



# **PLANNING COMMISSION**

## **WEDNESDAY, OCTOBER 8, 2025**

### **INFORMATIONAL**

3. City Council Action Minutes (September 4, 15, & 25, 2025)(*No staff presentation*)



## **ACTION MINUTES**

**September 04, 2025, at 5:00 PM**

**Wilsonville City Hall**

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### **PRESENT:**

Mayor O'Neil  
Councilor President Berry  
Councilor Dunwell  
Councilor Cunningham  
Councilor Shevlin

### **STAFF PRESENT:**

Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Cricket Jones, Finance Operations Supervisor  
Jeanna Troha, Assistant City Manager  
Kerry Rappold, Natural Resources Manager  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Everett Wild, Government Affairs Manager  
Tommy Reeder, Parks Maintenance Specialist  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

### **REVIEW OF AGENDA AND ITEMS ON CONSENT [5:00 PM]**

There was none.

### **COUNCILORS' CONCERNS**

There was none.

### **PRE-COUNCIL WORK SESSION**

#### **1. 2025 Legislative Session Recap**

The Government Affairs Manager and City Lobbyist shared a recap of the 2025 Legislative Session. The recap included major themes of the session, bills of importance to Wilsonville, and a summary of the adopted state budget.

## 2. Sewer and Storm System Development Charge Update

Staff provided a briefing on the updated sewer and storm System Development Charge (SDC). This work session. This work session serves as the final scheduled discussion prior to a public hearing September 15, 2025.

## 3. Draft Natural Area Management Plan

Staff provided an overview of the draft Natural Area Management Plan (NAMP). This work session served as the final scheduled discussion prior to a public hearing in October.

## 4. Draft Climate Action Plan

Staff provided an overview of the draft Climate Action Plan (CAP), which the City Council previously reviewed during its meetings on October 7, 2024, and February 3, 2025. This work session serves as the final scheduled discussion prior to a public hearing in November.

## **ADJOURN [7:02 PM]**

## **CITY COUNCIL MEETING [7:11 PM]**

### **CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 5-0.

### **MAYOR'S BUSINESS**

4. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

### **COMMUNICATIONS**

5. Wilsonville Community Sharing Update

Wilsonville Community Sharing updated City Council on how City's grant funding helps Wilsonville residents in need.

## 6. Watching Wilsonville Wildlife – Community Enhancement Program

Staff shared details of Watching Wilsonville Wildlife, a project funded by the Wilsonville-Metro Community Enhancement Program. The project allowed staff to observe and better protect beavers, foxes, otters, weasels, coyotes, bobcats, and countless other critters who make their homes in Wilsonville.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address items not on the agenda. It is also the time to address items that are on the agenda but not scheduled for a public hearing. Staff and the City Council will make every effort to respond to questions raised during citizen input before tonight's meeting ends or as quickly as possible thereafter. Please limit your comments to three minutes.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

## CONSENT AGENDA

### 7. Resolution No. 3212

A Resolution Of The City Of Wilsonville Supporting An Application With The Oregon Department Of Land Conservation And Development (DLCD) For A 2025-2027 Housing Planning Assistance Grant For The Housing Statutory Compliance Project.

### 8. Minutes of the August 4, 2025, City Council Meeting.

The Consent Agenda was approved 5-0.

## NEW BUSINESS

There was none.

## CONTINUING BUSINESS

There was none.

## PUBLIC HEARING

There was none.

## **CITY MANAGER'S BUSINESS**

The City Manager alerted the Council to anticipate soon evaluating proposals to select a preferred executive search firm to lead the recruitment for the next City Manager.

## **LEGAL BUSINESS**

The City Attorney updated the Council on a process underway to consider changes to policies in City code pertaining to the parking of recreational vehicles (RVs) and abandoned vehicles.

## **ADJOURN [8:43 PM]**

There was a brief break to switch Zoom accounts.

## **EXECUTIVE SESSION [8:49 PM]**

- ORS 192.660(2)(h) Legal Counsel/Litigation

## **ADJOURN [9:14 PM]**



## **ACTION MINUTES**

**September 15, 2025, at 7:00 PM**

**Wilsonville City Hall & Remote Video Conferencing**

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### **PRESENT:**

Mayor O'Neil  
Councilor President Berry  
Councilor Dunwell  
Councilor Cunningham  
Councilor Shevlin

### **STAFF PRESENT:**

Amanda Guile-Hinman, City Attorney  
Jeanna Troha, Assistant City Manager  
Hannah Young, Law Clerk  
Andrea Villagrana, Human Resource Manager  
Dan Pauly, Planning Manager  
Miranda Bateschell, Planning Director  
Kimberly Veliz, City Recorder  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

### **WORK SESSION**

#### **REVIEW OF AGENDA AND ITEMS ON CONSENT**

There was none.

#### **COUNCILORS' CONCERNS**

There was none.

#### **PRE-COUNCIL WORK SESSION**

##### **1. Parks and Recreation Department Staffing Assessment**

Staff summarized the findings of a study that assessed Parks and Recreation operations and developed a five-year staffing plan. The project supports the Council's two-year goal around maintaining park service levels as additional acreage is added and helps ensure that the department has the capacity to develop and maintain programs and public spaces that meet the community's needs.

## 2. Public Safety Project Update – Solutions for Graffiti Abatement and Adding Administrative Warrants Process

Staff sought the Council's input on alternatives to address the City's response to reports of graffiti and other code enforcement challenges. In conjunction, the Council guided staff to pursue an administrative warrant process that would aid staff and police when likely violations of City code occur on private property.

### **ADJOURN [6:15 PM]**

### **EXECUTIVE SESSION [6:21 PM]**

- ORS 192.660(2)(f) Exempt Public Records - *To consider information or records that are exempt by law from public inspection.*
- ORS 192.660(2)(h) Legal Counsel/Litigation - *To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

### **ADJOURN [7:20 PM]**

### **CITY COUNCIL MEETING [7:31 PM]**

#### **CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

The agenda was approved 5-0.

#### **MAYOR'S BUSINESS**

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

#### **COMMUNICATIONS**

5. Rotary Peace City Initiative

Wilsonville Rotary representative Dr. Laura Lajoie discussed a Rotary initiative to establish Wilsonville as an International City of Peace.

## 6. Community Enhancement PSU/CCCF Art Behind the Walls

Portland State University (PSU) professor Deb Arthur summarized the university's recent collaboration with inmates from the Coffee Creek Correctional Facility. "Art Behind the Walls," funded by the Wilsonville-Metro Community Enhancement Program, allowed inmates to earn college credits developing personal collages that were later displayed at the Wilsonville Library.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

## CONSENT AGENDA

There was none.

## NEW BUSINESS

### 7. Executive Recruitment Firm Selection

After completing its evaluation of executive search firms that were under consideration to lead the upcoming City Manager recruitment process, the Council selected GMP Consultants.

Passed 4-1.

## CONTINUING BUSINESS

There was none.

## PUBLIC HEARING

### 8. Resolution No. 3209 (*Legislative Non-Land Use Hearing*)

A Resolution of the City of Wilsonville Adopting the Sewer System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 1987.

After a public hearing Resolution No. 3209 passed 5-0.



9. **Resolution No. 3210** (*Legislative Non-Land Use Hearing*)

A Resolution of the City of Wilsonville Adopting the Stormwater System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 2353.

After a public hearing Resolution No. 3210 passed 5-0.

**CITY MANAGER’S BUSINESS**

Council was reminded that on October 6, 2025, there would be a joint meeting with Planning Commission and the City Council.

**LEGAL BUSINESS**

The City Attorney noted that she and the City were among those recognized by the Oregon City Attorneys Association with an Outstanding Achievement Award for “monumental efforts relating to public camping regulations in Oregon.”

**ADJOURN [8:50 PM]**



## SPECIAL CITY COUNCIL MINUTES

September 25, 2025 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Jeanna Troha, Assistant City Manager  
Bryan Cosgrove, City Manager  
Zoe Mombert, Assistant to the City Manager

### CALL TO ORDER [5:00 PM]

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 4-0.

### MAYOR'S BUSINESS

None.

### COMMUNICATIONS

None.

### CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

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## **COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS**

None.

## **CONSENT AGENDA**

None.

## **NEW BUSINESS**

### **4. City Council Vacancy**

Council moved to approve the September 24, 2025, Mayor's proposal with the edit that applications must be received by the City Recorder by Friday, October 10, 2025 at 5:00 p.m. and striking for the purposes of this motion, subsection 9 appointment application. Motion passed unanimously, 4-0.

Council moved to approve the application as edited. Motion passed unanimously, 4-0.

## **CONTINUING BUSINESS**

None.

## **PUBLIC HEARING**

None.

## **CITY MANAGER'S BUSINESS**

None.

## **LEGAL BUSINESS**

None.

## **ADJOURN [5:52 PM]**