Employment Contract Renewal for Municipal Court Judge Fred Weinhouse</p> <p>C. Upcoming Meetings</p>	<p>The Mayor read a proclamation declaring December 4 -8, 2023 as Wilsonville Wildcats Week and presented proclamations to coaches and members of the Wilsonville Wildcats Girls Varsity Soccer Team.</p> <p>Council made a motion to approve the extension of Fred Weinhouse's employment agreement as Municipal Court Judge from January 5, 2024 to January 5, 2026 as outlined in the employment agreement. Passed 4-0.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.</p>
<u>Communications</u>	
A. None.	
<u>Consent Agenda</u>	
<p>A. <b><u>Resolution No. 3094</u></b> A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of Friends Of Trees For FY 23-24 Through FY 25-26.</p> <p>B. <b><u>Resolution No. 3095</u></b> A Resolution Of The City Of Wilsonville Adopting The Updated South Metro Area Regional Transit Public Transportation Agency Safety Plan.</p> <p>C. <b><u>Resolution No. 3098</u></b> A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Priority 1B Water Distribution Improvements Project.</p> <p>D. <b><u>Resolution No. 3100</u></b> A Resolution Of The City Of Wilsonville Authorizing The Sole Source Selection Of The Backyard Habitat Certification Program For FY 23-24 Through FY 25-26.</p> <p>E. <b><u>Resolution No. 3101</u></b> A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Contract</p>	<p>The Consent Agenda was adopted 4-0.</p>

<p>With Absco Solutions For Updating Card Access And Security Cameras At The Library.</p> <p>F. <b><u>Resolution No. 3102</u></b>  A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Contract With CompuNet, Inc. For Refresh Of The Virtual Computing Environment.</p> <p>G. Minutes of the November 6, 2023 Council Meeting.</p>	
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 3022</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Guaranteed Maximum Price (GMP) Amendment No. 3 To The Progressive Design-Build Agreement For The Boeckman Road Corridor Project With Tapani Sundt A Joint Venture</p>	<p>Resolution No. 3022 was adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>A. <b><u>Resolution No. 3091</u></b>  A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The Solid Waste Collection Rate Report Date October 2023 And Modifying The Current Republic Services Rate Schedule For Collection And Disposal Of Solid Waste, Recyclables, Organic Materials And Other Materials, Effective February 1, 2024.</p>	<p>Council made a motion to table Resolution No. 3091 until the next City Council meeting, December 18, 2023. Approved 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager’s Business</u></p>	<p>The City Manager reminded Council to respond to the email regarding training for the Council’s trip to Kitakata, Japan. Once, responses were received staff would create an itinerary for the training.</p>
<p><u>Legal Business</u></p>	<p>Council moved to approve the public contracting solicitation thresholds, stated in Senate Bill (SB) 1047 for the City of Wilsonville, beginning January 1, 2024. Passed 4-0.</p>
<p><b>URBAN RENEWAL AGENCY</b></p>	
<p><u>URA Consent Agenda</u></p>	<p>The URA Consent Agenda was adopted 4-0.</p>

<p>A. <b><u>URA Resolution No. 338</u></b>  A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute Guaranteed Maximum Price (GMP) Amendment No. 3 To The Progressive Design-Build Agreement For The Boeckman Road Corridor Project With Tapani Sundt A Joint Venture.</p> <p>B. Minutes of the October 2, 2023 URA Meeting.</p>	
<p><u>New Business</u>  A. None.</p>	
<p><u>Continuing Business</u>  A. None.</p>	
<p><u>URA Public Hearing</u>  A. None.</p>	
<p><b>ADJOURN</b></p>	<p>8:05 p.m.</p>

City Council Meeting Action Minutes  
December 18, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Chris Neamtzu, Community Development Director  
Dan Pauly, Planning Manager  
Jeanna Troha, Assistant City Manager  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Mark Ottenad, Public/Government Affairs Director  
Matt Lorenzen, Economic Development Manager  
Scott Simonton, Fleet Services Manager  
Stephanie Davidson, Assistant City Attorney  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Cindy Luxhoj, Associate Planner

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:00 p.m.</b>
A. Town Center Urban Renewal Feasibility Study	Staff discussed preparing a resolution that, if adopted, would place an advisory vote on the May 2024 ballot that asks voters to consider whether the City should utilize Urban Renewal as a mechanism to fund infrastructure development to activate the Town Center Plan.
B. Frog Pond East and South Development Code	Staff sought guidance on the development of code amendments that would define development standards in Frog Pond East and South.
C. Coffee Creek Draft Assessment	Staff provided Council with an update on the status of the Coffee Creek Industrial Design Overlay District form-based code assessment, and sought Council input on possible modifications to the form-based code standards.
D. Transit-Oriented Development (TOD) Financing	Staff presented on Resolution No. 3096, which authorizes applying the Current Parks System Development Charge To The Multifamily Portion Of The Wilsonville Transit Center Transit-Oriented Development Project.

**REGULAR MEETING**

Mayor’s Business

A. Reappointments / Appointment

**Arts, Culture, and Heritage Commission – Appointment**

Appointment of Nadine Elbitar to the Arts, Culture, and Heritage Commission for a term beginning 1/1/2024 to 6/30/2024. Passed 5-0.

**Budget Committee – Appointment**

Appointment of Christopher Moore to the Budget Committee for a term beginning 1/1/2024 to 12/31/2024. Passed 5-0.

**Budget Committee – Appointment**

Appointment of Tabi Traugher and Tyler Beach to the Budget Committee for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

**DRB – Reappointment**

Reappointment of John Andrews and Megan Chuinard to the Development Review Board for a term beginning 1/1/2024 to 12/31/2025. Passed 5-0.

**DRB – Appointment**

Appointment of Kamran Mesbah to the Development Review Board for a term beginning 1/1/2024 to 12/31/2025. Passed 5-0.

**DEI Committee – Reappointment**

Reappointment of David Siha, Tracy (Tre) Hester and Fay Gyapong-Porter to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

**DEI Committee – Appointment**

Appointment of Justin Brown to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2024 to 12/31/2024. Passed 5-0.

**DEI Committee – Appointment**

Appointment of Carolina Wilde to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

**DEI Committee – Student Appointment**

Reappointment of George Luo and Aasha Patel to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2024 to 12/31/2024. Passed 5-0.

**Kitakata Sister City Advisory Board – Reappointment**

Reappointment of John (Michael) Bohlen and Adrienne Scritsmier to the Kitakata Sister City Advisory Board for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

**Kitakata Sister City Advisory Board – Appointment**

Appointment of Karen Kreitzer to the Kitakata Sister City Advisory Board for a term beginning 1/1/2024 to 12/31/2026. Passed 5-0.

**Parks and Recreation Board – Appointment**

Appointment of Bill Bagnall and Paul Diller to the Parks and Recreation Board for a term beginning 1/1/2024 to 12/31/2027. Passed 5-0.

**Planning Commission – Reappointment**

Reappointment of Jennifer Willard to the Planning Commission for a term beginning 1/1/2024 to 12/31/2027. Passed 5-0.

**Planning Commission – Appointment**

Appointment of Matt Constantine, Sam Scull and Yana Semenova to the Planning Commission for a term beginning 1/1/2024 to 12/31/2027. Passed 5-0.



<p>B. Upcoming Meetings</p>	<p><b><u>Tourism Promotion Committee – Appointment</u></b>  Appointment of Lynn Sanders to the Tourism Promotion Committee for a term beginning 1/1/2024 to 6/30/2026. Passed 5-0.</p> <p>Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.</p>
<p><b><u>Consent Agenda</u></b></p> <p>A. <b><u>Resolution No. 3096</u></b>  A Resolution Of The City Of Wilsonville Authorizing Applying The Current Parks System Development Charge To The Multifamily Portion Of The Wilsonville Transit Center Transit-Oriented Development Project.</p> <p>B. <b><u>Resolution No. 3097</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Tapani, Inc. For The Charbonneau Lift Station Rehabilitation Project (Capital Improvement Project #2106).</p> <p>C. <b><u>Resolution No. 3104</u></b>  A Resolution Of The City Council Revising Section 4.E. Of The Diversity, Equity And Inclusion (DEI) Committee Charter.</p> <p>D. <b><u>Resolution No. 3105</u></b>  A Resolution Of The City Of Wilsonville Authorizing The Purchase Of One Asphalt Patch Truck From Premier Truck Group Of Portland.</p> <p>E. Minutes of the December 4, 2023 Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><b><u>New Business</u></b></p> <p>A. None.</p>	
<p><b><u>Continuing Business</u></b></p> <p>A. <b><u>Resolution No. 3091</u></b>  A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The Solid Waste Collection Rate Report Date October 2023 And Modifying The Current Republic Services Rate</p>	<p>Resolution No. 3091 was adopted by a vote of 4-1.</p>

<p>Schedule For Collection And Disposal Of Solid Waste, Recyclables, Organic Materials And Other Materials, Effective February 1, 2024.</p>	
<p><u>Public Hearing</u></p> <p>A. <b><u>Ordinance No. 884</u></b>  An Ordinance Of The City Of Wilsonville Annexing Approximately 2.02 Acres Of Property Located At The Northwest Corner Of SW Frog Pond Lane And SW Stafford Road For Development Of An 11-Lot Residential Subdivision</p> <p>B. <b><u>Ordinance No. 885</u></b>  An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 2.02 Acres Located At The Northwest Corner Of SW Frog Pond Lane And SW Stafford Road For Development Of An 11-Lot Residential Subdivision.</p>	<p>After a public hearing was conducted, Ordinance No. 884 was adopted on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 885 was adopted on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>Councilors discussed the materials in the monthly City Manager reports.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><u>Communications</u></p> <p>A. Polling on Tolling Request</p>	<p>West Linn Mayor Rory Bialostosky discussed collaboration among local jurisdictions to better understand resident attitudes toward tolling and requested Council contribute \$5,000 towards the administration of a statistically valid survey. Passed 5-0.</p>
<p><b>ADJOURN</b></p>	<p>9:00 p.m.</p>