

# Molalla City Council

Meeting located at: Molalla Adult Community Center  
315 Kennel Avenue Molalla, OR 97038

## **May 8, 2013** **Regular Meeting Agenda**

**Work session: 6:30PM**

**Business meeting:** The meeting will **begin at approx. 7 p.m.** The Council has adopted Public Participation Rules. Copies of these rules and public comment cards are available at the entry desk. Public comment cards must be turned into to the City Recorder prior to the start of the Council meeting.

The City will endeavor to provide a qualified bilingual interpreter, at no cost, if requested at least 48 hours prior to the meeting. To obtain services call the City Recorder at (503) 829-6855.

### ***1,015<sup>th</sup> Regular Meeting***

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#### **1. CALL TO ORDER**

- A. Flag Salute
- B. Roll Call

#### **2. COMMUNICATIONS AND PUBLIC COMMENT**

**Council Minutes:** February 13<sup>th</sup> & 27<sup>th</sup> 2013; March 13<sup>th</sup> & 27<sup>th</sup> 2013; April 10<sup>th</sup> & April 24<sup>th</sup> 2013

#### **3. PUBLIC HEARINGS**

Land Use Hearing: Modern Construction Inc. Site Design Review

#### **4. CONTINUING BUSINESS**

- A. Economic Improvement District (EID) – Discussion Item

#### **5. NEW BUSINESS**

- A. Waiver of Parade Fee for Annual Kiddie Parade
- B. New Liquor License Application – 3 Katz Espresso Café

#### **6. REPORTS AND ANNOUNCEMENTS**

- A. City Manager Report
- B. Upcoming Council Agenda Items:
  - 1. Ecomnomic Improvement District (June 2013)
  - 2. Telecommunication Franchise Ordinance (July 2013)
  - 3. City Manager Recruitment Process (On going)

#### **7. ADJOURNMENT**

# Molalla City Council

Meeting located at: Molalla Adult Community Center  
315 Kennel Avenue Molalla, OR 97038

## February 13, 2013

### **CALL TO ORDER**

Flag Salute & Roll Call. ATTENDANCE 1,009<sup>th</sup> REGULAR MEETING: Mayor Debbie Rogge Present; Council President George Pottle, Present; Councilor Stephen Clark, Present; Councilor Dennis Wise, Present; Councilor Jimmy Thompson, Present; Councilor Jason Griswold, Present; Councilor Dennis Wolfe, Present.

**STAFF IN-ATTENDANCE:** Interim City Manager, Mark Gervasi; City Recorder, Sadie Cramer

### **COMMUNICATIONS**

#### MINUTES

Councilor Thompson made the motion to approve the minutes of December 12, 2012, January 9, 2013 and January 23, 2013. Councilor Clark seconded. Motion carried 7-0.

#### VERBAL COMMUNICATIONS

Former Mayor Mike Clarke, 538 West Lane, Molalla, offered encouragement to the Council to continue making Molalla a great city and thanked the City for allowing him to serve for the last 20 years.

Scott Clarke, 114 Toliver Court, Molalla, gave the annual report for the Parks & Rec Board, highlighting accomplishments for 2012 and goals for 2013.

Jenifer Hood, from TEAM at 112 Engle Avenue, Molalla, presented her monthly Manager's Report describing the work TEAM has been doing for the benefit of the city.

### **CONTINUING BUSINESS**

#### CITY MANAGER CRITERIA FOR RECRUITMENT

Councilor Thompson made the motion to instruct Interim City Manager Gervasi to execute a contract to engage the League of Oregon Cities in recruitment of a new City Manager as discussed with the League's representative for the amount discussed. Councilor Clark seconded. Motion carried 7-0.

## **ORDINANCES**

ORDINANCE 2013-02. An Ordinance of The City Of Molalla Establishing a Privilege Tax on Electric Utilities. Item moved to February 27, 2013 per CM Gervasi.

## **RESOLUTIONS**

### 2013-04 - PGE FRANCHISE AGREEMENT

Interim City Manager Gervasi reported there are still some items the City Attorney and PGE's attorney are working out. He assured Council this would be worked out by the February 27<sup>th</sup> meeting. Councilor Thompson asked to have a list of percentages being charged by surrounding cities to be available for discussion at that time.

Councilor Thompson made a motion to table Ordinance 2013-02 and Resolution 2013-04. Councilor Pottle seconded. Motion carried 7-0.

## **REPORTS AND ANNOUNCEMENTS**

### CITY MANAGER REPORT

- The Molalla Area Chamber of Commerce has requested a joint meeting with Council for Tuesday, February 19<sup>th</sup> at 6:30 at the Fire Department to discuss the future relationship between the Chamber and the City.
- There will be a meeting on February 20<sup>th</sup> at City Hall at 5:30 pm with the League of Oregon Cities to discuss the criteria to be used in the search for a City Manager.
- City Recorder has worked with City Attorney to put together a calendar for the processes to be used for the Economic Improvement District, included in meeting packet.
- Canby City Manager, Greg Ellis, will present an Urban Renewal Workshop for the benefit of Council on February 27<sup>th</sup> at 5:30 pm, with information on how Urban Renewal works and how Canby has made use of Urban Renewal. Urban Renewal Plan is on website under Economic Development. Meeting will be held prior to City Council Meeting.
- A Planning Report from Clay Glasgow detailing how County Planning has performed on behalf of the City of Molalla is included in Council packet.
- The annual certified population estimate from PSU dated July 1, 2012 shows a population of 8,110 for the City of Molalla. This number is applied for revenue sharing for liquor, cigarette and gasoline taxes.
- Channel 5 has invited Council to an open house on February 21<sup>st</sup> from 3:00 – 6:00pm.

### COUNCIL REPORTS

- Councilor Thompson reported he has been appointed as his department's legislative liaison for the City of Salem and volunteers to keep the Council abreast of developments in the legislature that could affect the City.

- Councilor Clark watched a video of the Silverton Urban Renewal meeting, noting Silverton has made substantial loans and grants to businesses. He would like to see the Molalla Urban Renewal District offer some help to businesses and wondered what criteria Silverton uses. Mayor Rogge will be attending Mayor's Day at the Capital and had hoped to speak with Senator Girard about leveraging Urban Renewal Funds for improvements to Highway 211. Councilor Clark stated he is looking at options for Urban Renewal. Councilor Thompson would like to see a new study on cash flow projections for Urban Renewal because the current schedule is out of date because of the change in economy.
- Councilor Clark asked about the progress of the Asset Evaluation. City Recorder said it would be complete in 60 days.
- Councilor Pottle reported on a meeting he attended with Representative Kurt Schrader. There was a round-table discussion and Councilor Pottle had the opportunity to speak about the conditions of Highways 211 and 213 and the work needed on them, as well as the state of the timber industry.

### **ADJOURNMENT**

Councilor Wise motioned to adjourn at 7:39. Councilor Griswold seconded. Motion carried 7-0.

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge

# Molalla City Council

Meeting located at: Molalla Adult Community Center  
315 Kennel Avenue Molalla, OR 97038

**February 27, 2013**

## **CALL TO ORDER**

Flag Salute & Roll Call. ATTENDANCE 1,010<sup>th</sup> REGULAR MEETING: Mayor Debbie Rogge Present; Council President George Pottle, Present; Councilor Dennis Wise, Present; Councilor Jimmy Thompson, Present; Councilor Jason Griswold, Present, Councilor Dennis Wolfe, Present, Councilor Stephen Clark, Absent.

**STAFF IN-ATTENDANCE:** Interim City Manager, Mark Gervasi; City Recorder, Sadie Cramer

## **COMMUNICATIONS**

### MINUTES

### VERBAL COMMUNICATIONS

Jim Taylor, TEAM President, asked Council to come together with TEAM to work on economic development by giving unified support to the Economic Improvement District which will enable the City and TEAM to work together with the County and the State bringing commercial and industrial development to Molalla.

## **NEW BUSINESS**

Parks and Recreation Master Plan Proposed Amendments.

This item was pulled from the agenda until the County completes population estimates.

## **CONTINUING BUSINESS**

## **ORDINANCES**

ORDINANCE 2013-02. An Ordinance of The City Of Molalla Establishing a Privilege Tax on Electric Utilities.

Annette Matson, PGE, stated PGE's position on the privilege tax is neutral. The tax is not unusual and is a pass through item on the electric bill. If Council approves the ordinance PGE will send a letter to customers informing them of the coming tax.

Councilor Thompson made a motion for a first reading of Ordinance 2013-02 by Title Only. Seconded by Councilor Wise. Motion passed 6-0.

Councilor Thompson made a motion for second reading of Ordinance 2013-02 by Title Only. Seconded by Councilor Wise. In favor: 5; Councilor Griswold opposed: 1.

## **RESOLUTIONS**

RESOLUTION 2013-04. Resolution authorizing the Mayor of the City of Molalla to execute a non-exclusive franchise agreement with Portland General Electric to erect, construct, maintain and operate and electric light and power system within the City.

Annette Matson, PGE, 121 SW Salmon St., Portland, OR 97204. The City and PGE have an agreement acceptable to both parties.

Councilor Thompson made a motion to accept Resolution 2013-04. Councilor Pottle seconded. Resolution passed unanimously 6-0.

RESOLUTION 2013-05. Resolution recognizing and approving drop box rate adjustment for uniform drop box service fees for Molalla Sanitary Service.

Michael McCoy, 9147 SE Anton Court, Happy Valley, presented on behalf of Molalla Sanitary Service. There has been no rate adjustment on solid waste disposal since 2005. The increase being sought is an adjustment of 2% on drop boxes.

There was no other public testimony. Resolution passed 6-0.

## **REPORTS AND ANNOUNCEMENTS**

### **CITY MANAGER REPORT**

- An agreement with MCC for IT Services is not yet finalized. We hope to have it on the agenda by March 6 or March 13.
- Agenda items for the Planning Commission meeting had to be delayed because not all commissioners received their packets. Items on the agenda for the March 19<sup>th</sup> meeting include annexation and zone changes for Stoneplace West. Also at that meeting the Planning Commission will review the Annexation Process voted on by the citizens. These items will then come before Council.

### **COUNCIL REPORTS**

- Councilor Wolfe attended the Library Board Meeting. They have positive things happening.
- Councilor Griswold is looking forward to Council Goal Setting. He visited with PAL; attended an Oregon Department of Revenue City Finance Workshop; a Planning Commission meeting; attended Molalla High School Share the Love events as a Council representative and attended the joint meeting with the Molalla Area Chamber of Commerce Board.

- Councilor Thompson is looking forward to reaching out to community members for a Community Visioning Process. He announced a free self-defense class at Clackamas Community College.
- Council President Pottle has met with a representative of Foothills regarding the Adult Center. Things are going smoothly and there will be no disruption of services. He also participated in the joint meeting with the Chamber Board.
- Mayor Rogge attended Mayors' Day at the Capitol and discussed the Highway 211 situation with Senator Girard in the hope that the project can be moved up from ODAT's top 150 list to the list of projects being done. Mayor Rogge announced the Council Liaisons:
  - C-4, Mayor Rogge is the voting member; Council President Pottle is the alternate.
  - Arts Commission, Mayor Rogge and Councilor Wise
  - Planning Commission, Councilor Clark and Councilor Griswold
  - Adult Center, Councilor Pottle, Mayor Rogge
  - Library Board, Councilor Wolfe and Councilor Wise
  - Transportation Committee, Councilor Wise and Councilor Griswold
  - Parks & Recreation Board, Council President Pottle and Councilor Wise
  - Finance Committee, Councilor Thompson and Mayor Rogge
  - TEAM Board, Mayor Rogge and Council President Pottle

### **ADJOURNMENT**

Councilor Thompson motioned to adjourn at 7:36. Councilor Griswold seconded. Motion carried 6-0.

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge

# Molalla City Council

Meeting located at: Molalla Adult Community Center  
315 Kennel Avenue Molalla, OR 97038

**March 13, 2013**

## **CALL TO ORDER**

Flag Salute & Roll Call. ATTENDANCE 1,011<sup>th</sup> REGULAR MEETING: Mayor Debbie Rogge Present; Council President George Pottle, Present; Councilor Stephen Clark, Present; Councilor Dennis Wise, Present; Councilor Jimmy Thompson, Present; Councilor Jason Griswold, Present, Councilor Dennis Wolfe, Absent.

**STAFF IN-ATTENDANCE:** Interim City Manager, Mark Gervasi; City Attorney, Chad Jacobs; City Finance Director, Heather Penni.

## **COMMUNICATIONS**

### WRITTEN

Library Board Minutes were included in Council packet for review. No questions or comments.

### VERBAL

Kirsten Ingersoll, Clackamas County Public Health, made a presentation on Smoke Free Parks highlighting the health, safety and environmental benefits to having smoke-free or tobacco-free parks.

Bob Robertson, 180 Fenton, Apt. 8, Molalla, questioned whether smoking in the park would be a criminal offense. He was concerned that citizens' rights would be taken away.

Karen Betz, 103 Stowers, Molalla, spoke against creating more rules and suggested enforcing the rules already in place.

Ms. Ingersoll explained that the presentation was meant to inform the Council about the assistance offered through Clackamas County. The first step would be to form a task force that would survey the community to see if such a policy is desired.

Jenifer Hood, TEAM, Engle Ave., Molalla, had a slide presentation entitled "Make Molalla Move" in which she described the efforts TEAM has been and continues to make in economic development for the benefit of the City of Molalla. She asked Councilors to work with TEAM in supporting the EID.



Jim Taylor, President, TEAM, reiterated the work TEAM does on behalf of the City and urged Councilors to support the EID.

### **CONTINUING BUSINESS**

#### **MOLALLA COMMUNICATION CONTRACT FOR IT SERVICES**

Steve Loutzenhiser, Molalla Communications, 211 Robbins St., Molalla, presented benefits provided by MCC to the City of Molalla.

Discussion between Mr. Loutzenhiser, staff, legal and council took place regarding the holdup of the contract for IT services to be provided by Molalla Communications. It was determined that the language is being worked out and should be ready for approval in the next few days.

Councilor Thompson made a motion to authorize Mayor Rogge and Council President Pottle to sign the contract on behalf of the City once the wording is agreeable to all parties. Councilor Wise seconded. Motion carried 6-0.

#### **DISCUSSION ABOUT PAL BUILDING**

Interim City Manager, Mark Gervasi, presented the recommendation of the insurance carrier to discontinue activities being held at the Police Activities League building because of unsafe conditions that could present health hazards. An offer has been made for PAL to have the use of a room in the Adult Center building until the City can secure funding to make the necessary repairs to the PAL building.

Beth Faulhauber, 107 Toliver Road, Molalla, Executive Director of PAL, had questions regarding the need for moving all supplies from the building. Discussion between Ms. Faulhauber and Council followed, with recommendation to speak directly with staff to finalize moving plans.

Councilor Thompson made a motion to end all activities at the PAL building effective Monday, March 18, 2013. Councilor Pottle seconded. Motion carried. 5 votes in favor; 1, Councilor Clark, against.

### **NEW BUSINESS**

#### **DECLARING POLICE VEHICLE AS SURPLUS**

Interim City Manager, Mark Gervasi, explained to Council there is a 2005 Ford Expedition that has gone beyond its usefulness to the police force and Police Chief Lucich has requested it be surplus in order to be sold. Discussion among Councilors about police vehicles followed.

Council President Pottle made a motion to declare the 2005 Ford Expedition surplus. Councilor Griswold seconded. Motion carried 6-0.

## CITIZEN APPOINTMENT TO BOARDS AND COMMITTEES

Councilor Steve Clark made a motion authorizing Mayor Rogge to appoint Patricia Torsen to the Planning Commission, Howard Miller to the Budget Committee and Paula Beck to the Library Board. Seconded by Council President Pottle. Motion Carried 6-0.

## **ORDINANCES**

### *Public Comment on proposed Ordinance 2013-02: An Ordinance of the City of Molalla Establishing a Privilege Tax on Electric Utilities*

Linda Countryman, 812 E. 3<sup>rd</sup> St., Molalla, requested clarification on the term “privilege tax” and wanted assurance that if the tax was approved by Council the additional funds would be dedicated to the Street Fund.

Councilor Thompson provided an explanation that the term “privilege” refers to the privilege that PGE has to use rights of ways in the City for servicing electric facilities. ORS allows 3 ½% for operations tax. The additional 1 ½% being proposed would be billed by PGE and passed on to the City. Interim City Manager, Mark Gervasi, said the tax could generate an additional \$80,000 annually. Finance Director Penni said the request for having the funds go directly into the Street Fund should be made during Budget Committee deliberations.

### ORDINANCE 2013-02: AN ORDINANCE OF THE CITY OF MOLALLA ESTABLISHING A PRIVILEGE TAX ON ELECTRIC UTILITIES

Councilor Thompson made the motion to read by title only Ordinance 2013-02. Council President Pottle seconded. Motion carried. 5 in favor; 1, Councilor Griswold, opposed. Mayor Rogge read by title only.

Councilor Thompson made a motion to adopt Ordinance 2013-02. Councilor Clark seconded. Motion carried 6-0.

## **REPORTS AND ANNOUNCEMENTS**

### CITY MANAGER REPORT

- Council Tour of Water & Sewer Facilities Plant March 20, meet at City Hall at 3:00 pm. Additional date will be scheduled for Councilors unable to attend on this date.
- Greg Ellis, Canby City Manager, will meet with City Council regarding Urban Renewal at 6:30 pm on April 24<sup>th</sup>.
- Planning Commission will meet March 19<sup>th</sup> with two items on agenda:
  - Annexation Ordinance Process
  - Stoneplace West Project Site Review
- Signed Franchise Agreement with PGE has been received.

## FINANCE DIRECTOR

Finance Director, Heather Penni, requested authorization to reach out to Molalla High School students on behalf of the City for art work depicting their rendition of the Molalla Centennial. Judging would be held by the community and the winner will be on the Budget Report cover. By consensus Council agreed to the request.

## COUNCIL REPORTS

- Councilor Wise encouraged support of the athletic program; Molalla River Academy has a Science Fair next week; encouraged shopping local.
- Council Griswold congratulated the Catholic community on election of their new pope.
- Councilor Thompson asked to have Mayor Rogge check with the Molalla River School District Superintendent and Molalla High School Principal on the progress of having a Molalla High School Student Liaison to the City Council.
- Councilor Clark attended the TEAM Board Meeting, which was very informative.
- Council President Pottle is glad to be back in town.
- Mayor Rogge encouraged Councilors to attend the Town Hall Meeting with Clackamas County Commissioners on Tuesday, March 19<sup>th</sup> at 7:00 pm at the Molalla Public Library.

## **ADJOURNMENT**

Council President Pottle motioned to adjourn at 8:36 pm. Councilor Clark seconded. Motion carried 6-0.

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge

# Molalla City Council

Meeting located at: Molalla Adult Community Center  
315 Kennel Avenue Molalla, OR 97038

**March 27, 2013**

## **CALL TO ORDER**

Flag Salute & Roll Call. ATTENDANCE 1,012<sup>th</sup> REGULAR MEETING: Mayor Debbie Rogge Present; Council President George Pottle, Present; Councilor Stephen Clark, Present; Councilor Dennis Wise, Present; Councilor Jimmy Thompson, Present; Councilor Jason Griswold, Present, Councilor Dennis Wolfe, Present.

**STAFF IN-ATTENDANCE:** Interim City Manager, Mark Gervasi; City Recorder, Sadie Cramer; Finance Director, Heather Penni; Community Services Director, Melissa Georgensen; Police Chief, Rod Lucich.

Guest in Attendance: Boy Scout Justin was observing City Council meeting with an interview of the Mayor following the meeting.

## **COMMUNICATIONS**

### **VERBAL**

Alice Ericksen, Molalla's Wild River BBQ Cookoff, told Council that one of the things that makes the BBQ attractive to competitors is the Mayor's Spirit Award. The competition is sanctioned by the Pacific Northwest Barbeque Association and follows those rules. Each year the Molalla Wild River BBQ chooses a non-profit to partner with for the event. This year's partner is Molalla River Alliance. Mrs. Ericksen introduced Fran Taylor, of the Molalla River Alliance. She told Council some of the projects of the Molalla River Alliance since its inception in 2009 include working with the Environmental Studies teacher at Molalla High School who will help teachers learn to use the corridor in education. They are working with BLM to clean the corridor and establish camp grounds. The dates for the cookoff are July 20-21 in Clarke Park. Councilors are encouraged to take part as judges for the Mayor's Spirit Award.

Jake Burroughs, 665 Village Dr., Molalla, reported on the FFA convention held last weekend at Oregon State University with over 2600 FFA members from around the state. Molalla FFA won 2<sup>nd</sup> Place in Ag Marketing and the Farm Business Ag Management Team took brought home a 4<sup>th</sup> Place banner. He asked for support of the FFA by attending conventions and supporting their annual plant sale and FFA Alumni Auction.

## **CONTINUING BUSINESS**

### **FORD FAMILY FOUNDATION COHORT #2 TRAIL PROJECT**

Councilor Thompson gave information that the community project selected by the Ford Family Foundation Cohort #2 is a pedestrian trail behind Fountain Valley Dental which will enable safe walking to the community's only grocery store. The Cohort has requested a letter from the City stating the City will assume ownership and maintenance once the project is completed.

Public Works Director, Mark Howatt, said he did not think it was necessary, but if the Ford Family Foundation needed such a letter there would be no problem writing one.

Councilor Thompson made a motion to instruct City Manager to work with Public Works Director to send written confirmation to the Ford Family Foundation stating the City will assume ownership and maintenance of the trail once it is completed. Councilor Clark seconded. Motion passed 7-0.

### **DRAFT ECONOMIC DEVELOPMENT ACTION PLAN**

There was no representative from TEAM to discuss this item. Councilor Thompson has reviewed the plan. Mayor Rogge asked that the item be removed from the agenda and asked Councilor Thompson to send his comments to Council before a discussion of this item.

## **NEW BUSINESS**

### **APPOINT BUDGET OFFICER**

Mayor Rogge informed Council it would be necessary to have a new Budget Officer appointed for the remainder of the budget cycle because Interim City Manager, who is the current Budget Officer, will be leaving before the end of the budget cycle. It was the recommendation of the Mayor and the Interim City Manager that Public Works Director, Mark Howatt, be appointed. There was discussion about whether the Budget Officer needs to be a current staff member. Councilor Thompson stated he was not ready to make a decision, but was encouraged by the Interim City Manager to make the appointment.

Councilor Wise made a motion to instruct staff to draft a resolution appointing Mark Howatt as Budget Officer for the current budget cycle. Councilor Wolfe seconded. Motion passed. 6-1, Councilor Thompson Nay.

### **LEASE AGREEMENT BETWEEN CITY AND FOOTHILLS CHURCH**

Interim City Manager, Mark Gervasi, highlighted some of the details of the proposed lease agreement with Foothills Community Church for the lease of the Molalla Adult Center.

- The Meeting Room has been reserved for use by City Council for Executive Sessions when needed.
- The tenant may terminate the lease if building repairs in excess of \$50,000 are needed.
- Correspondence between the lessor and tenant shall be addressed to City Manager on behalf of the City and Pastor Dale Satrum on behalf of Foothills Community Church and the other churches participating in the services.
- An attachment to the lease includes a list of furnishings owned by the City.
- A legal description of the property is attached to the lease.
- A map of the property is attached to the lease.
- City Council will have the use of the facility for a minimum of six meetings per year.

Councilor Clark made a motion to authorize the Interim City Manager to enter into a lease agreement with Foothills community Church on behalf of the City of Molalla. Councilor Wolfe seconded. Motion passed 7-0.

### **PUBLIC HEARINGS**

Supplemental Budget for FY 2012/2013

Councilor Thompson made a motion to open the meeting to public discussion of the Supplemental Budget for 2012-2013. Motion seconded by Councilor Wise. Motion carried 7-0.

Mayor Rogge called for public comment. There was none.

Councilor Thompson made a motion to close public discussion of the Supplemental Budget for 2012-2013. Motion seconded by Councilor Wolfe. Motion carried 7-0.

### **VERBAL COMMUNICATION**

Patricia Ann Cronin, 31890 S. Shady Dell Road, Molalla, President of Molalla Area Seniors. There is conflict between the City and Molalla Area Seniors regarding ownership of items purchased by the Molalla Area Seniors, specifically computers. Mayor Rogge asked Mrs. Cronin for a list of items; she stated she has a notebook full of invoices for items the Molalla Area Seniors had purchased over the years. She said Molalla Area Seniors has not been given any assurance that these items were not taken away to be used elsewhere. Mrs. Cronin further stated that it had been necessary for the person who donated the washer and dryer to produce invoices so they wouldn't be removed from the building.

Finance Director, Heather Penni, stated that whenever a citizen donates an item, property or money to a City entity, that donation becomes the property of the City.

Melissa Georgensen, Community Services Director, said no move had been made to remove the washer and dryer from the premises. They had been added to the inventory as assets. The computers referenced by Mrs. Cronin were donations, did not work and were surplus during asset valuation.

Interim City Manager, Mark Gervasi, suggested that in the future any donations to the City of over \$50 be memorialized by resolution acknowledging it as City property.

### **RESOLUTIONS**

#### **RESOLUTION 2013-06: SUPPLEMENTAL BUDGET FOR 2012-2013**

Finance Director, Heather Penni, reviewed the Supplemental Budget for FY 2012/2013 proposed by staff. Mrs. Penni explained the need for recognizing additional revenues, increasing appropriations, creating new funds, reallocating appropriations, and appropriating for contingencies. There was discussion and questions relating to these items making sure Councilors had the answers needed before approving the supplemental budget.

Councilor Thompson made a motion to approve Resolution 2013-06 Supplemental Budget for 2012-2013. Council Pottle seconded. Motion passed 7-0.

### **REPORTS AND ANNOUNCEMENTS**

#### **CITY MANAGER REPORT**

- A letter was received from Beery, Elsner & Hammond stating there are no plans for rate increase for 2013.
- The Planning Commission met on March 19<sup>th</sup> and approved zone change and annexation into the City for Stoneplace West. Their recommendation to council will be to approve.
- Canby City Manager Greg Ellis will hold an Urban Renewal Workshop at 6:30 pm on Wednesday, April 24<sup>th</sup> prior to regular Council meeting.
- ICM Gervasi recommends looking at the current Urban Renewal 20-year schedule and possibly hiring a consultant to re-evaluate the schedule.
- The contract signed with the City for Interim City Manager was for three to four months, ending possibly in April. Because of personal financial issues, Interim City Manager will leave his position on April 24, 2013, following Council Meeting.

Mayor Rogge called attention to a copy of HB 2945 proposing an ACT for rural Clackamas County. The county is asking if the Council would support and participate in the ACT if the bill is passed. There was discussion regarding the benefits of an ACT. The Council agreed by consensus that the ACT would be supported.

Mayor Rogge reported she, along with Interim City Manager Gervasi, would be attending a meeting on April 17<sup>th</sup> with the Clackamas County Planning Staff regarding Molalla's Comprehensive Plan. She will report to the Council on that meeting with the County's direction to move forward.

Councilor Clark requested, in light of Mr. Gervasi's announced resignation, an executive session on April 17<sup>th</sup> to review applications received for the permanent position of City Manager with the League of Oregon Cities.

## COUNCIL REPORTS

Councilor Griswold offered assistance with PAL; attended the Clackamas County Commissioners Town Hall; took part in the Facilities Tour; attended City Council meetings of Cities of Canby and Estacada; and, attended the Transportation Advisory Board meeting.

Councilor Wise wished everyone a Happy Easter; congratulated the Molalla High School FFA on their accomplishments at the convention; gave a shout out to Ryan Potter for making the first team All-State Basketball Team.

Councilor Thompson attended the Transportation Advisory Board meeting. He reported the board is identifying their priorities. He will send a copy of the proposed Economic Improvement Plan with his notes individually to Councilors. He will prepare an ordinance to establish a Finance Committee.

Council President Pottle attended the Clackamas County Commissioners Town Hall. There was a question about ownership of the Adult Center building. He has a copy of the document which proves it belongs to the City of Molalla.

Mayor Rogge thanks Interim City Manager Gervasi for his service to the City.

Interim City Manager Gervasi reported the City had received a check from PGE in the amount of \$182,000 for franchise fees.

## **ADJOURNMENT**

Councilor Wise motioned to adjourn at 8:34. Mayor Rogge seconded. Motion carried 7-0.

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge



# Molalla City Council

Meeting located at: Molalla Adult Community Center  
315 Kennel Avenue Molalla, OR 97038

**April 10, 2013**

## **CALL TO ORDER**

Flag Salute & Roll Call. ATTENDANCE 1,013<sup>th</sup> REGULAR MEETING: Mayor Debbie Rogge Present; Council President George Pottle, Present; Councilor Stephen Clark, Present; Councilor Dennis Wise, Present; Councilor Jimmy Thompson, Present; Councilor Jason Griswold, Present, Councilor Dennis Wolfe, Present.

**STAFF IN-ATTENDANCE:** Interim City Manager, Mark Gervasi; City Recorder, Sadie Cramer; Planning Staff, Clay Glasgow

## **COMMUNICATIONS**

### VERBAL COMMUNICATION

Jason Scott, 700 E. Heinz St., Molalla. Issue is lack of access for Oregon Dept. of Fish & Wildlife to stock Shorty's Pond. ODF&W offered the City about five years ago to construct a road for pond access, but the City declined. Mr. Scott would like to pursue with the ODF&W the possibility of their constructing a road. He has resources in the community that could be helpful. Mayor Rogge suggested he work through Councilor Wise, the Council Liaison to the Parks & Rec Board.

Gloria Polzin, 450 NE Carol St., Estacada, supports Jenifer Hood and TEAM's efforts in with Main Street Program and Economic Development in Molalla. Mrs. Polzin works with the Main Street Program and it works.

Jenifer Hood, TEAM, Engle Ave., Molalla, asked Council to look over the Economic Development Plan, make recommendations. The plan has been viewed by the City and County staff.

Councilor Thompson questions the legality of the plan and does not feel it is in compliance for its intended purpose. Mayor Rogge said the plan is a tool and Council's job is to be sure it addresses the fairness, structure and remonstrance process of the plan. Councilor Clark questioned how property owners would know the amount being taxed. J. Hood: The tax schedule will be a part of the document. Council President Pottle asked to be part of a subcommittee to work out the details of the plan.

Jim Taylor, 2940 S. Holt Rd., Colton, TEAM President, commented the Economic Development Plan is a document that has been viewed by the county for correctness and needs to be adopted. We must start with a plan and this document is that plan that has a future.

Jamie Johnk, Clackamas County Economic Development, said she has seen many Economic Development Plans written to satisfy the condition of the EID Ordinance and they vary in length and description. The document presented will serve the city as well as the business community in partnership with Business Oregon and Clackamas County.

Council President Pottle made a motion to form a subcommittee to work out the details of the Economic Development Plan presented by TEAM. Seconded by Councilor Dennis Wolfe. Motion carried 7-0.

## WRITTEN COMMUNICATION

Molalla Library Advisory Board Minutes are included in packet. There was no discussion or question.

## **NEW BUSINESS**

### CITIZEN APPOINTMENT

Rod Keech has submitted an application for the Molalla Planning Commission. Mayor Rogge asked Council if there were any objections to his appointment. There being none, Rod Keech was appointed to the Planning Commission.

### ENTERPRISE ZONE – MODERN CONSTRUCTION

Jamie Johnk, Clackamas County Enterprise Zone Manager on behalf of Molalla. Modern Construction has applied for an Enterprise Zone authorization to make an investment in the Molalla community. Modern Construction has applied for a 5-year tax abatement.

Russel Hawkins, 17606 Ramsby Rd., Molalla, General Manager of Modern Construction. Modern Construction is relocation from Woodburn. The company works throughout the Pacific Northwest on large commercial projects. The company expects to make between \$7 and \$10 million this year. The fixed base site, which is 30% of their work, would be done in Molalla. The company expects to have an employee base of sixty full-time employees.

Ms. Johnk reported that two other firms have applied for the Enterprise Zone since its inception, NW Polymers and IMDB. To qualify for a standard 3-year tax abatement the minimum requirement of 150% of the state minimum wage, or \$13.43. Because Modern Construction is asking for an additional two years, they have agreed to \$31.27, or 150% of the Clackamas County minimum wage, or \$65,000 per year plus benefits.

To qualify for a standard 3-year abatement, an employer must agree to investment criteria and to meet 150% of the state minimum wage of \$13.43. Modern Construction, in requesting the 5-year

abatement, has agreed to meet 150% of the Clackamas County average wage, which means they would be paying average wage of \$31.27/hour or \$65,000 per year plus benefits.

Councilor Clark asked who polices this to make sure the wages agreed to are being paid. Jamie Johnk responded there is an annual form from the Clackamas County Assessor's office that must be completed called an Exemption Claim Report which includes the employee base and wages paid to each employee.

Councilor questioned the impact of the Urban Renewal Fund by the tax abatement on this property. Ms. Johnk explained that taxes are still collected on the real property, which does not qualify for tax abatement. Only the new investment portion which would be the building would receive the tax abatement.

Councilor Wolfe asked what attempt would be made to hire local. Ms. Johnk replied one requirement is signing a Work Source Hiring Agreement with Clackamas County Work Source Oregon that encourages hiring Clackamas County residents first. In the pre-qualification with Clackamas County Assessor's Office, Work Source Oregon, and Modern Construction, Mr. Hawkins indicated that we have good trade sets, the skills and qualifications locally and it is his intention to hire local residents first.

Mayor Rogge noted that Mr. Hawkins must continue to work with the property owner to work out the DEQ issues, and signing the Enterprise Zone Agreement is a separate issue. She questioned whether the application is for only this specific property lot or in the event there is a problem with this lot, does it allow him to receive the tax abatement on another property. Jamie Johnk responded the tax abatement is for anywhere in the Enterprise Zone, but Mr. Hawkins specified two lots so if this one does not work out, an amended application would be filed for the second lot.

Councilor Clark made a motion that the City of Molalla enter into an agreement with Modern Construction for an Enterprise Zone 5-Year Tax Abatement. Councilor Wolfe seconded. Motion carried 7-0.

### **ORDINANCES**

#### **ORDINANCE 2013-03: AN ORDINANCE ENACTING REQUIREMENTS AND PROCEDURES FOR ANNEXATION OF LANDS TO THE CITY OF MOLALLA**

Councilor Wise made a motion to open the meeting to Public Hearing on Annexation Ordinance. Councilor Wolfe seconded the motion. Motion carried 7-0.

Clay Glasgow, City Planning Staff, summarized the staff report included in Council Packet. In November 2011 voters passed a measure to change the City Charter that annexations initiated by property owners be approved by voters. There has been no process for the procedure. The proposed ordinance is a template used by cities of similar size to Molalla and has been reviewed by City Attorney Chad Jacobs. The process presented in the ordinance meets all statutory state requirements.

Grant Sharp, non-voting member of the Planning Commission, suggested modifications to the proposed ordinance that would include an inventory of capacity of all city services, not only by numbers of families, but also by number of jobs that could be supported by existing services.

Councilor Wise questioned what happens if voters approve an annexation and it is later deemed detrimental to the overall well-being of the City. Mr. Glasgow responded that it is built into the language of the ordinance, but deals with existing infrastructure while Mr. Sharp's issue is with future capabilities. Mr. Glasgow indicated the issues brought up are looked over by many eyes including two public hearings. His opinion is that the ordinance covers all issues. In a question from Councilor Wise about how safe can Main Street be made, Mr. Glasgow said we are near a tipping point where major fixes will need to be made before anything else can be approved.

Grant Sharp stated he agreed with Mr. Glasgow's statements except there is no inventory. It becomes opinion rather than fact. Mayor Rogge suggested the Planning Commission create an addendum to the process based on Mr. Sharp's recommendations. Councilor Thompson suggested putting together a group that would address capacities and impact of future development. Councilor Griswold remarked that Asset Management Inventory the City currently is having completed may help the Planning Commission with the process. Councilor Thompson made a motion to close the public hearing. Second by Council President Pottle. Motion passed 7-0.

Councilor Thompson made a motion to read by title only Ordinance 2013-03: AN ORDINANCE ENACTING REQUIREMENTS AND PROCEDURES FOR ANNEXATION OF LANDS TO THE CITY OF MOLALLA. Councilor Clark seconded. Motion carried 7-0.

Councilor Thompson made a motion for second reading by title only Ordinance 2013-03: AN ORDINANCE ENACTING REQUIREMENTS AND PROCEDURES FOR ANNEXATION OF LANDS TO THE CITY OF MOLALLA. Councilor Clark seconded. Motion carried 7-0.

Councilor Thompson made a motion to adopt Ordinance 2013-03: AN ORDINANCE ENACTING REQUIREMENTS AND PROCEDURES FOR ANNEXATION OF LANDS TO THE CITY OF MOLALLA. Councilor Clark seconded. Motion carried.

### **RESOLUTIONS**

RESOLUTION 2013-07: A RESOLUTION OF THE MOLALLA CITY COUNCIL PROCLAIMING ANNEXATION OF 4.640 ACRES INTO THE CITY LIMITS

Clay Glasgow, Planner, briefed Council on the proposed Resolution 2013-07 which will include annexation of 4.640 acres into the City of Molalla, as approved by voters. The resolution includes the annexation and Zone Change to Multi-Family Residential R-3. The Planning Commission held two public hearings and has approved Design Review.

Councilor Wise made a motion to approve Resolution 2013-07, A Resolution of the Molalla City Council Proclaiming Annexation of 4.640 Acres into the City Limits and a Zone Change to R-3, Multi-Family Residential. Councilor Thompson seconded.

Discussion: Councilor Clark asked if building plans had been approved. Planner Glasgow answered that Design Review is done at the Planning Commission level, and it had been approved contingent upon annexation approval by Council. Vote was called. Motion carried 7-0.

Councilor Clark asked why the Site Review had come before Council on the last proposed development. Mr. Glasgow responded the request on the prior development was for a plan map change from industrial to commercial. He said if there had not been a plan and zone change request, it would not have come before Council.

Grant Sharp, from the audience, said he expected to give testimony and is concerned with the traffic impact.

Jake Burroughs, 665 Village Drive, Molalla, Voting Planning Commissioner, does not agree with the project.

Planner Glasgow responded that it is important to have an adequate infrastructure. Comments were solicited from Marc Howatt, Public Works Director, as well as ODOT and PGE. Infrastructure is adequate to serve this project. It is now known how it will affect future projects. Numbers are available from Public Works for current inventory and capacity is subtracted when developments are added.

In this case a traffic study was required by ODOT. As a result there will be frontage improvements to Hwy. 211 and a contribution from the developer to a future traffic signal. ODOT has also required that a traffic signal be included in Capital Improvement Projects. Any additional developments on Hwy. 211 will be required to contribute to a future traffic signal.

**RESOLUTION 2013 – 08: A RESOLUTION AUTHORIZING MARC HOWATT PUBLIC WORKS DIRECTOR FOR THE CITY OF MOLALLA TO ACT AS THE NEW BUDGET OFFICER IN ABSENCE OF THE CITY MANAGER FOR FISCAL YEAR 2013-2014**

Councilor Thompson made a motion to adopt Resolution 2013-08, A Resolution Authorizing Marc Howatt Public Works Director for the City of Molalla to Act as the New Budget Officer in Absence of the City Manager for Fiscal Year 2013-2014. Councilor Wolfe seconded. Motion carried 7-0.

**RESOLUTION 2013-09: A RESOLUTION IMPLEMENTING A WATER METER TAMPERING FEE AND ACKNOWLEDGEMENT OF RETRO-ACTIVATION FOR THE CITY OF MOLALLA**

Interim City Manager Mark Gervasi briefed Council on the details of the request for Resolution 2013-09. When water service is turned off for non-pay, zip-ties are placed on the meter. Property owners will then cut the zip-ties and turn water back on. This constitutes a theft of service.

Public Works must then revisit the location to turn off service. Expenses are incurred by the city; this meter tampering fee is a means to help prevent and recover lost revenue.

Motion by Councilor Thompson to adopt Resolution 2013-09, A Resolution Implementing a Water Meter Tampering Fee and Acknowledgement of Retroactivation for the City of Molalla. Councilor Wolfe seconded. Motion carried 7-0.

### **PROCLAMATIONS**

Mayor Rogge read a Proclamation Declaring the Month of April as Grange Month.

### **REPORTS AND ANNOUNCEMENTS**

#### **CITY MANAGER REPORT**

- City Recorder has put together information needed by Molalla Communication Company to proceed with contractual agreement for IT Services.
- Molalla Communication Company has raised an issue regarding franchise fee and why it needs to be paid. Will keep Council informed.
- There will be an executive session on April 17<sup>th</sup> at 6:30 pm at City Hall to review applications for City Manager position with League of Oregon Cities.

Councilor Clark raised an issue he would like to have discussed: Using Urban Renewal Funds to repair what has been known as the PAL Building. He was informed this should be discussed at a meeting of the Urban Renewal Agency, which will be held when Canby City Manager Greg Ellis makes a presentation to Council. Mr. Gervasi suggested Council look at the current taxing and financing schedule with consideration given to update schedule.

#### **COUNCIL REPORTS**

Councilor Wolfe said the people in Molalla are incredible. He is still getting offers of help from people in the City.

Councilor Wise wished his father a happy birthday.

Councilor Thompson, after wishing his family members a happy birthday, said he had the opportunity to provide testimony for the House Committee on Education for HB 3397 allowing for use of mascots with tribal agreement.

Councilor Clark is happy to welcome a potential business to Molalla that could provide employment.

Councilor Pottle voiced some concerns with issues raised by Planning Commission members earlier in the meeting. He attended C-4.

**ADJOURNMENT**

Councilor Wise motioned to adjourn at 8:30pm. Councilor Clark seconded. Motion carried 7-0.

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge

# Molalla City Council

Meeting located at: Molalla Adult Community Center  
315 Kennel Avenue Molalla, OR 97038

**April 24, 2013**

## **CALL TO ORDER**

Flag Salute & Roll Call. ATTENDANCE 1,008<sup>th</sup> REGULAR MEETING: Mayor Debbie Rogge Present; Council President George Pottle, Present; Councilor Stephen Clark, Present; Councilor Dennis Wise, Present; Councilor Jason Griswold, Present, Councilor Jimmy Thompson, Absent; Councilor Dennis Wolfe, Absent.

**STAFF IN-ATTENDANCE:** Interim City Manager, Mark Gervasi; City Recorder, Sadie Cramer

## **COMMUNICATIONS**

### VERBAL

Patricia Cronin, 31890 S Shady Dell Rd., Molalla, President of Molalla Area Seniors. Mrs. Cronin informed Council that the City had discontinued the post office box the Molalla Area Seniors had been using to receive mail, and she is concerned that mail is not being delivered to MAS as it should. She referenced a particular instance when she received an item of mail that had gone to the post office box, had been returned as undeliverable, questioned by the post office personnel and then re-sent to Mrs. Cronin in a separate envelope. Mayor Rogge asked Mrs. Cronin to contact Council President Pottle, who is the Council Liaison to the Senior Center, to advise him of issues in order for him to present them to Council prior to meetings enabling all councilors to be up to date on items of concern.

On a separate issue, Mrs. Cronin, questioned Interim City Manager Gervasi about a comment quoted in the newspaper in which he said property belonging to the Molalla Area Seniors would be returned. She noted this was his last day with the City and wondered how he proposed to return their property, inquiring if there is a time frame. Mr. Gervasi asked if she would provide Council with a list of missing items. After some discussion, it was decided that Council President Pottle, City Recorder Cramer and Mrs. Cronin would meet following the meeting, going through the building to make notation of items belonging to MAS that she feels have been improperly removed from the building.

## **NEW BUSINESS**

Discussion of appointment of a temporary Interim City Manager. Council President Pottle asked if there was a list of eligible candidates. Mayor Rogge informed Council that two city employees, City Recorder Sadie Cramer and Public Works Director Marc



Howatt are the only two current city employees eligible for the position. Councilor Clark nominated Marc Howatt to serve as temporary Interim City Manager. Councilor Wise seconded. Councilor Clark asked if Mr. Howatt had applied. Mayor Rogge stated he has agreed to serve if selected. Councilor Clark asked about salary, and was told there would be no increase to his current salary. Councilor Wise wondered if the position would end with the hiring of a new City Manager. The decision was made to end the temporary position immediately upon hiring a permanent City Manager. Vote was taken. Motion carried 5-0.

## **REPORTS AND ANNOUNCEMENTS**

### **CITY MANAGER REPORT**

Mayor Rogge thanked Mr. Gervasi for the work he has accomplished during the short period of time he has been with the City, congratulating him on his work with the community.

- Agreement with MCC for IT Services is progressing. Equipment should be in by early June.
- There has been a smooth transition to Foothills Community Church for operation of the Senior Center. Clackamas County put out an RFP under the Older Americans Act for services at the center, and Foothills was the only applicant.
- There are a lot of planning activities coming up.

City Recorder Cramer as well as each Councilor thanked Mr. Gervasi for stepping in and getting things done during his time with the City.

Council President Pottle asked Mr. Gervasi the status of the franchise fee owed to the City by MCC. Mr. Gervasi reported the payment is past due. Mayor Rogge agreed to follow up on Friday to make sure payment has been received.

## **ADJOURNMENT**

Councilor Wise motioned to adjourn at 8:46pm. Councilor Clark seconded. Motion carried 5-0.

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Sadie Cramer, City Recorder

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Mayor Debbie Rogge

# City of Molalla

## STAFF REPORT/RECOMMENDATION TO THE MOLALLA CITY COUNCIL

File: M005-13-SDR, Site Design Review

Applicant: Modern Construction Inc.

Hearing Date: May 8, 2013 (Council)

Planning Staff: Clay Glasgow

Report Date: May 2, 2013

### I. GENERAL INFORMATION

A. Proposal: applicant proposes development of a manufacturing facility on the subject property. The use as proposed is allowed outright in the underlying M-2 Zone, subject to Site Design Review.

B. Legal Description: T5S, R2E, Section 17AA, Tax Lot 3400

C. Location: 410 Section Street *Since 1913*

D. Zone (projected): M-2, Heavy Industrial

E. Comprehensive Plan Designation: Heavy Industrial

F. Site Information: The subject property is approximately one acre in size. There are remnants of a previous building, though the site has been unused for some time and is overgrown with vegetation. Information from the Fire District indicates there is currently no water to the site. Other infrastructure is available. The property is in the Heavy Industrial Zone, M-2, and fronts on Section Street as well as a driveway running south from Section. The site is generally level with no known significant natural features.

G. Vicinity Description: Residential use is in place to the east, along Hart Street. Otherwise

*P.O. Box 248 - Molalla, Oregon 97038*  
Telephone 503-829-6855 • FAX 503-829-3676

E-Mail: [city@molalla.net](mailto:city@molalla.net)

the area is occupied with industrial uses and vacant parcels historically used as industrial.

## **II. FINDINGS and CONCLUSIONS**

This request is subject to applicable criteria of 17.16, 19.04, 19.08 and the Community Design Standards generally of Title 18 of the Molalla Development Code (MDC). The applicant has submitted information relative to applicable criteria and standards.

Planning staff has reviewed this request in reference to the applicable provisions of the MDC. Based upon this review, staff makes the following findings and conclusions:

1. Chapter 17.16 of the MDC identifies allowed uses within the M-2 Zone. Manufacturing and production, fully enclosed is listed as a permitted use. Permitted uses in the M-2 are subject to Site Design Review. 17.16.20 provides further detail on Land Uses and Development Standards. Applicant provides responses to these requirements. Staff finds applicable standards are satisfied with this proposal.

Subsection 17.16.030 deals with setbacks yards and buffers. This appears to be an attempt to provide separation between industrial and non-industrial uses. The subject property is not adjacent to any non-industrial uses. Setbacks are as shown on the submitted site plan. Applicant responds adequately to this criterion.

Subsection 17.16.040 deals with site layout and design. Applicant proposed to essentially build over the exiting foundation left from a previous building. Circulation will be provided as shown. Landscaping will be provided. Building materials and colors meet the listed standards. Staff is able to find the proposal meets the intent of this section.

2. Title 18 of the MDC discusses Community Design Standards. Chapter 18.4 focuses on Access and Circulation. Subsection 18.04.020 deals specifically with vehicle access and circulation. The submitted site plan shows compliance with these standards. The proposal meets this subsection.

Subsection 18.04.030 deals with pedestrian access and circulation. See submitted site plan. This subsection is satisfied.

Subsection 18.08 discusses Landscaping, Street Trees, Fences and Walls. Subsection 18.08.020 deals with landscape conservation. The vegetation on-site is scrubby and generally non-native. Applicant has submitted a detailed landscape plan.

Subsection 18.08.030 details criteria for landscaping. Minimum required landscape area in the M-2 zone is 15%. The submitted landscape plan exceeds this minimum. Other applicable criteria from this subsection are discussed in the application materials. The proposal appears to meet applicable criteria.

Subsection 18.08.050 lists standards for fences and walls. Staff is unable to find detail on fencing. This should be discussed by the Council. As conditioned, this criterion can be met.

3. Chapter 18.12 of the MDC deals with Parking and Loading. The applicant has provided information relative to standards in this Chapter. Subsection 18.12.020 lists general standards, met as shown.

Section 18.12.030 details automobile parking standards. Submitted site plans show only general information for parking. A total of 16 on-site parking spaces are required based on use/size of proposed building. A condition of approval should be added that applicant submit detailed parking plan.

4. Chapter 18.16 discusses Public Facilities. Developer is responsible for extending necessary services. As noted previously, the Fire District indicates water is not to the site currently.
5. Chapter 18.20 lists applicable standards for surface water management. A condition of approval will require the applicant provide a drainage report has been prepared and will be submitted to the City for review.
6. Chapter 18.32, Signs, discusses standards relating to signs on the subject property. No signs are proposed through this application. Any future signage will be reviewed for compliance with City sign and design review code. As conditioned this proposal can be applicable criteria.
7. Title 19 of the MDC, Administration of Land Use and Development lists approval types and processes. The proposed development requires a Type 3 Site Design Review process with review and decision by the Planning Commission (Council).

Subsection 19.04.250 details requirements for traffic studies. The proposal does not require a traffic study, based on location, type of use and size of building.

8. Subsection 19.08.050 deals with Site Design Review. Applicant has provided adequate information to satisfy submittal requirements.

### **III. RECOMMENDATION**

The City is authorized to approve Site Design Review applications pursuant to Subsection 19.04.040 of the MDC. Planning staff recommends approval of this site design review application, based on the submitted application materials and subject to the following conditions:

1. This approval shall remain valid for one year following the date of approval. If a building permit has not been issued by that date, this approval shall expire unless

an extension is granted pursuant to Subsection 19.04.160(A) of the MDC.

2. The applicant shall obtain required permits from Clackamas County. The applicant shall comply with the requirements of the permits.
3. The applicant shall obtain a grading permit, if required, from Clackamas County for any proposed grading and fill. The applicant shall comply with the requirements of the permit.
4. New mechanical equipment and garbage receptacles shall be screened as required by the MDC.
5. On-site lighting shall comply with Subsections 21.80 (Dark Skies) and those portions of Title 17 applicable to lighting.
6. New utility lines shall be placed underground unless prohibited by the utility service provider. New roof-mounted fixtures and utility cabinets or similar equipment shall be visually screened from public view as required by the MDC.
7. The applicant shall submit a letter to the city from the franchise hauler indicating approval of a plan for trash/recycling storage and collection.
8. The applicant shall submit detail for on-site parking, to include striping for a minimum of 16 parking spaces. This plan to be submitted to staff and approved prior to occupancy.
9. The landscaped area shall be provided with an automatic irrigation system.
10. The proposed landscaping shall be installed prior to occupancy and shall be continuously maintained. Landscape maintenance shall be the responsibility of the owner.
11. All signs shall meet the provisions of Subsection 18.32 of the MDC.
12. Paving shall comply with city standards. Plans shall be submitted to the city for approval prior to construction.
13. This approval is subject to the development complying with the provisions of the Americans with Disabilities Act (ADA), including provisions for curb ramps.
14. Installation of curbs and sidewalks, if necessary, shall be constructed to city standards.
15. Construction of storm drainage improvements associated with the development shall be consistent with city standards. Storm water detention area to meet or exceed NPDES regulations and be reviewed by the City engineer. Compliance with the drainage requirements of the plumbing code administered by Clackamas County.
16. Water and sanitary sewer improvements shall be constructed to City standards, with plans to be submitted to the City for approval prior to construction.

17. Final certificate of occupancy shall not be granted until all conditions of the design review approval have been met.
19. Any changes in the approved design review plans shall be submitted and approved prior to execution. Any departure from the approved design review may cause revocation of building permits or denial of the final certificate of occupancy.
20. Prior to issuance of a final occupancy permit, required improvements shall be installed and existing streets and other public facilities damaged during development shall be repaired or the developer shall file a financial guarantee of performance in a form acceptable to the city attorney. The financial guarantee must be valid until the improvements are complete or the damages repaired, as determined by the city.



Geographic Information Systems  
168 Warner-Milne Rd  
Oregon City, OR 97045

## Property Report

FFP INC  
PO BOX 1791  
MCMINNVILLE, OR 97128

Site Address: 410 SECTION ST  
Taxlot Number: 52E17AA03400  
Land Value: 53700  
Building Value: 0  
Total Value: 53700

Acreage:  
Year Built:  
Sale Date: 2007-06-04  
Sale Amount: 0  
Sale Type: X

Land Class:  
**Industrial land improved**  
Building Class:

Neighborhood:  
**Area 02 Industrial**  
Taxcode Districts: 035002

Location Map:



Site Characteristics:  
UGB: MOLALLA  
Flood Zone: Not Available

Zoning Designation(s):  

Zone	Overlays	Acreage
M2		0.97

Fire	Molalla RFPD #73
Park	N/A
School	SCH 35 MOLALLA RIVER
Sewer	N/A
Water	N/A
Cable	City
CPO	City
Garb/Recyc	Molalla Sanitary
City/County	Molalla

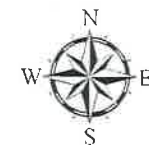
This map and all other information have been compiled for preliminary and/or general purposes only. This information is not intended to be complete for purposes of determining land use restrictions, zoning, title, parcel size, or suitability of any property for a specific use. Users are cautioned to field verify all information before making decisions.

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# Clackamas County

Modern Construction



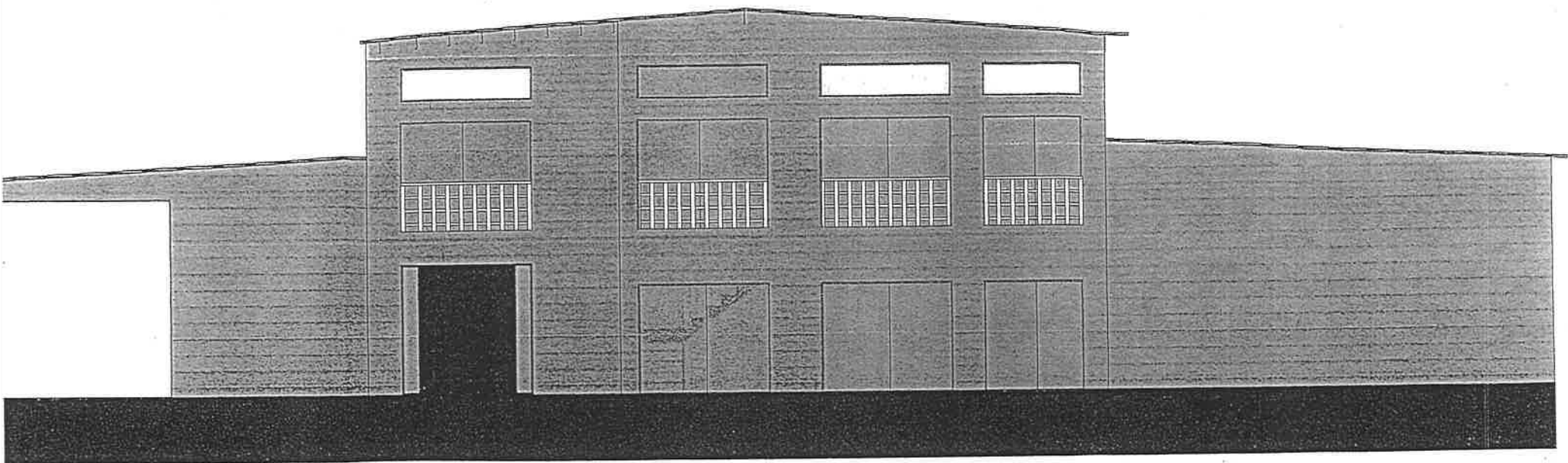
*Clackamas  
County*

**Geographic Information Systems**  
168 Warner Milne Road  
Oregon City, OR 97045

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Thu, 2 May 2013 09:41:34



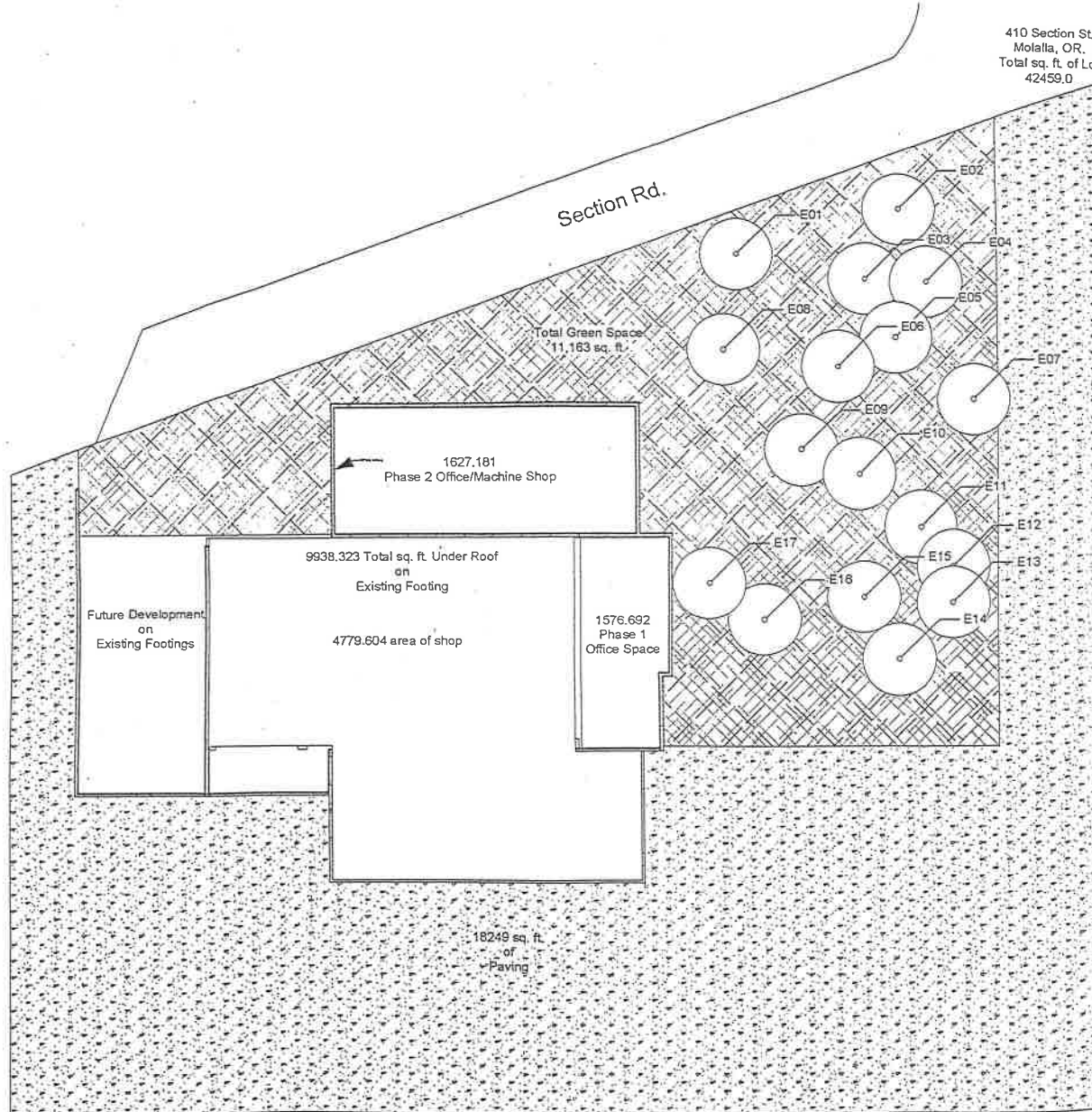


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East Elev.  
Scale: 1/8" = 1'-0"

410 Section St.  
Molalla, OR.  
Total sq. ft. of Lot  
42459.0

Ridge height not to exceed 22'  
sq. ft. of Paving 18,249  
sq. ft. of Green Space 11,163  
sq. ft. of Existing Footing 9,938  
Total Area of Lot 42,459



RECEIVED



City of Molalla  
P.O. Box 248  
Molalla, OR 97038

503-829-6855 EXT. 224



## PLANNING PERMIT APPLICATION

410 Section St. Molalla, OR 97038

LOCATION (ADDRESS IF AVAILABLE)

Russell Hawkins

(503) 320 2611

APPLICANTS NAME

PHONE

P.O. Box 1182

MAILING ADDRESS

APT/SUITE

Molalla

OR

97038

(971) 302-9474

CITY

(503) 320-2611

(866) 572-3243

STATE

office@moderninc.org

ZIP

PHONE

CELL PHONE

FAX

(971)

302

EMAIL

9474

Modern Construction LLC

DEED HOLDERS NAME

PHONE

P.O. Box 1182

MAILING ADDRESS

APT/SUITE

Molalla

OR

97038

CITY

STATE

ZIP

Land use site plan and structures

TYPE OF PLANNING APPLICATION IF MULTIPLE WRITE ALL THAT APPLY

Vacant

PRESENT USE OF THE PROPERTY

Industrial fabrication

PROPOSED USE OF PROPERTY

*Russell Hawkins*  
Signature

03 / 19 / 2013  
Date of Application

RECEIVED:

RECEIVED BY:

FEE'S PAID:\$

CHECK NO:

APPLICATION NUMBER:

## Mark Gervasi

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**From:** Glasgow, Clay <clayg@co.clackamas.or.us>  
**Sent:** Tuesday, April 23, 2013 1:50 PM  
**To:** Bill Hood; Glen Boreth; Grant Sharp; Jake Burroughs; Jerome Beattie; Jimmy Thompson; Mark Gervasi; Robert Trexler  
**Subject:** PC hearing on May 14th

Hello,

We have an application for design review submitted by Modern Construction. The City Council has shown interest in the company moving to Molalla. With that in mind, I am hoping we can schedule review of the proposal at the earliest possible date. Based on notification requirements that would be May 14<sup>th</sup>. Please let me know if you are available for a planning commission hearing on Tuesday evening, May 14<sup>th</sup>. I am hoping to get required notice out tomorrow, so the earlier you are able to respond the better. Thank you in advance....

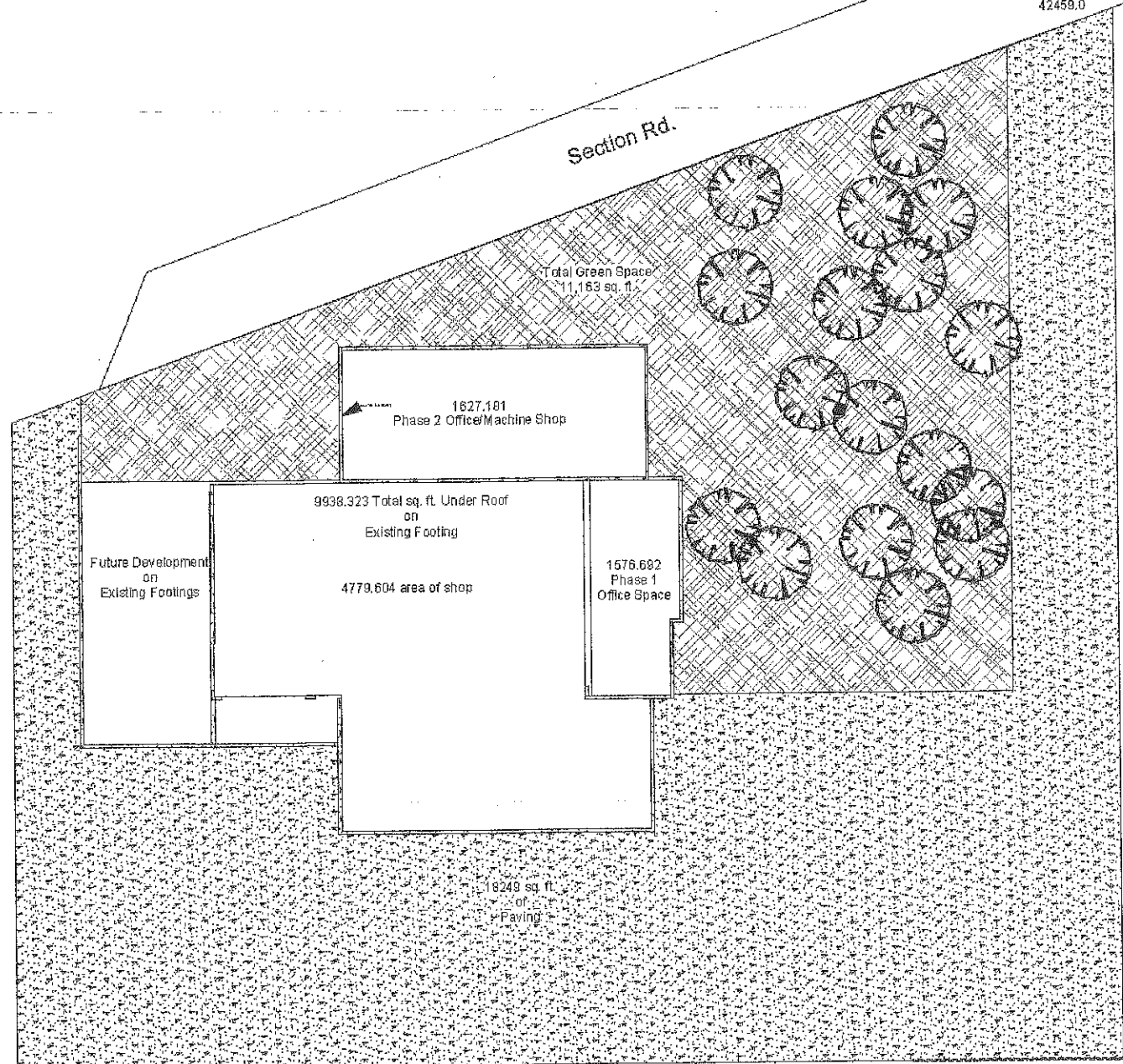
*Clayton Glasgow*  
Senior Planner, Clackamas County  
Gladstone and Molalla Planner  
p 503 742-4520, f 503 742-4500  
[clayg@co.clackamas.or.us](mailto:clayg@co.clackamas.or.us)

Verdior

Shaver Rd

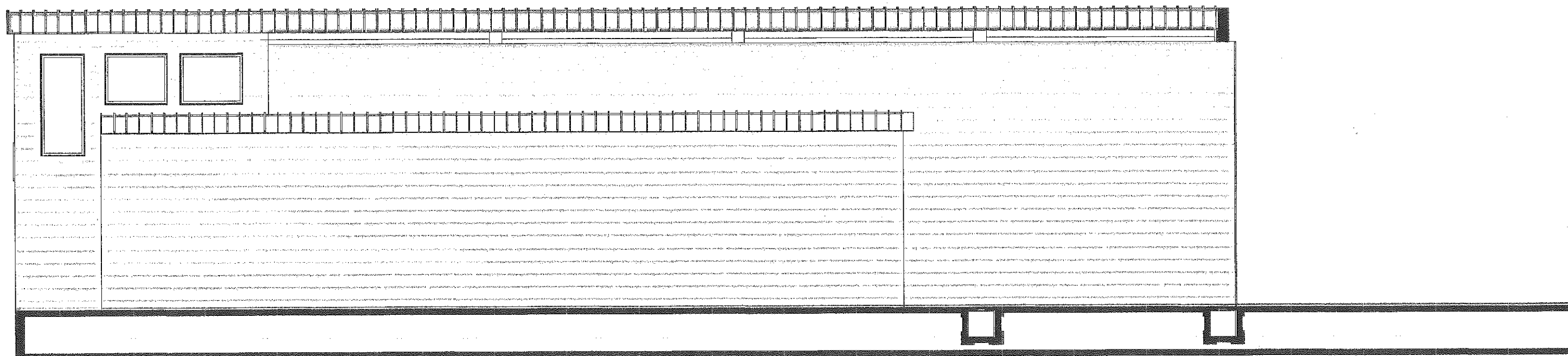
410 Section St.  
Molalla, OR  
Total sq. ft. of Lot  
42,459.0

Ridge Height not to exceed 22'  
sq. ft. of Paving 18,249  
sq. ft. of Green Space 11,163  
sq. ft. of Under Roof 9,938  
Total Area of Lot 42,459



Detailed By: *Caleb Garrett*  
3/13/2013 971.3029474

Project Name Modern's Fabrication Facility 410 Section St. Molalla OR	
Client Name and Address Modern Construction 8145 Monte Cristo Rd. Woodburn, OR 97071	
Sheet Number Plot Plan Lot 6	Sheet Title [Sheet Title]



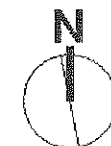
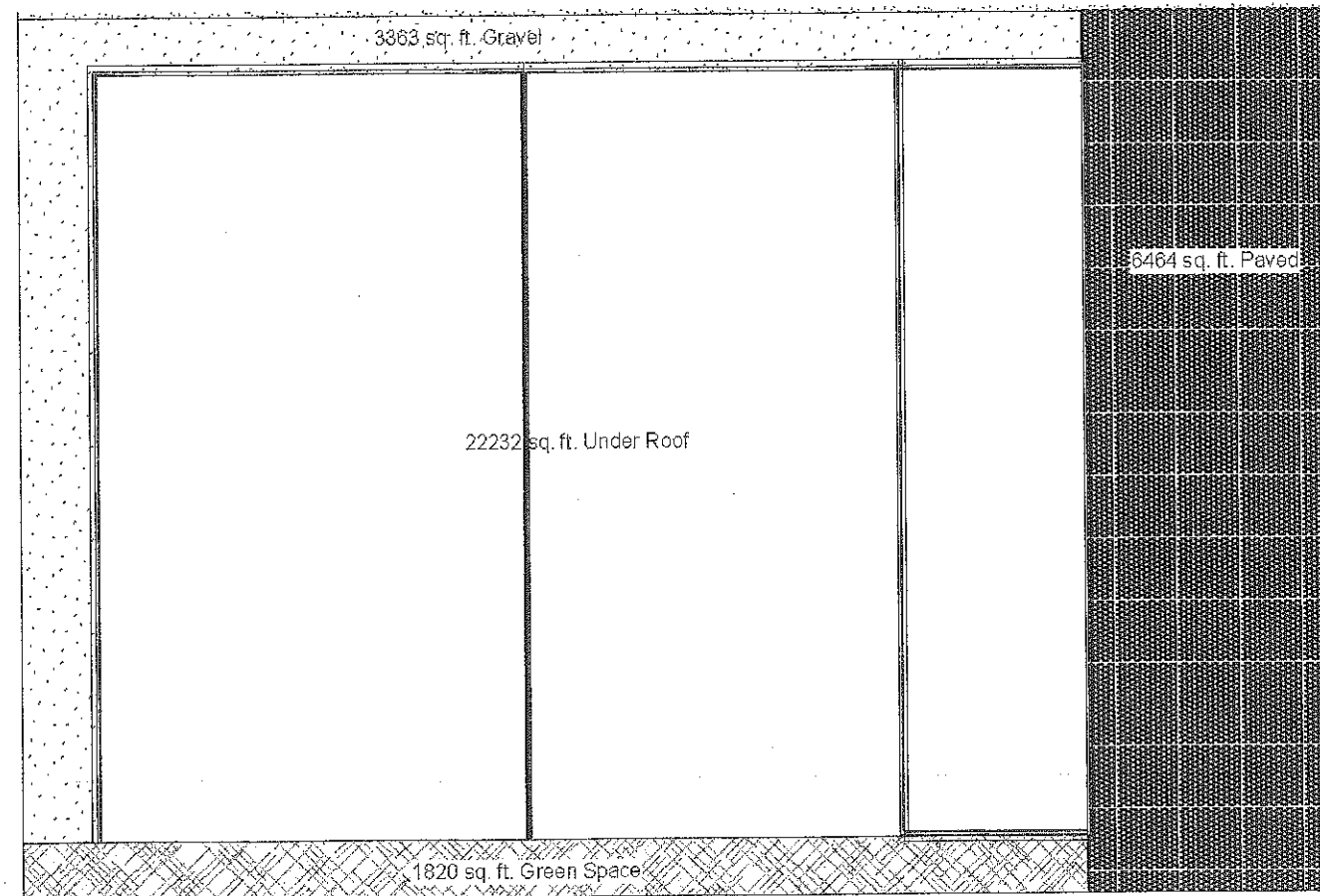
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North Elev.  
Scale: 1/8" = 1'-0"

Detailed By: *Caleb Garrett*  
3/13/2013 971.3029474

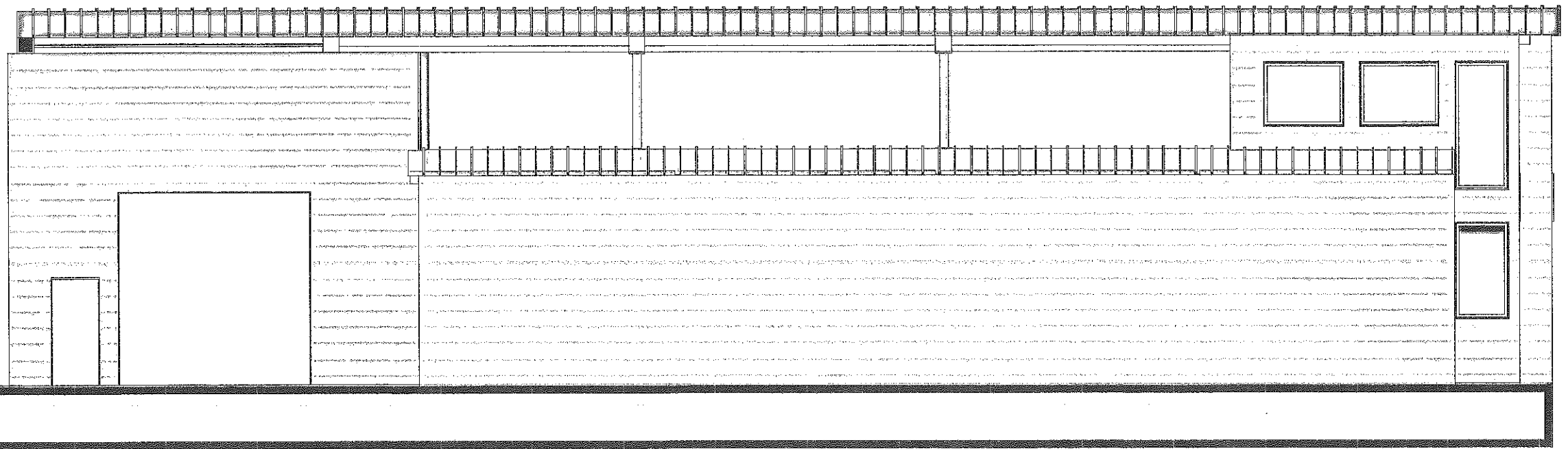
Project Name	
Modern's Fabrication Facility 410 Section St. Molalla OR	
Client Name and Address	
Modern Construction 8145 Monte Cristo Rd. Woodburn, OR 97071	
Sheet Number	North Elev.
Sheet Title	[Sheet Title]

Ridge Height not to exceed 22'  
sq. ft. of Paving 6,464  
sq. ft. of Green Space 1,820  
sq. ft. of Under Roof 22,232  
sq. ft. Of Gravel 3,363  
Total Area of Lot 33,946



Detailed By: *Chad Garrett*  
3/13/2013 971.3029474

Project Name	
Modern's Fabrication Facility 410 Section St. Molalla OR	
Client Name and Address	
Modern Construction 8145 Monte Cristo Rd. Woodburn OR 97071	
Sheet Number	Sheet Title
Plot Plan Lot 7	[Sheet Title]

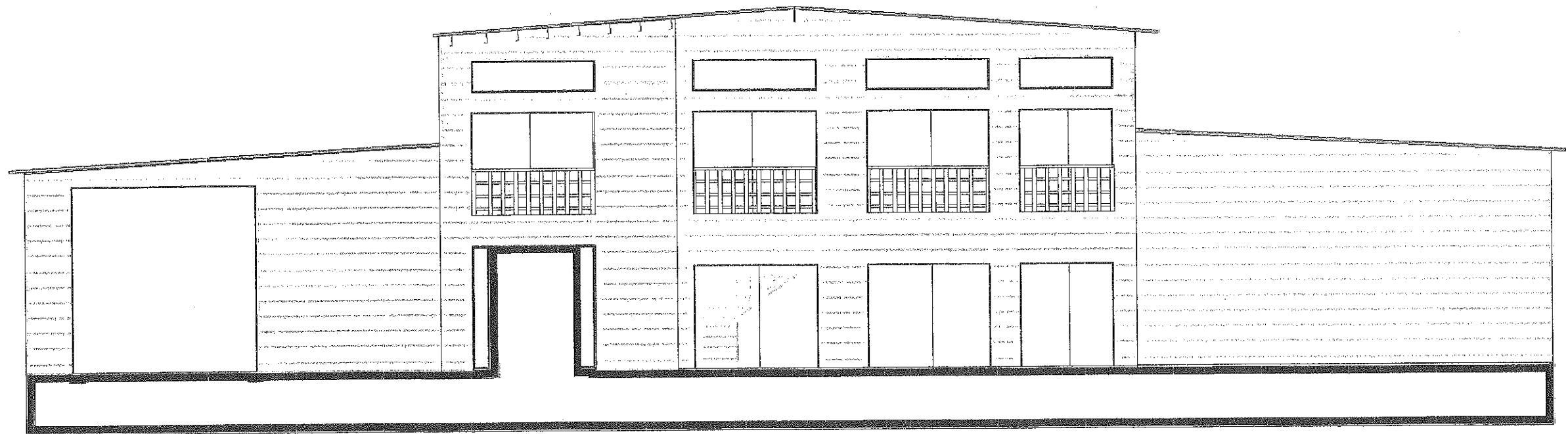


1 South Elev.  
Scale: 1/8" = 1'-0"

Detailed By: *Caleb Garrett*  
3/13/2013 971.3029474

Project Name		
Modern's Fabrication Facility 410 Section St. Molalla OR		
Client Name and Address		
Modern Construction		
8145 Monte Cristo Rd.		
Woodburn, OR 97071		
Sheet Number	South Elev.	Sheet Title [Sheet Title]





1 East Elev.  
Scale: 1/8" = 1'-0"

Detailed By: *Caleb Barnett*  
3/13/2013 971.3029474

Project Name	
Modern's Fabrication Facility 410 Section St. Molalla OR	
Client Name and Address	
Modern Construction 8145 Monte Cristo Rd. Woodburn, OR 97071	
Sheet Number	East Elev.
Sheet Title	[Sheet Title]

WRITTEN AGREEMENT  
WITH THE MOLALLA ENTERPRISE ZONE SPONSOR TO EXTEND PROPERTY TAX  
EXEMPTION TO FIVE CONSECUTIVE YEARS IN TOTAL FOR MODERN  
CONSTRUCTION, LLC

The sponsor of the Molalla Enterprise Zone comprising the governing body of the City of Molalla (hereinafter "The Zone Sponsor") and Modern Construction, LLC (hereinafter "The Firm") do hereby enter into an agreement for extending the period of time in which The Firm shall receive an exemption on its proposed investments in qualified property in the Molalla Enterprise Zone contingent on certain special requirements.

The Zone Sponsor and The Firm jointly acknowledge: that subject to timely submission and approval of an application for precertification and the satisfaction of other requirements under ORS 285C.050 to 285C.250 (2005), The Firm is eligible for three years of complete exemption on its qualified property; that nothing in this agreement shall modify or infringe on this three-year exemption or the requirements thereof, and that this agreement becomes null and void if The Firm does not qualify for these three years of the exemption.

The Zone Sponsor extends The Firm's property tax exemption an additional two years on all property that initially qualifies in the Molalla Enterprise Zone in or before the assessment year beginning on January 1, 2014 and, thus, sets a total period of exemption of five consecutive years during which statutory requirements for the standard three-year enterprise zone exemption must also be satisfied and maintained.

In order to receive the additional two years of enterprise zone exemption granted herein, The Firm agrees herewith pursuant to ORS 285C.160 (3) that for each year of the exemption, all of The Firm's new employees shall receive an average level of compensation equal to or greater than 150 percent of the county average annual wage (\$31.27 per hour), in accordance with the definitions and guidelines in Oregon Administrative Rules (OAR), Chapter 123, Division 674, which provides that:

1. Such compensation may include non-mandatory benefits that can be monetized such as shift differential, profit-sharing, bonuses, paid vacation or financial benefits such as life insurance, medical coverage and retirement plans;
2. At the time of precertification, 150% of the Clackamas County average wage is \$31.27 per hour (2013 county average wage rate \$20.85 per hour);
3. Only employees working at jobs filled for the first time after the application for precertification but on or before December 31 at the end of the initial exemption year and performed within the current boundaries of the Molalla Enterprise Zone are counted; and
4. Only full-time, year-around and non-temporary employees engaged a majority of their time in The Firm's eligible operations under ORS 285C.135 are counted, regardless if such employees are leased, contracted for or otherwise obtained through an external agency or are employed directly by The Firm.

The Zone Sponsor does not request any additional requirement of The Firm and relinquishes all rights to make the additional two years of property tax exemption granted herein contingent on additional requirements that might otherwise be reasonably requested under ORS 285C.160 (3).

ACCEPTING FOR THE SPONSOR OF  
THE MOLALLA ENTERPRISE ZONE:

By: Debrah Page  
molalla mayor

Date: 5/1/13

ACCEPTING FOR  
MODERN CONSTRUCTION, LLC

By: R. C. H.

Date: 5/2/2013

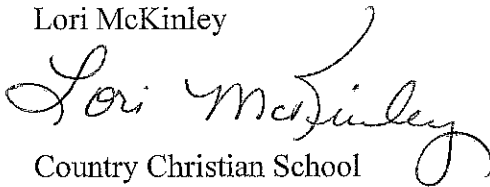
Country Christian School  
Key Club  
16975 S Hwy 211  
Molalla, OR 97038

April 10, 2013

Dear Joyce,

I have enclosed the information for approval of the Kiddies Parade. I have submitted all of the information to ODOT for the parade permit but we are still waiting for it. I will send you a copy as soon as it arrives. Please let me know if you have any questions. Thank you so much.

Lori McKinley

A handwritten signature in cursive script that reads "Lori McKinley". The signature is written in black ink and is positioned to the right of the printed name "Lori McKinley".

Country Christian School  
Key Club Advisor  
503-829-5503  
mckinley@molalla.net

# CITY OF MOLALLA

## REQUEST TO CONDUCT PARADE, PROCESSION, WALK-A-THON (OR OTHER SIMILAR EVENT)

Date of Application: 4/10/2013 Date of Event: July 3 2013

Is event taking place on a state highway (Main Street), if so you MUST contact ODOT for written permission and a letter of recommendation must be submitted to ODOT by the Molalla Police Department a copy must be submitted to Molalla's City Recorder

Name: Molalla Kiwanis Club / Country Christian Key Club  
(Corporation, Society or Group)

Person Responsible for Event (or applicant): Lori McKinley

Responsible Party Signature: X Lori McKinley

Address and Telephone of Responsible Person:

16975 S. Hwy 211  
Molalla, OR 97038  
503-829-5503

STARTING TIME: 3:30 staging Parade begins at 4 p.m.  
a.m. p.m.

STARTING POINT: Molalla High School - Cole + Francis

ENDING POINT: Molalla Ave + Heintz

Names of streets parade or event will travel—route along which activity is to proceed (a map attached to this application is required):

Francis to Cole to Heintz to Grange to  
Main Street to Molalla Ave to Heintz

Number of Persons Expected to Take Part in Parade or Event: 400

Number of Vehicles Involved in Parade or Event: 15

Number of Animals Expected to Be Involved (if any): 50

WHAT IS THE PURPOSE OF THE PROCESSION, PARADE OR EVENT?

The Kiddies Parade is part of the Annual Buckaroo Festivities

### PERMIT FEES:

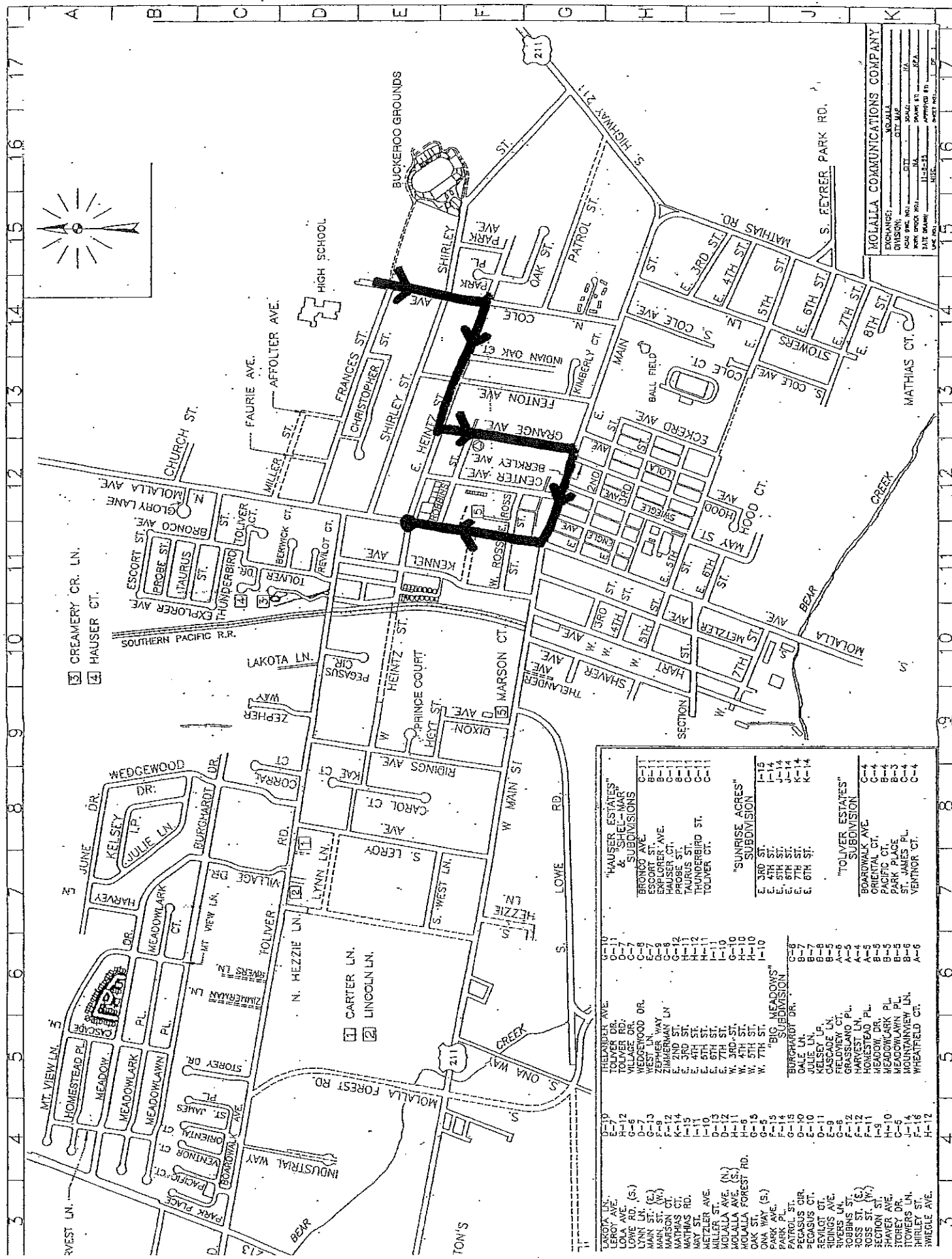
Athletic Event with 100 or fewer entrants	\$ 100.00
Athletic Event with 101 or more entrants	\$ 150.00
Parades with 50 or fewer entrants	\$ 50.00
Parades with 51 to 100 entrants	\$ 125.00
Parades with 101 to 150 entrants	\$ 200.00
Parades with 151 or more entrants	\$ 300.00

Requesting Waiver of Fees (approval by City Council)..... X

Other events:

Fee to be set by the City Manager, considering the number of entrants and anticipated spectators, the route to be taken, the cost to the city for personnel and equipment, and any other relevant factors.

**CERTIFICATE OF LIABILITY INSURANCE MUST BE SUBMITTED PRIOR TO  
APPROVAL OF EVENT**





KIWAN03

OP ID: 3Y

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

02/08/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hylant Group Inc-Indianapolis 301 Pennsylvania Parkway, #201 Indianapolis, IN 46280 Donald J. Thompson Jr.		<b>Phone: 800-678-0361</b> <b>Fax: 317-817-5151</b>	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> <b>E-MAIL ADDRESS:</b>	<b>FAX (A/C, No):</b>
<b>INSURED</b> Kiwanis International All Clubs and Their Members Insured Local Club: MOLALLA KC % Lori Mckinley 16975 S Hwy 211 Molalla, OR 97038		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A: Lexington Insurance Company</b> <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>		
		<b>NAIC #</b> 019437		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	013136005	11/01/2012	11/01/2013	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> AGG PER DISTRICT					PERSONAL & ADV INJURY \$ 2,000,000
A	<input checked="" type="checkbox"/> LIQUOR LIABILITY		013136005	11/01/2012	11/01/2013	GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	PRODUCTS - COMP/OP AGG \$ 2,000,000				
A	AUTOMOBILE LIABILITY		013136005	11/01/2012	11/01/2013	LIQUOR LI \$ 1,000,000
	<input type="checkbox"/> ANY AUTO	<input type="checkbox"/> SCHEDULED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> AGGREGATE				BODILY INJURY (Per accident) \$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				PROPERTY DAMAGE (Per accident) \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				\$
	DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
A	SELF-INSURED RETENTION		013136005	11/01/2012	11/01/2013	E.L. DISEASE - POLICY LIMIT \$
						ALL CLAIM 75,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is named as Additional Insured as respects to General Liability only regarding the following Kiwanis event: 7-3, 2013 OR any other future date(s) during policy term - Molalla Kiwanis Kiddies Parade Staging at HS parade thru town (Setup, tear down, RAIN DATE(s) are included)

**CERTIFICATE HOLDER****CANCELLATION**

ALLCERT

City of Molalla  
PO Box 248  
Molalla, OR 97038

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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**NOTEPAD:**

HOLDER CODE ALLCERT  
INSURED'S NAME Kiwanis International

KIWAN03  
OP ID: 3Y

PAGE 2  
DATE 02/08/13

the following are included as additional insureds:

The State of Oregon its department of transportation its divisions  
officers & employees





# MOLALLA POLICE DEPARTMENT

## CHIEF ROD H. LUCICH



PO BOX 248/117 N. MOLALLA AVE, MOLALLA, OR 97038

March 4, 2013

Lori McKinley  
Country Christian School  
16975 S. HWY 211  
Molalla, OR 97038

RE: Traffic control for Molalla Kiddie Parade

Dear Ms. McKinley,

The Molalla Police Department will be providing traffic and crowd control for the Kiddie Parade during this year's Buckaroo festivities.

Please don't hesitate to contact me if you have any questions about this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Rod H. Lucich".

Chief Rod Lucich  
Molalla Police Department



# OREGON LIQUOR CONTROL COMMISSION LIQUOR LICENSE APPLICATION



Application is being made for:

## LICENSE TYPES

- ☐ Full On-Premises Sales (\$402.60/yr)
- ☐ Commercial Establishment
- ☐ Caterer
- ☐ Passenger Carrier
- ☐ Other Public Location
- ☐ Private Club
- ☒ Limited On-Premises Sales (\$202.60/yr)
- ☐ Off-Premises Sales (\$100/yr)
- ☐ with Fuel Pumps
- ☐ Brewery Public House (\$252.60)
- ☐ Winery (\$250/yr)
- ☐ Other: \_\_\_\_\_

## ACTIONS

- ☐ Change Ownership
- ☒ New Outlet
- ☐ Greater Privilege
- ☐ Additional Privilege
- ☒ Other Food Cart

## 90-DAY AUTHORITY

☐ Check here if you are applying for a change of ownership at a business that has a current liquor license, or if you are applying for an Off-Premises Sales license and are requesting a 90-Day Temporary Authority

## APPLYING AS:

- ☐ Limited Partnership ☐ Corporation ☐ Limited Liability Company ☒ Individuals

## CITY AND COUNTY USE ONLY

Date application received: \_\_\_\_\_

The City Council or County Commission:

(name of city or county)

recommends that this license be:

☐ Granted ☐ Denied

By: \_\_\_\_\_  
(signature) (date)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## OLCC USE ONLY

Application Rec'd by: JP

Date: 4-24-13

90-day authority: ☐ Yes ☐ No

1. Entity or Individuals applying for the license: [See SECTION 1 of the Guide]

① PAMELA JEAN WARD ③ \_\_\_\_\_

② Mario McCray ④ \_\_\_\_\_

2. Trade Name (dba): 3 CATZ ESPRESSO CAFE

3. Business Location: 202 MOLALLA AVE MOLALLA CLACKAMAS OR 97038  
(number, street, rural route) (city) (county) (state) (ZIP code)

4. Business Mailing Address: 311 CHINOOK ST MOLALLA ORE 97038  
(PO box, number, street, rural route) (city) (state) (ZIP code)

5. Business Numbers: 503-270-0452 \_\_\_\_\_  
(phone) (fax)

6. Is the business at this location currently licensed by OLCC? ☐ Yes ☒ No

7. If yes to whom: \_\_\_\_\_ Type of License: \_\_\_\_\_

8. Former Business Name: \_\_\_\_\_

9. Will you have a manager? ☒ Yes ☐ No Name: MARIO DION MCCRAY  
(manager must fill out an Individual History form)

10. What is the local governing body where your business is located? CLACKAMAS  
(name of city or county)

11. Contact person for this application: PAMELA JEAN WARD 503-270-0452  
(name) (phone number(s))  
311 CHINOOK ST MOLALLA OR 97038 pammario@molalla.net  
(address) (fax number) (e-mail address)

I understand that if my answers are not true and complete, the OLCC may deny my license application.

Applicant(s) Signature(s) and Date:

① Pamela Ward Date 4-15-13 ③ \_\_\_\_\_ Date \_\_\_\_\_

② Mario McCray Date 4-27-13 ④ \_\_\_\_\_ Date \_\_\_\_\_