



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: September 10, 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:

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

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. This staff report reviews the details of the structure of the proposed new administrative code enforcement process that would be adopted into Chapter 1 of the Wilsonville Code. Staff intends to provide Council, at its September 21, 2026 work session, with proposed updates to clean-up the other Chapters of the Wilsonville Code regarding enforcement.

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.

At the December 1, 2025 Council meeting, staff provided Council with an overview of the issues experienced in the current code enforcement process; provided a summary of the current code enforcement process; reviewed other jurisdictions’ code enforcement processes; and offered recommendations for updating the City’s code enforcement procedures.

As mentioned above, at the August 17, 2026 work session, staff discussed with Council the steps of the proposed new administrative code enforcement process. Council expressed agreement with the proposed administrative process.

II. ADMINISTRATIVE CODE ENFORCEMENT PROCESS

Attached to this staff report, **Attachment 1** provides the proposed revisions to Chapter 1. **Attachment 2** is a clean version of the proposed revisions for easier reading. As described at the August 17, 2026 Council work session, the steps of the proposed administrative code enforcement process are:

1. Complaint/Observation
2. Investigation
3. Notice of Code Violation
- 4(a) Corrective Action/Compliance Plan
- 4(b) Notice of Civil Penalty
5. Protest to City Manager
6. Appeal to City Council
7. Writ of Review to Circuit Court

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

Section	Summary of Proposed Revision
1.007 – Purpose and Applicability	Describes the purpose of the City’s code enforcement process; lists parts of the Code that will be exempt from the general code enforcement process in Ch. 1
1.010 - Definitions	Adding definitions for City Manager, Compliance Officer, and Responsible Party
1.011 – Identification and Investigation of Code Violation	Explains the process for the Compliance Officer to investigate a potential code violation; identifies the use of the administrative warrant process, when needed.
1.012 – Notice of Code Violation	Describes the requirements for a Notice of Code Violation issued against a responsible party; states the posting and mailing requirements; requires the Compliance Officer to certify proper posting and mailing occurred.
1.013 – Corrective Action by Responsible Party	Provides a process for a person responsible for violating the Code to submit a plan to come into compliance and, if approved by the City and completed in accordance with the plan, will relieve the person from receiving a civil penalty.
1.014 – Corrective Action by City	Allows the City to take corrective action on its own through the use of the administrative warrant process, or, in emergent life/safety cases, to abate Code violations.
1.015 – Notice and Collection of Corrective Action Costs	If the City is required to take corrective action of a Code violation, this Section provides the City a mechanism to recover its costs associated with the corrective action.
1.016 – Imposition of Civil Penalty	The civil penalty is separate from costs associated with corrective actions. The proposed civil penalty is modeled off of the City’s building code and erosion and sediment control enforcement regulations. It provides a range of civil penalties between \$25 and \$5,000 per violation per day per tax lot. It lists several factors to consider when establishing the penalty.
1.017 – Notice of Civil Penalty	Describes the requirements for a Notice of Civil Penalty issued against a responsible party; states the posting and mailing requirements; requires the Compliance Officer to certify proper posting and mailing occurred
1.018 – Civil Penalties Not Exclusive	This section clarifies that the City may still utilize any other means available to it under applicable law to enforce against a violator. For example, the City has the ability to seek an injunction in circuit court to stop an ongoing violation or to prevent one from occurring.
1.019 – Protests and Appeals	Provides an appeal process for an alleged violator, first by appealing to the City Manager and then appealing to the City Council. The time frame to submit appeals at each stage is 14 days to ensure timely resolution of an alleged active violation.

III. COUNCIL FEEDBACK AND NEXT STEPS

Staff seeks feedback from the City Council regarding the proposed approach to updating the City’s general code enforcement processes. Upon receiving Council feedback, staff anticipates reviewing proposed updates to the other Code provisions to align with the updated administrative process with the City Council at its September 21, 2026 work session. If the Council remains supportive of the proposed updates, staff anticipates a public hearing before the Planning Commission related to the updates to Chapter 4 in October and then a public hearing

and second reading before City Council in November. The proposed effective date for any changes is January 1, 2027.

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 Chapter 1
- 2 – Clean version of proposed revisions