



## CITY COUNCIL MINUTES

December 05, 2022 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

A regular meeting of the Wilsonville City Council was held at the Wilsonville City Hall beginning at 7:00 p.m. on Monday, December 5, 2022. The Mayor called the meeting to order at 7:01 p.m., followed by roll call and the Pledge of Allegiance.

#### PRESENT:

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville

#### EXCUSED:

Councilor Lehan  
Councilor West

#### STAFF PRESENT:

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney  
Dan Carlson, Building Official  
Jeanna Troha, Assistant City Manager  
Zoe Mombert, Assistant to the City Manager  
Bill Evans, Communications & Marketing Manager  
Miranda Bateschell, Planning Director  
Dan Pauly, Planning Manager

3. Motion to approve the following order of the agenda.

**Motion:** Moved to approve the following order of agenda.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**MAYOR'S BUSINESS**

4. Wilsonville Wildcats Week Proclamation

The Mayor read a proclamation declaring December 5, 2022 to December 9, 2022 as Wilsonville Wildcats Week in Wilsonville.

Head Coach Alex Boehm was invited to say a few words about the team. Coach Boehm thanked the Council and the community for their support. He understood the team was being honored because of their amazing performance in the State Championship game, which led to the teams win. However, Coach Boehm communicated that the team was so much greater than that one game. He added that over the season, the team overcame adversity, demonstrated trust, grit, and resilience.

Proclamations were presented to team members and photos taken.

The following players were present:

Jasmine Brown	Camryn Schaan	Shea Moomaw	Addie Arakelian
Brooklyn Bybee	Avery Underhill	Hannah Aldrich	Tegan Waters
Elena Piazza	Kenley Whittaker	Taylor Smith	Natalie Kendig
Alexis Mcilmoil	Kate Giese	Grace Wilson	Campbell Lawler
Caroline de la Motte	Resse Holsey	Kiah Fee	Sammie Baker

Players unable to attend included:

Maddie Downie	Cassie Wedin	Ashlyn Ring
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Coaching staff recognized included:

Head Coach Alex Boehm	Assistant Coach Tammy Sue Bradley	
Assistant Coach CJ Koll	Assistant Coach Andreas Hodges	Assistant Coach Jake Smeraglio

5. Boards/Commission Appointments/Reappointments

**Budget Committee – Reappointment**

Reappointment of Synthea Russell to the Budget Committee for a term beginning 1/1/2023 to 12/31/2025.

**Motion:** Moved to ratify the reappointment of Synthea Russell to the Budget Committee for a term beginning 1/1/2023 to 12/31/2025.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**Development Review Board A – Reappointments**

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

**Motion:** Moved to ratify the reappointment of Rachelle Barrett and Jean Svadlenka to the Development Review Board A for a term beginning 1/1/2023 to 12/31/2024.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**Development Review Board – Appointments**

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.

**Motion:** Moved to ratify the 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.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**Kitakata Sister City Advisory Board – Reappointments**

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.

**Motion:** Moved to ratify the 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.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**Kitakata Sister City Advisory Board – Appointments**

Appointment of Yuki Puram and John Bohlen to the Kitakata Sister City Advisory Board for a term beginning 1/1/2023 to 12/31/2025.

**Motion:** Moved to ratify the appointment of Yuki Puram and John Bohlen to the Kitakata Sister City Advisory Board for a term beginning 1/1/2023 to 12/31/2025.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**Parks & Recreation Advisory Board – Appointment**

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

**Motion:** Moved to ratify the appointment of Keith Gary to the Parks & Recreation Advisory Board for a term beginning 1/1/2023 to 12/31/2026.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**Planning Commission – Appointment**

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

**Motion:** Moved to ratify the appointment of Nicole Hendrix to the Planning Commission for a term beginning 1/1/2023 to 12/31/2026.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**Wilsonville-Metro Community Enhancement Committee – Appointment**

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

**Motion:** Moved to ratify the appointment of Maripat Hensel to the Wilsonville-Metro Community Enhancement Committee for a term beginning 1/1/2023 to 6/30/2024.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

6. Upcoming Meetings

The Mayor then reported on the following:

**Department of Aviation Request for Special Land-use Rules at Aurora State Airport**

- Last week, City of Aurora Mayor Asher and the Mayor collaborated on a joint letter from the Cities of Aurora and Wilsonville to the Land Conservation and Development Commission (LCDC).
- The letter supported the Department of Land Conservation and Development's (DLCD) decision to decline a request by the Oregon Department of Aviation to make special land-use rules for the Aurora State Airport, instead of creating special-interest exemptions to Oregon land-use law.
- The intent of the letter was to ask that the Aviation Department to comply with state law.
- The letter was well received and the Mayor understood from the DLCD that they have a full plate and do not intend to take that up at this time.

The Mayor announced a number of upcoming meetings and events including:

**ODOT Public Comment Period on Highway Tolling Issues**

- The Oregon Department of Transportation opened up a 50-day public comment period on the Regional Mobility Pricing Project, which is about the highway tolling issues.
- This is the proposed program to toll I-5 and I-205 in the Portland metro area to generate construction revenue and manage traffic congestion.
- The Mayor explained that on the City's website there was a shortcut to the comment portal.
- Public comment may be submitted until January 6, 2023.

## **COMMUNICATIONS**

There was none.

## **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS**

*This is an opportunity for visitors to address the City Council on 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.*

There was none.

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

### **7. Council President Akervall**

The Council President shared she attended the Tree Lighting Ceremony. She then thanked attendees, performers and staff for their participation.

It was announced that a delegation of high school students from Kitakata, Japan was visiting this week.

The Mayor then explained she and Council President Akervall attended a welcome dinner for the students and their chaperones. In addition, earlier that morning there was a breakfast for students at City Hall, where students presented on Kitakata. The City also received a letter from the Mayor of Kitakata, recognizing the almost 35 years of the joint exchange program with the City of Wilsonville. Moreover, the rabbit at the dais was a gift from Kitakata as starting January 2023 was the year of the rabbit.

Council President Akervall asked those that come across the students, teachers, and chaperones to give them a special welcome.

The Council President then mentioned the Parks and Recreation Department was doing an activity over the next two weeks called the Hunt for the Holiday Symbols. The hidden holiday symbols would represent the different winter holidays. The audience was told Parks and Recreation staff would be releasing clues for the hunt over their social media accounts.

### **8. Councilor Lehan - Excused**

### **9. Councilor West – Excused**

### **10. Councilor Linville**

Councilor Linville reported she had not heard anything yet from the governor in terms of her appointment to the Opioid Settlement Board.

Prior to the next City Council meeting Councilor Linville planned to attend the Clackamas County Coordinating Committee (C4) Metro Subcommittee.

Councilor Linville reminded the audience that the Parks and Recreation Department was conducting the City's Ninth Annual Toy Drive. Residents could drop off new, unwrapped toys at the Parks and Recreation Administration building in Town Center Park until December 9, 2022. All toys collected would be distributed to local individuals and families in need.

In addition, the Parks and Recreation Department was sponsoring the "Fill a Stocking for a Senior Citizen." The stockings are intended for older residents who are enrolled in the Community Center's Home Delivered Meal Program. Stockings can include small games, puzzles, ornaments, personal care items, greeting cards, stamps; gift cards to local grocery stores; coffee, tea, cocoa, or snacks. Filled stockings are to be dropped at the Parks and Recreation Administration building until December 9, 2022.

In closing, the Mayor reminded that the next City Council meeting was scheduled for December 19, 2022.

### **CONSENT AGENDA**

The City Attorney read the title of the consent agenda into the record.

11. Minutes of the November 21, 2022 City Council Meeting.

**Motion:** Moved to approve the consent agenda as read.

Motion made by Councilor Linville, Seconded by Council President Akervall.

#### **Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

### **NEW BUSINESS**

#### **12. Resolution No. 3015**

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.

The City Attorney read the title of Resolution No. 3015 into the record.

It was recalled that Council heard a presentation on Resolution No. 3015 during the Work Session held prior to the City Council meeting.

**Motion:** Moved to approve Resolution No. 3015.

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**CONTINUING BUSINESS**

There was none.

**PUBLIC HEARING**

Staff presenting on Ordinance No. 870 were delayed. Therefore, Ordinance No. 871 was moved up in the order of the agenda.

**13. Ordinance No. 871**

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.

The City Attorney read the title of Ordinance No. 871 into the record on first reading.

The Mayor read the public hearing script and called to order the public hearing at 7:40 p.m.

Miranda Bateschell, Planning Director and Chris Green of Harper Houf Peterson Righellis, Inc. (HHPR) provided the staff report and PowerPoint, which has been made a part of the record.

The Mayor invited public testimony, seeing none the Mayor closed the public hearing on Ordinance No. 871 at 7:53 p.m.

**Motion:** Moved to adopt Ordinance No. 871 on first reading.

Motion made by Councilor Linville, Seconded by Council President Akervall.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.



**14. Ordinance No. 870**

An Ordinance Of The City Of Wilsonville Adopting The Frog Pond East And South Master Plan And Related Comprehensive Plan Text And Map Amendments.

The City Attorney read the title of Ordinance No. 870 into the record on first reading.

The Mayor read the public hearing script and called to order the public hearing at 7:56 p.m.

Dan Pauly, Planning Manager and Joe Dills of MIG, Inc. provided the staff report and PowerPoint, which has been made a part of the record.

Council asked clarifying questions.

The Mayor invited public testimony, seeing none the Mayor closed the public hearing on Ordinance No. 870 at 8:15 p.m.

**Motion:** Moved to adopt Ordinance No. 870 on first reading.

Motion made by Council President Akervall, Seconded by Councilor Linville.

Discussion ensued.

**Restated Motion:** Moved to adopt Ordinance No. 870 on first reading, with the additions of Exhibits D and G and details shared during staff presentation.

*Appended to the minutes is the memorandum edits to the Frog Pond East and South Master Plan from Planning Commission and City Council Hearings.*

Motion made by Council President Akervall, Seconded by Councilor Linville.

**Voting Yea:**

Mayor Fitzgerald, Council President Akervall, Councilor Linville

**Vote:** Motion carried 3-0.

**CITY MANAGER'S BUSINESS**

The City Manager complimented the Parks and Recreation Department on the amazing Tree Lighting Event. He further added the event gets better every year. Moreover, he was most impressed with the number of groups that Erica Behler, Recreation Coordinator had included in the event. The groups included various schools and a variety of ages.

**LEGAL BUSINESS**

There was none.

**ADJOURN**

The Mayor adjourned the meeting at 8:21 p.m.

Respectfully submitted,

DocuSigned by:

*Kimberly Veliz*

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Kimberly Veliz, City Recorder

ATTEST:

DocuSigned by:

*Julie Fitzgerald*

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Julie Fitzgerald, Mayor



## EAST & SOUTH MASTER PLAN

### **Edits to the Frog Pond East and South Master Plan from Planning Commission and City Council Hearings**

The following is a consolidated list of outstanding edits to the Frog Pond East and South Master Plan Document directed by the City Council adoption. The list includes edits noted in Exhibits D and G (Correction Memos) and the added change noted during the presentation on December 5. These will be incorporated into a final published version of the Master Plan Document, scheduled to be completed by early January.

Within beginning pages of the Master Plan Report, add an acknowledgements page

The acknowledge page will follow the format of Frog Pond West and include the names of: the City Council, the Planning Commission, participating City staff, and consultants.

Page 2 or 4 in Chapter 1, add call-out box describing what “Master Planning” is and is not.

On Page 2 or 4, depending on formatting of other text, include a call out box with the following language:

Master Planning identifies the types and locations of the homes, parks, open spaces, streets, trails and neighborhood amenities to be built over the next 10-20 years. Master Plans also identify implementing policies and regulatory strategies, along with water, sewer, stormwater, and transportation infrastructure needs and funding sources.

While Master Planning identifies the general types and locations of homes, parks, etc. it is not an approval for construction of such uses. Following Master Planning, the City develops a variety of detailed standards and rules that development must follow to remain consistent with the Master Plan. Final City approval of what to build comes as property owners request annexation into the City and the City reviews proposed subdivisions and building permits against these implementing standards and rules. Some variation from specific illustrations in the Master Plan may occur as detailed development plans are approved, while still remaining substantially consistent with the Master Plan and with the implementing standards and rules.

Pages 9-10, Typographical and Clarifying Edits to Engagement Summary Table (Table 1)

In the “Impact on Master Plan” response to “Concerns about increased traffic” replace the word “as ” in first sentence with “at” and add to the phrase “level of service” the words “and safety”. The updated sentence will read:

The Master Plan provides improvements to ensure the area functions at City’s standards for traffic level of service and safety.

In the “Impact on Master Plan” response to “A successful commercial area, a place of gathering” add the word “and” prior to “convenient services.”

Replace the words “and will get more so” after “Transit access is important” with “and will continue to gain in importance” to be more clear of the intention of the statement.

Move header “Phase 2-Summer” to top of Page 10.

In the “Impact on Master Plan” response to “Participants really like Wilsonville’s parks . . .” add an additional sentence at the end that reads as follows:

The Master Plan also integrates small green spaces in each subdistrict, trails in the BPA easement area, and an overall trail system that is interconnected with the regional trail network.

Page 17 of the Master Plan Report, Clarify Legend on Regional Context Map:

The current legend could cause confusion between Frog Pond West and undesignated rural land. The legend will be edited as follows:

- Add differentiating color clearly calling out Frog Pond West
- Include "undesignated rural land" as a separate item in the legend

Page 19, Update “60<sup>th</sup> Trail” label on map.

Replace “60<sup>th</sup> Trail” label with “60<sup>th</sup> Sidewalk” on map to be clearer about planned nature of the pedestrian facility.

Page 32, Spell out LCG on first reference

At beginning of last paragraph of page 32 replace “LCG” with “Leland Consulting Group (LCG)”. The remaining references to LCG remain the same.

Page 62, Discretionary review of development in specific urban design contexts.

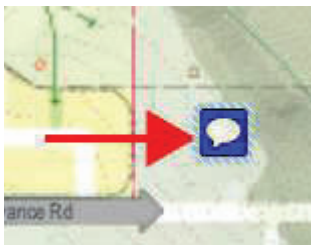
Remove the reference to discretionary review in relation to edges of mapped urban form as there may be both clear and objective and discretionary standards adopted related to this topic, as will be determined in the upcoming code writing process.

The updated second paragraph under the “Form Based Design and Transect” subsection will read:

To support a seamless “feathering out” and context specific design, the implementing code will include criteria for specific urban design contexts, including but not limited to: transitions between mapped urban design forms, adjacency to the main street commercial, and adjacency to Stafford Road.

Page 81, Local street termination update per City Engineer.

On the Street and Block Demonstration Plan, on the very east edge of Frog Pond East just north of Advance Road have illustrated local street continue directly east.



Page 84, Updates to Active Transportation Plan map.

Update SW 63<sup>rd</sup> Avenue south of SW Advance Road to accurately show the built condition of unprotected bike lanes. This section of SW 63<sup>rd</sup> Avenue was built to urban standards as part of the Meridian Creek Middle School project.

Show a connection from bike lane at the north end of 60<sup>th</sup> to the broader off-street trail network centered on the BPA Easement area.



Pages 86-87, Footnotes regarding emergency access added to Figure 21 and 22, Stafford and Advance Road cross section diagrams.

The following footnotes will be added to both cross sections reflecting City Engineer recommendations regarding emergency vehicle access following discussion with TVF&R.

1. The median curb shall be set back from the travel lane striping to provide a travel lane minimum clear width of 12 feet curb face to curb face. Travel lanes will be striped at 11 feet in width as shown on the street cross sections.
2. A clear space of no less than 19 feet shall be provided for at least 50% of the length of the roadway to provide space for motor vehicles to pull to the side and allow emergency vehicles to pass. This will likely result in center landscape medians being limited to 50% the length of a roadway.

On Pages 86-90 of the Master Plan Report, Total Cross-Section Width:

Calculate and add accurate total anticipated right-of-way width for all presented cross sections.

Pages 93, Delete list of Main Street recommended trees.

The Master Plan has veered away from providing a specific list of trees as this changes over time. The City has particularly learned this as the City staff worked through the response to the February 2021 ice storm and has dealt with trees responding to novel weather patterns and pests. A list inadvertently was left under the main street. Most of these trees are not on the City's current approved tree list. To be consistent the list will be deleted in its whole beginning with the sentence that begins "Example street trees" through the words "(Acer griseum)".

Page 107, Edit text to clarify that public ownership of the Grange building is subject to future funding.

Add a sentence to implementation measure 5 regarding the Frog Pond Grange in order to clarify the uncertainty of future funding. Added sentence will read as follows:

Any future public ownership or use of the Grange building is dependent on future funding not yet identified.

Page 107-108, Add south side of SW Advance Road to areas for special design.

References to SW Advance Road in Implementation Measure 9 all refer only to the north side of SW Advance Road. Per the Planning Commission motion to adopt Resolution No. LP22-0002 on November 16, the references are changed to be inclusive of residential development on the south side of SW Advance Road.

In the final paragraph of Page 107 and the first sentence of “b.” on Page 108 the reference is changed from “north side of SW Advance Road” to simply “SW Advance Road”. The final sentence of “b.” continues to reference the “north side” as the statement about facing the park only applies to the north side of the road.

Page 108, Add implementation measure regarding side-yard usability.

Add an implementation measure that provides direction on usability of smaller side yards.

11. Standards that ensure private yard spaces, particularly for closely spaced detached homes, are of a size and design that are usable, accessible, and practical to maintain.

Appendix F, Page 13 (Table 2) and Page 18 (Figure 18)

Per direction of the City Engineer this table and figure need to be updated for stormwater pipe sizes to reflect a 25-year rather than a 100-year peak flow to match City standards.

Appendix I, Transportation Analysis, finalization of document as follows:

Throughout Transportation Analysis remove “Draft” Watermark

On Page 19, under Roadway Projects, edit the descriptions to read as follows for Stafford and Advance Roads:

- Widen Stafford Road to a three-lane cross section (two travel lanes with a center turn lane). Include curb, gutter, sidewalks, landscape strips, and bicycle facilities on both sides. The final cross-section will be determined by the City Engineer. Additionally, plan setbacks to accommodate potential future road widening.
- Widen Advance Road to a three-lane cross section (two travel lanes with a center turn lane). Include curb, gutter, sidewalks, landscape strips, and

bicycle facilities on both sides. The final cross-section will be determined by the City Engineer.

General, throughout the document:

Revise non-substantive formatting, semantics and graphics to correct errors and improve readability as needed.