



Development Review Board-Panel A

Regular Meeting Minutes

February 9, 2026

Wilsonville City Hall & Remote Video Conferencing

<https://www.ci.wilsonville.or.us/meetings/pc>

Approved

May 11, 2026

CALL TO ORDER - ROLL CALL

Alice Galloway called the meeting to order at 6:30 pm.

Present: Alice Galloway, Mitch Cooper, and Jordan Herron

Excused: Megan Chuinard, Janis Sanford

Staff Present: Miranda Bateschell, Kimberly Rybold, Amanda Guile-Hinman, Chris Myers, Alie Cloo, Shelley White

CHAIR'S REMARKS

There were none.

CITIZEN INPUT

There was none.

Senior Planner Rybold introduced new Senior Planner Chris Myers and new Assistant City Attorney Alie Cloo. Welcome comments were also extended to new Board member Mitch Cooper.

ELECTION OF 2026 CHAIR AND VICE-CHAIR

City Attorney Guile-Hinman reviewed the rules for electing the Chair and Vice-Chair.

1. Chair

Jordan Herron nominated Alice Galloway for 2026 Development Review Board Chair.

There were no other nominations.

The Board briefly discussed whether to continue the elections with two Board members absent.

Following a roll call vote, Alice Galloway was unanimously elected 2026 Development Review Board Panel A Chair.

Ayes: Herron, Galloway, Cooper

Nays: None.

2. Vice-Chair

Mitch Cooper nominated Jordan Herron for 2026 Development Review Board Panel A Vice-Chair.

There were no other nominations.

Following a roll call vote, Jordan Herron was unanimously elected 2026 Development Review Board Vice-Chair.

Ayes: Herron, Galloway, Cooper

Nays: None.

CONSENT AGENDA

3. Consideration of the October 13, 2025 Planning Commission Minutes

Jordan Herron moved to approve the October 13, 2025 DRB Panel A meeting minutes. Chair Galloway seconded the motion, which passed 3 to 0. (Ayes: Herron, Galloway, Cooper. Nays: None.)

PUBLIC HEARINGS

BOARD MEMBER COMMUNICATIONS

4. Recent City Council Action Minutes

There were no comments.

STAFF COMMUNICATIONS

5. Housing Statutory Compliance Project

Senior Planner Rybold introduced Heather Austin of 3J Consulting and presented the Housing Statutory Compliance Project via PowerPoint, describing the background and regulatory requirements leading to the project and the proposed changes to the City's application review process, which included consolidating the DRB-A and DRB-B panels. Staff sought feedback about the project, including the impact of DRB meeting cancellations, the time spent preparing for meetings, Board members' capacity for a second DRB meeting per month, and potential changes to DRB meeting dates and times.

Chair Galloway stated with so many meetings cancelled, she would have liked at least one training session added to get together and stay better connected with what was happening at the City, including staffing changes. This made it difficult to feel prepared and connected, adding she was not opposed to one DRB panel meeting per month and would not object to meeting twice monthly when necessary. She typically spent approximately one hour reviewing materials in addition to conducting site visits. She agreed with making the process more user friendly for residential consumers.

Jordan Herron agreed, adding the numerous cancellations made it difficult to feel ready when a meeting did occur. He said he spent 1.5 to 2 hours preparing for meetings, including reviewing the packet and at least driving by the site. He supported consolidating to one DRB and maintaining a consistent Monday meeting schedule, noting a second meeting each month

would not impact his schedule. He asked how having one DRB panel would affect current DRB members who would not be able to finish out their terms.

Senior Planner Rybold replied the details around Board members' terms still needed to be addressed, noting 7 of the 10 currently appointed members' terms were expiring at the end of 2026 and all were eligible for reappointment. Staff also discussed increasing the DRB to seven members to be consistent with the Planning Commission and to provide more flexibility in meeting a quorum.

The Board supported changing from a 6:30 pm to a 6:00 pm start time for improved efficiency and staff consideration.

6. DRB Motion Training

Senior Planner Rybold conducted a brief training and role-playing session on making motions in four different public hearing scenarios with additional comments and direction from City Attorney Guile-Hinman.

Board members and Staff members briefly introduced themselves.

ADJOURNMENT

The meeting was adjourned at 7:42 pm.