



Agenda Item

January 21, 2015

TO: City Council
FROM: Kathy Figley, Mayor
SUBJECT: **Committee Appointments**

The following appointments are made, subject to the approval of the Council. Please forward any adverse comments to me prior to the Council meeting on Monday, January 26, 2015. No reply is required if you approve of my decision.

Woodburn Recreation and Parks Board

Position VII – David Piper
Student Position II – Abigail Velasco

**COUNCIL MEETING MINUTES
DECEMBER 8, 2014**

0:00 **DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, DECEMBER 8, 2014**

CONVENED The meeting convened at 7:00 p.m. with Mayor Figley presiding.

ROLL CALL

Mayor Figley	Present
Councilor Cox	Present
Councilor Lonergan	Present
Councilor McCallum	Present
Councilor Morris	Present
Councilor Ellsworth	Present
Councilor Alonso Leon	Present

Staff Present City Administrator Derickson, City Attorney Shields, Human Resources Director Hereford, Police Chief Russell, Community Services Director Row, Public Works Director Scott, Communications Coordinator Horton, City Recorder Pierson

0:00 **OUTGOING CITY COUNCILORS PRESENTATION**

Mayor Figley thanked Councilors McCallum and Cox for their service and presented them each with a plaque. This was followed by a short break for refreshments.

0:04 **OATH OF OFFICE AND ELECTION**

- A. City Recorder Pierson administered the Oath of Office to Mayor Figley, Councilor Carney (Ward III), Councilor Schaub (Ward IV), and Councilor Lonergan (Ward V).
- B. Mayor Figley stated that the Council President is elected by ballot. Ballot forms were distributed to the Council to vote for a Councilor to serve as Council President. Mayor Figley added that she does not vote unless it is to break a tie. After reading the ballots Mayor Figley announced that the new Council President by unanimous vote is Frank Lonergan.

0:12 **ANNOUNCEMENTS**

- A. The City Council meeting scheduled for December 22 is cancelled. The next City Council meeting will take place on January 12, 2015 at 7:00 p.m.
- B. The Library will be closed Thursday, December 11. During the closure staff will transition and train on the new library automation system.
- C. Holiday Closures:
Christmas: City Hall will close at noon on December 24 and will reopen for regular business hours on December 26. The Aquatic Center will be closed on December 24 and 25. The Library will close at noon on December 24 and reopen for regular business

COUNCIL MEETING MINUTES DECEMBER 8, 2014

hours on December 26.

New Year: City Hall and the Library will be closed on January 1. The Aquatic Center will be open regular hours on December 31 and January 1.

APPOINTMENTS

Mayor Figley proposed the following reappointments:

- Woodburn Planning Commission - Frank Comer
- Woodburn Recreation and Parks Board - Ricardo Vazquez Rodriguez

Ellsworth/Lonergan...approve the reappointments.

0:15 **BUSINESS FROM THE PUBLIC**

Miguel Salinas, 20765 Willamette Dr., West Linn, stated that he attended a planning meeting and noticed that there was not a sufficient mix of people in the audience. He suggested that the City of Woodburn needs to improve communication and involvement with the community. He added that the City needed to address the quality of living and employment issues in the City. He also provided a written statement.

Lidia Salinas, 20765 Willamette Dr., West Linn, stated that she saw in the paper that the City is once again in charge of the Fiesta. She added that she would like to see what the City is planning to do and that there should be a special committee for the Fiesta and that she knows some people who would like to be a part of that.

Merri Berlin, Woodburn, questioned why the Salinas are coming to these meetings and added that the Fiesta has been successful since the City has taken it over. She also added that the City has made many attempts to get citizens involved.

0:34 **CONSENT AGENDA**

- A.** Woodburn City Council minutes of November 10, 2014,
- B.** Woodburn Public Library Board minutes of October 8, 2014,
- C.** Woodburn Recreation and Park Board minutes of October 14, 2014,
- D.** Certified Election Results – November 4, 2014 General Election,
- E.** Crime Statistics through October 2014,
- F.** Building Activity through November 2014.

Lonergan/Ellsworth... adopt the Consent Agenda.

0:35 **PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTIONS**

Planning Commission approval of Design Review 2014-02 and Variance 2014-01, located at 3001 Newberg Highway (redevelopment of the old Miles Chevrolet property). Council declined to call these items up for review.

0:36 **CITY ADMINISTRATOR'S REPORT**

City Administrator Derickson reported that the training “Boot Camp for Elected Officials” he attended on Saturday at Portland State University with a few Councilors was time well spent.

**COUNCIL MEETING MINUTES
DECEMBER 8, 2014**

0:36 **MAYOR AND COUNCIL REPORTS**

Councilor Alonso Leon wished everyone a great Christmas holiday and to stay safe.
Councilor Lonergan welcomed new Councilors Schaub and Carney.
Mayor Figley also welcomed the new Councilors and wished everyone a joyous holiday season.
Councilor Ellsworth stated that she enjoyed the Mayor's tree lighting.
Councilor Schaub wished everyone a wonderful holiday and added that she enjoyed the training at Portland State as well.
Councilor Morris stated that the training at Portland State was informative and wished everyone a Merry Christmas.

0:39 **ADJOURNMENT**

Lonergan/Morris... meeting be adjourned. The motion passed unanimously.
The meeting adjourned at 7:53 p.m.

APPROVED _____
KATHRYN FIGLEY, MAYOR

ATTEST _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

**WOODBURN PLANNING COMMISSION PUBLIC
HEARING/MEETING MINUTES
October 23, 2014**

CONVENED: The Planning Commission met in a public meeting session at 7 p.m. in the City Hall Council Chambers, with Chair Claudio Lima presiding.

ROLL CALL:

Chair	Lima	Present
Vice-Chair	Piper	Present
Commissioner	Grigorieff	Present
Commissioner	Valladares	Absent
Commissioner	Comer	Present
Commissioner	Corning	Present
Commissioner	Carney	Present

Staff Present: Jim Hendryx, Economic and Development Services Director
 Don Dolenc, Associate Planner
 Jon Stuart, Assistant City Attorney
 Vicki Spitznogle, Recording Secretary

Chair Lima opened the workshop/meeting at 7 pm, and led the Commissioners in the flag salute.

Minutes

The July 10, 2014 minutes were unanimously approved.

Business from the Audience

None

Communication

None

Public Hearing – 3001 Newberg Highway DR 2014-002, VAR 2014-001

Associate Planner Dolenc provided an overview of the project. The property was previously developed with an automobile dealership. A zoning restriction limiting the property to automotive sales was removed in 2013 by Ordinance 2499.

The applicant requests a Type III Design Review for five retail and restaurant buildings totaling 52,000 square feet of gross floor area, and a Variance to the requirement for a screening wall abutting residential development along Robin Avenue. The property is zoned Commercial General (CG). Abutting properties are zoned Commercial General (CG), Light Industrial Park (IL), Public and Semi-Public (P/SP), and Single-Family Residential (RS).

Dolenc indicated that the proposed development meets the requirements of the Woodburn Development Ordinance with appropriate conditions of approval. The Commission's deliberation or motion should recognize that the project does not fully comply with the weather protection guideline of Section 3.07.06.B.5 – either by acknowledging this deviation, or by requiring conformance with the guideline.

Dolenc indicated that the Planning Division recommends approval of cases DR 2014-02 and VAR 2014-01, subject to the following conditions of approval:

1. The property owner shall execute an acceptance of these conditions of approval.
2. The property shall be developed in substantial conformity to the preliminary plans (Exhibits A through BB), except as modified by these conditions of approval.
3. Prior to issuance of a building permit, the property owner shall provide easements for all public utilities, in accordance with Section 3.02.01.A.
4. Prior to issuance of a building permit, the property owner shall obtain an access permit from ODOT for the access to Arney Road. (This was not listed in the staff report.)

All the property owners within 250 feet were mailed notice of a public hearing, including the manufactured home park nearby. No comments have been received.

Carol Schirmer with Schirmer Satre, 375 W. Fourth St, Suite 201, Eugene, representing the applicant, expressed her support for the variance and thanked the Commission for their consideration of the proposal.

Diego Arguea with Kittelson and Associates, 610 SW Alder, Suite 700, Portland, OR 97205, indicated that Kittelson and Associates represented the applicant and addressed possible concerns with the entrance/egress from 3001 Newberg Highway onto Arney Road and Robin Avenue. The Oregon Department of Transportation (ODOT) owns the roadway on Arney Road. About 130 feet from the entrance on Arney, the street widens and drivers tend to go at a brisk pace. The submitted proposal includes narrowing that wide throat to slow down traffic before turning into the entrance. A study submitted to ODOT regarding the proposal for Arney Road was very recently approved. The plan has been drawn up with as many relief outlets as possible, knowing that the Woodburn Premium Outlets has peak times of increased traffic, with traffic possibly being backed up for a 3-4 hour interval.

Richard Barbis, Woodruff Drive, Eugene, OR 97404, the architect for the applicant, spoke to the Commission about the awning configurations, which he said were adequate to provide rain coverage for pedestrians.

In response to a question from the Commission about refuse containment, Ms. Schirmer pointed out the various refuse containers around the site, which will be properly permitted and screened attractively. No outdoor storage is planned.

Chairperson Lima invited proponents of the application. There were none.

Chairperson Lima invited opponents of the application. There were none.

Chairperson Lima closed the hearing and opened for discussion amongst the Planning Commission.

After discussion, the Commissioners stated that they were satisfied with the proposal. Commissioner Piper moved to accept DR 2014-002, VAR 2014-001, subject to the conditions listed. Commissioner Corning seconded. The motion passed unanimously.

Workshop

Director Hendryx presented a PowerPoint on medical marijuana dispensaries and land use standards. He gave a history of marijuana legislation up to the present. State bill HB 3460 passed in 2013, which provided for, and regulated, medical marijuana dispensaries.

Marijuana is a Schedule 1 drug, and thus is a federally controlled substance, although state-wise, medical marijuana is allowed, subject to specific limitations. Two different types of standards are imposed simultaneously: regulatory standards (restrictions, licenses and laws imposed by the government to safeguard the public) versus land use standards, which regulate the use of land, conserving it while minimizing land use conflicts.

In February, 2014, the City followed a one year moratorium, as many cities did. The City Council wants the Planning Commission to propose appropriate zoning regulations for establishing medical marijuana dispensaries. The Planning Commission's charge is to focus solely on the land use part of the issue.

Jon Stuart, Assistant City Attorney, said that the State legislature was concerned about the impact marijuana might have on minors when they set state regulatory standards for marijuana dispensaries needing to observe a minimum 1,000 feet distance from schools. Commissioner Carney was interested in changing that rule to include all vulnerable individuals.

Director Hendryx noted that the City Council has not given directions as to whether marijuana is to be looked at as a pharmaceutical issue or a controlled substance issue.

As to the question of whether Woodburn has to accept marijuana dispensaries at all, Assistant City Attorney Jon Stuart related the case of Cave Junction, Oregon, who wanted to ban such dispensaries entirely. At the moment, the state has not declared the right of preemption, or final decision-maker, for such a ban. One judge has stated that cities have the power to decide for themselves.

It is ultimately the Woodburn City Council's decision as to where to allow medical marijuana dispensaries, beyond the minimum threshold set by the state. More restrictive standards could be imposed by Council regarding separation from parks and residentially zoned properties. Cities are in the process of deciding what their standards will be. It is possible that as standards are challenged and further regulations are handed down, this may be revisited again in the future.

Commissioner Grigorieff commented that the idea of having medical marijuana dispensaries in the Light Industrial (IL) areas made sense, since children, schools, playgrounds and parks are not located in those areas.

Commissioner Lima felt that the most restrictive standards would be in the best interests of the City.

Director Hendryx summed up the Commission's discussion for drawing up draft regulations. Minimum feet limitation regulations should be increased and marijuana medical dispensaries should be located solely in industrial zones. Commissioner Carney requested a checklist of all the issues that other cities are proposing to limit (such as drive-up windows).

Director Hendryx noted that if Woodburn does not set City-imposed land standard limits by February 26, 2015, dispensaries will be able to enter Woodburn and would be subject only to the State's basic regulatory standards.

Assistant City Attorney Stuart said that the City could make an amendment to the Woodburn Development Ordinance (WDO) at any time, even if the moratorium has begun.

Items for Action:
None

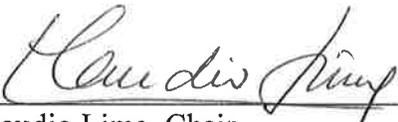
Business from the Commission:

Director Hendryx noted that Commissioner Erubiel Valladares has resigned from the Planning Commission.

Information Packet: There was a quite a bit of information sent out prior to the meeting. Everything was sent by e-mail, but due to the copious paper usage required, the attachments to the staff report were not mailed. After considering several other options for receiving each meeting's information packet, it was decided to continue as usual. A copy of any part of the information packet that is not mailed will be available in at City Hall.

Adjournment

Commissioner Piper moved to adjourn the meeting and Commissioner Grigorieff seconded it. The meeting was adjourned at 8:50pm.

APPROVED  12/11/2014
Claudio Lima, Chair Date

ATTEST  12/12/2014
James N.P. Hendryx Date
Economic & Development Services Director
City of Woodburn, Oregon

City of Woodburn
Recreation and Park Board Minutes
November 18, 2014 • 5:30 p.m.



1. **CALL TO ORDER**

The meeting was called to order at 5:30 p.m.

2. **ROLL CALL**

Position I	Ricardo Rodriguez, Member (12/14)	Present
Position II	Vacant, Student Member (12/14)	Vacant
Position III	Joseph Nicoletti, Board Secretary (12/17)	Present
Position IV	Rosetta Wangerin, Board Chair (12/17)	Absent
Position V	Chris Lassen, Member (12/17)	Present
Position VI	Ardis Knauf (12/16)	Present
Position VII	Vacant, Member (12/16)	Vacant

3. **APPROVAL OF MINUTES**

The minutes from the October 14, 2014 meeting were unanimously approved (Lassen/ Rodriguez).

4. **BUSINESS FROM THE AUDIENCE**

None

5. **NEW BUSINESS**

- a. Jim informed the Board that the City will be taking over the Fiesta Mexicana again, now that the Chamber of Commerce decided that it didn't have the capacity to continue as the lead organizer. Jim provided a little history of the event, including the fact the City ran it, with Chamber assistance, in 2010. In 2011, the Chamber took over the event and ran it for the next four years. Jim indicated that he feel optimistic about the future of the event and commended the Chamber for moving the event forward over the past few years. Jim told the Board that a very large number of key volunteers have indicated their desire to remain involved.

Ricardo expressed his desire for the futbol (soccer) tournament to be improved from how it was operated this year. Jim discussed the challenges they are experiencing in finding a carnival for the traditional dates that the Fiesta is scheduled.

6. **OLD BUSINESS**

Legion Park Rehabilitation Project

Jim provided an update on the status of the Legion Park project. He showed some photos that highlighted the work that has been completed. He indicated that the contractor is making very good progress on the structure, but that the final landscape improvements, including the seeding of the lawn, will have to wait until early spring 2015.

7. DIVISION REPORTS FROM DEPARTMENT

a. AQUATICS

Financial Update

- Expenses – Up 12% from last year (\$4200)
- Revenues – Up 14% from last year (\$1900)
- Attendance (2625 for the month of October) nearly identical to last year
 - ✓ 1081 or 41% are from daily use passes
 - ✓ 161 members on monthly memberships, 190 members on 3 month memberships

Program Update

- Both Molalla and North Marion High School Swim Teams began yesterday and are using the pool from 4-7:30 Monday-Friday
- Spoke with the Kiwanis group today who support the 4th grade lessons program
 - ✓ 3x60 minute lessons
 - ✓ 370 kids have gone through the program so far, with another 120 anticipated for January
- 43 kids were signed up for lessons for the new session that started last week
- Masters Swim Team started this week, Monday/Wednesday 3-4pm

Marketing Update

- Google Analytics has been active on our website now since our last meeting, so we were able to get some interesting data about website usage. Over the past month, the data shows that 24% of the users are from Woodburn, 16% from Portland, and 4.5% from Canby, and 4.5% from Molalla. We had 690 sessions with 1,800 page views (2.6 page views per session). There were 22 sessions per day. Each visitor spent an average of 2:04 on the site.
- Just started looking into putting some of my advertising budget into geo-targeted Facebook and Google campaigns to drive more people to our website
 - ✓ Google Adwords is one of the larger online advertisers that puts ads at the top of search results
 - ✓ When someone searches for a number of words that I would pay for like swim or swimming then it would display our location at the top of the search results and we only pay when people click on our website

- Will have a nice ¼ page ad running in the new Woodburn Chamber Directory
- Last time I spoke about applying to Oregon Travel Experience for additional signage from I5 at exit 271. We were placed on a waitlist, there are already a maximum number of companies listed on the blue highway signs

b. RECREATION

Youth Sports

- Shari's sponsoring volunteer coaches
- Pee Wee Basketball in season – exact same number of registrants as last year

Active Adult Trips – Recreation Trips

- Holidays with the Trail Band Dec. 5 – registration closed; 6 registered
- Beaches restaurant in Vancouver Jan. 29

Events

- Downtown Trick or Treating was a success – approx. 80 people in attendance
- Mayor's Tree Lighting event coming up Dec. 7 from 5:30-7pm

Youth Advisory Board

- Introductions of students in attendance
- Raised over \$1,000 to date. \$2,000 goal for whole school year.
- Doing a lot of yard work currently.

Adult Sports

- No update

Museum

- New collection software system is here and in! Working on training staff & volunteers
- Volunteer appreciation event Dec. 20 at 12pm
- Hired one part time staff member. Tasks to include:
 - Translate tour & give bilingual tours
 - Translate display information
 - Assist with compiling data in software system

Other Programs

- Kids in the Kitchen Cooking Class on Dec. 2 – Holiday theme
- Stocking Sewing Class Dec. 1

c. PARKS & FACILITIES

N/A

8. **FUTURE BOARD BUSINESS**

9. **BOARD COMMENTS**

Ricardo said that the picnic tables at Nelson Park have been moved outside of the shelter by park users. He suggested that all of the City's picnic table be stored for the winter and brought back out in the spring.

Rosetta expressed appreciation for the work the Youth Advisory Board is doing.

Joseph asked about the annual Park Board workshop. Jim indicated that the workshop will likely be scheduled for January 13, but that it might be delayed if we don't have our two vacant positions filled by then.

Chris thanked the two Youth Advisory Members for attending the meeting.

10. **ADJOURNMENT**

The meeting was adjourned at 6:06 p.m.

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES JANUARY THRU DECEMBER 2014

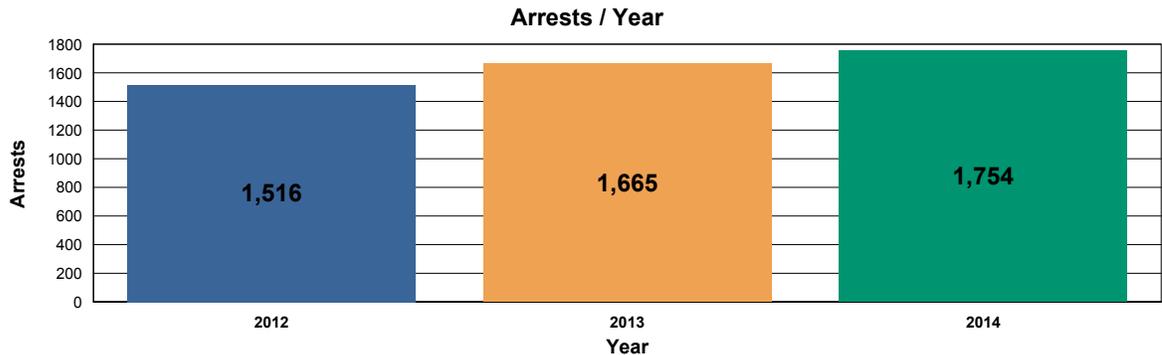
CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
AGGRAVATED ASSAULT	1	1	1	1	1	8	3	4	1	5	2	28
ANIMAL CRUELTY	0	1	0	0	0	0	0	0	0	0	0	1
ANIMAL ORDINANCES	1	0	2	5	2	0	1	6	3	2	0	22
ASSAULT SIMPLE	3	8	8	5	13	15	8	34	11	11	9	125
ATTEMPTED MURDER	0	0	0	0	0	1	1	0	0	0	0	2
BURGLARY - BUSINESS	0	0	0	0	1	0	0	0	0	0	0	1
BURGLARY - OTHER STRUCTURE	0	2	0	0	1	0	1	0	0	0	0	4
BURGLARY - RESIDENCE	0	2	0	1	0	1	3	8	0	1	4	20
CHILD NEGLECT	0	0	1	0	1	0	0	0	0	0	2	4
CITY ORDINANCE	0	0	0	1	0	0	0	0	0	0	0	1
CRIME DAMAGE-NO VANDALISM OR ARSON	1	0	1	0	1	2	3	2	2	1	1	14
CURFEW	1	4	0	0	0	2	0	2	2	2	6	19
CUSTODY - DETOX	1	0	1	0	0	1	2	0	0	0	0	5
CUSTODY - MENTAL	5	0	2	3	4	3	6	8	8	2	4	45
CUSTODY - PROTECITVE	0	0	0	0	0	0	0	0	0	2	0	2
DISORDERLY CONDUCT	6	4	5	4	7	14	5	26	6	3	5	85
DRIVING UNDER INFLUENCE	7	3	11	8	6	20	15	24	16	10	17	137
DRUG LAW VIOLATIONS	21	9	8	18	14	14	8	6	12	7	12	129
DWS/REVOKED - FELONY	1	0	0	0	0	0	1	0	0	0	0	2
DWS/REVOKED-MISDEMEANOR	4	1	2	1	4	4	3	0	3	4	3	29
ELUDE	2	0	0	0	0	1	1	0	1	0	0	5
EMBEZZLEMENT	0	0	0	1	0	0	0	0	1	0	0	2
FAIL TO DISPLAY OPERATORS LICENSE	0	0	2	1	1	0	0	2	0	1	2	9
FAILURE TO REGISTER AS SEX OFFENDER	0	1	0	0	0	0	0	2	1	0	1	5
FAMILY-OTHER	1	0	0	0	0	0	0	0	0	0	0	1
FORCIBLE RAPE	1	1	0	0	1	0	0	0	1	0	0	4
FORGERY/COUNTERFEITING	2	1	4	0	1	0	8	2	4	0	3	25
FRAUD - BY DECEPTION/FALSE PRETENSES	0	0	0	1	0	0	0	0	0	0	0	1
FRAUD - IMPERSONATION	1	0	0	0	0	0	0	0	0	0	0	1
FRAUD - OF SERVICES/FALSE PRETENSES	0	0	1	0	0	0	0	0	0	0	0	1
FRAUD-OTHER	0	2	0	0	0	0	0	0	0	0	0	2
FUGITIVE ARREST FOR ANOTHER AGENCY	23	22	32	32	28	20	39	38	25	25	19	303
FURNISHING	0	0	0	0	0	2	0	2	0	0	1	5
GARBAGE LITTERING	1	0	0	1	0	1	0	0	0	0	0	3
HIT AND RUN FELONY	0	1	0	0	0	0	0	0	0	0	0	1
HIT AND RUN-MISDEMEANOR	2	1	2	4	0	0	0	6	1	3	1	20
IDENTITY THEFT	1	0	1	0	1	0	1	0	1	0	0	5
INTIMIDATION /OTHER CRIMINAL THREAT	2	1	1	8	2	2	9	16	4	2	5	52
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	0	0	0	0	0	1	0	0	0	0	1
MINOR IN POSSESSION	9	16	0	2	1	5	6	12	1	1	4	57
MISCELLANEOUS	0	0	0	0	0	0	0	0	2	0	0	2
MOTOR VEHICLE THEFT	1	3	0	0	0	3	0	0	0	0	2	9
OTHER	4	6	2	3	6	6	7	14	7	4	4	63
PROPERTY RECOVER FOR OTHER AGENCY	0	0	0	0	1	5	0	0	0	0	0	6
RECKLESS DRIVING	2	1	2	1	0	1	0	2	0	0	3	12
RECKLESSLY ENDANDERING	2	2	2	2	0	1	3	0	1	0	0	13
RESTRAINING ORDER VIOLATION	0	1	2	1	0	1	0	2	1	0	1	9
ROBBERY - BANK	0	0	1	0	0	0	0	0	0	0	0	1
ROBBERY - BUSINESS	0	0	0	0	0	1	1	2	0	0	0	4
ROBBERY - OTHER	2	0	0	1	0	0	1	0	1	0	1	6
ROBBERY - RESIDENCE	0	0	0	0	0	0	0	2	0	0	0	2
RUNAWAY	1	1	1	0	1	0	0	0	1	1	0	6
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	0	0	0	0	0	0	0	2	0	0	0	2
SEX CRIME - EXPOSER	0	0	1	0	0	0	2	0	0	0	0	3

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES JANUARY THRU DECEMBER 2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
SEX CRIME - FORCIBLE SODOMY	0	0	0	0	0	0	0	0	0	1	0	1
SEX CRIME - INCEST	0	1	0	0	0	0	0	0	0	0	0	1
SEX CRIME - MOLEST (PHYSICAL)	0	0	0	0	1	0	0	2	0	0	0	3
SEX CRIME - NON FORCE SODOMY	0	0	0	0	0	1	0	4	0	0	0	5
SEX CRIME - NON-FORCE RAPE	0	0	0	0	0	2	0	16	0	0	0	18
STALKER	3	2	0	0	0	0	0	2	1	3	0	11
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	0	4	0	2	0	0	0	0	0	0	0	6
SUICIDE	0	0	0	0	0	0	1	0	0	0	0	1
THEFT - BICYCLE	1	0	0	1	0	0	0	2	0	0	0	4
THEFT - BUILDING	2	0	0	1	1	0	1	0	0	0	0	5
THEFT - OTHER	4	2	0	2	4	3	2	4	2	5	1	29
THEFT - SHOPLIFT	10	6	7	5	13	9	9	12	10	8	17	106
TRAFFIC VIOLATIONS	3	1	16	9	12	7	20	34	8	9	14	133
TRESPASS	3	0	2	1	11	8	2	6	2	4	5	44
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	0	4	0	0	2	2	0	0	0	0	1	9
VANDALISM	0	0	4	0	2	2	3	0	4	0	1	16
VEHICLE RECOVERD FOR OTHER AGENCY	0	0	0	0	0	0	0	0	0	0	2	2
WARRANT ARREST FOR OUR AGENCY	2	0	0	0	0	0	0	0	0	0	0	2
WEAPON - CARRY CONCEALED	0	3	1	0	0	0	1	2	2	2	3	14
WEAPON - EX FELON IN POSSESSION	2	1	0	0	1	1	0	4	1	1	0	11
WEAPON - OTHER	0	0	0	0	0	1	0	0	0	0	0	1
WEAPON - POSSESS ILLEGAL	0	1	1	0	1	1	1	4	3	3	1	16

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
2014 Total	139	120	127	126	146	171	179	316	150	123	157	1,754
2013 Total	188	165	135	96	217	224	109	137	136	115	143	1665
2012 Total	165	158	95	117	141	124	140	167	125	128	156	1516



Woodburn Police Department

MONTHLY CRIMINAL OFFENSES JANUARY THRU DECEMBER 2014

CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
AGGRAVATED ASSAULT	1	1	1	1	1	6	2	1	2	6	4	26
ANIMAL ORDINANCES	1	0	2	5	2	1	3	2	2	2	0	20
ARSON	0	1	0	0	0	0	3	1	0	2	0	7
ASSAULT SIMPLE	3	10	8	7	15	13	13	19	14	12	11	125
ATTEMPTED MURDER	0	0	0	2	0	2	1	1	0	0	1	7
BURGLARY - BUSINESS	1	7	4	3	3	3	4	5	2	1	2	35
BURGLARY - OTHER STRUCTURE	8	8	4	4	3	4	2	1	1	3	1	39
BURGLARY - RESIDENCE	4	7	5	4	1	4	4	8	2	1	4	44
CHILD NEGLECT	0	1	0	1	1	0	1	0	0	0	1	5
CITY ORDINANCE	0	0	0	1	0	0	0	0	0	0	0	1
CRIME DAMAGE-NO VANDALISM OR ARSON	19	23	13	12	14	13	11	12	7	13	16	153
CURFEW	1	1	0	0	0	2	0	1	1	2	5	13
CUSTODY - DETOX	1	0	1	0	0	1	2	1	0	0	0	6
CUSTODY - MENTAL	5	0	2	3	4	3	6	3	8	2	5	41
CUSTODY - PROTECTIVE	0	0	0	0	0	0	0	0	0	2	0	2
DISORDERLY CONDUCT	5	4	3	3	8	10	6	13	5	3	5	65
DRIVING UNDER INFLUENCE	7	3	11	8	6	20	14	12	16	11	19	127
DRUG LAW VIOLATIONS	19	8	9	14	13	10	8	5	15	10	11	122
DRUG PARAPHERNALIA	1	0	0	0	0	0	0	0	0	0	0	1
DWS/REVOKED - FELONY	1	0	0	0	0	0	1	0	0	0	0	2
DWS/REVOKED-MISDEMEANOR	3	1	2	1	4	4	3	1	3	4	3	29
ELUDE	4	0	0	0	0	4	1	0	1	0	1	11
EMBEZZLEMENT	0	1	0	1	0	0	0	0	1	1	0	4
ESCAPE FROM YOUR CUSTODY	0	0	0	0	0	0	0	0	0	1	0	1
EXPLOSIVES	0	0	0	0	0	1	0	0	0	0	0	1
FAIL TO DISPLAY OPERATORS LICENSE	0	0	2	1	1	0	0	1	0	1	2	8
FAILURE TO REGISTER AS SEX OFFENDER	0	1	0	0	0	0	0	1	1	0	1	4
FORCIBLE RAPE	2	3	0	1	3	0	0	0	1	0	3	13
FORGERY/COUNTERFEITING	2	5	4	2	1	2	4	0	8	1	4	33
FRAUD - ACCOUNT CLOSED CHECK	0	0	0	0	0	0	0	0	0	1	0	1
FRAUD - BY DECEPTION/FALSE PRETENSES	2	0	1	2	0	4	1	0	0	1	1	12
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	1	3	2	0	1	1	3	0	1	0	2	14
FRAUD - IMPERSONATION	1	0	0	0	0	0	0	0	0	0	1	2
FRAUD - OF SERVICES/FALSE PRETENSES	0	0	1	0	1	0	0	0	0	1	0	3
FRAUD - WIRE	0	0	0	0	0	0	0	0	0	1	1	2
FRAUD-OTHER	0	1	0	0	0	0	0	0	0	0	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	22	24	31	30	28	21	40	17	23	23	16	275
FURNISHING	0	0	0	0	0	2	0	1	0	0	1	4
GARBAGE LITTERING	1	0	0	1	0	1	0	0	0	0	0	3
HIT AND RUN FELONY	0	1	0	0	1	0	1	0	0	2	0	5
HIT AND RUN-MISDEMEANOR	12	5	10	9	13	5	8	9	12	13	11	107
IDENTITY THEFT	1	4	9	8	5	1	5	1	4	2	4	44
INTIMIDATION /OTHER CRIMINAL THREAT	5	1	1	7	4	4	9	6	5	3	4	49
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	0	0	0	1	0	1	0	0	0	0	2
LICENSING ORDINANCES	0	0	0	0	2	0	0	0	0	0	0	2
MINOR IN POSSESSION	3	1	0	1	1	2	3	3	1	1	3	19
MISCELLANEOUS	10	6	4	7	4	4	9	6	7	7	13	77
MOTOR VEHICLE THEFT	8	12	4	4	11	5	9	6	6	9	4	78
OTHER	6	8	3	3	6	5	8	7	6	6	5	63
PROPERTY - FOUND LOST MISLAID	0	3	0	0	3	3	2	2	3	2	2	20
PROPERTY RECOVER FOR OTHER AGENCY	1	0	1	0	0	5	0	0	1	0	0	8
RECKLESS DRIVING	4	1	2	1	0	1	1	1	0	0	2	13
RESTRAINING ORDER VIOLATION	0	1	3	1	2	1	1	1	1	0	2	13
ROBBERY - BANK	0	0	2	0	0	0	0	0	0	0	0	2
ROBBERY - BUSINESS	2	1	1	0	0	1	2	1	1	0	0	9
ROBBERY - CONV.STORE	0	0	0	0	0	0	0	0	0	1	0	1
ROBBERY - OTHER	1	0	0	1	1	0	2	0	0	0	2	7

Woodburn Police Department

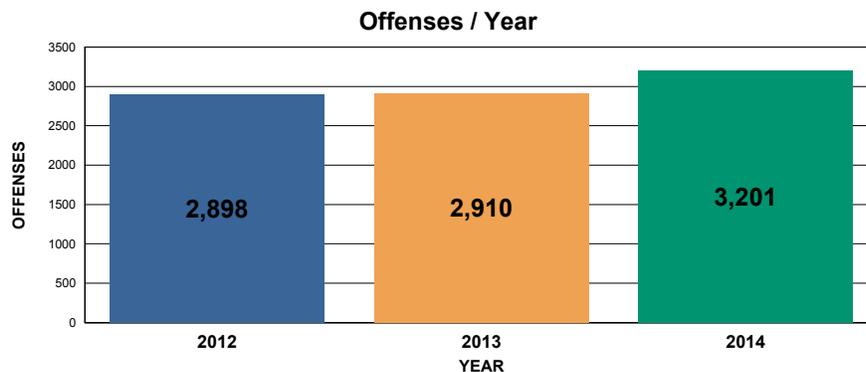
MONTHLY CRIMINAL OFFENSES JANUARY THRU DECEMBER 2014

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
ROBBERY - RESIDENCE	0	0	0	0	0	0	0	1	0	0	0	1
RUNAWAY	7	4	4	1	2	3	4	3	2	3	3	36
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	0	0	0	0	0	0	1	2	0	0	2	5
SEX CRIME - EXPOSER	0	0	1	0	0	0	2	0	0	0	0	3
SEX CRIME - FORCIBLE SODOMY	1	0	0	0	0	0	1	0	0	0	0	2
SEX CRIME - INCEST	1	3	0	0	0	0	0	0	0	0	0	4
SEX CRIME - MOLEST (PHYSICAL)	0	0	0	1	4	0	1	2	0	2	0	10
SEX CRIME - NON FORCE SODOMY	0	0	0	0	2	0	0	1	0	0	0	3
SEX CRIME - NON-FORCE RAPE	0	1	0	2	3	1	2	5	1	0	0	15
SEX CRIME - OBSCENE PHONE CALL	1	0	1	0	0	0	0	0	0	0	0	2
SEX CRIME - OTHER	0	1	0	0	1	0	1	0	0	0	0	3
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	0	0	0	0	1	0	0	0	0	0	0	1
STALKER	4	2	0	0	0	0	0	1	1	3	2	13
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	0	2	1	1	0	0	0	0	1	0	0	5
SUICIDE	0	0	0	0	0	0	1	0	0	0	0	1
THEFT - BICYCLE	2	0	0	1	0	5	2	4	0	1	0	15
THEFT - BUILDING	6	13	2	6	7	7	4	10	2	0	3	60
THEFT - COIN OP MACHINE	0	0	1	0	0	0	0	0	0	0	1	2
THEFT - FROM MOTOR VEHICLE	24	17	12	18	15	8	14	3	7	15	23	156
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	1	0	1	0	1	1	2	0	2	0	2	10
THEFT - OTHER	12	13	9	9	18	13	19	11	17	18	13	152
THEFT - PURSE SNATCH	0	0	0	1	0	1	1	0	1	0	1	5
THEFT - SHOPLIFT	12	10	10	16	15	10	12	12	10	11	21	139
TRAFFIC ORDINANCES	0	0	0	0	0	0	0	0	0	1	0	1
TRAFFIC VIOLATIONS	6	1	20	16	17	13	22	21	12	18	20	166
TRESPASS	2	3	3	4	9	7	1	2	3	5	5	44
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	13	12	5	9	13	6	8	3	3	10	13	95
VANDALISM	18	17	36	36	42	29	37	82	27	57	43	424
VEHICLE RECOVERD FOR OTHER AGENCY	0	0	0	1	0	0	0	1	1	1	2	6
WEAPON - CARRY CONCEALED	0	3	1	0	0	0	1	1	1	2	2	11
WEAPON - EX FELON IN POSSESSION	2	1	0	0	1	1	0	2	1	1	0	9
WEAPON - OTHER	0	0	0	0	0	1	0	0	0	0	0	1
WEAPON - POSSESS ILLEGAL	0	1	2	0	1	1	2	3	2	3	1	16
WEAPON - SHOOTING IN PROHIBITED AREA	0	1	0	1	0	1	0	0	0	0	0	3
WILLFUL MURDER	0	1	0	0	0	0	0	0	0	0	0	1

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
2014 Total	280	263	255	272	316	277	332	319	255	302	330	3,201

2013 Total	327	266	265	179	302	280	225	304	268	242	252	2,910
-------------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	--------------

2012 Total	246	249	233	261	244	264	261	313	282	246	299	2,898
-------------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	--------------



Woodburn Police Department

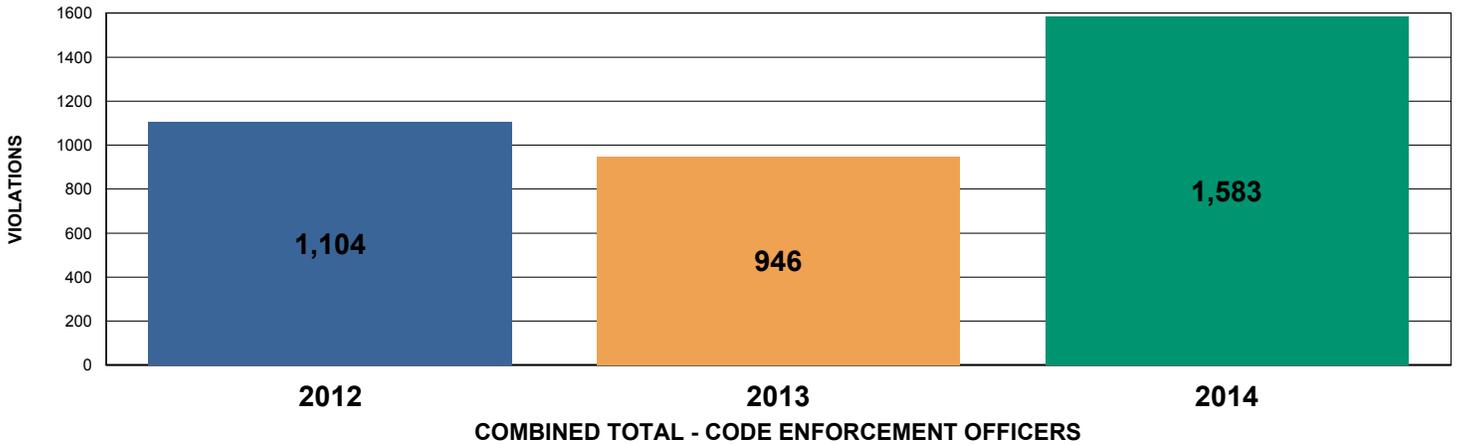
ORDINANCE VIOLATIONS

JANUARY - DECEMBER 2014

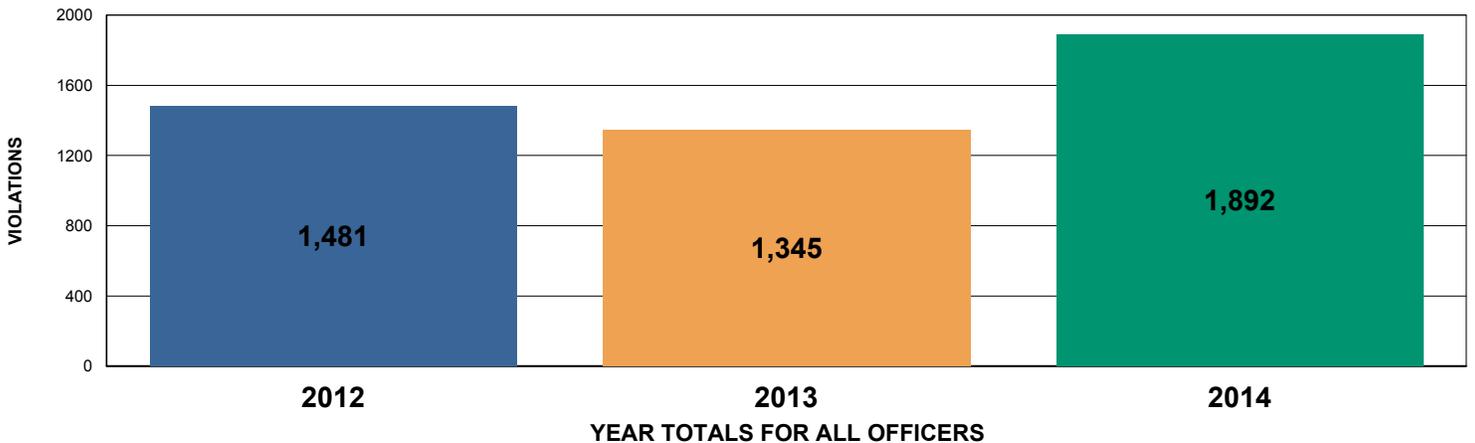
12/15/2014

Ordinance Discription	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
Animal Complaint	32	26	47	45	55	48	68	56	53	46	34	510
Ordinance - Abate/Nuisances	6	3	2	0	2	1	5	8	3	1	0	31
Ordinance - Abandoned Vehicles	11	11	14	41	28	19	18	27	15	15	6	205
Ordinance - Abate Graffiti	7	18	21	10	24	16	17	40	10	38	15	216
Ordinance - Land Use Violations	0	0	0	1	2	0	1	1	1	0	0	6
Ordinance - Oth Violation	60	64	105	96	35	32	51	39	49	56	33	620
Ordinance - Tall Grass	0	0	0	0	196	77	17	13	1	0	0	304
2014 Total	116	122	189	193	342	193	177	184	132	156	88	1,892
2013 Total	72	89	102	143	189	126	141	148	105	128	102	1,345
2012 Total	130	106	144	117	156	177	181	179	104	92	95	1,481

Ordinance Violations / Code Enforcement Officers



Ordinance Violations / Year



CITY OF WOODBURN
Economic and Development Services Department

MEMORANDUM

270 Montgomery Street

Woodburn, Oregon 97071

(503) 982-5246

Date: January 10, 2014

To: Jim Hendryx, Economic and Development Services Director

From: Building Division

Subject: Building Activity for December 2014

	2012		2013		2014	
	No.	Dollar Amount	No.	Dollar Amount	No.	Dollar Amount
Single-Family Residential	2	\$364,012	11	\$1,198,374	1	\$295,969
Multi-Family Residential	2	\$35,000	0	\$0	1	\$15,000
Assisted Living Facilities	0	\$0	0	\$0	0	\$0
Residential Adds & Alts	4	\$39,355	2	\$5,800	1	\$8,290
Industrial	1	\$35,200	1	\$25,000	3	\$1,257,500
Commercial	8	\$121,000	6	\$33,003	4	\$624,080
Signs and Fences	0	\$0	0	\$0	0	\$0
Manufactured Homes	0	\$0	0	\$0	0	\$0
TOTALS	17	\$594,567	20	\$1,262,177	10	\$2,200,839
Fiscal Year to Date (July 1 – June 30)		\$12,206,672		\$8,418,606		15,107,757



Agenda Item

January 26, 2015

TO: Honorable Mayor and City Council through City Administrator
FROM: Jason R. Alexander, Captain
SUBJECT: **New Outlet/Name-Full On-Premise Sales**

RECOMMENDATION:

The Woodburn City Council recommend that the OLCC approve a Change of Ownership application for Trapala Brewpub & Rostisseria.

BACKGROUND:

Applicant: Severo Trapala Marquez
1246 Mayanna Dr
Woodburn, Oregon 97071
541.270.7613

Business: Trapala Brewpub & Rostisseria
152 Garfield St.
Woodburn, Oregon 97071
541.270.7613

Owner: Severo Trapala Marquez
1246 Mayanna Dr
Woodburn, Oregon 97071
541.270.7613

License Type: **Full On-Premise Sales**-Permits beer, wine, cider, hard alcohol sales for on-premise consumption only.

On around December 17, 2014 the Woodburn Police Department received an application requesting approval for a **New Outlet/Name-Full On-Premise Sales** for Trapala Brewpub & Rostisseria located at 152 Garfield St., Woodburn, Oregon 97071. This location most recently housed

Agenda Item Review: City Administrator City Attorney Finance

Loves Bakery but has been vacant for a long period of time. The above mentioned applicant is applying for a **New Outlet/Name-Full On-Premise Sales** license through the Oregon Liquor Control Commission.

The business will be open daily, Monday thru Sunday, from 6:30 am to 8:00 pm. There will be food service while the business is open and alcohol will be served during this time. There will not be any DJ music, or any karaoke, lottery devices, dancing or any other forms of entertainment. The police department has received no communication from the public or surrounding businesses in support of or against this owner or establishment.

DISCUSSION:

The Police Department has completed a background investigation on the applicant and found nothing of a questionable nature, which would preclude the issuance of this license.

FINANCIAL IMPACT:

None.



Agenda Item

January 26, 2015

TO: Honorable Mayor and City Council through City Administrator
FROM: Jim Hendryx, Director of Economic & Development Services
SUBJECT: **Legislative Amendment LA 2014-01 (Medical Marijuana Dispensaries)**

RECOMMENDATION:

Conduct a public hearing and approve Legislative Amendment LA 2014-01 (Medical Marijuana Dispensaries). By motion, direct the staff to return with an ordinance enacting Council's action.

BACKGROUND:

In 1998, Ballot Measure 67 established the Oregon Medical Marijuana Act, which is codified in ORS 475.300 – 475.346.

In 2013, House Bill 3460 created a medical marijuana registration system and allowed medical marijuana facilities to be located in areas zoned for commercial, industrial, or mixed use.

In 2014, Senate Bill 1531 gave local governments the ability to impose "reasonable regulations" on the operation of medical marijuana facilities, such as limitations on the hours of operation, location, and the manner in which a facility dispenses marijuana. It also gave cities the ability to impose temporary moratoriums on medical marijuana facilities.

In February 2014, the City Council enacted Ordinance 2514, temporarily prohibiting establishment of medical marijuana facilities for one year, until the City has had a chance to amend the Woodburn Development Ordinance (the WDO) to establish zoning regulations.

The Planning Commission conducted a workshop meeting on October 23, 2014 and gave staff general input into potential standards that could be considered in the amendments to the WDO. A public hearing was then held on December 11, 2014, where the Commission unanimously recommended

Agenda Item Review: City Administrator City Attorney Finance

approval of LA 2014 – 01 (Medical Marijuana Dispensaries). As requested by the City Council, this amendment establishes zoning regulations for marijuana dispensaries. It limits dispensaries to industrial zones at least 1,000 feet from residential properties, schools, day care facilities, parks, and other dispensaries. It also prohibits operation of marijuana dispensaries under a Temporary Outdoor Marketing and Special Event permit and would prohibit such dispensaries as a Home Occupation.

DISCUSSION:

Oregon law has allowed the use of medical marijuana since 1998. The legislature enacted House Bill 3460 this past spring, establishing standards for medical marijuana dispensaries in an effort to insure quality control and standardize distribution procedures. The law includes land use and regulatory standards. Generally, land use governs the use of land while regulatory standards address the operational aspects of a business. Consistent with the City Council's direction, Legislative Amendment 2014-01 addresses only land use. The proposed ordinance amendment is intended to address marijuana dispensaries in general.

Regulatory vs. Land Use Standards

<ul style="list-style-type: none"> • Land Use Standards 	<ul style="list-style-type: none"> • Regulatory:
<ul style="list-style-type: none"> • Location standards (zoning) 	<ul style="list-style-type: none"> • Licensing
<ul style="list-style-type: none"> • Separation from schools 	<ul style="list-style-type: none"> • Inspection
<ul style="list-style-type: none"> • Separation for parks 	<ul style="list-style-type: none"> • Safety
<ul style="list-style-type: none"> • Separation from child care centers 	<ul style="list-style-type: none"> • Background checks
<ul style="list-style-type: none"> • Separation from other dispensaries 	<ul style="list-style-type: none"> • Procedures

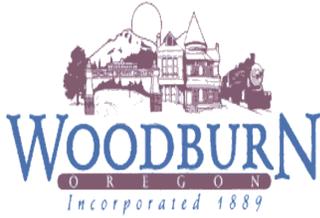
FINANCIAL IMPACT:

As presented, marijuana dispensaries would be regulated as a special use, subject to specific siting standards. Dispensaries would not be subject to a

separate land use approval process, such as a conditional use permit. There are no financial impacts for this amendment.

Attachments:

City Council Staff Report
Exhibits A - E



Department of Economic and
Development Services
Planning Division

270 Montgomery Street, Woodburn, Oregon 97071 • (503) 982-5246

**CITY COUNCIL STAFF REPORT
PUBLIC HEARING**

Application Type	Type V Legislative Amendment
Application Number	LA 2014-01
Project Description	Medical Marijuana Dispensaries
Project Location	Entire City
Zoning	Industrial Park (IP) Light Industrial (IL)
Planner Assigned	Jim Hendryx, Director
120-Day Deadline	Not Applicable to Legislative Decisions
Date of Staff Report	December 22, 2014
Date of Public Hearing	January 12, 2015

BACKGROUND

In 1998, Ballot Measure 67 established the Oregon Medical Marijuana Act, which is codified in ORS 475.300 – 475.346.

In 2013, House Bill 3460 created a medical marijuana registration system and allowed medical marijuana facilities to be located in areas zoned for commercial, industrial, or mixed use.

In 2014, Senate Bill 1531 gave local governments the ability to impose “reasonable regulations” on the operation of medical marijuana facilities, such as limitations on the hours of operation, location, and the manner in which a facility dispenses marijuana. It also gave cities the ability to impose a moratorium on facilities until May 1, 2015.

In February 2014, Ordinance 2514 was enacted, prohibiting establishment of medical marijuana facilities for one year, until the City has had a chance to amend the WDO to establish zoning regulations for medical marijuana facilities within the City. Additional information can be found on the Secretary of State webpage noted below:

Webpage: (http://arcweb.sos.state.or.us/pages/rules/oars_300/oar_333/333_061.html)

The Planning Commission conducted a workshop meeting on October 23, 2014 and gave staff general input into potential standards that could be considered in the amendments to the WDO. A public hearing was then held on December 11, 2015, where the Commission unanimously recommended approval of LA 2014 – 01 (Medical Marijuana Dispensaries). This amendment establishes the zoning regulations for marijuana dispensaries. It limits dispensaries to industrial zones at least 1,000 feet from residential properties, schools, day care facilities, parks, and other dispensaries. It also prohibits operation of marijuana dispensaries under a Temporary Outdoor Marketing and Special Event permit and would prohibit such dispensaries as a Home Occupation.

This past November, Oregon voters approved Measure 91, which legalizes the recreational use of marijuana by persons 21 years of age and older. This takes effect on July 1, 2015. Adults can carry up to one ounce of marijuana, keep up to eight ounces at home per household, and grow up to four plants per household. Measure 91 also establishes the provision for retail sales outlets. The Oregon Liquor Control Commission (OLCC) is tasked with developing standards for retail outlets, which will be completed over the next year. As complicated as medical marijuana dispensaries are, retail sales of recreational marijuana will add further confusion to the process and any ultimate standards. It is unclear at this point as to whether medical dispensaries and retail sales will be regulated separately or combined. Is there a need to eventually have separate standards for both, or should there be just one overall standard addressing all marijuana dispensaries?

The proposed ordinance is intended to address both medical and retail dispensaries, referencing marijuana dispensaries in general, rather than solely focusing on medical marijuana dispensaries. This measure establishes local standards for dispensaries. At this point, state law provides for medical marijuana

dispensaries, but retail sales of marijuana are currently illegal, regardless of local land use standards. Once OLCC develops standards for retail sales of marijuana, further amendments to the WDO can be considered.

ANALYSIS AND FINDINGS OF FACT

WDO 4.01 Decision Making Procedures

Findings: Under Section 4.01.02.E of the Woodburn Development Ordinance, decisions involving legislative actions where the City Council amends the City's land use regulations are Type V decisions. The Planning Commission holds an initial public hearing on the proposal and makes a recommendation to the City Council. The City Council then holds a *final* public hearing and makes the City's final decision, which is appealable to the Land Use Board of Appeals within 21 days after it becomes final.

Conclusions: This legislative amendment is correctly processed as a Type V decision.

Findings: Under Section 4.01.02.E, the City Council must initiate legislative decisions. Section 3 of Ordinance 2947 "initiates an amendment to the WDO to establish appropriate zoning regulations for marijuana facilities".

Conclusion: This legislative amendment was correctly initiated by the City Council.

Findings: Under Section 4.01.10, the Planning Commission must hold at least one public hearing before recommending action on a legislative proposal. Any interested person may appear and provide written or oral testimony on the proposal, at or before the hearing. The Director notifies the Oregon Department of Land Conservation and Development (DLCDC) at least 35 days before the first hearing.

Once the Planning Commission hearing has been scheduled and notices sent out, the Director prepares and makes available a report on the proposal at least seven days before the hearing.

At the conclusion of the hearing, the Planning Commission adopts a recommendation on the proposal to the City Council. If the Commission recommends adoption of some form of the proposal, the Commission must prepare and forward to the City Council a report and recommendation to that effect.

Upon receiving a recommendation from the Planning Commission on a legislative action, the City Council holds at least one public hearing on the proposal. Any interested person may provide written or oral testimony on the proposal at, or prior to, the hearing. At the conclusion of the hearing, the City Council may adopt, modify or reject the legislative proposal, or may remand the matter to the Planning Commission for further consideration. If the decision is to adopt at least some form of the proposal, and thereby enact or amend the City's land use regulations, the City Council decision is enacted as an ordinance.

Not later than five working days following the City Council's final decision, the Director mails notice of the decision to the DLCD, in accordance with ORS Chapter 197.

Conclusions: The Planning Commission conducted a public hearing before making recommendations to the City Council. Notice has been provided to the Oregon Department of Land Conservation and Development (DLCD). Background information, including the staff report, has been made available for public inspection. The City Council will conduct a public hearing on January 12, 2015 to receive the Commission's recommendations and public input. All provisions of this section of the WDO and State statute have been met.

Findings: Public notice was provided for all public hearings in accordance with Section 4.01.14 of the WDO. Individual property owner notice was not required under Ballot Measure 56. Notice of the public hearing was published in the Woodburn Independent newspaper on November 26, 2014.

All notifications contained information regarding the time, date, and location of the public hearings, the file number, and staff contact information for questions or submission of testimony. All notification documents provided information regarding the public hearing procedures and how to review or obtain copies of the documents to be considered.

Conclusion: Notification requirements consistent with the provisions of the Woodburn Development Ordinance and statutory requirements were met.

Woodburn Comprehensive Plan

Findings: The Comprehensive Plan (Volume 1 Goals and Policy Amendments) states:

“The keystone of plan implementation is the Woodburn Development Ordinance (WDO). This WDO ensures that the location and design of various land uses and in some cases, the timing of those land uses, is in compliance with the Comprehensive Plan. The WDO ensures that incompatible uses do not occur, while allowing flexibility consistent with the purpose of the plan.”

Conclusions: The proposed amendments carry out State Statute and ensure that incompatible uses do not occur. The proposed amendments are consistent with the Comprehensive Plan.

Findings: The Comprehensive Plan (Volume 1 Goals and Policy Amendments) states:

“The planning process is continuous. There is no plan that can foresee all of the problems the future will bring. ... The Planning Commission should ensure that any change it makes in the Comprehensive Plan is consistent with other goals and policies established in this Plan.”

Conclusions: The Comprehensive Plan recognizes that plans and implementing ordinances like the WDO continue to evolve and change over time. The proposed amendments are consistent with the intent of the Comprehensive Plan and statewide goals and guidelines.

Findings: The State adopted 19 goals for state and local land use decisions. The statewide planning goals applicable to this case are Goals 1 (Citizen Involvement) and 2 (Land Use Planning).

Goal 1 requires that the City develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process. Agency and public notice have been provided. A workshop has been held and public hearings are being conducted.

Goal 2 requires that the City establish a land use planning process and policy framework as a basis for all decisions and actions related to the use of land and to assure an adequate factual base for such decisions and actions. The Woodburn Development Ordinance contains procedures and requirements for facts and findings. The proposed amendments require additional findings for residential density transfer bonuses.

Conclusion: The proposed amendments are consistent with applicable statewide planning goals.

Woodburn Development Ordinance

Findings: Table 2.04A lists the uses allowed in the industrial zones of the City. The proposed change to Table 2.04A is as follows:

Uses Allowed in Industrial Zones					
Table 2.04A					
Use		Zone			
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P)		IL	IP	P/SP	SWIR
Special Permitted Uses (S) Specific Conditional Uses (SCU)					
B	Commercial Retail and Services				
9	Marijuana dispensaries (as defined by State statutes)	S	S		

Conclusion: The proposed amendment would allow marijuana dispensaries only in the IL and IP zones, subject to special conditions. The special conditions are enumerated later in this report.

Findings: Home Occupations are allowed in the residential zones of the City, subject to Section 2.07.10 of the WDO. The proposed change to Section 2.07.10 is as follows:

Prohibited Activities

....

Marijuana Dispensaries.

Conclusion: The proposed amendment would prohibit marijuana dispensaries as Home Occupations.

Findings: Temporary Outdoor Marketing and Special Events are allowed in the commercial zones of the City, subject to Section 2.07.17 of the WDO. The proposed change to Section 2.07.17 is as follows:

Permitted Uses

1. Seasonal sales of fireworks, Christmas trees, produce or plant materials, **except marijuana**
2. Amusement rides and games
3. Entertainment
4. Any other merchandise or service, **except marijuana dispensaries**

Conclusion: The proposed amendment would prohibit marijuana sales and marijuana dispensaries as Temporary Outdoor Marketing and Special Events.

Findings: If marijuana dispensaries are listed as Special Permitted Uses in Table 2.04A, the special conditions must be listed in Section 2.07. A proposed new Section 2.07.19 is as follows:

2.07.19 Marijuana Dispensaries

- A. The dispensary shall not be located within 1,000 feet of the real property comprising:
 1. a public or private elementary, secondary or career school attended primarily by minors;
 2. a child care facility;
 3. a public park or public recreational facility;
 4. property designated residential on the Comprehensive Plan Map;
 5. another marijuana dispensary;
 6. the dispensary shall be located entirely within a permanent building;
 7. drive-through service is prohibited;
 8. maximum allowed gross floor area for a dispensary is 3,000 square feet;
9. enhanced exterior security lighting.

Conclusion: The proposed amendment establishes the special conditions applicable to medical marijuana dispensaries.

OVERALL CONCLUSION AND RECOMMENDATION

The proposed amendment is consistent with the Woodburn Comprehensive Plan and the Woodburn Development Ordinance. It is recommended that the City Council approve LA 2014-01 as recommended by the Woodburn Planning Commission and direct staff to return with an ordinance implementing Council's action at the January 26, 2015 meeting.

LIST OF EXHIBITS

- A. Map showing Industrial Properties Outside 1,000 ft. School Buffer
- B. Map showing Industrial Properties Outside 1,000 ft. School, Park
Residential and Day Care Buffer
- C. Memo from Scott Russell, Chief of Police
- D. Dispensaries Checklist (requested by the Planning Commission)

Exhibit A

Industrial Properties Outside 1,000 Foot School Buffer

Marijuana Dispensaries

January, 2015

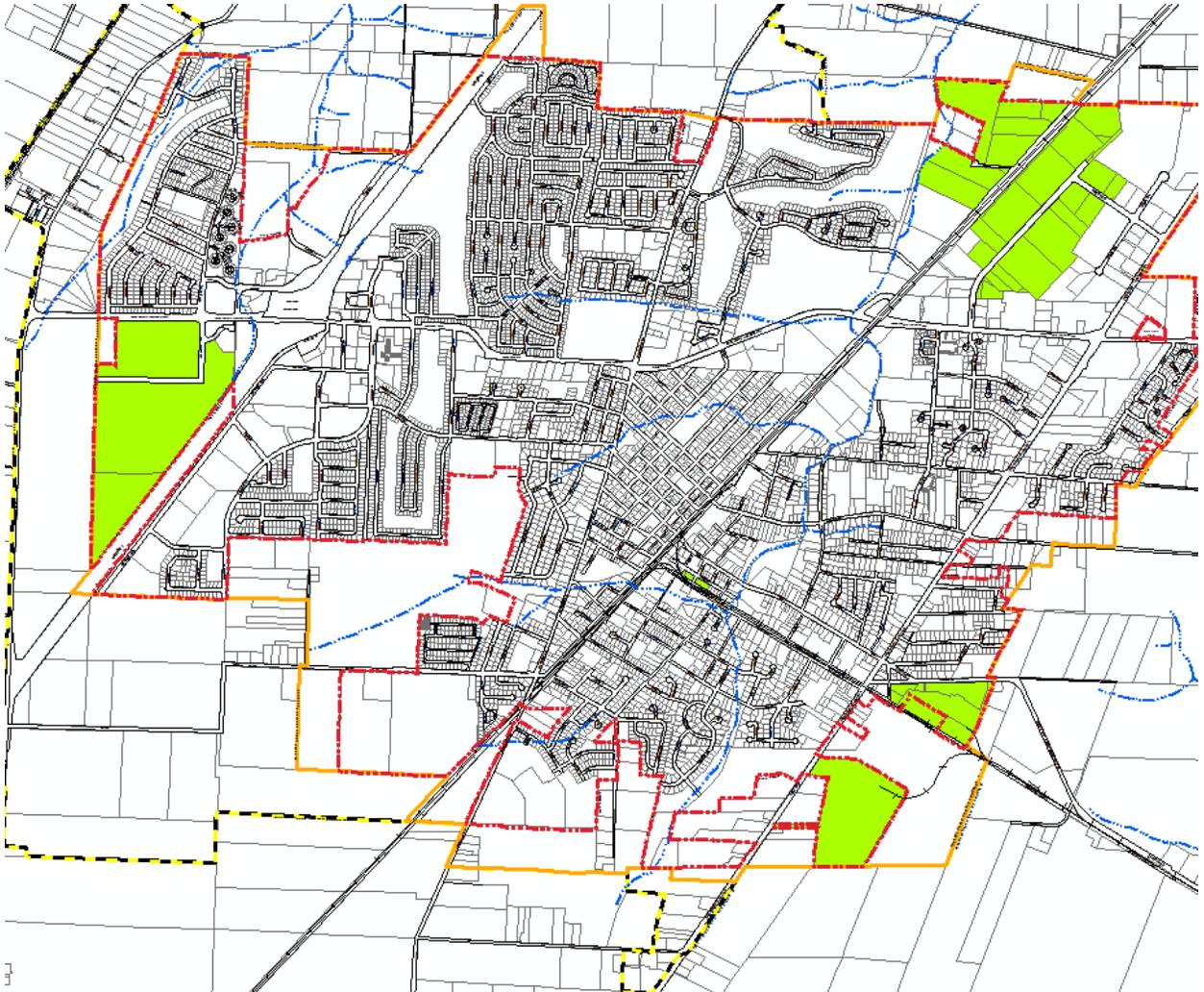


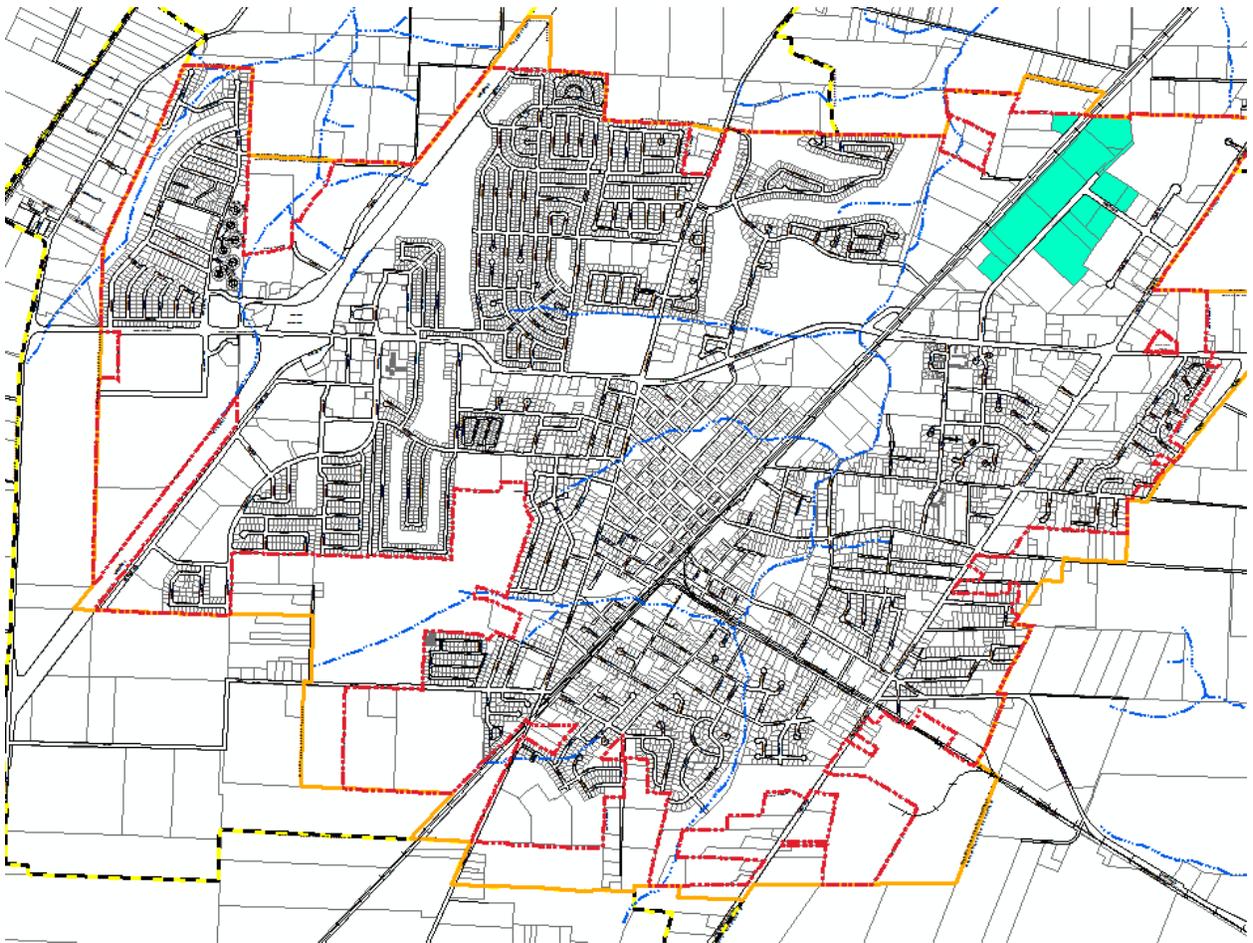
Exhibit B

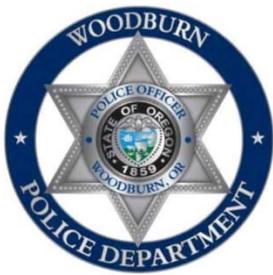
Industrial Properties Outside the 1,000 Foot School, Park

Residential and Day Care Buffer

Marijuana Dispensaries

January 2015





WOODBURN POLICE DEPARTMENT

1060 Mt. Hood Ave., Woodburn, Oregon 97071

Phone: (503) 982-2345 FAX: (503) 982-2371

Scott D. Russell • Chief of Police
Doug Garrett • Patrol Division Captain
Jason Alexander • Support Division Captain

September 9, 2014

To: Jim Hendryx, Economic & Development Services Director

Subject: MEMO

From: Scott D. Russell, Chief of Police

Re: OMMP Dispensaries Ordinance Development

Introduction:

By statute, the Oregon Health Authority (OHA) is tasked with managing the Oregon Medical Marijuana Program (OMMP), and is now tasked with licensing, inspecting, and regulating OMMP dispensaries. This includes some regulation as to the location of these dispensaries. In general facilities may be located on commercial, industrial, mixed use, and agriculturally zoned properties. However, facilities cannot be co-located with OMMP grow sites or use locations. Dispensaries also cannot be located within 1,000 feet of each other or of a private or public elementary, secondary, or career school attended primarily by minors. They also must follow the Secretary of State's business rules, rules related to safety and health, and the dispensary owner must pass a criminal background check.

Thank you for requesting our input into the Planning Commission's work in the development of a draft ordinance on this issue. The Woodburn Police Department stands ready to assist the Commission with its review and deliberations on a draft ordinance. Please consider us as a resource for your committee. The following items are some of the key issues that we are concerned with:

Law Enforcement Issues:

- Cities across Oregon have undertaken the task of seeking to adopt local rules for dispensaries as allowed under SB 1531, and many (including Woodburn) have enacted a one year moratorium in order to evaluate and enact local ordinances to help regulate dispensaries.
- SB1531 allows local government to regulate dispensary:
 - Hours of operation (Time)
 - Location (Place)
 - Operations (Manner)
 - Several cities within Marion County have evaluated local ordinances and have them in process, including the two largest cities in the County (Salem & Keizer)

- As the third largest city in the County, the adoption of an ordinance that has some uniformity with the other cities' ordinances would provide an equal playing field where dispensaries would not be encouraged or discouraged from locating based upon local ordinance. This would in turn support the basis to defend any claims brought against the City.
- Law enforcement has some basic public safety concerns with dispensary hours, locations, and operations. These concerns revolve around three basic goals:
 - The protection of the public (especially children)
 - The prevention of crime and violence related to dispensary operations
 - The exclusion of criminal drug trafficking organizations (DTO) from using OMMP dispensaries as a front for their business
- While the OHA has regulation authority over the OMMP under State Statute, local experience is that the OHA has been underfunded and over-tasked with administrating the OMMP program, even prior to the creating of dispensaries. It is the combined opinion of most local law enforcement that OHA will not be able to adequately manage the OMMP dispensary program once it reaches its full height of operations. Due to this situation, local regulation is necessary at this time to reach our goals.
- Ideally location regulation should include the following areas to help reach the aforementioned law enforcement goals;
 - Enforcement:
 - Requirement to follow all OHA rules
 - Local compliance inspections to confirm OHA rule compliance
 - Local denial of a new or renewal application and permit suspension or revocation, based upon reasonable criteria and at the recommendation of the Chief of Police.
 - Operations:
 - Requirement to follow all OHA operations rules
 - Restricting hours of operations to 10AM to 8PM
 - No drive through or walk up access
 - Require OMMP Card to be displayed to gain entry to facility
 - No access for minors (under 18)
 - Allowing facility access for Government officials at any time
 - Allowing City access to business records to assure compliance with OHA rules and City Ordinance
 - Follow OHA rules for edibles
 - Security:
 - All OHA security requirements must be met (Commercial door locks, alarm, video surveillance, etc)
 - Availability and daily use of a "cash drop safe" on site
 - Allow law enforcement access to video surveillance when officer makes written request and asserts it is related to a criminal investigation
 - Confidentiality:
 - Facility owner must register by name with the City despite OHA rules
 -

- Health:
 - Ventilation and filtration (Aspergillums)
 - Require certificate and waiver for the City from property owner that issue has been addressed between the parties in the lease/rental agreement
- Criminal Background Checks:
 - OHA requires that the owner must submit to a background check and that a limited class of convictions occurring within last 5 years are disqualifying from licensure.
 - Local ordinance permit disqualification should include owner and all employees, and include any felony or drug related misdemeanor conviction within 15 years from conviction or 10 years from end of sentence.
- Fees:
 - Permit fee should cover at a minimum initial site plan review, background checks and site visits
 - Annual fee should do full cost recovery for at least one annual site visit
- Locations:
 - This is really a matter for the Planning Commission and City Council to address
 - However, since statute provides buffer zones for schools to protect children similar buffer zones should be considered for other places children regularly visit:
 - Public & private preschools
 - DHS registered preschools and daycare
 - Public parks and recreation facilities

Exhibit D
Checklist of Issues
Medical Marijuana Dispensaries
Summary of Standards Adopted by Other Communities*

- Prohibited in downtown and office commercial zones
- Prohibited within 1,000 ft. - 2,000 ft. of other medical marijuana dispensaries
- Prohibited within 100 ft. - 200 ft. - 500 ft. - 1,000 ft. of residential properties
- Prohibited within 100 ft - 200 ft. - 500 ft. - 1,000 ft. of parks, libraries and playgrounds
- Prohibited within 100 ft - 200 ft. - 500 ft. - 1,000 ft. of child day care facilities
- Prohibited use of mobile facilities
- Prohibited use of drive-up windows
- Prohibited from operating as a home occupation
- Prohibited as seasonal sales and/or sales of merchandise or services
- Prohibited use of visible security bars on windows and doors
- Prohibited against on-site manufacturing or production of extracts, oils, resins or similar derivatives
- Prohibited against collocating with marijuana social clubs
- Enhanced exterior security lighting
- Off-street parking areas and entrances may not be obscured from public view or rights-of-way
- Limitation of hours (8:00 am – 10:00 pm)
- Air filtration and ventilation system must confine all odors associated with the facility to the premises
- Maximum allowed gross floor area for a dispensary is 3,000 square ft.
- Dispensary must be located on a property adjacent to a boulevard (major arterial)
- Must provide for secure disposal of marijuana remnants or byproducts

*Summation of standards from Klamath Falls, Ashland, Hillsboro, Washington County, Keizer & Salem

City of Woodburn
Marijuana Dispensary Standards
January, 2015

- Prohibited in all zones except Light Industrial and Industrial Park zones (special use standards)
- Prohibited within 1,000 ft. of other medical marijuana dispensaries
- Prohibited within 1,000 ft. of residential designated properties
- Prohibited within 1,000 ft. of parks, libraries & playgrounds
- Prohibited within 1,000 ft. of child daycare facilities
- Prohibited use of mobile facilities
- Prohibited use of drive-up windows
- Prohibited against operating as a home occupation
- Maximum allowed gross floor area for a dispensary is 3,000 square ft.

Exhibit E
WOODBURN PLANNING COMMISSION PUBLIC
HEARING/MEETING MINUTES
December 11, 2014

CONVENED: The Planning Commission met in a public meeting session at 7 p.m. in the City Hall Council Chambers, with Chair Claudio Lima presiding.

ROLL CALL:

Chair	Lima	Present
Vice-Chair	Piper	Absent
Commissioner	Grigorieff	Present
Commissioner	Vacant	
Commissioner	Comer	Present
Commissioner	Corning	Present
Commissioner	Vacant	

Staff Present: Jim Hendryx, Economic and Development Services Director
 Don Dolenc, Associate Planner
 Jon Stuart, Assistant City Attorney
 Vicki Spitznogle, Recording Secretary

Chair Lima opened the workshop/meeting at 7 pm, and led the Commissioners in the flag salute.

Minutes

The October 23, 2014 minutes were unanimously approved.

Business from the Audience

None

Communication

None

Public Hearing:

A. 2990 Newberg Highway - DR 2014-03; VAR 2014-02

Associate Planner Don Dolenc provided an overview of the project. The applicant requests a Type III Design Review for a new 4,054 square foot gas station and convenience store, and a Variance to the number of required parking spaces and the number and location of pole signs. The property is zoned Commercial General (CG). Abutting properties are also zoned CG.

The Planning Division recommends approval of cases DR 2014-03 and VAR 2014-02, subject to the following conditions of approval:

1. The property owner shall execute an acceptance of these conditions of approval.
2. The property shall be developed in substantial conformity to the preliminary plans (Exhibits A through L), except as modified by these conditions of approval.
3. Prior to issuance of a building permit, the property owner shall provide a five foot public utility easement along Lawson Avenue, in accordance with Section 3.02.01.B. This would appear to have been done.
4. Prior to issuance of a building permit, the property owner shall provide poles for street lights along Lawson Avenue, in accordance with Section 3.02.03.
5. Prior to issuance of a building permit, the illumination levels shall comply with Section 3.05.02.L. This recommendation would be adjusted to reflect the IES recommendation of 1.5 foot candles in the parking lot and 12.5 foot candles under the canopy.
6. Prior to issuance of a building permit, the refuse collection screening wall shall comply with Section 3.06.06. This condition has been met.
7. Prior to issuance of a building permit for the freestanding signs, the signs shall be provided with pole wrap that complies with Section 3.10.06.E.
8. Parking facilities with the parking to the south, when that property redevelops and additionally, that the location of the connection does not need to be where it is shown on the present site plan.

The Planning Commission discussed the requested recessed canopy lighting extensively and expressed general support for the applicant's proposal.

There was discussion about the proposed pole signs and pole sign wrap standards. Should the applicant wish to deviate from the wrap standards in the future, a variance would be required.

In the future, when the adjoining property is developed, a condition of approval will be requested for an interconnection between the properties.

Chairperson Lima invited the applicant to speak.

1. Bob Barman, 2990 Newberg Highway, Woodburn, OR, 97071, spoke about his goal to utilize green infrastructure in building the gas station, such as LED lighting, solar panels, geothermal heating and cooling, and a sedum grass roof, which will intercept rainwater and extend roof life. He pointed out that with the light plan proposed, the recessed canopy lights would be bright beneath the canopy workspace to address safety and pedestrian concerns, but there would be little light pollution beyond the canopy area.

Chairperson Lima invited opponents of the application to speak. There were none.

Commissioner Corning moved that the applicant's proposal be approved, subject to the conditions of approval shown in the staff report, excluding item #5 relating to the lighting, and providing for the future interconnection of properties in item #8. The Chair would be authorized to sign the Final Order. Commissioner Grigorieff seconded the motion. The Commission unanimously approved the motion.

B. Marijuana Dispensaries LA 2014-01

Legislative Amendments to the Woodburn Development Ordinance establishing land use standards for marijuana dispensaries were discussed in this public hearing. Economic and Development Services Director Jim Hendryx provided an overview of the uniform registration and licensing procedures for medical marijuana dispensaries, which was discussed in detail at the Planning Commission workshop on October 23, 2014.

At that meeting, the Commission requested that:

- Dispensaries be located 1,000 feet from residential property, schools, day care facilities, parks, and other dispensaries
- Operation of marijuana dispensaries be prohibited under a Temporary Outdoor Marketing and Special Event permit and also prohibited as a Home Occupation

It is unclear at this time as to whether medical dispensaries and retail sales will be regulated separately or not by the state. Staff is proposing to make one standard that will regulate both.

The PC said at the workshop that they want dispensaries to be in the industrial zones (LI and IP), as well as being 1,000 feet from schools, parks, child care and single family residentially zoned property. Director Hendryx pointed out the only Woodburn area available that would meet these requirements.

Director Hendryx noted that ultimately there will be both land use and regulatory standards for marijuana dispensaries. Land use standards, such as regulating the location of dispensaries, will be included in the Woodburn Development Ordinance. Operational (regulatory) standards, such as licensing and safety, are addressed by statute and any local standards would be addressed in the municipal code. Both land use and operational aspects will be discussed by the Council.

Commissioner Grigorieff asked whether vulnerable populations, such as group homes and half-way houses were addressed with the standards. Director Hendryx indicated that the 1,000 feet buffer from residential property standard

also addresses vulnerable populations since they are typically located within that area.

Chair Lima made a point that the floor is open for public questions. No public was in attendance, and he closed the public hearing, opening for a motion from the Planning Commission.

Commissioner Corning moved that the City Council approve the proposed amendments to the Woodburn Development Ordinance, which are listed in the attachments and in staff report LA 2014-01. Commissioner Grigorieff seconded the motion. The motion was approved unanimously.

Items for Action:

None

Business from the Commission:

There are two openings on the Planning Commission Board. The Mayor will appoint people to those positions in January, 2015.

In January, the Commission will conduct elections to appoint a new Chair and Vice-Chair.

Associate Planner Don Dolenc announced his retirement in February, 2014. The Commission expressed their appreciation for his work.

Adjournment

Commissioner Grigorieff moved to adjourn the meeting and Commissioner Corning seconded it. The meeting was adjourned at 9:28pm.

APPROVED _____
Claudio Lima, Chair Date

ATTEST _____
James N.P. Hendryx Date
Economic & Development Services Director
City of Woodburn, Oregon



Agenda Item

January 26, 2015

TO: Honorable Mayor and City Council through City Administrator
FROM: Jim Row, Community Services Director
SUBJECT: **Update to Recreation Program & Park Rental Fees**

RECOMMENDATION:

It is recommended that the City Council adopt the attached ordinance, which revises certain recreation program and park rental fees, effective March 1, 2015.

BACKGROUND:

This ordinance will update certain recreation program and park rental fees, including those for picnic shelter and park facility rentals, special event fees, and youth and adult sports programs. Park rental fees continue to include higher rates for commercial entities, which are defined as for profit organizations that charge an admission fee for the public to access the rented park facility.

DISCUSSION:

Park rental fees have not been increased in many years, and as a result, are out of date. This update will create an hourly fee for the rental of picnic shelters. Presently, picnic shelters are rented for the entire day for a very small fee. The revenue generated from the rental of picnic shelters does not currently cover the cost of preparing them for use, cleaning up afterwards, and resolving conflicts that occasionally arise. Additionally, converting from a daily to an hourly fee will, in some instances, make a shelter available for rent to more than one group per day.

Special event fees are proposed to be significantly reduced. The City increased special event fees in 2009, largely because the most substantial special event conducted in a Woodburn park was administered in a manner that resulted in significant expense to the City. The fee was increased at the time, in order to ensure that the City recovered its cost for providing the necessary support. However, since 2010, that particular event, the Fiesta Mexicana, has been

Agenda Item Review: City Administrator City Attorney Finance

administered by the City or the Chamber of Commerce and is currently operated in a manner that has significantly reduced the unreimbursed expense to the City. We have also discovered that the City's special event fees are well above comparable market rates and often preclude organizations from conducting special events in Woodburn.

Recreation sports fees have also fallen out of date. The proposed change increases the registration fee for youth and pee wee sports, but also creates a \$10 early registration discount, which will mitigate the impact of the fee increase for most participants.

If approved, the new fee structure will be effective March 1, 2015.

FINANCIAL IMPACT:

It is anticipated that these fee updates will increase general fund revenue by \$3,000-\$5,000 in FY 15/16.

Attachments:

Ordinance Adopting New Recreation Program
Attachment "A", Park Rental Fees with new Fee Schedule

COUNCIL BILL NO. 2973

ORDINANCE NO. 2525

AN ORDINANCE ADOPTING CERTAIN RECREATION PROGRAM AND PARK RENTAL FEES FOR INCLUSION IN THE MASTER FEE SCHEDULE AND REPEALING ALL RECREATION PROGRAM AND PARK RENTAL FEES AND CHARGES THAT ARE INCONSISTENT WITH THIS ORDINANCE

WHEREAS, the City has determined that the Recreation & Parks divisions should continue with efforts to increase revenue, decrease expenditures, and operate with a reduced general fund subsidy; and

WHEREAS, the City conducted an evaluation of recreation program and Park Rental fees while evaluating local demand for recreation and parks programs and facilities and has determined that it is necessary to restructure and increase related fees; and

WHEREAS, a scholarship program will continue to be offered to provide recreation program fee relief for low income resident users; and

WHEREAS, Recreation programs will continue to be improved and expanded to provide enhanced value to users, **NOW, THEREFORE**,

THE CITY OF WOODBURN ORDAINS AS FOLLOWS:

Section 1. The schedule of Recreation Program and Park Rental Fees affixed and incorporated as Attachment "A" is adopted by the City and shall be included in the Master Fee Schedule.

Section 2. All recreation program and park rental fees and charges that are inconsistent with those contained in the attached schedule are hereby repealed, as of the effective date of March 1, 2015.

Approved as to form: _____
City Attorney Date

Approved: _____
Kathryn Figley, Mayor

Passed by the Council _____

Submitted to the Mayor

Approved by the Mayor

Filed in the Office of the Recorder

ATTEST: _____
Heather Pierson, City Recorder
City of Woodburn, Oregon

Attachment "A"

Recreation Program and Park Rental Fees

Park and athletic field Rentals - PRIVATE

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Notes</u>
Field Prep Soccer, Softball, Baseball	\$ 40.00	\$ 40.00	Per game
Athletic Field Lighting	\$ 15.00	\$ 15.00	Per hour
Any Entire Park	\$ 300.00	\$ 400.00	Per day
Downtown Plaza	\$ 300.00	\$ 400.00	Per day
Burlingham Park Picnic Shelter	\$ 25.00	\$ 20.00	Proposed fee is per hour - 2 hour minimum
Legion Park Picnic Shelter	\$ 35.00	\$ 30.00	Proposed fee is per hour - 2 hour minimum
Settlemyer Park Picnic Shelter	\$ 35.00	\$ 25.00	Proposed fee is per hour - 2 hour minimum
Centennial Park Picnic Shelter	\$ 35.00	\$ 25.00	Proposed fee is per hour - 2 hour minimum
Downtown Plaza Gazebo	\$ 35.00	\$ 25.00	Proposed fee is per hour - 2 hour minimum
Soccer Field	\$ 25.00	\$ 25.00	Per hour
Baseball/ Softball Field	\$ 25.00	\$ 25.00	Per hour
Special Event Permit	\$ 6,600.00	\$ 1,500.00	
Special Event Add'l Days	\$ 4,000.00	\$ 800.00	

Park and athletic field Rentals - COMMERCIAL

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Notes</u>
Field Prep Soccer, Softball, Baseball	N/A	\$ 60.00	Per game
Athletic Field Lighting	\$ 20.00	\$ 22.50	Per hour
Any Entire Park	\$ 400.00	\$ 600.00	Per day
Downtown Plaza	N/A	\$ 600.00	Per day
Burlingham Park Picnic Shelter	\$ 45.00	\$ 30.00	Proposed fee is per hour - 2 hour minimum
Legion Park Picnic Shelter	\$ 55.00	\$ 45.00	Proposed fee is per hour - 2 hour minimum
Settlemyer Park Picnic Shelter	\$ 55.00	\$ 37.50	Proposed fee is per hour - 2 hour minimum
Centennial Park Picnic Shelter	N/A	\$ 37.50	Proposed fee is per hour - 2 hour minimum
Downtown Plaza Gazebo	N/A	\$ 37.50	Proposed fee is per hour - 2 hour minimum
Soccer Field	\$ 35.00	\$ 52.50	Per hour
Baseball/ Softball Field	\$ 35.00	\$ 52.50	
Special Event Permit	\$ 6,600.00	\$ 2,250.00	
Special Event Add'l Days	\$ 4,000.00	\$ 1,200.00	

Recreation Programs

	<u>Current Fee</u>	<u>Proposed Fee</u>	<u>Notes</u>
Adult Basketball	\$63 per game	\$550	per team. \$50 early registration discount
Adult Soccer	N/A	\$450	per team. \$50 early registration discount
Youth Sports	\$40	\$55	\$10 early registration discount
Pee Wee Sports	\$30	\$40	\$10 early registration discount



Agenda Item

January 26, 2015

TO: Honorable Mayor and City Council

FROM: Scott C. Derickson, City Administrator

SUBJECT: **FY 2015/16 Financial Plan**

RECOMMENDATION:

Adopt the attached FY 2015/16 Financial Plan (Budget Policies & Fiscal Strategy and Five-Year Forecast) via a motion.

BACKGROUND:

Woodburn has faced a series of difficult financial challenges in past years. General Fund revenues remain flat while annual operating costs continue to increase, making the City's ability to maintain existing levels of services more difficult.

As a result, the City Council directed that a comprehensive set of financial planning documents be developed and implemented for the purposes of improving the City's financial sustainability. After having first been implemented in 2011, the City has been working with the Financial Plan and Five-Year Forecast as a means of managing the City's current year budget and the FY 2015/16 budget development process.

In past years, the City Council has been commended by the City Auditor and recognized by the Government Finance Officers Association for the use of comprehensive budget policies and the quality presentation, clarity and transparency of Woodburn's Budget documents.

Overall, the financial plan is intended to help the City better predict cost and revenue trends from year to year, make better budget decisions via the memorializing of sound financial practices, budget administration and if necessary, reducing the City's budget so that it is consistent with the overall goals of the City Council and the needs of the community.

Agenda Item Review: City Administrator City Attorney Finance

PROPOSED 2015/16 POLICY:

Attached is the proposed FY 2015/16 Budget Policies & Fiscal Strategy, which is largely unchanged from the previous year. The Street SDC Fund language was updated to remove outdated liability figure and simply state that funds will be focused on the Interchange Project.

Councilors will note the Five-Year Forecast has been updated and is current with its projections. I would encourage Councilors to review the forecast and ask any questions you might have.

Councilors should also note that I have forwarded the proposed Budget Policies & Fiscal Strategy, including the current financial forecast, to the citizen budget committee for their review as well.

FINANCIAL IMPACT:

Although there is no immediate monetary impact on the City, the draft Financial Plan will help make stronger financial decisions that are in the best interests of the community and the City organization.

City of Woodburn

Budget Policies & Fiscal Strategy

FY 2015-16

- **SECTION 1. ANNUAL REVIEW & POLICY**

- A. **Fiscal Responsibility**. Per the City Council's biannual Adopted Goals, it will be the policy of the City of Woodburn to return the highest level (or sustain the current levels) of service with the least amount of taxpayer investment; and to plan accordingly.
- B. **Balanced Budget**. The City's Budget shall be balanced. For each fund, ongoing costs are not to exceed ongoing revenues plus available fund balances used in accordance with reserve policies.
- C. **Budget Process**. The annual budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Levels of service will increase or decrease based on the availability of resources. Requests for new programs made outside the annual budget process are discouraged. New initiatives will be financed by reallocating existing City resources to the services with the highest priorities.
- D. **Fiscal Recommendations**. Consistent with the administrative responsibilities outlined in the Charter, the City Administrator will make fiscal recommendations to the City Council on all measures necessary to sustain current levels of service and avoid reductions in City programs, including the consideration by the City Council of new revenue sources if this is determined to be in the best interest of the community.
- E. **Budget Policies Updated Annually**. The City Council will review and adopt Fiscal Year Budget Policies on an annual basis.
- F. **Yearly 5-Year Forecast**. The City Council will review and approve the 5-Year Forecast on an annual basis. The forecast is an estimate of future revenues and expenses and is intended to serve as an estimate and a guideline for making sound financial decisions in the current fiscal year and budget preparation. The 5-Year Forecast and the annual Budget Policies together will constitute the City's Annual Financial Plan.
- G. **Policy Direction**. Consistent with their policy making role outlined in the Woodburn City Charter, the City Council is responsible for providing policy direction to determine the City's overall fiscal policy. In response to the fiscal recommendations made by the City Administrator, the City Council shall consider all measures necessary to sustain current levels of service. In addition, the City will avoid reductions in City programs and consideration of new revenue sources if this is determined to be in the best interest of the community.
- H. **Budget**. Under the Woodburn City Charter, the City Administrator serves as Woodburn's Budget Officer. The Finance Director assists the City Administrator with preparation and

presentation of the annual budget, budget administration and the day-to-day finance operations. The Budget Officer is responsible for the administration of the annual budget and may approve or disapprove the expenditures contained in the adopted budget if deemed in the best financial interest of the City.

- I. **Budget Administration**. As authorized by the City Charter, the City Administrator is responsible for taking actions necessary to keep expenditures within anticipated revenues, including initiating layoffs, reorganizations, downsizing, program reductions and adjustments to service levels. The City Administrator will keep the City Council informed as to any steps taken to reduce expenditures and, whenever possible, the Council will review the decisions and consider options during a mid-year budget review.

• **SECTION 2. DISCRETIONARY & DEDICATED RESOURCES**

- A. **Recognizing Financial Limits**. Woodburn will make a distinction between two different types of services; 1) those that are funded primarily from City discretionary resources, and; 2) those that are funded primarily from dedicated resources.
- B. **Discretionary Resources**. The General Fund is the fund that collects discretionary resources to provide discretionary programs and services as recommended by the Budget Officer and approved as part of the City's cycle. The City will continue to fund these programs primarily from General Fund discretionary resources. These include police, park and recreation, economic development, land use financial services and other programs.
- C. **Dedicated Resources**. Dedicated services (e.g., fees, grants, utility revenues, etc.) are traditional City services that are provided primarily with dedicated funds. Dedicated resources are subject to restrictions via state and federal law, grant agreements and contracts, City policy and ordinances. Frequently, these resources will be state or federal programs that the City administers locally, such as public safety programs or transportation grants. The City will fund these programs (i.e. speed and safety belt enforcement, etc.) primarily from dedicated resources.

• **SECTION 3. GENERAL FUND BUDGET (DISCRETIONARY)**

- A. **Annual Budget Goal**. The goal shall be to prepare a budget that maintains existing high priority programs supported by the General Fund while at the same time seeking savings wherever possible. Funding for lower priority programs will be reduced or eliminated to ensure that expenditures remain in balance with resources.
- B. **General Fund Emphasis**. The highest priority shall be to conserve General Fund discretionary resources to fund high priority programs as defined by the City Council and City Administrator.
- C. **Maximize City Council's Discretion**. Wherever legally possible, revenues are to be treated as discretionary resources, rather than as dedicated to a particular program or service. The goal is to give the City Council as much flexibility as possible in allocating resources to local priorities.
- D. **New Revenues**. In order to sustain current levels of service, avoid reductions in public safety programs or increase services needed to meet community demands, the City Council may consider new discretionary revenues if it is determined to be in the best interest of the community.

- E. **Use of Dedicated Funding Sources.** Whenever legally possible, funding responsibility for existing programs or activities should be transferred to appropriate dedicated funding sources, freeing up scarce discretionary resources to fund City Council priorities.
- F. **Cost Efficiency.** Staff will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- G. **Materials & Services.** Departments are to prepare “base budgets” with a goal of holding General Fund or other discretionary resources for materials and services expenditures to no more than prior year budget levels.
- H. **No General Fund Street Maintenance Support.** No discretionary General Fund revenues will be used to support street maintenance activities. General Fund street lighting transfers are exempted from this policy. The current transfer from the General Fund for street lighting will be maintained as long as it is fiscally viable. The transfer will be reviewed as approved each fiscal year as part of the budget process.
- I. **Revenue Estimates.** Departments should budget for revenues based on the best information available during the budget process. If additional information becomes available during the budget process, it should be provided to the Finance Director’s Office. Accuracy in revenue/expenditure estimates is critical. New revenue estimates should be based on the best information available. Subsequent annual estimates should also take into consideration the actual receipts from the previous year.
- J. **Pursuit of New Departmental Revenues.** Departments shall pursue revenue sources to the fullest extent possible for all services as well as total cost identification (including indirect costs) for fee setting purposes, grants or other funding opportunities. Any new revenue sources should be used to offset the cost of existing staff and programs, rather than funding new staff or programs. Fee schedules will be reviewed annually to ensure costs are recovered. Fee schedules will be updated as part of the annual budget process.
- K. **Expenditure Reductions.** Reductions in revenues may require expenditure reductions from the “base budget” level. If reductions are required, the City Administrator will be guided by the City Council’s adopted Resource Reduction Strategy (See Section 17).
- L. **Discretionary Programs.** New discretionary programs may be included in the Proposed Budget with the prior approval by the City Administrator and if the new program is deemed a high priority activity. The impact of new or expanded programs on overhead services (information system services, financial services, building / grounds maintenance, human resource services, budget services, etc.) shall be evaluated to determine if overhead services need to be increased due to the addition of new programs.

The costs of increases in overhead services attributed to additional programs shall be included in the analysis of the total cost of new programs. Should outside funding for a program expire, the program may be terminated by the City Administrator or the City Council.

- M. **Full Cost Recovery.** City staff shall make every effort to assign costs where they occur through the use of interdepartmental / interfund charges and indirect cost percentage assignments. The intent is to clearly define the actual cost of each direct service the City provides internally or externally. The first priority is the recovery of overhead costs from all funds and grant programs.

N. **Annual Budget Savings.** To the extent General Fund supported departments experience savings during the year (due to position vacancies, etc.) that money should not be spent. Instead it should be saved to augment the beginning fund balance for the next fiscal year except as approved by the City Administrator.

• **SECTION 4. NON-GENERAL FUND / UTILITY BUDGETS (DEDICATED)**

- A. **Bottom-Line Emphasis.** For activities or programs funded primarily from non-General Fund sources, Departments are to prepare “base budgets” with a goal of holding any General Fund contribution to no more than the amount provided in the current fiscal year, subject to the availability of funds. Whenever possible, reductions in General Fund contributions should be achieved.
- B. **No Backfilling.** General Fund discretionary dollars will not be used to backfill any loss in water and/or sewer City utility revenue, state-shared or federal revenues, grants or dedicated funding programs (for further information, see the Resource Reduction Strategy).
- C. **Revenue Estimates.** Departments should budget for revenues based on the best information available at the time the budgets are prepared. If additional information becomes available during the budget process, it shall be provided to the Finance Department. New revenues should be estimated based on available information the first year. Subsequent annual estimates should also take into consideration actual receipts from the previous year.
- D. **Overhead Cost Allocation Charges.** All non-General Fund departments should budget the amount allocated to that department.
- E. **Cost Efficiency.** As with the General Fund, staff responsible for non-General Fund budgets will prepare fiscally conservative budgets and will seek savings wherever a balance between cost efficiency and the quality of public service can be achieved.
- F. **Utility Revenue Allocations.** It is the policy of the City of Woodburn that revenue generated by City owned utilities will be split between capital funds and operating expenses in a manner consistent with Woodburn’s Capital improvement plans and operating requirements. The allocation, or split, of these revenues will be approved annually as part of the budget processes.
- G. **Utility Rates.** The City will maintain utility rates at a level that ensures that all debt service, operating and capital costs are adequately recovered. Capital costs identified in approved capital improvement plan will be used as the basis for forming the capital costs recovery portion of utility rates.
- H. **System Development Charges.** As permissible under state law, the City will pursue the recovery of infrastructure-related development cost relating to water, sewer, street, storm and parks. These costs will be delineated via a defensible methodology, which will be revised from time to time to ensure accuracy.
- I. **Street SDC Reserve.** The Street SDC Fund will not be depleted below the estimated balance outstanding on the City’s contribution to the Woodburn I-5 Interchange Project. The Street SDC Fund resources will be focused on the Woodburn I-5 Interchange Project until the liability is settled with the Oregon Department of Transportation.

- **SECTION 5. FUND RESERVES & CONTINGENCIES**

General Fund Contingencies. At least 10% of the General Fund’s operating appropriation shall be placed into the operating contingency to meet cash flow needs and with the expectation that most will not be spent and will become part of the following year Beginning Fund Balance. The City established the Shortfall Management Contingency Reserve (SMCR) in the FY 2013-14 budget. The General Fund budget will not deplete more than 50% of the SMCR in any one year.

- A. **General Fund Contingency Proportionality.** Where contingency is expended, overall reductions will be made to the General Fund to ensure the remaining contingency remains at 10% of the General Funds operating costs.
- B. **Water & Sewer Fund Contingencies.** The Water and Sewer Funds will maintain annual contingencies of not less than 5%.

- **SECTION 6. GRANT APPLICATIONS (ALL FUNDS)**

- A. **Approval to Pursue.** The City Administrator’s approval is necessary before any employee pursues lobbying efforts on matters having budget implications, and before grant applications are submitted to the granting agency. Department Heads should advise the City Administrator before official positions are taken on matters that might have budget implications.
- B. **General Fund Matching Funds.** Upon approval by the City Administrator, matching fund requirements will be presented to the City Council for final approval.

- **SECTION 7. NEW POSITIONS, PROGRAMS AND OVERTIME (ALL FUNDS)**

- A. **Base Budget & New Positions.** Departments are to prepare “base budgets” with no new regular positions unless specifically authorized by the City Administrator in advance of Budget preparations. Reorganizations of departments or programs resulting in changes in staffing or positions may be considered if the change is cost neutral or a cost savings from the current costs. No position compensation or increase will be provided beyond amounts budgeted for the position.
- B. **Considerations of New Positions/Programs.** Unless otherwise authorized by the City Administrator, consideration of new programs and positions will occur only if the cost of the position or program is offset by non-General Fund sources legally tied to the new position or if the cost of the position is offset by new external revenues, reductions within existing funds and/or the position is required to generate those revenues. Cost estimates for new positions will include office facility space, equipment, rent, utilities, supplies, related increases in overhead services, etc.

Additional personnel or programs shall be requested only after service needs have been thoroughly documented or after it is substantiated that the new employees will result in increased revenue or enhanced operating efficiencies.

- C. **Annual Overtime Budgets.** Departments will anticipate their annual overtime costs to be included the Proposed Budget. Once the Budget is adopted, overtime costs are to be managed within adopted levels. No overtime costs can exceed budgeted levels without first obtaining the authorization of the City Administrator.

- **SECTION 8. MID-YEAR BUDGET REDUCTIONS**

- A. **Revised Revenue or Expense Estimates.** If additional information concerning revenue reductions or significant expense increases becomes available after the start of the fiscal year, it may be necessary to make budget adjustments. These adjustments will be made in accordance with the City Council's adopted Resource Reduction Strategy.

- **SECTION 9. MID-YEAR REQUESTS, GENERAL FUND CONTINGENCY (ALL FUNDS)**

- A. **Non-Emergency Requests.** In those cases where a department is required to absorb an unanticipated cost beyond its control of a non-emergency nature, departmental resources must first be exhausted prior to a transfer from General Fund contingencies. Upon conducting a final financial review of departmental budgets towards the end of the year, a transfer from contingency will be made to cover unanticipated costs that could not be absorbed throughout the year.

- B. **Emergency Requests.** Emergency requests during the fiscal year will be submitted to the City Administrator for recommendation and forwarded to the City Council for consideration.

- **SECTION 10. COMPENSATION & BENEFITS (ALL FUNDS)**

- A. **Wage Policy.** Historically, the biggest factors forcing budget growth are increases in employee compensation and increased benefit costs. The City will have a compensation and benefit program that: 1) reflects the value of work performed by our employees, 2) compares favorably with the compensation and benefits paid for similar work in both the private and public sectors, and 3); considers the community's ability to pay. Both our employees and the public must understand the mutual respect that such a policy warrants.

- B. **Health Care & PERS Costs.** Continue the City's policy on wages and salary increases which evaluates the increased cost of health insurance and PERS contributions as part of the total compensation package. It is the goal of the City to reduce annual escalations of health insurance, and other benefit costs by getting the employees to bear an equitable portion of the annual premium increases and/or selecting lower cost benefit programs.

- A. **Cost of Living Adjustments (COLA).** The City Administrator will make a recommendation either to include, or not include, a COLA for non-represented employees in the Proposed Budget. COLAs included in the Proposed Budget are considered and approved by the Budget Committee and City Council as part of the budget process. COLAs or other compensation provided for in collective bargaining agreements will be provided for in the annual Proposed Budget.

- B. **Step Adjustments.** Budgeted personnel services expenditures will include an amount to account for annual step adjustments for all employees who are not currently at the top of their range. Annual employee step adjustments will not exceed 5% without the expressed permission of the City Administrator.

- **SECTION 11. BUDGET CONTROLS**

- A. **Legal Compliance.** The City Administrator and Finance Director will continue to review and control departmental budgets at the appropriation level.

- B. **Personnel Services & Benefits.** With the exception of overtime pay and temporary help accounts, which shall be developed by Department Heads with the advice of the Finance Director and the approval of the City Administrator, personnel services and benefits cost calculations will be provided by the City Administrator and the Finance Director and will be used as provided. The City Administrator and the Finance Director will also provide estimates for insurance and internal services costs. These amounts will not be altered by Department Heads.
- C. **Wages & Benefit Control.** Positions not entitled to receive benefits will be managed in a manner that keeps them below mandatory benefit thresholds (such as PERS, health insurance, etc.). Positions will only be eligible for benefits if approved by the City Administrator and/or designated in Job Descriptions. All benefit costs must be anticipated and included in the annual Budget.
- D. **One-Time Revenues.** One-time revenues will be used only for one-time expenses.

- **SECTION 12. UNAPPROPRIATED ENDING FUND BALANCES (ALL FUNDS)**

- A. **Limit Unappropriated Ending Fund Balances.** To provide the most budget flexibility during the year, limit the use of unappropriated ending fund balances to circumstances where they are required by law. Rather than use unappropriated fund balances, the goal should be to place any monies not needed for current expenditures in the relevant funds' operating contingencies.

- **SECTION 13. CAPITAL IMPROVEMENT GUIDELINES**

- A. **Capital Improvement Program.** A 6-year Capital improvement Program will be adopted as part of the annual budget process. It will include all projects anticipated to be initiated and/or delivered in the 6-year planning period. The Capital Improvement Program will be consistent with the City's adopted Capital Improvement Master Plans. Funding availability will determine the rate at which Capital Improvement program projects are initiated or completed.
- B. **Exceptions.** The City will fund dedicated programs and services with dedicated funding sources. Exceptions may be made, on a case-by-case basis, by the Budget Committee, City Council or by the City Administrator if appropriate. One criterion will be whether the City would incur more costs elsewhere as a result of the reduction.
- C. **Capital Planning Consideration.** Recognizing that it does not necessarily make sense to fund current operations at the expense of long-term capital or planning programs, every effort will be made to continue capital and planning programs geared to the City's long-term needs.

- **SECTION 14. DEBT ISSUANCE (ALL FUNDS)**

- A. **Debt Issuance.** The City will only issue debt in accordance with adopted Master Debt Resolutions for Sewer and Water. General Obligation debt will only be issued in compliance with state statutes. Debt will only be issued (for all fund types) when a dedicated resource is available to meet the required debt service and reserve.
- B. **Interfund Transfers.** Interfund transfers are allowed if the City Council determines the transfer to be in the best interest of the City. All interfund transfers will be managed consistent with state budget law. No debt will be issued without the approval of the City Administrator and authorization of the City Council.

- **SECTION 15. ANNUAL FINANCIAL AUDITS**

- A. **Annual Audit Required.** The Oregon Municipal Audit Law (ORS 297.405 – 297.555) requires a financial audit and examination be made of the accounts and financial affairs of the City at least once a year. Consistent with State law, the City of Woodburn will conduct an annual independent audit of the preceding fiscal year.
- B. **Audit Standards.** Woodburn’s annual financial audits will be conducted in accordance with auditing standards generally accepted in the United States. Those standards require that an independent auditor plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement.

The audit will examine, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. The audit will also assess accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. The audit will contain an assessment of the City’s internal financial controls and procedures make any necessary recommendation for improvement.

- C. **Finance Director and City Administrator Oversight.** It will be the responsibility of the Finance Director and the City Administrator to oversee the annual audit process.
- D. **Preparation of Financial Statements.** When feasible, City staff will prepare and provide annual financial statements to the auditor’s satisfaction. If staffing levels or other barriers exist to internal preparations of financial statements, the City Administrator may authorize the auditor’s preparation of financial statements for the purposes of completing the annual audit on time.
- E. **Audit Deadlines & Extensions.** Per Section 15 (F), the Annual Audit will be presented to the City Council no later than December 31. Consistent with State law, the annual Audit will also be filed with the Oregon Secretary of State’s Audit Division no later than December 31.

The presentation of the Audit to the City Council and filing with the Secretary of State’s Office may occur later than December 31 if an audit filing extension is granted by the Secretary of State’s Office. Any and all requests for audit filing extensions must be approved by both the City Administrator and the Auditor. In the event that an audit filing extension is requested and/or granted, the City Administrator will inform the City Council of the reason for the extension request and estimated time line for completing, presenting and filing the audit.

- F. **Audit Presentation to Council.** The annual audit findings will be presented to the Woodburn City Council during a regularly scheduled City Council meeting by a representative of the audit firm. All audits presented to the City Council must be complete and signed by a representative of the audit firm.
- G. **Budget Committee Review.** A copy of the Annual Financial Report will be provided to the Woodburn Budget Committee for their review.

- **SECTION 16. PROGRAMS**

- A. **Discretionary Programs.** To the extent additional discretionary resources are available, high priority services areas will be slated for growth in discretionary support. Lower priority service areas will receive constant or decreasing discretionary support. Based on the direction of the City Council, discretionary programs are identified, and prioritized, as follows:

Discretionary Programs

- ✓ Police Patrol & Public Safety
- ✓ Police Support Services
- ✓ Financial Services
- ✓ Legal Services
- ✓ Land Use Planning
- ✓ Economic Development
- ✓ Code Enforcement
- ✓ General Administration
- ✓ Library
- ✓ Aquatic Center
- ✓ Recreation Programming
- ✓ Parks and Park/Tree Maintenance
- ✓ Other General Fund Supported Non-Essential Program & Services
- ✓ Computer/Network transfers (capital replacements of desktop pc's and associated servers)
- ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
- ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)
- ✓ Intergovernmental Agreements that provide no direct offsetting revenues

• **SECTION 17. RESOURCE REDUCTION STRATEGY (ALL FUNDS)**

- A. **Goal & Reduction Approach.** When faced with a potential reduction in resources, the City's goal is to continue to provide services in a professional, effective and efficient manner. Consequently, to the extent possible, across-the-board reductions in expenditures will be avoided.
- B. **Case-by-Case Consideration.** Reductions will be made on a case-by-case basis, focusing on each individual program or service. If possible, reduction will be made proportional to the programs and services identified by the City Council.
- C. **Moderation When Possible.** If, as a result of loss of a significant amount of discretionary resources, expenditure reductions become necessary, those reductions will be made in moderate case-by-case reductions in discretionary supported programs and services. These reductions will focus first on programs funded by dedicated resources and then services funded by discretionary resources.
- D. **Discretionary Contributions.** If further reductions are required, any discretionary funding that supplements or supports services mostly supported with dedicated resources will be reduced or eliminated. This may apply to programs or activities expanded or started with discretionary resources within the last few years. Exceptions may be made on a case-by-case basis by the City Council.
- E. **Furlough Days.** If personnel budget/salary saving are required, the City will consider a reduced work week or furlough days prior to laying off staff.
- F. **Consideration List.** Discretionary funding for programs funded by discretionary resources will be reduced or eliminated as needed. Legal restrictions or the City's ability to maintain minimal service levels will be considered. Based on the direction of the City Council, the order of City service areas to be considered for reductions are:

Consideration List

- ✓ Intergovernmental Agreements that provide no direct offsetting revenues
- ✓ Community Services (i.e. flower baskets, TOT Grants – where permissible, etc.)
- ✓ Discretionary Transfers (i.e. Transit, Streets, RSVP, etc.)
- ✓ Computer/Network transfers (capital replacements of desktop pc's and associated servers)
- ✓ Other General Fund Supported Non-Essential Program & Services
- ✓ Parks and Park/Tree Maintenance
- ✓ Recreation Programming
- ✓ Aquatic Center
- ✓ Library
- ✓ General Administration
- ✓ Code Enforcement
- ✓ Economic Development
- ✓ Land Use Planning
- ✓ Legal Services
- ✓ Financial Services
- ✓ Police Support Services
- ✓ Police Patrol & Public Safety

G. **Indirect Costs.** The City's overhead programs will not be prioritized, but will be sized to the need and size of the overall organization. Generally, wherever possible, the City's goal is to make fee-supported programs self-sufficient. This includes recovering those programs' appropriate share of the City's overhead costs. If reductions occur, then indirect costs will be sized to the needs and size of the rest of the organization.

H. **Dedicated Funding for Programs.** Where legally possible, the City will consider using dedicated resources to fund high priority programs related to the purpose for which the dedicated funds are received.

Five-Year Forecast

Fiscal Years 2016 - 2020



Finance Department
November 21, 2014

(Page Intentionally Left Blank)

Cover photo by Julie Moore

City of Woodburn

Five-Year Forecast

For Years
2015-16 to 2019-20

Table of Contents

Introduction	1
City of Woodburn Background.....	1
Purpose of the Forecast	1
Forecast Methodology	2
Executive Summary.....	2
Overview	2
Economic and Demographic Assumptions	2
Issues in Coming Months	3
Issues in the Coming Year	3
Issues Beyond One Year.....	3
Issues for Administrative Attention	4
General Fund.....	5
Building Fund	7
Transit Fund	8
Street Fund.....	9
Water Fund	10
Sewer Fund	11
Remaining Funds.....	12
Major Assumptions – Revenues.....	13
Major Assumptions – Expenditures	15
Glossary.....	16

Introduction

City of Woodburn Background

The City of Woodburn is located within Marion County in the populous northern Willamette Valley, approximately halfway between the larger urban areas of Portland and Salem. The population of the region within a 30-mile drive of Woodburn is 2.1 million, according to the American Community Survey.

The economy of the immediate area around Woodburn has historically been centered on agricultural and forest products, with the City serving as the manufacturing and services hub for these two sectors. Food processing and agricultural services continue to be very important parts of the local economy. Another important factor in the local economy, as nearby urban populations have grown, Woodburn has adapted by attracting a variety of new businesses ranging from metal fabricating, warehousing, regional retail and a wide range of service-providing businesses.

Woodburn has changed significantly in population since it was first incorporated in 1889. The City originally began as a small farming and manufacturing community. Beginning in the 1960s Woodburn became a suburb of Salem and Portland with its proximity to I-5. Over the past 18 years, Woodburn has grown 74%. As of the census of 2000, 20,100 people resided in Woodburn. As of 2010, its population had risen to 24,080 — a net rise of 19.8% over 2000 — ranking it the 21st most-populated city in Oregon. The per capita income was \$16,249 (compared to \$26,702 for the state), and the median income for a family was \$41,818, or 16% less than the state median household income.

Marion County's adopted population projections indicate Woodburn will grow to 37,216 by 2030. This factors in a growth rate of 20.4% (average annual growth rate). Using this growth rate in 2019 Woodburn's population will be 26,541, an increase of 2,461.

Purpose of the Forecast

The Five-Year Financial Forecast takes a forward look at the City's most significant fund revenues and expenditures with the purpose of identifying financial trends, shortfalls and issues so the City can proactively address them. For the purposes of the financial outlook, we strive to look at operating revenues (those revenue sources not subsidized by beginning fund balance) versus operating expenses. Future results are projected based on the City's current service levels, policies and unavoidable future impacts. Existing fund balances will be considered available for one-time expenditures only, whenever possible.

The financial forecast serves as a basis of the City's financial plan for its primary operational funds, which influence changes to the City's budget policy. The intent of this financial forecast is to project each operating fund's financial position under certain assumptions. The forecast then sets the stage for the budget process, aiding both the City Administrator and City Council in establishing priorities and allocating resources appropriately. Responsible financial stewardship is imperative to provide for the current and future needs of the community. Forecasting is one of the most powerful tools the City has available to help make informed financial decisions that will ensure the City's future vitality and economic stability.

Forecast Methodology

The City of Woodburn's approach to forecasting is to apply a conservative philosophy that neither overstates revenues nor understates expenditures. Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the City identifies factors that contribute to the changes in revenues and expenditures, such as development, inflation, interest rates and known future events that will affect operations. Forecasting of operating costs embraces the concept of status quo. This concept assumes that the current level of service will continue for the next Five-Years with cost changes based on inflationary increases. This provides a baseline economic estimate from which reductions or increases in service levels can be determined. To the extent certain reductions or additions are anticipated, they are noted within the fund section of this report. Exceptions to the status quo assumption are noted at the beginning of each fund.

Because capital improvements are based on available resources, a long-term forecast is not useful for budgeting purposes. Master plans governing our long-term investments in Water, Sewer, Transportation, Storm Water, and Parks have been established. Projects are prioritized based on the master plans, but are scheduled based on available resources which, due to variations in growth rates, are not readily predicted. To the extent possible, operations are funded first and remaining resources are allocated to fund capital improvements. This frequently means that improvements are delayed to achieve the matching funding source. Improvements which are too expensive to be paid from net resources are assumed to be funded via bonded debt, although in practice, this is a rare occurrence. For these reasons, capital construction funds and the related special revenue funds, are not included in this forecast.

Utilizing general ledger records and reports, audited financial statements, water and sewer master plans/rate studies and published City budgets, each of the funds listed below were examined to identify patterns in revenues, expenditures and cash balances that may indicate financial instability or threats to sustainability of current operations.

Executive Summary

This report is a combined effort of all City staff. Each department provided insight into future year operating revenues and costs. The goal in assembling this report is to reveal trends, highlight financial issues and provide suggestions and options. We look forward to feedback and input from the City Council and other interested parties on these issues.

Because the fund section provides detailed information, the executive summary will focus on the most significant issues facing the City.

Overview

The forecast model predicts that most operating funds will have sufficient resources to meet expenses over the five-year period. A few of the fund graphs depict a declining undesignated balance of resources. While this may seem alarming, it is just an indicator. In reality, the City would not submit a proposed budget where costs exceed all available resources. The value of the forecast is that it allows us to predict where problems might occur and provides the City adequate time to take corrective action before the situation becomes a crisis.

Economic and Demographic Assumptions

As a result of the economic downturn and slow pace of recovery, Woodburn's population is expected to continue a slow pace of growth in the near future. Oregon as a whole is expected to grow with a modest annual population growth rate

of 1.1% to 1.25% between 2014 and 2020. Oregon and the City of Woodburn's economic condition heavily influence the population growth. Woodburn's economy determines the ability to retain local workforce as well as attract job seekers. These factors will weigh heavily upon the City's ability to continue to provide a high level service to the public.

Issues in Coming Months

- Stabilization of General Fund Property Tax Revenue
- Continued focus on stabilizing General Fund finances
- The Urban Growth Boundary (UGB) issue leaves a lot of uncertainty about future development and future demands on water, sewers, streets and building activities

Issues in the Coming Year

- Negotiation of AFSCME contract
- Continued refinement of Capital Construction financing and budgeting processes
- Interchange improvement

Issues Beyond One Year

General Fund

New demands for services will need either new resources or program cuts in other areas. Currently, police coverage is 1.4 officers per 1,000 residents (recommended coverage is 1.5 per 1,000 residents) with the addition of funding for 3 new officers. The challenge for the City will be to continue to provide a high level of service with only modest increases in revenues. Demand for park and recreation services are expected to continue to increase due to increases in population and put additional strain on the limited resources of the General Fund.

In addition, City Hall and library maintenance and improvements continue to be deferred.

Water

The operational fund is in relatively good shape, but that is largely at the expense of setting aside rate revenue for future capital expansion. Demand for new services has been low and slowly building. UGB expansion is uncertain and what capacity improvements are needed is unknown.

Transit

Historically, the General Fund provided \$151,000 annually to the Transit Fund; that support has declined to \$116,000, resulting in reductions in service hours and routes in recent years. The transit operation is aggressively seeking grants to fund operations and maintain and/or increase current levels of service, but a restoration of some of the General Fund subsidy may be necessary to sustain the program in the long term. New capital investments in vehicles and shelters are largely grant funded.

Sewer

Major expansion at the Wastewater Treatment Plant (WWTP) has been on hold waiting for a decision from DEQ regarding the water quality limits for temperature. This brings uncertainty for the Sewer Fund because project costs will be more than estimated due to the multi-year delay. Also, the UGB expansion is uncertain and what capacity improvements are needed is unknown.

Streets

Due to economic conditions, Street SDC revenues have remained flat and are expected to remain flat. The City has committed to provide \$8 million to ODOT for the interchange project. The first \$2.5 million was paid in 2004 for right-of-way and property acquisition. The remaining \$5.5 million, less credits for work the City did directly on the project, is due at the end of construction and funds are being held in reserve. The reserve amount and flat revenues have a direct impact on the City's ability to provide for street capital projects at this time.

Issues for Administrative Attention

Not all of the issues that arise from the forecast need Council direction. Those listed here can be dealt with at an administrative level. The purpose of this forecast as noted previously is to point to areas of concern and allow staff and council to direct resources and focus to areas of need. This forecast is also intended to drive the City's financial policies and assist in formulating needed financial policies to guide staff and council in making informed decisions.

Based on forecasted concerns, the following general financial policies are being or have recently been implemented:

- Develop a capital improvement plan that identifies priorities and timeframes for undertaking capital projects and provides a financing plan for those projects. The plan, including both capital and related operating costs, should project at least Five-Years into the future and should be fully integrated into the overall financial plan.
- Periodically evaluate the performance of programs and services.
- Identify cost-effective opportunities where performance, efficiency and effectiveness measures can be developed and included as part of the basic budget materials and budget document.
- Monitor, measure and evaluate capital program implementation, especially for projects funded by restricted funds.
- Identify programs that should be self-sufficient.
- Review of established fees to ensure cost recovery is sufficient.
- Establish and adopt cost-recovery policies for all other services with fees and charges not established by state statute. Opportunities for new fees and charges will need to be determined as part of this process.
- Continue to monitor indirect cost recovery for Internal Services Funds and evaluate the effectiveness of these charges. These indirect costs should be evaluated and updated periodically.

General Fund

Variations from Status Quo Assumptions

- None

Key Assumptions

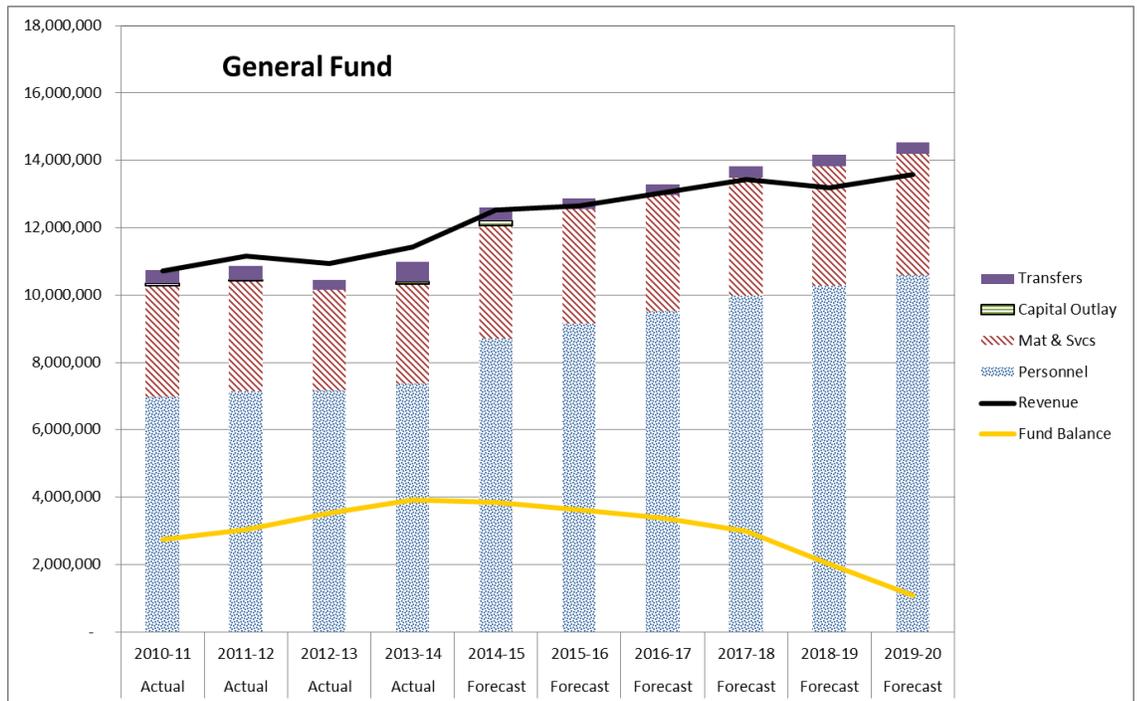
- PERS Rate Increase effective 7/1/2015
- General Fund Right-of-Way Charge on Water & Sewer revenue ends FY 2017-18

Operating Position

Property taxes account for almost 69% of the annual revenues in the General Fund. Tax growth is expected to be minimal over the forecast period.

Property taxes could increase if there are significant new developments within City limits. Franchise fees are the second largest revenue in this fund equating to 9% of total resources.

Franchise fees are taxes based on the



gross revenues of utilities that use the City's right-of-way. Private utilities doing business in the City of Woodburn include Portland General Electric, Northwest Natural Gas, Qwest, United Disposal, Wave Broadband, Woodburn Ambulance and others. The only way this source of revenue will increase is if the private utilities revenues derived from Woodburn residents also increase. Intergovernmental is the third largest type of revenue at 7%. This type includes state and federal grants, and state cigarette, liquor and revenue sharing. Overall, revenues are projected to increase at a modest 2% rate for the forecast period.

Capital Projects — From Operating Revenues

The City has a number of deferred maintenance projects, and several are reaching a critical need. The 2014-15 budget includes funding for the most critical needs, such as city hall roof and HVAC replacement, a significant mower replacement and other facilities-related needs. However, the City Hall Roof and HVAC replacement project have been postponed due to lack of available funding.

Potential Impacts and Issues

There are potential future demands that could increase costs in this fund; however, there are no available resources for these expansions. Potential future demands are explained below.

Parks & Facilities Maintenance

As demand continues to grow for the public's use of City parks, additional burdens are being placed on the City's General Fund to provide enhanced services. Additional staff hours are required for clean up and maintenance of these parks. With the completion the Greenway Trail, Centennial Park and Legion Park projects staff will be asked to assume an increased maintenance burden. These potential cost increases are not included in the forecasts. Facilities maintenance continues to be a challenge with aging buildings requiring increasingly expensive repairs and maintenance.

Police Staffing

Crime of all types is on the rise in Woodburn. While population continues to increase, there has not been a proportional increase in development resulting in increased tax revenues. This phenomenon places an increased burden on the demand for police services without commensurate revenue increases.

Funding Alternatives

As costs grow there needs to be a corresponding reduction in other costs or new resources need to be generated. Possible new resources are presented below. Staff does not take a position for or against these options. They are presented for informational purposes.

General Right-of-Way Charge

The City levies a franchise fee on private utilities for the use of the City right-of-way. For the first time in FY 2013-14, the City levied this franchise fee on its own utilities. A 5% general right-of-way charge was approved for a five-year period. Council will evaluate the need and effectiveness of this fee prior to the sunset date of June 30, 2018.

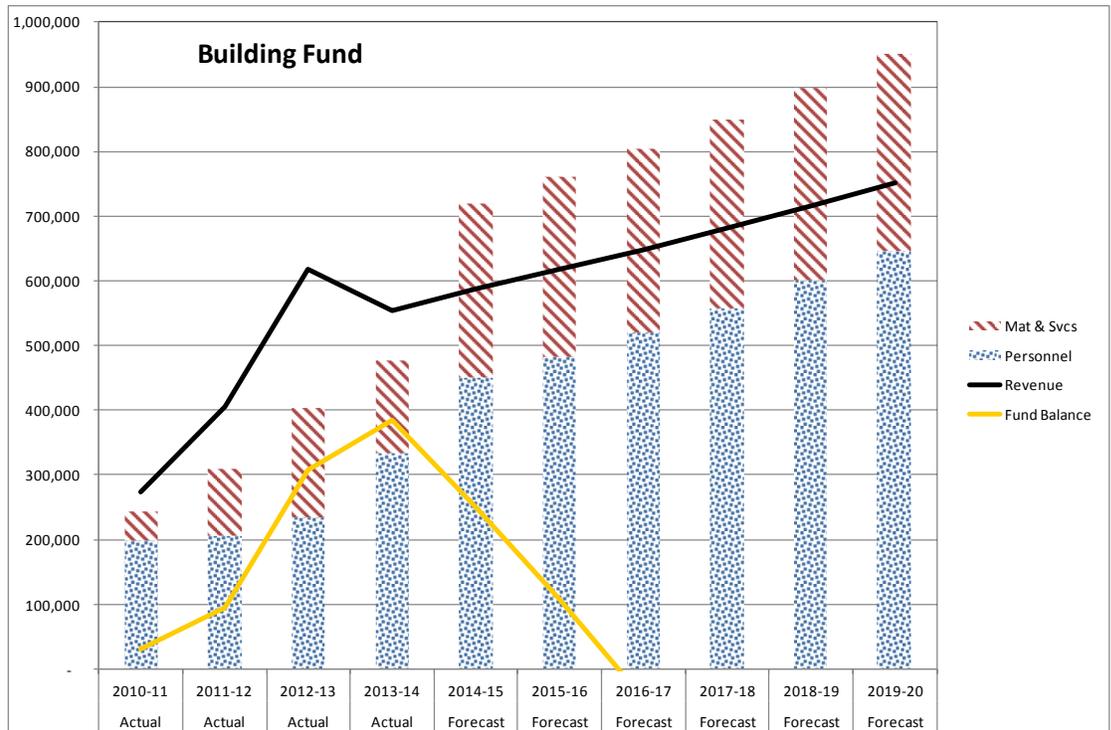
Building Fund

Variations from Status Quo Assumptions

- Permit revenues are based on slowly increasing activity, primarily in the residential housing market. There has been a rise in permits for residential housing and we expect increased commercial development in FY 2014-15.
- Additional Plans Examiner – Building Inspector II was approved in FY 2014-15 Supplemental Budget

Operating Position

Revenues are based on permits issued for new development and redevelopment that historically ebbs and flows. Permits are collected prior to the work being done, therefore cash balances exist to pay for services to be performed in the future. This graph depicts the effects of the recent downturn in new development, starting at the end of the recent recession (pre-2010) and increasing building



activity over the intervening years. Future revenues are based on estimates of when specific projects might begin. Costs reflect cuts and reductions already in place and estimated inflationary influences.

Potential Impacts and Issues

Delays in developers submitting plans or starting construction will impact the bottom line. The City will closely monitor the actual revenues against the forecast and will take corrective action if necessary. This fund is projected to have sufficient resources to carry the program through the forecast horizon. A return to a normal level of development necessitated a return to historic staffing levels. The graph above shows a declining fund balance, but the balance will be monitored and corrected before the situation becomes severe. Revenues continue to be ahead of budget year to date, but it is uncertain whether the pattern will continue throughout the year the revenue projection was maintained at a conservative level. Actual revenue for the coming year will be monitored very closely.

The Building Fund, of course, will be significantly impacted if the UGB is not expanded, as the City is running out of residential and industrial lots. There are quite a few commercial building opportunities that could sustain revenues for several years though.

Transit Fund

Variations from Status Quo Assumptions

- Award of capital grants to replace one full size bus and provide four new bus shelters

Key Assumptions

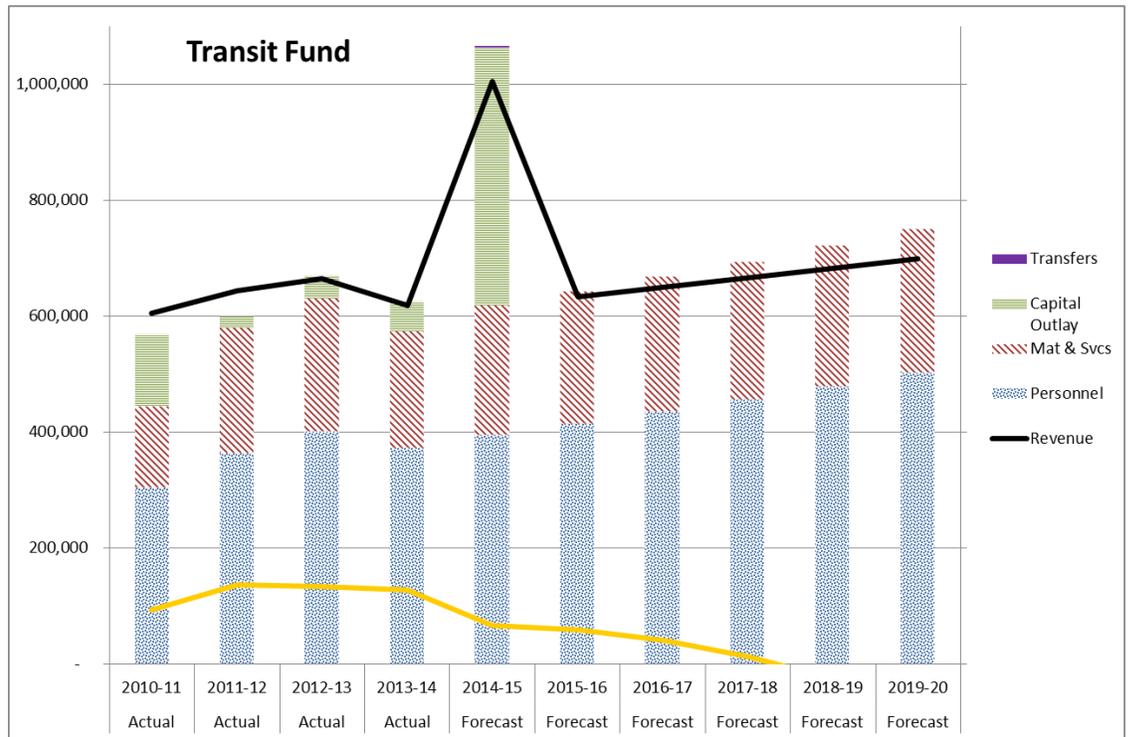
- Ability to continue to obtain grant funding
- General Fund contribution remains stable for forecast period
- Fares remain consistent for forecast period
- Maintenance of operating hours

Operating Position

The City's transit system provides bus operations as well as Dial-a-Ride services for disabled citizens. The transit operation is funded by a contribution of \$116,000 from the General Fund, approximately \$30,000 in fare revenue with the balance made up from state and federal grants.

The large increase in capital outlay (and revenue) for FY 2014-15 is due to the receipt of a federal grant for a new

heavy duty transit bus. This bus is expected to have a longer service life and reduced maintenance costs when compared to the current fleet of medium duty buses. The City continues to monitor the availability of federal funds for this program and manages staffing and service levels to available resources.



Capital Projects — From Operating Revenues

Replacement of buses and vans is done as-needed and historically has occurred when grant funding is available.

Potential Impacts and Issues

Should a large, unanticipated curtailment of federal grant revenue occur, this program could potentially be drastically curtailed or discontinued as replacement funding is not anticipated to be available from the General Fund. In addition, the declining fund balance displayed at the end of the forecast horizon may necessitate a return to historical funding levels for General Fund support of the transit fund.

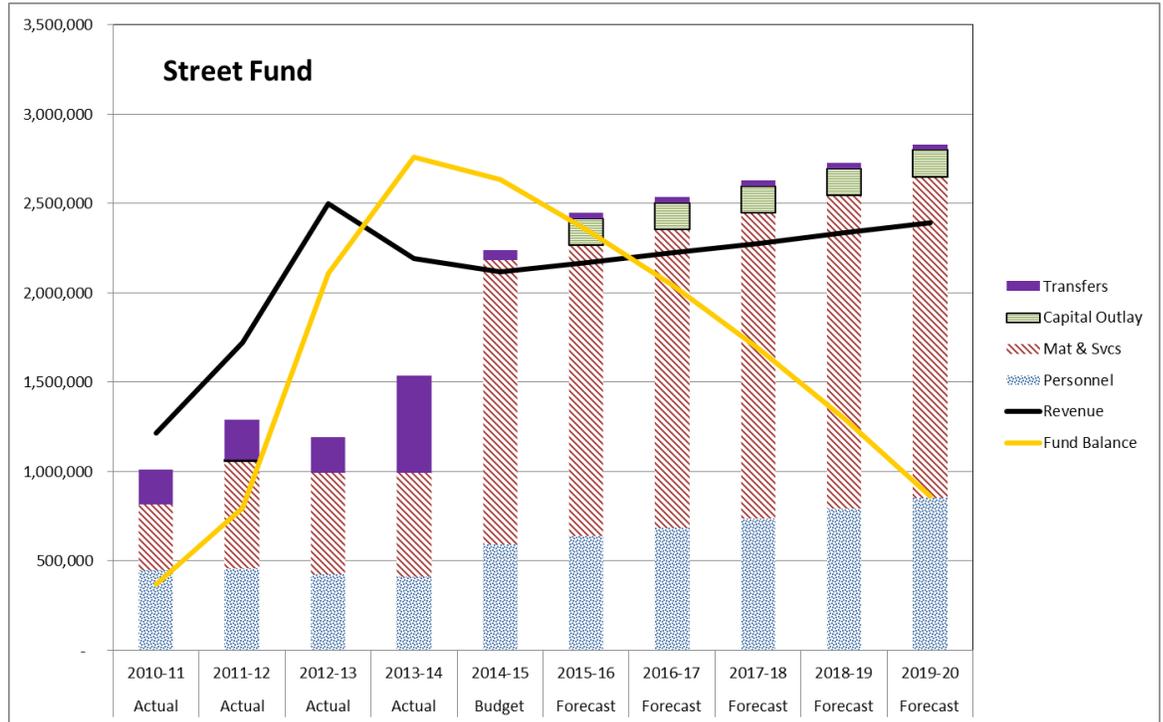
Street Fund

Variances from Status Quo Assumptions

- None

Operating Position

Gas taxes distributed by the state are the primary resource for this fund. Since January 2011 increases in vehicle title and registration fees and an increase of 6 cents per gallon have helped increase state gas tax revenues. Revenues should continue to do so for the next several years due to the phase-in of title, registration and weight fees.



Street projects that had previously been budgeted as capital projects have been reevaluated and are now funded as operational expenses in the Street Fund. These include resurfacing projects that do not significantly reconstruct the roadbed, increase lane size or capacity.

Capital Projects — From Operating Revenues

Projects related to, but not a part of, the I-5 Interchange Project, were funded in FY 2013-14. This is the cause of the sharp increase in transfers for FY 2013-14. In FY 2014-15 a change was made to correctly classify maintenance activities such as resurfacing streets as maintenance and not capital and budget these maintenance activities within the Materials and Services budget instead of Capital Outlay.

Potential Impacts and Issues

Due to the increase in the gas tax, registration and other fees and the shifting of shared revenues (to cover street lighting expenses) to this fund, financing remains relatively stable for the forecast period.

Water Fund

Variations from Status Quo Assumptions

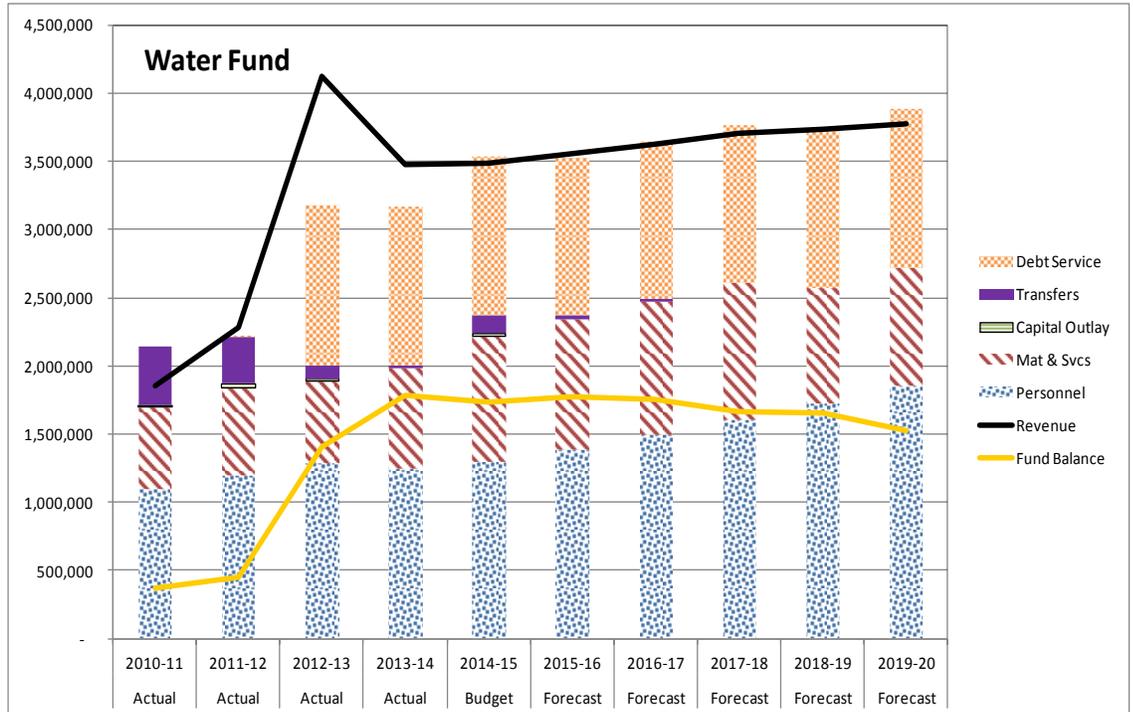
- None

Operating Position

Revenues and treatment costs are driven by consumption, which due to increased conservation efforts by the City should continue to decline over the forecast period.

An update to the rate study and Master Plan may reveal the need for a rate adjustment. Management is monitoring these cost progressions and is

working on recommendations for any revenue short falls in ensuing fiscal years.



Potential Impacts and Issues

As personnel, material and services costs conservation efforts continue to increase levels of service will become difficult to maintain. Management is recommending the 2001 Water Master Plan and water rates be reviewed and updated as needed.

UGB expansion is uncertain and what capacity improvements are needed is unknown. This will greatly impact decisions in regard to future capital and rate structures.

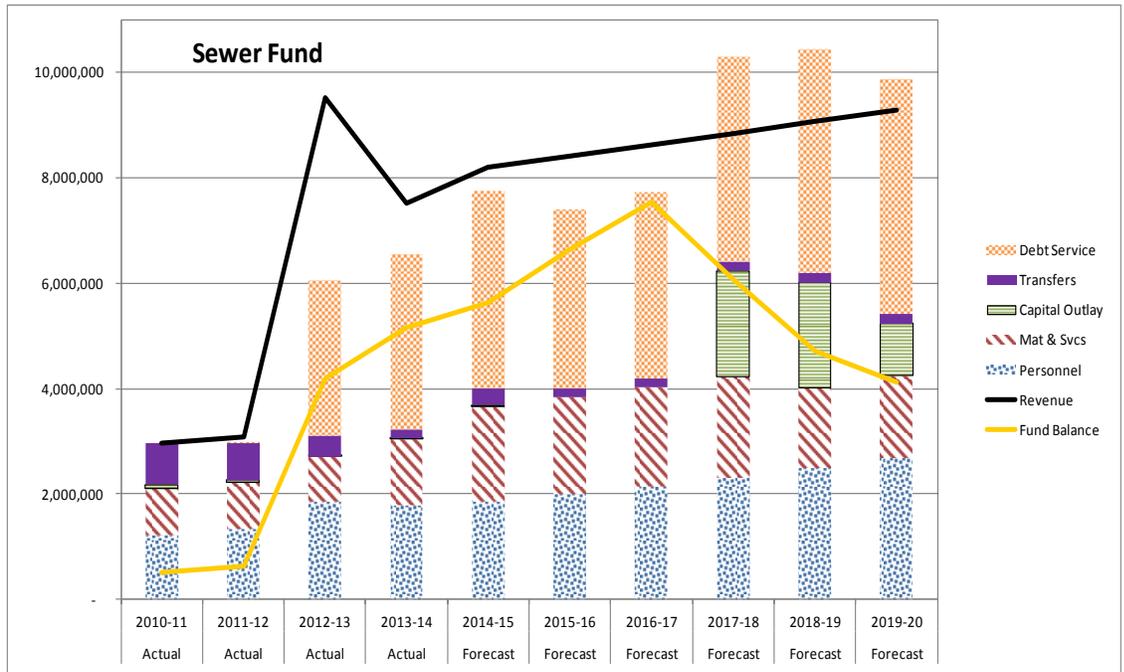
Sewer Fund

Variances from Status Quo Assumptions

- None

Operating Position

In 2007 the City entered a Mutual Order Agreement with the Department of Environmental Quality that called for significant improvements to the City's wastewater treatment plant and system as part of the approval of the City's wastewater treatment permit. The City implemented those improvements beginning in FY 2008-09



as part of a 20-year plan — the total cost of those required improvements will be \$94 million. To date, the City has issued approximately \$43 million in loans/bonds for the project. The expansion for temperature and ammonia is currently on hold until a decision is made by DEQ. This brings uncertainty for the Sewer Fund because project costs will be more than estimated due to the multi-year delay.

To fund the ongoing capital projects the City Council approved rate increase implemented in FY 2008-09 with the initial increases of 12.5%. The last increase was effective in FY 2014-15 at 9.5%.

In FY 2014-15, a change was made to correctly classify maintenance activities such as repairs of sewer lines as maintenance and not capital. The City accounted for these maintenance activities within the Materials and Services budget instead of Capital Outlay.

Potential Impacts and Issues

Adopted rates are providing adequate revenues to fund operations for the forecast period — management continues to monitor revenues and expenses closely to ensure rates remain adequate.

UGB expansion is uncertain and what capacity improvements are needed is unknown. This will greatly impact decisions in regard to future capital and rate structures.

Remaining Funds

Capital Construction Funds

Capital Construction Funds are not included in this forecast because their activity is limited by funds available. A more robust capital construction plan and reporting mechanisms were implemented for development during the 2014-15 budget cycle.

Remaining Funds

The remaining 22 funds have dedicated revenue sources, are for a specific purpose, or have nominal activity. These funds have not been included as part of the Five-Year Forecast.

Major Assumptions – Revenues

Operating Revenues

The City received about \$30.3 million in operating revenues last fiscal year.

Revenue Source	FY2014 Actual
Charges for Goods & Services	12,372,458
Taxes	8,775,555
Intergovernmental	2,700,916
Miscellaneous Revenue	3,340,575
Franchise Fees	1,992,415
Licenses & Permits	565,565
Fines & Forfeits	569,621
Other Financing Sources	50,232
	<hr/>
	30,367,338
	<hr/>

Revenue Assumptions

Property Taxes — General Fund

Taxes are based on assessed value which is determined by the Marion County Assessor. Generally, assessed values grow by 3% per year as allowed by the state constitution. There is no correlation between real market value and assessed value. The City must also allow for the effects of compression, which in the recent years has resulted in the loss of significant revenue. The City's tax rate is permanently set at \$6.0534 per \$1,000 of assessed value, but is subject to limitation under Ballot Measures 5 and 50 limitations. As a result of these factors, the City estimates property tax growth to be 1% for FY 2014-15 and up to 2% for the forecast horizon. The current report on property tax revenues shows the City is expected to receive about \$675,000, or 9% more than budgeted this fiscal year but it is not expected to be the trend.

Franchise Fees — General Fund

These fees are assessments on the utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility ranging from 3% to 8%. Franchise fees are assessed on telecommunication, cable television, natural gas, electric utilities, ambulance and garbage. These revenues are expected to grow at a slow rate (less than 2%) for the forecast period.

Charges for Goods & Services — Utility User Charges

Water: The forecast assumes a 2% annual increase due to new development.

Sewer: The forecast assumes a 2.5% annual increase for growth. Rate increases through FY 2014-15 was adopted by the City Council. The last rate increase was July 1, 2014 and was 9.5%.

Gas Taxes

The increase to the State Gas Tax is reflected in the forecast period. The forecast estimates a growth of 3% per year.

Building, Planning and Engineering Permits

Permit revenues are based on identification of specific developments with assumptions based on which fiscal year the development is likely to begin.

Other Resources

Bond Sales

None planned.

Transfers In — Operating Funds

This category relates to services one department charges another fund for services provided. These types of transfers are forecasted to remain stable over the forecast period.

Major Assumptions – Expenditures

Personnel Services

Combined personnel services are assumed to increase by 5% to 7.5% per year. Wages are expected to increase via cost of living adjustments of 0% to 3% plus an average 3% step increase. Benefit changes are related to retirement and health insurance. Insurance cost increases have been curtailed by the implementation of high deductible plans for the AFSCME bargaining unit and unrepresented employees.

Material and Services

Impacts of inflation are assumed to remain minor over the five years, remaining stable over the forecast period at 2% to 2.5%. Management has been aggressive in managing costs in this category to help offset growth in personnel services costs and has been successful in holding spending well under budgeted amounts.

Capital Equipment

The Public Works Fund maintains a replacement reserve for capital equipment replacement and is funded via transfers from the Water, Streets and Sewer funds. The General Services Fund replaces equipment on an as-needed basis as funding allows.

Debt Service

Estimates are based on amortization schedules for outstanding debt issues.

Other Uses

Transfers Out

This is the counterpart to the transfers in category. Transfers out from operating funds are primarily for administrative services provided by the Information Services and Building Maintenance Funds. Transfers out from capital project funds are primarily for engineering services and project administration provided by departments except within the General Fund.

Glossary

Capital Projects

New construction and major repairs to the City's fixed assets

Operating Position

Recurring revenues and recurring expenditures

Potential Impacts

Refers to issues and challenges that are in addition to the status quo. The intent is to inform the reader of economic matters that might occur during the forecast period.

Recurring Expenditures

The expense portion of status quo, predictable and on-going costs

Recurring Revenues

The resource portion of status quo, predictable and ongoing revenues

Revenues

Includes both recurring revenues and transfers in

Status Quo

The current level of services

Transfers In

Internal charges by General Fund for services provided to other funds

Urban Growth Boundary (UGB)

A regional boundary around the City's perimeter used by local governments as a guide to zoning and land use decisions to control urban expansion onto farm and forest lands.



Agenda Item

January 26, 2015

TO: Honorable Mayor and City Council through City Administrator
FROM: Jim Hendryx, Director of Economic & Development Services
SUBJECT: **Planning Commission approval of Design Review 2014-03 and Variance 2014-02, located at 2990 Newberg Highway (Chevron)**

RECOMMENDATION:

No action is recommended. This item is placed before the Council for information purposes, in compliance with the Woodburn Development Ordinance. The Council may call up this item for review if it desires.

BACKGROUND:

The property is currently developed with a gasoline service station. The I-5 interchange project severely impacts the property and necessitates the demolition and reconstruction of the station. The applicant requested a Design Review for a new 4,054 square foot gas station and convenience store, and a Variance to the to the required off-street parking ratio and the number and location limitations on pole signs. The Planning Commission unanimously approved the applications.

DISCUSSION:

None.

FINANCIAL IMPACT:

This decision is anticipated to have no public sector financial impact.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___



Agenda Item

January 26, 2015

TO: Honorable Mayor and City Council through City Administrator
FROM: Jim Hendryx, Director of Economic & Development Services
SUBJECT: **Director approval of Partition PAR 2014-04, located at 516 and 530 Prairie Street**

RECOMMENDATION:

No action is recommended. This item is placed before the Council for information purposes, in compliance with the Woodburn Development Ordinance. The Council may call up this item for review if it desires.

BACKGROUND:

The applicant requested a Type II Partition to redivide an existing 9,568 square foot lot and an abutting 15,389 square foot lot in the Paradise Pointe subdivision into three new parcels. The property is zoned Nodal Single-Family Residential (RSN). The property is currently vacant. The Director approved the partition.

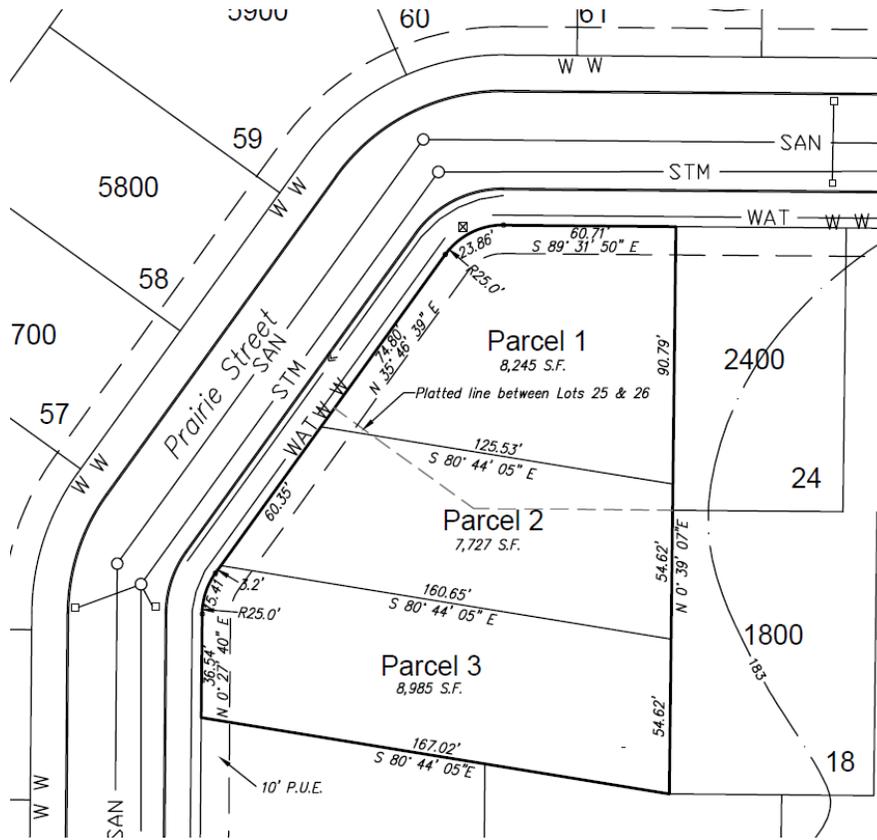
DISCUSSION:

None.

FINANCIAL IMPACT:

This decision is anticipated to have no public sector financial impact.

Agenda Item Review: City Administrator City Attorney Finance



Preliminary Partition Plan



Agenda Item

January 26, 2015

TO: Honorable Mayor and City Council through City Administrator
FROM: Jim Hendryx, Director of Economic & Development Services
SUBJECT: **Director approval of Partition PAR 2014-05, located at 3683 Sweetwater Avenue**

RECOMMENDATION:

No action is recommended. This item is placed before the Council for information purposes, in compliance with the Woodburn Development Ordinance. The Council may call up this item for review if it desires.

BACKGROUND:

The applicant requested a Type II Partition to divide a 17,690 square foot lot in the Paradise Pointe subdivision into two parcels. The property is zoned Nodal Single-Family Residential (RSN). The property is currently vacant. The Director approved the partition.

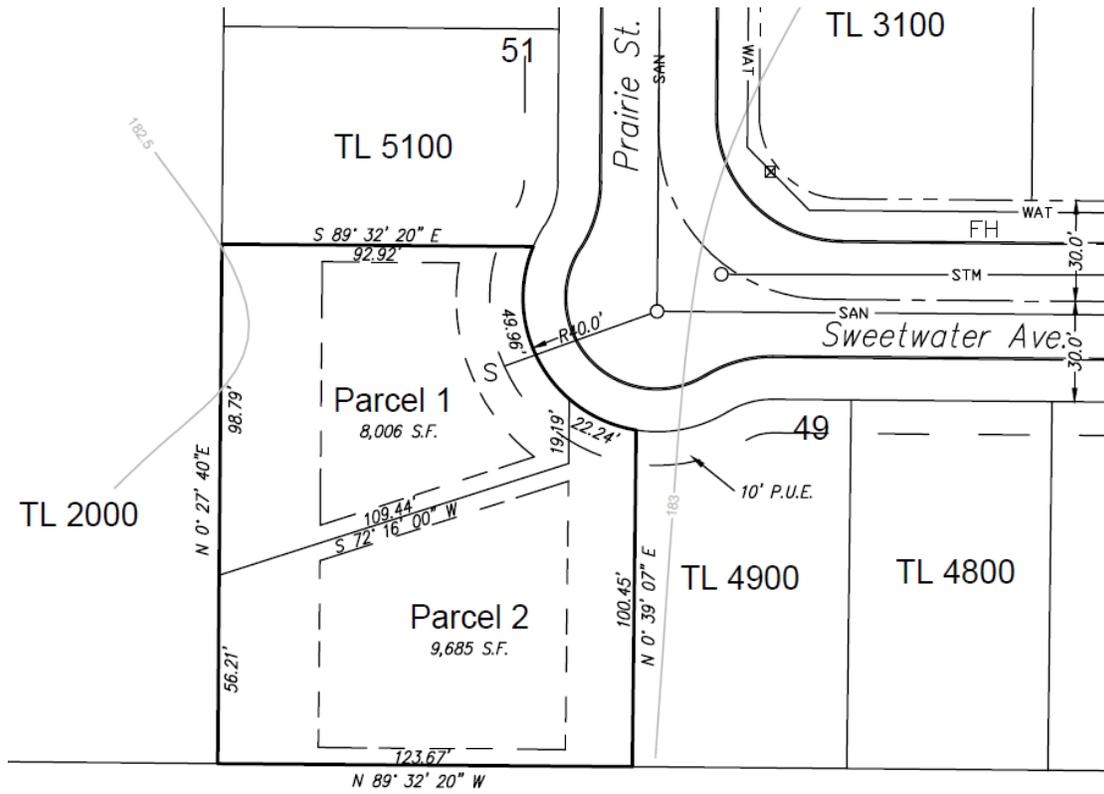
DISCUSSION:

None.

FINANCIAL IMPACT:

This decision is anticipated to have no public sector financial impact.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___ Finance ___x___



Preliminary Partition Plan