

COMMUNITY OUTREACH

WHAT WE DO AND HOW WE DO IT

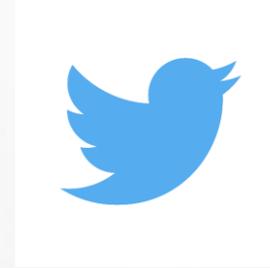


CONSTANT CONTACT

- **COMMUNITY WEEKLY E-BLAST**
 - **ENGLISH VERSION: 1,167 SUBSCRIBERS**
 - **SPANISH VERSION: 166 SUBSCRIBERS**
 - **FORWARDED EMAILS TO GROUPS PUTS ESTIMATED REACH AROUND 7,000-10,000 EACH WEEK**



SOCIAL MEDIA



- **FACEBOOK**

- **CITY PAGE: 1,267 “LIKES”**
- **FIESTA PAGE: 1,889 “LIKES”**
- **RECREATION: 1,607 “LIKES”**
- **AQUATIC CENTER: 2,660 “LIKES”**
- **WOODBURN PUBLIC LIBRARY: 589 “LIKES”**
- **OVER 8,000 “LIKES” AND GROWING DAILY**

- **TWITTER**

- **253 FOLLOWERS**
- **135 TWEETS**

- **YOUTUBE**

- **11 VIDEOS UPLOADED**
- **OVER 1,000 VIEWS**

SOCIAL MEDIA

- **FACEBOOK REACH**

- **ONE EXAMPLE – CHIEF’S LETTER**
- **OVER 9,000 PEOPLE SAW THIS POST**
- **WITH 25 SHARES, THAT IS 25 MORE SETS OF “FRIENDS” THAT SAW THE POST**
 - **EX: IF EACH OF THOSE WHO SHARED HAD 500 “FRIENDS” THEN 12,500 MORE PEOPLE SAW IT**



WPD APP

- **ENGLISH VERSION - 869 APP DOWNLOADS**

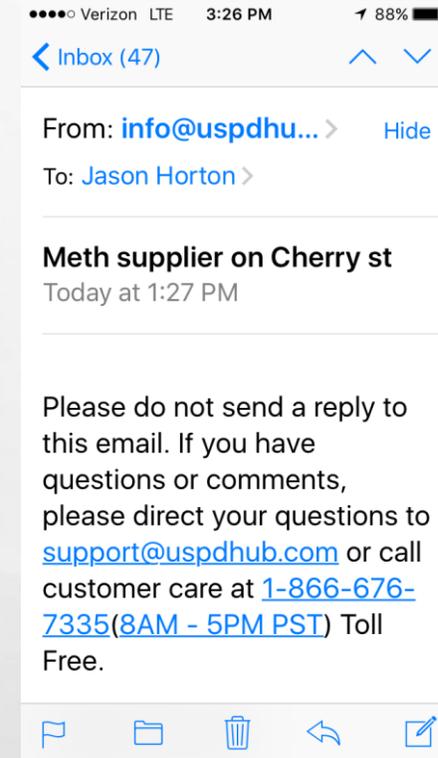
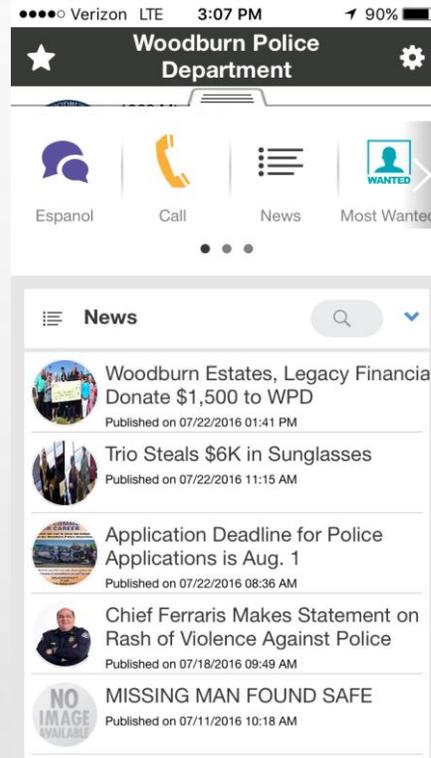
- **563 IPHONES**
- **436 ANDROID**
- **16 WINDOWS**
- **COMBINED, THE APP HAS BEEN OPENED NEARLY 17,500 SINCE MARCH**

- **SPANISH VERSION - 27 APP DOWNLOADS**

- **10 IPHONES**
- **25 ANDROID**
- **2 WINDOWS**
- **COMBINED, THE APP HAS BEEN OPENED NEARLY 70 TIMES**

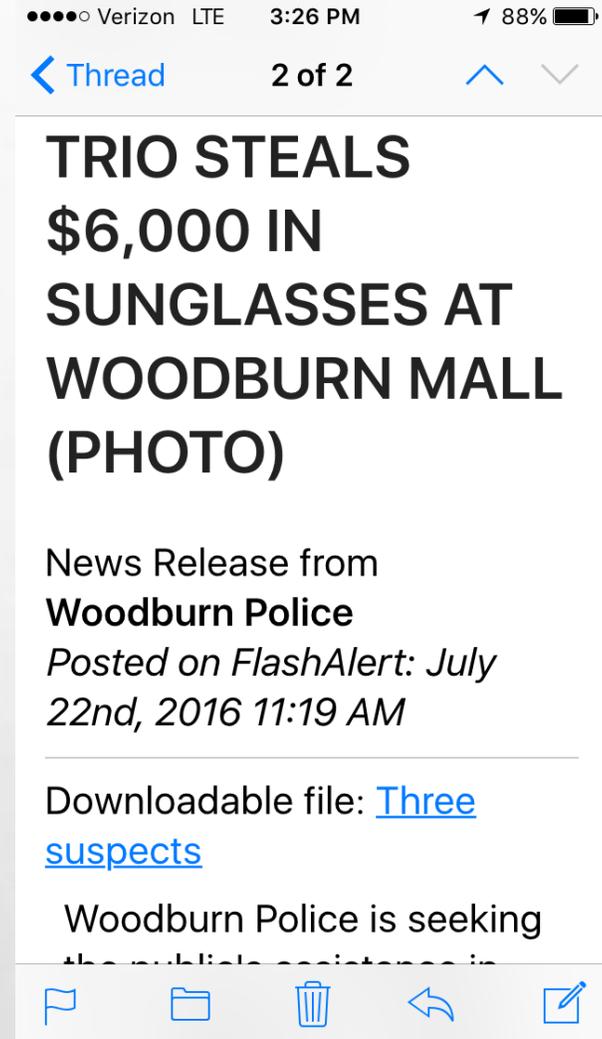
WPD APP

- **WHAT IS THE PURPOSE OF THE APP?**
 - **PRESS RELEASES**
 - **CHIEF'S COMMUNICATION**
 - **MOST WANTED**
 - **QUICK POSTINGS TO SOCIAL MEDIA**
 - **PHOTOS**
 - **TIPS – PEOPLE DO USE THIS**
 - **THANK A COP**



FLASHALERT

- **IMMEDIATELY EMAILS MEDIA CONTACTS THROUGHOUT WILLAMETTE VALLEY (CAN GO STATE AND NATIONWIDE, TOO)**
- **A WAY TO GET POLICE, SAFETY INFO TO A LARGE AUDIENCE QUICKLY**
 - **EX: MISSING CHILD LAST YEAR – WITHIN MINUTES TV, NEWSPAPER HAD PHOTO ON WEBSITES, ETC.**



OTHER MISCELLANEOUS OUTREACH

- **OUT & ABOUT — DIRECT MAIL TO WOODBURN ADDRESSES, COPIES AT CITY BUILDINGS**
- **SERVICE CLUBS**
- **CHAMBER ACTIVITIES**
- **RANDOM PUBLIC, MEDIA INQUIRES**
- **DOWNTOWN BUSINESS CONTACTS**
- **FIESTA MEXICANA, DOWNTOWN COMMUNITY EVENT**

QUESTIONS?

**COUNCIL MEETING MINUTES
SEPTEMBER 26, 2016**

DATE COUNCIL CHAMBERS, CITY HALL, CITY OF WOODBURN,
COUNTY OF MARION, STATE OF OREGON, SEPTEMBER 26, 2016

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

ROLL CALL

Mayor Figley	Present
Councilor Carney	Present
Councilor Lonergan	Present
Councilor Schaub	Present
Councilor Morris	Present
Councilor Ellsworth	Present
Councilor Alonso Leon	Present

Staff Present: City Administrator Derickson, City Attorney Shields, Economic and Development Services Director Hendryx, Economic Development Director Johnk, Police Chief Ferraris, Public Works Director Scott, Finance Director Montoya, Assistant City Attorney Granum, Community Relations Manager Gutierrez-Gomez, Communications Coordinator Horton, City Recorder Pierson

0:01 **ANNOUNCEMENTS**

Mayor Figley announced that the Woodburn Police Department made an arrest in conjunction with a property crime spree that had occurred over a three year period. She added that the Woodburn Police Department takes keeping the community safe seriously.

Mayor Figley thanked Economic Development Director Johnk and Community Relations Manager Gutierrez-Gomez for their work on the Hispanic Heritage Month - Woodburn Community Celebration that took place on Saturday, September 17th at the Downtown Plaza.

0:05 **COMMUNITY/GOVERNMENT ORGANIZATIONS**

Woodburn Chamber of Commerce – Stuart Rodgers, Executive Director of the Woodburn Chamber of Commerce, and Economic Development Director Johnk provided information on the Woodburn Tourism Plan update. Councilor Alonso Leon suggested that the Chamber partner with nonprofit groups for events. Councilor Carney stated that he would like to hear back from the Chamber on this plan in 6 months. Councilor Morris stated that he would like to see the final branding ideas before they are implemented by the Chamber.

0:41 **PRESENTATION**

Mayor Figley welcomed the City’s new Finance Director Sandra Montoya.

Walt Beglau, Marion County District Attorney, and Paige Clarkson, Trial Team Supervisor, provided information on Senate Bill 111 Response Plan Update. Chief Police Ferraris added that when a police officer uses deadly force, he wants a process that is lawful, that honors the rights of everyone involved, and that is transparent and consistent.

Mayor Figley recognized Ewart Brown for his work on the Community Connection

COUNCIL MEETING MINUTES SEPTEMBER 12, 2016

Project. City Administrator Derickson thanked Ewart for his inspiration and well of enthusiasm, support and kindness on behalf of city staff and himself. He added that he is often present when needed and reminds us why we got in to public service. Chief Ferraris stated that Ewart is a great example of community policing and thanked him for his work on the Community Connections Project. Ewart Brown stated that he made a commitment to the Mayor when he first met her to help make Woodburn the leading city of all the cities in the United States and he asked that people meet someone new, make a statement of encouragement, and leave a statement of hope and that doing so just might change a life.

1:06

COMMUNICATIONS

Mayor Figley stated that Council members received a letter from a HOA in regards to the RV parking item that appears later on the agenda.

CONSENT AGENDA

A. Woodburn City Council minutes of September 12, 2016,

B. Crime Statistics through August 2016.

Lonergan/Ellsworth... adopt the Consent Agenda. The motion passed unanimously.

1:07

PUBLIC HEARINGS

A. FY 2016-2017 Supplemental Budget Request

A Public Hearing to consider input on FY 2016-2017 Supplemental Budget Request. Mayor Figley declared the hearing open at 8:07 p.m. for the purpose of hearing public input FY 2016-2017 Supplemental Budget Request. Mayor Figley asked if anyone from the public would like to speak on this subject. No members of the public wished to speak in either support or opposition of FY 2016-2017 Supplemental Budget Request. Mayor Figley declared the hearing closed at 8:09 p.m.

B Republic Service Rate Increase

A Public Hearing to consider input on Republic Service rate increase. Mayor Figley declared the hearing open at 8:09 p.m. for the purpose of hearing public input on Republic Service rate increase. Councilor Lonergan recused himself from the discussion due to a conflict of interest. City Administrator Derickson provided a staff report. Matt Cofer, Operations Manager at Republic Service, provided a report on the proposal to Council. City Administrator Derickson stated that he received one phone call from a citizen who is opposed to the increase and two calls about the noise from the garbage trucks. Councilor Alonso Leon stated that she has concerns about senior citizens who are on a fixed income and suggested a program where people could help others pay for their garbage. Councilor Ellsworth suggested that we invite Republic Services to our community events. Mayor Figley asked if anyone from the public would like to speak on this subject. Jerry Erdt, 1266 Woodland Ave, said that he has always been puzzled by franchises and that all the money will be going to Arizona and we should get franchises with local people. No members of the public wished to speak in either support or opposition of the Republic Service rate increase. Mayor Figley declared the hearing closed at 8:40 p.m.

1:39

COUNCIL BILL NO. 3015 – AN ORDINANCE AMENDING ORDINANCE 2285 (THE TRAFFIC ORDINANCE) TO PROHIBIT PARKING IN DESIGNATED FIRE LANES, TO MODIFY THE RV PARKING AND STORAGE PROVISIONS, TO MAKE OTHER MINOR AMENDMENTS, AND

**COUNCIL MEETING MINUTES
SEPTEMBER 26, 2016**

DECLARING AN EMERGENCY

Lonergan Introduced Council Bill No. 3015. Recorder Pierson read the bill twice by title only since there were no objections from the Council. City Administrator Derickson stated that he received two calls on this one who had concerns with this ordinance and the other had concerns about leaking oil on the streets. Councilor Carney asked how public comments will fold into this ordinance. City Administrator Derickson stated that they have done the public outreach but will continue to try and educate people on the ordinance. On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 3015 duly passed.

1:46 **COUNCIL BILL NO. 3016 – AN ORDINANCE MAKING CERTAIN TEXTUAL AMENDMENTS TO THE WOODBURN DEVELOPMENT ORDINANCE REGARDING NODAL OVERLAY DISTRICTS AND ACCESSORY STRUCTURES (FENCE AND WALL STANDARDS)**

Lonergan Introduced Council Bill No. 3016. Recorder Pierson read the bill twice by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 3016 duly passed.

1:48 **COUNCIL BILL NO. 3017 – AN ORDINANCE ANNEXING 2.17 ACRES OF PROPERTY LOCATED AT 1385 COOLEY ROAD AND THE ADJACENT COOLEY ROAD RIGHT-OF-WAY INTO THE CITY OF WOODBURN AND DESIGNATING THE PROPERTY AS CITY OF WOODBURN RESIDENTIAL SINGLE-FAMILY (RS)**

Lonergan Introduced Council Bill No. 3017. Recorder Pierson read the bill twice by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 3017 duly passed.

1:49 **COUNCIL BILL NO. 3018 - AN ORDINANCE PROVIDING FOR ADDITIONAL PUBLIC INPUT ON THE PARKS AND RECREATION SYSTEM DEVELOPMENT CHARGES AND AMENDING ORDINANCE 2250, ORDINANCE 2536 AND RESOLUTION 2085 TO PROVIDE FOR NEW EFFECTIVE DATES**

Lonergan Introduced Council Bill No. 3018. Recorder Pierson read the bill twice by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 3018 duly passed.

1:55 **COUNCIL BILL NO. 3019 – A RESOLUTION APPROVING TRANSFERS OF FY 2016-2017 APPROPRIATIONS AND APPROVING A SUPPLEMENTAL BUDGET**

Lonergan Introduced Council Bill No. 3019. Recorder Pierson read the bill by title only since there were no objections from the Council. On roll call vote for final passage, the bill passed unanimously. Mayor Figley declared Council Bill No. 3019 duly passed.

1:57 **COUNCIL BILL NO. 3020 - A RESOLUTION APPROVING AN ADJUSTED RATE SCHEDULE FOR PROVIDING SOLID WASTE SERVICE WITHIN THE**

**COUNCIL MEETING MINUTES
SEPTEMBER 12, 2016**

CITY OF WOODBURN AND REPEALING RESOLUTION 2049

Lonergan Introduced Council Bill No. 3020. Recorder Pierson read the bill by title only since there were no objections from the Council. Councilor Lonergan recused himself. On roll call vote for final passage, the bill passed unanimously with Councilor Lonergan not voting. Mayor Figley declared Council Bill No. 3020 duly passed.

1:58 **ACCEPTANCE OF A PUBLIC UTILITY EASEMENT AT 2851 W. HAYES STREET, WOODBURN, OR 97071 (TAX LOT 052W12C01203)**

Lonergan/Ellsworth... accept the Public Utility Easement located at 2851 W. Hayes Street, granted by Kirkstone Investments LLC. The motion passed unanimously.

CENTENNIAL PARK SPLASH PAD GRANT AGREEMENT

Lonergan/Morris... authorize the City Administrator to enter into the enclosed Local Government Grant Agreement with the Oregon Parks and Recreation Department in the amount of \$121,752. The motion passed unanimously.

1:59 **SPECIAL PUBLIC WORKS FUND (SPWF) , TECHNICAL ASSISTANCE GRANT: SWIR INFRASTRUCTURE PLANNING PROJECT**

Lonergan/Morris... accept the Special Public Works Technical Assistance grant funds of \$60,000 for the SWIR Infrastructure Planning Area Project and authorize staff to move forward with project implementation. The motion passed unanimously.

2:00 **CITY ADMINISTRATOR'S REPORT**

City Administrator Derickson stated that he is proud of the logo used for the Hispanic Heritage Month - Woodburn Community Celebration and Councilors were provided a framed copy of the poster.

2:01 **MAYOR AND COUNCIL REPORT**

Councilor Alonso Leon acknowledged the work of Gustavo and Jamie for their work on the amazing community event which had a good turnout despite the rain.

Councilor Ellsworth stated that she also attended the Woodburn Hispanic Heritage Month celebration as well as the Hispanic Heritage breakfast in Salem. She thanked Gustavo and Jamie for their work on the event.

Councilor Schaub stated that she is sorry she missed the community event but she got married and was on her honeymoon.

Councilor Morris stated that the Ethics Commission Conflict of Interest form will be online next year.

2:05 **EXECUTIVE SESSION**

Mayor Figley entertained a motion to adjourn into executive session under the authority of ORS 192.660 (2)(i). **Lonergan/ Ellsworth ...** move into executive session. The Council adjourned to executive session at 9:06 p.m. and reconvened at 10:02 p.m. Mayor Figley stated that no action was taken by the Council while in executive session.

Morris/Lonergan... authorize the Mayor to extend the City Administrators contract by one year. The motion passed unanimously.

**COUNCIL MEETING MINUTES
SEPTEMBER 26, 2016**

ADJOURNMENT

Morris/Schaub... meeting be adjourned. The motion passed unanimously. The meeting adjourned at 10:04 p.m.

APPROVED _____
KATHRYN FIGLEY, MAYOR

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

**WOODBURN PLANNING COMMISSION PUBLIC
HEARING/MEETING MINUTES
August 25, 2016**

CONVENED: The Planning Commission met in a public meeting session at 7 p.m. in the City Hall Council Chambers, with Chair Claudio Lima presiding.

ROLL CALL:

Chair	Lima	Present
Vice-Chair	Piper	Present
Commissioner	Grigorieff	Present
Commissioner	Vacant	
Commissioner	Comer	Present
Commissioner	Corning	Absent
Commissioner	Lassen	Absent

Staff Present: Jim Hendryx, Economic and Development Services Director
 Kate Foster, Associate Planner
 McKenzie Granum, Assistant City Attorney
 Vicki Spitznogle, Recording Secretary

Chair Lima opened the workshop/meeting at 7 pm, and led the Commissioners in the flag salute.

Minutes

The July 28, 2016 minutes were unanimously approved.

Business from the Audience

None

Communication

None

Public Hearing: LA 2016-01

Legislative Amendments establish policies and standards of the City and are applied citywide.

The section of the proposed amendment dealing with fences was the first item of business. Chair Lima agreed to bifurcate the rest of the amendment (Nodal Standards and Scrivener Errors) to the end of the meeting, or, depending on the time, to continue it to a date certain.

Commissioner Comer related possible ex-parte contact, but felt he could be objective. There were no challenges or concerns with his statement.

Dennis Ortega, 408 Turnberry Avenue, Woodburn provided a public comment letter and spoke to the Commission in support of the proposed fence changes. He pointed out the lack of privacy for corner lots with the current fencing standards, as well as safety concerns.

Community Director Hendryx noted that are no changes proposed for vision clearance areas.

Darren Gusdorf, Icon Construction, 1980 Willamette Falls Drive, West Linn, also strongly supported the proposed fencing changes, stating privacy concerns.

Susan-Rae Bell, 2946 Reed Ave, Woodburn, stated that she can only fence part of her corner lot property, but must maintain the whole. People walk their dogs through the unfenced portion, dropping cigarette butts in the bark mulch.

Anatoliy Gladkiy, 354 Stark St, Woodburn, bought a corner lot to provide space for children and his dog. Current fencing standards would severely limit that space.

Commissioner Piper apologized to the audience for the fence standards approved at the last WDO update in 2013. It has become clear that the proposed fence standards should be adopted.

Vice-Chair Piper moved that the Commission approve the fence portion of LA 2016-01 and send a recommendation for fence standard approval to the City Council.

Commissioner Comer seconded the motion and it passed unanimously.

1385 Cooley Road (ANX 2016-01) – Bodunov

Commissioner Piper mentioned a possible ex-parte contact, as he drives by the property several times a week. He felt he could maintain objectivity and there were no questions or concerns.

Aleksey Bodunov, 1385 Cooley Road, Woodburn said that. He wishes to annex his property into the City to receive City services and is exploring different options for developing the property.

The Woodburn Development Ordinance (WDO) states that Woodburn *should not* have over a five year supply of residential land available for development. At the moment there are very few vacant residential properties available in Woodburn.

Vice-Chair Piper moved to approve ANX 2016-01 with the proviso that the Chair be allowed to sign the Final Order. Commissioner Grigorieff seconded the motion, which passed unanimously.

1025 Park Avenue (VAR 2016-05):

Associate Planner Kate Foster presented the variance to the Commission. The Marion County Housing Authority (MCHA) is requesting a variance to remove the balconies at 1025 Park Avenue and not replace them as the present standard requires, although they would provide a patio cover to provide first floor private space. The sliding glass door onto the upper balconies would be replaced with a wall, which would still leave adequate ingress and egress, due to an existing window on that wall in each apartment.

The Planning Division recommends that the Commission approve case VAR 2016-05, subject to the following conditions:

1. The property shall be developed in substantial conformity to the preliminary plans submitted and reviewed with these applications.
2. The owner shall ensure all applicable City and County permits for work are obtained prior to the start of work and that the work meets the satisfaction of the permit-issuing jurisdiction.

Vice-Chair Piper moved that VAR 2016-05 be approved and that the Chair be allowed to sign the Final Order. The motion was approved unanimously.

LA 2016-01 continued:

Nodal Standards: An attempt is being made to clarify confusing issues in the nodal standards to further encourage row houses and attached single-family and small lot single-family development. The Commission agreed that the proposed nodal standards would clarify nodal standards, which tended to discourage such building, even while allowing it.

During discussion regarding types of configuration for higher density, lower cost housing, it was pointed out that in such areas, playgrounds were not a requirement. The current proposals may need to be revised still further, pending further Commission discussion.

There was a suggestion for a future workshop to more fully explore nodal zone possibilities.

One Commission condition was to change the 20 foot setback to 0 or 20, depending on whether there was a garage. Vision clearance was not seen to be a problem, since vision clearance would still be in place on street corners. Front porches are allowed go 10 feet into the setback area.

It was decided to go to the Council with a recommendation for approval on the present proposals and address further revisions at a later date.

Commissioner Piper moved that approval of LA 2016-01 Nodal Standards and LA 2016-05 Fence Standards to be forwarded to the City Council. Commissioner Grigorieff seconded the motion, which passed unanimously.

The Commission will return to meet at the date certain of Sept. 22nd, during which time they will address LA 2016-01 Scrivener Errors.

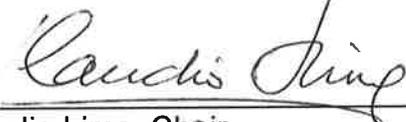
Business from the Commission

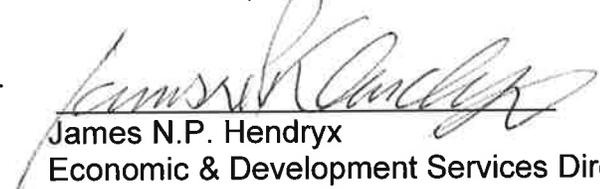
The League of Oregon Cities will be holding a workshop in Portland as well as their annual conference in Salem. Community Director Hendryx will report back to the Commission with more information.

The next meeting will be held on Sept. 22nd

Adjournment

Commissioner Grigorieff moved to adjourn the meeting and Vice-Chair Piper seconded it. The meeting was adjourned at 9pm.

APPROVED  9/22/16
Claudio Lima, Chair Date

ATTEST  9/23/16
James N.P. Hendryx Date
Economic & Development Services Director
City of Woodburn, Oregon



Agenda Item

October 10, 2016

TO: Honorable Mayor and City Council through City Administrator
FROM: Jim Hendryx, Community Development Director
SUBJECT: **Legislative Amendment - LA 2016-01, Scrivener Errors**

RECOMMENDATION:

It is recommended that the City Council hold a public hearing on Legislative Amendment LA 2016-01, which amends the Woodburn Development Ordinance regarding scrivener errors. It is further recommended that an ordinance be prepared implementing Council's direction.

BACKGROUND:

Beginning in 2009, the Woodburn Development Ordinance (WDO) was entirely rewritten. Initially, sign standards were revised (2010). In 2011, administrative provisions were updated and in 2013, the remaining sections of the ordinance, primarily dealing with land use standards, were revised.

The WDO states that the Director shall keep a list of potential modifications to the ordinance and report those to the Council, who may initiate such modifications if they so choose. Council gave direction to address these WDO issues this past February.

The Planning Commission held a public hearing on LA 2016-01, Scrivener Errors, on September 22, 2016 and recommended that the City Council approve the proposed amendments.

DISCUSSION:

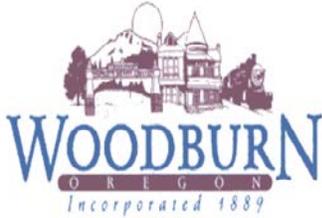
The WDO totals approximately 241 pages of text, tables, and diagrams. With such a long and complicated ordinance, errors and omissions naturally occur. Legislative Amendment 2016-01, Scrivener Errors, attempts to address these mistakes. The public hearing is scheduled for Council to gain public input and to consider the Planning Commission's recommendation to correct various scrivener errors.

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



FINANCIAL IMPACT:

None.



Community Development Planning Division

270 Montgomery Street, Woodburn, Oregon 97071 • (503) 982-5246

CITY COUNCIL STAFF REPORT

PUBLIC HEARING

Application Type	Type V Legislative Amendment
Application Number	LA 2016-01
Project Description	Revise various sections to correct scrivener errors in the Woodburn Development Ordinance
Area	Entire City
Zoning	All zones
Planner Assigned	Jim Hendryx, Community Development Director
120-Day Deadline	Not applicable to legislative decisions
Date of Staff Report	August 17, 2016
Date of Public Hearings	Planning Commission: September 22, 2016 City Council: October 10, 2016

BACKGROUND

Beginning in 2009, the Woodburn Development Ordinance (WDO) was entirely rewritten. Initially, sign standards were revised (2010). Then, in 2011, administrative provisions were updated and in 2013, the remaining sections of the ordinance, primarily dealing with land use standards, were updated.

The WDO states that the Director shall keep a list of potential modifications to the ordinance and report those to the Council, who may initiate such modifications if they so choose. Additionally, Council can initiate such modifications anytime, at their discretion. Council gave direction to address these WDO issues this past February.

At the September 22, 2016 Planning Commission meeting, the Commission held a public hearing on Legislative Amendment LA 2016-01, Scrivener Errors, and recommended City Council approval.

ANALYSIS AND FINDINGS OF FACT – Woodburn Development Ordinance

WDO 4.101 Decision Making Procedures

Findings: Under Section 4.101.02.E of the Woodburn Development Ordinance, decisions involving legislative actions where the City Council amends the City’s land use regulations, Comprehensive Plan, Zoning Map or some component of these documents where changes are of such a size, diversity of ownership or interest as to be legislative in nature under state law, are Type V decisions. The Planning Commission holds an initial public hearing, which they did on August 25, 2016 on the proposal and makes a recommendation to the City Council. The City Council then holds a *final* public hearing and makes the City’s final decision. The City Council’s action is the City’s final decision and is appealable to the Land Use Board of Appeals (LUBA) within 21 days after it becomes final.

Conclusion: This legislative amendment is correctly processed as a Type V decision.

Findings: Under Section 4.101.03, the City Council may initiate any type of land use action by a motion designating the appropriate City department to complete and file the application. The City Council passed a resolution this past February, initiating LA 2016-01. The Commission conducted a work shop in June and provided direction for the attached amendments. Other work shop meetings and public hearings will follow to address other needed revisions.

Conclusion: The City Council directed staff to initiate amendments to the WDO. The Commission conducted a workshop and provided direction on initial amendments to the Ordinance.

Findings: Under Section 4.101.10, the Planning Commission shall hold at least one public hearing, which it did on September 22, 2016, recommending that the Council approve amendments to errors and omissions in the WDO.

The Director provided notice to the Oregon Department of Land Conservation and Development (DLCD) at least 35 days before the first hearing, as required by the post-acknowledgment procedures of ORS 197.610 to 197.625, as applicable.

Once the Planning Commission hearing was scheduled and notices sent out, the Director prepared and made available a report on the legislative proposal seven days before the hearing.

At the conclusion of the hearing, the Planning Commission recommended approval of LA 2016-01, Scrivener Errors, to the City Council. This staff report summarizes the report and recommendation to the City Council regarding LA 2016-01, Scrivener Errors.

The City Council is scheduled to hold a public hearing on the proposal at its October 10, 2016 meeting. Any interested person may provide written or oral testimony on the proposal at, or prior to, the hearing. At the conclusion of the hearing, the City Council may adopt, modify or reject the legislative proposal, or it may remand the matter to the Planning Commission for further consideration. If the decision is to adopt at least some form of the proposal, and thereby enact or amend the City's land use regulations, Comprehensive Plan, official Zoning Map or some component of any of these documents, the City Council's decision shall be enacted as an ordinance.

Not later than five working days following the City Council's final decision, the Director shall mail notice of the decision to the DLCD, in accordance with ORS Chapter 197.

Conclusions: The Planning Commission held a public hearing on scrivener errors at its October 10, 2016 meeting and made recommendations to the City Council. Notice has been provided to the Oregon Department of Land Conservation and Development (DLCD) and Marion County. Background information, including the staff report, has been made available for public inspection. The City Council is scheduled to conduct a public hearing on October 10, 2016 to receive the Commission's recommendations and listen to public input. All provisions of this section of the WDO and State statute have been met.

Findings: Public notice is provided for all public hearings in accordance with Section 4.101.14 of the WDO. Notification was provided to affected agencies, including the Department of Land Conservation and Development and Marion County, in advance of the Commission's hearing. Notification was provided to the Woodburn Historic Neighborhood

Association. Notice of the public hearing was published in the Woodburn Independent newspaper.

All notifications contained information regarding the time, date, and location of the public hearings, the file number, and staff contact information for questions or submission of testimony. All notifications also included a summary of the proposed amendments. All notification documents provided information regarding the public hearing procedures and how to review or obtain copies of the documents to be considered.

Conclusion: Notification requirements consistent with the provisions of the Woodburn Development Ordinance and statutory requirements were met.

WDO 5.104.04 Zoning Map Change, Owner Initiated

Findings: Section 5.104.04 governs changes to the Zoning Map that are initiated by a property owner. This case is initiated by the City and applies to many separate properties.

Conclusion: Section 5.104.04 does not apply to the proposed Zoning Map amendment.

Findings: Under State statute, all cities and counties in Oregon must have an approved comprehensive plan, along with implementing ordinances. Amendments to an approved comprehensive plan must be consistent with State statutes. Implementing ordinances must also be consistent with each comprehensive plan.

The Woodburn Comprehensive Plan was originally adopted in 1978, and subsequently amended several times. The Woodburn Development Ordinance was adopted 2008, and most recently amended in 2013.

Conclusion: Amendments to the Woodburn Comprehensive Plan and the Woodburn Development Ordinance will be evaluated for consistency with the Comprehensive Plan and State statute.

ANALYSIS AND FINDINGS OF FACT – Woodburn Comprehensive Plan

Findings: The Comprehensive Plan (Volume 1 Goals and Policy Amendments) states:

“The keystone of plan implementation is the Woodburn Development Ordinance (WDO). This WDO ensures that the location and design of various land uses and in some cases, the timing of those land uses, is in compliance with the Comprehensive Plan. The WDO ensures that incompatible uses do not occur, while allowing flexibility consistent with the purpose of the plan. The Zoning Map will be more specific than the Comprehensive Plan Map, and may have more designations than the Comprehensive Plan Map. In addition, there will be many cases where the zoning ordinance will be more restrictive than the map. This is because there are areas which must be retained in a more restrictive zone until public facilities are developed or public need is established for a zone change to a less restrictive zone. However, in no case should the Zoning Map allow a use which is less restrictive than that called for in the Comprehensive Plan.”

The Woodburn Development Ordinance includes 241 pages of text, charts and illustrations. With such a lengthy and complicated ordinance, mistakes and omissions can naturally occur. LA 2016-01 attempts to address these oversights.

Conclusions: The amendments insure that the WDO implements the Comprehensive Plan. The proposed amendments clarify the intent of the WDO and simplify administration of the Ordinance. The proposed amendments are consistent with the Comprehensive Plan.

Findings: The Comprehensive Plan (Volume 1 Goals and Policy Amendments) states:

“The planning process is continuous. There is no plan that can foresee all of the problems the future will bring. In most cases for decision, the Planning Commission and Council will be petitioned by private citizens to change the Comprehensive Plan designation of a particular parcel of property. This is a quasi-judicial activity and should follow the procedures set out for quasi-judicial rulings. The Planning Commission should ensure that any change it makes in the Comprehensive Plan is consistent with other goals and policies established in this Plan. These changes, in general, should be justified by a solid body of evidence presented by the petitioner showing the following:

1. Compliance with the goals and policies of the Comprehensive Plan;
2. Compliance with the various elements of the Comprehensive Plan;
3. Compliance with Statewide goals and guidelines;

4. That there is a public need for the change;
5. That this land best suits that public need;”

Between the years 2010–2013, the Woodburn Development Ordinance was completely rewritten. Mistakes and omissions occurred and these amendments attempt to address these deficiencies.

Conclusions: The Comprehensive Plan recognizes that plans and implementing ordinances like the WDO continue to evolve and change over time. The amendments are consistent with the intent of the Comprehensive Plan and Statewide goals and guidelines.

Findings: The Comprehensive Plan (Volume 1, Goals and Policy Amendments) states:

“Goal C-1 of the Comprehensive Plan is to coordinate with Marion County regarding planning issues that extend beyond the boundaries of the City of Woodburn, including amendments to the Comprehensive Plan and Transportation System Plan, and achieve a compact urban growth form.”

Affected public agencies, including Marion County, have been notified on the proposed amendments to the WDO.

Conclusion: Legislative 2016-01 complies with Goal C-1 of the Comprehensive Plan.

Findings: The State adopted 19 goals for state and local land use decisions. The statewide planning goals applicable to this case are Goals 1 (Citizen Involvement), 2 (Land Use Planning), and 9 (Economic Development).

- Goal 1 requires that the City develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process. Agency and public notice have been provided. Open houses have been held and public hearings conducted.
- Goal 2 requires that the City establish a land use planning process and policy framework as a basis for all decision and actions related to the use of land and to assure an adequate factual base for such decisions and actions. The Woodburn Development Ordinance contains procedures and requirements for facts and findings.

The proposed amendments clarify the intent of the WDO by:

- Including diagrams, illustrations, tables, charts and maps
- Updating and standardizing terminology
- Eliminating conflicting standards and circular references

- Making the ordinance more user-friendly
- Correcting scrivener errors
- Goal 9 requires the City to provide adequate opportunities for a variety of economic activities vital to health, welfare, and prosperity. The amendments clarify the standards of the Ordinance.

Conclusion: The proposed additions and amendments are consistent with applicable statewide planning goals.

Woodburn Development Ordinance

Findings: Legislative amendments are Type V legislative decisions. The Development Ordinance addresses Type V decisions in Section 4.101.06.E, Decision Making Procedures. The Planning Commission held an initial public hearing on the proposal on August 25, 2016 and made a recommendation to the City Council. The City Council then holds a *de novo* public hearing, scheduled for September 12, 2016 and makes the City's final decision.

Conclusions: The proposed amendment is a Type V legislative decision. The decision-maker is the City Council.

Findings: The Oregon Department of Land Conservation and Development was sent a Notice of Proposed Amendment, as required by statute. Affected agencies (Marion County, the State of Oregon, the Woodburn School District, and the Woodburn Fire District), as well as the Woodburn Historic Neighborhood Association, were also notified by mail. Notice was published in the Woodburn Independent.

Conclusion: The public hearing has been publicized as required by State statute and the Woodburn Development Ordinance.

CONCLUSION AND RECOMMENDATIONS

The proposed amendments are consistent with the Woodburn Comprehensive Plan and the Woodburn Development Ordinance. The Planning Commission conducted a public hearing

on September 22, 2016 and at the conclusion of the public hearing, recommended that the City Council approve amendments to errors and omissions found in the WDO LA 2016-01.

LIST OF ATTACHMENTS

Attachment C Scrivener Errors

Note: Attachments A and B were considered at a previous hearing

Attachment C

Scrivener Errors

Note: Text that is crossed out is deleted.

New proposed text is italicized, underlined and highlighted.

Sections in bold type are staff comments, explaining the justification for the changes.

- 1. In Section 1.02, the definition of Home Occupation references Section 2.02.12. The correct reference is to Section 2.07.10, which contains the regulations for Home Occupations.**

Home Occupation: A business or professional activity engaged in by a resident of a dwelling unit as a secondary use of the residence, and in conformance with the provisions of the Woodburn Development Ordinance. Such **a** term does not include the lease or rental of a dwelling unit (See Section 2.02.42 **.10**).

- 2. Definitions include how to determine the rear lot line for triangular, diamond or trapezoidal lots. The definition should be inclusive of irregularly shaped lots as well.**

Rear Lot Line:

In the case of **an irregular**, ~~triangular shaped lot~~, ~~diamond shaped lot~~, or ~~a trapezoidal shaped lot~~ which is narrowest at the rear and has a distance between the side lot lines at the rear of less than ten feet, the rear line for setback purposes shall be an assumed line within the lot ten feet in length, parallel to **,** and at the maximum distance from **,** the front lot line; or

In any other case, the lot line opposite and most distant from the front lot line.

- 3. Table 2.02A (Uses Allowed in Residential Zones) lists “Garage (or carport in the case of a manufactured home)” as an accessory use. The reference to carports for manufactured dwellings is from the previous WDO and should be deleted.**

Garage (or carport in the case of a manufactured home)

A	A	A	A	A
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- 4. Table 2.02A (Uses Allowed in Residential Zones) lists Manufactured dwelling park under “B. Nonresidential, Care and Public Uses”. The use should be listed under “A. Dwellings” of the same table.**

Uses Allowed in Residential Zones						
Table 2.02A						
Use		Zone				
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		RS	RS N	R1S	RM	RMN
A	Dwellings					
1	Duplex dwelling	S	S		P	P
2	Manufactured dwelling	S ¹	S ¹	S	S	S
3	<i>Manufactured dwelling park</i>				S	S
3 ⁴	Multiple-family dwelling				P	P
4 ⁵	Row houses				P	P
5 ⁶	Single-family detached dwellings	P	P	P	P	P
B	Nonresidential, Care and Public Uses					
1	Child care facility for 12 or fewer children	P	P	P	P	P
2	Child care facility for 13 or more children, within a non-residential building.				CU	P
3	Elementary, middle and high schools	CU	CU	CU	CU	CU
4	Government and public utility buildings and structures	CU	CU	CU	CU	CU
5	Group care facility for six or more persons				P	P
6	Group home for five or fewer persons	P	P	P	P	P
7	Historically or architecturally significant site	SC U	SC U	SC U	SCU	SCU

Uses Allowed in Residential Zones						
Table 2.02A						
Use		Zone				
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P) Special Permitted Uses (S) Specific Conditional Uses (SCU)		RS	RS N	R1S	RM	RMN
8	House of worship	S	S	S	S	S
9	Manufactured dwelling park				S	S
10	Nursing home				P	P
11	Off-street parking to serve a non-residential use allowed in zone	CU	CU	CU	CU	CU
12	Parks, play grounds and associated activities	P	P	P	P	P
13	Rights-of-way, easements and improvements for streets, water, sanitary sewer, gas, oil, electric and communication lines, storm water facilities and pump stations.	P	P	P	P	P
C	Other Uses					
1	Boat, recreational and vehicle storage pad	S	S	S	S	S
2	Common boat, recreational and vehicle storage area	S	S	S	S	S
3	Community club buildings and facilities	S	S	S	S	S
4	Deck or patio	A	A	A	A	A
5	Delivery services	S	S	S	S	S
6	Facilities during construction	S	S	S	S	S
7	Fence or freestanding wall	A	A	A	A	A
8	Garage (or carport in the case of a manufactured home)	A	A	A	A	A
9	Golf courses without a driving range	S	S	S	S	S
10	Golf driving range in conjunction with a golf course	CU	CU	CU	CU	CU

Uses Allowed in Residential Zones						
Table 2.02A						
Use		Zone				
Accessory Uses (A) Conditional Uses (CU) Permitted Uses (P)		RS	RS N	R1S	RM	RMN
Special Permitted Uses (S) Specific Conditional Uses (SCU)						
11	Greenhouse, storage building, hobby shop	A	A	A	A	A
12	Home occupation	S	S	S	S	S
13	Private recreational facilities, including swimming pool, hot tub, sauna, and game courts	A	A	A	A	A
14	Residential sales office	S	S	S	S	S
15	Temporary residential sales:					
	a. Produce and plant materials grown on the property	S	S	S	S	S
	b. Estate, garage and yard sales					
	c. Crafts and other hobby items					
1. Manufactured dwellings are not allowed in the Neighborhood Conservation Overlay District (NCOD).						

5. Tables 2.02 B-F identifies sitting requirements for the various residential zones. The tables set minimum and maximum lot size, setbacks, density standards, etc. for all of the zones. Street frontage requirements are inconsistent (Table 2.02E) with established access standards in Table 3.04A (Access Requirements). Additionally, the use categories under residential density are inconsistent and should be re-labeled to include duplexes for consistency.

Footnotes for Table 2.02E are being revised to reflect the appropriate standards for row house development. An additional footnote is being added to recognize front setback averaging for infill situations.

A. Development Standards (Tables 2.02B-F)

Residential Single-Family (RS) - Site Development Standards				
Table 2.02B				
Lot Area, Minimum (square feet)	Interior, flag or cul-de-sac lot			6,000 ¹
	Corner lot	Single-family dwelling, child care facility or group home ²		8,000 ¹
		Any other use		10,000 ¹
Lot Width, Minimum (feet)	Interior, flag or cul-de-sac lot			50
	Corner lot			80
Lot Depth, Average (feet)	Interior, flag or cul-de-sac lot			90
	Corner lot			90
Street Frontage Minimum (feet)	Interior or cul-de-sac lot			40
	Corner lot	Single-family dwelling		40
		Any other use		50
	Flag lot			20-24 30 ³
Residential Density, Minimum (units per net acre)				5.2
Front Setback and Setback Abutting a Street, Minimum (feet)				20 ^{4, 5, 6}
Side Setback, Minimum (feet)	Primary structure			5 ^{5, 9}
	Accessory structure			Same as primary structure
Rear Setback, Average (feet)	Primary structure	Building height (feet)	16 or less	24 ⁷
			more than 16 and less than 28	30 ⁷
			28 or more	36 ⁷
	Accessory structure			5
Setback to a Private Access Easement, Minimum (feet)				5

Residential Single-Family (RS) - Site Development Standards

Table 2.02B

Lot Coverage, Maximum (percent)	Primary building height 16 feet or less		40
	Primary building height greater than 16 feet		35
	Accessory structure		25 of rear yard ⁸
Building Height, Maximum (feet)	Primary structure	Outside Gateway subarea	35
		Gateway subarea	40
	Features not used for habitation		70
	Accessory structure		15

1. Excluding easements for private streets or driveways (See Section 1.02, Lot area)
2. Child care facility for 12 or fewer children, group home for five or fewer persons
3. See Table 3.04A, Flag Lot Access Width
4. Measured from the Special Setback (Section 3.03.02), if any
5. Except for flag lots under the option that all setbacks are 12 feet
6. Infill lots between developed lots: average of abutting residential buildings, plus or minus 5 feet, but not less than 10 feet
7. With a maximum deviation of five feet from the setback standard
8. Accessory structures are included in the total lot coverage. Accessory structures are also limited to 25% coverage of the rear yard.
9. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.

Medium Density Residential (RM) - Site Development Standards

Table 2.02E

Lot Area, Minimum (square feet)	Single-family dwelling, child care facility or group home	Interior, flag or cul-de-sac lot	6,000 ¹
		Corner lot	8,000 ²
	Duplex		8,000
	Any other use		Not specified ⁸
Lot Width, Minimum (feet)	Interior, flag or cul-de-sac lot		50
	Corner lot		80
Lot Depth, Average (feet)	All lots		90
Street Frontage, Minimum (feet)	Interior, corner or cul-de-sac lot		40
	Flag lot		24-30 ⁴
Residential Density (units per net acre)	Minimum	<u>Duplex</u> , Single-family dwelling	5.2
		Any other use	12.8
	Maximum	Multiple-family dwelling	16
		Child care facility, group care facility or nursing home	32 ³
		Manufactured dwelling park	12
		Any other use	Not specified ⁸
Front Setback and Setback Abutting a Street, Minimum (feet)			20 ^{5,10}

Medium Density Residential (RM) - Site Development Standards

Table 2.02E

Side Setback, Minimum (feet)	Primary structure	Single-family dwelling, duplex, child care facility or group home			5 ^{2, 6, 7}
		Any other use			Same as rear
	Accessory structure				Same as primary
Rear Setback, Minimum (feet)	Primary structure	Single-family dwelling, duplex, child care facility or group home	Building height (feet)	16 or less	24 ^{2, 6}
				more than 16 and less than 28	30 ^{2, 6}
				28 or more	36 ^{2, 6}
		Any other use except nonresidential use abutting DDC, NNC, CG, IP, SWIR, or IL zone	Building height (feet)	16 or less	24
				more than 16 and less than 28	30
				28 or more	36
	Nonresidential use abutting DDC, NNC, or CG zone		10 ⁹		
	Nonresidential use abutting IP, SWIR, or IL zone		15 ⁹		
Accessory structure				5	
Setback to a Private Access Easement, Minimum (feet)				5	

Medium Density Residential (RM) - Site Development Standards

Table 2.02E

Lot Coverage, Maximum (percent)	Single-family dwelling, duplex, child care facility or group home ²	Primary building height 16 feet or less	40
		Primary building height more than 16 feet or less	35
	Any other use		Not specified ⁸
Building Height, Maximum (feet)	Primary structure		35
	Features not used for habitation		70
	Accessory structure		15

1. Excluding easements for private streets or driveways (See Section 1.02, Lot area)
2. Child care facility for 12 or fewer children, group home for five or fewer persons
3. Child care facility for 13 or more children, group home for six or more persons
4. See Table 3.04A, Flag Lot Access Width
5. Measured from the Special Setback (Section 3.03.02), if any
6. Except for flag lots under the option that all setbacks are 12 feet
7. For row houses, there is no side setback along common lot lines. See table 2.02 C for row house development standards
8. The minimum lot dimensions, maximum density, and maximum lot coverage are determined by setbacks, off-street parking, and landscaping requirements.
9. A house of worship shall be set back at least 20 feet from a property line abutting a residential zone or use.
10. Infill lots between developed lots: average of abutting residential buildings, plus or minus 5 feet, but not less than 10 feet

6. Commercial and Industrial Use Tables (Table 2.03A & Table 2.04A) specifically allow “motor freight transportation and warehousing of products, furniture and household goods”. Clarification is needed to allow mini-storage as an allowed use.

Uses Allowed in Commercial Zones

Table 2.03A

C	Industrial					
1	Charter bus, special needs transportation, transit system, school transportation, limousine service and taxi service		CU ³			
2	Heavy equipment and motor vehicle sales: a. Manufactured (mobile) home dealers b. Motor vehicle and parts dealers, including new car, used car, recreational vehicle, motorcycle, boat, parts and tire dealers c. Truck dealers, including new truck, used truck, parts and tire dealers d. Tractor, farm machinery and equipment dealers e. Farm, garden and landscaping supplies		CU ³			
3	Manufacturing of metal products, furniture and cabinets		P ⁴	P ⁶		
4	Motor freight transportation and warehousing, including local or long-distance trucking or transfer services, storage of farm products, furniture, other household goods, or commercial goods, and mini-storage		CU ¹			
5	Motor vehicle towing		CU ³			
6	Parking lots and garages	P	P	P		P
7	Recreational vehicle park		CU ¹			
D	Miscellaneous					
1	Facilities during construction	S	S	S	S	S

Uses Allowed in Industrial Zones

Table 2.04A

13	Motor freight transportation and warehousing, including local or long-distance trucking or transfer services, storage of farm products, furniture and other household goods, and commercial goods, and mini-storage	P	CU			P
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14	Non-depository credit institutions engaged in extending credit in the form of loans, but not engaged in deposit banking		P		P
15	Paper manufacturing	CU			
16	Parking lots and garages	P	P		
17	Petroleum and coal products manufacturing with all storage underground	CU			
18	Printing, publishing, and allied industries	P	P		P
19	Professional services		P		P
20	Stone, clay, glass, and concrete products including manufacturing flat glass, other glass products, cement, structural clay products, pottery, concrete and gypsum products, cut stone, abrasive and asbestos products, and other products from materials taken principally from the earth in the form of stone, clay, and sand	P			P
21	Telecommunication facilities subject to Section 2.08.03	SC U	SC U		SCU
22	Wholesale trade in durable and non-durable goods	P	P		P
23	Wood product manufacturing	P	CU		

7. Section 2.07.02 contains the redundant word “vehicle”.

2.07.02 Boat, Recreational and Vehicle Storage Pad

Where permitted as a special use in conjunction with a single-family dwelling or duplex, the development of any vehicle, boat, or recreational ~~and vehicle~~ storage pad shall comply with the following use and development standards:

- A. Each dwelling unit shall be limited to a storage pad with the capacity to store a total of two boats, recreational vehicles or these items in combination, in addition to permitted off-street parking.
- B. Permitted off-street parking shall not be used to store vehicles, boats or recreational vehicles.
- C. The storage pad shall be located in either the side or rear yard.
- D. The space shall be paved to the standards of this ordinance (Section 3.04.04) and shall be drained to prevent standing water.
- E. The space shall be screened and gated from adjacent property lines and streets (Section 3.06.05)

8. Section 2.07.15 allows Mobile Food Services are a special use in the Industrial zones. Use Table 2.04A omitted Mobile Food Services as a special use and is being corrected accordingly.

Uses Allowed in Industrial Zones				
<i>Table 2.04A</i>				
Use			Zone	
Accessory Uses (A)	Conditional Uses (CU)	Permitted Uses (P)		
Special Permitted Uses (S)	Specific Conditional Uses (SCU)		<i>IL</i>	<i>IP</i>
			<i>P/SP</i>	<i>SWIR</i>
A	Civic Uses			
1	Golf driving range	P	P	CU
2	Parks, play grounds and associated activities, golf courses without a driving range			<i>P</i>
3	Public administration, aquatic facilities, fire protection, government and public utility buildings and storage yards	P	P	<i>CU</i>
4	Rights-of-way, easements and improvements for streets, water, sanitary sewer, gas, oil, electric and communication lines, stormwater facilities and pump stations.	P	P	P
5	Trade schools	P	P	<i>CU</i>
B	Commercial Retail and Services			
1	Ambulance service	P	P	
2	Automotive maintenance and gasoline stations, including repair services	P	P	
3	Business services		P	P

Uses Allowed in Industrial Zones						
<i>Table 2.04A</i>						
Use			Zone			
Accessory Uses (A)	Conditional Uses (CU)	Permitted Uses (P)	<i>IL</i>	<i>IP</i>	<i>P/SP</i>	<i>SWIR</i>
Special Permitted Uses (S)	Specific Conditional Uses (SCU)					
4	Contractors: a. Flooring and roofing b. Equipment and machinery c. Glass and glazing d. Masonry, drywall, insulation and tile contractors e. Other types of contractors		P	P		
5	Delivery services		S	S	S	S
6	Fitness and recreational sports		P	P		P
7	Hospitals and ancillary uses			P	CU	P
<u>8</u>	<u>Mobile Food Service</u>		<u>S</u>	<u>S</u>		<u>S</u>
<u>89</u>	Restaurants and drinking places		P	P		P
C	Industrial					

9. Temporary Outdoor Marketing and Special Events are allowed as a special use in both Commercial and Industrial zones. Events are currently limited to one day per week for 24 consecutive weeks. The representative of the Woodburn Farmers Market has requested to run for 30 consecutive weeks. Thirty-six consecutive weeks would span, for instance, March through October.

2.07.17 Temporary Outdoor Marketing and Special Events

A. Permitted Uses

1. Seasonal sales of fireworks, Christmas trees, produce or plant materials
2. Amusement rides and games
3. Entertainment
4. Any other merchandise or service

B. Duration

1. Single events shall be limited to a maximum duration of three consecutive days, with all goods, temporary facilities and signs removed within 24 hours of closing on the last day of each event.
 2. Recurring events shall be limited to a maximum duration of one day, with all goods, temporary facilities and signs removed within 24 hours of each event. Events may reoccur once per week for a maximum of 24 **36** weeks.
 3. Seasonal sales shall be limited to two events, with each event not exceeding more than 30 consecutive days.
- C. Events shall only be conducted between the hours of 8:00 a.m. and midnight.
- D. The use shall not block driveways, entrances or parking aisles.
- E. The required parking for all other uses of the property shall not be diminished below that required by this ordinance (Section 3.05).
- F. The use shall conform to all setback standards for the zone.
- G. Responsibilities
1. The event operator:
 - a. Shall possess a valid special event permit for each event;
 - b. Shall be responsible for compliance with use standards, crowd and traffic control, and for sanitation, including rest rooms, waste disposal, and cleanup.
 2. The operator of a special use shall possess valid certification of compliance for all applicable health, sanitation and safety standards of the City and other applicable jurisdictions.
- H. The temporary outdoor marketing and special events shall not be located within a public right-of-way unless authorized by the appropriate jurisdiction (City of Woodburn, Marion County, or the Oregon Department of Transportation).
- I. Existing businesses with outdoor product display areas are not required to obtain a Temporary Outdoor Marketing and Special Events permit, but are limited to the following:
1. Products sold within the primary building;
 2. Covering no more than ten percent of the gross square footage of the buildings on the property;
 3. Retaining a minimum of four feet for pedestrian clearance along any adjacent walkway.

10. In Section 3.01.01.A, the plural term “Rights-of-way” should be corrected to the singular.

3.01.01 Applicability

A. **Rights-of-way** standards apply to all public streets.

11. Section 3.01.01 exempts single family construction from meeting minimum street standards (one 11 ft. paved travel lane in each direction). Clarification is needed requiring minimum access where none exists, to insure that emergency access can be provided.

3.01.01 Applicability

- A. Rights-of-way standards apply to all public streets.
- B. Improvement standards apply to all public and private streets, sidewalks and bikeways.
- C. Functional standards are identified in the Woodburn TSP.
- D. This applies to all development, and is not limited to partitions, subdivisions, multi-family, commercial or industrial construction, or establishment of a manufactured dwelling or recreational vehicle park. Construction of a single-family dwelling or placement of a manufactured dwelling does not, for the purposes of this Section, constitute development, **however, in no case can this type of development occur without minimal access as determined by the Director.**

12. Section 3.102.02 is incorrectly numbered.

3.102.02 3.02.02 Creeks and Watercourse Maintenance Easements

- A. Public improvement and maintenance easements shall be dedicated along all creeks and other water courses. On streams and waterways where development is regulated, based on Federal Emergency Management Administration (FEMA) flood hazard delineation, the minimum width shall be adequate to accommodate the 100-year floodway.
- B. On other open channel water courses, such easements shall, at a minimum, extend from the top of one bank to the top of the other bank. These easements shall include an additional 20 feet in width at the top of the bank along the entire length, on one side of the open channel.
- C. On all piped systems, the easement shall be a minimum of sixteen feet in width. Wider easements may be required by the Director, when needed to accommodate the installation of, or access to, larger and/or deeper pipes.

13. In Section 3.03.02: Special setbacks restrict development and construction for future rights-of-way, providing for future street improvements without encroaching on existing structures and or improvements. Clarification is needed to allow fences and walls at the property line. Secondly, Special Setbacks by Street Classification, Table 3.1.1, should include a footnote denoting varying rights-of-way along Highway 99E.

3.03.02 Special Setbacks

- A. Special Setbacks are necessary when the existing street right-of-way is less than the designated right-of-way in the Woodburn Transportation System Plan. Special Setbacks ensure that development will conform with setback and vision clearance requirements, after a full right-of-way has been acquired.
- B. Special setback distances shall be measured at right angles to the center line of street rights-of-way.
- C. Where dedicated rights-of-way are less than the Special Setback, the setback abutting a street shall be measured from the Special Setback. All regulations applicable to setbacks abutting streets and vision clearance areas shall apply to the area between the lot line and the Special Setback. ***Fences and walls are allowed up to the property line.***

Special Setback by Street Classification	
Table 3.1.1	
Transportation System Plan Classification	Special Setback from Centerline
Major Arterial	50 feet ¹
Minor Arterial	37 feet
Service Collector	36 feet
Access Street/Commercial Street	33 feet
Local Street, 60-foot right-of-way	30 feet
Local Street, 52-foot right-of-way	26 feet
Local Street, 50-foot right-of-way	26 feet

Special Setback by Street Classification	
Table 3.1.1	
Transportation System Plan Classification	Special Setback from Centerline
1. See TSP for varying rights of way along Highway 99E	

14. In Table 3.04A (Access Requirements), the row title “Corner Clearance Guidelines” should have the dimension “feet” added.

Access Requirements				
Table 3.04A				
		1 to 4 Dwellings, Living Units or Individual Lots ⁶	5 or More Dwelling or Living Units, School, or House of Worship	Commercial or Industrial Use
Flag Lot Access Width (feet) (See Figure 3.04A)		20 minimum	24 minimum	30 minimum
Paved Width of Driveway (feet) ^{3, 4}	1-way	n/a	12 minimum 20 maximum	12 minimum 20 maximum
	2-way	20 minimum 30 maximum	24 minimum 30 maximum (Add 8' if a turn lane is provided)	24 minimum 36 maximum (Add 8' if a turn lane is provided)
	Manufactured Dwelling Park	10 minimum	n/a	n/a
Curb Flare Radius (feet)		15 minimum	25 minimum	30 minimum

Access Requirements				
Table 3.04A				
		1 to 4 Dwellings, Living Units or Individual Lots ⁶	5 or More Dwelling or Living Units, School, or House of Worship	Commercial or Industrial Use
Throat Length (feet) ⁵	Major Arterial, Minor Arterial, Service Collector	n/a	50 minimum	50 minimum
	Access or Local Street	n/a	20 minimum	20 minimum
Corner Clearance (feet) Guidelines ¹ (See Figure 3.04B)	Access or Local Street	30 minimum	30 minimum	30 minimum
	Service Collector	50 minimum	50 minimum	50 minimum
	Minor Arterial	245 minimum	245 minimum	245 minimum
	Major Arterial	300 minimum	300 minimum	300 minimum
Driveway Separation Guidelines (feet) ^{1,2} (See Figure 3.04B)	Driveway on the same parcel	22 minimum	50 minimum	50 minimum
	Access or Local Street	none	none	none
	Service Collector	50 minimum	50 minimum	50 minimum
	Minor Arterial	245 minimum	245 minimum	245 minimum
	Major arterial	300 minimum	300 minimum	300 minimum

Access Requirements				
Table 3.04A				
		1 to 4 Dwellings, Living Units or Individual Lots ⁶	5 or More Dwelling or Living Units, School, or House of Worship	Commercial or Industrial Use
Turnarounds (See Figure 3.04C)	Access to a Major or Minor Arterial	Required	Required	Required
	Access to any other street	Required if the driveway length to the lot located furthest from the street exceeds 150 feet	Requirements per the Woodburn Fire District	Requirements per the Woodburn Fire District
<ol style="list-style-type: none"> 1. The separation should be maximized. 2. Driveways on abutting lots need not be separated from each other, and may be combined into a single shared driveway. 3. Driveways over 40 feet long and serving one dwelling unit may have a paved surface 12 feet wide. 4. Notwithstanding the widths listed in this table, the minimum clearance around a fire hydrant shall be provided (See Figure 3.04D). 5. Throat length is measured from the closest off-street parking or loading space to the right-of-way. A throat applies only at entrances (See Figure 3.05B). 6. Maximum of 4 individual lots can be served from single shared driveway (See Figure 3.01D). 				

15. Table 3.06B (Plant Unit (PU) Value), the rows for “Large tree” and “Medium tree” should have a closed parenthesis after the word “maturity”.

Plant Unit (PU) Value		
Table 3.06B		
Material	Plant Unit (PU) Value	Minimum Size
1. Significant tree ¹	15 PU each	24” Diameter

Plant Unit (PU) Value

Table 3.06B

Material	Plant Unit (PU) Value	Minimum Size
2. Large tree (60-120 feet high at maturity) ¹	10 PU each	10' Height or 2" Caliper
3. Medium tree (40-60 feet high at maturity) ¹	8 PU each	10' Height or 2" Caliper
4. Small tree (18-40 feet high at maturity) ¹	4 PU each	10' Height or 2" Caliper
5. Large shrub (at maturity over 4' wide x 4' high) ¹	2 PU each	3 gallon or balled
6. Small to medium shrub (at maturity maximum 4' wide x 4' high) ¹	1 PU each	1 gallon
7. Lawn or other living ground cover ¹	1 PU / 50 square feet	
8. Berm ²	1 PU / 20 lineal feet	Minimum 2 feet high
9. Ornamental fence ²	1 PU / 20 lineal feet	2½ - 4 feet high
10. Boulder ²	1 PU each	Minimum 2 feet high
11. Sundial, obelisk, gnomon, or gazing ball ²	2 PU each	Minimum 3 feet high
12. Fountain ²	3 PU each	Minimum 3 feet high
13. Bench or chair ²	0.5 PU / lineal foot	
14. Raised planting bed constructed of brick, stone or similar material except CMU ²	0.5 PU / lineal foot of greatest dimension	Minimum 1 foot high, minimum 1 foot wide in least interior dimension
15. Water feature incorporating storm water detention ²	2 per 50 square feet	None
1. Existing vegetation that is retained has the same plant unit value as planted		

Plant Unit (PU) Value		
Table 3.06B		
Material	Plant Unit (PU) Value	Minimum Size
vegetation.		
2. No more than twenty percent (20%) of the required plant units may be satisfied by items in lines 8 through 15.		

16. In Table 3.06D, footnotes should all be separated by commas.

Screening Requirements												
Table 3.06D												
N = No screening required			F = Sight-obscuring fence required					W = Architectural wall required				
D = Architectural wall, fence, or hedge may be required in the Design Review process												
Adjacent properties – zone or use that receives the benefit of screening	Property being Developed – must provide screening if no comparable screening exists on abutting protected property	RS, R1S, or RSN zone	RM or RMN zone	DDC or NNC zone	CO zone	CG or MUV zone	IP, IL, or SWIR zone	P/SP zone	Single-family dwelling, duplex, child care facility, or group home ⁷	Multiple-family dwelling, child care facility, group home or nursing home ^{5, 8}	Nonresidential use in a residential zone	Manufactured dwelling park
		RS, R1S, or RSN zone	RM or RMN zone	DDC or NNC zone	CO zone	CG or MUV zone	IP, IL, or SWIR zone	P/SP zone	Single-family dwelling, duplex, child care facility, or group home ⁷	Multiple-family dwelling, child care facility, group home or nursing home ^{5, 8}	Nonresidential use in a residential zone	Manufactured dwelling park
RS, R1S, or RSN zone		N	N	N	N	N	N	N	N	N	N	N
RM or RMN zone		W ²	D	W ²	D	W ²	W ²	D	W ²	D	N	W ²
DDC or NNC zone		N	N	N	N	N	N	N	N	N	N	N
Nonresidential use in CO zone		W ²	W ²	W ²	N	W ²	W ²	N	W ²	D	N	W ²

Screening Requirements

Table 3.06D

N = No screening required

F = Sight-obscuring fence required
Architectural wall required

W =

D = Architectural wall, fence, or hedge may be required in the Design Review process

<p>Adjacent properties – zone or use that receives the benefit of screening →</p> <p>Property being Developed – must provide screening if no comparable screening exists on abutting protected property ↓</p>		RS, R1S, or RSN zone	RM or RMN zone	DDC or NNC zone	CO zone	CG or MUV zone	IP, IL, or SWIR zone	P/SP zone	Single-family dwelling, duplex, child care facility, or group home ⁷	Multiple-family dwelling, child care facility, group home or nursing home ^{5, 8}	Nonresidential use in a residential zone	Manufactured dwelling park
CG or MUV zone		W ²	W ²	D	D	D	D	D	W ²	W ²	D	W ²
Outdoor storage in CG or MUV zone		W ^{1,3}	W ^{1,3}	W ^{1,3}	W ^{1,3}	W ^{1,3}	W ^{1,3}	W ^{1,3}	W ^{1,3}	W ^{1,3}	W ^{1,3}	W ^{1,3}
IP, IL, or SWIR zone		W ³	W ³	D	W ³	D	D	D	W ³	W ³	W ³	W ³
P/S zone	Permitted use	D	D	N	N	N	N	N	D	D	N	D
	Conditional use	D	D	D	D	D	D	D	D	D	D	D
Single-family dwelling, duplex, child care facility, or group home		N ⁷	N ⁷	N ⁷	N ⁷	N ⁷	N ⁷	N ⁷	N ⁷	N ⁷	N ⁷	N ⁷
Multiple-family dwelling, child care facility, group home or nursing home		W ^{2,5,8}	D	W ^{2,5,8}	D	W ^{2,5,8}	W ^{2,5,8}	W ^{2,5,8}	W ^{2,5,8}	D	D	W ^{2,5,8}
Nonresidential use in a residential zone		W ²	W ²	D	D	D	D	D	W ²	W ²	D	W ²
Manufactured dwelling park		W ²	W ²	W ²	W ²	W ²	W ²	W ²	W ²	W ²	W ²	D

Screening Requirements

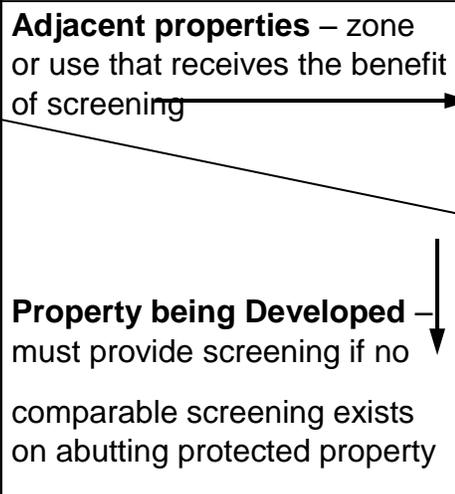
Table 3.06D

N = No screening required

F = Sight-obscuring fence required
Architectural wall required

W =

D = Architectural wall, fence, or hedge may be required in the Design Review process

Adjacent properties – zone or use that receives the benefit of screening 	RS, R1S, or RSN zone	RM or RMN zone	DDC or NNC zone	CO zone	CG or MUV zone	IP, IL, or SWIR zone	P/SP zone	Single-family dwelling, duplex, child care facility, or group home ⁷	Multiple-family dwelling, child care facility, group home or nursing home ^{5, 8}	Nonresidential use in a residential zone	Manufactured dwelling park
Boat, recreational, and vehicle storage pad, if within 10 feet of a property line	F ²	N	F ²	F ²	F ²	F ²	F ²				
Common boat, recreational, and vehicle storage area	W ^{2, 4}	D	W ^{2, 4}	W ^{2, 4}	W ^{2, 4}	W ^{2, 4}	W ^{2, 4}				
Refuse and recycling collection facilities except for single-family dwelling, duplex, child care facility, or group home	W ^{2, 6, 7}	W ^{2, 6, 7}	W ^{2, 6, 7}	W ^{2, 6, 7}							

1. Screening is only required from the view of abutting streets, parking lots, and residentially zoned property. Storage shall not exceed the height of the screening.
2. Six to seven feet in height
3. Six to nine feet in height
4. Abutting streets must also be screened.
5. Screening is required abutting multiple-family dwellings, commercial or industrial uses only.
6. In industrial zones, screening is required only where the refuse collection facility is in a yard abutting a public street, parking lot, or residentially zoned property.
7. Child care facility for 12 or fewer children, group home for five or fewer persons.

Screening Requirements

Table 3.06D

N = No screening required F = Sight-obscuring fence required W = Architectural wall required
 D = Architectural wall, fence, or hedge may be required in the Design Review process

Adjacent properties – zone or use that receives the benefit of screening 	RS, R1S, or RSN zone	RM or RMN zone	DDC or NNC zone	CO zone	CG or MUV zone	IP, IL, or SWIR zone	P/SP zone	Single-family dwelling, duplex, child care facility, or group home ⁷	Multiple-family dwelling, child care facility, group home or nursing home ^{5, 8}	Nonresidential use in a residential zone	Manufactured dwelling park
	Property being Developed – must provide screening if no comparable screening exists on abutting protected property 										

8. Child care facility for 13 or more children, group home for six or more persons.

General notes:

- 9. Screening is subject to height limitations for Vision Clearance Areas (Section 3.03.06) and adjacent to streets (Section 2.01.02).
- 10. No screening is required where a building wall abuts a property line.
- 11. Where a wall is required and is located more than two feet from the property line, the yard areas on the exterior of the wall shall be landscaped to a density of one plant unit per 20 square feet.

17. Section 3.07 includes design standards for single family, duplexes and manufactured dwellings. The section needs to identify the adoption date. The current text also states that, “Manufactured dwellings have different standards for roofing, exterior finish and garage/carports; otherwise, all standards in this Section apply to manufactured dwellings.” Reference to carports should be deleted. Secondly, the materials listed for exterior siding should be broadened to include the additional materials Section.

3.07.02 Single-Family Dwellings, Duplexes and Manufactured Dwellings on Individual Lots in Pre-existing Developments

A. Applicability

- B. This Section shall apply to all new single-family dwellings, duplexes and manufactured dwellings on individual lots in subdivisions and Planned Unit Developments, approved on or before ~~[the date of adoption of this Section]~~ August 12, 2013 and in partitions.
- C. Manufactured dwellings have different standards for roofing, ~~exterior finish and garage/carpets~~; otherwise, all standards in this Section apply to manufactured dwellings. The term “dwelling” includes single family, duplexes and manufactured dwellings.

B. Roof Standards

1. Pitch

Site-built dwellings shall have a minimum roof pitch of 4:12. Manufactured dwellings shall have a minimum roof pitch of 3:12.

2. Material

Roofing material shall be composition shingles, clay or concrete tile, metal, cedar shingles or shakes. Composition shingles shall be architectural style, with a certified performance of at least 25 years.

3. Eaves

Eaves of a dwelling unit or garage shall provide a minimum 12-inch projection.

C. Exterior Finish

The exterior finish of a dwelling shall have the appearance of either horizontal or vertical lap siding, shakes, batt and board, stone, shingles, brick or stucco. Where horizontal lap siding is used, it shall appear to have a reveal of three to eight inches. Plain concrete, corrugated metal, plywood and press board shall not be used as exterior finish material.

D. Garage

- 1. Single-family dwellings, duplexes, and manufactured dwellings shall have a garage.
- 2. The facade containing the vehicular entrance for an attached garage shall either:
 - a. Face away from the street frontage of the main pedestrian entry of the dwelling, at an angle of at least 90 degrees, or
 - b. Comprise less than half the lateral dimension of the total facade facing a street, or
 - c. Comprise no more than 65 percent of the total facade of the structure facing the street, including second stories, dormers, and eyebrows.



Figure 3.107A – Garage (yellow) comprises less than half the lateral dimension of the facade (yellow plus blue)



Figure 3.107B – Garage (yellow) comprises no more than 65 percent of total facade (yellow plus blue)

3. The facade containing the vehicular entrance for a detached garage shall either:
 - a. Face away from the street frontage of the main pedestrian entrance of the dwelling, at an angle of at least 90 degrees, or
 - b. Set back at least 20 feet beyond the facade containing the main pedestrian entrance.
 - c. The area of the facade of the garage shall be no greater than of the facade of the dwelling.

E. Main Pedestrian Entrance

1. The main pedestrian entrance of each dwelling, excluding dwellings on flag lots and manufactured dwellings, shall face the street.
2. The main entrance to each dwelling shall have either:
 - a. A covered porch, at least 48 square feet in area, with a minimum dimension of six feet on at least one side; or
 - b. A recessed entry, at least 24 square feet in area, with a minimum dimension of four feet on at least one side.

F. At least 15 percent of the facade wall surface of a dwelling facing a front lot line shall be windows, excluding roofs and non-habitable wall area under the end of a roof, and excluding the garage facade.

G. The front of the dwelling shall either contain:

1. An articulated roof line, incorporating more than one pitch or elevation of the ridge line that is visible in the front elevation, excluding a porch; or
2. A gable, dormer, eyebrow, off-set roof line or other vertical, architectural extension of the building at least 36 inches above the eave; or
3. An off-set line in the facade of the building of at least 36 inches and ten feet in length, excluding a recessed pedestrian entrance or porch.

18. Section 3.07.04 establishes design standards for single family and duplexes in the Neighborhood Conservation Overlay District (NCOD). The purpose of the standards is to protect the unique character of the community's oldest and most central neighborhood. While the majority of homes there were built in the early part of 1900's, newer homes were constructed in the 60's – 90's. Allowance needs to be made for the newer homes, with recognition of their construction style.

3.07.04 Single-Family Dwellings and Duplexes in the Neighborhood Conservation Overlay District (NCOD)

A. Applicability

1. For any new single-family dwelling, duplex, or accessory structure within the Neighborhood Conservation Overlay (NCOD), all facades shall be subject to architectural review.
2. The exterior remodel to single family dwellings, duplexes, and accessory structures shall be subject to architectural review.
3. At the time of application, the applicant shall choose whether the Design Review shall be conducted as a Type I, II, or III review (Section 5.01, 5.02, 5.03), depending on floor area. For a Type I review, the criteria of this Section shall be read as "shall" and shall be applied as standards. For a Type II or III review, the criteria of this Section shall be read as "should" and shall be applied as guidelines.

B. Design Guidelines and Standards

1. The proposed construction should/shall provide architectural details, such as dormers, bays, bracketing, cornices and trim, to add aesthetic visual interest and detail.
2. The design should/shall minimize the negative visual impact of on-site automobile parking within the district by orienting garage openings so that they do not front directly onto a public street. An attached garage opening should either be located a minimum of 10 feet back from the building facade or the garage should be detached.
3. Long, flat facades on buildings should/shall be avoided. Buildings should/shall not be more than 50 feet wide.
4. The character of single-family and duplex roofs shall be maintained. The roof pitch should/shall be a minimum of 6:12.
5. The main entrance of a dwelling should/shall face the street and be covered with a roof.
6. Windows in the building should/shall be wood sash with trim that is at least 5½ inches wide. No pane of glass should/shall be any larger than 30 inches wide by 84 inches high. Glass should/shall be clear or stained.

7. Horizontal wood siding, brick or stucco should/shall be used for exterior finishes. For building additions, **and remodeling**, the exterior finish should/shall be of the same style and character as the existing building.

19. Section 3.07.07 addresses design standards for the Downtown Development and Conservation Zone (DDC). Section 7, which addresses windows, needs reformatting for consistency.

3.07.07 Downtown Development and Conservation (DDC) Zone

B. Design Guidelines or Standards

7. Windows

- a. Windows which allow views to the interior activity or display areas are encouraged. Windows shall include sills at the bottom and pediments at the top. Glass curtain walls, reflective glass, and painted or darkly tinted glass shall not be used on the first floor.
- b. Ground Floor Windows
 - (1) All new buildings must provide ground floor windows along adjacent street rights-of-way.
 - (2) Required window areas must be either windows that allow views into working areas or lobbies, pedestrian entrances, or display windows.
 - (3) Required windows must have a sill no more than four feet above grade. Where interior floor levels prohibit such placement, the sill must be raised to allow it to be no more than two feet above the finished floor level, up to a maximum sill height of six feet above grade.
 - (4) Glass curtain windows are not permitted.
 - (5) Darkly tinted windows and mirrored windows that block two-way visibility are prohibited as ground floor windows along street facades.
 - (6) Any wall that faces a public right-of-way must contain at least 20% of the ground floor wall area in display areas, windows, or doorways. Blank walls are prohibited.
- ~~(7)~~ **c.** Upper Floor Window Standards
 - ~~(i)~~ **(1)** Glass area dimensions shall not exceed five feet by seven feet. (The longest dimension may be taken either horizontally or vertically.)
 - ~~(ii)~~ **(2)** Windows must have trim or molding at least two inches wide around their perimeters.
 - ~~(iii)~~ **(3)** At least half of all the window area in upper floors must be made up of glass panes with dimensions no greater than two feet by three feet.

20. Table 3.10.10B should provide for monument signs on sites with multiple street frontages.

Permanent Signs in the CG Zone		
Table 3.10.10B		
Pole Signs ¹		
Frontage	Freeway Overlay (See Figure 3.10L)	Elsewhere
Less than 100 feet	Not allowed	Not allowed
100-299 feet	<ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 45 feet high • Maximum 200 square feet or 4.5 square feet per foot of actual height, whichever is less 	<ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 20 feet high • Maximum 32 square feet (single tenant) • Maximum 50 square feet (complex)
300-599 feet	<ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 45 feet high • Maximum 200 square feet or 4.5 square feet per foot of actual height, whichever is less 	<ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 20 feet high • Maximum 50 square feet (single tenant) • Maximum 75 square feet (complex)
600- 999 feet	<ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 45 feet high • Maximum 300 square feet or 6.7 square feet per foot of actual height, whichever is less 	<ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 20 feet high • Maximum 100 square feet
1,000-1,199 feet	<ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 45 feet high • Maximum 550 square feet or 12.3 square feet per foot of actual height, whichever is less 	

Permanent Signs in the CG Zone	
Table 3.10.10B	
1,200 feet or more	<ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 45 feet high • Maximum 850 square feet or 18.9 square feet per foot of actual height, whichever is less

Monument Signs ¹	
Frontage	Allowance
1-299 feet	<ul style="list-style-type: none"> • Maximum 1 per frontage on the same street • Maximum 4 signs per single-tenant site or complex. • Maximum 8 feet high • Maximum 32 square feet each
300 feet or more	<ul style="list-style-type: none"> • <u>Maximum 1 per frontage on the same street</u> • <u>Maximum 4 signs per single-tenant site or complex.</u> • <u>Maximum 8 feet high</u> • <u>Maximum 32 square feet each</u> • Maximum 1 per single-tenant site or complex • Maximum 8 feet high • Maximum 100 square feet
Wall Signs	
<ul style="list-style-type: none"> • Minimum 20 square feet • Maximum 6 percent of facade or 200 square feet, whichever is less • Allowance increases by 50 percent if the wall is more than 200 feet from the public right-of-way 	
Awning or Marquee Signs	
<ul style="list-style-type: none"> • Deemed wall signs • Shall not extend above or below the awning or marquee 	
Canopy Signs	
<ul style="list-style-type: none"> • Maximum 2 sides of canopy • Maximum 15 percent of canopy face or 50 square feet, whichever is less 	

Permanent Signs in the CG Zone	
Table 3.10.10B	
Projecting Signs	
<ul style="list-style-type: none"> • Not allowed on a site or complex with a pole or monument sign • Maximum 1 per single-tenant site or complex • Minimum 8 feet above ground • Maximum 24 square feet • Maximum 6 foot projection 	
Suspended Signs	
<ul style="list-style-type: none"> • Maximum 1 at each entrance to a building or tenant space • Shall not project past the outer edge of the roof structure • Minimum 8 feet above ground • Maximum 6 square feet 	
Drive-through Signs	
<ul style="list-style-type: none"> • Maximum 2 • Maximum 8 feet high • Maximum 8 feet wide 	
Flags	
<ul style="list-style-type: none"> • Maximum 2 • Maximum 40 square feet each • Maximum 40 feet high • Exempt from application and permit requirements 	
Window Signs	
<ul style="list-style-type: none"> • Maximum 50 percent of window area on each facade • Exempt from application and permit requirements 	
Signs on Phone Booths and Product Dispensers	
<ul style="list-style-type: none"> • Maximum 3 square feet on an individual unit • Exempt from application and permit requirements 	
Bench Signs	
<ul style="list-style-type: none"> • Maximum 1 square foot per bench • Exempt from application and permit requirements 	
<ol style="list-style-type: none"> 1. A monument sign may not be established on the same frontage as a pole sign. 2. Changing image is allowed on freestanding signs only, up to 50 percent of the total sign area. 3. Externally or internally illuminated signs – except internally illuminated awnings – are allowed. 	

Permanent Signs in the CG Zone

Table 3.10.10B

4. For signs regulated by ORS 646.930 (Motor vehicle fuel prices; requirements for display), an additional 32 square feet may be incorporated into another sign, or may be installed as a separate wall or monument sign. The fuel price display area of such signs may be electronic changing-image. If the price of four or more fuel products is required to be displayed, the additional allowance shall be 42 square feet.

21. The heading format of Table 3.10.10E (Permanent Signs in the IP, IL, and SWIR Zones), needs correction.

Permanent Signs in the IP, IL, and SWIR Zones

Table 3.10.10E

Monument Signs

- | | |
|----------------------------------|--|
| • Less than 300 feet of frontage | <ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 32 square feet • Maximum 8 feet high |
| • 300 feet or more of frontage | <ul style="list-style-type: none"> • Maximum 1 per single-tenant site or complex • Maximum 1 additional if a complex has 2 street frontages over 300 feet each • Maximum 50 square feet each • Maximum 8 feet high |

Wall Signs

- Minimum 16 square feet
- Maximum 4 percent of facade or 150 square feet, whichever is less

Awning/Marquee Signs

- Deemed wall signs
- Shall not extend above or below the awning or marquee

Projecting Signs

Permanent Signs in the IP, IL, and SWIR Zones	
Table 3.10.10E	
<ul style="list-style-type: none"> • Not allowed on a site with a monument sign • Maximum 1 per single-tenant site or complex • Minimum 8 feet above ground • Maximum 20 square feet • Maximum 4 foot projection 	
Suspended Signs	
<ul style="list-style-type: none"> • Only at entrance to a building or tenant space • Minimum 8 feet above ground • Maximum 6 square feet • Shall not project past the outer edge of the roof structure 	
Flags	
<ul style="list-style-type: none"> • Maximum 2 • Maximum 40 square feet each • Maximum 40 feet high • Exempt from application and permit requirements 	
Window Signs	
<ul style="list-style-type: none"> • Maximum 50 percent of window area on each facade • Exempt from application and permit requirements 	

Signs on Phone Booths and Product Dispensers	
<ul style="list-style-type: none"> • Maximum 3 square feet on an individual unit • Exempt from application and permit requirements 	
Bench Signs	
<ul style="list-style-type: none"> • Maximum 1 square foot per bench • Exempt from application and permit requirements 	
<ol style="list-style-type: none"> 1. Pole and canopy signs are not allowed. 2. At least 100 feet of separation is required between monument signs in the same complex. 3. Externally or internally illuminated signs – except internally illuminated awnings – are allowed. 4. Changing image is allowed on monument signs only, up to 50 percent of the total 	

Permanent Signs in the IP, IL, and SWIR Zones

Table 3.10.10E

sign area.

5. For signs regulated by ORS 646.930 (Motor vehicle fuel prices; requirements for display), an additional 32 square feet may be incorporated into another sign or may be installed as a separate wall or monument sign. The fuel price display area of such signs may be electronic changing-image. If the price of four or more fuel products is required to be displayed, the additional allowance shall be 42 square feet.

22. Section 5.01.02, 5.01.03 & 5.01.08 make reference to sections 2.1 & 3.1, but the correct reference should be Sections 2 & 3.

5.01.02 Design Review, Type I

- A. Purpose: The purpose of this review is to ensure all residential and non-residential buildings comply with the standards found in the Land Use and Development Guidelines and Standards (Sections 2-4 and 3-4) Sections of this Ordinance.
- B. Applicability: The Type I Design Review is applicable to the following:
 1. Residential Buildings
 - a. Single family dwellings, manufactured dwellings, or duplexes in residential zones in an RS, R1S and RM zone, except where subject to an architectural design review process approved by the Planned Unit Development (PUD) (Section 3.09.02.E).
 - b. Exterior alterations to single family, manufactured dwellings, duplexes and multi-family dwellings in an RS, R1S and RM zone; except where subject to an architectural design review process-approved by the Planned Unit Development (PUD) (Section 3.09.02.E) or when;
The subject dwelling has a prior Type I design review approval; and
The alteration is subject to building permit approval.
 - c. Multi-family dwellings that comply with all standards found in the Land Use **And Specified Use**, ~~Specified Use~~, and Development Guidelines and Standards (Sections 2-1, 2-2, and 3-4) of this Ordinance.
 2. Non Residential Buildings
 - a. New buildings 500 square feet or less in commercial zones or 1,000 square feet or less in industrial zones.
 - b. Sites with existing buildings, expansions or new buildings that increase lot coverage by 10% or less.

- c. Change in use that increases required parking by 10% or less.
 - d. Façade changes or structural changes requiring a building permit.
 - e. Establishment of a use in a building vacant for 6 months or more.
- C. Criteria: Applications are evaluated for compliance with the standards found in the Land Use, and Specified Use, and Development Guidelines and Standards (Sections 2-1, 2-2, and 3-4) of this Ordinance.
- D. Procedure: The Director shall review the application for compliance with the applicable standards of this Ordinance.

5.01.03 Fence and Free-Standing Wall

- A. Purpose: The purpose of this review is to ensure that fences and free-standing walls comply with the locational and height standards found within the Specified Use Standards (Sections ~~2-201~~ and ~~2-202~~).
- B. Criteria: Applications shall be reviewed for compliance with the locational and height standards of this Ordinance for fences and free-standing walls.
- C. Procedure: The Director shall review the proposal fence and/or free-standing wall for compliance to City regulations.

5.01.08 Property Line Adjustment; Consolidation of Lots

- A. Purpose: The purpose of this review is to ensure that adjustments to property lines or the consolidation of existing lots and parcels, complies with the standards of this ordinance (Section 2-4), and State Statutes (ORS Chapters 92 and 209). Property line adjustments and consolidation of lots are allowed in all zones.
- B. Criteria:
1. Lot area, depth, width, frontage, building setbacks, vehicular access and lot coverage comply with the standards of this ordinance (Sections 2 and 3);
 2. Existing easements are accurately reflected;
 3. Existing land use and development on the subject property comply with the requirements of prior land use actions; and
 4. Buildings and structures abutting the adjusted property lines comply with State building codes and with respect to current occupancy.
 5. Property line adjustments are surveyed and monumented to the requirements set forth in State statutes (ORS Chapters 92 and 209) and recorded by the County Surveyor.
- C. Procedure: The Director shall review and approve the application when it is found that it meets this Ordinance and the State Building Codes.



Agenda Item

October 10, 2016

TO: Honorable Mayor and City Council through City Administrator
FROM: Sandra Montoya, Finance Director
SUBJECT: **Authorized Signers on City's Bank and Investment Accounts**

RECOMMENDATION:

Approve the attached resolution authorizing signers on the City's bank accounts.

BACKGROUND:

Resolution 1935 was approved on June 3, 2009, giving certain City officials authorizations related to the City's bank and investment accounts. Resolution 1935 listed signers by name as opposed to position. An updated resolution is needed to remove former employees and transition from specific employee names to employee positions, thereby streamlining future updates.

DISCUSSION:

The City's bank, US Bank, requires a resolution to notify them of an addition of a signer.

FINANCIAL IMPACT:

There is no financial impact.

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

COUNCIL BILL NO. 3021

RESOLUTION NO. 2088

A RESOLUTION DESIGNATING AUTHORIZED OFFICIALS TO SIGN ON BANK AND INVESTMENT ACCOUNTS

WHEREAS, City of Woodburn Resolution 1935 was approved on June 3, 2009, giving certain City officials specific authorizations related to the City’s bank and investment accounts; and

WHEREAS, City Council wishes to update the authorized positions; **NOW, THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. That the signatures required on City of Woodburn bank and investment accounts per Resolution 1935 shall be updated as follows:

<u>ACCOUNT</u>	<u>SIGNATURES REQUIRED</u>
I. U.S. BANK City of Woodburn	Two of the following: 1. City Administrator 2. Assistant City Administrator 3. Finance Director
II. OREGON STATE TREASURY Local Government Investment Pool	Two of the following: 1. City Administrator 2. Finance Director 3. Accounting Manager 4. Senior Management Analyst

Approved as to form: _____
City Attorney Date

Approved: _____
Kathryn Figley, Mayor

Passed by the Council _____

Submitted to the Mayor

Approved by the Mayor

Filed in the Office of the Recorder

ATTEST: _____
Heather Pierson, City Recorder

October 10, 2016

TO: Honorable Mayor and City Council
FROM: Jim Row, Assistant City Administrator
SUBJECT: **Resolution to Join the HEAL Cities Campaign**

RECOMMENDATION:

That the City Council adopt a resolution establishing the City of Woodburn's commitment to join the HEAL Cities Campaign and put healthy options within reach of all residents.

BACKGROUND:

The Healthy Eating Active Living (HEAL) Cities Campaign is a partnership of the League of Oregon Cities and the Oregon Public Health Institute. The Campaign recognizes cities that have adopted and implemented policies that promote healthy lifestyles within their community.

The Campaign began in 2012, when the League of Oregon Cities and the Oregon Public Health Institute agreed to partner in the HEAL Cities Campaign. The Campaign assists public officials to create healthy, fit communities, through policies that expand access to options for healthy eating and active living throughout the community, and that create a culture of health at municipal workplaces. These policies have multiple benefits. The program finds that cities that adopt a number of HEAL policies will improve local livability and have a profound positive impact on the community's health and well-being.

DISCUSSION:

The Campaign identifies four HEAL Cities levels, based upon the number and type of City adopted policies and programs targeted toward improving community health. This resolution establishes Woodburn as a level two (Active) City, which is the highest level at which a new organization can join. As the City continues to adopt eligible policies and programs, it can petition for higher levels of HEAL Cities designations.

Agenda Item Review: City Administrator City Attorney Finance

With its diverse demographics, including a high Latino population that is disproportionately impacted by diabetes and obesity, Woodburn is an ideal community to implement programs to strengthen protective factors of health while reducing risk factors. Program outcomes will have a lasting and sustainable impact on the entire community.

Participation in the HEAL Cities program is consistent with the City of Woodburn's commitment to improve community health initiatives. After they were awarded grant funding in early 2016, the City joined the Marion County Health Department in their HEAL Communities Grant Initiative, which is a related program funded by the Kaiser Permanente Foundation.

The HEAL Communities initiative provides the opportunity for the Health Department and its Community Health Improvement Partnership and other community partners to leverage their respective strengths to address obesity and its impacts on the community with a combination of approaches. Through this program, the City installed permanent outdoor exercise equipment in Legion Park, and is working to implement community health projects, including an expansion of the City's fledgling downtown farmer's market, and the creation of a "prescription program", which will allow health care providers to refer patients to the City's indoor aquatic center. We also plan to develop community walking groups, nutrition and cooking classes, and worksite wellness programs.

HEAL Cities are eligible for HEAL Campaign resources, including, limited grant funding, use of the HEAL Cities logo, free trainings, and technical assistance.

FINANCIAL IMPACT:

The City's participation in the HEAL Cities Campaign is not anticipated to result in significant budgetary impact.



HEALTHY EATING
ACTIVE LIVING
CITIES
CAMPAIGN

Cities' Role in Building a Healthy Community

This fact sheet explains why local elected officials and executive staff are embracing HEAL Cities.

The Oregon League of Cities and the Oregon Public Health Institute have teamed up to bring the Healthy Eating Active Living Cities Campaign to Oregon. The HEAL Cities Campaign is a free program to help civic leaders create healthy Oregon communities. Every city can offer its residents healthy options with minimal budget impact.

Good Health Starts in Healthy Places

Civic leaders have the unique ability to improve the health of the places we live, work, study, shop and play by:

- giving health a greater priority in plans for their city's future
- adopting Healthy Eating Active Living policies
- establishing a culture of wellness for municipal employees



The Physical Environment Makes a Difference

Making the decision to be more active is much easier when every neighborhood has safe sidewalks, crossings, bike paths, and transit options; attractive destinations like schools, markets, banks and libraries within a reasonable walking distance; and good access to parks, trails and playgrounds.



The Food Environment Makes a Difference

The science is clear. People who live in places with many unhealthy food outlets have significantly higher rates of obesity and diabetes than those with more opportunities to buy healthy food, regardless of race or wealth.¹



The Campaign is a joint project of the Oregon Public Health Institute and the League of Oregon Cities, and is funded by the Kaiser Permanente Community Fund.

The HEAL Cities Campaign provides training and technical assistance to help civic leaders create healthy communities. This fact sheet is one in a series providing policy ideas for healthy cities.

Today's youth may- for the first time in modern history- live shorter lives than their parents.²

Q: How can we protect our children from developing chronic medical problems related to eating too much of the wrong things and moving too little?

A: Local leaders across the country are stepping up to help protect the health and well-being of children. Our kids deserve opportunities to bike or walk to school, to play in safe, open spaces and to have nutritious food options. City leaders can improve the local environment through:

- Land use & transportation plans
- Zoning regulations and decisions
- Selection criteria for capital projects
- Redevelopment priorities
- Economic development plans
- Internal personnel and facility policies



PHOTOS: JANUS YOUTH & JOSH TILLINGHAST

What is good for kids is good for the whole community!

Join the HEAL Cities Campaign!

Come to www.healcitiesnw.org and let us know what you are doing to increase healthy options in your city, or contact the Campaign for free technical assistance.

Karli Thorstenson
HEAL Cities Campaign
karli@ophi.org | 503.227.5502 x223

REFERENCES

1. Designed for disease: The link between local food environments and obesity and diabetes, California Center for Public Health Advocacy, PolicyLink, and the UCLA Center for Health Policy Research, 2008.
2. Olshansky SJ, Passaro DJ, Hershov RC, et al. A potential decline in life expectancy in the United States in the 21st century. N Eng J Med. Mar 17 2005;352(11):1138-1145.



HEAL CITIES CAMPAIGN LEVELS

<p>LEVEL ONE (EAGER)</p>	<p>EAGER CITIES join the Campaign by providing the Campaign with a resolution, proclamation, or letter expressing the intent to work with the Campaign to explore HEAL policies.</p>
<p>LEVEL TWO (ACTIVE)</p>	<p>ACTIVE CITIES are cities that already had at least one HEAL policy on their books before joining the Campaign. Active Cities join the Campaign by submitting these policies together with a resolution, or proclamation, or letter expressing the intent to work with the Campaign to explore additional HEAL policies.</p>
<p>LEVEL THREE (FIT)</p>	<p>FIT CITIES join the Campaign by adopting and implementing at least one new HEAL policy and submitting the policy with an implementation plan.</p>
<p>LEVEL FOUR (FABULOUS)</p>	<p>FABULOUS CITIES are FIT CITIES that adopt and implement at least two additional new HEAL policies.</p>

For more information, contact:

Karli Thorstenson
HEAL Cities Campaign Manager
503-227-5502 ext. 223
karli@ophi.org

Good health starts in healthy places!

By expanding options for healthy eating and active living around the places Oregonians live, work, learn, and play, your city helps make the healthy choice the easy choice.

Learn more about the HEAL Cities Campaign at www.healcitiesnw.org



People who live near trails are

50%

more likely to meet physical activity guidelines.

HEAL policies expand sidewalks, trails, and bike paths!

People who live in walkable neighborhoods are

2 times

as likely to get enough physical activity as those who don't.

HEAL policies support Complete Streets, mixed-use zoning, and pedestrian safety.

PARK

HEAL policies support farmers markets, community gardens, and farm to school or work programs.

Proximity to farmers markets is associated with lower BMI.

The number of children who are physically active outside is

84%

higher when schoolyards are kept open for public play.

HEAL policies expand shared use agreements between cities and schools, churches, and community centers.



Your City is a HEAL City: committed to making your city a healthy place to live, work, and play.

The Healthy Eating Active Living (HEAL) Cities Campaign helps cities create healthy communities through adopting policies that help make it easy to live a healthy lifestyle for all residents, especially low income communities and communities of color.

The HEAL Cities Campaign: Building healthy communities

HEAL Cities create:

- safe places to be active by expanding sidewalks, bike paths, & safe routes to school
- places to buy affordable healthy food by supporting farmers markets & community gardens
- healthy workplaces

The HEAL Cities Campaign is a joint project of the Oregon Public Health Institute, the League of Oregon Cities and Kaiser Permanente.



IN OREGON:

1,500
DEATHS
caused by
overweight
& OBESITY
each year

27
Percentage of
11th-graders
that are over-
weight or obese

35
Number of
HEAL Cities

748,106
Number of
Oregonians
impacted by
HEAL policies

OBESITY & OVERWEIGHT CONTRIBUTE TO:



ASTHMA



DIABETES



CANCER



CARDIOVASCULAR
DISEASE

Learn more about the HEAL Cities
Campaign at www.healcitiesnw.org



HEALTHY EATING
ACTIVE LIVING
CITIES
CAMPAIGN

HEAL CITIES POLICY MENU

The Oregon Public Health Institute and the League of Oregon Cities have teamed up to bring the HEAL Cities Campaign to Oregon, with the financial support of Kaiser Permanente.

The HEAL Cities Campaign helps civic leaders create healthy communities. The Campaign has a **policy** focus, because policies establish the rules and shape the environment in which employees, residents and businesses make decisions about nutrition and physical activity. Opinion surveys show that people want to eat better, move more, and feel energized to do the things they love. **It is much more difficult for people to make healthy choices in an unhealthy environment.**

Cities that provide healthy, fit environments rate higher on livability, and are more attractive to families and businesses.

The Campaign provides cities with information about policy options in four areas: Land Use & Transportation, Access to Healthy Food Options, Shared Use, and Workplace Wellness & Nutrition Standards. This Policy Menu is designed to help answer these questions:

1. **What policies might expand options for healthy eating and active living in my city?**
2. **What policies might improve workplace wellness for my city's employees?**

The Campaign will work with participating cities to tailor policies for their communities. If you are interested in learning more about any aspect of the HEAL Cities Campaign, or if you would like technical assistance from the HEAL Cities Campaign to adapt a policy for your city, please see our website, www.HEALCitiesNW.org, or contact Karli Thorstenson, HEAL Cities Campaign Manager at 503 227-5502 x 223 or karli@ophi.org.

HEAL CITIES POLICY MENU

LAND USE AND TRANSPORTATION
Comprehensive Plan, Land Use Plan, and Transportation Plan Updates
1. Include general health goals; promote physical activity and access to healthy food options
2. Promote mixed-use, transit-oriented, and/or compact development
3. Promote street connectivity
4. Promote “complete streets”
5. Promote pedestrian and bicycle safety in all transportation planning
6. Improve access for all residents to existing recreational and natural areas
7. Provide transit access to grocery stores
8. Collaborate with public health agencies and organizations to support programs and activities related to nutrition, including classes in gardening, meal planning, and cooking
9. Increase the number of parks, open spaces, and recreational trails
Establish Guidelines and/or Zoning Controls
10. Adopt incentives for compact, mixed use and/or transit-oriented development
11. Establish pedestrian and bike friendly street design standards
12. Allow new and/or support existing farmers markets
13. Allow new and/or support existing community gardens
14. Create a healthy food zone around schools and parks by allowing or supporting the location or wholesome food retail and community gardens in those areas
15. Allow or support the location of wholesome food retail in neighborhoods that have a concentration of retailers of sugar-loaded beverages, high fat, high salt, and heavily processed foods
16. Allow Community Supported Agriculture distribution points on public property
Bicycle and Pedestrian Plans
17. Establish dedicated pathways for pedestrians and cyclists
18. Address pedestrian and bicycle safety at crossings, along traffic corridors, on routes between residential areas and schools, and in other transportation projects
Healthy Infrastructure Investments
19. Increase accessibility of recreational facilities and other key destinations to pedestrians, cyclists, and transit riders
20. Create Safe Routes to Schools from residential neighborhoods to local elementary, middle, and high schools
21. Prioritize capital improvement projects that fund sidewalks, crosswalks and bike lanes in neighborhoods with high obesity rates

ACCESS TO HEALTHY FOOD OPTIONS
Improving Access to Healthy Food Options
22. Attract retailers that offer fresh fruits and vegetables and wholesome staple items at reasonable prices
23. Provide economic incentives for healthy food retail projects
24. Support availability of fresh fruits and vegetables and wholesome staple items at reasonable prices in areas identified as 'food swamps' or 'food mirages'
25. Support community gardens
26. Support year-round farmers markets
27. Support Community Supported Agriculture
28. Encourage low-income residents to purchase fresh produce by offering economic incentives (e.g., at your local farmers market, offer \$5 worth of produce for each \$1 of SNAP benefits)
Recognize Retailers that Promote Healthy Eating
29. Recognize restaurants that disclose the calorie amount and grams of fat for each menu item listed on a menu or menu board in a clear and conspicuous manner
30. Recognize restaurants that remove foods containing artificial trans-fat from their menu
31. Recognize restaurants that offer smaller portions of popular high-calorie and high-fat dishes
32. Recognize restaurants that establish pricing structures that encourage consumption of lower-calorie, lower-fat, and less processed foods
33. Recognize restaurants and markets that feature healthy check-out lanes for orders that include only lower-calorie, lower-fat, and less processed or unprocessed foods
SHARED USE AGREEMENTS
34. Negotiate agreements with school districts or other entities to open use of existing recreational facilities (e.g., pools, tennis courts, fields) to general public during off-hours
35. Partner with school districts or other public entities to share the cost and responsibilities of building and maintaining new park and recreation facilities
36. Partner with school districts, religious institutions, or other entities to share the cost and responsibilities of institutional kitchens for public cooking demonstrations, cooking lessons, and/or congregate meal preparation and distribution
37. Partner with school districts, religious institutions, or other entities to share the cost and responsibilities of food distribution centers
WORKPLACE WELLNESS & NUTRITION STANDARDS
Workplace Wellness
38. Require a self-assessment of wellness practices in each municipal workplace
39. Require the city to create a tailored plan to address its needs
40. Schedule activity breaks during the work day
41. Encourage use of stairways
42. Improve breastfeeding accommodations for employees
Healthy Meeting Policies
43. Require that all meetings with food offer a healthy option (e.g., fruit, nuts)
44. Make water the preferred beverage at meetings
45. Encourage walking meetings

46. Establish physical activity breaks for meetings that last more than one hour
Nutrition Standards
47. Set nutrition standards for vending machines located in city owned or leased locations
48. Set nutrition standards for food offered for sale or served at city events, city sponsored meetings, city facilities, city concessions, and city programs
Access to Healthy Food Options in the Workplace
49. Offer Community Supported Agriculture (CSA) programs to city employees

COUNCIL BILL NO. 3022

RESOLUTION NO. 2089

A RESOLUTION ESTABLISHING THE CITY OF WOODBURN'S COMMITMENT TO JOIN THE HEAL CITIES CAMPAIGN AND TO PUT HEALTHY OPTIONS WITHIN REACH OF ALL RESIDENTS

WHEREAS, improving livability and community health are important goals; and

WHEREAS, the nutrition and physical activity choices that individuals make for themselves and their families are influenced by their environment; and

WHEREAS, local policies on land use & transportation, access to healthy food, and shared use determine whether options for healthy eating and active living are within reach of the people who live, work, go to school, play or worship in the City; and

WHEREAS, high rates of costly chronic disease among both children and adults are correlated to environments with few or no options for healthy eating and active living; and

WHEREAS, Woodburn is a member of the League of Oregon Cities; and

WHEREAS, in 2010, the League of Oregon Cities Board of Directors resolved to partner with and support the national Let's Move! Campaign headed by the First Lady of the United States, and has encouraged Oregon cities to adopt preventive measures to fight obesity; and

WHEREAS, in 2012, the League of Oregon Cities Board of Directors resolved to partner with the Oregon Public Health Institute (OPHI) in the Healthy Eating Active Living (HEAL) Cities Campaign, and encouraged all Oregon cities to join the HEAL Cities Campaign and qualify as a HEAL City by accepting information, training and technical assistance from OPHI staff on policies to support healthier eating and increased physical activity levels for all residents, create more livable communities, and create a culture of wellness at municipal workplaces, and adopting at least one recommended HEAL policy; and

WHEREAS, the City has already implemented programs and policies consistent with the HEAL Cities Campaign, such as partnering with Marion County in the HEAL Communities program, installing pathways and outdoor exercise stations at local parks, and adopting a healthy foods policy for park concessionaires; **NOW, THEREFORE**,

THE CITY OF WOODBURN RESOLVES AS FOLLOWS:

Section 1. That the City Council hereby recognizes that joining the HEAL Cities Campaign has the potential to improve local livability and have a positive impact on the community's health and well-being. To that end, Woodburn adopts this resolution to join the HEAL Cities Campaign as an Active City.

Section 2. That City of Woodburn Staff shall work with HEAL Cities Campaign Staff to explore and implement HEAL policies that are suitable for the City's unique local circumstances.

Approved as to form: _____
City Attorney Date

Approved: _____
Kathryn Figley, Mayor

Passed by the Council _____
Submitted to the Mayor _____
Approved by the Mayor _____
Filed in the Office of the Recorder _____

ATTEST: _____
Heather Pierson, City Recorder



Agenda Item

October 10, 2016

To: Honorable Mayor and City Council through City Administrator
From: Jim Hendryx, Community Development Director
Subject: **Planning Commission approval of a variance to allow a non-conforming free-standing sign to remain after July 1, 2023, after which time all non-conforming signs are required to come into conformance with current sign standards (VAR 2016-06 Grieg and Stella Olsen)**

RECOMMENDATION:

No action is recommended. This item is placed before the Council for informational purposes, in compliance with the Woodburn Development Ordinance Section 4.02.02. The Council may call up this item for review if desired.

BACKGROUND:

Olson Group Investment, LLC owns Elmer's Restaurant, located at 255 Arney Road. On-site signage includes an approximate 67 sq. ft. pole sign, which is not allowed under current regulations. The sign is 35 ft. tall and the height aspect conforms, since it is below the current height limit of 45 ft. But while pole signs are allowed in general, commercial properties require minimum street frontage to qualify for pole signs. The 67 sq. ft. pole sign on the property would require 300 – 599 ft. of street frontage under the current standards; however, this property is without any frontage at all. The sign was constructed, along with the existing building, in 2000, and met applicable standards in effect at that time. In 2004, sign standards were revised, establishing the street frontage requirement for pole signs.

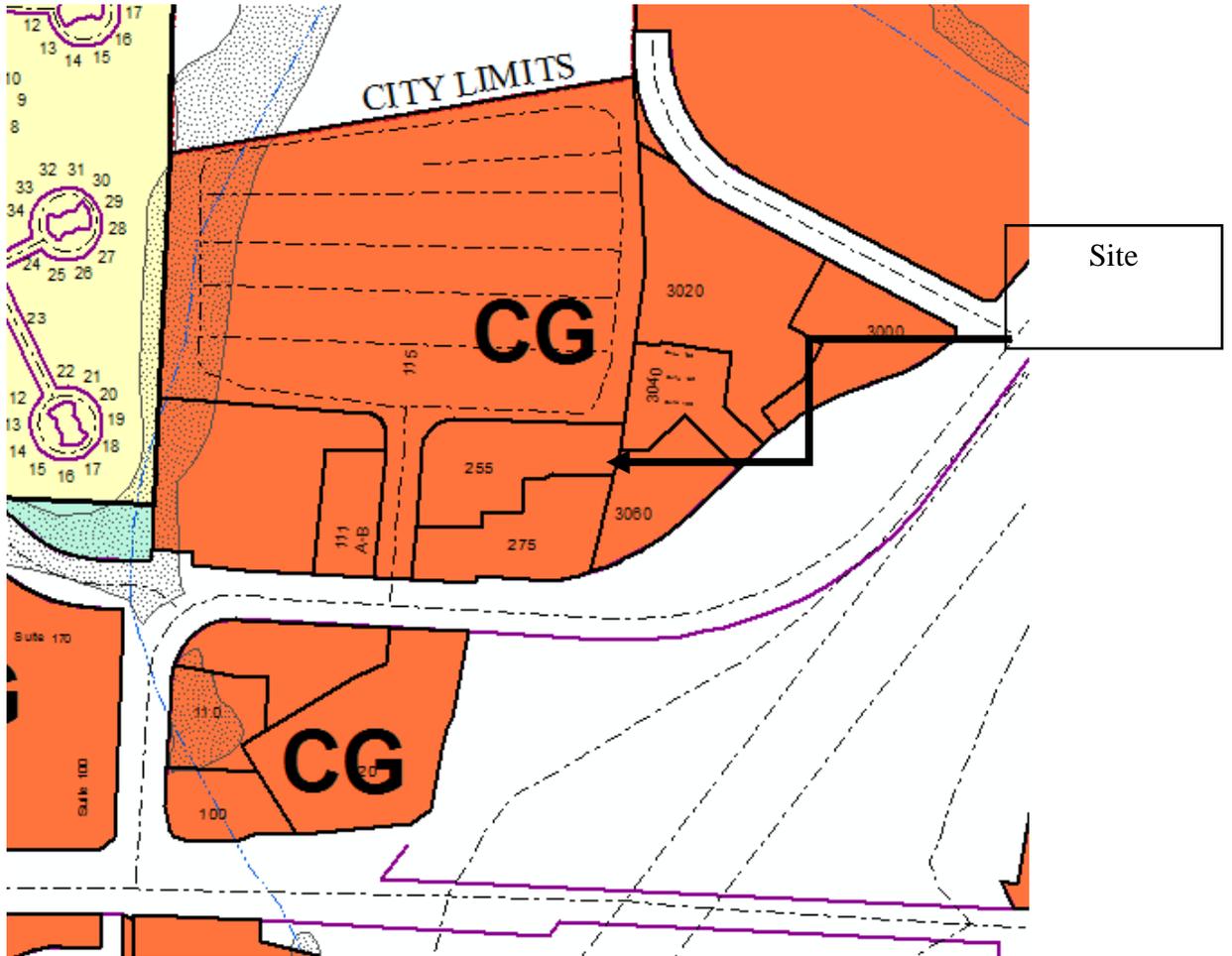
With the revisions of the sign standards in 2010, allowance of pole signs and sign size is tied to street frontage.

The Planning Commission held a public hearing on September 22, 2016 and unanimously approved VAR 2016-06.

Agenda Item Review: City Administrator City Attorney Finance

FINANCIAL IMPACT:

This decision is anticipated to have no direct public sector financial impact.



ZONING MAP SHOWING THE SUBJECT PROPERTY