



Development Review Board-Panel B

Regular Meeting Minutes

February 24, 2025

Wilsonville City Hall & Remote Video Conferencing

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

Approved

July 28, 2025

CALL TO ORDER - ROLL CALL

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

CHAIR'S REMARKS

ROLL CALL

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

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

CITIZEN INPUT

There was none.

CONSENT AGENDA

1. Approval of the January 27, 2025 DRB Panel B Minutes

Megan Chuinard moved to approve the January 27, 2025 DRB Panel B meeting minutes as presented. Dana Crocker seconded the motion, which passed 3 to 0. (Ayes: Chuinard, Crocker, Barrett; Nays: None.)

BOARD MEMBER COMMUNICATIONS

2. Recent City Council Action Minutes

No comment.

STAFF COMMUNICATIONS

3. Oregon Government Ethics Commission Public Meeting Training

Stephanie Davidson, Assistant City Attorney, presented the Oregon Public Meetings Law and Regulations Update via PowerPoint, highlighting the historical requirements and describing changes to the Oregon Government Ethics Commission (OGE) rulemaking, including HB 2805.

Staff addressed questions and provided additional comments as follows:

- If Board members sought legal guidance on any matters pertaining to meeting content, the best way to maintain compliance would be to direct any questions to the relevant Staff member for a private conversation. If necessary, Staff could loop in legal counsel, who could

address specific questions at the DRB meeting. Any answers provided by Staff would be made part of the record.

- Board members were cautioned against sending an email to all Board members, Staff and legal counsel or asking Staff to relay information to other Board members which would be a serial communication.
- The definition of communication under the Oregon Administrative Rules now includes non-verbal gestures, but the impact and intent of that change was unclear.
 - **Assistant City Attorney Davidson** stated after briefly searching “communications” within the relevant parts of the statute and Administrative Rules, it was unclear why the non-verbal gestures clarification was added to the definition.
 - Additionally, she found no specific prohibition or consequences listed for non-verbal gestures so perhaps at some point in the rule-making process, there was conversation relating to that, but it did not translate to the final version.
- Historically, serial communication had not been an issue for DRB, as Staff clarified any questions and shared items with applicants and the general public as needed.
- Non-verbal gestures seemed most applicable when voting and on Zoom calls.
- All meetings were hybrid, conducted virtually and in person, but better group dynamics were achieved if all Board members were either in person or on Zoom; However, Board members could attend virtually, but only if needed.

4. Waiver Training

Daniel Pauly, Planning Manager, noted waiver guide included in the packet and provided comments about the positive aspects of waivers, typical residential waivers, and waiver requests anticipated for Frog Pond for which further waiver training would be provided. He noted that while digital changing image signs did involve waivers, they functioned more as a conditional use. He hoped the waiver guide would help applicants as well.

There were no questions from the Board.

ADJOURNMENT

The meeting was adjourned at 6:53 p.m.