



DEVELOPMENT REVIEW BOARD PANEL B AGENDA

January 23, 2023 at 6:30 PM

Wilsonville City Hall & Remote Video Conferencing

PARTICIPANTS MAY ATTEND THE MEETING AT:

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

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

TO PROVIDE PUBLIC TESTIMONY:

Individuals must submit a testimony card online:
<https://www.ci.wilsonville.or.us/DRB-SpeakerCard>
and email testimony regarding Resolution No. 411
to Cindy Luxhoj, Associate Planner at
luxhoj@ci.wilsonville.or.us
by 2:00 PM on January 23, 2023.

CALL TO ORDER

CHAIR'S REMARKS

ROLL CALL

John Andrews Rachelle Barrett
Justin Brown Megan Chuinard

CITIZEN INPUT

ELECTION OF 2023 CHAIR AND VICE-CHAIR

1. Chair
2. Vice-Chair

CONSENT AGENDA

3. Approval of Minutes of the August 22, 2022 DRB Panel B meeting

PUBLIC HEARINGS

This scheduled and noticed hearing below has been cancelled and will be rescheduled and re-noticed for a new hearing date. No action by the board required.

- 4. Resolution No. 411. Delta Logistics Site Expansion.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan Modification, Site Design Review, Waivers, Class 3 Sign Permit, Type C Tree Removal Plan, Standard SROZ Map Verification, Standard SRIR Review and Variance for Development of a 58,116 square foot warehouse / manufacturing building with accessory office space at 9710 SW Day Road, and minor site modifications at 9835 SW Commerce Circle.

Case Files:

DB22-0007 Delta Logistics Site Expansion

- Stage 1 Preliminary Plan (STG122-0005)
- Stage 2 Final Plan (STG222-0006)
- Site Design Review (SDR22-0006)
- Waivers (WAIV22-0001)
- Class 3 Sign Permit (SIGN22-0004)
- Type C Tree Removal Plan (TPLN22-0005)
- Standard SROZ Map Verification (SROZ22-0006)
- Standard SRIR Review (SRIR22-0004)
- Variance (VAR22-0001)

BOARD MEMBER COMMUNICATIONS

- 5.** Results of the September 12, 2022 DRB Panel A Meeting
- 6.** Results of the October 10, 2022 DRB Panel A Meeting
- 7.** Results of the November 14, 2022 DRB Panel A Meeting
- 8.** Results of the January 9, 2023 DRB Panel A Meeting
- 9.** Recent City Council Action Minutes

STAFF COMMUNICATIONS

- 10.** DRB Member 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 Shelley White, 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 23, 2023
6:30 PM

Consent Agenda:

3. Approval of minutes from the August 22, 2022 DRB
Panel B meeting



**DEVELOPMENT REVIEW BOARD PANEL B
MEETING MINUTES**

August 22, 2022, at 6:30 PM

City Hall Council Chambers & Remote Video Conferencing

CALL TO ORDER

A regular meeting of the Development Review Board Panel B was held at City Hall beginning at 6:30 p.m. on Monday, August 22, 2022. Chair Nicole Hendrix called the meeting to order at 6:30 p.m., followed by roll call.

CHAIR'S REMARKS

ROLL CALL

Present for roll call were: Nicole Hendrix, Katie Dunwell, John Andrews, and Michael Horn. Jason Abernathy was absent.

Staff present: Daniel Pauly, Amanda Guile-Hinman, Amy Pepper, Cindy Luxhoj, and Shelley White

CITIZENS' INPUT

This is an opportunity for visitors to address the Development Review Board (DRB) on items not on the agenda. There were no comments.

CONSENT AGENDA

1. Approval of minutes of July 25, 2022, DRB Panel B meeting

Katie Dunwell made a motion to approve the July 25, 2022, DRB Panel B meeting minutes as presented. John Andrews seconded the motion, which passed unanimously.

PUBLIC HEARINGS

2. **Resolution No. 406 Frog Pond Terrace Subdivision.** The applicant is requesting approval of Annexation of approximately 11.17 acres and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) of approximately 10.94 acres, a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review of parks and open space, Tentative Subdivision Plat, Type C Tree Plan, Abbreviated SROZ Map Verification, and Abbreviated SRIR Review for a 19-lot residential subdivision.

Case Files:

DB22-0003 Frog Pond Terrace
-Annexation (ANNX22-0002)

- Zone Map Amendment (ZONE22-0003)
- Stage 1 Preliminary Plan (STG122-0003)
- Stage 2 Final Plan (STG222-0003)
- Site Design Review of Parks and Open Space (SDR22-0003)
- Tentative Subdivision Plat (SUBD22-0002)
- Type C Tree Plan (TPLN22-0002)
- SROZ Map Verification (SROZ22-0005)
- SRIR Review (SRIR22-0003)

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

Chair Hendrix called the public hearing to order at 6:35 p.m. and read the conduct of hearing format into the record. Chair Hendrix, Michael Horn, and John Andrews 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.

Cindy Luxhoj, AICP, 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. Luxhoj presented the Staff report via PowerPoint, briefly noting the site's location and reviewing the requested applications with these comments:

- The City adopted the Frog Pond Area Plan in November of 2015 to guide development of the 2002 Urban Growth Boundary Area (UGB) of Frog Pond West and the Urban Reserve Areas in Frog Pond East and South and to help ensure the continued development of high-quality neighborhoods in Wilsonville. As a follow-up to the Area Plan, and in anticipation of forthcoming development, in July 2017 the City adopted the Frog Pond West Master Plan for the area within the UGB. To guide development and implement the vision of the Area Plan, the Master Plan included details on land use, including residential types and unit count ranges, residential and community design, transportation, parks, and open space, and community elements such as lighting, street trees, gateways, and signs.
- Proper noticing was followed for this application with the public hearing notices mailed to property owners within 250 ft of the subject property, on-site posting, and publication in the *Wilsonville Spokesman*. No public comments were received during the comment period for the project. (Slide 4)
- Of the nine requests before the DRB tonight, the Annexation and Zone Map Amendment were recommendations to City Council. The remaining seven requests were objective in nature, as they involved verifying compliance with the Code standards. No requests in the current application required discretionary review.
- The area proposed for annexation included Tax Lots, 2800, 2801, and 3500, and a portion of the SW Frog Pond Lane right-of-way, together comprising roughly 11.17 acres, indicated by the hatched pattern on the map on Slide 6. The City Council public hearing for the Annexation and Zone Map Amendment was scheduled for September 8, 2022.

- The proposed Zone Map Amendment would rezone Tax Lots 2800, 2801, and 3500, comprising approximately 10.94 acres, from Clackamas County Rural Residential Farm Forest 5-Acre to the City's Residential Neighborhood Zone. The rezone was consistent with the Comprehensive Plan Map designation of Residential Neighborhood, as well as with the Frog Pond West Master Plan.
- The Stage 1 Preliminary Plan generally established the proposed residential use, number of lots, preservation of open space, and block and street layout consistent with the Frog Pond West Master Plan. Specifically with regard to residential land use unit count, the proposed Stage 1 Preliminary Plan Area included portions of medium lot Sub-district 4 and large lot Sub-district 7. The subject property was outlined in red on Slide 8.
 - The Applicant proposed 16 lots in Sub-district 4, two greater than the maximum allowed, and 3 lots in Sub-district 7, one lot fewer than the minimum proportional density calculation. However, the total number of 19 lots proposed was within the proportional range of 16-19 lots for the entire site.
 - Regarding Sub-district 4, Section 4.127 (.06) A.2., the City may allow an increase in the maximum density up to a maximum of 10% of what would otherwise be permitted based on an adjustment to the SROZ boundary which was consistent with Section 4.139.06. As a result of SROZ map verification in Sub-district 4, the maximum of 14 lots may be increased by one lot to 15. The Applicant proposed 16 lots in Sub-district 4, one greater than the maximum with the allowed additional lot.
 - Regarding Sub-district 7, for Section 4.127 (.06) B., the City may allow a reduction in the minimum density for a Sub-district when it is demonstrated that the reduction is necessary due to topography, protection of trees, wetlands, and other natural resources, constraints posed by existing development, infrastructure needs, provision of nonresidential uses, and similar physical conditions. One fewer lot than the minimum density was proposed in Sub-district 7 due to a combination of factors related to topography, infrastructure needs, and provision of nonresidential uses.
 - The proposed development of one fewer lot in the Sub-district 7 portion of the site allowed for future development that met all dimensional standards for lots in that part of the site. Because the Sub-district 4 portion of the site had substantially fewer development constraints, it could easily accommodate the one additional lot needed to satisfy the minimum density requirement for Sub-district 7. As proposed, the total number of lots met the overall minimum proportional density for the site when the two Sub-districts were combined.
 - The configuration of lots as proposed, which met all dimensional requirements for the individual lots, would allow for buildout of the sub-districts consistent with the Master Plan recommendations.
- Stage 2 Final Plan. The Applicant proposed the installation of necessary facilities and services concurrent with development of the proposed residential neighborhood. The Stage 2 Final Plan addressed the general development pattern within the subject property, including lot layout and size, block size, access and street layout, and consistency with the Street Demonstration Plan. These elements of the Frog Pond Terrace subdivision generally demonstrated consistency with development standards established for the RN Zone and Frog Pond West Master Plan.
- Site Design Review addresses elements of the public realm for consistency with the Frog Pond West Master Plan but focused primarily on proposed parks and open space within the proposed subdivision. The Applicant provided a large open space in Tract A in the western part of the site.

Tract A included the Boeckman Creek Trail and a trailhead park. Tract A also included the SROZ with Boeckman Creek, numerous mature trees that would be preserved, and a large stormwater facility.

- As proposed, the Boeckman Creek Trail connected to the existing trail in Morgan Farm to the south and the proposed trail in the Frog Pond Overlook subdivision, currently in review, to the north. The enlargement of the proposed trailhead park and renderings on Slide 11 provided more detail about proposed park amenities, including benches, picnic tables, a decorative concrete inlay, ornamental planting bed, and seat wall. Conditions of approval ensured the trail continued through Tract A to connect with the Morgan Farm and Frog Pond Overlook subdivisions, and that the final alignments of the connections to the south and north were coordinated at the time of construction.
- The Tentative Subdivision Plat met technical platting requirements, demonstrated consistency with the Stage 2 Final Plan, and thus the Frog Pond West Master Plan, and it did not create barriers to future development of adjacent neighborhoods and sites.
- Type C Tree Removal Plan. Of the 250 on-site trees and one off-site tree which inventoried as part of the proposed development, the off-site tree and 101 on-site trees were proposed to remain. The 149 on-site trees outlined in red on Slide 13 were proposed for removal due to the construction of public streets, residential lots, and the trailhead park.
 - The Applicant proposed planting 105 new trees in the form of 30 street trees, 41 trees along Boeckman Creek Trail and adjacent to the trailhead park, and 34 trees around the stormwater facility. Payment to the City Tree Fund for the remaining 44 trees, in the amount of \$13,200, was proposed, bringing the total number of mitigation trees to 149, equal to the number proposed for removal. Proposed tree planting and payment into the City Tree Fund satisfied the 1:1 mitigation requirement. (Slide 14)
- SROZ Map Verification and SRIR Review. Consistent with the Development Code requirements, a verification of the Significant Resource Overlay Zone (SROZ) Boundary is required at the time an applicant requests a land use decision. The Applicant also requested approval of a Significant Resource Impact (SRIR) for exempt development located within the SROZ and its associated 25-ft impact area. The impacts to the SROZ were necessary for the construction of the Boeckman Creek Trail and stormwater infrastructure. Proposed exempt development in the SROZ and its associated 25-ft impact area included a regional pedestrian trail, a stormwater facility in the open space area, and a stormwater outfall with installation of pipe and outfall structure.
 - The Applicant conducted a detailed site analysis consistent with the Development Code requirements, which the City's Natural Resources Manager reviewed and approved. The SRIR included a mitigation plan, which would be implemented in the Tract A open space. The enhancement area was shown in light purple, generally on the west side of the Boeckman Creek Trail alignment on Slide 15.

Katie Dunwell asked if there was a requirement to pave the Boeckman Creek Trail or was wood chips, gravel, or another material required.

Ms. Luxhoj replied the portion shown in yellow would be paved which was required as specified in the Frog Pond West Master Plan. (Slide 11)

John Andrews asked if there was a flag lot, and if so, how access would be provided.

Ms. Luxhoj confirmed Lot 19 was a flag lot that would take access off Woodbury Lp on the south with a long flag leading up to it.

Mr. Andrews asked if that driveway property would be a part of the lot and owned by the lot buyer.

Amy Pepper, Engineering Development Manager, replied the long driveway was part of a public utility easement, and a sewer and waterline would be located underneath it.

Mr. Andrews asked how the property owner would access their home if the City had to work on the public utilities under the driveway.

Ms. Pepper confirmed that temporary blockage of the homeowner's driveway could happen in the event of construction activities.

Mr. Andrews stated the entire neighborhood appeared to be a flag neighborhood with access taken via a circuitous route through another neighborhood.

Ms. Luxhoj confirmed that was correct, but only initially and only until development occurred to the east. Woodbury Lp, Street B, and Brisband would connect in the future. Prior to that, access would be through Morgan Farm to the south.

Mr. Andrews asked if there was a timeline for that development to the east and if any City Staff had spoken with the residents of Morgan Farm regarding the additional traffic that would be generated by the subject proposal.

Ms. Luxhoj responded there was access via Brisband to the east, as well as Woodbury and Sherman Dr, which came off of Boeckman Rd.

Mr. Andrews understood that for a certain amount of time, there would be substantially more traffic than normal, especially during the morning and afternoon commute times. He noted that if traffic in his neighborhood suddenly increased by a factor of 5 or 10, he would be upset.

Daniel Pauly, Planning Manager, reminded Board members that the clear and objective standard for traffic did not factor in the inconvenience of increased traffic nor was it to minimize traffic on residential streets, but whether or not intersections met the Level of Service (LOS), and no intersections or facilities failed the LOS standard in this case.

Michael Horn asked if 19 lots meant 19 new homes in the area.

Mr. Pauly replied that the DRB did not review potential number of homes. The subject application was for 19 lots. Under State law, a number of different configurations could be built on those lots. Staff understood that most likely it would be single family homes, but that was not established at this point.

Chair Hendrix confirmed there were no further questions from the Board and called for the Applicant's presentation.

Li Alligood, Land Use Planner, Otak, thanked Ms. Luxhoj for her thorough review and her assistance throughout the process and introduced the project team, noting the Applicant, Dan Grimberg with West Hills Land Development, who was unable to attend. She presented the Applicant's proposal via PowerPoint and with these key comments:

- The site consisted of one tract with 19 lots and infrastructure, an extension of the Boeckman Creek Trail, and the trailhead park. The current development application was the sixth in Frog Pond Terrace submitted by the Applicant, so the DRB had heard several application presentations over the past few years. One additional development in process was Frog Pond Overlook, which would come before the DRB next month.
- The application consisted of two properties adjacent to Morgan Farm to the south. The properties contained a home and associated out-buildings. The home would remain in place on Lot 16 of the subdivision per the property owner's wish. The western portion of the site contained Boeckman Creek and associated riparian areas, which resulted in some of the proposed mitigations.
30:40
- The two Sub-districts on the site, 7 and 4, had R-10 and R-7 zoning. Lots were distributed between the two zones to meet the overall density requirements of the Frog Pond West Master Plan. Additionally, they met all minimum dimensional and area requirements.

Steve Dixon, PLA, Otak, continued the presentation, discussing the design considerations that come into play when developing a street network and lotting pattern. He noted the two primary factors that designed the layout were the existing and approved street connections in the Connectivity and Street Connectivity Plan and the Frog Pond West Master Plan, as well as the SROZ. The existing street would be extended into the neighborhood and connected in the east to future approved neighborhoods, particularly Frog Pond Estates. The street design would not contain the big, sweeping curb from Frog Pond Lane, as outlined in the Frog Pond West Master Plan, due to topography, which was a major deviation in the street network. Frog Pond Lane fell off the earth at the end, and there was no way to pull the street all the way through. In the future, both streets that extended to the east would likely extend 100 to 200 ft before connecting to Frog Pond Lane and south again to Brisband. The trailhead park, as noted in the Frog Pond West Master Plan, served as the terminus at the end of Street B, as well as to the entire neighborhood. Additionally, it served as an important visual and physical connection to the riparian area and the trail itself. These streets were basically aligned east-west to preserve the sight lines through the neighborhood to the creek, an important principle in the Master Plan.

Ms. Alligood resumed her presentation, noting the trailhead park located at the end of Street B was within its own tract and would ultimately be purchased by the Parks District and become a 1.02-acre public park. Portions of the park were within the SROZ, but most of it was outside the SROZ, and fully functional for recreational use.

- Per the Frog Pond West Concept Plan, the Applicant was utilizing a combination of regional facilities and Low Impact Development Approach (LIDA) facilities along the public street to facilitate stormwater management, all of which had been reviewed by the City.

Keith Buisman, Civil Engineer, Otak, added that the smaller stormwater facilities were the swales, and the larger one was a pond. The intent was also to provide stormwater management for the Overlook

project that would be reviewed in a couple of weeks. Additionally, they were designing for the purpose of flow-through drainage to the east of the property.

Ms. Alligood stated the Applicant requested approval of the application as presented and with the conditions of approval as proposed by City Staff.

Mr. Andrews asked where the water from the stormwater basin would exit.

Mr. Buisman confirmed the outfall was into the Boeckman Creek below. There would be energy dissipation methods applied to prevent salinization. Additionally, a downstream analysis had been completed to ensure there was adequate capacity for the drainage that would come off that storm pond. He confirmed that larger boulders would keep the water from becoming too concentrated, as well as a ditch inlet so the water would bubble up over the ditch inlet and into the rock and then into Boeckman Creek.

Chair Hendrix called for public testimony regarding the application and confirmed with Staff that no one was present at City Hall to testify, and no one on Zoom indicated they wanted to testify.

Becky Fromhert, 7399 SW Woodbury Lp, Wilsonville, OR, stated that on the 2017 Master Plan there appeared to be, in the southern portion of the connection of the Woodbury Lp extension, a small curve to the east after which it would loop from Brisband instead of from Woodbury. She understood why Frog Pond Lane was different but asked why the southern portion of the connection appeared different on the 2017 Master Plan. She also asked where parking for the trailhead park on Street B would be located. Additionally, she noted an apparent discrepancy in the R-4, R-7, and R-10, and asked if the builder had discretion to build multifamily housing, such as apartments or duplexes or if it would be single-family homes.

Chair Hendrix called for the Applicant's rebuttal.

Mr. Dixon replied that the alignment of Street B was predicated on the provision of connectivity to future development to the east. Parking would be wherever it was available on the street, as well as in driveways. He reiterated that the condition was temporary. The Applicant had provided a temporary hammerhead where Woodbury Lp curved to the east for turnaround service. Additionally, that hammerhead would serve as a link to the Boeckman Creek Trail.

Ms. Alligood added that all homes would feature two-car garages and driveway parking.

Mr. Pauly explained that under 2019 State law and as adopted in the Wilsonville City Code in Fall 2021, any lot that allowed a single-family home must also allow duplexes or two units. Because Frog Pond was under development, certain corner lots had to allow three units. Per current State law, any lot was allowed to build Middle Housing, which included duplexes, triplexes, or townhomes. When evaluating a subdivision such as the subject subdivision, the DRB was to look at the lotting. Under State law, it was up to the developer to submit permits for the number of units. He anticipated that most of the subject lots would be permitted for single-family homes, but there could be some lots with two units. Under State law, the City had to review those permits under the same process they used to review a single-

family home. He reiterated his reminder to the DRB that they were only to look at the lots, not what would potentially be built on them.

Mr. Horn understood the purpose of this discussion was to approve the developer's lot plan without considering any subsequent structures which might be built on the lots.

Mr. Pauly confirmed that was correct and added that was true for any residential subdivision that came before the Board. He also confirmed that the annexation would come before City Council on September 8th. He noted there were some street re-alignments that happened early on, that City Code allowed some variations, and all the variations were within the confines allowed by the Code.

Ms. Fromhurt stated her first question regarding the variation in street design had been answered. She asked if the trailhead park would be local only or if people would be driving in to go to the park, and if so, where they would park their cars.

Ms. Alligood replied the park was intended to be a neighborhood park accessed on foot or by bicycle.

Mr. Pauly added there were variations approved with Morgan Farm which allowed development to the north, but the street design featured straighter streets than the Master Plan called for. Part of that was efficiency in lotting for the original Morgan Farm development with Sherman Dr. Subsequent development to the north would follow similar street alignments. All of which was within variations allowed by the Code. Master Plans always had flexibility built in because not everything could be thought of at the Master Plan level.

Chair Hendrix confirmed there was no additional questions or discussion and closed the public hearing at 7:24 pm.

Katie Dunwell moved to adopt the Staff report as presented. John Andrews seconded the motion, which passed unanimously.

Kate Dunwell moved to adopt Resolution No. 406 for the Frog Pond Terrace Subdivision. Michael Horn seconded the motion, which passed unanimously.

Chair Hendrix read the rules of appeal into the record.

BOARD MEMBER COMMUNICATIONS

3. Results of the August 8, 2022, DRB Panel A meeting
4. Recent City Council Action Minutes

There were no comments.

STAFF COMMUNICATIONS

Daniel Pauly, Planning Manager, stated that construction was substantially complete at City Hall, but no decision had been made yet regarding meeting in person as Staff was waiting to see what was happening with disease and such, in the fall. Staff would give DRB members plenty of upfront information before any meetings occurred in person. He announced that Philip Bradford had changed jobs in early July. Since then, Georgia McAllister had been promoted from Assistant Planner to Associate Planner, and Georgia would be present at meetings more often moving forward.

ADJOURNMENT

The meeting adjourned at 7:28 p.m.

MONDAY, JANUARY 23, 2023
6:30 PM

Public Hearing:

This scheduled and noticed hearing below has been cancelled and will be rescheduled and re-noticed for a new hearing date. No action by the board required.

4. **Resolution No. 411. Delta Logistics Site Expansion.** The applicant is requesting approval of a Stage 1 Preliminary Plan, Stage 2 Final Plan Modification, Site Design Review, Waivers, Class 3 Sign Permit, Type C Tree Removal Plan, Standard SROZ Map Verification, Standard SRIR Review and Variance for Development of a 58,116 square foot warehouse / manufacturing building with accessory office space at 9710 SW Day Road, and minor site modifications at 9835 SW Commerce Circle.

Case Files:

DB22-0007 Delta Logistics Site Expansion

- Stage 1 Preliminary Plan (STG122-0005)
- Stage 2 Final Plan (STG222-0006)
- Site Design Review (SDR22-0006)
- Waivers (WAIV22-0001)
- Class 3 Sign Permit (SIGN22-0004)
- Type C Tree Removal Plan (TPLN22-0005)
- Standard SROZ Map Verification (SROZ22-0006)
- Standard SRIR Review (SRIR22-0004)
- Variance (VAR22-0001)



Planning Division Memorandum

From: Cindy Luxhoj AICP, Associate Planner
To: Development Review Board Panel B
Date: January 12, 2023
RE: DB22-0007 Delta Logistics Site Expansion – Request to Reschedule Public Hearing to Panel A on February 13, 2023

The DB22-0007 Delta Logistics Site Expansion application was scheduled for public hearing before Development Review Board (DRB) Panel B on January 23, 2023. Requests for this application include:

DB22-0007 Delta Logistics Site Expansion

- Stage 1 Preliminary Plan (STG122-0005)
- Stage 2 Final Plan (STG222-0006)
- Site Design Review (SDR22-0006)
- Waivers (WAIV22-0001)
- Class 3 Sign Permit (SIGN22-0004)
- Type C Tree Removal Plan (TPLN22-0005)
- Standard SROZ Map Verification (SROZ22-0006)
- Standard SRIR Review (SRIR22-0004)
- Variance (VAR22-0001)

City staff met with the application on January 4, 2023, specifically about the variance request (VAR22-0001) to allow crossing of the Significant Resource Overlay Zone (SROZ) to access a developable portion of the project site. At this meeting, staff informed the applicant that the recommendation would be to deny the variance request, whereupon the applicant requested that the public hearing be rescheduled to February 13, 2023. Rescheduling will allow the applicant sufficient time to revise their plans to remove the SROZ crossing and redesign associated proposed site improvements.

Because the 120-day period within which a decision must be made on the application expires on February 11, 2023, the applicant has requested a waiver of the 120-day rule. They are giving the City through March 30, 2023, within which to make a final decision on the application. Therefore, rescheduling the DRB public hearing to February 13, 2023, is well within the extended 120-day review period.

DEVELOPMENT REVIEW BOARD MEETING

Item 5.

**MONDAY, JANUARY 23, 2023
6:30 PM**

Board Member Communications:

5. Results of the September 12, 2022 DRB Panel A meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE:	SEPTEMBER 12, 2022	TIME END:	8:16 P.M.
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR		
TIME START:	6:30 P.M.		

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Jean Svadlenka	Dan Pauly
Daniel McKay	Ryan Adams
Rachelle Barrett	Kim Rybold
	Georgia McAlister
	Amy Pepper
	Shelley White
	Miranda Bateschell

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
1. Approval of minutes of the August 8, 2022 DRB Panel A meeting	1. Unanimously accepted as written
PUBLIC HEARING	
<p>2. Resolution No. 405 Boones Ferry Gas Station. The applicant is requesting approval of a Stage I Preliminary Plan Modification, Stage II Final Plan, Site Design Review, Class 3 Sign Permit, Sign Waiver and Type C Tree Plan for construction of a 2,999-square-foot convenience store with drive-thru and 12-pump fuel station.</p> <p>Case Files: DB21-0045 Stage I Preliminary Plan Modification DB21-0046 Stage II Final Plan DB21-0047 Site Design Review DB21-0048 Class 3 Sign Permit WAIV22-0002 Sign Waiver TPLN22-0004 Type C Tree Removal Plan</p> <p><i>This item was continued to this date and time certain at the August 8, 2022 DRB Panel A meeting.</i></p>	<p>2. Resolution No. 405 was unanimously adopted, including the amended Staff report and with added Exhibits A3, A4, and B6</p>
3. Resolution No. 407 Frog Pond Overlook Subdivision. The applicant is requesting approval of Annexation of approximately 4.07 acres and Zone Map Amendment from Rural Residential Farm Forest 5-Acre (RRFF-5) to Residential Neighborhood (RN) of approximately 3.96 acres, a Stage 1 Preliminary Plan, Stage 2 Final Plan, Site Design Review of	3. Resolution No. 407 was unanimously adopted with the approved Staff report as presented

parcs and open space, Tentative Subdivision Plat, Type C Tree Plan, and Abbreviated SROZ Map Verification for a 12-lot residential subdivision.

Case Files:

- DB22-0002 Frog Pond Overlook
 - Annexation (ANNX22-0001)
 - Zone Map Amendment (ZONE22-0002)
 - Stage 1 Preliminary Plan (STG122-0002)
 - Stage 2 Final Plan (STG222-0002)
 - Site Design Review of Parks and Open Space (SDR22-0002)
 - Tentative Subdivision Plat (SUBD22-0001)
 - Type C Tree Plan (TPLN22-0001)
 - Abbreviated SROZ Map Verification (SROZ22-0004)

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

BOARD MEMBER COMMUNICATIONS	
4. Results of the August 22, 2022 DRB Panel A meeting	4. No comments
5. Recent City Council Action Minutes	5. No comments
STAFF COMMUNICATIONS	
	Staff updated on City meetings being held in-person.

RECORDED BY: S. WHITE

DEVELOPMENT REVIEW BOARD MEETING

**MONDAY, JANUARY 23, 2023
6:30 PM**

Board Member Communications:

6. Results of the October 10, 2022 DRB Panel A meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE:	OCTOBER 10, 2022	TIME END:	6:55 P.M.
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR		
TIME START:	6:30 P.M.		

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Jean Svadlenka	Kimberly Rybold
Daniel McKay	Ryan Adams
Kathryn Neil	Georgia McAlister
Ben Yacob	Shelley White
Rachelle Barrett	

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS INPUT	None.
CONSENT AGENDA	
1. Approval of minutes of the September 12, 2022, DRB Panel A meeting	1. Unanimously approved as presented
PUBLIC HEARING	
2. Resolution No. 408. Wilsonville Honda. The applicant is requesting approval of a Class 3 Sign Permit for a 16-foot illuminated pylon sign at Wilsonville Honda. Case File: DB22-0006 Class 3 Sign	2. Resolution No. 408 was unanimously approved with the Staff report as presented.
BOARD MEMBER COMMUNICATIONS	
3. Recent City Council Action Minutes	3. No Comments Staff confirmed motion scripts would be provided.
STAFF COMMUNICATIONS	
	Staff welcomed Board members back to in-person meetings.

RECORDED BY: S. WHITE

DEVELOPMENT REVIEW BOARD MEETING

Item 7.

**MONDAY, JANUARY 23, 2023
6:30 PM**

Board Member Communications:

7. Results of the November 14, 2022 DRB Panel A meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE:	NOVEMBER 14, 2022	TIME END:	7:54 P.M.
LOCATION:	29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR		
TIME START:	6:30 P.M.		

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Jean Svadlenka	Kim Rybold
Daniel McKay	Amanda Guile-Hinman
Kathryn Neil	Miranda Bateschell
Rachelle Barrett	Cindy Luxhoj
	Amy Pepper
	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
1. Approval of minutes of the October 10, 2022 DRB Panel A meeting	1. Unanimously approved as presented.
PUBLIC HEARING	
2. Resolution No. 409. Mercedes Benz Inventory Storage Area. The applicant is requesting approval of a Stage 2 Final Plan Modification and Site Design Review for site improvements to use an existing gravel building pad area for inventory storage on the south lot of the Mercedes Benz dealership. Case Files: DB22-0005 Mercedes Benz Inventory Storage Area - Stage 2 Final Plan Modification (STG222-0005) - Site Design Review (SDR22-0005)	2. Resolution No. 409 was approved with the amended Staff report, which included amending PFA 3 and adding Conditions PDA 10 and PDA 11.
BOARD MEMBER COMMUNICATIONS	
3. Recent City Council Action Minutes	3. No questions. Board discussed the City's water billing issues.
STAFF COMMUNICATIONS	
	Staff presented Certificate of Appreciation to Daniel McKay and acknowledged Ben Yacob for their service on the Board.

RECORDED BY: S. WHITE

DEVELOPMENT REVIEW BOARD MEETING

**MONDAY, JANUARY 23, 2023
6:30 PM**

Board Member Communications:

8. Results of the January 9, 2023 DRB Panel A meeting

City of Wilsonville

Development Review Board Panel A Meeting Meeting Results

DATE: JANUARY 9, 2023

LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR

TIME START: 6:30 P.M.

TIME END: 7:37 P.M.

ATTENDANCE LOG

BOARD MEMBERS	STAFF
Jean Svadlenka	Daniel Pauly
Rachelle Barrett	Ryan Adams
John Andrews	Kimberly Rybold
	Georgia McAlister
	Amy Pepper
	Shelley White

AGENDA RESULTS

AGENDA	ACTIONS
CITIZENS' INPUT	None.
CONSENT AGENDA	
1. Approval of November 14, 2022 Minutes	1. Accepted as presented
PUBLIC HEARING	
2. Resolution No. 410. ESS Parking Lot Expansion Project. The applicant is requesting approval of a Stage 2 Final Plan Modification and Site Design Review for a parking lot expansion for the ESS building located at 26440 SW Parkway Avenue. Case Files: DB22-0008 ESS Parking Lot Expansion Project - Stage 2 Final Plan Modification (STG222-0008) - Site Design Review (SDR22-0008)	2. Resolution No. 410 adopted unanimously with the approved Staff report as presented.
BOARD MEMBER COMMUNICATIONS	
3. Recent City Council Action Minutes	3. Staff addressed questions regarding Council's actions related to land acquisitions and transportation improvements, namely regarding the Boeckman Dip.
STAFF COMMUNICATIONS	
4. New DRB Member Training	4. Staff reviewed the role of the DRB and key criteria considerations that would impact their review and decision-making process.

DEVELOPMENT REVIEW BOARD MEETING

**MONDAY, JANUARY 23, 2023
6:30 PM**

Board Member Communications:

9. Recent City Council Action Minutes

City Council Meeting Action Minutes
August 15, 2022

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West – Arrived 5:09 p.m.
Councilor Linville

Cricket Jones, Finance Operations Supervisor
Amy Pepper, Engineering Manager
Ryan Adams, Assistant City Attorney
Nick McCormick, Legal Intern
Masha Mironova, Administration Intern
Matt Lorenzen, Economic Development Manager
Dan Pauly, Planning Manager
Bill Evans, Communications & Marketing Manager
Keith Katko, Assistant Finance Director
Andy Stone, IT Director
Zoe Mombert, Assistant to the City Manager

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:04 p.m.
A. Utility Billing Update	Staff detailed work currently underway to implement a new Utility Billing system.
B. Code Revisions Related to Camping	Council heard an informational session to discuss the recent passage of Oregon laws and court rulings related to local laws regulating camping.
C. Wilsonville Framework for Inclusive Engagement	Council discussed the Wilsonville Framework for Inclusive Engagement, which is a resource for the City’s ongoing public engagement efforts.
D. Vertical Housing Calculation Methodology	Staff presented on Resolution No. 2992, which clarifies the tax exemption calculation methodology to be utilized under the City’s Vertical Housing Development Zone (VHDZ) program.
REGULAR MEETING	
<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.
<u>Communications</u>	
A. Community Survey Results	Staff presented on the 2022 National Citizen Survey (NCS), performed by National Research Center and Polco.

Consent Agenda

- A. **Resolution No. 2990**
Authorizing The City Manager To Execute A Systems Development Charges Refund Agreement With Coffee Creek Logistics Holdings, LLC For The Construction Of Oversized Public Sewer And Water Infrastructure Improvements.

- B. **Resolution No. 2992**
A Resolution Of The City Of Wilsonville Clarifying The Tax Exemption Calculation Methodology To Be Utilized Under The City’s Vertical Housing Development Zone Program.

- C. Authorize the City Manager to Sign an Intergovernmental Agreement (IGA) Between Clackamas County Sheriff’s Office, West Linn - Wilsonville School District and City of Wilsonville for School Resource Officer Program.

- D. Minutes of the August 15, 2022 Council Meeting.

The Consent Agenda was approved 5-0.

New Business

- A. None.

Continuing Business

- A. **Ordinance No. 865**
An Ordinance Of The City Of Wilsonville Approving A Zone Map Amendment From The Future Development Agricultural – Holding (FDA-H) Zone To The Planned Development Industrial (PDI) Zone On Approximately 0.55 Acre Located At 28505 SW Boones Ferry Road; The Land Is More Particularly Described As Tax Lot 800, Section 14A, Township 3 South, Range 1 West, Willamette Meridian, Clackamas County, Oregon. Davidsons Boones Ferry Industrial LLC, Owner/Applicant.

Ordinance No. 865 was adopted on second reading by a vote of 5-0.

Public Hearing

- A. None.

City Manager’s Business

Shared staff was looking into the tree issue at the City Hall parking lot mentioned by Councilor Lehan. They would also investigate the tree issue mentioned by Councilor Lehan on Kinsman Road.

	Lastly, Council was reminded they had been invited to a local resident's centenary birthday party.
<u>Legal Business</u>	No report.
EXECUTIVE SESSION	Pursuant to ORS 192.660(2)(h) Legal Counsel /Litigation
ADJOURN	8:18 p.m.

City Council Meeting Action Minutes
September 8, 2022

City Council members present included:

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

Cindy Luxhoj, Associate Planner
Kelsey Lewis, Grants & Programs Manager
Robert Wurpes, Chief of Police
Zachary Keirse, School Resource Officer
Mark Ottenad, Public/Government Affairs Director
Delora Kerber, Public Works Director
Chris Neamtzu, Community Development Director
Ryan Adams, Assistant City Attorney
Kimberly Rybold, Senior Planner
Zoe Mombert, Assistant to the City Manager
Dwight Brashear, Transit Director
Martin Montalvo, Public Works Ops. Manager

Staff present included:

Bryan Cosgrove, City Manager
Amanda Guile-Hinman, City Attorney
Kimberly Veliz, City Recorder
Jeanna Troha, Assistant City Manager
Dan Pauly, Planning Manager

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:05 p.m.
A. Frog Pond East and South Master Plan	Staff sought feedback on residential policies for Frog Pond East and South.
B. Transit Master Plan Update and Community Engagement Plan	Staff and consultants introduced the public engagement strategy for the Transit Master Plan (TMP) update.
C. City of Wilsonville Flag Policy	City Council reviewed a draft of the City Flag Policy and provide any feedback to staff.
REGULAR MEETING	
<u>Mayor's Business</u>	
A. Oregon Highway Plan (OHP) Tolling Policy Amendment	Council directed staff to include language requesting clear standards for public engagement in a comment letter to Oregon Transportation Commission on the proposed OHP Toll Amendment. Approved 3-0.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. School Resource Officer Vehicle Design	The Police Chief introduced the School Resource Officer (SRO). The SRO then shared details of work with Wilsonville High School students to create an SRO vehicle to make it

<p>B. Employer Support of the Guard and Reserve (ESGR) Military Reservist Appreciation Award</p> <p>C. ODOT Update on Oregon Highway Plan (OHP) Toll Amendment and Regional Mobility Pricing Project (RMPP)</p>	<p>more identifiable to the student community and demonstrate school pride.</p> <p>The City received recognition from Employer Support of the Guard and Reserve (ESGR), a division of the U. S. Department of Defense, for the City of Wilsonville’s support of employees who serve in the National Guard or Military Reserves.</p> <p>The Oregon Department of Transportation (ODOT) shared details of the Regional Mobility Pricing Project and the I-205 Toll Project.</p>
<p><u>Consent Agenda</u></p> <p>A. Resolution No. 2995 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute An Amendment To The Professional Services Contract With Leland Consulting Group, Inc. For The Wilsonville Transit Center TOD Study.</p> <p>B. Minutes of the August 15, 2022 City Council Meeting.</p>	<p>The Consent Agenda was approved 3-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>Public Hearing</u></p> <p>A. Ordinance No. 866 An Ordinance Of The City Of Wilsonville Annexing Approximately 11.17 Acres Of Property Located South Of SW Frog Pond Lane At 7480 And 7500 SW Frog Pond Lane For Development Of A 19-Lot Residential Subdivision.</p> <p>B. Ordinance No. 867 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 10.94 Acres Located South Of SW Frog Pond Lane At 7480 And 7500 SW Frog Pond Lane For Development Of A 19-Lot Residential Subdivision.</p>	<p>After a public hearing was conducted, Ordinance No. 866 was approved on first reading by a vote of 3-0.</p> <p>After a public hearing was conducted, Ordinance No. 867 was approved on first reading by a vote of 3-0.</p>

<u>City Manager's Business</u>	Reminded Council that a replacement for Tourism Promotion Committee would be needed, as Councilor Lehan would soon be terming out of office.
<u>Legal Business</u>	The City Attorney announced she would be attending the next City Council meeting remotely as she would be out of office attending the ICMA conference.
ADJOURN	8:44 p.m.

City Council Meeting Action Minutes September 19, 2022

City Council members present included:

Mayor Fitzgerald
 Council President Akervall
 Councilor Lehan
 Councilor West
 Councilor Linville

Dwight Brashear, Transit Director
 Zoe Mombert, Assistant to the City Manager
 Mark Ottenad, Public/Government Affairs Director
 Georgia McAlister, Associate Planner
 Zach Weigel, City Engineer
 Andrea Villagrana, Human Resource Manager
 Miranda Bateschell, Planning Director
 Cindy Luxhoj, Associate Planner
 Mike Nacrelli, Civil Engineer
 Amy Pepper, Engineering Manager
 Matt Lorenzen, Economic Development Manager
 Andrew Barrett, Capital Projects Eng. Manager

Staff present included:

Bryan Cosgrove, City Manager
 Amanda Guile-Hinman, City Attorney
 Kimberly Veliz, City Recorder
 Ryan Adams, Assistant City Attorney

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:06 p.m.
A. Aurora Airport Comprehensive Plan Policies	Staff presented and Council commented on draft airport good-neighbor policies to add to the Wilsonville Comprehensive Plan.
B. Draft 2023 Legislative Concepts	Council was informed of the draft 2023 Legislative Concepts by Wilsonville’s state legislators for potential introduction as legislation for the 2023 session of the Oregon Legislative Assembly.
C. Construction Excise Tax for Affordable Housing	Council directed staff to continue researching CET and other options for affordable housing.
REGULAR MEETING	
<u>Mayor’s Business</u>	
A. 2023 Legislative Concepts Request To Rep. Courtney Neron (HD-26)	Council approved 5-0, a set of legislative concepts to be considered by Wilsonville-area Representative Neron for the 2023 State legislative session.
B. Upcoming Meetings	Upcoming meetings were announced by the Mayor as well as the regional meetings she attended on behalf of the City.
<u>Communications</u>	
A. None.	

Consent Agenda

The Consent Agenda was approved 5-0.

- A. **Resolution No. 2985**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Murraysmith, Inc. For Owner’s Representative Services For The Boeckman Road Corridor Project (Capital Improvement Project # 2102, 4205, 4206, 4212, And 7067).

- B. **Resolution No. 2996**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into A Development Agreement With BTC III Grahams Ferry IC, LLC For Construction Of Oversized Public Water Infrastructure Improvements.

- C. **Resolution No. 3000**
A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Murraysmith, Inc. To Provide Final Design And Construction Support Services For The Charbonneau Lift Station Rehabilitation Project (Capital Improvement Project #2106).

- D. Minutes of the September 8, 2022 City Council Meeting.

New Business

- A. **Resolution No. 2986**
A Resolution Of The City Of Wilsonville Authorizing Acquisition Of Property And Property Interests Related To Construction Of The Willamette Water Supply Program Right-Of-Way Enhancement Projects.

Resolution No. 2986 was approved 5-0.

Continuing Business

- A. **Ordinance No. 866**
An Ordinance Of The City Of Wilsonville Annexing Approximately 11.17 Acres Of Property Located South Of SW Frog Pond Lane At 7480 And 7500 SW Frog Pond Lane For Development Of A 19-Lot Residential Subdivision.

Ordinance No. 866 was adopted on second reading by a vote of 5-0.

<p>B. <u>Ordinance No. 867</u> 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 10.94 Acres Located South Of SW Frog Pond Lane At 7480 And 7500 SW Frog Pond Lane For Development Of A 19-Lot Residential Subdivision.</p>	<p>Ordinance No. 867 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. <u>Ordinance No. 868</u> An Ordinance Of The City Of Wilsonville Annexing Approximately 4.92 Acres Of Property Located North Of SW Frog Pond Lane At 7315 SW Frog Pond Lane For Development Of A 12-Lot Residential Subdivision.</p> <p>B. <u>Ordinance No. 869</u> 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 4.07 Acres Located South Of SW Frog Pond Lane At 7314 SW Frog Pond Lane For Development Of A 12-Lot Residential Subdivision.</p>	<p>After a public hearing was conducted, Ordinance No. 868 was approved on first reading by a vote of 5-0.</p> <p>After a public hearing was conducted, Ordinance No. 869 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>URA Consent Agenda</u></p> <p>A. <u>URA Resolution No. 329</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With MurraySmith, Inc. For Owner's Representative Services For The Boeckman Road Corridor Project (Capital Improvement Project # 2102, 4205, 4206, 4212, And 7067).</p> <p>B. Minutes of the August 1, 2022 Urban Renewal Agency Meeting.</p>	<p>The URA Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>URA Public Hearing</u></p> <p>A. None.</p>	
<p>ADJOURN</p>	<p>8:26 p.m.</p>

City Council Meeting Action Minutes
October 3, 2022

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

Ryan Adams, Assistant City Attorney
Jeanna Troha, Assistant City Manager
Zoe Mombert, Assistant to the City Manager
Mark Ottenad, Public/Government Affairs Director
Georgia McAlister, Associate Planner
Zach Weigel, City Engineer
Andrea Villagrana, Human Resource Manager
Delora Kerber, Public Works Director
Steve Gering, Industrial Pretreatment Coordinator
Dan Pauly, Planning Manager
Kerry Rappold, Natural Resources Manager

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:00 p.m.
A. Frog Pond East and South Master Plan	Council heard a presentation on Frog Pond East and South and provided feedback.
B. Review of the draft Solid Waste Collection Rate Report, September 2022	Staff presented on Resolution No. 3004, which adopts findings and recommendations of the 2022 Solid Waste Collection Rate Report and Rate Schedule. The resolution was scheduled for City Council consideration on November 7, 2022.
C. Local Discharge Limits Development	Staff presented on Resolution No. 2994, which establishes local discharge limitations to control conventional, non-conventional, and toxic pollutant discharges from non-domestic industrial users of the City of Wilsonville sanitary sewer system and repealing Resolution Nos. 1267, 1504 and 1888.
REGULAR MEETING	
<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.
Communications	
A. PGE Green Power Energy Report for Wilsonville	Portland General Electric (PGE) representative detailed how voluntary participation in PGE's "Green Future" program by the City and greater community is supporting regional renewable energy initiatives.

<p>B. Boones Ferry Primary (BFP) Stormwater CEP Project Update</p> <p>C. Boeckman Creek Primary Watershed CEP Update</p>	<p>Staff presented on Community Enhancement Program projects completed in collaboration with students at Boones Ferry Primary and Boeckman Creek Primary.</p>
<p><u>Consent Agenda</u></p> <p>A. Resolution No. 2994 A Resolution Of The City Of Wilsonville Establishing Local Discharge Limitations To Control Conventional, Non-Conventional, And Toxic Pollutant Discharges From Non-Domestic Industrial Users Of The City Of Wilsonville Sanitary Sewer System And Repealing Resolution Nos. 1267, 1504 And 1888.</p> <p>B. Minutes of the September 19, 2022 City Council Meeting.</p>	<p>The Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. Ordinance No. 868 An Ordinance Of The City Of Wilsonville Annexing Approximately 4.92 Acres Of Property Located North Of SW Frog Pond Lane At 7315 SW Frog Pond Lane For Development Of A 12-Lot Residential Subdivision.</p> <p>B. Ordinance No. 869 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 4.07 Acres Located South Of SW Frog Pond Lane At 7314 SW Frog Pond Lane For Development Of A 12-Lot Residential Subdivision.</p>	<p>Ordinance No. 868 was adopted on second reading by a vote of 5-0.</p> <p>Ordinance No. 869 was adopted on second reading by a vote of 5-0.</p>
<p><u>Public Hearing</u></p> <p>A. None.</p>	
<p><u>City Manager’s Business</u></p>	<p>Mentioned the Nature Park and the employees whom were instrumental in creating it won an Oregon State Parks award.</p> <p>Explained a tree expert from Oregon State would be looking at the Kinsman Oak in the next few weeks.</p>
<p><u>Legal Business</u></p>	<p>No report.</p>
<p>ADJOURN</p>	<p>8:25 p.m.</p>

City Council Meeting Action Minutes
October 17, 2022

City Council members present included:

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

Chris Neamtzu, Community Development Director
Miranda Bateschell, Planning Director
Kimberly Rybold, Senior Planner
Matt Lorenzen, Economic Development Manager
Zach Weigel, City Engineer
Dustin Schull, Parks Supervisor
Andrew Barrett, Capital Projects Eng. Manager
Keith Katko, Assistant Finance Director
Katherine Smith, Assistant Finance Director
Zoe Mombert, Assistant to the City Manager
Kris Ammerman, Parks and Recreation Director
Erica Behler, Recreation Coordinator

Staff present included:

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

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:02 p.m.
<p>A. 2022 Urban Renewal Strategic Plan</p> <p>B. Town Center Infrastructure Funding Plan</p> <p>C. Frog Pond East and South Master Plan</p>	<p>Staff sought Council’s input on a draft Urban Renewal Strategic Plan, which would return for consideration at the November 21, 2022 City Council meeting.</p> <p>Staff introduced the draft Town Center Infrastructure Funding Plan, and sought direction on which mechanisms to pursue as recommendations within the final plan.</p> <p>Staff sought feedback on Frog Pond East and South Master Plan policies that pertain to the variety of housing types and the commercial district.</p>
REGULAR MEETING	
<u>Mayor’s Business</u>	
<p>A. Upcoming Meetings</p>	<p>Upcoming meetings were announced by the Council President as well as the regional meetings she attended on behalf of the City.</p>
<u>Communications</u>	
<p>A. STARS Camp Recognition</p>	<p>Local high school students informed Council of the STARS Camp. The students created the camp and ran it along with other teen camp counselors. Wilsonville Parks and Recreation staff oversaw the camp, which was free of charge. The camp was intended to help lower income residents with a day of free childcare along with fun activities for campers.</p>

Consent Agenda

The Consent Agenda was approved 3-0.

A. **Resolution No. 2998**

A Resolution Of The City Of Wilsonville Authorizing An Intergovernmental Agreement With The City Of Wilsonville Pertaining To Short Term Subordinate Urban Renewal Debt For The Year 2000 Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.

B. **Resolution No. 3002**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Enter Into The First Amendment To Communications Facility Ground Lease With Clackamas 800 Radio Group For The Use Of City-Owned Property On Level C Reservoir Parcel As A Wireless Communication Facility Tower Site.

C. **Resolution No. 3003**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement With Consor North America, Inc. To Provide Engineering Consulting Services For The Boeckman Creek Interceptor And Trail Project (Capital Improvement Projects No. 2107 And No. 9150).

D. **Resolution No. 3006**

A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction And Funding Agreement With Portland & Western Railroad, Inc. For Re-Construction Of A Grade Crossing At The 5th Street Railroad Crossing Associated With The 5th Street / Kinsman Road Extension Project.

E. Minutes of the October 3, 2022 City Council Meeting.

New Business

A. None.

Continuing Business

A. None.

<p><u>Public Hearing</u></p> <p>A. <u>Resolution No. 2999</u> A Resolution Of The City Of Wilsonville Authorizing A Supplemental Budget Adjustment For Fiscal Year 2022-23.</p>	<p>After a public hearing was conducted, Resolution No. 2999 was approved 3-0.</p>
<p><u>City Manager's Business</u></p>	<p>No report.</p>
<p><u>Legal Business</u></p>	<p>The City Attorney informed Council of her schedule for the next week.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>URA Consent Agenda</u></p> <p>A. <u>URA Resolution No. 328</u> 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 Year 2000 Plan District For The Purpose Of Funding The Construction Of Capital Improvement Project By The Agency.</p> <p>B. <u>URA Resolution No. 331</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute A Construction And Funding Agreement With Portland & Western Railroad, Inc. For Re-Construction Of A Grade Crossing At The 5th Street Railroad Crossing Associated With The 5th Street/ Kinsman Road Extension Project.</p> <p>C. Minutes of the September 19, 2022 Urban Renewal Agency Meeting.</p>	<p>The URA Consent Agenda was approved 3-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>Continuing Business</u></p> <p>A. None.</p>	
<p><u>URA Public Hearing</u></p> <p>A. <u>URA Resolution No. 330</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing A Supplemental Budget Adjustment For Fiscal Year 2022-23.</p>	<p>After a public hearing was conducted, URA Resolution No. 330 was approved 3-0.</p>
<p>ADJOURN</p>	<p>7:58 p.m.</p>

City Council Meeting Action Minutes
November 7, 2022

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

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

Staff present included:

Bryan Cosgrove, City Manager

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

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

City Council Meeting Action Minutes
November 21, 2022

City Council members present included:

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

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

Staff present included:

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

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

Communications

A. Clackamas County Opioid Settlement Presentation

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

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

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

C. SMART Award Presentation

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

D. Nature Play Area Awards

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

Consent Agenda

A. **Resolution No. 2993**

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

B. **Resolution No. 3005**

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

The Consent Agenda was approved 3-0.

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

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

City Council Meeting Action Minutes
December 5, 2022

City Council members present included:

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

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

Staff present included:

Bryan Cosgrove, City Manager

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

Development Review Board A

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

Development Review Board

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

Kitakata Sister City Advisory Board

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

Kitakata Sister City Advisory Board

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

Kitakata Sister City Advisory Board

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

Parks & Recreation Advisory Board

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

Planning Commission

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

Wilsonville-Metro Community Enhancement Committee

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

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

City Council Meeting Action Minutes
December 19, 2022

City Council members present included:

Mayor Fitzgerald
Council President Akervall
Councilor Lehan
Councilor West
Councilor Linville

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

Staff present included:

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

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

C. Boards/Commission Appointments/Reappointments

Development Review Board

Appointment of Megan Chuinard and Justin Brown to the Development Review Board for a term beginning 1/1/2023 to 12/31/2023. Passed 5-0.

Diversity, Equity and Inclusion

Reappointment of Erika Pham and Luis Gonzalez to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2023 to 12/31/2025. Passed 5-0.

Diversity, Equity and Inclusion

Appointment of Karla Brashear to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2023 to 12/31/2025. Passed 5-0.

Diversity, Equity and Inclusion – Student

Appointment of George Luo and Aasha Patel to the Diversity, Equity and Inclusion Committee for a term beginning 1/1/2023 to 12/31/2023. Passed 5-0.

Parks and Recreation Advisory Board

Reappointment of Amanda Aird to the Parks & Recreation Advisory Board for a term beginning 1/1/2023 to 12/31/2026.. Passed 5-0.

Planning Commission

Appointment of Kathryn Neil to the Planning Commission for a term beginning 1/1/2023 to 12/31/2023. Passed 5-0.

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

D. Upcoming Meetings

Communications

A. Demo Permit Map/Historic Documentation

Council heard details of a new City archival project to preserve images of Wilsonville buildings before they are demolished.

Consent Agenda

A. **Resolution No. 3009**

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

The Consent Agenda was approved 5-0.

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

City Council Meeting Action Minutes
January 5, 2023

COUNCILORS PRESENT

Mayor Fitzgerald
Council President Akervall
Councilor Linville
Councilor Berry
Councilor Dunwell

Jeanna Troha, Assistant City Manager
Amy Pepper, Engineering Manager
Ryan Adams, Assistant City Attorney
Fred Weinhouse, Municipal Court Judge
Zach Weigel, City Engineer
Cindy Luxhoj, Associate Planner
Bill Evans, Communications & Marketing Manager
Shasta Sasser, Library Director
Zoe Mombert, Assistant to the City Manager
Dan Pauly, Planning Manager

STAFF PRESENT

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

AGENDA ITEM	ACTIONS
WORK SESSION	START: 5:01 p.m.
A. Addendum to the Community Enhancement Grant Program Agreement between Metro and the City of Wilsonville to accept Community Investment Fees.	Council was informed of Resolution No. 3033, which amends the Community Enhancement Grant Program IGA between Metro and the City Of Wilsonville to accept Community Investment Fees.
B. Transportation Planning Training/Q&A	Consultants provided a training to Council on transportation planning.
C. Code Revisions Relating to Code Enforcement	Staff sought Council’s feedback on possible revisions to the Wilsonville City Code.
SWEARING IN CEREMONY	
A. Oath of Office	Oath of office administered by Judge Fred Weinhouse to newly elected Councilor Caroline Berry and Councilor Katie Dunwell.
REGULAR MEETING	
<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.
<u>Communications</u>	
A. None.	
<u>Consent Agenda</u>	The Consent Agenda was approved 5-0.

- A. **Resolution No. 3019**
 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Otak, Inc. For Construction Engineering Services For The 5th Street / Kinsman Road Extension Project (Capital Improvement Project #1139, 2099, &4196).

- B. **Resolution No. 3029**
 A Resolution Of The City Of Wilsonville Authorizing The City Manager To Execute A Construction Contract With Emery And Sons Construction Group, LLC For Construction Of The 2022 Street Maintenance Project (Capital Improvement Projects No. 4014, 4118, And 4717).

- C. **Resolution No. 3033**
 A Resolution Of The Wilsonville City Council Amending To The Community Enhancement Grant Program Intergovernmental Agreement Between Metro And The City Of Wilsonville To Accept Community Investment Fees.

- D. Diversity, Equity and Inclusion Cultural Calendar

- E. Minutes of the December 19, 2022 Council Meeting.

New Business

- A. **Resolution No. 3028**
 A Resolution Of The City Of Wilsonville Approving The City Of Wilsonville Flag Policy.

Resolution No. 3028 was adopted 5-0.

Continuing Business

- A. None.

Public Hearing

- A. **Ordinance No. 874**
 An Ordinance Of The City Of Wilsonville Amending Wilsonville Code Section 6.150, "Special Use Of Streets And Sidewalks And Large Special Events Signs And Street Banners."

- B. **Ordinance No. 872**
 An Ordinance of the City of Wilsonville Annexing Approximately 9.17 Acres of Property Located at

After a public hearing was conducted, Ordinance No. 874 was adopted on first reading by a vote of 5-0.

After a public hearing was conducted, Ordinance No. 872 was adopted on first reading by a vote of 5-0.

<p>9710 SW Day Road for Development of a Warehouse/Manufacturing Building and Associated Site Improvements.</p> <p>C. <u>Ordinance No. 873</u> An Ordinance of the City of Wilsonville Approving a Zone Map Amendment from the Washington County Future Development – 20 Acre (FD-10) Zone to the Planned Development Industrial – Regionally Significant Industrial Area (PDI-RSIA) Zone on Approximately 9.17 Acres Located at 9710 SW Day Road for Development of a Warehouse /Manufacturing Building and Associated Site Improvements.</p>	<p>After a public hearing was conducted, Ordinance No. 873 was approved on first reading by a vote of 5-0.</p>
<p><u>City Manager’s Business</u></p>	<p>The City Manager welcomed the new City Councilors.</p> <p>Council was reminded that they were scheduled to present at the upcoming Civics Academy.</p>
<p><u>Legal Business</u></p>	<p>Shared information on the survey to be released on the topic of prohibited camping.</p>
<p>URBAN RENEWAL AGENCY</p>	
<p><u>URA Consent Agenda</u></p> <p>A. <u>URA Resolution No. 341</u> A Resolution Of The City Of Wilsonville Urban Renewal Agency Authorizing The City Manager To Execute A Professional Services Agreement Contract Amendment With Otak, Inc. For Construction Engineering Services For The 5th Street / Kinsman Road Extension Project (Capital Improvement Project #1139, 2099, &4196).</p> <p>B. Minutes of the November 21, 2022 URA Meeting.</p>	<p>The URA Consent Agenda was approved 5-0.</p>
<p><u>New Business</u></p> <p>A. None.</p>	
<p><u>URA Public Hearing</u></p> <p>A. None.</p>	
<p>ADJOURN</p>	<p>8:29 p.m.</p>