

**COUNCIL MEETING MINUTES
MAY 11, 2020**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, MAY 11, 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, Operations Director Stultz, Finance Director Turley, Engineering Director Liljequist, City Recorder Pierson

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 p.m.

PROCLAMATIONS/PRESENTATIONS

National Tourism Month May 2020 - Mayor Swenson read a proclamation declaring the month of May 2020 as National Tourism Month and encouraged everyone to support the spirit of travel.

Community Center – Chris Roberts with Opsis Architecture provided an update on the Community Center project and cost estimates.

W. Hayes Street Improvements - Street Design Update – Fred Wismer with Kittelson & Associates provided information on the W. Hayes Street Improvements project and provided the City Council with three Hayes/Settlemier Intersection alternatives. After questions and discussion there was a consensus of the City Council to proceed with option number one.

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Strategic Investment Program (SIP) – City Administrator Derickson and Economic Development Director Johnk provided information on the Oregon Strategic Investment Program Process. Information was also provided on Project Apofiki and how the Strategic Investment Program would impact the City. After questions and discussion a consensus of the City Council was in favor of moving forward with the Strategic Investment Program. **Carney/Morris**.... The City Council supports the SIP application on behalf of Apofiki and authorize staff to enter into conversations. The motion passed unanimously.

CONSENT AGENDA

A. Woodburn City Council minutes of April 13, 2020,

B. Crime Statistics through March 2020,

C. Building Activity for April 2020.

Carney/Ellsworth... adopt the Consent Agenda. The motion passed unanimously.

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 EMERGENCY AND SUNSET CLAUSE

City Attorney Shields provided a staff report. **Carney** introduced Council Bill No. 3125. 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. 3125 duly passed.

AWARD OF CONSTRUCTION CONTRACT FOR THE MILL CREEK PUMP STATION STANDBY GENERATOR & PHASE 1 UPGRADES PROJECT

Carney/Cornwell... 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. The motion passed unanimously.

PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTIONS

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

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).

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

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

CITY ADMINISTRATOR'S REPORT

The City Administrator reported the following:

- The Budget Committee meeting is this Thursday and the City Recorder will send out a notice to call into that meeting.
- He noted that he has been sending the City Council the weekly Covid-19 Community Communication and Coordination teams work and that their work is now also including

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North Marion County.

- The City has seen a rash of car thefts and he encouraged people to keep their cars locked, in places that are well lit, and to not leave valuables inside the vehicle.

MAYOR AND COUNCIL REPORTS

Councilor Cabrales asked if the Chief has heard of any street racing and he said that he had not.

Councilor Cornwell stated that the banners downtown are still snowflakes and asked if there will be flower baskets downtown this year. Mayor Swenson explained that Woodburn Proud now does the flower baskets and they are not sure there will be funds to provide them this year. The City Administrator stated that he will have public works take down the snowflake banners. Councilor Cornwell asked that someone make sure the lights on the trees downtown aren't getting girdled.

Mayor Swenson asked if the City is looking into the Business Oregon Grant Program and Economic Development Director Johnk stated that they are. He also noted that the Governor has May 15 as a time to be able to open retail and that Marion County has submitted an application to open. He thanked the fire department and police department for the mini parade helping to recognize nurses and that on Wednesday morning the same mini parade will go by assisted living places around Woodburn.

ADJOURNMENT

Ellsworth/Cabrales... meeting be adjourned. The motion passed unanimously. The meeting adjourned at 9:39 p.m.

APPROVED _____
ERIC SWENSON, MAYOR

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



Agenda Item

June 8, 2020

TO: Mayor and City Council through City Administrator

FROM: James C. Ferraris, Chief of Police

SUBJECT: **Intergovernmental Agreement for School Resource Officers (Goal 4,7)**

RECOMMENDATION:

Authorize the City Administrator to sign an agreement with Woodburn School District for School Resource Officer services.

BACKGROUND:

On November 15, 1999, the City of Woodburn and the Woodburn School District entered into an Intergovernmental Agreement for the purpose of establishing the duties and responsibilities of a School Resource Officer and established the financial obligation of each agency.

In previous years, the City and the school district have renewed the School Resource Officer Intergovernmental Agreement several times with similar terms and conditions as set forth in the original agreement, with the exception of the financial obligation clause. The term of the current agreement will end on June 30, 2020.

The Woodburn Police Department and the Woodburn School District both believe that the School Resource Officer Program has proven to be very beneficial and wish to continue the program within the school district.

As Police Chief, I am pleased to report that our discussions with the School District led to them agreeing to continue their monetary contribution of \$105,000 under the proposed new intergovernmental agreement. Since 2015, we have negotiated a cost share increase from the School District amounting to \$60,000. This is a more equitable distribution of the costs of maintaining this needed service.

Agenda Item Review: City Administrator City Attorney Finance

DISCUSSION:

This intergovernmental agreement would be effective between July 1, 2020 and June 30, 2021. It would continue to provide the services of one School Resource Officer at Woodburn High School and one School Resource Officer at the District's two middle schools, maintaining the City's partnership with the school district. The broad spectrum of contacts, interactions, and duties conducted by the two School Resource Officers provide great benefits to both the police department and the school district alike. It is an equitable agreement in that the school district provides funding for part of the officers' time utilized at schools, and the City provides for the remainder of the officers' time.

FINANCIAL IMPACT:

Over the course of this agreement, the Woodburn School District has agreed to be responsible for \$105,000 toward salary and fringe benefits for the two school resource officers, and the revenue has been included in the FY 2020-21 Police Department budget. The City of Woodburn will provide \$281,680.00 toward salary and fringe benefits for the officers. The City's portion of the funding for these positions is identified within the Woodburn Police Department FY 2020-21 budget.

INTERGOVERNMENTAL AGREEMENT

This agreement is entered into between the City of Woodburn and Woodburn School District for the purpose of clarifying the duties and responsibilities of School Resource Officers (SRO) to be placed with the District and to define the responsibilities of each of the governmental bodies for the supervision, support, and financial obligation of that position.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

A. CITY'S RESPONSIBILITIES

1. The City will provide two sworn police officers for assignment to School Resource Officer positions during the term of this Agreement. The officers' primary duties will be assignment to any one or more of the Woodburn School District schools during the time of year school is in session. The officers may, however, be used for other police duties outside of the school year. The City reserves the right to reassign these officers to other police duties, irrespective of school sessions, when an emergency exists and the officers are required elsewhere. The determination of emergency is at the discretion of the Chief of Police.
2. Over the agreement period, the City will provide \$281,680.00 toward salary and fringe benefits of the two School Resource Officers.
3. The City will be mutually involved with School Administrators in the selection of any officer assigned to this position.
4. The Chief of Police will be solely responsible for the supervision and performance evaluation of the School Resource Officers but the City agrees that the Chief will seek and utilize information provided by school administrative personnel in the performance of those duties and the officers' suitability to continue in that position. After consultation with the Chief of Police, the Superintendent may require the assigned officers be removed from the School Resource Officer positions for reasons of unsuitability.

B. SCHOOL'S RESPONSIBILITIES

1. Over the agreement period, the School will provide \$105,000 toward salary and fringe benefits of the School Resource Officers, to be invoiced to the School District quarterly.
2. The school agrees to make the SRO's part of the school's staff in regard to providing appropriate in-service training, inclusion in general staff activities, and the provision of facility office space for the officers to work from.
3. The school will review and approve any curriculum to be presented to students, staff, or parents by the officers.
4. The school agrees to assist the Chief of Police in establishing annual goals for the School Resource Officer positions.

C. SCHOOL RESOURCE OFFICER'S DUTIES

The following list of duties is not intended to be all-inclusive but to describe the principal activities in which the officers may be involved. These activities will not be performed each day but as the need d i c t a t e s .

1. Be physically available at appropriate times for personal interaction with youth at school including informal talking with students, staff, or parents during breaks, lunch, and before and after school activities.
2. Identify youths at risk of becoming delinquent through referrals to the School Resource Officer from school personnel, student advisors, parents, and via interaction with students themselves.
3. Assist in the diversion of youths identified as at risk of becoming delinquent from entry into the juvenile justice system through crisis intervention and referral to other resources and outside agencies.
4. Provide prevention education on vandalism, shoplifting, substance abuse, child and sexual abuse, and issues of personal safety.
5. Perform as a resource center for youth needing referrals to the appropriate government or private service agency.
6. Perform as an information source for District personnel on issues or criminal trends involving youth.
7. Participate and support youth organizations designed to promote responsible behavior (i.e., Natural Helpers, Oregon Student Safety on the Move, Oregon Teen Leadership Institute, etc.).
8. Take appropriate corrective enforcement or referral action in the schools on behavior coming to the officer's attention which is criminal.
9. Promote a positive attitude of youth toward community, school, and local government, including police.
10. Develop and teach classes relevant to youth and crime issues (street law) which are germane to this community.
11. Develop and teach classes regarding civic competence, rights and obligations of youth according to law, rights and responsibilities of citizenship, and the role of citizenship in society.
12. Develop and provide programs which produce peer conflict mediation.

13. Maintain records of calls for service provided to the school by the officer and the number of hours worked during the year relative to school issues.
14. Attend and participate in the North Marion County Youth Service Team (YST) meetings in an effort to provide a coordinated community-based delivery system of crisis intervention, counseling, consultation and referral, and training to youth, their family and community, and to promote cooperation and understanding between the different agencies. (3 meetings a year)

D. DESCRIPTION OF PARTNER ROLES AND RESPONSIBILITIES

Each party agrees SRO's will not respond to or be responsible for requests to resolve routine discipline problems involving students. The administration of student discipline, including student code of conduct violations and student misbehavior, is the responsibility of school administrators, unless the violation or misbehavior involves criminal activity.

E. INFORMATION SHARING

The Woodburn School District (WSD) has given rights to Woodburn Police Department (WPD) officers serving as SRO's to view educational records for all students in the district as per Woodburn School District Policy JO/IGBAB (AR). WSD considers the SRO position as one of school official and as a contractor who assists in performing necessary institutional services on behalf of the school district and therefore with legitimate educational interest. As per policy, all district staff with rights to view educational records, including SRO's will abide by said policy and receive appropriate training and guidance in collaboration with WSD and WPD.

The Woodburn Police Department agrees to share information with WSD officials having a need to know such information so long as sharing of said information is allowed by state or federal law and the Woodburn Police Department.

F. MODIFICATION OF AGREEMENT

Each party to this agreement will annually review the conditions of the agreement to determine if it is being properly administered, complied with, and to determine its sufficiency to meet program needs. Any modification of the terms of this Agreement shall be executed in writing with the mutual consent of both parties.

G. TERM OF AGREEMENT

The term of this Agreement shall commence July 1, 2020 and continue through June 30, 2021. This Agreement may be terminated prior to that date by mutual consent of

both parties or by one party notifying the other of their intent to discontinue participation no later than 180 days prior to the end of the fiscal year.

H. LEGAL CONTINGENCIES

For the purpose of coverage under the Oregon Tort Claims Act against any losses, damages or liabilities arising out of the services and activities of any Woodburn Police personnel assigned to the School District under the provisions of this agreement:

- 1. Each party shall protect their own employee with Worker's Compensation insurance which meets the requirements of Oregon law;
- 2. Each party shall maintain in full force and effect adequate public liability and property damage insurance or self-insurance to cover any claims which may arise by virtue of their actions;
- 3. Each party assumes sole responsibility for the torts of its own personnel and agrees, to the extent legally possible, to hold each other party to this agreement harmless from liability arising from the acts or omissions of personnel affiliated with such party.

I. RENEWAL OF AGREEMENT

The parties may renew this Agreement on the same terms and conditions as contained herein by executing a mutual written renewal agreement before the end of the term of this Agreement.

Approved as to form: _____
City Attorney Date

Approved as to form: _____
School District Attorney Date

City of Woodburn
By: _____
Scott C. Derickson, City Administrator

Woodburn School District 103
By: **Sarah Bishop**
Digitally signed by Sarah Bishop
DN: cn=Sarah Bishop, o=Woodburn School
District, ou, email=sbishop@woodburnsd.org,
c=US
Date: 2020.05.05 10:30:32 -0700
Sarah Bishop, Director of Business

Date: _____

Date: 05/05/2020



Agenda Item

June 8, 2020

TO: Honorable Mayor and City Council through City Administrator
THRU: James C. Ferraris, Chief of Police
FROM: Andy Shadrin, Lieutenant
SUBJECT: **Liquor License Application**

RECOMMENDATION:

Recommend that the OLCC approve the **Liquor License Application** for Red Robin International, Inc.

BACKGROUND:

Applicant: Red Robin International, Inc.
6312 S. Fiddlers Green Circle # 200N
Greenwood Village, OH 80111

Point of
Contact: Jeffrey D. Hern
1211 SW Fifth Ave., Suite 1900
Portland, OR 97204
503-796-2919

Business: Red Robin Gourmet Burgers and Brew
3060 Sprague Lane
Woodburn, OR 97071
503-980-1598

Owner(s): Same as applicant

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

License Type(s):

Off-Premises - May sell factory sealed containers of beer, wine and cider for consumption off the licensed premises. May sell beer, wine and cider in a securely covered, "growler", for consumption off the licensed premises.

On May 4, 2020, the Woodburn Police Department received an application of Off-Premises sales liquor license for Red Robin Gourmet Burgers and Brews. The business currently operates as a restaurant and bar at 3060 Sprague Lane in Woodburn, OR 97071. The business currently holds a valid Full On-Premises liquor license. Since April 3, 2020, the business is currently operating with a temporary 90-day "Authority to Operate" issued by the Oregon Liquor Control Commission in regards to Off-Premises liquor sales in response to restrictions and limitations imposed on various businesses, restaurants and bars due to the Covid-19 crisis.

Currently, the business is operating in a "take-out/delivery" model in compliance with current executive orders. The hours of operation are from 11:00 AM to 10:00 PM, Sunday through Thursday and 11:00 AM to 11:00 PM, Friday and Saturday. Under normal circumstances the business operates with recorded music as entertainment. The establishment has restaurant seating for 96 persons and lounge seating for 44 persons. The business will also have seasonal outdoor seating that will also have food and alcohol service. Total number of seating at the business will be for 140 persons. The Woodburn Police Department has not received any communication from the public or surrounding businesses in support of or against the proposed change.

DISCUSSION:

The Police Department has completed a background investigation of Red Robin Gourmet Burgers and Brews through various police databases and business related databases. No items of concern were located during the check.

FINANCIAL IMPACT:

None



Agenda Item

June 8, 2020

TO: Honorable Mayor and City Council through City Administrator
THRU: James C. Ferraris, Chief of Police
FROM: Andy Shadrin, Lieutenant
SUBJECT: **Liquor License Application**

RECOMMENDATION:

Recommend that the OLCC approve the **Liquor License Application** for Abby's Inc.

BACKGROUND:

Applicant: Abby's Inc.
2722 NE Stephens St.
Roseburg, OR 97470
541-689-0019

Point of
Contact: Paul Harmon
2722 NE Stephens St.
Roseburg, OR 97470
541-914-2888

Business: Abby's Legendary Pizza
1215 N Pacific Hwy.
Woodburn, OR 97071
503-981-5494

Owner(s): Same as applicant

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

License Type(s):

Limited On-Premises – May sell beer, wine, and cider for consumption on the licensed premises. May sell beer kegs directly to consumers for consumption off the licensed premises. May sell beer, wine and cider in a securely covered, “growler”, for consumption off the licensed premises.

On May 11, 2020, the Woodburn Police Department received an application of Limited On-Premises sales liquor license for Abby’s Legendary Pizza. The business currently operates as a pizza parlor and restaurant 1215 N Pacific Hwy., in Woodburn, OR 97071. The business currently holds a valid OLCC liquor license.

Currently, the business is operating in a “take-out” model in compliance with current governor executive orders. The hours of operation are from 11:00 AM to 10:00 PM, Sunday through Thursday and 11:00 AM to 11:30 PM, Friday and Saturday. Under normal circumstances the business operates as a dine-in and take out. The business also contains coin operated games as entertainment. The business has restaurant seating for a total of 132 persons. The business does not have outdoor seating. The Woodburn Police Department has not received any communication from the public or surrounding businesses in support of or against the proposed change.

DISCUSSION:

The Police Department has completed a background investigation of Abby’s Legendary Pizza through various police databases and business related databases. No items of concern were located during the check.

FINANCIAL IMPACT:

None

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES 2020 Year to Date

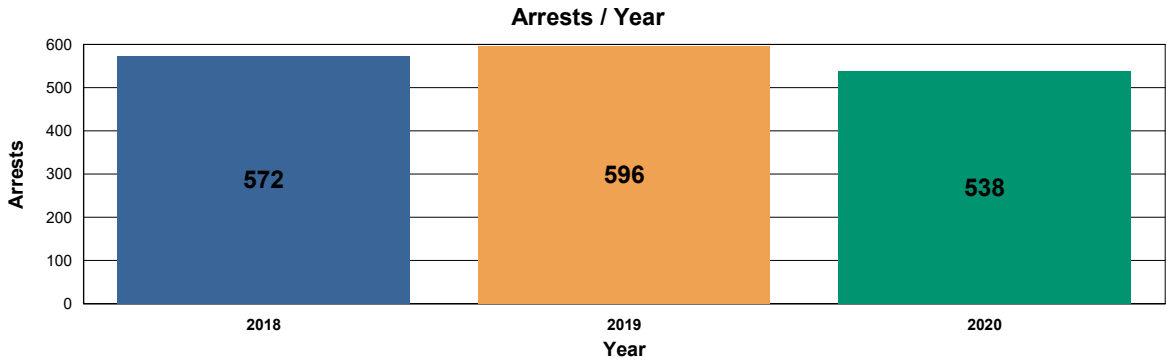
CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	Total
AGGRAVATED ASSAULT	2	0	0	3	5
ANIMAL ORDINANCES	2	2	0	0	4
ARSON	1	0	0	0	1
ASSAULT SIMPLE	14	7	5	9	35
BURGLARY - BUSINESS	0	1	0	0	1
BURGLARY - OTHER STRUCTURE	0	1	0	0	1
BURGLARY - RESIDENCE	0	1	1	0	2
CRIME DAMAGE-NO VANDALISM OR ARSON	2	2	3	4	11
CURFEW	0	0	0	1	1
CUSTODY - MENTAL	4	0	0	8	12
DISORDERLY CONDUCT	8	9	5	7	29
DRIVING UNDER INFLUENCE	5	9	3	1	18
DRUG LAW VIOLATIONS	16	17	10	9	52
DWS/REVOKED-MISDEMEANOR	2	1	2	3	8
ELUDE	0	0	2	4	6
ESCAPE FROM YOUR CUSTODY	1	1	0	1	3
EXTORTION/BLACKMAIL	0	1	0	3	4
FAIL TO DISPLAY OPERATORS LICENSE	0	3	0	1	4
FAILURE TO REGISTER AS SEX OFFENDER	0	0	1	0	1
FORCIBLE RAPE	0	0	1	0	1
FORGERY/COUNTERFEITING	0	1	0	0	1
FRAUD - BY DECEPTION/FALSE PRETENSES	0	2	0	0	2
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	0	1	0	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	47	24	23	19	113
HIT AND RUN-MISDEMEANOR	4	4	2	2	12
IDENTITY THEFT	0	1	0	0	1
INTIMIDATION /OTHER CRIMINAL THREAT	5	4	2	4	15
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	0	2	0	0	2
MINOR IN POSSESSION	0	1	2	1	4
MOTOR VEHICLE THEFT	2	4	6	12	24
OTHER	4	3	6	4	17
PROPERTY RECOVER FOR OTHER AGENCY	0	0	0	1	1
RECKLESS DRIVING	2	4	2	4	12
RECKLESSLY ENDANDERING	3	2	0	2	7
RESTRAINING ORDER VIOLATION	3	2	0	2	7
ROBBERY - OTHER	1	1	0	0	2
ROBBERY - RESIDENCE	1	0	0	0	1
RUNAWAY	0	1	0	1	2
SEX CRIME - EXPOSER	1	0	0	0	1
SEX CRIME - FORCIBLE SODOMY	0	0	1	0	1
SEX CRIME - INCEST	0	0	1	0	1
SEX CRIME - MOLEST (PHYSICAL)	2	1	1	0	4
STALKER	1	0	0	1	2
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	2	0	1	4
THEFT - BUILDING	0	0	0	3	3
THEFT - FROM MOTOR VEHICLE	1	1	0	2	4
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	2	0	0	0	2
THEFT - OTHER	2	7	3	2	14
THEFT - SHOPLIFT	4	4	3	0	11
TRAFFIC VIOLATIONS	7	4	4	1	16
TRESPASS	8	3	7	7	25
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	0	1	2	3	6
VANDALISM	0	1	0	1	2
VEHICLE RECOVERD FOR OTHER AGENCY	0	0	0	1	1

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES 2020 Year to Date

	Jan	Feb	Mar	Apr	Total
WEAPON - CARRY CONCEALED	1	1	2	1	5
WEAPON - EX FELON IN POSSESSION	0	1	0	0	1
WEAPON - OTHER	0	0	0	1	1
WEAPON - POSSESS ILLEGAL	1	1	3	3	8
WEAPON - SHOOTING IN PROHIBITED AREA	1	0	2	0	3

	Jan	Feb	Mar	Apr	Total
2020 Total	161	139	105	133	538
2019 Total	178	115	157	146	596
2018 Total	187	111	138	136	572



Woodburn Police Department

MONTHLY CRIMINAL OFFENSES

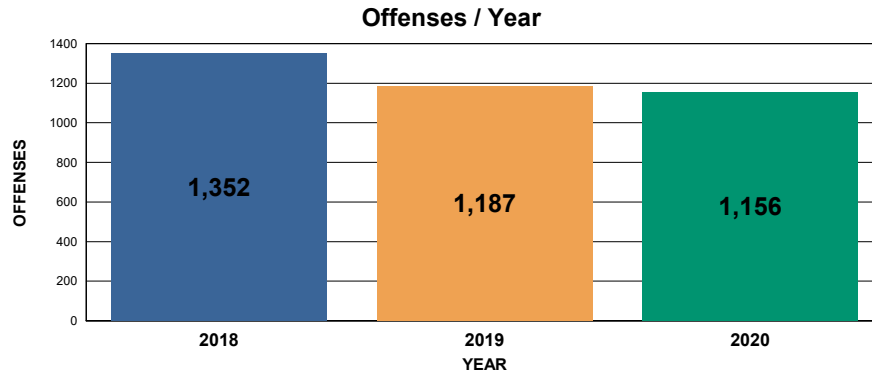
2020 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	Total
AGGRAVATED ASSAULT	2	4	0	4	10
ANIMAL ORDINANCES	2	1	0	0	3
ARSON	1	1	0	0	2
ASSAULT SIMPLE	18	16	9	10	53
BURGLARY - BUSINESS	1	5	1	1	8
BURGLARY - OTHER STRUCTURE	1	1	3	0	5
BURGLARY - RESIDENCE	2	8	2	1	13
CITY ORDINANCE	0	0	0	1	1
CRIME DAMAGE-NO VANDALISM OR ARSON	9	23	4	12	48
CRIMINAL MISTREATMENT	1	0	0	0	1
CURFEW	0	0	0	1	1
CUSTODY - MENTAL	5	0	0	8	13
DISORDERLY CONDUCT	8	6	4	6	24
DRIVING UNDER INFLUENCE	5	10	2	1	18
DRUG LAW VIOLATIONS	13	9	7	9	38
DWS/REVOKED-MISDEMEANOR	2	1	2	3	8
ELUDE	1	2	2	4	9
ESCAPE FROM YOUR CUSTODY	1	1	1	1	4
EXTORTION/BLACKMAIL	0	0	0	3	3
FAIL TO DISPLAY OPERATORS LICENSE	0	3	0	1	4
FAILURE TO REGISTER AS SEX OFFENDER	0	0	1	0	1
FORCIBLE RAPE	2	3	3	1	9
FORGERY/COUNTERFEITING	2	5	4	4	15
FRAUD - BY DECEPTION/FALSE PRETENSES	3	5	9	2	19
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	3	4	2	1	10
FRAUD - NOT SUFFICIENT FUNDS CHECK	0	0	2	0	2
FRAUD - WIRE	0	0	0	1	1
FUGITIVE ARREST FOR ANOTHER AGENCY	35	20	15	13	83
HIT AND RUN FELONY	0	1	0	0	1
HIT AND RUN-MISDEMEANOR	18	14	9	14	55
IDENTITY THEFT	3	5	6	1	15
INTIMIDATION /OTHER CRIMINAL THREAT	3	5	4	1	13
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	1	1	0	0	2
MINOR IN POSSESSION	0	2	2	1	5
MISCELLANEOUS	24	19	15	12	70
MOTOR VEHICLE THEFT	8	12	26	31	77
NON CRIMINAL DOMESTIC DISTURBANCE	15	6	13	21	55
OTHER	3	4	3	6	16
PROPERTY - FOUND LOST MISLAID	5	1	4	0	10
PUBLIC HEALTH AND SAFETY ORDINANCES	0	0	0	1	1
RECKLESS DRIVING	4	6	1	4	15
RESTRAINING ORDER VIOLATION	5	2	0	2	9
ROBBERY - BUSINESS	0	1	0	0	1
ROBBERY - HIGHWAY	0	0	1	0	1
ROBBERY - OTHER	4	2	0	0	6
RUNAWAY	1	4	1	2	8
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	1	1	0	0	2
SEX CRIME - EXPOSER	0	1	1	0	2
SEX CRIME - FORCIBLE SODOMY	1	0	0	0	1
SEX CRIME - INCEST	0	0	1	0	1
SEX CRIME - MOLEST (PHYSICAL)	3	2	2	1	8
SEX CRIME - NON-FORCE RAPE	0	0	1	0	1
SEX CRIME - OTHER	1	0	0	0	1
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	0	0	1	0	1
STALKER	1	0	0	1	2
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	1	2	1	0	4
THEFT - BICYCLE	2	2	3	3	10

Woodburn Police Department

MONTHLY CRIMINAL OFFENSES 2020 Year to Date

	Jan	Feb	Mar	Apr	Total
THEFT - BUILDING	2	4	1	4	11
THEFT - COIN OP MACHINE	0	2	1	0	3
THEFT - FROM MOTOR VEHICLE	14	15	18	25	72
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	4	4	6	5	19
THEFT - OTHER	15	23	13	7	58
THEFT - PICKPOCKET	0	1	0	0	1
THEFT - SHOPLIFT	12	16	8	5	41
TRAFFIC VIOLATIONS	8	11	6	1	26
TRESPASS	11	5	5	7	28
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	2	0	2	0	4
VANDALISM	14	15	14	22	65
VEHICLE RECOVERD FOR OTHER AGENCY	1	1	1	7	10
WEAPON - CARRY CONCEALED	1	1	1	1	4
WEAPON - EX FELON IN POSSESSION	0	1	1	2	4
WEAPON - OTHER	0	0	1	0	1
WEAPON - POSSESS ILLEGAL	1	2	2	2	7
WEAPON - SHOOTING IN PROHIBITED AREA	1	0	1	1	3
	Jan	Feb	Mar	Apr	Total
2020 Total	307	322	249	278	1,156
2019 Total	330	235	325	297	1,187
2018 Total	409	284	317	342	1,352



Woodburn Police Department

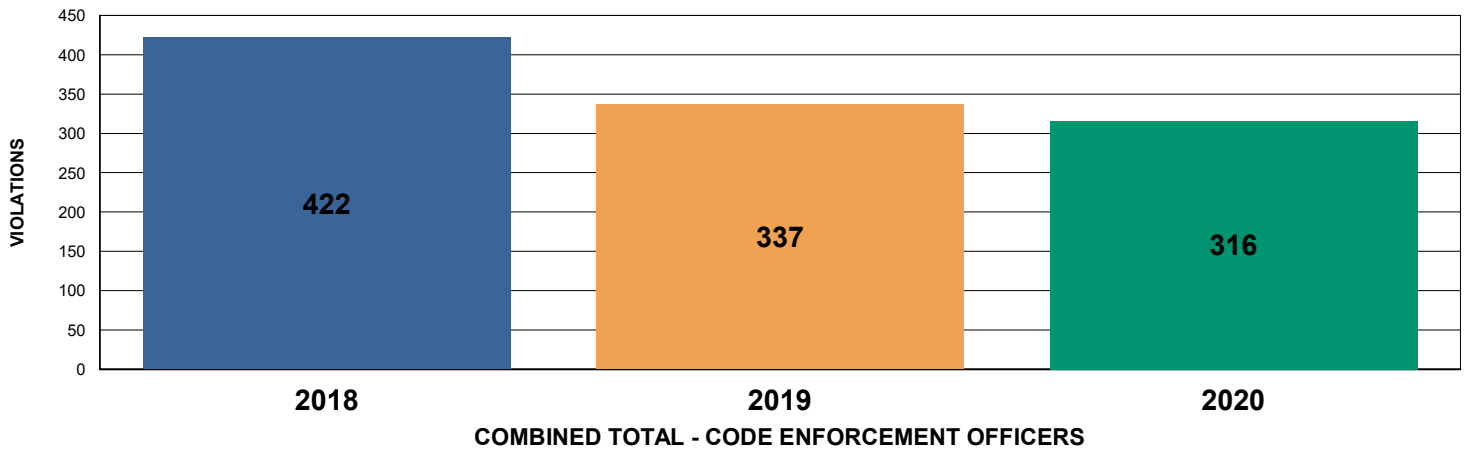
ORDINANCE VIOLATIONS

2020 Year to Date

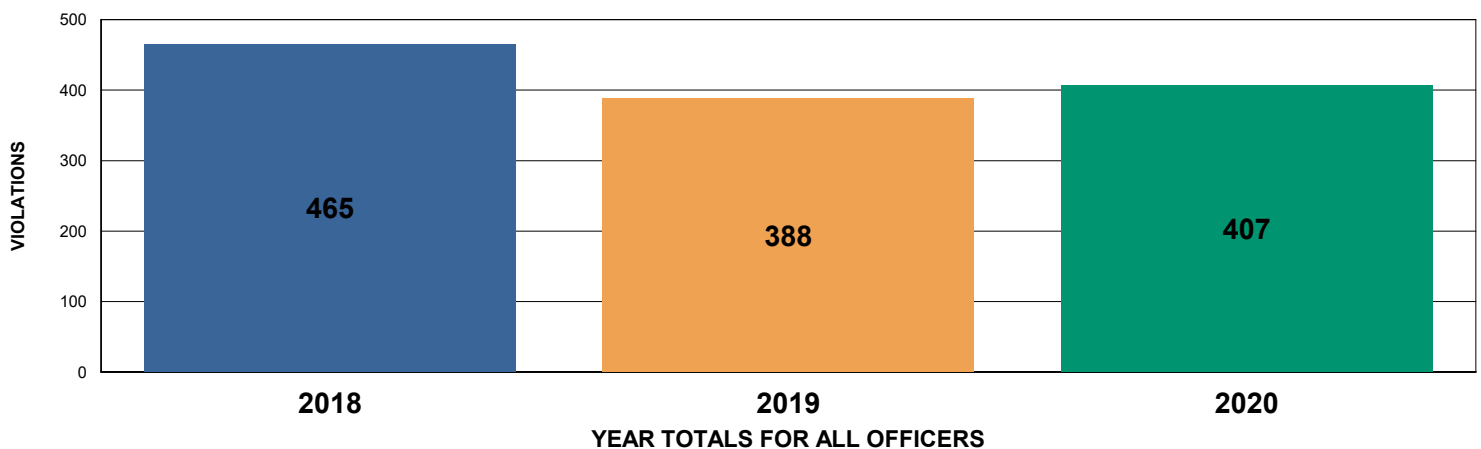
5/21/2020

Ordinance Discription	Jan	Feb	Mar	Apr	Total
Animal Complaint	49	43	35	26	153
Ordiinance - Abate/Nuisances	0	0	1	2	3
Ordinance - Abandoned Vehicles	21	47	34	17	119
Ordinance - Abate Graffiti	4	1	0	1	6
Ordinance - Land Use Violations	1	2	2	4	9
Ordinance - Oth Violation	34	28	25	30	117
2020 Total	109	121	97	80	407
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

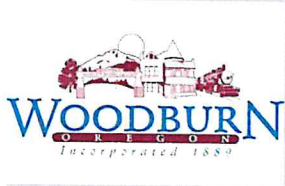
Date: June 1, 2020

To: Chris Kerr, Community Development Director

From: Ted Cuno, Building Division 

Subject: Building Activity for May 2020

	2018		2019		2020	
	No.	Dollar Amount	No.	Dollar Amount	No.	Dollar Amount
Single-Family Residential	0	\$0	3	\$709,852	21	\$4,602,740
Multi-Family Residential	0	\$0	0	\$0	0	\$0
Assisted Living Facilities	0	\$0	0	\$0	0	\$0
Residential Adds & Alts	4	\$77,982	4	\$86,127	7	\$63,319
Industrial	1	\$1,375,970	0	\$0	0	\$0
Commercial	13	\$3,879,253	9	\$6,445,135	0	\$0
Signs and Fences	1	\$3,150	0	\$0	0	\$0
Manufactured Homes	0	\$0	0	\$0	0	\$0
TOTALS	19	\$5,340,886	16	\$7,241,114	28	\$4,666,059
Fiscal Year to Date (July 1 – June 30)		\$48,565,952		\$37,059,047		\$44,100,605



Permits Issued

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

www.ci.woodburn.or.us

5/1/2020 through 5/31/2020

Includes all valuations

building.dept@ci.woodburn.or.us

Record Types Selected: -All-

Commercial Mechanical

971-20-000171-MECH	Issued: 5/8/20	Fees: \$4,850.14	Valuation: \$355,000.00
Address: 1041 N BOONES FERRY RD, WOODBURN, OR 97071		Parcel:	
Owner:			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Addition		
Work Description: HVAC as per plans			
971-20-000196-MECH	Issued: 5/15/20	Fees: \$559.68	Valuation: \$16,995.00
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: Alteration		
Work Description: Install new ductless minisplit. Install 2 bathroom exhaust fans with venting to roof. Install gas line.			
971-20-000200-MECH	Issued: 5/14/20	Fees: \$206.70	Valuation: \$425.00
Address: 1385 INDUSTRIAL AVE, WOODBURN, OR 97071		Parcel: 051W05D 03300	
Owner: VSS LLC			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Addition		
Work Description: Bathroom exhaust fans			
971-20-000222-MECH	Issued: 5/21/20	Fees: \$109.20	Valuation: \$850.00
Address: 2710 NATIONAL WAY, WOODBURN, OR 97071		Parcel: 051W08A 01000	
Owner: PARIS WAYNE HODGES RLT 50% & MURIEL PATRICIA HODGES RLT 50% & HODGES, MURIEL P/			
Licensed Prof:			
Category of Construction: Commercial	Type of Work: Alteration		
Work Description: Replace regulators and re-pressurize existing line to 2lbs			

Commercial Mechanical

4 permits issued

\$5,725.72

\$373,270.00

Permits Issued:

Residential 1 & 2 Fam Dwelling (New Only) Limited

971-20-000076-DWL	Issued: 5/26/20	Fees: \$22,711.85	Valuation: \$216,501.37
Address: 920 HARDCASTLE AVE, WOODBURN, OR 97071		Parcel: 051W08CC05500	
Owner: TONY SCHERBAKOV			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New home			
971-20-000120-DWL	Issued: 5/14/20	Fees: \$22,620.41	Valuation: \$362,259.66
Address: 665 TROON AVE, WOODBURN, OR 97071		Parcel: 051W06DD04700	
Owner: JULIE A DYKSTRA GENERATION SKIPPING TR & DYKSTRA, JULIE A TRE			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: 1 new single family dwelling			
971-20-000158-DWL	Issued: 5/18/20	Fees: \$16,296.82	Valuation: \$223,696.39
Address: 1597 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1541 sq ft.			
971-20-000159-DWL	Issued: 5/18/20	Fees: \$15,528.20	Valuation: \$186,135.30
Address: 1551 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1320 sq ft.			
971-20-000160-DWL	Issued: 5/18/20	Fees: \$16,081.24	Valuation: \$212,152.85
Address: 1501 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1512 sq ft.			
971-20-000161-DWL	Issued: 5/18/20	Fees: \$16,203.39	Valuation: \$212,015.61
Address: 1502 DAHLIA ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1541 sq ft.			

Residential 1 & 2 Fam Dwelling (New Only) Limited

971-20-000162-DWL	Issued: 5/18/20	Fees: \$15,536.70	Valuation: \$187,348.31
Address: 1550 DAHLIA ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1320 sq ft.			
971-20-000163-DWL	Issued: 5/18/20	Fees: \$16,064.25	Valuation: \$210,879.27
Address: 1596 DAHLIA ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1512 sq ft.			
971-20-000164-DWL	Issued: 5/18/20	Fees: \$16,203.39	Valuation: \$212,015.61
Address: 1597 DAHLIA ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1541 sq ft.			
971-20-000165-DWL	Issued: 5/18/20	Fees: \$15,528.20	Valuation: \$186,135.30
Address: 1551 DAHLIA ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1320 sq ft.			
971-20-000166-DWL	Issued: 5/18/20	Fees: \$16,064.25	Valuation: \$210,879.27
Address: 1501 DAHLIA ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1512 sq ft.			
971-20-000173-DWL	Issued: 5/20/20	Fees: \$16,268.81	Valuation: \$225,636.21
Address: 1491 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New House 1541 sq ft.			

Residential 1 & 2 Fam Dwelling (New Only) Limited

971-20-000175-DWL	Issued: 5/20/20	Fees: \$16,441.33	Valuation: \$244,766.76
Address: 1475 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1550 sq ft.			
971-20-000176-DWL	Issued: 5/20/20	Fees: \$16,323.81	Valuation: \$225,636.21
Address: 1467 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1541 sq ft			
971-20-000177-DWL	Issued: 5/29/20	Fees: \$16,826.75	Valuation: \$256,594.65
Address: 1433 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1780 sq ft.			
971-20-000178-DWL	Issued: 5/29/20	Fees: \$16,103.39	Valuation: \$212,015.61
Address: 1415 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1541 sq ft.			
971-20-000179-DWL	Issued: 5/29/20	Fees: \$16,019.25	Valuation: \$210,879.27
Address: 1550 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New house 1512 sq ft.			
971-20-000205-DWL	Issued: 5/28/20	Fees: \$15,532.92	Valuation: \$187,020.30
Address: 1400 DAHLIA ST, WOODBURN, OR 97071		Parcel: 051W18C 01403	
Owner: WOODBURN DEVELOPMENT LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: New Single Family Construction			

Residential 1 & 2 Fam Dwelling (New Only) Limited

971-20-000207-DWL Issued: 5/28/20 Fees: \$16,142.42 Valuation: \$215,718.69
 Address: 1350 DAHLIA ST, WOODBURN, OR 97071 Parcel: 051W18C 01403
 Owner: WOODBURN DEVELOPMENT LLC

Licensed Prof:
 Category of Construction: Single Family Dwelling Type of Work: New
 Work Description: New single family construction

971-20-000210-DWL Issued: 5/28/20 Fees: \$15,581.35 Valuation: \$188,734.74
 Address: 1307 DAHLIA ST, WOODBURN, OR 97071 Parcel: 051W18C 01403
 Owner: WOODBURN DEVELOPMENT LLC

Licensed Prof:
 Category of Construction: Single Family Dwelling Type of Work: New
 Work Description: New single family construction

971-20-000212-DWL Issued: 5/28/20 Fees: \$16,142.42 Valuation: \$215,718.69
 Address: 1397 DAHLIA ST, WOODBURN, OR 97071 Parcel: 051W18C 01403
 Owner: WOODBURN DEVELOPMENT LLC

Licensed Prof:
 Category of Construction: Single Family Dwelling Type of Work: New
 Work Description: New single family Construction

Residential 1 & 2 Fam Dwelling (New Only) Limited 21 permits issued \$350,221.15 \$4,602,740.07

Residential Mechanical

971-20-000168-MECH	Issued: 5/5/20	Fees: \$100.80	Valuation: \$0.00
Address: 1297 GREENVIEW DR, WOODBURN, OR 97071		Parcel: 051W08DA06200	
Owner: MURAVIOV,ALEX F			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: NEW AIR HANDLER, NEW HEAT PUMP, CONVERTING FROM ELECTRIC TO GAS			
971-20-000170-MECH	Issued: 5/6/20	Fees: \$100.80	Valuation: \$7,000.00
Address: 1245 PARKVIEW CT, WOODBURN, OR 97071		Parcel: 051W08CB05500	
Owner: AGUILERA,JOEL B & AGUILERA,MARIA DE LA L			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: Air conditioner and furnace install			
971-20-000172-MECH	Issued: 5/6/20	Fees: \$100.80	Valuation: \$3,597.00
Address: 1409 FOXGLOVE ST, WOODBURN, OR 97071		Parcel: 051W18CC07600	
Owner: MOLANO,ALBERT F P			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Air Conditioner			
971-20-000174-MECH	Issued: 5/7/20	Fees: \$100.80	Valuation: \$5,000.00
Address: 891 WILLOW AVE, WOODBURN, OR 97071		Parcel: 052W11AA01300	
Owner: DS WELLS INC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: Heat pump replacement			
971-20-000180-MECH	Issued: 5/7/20	Fees: \$100.80	Valuation: \$3,000.00
Address: 395 4TH ST, WOODBURN, OR 97071		Parcel: 051W07CD09100	
Owner: KIRSTONE INVESTMENTS LLC			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Replacement		
Work Description: Furnace replacement			
971-20-000182-MECH	Issued: 5/7/20	Fees: \$100.80	Valuation: \$3,597.00
Address: 1968 LILAC WAY, WOODBURN, OR 97071		Parcel: 051W06CC17000	
Owner: MAKOWSKI,GAYLORD B & MAKOWSKI,MARCIA J			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Air Conditioner			

Residential Mechanical

971-20-000184-MECH	Issued: 5/7/20	Fees: \$100.80	Valuation: \$3,597.00
Address: 328 MCLAUGHLIN DR, WOODBURN, OR 97071		Parcel: 051W18BB05600	
Owner: PALMER,LYLE R & PALMER,LINDA A			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Air Conditioner			
971-20-000193-MECH	Issued: 5/8/20	Fees: \$100.80	Valuation: \$2,382.90
Address: 625 COZY WAY, WOODBURN, OR 97071		Parcel: 051W07CC14700	
Owner: SEEDER,RACHAEL C & SEEDER,GARY P JR			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: New		
Work Description: Furnace Replacement			
971-20-000194-MECH	Issued: 5/11/20	Fees: \$100.80	Valuation: \$3,598.00
Address: 2250 W SANTIAM DR, WOODBURN, OR 97071		Parcel: 052W13AB06800	
Owner: SKOGAN,MARIETTA LYNN & SKOGAN,RANDALL ALLEN			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Installing Gas Furnace			
971-20-000197-MECH	Issued: 5/13/20	Fees: \$100.80	Valuation: \$0.00
Address: 863 HARVEST WAY, WOODBURN, OR 97071		Parcel: 052W13 00103	
Owner: DETOM LLC			
Licensed Prof: ADVANTAGE HEATING AND AIR CONDITIONING LLC			
Category of Construction: Manufactured Dwelling	Type of Work: Replacement		
Work Description: Installation of air handler / heat pump 846 Harvest Wy.			
971-20-000201-MECH	Issued: 5/14/20	Fees: \$100.80	Valuation: \$10,589.00
Address: 325 MCLAUGHLIN DR, WOODBURN, OR 97071		Parcel: 051W18BB03200	
Owner: BERKEY,JOHN W & BERKEY,INEZ I			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: INSTALL A GAS FURNACE & A/C			
971-20-000203-MECH	Issued: 5/14/20	Fees: \$100.80	Valuation: \$6,815.00
Address: 2545 ROANOKE ST, WOODBURN, OR 97071		Parcel: 051W07BA11400	
Owner: CURETON,ANDREW & ROGERS,KATELYN			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install gas furnace & air conditioner			

Residential Mechanical

971-20-000216-MECH	Issued: 5/18/20	Fees: \$100.80	Valuation: \$5,850.00
Address: 904 BLAINE ST, WOODBURN, OR 97071		Parcel: 051W17BB07500	
Owner: WILK,MARK J			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install Mini-split system			
971-20-000217-MECH	Issued: 5/19/20	Fees: \$100.80	Valuation: \$4,806.00
Address: 1315 MAR CEL DR, WOODBURN, OR 97071		Parcel: 051W08CD02400	
Owner: HUACUZ,MERALDO P & PEREZ,EVELIA			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install Gas Furnace			
971-20-000220-MECH	Issued: 5/20/20	Fees: \$100.80	Valuation: \$5,122.00
Address: 1985 HEATHER WAY, WOODBURN, OR 97071		Parcel: 051W06CC12600	
Owner: GASKIN,SHARON S			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: INSTALL AIR CONDITIONER			
971-20-000221-MECH	Issued: 5/20/20	Fees: \$100.80	Valuation: \$7,270.00
Address: 909 HAZELNUT DR, WOODBURN, OR 97071		Parcel: 051W07AB10000	
Owner: ERVIN,WESLEY WAYNE & ERVIN,JEANNE KAY			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: Install heat pump			
971-20-000223-MECH	Issued: 5/21/20	Fees: \$100.80	Valuation: \$300.00
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: running down draft vent for stove top			
971-20-000224-MECH	Issued: 5/21/20	Fees: \$100.80	Valuation: \$825.00
Address: 1244 RANDOLPH RD, WOODBURN, OR 97071		Parcel: 052W12AD12900	
Owner: DELNICK,MADALINE			
Licensed Prof:			
Category of Construction: Single Family Dwelling	Type of Work: Alteration		
Work Description: install 30 ft gas line to Range			

Residential Mechanical

971-20-000226-MECH Issued: 5/22/20 Fees: \$100.80 Valuation: \$9,144.00

Address: 1146 COUNTRY LN, WOODBURN, OR 97071

Parcel: 051W18CC04000

Owner: BISHOP,GARY L & BISHOP,SARAH E

Licensed Prof:

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

Work Description: INSTALL GAS FURNACE & AIR CONDITIONER

971-20-000227-MECH Issued: 5/26/20 Fees: \$100.80 Valuation: \$6,490.00

Address: 403 E CLACKAMAS CIR, WOODBURN, OR 97071

Parcel: 052W12DC10400

Owner: KNIGHT FAM TR & KNIGHT,DONALD A TRE & KNIGHT,MARIAN E TRE

Licensed Prof:

Category of Construction: Single Family Dwelling Type of Work: Replacement

Work Description: Install A/c and furnace

971-20-000232-MECH Issued: 5/29/20 Fees: \$100.80 Valuation: \$300.00

Address: 980 W LINCOLN ST, WOODBURN, OR 97071

Parcel: 051W07CD06000

Owner: SCHERBAKOV,LEONTY & SCHERBAKOV,MARINA

Licensed Prof:

Category of Construction: Single Family Dwelling Type of Work: Repair

Work Description: add venting for microwave, bathroom fan, dryer

971-20-000234-MECH Issued: 5/30/20 Fees: \$100.80 Valuation: \$10,229.00

Address: 3142 CAMAS ST, WOODBURN, OR 97071

Parcel: 052W12BC01300

Owner: FOWLER,DAVID L & FOWLER,CAROLYN S

Licensed Prof:

Category of Construction: Manufactured Dwelling Type of Work: Alteration

Work Description: Install Air Conditioner and Gas Furnace

Residential Mechanical 22 permits issued \$2,217.60 \$99,511.90

Residential Structural

971-20-000071-STR	Issued: 5/18/20	Fees: \$234.06	Valuation: \$7,534.80
Address: 1340 RANDOLPH RD, WOODBURN, OR 97071			
Owner: KAREN S MORRIS RLT & MORRIS,KAREN S TRE			
Parcel: 052W12AD12400			
Licensed Prof:			
Category of Construction:	Detached Accessory Structure	Type of Work:	Addition
Work Description:	312 sqft back patio cover Build awning onto the back of the home to match existing cover "Up-Date" PSA 4-27-2020 new back patio cover 12' X 26' = 312 sqft		
971-20-000130-STR	Issued: 5/1/20	Fees: \$234.06	Valuation: \$7,897.05
Address: 1022 BROWN ST, WOODBURN, OR 97071			
Owner: EROFEEFF,SYLVESTER D & EROFEEFF,HIONIA V			
Parcel: 051W18CA21600			
Licensed Prof:			
Category of Construction:	Detached Accessory Structure	Type of Work:	New
Work Description:	327 sqft patio cover I want add a overhang over my existing concrete in my back yard "UP-DATE" PSA 4-29-2020 new 327 sqft back patio cover		
971-20-000167-STR	Issued: 5/7/20	Fees: \$147.00	Valuation: \$3,000.00
Address: 1297 GREENVIEW DR, WOODBURN, OR 97071			
Owner: MURAVIOV,ALEX F			
Parcel: 051W08DA06200			
Licensed Prof:			
Category of Construction:	Single Family Dwelling	Type of Work:	Alteration
Work Description:	MOVE ONE WALL IN BATHROOM 503-572-4573		
971-20-000195-STR	Issued: 5/14/20	Fees: \$336.00	Valuation: \$8,992.74
Address: 2690 CREIGHTON ST, WOODBURN, OR 97071			
Owner: FARFAN-MARQUEZ,ANITA			
Parcel: 052W12DC12900			
Licensed Prof: BRS FIELD OPS LLC			
Category of Construction:	Other	Type of Work:	Alteration
Work Description:	INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM 3.2 KW DC PHOTOVOLTAIC SOLAR ARRAY		
971-20-000198-STR	Issued: 5/19/20	Fees: \$336.00	Valuation: \$10,145.93
Address: 3263 REED AVE, WOODBURN, OR 97071			
Owner: AMADOR,HUGO HERRERA & ASCENCIO,RAQUEL AMAYA			
Parcel: 052W13BA10300			
Licensed Prof:			
Category of Construction:	Other	Type of Work:	Alteration
Work Description:	INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM 3.84 KW DC PHOTOVOLTAIC SOLAR ARRAY		
971-20-000215-STR	Issued: 5/20/20	Fees: \$336.00	Valuation: \$15,316.29
Address: 2731 OXFORD ST, WOODBURN, OR 97071			
Owner: THOMASON,JEREMY D & THOMASON,JESSICA L			
Parcel: 052W13AB08800			
Licensed Prof:			
Category of Construction:	Other	Type of Work:	Alteration
Work Description:	INSTALLATION OF UTILITY INTERACTIVE PHOTOVOLTAIC SOLAR SYSTEM 6.72 KW DC PHOTOVOLTAIC SOLAR ARRAY		

Permits Issued:

Residential Structural

971-20-000218-STR

Issued: 5/29/20

Fees: \$283.59

Valuation: \$10,432.80

Address: 1258 DAHLIA ST, WOODBURN, OR 97071

Parcel: 051W18CC02700

Owner: RIBAC,IVAN & RIBAC,ANASTASIYA

Licensed Prof: SEE PROPERTY OWNER INFORMATION

Category of Construction: Other

Type of Work: Addition

Work Description: Patio cover 432 sqft.

Residential Structural

7 permits issued

\$1,906.71

\$63,319.61

54 permits issued

\$360,071.18

\$5,138,841.58



Agenda Item

June 8, 2020

TO: Honorable Mayor and City Council through City Administrator

FROM: Tony Turley, Finance Director

SUBJECT: **Fiscal Year (FY) 2020-21 City Budget Adoption**

RECOMMENDATION:

Conduct a public hearing to consider the budget as approved by the Budget Committee, and upon completion of the hearing, approve the resolution adopting the budget and capital improvements plan, making appropriations, and declaring and categorizing taxes for FY 2020-21.

BACKGROUND:

The Budget Committee of the City of Woodburn met and approved the budget of \$112,013,550 on May 14, 2020. On May 27, 2020, the *Woodburn Independent* published the financial summary of the Budget Committee’s approved budget and a notice of the budget hearing before the City Council, in accordance with Oregon Local Budget Law (ORS 294.438).

DISCUSSION:

Under Oregon Local Budget Law (ORS 294.456) the City Council may modify the Budget Committee’s approved budget by an amount not to exceed \$5,000 or 10 percent of a fund’s expenditures, whichever is greater, without publishing a notice of a second budget hearing. The Finance Department proposes adoption of the budget as approved by the Budget Committee.

FINANCIAL IMPACT:

The resolution adopts the FY 2020-21 annual budget of \$112,013,550.

Agenda Item Review: City Administrator City Attorney Finance

COUNCIL BILL NO. 3126

RESOLUTION NO. 2152

A RESOLUTION ADOPTING THE FISCAL YEAR (FY) 2020-21 BUDGET; MAKING BUDGET APPROPRIATIONS; AND CATEGORIZING TAXES

WHEREAS, the City Administrator, as Budget Officer for the City of Woodburn, Oregon, prepared and submitted the FY 2020-21 budget to the Budget Committee at its May 14, 2020 meeting; and

WHEREAS, the May 14, 2020 Budget Committee meeting was noticed by publication in the *Woodburn Independent* newspaper on April 29, 2020; and

WHEREAS, a public hearing was held at the May 14, 2020 Budget Committee meeting after which time the budget was approved; and

WHEREAS, the Notice of Budget Hearing and Financial Summary were published in the *Woodburn Independent* newspaper on May 27, 2020 as required by ORS 294.438; and

WHEREAS, a second public hearing was held before the City Council at its meeting on June 8, 2020; and **NOW, THEREFORE**

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. The City Council adopts the budget for FY 2020-21 in the sum of \$112,013,550. A copy of the budget document is now on file at City Hall, 270 Montgomery Street, Woodburn, Oregon.

Section 2. The City Council imposes the taxes provided for in the adopted budget at a permanent rate of \$6.0534 per \$1,000 of assessed value for operations, and in the aggregate amount of \$590,000 for public safety general obligation (GO) bonds. These taxes are hereby imposed and categorized for tax year 2020-21 based upon assessed value of all taxable property within the City.

	<u>General Government</u>	<u>Excluded from Limitation</u>
Permanent Rate Limit	\$6.0534/\$1,000	-
GO Bond Levy	-	\$590,000

Section 3. FY 2020-21 budgets are appropriated at the fund levels shown:

Organization	Operating*	Transfers	Debt	Contingency	Total	Reserves	Total
Administration	1,661,680				1,661,680		
Economic Development	174,640				174,640		
Police	8,584,580				8,584,580		
Community Services	3,605,800				3,605,800		
Planning	507,820				507,820		
Engineering	310,440				310,440		
Non-Departmental	409,460	150,000	574,500		1,133,960		
General Fund				3,813,610	3,813,610	1,336,780	
Total General Fund	15,254,420	150,000	574,500	3,813,610	19,792,530	1,336,780	21,129,310
Transit	881,590	-		9,010	890,600		890,600
Building	1,119,790			779,100	1,898,890		1,898,890
Asset Forfeiture	15,000				15,000		15,000
Housing Rehab	20,660			413,910	434,570		434,570
Street	3,378,350	1,945,460		965,720	6,289,530		6,289,530
GO Debt Service			590,000		590,000		590,000
General Cap Const	1,969,700	285,350			2,255,050		2,255,050
Special Assessment				33,050	33,050		33,050
Street/Storm Cap Const	5,850,000				5,850,000		5,850,000
Parks SDC						1,005,050	1,005,050
Street SDC		1,000,000			1,000,000	2,890,450	3,890,450
Storm SDC		140,000			140,000	604,130	744,130
Sewer Cap Const	8,960,000	11,947,440			20,907,440		20,907,440
Water Cap Const	3,050,000				3,050,000		3,050,000
Water	2,689,640	559,550	1,563,430	162,080	4,974,700	1,380,300	6,355,000
Sewer	4,414,460	7,010,570	13,500,000	882,000	25,807,030	2,816,340	28,623,370
Water SDC		800,000			800,000	1,281,430	2,081,430
Sewer SDC		2,089,430			2,089,430		2,089,430
Information Technology	1,182,000	-		248,860	1,430,860	167,000	1,597,860
Insurance	847,760	-		515,960	1,363,720		1,363,720
Equipment Replacement	880,660				880,660		880,660
PERS Reserve	-				-		-
Lavelle Black Trust	20,000			19,010	39,010		39,010
TOTAL	50,534,030	25,927,800	16,227,930	7,842,310	100,532,070	11,481,480	112,013,550

*Operating Budget: Personnel, Materials and Services, and Capital Outlay

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

June 8, 2020

TO: Mayor and City Council through City Administrator
FROM: Tony Turley, Finance Director
SUBJECT: Fiscal Year 2020-21 Resolution Regarding State Revenue Sharing

RECOMMENDATION:

Conduct a public hearing to receive comment on the possible uses/distributions of state revenue sharing funds and adopt a resolution declaring the City's eligibility and election to receive these funds.

BACKGROUND:

In order for the City of Woodburn to receive a share of state revenues apportioned and distributed to Oregon cities during fiscal year (FY) 2020-21, the City Council must enact an ordinance or resolution certifying:

1. Eligibility to receive state shared revenue per ORS 221.760; and
2. Elect to receive state shared revenue per ORS 211.770.

The ordinance or resolution must be filed with the Oregon Department of Administrative Services no later than July 31. Notice of the hearing was published on May 27, 2020 in the *Woodburn Independent*.

DISCUSSION:

Upon completion of the public hearing, consider adopting a resolution to receive state shared revenue; \$317,500 in the FY 2020-21 Approved Budget.

FINANCIAL IMPACT:

The resolution declares the City's eligibility and qualification to receive state shared revenue, budgeted at \$317,500 in the FY 2020-21 Approved Budget.

Agenda Item Review: City Administrator City Attorney Finance

COUNCIL BILL NO. 3127

RESOLUTION NO. 2153

A RESOLUTION DECLARING THE CITY OF WOODBURN'S ELIGIBILITY AND ELECTION TO RECEIVE STATE REVENUE SHARING

WHEREAS, the City of Woodburn desires to receive a share of state revenues apportioned and distributed to the cities of the state during Fiscal Year 2020-2021 as provided in ORS 221.760 and ORS 221.770; and

WHEREAS, ORS 221.760 provides as follows:

The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire protection
- (3) Street construction, maintenance and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning and subdivision control
- (7) One or more utility services

WHEREAS, ORS 221.770(1)(a) requires that any city electing to receive a distribution must enact an ordinance or resolution expressing that election and file the same with the Oregon Department of Administrative Services no later than July 31; and

WHEREAS, ORS 221.770(1)(b) requires that any city electing to receive a distribution must hold at least one public hearing at which citizens have the opportunity to provide written or oral comment on the possible uses of the distributions; **NOW, THEREFORE**

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. That the City Council of the City of Woodburn hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

Police protection
Street construction, maintenance and lighting
Sanitary sewer
Storm sewers
Planning, zoning and subdivision control
One or more utility services

Section 2. The City of Woodburn hereby elects to receive distributions of state revenues during FY 2020-2021 pursuant to ORS 221.770(1)(a).

Section 3. The City Council hereby certifies that it conducted a public hearing, after giving public notice, on June 8, 2020 and called for written and oral comment on the possible uses of the distributions and that the hearing complied with ORS 221.770(1)(b) and (c).

Section 4. The City Recorder is directed to certify compliance with the public hearing requirements and file this resolution with the Oregon Department of Administrative Services by July 31, 2020.

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

COUNCIL BILL NO. 3128

RESOLUTION NO. 2154

A RESOLUTION CONTINUING THE DECLARATION OF STATE OF LOCAL EMERGENCY IN THE CITY LIMITS OF THE CITY OF WOODBURN FOR PURPOSES OF COMMUNITY RECOVERY FROM THE COVID-19 PANDEMIC

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

WHEREAS, COVID-19 can cause respiratory disease, with the potential to cause serious illness or loss of life for individuals with underlying health conditions; and

WHEREAS, COVID-19 requires a significant amount of resources at the local level to keep the public and community informed and as safe as possible; and

WHEREAS, on March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety and constitutes a statewide emergency under ORS 401.025(1); and

WHEREAS, on March 16, 2020, the City Council adopted Resolution 2151, declaring a state of local emergency pursuant to ORS 401.309(1); and

WHEREAS, this local emergency declaration expires on June 30, 2020 and should be renewed to ensure community recovery; **NOW, THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. The City Council finds that, despite its best efforts, the City of Woodburn has not yet recovered from the impact of COVID-19.

Section 2. That City Council further finds that, because of COVID-19, the City of Woodburn must comply with state and federal regulation and is eligible for state and federal relief.

Section 3. The City Council continues the declaration of local emergency pursuant to ORS 401.309(1) until September 1, 2020, unless superseded sooner by action of the City Council.

Section 4. The City Administrator is directed to continue to take such actions and issue such orders as necessary to recover from this emergency and protect the Woodburn community.

Section 5. The City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including, but not limited to, requesting assistance and potential reimbursements from the State of Oregon and the appropriate federal agencies.

Section 6. That emergency procurements of goods and services continue to be authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

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

June 8, 2020

TO: Honorable Mayor and City Council
FROM: Jamie Johnk, Economic Development Director
SUBJECT: **Woodburn Emergency Business Assistance Grant program**

RECOMMENDATION:

Adopt the Resolution authorizing an emergency business assistance grant program to support local businesses impacted by COVID-19 and the Governor's Executive Order 20-12.

BACKGROUND:

On March 23, 2020, Governor Kate Brown issued Executive Order 20-12, "Stay Home, Save Lives," which required reduced services or temporary closure on many Woodburn businesses, the impact of which has caused financial distress and uncertainty.

The City of Woodburn recognizes the importance of ensuring continued success of local businesses for the city's economic health and prosperity. Therefore, staff is presenting for consideration the Woodburn Emergency Business Assistance Grant Program. This program will provide funding to Woodburn businesses impacted by the COVID-19 pandemic and through the Governor's Executive Order. Funding would be available to assist businesses with rent/lease, mortgage, utilities, property taxes, and/or the purchase of protective equipment, improvements, or supplies needed to reopen.

DISCUSSION:

Woodburn's Emergency Business Assistance Grant program will provide one-time funding to small businesses in an amount up to \$2,000. Grant funds can be used for expenses such as rent/lease, mortgage, utilities, property taxes, and for protective equipment, improvements and supplies required for re-opening a business.

Funds for this program are limited with \$48,000 available to grant and will require an application process for funding consideration. Applications will be accepted from June 15 to June 21, 2020, with all funds to be committed and/or disbursed

Agenda Item Review: City Administrator City Attorney Finance

by June 30, 2020. The program is in effect during the City of Woodburn's declared state of emergency or until program funds are exhausted.

FINANCIAL IMPACT:

FY 2019-20 General Fund dollars (\$50,000) would be allocated to fund the Emergency Business Assistance Grant Program. \$48,000 would be awarded to Woodburn businesses through an application process with a maximum grant of \$2,000 per business. \$2,000 would be provided to the Woodburn Area Chamber of Commerce for assistance in marketing and administering the Program.

COUNCIL BILL NO. 3129

RESOLUTION NO. 2155

A RESOLUTION AUTHORIZING AN EMERGENCY BUSINESS ASSISTANCE GRANT PROGRAM TO SUPPORT LOCAL BUSINESSES IMPACTED BY COVID-19 AND THE GOVERNOR’S EXECUTIVE ORDERS 20-12

WHEREAS, in response to the novel coronavirus (COVID-19) outbreak, the State of Oregon has taken important measures to limit the spread of the disease in our communities; and

WHEREAS, on March 23, 2020, Governor Kate Brown issued Executive Order 20-12, "Stay Home, Save Lives," which placed certain restrictions on social gatherings and closed certain businesses; and

WHEREAS, many local businesses in the City of Woodburn have been impacted by the Governor’s order; and

WHEREAS, the Council recognizes the importance of ensuring continued success of local businesses for the city’s economic health; and

WHEREAS, an Emergency Business Assistance Grant Program will provide essential funding to assist businesses impacted by the COVID-19 pandemic with rent/lease, mortgage, utilities, property taxes, and/or the purchase of protective equipment, improvements, or supplies needed to reopen; **NOW THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. An Emergency Business Assistance Grant Program, with funding in the amount of \$48,000, is established as provided in Exhibit A.

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

WOODBURN EMERGENCY BUSINESS ASSISTANCE GRANT

Program Overview: On June 8, 2020 the Woodburn City Council passed a Resolution to establish an emergency business assistance grant program to support small businesses in the City of Woodburn. Due to the COVID-19 pandemic and as a result of the Governor’s Executive Orders 20-07, 20-10, and 20-12 reducing services or temporarily closure, many Woodburn businesses have experienced financial distress and uncertainty.

Woodburn’s Emergency Business Assistance Grant program will provide one-time funding to small businesses in an amount up to \$2,000. Grant funds can be used for expenses such as rent/lease, mortgage, utilities, property taxes, and for protective equipment, improvements and supplies required for re-opening a business.

Funds for this program are limited with \$48,000 available to grant and will require an application process for funding consideration. Applications will be accepted from June 15- to June 21, 2020, with all funds to be committed and/or disbursed by June 30, 2020. The program is in effect during the City of Woodburn’s declared state of emergency or until program funds are exhausted.

PROGRAM GUIDELINES AND BUSINESS ELIGIBILITY

Business Eligibility: The following checklist can be used to determine a businesses eligibility.

- Business is located within Woodburn’s city limits.
- Business has a City of Woodburn business license/registration.
- Business has less than 15 employees.
- Business continues to be in operation when government orders are lifted.
- ❖ Please note – preference will be given to those businesses temporarily closed or suffered reduced services due to Governor’s Executive Order 20-07, 20-10, and 20-12.

If you have checked all of the boxes, your business is eligible for grant funding.

Eligible Expenses: The following checklist can be utilized to determine if a businesses expenses are eligible for program funds.

- Rent/Lease Payment
- Mortgage Payment
- Utilities
- Property Taxes
- Protective Equipment, Improvements, Supplies

If you have checked one or more of the boxes, your business expenses are eligible under the program criteria.

Application Process:

- ✓ The business will submit an online application to the City during the one-week timeline provided below along with the required attachments applicable to the request:
 - Rent/Lease Agreement
 - Mortgage Statement (last 3 months)
 - Evidence of Employees (employment reports)
 - Utility Statements (last 3 months)
 - Property Tax Statement (2018-2019)
 - List of Protective Equipment, Improvements, Supplies
 - Form W-9

- ✓ The applicant must provide evidence of need for funds by demonstrating how they have experienced financial hardship as a result of COVID-19 and the Governor’s Executive Orders.

- ✓ The applicant must detail how grant funds will be used and how the funding will assist in meeting re-opening guidelines, and/or how funding will help to keep the business operable post COVID-19.

- ✓ The applicant must provide a 6-month business plan outlining how they will operate and regain a strong financial recovery.

Application Scoring:

Applications will be reviewed for completeness and will be scored using the following criteria:

- | | |
|--|-------------------|
| <input type="checkbox"/> Needs Statement | Score – 30 points |
| <input type="checkbox"/> How Funds Will Be Used | Score – 20 points |
| <input type="checkbox"/> 6 Month Business Plan | Score – 30 points |
| <input type="checkbox"/> Business Impact from Governor’s Executive Order | Score - 20 points |

❖ Please note – scoring will be based solely on the strength of the information provided in the application and supporting documents.

WOODBURN EMERGENCY BUSINESS ASSISTANCE GRANT

Program Timeline:

- City Council Approval June 8, 2020
- Program Outreach June 10 to June 14, 2020
- Application Process Opens June 15, 2020
- Application Process Closes June 21, 2020
- Application Review and Scoring June 22 to June 25, 2020
- Grant Awards June 26 to June 30, 2020

For Additional Program Information Contact:

City of Woodburn
Phone: 503-980-6320
Email: Amanda.Setzer@ci.woodburn.or.us

Woodburn Chamber of Commerce
Phone: 503-982-8221
Email: exd@woodburnchamber.org

WOODBURN EMERGENCY BUSINESS ASSISTANCE GRANT APPLICATION

BUSINESS INFORMATION

Business Name: _____

Address: _____ Woodburn, OR 97071

Contact Name: _____ Phone: _____

Email: _____ Website: _____

BUSINESS ELIGIBILITY: *(Check all that apply)*

- Located in Woodburn City Limits
 - Woodburn Business License/Registration: # _____
 - Less than 15 Employees
 - Plans to Continue Operations Post COVID-19
 - Temporarily Closed or Reduced Services Due to Governor's Executive Order
-

FUNDS REQUESTED: \$ _____ *(not to exceed \$2,000)*

USE OF FUNDS: *(Check all that apply)*

- Rent/Lease: Monthly rent/lease amount \$ _____
 - Provide copy of rental/lease agreement with landlord contact information.
- Mortgage: Monthly mortgage payment \$ _____
 - Provide mortgage statement for last 3 months
- Utilities: Provider: _____ Amount \$ _____
 - Provide utility statements for past 3 months
- Property Taxes: Amount \$ _____ Tax Year: _____
 - Provide copy of tax statement
- Protective Equipment, Improvements and/or Supplies: Amount \$ _____
 - Provide detailed description: _____

Please provide a detailed description of the proposed use of funds:

NEEDS STATEMENT:

Please provide a detailed explanation of your businesses need for these funds.

Please share how COVID-19 and/or the Governor’s Executive Order(s) impacted your business.

6 MONTH BUSINESS PLAN:

Please provide a detailed plan reflecting how your business will operate to ensure financial recovery over the next 6 months.

CURRENT NUMBER OF EMPLOYEES:

Full-Time Employees _____ # Part-Time Employees _____

ADDITIONAL INFORMATION:

- Have you received other COVID-19 funding assistance (SBA, Marion County, PPE, other)?

Yes No

If yes, please provide information on funds received: _____

- Are you aware of programs and resources available to businesses in the Woodburn area (SBDC, MERIT, etc.)? Yes No

- Are you interested in receiving information on business resources? Yes No

Please describe your business needs: _____

- Are you a member of the Woodburn Area Chamber of Commerce? Yes No

CERTIFICATION: I hereby certify that all information contained in this application and supporting documents attached hereto are true and correct to the best knowledge and belief of the applicant.

Signature

Date

Printed Name

Title

WOODBURN EMERGENCY BUSINESS ASSISTANCE GRANT PROGRAM

Grant Award Agreement

The Woodburn City Council passed Resolution _____ to establish an emergency business assistance grant program to support businesses in the City of Woodburn. Due to the COVID-19 pandemic and as a result of the Governor’s Executive Orders 20-07, 20-10, and 20-12 reducing services or temporarily closure, many Woodburn businesses have experienced financial distress and uncertainty.

Woodburn’s Emergency Business Assistance Grant program will provide one-time funding to small businesses in an amount up to \$2,000. Grant funds can be used for expenses such as rent/lease, mortgage, utilities, property taxes, and for protective equipment, improvements and supplies required for re-opening a business. The program is in effect during the City of Woodburn’s declared state of emergency or until program funds are exhausted.

Awardee (Business Name): _____

Address: _____ Woodburn, OR 97071

Contact Name: _____ Phone Number: _____

Amount of Funds Awarded: \$	Date of Award:
-----------------------------	----------------

Use of Funds:

- Rent/Lease Payment
- Mortgage Payment
- Utilities
- Property Taxes
- Protective Equipment, Improvements, Supplies

By signing this Agreement, the Awardee agrees to the following:

- Certifies that all of the information provided in the application is true and correct.
- Assume responsibility and accountability for funds received.
- Use grant funds as described in the application.
- Return any unused portion of the award to the City of Woodburn.

Awardee Signature

Date

Printed Name



Agenda Item

June 8, 2020

TO: Honorable Mayor and City Council through City Administrator
FROM: Eric Liljequist, Public Works Projects & Engineering Director
SUBJECT: **Approval of Property Line Adjustment Agreement between the City of Woodburn and the Woodburn School District to Facilitate the New City Production Well**

RECOMMENDATION:

Approve attached Property Line Adjustment Agreement between the City of Woodburn and the Woodburn School District (WSD) and *authorize the City Administrator to sign the Agreement.*

BACKGROUND:

City Council awarded a contract for design, bid and construction management services for the New Production Well for the Parr Road Treatment Plant Project to Murraysmith, Inc. on December 9, 2019.

DISCUSSION:

To facilitate the completion of the water production well project, the City of Woodburn needs to acquire a 100' x 200' section of WSD property at 440-450 Parr Road NE to add to the City's adjacent property located at 900 Parr Road NE (Centennial Park). To complete this transaction, WSD has agreed to a property line adjustment (PLA) that will move the boundary line between the two parcels of property, adding this new section to the City's property. Please see the attached PLA agreement containing a map of the new boundary line.

As part of the PLA, the agreement includes paying the WSD fair market value for this property, currently \$16,241.00 based on Marion County property information. In addition to the consideration, the agreement also stipulates City responsibility for all required property surveys and recording fees in conjunction with the PLA process, and for the installation of a fence on the newly acquired property boundaries to provide protection and delineation of the newly acquired area. This additional City land will

Agenda Item Review: City Administrator City Attorney Finance

allow for a new production well site that is more conducive for accommodating other activities occurring year-round at Centennial Park.

FINANCIAL IMPACT:

The fees associated with the PLA are included in the approved 2019/20 fiscal year budget from the water fund.

PROPERTY LINE ADJUSTMENT AGREEMENT

440-450 PARR ROAD NE & 900 PARR ROAD NE, WOODBURN, OREGON

THIS Property Line Adjustment Agreement ("Agreement") is made and entered into as of the ____ day of _____, 2020 ("Effective Date"), by and between the Woodburn School District, an Oregon school district ("Grantor"), and the City of Woodburn, an Oregon municipal corporation ("Grantee") (collectively the "Parties").

BACKGROUND

- A. Grantor owns certain real property generally located at 440-450 Parr Road NE, Woodburn, Oregon, legally described in Exhibit A attached hereto ("Grantor's Property").
- B. Grantee owns certain other real property generally located at 900 Parr Road NE, Woodburn, Oregon, adjacent to and west of Grantor's Property, legally described in Exhibit B attached hereto ("Grantee's Property").
- C. Grantor's Property and Grantee's Property share a common boundary along the west side of Grantor's Property and the east side of Grantee's Property, as reflected in the recorded deeds for the subject properties ("Existing Property Line").
- D. The Parties desire to adjust the Existing Property Line, as generally depicted and described on the New Property Line Map attached as Exhibit C ("New Line"), such that a portion of Grantor's Property identified as a 100' x 200' section of property on the New Property Line Map, and consisting of 20,000 square feet (the "Assemblage Parcel"), will become the property of Grantee and form a part of Grantee's Property from and after the effective date of the adjustment.

NOW THEREFORE, the Parties Agree as Follows:

AGREEMENT

1. Adjustment of Property Line. For and in consideration of the Purchase Price (as defined in Section 2) and the mutual promises, covenants, representation and warranties contained in this Agreement, Grantor shall transfer and convey, and Grantee shall accept all right, title, and interest of the Grantor in and to the Assemblage Parcel, for the purpose of adjusting and replacing the Existing Property Line with the New Line, free and clear of all monetary liens and encumbrances. In furtherance and as evidence of the property line adjustment set forth by this Agreement, at the Closing (as defined in Section 3), the Parties shall cause a Property Line Adjustment Deed, a form of which is attached hereto as Exhibit D, to be executed, acknowledged, and recorded in the official records of Marion County, Oregon.
2. Consideration. As consideration for the Grantor's conveyance of its interest in the Assemblage Parcel, Grantee shall pay to Grantor, at the Closing, the sum of sixteen thousand two hundred forty-one 0/100 dollars (\$16,241.00) ("Purchase Price").
3. Closing. The closing of the transaction contemplated by and under this Agreement (the "Closing") shall be held at the time of final approval of the subject property line adjustment by the City

of Woodburn per Woodburn Development Ordinance Section 5.01.08. At or prior to the Closing, the following shall occur, each of which shall be considered a condition precedent and all of which shall be considered as taking place simultaneously:

- a) The Parties shall execute, acknowledge, deliver and record a Property Line Adjustment Deed with the Marion County Recorder;
- b) Grantee shall deliver the Purchase Price to the Grantor;
- c) Grantee shall have constructed a fence along the New Line as described in Section 5;
- d) At Grantee's discretion, a title company shall agree to issue to Grantee, at Grantee's expense, an ALTA standard coverage owner's policy of title insurance in an amount equal to the Purchase Price, naming the Grantee as the insured and insuring that, as of the Closing, marketable, indefeasible, fee simple title in and to the Assemblage Parcel is vested in the Grantee; and
- e) The Parties shall execute and deliver such other documents and take such other actions as are reasonably necessary and appropriate to effectuate the Closing.

4. Property Line Adjustment Application Process. The Parties acknowledge that the property line adjustment contemplated by this Agreement is subject to approval by the City of Woodburn, in accordance with its development ordinance and Oregon state law. The Parties acknowledge and agree that Grantee shall be responsible for pursuing the necessary approvals from the City, including preparation of all required applications and surveys, and shall be responsible for all costs associated therewith. The Grantor shall cooperate with Grantee in pursuing all necessary approvals from the City's planning department, including granting Grantee access to Grantor's Property and the Assemblage Parcel for surveying purposes.

5. Fence Line. Grantee, at its sole cost and expense, shall have a fence constructed along the New Line prior to the date of Closing. The fence shall be constructed of chain link with slats and in accordance with the City of Woodburn development ordinance sections 2.06.02 and 5.01.03.

6. Representation & Warranties.

6.1. Authority. The Parties represent and warrant that each has obtained all requisite authorizations for the execution and delivery of this Agreement and the performance of the transactions contemplated by this Agreement, and that the execution and delivery of this Agreement are made pursuant to such authorizations.

6.2. Title Covenant. Grantor represents and warrants that it is the sole owner of fee title to Grantor's Property, free of all liens and encumbrances that would otherwise prevent or frustrate the property line adjustment contemplated by this Agreement.

6.3. Litigation. Grantor represents and warrants that there are no pending claims or litigation or threats of claims or litigation or other matters of which Grantor is aware that could adversely affect carrying out the property line adjustment or Grantee's future use and enjoyment of the Assemblage Parcel.

6.4. Encroachment. To Grantor's knowledge no existing building, structure, or improvement of any kind encroaches upon the Assemblage Parcel from any adjacent property and there are no present or past discrepancies or disputes regarding the boundary of the Assemblage Parcel.

6.5. Bankruptcy or Foreclosure Affecting Property. To Grantor's knowledge, none of the following has occurred with respect to Grantor's Property or Grantor: (i) appointment of a receiver, liquidator, or trustee for the real estate; (ii) institution of any proceeding for dissolution or liquidation; (iii) filing or any petition for bankruptcy, or action toward reorganization; or (iv) pending foreclosure or forfeiture action.

6.6. Survival. The representations and warranties in this section shall survive Closing for a period of twelve (12) months.

7. Condition of Property. Excepting only the specific representations and warranties of Grantor contained in Section 6 of this Agreement, all of which shall survive Closing and shall not merge with the deed, Grantee accepts the land and improvements conveyed under this Agreement, and all other aspects of the Assemblage Parcel in its present condition, AS IS, WHERE IS, including latent defects, without any representations or warranties from Grantor or any agent or representative of Grantor, expressed or implied, except for such warranties that may arise by law under the Deed and except as otherwise specifically set forth in this Agreement. Grantee agrees that Grantee has ascertained, from sources other than Grantor or any agent or representative of Grantor, the condition of the Assemblage Parcel, its suitability for Grantor's purposes, and the applicable zoning, building, housing, and other regulatory ordinances and laws affecting the Assemblage Parcel. Grantee accepts the property with full awareness of the ordinances and laws as they may affect the present use or any intended future use of the property.

8. General Provisions.

8.1. Possession. Grantee will be entitled to sole possession of the Assemblage Parcel from and after the date of Closing.

8.2. No Partnership. This Agreement is not intended to create an shall not in be in any way interpreted or construed to create a joint venture, partnership, or any similar relationship between the Parties.

8.3. No Third Party Beneficiaries. The Grantor and Grantee are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

8.4. Severability. The parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

8.5. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between the Grantor and Grantee that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. The Parties hereby agree to the in personam jurisdiction of such court and waives any claims of an inconvenient forum.

8.6. Merger Clause; Waiver. This Agreement and attached exhibits constitute the entire agreement between the parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision.

[Signatures Follow on Next Page]

The Parties have entered into this Property Line Adjustment Agreement as of the day and year first written above.

GRANTOR:
WOODBURN SCHOOL DISTRICT

By: _____
Its: _____

Date

STATE OF OREGON)
COUNTY OF MARION) ss.

The foregoing instrument was acknowledged before me on this _____ day of _____, 2020,
by _____ as the _____
of _____.

(Print Name)
My appointment expires: _____

GRANTEE:
CITY OF WOODBURN

Scott Derickson
City Administrator

Date

STATE OF OREGON)
COUNTY OF MARION) ss.

The foregoing instrument was acknowledged before me on this _____ day of _____, 2020,
by _____ as the _____
of _____.

(Print Name)
My appointment expires: _____

EXHIBIT A

DESCRIPTION OF GRANTOR'S PROPERTY

Address: 440-450 Parr Road NE, Woodburn, Oregon 97071

Tax Parcel #: 052W13 00500

Acres: 48.32

Property Description: [legal description to be inserted]



GRANTOR'S PROPERTY
[SCHOOL DISTRICT
PROPERTY]

EXHIBIT B

DESCRIPTION OF GRANTEE'S PROPERTY

Address: 900 Parr Road NE, Woodburn, Oregon 97071

Tax Parcel #: 052W13 00700

Acres: 24.79

Property Description: [legal description to be inserted]



GRANTEE'S PROPERTY
[CITY OF WOODBURN PROPERTY]

EXHIBIT C

NEW PROPERTY LINE MAP

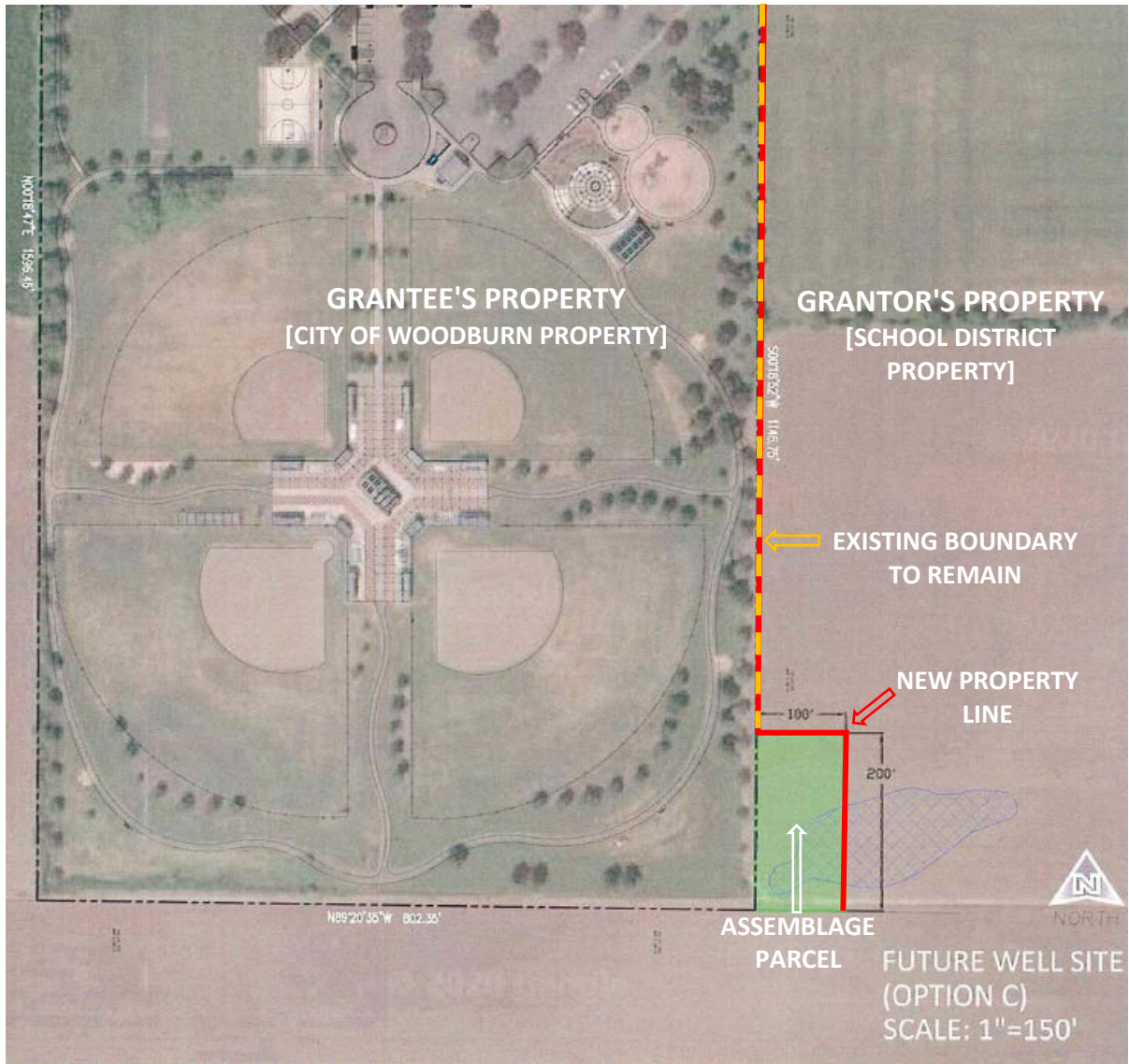


EXHIBIT D

FORM OF PROPERTY LINE ADJUSTMENT DEED

[Like form to be recorded after application approved and upon Closing]

After recording return to:

PROPERTY LINE ADJUSTMENT DEED

_____, GRANTOR, convey and warrants to

_____, GRANTEE, the following described real property, situated in Marion County, State of Oregon:

SEE LEGAL DESCRIPTION ON ATTACHED EXHIBIT "A"

The true consideration for this conveyance is _____.

This is a property line adjustment deed. In compliance with ORS 92.190, the following information is furnished:

1. The names of the parties to this deed are as set forth above.
2. The description of the adjusted line is as follows:

SEE LEGAL DESCRIPTION ON ATTACHED EXHIBIT "B"

3. The deed whereby Grantor acquired title to the transferred property is recorded in Reel No. _____ of the Deed of Records of Marion County, Oregon.
4. The deed whereby Grantee acquired title to the property to which the transferred property is joined is recorded in Reel No. _____ of the Deed of Records of Marion County, Oregon.
5. The survey and monumentation, as required by ORS 92.060 and 209.250, were done by _____. The survey is filed with the County Surveyor under Marion County Surveyor's Records, Map No. _____.

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES

NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

DATED this _____ day of _____, 2020.

GRANTOR:
WOODBURN SCHOOL DISTRICT

By: _____
Its: _____

STATE OF OREGON)
COUNTY OF MARION) ss.

The foregoing instrument was acknowledged before me on this _____ day of _____, 2020,
by _____ as the _____
of _____.

(Print Name)
My appointment expires: _____

ACCEPTANCE

The undersigned Grantee hereby accepts this property line adjustment deed and signs this acceptance in accordance with ORS 92.190(4).

GRANTEE:
CITY OF WOODBURN

Scott Derickson
City Administrator

STATE OF OREGON)
COUNTY OF MARION) ss.

The foregoing instrument was acknowledged before me on this _____ day of _____, 2020,
by _____ as the _____
of _____.

(Print Name)
My appointment expires: _____

PROPOSAL

DEED
EXHIBIT "A"

[Legal description of property to be conveyed]

PROPOSAL

DEED
EXHIBIT "B"

[Legal description of adjusted property line]

PROPOSAL

June 8, 2020

TO: Honorable Mayor and City Council

FROM: Scott Derickson, City Administrator
Jamie Johnk, Economic Development Director

SUBJECT: **CDBG Revolving Loan Funds**

RECOMMENDATION:

Authorize the City Administrator to submit a letter to Business Oregon requesting the reallocation of Community Development Block Grant (CDBG) Housing Rehab program income to a qualified non-profit agency for use to establish a mortgage assistance revolving loan program for eligible low to moderate income Woodburn residents.

BACKGROUND:

In 1995 and 1996, the City received Community Development Block Grant (CDBG) funds to establish a Housing Rehabilitation Revolving Loan Fund. Funds were disbursed to qualifying Woodburn residents. After expending the housing rehab funds, the City discontinued the revolving loan program. Over the years, loans have been repaid and the City now carries a balance of approximately \$410,000 in CDBG Housing Rehab program income.

Since the city no longer offers housing rehab loans and funds remain subject to federal regulations, the city is limited on the use of these funds.

DISCUSSION:

Due to the COVID-19 pandemic, Woodburn residents and families have been financially impacted. Residents have lost their jobs and financial security resulting in their inability to pay their household expenses and many are at risk of losing their homes due to their inability to pay their mortgages.

In our effort to identify resources to assist Woodburn residents, staff identified the balance of funds from the previous housing rehab program. Staff met with Business Oregon CDBG program staff and inquired about repurposing these funds for mortgage assistance. Business Oregon advised that in order to establish a mortgage assistance revolving loan fund the city would need to submit a letter outlining a reallocation plan for the funding, as well as to identify a qualified non-profit to receive the funds and administer the mortgage assistance program.

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

The City is currently in discussions with eligible non-profit organizations that have expressed an interest and ability to manage the mortgage assistance program. Once a suitable partnership has been identified, the City will work in partnership with the selected non-profit organization to develop criteria for the program that meets CDBG regulations and submit that plan to Business Oregon for their approval.

The City anticipates submitting its letter of request to Business Oregon in the coming two weeks and then upon approval, transferring the funds for reallocation soon thereafter.

FINANCIAL IMPACT:

The current balance of funds in the CDBG Housing Rehab program is \$410,000. Funds would be transferred to a non-profit for administration and management of the program.



Agenda Item

June 8, 2020

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director *ck*

Subject: **Call-Up Briefing: Planning Division Staff Approval of a Preliminary Partition of Parcel 3, Partition Plat 2019-069 (Phase 3B of Smith Creek)**

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 property owner through Stafford Land Company and Ordinance No. 2565 (2018) annexed territory including the subject property and obtained approval of a planned unit development (PUD), preliminary subdivision, and ancillary applications for the Smith Creek Development via the Final Order of November 14, 2018. The approval included a phasing plan covering nine phases.

This two-lot partition relates to Phase 3B of the Smith Creek Development project. The proposal is part of a private arrangement between the property owner and the Woodburn School District to transfer ownership of open space / parkland to the District.

No changes to the Smith Creek Development project and no development or establishment of any new land uses were proposed through this partition.

Agenda Item Review: City Administrator City Attorney

June 8, 2020

TO: Honorable Mayor and City Council through City Administrator

FROM: Chris Kerr, Community Development Director *ck*,
Colin Cortes, AICP, CNU-A, Senior Planner

SUBJECT: Call-Up Briefing: Planning Commission Approval of Design Review, Phasing Plan, Property Line Adjustment, Street Exception, and Variance Applications for Allison Way Apartments on three lots with no street addresses and located at the intersection of Stacy Allison Way & Hooper Street (DR 2019-05, PP 2019-01, PLA 2019-04, EXCP 2020-05, & VAR 2019-04)

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 Commission decision.

BACKGROUND:

The Planning Commission held a public hearing on May 28, 2020 and approved by 3-2 vote the consolidated applications package (Type III) with the conditions recommended by staff through the [staff report](#) published May 21; except for the three revision items described below in the "Approval with Revisions" section.

Staff next provides a few sections of project background that lead up to and give context to the three revisions.

Images

See the next few pages for an aerial photo, a site plan, and a three-dimensional artist's rendering.



Aerial map (2016) with site outlined in yellow



Site plan (Note: Staff colored the applicant's Exhibit 3)



Applicant's artist's rendering: bird's eye perspective looking northwest (Gray bands represent carports)

Project Description

The project is site development of 19.03 acres into 586 apartments across 23 buildings in two phases, Phase 1 being 179 apartments across 7 buildings on 5.93 acres north of Hooper Street and the remainder constituting Phase 2 south of Hooper.

Each phase includes common facilities: a clubhouse / leasing office / recreation building, small plaza adjacent to the common building, and a barbeque (BBQ) pit. Phase 2 adds a children's play area. The developer estimates build-out to the year 2024.

The buildings are three-story walk-ups, conventional for new construction of apartments.

Since application in June 2019, the applicant and staff worked together to revise the project to include:

- Benches in common areas
- Bicycle parking: Lots of it for residents and visitors (over 600 stalls and over 50 of them sheltered)

- Buildings framing Hooper Street, which is a quiet local street, and set back farther from Stacy Allison Way and I-5, which are wider, louder, and more heavily trafficked ways
- Electric vehicle (EV) stalls (36) with charging stations for resident benefit
- Landscaping to acoustically and visually buffer residents from I-5
- Larger middle landscaped islands in the parking courts
- Well-landscaped courtyards among buildings
- Looped vehicular circulation both for fire truck access and resident and visitor wayfinding
- Speed table, also known as a raised crossing, within a walkway crossing of a drive aisle near the children's play area
- Walkway crossings of drive aisles that are visually distinct with different pavement as well as striping; and
- Public plaza along Hooper Street
- Street improvements – see the next section.

Street Improvements

Street improvements for this project are upgrades of street frontages to bring existing Stacy Allison Way – which has curb-tight sidewalk – and Hooper Street into greater conformance with the model / standard cross sections of WDO Figures 3.01D & G and to have the Stacy Allison Way extension south/southwest from Hooper Street to the south site development boundary conform more with Figure 3.01D.

The chief visible results will be on-street parallel parking on Hooper and, along Stacy Allison, planter strips with street trees and wide sidewalk.

There are additional public off-site street improvements the developer will construct in the area between the subject property and Oregon Highway 214 to (a) fill gaps in sidewalk and (b) provide curb ramps where lacking for better accessibility per the federal Americans with Disabilities Act (ADA).

Off-site improvements provide safer and more dignified walking and cycling routes between the project and attractions in the highway commercial area and east along through-street W. Hayes Street, particularly for the many cyclists staff continually notices who prefer sidewalk to street.

Zoning

The subject property is in the Commercial General (CG) zoning district. Though at present in the CG district multiple-family dwellings are prohibited in some areas of the district and a conditional use (CU) in others because of Council adoption of Ordinance No. 2573 on June 24, 2019, application submittal was prior to the effective date of the ordinance (July 24, 2019).

Variances

The six variance requests were to vary from WDO:

1. Driveway width minimum (Table 3.04A)
2. Parking ratio minimum (Table 3.05A);
3. Compact parking percentage maximum (3.05.03C);
4. Drive aisle width minimum (Table 3.05C);
5. Parking area curb height minimum (3.06.02I); and
6. Architectural Wall (Table 3.06D & 3.06.06).

Regarding requests 2 & 6 that the Commission most discussed:

Request 2: The developer testified that as is conventional the future property manager will manage parking through a permit system and allocate a stall per one-bedroom apartment and two stalls per two-bedroom apartment, setting clear rules of conduct for tenants regarding parking. In keeping with the Commission approval, staff will draft a condition (V9-2) that allows for such allocation and results in a minimum average of 1.77 stalls per dwelling.

The developer asked to modify the Street Exception request regarding Stacy Allison Way to allow on-street parallel parking along both sides, which would have lessened variance request 2 but also precluded both planter strip and street trees. Chair Piper objected and none of the remaining commissioners voiced support for having on-street parking on Stacy Allison Way.

Request 6: The Phase 2 acreage, south of Hooper Street, would have required a 6-foot screen wall, which the WDO terms an "Architectural Wall", along the east and southeast lot lines adjacent to the Paradise Pointe subdivision. This is because WDO Table 3.06D is premised among differences between zoning districts and between land uses, in this case because of difference both between zoning districts (CG, which is commercial; RSN, which is residential) and land uses (multiple-dwelling residential or apartments, single-family residential or houses). The project substitutes a wide landscaped buffer with shrubbery and trees. (Apartment building heights and setbacks meet WDO standards.) Staff recommended approval with a condition to improve screening by adding a 6-foot cedar wood fence along each of the two parking areas closest to the property lines. The Commission approved this.

Approval with Revisions

The three Commission revisions are:

1. Striking transportation Condition T-BP9 that would have required the Evergreen Path, a bicycle/pedestrian path approximately 350 feet (ft) long within the unimproved Evergreen right-of-way (ROW) and extending from Smith Creek Development Phase 1A Tract 'D' boundary north to the

existing Montebello 2 subdivision bicycle/pedestrian path that connects to Baylor Drive at Citadel Street per the images below:



Exhibit T-BP9A. Location and Conceptual Alignment

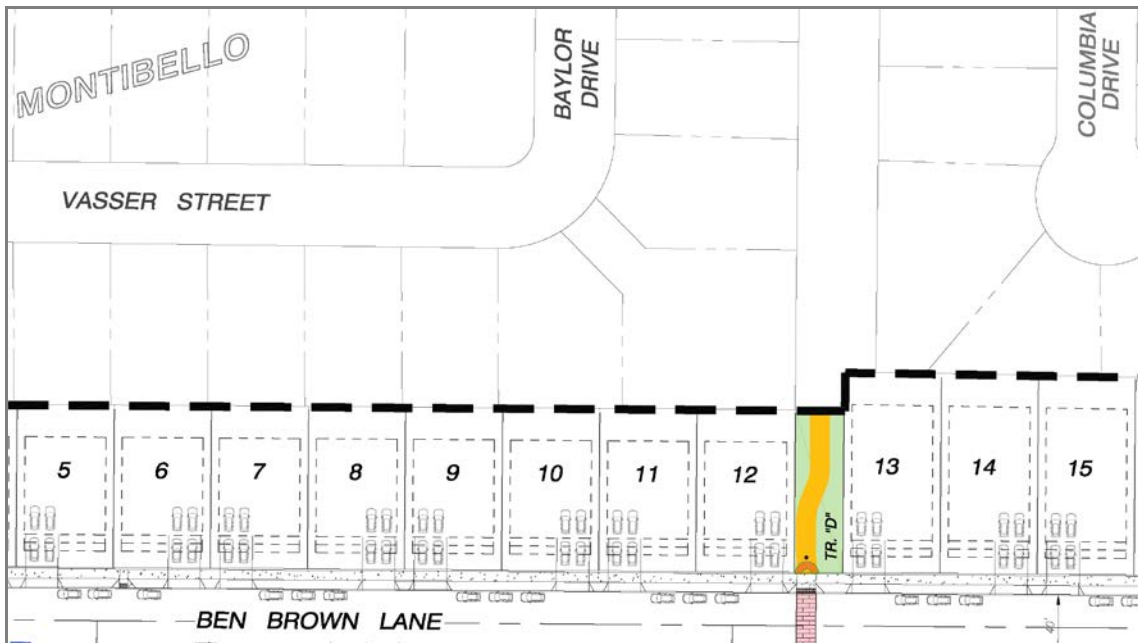


Exhibit T-BP9B. Starting Point Alignment Context: Smith Creek Development Phase 1A Tract "D", from Stafford Land Co. Exhibit C-8A-1 (2017)

2. Revising Street Exception Condition EX2 to omit a landscaped median from the required custom cross section of the Stacy Allison Way extension to maintain a continuous two-way left turn lane along and between Interstate 5 and the approximately 800 ft of site development frontage that has no driveways; and

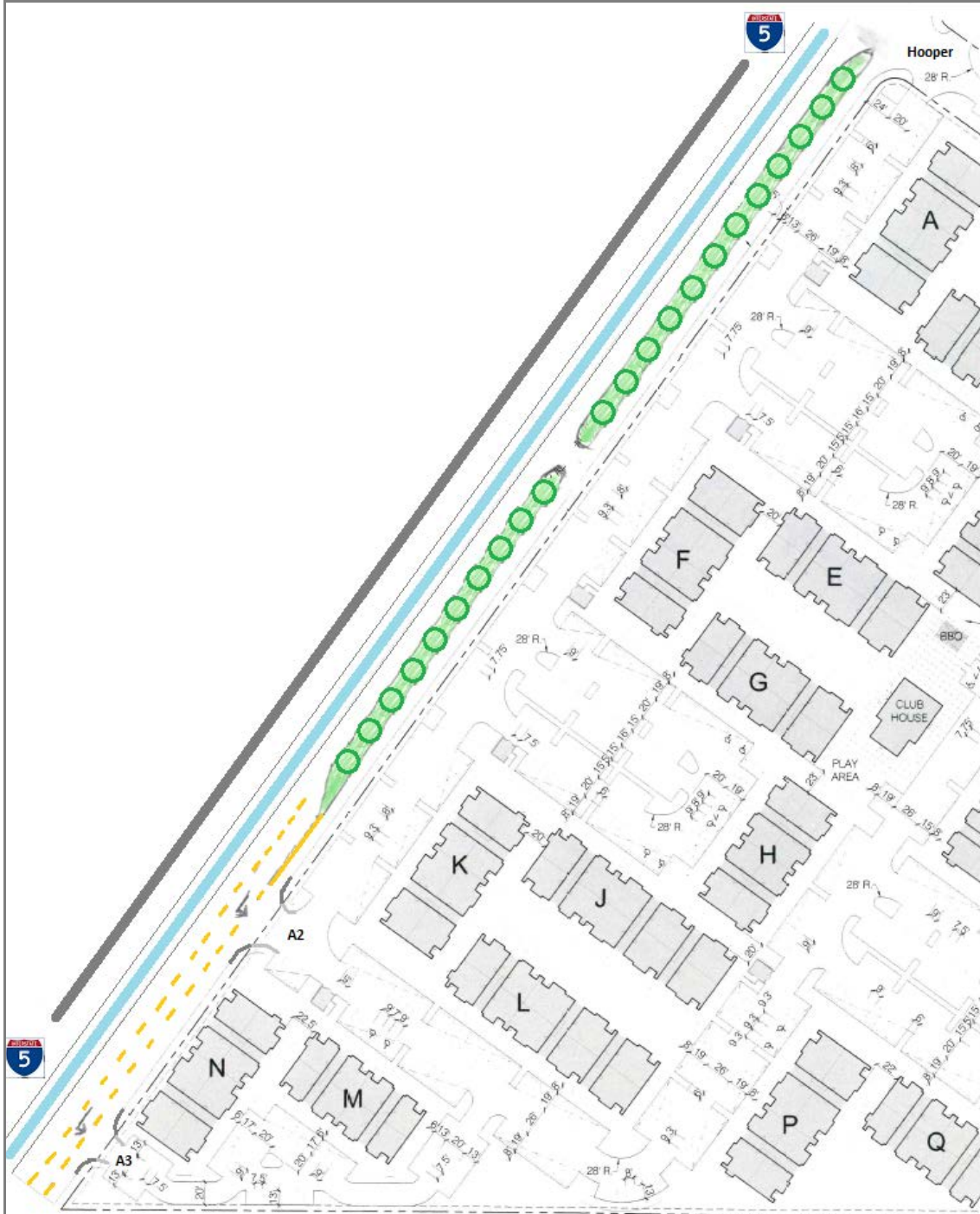


Exhibit EX2b revised June 2 (This median example concept is not to scale.)

3. Approving variance request 2 regarding parking ratio minimum (WDO Table 3.05A, Residential 1) and setting a minimum average of 1.77 stalls per dwelling that staff will append within the final decision document as Condition V9-2.

The split vote resulted from disagreement not about the overall project, but instead about the overall justification of the six variance requests and the Street Exception request, Commissioner Berlin's objection to variance request 6 to not construct an Architectural Wall (WDO Table 3.06D), and Commissioners Berlin and Corning objecting to variance request 2 regarding parking ratio minimum.

Testimony

Two parties testified not in opposition to the project but instead to voice concerns about its perceived effects:

1. Stephen D. Rippeteau (homeowner, 562 Prairie St); and
2. Johanna Venegas (homeowner, 585 Prairie St).

Mr. Rippeteau voiced concerns about:

- Parking, because of property management of Cascade Meadows Apartments (311 Evergreen Rd)
- Semi-truck drivers that ignore a no-truck sign in the direction Walmart (3002 Stacy Allison Way; staff believes he meant the no-truck sign on Stacy Allison Way for westbound traffic and located just west of the Walmart truck driveway that is near Harvard Dr)
- Wanting a second I-5 interchange (in the direction of Salem)
- Wanting extension of Evergreen Road south (to Parr Rd); and
- Wanting a second grocery store besides Walmart to have a nearby alternative instead of Safeway (1520 N. Pacific Hwy).

Ms. Venegas voiced concerns about:

- School capacity
- Rising cost of living in the area; and
- Traffic.

Appeal

Any of the three parties with standing can appeal the Commission final decision per WDO 4.02.01B, and the Council would hear an appeal.