



## Agenda Item

July 3, 2024

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 9, 2024. No reply is required if you approve of my decision.

**Woodburn Public Arts and Mural Committee**

- Kristi St. Amant

# **PROCLAMATION**

## **Designation of July as Park and Recreation Month**

**WHEREAS**, parks and recreation is an integral part of communities throughout this country, including Woodburn; and

**WHEREAS**, parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

**WHEREAS**, parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

**WHEREAS**, parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

**WHEREAS**, parks and recreation is a leading provider of healthy meals, nutrition services and education; and

**WHEREAS**, park and recreation programming and education activities, such as out- of-school time programming, youth sports and environmental education, are critical to childhood development; and

**WHEREAS**, parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

**WHEREAS**, parks and recreation is fundamental to the environmental well-being of our community; and

**WHEREAS**, parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

**WHEREAS**, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

**WHEREAS**, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

**WHEREAS**, Woodburn recognizes the benefits derived from parks and recreation resources.

**NOW, THEREFORE**, be it proclaimed by the City of Woodburn that July 2024 is Recreation and Parks Month, and, as Mayor, I encourage all citizens of the City of Woodburn to enjoy our Parks and participate in Recreation programs.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City of Woodburn to be affixed this \_\_\_\_ day of July 2024.

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Frank Lonergan, Mayor  
City of Woodburn

# **COUNCIL MEETING MINUTES**

## **JUNE 24, 2024**

**DATE**     **COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JUNE 24, 2024**

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

### **ROLL CALL**

Mayor Lonergan	Present
Councilor Cantu	Present
Councilor Cornwell	Present
Councilor Schaub	Present
Councilor Morris	Absent
Councilor Cabrales	Present
Councilor Wilk	Present

**Staff Present:** City Attorney Granum, Assistant City Administrator Row, Police Chief Pilcher, Economic Development Director Johnk, Community Services Director Cuomo, Community Development Director Kerr, Finance Director Turley, Public Works Director Stultz, Special Projects Director Wakeley, City Recorder Pierson, Planner Handel, Building Official Gitt, Community Relations Manager Herrera, Assistant City Attorney Killmer

### **ANNOUNCEMENTS**

Mayor Lonergan announced the following:

- Independence Day Celebration at Centennial Park on Thursday, July 4<sup>th</sup> from 5:30 p.m. -10:30 p.m. Includes food vendors, live music, games for the whole family and a fantastic firework show.
- In observance of Independence Day, City Hall offices, the Library, and Transit service will be closed Thursday, July 4, 2024. The Aquatic Center will be open 6:00 a.m.-11:00 a.m.
- The City Council Meeting /Community BBQ is scheduled for Tuesday, July 9, 2024, at 6:00 p.m. to coincide with the Kick-off of Music in the Park.

### **PROCLAMATIONS**

**2024 41<sup>st</sup> Annual National Night Out** - Mayor Lonergan read a proclamation calling on citizens to support the 2024 41<sup>st</sup> Annual National Night Out and declaring August 6, 2024, as the 2024 41<sup>st</sup> Annual National Night Out.

### **PRESENTATIONS**

**Fiesta Court** – Community Relations Manager Herrera introduced the Fiesta Court and provided the City Council with a 2024 Fiesta Court Tentative Calendar. Members of the Court include Irene Rodriguez Estrada, Flannery Santiago Valencia, Jazmine Ortiz, Betzabet Gascar, Aliyah Calderon, Vanessa Perez Marcelino, Kaylee Rachel Arroyo, Yatzil Morales, Perla Barragan – Chavez, and Jose Solis Gomez. Each member introduced themselves and provided information on Fiesta Court programs that they participated in.

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Police Department Accreditation – Police Chief Pilcher provided information on the City’s Certificate of Accreditation.

## CONSENT AGENDA

- A. Woodburn City Council minutes of June 10, 2024,
  - B. Woodburn City Council Executive Session minutes of June 10, 2024,
  - C. Monthly Financial Report,
  - D. Redflex Report March through May 2024,
  - E. Accept the Energy Efficiency and Conservation Block Grant (EECBG) to Support EV Charging Network,
  - F. Subrecipient Agreement with DevNW and Intergovernmental Agreement (IGA) with Cities of Gervais and Hubbard– Participation in Support CDBG COVID-19 Funding for Rental Assistance.
- Schaub/Cabrales...** approve the consent agenda. The motion passed unanimously.

## PUBLIC HEARINGS

### Public Hearing for a Legislative Amendment to the Woodburn Development Ordinance Regarding Food Cart Regulations (LA 24-02)

Mayor Lonergan declared the hearing open at 7:41 p.m. for the purpose of hearing public input on the Legislative Amendment to the Woodburn Development Ordinance Regarding Food Cart Regulations (LA 24-02). Planner Handel and Community Development Director Kerr provided a staff report.

Mayor Lonergan asked if any member of the public wished to speak in support of the Legislative Amendment to the Woodburn Development Ordinance Regarding Food Cart Regulations (LA 24-02). Scott Sharp, 352 Bush St, stated that he would like to see food carts allowed in the city outside of pods. Matt Ring, 10850 Main St. NE Donald, owner of Oregon Smoke Shack food cart, stated that he would like to see food carts allowed in the City outside of pods. He read a letter from Meredith Barton, Coastal Farm store manager, supporting a permanent location for a food truck on Coastal Farm Stores property in Woodburn. Mayor Lonergan asked if any member of the public wished to speak in opposition to the Legislative Amendment to the Woodburn Development Ordinance Regarding Food Cart Regulations (LA 24-02). No members of the public wished to speak in opposition. Mayor Lonergan closed the hearing at 8:25 p.m. Mayor Lonergan stated that as a growing city, we should have regulations for the safety of our citizens. Councilor Cornwell stated that we may need to make accommodations to make sure that everyone is successful. Councilor Schaub stated that she is concerned about how this would affect the food trucks that are already here. Councilor Cabrales expressed her concerns about the rent for food carts at pods possibly being too high for the food carts that are currently operating in the City. Councilor Wilk stated that he also has concerns about the small businesses who may not be able to afford being in a pod and would like to see the City accommodate both by allowing single food carts if they meet regulations. Mayor Lonergan expressed his concerns with parking requirements. Councilor Cantu stated that she understands the concerns of the Council regarding the requirement of being in a pod but there are regulations requiring these food carts to meet certain criteria before they can do business and a food cart meeting those on their own may be cost prohibitive for them.

**Schaub/Cornwell...** to tentatively approve Legislative Amendment LA 24-02, directing staff to prepare an ordinance for consideration at the July 22, 2024, City Council meeting. On roll call vote the motion passed 3-2 with Councilors Cabrales and Wilk voting no.

City Attorney Granum noted that if the Council wants staff to make any changes to the proposed

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legislative amendment, they will need to make sure that the motion reflects that.

**Schaub/Cornwell...** amend the motion to tentatively approve Legislative Amendment LA24-02, and direct staff to prepare an ordinance for consideration with some options for single cart operation. On roll call vote the motion passed unanimously.

### FY 2023-24 Supplemental Budget Request for Transfer Increase from the Water SDC Fund to the Water Capital Construction Fund for Parr Road Water Treatment Project Completion

Mayor Lonergan declared the hearing open at 8:48 p.m. for the purpose of hearing public input on the FY 2023-24 Supplemental Budget Request for Transfer Increase from the Water SDC Fund to the Water Capital Construction Fund for Parr Road Water Treatment Project Completion. Finance Director Turley provided a staff report. Mayor Lonergan asked if any member of the public wished to speak in support of the FY 2023-24 Supplemental Budget Request for Transfer Increase from the Water SDC Fund to the Water Capital Construction Fund for Parr Road Water Treatment Project Completion. No members of the public wished to speak in support. Mayor Lonergan asked if any member of the public wished to speak in opposition to the FY 2023-24 Supplemental Budget Request for Transfer Increase from the Water SDC Fund to the Water Capital Construction Fund for Parr Road Water Treatment Project Completion. No members of the public wished to speak in opposition. Mayor Lonergan closed the hearing at 8:49 p.m.

### COUNCIL BILL NO. 3255 - A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET AND APPROVING TRANSFERS OF APPROPRIATIONS FOR FY 2023-2024 FOR THE PARR ROAD WATER TREATMENT PROJECT COMPLETION

**Schaub** introduced Council Bill No. 3255. 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. 3255 duly passed.

### AWARD A CONTRACT TO CLAIR COMPANY INC. FOR PROFESSIONAL PLAN REVIEW AND INSPECTION SERVICES ON AN AS NEEDED BASIS AND AUTHORIZE THE CITY ADMINISTRATOR TO SIGN THE AGREEMENT

Building Official Gitt provided a staff report. **Schaub/Cabrales...** award a Contract to Clair Company Inc. for Professional Plan Review and Inspection Services on an as needed basis and authorize the City Administrator to sign the Agreement. The motion passed unanimously.

### COUNCIL BRIEFING OF PLANNING COMMISSION APPROVAL OF A DESIGN REVIEW APPLICATION FOR “COVERS FOR PLAY STRUCTURE & OUTDOOR EVENT AREA” AT NUEVO AMANECER APARTMENTS, 1274 N. 5TH ST (DR 24-05)

The Council declined to call this item up.

### CITY ADMINISTRATOR’S REPORT

The Assistant City Administrator reported the following:

- The Taste of Woodburn was very successful. Thanked the community for coming out and all the staff that worked so hard to put on that event.

### MAYOR AND COUNCIL REPORTS

Councilor Cornwell stated that she attended Taste of Woodburn, and it was pretty quiet. She asked if there were less vendors this year and asked about the status of the dog park.

Community Services Director Cuomo answered that there were less vendors. He added that a few

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backed out at the last minute and some vendors were only able to attend on Saturday. He stated that the dog park improvements are coming along and hopes to have it open early August.

Councilor Cabrales stated that she heard great things about the Taste of Woodburn and Flavor de Futbol. She wished everyone a happy fourth of July.

Councilor Schaub stated that she appreciates the work that Jim and Renata did on the EECBG block grant. She heard from her ward that they would like more signs in English describing the food at Taste of Woodburn. She wished everyone a great fourth.

Councilor Wilk invited people to the French Prairie Kiwanis Chuckwagon breakfast on July 4<sup>th</sup>, at Legion Park from 7:00 a.m. – 10:00 a.m.

Councilor Cantu stated that she attended the Flavor de Futbol and it was a great event.

### **ADJOURNMENT**

**Cornwell/Cabrales...** move to adjourn. The motion passed unanimously. Mayor Loneran adjourned the meeting at 9:02 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 1, 2024  
**To:** Chris Kerr, Community Development Director  
**From:** Melissa Gitt, Building Official  
**Subject:** Building Activity for June 2024

	2022		2023		2024	
	No.	Dollar Amount	No.	Dollar Amount	No.	Dollar Amount
Single-Family Residential	7	\$2,234,113	10	\$2,990,358	21	\$6,649,370
Multi-Family Residential	7	\$8,591,439	0	\$0	0	\$0
Assisted Living Facilities	0	\$0	0	\$0	0	\$0
Residential Adds & Alts	13	\$199,925	35	\$382,947	17	\$166,183
Industrial	0	\$0	0	\$0	0	\$0
Commercial	2	\$132,000	3	\$2,642,400	15	\$11,398,860
Signs and Fences	0	\$0	3	\$28,254	0	\$0
Manufactured Homes	0	\$0	0	\$0	0	\$0
<b>TOTALS</b>	29	\$11,157,477	51	\$6,043,959	53	\$18,214,413
<b>Fiscal Year to Date (July 1 – June 30)</b>		<b>\$582,617,484**</b>		<b>\$105,786,914</b>		<b>\$122,431,746</b>

Totals calculated from permit valuation.

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

July 9, 2024

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

**RECOMMENDATION:**

Recommend that the OLCC approve the Liquor License Application for Alebrijes Restaurant LLC.

**BACKGROUND:**

Applicant: Leopoldo Avila Quintero  
1199 Eagle Drive  
Woodburn, OR 97071  
503-980-5732

Point of  
Contact: Leopoldo Avila Quintero  
1199 Eagle Drive  
Woodburn, OR 97071  
503-980-5732

Business: Alebrijes Restaurant LLC.  
311 N. Front Street Suite A  
Woodburn, OR 97071  
503-890-5732

Owner(s): Leopoldo Quintero  
Adriana Lopez

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Agenda Item Review: City Administrator \_\_\_x\_\_\_ City Attorney \_\_\_x\_\_\_ Finance \_\_\_x\_\_\_



License Type(s):

**Limited On Premises-** May sell and serve by the drink, at retail to consumers for consumption on licensed premises: malt beverages (beer), wine, and cider.

On June 17, 2024, the Woodburn Police Department received an application for Limited On-Premises liquor license for Alebrijes Restaurant. The business will be opening as a New Outlet, and is a restaurant-style business, with seating for 30.

The hours of operation are 10am to 8pm Sunday to Saturday. There is no entertainment listed for the location except recorded music. 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 on Alebrijes Restaurant, and the listed owner, Leopoldo Quintero. They were ran through various police databases and business related databases. Leopoldo holds a valid Oregon driver's license and no other items of concern were located during the check. The application is for a new business.

**FINANCIAL IMPACT:**

None