

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, DECEMBER 9, 2024**

**6:30 PM**

---

Board Member Communications:

5. Recent City Council Action Minutes

City Council Meeting Action Minutes  
November 18, 2024

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Erika Valentine, Arts & Culture Program Coordinator  
Jeanna Troha, Assistant City Manager  
Keith Katko, Assistant Finance Director  
Marissa Rauthause, Civil Engineer  
Matt Lorenzen, Economic Development Manager  
Miranda Bateschell, Planning Director  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager  
Dwight Brashear, Transit Director  
Stephanie Davidson, Assistant City Attorney  
Kris Ammerman, Parks and Recreation Director  
Kerry Rappold, Natural Resources Manager

**STAFF PRESENT**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney  
Amy Pepper, Engineering Manager  
Kimberly Veliz, City Recorder

AGENDA ITEM	ACTIONS
<b>WORK SESSION</b>	<b>START: 5:01 p.m.</b>
A. Child Care in Wilsonville	The Council heard the summarized findings of a City of Wilsonville Childcare Provider Consortium. The consortium met periodically to help the City understand the root causes behind the high cost of childcare and the shortage of local providers. Staff shared the results of the childcare survey completed by 180 Wilsonville residents.
B. The Arts, Culture, And Heritage Commission (ACHC) FY 2024/25 Five-Year Action Plan And Annual One-Year Implementation Plan	Staff presented on Resolution No. 3174, which would adopt the ACHC FY 2024/25 five-year action plan and annual one-year implementation plan.
C. DEQ - Clean Water State Revolving Fund (CWSRF)	Staff summarized its work to take advantage of low-interest financing available from the Department of Environmental Quality's (DEQ) Clean Water State Revolving Fund, which could be used to fund two significant scheduled sewer projects in the City's Master Plan – the Boeckman Creek Interceptor Project and the Wastewater Treatment Plant Aeration Basin Project.
D. Capital Improvements Program Amendments	This item was not discussed as it was a placeholder only if Councilors had questions of staff.

REGULAR MEETING	
<p><u>Mayor’s Business</u></p> <p>A. Upcoming Meetings</p> <p>B. Boards/Commission Appointments/Reappointments</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>Budget Committee – Appointment</u></b>  Appointment of Larisa Manuel Beyer to the Budget Committee for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.</p> <p><b><u>Budget Committee – Reappointment</u></b>  Reappointment of Christopher Moore to the Budget Committee for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.</p> <p><b><u>Development Review Board – Appointment</u></b>  Appointment of Dana Crocker to the Development Review Board for a term beginning 1/1/2025 to 12/31/2026. Passed 5-0.</p> <p><b><u>Development Review Board – Appointment</u></b>  Appointment of Janis Sanford to the Development Review Board for a term beginning 1/1/2025 to 12/31/2026. Passed 5-0.</p> <p><b><u>Development Review Board – Reappointment</u></b>  Reappointment of Rob Candrian to the Development Review Board for a term beginning 1/1/2025 to 12/31/2026. Passed 5-0.</p> <p><b><u>Development Review Board – Reappointment</u></b>  Reappointment of Jordan Herron to the Development Review Board for a term beginning 1/1/2025 to 12/31/2026. Passed 5-0.</p>

**Development Review Board –**

**Reappointment**

Reappointment of John (Clark) Hildum to the Development Review Board for a term beginning 1/1/2025 to 12/31/2026. Passed 5-0.

**Development Review Board–**

**Reappointment**

Reappointment of Rachelle Barrett to the Development Review Board for a term beginning 1/1/2025 to 12/31/2026. Passed 5-0.

**Development Review Board –**

**Reappointment**

Reappointment of Alice Galloway Neely to the Development Review Board for a term beginning 1/1/2025 to 12/31/2026. Passed 5-0.

**Diversity, Equity and Inclusion Committee –**

**Appointment**

Appointment of Anthony Reyes to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.

**Diversity, Equity and Inclusion Committee –**

**Appointment**

Appointment of Sarah Spoon to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.

**Diversity, Equity and Inclusion Committee –**

**Reappointment**

Reappointment of Diane Imel to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.

**Diversity, Equity and Inclusion Committee –**

**Reappointment**

Reappointment of Justin Brown to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.

**Kitakata Sister City Advisory Board – Appointment**

Appointment of Matt Brown to the Kitakata Sister City Advisory Board for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.

**Kitakata Sister City Advisory Board – Appointment**

Appointment of Joshua Dalglish to the Kitakata Sister City Advisory Board for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.

**Kitakata Sister City Advisory Board – Reappointment**

Reappointment of Samuel Scarpone to the Kitakata Sister City Advisory Board for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.

**Parks & Recreation Advisory Board – Appointment**

Appointment of Grace Richards to the Parks & Recreation Advisory Board for a term beginning 1/1/2025 to 12/31/2028. Passed 5-0.

**Parks & Recreation Advisory Board – Reappointment**

Reappointment of Amanda Harmon to the Parks & Recreation Advisory Board for a term beginning 1/1/2025 to 12/31/2028. Passed 5-0.

**Tourism Promotion Committee – Appointment**

Appointment of Libby Crawford to the Tourism Promotion Committee for a term beginning 1/1/2025 to 6/30/2025. Passed 5-0.

**Tourism Promotion Committee – Appointment**

Appointment of Jared Firby to the Tourism Promotion Committee for a term beginning 1/1/2025 to 6/30/2026. Passed 5-0.

	<p><b><u>Tourism Promotion Committee – Appointment</u></b>  Appointment of Noelle Craddock to the Tourism Promotion Committee for a term beginning 1/1/2025 to 6/30/2026. Passed 5-0.</p>
<p><b><u>Communications</u></b>  A. Wilsonville Historical Society Community Enhancement Program (CEP) Project Update.</p>	<p>The President of the Wilsonville Historical Society shared an update on the progress of a Community Enhancement Program-funded project, the Oral History Video Preservation Project, that digitized and archived dozens of oral history interviews with long-time community stakeholders.</p>
<p><b><u>Consent Agenda</u></b>  A. <b><u>Resolution No. 3030</u></b>  A City of Wilsonville Resolution approving the public bid process, accepting the lowest responsible bidder, and awarding a construction contract with Jesse Rodriguez Construction LLC in the amount of \$877,500 for the construction of the Priority 1B Water Distribution Improvements project (Capital Improvement Project 1148).   B. <b><u>Resolution No. 3168</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Third Amendment To The Professional Services Agreement With Consor North America, Inc. To Provide Engineering Consulting Services For The Boeckman Creek Interceptor And Trail Project (Capital Improvement Project No. 2107).   C. <b><u>Resolution No. 3174</u></b>  A Resolution Of The City Of Wilsonville Adopting The Arts, Culture, And Heritage Commission (ACHC) FY 2024/25 Five-Year Action Plan And Annual One-Year Implementation Plan.   D. <b><u>Resolution No. 3179</u></b>  A Resolution Of The City Of Wilsonville Adopting The South Metro Area Regional Transit Public Transportation Agency Safety Plan.</p>	<p>The Consent Agenda was adopted 5-0.</p>

<p>E. <b><u>Resolution No. 3180</u></b>  A Resolution Of The City Of Wilsonville Approving A Funding Plan Forecast For The Stafford Road Improvements – Phase I (CIP Nos. 1158, 2111, And 4219).</p> <p>F. Minutes of the September 5, 2024 City Council Meeting.</p>	
<p><b><u>New Business</u></b></p> <p>A. <b><u>Resolution No. 3183</u></b>  A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement Between Clackamas County And City Of Wilsonville To Fund City-Led Initiatives Addressing Homelessness.</p> <p>B. <b><u>Resolution No. 3121</u></b>  A Resolution Of The City Of Wilsonville Adopting The Frog Pond East And South Infrastructure Funding Plan.</p>	<p>Resolution No. 3183 was adopted 5-0.</p> <p>Resolution No. 3121 was adopted 5-0.</p>
<p><b><u>Continuing Business</u></b></p> <p>A. None.</p>	
<p><b><u>Public Hearing</u></b></p> <p>A. <b><u>Ordinance No. 892</u></b>  An Ordinance Of The City Of Wilsonville Adopting Amendments To Chapter 4, Chapter 6, And Chapter 8 Of The Wilsonville City Code To Implement The Frog Pond East And South Master Plan And Make Related Updates To Residential Development Regulations Citywide.</p> <p>B. <b><u>Ordinance No. 896</u></b>  An Ordinance Of The City Of Wilsonville Annexing Approximately 9.00 Acres Of Property Located At 7400 SW Frog Pond Lane For Development Of A 28-Lot Residential Subdivision.</p> <p>C. <b><u>Ordinance No. 897</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 9.00 Acres Located At 7400 SW Frog</p>	<p>After a public hearing was conducted, Ordinance No. 892 was approved on first reading by a vote of 5-0.</p> <p>Council moved to continue the public hearing for Ordinance Nos. 896 and 897 to a date and time certain of January 6, 2025, at 7:00 p.m.</p>

Pond Lane For Development Of A 28-Lot Residential Subdivision.	
<u>City Manager's Business</u>	The City Manager recommended the audience refer to the City Manager's monthly reports included in the Council packet for comprehensive updates and wished everyone a Happy Thanksgiving.
<u>Legal Business</u>	No report.  The continuation of the Executive Session to follow the City Council Meeting.
<b>ADJOURN</b>	10:26 p.m.