



## DEVELOPMENT REVIEW BOARD PANEL B AGENDA

February 23, 2026 at 6:30 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PARTICIPANTS MAY ATTEND THE MEETING AT:

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/81495007189>

### TO PROVIDE PUBLIC TESTIMONY:

Individuals must submit a testimony card online:

<https://www.wilsonvilleoregon.gov/DRB-SpeakerCard>

### CALL TO ORDER

### CHAIR'S REMARKS

### ROLL CALL

John Andrews	Rachelle Barrett
Dana Crocker	George Dunn
Kamran Mesbah	

### CITIZEN INPUT

*This is an opportunity for visitors to address the Development Review Board on items not on the agenda. Staff and the Board will make every effort to respond to questions raised during citizens input before tonight's meeting ends or as quickly as possible thereafter.*

### ELECTION OF 2026 CHAIR AND VICE-CHAIR

1. Chair
2. Vice-Chair

### CONSENT AGENDA

3. Approval of minutes of the July 28, 2025 DRB Panel B meeting

### PUBLIC HEARINGS

### BOARD MEMBER COMMUNICATIONS

4. Results of the October 13, 2025 DRB Panel A meeting

Development Review Board Panel B

February 23, 2026

Page 1 of 2

5. Results of the February 9, 2026 DRB Panel A meeting

6. Recent City Council Action Minutes

## **STAFF COMMUNICATIONS**

7. Housing Statutory Compliance Project

8. DRB Motion Training

## **ADJOURN**

*The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Shelley White, Planning Administrative Assistant at [drbb@wilsonvilleoregon.gov](mailto:drbb@wilsonvilleoregon.gov) or 503-682-4960: assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habrá intérpretes disponibles para aquéllas personas que no hablan Inglés, previo acuerdo. Comuníquese al 503-682-4960.*

**DEVELOPMENT REVIEW BOARD MEETING**

Item 3.

**MONDAY, FEBRUARY 23, 2026**  
**6:30 PM**

---

**Consent Agenda:**

3. Approval of minutes of the July 28, 2025 DRB Panel B meeting



**Development Review Board - Panel B**  
**Regular Meeting Minutes**  
**July 28, 2025**  
 Wilsonville City Hall & Remote Video Conferencing  
<https://www.ci.wilsonville.or.us/meetings/pc>

**CALL TO ORDER - ROLL CALL**

**Chair Barrett** called the meeting to order at 6:30 pm.

**CHAIR'S REMARKS**

The Conduct of Hearing and Statement of Public Notice were read into the record.

**ROLL CALL**

Present for roll call were: Rachelle Barrett, Megan Chuinard, Kamran Mesbah, and Dana Crocker. John Andrews was absent.

Staff present: Daniel Pauly, Stephanie Davidson, Kimberly Rybold, Georgia McAlister, and Shelley White

**CITIZEN INPUT**

There was none.

**CONSENT AGENDA**

1. Approval of the February 24, 2025 DRB Panel B Minutes

**Megan Chuinard moved to approve the February 24, 2025 DRB Panel B meeting minutes as presented. Dana Crocker seconded the motion, which passed 3 to 0 to 1. (Ayes: Chuinard, Barrett, Crocker. Nays: None. Abstains: Mesbah)**

**PUBLIC HEARING**

2. **Resolution No. 441. ParkWorks.** The applicant is requesting approval of a Class 3 Sign Permit, Waiver, and Site Design Review for the installation of a 355-square-foot wall sign and a mural on an industrial building visible from SW Parkway Avenue and Interstate 5.

Case Files:

DB25-0002 ParkWorks  
 -Class 3 Sign Permit (SIGN25-0007)  
 -Waiver (WAI25-0001)  
 -Site Design Review (SDR25-0002)

**Chair Barrett** called the public hearing to order at 6:35 p.m. and read the conduct of hearing format into the record. Chair Barrett and Kamran Mesbah declared for the record that they had

visited the site. No board member, however, declared a conflict of interest, bias, or conclusion from a site visit. No board member participation was challenged by any member of the audience.

**Associate Planner McAlister** announced that the criteria applicable to the application were stated starting on page 2 of the Staff report, which was entered into the record. Copies of the report were made available to the side of the room and on the City's website.

**Associate Planner McAlister** presented the Staff report via PowerPoint, briefly noting the site's location, current zoning, and Comprehensive Plan designation, as well as surrounding land uses. She reviewed the requested applications, all of which required discretionary review, with these key comments:

- Proper noticing for the application was followed with notice mailed on July 8th to all property owners within 250 ft of the subject property, published in the newspaper, and posted on the site and the City's website. One public comment in support of the mural was received during the comment period and was included as Exhibit C1.
- The proposed sign was proposed on the building's west façade, which faced SW Parkway Ave and was adjacent to the main parking area, making it eligible for a wall sign. The Applicant proposed the placement of a painted wall sign on the north portion of the upper west façade. The subject request was for a 355 sq ft sign, which exceeded the 132 sq ft wall sign allowance; therefore, requiring a waiver, triggering a DRB review per the Sign Code.
  - The sign was designed to be compatible and complementary with the existing building and surrounding development, aside from its size. Placing the sign on the upper portion of the west façade above the red brick, and within the gray/black parapet, fit well with the existing architecture and modern industrial feel of the campus and matched the existing Master Sign Plan. (Slide 5)
- Waivers exist to provide flexibility while upholding the intent of the Development Code regulations. When reviewing a waiver, a key question was to determine how far a proposal should be allowed to depart from the standard. If the level of departure was on a spectrum, one end would be the "minimum necessary" test, which the City used for variances to address a specific hardship, and the departure from the standard had to be the smallest amount needed to relieve that hardship. The Code did not apply the minimum necessary test to waivers.
  - The other end of the spectrum would be a "complete waiver" or treating the standard as if it did not exist once the Applicant provided justification. In nearly all cases, a complete waiver disregarded the purpose and objective of the Code standards being waived by implying the regulation was not necessary. The Code did not support the complete waiver approach due to lack of language clearly endorsing complete waivers and by requiring justifications that showed the Code's purposes and objectives were still met with the waiver.
  - Because waivers had to be supported by reasonableness in the Development Code and applicants were required to justify waivers based on how they better achieved

objections of the regulations being waived, the extent of the departure had to be commensurate with the justification.

- If the departure went beyond what was needed to meet the justification, it lost its connection to the waiver's purpose, so while waivers were not held to the same strict standard as variances, they still leaned much closer to "minimum necessary" than the "complete waiver" end of the spectrum. The expected level of departure could be described as reasonably justified.
- Tonight, the Board had to determine if the waiver for the 350 sq ft sign was reasonably justified and would result in improved design; a sign more compatible and complementary with the ParkWorks building, site, zone and surrounding developments; and if the sign would improve, or at least not negatively impact, public safety. The content of the sign was not under consideration.
- Per the Applicant, the need for a 350 sq ft sign was due to visibility, functionality, and design, and the absence of readily identifiable signage on the building. In addition, the remote location of the main entrance and existing monument sign made it difficult to identify both the building and the development from Parkway Ave and I-5. The Applicant's methodology for calculating the ideal sign, readability, and visibility could be found in their narrative, Exhibits B4 and B5, and the waiver criteria findings.
- Staff noted that the Sign Code did not use the same methodology, based on visibility calculations, to determine sign allowances. Instead, the wall sign allowances within the Sign Code were calculated based on the length of the sign-eligible façade to allow flexibility while meeting Sign Code objectives. Sign area allowances could be transferred to adjacent facades or increased based on location of entrances, number of tenants, and adjacency to I-5, none of which were relevant in the subject review.
  - While significant flexibility existed, the Sign Code limited walls signs that used bonuses or transfers to an absolute maximum of 200 sq ft. The limitation was established with the understanding that 200 sq ft was adequate space to achieve the objectives of the Sign Code related to design, compatibility, and wayfinding, regardless of the size of the building or other extenuating factors.
  - The 200 sq ft absolute maximum supported compatibility between developments and consistent application of sign regulations throughout the community. The Sign Code included an absolute maximum sign allowance of 200 sq ft, which supported the argument that maximum visibility was not the goal of the Sign Code regulation. Instead, the Code prioritized how a wall sign would blend and work with building architecture, specifically, identifiable sign bands.
  - The Sign Code also regulated design, variety, number, location, and types of signs in a manner that allowed flexibility while maintaining consistency throughout the city. Key objectives of the Sign Code regulations included assuring signs were sufficiently visible from abutting streets for wayfinding and identification, as well as signs that were designed and placed in a manner complementary to the overall design and architecture of the site. The Code further emphasized staying within defined architectural elements as approval criteria.

- When considering the waiver, Staff encouraged the Board to prioritize consideration of how the sign related to the existing building's parapet as an architectural element that served as the sign band.
  - Architectural compatibility was a key consideration in determining whether to waive the façade's maximum sign allowance. The Code required the sign to be placed within the definable sign band so that there was definable space between the sign and the edges of the feature in which it is placed, as shown by the red arrows on Slide 12.
  - Definable space could be understood as the negative space surrounding the sign while the sign would be considered the positive space. The relationship between positive and negative space impacts other important design principles, such as balance, proportion, rhythm, and emphasis. The Sign Code's requirement for definable space ensured that signs were complementary and compatible with building design, fit within the architectural aesthetics and sign design principles, and helped with readability by limiting conflicts between architectural elements and sign design by assuring there was adequate negative space to reduce visual noise.
- Architectural and size compatibility with surrounding developments was part of the criteria. The most recent waiver request approval for an increased wall sign allowance was for I&E Construction's 130-ft wall sign located on the building's west façade and facing I-5, similar to the subject application. The sign allowance was 64 sq ft and the approved waiver allowed for an additional 70 sq ft. The 134 sq ft sign was integrated within the building's architecture and centered within a large aluminum mesh screen. The size of the sign was appropriately sized for the architectural feature it was placed within, leaving plenty of definable space on all sides. The sign was also less than the absolute maximum sign 200 sq ft allowance. (Slide 13)
  - The nearby Audi Dealership featured another comparable sign. The dealership's northwest façade was visible, but set back from I-5 and the parallel street, Boones Ferry Rd, and included two signs that total approximately 200 sq ft. Both signs were placed thoughtfully in relationship to the building architecture and spaced appropriately between the building's façade edges and glazing elements, creating a clean look with definable space specific to the sign. Because the 200 sq ft allowances were broken up between the two signs, the appearance of the signage did not overly dominate the façade. While there was only two feet between the signs and the edges of the architectural features they were placed within, the simple design of the façade prevented the sign from feeling cramped or inappropriately placed.
  - The nearby Sysco development was also comparable in location, building size, and orientation with considerable distance between the west façade and adjacent roads similar to the ParkWorks campus. The existing wall sign was approximately 185 sq ft, which was within the sign allowance based on the façade length and under the 200 sq ft maximum sign allowance.
- The Applicant proposed a 355 sq ft sign, which was appropriately placed within the parapet of the west façade, however, the sign was larger than signs in other comparable developments in the area. The parapet was approximately 11.5 ft tall, and the sign lettering and logo varied in height with the logo being the tallest portion of the sign, measuring just

above 8 ft, and the lettering between 5 ft to 6.5 ft. With the sign centered between the top and bottom edges of the parapet, the amount of definable space ranged between about 1.75 ft and 3.25 ft.

- Regarding both readability and complementary design, the larger a sign was in relation to the architectural feature in which it was placed, the more definable space was needed to provide balance between positive and negative space. While the definable space provided with the proposed wall may be adequate in relation to larger, less-constrained architectural features or a smaller sign, the large sign looked cramped within the parapet and would detract from the design of the building. Based on the façade, 132 sq ft was the maximum allowed sign area. (Slide 16)
- The smaller sign might not have fit as well on the parapet as the 200 sq ft sign. While there was definable space, an argument could be made that too much space was provided, throwing off the balance between the positive and negative space. (Slide 17)
- Staff recommended a condition of approval to limit the sign to the absolute maximum sign allowance of 200 sq ft, which would balance the positive and negative space appropriately, leave a noticeable definable space between the sign and the edges of the parapet, and not dominate the architectural feature, but instead, add interest to an otherwise plain façade and enhance the design. The 200 sq ft sign was more compatible in size with the surrounding developments as well.
- Site Design Review. The Applicant had also proposed adding a mural to the south section of the upper west façade, changing the building's appearance, which triggered Site Design Review. The mural was distinctly different from a sign and should be reviewed as such. Under Wilsonville Code, a mural may or may not be classified as a sign, hinging on whether or not it conveyed a message or was considered protected speech under state or federal law.
  - The subject mural was a custom-designed, tree-lined silhouette, contained no words, trademarks, or recognizable messages, served purely as a visual design, and did not communicate protected speech.
  - The proposed mural qualified as an architectural feature, not a sign. A review of the legislative history of the 2012 Sign Code updates supported that interpretation. As an architectural feature subject to Site Design Review, the DRB may evaluate and request changes to the materials, colors, or other design elements; however, the mural had no size limit.
  - The proposed mural was the first of its kind to be reviewed by the DRB under the Site Design Review process. The review was subjective, and therefore, the context of the site's surrounding developments and zoning was extremely important. How the Site Design Review criteria were applied to the review of various murals would vary significantly depending on that context. The proposed mural would be installed upon the existing ParkWorks development, which had a particular aesthetic, unique setting, and history, and should be reviewed with that context in mind.
- Staff's review took into account the site conditions, Planned Development Industrial (PDI) Zone, aesthetics of the development, and impact to the community. The tree line depicted in the mural was reflective of the natural woodlands both surrounding and incorporated

within the development and demonstrated thoughtful and compatible design choices. The close relationship between trees and the ParkWorks Industrial Center is a unique feature of the site and not common in most industrial areas.

- The use of only two colors and silhouettes to create the mural resulted in a clean industrial feel that seamlessly integrated the surrounding nature into a cohesive design unique to the development's context. The mural would be painted on the ParkWorks building's west façade, which faced outward onto Parkway Ave and I-5. The west façade was not the main entrance of the building, but it was the most visible façade from offsite. The mural would add a point of interest to the façade but retain the clean, modern aesthetics of the development and enhance any drab or monotonous characteristics of the building design while remaining harmonious with the existing industrial campus.
- Due to the prominent location, the mural would be visible to people in the community, as well as visitors and employees of the development, emphasizing the importance of its impact on the community. Staff anticipated the mural would have a positive impact on the overall community due to the additional interest it would add to the building. Additionally, as a Tree City USA, the use of trees in the mural reflected Wilsonville's longstanding commitment to maintaining a healthy tree canopy, a point of community pride.

**Kamran Mesbah** confirmed Staff did not have a graphic with medium-sized lettering and asked if Staff had looked at the balance between the two graphics. He understood Staff had separated the sign and mural, but to him they appeared as one visually, so the balance should be within the whole graphic presentation.

**Ms. McAlister** replied that was partly why 200 sq ft was more appropriate than 132 sq ft. The sign and mural had been isolated for most of the review because the sign criteria regarded the building and the existing context, and while the mural would add additional context, it was not yet on the building.

**Mr. Mesbah** understood that legally, they had to be dealt with separately, but experientially, when they were observed, it worked as one piece. He noted the roof projecting up from the brick building was kind of part of the graphic.

**Chair Barrett** asked what criteria the Board should use to determine approval of the mural.

**Ms. McAlister** responded that size was not a factor. Rather, the Board should apply Site Design Review criteria as if looking at the paint on or architecture of a building. Because the criteria were loose, Staff emphasized the context of the site and the existing building. Because the review was very subjective and the criteria differed from the sign criteria, approval would vary from mural to mural. Mural criteria could include color and the mural's color scheme coordinates with the building.

**Planning Manager Pauly** added the Board could also use, as examples of similar criteria, how corner treatments and screening filled space or contributed to the architecture of the building or provided visual interest; if the materials used was consistent with the architecture and the surrounding environment, etc.

**Dana Crocker** asked if any waiver the DRB granted to ParkWorks would apply only to the subject area and design or would it also apply to any design and signage on the site.

**Ms. McAlister** clarified that when approving the sign allowance waiver, the Board was not reviewing the content, only the sign's position, size, color, etc. The Applicant could repaint it with different content. She confirmed that once the waiver was approved for that specific area, it stayed in place regardless of the content.

**Planning Manager Pauly** added Staff was specific in the findings that the sign was a white painted wall sign only, and while paint colors could be changed, it could not be converted into a different type of sign, such as a backlit cabinet sign.

**Chair Barrett** called for the Applicant's presentation.

**Scott Caufield, Consultant, Tube Art Group**, presented the Applicant's presentation with these key comments:

- In response to Mr. Mesbah's earlier comment, he displayed the ParkWorks Site Plan and Proposed Wall Sign Wall Mural (Exhibit 1) which showed the building frontage in its entirety as proposed with both the sign and mural. (Slide 1)
  - Proportionality was a main point in supporting the Applicant's proposal of the 350 sq ft sign, especially when considering the sign and the mural together. The sign also stood out, blended nicely, and was complementary to the graphic, but not overpowering.
- While the proposed sign was significantly larger than allowed, the skewed position of the building relative to Parkway Ave and I-5 changed the viewing angle, which was an important consideration regarding sign size. Additionally, the building was setback from the frontage by approximately 450 ft at its farthest corner. (Slide 4)
  - While the Audi building on the opposite side of I-5 was also set back, the building also sat square to the frontage and did not have as much vegetation between it and the roadway as the ParkWorks building did. Additionally, the ParkWorks building had a landscaped earth berm that further obstructed its view.
  - He asked the Board to consider that the larger-than-normal sign was intended to create visibility and ensure the sign could be seen from both Parkway Ave and I-5 to the degree possible.
  - Regarding the definable space, the ParkWorks sign and logo layout was actually pulled up high and not centered on the parapet, so the Applicant believed the size of the sign could be retained if it was pulled down in a way to balance the definable space, both on top and underneath the ParkWorks logo, which might be a potential solution to better balance the negative space and the sign itself.

- He continued the presentation via PowerPoint providing additional information for the Board's consideration as follows:
  - Photos of ParkWorks viewed from Parkway Ave, showing the berm, and from I-5 South were shown. He indicated the approximate locations of the ParkWorks sign, logo, and tree mural, noting the metal roof or shroud showing above the brick wall that he believed covered mechanical equipment. (Slides 3-4)
    - Driving along Parkway Ave, the berm increased in size and the vegetation had grown taller than shown, obscuring the line of sight, which was an important point.
    - The view from I-5 South really illustrated how the berm and landscaping obstructed the view of the building, which sat low and was dark; nothing made it stand out or noticeable.
  - In contrast, the photo of the Wilsonville Chevrolet building was taken farther away from Parkway Ave. The building sat parallel to the frontage and I-5, making it much more visible without the obstructions of the ParkWorks building. This slide was provided to illustrate what the Applicant was trying to accomplish with the larger sign proposal. (Slide 5)
  - The reasons to support the waiver request was that the 350 sq ft sign was proportional to the overall size of the wall and parapet and perfectly complemented the proposed tree mural. Additionally, the sign as proposed was necessary to ensure adequate visibility from the adjacent roadways and to compensate for the deeper setback and skewed viewing angle when approaching ParkWorks Industry Center.

**Megan Chuinard** asked if the proposed sign would be large enough to be seen from I-5, and if the reduced sign size might be seen more completely in between the trees.

**Mr. Caufield** replied openings were seen when he had driven by the building numerous times in both directions on Parkway Ave and I-5. He confirmed that depending on the viewing angle, the smaller sign could be viewed more completely or in its entirety between the trees. The site was challenging in that something different obscured the view from almost every vantage point.

**Planning Manager Pauly** confirmed he had a quick mock-up of the smaller 200 sq ft sign on the building to compare visually with the Applicant's proposed 355 sq ft sign.

**Mr. Mesbah** noted the Applicant's pictures did not show the metal shroud, which blocked the sign, so it was difficult to determine whether a smaller sign would blend and balance better with the mural than the larger, bolder proposed sign, which moved more toward a modernist-type approach, which was basically wall-to-wall on the frame with a poster as opposed to a more traditional approach of leaving the positive and negative spaces. However, that would help the Applicant because the Code was not written that way.

**Planning Manager Pauly** confirmed he had created a quick mock-up of the smaller 200 sq ft sign on the building, entered into the record as Exhibit A3, to enable the Board to compare the smaller sign size visually with the Applicant's proposed 355 sq ft sign.

**Chair Barrett** asked if swapping the sign and mural locations had been considered given the location of the berm.

**Mr. Caulfield** replied he did not know if the Applicant had considered swapping the locations.

**Mr. Mesbah** noted that from northbound I-5, no sign of any size would be visible because a driver would not fully turn around to see it while driving. From I-5 southbound, the sign would only be visible temporarily until the new building was constructed, so he did not believe the size of the sign mattered due to the angles. Viewing the signs from Parkway Ave would be similar given the minimal view windows available. Additionally, since most people used GPS, he did not believe the sign was needed for wayfinding but simply served to put a name on the building.

**Mr. Caulfield** understood Mr. Mesbah's point, but noted that for drivers looking for the building, the ability to see it and identify it actually mattered.

**Mr. Mesbah** replied the wayfinding was irrelevant because anybody driving north looking for the building would see the big sign post next to Parkway Ave, immediately followed by the two driveways, and those driving south would know something was back there. As such, the wayfinding argument was a bit tenuous. However, he understood the need to label the building.

**Mr. Caulfield** agreed the building needed to be labeled and identified, as ParkWorks was an important employer regionally, and the property was beautiful and unique. The owner wanted to identify the building and make a mark so to speak.

- He had inquired about the future building and could not confirm there were any plans to construct a future building any time soon. The Applicant's proposal to identify the building was based on the here and now and that tried to be respectful of the Code and the requirements therein, but in a way that made a strong statement and identify the building.
- He noted that in certain instances, the Sign Code allowed for the transfer of sign area from other portions of the building. Based on language in the Code, none of the conditions that allowed such a transfer of sign area applied to the ParkWorks building.
- However, the overall building was quite large and there were several thousand linear feet of exterior wall, none of which contained a wall sign. Given the size of the building and the overall scope and scale, the subject wall was the only wall that qualified for the placement of the sign. If the Applicant was able to transfer some of the sign size, it might help secure a larger sign, but in this particular case, the Code did not allow for it, even with so much wall areas not currently utilized for a sign.

**Ms. Chuinard** asked Staff for any clarification they might have about the other potential building.

**Planning Manager Pauly** explained the potential building had been approved and had a two-year active window set to expire in December. He confirmed there was uncertainty as to whether the building would be developed, so the sign would likely be visible from the right-of-way for an extended time. Per the Sign Code, visibility from the right-of-way was not the top priority because the monument sign directed from the right-of-way and once on site, visitors could see the building identifier.

- The building would be a modern tilt-up concrete building with two stories.

**Mr. Caulfield** confirmed the height of the brick wall shown on the slides was approximately 18 ft high and the parapet was 11.5 ft high, so close to 30 ft total.

- He confirmed the proposed building would sit parallel to Parkway Ave (Exhibit 1) and that the entry monument sign on Parkway Ave would remain.
- He commended Associate Planner McAlister and Staff for being incredibly patient and helpful in getting through the subject application. It had been a long process and the Applicant was very grateful.

**Mr. Mesbah** asked Mr. Caulfield if the smaller sign would work after having seen it on Exhibit A3.

**Mr. Caulfield** replied that appearing before the Board with a Staff recommendation for approval with conditions was much better than appearing with a recommendation for denial, so the Applicant appreciated the spirit in which the reduced sign area was offered. He believed the Applicant's position was stronger. Although there was nothing inherently wrong with a smaller sign, the larger sign better met the Applicant's needs. While the smaller sign would work and be even better than what was currently there, he was not the owner, and he did not want to speculate as to whether the owner would accept a proposal for a 200 sq ft sign which he had not discussed with them.

**Chair Barrett** confirmed the Applicant would have to take any conditions imposed by the Board back to the owner for approval.

**Chair Barrett** confirmed with Staff that no one was present at City Hall and no one on Zoom indicated they wanted to provide public testimony.

**Kimberly Rybold** clarified the height of the new approved building was approximately 35 ft high.

**Mr. Mesbah** stated that although he believed the Applicant's proposal worked better for the subject property, accepting such a large sign could set precedent for oversized signs in the future.

**Planning Manager Pauly** replied that like the I&E sign, it was vital that the Findings be very specific to the rationale for approval. When the DRB had reviewed the perforated metal I&E

sign along I-5, it was specifically stated that the sign would not have been approved at that large of a size if it was a channel letter or traditional sign, but the way it integrated with the architectural element set it apart and made it a unique one-off scenario that prevented it from becoming a precedent. On the subject building, the sign band was set, and the façade was simple and amenable to modern design. Setting a precedent could likely be avoided by including as much detail as possible that was specific to the subject site in the Findings as to why the Board believed the large sign provided a better balance with the mural.

**Mr. Mesbah** understood transferring signage from the other walls of the building did not apply because they were not projection walls.

**Planning Manager Pauly** replied Staff attempted to think through all scenarios. If multiple frontages were on the building, then some of the sign area could be transferred over; however, with a façade length like the ParkWorks building, it was assumed that such transfers were not that common. Any size limitations that were determined were based on existing signs in the community, and Staff determined that 132 sq ft was big enough for a building façade of that size.

- He confirmed the brick wall was larger than the parapet, but the sign could not be on the brick wall because the calculation was based on the length of the façade, not the dimensions of the band, with the absolute maximum being 200 sq ft, including any transfers, bonuses for additional entrances, and things like that.

**Chair Barrett** confirmed there was no additional questions or discussion and closed the public hearing at 7:38 pm.

**Megan Chuinard moved to adopt the Staff report with the addition of Exhibit A3. Kamran Mesbah seconded the motion, which passed 3 to 1. (Ayes: Chuinard, Barrett, Mesbah. Nays: Crocker.)**

The following exhibit was entered into the record:

- Exhibit A3: Mock-up diagram created by Staff to compare the visual difference between Staff's recommended 200 sq ft sign and the Applicant's proposed 355 sq ft sign on the building.

**Megan Chuinard moved to adopt Resolution No. 441. Kamran Mesbah seconded the motion.**

**Mr. Mesbah** stated that given the City's current design standards, he did not believe the Board had the specifics needed to justify why the application was different in order to approve the waiver request. Although visually he preferred the Applicant's proposal, he did not see the wiggle room necessary to confirm it worked within City's standards. Additionally, he did not think the City should look at that because it was too subjective.

**Planning Manager Pauly** reminded that if the Board denied approval, City Council would want to understand why, and he encouraged Board members to state any reason for a no vote on the record.

**Ms. Crocker** explained that ParkWorks was trying to maximize its space on the building for the business and should have the opportunity to do so. She believed the proposed sign and mural fit with the building and approving the waiver would not change the standard for any other proposal. The Board should honor what the Applicant was requesting rather than going with Staff's recommendation.

**Ms. Chuinard** agreed it was challenging when a business wanted to make a specific tailored product for its client, but the Board was bound to the Code, and she believed the Staff report was appropriate for the circumstances and that any changes would likely need to happen through the Code.

**Chair Barrett** asked if the Board wanted to propose any changes to the motion.

**Mr. Mesbah** asked Ms. Crocker what she saw on the building that caused her to be in approval of the waiver, noting the Applicant wanting to maximize their space would be a reason for any applicant to apply for a sign waiver. Nothing on the building façade or parapet looked special to justify the larger sign and ensure approval would not set a precedent.

**Ms. Crocker** replied that the building was askew and was difficult to see from Parkway Ave and I-5 because of its location on the site and the speed of vehicles when passing it, so she understood why the Applicant wanted to maximize that space.

**Mr. Mesbah** responded that he did not believe drivers on I-5 would be able to identify the building, regardless of sign size; however, vehicles on Parkway Ave would and the monument sign on the site was also visible from Parkway Ave. People know Wilsonville or not, and if not, they would likely use GPS to find ParkWorks. He had not seen the full purpose in the application, but it was good try. When driving up and down I-5 he did not understand the point of the signage as the building was not communicating that badly for him.

**Ms. Crocker** stated she did not see a noticeable difference in the mock-ups between the smaller and larger signs to warrant the sign being smaller. The larger sign looked okay from the exhibits the Board was shown.

**Mr. Mesbah** countered that he did not see enough of a noticeable difference in the bigger sign to violate Code.

**The motion passed 3 to 1. (Ayes: Chuinard, Barrett, Mesbah. Nays: Crocker.)**

**Chair Barrett** read the rules of appeal into the record.

## BOARD MEMBER COMMUNICATIONS

3. Results of the March 10, 2025 DRB Panel A meeting
4. Recent City Council Action Minutes

**Kamran Mesbah** asked if the Town Center Master Plan redesign had progressed at all.

**Planning Manager Pauly** understood additional outreach was being conducted to understand community sentiment regarding the project. He also noted that City Council had approved the removal of the minimum parking standard citywide as the best option available, so the Board would no longer be considering or reviewing parking minimums.

**Chair Barrett** asked how that would impact the Board.

**Planning Manager Pauly** explained that developers would generally provide enough parking. Staff had done studies of areas around multi-family developments and had developed a playbook of options to pursue if parking congestion issues developed around those areas. He confirmed that it applied to residential as well, noting the market would continue to demand parking. He noted that the inability to require minimum parking was an executive order signed by the governor, litigated, and found to be legal. Given the clear and objective standard from the State, Council did not have many options, making it an easy decision.

- Unless a larger item was on the DRB's agenda, Staff would provide a legislative update in September to review changes in law and the impact on the Board. Staff was awaiting further guidance from various state agencies, particularly the Department of Land Conservation and Development (DLCD).

## STAFF COMMUNICATIONS

### ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

**DEVELOPMENT REVIEW BOARD MEETING**

*Item 4.*

**MONDAY, FEBRUARY 23, 2026**  
**6:30 PM**

---

**Board Member Communications:**

4. Results of the October 13, 2025 DRB Panel A meeting

## City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

<b>DATE:</b>	<b>OCTOBER 13, 2025</b>
<b>LOCATION:</b>	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR
<b>TIME START:</b>	<b>6:30 P.M.</b>

**TIME END: 6:59 P.M.**

### ATTENDANCE LOG

BOARD MEMBERS	STAFF
Rob Candrian	Daniel Pauly
Janis Sanford	Stephanie Davidson
Kamran Mesbah	Kimberly Rybold
Megan Chuinard	

### AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
1. Approval of minutes of March 10, 2025 DRB Panel A meeting	1. Unanimously accepted as presented.
PUBLIC HEARING	
2. <b>Resolution No. 442. Republic Services Modular Offices.</b> The applicant is requesting approval of a Stage 2 Final Plan Modification and Site Design Review request to keep modular office buildings on the Republic Services site long-term.  Case Files: DB25-0003 Republic Services Modular Offices -Stage 2 Final Plan Modification (STG225-0002) -Site Design Review (SDR25-0003)	2. Resolution No. 442 including the approved Staff report was unanimously adopted.
BOARD MEMBER COMMUNICATIONS	
3. Results of the July 28, 2025 DRB Panel B meeting 4. Recent City Council Action Minutes	3. No comments. 4. No comments.
STAFF COMMUNICATIONS	None.

**DEVELOPMENT REVIEW BOARD MEETING**

*Item 5.*

**MONDAY, FEBRUARY 23, 2026**  
**6:30 PM**

---

**Board Member Communications:**

5. Results of the February 9, 2026 DRB Panel A meeting

## City of Wilsonville

**Development Review Board Panel A Meeting  
Meeting Results**

<b>DATE:</b>	<b>FEBRUARY 9, 2026</b>
<b>LOCATION:</b>	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR
<b>TIME START:</b>	<b>6:31 P.M.</b>

**TIME END: 7:33 P.M.**

**ATTENDANCE LOG**

BOARD MEMBERS	STAFF
Mitch Cooper	Miranda Bateschell
Alice Galloway	Kimberly Rybold
Jordan Herron	Chris Myers
	Amanda Guile-Hinman
	Alie Cloo
	Shelley White

**AGENDA RESULTS**

AGENDA	ACTIONS
CITIZENS' INPUT	
	None.
ELECTION OF 2026 CHAIR AND VICE-CHAIR	
1. Chair	1. Alice Galloway was unanimously elected 2026 DRB-A Chair
2. Vice-Chair	2. Jordan Herron was unanimously elected 2026 DRB-A Vice-Chair
CONSENT AGENDA	
3. Approval of minutes of October 13, 2025 DRB Panel A meeting	3. Unanimously approved as presented
PUBLIC HEARING	
	None.
BOARD MEMBER COMMUNICATIONS	
4. Recent City Council Action Minutes	4. No comments
STAFF COMMUNICATIONS	
5. Housing Statutory Compliance Project	5. Kim Rybold presented information about the Housing Statutory Compliance project, sought feedback, and fielded questions from the Board.
5. DRB Motion Training	6. Kim Rybold conducted a brief training and role-playing session about making motions and answered questions from the Board.
	Board members and staff members introduced themselves.

**DEVELOPMENT REVIEW BOARD MEETING**

*Item 6.*

**MONDAY, FEBRUARY 23, 2026**  
**6:30 PM**

---

Board Member Communications:

6. Recent City Council Action Minutes



## ACTION MINUTES

July 21, 2025 at 7:00 PM

Wilsonville City Hall

---

Item 6.

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Dunwell  
Councilor Cunningham  
Councilor Shevlin

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrew Barrett, Capital Projects Engineering Manager  
Beth Wolf, Senior Systems Analyst  
Bryan Cosgrove, City Manager  
Bill Evans, Communications & Marketing Manager  
Dan Pauly, Planning Manager  
Hannah Young, Law Clerk  
Jeanna Troha, Assistant City Manager  
Kerry Rappold, Natural Resources Manager  
Kimberly Veliz, City Recorder  
Everett Wild, Government Affairs Manager  
Matt Lorenzen, Economic Development Manager  
Marissa Rauthause, Civil Engineer  
Martin Montalvo, Public Works Ops. Manager  
Sarah Pearlman, Assistant Planner  
Zach Weigel, City Engineer

### WORK SESSION [5:00 PM]

### REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

### COUNCILORS' CONCERNS

There was none.

## PRE-COUNCIL WORK SESSION

### 1. Coffee Creek Land Aggregation Strategy

The Council directed Economic Development staff to explore a Coffee Creek Land Aggregation Strategy to catalyze new industrial development in the area.

### 2. Public Safety Project Update - Enforcement Solutions for RVs and Abandoned Vehicles

The Council provided Legal staff input on an alternatives analysis to address a Council goal to improve public safety by updating the City's enforcement of code pertaining to abandoned vehicles and those (including large recreational vehicles) that remain parked for 72 hours or more.

## ADJOURN [6:48 PM]

Brief break to switch Zoom accounts

## EXECUTIVE SESSION [6:53 PM]

- ORS 192.660(2)(h) Legal Counsel/Litigation

## ADJOURN [7:04 PM]

## CITY COUNCIL MEETING [7:10 PM]

### CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 5-0.

### MAYOR'S BUSINESS

4. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

## COMMUNICATIONS

### 5. Senator Neron Misslin's End of Session Presentation

The Senator presented a PowerPoint on the ended legislative session.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

## CONSENT AGENDA

### 6. Resolution No. 3176

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Gt Landscape Solutions For Construction Of The Frog Pond West Neighborhood Park Project (Capital Improvement Project #9175).

### 7. Resolution No 3188

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Dowl, LLC To Provide Engineering Consulting Services For The Stafford Road Improvements Project (Capital Improvement Project No. 4219, 2111, And 1158).

### 8. Resolution No. 3204

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Garland/Dbs, Inc. To Provide Services For Water Treatment Plant Re-Roofing Project.

### 9. Resolution No. 3206

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Professional Services Agreement With Dowl, LLC For The Willamette Water Supply Pipeline Main 1.3 (PLM 1.3): Construction Inspection Of City Infrastructure Project (Capital Improvement Project No. 1127).

### 10. Resolution No. 3207

A Resolution Of The City Of Wilsonville Approving Master Professional Services Agreements For On-Call Civil Engineering Services And Related Services.

**11. Minutes of the June 16, 2025 City Council Meeting.**

The Consent Agenda was adopted 5-0.

**NEW BUSINESS**

There was none.

**CONTINUING BUSINESS**

There was none.

**PUBLIC HEARING**

**12. Ordinance No. 899 -1st Reading (Legislative Land Use Hearing)**

An Ordinance Of The City Of Wilsonville Adopting The Climate Friendly And Equitable Communities (CFEC) Parking Compliance Development Code Amendments.

Ordinance No. 889 was adopted 5-0, on first reading.

**CITY MANAGER'S BUSINESS**

**13. Update on Town Center Public Engagement Strategies**

The City Manager updated City Council on next steps to be taken for public engagement strategies for Town Center.

**LEGAL BUSINESS**

**14. Public Contracting Quarterly Report**

Informational only, no action required.

**ADJOURN [8:36 PM]**



## ACTION MINUTES

August 04, 2025, at 7:00 PM

Wilsonville City Hall

---

Item 6.

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Dunwell – Only Attended Executive Session  
Councilor Cunningham  
Councilor Shevlin

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrew Barrett, Capital Projects Engineering Manager  
Arush Goswami, Admin Intern  
Bryan Cosgrove, City Manager  
Bill Evans, Communications & Marketing Manager  
Cindy Luxhoj, Associate Planner  
Dan Pauly, Planning Manager  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder  
Everett Wild, Government Affairs Manager  
Marissa Rauthause, Civil Engineer  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

### EXECUTIVE SESSION [5:00 PM]

- ORS 192.660(2)(h) Legal Counsel/Litigation

### ADJOURN [5:41 PM]

There was a brief break to switch Zoom accounts.

### WORK SESSION [5:47 PM]

### REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

## COUNCILORS' CONCERNS

There was none.

## PRE-COUNCIL WORK SESSION

### 1. Parks Amenity Update

The Administration Student Intern detailed work to inventory park assets for the purpose of updating the City's website with more detailed information about each park's amenities, including accessibility features, parking, seating areas, restrooms, trails, and other information.

### 2. Wilsonville Industrial Land Readiness – Citywide Economic Opportunities Analysis

Staff sought input from the Council on two key work products that informed the Economic Opportunities Analysis (EOA) for the Citywide portion of the Wilsonville Industrial Land Readiness (WILR) project.

### 3. Special Legislative Session Update

The Government Affairs Manager informed Council of outcomes of the Special Legislative Session.

## ADJOURN [6:34 PM]

## CITY COUNCIL MEETING [7:00 PM]

## CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 4-0.

## MAYOR'S BUSINESS

### 4. Transportation Package Legislative Advocacy

The Council moved to direct staff to work with the League of Oregon Cities and the State Legislature to support a transportation package that retains local revenue sharing, eliminates the threat of tolls on the Boone Bridge, and includes accountability measures to minimize financial burden on Wilsonville residents and businesses. Passed 3-1.

## 5. Board/Commission Appointments

### **Arts, Culture, and Heritage Commission – Appointment**

Appointment of Creed Harmon to the Arts, Culture, and Heritage Commission for a term beginning 8/4/2025 to 6/30/2027. Passed 4-0.

### **Diversity, Equity and Inclusion Committee – Appointment**

Appointment of Jason Smith to the Diversity, Equity and Inclusion Committee for a term beginning 8/4/2025 to 12/31/2026. Passed 4-0.

### **Kitakata Sister City Advisory Board – Appointment**

Appointment of Devan Olmstead to the Kitakata Sister City Advisory Board for a term beginning 8/4/2025 to 12/31/2025. Passed 4-0.

## 6. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

## COMMUNICATIONS

### 7. Civics Academy Project Presentation & Graduation

A representative from the Civics Academy presented to City Council on their interest to reboot and relaunch the Boones Ferry Days Event.

Certificates and street signs were awarded to the graduates of the Civics Academy, Class of 2025.

### 8. Recess for Photos & Refreshments

The Council recessed to celebrate the Civics Academy graduates.

## **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

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

Councilors announced prior and upcoming meetings and events.

## **CONSENT AGENDA**

**9. Resolution No. 3208**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Water Systems Consultants, Inc. To Provide Engineering Consulting Services For The Water Distribution System Master Plan Project (Capital Improvement Project #1154).

10. Minutes of the July 21, 2025, City Council Meeting.

The Consent Agenda was approved 4-0.

**NEW BUSINESS****11. Resolution No. 3205**

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Brown Road Improvements Project, Capital Improvements Project (CIP) #4216.

Resolution No. 3205 was adopted 4-0.

**CONTINUING BUSINESS****12. Ordinance No. 899 - 2<sup>nd</sup> Reading (Legislative Land Use)**

An Ordinance Of The City Of Wilsonville Adopting The Climate Friendly And Equitable Communities (CFEC) Parking Compliance Development Code Amendments.

Ordinance No. 899 was adopted 4-0, on second reading.

**PUBLIC HEARING**

There was none.

**CITY MANAGER'S BUSINESS**

The City Manager reported that the City has been awarded \$6 million to fund construction of the Boeckman Trail underneath the new Boeckman Bridge. Updated the Council on the City's work to identify executive recruitment agencies to guide the City's search for a new City Manager and discussed preliminary strategies to gauge the sentiment of the Council and the community on how to proceed with the Wilsonville Town Center Plan in the community's best interest.

**LEGAL BUSINESS**

There was none.

**ADJOURN [8:37 PM]**

## URBAN RENEWAL AGENCY MEETING [8:37 PM]

### CALL TO ORDER

1. Roll Call
2. Motion to approve the following order of the agenda.

Passed 4-0.

### CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address 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 Urban Renewal Agency 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.

### CONSENT AGENDA

3. Minutes of the June 2, 2025, Urban Renewal Agency Meeting.

The URA Consent Agenda was approved 4-0.

### NEW BUSINESS

4. **URA Resolution No. 354**

A Resolution Of The Urban Renewal Agency Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Brown Road Improvements Project, Capital Improvements Project (CIP) #4216.

URA Resolution No. 354 was adopted 4-0.

### CONTINUING BUSINESS

There was none.

### PUBLIC HEARING

There was none.

### ADJOURN [8:40 PM]



## ACTION MINUTES

September 04, 2025, at 5:00 PM

Wilsonville City Hall

---

Item 6.

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Dunwell  
Councilor Cunningham  
Councilor Shevlin

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Cricket Jones, Finance Operations Supervisor  
Jeanna Troha, Assistant City Manager  
Kerry Rappold, Natural Resources Manager  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Everett Wild, Government Affairs Manager  
Tommy Reeder, Parks Maintenance Specialist  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

### REVIEW OF AGENDA AND ITEMS ON CONSENT [5:00 PM]

There was none.

### COUNCILORS' CONCERNS

There was none.

### PRE-COUNCIL WORK SESSION

#### 1. 2025 Legislative Session Recap

The Government Affairs Manager and City Lobbyist shared a recap of the 2025 Legislative Session. The recap included major themes of the session, bills of importance to Wilsonville, and a summary of the adopted state budget.

## 2. Sewer and Storm System Development Charge Update

Staff provided a briefing on the updated sewer and storm System Development Charge (SDC). This work session. This work session serves as the final scheduled discussion prior to a public hearing September 15, 2025.

## 3. Draft Natural Area Management Plan

Staff provided an overview of the draft Natural Area Management Plan (NAMP). This work session served as the final scheduled discussion prior to a public hearing in October.

## 4. Draft Climate Action Plan

Staff provided an overview of the draft Climate Action Plan (CAP), which the City Council previously reviewed during its meetings on October 7, 2024, and February 3, 2025. This work session serves as the final scheduled discussion prior to a public hearing in November.

### **ADJOURN [7:02 PM]**

### **CITY COUNCIL MEETING [7:11 PM]**

#### **CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 5-0.

#### **MAYOR'S BUSINESS**

##### 4. Upcoming Meetings

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

#### **COMMUNICATIONS**

##### 5. Wilsonville Community Sharing Update

Wilsonville Community Sharing updated City Council on how City's grant funding helps Wilsonville residents in need.

## 6. Watching Wilsonville Wildlife – Community Enhancement Program

Staff shared details of Watching Wilsonville Wildlife, a project funded by the Wilsonville-Metro Community Enhancement Program. The project allowed staff to observe and better protect beavers, foxes, otters, weasels, coyotes, bobcats, and countless other critters who make their homes in Wilsonville.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

## CONSENT AGENDA

### 7. Resolution No. 3212

A Resolution Of The City Of Wilsonville Supporting An Application With The Oregon Department Of Land Conservation And Development (DLCD) For A 2025-2027 Housing Planning Assistance Grant For The Housing Statutory Compliance Project.

### 8. Minutes of the August 4, 2025, City Council Meeting.

The Consent Agenda was approved 5-0.

## NEW BUSINESS

There was none.

## CONTINUING BUSINESS

There was none.

## PUBLIC HEARING

There was none.

## **CITY MANAGER'S BUSINESS**

The City Manager alerted the Council to anticipate soon evaluating proposals to select a preferred executive search firm to lead the recruitment for the next City Manager.

## **LEGAL BUSINESS**

The City Attorney updated the Council on a process underway to consider changes to policies in City code pertaining to the parking of recreational vehicles (RVs) and abandoned vehicles.

## **ADJOURN [8:43 PM]**

There was a brief break to switch Zoom accounts.

## **EXECUTIVE SESSION [8:49 PM]**

- ORS 192.660(2)(h) Legal Counsel/Litigation

## **ADJOURN [9:14 PM]**



## ACTION MINUTES

September 15, 2025, at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Dunwell  
Councilor Cunningham  
Councilor Shevlin

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Jeanna Troha, Assistant City Manager  
Hannah Young, Law Clerk  
Andrea Villagrana, Human Resource Manager  
Dan Pauly, Planning Manager  
Miranda Bateschell, Planning Director  
Kimberly Veliz, City Recorder  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

### WORK SESSION

### REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

### COUNCILORS' CONCERNS

There was none.

### PRE-COUNCIL WORK SESSION

#### 1. Parks and Recreation Department Staffing Assessment

Staff summarized the findings of a study that assessed Parks and Recreation operations and developed a five-year staffing plan. The project supports the Council's two-year goal around maintaining park service levels as additional acreage is added and helps ensure that the department has the capacity to develop and maintain programs and public spaces that meet the community's needs.

2. Public Safety Project Update – Solutions for Graffiti Abatement and Adding Administrative Warrants Process

Staff sought the Council's input on alternatives to address the City's response to reports of graffiti and other code enforcement challenges. In conjunction, the Council guided staff to pursue an administrative warrant process that would aid staff and police when likely violations of City code occur on private property.

**ADJOURN [6:15 PM]****EXECUTIVE SESSION [6:21 PM]**

- ORS 192.660(2)(f) Exempt Public Records - *To consider information or records that are exempt by law from public inspection.*
- ORS 192.660(2)(h) Legal Counsel/Litigation - *To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

**ADJOURN [7:20 PM]****CITY COUNCIL MEETING [7:31 PM]****CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

The agenda was approved 5-0.

**MAYOR'S BUSINESS**

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

Upcoming meetings were announced by the Mayor as well as the regional meetings he attended on behalf of the City.

**COMMUNICATIONS**

5. Rotary Peace City Initiative

Wilsonville Rotary representative Dr. Laura Lajoie discussed a Rotary initiative to establish Wilsonville as an International City of Peace.

## 6. Community Enhancement PSU/CCCF Art Behind the Walls

Portland State University (PSU) professor Deb Arthur summarized the university's recent collaboration with inmates from the Coffee Creek Correctional Facility. "Art Behind the Walls," funded by the Wilsonville-Metro Community Enhancement Program, allowed inmates to earn college credits developing personal collages that were later displayed at the Wilsonville Library.

## **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

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

Councilors announced prior and upcoming meetings and events.

## **CONSENT AGENDA**

There was none.

## **NEW BUSINESS**

### 7. Executive Recruitment Firm Selection

After completing its evaluation of executive search firms that were under consideration to lead the upcoming City Manager recruitment process, the Council selected GMP Consultants.

Passed 4-1.

## **CONTINUING BUSINESS**

There was none.

## **PUBLIC HEARING**

### 8. Resolution No. 3209 (Legislative Non-Land Use Hearing)

A Resolution of the City of Wilsonville Adopting the Sewer System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 1987.

After a public hearing Resolution No. 3209 passed 5-0.

9. **Resolution No. 3210 (Legislative Non-Land Use Hearing)**

A Resolution of the City of Wilsonville Adopting the Stormwater System Development Charge Methodology Reports and Establishing the Charge Rates and Amending Resolution No. 2353.

After a public hearing Resolution No. 3210 passed 5-0.

**CITY MANAGER'S BUSINESS**

Council was reminded that on October 6, 2025, there would be a joint meeting with Planning Commission and the City Council.

**LEGAL BUSINESS**

The City Attorney noted that she and the City were among those recognized by the Oregon City Attorneys Association with an Outstanding Achievement Award for "monumental efforts relating to public camping regulations in Oregon."

**ADJOURN [8:50 PM]**



## SPECIAL CITY COUNCIL MINUTES

September 25, 2025 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Jeanna Troha, Assistant City Manager  
Bryan Cosgrove, City Manager  
Zoe Mombert, Assistant to the City Manager

### CALL TO ORDER [5:00 PM]

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 4-0.

### MAYOR'S BUSINESS

None.

### COMMUNICATIONS

None.

### CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

*This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.*

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

None.

## **CONSENT AGENDA**

None.

## **NEW BUSINESS**

### **4. City Council Vacancy**

Council moved to approve the September 24, 2025, Mayor's proposal with the edit that applications must be received by the City Recorder by Friday, October 10, 2025 at 5:00 p.m. and striking for the purposes of this motion, subsection 9 appointment application. Motion passed unanimously, 4-0.

Council moved to approve the application as edited. Motion passed unanimously, 4-0.

## **CONTINUING BUSINESS**

None.

## **PUBLIC HEARING**

None.

## **CITY MANAGER'S BUSINESS**

None.

## **LEGAL BUSINESS**

None.

## **ADJOURN [5:52 PM]**



## CITY COUNCIL ACTION MINUTES

October 06, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

**PRESENT:**

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin  
Chair Hendrix  
Commissioner Heberlein  
Commissioner Scull  
Commissioner Karr  
Commissioner Yana Semenova

**EXCUSED:**

Vice- Chair Willard  
Commissioner Constantine

**STAFF PRESENT:**

Amanda Guile-Hinman, City Attorney  
Andy Stone, IT Director  
Bryan Cosgrove, City Manager  
Cindy Luxhoj, Associate Planner  
Dan Pauly, Planning Manager  
Dwight Brashear, Transit Director  
Jeanna Troha, Assistant City Manager  
Keith Katko, Finance Director  
Kelsey Lewis, Grants & Programs Manager  
Kerry Rappold, Natural Resources Manager  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Everett Wild, Government Affairs Manager  
Miranda Bateschell, Planning Director  
Matt Lorenzen, Economic Development Manager  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

**JOINT CITY COUNCIL AND PLANNING COMMISSION WORK SESSION [5:00 PM]**

## REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

## COUNCILOR'S CONCERNS

There was none.

## JOINT CITY COUNCIL & PLANNING COMMISSION WORK SESSION

1. Wilsonville Industrial Land Readiness (Basalt Creek - West Railroad)

The City Council and Planning Commission held a joint meeting to hear and discuss framework that was being established to guide future development of land located west of the railroad tracks within the Basalt Creek Planning Area. The goal of the Wilsonville Industrial Land Readiness Plan was to define land use policy to make the area development ready as staff worked concurrently on infrastructure financing and to take actions over time to support commercial/industrial growth and trail connections within the area.

## ADJOURN [6:34 PM]

## EXECUTIVE SESSION [6:48 PM]

- ORS 192.660(2)(h) Legal Counsel/Litigation  
*To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

## ADJOURN [7:07 PM]

## URBAN RENEWAL AGENCY [7:25 PM]

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

Passed 4-0.

## CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address 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 Urban Renewal Agency 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.

## CONSENT AGENDA

### 2. URA Resolution No. 355

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Coffee Creek Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.

### 3. Minutes of August 4, 2025, Urban Renewal Agency Meeting.

The URA Consent Agenda was approved 4-0.

## NEW BUSINESS

There was none.

## CONTINUING BUSINESS

There was none.

## PUBLIC HEARING

There was none.

## ADJOURN [7:27 PM]

## CITY COUNCIL MEETING [7:30 PM]

## CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 4-0.

## MAYOR'S BUSINESS

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor made announcements.

## COMMUNICATIONS

### 5. Community Enhancement Project Update: Book Bike

It was announced that this presentation would be rescheduled for a future date.

### 6. Building Tomorrow Today award from the Oregon Chapter of the American Planning Association for the Vuela Project.

Staff shared that the Oregon Chapter of the American Planning Association (OAPA) had awarded the City its Building Tomorrow Today Award. This honor acknowledged the City's work to vision, plan, leverage partnerships, and constructed Vuela, a 121-unit multi-family dwelling located at the Wilsonville Transit Center that was to provide housing opportunities for residents making less than 80% of the Area Median Income (AMI).

Prior to the presentation staff and Council recognized a few of the many contributions of long-time Planning Manager Dan Pauly, who was concluding his 17-year employment with the City and moving out of state at the end of the month.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors announced prior and upcoming meetings and events.

## CONSENT AGENDA

### 7. Resolution No. 3214

A Resolution Of The City Of Wilsonville Authorizing An Intergovernmental Agreement With The City Of Wilsonville Urban Renewal Agency Pertaining To A Short Term Urban Renewal Debt For The Coffee Creek Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.

### 8. Resolution No. 3216

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Northstar Electrical Contractors, Inc. To Construct Street Lighting Led Conversion – Phase 4 Project (CIP #4722).

9. Minutes of September 4, 2025, City Council Meeting.

The Consent Agenda was approved 4-0.

## **NEW BUSINESS**

There was none.

## **CONTINUING BUSINESS**

There was none.

## **PUBLIC HEARING**

### **10. Resolution No. 3211**

A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2025-26.

After a public hearing Resolution No. 3211 was adopted 4-0.

### **11. Resolution No. 3213**

A Resolution Of The City Of Wilsonville Adopting The Natural Areas Management Plan.

After a public hearing Resolution No. 3213 was adopted 4-0.

## **CITY MANAGER'S BUSINESS**

The City Manager informed the Council that community focus groups were scheduled to take place October 23, 2025, and October 25, 2025, to gather input from randomly selected community members on the Town Center Plan and the use of Urban Renewal to fund local infrastructure. The City Manager said that other opportunities for input are still to be developed to gather feedback from a larger cross-section of the community.

## **LEGAL BUSINESS**

There was none.

## **ADJOURN [9:08 PM]**



Item 6.

## SPECIAL CITY COUNCIL WORK SESSION ACTION MINUTES

October 09, 2025 at 3:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Kimberly Veliz, City Recorder  
Zoe Mombert, Assistant to the City Manager

### PRE-COUNCIL WORK SESSION [3:00 PM]

#### 1. City Manager Recruitment Process

The City Council met with GMP Consultant Richard Meyers to review and discuss the recruitment and hiring process to fulfill the position of City Manager as the current City Manager Bryan Cosgrove was scheduled to retire at the end of 2025.

### ADJOURN [4:00 PM]



## ACTION MINUTES

October 20, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Miranda Bateschell, Planning Director  
Kris Ammerman, Parks and Recreation Director  
Stephanie Davidson, Assistant City Attorney  
Everett Wild, Government Affairs Manager  
Zoe Mombert, Assistant to the City Manager

### WORK SESSION [5:00 PM]

### REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

### COUNCILORS' CONCERNS

There was none.

### PRE-COUNCIL WORK SESSION

#### 1. Housing Statutory Compliance

Staff introduced the Housing Statutory Compliance Project and sought the Council's direction to guide staff in the implementation of revised residential land use review processes that incorporated new State requirements while maintaining a clear and transparent process.

## 2. Park Projects Update

Staff provided a summary of current park maintenance service levels and outlined future staffing that would be needed to maintain these levels as twenty-six additional acres of parks, trails, and natural areas are added to Wilsonville's park system over the next three years.

## 3. 2025 Solid Waste Rate Review & 2026 Rate Schedule

Staff and consultants summarized the annual rate review that establishes Republic Services' solid waste collection rate for the upcoming year. Council requested that staff provide multiple rate schedules for consideration at the next Work Session.

### **ADJOURN [6:24 PM]**

Due to the extra time available the Executive Session was moved up after the Work Session and prior to the City Council meeting.

### **EXECUTIVE SESSION [6:29 PM]**

- ORS 192.660(2)(e) Real Property Transactions  
*To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*
- ORS 192.660(2)(h) Legal Counsel/Litigation  
*To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

### **ADJOURN [6:44 PM]**

### **CITY COUNCIL MEETING [7:00 PM]**

#### **CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 4-0.

## MAYOR'S BUSINESS

### 4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor with the Spanish translation assistance of Diversity, Equity and Inclusion Committee Chair Karla Brashear presented a speech on the contributions of immigrants and refugees.

The Mayor also announced past and future meetings and events.

## COMMUNICATIONS

### 5. Republic Services 2024 Annual Report on Solid Waste Management

Republic Services staff delivered a summary of their annual report, which included 2024 customer counts, special events, tonnage hauled, and community outreach highlights.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

## CONSENT AGENDA

### 6. Minutes of September 15, 2025; September 25, 2025; and October 6, 2025, City Council Meetings.

### 7. Resolution No. 3221

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Master Goods And Services Contracts For On-Call Arborist Services.

### 8. Resolution No. 3222

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A First Amendment To Development Agreement With Venture Properties, Inc. Regarding Funding The Construction Of The Boeckman Creek Trailhead Park In The Frog Pond Terrace Subdivision.

The Consent Agenda was approved 4-0.

## **NEW BUSINESS**

There was none.

## **CONTINUING BUSINESS**

### **9. City Council Vacancy**

Council moved to appoint Sam Scull to Katie Dunwell's vacant Council position. Approved 3-1.

## **PUBLIC HEARING**

There was none.

## **CITY MANAGER'S BUSINESS**

There was none.

## **LEGAL BUSINESS**

The City Attorney announced that the new mental health peer support specialist began employment with the City on October 14, 2025, and would work from office space located at Wilsonville Community Sharing.

**ADJOURN [8:41 PM]**



## ACTION MINUTES

November 03, 2025 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin  
Councilor Scull

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Bill Evans, Communications & Marketing Manager  
Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Keith Katko, Finance Director  
Kerry Rappold, Natural Resources Manager  
Kimberly Veliz, City Recorder  
Everett Wild, Government Affairs Manager  
Fred Weinhouse, Municipal Court Judge  
Tobin Montalbo, Legal Intern  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

### WORK SESSION [5:00 PM]

### REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

### COUNCILORS' CONCERNS

There was none.

## PRE-COUNCIL WORK SESSION

### 1. City Manager Recruitment Process

Staff and consultant summarized progress toward identifying and hiring a replacement for the retiring City Manager.

### 2. Sewer & Storm Utility Rate Update

Staff sought the Council's direction to identify a preferred rate design and implementation timeline for new sewer and stormwater utility rates to go into effect in 2026.

### 3. 2026 State Legislative Agenda

Staff presented the 2026 State Legislative agenda, which was to be approved at the regular meeting to follow.

### 4. Public Safety Council Goal Update: Draft Administrative Warrant Code Provisions

Staff sought feedback on draft revisions to City Code that would create a process for staff to seek, obtain, and execute administrative warrants in Municipal Court when there is reasonable suspicion to investigate potential Code violations.

## ADJOURN [6:35 PM]

## CITY COUNCIL MEETING [7:00 PM]

### CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Approved 4-0.

4. Oath of office administered by Judge Fred Weinhouse to newly appointed Councilor Sam Scull.
5. Break for Refreshments

The Mayor recessed the City Council meeting at 7:02 p.m. and called it back to order at 7:10 p.m.

## MAYOR'S BUSINESS

Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor submitted a written report on the meetings and activities he attended.

## COMMUNICATIONS

### 6. Diversity, Equity and Inclusion (DEI) Committee Update

Diversity, Equity and Inclusion Committee Chair and staff detailed the DEI Committee's work to establish and grow new programs and events that make Wilsonville more welcoming to all residents.

### 7. Community Enhancement Project Update - Heart of the City Project Report

It was noted that this presentation was rescheduled for December 1, 2025.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

## CONSENT AGENDA

### 8. Resolution No. 3215

A Resolution Of The City Of Wilsonville Approving A Construction Contract With Buell Recreation LLC For The Memorial Park Playground Replacement Project.

### 9. Minutes of the October 20, 2025 City Council Meeting.

The Consent Agenda was adopted 5-0.

## NEW BUSINESS

### 10. 2026 Legislative Agenda Adoption and DC Lobby Trip Recap

Council moved to adopt the 2026 Legislative Agenda. Passed 5-0.

## **CONTINUING BUSINESS**

There was none.

## **PUBLIC HEARING**

### **11. Resolution No. 3218**

A Resolution Of The City Of Wilsonville Adopting The Climate Action Plan.

After a public hearing, Resolution No. 3218 was adopted 4-1.

## **CITY MANAGER'S BUSINESS**

The City Manager welcomed newly sworn in City Councilor Sam Scull.

## **LEGAL BUSINESS**

There was none.

**ADJOURN [9:38 PM]**



## ACTION MINUTES

November 17, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

**PRESENT:**

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin  
Councilor Scull

**STAFF PRESENT:**

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Anne MacCracken, Transit Management Analyst  
Bill Evans, Communications & Marketing Manager  
Bryan Cosgrove, City Manager  
Diana Kotler, Transit Operations Manager  
Dwight Brashear, Transit Director  
Jeanna Troha, Assistant City Manager  
Kelsey Lewis, Grants & Programs Manager  
Keith Katko, Finance Director  
Kimberly Veliz, City Recorder  
Marissa Rauthause, Civil Engineer  
Shasta Sasser, Library Director  
Steve Rymer, Interim Parks and Recreation Director  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

**WORK SESSION [5:00 PM]**

**REVIEW OF AGENDA AND ITEMS ON CONSENT**

There was none.

**COUNCILORS' CONCERNS**

There was none.

## PRE-COUNCIL WORK SESSION

### 1. Parks Utility Rate (Fee) Funding Strategy

Staff and Consultant provided background and rate analysis for the creation of a potential park utility rate, also known as a parks utility fee. This was in response to the City Council Goal to “maintain existing park maintenance levels of service with upcoming expansion.”

### 2. SMART Annual Rider Survey Results

SMART staff presented the results of the annual September on-board passenger survey. The theme of the 2025 survey was on rider satisfaction of various elements of SMART transit service.

## ADJOURN [6:03 PM]

## EXECUTIVE SESSION [6:10 PM]

- ORS 192.660(2)(e) Real Property Transactions  
*To conduct deliberations with persons designated by the governing body to negotiate real property transactions.*
- ORS 192.660(2)(h) Legal Counsel/Litigation  
*To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

## ADJOURN [6:33 PM]

## CITY COUNCIL MEETING [7:00 PM]

### CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Passed 5-0.

### MAYOR'S BUSINESS

#### 4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor also announced past and future meetings and events.

## COMMUNICATIONS

### 5. Community Enhancement Project Update: Book Bike (*Friends of the Library*)

Council heard a summary of the activities of the Library's Book Bike, a project funded through the Wilsonville-Metro Community Enhancement Program.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

## CONSENT AGENDA

### 6. Resolution No. 3224

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Modification No. 2 To The Tri-County Metropolitan Transportation District Of Oregon (TriMet) Subrecipient Agreement For Fiscal Years 2026 And 2027.

### 7. Minutes of November 3, 2025, City Council Meeting.

The Consent Agenda was approved 5-0.

## NEW BUSINESS

### 8. Resolution No. 3226

A Resolution Adopting Hiring Standards, Criteria, And Policy Directives For The Employment Of A Public Officer.

The Resolution No. 3226 was approved 5-0.

## CONTINUING BUSINESS

## PUBLIC HEARING

### 9. Ordinance No. 900 -1<sup>st</sup> Reading (Legislative Non-Land Use Public Hearing)

An Ordinance Of The City Of Wilsonville Implementing An Administrative Warrants Process By Amending Chapter 1 Of The Wilsonville Code To Add Sections 1.100 Through 1.180.

After a public hearing was conducted Ordinance No. 900 was adopted on first reading 5-0.

## CITY MANAGER'S BUSINESS

The City Manager updated Council on initial responses to a public engagement opportunity available to residents and community stakeholders on “Let’s Talk, Wilsonville!” on the Town Center Plan and its proposed financing through urban renewal.

Council informally agreed to extend Bryan Cosgrove’s contract as the City Manager for up to three months, through March 2026, or until a successor was identified and hired.

## LEGAL BUSINESS

No report.

## ADJOURN [8:16 PM]



## ACTION MINUTES

December 01, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin  
Councilor Scull

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Bryan Cosgrove, City Manager  
Cindy Luxhoj, Associate Planner  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder  
Everett Wild, Government Affairs Manager  
Hannah Young, Law Clerk  
Jed Wilson, Chief of Police (incoming)  
Matt Lorenzen, Economic Development Manager  
Miranda Bateschell, Planning Director  
Robert Wurpes, Chief of Police (outgoing)  
Zoe Mombert, Assistant to the City Manager

### WORK SESSION [5:00 PM]

### REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

### COUNCILORS' CONCERNS

There was none.

## PRE-COUNCIL WORK SESSION

### 1. Wilsonville Industrial Land Readiness (Citywide EOA and EDS)

Staff sought Council feedback on the draft Economic Opportunities Analysis (EOA) and Economic Development Strategy (EDS) for the Citywide portion of the Wilsonville Industrial Land Readiness (WILR) project.

### 2. 2025 Solid Waste Rate Review & 2026 Rate Schedule

Council provided feedback to staff on whether to apply a cost-of-service rate adjustment or a rate-spread adjustment for solid waste collection and disposal services provided by Republic Services in response to the extraordinary rate increase request from Republic Services.

### 3. Public Safety Project Update – Updating Wilsonville Code Enforcement Provisions

Council discussed and provided input on (1) code enforcement provisions within the Wilsonville Code, including review of separate enforcement processes throughout the Wilsonville Code; and (2) alternatives analysis comparing other jurisdictions' code enforcement processes and recommendations for future Code updates.

## ADJOURN [6:12 PM]

There was a brief break to clear the room and move into Executive Session.

## EXECUTIVE SESSION [6:20 PM]

- ORS 192.660(2)(f) Exempt Public Records  
To consider information or records that are exempt by law from public inspection.
- ORS 192.660(2)(h) Legal Counsel/Litigation  
To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

## ADJOURN [7:08 PM]

## CITY COUNCIL MEETING [7:30 PM]

### CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

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

Approved 5-0.

## **MAYOR'S BUSINESS**

4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor also announced past and future meetings and events.

## **COMMUNICATIONS**

5. Police Department Update

Outgoing Chief of Police Rob Wurpes who was set to retire at the end of 2025 introduced Jed Wilson incoming Chief of Police. Chief Wurpes was appreciated by staff, Council, and the Sheriff's office for his service to Clackamas County and the City of Wilsonville.

6. Community Enhancement Project Update - Heart of the City (HOC) Project Report

It was noted that this presentation was to be rescheduled for a date to be determined.

7. Town Center / Urban Renewal Communication Council Goal Update

Consultants summarized the sentiment of community stakeholders who participated in focus groups and other outreach to gather public feedback on the 2019 Wilsonville Town Center Plan and the potential use of Urban Renewal to fund new infrastructure.

## **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

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

Councilors provided comments, announced prior and anticipated meetings and events.

## CONSENT AGENDA

### 8. Resolution No. 3223

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property Related To Construction Of The Boeckman Creek Flow Mitigation Project (CIP #7068) And Amending Resolution No. 3167.

### 9. Resolution No. 3225

A Resolution Of The City Of Wilsonville Adopting The South Metro Area Regional Transit Public Transportation Agency Safety Plan.

### 10. Resolution No. 3227

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With R.A. Gray Construction To Construct The Elligen Reservoir & Level C Reservoir Fall Protection & Security Improvement Projects (CIP 1152 & 1153).

### 11. Minutes of November 17, 2025, City Council Meeting.

The Consent Agenda was adopted 5-0.

## NEW BUSINESS

There was none.

## CONTINUING BUSINESS

### 12. Ordinance No. 900 -2<sup>nd</sup> Reading (Legislative Non-Land Use)

An Ordinance Of The City Of Wilsonville Implementing An Administrative Warrants Process By Amending Chapter 1 Of The Wilsonville Code To Add Sections 1.100 Through 1.180.

Ordinance No. 900 was adopted 5-0, on second reading.

## PUBLIC HEARING

There was none.

## CITY MANAGER'S BUSINESS

There was none.

## LEGAL BUSINESS

There was none.

## ADJOURN [9:23 PM]

**City Council  
December 01, 2025**

**Page 4 of 4**



## ACTION MINUTES

December 15, 2025 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin  
Councilor Scull

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Keith Katko, Finance Director  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Everett Wild, Government Affairs Manager  
Mike Nacrelli, Civil Engineer  
Miranda Bateschell, Planning Director  
Nancy Kraushaar, On-Call Senior Project Engineer  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

### WORK SESSION [5:00 PM]

### REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

### COUNCILORS' CONCERNS

There was none.

## PRE-COUNCIL WORK SESSION

### 1. Housing Statutory Compliance

Staff provided an update and sought Council feedback on aligning the City's residential development review processes with new requirements in State statute. The Housing Statutory Compliance project would develop a clear and predictable review process for residential development that maintains responsiveness for applicants.

### 2. Public Safety Project Update – Community Outreach on Alternative RV Policies

Staff sought the Council's feedback on draft updates to the City's parking regulations that would address public health, safety, welfare, and livability issues of concern to community members by establishing time limits for parked cars and/or a permit program for recreational vehicles (RVs).

## ADJOURN [6:19 PM]

There was a brief break to clear the room and move into Executive Session.

## EXECUTIVE SESSION [6:25 PM]

### 1. ORS 192.660(2)(h) Legal Counsel/Litigation

*To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*

## ADJOURN [6:40 PM]

## CITY COUNCIL MEETING [7:00 PM]

## CALL TO ORDER

### 1. Roll Call

### 2. Pledge of Allegiance

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

Approved 5-0.

## MAYOR'S BUSINESS

### 4. Upcoming Meetings (*Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>*)

The Mayor also announced past and future meetings and events.

## 5. Boards/Commission Appointments/Reappointments

### Budget Committee – Reappointment

Reappointment of Synthea Russell to the Budget Committee for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

### Budget Committee – Appointment

Appointment of Adrienne Scrtsmier to the Budget Committee for a term beginning 1/1/2026 to 12/31/2026. Passed 4-1.

### Development Review Board – Reappointment

Reappointment of John Andrews, Kamran Mesbah, and Megan Chuinard to the Development Review Board for a term beginning 1/1/2026 to 12/31/2028. Passed 5-0.

### Development Review Board – Appointment

Appointment of Mitchell Cooper to the Development Review Board for a term beginning 1/1/2026 to 12/31/2026. Passed 5-0.

### Development Review Board – Appointment

Appointment of George Dunn to the Development Review Board for a term beginning 1/1/2026 to 12/31/2026. Passed 5-0.

### Diversity, Equity and Inclusion Committee – Reappointment (Student Position)

Reappointment of Fiona Huston to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2027. Passed 5-0.

### Diversity, Equity and Inclusion Committee – Appointment (Student Position)

Appointment of Avani Patel to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2027. Passed 5-0.

### Diversity, Equity and Inclusion Committee – Reappointment

Reappointment of Elisabeth Garcia Davidson to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

### Diversity, Equity and Inclusion Committee – Appointment

Appointment of Iona River and Jenna Barruga to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

### Diversity, Equity and Inclusion Committee – Appointment

Appointment of Jennie Kime and Natalia Oguilve Araya to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2026 to 12/31/2027. Passed 5-0.

**Kitakata Sister City Advisory Board – Reappointment**

Reappointment of Devan Olmstead to the Kitakata Sister City Advisory Board for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

**Kitakata Sister City Advisory Board – Appointment**

Appointment of Ami Keiffer to the Kitakata Sister City Advisory Board for a term beginning 1/1/2026 to 12/31/2029. Passed 5-0.

**Kitakata Sister City Advisory Board – Appointment**

Appointment of Elliot Porter to the Kitakata Sister City Advisory Board for a term beginning 1/1/2026 to 12/31/2026. Passed 5-0.

**Planning Commission – Reappointment**

Reappointment of Andrew Karr to the Planning Commission for a term beginning 1/1/2026 to 12/31/2030. Passed 5-0.

**Planning Commission – Appointment**

Appointment of Jeffrey Zundel to the Planning Commission for a term beginning 1/1/2026 to 12/31/2030. Passed 5-0.

**Planning Commission – Appointment**

Appointment of Tabi Traughber and Rob Candrian to the Planning Commission for a term beginning 1/1/2026 to 12/31/2027. Passed 5-0.

**COMMUNICATIONS****6. American Public Works Association (APWA) Oregon Project of the Year**

Staff received recognition from the City Council for earning a Project of the Year Award from the Oregon chapter of the American Public Works Association. The award recognizes the Boeckman Road Corridor Improvement Program, a series of improvements that includes the new Boeckman Bridge.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS**

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

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

Councilors provided comments, announced prior and anticipated meetings and events.

## CONSENT AGENDA

### 7. Resolution No. 3220

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute Task Order No. 1 To The Goods And Services Contract With Andersen Pacific Inc. For Replacement Of The Town Center Water Feature.

### 8. Resolution No. 3228

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With WSP USA Inc. To Provide Engineering Consulting Services For The Miley Road Stormwater Improvements Project (Capital Improvement Project No. 7071).

### 9. Minutes of the December 1, 2025 City Council Meeting.

The Consent Agenda was adopted 5-0.

## NEW BUSINESS

### 10. Employment Agreement, City Manager Pro Tem

Passed 5-0.

### 11. Employment Agreement Amendment, City Attorney

Passed 5-0.

### 12. Employment Agreement Renewal, Municipal Court Judge

Passed 5-0.

### 13. Resolution No. 3219

A Resolution Of The City Of Wilsonville Adopting The 2026 Republic Services Rate Schedule For Collection And Disposal Of Solid Waste, Recyclables, Organics, And Other Materials.

Passed 5-0.

### 14. Resolution No. 3231

A Resolution Of The City Of Wilsonville Authorizing Sole-Source Equipment Procurement For The Wastewater Treatment Plant Backup Ultraviolet System Replacement Project (Capital Improvement Project #2109).

Passed 5-0.

## **CONTINUING BUSINESS**

There was none.

## **PUBLIC HEARING**

### **15. Resolution No. 3229**

A Resolution Establishing And Imposing Just And Equitable Sewer User Fees And Repealing Resolution No. 2325 And Resolution No. 1987.

### **16. Resolution No. 3230**

A Resolution Establishing And Imposing Just And Equitable Stormwater User Fees And Repealing Resolution No. 2507 And Resolution No. 2353.

City Council continued the public hearing of Resolution Nos. 3229 and 3230 to the February 2, 2026, meeting at 7:00 p.m. Approved 5-0.

## **CITY MANAGER'S BUSINESS**

The City Manager announced there was a local flood watch from Wednesday, December 17 to Friday, December 19, 2025.

## **LEGAL BUSINESS**

The City Attorney informed City Council that Prospective Initiative Petition ID No. 2025-01i had received the required signatures to be placed on the May 2026 Election ballot.

## **ADJOURN [11:29 PM]**



## ACTION MINUTES

January 05, 2026, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

**PRESENT:**

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin  
Councilor Scull

**STAFF PRESENT:**

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Beth Wolf, IT Project Manager  
Bill Evans, Communications & Marketing Manager  
Bryan Cosgrove, City Manager  
Chris Myers, Senior Planner  
Delora Kerber, Public Works Director  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder  
Everett Wild, Government Affairs Manager  
Martin Montalvo, Public Works Ops. Manager  
Marissa Rauthause, Civil Engineer  
Matt Lorenzen, Economic Development Manager  
Miranda Bateschell, Planning Director  
Zach Weigel, City Engineer

**WORK SESSION [5:00 PM]**

**REVIEW OF AGENDA AND ITEMS ON CONSENT**

There was none.

## COUNCILORS' CONCERNS

Councilor Cunningham submitted a proposal to update the appointment process for City boards and commissions. Staff was directed to research the proposal and bring back information to a future Work Session for City Council's discussion.

## PRE-COUNCIL WORK SESSION

1. Wilsonville Emergency Operations Plan Update

Council was informed of Resolution No. 3237, repealing Resolution No. 2341 and the current basic Emergency Operating Plan (EOP), January 2012 and replacing with this new resolution and Emergency Operations Plan, Basic Plan, December 2025.

2. WILR (Basalt Creek) - Infrastructure Funding Analysis

Staff sought the Council's feedback on an Infrastructure Funding Analysis drafted to facilitate future development in the Basalt Creek Planning Area.

## ADJOURN [6:35 PM]

There was a brief break to switch Zoom accounts.

## EXECUTIVE SESSION [6:40 PM]

- ORS 192.660(2)(f) Exempt Public Records
  - To consider information or records that are exempt by law from public inspection.
- ORS 192.660(2)(h) Legal Counsel/Litigation
  - To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

## ADJOURN [7:30 PM]

## CITY COUNCIL MEETING [7:34 PM]

### CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Approved 5-0.

**City Council**  
**January 05, 2026**

**Page 2 of 5**

## MAYOR'S BUSINESS

4. Upcoming Meetings (Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>)

The City Manager updated the audience on the status of initiative petition ID# 2025-01i.

The Mayor then provided his report.

## COMMUNICATIONS

There was none.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

## CONSENT AGENDA

5. **Resolution No. 3232**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Professional Services Agreement With Harper Houf Peterson Righellis Inc. (HHPR) For Engineering Consulting Services For The Brown Road Improvements Project (Capital Improvement Project No. 4216).

6. **Resolution No. 3237**

A Resolution Of The City Of Wilsonville Repealing Resolution No. 2341 And The Current Basic Emergency Operating Plan, January 2012 And Replacing With This New Resolution And Emergency Operations Plan, Basic Plan, December 2025.

The Consent Agenda was approved 5-0.

## NEW BUSINESS

7. City Council Members' Assignments to City Boards and Intergovernmental Committees

Approved 5-0.

## **CONTINUING BUSINESS**

There was none.

## **PUBLIC HEARING**

There was none.

## **CITY MANAGER'S BUSINESS**

There was no report.

## **LEGAL BUSINESS**

The City Attorney informed the City Council of their options for an initiative petition competing measure. Council decided not to submit a competing measure.

The Council adopted a motion to authorize the City's intervention in ongoing proceedings with the Land Use Board of Appeals regarding a Marion County land use application at a property near the Aurora Airport. Approved 4-0-1.

## **ADJOURN [8:46 PM]**

## **URBAN RENEWAL AGENCY MEETING [8:51 PM]**

### **CALL TO ORDER**

1. Roll Call
2. Motion to approve the following order of the agenda.

Approved 5-0.

### **CITIZEN INPUT**

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address 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 Urban Renewal Agency 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.

## CONSENT AGENDA

### 3. URA Resolution No. 356

A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute An Amendment To The Professional Services Agreement With Harper Houf Peterson Righellis Inc. (HHPR) For Engineering Consulting Services For The Brown Road Improvements Project (Capital Improvement Project No. 4216).

### 4. Minutes of October 6, 2025, Urban Renewal Agency Meeting.

The URA Consent Agenda was approved 5-0.

## NEW BUSINESS

There was none.

## CONTINUING BUSINESS

There was none.

## PUBLIC HEARING

There was none.

## ADJOURN [8:53 PM]



## ACTION MINUTES

January 22, 2026, at 4:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin  
Councilor Scull

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Bryan Cosgrove, City Manager  
Dan Carlson, Building Official  
Delora Kerber, Public Works Director  
Hannah Young, Law Clerk  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder

### EXECUTIVE SESSION [4:00 PM]

- ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents
  - *To consider the employment of a public officer, employee, staff member or individual agent.*

### ADJOURN [5:50 PM]

There was a brief break to switch Zoom accounts.

### WORK SESSION [6:07 PM]

### REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

**Executive Session & Work Session (NO City Council Meeting)**

**Page 1 of 2**

**January 22, 2026**

## **COUNCILORS' CONCERNS**

The proposed update to the boards/commissions process was discussed.

## **PRE-COUNCIL WORK SESSION**

### **1. Update on City Council Goal 2, Rental Housing Inspection Program**

Staff summarized work to analyze rental housing inspection programs that exist in some jurisdictions to support the resolution of livability issues between landlords and tenants.

### **Public Safety Council Goal - Graffiti Rewards Program Update**

Staff presented examples of abatement programs that could be established to incentivize residents to report information that leads to the apprehension of graffiti vandals.

## **ADJOURN [7:50 PM]**



## ACTION MINUTES

February 02, 2026, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

### PRESENT:

Mayor O'Neil  
Councilor President Berry  
Councilor Cunningham  
Councilor Shevlin  
Councilor Scull - Excused

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Bill Evans, Communications & Marketing Manager  
Bryan Cosgrove, City Manager  
Everett Wild, Government Affairs Manager  
Jeanna Troha, Assistant City Manager  
Keith Katko, Finance Director  
Kimberly Rybold, Senior Planner  
Kimberly Veliz, City Recorder  
Matt Lorenzen, Economic Development Manager  
Miranda Bateschell, Planning Director  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

### WORK SESSION [5:01 PM]

#### REVIEW OF AGENDA AND ITEMS ON CONSENT

There was none.

#### COUNCILORS' CONCERNS

There was none.

## PRE-COUNCIL WORK SESSION

### 1. Coffee Creek Urban Renewal Plan Amendment - Land Assembly

Council was informed of Resolution No. 3236 and URA Resolution No. 357 which would approve an amendment to the Coffee Creek Urban Renewal Plan which would allow the Urban Renewal Agency of the City of Wilsonville To acquire, option, prepare (including, but not limited to, pursuing land use actions), aggregate, hold, sell, resell, and/or encumber real property in the Urban Renewal Area.

### ADJOURN [5:28 PM]

## URBAN RENEWAL AGENCY MEETING [5:28 PM]

### CALL TO ORDER

1. Roll Call
2. Motion to approve the following order of the agenda.

Approved 4-0.

### CITIZEN INPUT

This is an opportunity for visitors to address the Urban Renewal Agency on any matter concerning City's Business or any matter over which the Agency has control. It is also the time to address 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 Urban Renewal Agency 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.

### CONSENT AGENDA

The City Attorney read the titles of the URA Consent Agenda items into the record.

3. URA Resolution No. 357  
A Resolution Approving A Council-Approved Amendment To The Coffee Creek Urban Renewal Plan Which Allows The Urban Renewal Agency Of The City Of Wilsonville To Acquire, Option, Prepare (Including, But Not Limited To, Pursuing Land Use Actions), Aggregate, Hold, Sell, Resell, And/Or Encumber Real Property In The Urban Renewal Area.
4. Minutes of January 5, 2026, Urban Renewal Agency Meeting.

The URA Consent Agenda was passed 4-0.

## **NEW BUSINESS**

There was none.

## **CONTINUING BUSINESS**

There was none.

## **PUBLIC HEARING**

There was none.

## **ADJOURN [5:30 PM]**

## **EXECUTIVE SESSION [5:35 PM]**

- ORS 192.660(2)(a) Employment of Public Officers, Employees and Agents
  - To consider the employment of a public officer, employee, staff member or individual agent.

## **ADJOURN [6:50 PM]**

## **CITY COUNCIL MEETING [7:04 PM]**

### **CALL TO ORDER**

1. Roll Call
2. Pledge of Allegiance
3. Motion to approve the following order of the agenda.

Approved 4-0.

## **MAYOR'S BUSINESS**

4. Upcoming Meetings (Link to City Calendar: <https://www.wilsonvilleoregon.gov/calendar>)

The Mayor provided his report.

## **COMMUNICATIONS**

There was none.

## CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS

This is an opportunity for visitors to address the City Council on any matter concerning City's Business or any matter over which the Council has control. It is also the time to address 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.

## COUNCILOR COMMENTS, LIAISON REPORTS AND MEETING ANNOUNCEMENTS

Councilors provided comments, announced prior and anticipated meetings and events.

## CONSENT AGENDA

### 5. Resolution No. 3217

A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Approving The Bid Process; Accepting The Proposal Which Will Best Serve The Interest Of The City; And Awarding A Contract To Green Sweep Asphalt Services, LLC., For The Project Known As Street Sweeping Services.

### 6. Resolution No. 3233

A Resolution Of The City Of Wilsonville Ratifying Approval Of A Grant Agreement Between Wilsonville And The Oregon Department Of Land Conservation And Development (DLCD) For The Housing Statutory Compliance Project.

### 7. Resolution No. 3236

A Resolution Of The City Of Wilsonville Approving A Council-Approved Amendment To The Coffee Creek Urban Renewal Plan Which Allows The Urban Renewal Agency Of The City Of Wilsonville To Acquire, Option, Prepare (Including, But Not Limited To, Pursuing Land Use Actions), Aggregate, Hold, Sell, Resell, And/Or Encumber Real Property In The Urban Renewal Area.

### 8. Minutes of December 15, 2025, and January 5, 2026, City Council Meetings.

The Consent Agenda was passed 4-0.

## NEW BUSINESS

There was none.

## CONTINUING BUSINESS

There was none.

## PUBLIC HEARING

9. **Resolution No. 3229** - *(Request for continuance to a date certain of March 16, 2026.)*  
A Resolution Establishing And Imposing Just And Equitable Sewer User Fees And Repealing Resolution No. 2325 And Resolution No. 1987.

Council moved to continue the public hearing of Resolution No. 3229 to 7:00 p.m. March 16, 2026. Passed 4-0.

10. **Resolution No. 3230**

A Resolution Establishing And Imposing Just And Equitable Stormwater User Fees And Repealing Resolution No. 2507 And Resolution No. 2353.

After a public hearing Resolution No. 3230 was adopted 4-0.

## CITY MANAGER'S BUSINESS

There was none.

## LEGAL BUSINESS

11. Public Contracting Quarterly Report

**ADJOURN [9:43 PM]**

**DEVELOPMENT REVIEW BOARD MEETING**

*Item 7.*

**MONDAY, FEBRUARY 23, 2026**  
**6:30 PM**

---

**Staff Communications:**

7.     Housing Statutory Compliance Project



## DEVELOPMENT REVIEW BOARD PANEL B MEETING

### STAFF REPORT

<b>Meeting Date:</b> February 23, 2026	<b>Subject:</b> Housing Statutory Compliance  <b>Staff Members:</b> Kimberly Rybold, AICP  <b>Department:</b> Community Development	
<b>Action Required</b>	<b>Advisory Board/Commission Recommendation</b>	
<input type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> Reading Date: <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input type="checkbox"/> Consent Agenda		
<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable		
<b>Comments:</b> N/A		
<b>Staff Recommendation:</b> N/A		
<b>Recommended Language for Motion:</b> N/A		
<b>Project / Issue Relates To:</b>		
<input type="checkbox"/> Council Goals/Priorities:	<input checked="" type="checkbox"/> Adopted Master Plan(s): Housing Production Strategy	<input type="checkbox"/> Not Applicable

### ISSUE BEFORE BOARD:

Staff will introduce the Housing Statutory Compliance project and seek Development Review Board (DRB) input on members' experiences serving on the DRB.

## EXECUTIVE SUMMARY:

In June 2025, City Council adopted the Housing Production Strategy (HPS), a document required for the City's continued compliance with Statewide Planning Goal 10 (Housing). The HPS includes seven actions the city will pursue over the next six years to help address Wilsonville's unmet housing needs. Among these is Action C, Evaluate Use of Administrative Review Processes for Residential Development. Action C recommends the City assess the Development Code and propose updates to the City's land use review process for residential development to allow administrative review for new subdivisions and multifamily developments that meet clear and objective standards. Processing these applications administratively via the Class II review process would reduce the overall review time. In the 2025 Session, the Oregon Legislature passed Senate Bill (SB) 974 requiring cities and counties to issue decisions without a public hearing on certain residential development applications, including Wilsonville's most common residential land use applications. This statutory requirement overlaps with HPS Action C. Because of SB 974, the City must undertake these Development Code amendments now as they must be effective by July 1, 2026.

### ***Current Land Use Review Process***

Development permit applications in Wilsonville generally fall under one of three review processes:

- **Class I Administrative Review** – Applications are processed as ministerial decisions made by the Planning Director without public hearing or public notice and are not subject to appeal or call-up. These decisions do not involve discretion on the part of the Planning Director and include applications that verify compliance with prior development approvals.
- **Class II Administrative Review** – Applications are processed as administrative decisions by the Planning Director, with public notice, subject to appeal or call-up by the Development Review Board (DRB). These decisions may involve limited discretion on the part of the Planning Director but generally involve application of clear and objective development standards. This process is used for minor modifications to previously approved development plans.
- **Class III Quasi-Judicial Review** – Applications are processed as quasi-judicial decisions by the DRB, with public notice and a public hearing, subject to appeal or call-up by City Council. This is the City's current land use review process for applications associated with new development, including residential land use applications. State law requires the use of clear and objective standards for residential development; however, applicants may choose to request discretionary waivers to certain development standards subject to DRB review and approval. Final decisions on applications for annexation, Comprehensive Plan Map amendments, or Zone Map amendments are made by City Council.

While most land use applications for new development are reviewed and approved by the DRB as described above, the City has precedent for establishing an administrative review process for land use applications for new development meeting clear and objective standards in the Coffee

Creek Industrial Design Overlay District. Adopted in 2018, this process allows the City to review most development applications associated with development through the Class II administrative review process, with review and approval for annexation and zone map amendment applications heard by City Council without prior DRB review. This process was adopted with the intention of providing a faster, more predictable review process for applications meeting clear and objective standards while still allowing an opportunity for public input. The City could implement HPS Action C in a similar manner, provided that the requirements contained within SB 974 are met.

To understand the potential impact of shifting from DRB review of residential land use applications to a Class II process, staff evaluated the 67 DRB applications received from 2020 to October 2025, excluding withdrawn applications. Of these, 16 applications (approximately 24 percent) were for new residential development projects, with all but two including an action requiring City Council approval. Just as the overall volume of development applications varies from year to year based on market factors, the percentage of residential applications varied from a low of 12.5 percent to a high of 37.5 percent of DRB applications in a single year. While this yearly variation will continue based upon development readiness of areas such as Frog Pond East and South, processing of residential land use applications via a Class II process would reduce the overall volume of applications reviewed by the DRB.

### ***Planning Commission and City Council Work Sessions***

To help the City determine how to best implement HPS Action C while meeting the requirements of SB 974, the project team held work sessions with Planning Commission and City Council in Fall 2025 to get direction on preferred approaches to the Development Code amendments. Recognizing the overall volume of applications subject to DRB review could drop by approximately 20-30 percent and that DRB meetings are typically cancelled when there are no agenda items, there likely will not be enough application volume to support having two DRBs going forward. To ensure effective use of community volunteers' time, the project team sought Planning Commission and City Council feedback on the role of the City's DRB and the following approaches:

- Keep one DRB to review land use applications that remain subject to a quasi-judicial land use review process, including appeals of Class II administrative decisions; or
- Eliminate the DRB and place all quasi-judicial public hearings and decisions with the Planning Commission. This may require adding a second meeting per month if application volume warrants it.

Both Planning Commission and City Council expressed support for the continued role of the DRB in reviewing quasi-judicial land use applications but agreed that moving to a single DRB likely made sense given the anticipated reduction in application volume. In doing so, City Council expressed interest in finding a way to maintain the scheduling flexibility that the two panel structure currently allows as it ensures the City can meet its application review timeline requirements and it provides a better customer experience for applicants. Before making a final decision, both Planning Commission and City Council requested the project team conduct

outreach with both DRB panels to learn more about Board members' experiences serving on the DRB. Feedback gathered during this discussion will inform final recommendations on potential modifications to the DRB.

### ***Discussion Questions***

- What, if any, impact does the cancellation of DRB meetings have on your overall feeling of being well-trained and prepared to serve in this role?
- How much time do you spend preparing for meetings? If you had to occasionally plan and prepare for a second meeting per month or if staff needed to schedule a special meeting due to application timing or volume, would that be too much of a time commitment?
- Are there other weekdays or times that you would prefer for the DRB to meet?
- What additional questions or comments do you have about proposed changes to the DRB or the proposed review process changes?

### **EXPECTED RESULTS:**

Input on Board members' experiences serving in their roles on the DRB.

### **ATTACHMENTS:**

N/A