

**DEVELOPMENT REVIEW BOARD MEETING
DECEMBER 11, 2023
6:30 PM**

Board Member Communications:

5. Recent City Council Action Minutes

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
WORK SESSION	START: 5:05 p.m.
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.
ADJOURN	7:20 p.m.

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
WORK SESSION	
START: 5:02 p.m.	
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.
REGULAR MEETING	
<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. <u>Resolution No. 3073</u> A Resolution Of The City of Wilsonville Approving A Construction Contract With Buell Recreation LLC For The Sofia Playground Replacement Project.</p> <p>B. <u>Resolution No. 3078</u> 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. <u>Resolution No. 3080</u> 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. <u>Resolution No. 3046</u> 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>ADJOURN</p>	<p>8:55 p.m.</p>

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
WORK SESSION	START: 5:00 p.m.
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.
REGULAR MEETING	
<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. <u>Resolution No. 3085</u> 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. <u>Resolution No. 3086</u> 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. <u>Ordinance No. 881</u> 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. <u>Ordinance No. 882</u> 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"> • Story Walk on October 13, 2023 • Emergency Preparedness Fair on October 28, 2023
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>EXECUTIVE SESSION</p>	<p>Council met in Executive Session pursuant to ORS 192.660(2)(a) and ORS 192.660(2)(h).</p>
<p>ADJOURN</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
WORK SESSION	START: 5:06 p.m.
<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>
URBAN RENEWAL AGENCY	
<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. <u>URA Resolution No. 339</u> 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. <u>Ordinance No. 881</u> 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. <u>Ordinance No. 882</u> 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. <u>Resolution No. 3084</u> 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>ADJOURN</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
WORK SESSION	START: 5:01 p.m.
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.
REGULAR MEETING	
<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. Resolution No. 3017 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. Resolution No. 3023 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.
EXECUTIVE SESSION	Pursuant to ORS 192.660(2)(e) Real Property Transactions
ADJOURN	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
WORK SESSION	START: 5:06 p.m.
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.
REGULAR MEETING	
<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. <u>Resolution No. 3088</u> A Resolution Of The City Of Wilsonville Approving A Construction Contract With Romtec, Inc. For The Boones Ferry Restroom Construction Project.</p> <p>B. <u>Resolution No. 3089</u> A Resolution Of The City Of Wilsonville Approving A Construction Contract With Buell Recreation LLC For The Boones Ferry Playground Project.</p> <p>C. <u>Resolution No. 3090</u> 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. <u>Resolution No. 3092</u> 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. <u>Resolution No. 3093</u> 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. <u>Resolution No. 3081</u> A Resolution Of The City Of Wilsonville Approving The City Of Wilsonville Public Art Policy And Guidelines.</p>	<p>Resolution No. 3081 was adopted 5-0.</p>

<p>B. <u>Resolution No. 3083</u> 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>C. <u>Resolution No. 3091</u> 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. <u>Ordinance No. 883</u> 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>ADJOURN</p>	<p>10:10 p.m.</p>