



# Agenda Item

July 5, 2023

TO: City Council  
FROM: Frank Lonergan, Mayor  
SUBJECT: **Committee Appointment**

The following appointment is made, subject to the approval of the Council. Please forward any adverse comments to me prior to the Council meeting on Tuesday, July 11, 2023. No reply is required if you approve of my decision.

**Woodburn Planning Commission**

Juan Bravo

# PROCLAMATION

## HONORING THE FRENCH PRAIRIE HISTORICAL SOCIETY FOR THEIR 50 YEARS OF DEDICATION TO MAINTAINING THE SETTLEMIER HOUSE

**WHEREAS**, The 12 room, over 5,000 square-foot home, was built in 1891 at a cost of \$10,000 by Jesse H. Settlemier, founder of Woodburn; and

**WHEREAS**, Jesse Settlemier's son, Frank Settlemier, lived in the home until his passing in 1951; and

**WHEREAS**, Kilian and Hazel Smith purchased the home and resided at the residence till 1972; and

**WHEREAS**, The French Prairie Historical Society, recognizing the historical significance of the Settlemier House to the Woodburn Community, purchased the home in 1973 to preserve and educate the community for generations to come; and

**WHEREAS**, The French Prairie Historical Society has maintained and preserved the Settlemier House to excellent standards to share this community centerpiece to those throughout the Willamette Valley and Oregon.

**NOW THEREFORE**, I, Frank Lonergan, Mayor of the City of Woodburn proclaim the City of Woodburn's thanks to the French Prairie Historical Society for their lasting contribution to the Historic Settlemier House and for their contribution to preserving Woodburn's History.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Woodburn to be affixed this 11th day of July 2023.

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Frank Lonergan, Mayor  
City of Woodburn

**COUNCIL MEETING MINUTES**  
**JUNE 26, 2023**

**DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JUNE 26, 2023**

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

**ROLL CALL**

Mayor Lonergan	Present
Councilor Carney	Present
Councilor Cornwell	Present
Councilor Schaub	Present
Councilor Morris	Present
Councilor Cabrales	Present – 7:04 p.m.
Councilor Wilk	Present

**Staff Present:** Assistant City Administrator Row, Assistant City Attorney Granum, Police Chief Pilcher, Special Projects Director Wakeley, Community Services Director Cuomo, Finance Director Turley, Public Works Director Stultz, Public Affairs and Communications Coordinator Moore, City Recorder Pierson

**ANNOUNCEMENT**

Mayor Lonergan announced that in observance of Independence Day, City Hall offices, the library, and Transit service will be closed Tuesday, July 4, 2023. The Aquatic Center will be open 6:00 a.m.-11:00 a.m.

Mayor Lonergan announced that the City Council Meeting /Community BBQ is scheduled to take place on Tuesday, July 11, 2023, at 6:00 p.m. to coincide with Music in the Park.

**PROCLAMATIONS**

Mayor Lonergan read a proclamation designating July as Parks and Recreation Month

**BUSINESS FROM THE PUBLIC**

Brenna Rupe, 2731 Oxford Street, stated her concerns of the music playing over the weekend past curfew and one that played past 3:30 a.m. from various neighbors. Chief Pilcher stated that police came out numerous times in the neighborhood for noise complaints and they did cite one of the neighbors.

**CONSENT AGENDA**

- A. Woodburn City Council minutes of June 12, 2023,
- B. Building Activity for May 2023,
- C. Redflex Report for March through May 2023,
- D. Monthly Financial report.

**Cornwell/Schaub**... approve the consent agenda. The motion passed unanimously.

**TABLED BUSINESS**

**Carney/Morris**... remove Council Bill 3218 from the table. The motion passed unanimously.

**COUNCIL MEETING MINUTES  
JUNE 26, 2023**

**COUNCIL BILL NO. 3219 - AN ORDINANCE ANNEXING APPROXIMATELY 3.25 ACRES OF TERRITORY GENERALLY LOCATED AT 8908 PARR ROAD NE, MARION COUNTY, OREGON, INTO THE CITY OF WOODBURN**

Carney introduced Council Bill No. 3219. City Recorder Pierson read the bill by title only since there were no objections from Council. On roll call vote for final passage, the bill passed unanimously. Mayor Lonergan declared Council Bill No. 3219 duly passed.

**COUNCIL BILL NO. 3220 - AN ORDINANCE AMENDING THE WOODBURN ZONING MAP TO DESIGNATE ZONING OF APPROXIMATELY 3.25 ACRES OF ANNEXED TERRITORY LOCATED AT 8908 PARR ROAD NE, MARION COUNTY, OREGON, AS NODAL MEDIUM DENSITY RESIDENTIAL (RMN) ZONING DISTRICT**

Carney introduced Council Bill No. 3220. City Recorder Pierson read the bill by title only since there were no objections from Council. On roll call vote for final passage, the bill passed unanimously. Mayor Lonergan declared Council Bill No. 3220 duly passed.

**COUNCIL BILL NO. 3221 - AN ORDINANCE GRANTING PORTLAND GENERAL ELECTRIC COMPANY, AN OREGON CORPORATION, A NONEXCLUSIVE FRANCHISE FOR TEN YEARS TO OPERATE AN ELECTRIC LIGHT AND POWER SYSTEM WITHIN THE CORPORATE LIMITS OF THE CITY OF WOODBURN, FIXING THE TERMS AND CONDITIONS OF SAID FRANCHISE; PROVIDING AN EFFECTIVE DATE; REPEALING ORDINANCE 2507; AND DECLARING AN EMERGENCY**

Carney introduced Council Bill No. 3221. City Recorder Pierson read the bill by title only since there were no objections from Council. Wendy Veliz with PGE spoke in support of the agreement and thanked staff for being so great to work with. On roll call vote for final passage, the bill passed unanimously. Mayor Lonergan declared Council Bill No. 3221 duly passed.

**COMMUNITY CENTER PROJECT TIMELINE & UPDATE**

Assistant City Administrator Row provided a staff report. Chris Roberts and Jim Kalvelage with OPSIS Architecture provided a presentation on the Community Center Project. **Wilk/Schaub...** approve the proposed project approach and timeline. The motion passed unanimously.

**COUNCIL BILL NO. 3222 - A RESOLUTION AUTHORIZING A LOAN FROM THE SPECIAL PUBLIC WORKS FUND BY ENTERING INTO A FINANCING CONTRACT WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY**

Carney introduced Council Bill No. 3222. City Recorder Pierson read the bill by title only since there were no objections from Council. Assistant City Administrator Row provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Lonergan declared Council Bill No. 3222 duly passed.

**COUNCIL BILL NO. 3223 - AN ORDINANCE LIMITING ON-STREET PUBLIC PARKING ALONG THE FRONTAGE OF 1679 N FRONT STREET (SAINT LUKE'S CEMETERY) TO FACILITATE VISITATIONS TO THE CEMETERY, APPROVING STRIPING AT ALL THREE CEMETERY DRIVEWAYS TO PREVENT INTERFERENCE WITH ACCESSING THE CEMETERY AND PROVIDING FOR**

**COUNCIL MEETING MINUTES**  
**JUNE 26, 2023**

**CIVIL ENFORCEMENT**

**Carney** introduced Council Bill No. 3223. City Recorder Pierson read the bill by title only since there were no objections from Council. Public Works Director Stultz provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Lonergan declared Council Bill No. 3223 duly passed.

**MARION COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

Police Chief Pilcher provided a staff report. **Carney/Morris...** Adopt the Marion County Hazard Mitigation Plan as part of the City of Woodburn’s Emergency Management Plan. The motion passed unanimously.

**AWARD OF CONTRACT FOR FINANCIAL SOFTWARE**

Finance Director Turley provided a staff report. **Schaub/Morris...**authorize the City Administrator to sign a contract with ClearGov for the ClearGov Capital Budgeting- Civic Edition and ClearGov Digital Budget book – Civic Edition software in the amount of \$134,912. The motion passed unanimously.

**CITY ADMINISTRATOR’S REPORT**

The Assistant City Administrator reported that the Annual 4<sup>th</sup> of July Celebration will begin at 5:30 p.m. at Centennial Park.

**MAYOR AND COUNCIL REPORTS**

Councilor Schaub stated that she enjoyed the ribbon cutting at the Senior Estates Dog Park and added that she would like a poll taken to change the name of the park.

Councilor Wilk stated that he is thrilled to see the community center come back to the Council again.

Mayor Lonergan stated that the Kiwanis 4<sup>th</sup> of July breakfast will take place at Legion Park from 7:00 a.m. to 10:00 a.m. He added that he spoke at Kiwanis and Rotary about growth in Woodburn. He noted that he was invited to meet with Governor Kotek at Valor Middle School to discuss what is going on regarding education, affordable housing, and the community center. He added that Governor Kotek announced that Woodburn was awarded \$100,000 for a transportation plan for the southwest part of town.

**ADJOURNMENT**

**Morris/Schaub...** move to adjourn. The motion passed unanimously. Mayor Lonergan adjourned the meeting at 8:52 p.m.

APPROVED \_\_\_\_\_  
FRANK LONERGAN, MAYOR

ATTEST \_\_\_\_\_  
Heather Pierson, City Recorder  
City of Woodburn, Oregon

**CITY OF WOODBURN**  
**Community Development Department**

**MEMORANDUM**

270 Montgomery Street

Woodburn, Oregon 97071

(503) 982-5246

**Date:** July 5, 2023  
**To:** Chris Kerr, Community Development Director  
**From:** Melissa Gitt, Building Official  
**Subject:** **Building Activity for June 2023**

	2021		2022		2023	
	No.	Dollar Amount	No.	Dollar Amount	No.	Dollar Amount
Single-Family Residential	29	\$7,230,418	7	\$2,234,113	10	\$2,990,358
Multi-Family Residential	1	\$2,657,866	7	\$8,591,439	0	\$0
Assisted Living Facilities	0	\$0	0	\$0	0	\$0
Residential Adds & Alts	7	\$182,952	13	\$199,925	35	\$382,947
Industrial	0	\$0	0	\$0	0	\$0
Commercial	2	\$125,500	2	\$132,000	3	\$2,642,400
Signs and Fences	0	\$0	0	\$0	3	\$28,254
Manufactured Homes	0	\$0	0	\$0	0	\$0
<b>TOTALS</b>	39	\$10,196,736	29	\$11,157,477	51	\$6,043,959
<b>Fiscal Year to Date (July 1 – June 30)</b>		<b>\$85,150,870</b>		<b>\$582,617,484**</b>		<b>\$105,786,914</b>

Totals calculated from permit valuation.

\*\*Project Basie (Amazon) permit valuation is \$451,339,834



# Agenda Item

July 11, 2023

TO: Honorable Mayor and City Council through City Administrator  
 THRU: Martin Pilcher, Chief of Police  
 FROM: Keith Kimberlin, Lieutenant  
 SUBJECT: **Liquor License Application**

**RECOMMENDATION:**

Recommend that the OLCC approve the Liquor License Application for La Casa De Los Machetes, LLC.

**BACKGROUND:**

Applicant: La Casa De Los Machetes, LLC.  
 425 N. 1st Street  
 Woodburn, OR 97071  
 503-989-3438

Point of Contact: Nestor Heredia  
 4833 River Rd. N.  
 Keizer, OR 97303  
 503-991-5453

Business: La Casa De Los Machetes  
 347 N. Front Street  
 Woodburn, OR 97071  
 503-509-4204

Owners: Mauro Orea Herrera  
 311 S. Evergreen Rd #0156  
 Woodburn, OR 97071  
 503-989-3438

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Agenda Item Review: City Administrator  City Attorney  Finance

**LICENSE TYPE:**

**New Outlet, Limited On-Premise Sales** - Permits beer, wine, and cider sales for on premise consumption. May sell kegs of beer and growlers of beer, wine, and cider for off-premises consumption.

On June 23, 2023, the Woodburn Police Department received an application for Limited On-Premise Sales liquor license for La Casa De Los Machetes, LLC. This establishment contains a restaurant seating area with tables and a bar top with alcohol sales throughout the establishment and is also required to serve food.

La Casa De Los Machetes, LLC will be located at 425 North 1st Street, Woodburn, Oregon 97071. The hours of operation are from 8:00 A.M. to 10:00 P.M. Monday through Sunday. The establishment indicates that there will be no entertainment either live or recorded. The restaurant has seating for 32 patrons with no accommodation for outside 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 Woodburn Police Department has completed a background investigation on the subject(s) listed on the OLCC application. There were no negative reports located, and all listed subject(s) are clear of wants or warrants, with no criminal history.

**FINANCIAL IMPACT:**

None