

PROCLAMATION

Vietnamese American Lunar New Year Celebration

WHEREAS, the Vietnamese Community of Oregon (VNCO) is an organization whose mission is to unite, support, and foster pride in all members of the Vietnamese community in the City of Woodburn and throughout Oregon. They act to ensure all Vietnamese-Americans understand that they have a voice and a place in society; and

WHEREAS, the Vietnamese Community of Oregon achieves this by passing down Vietnamese culture and traditions from one generation to the next, while striving to strengthen relationships with other ethnic communities throughout Oregon and Southern Washington; and

WHEREAS, the most important of these traditions is that of the Lunar New Year Celebration, a celebration of joy, history, and culture for all Vietnamese, wherever they are in the world; and

WHEREAS, This important tradition has been celebrated and organized by the Vietnamese Community of Oregon, in the City of Woodburn and neighboring cities across Oregon for the last 50 years; and

WHEREAS, We continue that tradition today, by showing our support to the Vietnamese-American communities, not only in Oregon, but across America, to be an example of unity for future generations,

NOW, THEREFORE, I, Frank Lonergan, Mayor of the City of Woodburn, do hereby proclaim February 14, 2026, to be Vietnamese Lunar New Year Celebration Day in Woodburn and encourage all residents to observe this day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Woodburn to be affixed this *9th* day of *February* 2026.

Frank Lonergan, Mayor
City of Woodburn

COUNCIL MEETING MINUTES

JANUARY 26, 2026

DATE **COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, JANUARY 26, 2026**

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	Absent
Councilor Bravo	Present
Councilor Grijalva	Present
Councilor Wilk	Present

Staff Present: City Manager Derickson, City Attorney Granum, Assistant City Manager Row, Community Development Director Kerr, Human Resources Director Gregg, Special Projects Director Wakeley, Police Chief Millican, Community Services Director Cuomo, Public Affairs and Communications Manager Guerrero, Economic Development Director Johnk, Finance Director Turley, Assistant City Attorney Killmer, Community Relations Manager Herrera, Assistant Finance Director Shepherd, City Recorder Pierson

ANNOUNCEMENTS

Councilor Cantu made the following announcements:

- Kindergarten Pre-Registration: Opens February 2 for children age 5 on or before September 1; registration available online or by phone through the school district.
- Police Citizen Academy: Applications close February 9; open to Woodburn residents, with information available on the Police Department website.
- Community Center/Settlemer Park Groundbreaking: Friday, February 13 at 9:30 AM; community members are welcome to attend.
- Valentine’s Day Movie Event: Saturday, February 14 at 2:00 PM at the Bungalow Theatre featuring *Dirty Dancing* and popcorn.

MOMENTS OF REFLECTION

- Thanked the Fire District for the “Burn to Learn” exercise at the former City-owned house at Oak St. and 2nd St.; neighbors reported no incidents and professional execution with minimal smoke impact.
- The Kiwanis chili cook-off at the Estates had nine participating groups; congratulated the school district for first place, police department for second place, and thanked all participants. Announced that Pastor Steve Kufeldt will present the chili award at the next Council meeting.

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- Thanked the City and Community Services staff for hosting a Career Day with approximately 150 students. He highlighted staff's participation and the student's engagement in learning about public service and local government.
- Reviewed Council Bill 3282, a resolution requesting state assistance to expand the Urban Growth Boundary at Crosby and Boones Ferry Road. The City is facing a shortage of buildable land, and the expansion would allow development of approximately 800 homes. The bill is supported by Representative Leslie Munoz and Senator Kim Thatcher.

APPOINTMENTS

Wilk/Cornwell... reappoint John Zobrist to Position II and Luis Molina to Position V of the Woodburn Budget Committee.

The Motion passed with the following vote: Councilors Grijalva, Cantu, Cornwell, Wilk, and Bravo voting "aye." [5-0]

PRESENTATIONS

Judge Weinhouse introduced himself to the City Council, shared background information on his career, and provided information regarding the Municipal Court.

Audit Report – Jessica Luther-Haynes and Cyrus Ward with Aldrich CPAs presented the audit report to the City Council, informed the Council that the audits for the City and the URA were complete, and provided highlights from the audit. It was noted that the City received an unmodified opinion.

CONSENT AGENDA

- A. Woodburn City Council minutes of January 12, 2026
- B. Traffic Enforcement Report October through December 2025
- C. 2025 Traffic Enforcement Report Year Total
- D. Monthly Financial Report for December 2025.

Motion: Wilk/Cornwell... approve the consent agenda as presented.

The Motion passed with the following vote: Councilors Grijalva, Cantu, Cornwell, Wilk, and Bravo voting "aye." [5-0]

TABLED BUSINESS

Committee, Commission, and Board Member Appointment Procedures – City Councilor's discussed whether to add background checks or additional screening for board and committee appointments. Mayor Lonergan reviewed the current appointment process. Councilors raised concerns about legal issues, defining exclusionary criteria, and discouraging qualified volunteers. Council agreed no changes were needed at this time and will continue with the current process.

COUNCIL BILL NO. 3295 - AN ORDINANCE ANNEXING APPROXIMATELY 72.67 ACRES OF TERRITORY GENERALLY LOCATED AT 1505 BOONES FERRY ROAD NE, MARION COUNTY, OREGON, INTO THE CITY OF WOODBURN

Wilk introduced Council Bill No. 3295. City Recorder Pierson read the bill twice by title only since there were no objections. Community Development Director Kerr provided a staff report. On roll call vote for final passage, the bill passed unanimously with Councilors Grijalva, Cantu, Wilk, Bravo, and

COUNCIL MEETING MINUTES

JANUARY 26, 2026

Cornwell voting “aye” [5-0]. Mayor Lonergan declared Council Bill No. 3295 duly passed.

COUNCIL BILL NO. 3296 - AN ORDINANCE AMENDING THE WOODBURN ZONING MAP TO DESIGNATE ZONING OF APPROXIMATELY 72.67 ACRES OF ANNEXED TERRITORY AT 1505 BOONES FERRY ROAD NE, MARION COUNTY, OREGON, AS NODAL MULTI-FAMILY RESIDENTIAL (RMN), NODAL SINGLE-FAMILY RESIDENTIAL (RSN), AND RESIDENTIAL SINGLE FAMILY (RS) ZONING DISTRICTS

Wilk introduced Council Bill No. 3296. City Recorder Pierson read the bill twice by title only since there were no objections. Community Development Director Kerr provided a staff report. On roll call vote for final passage, the bill passed unanimously with Councilors Grijalva, Cantu, Wilk, Bravo, and Cornwell voting “aye” [5-0]. Mayor Lonergan declared Council Bill No. 3296 duly passed.

APPROVAL OF PRELIMINARY SUBDIVISION FINAL DECISION (SUB 25-03)

Community Development Director Kerr provided a staff report.

Motion: Wilk/Cantu... authorize the Mayor to sign the Final Decision approving the large lot subdivision.

The Motion passed with the following vote: Councilors Grijalva, Cantu, Cornwell, Wilk, and Bravo voting “aye.” [5-0]

APPROVAL OF ANNEXATION AGREEMENT

Community Development Director Kerr provided a staff report.

Motion: Wilk/Cantu... authorize the City Manager to sign an Annexation Agreement with the Applicant.

The Motion passed with the following vote: Councilors Grijalva, Cantu, Cornwell, Wilk, and Bravo voting “aye.” [5-0]

FY 2026-27 FINANCIAL PLAN

City Manager Derickson and Finance Director Turley provided a staff report.

Motion: Wilk/Cornwell... adopt the attached FY 2026-27 Financial Plan (Budget Policies and Fiscal Strategy).

The Motion passed with the following vote: Councilors Grijalva, Cantu, Cornwell, Wilk, and Bravo voting “aye.” [5-0]

CITY MANAGER’S REPORT

The City Manager reported the following:

- FHDC received \$750,000 to begin site analysis and preliminary work on the Young Street property.
- An idea that Councilors may want to consider regarding the issue of speeding in neighborhoods is the potential reduction of neighborhood speed limits from 25 mph to 20 mph, noting that if it were to go on the May ballot, City Council would need to make a decision by March 12. The

COUNCIL MEETING MINUTES

JANUARY 26, 2026

new signage could cost up to \$100,000. Staff will provide a list of affected streets for Council review.

- Met with Councilors to discuss two legal opinions directed towards the police department on immigration-related matters and the scope of their authority and Flock license plate reader program data impact report. The legal opinion and the report will be posted online for transparency. The Flock program remains suspended with cameras powered off until Council directs otherwise.
- \$25,000 was issued to the Family Farm Worker Emergency Fund, with the remaining \$5,000 Going to CERT to support community emergency response and food distribution, completing the \$30,000 allocation.

MAYOR AND COUNCIL REPORTS

Councilor Grijalva thanked city staff for their quick response to residents regarding the Flock program and for issuing allocated funds to those community programs.

Councilor Wilk stated that he appreciates the City's steps to support residents and emphasized kindness to one another.

Councilor Cornwell shared that a community candlelight vigil is scheduled for tomorrow at 5:30 p.m. prior to the school board meeting.

Mayor Loneragan reported receiving a letter from Love Santa, Inc. thanking the City for its \$20,000 donation. He noted the organization's long-standing impact in the community and shared that last year Love Santa, Inc. served 603 families, 1,105 children, and a total of 2,472 individuals. He stated that Lorrie Cox praised City staff for their professional response to a recent Rainier Road pump/sewer outage and follow-up assistance to affected residents.

ADJOURNMENT

Motion: Wilk/Cornwell ... move to adjourn.

The Motion passed with the following vote: Councilors Cornwell, Cantu, Wilk, Bravo, and Grijalva voting "aye." [5-0]

Mayor Loneragan adjourned the meeting at 8:46 p.m.

APPROVED _____
FRANK LONERGAN, MAYOR

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

February 9, 2026

TO: Honorable Mayor and City Council through City Manager

FROM: Jim Row, Assistant City Manager

SUBJECT: **Municipal Judge Employment Agreement**

RECOMMENDATION:

Authorize the Mayor to sign the enclosed employment agreement with current Municipal Judge, Fred Weinhouse.

BACKGROUND:

In late 2015, following the retirement announcement of Judge Janice Zyryanoff, the City Council appointed Lori Coukoulis to fill the vacant Municipal Judge position. After serving one year, Judge Coukoulis submitted her resignation on January 24, 2017. On February 13, 2017, the City Council appointed Fred Weinhouse as Municipal Judge and approved a three-year employment agreement. When that agreement expired in February 2020, the Council approved a three-year extension, followed by another three-year extension in February 2023.

DISCUSSION:

Mr. Weinhouse retired at the end of 2015 after a 30-year career as an Assistant United States Attorney. He has served effectively as the City's Municipal Judge since February 14, 2017. His current employment agreement expires February 13, 2026. The enclosed employment agreement is for a term of three years, expiring February 13, 2029.

Pursuant to section 10. of the Woodburn City Charter, the Municipal Judge is one of three positions appointed directly by the City Council. The enclosed employment agreement is for a term of three years.

FINANCIAL IMPACT:

Expenditures related to the employment of the Municipal Judge are included in the adopted FY 25/26 budget.

Employment Agreement

**Fred Weinhouse
City of Woodburn
Municipal Judge**

THIS AGREEMENT is made and entered into this day of February 10, 2026, between the City of Woodburn, an Oregon municipal corporation, hereinafter referred to as “City”, and Fred Weinhouse, hereinafter referred to as “Weinhouse,” both of whom understand and agree as follows:

RECITALS

Whereas, Pursuant to the Woodburn City Charter, it is the responsibility of the City Council to appoint a Municipal Judge.

Whereas, Fred Weinhouse has served as the City’s Municipal Judge since February 14, 2017; and

Whereas, City Council desires to continue the employment of Mr. Weinhouse as Municipal Judge for the City of Woodburn and to provide an inducement for him to remain in such employment; and

Whereas, it is the desire of the City Council to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

Whereas, Weinhouse understands and agrees to the terms of employment and desires to continue serving in the position of Municipal Judge for the City of Woodburn; and

Whereas, with the approval of the City Council, the Mayor has authority to execute this agreement on behalf of the City.

Now, therefore, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. Duties

City hereby agrees to employ Weinhouse as the Municipal Judge, of the City of Woodburn to perform on a continuing basis the functions and duties, which are generally described in Section 22. of the Woodburn City Charter.

2. Hours of Work

Weinhouse shall devote sufficient time to complete the duties and responsibilities of his position. Weinhouse shall ensure effective maintenance of the docket and provide adequate opportunities for court appearances by the public.

3. Term

- A. The term of this Agreement shall be for three (3) years commencing on February 14, 2026, and ending February 13, 2029 ("Services Period").
- B. The term of this Agreement may be extended by written consent of the parties for a period mutually acceptable to both parties (Continuing Service Period). If the parties decide to extend this Agreement, negotiations shall commence by August 12, 2028.

4. Termination

Weinhouse's employment with the City shall be "at will". As such, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of City for any reason whatsoever with or without cause to terminate the services of Weinhouse at any time as provided herein.

5. Resignation

Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Weinhouse to resign at any time from this position with City subject to the provisions of the Agreement. In the event Weinhouse voluntarily resigns this position before the expiration of the aforesaid term of employment, Weinhouse shall give City a minimum of sixty (60) days written notice, unless the parties agree otherwise.

6. Compensation

During Services Period, City agrees to pay a wage of one hundred twenty-five dollars (\$150) per hour, for services rendered pursuant to this agreement. Weinhouse shall be paid for a minimum of two hours for each court session that he presides over. Such wages shall be payable in installments at the same time as the regular employees of City are paid and are subject to normal and/ or authorized deductions. At its discretion, the City Council may periodically conduct a review of Weinhouse's performance, at which time, an increase in salary may be negotiated.

7. Public Employees Retirement System

If Weinhouse meets the Oregon Public Employees Retirement System's eligibility requirements, City shall pay both the "employee" and "employer" portions for Employee retirement program under the Oregon Public Employees Retirement System.

8. Sick Leave

Weinhouse will earn one (1) hour of sick leave for every 30 hours worked. Sick leave will accrue to a maximum of 80 hours in a calendar year and may only be used in a manner that is consistent with the City policy and the state law.

9. Judge Pro Tem

Pro Tem Judges shall be selected from a list of qualified candidates that have been approved by the City Council. Weinhouse shall arrange for a Pro Tem Judge should he be unable to perform his regular duties due to illness, personal leave, or unanticipated personal needs.

10. Professional Development

With prior approval, City shall participate with other agencies where Weinhouse serves as a municipal court judge in reimbursing Weinhouse a proportional share of the costs of attending professional conferences, maintaining required judicial licenses and certifications and maintaining membership to professional associations, in an amount not to exceed \$300 per fiscal/calendar year.

11. Liability

City agrees to indemnify, hold harmless and defend at its expense Weinhouse from any and all claims, actions, losses, damages, charges, expenses or attorney's fees to which Weinhouse may be subject to arising out of, or resulting from the performance of his official duties hereunder, excepting from criminal acts or gross negligence. Notwithstanding the foregoing, City's obligation under this Section shall not apply to any punitive or exemplary damages that may be awarded by a Court against Weinhouse.

12. Other Terms and Conditions

- A. City may from time to time fix other terms and conditions relating to Weinhouse performance hereunder, provided such terms and conditions are not inconsistent or in conflict with the provisions of this Agreement.
- B. Weinhouse shall perform his duties in accordance with all the laws, ordinances, rules, and regulations applicable to his position and be subject to City Policies and Procedures as applicable.
- C. The entire Agreement between the parties with respect to the subject matter hereunder is contained in this Agreement. Except as herein expressly provided to the contrary, the provisions of this Agreement are for the benefit of the parties solely and not for the benefit of any other person, persons or legal entities.

- D. Weinhouse acknowledges that he has not been induced to enter into this Agreement by any representation or statements, oral or written, not expressly contained herein or expressly incorporated by reference. City makes no representations, warranties and guarantees contained in this Agreement.

13. Notice

Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addresses as stated in this Agreement, or at such other address as may hereafter be specified by notice in writing. In lieu of mailing, written notice shall become effective as of the date it is personally delivered to the addressee. Any notice required to be given under the terms and conditions of this Agreement shall be given as follows:

City of Woodburn
Scott Derickson, City Manager
270 Montgomery Street
Woodburn, OR 97071

Fred Weinhouse
Municipal Judge
10020 SW Citation Place
Beaverton, OR 97008

14. Severability

If any part, term, or provision of this agreement is held by the courts to be illegal or in conflict with the laws of the State of Oregon, the validity of the remaining portions of the Agreement 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 part, term, or provision.

In Witness Whereof, the parties hereto have executed this Agreement on the day and year first written above.

FRANK LONERGAN
MAYOR

FRED WEINHOUSE
MUNICIPAL JUDGE

February 9, 2026

TO: Honorable Mayor and City Council through City Manager

FROM: Chris Kerr, Community Development Director *ck*,
Dan Handel, Senior Planner

SUBJECT: **Authorization of a Lot Consolidation and Granting a Public Utility Easement (PUE) related to the Mill Creek Community Center project**

RECOMMENDATION:

Authorize the City Manager to sign the Mill Creek Community Center partition plat on behalf of the City of Woodburn (property owner).

BACKGROUND:

Per the conditions of the Planning Commission's Final Decision for the Mill Creek Community Center project (dated December 11, 2025), the property owner is required to consolidate the eight subject properties down to three and grant a streetside PUE along the frontage of Oak Street.

DISCUSSION:

The lot consolidation and granting of PUE are accomplished by recording a partition plat with Marion County. Because the City is the property owner for the lots involved with this project, the City Council must authorize the partition plat.

The PUE under consideration is 6 feet wide and will run along the site frontage of Oak Street, between Second Street and Front Street, totaling approximately 2,590 square feet. The Woodburn Development Ordinance (WDO) section 3.02.01B requires a minimum 5-foot-wide PUE along each lot line abutting a public street. PUEs are reserved for the construction, reconstruction, operation, and maintenance of public utilities on private property.

FINANCIAL IMPACT:

The cost of this lot consolidation and granting of easement has already been accounted for in the Mill Creek Community Center project.

PLAT NOTES

1. THIS PLAT IS SUBJECT TO THE CONDITIONS OF APPROVAL AS IMPOSED BY CITY OF WOODBURN CASE FILE NOS. DR 25-11, PUD 25-01, PLA 25-03.

PARTITION PLAT NO. _____

A REPLAT OF LOTS 1-2 OF BLOCK 2, LOTS 6-10 OF BLOCK 4, ALL OF BLOCKS 5, 6, 7, 8, 10, & 11 OF "PARK ADDITION", BLOCKS B, C, D & E OF "HICKS' SECOND ADDITION" AND VACATED RIGHTS-OF-WAY, LOCATED IN THE NORTHWEST QUARTER OF SECTION 18, TOWNSHIP 5 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, CITY OF WOODBURN, MARION COUNTY, OREGON
CITY OF WOODBURN CASE FILE NOS. DR 25-11, PUD 25-01, PLA 25-03
JANUARY 14, 2026

SHEET INDEX:

- SHEET 1 - SURVEY DATA, SURVEY REFERENCES, LEGEND, PLAT NOTES AND BASIS OF BEARINGS.
SHEET 2 - EASEMENTS AND MONUMENT TABLE.
SHEET 3 - SURVEYOR'S CERTIFICATE AND NARRATIVE
SHEET 4 - APPROVALS AND DECLARATION.

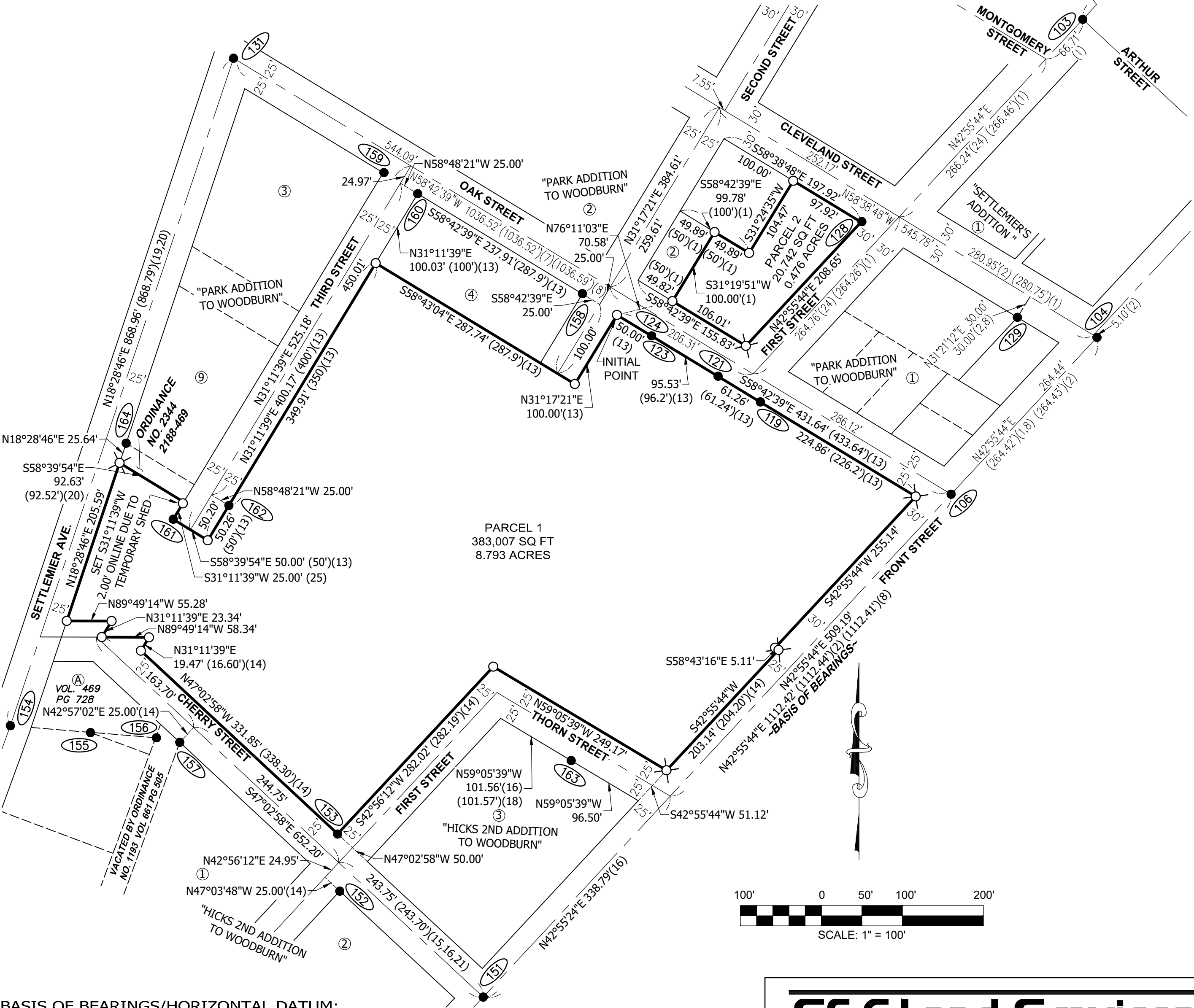
LEGEND:

- SET 5/8" X 30" IRON ROD WITH A YELLOW PLASTIC CAP INSCRIBED "S&F LAND SERVICES" ON JANUARY 21, 2026
⊗ SET BERNTSEN BP2 1-5/32" COPPER DISK STAMPED "S&F LAND SERVICES" ON JANUARY 21, 2026
● FOUND MONUMENT AS NOTED, SEE FOUND MONUMENTS TABLE
XXX FOUND MONUMENT NUMBER, SEE FOUND MONUMENTS TABLE
W/YPC DENOTES WITH YELLOW PLASTIC CAP
ALUM DENOTES ALUMINUM
MON BOX DENOTES MONUMENT BOX
MCSR DENOTES MARION COUNTY SURVEY RECORDS
IR DENOTES IRON ROD
MKD DENOTES MARKED
(##.##)(#) DENOTES RECORD DISTANCE
###.### DENOTES MEASURED & RECORD DISTANCE

SURVEY REFERENCES:

- (1) RECORD DATA PER MCSR 34633
(2) RECORD DATA PER MCSR 37780
(3) RECORD DATA PER MCSR 20709
(4) RECORD DATA PER PLAT OF "PLAZA PARK"
(5) RECORD DATA PER MCSR 38661
(6) RECORD DATA PER MCSR 26387
(7) RECORD DATA PER MCSR 33607
(8) RECORD DATA PER MCSR 37216
(9) RECORD DATA PER MCSR 11869
(10) RECORD DATA PER MCSR 18508
(11) RECORD DATA PER PARTITION PLAT 1994-107
(12) RECORD DATA PER PLAT OF "SETTLEMEIR ADDITION"
(13) RECORD DATA PER PLAT OF "PARK ADDITION"
(14) RECORD DATA PER PLAT OF "HICKS' SECOND ADDITION"
(15) RECORD DATA PER MCSR 32068
(16) RECORD DATA PER MCSR 32413
(17) RECORD DATA PER MCSR 32414
(18) RECORD DATA PER MCSR 33475
(19) RECORD DATA PER MCSR 36311
(20) RECORD DATA PER MCSR 36393
(21) RECORD DATA PER MCSR 36995
(22) RECORD DATA PER MCSR 37216
(23) RECORD DATA PER MCSR 38773
(24) RECORD DATA PER MCSR 39301

S&F LAND SERVICES MAKES NO WARRANTIES AS TO MATTERS OF UNWRITTEN TITLE SUCH AS ACQUIESCENCE, ESTOPPEL, ADVERSE POSSESSION, ETC.



BASIS OF BEARINGS/HORIZONTAL DATUM:

OREGON NORTH STATE PLANE COORDINATE SYSTEM NAD 83 (1991) BASED ON MARION COUNTY GPS CONTROL SURVEY, MCSR 33600. DISTANCES SHOWN HEREON ARE GROUND DISTANCES, INTERNATIONAL FEET, SCALED ABOUT CONTROL POINT NO. 2. TO CONVERT TO GRID DISTANCES MULTIPLY BY THE COMBINED FACTOR OF 0.9998893832.

THE BASIS OF BEARINGS OF NORTH 42°55'44" EAST BETWEEN THE FOUND AND HELD MONUMENTS 151 AND 104, AS SHOWN HEREON.

S&F Land Services

Your Proven Geospatial Partner

4905 SW SCHOLLS FERRY RD.
PORTLAND, OR 97225
(503) 345-0328

WWW.SFLANDS.COM EMAIL: INFO@SFLANDS.COM

DATE	JOB NO.	FIELD	DRAWN	CHECKED
JAN. 14, 2026	20004902	AFJ	TLB	MJF

SURVEY FOR:

WOODBURN
COMMUNITY CENTER

LOCATED IN THE
NW 1/4 OF SECTION 18,
T5S, R1W, OF THE W.M.
CITY OF WOODBURN, MARION COUNTY, OREGON

REGISTERED
PROFESSIONAL
LAND SURVEYOR

FOR REVIEW

OREGON
JUNE 08, 2009
MATTHEW J. FAULKNER
75618LS

RENEWALS: 12/31/27

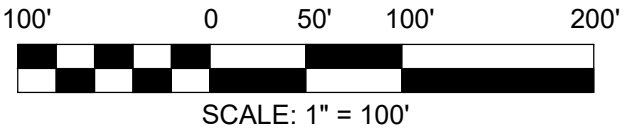
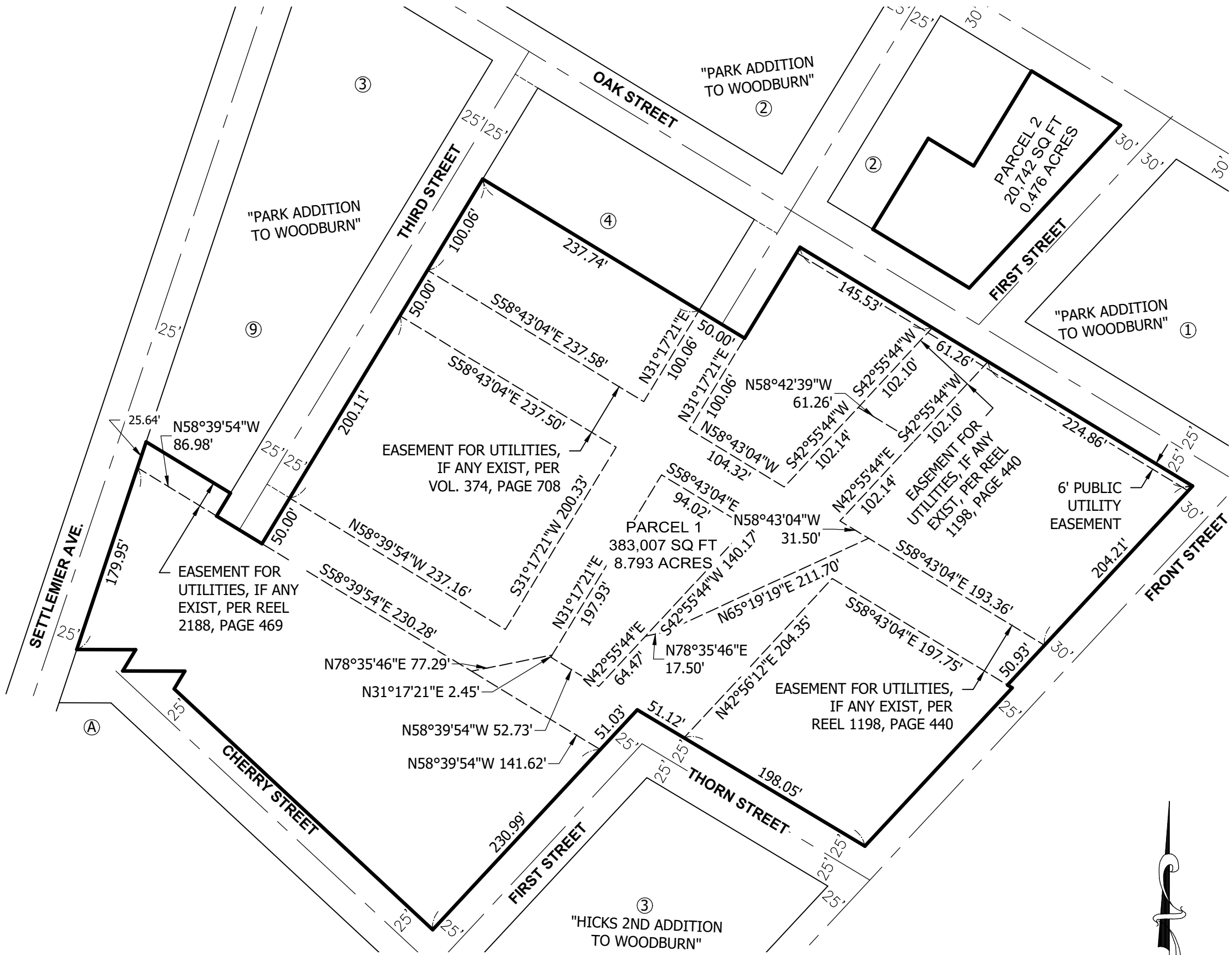
SHEET 1 OF 4
2004902_PARTITION PLAT.dwg

PARTITION PLAT NO. _____

A REPLAT OF LOTS 1-2 OF BLOCK 2, LOTS 6-10 OF BLOCK 4, ALL OF BLOCKS 5, 6, 7, 8, 10, & 11 OF "PARK ADDITION", BLOCKS B, C, D & E OF "HICKS' SECOND ADDITION" AND VACATED RIGHTS-OF-WAY, LOCATED IN THE NORTHWEST QUARTER OF SECTION 18, TOWNSHIP 5 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, CITY OF WOODBURN, MARION COUNTY, OREGON
CITY OF WOODBURN CASE FILE NOS. DR 25-11, PUD 25-01, PLA 25-03
JANUARY 14, 2026

MONUMENTS FOUND FLUSH OR WITHIN 0.15' OF THE GROUND SURFACE UNLESS IN A MONUMENT BOX OR AS NOTED. IRON PIPES ARE MEASURED TO THE INSIDE DIAMETER.

FOUND MONUMENTS TABLE	
POINT NO.	DESCRIPTION
100	FOUND & HELD CONC MON, TIED LOW POINT, DOWN 0.3', IN MON BOX PER MCSR 34633
102	FOUND & HELD SCREW IN CONC MON, DOWN 0.2', IN MON BOX PER MCSR 34633
103	FOUND & HELD 3/4" IRON PIPE, MUSHROOMED, DOWN 0.7', IN MON BOX PER MCSR 34633
104	FOUND & HELD 5/8" IR W/YPC MKD "DEHAAS & ASSOC., INC.", DOWN 0.4', IN MON BOX PER MCSR 37216
106	FOUND & HELD 5/8" IR W/YPC MKD "DEHAAS & ASSOC., INC.", DOWN 0.3', IN MON BOX PER MCSR 37216
119	FOUND 5/8" IR (NO CAP) BENT NW, TIED SPIN HOLE, DOWN 0.5', PER MCSR 33607
121	FOUND 5/8" IR W/ YPC MKD "DEHAAS & ASSOC. INC.", FLUSH, PER MCSR 33607
123	FOUND 5/8" IR W/ YPC MKD "DEHAAS & ASSOC. INC." PER MCSR 33607
124	FOUND 1/2" IRON PIPE, DOWN 0.1', PER PLAT OF PARK ADDITION
128	FOUND 1/2" IRON PIPE, DOWN 0.2', PER MCSR 18508
129	FOUND & HELD 3/4" IRON PIPE, DOWN 0.1', PER MCSR 18508
131	FOUND & HELD STONE W/ "X" ON TOP, DOWN 1.0', IN MON BOX PER MCSR 34633
151	FOUND & HELD 5/8" IR W/YPC MKD "DEHAAS & ASSOC., INC.", DOWN 0.5', IN MON BOX PER MCSR 37216
152	FOUND & HELD 1"x1" BOLT, DOWN 0.4' PER MCSR 32413
153	FOUND 5/8" IR (NO CAP), DOWN 0.3' PER MCSR 14270
154	FOUND & HELD 5/8" IR ALUM CAP MKD "J&R SURVEYORS LS", DOWN 0.5', IN MON BOX PER MCSR 36311
155	FOUND 5/8" IR W/YPC, DOWN 0.2' PER MCSR 32068
156	FOUND 5/8" IR (NO CAP), DOWN 0.5' PER MCSR 14520
157	FOUND & HELD 1/2" IRON PIPE, DOWN 0.6' PER MCSR 20964
158	FOUND & HELD 1" IRON PIPE, DOWN 1.0' PER MCSR 33607
159	FOUND 1" IRON PIPE, UP 1.3' PER MCSR 15815
160	FOUND & HELD 3/4" IRON PIPE (PINCHED TOP), DOWN 0.3' PER MCSR 33607
161	FOUND 5/8" IR W/ YPC MKD "BARKER PLS 536", FLUSH PER MCSR 36393
162	FOUND & HELD 1" IRON PIPE, BEND SOUTH, DOWN 1.0' PER MCSR 15815
163	FOUND & HELD 5/8" IR W/YPC ILLEGIBLE, DOWN 0.7' PER MCSR 32413
164	FOUND 5/8" IR W/ YPC MKD "BARKER PLS 536", FLUSH PER MCSR 36393
165	FOUND 5/8" IR W/ YPC MKD "DEHAAS & ASSOC., INC.", IN MON BOX PER MCSR 37216



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DATE	JOB NO.	FIELD	DRAWN	CHECKED
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REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JUNE 08, 2009
MATTHEW J. FAULKNER
75618LS

RENEWALS: 12/31/27

FOR REVIEW

PARTITION PLAT NO. _____

NARRATIVE:

THE PURPOSE OF THIS SURVEY IS TO PARTITION THE LANDS DESCRIBED IN THE FOLLOWING MARION COUNTY DEED RECORDS:

VOLUME 118, PAGE 276, VOLUME 350, PAGES 639-640, VOLUME 360, PAGES 316-317, VOLUME 469, PAGE 728, VOLUME 474, PAGE 352, VOLUME 546, PAGE 334, VOLUME 676, PAGES 164-166, VOLUME 678, PAGE 322, REEL 1277, PAGE 515, REEL 2209, PAGE 277, REEL 2389, PAGE 182, REEL 2872, PAGE 341, & REEL 4025, PAGE 229.

INTO TWO PARCELS. THE LOCATION OF THE PROPOSED PARTITION WAS ESTABLISHED UNDER THE DIRECTION OF THE CITY OF WOODBURN.

FIRST STREET (EAST OF OAK ST)

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF FIRST STREET WAS CALCULATED BY HOLDING FOUND MONUMENT NO. (100), (102) & (103) AS SHOWN ON MCSR 34633 (REFERENCE NO. 1) BETWEEN OAK STREET & HARRISON STREET.

OAK STREET

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF OAK STREET WAS CALCULATED BY HOLDING FOUND MONUMENTS NO. (131) & (106) AS SHOWN ON MCSR 33607 (REFERENCE NO. 7) & MCSR 37216 (REFERENCE NO. 8).

CLEVELAND STREET

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF CLEVELAND STREET WAS CALCULATED BY HOLDING FOUND MONUMENT NO. (104) AND THE RECORD DISTANCE OF 30.00 FEET FROM FOUND MONUMENT NO. (129) AS SHOWN ON MCSR 37780 (REFERENCE NO. 2) AND MCSR 37216 (REFERENCE NO. 8).

FRONT STREET

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF FRONT STREET WAS CALCULATED BY HOLDING FOUND MONUMENTS NO. (151) & (104) AS SHOWN ON MCSR 37216 (REFERENCE NO. 8).

CHERRY STREET

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF CHERRY STREET WAS CALCULATED BY HOLDING FOUND MONUMENT NO. (151) AS SHOWN ON MCSR 37216 (REFERENCE NO. 8) AND THE RECORD DISTANCE OF 25.00 FEET FROM FOUND MONUMENT NO. (157) AS SHOWN ON MCSR 20964 AND THE PLAT OF HICKS SECOND ADDITION (REFERENCE NO. 14). RIGHT-OF-WAY JOGS AT NORTH END OF CHERRY STREET COMPUTED PER PLAT OF PARK ADDITION (REFERENCE NO. 13) AND THE PLAT OF HICKS SECOND ADDITION (REFERENCE NO. 14).

FIRST STREET (BETWEEN CHERRY ST AND THORN ST)

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF FIRST STREET WAS CALCULATED BY HOLDING THE RECORD DISTANCE OF 25.00 FEET FROM FOUND MONUMENT NO. (152) AS SHOWN ON MCSR 32413 (REFERENCE NO. 16) AND THE RECORD DISTANCE OF 101.56 FEET AS MEASURED ALONG THE SOUTH RIGHT-OF-WAY OF THORN STREET FROM FOUND MONUMENT NO. (163) AS SHOWN ON MCSR 32413 (REFERENCE NO. 16).

THORN STREET

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF THORN STREET WAS CALCULATED BY HOLDING THE RECORD DISTANCE OF 25.00 FEET FROM FOUND MONUMENT NO. (16) AS SHOWN ON MCSR 32413 (REFERENCE NO. 16) AND THE RECORD DISTANCE OF 338.79 FEET FROM FOUND MONUMENT NO. (15) AS MEASURED ALONG THE CENTERLINE OF FRONT STREET AS SHOWN ON MCSR 32413 (REFERENCE NO. 16).

SETTLEMIER AVENUE

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF SETTLEMIER AVENUE WAS CALCULATED BY HOLDING FOUND MONUMENTS NO. (154) & (131) AS SHOWN ON MCSR 36311 (REFERENCE NO. 19) and MCSR 36393 (REFERENCE NO. 20).

THIRD STREET

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF THIRD STREET WAS CALCULATED BY HOLDING THE RECORD DISTANCE OF 25.00 FEET FROM FOUND MONUMENT NO. (162) AND THE RECORD DISTANCE OF 25.00 FEET FROM FOUND MONUMENT NO. (160) AS SHOWN ON THE PLAT OF PARK ADDITION (REFERENCE NO. 13) AND MCSR 15815.

SECOND STREET

THE CENTERLINE ALIGNMENT AND RIGHT-OF-WAY OF SECOND STREET WAS CALCULATED BY HOLDING THE RECORD DISTANCE OF 25.00 FEET FROM FOUND MONUMENT NO. 158 AS SHOWN ON THE PLAT OF PARK ADDITION (REFERENCE NO. 13) AND THE DISTANCE OF 7.55 FEET AS MEASURED ALONG THE CENTERLINE OF CLEVELAND STREET AS SHOWN ON MCSR 38773 (REFERENCE NO. 23).

PARCEL 2

THE NORTHWEST CORNER OF PARCEL 2 WAS CALCULATED BY HOLDING THE RECORD DISTANCE OF 100 FEET FROM THE INTERSECTION OF SOUTH RIGHT-OF-WAY OF CLEVELAND AND THE EAST RIGHT-OF-WAY OF SECOND STREET PER REEL 203, PAGE 250.

THE SOUTHWEST CORNER OF PARCEL 2 (SW CORNER OF LOT 2, BLOCK 2, PARK ADDITION) WAS CALCULATED BY PROPORTIONATE MEASUREMENT ALONG THE SOUTH LINE OF SAID BLOCK 2.

THE MOST SOUTHERLY NORTHWEST CORNER OF PARCEL 2 (NW CORNER OF LOT 2, BLOCK 2, PARK ADDITION) WAS CALCULATED BY PROPORTIONATE MEASUREMENT BETWEEN THE NW CORNER OF LOT 3 AND THE NE CORNER OF LOT 2, BLOCK 2, PARK ADDITION.

SURVEYOR'S CERTIFICATE

I, MATTHEW J. FAULKNER, HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED THE LAND REPRESENTED ON THE ATTACHED MAP, BEING A REPLAT OF LOTS 1-2 OF BLOCK 2, LOTS 6-10 OF BLOCK 4, ALL OF BLOCKS 5, 6, 7, 8, 10, & 11 OF "PARK ADDITION", BLOCKS B, C, D & E OF "HICKS SECOND ADDITION", VACATED RIGHTS-OF-WAY, REEL 1277, PAGE 515 AND REEL 2872, PAGE 341, SITUATED IN THE NORTHWEST QUARTER OF SECTION 18, TOWNSHIP 5 SOUTH, RANGE 1 WEST OF THE WILLAMETTE MERIDIAN, CITY OF WOODBURN, MARION COUNTY, OREGON AND MORE PARTICULARLY AS FOLLOWS:

PARCEL 1

BEGINNING AT THE INITIAL POINT, BEING A SET 5/8" X 30" IRON ROD WITH A YELLOW PLASTIC CAP INSCRIBED "S&F LAND SERVICES" AT THE NORTHWEST CORNER OF SAID BLOCK 5; THENCE ALONG THE SOUTHWESTERLY RIGHT-OF-WAY OF OAK STREET (BEING 25.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO), SOUTH 58°42'39" EAST 431.64 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY OF FRONT STREET (BEING 30.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID NORTHWESTERLY RIGHT-OF-WAY THE FOLLOWING 3 CALLS:

- 1) SOUTH 42°55'44" WEST 255.14 FEET;
- 2) SOUTH 58°43'16" EAST 5.11 FEET;
- 3) SOUTH 42°55'44" WEST 203.14 FEET TO THE NORTHEASTERLY RIGHT-OF-WAY OF THORN STREET (BEING 25.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID NORTHEASTERLY RIGHT-OF-WAY, NORTH 59°05'39" WEST 249.17 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY OF FIRST STREET (BEING 25.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID NORTHWESTERLY RIGHT-OF-WAY, SOUTH 42°56'12" WEST 282.02 FEET TO THE NORTHEASTERLY RIGHT-OF-WAY OF CHERRY STREET (BEING 25.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID NORTHEASTERLY RIGHT-OF-WAY THE FOLLOWING 5 CALLS:
 - 1) NORTH 47°02'58" WEST 331.85 FEET;
 - 2) NORTH 31°11'39" EAST 19.47 FEET;
 - 3) NORTH 89°49'14" WEST 58.34 FEET;
 - 4) NORTH 31°11'39" EAST 23.34 FEET;
 - 5) NORTH 89°49'14" WEST 55.28 FEET TO THE EASTERLY RIGHT-OF-WAY OF SETTLEMIER AVENUE (BEING 25.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID EASTERLY RIGHT-OF-WAY, NORTH 18°28'46" EAST 205.59 FEET; THENCE LEAVING SAID EASTERLY RIGHT-OF-WAY, SOUTH 58°39'54" EAST 92.63 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY OF THIRD STREET (BEING 25.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID NORTHWESTERLY RIGHT-OF-WAY, SOUTH 31°11'39" WEST 25.00 FEET; THENCE LEAVING SAID NORTHWESTERLY RIGHT-OF-WAY, SOUTH 58°39'54" EAST 50.00 FEET TO THE SOUTHEASTERLY RIGHT-OF-WAY OF THIRD STREET (BEING 25.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID SOUTHEASTERLY RIGHT-OF-WAY, NORTH 31°11'39" EAST 400.17 FEET TO THE NORTHWESTERLY CORNER OF SAID LOT 6 OF BLOCK 4; THENCE LEAVING SAID SOUTHEASTERLY RIGHT-OF-WAY, ALONG THE NORTHERLY LINE OF SAID LOTS 6 THROUGH 10 OF BLOCK 4 AND THE SOUTHEASTERLY EXTENSION THEREOF, SOUTH 58°43'04" EAST 287.74 FEET TO THE SOUTHEASTERLY RIGHT-OF-WAY OF SECOND STREET (BEING 25.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO) AND THE NORTHWESTERLY OF SAID LOT 4 OF BLOCK 5; THENCE ALONG SAID SOUTHEASTERLY RIGHT-OF-WAY, NORTH 31°17'21" EAST 100.00 FEET TO THE INITIAL POINT.

TOGETHER WITH THE FOLLOWING:

PARCEL 2

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 2 OF SAID BLOCK 2, ALSO ON THE NORTHEASTERLY RIGHT-OF-WAY OF OAK STREET (BEING 25.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO), BEING NORTH 76°11'03" EAST 70.58 FEET FROM SAID INITIAL POINT; THENCE ALONG SAID NORTHEASTERLY RIGHT-OF-WAY, SOUTH 58°42'39" EAST 106.01 FEET TO THE NORTHWESTERLY RIGHT-OF-WAY OF FIRST STREET (BEING 30.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID NORTHWESTERLY RIGHT-OF-WAY, NORTH 42°55'44" EAST 208.65 FEET TO THE SOUTHWESTERLY RIGHT-OF-WAY OF CLEVELAND STREET (BEING 30.00 FEET FROM THE CENTERLINE THEREOF, WHEN MEASURED PERPENDICULAR THERETO); THENCE ALONG SAID SOUTHWESTERLY RIGHT-OF-WAY, NORTH 58°38'48" WEST 97.92 FEET; THENCE LEAVING SAID SOUTHWESTERLY RIGHT-OF-WAY, SOUTH 31°24'35" WEST 104.47 FEET TO THE NORTHEAST CORNER OF SAID LOT 2; THENCE ALONG THE NORTHERLY LINE OF SAID LOT 2, THE FOLLOWING 2 CALLS:

- 1) NORTH 58°42'39" WEST 49.89 FEET;
- 2) SOUTH 31°19'51" WEST 100.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 403,750± SQUARE FEET, OR 9.269± ACRES.

<div style="border: 2px solid black; padding: 5px; margin-bottom: 10px;"> <h1 style="margin: 0;">S&F Land Services</h1> <p style="margin: 0;">Your Proven Geospatial Partner</p> <p style="margin: 0;">4905 SW SCHOLLS FERRY RD. PORTLAND, OR 97225 (503) 345-0328</p> </div> <div style="display: flex; justify-content: space-between;"> WWW.SFLANDS.COM EMAIL: INFO@SFLANDS.COM </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 15%;">DATE</th> <th style="width: 15%;">JOB NO.</th> <th style="width: 15%;">FIELD</th> <th style="width: 15%;">DRAWN</th> <th style="width: 15%;">CHECKED</th> </tr> </thead> <tbody> <tr> <td>JAN. 14. 2026</td> <td>20004902</td> <td>AFJ</td> <td>TLB</td> <td>MJF</td> </tr> </tbody> </table>			DATE	JOB NO.	FIELD	DRAWN	CHECKED	JAN. 14. 2026	20004902	AFJ	TLB	MJF	<p>SURVEY FOR:</p> <h2 style="margin: 10px 0;">WOODBURN COMMUNITY CENTER</h2> <p>LOCATED IN THE NW 1/4 OF SECTION 18, T5S, R1W, OF THE W.M. CITY OF WOODBURN, MARTON COUNTY, OREGON</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> REGISTERED PROFESSIONAL LAND SURVEYOR </div> <div style="border: 1px solid black; padding: 5px;"> OREGON JUNE 08, 2009 MATTHEW J. FAULKNER 75618LS </div> <p style="margin-top: 10px;">RENEWS: 12/31/27</p>
DATE	JOB NO.	FIELD	DRAWN	CHECKED										
JAN. 14. 2026	20004902	AFJ	TLB	MJF										

FOR REVIEW

February 9, 2026

TO: Honorable Mayor and City Council through City Manager
THRU: Jason Millican, Chief of Police
FROM: Adam Stewart, Lieutenant
SUBJECT: **Liquor License Application for 99 Petroleum LLC.**

RECOMMENDATION:

Recommend the OLCC approves the Liquor License Application for 99 Petroleum LLC.

BACKGROUND:

Applicant: 99 Petroleum LLC
1311 Lancaster Dr NE Ste. 200
Salem, OR 97301
503-391-8889

Point of
Contact: Bernie Rubio
1311 Lancaster Dr NE Ste. 200
Salem, OR 97301
503-391-8889 Ext. 106

Business: US Market 1015
2115 Molalla Rd NE
Woodburn, OR 97071
503-391-8889

Owner(s): LAL DIN SIDHU 503-910-6527 / L&A Management LLC. /
Singh Services Management LLC / Pritpal Singh

Agenda Item Review: City Manager _____ City Attorney _____ Finance _____

License Type(s):

Off Premises- May sell and serve 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 January 12, 2026, the Woodburn Police Department received an application for Off-Premises liquor license for the US Market 1015. The business will be opening as a New Outlet located at 2115 Molalla Rd NE in Woodburn, OR 97071.

The hours of operation are 24 hours Monday through Sunday. The location is a gas station with a convenience store. There is no entertainment listed for the location. 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 the US Market 1015, and the listed owners, Lal Din Sidhu and Pritpal Singh. They were run through various police databases and business-related databases. Lal Din Sidhu and Pritpal Singh hold a valid Oregon driver's license, and no other items of concern were located during the check. The two names listed as contacts, CJ Babine and Bernie Rubio, were checked and no items of concern were located. Bernie Rubio holds a valid Oregon driver's license. I called and spoke to CJ and she advised Bernie is the main contact for the Woodburn locations. The application is for a New Outlet for US Market 1015. The location is currently under construction.

The location is bordered by two new apartment complexes with a growing population. The location is within 500ft of a place of worship at 1557 June Way, Woodburn, OR 97071 (Kingdom Hall of Jehovah's Witnesses). The US Market is not within the line of sight of the building at the place of worship and does not appear to adversely impact the facility.

FINANCIAL IMPACT:

None

February 9, 2026

TO: Honorable Mayor and City Council through City Manager
THRU: Jason Millican, Chief of Police
FROM: Adam Stewart, Lieutenant
SUBJECT: **Liquor License Application for Woodburn Petroleum LLC.**

RECOMMENDATION:

Recommend the OLCC approves the Liquor License Application for Woodburn Petroleum LLC.

BACKGROUND:

Applicant: Woodburn Petroleum LLC
1311 Lancaster Dr NE Ste. 200
Salem, OR 97301
503-391-8889

Point of
Contact: Bernie Rubio
1311 Lancaster Dr NE Ste. 200
Salem, OR 97301
503-391-8889 Ext. 106

Business: US Market 1020
2600 Newberg Hwy.
Woodburn, OR 97071
503-391-8889

Owner(s): LAL DIN SIDHU / NIRMAL SINGH / BHARWINDER SINGH
503-910-6527

Agenda Item Review: City Manager ___x___ City Attorney _x___ Finance ___x___

License Type(s):

Off Premises- May sell and serve 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 January 12, 2026, the Woodburn Police Department received an application for Off-Premises liquor license for US Market 1020. The business will be opening as a New Outlet located at 2600 Newberg Hwy. (AKA: Hillsboro-Silverton Hwy.) in Woodburn, OR 97071.

The hours of operation are 5:00am – 12:00am Monday through Sunday. The location is a gas station with a convenience store. There is no entertainment listed for the location. The Woodburn Police Department has not received any communication from the public or surrounding businesses in support of or against the proposed license.

DISCUSSION:

The Police Department has completed a background investigation on the US Market 1020, and the listed owners, Lal Din Sidhu, Nirmal Singh, and Bharwinder Singh. They were run through various police databases and business-related databases. Lal Din Sidhu holds a valid Oregon driver's license, and no other items of concern were located during the check. Bharwinder and Nirmal have no Oregon drivers license, and no other information of concern was located. The other name listed as the contact, Bernie Rubio, was checked and has a valid Oregon driver's license and no items of concern were located. The application is for a New Outlet for US Market 1020. The location is currently under construction.

FINANCIAL IMPACT:

None

February 9, 2026

TO: Honorable Mayor and City Council through City Manager

THRU: Jason Millican, Chief of Police

FROM: Adam Stewart, Lieutenant

SUBJECT: **Liquor License Application for El Tule Tacos LLC.**

RECOMMENDATION:

Recommend the OLCC approves the Liquor License Application for El Tule Tacos LLC.

BACKGROUND:

Applicant: El Tule Tacos LLC.
450 N 1st St.
Woodburn, OR 97071
503-981-9000

Point of
Contact: Julio C. Valera
P.O. Box 1323
Silverton, OR 97381
503-830-2977

Business: El Tule Tacos LLC.
450 N 1st St.
Woodburn, OR 97071
503-981-9000

Owner(s): Pablo Luna
503-932-7179

Agenda Item Review: City Manager _____ City Attorney _____ Finance _____

License Type(s):

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

On January 8, 2026, the Woodburn Police Department received an application for Limited On-Premises Sales, liquor license for El Tule Tacos LLC. The business will be Changing Ownership, and is a restaurant-style business, with indoor seating for 80.

The hours of operation are 9am to 8pm Sunday to Saturday with summer hours of 9am-10pm, May-October. There is no entertainment listed for the location, other than 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.

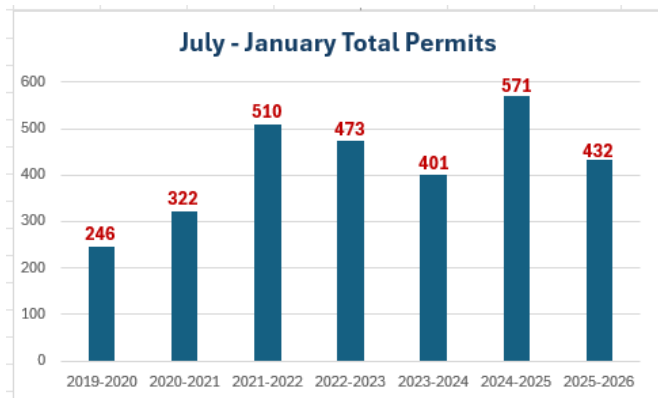
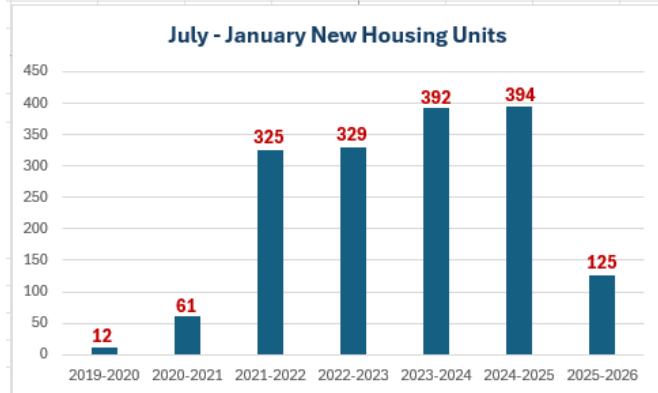
DISCUSSION:

The Police Department has completed a background investigation on El Tule Tacos LLC, the listed owner, Pablo Luna, and the applicant, Julio Valera. Pablo Luna and Julio Valera were run through various police databases and business-related databases. Pablo Luna and Julio Valera hold a valid Oregon driver's license. Pablo Luna disclosed he was arrested in 2024 for DUII and has completed diversion. No information was located about details surrounding the DUII. No other items of concern were located during the check, regarding the location or the people listed above. The application is for a change of ownership.

FINANCIAL IMPACT:

None

City of Woodburn New Development Activity						
January- '26						
Month	Total Permits	New Single Family Home Permits	Residential Building Permit Valuation	Commercial Building Permit Valuation	Total Permit Valuation	New Housing Units
January '20	40	3	\$ 801,756	\$ 9,625,748	\$ 11,176,842	3
January '21	43	15	\$ 3,921,446	\$ 2,658,803	\$ 6,708,449	15
January '22	90	44	\$12,696,712	\$ 1,032,295	\$ 14,240,087	44
January '23	43	7	\$ 1,866,440	\$ 1,195,820	\$ 3,176,237	7
January '24	51	20	\$ 6,323,853	\$ 515,888	\$ 7,541,489	20
January '25	74	27	\$ 9,118,186	\$ 224,509	\$ 10,581,771	27
January '26	62	23	\$ 7,861,021	\$ 1,909,245	\$ 10,175,133	23
Fiscal Year Totals (July '25-January '26)						
2019-2020	246	12	\$ 3,112,039	\$ 11,262,325	\$ 17,003,682	12
2020-2021	322	61	\$16,414,108	\$ 7,157,169	\$ 26,398,547	61
2021-2022	510	145	\$40,625,473	\$ 478,956,455	\$ 533,732,598	325
2022-2023	473	29	\$10,075,619	\$ 58,925,700	\$ 72,937,065	329
2023-2024	401	53	\$18,167,945	\$ 42,745,776	\$ 63,995,973	392
2024-2025	571	214	\$73,566,856	\$ 60,780,725	\$ 139,302,216	394
2025-2026	432	125	\$41,386,990	\$ 32,009,095	\$ 76,456,355	125
*Mechanical, demolition, alarm and sprinkler permits not included in this report						



February 9, 2026

TO: Honorable Mayor and City Council, acting in its capacity as the
Local Contract Review Board

FROM: Jim Row, Assistant City Manager

SUBJECT: **Approval of Guaranteed Maximum Price (GMP) Amendment for the
Woodburn Community Center Project CM/GC Agreement**

RECOMMENDATION:

That the City Council, acting in its capacity as the Local Contract Review Board,

- (1) Approve the Guaranteed Maximum Price (GMP) Amendment in the amount of \$17,200,778 to the Construction Manager/General Contractor (CM/GC) contract with Triplett Wellman for construction of the Woodburn Community Center Project. The GMP includes a 5% Contractor's Contingency for unanticipated construction-related cost overruns.
- (2) Preauthorize the approval of contract change orders or amendments of up to \$800,000 for City-directed project enhancements or scope refinements.

BACKGROUND:

On March 24, 2025, the City Council awarded a CM/GC contract to Triplett Wellman for the Woodburn Community Center Project following a competitive proposal process. The CM/GC delivery method was selected to improve cost control, enhance constructability, and allow the contractor to participate in design development.

Since award of the contract, Triplett Wellman has completed pre-construction services, including constructability reviews, value engineering, cost estimating, subcontractor outreach, and site investigations. With construction documents now complete, the CM/GC has solicited and evaluated subcontractor bids and prepared a proposed Guaranteed Maximum Price (GMP) for the City's consideration.

Agenda Item Review: City Manager ☐ City Attorney ☐ Finance ☐

DISCUSSION:

Following completion of construction documents, Triplett Wellman solicited competitive bids from qualified subcontractors in accordance with Oregon public contracting requirements. Those bids have now been evaluated and incorporated into a proposed Guaranteed Maximum Price (GMP) Amendment for the City's consideration. The GMP reflects the full scope of construction work, including general conditions, subcontracted work, insurance and bonding, and the contractor's contingency.

The CM/GC process has allowed the contractor, design team, and City staff to work collaboratively throughout design development to refine the project scope, identify cost-saving opportunities, and ensure constructability. This collaborative approach has resulted in a well-defined project ready to move into the construction phase. The GMP Amendment also formalizes the inclusion of a 5% Contractor's Contingency to address unforeseen construction conditions. The Council's approval of an additional \$800,000 in expenditure authority (Owner's Contingency) provides flexibility for City-directed enhancements or refinements during construction. If approved, Triplett Wellman will proceed with construction mobilization, and staff will continue to oversee project delivery and manage the Owner's Contingency.

Construction is anticipated to begin during the third week of February and to be completed by Summer 2027.

FINANCIAL IMPACT:

The proposed GMP for construction is \$17,200,778, which includes all hard construction costs and a 5% Contractor's Contingency. When the City's \$800,000 Owner's Contingency is added, the total anticipated construction cost increases to \$18,000,778. Both figures exceed the original construction estimate of \$16 million, reflecting current market conditions, tariff related cost escalation, and refinements to the project scope.

In addition to the hard construction costs, the project includes soft costs such as architectural and engineering design, furniture, fixtures and equipment (FF&E), permitting, System Development Charges (SDCs), and other project-related expenses. When combined with the hard construction costs, the total estimated project cost is approximately \$22 million.

Funding for the project is fully identified and includes:

- \$15,000,000 – Oregon Lottery Bond Grant
- \$6,300,000 – Parks & Recreation System Development Charges
- \$500,000 – Oregon Legislatively Awarded Grant Funds
- \$200,000 – Utility Undergrounding Fees
- \$60,000 – Donations and Energy Efficiency Incentives

The City has also submitted additional funding requests that may offset certain project components, such as commercial kitchen and fitness equipment, if awarded.

Sufficient funds are included in the adopted FY 25/26 budget and will also be included in the proposed FY 26/27 budget.

Enclosure:

Guaranteed Maximum Price - Itemized Construction Cost Sheet

Woodburn Community Center & Aquatics Facility CM/GC Agreement

GMP Amendment - Attachment A: Itemized Construction Costs

	Woodburn Community Center		ALTERNATE #1	ALTERNATE #2A	ALTERNATE #2B	ALTERNATE #3
		BASE BID	Epoxy Flooring @ Locker Rooms	Resilient Flooring @ Restrooms in lieu of Sealed Concrete	Tiling @ Restrooms in lieu of Sealed Concrete	Epoxy @ Kitchen in lieu of Resilient Flooring
100	BUILDING PERMITS	OWNER				
105	BUILDERS RISK INSURANCE	OWNER				
110	OIL ESCALATION ALLOWANCE	NA				
115	BURN TO LEARN EQUIPMENT & LABOR	700				
145	MOCKUP	10,000				
150	DEFERRED SUBMITTALS	9,815				
200	BIM	N/A				
220	WASTE MANAGEMENT PLAN	PE				
250	FINAL CLEANING	21,195				
260	ONSITE CONSTRUCTION CAMERA	NA				
270	TREE & PLAN PROTECTION	IN GCS				
1000	GENERAL CONDITIONS	1,059,050				
1001	FORKLIFT	45,000				
1002	WAREHOUSE/LOGISTICS MGR	12,000				
1003	TEMP PROTECTIONS (OPENINGS, ETC.)	30,000				
1004	CONSTRUCTION FENCING	12,000				
1005	TEMP SHORING	1,000				
1006	TEMP HEATING	50,000				
1007	COLD WEATHER SLAB PROTECTION	24,992				
1008	PROGRESSIVE CLEANUP	50,000				
1009	POOL SAFETY RAILING	9,500				
1010	STAGING ROCK & BUILDING ACCESS	78,200				
1011	DUMPSTER FEES	33,926				
1012	PUNCH LIST	151,111				
1013	SCAFFOLDING/ACCESS	31,165				
1030	FIELD ENGINEERING	27,000				
2410	BUILDING SEPARATION EXISTING-NEW ALLOWANCE	25,000				
2411	SELECTIVE DEMOLITION	103,308				
3200	REINFORCING STEEL	71,566				
3201	SITE REINFORCING	IN 3200				
3202	MASONRY REINFORCING	IN 3200				
3300	SITE CONCRETE	1,075,812				
3310	BUILDING CONCRETE	IN 3300				
3320	SLIDE FOOTINGS ALLOWANCE	20,000				
3354	POLISHED CONCRETE	22,316				
3355	FLOOR PROTECTION @ POLISHED	18,040				
3360	CONCRETE POOL DECK CLEAN & SANDBLAST	25,620				

3365	MECHANICAL ROOM FLOOR PATCHING		4,000				
3450	PRECAST BENCHES		17,250				
4200	MASONRY		69,244				
5120	STRUCTURAL STEEL		399,623				
5310	STEEL DECKING		54,047				
5500	MTL.FAB.	IN 5120					
5510	METAL STAIRS	IN 5120					
5513	METAL LADDERS	IN 5120					
5700	DECORATIVE METAL	IN 5120					
5800	STEEL ERECTION		165,747				
6100	ROUGH CARP		265,169				
6105	MISC CARP - TW	IN 6100					
6110	ROOF PLYWOOD @ EXISTING		14,000				
6160	SHEATHING	IN 9211					
6200	FINISH CARPENTRY	IN 6400					
6400	ARCHITECTURAL WOODWORK (CASEWORK)		189,995				
7054	CLADDING SUPPORT SYSTEM	IN 7421					
7110	DAMPPROOFING		6,640				
7132	SELF ADHERED WATERPROOFING		25,331				
7170	BENTONITE WATERPROOFING		14,826				
7190	WATER REPELLENTS	IN 9900					
7210	THERMAL INSULATION		102,241				
7240	EIFS		22,000				
7270	AIR BARRIERS		35,478				
7421	METAL WALL PANELS		444,860				
7422	METAL COMPOSITE WALL PANELS	IN 7421					
7464	FIBER CEMENT SIDING	IN 7421					
7500	MEMBRANE ROOFING		749,688				
7620	FLASHINGS/SHEETMETAL	IN 7421					
7720	ROOF ACCESSORIES (HATCH)		3,699				
7725	ROOF LADDERS		9,519				
7840	FIRESTOPPING		2,101				
7920	JOINT SEALANTS		28,464				
8000	DOOR/HARDWARE-INSTALL		24,180				
8111	METAL DOORS & FRAMES		219,600				
8141	FLUSH WOOD DOORS	IN 8111					
8310	ACCESS DOORS		3,600				
8332	OVERHEAD COILING DOORS		12,555				
8411	STOREFRONTS		236,550				
8620	SKYLIGHTS		97,180				
8710	DOOR HARDWARE	IN 8111					

8800	GLAZING	IN 8411				
8801	FITNESS MIRRORS	28,560				
9211	DRYWALL/METAL FRAMING	706,335				
9261	GYP VENEER PLASTERING	IN 9211				
9300	TILE	145,000			19,996	
9511	ACOUSTICAL CEILINGS	IN 9211				
9600	FLOOR PREP	17,600				
9640	WOOD FLOORING	79,000				
9650	RESILIENT FLOORING	86,850		6,000		(15,800)
9672	RESINOUS FLOORING	ALTERNATE 1 & 3	56,350			16,750
9673	COVE @ RESTROOM ALLOWANCE	ALTERNATE #3				4,000
9681	CARPET TILE	IN 9650				
9840	ACOUSTIC ROOM COMPONENTS	70,032				
9900	PAINTING	152,782				
10110	VISUAL DISPLAY BOARDS	9,605				
10123	ART HANGING & DISPLAY	IN 10110				
10140	SIGNAGE	56,182				
10211	TOILET PARTITIONS	29,393				
10223	FOLDING PANEL PARTITIONS	135,985				
10260	WALL PROTECTION	13,925				
10280	TOILET ACCESSORIES	27,840				
10400	FIRE EXTINGUISHERS & CABINETS	5,799				
10401	DEFIBRILLATORS	In 10400				
10411	KNOX BOXES	2,060				
10510	LOCKERS	79,000				
11200	SWIMSUIT SPINNERS	4,900				
11400	FOOD SERVICE EQUIPMENT	174,525				
11521	PROJECTION SCREENS	25,799				
11662	GYMNASIUM EQUIPMENT	IN 6400				
11812	FACILITY FALL PROTECTION	21,865				
12240	WINDOW SHADES	20,651				
13110	SWIMMING POOL & EQUIP	1,766,963				
13200	SAUNA	22,876				
21000	FIRE PROTECTION	454,000				
22000	PLUMBING	1,620,000				
23000	HVAC	IN 22000				
23059	TESTING & BALANCING	IN 22000				
23099	HVAC CONTROLS	IN 22000				
26000	ELECTRICAL	1,857,777				
26050	TEMPORARY POWER	IN 26000				
26310	PV	IN 26000				

27000	COMMUNICATIONS	IN 26000				
27512	DAS	IN 26000				
28000	SAFETY & SECURITY	IN 26000				
31000	EXCAVATION	729,688				
31001	WET WEATHER CONDITIONS ALLOWANCE	200,000				
31050	TRAFFIC CONTROL	IN 31000				
31100	DEWATERING	IN 31000				
31250	EROSION CONTROL	IN 31000				
31661	AGGREGATE PIERS	258,000				
32121	ASPHALT PAVING	81,992				
32131	CONCRETE PAVING	IN 3300				
32137	PAVING JOINT SEALANT BUDGET	9,000				
32140	UNIT PAVING	IN 32840				
32172	PAVEMENT MARKINGS	24,509				
32840	IRRIGATION/LANDSCAPING	364,886				
32841	TOPSOIL	IN 32840				
32842	EXPORT SPOILS & IMPORT NEW TOPSOIL	40,000				
32970	BOULDERS	IN 32840				
32971	BIKE RACKS	7,900				
37972	BOLLARDS ALLOWANCE	7,000				
32973	SKATE DETERRENTS ALLOWANCE	2,000				
33000	UTILITIES	IN 31000				
		BASE BID	ALTERNATE #1	ALTERNATE #2A	ALTERNATE #2B	ALTERNATE #3
45000	TOTAL DIRECT COST	15,576,182	56,350	6,000	19,996	4,950
45500	BOND/INSURANCE/FEE	845,787	3,060	326	1,086	269
50000	SUBTOTAL	16,421,969	59,410	6,326	21,082	5,219
58000	CONTINGENCY (CONTRACTOR) ON TDC (5%)	778,809	2,818	300	1,000	248
60000	TOTAL	17,200,778	62,227	6,626	22,082	5,466

February 9, 2026

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

FROM: Curtis Stultz, Public Works Director

SUBJECT: **Approval of Rainier Road Lift Station Emergency Repair Project**

RECOMMENDATION:

Award a contract to K&E Excavating, Inc. for the performance of emergency repairs to the Rainier Road Lift Station, in an amount not to exceed \$161,572.75.

BACKGROUND:

On Friday December 19, 2025, City staff discovered a sinkhole adjacent to the Rainier Road sanitary sewer lift station. Further investigation indicated that the gravity line upstream of the station had failed, creating the sinkhole. It was also discovered that a large amount of aggregate has passed through the lift station and was pumped into the downstream system, creating a significant barrier to flow.

K&E Excavating, Inc. (K&E) was immediately contacted, and their assistance requested. With the assistance of City forces, K&E installed a temporary patch atop the failed section of pipe, and the downstream lines were cleared of debris to restore proper flow.

The service life of the temporary patch is unknown; therefore, a permanent repair is required to reduce the risk of failure. The proposed permanent solution includes the removal of the entire failed section of 8-inch iron pipe, approximately 40 linear feet, and replacement with new 10-inch PVC pipe. The attached proposal provided by K&E includes all labor and materials to complete the repair and restore the roadway.

DISCUSSION:

Pursuant to ORS 279B.080 and the City Public Contracting Ordinance (Ord. No. 2381), the City may make emergency procurements for goods and services

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

without going through the formal competitive selection procedure when that emergency involves an immediate hazard to public health, safety, or welfare.

Once it was determined that outside assistance was necessary, K&E Excavating, Inc. was the City's first choice based on prior experience with the firm. In 2024, K&E performed emergency sewer repairs for the City on Blaine Street after the failure of the sewer main and multiple lateral connections. K&E performed this work expeditiously, within the proposed budget, and under challenging winter construction conditions.

FINANCIAL IMPACT:

The contract cost includes the initial emergency response on December 19th, and the permanent repair. The initial response cost \$23,712.75, while the permanent repair is anticipated to cost \$127,860.00, resulting in a grand total of \$151,572.75. An additional \$10,000 is requested for contingency.

February 9, 2026

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

FROM: Jesse Cuomo, Community Services Director

SUBJECT: **Award of Construction Contract for the Roof Replacement Project for the Woodburn Library**

RECOMMENDATION:

Award the construction contract for the Roof Replacement Project for the Woodburn Library to the lowest responsible and responsive bidder, Roof Toppers Inc., in the amount of \$498,184.00, and approve an additional \$50,000 for this project as a contingency for potential change orders that may arise during construction, for a total award of up to \$548,184.00.

BACKGROUND:

In September 2012, the City engaged A-Tech Northwest Inc. to assess the roofing system at the Woodburn Library, located at 280 Garfield Street. The evaluation indicated that the standing-seam metal roof was estimated at 34 years old, with an expected lifespan of approximately 30 years, and was in "fair" condition and nearing the end of its original life expectancy. It was determined that the roof had an estimated remaining useful life of 3 to 5 years (2015-2017).

Furthermore, the membrane roof portion of the system was also assessed in 2012. This component, approximately 20 years old, was similarly nearing the end of its expected life, with an estimated remaining useful life of 1 to 3 years (2013-2015), given its 20-year lifespan rating.

Due to budget constraints, City staff have been identifying and implementing necessary repairs to extend the roof's lifespan. However, the library roof has now reached the point where minor repairs are ineffective and require a complete replacement.

The Scope of work for the Project includes the removal of the existing Library Building roofing, gutters, and downspouts down to the deck, and the installation of a new roof system, gutters, and downspouts.

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Bids for the project were publicly opened on January 15, 2026. Seven qualifying bids were received, and the results are as follows:

Roof Toppers, Inc.	\$ 498,184.00
Andy Medcalf Construction	\$ 499,550.00
Architectural Metal Works	\$ 530,249.00
West Coast Roofing and Building	\$ 576,450.00
Coastline Roofing & Construction Inc.	\$ 627,093.00
Rev Construction LLC	\$ 743,950.00
Fisher Construction Group	\$ 1,082,970.00

The Engineers' Estimate for the project was: \$ 450,000 to \$575,000

DISCUSSION:

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

FINANCIAL IMPACT:

The subject project is identified in the adopted fiscal year 2025-26 Budget and funded by the Capital Construction Fund.



Agenda Item

February 09, 2026

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

FROM: Curtis Stultz, Public Works Director

SUBJECT: **Award Professional Services Contract for Electrician Services to Engelman Electric**

RECOMMENDATION:

Authorize the City Manager to enter into a Professional Services Agreement with Engelman Electric for Electrician Services.

BACKGROUND:

ORS 479.540 allows an electrical master permit for "repair, alteration or replacement of existing electrical products", where an "electrical product replacement" includes installing a product in place of another that shall not exceed the capacity or design of the existing electrical system. The electrical master permit program allows City employees with a Limited Maintenance Electrician License (LME) to perform certain electrical work that is overseen by a qualified Electrical Contractor, who is responsible for administering the City's Master Electrician Permit. Having completed work in this manner can be cost effective for the City, as it allows the three qualified City employees the opportunity to perform basic electrical work as part of their normal job functions.

However, the City frequently requires electrical work to be completed, which falls outside the scope of activities that can be done by employees with an LME license. In these instances, the City utilizes the services of qualified electrical contractors. In order to secure favorable terms and consistent service, the City issued a Request for Proposals (RFP) for electrician services in 2013.

In order to re-evaluate the market and to allow other contractors the opportunity to perform work for the City, another RFP was issued in late 2025. Five qualified proposals were received by the January 15, 2026, deadline and were ranked as follows by the evaluation committee:

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<u>No:</u>	<u>Name</u>
1	Engelman Electric
2	Cox Electric
3	Mid-Willamette Electric
4	Power Tech Corp
5	Alternate Source Energy Inc

DISCUSSION:

Since 2013, the previous electrical contractors performed work at the water treatment plants, wastewater treatment plant, wastewater collection facilities, and at other City facilities. Work performed by city LME staff included electrical work primarily associated with the water and wastewater facilities.

The proposed contract is for a term of three years, with two one-year extensions if agreed to by both parties. The contract award is in conformance with public contracting laws of the State of Oregon as outlined in ORS Chapter 279C and the laws and regulations of the City of Woodburn. Staff is recommending that the contract be awarded.

FINANCIAL IMPACT:

Historically, the City spends approximately \$25,000 annually on work performed by electrical contractors. Funding for this is included in the adopted budget for FY 25/26. The negotiated standard hourly rate for Engelman Electric is \$150, which is \$15 per hour higher than the rate we were paying under our previous agreement.

February 9, 2026

TO: Honorable Mayor and City Council

FROM: Scott Derickson, City Manager

SUBJECT: **Ballot Referral Options for Advisory Question – Residential Roadway Speed Reduction (May 2026 Election)**

RECOMMENDATION:

Direct Staff on whether to prepare a Resolution for a May 2026 Ballot Referral of an advisory question related to Residential Roadway Speed Reductions.

BACKGROUND:

During the Council's 2025/26 goal-setting session, one of the priorities of the Council was to "Develop and implement a strategy to improve traffic safety and reduce neighborhood speeding."

Last fall, a proposal that was presented for the Council's consideration was to place an advisory question on the May 2026 ballot that would ask Woodburn voters whether the speed limit on local roadways in residential districts should be lowered from 25 mph to 20 mph.

The City Council may submit a measure to propose an ordinance or local legislation to the legal voters of the City. An advisory question may also be referred to the voters using the same process. The vote on an advisory question or measure does not enact the matter into law and has no binding effect on the actions of the Council.

For an advisory question to be placed on the May 2026 ballot, the City Council would need to adopt a Resolution at its next regularly scheduled meeting on February 23, 2026, that would refer a measure election and approve a ballot title for consideration. Publication of the ballot title would then be made no later than February 27th and the measure would be filed with the County elections official by March 19th. The May 2026 election is scheduled for Tuesday, May 19th.

DISCUSSION:

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Upon direction from the Council, staff would prepare a Resolution that would refer to the electors of Woodburn an advisory question related to residential speed limits. As the title suggests, "advisory questions" are non-binding referrals that do not on their own directly change legislation within the City. Upon receiving the results of an advisory question, the City Council still retains full authority to take or not take subsequent legislative action on the subject matter.

Proposed ballot title for consideration:

CAPTION (10 words):

City advisory question regarding lowering the speed limit in residential areas.

QUESTION (20 words):

Should the Woodburn City Council pass legislation to implement 20-mph speed limit zones on local streets in residential districts?

SUMMARY (175 words):

The Woodburn City Council has placed this advisory question on the ballot to determine voter attitudes on the question of lowering speed limits on local roadways in residential districts.

Oregon law authorizes cities to designate by ordinance a speed for a roadway under the jurisdiction of the city that is up to 10 miles per hour lower than the statutory speed, so long as the designated speed is not less than 20 miles per hour, and the roadway is located in a "residence district," is not an arterial highway, and is signed appropriately.

A yest vote means that you think the City Council should consider adopting an ordinance that would lower speed limits on eligible roadways in residential areas.

A no vote means that you think the City Council should maintain the speed limits currently designated for the roadways in residential areas.

In addition to the ballot title outlined above, an explanatory statement of no more than 500 words would also be prepared for inclusion in the voter's pamphlet. That statement must be an "impartial, simple, and understandable statement explaining the measure." OAR 165-022-0040.

A Functional Roadway Classification map is included as an attachment with this report to assist the Council in understanding what roadways would or would not be eligible for reduced speed limits. As part of any future implementation, it should be noted that currently designated minor arterial, service collector, and access street roadways would maintain their current designated speeds of either 25 mph or 35 mph. The roadways that could have the speed limit lowered to 20 mph include all other local roadways that are located in "residence districts," as that term is defined by statute.

Per Oregon law, a reduction in a designated speed would only take effect on a segment of a local residential roadway upon the City's removal of any 25 mph signs and installation of 20 mph signs on that segment.

FINANCIAL IMPACT:

Beyond staff time and publication costs, there is no significant financial cost associated with referring an advisory question to the ballot.

Future costs associated with physically changing speed designation signs around Woodburn would likely be absorbed through Public Work's general road maintenance budget over time.

Enclosure:

Woodburn TSP – Functional Roadway Classification Map

February 9, 2026

TO: Honorable Mayor and City Council through City Manager

FROM: Chris Kerr, Community Development Director *CK*,
Dan Handel, Senior Planner

SUBJECT: **Council Briefing of Planning Commission approval of a Design Review, Street Adjustment, and Variance application package for “Woodburn Construction Company Warehouse/Office Building” at 669, 681, 683, & 685 Ray J Glatt Circle (DR 25-08, SA 25-04, & VAR 25-02)**

RECOMMENDATION:

Staff recommends that the City Council take no action on this item and provides this summary pursuant to Woodburn Development Ordinance (WDO) Section 4.02.02. The Council may call up this item if desired and, by majority vote, initiate a review of the Planning Commission decision.

Proposed Development:

The subject property is a 2.08-acre property in the Commercial Office (CO) zoning district and is developed with two multi-tenant commercial office buildings.

Through a recent property line adjustment with the First Presbyterian Church of Woodburn at 950 N Boones Ferry Rd, the subject property was adjusted to be its current shape. The development area was previously a wooded outdoor recreation area for the church however the trees were completely wiped out after the ice storm in 2020 and the church decided to sell the land.



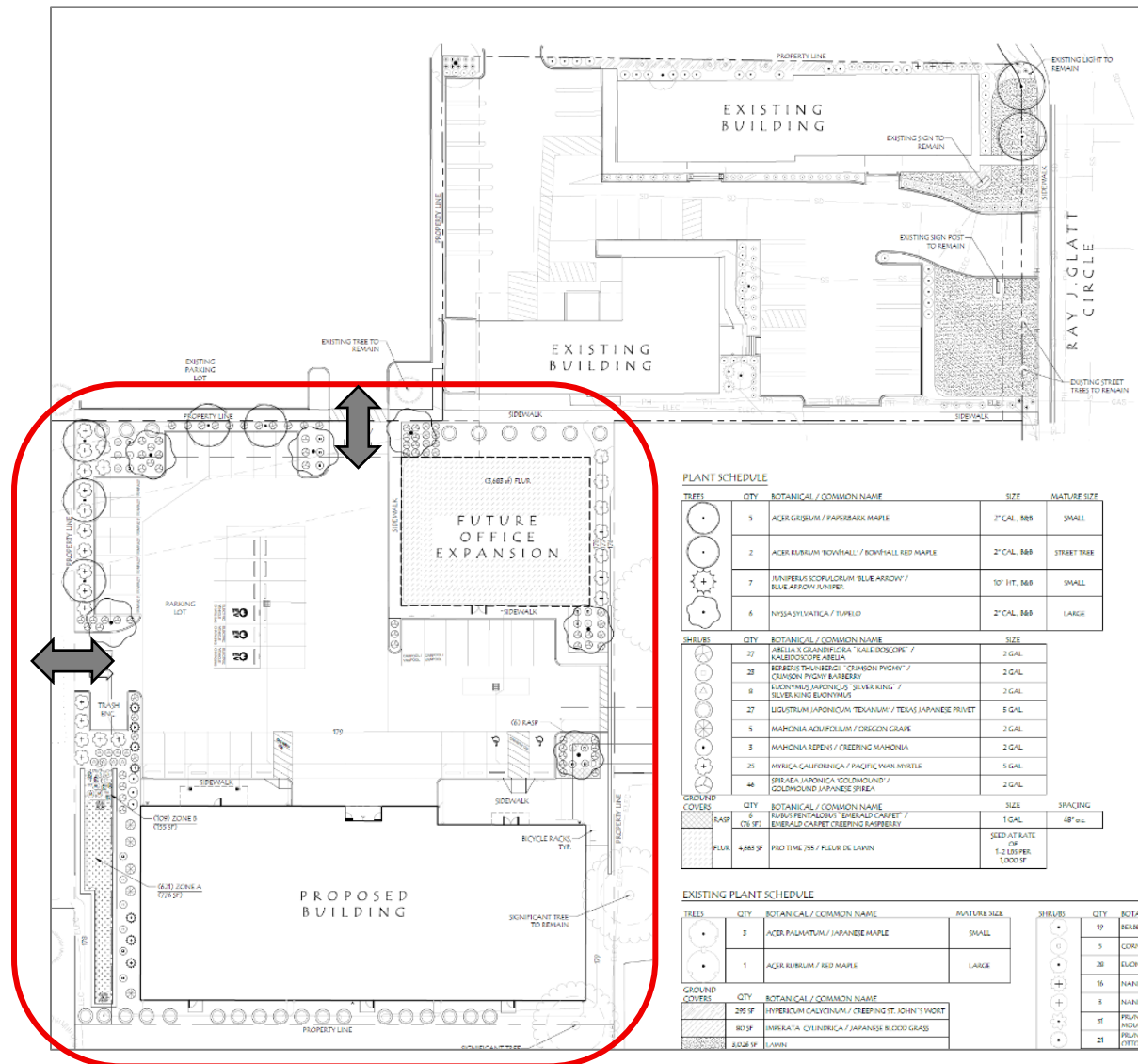
Subject property outlined in yellow, development area outlined in red.

The proposal before the Planning Commission was a Design Review, Street Adjustment, and Variance application package to construct a new 14,052 square foot warehouse and office building and associated parking lot and landscaping improvements.

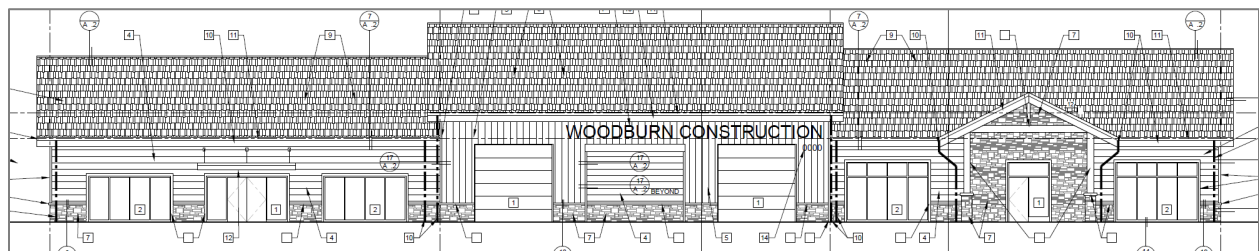
The Street Adjustment request was to maintain the existing Ray J Glatt Circle improvements.

The applicant included three Variance requests:

1. A request to not provide cross-access to all neighboring properties.
2. A request to not fully comply with pedestrian access requirements.
3. A request to not provide required parking area landscaping islands.



Approved site plan (development area outlined in red).



Front building elevation (facing the new parking lot).

Public Hearing Summary:

On January 29, 2026, the Planning Commission held a public hearing for this Type III application package. Written testimony in support of the cross-access Variance request was received from Roger Gonzales with the First Presbyterian Church of Woodburn (950 N Boones Ferry Rd); no other testimony was received. After closure of the record, the Commission deliberated, discussed the Street Adjustment and Variance discretionary requests, and ultimately voted unanimously to approve the application package (including all Street Adjustment and Variance requests) with the conditions recommended by staff in the staff report.

