

**COUNCIL MEETING MINUTES
OCTOBER 24, 2022**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN, COUNTY OF MARION, STATE OF OREGON, OCTOBER 24, 2022

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

ROLL CALL

Mayor Swenson	Present
Councilor Carney	Present
Councilor Cornwell	Present
Councilor Schaub	Present
Councilor Swanson	Present
Councilor Puente	Present
Councilor Cabrales	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Assistant City Administrator Row, Police Chief Pilcher, Community Development Director Kerr, Finance Director Turley, Human Resources Director Gregg, Economic Development Director Johnk, Special Projects Director Wakely, Community Services Director Cuomo, Officer Ponce, Public Affairs and Communications Coordinator Moore, City Recorder Pierson

ANNOUNCEMENTS

Mayor Swenson announced that City Hall and the Library will be closed on November 11 in observance of Veterans Day. Transit and the Aquatic Center will be open normal hours.

PRESENTATIONS

Non-Discretionary Investment Advisory Services – Lauren Brant, Managing Director at PFM Asset Management, provided a presentation on PFM Asset Management and how they will provide investment services and assist the City in maximizing its return on investment and ensuring the investment policy of the City is followed.

Safety Compass/Center for Hope & Safety - D. Howden with the Center for Hope and Safety provided training on sexual assault dynamics. Esther Nelson-Garrett, founder of Safety Compass provided a presentation on sex trafficking.

Woodburn Police Department Purple Heart Award - Police Chief Marty Pilcher awarded the Woodburn Police Department’s Purple Heart Award to Officer Ponce for the injuries he sustained on April 25, 2022, while working with the Marion County Interagency SWAT team.

Mayor Swenson called for a short break.

CONSENT AGENDA

- A. Woodburn City Council Meeting minutes of October 10, 2022,
- B. Woodburn City Council Meeting Executive Session minutes of October 10, 2022,
- C. City Council Holiday Meeting Schedule,
- D. Liquor License Application for Casa De Caldos,
- E. Acceptance of a Public Water Line Easement at 225 S. Pacific Highway, Woodburn, OR 97071 (Tax Lots 051W18DA01100 and 051W18DA01101),

COUNCIL MEETING MINUTES

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F. Crime Statistics through September 2022.
Carney/Schaub... adopt the Consent Agenda. The motion passed unanimously.

COUNCIL BILL NO. 3197 - A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET AND MAKING APPROPRIATIONS FOR FY 2022-2023

Carney introduced Council Bill No. 3197. City Recorder Pierson read the bill by title only since there were no objections from the Council. City Administrator Derickson provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3197 duly passed.

COUNCIL BILL NO. 3198 - A RESOLUTION AUTHORIZING THE TRANSFER OF APPROPRIATIONS WITHIN THE GENERAL FUND FOR THE FISCAL YEAR 2022-2023

Carney introduced Council Bill No. 3198. City Recorder Pierson read the bill by title only since there were no objections from the Council. City Administrator Derickson provided a staff report. On roll call vote for final passage, the bill passed unanimously. Mayor Swenson declared Council Bill No. 3198 duly passed.

SALE OF PROPERTY LOCATED AT 11842 NE CHATEAU DR.

Assistant City Administrator Row provided a staff report. **Carney/Cabrales**... authorize the City Administrator to enter into a purchase and sale agreement and transfer title of City owned property located at 11842 Chateau Dr. NE, Woodburn, OR 97071 to Severo Trapala by means of a Special Warranty Deed. The motion passed unanimously.

AWARD A CONTRACT FOR NON-DISCRETIONARY INVESTMENT ADVISORY SERVICES

Finance Director Turley provided staff report. **Carney/Schaub**... award a Contract for Non-Discretionary Investment Advisory Services to PFM Asset Management LLC and authorize the City Administrator to sign the Agreement. The motion passed unanimously.

BRIEFING ON THE COMMUNITY DEVELOPMENT DIRECTOR'S APPROVAL OF A DESIGN REVIEW AND PROPERTY LINE ADJUSTMENT APPLICATION PACKAGE FOR AWARE FOODBANK AT 152 ARTHUR STREET (DR 22-10 & PLA 22-06)

Community Development Director Kerr provided a staff report. Council declined to call this item up.

CITY ADMINISTRATOR'S REPORT

The City Administrator reported the following:

- Jamie and Renata are in Bend at the Oregon Business Conference and are receiving the Brownfield Award on behalf of the City for the environmental work done downtown.
- Provided Council with a flyer on the Family Resource Center which provides information on the services provided there.

COUNCIL REPORTS

Councilor Puente asked how we can get our local roads maintained and taken care of and City Administrator Derickson stated that the City has a road department, and a road budget that is budgeted every year based on our capital plan and projected projects and that the City goes out and rates streets, and prioritizes them based on certain criteria. The City then schedules improvements as funding becomes available for them and if there's a specific issue, such as a pothole develops or other things develop that pose a threat, the City does try to address those when

**COUNCIL MEETING MINUTES
OCTOBER 24, 2022**

we become aware of them. Councilor Puente went on to say that Legion Park is looking beautiful and noted that the high school football team is playing for the conference championship on Friday.

Councilor Schaub thanked staff and that she feels proud when talking to constituents.

Councilor Swanson stated that she also hears concerns about the roads in the older neighborhoods and added that one of her primary concerns is the lack of affordable housing in Woodburn. She added that tonight was monumental and encouraged her about the people who are heroes and put their lives on the line for us every day and we should thank them every time we get the chance.

Councilor Carney congratulated Councilor Cabrales for arranging the sex trafficking presentation that took place.

Councilor Cabrales thanked staff and stated that she looked forward to the trick or treating event that will be taking place.

Councilor Cornwell stated that Jamie mentioned to her that without Scott’s leadership the project we won the award for would not have gone so smoothly. She added that it was nice to have Bob back.

Mayor Swenson thanked those that supported Officer Ponce. He noted that the Council was invited to the Marion County Reentry Initiative Second Chance Breakfast, Thursday at 7:00 a.m. at the Kaiser Community Center.

ADJOURNMENT

Carney/Puente... move to adjourn. The motion passed unanimously. Mayor Swenson adjourned the meeting at 9:00 p.m.

APPROVED _____
ERIC SWENSON, MAYOR

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



Agenda Item

November 14, 2022

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

RECOMMENDATION:

Recommend that the OLCC approve the Liquor License Application for Super Mercado Las Tarascas.

BACKGROUND:

Applicant: Super Mercado Las Tarascas Corp.
397 N. Front Street
Woodburn, OR 97071
503-981-1441

Point of
Contact: Ruben Escott Villa
397 N Front Street
Woodburn, OR 97071
971-470-1078

Business: Super Mercado Las Tarascas
397 N. Front Street
Woodburn, OR 97071
503-981-1441

Owner(s): Ruben Escott Villa

Agenda Item Review: City Administrator _____ 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 October 13, 2022, the Woodburn Police Department received an application for Off-Premises liquor license for Super Mercado Las Tarascas. The business currently operates as a store with a 30 seat restaurant inside it, located at 397 N. Front Street in Woodburn, OR 97071. This location is at the corner of N. Front Street and W. Hayes and backs up to the downtown city park.

The hours of operation are 7 AM to 10 PM Monday to Sunday. 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 of Super Mercado Las Tarascas Corp., and the listed owner, Ruben Escott Villa, through various police databases and business related databases. Ruben Escott Villa holds a valid driver's license and no other items of concern were located during the check.

FINANCIAL IMPACT:

None



Agenda Item

November 14, 2022

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

RECOMMENDATION:

Recommend that the OLCC approve the Liquor License Application for Woodburn Lanes.

BACKGROUND:

Applicant: Titles Machine LLC
435 North Pacific Highway
Woodburn, OR 97071
503-981-1500

Point of
Contact: William Patrick Machin
1937 Pacific Court SE
Stayton, OR 97383
503-302-5660

Business: Woodburn Lanes
435 North Pacific Highway
Woodburn, OR 97071
503-981-1500

Owner(s): William Partick Machin

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

License Type(s):

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

May sell at retail for off licensed premises consumption: malt beverages, wine, and cider in factory sealed containers for take-out and delivery. May sell mixed drinks and servings of wine by the drink to consumers for consumption off licensed premises.

On October 26, 2022, the Woodburn Police Department received an application for a Full On-Premises liquor license for Woodburn Lanes. The business currently operates as a bowling alley with a small walk up lounge and restaurant, located at 435 N. Pacific Highway in Woodburn, OR 97071. The seating count for the restaurant is 30 and the lounge is an additional 30.

The hours of operation are 10 AM to 10 PM Tuesday and Wednesday, and 10 AM to 11 PM Thursday to Monday. There is no entertainment listed for the location except Coin-operated games and Video Lottery Machines. 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 of Woodburn Lanes, Titles Machine LLC, and the listed owner, William Patrick Machin, through various police databases and business related databases. William Machin holds a valid driver's license and no other items of concern were located during the check. The business has changed ownership and is the reason for the new application.

FINANCIAL IMPACT:

None

CITY OF WOODBURN
Community Development Department

MEMORANDUM

270 Montgomery Street

Woodburn, Oregon 97071

(503) 982-5246

Date: November 3, 2022
To: Chris Kerr, Community Development Director
From: Melissa Gitt, Building Official
Subject: Building Activity for October 2022

	2020		2021		2022	
	No.	Dollar Amount	No.	Dollar Amount	No.	Dollar Amount
Single-Family Residential	0	\$0	9	\$2,422,594	6	\$1,526,414
Multi-Family Residential	0	\$0	9	\$14,377,134	0	\$0
Assisted Living Facilities	0	\$0	0	\$0	0	\$0
Residential Adds & Alts	4	\$31,370	0	\$0	16	\$198,220
Industrial	0	\$0	0	\$0	0	\$0
Commercial	2	\$154,000	6	\$533,200	8	\$690,395
Signs and Fences	0	\$0	0	\$0	0	\$0
Manufactured Homes	1	\$127,000	0	\$0	0	\$0
TOTALS	7	\$312,370	24	\$17,332,928	30	\$2,415,029
Fiscal Year to Date (July 1 – June 30)		\$6,744,416		\$47,502,083		\$46,529,533

- Totals represent permit valuation



Agenda Item

November 14, 2022

TO: Honorable Mayor and City Council through City Administrator

FROM: Curtis Stultz, Public Works Director

SUBJECT: **Acceptance of a Public Utility Easement at 333 South Woodland Avenue from Do It Best Corporation (Tax Lot 052W110000101)**

RECOMMENDATION:

Accept a Public Utility Easement granted by Do It Best Corporation, for real property at 333 South Woodland Avenue, Tax Lot 052W110000101.

BACKGROUND:

As a condition of Design Review DR 22-07 and Street Exception EXCP 22-03, the property owners were required to either document an existing ten-foot (10') wide public utility easement (PUE) along the frontage of Newberg Highway, or grant a ten-foot PUE along the frontage.

DISCUSSION:

The PUE under consideration is approximately 12,528 square feet in area and generally ten feet in width, located along the northern portion of the property at 333 South Woodland Avenue.

Woodburn Development Ordinance (WDO) section 3.02.01B requires a minimum five-foot (5') wide PUE along each lot line abutting a public street. PUE's are reserved for the construction, reconstruction, operation, and maintenance of public utilities on private property.

FINANCIAL IMPACT:

There is no cost to the City for this PUE as it is a condition of Design Review 22-07 and Street Exception EXCP 22-03.

Attachments

A copy of the recorded PUE is provided with this agenda item.

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

AFTER RECORDING RETURN TO:

Woodburn City Recorder
City of Woodburn
270 Montgomery Street
Woodburn, OR 97071

**CITY OF WOODBURN, OREGON
PUBLIC UTILITY EASEMENT**

DO IT BEST CORP; f/k/a HARDWARE WHOLESALERS, INC. an Indiana corporation, GRANTOR, grants to the CITY OF WOODBURN, OREGON, hereinafter called CITY, a permanent easement and right-of-way, including the permanent right to construct, reconstruct, operate, and maintain public utilities on the following described land:

See attached Exhibit "A" Legal Description of Permanent Easement and attached Exhibit "B" Sketch for Legal Description of Permanent Easement which are by this reference incorporated herein.

GRANTOR reserves the right to use the surface of the land for any purpose that will not be inconsistent or interfere with the use of the easement by CITY. No building or utility shall be placed upon, under, or within the property subject to the foregoing easement during the term thereof, however, without the written permission of CITY.

Upon completion of the construction, CITY shall restore the surface of the GRANTOR'S property to its original condition and shall indemnify and hold GRANTOR harmless against any and all loss, cost, or damage arising out of the exercise of the rights granted herein.

The true consideration of this conveyance is Ten Dollars (\$10.00), and other valuable consideration, the receipt of which is acknowledged by GRANTOR.

GRANTOR covenants to CITY that GRANTOR is lawfully seized in fee simple of the above-granted premises, free from all encumbrances and that GRANTOR and its heirs and personal representatives shall warrant and forever defend the said premises and every part thereof to CITY against the lawful claims and demands of all persons claiming by, through, or under GRANTOR.

DATED this 28 day of July, 2022.

**DO IT BEST CORP.
f/k/a HARDWARE WHOLESALERS, INC.**

By: 
Timothy E. Miller

Title: Vice President of Logistics


CORPORATE ACKNOWLEDGEMENT

STATE OF INDIANA, County of Allen) ss.

On this 28 day of July, 2022, personally appeared before me Timothy E. Miller, who stated that he is the Vice President of Logistics for Do it Best Corp., f/k/a Hardware Wholesalers, Inc., a corporation organized and existing under the laws of the State of Indiana, and that the foregoing instrument was signed and sealed on behalf of said corporation by authority of its Board of Directors and acknowledged said instrument to be its voluntary act and deed.



ASHLEY KENWORTHY, Notary Public
Allen County, State of Indiana
Commission Number NP0720482
My Commission Expires May 28, 2027


NOTARY PUBLIC
My Commission Expires: 5/28/2027

City of Woodburn
270 Montgomery Street
Woodburn, OR 97071

(Grantee's Name and Address)

By Signature below, the City of Woodburn, Oregon,
Approves and Accepts this Conveyance Pursuant to
ORS 93.808.

City Recorder:

Heather Pierson

THIS INSTRUMENT prepared by Thomas M. Niezer, Attorney No. 11274-02, Barrett McNagny LLP, 215 East Berry Street, P.O. Box 2263, Fort Wayne, Indiana 46802-2263. I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law. Thomas M. Niezer.

EXHIBIT A

Easement Description

A portion of Parcel 1 of Partition Plat Number 90-65, located in the Southeast One-Quarter of Section 11 and Southwest One-Quarter of Section 12, Township 5 South, Range 2 West, Willamette Meridian, City of Woodburn, Marion County, Oregon, and being more particularly described as follows:

Beginning at the northwest corner of Parcel 1 of Partition Plat Number 90-65; thence along the north line of Parcel 1 of said plat, South 89°31'13" East 1244.36 feet to the southerly line of Parcel 1 of deed Reel 3551, Page 470, Marion County Deed Records; thence along the southerly line of Parcel 1 of said deed, South 58°41'05" East 19.51 feet; thence leaving said southerly line, North 89°31'13" West 1261.33 feet to the west line of Parcel 1 of said plat; thence along said west line, North 01°43'07" East 10.00 feet to the Point of Beginning.

The above-described tract of land contains 12,528 square feet, more or less.

Bearings for this description are based on Oregon State Plane Coordinate System of 1983, North Zone, NAD 83(2011) EPOCH 2010.00.

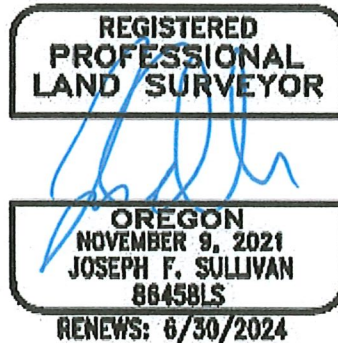
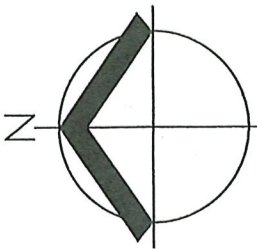


EXHIBIT "B"

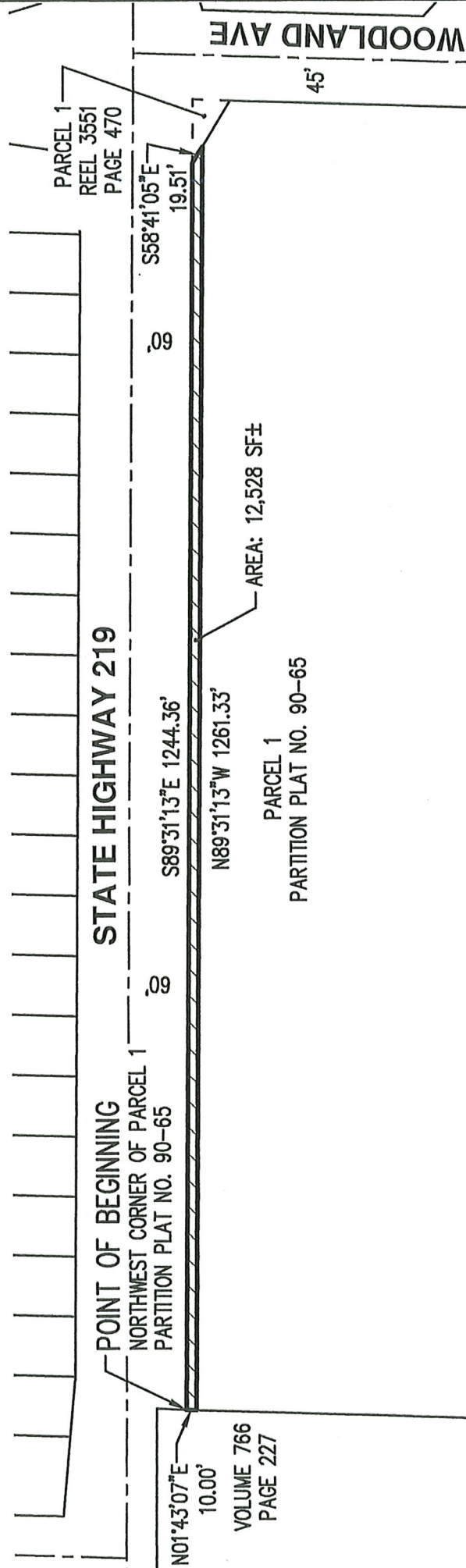
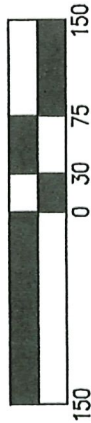
Sketch for Legal Description of Permanent Easement

EXHIBIT B

A PORTION OF PARCEL 1 OF
PARTION PLAT NO. 90-65
LOCATED IN THE SE 1/4 OF SEC. 11
AND SW 1/4 OF SEC. 12, T5S, R2W, W.M.
CITY OF WOODBURN, MARION COUNTY, OREGON



SCALE: 1" = 150 FEET



STATE HIGHWAY 219

POINT OF BEGINNING

NORTHWEST CORNER OF PARCEL 1
PARTITION PLAT NO. 90-65

N01°43'07"E
10.00'
VOLUME 766
PAGE 227

S89°31'13"E 1244.36'

N89°31'13"W 1261.33'

AREA: 12,528 SF±

PARCEL 1
PARTITION PLAT NO. 90-65

S58°41'05"E
19.51'

PARCEL 1
REEL 3551
PAGE 470

WOODLAND AVE

45'

REGISTERED
PROFESSIONAL
LAND SURVEYOR

JOSEPH F. SULLIVAN
86458LS

OREGON
NOVEMBER 9, 2021

RENEWS: 6/30/2024

DATE: 7/11/2022

EASEMENT MAP		EXHIBIT	B
AKS ENGINEERING & FORESTRY, LLC 3700 RIVER RD N, STE 1 KEIZER, OR 97303 503.400.6028 WWW.AKS-ENG.COM		DRWN: JS	CHKD: BH
AKS		AKS JOB:	5976-01



Agenda Item

November 14, 2022

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

FROM: Jesse Cuomo, Community Services Director

SUBJECT: **Parks and Recreation Master Plan Update**

RECOMMENDATION:

Award a contract for the Parks and Recreation Master Plan Update Project to Conservation Technix Inc. in the amount of \$139,590.00 and authorize the City Administrator to execute the agreement.

BACKGROUND:

The existing Parks and Recreation Comprehensive Master Plan was completed and adopted in July 2009. Since that time, many of the assumptions the plan was based upon have changed. The purpose of this plan update is to evaluate the current system and develop a well-planned systemic approach to managing community parks and recreation needs, utilizing current industry standards, while recognizing the unique needs of the Woodburn community. A comprehensive public input process to inform the plan development.

This project will culminate in the development of recommendations intended to eliminate current deficiencies in the park system, while also meeting the current community need and planning for future growth in the community. The Parks Capital Improvement Program will be updated based on the recommendations of the plan. If an update of the SDC methodology is necessary, that project is anticipated to commence in Fiscal Year 2023-24.

DISCUSSION:

The Budget Committee approved this project and approved including up to \$175,000.00 for it in the Parks CIP, to be funded entirely by Parks System Development Charges.

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

The City received two proposals from qualified firms in mid-October 2022. A five-person committee reviewed and scored the proposals. These two firms, Berry Dunn and Conservation Technix Inc. were invited to make a presentation to the review committee. Those presentations resulted in the committee's unanimous recommendation to award the contract to Conservation Technix Inc.

FINANCIAL IMPACT:

The contract amount is \$139,590.00. The Budget Committee approved this project and approved including \$175,000.00 for it in the General Cap Construction Fund, to be funded entirely by Parks System Development Charges.

**CITY OF WOODBURN
PERSONAL SERVICES AGREEMENT**

PARKS AND RECREATION MASTER PLAN UPDATE

THIS AGREEMENT is made and entered into as of the date first indicated on the signature page, by and between the City of Woodburn, an Oregon municipal corporation (hereinafter referred to as “CITY”), and Conservation Technix Inc. (hereinafter referred to as “CONTRACTOR”).

WHEREAS, CITY needs certain CONTRACTOR services; and

WHEREAS, CITY wants to engage CONTRACTOR to provide these services by reason of its qualifications and experience; and

WHEREAS, CONTRACTOR has offered to provide the required services on the terms and in the manner set forth herein,

NOW, THEREFORE, IT IS AGREED as follows:

SECTION 1 – SCOPE OF SERVICES

The Scope of Work to be performed by CONTRACTOR under this Agreement is described in **Exhibit A**, which is attached to this Agreement.

SECTION 2 – DUTIES OF CONTRACTOR

- A. CONTRACTOR shall be responsible for the quality and coordination of all work furnished by CONTRACTOR under this Agreement.
- B. CONTRACTOR represents that it is qualified with the necessary training and skills to furnish the services described in this Agreement.
- C. CONTRACTOR shall provide, at its sole expense, all equipment and materials necessary to perform the services described in this Agreement.
- D. CONTRACTOR shall be responsible for employing or engaging all persons necessary to perform its services and will abide by all applicable State and Federal laws regarding the employing or engaging said persons including, but not limited to, tax reporting, anti-discrimination, and workers compensation.
- E. CONTRACTOR is engaged as an independent contractor and is responsible for any federal or state taxes applicable to any payments made under this Agreement.

- F. CONTRACTOR shall obtain and maintain a valid business registration with the City of Woodburn.
- G. It is understood that Steve Duhwill be designated by Contractor as the person [providing services/serving as the main point of contact] to the City under this Agreement and that this designated person shall not be replaced without City's approval.

SECTION 3 – DUTIES OF CITY

- A. CITY shall provide CONTRACTOR the pertinent information regarding CITY's requirements for the services to be provided.
- B. The City shall examine documents submitted by Contractor and shall render decisions promptly, to avoid unreasonable delay in the progress of Contractor's work.
- C. The City certifies that sufficient funds are available and authorized for expenditure to finance costs of this Agreement.
- D. The contact person on the Project for City is designated as Jesse Cuomo, Community Services Director. The City shall provide written notice to Contractor if City changes its contact person.

SECTION 4 – TERM

The services to be performed under this Agreement shall commence upon execution of the Agreement by both parties and be completed on or before December 31, 2023.

SECTION 5 – PAYMENT

Payment shall be made by CITY to CONTRACTOR only for services rendered. In consideration for the full performance of the services set forth in **Exhibit A**, CITY agrees to pay CONTRACTOR a fee of NOT TO EXCEED **\$139,590.00** Compensation shall be only for actual services provided based on the rates specified in **Exhibit A**.

Compensation and Payment shall be made as follows: Contractor shall track all hours of Work and Direct Costs as incurred and invoice the City on the last day of each month. The City shall remit payment to Contractor within thirty (30) days from the date of invoice. Invoices must be submitted to Steve Duh Principal at the following address: PO Box 885 Orinda, CA 94563 or email: steve@conservationtechnix.com.

Contractor shall not submit billings for, and the City will not pay, any amount in excess of the compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Agreement, the amendment must be fully effective before Contractor performs work subject to the amendment. No payment will be made

for any services performed before the beginning date or after the expiration date of this Agreement

SECTION 6 – TERMINATION

Without limitation to such rights or remedies as CITY shall otherwise have by law, CITY shall have the right to terminate this Agreement or suspend services for any reason upon written notice to CONTRACTOR. CONTRACTOR agrees to cease all work under this Agreement upon receipt of said notice.

Upon termination of this Agreement, Contractor shall deliver to the City all documents, information, works-in-progress and other property that are or would be deliverables had the contract been completed. Upon the City's request, Contractor shall surrender to anyone the City designates, all documents, research or objects or other tangible things needed to complete the Work.

SECTION 7 – CONFIDENTIALITY

All documents or information including, but not limited to, lists of customers and participants, future plans, and other business affairs provided by CITY to CONTRACTOR shall be considered as confidential. CONTRACTOR shall not make any such documents or information available to any individual or organization not employed by CONTRACTOR or CITY without the written consent of CITY before any such release. CONTRACTOR shall not use any such documents or information for any purpose other than providing the services set forth in this Agreement.

SECTION 8 – CONTRACTOR'S STATUS

It is expressly agreed that in the performance of the professional services required under this Agreement, CONTRACTOR shall at all times be considered an independent contractor, under control of CITY as to the result of the work but not the means by which the result is accomplished. Nothing herein shall be construed to make CONTRACTOR an agent or employee of CITY while providing services under this Agreement.

Section 9 – INDEMNITY

CONTRACTOR agrees to hold harmless and indemnify CITY, its officers and employees from and against any and all claims, loss, liability, damage, and expense arising from the negligent, or claimed negligent, performance of this Agreement by CONTRACTOR, its officers or employees. CONTRACTOR agrees to defend CITY, its officers or employees against any such claims. This provision does not apply to claims, loss, liability or damage or expense arising from the sole negligence, or willful misconduct, of CITY.

Section 10 – INSURANCE

CONTRACTOR shall provide and maintain:

- A. Commercial General Liability Insurance with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
- B. Consultant shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the Services to be performed under this Agreement, in an amount not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
- C. If applicable, Workers Compensation in at least the minimum statutory limits.
- D. All insurance shall:
 - 1. Include CITY as an additional insured with respect to this Agreement and the performance of services in this Agreement.
 - 2. Be primary with respect to any other insurance or self-insurance programs of CITY and be non-contributory and waive subrogation rights.
 - 3. Be evidenced, prior to commencement of services, by properly executed policy endorsements in addition to a certificate of insurance provided to CITY.
 - 4. No changes in insurance may be made without the written approval of CITY.

SECTION 11 – NONASSIGNABILITY

Both parties recognize that this Agreement is for the personal services of CONTRACTOR and cannot be transferred, assigned, or subcontracted by CONTRACTOR without the prior written consent of CITY.

SECTION 12 – WAIVERS

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of the party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

SECTION 13 – NOTICES

All notices hereunder shall be given in writing and mailed, postage prepaid, addressed as follows:

TO CITY:
City of Woodburn
Jesse Cuomo, Community Services Director
270 Montgomery Street

TO CONTRACTOR:
Conservation Technix Inc.
Steve Duh
PO BOX 12726

SECTION 14 – STATE PUBLIC CONTRACT PROVISIONS

All requirements of ORS Chapters 279A, 279B, and 279C including but not limited to the following, as applicable, are incorporated herein by reference.

- A. If CONTRACTOR fails, neglects or refuses to make prompt payment of any claim for labor or services furnished by any person in connection with this Contract as such claim becomes due, CITY may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due CONTRACTOR by reason of the Contract. The payment of a claim in the manner authorized above shall not relieve the CONTRACTOR or its surety from its obligation with respect to any unpaid claims.
- B. CONTRACTOR and its subcontractors, if any, are subject to Oregon Workers' Compensation Law, which requires all employers that employ subject workers who work under this Contract in the State of Oregon to comply with ORS 656.017 and provide the required workers' compensation coverage, unless such employers are exempt under ORS 656.126. CONTRACTOR shall ensure that each of its subcontractors, if any, complies with these requirements.
- C. CONTRACTOR shall, upon demand, furnish to the CITY, written proof of workers' compensation insurance coverage. CONTRACTOR is required to submit written notice to the CITY thirty (30) days prior to cancellation of said coverage.
- D. CONTRACTOR is engaged as an independent contractor and will be responsible for any federal or state taxes applicable to any payments made under this Contract.
- E. Pursuant to ORS 279B, CONTRACTOR specifically represents and warrants that CONTRACTOR has complied with all applicable federal, state, and city tax laws, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318.
- F. CONTRACTOR covenants to comply with all tax laws referenced above during the term of this contract and that any failure to comply is an express breach and City may terminate this Contract and seek damages as allowed herein or under applicable law.
- G. CONTRACTOR agrees and certifies that it is a corporation in good standing and licensed to do business in the State of Oregon. CONTRACTOR agrees and certifies that it has complied and will continue to comply with all Oregon laws relating to the performance of CONTRACTOR's obligations under this Contract.
- H. CONTRACTOR shall:

1. Make payment promptly, as due, to all persons supplying to the CONTRACTOR labor and material for the prosecution of the work provided for in the contract documents;
 2. Pay all contributions or amounts due to the State Accident Insurance Fund incurred in the performance of this Contract;
 3. Not permit any lien or claim to be filed or prosecuted against the CITY on account of any labor or material furnished; and
 4. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- I. The CONTRACTOR shall promptly as due, make payment to any person, co-partnership or association or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employee of such CONTRACTOR, of all sums which the CONTRACTOR agrees to pay for such services and all moneys and sums which the CONTRACTOR collected or deducted from the wages of employees pursuant to any law, contract or Agreement for the purpose of providing or paying for such service.
 - J. The CONTRACTOR shall pay employees for overtime work performed under the contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29USC201 et. seq.).
 - K. An employer must give notice to employees who work on a contract for services in writing, either at the time of hire or before commencement of work on the contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
 - L. CONTRACTOR will comply with 279.835 et seq. in the procurement of products and services from a nonprofit agency for disabled individuals.

SECTION 15 – AGREEMENT CONTAINS ALL UNDERSTANDINGS; AMENDMENT

This document represents the entire and integrated Agreement between CITY and CONTRACTOR and supersedes all prior negotiations, representations, and agreements, either written or oral.

No waiver, consent, modification or change of terms of this Agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of the City to enforce any provision of this Agreement shall not constitute a waiver by the City of that or any other provision.

SECTION 16 – GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oregon. Any claim, action, suit or proceeding (collectively, "Claim") between the City and Contractor that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon. Contractor hereby agrees to the in personam jurisdiction of such court and waives any claims of an inconvenient forum

IN WITNESS WHEREOF, CITY and CONTRACTOR have executed this Agreement the day and year written.

CITY OF WOODBURN:

**CONTRACTOR:
Conservation Technix Inc.**

By: _____

By: _____

Print: _____

Print: Steve Duh

Title: _____

Title: Principal

Date: _____

Date: _____

Exhibit A



Qualifications

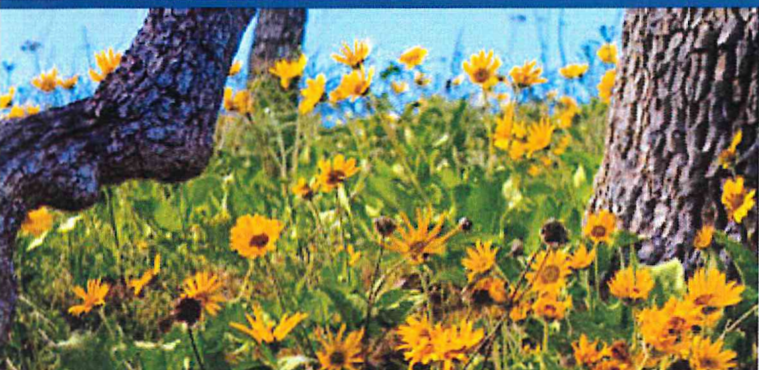
City of Woodburn Parks & Recreation Master Plan



CONSERVATION
TECHNIX

PO Box 12736 - Portland, OR 97212
conservationtechnix.com
503.989.9345

In Collaboration with:
izo PR & Marketing
JLA Public Involvement



Assisting local agencies and non-profits finance
and conserve greenspaces today.

PLANNING TODAY...
GREENING TOMORROW



30 August 2022

City of Woodburn
 Attn: Jesse Cuomo, Community Services Director
 270 Montgomery Street
 Woodburn, OR 97071

RE: Letter of Interest for the Parks & Recreation Master Plan

Dear Mr. Cuomo and members of the Selection Committee:

Conservation Technix is pleased to submit our team's qualifications in response to your solicitation. With **special focus and significant expertise** in park and recreation planning, Conservation Technix is a well-qualified choice to assist Woodburn in updating its Parks and Recreation Master Plan. With 16 years of experience in community-based parks planning, facilitation and project management, the firm provides a creative, solutions-oriented approach to projects and excels at integrating long-range planning, implementation strategies and fiscal analysis into its work.

Corporate Information:

Conservation Technix Inc.
 Federal EIN: 20-4481835
 OR BIN: 1276177-2

Authorized Representative & Lead Contact:

Stephen Duh, Principal
 PO Box 12736, Portland OR 97212
 503-989-9345
 steve@conservationtechnix.com

To meet the scope of this project, we have partnered with **JLA Public Involvement** and Woodburn-based **izo PR & Marketing** for community engagement. Our team is distinguished in many ways:

- We bring focused **experience and capacity to broaden community engagement**, especially through Spanish language and Latino outreach. Also, we have successfully completed several park system plans using **COVID-19 sensitive public engagement**, while also expanding participation.
- As a team, we will be **very accessible to the City**. Our team is familiar with Woodburn through current work on the City's Transit Plan and past work on the Transportation System Plan and has completed park system plans for Monmouth, Medford, Gladstone, and Hood River, among others.
- Our team has **extensive experience with community-based, park and open space planning** and includes service-sector leaders in all aspects of the project. We have successfully completed parks, recreation and open space plans, needs assessments and strategic plans with municipalities across the western US. Our team includes Certified Park and Recreation Planners, certified Planners and registered Landscape Architects experienced in municipal park planning and design.
- We **understand the needs and challenges of park and recreation service delivery** with significant hands-on insight as former, public sector park agency staff. As such, the Conservation Technix team offers a **client-side perspective** on issues of policy, funding and operations.
- Our small size and talented staff offer **efficiency, economy and personalized attention**. We will be nimble, flexible and responsive and produce a plan uniquely suited to the city's needs.

We encourage you to contact our references and look forward to working with your community in support of a vital park system. Also, we accept all terms and conditions contained in the Request for Proposals and the sample contract and acknowledge our role as an independent contractor.

Sincerely,

Steve Duh, Principal



CONSERVATION
TECHNIX

- ▶ 16 years specializing in PROS planning and outreach
- ▶ National experience and focus working with growing jurisdictions
- ▶ Tools and tactics to engage the community, including online and virtual options
- ▶ Over 100 comprehensive park system master plans completed since 2006

1. Team Capabilities & Qualifications

Introduction

Conservation Technix is excited about the opportunity to submit our qualifications for the Woodburn Parks and Recreation Master Plan and has organized an experienced, professional team with the **knowledge, expertise and capacity** to meet the timeline and challenges of this critical, community project. Our team brings the unique perspective as former municipal park planners, and as such, we understand the nuances related to policy development and public involvement and the need for **succinct, implementable and realistic** planning documents. The project team brings significant, direct public-sector experience to this project, including park and trail system planning, recreation and facility planning, and implementation strategy.

Our team is guided by the principle that the active use and conservation of open spaces promotes the environmental, social and economic vitality of communities. We see parks and recreation as an **essential and core building block** to community livability and as a means to **promote healthy lifestyles and economic vitality**. We are committed to and experienced with providing a **lively and rich community-based planning process** that encourages broad resident input, enhances diversity and equity discussions, and meets people where they are and in their language.

Our team will be **nimble, flexible and responsive**, while providing creative solutions built on recent public sector park experiences, and our team will be guided by significant principal and senior staff involvement throughout the duration of the project.

The chart highlights the organization and primary roles of the team.



CONSERVATION
TECHNIX

Park & Recreation Planning, Outreach, Capital Planning, Policy & Project Coordination

Steve Duh, Principal-in-Charge

- Jean Akers, AICP, PLA
- Michelle Kunec-North, Associate Project Support Staff



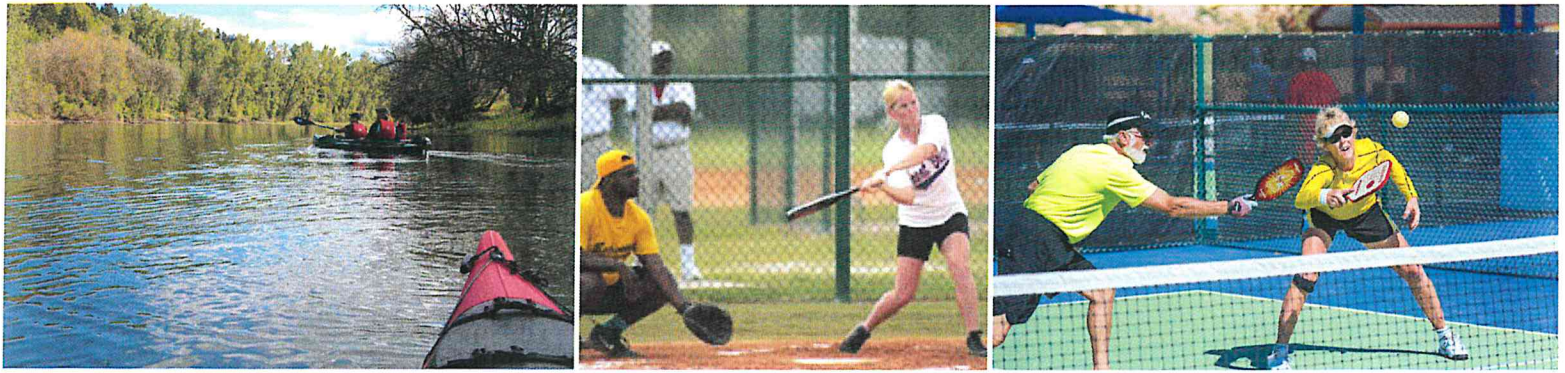
Public Outreach, Engagement

- Anthony L. Veliz, Project Manager
- Daniel Franco-Nunez, Project Support Staff



Public Outreach, Engagement

- Adrienne DeDona, Program Manager
- Project Support Staff



Core Competencies & Specialized Experience

This proposal will demonstrate that our team has the capacity and experience to engage the City on every aspect of park and recreation planning; **we are a full-service team**. Conservation Technix has led and managing over 40 community-based, parks planning projects in the past 5 years, and we have significant local experience.

- Park, trail & recreation system planning is our **core focus and specialty**.
- Our team has the **technical know-how** to facilitate a smooth and dynamic planning process.
- As **former public-sector planners**, we are a strong partner in facilitating public and advocacy group input.
- We offer **significant, specialized experience** and the capacity to work as an extension of staff and collaborate across multiple departments.
- We craft **actionable plans with clear strategy** and policy direction.

In addition to traditional parks and recreation master plans, Conservation Technix has developed plans that incorporate other aspects of **community livability** into our plans. These include in-depth trails plans with design standards, healthy community and active lifestyle approaches, arts and culture policies, funding strategies and clear implementation tools. We recognize the challenges related to financing improvements requested by the community, and we devote considerable energy to building a capital improvements plan that is both thoughtful and affordable, but also includes smaller projects to build momentum and that can utilize volunteers to grow future supporters.

Our team offers a tremendous depth of experience with **community engagement and public opinion surveys**, ranging from large public meeting presentations, to workshop-style open houses, to intimate stakeholder conversations. We also have capabilities for online engagement as an option for clients during the current health crisis and as a way to accommodate and hear from those who might not attend an in-person event. Our approach will help build a plan that focuses on more than just the programs and facilities that make up the parks system – it will frame parks and recreation in light of local economic, social and personal benefits.

Our team also offers a unique method of assessing service areas and system deficiencies. We utilize a network-based **walkshed gap analysis** that can illustrate areas of the city with optimal parkland access, as well as highlight areas underserved by park and recreation facilities. Our approach to service standards is based on the local context, available landbase and the potential for opportunities to expand. We aim to offer **locally-appropriate and well-reasoned standards** built from staff and community guidance.

Lastly, our team includes **leaders in parks and recreation planning**, and we bring the unique experience as former public park agency staff. This is important because we understand from your perspective the challenges of growing a system, making projects pencil out and having the resources to maintain them. We have prepared park district feasibility studies that look at revenue potential and operational loads. We also have prepared detailed proformas for expansive park development programs that are built on realistic capital cost estimates, known and projected revenues and known and anticipated operating expenditures for growing park and recreation systems.

With every project, we strive to be **innovative, visionary and strategic**, while crafting an actionable plan that is also practical and functional. Our plans help clients take action and build partnerships.

There are no requirements of the RFP that our team cannot meet.



Firm Profiles



Conservation Technix
PO Box 12736
Portland, OR 97212
Phone: 503-989-9345
conservationtechnix.com

Conservation Technix :: Primary Consultant

Since 2006, Conservation Technix has assisted local government and non-profit organizations in efforts to finance and conserve greenspaces through innovative solutions and dynamic strategy development and provides the following professional services:

- Comprehensive Park, Recreation and Open Space Planning
- Public Involvement & Facilitation
- Fiscal, Policy and Trend Analyses
- Urban Forestry Management Planning
- Conservation Strategy, Real Property Acquisition & Grant Writing

Conservation Technix specializes in developing comprehensive park system master plans that address park and recreation facilities, open space and trails, programs and services, maintenance, and future staffing and funding strategies. Through significant and relevant experience in public administration and management, Conservation Technix's staff have "on the ground" knowledge of plan implementation, marketing and finance strategy development, along with a keen understanding of the requisite integration of capital facility planning, budgeting and operations. Conservation Technix's approach to open space planning enables substantial public involvement and engenders guidance from policymakers to ensure an implementable plan adapted to specific community goals. At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects.

The firm is registered in Washington and has recently worked on similar projects for Fife, Gig Harbor, Mercer Island, Edmonds and Mountlake Terrace. All of our professional staff have experience as public sector park planners, with over 85 years of combined experience.



izo PR & Marketing
255 N Arney Rd, Ste 230
Woodburn, OR 97071
Phone: 503-953-2128
izomarketing.com

izo Public Relations & Marketing :: Community Engagement

IZO is an Oregon-based agency with deep Latin roots. Founded in 2009, izo is a full-service multicultural marketing agency that works beyond language. The firm provides community outreach and engagement strategies and campaigns that break through the noise and reach marginalized and multicultural communities.

IZO's work inspires community change, and provides a unique plan and approach for each project to best reach their community members. IZO is a State Certified COBID firm in Oregon. Currently, izo is working with the Nelson/Nygaard and JLA on the Woodburn Transportation Development Plan.



JLA Public Involvement :: Community Engagement

For 30 years, JLA Public Involvement has provided community engagement, facilitation and strategic communications services exclusively for public agencies. We support and facilitate comprehensive strategic planning, public engagement and communications processes that emphasize collaboration and transparent decision-making, supported by easy-to-understand and highly visual information materials. JLA has a well-earned reputation for helping our clients navigate complex, and sometimes contentious, issues that result in successful outcomes and positive participant experiences. JLA is a Washington WBE.

JLA's team brings relevant experience on parks and recreation plans efforts, in addition to work with Woodburn staff, elected officials, and community members through the Transit Plan and the previous Transportation System Plan. Also, JLA and Conservation Technix have successfully partnered on multiple park and recreation system plans for communities in Oregon and Washington.

2. Staff Qualifications & Project Management

The team is composed of service-sector leaders. **IZO Public Relations & Marketing** is a passion-driven creative and marketing firm based in Woodburn with deep roots in the Latino community. **JLA Public Involvement** is a nationally recognized communications firm with significant experience throughout the Willamette Valley. Under the lead of Conservation Technix, the team is fortified with contemporary public sector park planning experience, with a unique client-side perspective on maintenance and operations demands and a specialized focus on recreation system planning and programming.

We have the capacity and experience to engage the City on every aspect of park and recreation planning. Our team understands your needs from your perspective, and we can work closely with the City as an extension of staff to **enable a smooth, efficient plan development and review process.**

Steve Duh, the firm's principal, will be the project manager and point of contact with Woodburn. He will keep the team cohesive and well-directed, while facilitating for creative, strong ideas. Jean Akers, Senior Associate, will act as the alternate representative on the project. All key personnel will be available throughout the duration of this project, and the chart summarizes team personnel and their roles.

		Roles								Availability
		Park System Planning	Inventory & Assessment	Standards & LOS	Public Involvement	Needs Assessment	Capital Planning & Financ	Goals & Strategies		
Conservation Technix	Steve Duh, CPRP, PIC	L	s	L	L	s	s	L	65%	
	Jean Akers, PLA, AICP	L	s	s	s	L	L	L	60%	
	Michelle Kunec-North	s		s	s	L		s	35%	
izo PR & Marketing	Anthony L. Veliz				L				25%	
	Daniel Franco-Nunez				L				25%	
	Support staff				s				15%	
JLA Public Involvement	Adrienne DeDona				L				15%	
	Support staff				s				10%	

NOTE: "L" refers to Lead staff person; "s" refers to support.

Steve Duh, CPRP, Principal, Conservation Technix



- Certified Parks & Recreation Professional
- NRPA Rocky Mountain Revenue Management School
- Master of Urban and Regional Planning, Portland State University
- B.S., Environmental Science, SUNY College of Environmental Science & Forestry

Steve is a Certified Park and Recreation Professional and has over 20 years experience in public sector and non-profit program management. Steve brings six years of hands-on public agency experience as program manager for Vancouver-Clark Parks and Recreation Department where he helped establish a voter-approved parks district to enable a \$40 million program of park development, established an off-leash dog area program, managed the park impact fee program and led several interagency plans. Steve will lead the system planning, including policy frameworks, strategies and partnership opportunities. As project manager, he will be responsible for the timeliness and completeness of team work and providing overall quality control on the project.

Key Experience

- PROS Plan, Happy Valley, OR
- Park System Master Plan, Gladstone, OR
- Multi-Jurisdictional PROS Plan, Hood River, OR
- Leisure Services Plan, Medford, OR
- PROS Plan & SDC Update, Ridgefield, WA
- Parks Bond Implementation, Tigard, OR

Jean Akers, PLA, AICP, Senior Associate, Conservation Technix



- Registered Landscape Architect
- Certified Planner
- Master of Science, Horticulture; Ohio State University
- Bachelor of Landscape Architecture; Temple University
- Bachelor of Agriculture; Ohio State University

Jean is a certified Planner and registered Landscape Architect with over 27 years of significant local and state park planning and design experience. With professional experiences that range from site-specific landscape design to community and regional approaches for land conservation, development and use, Jean can work across multiple scales with a diverse cross-section of stakeholders. She is effective at leading participation processes through her years as college instructor, project manager, planner and public speaker. She will lead system planning.

Key Experience

- Parks & Recreation Master Plan, Redmond, OR
- Parks System Plan, North Plains, OR
- Parks Master Plan, Milton-Freewater, OR
- Parks Master Plan, Salinas, CA

Michelle Kunec-North, Associate, Conservation Technix



- Master of Community & Regional Planning; U of Oregon
- B.S., Environmental Science; University of Virginia
- Bachelor of Urban & Environmental Planning; University of Virginia

Michelle is a planner with 14 years of experience in multi-sector public facility planning, including parks, green infrastructure and transportation systems. She has developed coordinated parks, open space, trail and other public facility plans for several Northwest cities, including available land assessments, short- and long-term acquisition strategies and revenue analyses. Michelle is committed to creating healthy, active communities and has led collaborative, multi-agency partnerships to integrate health and equity in public planning and policy. She will support system planning and lead system analytics.

Key Experience

- Citywide Parks Master Plan, Gladstone, OR
- Parks & Recreation Plan, Millersburg, OR
- Citywide Recreation Master Plan, Delano, CA
- Parks Master Plan, Coquille, OR

Anthony L. Veliz, Principal & Project Manager, izo Public Relations & Marketing



- MS, Higher Education Administration, University of Rhode Island
- BS, Business Admin + Marketing, Portland State University

Anthony is an experienced strategic public relations and marketing administrator and brings more than 20 years of experience as an expert in community outreach and engagement with communities of color. Skilled in developing and implementing strategic programs for corporations, higher education, K-12 institutions, and large non-profit organizations, Anthony is effective in working across the matrix with various groups to build consensus and support. A strong bilingual (English/Spanish) communicator and public speaker, Anthony is passionate, articulate and persuasive.

Daniel Franco-Nunez, Equity Manager, izo Public Relations & Marketing



- Portland Community College
- Clackamas Community College
- International Institution for Adult Education in the Exterior (INEA Mexico City)

Daniel brings more than 12 years of experience in Diversity Equity & Inclusion work. Daniel has worked within the Latinx community with work across outreach, community engagement, research, Result Based Accountability, and facilitation through his work with IZO Marketing & Public Relations and local school districts. Working with diverse communities has taught Daniel how to work with and help communities with different life experiences, both inside and outside of traditional settings. He understands the importance of social and cultural differences and centering race and equity.

Adrienne DeDona, Public Involvement Program Manager, JLA



- B.S., Life Science, University of Portland
- Certified in SDIC (Systematic Development of Informed Consent)
- Trained in Technology of Participation: Group Facilitation Methods, Institute of Cultural Affairs

Adrienne has dedicated her career to helping government agencies positively and productively engage with the communities they serve. Adrienne leads JLA's southwest Washington office. She is a lifelong resident of Clark County and is well acquainted with many agency staff, elected officials and community members. Her personal and professional background and extensive network of community contacts enhance her ability to engage people effectively and genuinely.

Customer Service & Quality Control

At our core, we are a planning firm that **embraces and respects community-based public processes** and aims to use public engagement to build community understanding for and support in client projects and programs. Our aim is to provide high quality, good value and consistent services to our clients - seeking to provide our services in a timely manner that meets client expectations and needs.

All of our professional staff are former public sector employees, and as such, we have a unique and special understanding for the role of residents and local stakeholders to a project of this nature and extend the highest quality customer service and respect to them. We understand that our performance can be viewed as an extension of the City, and this is why we place such importance on frequent communications with staff and for pre-planning and strategy sessions in advance of public meetings, events or other activities in the public realm.



Project Management & Team Coordination

Conservation Technix has developed a solid foundation of interdisciplinary expertise to provide the most reliable and responsive services possible to our clients. One key advantage is our size and efficiency. As a small, independent firm, we can quickly and directly respond to your requests and provide consistency in communications. We do not over-commit on multiple projects, and by focusing on our core expertise, we effectively manage our workload and maintain availability for new assignments.

Conservation Technix is committed to clear, consistent and timely communication with City staff and the project team. We will hold periodic project coordination meetings with staff to review and discuss work products, prepare for community outreach, refine objectives and develop plan implementation strategies. We also understand that our public sector clients value continuity, so we make a conscientious effort to maintaining the same assigned team members throughout the duration of a project. By providing the City with a consistent workforce, we enhance our relationship with you and will be able to quickly and efficiently address any issues or concerns that may arise. Our approach to team development for this project is built around the following:

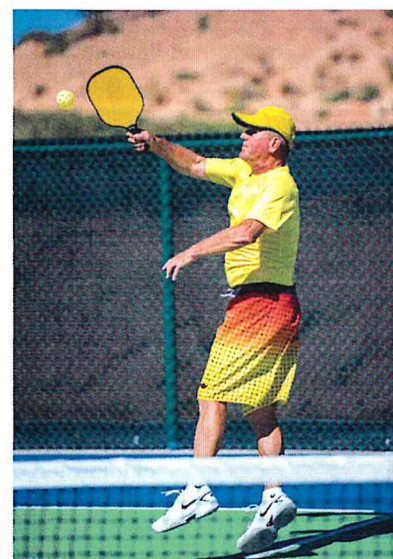
- Each project is unique & each project team is unique.
- The strongest firms are deliberately selected to meet the needs of the specific project scope.
- Our professional team is focused on Woodburn's needs and has local insights and regional experience.
- Our strong project management skills will keep the team cohesive and focused and create a strong synergy for new ideas, design solutions and policy options for the City to consider.

Outcome-Oriented Plans

Since 2006, Conservation Technix has enabled public clients to secure over \$40 million in grants or appropriations through the implementation of adopted system plans. Conservation Technix's staff have directly prepared and presented grant applications for public clients that resulted in over \$6 million in program funding. Steve Duh also has participated in the NRPA's Mountain Revenue Management School. Conservation Technix stays abreast of NRPA's leading work in parks and recreation, and the firm often utilizes and incorporates agency performance data into our clients' plans.

Consultant Capacity & Current Workload

All of Conservation Technix's projects are public sector. We have three current projects under contract, with timelines to completion ranging from 5 to 8 months, and these will not pose a conflict with this project. Our staff and our team retains ample capacity to successfully complete the work outlined in the RFP for the Woodburn community.



3. Project Experience & References

Parks, Recreation & Open Space Planning

Our team is committed to utilizing our full range of experience for the Woodburn Parks and Recreation Master Plan. Having worked with numerous mid-sized and growing jurisdictions, we recognize the unique needs and constraints regarding municipal park service delivery, and we offer pragmatic, forward-looking and creative solutions to support growing park and recreation departments and legacy facilities. We have a deep working knowledge of national park planning trends, along with a thorough understanding of financing options. Additionally, we have the capability to produce rendered drawings and exhibits and to work with CAD and GIS.

Conservation Technix has worked on over a 100 parks and open space planning projects since 2006. We have recently completed, or are working on, similar projects for a number of agencies, including the Hood River Valley Park and Recreation District, Monmouth, Redmond, Happy Valley, Dinuba, CA and St. George, UT.

The following descriptive summaries highlight the variety and complexity of public agency projects undertaken by team members. Additional references for certain projects are provided following the project summaries.

Happy Valley Parks & Recreation Master Plan & SDC Rate Update – Happy Valley, OR



Conservation Technix prepared a new citywide Parks Master Plan and Parks SDC update for Happy Valley, one of the fastest growing communities in the Portland region. This fast-paced project included an intensive engagement effort to connect with residents, which was led by JLA Public Involvement. The core issues for the master plan involved ways to address service delivery in the newly developed areas, strategizing for system-wide infrastructure upgrades and expanding the parkland footprint to fill crucial gaps. The Plan analyzed the existing levels of service for various facility types and updated the City's service standards. The PROS Plan established a 10-year capital plan and an operations and maintenance proforma to assess the on-going maintenance demands of the system.

Project Highlights

- Online engagement, plus pop-up tabling at local grocery stores and events
- 10-year capital plan with specific funding alternatives and included an operations and maintenance proforma
- Updated service standards by park type and sport field configuration

"Conservation Technix worked with the City of Happy Valley to draft a Park Recreation and Open Spaces Plan for our community. The timeline established for this effort was extremely condensed as a result of a pending district withdrawal. Given this scenario, Steve Duh took control and provided a clear path for completing the project on the timeline identified. Steve expertly managed a series of meeting/open houses that provided a discernible master plan for both committee's and community members. Steve is now working with our community on additional park planning efforts and will continue to be an integral part of our parks team into the future."

- Chris Randall, Public Works Director

Hood River Valley Multi-Jurisdictional Parks, Recreation & Open Space Plan – Hood River, OR



Conservation Technix partnered with JLA Public Involvement to craft a unique multi-jurisdictional plan serving the Hood River Valley Parks and Recreation District, the City of Hood River and Hood River County. The Plan is a ten-year guide and strategic plan for managing and enhancing park and recreation services for these three core providers, plus services offered by the Port of Hood River and the Hood River School District. The Multi-Jurisdictional Plan creates a vision for an innovative, inclusive and interconnected system of parks, trails and open spaces that promotes outdoor recreation, health and environmental conservation as integral elements of a livable community. The Plan also proposes updates to service standards for parks and trails and addressed goals, objectives and other management considerations for each partnering agency. The Plan is also intended to serve as the Goal 8 plan elements for the City of Hood River and the County.

The project entailed an in-depth public outreach program consisting of a wide-ranging series of stakeholder group discussions, individual stakeholder interviews, a public open house meeting, tabling at community events, online engagement, along with a mail-based and online survey conducted in English and Spanish. The project team supported and facilitated a Technical Advisory Team composed on staff from the city, county, park district, port, school district and several conservation organizations.

The project also included an in-depth assessment of many of the sites operated by the city, county and district that looked at quality and accessibility of recreational features to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable design, management practices and increasing health opportunities. A conditions assessment matrix was prepared, and this information guided the preparation of the capital improvement plans for each agency.

Project Highlights

- Facilitated a Technical Advisory Team composed on staff from the city, county, park district, port, school district and several conservation organizations
- Wide-ranging public involvement including a series of stakeholder group discussions, individual stakeholder interviews, public open house meeting, tabling at community events and online engagement
- Prepared park and trail walkshed maps to illustrate physical access to the park, trail and open space system
- Prepared a assessment matrix to guide the preparation of the capital improvement plans for each agency

Link to adopted plan: <https://hoodriverparksandrec.org/master-plan>

"Conservation Technix Inc. has been a pleasure to work with. Steve's been flexible, patient and took the time to make sure the final plan met the needs of our community."

- Mark Hickok, Executive Director

Reference

Hood River Valley Parks & Rec. District
 Mark Hickok, Executive Director
 541-386-1303
 mark@hoodriverparksandrec.org

Completed: June 2020
 Role: Prime Consultant

Conservation Technix Staff:
 Steve Duh, Jean Akers, Michelle Kunec

JLA Staff:
 Adrienne Dedona, Camille Pearce

Camas Parks, Recreation & Open Space Plan – Camas, WA



Conservation Technix prepared a new citywide Parks, Recreation and Open Space (PROS) Plan for the City of Camas during the COVID-19 pandemic. The COVID-sensitive public engagement program included online open houses and interactive mapping, dual language, statistically-valid mail survey and online survey, multiple group and individual stakeholder discussions via Zoom, event tabling, social media content and Commission meetings. Over 1,700 participants provided insights on current community preferences and priorities.

The core issues for the PROS Plan involved ways to address service delivery in rapidly developing residential areas, strategizing for system-wide infrastructure upgrades, and expanding the parkland and trail system footprint to fill crucial gaps. The project entailed an in-depth inventory of the City's parks, natural areas, trails and facilities, along with the development of an integrated trail network plan. The Plan analyzed the existing levels of service, updated the City's service standards and offered a unique approach to park gap analysis through street-based walksheds. Specific acquisition target areas were identified to help fill known and projected gaps and prioritized to balance with available funding.

The Plan analyzed the existing levels of service for various facility types and updated the City's service standards. The PROS Plan established a six-year capital plan and an operations and maintenance proforma to assess the ongoing maintenance demands of the system. Presentations to the Parks and Recreation Commission, Planning Commission and City Council were conducted to review the findings of public outreach and discuss the policy and project recommendations of the Plan.

Project Highlights

- Robust community engagement, including online options and pop-up tabling at community events
- Conditions assessment matrix to identify existing site maintenance issues and opportunities for future capital improvements
- Updated service standards by park type, including site acquisition and design guidelines
- Re-structured goals and action plan to guide and focus efforts for the coming six to ten years

Link to adopted plan: <https://www.cityofcamas.us/parksrec/page/parks-recreation-projects>

"Conservation Technix managed a well-written community survey, in two languages (English and Spanish), that resulted in 1385 completed surveys...a great turnout for a community of just over 26,000 people! The survey results provided a wealth of information that Steve Duh and his team used to inform the goals, objectives and priorities in the 2022 Camas PROS Plan."

- Trang K. Lam, P&R Director

Reference

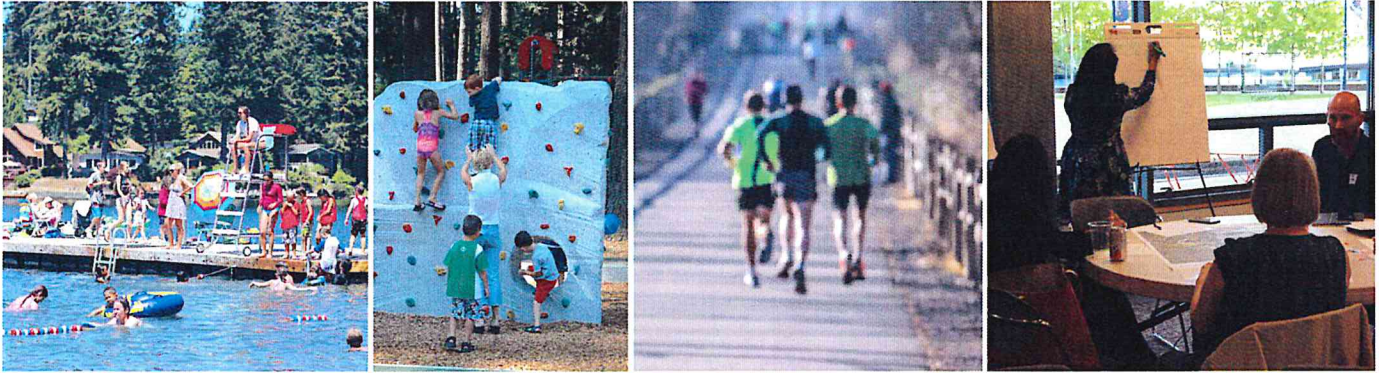
City of Camas
 Trang K. Lam, Parks &
 Recreation Director
 360-818-3830
 tlam@cityofcamas.us

Completed: March 2022
 Role: Prime Consultant

Conservation Technix Staff:
 Steve Duh, Jean Akers, Michelle
 Kunec

JLA Staff:
 Adrienne Dedona, Camille
 Pearce

Edmonds Parks, Recreation & Open Space (PROS) Plan – Edmonds, WA



Conservation Technix crafted a new Parks, Recreation & Open Space (PROS) Plan for the City of Edmonds through an inclusive, robust engagement process. Outreach was conducted in four languages (Chinese, English, Korean and Spanish), including social media posts, community survey, pop-up event tabling and direct engagement with non-English community members, and diversity, equity and inclusion were core values of the project. The project included a park system inventory and conditions assessment of parks, natural areas, trails and facilities. As a six-year guide and strategic plan for enhancing park and recreation amenities for the community, the Plan considers the park and recreation needs of residents across Edmonds. It updated inventories, demographic conditions, needs analysis, management considerations and capital project priorities.

"Conservation Technix exceeded our expectations, and I would highly recommend this firm for any work related to parks and recreation policy development, community engagement, project management and acquisitions. This plan update took more than a year and every benchmark deadline was made, quality deliverables were always on time and the project easily finished on budget."

- Angie Feser, P&R Director

Project Highlights

- Random-sample mail, plus online community-wide survey, in four languages
- Recreation program assessment to explore services and partner opportunities
- Need analysis, project levels of service and service standards review

Link to adopted plan:

https://www.edmondswa.gov/government/departments/parks_recreation_cultural_services/planning_projects

Milwaukie Parks Engagement – Milwaukie, OR (for JLA & IZO)

JLA Public Involvement and IZO PR& Marketing are co-leading public involvement, in collaboration with the City and prime consultant, about development of three neighborhood parks: Balfour Park, Bowman-Brae Park and Scott Park. An emphasis of the engagement process is hearing from stakeholders who had not been previously involved and also specific communities, including Spanish speakers, people historically left out of public planning process, and people with disabilities. The goal of engagement is to ensure that these parks best meet the needs of the community and create welcoming parks for all. In summer of 2022, JLA and IZO conducted broad community engagement as well as personalized engagement to reach people where they were at. Public events were held in each of the three parks, drawing hundreds of participants. Focus groups were held with Spanish speakers, BIPOC and people with disabilities. Engagement on the project so far has seen a lot of new people engaged – people who have not participated in previous city planning efforts or surveys are participating for the first time. This was a primary goal for the city.



Reference

City of Milwaukie
 Adam Moore, Parks Development
 Coordinator
 503-786-7525
 MooreA@milwaukieoregon.gov

Work Period: January 2022 -
 October 2024

Parks, Recreation Centers & Library Facilities Master Plan – Salinas, CA



Conservation Technix led a multi-disciplinary team to prepare a new Parks, Recreation Centers and Library Facilities Master Plan for the City of Salinas. Located in Monterey County, Salinas is a growing city of 165,000 people and is a world hub of agricultural technology. The project entailed a complete inventory of the City's parks, trails, community centers and library facilities. A robust public outreach plan included several topic-oriented community listening sessions, stakeholder discussions and pop-up events in English and Spanish. A dual-language, random-sample mail survey was conducted to assess residents' recreational needs, preferences and priorities. One unique aspect of the project involved consultant-led trainings of City staff and community members to serve as facilitators for public engagement. Our team held multiple day-long training sessions to help build the local capacity of volunteers to aid in conducting outreach for the project. The plan included a 10-year, priority-weighted capital improvement plan to guide strategic investments.

Project Highlights

- Local volunteer capacity building
- Recreation demand study to explore core services, facility needs & partner support
- Updated park and sport facility standards

Link to adopted plan:

[https://www.cityofsalinas.org/
file/45819/download](https://www.cityofsalinas.org/file/45819/download)

Additional References

for Conservation Technix

City of Salinas

Kristan Lundquist, Library & Community Services
Director
831-758-7306; kristanl@ci.salinas.ca.us;
200 Lincoln Avenue, Salinas, CA 93901

Project: Parks, Recreation Centers & Library
Facilities Master Plan

Work Period: October 2016 - June 2018 (20 months)
Role: Prime Consultant

City of Edmonds

Angie Feser, Director, Parks, Recreation & Cultural
Services
425-771-0256; angie.feser@edmondswa.gov
700 Main Street, Edmonds, WA 98020

Project: Parks, Recreation & Open Space Plan
Work Period: April 2021 - June 2022 (14 months)
Role: Prime Consultant

City of Happy Valley

Chris Randall, Public Works Director
503-783-3842; chrisr@happyvalleyor.gov
16000 SE Misty Drive, Happy Valley, OR 97086

Project: Parks & Recreation Master Plan
Work Period: June 2017 - December 2017 (7 months)
Role: Prime Consultant

City of Bothell

Tracey Perkosky, (former) Parks Planning & Grants
Manager
253-884-9240; tracey@keypenparks.com
18415 101st Avenue NE, Bothell, WA 98011

Project: Parks, Recreation & Open Space Plan
Work Period: March 2019 - February 2020 (11 months)
Role: Prime Consultant

4. Project Approach

Project Understanding

This project entails the development of a comprehensive Parks and Recreation Master Plan, built on community outreach, along with review and approval by the Planning Commission and City Council. The Plan will provide a framework for decision-making to guide the planning, development and maintenance of Woodburn's park and recreation amenities over 5-, 10- and 15-year time horizons. The major objectives are to:

- Engage local residents and community partners through meaningful public outreach through an equity lens, sensitive to COVID-19 restrictions (if any), to inform plan development;
- Update the park system inventory and conduct a conditions assessment of parks, facilities and programs to guide the development of a systemwide needs assessment;
- Examine and analyze services and standards, including levels of service and maintenance and operations needs in relation to funding scenarios and the City's demographics;
- Compose germane goals, strategies and guidelines to enhance service delivery and respond to community needs relating to park and recreation facilities, programs and operations; and
- Develop a concise, adaptive and actionable plan with clear implementation strategies.

At its core, the Master Plan and site master plan projects are about engaging the community and listening. Our team strongly believes that public involvement is crucial to the success of this project. Specifically, we will work with staff to define a comprehensive public participation program, and we will offer an inclusive engagement program to connect with residents and stakeholders to validate the goals and strategies of the Plan.

Preliminary Scope of Work

The following pages detail our team's approach to the scope of work requested in the RFP. While variations toward the overall project may exist, we are confident that the scope we have outlined will result in a strong Plan built from an engaged public and in alignment with the project budget. Our team is open to discussing amendments to the scope to better align with your needs, resources and priorities for specific work tasks.

Task 1: Project Initiation & Management

Task 1.1. Kick-off Meeting & On-going Project Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall objectives and milestones for the project
- Discuss community interests and issues and identify key community partners
- Develop a public outreach plan approach to include team and staff roles

Hold periodic project coordination meetings, via video or phone conference, with City staff to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies.

Task 2: Existing Conditions & Baseline Analyses

Task 2.1. Review of Existing Plans & Studies

Review and analyze all pertinent, existing city-wide planning materials, including the existing Comprehensive

Plan, past Parks and Recreation Plan, Transportation Plan, Mill Creek Greenway Master Plan, budget and other documents. Review and validate the park and recreation goals of the Comprehensive Plan and other City policy statements.

Task 2.2. Demographics, Trends & Profile

Compile relevant statistics and data to include Census figures and PSU Population Research Center projections to profile population trends and other socioeconomic conditions. Examine recent studies and regional statistics, such as the Oregon SCORP, NRPA data and sports industry association data, to develop a trend assessment uniquely-focused toward the City's offerings. Compile community profile addressing demographics and natural features.

Task 2.3. Base Mapping & Spatial Analysis

Utilize GIS to analyze the parks, trail and recreation system against distribution, proximity and accessibility criteria and identify potential shared uses or multiple uses of public lands for recreation. Our team has strong skills in GIS, and we offer a unique method of assessing service areas and system deficiencies. We utilize a network-based watershed gap analysis that can illustrate areas of the city with optimal parkland access, as well as highlight areas underserved by park and recreation facilities.

Task 2.4. Inventory & Conditions Assessment

Expanding upon existing City documentation, conduct a physical assessment of parks, trails and recreational amenities to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable management. Assess and rate the conditions of amenities and identify existing deficiencies. Meet with operations staff to discuss facility needs, best management practices or challenges regarding the planned and potential growth of system assets and facilities. Prepare a conditions assessment summary to rate assets and inform cost estimating and capital planning.



We will prepare a parkland and facility summary and categorize the conditions, constraints and potential operational enhancements of the parks, trails and recreation system.

Task 3: Community Engagement

We will work with the City to reach out to a broad spectrum of residents and groups, while also looking for ways to expand partnerships and share information. We will work collaboratively with the City to more fully refine the scope of work and budget for the public involvement components of the project after contract award to ensure our level of effort aligns with the City's budget requirements. Our overall goal is to ensure a successful project for the City.

We will utilize a range of techniques, outlined below, that will be tailored to reach targeted audiences and stakeholders. Our team is prepared to facilitate a varied, socially-appropriate process that is also sensitive to shifting COVID requirements.

Special effort should also be made to create opportunities to engage with people of color, low-income, youth and non-English speaking people to ensure the Plan concepts are accessible and relevant to diverse populations. We may recommend a **mix of strategies designed to reach communities that have underrepresented populations** and underserved neighborhoods, in lieu of traditional open houses.

- Attend up to three sessions of the **Parks and Recreation Advisory Board** for discussions on visioning, challenges, opportunities and potential partnerships, as well as on-going guidance as the Plan progresses.
- Design and implement **random sample, dual language, mail- and online-based surveys** to identify general community sentiment and preferences, needs, demand and the general use of parks and recreation facilities and to inform and guide the direction and development of the Plan. We propose a random sample of 2,500 households for the mail survey with reminder postcards to follow. Prepare an online version of

the same survey for the general public and segregate the datasets. Analyze the data and prepare summary findings as a technical memorandum to highlight subgroup responses.

- Plan, help promote, conduct, and report the results of two **in-person or virtual open houses**. For virtual sessions, we will provide the online platform and will provide technical support leading up to and during the public meetings. In-person public open house meetings will share information via displays about the Parks and Recreation Plan, community needs and priorities, options for the future and offer opportunities for the public to provide feedback on local needs, interests and project ideas. We will also use the meetings to seek feedback in specific areas, such as project priorities, site master plans and implementation strategies. The written summaries of these events will be posted on the website.
- Promote participation in and facilitate **focus group discussions**, plus individual interviews by phone or in-person, to more deeply address areas of partnerships, programming, park site design, service delivery or community needs. Potential stakeholders may include the City's recreation program users, local seniors, Woodburn Public School District, sport groups, representatives from local Latino and Russian Old Believer communities, and service clubs such as Rotary.
- Coordinate and staff up to three **information tables at community events**, with logistics support from staff to promote the online open house and to explore the future vision of the parks, recreation and trails system to supplement survey and trend data. For each event, we will prepare materials, and collect and summarize community feedback.
- Coordinate with staff to outline and prepare **project webpage content** for the City's website to promote the survey and meetings, allow access to project materials and give transparency to the process. Prepare content for distribution via the City's and other community partner's social media platforms.

Task 4: Community Needs Assessment

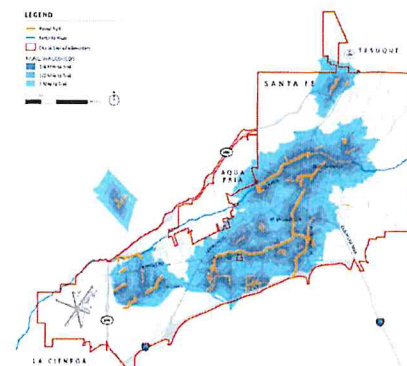
Task 4.1. Park Level of Service Assessment & Benchmarking

We will utilize inventory data, GIS and national data to assess the City's current and future levels of service. Coordinate with staff on the approaches to service standard assessments, which may include NRPA's Parks Metrics data, comparable jurisdictions and local history. Review current park classifications in terms of hierarchy, appropriateness and function, and discuss the potential for locally-relevant revisions to classifications to fit with local recreation needs, staff direction and an estimate of financial implications.

Task 4.2. Recreational Assessment & Gap Analysis

Conduct a system gap analysis utilizing GIS modeling and findings from the inventory assessment. Summarize findings and statistics and specifically address potential park, trail, and maintenance improvements to meet the service demands requested by the community and stakeholders.

- Analyze the park, trail and open space system against distribution, proximity and accessibility criteria.
- Assess park service area needs and identify future demand for parks, amenities and recreation facilities.
- Make informed recommendations about potential candidate acquisition areas that maximize resource utility, while managing potential long-term development and operating costs.
- Evaluate service standards and re-align them as appropriate to meet the community's vision and existing and planned park system assets.



With extensive work in park system planning, our planning and analytical models exceed the customary "as the crow flies" assessments to consider reality-based networks and barriers to park access, along with treatment for private and quasi-public spaces.

Task 5: Preliminary Plan Development

Task 5.1. Draft Parks & Recreation Master Plan

The draft Plan will outline a framework for the improvement and growth of City recreation amenities, trails and parks to the specific needs of the community. This framework will help clarify funding, program objectives and goals, and it will set a long-range vision for the City and provide clear action items and strategies for implementation. The Plan will include a compilation of all the analyses and recommendations from the planning process and will include chapters detailing the system inventory, outreach, community needs, goals and implementation strategies. The Plan will incorporate the following:

- Clear vision, goals and policies for park, open space and service delivery
- Priority actions based on community guidance, funding opportunities and fiscal realities
- Strategies for parks, trails and natural areas for planning, acquisitions and maintenance
- Strategies and recommendations regarding system management, system planning and performance measures
- Identification of potential funding sources, financing options, grants and strategic partnerships

Task 5.2. Capital Improvements Plan

Develop a 15-year Capital Improvements Plan that identifies in priority order and sequences the actions necessary to implement Plan recommendations. Generate order of magnitude cost projections for all proposed park and recreation components, renovation and redevelopment, potential land acquisition and potential new development. Prepare a strategy and priorities for phased implementation.

Task 5.3. Administrative Draft Plan

Incorporate one round of edits to address input and recommendations received from staff into an Administrative Draft for circulation to and review by the Planning Commission and general public.

Task 6: Review & Approvals

Task 6.1. Commission Reviews

Participate in study sessions with the Parks and Recreation Advisory Board and Planning Commission for their review of draft and final iterations of the Plan. Highlight key considerations about policies, strategies, capital priorities and impact fee rates. Edits directed by the commissions will be incorporated into revised documents for circulation to City Council.

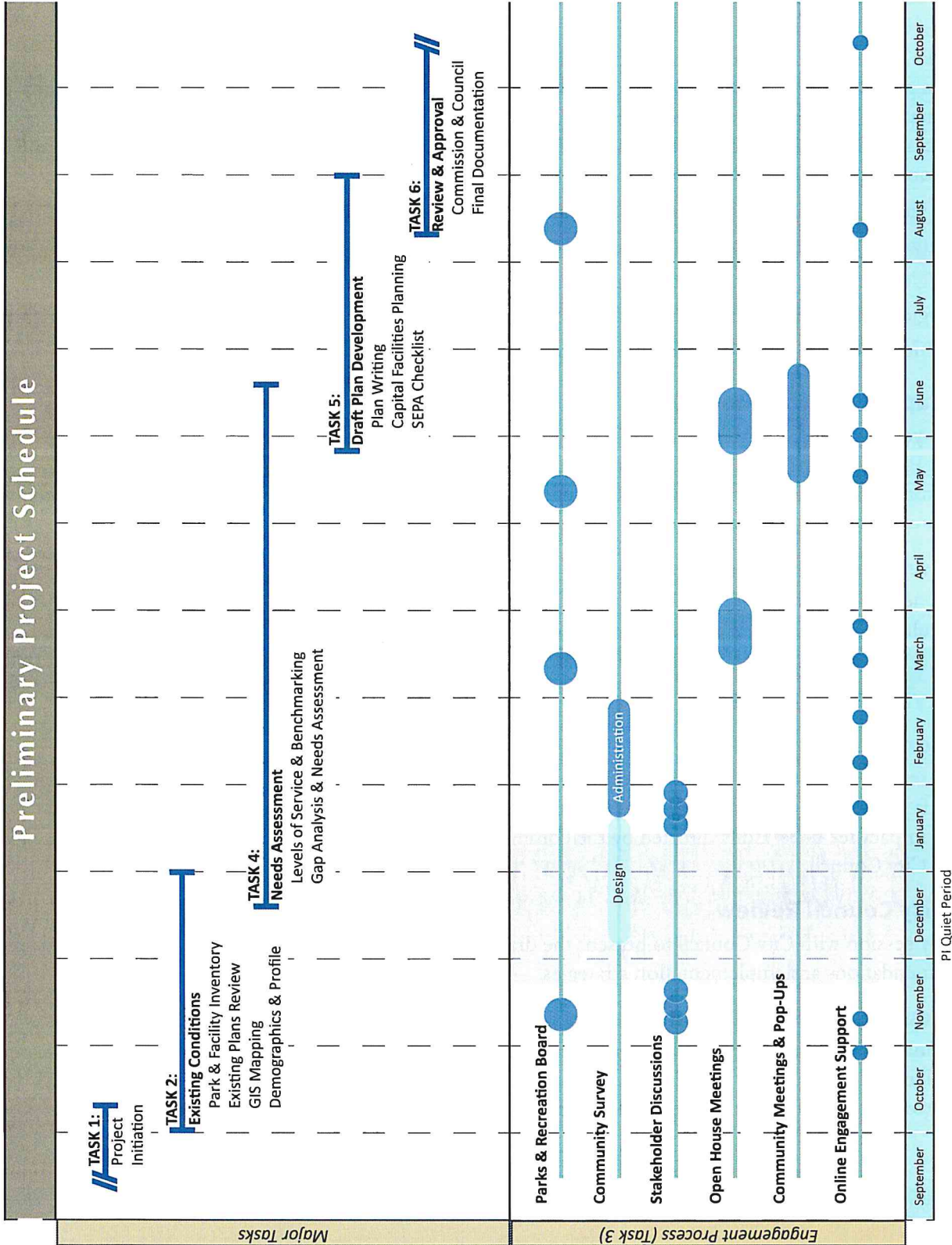
Task 6.2. City Council Review

Attend a study session with City Council to present the draft Plan and review the key findings, financing measures, policy recommendations and implementation strategies.

Task 6.3. Revisions & Final Documentation

Incorporate final comments to finalize the Plan and site master plans. Produce the Plan in booklet format, delivered in print and electronic format (PDF). A data drive of all deliverables (e.g., maps, graphics, tables, content, GIS data, etc.) will be provided in digital formats at project completion.

Preliminary Project Schedule



5. Fee Estimate

To complete the scope of work identified in the Scope of Work section of this submittal, we propose a total not-to-exceed cost of \$139,590, including all costs and excluding the optional bid alternatives. A fee summary by major task by firm is noted below, and a detailed fee schedule by task follows.

We will work with the City to prepare a revised scope and budget, consistent with the available resources, if needed. All charges for services will be a not-to-exceed fee, as submitted with, and made part of, this quote.

Staff Rates

Firm	Staff	Rate
Conservation Technix	Principal	\$ 185.00
	Senior Associate I	\$ 160.00
	Senior Associate II	\$ 130.00
	Associate	\$ 110.00
izo PR & Marketing	Project Manager	\$ 185.00
	Equity Manager	\$ 160.00
	Designer	\$ 125.00
	Trans-creation	\$ 125.00
	Trans-creation	\$ 125.00
JLA Public Involvement	Senior Project Manager	\$ 190.00
	PI Specialist 4	\$ 128.00
	PI Specialist 1	\$ 90.00
	Administrative Support 4	\$ 105.00

Fee Summary by Major Task

TASK	Fee		Conservation Technix	JLA Public Involvement	izo PR & Marketing
	Subtotal	Hours Subtotal			
Task 1: Project Initiation & Management	\$ 19,110	112	\$ 6,460	\$ 5,060	\$ 7,590
Task 2: Existing Conditions & Baseline Analyses	\$ 12,930	84	\$ 12,240	\$ -	\$ 690
Task 3: Community Engagement	\$ 67,618	438	\$ 22,970	\$ 11,458	\$ 33,190
3.1. PRAB Meetings (3)		30	\$3,500	\$380	\$1,380
3.2. Mail & Online Survey, dual language		78	\$8,650	\$0	\$2,975
3.3. Open House Meetings (2)		124	\$4,580	\$6,432	\$7,900
3.4. Pop-up Events & Support (3)		90	\$1,780	\$3,688	\$7,330
3.5. Stakeholder Discussions		82	\$4,090	\$0	\$9,530
3.6. Social Media & Web Content		34	\$370	\$958	\$4,075
Task 4: Community Needs Assessment	\$ 11,450	72	\$ 10,070	\$ -	\$ 1,380
Task 5: Preliminary Plan Development	\$ 14,502	93	\$ 10,880	\$ 1,272	\$ 2,350
Task 6: Plan Reviews & Approval	\$ 6,955	41	\$ 6,955	\$ -	\$ -
Direct Costs	\$ 7,025		\$ 6,615	\$ 310	\$ 100
TOTAL	\$ 139,590				

OPTIONAL SERVICES			Conservation Technix	JLA Public Involvement	izo PR & Marketing
3.3. Additional (3rd) Open House Meeting	\$ 8,921	59	\$ 1,630	\$ 3,216	\$ 4,075
3.4. Additional Community Tabling	\$ 3,535	25	\$ 370	\$ 720	\$ 2,445



Woodburn Parks & Recreation Master Plan - Fee Schedule

Tasks	Labor (Total Hours)	Labor (Total Fee)	Percent of Total Fee	Conservation Technix					JLA Public Involvement					izo PR & Marketing					
				S. Duh	J. Akers	M. Kurec	A. DeDona	staff	staff	staff	staff	Anthony	Daniel	Vanessa	Evy	Project Manager	Equity Manager	Designer	Trans-creation
				PIC, PM, Lead Planner	Park Planner, AICP, PLA	Park Planner	Sr Project Manager	PI Specialist	PI Specialist	PI Specialist	Admin 4	Project Manager	Equity Manager	Designer	Trans-creation				
Task 1: Project Initiation and Management																			
1.1. Project Initiation Meeting & Contracting	50	\$8,080	6%	10	8		8		12			10	10	10	10				
1.2. Project Management & Coordination Meetings	62	\$11,030	8%	18	8		12					12	12	12	12				
Task 2: Existing Conditions & Baseline Analyses																			
2.1. Review of Existing Plans & Studies	16	\$2,480	2%	4	6		6												
2.2. Demographics & Trends	8	\$1,150	1%	2			6												
2.3. Base Mapping & Spatial Analysis	26	\$3,710	3%	6			20												
2.4. Park & Facility Inventory & Assessment	34	\$5,590	4%	4	26								2	2					
Task 3: Community Engagement																			
3.1. PRAB Meetings (3)	30	\$5,260	4%	12	8		2					4	4	4					
3.2. Mail & Online Survey, dual language	78	\$11,625	8%	18	4		36					5	5	5					
3.3. Open House Meetings (2)	124	\$18,912	14%	16	2		10		12		12	20	20	20					
3.4. Pop-up Events & Support (3)	90	\$12,798	9%	4			8		4		6	24	18	18					
3.5. Stakeholder Discussions	82	\$13,620	10%	10	14							24	24	24					
3.6. Social Media & Web Content	34	\$5,403	4%	2			1		6			10	10	10					
Task 4: Community Needs Assessment																			
4.1. Level of Service Assessment	30	\$4,640	3%	8	10		12												
4.2. Recreation Assessment & Gap Analysis	42	\$6,810	5%	14	8		12					4	4	4					
Task 5: Preliminary Plan Development																			
5.1. Draft Parks Plan	67	\$10,312	7%	10	14		20		4		4			5	5				
5.2. Capital Improvements Plan & Project Costing	20	\$3,300	2%	4	16														
5.3. Administrative Draft Plan	6	\$890	1%	2			4												
Task 6: Plan Reviews & Approval																			
6.1. PRAB Review (1)	10	\$1,750	1%	6	4														
6.2. Planning Commission Review (1)	7	\$1,245	1%	5	2														
6.3. City Council Review (2)	16	\$2,810	2%	10	6														
6.4. Final Documentation & Close-out	8	\$1,150	1%	2			6												
Total Hours	840			167	128		140		43		40	36	12	116	114	26	18		
Hourly Rate		\$132,565		\$185	\$160		\$130		\$190		\$128	\$90	\$105	\$185	\$160	\$125	\$125		
TOTAL LABOR COST				\$30,895	\$20,480		\$18,200		\$8,170		\$5,120	\$3,240	\$1,260	\$21,460	\$18,740	\$3,250	\$2,250		
Direct Costs																			
Direct Expenses		\$780																	
Printing & Postage - Mail survey		\$3,700																	
Printing - Displays, Final Plans		\$1,600																	
Subconsultant Overhead (1.5%)		\$945																	
TOTAL DIRECT COST		\$7,025																	
GRAND TOTAL, LABOR & DIRECT COSTS		\$139,590																	

Steve Duh, CPRP

PRINCIPAL



Steve is a Certified Parks & Recreation Professional and former arborist and has over 20 years experience in public sector and non-profit program management. His background includes urban and land use planning, park and natural resource planning, urban forestry, public involvement and facilitation, policy and budget development and financial and trend analyses. He has led diverse project teams to update park system plans for communities of all sizes across the western United States. Steve's recent projects include managing the public involvement, park planning and project management for the fastest growing cities in Oregon, Washington and Utah. He also managed the City of Tigard's \$17 million park bond program, along with conducting feasibility studies for the establishment of park and recreation districts and preparing park impact fee methodology and rate updates.

Prior to founding Conservation Technix, Steve was the senior parks planner and design section manager for the Vancouver-Clark Parks & Recreation Department. He authored and managed a study to enable the creation of a voter-approved metropolitan parks district and a \$40 million capital park construction program, oversaw capital financing programs, conducted impact fee rate and methodology revisions, developed policies and established several local partnerships.

REPRESENTATIVE PROJECTS

City of Sammamish Parks, Recreation & Open Space (PRO) Plan

Steve managed the Parks, Recreation & Open Space Plan for the City of Sammamish, which has experienced 73% growth in the past 16 years. The PRO Plan laid the foundation for strategic parkland acquisitions and trail corridor alignments, while also focusing on specific recommendations for enhancements to existing park facilities and recreation programming. The project entailed an in-depth public outreach program consisting of a mail survey, online engagement, community meetings, stakeholder discussions and meetings with Commissions and City Council.

- Multi-Jurisdictional Parks & Recreation Master Plan; Hood River Park & Recreation District, OR
- Parks, Recreation & Open Space Plan and PIF Update; City of Ridgefield, WA
- Parks & Open Space Master Plan; Creswell, OR
- Parks, Recreation, Arts & Trails Master Plan; St. George, UT
- Parks, Recreation & Leisure Services Plan; Medford, OR
- Urban Forestry Program Assessment; Eugene, OR
- Citywide Parks Master Plan & Open Space Element for the General Plan; Monrovia, CA
- Park Impact Fee Methodology & Rate Update; Clark County, WA
- Corvallis Park and Recreation District Feasibility Study; Corvallis, OR
- Las Cruces Parks and Recreation Master Plan; Las Cruces, NM
- Parks, Recreation & Open Space Plan; PenMet Park District, WA

EDUCATION

- Master's degree, Urban and Regional Planning; Portland State University
- Bachelor of Science, Environmental Science; SUNY College of Environmental Science & Forestry
- NRPA Rocky Mountain Revenue Management School

PROFESSIONAL HIGHLIGHTS

- Contributing Author: *Outdoor Recreation Planning*; Bass, John and Burns, Robert, editors. 2016
- Presenter: *Green Infrastructure: From Single Site to Region*; National Association of Recreation Resource Planners Conference; Portland. 2010
- Presenter: *Metropolitan Park Districts in Washington*; Joint Washington and Oregon State Parks & Recreation Association Conference; Vancouver, WA. 2006
- Design Manager/Park Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA. 2000-2006

Jean Akers, PLA, AICP

SENIOR ASSOCIATE



Jean Akers is a registered, professional landscape architect and a certified planner with the American Institute of Certified Planners. With professional experiences that range from small-scale, site-specific landscape design to community and regional approaches for land conservation, development and use, Jean is able to work across multiple landscape scales with a diverse cross-section of stakeholders. She is very effective at leading the public participation process through her years as a college instructor, project manager, planner and public speaker.

While working for the Vancouver-Clark Parks and Recreation Department, she designed neighborhood and community parks, prepared master plans and feasibility studies for regional parks, and developed policies and best management practices while integrating GIS into park and trail planning and asset management. Jean managed a \$19 million park acquisition program and led a community-wide planning effort to explore the future of parks and recreation in Clark County as government revenues continued to fall short of expenses and funding support for the public park and recreation system steadily diminished.

Jean has considerable experience in municipal planning activities as both a private consultant and public planner, and she taught municipal planning as an instructor for the Pennsylvania Municipal Planner's Educational Institute, where her combined planning expertise and teaching experience assisted community leaders in growth management and community planning.

REPRESENTATIVE PROJECTS

- Parks & Recreation Master Plan; Monmouth, OR
- Parks & Recreation Master Plan; Milton-Freewater, OR
- Parks, Recreation & Open Space Plan; Mercer Island, WA
- Camp Hope Master Plan; Clark County, WA
- Parks, Recreation & Open Space Plan; Happy Valley, OR
- Trail System Map Brochure & Signage; Ridgefield, WA
- Clark County Parks & Open Space Plan; Clark County, WA
- Lynnwood Parks, Arts, Recreation & Conservation Plan; Lynnwood, WA

EDUCATION

- Master of Science - Horticulture; Ohio State University
- Bachelor of Landscape Architecture; Temple University
- Bachelor of Agriculture; Ohio State University

PROFESSIONAL HIGHLIGHTS

- Contributing Author: Outdoor Recreation Planning; Bass, John and Burns, Robert, editors. 2016
- National Association of Recreation Resource Planners, 2010, presentation.
- American Planning Association Annual Meeting, 2004, presentation.
- Annual Symposium: New Directions in the American Landscape, 2002.
- Pennsylvania Parks & Recreation Society Annual Conference, 2002, presentation.
- American Society of Landscape Architects National Conference, 1998, 2001, published.
- Chief Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA. 2007-2011
- Professor; Conway School of Landscape Design; Conway, MA. 2002-2006

AFFILIATIONS

- American Society of Landscape Architects; *Professional Landscape Architect*
- American Planning Association; *AICP*
- Perkiomen Watershed Conservancy, Vice Chair

Michelle Kunec-North

ASSOCIATE



Michelle has 14 years of experience as a professional planner working to increase opportunities for people to lead healthy, active lives. She has developed coordinated parks, open space, trail and other public facility plans for several Northwest cities, including capital improvement programs, available land assessments, short- and long-term acquisition strategies and revenue analysis. She enjoys facilitating conversations between agency staff, stakeholders and the public to identify priorities and develop strategies that balance multiple community objectives. Michelle has also participated in local and national collaborations to integrate health in public planning and has experience in Health Impact Assessments. Michelle also speaks Spanish and has used her language skills in a variety of meeting settings.

REPRESENTATIVE PROJECTS

Vancouver-Clark Comprehensive Parks, Recreation & Open Space Plan

Michelle managed the development and adoption of the Vancouver-Clark Parks, Recreation & Open Space Plan - a 20-year plan for acquisition and management of a 7,000-acre park and trail system. The planning process included extensive stakeholder and public involvement, including focus groups, workshops and surveys, as well as inventory and trend analysis. Michelle oversaw capital facility plan development – including service standards, prioritization criteria, and funding strategies – for multiple jurisdictions with over \$20 million in combined annual expenditures.

- Parks, Recreation & Open Space Plan; Bothell, WA
- Parks Master Plan; Monrovia, CA
- Park District Comprehensive Plan; Si View Metropolitan Park District, WA
- Parks, Recreation, Arts & Open Space Plan; Maple Valley, WA
- Citywide Parks Master Plan; Redmond, OR
- Parks, Recreation & Open Space Plan; Kirkland, WA
- Portland Plan's Healthy Connected City Strategy; Portland OR
- Parks, Recreation & Open Space Plan; Covington, WA
- Recreation Master Plan; Delano, CA
- Parks & Recreation Master Plan; Creswell, OR
- Arts & Culture Plan; Corvallis, OR

EDUCATION

- Master of Community and Regional Planning, University of Oregon
- Bachelor of Urban and Environmental Planning, University of Virginia
- Bachelor of Science, Environmental Science, University of Virginia

PROFESSIONAL HIGHLIGHTS

- Led Healthy Eating Active Living partnerships for the City of Portland with Multnomah County Health Department and health advocacy organizations
- Advisory committee member for projects including the Portland Bicycle Plan for 2030; Health Impact Assessment of Metro's Climate Smart Communities; Portland Climate Adaptation Plan; and Multnomah County Community Health Assessment
- Policy Analyst/Planner; Bureau of Planning and Sustainability, Portland, OR, 2008-2013
- Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA, 2005-2008

AFFILIATIONS

- Northwest Trail Alliance, volunteer grant writer
- International Mountain Biking Association



ADRIENNE DEDONA

SENIOR ASSOCIATE

Adrienne has helped government agencies positively and productively engage with the communities they serve since 1999. She also provides decision-making and engagement strategy for many types of planning efforts, including parks, trails and open space plans. Adrienne has designed, managed and implemented complex public involvement programs for local, regional and state-wide projects across Washington and Oregon. Her clients appreciate her broad knowledge of all facets of public involvement programs, including: developing project-specific strategies and decision-making frameworks, conducting stakeholder interviews and online surveys, developing engaging informational materials, and managing public meetings.

Adrienne is a sought-after facilitator for advisory committees and public forums of all types. Her expertise has helped forge understanding and agreement on public projects involving multiple agencies and diverse communities, including advocacy groups, neighbors, communities often marginalized from public processes, as well as business and property owners. Clients, teams and stakeholders enjoy working with Adrienne and her collaborative and flexible management style.

EDUCATION

B.A. Life Science
University of Portland

PROFESSIONAL

Certified in SDIC (Systematic Development of Informed Consent),
Institute for Participatory Management

Trained in Technology of Participation:
Group Facilitation Methods, Institute of
Cultural Affairs

Strategies for Dealing with Opposition
and Outrage in Public Participation,
International Association for Public
Participation (IAP2)

Comprehensive Equity Workshop:
From Theory to Application, IAP2

2016 Excellence in Communication
Award, American Waterworks
Association Pacific Northwest

2020 Respect for Diversity, Inclusion
and Culture Award, IAP2 USA

EXPERTISE

Senior-level engagement strategist
with decades of work with public
agencies and stakeholders

Experience working in Woodburn and
with the City

Expertise in strategy, facilitation,
online engagement, development of
communications, public events

RELEVANT PROJECT EXPERIENCE

Woodburn Transportation System Plan Update, *City of Woodburn and ODOT*

Camas Parks, Recreation and Open Space Plan*, *City of Camas*

Battle Ground Parks Comprehensive Plan Update*, *City of Battle Ground*

Ridgefield Parks Comprehensive Plan Update*, *City of Ridgefield*

Sandy Parks & Trails System Master Plan, *City of Sandy*

Off-Road Cycling Master Plan, *Portland Bureau of Planning & Sustainability*

Comprehensive Parks & Recreation Plan Update, *Vancouver-Clark Parks and Recreation*

Camas Shorelines Master Plan Communications, *City of Camas*

Cooper Mountain Community Plan, *City of Beaverton*

Old Town/Chinatown Redevelopment Project, *Prosper Portland*

MovingAhead, *Lane Transit District*

Tigard Urban Forestry Code Revisions, *City of Tigard*

Agricultural Preservation Advisory Committee Facilitation, *Clark County*

78th Street / WSU Property Concept and Master Planning, *Clark County*

Glendoveer Golf Course & Fitness Trail Facility Assessment, *Metro*

**As subconsultant to Conservation Technix*



Anthony Veliz Resume

PROFESSIONAL HISTORY

IZO Public Relations & Marketing/STORI jobs 2009 - Present President

- Oversee day-to-day operations of businesses
- Develop strategic marketing and communication plans for public/private sector organizations
- Implement public relations and community outreach/engagement initiatives
- Evaluate campaigns and provide reports to clients

Woodburn School District 2006 - 2008 Director of Public and Community Relations

- Led trilingual (English/Spanish/Russian) public relations and communications programs
- Developed and maintained community outreach and engagement process
- Facilitated strategic planning process

Chemeketa Community College, Salem, Oregon 1999 - 2005

Director, College Access Programs & Coordinator, High School Equivalency Program

- Oversaw six federal programs targeting first-generation, low-income and migrant students.
- Developed bilingual (English/Spanish) marketing and communication campaigns
- Managed all community relations events and activities
- Ensured federal programs complied with government standards

NIKE, Inc., Beaverton, Oregon 1996 - 1998 US Community Relations Manager

- Designed corporate giving strategies to positively impact communities across the US
- Developed strategic marketing and communication programs
- Led and executed national and local philanthropic investments

EDUCATION

MS, Higher Education Administration, University of Rhode Island

BS, Business Administration and Marketing, Portland State University

YEARS EXPERIENCE

20 +



Daniel Franco Resume

PROFESSIONAL HISTORY

IZO Public Relations & Marketing 2012 - Present

Equity Manager

- Apply Equity Lens to IZO projects
- Quality control for any Spanish translation, outreach, marketing, and voice-over.
- Facilitate listening sessions, round table discussions, focus groups, community meetings and workshops in English, Spanish or bilingually.
- Perform cultural audits for large organizations to develop a plan for internal culture change to reach equity goals.
- Manage and perform outreach for equity in constructions contracts for the Woodburn Capital Improvement bond.
- Research and provide recommendations for diverse teacher retention in Salem Keizer School District. Leading to creating our own job board, storijobs.com.
- Review dozens of websites, flyers, radio, TV, and print ads for cultural competence

EDUCATION

Portland Community College Clackamas Community College

International Institution for Adult Education in the Exterior (INEA Mexico City)

YEARS EXPERIENCE

12+

PROFESSIONAL AND COMMUNITY AFFILIATIONS

- Board Member of Youth Empowerment Project Northwest, March 2021 to Present
- The Board for YEPNW works to better the life of students throughout Oregon and in particular of disadvantaged and marginalized communities.
- Human Rights Commissioner for the City of Portland, March 2013 to 2020.
- Human Rights Commissioner for Portland's Human Rights Commission.

"...insightful, attentive and team oriented. Their understanding of local issues and conditions was instrumental in the production of a quality product that will benefit our community now and in to the future."

- Kurt Reuter, City of Fife

"...technically proficient, highly responsive to client needs, and possesses the political experience to help staff navigate the myriad groups involved in adoption of public planning documents."

- Wyn Birkenthal, City of Bremerton

"After Tigard voters passed the 2010 Parks and Open Space Bond Measure, Public Works advertised for a consultant that could help our staff produce the multiple park bond projects that were quickly lining up. After a competitive RFP and interviews, Conservation Technix was selected, and Steve Duh was quickly working and scheduling projects.

Steve Duh worked as the project manager and was responsible for moving multiple projects from the "wish list" through project charters, planning, and permitting, to the active project list, and through to completion. Without Conservation Technix, Tigard could not have produced the volume of work that was accomplished in three short years. Steve's experience and knowledge were invaluable in helping ensure that quality projects were completed in a timely manner."

- Steve Martin, City of Tigard

"As an experienced acquisition program manager, Steve Duh of Conservation Technix provided Vancouver-Clark Parks and Recreation with a customized overview of the land acquisition processes specific to our needs. The time saving reference resources and document templates provided the advantage needed to hit the ground running under critical deadlines, resulting in multiple successful property acquisitions to expand our park system."

- Monica Tubberville, City of Vancouver



CONSERVATION
TECHNIX

PO Box 12736
Portland, OR 97212
Phone: 503.989.9345

conservationtechnix.com



Agenda Item

November 14, 2022

TO: Honorable Mayor and City Council through City Administrator

FROM: Curtis Stultz, Public Works Director

SUBJECT: **Additional Contingency Funds for the West Hayes Street Improvements Project**

RECOMMENDATION:

Authorize an additional \$200,000 in contingency funds for the ongoing West Hayes Street Improvements Project.

BACKGROUND:

This project is included in the adopted FY 22/23 budget and includes a complete reconstruction of West Hayes Street between Cascade Drive and North Settlemier Avenue. The City Council awarded the construction contract, valued at \$3,108,266.60, to Knife River Corporation – NW at the May 9, 2022, meeting. The Council also approved \$300,000 as a contingency for potential change orders.

The project is approximately 35% complete, and four (4) change orders have been approved, totaling \$224,992.33. The bulk of the costs, \$201,465.33, are associated with a single change order. After bidding, it was discovered that approximately 430 linear feet of existing storm line, which was not anticipated to be replaced, was in poor condition and needed replacement.

DISCUSSION:

Authorizing the contingency funds will allow the Public Works Department to approve any necessary change orders in a timely manner so as not to delay the Project. Originally anticipated to be a 10-14-month construction schedule, the Project remains on schedule with a substantial completion date of April 30, 2023.

FINANCIAL IMPACT:

The subject project is identified in the adopted fiscal year 2022/23 Budget and funded from the Street and Storm Capital Construction Fund - 363.

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



Agenda Item

November 14, 2022

To: Honorable Mayor and City Council through City Administrator
From: Chris Kerr, Community Development Director *CK*
Subject: **Briefing on the Community Development Director's approval of a Preliminary Partition and Street Exception application package for 156 D Street (PAR 22-02 & EXCP 22-05)**

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 subject property is approximately 0.65 acres and within the Medium Density Residential (RM) zone. Mill Creek runs along the east side of the property, with the Riparian Corridor and Wetlands Overlay District (RCWOD) covering a significant portion of it.

The applicant applied for Preliminary Partition PAR 22-02 in order to partition the lot into three parcels for development of three townhouse dwellings along D Street, and a large tract behind them covering much of the 100-year floodplain. The tract will be deeded to the City as part of this partition. A Street Exception application was also included to request to modify street improvement requirements for the D Street and Young Street frontages.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___



Agenda Item

November 14, 2022

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director *CK*

Subject: **Briefing on the Planning Commission approval of a Variance application for AWARE Foodbank at 152 Arthur Street (VAR 22-10)**

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 November 10, 2022 and unanimously approved the Variance (VAR) application with the conditions recommended by staff through the staff report. No public testimony was received.

The subject property is 152 Arthur St, within the Downtown Development and Conservation (DDC) zone. It was originally developed in 1910 with a commercial building. Marion-Polk Food Share Inc. purchased the property in 2012 for the AWARE Foodbank. A fire significantly damaged the building on August 18, 2021, and it was later demolished in August 2022. City staff reviewed and approved a land use application package on October 13, 2022 to redevelop the AWARE Foodbank (DR 22-10 & PLA 22-06). The approved development included a condition of approval to bury the existing power lines along Arthur Street or pay a fee in-lieu.

The applicant submitted a Variance application to request to maintain the power lines as they exist today (not bury nor pay a fee in-lieu). The Planning Commission approved this request.

Agenda Item Review: City Administrator City Attorney



Artistic rendering of the approved redevelopment (DR 22-10 & PLA 22-06).



Existing power lines along Arthur Street.



Agenda Item

November 14, 2022

To: Honorable Mayor and City Council through City Administrator

From: Chris Kerr, Community Development Director *CK*

Subject: **Briefing on the Planning Commission approval of a Design Review, Street Exception, and Variance application package for “Woodburn Apartments” at 119 N. Pacific Hwy (DR 22-05, EXCP 22-07, & VAR 22-06)**

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:

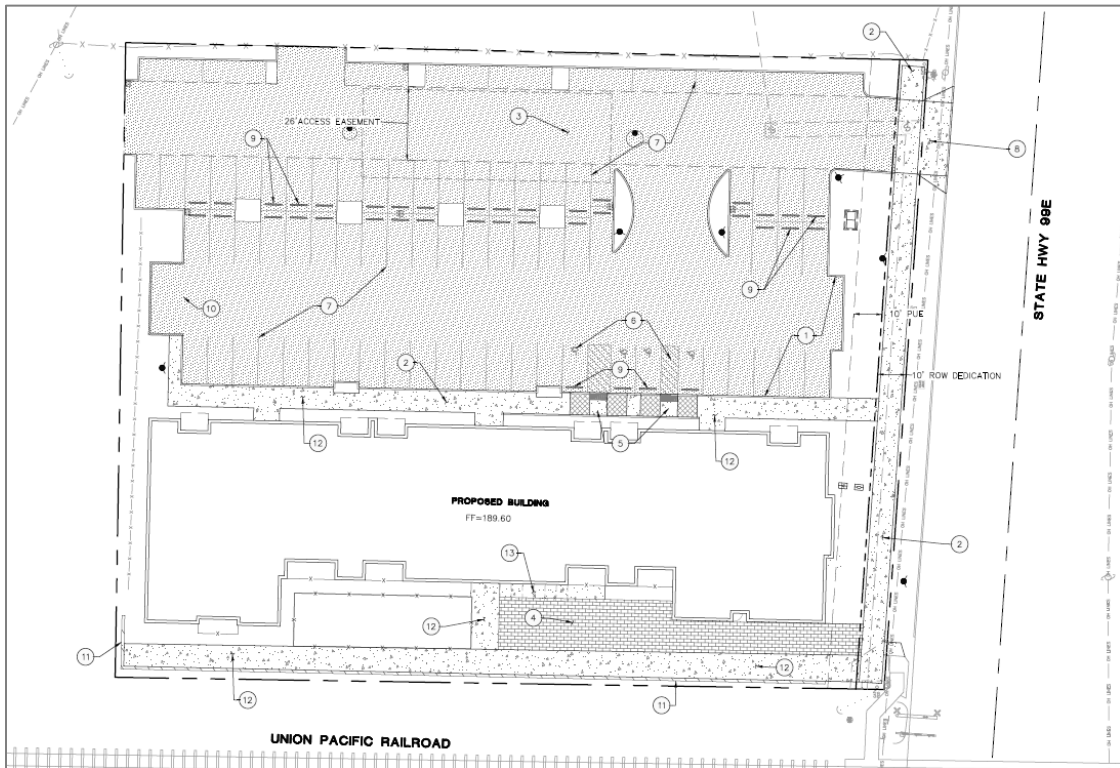
The Planning Commission held a public hearing on November 10, 2022 and unanimously approved the Design Review (DR), Street Exception (EXCP), and Variance (VAR) application package with the conditions recommended by staff through the staff report. Two individuals submitted testimony – Carol Callahan & Tim Vermeire at 1072 Young St.

The subject property, 119 N. Pacific Hwy, is an undeveloped 1.42-acre property in the Mixed Use Village (MUV) zoning district. The approved project is a 35-unit multifamily residential apartment building with site improvements for parking and landscaping, as well as a public path along the south property line to promote a pedestrian-oriented environment within the MUV zone. The development will utilize a single driveway for access into the site. As part of the approval, the developer will grant a private access easement over the driveway to benefit adjacent properties, which facilitates City and ODOT access management priorities along Hwy 99E. The Commission approved the applicant’s Street Exception request for modified street improvement requirements along the N. Pacific Highway frontage, as well as the applicant’s Variance request to remove the garage parking requirement for multifamily dwellings.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___



Aerial view of the subject property



Site plan



Artistic rendering



Agenda Item

November 14, 2022

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 decision on a Planned Unit Development & Subdivision application package for Mill Creek Meadows at 1490 Brown St (PUD 22-01 & SUB 22-01)**

Recommendation:

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.)

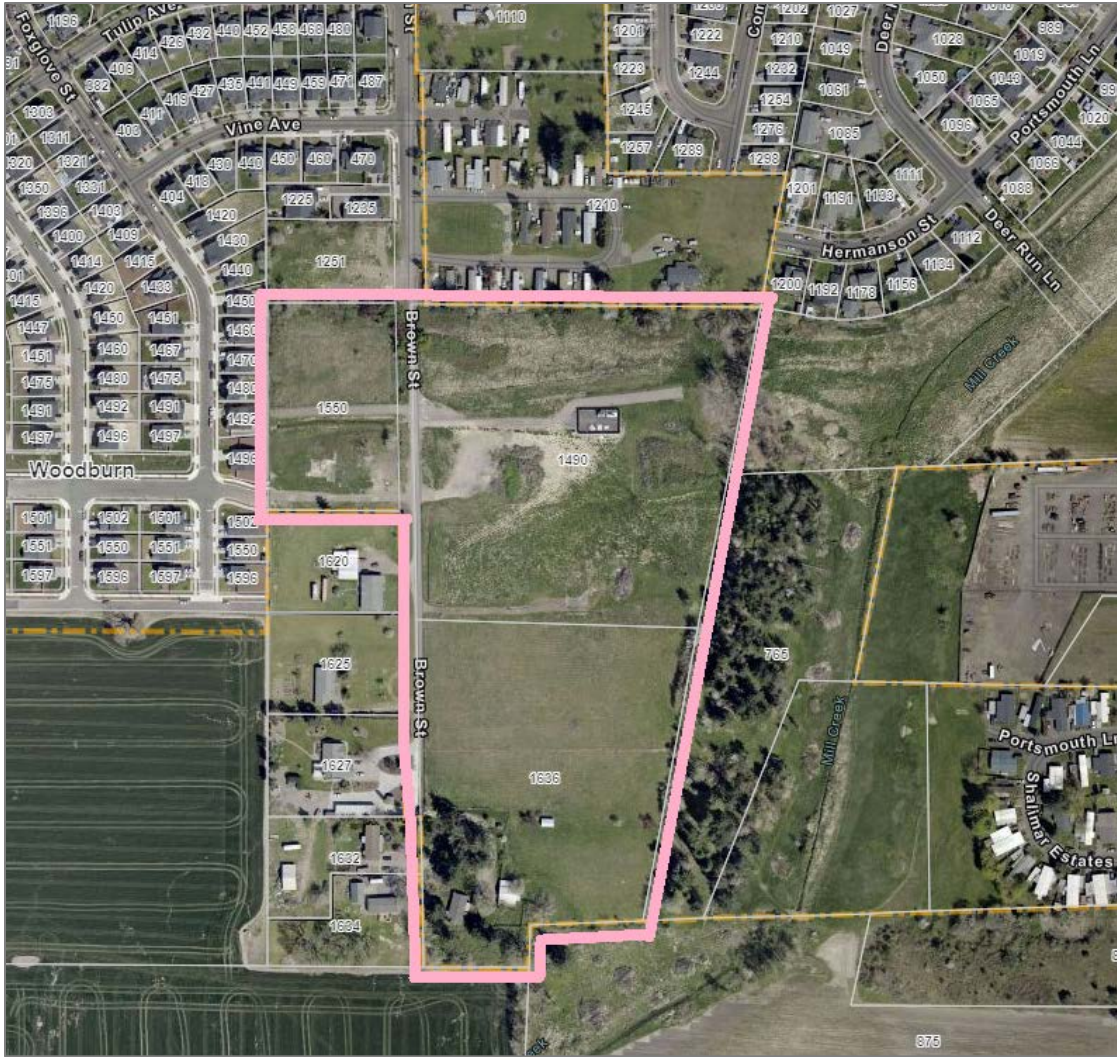
Background:

The Planning Commission held a public hearing on November 10, 2022 and unanimously approved the consolidated applications package (Type III) with the conditions recommended by staff through the staff report published November 3.

Images

See the next few pages for an aerial photo and site plans.

Agenda Item Review: City Administrator ___x___ City Attorney ___x___

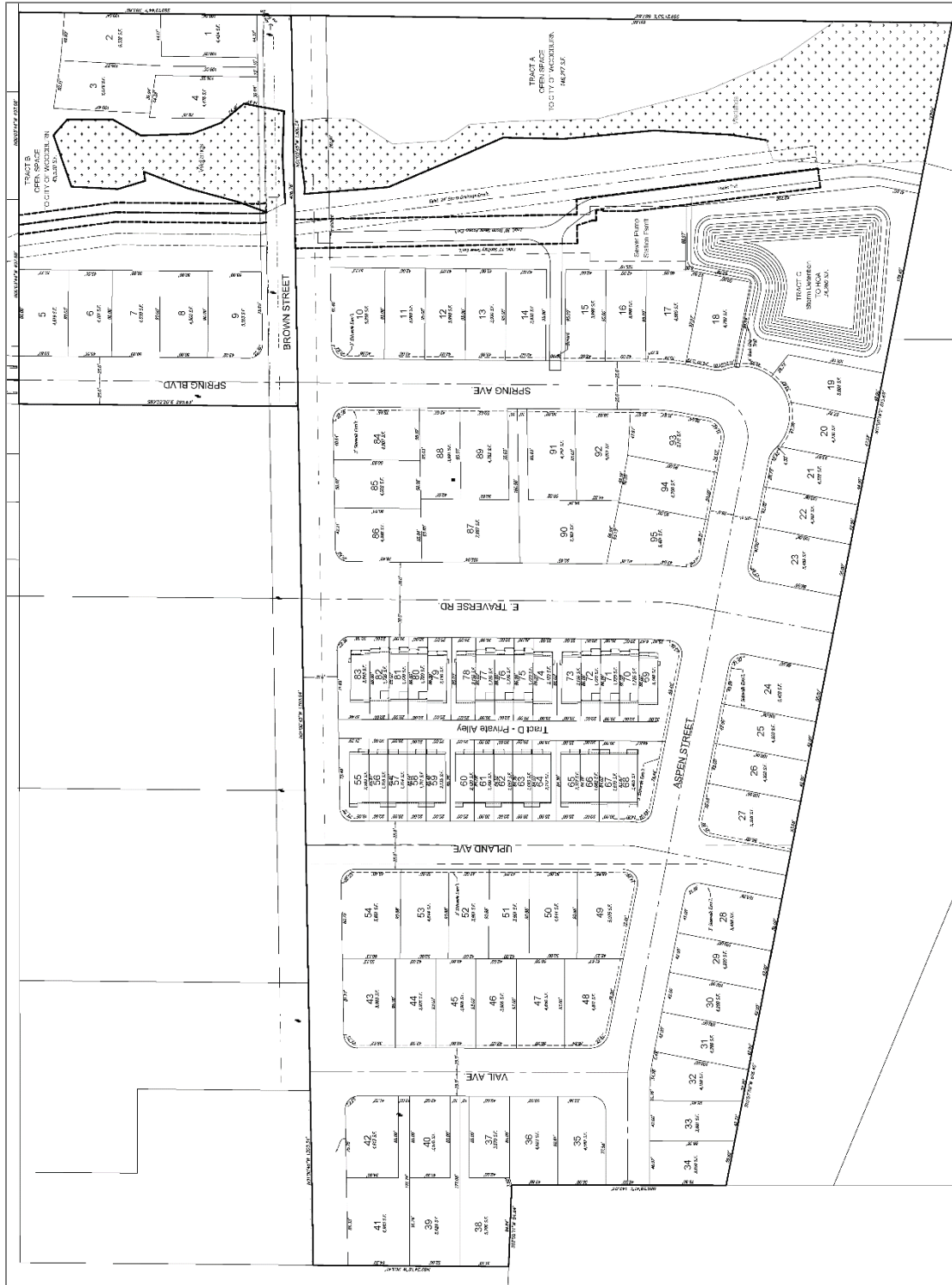


County aerial with subject property outlined in pink

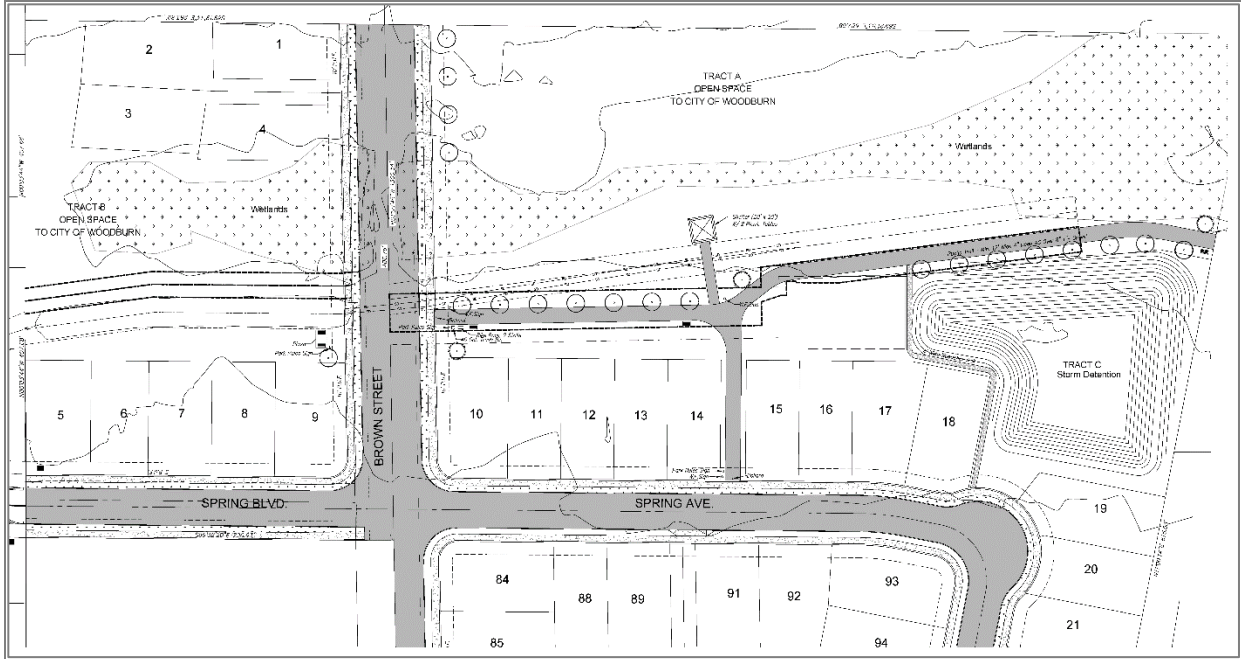


Exhibit Y-1 Proposed Public Land

Site plan (north public land in darker green; middle light green is a private alley, not landscaped area)



Site plan (north hatched area indicates minor wetlands along the drainage way)



Close-up of public land improvements on Tracts A & B (including Mill Creek Greenway Trail segment east of Brown St, south spur path to Spring Ave, benches, picnic benches, bicycle parking, dog waste station, drinking fountain, picnic shelter, trash receptacle, wayfinding signage, and shade trees)

Project Description

The project redevelops three demolished rural homesteads of approximately 18.04 acres along the southerly dead-end of Brown Street into 95 dwellings as 80 houses and 15 townhouses. The development extends Brown Street to the south property line.

The northern area of the site contains an east-west drainage way, with minor wetlands, that drains west from the Boones Crossing development over graveled Brown Street east off the site into Mill Creek. It also contains an existing City pump station along the south side of the drainage way. The drainage way and pump station will remain.

The developer is dedicating to the City/public the area along the drainage way as Tracts A & B and improving it with a segment of the Mill Creek Greenway Trail and related amenities and support facilities.

Street Improvements

The developer, besides extending Brown Street to the south property line, will construct also local streets a little narrower than usual that accommodate on-street parallel parking on one side of each local street.

The developer also will be the first to construct a block-and-a-half long segment of the "South Arterial" that the Transportation System Plan (TSP), which the Council adopted in 2019, as Project R29 describes as a minor arterial road and TSP Figures 2 & 3 illustrate as an east-west crosstown road connecting OR 99E / N. Pacific Highway and Parr Road over the next approximately 20 years.

Both Brown Street and E. Traverse Road (the South Arterial segment) will have 8-foot wide sidewalks.

Staff and the developer worked diligently to produce a superior site development that includes features such as:

1. Frontage/street improvements including enhanced public amenities in form of wider sidewalks along the major thoroughfares and wider landscape strips along the block faces with townhouses;
2. Street stubs that allow a logical network for future development to extend;
3. Two street connections with Brown Street including an extension of Spring Boulevard east from the Boones Crossing PUD;
4. Lessened driveway curb cuts through shared driveways at flag lots and townhouse lots;
5. Remediation of the riparian corridor of the west tributary of Mill Creek through invasive groundcover removal (e.g. Himalaya blackberry) and restorative plantings;
6. Walking and cycling wayfinding signage;
7. Tree preservation or fees in-lieu;
8. Fees towards City bus service;
9. Dedication of 5.18 acres of public land along the drainage way that drains east off the site into Mill Creek; and
10. Construction of a segment of the Mill Creek Greenway Trail east of Brown Street, tree plantings along the trail, and related improvements such as a modest shelter of 400 square feet and installation of amenities or trail support facilities such as benches, picnic benches, bicycle parking, a dog waste station, a drinking fountain, and a trash receptacle.

Zoning

The subject property is in the Residential Single Family (RS) zoning district.

Testimony

Besides the applicant, no one testified.

Appeal

Any of the parties with standing can appeal the Commission final decision per WDO 4.02.01B no later than 12 calendar days after staff mails the Commission final decision that the Commission chair signed – no later than November 28 likely – and the Council would make a determination on the appeal after holding another noticed public hearing.