

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, SEPTEMBER 25, 2023**

**6:30 PM**

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Board Member Communications:

5. Recent City Council Action Minutes

City Council Meeting Action Minutes  
July 17, 2023

**COUNCILORS PRESENT**

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

Bryan Cosgrove, City Manager  
Dwight Brashear, Transit Director  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder  
Kris Ammerman, Parks and Recreation Director  
Matt Lorenzen, Economic Development Manager  
Ronak Sameer-Asita, Administrative Intern  
Zach Weigel, Capital Projects Engineering Manager  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Amanda Guile-Hinman, City Attorney  
Andrew Barrett, Capital Projects Eng. Manager  
Bill Evans, Communications & Marketing Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:01 p.m.</b>
A. Park SDC Methodology Analysis	Staff continued discussion with Council about progress on work to re-calculate Parks System Development Charge (SDC).
B. Town Center Urban Renewal Feasibility Study	Staff shared an update on the progress of the ongoing Urban Renewal Feasibility Study. Council agreed with staff’s recommendation to pursue a May 2024 advisory vote.
<b>URBAN RENEWAL AGENCY</b>	
<u>URA Consent Agenda</u>	The URA Consent Agenda was approved 3-0.
A. <b><u>URA Resolution No. 336</u></b> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute Guaranteed Maximum Price (GMP) Amendment No. 2 To The Progressive Design-Build Agreement For The Boeckman Road Corridor Project With Tapani Sundt A Joint Venture.	
B. Minutes of the June 19, 2023 Urban Renewal Agency Meeting.	
<u>URA New Business</u>	
A. None.	
<u>URA Public Hearing</u>	
A. None.	

<b>REGULAR MEETING</b>	
<u>Mayor's Business</u> A. Civics Academy Graduation	Certificates were awarded to the graduates of the Civics Academy, Class of 2023.
<u>Communications</u> A. Historical Society Community Enhancement Program Photo Digitization Project Report	Susan Schenk on behalf of the Wilsonville Historical Society shared details of the Society's recent project funded by a Wilsonville-Metro Community Enhancement grant to organize and digitize its archive of historical photos.
<u>Mayor's Business Continued</u> B. Boards/Commission Appointments/Reappointments  C. Upcoming Meetings	<u><b>Diversity, Equity and Inclusion Committee</b></u> Appointment of David Siha to the Diversity, Equity and Inclusion Committee for a term beginning 7/17/2023 to 12/31/2023. Passed 3-0.  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. <b><u>Resolution No. 3021</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Guaranteed Maximum Price (GMP) Amendment No. 2 To The Progressive Design-Build Agreement For The Boeckman Road Corridor Project With Tapani Sundt A Joint Venture.  B. <b><u>Resolution No. 3068</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Mayer Reed To Provide Landscape Architecture, Civil Engineering And Planning Services For The Frog Pond West Neighborhood Park Project (Capital Improvement Project #9175).  C. <b><u>Resolution No. 3075</u></b> A Resolution Of The City Of Wilsonville Authorizing The Purchase Of One Utility Inspection Van From Cues, Inc.	The Consent Agenda was approved 3-0.

<p><b>D. <u>Resolution No. 3077</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into And Execute The Intergovernmental Agreement With Clackamas County For The Regional Advanced Transportation Controller And Signal Optimization Project.</p> <p>E. Minutes of the June 19, 2023 City Council Meeting.</p>	
<p><b><u>New Business</u></b>  A. None.</p>	
<p><b><u>Continuing Business</u></b>  A. <b><u>Ordinance No. 880</u></b>  An Ordinance Of The City Of Wilsonville Adopting An Updated Transit Master Plan As A Sub-Element Of The Transportation System Plan, Replacing All Prior Transit Master Plans, And Repealing Ordinance No. 805 And Ordinance No. 828.</p>	<p>Ordinance No. 880 was adopted on second reading by a vote of 3-0.</p>
<p><b><u>Public Hearing</u></b>  A. None.</p>	
<p><b><u>City Manager’s Business</u></b></p>	<p>Council was reminded that he Community Party in the Park on August 24, 2023.</p>
<p><b><u>Legal Business</u></b></p>	<p>The City Attorney updated Council on the implementation of the new camping regulations.</p>
<p><b>ADJOURN</b></p>	<p>8:15 p.m.</p>

City Council Meeting Action Minutes  
August 7, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Amanda Guile-Hinman, City Attorney  
Dan Pauly, Planning Manager  
Dustin Schull, Parks Supervisor  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Mark Ottenad, Public/Government Affairs Director  
Miranda Bateschell, Planning Director  
Stephanie Davidson, Assistant City Attorney

**STAFF PRESENT**

Bryan Cosgrove, City Manager

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:05 p.m.</b>
A. Willamette Falls Locks Authority Update	Staff updated Council on the ongoing work of the Willamette Falls Locks Authority (WFLA) and the Army Corps of Engineers to repair and re-open the locks to river traffic. Council affirmed its commitment to supporting these efforts.
B. Sofia Playground Replacement Project and Contract Award	Staff shared community feedback received on new play equipment to be purchased and installed at Sofia Park in Villebois.
C. Development Code Process Clarifications	Staff shared a summary of proposed amendments to the Development Code that would clarify the review process for applications and amend language to correct inconsistencies.
D. Housing Our Future	Staff introduced the Housing Our Future project, which would analyze the City's housing inventory to understand current and future needs, and to develop strategies.
E. Frog Pond East and South Master Plan Development Code	Council provided input on proposed Development Code amendments that pertain to urban form and architectural standards of structures to be developed in Frog Pond East and South.
<b>ADJOURN</b>	<b>7:20 p.m.</b>

City Council Meeting Action Minutes  
August 21, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Dwight Brashear, Transit Director  
Kris Ammerman, Parks and Recreation Director  
Erika Valentine, Arts & Culture Program Coordinator  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Mark Ottenad, Public/Government Affairs Director  
Martin Montalvo, Public Works Ops. Manager  
Ronak Sameer-Asita, Administrative Intern  
Scott Simonton, Fleet Services Manager  
Stephanie Davidson, Assistant City Attorney  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney  
Delora Kerber, Public Works Director  
Dustin Schull, Parks Supervisor

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	
<b>START: 5:02 p.m.</b>	
A. Public Art Program Guidelines and Policy Draft	Staff sought Council’s feedback on draft policy to establish goals, standards, procedures, and best practices to guide the selection, acquisition, and display of public art.
B. Public Parking Lot Regulations	Council supported staff drafting an ordinance that would delegate authority to the City Manager to establish appropriate parking regulations to allow the City to address specific needs at City-owned parking lots as needed.
C. Opioid Settlement Funds	The City Manager told the Council that the City had received its first installment, \$55,000, of the City’s allocation from the opioid settlement agreement.
<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. Representative Courtney Neron End of Legislative Session Presentation	State House Representative Courtney Neron provided a summary of the 2023 legislative session.

<p>B. Vietnamese Community of Oregon</p>	<p>The President of the Vietnamese Community of Oregon read a proclamation encouraging the City's recognition of the Vietnamese Heritage and Freedom Flag.</p>
<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 3073</u></b>  A Resolution Of The City of Wilsonville Approving A Construction Contract With Buell Recreation LLC For The Sofia Playground Replacement Project.</p> <p>B. <b><u>Resolution No. 3078</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With 3 Kings Environmental, Inc. For The Demolition Of The Kiva Building (CIP # 8153).</p> <p>C. <b><u>Resolution No. 3080</u></b>  A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To Purchase One Battery-Electric Replica Trolley From Schetky NW Sales, Inc.</p> <p>D. Minutes of the July 17, 2023 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>None.</p>	
<p><u>Public Hearing</u></p> <p>A. <b><u>Resolution No. 3046</u></b>  A Resolution Of The City Of Wilsonville Establishing And Imposing Just And Equitable Parks, Recreation And Off Street Trail Facilities Systems Development Charges And Repealing Resolution No. 2133.</p>	<p>After a public hearing was conducted, Resolution No. 3046 was approved 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>Legal staff shared details of new State procurement laws that allow public entities latitude to more efficiently acquire small and/or intermediate goods and services.</p>
<p><b>ADJOURN</b></p>	<p>8:55 p.m.</p>