



## DEVELOPMENT REVIEW BOARD PANEL B AGENDA

January 27, 2025 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/81495007189>

### TO PROVIDE PUBLIC TESTIMONY:

Individuals must submit a testimony card online:

<https://www.ci.wilsonville.or.us/DRB-SpeakerCard>

### CALL TO ORDER

### CHAIR'S REMARKS

### ROLL CALL

|                |                  |
|----------------|------------------|
| John Andrews   | Rachelle Barrett |
| Megan Chuinard | Dana Crocker     |
| 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 2025 CHAIR AND VICE-CHAIR

1. Chair
2. Vice-Chair

### CONSENT AGENDA

- [3.](#) Approval of minutes of the September 23, 2024 DRB Panel B meeting

### PUBLIC HEARINGS

### BOARD MEMBER COMMUNICATIONS

- [4.](#) Results of the October 14, 2024 DRB Panel A meeting

- [5.](#) Results of the November 14, 2024 DRB Panel A meeting
- [6.](#) Results of the December 9, 2024 DRB Panel A meeting
- [7.](#) Results of the January 13, 2025 DRB Panel A meeting
- [8.](#) Recent City Council Action Minutes

## **STAFF COMMUNICATIONS**

9. 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 Planning Administrative Assistant at 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.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-682-4960.*

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, JANUARY 27, 2025  
6:30 PM

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Consent Agenda:

3. Approval of minutes of the September 23, 2024 DRB Panel B meeting



**Development Review Board-Panel B  
Regular Meeting Minutes  
September 23, 2024**

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, Alice Galloway, John Andrews, Megan Chuinard, and Kamran Mesbah

Staff present: Daniel Pauly, Stephanie Davidson, Amy Pepper, Kimberly Rybold, Cindy Luxhoj, and Shelley White, Georgia McAlister,

**CITIZEN INPUT**

There was none.

**CONSENT AGENDA**

1. Approval of the August 26, 2024 DRB Panel B Minutes

**Megan Chuinard moved to approve the August 26, 2024 DRB Panel B meeting minutes as presented. John Andrews seconded the motion, which passed 5 to 0.**

**PUBLIC HEARING**

2. **Resolution No. 437. SMART Yard Expansion.** The applicant is requesting approval of a Stage 2 Final Plan Modification, Site Design Review, and Type C Tree Removal Plan for development of a 30,730 square foot yard expansion at the SMART Facility located at 28879 SW Boberg Road.

Case Files:

DB24-0007 SMART Yard Expansion

-Stage 2 Final Plan Modification (STG224-0003)

-Site Design Review (SDR24-0004)

-Type C Tree Removal Plan (TPLN24-0004)

**Chair Barrett** called the public hearing to order at 6:35 p.m. and read the conduct of hearing format into the record. Alice Galloway 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.

**Georgia McAlister, Associate Planner**, 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.

**Ms. McAlister** presented the Staff report via PowerPoint, briefly noting the site's location, and describing and reviewing the three applications requested. Details were also provided about a compliance issue regarding the removal and replacement of trees, which was discussed with the Applicant and resulted in a condition of approval requiring 69 trees to be planted on the subject property as well as payment into the City Tree Fund.

Questions from the Board were addressed by Staff as follows:

- Purchasing and planting one tree costs approximately \$300, making the Applicant's total \$5,400 for the 18 trees being removed.
- The Tree Fund was managed by the Community Development Department and a brief description was given on how the Tree Fund was used for mitigation and other tree related projects in the city.
- The Development Code's default mitigation was one tree for one tree (1:1). Per Code, other circumstances could trigger a caliper inch-per-inch mitigation to disincentivize the removal of a mature tree or a Valuable Tree, such as a White Oak, Ponderosa, or Madrone. It was unclear what happened with the trees on the subject property, so the inches were unknown.
- As far as safeguards for the replanting of trees, the City always conditioned that all plantings must be kept healthy and viable for one year after planting, with inspections done at 6 and 12 months. Generally, anything approved as part of a Landscape Plan that was subsequently removed prior to one year after planting would need to be replanted or otherwise mitigated.
- While the Applicant already had one incident of trees being removed, City Staff had more attention on the issue and was in communication with SMART staff to ensure and trigger continued follow-up. Current SMART Staff were unaware of the past issues. There was no clear Code standard to be able to objectively apply an additional warranty period.
- The 2011 tree inventory was from the original development application for the SMART facility. The City did not conduct tree inventories except on specific occasions. Generally, the City became aware of a tree removal due to it being reported or Staff because happened to see it.
- Staff occasionally looks at historic aerial photos to ascertain changes or determine illegal tree removal.

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

**Burke Wardle, PIVOT Architecture**, presented the Applicant's proposal, noting a brief history and the design background of the site, and describing key elements of the proposal as follows:

- The entry driveway would be widened to accommodate two-way traffic.
- Seven to eight electric chargers would be added on the north side of the site and some of the existing chargers would be relocated there as well.
- A gray concrete block, bus washing building would replace the open-canopy wash system, enabling all buses to be washed indoors and more efficiently.
- Site circulation operated in a counterclockwise circle, enabling all buses to be contained on the site.
- When getting oriented with the project, he realized the original project plantings had not survived being planted as not a lot of development surrounding the SMART site at the time. The general consensus was that a family of deer living on site ate the majority of trees.
  - The trees would be replanted back to the original 2011 standard. The Applicant tried to replace on site the 18 trees being removed, but due to limited site conditions, a deposit would be made into the Tree Mitigation Fund.

Questions from the Board were addressed as follows:

- **Mr. Wardle** confirmed the project consisted primarily of the addition of a small bus wash building, underground utility work for the electrical charging systems, planting trees and other landscaping, and a lot of concrete for parking and circulation. He noted the stormwater planter was designed in 2011 to account for the additional concrete but would not be expanded as it was oversized originally.
  - The site was well-fenced now and any deer would likely only be migrating past the site.
- **Kelsey Lewis, Grants and Programs Manager, SMART**, added that the deer family had moved on and lived elsewhere.

**Chair Barrett** confirmed no one at City Hall or on Zoom wanted to provide public testimony.

**Mr. Wardle** confirmed the construction period for the project was approximately 8 to 9 months.

**Ms. Lewis** added the project would be completed by next summer.

**Chair Barrett** confirmed there was no additional questions or discussion and closed the public hearing at 6:59 pm.

**John Andrews moved to approve the Staff report as presented. Megan Chuinard seconded the motion, which passed 5 to 0.**

**Alice Galloway moved to adopt Resolution No. 437. Kamran Mesbah seconded the motion, which passed 5 to 0.**

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

**BOARD MEMBER COMMUNICATIONS**

3. Results of the September 9, 2024 DRB Panel A meeting
4. Recent City Council Action Minutes

There were no comments.

**STAFF COMMUNICATIONS**

**Daniel Pauly, Planning Manager**, informed any Board members interested in reappointment to see Staff after the meeting.

**ADJOURNMENT**

The meeting was adjourned at 7:02 p.m.

ABC Transcription DRAFT

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, JANUARY 27, 2025  
6:30 PM**

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Board Member Communications:

4. Results of the October 14, 2024 DRB Panel A meeting



# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

|  |                            |
|--|----------------------------|
| <b>DATE:</b> OCTOBER 14, 2024                                    |                            |
| <b>LOCATION:</b> 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR |                            |
| <b>TIME START:</b> 6:30 P.M.                                     | <b>TIME END:</b> 6:42 P.M. |

### ATTENDANCE LOG

| BOARD MEMBERS | STAFF              |
|---------------|--------------------|
| Rob Candrian  | Daniel Pauly       |
| Clark Hildum  | Stephanie Davidson |
| Jordan Herron | Miranda Bateschell |
|               | Amy Pepper         |
|               | Kimberly Rybold    |
|               | Cindy Luxhoj       |

### AGENDA RESULTS

| AGENDA   | ACTIONS  |
|--|--|
| CITIZENS' INPUT  | None   |
| CONSENT AGENDA   |  |
| 2. Approval of minutes of the September 9, 2024 DRB Panel A meeting  | 2. Unanimously approved as presented.  |
| PUBLIC HEARING   |  |
| 3. <b>Res. No. 438 Frog Pond Ridgecrest Subdivision.</b> The applicant is requesting approval of Annexation to the City of Wilsonville and Rezoning of approximately 9.00 acres, a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Removal Plan, Middle Housing Land Division, and Waivers for a 28-lot residential subdivision.<br><br>Case Files:<br><br>DB24-0008 Frog Pond Ridgecrest Subdivision<br>-Annexation (ANNX24-0001)<br>-Zone Map Amendment (ZONE24-0002)<br>-Stage 1 Preliminary Plan (STG124-0003)<br>-Stage 2 Final Plan (STG224-0004)<br>-Site Design Review of Parks and Open Space (SDR24-0005)<br>-Tentative Subdivision Plat (SUBD24-0001)<br>-Type C Tree Removal Plan (TPLN24-0005)<br>-Middle Housing Land Division (MHLD24-0001)<br>-Waivers (WAIV24-0002)<br><br><b><i>The DRB Action on the Annexation and Zone Map Amendment is a recommendation to the City Council.</i></b> | 3. Resolution No. 438 was unanimously continued to Thursday, November 14, 2024 at 6:30 pm. |
| BOARD MEMBER COMMUNICATIONS  |  |

Item 4.

|  |                 |
|--|-----------------|
| 4. Results of the September 23, 2024 DRB Panel B meeting | 4. No comments. |
| 5. Recent City Council Action Minutes                    | 5. No comments. |
| STAFF COMMUNICATIONS                                     | None            |
|  |                 |

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, JANUARY 27, 2025  
6:30 PM**

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Board Member Communications:

5. Results of the November 14, 2024 DRB Panel A meeting

# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

|  |                            |
|--|----------------------------|
| <b>DATE:</b> NOVEMBER 14, 2024                                   |                            |
| <b>LOCATION:</b> 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR |                            |
| <b>TIME START:</b> 6:30 P.M.                                     | <b>TIME END:</b> 6:34 P.M. |

### ATTENDANCE LOG

| BOARD MEMBERS | STAFF              |
|---------------|--------------------|
| Rob Candrian  | Daniel Pauly       |
| Clark Hildum  | Stephanie Davidson |
| Jordan Herron | Shelley White      |
| Yara Alatawy  |                    |
|               |                    |
|               |                    |

### AGENDA RESULTS

| AGENDA   | ACTIONS  |
|--|--|
| CITIZENS' INPUT  | None   |
| CONSENT AGENDA   |  |
| 2. Approval of minutes of the October 14, 2024 DRB Panel A meeting   | 2. Unanimously approved as presented.  |
| PUBLIC HEARING   |  |
| <p>3. <b>Res. No. 438 Frog Pond Ridgecrest Subdivision.</b> The applicant is requesting approval of Annexation to the City of Wilsonville and Rezoning of approximately 9.00 acres, a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Removal Plan, Middle Housing Land Division, and Waivers for a 28-lot residential subdivision.</p> <p>Case Files:</p> <p>DB24-0008 Frog Pond Ridgecrest Subdivision</p> <ul style="list-style-type: none"> <li>-Annexation (ANNX24-0001)</li> <li>-Zone Map Amendment (ZONE24-0002)</li> <li>-Stage 1 Preliminary Plan (STG124-0003)</li> <li>-Stage 2 Final Plan (STG224-0004)</li> <li>-Site Design Review of Parks and Open Space (SDR24-0005)</li> <li>-Tentative Subdivision Plat (SUBD24-0001)</li> <li>-Type C Tree Removal Plan (TPLN24-0005)</li> <li>-Middle Housing Land Division (MHLD24-0001)</li> <li>-Waivers (WAIV24-0002)</li> </ul> <p><i>This item was continued to this time and date certain at the October 14, 2024 DRB Panel A meeting. Staff and the applicant are requesting a</i></p> | <p>3. Resolution No. 438 was unanimously continued to Monday, December 9, 2024 at 6:30 pm.</p> |

|  |                 |
|--|-----------------|
| <p><b><i>second continuance of this item, to the December 9, 2024 DRB Panel A meeting, to allow time for City Council action on November 18, 2024, on a Resolution to amend the five-year CIP budget for road improvements on SW Stafford Road, and for staff to revise the DRB staff report to reflect this action.</i></b></p> <p><b><i>The DRB Action on the Annexation and Zone Map Amendment is a recommendation to the City Council.</i></b></p> |                 |
| BOARD MEMBER COMUNICATIONS   |                 |
| 4. Recent City Council Action Minutes  | 4. No comments. |
| STAFF COMMUNICATIONS   | None            |
|  |                 |

DEVELOPMENT REVIEW BOARD MEETING

MONDAY, JANUARY 27, 2025  
6:30 PM

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Board Member Communications:

6. Results of the December 9, 2024 DRB Panel A meeting

# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

|  |                            |
|--|----------------------------|
| <b>DATE:</b> DECEMBER 9, 2024                                    |                            |
| <b>LOCATION:</b> 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR |                            |
| <b>TIME START:</b> 6:39 P.M.                                     | <b>TIME END:</b> 8:20 P.M. |

### ATTENDANCE LOG

| BOARD MEMBERS | STAFF              |
|---------------|--------------------|
| Rob Candrian  | Daniel Pauly       |
| Clark Hildum  | Stephanie Davidson |
| Yara Alatawy  | Kimberly Rybold    |
|               | Amy Pepper         |
|               | Cindy Luxhoj       |
|               | Sarah Pearlman     |
|               | Shelley White      |

### AGENDA RESULTS

| AGENDA  | ACTIONS   |
|---|---|
| CITIZENS' INPUT   | None  |
| CONSENT AGENDA  |   |
| 1. Approval of minutes of the November 14, 2024 DRB Panel A meeting   | 1. Unanimously approved as presented.   |
| PUBLIC HEARING  |   |
| 2. <b>Resolution No. 440. Frog Pond Estates Temporary Use Permit.</b> The applicant is requesting approval of a Five (5) Year Temporary Use Permit for use of the ICHIJO USA Model Home's garage as a sales office at the Frog Pone Estates Subdivision.<br><br>Case Files:<br><br>DB24-0011 Frog Pond Estates Temporary Use Permit<br>-Class 3 Temporary Use Permit (TUP24-0001)   | 2. Resolution No. 440 was unanimously adopted with the Staff report approved as presented.  |
| 3. <b>Resolution No. 438 Frog Pond Ridgecrest Subdivision.</b> The applicant is requesting approval of Annexation to the City of Wilsonville and Rezoning of approximately 9.00 acres, a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Removal Plan, Middle Housing Land Division, and Waivers for a 28-lot residential subdivision.<br><br>Case Files:<br><br>DB24-0008 Frog Pond Ridgecrest Subdivision<br>-Annexation (ANNX24-0001)<br>-Zone Map Amendment (ZONE24-0002) | 3. Staff's revised report was unanimously approved as presented, and Resolution No. 438 was adopted by a 2 to 1 vote with Rob Candrian opposed. |

- Stage 1 Preliminary Plan (STG124-0003)
- Stage 2 Final Plan (STG224-0004)
- Site Design Review of Parks and Open Space (SDR24-0005)
- Tentative Subdivision Plat (SUBD24-0001)
- Type C Tree Removal Plan (TPLN24-0005)
- Middle Housing Land Division (MHLD24-0001)
- Waivers (WAIV24-0002)

***This item was continued to this time and date certain at the November 14, 2024 DRB Panel A meeting.***

***The DRB Action on the Annexation and Zone Map Amendment is a recommendation to the City Council.***

4. **Resolution No. 439. ParksWorks Class 3 Sign Permit and Waiver.** The applicant is requesting approval of a Class 3 Sign Permit and Waiver for a 603 square foot wall sign at the ParkWorks Industrial Building.

4. Resolution No. 439 was continued to January 13, 2024 at 6:30 pm by unanimous vote.

Case Files:

- DB24-0010 ParksWorks Class 3 Sign Permit and Waiver
  - Class 3 Sign Permit (SIGN24-0013)
  - Waiver (WAIV24-0003)

|                                       |                 |
|---------------------------------------|-----------------|
| BOARD MEMBER COMUNICATIONS            |                 |
| 5. Recent City Council Action Minutes | 5. No comments. |
| STAFF COMMUNICATIONS                  |                 |
|                                       |                 |



**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, JANUARY 27, 2025  
6:30 PM**

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Board Member Communications:

7. Results of the January 13, 2025 DRB Panel A meeting

# City of Wilsonville

## Development Review Board Panel A Meeting Meeting Results

|  |                            |
|--|----------------------------|
| <b>DATE:</b> JANUARY 13, 2025                                    |                            |
| <b>LOCATION:</b> 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR |                            |
| <b>TIME START:</b> 6:32 P.M.                                     | <b>TIME END:</b> 7:09 P.M. |

### ATTENDANCE LOG

| BOARD MEMBERS  | STAFF              |
|----------------|--------------------|
| Rob Candrian   | Daniel Pauly       |
| Clark Hildum   | Stephanie Davidson |
| Alice Galloway | Kimberly Rybold    |
| Janis Sanford  | Shelley White      |
|                |                    |

### AGENDA RESULTS

| AGENDA  | ACTIONS  |
|---|--|
| CITIZENS' INPUT   | None   |
| ELECTION OF 2025 CHAIR AND VICE-CHAIR   |  |
| 1. Chair  | 1. Rob Candrian was unanimously elected 2025 DRB-A Chair   |
| 2. Vice-Chair   | 2. Alice Galloway was unanimously elected 2025 DRB-A Vice-Chair.   |
| CONSENT AGENDA  |  |
| 3. Approval of minutes of the December 9, 2024 DRB Panel A meeting  | 3. Unanimously accepted as presented.  |
| PUBLIC HEARING  |  |
| 4. <b>Resolution No. 439. ParkWorks Class 3 Sign Permit and Waiver.</b> The applicant is requesting approval of a Class 3 Sign Permit and Waiver for a 603 square foot wall sign at the ParkWorks Industrial Building.<br><br>Case Files:<br>DB24-0010 ParkWorks Class 3 Sign Permit and Waiver<br>-Class 3 Sign Permit (SIGN24-0013)<br>-Waiver (WAIV24-0003)<br><br><i>This item was continued to this time and date certain at the December 9, 2024 DRB Panel A meeting.</i> | 4. Resolution No. 439 was unanimously continued to date and time certain of Monday, March 10, 2025 at 6:30 pm. |
| BOARD MEMBER COMMUNICATIONS   |  |
| 5. Recent City Council Action Minutes   | 5. No comments.  |
| STAFF COMMUNICATIONS  | None   |
|   | - Board members introduced themselves and shared insights  |

about serving on the Development Review Board.

- Daniel Pauly conducted a brief training session about making motions and answered questions from the Board.

**DEVELOPMENT REVIEW BOARD MEETING**

**MONDAY, JANUARY 27, 2025  
6:30 PM**

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Board Member Communications:

8. Recent City Council Action Minutes

City Council Meeting Action Minutes  
September 16, 2024

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry – Excused for the Council Meeting  
Councilor Dunwell

**STAFF PRESENT**

Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder  
Mark Ottenad, Public/Government Affairs Director  
Stephanie Davidson, Assistant City Attorney  
Zoe Mombert, Assistant to the City Manager

| AGENDA ITEM   | ACTIONS   |
|---|---|
| <b>WORK SESSION</b>   |   |
| <b>START: 5:01 p.m.</b>   |   |
| <ul style="list-style-type: none"> <li>A. 2024 LOC Legislative Priorities Ballot for 2025 Session</li> <br/> <li>B. Clackamas Communities Statement on 2025 State Transportation Package</li> <br/> <li>C. Wilsonville/SMART 2025 Legislative Session Priorities</li> </ul> | <p>Council and staff discussed twenty-three potential policy priorities for the 2025-26 legislative session of the 83<sup>rd</sup> Oregon Legislative Assembly under consideration by the League of Oregon Cities.</p> <p>Staff informed City Council of the Joint Values and Outcomes for the 2025 State Legislative Transportation Package by the Communities of Clackamas County” that was adopted in August by the Clackamas County Coordinating Committee (C4), which sought endorsements of C4 member jurisdictions prior to the start of the 2025 legislative session.</p> <p>Staff notified Council and sought adoption a set of 2025 State Legislative Session Priorities.</p> |
| <b>REGULAR MEETING</b>  |   |
| <u>Mayor’s Business</u>   |   |
| <ul style="list-style-type: none"> <li>A. Upcoming Meetings</li> <br/> <li>B. Council consideration of adoption of Clackamas Communities Statement on 2025 State Transportation Package and Wilsonville/SMART 2025 Legislative Priorities</li> </ul>                        | <p>Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.</p> <p>Council moved to adopt the Joint Values and Outcomes for the 2025 State Legislative Transportation Package by the Communities of Clackamas County and the “2025 Legislative Session Priorities SMART and City of Wilsonville. Passed 4-0.</p>  |

|  |  |
|--|--|
| <p><u>Communications</u><br/>A. Republic Services Annual Report Presentation</p>   | <p>Waste and recycling hauler Republic Services provided an annual report of activities, customer events and ongoing improvements.</p> |
| <p><u>Consent Agenda</u><br/>A. <b>Resolution No. 3177</b><br/>A Resolution Of The City Of Wilsonville Amending The Intergovernmental Agreement Between The City Of Wilsonville, Tualatin Valley Water District, And The Willamette Water Supply Commission For The Raw Water Facilities Project.<br/><br/>B. Minutes of the July 15, 2024, Council Meeting.</p> | <p>The Consent Agenda was approved 4-0.</p>  |
| <p><u>New Business</u><br/>A. None.</p>  |  |
| <p><u>Continuing Business</u><br/>A. <b>Ordinance No. 893</b><br/>An Ordinance Of The City Of Wilsonville Adding Sections 2.380 Through 2.386 To The Wilsonville Code Concerning The Diversity, Equity And Inclusion Committee.</p>  | <p>Ordinance No. 893 was adopted on second reading by a vote of 4-0.</p>   |
| <p><u>Public Hearing</u><br/>A. None.</p>  |  |
| <p><u>City Manager’s Business</u></p>  | <p>No report.</p>  |
| <p><u>Legal Business</u></p>   | <p>No report.</p>  |
| <p><b>ADJOURN</b></p>  | <p>9:06 p.m.</p>   |

City Council Meeting Action Minutes  
October 7, 2024

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry - Excused  
Councilor Dunwell

Dan Pauly, Planning Manager  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Jim Cartan, Environmental Specialist  
Katherine Smith, Assistant Finance Director  
Keith Katko, Assistant Finance Director  
Kerry Rappold, Natural Resources Manager  
Stephanie Davidson, Assistant City Attorney  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Andrew Barrett, Capital Projects Eng. Manager  
Amanda Guile-Hinman, City Attorney  
Bryan Cosgrove, City Manager  
Cindy Luxhoj, Associate Planner

| AGENDA ITEM   | ACTIONS   |
|---|---|
| <b>WORK SESSION</b>   | <b>START: 5:01 p.m.</b>   |
| A. Boeckman Creek Sanitary Sewer Interceptor and Trail Project Update | Staff shared preliminary designs for the Boeckman Creek Interceptor and Trail Project. Informed by engagement with project neighbors, the project is to provide key sewer infrastructure to support future development in Frog Pond and yield a new trail segment that extends from Boeckman Road to Memorial Park.                                 |
| B. Climate Action Plan  | Staff provided an update on the development of Wilsonville’s Climate Action Plan (CAP), which is a roadmap being developed in partnership with Clackamas County to identify actions and strategies aimed at achieving net-zero greenhouse gas (GHG) emissions to mitigate the effects of climate change.  |
| C. Housing Our Future Conversation Guide                              | Staff discussed the Conversation Guide, a public-engagement tool to inform the Housing Our Future project. The guide enlists and empowers residents to host conversations with friends, family, and colleagues to discuss local housing needs and identify how the City can support those needs to help address Oregon’s critical housing shortage. |

|  |  |
|--|--|
| <p><b>REGULAR MEETING</b></p>  |  |
| <p><u>Mayor’s Business</u><br/>A. Upcoming Meetings</p>  | <p>Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.</p>  |
| <p><u>Communications</u><br/>A. Boeckman Creek Primary Community Enhancement Program (CEP) Project Update</p>  | <p>Staff reported on the progress of a Wilsonville-Metro Community Enhancement Program-funded project at Boeckman Creek Primary School to teach students the basics of watershed management.</p> |
| <p><u>Consent Agenda</u><br/>A. <b><u>Resolution No. 3166</u></b><br/>A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Goods and Services Contract With Andersen Pacific Inc., For Replacement And Maintenance Of City Water Features<br/><br/>B. <b><u>Resolution No. 3170</u></b><br/>A Resolution Of The City Of Wilsonville Acting In Its Capacity As The Local Contract Review Board Authorizing The City Manager To Execute A Contract With Tyler Technologies For Converting To A Cloud Based Install Of The City’s Enterprise Resource Planning (ERP) Software.<br/><br/>C. <b><u>Resolution No. 3171</u></b><br/>A Resolution Of The City Of Wilsonville Amending Resolution No. 1924 And Adopting A Street Naming Policy For Wilsonville Town Center.<br/><br/>D. Minutes of the August 5, 2024 City Council Meeting.</p> | <p>The Consent Agenda was approved 4-0.</p>  |
| <p><u>New Business</u><br/>A. None.</p>  |  |
| <p><u>Continuing Business</u><br/>A. None.</p>   |  |
| <p><u>Public Hearing</u><br/>A. <b><u>Resolution No. 3172</u></b><br/>A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2024-25.</p>  | <p>After a public hearing was conducted, Resolution No. 3172 was approved 4-0.</p>   |



|  |  |
|--|--|
| <p><b>B. <u>Ordinance No. 894</u></b><br/>         An Ordinance Of The City Of Wilsonville Declaring And Authorizing The Vacation Of Approximately 0.35 Acre (15,275 Square Feet) Of Public Right-Of-Way That Is No Longer Needed For Westward Extension of SW Bailey Street from Old Town Wilsonville To SW Kinsman Road In The Central Part Of The OrePac Property.</p> <p><b>C. <u>Ordinance No. 895</u></b><br/>         An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The City Of Wilsonville Future Development Agricultural-Holding (FDA-H) Zone To The Planned Development Industrial (PDI) Zone On Approximately 8.66 Acres At The OrePac Properties Located At 9655 SW 5th Street.</p> | <p>After a public hearing was conducted, Ordinance No. 894 was approved on first reading by a vote of 4-0.</p> <p>After a public hearing was conducted, Ordinance No. 895 was approved on first reading by a vote of 4-0.</p>  |
| <p><u>City Manager’s Business</u></p>  | <p>The City Manager announced he would be attending the League of Oregon Cities (LOC) conference in Bend the following week.</p>   |
| <p><u>Legal Business</u></p>   | <p>The City Attorney reported the Land Use Board of Appeals (LUBA) determined the Home Depot proposed use of the former Fry’s Electronics store would not be a continuation of a nonconforming use after the City had adopted new zoning codes for the Town Center</p> |
| <p><b>URBAN RENEWAL AGENCY</b></p>   |  |
| <p><u>URA Consent Agenda</u></p> <p>A. Minutes of the September 5, 2024, Urban Renewal Agency Meeting.</p>   | <p>The URA Consent Agenda was approved 4-0.</p>  |
| <p><u>New Business</u></p> <p>A. None.</p>   |  |
| <p><u>URA Public Hearing</u></p> <p>A. <b><u>URA Resolution No. 352</u></b><br/>         A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing A Supplemental Budget Adjustment For Fiscal Year 2024-25.</p>  | <p>After a public hearing was conducted, URA Resolution No. 352 was approved 4-0.</p>  |
| <p><b>ADJOURN</b></p>  | <p>8:58 p.m.</p>   |

City Council Meeting Action Minutes  
 October 21, 2024

**COUNCILORS PRESENT**

Mayor Fitzgerald  
 Council President Akervall  
 Councilor Linville  
 Councilor Berry  
 Councilor Dunwell – Present for Work Session

Cindy Luxhoj, Associate Planner  
 Dan Pauly, Planning Manager  
 Kimberly Veliz, City Recorder  
 Jeanna Troha, Assistant City Manager  
 Mark Ottenad, Public/Government Affairs Director  
 Matt Lorenzen, Economic Development Manager  
 Miranda Bateschell, Planning Director  
 Zach Weigel, City Engineer  
 Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

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

| AGENDA ITEM   | ACTIONS  |
|---|--|
| <b>WORK SESSION</b>   | <b>START: 5:01 p.m.</b>  |
| A. Wilsonville Industrial Land Readiness – Basalt Creek       | Staff and consultants provided an update, and Council gave feedback on the Wilsonville Industrial Land Readiness (WILR) project. The WILR project guides and supports the eventual growth of high-quality industry and economic opportunity in the Basalt Creek and West Railroad planning areas north of the Wilsonville city limits.   |
| B. Frog Pond East and South Infrastructure Funding Plan       | Staff shared a draft Infrastructure Funding Plan that supports the Frog Pond East and South Master Plan by identifying funding strategies for road, sewer, storm, water, park, and trail projects adopted in the Master Plan.  |
| C. I-5 Boone Bridge Project CFEC Compliance Findings Adoption | The Council was informed of Resolution No. 3169, which was to be voted on during the regular meeting to follow. Resolution No. 3169 would approve the I-5 Boone Bridge replacement project Climate-Friendly and Equitable Communities (CFEC) enhanced investment scenario review report and would request the advancement of the authorization report to support an I-5 southbound auxiliary lane. |

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|---|---|
| <p>D. Review of the 2024 Draft Solid Waste Collection Rate Report</p>   | <p>The Council heard a summary of the Solid Waste Collection Rate Report, an analysis of local waste-collection expenses and revenues completed annually to determine waste and recycling rates for the following year.</p> |
| <p><b>REGULAR MEETING</b></p>   |   |
| <p><u>Mayor’s Business</u><br/>A. Upcoming Meetings</p>   | <p>Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.</p>   |
| <p><u>Communications</u><br/>A. None.</p>   |   |
| <p><u>Consent Agenda</u><br/>A. None.</p>   |   |
| <p><u>New Business</u><br/>A. <b>Resolution No. 3169</b><br/>A Resolution Of The City Of Wilsonville Approving The I-5 Boone Bridge Replacement Project Climate-Friendly And Equitable Communities (CFEC) Enhanced Investment Scenario Review Report And Requesting Advancement Of The Authorization Report Supporting An I-5 Southbound Auxiliary Lane.</p>  | <p>Resolution No. 3169 was adopted 4-0.</p>   |
| <p><u>Continuing Business</u><br/>A. <b>Ordinance No. 894</b><br/>An Ordinance Of The City Of Wilsonville Declaring And Authorizing The Vacation Of Approximately 0.35 Acre (15,275 Square Feet) Of Public Right-Of-Way That Is No Longer Needed For Westward Extension of SW Bailey Street from Old Town Wilsonville To SW Kinsman Road In The Central Part Of The OrePac Property.<br/><br/>B. <b>Ordinance No. 895</b><br/>An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The City Of Wilsonville Future Development Agricultural-Holding (FDA-H) Zone To The Planned Development Industrial (PDI) Zone On Approximately 8.66 Acres At The OrePac Properties Located At 9655 SW 5th Street.</p> | <p>Ordinance No. 894 was adopted on second reading by a vote of 4-0.<br/><br/>Ordinance No. 895 was adopted on second reading by a vote of 4-0.</p>   |

|                                   |   |
|-----------------------------------|---|
| <u>Public Hearing</u><br>A. None. |   |
| <u>City Manager's Business</u>    | The City Manager shared highlights from the City's Annual Harvest Festival that occurred on October 19, 2024.   |
| <u>Legal Business</u>             | The City Attorney shared that included in the Council packet was the public contracts quarterly report. This was an information only item and no Council action was needed. |
| <b>ADJOURN</b>                    | 8:49 p.m.   |

City Council Meeting Action Minutes  
November 18, 2024

Item 8.

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

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

**STAFF PRESENT**

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

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

**REGULAR MEETING**

Mayor’s Business

A. Upcoming Meetings

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

B. Boards/Commission Appointments/Reappointments

**Budget Committee – Appointment**

Appointment of Larisa Manuel Beyer to the Budget Committee for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.

**Budget Committee – Reappointment**

Reappointment of Christopher Moore to the Budget Committee for a term beginning 1/1/2025 to 12/31/2027. Passed 5-0.

**Development Review Board – Appointment**

Appointment of Dana Crocker to the Development Review Board for a term beginning 1/1/2025 to 12/31/2026. Passed 5-0.

**Development Review Board – Appointment**

Appointment of Janis Sanford to the Development Review Board for a term beginning 1/1/2025 to 12/31/2026. Passed 5-0.

**Development Review Board – Reappointment**

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

**Development Review Board – Reappointment**

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

**Development Review Board –**

**Reappointment**

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

**Development Review Board–**

**Reappointment**

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

**Development Review Board –**

**Reappointment**

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

**Diversity, Equity and Inclusion Committee –**

**Appointment**

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

**Diversity, Equity and Inclusion Committee –**

**Appointment**

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

**Diversity, Equity and Inclusion Committee –**

**Reappointment**

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

**Diversity, Equity and Inclusion Committee –**

**Reappointment**

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

**Kitakata Sister City Advisory Board –  
Appointment**

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

**Kitakata Sister City Advisory Board –  
Appointment**

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

**Kitakata Sister City Advisory Board –  
Reappointment**

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

**Parks & Recreation Advisory Board –  
Appointment**

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

**Parks & Recreation Advisory Board –  
Reappointment**

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

**Tourism Promotion Committee –  
Appointment**

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

**Tourism Promotion Committee –  
Appointment**

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



**Tourism Promotion Committee –**

**Appointment**

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

**Communications**

- A. Wilsonville Historical Society Community Enhancement Program (CEP) Project Update.

The President of the Wilsonville Historical Society shared an update on the progress of a Community Enhancement Program-funded project, the Oral History Video Preservation Project, that digitized and archived dozens of oral history interviews with long-time community stakeholders.

**Consent Agenda**

- A. **Resolution No. 3030**  
A City of Wilsonville Resolution approving the public bid process, accepting the lowest responsible bidder, and awarding a construction contract with Jesse Rodriguez Construction LLC in the amount of \$877,500 for the construction of the Priority 1B Water Distribution Improvements project (Capital Improvement Project 1148).
  
- B. **Resolution No. 3168**  
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Third Amendment To The Professional Services Agreement With Consor North America, Inc. To Provide Engineering Consulting Services For The Boeckman Creek Interceptor And Trail Project (Capital Improvement Project No. 2107).
  
- C. **Resolution No. 3174**  
A Resolution Of The City Of Wilsonville Adopting The Arts, Culture, And Heritage Commission (ACHC) FY 2024/25 Five-Year Action Plan And Annual One-Year Implementation Plan.
  
- D. **Resolution No. 3179**  
A Resolution Of The City Of Wilsonville Adopting The South Metro Area Regional Transit Public Transportation Agency Safety Plan.

The Consent Agenda was adopted 5-0.

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

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

City Council Meeting Action Minutes  
December 2, 2024

Item 8.

**COUNCILORS PRESENT**

Mayor Fitzgerald  
Council President Akervall  
Councilor Linville  
Councilor Berry  
Councilor Dunwell

Kris Ammerman, Parks and Recreation Director  
Cindy Luxhoj, Associate Planner  
Kimberly Rybold, Senior Planner  
Dustin Schull, Parks Supervisor  
Kerry Rappold, Natural Resources Manager  
Delora Kerber, Public Works Director  
Mark Ottenad, Public/Government Affairs Director  
Martin Montalvo, Public Works Ops. Manager  
Keith Katko, Assistant Finance Director  
Tommy Reeder, Lead Parks Maintenance Specialist  
Matt Lorenzen, Economic Development Manager  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

**STAFF PRESENT**

Bryan Cosgrove, City Manager  
Amanda Guile-Hinman, City Attorney  
Kimberly Veliz, City Recorder  
Jeanna Troha, Assistant City Manager  
Brian Stevenson, Program Manager

| AGENDA ITEM  | ACTIONS   |
|--|---|
| <b>WORK SESSION</b>  | <b>START: 5:04 p.m.</b>   |
| A. Resolution No. 3162 - 2024 Solid Waste Rate Review & 2025 Rate Schedule | Staff and Council discussed which solid waste and recycling rates option to move forward with for 2025. The Council agreed to move forward with Option #3.  |
| B. Housing Our Future  | Staff detailed progress on the Housing Our Future Project, and shared input from the Planning Commission and task force’s review of possible actions for the Housing Production Strategy (HPS) and sought the Council’s direction on which actions merit more detailed consideration. |
| C. Wilsonville Industrial Land Readiness – Basalt Creek                    | Staff sought the Council’s input on two draft documents – the Buildable Lands Inventory and Site Suitability Analysis Memo and the Redevelopment Feasibility of Contractor Establishments Memo.   |
| <b>REGULAR MEETING</b>   |   |
| <u>Mayor’s Business</u>  |   |
| A. Upcoming Meetings   | Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.  |

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| <p>B. Reappointments / Appointment</p> <p>C. Town Center Market Conditions, and Funding Strategies</p>   | <p><b>Diversity, Equity and Inclusion Committee</b></p> <p><b><u>Student Appointment</u></b></p> <p>Appointment of Arush Goswami to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2025 to 12/31/2025. Passed 5-0.</p> <p><b><u>Diversity, Equity and Inclusion Committee – Student Appointment</u></b></p> <p>Appointment of Fiona Huston to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2025 to 12/31/2025. Passed 5-0.</p> <p>The Mayor emphasized the importance of citizen participation in the Town Center plan and noted urban renewal's successes in Wilsonville in funding infrastructure and attracting business.</p>  |
| <p><b><u>Communications</u></b></p> <p>A. Public Works Award</p> <p>B. Parks &amp; Recreation Award</p> <p>C. Natural Areas Management Plan Update</p> <p>D. Community Enhancement Grant Project Updates</p> | <p>The Council celebrated recent recognition received by the City from the Oregon Public Works Association for the design and construction of the City's new Public Works Complex.</p> <p>The Council celebrated recent recognition received by the City from the Oregon Recreation and Parks Association, for work to preserve and enhance the Stein-Boozier Barn and an award honoring the City's partnership with the Korean War Memorial Foundation of Oregon.</p> <p>Staff shared an update on the City's first Natural Area Management Plan, which was being developed to prioritize the most vital sites for protection and enhancement, and to ensure that the City was adapting to the presence of invasive species, a changing climate, and other threats to the local ecosystem.</p> <p>Staff shared details on projects funded by the Wilsonville-Metro Community Enhancement Committee, which included a project to build an arboretum and a music garden at Murase Plaza, and to complete the Boones Ferry connector trail.</p> |

Consent Agenda

A. **Resolution No. 3173**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Century West Engineering For Engineering Consulting Services For The Fiscal Year 2025-2028 (FY 25-28) Street Maintenance Project (Capital Improvement Project No. 4014).

B. **Resolution No. 3181**

A Resolution Adopting The Canvass Of Votes Of The November 5, 2024 General Election.

C. Minutes of the September 16, October 7, October 21, and November 18, 2024, City Council Meetings.

The Consent Agenda was approved 5-0.

New Business

A. **Resolution No. 3162**

A Resolution Of The City Of Wilsonville Adopting The Findings And Recommendations Of The "Solid Waste Collection Rate Report, November 2024" And Modifying The Current Republic Services Rate Schedule For Collection And Disposal Of Solid Waste, Recyclables, Organics And Other Materials, Effective February 1, 2025.

Resolution No. 3162 was adopted 5-0.

B. **Resolution No. 3178**

A Resolution Of The City Of Wilsonville Authorizing And Approving A DEQ State Revolving Fund Loan To Finance Wastewater System Improvement Projects.

Resolution No. 3178 was adopted 5-0.

Continuing Business

A. **Ordinance No. 892**

An Ordinance Of The City Of Wilsonville Adopting Amendments To Chapter 4, Chapter 6, And Chapter 8 Of The Wilsonville City Code To Implement The Frog Pond East And South Master Plan And Make Related Updates To Residential Development Regulations Citywide

Ordinance No. 892 was adopted on second reading by a vote of 5-0.

Public Hearing

A. None.

|                                |  |
|--------------------------------|--|
| <u>City Manager's Business</u> | The City Manager reported on the recent Leaf Day and announced holiday closures of City offices. He also thanked outgoing Council members for their service. |
| <u>Legal Business</u>          | The City Attorney thanked the outgoing Mayor and Councilors.   |
| <b>ADJOURN</b>                 | 10:39 p.m.   |



## CITY COUNCIL ACTION MINUTES

January 06, 2025 at 7:00 PM

Wilsonville City Hall & Remote Video Conferencing

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### PRESENT:

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

### STAFF PRESENT:

Amanda Guile-Hinman, City Attorney  
Andrea Villagrana, Human Resource Manager  
Andrew Barrett, Capital Projects Engineering Manager  
Bill Evans, Communications & Marketing Manager  
Bryan Cosgrove, City Manager  
Cindy Luxhoj, Associate Planner  
Dan Pauly, Planning Manager  
Fred Weinhouse, Municipal Court Judge  
Jeanna Troha, Assistant City Manager  
Kimberly Veliz, City Recorder  
Robert Wurpes, Chief of Police  
Zach Weigel, City Engineer  
Zoe Mombert, Assistant to the City Manager

### SWEARING IN CEREMONY

The swearing in ceremony began at 7:01 p.m.

1. Oath of office administered by Judge Fred Weinhouse to newly elected Mayor Shawn O'Neil, Councilor Anne Shevlin and Councilor Adam Cunningham.

### CALL TO ORDER

The Mayor called the City Council meeting to order at 7:06 p.m.

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



Approved 5-0.

### **MAYOR'S BUSINESS**

5. Brief Remarks from Newly Elected Officials
6. Break for Refreshments
7. Vote for Council President

Councilor Berry was nominated and voted as City Council President. Passed 5-0.

8. Upcoming Meetings

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

### **COMMUNICATIONS**

There was none.

### **CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS**

This was 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 was 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.

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

Councilors announced prior and upcoming meetings and events.

### **CONSENT AGENDA**

9. **Resolution No. 3184**  
A Resolution to Allocate Community Cultural Events and Programs Grant Funds for Fiscal Year 2024/2025.

10. Minutes of the December 2, 2024 City Council Meeting.

The Consent Agenda was approved 5-0.

### **NEW BUSINESS**

11. **Resolution No. 3167**

A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Boeckman Creek Flow Mitigation Project (CIP #7068).

Resolution No. 3167 was adopted 5-0.

### **CONTINUING BUSINESS**

There was none.

### **PUBLIC HEARING**

12. **Ordinance No. 896** *1st Reading (Quasi-Judicial Land Use Hearing)*

An Ordinance Of The City Of Wilsonville Annexing Approximately 9.00 Acres Of Property Located At 7400 SW Frog Pond Lane For Development Of A 28-Lot Residential Subdivision.

After a public hearing was conducted, Ordinance No. 896 was adopted on first reading by a vote of 5-0.

13. **Ordinance No. 897** *1st Reading (Quasi-Judicial Land Use Hearing)*

An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Clackamas County Rural Residential Farm Forest 5-Acre (RRFF-5) Zone To The Residential Neighborhood (RN) Zone On Approximately 9.00 Acres Located At 7400 SW Frog Pond Lane For Development Of A 28-Lot Residential Subdivision.

After a public hearing was conducted, Ordinance No. 897 was adopted on first reading by a vote of 5-0.

### **CITY MANAGER'S BUSINESS**

Reminded that the City Manager Reports were included in the City Council packet.

The City Manager welcomed the new Mayor and Councilors.

### **LEGAL BUSINESS**

The City Attorney announced the Court of Appeals affirmed, without opinion the Land Use Board of Appeals' (LUBA) decision regarding Home Depot's appeal.

### **ADJOURN**

The Mayor adjourned the meeting at 9:30 p.m.