

CITY OF WOODBURN

CITY COUNCIL AGENDA

MAY 11, 2020– 7:00 P.M.

ERIC SWENSON, MAYOR
DEBBIE CABRALES, COUNCILOR WARD 1
LISA ELLSWORTH, COUNCILOR WARD II
ROBERT CARNEY, COUNCILOR WARD III
SHARON SCHAUB, COUNCILOR WARD IV
MARY BETH CORNWELL, COUNCILOR WARD V
ERIC MORRIS, COUNCILOR WARD VI

CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

1. CALL TO ORDER AND FLAG SALUTE
2. ROLL CALL
3. ANNOUNCEMENTS AND APPOINTMENTS

Announcements:

- A. The filing period for Mayor and Council positions will open June 3, 2020. Positions to be voted upon at the November 3, 2020 general election are as follows:

Mayor:	At-Large position (2-year term)
Councilor -Ward I:	Precinct 815 (4-year term)
Councilor -Ward II:	Precinct 825 (4-year term)
Councilor -Ward VI:	Precinct 865 (4-year term)

Candidate filing forms and instructions are available from the City Recorder and will be posted on the City website.

- B. The Woodburn Budget Committee meeting is scheduled for May 14, 2020 at 3:00 pm

Appointments:

None.

4. COMMUNITY/GOVERNMENT ORGANIZATIONS
None.
5. PROCLAMATIONS/PRESENTATIONS

This facility is ADA accessible. If you need special accommodation, please contact the City Recorder at 503-980-6318 or *Statewide Toll Free Relay (800) 735-1232*, at least 48 hours prior to this meeting.

Si usted necesita asistencia especial, comuníquese al 503-980-6322 o a la línea telefónica gratuita, (800) 735-1232, con un mínimo de 48 horas, antes de la reunión.

Habrán intérpretes disponibles para aquellas personas que no hablan Inglés, previo acuerdo. Comuníquese al (503) 980-6322.

Proclamations:

- A. **National Tourism Month - May 2020** 1

Presentations:

- B. **Community Center**
- C. **W. Hayes Street Improvements - Street Design Update** 2
- D. **Strategic Investment Program (SIP)**

6. **COMMUNICATIONS**

None.

7. **BUSINESS FROM THE PUBLIC** – *This allows the public to introduce items for Council consideration not already scheduled on the agenda.*

8. **CONSENT AGENDA** – *Items listed on the consent agenda are considered routine and may be adopted by one motion. Any item may be removed for discussion at the request of a Council member.*

- A. **Woodburn City Council minutes of April 13, 2020** 22
Recommended Action: Approve the minutes.

- B. **Crime Statistics through March 2020** 25
Recommended Action: Receive the report.

- C. **Building Activity for April 2020** 30
Recommended Action: Receive the report.

9. **TABLED BUSINESS**

None.

10. **PUBLIC HEARINGS**

None.

11. **GENERAL BUSINESS** – *Members of the public wishing to comment on items of general business must complete and submit a speaker's card to the City Recorder prior to commencing this portion of the Council's agenda. Comment time may be limited by Mayoral prerogative.*

- A. **Council Bill No. 3125 – An Ordinance Creating a Temporary Declaration of Candidacy Process for the Election of City Officials; Making Findings Justifying the Need for this New Election Process Because of the COVID-19 Pandemic; and Making a Declaration of** 41

Emergency and Sunset Clause

Recommended Action: Consider adoption of the Ordinance.

B. Award of Construction Contract for the Mill Creek Pump Station Standby Generator & Phase 1 Upgrades Project 49

Recommended Action: Award the construction contract for the Mill Creek Pump Station Standby Generator & Phase 1 Upgrades Project to the lowest responsible bidder, R. L. Reimers Company, in the amount of \$727,725.00.

12. PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTIONS – These are Planning Commission or Administrative Land Use actions that may be called up by the City Council.

A. Call-Up Briefing: Community Development Director Approval of an Extension of a Development Decision for Woodland Crossing 9065 Arney Lane (EXT 2020-01) 51

Recommended Action: Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

B. Call-Up Briefing: Planning Commission Approval of a Design Review and Variance for I & E Construction at 2215 Progress Way (DR 2019-14 & VAR 2020-02) 53

Recommended Action: Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

C. Call-Up Briefing: Planning Commission Approval of a Design Review for Woodburn School District at 1800 W. Hayes Street (DR 2020-03) 54

Recommended Action: Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

13. CITY ADMINISTRATOR’S REPORT

14. MAYOR AND COUNCIL REPORTS

15. EXECUTIVE SESSION

None.

16. ADJOURNMENT

PROCLAMATION

NATIONAL TOURISM MONTH - MAY 2020

WHEREAS, this National Travel and Tourism Month honors the spirit of travel in recognition of the industry’s strength, selflessness and resiliency; and

WHEREAS, although we can’t meet in person, we can stay connected, unified and supportive of each other from afar; and

WHEREAS, the spirit of travel will not be shattered; and

WHEREAS, Woodburn benefits from the spirit of travel and it would be hard to imagine our community without restaurants, hotels, visitor attractions and outstanding events; and

WHEREAS, the spirit of travel isn’t only found in far-off places. When residents embrace the spirit of travel by supporting local businesses and helping their neighbors, they are also playing a key role in rebuilding our community-and America; and

WHEREAS, when the time is right, the travel and tourism industry will be integral to our nation’s recovery-for the economy and American jobs,

NOW, THEREFORE, I Eric Swenson, Mayor of the City of Woodburn, do hereby proclaim the month of May 2020 as National Tourism Month and encourage everyone to support the Spirit of Travel.

Eric Swenson, Mayor

Date



May 11, 2020

TO: Honorable Mayor and City Council through City Administrator
FROM: Eric Liljequist, Public Works Projects & Engineering Director
SUBJECT: **W. Hayes Street Improvements - Street Design Update**

RECOMMENDATION

Direct staff to proceed with a recommended street design concept for the W. Hayes Street Improvements Project.

BACKGROUND:

City Council awarded a contract on January 13, 2020 to Kittelson & Associates, Inc. to provide engineering and design services for the W. Hayes Street Improvements Project. Since that time, the consultant and City staff have developed conceptual design plans for this project.

DISCUSSION:

At tonight's meeting, staff will present the conceptual street design configuration, including three different alternatives for the W. Hayes Street/Settlemier Avenue Intersection.

1. Alternative No. 1 includes a 3-way traffic signal installation
2. Alternative No. 2 includes a 4-way traffic signal installation
3. Alternative No. 3 includes a roundabout intersection configuration

The main difference between Alternative No. 1 and No. 2 is the Oregon Child Development Coalition's (540 N. Settlemier Avenue) driveway location. Alternative No. 1 maintains the existing driveway configuration, whereas Alternative No. 2 shifts the driveway to the south to align with the proposed 4-Way traffic signal installation. There is no loss of parking with Alternative No. 2 based on the current conceptual design drawings. Alternative No. 1 would require the existing driveway to be changed to a right-in right-out only access point. Overall, Alternative No. 2 provides a standardized intersection configuration that is more conducive to free-flowing traffic without the concerns regarding the proximity of

the existing southerly OCDC driveway to the adjacent proposed signalized intersection configuration.

FINANCIAL IMPACT:

The cost of the project varies depending on the intersection alternative selected. Alternatives No. 1 and No. 2 are both within the approved project budget based on the current construction estimates and project contingencies. Alternative No. 3 is approximately \$850,000 more than the allotted budget for this project and may be significantly higher depending on actual right-of-way acquisition costs.

W. Hayes Street Improvements Project

City Council Presentation – May 11, 2020

Presentation Outline

- ▶ Project Goals & Objectives
- ▶ Overview of Existing Conditions
- ▶ Review of Proposed Project Corridor Layout
- ▶ Review of Hayes / Settlemier Intersection Alternatives



Project Goals & Objectives

- ▶ Create a continuous multi-modal connection from Cascade Avenue to Settlemier Avenue along W. Hayes Street, connecting to the remodeled elementary school.
- ▶ Provide an active pedestrian crossing near Cozy Way, safer for community.
- ▶ Reconstruct the existing asphalt roadway to provide a 20-year design life
- ▶ Provide improved storm water conveyance system, eliminate roadside ditches, prevent puddles on behind the sidewalk.
- ▶ Provide street lighting throughout the corridor, with backside shields to minimize light intrusion into adjacent homes.
- ▶ Evaluate intersection control alternatives for a safer Hayes Street and Settlemier Avenue intersection; signals, roundabout, or realignment.

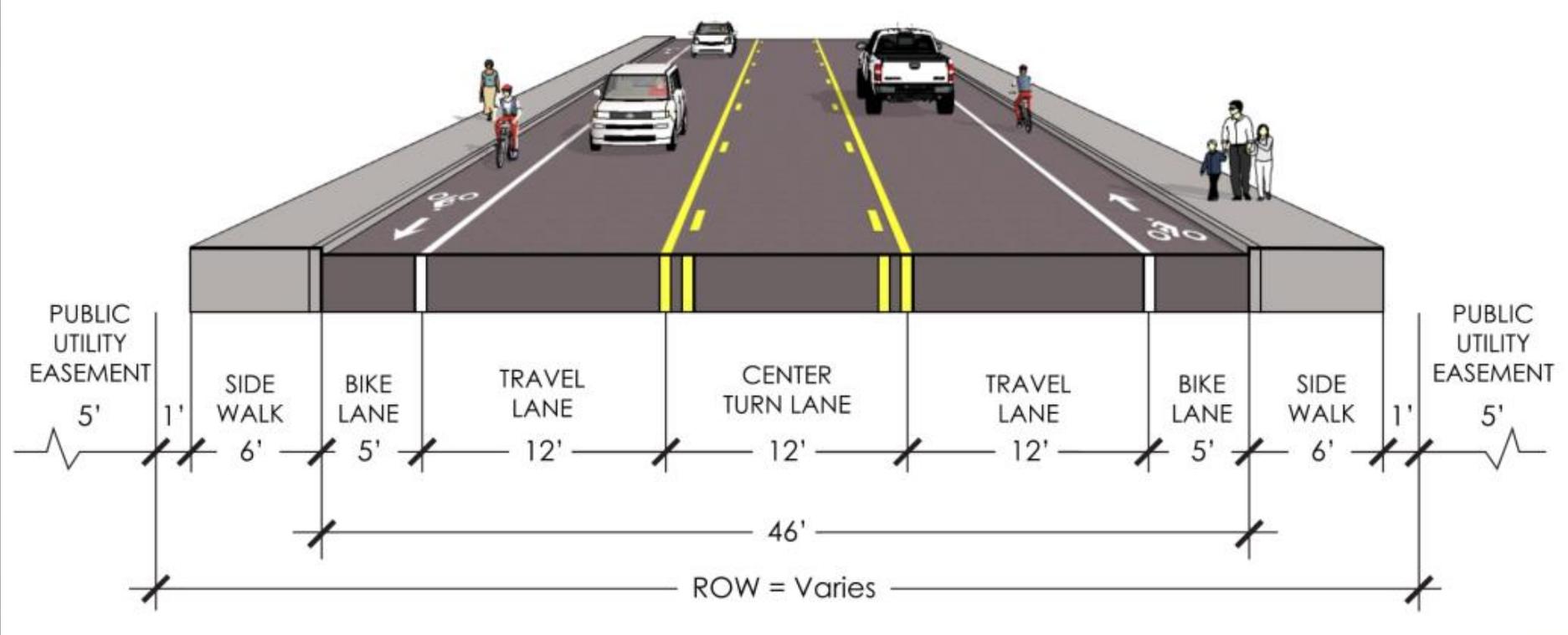


Existing Conditions

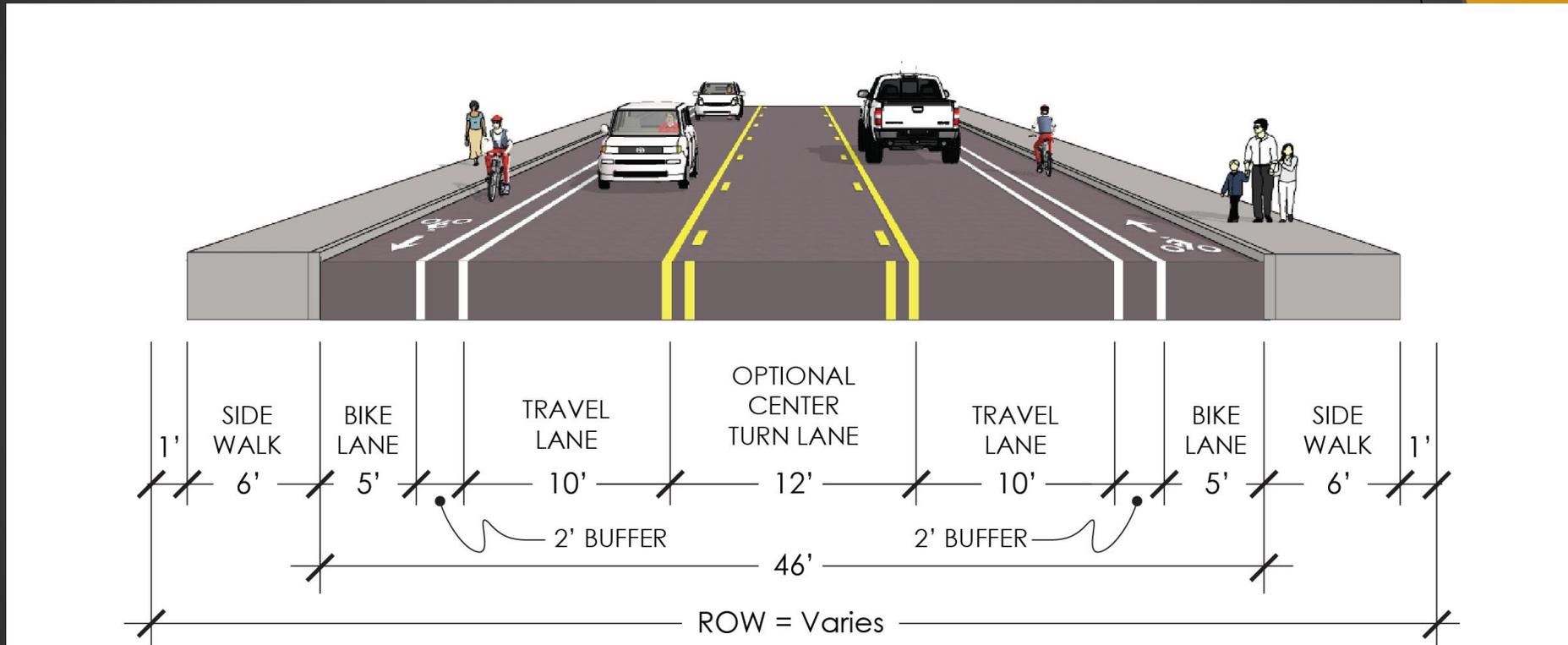
- ▶ 2-lane section throughout (2-12' wide lanes with little to no shoulders)
- ▶ Lack of continuous sidewalk along the northside of Hayes from Cascade to Hall
- ▶ Non-ADA compliant pedestrian ramps
- ▶ Lack of bike lanes throughout
- ▶ Intermittent street lighting
- ▶ Combination of open ditches and closed pipe storm drainage



Hayes Street Cross-Section from TSP



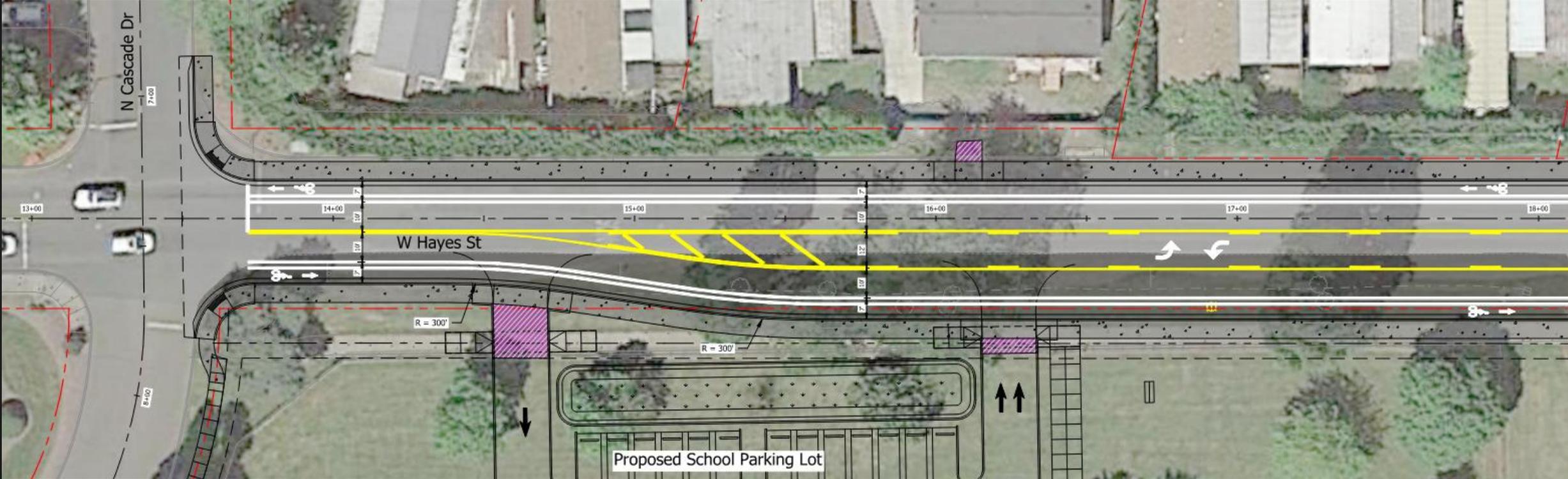
Hayes Street Proposed Cross-Section



- * Center turn lane will be omitted between Hall Street & Cozy Way.
- ** Lots requiring ROW are shown on the following slides.



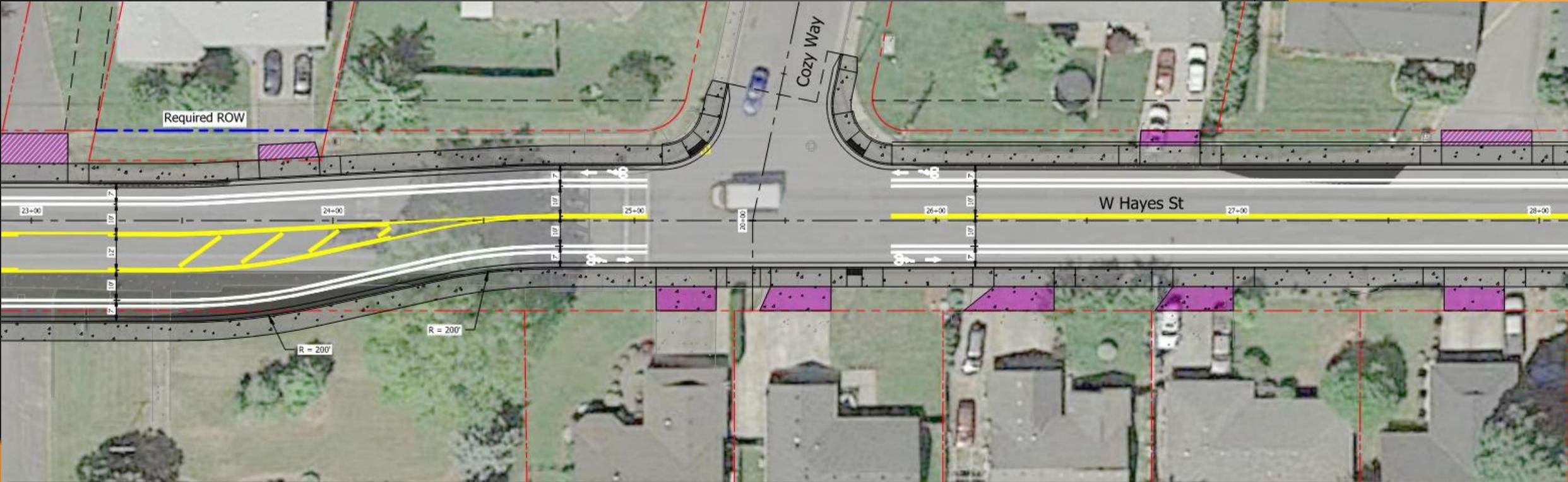
Hayes - Cascade to Nellie Muir Elem.



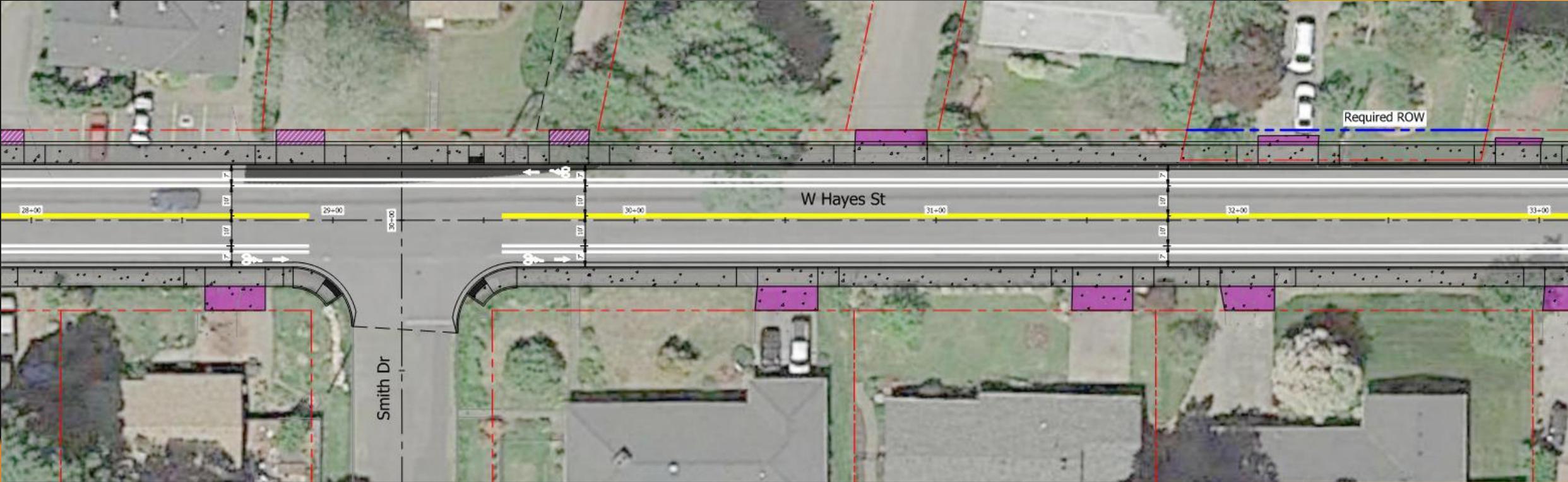
Hayes – Nellie Muir ES to St. Mary's Church



Hayes – St. Mary's Church to west of Smith Dr.



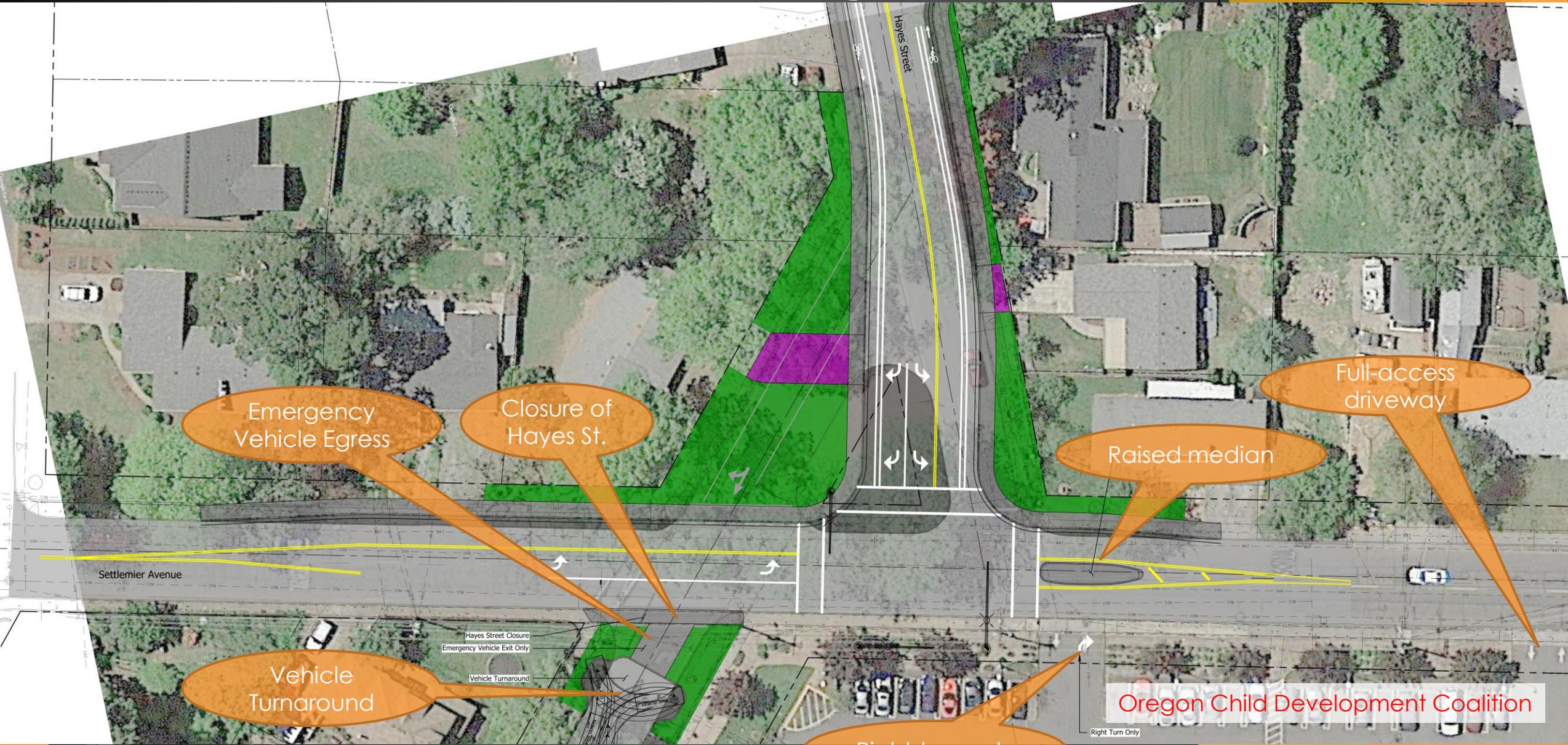
Hayes – Smith Dr. to west of Leisure St.



Hayes –Leasure St. to Hall St.

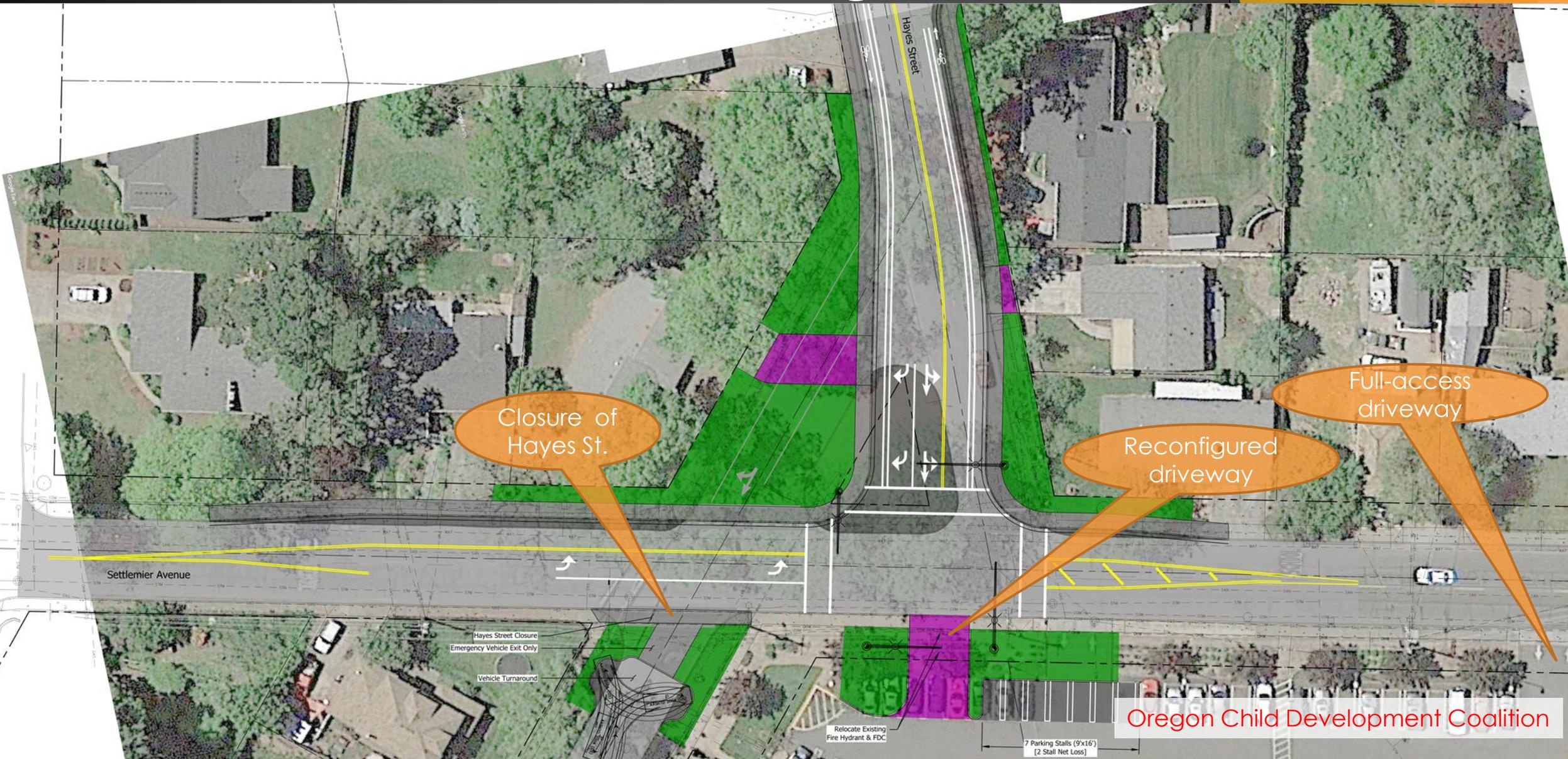


Settlemier Intersection – Signalized Alternative 1



Oregon Child Development Coalition

Settlemier Intersection – Signalized Alternative 2



Settlemier Intersection – Roundabout Alternative



WOODBURN
Incorporated 1889

**KITTELSON
& ASSOCIATES**

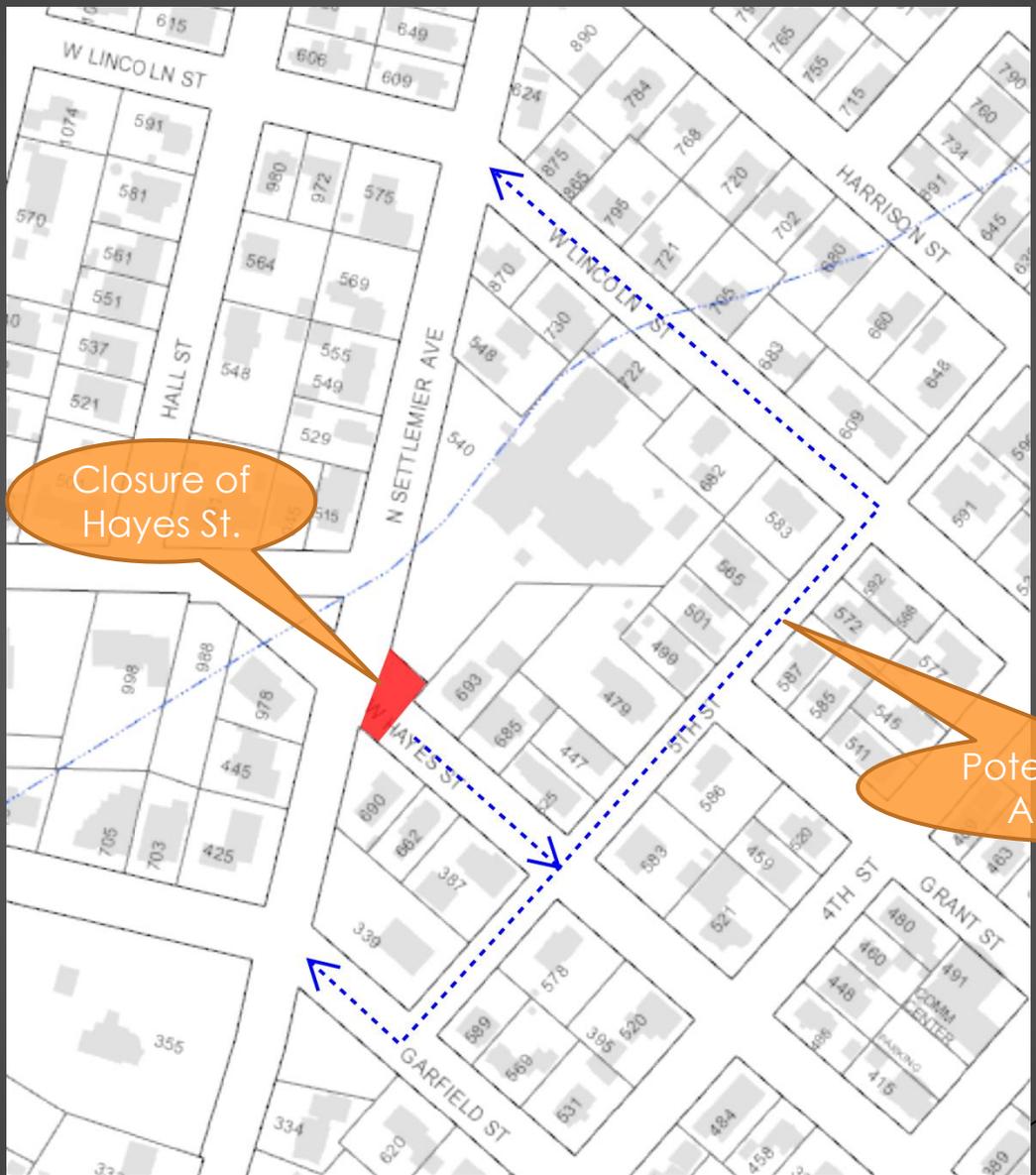
City Council Presentation

Parking lot
impacts

Oregon Child Development Coalition

05/11/2020

Hayes Street Alternate Access Route



Closure of Hayes St.

Potential Alternate Access Route



Settlemier Intersection Alternatives Summary

Alternative	Oregon CDC Impact	Hayes St - SE	LOS (V/C)	Cost*
Signalized 1	South driveway right-in/right-out access	Closure with personal vehicle turnaround and emergency egress	B (0.90)	\$750,000
Signalized 2	South driveway reconfiguration 2 parking stall loss		B (0.90)	\$915,000
Roundabout	South driveway removal 10 parking stall loss		C (0.82)	\$1.75M+

* Cost estimate includes all improvements & right-of-way from Hall Street through Settlemier Avenue.



Next Steps

- ▶ Finalization of Settlemier Intersection Control
- ▶ Tentative Project Schedule
 - ▶ 70% Design Submittal – Jun. 5, 2020
 - ▶ 95% Design Submittal – Aug. 14, 2020
 - ▶ 100% Design Submittal – Oct. 9, 2020
 - ▶ Bid Ready Package – Nov. 5, 2020
 - ▶ Advertise Project – Mid. Nov. 2020
 - ▶ Begin Construction – Early Feb. 2021





Questions or Comments

Project Contacts

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City Engineer
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**COUNCIL MEETING MINUTES
APRIL 13, 2020**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, APRIL 13, 2020

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

ROLL CALL

Mayor Swenson	Present
Councilor Carney	Present -via video conferencing
Councilor Cornwell	Present -via video conferencing
Councilor Schaub	Present -via video conferencing
Councilor Morris	Present -via video conferencing
Councilor Ellsworth	Present -via video conferencing
Councilor Cabrales	Present -via video conferencing

Staff Present (via video conferencing): City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Economic Development Director Johnk, Community Development Director Kerr, Police Chief Ferraris, Finance Director Turley, City Recorder Pierson

APPOINTMENTS

Carney/Ellsworth...appoint Patty Soza to the Woodburn Budget Committee. The motion passed unanimously.

PROCLAMATIONS/PRESENTATIONS

Mayor Swenson read a proclamation declaring April 25, 2020 as El Día del Niño in the City of Woodburn.

CONSENT AGENDA

- A.** Woodburn City Council minutes of March 9, 2020,
- B.** Consent to Appointment of Finance Director,
- C.** Liquor License Application for Metropolis LLC.,
- D.** Building Activity for March 2020.

Carney/Ellsworth... adopt the Consent Agenda. The motion passed unanimously. Finance Director Tony Turley introduced himself to the City Council.

COUNCIL BILL NO. 3123 – AN ORDINANCE AMENDING SECTION 2.07.20 OF THE WOODBURN DEVELOPMENT ORDINANCE (WDO) TO REMOVE PROVISIONS INCONSISTENT WITH ORS 197.312 RELATED TO REASONABLE DESIGN REGULATIONS OF ACCESSORY DWELLING UNITS (“ADU”) AND DECLARING AN EMERGENCY

Mayor Swenson reminded Councilors that since the vote was not unanimous on this ordinance at the last meeting, it has been brought back to the City Council for a second reading. City Recorder Pierson provided a second reading of Council Bill No. 3123 by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3123 duly passed.

COUNCIL BILL NO. 3124 - AN ORDINANCE AMENDING ORDINANCE 2415

COUNCIL MEETING MINUTES

APRIL 13, 2020

(BUILDING CODE ORDINANCE) TO MAKE CERTAIN ADDITIONS TO THE OREGON STRUCTURAL SPECIALTY CODE AND DECLARING AN EMERGENCY

Community Development Director Kerr provided a staff report. Carney introduced Council Bill No. 3124. City Recorder Pierson read the bill twice by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3124 duly passed.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM: WOODBURN FAMILY RESOURCE CENTER NEEDS ASSESSMENT

Economic Development Director Johnk provided staff report. Carney/Ellsworth... acknowledge the Woodburn Family Resource Center Needs Assessment as a supporting document to the City's CDBG application and recognize the findings and recommendations. The motion passed unanimously.

PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTIONS

A. Call-Up Briefing: Planning Commission Approval of a Design Review, Street Exception, Property Line Adjustment, and Variance for Grating Pacific at 2775 & 2785 N. Front Street (DR 2019-12, EXCP 2019-06, PLA 2019-09, & VAR 2019-09).

B. Call-Up Briefing: Planning Commission Approval of a Variance for Salud Medical Center at 1175 Mt Hood Ave (VAR 2019-10)

The City Council declined to call-up any of these items.

CITY ADMINISTRATOR'S REPORT

The City Administrator reported the following:

- A draft budget document has been prepared. The impacts that the pandemic will have on the budget isn't known at this point.
- The City has a lot of activities and programs coming up, including the Fiesta, that may be impacted by the pandemic. The City is committed to keeping programming in the community once it is safe to do so.
- A new public service announcement will be going out reminding people to continue social distancing. The video will include Salem Hospital, Legacy, the Police Chief, the Mayor and City Administrator.
- City Administrator Derickson asked Police Chief Ferraris to report on how things are going for the Police Department:
 - Police Chief Ferraris stated that things are working well at the police department and they are taking great steps to keep their staff healthy. He noted that in the community they are seeing good compliance with the Governors Orders. He also stated that there are some changes in crime; the good news is that burglaries are down by half, however, the bad news is that child abuse, domestic violence and suicides have

COUNCIL MEETING MINUTES
APRIL 13, 2020

increased.

- Encouraged Councilors to call into the League or Oregon Cities Friday conference call.

MAYOR AND COUNCIL REPORTS

Councilor Schaub stated that the community really pulled together on the green and red signs for people’s windows that make it easy for people to recognize when someone may need help. Asked people to stay home and stay safe.

Councilor Morris hopes everybody stays healthy, stay home and keep your spirits up.

Councilor Cabrales reminded people to fill out the census.

Councilor Cornwell asked people to please stay home and stay well and added that people are driving way too fast.

Councilor Ellsworth stated that she is concerned that the Latino population is being hit more severely and wants to make sure we are getting the word out to our community. She reminded Councilors that the SEI forms are due soon. She thanked everyone for the work they are doing to keep things running and specifically thanked grocery store employees, bus drivers and others that are there to keep things going.

Councilor Carney concurred with Councilor Ellsworth and welcomed Finance Director Turley.

Mayor Swenson stated that he has been busy working with various groups focusing on what the biggest needs are. He noted that our CERT team has been activated. He added the number one thing that is needed is food security for people and that the food bank is in need of donations and volunteers. He noted that Love INC., is focusing on getting hygiene items, games and protective masks. Woodburn Proud circulated lawn signs acknowledging those that are still working on the front lines. He noted that he had good conversation with the ministers association. He added that our businesses are being taken care of by the City, the Chamber of Commerce and the bank. He stated that we was a part of discussions with Wave Broadband and the school district to provide Wifi to low income students.

ADJOURNMENT

Morris/Cornwell... meeting be adjourned. The motion passed unanimously. The meeting adjourned at 7:54 p.m.

APPROVED _____
ERIC SWENSON, MAYOR

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

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES

2020 Year to Date

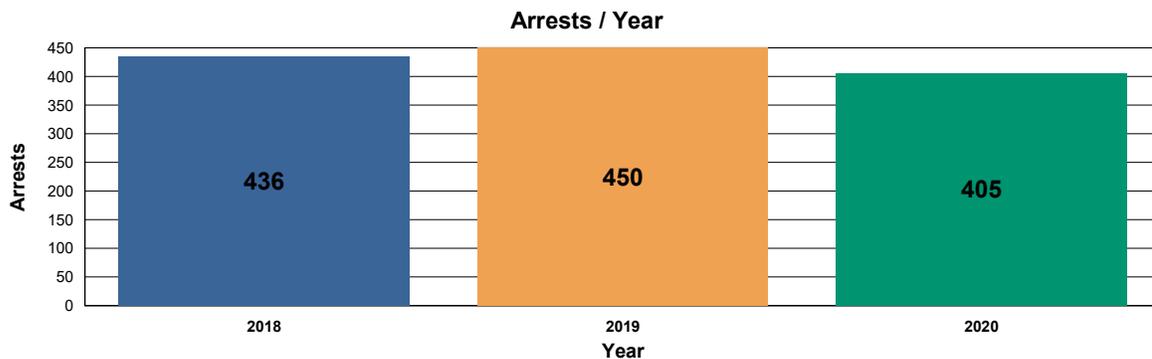
CHARGE DESCRIPTION	Jan	Feb	Mar	Total
AGGRAVATED ASSAULT	2	0	0	2
ANIMAL ORDINANCES	2	2	0	4
ARSON	1	0	0	1
ASSAULT SIMPLE	14	7	5	26
BURGLARY - BUSINESS	0	1	0	1
BURGLARY - OTHER STRUCTURE	0	1	0	1
BURGLARY - RESIDENCE	0	1	1	2
CRIME DAMAGE-NO VANDALISM OR ARSON	2	2	3	7
CUSTODY - MENTAL	4	0	0	4
DISORDERLY CONDUCT	8	9	5	22
DRIVING UNDER INFLUENCE	5	9	3	17
DRUG LAW VIOLATIONS	16	17	10	43
DWS/REVOKED-MISDEMEANOR	2	1	2	5
ELUDE	0	0	2	2
ESCAPE FROM YOUR CUSTODY	1	1	0	2
EXTORTION/BLACKMAIL	0	1	0	1
FAIL TO DISPLAY OPERATORS LICENSE	0	3	0	3
FAILURE TO REGISTER AS SEX OFFENDER	0	0	1	1
FORCIBLE RAPE	0	0	1	1
FORGERY/COUNTERFEITING	0	1	0	1
FRAUD - BY DECEPTION/FALSE PRETENSES	0	2	0	2
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	0	1	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	47	24	23	94
HIT AND RUN-MISDEMEANOR	4	4	2	10
IDENTITY THEFT	0	1	0	1
INTIMIDATION /OTHER CRIMINAL THREAT	5	4	2	11
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	2	0	2
MINOR IN POSSESSION	0	1	2	3
MOTOR VEHICLE THEFT	2	4	6	12
OTHER	4	3	6	13
RECKLESS DRIVING	2	4	2	8
RECKLESSLY ENDANDERING	3	2	0	5
RESTRAINING ORDER VIOLATION	3	2	0	5
ROBBERY - OTHER	1	1	0	2
ROBBERY - RESIDENCE	1	0	0	1
RUNAWAY	0	1	0	1
SEX CRIME - EXPOSER	1	0	0	1
SEX CRIME - FORCIBLE SODOMY	0	0	1	1
SEX CRIME - INCEST	0	0	1	1
SEX CRIME - MOLEST (PHYSICAL)	2	1	1	4
STALKER	1	0	0	1
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	2	0	3
THEFT - FROM MOTOR VEHICLE	1	1	0	2
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	2	0	0	2
THEFT - OTHER	2	7	3	12
THEFT - SHOPLIFT	4	4	3	11
TRAFFIC VIOLATIONS	7	4	4	15
TRESPASS	8	3	7	18
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	0	1	2	3
VANDALISM	0	1	0	1
WEAPON - CARRY CONCEALED	1	1	2	4
WEAPON - EX FELON IN POSSESSION	0	1	0	1
WEAPON - POSSESS ILLEGAL	1	1	3	5
WEAPON - SHOOTING IN PROHIBITED AREA	1	0	2	3

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES

2020 Year to Date

	Jan	Feb	Mar	Total
2020 Total	161	139	105	405
2019 Total	178	115	157	450
2018 Total	187	111	138	436



Woodburn Police Department

MONTHLY CRIMINAL OFFENSES

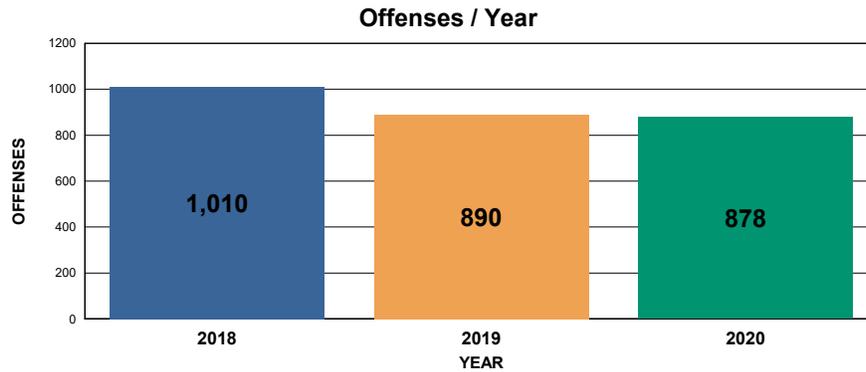
2020 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Total
AGGRAVATED ASSAULT	2	4	0	6
ANIMAL ORDINANCES	2	1	0	3
ARSON	1	1	0	2
ASSAULT SIMPLE	18	16	9	43
BURGLARY - BUSINESS	1	5	1	7
BURGLARY - OTHER STRUCTURE	1	1	3	5
BURGLARY - RESIDENCE	2	8	2	12
CRIME DAMAGE-NO VANDALISM OR ARSON	9	23	4	36
CRIMINAL MISTREATMENT	1	0	0	1
CUSTODY - MENTAL	5	0	0	5
DISORDERLY CONDUCT	8	6	4	18
DRIVING UNDER INFLUENCE	5	10	2	17
DRUG LAW VIOLATIONS	13	9	7	29
DWS/REVOKED-MISDEMEANOR	2	1	2	5
ELUDE	1	2	2	5
ESCAPE FROM YOUR CUSTODY	1	1	1	3
FAIL TO DISPLAY OPERATORS LICENSE	0	3	0	3
FAILURE TO REGISTER AS SEX OFFENDER	0	0	1	1
FORCIBLE RAPE	2	3	3	8
FORGERY/COUNTERFEITING	2	5	4	11
FRAUD - BY DECEPTION/FALSE PRETENSES	3	5	9	17
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	3	4	2	9
FRAUD - NOT SUFFICIENT FUNDS CHECK	0	0	2	2
FUGITIVE ARREST FOR ANOTHER AGENCY	35	20	15	70
HIT AND RUN FELONY	0	1	0	1
HIT AND RUN-MISDEMEANOR	18	14	9	41
IDENTITY THEFT	3	5	6	14
INTIMIDATION /OTHER CRIMINAL THREAT	3	5	4	12
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	1	1	0	2
MINOR IN POSSESSION	0	2	2	4
MISCELLANEOUS	24	19	15	58
MOTOR VEHICLE THEFT	8	12	26	46
NON CRIMINAL DOMESTIC DISTURBANCE	15	6	13	34
OTHER	3	4	3	10
PROPERTY - FOUND LOST MISLAID	5	1	4	10
RECKLESS DRIVING	4	6	1	11
RESTRAINING ORDER VIOLATION	5	2	0	7
ROBBERY - BUSINESS	0	1	0	1
ROBBERY - HIGHWAY	0	0	1	1
ROBBERY - OTHER	4	2	0	6
RUNAWAY	1	4	1	6
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	1	1	0	2
SEX CRIME - EXPOSER	0	1	1	2
SEX CRIME - FORCIBLE SODOMY	1	0	0	1
SEX CRIME - INCEST	0	0	1	1
SEX CRIME - MOLEST (PHYSICAL)	3	2	2	7
SEX CRIME - NON-FORCE RAPE	0	0	1	1
SEX CRIME - OTHER	1	0	0	1
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	0	0	1	1
STALKER	1	0	0	1
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	2	1	4
THEFT - BICYCLE	2	2	3	7
THEFT - BUILDING	2	4	1	7
THEFT - COIN OP MACHINE	0	2	1	3
THEFT - FROM MOTOR VEHICLE	14	15	18	47
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	4	4	6	14
THEFT - OTHER	15	23	13	51

Woodburn Police Department

MONTHLY CRIMINAL OFFENSES 2020 Year to Date

	Jan	Feb	Mar	Total
THEFT - PICKPOCKET	0	1	0	1
THEFT - SHOPLIFT	12	16	8	36
TRAFFIC VIOLATIONS	8	11	6	25
TRESPASS	11	5	5	21
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	2	0	2	4
VANDALISM	14	15	14	43
VEHICLE RECOVERD FOR OTHER AGENCY	1	1	1	3
WEAPON - CARRY CONCEALED	1	1	1	3
WEAPON - EX FELON IN POSSESSION	0	1	1	2
WEAPON - OTHER	0	0	1	1
WEAPON - POSSESS ILLEGAL	1	2	2	5
WEAPON - SHOOTING IN PROHIBITED AREA	1	0	1	2
	Jan	Feb	Mar	Total
2020 Total	307	322	249	878
2019 Total	330	235	325	890
2018 Total	409	284	317	1,010



Woodburn Police Department

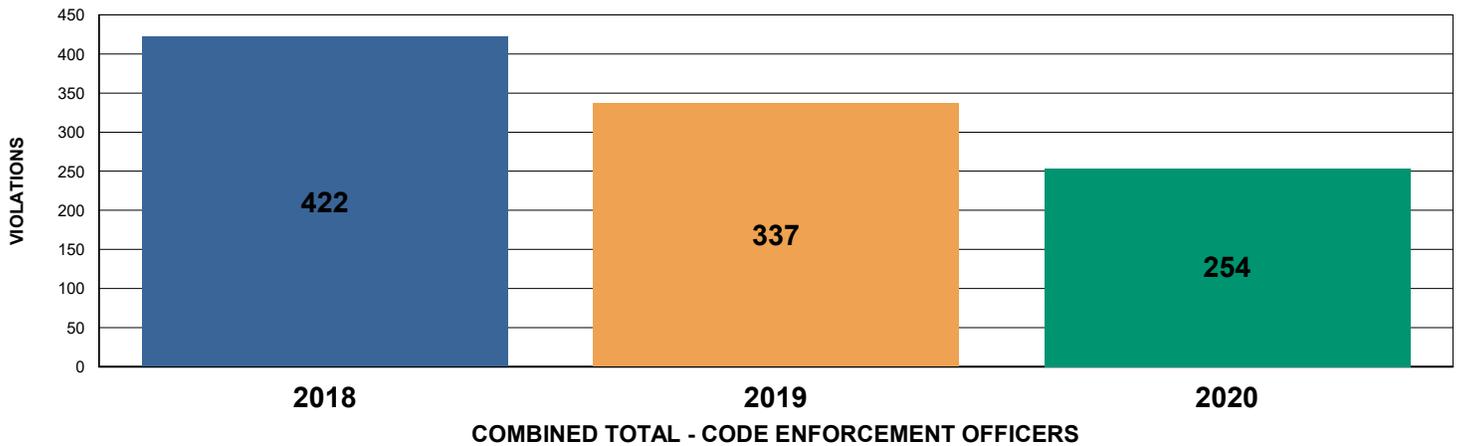
ORDINANCE VIOLATIONS

2020 Year to Date

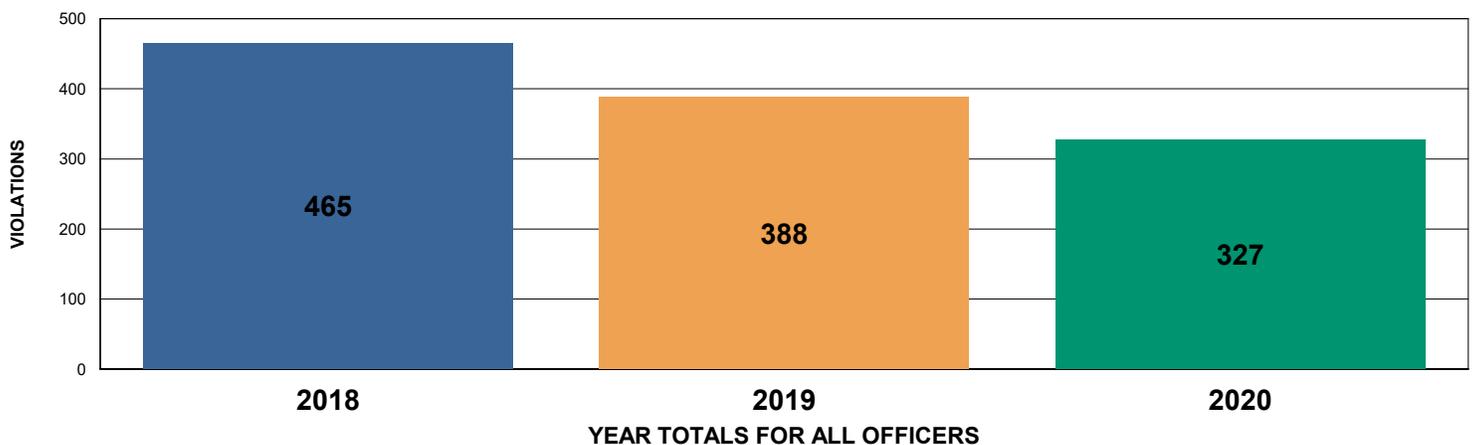
4/20/2020

Ordinance Discription	Jan	Feb	Mar	Total
Animal Complaint	49	43	35	127
Ordinance - Abate/Nuisances	0	0	1	1
Ordinance - Abandoned Vehicles	21	47	34	102
Ordinance - Abate Graffiti	4	1	0	5
Ordinance - Land Use Violations	1	2	2	5
Ordinance - Oth Violation	34	28	25	87
2020 Total	109	121	97	327
2019 Total	141	99	148	388
2018 Total	176	133	156	465

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

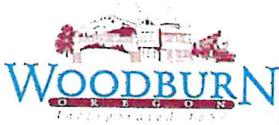
Date: May 1, 2020

To: Chris Kerr, Community Development Director

From: Ted Cuno, Building Division

Subject: Building Activity for April 2020

	2018		2019		2020	
	No.	Dollar Amount	No.	Dollar Amount	No.	Dollar Amount
Single-Family Residential	7	\$1,770,202	1	\$270,000	2	\$542,272
Multi-Family Residential	1	\$33,000	0	\$0	0	\$0
Assisted Living Facilities	0	\$0	0	\$0	0	\$0
Residential Adds & Alts	7	\$221,281	6	\$208,998	6	\$95,613
Industrial	1	\$195,000	0	\$0	0	\$0
Commercial	8	\$560,014	10	\$1,979,707	6	\$14,050,402
Signs and Fences	0	\$0	0	\$0	0	\$0
Manufactured Homes	1	\$500	0	\$0	0	\$0
TOTALS	25	\$2,799,339	17	\$2,458,705	14	\$14,688,287
Fiscal Year to Date (July 1 – June 30)		\$43,225,066		\$29,817,933		\$39,434,546



Permits Issued

WOODBURN BUILDING DEPARTMENT
270 Montgomery Street
Woodburn, OR 97071
503-982-5246
FAX: 503-980-2496

4/1/2020 through 4/30/2020

Includes all valuations

www.ci.woodburn.or.us

building.dept@ci.woodburn.or.us

Record Types Selected: -All-

Commercial Alarm or Suppression Systems

971-20-000096-FIRE	Issued: 4/30/20	Fees: \$1,556.37	Valuation: \$98,758.00
Address: 1800 W HAYES ST, WOODBURN, OR 97071		Parcel: 052W12DD06300	
Owner: WOODBURN SCHOOL DISTRICT 103			

Licensed Prof:

Category of Construction: Commercial **Type of Work:** New

Work Description: Install a new fire sprinkler system.

971-20-000115-FIRE	Issued: 4/13/20	Fees: \$5,743.05	Valuation: \$316,000.00
Address: 350 S PACIFIC HWY, WOODBURN, OR 97071		Parcel: 051W17C 00701	
Owner: FOOD SERVICES OF AMERICA INC			

Licensed Prof:

Category of Construction: Commercial **Type of Work:** Replacement

Work Description: Demo (3) roof and (2) rack sprinkler systems in freezer. Install (2) new Victaulic pre-action systems at the roof

971-20-000131-FIRE	Issued: 4/17/20	Fees: \$2,878.87	Valuation: \$128,000.00
Address: 350 S PACIFIC HWY, WOODBURN, OR 97071		Parcel: 051W17C 00701	
Owner: FOOD SERVICES OF AMERICA INC			

Licensed Prof:

Category of Construction: Commercial **Type of Work:** Replacement

Work Description: Linear Heat Detection system to operate pre-action sprinklers

971-20-000139-FIRE	Issued: 4/22/20	Fees: \$1,023.96	Valuation: \$39,000.00
Address: 1800 W HAYES ST, WOODBURN, OR 97071		Parcel: 052W12DD06300	
Owner: WOODBURN SCHOOL DISTRICT 103			

Licensed Prof:

Category of Construction: Commercial **Type of Work:** Addition

Work Description: Install Fire line to within 5 feet of building

Commercial Alarm or Suppression Systems	4 permits issued	\$11,202.25	\$581,758.00
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Permits Issued:

Commercial Mechanical

971-19-000399-MECH

Issued: 4/8/20

Fees: \$583.21

Valuation: \$17,694.00

Address: 126 WORKMAN DR, WOODBURN, OR 97071

Parcel: 051W18BB01700

Owner: FIRST CHRISTIAN CHURCH WOODBURN

Licensed Prof:

Category of Construction: Commercial

Type of Work: Other

Work Description: Installing 5 Ductless heads, 2 Heat pumps

Commercial Mechanical

1 permits issued

\$583.21

\$17,694.00

Permits Issued:

Commercial Structural

971-20-000038-STR	Issued: 4/20/20	Fees: \$6,534.19	Valuation: \$323,000.00
Address: 1385 INDUSTRIAL AVE, WOODBURN, OR 97071		Parcel: 051W05D 03300	
Owner: VSS LLC			
Licensed Prof: AMERICAN RESTORATION & CONSTRUCTION OF SALEM INC			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: Fire damage repair, new demising walls and new storefront doors. Includes 2 new ADA Restrooms, new egress elements and exterior windows. No tenant improvements or occupancy with this permit.			
971-20-000111-STR	Issued: 4/8/20	Fees: \$1,621.29	Valuation: \$50,000.00
Address: 375 N 1ST ST, WOODBURN, OR 97071		Parcel: 051W18BA00600	
Owner: WELLS,DOUGLAS LEROY SR & WELLS,SARAH C <375 N 1ST ST LLC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Tenant Improvement		
Work Description: Renovation to create 1450 additional square feet of office space within the existing envelope			
971-20-000113-STR	Issued: 4/29/20	Fees: \$228,828.19	Valuation: \$13,500,000.00
Address: 1785 N FRONT ST, WOODBURN, OR 97071		Parcel: 051W07A 00600	
Owner: WOODBURN SCHOOL DISTRICT 103			
Licensed Prof: France, Deborah K.			
Category of Construction: Commercial	Type of Work: Addition	Census Code: Schools and Other Educational Buildings	
Work Description: Remove 10 classroom portables. Relocate existing softball field. The new Career and Technical Education building will include a wood/metal shop, media production lab, two classrooms and an office. The new Classroom building will include 5 classrooms, 3 science labs, 2 prep spaces and administration space.			
971-20-000124-STR	Issued: 4/15/20	Fees: \$635.24	Valuation: \$18,962.00
Address: 455 N FRONT ST, WOODBURN, OR 97071		Parcel: 051W18AB03900	
Owner: CITY OF WOODBURN			
Licensed Prof:			
Category of Construction: Sign	Type of Work: Addition		
Work Description: Install illuminated canopy marquee sign			
971-20-000137-STR	Issued: 4/30/20	Fees: \$3,422.30	Valuation: \$148,440.00
Address: 1390 N PACIFIC HWY, WOODBURN, OR 97071		Parcel: 051W08DB02700	
Owner: FOONG,FOOHONG			
Licensed Prof: WESTSIDE INDUSTRIAL COATINGS & CONCRETE LLC			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: Tenant Improvement :Move a wall according to plans, add new mens and women's rest rooms, demo and replace sidewalks and add handicap ramps and rails.			

Permits Issued:

Commercial Structural

971-20-000142-STR Issued: 4/23/20 Fees: \$394.96 Valuation: \$10,000.00
 Address: 525 N 1ST ST, WOODBURN, OR 97071 Parcel: 051W07DC08700
 Owner: WALKER FAM TR & WALKER,RICHARD A TRE
 Licensed Prof:
 Category of Construction: Commercial Type of Work: Repair
 Work Description: Repair of existing damaged brick masonry building columns.

Commercial Structural 6 permits issued \$241,436.17 \$14,050,402.00

Residential 1 & 2 Fam Dwelling (New Only) Limited

971-20-000098-DWL Issued: 4/14/20 Fees: \$23,410.96 Valuation: \$321,458.66
 Address: 1211 JUDY ST, WOODBURN, OR 97071 Parcel: 051W18DB13500
 Owner: CAM REAL ESTATE DEVELOPMENT INC
 Licensed Prof: CAM REAL ESTATE DEVELOPMENT INCORPORATED
 Category of Construction: Single Family Dwelling Type of Work: New
 Work Description: New residential dwelling

971-20-000110-DWL Issued: 4/21/20 Fees: \$17,733.14 Valuation: \$220,813.55
 Address: 542 TROON AVE, WOODBURN, OR 97071 Parcel: 051W06DD03500
 Owner: ENYART,SCOTT & ENYART,SUSAN
 Licensed Prof:
 Category of Construction: Single Family Dwelling Type of Work: New
 Work Description: New Construction - SFR

Residential 1 & 2 Fam Dwelling (New Only) Limited 2 permits issued \$41,144.10 \$542,272.21

Permits Issued:

Residential Mechanical

971-20-000112-MECH	Issued: 4/1/20	Fees: \$100.80	Valuation: \$0.00
Address: 35 WORKMAN DR, WOODBURN, OR 97071		Parcel: 051W07CC12600	
Owner: BUTLER,RICHARD N			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: REPLACE ELECTRIC FURNACE			
971-20-000114-MECH	Issued: 4/3/20	Fees: \$100.80	Valuation: \$4,694.00
Address: 163 W CLACKAMAS CIR, WOODBURN, OR 97071		Parcel: 052W12DC06400	
Owner: MILLER,RICHARD W & MILLER,MARY ANN			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Gas Furnace			
971-20-000116-MECH	Issued: 4/6/20	Fees: \$100.80	Valuation: \$4,002.00
Address: 1262 ASTOR WAY, WOODBURN, OR 97071		Parcel: 051W07BC01000	
Owner: HOWELL,SHERRI J			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Air Conditioner			
971-20-000117-MECH	Issued: 4/7/20	Fees: \$100.80	Valuation: \$12,000.00
Address: 390 SMITH DR, WOODBURN, OR 97071		Parcel: 051W18BB10100	
Owner: WEST,RICHARD E & WEST,RUTH L			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Gas Furnace & Air Conditioner			
971-20-000121-MECH	Issued: 4/8/20	Fees: \$100.80	Valuation: \$4,000.00
Address: 700 GATCH ST, WOODBURN, OR 97071		Parcel: 051W18AA00500	
Owner: WILKERSON,NATHAN A			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: Heat pump replacement			
971-20-000125-MECH	Issued: 4/9/20	Fees: \$100.80	Valuation: \$0.00
Address: 455 MCLAUGHLIN DR, WOODBURN, OR 97071		Parcel: 051W18BB04200	
Owner: BARAJAS,ELIAS SILVA			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: REPLACE ELECTRIC FURNACE AND HEAT PUMP			

Permits Issued:

Residential Mechanical

971-20-000126-MECH **Issued:** 4/9/20 **Fees:** \$100.80 **Valuation:** \$7,351.00
Address: 3510 HAWTHORNE CIR, WOODBURN, OR 97071 **Parcel:** 052W12BB06600
Owner: ELSIE DAWN MOEHNKE LT & MOEHNKE, ELSIE DAWN TRE

Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Alteration
Work Description: Install Heat Pump and Air Handler

971-20-000127-MECH **Issued:** 4/10/20 **Fees:** \$100.80 **Valuation:** \$0.00
Address: 611 FAIRWOOD CRESCENT, WOODBURN, OR 97071 **Parcel:** 051W06DD00800
Owner: RANEY, ALDEN M & RANEY, JUDITH G

Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Replacement
Work Description: REPLACE GAS FURNACE AND AIR CONDITIONER

971-20-000129-MECH **Issued:** 4/10/20 **Fees:** \$100.80 **Valuation:** \$6,167.00
Address: 2713 HAZELNUT DR, WOODBURN, OR 97071 **Parcel:** 051W06DC01700
Owner: HARJU, JAN P

Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Alteration
Work Description: Installing Air Conditioner

971-20-000133-MECH **Issued:** 4/16/20 **Fees:** \$100.80 **Valuation:** \$2,475.00
Address: 863 HARVEST WAY, WOODBURN, OR 97071 **Parcel:** 052W13 00102
Owner: DETOM LLC

Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Alteration
Work Description: Install Coleman Electric Furnace.

Job address: 569 Oats st SPC 82, Woodburn OR 97071
 Private address: 863 Harvest Way Woodburn OR 97071 for permitting purposes.

971-20-000135-MECH **Issued:** 4/19/20 **Fees:** \$100.80 **Valuation:** \$3,222.00
Address: 2020 UMPQUA RD, WOODBURN, OR 97071 **Parcel:** 051W06CC11400
Owner: LEARY, STEVEN & LEARY, SANDRA

Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Alteration
Work Description: Installing Air Conditioner

971-20-000136-MECH **Issued:** 4/20/20 **Fees:** \$100.80 **Valuation:** \$0.00
Address: 714 TUKWILA DR, WOODBURN, OR 97071 **Parcel:** 051W07AA07800
Owner: SCHALLOCK, RICHARD D & SCHALLOCK, JEAN M

Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Replacement
Work Description: REPLACE GAS FURNACE

Permits Issued:

Residential Mechanical

971-20-000144-MECH	Issued: 4/28/20	Fees: \$100.80	Valuation: \$0.00
Address: 1335 TOMLIN AVE, WOODBURN, OR 97071		Parcel: 051W17BC09400	
Owner: VELA-MORENO,GUSTAVO & VELA,ALMA			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Addition		
Work Description: Mechanical for new addition. "UP-DATE" PSA 4-27-2020 new mini-split and water heater			
971-20-000147-MECH	Issued: 4/23/20	Fees: \$100.80	Valuation: \$5,033.00
Address: 140 SMITH DR, WOODBURN, OR 97071		Parcel: 051W18BB01400	
Owner: ANDERSON,FRANK W & ANDERSON,KAREN M			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Air Conditioner			
971-20-000148-MECH	Issued: 4/24/20	Fees: \$100.80	Valuation: \$7,000.00
Address: 700 GATCH ST, WOODBURN, OR 97071		Parcel: 051W18AA00500	
Owner: WILKERSON,NATHAN A			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: Heat pump install			
971-20-000149-MECH	Issued: 4/27/20	Fees: \$100.80	Valuation: \$0.00
Address: 1840 HARDCASTLE AVE, WOODBURN, OR 97071		Parcel: 051W08DC05500	
Owner: MATVEEV,WASSA			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install AC			
971-20-000151-MECH	Issued: 4/28/20	Fees: \$100.80	Valuation: \$0.00
Address: 2237 UMPQUA RD, WOODBURN, OR 97071		Parcel: 051W06CC06900	
Owner: BAUER,MARY L			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: REPLACE GAS FURNACE			
971-20-000153-MECH	Issued: 4/29/20	Fees: \$100.80	Valuation: \$0.00
Address: 1 JUNIPER CIR, UNIT# 28, WOODBURN, OR 97071		Parcel: 052W12BB10100	
Owner: NORTH HILLS PROPERTIES LLC			
Licensed Prof: ADVANTAGE HEATING AND AIR CONDITIONING LLC			
Category of Construction: Manufactured Dwelling	Type of Work: Repair		
Work Description: Install a heat pump.			

Permits Issued:

Residential Mechanical

971-20-000155-MECH **Issued:** 4/30/20 **Fees:** \$100.80 **Valuation:** \$0.00
Address: 465 BRADLEY ST, WOODBURN, OR 97071 **Parcel:** 051W18CA05001
Owner: MORALES,RAFAEL

Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Addition
Work Description: install heat pump and air handler

971-20-000157-MECH **Issued:** 4/30/20 **Fees:** \$100.80 **Valuation:** \$3,299.00
Address: 1705 LANDAU DR, WOODBURN, OR 97071 **Parcel:** 051W17BD08000
Owner: AFONIN,PETER A & AFONIN,ANFISA K

Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Alteration
Work Description: Installing Air Conditioner

Residential Mechanical **20 permits issued** **\$2,016.00** **\$59,243.00**

Permits Issued:

Residential Structural

971-20-000140-STR

Issued: 4/21/20

Address: 574 WARREN WAY, WOODBURN, OR 97071
Owner: HOWARD,FRANK WOODROW

Fees: \$336.00 **Valuation:** \$1,400.00
Parcel: 051W18CA02300

Licensed Prof:

Category of Construction: Detached Accessory Structure **Type of Work:** Alteration

Work Description: Installation of 7.47kW Roof Mounted Solar Array on Garage, Prescriptive Path

971-20-000141-STR

Issued: 4/28/20

Address: 2631 OXFORD ST, WOODBURN, OR 97071
Owner: DURAN,MAYRA RAYA & CARDENAS,JOSE T DURAN & DURAN,MARIA I

Fees: \$336.00 **Valuation:** \$9,561.00
Parcel: 052W13AB08400

Licensed Prof:

Category of Construction: Single Family Dwelling **Type of Work:** Alteration

Work Description: INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM
 3.465 kW DC PHOTOVOLTAIC SOLAR ARRAY
 ROOF TYPE: Comp Shingle
 MODULES: (11) Jinko 315
 INVERTER(S): Enphase IQ7 Microinverters,----
 RACKING: Unirac SFM Infinity

971-20-000143-STR

Issued: 4/29/20

Address: 1335 TOMLIN AVE, WOODBURN, OR 97071
Owner: VELA-MORENO,GUSTAVO & VELA,ALMA

Fees: \$1,442.94 **Valuation:** \$48,494.16
Parcel: 051W17BC09400

Licensed Prof:

Category of Construction: Single Family Dwelling **Type of Work:** Addition

Work Description: Family room and pantry addition to existing residence.
 "UP-DATE" PSA 4-27-2020 new 396 sqft addition

971-20-000145-STR

Issued: 4/30/20

Address: 332 BAYLOR DR, WOODBURN, OR 97071
Owner: CARDENAS,J FIDEL GUADALUPE DURAN & HERRERA,MA DE LOURDES MOLINA

Fees: \$336.00 **Valuation:** \$15,315.00
Parcel: 052W13AB12800

Licensed Prof:

Category of Construction: Single Family Dwelling **Type of Work:** Alteration

Work Description: INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM
 6.615 kW DC PHOTOVOLTAIC SOLAR ARRAY
 ROOF TYPE: Comp Shingle
 MODULES: (21) Jinko 315
 INVERTER(S): Enphase IQ7 Microinverters,----
 RACKING: Unirac SFM Infinity

Permits Issued:

Residential Structural

971-20-000146-STR **Issued:** 4/30/20 **Fees:** \$336.00 **Valuation:** \$9,561.00
Address: 2669 OXFORD ST, WOODBURN, OR 97071 **Parcel:** 052W13AB08500
Owner: PANTOJA,GETZALY ADRIANA & RAMIREZ,JOSE ANGEL JR
Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Alteration
Work Description: INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM
 3.465 kW DC PHOTOVOLTAIC SOLAR ARRAY
 ROOF TYPE: Comp Shingle
 MODULES: (11) Jinko 315
 INVERTER(S): Enphase IQ7 Microinverters,----
 RACKING: Unirac SFM Infinity

971-20-000154-STR **Issued:** 4/30/20 **Fees:** \$336.00 **Valuation:** \$11,282.00
Address: 1664 PRINCETON RD, WOODBURN, OR 97071 **Parcel:** 052W12AA07100
Owner: NESS,BEVERLY J
Licensed Prof:
Category of Construction: Single Family Dwelling **Type of Work:** Alteration
Work Description: INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM
 4.41 kW DC PHOTOVOLTAIC SOLAR ARRAY
 ROOF TYPE: Comp Shingle
 MODULES: (14) Jinko 315
 INVERTER(S): Enphase IQ7 Microinverters,----
 RACKING: Unirac SFM Infinity

Residential Structural	6 permits issued	\$3,122.94	\$95,613.16
39 permits issued		\$299,504.67	\$15,346,982.37



Agenda Item

May 11, 2020

TO: Honorable Mayor and City Council
 Scott Derickson, City Administrator

FROM: N. Robert Shields, City Attorney
 Heather Pierson, City Recorder

SUBJECT: **Temporary Change to Nomination Procedure**

RECOMMENDATION:

Consider adoption of the Ordinance.

BACKGROUND:

This proposed ordinance was prompted by City Council input concerning the health concerns involved in circulating a Nomination Petition during the COVID-19 pandemic. These concerns involve both the candidates and the individuals asked to sign a petition.

The legal question was raised about whether it is possible to change the current process. As explained below, this is legally possible. Additionally, any City election law change requires coordination with both the Oregon Secretary of State and the Marion County Clerk.

Both the City Recorder and City Attorney's Office have been working intensely on this project, so that this proposed temporary modification to the City nomination procedure could be presented to the City Council in a timely manner.

DISCUSSION:

Legal Authority to Modify Nomination Procedure

Legally, it is the opinion of the City Attorney's Office that the new ordinance placed before you for consideration makes modifications to the current nomination process that are within the authority of the City Council. Under state law, ORS 249.020(1) provides in relevant part:

Agenda Item Review: City Administrator City Attorney Finance

An eligible elector may become a candidate for nonpartisan office, or for the nomination to an office by the major political party of which the elector is a member, by filing a nominating petition or a declaration of candidacy.

The Woodburn Charter, which governs City actions, addresses the nomination procedure in Section 29:

Nomination of a candidate for an elective office shall be in a manner prescribed by ordinance.

Ordinance 1867, the Nomination Procedure Ordinance, was enacted in 1984 and contains City requirements applicable to Mayor and City Council candidates. Under this ordinance, the candidate must secure the signatures of 20 electors on a Nomination Petition. This procedure requires interaction between the candidate and voters and is not legally mandated by state law.

The Proposed New Ordinance

The ordinance presented for City Council discussion and consideration does the following:

- Makes Findings justifying a new temporary process because of COVID-19
- Requires the candidate to file a Declaration of Candidacy with the City Recorder
- Eliminates the requirement of a Nomination Petition
- Removes the detailed procedural requirements covered by the Secretary of State
- Retains the City Recorder's determination that filing requirements have been met
- Contains an Emergency Clause so elections can immediately proceed without petitions
- Contains a "Sunset Clause" so that, after a one year period, Ordinance 1867, the Nomination Procedure Ordinance, is again legally effective

Marion County has No Objection

Even though we are confident that this proposed change in the City's nomination procedure is within the City's legal authority, the City Recorder has made significant efforts to notify and coordinate with the Marion County Clerk. The County Clerk is the Chief election official in Marion County and has the duty

to ensure that all elections in the County are consistent with state statutes and other related requirements.

A draft copy of the ordinance was sent to the Marion County Clerk's office for review. After reviewing the ordinance the County Clerk notified the City that the ordinance was sufficient and that they will require a copy of the final Ordinance once it is adopted.

FINANCIAL IMPACT:

None.

Attachment

How to file for Candidacy

HOW TO FILE FOR CANDIDACY

ELIGIBILITY

Candidates must be qualified electors and have resided in the City of Woodburn during the 12 months immediately preceding the election. Candidates for City Council positions must reside within the boundaries of the Ward position they are seeking election to. Candidates for Mayor must reside within the City limits.

FILING PROCESS

The filing process requires the candidate to submit the following:

- *Declaration of Candidacy (City of Woodburn form)*
- *Candidate Filing* ([SEL 101](#))

These forms are to be filed in the City Recorder's office no sooner than June 3, 2020 and no later than 5:00 p.m. on August 25, 2020. Please contact the City Recorder's Office with any questions about the filing process.

A candidate has not officially filed for office and will not be added to the official registry of candidates until all required items are submitted and the elections officer has determined the individual is qualified to run for office in the City of Woodburn.

CAMPAIGN FINANCE

Each candidate must establish a campaign account and file a Statement of Organization designating a candidate committee, unless the candidate meets all three of the following conditions:

1. The candidate serves as the candidate's own treasurer;
2. The candidate does not have an existing candidate committee; and
3. The candidate does not expect to receive or spend more than \$750 during a calendar year (including personal funds).

However, if at any time the candidate exceeds \$750 in either contributions or expenditures, the candidate must establish a campaign account and file form SEL 220 within three business days of exceeding the \$750 threshold. Please review the [Campaign Finance Manual](#) for instructions and a schedule of filing deadlines. Oregon law requires that campaign finance activities be filed electronically (with State Elections). Candidates use [ORESTAR](#) free of charge to file forms.

VOTER PAMPHLET

COUNCIL BILL NO. 3125

ORDINANCE NO. 2581

AN ORDINANCE CREATING A TEMPORARY DECLARATION OF CANDIDACY PROCESS FOR THE ELECTION OF CITY OFFICIALS; MAKING FINDINGS JUSTIFYING THE NEED FOR THIS NEW ELECTION PROCESS BECAUSE OF THE COVID-19 PANDEMIC; AND MAKING A DECLARATION OF EMERGENCY AND SUNSET CLAUSE

WHEREAS, COVID-19 is a virus that can cause respiratory disease, with the potential for serious illness and loss of life; and

WHEREAS, on March 8, 2020, the Governor issued Executive Order No. 20-03, declaring a state of emergency in Oregon based upon the COVID-19 outbreak; and

WHEREAS, COVID-19 was declared a pandemic by the World Health Organization on March 11, 2020; and

WHEREAS, on March 13, 2020, the City Administrator, as the administrative head of the City, issued Administrative Order No. 2020-01, which declared a state of emergency in Woodburn because of the COVID-19 pandemic; and

WHEREAS, on March 13, 2020, the City Council adopted Resolution 2151, Ratifying Administrative Order 2020-01 and Declaring a State of Local Emergency in the City Limits of the City of Woodburn; **NOW, THEREFORE**,

THE CITY OF WOODBURN ORDAINS AS FOLLOWS:

Section 1. The City Council makes the following Findings:

- A. That under Ordinance 1867, the Nomination Ordinance, all candidates for City office are currently required to secure the signatures of 20 electors on a Nominating Petition in order to run for City office.
- B. That ORS 249.020(1) provides that "An eligible elector may become a candidate for nonpartisan office . . . by filing a nominating petition or a declaration of candidacy."

C. That Section 29 of the Woodburn Charter states: "Nomination of a candidate for an elective office shall be in a manner prescribed by ordinance."

D. That Ordinance 1867 requires that City candidates secure signatures on a Nominating Petition and there is presently no applicable City procedure for the use of a Declaration of Candidacy, as is permitted by both state statute and the Woodburn Charter.

E. That because of the COVID-19 pandemic, the City Council finds that the temporary use of a Declaration of Candidacy process is better for the health of both City candidates and petition signers because under a Declaration of Candidacy process there is no legal requirement that a Nominating Petition be circulated.

F. That the City Council finds that the temporary use of a Declaration of Candidacy process, and not a Nominating Petition, will protect public health and safety during the COVID-19 pandemic.

G. That, by the enactment of this Ordinance, it is the City Councils' intention to only temporarily change the nomination process for candidates for City of Woodburn elective office. Therefore, a "sunset clause" shall be added to this Ordinance so that it will expire on May 10, 2021, and Ordinance 1867 (the Nomination Procedures Ordinance) shall again become legally effective.

Section 2. A person, having the qualifications as provided in the Woodburn Charter, may be nominated as a candidate for a City of Woodburn elective office by filing a Declaration of Candidacy with the City Recorder in substantially the following form:

DECLARATION OF CANDIDACY

I, _____, hereby declare myself as a candidate for the office of _____ to serve for the ensuing term and certify that I possess the necessary qualifications as described in the Woodburn Charter.

DATED this _____ day of _____.

(Signature of Candidate)

Section 3. After a determination that the candidate has fulfilled all City election requirements, the City Recorder shall cause the candidate's name to be printed on the ballots.

Section 4. Ordinance 1867, Nomination Procedure, is repealed until it becomes legally effective again pursuant to Section 5 of this Ordinance.

Section 5. Declaration of Emergency with a Sunset Clause. This Ordinance being necessary for the immediate preservation of the public health, safety and welfare, so that City election procedures can be modified at once to protect both City candidates and members of the public from unnecessary exposure to COVID-19 and so that the City can comply with the Governor's Executive Orders, an emergency is declared to exist and this ordinance shall take effect immediately upon passage by the Council and approval by the Mayor.

This Ordinance shall expire on May 10, 2021 and Ordinance 1867 (the Nomination Procedures Ordinance) shall again become legally effective.

Approved as to form: _____
City Attorney Date

Approved: _____
Eric Swenson, 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



Agenda Item

May 11, 2020

TO: Honorable Mayor and City Council (acting in its capacity as the Local Contract Review Board) through City Administrator

FROM: Eric Liljequist, Public Works Projects and Engineering Director

SUBJECT: **Award of Construction Contract for the Mill Creek Pump Station Standby Generator & Phase 1 Upgrades Project**

RECOMMENDATION:

Award the construction contract for the Mill Creek Pump Station Standby Generator & Phase 1 Upgrades Project to the lowest responsible bidder, R. L. Reimers Company, in the amount of \$727,725.00.

BACKGROUND:

This project is included in the approved FY19/20 budget and includes a new standby generator, new low-flow pumps, two new sluice gates, a new lining for the existing wet well, a new fuel transfer switch, and other improvements.

Bids were publicly opened April 16, 2020. Four (4) responsible bids were received as follows:

R. L. Reimers Company	\$727,725.00
Trench Line Excavation, Inc.	\$875,000.00
Boede Construction, Inc.	\$875,957.00
Stettler Supply Company	\$899,565.00

The Engineer's Estimate for the project is: \$745,400.00

The recommended award is approximately 2% lower than the Engineer's Estimate.

DISCUSSION:

The new variable speed low-flow pumps will increase the lifespan of the three large pumps currently in use at the Mill Creek Pump Station. This project is

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identified in the Wastewater Facilities Plan and included in the POTW/Natural Treatment System upgrades project that has been on hold for a while now pending DEQ decisions and requirements from the latest court decisions.

The contract award is in conformance with public contracting laws of the State of Oregon as outlined in ORS Chapter 279C and the laws, regulations of the City of Woodburn, therefore, staff is recommending the contract be awarded.

FINANCIAL IMPACT:

The subject project is identified in the adopted fiscal year 2019/20 & 2020/21 Budgets and funded by the Sewer Fund.



Agenda Item

May 11, 2020

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director *CK*

Subject: **Call-Up Briefing: Community Development Director Approval of an Extension of a Development Decision for Woodland Crossing 9065 Arney Lane (EXT 2020-01)**

RECOMMENDATION:

Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

BACKGROUND:

On December 11, 2017, the Woodburn City Council approved a consolidated application which included an annexation, 300 apartments and a separate RV storage yard on a property generally located behind the Premium Outlets at the terminus of Arney Lane. Since that time, a property line adjustment has been recorded, but no other permit activity has taken place. The WDO requires development to be completed in a timely manner; Section 4.02.04(B) requires provides for the expiration for development approvals as such:

B. Expiration Period: A final decision on any application shall expire within three years of the date of the final decision unless:

- 1. A building permit to exercise the right granted by the decision has been issued;*
- 2. The activity approved in the decision has commenced; or*
- 3. A time extension, Section 4.02.05, has been approved.*

Therefore, the expiration date for this approval is December 11, 2020. On April 6, 2020, a request for a two year time extension was submitted by the property owner

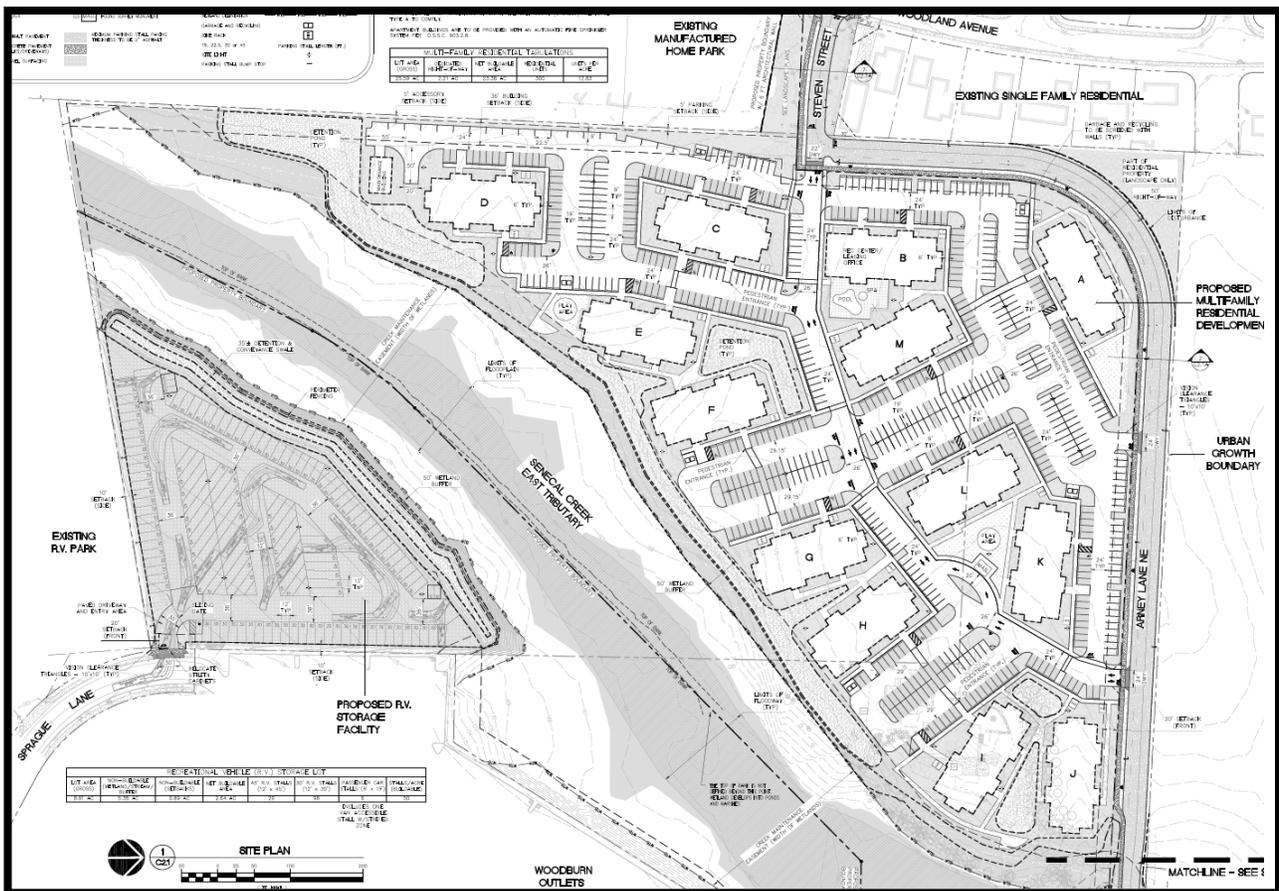
Agenda Item Review: City Administrator x___ City Attorney x___

to the City. Extensions to development approvals are considered as Type II applications and are subject to the provision of Section 4.02.05 of the WDO:

4.02.05 Extension of a Development Decision

The effective time period of a final decision may be extended for up to two years by the Director, subject to a Type II application. The request shall be approved unless significant changes have occurred to this ordinance or the use is no longer allowed as originally approved. In making a decision to grant the extension, the Director shall consider if there is a need to modify the decision or conditions of approval to meet standards in affect at the time of the extension request.

On April 24, 2020, the Director approved the requested time extension based on the fact that there have been no significant modifications to the WDO, the use is still allowed as originally approved and there is no need to modify the decision to meet any standards in affect at the time of this request. Therefore, the Woodland Crossing Final Decision shall not expire until December 11, 2022. No further extensions beyond this date are permitted.



Approved Site Plan



Agenda Item

May 11, 2020

To: Honorable Mayor and City Council through City Administrator
From: Chris Kerr, Community Development Director *ck*
Subject: **Call-Up Briefing: Planning Commission Approval of a Design Review and Variance for I & E Construction at 2215 Progress Way (DR 2019-14 & VAR 2020-02)**

RECOMMENDATION:

Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

BACKGROUND:

The Woodburn Planning Commission held a public hearing via the GoToMeeting virtual meeting platform on April 23, 2020 and unanimously approved the application package with the conditions recommended by staff. No parties testified in opposition to the proposal.

The subject property is a flag lot located at 2215 Progress Way, north of the intersection of Progress Way and Mt Hood Avenue (OR Highway 214). The property is disturbed with pavement along the flag pole but otherwise vacant and undeveloped.

The applicant sought to construct a new 25,657 square foot construction equipment repair facility for I & E Construction, a general contractor headquartered in Clackamas, Oregon. The application package included a Variance request to modify the landscaping requirements associated with parking / loading areas.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___



Agenda Item

May 11, 2020

To: Honorable Mayor and City Council through City Administrator
From: Chris Kerr, Community Development Director *ck*
Subject: **Call-Up Briefing: Planning Commission Approval of a Design Review for Woodburn School District at 1800 W. Hayes Street (DR 2020-03)**

RECOMMENDATION:

Staff recommends no action and briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section [4.02.02](#). The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

BACKGROUND:

The Woodburn Planning Commission held a public hearing via the GoToMeeting virtual meeting platform on April 23, 2020 and unanimously approved the application package with the conditions recommended by staff. No parties testified in opposition to the proposal.

The subject property is located at 1800 W. Hayes Street, at the southeast corner of the intersection of W. Hayes Street and Cascade Drive, located in the Public/Semi-Public (P/SP) zone. Nellie Muir Elementary School occupies the property and currently has 25 classrooms and a student capacity of 500.

The applicant sought to construct a 9,400 square foot addition for five new classrooms and five auxiliary rooms, which would increase total student capacity by 250 – to 750.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___