

**DEVELOPMENT REVIEW BOARD MEETING  
JANUARY 9, 2023  
6:30 PM**

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Board Member Communications:

3. Recent City Council Action Minutes

City Council Meeting Action Minutes  
November 7, 2022

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Amanda Guile-Hinman, City Attorney  
Kimberly Veliz, City Recorder  
Andrea Villagrana, Human Resource Manager  
Zach Weigel, City Engineer  
Mark Ottenad, Public/Government Affairs Director  
Dan Pauly, Planning Manager  
Miranda Bateschell, Planning Director  
Chris Neamtzu, Community Development Director  
Zoe Mombert, Assistant to the City Manager

**Staff present included:**

Bryan Cosgrove, City Manager

| AGENDA ITEM  | ACTIONS  |
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| <b>WORK SESSION</b>  |  |
| <b>START: 5:00 p.m.</b>  |  |
| A. Frog Pond East and South Master Plan  | Council provided staff additional feedback and input on the draft Frog Pond East and South Master Plan.  |
| B. City of Wilsonville Flag Policy and Update to Wilsonville Code Section 6.150  | The City Attorney reviewed the draft City Flag Policy and draft revision to Wilsonville Code (WC) Section 6.150 with Council and sought their feedback.                |
| <b>REGULAR MEETING</b>   |  |
| <u>Mayor's Business</u>  |  |
| A. Approval of City Application to Metro for the Acquisition of the Frog Pond West Park Property Utilizing Local Share Funds | This item was voted on during the Communications portion of the agenda.  |
| B. League of Oregon Cities (LOC) Opioid Settlement Board   | Council moved to endorse and support Councilor Linville's nomination to serve on the state's Opioid Settlement Board. Passed 4-0-1.                                    |
| C. 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. Frog Pond West Neighborhood Park Community Engagement   | Council moved to approve the City's application to Metro for the acquisition of the Frog Pond West Neighborhood Park Property utilizing Local Share Funds. Passed 5-0. |

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| <p><u>Consent Agenda</u></p> <p>A. <b>Resolution No. 3010</b><br/> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With AKS Engineering &amp; Forestry, LLC For Design And Construction Engineering Services For The 2022 Curb Ramps Upgrade Project (Capital Improvement Project # 4014, 4118, And 4717).</p> <p>B. Minutes of the October 17, 2022 City Council Meeting.</p> | <p>The Consent Agenda was approved 5-0.</p>  |
| <p><u>New Business</u></p> <p>A. <b>Resolution No. 3004</b><br/> A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The “Solid Waste Collection Rate Report, October 2022” And Maintaining The Current Republic Services Rate Schedule, Effective January 1, 2022.</p>  | <p>Resolution No. 3004 was adopted 5-0.</p>  |
| <p><u>Continuing Business</u></p> <p>A. None.</p>   |  |
| <p><u>Public Hearing</u></p> <p>A. None.</p>  |  |
| <p><u>City Manager’s Business</u></p>   | <p>The City Manager announced he would check on the status of the archeologist report on Boones Ferry Landing and forward to Council once available.</p> |
| <p><u>Legal Business</u></p>  | <p>No report.</p>  |
| <p><b>ADJOURN</b></p>   | <p>8:19 p.m.</p>   |

City Council Meeting Action Minutes  
November 21, 2022

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall - Excused  
Councilor Lehan  
Councilor West - Excused  
Councilor Linville

Beth Wolf, Senior Systems Analyst  
Becky White, Permit Technician  
Dwight Brashear, Transit Director  
Scott Simonton, Fleet Services Manager  
Chris Neamtzu, Community Development Director  
Katherine Smith, Assistant Finance Director  
Dan Carlson, Building Official  
Kris Ammerman, Parks and Recreation Director  
Dustin Schull, Parks Supervisor  
Tommy Reeder, Parks Maintenance Specialist  
Zack Morse, Parks Maintenance Specialist  
Roger Moeller, Parks Maintenance Specialist  
Brian Stevenson, Program Manager  
Zach Weigel, City Engineer

**Staff present included:**

Bryan Cosgrove, City Manager  
Andrea Villagrana, Human Resource Manager  
Amanda Guile-Hinman, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Delora Kerber, Public Works Director  
Kimberly Rybold, Senior Planner  
Matt Lorenzen, Economic Development Manager  
Bill Evans, Communications & Marketing Manager

| AGENDA ITEM   | ACTIONS   |
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| <b>WORK SESSION</b>   | <b>START: 5:01 p.m.</b>   |
| A. Local Public Contracting Code Update                         | The City Attorney discussed future updates to the City’s Public Contracting Code that are to be examined and recommended by an inter-departmental project team. |
| B. City Facilities Master Plan Update                           | Council heard a presentation on the findings of the 2022 City Facility Master Plan.   |
| <b>REGULAR MEETING</b>  |   |
| <u>Mayor’s Business</u>   |   |
| A. Letter to the Clackamas County Board of County Commissioners | Council made a motion to approve and send the City’s letter of comment on protecting the French Prairie Rural Reserve. It was approved 3-0.                     |
| B. Upcoming Meetings  | Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.  |

Communications

A. Clackamas County Opioid Settlement Presentation

Clackamas County staff shared information on Oregon’s opioid crisis and outlined terms and conditions of financial awards to be received from pharmaceutical companies by local governments to support treatment and prevention of opioid addiction.

B. Oregon Building Officials Association 2022 Permit Technician of the Year Award

Becky White, Permit Technician was recognized as the Oregon Building Officials Association (OBOA) 2022 Permit Technician of the Year.

C. SMART Award Presentation

NW Natural Gas representatives recognized Scott Simonton, Fleet Services Manager and SMART with the Achievement Award-Natural Gas Transit Fleet Program from Natural Gas Vehicles for America (NGVAmerica), which recognizes outstanding contributions to the advancement of natural gas for transportation fuel.

D. Nature Play Area Awards

Parks & Recreation staff was recognized as recipients of the Oregon Recreation & Park Association (ORPA) 2022 “Design & Construction Award” in the small project category for the design and construction of the new Nature Playground at Memorial Park.

Consent Agenda

A. **Resolution No. 2993**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into An Intergovernmental Agreement Between Clackamas County, Washington County, And The City Of Wilsonville Related To The Stafford Road At 65th Avenue Temporary Traffic Signal And Traffic Control Changes At 65th Avenue At Elligsen Road Project.

B. **Resolution No. 3005**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With DOWL To Provide Engineering Consulting Services For The Willamette Water Supply PLM 1.3: Construction Inspection Of City Infrastructure Project (Capital Improvement Project No. 1127).

The Consent Agenda was approved 3-0.

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| <p>C. <b><u>Resolution No. 3007</u></b><br/> A Resolution Of The City Of Wilsonville Authorizing The Arts, Culture, And Heritage Commission To Administer And Recommend Funding Of The Community Cultural Events And Programs Grant.</p> <p>D. <b><u>Resolution No. 3011</u></b><br/> A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Carollo Engineers For The Wastewater Treatment Plant Master Plan Project (Capital Improvement Project #2104).</p> <p>E. Minutes of the November 7, 2022 City Council Meeting.</p> |   |
| <p><b><u>New Business</u></b></p> <p>A. <b><u>Resolution No. 3001</u></b><br/> A Resolution Of The City Of Wilsonville Approving The Findings Of The 2022 City Facility Master Plan.</p> <p>B. <b><u>Resolution No. 3012</u></b><br/> A Resolution Of The Wilsonville City Council Adopting The 2022 Urban Renewal Strategic Plan As Recommended By The Urban Renewal Task Force.</p> <p>C. <b><u>Resolution No. 3013</u></b><br/> A Resolution Of The City Of Wilsonville Adopting The Town Center Infrastructure Funding Plan.</p>  | <p>Resolution No. 3001 was adopted 3-0.</p> <p>Resolution No. 3012 was adopted 3-0.</p> <p>Resolution No. 3013 was adopted 3-0.</p> |
| <p><b><u>Continuing Business</u></b></p> <p>A. None.</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 shared that the Shred Day event brought in about \$2,200 in donations for Wilsonville Community Sharing.</p>    |
| <p><b><u>Legal Business</u></b></p>   | <p>No report.</p>   |

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| <b>URBAN RENEWAL AGENCY</b>   |  |
| <u>URA Consent Agenda</u><br>A. <b><u>URA Resolution No. 333</u></b><br>A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Enter Into An Intergovernmental Agreement Between Clackamas County, Washington County, And The City Of Wilsonville Related To The Stafford Road At 65th Avenue Temporary Traffic Signal And Traffic Control Changes At 65th Avenue At Elligsen Road Project.<br><br>B. Minutes of the October 17, 2022 Urban Renewal Agency Meeting. | The URA Consent Agenda was approved 3-0. |
| <u>New Business</u><br>A. <b><u>URA Resolution No. 332</u></b><br>A Resolution Of The City Of Wilsonville Urban Renewal Agency Adopting The 2022 Urban Renewal Strategic Plan As Recommended By The Urban Renewal Task Force.   | URA Resolution No. 332 was adopted 3-0.  |
| <u>URA Public Hearing</u><br>A. None.   |  |
| <b>ADJOURN</b>  | 9:39 p.m.                                |

City Council Meeting Action Minutes  
December 5, 2022

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan – Work Session Only  
Councilor West - Excused  
Councilor Linville

Amanda Guile-Hinman, City Attorney  
Jeanna Troha, Assistant City Manager  
Zoe Mombert, Assistant to the City Manager  
Miranda Bateschell, Planning Director  
Dan Pauly, Planning Manager  
Dustin Schull, Parks Supervisor  
Chris Delk, Parks Maintenance Specialist  
Dan Carlson, Building Official  
Bill Evans, Communications & Marketing Manager

**Staff present included:**

Bryan Cosgrove, City Manager

| AGENDA ITEM  | ACTIONS   |
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| <b>WORK SESSION</b>  |   |
| <b>START:</b> 5:05 p.m.  |   |
| A. Cultural Calendar   | Council was presented a draft calendar that identifies several dates of cultural significance.  |
| B. Update on City Response to Emerald Ash Borer                                | Staff discussed efforts to mitigate Emerald Ash Borer (EAB) a destructive insect that threatens the City’s ash trees.   |
| C. Willamette Water Supply Program Wilsonville Area Pipeline Project (PLM_1.3) | Council was informed construction plans for a two-mile segment of underground water pipeline to be installed along portions of Kinsman Road, 95 <sup>th</sup> Avenue, Boeckman Road, and Ridder Road. |
| D. Commercial and Mechanical Building Codes                                    | Staff presented on Resolution No. 3015, which adopts the Structural Specialty Code and the Mechanical Specialty Code and repeals all prior resolutions.   |
| <b>REGULAR MEETING</b>   |   |
| <u>Mayor’s Business</u>  |   |
| A. Wilsonville Wildcats Week Proclamation                                      | The Mayor read a proclamation declaring the week of December 5 – 9, 2022 as Wildcats Week and presented a proclamation to the Wilsonville High School Girls Soccer Team.                              |
| B. Boards/Commission Appointments/Reappointments                               | <b><u>Budget Committee – Reappointment</u></b><br>Reappointment of Synthea Russell to the Budget Committee for a term beginning 1/1/2023 to 12/31/2025. Passed 3-0.                                   |



**Development Review Board A**

Reappointment of Rachelle Barrett and Jean Svadlenka to the Development Review Board A for a term beginning 1/1/2023 to 12/31/2024. Passed 3-0.

**Development Review Board**

Appointment of Jordan Herron, Yara Alatawy, John Hildum and Rob Candrian to the Development Review Board for a term beginning 1/1/2023 to 12/31/2024. Passed 3-0.

**Kitakata Sister City Advisory Board**

Reappointment of Seiji Shiratori and Ashleigh Sumerlin to the Kitakata Sister City Advisory Board for a term beginning 1/1/2023 to 12/31/2025. Passed 3-0.

**Kitakata Sister City Advisory Board**

Appointment of Yuki Puram to the Kitakata Sister City Advisory Board for a term beginning 1/1/2023 to 12/31/2024. Passed 3-0.

**Kitakata Sister City Advisory Board**

Appointment of John Bohlen to the Kitakata Sister City Advisory Board for a term beginning 1/1/2023 to 12/31/2023. Passed 3-0.

**Parks & Recreation Advisory Board**

Appointment of Keith Gary to the Parks & Recreation Advisory Board for a term beginning 1/1/2023 to 12/31/2026. Passed 3-0.

**Planning Commission**

Appointment of Nicole Hendrix to the Planning Commission for a term beginning 1/1/2023 to 12/31/2026. Passed 3-0.

**Wilsonville-Metro Community Enhancement Committee**

Appointment of Maripat Hensel to the Wilsonville-Metro Community Enhancement Committee for a term beginning 1/1/2023 to 6/30/2024. Passed 3-0.

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| <p>C. Upcoming Meetings</p>   | <p>Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.</p>   |
| <p><u>Communications</u><br/>A. None.</p>   |   |
| <p><u>Consent Agenda</u><br/>A. Minutes of the November 21, 2022 Council Meeting.</p>   | <p>The Consent Agenda was approved 3-0.</p>   |
| <p><u>New Business</u><br/>A. <b><u>Resolution No. 3015</u></b><br/>A Resolution Of The City Of Wilsonville Adopting The Structural Specialty Code And The Mechanical Specialty Code And Repealing All Prior Resolutions That Previously Adopted A Structural Specialty Code Or Mechanical Specialty Code.</p>  | <p>Resolution No. 3015 was adopted 3-0.</p>   |
| <p><u>Continuing Business</u><br/>A. None.</p>  |   |
| <p><u>Public Hearing</u><br/>A. <b><u>Ordinance No. 871</u></b><br/>An Ordinance Of The City Of Wilsonville Amending The Comprehensive Plan Text And Areas Of Special Concern Map To Adopt Airport Good-Nighbor Policies And Designate The Aurora State Airport And Surrounding Properties As An Area Of Special Concern.<br/><br/>B. <b><u>Ordinance No. 870</u></b><br/>An Ordinance Of The City Of Wilsonville Adopting The Frog Pond East And South Master Plan And Related Comprehensive Plan Text And Map Amendments.</p> | <p>After a public hearing was conducted, Ordinance No. 871 was approved on first reading by a vote of 3-0.<br/><br/>After a public hearing was conducted, Ordinance No. 870 was approved on first reading by a vote of 3-0.</p> |
| <p><u>City Manager's Business</u></p>   | <p>The City Manager reiterated the Tree Lighting event was amazing.</p>   |
| <p><u>Legal Business</u></p>  | <p>No report.</p>   |
| <p><b>ADJOURN</b></p>   | <p>8:21 p.m.</p>  |

City Council Meeting Action Minutes  
December 19, 2022

**City Council members present included:**

Mayor Fitzgerald  
Council President Akervall  
Councilor Lehan  
Councilor West  
Councilor Linville

Dwight Brashear, Transit Director  
Eric Loomis, Transit Operations Manager  
Zach Weigel, City Engineer  
Ryan Adams, Assistant City Attorney  
Jeanna Troha, Assistant City Manager  
Chris Neamtzu, Community Development Director  
Matt Lorenzen, Economic Development Manager  
Dan Carlson, Building Official  
Miranda Bateschell, Planning Director  
Dan Pauly, Planning Manager  
Keith Katko, Finance Director  
Katherine Smith, Assistant Finance Director  
Bill Evans, Communications & Marketing Manager

**Staff present included:**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney  
Kimberly Veliz, City Recorder  
Zoe Mombert, Assistant to the City Manager  
Anne MacCracken, Transit Management Analyst

| AGENDA ITEM  | ACTIONS   |
|--|---|
| <b>WORK SESSION</b>  |   |
| <b>START: 5:01 p.m.</b>  |   |
| A. Survey Results Childcare/Workforce Wilsonville                  | Staff shared the results of a recent survey to assess the childcare needs of local families and the impact of the current childcare environment on the local labor force.   |
| B. SMART Annual Rider Survey Results                               | Staff shared details from SMART’s annual passenger survey, an internal tool used to improve service levels, satisfy reporting requirements, and inform future routes.   |
| C. Canyon Creek / Boeckman Intersection Design Update              | Staff shared approximate costs and alternatives under consideration to improve the Canyon Creek Road / Boeckman Road intersection in conjunction with the Boeckman Road Corridor Improvement Project. The Council agreed with staff’s recommendation to proceed with a roundabout at this intersection. |
| <b>REGULAR MEETING</b>   |   |
| <u>Mayor’s Business</u>  |   |
| A. Recognition of Outgoing Councilors Ben West and Charlotte Lehan | Councilors Ben West and Charlotte Lehan whom terms end December 31, 2022 were recognized appreciated for their service.   |
| B. Transit Oriented Development Project                            | Council moved to approve Palindrome as the successful proposer for the Transit Oriented Development Project. Passed 5-0.  |



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| <p>B. <b><u>Resolution No. 3014</u></b><br/>A Resolution Adopting The Canvass Of Votes Of The November 8, 2022 General Election.</p> <p>C. <b><u>Resolution No. 3026</u></b><br/>A Resolution Of The City Of Wilsonville Authorizing South Metro Area Regional Transit (SMART) To A Renewal Of Goods And Services Contract With Optibus, Inc.</p> <p>D. Minutes of the December 5, 2022 City Council Meeting.</p>  |   |
| <p><b><u>New Business</u></b><br/>A. None.</p>   |   |
| <p><b><u>Continuing Business</u></b><br/>A. <b><u>Ordinance No. 870</u></b><br/>An Ordinance Of The City Of Wilsonville Adopting The Frog Pond East And South Master Plan And Related Comprehensive Plan Text And Map Amendments.</p> <p>B. <b><u>Ordinance No. 871</u></b><br/>An Ordinance Of The City Of Wilsonville Amending The Comprehensive Plan Text And Areas Of Special Concern Map To Adopt Airport Good-Neighbor Policies And Designate The Aurora State Airport And Surrounding Properties As An Area Of Special Concern.</p> <p>B.</p> | <p>Ordinance No. 870 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 871 was adopted on second reading by a vote of 5-0.</p> |
| <p><b><u>Public Hearing</u></b><br/>A. <b><u>Resolution No. 3016</u></b><br/>A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2022-23.</p>   | <p>After a public hearing was conducted, Resolution No. 3016 was adopted by a vote of 5-0.</p>  |
| <p><b><u>City Manager’s Business</u></b></p>   | <p>The City Manager echoed the comments made by others about Councilors Lehan and West.</p>   |
| <p><b><u>Legal Business</u></b></p>  | <p>Council moved to file an amicus brief on Oregon Court of Appeals cases 179661, 179649 and 179634. Passed 5-0.</p>                              |
| <p><b>ADJOURN</b></p>  | <p>8:50 p.m.</p>  |