



## DEVELOPMENT REVIEW BOARD PANEL A AGENDA

February 09, 2026 at 6:30 PM

Wilsonville City Hall & Remote Video Conferencing

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### PARTICIPANTS MAY ATTEND THE MEETING AT:

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

Zoom: <https://us02web.zoom.us/j/85843043229>

### 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

Megan Chuinard	Mitch Cooper
Alice Galloway	Jordan Herron
Janis Sanford	

### 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 October 13, 2025 DRB Panel A meeting](#)

### PUBLIC HEARINGS

### BOARD MEMBER COMMUNICATIONS

4. [Recent City Council Action Minutes](#)

## STAFF COMMUNICATIONS

5. [Housing Statutory Compliance Project](#)
6. 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 [drba@wilsonvilleoregon.gov](mailto:drba@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 9, 2026**  
**6:30 PM**

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**Consent Agenda:**

3. Approval of minutes from the October 13, 2025 DRB Panel A meeting



## DEVELOPMENT REVIEW BOARD PANEL A

### MEETING MINUTES

October 13, 2025 at 6:30 PM

Wilsonville City Hall & Remote Video Conferencing

#### CALL TO ORDER

A regular meeting of the Development Review Board Panel A was held at City Hall beginning at 6:30 p.m. on Monday, October 13, 2025. Chair Candrian called the meeting to order at 6:30 p.m.

#### CHAIR'S REMARKS

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

#### ROLL CALL

Present for roll call were: Rob Candrian, Janis Sanford, Megan Chuinard (Panel B), and Kamran Mesbah (Panel B). Alice Galloway and Jordan Herron were absent.

Staff present: Daniel Pauly, Stephanie Davidson, and Kimberly Rybold

**CITIZENS INPUT** – This is an opportunity for visitors to address the Development Review Board on items not on the agenda. There were no comments.

#### CONSENT AGENDA

1. Approval of Minutes of the March 10, 2025 DRB Panel A meeting.

**Janis Sanford moved to approve the March 10, 2025 DRB Panel A meeting minutes as presented. Megan Chuinard seconded the motion, which passed unanimously.**

#### PUBLIC HEARINGS

2. **Resolution No. 442, Republic Services Modular Offices.** The applicant is requesting approval of a Stage 2 Final Plan Modification and Site Design Review request to keep modular office buildings on the service site long-term.

Case Files:

DB25-0003 Republic Services Modular Offices  
 -Stage 2 Final Plan Modification (STG225-0002)  
 -Site Design Review (SDR25-0003)

**Chair Candrian** called the public hearing to order at 6:35 p.m. and read the conduct of hearing into the record. Kamran Mesbah and Chair Candrian declared for the record that they had visited the site. No Board member declared a conflict of interest, ex parte contact, bias, or

conclusion from a site visit. No Board member participation was challenged by any member of the audience.

**Planning Manager Pauly** announced that the criteria applicable to the application were found in the Staff report, and copies of the report were made available to the side of the room and on the City's website.

**Planning Manager Pauly** presented the Staff report via PowerPoint, briefly reviewing the project's background, location and surrounding features, as well as the requested applications with these key comments:

- The current modular office buildings at Republic Services were approved concurrent with the maintenance shop as a temporary use. At that time, the Applicant had sought temporary offices because they did not have the funding for a permanent structure.
  - When seeking to renew an existing temporary use permit, an applicant should have a clear and specific end date to avoid the temporary use turning permanent. Because a permanent use was not approvable as a continued temporary use, the DRB would need to explore options to approve any such building as permanent, which was the case with tonight's proposal.
- The subject application included a basic Stage 2 Plan Modification and a Site Design Review; no trees were being removed, and no signage was being added.
  - The Stage 2 Plan addressed the function, overall look, and traffic. When the Stage 2 Master Plan was approved, an office was planned in this location, and the traffic to support the office was already assumed in the traffic report conducted when the maintenance shop was built. The traffic trips for the subject office were vested, meaning the Applicant had done enough development at that time to save the trips for future expansion. No additional traffic study was conducted.
    - The subject office was farther back on the site and would not generate visits from the public. The admin offices visited by the public were located elsewhere on the site. As such, parking was already sufficient.
  - No changes to existing site circulation or landscaping were proposed. The site itself was fairly well screened from offsite view, and the blue shades of the buildings blended well with the environment.

**Chair Candrian** asked if the proposed building would meet the Building Code for a permanent structure. He recalled that temporary school classroom buildings only had a limited lifespan.

**Planning Manager Pauly** explained the intent was approving the resolution did not necessarily approve that structure; the idea was that this approval was flexible enough that if the Applicant wanted to bring in another building or make substantial modifications to meet the Building Code that the office building would be within the subject footprint, the same color and same type of roof; however, the exact structure type were unknown. The Applicant was fully aware of the Building Code challenges they needed to work through.

**Megan Chuinard** asked if a more standard structure was planned long term.

**Planning Manager Pauly** understood the local Republic Services team wanted to build something more permanent, but that was dependent on funding from the corporate office and the priorities of their capital projects.

**Kamran Mesbah** asked if the Board denying the application would incentivize corporate.

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

**Matt Ketchem, General Manager, Republic Services Wilsonville**, stated Republic Services had been on the site for a long time. He doubted denying the application would change corporate's opinion, adding that the Applicant owned the land behind the building which was ideally situated and he believed further capital development would occur. He noted that the existing temporary office space worked well for the site, and the buildings were in good shape, being regularly maintained by the leasing company. From an aesthetic standpoint and work space, the building was a good space for employees.

**Victoria Tomlinson, Pioneer Design Group**, presented the Applicant's proposal via PowerPoint with these comments:

- The subject site was an industrial site that functioned as a solid waste transfer and recycling center. The modular office building was added to the site in 2014 and was intended to be used temporarily, having temporary use permits up until 2025 when the City determined the building no longer qualified for the renewal of the temporary use permit.
- The current land use application for the Stage 2 Final Plan Modification and Site Design Review request was to approve the modular building for permanent use and allow Republic Services to continue to utilize the office space.
- The site plan submitted as part of the application included building updates to have a permanent office building. While the site plan essentially looked the same, Republic Services was working to ensure all the Building Code standards were met, making any changes necessary for the building to remain approved as a permanent structure. (Slide 4)
  - The required bicycle parking would be located within the office building.
  - The Engineering Division conditions requested a covered outdoor trash enclosure for the mixed solid waste and recyclables storage area. However, based on the Staff report, the nature of the site provided the required storage area for both solid waste and recyclables; therefore, the Applicant proposed utilizing indoor trash and recycling collection and then managing the materials onsite.
- The Applicant agreed with the City's conditions of approval.

**Janis Sanford** asked about the estimated lifespan of the modular units and if they would be replaced at some point.

**Mr. Ketchem** confirmed the units were 11 years old, noting they were designed for a 30-year life.

**Chair Candrian** called for public testimony regarding the application, noting no one was present at City Hall to testify, and confirmed with Staff that no one was in attendance on Zoom indicated they wanted to testify, and that no testimony had been received via email.

**Chair Candrian** confirmed the Applicant had no rebuttal and that there were no further questions or discussion. He closed the public hearing at 6:54 pm.

**Kamran Mesbah moved to adopt the Staff report, including all findings and exhibits as written. Megan Chuinard seconded the motion, which passed by a 4 to 0 vote. (Ayes: Sanford, Chuinard, Mesbah, Candrian Nays: None.)**

**Kamran Mesbah moved to adopt Resolution No. 442. The motion was seconded by Janis Sanford and passed by a 4 to 0 vote. (Ayes: Sanford, Chuinard, Mesbah, Candrian Nays: None.)**

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

#### **BOARD MEMBER COMMUNICATIONS:**

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

4. Recent City Council Action Minutes

No comments.

#### **STAFF COMMUNICATIONS**

**Planning Manager Pauly** stated this was the last DRB meeting for both Assistant City Attorney Stephanie Davidson and himself, noting that working with DRB members was a highlight of his more than 17 years at the City. He added that no DRB Panel A agenda items were anticipated in the next couple months.

**Senior Planner Rybold** acknowledged both Attorney Davidson's and Planning Manager Pauly's assistance, support, and contributions to Staff, the DRB panel and the City of Wilsonville.

#### **ADJOURN**

The meeting adjourned at 6:59 p.m.

Respectfully submitted,

Paula Pinyerd, ABC Transcription Services, LLC. for  
Shelley White, Planning Administrative Assistant

**DEVELOPMENT REVIEW BOARD MEETING**

*Item 4.*

**MONDAY, FEBRUARY 9, 2026**  
**6:30 PM**

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**Board Member Communications:**

4. Recent City Council Action Minutes



## CITY COUNCIL ACTION MINUTES

October 06, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

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**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 4.

## SPECIAL CITY COUNCIL WORK SESSION ACTION MINUTES

October 09, 2025 at 3:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### 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

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### 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

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## 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

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### 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

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## 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

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**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]



Item 4.

## ACTION MINUTES

December 01, 2025, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### 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**

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## **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**



Item 4.

## ACTION MINUTES

December 15, 2025 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### 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**

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**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]**



Item 4.

## ACTION MINUTES

January 05, 2026, at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### 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

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### 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]**

**DEVELOPMENT REVIEW BOARD MEETING**

*Item 5.*

**MONDAY, FEBRUARY 9, 2026**  
**6:30 PM**

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**Staff Communications:**

5.     Housing Statutory Compliance Project



## DEVELOPMENT REVIEW BOARD PANEL A MEETING

### STAFF REPORT

<b>Meeting Date:</b> February 9, 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