

CITY OF WOODBURN

CITY COUNCIL AGENDA

OCTOBER 28, 2019– 7:00 P.M.

ERIC SWENSON, MAYOR
DEBBIE CABRALES, COUNCILOR WARD 1
LISA ELLSWORTH, COUNCILOR WARD II
ROBERT CARNEY, COUNCILOR WARD III
SHARON SCHAUB, COUNCILOR WARD IV
MARY BETH CORNWELL, COUNCILOR WARD V
ERIC MORRIS, COUNCILOR WARD VI

CITY HALL COUNCIL CHAMBERS – 270 MONTGOMERY STREET

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

Announcements:

- A. City Hall, the Library, and the Aquatic Center will be closed on November 11 in observance of Veterans Day.
- B. The City Council meeting scheduled for Monday, November 11 has been moved to Tuesday, November 12.
- C. The Aquatic Center will be closed from November 11-15 for maintenance projects to be completed.

Appointments:

None.

4. COMMUNITY/GOVERNMENT ORGANIZATIONS
 - A. John Zobrist, Woodburn Area Chamber of Commerce
5. PROCLAMATIONS/PRESENTATIONS

Proclamations:

- A. Small Business Month

Presentations:

- B. John Morgan
- C. Housing Needs Analysis Work Session 1
Recommended Action: Conduct a work session with staff to discuss the Housing Needs Analysis (HNA).

This facility is ADA accessible. If you need special accommodation, please contact the City Recorder at 503-980-6318 at least 24 hours prior to this meeting.

Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al (503) 980-2485.

6. **COMMUNICATIONS**
None.
7. **BUSINESS FROM THE PUBLIC** – *This allows the public to introduce items for Council consideration not already scheduled on the agenda. Comment time will be limited to 3 minutes.*
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 October 14, 2019** 4
Recommended Action: Approve the minutes.
- B. **Woodburn Planning Commission minutes of September 26, 2019** 7
Recommended Action: Receive the minutes.
- C. **Community Center Advisory Committee minutes of September 19, 2019** 11
Recommended Action: Receive the minutes.
- D. **Crime Statistics through September 2019** 15
Recommended Action: Receive the report.
9. **TABLED BUSINESS**
None.
10. **PUBLIC HEARINGS**
None.
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 will be limited to 3 minutes.*
- A. **Council Bill No. 3111 - A Resolution Establishing the City of Woodburn's 2020 U.S. Census Complete Count Committee** 20
Recommended Action: That the City Council adopt a resolution creating a U.S. Census Complete Count Committee (CCC) to assist with the process of increasing Woodburn residents’ awareness of and motivation to respond to the U.S. Census.

12. **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 Design Review, Property Line Adjustment, and Variance Applications for Pacific Valley Apartments at 1310 & 1340 N. Pacific Hwy (DR 2019-03, PLA 2019-03, & VAR 2019-02)** 24

Recommended Action: Staff recommends no action and briefs the Council on this item pursuant to [Woodburn Development Ordinance \(WDO\)](#) Section 4.02.02. The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

13. **CITY ADMINISTRATOR’S REPORT**

14. **MAYOR AND COUNCIL REPORTS**

15. **EXECUTIVE SESSION**

None.

16. **ADJOURNMENT**

COUNCIL GOALS 2019-2021

Thematic Goals

1. *Create an inclusive environment where residents participate and are engaged in the community (that is vibrant, safe and active).*
2. *Promote an environment that encourages sustainable economic health maximizing our geographic, workforce, cultural and community assets.*

Strategic Goals

3. *Create an inclusive environment where Woodburn residents want to participate and are engaged in the community.*
4. *Develop innovative funding sources to help support the completion of capital improvement projects.*
5. *Grow and support strategic partnerships for economic health.*
6. *Explore the development of a non-profit consolidation facility.*
7. *Improve Communication and Coordination with School District on matters of mutual interest.*
8. *Completion of the First Street remodel.*
9. *Completion of Phase 1 & 2 of the Community Center Project including the formation of an ad hoc steering committee to review and recommend design.*

- 10. Creation of the Dick Jennings Community Leadership Academy.*
- 11. Develop a strategy to limit PERS liability.*
- 12. Establishment of a Woodburn 20 year community-visioning plan.*



Agenda Item

October 28, 2019

TO: Honorable Mayor and City Council through City Administrator

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

SUBJECT: **Housing Needs Analysis Work Session**

RECOMMENDATION:

Conduct a work session with staff to discuss the Housing Needs Analysis (HNA).

BACKGROUND:

What Is an HNA?

ORS 197.296 requires an HNA, which provides critical information for effective long-range planning by City staff and decision-makers. More specifically, ORS 197.296(3) provides:

“In performing the duties under subsection (2) of this section, a local government shall:

* * *

(b) Conduct an analysis of housing need by type and density range, in accordance with ORS 197.303 and statewide planning goals and rules relating to housing, to determine the number of units and amount of land needed for each needed housing type for the next 20 years.”

An HNA:

- Projects the number of housing units needed within the next 20 years;
- Reviews various factors that may affect housing mix, such as economic and demographic trends across the state and the nation;

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

- Identifies the housing types that will be affordable to projected household types based on household income;
- Estimates the number and type of additional housing units needed; and
- Quantifies a buildable lands inventory (BLI), that is, how much developable land is available for needed housing.

Woodburn's current HNA was adopted by the City Council in 2005, related to the urban growth boundary expansion, and needs to be updated.

How the Project Began:

The 2018 Oregon Legislature allocated \$1.73 million to the Department of Land Conservation and Development (DLCD). Funding was provided "for the purpose of providing technical assistance to local governments in increasing the affordability of housing" and DLCD was directed to prioritize cities with over 10,000 residents and in which 25% or more of rental households are "severely rent-burdened", meaning households that each spend more than 50% of household income (HHI) on rent. Woodburn has a 26% rent burden.

The City applied for technical assistance to update the outdated HNA. On June 28, 2018, Woodburn was notified by DLCD that it was selected from a large applicant pool. On September 10, 2018 the City Council entered into a memorandum of understanding with DLCD to update the HNA. DLCD selected FCS Group as the consultant.

DISCUSSION:

Public Involvement:

The Planning Commission served as the project advisory committee, meeting several times starting December 13, 2018 and ending September 26, 2019. Staff convened a technical advisory group (TAG) on February 7 and May 10, 2019 to solicit technical input from local businesses, government agencies, and non-profit advocacy groups. As part of public involvement, staff and the consultant hosted two public open houses on February 28 and May 13, 2019.

Planning Commission Recommendation:

On September 26, 2019, the Planning Commission recommended that the City Council adopt the HNA. The Commission understood that the required planning document is the HNA itself and that Appendix B: Draft Policies and Actions contains only some

suggestions of the consultant. The table below indicates the July 25, 2019 Commission work session majority opinion for each measure. "Deferred" means no opinion and deferral to the City Council.

<i>Appendix B Measures</i>	<i>Opinion</i>	<i>Totals</i>
2, 3, 7, 10, 12, 13, 14, 16, 20, C, E, F, G, I, J, & K2-K7	No	21
1, 4, 5, 6, 9, 15, A, B, D, H, & K1	Yes	11
8, 11, 17-19, & 21	Deferred	6

Next Steps:

After staff receives input from the City Council at this work session, a public hearing will be noticed and adoption of the HNA will be considered by the City Council. Technically, only the HNA itself will eventually be adopted as part of the Woodburn Comprehensive Plan.

FINANCIAL IMPACT:

Once the consultant finished the draft of the HNA, its agreement with DLCD ended. The City, through the Community Development Department, has contracted with FCS Group to assist in the final adoption of the HNA. The City's agreement with FCS has been budgeted and will not exceed \$5,000.

**COUNCIL MEETING MINUTES
OCTOBER 14, 2019**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, OCTOBER 14, 2019

CONVENED The meeting convened at 7:03 p.m. with Mayor Swenson presiding.

ROLL CALL

Mayor Swenson	Present
Councilor Carney	Present
Councilor Cornwell	Present
Councilor Schaub	Present
Councilor Morris	Present
Councilor Ellsworth	Present
Councilor Cabrales	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Deputy Police Chief Pilcher, Economic Development Director Johnk, Operations Director Stultz, Community Development Director Kerr, Communications Coordinator Moore, City Recorder Pierson

ANNOUNCEMENTS

City Hall, the Library, and the Aquatic Center will be closed on November 11 in observance of Veterans Day.

The City Council meeting scheduled for Monday, November 11 has been moved to Tuesday, November 12.

The Aquatic Center will be closed from November 11-15 for maintenance projects to be completed.

PRESENTATIONS

Community Center - Assistant City Administrator Row introduced Jim Kalvelage with Opsis Architecture who provided a presentation on the Community Center project. He provided information on the preferred option 1a and information on option 2a.

Dylan Wells, Community Center Citizen Advisory Committee member, spoke in favor of the preferred option 1a and added that the City should look for partners to assist with funding the center.

Anthony Veliz, Community Center Citizen Advisory Committee member, spoke in favor of the preferred option 1a and added that there is the possibility that the City could take the cost off the taxpayers and make it a more private concept, along with the YMCA for example.

The City Council asked questions and provided feedback throughout the presentation.

COUNCIL MEETING MINUTES OCTOBER 14, 2019

Carney/Ellsworth... move forward with option 1a as described by the gentleman from Opsis. The motion passed 5-1 with Councilors Cornwell, Cabrales, Carney, Ellsworth and Schaub voting aye and Councilor Morris voting nay.

CONSENT AGENDA

- A.** Woodburn City Council minutes of September 23, 2019,
- B.** Woodburn Planning Commission minutes of August 8, 2019,
- C.** Community Center Citizens Advisory Committee minutes of September 4, 2019,
- D.** Woodburn Recreation and Park Board minutes of September 11, 2019,
- E.** Leasing Specialists LLC Agreement,
- F.** Building Activity for September 2019,
- G.** Liquor License application for The Playce.

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

COUNCIL BILL NO. 3110 - A RESOLUTION ADOPTING LOCAL WASTEWATER DISCHARGE LIMITS FOR THE DISCHARGE OF POLLUTANTS OF CONCERN TO THE PUBLICLY OWNED TREATMENT SYSTEM AND REPEALING RESOLUTION NO. 1817

Operations Director Stultz provided a staff report. **Carney** introduced Council Bill No. 3110. City Recorder Pierson read the bill by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3110 duly passed.

CALL-UP BRIEFING: PLANNING COMMISSION APPROVAL OF CONDITIONAL USE, DESIGN REVIEW, STREET EXCEPTION, AND VARIANCE APPLICATIONS FOR NELLIE MUIR ELEMENTARY SCHOOL AT 1800 W. HAYES ST (CU 2019-05, DR 2019-07, EXCP 2019-03, & VAR 2019-05)

The City Council declined to call this item up.

CITY ADMINISTRATOR'S REPORT

The City Administrator reported the following:

- John Morgan would like to attend the October 28 City Council Meeting to help set the agenda for the November 2, City Council Goal setting retreat, part two.
- He will be sending Council the housing needs assessment and added that it will be on the agenda of the October 28, City Council Meeting.
- Information on the census effort and the formation of a Census Committee will be on the October 28, agenda.
- He noted that he will be out next week at ICMA conference.
- The League of Oregon Cities staff is going to come to Woodburn soon to expose their

**COUNCIL MEETING MINUTES
OCTOBER 14, 2019**

staff to the challenges of local government.

- The City is working on getting the enterprise zone expanded to include some industrial property.

MAYOR AND COUNCIL REPORTS

Councilor Cornwell stated that she went to Habitat for Humanity's groundbreaking on Aztec.

Councilor Cabrales recognized that it was Indigenous Peoples' Day.

Councilor Carney stated that he went to the grand opening of Colonia Unidad and it's a good example of the affordable housing we are working on in this community.

Councilor Ellsworth stated she also went to the opening of Colonia Unidad. She added that at the League of Oregon Cities she received a lot of information on affordable housing.

Councilor Schaub stated that she also attended the League of Oregon Cities conference and that it was very educational. She added that she also attended the opening of Colonia Unidad and that it is a very nice building and an asset to Woodburn. She is excited to see that the trees have been planted.

Mayor Swenson stated that the League of Oregon Cities conference was informative and that there are lots of entities looking for ways to address housing in their communities. He added that he also attended the Colonia Unidad opening.

ADJOURNMENT

Ellsworth/Morris... meeting be adjourned. The motion passed unanimously.
The meeting adjourned at 8:45 p.m.

APPROVED _____
ERIC SWENSON, MAYOR

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

**WOODBURN PLANNING COMMISSION PUBLIC
HEARING/MEETING MINUTES
September 26, 2019**

CONVENED: The Planning Commission met in a 7 p.m. public meeting session in the City Hall Council Chambers, Chair Charlie Piper presiding.

ROLL CALL:

Chair	Piper	Present
Vice-Chair	Bandelow	Present
Commissioner	Aiken	Present
Commissioner	Corning	Absent
Commissioner	Dos Reis	Absent
Commissioner	Lassen	Present
Commissioner	Berlin	Absent

Staff Present:

Chris Kerr, Community Development Director
Colin Cortes, AICP, CNU-A, Senior Planner
Bob Shields, City Attorney

Introduction

Chair Piper opened the workshop/meeting at 7 p.m., and led the Commissioners in the flag salute.

Minutes

The minutes of August 8, 2019 were approved.

Business from the Audience

None

Communication

None

Public Hearing

Director Chris Kerr discussed the public's recent concern about the Woodburn hemp farm located south of Nellie Muir Elementary and west of Smith Addition. The leased property is regulated by the Oregon Department of Agriculture as an industrial hemp farm and is a legal, non-conforming use. The property was operated as a farm before annexing into the City, and even though it is now within City limits, it is allowed to continue as a farm, provided they have a license from that state department.

Nancy Bellinger, Hallmark Properties, voiced her concern about the hemp farm's pungent smell on behalf of other Woodburn citizens.

CU 2019-05, DR 2019-07; EXCP 2019-03 and VAR 2019-05 - 1800 W Hayes St
Chair Piper asked the Commission to mention any *ex parte* contact or conflicts of interest. He and Commissioner Lassen are members of the bond advisory committee (BAC) and discussed this proposal several times in its bond meetings. There were no challenges to their statements.

Senior Planner Cortes discussed the conditional use request for a partial site redevelopment at Nellie Muir Elementary School, located at 1800 W Hayes St. The proposed project is affected by the Smith Creek Phase III project. That phase has a conditioned roadway that will come from the Smith Creek development and connect with W. Hayes Street. Some minimal frontage improvements are conditioned for Nellie Muir's conditional use and street exception requests, along with a wider sidewalk. This sidewalk would be sited as far south as feasible to give flexibility to street design for a planned capital improvement project for Hayes Street.

Commissioner Aiken asked about capital improvement along W. Hayes Street. Public Works is attempting to acquire some land from multiple owners along Hayes from Settlemier Ave to Cascade Drive, but that is separate from this application. A right-of-way dedication of 11 ½ feet is proposed and conditioned for this project.

"CJ" (Clinton) Doxsee, Planner, Angelo Planning Group, 921 SW Washington St, Ste. 468, Portland, spoke. Mr. Doxsee first submitted written testimony in the form of a memo rebutting some of the conditions and proposing specific strike-through and underlined edits. He indicated he would summarize the Woodburn School District bond program and Nellie Muir improvements.

Sarah Bishop, Director of Business, Woodburn School District, 7425 Bishop Road SE, Aumsville talked about the School District 2016 bond program, listing Woodburn school projects completed so far. John Henri, District Bond Projects Manager, seated next to Ms. Bishop, added a few comments about the program.

Richard Higgins, architect with BLRB Architects, 621 SW Morrison, Ste. 950, Portland, talked about the proposed upgrades to Nellie Muir. All four Woodburn elementary schools are slated to be very similar, thus giving the same opportunities to all children in Woodburn.

CJ Doxsee spoke again, agreeing with staff recommendations of approval, while proposing the following modifications on the topics of:

1. Bike parking distribution (8 stalls at the new main entrance as proposed instead of 12)

2. Lighting heights (lower instead of the up to 25-foot high lights the District wants)
3. Killian St. Parkway (future landscaping of what would be a setback abutting a street)
4. Hayes St. sidewalk (instead of no Hayes St. frontage improvements)
5. Items due by building permit issuance (instead of certificate of occupancy)

The Commissioners discussed the material before them. Chair Piper talked about the lighting modifications being proposed, expressing ambivalence about tall lights.

Chair Piper and Commissioner Aiken asked Senior Planner Cortes about the sidewalk condition of approval and its context.

Chair Piper made a motion to accept CU 2019-05; DR 2019-07; EXCP 2019-03 & VAR 2019-05 containing the conditions of approval, but also with the proposed modifications as the applicant submitted. Commissioner Bandelow seconded the motion, which was approved unanimously.

Workshop:

LA 2019-02, Housing Needs Analysis (HNA) Recommended Measures:

Senior Planner Cortes told the Commission that there were some proposed Comprehensive Plan amendments and directed them to the provided addendum of September 19 as a cover sheet - and attaching the only public comments so far on the HNA recommended measures – from North Willamette Valley Habitat for Humanity.

Senior Planner Cortes reminded the Commission that when they last met, they was not familiar enough with the proposed HNA amendments to voice an opinion and had agreed to receive and review proposed amendments. These amendments were revised to remove any that were dependent on the 38 recommended measures to which the Commission had indicated “no” during the July 25 work session – the second HNA work session.

Benjamin Wilt, Construction Manager, North Willamette Valley Habitat for Humanity, 225 Franklin Ave, Mt. Angel, Oregon, proposed a potential waiver of system development charges (SDCs) and said they should be made appropriate to the type of development proposed.

Chair Piper made a motion to approve the Housing Needs Analysis and forward it to the City Council. It was so moved, seconded by Commissioner Bandelow and unanimously approved.

Staff Update:

The next Planning Commission meeting will be held October 10. Director Kerr voiced his expectation to hold meetings on all regularly scheduled calendar slots through to the end of the year.

Director Kerr confirmed that the City Council formally adopted the updated Transportation System Plan (TSP) on September 23.

Three weeks ago, the City Council authorized staff to begin the process of amending the Woodburn Development Ordinance and to implement some of the language from the TSP.

Director Kerr will be modifying the accessory dwelling unit (ADU) WDO provisions due to statutory changes resulting from passed Oregon House Bill 2001 (HB 2001).

Commissioners present were given the updated Commercial Zones section of the WDO (WDO 2.03), which was modified by Council adoption on June 24, 2019.

Adjournment

The meeting was adjourned at 8:30 pm.

APPROVED



Charlie Piper, Chair

10-10-19
Date

ATTEST



Chris Kerr
Community Development Director
City of Woodburn, Oregon

10-10-19
Date

COMMUNITY CENTER ADVISORY COMMITTEE MINUTES

SEPTEMBER 19, 2019

Convened The meeting convened at 3:00 p.m. in the Woodburn City Hall Council Chambers

Citizen Advisory Committee Members Present

David Piper, Chair
Dylan Wells, Vice Chair
Melinda Avila
Lani Biddle
Sharyn Cornett
Lisa Ellsworth
Jeronimo Gaspar
Rebecca Hayes
Jenne Marquez
Daysi Bedolla Sotelo
Donna Stone
Michael Vasquez
Anthony Veliz
Rachel Westrick

Staff Present: City Administrator Derickson, Assistant City Administrator Row, Parks and Recreation Manager Cuomo, Aquatics Supervisor Udermann,

Others Present:

Jim Kalvelage, Opsis-PIC
Chris Roberts, Opsis-PM/Designer
Gary Blackwell, Opsis-PA
Ken Ballard, Ballard*King
Kurt Lango, Lango Hansen
Kyle Trulen, Lango Hansen
Eric Swenson, Mayor
John Zobrist, Woodburn Area Chamber of Commerce Interim Executive Director

The minutes from the September 4, 2019 meeting were unanimously approved (Wells/ Bodella Soto)

OBJECTIVES

Review updates to program information and refinements to the concept design options for the building, site and park. Review test fits of seating configurations for the community multi-purpose room.

Facility Layout:

- The two options for preliminary concept plans were both presented with minor updates. The program layout is nearly the same in each option with some minor variations. Option 1 has Aquatic program functions on the east end of the existing Natatorium deck that replace the existing Wading Pool. Option 2 retains the existing Wading Pool.

COMMUNITY CENTER ADVISORY COMMITTEE MINUTES

SEPTEMBER 19, 2019

- In the Option 1 scheme the plans were shown with test fit layouts for the locker rooms and cardio/weights workout room.
- The community multi-purpose room was combined into one large space that can be divided into two or three separate spaces for a variety of events.
- An enlarged plan was presented with three different test fit layouts for the multi-purpose community room. The layout plan showed the room configured for a large banquet style event, a lecture event, and a scheme where two spaces are separated by a moveable partition.

Natatorium Layout:

- A new pool pump room approximately 750 sf in size and a new air handling HVAC unit (approximately 9' wide x 28.5' long) was shown just west of the proposed warm recreation pool.
- The group discussed that the existing Natatorium HVAC unit is currently only about 10 years old. Based on an initial site walk assessment by the mechanical consultant the expected longevity of this custom HVAC unit is at least 25 to 30 years. The current recommendation is to maintain this existing air handling unit.

Site Layout:

- Two site plans were presented to show development of the site in two separate phases: the building development (Phase 1) versus the Park Master plan (Phase 2).
 - The Phase 1 site development plan shows adding new parking stalls along the east and north edges of the building. It also shows new tennis courts south of the building and more centrally located towards other existing park amenities.
 - A new pedestrian path continues east and connects the existing west parking lot and the proposed relocated tennis courts to the building.
 - The Phase 2 site development plan shows the same parking layout, relocated tennis courts, but expands on other site amenities in the park.
 - The playground is relocated more centrally to provide greater visibility and address safety concerns of the existing playground that is tucked within the trees.
 - A new park shelter, basketball court, open green space, and futsal court are all shown as an extension of park amenities on a central axis that starts with the relocated tennis courts at its southern end.
 - Jim Row discussed the future pathway/greenway trail that the City is installing just southwest of the community center site. It was discussed that a pedestrian crossing light will be installed along S Boones Ferry Road near the existing west parking lot entry drive.
 - The group discussed that a sidewalk on the south edge of the existing west parking lot would increase safety and access for pedestrians using the greenway trail and the community center and its park amenities.
 - Parking count requirements need to be verified.
 - Jim Row asked about how grading would work in the Phase 2 park development, specifically at the north edge where the futsal court is shown.

COMMUNITY CENTER ADVISORY COMMITTEE MINUTES

SEPTEMBER 19, 2019

- Kurt mentioned that ramping along the pathway from the green open space to the existing path in the trees would be studied. He also mentioned that amphitheater style seating could be integrated around the futsal court.

Action: Opsis and Lango Hansen to verify parking count requirements.

Lango Hansen to show sidewalk on south side of existing west parking lot.

Community Outreach and Public Open House #1 Preparation

- Jim, Jesse, and Josh reviewed various outreach approaches for inviting citizens to attend the first Public Open House that was scheduled for September 25, 2019.
 - Over 200 plus fliers were printed and distributed for display in other City facilities, public buildings etc.
 - Over 3200 fliers were distributed to local schools to invite families to participate.
 - Social media including the City's Facebook page was used to post the event.
- Opsis to work with Lara Media Services to develop a survey to gather community feedback.
 - The survey will be provided in both digital and paper format, as well as available in English and Spanish language.
 - The primary goal is to structure the questions for high level feedback and gather key information for Opsis to integrate community feedback into the design process.
- The City also mentioned that the Opsis presentation would be streaming live on a feed to the City's Facebook page.

General CAC Notes

- The Committee opened their meeting by passing a motion to approve the meeting minutes from the prior CAC meeting held September 4, 2019.
- The two options were presented showing the minor variations between the floor plans. Opsis also pointed out some of the test fit layouts of the locker rooms (dry side versus wet side), cardio/weights room, and opportunities for additional cardio machines along the southwest corner of the elevated walking/jogging track.
- The test fits of the community multi-purpose room were shared demonstrating that this space is very flexible and can accommodate a variety of events /seating configurations.
 - The group asked if or how each space would use the Kitchen if the room was divided into multiple spaces. Opsis described that often a larger event is set up adjacent to the kitchen for immediate access and that the smaller sub-divided room uses an in-room sink and warming counter.
- Opsis showed some 3D images from the first development of the building massing and exploration of fenestration (window + door placement), and some general thoughts about exterior materials.
- Opsis discussed the influence of the agrarian landscape, the more intimate scale of the nearby residential houses, and the civic presence of City Hall, the Public Library, and other buildings along 1st St and Front St.
 - Comments and question from the committee were quite diverse as summarized below:
 - Some viewed the architecture as a blank canvas with the opportunity for local community members, artists, etc., to leave their imprint on the building.
 - Some felt the building was still not unique and reflective of Woodburn.

**COMMUNITY CENTER ADVISORY COMMITTEE MINUTES
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- How is rainwater from the roof captured? Could that rainwater be reused (e.g. for the pool or landscape irrigation)?
 - How many trees are being cut down to expand the building?
 - Could a brick campaign or something similar be a source of revenue for funding?
- The phase 1 and phase 2 site development plans were shared with the committee. In general, both were well received.
 - The centralized playground addressed previous concerns of it feeling safe.
 - Some asked if the tennis courts could be replaced with a futsal court instead?
 - Jim Row explained to the design team and the CAC that maintaining the tennis courts on the park site is a requirement based on federal funding that was provided for the original construction of the tennis courts.
 - Design team mentioned that striping of both the indoor and outdoor courts could offer an opportunity for multiple uses (tennis, pickleball, futsal).
- A rough draft of the cost estimate was shared with the committee. Option 1 (the scheme that replaces the existing wading pool) was priced. A summary is outlined below:
 - Direct construction costs totaled approximately \$30,000,000.
 - This includes the building addition, refurbishing the existing Natatorium, and the immediate site work (phase 1 site development). It does not include the new recreation pool.
 - Indirect cost totaled approximately \$13,000,000.
 - This includes design and engineering fees, project management, permitting, testing, inspection, etc.
 - The proposed Aquatics new recreation pool would incur additional costs as outlined:
 - Direct construction costs totaled approximately \$6,300,000.
 - Indirect costs totaled approximately \$2,700,000.
 - The estimated all-in project cost is approximately \$52,000,000.
- The cost estimate assumes an indexed construction start of spring 2021.
- Next scheduled meetings
 - September 25th Public Open House
 - October 9th TDC and CAC
 - October 14th Woodburn City Council Presentation

The meeting was adjourned.

APPROVED _____
Dylan Wells, VICE-CHAIR

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

Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES

2019 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
AGGRAVATED ASSAULT	2	1	1	3	5	2	6	1	0	21
ANIMAL CRUELTY	0	0	0	1	0	0	2	2	0	5
ANIMAL ORDINANCES	6	1	4	0	3	2	2	0	3	21
ARSON	0	2	0	0	0	0	0	0	0	2
ASSAULT SIMPLE	10	9	1	9	10	11	9	14	4	77
ATTEMPTED MURDER	0	0	0	1	0	0	0	0	0	1
BURGLARY - BUSINESS	0	0	1	0	0	0	0	0	0	1
BURGLARY - OTHER STRUCTURE	0	0	0	0	1	0	1	0	0	2
BURGLARY - RESIDENCE	1	0	3	0	4	1	2	2	0	13
CHILD NEGLECT	0	0	0	0	0	1	0	0	0	1
CRIME DAMAGE-NO VANDALISM OR ARSON	2	1	1	4	1	0	2	5	0	16
CRIMINAL MISTREATMENT	0	0	0	0	0	0	1	0	0	1
CURFEW	1	0	0	1	0	1	6	0	3	12
CUSTODY - MENTAL	9	6	8	5	5	3	10	4	4	54
CUSTODY - PROTECITVE	0	0	0	2	0	0	0	0	0	2
DISORDERLY CONDUCT	3	10	3	5	14	13	12	11	3	74
DRIVING UNDER INFLUENCE	5	6	8	5	9	8	6	9	8	64
DRUG LAW VIOLATIONS	9	6	13	16	10	23	22	16	18	133
DWS/REVOKED-MISDEMEANOR	1	1	1	2	1	1	2	0	0	9
ELUDE	0	0	2	0	1	0	4	1	0	8
ESCAPE FROM YOUR CUSTODY	0	0	2	0	0	0	0	0	0	2
FAIL TO DISPLAY OPERATORS LICENSE	1	0	0	0	0	1	1	1	0	4
FORCIBLE RAPE	3	0	0	2	1	1	0	0	0	7
FORGERY/COUNTERFEITING	2	0	3	1	2	1	4	1	1	15
FRAUD - BY DECEPTION/FALSE PRETENSES	1	0	3	0	1	2	0	0	1	8
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	0	0	1	0	0	2	0	0	0	3
FRAUD - NOT SUFFICIENT FUNDS CHECK	0	0	0	1	0	0	0	0	0	1
FRAUD - WIRE	0	0	0	1	0	0	0	0	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	45	26	37	37	38	36	51	39	43	352
FURNISHING	0	0	1	0	0	0	0	0	0	1
GARBAGE LITTERING	1	0	0	0	0	0	0	0	0	1
HIT AND RUN FELONY	0	0	1	0	1	0	0	1	0	3
HIT AND RUN-MISDEMEANOR	6	2	3	5	3	2	3	2	1	27
IDENTITY THEFT	2	0	1	0	2	2	1	1	0	9
INTIMIDATION /OTHER CRIMINAL THREAT	1	2	1	5	2	2	5	5	3	26
INVASION OF PERSONAL PRIVACY	0	0	0	0	0	1	0	0	0	1
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	1	0	0	0	0	0	0	1	0	2
MINOR IN POSSESSION	0	0	5	1	2	0	1	1	1	11
MINOR ON PREMISES	0	0	0	0	0	1	0	0	0	1
MOTOR VEHICLE THEFT	1	1	0	0	2	4	4	1	2	15
OTHER	7	2	5	4	7	6	10	3	5	49
PROSTITUTION - ENGAGE IN	0	0	0	0	0	0	0	1	0	1
RECKLESS DRIVING	1	4	3	3	5	2	5	3	4	30
RECKLESSLY ENDANDERING	2	2	2	0	5	1	4	1	2	19
RESTRAINING ORDER VIOLATION	1	1	0	3	0	1	1	1	1	9
ROBBERY - BUSINESS	0	0	0	0	0	0	0	1	0	1
ROBBERY - CAR JACKING	0	0	0	0	0	1	0	1	0	2
ROBBERY - CONV.STORE	0	0	0	0	1	0	0	0	0	1
ROBBERY - OTHER	0	0	0	0	0	1	0	2	0	3
RUNAWAY	0	0	0	0	1	2	0	1	1	5
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	1	0	1	0	0	0	0	1	0	3
SEX CRIME - EXPOSER	1	0	1	0	0	0	0	0	0	2
SEX CRIME - FORCIBLE SODOMY	2	0	0	0	0	1	0	0	0	3
SEX CRIME - INCEST	2	0	0	0	0	0	0	0	0	2

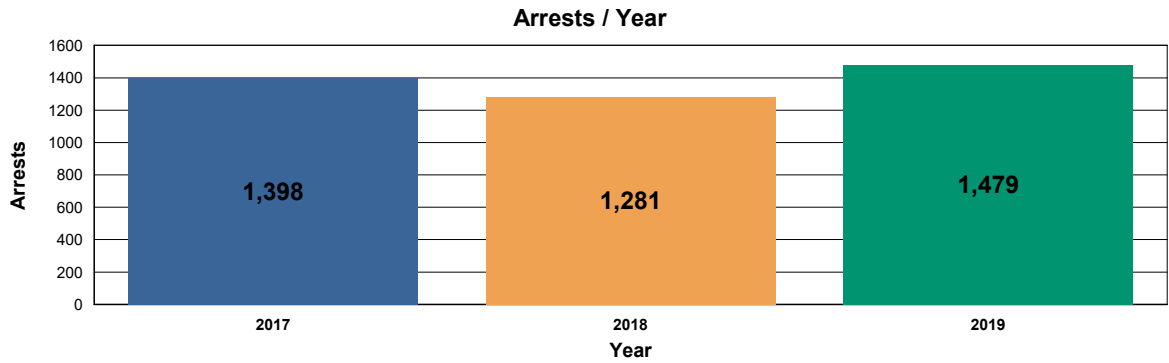
Woodburn Police Department

MONTHLY ARRESTS BY OFFENSES

2019 Year to Date

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
SEX CRIME - MOLEST (PHYSICAL)	1	0	0	0	0	0	0	0	0	1
SEX CRIME - NON-FORCE RAPE	0	0	1	0	0	1	1	0	0	3
SEX CRIME - OTHER	1	0	0	0	0	1	0	0	0	2
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	1	0	0	1	0	2	0	0	0	4
STALKER	0	1	1	0	2	0	0	0	0	4
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	0	1	0	0	0	2	1	1	0	5
THEFT - BICYCLE	0	0	0	0	0	0	1	1	0	2
THEFT - BUILDING	1	0	0	1	0	1	1	0	0	4
THEFT - FROM MOTOR VEHICLE	4	1	3	0	0	0	1	2	0	11
THEFT - OTHER	5	1	0	2	1	7	1	2	3	22
THEFT - PURSE SNATCH	0	1	0	0	0	0	0	0	0	1
THEFT - SHOPLIFT	2	8	7	5	12	5	13	9	1	62
TRAFFIC VIOLATIONS	10	11	8	7	8	4	17	8	7	80
TRESPASS	18	3	9	6	7	6	12	10	8	79
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	1	1	2	0	0	0	0	2	0	6
VANDALISM	1	0	2	0	1	1	1	1	0	7
VEHICLE RECOVERD FOR OTHER AGENCY	1	0	5	1	1	1	0	2	2	13
WEAPON - CARRY CONCEALED	1	1	1	1	0	2	0	0	0	6
WEAPON - EX FELON IN POSSESSION	1	0	1	1	0	1	0	0	1	5
WEAPON - POSSESS ILLEGAL	0	2	1	4	3	4	3	1	3	21
WEAPON - SHOOTING IN PROHIBITED AREA	0	1	0	0	0	0	2	0	1	4

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
2019 Total	178	115	157	146	172	174	231	172	134	1,479
2018 Total	187	111	138	136	147	101	162	155	144	1281
2017 Total	135	169	176	166	164	143	152	155	138	1398



Woodburn Police Department

MONTHLY CRIMINAL OFFENSES

2019 Year to Date

CHARGE DESCRIPTION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
AGGRAVATED ASSAULT	3	4	2	4	5	4	6	3	0	31
ANIMAL CRUELTY	0	0	0	1	1	0	3	1	0	6
ANIMAL ORDINANCES	3	1	3	0	2	1	2	0	3	15
ARSON	1	2	0	0	0	0	0	1	0	4
ASSAULT SIMPLE	12	8	7	14	13	18	12	17	8	109
ATTEMPTED MURDER	0	0	0	1	0	0	0	0	0	1
BURGLARY - BUSINESS	2	1	1	0	3	2	0	2	0	11
BURGLARY - OTHER STRUCTURE	2	1	3	1	4	1	2	3	1	18
BURGLARY - RESIDENCE	8	2	5	6	14	7	7	5	6	60
CHILD NEGLECT	0	0	0	0	0	2	0	1	0	3
CRIME DAMAGE-NO VANDALISM OR ARSON	16	14	15	10	15	18	14	16	5	123
CRIMINAL MISTREATMENT	1	0	0	0	0	0	1	0	0	2
CURFEW	1	0	0	1	0	1	2	0	3	8
CUSTODY - MENTAL	10	6	9	5	5	3	10	4	4	56
CUSTODY - PROTECTIVE	0	0	0	1	0	0	0	0	0	1
DISORDERLY CONDUCT	3	6	5	5	11	12	9	15	6	72
DRIVING UNDER INFLUENCE	5	7	8	5	9	8	6	9	8	65
DRUG LAW VIOLATIONS	9	7	15	9	11	14	22	12	14	113
DWS/REVOKED-MISDEMEANOR	1	1	1	2	1	0	2	0	0	8
ELUDE	1	1	1	2	1	0	3	1	0	10
ESCAPE FROM YOUR CUSTODY	0	0	2	0	0	0	0	0	0	2
EXPLOSIVES	1	0	0	0	0	0	0	0	0	1
EXTORTION/BLACKMAIL	0	0	0	0	0	0	0	0	3	3
FAIL TO DISPLAY OPERATORS LICENSE	1	0	0	0	0	1	1	1	0	4
FAILURE TO REGISTER AS SEX OFFENDER	0	0	0	0	0	0	0	1	0	1
FORCIBLE RAPE	2	1	1	3	4	1	1	3	0	16
FORGERY/COUNTERFEITING	9	2	7	3	4	4	8	3	1	41
FRAUD - ACCOUNT CLOSED CHECK	0	0	0	0	0	0	1	1	1	3
FRAUD - BY DECEPTION/FALSE PRETENSES	2	5	6	2	4	4	2	3	4	32
FRAUD - CREDIT CARD/AUTOMATIC TELLER MACHINE	3	2	2	2	0	5	2	2	2	20
FRAUD - IMPERSONATION	0	0	0	0	0	0	1	0	0	1
FRAUD - NOT SUFFICIENT FUNDS CHECK	0	0	0	1	0	0	0	0	0	1
FRAUD - OF SERVICES/FALSE PRETENSES	1	0	0	0	1	1	0	1	0	4
FRAUD-OTHER	0	0	0	0	0	0	0	1	0	1
FUGITIVE ARREST FOR ANOTHER AGENCY	27	18	28	26	29	31	40	25	26	250
FURNISHING	0	0	1	0	1	0	0	0	0	2
GARBAGE LITTERING	1	0	0	0	0	0	0	0	0	1
HIT AND RUN FELONY	1	1	1	0	3	0	1	0	0	7
HIT AND RUN-MISDEMEANOR	23	8	13	19	19	15	16	15	21	149
IDENTITY THEFT	6	5	3	3	4	2	1	8	1	33
INTIMIDATION /OTHER CRIMINAL THREAT	1	0	1	6	2	3	2	7	2	24
INVASION OF PERSONAL PRIVACY	0	0	0	0	1	0	0	0	0	1
KIDNAP - FOR ADDITIONAL CRIMINAL PURPOSE	1	0	0	0	0	0	0	2	2	5
KIDNAP - FOR RANSOM	0	0	0	0	0	0	0	0	1	1
MINOR IN POSSESSION	0	0	2	1	1	0	1	1	1	7
MINOR ON PREMISES	0	0	0	0	0	1	0	0	0	1
MISCELLANEOUS	19	18	25	21	23	29	13	19	18	185
MOTOR VEHICLE THEFT	8	6	13	9	15	21	6	11	16	105
NON CRIMINAL DOMESTIC DISTURBANCE	20	12	8	12	12	21	15	16	10	126
OTHER	6	3	7	5	9	7	11	3	5	56
PROPERTY - FOUND LOST MISLAID	3	4	4	2	1	4	3	3	4	28
PROPERTY RECOVER FOR OTHER AGENCY	2	2	0	0	0	0	0	1	1	6
PROSTITUTION - ENGAGE IN	0	0	0	0	0	0	0	1	0	1
RECKLESS DRIVING	2	6	3	5	6	2	7	3	5	39
RESTRAINING ORDER VIOLATION	2	3	0	3	1	2	1	1	1	14
ROBBERY - BUSINESS	0	0	0	0	1	0	0	1	0	2
ROBBERY - CAR JACKING	0	0	0	0	0	1	2	0	1	4

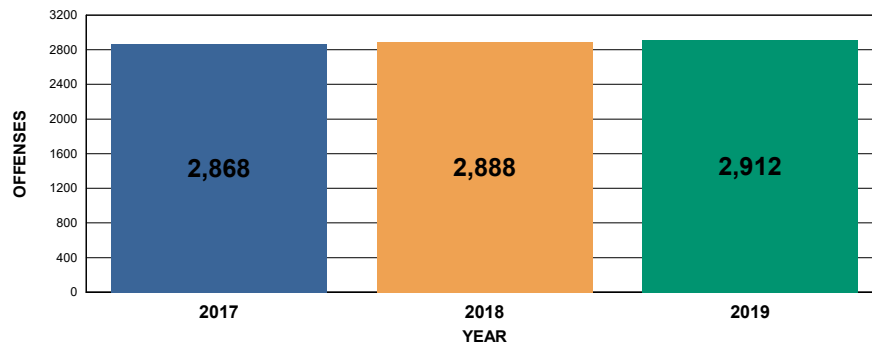
Woodburn Police Department

MONTHLY CRIMINAL OFFENSES 2019 Year to Date

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
ROBBERY - CONV.STORE	0	0	0	0	1	0	0	0	0	1
ROBBERY - OTHER	0	0	0	0	1	1	0	1	3	6
ROBBERY - RESIDENCE	0	0	0	0	0	1	0	0	0	1
RUNAWAY	0	1	1	3	4	5	0	2	1	17
SEX CRIME - CONTRIBUTE TO SEX DELINQUENCY	0	0	0	0	0	0	1	1	0	2
SEX CRIME - EXPOSER	1	0	0	1	0	0	1	1	0	4
SEX CRIME - FORCIBLE SODOMY	2	0	0	0	0	0	0	1	0	3
SEX CRIME - INCEST	1	0	0	0	0	0	0	0	0	1
SEX CRIME - MOLEST (PHYSICAL)	2	1	1	0	2	2	2	1	0	11
SEX CRIME - NON-FORCE RAPE	1	0	2	0	1	0	1	1	0	6
SEX CRIME - OTHER	1	0	0	0	0	0	0	0	0	1
SEX CRIME - PORNOGRAPHY/OBSCENE MATERIAL	0	0	0	0	3	0	0	0	0	3
SEX CRIME - SEXUAL ASSAULT WITH AN OBJECT	0	0	1	1	0	0	0	0	0	2
STALKER	0	1	1	0	2	0	0	0	0	4
STOLEN PROPERTY - RECEIVING,BUYING,POSSESSING	0	1	0	0	0	1	2	1	2	7
SUICIDE	0	0	0	0	0	0	0	1	0	1
THEFT - BICYCLE	1	1	0	6	8	1	3	3	1	24
THEFT - BUILDING	0	2	5	3	1	4	1	0	5	21
THEFT - COIN OP MACHINE	0	1	0	1	0	1	2	0	0	5
THEFT - FROM MOTOR VEHICLE	25	18	27	8	15	14	10	19	25	161
THEFT - MOTOR VEHICLE PARTS/ACCESSORIES	2	2	1	1	3	2	1	3	1	16
THEFT - OTHER	14	7	16	24	23	29	19	17	9	158
THEFT - PICKPOCKET	1	1	1	0	1	0	0	0	0	4
THEFT - PURSE SNATCH	1	1	0	0	2	1	0	1	0	6
THEFT - SHOPLIFT	12	14	22	21	24	17	20	16	12	158
TRAFFIC VIOLATIONS	11	6	11	8	9	6	19	11	8	89
TRESPASS	8	6	10	8	12	14	13	15	13	99
UNAUTHORIZED ENTRY INTO MOTOR VEHICLE	3	0	2	1	0	1	1	2	2	12
VANDALISM	16	8	13	12	17	13	15	20	8	122
VEHICLE RECOVERD FOR OTHER AGENCY	5	3	5	3	2	6	0	0	3	27
WEAPON - CARRY CONCEALED	1	1	1	1	0	2	0	1	0	7
WEAPON - EX FELON IN POSSESSION	1	0	1	1	0	1	0	0	1	5
WEAPON - POSSESS ILLEGAL	1	0	1	4	3	5	1	3	3	21
WEAPON - SHOOTING IN PROHIBITED AREA	1	3	1	0	1	1	4	2	1	14

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
2019 Total	330	235	325	297	371	374	352	346	282	2,912
2018 Total	409	284	317	342	316	309	311	308	292	2,888
2017 Total	322	292	355	317	330	307	317	321	307	2,868

Offenses / Year



Woodburn Police Department

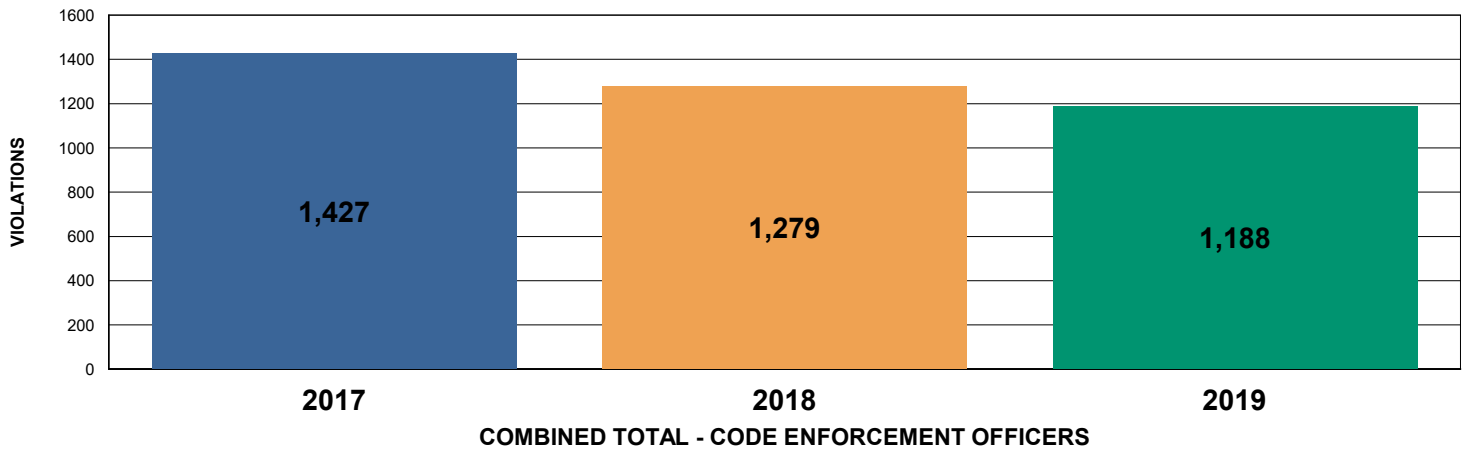
ORDINANCE VIOLATIONS

2019 Year to Date

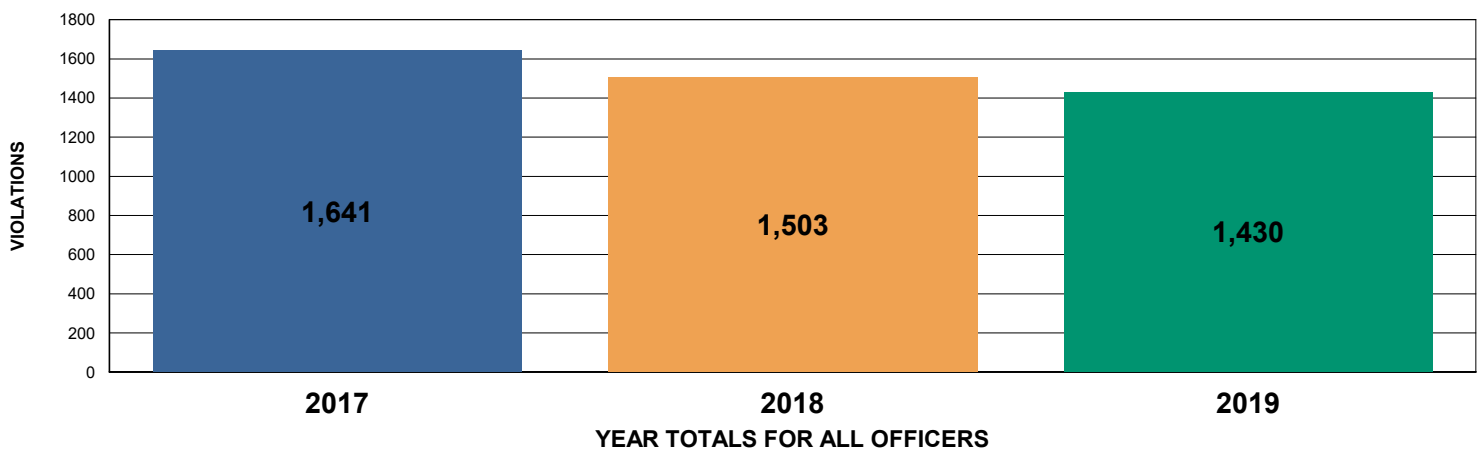
10/21/2019

Ordinance Discription	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Animal Complaint	38	29	44	36	50	38	48	80	40	403
Ordinance - Abate/Nuisances	0	1	0	0	2	0	1	0	2	6
Ordinance - Abandoned Vehicles	66	39	50	34	18	48	38	51	42	386
Ordinance - Abate Graffiti	2	0	1	0	6	2	1	4	3	19
Ordinance - Land Use Violations	1	0	2	1	2	1	0	4	3	14
Ordinance - Oth Violation	34	30	51	45	40	74	68	60	53	455
Ordinance - Tall Grass	0	0	0	0	87	34	17	8	1	147
2019 Total	141	99	148	116	205	197	173	207	144	1,430
2018 Total	176	133	156	182	223	167	140	205	121	1,503
2017 Total	94	126	176	177	290	284	175	170	149	1,641

Ordinance Violations / Code Enforcement Officers



Ordinance Violations / Year





Agenda Item

October 28, 2019

TO: Honorable Mayor and City Council
FROM: Jim Row, Assistant City Administrator
SUBJECT: **U.S. Census Complete Count Committee**

RECOMMENDATION:

That the City Council adopt a resolution creating a U.S. Census Complete Count Committee (CCC) to assist with the process of increasing Woodburn residents' awareness of and motivation to respond to the U.S. Census.

BACKGROUND:

Recently, Mayor Eric Swenson, asked staff to prepare a resolution creating a U.S. Census Complete Count Committee (CCC) for the purpose of helping to ensure a high level of participation by Woodburn residents.

The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and one has been conducted every 10 years since then.

The next census occurs in 2020 and the U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

Data from the Census is utilized by the federal government for a wide range of important purposes, including:

- Distribution of more than \$675 billion annually in federal funds back to tribal, state and local governments
- Determining the number of seats each state has in the U. S. House of Representatives
- Redistricting of state legislative districts
- Forecasting future transportation needs for all segments of the population

Agenda Item Review: City Administrator City Attorney Finance

- Determining areas eligible for housing assistance and rehabilitation loans
- Assisting federal, tribal, state, and local governments in planning and implementing programs, services, and emergency response
- Designing facilities for people with disabilities, the elderly, and children

DISCUSSION:

CCCs are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. The U.S. Census Bureau says that it cannot conduct the 2020 Census alone and that success of the census depends on community involvement at every level.

Pursuant to the Woodburn City Charter, the Mayor has the ability to appoint volunteer committee positions with the consent of the City Council. It is anticipated that CCC members will be appointed at upcoming City Council meetings.

As established by the resolution, the CCC will not have a minimum or maximum number of members. Members may be community members or representatives of agencies serving the Woodburn Community. Members need not reside inside the Woodburn City Limits.

As most of the Committee’s work will be completed by then, the CCC will remain in place until June 30, 2020, unless otherwise extended or shortened by the Mayor, City Administrator, or City Council.

FINANCIAL IMPACT:

There is no direct financial impact from this item.

COUNCIL BILL NO. 3111

RESOLUTION NO. 2143

A RESOLUTION ESTABLISHING THE CITY OF WOODBURN'S 2020 U.S. CENSUS COMPLETE COUNT COMMITTEE

WHEREAS, The U.S. Census Bureau is required by the United States Constitution to conduct a count of all persons; and

WHEREAS, in 2020, a count of every person residing in the United States will be conducted and will update population data last collected ten years ago; and

WHEREAS, the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count; and

WHEREAS, the Woodburn City Council determined that the establishment of a Complete Count Committee (CCC) will benefit the 2020 Census undertaking in Woodburn by increasing residents' awareness of the process and motivating residents to complete the Census questionnaire and be counted; and

WHEREAS, the City of Woodburn's CCC will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community; and

WHEREAS, CCC will work with the Census Bureau and the State of Oregon to strive for an accurate count; and

WHEREAS the population data obtained from the Census is utilized by the federal government for a number of important purposes, including determining the number of seats each state has in the House of Representatives and legislative district boundaries, as well as distribution of federal funds to local communities; and

WHEREAS, the Woodburn City Charter provides the Mayor with the ability to appoint volunteer committee positions with the consent of the City Council; **NOW, THEREFORE,**

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. Establishment. The CCC is hereby established to assist with increasing Woodburn residents' Census awareness and motivation to complete the 2020 Census questionnaire online, by phone or mail.

Section 2. Appointments. Consistent with the Woodburn City Charter, members of the CCC and the CCC Chair shall be appointed by the Mayor with the consent of

the City Council. Members interested in serving on the CCC shall submit a completed *Application for Commission/Committee/Board Member Form* to the City Administrator's Office.

Section 3. Membership. The CCC composition will not have a minimum or maximum number of members. Members may be community members or representatives of agencies serving the Woodburn Community. Members need not reside inside the Woodburn City Limits.

Section 4. Meeting Notices, Agendas & Minutes. The City Administrator through the City Recorder is responsible for developing and providing meeting notices, agendas and meeting minutes.

Section 5. Meeting Schedule. The CCC will meet on a regular basis to develop and implement strategies for each organization to conduct Census 2020 outreach and mobilization. Meeting locations will be determined by the City Administrator and the Mayor.

Section 6. Termination. The CCC will remain in place through June 30, 2020, unless otherwise extended or shortened by the Mayor, City Council or City Administrator.

Section 7. Quorum. Because the CCC is advisory in nature, no quorum shall be required for the CCC to meet, discuss or provide advice or recommendations to the City Council or the City Administrator.

Approved as to form: _____
City Attorney Date

Approved: _____
Eric Swenson, Mayor

Passed by the Council _____

Submitted to the Mayor _____

Approved by the Mayor _____

Filed in the Office of the Recorder _____

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



Agenda Item

October 28, 2019

To: Honorable Mayor and City Council through City Administrator

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

Subject: **Call-Up Briefing: Planning Commission Approval of Design Review, Property Line Adjustment, and Variance Applications for Pacific Valley Apartments at 1310 & 1340 N. Pacific Hwy (DR 2019-03, PLA 2019-03, & VAR 2019-02)**

RECOMMENDATION:

Staff recommends no action and briefs the Council on this item pursuant to [Woodburn Development Ordinance \(WDO\)](#) Section 4.02.02. The Council may call up this item for review if desired and, by majority vote, initiate a review of this decision.

BACKGROUND:

The Planning Commission held a public hearing on October 10, 2019 and unanimously approved the Design Review, Property Line Adjustment, and Variance (Type III) with the conditions recommended by staff through the [staff report](#) published October 3.

Project Description

The project is site development of 204 apartments across ten buildings A-H, J, & K. The buildings are three-story walk-ups, conventional for new construction of apartments. The complex includes a club house / leasing office, barbeque (BBQ) pit, play area, and "Jacobsen path" – a public 8-foot wide concrete bicycle/pedestrian path along where Jacobsen Road was vacated long ago, which is along the western half of the south property line.

Zoning

The subject property is in the Commercial General (CG) zoning district. Though at present in the CG district multiple-family dwellings are prohibited in some areas of the district and a conditional use (CU) in others because of Council

adoption of Ordinance No. 2573 on June 24, 2019, application submittal was prior to the effective date of the ordinance (July 24, 2019).

Variances

The project came with seven variance requests to vary from the WDO:

1. Architectural Wall (Table 3.06D & 3.06.06) by having an evergreen shrubbery buffer with trees instead of a wall;
2. Street access minimum number (3.01.05C);
3. Driveway minimum number (3.04.03A.2.b);
4. Parking ratio minimum (Table 3.05A);
5. Compact parking percentage maximum (3.05.03C);
6. Drive aisle width minimum (Table 3.05C); and
7. Parking area curb height minimum (3.06.02I).

Testimony

Three parties testified in opposition:

1. Joshua E. Schuyler, D.M.D. (Schuyler Family Dentistry, 1325 N. Pacific Hwy; wall variance)
2. Alex F. Muraviov (homeowner, 1297 Greenview Dr; wall variance)
3. Fred Muraviov (resident, 1297 Greenview Dr; driveway alignment)

Wall Variance Outcome

WDO Table 3.06D requires an 8-foot wall along the east rear property line, and with the variance request the proposal substitutes buffer landscaping through evergreen shrubbery and trees. Apartment building heights (33 feet, 9 inches) and setbacks (including 10-foot rear with rear projections allowed to be at 6 feet) meet WDO standards.

The Commission – after long discussion of the issues raised, especially the wall variance – approved the wall variance with Condition V7-AW requiring buffer landscaping and restriction of outdoor wall and pole lights to being full cut-off fixtures and at lower heights.

Appeal

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

Site Plans

See next page.

