

# CITY OF WOODBURN

## CITY COUNCIL AMENDED

### AGENDA

FRANK LONERGAN, MAYOR  
DEBBIE CABRALES, COUNCILOR WARD 1  
ALICE SWANSON, COUNCILOR WARD II  
ROBERT CARNEY, COUNCILOR WARD III  
SHARON SCHAUB, COUNCILOR WARD IV  
MARY BETH CORNWELL, COUNCILOR WARD V  
ERIC MORRIS., COUNCILOR WARD VI

APRIL 10, 2023– 7:00 P.M.

CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

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

Announcements:

None.

Appointments:

A. Woodburn Budget Committee

- Luis Molina

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4. COMMUNITY/GOVERNMENT ORGANIZATIONS

None.

5. PROCLAMATIONS/PRESENTATIONS

Proclamations:

A. **Child Abuse Prevention Month**

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Presentations:

None.

6. COMMUNICATIONS

None.

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

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

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

7. **BUSINESS FROM THE PUBLIC** – *This allows the public to introduce items for Council consideration not already scheduled on the agenda.*
8. **CONSENT AGENDA** – *Items listed on the consent agenda are considered routine and may be adopted by one motion. Any item may be removed for discussion at the request of a Council member.*
- A. **Woodburn City Council minutes of March 13, 2023** 3  
Recommended Action: Approve the minutes.
- B. **Woodburn City Council Executive Session minutes of March 13, 2023** 6  
Recommended Action: Approve the minutes.
- C. **Woodburn City Council Retreat minutes of March 24 and March 25, 2023** 7  
Recommended Action: Approve the minutes.
- D. **Liquor License Application for Jaimex's Restaurant** 9  
Recommended Action: Recommend the OLCC approve the Liquor License Application for Jaimex's Restaurant.
- E. **Liquor License Application for Casa Marquez Mexican Grill** 11  
Recommended Action: Recommend the OLCC approve the Liquor License Application for Casa Marquez Mexican Grill.
- F. **Acceptance of a Right-of-Way Dedication and Public Utility Easement at 960 Young Street, Woodburn, OR 97071 (Tax Lot 051W18AD08300)** 13  
Recommended Action: Accept a Right-of-Way dedication and public utility easement granted by Conroy, LLC, owner of the property located at 960 Young Street, Woodburn, OR 97071 (Tax Lot 051W18AD08300).
- G. **Acceptance of Easements and Right-of-Way at the Woodland Crossing Development from Multiple Parties** 22  
Recommended Action: Accept four easements and one right-of-way dedication granted by Woodland Villas LLC, for real property without an address and identified as Tax Lot 052W12B000300; and one easement granted by James and Virginia Adney, for real property at 9075 Arney Lane NE and identified as Tax Lot 052W01C001000.
- H. **Crime Statistics through February 2023** 59  
Recommended Action: Receive the report.

- I. **Building Activity for March 2023** 64  
Recommended Action: Receive the report.
  
- 9. **TABLED BUSINESS**  
 None.
  
- 10. **PUBLIC HEARINGS**
  - A. **Annexation of Approximately 40.93 Acres of Territory at 8708 Parr Road NE (ANX 22-03) and Approval of Related Land Use Applications for Development into the Brighton Pointe Subdivision** 65  
Recommended Action: Conduct a public hearing and make a motion to tentatively approve the land use applications, directing staff to prepare and submit ordinances and a final land use decision for consideration at the next City Council meeting.
  
  - B. **Annexation of Approximately 0.93 Acres of Territory at 2115 Molalla Road NE (ANX 22-04) and Assignment of City Zoning (ZMC 22-04)** 199  
Recommended Action: Conduct a public hearing and make a motion to tentatively approve the land use applications, directing staff to prepare and submit ordinances for consideration at the next City Council meeting.
  
- 11. **GENERAL BUSINESS** – *Members of the public wishing to comment on items of general business must complete and submit a speaker's card to the City Recorder prior to commencing this portion of the Council's agenda. Comment time may be limited by Mayoral prerogative.*
  - A. **Nomination of a City Council representative to serve on the UGB Technical Advisory Group (TAG)** 244  
Recommended Action: Nominate a City Council member, or seek a Council volunteer, to serve on the Buildable Land Inventory (BLI) and Economic Opportunities Analysis (EOA) work related to the potential Urban Growth Boundary (UGB) for needed employment land.
  
  - B. **Special Public Works Fund Loan Application** 246  
Recommended Action: Authorize the City Administrator to sign and submit the enclosed application for a Special Public Works Fund (SPWF) loan application to the Oregon Business Development Department (Business Oregon) to continue design work on the community center project.

- C. Leasing Specialists, LLC. Contract Award** 254  
Recommended Action: Award a police vehicle lease contract in the amount of \$260,450 (Total contract price over the next four years) to Leasing Specialists, LLC., with an additional contingency of \$50,000 authorized to account for increases in the final outfitting costs and financing of the vehicles, and authorize the City Administrator to sign the lease agreement.
- D. Award of Construction Contract for 2022-23 Spring Paving, Part 2 Project (Maintenance Project, Bid # 2023-01)** 257  
Recommended Action: Award the construction contract for the 2022-23 Spring Paving, Part 2 Project to the lowest responsible and responsive bidder, Knife River Corporation, in the amount of \$392,109.75. Staff is requesting approval of an additional \$25,000 for this project as a contingency for potential changer orders that may arise during the construction process.
- E. Annual Review Process** 259  
Recommended Action: Authorize the Mayor to sign amendments to the City Attorney and the City Administrator's Employment Contracts to include one of the three options provided for the Council's consideration.
- 12. OTHER BUSINESS**
- None.
- 13. PLANNING COMMISSION OR ADMINISTRATIVE LAND USE ACTIONS – *These are Planning Commission or Administrative Land Use actions that may be called up by the City Council.***
- A. Call-Up Briefing: Planning Commission approval of a Conditional Use Permit & Design Review application package for the Hardcastle Apartments at 1755 Hardcastle Ave (CU 22-04 & DR 22-15)** 262  
Recommended Action: Staff briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section 4.02.02. (The Council may call up this item for review if desired and, by majority vote, initiate a review of this Commission decision.)
- B. Call-Up Briefing: Planning Commission approval of a Modification of Conditions to PUD 22-01 Mill Creek Meadows at 1490, 1550, & 1636 Brown St (MOC 23-01)** 268  
Recommended Action: Staff briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section 4.02.02. (The Council may call up this item for review if desired and, by majority

vote, initiate a review of this Commission decision.)

- C. Council Briefing of Planning Commission approval of a Variance application for Amazon at 450 S. Butteville Road (VAR 23-01) 272**  
Recommended Action: Staff recommends no action be taken on this item but 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 this Commission decision.
- D. Council Briefing of Planning Commission approval of a Modification of Conditions application for 2385 Sprague Lane (MOC 22-03) 274**  
Recommended Action: Staff recommends no action be taken on this item but 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 this Commission decision.
- E. Call-Up Briefing: Planning Commission approval of a Conditional Use Permit & Design Review application package for U-Haul truck rental and mini-storage at 0 [Zero] Stacy Allison Way NE (CU 22-03, DR 22-14, & SA 23-01) 276**  
Recommended Action: Staff briefs the Council on this item pursuant to Woodburn Development Ordinance (WDO) Section 4.02.02. (The Council may call up this item for review if desired and, by majority vote, initiate a review of this Commission decision.)

**14. CITY ADMINISTRATOR'S REPORT**

**15. MAYOR AND COUNCIL REPORTS**

**16. EXECUTIVE SESSION**

None.

**17. ADJOURNMENT**