

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, JANUARY 22, 2024**

**6:30 PM**

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Board Member Communications:

8. Recent City Council Action Minutes

City Council Meeting Action Minutes  
September 18, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Andy Stone, IT Director  
Zoe Mombert, Assistant to the City Manager  
Dwight Brashear, Transit Director  
Matt Lorenzen, Economic Development Manager  
Stephanie Davidson, Assistant City Attorney  
Cindy Luxhoj, Associate Planner  
Miranda Bateschell, Planning Director  
Georgia McAlister, Associate Planner  
Chris Neamtzu, Community Development Director  
Kimberly Rybold, Senior Planner  
Mark Ottenad, Public/Government Affairs Director

**STAFF PRESENT**

Amanda Guile-Hinman, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Beth Wolf, Senior Systems Analyst

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:00 p.m.</b>
A. Information Technology Strategic Plan	Staff and consultants introduced the newly updated Information Technology (IT) Strategic Plan to Council.
B. Town Center Urban Renewal Feasibility Study	Council heard an update on the Town Center Urban Renewal Feasibility Study.
C. Coffee Creek Code Assessment	Staff shared they had initiated an assessment of the Coffee Creek Industrial Design Overlay District form-based code and sought input from Council on the direction of possible Development Code amendments to the form-based code standards and review process.
D. Proposed Updates to Solid Waste Franchise Agreement and related Administrative Rules	Staff informed Council of potential policy changes on proposed updates to the solid waste collection franchise agreement with Republic Services.
<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.

<p><u>Communications</u></p> <p>A. Mediterranean Oak Borer</p>	<p>Staff reported on a new pest called the Mediterranean Oak Borer that had been found in Wilsonville.</p>
<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 3085</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement With Metro For Receipt Of Local Share Funds.</p> <p>B. <b><u>Resolution No. 3086</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute The Tri-County Metropolitan Transportation District Of Oregon (TriMet) Subrecipient Agreement.</p> <p>C. Minutes of the August 21, 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>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <b><u>Ordinance No. 881</u></b>  An Ordinance Of The City Of Wilsonville Adopting Wilsonville Code Sections 10.800 Through 10.870 Governing Parking In City-Owned Parking Lots.</p> <p>B. <b><u>Ordinance No. 882</u></b>  An Ordinance Of The City Of Wilsonville Amending The Text Of The Development Code To Clarify Review Processes And Correct Inconsistencies.</p>	<p>After a public hearing was conducted, Ordinance No. 881 was approved on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 882 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>The Assistant City Manager announced the following upcoming events:</p> <ul style="list-style-type: none"> <li>• Story Walk on October 13, 2023</li> <li>• Emergency Preparedness Fair on October 28, 2023</li> </ul>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>EXECUTIVE SESSION</b></p>	<p>Council met in Executive Session pursuant to ORS 192.660(2)(a) and ORS 192.660(2)(h).</p>
<p><b>ADJOURN</b></p>	<p>9:38 p.m.</p>

City Council Meeting Action Minutes  
October 2, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall – Arrived 7:01 p.m.  
Councilor Linville  
Councilor Berry  
Councilor Dunwell - Excused

Kimberly Veliz, City Recorder  
Zoe Mombert, Assistant to the City Manager  
Lyanna Hoang, Comm. & Marketing Coordinator  
Matt Lorenzen, Economic Development Manager  
Katherine Smith, Assistant Finance Director  
Andrew Barrett, Capital Projects Eng. Manager  
Zach Weigel, City Engineer  
Keith Katko, Finance Director  
Marissa Rauthause, Civil Engineer

**STAFF PRESENT**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:06 p.m.</b>
<p>A. Proposed Updates to Solid Waste Franchise Agreement and related Administrative Rules</p> <p>B. VHDZ/Town Center Urban Renewal Feasibility Study Follow Up Questions</p>	<p>Council heard the details of the continued progress toward renewing the waste and recycling hauler’s franchise agreement with Republic Services and administrative rules.</p> <p>Staff and Council resumed discussion from the prior Work Session to discuss components of the City's Vertical Housing Development Zone (VHDZ) program and the urban renewal plan for Town Center.</p>
<b>URBAN RENEWAL AGENCY</b>	
<p><u>URA Consent Agenda</u></p> <p>A. Minutes of the July 17, 2023 URA Meeting.</p>	The URA Consent Agenda was approved 3-0.
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>URA Public Hearing</u></p> <p>A. <b><u>URA Resolution No. 339</u></b> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing A Supplemental Budget Adjustment For Fiscal Year 2023-24.</p>	After a public hearing was conducted, URA Resolution No. 339 was approved 3-0.
<p><u>New Business</u></p> <p>A. None.</p>	

<p><u>Continuing Business</u></p> <p>A. <b><u>Ordinance No. 881</u></b> An Ordinance Of The City Of Wilsonville Adopting Wilsonville Code Sections 10.800 Through 10.870 Governing Parking In City-Owned Parking Lots.</p> <p>B. <b><u>Ordinance No. 882</u></b> An Ordinance Of The City Of Wilsonville Amending The Text Of The Development Code To Clarify Review Processes And Correct Inconsistencies.</p>	<p>Ordinance No. 881 was adopted on second reading by a vote of 4-0.</p> <p>Ordinance No. 882 was adopted on second reading by a vote of 4-0.</p>
<p><u>Public Hearing</u></p> <p>A. <b><u>Resolution No. 3084</u></b> A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2023-24.</p>	<p>After a public hearing was conducted, Resolution No. 3084 was approved 4-0.</p>
<p><u>City Manager’s Business</u></p> <p>A. November 20, 2023 City Council Meeting</p> <p>B. Opioid Settlement Funds</p> <p>C. Mediterranean Oak Borer</p>	<p>Council tentatively agreed to cancel the November 20, 2023 City Council meeting.</p> <p>Council granted permission for the City Manager to convene a group of staff, and other local agencies to determine how to best allocate opioid settlement funds.</p> <p>Council heard details of ongoing work by staff and partner agencies to mitigate the Mediterranean Oak Borer, a destructive pest threatening the health of oak trees.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p><b>ADJOURN</b></p>	<p>7:57 p.m.</p>

City Council Meeting Action Minutes  
October 16, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald – Left 6:25 p.m. & Returned 7:02 p.m.  
Council President Akervall – Arrived 7:01 p.m.  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Stephanie Davidson, Assistant City Attorney  
Amy Pepper, Engineering Manager  
Zach Weigel, City Engineer  
Delora Kerber, Public Works Director  
Martin Montalvo, Public Works Ops. Manager  
Mark Ottenad, Public/Government Affairs Director  
Chris Neamtzu, Community Development Director  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:01 p.m.</b>
A. 2023 Transportation Performance Monitoring Report	Staff along with consultants summarized the 2023 transportation performance monitoring report, a process undertaken every two years to inform the City’s Transportation System Plan (TSP).
B. Community Service Block Master Plan Update	Staff and consultants briefed Council on the progress of the Community Service Block Master Plan, a project to identify optimal long-term use of the 5.3-acre parcel of City-owned property on Town Center Loop E.
C. Proposed Updates to Solid Waste Franchise Agreement and Related Administrative Rules	Staff sought the Council’s guidance to inform the framework of a new franchise agreement and administrative rules with Republic Services, the City’s waste and recycling hauler.
<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.
B. Declaration of State of Emergency - Mediterranean Oak Borer (MOB)	Council made a motion to ratify the Declaration of State of Emergency for the Mediterranean Oak Borer (MOB) response, which concludes/expires 5:00 p.m. on Friday, December 29, 2023 Unless it is extended at that time. It was approved 5-0.

<u>Communications</u> A. None.	
<u>Consent Agenda</u> A. <b>Resolution No. 3017</b> A Resolution Of The City Of Wilsonville Authorizing An Intergovernmental Agreement For The Frog Pond Primary Site Infrastructure Between The City Of Wilsonville And West Linn-Wilsonville School District.  B. <b>Resolution No. 3023</b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into The Third Amendment To Communications Site Lease Agreement With New Cingular Wireless PCS, LLC.  C. Minutes of the October 2, 2023 City Council Meeting.	The Consent Agenda was approved 5-0.
<u>New Business</u> A. None.	
<u>Continuing Business</u> A. None.	
<u>Public Hearing</u> A. None.	
<u>City Manager’s Business</u>	No report.
<u>Legal Business</u>	No report.
<b>EXECUTIVE SESSION</b>	Pursuant to ORS 192.660(2)(e) Real Property Transactions
<b>ADJOURN</b>	8:24 p.m.

City Council Meeting Action Minutes  
November 6, 2023

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall – Arrived 7:00 p.m.  
Councilor Linville  
Councilor Berry  
Councilor Dunwell – Arrived 5:07 p.m.

Erika Valentine, Arts & Culture Program Coordinator  
Jeanna Troha, Assistant City Manager  
Kerry Rappold, Natural Resources Manager  
Kimberly Veliz, City Recorder  
Kris Ammerman, Parks and Recreation Director  
Mark Ottenad, Public/Government Affairs Director  
Mike Nacrelli, Civil Engineer  
Stephanie Davidson, Assistant City Attorney  
Zach Weigel, City Engineer  
Zack Morse, Parks Maintenance Specialist  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

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

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:06 p.m.</b>
A. Wastewater Treatment Plant Master Plan Update	Staff shared analysis that informs an updated draft of the Wastewater Treatment Plant Master Plan.
B. Stormwater Master Plan Update – Executive Summary and Capital Improvement Project	Staff presented an executive summary of the draft Stormwater Master Plan, a 20-year plan detailing the City’s work plan and identifying capital needs to effectively maintain, restore and enhance local watersheds and to meet engineering, environmental and land use needs.
C. Frog Pond East and South Development Code	Staff sought the Council’s feedback to inform development code amendments drafted for the Frog Pond East and South Master Plan.
D. Boones Ferry Park Projects Update	Staff provided a combined presentation on Resolution Nos. 3088 and 3089, both of which provide upgrades to Boones Ferry Park.
<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.



<p>B. Proclamation</p>	<p>The Mayor read a proclamation declaring November 2023 as National American Indian Heritage month.</p>
<p><u>Communications</u> A. None.</p>	
<p><u>Consent Agenda</u></p> <p>A. <b><u>Resolution No. 3088</u></b> A Resolution Of The City Of Wilsonville Approving A Construction Contract With Romtec, Inc. For The Boones Ferry Restroom Construction Project.</p> <p>B. <b><u>Resolution No. 3089</u></b> A Resolution Of The City Of Wilsonville Approving A Construction Contract With Buell Recreation LLC For The Boones Ferry Playground Project.</p> <p>C. <b><u>Resolution No. 3090</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Master Services Agreement With OpenGov, Inc. For Asset Management Software Services.</p> <p>D. <b><u>Resolution No. 3092</u></b> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Century West Engineering For Engineering Consulting Services For The 2024 Street Maintenance Project (Capital Improvement Project No. 4014, 4118, 4725).</p> <p>E. <b><u>Resolution No. 3093</u></b> A Resolution Of The City Of Wilsonville Accepting The Jurisdictional Surrender For A Portion Of SW Stafford Road And SW Frog Pond Lane By Clackamas County Pursuant To Oregon Revised Statute 373.270.</p> <p>F. Minutes of the October 16, 2023 City Council Meeting.</p>	<p>The Consent Agenda was adopted 5-0.</p>
<p><u>New Business</u></p> <p>A. <b><u>Resolution No. 3081</u></b> A Resolution Of The City Of Wilsonville Approving The City Of Wilsonville Public Art Policy And Guidelines.</p>	

<p><b>B. <u>Resolution No. 3083</u></b>  A Resolution Of The City Of Wilsonville Adopting The Arts, Culture, And Heritage Commission (ACHC) FY 2023/24 Five-Year Action Plan And Annual One-Year Implementation Plan.</p> <p><b>C. <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, October 2023” And Modifying The Current Republic Services Rate Schedule For Collection And Disposal Of Solid Waste, Recyclables, Organic Materials And Other Materials, Effective January 1, 2024.</p>	<p>Resolution No. 3083 was adopted 5-0.</p> <p>Resolution No. 3091 was tabled until the December 4, 2023 City Council meeting.</p>
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. <b><u>Ordinance No. 883</u></b>  An Ordinance Of The City Of Wilsonville Adopting A Franchise Agreement For Solid Waste Management And Collection Within The City And Repealing Ordinance No. 814.</p>	<p>After a public hearing was conducted, Ordinance No. 883 was adopted on first and second reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>The City Manager shared staff would arrange a training for Council to prepare them for their trip to Kitakata, Japan.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney, who is also a running coach at the Coffee Creek Correctional Facility, shared some feedback from adults in custody who participate in the running program.</p>
<p><b>ADJOURN</b></p>	<p>10:10 p.m.</p>

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.	
<p><u>Consent Agenda</u></p> <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><b><u>New Business</u></b></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><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 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><b><u>Public Hearing</u></b></p> <p>A. None.</p>	
<p><b><u>City Manager’s Business</u></b></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><b><u>Legal Business</u></b></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><b><u>URA Consent Agenda</u></b></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>

City Council Meeting Action Minutes  
January 4, 2024

**COUNCILORS PRESENT**

Mayor Fitzgerald – Present at Training Only  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Brian Stevenson, Program Manager  
Bryan Cosgrove, City Manager  
Chris Neamtzu, Community Development Director  
Georgia McAlister, Associate Planner  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder  
Kris Ammerman, Parks and Recreation Director  
Mike Nacrelli, Civil Engineer  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Amanda Guile-Hinman, City Attorney  
Bill Evans, Communications & Marketing Manager

AGENDA ITEM	ACTIONS
<b>TRAINING SESSION</b>	<b>START: 3:37 p.m.</b>
A. Pursuant to ORS 192.630(4)(b)	
<b>REGULAR MEETING</b>	
<u>Mayor’s Business</u> A. Wilsonville Wildcats Week Proclamation	The Council President read a proclamation declaring January 1 -5 2024 as Wilsonville Wildcats Week. After a few words from the head coach and a couple of players, photos were taken of the Council and the Wilsonville Wildcats Varsity Football Team.
B. Upcoming Meetings	Upcoming meetings were announced by the Council President as well as the regional meetings she attended on behalf of the City.
<u>Communications</u> A. Certificate of Appreciation to Greg Caldwell, Honorary Counsel for Republic of Korea	A Certificate of Appreciation was presented to Greg Caldwell for his 10 years of service as Northern Oregon’s outgoing Honorary Consul for the Republic of Korea.
B. Mediterranean Oak Borer Update	Staff shared an update on the City’s work to mitigate the Mediterranean Oak Borer (MOB) pest.
<u>Consent Agenda</u> A. <b>Resolution No. 3087</b> A Resolution to Allocate Community Cultural Events and Programs Grant Funds for Fiscal Year 2023/2024.	The Consent Agenda was approved 4-0.

B. Minutes of the December 18, 2023 Council Meeting.	
<u>New Business</u> A. None.	
<u>Continuing Business</u> 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  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.	Ordinance No. 884 was adopted on second reading by a vote of 4-0.  Ordinance No. 885 was adopted on second reading by a vote of 4-0.
<u>Public Hearing</u> A. <b><u>Ordinance No. 888</u></b> An Ordinance Of The City Of Wilsonville To Adopt The 2023 Wastewater Treatment Plant Master Plan As A Sub-Element To The City Of Wilsonville Comprehensive Plan And The Wastewater Treatment Plant Capital Improvement Project List.	After a public hearing was conducted, Ordinance No. 888 was adopted on first reading by a vote of 4-0.
<u>City Manager's Business</u>	Mentioned staff was aware of the email Council had received from SSI Shredding Systems, Inc. regarding concerns with the Willamette Water Supply" project on 95 <sup>th</sup> .  Council was reminded the City of Wilsonville Employee Winter Fest was scheduled for Friday, January 12, 2024.
<u>Legal Business</u>	No report.
<b>ADJOURN</b>	8:59 p.m.